

FISCAL YEAR 2025 ANNUAL BUDGET



PRESCOTT CITY HALL



City of Prescott, Arizona Annual Budget

Fiscal Year 2025
July 1, 2024 – June 30, 2025



City Council

Phil Goode, Mayor

Connie Cantelme

Brandon Montoya

Eric Moore

Cathey Rusing

Lois Fruhwirth

Ted Gambogi

Administrative Staff

Dallin Kimble
City Manager

Tyler Goodman
Deputy City Manager

Mark Woodfill
Finance Director

Lars Johnson
Deputy Finance Director

Catherine Boland
Senior Accountant

Julie Vincent
Senior Accountant

Table of Contents

Budget Award	1
Budget Message	2
City Leadership and Community Overview	4
Mayor and City Council	5
Community Profile.....	16
City of Prescott Demographics	22
Organizational Structure, Goals, and Policies	26
Organizational Values	27
City Organizational Chart	28
Boards, Commissions and Committees	29
Employees by Department and Ten-Year Trend	30
Financial Policy Summary	32
Budget Policy	33
Debt Policy.....	38
Investment Policy	41
Pension Funding Policy.....	46
Budget Preparation Process Overview	49
Budget Basis and Budget Amendments	53
Fund Summaries	54
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	100
City Debt Summary	102
Department Operational Plans	105
Department Operational Plans Overview	106
Strategic Priorities.....	106
City Expenditure Budget by Department and Fund	109
City Expenditure Budget by Department and Category	110
City Expenditure Budget by Department.....	111
Airport	112
Budget and Finance	117
City Clerk	121
City Council.....	125
City Court.....	130
City Manager	134
Community Development	139

Table of Contents

Fire	145
Legal.....	151
Library.....	156
Police.....	161
Public Works.....	168
Recreation Services	187
Regional Communications.....	193
Capital Budget	197
Capital Budget Overview.....	198
Capital Budget Listing	201
Capital Budget and Project Descriptions.....	206
Five-Year Capital Improvement Plan	311
Appendix.....	315
Budget Resolutions	316
Auditor General Schedules.....	322
Authorized Position Listing	333
Authorized Pay Grade Ranges	342
Glossary of Terms.....	343

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, 2023 (FY2024). In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, 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, 2023

Christopher P. Morrill

Executive Director

City Manager Budget Message

Dear Citizens and Council,

July 1, 2024

We are pleased to present the City of Prescott's Fiscal Year 2024-2025 (FY25) annual budget. This \$278.6 million balanced budget includes significant investments in public safety, economic development, infrastructure, citizen services, and employee retention and development. It complies with Council-adopted policies and priorities while improving services to our residents, enhancing, and maintaining the city's infrastructure, ensuring fiscal wellness and flexibility, and providing transparency and accountability to the people of Prescott.

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 year. In allocating resources for the year, the Council indicates both its priorities and policy direction for the coming twelve-month period. Similarly, the approved budget provides goals, objectives, and a plan for the next five years of capital spending.

Several priorities drove the FY25 budget process. These include:

1. Partnerships and investment in public safety infrastructure and personnel.
2. Completion and ongoing implementation of the Economic Development Strategic Plan.
3. Investment in key infrastructure for transportation, long-term water needs, and housing options for essential workers.
4. Preserving and protecting the natural environment.
5. Practicing good governance with community focus and performance-based decisions.

For FY25, budget requests were prioritized based on alignment with the strategic goals noted here and established by the Council early in 2024. Departments were also asked to identify and focus on key efficiency and effectiveness metrics as well as the outcomes they wanted to achieve.

In FY24, the City focused efforts on economic development to attract a variety of businesses and industries, including aerospace, high technology, warehousing and distribution, light industrial applications and medical industries. Current strategic planning continues to incorporate a focus on economic development in the planning. Planning for FY25 has taken information from the 2024 strategic planning session to develop the FY25 initiatives. The strategic planning work included surveys and workshops with the local City of Prescott to help inform the strategic plan initiatives.

The key issues facing the City for the FY25 budget cycle include significant investment in public safety both in the Police and Fire Departments. The City has an initiative on the November 2024 ballot to receive voter approval for a .75 cent sales tax solely funding public safety for key infrastructure additions and improvements with future needs for additional operational expenditures and staffing as part of the initiative. Another key issue is the need to secure land around the Prescott Regional Airport to protect airspace from the encroachment of housing and commercial development. Budget capacity was built into the FY25 budget with significant contingency dollars. Also important in this budget cycle were initiatives that would protect the local environment and local water sources by provide funding for utilities and associated aging infrastructure.

City Manager Budget Message

The City’s \$278.6 million budget for FY25 is comprised of \$134.0 million for operations, \$114.2 million for capital, and \$30.4 million in contingencies. Operating increases reflect higher costs for goods and services, new positions to support the delivery of services to the public, and continued investment in our employees through cost of living and merit increases. The capital budget fluctuates annually based on the City’s needs and reflects an ambitious plan for utility, street, and facility projects. Contingency funds are allocated to allow the City to accept grant funds, provide capacity within the budget for possible land purchase(s) around the airport, and plan for the possible voter approval of Proposition 478 in November. More details about the budget are in the table below.

	FY24 Budget	FY25 Budget	% Chg
Operating Budget	\$ 126,603,376	\$ 134,040,114	5.9%
Capital Budget	116,647,183	114,231,505	-2.1%
Subtotal	243,250,559	248,271,619	2.1%
Contingency			
Potential Grants	3,000,000	4,200,000	
Public Safety Tax - Operations	-	1,748,724	
Public Safety Tax - Capital	-	8,393,000	
Airport Land Purchase	11,000,000	15,000,000	
Debt Service for Airport Land	885,000	1,000,000	
Total	\$ 258,135,559	\$ 278,613,343	7.9%

As a result of the budget process, the FY25 budget includes eleven (11) additional positions. Six of the new position allocations are conversions of temporary employees to full-time status, which minimizes the cost to the City. These positions include one planner, one administrative specialist (Community Development), one office assistant (Public Works), and four forestry technicians (Recreation Services). The five remaining allocations include one fire marshal (Fire), one paralegal (Legal), two equipment operators (Solid Waste), and one environmental project manager (Public Works). The total number of City employees is now 576.

The FY25 budget represents a concerted effort by the mayor, city council, city manager, and all departments and staff to meet the service expectations of our residents, subject to available revenue, both in the current year and in preparation for the years to come. We are especially grateful for the direction received from the Council and the invaluable contributions of department directors and their support staff in assembling this completed budget. We are likewise confident that ongoing collaboration will allow us to achieve the policy goals outlined in the budget for this fiscal year.

Respectfully submitted,

Tyler Goodman
Deputy City Manager

Dallin Kimble
City Manager

City Leadership and Community Overview

Mayor and City Council	5
Community Profile.....	16
City of Prescott Demographics	22

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 held management positions with Medivac Industries, Kinetic Concepts Inc. and Applied Medical.

Phil is a 33-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

Mayor and City Council Profiles

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

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 - Mayor Pro Tem
Term: September 2022 – November 2025

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
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 2027

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 was involved in the annexation negotiations with Arizona Eco Development which preserved approximately 475 acres of scenic Granite Dells property. She was working with Council, City Staff, Save the Dells, and our Representatives at the State Capitol in February of 2020 to obtain State Funding for the creation of a Regional Park, therefore bringing our sales tax dollars back to be reinvested in our community. Unfortunately, COVID delayed this effort, but it resumed in 2022. This Park will enhance Prescott's reputation as a destination for Eco Tourism.

During those two years on Council, Cathey was instrumental in improving the infrastructure by requiring ductile iron, not plastic, for our water mains. She also led the fight to require sub metering for single family rental developments, thereby improving water conservation efforts. She was also successful in the creation of the policy for the naming of City buildings and property.

Mayor and City Council Profiles

She was appointed by Council as Mayor Pro Tempore on November 23, 2021 and served a one year term in that role.

Cathey is a member of the Citizens Water Advocacy Group (CWAG), a science based “think tank” of local water experts who are dedicated to water conservation, protecting our aquifer, and the flow of the Verde River. She is also a member of the Citizens Tax Committee (CTC), a watchdog group of citizens and elected officials dedicated to keeping an eye on the spending of your tax dollars. She is also a volunteer for the Yavapai County Emergency Medical Reserve Corps.

She 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 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



Lois Fruhwirth, Council Member
Term: November 2019 – November 2027

Lois was born and raised in New York. After graduation from Hauppauge HS, Lois attended Boston College, where she was active in Student Government, ultimately elected Undergraduate Student Body President. She graduated in '83 and received her BS in Business Administration. Lois is married 29 years to Gary Fruhwirth, and they have two adult sons, a daughter in law and their 1st grandchild. They made their decision to buy land in Prescott in '08, as they recognized Prescott's culture, values, and quality of life was a perfect fit for their future retirement plans. They relocated from Cincinnati, OH to Prescott June '18, after their youngest graduated high school.

With a 34-year career at Procter & Gamble as a Supply Chain and Business Development Executive, in both US and Global Operations, Lois relocated 9 times across the US and Puerto Rico. At P&G, she demonstrated exceptional leadership skills, overseeing operations worth billions of dollars in US sales, and leading organizations with 100+ employees. She was inducted into P&G's prestigious 'Magnus Society' - a highly coveted honor for only the top Supply Chain global masters. She was recognized as a 'Top Woman in Grocery' by Progressive Grocers Magazine. Lois also represented P&G in various Consumer Goods Industry Affairs efforts to enable supply chain industry efforts. Proven business skills she brings to Council include leadership, strategic planning, budget oversight, and business development.

Lois is a dedicated community leader, volunteering her time and talents. A Prescott Citizens Academy graduate, Lois served on the Prescott Library Board ('20-'22). She volunteered as a weekly classroom volunteer at Lincoln Elementary, working reading, spelling and math with 1st graders ('19-'20). She has been active on several local campaigns and contributes to several local charitable and community causes. Lois serves annually as a Guest Lecturer at UA's Eller College of Business on 'Supply Chain Management' to over 1,000+ Eller freshmen ('20-current).

Lois is active in Republican party politics, and has served as a Precinct Committeeman, Precinct Captain, State Committeeman, AZ Convention Delegate, and was elected as CD2 Member-At-Large on

Mayor and City Council Profiles

the AZGOP Executive Committee ('23-'24). Lois was elected as County Chairman of the Yavapai County Republican Committee, serving her two-year term ('21-'22) with distinction. She demonstrated how business and organization leadership skills contribute to breakthrough results – setting county records in fundraising, candidate donations, organization growth, voter registration advantages and winning local races. Her political experience will be invaluable as a councilwoman, as she believes in collaborating with others to find and implement the best ideas and workable solutions for the challenges we face.

Mayor and City Council Profiles



Ted Gambogi, Council Member
Term: February 2021 – November 2027

Ted Gambogi's parents lived in Mantua, New Jersey so when it came time for him to be born, they left the farmland of South Jersey, drove across the Ben Franklin bridge to Osteopathic Hospital in Philadelphia where he was born.

After graduation from Gloucester Catholic, he enrolled in Rutgers University worked his way through as a heavy equipment mechanic and graduated with degrees in Aerospace Engineering and Economics.

With little market for Aerospace Engineers, he applied his mechanical experience and joined Caterpillar in Peoria Illinois.

Eleven months later he moved to his first rep assignment in Albuquerque covering New Mexico, Colorado, and West Texas.

His next assignment was Kuala Lumpur Malaysia covering Malaysia, Singapore, and Sri Lanka.

On his way back to Peoria Illinois he visited China for two weeks during the reign of Deng Xiaoping when China was mostly primitive.

Working for Caterpillar took him where the work was and that meant spending lots of time deep in the jungles of Borneo by means of SUVs, helicopters, and river boats.

Ted also held positions as VP of Maritz Market research, and VP of sales and marketing at Shepherd Machinery.

Ted later returned to Asia in an assignment as Sales and Marketing manager for Caterpillar in Singapore covering Southeast Asia, Australia, New Zealand, India, Korea, and China.

Mayor and City Council Profiles

It was there that he met the Caterpillar office manager in Bangkok, Thailand, Tippawan Chaitrakulseri who is now Tik Gambogi and has been so for over fifteen years.

Upon coming to Prescott in March of 2013, Ted joined Prescott Senior softball, the Masonic Lodge and Rotary.

Ted is an AZGFD Hunter Education Instructor.

He serves as VP of the James Family YMCA and works out there daily.

Ted has completed ten marathons, one on the tail end of an Ironman Triathlon.

He's served as Vice-Chair of Prescott's Planning and Zoning commission, Chair of the 2025 General Plan, and member of the mayor's committee to update the Prescott City Charter.

Ted says "Having lived in seven US states, two foreign countries, traveled the world, I've got a broad base of comparison and I feel Prescott is 'Everybody's Hometown' the greatest place to live. With the privilege of living here comes an obligation to give back to the community like so many Prescottonians have done before me"

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.

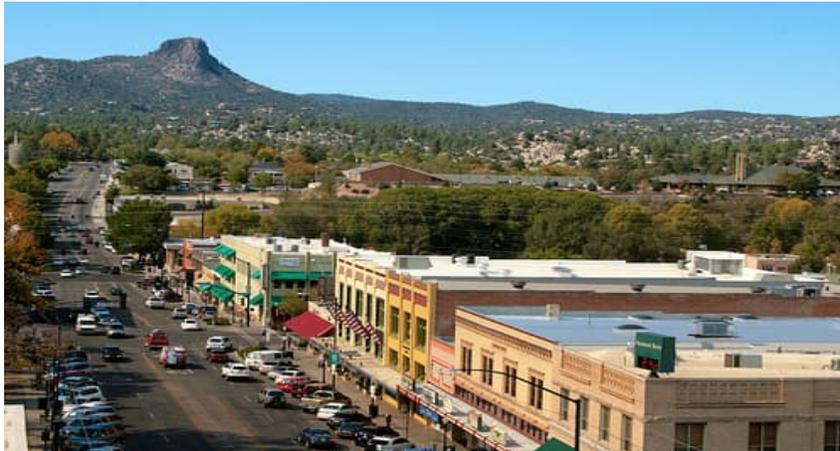
Dubbed “Everybody’s Hometown”, Prescott is culturally diverse from its downtown Courthouse Plaza, famous Whiskey row, preservation emphasis with over 800 buildings on the National Register of Historic Places, World’s Oldest Rodeo, Prescott Fine Arts Association, Sharlot Hall Museum, Phippen Art Museum, 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

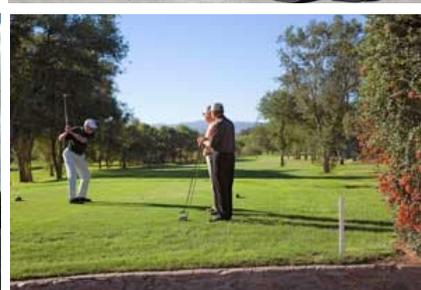
The council-manager form of government was adopted in 1958. The Mayor is elected on a nonpartisan ballot to represent the entire City for a two-year term. The six members of Council are elected at large for four-year terms on a nonpartisan ballot. Three of the six positions and the Mayor's position are 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

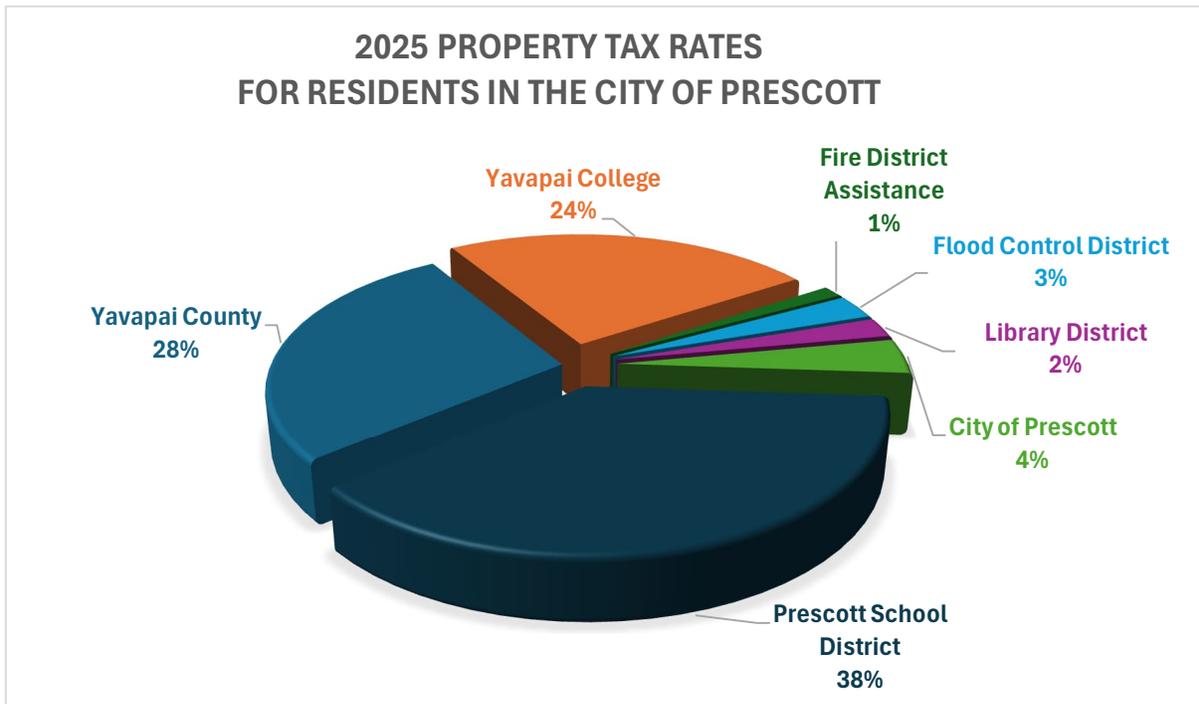
The City of Prescott is a full-service city. The municipal government provides police, fire, library, recreation, parks, trails, golf, waste, wastewater, street improvements and maintenance, solid waste, municipal airport, planning and building, and economic development services.



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 2025 property tax rate (primary and secondary) for residents in the City is 6.0459 per \$100 net assessed value. The City of Prescott's 2025 rate is only 0.2423 per \$100 assessed value, or 4.0% of the total property tax for residents. The remaining property tax is levied by Yavapai County, Prescott Unified School District, Yavapai College, and Fire District Assistance.



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.

Community Profile

Local Economy

Although small in population, approximately 48,000, 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

Warehousing and Distribution

FedEx

Retirement Communities

Touchmark at the Ranch
Las Fuentes

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

Utility

Arizona Public Service
Unisource Energy
SRZ Yuma LLC
Quest Corporation
Cable One

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, utilities, manufacturing and tourism. Here is a brief overview of those sectors:

1. Government: Prescott is the Yavapai County seat, and as a result, is home to a majority of the county offices and court-related businesses. Several state and federal offices also call Prescott home as Prescott's convenient location allows them to serve the northern and central regions of Arizona.
2. Education: In addition to Embry Riddle Aeronautical University, Prescott is home to higher education institutions such as Yavapai College, Prescott College and Northern Arizona University Distance Learning Center. Prescott's K-12 offerings include public, private and charter schools.

Community Profile

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. Utilities: In supporting the growth in Prescott's economy, utilities provide the necessary backbone of infrastructure to the industries, employers, workers and customers in the area.
5. Manufacturing: Prescott's growing base of prime companies includes international manufacturers in the fields of aerospace, bioscience, guns and after-market vehicle accessories.
6. 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.

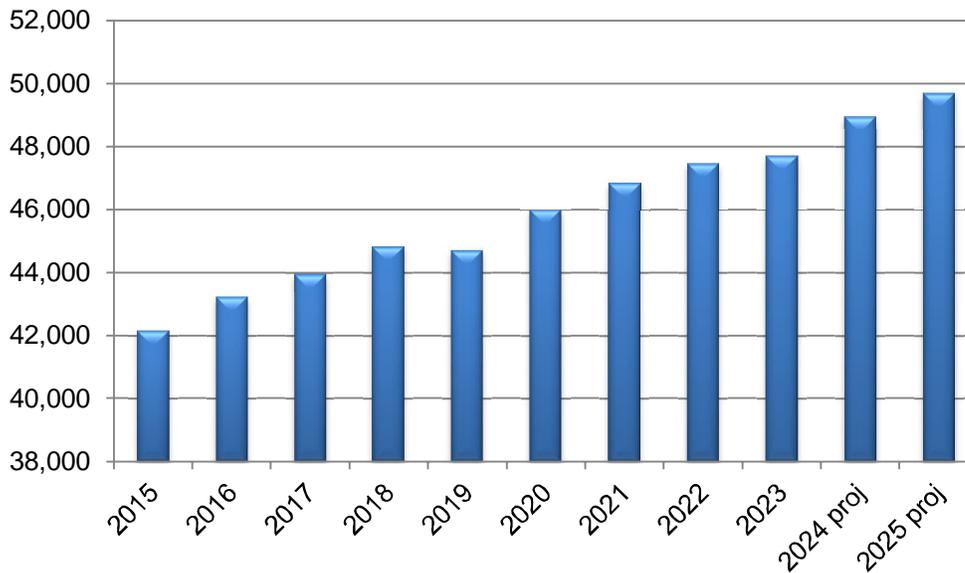
City of Prescott Demographics

City of Prescott Population Demographics

Population and Area

Year	Population	Yavapai County	Population as % of County	Land Area
2014	41,445	215,692	19.2%	42.67 square miles
2015	42,143	218,182	19.3%	42.67 square miles
2016	43,213	221,970	19.5%	42.67 square miles
2017	43,946	225,918	19.5%	42.67 square miles
2018	44,818	229,607	19.5%	42.67 square miles
2019	44,698	233,104	19.2%	45.25 square miles
2020	45,985	237,073	19.4%	45.50 square miles
2021	46,826	241,173	19.4%	45.60 square miles
2022	47,450	245,389	19.3%	49.53 square miles
2023	47,697	248,899	19.2%	49.54 square miles
2024 proj	48,944	254,700	19.2%	49.55 square miles
2025 proj	49,680	259,300	19.2%	49.55 square miles

Population



Source: Arizona Office of Economic Opportunity

City of Prescott Demographics

Population Statistics	2024			
	2020 Prescott	2024 Prescott	Yavapai County	2024 Arizona
<i>Gender distribution</i>				
Percent Male	48.92%	49.12%	49.34%	49.92%
Percent Female	51.08%	50.88%	50.66%	50.08%
<i>Age distribution</i>				
24 and under	20.12%	18.45%	23.12%	32.93%
25 to 44	13.80%	24.73%	18.61%	26.63%
45 to 64	27.31%	23.47%	27.68%	24.45%
65 and over	38.77%	33.35%	30.59%	15.99%
Median Age (years)	59.1	60.5	54.5	38.1
<i>Income/employment</i>				
Household Median Income	\$58,562	\$66,330	\$62,430	\$65,913
Household Average Income	\$85,615	\$96,801	\$83,305	\$89,693
Unemployment	5.7%	5.2%	4.9%	5.6%

Households by Income, 2024

\$200,000 or more	9.40%
150,000 to 199,999	7.00%
100,000 to 149,999	15.20%
75,000 to 99,999	12.40%
50,000 to 74,999	20.00%
35,000 to 49,999	9.90%
25,000 to 34,999	8.90%
15,000 to 24,999	9.90%
10,000 to 14,999	2.70%
under 10,000	4.60%

Racial/Ethnic Composition 2024

White, Non-Hispanic	85.63%
Hispanic	8.66%
Black	0.62%
Asian	1.76%
Other	3.33%

Source for Demographics: World Population Review

City of Prescott Demographics

City of Prescott Financial Snapshot

	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
Total Operating Budget (000s)	\$ 99,384	\$ 96,966	\$ 102,362	\$ 108,186	\$ 126,603	\$ 134,040
Total Regular Employees ¹	507.00	508.00	520.25	548.00	565.00	576.00
Total Employees per 1000 population	11.03	10.85	10.96	11.49	11.54	11.59
Primary Assessed Valuation ² (000s)	\$ 691,000	\$ 735,510	\$ 788,147	\$ 835,282	\$ 883,804	\$ 935,704
City of Prescott Property Tax Rate	0.2599	0.2484	0.2378	0.2281	0.2520	0.2423
City Property Tax Paid per Capita	\$ 39.05	\$ 39.02	\$ 39.50	\$ 39.95	\$ 45.50	\$ 45.64
City Sales Tax Rate	2.75%	2.75%	2.75%	2.75%	2.00%	2.00%
City Sales Tax Revenue per Capita ³	\$ 361.86	\$ 401.49	\$ 403.58	\$ 448.67	\$ 449.49	\$ 458.94

¹ Regular employees - does not include temporary or seasonal employees.

² Source: Yavapai County Assessor

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 percentage dedicated to PSPRS was eliminated December 31, 2022

Population Estimates from Office of Economic Opportunity, State of Arizona

City of Prescott Demographics

City Services

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, est.	723,500

Public Safety

Police Employees	106.5
Calls for Services	19,526
Fire Stations	5
Fire Employees	81
Calls for Services	10,385
Fire Inspections	2,000

Community Development

Total Plan Reviews Performed	9,343
Total Field Building Inspections - all permit types	8,958

Transportation

Total of Miles of Streets (paved miles)	351
Cold Mix Repairs (lbs)	81,773
Hot Mix Repairs (tons)	1,481

Refuse Collection

Household Accounts	24,167
Commercial Accounts	1,584
Refuse Collected (tons)	77,542
Recycle Collected (tons)	5,260

Airport

Ranking for busiest airport in Arizona	4th
Ranking for busiest airport in US	23rd
Passengers on Commercial Flights	24,524
FAA Traffic Count	335,580

City of Prescott Water

Miles of Water Mains	562
Number of Connections	26,759

City of Prescott Wastewater

Miles of Wastewater Lines	408
Number of Connections	21,721

Organizational Structure, Goals, and Policies

Organizational Values	27
City Organizational Chart	28
Boards, Commissions and Committees	29
Employees by Department and Ten-Year Trend	30
Financial Policy Summary	32
Budget Policy	33
Debt Policy.....	38
Investment Policy	41
Pension Funding Policy.....	46
Budget Preparation Process Overview	49
Budget Basis and Budget Amendments	53

Organizational Values



VISION

To be the premier community in the Southwest.

MISSION STATEMENT

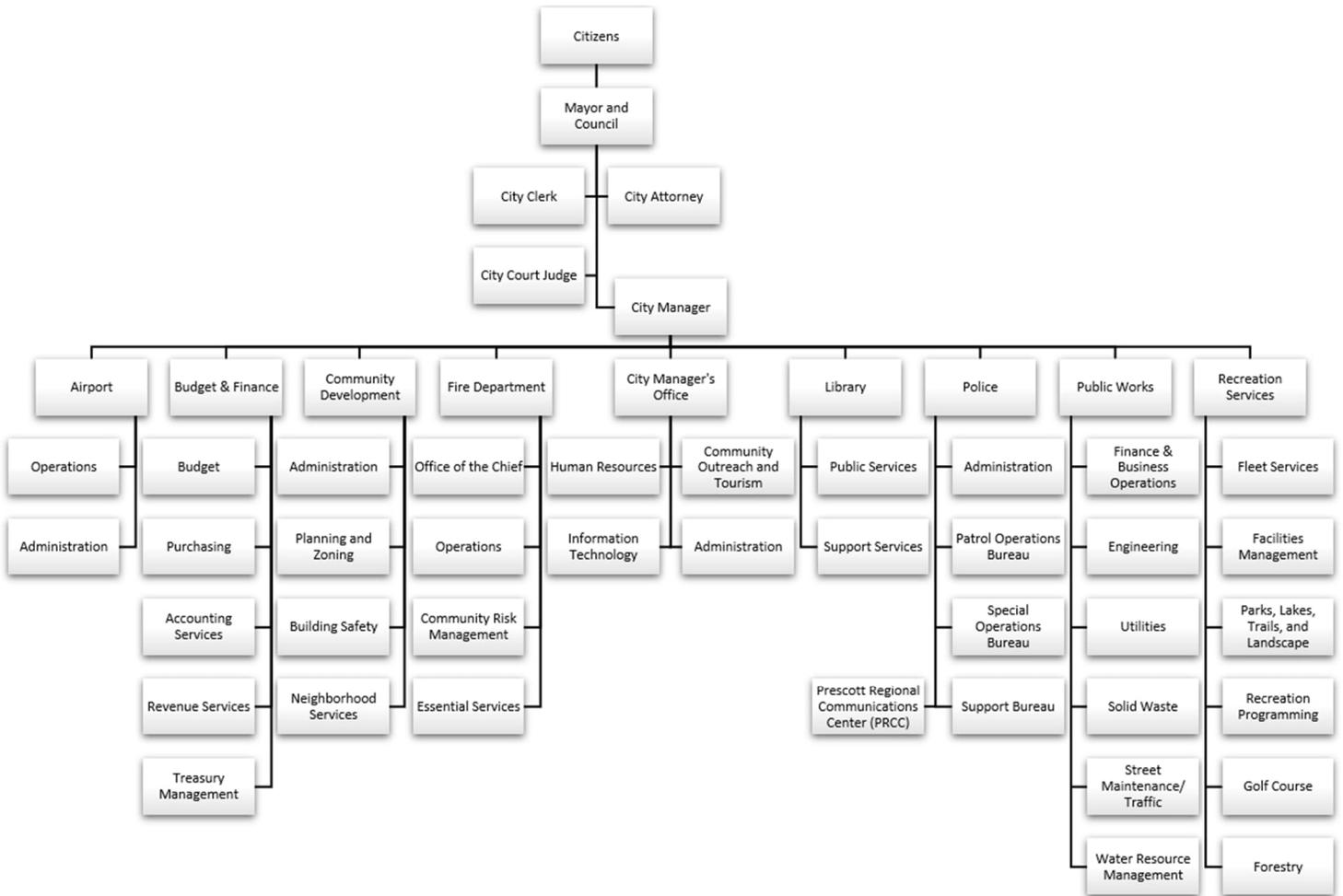
We will embrace our unique past, maximize our current opportunities, and be a catalyst for our future prosperity.

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

Active Boards, Commissions and Committees

1. Airport Advisory Board
2. Board of Adjustment
3. Building Safety Advisory & Appeals Board
4. CDBG Citizens Advisory Committee
5. Civic Enhancement Committee
6. Council Subcommittee on Appointments
7. Council Subcommittee on Water Issues
8. Fire Board of Appeals
9. General Plan Review Committee
10. Industrial Development Authority
11. Mayor's Charter Amendments Review Committee
12. Mayor's Veterans Commission
13. Municipal Property Board
14. Pedestrian, Bicycle and Traffic Advisory Committee
15. Planning & Zoning Commission
16. Prescott Preservation Commission
17. Public Safety Retirement Board - Fire
18. Public Safety Retirement Board - Police
19. Tourism Advisory Committee
20. Water Policy Review & Monitoring Committee

Employees by Department and Historical Trend

Department	FTEs ¹		
	FY23	FY24	FY25
Airport	12.00	12.00	12.00
Budget & Finance	17.00	17.00	17.00
City Clerk	3.00	3.00	3.00
City Council	7.75	7.75	7.75
City Court	7.00	7.00	7.00
City Manager	30.25	32.25	32.25
Community Development	15.00	17.00	19.00
Fire	79.00	80.00	81.00
Legal	8.00	9.00	10.00
Library	21.50	21.50	21.50
Police	99.50	106.50	106.50
Public Works	161.00	170.00	173.00
Recreation Services	52.00	47.00	51.00
Regional Communications	35.00	35.00	35.00
City Total	548.00	565.00	576.00

¹Full time equivalents (FTEs) include only permanent employees. In addition, the City employs temporary and seasonal employees estimated at 29.23 FTEs for FY25.

Changes to Employee FTE's

The increase of 11 FTE's from fiscal year 2024 to 2025 included additions in a few areas. Community Development increased by 2 positions from the prior budget. One FTE was the transfer of a Contract Purchasing Administrator from Public Works to Community Development and reclassified as an Operations Manager. This was to place the contract expertise in the proper area to facilitate community projects. The second position was to convert a temporary Customer Service Representative to a regular employee as this ongoing position was needed full-time.

Public Safety increased only one position in fiscal year 2025 to add a much needed Fire Marshal. The Police Department added 7 positions in the prior year. Public Safety is a strategic priority of the City and as discussed in the Budget Highlights page, should the voters approve an additional .75% sales tax to fund public safety, there is contingency funding for budget capacity to increase both Fire and Police funding levels.

Other increases included Public Works with 2 Equipment Operators as recommended in a recent fee study and 1 temporary Administrative Coordinator to a full-time permanent position.

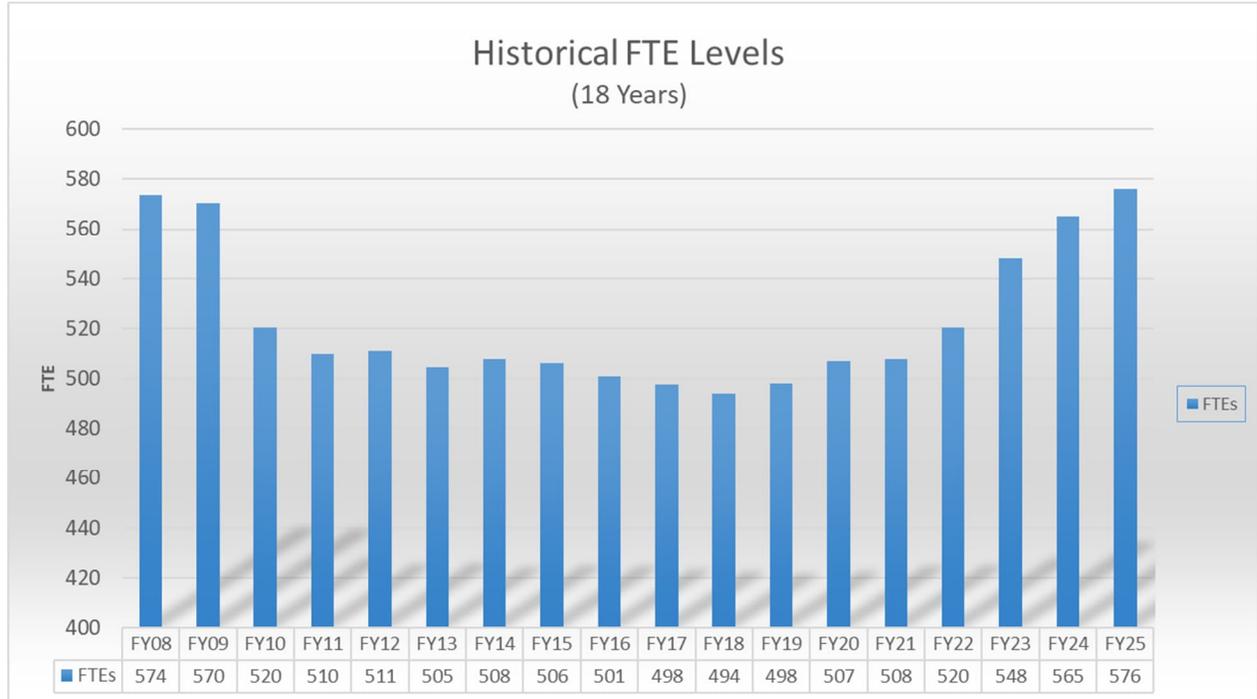
Another new position included a Paralegal to assist in the City Attorney's Office to provide substantive legal work and reduce prosecutor workload and burnout.

Finally, the Recreation Department hired several Forestry Technician positions. Four of these positions were converted from temporary to permanent to increase retention of the employees and increase the success of the Forestry Program.

See Appendix for the full FY25 Authorized Position Roster.

Employees by Department and Historical Trend

City of Prescott Total Full Time Equivalent Positions – 18-year trend



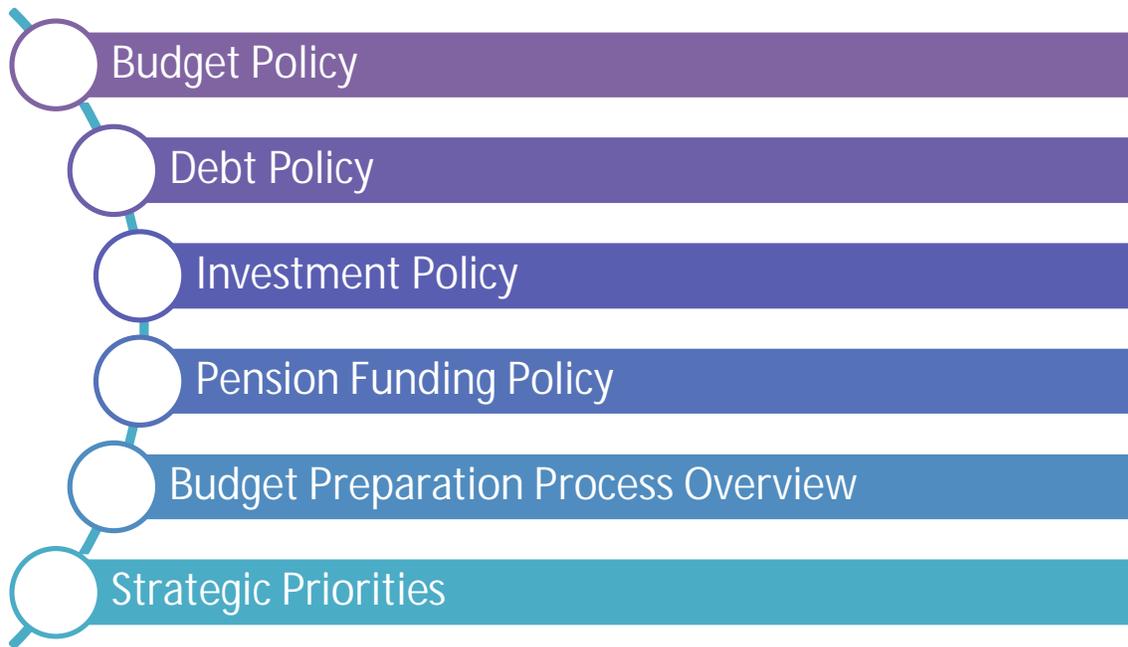
The decline in employees from fiscal year 2008 through 2010 was the result of the economic downturn from the bursting of the housing bubble and global financial crisis at that time. Subsequent to those years, the City was also managing significant unfunded liability levels associated with the Public Safety Personnel Retirement System. Throughout the years of 2010 through 2022, the City was unable to reestablish the previous personnel numbers due to the burden of this liability.

To correct the situation, the City put in place a .75% sales tax for two years to collect revenue to pay down the unfunded liability. The City accomplished its goal and effective January 1, 2023, brought the sales tax rate back from 2.75% to 2% removing the .75% tax. This successfully allowed the City to begin funding personnel at previous levels.

Financial Policy Summary

Financial Policy Summary

The fiscal policies and processes included in this budget book for the City of Prescott are listed below. These policies provide the basic framework and structure for budget and long-term financial planning. In addition to the policies, the Strategic Planning document [\(Strategic Plan 2024 City of Prescott's website\)](#) adopted by the Council, serves as a guide for long-term decision-making and resource allocation. The overview of the Council's strategic goals from the plan can be located at the beginning of the Department Operational Plans Overview section. The budget policies and processes are reviewed annually to verify continued applicability to meet the City's objectives and provide accountability and efficient stewardship of the resources.



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.

The 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 for which the cost is \$10,000 or more.
Operating Capital	All other capital requests not in the above categories. These would include information technology infrastructure, software over \$100,000, and major tools and equipment purchases over \$10,000.

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) in accordance with City Code.

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 the 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.

Investment Policy

B. INSURABILITY:

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

X. SAFEKEEPING AND CUSTODY OF INVESTMENT ASSETS

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

Pension Funding Policy

City of Prescott Pension Funding Policy

(Council Adopted 06/11/2024 with Resolution 2024-1885)

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> and on the City's website at <https://prescott-az.gov/budget-and-finance/financial-reports/>.

Council formally accepts the assets, liabilities, and current funding ratio of the City's PSPRS trust funds from the June 30, 2023, 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)	\$ 87,642,812	\$ 90,855,780	\$ 3,212,968	96.5%
Prescott Police Dept. (024)	70,245,273	70,918,271	672,998	99.1%
City of Prescott Total	\$ 157,888,085	\$ 161,774,051	\$ 3,885,966	97.6%

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.

Pension Funding Policy

- Council proposed, and the voters approved, a dedicated sales tax of 0.75% effective January 1, 2018, to pay down the unfunded PSPRS pension liability. This dedicated sales tax is to remain in effect for ten years (until December 31, 2027) or until the combined unfunded pension liability of the City's two PSPRS trust funds is \$1.5 million. 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 prepare 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 Department 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 is 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 3rd Monday in July of each Fiscal year). Once the tentative budget is adopted, the expenditures may not increase upon final adoption, but may be decreased.
- Truth and Taxation: In compliance with section 42-17107, Arizona revised statutes; the City of Prescott notifies its property taxpayers of the city of Prescott's intention to raise its primary property taxes over last year's level.
- Final Budget Adoption, Adoption of the Five-Year Capital Improvement Plan, Adoption of City Job Roster, Establishment of Expenditure Limitation: The final budget is adopted along with the five-year capital improvement plan and the city job roster. The expenditure limitation is established along with the department and fund level appropriations.
- Property Tax Levy: Adoption of the property tax levy ordinance follows not less than fourteen days later than the final budget adoption, in accordance with State law.

Interim Financial and Project Status Reports

The Budget and Finance Director presents a mid-year budget report to the Mayor and Council at a public workshop in 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, 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.

As set forth in Prescott City Code, Chapter 1-6: Planning and Zoning Commission, this Commission is responsible for periodically reviewing the capital improvement program of the City. This function does not have a set date and is at the discretion of the Planning and Zoning Commission.

Budget Preparation Calendar

A calendar is prepared for the annual budget development. This FY 2025 calendar for budget preparation is as follows.

- 1/10/2024 Budget "Kickoff"
- 1/26/2024 Department missions, next year objectives, performance measurements, and org charts

January 2024						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 2/9/2024 Base budget - FY24 estimated endings and FY25 requests
(Base budget includes temporary personnel and overtime budget)
- 2/15-16/2024 City Manager Strategic Planning meeting, next year goals and objectives
- 2/16/2024 New positions and reclassification requests
- 2/27/2024 Council Workshop: Midyear budget report

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 3/1/2024 5 Year Capital Improvement Plan - FY25 budget & FY26-FY29 projected Grant Requests - estimated endings for grants for FY24 and anticipated grants for FY25
- 3/8/2024 City-wide fee schedule update due
- 3/15/2024 Preliminary AEL due

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4/1 thru City Manager review of budget with departments
- 4/12/2024 City Manager review of budget with departments
- 4/19/2024 Revised Capital Estimated Endings and Carryovers
Final AEL due

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Budget Preparation Process Overview

(Budget Calendar for FY2025 continued)

- 5/9/2024 Budget Workshop - 1:00pm-5:00pm - Council Chambers
- 5/16/2024 Budget Workshop - 1:00pm-5:00pm - Council Chambers
- 5/23/2024 Budget Workshop - 1:00pm-5:00pm - Council Chambers (if needed)

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 6/7/2024 List of FY24 major achievements
- 6/11/2024 Council - Tentative budget adoption
- 6/25/2024 Council - Final budget public hearing on budget and adoption

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 7/9/2024 Property Tax Levy Adoption

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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 Annual Comprehensive Financial Report (ACFR) 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 or departments.

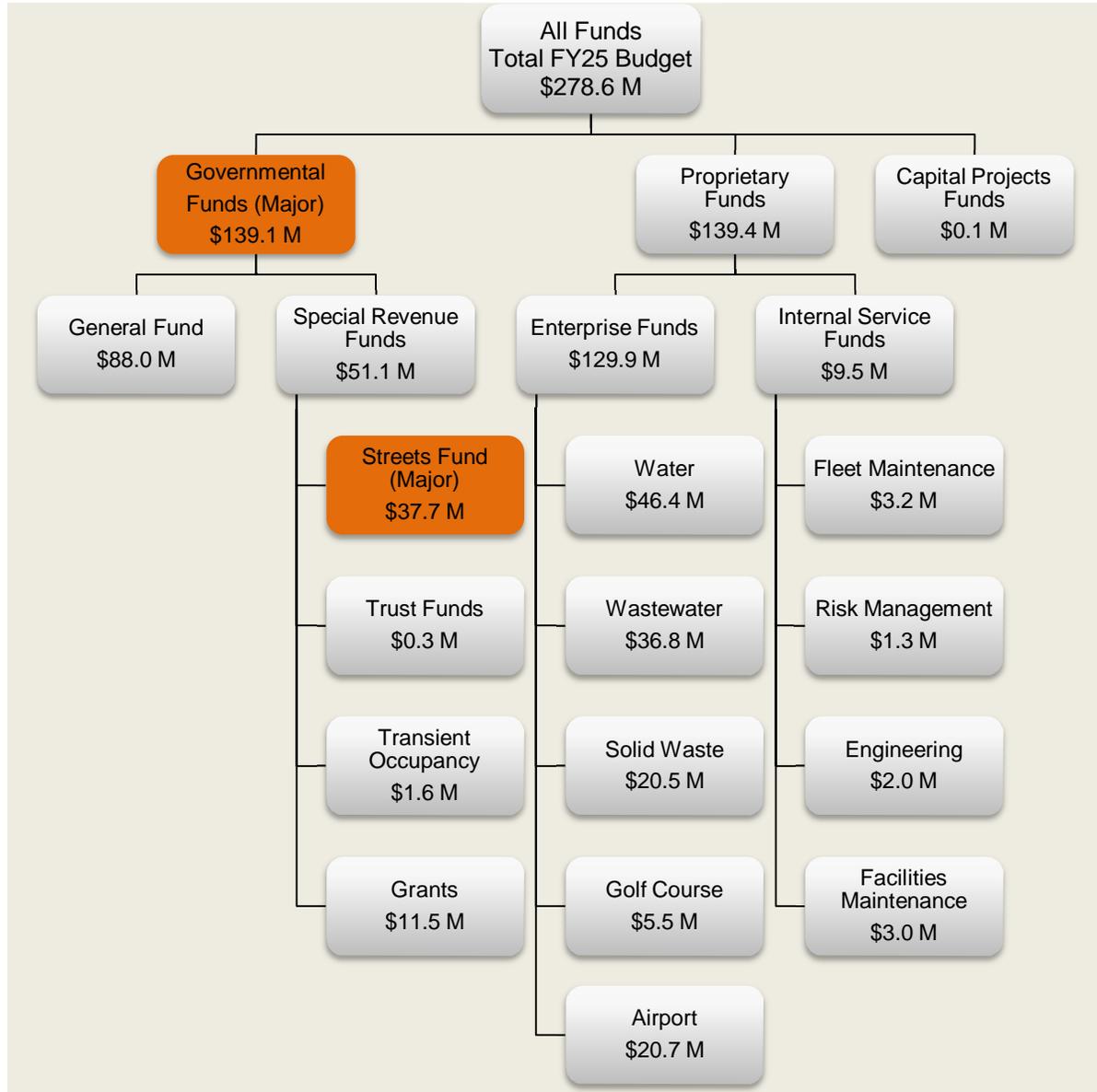
Fund Summaries

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	100
City Debt Summary	102



Fund Structure

The accounts of the City are organized based on 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 how 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, so there is no budget appropriation in FY25.

Debt Service Funds were established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City currently does not have any Debt Service Funds.

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

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

Fund Structure

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 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 ensure 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.

Fund and Department Relationship: Departments can have funds in multiple funds. The chart below shows the relationship between the departments and associated funds.

Relationship Between Funds and Departments

Department	All Funds				
	Governmental Funds		Proprietary Funds		Capital Projects Funds
	General Fund	Special Revenue	Enterprise	Internal Service Funds	
Non Departmental	X	X			
City Clerk	X				
City Council	X	X			
City Court	X	X			
City Manager	X	X			
Budget/Finance	X		X		
Community Development	X	X			
Legal Department	X			X	
Economic Enterprises	X	X			
Fire	X	X	X		X
Library	X	X			
Parks & Recreation	X	X			
Police	X	X			X
Regional Communications	X				
Street Operations		X			X
Solid Waste			X		
Utility Operations			X		
Field & Facilities	X			X	
Golf Course		X	X		
Airport		X	X		
Engineering		X	X	X	X

Overall City Budget Summary

The Fiscal Year 2025 (FY2025) Budget consists of three components – operating budget, capital budget and contingency.

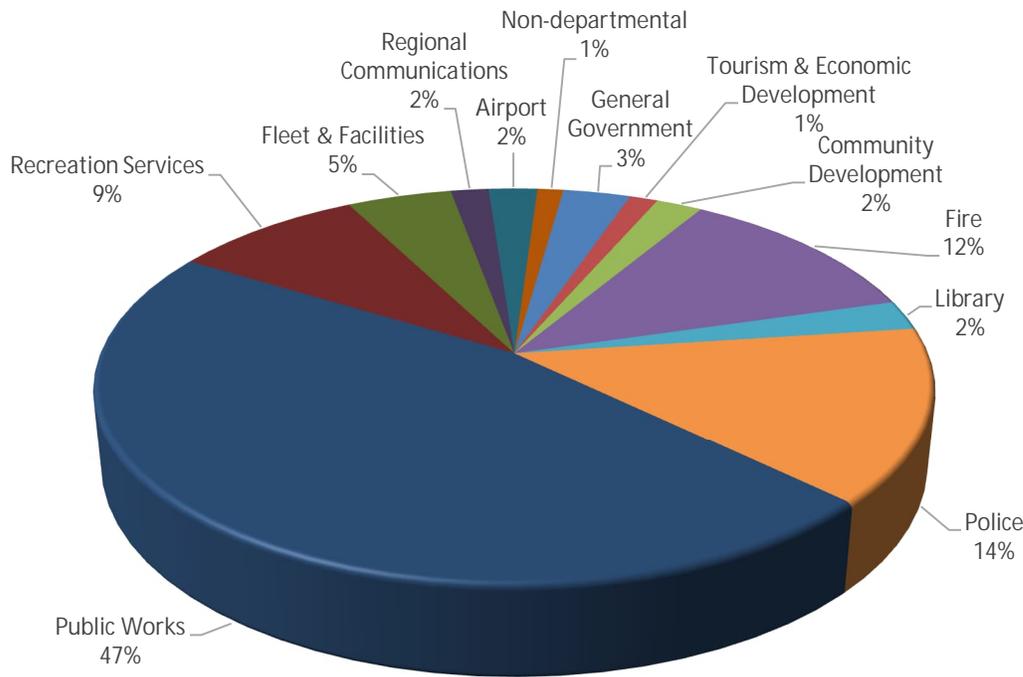
	FY24 Budget	FY25 Budget	% Chg
Operating Budget	\$ 126,603,376	\$ 134,876,409	6.5%
Capital Budget	116,647,183	113,395,210	-2.8%
Subtotal	243,250,559	248,271,619	2.1%
Contingency			
Potential Grants	3,000,000	4,200,000	
Public Safety Tax - Operations	-	1,748,724	
Public Safety Tax - Capital	-	8,393,000	
Airport Land Purchase	11,000,000	15,000,000	
Debt Service for Airport Land	885,000	1,000,000	
Total	\$ 258,135,559	\$ 278,613,343	7.9%

The General Operations portion of the operating budget is \$134,876,409 representing a 6.5% increase from FY2024. 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 the operating budget reflects cost increases necessary to continue to provide City Services at equal or better levels. The following chart depicts the operating budget by department.

There were no changes from the proposed budget for FY25 and the adopted budget for FY25.

Overall City Budget Summary

FY25 Operating Budget by Department



The second component, the capital budget, is \$113,395,210, a 2.8% decrease from FY2024. Capital expenditures are non-routine, one-time expenditures for purchase or projects with a value typically over \$100,000 and estimated useful life over one year, mainly infrastructure improvements for utility and streets projects in the Five-Year Capital Improvement Plan. The section covering budget policy outlines the specific thresholds for capitalization. Capital budgets tend to rise and fall each year depending on the size and timing of projects – especially as Prescott is primarily on a “pay-as-you-go” program.

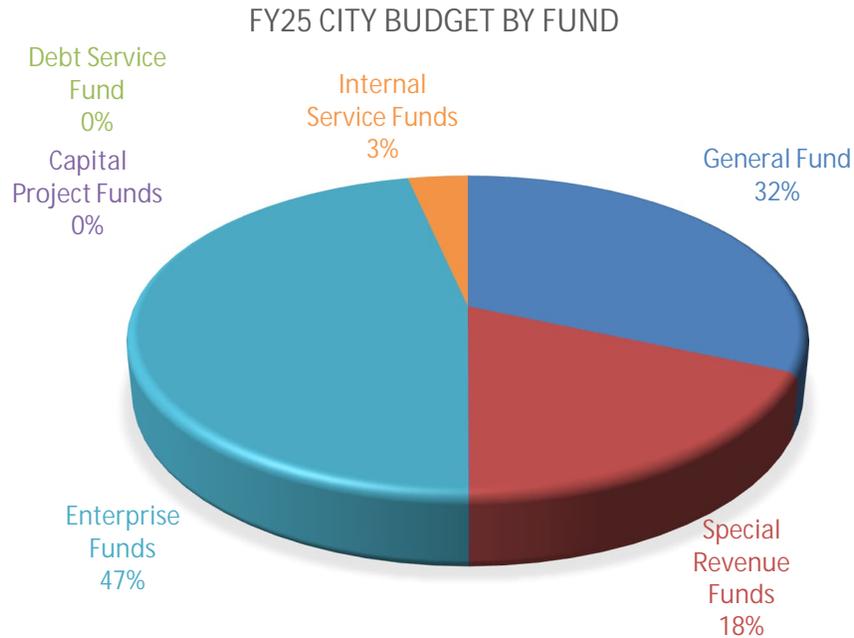
The final component are contingencies, and they are significant in the FY2025 budget comprising approximately 12% in additional funding set aside for multiple future opportunities. The largest of those is a land purchase for the Prescott Regional Airport. The land purchase would allow the City to secure land to continue to provide airport services and allow for potential future growth.

Contingency is also set aside for public safety expansion and include capital expenditures to begin construction of new facilities as well as a placeholder for operational costs to supply and staff the facilities. The expansion is contingent on the passage of an additional 0.95% sales tax for the first 10 years, dropping to 0.75% thereafter that must be approved by the City of Prescott voters in November 2024. These funds are an estimate of the FY2025 expenditures only and only if the increase in the sales tax rate passes. The total project costs planned are in excess of \$100 million.

Annually, the City places in contingency some amount to create the budget capacity and ability to accept future unanticipated grants should they become available. Grants that are ongoing and likely to be awarded are budgeted in each department’s budget.

Overall City Budget Summary

The total budget for FY2025 is \$278,613,343, 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 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 next page shows the categories or sources of revenue for all funds.

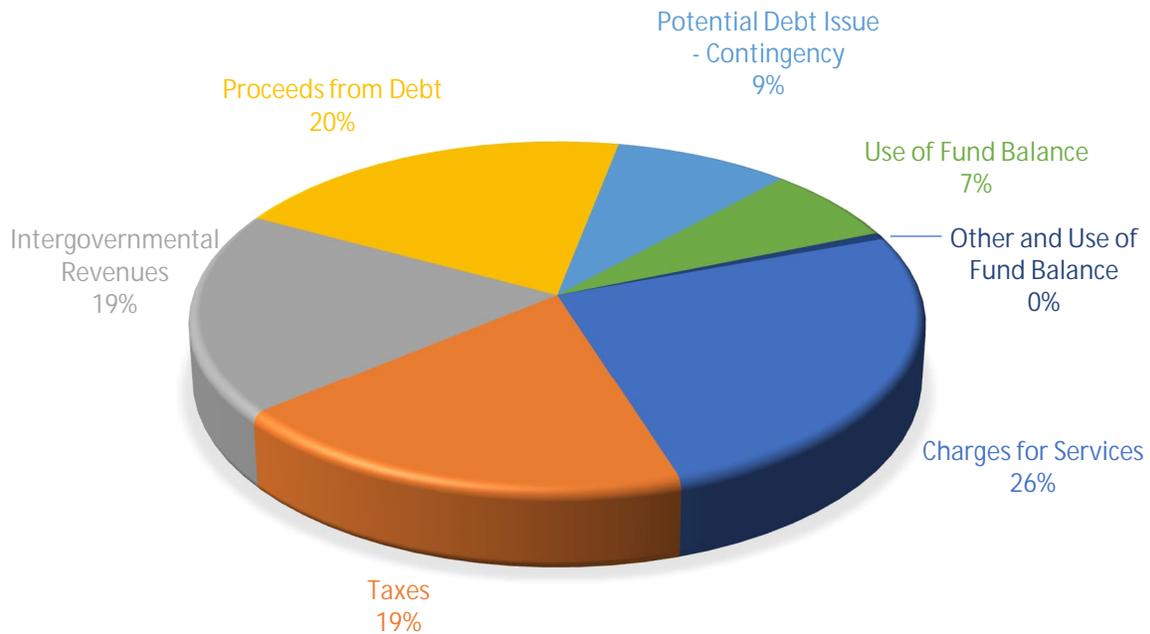
Overall City Budget Summary

City-Wide Funding Sources

The next table summarizes the overall City of Prescott revenue budget by category for all funds.

Funding Source Category	FY24 Budget	FY25 Budget	FY24% of Total
Charges for Services	66,118,519	71,483,072	25.7%
Taxes	50,934,935	52,572,210	18.9%
Intergovernmental Revenues	57,249,789	52,656,050	18.9%
Proceeds from Debt	29,250,160	56,216,724	20.2%
Potential Debt Issue - Contingency	11,885,000	24,393,000	8.8%
Use of Fund Balance	37,716,415	19,538,631	7.0%
Miscellaneous and Other	4,980,741	1,753,656	0.6%
Total Funding Sources	\$ 258,135,559	\$ 278,613,343	

* One time expenditures



Overall City Budget Summary

Overall City Budget Summary

	Major Governmental Funds			Non-Major Governmental Funds		
	FY2023 Actual	FY2024 Est End	FY2025 Budget	FY2023 Actual	FY2024 Est End	FY2025 Budget
Revenues						
Taxes	\$ 62,444,300	\$ 54,980,385	\$ 51,062,210	\$ 1,624,385	\$ 1,580,000	\$ 1,500,000
Intergovernmental revenues	25,713,498	30,352,677	27,309,536	4,150,408	9,191,534	9,602,625
Licenses and permits	926,124	1,137,145	224,100	-	-	-
Fines and forfeitures	266,665	266,376	289,300	15,216	25,000	30,000
Gifts and donations	1,667	10,000	10,000	383,448	486,382	656,740
Charges for services	5,310,038	5,714,861	6,383,916	542,620	712,491	746,150
Investment Income	753,742	1,980,500	350,500	42,487	112,500	38,000
Miscellaneous	720,491	97,365	140,030	718	2,346	-
Total Revenues	96,136,525	94,539,309	85,769,592	6,759,282	12,110,253	12,573,515
Other Sources						
Bond Proceeds	319,539	-	25,141,724	-	-	-
Total Revenues and Other Sources	96,456,064	94,539,309	110,911,316	6,759,282	12,110,253	12,573,515
Expenditures						
Operating						
General Government	1,671,343	2,137,122	2,423,968	1,221,254	1,291,412	1,678,579
Community Services	1,721,696	2,107,831	2,449,422	152,417	440,161	925,840
Culture and Recreation	6,681,018	8,042,667	8,880,044	459,446	433,842	1,155,210
Public Safety	36,360,157	33,336,333	34,636,758	767,655	1,666,356	3,013,676
Public Works	8,019,185	8,449,465	9,493,497	-	-	471,970
Airport & Golfcourse	-	-	-	-	-	3,209
Capital Outlay	31,325,982	21,465,005	38,931,129	2,847,974	5,029,803	2,065,195
Debt Service	2,186,932	2,774,049	2,764,835	-	-	-
Contingency	-	-	26,141,724	-	3,000,000	4,200,000
Total Expenditures	87,966,313	78,312,472	125,721,377	5,448,746	11,861,574	13,513,679
Other Financing Sources (Uses)						
Transfers In	1,474,096	1,080,997	1,841,999	1,902,157	797,213	876,081
Transfers Out	(4,397,149)	(8,499,492)	(9,909,956)	(989,348)	(109,276)	(171,276)
Total other financing sources (uses)	(2,923,053)	(7,418,495)	(8,067,957)	912,809	687,937	704,805
Net change in fund balances	5,566,698	8,808,342	(22,878,018)	2,223,345	936,616	(235,359)
Fund Balance - Beginning July 1	60,936,557	66,503,255	75,311,597	4,585,705	6,809,050	7,745,666
Fund Balance - Ending June 30	\$ 66,503,255	\$ 75,311,597	\$ 52,433,579	\$ 6,809,050	\$ 7,745,666	\$ 7,510,307

Overall City Budget Summary

(Overall Budget Summary continued)

	Proprietary Funds			Total All Funds		
	FY2023 Actual	FY2024 Est End	FY2025 Budget	FY2023 Actual	FY2024 Est End	FY2025 Budget
Revenues						
Taxes	\$ 9,945	\$ 10,000	\$ 10,000	\$ 64,078,630	\$ 56,570,385	\$ 52,572,210
Intergovernmental revenues	11,840,903	6,674,590	11,556,389	41,704,809	46,218,801	48,468,550
Licenses and permits	3,828	1,700	2,000	929,952	1,138,845	226,100
Fines and forfeitures	4,692	4,000	4,500	286,573	295,376	323,800
Gifts and donations	-	-	-	385,115	496,382	666,740
Charges for services	62,306,745	68,404,811	73,040,521	68,159,403	74,832,163	80,170,587
Investment Income	456,667	990,100	-	1,252,896	3,083,100	388,500
Miscellaneous	399,219	49,713	48,486	1,120,428	149,424	188,516
Total Revenues	75,021,999	76,134,914	84,661,896	177,917,806	182,784,476	183,005,003
Other Sources						
Bond Proceeds	-	16,888,623	31,075,000	319,539	16,888,623	56,216,724
Total Revenues and Other Sources	75,021,999	93,023,537	115,736,896	178,237,345	199,673,099	239,221,727
Expenditures						
Operating						
General Government	5,994,070	6,344,970	6,800,430	\$ 8,886,667	\$ 9,773,504	\$ 10,902,977
Community Services	-	-	-	1,874,113	2,547,992	3,375,262
Culture and Recreation	-	-	-	7,140,464	8,476,509	10,035,254
Public Safety	553,151	520,466	532,848	37,680,963	35,523,155	38,183,282
Public Works	31,671,630	34,299,779	38,823,984	39,690,815	42,749,244	48,789,451
Airport & Golfcourse	6,896,956	7,463,171	7,948,560	6,896,956	7,463,171	7,951,769
Capital Outlay	14,628,753	50,404,265	72,698,886	48,802,709	76,899,073	113,695,210
Debt Service	2,400,493	10,662,001	12,573,579	4,587,425	13,436,050	15,338,414
Contingency	-	-	-	-	3,000,000	30,341,724
Total Expenditures	62,145,053	109,694,652	139,378,287	155,560,112	199,868,698	278,613,343
Other Financing Sources (Uses)						
Transfers In	3,525,430	7,536,956	8,768,751	6,901,683	9,415,166	11,486,831
Transfers Out	(1,515,186)	(806,398)	(1,405,599)	(6,901,683)	(9,415,166)	(11,486,831)
Total other financing sources (uses)	2,010,244	6,730,558	7,363,152	-	-	-
Net change in fund balances	14,887,190	(9,940,557)	(16,278,239)	22,677,233	(195,599)	(39,391,616)
Fund Balance - Beginning July 1	27,198,486	42,085,676	32,145,119	92,720,748	115,397,981	115,202,382
Fund Balance - Ending June 30	\$ 42,085,676	\$ 32,145,119	\$ 15,866,880	\$ 115,397,981	\$ 115,202,382	\$ 75,810,766

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. Since the method of accounting for proprietary funds is full accrual, fund balance for budgetary purposes is based on short-term assets less short-term liabilities.

Overall City Budget Summary

For the beginning of FY 2025, the City's estimated fund balance at July 1, 2024 is \$115.2 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	\$ 75,311,597	\$ 7,745,666	\$ 32,145,119	\$ 115,202,382
FY24 Budget				
Operating Surplus (Deficit)	27,885,903	5,325,031	30,556,074	63,767,008
Capital Expenditures and Transfers	(46,999,086)	(1,360,390)	(65,335,734)	(113,695,210)
Debt Issue	25,141,724	-	31,075,000	56,216,724
Debt Service	(2,764,835)	-	(12,573,579)	(15,338,414)
Contingency	(25,141,724)	(4,200,000)	-	(29,341,724)
Contingency for Debt Service	(1,000,000)	-	-	(1,000,000)
Ending Funding Balance	\$ 52,433,579	\$ 7,510,307	\$ 15,866,880	\$ 75,810,766
Ending Fund Balance Detail				
Reserved for:				
Operating (Policy)	\$ 13,670,514	\$ 1,202,870	\$ 5,560,867	\$ 20,434,251
Long-term Obligations	3,500,000	-	6,928,091	10,428,091
Future Capital Projects	18,892,132	6,307,437	3,377,922	28,577,491
Internal Loans	16,370,933	-	-	16,370,933
Total Unassigned	\$ 52,433,579	\$ 7,510,307	\$ 15,866,880	\$ 75,810,766

The FY2025 budget has identified the use of \$39 million from fund balance relating to one time use for capital expenditures or specific projects. The fund balance levels are sufficient to maintain adequate cash flow and a reserve to cover unanticipated expenditures and revenue shortfalls.

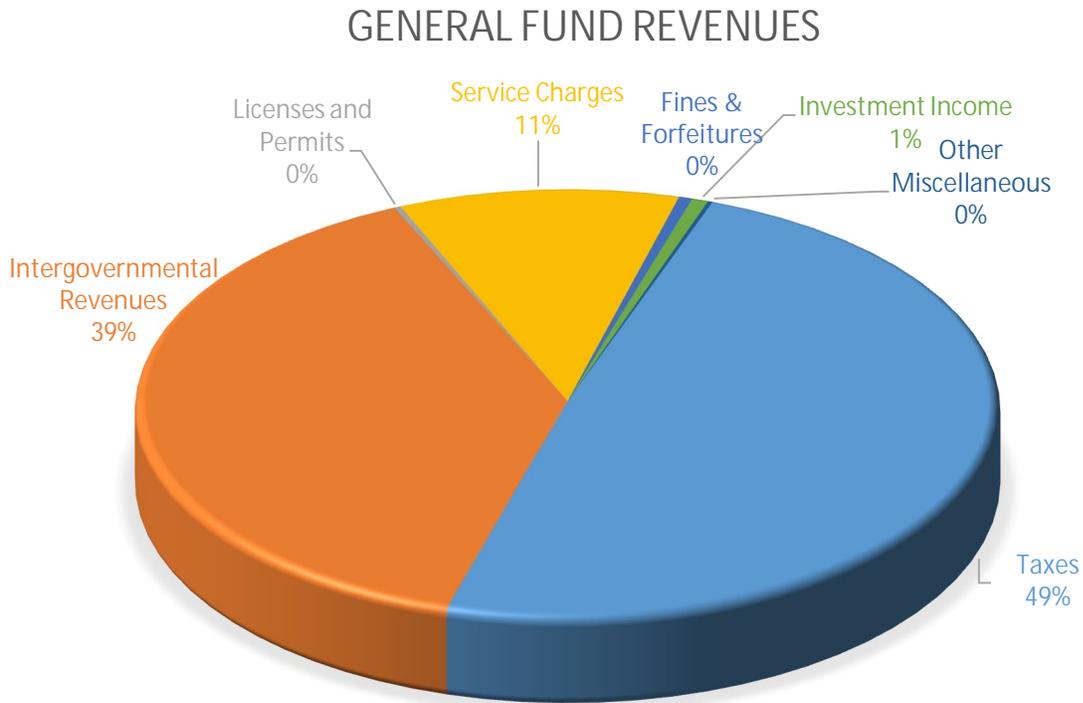
The estimated decrease (30%) in fund balance for major funds and (50%) in proprietary funds is due to the fact that contingencies and capital projects respectively are budgeted in these areas which inflates the budget for the purposes of planning and ensuring budget capacity should the funding be utilized for key projects. It is anticipated that the fund balances will be higher than the estimated end fund balances.

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

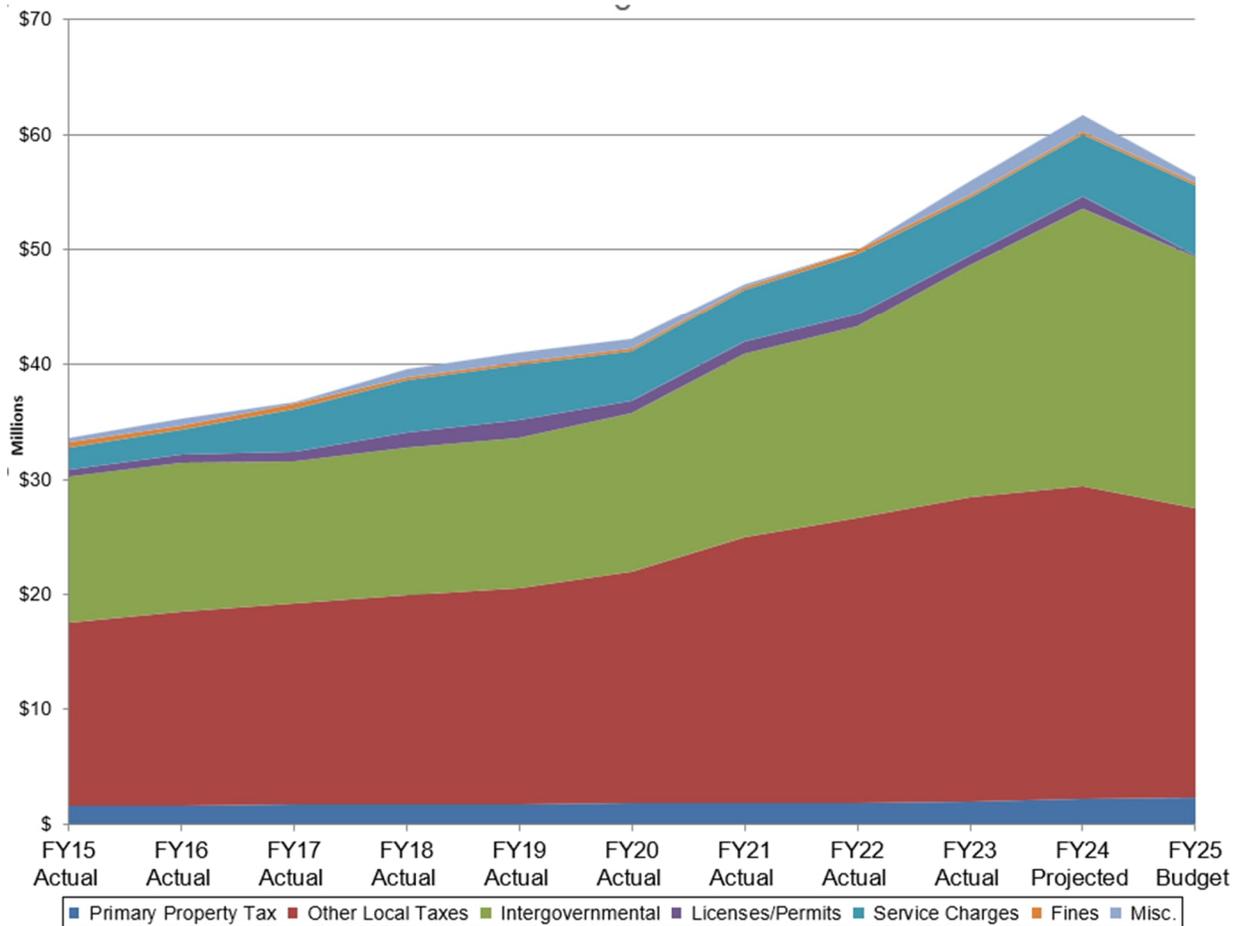
The General Fund source of revenues is primarily (88%) City and state-assessed taxes which have no correlation to service demand. These taxes include the local 1% transaction privilege tax, primary property tax, intergovernmental (state shared) revenues, and franchise taxes. Service charges, licenses and permits, fines, investment income and other miscellaneous revenues total 12% 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. Pursuant to State statute, the State's four personal income tax rate categories are being consolidated into a single flat rate of 2.5% over a three-year period beginning after December 31, 2021. In order to partially mitigate impacts of the expected reduction in State-shared income taxes distributed to cities and towns in Arizona, State statutes were modified to increase, beginning in fiscal year 2023-24, the percentage of Arizona State income taxes distributed to cities and towns from 15% to 18%. As a result of these statutory changes, the City received an increase in State-shared income tax distributions of approximately \$3.7 million in fiscal year 2023-24. Such increases are not expected to continue in fiscal year 2024-25 and beyond as the implementation of the 2.5% flat income tax rate becomes fully implemented.

General Fund Revenue Trends



General Fund

Taxes

Transaction Privilege (Sales) Tax

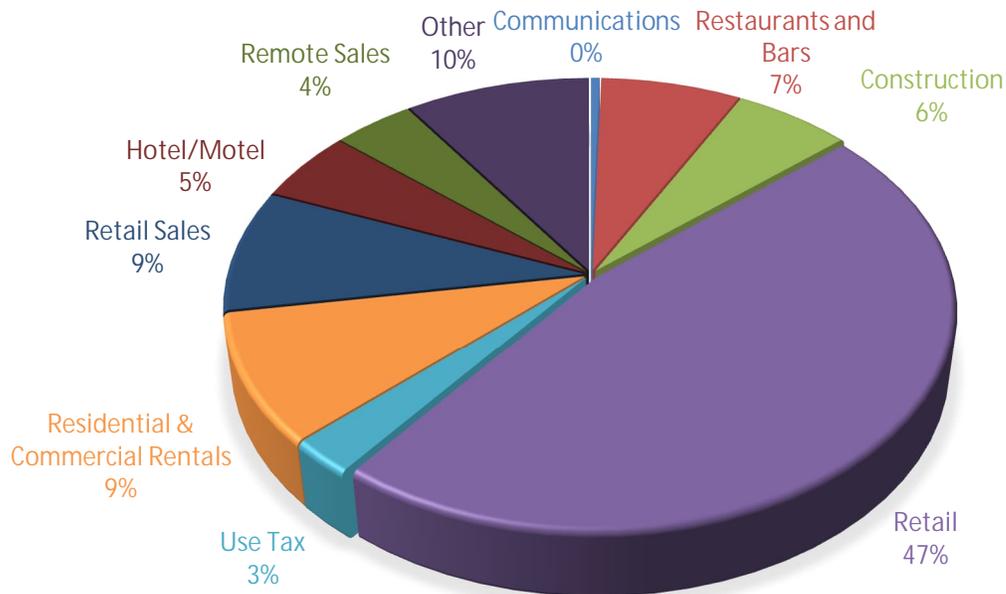
Arizona’s cities and towns have authority granted by the State to establish certain taxes or revenue purposes. The local transaction privilege tax, commonly referred to as sales tax, is one of the main sources of local taxes. City of Prescott’s Charter (Article VI, Section 7) authorizes the City to levy 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 of paying down the unfunded liability.

Transaction privilege tax is far more extensive than retail sales, although that is the largest category. 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 and is based on actual collections from FY24.

A 3.3% increase, or \$1,500,000, is budgeted for privilege tax revenue in the General Fund for FY25. This increase largely due to the conservative budget in FY24 that was based on inflationary concerns that fiscal year. The challenges in the revenue category are subjectivity to economic activity, increased regional competition, and state law reforms that decrease taxable activities. Other Sales includes privilege tax revenue for amusements, advertising, license fees and other miscellaneous activities.

Sales Tax Reporting Categories



General Fund

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 only 4% of operating 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, approximately 4% is collected for the City of Prescott and the remaining tax collections go Yavapai County and public schools such as Yavapai College and Prescott Unified School District. The City of Prescott's primary property tax rate for FY25 is 0.2423 per \$100 of assessed value.

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. This revenue is projected to go down due to the implementation of a 2.5% single tax rate which started in January 2023. Collections are estimated to decline in FY25 by approximately 18.5%.

General Fund

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 \$420,599 in direct contribution and other direct and indirect services.

Other Revenues

Licenses and Permits: This revenue category previously consisted of mainly building permit fees. Charges for building permits and fees were reclassified to service charges for fiscal year 2025, thus the revenue dropped in this category and contributed to the increase in charges for services. Other revenues in this area are transaction privilege tax license fees, business license fees, dog license fees, blasting permits, and film permits. On September 24, 2019, Council voted to eliminate the business license fee that went into effect January 1, 2017. The Council is currently reviewing the reinstatement of those fees in the current fiscal year.

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, recreation fees for parking and programs and the addition of building permits and fees that were reclassified for the fiscal year 2025 budget. Increases in this category are due to the shift of building permits and fees, increases in Regional Communications Center partnership activity and increases in utility and solid waste revenue.

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.

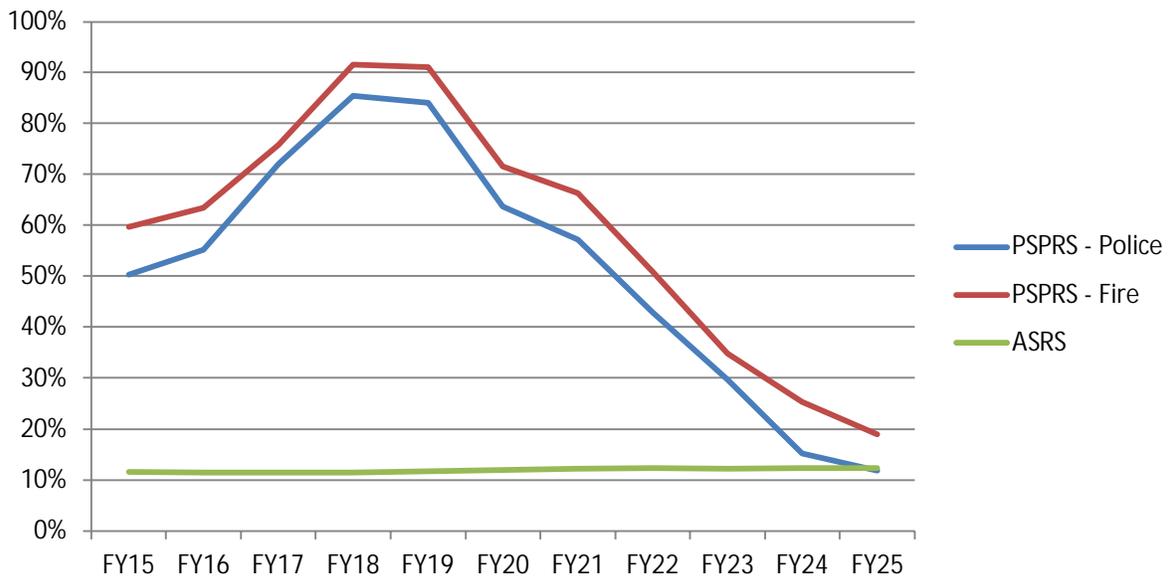
General Fund

Expenditures and Trends

In FY25, personnel costs make up 71% 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. Even though salaries in the General Fund have steadily increased, overall benefit costs have not. Paydown of the unfunded liability has decreased the overall percentage of personnel costs in the General Fund operating budget. The chart below shows the effects on the employer contribution rates from paying down the unfunded liability. This was funded with the .75% transaction privilege tax as noted in that revenue section above.

The Public Safety Retirement System (PSRS) 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 FY25 are 19.00% for Fire and 11.83% for Police. A ten-year history of contribution rates is depicted in the graph below. The Arizona State Retirement System (ASRS) is the retirement system for all other employees in the City and has maintained a stable rate for both the employee and employer.

State-Run Pension Systems – Employer Contribution Rates



The rising pension contribution rates relate to a decline in the funded status of the pension plans. The current PSPRS actuarial valuation shows unfunded liability as of June 30, 2023, of approximately \$3.9 million which is down from \$8.7 million in the prior year with funding ratios of 99.1% for Police and 96.5% for Fire.

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 and adding or eliminating programs.

Overall, the FY25 General Fund operating revenues are budgeted to be down \$1.0 million, net of contingencies and proceeds and operating expenditures are up \$7.8 million when compared to the FY24 budget. Adjustments in expenditures, revenue enhancements and strategically utilizing fund balance has enabled the City to balance the General Fund budget while accomplishing key goals and maintaining service levels.

Fund Balance

An authorized use of fund balance is budgeted at \$14.0 million in FY25 for one-time capital expenditures. The budgetary reserve would be \$11.3 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

	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Budget
Net Change in Fund Balance	\$ 10,921,750	\$ (7,307,161)	\$ 6,453,263	\$ (14,019,390)
Fund Balance - Beginning	30,580,869	41,502,619	41,502,619	47,955,882
Fund Balance - Ending	<u>\$41,502,619</u>	<u>\$ 34,195,458</u>	<u>\$47,955,882</u>	<u>\$ 33,936,492</u>
Ending Balance - Detail				
Reserved for:				
Operations (Policy)	\$ 11,196,478	\$ 11,466,701	\$ 12,334,329	\$ 11,278,271
Long-term obligations	3,370,076	3,500,000	3,500,000	3,500,000
Unassigned and/or Future Projects	26,936,065	19,228,757	32,121,553	19,158,221
Total Ending Fund Balance	<u>\$41,502,619</u>	<u>\$ 34,195,458</u>	<u>\$47,955,882</u>	<u>\$ 33,936,492</u>

General Fund

	FY23	FY24	FY24	FY25	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Taxes					
Privilege/Use Tax	\$24,645,614	\$ 22,740,000	\$25,450,000	\$ 23,500,000	3.3%
Franchise Taxes	1,875,549	1,715,000	1,781,000	1,795,000	4.7%
Primary Property Tax	1,904,723	2,227,185	2,227,185	2,267,210	1.8%
Total Local Taxes	28,425,886	26,682,185	29,458,185	27,562,210	3.3%
Intergovernmental Revenue					
State Sales Tax	6,922,897	7,050,195	7,050,195	7,263,032	3.0%
State Income Tax	8,884,293	12,559,023	12,559,023	10,223,268	-18.6%
State Vehicle License Tax	3,813,903	4,020,755	4,020,755	3,922,399	-2.4%
Yavapai County Library District	551,026	506,288	506,289	420,599	-16.9%
County Contribution	19,941	12,000	12,000	12,000	0.0%
Total Intergovernmental Revenues	20,192,060	24,148,261	24,148,262	21,841,298	-9.6%
Licenses and Permits	840,619	1,035,900	1,037,145	139,100	-86.6%
Service Charges	5,080,135	5,103,524	5,374,861	6,023,916	18.0%
Fines & Forfeitures	266,665	272,100	266,376	289,300	6.3%
Gifts & Donations	1,666	-	10,000	10,000	
Investment Income	528,616	1,500	1,330,500	350,500	23266.7%
Miscellaneous	646,745	90,033	46,315	90,030	0.0%
Total General Fund Revenue	55,982,392	57,333,503	61,671,644	56,306,354	-1.8%
Other Sources					
Debt Proceeds	319,539	11,000,000	-	25,141,724	128.6%
Transfers In	1,474,096	1,991,622	1,080,997	1,841,999	-7.5%
Total Revenues and Other Sources	57,776,027	70,325,125	62,752,641	83,290,077	18.4%
Operating Expenditures by Departments					
Budget & Finance	\$ 441,160	\$ 477,355	\$ 540,587	\$ 566,360	18.6%
City Clerk	126,929	163,675	162,917	177,817	8.6%
City Council	38,778	72,963	72,324	96,229	31.9%
City Court	644,744	777,110	757,033	794,657	2.3%
City Manager	264,176	562,810	733,263	602,811	7.1%
Community Development	1,721,696	2,246,295	2,107,831	2,449,422	9.0%
Fire	11,097,069	13,155,794	12,684,848	13,680,965	4.0%
Fleet & Facilities	547,198	902,587	863,609	893,749	-1.0%
Legal	305,596	354,185	372,773	423,865	19.7%
Library	2,573,346	2,871,751	2,814,445	3,142,351	9.4%
Police	13,419,608	16,351,865	15,007,546	17,186,734	5.1%
Recreation Services	3,796,713	4,681,566	4,878,480	5,314,223	13.5%
Regional Communications	1,684,388	2,299,508	1,852,906	2,316,402	0.7%
Transfers Out	3,517,324	4,179,262	8,297,893	9,241,586	121.1%
Total Operating Expenditures	\$40,178,725	\$ 49,096,726	\$51,146,455	\$ 56,887,171	15.9%
Capital and Other					
Capital Projects	6,442,474	14,170,367	4,944,204	13,106,432	-7.5%
Debt Service - Contingency	-	885,000	-	1,000,000	
Contingency	-	11,000,000	-	-	
Public Safety Initiative Operating Contingency	-	-	-	1,748,724	
Airport Land Acquisition Contingency	-	-	-	15,000,000	
Public Safety Initiative Capital Contingency	-	-	-	8,393,000	
Other Non-Departmental	233,078	2,480,193	208,719	1,174,140	-52.7%
Total Expenditures and Transfers	\$46,854,277	\$ 77,632,286	\$56,299,378	\$ 97,309,467	25.3%
Ending Balance, 6/30					
Net Change in Fund Balance	\$10,921,750	\$ (7,307,161)	\$ 6,453,263	\$ (14,019,390)	
Fund Balance - Beginning	30,580,869	41,502,619	41,502,619	47,955,882	
Fund Balance - Ending	41,502,619	34,195,458	47,955,882	33,936,492	

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

	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Budget	% Budget Change
Revenues					
Sales Tax	\$ 24,645,041	\$ 22,740,000	\$ 25,450,000	\$ 23,500,000	3.3%
Highway Users Revenue	4,670,937	4,859,415	4,859,415	4,868,238	0.2%
County Contribution	840,000	600,000	1,345,000	600,000	0.0%
Fees & Services	315,408	475,000	440,000	445,000	-6.3%
Misc/Grant/Interest Earnings	264,630	50,000	701,050	50,000	0.0%
Total Revenues	<u>\$ 30,736,016</u>	<u>\$ 28,724,415</u>	<u>\$ 32,795,465</u>	<u>\$ 29,463,238</u>	2.6%
Expenditures					
Recreation Services	\$ 291,972	\$ 389,175	\$ 348,666	\$ 386,462	-0.7%
Public Works	8,019,185	9,261,962	8,449,465	9,493,497	2.5%
Debt Service	1,953,200	1,958,055	1,958,055	1,948,840	-0.5%
Total Operations	<u>10,264,357</u>	<u>11,609,192</u>	<u>10,756,186</u>	<u>11,828,799</u>	1.9%
Recreation Services Capital Outlay	8,474,803	200,000	100,000	200,000	0.0%
Streets Capital Outlay	16,408,704	22,237,205	16,420,801	25,624,697	15.2%
Transfers Out	879,824	483,724	201,599	668,370	38.2%
Total Expenditures	<u>\$ 36,027,688</u>	<u>\$ 34,530,121</u>	<u>\$ 27,478,586</u>	<u>\$ 38,321,866</u>	11.0%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (5,291,672)	\$ (5,805,706)	\$ 5,316,879	\$ (8,858,628)	
Fund Balance - Beginning	<u>27,461,029</u>	<u>22,169,357</u>	<u>22,169,357</u>	<u>27,486,236</u>	
Fund Balance - Ending	<u>22,169,357</u>	<u>16,363,651</u>	<u>27,486,236</u>	<u>18,627,608</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 3/4% 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 3.3% increase in the FY25 budget shows increased taxable sales activity is occurring as the economy improves post-pandemic.

Highways Users Revenue: The revenue estimate of \$4,868,238 is provided by the State and is higher than the FY24 budget by .2%. Highway User Revenue was impacted 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/County Contribution: Intergovernmental revenues included in this fund relate to contributions from Yavapai County for major street and related drainage projects.

Fees and Services: Revenues include inspection services, building permits and associated fees and a street lighting fee which was implemented during FY1995, which is projected to bring in \$250,000. The street lighting 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 streetlights 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 completed in the estimated timeframe.

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

	FY23	FY24	FY24	FY25	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Bed Tax Revenues (3% levy)	\$ 1,624,385	\$1,500,000	\$1,580,000	\$1,500,000	0.0%
Interest Earnings	6,643	-	-	-	
Total Revenues	\$ 1,631,028	\$1,500,000	\$1,580,000	\$1,500,000	0.0%
Expenditures					
Tourism Office - Sales/Marketing/Admin	\$ 591,473	\$ 679,810	\$ 747,606	\$ 859,540	26.4%
Tourism Grant Allocations	43,851	101,000	101,000	100,000	-1.0%
Fourth of July	-	-	-	110,000	
Community Events	62,735	44,800	20,000	20,000	-55.4%
Whiskey Off Road	89,744	29,000	60,000	65,000	124.1%
Courthouse Lighting	50,000	50,000	50,000	60,000	20.0%
Prescott Frontier Days Rodeo	74,000	40,000	40,000	40,000	0.0%
Prescott Downtown Partnership/SCS	99,000	75,000	75,000	75,000	0.0%
Parks Tourism and Open Space	55,202	50,000	50,000	50,000	0.0%
PAAHC - Arts and Cultural Grants	31,679	45,000	-	-	-100.0%
Arizona Office of Tourism	58,901	75,000	75,000	50,000	-33.3%
Sister Cities	7,035	7,381	500	500	-93.2%
Museum Support - General	-	-	5,000	-	
Sharlot Hall Utilities	9,972	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	15,000	0.0%
Contingency	-	-	-	150,000	
Total Operations	1,228,592	1,261,991	1,289,106	1,645,040	30.4%
Operating Transfer					
Total Operating Transfers	329,276	109,276	109,276	171,276	56.7%
Total Operating Uses	\$ 1,557,868	\$ 1,371,267	\$ 1,398,382	\$ 1,816,316	32.5%
Capital Projects - Tourism/Recreation	\$ -	\$ 50,000	\$ 200,000	\$ -	
Total Expenditures	\$ 1,557,868	\$ 1,421,267	\$ 1,598,382	\$ 1,816,316	27.8%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 73,160	\$ 78,733	\$ (18,382)	\$ (316,316)	
Fund Balance - Beginning	877,867	951,027	951,027	932,645	
Fund Balance - Ending	951,027	1,029,760	932,645	616,329	

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 not projected to have an increase in FY25.

Expenditures

Community Outreach & Tourism actively promotes Prescott as a destination for tourists and economic development. Bed Tax allocations and support from grants and local organizations promote tourism and recreation. These expenditure 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. Capital includes projects related to recreational development.

Fund Balance

The fund balance is projected to decrease by design so that funds collected for tourism activities are being actually spent on these activities and not building up unused in a fund. The goal is to maintain a comfortable fund balance but not to excess.

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

	FY23	FY24	FY24	FY25	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Grant Revenues	\$ 4,468,927	\$ 16,873,238	\$ 9,548,472	\$ 10,183,215	-39.6%
Transfers In	1,902,157	1,654,286	797,213	876,081	-47.0%
Total Revenues	<u>\$ 6,371,084</u>	<u>\$ 18,527,524</u>	<u>\$ 10,345,685</u>	<u>\$ 11,059,296</u>	-40.3%
Expenditures					
City Court	\$ 6,534	\$ 47,000	\$ 45,859	\$ 51,100	8.7%
City Manager	2,772,044	-	387,488	-	0.0%
Community Development	152,417	800,327	440,161	913,340	14.1%
Recreation Services	328,529	10,228,020	3,070,819	1,635,377	-84.0%
Library	29,857	-	4,000	-	0.0%
Police Department	570,853	1,085,864	1,236,435	1,775,320	63.5%
Fire Department	157,624	1,969,365	1,569,011	1,280,226	-35.0%
Public Works	-	451,850	-	1,471,970	225.8%
Non Departmental (Contingency)	42,681	3,075,000	3,040,500	4,275,000	39.0%
Total Expenditures	<u>\$ 4,060,539</u>	<u>\$ 17,657,426</u>	<u>\$ 9,794,273</u>	<u>\$ 11,402,333</u>	-35.4%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 2,310,545	\$ 870,098	\$ 551,412	\$ (343,037)	
Fund Balance - Beginning	(2,555,078)	(244,533)	(244,533)	306,879	
Fund Balance - Ending	<u>(244,533)</u>	<u>625,565</u>	<u>306,879</u>	<u>(36,158)</u>	

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

FY25 Trust Funds Budget	Acker Trust	Gifts & Donations
Revenues		
Gifts/Donations	\$ -	\$ 119,800
Interest	14,500	-
Total Revenues	\$ 14,500	\$ 119,800
Expenditures		
Scholarships	\$ 14,500	
Gift/Donation Expenditures		301,714
Total Expenditures	\$ 14,500	\$ 301,714
Ending Balance, 6/30		
Net Change in Fund Balance	\$ -	\$ (181,914)
Fund Balance - Beginning	516,524	288,090
Fund Balance - Ending	516,524	106,176

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.

	FY23	FY24	FY24	FY25
	Actual	Budget	Estimate	Budget
Revenues				
Sales Tax Revenues (0.75%)	\$ 9,418,115	\$ -	\$ 72,200	\$ -
Total Revenues	\$ 9,418,115	\$ -	\$ 72,200	\$ -
Expenditures				
Non Departmental - PSPRS contributions	\$ 9,481,503	\$ -	\$ 3,034,000	\$ -
Total Expenditures Budget	\$ 9,481,503	\$ -	\$ 3,034,000	\$ -
Ending Balance, 6/30				
Net Change in Fund Balance	\$ (63,388)	\$ -	\$ (2,961,800)	\$ -
Fund Balance - Beginning	\$ 2,894,667	\$ 2,831,279	\$ 2,831,279	\$ (130,521)
Fund Balance - Ending	\$ 2,831,279	\$ 2,831,279	\$ (130,521)	\$ (130,521)

The current PSPRS actuarial valuation shows unfunded liability as of June 30, 2023, of approximately \$3.9 million and funding ratios of 99.1% for Police and 96.5% for Fire. This tax was eliminated during FY23.

Debt Service Fund

Impact Fees

Capital Project Funds are established to record financial resources that are restricted to expenditure for capital outlays for eligible capital projects as identified by the City. These Governmental Impact Fees are typically paid when building permits are issued to fund infrastructure needed to serve new development. 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.

Governmental Impact Fees

FY25 Impact Fee Budget	<u>Parks</u>	<u>Fire</u>	<u>Library</u>	<u>Police</u>	<u>Streets</u>
Revenues					
Impact Fees	\$ -	\$ 130,000	\$ -	\$ 130,000	\$ 400,000
Rent - Fire Station 75	-	20,000	-	-	-
Interest	500	10,000	3,000	-	10,000
Total Revenues	\$ 500	\$ 160,000	\$ 3,000	\$ 130,000	\$ 410,000
Expenditures					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 97,592
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 97,592
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 500	\$ 160,000	\$ 3,000	\$ 130,000	\$ 312,408
Fund Balance - Beginning	59,654	1,649,075	497,970	1,626,024	1,868,805
Fund Balance - Ending	60,154	1,809,075	500,970	1,756,024	2,181,213

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

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.

The Debt Service Funds were closed out in FY23 with some residual activity in FY24. There is no debt service funds anticipated or budgeted in FY25.

Debt Service Fund

	FY23	FY24	FY24	FY25
	Actual	Budget	Estimate	Budget
Revenues				
Secondary Property Taxes	-	-	-	-
Special Assessments Billing	5,828.00	-	5,995.00	-
Interest	352.00	-	171.00	-
Total Revenues	6,180.00	-	6,166.00	-
Expenditures				
Professional Services	25,000.00		12,814.00	
Special Assessment Bonds	6,249.00	-	6,076.00	-
Transfers Out	4,072.00	-	-	
Total Expenditures Budget	35,321.00	-	18,890.00	-
Ending Balance, 6/30				
Net Change in Fund Balance	(29,141.00)	-	(12,724.00)	-
Fund Balance - Beginning	41,865.00	12,724.00	12,724.00	-
Fund Balance - Ending	12,724.00	12,724.00	-	-

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.

	FY23	FY24	FY24	FY25	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Water Service Revenue	\$ 18,571,606	\$ 20,295,000	\$ 21,316,300	\$ 21,900,000	7.9%
Intergovernmental Agreements	1,543,106	600,000	40,600	1,550,000	158.3%
Impact Fees	1,634,430	2,300,000	1,640,000	1,640,000	
Fines & Forfeitures	4,692	3,500	3,500	3,500	0.0%
Investment Earnings	238,208	100	650,100	-	-100.0%
Miscellaneous	59,102	13,000	11,000	9,000	-30.8%
Total Revenues	\$ 22,051,144	\$ 23,211,600	\$ 23,661,500	\$ 25,102,500	8.1%
Other Sources					
Bond Proceeds - WIFA Draws	\$ -	\$ 14,276,734	\$ 14,425,672	\$ 13,750,000	-3.7%
Total Revenues and Other Sources	\$ 22,051,144	\$ 37,488,334	\$ 38,087,172	\$ 38,852,500	3.6%
Expenditures					
Budget & Finance	\$ 315,785	\$ 352,935	\$ 357,404	\$ 388,482	10.1%
Public Works	10,391,474	11,705,071	11,179,076	12,239,782	4.6%
Debt Service	1,101,619	5,225,106	5,225,106	6,019,384	15.2%
Subtotal Operations	11,808,878	17,283,112	16,761,586	18,647,648	7.9%
Water Fund Capital Projects	5,283,193	39,784,040	28,264,710	27,766,704	-30.2%
Total Expenditures Budget	\$ 17,092,071	\$ 57,067,152	\$ 45,026,296	\$ 46,414,352	-18.7%
Ending Balance, 6/30					
Transfers In	\$ 386,936	\$ -	\$ -	\$ -	
Transfers Out	\$ (924,485)	\$ (777,449)	\$ (403,199)	\$ (702,800)	
Net Change in Fund Balance	\$ 4,421,524	\$ (20,356,267)	\$ (7,342,323)	\$ (8,264,652)	
Fund Balance - Beginning	18,118,807	22,540,331	22,540,331	15,198,008	
Fund Balance - Ending	22,540,331	2,184,064	15,198,008	6,933,356	

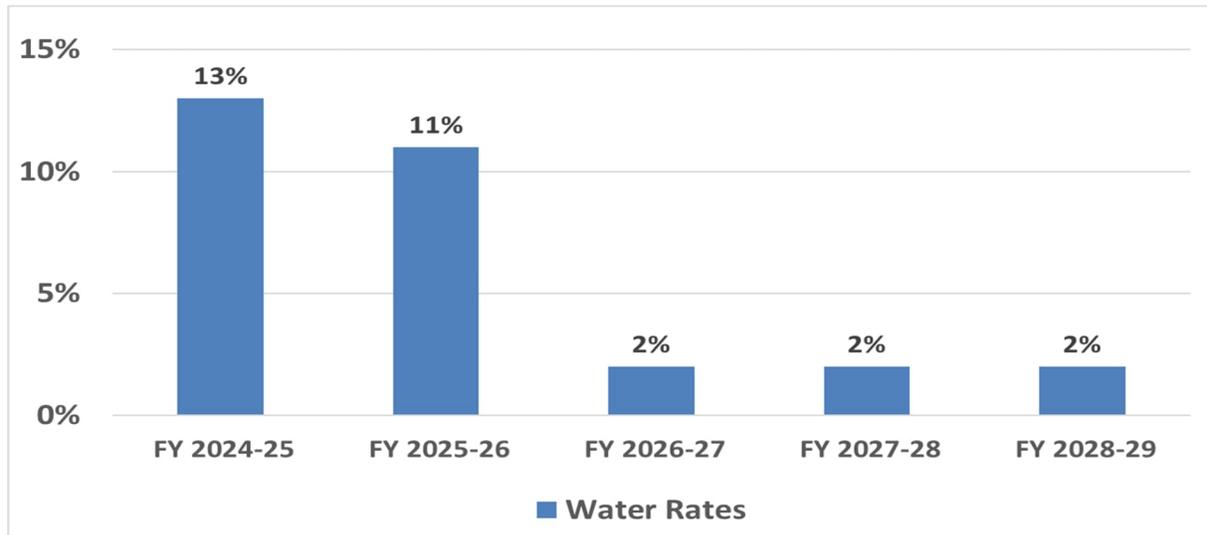
Enterprise Funds

Revenue and Trends

Current water rates and impact fees can be found on the City of Prescott’s website under the [Resident and Utility Billing](#) section of the site.

Water Sales: In May 2024, City Council adopted new utility rates as determined from the study conducted with Raftelis Financial Consultants for a utility rate update. The rate changes continue to encourage conservation through an inverted pyramid rate structure. Rate increases are highest (13% and 11%) in the first two years (FY24-25 and FY25-26, respectively) due to increases in labor costs, materials, supplies and borrowing costs to fund annual repairs and replacement of capital facilities, driving near-term rate increases higher. The increase in the three subsequent years (FY26-27 through FY28-29) flattens to a recommended 2% increase per year. This revenue is very weather sensitive; although trends are indicating consumption per capita is decreasing.

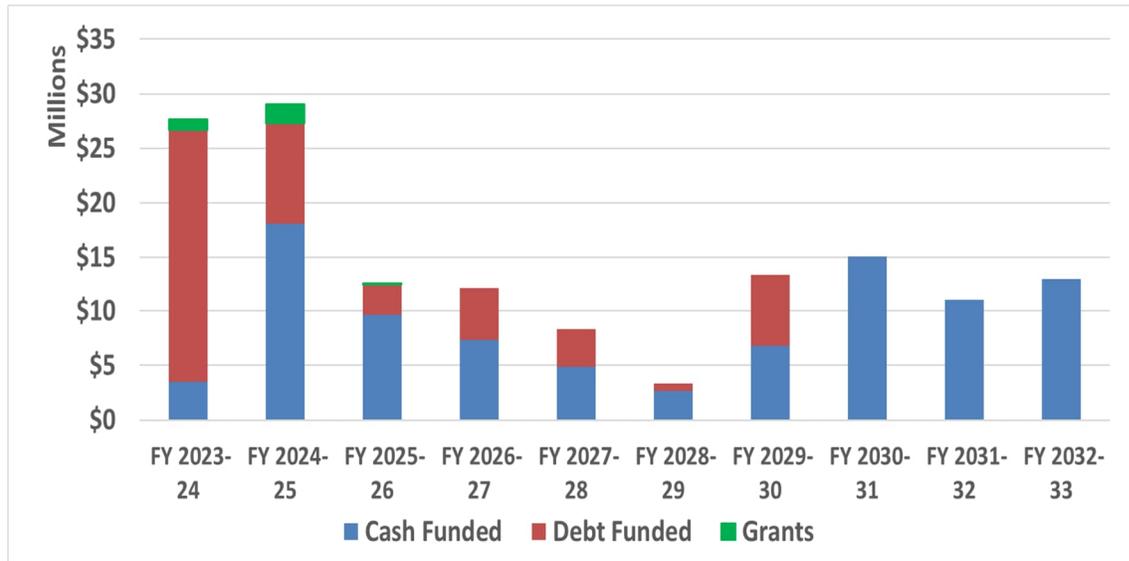
Water Rate Revenue Increase Percentages FY2024-25 through 2027-28



Enterprise Funds

The chart below displays the Water System CIP needs through 2032.

Water System CIP through FY2032



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.

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.

Intergovernmental Agreements: The largest grant is a state grant for a water meter replacement program estimated at \$1.5M. There is also a small amount for a federal grant for green stormwater infrastructure.

Water System Impact Fee: Water Resource Impact 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 FY2024 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.

Enterprise Funds

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's wastewater system.

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

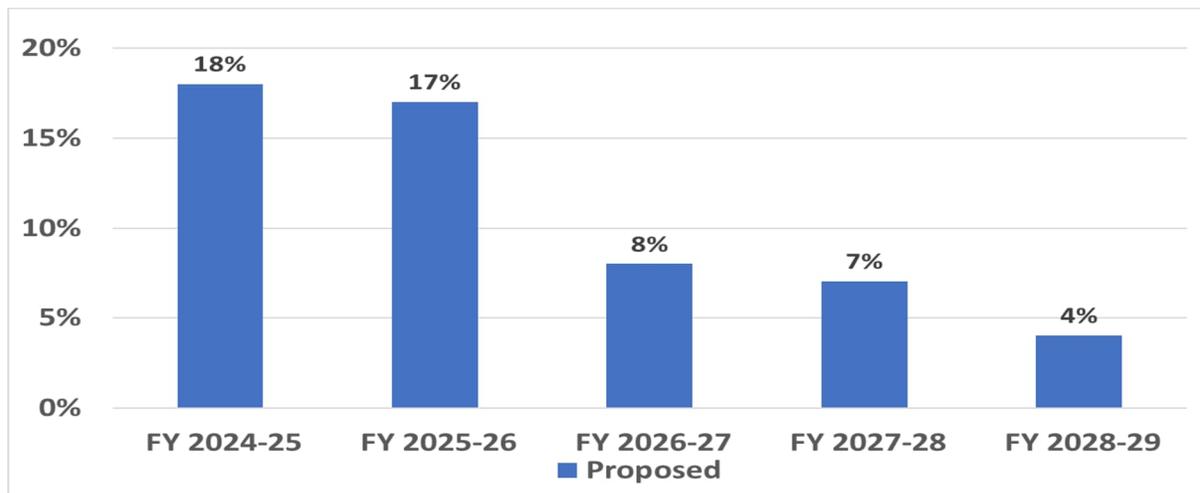
	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Budget	% Budget Change
Revenues					
Wastewater Service Fees	\$ 15,669,729	\$ 15,062,000	\$ 15,915,300	\$ 18,255,000	21.2%
Wastewater Impact Fees	679,857	1,200,000	650,000	750,000	-37.5%
Effluent Sales	631,744	600,000	850,000	600,000	0.0%
Miscellaneous/Interest Earnings	177,740	-	300,000	-	
Total Revenues	\$ 17,159,070	\$ 16,862,000	\$ 17,715,300	\$ 19,605,000	16.3%
Other Sources					
Bond Proceeds - WIFA Draws	\$ -	\$ 173,426	\$ 262,951	\$ 13,525,000	
Total Revenues and Other Sources	\$ 17,159,070	\$ 17,035,426	\$ 17,978,251	\$ 33,130,000	94.5%
Expenditures					
Public Works Operating	8,660,735	9,431,680	9,308,986	10,114,106	7.2%
Debt Service	1,234,589	4,826,471	4,826,471	5,527,031	14.5%
Subtotal Operations	9,895,324	14,258,151	14,135,457	15,641,137	9.7%
Wastewater Systems Capital Projects	4,892,422	11,892,613	4,618,936	21,151,458	77.9%
Total Expenditures Budget	\$ 14,787,746	\$ 26,150,764	\$ 18,754,393	\$ 36,792,595	40.7%
Ending Balance, 6/30					
Transfers Out	\$ (403,162)	\$ (575,587)	\$ (302,399)	\$ (527,099)	
Net Change in Fund Balance	\$ 1,968,162	\$ (9,690,925)	\$ (1,078,541)	\$ (4,189,694)	
Fund Balance - Beginning	14,660,500	12,692,338	12,692,338	11,613,797	
Fund Balance - Ending	12,692,338	3,001,413	11,613,797	7,424,103	

Enterprise Funds

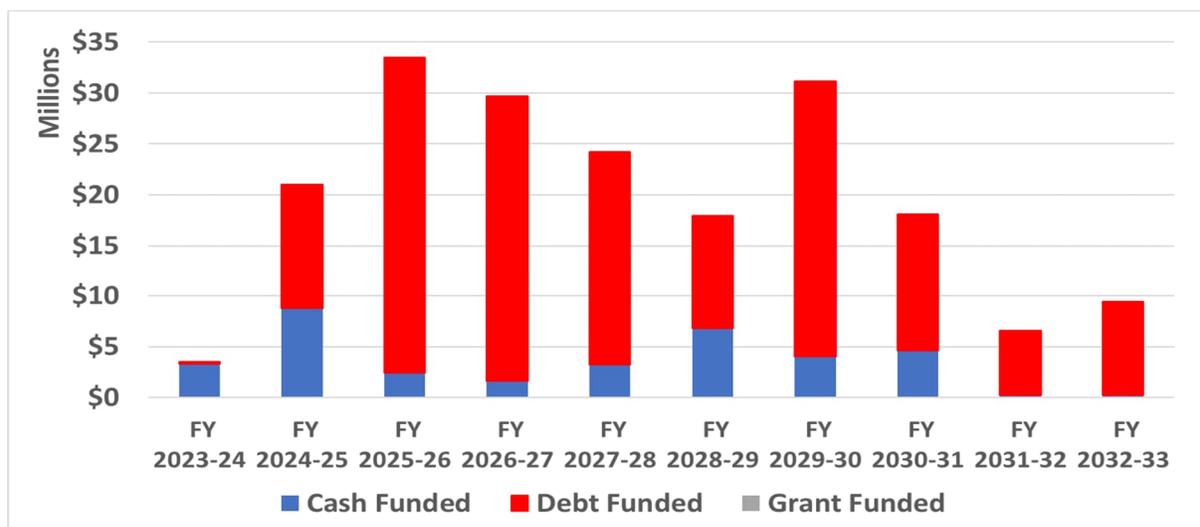
Revenues

Current wastewater rates and impact fees can be found on the City of Prescott's website at the following link: [Wastewater Operations](#). As with water utility rates, wastewater rate increases are highest (18% and 17%) in the first two years (FY24-25 and FY25-26, respectively) due to increases in labor costs, materials, supplies and borrowing costs to fund annual repairs and replacement of capital facilities, driving near-term rate increases higher. The increase in the three subsequent years FY26-27 through FY28-29, decreases to 8%, 7%, and 7% respectively. The second chart shows the recommended CIP needs for the wastewater system through Fiscal year 2032.

Wastewater Rate Revenue Increases FY2024-25 through FY2027-28



Wastewater System CIP through FY2032



Enterprise Funds

Wastewater Service Fees: Wastewater fees were evaluated during the FY24 utility rate update prepared by Raftelis Financial Consultants.

Wastewater Impact Fees: Wastewater system impact fees are assessed on new construction building permits based on location of development (service area) and meter size

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

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

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 FY24 Budget to FY25 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 around 250 tons-per-day transfer station; and monitors a closed landfill. The Division educates residents regarding acceptable recycling materials 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

	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Budget	% Budget Change
Revenues					
Refuse Collection Fees	\$ 7,616,132	\$ 8,607,000	\$ 8,414,000	\$ 8,993,800	4.5%
Transfer Station Fees	3,374,715	4,321,800	4,120,000	4,340,000	0.4%
Landfill Closure Surcharge	145,050	155,000	146,500	155,000	0.0%
Recycling Revenue	234,507	253,000	242,000	263,000	4.0%
Roll Off Charges	58,314	50,000	65,000	72,000	44.0%
Miscellaneous/Interest Earnings	32,542	1,350	49,369	3,870	186.7%
Total Revenues	\$ 11,461,260	\$ 13,388,150	\$ 13,036,869	\$ 13,827,670	3.3%
Other Sources					
Lease/Purchase Proceeds	\$ -	\$ 3,800,000	\$ 2,200,000	\$ 3,800,000	0.0%
Total Revenues and Other Sources	\$ 11,461,260	\$ 17,188,150	\$ 15,236,869	\$ 17,627,670	2.6%
Expenditures					
Public Works Operating	10,653,845	12,217,678	11,623,219	14,131,840	15.7%
Debt Service	64,285	610,424	610,424	1,027,164	68.3%
Subtotal Operations	10,718,130	12,828,102	12,233,643	15,159,004	18.2%
Capital	709,264	4,950,396	3,240,804	5,382,634	8.7%
Total Expenditures Budget	\$ 11,427,394	\$ 17,778,498	\$ 15,474,447	\$ 20,541,638	15.5%
Ending Balance, 6/30					
Transfers In	\$ 64,702	\$ 64,702	\$ 64,702	\$ 64,702	
Transfers Out	\$ (134,387)	\$ (191,862)	\$ (100,800)	\$ (175,700)	
Net Change in Fund Balance	(35,819)	(717,508)	(273,676)	(3,024,966)	
Fund Balance - Beginning	1,453,966	1,418,147	1,418,147	1,144,471	
Fund Balance - Ending	1,418,147	700,639	1,144,471	(1,880,495)	

Enterprise Funds

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 \$22.25 per month structured as follows: \$21.75 to pay for the collection and disposal of solid waste and \$.50 for a landfill closure fee. There is an additional solid waste card charge of \$11.00 if applicable.

Transfer Station Fees: Effective January 1, 2024, the tipping fee increased from \$82.00 per ton to \$92.00 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.

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.

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.

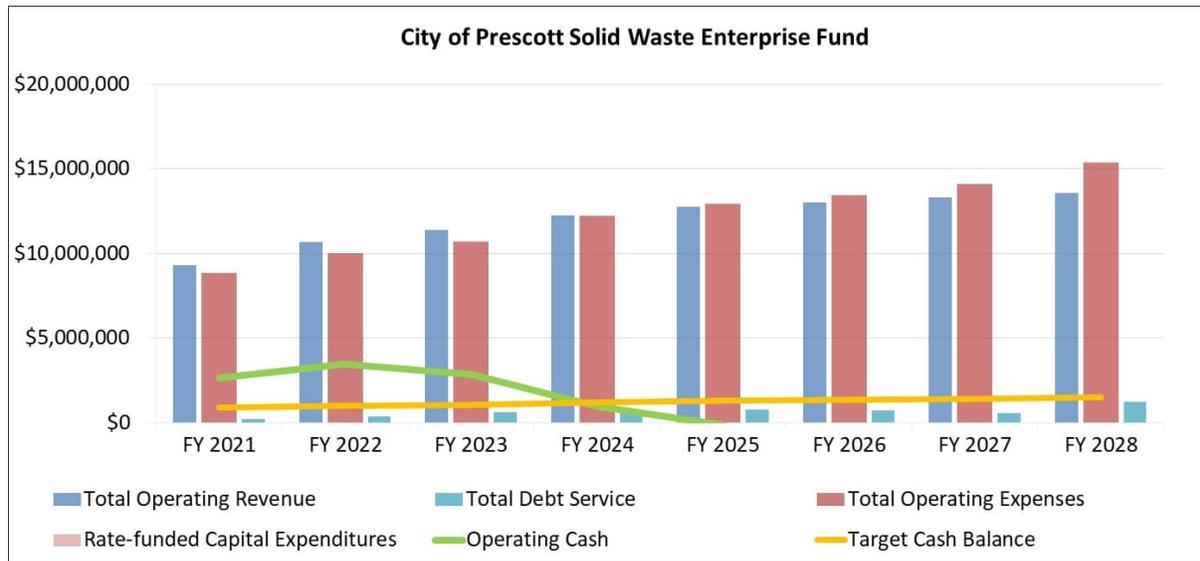
Enterprise Funds

Fund Balance

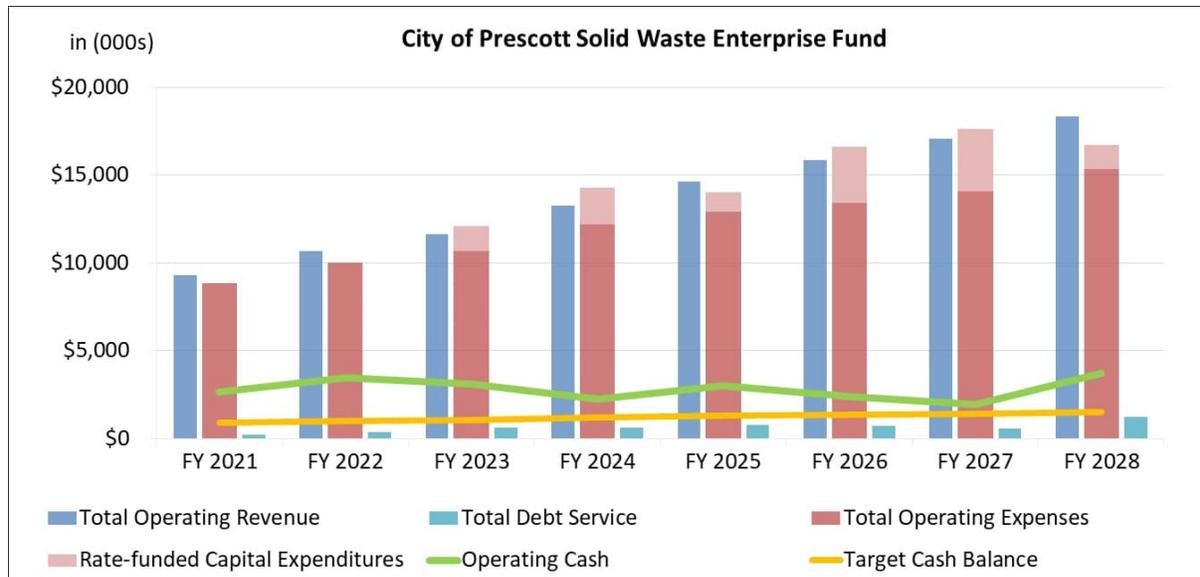
Fund balance is decreasing with ongoing capital expenditures. Ongoing rate adjustments will help maintain sufficient funds to operate the waste collection and transfer station for City residents.

The two charts below show financial projections without the rate adjustment compared to the financial projection with the rate adjustment.

Financial Results – Without Rate Adjustment



Financial Results – With Rate Adjustment



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 can 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.

Since March 1, 2023, Indigo Golf operates all golf-related activities. The City continues to provide support by funding a portion of the capital improvements.

Enterprise Funds

Golf Course

Category	FY23	FY24	FY24	FY25
	Actual	Budget	Estimate	Budget
Operating Revenues				
Greens Fees	\$ 1,817,975	\$ 1,872,650	\$ 2,120,891	\$ 2,212,154
Cart Rentals	567,723	581,350	648,583	680,908
Pro Shop	279,998	222,850	222,350	276,450
Food and Beverage	1,407,034	1,410,305	1,474,268	1,512,775
Miscellaneous/Contingency	25,900	54,050	10,000	10,000
Total Operating Revenues	\$ 4,098,630	\$ 4,141,205	\$ 4,476,092	\$ 4,692,287
Other Sources				
Sale of Property Revenue	\$ 175,062	\$ -	\$ -	\$ -
Total Revenues and Other Sources	\$ 4,273,692	\$ 4,141,205	\$ 4,476,092	\$ 4,692,287
Operating Expenditures				
Golf Operations	4,416,258	4,138,435	4,947,897	4,970,093
Total Operations	4,416,258	4,138,435	4,947,897	4,970,093
Operating Profit (Loss)	\$ (317,628)	\$ 2,770	\$ (471,805)	\$ (277,806)
Capital Outlay/Projects				
Capital	1,429,797	593,500	170,000	469,988
Total Capital	\$ 1,429,797	\$ 593,500	\$ 170,000	\$ 469,988
Net Income(Loss)	\$ (1,572,363)	\$ (590,730)	\$ (641,805)	\$ (747,794)

Revenues

Greens Fees and Cart Rentals: These are projected to increase slightly.

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 7.3% in FY25 compared to FY24.

Contingency: A contingency revenue and matching expense are budgeted to provide flexibility and budget capacity should revenues exceed projections.

Expenditures

As noted above, effective March 1, 2023, Indigo Golf took responsibility for managing the operation and maintenance of golf course. The City supports the Golf Course with a portion of the capital expenditures

Enterprise Funds

Fund Balance

The Golf Course Fund has operated in a deficit position. In previous years, the General Fund provided an internal loan with interest to offset the negative balance. This prompted policy change which allowed the General Fund to cover 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, and 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), is respected worldwide for cutting-edge instruction and training for future aviation, aerospace, security and intelligence leaders. ERAU has conducted flight training operations at Love Field since 1977. The university opened their western campus in Prescott in 1978 and currently hosts over 3,000 students annually.

Cutter Aviation currently operates as the sole fixed-base operation (FBO) providing complete fueling, handling, aircraft maintenance, concierge and crew services.

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

Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget	% <u>Budget Change</u>
Operating Revenues					
Tie Down and Hangar Rentals	\$ 697,157	\$ 739,430	\$ 770,987	\$ 785,545	6.2%
Ground Rentals	763,026	996,350	941,820	983,109	-1.3%
Facilities Rentals	314,726	325,406	326,810	332,428	2.2%
Fuel Flowage Fee	143,219	178,563	177,922	181,920	1.9%
Landing Fees	107,550	111,585	121,473	123,691	10.8%
Miscellaneous/Interest Earnings	337,546	369,592	332,762	336,362	-9.0%
Operating Grants	888,865	349,436	575,436	650,603	86.2%
Total Revenues	<u>\$ 3,252,089</u>	<u>\$ 3,070,362</u>	<u>\$ 3,247,210</u>	<u>\$ 3,393,658</u>	10.5%
Operating Expenditures					
Fire Department - ARFF	\$ 553,151	\$ 477,254	\$ 520,466	\$ 532,848	11.6%
Airport Operations	2,546,514	2,749,532	2,515,274	2,978,467	8.3%
Total Operating Expenditures	<u>\$ 3,099,665</u>	<u>\$ 3,226,786</u>	<u>\$ 3,035,740</u>	<u>\$ 3,511,315</u>	8.8%
Operating Profit (Loss)	<u>\$ 152,424</u>	<u>\$ (156,424)</u>	<u>\$ 211,470</u>	<u>\$ (117,657)</u>	
Capital Outlay/Projects					
Capital Grant Revenue	\$ 9,406,411	\$ 10,070,511	\$ 6,056,034	\$ 9,353,266	-7.1%
Capital Outlay/Projects	11,217,120	12,070,201	13,097,953	17,196,602	42.5%
Net Capital Projects	<u>\$ (1,810,709)</u>	<u>\$ (1,999,690)</u>	<u>\$ (7,041,919)</u>	<u>\$ (7,843,336)</u>	
Total General Fund Transfer In	<u>\$ (1,658,285)</u>	<u>\$ (2,156,114)</u>	<u>\$ (6,830,449)</u>	<u>\$ (7,960,993)</u>	

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 6.2% increase is anticipated in FY25.

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 1.9% higher in FY25 when compared to the previous fiscal year.

Landing Fees: These are fees assessed to all air carriers, cargo carriers, and chartered flights/large commercial aircraft above 12,500 pounds gross landing weight using the airport per landing. A higher number of flights should lead to a 10.8% increase in landing fees received in FY25.

Enterprise Funds

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

Expenditures

Operations at the airport are managed by the Airport Department. The Fire Department staffs and manages the Aircraft Rescue and Firefighting (ARFF) service, which is charged to the Airport Fund. Beginning in FY21, personnel costs for three firefighters are charged to the Airport Fund with a 50% cost recovery coming from the General Fund. Also, the PSPRS unfunded liability portion of personnel costs will be funded from the General Fund. Combined, overall expenditures are projected to increase by 8.8% increase.

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					%
	FY23	FY24	FY24	FY25	Budget
	Actual	Budget	Estimate	Budget	Change
Revenues					
Engineering	\$ 1,337,550	\$ 1,500,000	\$ 1,339,391	\$ 2,000,000	33.3%
Facilities Maintenance	1,970,998	2,177,885	2,177,885	2,317,515	6.4%
Fleet Maintenance	2,927,894	2,800,000	3,180,000	3,170,000	13.2%
Risk Management	1,181,890	1,095,000	1,244,633	1,200,000	9.6%
Total Revenues	\$ 7,418,332	\$ 7,572,885	\$ 7,941,909	\$ 8,687,515	14.7%
Operating Expenditures					
Engineering	1,649,791	1,879,937	1,831,064	1,949,775	3.7%
Facilities Maintenance	1,789,170	2,095,120	1,950,672	2,458,856	17.4%
Fleet Maintenance	2,892,482	2,996,674	3,095,284	3,047,456	1.7%
Risk Management	1,312,418	1,184,513	1,299,014	1,294,118	9.3%
Total Operating Expenditures	\$ 7,643,861	\$ 8,156,244	\$ 8,176,034	\$ 8,750,205	7.3%
Capital Expenditures					
Engineering	\$ 17,916	\$ 166,684	\$ 186,862	\$ 94,000	-43.6%
Facilities Maintenance	117,904	1,490,000	775,000	512,500	-65.6%
Fleet Maintenance	130,446	75,000	50,000	125,000	66.7%
Total Capital	\$ 266,266	\$ 1,731,684	\$ 1,011,862	\$ 731,500	-57.8%
Total Expenditures	\$ 7,910,127	\$ 9,887,928	\$ 9,187,896	\$ 9,481,705	-4.1%
Beginning Fund Balance, 6/30					
Engineering	\$ (967,418)	\$ (1,297,575)	\$ (1,297,575)	\$ (352,798)	
Facilities Maintenance	967,006	1,030,930	1,030,930	453,069	
Fleet Maintenance	3,504,250	3,409,216	3,409,216	1,114,110	
Risk Management	3,012,112	2,881,584	2,881,584	2,957,731	
Ending Fund Balance, 6/30					
Engineering	\$ (1,297,575)	\$ (1,844,196)	\$ (352,798)	\$ (396,573)	
Facilities Maintenance	1,030,930	(376,305)	453,069	(200,772)	
Fleet Maintenance	3,409,216	3,137,542	1,114,110	1,111,654	
Risk Management	2,881,584	2,792,071	2,957,731	2,863,613	

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.

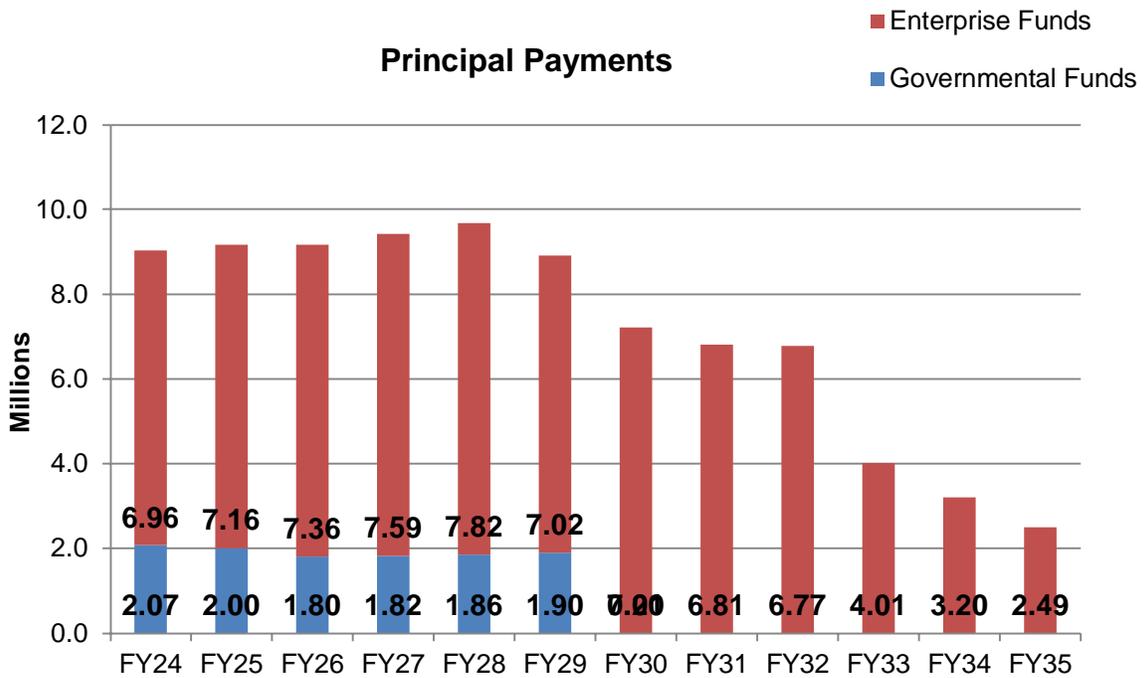
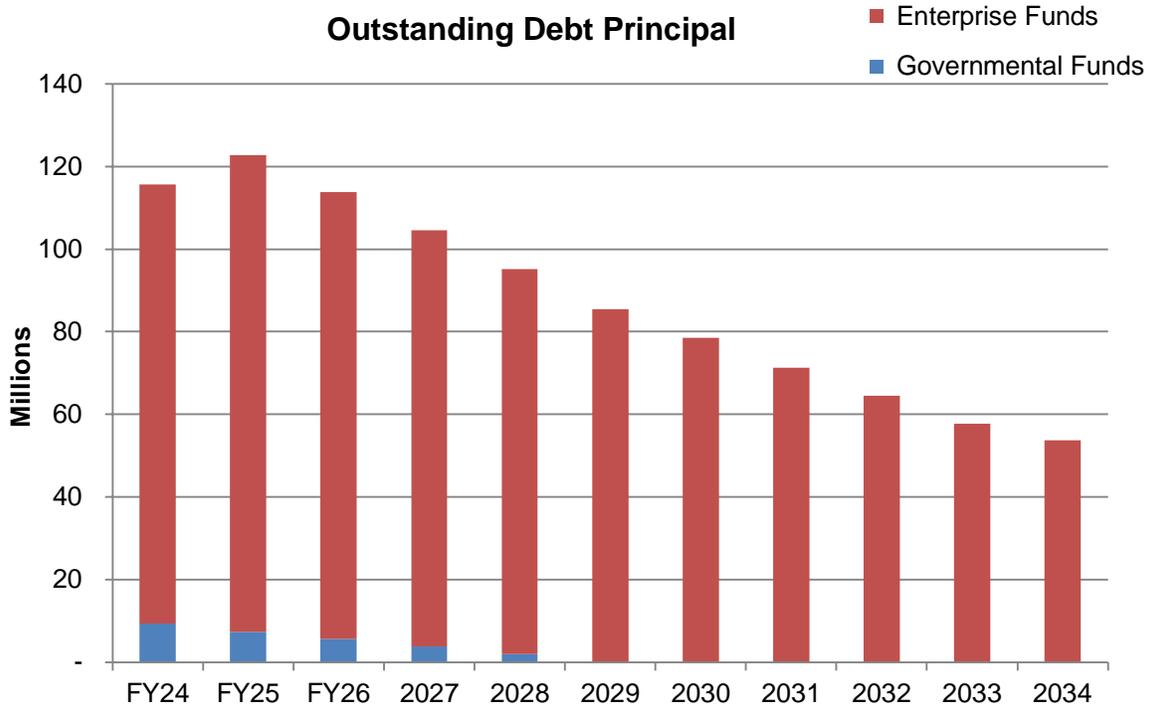
The issuance of general obligation bonds must be submitted to the voters for approval. The City currently has no outstanding general obligation bonds and the total bonding capacity is depicted below:

	<u>General Obligation Bonds</u>	
	All Others 6%	Water & Sewer 20%
<u>Legal Debt Limitation</u>		
Assessed Valuation - \$935,703,655	\$ 56,142,219	\$ 187,140,731
<u>Outstanding Debt</u>		
No outstanding GO Bond Debt	-	-
Total outstanding debt	-	-
Total margin available	<u>\$ 56,142,219</u>	<u>\$ 187,140,731</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.

City Debt Summary

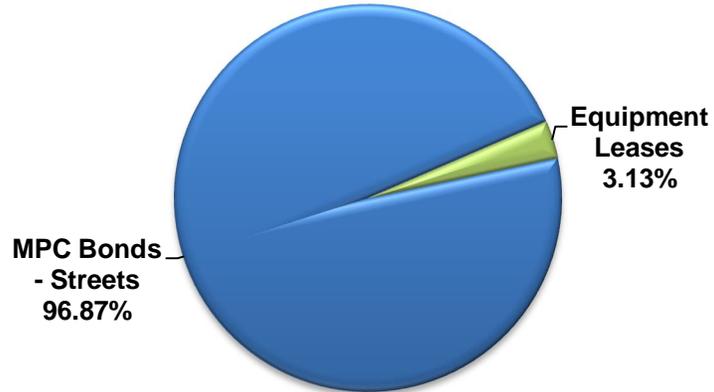
Outstanding debt principal city-wide can be observed in the charts on the following:



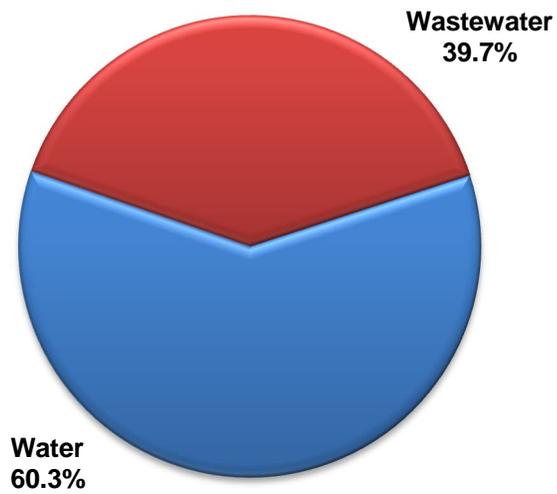
City Debt Summary

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

Department Operational Plans Overview	106
Strategic Priorities	106
City Expenditure Budget by Department and Fund	109
City Expenditure Budget by Department and Category	110
City Expenditure Budget by Department.....	111
Airport.....	112
Budget and Finance	117
City Clerk	121
City Council.....	125
City Court.....	130
City Manager	134
Community Development	139
Fire	145
Legal.....	151
Library.....	156
Police.....	161
Public Works.....	168
Recreation Services	187
Regional Communications.....	193



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:

City of Prescott Strategic Priorities Roadmap

Priority	FY2025	FY2026	FY2027	FY2028	FY2029
Public Safety		Two new Strategically located Fire Stations (Contingent on Tax Funding)		90% Response Time Below 8 minutes Successfully contact 911 in the City	
			Full Staffing for Police Dept (Contingent on Tax Funding)		
			Airport Infrastructure for Personal and Economic Safety		
Dynamic Economic Environment	Impl. of Economic Dev. Strategic Plan				
	Attract New Commercial Development				
	Airport Dev Plan	2 New Aviation Businesses - PRA Growth fr. \$162M to \$186M		Realized Tourism Incr. \$252M to \$288M	
Infrastructure	Reduced Injuries/Fatalities				
		Reduced Traffic Congestion			
			Reduced Pedestrian Injuries/Fatalities		
	Long-Tange Regional Transportation Plan				
			Long-Term Water Mgmt Plan Housing Options for Essential Workers		
Preserving and Protecting the Natural Environment	Enforcement of 25% Open Space Req, Increased Outdoor Activities and Wildlife Corridors				
		Increased Resiliency in Dealing With a nd Recovering from Disasters			
Good Governance	Community Notification of SP Progress				
		Community Info KPIs at Dept Level			
		City's Budget Tied to Results			

Strategic Priority #1: Public Safety

1. Through partnerships and investments in public safety infrastructure and personnel, the community will experience improved emergency services and results as evidenced by:
 - a. By FY28, the community will experience infrastructure as identified in the Fire Department’s strategic plan of two (2) new strategically located fire stations.
 - b. By FY29, 90% response times will be at or below 8 minutes.
 - c. By FY29, the community will have the ability to successfully contact 911 through their cellular/mobile devices at any place within the City of Prescott.
2. By FY28, the community will experience a feeling of safety through the presence of Police Officers and the increased capacity to respond, as evidenced by:
 - a. Full staffing for the Police Department.
 - b. Proactive community policing in downtown.
 - c. Increased traffic enforcement.

Department Operational Plans Overview

3. By FY29, the community will experience a sense of personal and economic safety through safe flight operations and the ability to fight and suppress wildland fires from the Prescott Regional Airport.

Strategic Priority #2: Dynamic Economic Environment

1. By FY26, the City will be proactively identifying and attracting new businesses to the community as evidenced by the completion and ongoing implementation of the Economic Development Strategic Plan.
2. By FY26, the City will be proactively identifying and attracting new commercial development to match the residential development that is occurring in the northern part of the community.
3. By FY28, the economic impact of tourism will grow from \$260M to \$286M.
4. The community will experience a full-service regional airport that provides reliable, sustained, commercial air-service as evidenced by:
 - a. By FY26, develop an Economic Development Strategic Plan specific to the airport for bringing in new businesses (paying high wages) and commerce in and around the Prescott Regional Airport.
 - b. By FY28, (2) new aviation-related businesses will be located near the Prescott Regional Airport.
 - c. By FY29, the economic impact of the Prescott Regional Airport will grow from \$162M to \$186M.

Strategic Priority #3: Infrastructure

1. The community will experience the safe, efficient flow of traffic/transportation throughout the City as evidenced by:
 - a. By FY26 there will be a reduction in traffic injuries/fatalities.
 - b. By FY27 there will be a reduction in traffic congestion.
 - c. By FY28 there will be a reduction in pedestrian injuries/fatalities.
2. Beginning in FY24, in alignment with the long-range regional Transportation Plan and working partners (CYMPO, ADOT, etc.), the City will champion the development of a regional network to include the highway system and regional roadways.
3. By FY28, through the development of a long-term Water Management Plan that includes a focus on infrastructure, distribution and delivery, conservation and safety, the community will experience safe potable water within the water service area boundary.
4. By FY28, in alignment with the Workforce Housing Committee, the General Plan and the Housing Needs Assessment, the City will facilitate a continuum of housing options for essential workers so they can live, work and be engaged in the Prescott community.

Department Operational Plans Overview

Strategic Priority #4: Preserving & Protecting the Natural Environment

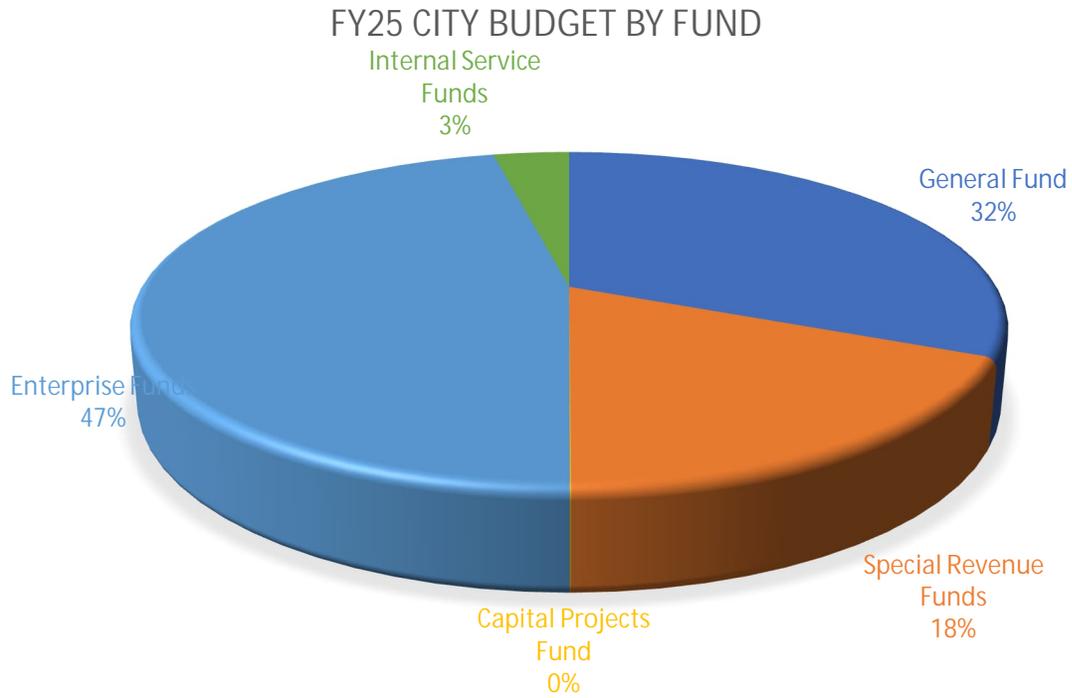
1. Beginning in FY25, through regional cooperation and partnerships and the enforcement of the 25% open space requirement, the community will experience increased trail connectivity, outdoor recreation opportunities and meaningful wildlife corridors.
2. By FY28, through regional cooperation and partnerships and a comprehensive risk assessment that builds a strategic mitigation response and recovery plan, the Prescott community will experience increased resiliency in planning for, dealing with and recovering from natural disasters.

Strategic Priority #5: Good Governance

1. The City is committed to becoming a community-focused and performance-driven organization as evidenced by:
 - a. Beginning in FY25, the community will receive updates on progress toward the achievement of the City's Strategic Plan (every 6 months).
 - b. By FY27, the community will receive updated performance information and trends about results at the Department level.
 - c. To ensure fiscal transparency and accountability, by FY27 the City's budget will be tied to results.

A summary of each department that includes any 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. Each department includes performance measures to evaluate progress toward and achievement of the desired outcomes. Departments also provide key results and outcomes for the prior fiscal year. The financial 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



City Expenditure Budget by Department and Category

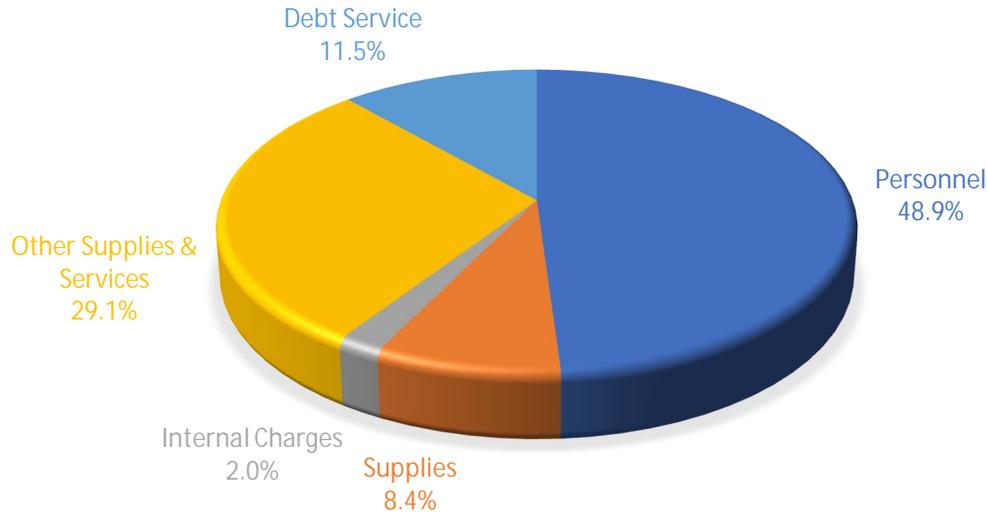
Department	FTEs	Personnel	Supplies	Internal Charges	Other Supplies & Services	Debt Service	Capital	Total
Airport	12.00	\$ 1,713,705	\$ 177,720	\$ 368,379	\$ 721,408	\$ -	\$ 17,161,602	\$ 20,142,814
Budget & Finance	17.00	2,185,332	39,300	105,746	733,025	-	-	3,063,403
City Clerk	3.00	347,377	4,000	29,562	244,600	-	-	625,539
City Council	7.75	134,803	17,000	55,773	147,700	-	-	355,276
City Court	7.00	501,763	11,700	31,876	315,418	-	-	860,757
City Manager	32.25	4,168,891	571,689	244,610	2,744,438	-	60,000	7,789,628
Community Development	19.00	2,043,080	92,725	173,110	1,066,347	-	-	3,375,262
Fire	81.00	10,707,433	1,033,382	2,021,342	1,785,570	-	6,021,676	21,569,403
Legal	10.00	1,390,419	9,800	53,250	1,405,546	-	-	2,859,015
Library	21.50	2,251,559	421,087	291,927	273,786	-	12,000	3,250,359
Police	106.50	13,036,236	1,141,819	2,698,455	2,238,886	-	2,074,000	21,189,396
Public Works	173.00	18,023,162	4,362,768	10,055,024	19,180,015	14,522,419	81,117,085	147,260,473
Recreation Services	51.00	8,065,263	3,998,423	1,380,978	3,869,846	815,995	7,000,544	25,131,049
Regional Communications	35.00	3,631,859	37,500	317,373	515,540	-	-	4,502,272
Non-Departmental ¹	-	1,174,140	-	-	6,023,724	1,000,000	23,393,000	31,590,864
Internal Cost Allocations ²	-	-	-	(14,952,167)	-	-	-	(14,952,167)
City Total	576.00	\$ 69,375,022	\$ 11,918,913	\$ 2,875,238	\$ 41,265,849	\$ 16,338,414	\$ 136,839,907	\$ 278,613,343

¹Non-departmental budgets include the use of General Fund retirement reserve, Debt Service Fund, grant and General Fund contingencies, PSPRS payments, and contingency dollars for the proposed public safety tax revenue initiatives.

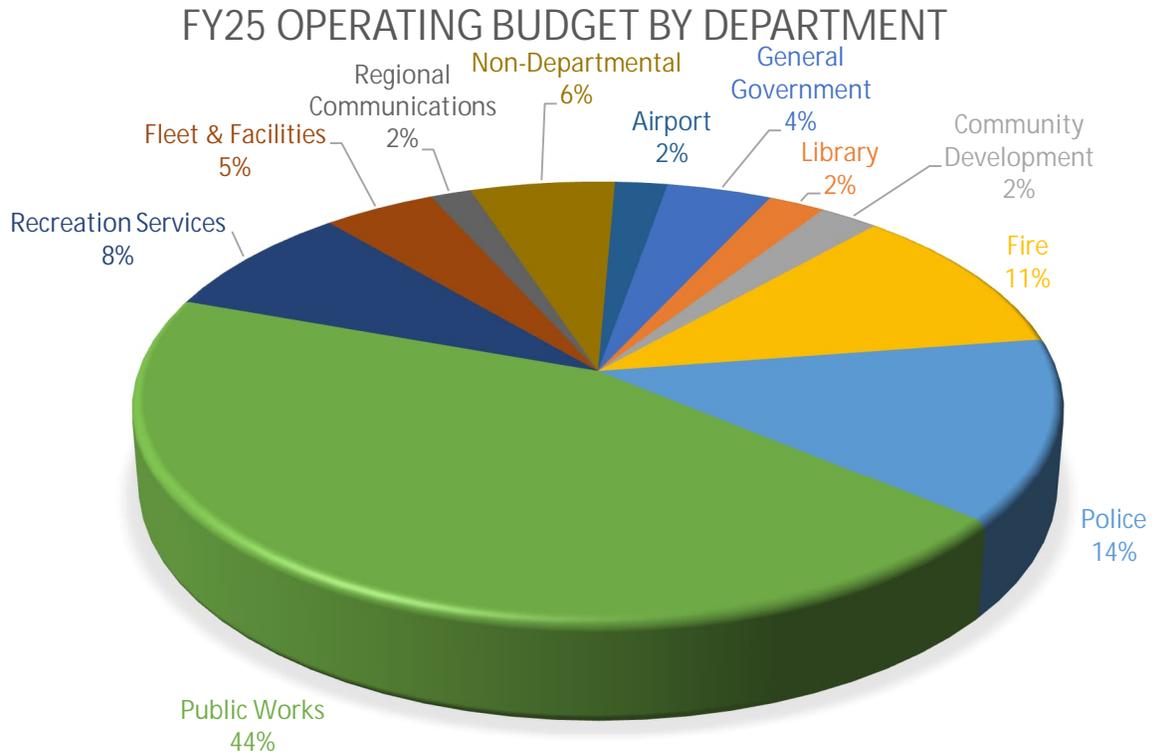
²Expenditures for General Fund administrative support departments are shown in total, as well as included as internal costs in the department where the costs are allocated. To reconcile total expenditures to the FY25 adopted budget this duplication is eliminated in the line titled "Internal Cost Allocations."

³Full time equivalents (FTEs) include only permanent employees. In addition, the City employs temporary employees estimated at 29.23 FTEs.

FY25 OPERATING BUDGET BY CATEGORY



City Expenditure Budget by Department and Category



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 (PRC) – 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.

FY2023-24 Accomplishments

- Achieved 335,580 flight operations (total aircraft take-offs and landings) in CY2023.
- Ranked as the 23rd busiest US airport and 4th busiest Arizona airport for flight operations in CY2023.
- Reached 24,524 commercial passenger enplanements with United Express operated by SkyWest Airlines in CY2023.
- Maintained Primary Commercial Service Non-Hub status, ensuring \$1M in Airport Improvement Program annual entitlements for PRC capital development.

Airport

- Solicited/received \$10,143,050 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 Off Site Drainage: Legislative appropriation \$600,000.
 - Airport Rescue Fire Fighting (ARFF), Operations Maintenance & SRE Building (design/planning): State Grant \$800,000.
 - North Ramp Reconstruction & Relocation (design): State Grant \$375,000.
 - Runway 21L Environmental (planning): \$750,000 Federal and \$18,750 State.
- Encouraged continuation of commercial air service to Denver International Airport (DEN) and Los Angeles International Airport (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, 2024.
- Completed Phase III of construction of a realignment of Taxiway C, to provide a 400-foot separation from Runway 3R/21L, to meet Federal Aviation Administration (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.

FY2024-25 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 seek maximum external (Federal and State) funding to support necessary capital improvements in accordance with the FAA Approved Airport Layout Plan.
- Ensure safe and efficient airside and landside operations (including ensuring proper maintenance of facilities) in compliance with federal, state, and local standards and grant assurances.
- Seek income levels to become self-sustaining and promote economic growth by enhancing facility capacity, collecting airport fees, and charging fair market values for land and facilities.
- Undertake environmental planning and land acquisition for airport/community protection and the commercial runway extension.

Airport

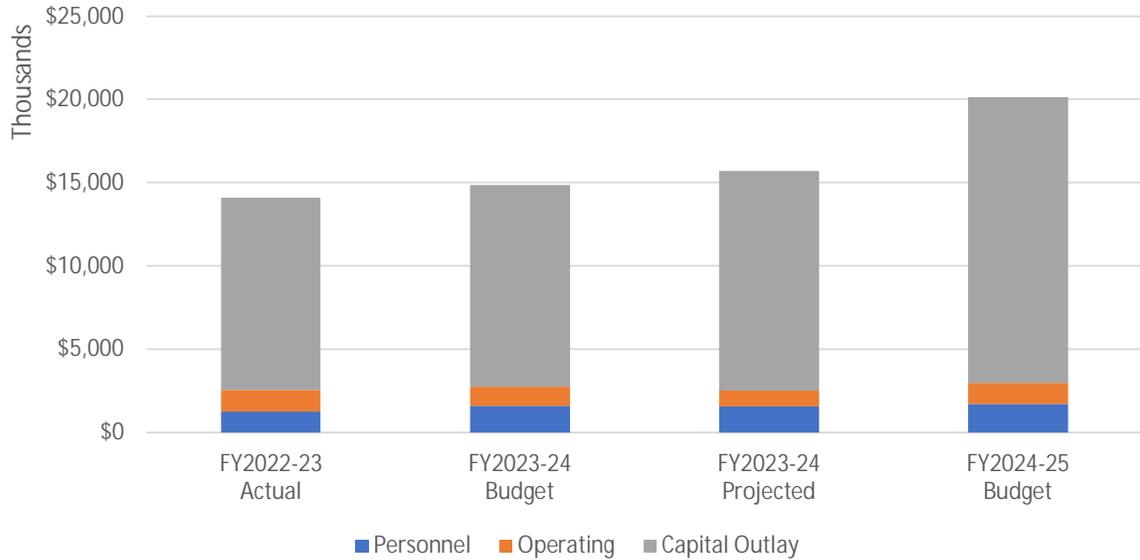
- Assure continued infrastructure development and optimal airfield use by supporting the Strategic Academic Flight Training (SAFE) complex development, US Forest Service needs, Air Traffic Control tower relocation, aircraft rescue & firefighting and snow removal facility needs, and hangar/ramp construction.
- Support Council goals/objectives relating to the 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	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Target
Outcome	Obtain a minimum of \$2Mil per calendar year from capital funding from state and federal sources	\$8.2M	\$3.7M	\$8.7M	\$7.0M
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	68.2%	68.2%	68.7%	69%
Outcome	Maintain/Improve a minimum of 10% of runway & taxiway linear feet per fiscal year in support of grant assurances	15%	10%	15%	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*	91.1%	91%	91%	91%

* The UA CSAT survey tool is administered by United Airlines to its passengers; FY23 data reported is based on CY23 CSAT responses. UA system average is at 78.7% for CY23, PRC exceeds the average by 12.4%.

Airport

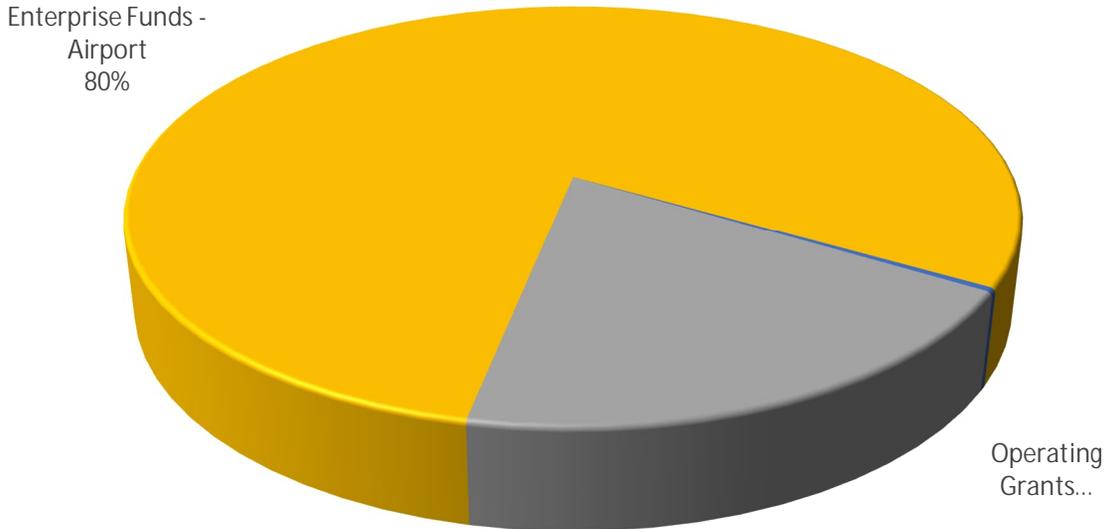
Airport Expenditure Summary



Airport Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	\$ 1,253,919	\$ 1,602,700	\$ 1,561,058	\$ 1,713,705
Operating				
Supplies	188,117	167,000	121,471	177,720
Internal Charges	361,022	347,507	366,499	368,379
Other Services & Charges	756,435	635,070	466,246	721,408
Total Operating Expenditures	2,559,493	2,752,277	2,515,274	2,981,212
Capital Outlay	11,540,645	12,115,201	13,177,953	17,161,602
Total Expenditures by Category	\$ 14,100,138	\$ 14,867,478	\$ 15,693,227	\$ 20,142,814

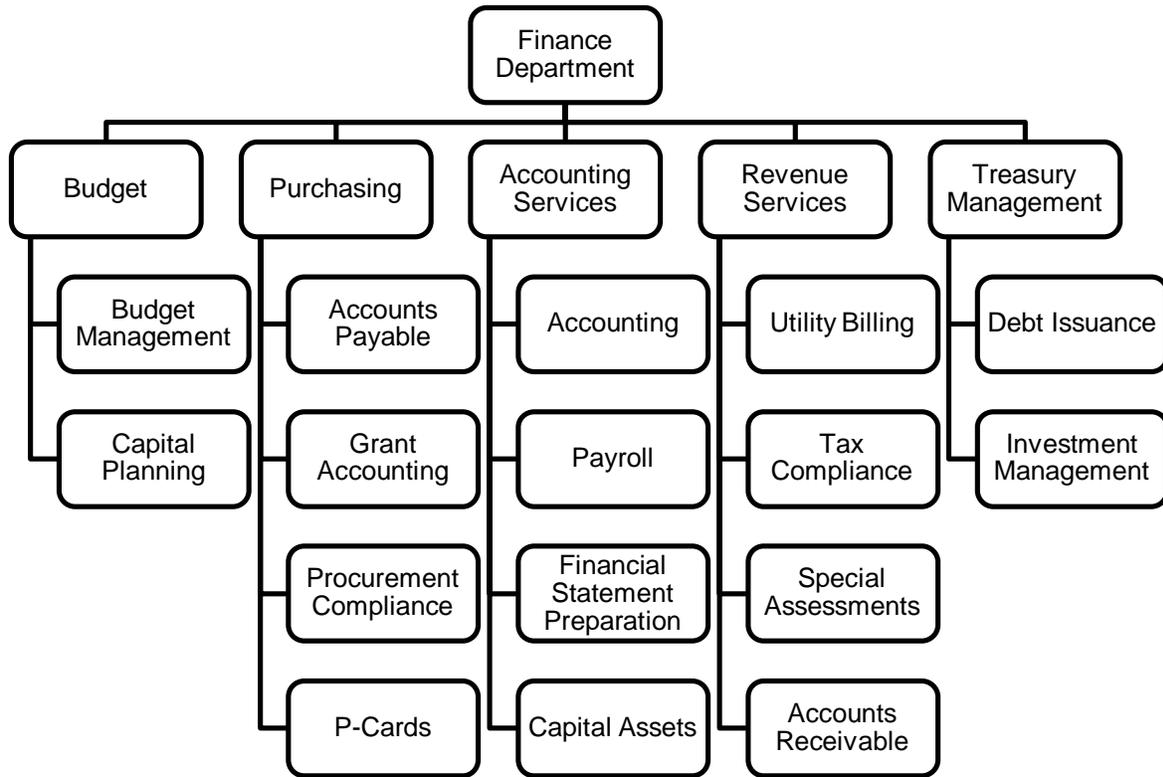
Airport

FY25 Airport Operating Funding Sources



Airport Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Sales Tax Revenue	9,945	12,750	10,000	10,000
Enterprise Fund - Airport	1,701,504	2,390,091	1,929,838	2,669,180
General Fund	-	-	-	-
Operating Grants	848,044	349,436	575,436	650,603
Operating Funding Sources	<u>2,559,493</u>	<u>2,752,277</u>	<u>2,515,274</u>	<u>3,329,783</u>
General Fund	2,109,474	2,019,690	7,041,919	7,459,765
Special Revenue Funds - Donations	24,759	25,000	80,000	-
Capital Grants	9,406,412	10,070,511	6,056,034	9,353,266
Capital Funding Sources	<u>11,540,645</u>	<u>12,115,201</u>	<u>13,177,953</u>	<u>16,813,031</u>
Total Funding Sources	<u>\$ 14,100,138</u>	<u>\$ 14,867,478</u>	<u>\$ 15,693,227</u>	<u>\$ 20,142,814</u>

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

FY2023-24 Accomplishments

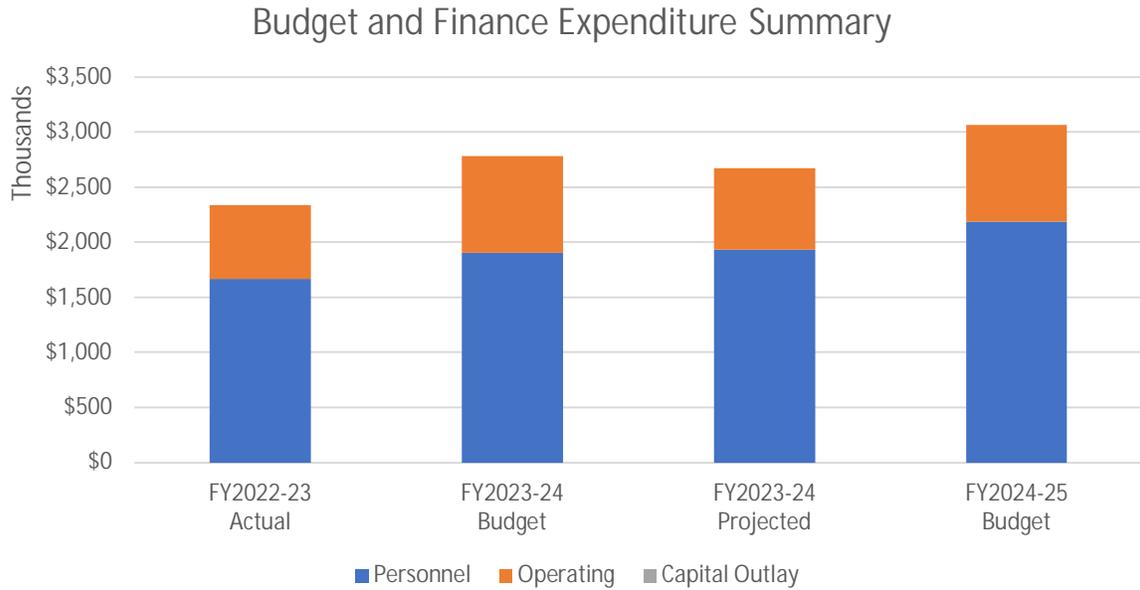
- Received the Government Finance Officers Association (GFOA) of the United States and Canada Distinguished Budget Presentation Award for the twenty-second (22nd) year in a row.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada for the City's Comprehensive Annual Financial Report for the forty-second (43rd) year in a row.
- Maintained unqualified audit opinion.

FY2024-25 Objectives

- Procure and implement tools for efficient processing and management, including capital project budgeting software and e-procurement software.
- Complete fee study for water and wastewater rates and development impact fees.
- Continue working with Public Works on the mass meter change out for Utility Billing.
- Prepare financial documents in accordance with the best-recognized principles and standards to achieve distinction in reporting.

Measure Type	Performance Measure	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Target
Outcome	Citywide earning Investment earnings rate	2.46%	1.50%	3.20%	3.00%
	3 mo. US Treasury rate (BM)	5.30%	0.30%	5.30%	2.00%
Outcome	Purchases paid by credit card with a corresponding decreasing use of check or wire payments.				
	• Volume	13,406	13,500	14,000	14,500
	• % of Volume Total	45.6%	47.0%	48%	50%
	• % of Dollar Total	2.6%	3.0%	3%	3.5%
Outcome	Utility Billing - Percentage of customers enrolled in auto pay	41%	42%	43%	44%
Outcome	Utility Billing - Percentage using online bill pay	13%	14%	14%	15%
Outcome	Utility Billing - Percentage of customers enrolled in email option	41%	42%	43%	44%

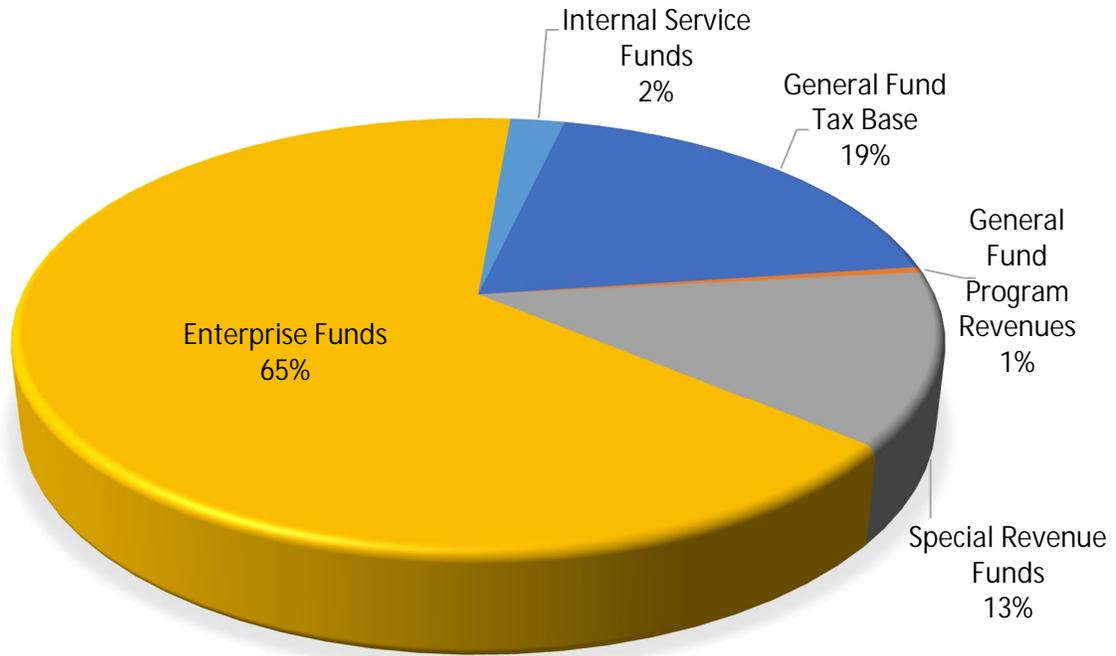
Budget and Finance



Budget and Finance Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries	1,668,625	1,900,271	1,931,297	2,185,332
Operating				
Supplies	13,432	32,500	35,700	39,300
Internal Charges	81,539	89,335	88,381	105,746
Other Services & Charges	574,969	756,600	618,614	733,025
Total Expenditures by Category	\$ 2,338,565	\$ 2,778,706	\$ 2,673,992	\$ 3,063,403

Budget and Finance

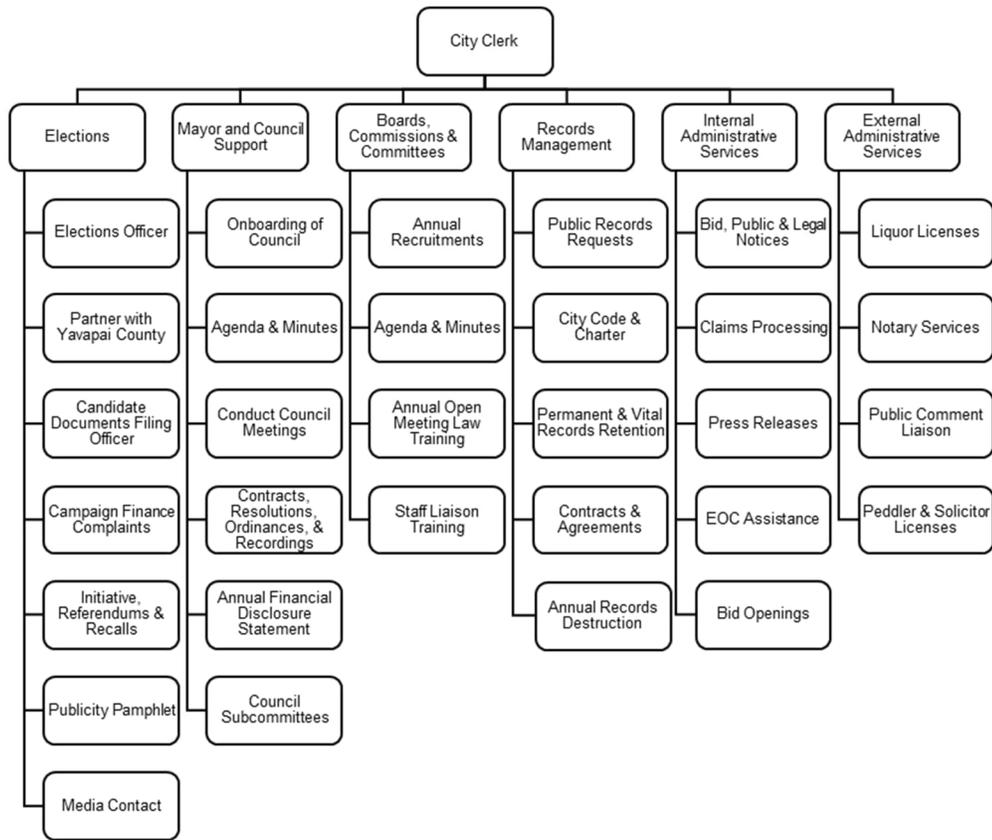
FY25 BUDGET AND FINANCE OPERATING FUNDING SOURCES



Budget and Finance Funding Source Summary

Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Source of Funds				
Tax Base	\$ 432,527	\$ 516,029	\$ 560,720	\$ 589,473
Licenses & Permits	20,463	13,000	13,000	13,000
Charges for Services	25,154	220	154	-
General Fund Budget	478,144	529,249	573,874	602,473
Special Revenue Funds	281,386	360,908	343,176	395,331
Enterprise Funds	1,532,688	1,833,569	1,704,487	1,996,124
Internal Service Funds	46,347	54,980	52,455	69,475
Total Operating Funding Sources	\$ 2,338,565	\$ 2,778,706	\$ 2,673,992	\$ 3,063,403

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

FY2023-24 Accomplishments

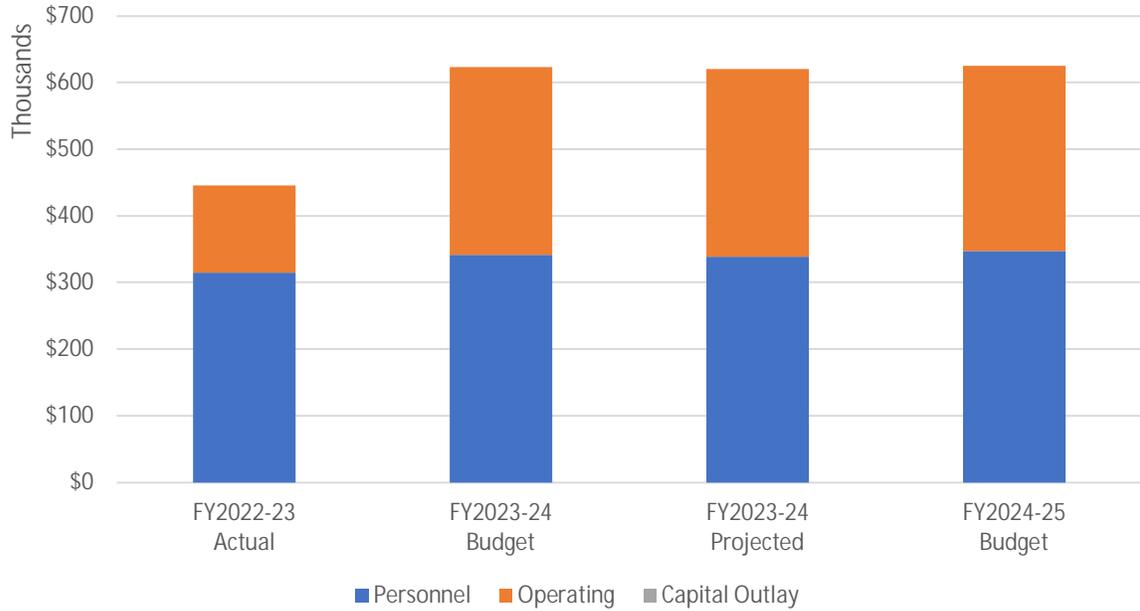
- Conversion to new building & Council Chambers location, working collaboratively with all city departments.
- Conversion to new Agenda & Meeting Management Software, CivicClerk.
- Successful 2023 Election Cycle – election of four members of Council, Mayor and thirteen Charter Amendments on the ballot at the November General Election.
- Respond to and close more than 90% of records requests received in calendar year 2023.
- Deputy City Clerk Retirement – position filled & trained.

FY2024-25 Objectives

Measure Type	Performance Measure	FY23 Actual	FY24 Goal	FY24 Estimate	FY25 Target
Outcome	Percent of records destroyed, by retentions schedule (quantity in boxes)	436 bankers boxes	25 bankers boxes	14 bankers boxes	20 bankers boxes
Outcome	Reinstitute Follow Up Surveys for Liquor License Applicants	97% Satisfaction	100%		100%
Outcome	Percent of Agendas & Minutes (Council & BCCs) posted in Accordance with OML	100%	100%	100%	100%
Outcome	Ongoing Organization of Historic Contracts	20%	30% of Remaining	28%	30% of Remaining
Outcome	Organization of Digital Records Management System	N/A (new objective)	N/A (new objective)	N/A (new objective)	25% Filing Restructure & Destruction
Outcome	Compilation & Submission of Essential Records to State Archive (Every Five-Year Process)	N/A (new objective)	N/A (new objective)	N/A (new objective)	100% Completion by Oct. 2024 (two months prior to due date)
Outcome	General Plan & Charter Amendment Ballot Measures 2025 Election Cycle	N/A (new objective)	N/A (new objective)	N/A (new objective)	All Necessary Items added to 2025 Primary Election Ballot

City Clerk

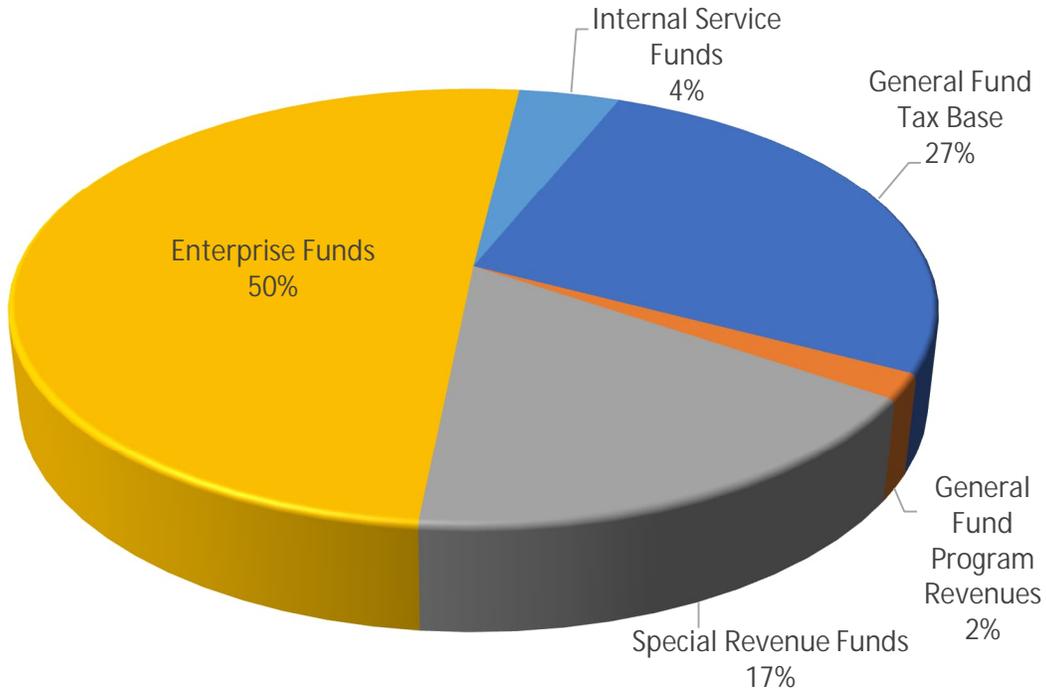
City Clerk Expenditure Summary



City Clerk Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries	314,851	341,807	338,232	347,377
Operating				
Supplies	3,398	4,000	3,600	4,000
Internal Charges	27,525	32,575	32,507	29,562
Other Services & Charges	99,833	99,600	71,050	74,600
Elections	-	145,000	174,881	170,000
Capital Outlay	-	-	-	-
Total Expenditures by Category	\$ 445,607	\$ 622,982	\$ 620,270	\$ 625,539

City Clerk

FY25 City Clerk Operating Funding Sources



City Clerk Funding Source Summary

Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Source of Funds				
Tax Base	\$ 112,456	\$ 152,175	\$ 149,463	\$ 166,317
Charges for Services	14,489	11,500	11,500	11,500
General Fund Budget	126,945	163,675	160,963	177,817
Special Revenue Funds	71,210	107,555	107,555	106,607
Enterprise Funds	230,375	328,533	328,533	314,833
Internal Service Funds	17,077	23,219	23,219	26,282
Total Operating Funding Sources	\$ 445,607	\$ 622,982	\$ 620,270	\$ 625,539

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 priorities (as well as others):

Strategic Priority #1: Public Safety

4. Through partnerships and investments in public safety infrastructure and personnel, the community will experience improved emergency services and results as evidenced by:
 - a. By FY28, the community will experience infrastructure as identified in the Fire Department's strategic plan of two (2) new strategically located fire stations.
 - b. By FY29, 90% response times will be at or below 8 minutes.
 - c. By FY29, the community will have the ability to successfully contact 911 through their cellular/mobile devices at any place within the City of Prescott.
5. By FY28, the community will experience a feeling of safety through the presence of Police Officers and the increased capacity to respond, as evidenced by:
 - a. Full staffing for the Police Department.
 - b. Proactive community policing in downtown.
 - c. Increased traffic enforcement.
6. By FY29, the community will experience a sense of personal and economic safety through safe flight operations and the ability to fight and suppress wildland fires from the Prescott Regional Airport.

City Council

Strategic Priority #2: Dynamic Economic Environment

5. By FY26, the City will be proactively identifying and attracting new businesses to the community as evidenced by the completion and ongoing implementation of the Economic Development Strategic Plan.
6. By FY26, the City will be proactively identifying and attracting new commercial development to match the residential development that is occurring in the northern part of the community.
7. By FY28, the economic impact of tourism will grow from \$260M to \$286M.
8. The community will experience a full-service regional airport that provides reliable, sustained, commercial air-service as evidenced by:
 - a. By FY26, develop an Economic Development Strategic Plan specific to the airport for bringing in new businesses (paying high wages) and commerce in and around the Prescott Regional Airport.
 - b. By FY28, (2) new aviation-related businesses will be located near the Prescott Regional Airport.

By FY29, the economic impact of the Prescott Regional Airport will grow from \$162M to \$186M.

Strategic Priority #3: Infrastructure

5. The community will experience the safe, efficient flow of traffic/transportation throughout the City as evidenced by:
 - a. By FY26 there will be a reduction in traffic injuries/fatalities.
 - b. By FY27 there will be a reduction in traffic congestion.
 - c. By FY28 there will be a reduction in pedestrian injuries/fatalities.
6. Beginning in FY24, in alignment with the long-range regional Transportation Plan and working partners (CYMPO, ADOT, etc.), the City will champion the development of a regional network to include the highway system and regional roadways.
7. By FY28, through the development of a long-term Water Management Plan that includes a focus on infrastructure, distribution and delivery, conservation and safety, the community will experience safe potable water within the water service area boundary.
8. By FY28, in alignment with the Workforce Housing Committee, the General Plan and the Housing Needs Assessment, the City will facilitate a continuum of housing options for essential workers so they can live, work and be engaged in the Prescott community.

City Council

Strategic Priority #4: Preserving & Protecting the Natural Environment

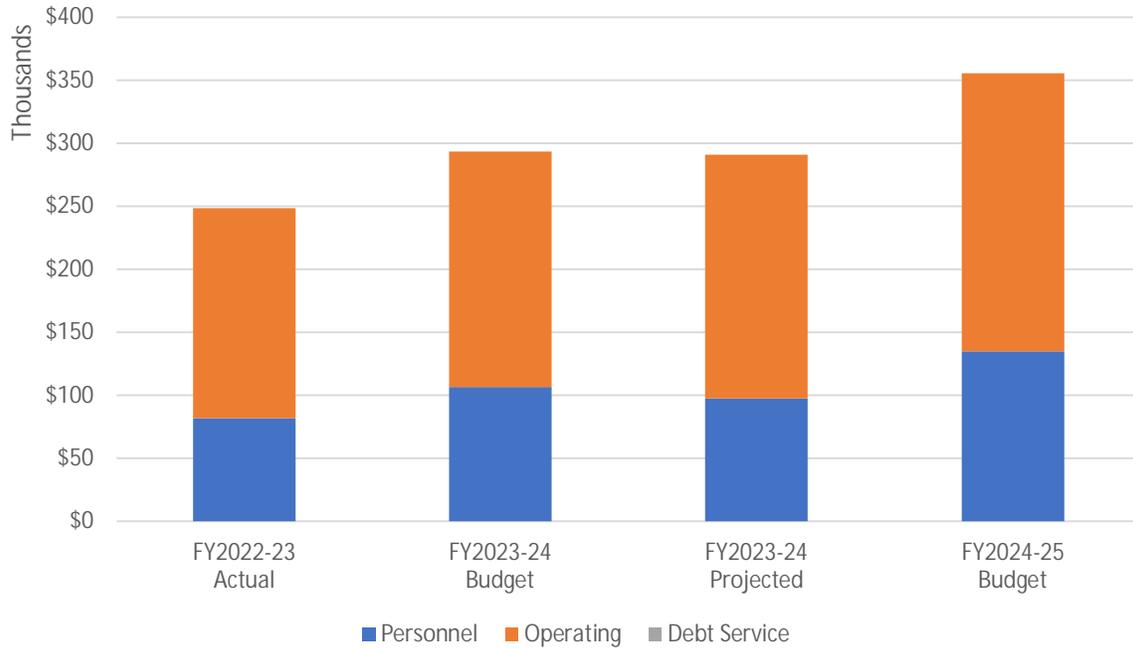
3. Beginning in FY25, through regional cooperation and partnerships and the enforcement of the 25% open space requirement, the community will experience increased trail connectivity, outdoor recreation opportunities and meaningful wildlife corridors.
4. By FY28, through regional cooperation and partnerships and a comprehensive risk assessment that builds a strategic mitigation response and recovery plan, the Prescott community will experience increased resiliency in planning for, dealing with and recovering from natural disasters.

Strategic Priority #5: Good Governance

2. The City is committed to becoming a community-focused and performance-driven organization as evidenced by:
 - a. Beginning in FY25, the community will receive updates on progress toward the achievement of the City's Strategic Plan (every 6 months).
 - b. By FY27, the community will receive updated performance information and trends about results at the Department level.
 - c. To ensure fiscal transparency and accountability, by FY27 the City's budget will be tied to results.

City Council

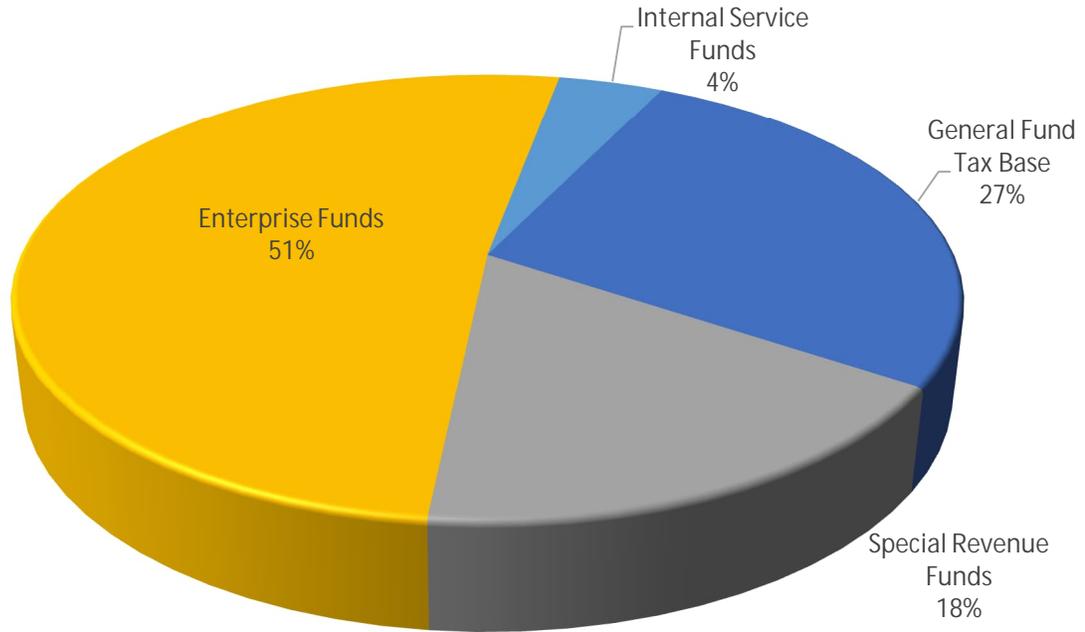
City Council Expenditure Summary



City Council Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries	81,900	106,373	97,431	134,803
Operating				
Supplies	22,799	20,000	20,700	17,000
Internal Charges	27,361	41,827	41,378	55,773
Other Services & Charges	116,087	125,058	131,269	147,700
Debt Service	-	-	-	-
Total Expenditures by Category	\$ 248,147	\$ 293,258	\$ 290,778	\$ 355,276

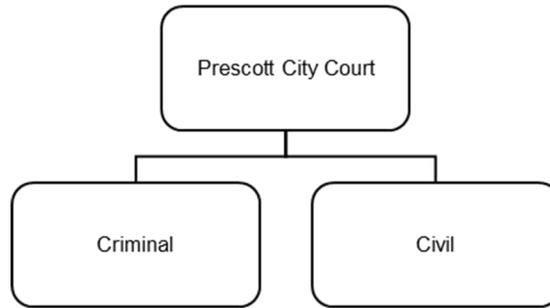
City Council

FY25 City Council Operating Funding Sources



City Council Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Tax Base	64,287	72,963	70,483	96,229
Special Revenue Funds	41,086	51,586	51,586	61,681
Enterprise Funds	132,921	157,572	157,572	182,159
Internal Service Funds	9,853	11,137	11,137	15,207
Total Operating Funding Sources	\$ 248,147	\$ 293,258	\$ 290,778	\$ 355,276

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.

FY2023-24 Accomplishments

- 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.
- 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.
- Our JEU (Judicial Enforcement Officer) program continues to be very successful in working with clients and their abilities to pay fines and sanctions.

City Court

- The Court purchased desk scanners and dual monitors that improved the time and efficiency to serve our internal and external customers.
- The Court reclassified (3) three Clerk II positions which aided in providing more stability within the office.
- Successfully started the Veterans Treatment Court within the Misdemeanor level.
- Successfully restarted the community restitution program with the City Parks and Recreation Department as well as Non-Profit Organizations within the community.

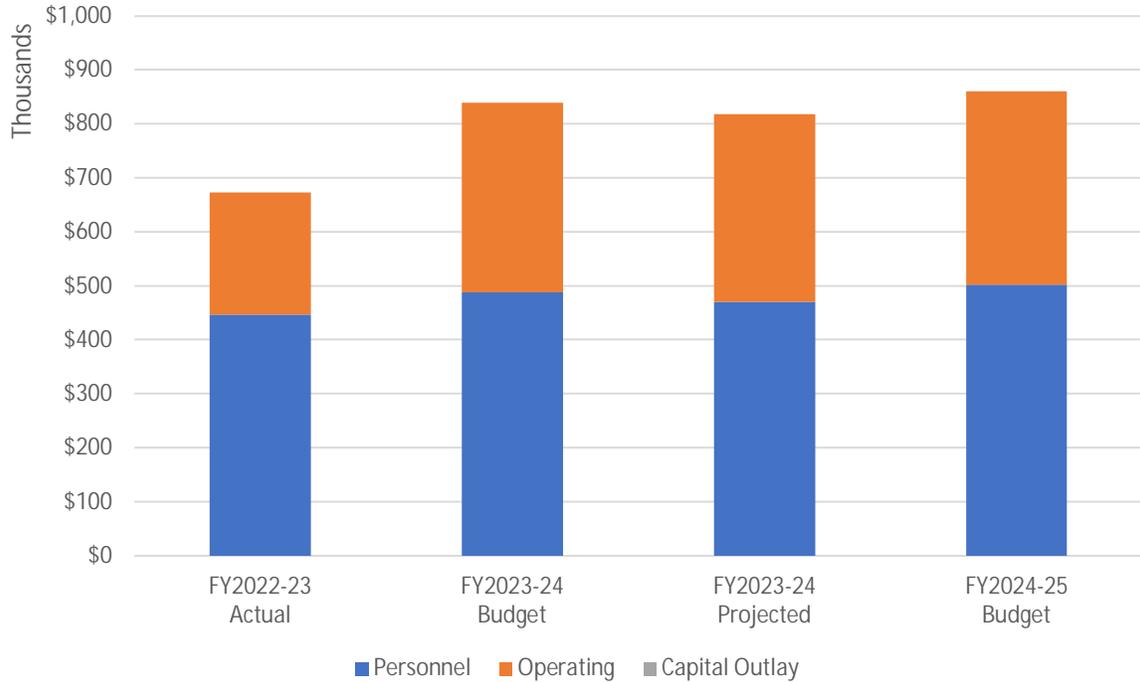
FY2024-25 Objectives

Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Outcome	Case Closure Rates (Cases both filed and paid in full during FY)	93.91%	90%	90%	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 the restarting of the community restitution program.

City Court

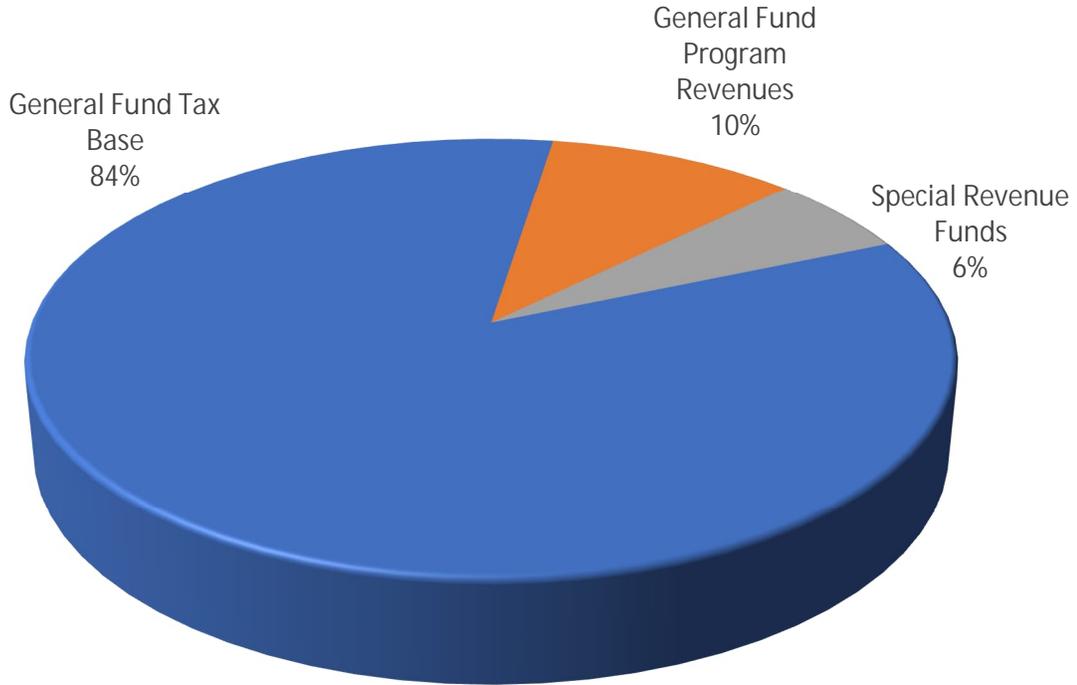
City Court Expenditure Summary



City Court Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	446,357	488,109	470,624	501,763
Operating				
Supplies	10,859	7,700	8,887	11,700
Internal Charges	18,238	30,533	30,330	31,876
Other Services & Charges	196,877	312,768	308,051	315,418
Total Expenditures by Category	\$ 672,331	\$ 839,110	\$ 817,892	\$ 860,757

City Court

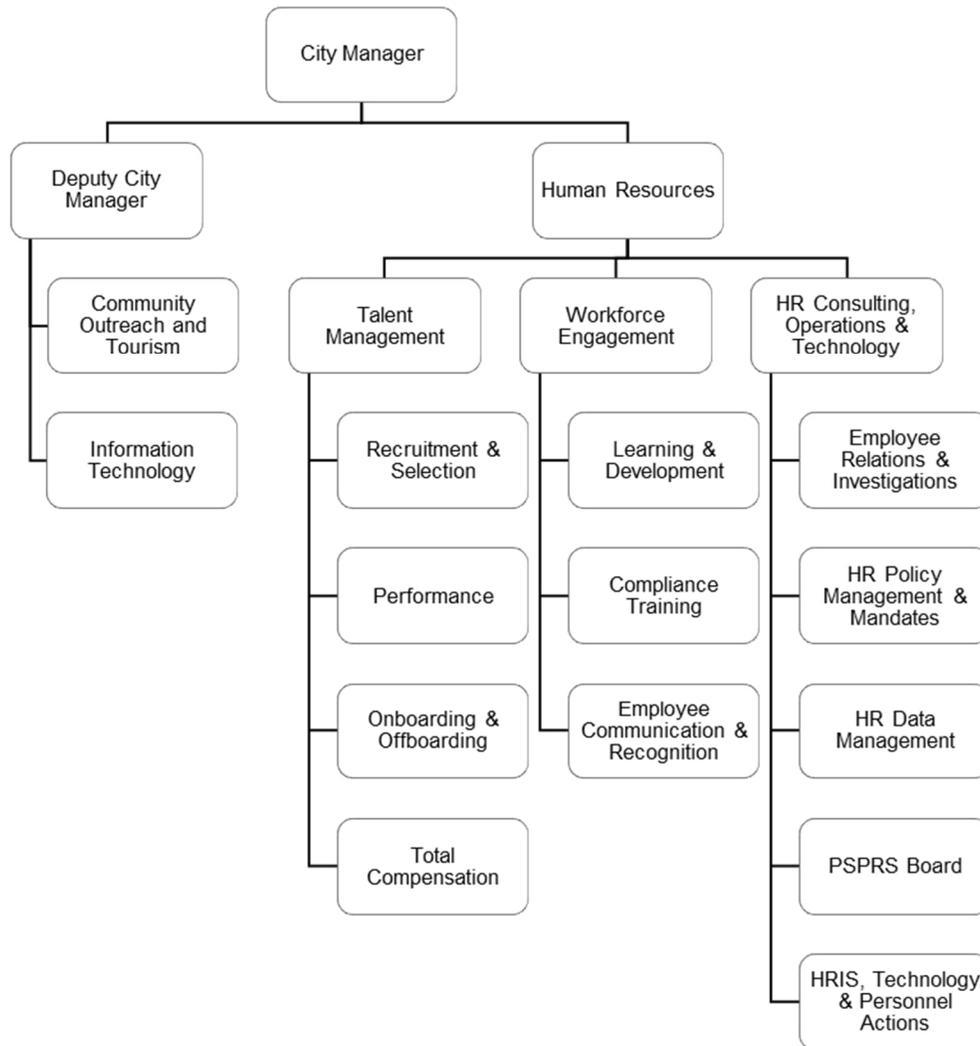
FY25 City Court Operating Funding Sources



City Court Funding Source Summary

Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Sources of Funds				
Tax Base	593,410	707,277	681,327	722,127
Charges for Services	62,150	80,000	76,000	81,500
Fines and Forfeitures	5,314	4,833	13,565	6,030
General Fund Budget	660,874	792,110	770,892	809,657
Special Revenue Funds	11,457	47,000	47,000	51,100
Total Operating Funding Sources	\$ 672,331	\$ 839,110	\$ 817,892	\$ 860,757

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

City Manager

FY2023-24 Accomplishments

- Onboarded two new councilmembers and the new City Manager.
- Completed various high-level recruitments: Public Works Deputy Director, Airport Director, City Manager, Library Director and mid-management recruitments.
- The HR team designed and implemented new stay interviews, exit interviews and onboarding checklists to capture more specific workforce data to drive our business decisions.
- Increased on-site wellness offerings for our employees including skin cancer screenings, dental cleanings and enrollment in muscular skeletal wellness services for FY25.
- Established a “Well-Informed Newsletter” each month. New benefits and wellness brochure designed to present the various benefit vendors to all employees in a consolidated pamphlet.
- Launched a comprehensive suite of management trainings facilitated by Yavapai College and REDC.
- Implemented Social Pinpoint – an Engagement Dashboard benefiting all departments.
- Hired Social Media Management agency to help all departments improve their online presence.
- Approved Economic Development Strategic Plan Firm.
- Hired Content Creative Team.
- Created New Marketing Videos.
- Gave \$60,000 in Tourism Grants to Non-Profits.
- Financially supported signature events such as July 4th, Christmas City Events, the World’s Oldest Rodeo & Whiskey Off Road.
- Facilitated the opening of Bean Peaks.
- Launched a new City Website and Fire Department Website.

FY2024-25 Objectives

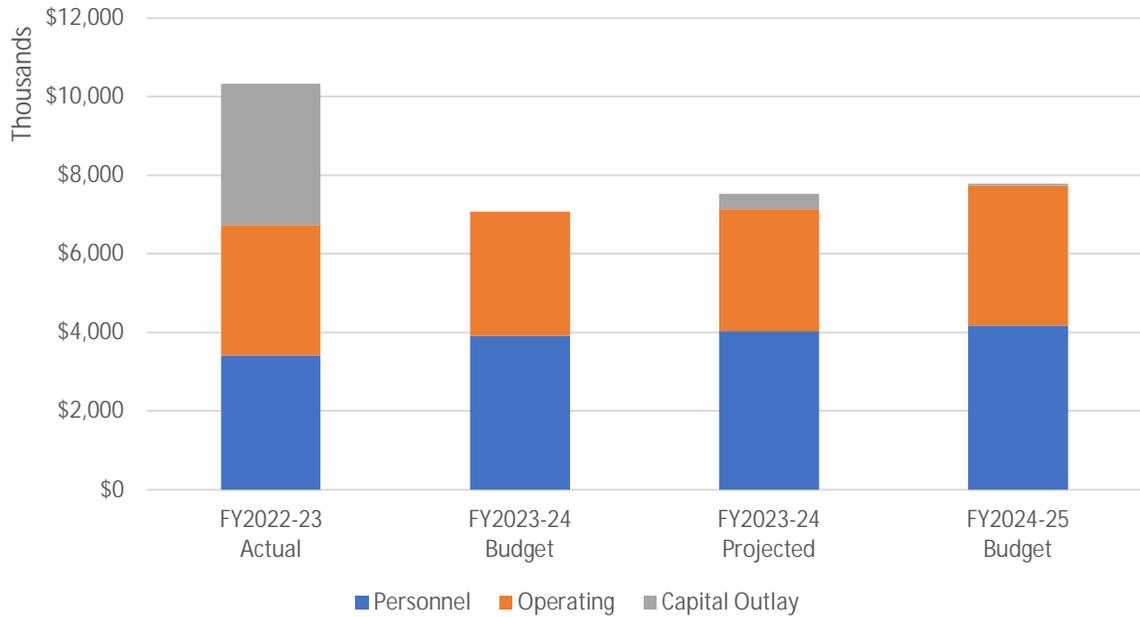
- Make certain that the Council’s strategic plan is implemented, and spending decisions are made accordingly by ensuring that every department participates meaningfully in performance-based budgeting and process improvement.
- Continuously improve internal and external customer service by enhancing department responsiveness and effectiveness.
- Maximize Human Resource’s community presence through local recruitment and outreach programs, visits, and job fair attendance.
- Request Council approval for an RFP to develop a strategic plan for Economic Development.
- Contract Economic Development Services for the purpose of enacting the strategic plan approved by Council.
- Complete an update for the Office of Tourism’s Strategic Plan to reflect accomplishments and new priorities.
- Complete an RFQ for Tourism Marketing Consultant.
- Monitor and quickly address cybersecurity events.

City Manager

Measure Type	Performance Measure	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Target
<i>City Manager's Office</i>					
Output	Fulfill 90% of Council requests for information within 3 business days and 90% of citizen inquiries within 1 business day	95%	95%	95%	95%
<i>Human Resources</i>					
Workload	Local recruitment outreach program visits and job fair attendance	16	15	17	15
Office of Economic Development and Tourism					
Output	Total Visitor Spending	\$205 Million		\$252 Million	\$275 Million
Output	Total annual impressions or visitors to social medias platforms and website	1.3 Million	1.35 Million	1.3 Million	1.4 Million
Output	Number of Economic Development Leads Generated	5	5	11	7
Output	Fiscal Year Transient Occupancy (Bed Tax) collection	\$1.6 Million	\$1.2 Million	\$1.5 Million	\$1.2 Million
<i>Information Technology</i>					
Output	Cybersecurity Events	8	n/a	1	0

City Manager

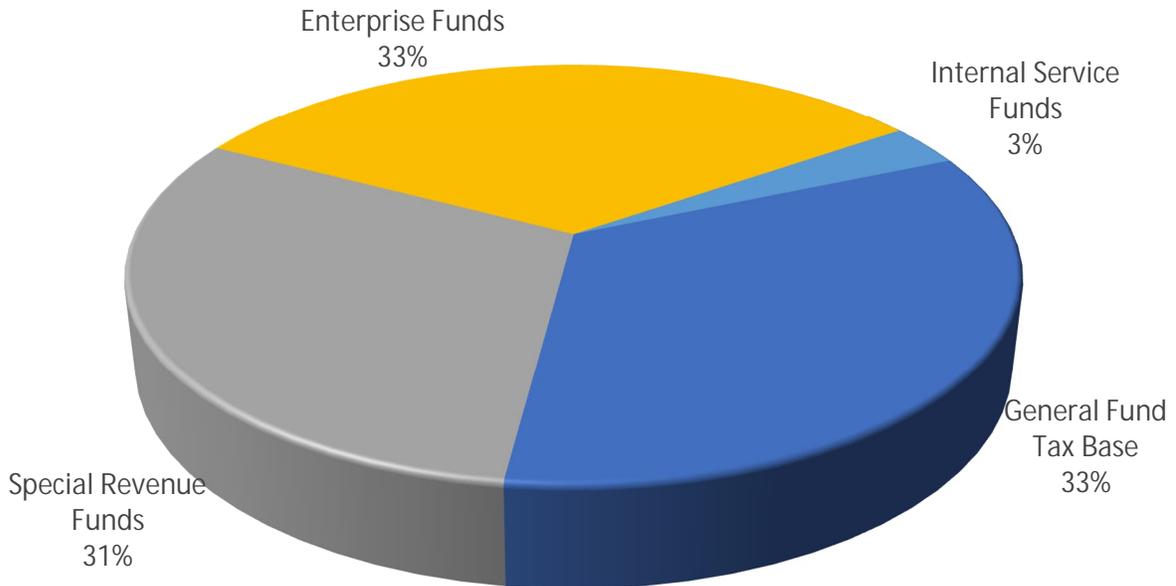
City Manager Expenditure Summary



City Manager Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries	3,408,943	3,910,744	4,021,933	4,168,891
Operating				
Supplies	514,661	583,689	567,367	571,689
Internal Charges	190,122	245,678	261,816	244,610
Other Services & Charges	2,094,215	2,321,556	2,283,371	2,796,135
Debt Service	147,044	-	-	-
Total Operating Expenditures	6,354,985	7,061,667	7,134,487	7,781,325
Capital Outlay	3,971,521	8,303	387,488	8,303
Total Expenditures by Category	\$10,326,506	\$ 7,069,970	\$ 7,521,975	\$ 7,789,628

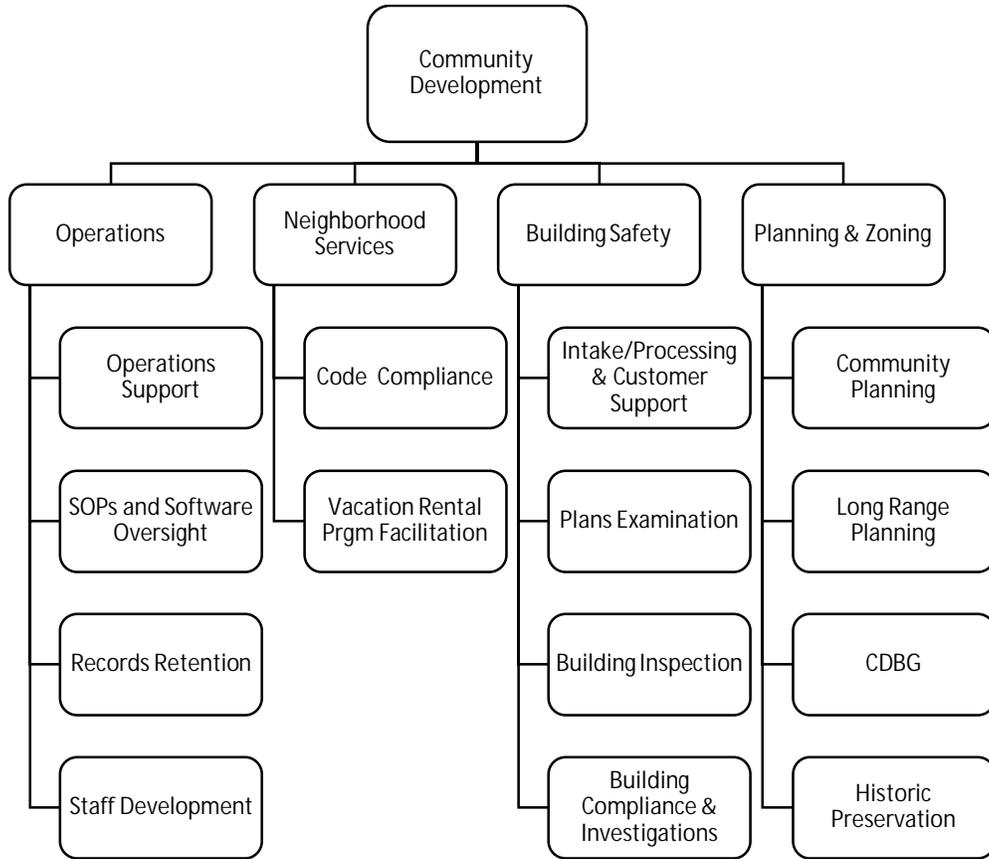
City Manager

FY25 City Manager Operating Funding Sources



City Manager Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund - Tax Base	1,654,586	1,830,085	1,936,835	2,586,944
Special Revenue Funds	2,401,733	2,371,497	2,421,767	2,365,165
Enterprise Funds	2,463,379	2,642,186	2,554,861	2,527,992
Internal Service Funds	216,108	226,202	218,992	249,527
Operating Funding Sources	6,735,806	7,069,970	7,132,455	7,729,628
General Fund - Tax Base	3,590,699	-	-	48,000
Special Revenue Fund - Grants	-	-	389,520	-
Enterprise Funds	-	-	-	12,000
Capital Funding Sources	3,590,699	-	389,520	60,000
Total Funding Sources	\$10,326,505	\$ 7,069,970	\$ 7,521,975	\$ 7,789,628

Community Development



Department Mission

.To provide friendly and professional development services to those who live and work in Prescott.

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.

FY2023-24 Accomplishments

- Chelsea Walton hired as Community Development Director after 9 months serving as Interim Director
- Community Development Department restructured to add internal Operations oversight
- Financial review resulting in restructuring of Chart of Accounts to optimize budget tracking
- Internal Community Development Fee Study conducted to assess cost recovery of permit, project, and license fees
- Cross-departmental collaborative build of new City of Prescott website, including development of Permit Center site, new submittal checklists and customer resources
- Hosted "Contractor Lunch n' Learn" series to further facilitate camaraderie and public outreach with industry partners
- Implemented expedited 3rd Party Commercial Plan Review Program
- 2025 General Plan 3rd Party vendor contracted for final product
- Continued progress on Historic Master Plan update
- Code Enforcement Hearing Officer Process initiated
- Worked with Work Force Housing Committee to finalize PUSD teacherages
- Coordinated Prescott Cares (CDBG-CV) Program Substantial Amendment to the 2020-2024 Consolidated Plan to allow for additional use of funds
- Facilitated public engagement of Old City Hall Redevelopment project

FY2024-25 Objectives

Building Department Objectives

- Coordinate In-Person Trainings with Customers as needed
- Educational Social Media Campaign, "Why Permits?"
- Staff AzBO Trainings Spring 2024
- Work with Industry Partners regarding potential fee changes
- Increase the level of proactive outreach to contractors, design professionals and other applicants on elements of a successful plan submittal and methods to reduce review time.

Community Development

- Provide staff training on common review items and use of consistent checklists to reduce plan review time frames.
- Seek to educate the public regarding minimum health and life safety requirements through public outreach, written communications, and community events.
- Further pursue training opportunities to aid staff in receiving building code certifications.

Neighborhood Services Objectives

- Effectiveness in responding to citizens and customers
- Regular compliance inspections of major road corridors
- Continue to strive for voluntary compliance through communication with violators
- Provide outreach and neighborhood cleanups
- Participate in community events to educate on the reasons for codes

Planning Objectives

- Provide professional and timely planning and zoning services.
- Provide professional and accurate data to decision-making bodies of the City.
- Work with Council and the development community to meet the goals of the adopted General Plan.
- Be ready to adapt to challenges and opportunities
- Offer educational opportunities to Planning staff to improve the function of the team and improve our ability to provide great customer service.

CDBG Objectives

- Provide professional and timely planning and zoning services.
- Provide professional and accurate data to decision-making bodies of the City.
- Work with Council and the development community to meet the goals of the adopted General Plan.
- Be ready to adapt to challenges and opportunities
- Offer educational opportunities to Planning staff to improve the function of the team and improve our ability to provide great customer service.

Historic Preservation Objectives

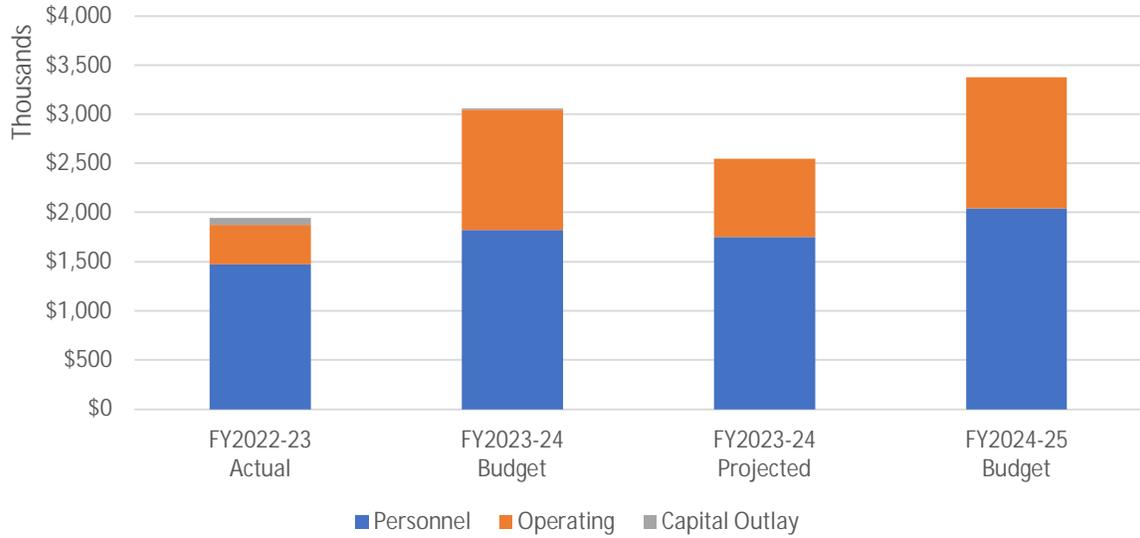
- Implement public participation timeline and begin review of 2025 Historic Preservation Master Plan draft
- Leverage resources to bring greater awareness to Preservation in Prescott
- Develop 5-year objectives for Preservation in Prescott

Community Development

Measure Type	Performance Measure	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Target
Workload	Council, Boards & Commissions Agenda Items	60	55	62	65
Workload	Number of Planning projects processed	257	250	240	240
Output	Number of contractor outreach meetings	2	4	6	8
Workload	Plan reviews performed – All CD teams	10,562	10,000	10,700	10,500
Outcome	Percentage of permit reviews meeting turnaround times	78%	80%	79%	80%
Outcome	Percentage of project reviews meeting turnaround times	77%	90%	78%	76%
Workload	New single-family residence permits issued	187	300	180	180
Workload	New Commercial permits issued	18	New FY25 Item	24	24
Workload	Commercial TI permits issued	76	New FY25 Item	80	85
Workload	Total number field inspections	9,731	14,000	10,000	9,400
Outcome	Avg calendar days from application to ready for issuance – new residential	70	30	70	70
Outcome	Avg calendar days from application to ready for issuance – new commercial	191	150	170	170
Outcome	Percentage of re-inspections with fees	<1%	5%	<1%	1%
Workload	Code cases opened – including Building cases	264	500	500	530
Workload	Code cases closed – including Building cases	293	475	500	560
Outcome	Percentage of cases opened reaching voluntary compliance within 30 days	75%	95%	75%	95%
Outcome	Percentage of cases resolved through voluntary compliance	98%	99%	98%	98%

Community Development

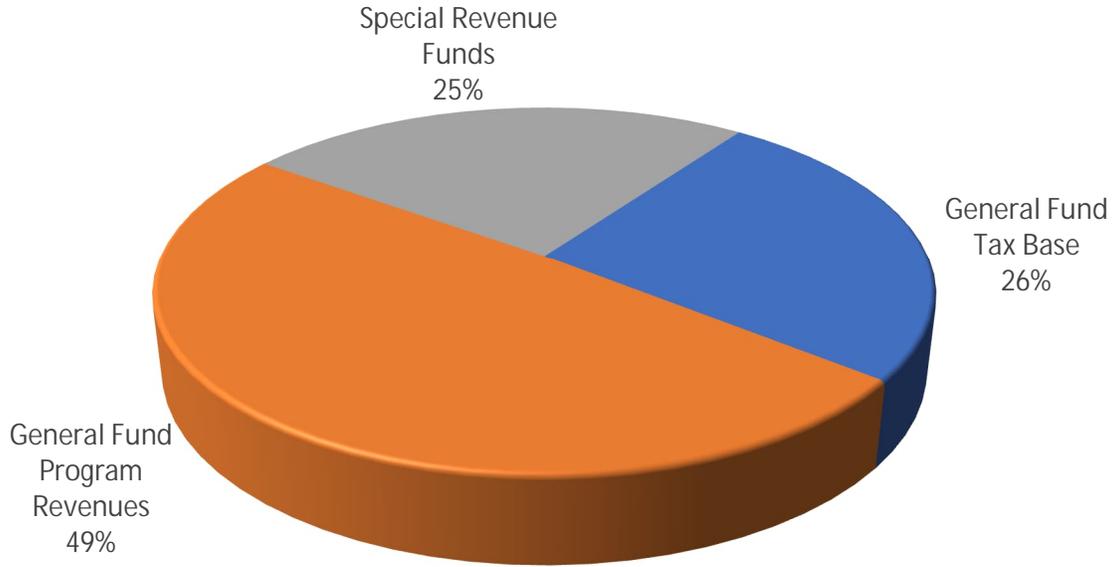
Community Development Expenditure Summary



Community Development Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	1,474,100	1,822,504	1,749,735	2,043,080
Operating				
Supplies	20,156	27,600	24,842	92,725
Internal Charges	138,863	164,792	164,540	173,110
Other Services & Charges	240,994	1,031,726	608,875	1,066,347
Total Operating Expenditures	1,874,113	3,046,622	2,547,992	3,375,262
Capital Outlay	67,410	10,000	-	-
Total Expenditures by Category	\$ 1,941,523	\$ 3,056,622	\$ 2,547,992	\$ 3,375,262

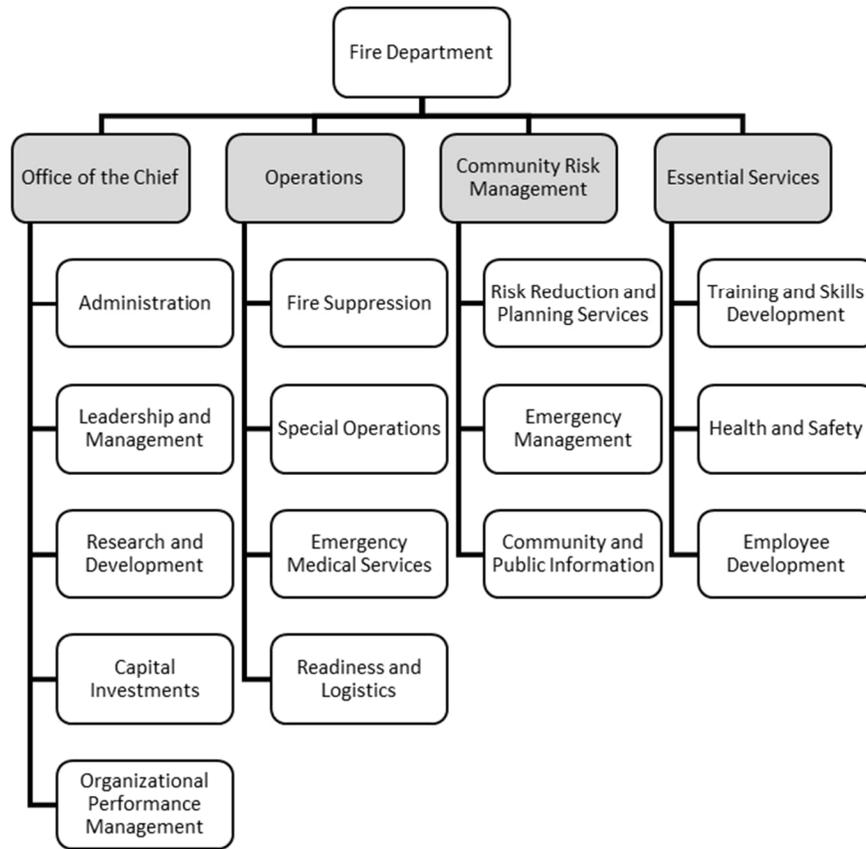
Community Development

FY25 Community Development Operating Funding Sources



Community Development Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Source of Funds				
Tax Base	237,091	607,414	294,722	869,010
Licenses & Permits	817,842	1,003,000	1,006,000	106,000
Charges for Services	584,421	653,000	783,000	1,553,000
General Fund Budget	1,639,354	2,263,414	2,083,722	2,528,010
Special Revenue Funds	234,759	783,208	464,270	847,252
Operating Funding Sources	1,874,113	3,046,622	2,547,992	3,375,262
General Fund -Tax Base	67,410	10,000	-	-
Capital Funding Sources	67,410	10,000	-	-
Total Funding Sources	\$ 1,941,523	\$ 3,056,622	\$ 2,547,992	\$ 3,375,262

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

FY2023-24 Accomplishments

- Implemented council-approved staffing enhancements including six new firefighters, a permanent operations chief, a wildfire risk manager, and an additional administrative specialist.
- Completed the move into a consolidated fire department administration in city hall from 3 previous locations for better efficiency and collaboration with the city.
- Placed a new Type 3 wildland engine into service as well as made significant progress on updating the support fleet in support of fleet department goals.
- Completed a deployment and capital plan for improved response efficiency and fire station infrastructure in partnership with Police, Finance, and City Management.
- Full implementation of program appraisals linked to our new results-oriented strategic plan that measures the effectiveness of individual programs.
- Established the Forestry Health and Risk Reduction program with Recreation Services to coordinate risk reduction activities and support the city's open space land management responsibilities.
- Implemented algorithm-based software for engine pre-positioning during periods of system strain with significant improvements in efficiency and response reliability.
- Published a new fire department website to improve recruitment and customer service.

FY2024-25 Objectives¹

Strategic Result 1: Emergency Response - *The Prescott Fire Department (PFD) will reduce the negative consequences of life-threatening emergencies experienced by the community, as evidenced by:*

- A. Beginning in FY 2023, the department will strive to achieve a 3% year-over-year reduction in Effective Response Force (ERF) response times to incidents categorized as moderate or high risk.
- B. By the end of FY 2024, a baseline measure for cardiac arrest patients discharged from the hospital neurologically intact will be established.
- C. Building on past assessments and continuing in FY 2024, the Community Risk Assessment (CRA) will be conducted, with particular emphasis on wildland fire risk, followed by a mitigation plan to be approved by the City Council.

Strategic Result 2: Infrastructure - *The Prescott community will experience a customer-focused, responsive Fire Department capable of delivering services consistent with the City's adopted Standards of Cover as evidenced by:*

- D. By the end of FY 2024, 90% of respondents surveyed will rate PFD services as very good or excellent and assessed by geographical planning zones connected to the Community Risk Assessment/Standards of Cover (CRA/SOC).

Fire Department

- E. By the end of FY 2025, one new strategically located station will be staffed and operational.
- F. By the end of FY 2025, a second new strategically located fire station will be shovel ready.
- G. By the end of FY 2027, the second station will be fully staffed and operational.

Strategic Result 3: Workforce - *All PFD members will have an opportunity to 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, as evidenced by:*

- A. Beginning in FY 2023, the PFD injury rate will be reduced by 3% year-over-year.
- B. By the end of FY 2024, 100% of eligible PFD members will complete the annual department physical.
- C. By the end of FY 2024, all PFD members will have the opportunity to establish a career development plan.
- D. By the end of FY 2023, PFD will have an organizational succession plan in place identifying roles from Engineer through Fire Chief.
- E. By 2024, 2 qualified applicants will reach the Chief's panel for each open position for every recruitment and promotional opportunity.

Strategic Result 4: Performance Measurement - *PFD will establish a performance management system to measure, report, and act based on data from cross-disciplinary databases as evidenced by:*

- A. During FY 2024, resources for data analysis will be operational, and systems integration will be underway as measured by the availability of relevant information.
- B. By the end of FY 2025, the majority of operational, policy, and budget decisions regarding the Fire Department will be informed by results-oriented performance measures.
- C. By 2025, the PFD will earn an ICMA certificate of achievement in performance management; by 2026, a certificate of distinction; and by 2027, a certificate of excellence.
- D. Building on past assessments, and continuing in FY 2024, the Community Risk Assessment (CRA) will be conducted, with particular emphasis on wildland fire risk, followed by a mitigation plan to be approved by City Council.

Fire Department

Strategic Result 5: Organizational Culture - *The firefighters and civilian staff of the Prescott Fire Department bring strong values and a forward-looking commitment to the work. The department seeks and is committed to creating an organizational culture consistent with and aligned with its members and values, characterized by:*

- A. By 2023, members will experience leadership messages, behaviors, and beliefs consistent with our customer-focused culture.
- B. By the end of FY 2024, PFD will establish expectations and support systems for supervisors to reward, manage, and promote organizational values and expectations.
- C. By the end of FY 2025, PFD will evaluate organizational culture through an employee engagement survey that measures adherence to organizational values and expectations.
- D. By FY 2024, each member and their supervisor will have a conversation about the members contribution to the organizational culture at a 6-month check-in and the annual evaluation.

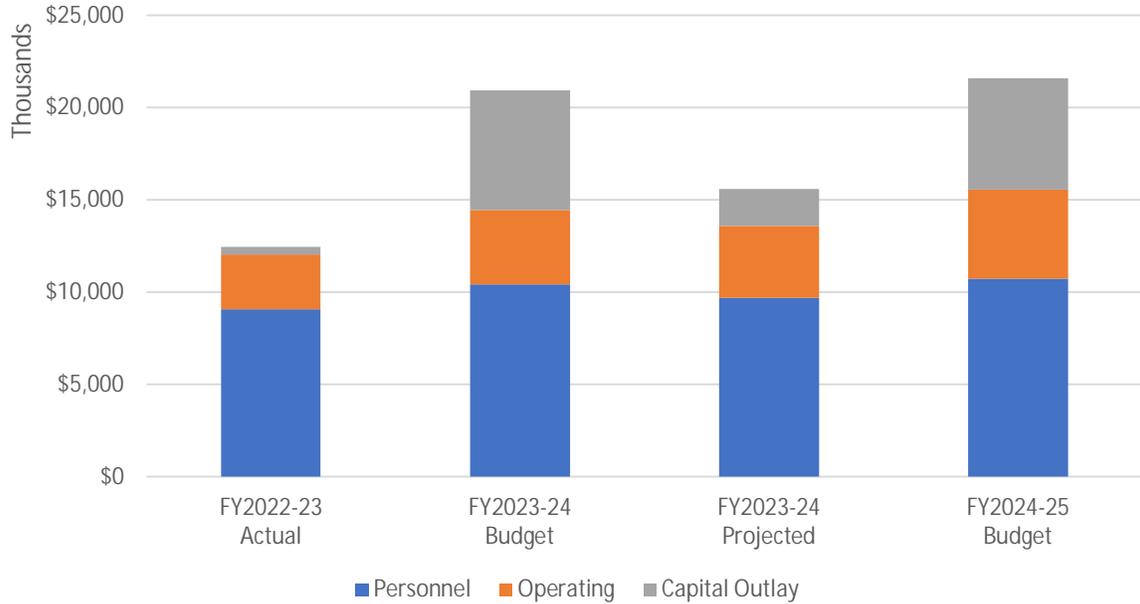
¹ *The accomplishments of these objectives are multi-year in nature and directly tied to the department's council adopted strategic plan.*

Measure Type	Performance Measure	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Target
Outcome	<i>Office of the Chief - % Operational Groups that are on or below budget (measured quarterly)</i>	New Measure	90%	95%	97%
Outcome	<i>Emergency Operations - % Call responses provided within the time frames in the Standards of Cover adopted by the City</i>	New Measure	90%	60%	65%
Outcome	<i>Community Risk Management - % Change in unplanned/unexpected fire events</i>	New Measure	-3%	0%	-3%
Outcome	<i>Essential Services - % FF the on the force with increased task performance year over year</i>	New Measure	3%	3%	5%

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

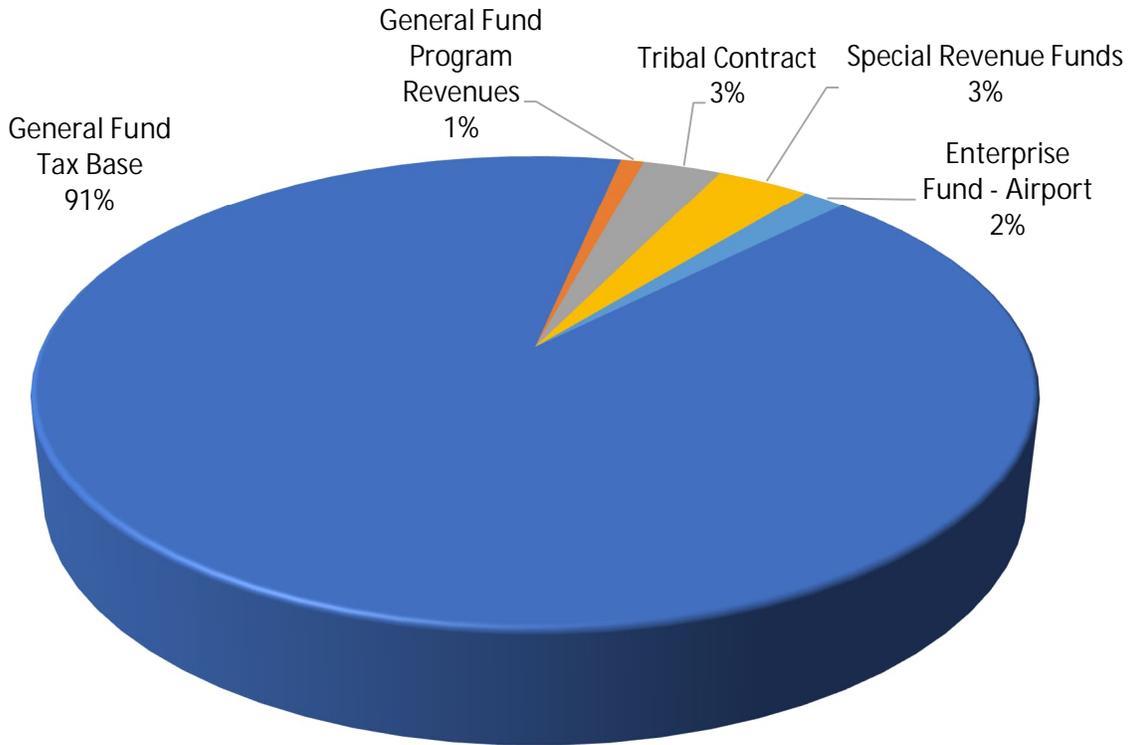
Fire Department Expenditure Summary



Fire Department Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	9,050,401	10,398,191	9,678,349	10,707,433
Operating				
Supplies	652,786	783,078	826,255	1,033,382
Internal Charges	1,638,793	1,806,760	1,733,508	2,021,342
Other Services & Charges	700,363	1,436,900	1,350,224	1,785,570
Total Operating Expenditures	12,042,343	14,424,929	13,588,336	15,547,727
Capital Outlay	403,041	6,498,293	2,005,444	6,021,676
Total Expenditures by Category	\$ 12,445,384	\$ 20,923,222	\$ 15,593,780	\$ 21,569,403

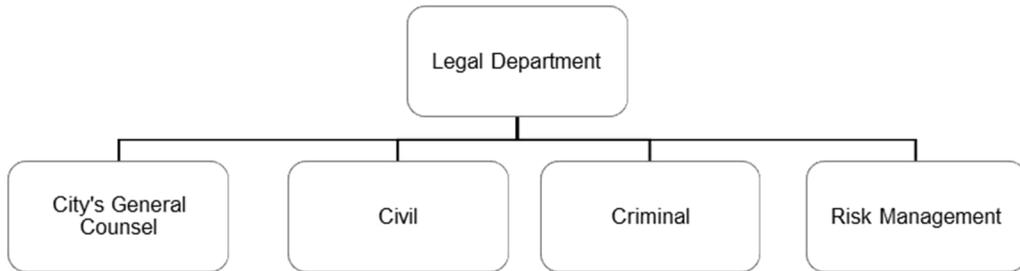
Fire Department

FY25 Fire Department Operating Funding Sources



Fire Department Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Source of Funds				
Tax Base	10,746,061	13,222,819	12,298,311	14,119,362
Licenses & Permits	300	150	300	300
Charges for Services	884,852	584,240	716,458	611,014
General Fund Budget	11,631,213	13,807,209	13,015,069	14,730,676
Special Revenue Funds	166,604	361,022	317,022	561,409
Enterprise Fund - Airport	244,526	256,698	256,245	255,642
Operating Funding Sources	12,042,343	14,424,929	13,588,336	15,547,727
General Fund -Tax Base	403,041	4,884,950	752,455	5,271,676
Special Revenue Funds	-	1,613,343	1,252,989	750,000
Capital Funding Sources	403,041	6,498,293	2,005,444	6,021,676
Total Funding Sources	\$ 12,445,384	\$ 20,923,222	\$ 15,593,780	\$ 21,569,403

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.

FY2023-24 Accomplishments

- Attended all City Council Meetings, Planning and Zoning Commission meetings, Board of Adjustment meetings, Water Issue Committee meetings, Council Appointments Committee meetings, Mayor’s Charter Review Commission meetings, Work Force Housing Committee; 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.
- Provided Open Meeting Law, Conflict of Interest and Public Records Law training to all elected and appointed positions in the City.
- Drafted Council resolutions and ordinances.
- Worked closely with outside legal counsel in PFAS and opioid litigation where the City is seeking damages caused to the Prescott community by the 3M PFAS manufacturers and negligent opioid manufacturers and providers.
- Worked closely with outside legal counsel to successfully defend and settle significant lawsuits; including but not limited to PFAS, opioid litigation, personal injury claims, excessive use of force claims and employment-related claims.

Legal

- Provided formal written legal opinions to City officials and staff. These opinions and memos are sent 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 opinions are in addition to the daily issuance of verbal legal opinions, emails, counseling, and special projects provided by the Legal Department.
- 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.
- Reviewed and advised our legislative liaison and lobbyists on relevant proposed legislation and its potential effects on Prescott.
- Continued to monitor and assist employees with Workers' Compensation claims.
- Received and provided legal review when needed to liability claims filed against the City.
- Assisted Prescott Regional Airport with contracting, economic development matters and airport protection, including reviewing and enforcing leases, negotiating airport area land acquisition to protect impact zones. The City Attorney's office helped provide economic development opportunities and airport protection. Our staff 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.
- Provided legal advice to Clerk's office for the fulfillment of public record requests.
- Sought justice and appropriate outcomes including fines, restitution, and jail time in all criminal law matters.
- Continued to implement a Diversion Program for first-time criminal offenders. This program generates additional revenue to assist in providing defendants with the education and tools needed to turn from criminal behavior and deter future criminal conduct.
- 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. A tool that allows for better customer service, record keeping and performance of staff duties.
- Held quarterly meetings for the reinstated 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.
- Began developing a safety representative to further promote employee safety and ensure the City is compliant with safety provisions.
- Updated City Code by amending and presenting ordinances i.e. camping, aggressive solicitation.
- Revised the Prescott City Code and helped create a Hearing Officer process for City Code violations. The Hearing officer process and position, which is now in effect, has already completed the first round of hearings.
- Advised and assisted in multiple elections, including a successful City Charter Amendment Election.
- Improved City processes by updating Ordinances, enactment of Municipal Court Fee and hiring hearing officers.

Legal

- Processed a total of 2432 open criminal cases.
- Created a contract review system to track deliverables and contractual obligations of the City's Development Agreements. Developed a process for analysis and entry via a team to input development agreements into Central Square to enable tracking of DA's and a way to see the progression and status of the agreement.
- Assisted in on-boarding new City Manager, and search for new airport director.
- Worked with Yavapai County Attorney's office to cover conflict cases, garnering stronger working relationships with outside agencies.

FY2024-25 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. (Maintain a Stable General Fund; Economic Development, Airport, Quality of Life, and 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. (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. (Quality of Life and Service-Oriented Culture)

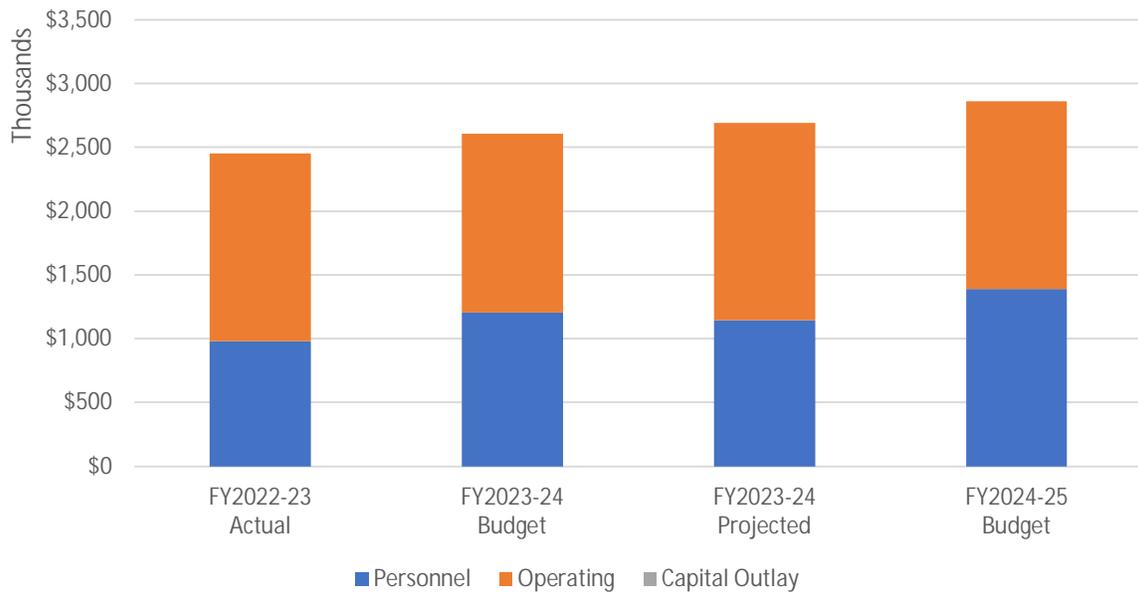
Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Measure	Number of liability claims placed for the Fiscal Year.	57	No more than 45	37	No more than 45
Outcome	Goal to reduce the number of claims through mitigation, accountability, employee education and safety training.	46% Increase	10% Reduction	40% Decrease	10% Reduction
Measure	Number of charges or declines within 3 months of receipt in the Criminal Division	New Goal	New Goal	New Goal	All will be filed w/in 3 months of receipt
Outcome	Effect on swift justice	New Goal	New Goal	New Goal	100% Completion
Measure	Provide response to requests for legal opinions within one week	New Goal	New Goal	New Goal	All inquiries will be responded to within one week
Outcome	Timely Effective Communication & Guidance	New Goal	New Goal	New Goal	100% Timely response

Legal

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 were up 46% in FY23 and are trending down thus far in FY24. New goals have been set to better measure the performance of the Legal Department.

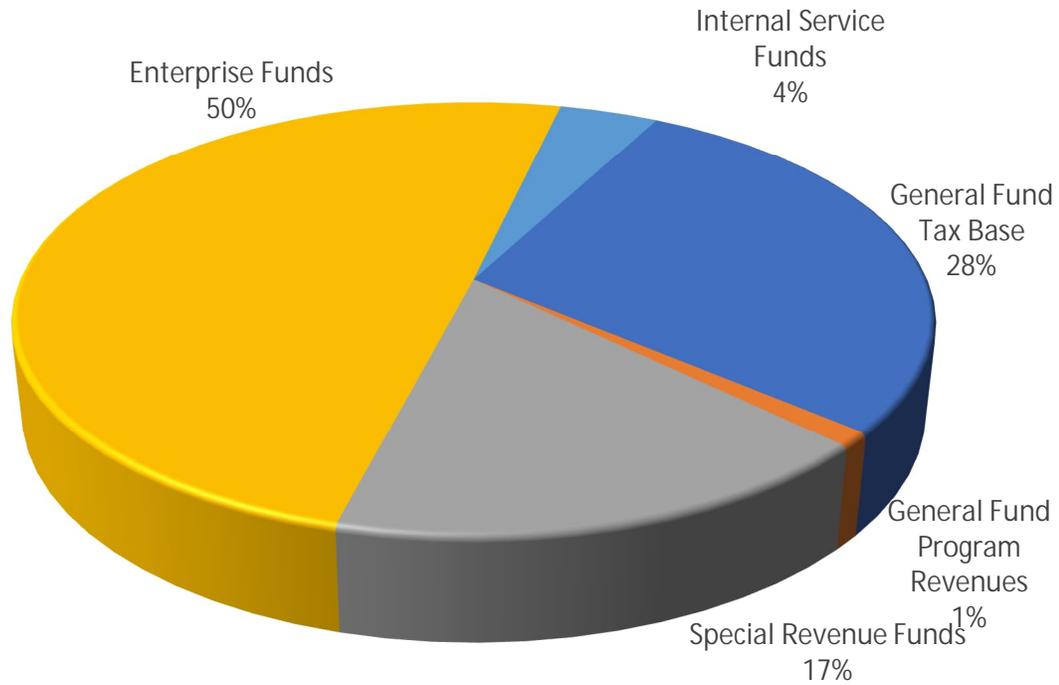
Legal Department Expenditure Summary



Legal Department Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	980,715	1,205,356	1,144,508	1,390,419
Operating				
Supplies	7,606	9,800	12,577	9,800
Internal Charges	40,522	40,420	40,117	53,250
Other Services & Charges	1,421,995	1,352,359	1,494,216	1,405,546
Total Expenditures by Category	\$ 2,450,838	\$ 2,607,935	\$ 2,691,418	\$ 2,859,015

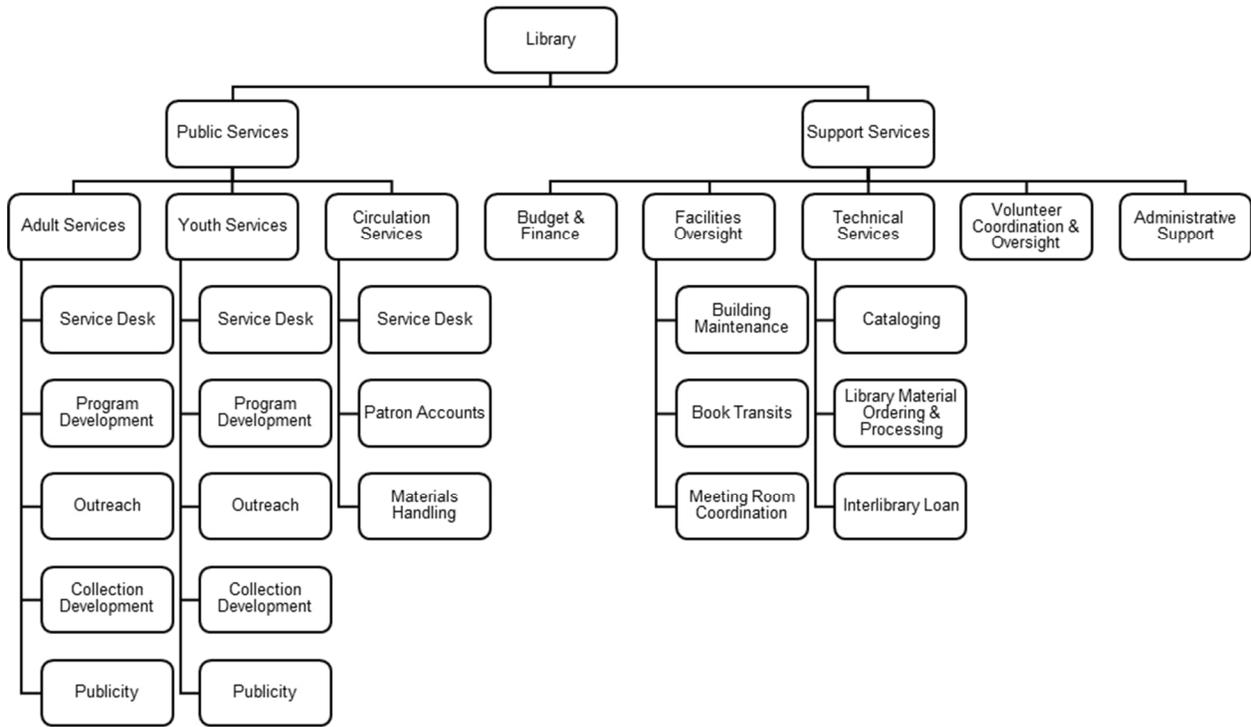
Legal

FY25 Legal Department Operating Funding Sources



Legal Department Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Source of Funds				
Tax Base	739,302	718,695	699,703	812,737
Charges for Services	12,076	10,000	35,200	30,000
General Fund Budget	751,378	728,695	734,903	842,737
Special Revenue Funds *	367,006	431,306	457,728	480,030
Enterprise Funds *	1,244,426	1,350,492	1,399,970	1,417,905
Internal Service Funds *	88,028	97,442	98,817	118,343
Total Operating Funding Sources	\$ 2,450,838	\$ 2,607,935	\$ 2,691,418	\$ 2,859,015

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

FY2023-24 Accomplishments

Public Services

- 320,214 visits to the library
- 586,970 physical items were checked out
- 130,702 electronic items were checked out
- 18,072 persons attended 724 library programs
- Annual survey of library users said 96% strongly agreed the library provided excellent customer service
- Migrated to a new county wide library computer system
- Hosted our first Local Author Book Fair
- Added new items, including pickleball kits, to the Library of Things
- Received a LSTA grant to make Wifi Hotspots and service available
- Launched a monthly financial lecture series in partnership with the Association of Financial Educators
- Began Homework Help for Kids program in partnership with North Star Youth Partnership and using trained high school volunteers
- Received an LSTA Grant to do additional upgrades in the Teen Zone
- Launched 1,000 Books Before Kindergarten to immerse children in books, provide positive reading experiences, and build language and literary skills
- Added new furniture to the Rock Garden-Early Literacy Play Space creating a more dynamic space

Support Services

- Ordered, processed and added 11,863 new items to the library collection
- Added additional volunteers for a total of 123, up from 116 in FY23. Volunteers worked 10,850 hours in FY24, the equivalent of 5 FTE
- Supported 268 community groups using library meeting rooms 1,715 times in FY2024—an average of 143 uses per month
- Renovated and updated equipment in Founder's Suite – funded by Friends of the Prescott Public Library
- Replaced carpet and repainted Teen Zone – funded in part by Friends of the Prescott Public Library
- Installed railing along the east portion of Historic Timeline Sidewalk
- Worked with Public Works to make ADA improvements on Goodwin St. ramp and in Marina St. parking lot

Library

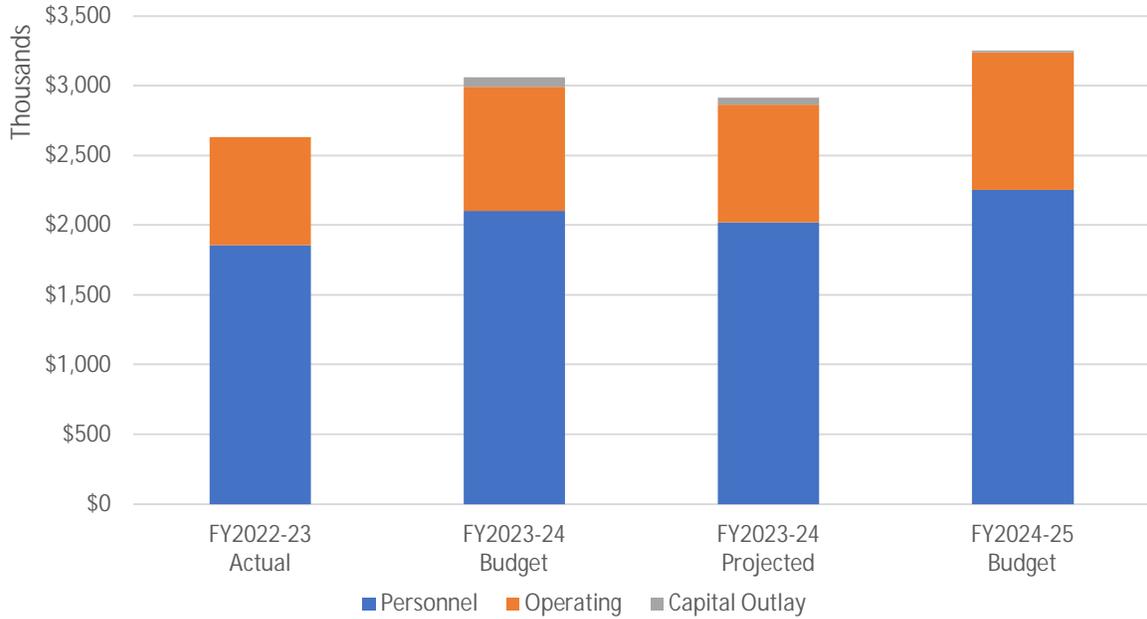
FY2024-25 Objectives

- Continue implementation of FY24-FY26 strategic plan
- Work with Friends of the Library to supplement provision of library services to expanding areas of Prescott
- Maintain and recruit volunteers to appropriately supplement library personnel
- Provide cost-effective, convenient, accessible resources to people in the community
- Provide access to lifelong learning, recreational and cultural opportunities virtually and/or in person

Measure Type	Performance Measure	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Target
Workload	Customer visits	287,971	287,000	309,000	331,000
Workload	Number of registered borrowers	25,552	26,000	26,000	26,000
Output	Items checked out	726,000	736,000	715,000	725,000
Efficiency	Library expenditures per visitor	\$8.16	\$9.50	\$9.45	\$10.75
Efficiency	Volunteer hours as FTE	5	5	5	5
Outcome	Overall customer satisfaction (library users that agree/strongly agree that library gives good customer service)	98%	98%	98%	98%
Output	Number of programs and outreach events	657	625	720	825
Output	Attendance at programs and outreach events	15,487	12,400	17,500	17,750
Output	Reference questions/patron interactions	149,008	150,000	150,750	152,500

Library

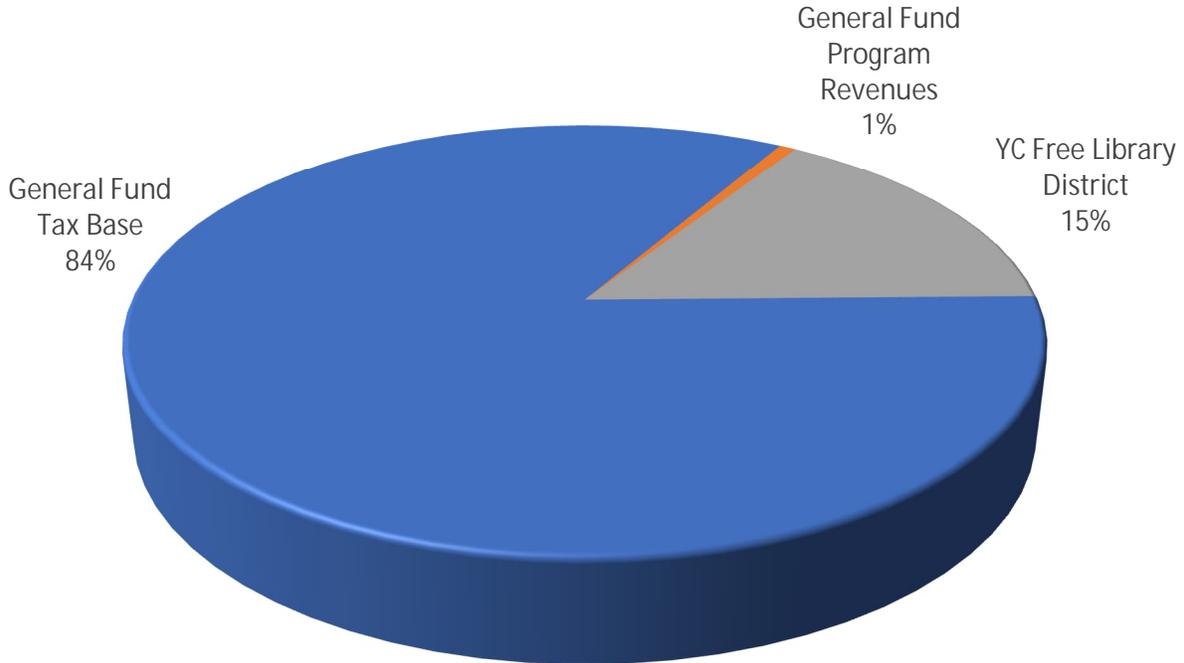
Library Expenditure Summary



Library Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	1,857,356	2,103,993	2,020,859	2,251,559
Operating				
Supplies	255,302	368,619	267,292	421,087
Internal Charges	266,138	279,678	279,121	291,927
Other Services & Charges	252,504	237,869	294,511	273,786
Total Operating Expenditures	2,631,300	2,990,159	2,861,783	3,238,359
Capital Outlay	-	71,400	51,574	12,000
Total Expenditures by Category	\$ 2,631,300	\$ 3,061,559	\$ 2,913,357	\$ 3,250,359

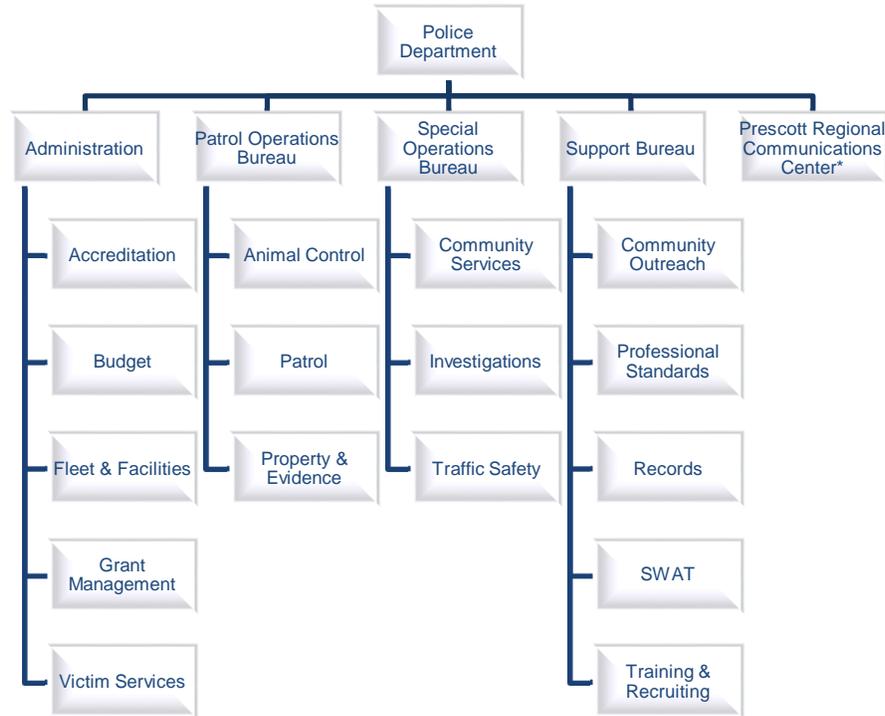
Library

FY25 Library Operating Funding Sources



Library Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Funding Sources				
Tax Base	2,023,054	2,462,371	2,325,275	2,709,571
Intergovernmental Revenues	551,026	506,288	506,289	506,288
Charges for Services	15,267	13,500	17,685	13,500
Fines & Forfeitures	8,698	8,000	8,534	9,000
General Fund Budget	2,598,045	2,990,159	2,857,783	3,238,359
Special Revenue Funds	33,255	-	4,000	-
Operating Funding Sources	2,631,300	2,990,159	2,861,783	3,238,359
General Fund -Tax Base	-	71,400	51,574	12,000
Capital Funding Sources	-	71,400	51,574	12,000
Total Funding Sources	\$ 2,631,300	\$ 3,061,559	\$ 2,913,357	\$ 3,250,359

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 people.

Services

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

Police

FY2023-24 Accomplishments

- Chief Amy Bonney was named Arizona Chief of the Year by the Arizona Association of Chiefs of Police (AACOP).
- Implemented a hybrid schedule in the Patrol Operations Bureau to ensure adequate staffing while operating at a lesser capacity.
- Implemented a department-wide peer support program as a resource for team members in addressing stress management, mental health concerns, suicide prevention, and overall officer safety and wellness.
- Entered into a contract with Central Arizona Fire and Medical Authority (CAFMA) to assess the department's existing radio infrastructure and identify and make corrective actions and upgrades to ensure clear broadcasting of police radio communications throughout the city.
- Researched, tested, and implemented an eBike program within the Community Services Section, enabling officers to cover larger distances and assist when needed outside of the downtown area.
- Continued to enhance the Real Time Crime Center (RTCC) with the addition of twelve (12) Flock cameras that assist with the gathering of information for intelligence sharing and investigative program assistance for the Patrol Operations Bureau and specialty units.
- Participated in 45 community outreach events, including 12 neighborhood block watch events.
- Organized and hosted the 28th annual Shop with a Cop event that allowed funding for 70 at-risk youth in our community to attend the event.
- Organized our annual Pink Patch Project fundraising campaign in cooperation with the Prescott Police Foundation, raising \$3,589 for the YRMC Breast Care Center.
- Hosted a fall and spring citizens academy with a total of 37 participants graduating from the program.
- Managed ten (10) public safety grants. Two of the grants provide funding for the costs associated with four (4) fulltime employees; two (2) in our Victim Services Unit and two (2) sexual assault detectives.
- Fulfilled 3,659 public record requests.
- Hired a total of eleven (11) new police officers.
- Hired a total of 12 (twelve) civilian employees.
- Organized and maintained sworn and civilian personnel training hours in both continuing education and proficiency trainings to above standards.
- Successfully deployed SWAT on over-watch details for four (4) special city-sponsored events.
- Maintained recommended proficiency training hours for all SWAT team members as well as auxiliary assignment members.
- Hosted a multi-agency motor school certifying six (6) new officers.
- Filled new motor officer position in the Traffic Safety Section.
- Assigned a new Traffic Safety Section Sergeant due to attrition.
- Hired one (1) new part-time temporary Parking Enforcement/Collision Investigator to assist the Traffic Safety Section as well as created and assigned a volunteer to a traffic position.
- Through grant funds received from the Governor's Office of Highway Safety (GOHS), purchased an event data recorder to assist officers with gathering information related to traffic collisions.

Police

- Investigated two (2) fatal traffic collisions.
- Provided active killer response training for all officers.
- Educated citizens of the new city codes regarding Aggressive Panhandling and Camping ordinances; directly impacting those flying signs soliciting people in motor vehicles.
- Partnered with the City's Recreation Services and Legal Departments to clean up a long-standing problem under the bridge at Grove and Lincoln as well as posted no trespassing signs to ease the illegal behaviors taking place at that location.
- Partnered with the City's Recreation Services and Legal Departments to clean and maintain illegal behavior and activity under the bridge at Brannon and Miller Valley. Also continued to clean up and manage a waterway at Rush and Gurley.
- Entered into an Intergovernmental Agreement with the Prescott Unified School District to place officers in its schools as part of a School Safety Program. The officer assigned to Mile High Middle School taught 23 classes (620 students), prepared 119 police reports, and made 38 arrests. He was instrumental in identifying and helping detectives solve a couple violent gang-related crimes in our community. The officer assigned to Prescott High School taught 18 classes (629 students), prepared 61 police reports, and made 52 arrests. Both officers also coached youth football.
- The Community Services Section coordinated and helped supervise the School Safety Officer program that placed off duty officers at several schools in our community.
- The Safety and Intelligence Officer conducted comprehensive research, performed detailed reviews, and secured funds for Lexis Nexis, CobWebs, and Flock Safety, bringing the department up to date with the latest advancements in technology for data analysis and criminal investigations.
- Received approximately \$23,000 in funding from the Arizona Department of Homeland Security for the purchase of equipment and technology as well continuing education for the TLO in the area of criminal analysis.
- The Safety and Intelligence Officer conducted:
 - 3 agency assists
 - 16 vendor background checks
 - 1 church assistance
 - 6 counterterrorism events
 - 12 event safety research
 - 25 investigative assistance
 - 8 case investigations
 - 4 threat assessments (site)
 - 1 direct threat investigation
 - 33 video requests
- The Investigations Section was trained, hosted, and participated in several County-wide Sex Trafficking Operations. This area of enforcement has been under enforced over the previous several years; however, recent updated training and procedures assisted in a new understanding of how to successfully operate. These operations have led to numerous arrests and gained attention toward these types of heinous crimes occurring in our jurisdiction.

Police

- The SART detectives created and provided multiple presentations to law enforcement and the public focused on topics of social media application awareness, interactive classes about the activities of Detectives/Investigators, and sex offender management.
- The Investigations Section detectives responded to three (3) homicide investigations over the past fiscal year. Each of those cases resulted in arrests of the suspect(s) of these crimes and are still awaiting prosecution. The Investigations Section also assisted with one (1) officer involved shooting investigation.
- Promoted one (1) Lead Police Officer to the rank of Sergeant.
- Assigned one (1) officer to the assignment of Lead Police Officer.
- Assigned six (6) officers to the assignment of Field Training officer.
- Eleven (11) new officers completed their field training program and were given solo officer status and assigned to patrol squads.
- Implemented Low Powered Variable Optic (LPVO) enhanced patrol rifle program. The LPVO assists officers with identifying threats while maintaining a greater distance. The LPVO is a true 1 power optic that is similar to the standard patrol rifle optic on 1 power. The LPVO allows patrol officers to increase that magnification (6 power) so that they can keep a safe distance while looking for, and if need be, eliminate a threat with greater accuracy.
- Installed AXON vehicle camera system in all new patrol vehicles, which included license plate reader (LPR) capabilities.
- Ensured that every new officer in the patrol bureau was trained and rifle certified.
- Provided off-duty officers with many special details to include security details at local establishments, protests, rallies, and schools as well as functions at church services and special city events.
- All patrol officers attended monthly firearms training opportunities through the Department's contract with the indoor shooting facility at Prescott Gun Club.
- All patrol officers attended mandatory defense driver training.
- All patrol officers attended mandatory taser re-certification training.
- Maintained a high level of accountability through monthly checks by patrol officers on registered sex offenders (S.O.A.P. program).
- Property and Evidence Technician Eddie Siller was certified through the International Association of Property and Evidence.
- Both Property and Evidence Technicians attended the State Property and Evidence Seminar.
- Applied for and have begun the beginning stages of receiving accreditation for the Property and Evidence Unit.
- Responded to 259 barking dog complaints.
- Provided a total of 2,067 extra patrols at city trail heads and parks.
- Animal Control Unit officers handled 68 calls for animal cruelty.
- Responded to 128 reports of dog bites.
- Both K9 officers were certified by the National Police K9 Association.
- Both K9 officers assisted Partners Against Narcotics Trafficking (P.A.N.T) with several high profile illegal narcotic seizures.

Police

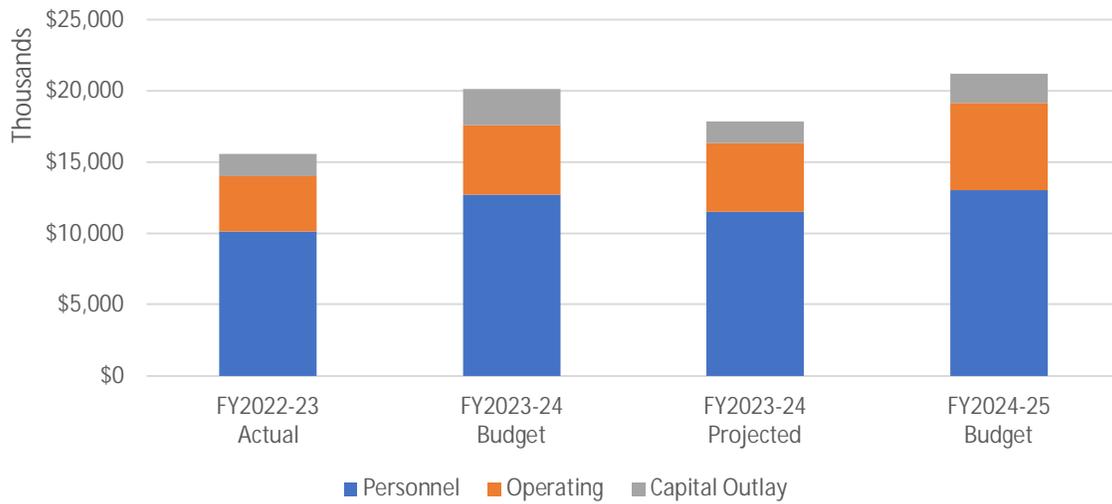
FY2024-25 Objectives

- Offer adaptability in staffing levels to respond efficiently to evolving crime patterns as well as city-sponsored special events.
- Enhance police services to the community by reducing response times to calls for service.
- Identify, cultivate, and secure resources for the infrastructure and technology needed to meet the requirements of a modern police department.
- Improve capabilities for gathering intelligence to bolster proactive policing strategies.
- Invest in the health and wellness of department employees through enhancing the department’s safety and wellness program.
- Enhance traffic safety through targeted enforcement, investigations, and educational initiatives.
- Continue comprehensive outreach and recruitment initiatives to attract and retain a diverse, service-minded, and highly trained workforce to attain optimal staffing levels, ensuring the delivery of high-quality customer service.

Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Workload	NIBRS Group A Crimes				
	- Crimes Against Person	1,136	1,100	984	1,050
	- Crimes Against Property	1,513	1,350	1,542	1,450
	- Crimes Against Society	472	400	468	425
Workload	NIBRS Group B Arrests	474	235	496	450
Workload	Average response time to emergency calls for service (in minutes)	06:38	05:00	05:51	05:00
Efficiency	Number of calls for service	19,053	19,500	19,526	19,290
Effectiveness	Total number of officer-initiated contacts, including traffic stops, business checks, and other community-related policing efforts	23,320	22,500	26,568	24,944
Workload	Total number of traffic crash investigations completed (non-injury, injury, and fatality)	2,043	2,100	1,874	1,964
Outcome	Percent of public records requests fulfilled within two (2) business days	95	95	95	95
Workload	Use of social media posts for active recruiting of open positions	16	12	12	12
Workload	Number of community outreach events hosted	32	20	20	20
Workload	Total number of quarterly in-house training provided to employees	19	12	12	12
Effectiveness	Number of positive customer satisfaction surveys received	4,088	3,100	3,925	3,500

Police

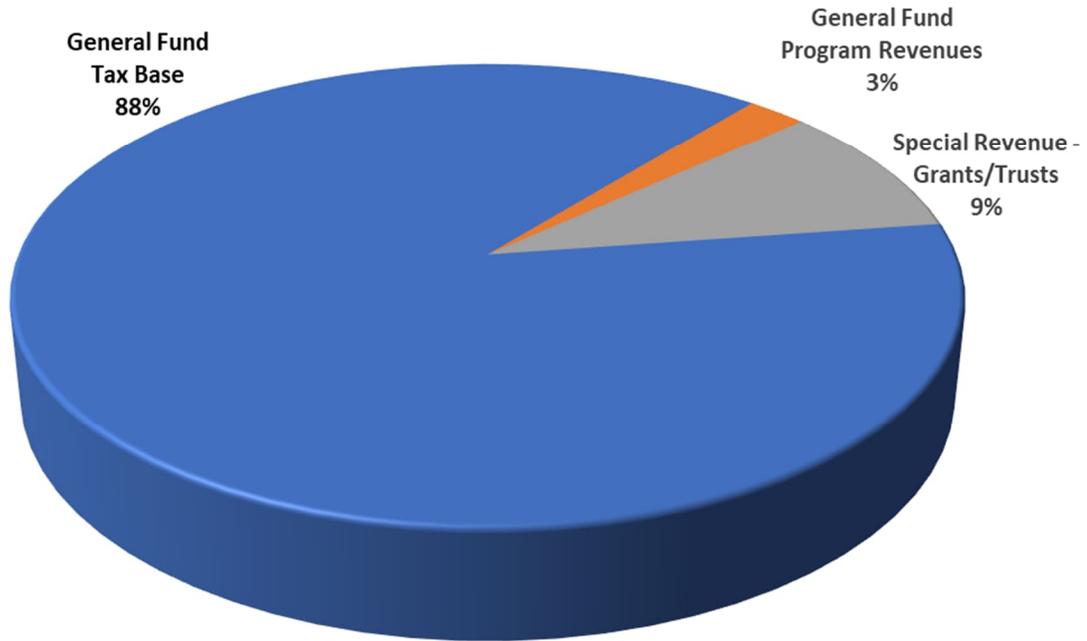
Police Department Expenditure Summary



Police Department Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	10,103,091	12,682,247	11,479,169	13,036,236
Operating				
Supplies	728,928	1,038,598	1,057,251	1,141,819
Internal Charges	2,299,453	2,625,483	2,455,523	2,698,455
Other Services & Charges	865,557	1,244,343	1,318,078	2,238,886
Debt Service	24,847	-	-	-
Total Operating Expenditures	14,021,876	17,590,671	16,310,021	19,115,396
Capital Outlay	1,573,722	2,505,413	1,544,575	2,074,000
Total Expenditures by Category	\$ 15,595,598	\$ 20,096,084	\$ 17,854,596	\$ 21,189,396

Police

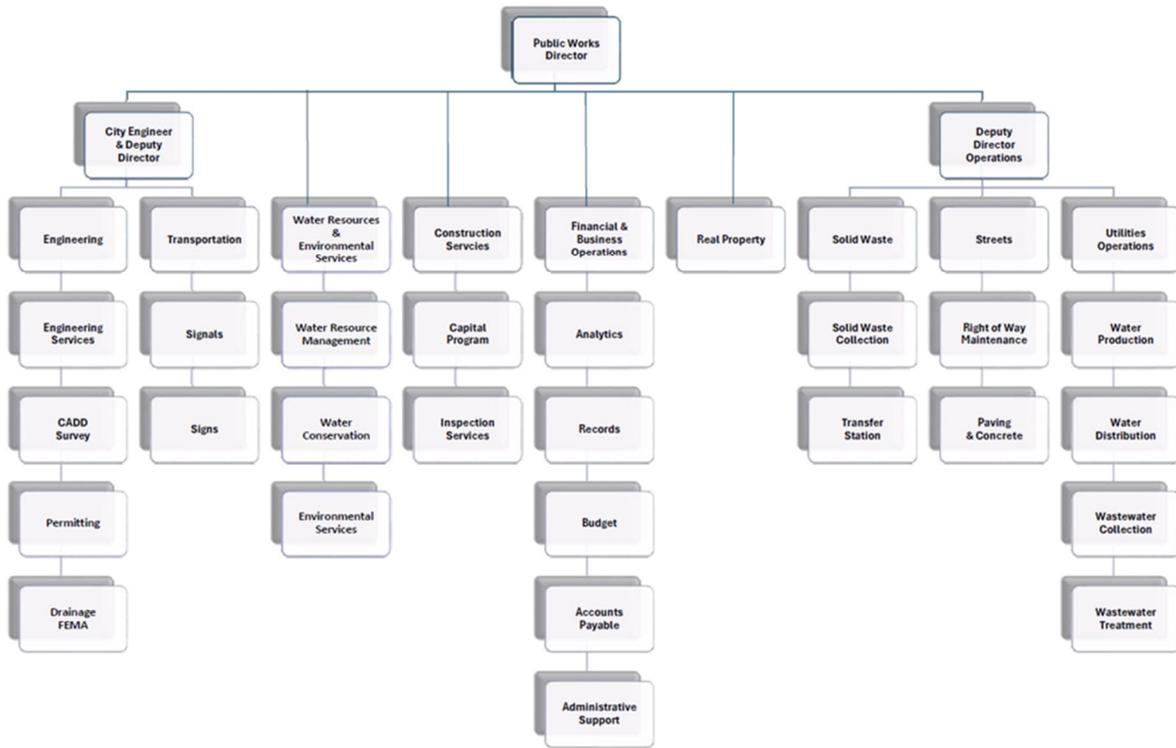
FY25 Police Department Operating Funding Sources



Police Department Funding Source Summary

Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Funding Sources				
Tax Base	12,835,573	15,744,889	14,399,285	16,878,326
Licenses & Permits	19,837	31,000	29,375	31,000
Charges for Services	15,156	52,000	32,491	66,150
Fines and Forfeiture	266,523	284,300	268,292	304,300
Miscellaneous	27,401	55,000	13,646	55,000
General Fund Budget	13,164,490	16,167,189	14,743,089	17,334,776
Special Revenue Funds - Grants/Trusts	857,386	1,423,482	1,566,932	1,780,620
Operating Funding Sources	14,021,876	17,590,671	16,310,021	19,115,396
General Fund - Tax Base	1,573,722	2,505,413	1,544,575	2,074,000
Capital Funding Sources	1,573,722	2,505,413	1,544,575	2,074,000
Total Funding Sources	\$ 15,595,598	\$ 20,096,084	\$ 17,854,596	\$ 21,189,396

Public Works



PUBLIC WORKS – ADMINISTRATION/ENGINEERING

Department Mission

To support the City of Prescott's (the City) quality of life and economic prosperity by effectively building, improving and maintaining the City's public infrastructure, natural and man-made resources through timely, quality and cost-effective services. Provide professional level services to support internal and external customers, through timely and efficient plan review and permitting activities for private development and Capital Improvement Projects. Protect the area's natural resources through the development and implementation of water resource management strategies, including meeting the objectives and guidelines of the current Water Management Policy.

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, FEMA floodplain administration, storm water management and real property administration. 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; provides technical support for the Big Chino Water Ranch, operation and maintenance of the Water Resources Management Model (WRMM) and develops water conservation and education outreach programs.

The Department operates and maintains a first-class Water and Wastewater Utility system for over 26,000 customers. The Solid Waste Division provides trash and recycling services to over 22,500

Public Works

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 rights of way.

FY2023-24 Accomplishments

Completed the following Capital Improvement Projects:

- Juniper and Karen Drive Watermain Replacement (Water Distribution)
- Chino Production Well Rehab Program, Well #3 (Water Production)
- Penn Ave/Eastwood Drive Improvements (Streets Reconstruction/Circulation)
- Prescott Lakes Pkwy & Sundog Ranch Rd Intersection (Streets Reconstruction/Circulation)
- Slaughterhouse Gulch Sewer Crossing (Wastewater Collections)
- PUSD Affordable Housing Project (PUSD)
- Haisley Road Reconstruction (Streets Reconstruction/Circulation)
- Watson Lake Water Enhancement – Aerators (Water Quality)
- Garden & Western Sewer and Street Improvements (Streets Reconstruction/Circulation)
- Prescott Library ADA Parking Improvements (Facilities)
- Tri-City Prep Fire Access Road (Streets Reconstruction/Circulation)
- Iron Springs Road Pavement Repairs (Streets Reconstruction/Circulation)
- FY23 Miscellaneous Concrete Repairs Phase 2 (Streets Reconstruction/Circulation)
- FY24 Willow Creek Southbound Pavement Repairs (Streets Reconstruction/Circulation)
- FY24 Pavement Preservation Crack Seal (Streets Reconstruction/Circulation)
- FY24 Pavement Preservation Micro-Seal (Streets Reconstruction/Circulation)
- FY24 Trip Hazard Elimination Project (Streets Reconstruction/Circulation)

Water Resources and Environmental Services Achievements:

- Amended 2022 Water Management Policy adopted by Council on March 26, 2024.
- ADWR Annual Water Withdrawal and Use Report submitted.
- Watson Woods Draft JMP, Hydrologic Investigation. Updates begun for Emergency Action Plans for all four high hazard dams owned by the City.
- Annual Update of WRMM data completed. Awarded 272 water conservation rebates, totaling \$39,466 with an estimated water savings of 2,173,233 gallons.
- Flood Risk FEMA Flood Zone Remapping of 9 linear miles of floodplain removing 323 structures from flood zones and add in 38.
- Completion of Updated Cost Estimate and Alignment Evaluation for Big Chino Water Ranch project.
- CRS Annual Renewal Completed on time and without any deficiencies.
- Installation of 4 Solar Powered Aerator units in Watson Lake to circulate oxygen and reduce harmful algae blooms.
- Met all ADEQ requirements for MS4. Awarded ADEQ Water Quality Grant in the amount of \$98,338 for Green Stormwater Infrastructure Prioritization and Design in Prescott.

Public Works

- Awarded \$260,000 in technical assistance from USACE Flood Plain Management Services for development of hydrologic modeling in support of a reservoir operation plan.

Real Property Achievements:

- Administered the acquisition of 2284 Acres of land from the Arizona State Land Department at Glassford Hills in conjunction with Prescott Valley and Yavapai County.
- Purchase of the North Airport Parcel from CDC Prescott to facilitate airport protection.
- Completed the purchase of airport property from the Chino Valley Irrigation District.
- Completed an exchange of Fire Station 72 and Fire Station 51 with CAFMA.
- Completed the Big Chino Water Ranch easement evaluation.

Permit Center and Administrative Achievements:

- Completed 3670 Permit Center plan reviews (74% approved)
- Processed 720 Engineering permits
- Completed 280 Public Records Requests

FY2024-25 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.
- Complete Decision and Order modification through Arizona Department of Water Resources (ADWR).
- Complete Comprehensive Agreement No. 1 groundwater modeling contract, collaborate on project communications, and determine ongoing monitoring needs.
- Support the Council Subcommittee for Water Issues.
- Distribute literature and supplies for the community water education program and administer the Water Conservation Incentive Program.
- Evaluate and update the 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 and Watson Lake Management Plan to address ADEQ's TMDL requirements and document pollution reductions through Stormwater programmatic efforts (NPDES).
- Evaluation of Green Stormwater Infrastructure sites throughout the City as part of the grant awarded by ADEQ.
- Construction of prioritized green stormwater infrastructure sites for water quality improvement benefits and as a platform to conduct trainings for internal and external customers.

Public Works

- Actively pursue grant funding to expand the scale of green stormwater infrastructure and/or to improve the surface water quality of creeks and lakes.
- Opportunistic utilization of existing City open space for restoration and water quality benefits (Penn/Eastwood basin bottom).
- Provide safe and reliable water, wastewater, drainage and transportation systems by completing Capital Improvement Projects.
- Improve the quality of Capital Improvement Projects and private development within the City by review and implementation of adopted construction and inspection standards.
- Provide professional level inspection services.

Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Efficiency	Percentage of public records requests completed within 10 days	90%	90%	98%	98%
Outcome	Water rebate applications	238	125	200	200
Outcome	Percentage of Permit Center plan reviews related to Engineering completed within established turn-around times	80%	90%	82%	90%
Outcome	Completed in-house design Projects	9	9	9	7
Outcome	Expended or Encumbered CIP Budget (dollars)	75%	80%	70%	75%
Outcome	Roadway System Pavement Quality Index (PQI) – Goal of 75 (750 lane) 100 to 70 – Good Needs Preservation 40 to 70 - Fair Needs Rehabilitation 40 and Below – Poor Needs Reconstruction	63	65	65	66
Workload	Number of Private Development and Public Capital Improvement Project inspections performed per year.	3800	3800	3600	3600

Analysis of Performance:

Public records requests have remained a priority to be completed within the City goal of 10 days. This year, the majority of requests were completed in 7 days. Cross training has allowed staff to maintain a high level of customer response.

Public Works

This year the City continued the modification of the 2009 Decision and Order (D&O) for the Designation of Assured Water Supply through the Arizona Department of Water Resources. Work is on-going until ADWR renews the D&O. Comprehensive Agreement No. 1 work is still underway for the development of a groundwater modeling of the Big Chino Water Ranch.

The permit center team has improved its turn-around times for plan review from the previous year whilst training a new engineering technician and updating/improving SOPs. Tracking of the Water Management Policy has improved with the SOPs. Updates on the water budget are posted on the City website twice monthly. In addition, an annual water resources activities report will be required to report WRMM data, D&O progress, and impacts to the water portfolio.

The in-house design team developed 9 project designs within the last year. Projects included pavement preservation, restoration and reconstruction, as a part of the Pavement Management Program to improve the overall quality of the City roadway system. In addition, the in-house design team completed several miscellaneous concrete and storm infrastructure improvements including roadside ditches, concrete scuppers, roll curb and gutter, various sidewalk removal/replacement areas, and ADA compliant ramps.

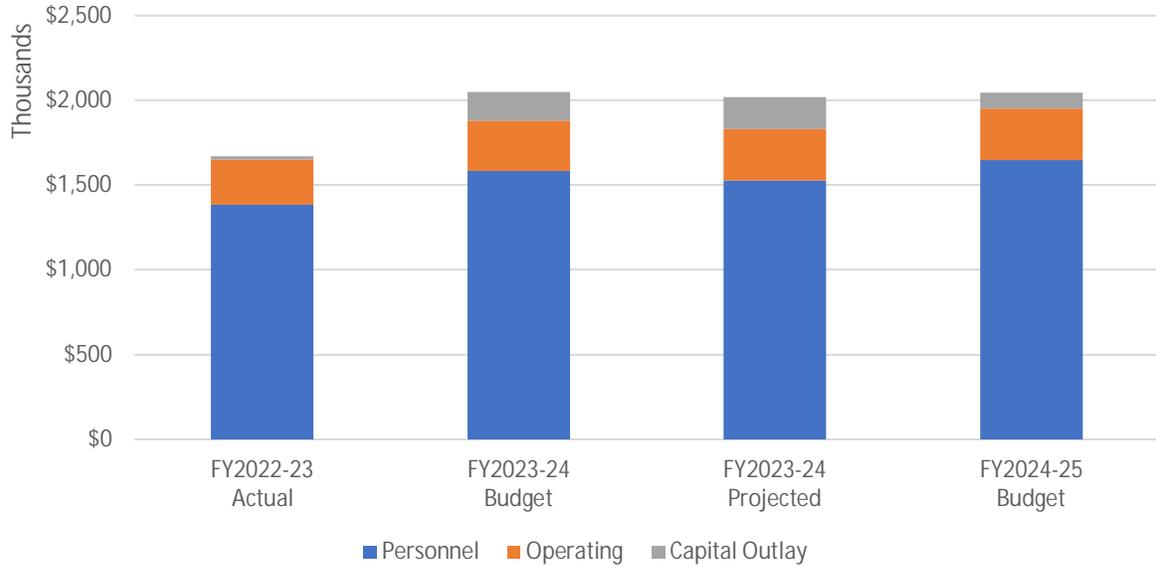
The Capital Improvement Program has experienced project delays in the past 3-4 years. Delivery of items such as pipe material and appurtenances have started to trend back to normal, however, pump and electrical items associated with large water and wastewater projects are still experiencing delays of up to a year.

Private Development inspections have continued to trend down, while Capital projects have remained consistent.

The City continues regular stormwater management practices and monitoring on both City and privately owned sites. Obligations of the MS4 permit and annual requirements it identifies in the last reporting period have been met. The first step to implement the Watershed Pollution Reduction Plan began with the installation of aeration devices in Watson Lake to improve the dissolved oxygen deficiency. With the approval of grant funding this year, the staff will focus on identifying suitable locations and subsequent grant funding for construction of green water infrastructure projects to help improve water quality in the region.

Public Works

Engineering Expenditure Summary



Engineering Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	1,382,383	1,584,582	1,528,338	1,645,843
Operating				
Supplies	30,334	40,718	48,593	38,018
Internal Charges	207,056	217,672	223,061	230,849
Other Services & Charges	30,018	36,965	31,072	35,065
Total Operating Expenditures	1,649,791	1,879,937	1,831,064	1,949,775
Capital Outlay	17,916	166,684	186,862	94,000
Total Expenditures by Category	\$ 1,667,707	\$ 2,046,621	\$ 2,017,926	\$ 2,043,775

Public Works

PUBLIC WORKS - UTILITIES

Division Mission

To support the City's quality of life as environmental stewards of the community by providing safe drinking water, properly treated wastewater, and by minimizing water loss to protect the health of the community for today and tomorrow while ensuring full compliance with regulatory authorities.

Services

The Utilities Division is responsible for providing water, wastewater, and surface water management services.

Potable water is produced from groundwater wells, treated as necessary to comply with State and Federal Drinking Water Standards, pumped through the water distribution system, and delivered to residential, commercial, and industrial customers in the water service area.

Wastewater is collected from City and County users through 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.

FY2023-24 Accomplishments

Water

- Staff partnered with Fire to complete the ISO Fire Department report.
- Water Operations staff trained in the Traffic Control rules and regulations.
- Staff successfully investigated and initiated the process for the roll-out of the Automatic Meter-reading Infrastructure (AMI). 1360 meters were installed in FY24.
- Staff worked with a vendor to rehabilitate and return to service Chino Well #3 after it was out of service for almost a year.

Wastewater Collections:

- Completed a 2.5-mile sewer force main bypass from the Willow Lake Regional Lift Station to Lillian Ln that was necessary to repair a valve at the Prescott Lakes Regional Lift Station.
- A condition assessment of 9,170 manholes was completed.
- An infiltration & inflow (I&I) study was performed in the collection system.

Wastewater Treatment:

- Installed five (5) new replacement NOVA cells in one of two onsite Sodium Hypochlorite Generators at AWRF.
- The Airport WRF received a rebate from APS for the transition from high-pressure sodium/halogen bulbs to LED bulbs for sustainability and energy efficiency.
- The Airport WRF performed public outreach and education events to 300+ middle school and high school students.
- Completed multiple repairs on the effluent main that runs alongside SR89.

Public Works

FY2024-25 Objectives

- Operate and maintain the water, wastewater and surface water systems safely and efficiently to minimize service interruptions and protect the health and safety of the public.
- Routinely inspect, evaluate, and assess the water, wastewater and surface water systems, to proactively repair and replace system deficiencies.
- Reduce inflow and infiltration in the wastewater collection system by identifying and repairing sewer line segments and manholes with high infiltration rates.
- Provide a high level of customer service from the water and wastewater operations Divisions.
- Deploy Automated Metering Infrastructure (AMI) as the first year of a 5-year complete meter change-out program.
- Complete and bring into service, the Water Production Facility & Intermediate Pump Stations facilities for lifecycle operation and maintenance.

Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Output	Percentage of Water system valves exercised and maintained per year	8.6%	10%	8.0%	10%
Output	Percentage of Wastewater collection system cleaned and maintained	45%	45%	35%	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	12%	20%	10%	20%
Output	Surface water recharged annually (acre-feet)	5,918	3,861	3,861	3,861
Output	Sanitary Sewer Overflows	24	0	8	0

Analysis of performance:

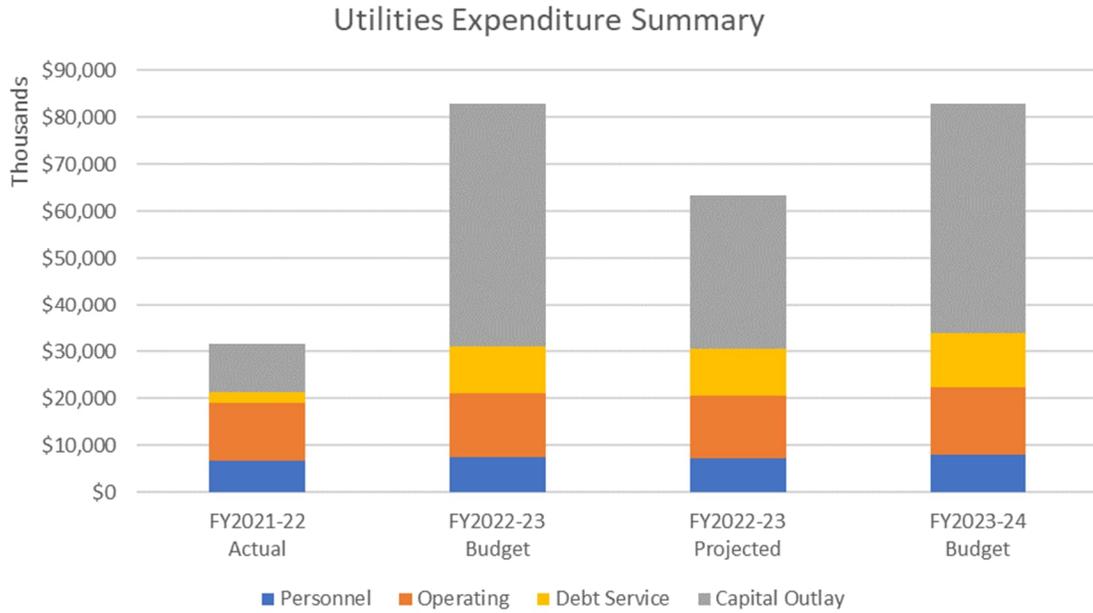
In FY24, Production crews received 10,527 service orders for meter/ERT issues, an increase of 3% over FY23. Distribution crews maintained 2,198 of the 3,746 hydrants exceeding the goal of 50%. Additionally, crews exercised 1,280 of the approximately 16,000 valves in the system, which represents 8% of the valves in the system. 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.

Public Works

Staff has successfully adjusted 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. The result of these efforts is PFAS concentrations at or 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 FY24 there were 8 SSOs which is down from 24 in FY23. This result is directly related to the proactive 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.

Public Works



Utilities Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	6,711,295	7,387,438	7,286,630	7,920,050
Operating				
Supplies	1,901,950	1,981,325	2,088,599	2,013,425
Internal Charges	4,596,003	4,972,460	5,212,294	5,175,281
Other Services & Charges	5,842,961	6,795,528	5,900,539	7,245,131
Debt Service	2,336,207	10,051,577	10,051,577	11,546,415
Total Operating Expenditures	21,388,416	31,188,328	30,539,639	33,900,302
Capital Outlay	10,175,615	51,676,653	32,883,646	48,918,162
Total Expenditures by Category	\$ 31,564,031	\$ 82,864,981	\$ 63,423,285	\$ 82,818,464

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 our residents and visitors, and for the protection of public and private property and to preserve the natural environment of the City.

Services

Street Maintenance and Traffic Operations facilitate the safety and functionality of the roadway network by routinely inspecting, maintaining, and promptly repairing pavement and drainage systems; traffic control devices including handrails, guard rails, signs, and road markings. The division provides 24-hour response to mitigate critical safety hazards.

Street Maintenance tracks storms and executes an effective plan of mitigation and 24-hour response through a cross-functional team, including public information and outreach, emergency response and post-event clean up and 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 inventoried, cleaned, inspected, and maintained for optimal functionality and lifecycle management.

The Traffic Engineering staff operates and maintains 51 signalized intersections, and they fabricate, install, maintain and repair approximately 30,000 signs in the City. The team updates and maintains pavement markings through contractual services each year and they perform a variety of data collection and field investigations for speed studies, traffic counts, sign and signal warrant investigations and traffic calming requests submitted by citizens. 24-hour, priority response is provided for signals and regulatory signs.

FY2023-24 Accomplishments

Street Maintenance

- Implemented routing software for street sweeping and will implement for snow plowing for FY25.
- All Street Maintenance employees are ATSSA flagger certified, and all six Seniors and Supervisors/Superintendent are certified at the Traffic Control Supervisor level.
- Swept 1,724 lane miles, route and request combined in 2,286 labor hours.
- Plowed 43,310 miles of snow in 8 events.
- Repaired 59 utility cut patch work orders totaling 3,492 square feet
- Repaired 1,944 potholes in 1,340 labor hours
- Added equipment:
 - Mini Track Loader with attachments such as loader bucket, stump grinder, rotary broom and plow.
 - Two new wing plows to add to replacement ten wheeled trucks.

Public Works

Transportation Services

- Conducted a Citywide Speed and Travel Time Study
- Applied for and awarded an FHWA Safe Streets for All Grant to conduct a Dexter Neighborhood/Near North Business District Safety Plan and Demonstration Project.
- Applied for and awarded an ADOT Transportation Alternative Grant to conduct an SR89 Multi-Use Pathway Feasibility Study.
- Responded to 259 traffic requests.
- Completed the Annual Pavement Marking Contract, painting 598,000 lineal feet of long line.
- Installed new video detection systems at 13 intersections on Willow Creek Road (WCR)/Miller Valley Road (MVR).
- Installed new traffic signal radio communication systems at 11 intersections on WCR/MVR.
- Implemented a coordinated traffic signal timing plan on the WCR/MVR/Grove corridor.
- Installed a new Rectangular Rapid Flash Beacon (RRFB) at Cortez Street and Union Street.
- Installed a new crosswalk and RRFB on Senator Highway at Haisley Road.
- Installed new left-turn flashing arrow on SR89 @ Rosser Street.
- Installed new right-turn overlap arrow on Black Drive @ Willow Creek Road.
- Installed new protected left-turn arrow on Whipple Street @ Division Street.
- Installed new solar powered LED flashing Yield signs at the Prescott Lakes Parkway at Justice Center Roundabout.
- Completed the Solstice Drive striping and signing modification, improving operations and safety.
- Modified the Willow Lake Road Circle Trail/Bike Connection with upgraded green bollards.

FY2024-25 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, training, communication and public outreach through final clean up and condition restoration.
- Assemble and retain a well-trained, efficient team of technicians and operators to execute all Division services and operations safely and effectively.
- Repair potholes within 3 business days.
- Sweep all residential paved roads at least 3 times per year and sweep the downtown area once per week.
- Advance the use of routing optimization software to maximize efficiencies in both street sweeping and snow plowing to increase levels of service with existing staff and equipment.
- Survey the condition of all City streets, integrate data, and prepare a budget-based pavement management plan for presentation to Council and the community.
- Complete design and construction of the Street Maintenance Building.
- Respond to signal problems within 4 hours of the initial report.
- Respond to down/damaged regulatory traffic signs within 8 hours of the initial report.

Public Works

- Inspect and replace 10% of the signs inventory each year to maintain visual quality and retro reflectivity (visibility at night).
- Respond to citizen requests for service within 4 weeks.

Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Output	Sweeping cycle for residential and collector streets (average weeks)	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	Number of business days to repair potholes from initial report	5	3	3	3
Output	Miles of pavement preservation treatment applied to city roads	15	30	42	40
Outcome	Traffic signal and roundabout callout response/maintenance/repairs made within 4 hours of notification	90%	85%	90%	85%
Outcome	Traffic requests resolved within 4 weeks of initial citizen contact	57%	80%	59%	70%
Outcome	Regulatory signage replaced in priority intersections within 8 hours of knockdown	97%	100%	100%	100%
Outcome	Inspect and replace 10% of signs inventory (1,000 signs per year)	80%	100%	85%	100%

Analysis of performance:

The Division met the primary goals set for FY24, including activation of its equipment preparedness and snow response to meet the target of 100%.

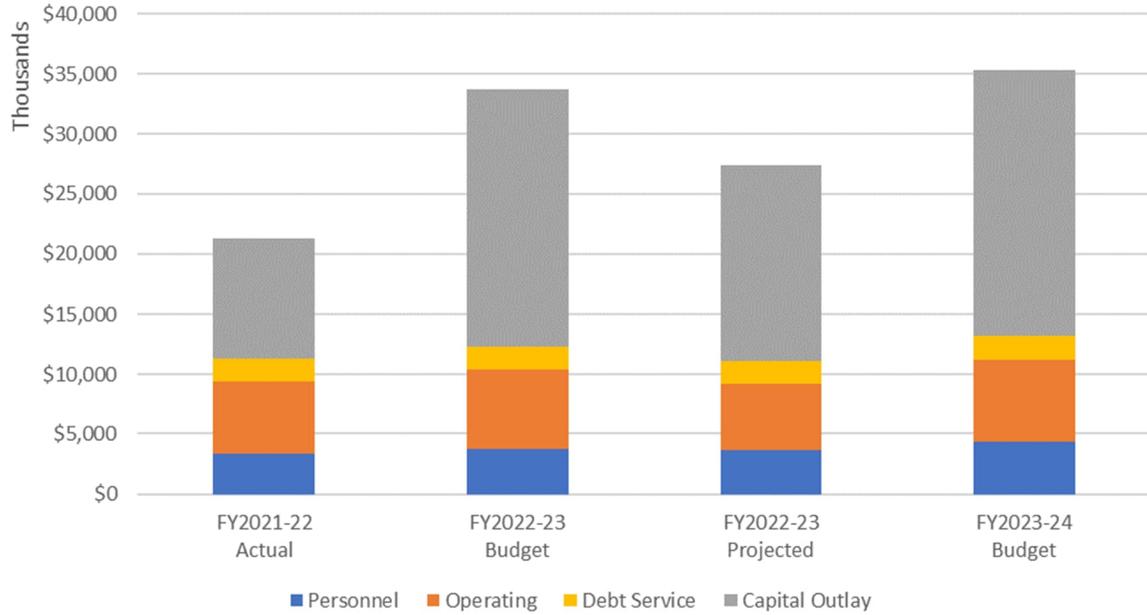
A Street Maintenance Supervisor was reassigned to manage and advance the pavement management program and update the citywide technical condition assessment of all paved roads. New data will be used to complete an updated 5-year plan with a goal of executing the most cost-effective plan of pavement management.

Pavement preservation treatments were applied to 37 miles of City roads as a part of the Pavement Management Program. This treatment extends the life cycle of pavement and improves the city's overall Pavement Condition Rating.

Increases in citizen requests resulted in greater impacts on the staff and slightly reduced service levels for traffic operations.

Public Works

Streets Expenditure Summary



Streets Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services	3,861,551	4,337,305	4,108,957	4,649,886
Operating				
Supplies	822,322	928,825	907,698	943,025
Internal Charges	2,251,551	2,147,940	2,224,665	2,277,576
Other Services & Charges	1,136,235	1,847,892	1,440,769	2,194,980
Debt Service	1,953,200	1,958,055	1,958,055	1,948,840
Total Operating Expenditures	10,024,859	11,220,017	10,640,144	12,014,307
Capital Outlay	16,606,717	22,970,397	16,759,277	26,722,289
Total Expenditures by Category	\$ 26,631,576	\$ 34,190,414	\$ 27,399,421	\$ 38,736,596

Public Works

PUBLIC WORKS – SOLID WASTE

Division Mission

To provide a variety of customer-centric solid waste services as stewards of the community and the environment while ensuring full compliance with regulatory authority.

Services

The Solid Waste Division manages a regional, 250 ton-per-day transfer station for distribution of trash and recyclables to landfill and recycling facilities; provides curbside collection of trash and recyclables to more than 25,000 residential customers; and serves 1,200 commercial customers with a variety of services to meet their solid waste hauling needs.

The Division provides special collection and disposal services including collection of bulk trash, household hazardous wastes, electronic waste, metals, oils and Christmas trees. Clean inert and green wastes are collected for free or reduced rates, processed and reused as wood chips and construction or landscape aggregates.

Public outreach and education on the waste stream, trends and process and the principles of waste management: reduce, reuse, and recycle is provided through a variety of media including local radio broadcasts, social media, participation in public events and presentations and facility tours for local schools.

Solid Waste operations include the 30-year post-closure requirements of the Sundog Ranch Road Landfill in compliance with regulatory authorities.

FY2023-24 Accomplishments

- Successfully responded to ADEQ Notice of Violation for the city's closed Sundog Ranch Landfill to prove it met the requirements of 40 CFR 258.60, thereby relieving requirements for ongoing water and methane testing to 2032.
- Completed 5,239 work orders which include replacing, repairing, and delivering residential containers and commercial dumpsters.
- Implemented new Solid Waste routing software to increase efficiency and assist in effectively reporting issues in the field and providing real time service verification.
- 734 Prescott residents brought in brush for the annual free brush drop off event which assisted with providing defensible space around their homes.
- Provided a curbside collection of household hazardous waste (HHW) event to 642 Prescott residents in March of 2024. Successfully diverting 46,360lbs hazardous materials from being put in the sewer system, storm drains or illegally dumped.
- Completed curbside bulk item collection event collecting 741,840lbs of waste over a 7-week period to assist residents with disposing of old, unwanted, or broken large bulky items that do not fit in their garbage containers. Completed design, Request for Proposal, and awarded contract to relocate and build new solid waste scales and fee booth and replace deteriorating pavement on Sundog Ranch Rd.

Public Works

- Made changes to hours of operation at the Transfer Station to better serve employees and customers. This change has been able to reduce the amount of overtime needed to complete daily tasks and assignments and increase employee morale and retention.
- Received approval for an Intergovernmental Agreement with the City of Phoenix for a 5-year disposal option for processing recyclable material collected from our commercial and curbside recycle program.

FY2024-25 Objectives

- Provide a variety of service-oriented solid waste and recycling disposal services to protect the health and safety of the community.
- Continue implementing the findings and recommendations of the FY23 Solid Waste Rate Study over the next 4 years including additional personnel and site improvements to better serve the customers.
- Recruit, train and retain qualified, service-oriented technicians and operators to deliver consistent customer services.
- Implement proposed residential collection route changes utilizing route optimization software to enhance efficiency, productivity, and better serve residents and employees.
- Complete relocation of the fee booth to facilitate traffic flow and shorten wait / idle times on Sundog Ranch Road.
- Develop a Master Plan for the Sundog Transfer Station facility for future needs and expansion.
- Increase public education and outreach efforts 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.

Public Works

Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Outcome	Diversion rate of all materials collected (recyclables)	19%	26%	22%	25%
	Materials Diverted from landfill (tons):				
	Metal Diverted	132	210	170	200
	Inert Debris Diverted	4,683	5,500	4,200	5,000
	Wood Waste Diverted	4,372	5,500	4,700	5,000
	Comingled Recycle Diverted	5,345	6,300	5,400	6,000
Outcome	Public Education & Outreach Events to improve diversion rates and enhance customer services:				
	Social Media Posts		24	24	30
	Public Service Announcements		15	15	20
	Radio Broadcasts		18	18	20
	Facility Tours		2	2	5
	Offsite Outreach & Education		4	4	8
	New Customer Flyers to Each New Account		78	78	80

Analysis of performance:

Traffic at the Transfer Station has continued to increase with 54,168 customers crossing the scales and dropping off 45,430 tons of material in FY24.

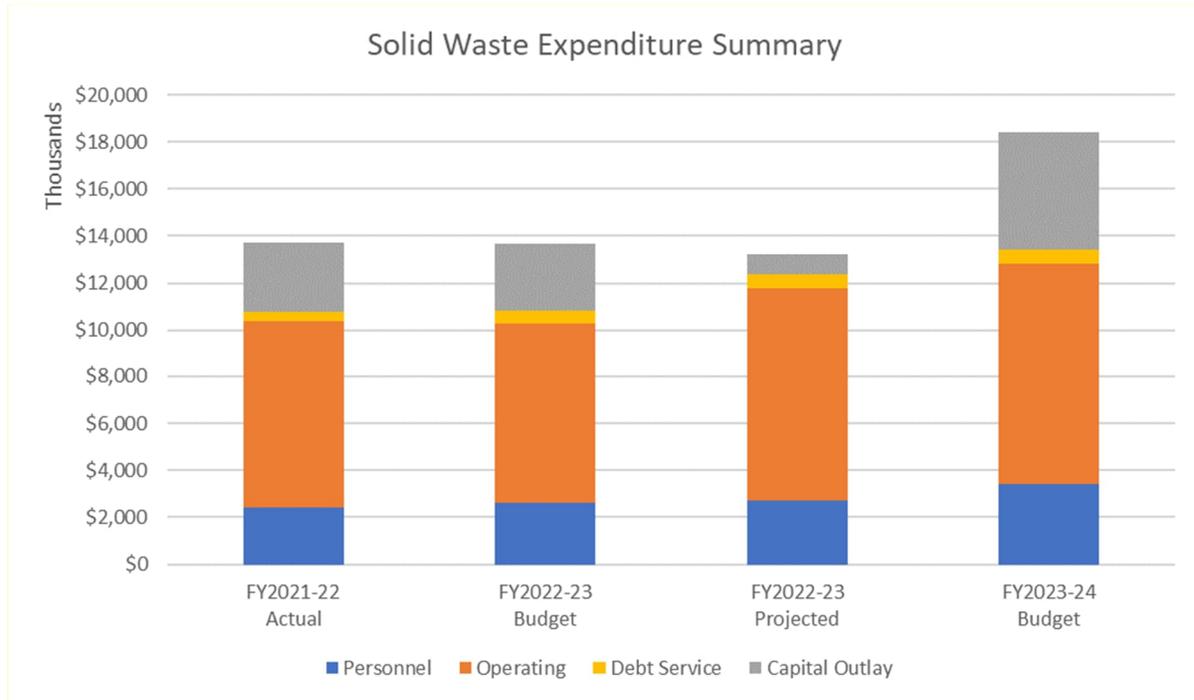
Increases in inert debris and green waste disposal and handling impacts operations resulting in greater costs for these services.

Declines in the recyclable materials market have increased disposal costs for these items, but recyclable processing costs remain lower than regular waste disposal; diversion efforts are therefore environmentally sound and cost-effective.

Trucking cost increases resulted in increased cost to operations. The contract was rebid in FY24 with results pending at this time.

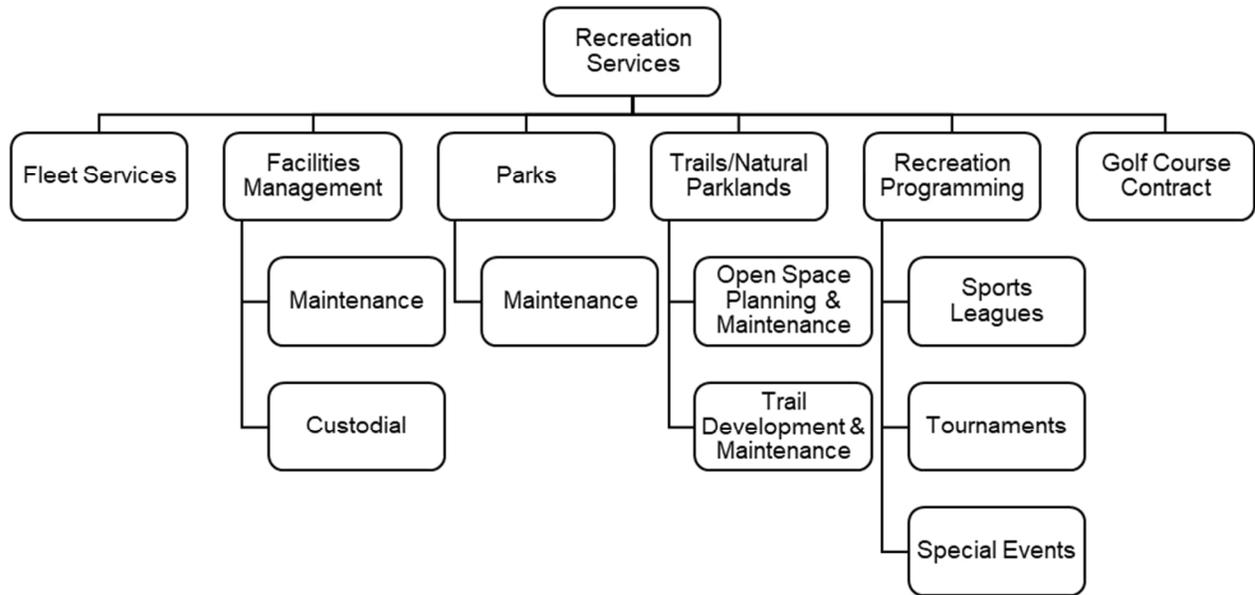
Public education and outreach efforts have been significantly enhanced and FY25 diversion rates will be used as a measure of this work.

Public Works



Solid Waste Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries	2,742,770	3,407,433	3,210,569	3,807,383
Operating				
Supplies	990,947	1,281,600	1,156,955	1,368,300
Internal Charges	2,023,044	2,092,908	2,011,985	2,371,318
Other Services & Charges	7,750,817	8,555,737	8,363,740	9,704,839
Debt Service	64,285	610,424	610,424	1,027,164
Total Operating Expenditures	13,571,863	15,948,102	15,353,673	18,279,004
Capital Outlay	709,264	4,950,396	3,240,804	5,382,634
Total Expenditures by Category	\$ 14,281,127	\$ 20,898,498	\$ 18,594,477	\$ 23,661,638

Recreation Services



Department Mission

Dedicated to enhancing the quality of life for our community by providing exceptional recreational spaces that foster health, wellness, and vibrant community connections. Committed to environmental stewardship and inclusivity, we strive to create and maintain accessible parks, recreational facilities, and cultural programs that promote physical activity, social engagement, and the appreciation of nature. Through innovative programming, thoughtful planning, and community partnerships, we aim to be a catalyst for positive experiences, lifelong learning, and the overall well-being of our residents.

Services

The Recreation Services Department is responsible for the parks, lakes, trails, sports tournaments, Antelope Hills Golf Course, special events, city facilities, fleet and Forestry. In addition to these responsibilities, Recreation Services is responsible for all associated maintenance within these areas.

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.

Services

The Parks, Lakes, Trails, and Landscape Maintenance Division is responsible for maintenance of the City's parks, lakes, trails, and right of way landscape.

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.

FY2024-25 Objectives

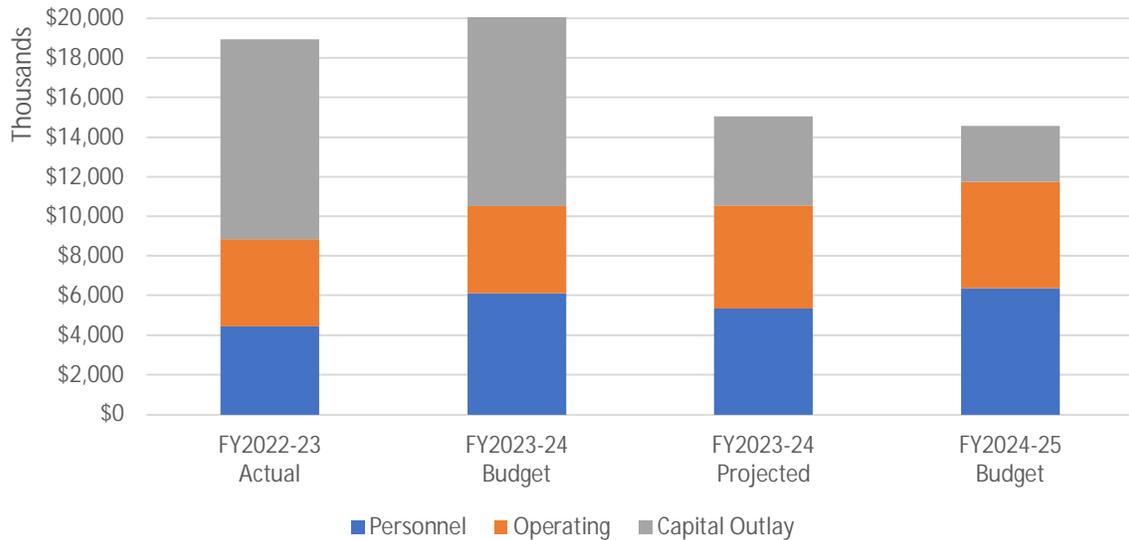
Parks, Lakes, Trails, Forestry and Landscape Maintenance Objectives:

- Complete the Granite Dells Gateway Park planning.
- Complete Glassford/Dells trail planning.
- Complete the White Spar trailhead project in partnership with Prescott National Forest.
- Complete the Pioneer Parkway trailhead project in partnership with Yavapai County.
- Complete the north Peavine trail connection to Chino Valley.
- Identify area(s) and develop budgetary goals to build a new multi-use ball field to serve more of our community's youth and adults by providing space for sports activities.
- Develop a plan to restore or repurpose Willow Creek ball field.
- Increase social media presence/campaigns to help reach the community regarding projects, special events, recreation activities and sports leagues.
- Host more tournaments in 2024.
- Host Youth Softball Regional Championship in Summer 2024.
- Increase revenue produced through user fees.
- Increase grant funding for the Forestry Division.
- Work closely with Prescott fire to increase public awareness around being a "fire adaptive community"

Recreation Services

Measure Type	Performance Measure	FY24 Budget	FY24 Estimate	FY25 Target
Output	Revenue generated from recreation fees	\$750,000	\$750,000	\$775,000
Output	Non –motorized trail miles	125	131	139
Output	Golf rounds played	89,000	91,000	92,000
Output	Total golf revenue	\$4,100,000	\$4,100,000	\$4,400,000

Recreation Expenditure Summary

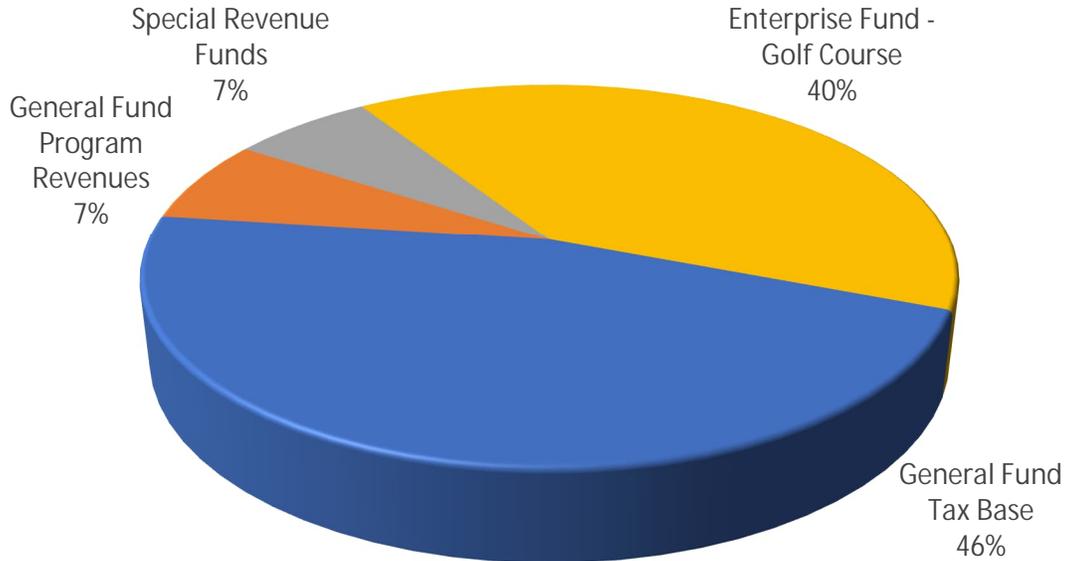


Recreation Services Expenditure Summary

Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	4,434,288	6,116,678	5,333,713	6,383,968
Operating				
Supplies	1,649,985	2,097,278	2,180,469	2,399,923
Internal Charges	878,376	826,136	847,940	752,417
Other Services & Charges	1,877,965	1,477,768	2,199,425	2,194,136
Total Operating Expenditures	8,840,614	10,517,860	10,561,547	11,730,444
Capital Outlay	10,104,342	13,021,500	4,489,452	2,849,046
Total Expenditures by Category	\$ 18,944,956	\$ 23,539,360	\$ 15,050,999	\$ 14,579,490

Recreation Services

FY25 Recreation Services Operating Funding Sources



Recreation Services Funding Source Summary

Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Funding Sources				
Tax Base	3,613,156	4,642,371	4,920,018	5,424,973
Licenses & Permits	10	-	20	-
Charges for Services	735,594	728,500	757,400	798,500
Miscellaneous	19,498	30,000	30,000	30,000
General Fund Budget	4,368,258	5,400,871	5,707,438	6,253,473
Special Revenue Funds	198,663	975,784	378,017	784,684
Enterprise Fund - Golf Course	4,273,693	4,141,205	4,476,092	4,692,287
Operating Funding Sources	8,840,614	10,517,860	10,561,547	11,730,444
General Fund -Tax Base	10,104,342	4,793,450	2,374,497	2,224,046
Special Revenue Funds	-	8,228,050	2,114,955	625,000
Capital Funding Sources	10,104,342	13,021,500	4,489,452	2,849,046
Total Funding Sources	\$ 18,944,956	\$ 23,539,360	\$ 15,050,999	\$ 14,579,490

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 Maintenance 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. In addition, the Facilities Maintenance Division maintains two restaurants; Manzanita Grille located at Antelope Hills Golf Course and Susie's Skyway Restaurant located at the Prescott Regional Airport.

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.

FY2024-25 Objectives

Facilities Maintenance Objectives:

- Work with all Departments to budget for prioritized Capital building projects.
- Complete build-out of 2nd floor of the New City Hall building.
- Begin 1st floor Tennent improvements at the new City Hall.
- Implement replacement program for HVAC units throughout City buildings.
- Complete in-house roof spraying program.

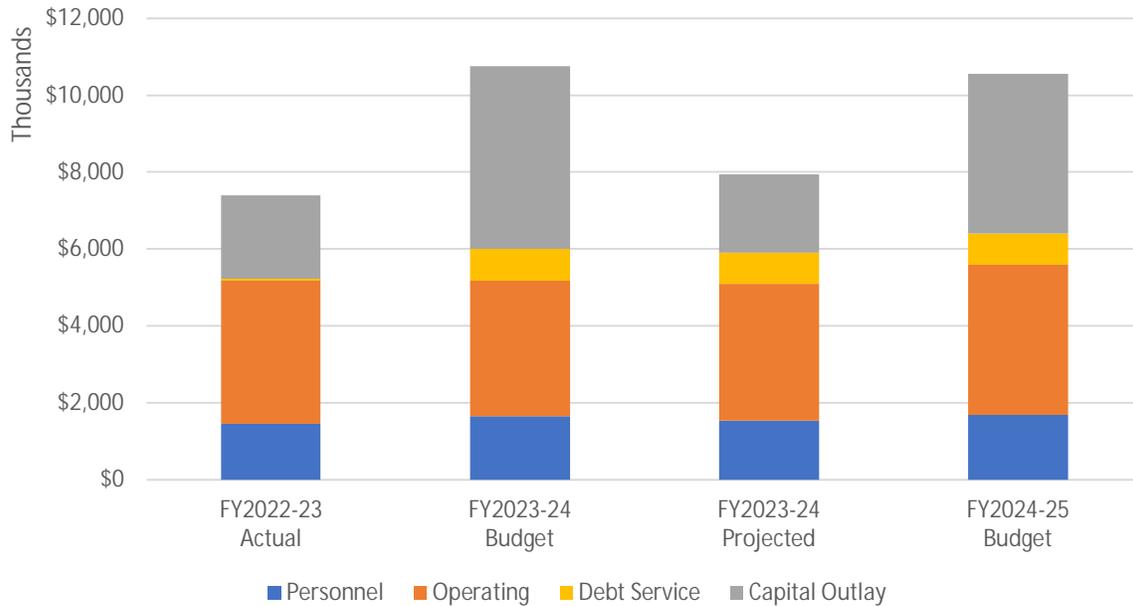
Fleet Services Objectives:

- 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.
- Update parts warehouse inventory to ensure the proper high-use parts are in stock.

Recreation Services

Measure Type	Performance Measure	FY24 Budget	FY24 Estimate	FY25 Target
Measure	Average Cost Per Mile: Refuse trucks	\$3.50	\$5.15	\$4.50
Measure	Average Cost per Mile: Police vehicles	\$0.27	.52	.50
Measure	Average Cost Per Mile: Pickup trucks	\$0.30	.41	.41
Measure	Average Cost Per Mile: Fire Equipment	\$2.50	\$2.61	\$2.50
Outcome	Inventory HVAC units to build a proactive life cycle analysis	90%	95%	100%

Fleet and Facilities Expenditure Summary

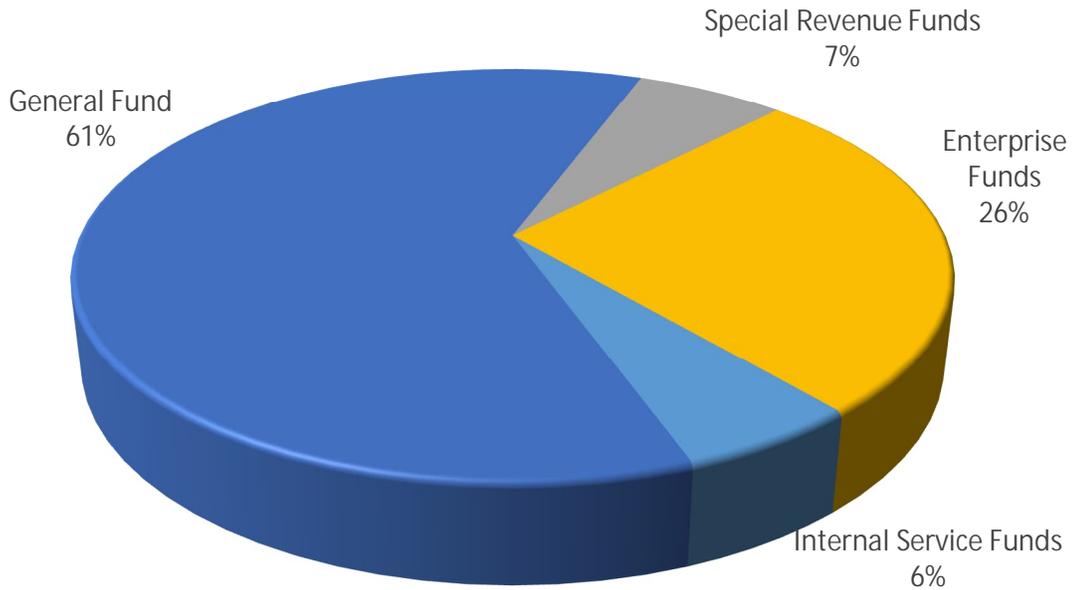


Fleet & Facilities Expenditure Summary

Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	1,451,306	1,637,749	1,537,524	1,681,295
Operating				
Supplies	1,645,746	1,602,500	1,621,895	1,598,500
Internal Charges	512,746	558,228	564,689	628,561
Other Services & Charges	1,557,209	1,379,910	1,369,463	1,675,710
Debt Service	61,842	815,994	815,994	815,995
Total Operating Expenditures	5,228,849	5,994,381	5,909,565	6,400,061
Capital Outlay	2,166,988	4,760,250	2,025,000	4,151,498
Total Expenditures by Category	\$ 7,395,837	\$ 10,754,631	\$ 7,934,565	\$ 10,551,559

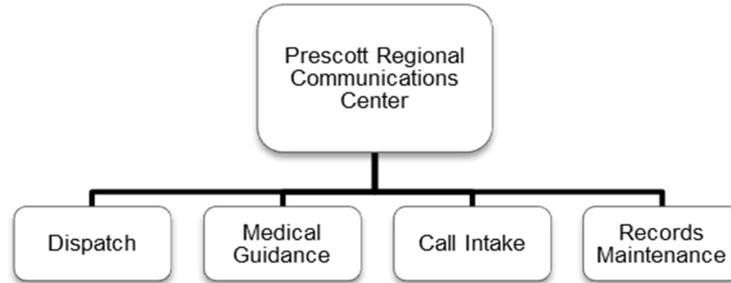
Recreation Services

FY25 Fleet & Facilities Operating Funding Sources



Fleet & Facilities Funding Source Summary				
Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund	2,458,058	3,583,715	3,335,329	3,920,448
Special Revenue Funds	567,784	417,905	476,131	420,011
Enterprise Funds	1,864,837	1,637,184	1,723,640	1,694,670
Internal Service Funds	338,171	355,577	374,465	364,932
Operating Funding Sources	5,228,850	5,994,381	5,909,565	6,400,061
General Fund	1,918,637	3,195,250	1,200,000	3,513,998
Internal Service Funds	248,350	1,565,000	825,000	637,500
Capital Funding Sources	2,166,987	4,760,250	2,025,000	4,151,498
Total Funding Sources	\$ 7,395,837	\$ 10,754,631	\$ 7,934,565	\$ 10,551,559

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 9 Partnered agencies: 4 fire and 4 police departments 1 EMS service. 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.

FY2023-24 Accomplishments

- PRCC handled 178,000 inbound /outbound calls which included 87,170 fire, police and EMS responses.
- Conducted 3 new hire, hiring process/panel interviews; hired 11, 3 resigned.
- Conducted 3 classroom training sessions with 11 attendees; retained 8.
- Conducted 3 Lateral interviews; 3 were hired and 1 resigned.
- 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 and Shop with a Cop.
- Participation and support of airport mass casualty drill.
- Maintained certification with the National Center for Missing and Exploited Children.
- Coordinated week-long recognition during National Telecommunications Week.
- Conducted presentations at Prescott, Prescott Valley and Fire citizen academies.
- Fulfilled 810 recording requests for partner agencies and prosecutor offices.
- Maintains the Lexipol, on-line PRCC Procedural Manual and updates as needed.

Regional Communications

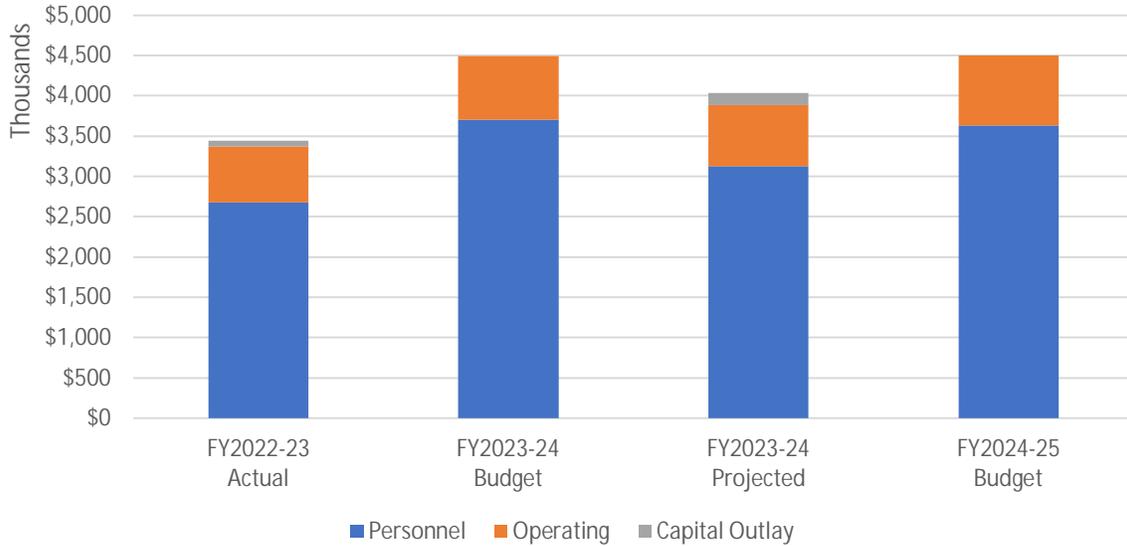
- Continuous, in-house Tritech (CentralSquare) training of PRCC support personnel.
- Process Public Records requests as needed.
- Completed Next Generation 911, Phase 4 upgrade to provide better customer service.
- Completed Live MUM – Reduces the amount of unnecessary Fire move-ups.
- RAVE implementation – Emergency Notification System, purchased by State 911.
- Completed ProQA Software Install, Training and Implementation.

FY2024-25 Objectives

Measure Type	Performance Measure	FY23 Actual	FY24 Target	FY24 Estimate	FY25 Target
Outcome	Answer 100% of 911 calls within seconds (National NENA Standard)	97.47%	98.50%	98.50%	99.75%
Outcome	Answer 100% of PRCC's seven-digit emergency lines within 15 seconds (National NENA Standard)	99.63%	99.75%	99.75%	99.80%

Regional Communications

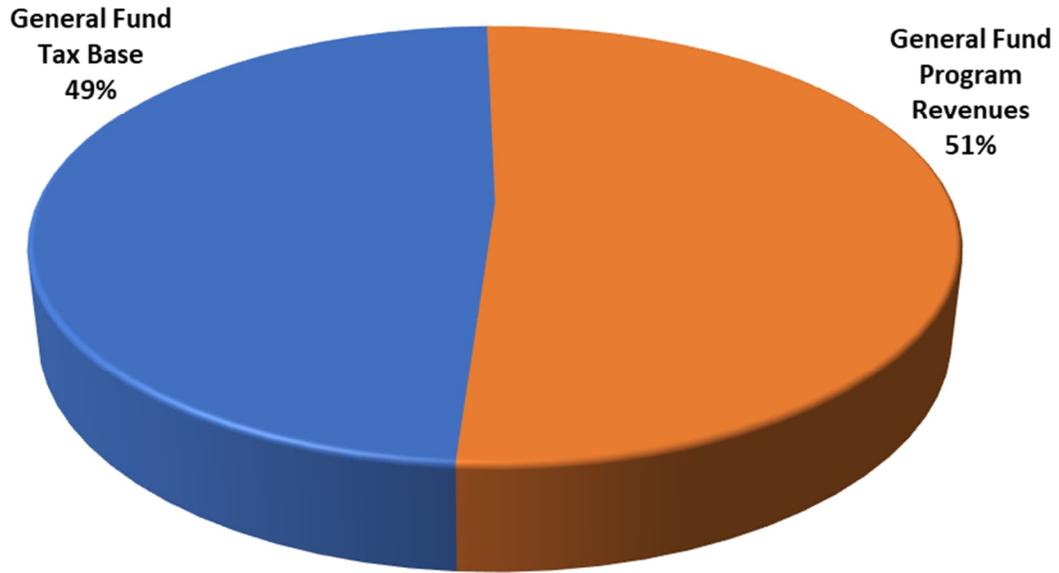
Prescott Regional Communications Center Expenditure Summary



Prescott Regional Communications Center Expenditure Summary				
Expenditures by Category	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
Personnel Services				
Salaries and Benefits	2,676,068	3,706,727	3,129,568	3,631,859
Operating				
Supplies	25,419	24,500	43,300	37,500
Internal Charges	287,468	308,985	307,385	317,373
Other Services & Charges	384,505	449,890	406,858	515,540
Total Operating Expenditures	3,373,460	4,490,102	3,887,111	4,502,272
Capital Outlay	72,028	-	146,998	-
Total Expenditures by Category	\$ 3,445,488	\$ 4,490,102	\$ 4,034,109	\$ 4,502,272

Regional Communications

FY25 PRCC Operating Funding Sources



Prescott Regional Communications Center Funding Source Summary

Funding Sources	FY2022-23 Actual	FY2023-24 Budget	FY2023-24 Projected	FY2024-25 Budget
General Fund Funding Sources				
Tax Base	1,655,878	2,200,038	1,887,207	2,185,870
Charges for Services	1,717,582	2,290,064	1,999,904	2,316,402
Operating Funding Sources	<u>3,373,460</u>	<u>4,490,102</u>	<u>3,887,111</u>	<u>4,502,272</u>
General Fund Funding Sources				
Tax Base	34,460	-	146,998	-
Charges for Services	37,568	-	-	-
Capital Funding Sources	<u>72,028</u>	<u>-</u>	<u>146,998</u>	<u>-</u>
Total Funding Sources	<u><u>\$ 3,445,488</u></u>	<u><u>\$ 4,490,102</u></u>	<u><u>\$ 4,034,109</u></u>	<u><u>\$ 4,502,272</u></u>

Capital Budget Overview

Capital Budget Overview.....	198
Capital Budget Listing	201
Capital Budget and Project Descriptions.....	206
Five-Year Capital Improvement Plan	311



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 FY25 as well as the projection for the next four fiscal years.

Capital Budget Category	FY2025 Budget	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	Future Years	Total
Operating Capital	\$ 1,925,490	\$ 5,500	\$ -	\$ 1,470,500	\$ 325,000	\$ 450,000	\$ 4,176,490
Vehicle Replacements	14,010,066	8,004,000	5,568,750	4,172,500	5,232,000	6,651,656	43,638,972
Capital Improvement Plan	106,092,451	110,606,567	115,680,123	106,453,757	94,452,953	200,925,463	734,211,314
Total	\$ 122,028,007	\$ 118,616,067	\$ 121,248,873	\$ 112,096,757	\$ 100,009,953	\$ 208,027,119	\$ 782,026,776

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:

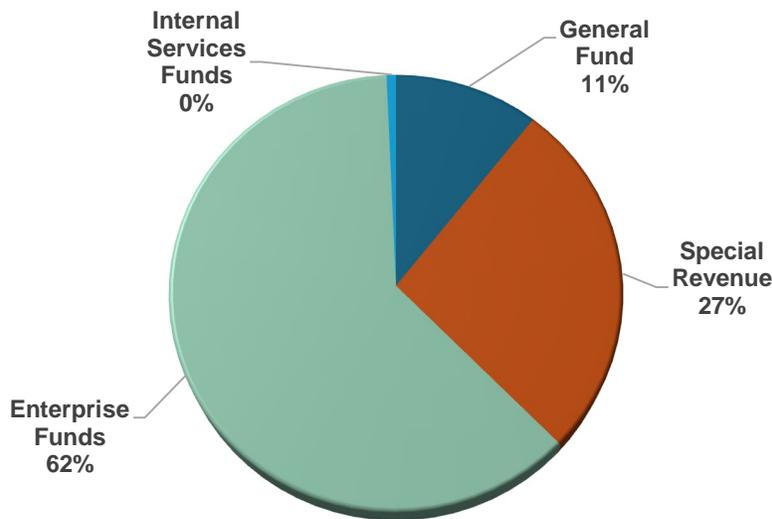
- Facilitates long-range financial planning, allowing us to look at not only what the community wants, but also what they can afford.
- Enhances coordination of capital improvements among City departments and other governmental agencies.
- Clearly identifies the Council's goals and their capital priorities 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				
General Fund	\$ 4,737,299	\$ 5,870,332	\$ 708,502	\$ 11,316,133
General Fund - Airport	7,567,593	180,000	50,000	7,797,593
Public Safety Tax Contingent	8,393,000			8,393,000
Total General Fund	\$ 20,697,892	\$ 6,050,332	\$ 758,502	\$ 27,506,726
Special Revenue				
Streets	\$ 22,681,920	\$ 2,792,709	\$ 42,853	\$ 25,517,482
Trust Funds	\$ 730,000			730,000
Grants	\$ 2,135,700		-	2,135,700
Total Special Revenue	\$ 25,547,620	\$ 2,792,709	\$ 42,853	\$ 28,383,182
Enterprise Funds				
Water	\$ 32,795,057	\$ 604,661	\$ 69,786	\$ 33,469,504
Wastewater	15,638,213	607,190	264,361	16,509,764
Solid Waste	1,697,160	3,861,174		5,558,334
Golf Course	-		469,988	469,988
Airport & Airport Grants	9,354,009	-	45,000	9,399,009
Total Enterprise Funds	\$ 59,484,439	\$ 5,073,025	\$ 849,135	\$ 65,406,599
Internal Service Funds				
Fleet Maintenance	\$ -	\$ -	\$ 125,000	125,000
Engineering	-	94,000		94,000
Facilities Maintenance	362,500	-	150,000	512,500
Total Internal Service Funds	\$ 362,500	\$ 94,000	\$ 275,000	\$ 731,500
Total FY22 Budget	\$ 106,092,451	\$ 14,010,066	\$ 1,925,490	\$ 122,028,007

FY25 Capital Budget by Fund Type



FY24 Capital Budget Listing by Department

Page No	Description	Funding	FY2025 Budget
<u>Airport - City Only Funded</u>			
205	Airport Pavement Preservation Program - City	G	699,041
206	Bottleneck Hangar Complex Improvements	G	269,832
206	Airport Vehicle and Equipment - New	G	100,000
207	Airport Vehicle and Equipment - Replacements	G	80,000
207	Airport Master Lock System	G	50,000
	Total		1,198,873
<u>Airport - Grant Funded</u>			
208	Land Acquisition - Airport Protection	G, GR	13,584,536
209	ARFF/SRE Facility	G, GR	750,000
210	Runway 12-30 Rehabilitation, Lighting, and Signage Improvements	G, GR	600,000
210	Runway 3R/21L Extension	G, GR	388,942
211	UL Avgas and Ramp Runup; Bypass	G, GR	258,512
212	Strategic Academic Flight Education (SAFE) Complex	G, GR	190,000
212	ADOT APMS RW3L21R & RW1230	G, GR	102,812
213	TWY C Realignment, RIM and Hotspot Mitigation	G, GR	77,927
213	Perimeter Security Upgrades	G, GR	10,000
	Total		15,962,729
<u>Facilities Maintenance</u>			
217	New City Hall Improvements	GF,S,W,WW,	2,980,123
218	New City Hall Generator	GF,S,W,WW,	533,875
218	Parking Lots; replacement/refurbished	F	250,000
219	Library ADA Parking Imp Project	F	112,500
219	Exhaust Capture System	G	200,000
220	City Wide Card Lock System	F	150,000
	Total		4,226,498
<u>Fire Department</u>			
220	Vehicle Replacements - Fire Department	G	3,496,574
221	Fire Station 73 Structural Station Relocation	G	2,809,000
222	Fire Station 76 (Build #1)	G,IMP	1,949,000
223	Fire Station 72 Remodel and Addition	G	1,510,000
224	Fire Training Center Improvements	G,GR	750,000
225	Fire Station Alerting Modernization Project	G	350,000
226	Self Contained Breathing Apparatus (SCBA) Air Compressor	G	115,000
226	Fire Status Management Software	G	66,502
227	Self-Contained Breathing Apparatus (SCBA) Decontamination Mach	G	37,000
227	ARFF-Aqueous Film Forming Foam (AFFF) Testing Equipment	AP	35,000
228	Lucas Chest Compression System Device	G	30,000
	Total		11,148,076

FY24 Capital Budget Listing by Department

Page No	Description	Funding	FY2025 Budget
<u>Fleet</u>			
234	Six Vehicle Wheel Lifts	FM	100,000
235	Replacement Pressure Washer on Virginia Street Complex	FM	25,000
	Total		<u>125,000</u>
<u>Information Technology</u>			
235	Mingus Tank Site Tower Replacement	G,W,WW	60,000
	Total		<u>60,000</u>
<u>Library</u>			
237	Disk Repair Machine	G	12,000
	Total		<u>12,000</u>
<u>Police Department</u>			
239	Vehicle Replacements	G	1,274,000
239	Property and Evidence Facility		700,000
240	New Vehicles	G	585,000
241	Firing Range Improvement		475,000
241	Police Facility Expansion	G,IMP	241,000
243	Police Facility Enhancements and Renovation	G	205,000
244	Radio Tower Equipment Upgrades	G	1,500,000
244	Tactical Operations Robot	G	45,000
	Total		<u>5,025,000</u>
<u>Recreation Services</u>			
245	White Spar Trailhead	G,GR	625,000
245	Recreation Service Vehicle Replacement	G	514,758
246	Rec Services Pavement Preservation	G	400,000
246	Parks Maintenance Shop	G, S	400,000
246	Light Pole Replacement	G	250,000
247	Mower Replacement	G	90,000
247	Skidsteer	G	65,000
	Total		<u>2,344,758</u>
<u>Recreation Services - Golf Course</u>			
250	Golf Course Equipment	GC	469,988
	Total		<u>469,988</u>

FY24 Capital Budget Listing by Department

Page No	Description	Funding	FY2025 Budget
	<u>Public Works</u>		
	<u>Street Circulation</u>		
250	Arterial Traffic Signal Coordination	S,IMP	300,000
251	Downtown Bollard Project	S,GR	300,000
251	Sidewalk Repair and Replacement Program	S	200,000
252	Prescott Lakes Pkwy & Sundog Ranch Rd Intersection Improvements	S,IMP	25,000
	Total		825,000
	<u>Street Reconstruction</u>		
254	Double D Rd Reconstruction and Drainage Improvements	S,CC	1,300,000
255	Miscellaneous Streets Projects	S	300,000
255	Penn Avenue and Eastwood Drive Reconstruction	S,W,WW	92,000
	Total		1,692,000
	<u>Street Preservation, Rehabilitation and Maintenance</u>		
258	Pavement Preservation Program	S	10,000,000
259	Pavement Reconstruction Program	S	4,000,000
	Total		14,000,000
	<u>Drainage</u>		
260	Citywide Drainage Improvements Program	S,CC	600,000
260	Dexter Neighborhood Drainage Improvements Phase 1	S	100,000
	Total		700,000
	<u>Solid Waste</u>		
262	Solid Waste Additional Fee Booth and Scales	SW,S	2,715,000
263	Vehicle Replacements - Residential	SW	1,326,529
264	Vehicle Replacements - Transfer Station	SW	1,094,710
264	Transfer Station/Street Maintenance Yard Paving	S,SW	1,000,000
265	New Side Loaders (5)	SW	895,640
265	Vehicle Replacements - Commercial	SW	544,295
266	Transfer Station Master Plan	SW	250,000
	Total		7,826,174
	<u>Water Distribution</u>		
268	Section 33 DA Water and Sewer Infrastructure	WW-IMP,W-	6,500,000
269	Citywide Water Main Replacement Program	W,WW	3,000,000
269	Water Meter Replacement Program	W,GR	3,271,000
270	Zone 24/27 Water Pipeline Upsizing - Thumb Butte Rd to Upper Tank	W,W-IMP,	1,400,000
270	Deep Well Water Infrastructure DA	W-IMP	250,000
271	Quaka Crossing- YPIT Water Main Upgrade	W	200,000
271	Copper and Lead Pipe Inventory	W	159,600
	Total		14,780,600

FY24 Capital Budget Listing by Department

Page No	Description	Funding	FY2025 Budget
	<u>Water Production</u>		
277	Zone 41 Mingus Pump Station, Tank and Pipeline	W	10,000,000
277	Water Production & Intermediate Pump Station, Tanks & Pipeline	W,IMP	3,625,000
278	Zone 52 Water Main Connect to Northwest Regional Tank	W,IMP	1,900,000
278	PFAS Remediation	W	125,000
279	Zone 56 Tank and Pipeline and Zone 7 Pump Station	W,IMP	75,000
	Total		15,725,000
	<u>Water Resources</u>		
283	Big Chino Water Ranch Study	AW	300,000
	Total		300,000
	<u>Water Quality</u>		
284	Watson Lake Improvements	W-A	682,751
284	Watson Woods Conservation Easement	W-A	200,000
	Total		882,751
	<u>Wastewater Collections</u>		
285	Willow Creek Gravity Sewer	WW,IMP	5,025,000
285	Yavapai Hills #1 Lift Station Rehabilitation	WW,IMP	3,000,000
286	Sundog Trunk Main, Phase C	WW,IMP	2,700,000
286	Wildwood Lift Station Abandonments	WW	820,000
287	Manhole Repair and Replacement Program	WW	250,000
288	Prescott Lakes Parkway Lift Station	IMP	205,000
	Total		12,000,000
	<u>Wastewater Treatment</u>		
295	Centralization - Effluent Tank, Pipeline and SR89 Improvements	S,S-	1,500,000
296	Effluent Tank Rehab	WW	550,000
297	Centralization - Airport WRF Solids Handling Facility	WW,IMP	500,000
	Total		2,550,000

FY24 Capital Budget Listing by Department

Page No	Description	Funding	FY2025 Budget
	<u>Facilities, Vehicles, Other Capital</u>		
299	Street Maintenance Admin Building	S	4,530,000
299	Vehicle Replacements - Streets	S	2,600,709
300	Water Hydro Excavator Purchase	W	625,000
301	Vehicle Replacements - Water	7854	604,661
301	Vehicle Replacements - Wastewater	WW	589,190
302	Miscellaneous Water and Wastewater Projects	W, WW	550,000
303	Aerial, Digital Elevation Model, Contour	S,W,WW	110,000
303	Wastewater Generator Replacement Program	WW	100,000
304	Impact Fee Ordinance Project	W, WW,	100,000
304	Street Division Wing Plows (2)	S	95,000
305	Vehicle Replacements - Engineering	E	94,000
306	City Shop UST	S,W,WW	60,000
306	New Pavement Program Project Manager Vehicle	S	55,000
307	Street Division Riding Snowplow/Sweeper Purchase	S	42,000
307	Wastewater Utility Vehicle Replacement	WW	18,000
	Total		10,173,560
	Total Capital Requests		122,028,007

Funding Sources

General Fund	11,316,133
General Fund - Public Safety Tax Contingent	8,393,000
Airport Fund (GF)	7,797,593
Airport Revenue	43,848
Golf Course Fund (GF)	469,988
Grant Funds	11,490,861
Facilities Fund	512,500
Fleet Fund	125,000
Streets Fund	25,419,890
Street Impact Fee Fund	97,592
County Contribution	730,000
Water Fund	21,745,501
Water Impact Fee Fund	10,841,252
Aquifer Protection Fund	882,751
Wastewater Fund	11,970,359
Wastewater Impact Fees	4,539,405
Solid Waste Fund	5,558,334
Engineering Fund	94,000
Total Funding Sources	122,028,007

Capital Budget and Project Descriptions

Airport – City Only Funded Projects

Airport Pavement Preservation

Description

FY24: (1) South Hangars Repairs (T-Top, Mill & Pave, Seal Coat, Markings); (2) ADOT Mill and Overlay 424 ft of Runway 3R; (3) Taxiway A Crack Seal and Seal Coat (Moved up from FY25); (4) Terminal Ramp Crack Seal, Seal Coat, Markings; (5) Taxiway C and Airfield Area Crack Repairs.
 FY25: (1) Terminal Parking Lots: Crack Seal, Seal Coat, Markings; (2) Runway 3L/21R: Crack Seal, Seal Coat, Markings; (3) Administration Parking Lots: Crack Seal, Markings; (4) Taxiway F Crack Seal, Seal Coat, Markings.
 FY26: (1) Taxiway E 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: (1) Taxiway C Crack Seal, Seal Coat, Markings; (2) North Ramp: Crack Seal, Seal Coat, Markings.
 FY28: (1) Runway 3R/21L Crack Seal, Seal Coat, Rubber Removal, Markings; (2) Terminal Ramp Pavement Repair Concrete Pads, Markings; (3) Taxiway F Crack Seal, Seal Coat, Markings.
 FY29: Bottleneck Hangars Crack Seal, Seal Coat, Markings.

Funding Sources	Prior Years Est Ending	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	563,400	699,041	3,230,129	\$3,929,170

Estimated Operating Impact

Proper pavement maintenance including crack seal and seal coating on a regularly scheduled basis will allow the City of Prescott (the City) to maximize the useful life cycle of airport pavements and reduce the need for more costly pavement overlays and/or reconstruction.

Justification (Benefit to Community or Legal Requirement)

The Airport Pavement Preservation program (APPP) is designed to provide for the maintenance and repair of all pavements operated and maintained by the Airport. The implementation of an effective APPP ensures that proper pavement maintenance, both preventative and rehabilitative, is performed on a regularly scheduled basis, to ensure the airfield pavements reach their full useful life cycle. Maintaining the airport's pavements in good condition is a critical safety issue that affects all aircraft, pilots, and passengers that use the airport. The parallel runway (3L/21R) used by general aviation is experiencing extreme cracking and if not maintained with appropriate pavement work will require it to be closed for general aviation use.

The Federal Aviation Administration (FAA), State of Arizona Department of Transportation (ADOT) and the City have invested large amounts of capital to develop the Airport. This includes the construction of runways, taxiways and aircraft parking ramps funded primarily through FAA Airport Improvement Program (AIP) grants, ADOT state aviation grants, and City capital funds. As a condition of acceptance of each federal and state grant, the City agrees to implement an effective APPP to maintain all the airport pavement. These maintenance items include routine crack seal and seal coat projects, pavement overlays, and pavement reconstruction.

Supports Goals #1 through #4.

Capital Budget and Project Descriptions

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 through the design and construction of the SWPPP compliant wash racks.

Funding Sources	Prior Years Est Ending	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	80,168	269,832		\$269,832

Estimated Operating Impact

Proper pavement maintenance will allow the City to maximize the useful life cycle of airport pavements and reduce the need for more costly pavement overlays and/or reconstruction.

Justification (Benefit to Community or Legal Requirement)

This project will improve the services available to those tenants in the City-owned Bottleneck hangars and ensure the pavement is maintained properly outside their hangars to operate on. In addition, a designated aircraft wash area is needed for compliance with the airport's Storm Water Pollution Prevention Plan.

Supports Goals #1 through #4.

Airport Vehicle and Equipment - New

Description

FY 25: New Ford F450 Flat Bed.

FY 26: John Deere Tractor & Flail Mowing System (NEW).

Funding Sources	Prior Years Est Ending	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		100,000	200,000	\$300,000

Estimated Operating Impact

Additional operational costs for preventative maintenance required for new the vehicle and tractor in the subsequent years after purchase.

Justification (Benefit to Community or Legal Requirement)

As the Airport continues to grow and expand, the need for additional vehicles and equipment will become necessary to have enough equipment available for staff on duty. With acquisition of an additional 400 acres that is expected to come into the airport property boundary with the Runway 3R/21L Extension project, Airport staff will be responsible for maintenance, to including mowing and weed control, to remain in compliance with FAA Part 139 requirements. An additional tractor with flail mowing system will be needed. An Airport Snow Removal Broom is needed for efficiency and effectiveness to allow the Airport to reopen faster or remain open during snow events. The Airport will attempt to get grants for the snow removal equipment.

Supports Goals #1 through #4.

Capital Budget and Project Descriptions

Airport Vehicle and Equipment - Replacements

Description

FY25 #1279 2008 Ford Explorer.

FY26: #812 1995 Cat 426 Backhoe, #1095 2004 John Deere 6320, #1216 2008 Ford F350, #1290 2008 Ford F350.

	Prior Years	FY2024-25	Future	Total Project
Funding Sources	Est Ending	Budget	Budget	Budget
General Fund		80,000	550,000	\$630,000

Estimated Operating Impact

Ongoing preventative maintenance required for vehicles in the subsequent years.

Justification (Benefit to Community or Legal Requirement)

To ensure that vehicles and equipment are in good working order. Ultimately, replacing older vehicles and equipment will contain repair costs and ensure the necessary equipment is available to service the community.

Supports Goal #4.

Airport Master Lock 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 which transition access from codes to cards.

	Prior Years	FY2024-25	Future	Total Project
Funding Sources	Est Ending	Budget	Budget	Budget
General Fund	10,000	50,000		\$50,000

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.

Justification (Benefit to Community or Legal Requirement)

The City of Prescott is responsible for the safety and security of the airport and its facilities. The City uses a master key system for all City-operated buildings (aircraft storage hangars, terminal, admin building, gate padlocks, etc). The current master key system has been in place for at least the past twenty (20) years. The current key is easily copied. To design and construct this upgrade in conjunction with the new Commercial Service Terminal, and the Airport Perimeter Security Upgrade, all systems will be modern and integrated. Should the carrier decide to move to a 61-seat or greater aircraft, the airport security classification with the TSA would move from a Category IV to a Category III and will require a full security program and badging of everyone with access to the airfield. Planning for this project allows for costs associated with the implementation of the security requirements to move to a Category III airport.

Supports Goals #2 and #3.

Capital Budget and Project Descriptions

Airport – Granted Funded Projects

Land Acquisition – Airport Protection

Description

Purchase of land for Airport protection. To protect aircraft approaches, departures, and engine out splay. Purchase of land also for runway extensions (Runway 21L and TWY C & D).

Funding Sources	Prior Years Est Ending	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant	3,054,023	4,016,910		\$4,016,910
State Grant	80,369	3,019,631		\$3,019,631
General Fund	6,177,106	6,574,995		\$6,547,995

Estimated Operating Impact

Ultimately, by extending the runway length there will be additional operating budget impact through pavement preservation, additional lighting, signage, and utility costs required of \$3,052,233. Funds available now \$1,000,000 with Federal Grants available FY25.

Justification (Benefit to Community or Legal Requirement)

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. 2) Land needed for the runway extension, including material sites.

The runway extension is needed to support this future airline growth using larger aircraft including lengthening and strengthening the airport's primary runway (3R-21L) which is currently 7,619 feet long and able to handle aircraft up to 100,000 lbs. Based upon the conclusions developed during the 2019 Airport Master Plan Update, this project will ultimately lengthen the runway to a runway length of approximately 10,000 feet as identified on the Airport Layout Plan. In FY20, the City and Airport staff, at the recommendation of the FAA, engaged in a Runway Extension Focused Planning Study to evaluate the optimal length of runway needed for the current and critical aircraft. The Airport is currently working with both the FAA and ADOT to acquire funds to pay for these land purchases.

Part of this funding was originally assigned to the Runway Extension Project (21604). This funding will need to be removed from the Runway Extension and applied to Land Acquisition. Alternate funding has been obtained for the Runway Extension Project.

Supports Goals #1 through #4.

Capital Budget and Project Descriptions

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

Description

Prior FY: Environmental Assessment and Design 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).

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

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant			13,300,000	\$13,300,000
State Grant	50,000	750,000	350,000	\$ 1,100,000
General Fund			350,000	\$ 350,000

Estimated Operating Impact

1. The construction of a new facility will result in new costs for utilities, janitorial and building maintenance. However, some of the costs will be offset by the closing of the current airport fire station building.
2. The Airport is losing approximately \$8,500 per year in potential revenue due to use of the storage hangar as a maintenance facility rather than leasing it for aircraft storage.
3. The Airport is losing additional potential ground lease revenue from the location of the current fire station; Legend Aviation has expressed interest in leasing the location to construct additional improvements to support aeronautical activity.

Justification (Benefit to Community or Legal Requirement)

The City is required by the Airport Operating Certificate issued by the FAA and Federal Aviation Regulation Part 139 to provide dedicated aircraft rescue and firefighting (ARFF) services. Part of the ARFF requirements include a maximum of a 3-minute response time by the primary ARFF vehicle to an aircraft incident scene, application of foam suppressing agent, and the creation of an escape route for passengers and crew. Station 73 located on Clubhouse Drive was constructed in 1971 and is reaching the end of its useful service life. While the ARFF unit is able to make the 3-minute response time from the current location when the lengthening of the main runway is accomplished the ARFF unit will no longer achieve the 3-minute requirement. The construction of a new station located closer to mid-field will provide the Fire Department with a facility capable of meeting all future response times. A newer facility will also provide better infrastructure to support ARFF operations.

In addition to the ARFF function, this facility will also support Airport operations and maintenance as well as storage for snow removal equipment. The current airport maintenance facility is contained in an aircraft storage hangar with most equipment stored outdoors, subject to the elements, year-round (mower, sweeper, bucket truck, snowplow). This facility does not provide staff with a well-organized facility to store equipment, spare parts, tools, etc. The airport operations office is currently located in the administration building and will not be able to facilitate the new equipment required with the security upgrades planned.

Capital Budget and Project Descriptions

The development of this combination-use facility will benefit both the Fire and Airport Departments. The costs of operating the facility will be shared. The development of this facility will also support other capital projects including the construction of a dedicated airport security camera system and an access control system. This project will allow the ARFF, airport operations, maintenance, safety, and security functions to be housed in one location and will improve the staff's ability to complete each function more efficiently. The FAA and ADOT have funded similar joint-use projects at the following Arizona airports: Flagstaff, Grand Canyon, Laughlin-Bullhead, and Phoenix-Mesa Gateway.

Supports Goals #1 through #4

Runway 12-30 Rehabilitation, Lighting, and Signage Improvements

Description

FY 25: New Runway 12-30 Lighting, and Signage (Construction).

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant		570,000		\$570,000
State Fund		15,000		\$ 15,000
General Fund		15,000		\$ 15,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

Lighting is failing on Runway 12/30. This project moved up to FY25.

Supports Goal #3

Runway 3R/21L Extension

Description

FY 25-26: Runway 21L Extension Planning Study

FY 27-28: Runway 21L and TWY C & D Extensions (Design)

FY 29-30: Construction

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant	136,674	369,495	37,662,500	\$38,031,995
State Grant	3,597	9,723	945,066	\$ 954,789
General Fund	3,596	9,724	34,195,066	\$34,204,790

Estimated Operating Impact

Ultimately, by extending the runway length there will be additional operating budget impact through pavement preservation, additional lighting, signage, and utility costs required.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

As part of the City's long-term efforts to construct a replacement airline terminal to support larger commercial airline aircraft, it is necessary to upgrade the main runway to support service by larger (and heavier) regional airline aircraft and the next generation of air tankers used by the US Forest Service. This project will provide for the environmental, design and construction for the ultimate lengthening and strengthening of Runway 3R/21L. Required infrastructure development to support this future airline growth using larger aircraft includes lengthening and possibly strengthening a portion of the airport's primary runway (3R/21L) which is currently 7,619 feet long and able to handle aircraft up to 100,000 lbs. Based on the conclusions developed during the 2019 Airport Master Plan update, this project will ultimately lengthen the runway to a length of approximately 10,000 feet as identified in the Airport Layout Plan. In FY20, the City and Airport staff, at the recommendation of the FAA engaged in a Runway Extension Planning Study to evaluate the optimal length of runway needed for the current and future critical aircraft (as identified in the 2019 Airport Master Plan). This project will ultimately lengthen Runway 3R/21L and parallel Taxiway C & D and relocate the Runway 21L Instrument Landing System to the northeast to a length determined by the Planning Study and in coordination with the FAA. It is anticipated to be an additional 2,381-3,381 feet in length.

Supports Goals #1 through #4

UL Avgas and Ramp Runup; Bypass

Description

FY24: Design - For Alternative Fuel Tank Acquisition - FAA Grant has been awarded waiting for Grant documentation and Council acceptance.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant		242,586		\$ 245,586
State Grant		6,463		\$ 6,463
General Fund		6,463		\$ 6,463

Estimated Operating Impact

This is a planned budget and will not affect operating costs at this time. If the new fueling system gets built, the Airport will need to service and maintain the system. The creation of a new run-up area will increase the total pavement the airport needs to maintain. However, the increase is expected to be minimal.

Justification (Benefit to Community or Legal Requirement)

The FAA has made it a priority to find a replacement for lead aviation fuel and relocate operations, to the extent possible, away from residences. By planning for these changes, the Airport aims to reduce lead into the environment by switching fuels. In addition, it will benefit surrounding residences by creating a new run-up area more than a half mile from the nearest home. By adding an aircraft bypass, the Airport can reduce idling as aircraft wait to transit an area that will become more congested after the Strategic Academic Flight Education (SAFE) Complex is developed. This project is contingent upon Federal Supplemental Funding.

Supports Goals #1 through #4

Capital Budget and Project Descriptions

Strategic Academic Flight Education (SAFE) Complex

Description

Complete site preparation for the Strategic Academic Flight Education (SAFE) Complex

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
State Grant	415,500	171,000		\$ 171,000
General Fund	46,167	19,000		\$ 19,000

Estimated Operating Impact

Ultimately, this project will increase various operating expenses for maintaining public use areas of the SAFE Complex. For this initial planning and site preparation stage of the project, operating budget will be impacted primarily through airport personnel time.

Justification (Benefit to Community or Legal Requirement)

The Strategic Academic Flight Education (SAFE) Complex is intended to assist the multiple flight training institutions based at Prescott Regional Airport to assist in meeting the ongoing pilot shortage currently affecting the aviation industry. According to a Boeing Outlook Report it is estimated that over 600,000 pilots will be needed worldwide in the next 20 years. It is intended that initially there will be an anchor tenant who will build an additional ramp and supporting infrastructure for aircraft maintenance, classrooms, etc. By addition of this complex located at the northeastern section of the airport, it will enhance airport safety by reducing the extensive amount of runway crossings needed to access the general aviation runway (3L/21R).

This grant requires the City to contribute 10% of the total project. This was not done in FY23.

Supports Goals #1 through #4

ADOT Airport Pavement Management System – Runway 33L21R & Runway 1230

Description

Pavement preservation work for runway 33L21R and runway 1230.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
State Grant	524,342	92,531		\$ 92,531
General Fund	58,260	10,281		\$ 10,281

Estimated Operating Impact

No Impact.

Justification (Benefit to Community or Legal Requirement)

Part of the ADOT Pavement Preservation Program

Capital Budget and Project Descriptions

Taxiway C Realignment, RIM & Hotspot Mitigation

Description

Prior Years: TW-C Relocation (Environmental & Design), Phase I, II and most of Phase III Construction; FY 25: Completion of project. Project total 7,794,000.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant	617,540	81,718		\$ 81,718
State Grant	16,251	-1,896		\$ -1,896
General Fund	16,251	-1,895		\$ -1,895

Estimated Operating Impact

The positive impact to the operating budget is the potential to charge up to 5% of the grant amount towards staff reimbursements.

Justification (Benefit to Community or Legal Requirement)

As part of the City's long-term efforts to construct a replacement airline terminal to support larger commercial airline aircraft, it is necessary to meet all the separation requirements for use of the airport by the ultimate design aircraft. FAA Standards, for Runway 3R-21L based upon its classification, requires 400 feet from runway centerline to parallel taxiway centerline. The existing separation between Runway 3R-21L and Taxiway-C centerline is only 325 feet. Without the additional separation, the desired extension and strengthening of this runway will limit the type of aircraft utilizing Prescott for commercial service and air tanker operations.

This project also will mitigate two Runway Incursion "Hot Spots", resulting in a safer airfield for users.

Supports Goals #1 through #4

Perimeter Security Upgrades

Description

FY 24: Design Remaining Balance (2024-066, New Task 6)

FY 25: Grant Closeout

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
State Grant	13,154	9,000		\$ 9,000
General Fund	1,461	1,000		\$ 1,000

Estimated Operating Impact

This project will include replacing the current access control system and motorized gates which will reduce the time airport maintenance and operations staff spend continually repairing the existing gates and access control system. In addition, it will ultimately require the creation of an Airport Security Coordinator position to oversee the operation and administration of the access control system, airport badging system, and act as the primary airport security employee if the aircraft capacity exceeds 60 passengers. This position will include salary and benefits and regular training costs.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

This project will increase safety and security for the entire airfield and is required to meet Runway Safety Action Team Report Item PRC-2006-006 which reads in part:

Implementation of a multi-tiered access control plan that would allow various levels of access based on the need/purpose of the user; and

Implementation of measures to prevent unauthorized pedestrian and vehicle access to the airfield.

The airport vehicle gate access control system is currently supported by keypad access only and pedestrian gates by a combination of keypad and padlock systems. The current access control system allows anyone who has access to the code(s) to access the airport which decreases the ability to prevent unauthorized access onto the airport. The installation of a card-based access control system will provide enhanced access control and tracking of access onto the airport based upon individually assigned access cards.

The airport does not currently have any security cameras to monitor the terminal, parking lots, access gates and the airfield in general. The installation of a dedicated, airport-wide camera system in conjunction with the implementation of the access card-based system will dramatically improve the security and safety of the airport and its facilities.

Supports Goals #1 through #4

Taxiway D Rehabilitation

Description

Taxiway-D Rehabilitation (Design)

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant			2,700,000	\$2,700,000
State Grant	17,981	-270,000	71,053	\$ -198,947
General Fund	1,998	270,000	71,052	\$ 341,052

Estimated Operating Impact

By completing this grant-eligible project the airport will ultimately save money by not having to utilize city funds under the Airport Pavement Preservation Program.

Justification (Benefit to Community or Legal Requirement)

Taxiway-D is experiencing severe cracking and raveling. It will also need to be structurally assessed for the aircraft the taxiway serves now and in preparation for larger, heavier commercial service aircraft in the future. Taxiway-D, located south of the main commercial service runway, is primarily used by flight training institutions and the USFS.

Supports Goals #1 through #4

Capital Budget and Project Descriptions

Taxiway E Rehabilitation

Description

FY26: Taxiway E Rehabilitation (Design)

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant			3,420,000	\$3,420,000
State Grant			427,500	\$ 427,500
General Fund			127,500	\$ 127,500

Estimated Operating Impact

By completing this grant eligible project, the airport will ultimately save money by not having to utilize City funds under the Airport Pavement Preservation Program.

Justification (Benefit to Community or Legal Requirement)

Taxiway E is on the ADOT Pavement Preservation Program for Rehabilitation

Supports Goals #1 through #4

Runway 12-30 Pavement Rehabilitation Design and Construction

Description

FY 26: Design for Runway 12-30 Pavement Rehabilitation

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
State Grant			3,285,000	\$3,285,000
General Fund			365,000	\$ 365,000

Estimated Operating Impact

State Grant 10% Local Match

Justification (Benefit to Community or Legal Requirement)

Runway 30 end 1,800 ft x 75 ft repair light and signage for safety.

Supports Goals #3

ARFF – New Index B Truck

Description

FY26 - Acquisition of a new Index B Aircraft Rescue and Fire Fighting (ARFF) truck.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant			997,500	\$ 997,500
State Grant			26,250	\$ 26,250
General Fund			26,250	\$ 26,250

Capital Budget and Project Descriptions

Estimated Operating Impact

A new Index B ARFF truck will replace the Index A ARFF truck. The current Index A truck has significant mechanical issues. It is more cost effective to purchase a new ARFF truck and get reimbursed by the FAA, than to continue repairing the current truck. The airport is planning on purchasing a larger, Index B truck with the FAA's permission. This size truck will be needed once the air carrier starts operating with a longer aircraft. The Airport expects this to occur in year two of the 15-year life span of the ARFF truck.

Justification (Benefit to Community or Legal Requirement)

The Federal Aviation Administration requires Airport certified under Part 139 to have ARFF during air carrier operations. The size of the truck is dependent upon the length of the air carrier aircraft that services the Airport.

Supports Goals #2 and #3

Taxiway-F Rehabilitation

Description

FY29 Taxiway F Design

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
State Grant			810,000	\$810,000
General Fund			90,000	\$ 90,000

Estimated Operating Impact

By completing this grant eligible project, the airport will ultimately save money by not having to utilize City funds under the Airport Pavement Preservation Program.

Justification (Benefit to Community or Legal Requirement)

Taxiway F is on the ADOT Pavement Preservation Program for Rehabilitation.

Supports Goals #1 through #4

Airport Master Plan-Update

Description

FY 26: Update the Airport Master Plan.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant			475,000	\$ 475,000
State Grant			12,500	\$ 12,500
General Fund			12,500	\$ 12,500

Estimated Operating Impact

No Impact.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

This project was originally scheduled for FY 24 and delayed to FY 26. Due to the significant growth of the Airport along with the residential and commercial development occurring on the north side of Prescott in proximity of the Airport the FAA suggested updating of the Airport Master Plan. It will look specifically at forecasts, financial feasibility, facilities and compatible land use.

Supports Goals #1 through #4

West Ramp Rehabilitation

Description

FY30: Construction on the west ramp.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant			2,000,000	\$2,000,000
State Grant			52,632	\$ 52,632
General Fund			52,632	\$ 52,632

Estimated Operating Impact

No impact.

Justification (Benefit to Community or Legal Requirement)

The West Ramp is experiencing severe cracking and raveling and is becoming a safety concern for users and will need a mill and overlay of new pavement. This ramp is often used during fire season for the USFS, when additional aircraft are brought in for aerial firefighting operations.

Support Goals #1 through #4

Facilities Maintenance

New City Hall Improvements

Description

This project is for the improvements needed in the New City Hall building to house City functions. These renovations will be for the 1st and 2nd floors.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		1,490,062		\$1,490,062
Water Fund		596,025		\$ 596,025
WW Fund		447,018		\$ 447,018
Streets Fund		298,012		\$ 298,012
Solid Waste Fund		149,006		\$ 149,006

Estimated Operating Impact

Operational expenses transferred from previous locations. No real impact.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

Combine City services into one location making it easier for the public to receive the services they need.

Supports Goals #2 and #4

New City Hall Generator

Description

Purchase and installation of generator for the new City Hall. Relocation of dumpster enclosure.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		266,937		\$266,937
Water Fund		106,775		\$106,775
WW Fund		80,082		\$ 80,082
Streets Fund		53,387		\$ 53,387
Solid Waste Fund		26,694		\$ 26,694

Estimated Operating Impact

General maintenance of generator.

Justification (Benefit to Community or Legal Requirement)

The new City Hall is critical infrastructure and during times of power outages will need to be able to self-sustain and allow operations to continue.

Supports Goal #4

Parking Lots; replacement/refurbished

Description

Pavement replacement and preservation of City facilities annually.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Fac Maint Fund		250,000	750,000	\$1,000,000

Estimated Operating Impact

Reduced maintenance costs due to replacing deteriorating asphalt

Justification (Benefit to Community or Legal Requirement)

Parking lots in most cases are past their serviceable life, we will use pavement preservation techniques where possible.

Supports Goal # 3

Capital Budget and Project Descriptions

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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	337,500	112,500		\$112,500

Estimated Operating Impact

There will be no impact on the operating budget.

Justification (Benefit to Community or Legal Requirement)

In September 2022 the Library received a letter from the U.S. Department of Education alleging that the Library was in violation of ADA standards for parking. This claim was turned over to the COP ADA Coordinator. An investigation by COP Public Works and the ADA Coordinator determined that the parking did not meet standards for pitch, incline, and clear passage to the entrance. In January of 2023, the City entered into an agreement to remediate the parking lot to meet current ADA standards. The City is obligated to provide regular update reports on the progress towards remediating this item. The project as drafted will correct the pitch and slope of the two current ADA parking spots in the Marina St. parking lot, add 1 additional ADA parking spot, and provide clear ADA access to the Marina Street entrance of the Library.

Supports Goals #3 and #4

Exhaust Capture System

Description

This item will be to install 2 exhaust capture systems in fire stations.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		200,000		\$200,000

Estimated Operating Impact

General Maintenance

Justification (Benefit to Community or Legal Requirement)

With the current setup in fire station when trucks are started the exhaust is blown into the bay. It falls onto the crews' turnouts. This is known to cause cancer. Installing this system will pull all the exhaust out of the building protecting the gear in the bays.

Supports Goal #3

Capital Budget and Project Descriptions

City-Wide Card Lock System

Description

Installation of card reader system/locks in City buildings

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Fac Maint Fund	200,000	150,000		\$150,000

Estimated Operating Impact

No impact to operating once system is installed.

Justification (Benefit to Community or Legal Requirement)

Security of City facilities and assets.

Supports Goals #3 and #4

Fire

Vehicle Replacements – Fire Department

Description

Vehicle replacement and additions for General Fund Departments.

FY25 Replacements: #867 - Type 3 Pumper, #964 - Boat, #1175 - Escape, #1307 - Pumper Fire Truck, #1396 - Pumper Fire Truck

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	606,385	3,496,574	10,597,156	\$14,093,730

Estimated Operating Impact

No Impact.

Justification (Benefit to Community or Legal Requirement)

Timely replacement allows for a modern, efficient, and well-maintained fleet, crucial to the continued provision of services to the public. The Fleet Services Division manages vehicle and equipment replacement within the City. General guidelines for replacement vary based upon vehicle and equipment type. Example guidelines include six years/150,000 miles for police patrol vehicles, and ten years/100,000 miles for light fleet vehicles. The guidelines are used to identify potential vehicles and equipment for replacement. Any asset identified for replacement is then individually scrutinized (maintenance history, utilization, outdated safety features, etc.) prior to being placed on the replacement list. This list also includes requests for the addition of new engines that will be needed if Council elects to fund the addition of proposed fire stations.

Supports Goal #3

Capital Budget and Project Descriptions

Fire Station 73 Structural Station Relocation

Description

This proposal will relocate Station 73 to better serve the community. The current location cannot meet the response needs of the community response component of the fire station. GIS studies have shown that the relocation and the new Station 76 project can lower fire response times by 3.5 minutes citywide. Additionally, the current facility is severely undersized and cannot accommodate mixed genders, creating employee equity concerns. The proposed 14,000-square-foot facility with four bays will meet these requirements and will be positioned to better serve the north Prescott area effectively. The station also has the potential to include a police substation for the Prescott Police Department as a result of its proximity to the airport and 89A. Additionally, the current Station 73 is currently 50 years old and has several limitations related to equipment storage, conflicts with modern health and safety concerns and systems, such as bunker gear storage and decontamination areas. The station serves as the city's Aircraft Rescue and Firefighting (ARFF) station and the first due fire/medical response unit in North Prescott. The potential location will improve the 9-1-1 response in this area and will meet the requirements to provide the service level required for commercial air service through pre-positioning the ARFF rig prior to scheduled flights. Long-term plans call for an ARFF-specific station partially funded by FAA grants within the airport proper. A review of Prescott fire stations was conducted in 2023 that combined a 2015 professional study and best practice analysis to rate each fire station. Fire Station 73 ranked 3rd and scored a 38.19 rating, recommending a full station replacement.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		2,809,000	10,584,000	\$13,393,000

Estimated Operating Impact

The facility is not recommended for a remodel; it is a replacement. Therefore, it is not anticipated to create additional operating impacts as the crew will be relocated to the new location once it is complete. The relocation will positively impact energy costs, maintenance costs, and workers' compensation-related claims due to the current facility's lack of evidence-based countermeasures for modern fire station design. This proposal includes 1% of the replacement cost of the station to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete. Finally, the station is expected to have co-location of a substation for the police department, which will save additional funds by avoiding the construction of a separate facility.

Justification (Benefit to Community or Legal Requirement)

The relocation of the fire station is expected to positively impact response times in North Prescott. Current response times have degraded to around 11.5 minutes, far above the 6.5-minute adopted response time goals. Of particular note, the current station location cannot serve the industrial park on the south side of the airport, which presents a significant risk for the community. A modern facility will also help reduce workers' compensation-related claims resulting from outdated facilities that need more evidence-based countermeasures for modern fire station design. To reduce future backlogs after the project is complete, 1% of the replacement cost of the proposed station is proposed to be dedicated annually for repair and maintenance. Finally, the location is proposed to have room for equipment storage to serve future services, including seasonal brush truck, back-up ARFF truck with the potential for a Certificate of Needs-Based Ambulance Service. Finally, the current facility is unable to accommodate female firefighters, which creates a significant issue

Capital Budget and Project Descriptions

related to gender equity and has the potential to expose the city to claims related to this. This station design will be the base for all future fire stations, thereby reducing costs of forecasted facilities.

Airport expansion is part of the Airport Masterplan, and a significant contributor to the economic drivers in the City of Prescott. As such, this is the most opportune time to manage the challenges of location of the ARFF rig to service the airport needs and the necessity to relocate this station to better serve the community.

Supports Goals #2 through #4.

Fire Station 76 (Build #1)

Description

This proposal is for a new station built on city-owned land near the Adult Center on Rosser Drive. Current response times have degraded to around 11.5 minutes, far above the 6.5-minute adopted response time goals. This station is necessary to close that gap in North Prescott along Rosser Drive and Prescott Lakes. GIS studies have shown that constructing this station and the Station 73 relocation project can lower fire response times by 3.5 minutes citywide. The proposed 14,000-square-foot facility with four bays will meet these requirements and will be positioned to serve the north Prescott area effectively. The station will also allow the department to relocate the Battalion Chief, currently stationed at Station 71, which needs to be optimally located for command-and-control emergency response. This facility will be based on the design of Station 73 and will encompass federal and state regulatory requirements, and gender equality. Finally, the station will also allow for relocating the department's technical rescue resources to serve Granite Dells, Willow, and Watson Lakes more effectively. This will reduce the space needed at Station 74 and prolong the time frame for improving that location.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		1,949,000	10,584,000	\$12,533,000

Estimated Operating Impact

The new station will require adding a new engine company, as presented in the worksheet below, and operating expenses such as supplies and equipment. However, the station will have a positive impact relative to our current fire stations. Modern buildings perform better, and the station is expected to reduce energy costs, maintenance costs, and workers' compensation-related claims associated with the older facilities. This proposal includes 1% of the replacement cost of the station to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete.

Justification (Benefit to Community or Legal Requirement)

The fire station location is expected to impact response times in North and Central Prescott. Current response times have degraded to around 11.5 minutes, far above the 6.5-minute adopted response time goals. This has been proven to negatively impact outcomes in fire and emergency medical incidents. The department cannot meet its response time standards along portions of Rosser Drive and Prescott Lakes. These established neighborhoods are well within urban service areas of the city but currently receive a different level of service than other parts of the city. This is

Capital Budget and Project Descriptions

further complicated by the fact that the neighborhoods along Rosser Street are older, which directly correlates with the frequency of fires. A modern facility will also meet national standards related to health and safety and reduce workers' compensation-related claims. To reduce future backlogs after the project is complete, 1% of the replacement cost of the proposed station is proposed to be dedicated annually for repair and maintenance. Finally, the facility would be constructed based on the department's base design, and the location is proposed to have enough room to house equipment, including the potential for a Certificate of Needs-Based Ambulance Service.

Supports Goals #3

Fire Station 72 Remodel and Addition

Description

The proposed renovation for Fire Station 72 is the most critical of all stations due to its age and overall condition. In addition, the increasing number of incidents in the downtown area does not allow for efficient integration of low-acuity call response units due to lack of accommodations and space. This remodel is dependent on a successful property swap between the city and CAFMA. The remodel aims to modernize the facility to better serve the community's needs and accommodate firefighters safely. One of the immediate benefits is to be able to effectively house a new 105' platform aerial that will be delivered to the department in Summer. Currently, the apparatus bays are somewhat undersized to accommodate the new unit. In addition, the station is anticipated to be adapted further to meet the risks faced by the community in the downtown area by including specific features to accommodate related initiatives. Station 72 will be around 55 years old at the time of this remodel and has several limitations related to modern health and safety systems such as bunker gear storage, decontamination areas, and gender-neutral accommodations. The station is a converted mechanic shop that has limitations due to this design. This has created associated energy issues, and the station presents some of the biggest health and safety related challenges overall. This remodel is anticipated to improve energy efficiency so that it can capture a return on the investment relatively quickly. A review of Prescott fire stations was conducted in 2023 that combined a 2015 professional study and best practice analysis to rate each fire station. Fire Station 72 ranked 1 and scored a 39.10 rating.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		1,510,000	7,560,000	\$9,070,000

Estimated Operating Impact

The remodel is anticipated to have a positive impact in reducing energy costs through upgrading of building systems and insulation as well as a reduction in workers compensation related claims due to outdated facilities that lack evidence-based countermeasures for modern fire station design. In addition, low-acuity initiatives are currently proposed that will increase the operating cost of the facility due to additional staff. This proposal includes 1% of the replacement cost of the station to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete. This is based on a current average estimate of \$10,000,000 based on bids received for Station 76. Finally, the programming changes are anticipated to include a ladder tender to reduce wear and tear on a new ladder truck being delivered in Summer of 2024. This will also present cost-savings as the engine housed at Station 72 can be relocated to Station 76.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The primary benefit is a focused and objective investment in public safety infrastructure and response time improvements by addressing the increasing call volume in the downtown area. Engine 72 is consistently the busiest engine company, and the city and surrounding units are often brought from further away due to concurrent calls in this area. The current average age of our fire stations is 38.6 and the costs associated with maintaining such facilities increase if no major investments are made to repair and improve these vital community assets. In addition, the department is currently not able to comply with several health and safety related standards which can present a liability and reduce overall workplace satisfaction.

Supports Goals #3

Fire Training Center Improvements

Description

Contingent on Public Safety Tax

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. The Fire Department will be entering an application for Congressionally Directed Spending funding through the City Manager's Office.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		750,000	750,000	\$1,500,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

Drilling on basic firefighter skills is critical to the readiness and rapid deployment of first response capabilities. The current situation for drilling at the Prescott Fire Department requires crews to drill on private property (such as parking lots in shopping centers), at the Central Arizona Regional Training Academy facility near Dewey, or at their unpaved/un-drained drill grounds. This situation has led to damage to private property, damage to and rapid deterioration of equipment, increased response time, decreased coverage, and increased exposure to personal injury. Additionally, the fire tower currently in use at the Prescott Fire Department drill grounds was condemned for fire use a decade ago. It is expected that the tower itself will be condemned or red tagged to prohibit use by the summer of 2019.

Capital Budget and Project Descriptions

The Fire Drill Ground Improvement project is a "right-sized" project that would allow firefighters a location to drill within the city limits that does not damage private property, that does not damage equipment, that decreases risk of personal injury, and that keeps our engines within their jurisdiction and ready for response. Additionally, at the end of Phase four, firefighters will have a Class A tower with which to practice firefighting tactics critical to the protection of the downtown area of Prescott.

Supports Goals #2 through #4

Fire Station Alerting Modernization Project

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 could be prone to failure in the future. Modernizing this system should reduce maintenance costs and increase reliability. Finally, the system includes "heart saver" 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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		350,000		\$350,000

Estimated Operating Impact

Yearly software subscription and maintenance.

Justification (Benefit to Community or Legal Requirement)

The primary benefit to the community is an anticipated reduction in total response time by around 2% to 5%. The City of Prescott Fire Department is currently implementing capital investment strategies to keep pace with growth in the north Prescott area. While station infrastructure will be a large component of this, utilizing a modern station alerting system will improve response times to help delay a degradation in service level performance while new fire stations are added. In addition, the City is expected to realize savings over the long-term through reduced maintenance costs and work-related cardiac issues.

Supports Goal #3

Capital Budget and Project Descriptions

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 apparatuses contain oxygenated air that is refilled by the requested capital item. Each SCBA lasts 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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		115,000		\$115,000

Estimated Operating Impact

An increase of \$4,400 is recommended for basic maintenance and supplies.

Justification (Benefit to Community or Legal Requirement)

The air compressor is a critical component necessary for the recharge of compressed air cylinders as part of the self-contained breathing apparatus assembly.

Supports Goal #3

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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	73,498	66,502		\$ 66,502

Estimated Operating Impact

Yearly software subscription and maintenance.

Justification (Benefit to Community or Legal Requirement)

Capital Budget and Project Descriptions

The primary benefit to the community is an increase in proper positioning of units to reduce total response time. In addition, move-ups are often drastically reduced as travel times to cover locations are considered. This can reduce the need for vehicles traveling by around 20%-40% because of these activities. This has a significant impact on vehicle miles traveled and fuel consumption. It is anticipated that these savings alone will be able to pay for the system over the first 2 to 3 years of implementation. An additional benefit is the elimination of this task from the dispatch center, thereby reducing the workload of the Prescott Regional Communication Center.

Supports Goal #3

Self-Contained Breathing Apparatus (SCBA) Decontamination Machine

Description

A Self-Contained Breathing Apparatus (SCBA) decontamination machine.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		37,000		\$37,000

Estimated Operating Impact

No Impact

Justification (Benefit to Community or Legal Requirement)

Supports Goal #3

ARFF-Aqueous Film Forming Foam (AFFF) Testing Equipment

Description

Acquire AFFF Testing Equipment through the Airport Enterprise Fund 7405010.

Funding Sources	Prior Years Actual	FY2024-25 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.

Justification (Benefit to Community or Legal Requirement)

On January 17, 2019, FAA issued guidance regarding approved equipment for testing Aqueous Film Forming Foam (AFFF) systems on Airport Rescue & Firefighting (ARFF) vehicles. FAA requires airports to maintain ARFF vehicles and its fire suppression operating systems, including the foam proportioning system and discharge functions. The testing ensures each vehicle is proportioning the AFFF and water correctly within tolerance and is an integral part of maintaining ARFF vehicles in optimal condition for emergency situations. Currently, all commercial service airports are required to use foams that meet military specifications (MIL-PRF-24385). Fluorine-free foams are not yet available to provide the same level of fire suppression, flexibility, and scope of usage as MIL-PRF-24385 AFFF firefighting foam.

Capital Budget and Project Descriptions

FAA recommends airports consider using one of three recently approved AFFF testing systems that do not require foam to be dispensed onto the ground. Staff is requesting approval to purchase an approved AFFF testing unit to include all costs associated with unit acquisition, required adapters, training, and shipping costs.

Supports Goals #3

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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		30,000	450,000	\$480,000

Estimated Operating Impact

No Impact.

Justification (Benefit to Community or Legal Requirement)

Paramedic level care is particularly effective in cardiac patients in determining positive outcomes, which is the case for cardiac arrest as well as managing complex cardiac situations. In these cases, a Lucas Device is now the national standard for updated "pit crew" CPR intervention. The device increases the effectiveness of chest compressions and frees up personnel to perform other procedures. The department has objectives tied to its operating budget that target cardiac survival rates and as well as to effectively integrate its use. Nationwide, the unadjusted survival to hospital discharge after EMS-treated cardiac arrests in the pre-hospital setting is 12.4%. Currently, the City of Prescott Fire Department can achieve cardiac survival rates around 10%. The equipment would be used to directly impact this objective and improve outcomes.

Supports Goal #3

Thermal Imaging Camera

Description

Ten (10) Thermal Imaging Cameras

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			174,000	\$174,000

Estimated Operating Impact

No Impact.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

Thermal Imaging Cameras (TIC's) allow firefighters to see through smoke, helping them quickly locate the seat of the fire and any occupants of the structure who need assistance outside of the building. They are also useful on the scenes of accidents when trying to locate victims who have been ejected from vehicles, or during any kind of patient search at night. Currently, the fire department has a thermal Imaging camera on each of its frontline apparatus, the Battalion Chief vehicle, and on the Deputy Chief's vehicle. Ten of these cameras will have exceeded their 10-year lifespan and will be due for replacement by FY26.

Supports Goal #3

Public Safety Training Center Relocation

Description

This proposal is to relocate the fire training center and coordinate with the police department on the construction of a joint public safety training facility on city-owned land near the airport. The current training center is located in the center of town near a riparian area and adjacent to future residential developments. While a different capital proposal is already entered for remodel of the existing facility, this proposal is being presented proactively to provide policymakers with choices should a relocation be warranted. Due to its current location, the training center will be limited in its ability to expand to meet the needs of the fire department. This has the potential to create long-term liabilities due to impacts on Insurance Services Office ratings that impact insurance rates, the lack of adequate facilities to properly prepare personnel, and extended response times due to travel to facilities outside the city limits. This proposal would be combined with a separate \$20,000,000 investment by the police department to increase the effectiveness of such a large capital purchase.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			20,790,000	\$20,790,000

Estimated Operating Impact

The relocation is anticipated to have a positive impact in reducing energy costs through upgrading of building systems and insulation as well as a reduction in workers compensation related claims due to outdated facilities that lack evidence-based countermeasures for modern training facility design. This proposal also includes 1% of the replacement cost of the facility to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete. This is based on a current average estimate of \$40,000,000 based on bids received for capital purchases in 2023.

Justification (Benefit to Community or Legal Requirement)

The primary benefit is a focused and objective investment in public safety infrastructure by addressing the significant lack of adequate facilities. The current training center location represents significant challenges for long-term use due to its location near a riparian preserve and increasing encroachment from residential development. This has the potential to increase the likelihood of having to relocate the facility. Doing so proactively will allow the city more control, choices, and potential regional partnerships that can ultimately lead to cost-savings. The current age of the training center is 45 years old and the costs associated with maintaining such facilities increase if

Capital Budget and Project Descriptions

no major investments are made to repair and improve these vital community assets. In addition, the department is currently not able to comply with ISO mandated training requirements such as a training tower which can impact insurance rates throughout the community. Finally, the current facility presents several health and safety related shortcomings which can present a liability and reduce the effectiveness of training. This is most aptly demonstrated due to the demolition of the training tower in 2023 due to being condemned.

Cardiac Heart Monitor

Description

The request is to 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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			601,676	\$601,676

Estimated Operating Impact

Annual comprehensive service plan.

Justification (Benefit to Community or Legal Requirement)

Paramedic level care is particularly effective in cardiac patients in determining positive outcomes. This is the case for cardiac arrest as well as managing complex cardiac situations. Rapid access to cardiac monitoring is and defibrillation is critical in these cases. The department has objectives tied to its operating budget that target cardiac survival. Nationwide, the unadjusted survival to hospital discharge after EMS-treated cardiac arrests in the pre-hospital setting is 12.4%. Currently, the City of Prescott Fire Department can achieve cardiac survival rates of around 10%. The equipment would be used to directly impact this objective and improve outcomes.

Supports Goal #3

Fire Station 71 Remodel

Description

Remodel of Fire Station 71.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			2,106,000	\$2,106,000

Estimated Operating Impact

The remodel is anticipated to have a positive impact in reducing energy costs through upgrading of building systems and insulation as well as a reduction in workers compensation related claims due to outdated facilities that lack evidence-based countermeasures for modern fire station design. This proposal includes 1% of the replacement cost of the station to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete. This is based on a current average estimate of \$10,000,000 based on bids received for Station 76.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The primary benefit is a focused and objective investment in public safety infrastructure. The current average age of our fire stations is 38.6 and the costs associated with maintaining such facilities increase if no major investments are made to repair and improve these vital community assets. In addition, the department is currently not able to comply with several health and safety related standards which can present a liability and reduce overall workplace satisfaction.

Goal #3 Quality of Life; Objective #2 Highly Rated 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.

Self-Contained Breathing Apparatus (SCBA)

Description

The fire department is mandated by national standards to replace Self-Contained Breathing Apparatus (SCBA) on a 10-year cycle. These standards are set by the National Fire Protection Association (NFPA) to ensure that fire departments are never more than 2 standards update cycles behind current standards. These are updated every 5 years to keep pace with evolving technology and to maintain reliable equipment. This is necessitated due to the critical life safety nature of this equipment. In addition, the delivery systems of these devices operate at high pressures which over time fatigues components beyond the point of being able to be certified.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			700,000	\$700,000

Estimated Operating Impact

No Impact.

Justification (Benefit to Community or Legal Requirement)

Maintaining critical safety equipment in hazardous settings is crucial in ensuring predictable and safe service delivery. The department views safety related items as one of the top priorities for funding to protect firefighters and the public. SCBA's fall into this category and therefore timely replacement reduces risk to the city and the residents we serve. In the event of a line of duty incident, safety equipment is one of the first items that is examined to ensure compliance with replacement and maintenance standards.

Supports Goal #3

Capital Budget and Project Descriptions

Fire Station 77 (Build #2)

Description

This proposal is for a new station in North Prescott at a location yet to be determined. Currently, response times have degraded to around 11.5 minutes, far above the 6.5-minute adopted response time goals. While investments before this construction are planned to close these gaps, as the city continues to grow, further fire stations will be necessary to maintain response times at a level that meets community expectations. The station is purposefully delayed until around 2030 to allow development trends to become clearer before making a 50-year capital investment. This station will likely be located north of the Prescott Regional Airport. The department aims to maintain first-due response times of around 6.5 minutes from the time of the 911 call until the arrival of the first unit. The proposed 14,000-square-foot facility with four bays will be based on the department's base station design and will meet these requirements. The station will be positioned to serve the North Prescott area effectively.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			19,623,350	\$19,623,350
Fire Impact			1,286,250	\$ 1,286,250

Estimated Operating Impact

The new station will require adding a new engine company, as presented in the worksheet below, and operating expenses such as supplies and equipment. However, the station will have a positive impact relative to current fire stations. Modern buildings perform better, and the station is expected to reduce energy costs, maintenance costs, and workers' compensation-related claims due to current facilities lacking evidence-based countermeasures for modern fire station design. This proposal includes 1% of the replacement cost of the station to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete.

Justification (Benefit to Community or Legal Requirement)

The fire station is expected to impact response times in North Prescott. Current response times have degraded to around 11.5 minutes, far above the 6.5-minute adopted response time goals. This has been proven to negatively impact outcomes in fire and emergency medical incidents. Future projected growth is anticipated to create a service demand north of the airport that the department will not be able to meet with current and anticipated locations. A modern facility will also meet national standards related to health and safety and reduce workers' compensation-related claims. Modern facilities are designed with more evidence-based countermeasures. To reduce future backlogs after the project is complete, 1% of the replacement cost of the proposed station is proposed to be dedicated annually for repair and maintenance. Finally, the facility would be constructed based on the department's base design, and the location is proposed to have enough room to house equipment, including the potential for a Certificate of Needs-Based Ambulance Service.

Supports Goals #3

Capital Budget and Project Descriptions

Fire Station 75 Remodel

Description

The proposed renovation for Fire Station 75 aims to modernize the facilities to better serve the community's needs and improve living and working conditions for firefighters. Station 75 will be 35 years old at the time of this remodel and has several limitations related to turnout time delays due to a multi-story design as well as lacking modern health and safety systems such a bunker gear storage, decontamination areas, and gender-neutral optimization. In addition, energy efficiency improvements are expected that can capture a return on this investment. A review of Prescott Fire Stations was conducted in 2023 that combined a 2015 professional study and best practice analysis to rate each fire station. Fire Station 75 ranked 4 and scored a 40.0048 rating.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			2,125,000	\$2,125,000

Estimated Operating Impact

The remodel is anticipated to have a positive impact in reducing energy costs through upgrading of building systems and insulation as well as a reduction in workers compensation related claims due to outdated facilities that lack evidence-based countermeasures for modern fire station design. This proposal includes 1% of the replacement cost of the station to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete. This is based on a current average estimate of \$10,000,000 based on bids received for Station 76.

Justification (Benefit to Community or Legal Requirement)

The primary benefit is a focused and objective investment in public safety infrastructure. The current average age of our fire stations is 38.6 and the costs associated with maintaining such facilities increase if no major investments are made to repair and improve these vital community assets. In addition, the department is currently not able to comply with several health and safety related standards which can present a liability and reduce overall workplace satisfaction.

Supports Goals #3

Fire Station 74 Remodel

Description

The proposed renovation for Fire Station 74 aims to modernize the facility to better serve the community's needs and accommodate firefighters safely. Station 74 will be 36 years old at the time of this remodel and has several limitations related to modern health and safety systems such a bunker gear storage, decontamination areas, and gender-neutral accommodations. The station was built on a donated piece of land on a lot that was not optimal due to being located adjacent to a steep hill. The erosion and runoff from the hillside have created consistent maintenance challenges. In addition, a remodel is anticipated to improve energy efficiency that can capture a return on the investment. A review of Prescott fire stations was conducted in 2023 that combined a 2015 professional study and best practice analysis to rate each fire station. Fire Station 74 ranked 3 and scored a 40.91 rating.

Capital Budget and Project Descriptions

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			2,314,000	\$2,314,000

Estimated Operating Impact

The remodel is anticipated to have a positive impact in reducing energy costs through upgrading of building systems and insulation as well as a reduction in workers compensation related claims due to outdated facilities that lack evidence-based countermeasures for modern fire station design. This proposal includes 1% of the replacement cost of the station to be dedicated annually to repair and maintenance to reduce future backlogs after the project is complete. This is based on a current average estimate of \$10,000,000 based on bids received for Station 76.

Justification (Benefit to Community or Legal Requirement)

The primary benefit is a focused and objective investment in public safety infrastructure. The current average age of our fire stations is 38.6 and the costs associated with maintaining such facilities increase if no major investments are made to repair and improve these vital community assets. In addition, the department is currently not able to comply with several health and safety related standards which can present a liability and reduce overall workplace satisfaction.

Fleet Maintenance

Six Vehicle Wheel Lifts

Description

Replace six of the twelve Grey wheel lifts Fleet currently has. The Wheel lifts are past their useful life with extend down time and parts are getting harder to acquire.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		100,000		\$100,000

Estimated Operating Impact

No Impact.

Justification (Benefit to Community or Legal Requirement)

Fleet Mechanics use these wheel lifts daily to perform services and breakdown to all the bigger vehicles and equipment.

Supports Goal #3.

Capital Budget and Project Descriptions

Replacement Pressure Washer on Virginia Street Complex

Description

Replace the 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 its life useful life requiring constant maintenance. The new pressure would be relocated to 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 elements. The pressure washer is used by many departments 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	FY2024-25 Budget	Future Budget	Total Project Budget
Fleet Maint Fund		25,000		\$25,000

Estimated Operating Impact

No Impact.

Justification (Benefit to Community or Legal Requirement)

Supports Goal #3.

Information Technology

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.

The bulk of the cost here is contingency for excavation and construction work to provide a base for the replacement tower. It is estimated that the total project will come in well under the project cost barring any unanticipated complications during the process.

We have consulted with Community Development and the replacement of an antenna tower with one of the same heights does not trigger a review and public process for the replacement.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		48,000		\$48,000
Water Fund		6,000		\$ 6,000
WW Fund		6,000		\$ 6,000

Estimated Operating Impact

Minimal, as the replacement tower is expected to have a 20 year plus life span and once installed requires no actual upkeep or maintenance.

Funding for this project can be spread among General Fund and various Public Works funds based on the services provided via this tower (Police/Fire/Streets/Utilities radio and data).

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The current tower is a safety and occupational problem.

We have consulted with Niles Radio on this tower and the consensus is that the types of towers associated with failure/falling over are guide wire supported towers. Given both the age of the tower installation and changes in the engineering and design standards associated with the installation of antenna towers the replacement of this tower is desirable.

On the occupational side of things, groups that IT would contract to perform tower work will not climb the tower which creates some challenges under certain scenarios.

Supports Goal #3

Vehicle Replacements - IT

Description

Information Technology fleet vehicle #1153 which is a 2006 Ford Van.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			50,000	\$50,000

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage 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.

Justification (Benefit to Community or Legal Requirement)

Equipment has limited life span with increased maintenance costs after years of service and high mileage counts. The costs to maintain these vehicles have been escalating each year and, in some cases, vehicles have had expensive failures. It is being recommended by Fleet Services and Community Development that these vehicles be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age and mileage. The replacements will reduce repair costs, improve abilities to maintain inspection schedules, and improve appearance of city assets.

Supports Goals #2 through #4

Capital Budget and Project Descriptions

Library

Disk Repair Machine

Description

The disc repair machine used heavily in the Technical Services area of the library is at the end of life.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		12,000		\$12,000

Estimated Operating Impact

Maintenance costs for the machine are currently included in the annual library operating budget. The maintenance cost is expected to remain the same for the new machine.

Justification (Benefit to Community or Legal Requirement)

The current machine was purchased in 2013 and has a useful life of 8-10 years. A significant portion of the library circulation occurs with DVDs and audiobooks on CD. These materials are subject to damage which makes subsequent use problematic. The disk cleaner resurfaces the item which extends the useful life and reduces the cost per use. Approximately 70-100 discs are cleaned daily. There are 20-30 checkouts between cleanings, and the disks can be cleaned multiple times before they are irreparable. The average cost of a disc set is \$10. By cleaning discs daily, the library saves over a million dollars every year avoiding the cost of replacement discs. The full price for a new machine is \$21,995, however if a new machine is purchased on a sale event, such as Black Friday, the machines are half price.

Supports Goal #3 and #4

Branch Library

Description

Design phase of the construction of a branch library to serve the population of north Prescott.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Donation			8,755,160	\$8,755,160
Library Impact			487,400	\$ 487,400
General Fund			6,383,945	\$6,383,945
State Grant			100,000	\$ 100,000

Estimated Operating Impact

The internal charges, utilities, library materials, supplies and equipment would total \$230,000 in the first year and increase annually with inflation. Staffing costs would start at \$543,000 in the first year and increase annually with COLA and merit raises.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

In 2020 the Friends of the Prescott Public Library received a bequest that, although the exact total is yet to be determined, is estimated to be \$5 million. The terms of the bequest require the Friends to fund the construction of a "...more modernized library to replace the Prescott Public Library or an additional satellite location that will complement the original location...immediately or at some future date of their choosing." The Friends of the Library will directly fund the pre-construction design costs and contribute the remainder of the estate amount to the City of Prescott for the construction of the proposed branch. To this end the Friends have previously contracted with McMillan, Pazdan, Smith Architecture to provide spatial planning and building programming services.

Supports Goal #2 through #4

Automated Materials Handler-Library

Description

Replacement of Automated Materials Handler (AMH)

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund			200,000	\$200,000

Estimated Operating Impact

Maintenance costs are currently included in the library operating budget. The maintenance costs are expected to remain the same for a new machine. Coordination with Prescott Valley Public Library and the Yavapai County Free Library District of maintenance periods allows for reduced costs.

Justification (Benefit to Community or Legal Requirement)

The AMH checks in and presorts items faster than can be done by a staff member. A significant reduction in processing time allows for staff to do other jobs, and fewer staff are needed to check in and sort items for a timely return to shelves.

Supports Goals #3 and #4

Capital Budget and Project Descriptions

Police

Vehicle Replacements – Police Department

Description

Purchase and outfit eleven (11) new vehicles identified by the Fleet Asset Review Board (FARB) meeting all requirements for replacement based on age and mileage for Patrol Bureau, Investigations Section, Traffic Safety Section and the Community Service Section.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	841,000	1,274,000	3,110,000	\$4,384,000

Estimated Operating Impact

Cost to purchase vehicles to include up fitting with all appropriate emergency equipment, radios, mobile data computers, automated external defibrillators, paint and graphics is estimated to be \$1,045,000.00 pending a rise in vehicle pricing based on inflation and availability of parts.

Justification (Benefit to Community or Legal Requirement)

The Police Department submitted a request for vehicle replacements for the following areas: Patrol, Investigations, Traffic Safety Section and Community Service Section to the FARB for review. During that review our request was approved by the Board based on meeting the criteria established in the policy governing the FARB related to age of the vehicles and mileage. During a recent study of the entire City of Prescott Fleet it was determined that the age of our fleet and the number of miles on many of those vehicles did not fall within industry standard. The cost associated with maintaining an aging fleet is significant and is growing the longer we keep vehicles that should have been replaced per policy years ago. We are requesting replacement vehicles for several of our Bureaus and Sections based on the FARB policy with the intent to then turn in the current vehicles in lieu of accepting new vehicles into the fleet. The following vehicles will be replaced if approved:

1255 - 2008 Ford F250; 1350 - 2011 Chevrolet Tahoe; 1375 - 2012 Chevrolet Tahoe; 1379 - 2012 Chevrolet Tahoe; 1380 - 2012 Chevrolet Tahoe; 1424 - 2015 Ford Explorer; 1425 - 2015 Ford Explorer; 1296 - 2008 Pontiac Torrent; 1328 - 2010 Ford Crown Victoria; 1376 - 2012 Chevrolet Tahoe; 1360 - 2005 Ford F250.

Supports Goal #4

Property and Evidence Facility

Description

Land acquisition, design and construction of a new scalable Prescott Police Department Property and Evidence building capable of housing all items in one location.

This project is contingent on the outcome of the tax increase proposed on the November 2024 ballot.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		700,000	7,630,000	\$8,330,000

Capital Budget and Project Descriptions

Estimated Operating Impact

This will be a multi-year project - FY25 \$700,000 for land acquisition and design; FY26 \$7,630,000 construction.

Justification (Benefit to Community or Legal Requirement)

The Prescott Police Department currently maintains a 4000 square foot section of the police department located at 222 South Marina for the storage of property and evidence related to found property, safekeeping and criminal investigations. There are also two off site locations, one at the Prescott Rodeo grounds and a vehicle storage yard located at Fleet Services at the end of Virginia Street. All three of these storage locations are at or nearing capacity and the barn at the rodeo grounds is in dire need of repairs and updating to maintain the integrity of evidence stored at that facility. Having three locations is inefficient and creates logistical issues when the people we serve need to obtain their property or when property needs to be checked out for criminal justice purposes. A scalable building where all property and evidence could be housed together with the ability to manage growth was needed years ago, the security of this facility is also paramount as our current locations lack the physical and technological measures required by our accreditation standards to maintain the integrity and accountability of the items we have in our possession. The strategy would include the ability to scale this building for growth and to attach it to a new police substation located away from the congestion of the downtown area.

Supports Goal #4

New Vehicles

Description

Purchase and outfit three (3) new vehicles to accommodate our new personnel request of six (6) new full-time officer positions.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		585,000	645,750	\$1,230,750

Estimated Operating Impact

Cost to purchase vehicles to include up fitting with all appropriate emergency equipment, radios, mobile data computers, automated external defibrillators, paint and graphics is estimated to be \$330,000.00 pending a rise in vehicle pricing based on inflation and availability of parts.

Justification (Benefit to Community or Legal Requirement)

The Police Department is submitting a request to add six (6) new full time police officer positions which will require that addition of at least three (3) new fully marked and outfitted police vehicles. We do not have the capacity in our current patrol fleet to accommodate six new officers. Officers in the Patrol Bureau are assigned to a vehicle along with one other officer so that we can limit the number of hours and miles placed on vehicles that are driven 24 hours a day and 7 days a week. If we are not approved for the new officer positions, we would still request these vehicles as we are attempting to build our fleet into a take home vehicle for every officer. This would allow for more accountability and vehicles would last substantially longer as less miles and hours would be placed on them if only one officer were assigned to that vehicle.

Supports Goal #4

Capital Budget and Project Descriptions

Firing Range Improvement

Description

Improve the current Prescott Police Department range to include paving the range, a new turning target system, construction of a storage building with bathrooms, updating the existing training house, addition of a 100-yard bay for rifle qualifications, improvements to drainage/erosion and lead mitigation.

This project is contingent on the outcome of the tax increase proposed on the November 2024 ballot.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		475,000		\$475,000

Estimated Operating Impact

FY25 \$475,000 to purchase equipment and constructions costs to update the range.

Justification (Benefit to Community or Legal Requirement)

The Prescott Police Department maintains a firearms training range and simulated house at the Fire Training Center located at the end of Sundog Ranch Road. This facility has been used by the police department and our surrounding law enforcement agencies for decades with very little improvement to the range. Most of the work has been accomplished through donations by the public and work by our officers and range staff to create a safe and effective training range and a house that we use with simulations for live training. The range is in need of several different projects to include a new turning target system, paving the entire range to reduce the weed problems that we currently have, to improve the training house as it is in need of major renovation, a storage building with running water and bathrooms as we currently have one port-a-john and no running water as well as the addition of a 100 yard rifle range directly next to the current 50 yard range. There are Department of Environmental Quality requirements to maintain erosion control and drainage due to the lead in the hillside as well as lead mitigation that have not been done in several years.

Supports Goal #4

Police Facility Expansion

Description

An additional police facility is being built to accommodate future needs based on the 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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	9,000	241,000	23,767,000	\$24,008,000
Police Impact Fee			5,150,000	\$ 5,150,000

Capital Budget and Project Descriptions

Estimated Operating Impact

The need for a new police facility, to include police substation, communications, and property and evidence has been identified primarily based upon the age, location, size and capacity to meet the needs in the future. The initial build-out of a new police substation as described is between 3-5 million dollars. This additional facility would require ongoing operating budget support for maintenance and utilities in future budget years.

Justification (Benefit to Community or Legal Requirement)

The city of Prescott population is expanding in many areas, but particularly to the north side of town. Future planned growth in this area includes the Deep Well Ranch project and improvements to the Prescott airport. An additional police facility would address the ongoing needs of the police department, including the needed additional space for property and evidence and communications.

Property and evidence is currently housed in several locations throughout the city of Prescott. While some of the items are stored at the police department, other items are stored in locations off site. The police department is running out of space to store items that are required to be stored by statute. The off-site facilities have been retrofitted to meet the immediate needs for property storage. However, these buildings were not constructed with security or safety in mind and staff frequently struggle with not only space for large items such as vehicles, but security issues, rodent infestations and leakage from the roof. A new facility will eventually be necessary to meet the needs of the community.

Additionally, communications is currently located in the downtown area. Their location, an old federal building, was not designed to serve as a communications center. Their current location also puts the communications center within less than 1/8 mile from the back-up communications center (YCSO), which is not optimal should a large-scale event occur in the downtown area. By moving the communications center to a remote site, the City would be free to utilize the currently occupied space for other uses more conducive to the needs of the downtown area.

City Council Goal #4-Service Oriented Culture and City Council Goal #3-Quality of Life: A substation on the north side of town would not only house property and evidence and communications but would also operate as a central location sworn officers as well. This would decrease the response time to calls for service in that area of the city and would be a resource for the community in other ways.

The property and evidence section of the police department is responsible for the safety and security of hundreds of thousands of items each year. These items may be evidence of a crime, lost property or found property. Many of the items are mandated by statute to be held for 99 or more years. Due to the nature of the current property and evidence facilities, it is difficult to maintain the security of all the items and doing so requires constant vigilance on the part of employees. A new facility will create easier access for the public and employees and create efficiencies in customer service due to ease of use and easy access to items.

Supports Goals #3 and #4

Capital Budget and Project Descriptions

Police Facility Enhancements and Renovations

Description

This project entails improvements and renovations to the police facility located at 222 S. Marina Street to update and enlarge 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, employee break room and the women's locker room.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	40,000	205,000	6,361,740	\$6,566,740

Estimated Operating Impact

The police facility is currently undersized to meet the current functions and operations of the police department and needs improvements and renovation/expansion. The current building, built in 1991, does not have adequate office, storage, or workspaces to meet the growing needs of the Department.

Justification (Benefit to Community or Legal Requirement)

In FY2022 the police department received funding, through capital improvement, to enhance the security of the building. In 2017, a threat and vulnerability assessment of the police facility was conducted. The assessment identified several areas where improvements are needed to better secure the building for the safety of the officers, police staff, and citizens. The recommended physical security enhancements will improve safety for visitors and employees by ensuring access to sensitive areas is appropriately restricted and managed. Those enhancements were approved and are currently in process during this physical year.

The second-year capital improvements of this project included interior renovations designed to find adequate and creative solutions to increase the capacity of the current building while effectively serving a growing population within the city of Prescott. The interior of the building has seen very few updates or renovations over the past 30 years and has been utilized by the Police Department. The flooring for the entire building needs to be replaced as much of it is the original flooring. With the growth of our Patrol Bureau we have an immediate need to create more report writing space in our Patrol area, renovate the breakroom into a functional kitchen for our employees to use on a regular basis, expand the women's locker room to accommodate an increase in women officers and non-sworn staff and to make needed modifications to the Animal Control office that was once a video studio housed at the Police Department.

There have been plans in the works for the past 10 years to build a new police station, to meet our growing needs, and at this point it appears that there are no plans to build a new station anytime soon. The need to renovate this building to create the much needed work space for our employees is essential to maintain the quality and quantity of the work that we expect our employees to perform on a daily basis. The need for a functional and professional building is essential to the mission of our Department.

This would include the fees associated with contracting with an architect on all renovations, building plans and construction by an outside contractor as most of the projects we have beyond the scope of work performed by the City of Prescott Facilities Department.

Supports Goals #3 and #4

Capital Budget and Project Descriptions

Radio Tower Equipment Upgrades

Description

Evaluation and replacement of radio tower equipment at all tower locations and at the Prescott Regional Communications Center.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		1,500,000		\$1,500,000

Estimated Operating Impact

This will be a multi-year project with the first year focused on a complete evaluation of our current radio tower sites and related equipment. FY 25 - \$100,000; FY26 - \$500,000; FY27 - \$200,000; FY28 - \$100,000; FY29 - \$100,000 and FY30 - \$100,000.

Justification (Benefit to Community or Legal Requirement)

The City of Prescott maintains a robust public safety radio system that consists of a regional dispatch center and five (5) tower locations throughout the area. This system requires constant maintenance and upgrading of equipment on a regular basis for the system to remain highly functional for the critical needs of our public safety employees. The system has not had a complete evaluation in many years and with the expansions to the north, coverage has not been addressed. This project will consist of several phases potentially spread out over the next five years but higher focus on the current fiscal year and FY 25 to ensure we have a reliable and stable radio system for first responders. The FY25 phase will include an independent assessment of every tower site to include the equipment and tower maintenance as well as the equipment housed in the regional dispatch center. The second part of that plan will include the replacement of outdated or inoperable equipment at each site and PRCC. The next several years of this project will include the addition of a radio channel frequency to accommodate high risk events that need encrypted transmissions as well as continued upgrades to our current system to move toward a digital system.

Supports Goal #4

Tactical Operations Robot

Description

Purchase Tactical Operations Robot (TOR) and related accessories to support our department's tactical teams by providing real-time intelligence, enhancing situational awareness, and minimizing risks to human personnel. This purchase will replace an existing robot that is outdated and no longer repairable.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		45,000		\$45,000

Estimated Operating Impact

The estimated cost to purchase the robot and related accessories will be a one-time cost of \$45,000.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

This device will allow the department's tactical teams to assess situations from a safe distance, allowing officers to develop tactical plans without direct exposure and potential risk of loss of life.

Supports Goal #3

Recreation Services

White Spar Trailhead

Description

Construction of a trailhead off White Spar Road as it intersects with the Prescott Circle trail and proposed Bean Peaks Flow trails. The city will facilitate the construction and will be compensated from the US Forest Service.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Federal Grant		625,000		\$ 625,000

Estimated Operating Impact

This project will be fully funded by the US Forest Service. The non-cash contributions will be funded through the City's operating budget - project management, trail volunteers, equipment and administrative costs.

Justification (Benefit to Community or Legal Requirement)

Supports goals #2 through #4

Recreation Service Vehicle Replacement

Description

Fleet Maintenance in conjunction with Recreation Services is looking to replace four vehicles within the Department. The oldest vehicle being a 2000 and the newest vehicle being a 2005 and well over 100,000 miles on each vehicle. The list of vehicles scheduled for replacement is 928, 1040, 1087 and 1116.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	255,241	514,759		\$514,759

Estimated Operating Impact

No impact. Potential savings in maintenance and repair of older vehicles.

Justification (Benefit to Community or Legal Requirement)

Supports Goal #3

Capital Budget and Project Descriptions

Rec Services Pavement Preservation

Description

Perform pavement preservation in all the parks with paved surfaces. This will be added to the public works pavement preservation program.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		400,000	1,000,000	\$1,400,000

Estimated Operating Impact

With this program the parks operating budget will save money as we will not have to continue to repair and patch park roads as much.

Justification (Benefit to Community or Legal Requirement)

Stronger local economy and expanded tax base (Tourism-related) + well maintained parks and recreation areas. Asset preservation saving larger CIP cost for full replacement of surface.

Support Goal #3

Parks Maintenance Shop

Description

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

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	150,000	200,000		\$200,000
Streets Fund	100,000	200,000		\$200,000

Estimated Operating Impact

Positive impact after completion for asset preservation and security of assets.

Justification (Benefit to Community or Legal Requirement)

This will allow us to better organize the equipment and supplies while also securing them reducing the possibility of theft and protecting them from being vandalized.

Supports Goal #4

Light Pole Replacement

Description

Replacement of old wooden light poles used in the parks for field lighting.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		250,000	750,000	\$1,000,000

Capital Budget and Project Descriptions

Estimated Operating Impact

Upgrading to new LED lights when the pole is replaced will reduce the electrical line item as the LED will be more energy efficient than the current metal halide.

Justification (Benefit to Community or Legal Requirement)

Safety. Wooden poles are susceptible to damage from weather including high winds.

Supports Goals #3 and #4

Mower Replacement

Description

Replace Groundskeeper Mower 4500 for park maintenance.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		90,000		\$90,000

Estimated Operating Impact

Normal maintenance of equipment

Justification (Benefit to Community or Legal Requirement)

Normal maintenance of equipment

Supports Goal #3

Skidsteer

Description

Skidsteer. Multi use tractor for maintenance of parks, lakes, trails.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		65,000		\$65,000

Estimated Operating Impact

General maintenance of equipment

Justification (Benefit to Community or Legal Requirement)

This tractor is used to maintain City facilities to include parks, trails. It is also used for snow removal.

Supports Goal #3

Capital Budget and Project Descriptions

Glassford Dells Gateway Park

Description

Planning and construction of the Granite Dells Gateway Park (the 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	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	400,000	0	7,000,000	\$7,000,000

Estimated Operating Impact

There will be no impact on the operating budget for the Park planning.

Justification (Benefit to Community or Legal Requirement)

This project will provide for a park in the iconic Granite Dells and will become the gateway to approximately 1600 acres of City of Prescott owned open space.

Supports Goals #2 and #4

Glassford Dells Regional Park Land Purchase

Description

A partnership between the State of Arizona, Yavapai County, and the City of Prescott to purchase 3,200+ acres on Glassford Hill to create the Glassford Dells Regional Park to benefit the surrounding communities and the State of Arizona.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund	2,716,210	0	2,000,000	\$2,000,000

Estimated Operating Impact

No anticipated impact.

Justification (Benefit to Community or Legal Requirement)

The partnership desires to 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.

Supports Goal #4

Capital Budget and Project Descriptions

West Granite Creek Park Improvements

Description

Improvements to West Granite creek Park.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		0	500,000	\$500,000

Estimated Operating Impact

No initial impact. Future impact will be general maintenance and upkeep.

Justification (Benefit to Community or Legal Requirement)

This Park project will complement the recent addition of the Splash-park and the Granite creek corridor project. This will include a large pavilion and grass gathering area for community events as well as provide for a possible small farmers market in the future.

Supports Goals #2 through #4

Parks and Recreation Master Plan

Description

Updates to the 2008 Parks and Recreation Master Plan

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
General Fund		0	150,000	\$150,000

Estimated Operating Impact

No impact presently on the operating budget.

Justification (Benefit to Community or Legal Requirement)

This Master plan update will allow us to evaluate current and future Park needs.

Supports Goals #2 and #4

Capital Budget and Project Descriptions

Recreation Services – Golf Course

Golf Course Equipment

Description

Replace various equipment: Surround Mower \$45,000; Sandpro \$22,000; Fairway Mower \$70,000; Workman carts (4) \$50,000; 3500 Mower (1) \$45,000; Reel Grinder (1) \$58,000; Rough Mower \$80,000; 6500 Mower (1) \$80,000; Workman carts (4) \$55,000; Reel Deck (1) \$45,000

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Golf Course Fund		469,988	0	\$469,988

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

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.

Supports Goals #3

Public Works – Streets Circulation

Arterial Traffic Signal Coordination

Description

Installation of detection, communication, and controller upgrades along three arterial corridors and at various other signalized intersections to allow implementation of coordinated timing plans citywide.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		225,000	250,500	\$ 475,500
Streets Impact		75,000	83,500	\$ 158,500

Estimated Operating Impact

Initial costs for purchase of equipment, minor long-term maintenance costs for the lifetime of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

This project was identified in the Street IIP and will provide improved roadway capacity, level of service and reduced travel time on Whipple Street, Iron Springs Road, Sheldon Street and at various stand-alone intersections citywide.

4.6 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

Capital Budget and Project Descriptions

compliance, water and wastewater services. 4.8 Improve planning, budgeting, and management of the traffic flow, traffic enforcement, and pedestrian interface within the City.

4.8 Improved planning, budgeting, and management of traffic flow, traffic enforcement, and pedestrian interface within the City.

Downtown Bollard Project

Description

Purchase and installation of bollards as a permanent system for crowd protection from accidental or intentional vehicular attacks during events in the downtown area. This project will be phased over five years with the goal to complete at least one side per year of an intersection.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	0	100,000	400,000	\$500,000
Other Grant	0	200,000	800,000	1,000,000

Estimated Operating Impact

Initial costs for purchase of the bollards. There are grants available for the purchase of the bollards. There will be a decrease in operating costs, divisions must supply employees at an overtime rate, to block off City streets during events.

Justification (Benefit to Community or Legal Requirement)

Many city participating/sponsored events involve closure of several downtown streets. Traditionally, these closures have been accomplished with a variety of traffic control devices, contractual services and City trash trucks but with the demands on our vehicles and drivers and the cost of utilizing these resources on weekends and holidays, the Public Works Department, along with the Police Department propose incremental installation of street bollards to be permanently installed for use during these events that are attended by large crowds for protection from vehicle-related attacks and accidental crashes. The police department has successfully applied for AZ Department of Homeland Security grants for partial funding (\$45,000) and will continue to do so for as long as available or until the project is complete. The requested funding is to complete the project over 5 years.

4.6 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.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	160,000	200,000	1,000,000	\$1,200,000

Capital Budget and Project Descriptions

Estimated Operating Impact

Sidewalks are maintained by adjoining property owners in residential areas. In areas of City responsibility, long-term maintenance costs will be required for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

Improved sidewalks increase public health and safety, and provide an attractive, connected pedestrian circulation system.

4.6 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.

4.8 Improve pedestrian interface within the City.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	1,015,427	2,408		\$ 2,408
Street Impact Fee	338,476	22,592		\$22,592

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. Traffic signal and street lighting costs are anticipated. Maintenance of electronic traffic signal components and bulbs will impact the annual operating budget. Anticipated annual cost is \$5,000.

Justification (Benefit to Community or Legal Requirement)

This project will improve safety by providing traffic signal-controlled movements for vehicles, pedestrians, and bicyclists; along with improving sidewalk connections and ADA access.

4.6 Highly-rated City Services - delivering efficient and effective services including transportation with improved flow, well-maintained streets, and public safety.

4.8 Improved planning, budgeting, and management of traffic flow, traffic enforcement, and pedestrian interface within the City.

Capital Budget and Project Descriptions

Intersection Signalization Project

Description

This ongoing project is to design and install a 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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	13,731	0	787,500	\$787,500
Streets Impact			262,500	\$262,500

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

As traffic levels increase, the need to provide better control of the intersection operations becomes necessary. One way to improve operations is to install traffic signals at locations where turning movement safety is becoming an issue. This project provides funding for these improvements.

4.6 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.

4.8 Improve planning, budgeting, and management of the traffic flow, traffic enforcement, and pedestrian interface within the City

Willow Lake Road Turning Improvements

Description

Widening portions of Willow Lake Road to a three-lane section to allow construction of turn lanes.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			1,862,807	\$1,862,807
Streets Impact			1,862,806	\$1,862,806

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.

Justification (Benefit to Community or Legal Requirement)

Identified in the Street IIP. This will result in improved roadway capacity between Willow Creek Road and SR89 due to increasing traffic from growth.

4.6 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.

Capital Budget and Project Descriptions

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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			450,000	\$450,000

Estimated Operating Impact

No operating impact.

Justification (Benefit to Community or Legal Requirement)

This project will remove numerous properties (80+) from the FEMA designated floodplain.
 4.6 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.

Public Works – Street Reconstruction

Double D Road Reconstruction and Drainage Improvements

Description

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

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	100,000	1,170,000		\$1,170,000
County Contrib		130,000		\$ 130,000

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.

Justification (Benefit to Community or Legal Requirement)

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.

4.6 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.

Capital Budget and Project Descriptions

Miscellaneous Streets Projects

Description

This ongoing funding source is for smaller roadway projects that become a priority but were not specifically budgeted for within the Pavement Preservation, Rehabilitation and Reconstruction Programs.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	25,094	300,000	1,000,000	\$1,300,000

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

Justification (Benefit to Community or Legal Requirement)

This project will provide Public Works funding to address unforeseen roadway project needs as they are identified throughout the year.

4.6 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.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	2,787,919	51,520		\$51,520
Water Fund	1,095,254	20,239		\$20,239
WW Fund	1,095,254	20,241		\$20,241

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.

Justification (Benefit to Community or Legal Requirement)

Due to age and condition, full reconstruction of the roadway is required. A regional drainage basin will be constructed to address stormwater run-off.

Capital Budget and Project Descriptions

4.6 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.

McCormick/Sheldon Street Reconstruction – Gurley Street to Grove Avenue

Description

This project is for the reconstruction of N. McCormick Street from W. Gurley Street to W. Willis Street and includes W. Sheldon Street from W. Willis Street to Grove Avenue. Needed improvements include roadway surface, water, sewer and drainage improvements, as necessary.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			1,320,000	\$1,320,000
Water Fund			330,000	\$ 330,000

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

Justification (Benefit to Community or Legal Requirement)

Due to age and condition, full reconstruction of the roadway is required.

4.6 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.

Carleton Street Neighborhood Reconstruction and Drainage Improvements

Description

This project is for the reconstruction of Carleton Street from S. Cortez to S. Alarcon Street, also to include S. Alarcon Street from Carleton Street to Aubrey Street. Improvements include roadway, sidewalk, curb, drainage, water, sewer and limited streetscape improvements, as necessary.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			2,500,000	\$2,500,000

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, drainage, water and sewer systems. Long-term maintenance costs will be required for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

The 2006 Downtown Drainage Study identified the need for this project to reduce potential flooding. This project will enhance the downtown area by reducing the potential for street flooding, resulting in a higher level of safety and economic vitality for the general public and property owners. Due to age and condition, full reconstruction of the roadway is required. Mill and overlay will be used, when possible.

Capital Budget and Project Descriptions

4.6 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.

E. Willis Street Reconstruction

Description

This project is for the reconstruction of E. Willis Street from S. Cortez Street to S. Arizona Street. Improvements include roadway, sidewalk, curb, drainage, water, sewer and streetscape, as necessary.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			4,850,500	\$4,850,500
Water Fund			299,750	\$ 299,750
WW Fund			299,750	\$ 299,750

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.

Justification (Benefit to Community or Legal Requirement)

Due to age and condition, full reconstruction of the roadway, including sidewalk, curb and gutter is required. Additionally, the roadway geometry requires improvement to meet current AASHTO safety standards. Drainage crossings will also be upgraded from the current condition.

4.6 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.

W. Merritt Avenue Reconstruction

Description

This project is for the reconstruction of W. Merritt Avenue from N. Montezuma Street to Division Street. Improvements needed include roadway, sidewalk, curb and drainage improvements.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			2,450,000	\$2,450,000
Water Fund			50,000	\$ 50,000
WW Fund			25,000	\$ 25,000

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

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

Many of the streets in the Dexter Neighborhood have been improved in the last 10 years. Portions of W. Merritt Avenue have been addressed as utility lines have crossed, but the sections between intersections have not been addressed. In addition, this area is subject to minor flooding that could be improved with roadway drainage improvements. An area wide drainage study will be prepared to identify the scope of the necessary drainage improvements, prior to the design of the project.

4.6 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.

Sunset Avenue Reconstruction

Description

Pavement, drainage, and utility improvements on Sunset Avenue from Whipple Street to Fair Street.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			2,250,000	\$2,250,000

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

Justification (Benefit to Community or Legal Requirement)

This area is subject to minor flooding that will be improved with roadway drainage improvements. Sunset Avenue has been identified for pavement rehabilitation. Sunset has an undersized water main that will be upsized and looped to Fair Street.

4.6 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.

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

Capital Budget and Project Descriptions

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		10,000,000	50,000,000	\$60,000,000

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.

Justification (Benefit to Community or Legal Requirement)

The City has undertaken an ongoing asset management effort to maintain the condition of the City's roadway system. Maintenance of the street surface with preservation methods (rejuvenators, seal coats, chip seals, and other surface treatments) extends the life of the pavement. Rehabilitation of pavement surfaces (milling and repaving) is a less costly method of improving the condition of the roadway when the preservation methods have reached their effectiveness. A consistent preservation and rehabilitation program reduces the costs of full reconstruction of roadways.

4.6 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.

Pavement Reconstruction Program

Description

This is an annual program to address significant repair and reconstruction of city streets that have degraded beyond the Pavement Management Program's preservation and rehabilitation strategies. At the end of their functional lifecycle, work on these roads may be deferred due to the high cost of reconstruction, especially in areas requiring excavation, utility repairs or adjustments and grade and drainage work.

These areas are cost-prohibitive to our preservation program, but they remain as "backlog" in the city's pavement condition inventory and their poor condition reflects on our overall pavement condition index (PCI) rating and resident/customer satisfaction.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		4,000,000	20,000,000	\$24,000,000

Estimated Operating Impact

This work will reduce overall maintenance and operational expenses of the roads treated. After reconstruction, they will be preserved at a lower cost, pursuant to the Pavement Management Program.

Justification (Benefit to Community or Legal Requirement)

The City has undertaken a Pavement Management Program, the focus of which is to maintain our pavement infrastructure in the best condition possible through strategic pavement preservation. Typically, preservation strategies are more frequent, less expensive surface treatments like fog, slurry and micro seal and they provide the most cost-effective means of increasing our pavement

Capital Budget and Project Descriptions

condition index (PCI) and extending the lifecycle of our network. This program and our PCI suffer however, if roads in worse condition that require reconstruction are left untreated. By proceeding with the Pavement Management Program separately and addressing the backlog of pavements in need of reconstruction, we can see our overall PCI improve and address the backlog simultaneously.

The order of streets to be reconstructed will be determined through the technical condition survey, prioritized as a part of the Pavement Reconstruction Program, and executed within the budgetary allocation.

4.6 Highly-Rate 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.

Public Works – Drainage

Citywide Drainage Improvements Program

Description

This program addresses street drainage issues that result in drainage impacts to City infrastructure and neighboring properties. Some of the issues can be addressed through minor maintenance, others are not substantial enough to require complete street reconstruction. These projects are of a size and complexity that an engineering solution is required. The program will address various locations annually that are not a part of other capital improvement projects.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
County Contrib	875,000	600,000	3,000,000	\$3,600,000

Estimated Operating Impact

Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved drainage conditions. Long-term maintenance costs will be required for the life of any permanent infrastructure.

Justification (Benefit to Community or Legal Requirement)

This program will result in improved drainage functionality and reduction of drainage impacts to City infrastructure and neighboring properties.

4.6 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.

Dexter Neighborhood Drainage Improvements Phase 1

Description

This project will provide flood control infrastructure including storm drain, catch basins, and inlet structures within the Dexter Neighborhood to reduce flooding potential to neighborhood properties. A storm drain will be added to Whipple Street between Ruth Street and Campbell Street with inlet structures to capture stormwater prior to discharging into the neighborhood streets. The storm drain will route south in Campbell Street to Merritt Street where it will connect into the existing storm drain to provide more capacity. The system will then route east in Merritt

Capital Budget and Project Descriptions

Street and discharge into the North Fork of Granite Creek at approximately 1st Street south of Merritt Street.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		100,000	1,280,000	\$1,380,000

Estimated Operating Impact

Initial impact to the budget for the construction of the project with operation maintenance for the lifetime of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

Dexter Neighborhood is an older community within the City that was developed before more comprehensive flood control regulations and stormwater infrastructure were required. Flooding within the neighborhood is widespread and multiple flood control projects will be required to mitigate all flooding sources. This project will provide the initial flood control infrastructure to reduce flooding potential at the most severely impacted area within the neighborhood.

4.6 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.

Hornet Dr. Drainage Improvements

Description

This project will provide flood control infrastructure including storm drain, catch basins, and inlet structures within Hornet Drive to reduce flooding potential to neighborhood properties.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			250,000	\$250,000

Estimated Operating Impact

Initial impact to the budget for the construction of the project with operation maintenance for the lifetime of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

Yavapai Hills includes poorly designed flood control infrastructure which is not adequate to contain flows within the neighborhood streets. In 2020 drainage improvements were constructed to improve drainage for Hornet Drive as a Phase 1. These improvements were limited due to available funding at the time. Although these improvements did improve drainage for portions of the street, there are still areas where storm flows exceed the capacity of the street and negatively impacts private properties. Phase 2 will provide the required infrastructure to mitigate that flooding potential.

4.6 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.

Capital Budget and Project Descriptions

Sheldon Street Drainage Improvement

Description

This project is for drainage improvements in E. Sheldon Street between N. Alarcon Street and N. Montezuma Street. The project will improve the existing storm drain system to better accommodate drainage flows that currently impact the operation of the roadway and includes storm drainpipe, inlet improvements and minor pavement surface improvements.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund			2,050,000	\$2,050,000

Estimated Operating Impact

As a result of this project, maintenance after storm events will be reduced.

Justification (Benefit to Community or Legal Requirement)

The 2006 Downtown Drainage Study identified the need for this project to reduce potential flooding. This project will enhance the downtown area by reducing the potential for street flooding, resulting in a higher level of safety and economic vitality for the general public and property owners.

4.6 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.

Solid Waste

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.

The scales are proposed to be located within the existing Right of Way (ROW) south of the current scales. This will allow for better movement and smaller queues for transfer station customers. Bypass lanes will also be provided to allow movement of Fire and Police personnel as well as Transfer Station employees and vehicles.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	235,306	2,243,540		\$2,243,540
Solid Waste Fund		471,460		\$ 471,460

Estimated Operating Impact

There will be a one-time cost to design and construct the new Fee Booth Building and Inbound and Outbound Scales. Routine maintenance and upkeep will be required thereafter.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The City of Prescott Solid Waste Division operates a Transfer Station where customers can drop off household garbage, green waste (brush) and inert debris. The Transfer Station sees nearly 100,000 vehicles each year dropping off almost 70,000 tons of waste materials. The existing City Transfer Station has one set of scales, this new fee booth and inbound/outbound scales would have the ability to divert roughly 30% of the vehicles that come across our existing scales. It will help to reduce congestion and long queuing times for our customers. Thirty percent of diverted customers would be dropping off green waste (brush, shrubs and tree branches), inert debris (dirt, rock, concrete, asphalt and ceramic roof tiles) and customers picking up no cost wood chips.

5.1 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.

5.2 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.

4.6 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.

Vehicle Replacements - Residential

Description

Replace Vehicle #1148 F250 pickup with new pickup (Residential Collection)

Replace Vehicle #1455 2006 Kubota R420 new Kubota (Residential Collection)

Replace Vehicle #1496 2018 Peterbuilt 520 Side loader with new side loader (Residential Collection)

Replace vehicles with like items.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Solid Waste Fund	710,082	1,326,529	3,840,000	\$5,166,529

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.

Justification (Benefit to Community or Legal Requirement)

Replace aging equipment as approved by FARB. Equipment has a limited life span with increased maintenance costs after 10 years of service and high mileage counts. The costs to maintain this equipment have been escalating each year and, in some cases, vehicles have failed and are not usable. It is being recommended by Fleet Services and Public Works that this equipment be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age, mileage and condition of equipment. The replacements will reduce repair costs, improve abilities with equipment on job sites, increase safety of operation, offer safer roadway operation and improve appearance of city assets. It will also provide more efficient service and protection to citizens.

Capital Budget and Project Descriptions

4.6 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.

Vehicle Replacements – Transfer Station

Description

Replace Vehicle #1133 2005 F350 with new pickup (Transfer Station)

Replace Vehicle #1452 2015 Rotochopper MC266 with new Brush Grinder (Transfer Station)

Replace vehicles with like items.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Solid Waste Fund	57,062	1,094,710	540,000	\$1,634,710

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in 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.

Justification (Benefit to Community or Legal Requirement)

Replace aging equipment as approved by FARB. Equipment has a limited life span with increased maintenance costs after 10 years of service and high mileage counts. The costs to maintain this equipment have been escalating each year and, in some cases, vehicles have failed and are not usable. It is being recommended by Fleet Services and Public Works that this equipment be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age, mileage and condition of equipment. The replacements will reduce repair costs, improve abilities with equipment on job sites, increase safety of operation, offer safer roadway operation and improve appearance of city assets. It will also provide more efficient service and protection to citizens.

4.6 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.

Transfer Station/Street Maintenance Yard Paving

Description

This project consists of repaving portions of the pavement surface at the Sundog Transfer Station facility.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		200,000		\$200,000
Solid Waste Fund		800,000		\$800,000

Capital Budget and Project Descriptions

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 pavement.

Justification (Benefit to Community or Legal Requirement)

Due to the extensive use of the Sundog Transfer Station, the pavement surface has deteriorated to a point where replacement is required.

4.6 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.

5.2 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

New Side Loaders (5)

Description

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

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Solid Waste Fund	1,183,460	895,640		\$895,640

Estimated Operating Impact

One-time cost to purchase five new residential collection vehicles.

Justification (Benefit to Community or Legal Requirement)

In the FY23 Solid Waste Rate Study, the need for new staff and equipment were identified to maintain existing levels of service in response to growth and the need to redraw existing route boundaries for service efficiency and to maintain a right-sized fleet for the number of routes. These vehicles will assist in providing weekly collection services to over 22,000 residential customers.

4.6 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.

Vehicle Replacements – Commercial

Description

Replace Vehicle #1443 2016 Peterbuilt 320 front-loader with new front loader vehicle. (Commercial Collection). Replace vehicles with like items.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Solid Waste Fund	236,907	544,295	1,184,000	\$1,728,295

Capital Budget and Project Descriptions

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in 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.

Justification (Benefit to Community or Legal Requirement)

Replace aging equipment as approved by FARB. Equipment has a limited life span with increased maintenance costs after 10 years of service and high mileage counts. The costs to maintain this equipment has been escalating each year and, in some cases, vehicles have failed and are not usable. It is being recommended by Fleet Services and Public Works that this equipment be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age, mileage and condition of equipment. The replacements will reduce repair costs, improve abilities with equipment on job sites, increase safety of operation, offer safer roadway operation and improve appearance of city assets. It will also provide more efficient service and protection to citizens.

4.6 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.

Transfer Station Master Plan

Description

As identified in the Solid Waste Rate Study (2022), this project is to develop a long-term Transfer Station Facility Master Plan to meet the needs of the community and accommodate the City's growing population and evolving solid waste and recycling programs.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Solid Waste Fund		250,000		\$250,000

Estimated Operating Impact

In FY25 there will be one-time cost to bid and procure a consultant to conduct and write the Master Plan.

Justification (Benefit to Community or Legal Requirement)

The Master Plan will provide a strategy for upgrading and enhancing the Transfer Station Facility to: (a) Increase customer and employee safety, (b) Improve operational efficiency, (c) Improve employee working conditions, (d) Expand and adapt to changing future community needs, and (e) Enhance customer service.

4.6 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.

Capital Budget and Project Descriptions

5.1 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.

5.2 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

Transfer Station Expansion

Description

Design and construction of a new City Transfer Station that will consists of new building, customer drop off area, below ground scale, stationary boom crane, pull through loading tunnel, and miscellaneous fencing, pavement and concrete work around the facility.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Solid Waste Fund			8,755,000	\$8,775,000
County Contrib.			4,725,000	\$4,725,000

Estimated Operating Impact

In FY26 there will be a one-time cost to design a new Transfer Station building. In FY27 there will be a one-time cost to construct the new Transfer Station building. Routine maintenance and upkeep will be required thereafter.

Justification (Benefit to Community or Legal Requirement)

The City of Prescott Solid Waste Division operates a Transfer Station where customers can drop off household garbage, green waste (brush) and inert debris. The Transfer Station sees nearly 100,000 vehicles each year dropping off almost 70,000 tons of waste materials. The existing City Transfer Station was built in 1991 as a temporary facility to use while siting a new landfill location. Modifications to the original building have included extending the customer drop-off area and the addition of two (2) commercial bays. This existing building and facility layout are no longer meeting the needs of the customers, which include extended wait times, room to offload materials, congestion and heavy-duty vehicles and equipment intermingling with first time users.

4.6 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.

5.2 Service-oriented culture - Promote continuous process improvement which fosters better processes and procedures to improve customer service and provide quality service at the lowest possible cost to taxpayers.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	188,195		400,000	\$400,000
Solid Waste Fund	188,195		400,000	\$400,000

Estimated Operating Impact

This process is needed every two years to sell and make room for more building materials.

Justification (Benefit to Community or Legal Requirement)

Once the materials are crushed, they are reused by the City for projects and sold to citizens for various purposes.

Public Works – Water Distribution

Section 33 DA Water and Sewer Infrastructure

Description

New water and sewer main in section 33, per the Arizona Eco Development Agreement.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water System Impact B	50,000	1,270,000		\$1,270,000
Wastewater Impact A	50,000	5,230,000		\$5,230,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project is a requirement of the approved Development Agreement with Arizona Eco Development.

Goal 2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

Goal 4.6 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.

Capital Budget and Project Descriptions

Citywide Water Main Replacement Program

Description

This ongoing project is to 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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	2,910,051	3,000,000	8,500,000	\$11,500,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

Portions of the City's water system repaired with this project include mains of a smaller size than the current City standard and are constructed of galvanized, PVC and other pipe materials that are subject to breaks and subsequent repairs. Typically, these mains have been discovered to be shallow in depth and in poor condition. Continued repairs to undersized mains caused by leaks result in staff continually repairing the same main, service disruption, property damage and water loss. Many of these mains are in older subdivisions that have too many services on the small line which creates a capacity issue.

4.6 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.

Water Meter Replacement Program

Description

Replacement of all residential and commercial small water meters with Badger brand meters.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	1,600	1,771,000	5,010,000	\$6,781,000
State Grant	1,500,000	1,500,000	3,000,000	\$4,500,000

Estimated Operating Impact

A 5-year program starting in FY24 with \$2.5 Million each year equaling \$12.5 Million total.

Justification (Benefit to Community or Legal Requirement)

Currently, the distribution system has 13 different brands of meters. The age of the meters varies based on location, but some are as old as 1940's. As meters in the system age, their accuracy begins to wane. This program will allow utilities to replace every meter to increase accuracy of meter reading. Additionally, new equipment will allow for the development of an AMI system which will allow the City and customers alike to receive daily updates on water use, water quality parameters, and find faults in the system that leads to estimated bills or missed reads. At the culmination of this program, all water meters will be 5 years or less in age, provide the most

Capital Budget and Project Descriptions

accurate readings, and provide a vast amount of information about our water system to be available.

4.6 Highly Rated City Services - Perceived as and are (measurably) delivering efficient and effective services including water and wastewater systems.

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

Description

This project is to upsize the existing six (6") inch water line that currently supplies water to the Lower and Upper Thumb Butte Tanks to a new twelve (12") inch water line. This line will connect to the twelve (12") inch 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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	6,075	699,999	1,610,600	\$2,309,999
Water System Impact B	2,603	300,001	690,000	\$ 990,001
WW Fund	56,404	400,000	300,000	\$ 700,000

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

Justification (Benefit to Community or Legal Requirement)

The installation of this line would increase capacity to the area and to the Zone 24/27 water tanks that are located within the service area. This upsized main will also improve the capacity and fire flows to the Hassayampa Village and Thumb Butte service areas.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Water System Impact B		250,000		\$250,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project is a requirement of the approved Development Agreement with Deep Well Ranch.

Goal 2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

Capital Budget and Project Descriptions

Goal 4.6 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.

Quaka Crossing – YPIT Water Main Upgrade

Description

This project is to 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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	1,005,802	200,000		\$200,000

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.

Justification (Benefit to Community or Legal Requirement)

The Water and Wastewater Models Masterplan identified the need for this project due to age, condition and capacity of the existing infrastructure. The project will enhance water system capacity, fire flow capabilities and reliability within City Water Pressure Zone 0, the backbone of the City’s Water Distribution System.

Goal 4.6 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.

Copper and Lead Pipe Inventory

Description

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

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	240,400	159,600		\$159,600

Estimated Operating Impact

This is a two-year project that will finish in FY25.

Justification (Benefit to Community or Legal Requirement)

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

4.6 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.

North Airport Distribution System Loop

Description

This project is to construct 3,327 lineal feet of new twelve (12") inch water main to complete a distribution system loop around the Prescott Airport.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			525,000	\$ 525,000
Water System Impact B			1,575,000	\$1,575,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project serves existing and future development in Pressure Zone 12 by completing a distribution system loop.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

Zone 110 New Transmission Main

Description

The 2023 Water and Wastewater Model identifies 6 smaller projects to be completed over 3 separate model planning years 2027, 2032, and 2037. The first phase consists of installing two 12" valves and 282lf of 16" water line bore under Pioneer Parkway. The second phase will consist of appx 3,000lf of new 18" transmission main to replace an existing 12" pipe that currently feeds Zone 58 and appx 4,100lf of new 18" transmission main to provide a redundant feed to Embry Riddle. The final phase to be completed is to install appx 9,100lf of new 18" transmission main to replace an existing 12" pipe.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			4,115,000	\$4,115,000
Water System Impact B			4,115,000	\$4,115,000

Estimated Operating Impact

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

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The projects were identified in the 2023 Water and Wastewater Model update. Project will connect Zone 110 with Zone 58SE and increase the pipe supply capacity to Zone 58. These projects will also provide redundancy to Embury Riddle and isolate Zone 110 and Zone 0.

4.6 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. 4.8 Improve planning, budgeting, and management of the traffic flow, traffic enforcement, and pedestrian interface within the City.

Wilkinson/Larry Caldwell Drive Water Main Upsizing

Description

This project is to upsize 1,700 lineal feet of eight (8") inch water main to eighteen (18") inch water main along Wilkinson Drive from Larry Caldwell Drive to Airport Well No. 2.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			30,500	\$ 30,500
Water System Impact B			274,500	\$274,500

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

As the area north of the 89A is continually developing, the demand in the area continues to increase and the type of users are dictating a high volume required fire flow into the area. The existing eight (8") inch water main is undersized to meet these demands and will limit development in the area if it is not upsized.

4.6 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.

Arrowhead Distribution System Loop

Description

This project is to construct 3,000 lineal feet of eight (8") inch water main distribution system loop in Arrowhead Road from Iron Springs to Sidewinder.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			945,000	\$945,000

Estimated Operating Impact

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

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

This project will provide looping to improve fire flow pressures and flows.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

Zone 61 Water Main Upgrade

Description

This project is to construct 1,800 lineal feet of eight (8") inch water main in Zone 61 to create a distribution loop along Forest View Drive from Woods Trail to Enchanted Canyon Way.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets			500,000	\$ 500,000
Water Fund			3,505,000	\$3,505,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project will provide looping for Zone 61 to improve fire flow pressures and flows.

4.6 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.

SR69 Corridor Water Main

Description

This project is to design and construct a water main along SR69 from the U-haul location westward along the Frontier Village Shopping Center to the Zone 56/76 Pump Station at Heather Heights Drive.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			2,867,250	\$2,867,250
Water System Impact B			955,750	\$ 955,750

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

The City's Water Model identified improvements to the water system in this area. By completing this project, the City will be able to provide additional capacity and better domestic and fire flow service to the residential and commercial customers of this area.

Capital Budget and Project Descriptions

4.6 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.

Zone 40 and Zone 41 Water Main Upgrades

Description

This project will provide looping of the water systems for Zones 40 and 41. Improvements include: Zone 40 on Eagleview Road from Rosser Street to Soaring Drive; and Zone 41 on Garland Street from Willow Creek Road to Moall Drive, Victoria Street from Stevens Road to Green Lane, Arena Drive from Lester to 600 feet east, Sequoia Drive from Badger Road to Candlewood Road, and Northside Drive from Flora to Rosser Street. In conjunction with the water line improvements, minor wastewater, roadway and dry utility improvements are expected.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Street			300,000	\$300,000
Water Fund			588,750	\$588,750
Water System			196,250	\$196,250

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.

Justification (Benefit to Community or Legal Requirement)

The City's Water Model identified that looping of water mains in these zones will improve fire flow pressures and flows.

4.6 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.

Zone 48 Distribution System Loop

Description

This project is to construct 1,715 lineal feet of eight (8") inch water main distribution system loop in Zone 48 on White Cloud Lane, Meadowridge Road and Estrella Road.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			535,000	\$535,000

Estimated Operating Impact

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

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

This project will provide looping to improve fire flow pressures and flows.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

Zone 42 Pipeline Upgrade

Description

This project is to construct 474 lineal feet of eight (8") inch water main loop connections between River Oaks/Shinnery and Valley/Tabosa within Zone 42.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets			12,000	\$ 12,000
Water Fund			148,000	\$148,000
WW Fund			60,000	\$ 60,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project will provide looping to the southern part of Pressure Zone 42 to increase reliability and provide additional fire flows.

4.6 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.

Capital Budget and Project Descriptions

Public Works – Water Production

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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	40,517	10,000,000		\$10,000,000

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 pump stations, tank and water mains. Long-term maintenance costs will be required for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

The Water and Wastewater Models Masterplan identified the need for this project due to age and condition of existing infrastructure and/or new growth. The project will increase tank capacity and pump station capabilities to meet domestic demands and fire flows in this area.

4.6 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.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	7,192,578	1,812,500		\$1,812,500
Water System Impact B	7,192,578	1,812,500		\$1,812,500

Capital Budget and Project Descriptions

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.

Justification (Benefit to Community or Legal Requirement)

This project will provide the infrastructure needed to supply required redundancies to the existing water delivery system. This increases the overall reliability of the City's water supply system by allowing the airport production wells to support the entire water system.

4.6 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.

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 and will provide more reliable water delivery to the Longview subdivision.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	40,762	1,234,999		\$1,234,999
Water System Impact B	21,948	665,001		\$ 665,001

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project will allow the Longview Tank and pump station to be decommissioned.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund		125,000	9,925,000	\$10,050,000

Capital Budget and Project Descriptions

Estimated Operating Impact

Design in FY24, construction in FY25 - FY27 and on-going maintenance.

Justification (Benefit to Community or Legal Requirement)

The EPA has issued warnings about the setting of proposed and final Maximum Contaminate Levels (MCL) for the concentration of PFAS in the drinking water system. This project will fund the design and construction of the PFAS treatment system. The details are currently unknown as we await the announcement of the MCL.

4.6 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.

Zone 56 Tank and Pipeline and Zone 7 Pump Station

Description

This project is to construct a new 1.5-million-gallon tank and install 4,560 lineal feet of sixteen (16") inch piping from the new tank westward to U-Haul along SR69 for Zone 56. The project includes relocating and upsizing the existing Zone 7 Pump Station that feeds pressure zones east of Prescott Lakes Parkway.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	3,137,470	56,250		\$56,250
Water System Impact B	1,045,823	18,750		\$18,750

Estimated Operating Impact

Completion of this project will result in additional long-term tank maintenance including cleaning and painting. Completion of this project will also result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the pump station. Long-term maintenance costs will be required for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

The Water and Wastewater Models Masterplan has identified the need for a new water tank and piping within Zone 56 to provide fire flows required for commercial development along this corridor. The City's Water Model also identified the need for this project due to age and condition of the Zone 7 Pump Station. By completing this project, the City will be able to provide additional capacity, increase domestic and fire flows to residential and commercial customers, and provide redundancy for the Prescott Lakes Parkway Pump Station.

4.6 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.

Capital Budget and Project Descriptions

Production Well No. 6 AP - New

Description

This well is for drilling and equipping a new City drinking water production well. Additional wells in the Airport Zone 12 will increase operational efficiency and provide system redundancy to ensure continuous water supply to the City. It is anticipated that this well will produce approximately 950 gallons per minute (gpm).

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water System Impact B			4,915,000	\$4,915,000

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

Justification (Benefit to Community or Legal Requirement)

The 2023 Water and Wastewater Models Masterplan identified the need for this project. Due to age and condition, upgrades to the well are required. Associated parts and electrical controls are no longer available and/or no longer meet current codes and standards. Internal and external audits have flagged significant safety and reliability concerns for electrical components (motor control center, incoming power, no means of supporting external generator power) and security (window, door and walls are exposed to rain, temperature, animals, and access by intruders). This project will support economic development in the airport area.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

Production Well No. 1 CV - Rehabilitation

Description

This well is a City drinking water production well that produces approximately 860 gallons per minute (gpm). The equipment is aging and is nearing the end of its useful life. This project will provide new well equipment to ensure water supply to the City.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			4,900,000	\$4,900,000

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

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

Due to age and condition, upgrades to the well are required. The well house, electrical controls, and HVAC components are nearing the end of service life. This project will improve the reliability, environmental conditions, and health and safety effects of the well.

4.6 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.

Production Well No. 2 CV - Replacement

Description

This well is a City drinking water production well that produces approximately 1,050 gallons per minute (gpm). The equipment is aging and is nearing the end of its useful life. This project will provide new well equipment to ensure water supply to the City.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			4,900,000	\$4,900,000

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

Justification (Benefit to Community or Legal Requirement)

Due to age and condition, upgrades to the well are required. The well house, electrical controls, and HVAC components are nearing the end of service life. This project will improve the reliability, environmental conditions, and health and safety effects of the well.

4.6 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.

Zone 40 Cedarwood Tank Upsizing

Description

This project is to upsize the Zone 40 (Cedarwood Tank) from a 100,000-gallon tank to a 500,000-gallon tank.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			3,290,000	\$3,290,000

Estimated Operating Impact

No significant impact on the operating budget is expected as this is a replacement for an existing tank. Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the tank.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

This project will provide additional capacity in Zone 40 (Cedarwood Tank) area to provide fire flows to Pressure Zone 41.

4.6 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.

Zone 30 Pump Station

Description

This project is to construct a new booster pump station at Hidden Valley and Valley Ranch to convey water from Zone 16 to Zone 30.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			2,500,000	\$2,500,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project will provide additional capacity and redundancy for the Prescott Pines area.

4.6 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.

Upper Rancho Vista Pump Station Upgrade

Description

This project is to replace the existing Upper Rancho Vista Pump Station to provide required capacity.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			1,045,000	\$1,045,000

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

Justification (Benefit to Community or Legal Requirement)

The Water and Wastewater Models Masterplan identified the need for this project due to the age and condition of existing infrastructure and/or new growth. An upgrade of the existing station’s capacity is needed to enhance this area to provide increased capacity for new growth and water service to existing customers.

Capital Budget and Project Descriptions

4.6 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.

Public Works – Water Resources

Big Chino Water Ranch Study

Description

Updating engineering cost estimate for Big Chino Water Ranch Water Delivery Pipeline and Wellfield. Additional funds added for Aerial, Digital Elevation Model, Contour.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Alternative Water	179,568	300,000	460,000	\$760,000

Estimated Operating Impact

One time cost for the engineering estimate, if pipeline and wellfield proceed into a project, additional costs will be incurred.

Justification (Benefit to Community or Legal Requirement)

Updating engineering cost estimate, pipeline alignment, and easement acquisition, for Big Chino Water Ranch Water Delivery Pipeline. 90-percent design for the Big Chino Water Ranch Delivery Pipeline was completed in September 2007. Since then, the project has been on hold without any updates to the cost estimates for this project. Based on new discussions between the City of Prescott and its partners concerning this project, engineering analysis will need to be completed to accurately determine project costs based on current pricing. Since the pipeline alignment was set back in 2007, there have been numerous changes to ownership and development within the boundaries of the pipeline alignment. An analysis of the current alignment will need to be completed to determine if any new utility conflicts exist, new right-of-way has been made available, and other changes have occurred which make changes to the current alignment more feasible. Once the alignment analysis has been completed, the City can start negotiations with individual property owners to start the process of easement acquisition for the pipeline. Easement acquisition is scheduled to begin in FY26 or FY27.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Aquifer Protection Fee	317,249	682,751		\$682,751

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.

Justification (Benefit to Community or Legal Requirement)

Watson Lake has been identified as needing water quality improvements according to the Arizona Department of Environmental Quality's (ADEQ) Total Maximum Daily Load (TMDL) report which has been reviewed and approved by the US Environmental Protection Agency (EPA). Based on ADEQ's recommendations in the report, the City seeks to design and install water quality improvement features that will improve water quality and use of the lake for recreation purposes. The fish barrier will allow the lake to be stocked with herbivorous fish per Arizona Administrative Code requirements which will aid in the reduction of weeds in the lake and will improve boater safety and water quality. In addition, the bottom diffuse aerators are designed to reduce stratification and oxygen deficiencies caused by nutrient cycling.

4.5 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.

Watson Woods Conservation Easement

Description

The City of Prescott is contemplating establishing a conservation easement in Watson Woods; therefore, a study needs to be conducted.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Aquifer Protection Fee	35,059	200,000		\$200,000

Estimated Operating Impact

The study will be a one-time operating cost.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

To determine if the easement will impact the City's water recharge, a study needs to be conducted.

4.5 Natural Resource Preservation and Conservation - Engage in cooperative efforts with political entities to assure the preservation and conservation of our natural resources.

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	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund	87,884	3,768,750	9,862,500	\$13,631,250
WW Impact A	29,294	1,256,250	3,287,500	\$ 4,543,750

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.

Justification (Benefit to Community or Legal Requirement)

These two existing lift stations have the potential of overflowing into nearby Willow Lake. The removal of the lift stations provides a health benefit to the community as well as a potential economic and tourism benefit.

4.6 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.

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	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund	20,918	1,200,000		\$1,200,000
WW Impact A	31,376	1,800,000		\$1,800,000

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.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The Yavapai Hills No. 1 Lift Station is a critical City lift station that pumps flows generated by the Yavapai Hill Community into the Sundog WWTP drainage basin. The lift station is aged and starting to fail and requires excessive operation time and maintenance dollars. Rehabilitation will allow for continued, uninterrupted sewer operations.

4.6 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.

Sundog Trunk Main, Phase C

Description

The Sundog Trunk Main Phase C Project includes the replacement of 5300lf of undersized sewer main with the installation of new 18-inch and 24-inch diameter sewer main beginning southwest of Miller Creek Bridge at Miller Valley Road and continuing easterly to a new proposed lift station located near Granite Creek Park and 6th Street.

The project will also include the installation of approximately 27,000lf of new sewer force main from the new lift station to the southeast corner of Highway 89 and Prescott Lakes Parkway. The project is necessary for Centralization of the City's wastewater treatment to the Airport Water Reclamation Facility.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund	302,548	1,755,000	22,262,500	\$24,017,500
WW Impact A	162,910	945,000	11,987,500	\$12,932,500

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

Justification (Benefit to Community or Legal Requirement)

The 2023 Water and Wastewater Models Masterplan identified the need for this project. This project addresses capacity limitation with current and future infrastructure.

4.6 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.

Wildwood Lift Station Abandonments

Description

The project will include the replacement of an old, failing lift station in the Wildwood subdivision, with a new 8-inch gravity sewer main and 2 sewer manholes. The project will also include the removal of the existing wet well, pumps and electrical equipment as well as the abandonment of the existing force main.

Capital Budget and Project Descriptions

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund		820,000		820,000

Estimated Operating Impact

The project will eliminate an aged lift station the City inherited from the Wildwood HOA, and also eliminate future operating and maintenance costs by removing the lift station from the system.

Justification (Benefit to Community or Legal Requirement)

The project will increase operational efficiency of the wastewater collection system. At the completion of this project, the Wastewater Operations Division will have one less lift station in the system to operate and maintain.

4.6 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.

Manhole Repair and Replacement Program

Description

Creating a necessary program to rehabilitate and/or replace failing manholes within the wastewater collection system.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund		250,000	2,500,000	\$2,750,000

Estimated Operating Impact

Completion of the repairs or replacements will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the manhole. Long-term maintenance costs will be required for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

As a part of the Utilities Divisions Strategic Goal to provide efficient and effective wastewater services, the Wastewater Collections Division needs to rehabilitate or replace failing manholes. This project is in alignment with the City's Capacity, Management, Operations, and Maintenance (CMOM) Plan to reduce inflow & infiltration into the City's wastewater collection system, resulting in sanitary sewer overflows and significant impacts to the City's Sundog and Airport wastewater facilities.

4.6 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.

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	FY2024-25 Budget	Future Budget	Total Project Budget
WW Impact A	20,512	205,000	1,465,000	\$1,670,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This lift station was identified in the Prescott Lakes Sewer Master Plan as being required to convey sewer flows for the surrounding area due to the topography. Many potential developments have been advised of the need for a lift station before development can occur in this area. None of those developments have happened because the cost of a lift station is more than most developments can expend and still make a project viable. If the City constructs the lift station, a reimbursement district can be created which will recover the proportional share of the cost of the lift station from each lot as they connect. The construction of this lift station will promote economic development in this area.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

Granite Dells Ranch DA Force Main and Life Station

Description

Installation of 2,430lf of new 10" force main and lift station at highway 89 and Sideroad to Granite Dells Estates.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Impact A			3,550,000	\$3,550,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project is a requirement of the approved Development Agreement with Granite Dells Estates.

Goal 2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

Goal 4.6 Highly-Rated City Services – Perceived as and are (measurably) delivering efficient and

Capital Budget and Project Descriptions

effective services including transportation with improved flow, well-maintained streets, public safety, code compliance, water and wastewater services.

Willow Creek Trunk Main Upsize

Description

This project is to upsize the Willow Creek trunk main from Willow Lake Regional Lift Station, west to Cottonwood Lane, with 4,967 lineal feet of twelve (12") inch, 3,926 lineal feet of fifteen (15") inch, and 1,795 lineal feet of eighteen (18") inch sewer main.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			5,996,700	\$5,996,700
WW Impact A			1,998,900	\$1,998,900

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project addresses capacity limitation estimated by buildout.

4.6 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.

Rugar Airport Truck Main Phase 2

Description

5,700 ft of 24" HOBAS trunk main, from Fedex to Airport West Boundary. Project to be built concurrently with the airport runway extension.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Impact A			3,532,500	\$3,532,500
WW Fund			392,500	\$ 392,500

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

Justification (Benefit to Community or Legal Requirement)

Replacement of the current undersized trunk main to meet buildout demands, North of the airport.

Goal 2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

Goal 4.6 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.

Capital Budget and Project Descriptions

Willow Lake Dam Repair: Discharge Valve

Description

This project is to design and complete repairs and remediation measures identified by the Arizona Department of Water Resources (ADWR) Dam Safety Division. This phase will correct deficiencies for one large diameter valve at Willow Creek Dam and also provide required access at Willow Creek Dam. Future phases will address maintenance needs identified by City personnel and/or ADWR Dam Safety Inspectors.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			1,500,000	\$1,500,000

Estimated Operating Impact

There will be a one-time cost for the repair and continuing costs for maintenance.

Justification (Benefit to Community or Legal Requirement)

The Willow Creek Dam has a gate valve that is used to remove water from the lake as needed. Currently, this valve is inoperable, therefore, the City is unable to control the release of the water safely in the case of an overtopping of the dam. This project will allow for the replacement of this valve. If this valve is not replaced, surface water recharge will not be possible from Willow Lake and the lake could empty uncontrollably if the existing valve fails.

4.6 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.

Hassayampa Sewer Trunk Main Upsizing

Description

This project is for the upsizing of the Hassayampa sewer trunk main along Josephine Street from Plaza Drive to Miller Valley Road from six (6") inch main to up to fifteen (15") inch main for approximately 10,000 lineal feet.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			3,543,750	\$3,543,750
Wastewater Impact A			1,181,250	\$1,181,250

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

Justification (Benefit to Community or Legal Requirement)

The 2018 Water and Wastewater Models Masterplan identified the need for this project due to capacity limitations for new growth.

Capital Budget and Project Descriptions

4.6 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.

Ruger Road Phase 3

Description

Installation of appx 2,600LF of 30" HOBAS Gravity Main, from Fedex to Airport West Boundary. Project to be built concurrently with the airport runway extension.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Wastewater Impact A			2,736,000	\$2,736,000
WW Fund			304,000	\$ 304,000

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

Justification (Benefit to Community or Legal Requirement)

Replacement of the current undersized trunk main to meet buildout demands, North of the airport.

Goal 2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

Goal 4.6 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.

Sun Street Sewer Main Upgrade

Description

This project is to replace existing eight (8") inch sewer line on Sun Street with 500 lineal feet of eight (8") inch, 2,952 lineal feet of ten (10") inch, and 725 lineal feet of twelve (12") inch sewer line with adjusted inverts for steeper slopes to increase pipe capacity. The project includes installation of drainage improvements on Sun Street, east of Scott Drive.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			2,570,000	\$2,570,000

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

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The 2023 Water and Wastewater Models Masterplan identified the need for this project. The project will address capacity limitation in the existing system and historic drainage issues in the area.

4.6 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.

Peace Lane and Gail Garder Way

Description

This project is to install 176 lineal feet of ten (10") inch sewer main on Peace Lane and Gail Gardner Way.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			90,000	\$90,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project addresses capacity limitation in the existing system.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

Yavapai Hills Lift Station Force Main

Description

Installation of appx 7,800lf of 16" force main from Yavapai Hills Lift Station #1 along SR69.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			2,648,800	\$2,648,800
WW Impact A			3,973,200	\$3,973,200

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

The current force main was installed during the 1980s and is nearing the end of its serviceable life and is severely undersized. This project was identified in the 2023 Water and Wastewater Model to increase the size to accommodate current and future growth in Yavapai Hills area. This pipeline is

Capital Budget and Project Descriptions

vital to Yavapai Hills and a failure of the pipeline would leave the eastern portion of the wastewater system without service.

4.6 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.

Timber Ridge #1 Regional Lift Station Rehab

Description

Rehabilitation of the Timber Ridge #1 lift station.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			2,920,000	\$2,920,000

Estimated Operating Impact

There will be a one-time cost for the repair and continuing costs for maintenance for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

The Timber Ridge Regional Lift Station currently cannot be taken out of service for maintenance without having a secondary wet well. This project will add a secondary wet well with new pumps and will replace the pumps in the existing wet well with pumps that can be removed without performing a confined space entry. Justification is twofold: This project will correct the safety issue and add redundancy to the lift station.

4.6 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.

Montezuma Trunk Main Upsize

Description

This project is to install 513 lineal feet of eight (8") inch, 172 lineal feet of ten (10") inch, and 92 lineal feet of twelve (12") inch sewer main near Montezuma and Gurley Streets.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			1,886,250	\$1,886,250
WW Impact A			628,750	\$ 628,750

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project addresses capacity limitation in the existing system.

Capital Budget and Project Descriptions

4.6 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.

5th Street, 6th Street and Hillside Sewer Main Upsize

Description

This project is for the upsizing of sewer mains on 5th Street, 6th Street and Hillside Drive from Sundog Trunk sewer main near Granite Creek to 5th Street. In conjunction with the sewer main upsizing, a portion of 6th Street will be reconstructed.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			1,867,500	\$1,867,500
WW Impact A			207,500	\$ 207,500

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

Justification (Benefit to Community or Legal Requirement)

The 2023 Water and Wastewater Models Masterplan identified the need for this project due to age, condition, pipe slope deficiencies and capacity of the existing mains. Due to age and condition, full reconstruction of a portion of the 6th Street roadway is also required.

4.6 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.

Loma Rica and Skyline Lift Station Abandonment

Description

This project will include new 8-inch gravity sewer mains to serve the City parcels located in the Loma Cantante and Country Park Unit 4 Subdivisions. Existing force mains will be abandoned, and the existing wet wells, pumps, and electrical equipment will be removed as part of the project.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			1,990,000	\$1,990,000

Estimated Operating Impact

This project will eliminate two aged lift stations and will also eliminate future operation and maintenance costs for both lift stations being removed from the system.

Justification (Benefit to Community or Legal Requirement)

Project was identified in the Wastewater Model to increase operational efficiency of the wastewater collection system. At the completion of this project, the Wastewater Operations Division will have two less lift stations to operate and maintain.

Capital Budget and Project Descriptions

4.6 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.

Gurley, Sheldon, EZ Street and Roughrider Improvements

Description

This project is to install 646 lineal feet of eight (8") inch, 625 lineal feet of ten (10") inch, and 647 lineal feet of twelve (12") inch sewer mains on Gurley Street, Sheldon Street, EZ Street and Roughrider.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			885,000	\$885,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project addresses capacity limitation in the existing system.

4.6 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.

Wastewater Treatment

Centralization – Effluent Tank, Pipeline and SR89 Improvements

Description

This project is for the installation of a new effluent line in SR89 through the Granite Dells, and an additional effluent storage tank near Watson Lake Park. This project will also include the conversion of the existing effluent line to use for sewage conveyance to the Airport Water Reclamation Facility (AWRF) which will allow continued effluent delivery after the completion of the centralization projects. Upon completion of the utility infrastructure improvements, SR89 will be widened to 4 lanes.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets			7,875,000	\$ 7,875,000
Street Impact			7,875,000	\$ 7,875,000
WW Fund	185,773	1,291,845	13,520,000	\$14,811,845
WW Impact A		208,115	3,380,000	\$ 3,588,155

Estimated Operating Impact

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

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

The Water and Wastewater Models Masterplan identified the need for this project as part of centralization. By completing this project, the City will be able to remain in compliance with Federal and State requirements and complete the wastewater centralization projects.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

4.8 Improve planning, budgeting, and management of the traffic flow, traffic enforcement, and pedestrian interface within the City.

4.9 Cooperate with the state to improve traffic flow on state highways in City limits (Highways 89 and 69).

Effluent Tank Rehab

Description

This project is to sandblast and repaint the inside and outside of a 1.5-million-gallon effluent storage tank located at the Airport Water Reclamation Facility.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund		550,000		\$550,000

Estimated Operating Impact

There will be a one-time cost for the rehabilitation of the tank.

Justification (Benefit to Community or Legal Requirement)

This effluent water storage tank serves Antelope Hills Golf Course, Martin Marietta, Prescott Lakes Golf Club and multiple contractors for construction use. RFI Consultants performed a complete inspection, identifying many areas in poor condition inside and out. As a part of the Utilities Strategic Plan to provide efficient and effective wastewater services to its customers, this project will ensure continuous effluent water supply. If this project is not completed, the steel tank will continue to deteriorate and corrode to the point of failure. The inspection report is included to provide additional justification.

4.6 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.

Capital Budget and Project Descriptions

Centralization – Airport WRF Solids Handling Facility

Description

Replacement of the solids handling portion of the Airport Water Reclamation Facility (WRF).

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund		400,000	10,240,000	\$10,640,000
WW Impact A		100,000	2,560,000	\$ 2,660,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project is for the 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.

4.6 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.

Centralization – Airport WRF Expansion, Phase 2

Description

This project is for Phase 2 of the planned Airport Water Reclamation Facility (AWRF) expansion. This phase will increase plant capacity from 4.75 MGD to 7.5 MGD. This additional capacity will be utilized to accept additional flows from the upstream centralization projects and new development within the City.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			20,000,000	\$20,000,000
WW Impact A			5,000,000	\$ 5,000,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

The 2023 Water and Wastewater Models Masterplan identified the need for this project as part of centralization. By completing this project, the City will be able to remain in compliance with Federal and State requirements and implement the wastewater centralization project.

Expansion of the Airport WRF is needed to accept the flows from the Sundog WWTP that will be decommissioned as part of centralization. Centralization is the most cost-effective treatment method as it eliminates the need for significant Sundog Wastewater Treatment Plant upgrades.

Capital Budget and Project Descriptions

4.6 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.

Centralization – Sundog Equalization Basin and Plant Decommissioning

Description

This project is to construct peak wet weather equalization basins at the Sundog Wastewater Treatment Plant site and then to decommission the plant. This will complete the centralization projects and provide significant operational savings to the City.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund			1,840,000	\$1,840,000
WW Impact A			460,000	\$ 460,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

The Water and Wastewater Models Masterplan identified the need for this project as part of Centralization. The project will allow the treatment process to operate under normal conditions and reduce emergency measures during extreme moisture events. By completing this project, the City will also be able to remain in compliance with Federal and State requirements and implement the wastewater centralization project.

Additionally, this project will improve treatment ability and water quality discharge by reducing the peak volumes of water that instantaneously pass through the treatment process. Decommissioning of the Sundog plant will complete centralization.

4.6 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.

Capital Budget and Project Descriptions

Public Works – Facility, Vehicles, Other Capital

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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	578,753	4,530,000		\$4,530,000

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.

Justification (Benefit to Community or Legal Requirement)

In 2022, Street Maintenance purchased a prefabricated building from TriCity Prep School, due to Airport rezoning. The building has been disassembled and moved to the Sundog location; however, to avoid decay and spoilage of the building, it needs to be constructed as soon as possible. This building is large enough to facilitate the material mixing and storage areas to offer protection for the chloride-based Ice Slicer and raw cinders, as required by the EPA it must be covered.

4.6 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.

5.2 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.

Vehicle Replacement - Streets

Description

Vehicle #110 2005 F350 pickup truck with new pickup truck
 Vehicle #1218 2007 Peterbuilt 357 10-wheeler dump truck with new dump truck
 Vehicle #1413 2000 Imer USA Workman 250 Concrete trailed with new concrete trailer
 Vehicle #1431 2015 F550 Dump Truck with new dump truck pickup
 Vehicle #1432 2015 F550 Dump Truck with new dump truck pickup
 Replace vehicles with like items.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	460,214	2,600,709	3,337,000	\$5,937,709

Capital Budget and Project Descriptions

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in 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.

Justification (Benefit to Community or Legal Requirement)

Replace aging equipment as approved by FARB. Equipment has a limited life span with increased maintenance costs after 10 years of service and high mileage counts. The costs to maintain this equipment have been escalating each year and, in some cases, vehicles have failed and are not usable. It is being recommended by Fleet Services and Public Works that this equipment be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age, mileage and condition of equipment. The replacements will reduce repair costs, improve abilities with equipment on job sites, increase safety of operation, offer safer roadway operation and improve appearance of city assets. It will also provide more efficient service and protection to citizens.

4.6 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.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund		625,000		\$625,000

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in 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.

Justification (Benefit to Community or Legal Requirement)

Due to the complex excavations that Distribution and Production must complete, a vacuum truck can be used to remove debris without disturbing existing utilities. The current truck was deemed totaled by the insurance company and must be replaced. Without this purchase, Water utilities will have to borrow a vacuum truck from other entities. This truck will be outfitted custom to the needs of Distribution and will operate daily clearing excavations, valve cans, and assisting in daily routine maintenance of the distribution and production systems.

Capital Budget and Project Descriptions

4.6 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.

Vehicle Replacements – Water

Description

Replace vehicle #1451 2016 F550 pickup with new pickup

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	26,460	604,661	1,875,000	\$2,479,661

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in 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.

Justification (Benefit to Community or Legal Requirement)

Replace aging equipment as approved by FARB. Equipment has a limited life span with increased maintenance costs after 10 years of service and high mileage counts. The costs to maintain this equipment have been escalating each year and, in some cases, vehicles have failed and are not usable. It is being recommended by Fleet Services and Public Works that this equipment be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age, mileage and condition of equipment. The replacements will reduce repair costs, improve abilities with equipment on job sites, increase safety of operation, offer safer roadway operation and improve appearance of city assets. It will also provide more efficient service and protection to citizens.

4.6 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.

Vehicle Replacements – Wastewater

Description

Replace Vehicle #1439 1975 Boat with new boat (Wastewater Treatment)

Replace Vehicle #1465 2017 F750 pickup with new pickup (Wastewater Treatment)

Replace vehicles with like items.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund	147,380	589,190	3,555,000	\$4,144,190

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in the operating budget is expected because these are replacements for existing units that have

Capital Budget and Project Descriptions

developed extensive repair needs and result in higher gas consumption than newer technology vehicles.

Justification (Benefit to Community or Legal Requirement)

Replace aging equipment as approved by FARB. Equipment has a limited life span with increased maintenance costs after 10 years of service and high mileage counts. The costs to maintain this equipment have been escalating each year and, in some cases, vehicles have failed and are not usable. It is being recommended by Fleet Services and Public Works that this equipment be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age, mileage and condition of equipment. The replacements will reduce repair costs, improve abilities with equipment on job sites, increase safety of operation, offer safer roadway operation and improve appearance of city assets. It will also provide more efficient service and protection to citizens.

4.6 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.

Miscellaneous Water and Wastewater Projects

Description

Unforeseen and unexpected water and wastewater system failures happen from time to time due to the City's aging infrastructure. Repairs to water and wastewater pipe failures 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	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	46,831	352,000	1,760,000	\$2,112,000
WW Fund	26,343	198,000	990,000	\$1,188,000

Estimated Operating Impact

Completion of these projects will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the water and sewer system. Long-term maintenance costs will be required for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

The City is required to maintain a safe and adequate water supply and wastewater system to plan for contingencies in the event of a system failure.

4.6 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.

Capital Budget and Project Descriptions

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. The last update was planned for FY24.

Funding Sources	Prior Years Actual	FY2024-25 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

None.

Justification (Benefit to Community or Legal Requirement)

This data is used extensively by various City departments – Community Development, Economic Development, Fire, Police, Public Works, and Recreation Services – as well as outside consultants that the City of Prescott engages with.

4.6 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.

Wastewater Generator Replacement Program

Description

Creating a program to replace aged generators at Lift Stations. Generators are a necessity at lift stations to maintain operational control and power during grid electrical loss. Generators have a life span of 20 years and need to be replaced accordingly. The funds will create a life cycle replacement program for generators in use. Future program funds will be used to evaluate and add generators as needed to sites that do not currently have them installed.

The FY25 funds will be used to replace a generator at Ranch 1 Regional Lift Station and add a new generator to the Costco Lift Station.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund		100,000	500,000	\$600,000

Estimated Operating Impact

Completion of the generator replacements will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the generators. Long-term maintenance costs will be required for the life of the infrastructure.

Justification (Benefit to Community or Legal Requirement)

As a part of the Utilities Divisions Strategic Goal to provide efficient and effective wastewater service, wastewater collections need to replace the generators that have surpassed the 20-year life

Capital Budget and Project Descriptions

span. The outdated generators have age-related failures that put critical regional lift stations at risk of failure in the event of a power outage.

Areas that experience frequent power outages require standby generators at Lift Stations to have a redundant power supply, in the event of a grid electrical loss.

4.6 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. 4.8 Improve planning, budgeting, and management of the traffic flow, traffic enforcement, and pedestrian interface within the City.

Impact Fee Ordinance Project

Description

This project is to perform an updated rate and fee analysis associated with the water and wastewater models updates. The rate and fee analysis will review previously projected revenues and operating budgets, including the capital program, to identify projected rate and fee increases needed to meet revenue requirements for future infrastructure needs. An updated analysis is performed every five (5) years.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	14,823	25,000	81,250	\$106,250
Water System Impact B	14,823	25,000	86,750	\$111,750
WW Fund	14,823	25,000	81,250	\$106,250
WW Impact A	14,824	25,000	86,750	\$111,750

Estimated Operating Impact

Increases to revenues will set funding capabilities for current and future operating budgets, including capital requirements. An audit of the funding is also required every two (2) years.

Justification (Benefit to Community or Legal Requirement)

The updated analysis provides projected rate and fee increases necessary to meet the anticipated revenue requirements for constructing new and replacement infrastructure.

4.6 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.

Street Division Wing Plows (2)

Description

Purchase of two wing plows for snowplow vehicles.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		95,000		\$95,000

Estimated Operating Impact

One time cost to purchase attachments.

Capital Budget and Project Descriptions

Justification (Benefit to Community or Legal Requirement)

Wing plows, added to existing snow plowing equipment increase the efficacy of the plowing operation by providing a secondary plow blade to the trucks thus moving more snow and leaving a cleared surface. This equipment reduces the number of passes required to clear snow from roadways and reduces the time need to clear roadways for safe passage.

Vehicle Replacements - Engineering

Description

Replace Vehicle #1113 2005 F150 with new pickup
 Replace Vehicle #1197 2007 F150 with new pickup
 Replace vehicles with like items.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Engineering Fund		94,000	145,000	\$239,000

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in 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.

Justification (Benefit to Community or Legal Requirement)

Replace aging equipment as approved by FARB. Equipment has a limited life span with increased maintenance costs after 10 years of service and high mileage counts. The costs to maintain this equipment have been escalating each year and, in some cases, vehicles have failed and are not usable. It is being recommended by Fleet Services and Public Works that this equipment be replaced during this budget year. This recommendation is based on the condition and available service life of the vehicle. High maintenance and repair costs have occurred, including major component failure due to age, mileage and condition of equipment. The replacements will reduce repair costs, improve abilities with equipment on job sites, increase safety of operation, offer safer roadway operation and improve appearance of city assets. It will also provide more efficient service and protection to citizens.

4.6 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.

Capital Budget and Project Descriptions

City Shop UST

Description

Environmental remediation of the underground storage tanks at 433 N. Virginia.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets	17,506	42,853		\$42,853
Water Fund	5,349	13,786		\$13,786
WW Fund	1,459	3,361		\$ 3,361

Estimated Operating Impact

None.

Justification (Benefit to Community or Legal Requirement)

Required by ADEQ.

New Pavement Program Project Manager Vehicle

Description

Purchase of 4x4 pickup outfitted with construction/caution lights typical for Public Works and docking station for mobile office to support the Pavement Program Project Manager reclass.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		55,000		\$55,000

Estimated Operating Impact

Initial costs for purchase and long-term maintenance costs for the life cycle of the vehicle.

Justification (Benefit to Community or Legal Requirement)

The Street Maintenance Division has reclassified a supervisor position to the Pavement Program Project Manager. This is a distinct job that is separate from the Street Maintenance operations. The truck formerly used by the Division Supervisor is still in use by the Street Maintenance team and Leads in the projects and operations of that group.

The Pavement Project Manager visits multiple job sites daily to oversee contractors' work and to inspect and evaluate pavement conditions around the city. The truck will serve as a mobile office with laptop docking station.

4.6 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.

Capital Budget and Project Descriptions

Streets Division Riding Snowplow/Sweeper

Description

Purchase of new Toro 72524 Grandstand Multiforce Stand-on mower with broom and snowplow attachments.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund		42,000		\$42,000

Estimated Operating Impact

One time purchase of equipment, then long-term maintenance for the life of the equipment.

Justification (Benefit to Community or Legal Requirement)

While most sidewalks are the adjacent property owner's responsibility, the Street Maintenance Division for certain sidewalks around the city. These responsibilities include but are not limited to clearing snow, cinders, and other debris from certain sidewalks around the city. This piece of equipment will be used to clear City maintained sidewalks from snow and cinders after a storm. It will also be used to mow smaller areas of right-of-way that larger mowers are unable to access.

4.6 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.

Wastewater Utility Vehicle Replacement

Description

Replacement of outdated utility vehicle.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
WW Fund		18,000		\$18,000

Estimated Operating Impact

Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction in 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.

Justification (Benefit to Community or Legal Requirement)

Airport Treatment plant personnel utilize golf/transport carts for transportation of personnel and tools around the facility. These carts are nearing the end of their usable life. This purchase will allow one cart to be retired and replaced.

4.6 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.

Capital Budget and Project Descriptions

Storm Ranch DA Water and Sewer Mains Installation

Description

Installation of new water and sewer to support the Storm Ranch Development. 1,700lf of 12" gravity sewer and 2,900lf of force main along with 3,300lf of 12' water main to connect Storm Ranch Development from Sundog Ranch Road to Prescott Lakes Parkway.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund			347,500	\$347,500
Water System Impact B			347,500	\$347,500
WW Impact A			420,000	\$420,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project is a requirement of the approved Development Agreement with Storm Ranch.

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	FY2024-25 Budget	Future Budget	Total Project Budget
Streets Fund	6,354		3,350,000	\$3,350,000

Estimated Operating Impact

Impacts to the operating budget would include building maintenance.

Justification (Benefit to Community or Legal Requirement)

The existing spreader rack was constructed without the benefit of engineering and requires employees to climb up onto the trucks to install, secure and deploy the equipment, often during inclement weather. This poses many hazards to the employees including slips and falls from as much as 12 feet, several hand and limb crushing points and head bumps and impact points. The new rack will eliminate most of these hazards and will be structurally sound. There will also be benefit to the life of the spreaders from the rack structure being covered and having protection from the elements.

4.6 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.

5.2 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

Capital Budget and Project Descriptions

Water and Wastewater Model Update

Description

Every five years the City hires engineers to update the water and wastewater models. Through utilization of the models, capital improvement needs are prioritized in relation to identified deficiencies (low pressure, inadequate fire flows, inflow and infiltration, condition and age, critical services, etc.)

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water Fund	1,351		90,000	\$ 90,000
Water System Impact B	1,351		90,000	\$ 90,000
WW Fund	2,401		160,000	\$160,000
WW System Impact A	2,401		160,000	\$160,000

Estimated Operating Impact

The models need to be updated every five years to ensure the City has the most up to date information.

Justification (Benefit to Community or Legal Requirement)

The models provide reliable water and wastewater utility service to the community in conformance with regulatory requirements. Additionally, the model document identifies the City's Capital Improvement Plan (CIP) and Infrastructure Improvement Plan (IIP).

Deep Well Ranch DA Water and Wastewater Infrastructure

Description

Installation of water and sewer mains to supply the annexation area northwest of the airport. Appx 6,900lf of new 16" water main connecting from Zone 12 existing pipe to Deep Well Ranch parcel. Install new lift station, appx 1,000lf of new 8" force main, appx 2,600lf of new 16" gravity sewer to Deep Well Ranch parcel.

Funding Sources	Prior Years Actual	FY2024-25 Budget	Future Budget	Total Project Budget
Water System Impact B			3,000,000	\$3,000,000
WW Impact B			8,305,000	\$8,305,000

Estimated Operating Impact

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

Justification (Benefit to Community or Legal Requirement)

This project is a requirement of the approved Development Agreement with Deep Well Ranch.

2.2 Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development.

4.6 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.

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2025 Budget	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	Future Years	Total
Airport - City Only Funded								
Airport Pavement Preservation Program - City	G	699,041	575,670	603,702	550,757	750,000	750,000	3,929,170
Bottleneck Hangar Complex Improvements	G	269,832	-	-	-	-	-	269,832
Airport Vehicle and Equipment - New	G	100,000	200,000	-	-	-	-	300,000
Airport Vehicle and Equipment - Replacements	G	80,000	550,000	-	-	-	-	630,000
Airport Master Lock System	G	50,000	-	-	-	-	-	50,000
Total		1,198,873	1,325,670	603,702	550,757	750,000	750,000	5,179,002
Airport - Grant Funded								
Land Acquisition - Airport Protection	G, GR	13,584,536	-	-	-	-	-	13,584,536
ARFF/SRE Facility	G, GR	750,000	-	8,400,000	5,600,000	-	-	14,750,000
Runway 12-30 Rehabilitation, Lighting, and Signage Improvements	G, GR	600,000	-	-	-	-	-	600,000
Runway 3R/21L Extension	G, GR	388,942	802,632	2,000,000	2,000,000	34,000,000	34,000,000	73,191,574
UL Avgas and Ramp Runup; Bypass	G, GR	258,512	-	-	-	-	-	258,512
Strategic Academic Flight Education (SAFE) Complex	G, GR	190,000	-	-	-	-	-	190,000
ADOT APMS RW3L21R & RW1230	G, GR	102,812	-	-	-	-	-	102,812
TWY C Realignment, R1M and Hotspot Mitigation	G, GR	77,927	-	-	-	-	-	77,927
Perimeter Security Upgrades	G, GR	10,000	-	-	-	-	-	10,000
Taxiway-D Rehabilitation	G, GR	-	2,842,105	-	-	-	-	2,842,105
Taxiway-E Rehabilitation	G, GR	-	375,000	3,600,000	-	-	-	3,975,000
RW 12-30 Pavement Rehabilitation Design and Construction	G, GR	-	350,000	3,300,000	-	-	-	3,650,000
ARFF - Index B Truck	G, GR	-	105,000	945,000	-	-	-	1,050,000
Taxiway-F Rehabilitation	G, GR	-	-	-	450,000	450,000	-	900,000
Airport Master Plan-Update	G, GR	-	-	-	-	500,000	-	500,000
West Ramp Rehabilitation	G, GR	-	-	-	-	-	2,105,263	2,105,263
North Ramp Rehabilitation	G, GR	-	-	-	-	-	-	-
Runway 3L/21R Lighting and Signage	G, GR	-	-	-	-	-	-	-
RWY 3L/21R PAPIS	G, GR	-	-	-	-	-	-	-
E.A. Love Statue	DON	-	-	-	-	-	-	-
Total		15,962,729	4,474,737	18,245,000	8,050,000	34,950,000	36,105,263	117,787,729
Funding Source								
Airport Fund (General Fund)		7,762,593	1,491,913	1,307,327	1,710,757	17,382,500	17,377,631	47,032,721
Airport Revenue		43,848	-	-	-	-	-	43,848
Grant Funds		9,355,161	4,308,494	17,541,375	6,890,000	18,317,500	19,477,632	75,890,162
Gifts/Donations Fund		-	-	-	-	-	-	-
Facilities Maintenance								
New City Hall Improvements	GF, S,W,WWW,	2,980,123	-	-	-	-	-	2,980,123
New City Hall Generator	GF, S,W,WWW,	533,875	-	-	-	-	-	533,875
Parking Lots; replacement/refurbished	F	250,000	250,000	250,000	250,000	-	-	1,000,000
Library ADA Parking Imp Project	F	112,500	-	-	-	-	-	112,500
Exhaust Capture System	G	200,000	-	-	-	-	-	200,000
City Wide Card Lock System	F	150,000	-	-	-	-	-	150,000
Total		4,226,498	250,000	250,000	250,000	-	-	4,976,498
Fire Department								
Vehicle Replacements - Fire Department	G	3,496,574	1,925,000	1,350,000	747,500	1,323,000	5,251,656	14,093,730
Fire Station 73 Structural Station Relocation	G	2,809,000	10,584,000	-	-	-	-	13,393,000
Fire Station 76 (Build #1)	G,IMP	1,949,000	10,584,000	-	-	-	-	12,533,000
Fire Station 72 Remodel and Addition	G	1,510,000	7,560,000	-	-	-	-	9,070,000
Fire Training Center Improvements	G,GR	750,000	750,000	-	-	-	-	1,500,000
Fire Station Alerting Modernization Project	G	350,000	-	-	-	-	-	350,000
Self Contained Breathing Apparatus (SCBA) Air Compressor	G	115,000	-	-	-	-	-	115,000
Fire Status Management Software	G	66,502	-	-	-	-	-	66,502
Self-Contained Breathing Apparatus (SCBA) Decontamination Mach	G	37,000	-	-	-	-	-	37,000
ARFF-Aqueous Film Forming Foam (AFFF) Testing Equipment	AP	35,000	-	-	-	-	-	35,000
Lucas Chest Compression System Device	G	30,000	-	-	-	-	450,000	480,000
Thermal Imaging Cameras	G	-	174,000	-	-	-	-	174,000
Public Safety Training Center Relocation	G	-	-	20,790,000	-	-	-	20,790,000
Cardiac Heart Monitor	G	-	-	601,676	-	-	-	601,676
Fire Station 71 Remodel	G	-	-	-	2,106,000	-	-	2,106,000
Self Contained Breathing Apparatus (SCBA)	G	-	-	-	700,000	-	-	700,000
Fire Station 77 (Build #2)	G,IMP	-	-	-	-	-	20,909,600	20,909,600
Fire Station 75 Remodel	G	-	-	-	-	2,125,000	-	2,125,000
Fire Station 74 Remodel	G	-	-	-	-	-	2,314,000	2,314,000
Total		11,148,076	31,577,000	22,741,676	3,553,500	3,448,000	28,925,256	101,393,508
Fleet								
Six Vehicle Wheel Lifts	FM	100,000	-	-	-	-	-	100,000
Replacement Pressure Washer on Virginia Street Complex	FM	25,000	-	-	-	-	-	25,000
Total		125,000	-	-	-	-	-	125,000
Information Technology								
Mingus Tank Site Tower Replacement	G,W,WWW	60,000	-	-	-	-	-	60,000
Vehicle Replacements - IT	G	-	50,000	-	-	-	-	50,000
Total		60,000	50,000	-	-	-	-	110,000

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2025 Budget	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	Future Years	Total
Library								
Disk Repair Machine	G	12,000	-	-	-	-	-	12,000
Branch Library	GF,IMP,DON	-	755,160	6,944,745	-	-	8,026,600	15,726,505
Automated Materials Handler-Library	G	-	-	200,000	-	-	-	200,000
Total		12,000	755,160	7,144,745	-	-	8,026,600	15,938,505
Police Department								
Vehicle Replacements	G	1,274,000	785,000	860,000	685,000	780,000	-	4,384,000
Property and Evidence Facility		700,000	7,630,000	-	-	-	-	8,330,000
New Vehicles	G	585,000	315,000	330,750	-	-	-	1,230,750
Firing Range Improvement		475,000	-	-	-	-	-	475,000
Police Facility Expansion	G,IMP	241,000	-	-	28,917,000	-	-	29,158,000
Police Facility Enhancements and Renovation	G	205,000	-	-	-	6,361,740	-	6,566,740
Radio Tower Equipment Upgrades	G	1,500,000	-	-	-	-	-	1,500,000
Tactical Operations Robot	G	45,000	-	-	-	-	-	45,000
Total		5,025,000	8,730,000	1,190,750	29,602,000	7,141,740	-	51,689,490
Recreation Services								
White Spar Trailhead	G,GR	625,000	-	-	-	-	-	625,000
Recreation Service Vehicle Replacement	G	514,758	-	-	-	-	-	514,758
Rec Services Pavement Preservation	G	400,000	200,000	200,000	200,000	200,000	200,000	1,400,000
Parks Maintenance Shop	G, S	400,000	-	-	-	-	-	400,000
Light Pole Replacement	G	250,000	250,000	250,000	250,000	-	-	1,000,000
Mower Replacement	G	90,000	-	-	-	-	-	90,000
Skidsteer	G	65,000	-	-	-	-	-	65,000
Glassford Dells Gateway Park	G,GR	-	3,500,000	3,500,000	-	-	-	7,000,000
Glassford Dells Regional Park Land Purchase	G,GR	-	1,000,000	1,000,000	-	-	-	2,000,000
West Granite Creek Park improvements	G	-	500,000	-	-	-	-	500,000
Parks and Recreation Master Plan	G	-	150,000	-	-	-	-	150,000
Total		2,344,758	5,600,000	4,950,000	450,000	200,000	200,000	13,744,758
Recreation Services - Golf Course								
Golf Course Equipment	GC	469,988	-	-	-	-	-	469,988
Total		469,988	-	-	-	-	-	469,988
Public Works								
<u>Street Circulation</u>								
Arterial Traffic Signal Coordination	S,IMP	300,000	334,000	-	-	-	-	634,000
Downtown Bollard Project	S,GR	300,000	300,000	300,000	300,000	300,000	-	1,500,000
Sidewalk Repair and Replacement Program	S	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
Prescott Lakes Pkwy & Sundog Ranch Rd Intersection Improvements	S,IMP	25,000	-	-	-	-	-	25,000
Intersection Signalization Project	S,IMP	-	-	100,000	950,000	-	-	1,050,000
Willow Lake Road Turning Improvements	S,IMP	-	-	-	370,000	3,355,613	-	3,725,613
Willow Creek Berm Improvement	S	-	-	-	50,000	400,000	-	450,000
Total		825,000	834,000	600,000	1,870,000	4,255,613	200,000	8,584,613
<u>Street Reconstruction</u>								
Double D Rd Reconstruction and Drainage Improvements	S,CC	1,300,000	-	-	-	-	-	1,300,000
Miscellaneous Streets Projects	S	300,000	200,000	200,000	200,000	200,000	200,000	1,300,000
Penn Avenue and Eastwood Drive Reconstruction	S,W,WW	92,000	-	-	-	-	-	92,000
McCormick/Sheldon St Reconstruction - Gurley Str to Grove Ave	S,W	-	-	-	150,000	1,500,000	-	1,650,000
Carleton St Neighborhood Reconstruction & Drainage Improvements	S	-	-	-	-	250,000	2,250,000	2,500,000
E. Willis Street Reconstruction	S,W,WW	-	-	-	-	-	5,450,000	5,450,000
W. Merritt Avenue Reconstruction	S,W,WW	-	-	-	-	-	2,525,000	2,525,000
Sunset Avenue Reconstruction	S	-	-	-	-	-	2,250,000	2,250,000
Total		1,692,000	200,000	200,000	350,000	1,950,000	12,675,000	17,067,000
<u>Street Preservation, Rehabilitation and Maintenance</u>								
Pavement Preservation Program	S	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	60,000,000
Pavement Reconstruction Program	S	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	24,000,000
Total		14,000,000	14,000,000	14,000,000	14,000,000	14,000,000	14,000,000	84,000,000
<u>Drainage</u>								
Citywide Drainage Improvements Program	S,CC	600,000	600,000	600,000	600,000	600,000	600,000	3,600,000
Dexter Neighborhood Drainage Improvements Phase 1	S	100,000	640,000	640,000	-	-	-	1,380,000
Hornet Dr. Drainage Improvements	S	-	250,000	-	-	-	-	250,000
Sheldon Street Drainage Improvements	S	-	-	250,000	1,800,000	-	-	2,050,000
Total		700,000	1,490,000	1,490,000	2,400,000	600,000	600,000	7,280,000

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2025 Budget	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	Future Years	Total
<u>Solid Waste</u>								
Solid Waste Additional Fee Booth and Scales	SW,S	2,715,000	-	-	-	-	-	2,715,000
Vehicle Replacements - Residential	SW	1,326,529	1,177,000	776,000	800,000	1,087,000	-	5,166,529
Vehicle Replacements - Transfer Station	SW	1,094,710	350,000	-	190,000	-	-	1,634,710
Transfer Station/Street Maintenance Yard Paving	S,SW	1,000,000	-	-	-	-	-	1,000,000
New Side Loaders (5)	SW	895,640	-	-	-	-	-	895,640
Vehicle Replacements - Commercial	SW	544,295	382,000	-	390,000	412,000	-	1,728,295
Transfer Station Master Plan	SW	250,000	-	-	-	-	-	250,000
Transfer Station Expansion	SW,CC	-	500,000	1,000,000	6,000,000	6,000,000	-	13,500,000
Inert - Concrete Crushing	S,SW	-	400,000	-	400,000	-	-	800,000
Total		7,826,174	2,809,000	1,776,000	7,780,000	7,499,000	-	27,690,174
<u>Water Distribution</u>								
Section 33 DA Water and Sewer Infrastructure	WW,IMP,W-	6,500,000	-	-	-	-	-	6,500,000
Citywide Water Main Replacement Program	W,WW	3,000,000	1,500,000	2,500,000	1,500,000	1,500,000	1,500,000	11,500,000
Water Meter Replacement Program	W,GR	3,271,000	3,570,000	2,970,000	1,470,000	-	-	11,281,000
Zone 24/27 Water Pipeline Upsizing - Thumb Butte Rd to Upper Tank	W,W,IMP,	1,400,000	2,600,000	-	-	-	-	4,000,000
Deep Well Water Infrastructure DA	W,IMP	250,000	-	-	-	-	-	250,000
Quaka Crossing- YPIT Water Main Upgrade	W	200,000	-	-	-	-	-	200,000
Copper and Lead Pipe Inventory	W	159,600	-	-	-	-	-	159,600
North Airport Distribution System Loop	W,IMP	-	-	1,125,000	975,000	-	-	2,100,000
Zone 110 New Transmission Main	W,IMP	-	-	285,000	-	-	7,945,000	8,230,000
Wilkinson/Larry Caldwell Drive Water Main Upsizing	W,IMP	-	-	-	305,000	-	-	305,000
Arrowhead Distribution System Loop	W	-	-	-	-	80,000	865,000	945,000
Zone 61 Water Main Upgrade	S,W	-	-	-	-	-	4,005,000	4,005,000
SR69 Corridor Water Main	W,IMP	-	-	-	-	-	3,823,000	3,823,000
Zone 40 and Zone 41 Water Main Upgrades	S,W,IMP	-	-	-	-	-	1,085,000	1,085,000
Zone 48 Distribution System Loop	W	-	-	-	-	-	535,000	535,000
Zone 42 Pipeline Upgrade	S,W,WWW	-	-	-	-	-	220,000	220,000
Total		14,780,600	7,670,000	6,880,000	4,250,000	1,580,000	19,978,000	55,138,600
<u>Water Production</u>								
Zone 41 Mingus Pump Station, Tank and Pipeline	W	10,000,000	-	-	-	-	-	10,000,000
Water Production & Intermediate Pump Station, Tanks & Pipeline	W,IMP	3,625,000	-	-	-	-	-	3,625,000
Zone 52 Water Main Connect to Northwest Regional Tank	W,IMP	1,900,000	-	-	-	-	-	1,900,000
PFAS Remediation	W	125,000	2,975,000	4,100,000	2,850,000	-	-	10,050,000
Zone 56 Tank and Pipeline and Zone 7 Pump Station	W,IMP	75,000	-	-	-	-	-	75,000
Production Well No. 6 AP - New	IMP	-	-	-	-	400,000	4,515,000	4,915,000
Production Well No. 1 CV - Rehabilitation	W	-	-	-	-	-	4,900,000	4,900,000
Production Well No. 2 CV - Replacement	W	-	-	-	-	-	4,900,000	4,900,000
Zone 40 Cedarwood Tank Upsizing	W	-	-	-	-	-	3,290,000	3,290,000
Zone 30 Pump Station	W	-	-	-	-	-	2,500,000	2,500,000
Upper Rancho Vista Pump Station Upgrade	W	-	-	-	-	-	1,045,000	1,045,000
Production Well No. 3 CV - Rehabilitation	W	-	-	-	-	-	-	-
Total		15,725,000	2,975,000	4,100,000	2,850,000	400,000	21,150,000	47,200,000
<u>Water Resources</u>								
Big Chino Water Ranch Study	AW	300,000	230,000	230,000	-	-	-	760,000
Total		300,000	230,000	230,000	-	-	-	760,000
<u>Water Quality</u>								
Watson Lake Improvements	W-A	682,751	-	-	-	-	-	682,751
Watson Woods Conservation Easement	W-A	200,000	-	-	-	-	-	200,000
Total		882,751	-	-	-	-	-	882,751
<u>Wastewater Collections</u>								
Willow Creek Gravity Sewer	WW,IMP	5,025,000	10,250,000	400,000	2,500,000	-	-	18,175,000
Yavapai Hills #1 Lift Station Rehabilitation	WW,IMP	3,000,000	-	-	-	-	-	3,000,000
Sundog Trunk Main, Phase C	WW,IMP	2,700,000	10,000,000	10,000,000	10,000,000	4,250,000	-	36,950,000
Wildwood Lift Station Abandonments	WW	820,000	-	-	-	-	-	820,000
Manhole Repair and Replacement Program	WW	250,000	500,000	500,000	500,000	500,000	500,000	2,750,000
Prescott Lakes Parkway Lift Station	IMP	205,000	-	-	1,465,000	-	-	1,670,000
Granite Dells Ranch DA Force Main and Lift Station	IMP	-	355,000	3,195,000	-	-	-	3,550,000
Willow Creek Trunk Main Upsize	WW,IMP	-	-	750,000	3,110,000	4,135,600	-	7,995,600
Ruger Airport Trunk Main Phase 2	WW,IMP	-	-	-	350,000	3,575,000	-	3,925,000
Willow Lake Dam Repair: Discharge Valve	WW	-	-	-	-	1,500,000	-	1,500,000
Hassayampa Sewer Trunk Main Upsizing	WW,IMP	-	-	-	-	400,000	4,325,000	4,725,000
Ruger Road Phase 3	WW,IMP	-	-	-	-	300,000	2,740,000	3,040,000
Sun Street Sewer Main Upgrade	WW	-	-	-	-	250,000	2,320,000	2,570,000
Peace Lane and Gail Gardner Way	WW	-	-	-	-	90,000	-	90,000
Yavapai Hills Lift Station Force Main	WW,IMP	-	-	-	-	-	6,622,000	6,622,000
Timber Ridge #1 Regional Lift Station Rehab	WW	-	-	-	-	-	2,920,000	2,920,000
Montezuma Trunk Main Upsizing	WW,IMP	-	-	-	-	-	2,515,000	2,515,000
5th Street, 6th Street and Hillside Sewer Main Upsize	WW,IMP	-	-	-	-	-	2,075,000	2,075,000
Loma Rica and Skyline Lift Station Abandonment	WW	-	-	-	-	-	1,990,000	1,990,000
Gurley, Sheldon, EZ Street and Roughrider Improvements	WW	-	-	-	-	-	885,000	885,000
Total		12,000,000	21,105,000	14,845,000	17,925,000	15,000,600	26,892,000	107,767,600

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2025 Budget	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	Future Years	Total
Wastewater Treatment								
Centralization - Effluent Tank, Pipeline and SR89 Improvements	S,S-	1,500,000	4,350,000	12,250,000	12,550,000	3,500,000	-	34,150,000
Effluent Tank Rehab	WW	550,000	-	-	-	-	-	550,000
Centralization - Airport WRF Solids Handling Facility	WW,IMP	500,000	6,150,000	6,650,000	-	-	-	13,300,000
Centralization - Airport WRF Expansion, Phase 2	WW,IMP	-	-	-	-	1,000,000	24,000,000	25,000,000
Centralization - Sundog Equalization Basin & Plant Decommissioning	WW,IMP	-	-	-	-	-	2,300,000	2,300,000
Total		2,550,000	10,500,000	18,900,000	12,550,000	4,500,000	26,300,000	75,300,000
Facilities, Vehicles, Other Capital								
Street Maintenance Admin Building	S	4,530,000	-	-	-	-	-	4,530,000
Vehicle Replacements - Streets	S	2,600,709	530,000	1,012,000	425,000	770,000	600,000	5,937,709
Water Hydro Excavator Purchase	W	625,000	-	-	-	-	-	625,000
Vehicle Replacements - Water	7854	604,661	515,000	430,000	670,000	210,000	50,000	2,479,661
Vehicle Replacements - Wastewater	WW	589,190	1,080,000	810,000	265,000	650,000	750,000	4,144,190
Miscellaneous Water and Wastewater Projects	W, WW	550,000	550,000	550,000	550,000	550,000	550,000	3,300,000
Aerial, Digital Elevation Model, Contour	S,W,WW	110,000	-	-	-	-	-	110,000
Wastewater Generator Replacement Program	WW	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Impact Fee Ordinance Project	W, WW,	100,000	5,500	-	5,500	325,000	-	436,000
Street Division Wing Plows (2)	S	95,000	-	-	-	-	-	95,000
Vehicle Replacements - Engineering	E	94,000	145,000	-	-	-	-	239,000
City Shop UST	S,W,WW	60,000	-	-	-	-	-	60,000
New Pavement Program Project Manager Vehicle	S	55,000	-	-	-	-	-	55,000
Street Division Riding Snowplow/Sweeper Purchase	S	42,000	-	-	-	-	-	42,000
Wastewater Utility Vehicle Replacement	WW	18,000	-	-	-	-	-	18,000
Storm Ranch DA Water and Sewer Mains Installation	W,WW-	-	1,115,000	-	-	-	-	1,115,000
Streets Division Snow Equipment Facility	S	-	-	200,000	3,150,000	-	-	3,350,000
Water and Wastewater Model Update	W,W-	-	-	-	500,000	-	-	500,000
Deep Well Ranch DA Water and Wastewater Infrastructure	WW-IMP,W-	-	-	-	-	1,130,000	10,175,000	11,305,000
Total		10,173,560	4,040,500	3,102,000	5,665,500	3,735,000	12,225,000	38,941,560
Total Capital Requests		122,028,007	118,616,067	121,248,873	112,096,757	100,009,953	208,027,119	782,026,776
Funding Sources								
General Fund		11,316,133	8,034,000	8,869,021	1,882,500	2,303,000	10,878,256	62,416,210
General Fund - Public Safety Tax Contingent		8,393,000	30,191,800	21,120,750	26,573,000	8,486,740	21,937,350	97,569,340
Airport Fund (GF)		7,797,593	1,491,913	1,307,327	1,710,757	17,382,500	17,377,631	47,067,721
Airport Revenue		43,848	-	-	-	-	-	43,848
Golf Course Fund (GF)		469,988	-	-	-	-	-	469,988
Grant Funds		11,490,861	6,353,494	19,636,375	6,935,000	18,362,500	19,527,632	82,305,862
Facilities Fund		512,500	250,000	250,000	250,000	-	-	1,262,500
Fleet Fund		125,000	-	-	-	-	-	125,000
Fire Impact Fee Fund		-	7,231,200	-	-	-	1,286,250	8,517,450
Library Impact Fee Fund		-	-	487,400	-	-	-	487,400
Police Impact Fee Fund		-	-	-	5,150,000	-	-	5,150,000
Gifts/Donations Fund		-	755,160	5,000,000	-	-	3,000,000	8,755,160
Streets Fund		25,419,890	16,525,500	19,394,500	24,860,000	20,702,807	27,612,500	134,515,197
Street Impact Fee Fund		97,592	83,500	2,587,500	3,985,000	3,427,806	-	10,181,398
County Contribution		730,000	775,000	950,000	2,700,000	2,700,000	600,000	8,455,000
Water Fund		21,745,501	9,599,500	9,505,750	7,236,250	2,523,250	31,368,250	81,978,501
Water Impact Fee Fund		10,841,252	1,040,250	986,250	1,098,500	781,250	12,339,500	27,087,002
Aquifer Protection Fund		882,751	-	-	-	-	-	882,751
Wastewater Fund		11,970,359	24,765,500	19,990,500	16,305,500	10,720,950	41,008,050	124,760,859
Wastewater Impact Fees		4,539,405	8,940,250	9,737,500	7,930,250	7,220,150	21,091,700	59,459,255
Solid Waste Fund		5,558,334	2,434,000	1,426,000	5,480,000	5,399,000	-	20,297,334
Engineering Fund		94,000	145,000	-	-	-	-	239,000
Total Funding Sources		122,028,007	118,616,067	121,248,873	112,096,757	100,009,953	208,027,119	782,026,776

Budget Resolutions

Budget Resolutions	316
Auditor General Schedules.....	322
Authorized Position Listing	333
Authorized Pay Ranges.....	342
Glossary of Terms.....	343



Budget Resolutions

RESOLUTION NO. 2024-1887

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 2025, 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 2025. 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 25th day of June, 2024, 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 2025 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 9th day of July, 2024, 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 2025 for the City of Prescott.

Budget Resolutions

RESOLUTION NO. 2024-1887

PAGE 2

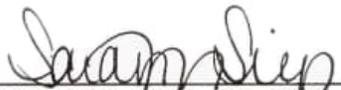
SECTION 3. THAT money from any fund may be used for any of these appropriations except money specifically restricted by State Law, City Charter, codes, ordinance, or resolution.

PASSED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 11th day of June, 2024.



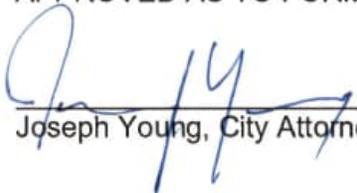
PHILIP R. GOODE, Mayor

ATTEST:



SARAH M. SLEP, City Clerk

APPROVED AS TO FORM:



Joseph Young, City Attorney

Budget Resolutions

RESOLUTION NO. 2024-1887

PAGE 3

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah Siep, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2024-1887 is a true, correct and accurate copy of Resolution No. 2024-1887, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 11 day of June 2024, at which a quorum was present and, by a 6-0 vote, Six voted in favor of said resolution.

Given under my hand and sealed this 12 day of June, 2024.



Sarah Siep

Budget Resolutions

RESOLUTION NO. 2024-1888

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 2025, 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 2025, 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 11, 2024, 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 25, 2024, 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 9, 2024, 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. 2024-1888

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 2025.

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 2025 be established at \$278,613,343.

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 25th day of June, 2025.



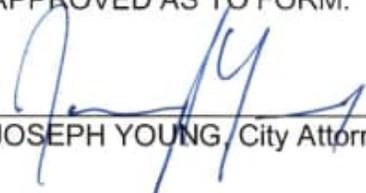
PHILIP R. GOODE, Mayor

ATTEST:



SARAH M. SLEP, City Clerk

APPROVED AS TO FORM:



JOSEPH YOUNG, City Attorney

Auditor General Schedules

City of Prescott, Arizona

Table of Contents

Fiscal year 2025

Resolution for the adoption of the budget

Schedule A—Summary Schedule of estimated revenues and expenditures/expenses

Schedule B—Tax levy and tax rate information

Schedule C—Revenues other than property taxes

Schedule D—Other financing sources/(uses) and interfund transfers

Schedule E—Expenditures/expenses by fund

Schedule F—Expenditures/expenses by department (as applicable)

Schedule G—Full-time employees and personnel compensation

Auditor General Schedules

City of Prescott, Arizona
Summary Schedule of estimated revenues and expenditures/expenses
Fiscal year 2025

Fiscal year	E c h	Funds							Total all funds	
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds		
2024	Adopted/adjusted budgeted expenditures/expenses*	E 1	68,071,024	57,241,929	0	341,342	0	122,393,336	10,087,928	258,135,559
2024	Actual expenditures/expenses**	E 2	48,001,860	41,834,085	0	338,478	0	100,506,756	9,187,896	199,869,073
2025	Beginning fund balance/(deficit) or net position/(deficit) at July 1***	3	47,955,882	29,399,852	0	5,701,529	0	27,973,007	4,172,112	115,202,382
2025	Primary property tax levy	B 4	2,267,210							2,267,210
2025	Secondary property tax levy	B 5								0
2025	Estimated revenues other than property taxes	C 6	54,039,144	41,333,253	0	703,500	0	75,974,381	8,687,515	180,737,793
2025	Other financing sources	D 7	25,141,724	0	0	0	0	31,075,000	0	56,216,724
2025	Other financing (uses)	D 8	0	0	0	0	0	0	0	0
2025	Interfund transfers in	D 9	1,841,999	876,081	0	0	0	8,768,751	0	11,486,831
2025	Interfund Transfers (out)	D 10	(9,241,586)	(839,646)	0	0	0	(1,405,599)	0	(11,486,831)
2025	Line 11: Reduction for fund balance reserved for future budget year expenditures									
	Maintained for long-term obligations		3,500,000					6,928,091		10,428,091
	Maintained for future capital projects	11	2,787,288	16,104,844		6,387,437			3,377,922	28,577,491
	Maintained for future financial stability		11,278,271	3,595,113				5,560,867		20,434,251
	Maintained for Internal loans		16,370,933							16,370,933
										0
2025	Total financial resources available	12	88,067,881	51,069,583	0	97,592	0	129,896,582	9,481,705	278,613,343
2025	Budgeted expenditures/expenses	E 13	88,067,881	51,069,583	0	97,592	0	129,896,582	9,481,705	278,613,343

Expenditure limitation comparison		2024	2025
1	Budgeted expenditures/expenses	\$ 258,135,559	\$ 278,613,343
2	Add/subtract: estimated net reconciling items		
3	Budgeted expenditures/expenses adjusted for reconciling items	258,135,559	278,613,343
4	Less: estimated exclusions		
5	Amount subject to the expenditure limitation	\$ 258,135,559	\$ 278,613,343
6	EEC expenditure limitation or voter-approved alternative expenditure limitation	\$ 258,135,559	\$ 278,613,343

* 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 2025

	2024	2025
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 2,227,185	\$ 2,312,124
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	\$ 2,227,185	\$ 2,267,210
Property tax judgment		
B. Secondary property taxes		
Property tax judgment		
C. Total property tax levy amounts	\$ 2,227,185	\$ 2,267,210
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ 2,224,237	
(2) Prior years' levies	15,738	
(3) Total primary property taxes	\$ 2,239,975	
B. Secondary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies	28	
(3) Total secondary property taxes	\$ 28	
C. Total property taxes collected	\$ 2,240,003	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.2520	0.2423
Property tax judgment		
(2) Secondary property tax rate		
Property tax judgment		
(3) Total city/town tax rate	0.2520	0.2423
B. Special assessment district tax rates		
Secondary property tax rates—As of the date the proposed budget was prepared, the city/town was not operating any special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Auditor General Schedules

City of Prescott, Arizona
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
General Fund			
Local Taxes			
Privilege and Use Tax	\$ 22,740,000	\$ 25,450,000	\$ 23,500,000
Franchise Taxes	1,715,000	1,781,000	1,795,000
Intergovernmental			
State	19,609,218	19,609,218	17,486,300
County	4,539,043	4,539,044	4,354,998
Licenses and Permits	1,035,900	1,037,145	139,100
Charges for Services			
Charges for Services	2,367,220	2,921,029	3,234,500
Local Jurisdictions	2,736,304	2,453,832	2,789,416
Fines and Forfeits	272,100	266,376	289,300
Interest Earned	1,500	1,330,500	350,500
Miscellaneous	90,033	56,315	100,030
Total General Fund	\$ 55,106,318	\$ 59,444,459	\$ 54,039,144
Special Revenue Funds			
Streets Fund			
Streets Privilege and Use Tax	\$ 22,740,000	\$ 25,450,000	\$ 23,500,000
Intergovernmental - State (HURF)	4,859,415	4,859,415	4,868,238
Intergovernmental - County	600,000	1,345,000	600,000
Charges for Services	375,000	340,000	360,000
Licenses and Permits	100,000	100,000	85,000
Interest Earned		650,000	
Miscellaneous	50,000	51,050	50,000
	\$ 28,724,415	\$ 32,795,465	\$ 29,463,238
PSPRS			
PSPRS Privilege and Use Tax	\$	\$ 72,200	\$
Total PSPRS Dedicated Tax Fund	\$ 0	\$ 72,200	\$ 0
Transient Occupancy Tax			
Transient Occupancy Tax	\$ 1,500,000	\$ 1,580,000	\$ 1,500,000
Total Transient Occupancy Tax Fund	\$ 1,500,000	\$ 1,580,000	\$ 1,500,000
Grant Funds			
Intergovernmental - Grants	\$ 13,622,166	\$ 9,187,534	\$ 9,602,625
Charges for Services	52,000	32,491	66,150
Fines and Forfeitures	25,000	25,000	30,000
Miscellaneous Grants	3,174,072	299,447	536,940
Total Grant Funds	\$ 16,873,238	\$ 9,544,472	\$ 10,235,715
Acker Trust			
Interest Earned	\$ 14,500	\$ 14,500	\$ 14,500
Total Acker Trust	\$ 14,500	\$ 14,500	\$ 14,500
Miscellaneous Trust Funds			
Gifts and Donations	\$ 115,500	\$ 189,281	\$ 119,800
Interest Earned			
Total Miscellaneous Trust Funds	\$ 115,500	\$ 189,281	\$ 119,800
Total Special Revenue Funds	\$ 47,227,653	\$ 44,195,918	\$ 41,333,253

Auditor General Schedules

City of Prescott, Arizona
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Capital Projects Funds			
Impact Fees			
Charges for Services	\$ 979,000	\$ 680,000	\$ 680,000
Interest Earned		98,000	23,500
Total Impact Fee Funds	\$ 979,000	\$ 778,000	\$ 703,500
Total Capital Projects Funds	\$ 979,000	\$ 778,000	\$ 703,500
Enterprise Funds			
Water			
Charges for Services	\$ 20,295,000	\$ 21,316,300	\$ 21,900,000
Intergovernmental - Grants	600,000	40,600	1,550,000
Impact Fees	2,300,000	1,640,000	1,640,000
Fines and Forfeitures	3,500	3,500	3,500
Interest Earned	100	650,100	
Miscellaneous	13,000	11,000	9,000
Total Water Fund	\$ 23,211,600	\$ 23,661,500	\$ 25,102,500
Wastewater			
Charges for Services	\$ 15,662,000	\$ 16,765,300	\$ 18,855,000
Impact Fees	1,200,000	650,000	750,000
Interest Earned		300,000	
Total Wastewater Fund	\$ 16,862,000	\$ 17,715,300	\$ 19,605,000
Solid Waste			
Charges for Services	\$ 13,386,000	\$ 12,987,000	\$ 13,823,000
Intergovernmental		2,520	2,520
Licenses and Permits	800	500	800
Interest Earned		40,000	
Miscellaneous	1,350	6,849	1,350
Total Solid Waste Fund	\$ 13,388,150	\$ 13,036,869	\$ 13,827,670
Golf Course			
Charges for Services	\$ 4,087,155	\$ 4,466,092	\$ 4,682,287
Miscellaneous	54,050	10,000	10,000
Total Golf Course Fund	\$ 4,141,205	\$ 4,476,092	\$ 4,692,287
Airport			
Airport Privilege and Use Tax	\$ 12,750	\$ 10,000	\$ 10,000
Intergovernmental - Grants	10,419,947	6,631,470	10,003,869
Charges for Services	2,678,840	2,638,210	2,702,719
Licenses and Permits	1,200	1,200	1,200
Fines and Forfeitures		500	1,000
Miscellaneous	28,136	21,859	28,136
Total Airport Fund	\$ 13,140,873	\$ 9,303,239	\$ 12,746,924
Total Enterprise Funds	\$ 70,743,828	\$ 68,193,000	\$ 75,974,381
Internal Service Funds			
Fleet Maintenance	\$ 2,800,000	\$ 3,180,000	\$ 3,170,000
Risk Management	1,095,000	1,244,633	1,200,000
Engineering	1,500,000	1,339,391	2,000,000
Facilities Maintenance	2,177,885	2,177,885	2,317,515
Total Internal Service Funds	\$ 7,572,885	\$ 7,941,909	\$ 8,687,515
Total All Funds	\$ 181,629,684	\$ 180,553,286	\$ 180,737,793

* 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 2025

Fund	Other financing 2025		Interfund transfers 2025	
	Sources	(Uses)	In	(Out)
General Fund				
General Fund	\$ 25,141,724	\$	\$ 1,841,999	\$ (9,241,586)
Total General Fund	\$ 25,141,724	\$ 0	\$ 1,841,999	\$ (9,241,586)
Special Revenue Funds				
Streets Fund	\$	\$	\$	\$ (668,370)
Transient Occupancy Tax				(171,276)
Grants Fund			876,081	
Total Special Revenue Funds	\$ 0	\$ 0	\$ 876,081	\$ (839,646)
Enterprise Funds				
Water Fund	\$ 13,750,000	\$	\$	\$ (702,800)
Wastewater Fund	13,525,000			(527,099)
Solid Waste Fund	3,800,000		64,702	(175,700)
Golf Course Fund			747,794	
Airport Fund			7,956,255	
Total Enterprise Funds	\$ 31,075,000	\$ 0	\$ 8,768,751	\$ (1,405,599)
Total All Funds	\$ 56,216,724	\$ 0	\$ 11,486,831	\$ (11,486,831)

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by fund Fiscal year 2025

Fund/Department	Adopted budgeted expenditures/ expenses 2024	Expenditure/ expense adjustments approved 2024	Actual expenditures/ expenses* 2024	Budgeted expenditures/ expenses 2025
General Fund				
City Council	\$ 72,963	\$	\$ 72,324	\$ 96,229
City Clerk	163,675		162,917	177,817
City Court	777,110		757,033	794,657
City Manager	562,810	188,000	733,263	602,811
Legal	354,185	30,000	372,773	423,865
Budget & Finance	477,355	75,000	540,587	566,360
Community Development	2,256,295		2,107,831	2,449,422
Recreation Services	11,957,403		8,190,691	11,241,728
Library	2,943,151		2,866,394	3,154,351
Police Department	18,857,278	(200,000)	16,552,121	19,260,734
Fire Department	18,366,098		13,437,303	19,667,641
Regional Communications	2,299,508		1,999,904	2,316,402
Non-Departmental	14,365,193	(5,475,000)	208,719	27,315,864
Total General Fund	\$ 73,453,024	\$ (5,382,000)	\$ 48,001,860	\$ 88,067,881
Special Revenue Funds				
Streets				
Public Works	\$ 33,502,222	\$ (60,000)	\$ 26,828,321	\$ 37,067,034
Recreation Services	589,175		448,666	586,462
Total Streets Fund	\$ 34,091,397	\$ (60,000)	\$ 27,276,987	\$ 37,653,496
Transient Occupancy Tax				
City Manager	\$ 1,211,991	\$ 30,000	\$ 1,239,106	\$ 1,595,040
Recreation Services	100,000	150,000	250,000	50,000
Total Transient Occupancy Tax	\$ 1,311,991	\$ 180,000	\$ 1,489,106	\$ 1,645,040
Grants				
City Court	\$ 47,000	\$	\$ 45,859	\$ 51,100
City Manager	0	400,000	387,488	0
Community Development	800,327		440,161	925,840
Recreation Services	9,000,000		3,070,819	1,635,377
Library	0	4,000	4,000	0
Police Department	1,085,864	200,000	1,236,435	1,775,320
Fire Department	3,197,385		1,569,011	1,320,226
Public Works	466,850		0	1,471,970
Non-Departmental	3,075,000	(8,000)	3,040,500	4,275,000
Total Grants Fund	\$ 17,672,426	\$ 596,000	\$ 9,794,273	\$ 11,454,833
Acker Trust				
Recreation Services	\$ 14,500	\$	\$ 14,500	\$ 14,500
Total Acker Trust	\$ 14,500	\$ 0	\$ 14,500	\$ 14,500
Miscellaneous Trust Funds				
City Manager	\$ 16,842	\$	\$ 11,806	\$ 16,842
Recreation Services	16,173	8,000	22,035	19,089
Library	118,408	(4,000)	43,338	96,008
Police Department	152,942		66,040	153,342
Fire Department	10,505		2,000	13,688
Airport	82,745		80,000	2,745
Total Misc. Trust Funds	\$ 397,615	\$ 4,000	\$ 225,219	\$ 301,714
PSPRS Dedicated Tax				
Non-Departmental	\$ 0	\$ 3,034,000	\$ 3,034,000	\$ 0
Total PSPRS Dedicated Tax	\$ 0	\$ 3,034,000	\$ 3,034,000	\$ 0
Total Special Revenue Funds	\$ 53,487,929	\$ 3,754,000	\$ 41,834,085	\$ 51,069,583

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by fund Fiscal year 2025

Fund/Department	Adopted budgeted expenditures/ expenses 2024	Expenditure/ expense adjustments approved 2024	Actual expenditures/ expenses* 2024	Budgeted expenditures/ expenses 2025
Capital Projects Funds				
Impact Fees				
Public Works	\$ 281,342	\$ 60,000	\$ 338,476	\$ 97,592
Total Impact Fee Funds	\$ 281,342	\$ 60,000	\$ 338,476	\$ 97,592
Total Capital Projects Funds	\$ 281,342	\$ 60,000	\$ 338,476	\$ 97,592
Enterprise funds				
Water Fund				
Budget & Finance	\$ 352,935	\$ 8,000	\$ 357,404	\$ 388,482
Public Works	56,714,217		44,669,221	46,025,870
Total Water Fund	\$ 57,067,152	\$ 8,000	\$ 45,026,625	\$ 46,414,352
Wastewater fund				
Public Works	\$ 26,150,764		\$ 18,754,064	\$ 36,792,595
Total Wastewater Fund	\$ 26,150,764	\$ 0	\$ 18,754,064	\$ 36,792,595
Solid Waste Fund				
Public Works	\$ 17,778,498		\$ 15,474,477	\$ 20,541,638
Total Solid Waste Fund	\$ 17,778,498	\$ 0	\$ 15,474,477	\$ 20,541,638
Golf Course Fund				
Recreation Services **	\$ 548,000	\$ (548,000)		\$ 5,440,081
Non-Departmental	4,183,935	1,048,000	5,117,897	
Total Golf Course Fund	\$ 4,731,935	\$ 500,000	\$ 5,117,897	\$ 5,440,081
Airport Fund				
Fire Department	\$ 512,254	\$ 10,000	\$ 520,466	\$ 567,848
Airport	14,784,733	850,000	15,613,227	20,140,069
Total Airport Fund	\$ 15,296,987	\$ 860,000	\$ 16,133,693	\$ 20,707,917
Total Enterprise Funds	\$ 121,025,336	\$ 1,368,000	\$ 100,506,756	\$ 129,896,582
Internal Service Funds				
Fleet Maintenance				
Recreation Services	\$ 3,071,674	\$ 80,000	\$ 3,145,284	\$ 3,172,456
Risk Management				
Legal	\$ 1,184,513	\$ 120,000	\$ 1,299,014	\$ 1,294,118
Engineering				
Public Works	\$ 2,046,621		\$ 2,017,926	\$ 2,043,775
Facilities Maintenance				
Recreation Services	\$ 3,585,120		\$ 2,725,672	\$ 2,971,356
Total Internal Service Funds	\$ 9,887,928	\$ 200,000	\$ 9,187,896	\$ 9,481,705
Total All Funds	\$ 258,135,559	\$ 0	\$ 199,869,073	\$ 278,613,343

* 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.

** Golf Course falls under the Recreation Services Department and is therefore reclassified there for the FY25 Budget.

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by department Fiscal year 2025

Department/Fund	Adopted budgeted expenditures/expenses	Expenditure/expense adjustments approved	Actual expenditures/expenses*	Budgeted expenditures/expenses
	2024	2024	2024	2025
Airport				
Airport Fund	\$ 14,784,733	\$ 850,000	\$ 15,613,227	\$ 20,140,069
Miscellaneous Trust Funds	82,745		80,000	2,745
Airport Total	\$ 14,867,478	\$ 850,000	\$ 15,693,227	\$ 20,142,814
Budget & Finance				
General Fund	\$ 477,355	\$ 75,000	\$ 540,587	\$ 566,360
Water Fund	352,935	8,000	357,404	388,482
Budget & Finance Total	\$ 830,290	\$ 83,000	\$ 897,991	\$ 954,842
City Clerk				
General Fund	\$ 163,675		\$ 162,917	\$ 177,817
City Clerk Total	\$ 163,675	\$ 0	\$ 162,917	\$ 177,817
City Council				
General Fund	\$ 72,963		\$ 72,324	\$ 96,229
City Council Total	\$ 72,963	\$ 0	\$ 72,324	\$ 96,229
City Court				
General Fund	\$ 777,110		\$ 757,033	\$ 794,657
Grants Fund	47,000		45,859	51,100
City Court Total	\$ 824,110	\$ 0	\$ 802,892	\$ 845,757
City Manager				
General Fund	\$ 562,810	\$ 188,000	\$ 733,263	\$ 602,811
Grant Funds	0	400,000	387,488	0
Miscellaneous Trust Funds	16,842		11,806	16,842
Transient Occupancy Tax	1,211,991	30,000	1,239,106	1,595,040
City Manager Total	\$ 1,791,643	\$ 618,000	\$ 2,371,663	\$ 2,214,693
Community Development				
General Fund	\$ 2,256,295		\$ 2,107,831	\$ 2,449,422
Grant Funds	800,327		440,161	925,840
Comm Development Total	\$ 3,056,622	\$ 0	\$ 2,547,992	\$ 3,375,262
Fire Department				
General Fund	\$ 18,366,098		\$ 13,437,303	\$ 19,667,641
Grant Funds	3,197,385		1,569,011	1,320,226
Miscellaneous Trust Funds	10,505		2,000	13,688
Airport Fund	512,254	10,000	520,466	567,848
Fire Department Total	\$ 22,086,242	\$ 10,000	\$ 15,528,780	\$ 21,569,403
Legal				
General Fund	\$ 354,185	\$ 30,000	\$ 372,773	\$ 423,865
Risk Management Fund	1,184,513	120,000	1,299,014	1,294,118
Legal Department Total	\$ 1,538,698	\$ 150,000	\$ 1,671,787	\$ 1,717,983
Library				
General Fund	\$ 2,943,151		\$ 2,866,394	\$ 3,154,351
Grant Funds	0	4,000	4,000	0
Miscellaneous Trust Funds	118,408	(4,000)	43,338	96,008
Library Total	\$ 3,061,559	\$ 0	\$ 2,913,732	\$ 3,250,359

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by department Fiscal year 2025

Department/Fund	Adopted budgeted expenditures/expenses	Expenditure/expense adjustments approved	Actual expenditures/expenses*	Budgeted expenditures/expenses
	2024	2024	2024	2025
Police Department				
General Fund	\$ 18,857,278	\$ (200,000)	\$ 16,552,121	\$ 19,260,734
Grant Funds	1,085,864	200,000	1,236,435	1,775,320
Miscellaneous Trust Funds	152,942		66,040	153,342
Police Department Total	\$ 20,096,084	\$ 0	\$ 17,854,596	\$ 21,189,396
Public Works				
Streets Fund	\$ 33,502,222	\$ (60,000)	\$ 26,828,321	\$ 37,067,034
Grant Funds	466,850		0	1,471,970
Impact Fee	281,342	60,000	338,476	97,592
Water	56,714,217		44,669,221	46,025,870
Wastewater	26,150,764		18,754,064	36,792,595
Solid Waste	17,778,498		15,474,477	20,541,638
Engineering	2,046,621		2,017,926	2,043,775
Public Works Total	\$ 136,940,514	\$ 0	\$ 108,082,485	\$ 144,040,473
Recreation Services				
General Fund	\$ 11,957,403	\$	\$ 8,190,691	\$ 11,241,728
Streets	589,175		448,666	586,462
Transient Occupancy Tax	100,000	150,000	250,000	50,000
Grant Funds	9,000,000		3,070,819	1,635,377
Miscellaneous Trust Funds	16,173	8,000	22,035	19,089
Acker Trust	14,500		14,500	14,500
Golf Course **	548,000	(548,000)	0	5,440,081
Fleet Services	3,071,674	80,000	3,145,284	3,172,456
Facilities Maintenance	3,585,120		2,725,672	2,971,356
Recreation Services Total	\$ 28,882,045	\$ (310,000)	\$ 17,867,667	\$ 25,131,049
Regional Communications				
General Fund	\$ 2,299,508	\$	\$ 1,999,904	\$ 2,316,402
Reg Communications Total	\$ 2,299,508	\$ 0	\$ 1,999,904	\$ 2,316,402
Non-Departmental				
General Fund	\$ 14,365,193	\$ (5,475,000)	\$ 208,719	\$ 27,315,864
Golf (Outsourced Operations)	4,183,935	1,048,000	5,117,897	0
Grant Funds	3,075,000	(8,000)	3,040,500	4,275,000
PSPRS Dedicated Tax	0	3,034,000	3,034,000	0
Non-Departmental Total	\$ 21,624,128	\$ (1,401,000)	\$ 11,401,116	\$ 31,590,864
TOTAL ALL DEPARTMENTS	\$ 258,135,559	\$ 0	\$ 199,869,073	\$ 278,613,343

* 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.

** Golf Course falls under the Recreation Services Department and is therefore reclassified there for the FY25 Budget.

Auditor General Schedules

City of Prescott, Arizona
Full-time employees and personnel compensation
Fiscal year 2025

Fund	Full-time equivalent (FTE)	Employee salaries and hourly costs	Retirement costs	Healthcare costs	Other benefit costs	Total estimated personnel compensation
	2025	2025	2025	2025	2025	2025
General Fund	367.64	\$ 30,633,716	\$ 3,870,293	\$ 4,382,823	\$ 2,710,522	\$ 41,597,354
Special Revenue Funds						
Streets Fund	47.93	\$ 3,510,573	\$ 395,090	\$ 612,580	\$ 415,538	\$ 4,933,781
Transient Occupancy Tax	2.75	226,094	22,784	32,760	21,024	302,662
Grants	8.41	2,309,829	53,550	83,920	48,284	2,495,583
Total Special Revenue Funds	59.09	\$ 6,046,496	\$ 471,424	\$ 729,260	\$ 484,846	\$ 7,732,026
Enterprise funds						
Water	45.19	\$ 3,395,144	\$ 381,609	\$ 575,496	\$ 319,695	\$ 4,671,944
Wastewater	40.38	2,864,313	345,184	524,347	287,374	4,021,218
Solid Waste	41.86	2,705,197	321,578	457,286	323,322	3,807,383
Golf Course	0.00	2,034,918	0	0	0	2,034,918
Airport	18.92	1,598,150	168,070	188,102	146,951	2,101,273
Total Enterprise Funds	146.35	\$ 12,597,722	\$ 1,216,441	\$ 1,745,231	\$ 1,077,342	\$ 16,636,736
Internal Service Funds						
Fleet Maintenance	11.00	\$ 734,010	\$ 86,714	\$ 116,325	\$ 71,217	\$ 1,008,266
Risk Management	1.00	65,523	8,055	14,417	6,123	94,118
Engineering	12.77	1,232,200	144,667	158,858	110,118	1,645,843
Facilities Maintenance	7.38	459,283	52,815	99,270	49,311	660,679
Total Internal Service Funds	32.15	\$ 2,491,016	\$ 292,251	\$ 388,870	\$ 236,769	\$ 3,408,906
Total All Funds	605.23	\$ 51,768,950	\$ 5,850,409	\$ 7,246,184	\$ 4,509,479	\$ 69,375,022

Note: Full-Time Equivalent (FTE) includes 576 FTE permanent employees and an estimated 29.23 FTE temporary employees

Authorized Position Listing

FY25 Budget - Authorized Position Roster

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay
				Min	Mid	Max	Grade
Airport							
Airport Director	1.00	1.00	1.00		Unclassified		Open
Operations & Maintenance Superintendent	1.00	1.00	1.00	82,117	102,646	123,176	117
Airport Services Manager	1.00	1.00	1.00	82,117	102,646	123,176	117
Capital Project Manager	1.00	1.00	1.00	87,044	108,805	130,566	118
Airport Leasing & Property Specialist	0.00	1.00	1.00	68,947	86,184	103,421	114
Airport Operations Supervisor	2.00	2.00	2.00	65,044	81,306	97,567	113
Management Analyst	1.00	0.00	1.00	65,044	81,306	97,567	113
Airport Operations & Maintenance Coordinator	1.00	1.00	1.00	54,613	68,266	81,919	110
Airport Operations Specialist	1.00	1.00	1.00	52,012	65,015	78,018	109
Airport Operations Technician	2.00	2.00	2.00	47,176	58,970	70,765	107
Administrative Specialist	1.00	1.00	0.00	42,790	53,488	64,186	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	0.00	68,947	86,184	103,421	114
Total Budget and Finance	2.00	2.00	1.00				
<u>Purchasing</u>							
Purchasing Manager	1.00	1.00	1.00		Unclassified		Open
Contracts Coordinator	0.00	0.00	1.00	61,363	76,703	92,044	112
Financial Services Specialist III	1.00	1.00	1.00	49,535	61,919	74,303	108
Total Purchasing	2.00	2.00	3.00				
<u>Accounting Services</u>							
Deputy Finance Director	1.00	1.00	1.00		Unclassified		Open
Senior Accountant	1.00	1.00	2.00	73,084	91,355	109,626	115
Payroll Supervisor	1.00	1.00	1.00	68,947	86,184	103,421	114
Accountant	1.00	1.00	1.00	61,363	76,703	92,044	112
Total Accounting Services	4.00	4.00	5.00				
<u>Revenue Services</u>							
Revenue Manager	1.00	1.00	1.00		Unclassified		Open
Billing Analyst	1.00	1.00	1.00	54,613	68,266	81,919	110
Tax Compliance Analyst	1.00	1.00	1.00	54,613	68,266	81,919	110
Financial Services Supervisor	0.00	0.00	1.00	65,044	81,306	97,567	113
Financial Services Specialist III	2.00	2.00	1.00	49,535	61,919	74,303	108
Financial Services Specialist I & II	4.00	4.00	3.00	44,930	56,162	67,395	106
Total Revenue Services	9.00	9.00	8.00				
Total Budget and Finance	17.00	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	57,889	72,362	86,834	111
City Clerk Specialist	1.00	1.00	0.00	47,176	58,970	70,765	107
Senior City Clerk Specialist	0.00	0.00	1.00	52,012	65,015	78,018	109
Total City Clerk	3.00	3.00	3.00				

Authorized Position Listing

FY25 Budget - Authorized Position Roster

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
City Council							
Mayor	1.00	1.00	1.00	15,000	15,000	15,000	
Councilmembers	6.00	6.00	6.00	10,200	10,200	10,200	
Administrative Specialist	0.75	0.75	0.75	42,790	53,488	64,186	105
Total City Council	7.75	7.75	7.75				
City Court							
Business Manager	1.00	1.00	1.00	54,613	68,266	81,919	110
Court Clerk I & II	6.00	6.00	5.00	42,790	53,488	64,186	105
Court Clerk III	0.00	0.00	1.00	47,176	58,970	70,765	107
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	1.00	1.00	1.00		Unclassified		Open
Executive Assistant	1.00	1.00	1.00	54,613	68,266	81,919	110
Total City Manager's Office	3.00	3.00	3.00				
<u>Community Outreach & Tourism</u>							
Community Outreach Director	0.00	0.00	1.00		Unclassified		Open
Community Outreach Manager	1.00	1.00	0.00		Unclassified		Open
Tourism Manager	0.00	0.00	1.00	65,044	81,306	97,567	113
Tourism Group Sales & Marketing Manager	0.00	0.00	1.00	65,044	81,306	97,567	113
Tourism and Economic Initiatives Manager	1.00	1.00	0.00		Unclassified		Open
Tourism and Economic Initiatives Coordinator	1.00	1.00	0.00	61,363	76,703	92,044	112
Administrative Specialist	0.25	0.25	0.25	42,790	53,488	64,186	105
Total Community Outreach & Tourism	3.25	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	2.00	2.00	68,947	86,184	103,421	114
Human Resources Business Partner	1.00	2.00	2.00	54,613	68,266	81,919	110
HRIS Technician	1.00	0.00	0.00	47,176	58,970	70,765	107
Human Resources Support Specialist	1.00	1.00	1.00	42,790	53,488	64,186	105
Total Human Resources	6.00	7.00	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	82,117	102,646	123,176	117
IT Applications Manager	0.00	0.00	1.00	82,117	102,646	123,176	117
Help Desk Manager	1.00	1.00	1.00	82,117	102,646	123,176	117
GIS Coordinator	1.00	1.00	1.00	77,469	96,836	116,203	116
Network Engineer	3.00	3.00	3.00	73,084	91,355	109,626	115
IT Database Administrator	1.00	1.00	0.00	73,084	91,355	109,626	115
IT Specialist I & II	8.00	9.00	9.00	61,363	76,703	92,044	112
GIS Specialist	2.00	2.00	2.00	61,363	76,703	92,044	112
Total Information Technology	18.00	19.00	19.00				
Total City Manager	30.25	32.25	32.25				

Authorized Position Listing

**Resolution 2024-1888
Exhibit C
FY25 Budget - Authorized Position Roster**

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
Community Development							
<u>Administration</u>							
Community Development Director	0.50	0.50	1.00	Unclassified			Open
Operations Manager	0.00	0.00	1.00	82,117	102,646	123,176	117
Operations Analyst	0.00	0.00	1.00	52,012	65,015	78,018	109
Total Administration	0.50	0.50	3.00				
<u>Planning and Zoning</u>							
Planning Manager	1.00	1.00	1.00	Unclassified			Open
Planner	1.00	2.00	2.00	68,947	86,184	103,421	114
Development Services Supervisor	0.50	0.50	0.00	61,363	76,703	92,044	112
CDBG Admin/Com Dev Coordinator	1.00	1.00	1.00	57,889	72,362	86,834	111
Development Services Representative II	1.00	1.00	0.00	44,930	56,162	67,395	106
Development Services Representative I	1.00	1.00	0.00	42,790	53,488	64,186	105
Administrative Specialist	0.00	1.00	1.00	42,790	53,488	64,186	105
Total Planning and Zoning	5.50	7.50	5.00				
<u>Building Safety</u>							
Community Development Director	0.50	0.50	0.00	Unclassified			Open
Chief Building Official	1.00	1.00	1.00	82,117	102,646	123,176	117
Senior Plans Examiner	1.00	1.00	1.00	65,044	81,306	97,567	113
Development Services Supervisor	0.50	0.50	0.00	61,363	76,703	92,044	112
Plans Examiner	1.00	1.00	2.00	61,363	76,703	92,044	112
Development Services Representative II	0.00	0.00	1.00	44,930	56,162	67,395	106
Development Services Representative I	0.00	0.00	1.00	42,790	53,488	64,186	105
Building Inspector	2.00	2.00	2.00	54,613	68,266	81,919	110
Permit Technician/Plans Examiner	1.00	1.00	0.00	54,613	68,266	81,919	110
Building Inspector (Not GF)	0.00	0.00	0.00	54,613	68,266	81,919	110
Administrative Specialist	0.00	0.00	1.00	42,790	53,488	64,186	105
Total Building Safety	7.00	7.00	9.00				
<u>Neighborhood Services</u>							
Neighborhood Services Specialist	2.00	2.00	2.00	54,613	68,266	81,919	110
Total Neighborhood Services	2.00	2.00	2.00				
Total Community Development	15.00	17.00	19.00				
Fire Department							
<u>Administration</u>							
Fire Chief	1.00	1.00	1.00	Unclassified			Open
Administrative Supervisor	0.00	0.00	1.00	65,044	81,306	97,567	113
Business Manager	1.00	0.00	0.00	54,613	68,266	81,919	110
Administrative Coordinator	0.00	1.00	1.00	54,613	68,266	81,919	110
Administrative Specialist	0.00	1.00	2.00	42,790	53,488	64,186	105
Total Administration	2.00	3.00	5.00				
<u>Community Risk Reduction</u>							
Fire Marshal	0.00	0.00	0.50	103,671	129,589	155,506	122
Wildfire Risk Reduction Manager	0.00	1.00	1.00	65,044	81,306	97,567	113
Plans Examiner/Building Fire Inspector	2.00	2.00	2.00	61,363	76,703	92,044	112
Forestry Crew Coordinator	1.00	0.00	0.00	52,012	65,015	78,018	109
Forestry Crew Technician	2.00	0.00	0.00	47,176	58,970	70,765	107
Administrative Specialist	0.00	1.00	0.00	42,790	53,488	64,186	105
Total Community Risk Reduction	5.00	4.00	3.50				

Authorized Position Listing

**Resolution 2024-1888
Exhibit C
FY25 Budget - Authorized Position Roster**

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
Fire Department (continued)							
<u>Emergency Services</u>							
Deputy Fire Chief	1.00	1.00	1.00		Unclassified		Open
Operations Chief	0.00	1.00	0.00		Unclassified		Open
Division Chief	0.00	0.00	1.00	109,891	137,364	164,837	122
Battalion Chief	3.00	3.00	3.00	103,671	129,589	155,506	121-S
Fire Captain	16.00	16.00	16.00	82,117	102,646	123,176	117-S
Fire Engineer	19.00	19.00	19.00	68,947	86,184	103,421	114-S
Firefighter	31.00	31.00	31.00	54,613	68,266	81,919	110-S
Total Emergency Services	70.00	71.00	71.00				
<u>Fire Professional Services</u>							
Division Chief	1.00	1.00	1.00	109,891	137,364	164,837	122
Fire Marshal	0.00	0.00	0.50	103,671	129,589	155,506	122
Administrative Coordinator	0.00	1.00	0.00	54,613	68,266	81,919	110
Administrative Specialist	1.00	0.00	0.00	42,790	53,488	64,186	105
Total Fire Professional Services	2.00	2.00	1.50				
Total Fire Department	79.00	80.00	81.00				
Legal							
City Attorney	1.00	1.00	1.00		Unclassified		Open
Deputy City Attorney	1.00	1.00	1.00		Unclassified		Open
Senior Assistant City Attorney	0.00	0.00	1.00	109,891	137,364	164,837	122
Assistant City Attorney	2.00	2.00	1.00	97,803	122,253	146,704	120
Legal Services Administrator	1.00	1.00	1.00	65,044	81,306	97,567	113
Paralegal	0.00	0.00	1.00	54,613	68,266	81,919	110
Risk Coordinator	1.00	1.00	1.00	49,535	61,919	74,303	108
Safety Coordinator	0.00	1.00	1.00	49,535	61,919	74,303	108
Legal Assistant II	0.00	1.00	1.00	47,176	58,970	70,765	107
Legal Assistant I	2.00	1.00	1.00	44,930	56,162	67,395	106
Total Legal Department	8.00	9.00	10.00				
Library							
<u>Public Services</u>							
Library Director	1.00	1.00	1.00		Unclassified		Open
Assistant Library Director	1.00	1.00	1.00		Unclassified		Open
Lead Librarian	2.00	2.00	2.00	65,044	81,306	97,567	113
Librarian	4.00	4.00	4.00	57,889	72,362	86,834	111
Librarian Trainee	1.00	1.00	1.00	57,889	72,362	86,834	111
Library Specialist	2.00	2.00	2.00	44,930	56,162	67,395	106
Library Assistant	4.50	4.50	4.50	38,812	48,515	58,218	103
Total Public Services	15.50	15.50	15.50				
<u>Support Services</u>							
Library Manager, Support Services	1.00	1.00	1.00		Unclassified		Open
Librarian	1.00	1.00	1.00	57,889	72,362	86,834	111
Maintenance Technician	1.00	1.00	1.00	44,930	56,162	67,395	106
Administrative Specialist	1.00	1.00	1.00	42,790	53,488	64,186	105
Library Assistant	1.00	1.00	1.00	38,812	48,515	58,218	103
Custodian	1.00	1.00	1.00	35,204	44,005	52,806	101
Total Support Services	6.00	6.00	6.00				
Total Library	21.50	21.50	21.50				

Authorized Position Listing

FY25 Budget - Authorized Position Roster

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
Police Department							
<u>Administration</u>							
Police Chief	1.00	1.00	1.00		Unclassified		Open
Deputy Police Chief	1.00	1.00	1.00		Unclassified		Open
Police Administrator	1.00	1.00	1.00	109,891	137,364	164,837	122
Administrative Supervisor	1.00	1.00	1.00	65,044	81,306	97,567	113
Administrative Coordinator	1.00	1.00	1.00	54,613	68,266	81,919	110
Senior Victim Advocate	1.00	1.00	1.00	49,535	61,919	74,303	108
Victim Advocate	1.00	1.00	1.00	44,930	56,162	67,395	106
Total Administration	7.00	7.00	7.00				
<u>Patrol Operations Bureau</u>							
Police Lieutenant	2.00	2.00	2.00	109,891	137,364	164,837	122
Police Sergeant	6.00	7.00	6.00	87,044	108,805	130,566	118
Police Officer	44.00	49.00	54.00	65,044	81,306	97,567	113
Animal Control Supervisor	1.00	1.00	1.00	49,535	61,919	74,303	108
Animal Control Officer	1.00	1.00	1.00	44,930	56,162	67,395	106
Office Assistant	0.50	0.50	0.50	36,964	46,205	55,446	102
Total Patrol Operations Bureau	54.50	60.50	64.50				
<u>Special Operations Bureau</u>							
Police Lieutenant	1.00	1.00	1.00	109,891	137,364	164,837	122
Police Sergeant	3.00	3.00	4.00	87,044	108,805	130,566	118
Police Officer	21.00	21.00	17.00	65,044	81,306	97,567	113
Administrative Coordinator	1.00	1.00	1.00	54,613	68,266	81,919	110
Crime Scene Investigator	1.00	1.00	1.00	52,012	65,015	78,018	109
Property & Evidence Technician	2.00	2.00	2.00	49,535	61,919	74,303	108
Civilian Parking Accident Investigator	1.00	1.00	1.00	47,176	58,970	70,765	107
Station Coordinator	1.00	1.00	1.00	42,790	53,488	64,186	105
Administrative Specialist	0.00	0.00	1.00	42,790	53,488	64,186	105
Office Assistant	1.00	1.00	0.00	36,964	46,205	55,446	102
Total Special Operations Bureau	32.00	32.00	29.00				
<u>Support Bureau</u>							
Police Officer	1.00	2.00	1.00	65,044	81,306	97,567	113
Police Records Supervisor	1.00	1.00	1.00	61,363	76,703	92,044	112
Police Records Clerk	3.00	3.00	3.00	42,790	53,488	64,186	105
Administrative Specialist	1.00	1.00	1.00	42,790	53,488	64,186	105
Total Support Bureau	6.00	7.00	6.00				
Total Police Department	99.50	106.50	106.50				
Regional Communications							
PRCC Manager	1.00	1.00	1.00	87,044	108,805	130,566	118
PRCC Assistant Manager	1.00	1.00	1.00	73,084	91,355	109,626	115
Public Safety Telecommunicator Supervisor	5.00	5.00	5.00	65,044	81,306	97,567	113
Public Safety Telecommunicator	28.00	28.00	28.00	52,012	65,015	78,018	109
Total Regional Communications	35.00	35.00	35.00				

Authorized Position Listing

FY25 Budget - Authorized Position Roster

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
Public Works							
<u>Engineering</u>							
Quality Assurance Manager	0.40	0.40	0.00	Unclassified			Open
Water Resource/Environmental Svcs Manager	0.34	0.34	0.00	Unclassified			Open
City Engineer	0.00	0.00	0.25	Unclassified			Open
Civil Engineer/Supervisor	0.33	0.33	0.00	87,044	108,805	130,566	118
Capital Project Manager	5.00	5.00	5.00	87,044	108,805	130,566	118
Real Estate Administrator	1.00	1.00	1.00	87,044	108,805	130,566	118
City Surveyor	1.00	1.00	1.00	82,117	102,646	123,176	117
Environmental Program Manager	0.00	0.00	0.70	82,117	102,646	123,176	117
Environmental Project Manager	0.00	0.00	1.00	68,947	86,184	103,421	114
Construction Inspection Supervisor	1.00	1.00	1.00	65,044	81,306	97,567	113
Senior Engineering Technician/EIT	0.50	0.00	0.00	65,044	81,306	97,567	113
Senior Engineering Technician	0.50	0.50	0.50	65,044	81,306	97,567	113
Environmental Coordinator	1.00	1.00	0.00	65,044	81,306	97,567	113
Stormwater Specialist	1.00	1.00	0.70	57,889	72,362	86,834	111
Construction Inspector	5.00	5.00	5.00	57,889	72,362	86,834	111
Building Inspector	0.50	0.50	0.50	54,613	68,266	81,919	110
Engineering Technician	0.40	0.90	0.40	54,613	68,266	81,919	110
Permit Technician/Plans Examiner	0.40	0.40	0.40	47,176	58,970	70,765	107
Total Engineering	18.37	18.37	17.45				

Authorized Position Listing

FY25 Budget - Authorized Position Roster

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
<u>Utilities</u>							
Public Works Director	0.50	0.50	0.50		Unclassified		Open
Deputy Public Works Director	1.00	1.00	1.00		Unclassified		Open
Water Resource/Environmental Svcs Manager	0.66	0.66	1.00		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	0.00		Unclassified		Open
City Engineer	0.00	0.00	0.50		Unclassified		Open
Senior Infrastructure Analyst	1.00	1.00	1.00	92,267	115,333	138,400	119
Civil Engineer/Supervisor	0.67	0.67	0.67	87,044	108,805	130,566	118
Water Resource Project Manager	2.00	2.00	2.00	82,117	102,646	123,176	117
Water Superintendent	1.00	1.00	1.00	82,117	102,646	123,176	117
Wastewater Superintendent	1.00	1.00	1.00	82,117	102,646	123,176	117
Environmental Program Manager	0.00	0.00	0.30	82,117	102,646	123,176	117
Water Operations Supervisor	2.00	2.00	2.00	65,044	81,306	97,567	113
Wastewater Collection Supervisor	2.00	2.00	2.00	65,044	81,306	97,567	113
WW Treatment Plant Operations Supervisor	1.00	1.00	1.00	65,044	81,306	97,567	113
Management Analyst	0.50	0.50	0.50	65,044	81,306	97,567	113
Senior Engineering Technician/EIT	0.50	0.00	0.00	65,044	81,306	97,567	113
Senior Engineering Technician	0.50	0.50	0.50	65,044	81,306	97,567	113
Contract/Purchasing Administrator	0.50	0.50	0.00	61,363	76,703	92,044	112
Stormwater Specialist	0.00	0.00	0.30	57,889	72,362	86,834	111
Senior WW Treatment Plant Operator	2.00	2.00	2.00	57,889	72,362	86,834	111
Wastewater Treatment Plant Operator	5.00	5.00	5.00	54,613	68,266	81,919	110
WWTP Lab Tech/Relief Operator	1.00	1.00	1.00	54,613	68,266	81,919	110
Engineering Technician	0.60	1.10	0.60	54,613	68,266	81,919	110
Building Inspector	0.50	0.50	0.50	54,613	68,266	81,919	110
Administrative Coordinator	1.00	1.00	1.50	54,613	68,266	81,919	110
Elect Maint & SCADA Tech	1.00	1.00	1.00	52,012	65,015	78,018	109
Maintenance Specialist	4.00	5.00	5.00	52,012	65,015	78,018	109
Water Protection Specialist	2.00	2.00	2.00	52,012	65,015	78,018	109
Water Operator	5.00	5.00	5.00	52,012	65,015	78,018	109
Senior Utility Worker	11.00	11.00	11.00	49,535	61,919	74,303	108
Permit Technician/Plans Examiner	0.60	0.60	0.60	47,176	58,970	70,765	107
Development Coordinator/Records Control	0.67	0.67	0.67	47,176	58,970	70,765	107
Accounts Payable/Purchasing Specialist	0.50	0.50	0.50	44,930	56,162	67,395	106
Utility Worker	19.00	19.00	19.00	44,930	56,162	67,395	106
Administrative Specialist	1.60	1.60	1.00	42,790	53,488	64,186	105
Office Assistant	1.50	2.00	2.00	36,964	46,205	55,446	102
Total Utilities	74.56	76.06	75.80				

Authorized Position Listing

FY25 Budget - Authorized Position Roster

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
<u>Solid Waste</u>							
Public Works Director	0.25	0.25	0.25		Unclassified		Open
Deputy Public Works Director	0.50	0.50	0.50		Unclassified		Open
Financial & Business Operations Manager	0.25	0.25	0.25		Unclassified		Open
City Engineer	0.00	0.00	0.25		Unclassified		Open
Solid Waste Superintendent	1.00	1.00	1.00	82,117	102,646	123,176	117
Management Analyst	0.25	0.25	0.25	65,044	81,306	97,567	113
Solid Waste Supervisor	2.00	2.00	2.00	65,044	81,306	97,567	113
Contract/Purchasing Administrator	0.25	0.25	0.00	61,363	76,703	92,044	112
Administrative Coordinator	0.00	0.00	0.75	54,613	68,266	81,919	110
Senior Equipment Operator	4.00	4.00	4.00	52,012	65,015	78,018	109
Equipment Mechanic	1.00	1.00	1.00	49,535	61,919	74,303	108
Equipment Operator	17.00	23.00	25.00	47,176	58,970	70,765	107
Accounts Payable/Purchasing Specialist	0.25	0.25	0.25	44,930	56,162	67,395	106
Administrative Specialist	0.60	1.10	2.00	42,790	53,488	64,186	105
Office Assistant	1.25	1.00	1.00	36,964	46,205	55,446	102
Fee Booth Attendant	1.00	1.00	1.00	36,964	46,205	55,446	102
Maintenance Worker	2.00	2.00	2.00	36,964	46,205	55,446	102
Total Solid Waste	31.60	37.85	41.50				
<u>Street Maintenance</u>							
Public Works Director	0.25	0.25	0.25		Unclassified		Open
Deputy Public Works Director	0.50	0.50	0.50		Unclassified		Open
Transportation Manager	1.00	1.00	1.00		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
Civil Engineer/Supervisor	0.00	0.00	0.33	87,044	108,805	130,566	118
Street Maintenance Superintendent	1.00	1.00	1.00	82,117	102,646	123,176	117
Pavement Program Manager	0.00	0.00	1.00	54,613	68,266	81,919	113
Traffic Signal Supervisor	1.00	1.00	1.00	68,947	86,184	103,421	114
Management Analyst	0.25	0.25	0.25	65,044	81,306	97,567	113
Street Maintenance Supervisor	2.00	2.00	1.00	65,044	81,306	97,567	113
Traffic Control Supervisor	1.00	1.00	1.00	65,044	81,306	97,567	113
Contract/Purchasing Administrator	0.25	0.25	0.00	61,363	76,703	92,044	112
Traffic Signal Specialist	2.00	2.00	2.00	54,613	68,266	81,919	110
Engineering Technician	0.00	1.00	1.00	54,613	68,266	81,919	110
Administrative Coordinator	0.00	0.00	0.75	54,613	68,266	81,919	110
Senior Equipment Operator	4.00	4.00	4.00	52,012	65,015	78,018	109
Development Coordinator/Records Control	0.33	0.33	0.33	47,176	58,970	70,765	107
Equipment Operator	18.00	18.00	18.00	47,176	58,970	70,765	107
Traffic Control Worker	2.00	2.00	2.00	47,176	58,970	70,765	107
Accounts Payable/Purchasing Specialist	0.25	0.25	0.25	44,930	56,162	67,395	106
Administrative Specialist	1.30	1.30	1.00	42,790	53,488	64,186	105
Office Assistant	0.75	1.00	1.00	36,964	46,205	55,446	102
Total Street Maintenance	36.47	37.72	38.25				
Total Public Works	161.00	170.00	173.00				

Authorized Position Listing

FY25 Budget - Authorized Position Roster

Positions by Department and Division	FY2023	FY2024	FY2025	Pay Range			Pay Grade
				Min	Mid	Max	
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	1.00	1.00	1.00	82,117	102,646	123,176	117
Recreation Services Supervisor	4.00	2.00	2.00	65,044	81,306	97,567	113
Landscape Coordinator	1.00	1.00	1.00	52,012	65,015	78,018	109
Parks Maintenance Coordinator	1.00	1.00	1.00	52,012	65,015	78,018	109
Lakes Coordinator	1.00	1.00	1.00	52,012	65,015	78,018	109
Maintenance Specialist	1.00	1.00	1.00	52,012	65,015	78,018	109
Equipment Mechanic	2.00	1.00	1.00	49,535	61,919	74,303	108
Turf & Irrigation Specialist	1.00	1.00	1.00	47,176	58,970	70,765	107
Maintenance Technician	9.00	9.00	9.00	44,930	56,162	67,395	106
Irrigation Technician	2.00	0.00	0.00	44,930	56,162	67,395	106
Administrative Specialist	2.00	1.00	1.00	42,790	53,488	64,186	105
Groundskeeper	2.00	0.00	0.00	36,964	46,205	55,446	102
Total Parks, Lakes, Trails, and Landscape	30.00	22.00	22.00				
<u>Recreation Programming</u>							
Administrative Supervisor	1.00	1.00	1.00	65,044	81,306	97,567	113
Recreation Program Manager	1.00	1.00	1.00	57,889	72,362	86,834	111
Recreation Coordinator	1.00	1.00	1.00	52,012	65,015	78,018	109
Administrative Specialist	1.00	1.00	1.00	42,790	53,488	64,186	105
Total Recreation Programming	4.00	4.00	4.00				
<u>Forestry Crew</u>							
Recreation Services Supervisor	0.00	0.00	1.00	65,044	81,306	97,567	113
Forestry Crew Coordinator	0.00	1.00	0.00	52,012	65,015	78,018	109
Maintenance Coordinator	0.00	0.00	2.00	52,012	65,015	78,018	109
Forestry Crew Technician	0.00	2.00	4.00	47,176	58,970	70,765	107
Total Forestry Crew	0.00	3.00	7.00				
<u>Facilities Maintenance</u>							
Facilities Superintendent	1.00	1.00	1.00	82,117	102,646	123,176	117
Maintenance Specialist	2.00	2.00	2.00	52,012	65,015	78,018	109
Facilities Coordinator	2.00	2.00	2.00	52,012	65,015	78,018	109
Custodian	2.00	2.00	2.00	35,204	44,005	52,806	101
Total Facilities Maintenance	7.00	7.00	7.00				
<u>Fleet Services</u>							
Fleet Manager	1.00	1.00	1.00	82,117	102,646	123,176	117
Fleet Maintenance Supervisor	1.00	1.00	0.00	65,044	81,306	97,567	113
Administrative Coordinator	1.00	1.00	1.00	54,613	68,266	81,919	110
Senior Equipment Mechanic	2.00	2.00	2.00	52,012	65,015	78,018	109
Parts and Service Specialist	1.00	1.00	2.00	52,012	65,015	78,018	109
Equipment Mechanic	5.00	5.00	5.00	49,535	61,919	74,303	108
Total Fleet Services	11.00	11.00	11.00				
Total Recreation Services	52.00	47.00	51.00				
Total City-wide Authorized	548.00	565.00	576.00				

Authorized Pay Grade Ranges

 City of Prescott Pay Plan Fiscal Year 2025 Effective 06/23/2024						
Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
101	16.9249	21.1561	25.3873	\$35,203.74	\$44,004.68	\$52,805.61
102	17.7711	22.2139	26.6567	\$36,963.93	\$46,204.91	\$55,445.89
103	18.6597	23.3246	27.9895	\$38,812.12	\$48,515.15	\$58,218.19
104	19.5927	24.4908	29.3890	\$40,752.73	\$50,940.91	\$61,129.09
105	20.5723	25.7154	30.8584	\$42,790.37	\$53,487.96	\$64,185.55
106	21.6009	27.0011	32.4014	\$44,929.88	\$56,162.36	\$67,394.83
107	22.6810	28.3512	34.0214	\$47,176.38	\$58,970.47	\$70,764.57
108	23.8150	29.7687	35.7225	\$49,535.20	\$61,919.00	\$74,302.80
109	25.0057	31.2572	37.5086	\$52,011.96	\$65,014.95	\$78,017.94
110	26.2560	32.8200	39.3841	\$54,612.55	\$68,265.69	\$81,918.83
111	27.8314	34.7892	41.7471	\$57,889.31	\$72,361.64	\$86,833.96
112	29.5013	36.8766	44.2519	\$61,362.67	\$76,703.33	\$92,044.00
113	31.2714	39.0892	46.9070	\$65,044.43	\$81,305.53	\$97,566.64
114	33.1476	41.4346	49.7215	\$68,947.09	\$86,183.87	\$103,420.64
115	35.1365	43.9206	52.7047	\$73,083.92	\$91,354.90	\$109,625.88
116	37.2447	46.5559	55.8670	\$77,468.95	\$96,836.19	\$116,203.43
117	39.4794	49.3492	59.2191	\$82,117.09	\$102,646.36	\$123,175.64
118	41.8481	52.3102	62.7722	\$87,044.12	\$108,805.15	\$130,566.17
119	44.3590	55.4488	66.5385	\$92,266.76	\$115,333.45	\$138,400.14
120	47.0206	58.7757	70.5308	\$97,802.77	\$122,253.46	\$146,704.15
121	49.8418	62.3022	74.7627	\$103,670.93	\$129,588.67	\$155,506.40
122	52.8323	66.0404	79.2485	\$109,891.19	\$137,363.99	\$164,836.79
OR	-	-	-	-	-	-

110-S	18.7544	23.4429	28.1315	\$54,612.74	\$68,265.69	\$81,918.83
114-S	23.6769	29.5961	35.5153	\$68,947.25	\$86,183.87	\$103,420.63
117-S	28.1996	35.2494	42.2993	\$82,117.26	\$102,646.36	\$123,175.64
121-S	35.6012	44.5016	53.4019	\$103,670.93	\$129,588.67	\$155,506.40

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.

ACFR – Annual Comprehensive Financial Report – the audited financial statement for the City.

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.

ARC - Annual Required Contribution – 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).

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 expenses for personnel, commodities, and contractual services.

Glossary of Terms

Beginning Balance - The beginning balance is the residual funds brought forward from the previous fiscal year (ending balance).

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Bonds - Bonds are debt instruments which require repayment of a specified principal amount on a certain date (maturity data), together with interest at a stated rate, or according to a formula for determining the interest rate.

Budget - A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them.

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

Capital Assets - Assets of significant value and having a useful life of several years.

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 and moved to the following 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.

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 the form 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 with 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.

PRC – Prescott Regional Airport

Primary Property Tax - A limited tax levy used to support general government operations. The total levy for primary property taxes is restricted to a 2% annual increase, plus allowances for previously unassessed property (primarily new construction).

Program - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

Property Tax - A levy upon each \$100 of assessed valuation of property within the City of Prescott. Arizona has two types of property taxes. Primary property taxes support the City of Prescott's general fund, and secondary property taxes pay general obligation debt.

Proprietary Fund – Funds included are Enterprise Funds and Internal Services Funds. These fund are entirely or predominately self-supported through user charges to the customers both internal and external.

PSPRS – Public Safety Personnel Retirement System – sworn police and fire personnel in the City of Prescott participate in this retirement system.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.

Revenue - Sources of income financing the operations of government.

SCADA - Supervisory Control and Data Acquisition

Secondary Property Tax - An unlimited tax levy restricted to general bonded debt obligations.

Service Level - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

Supplies: Includes purchases of tangible personal property for operations. Operating supplies include articles, materials, and commodities which are consumed or generally altered when used. These items are necessary for the basic operation of the program or activity.

Source of Revenue - Revenues are classified according to their source or point of origin.

Glossary of Terms

Special Assessment - A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Fund - to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

State-Shared Revenues - Revenues levied and collected by the State but shared on a predetermined basis with local governments.

Tax Levy - The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

Tax Rate - The amount of tax levied for each \$100 of assessed valuation.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers - Transfers are the authorized exchanges of cash or other resources between funds.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

U/W/I - Urban Wildland Interface

Unrestricted Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

WIFA - 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.

Workload Indicator - A unit of work to be done (e.g., number of permit applications received, the number of households receiving refuse collection service, or the number of burglaries to be investigated).