

PRESCOTT VALLEY

ANNUAL BUDGET

FISCAL YEAR 2024-2025

TOWN OF PRESCOTT VALLEY, ARIZONA


PRESCOTT VALLEY

INTRODUCTION

Budget Message from the Town Manager 3
Town Council 7
Budget Award 11
Town Organization Chart 12
Key Officials and Staff 13
Strategic Plan 15
Focus Areas and Strategic Plan Goals 16
Community Profile 19

BUDGET PROCESS

Guide to the Budget Document 31
Fund Structure 33
Budget Process 37
Budget Calendar 39
Budget Resolution 41
Budget Summary Schedules 43

TOWN POLICIES

Financial Policies 53
Other Financial Related Policies 61

FINANCIAL OVERVIEW

Budget Summary 67
Estimated Fund Balance 69
Explanation of Fund Balance Changes 70
Total Financial Program 72
Revenue Summary 75
Expenditure Summary 90
Financial Forecast 100

DEPARTMENTAL BUDGETS

Community Services 117
Council 129
Development Services 133
Finance 143
Human Resources 149
Information Technology 157
Legal 165
Magistrate Court 173
Neighborhood Services 177
Non-Departmental 183
Police 187
Public Works 195
Stormwater 205
Town Clerk 211
Town Manager's Office 219
Utilities 227
    Utilities - Wastewater 230
    Utilities - Water 235

DEBT SERVICE AND TRANSFERS

Debt Obligations 243
Debt Service Schedules 245
Transfers 247

CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan 251
5-Year Capital Improvement Plan 255
Major Capital Project Details 265

PERSONNEL

Personnel Schedule and Salary Ranges by Department 279
Salary Schedule – Positions by Grade 287
Step Plan 292

APPENDIX

Acronyms 295
Glossary 297
Budget-In-Brief 303

PRESCOTT VALLEY

INTRODUCTION


PRESCOTT VALLEY

Town of Prescott Valley

Office of the Town Manager
7501 E. Skoog Blvd.
Prescott Valley
Arizona 86314

May 1, 2024

Honorable Mayor, Council Members, and Prescott Valley Residents and Business Owners:

As we embark upon another year of continued improvement and progress, I am honored to present to you the Town of Prescott Valley's Budget Book for Fiscal Year 2024-2025. This comprehensive document serves as a testament to our commitment to transparency, accountability, and the continued prosperity of our community.

Since its inception, Prescott Valley's history is ingrained with the stories of those who have come from everywhere to call this place home. Our strategic location nestled amidst the breathtaking landscapes of Northern Arizona, coupled with a thriving economy and unparalleled quality of life, has made Prescott Valley a destination of choice for individuals and families alike. In our inaugural State of the Town the theme focused on "Our PV" which is rooted in our collective understanding of where we came from and where we're going to ensure our success as a community. This focus on "Our PV" has driven collaborative organizational, community, and regional efforts to enhance our community. In this effort we have achieved a number of accomplishments:

- Enacted several new water policies to enhance conservation including a Bulk Water and Non-Subdivision Water Policy, which requires apartments and other rental buildings to bring the same assured water supply to the table as regular developments, despite a loophole in state law that has allowed them to skirt this requirement in the past.
- Implemented a conservation-based water, sewer, and drainage rate structure.
- Developed an overarching Class and Compensation study, which ensures that Prescott Valley can remain an employer of choice.
- Expanded benefits through increased 457 match, tuition reimbursement, internship programs, and training and development.
- Partnered with University of Arizona, Arizona State University, Northern Arizona University, and Grand Canyon University to provide educational opportunities with a tuition discount for Town employees.
- Acquired over 1,300 acres in recreational open space through the acquisition of Glassford Hill.
- Completed major road and connectivity improvements for Glassford Hill Road, Viewpoint Drive, Sunset Road, and Florentine Road.
- Completed enhancements at the following park locations: Tonto Park, Viewpoint Park, Pronghorn Park, Mountain Valley Park, Antelope Park, and Santa Fe Station.

- Repaved 2,500 linear feet of existing asphalt path; added 7,000 linear feet of new asphalt path at Santa Fe Station, and 2,200 linear feet of new 10' wide asphalt multi use path at Pronghorn Park.
- Created an Economic Roadmap to enhance outline the Town's Economic Development Strategy.

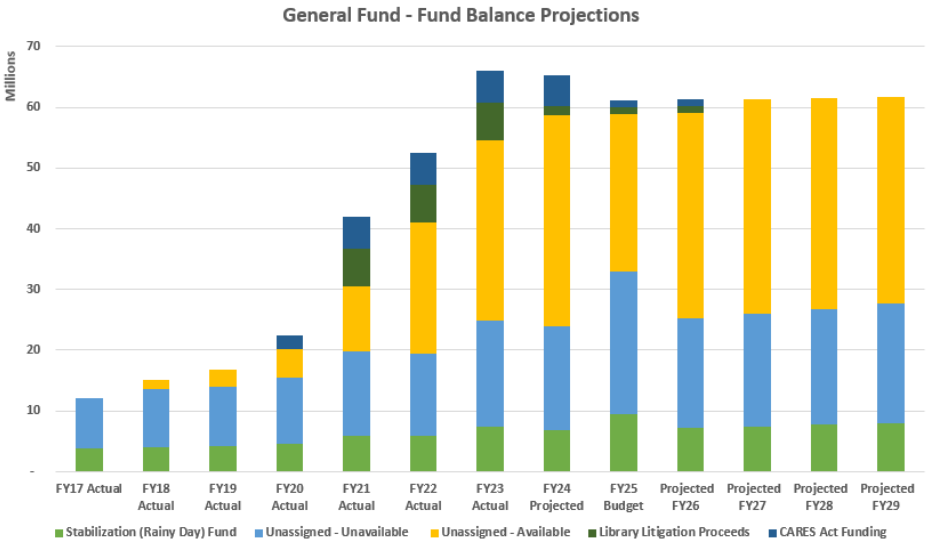
This year the Town of Prescott Valley adopted a new mission statement, "**Deliver Exceptional Service to Enhance our Quality of Life**". This mission is supported by five core values of service excellence, integrity, respect, teamwork, and fun. At every level of our municipal organization, these values are integral to our operations and culture. The values define who we are and how we handle the needs and expectations of the community.

At the heart of our success lies Vision 2024, our strategic plan, which provides a blueprint for budget development, strategic delivery of services, and prioritization of efforts. Four areas provide the framework for the strategic plan including:

- High-Performing Team – How we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.
- Water and Land Stewardship – Responsible planning for sustainable water management and land conservation.
- Quality of Life – Enhancing the health of neighborhoods by promoting well-being for all through safety, infrastructure, housing, connectivity, recreational space, and community engagement.
- Prosperous Community – Creating an environment where our residents can thrive for a lifetime via job opportunities through a diversified and growing economy.

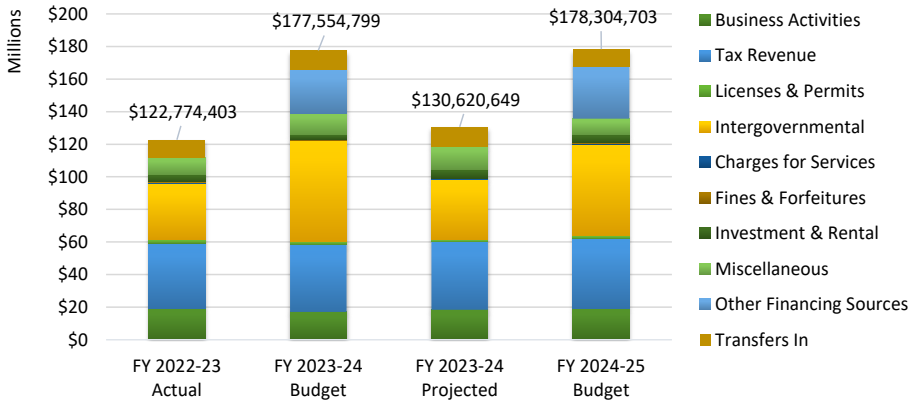
These areas provide a holistic approach to providing the best service possible to the community. Vision 2024 will guide every decision we make to ensure that Prescott Valley remains a vibrant and resilient community for generations to come. Specifically, key investments for Fiscal Year 2024-2025 center around three foundational areas:

1. Safe and Connected Streets, Sidewalks, and Shared Use Paths: The Town is prioritizing infrastructure projects like road repairs, sidewalk improvements, and general maintenance. The proposed FY25 budget for the Public Works Department includes $12.3 million in operating expenditures and $25.8 million in capital outlay.
2. Stronger Public Safety: The Town recognizes the importance of a safe and secure environment. This budget allocates resources for staffing, training and development, and equipment and tools. The proposed FY25 budget for the Police Department includes $3.7 million in operating expenditures and $1.3 million in capital outlay.
3. Thriving Parks and Recreation: Parks are the cornerstone of our community, offering recreation and open spaces. The Town is committed to maintaining and enhancing these areas, fostering a healthy lifestyle and a vibrant community spirit. The proposed FY25 budget for the Community Services Department includes $2.8 million of operating expenditures and $2.7 million of capital outlay.



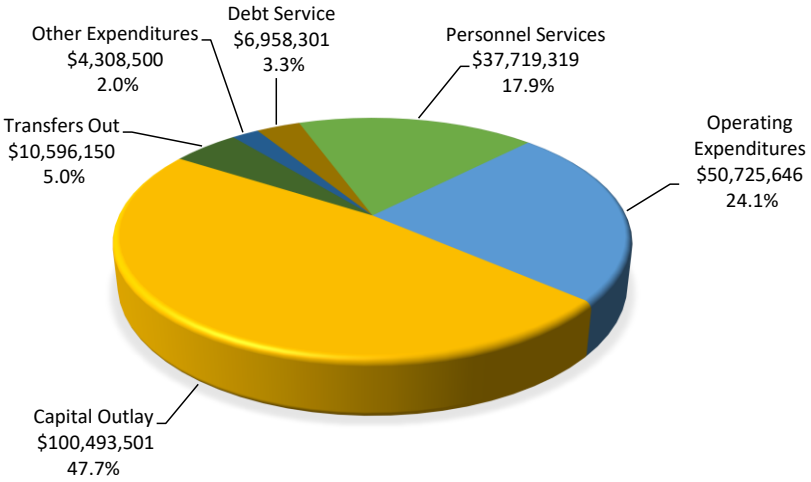
Excludes non-spendable fund balance

The Town adopts a financially conservative management strategy and upholds its fiduciary duty to all residents and businesses. This budget is structurally balanced, ensuring that recurring revenues match ongoing expenses, while one-time revenues are allocated to specific needs. As depicted in the **General Fund – Fund Balance Projections** chart, the Town has steadily increased its fund balance in recent years, primarily to support essential infrastructure projects. By the end of FY24, the Town anticipates a Fund Balance of $65.0 million, exceeding Council policy and prudent budgeting guidelines by 2.7 times. The proposed FY25 budget includes the utilization of remaining "CARES Act funding". The chart indicates a stable Fund Balance with moderate growth projected over the next five years.



As depicted in the **Revenues and Resources** chart, the Town's primary revenue sources consist of local tax (Local TPT) and intergovernmental funds. Tax revenue, a significant contributor, displayed steady growth, rising from $39.9 million in FY23 to an estimated $41.6 million in FY24. We anticipate this moderate growth to persist, with a conservative projection of $42.6 million for FY25. Intergovernmental revenues mainly stem from State Shared Revenues, which saw an increase from $34.0 million in FY23 to $39.0 million in FY24, primarily due to a temporary surge in Urban Revenue Sharing (URS). However, looking ahead, we anticipate a decline in URS due to the implementation of a flat income tax rate in the State of Arizona. The FY25 budget for intergovernmental revenues

includes a provision for a grant fund of $26.1 million. FY25 also includes $32.0 million in "Other Financing Sources" related to anticipated bond proceeds and contributions to finance the YMCA project and PFAS Remediation project.



The Town's FY25 expenditure budget is $210.8 million. It is allocated to the expense categories shown in the **Expenditures** chart. As mentioned previously, the budget is structurally balanced in that recurring revenues fund ongoing expenses, while one-time revenues and fund balance may be used for one-time needs.

As we look ahead to the future, we remain steadfast in our dedication to building upon these achievements and addressing the evolving needs of our community. The Budget represents not just a financial document, but a testament to our unwavering commitment to serving the best interests of Prescott Valley and its residents.

I extend my heartfelt gratitude to each and every one of you for your continued support, dedication, and contributions to making Prescott Valley the vibrant and dynamic community it is today.

Together, let us embark on this journey towards a brighter tomorrow, united in our shared vision of a prosperous and inclusive Prescott Valley for all.

Respectfully,

Gilbert Davidson
Town Manager



Mayor Kell Palguta

Current term:
January 2023 – December 2026

Mayor Kell Palguta was elected in 2018 as the youngest Mayor in Yavapai County and recognizes that the Town Council and Mayor work for the citizens of Prescott Valley. He makes it a goal to ensure that every citizen feels their voice can be heard and that they can be a part of the solution to any problem the Town may face.

Mayor Palguta:

- Served and retired as a Prescott Valley Police Officer, receiving many awards throughout his career including the Police Medal of Valor, Police Star, Rookie of the Year, Officer of the Year, Police Chief Commendation, and Mothers Against Drunk Driving Officer of the Year two years in a row
- Served as an Instructor at Yavapai College, teaching Administration of Justice Classes
- Achieved the status of a first-generation college graduate in his family, earning a bachelor's degree in psychology from Northern Arizona University and a master's degree in Criminal Justice Administration from New Mexico State University

Mayor Palguta champions the Town of Prescott Valley to be a customer service focused organization, with citizens and visitors as its valued patrons. It is his desire that Prescott Valley continues to strive to be the best community in Northern Arizona and a place where one can be born, grow up, graduate school, get married, raise a family, and retire.



Vice Mayor Lori Hunt

Current term:
January 2021 – December 2024

Vice Mayor Lori Hunt was first appointed to the Town Council in 2019 and was subsequently elected in 2020. She represents the Town Council on the Prescott Valley Economic Development Foundation, Chamber of Commerce, and Matforce Steering Committee. She spends her time meeting with constituents and fulfilling her passion for the betterment of children by volunteering in Prescott Valley public schools.

Vice Mayor Hunt:

- Earned a Bachelor of Science in Urban Regional Planning Studies and Economics from Indiana State University
- Served the public for 30 years in various municipal government roles including planner, community development and economic development director, and city manager
- Graduated from Prescott Valley Citizen's Academy
- Served in numerous volunteer capacities including as a member of the Humboldt Education Foundation, member of the Friends of Prescott Valley Parks and Recreation, partner at Heights Church, and avid volunteer at Agape House

Vice Mayor Hunt is the co-chair of the Prescott Valley Illegal Fentanyl Working Group which strives to get information out on the dangers of illegal fentanyl and has seen success in the reduction of overdose deaths in the community. She embraces change, believes in performing civic duties, strives to improve quality of life for residents, and loves Prescott Valley.



Councilmember Kendall Schumacher

Current term:
January 2023 – December 2026

Councilmember Kendall Schumacher was elected in 2018. She is grateful for the legacy left by the prior leadership of Prescott Valley and hopes to carry that forward for future generations. When asked why she became involved in politics in Prescott Valley, she replied *"Why aren't you? Everyone should be!"* As a concerned citizen, she is willing to give her time wherever she will be needed. A strong commitment to ethics and integrity led Councilmember Schumacher into real estate. As an agent and a resident, she understands citizen concerns over water and property rights.

Councilmember Schumacher:

- Participated as a member of the Prescott Valley Chamber of Commerce as a former business owner
- Served as a leader in Girl Scouts and Boy Scouts
- Graduated from Prescott Valley Citizen's Academy and hopes that everyone will take the time to attend to this introduction to all that the Town offers
- Served on a building committee for 12 years to help design and build a Catholic Church

Councilmember Schumacher understands firsthand the importance of local employment opportunities for our working families and is happy to have the ability to work closely with local government to bring jobs to Prescott Valley.

Councilmember April Hepperle was elected to the Prescott Valley Town Council in 2020. In 2014, she earned her real estate license and began her current career as a realtor. Councilmember Hepperle loves being able to help people through one of the biggest financial decisions they will ever make and eliminate the intimidating process of buying or selling a home. Being a realtor also provides the flexible schedule required to properly serve on the Town Council.

Councilmember Hepperle:

- Serves on the Northern Arizona Council of Governments Regional Council
- Acts as chairperson for the Upper Verde River Watershed Protection Coalition
- Serves on the Regional Council Head Start Committee
- Volunteers for State Farm Child Safety Day, Prescott Valley Little League, Prescott Valley Teen Library, and Prevent Child Abuse Arizona
- Serves on the First Things First Yavapai Regional Partnership Council

Councilmember Hepperle has a passion for helping people, and pride for her town, so she loves being involved at the hands-on level that is local government. *"I am proud of what the town of Prescott Valley has accomplished in the last 30 years, and I look forward to doing my part to contribute to a prosperous future."*



Councilmember April Hepperle

Current term:
January 2021 – December 2024



Councilmember Brenda Dickinson

Current term:
January 2021 – December 2024

Councilmember Dickinson was elected to the Prescott Valley Town Council in 2020. Since that time, she has been active with the Collective Impact Partnership, Central Yavapai Metropolitan Planning Organization, Northern Arizona Council of Government, and the Prescott Valley Historical Society.

Councilmember Dickinson:

- Dedicated over 31 years to her career in Federal Government service for the Navy in the Department of Defense and the Federal Aviation Administration in Air Traffic Control
- Volunteered as a member of the Board at Large for Yavapai Big Brothers and Big Sisters and participated as a Big Sister
- Graduated from Prescott Valley Citizen's Academy, Prescott Valley Police Citizen's Academy, and the Yavapai County Board of Supervisors Citizen's Academy
- Serves on the Prescott Valley Illegal Fentanyl Working Group
- Volunteers with the League of Arizona Cities and Towns Transportation, Infrastructure and Public Works Committee
- Serves on the Dignity Health YRMC Council of Electors
- Attends Prescott Community Church

Councilmember Dickinson loves living in Prescott Valley and plans on being here for the rest of her life.

Councilmember Michael Greer moved to Prescott Valley in 2020, was elected to the Prescott Valley Town Council in November 2022 and was sworn in December 2022. She moved from Santa Barbara, California after a 30-year career in the Entertainment Industry as a Casting Director.

Councilmember Greer:

- Appointed as a delegate to the 2016 Republican Convention and offered outreach with underserved communities
- Served on the California Central Committee 41st District for four years
- Vice President of *American Freedom Alliance*, a non-profit in Los Angeles, California, that focused on preserving the values of the Western Civilization
- Involved in many community affairs in California: attended City Council meetings, School Board meetings, and Sheriff's Oversight Commission meetings
- Traveled around the world attending Conferences and writing columns for various online newspapers and websites

Councilmember Greer has two daughters and 4 grandsons who visit Prescott Valley often and have come to love it as much as she does. Michael is interested in thoughtful, responsible growth that would attract more businesses and tourism but very much wants to preserve Prescott Valley's small-town personality.



Councilmember Michael Greer

Current term:
January 2023 – December 2026



Councilmember Lucy Leyva

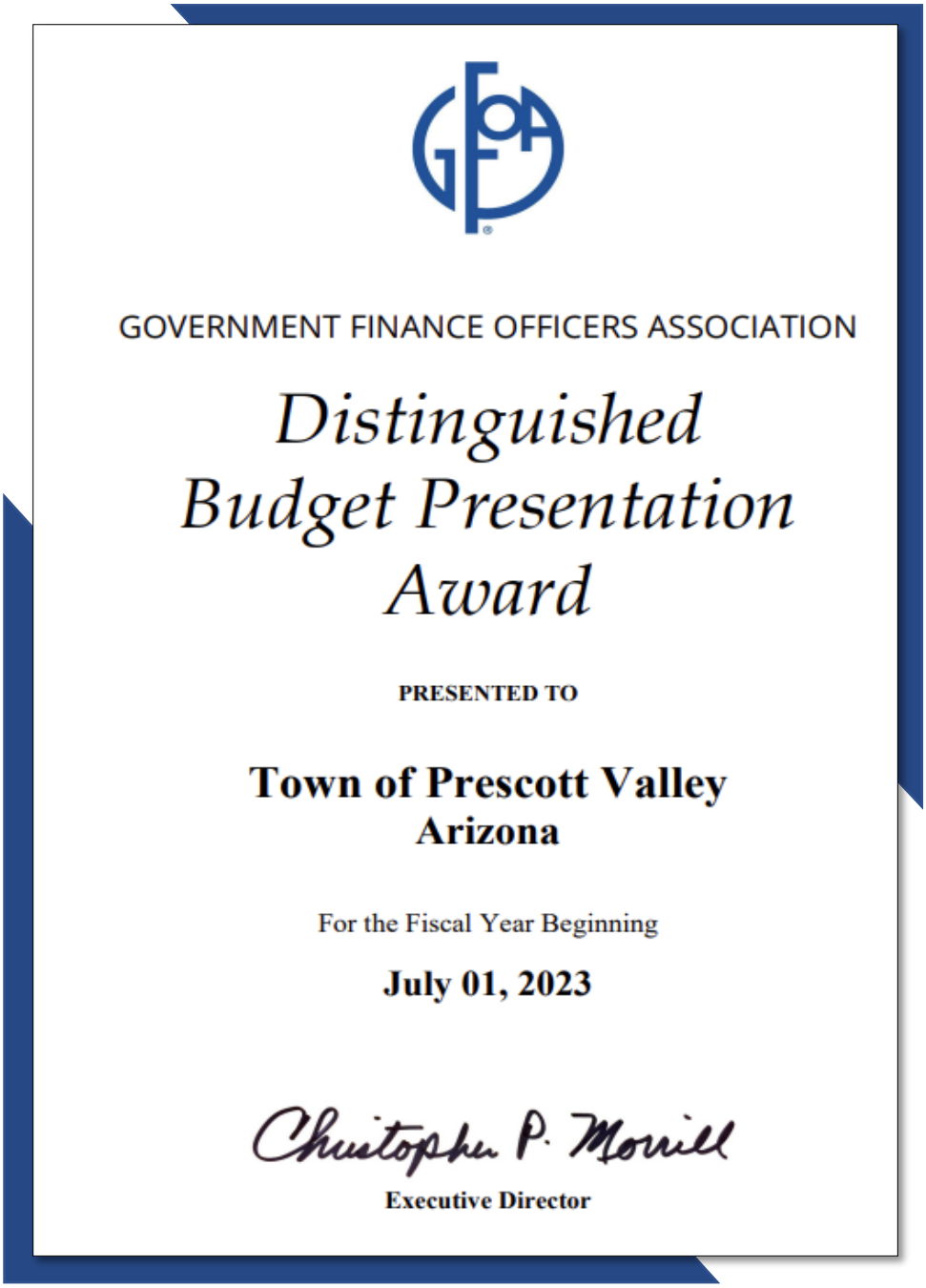
Current term:
January 2023 – December 2024

Councilmember Leyva was appointed to the Prescott Valley Town Council in December 2022 and was sworn in January 2023. She moved to Prescott Valley in 2000 to continue her education by taking small business-related college classes and to obtain her United States citizenship in 2010.

Councilmember Leyva:

- Member of the Prescott Valley Chamber of Commerce, Prescott Chamber of Commerce, Chino Valley Chamber of Commerce, Prescott Valley Economic Development Foundation (PVEDF), Yavapai County Contractors Association (YCCA), and Prescott Area Association of Realtors (PAAR)
- Started two of the leading cleaning companies in Northern Arizona, Prescott Maid to Order LLC and MTO Janitorial LLC, supporting her mission is to create more jobs and give back to the community
- Opened The Warehouse Event Center in 2022 to host community and family gatherings

Lucy has won many awards and commendations throughout the years including the Daily Courier Reader's Choice Award, Prescott Living Magazine Women in Business Achievement Award, and Quad Cities Business News Best of Business Award. She is honored by these awards but gives credit to her entire team because without them, she would not have achieved the accomplishments.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Town of Prescott Valley
Arizona

For the Fiscal Year Beginning

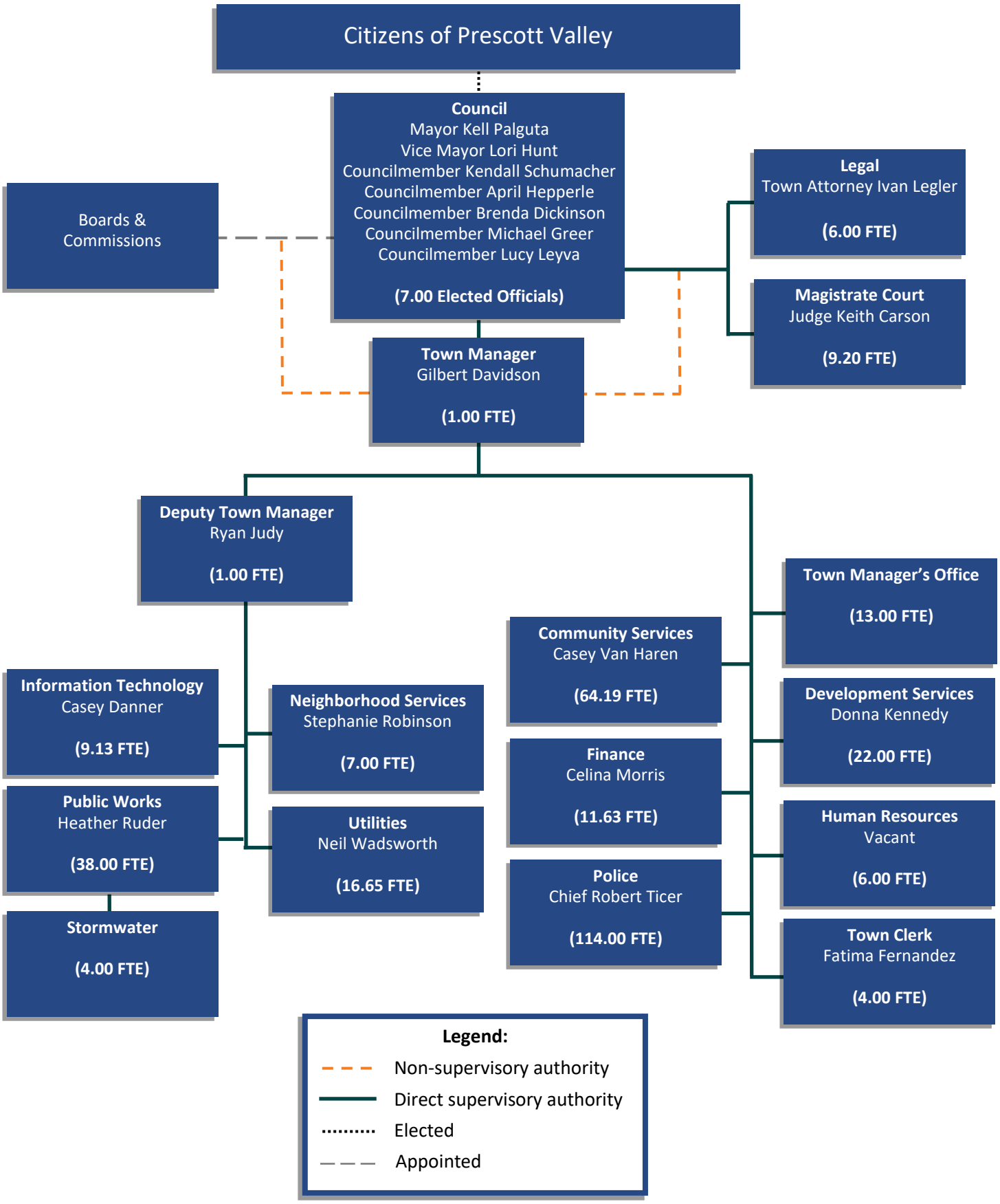
July 01, 2023

Christopher P. Morrill

Executive Director

Budget Award for Fiscal Year 2023-24 Budget
23rd Annual Award

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Prescott Valley, Arizona, for its Annual Budget for the fiscal year beginning July 01, 2023. 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.


Citizens of Prescott Valley
Council
Mayor Kell Palguta
Vice Mayor Lori Hunt
Councilmember Kendall Schumacher
Councilmember April Hepperle
Councilmember Brenda Dickinson
Councilmember Michael Greer
Councilmember Lucy Leyva
(7.00 Elected Officials)
Boards & Commissions
Legal
Town Attorney Ivan Legler
(6.00 FTE)
Magistrate Court
Judge Keith Carson
(9.20 FTE)
Town Manager
Gilbert Davidson
(1.00 FTE)
Deputy Town Manager
Ryan Judy
(1.00 FTE)
Town Manager's Office
(13.00 FTE)
Community Services
Casey Van Haren
(64.19 FTE)
Development Services
Donna Kennedy
(22.00 FTE)
Finance
Celina Morris
(11.63 FTE)
Human Resources
Vacant
(6.00 FTE)
Police
Chief Robert Ticer
(114.00 FTE)
Town Clerk
Fatima Fernandez
(4.00 FTE)
Information Technology
Casey Danner
(9.13 FTE)
Neighborhood Services
Stephanie Robinson
(7.00 FTE)
Public Works
Heather Ruder
(38.00 FTE)
Utilities
Neil Wadsworth
(16.65 FTE)
Stormwater
(4.00 FTE)
Legend:
Non-supervisory authority
Direct supervisory authority
Elected
Appointed

KEY OFFICIALS AND STAFF

Prescott Valley operates under the council-manager form of government, which combines the political leadership of elected officials with the managerial experience of an appointed professional manager.

RESPONSIBILITIES

A seven-member elected council is responsible for:

- Setting public policy
- Approving the annual budget
- Providing long-term vision for the Town
- Making planning and development decisions
- Adopting codes and ordinances
- Entering into agreements

The Town Manager is responsible for:

- Day-to-day administrative duties
- Serving as the Town Council's chief advisor and carrying out Town Council policies
- Recruiting, hiring, and supervising Town staff
- Preparing a budget for the Town Council's consideration
- Providing complete and objective information, including alternatives and long-term outcomes
- Successfully leading the organization

TOWN COUNCIL

Mayor..... Kell Palguta
Vice Mayor..... Lori Hunt
Councilmember ..... Kendall Schumacher
Councilmember .....April Hepperle
Councilmember ..... Brenda Dickinson
Councilmember ..... Michael Greer
Councilmember .....Lucy Leyva

EXECUTIVE TEAM

Town Manager..... Gilbert Davidson
Deputy Town Manager ..... Ryan Judy

Community Services Director .....Casey Van Haren
Development Services Director ..... Donna Kennedy
Finance Director..... Celina Morris
Human Resources Interim Director ..... Celina Morris
Information Technology Director .....Casey Danner
Magistrate.....Keith Carson
Neighborhood Services Director.....Stephanie Robinson
Police Chief ..... Robert Ticer
Public Works Director ..... Heather Ruder
Town Attorney..... Ivan Legler
Town Clerk ..... Fatima Fernandez
Utilities Director..... Neil Wadsworth

MANAGEMENT TEAM

Community Services
Deputy Community Services Director.....Robert Kieren

Development Services
Deputy Development Services Director.....Ernest Rubi

Finance
Deputy Finance Director .....Irina Ermakova

Information Technology
Deputy Information Technology Director.....Larry Prentice

Legal
Deputy Town Attorney .....Steven Zraick

Neighborhood Services
Deputy Neighborhood Services Director .....Vacant

Police
Assistant Police Chief..... James Edelstein
Assistant Police Chief..... Jeremy Martin

Public Works
Deputy Public Works Director .....Jesus Haro

Town Clerk
Deputy Town Clerk ..... Marissa Greenwood

Utilities
Deputy Utilities Director ..... Scott Keith



Town of Prescott Valley Staff

STRATEGIC PLAN

The Prescott Valley Town Council, during a retreat in January 2024, created a strategic plan to guide the Town into the future. During the retreat, Council and staff, through team building, idea sessions and more, developed an action plan to gain clear agreement of the future direction of Prescott Valley.

STRATEGIC PLAN COMMITMENT

Now is the time to create a fresh vision and re-energize our community. Our organization will educate, collaborate, and innovate in order to enhance citizen satisfaction and ensure a well-managed community for generations to come.

MISSION STATEMENT

To deliver exceptional service to enhance our Quality of Life.

CORE VALUES

The core values are the guiding principles used to hold ourselves accountable in the performance of our duties. The reason we exist is to provide exceptional service through teamwork that is delivered with integrity, respect, and in a fun, creative and innovative way!

SERVICE – We are mindful of and caring for the well-being of individuals and our community.

INTEGRITY – We hold ourselves to the highest standards of professionalism. We are responsible, honest, and transparent. We do the right thing.

RESPECT – We treat others with dignity. We genuinely welcome differences in people, cultures, ideas, and experiences for a more inclusive workplace.

TEAMWORK – We honor our commitments and deliver results together. Under any circumstance, we stand up and say, count on me!

FUN – Fun is the energizing force to create and innovate, finding new ways to pioneer public service.

FOCUS AREAS AND STRATEGIC PLAN GOALS

High-Performing Team

High-Performing Team means how we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.

Strategic Plan Goals:

- **Employee Engagement** – Obtain 80% participation in an employee engagement survey with at least an 80% positive response rate.
- **Professional Development** – Achieve 70% of eligible employees completing internal employee academies within three years.
- **Communications** – Develop and implement an internal and external comprehensive, multi-platform communications and branding strategy within one year.

Water and Land Stewardship

Water Stewardship means responsible planning for sustainable water management and land conservation.

Strategic Plan Goals:

- **Water Recharge** – Recharge 100% of available effluent water in accordance with Town Standards.
- **Stormwater Management** – Implement a recharge pilot project using stormwater management techniques that increase natural recharge to the aquifer within the next three (3) years.
- **Reduce Overdraft** – Acquire additional water rights, implement new conservation strategies, and develop low-impact-development standards to reduce overdraft on the aquifer by 5% in ten (10) years.
- **Land Conservation** – Within four (4) years, identify and develop a regional system of connecting wildlife corridors that protects biodiversity while safeguarding watershed and ecosystem health.

Quality of Life

Quality of Life means enhancing the health of neighborhoods by promoting well-being for all through safety, infrastructure, housing, connectivity, recreational space, and community engagement.

Strategic Plan Goals:

- **Capital Improvement** – By year two, develop a town-wide 10-year Capital Improvement Plan that identifies and incorporates maintenance needs.
- **Pathway and Trail Connectivity** – Develop a shared use pathway, hiking, and bike trails connectivity plan by 2025 including design standards and location placement for the Glassford Dells Regional Park and Lasso Loop shared use pathway. Increase multi-use paths and bike trails by five miles within the next five (5) years.
- **Citizen Satisfaction** – Achieve at least an 80% citizen satisfaction rating with Town's overall services.
- **Attainable Housing** – Develop and implement housing strategies that support demographics unique to Prescott Valley and increase the attainable housing stock by 5% by 2026.
- **Public Safety** – Reduce motor vehicle crashes and property crime per 1,000 residents within three (3) years.

Prosperous Community

Prosperous Community means creating an environment where our residents can thrive for a lifetime via job opportunities through a diversified and growing economy.

Strategic Plan Goals:

- **Industry Diversification** – Increase tourism related activities by 25% in five (5) years.
- **Business Attraction and Expansion** – Attract and expand industrial, manufacturing, and commercial industries that are creating new jobs that pay at or above the median household income by 10% within five (5) years.
- **Financial Sustainability** – Annually achieve a balanced budget with a minimum reserve of 25% of annual operating expenses, allocating one-time revenues exclusively for one-time expenditures.

STRATEGIC PLAN PRIOTIES BY DEPARTMENT														
Focus Area	Priority Categories of Strategic Plan	Community Services	Development Services	Finance	Human Resources	Information Technology	Legal	Magistrate Court	Neighborhood Services	Police	Public Works	Town Clerk	Town Managers Office	Utilities
High-Performing Team	Employee Engagement		X		X	X	X					X	X	
	Professional Development	X	X		X		X		X			X	X	
	Communications		X									X	X	
Water and Land Stewardship	Water Recharge						X							X
	Stormwater Management						X				X			
	Reducing Overdraft		X				X						X	
	Land Conservation		X				X						X	

STRATEGIC PLAN PRIOTIES BY DEPARTMENT													
Focus Area	Priority Categories of Strategic Plan	Community Services	Development Services	Finance	Human Resources	Information Technology	Legal	Magistrate Court	Neighborhood Services	Police	Public Works	Town Clerk	Town Managers Office	Utilities
Quality of Life	Capital Improvement										X			
	Pathway and Trail Connectivity	X	X				X			X				
	Citizen Satisfaction	X	X			X		X				X	X	
	Attainable Housing		X				X		X				X	
	Public Safety		X				X			X				
Prosperous Community	Industry Diversification	X											X	
	Business Attraction and Expansion		X				X					X	X	
	Financial Sustainability			X			X					X	X	

COMMUNITY PROFILE

Arizona is the



Largest State in the U.S.*

(By population)

* Source: World Population Review

Prescott Valley is the



Largest City in Arizona*

(By population)

* Source: World Population Review

TOWN OF PRESCOTT VALLEY

Rich traditions, based on small-town values and country friendliness, create the foundation on which Prescott Valley plans and builds its future. In the mid-1960s, Prescott Valley Incorporated, a real estate company from Phoenix, purchased land in an area ten miles east of Prescott. In 1966, representatives from Prescott Valley Incorporated began traveling to the Midwest to sell home lots to people who craved sunshine, mild weather, and forever views. Some purchasers bought their properties sight unseen but were not disappointed and settled into this small community known back then as Lonesome Valley.

By 1978, more than 1,500 residents were living in this unincorporated area which has now become known as Prescott Valley. On August 22, 1978, the voters of Prescott Valley voted overwhelmingly for incorporation as a town. Over the years, Prescott Valley has grown into one of the most progressive and attractive communities in Arizona. The Prescott Valley lifestyle is for someone who enjoys a more relaxed pace of life, but also wants the excitement of being part of an evolving community. Our small-town character and sense of community have been valued and retained as part of our emergence as a regional leader.

Year Founded:

1966

Year Incorporated:

1978

CLIMATE

Prescott Valley is a well-established community nestled between the Mingus and Bradshaw Mountain Ranges in the high desert of northern Arizona at an elevation of 5,100 feet.

Land Area

40.9

Square Miles

Elevation

5,100

Feet

Average Annual Rainfall

17

Inches

Average Temperature (High/Low)

January	52/26	July	91/62
February	55/28	August	89/61
March	62/33	September	83/54
April	69/38	October	73/42
May	78/48	November	62/33
June	89/54	December	51/26



View of Prescott Valley, Arizona from Glassford Hill – Summit Trail

POPULATION INFORMATION

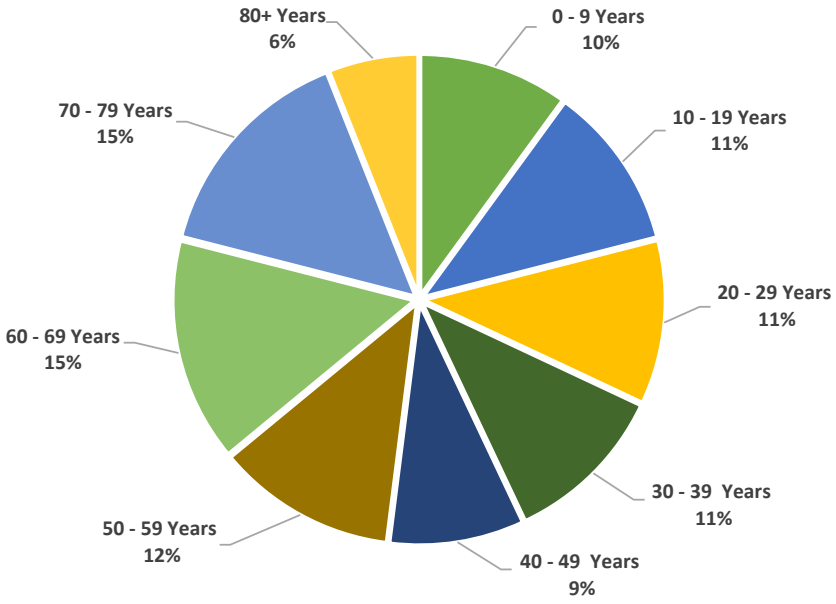
Town of Prescott Valley
2023 Population

50,320



Red, White and Boom

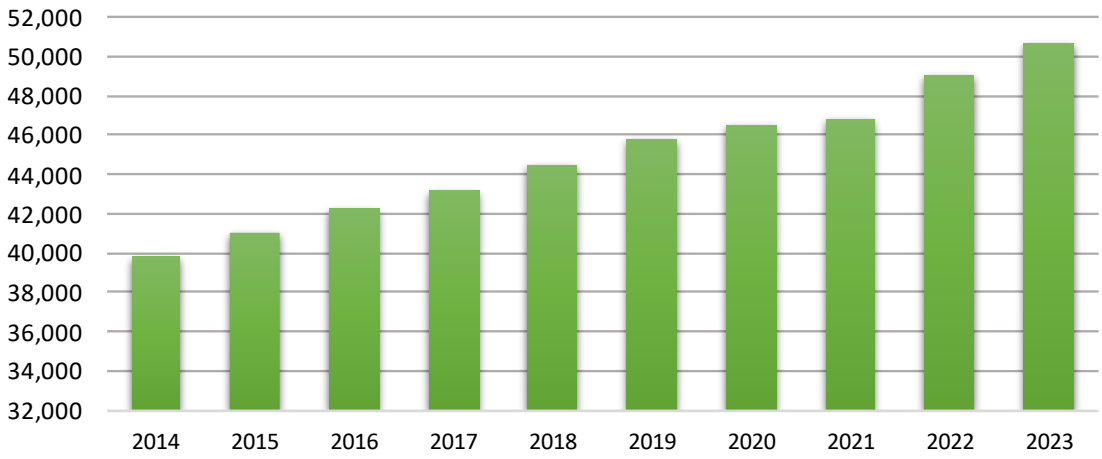
Population by Age



Median Age

47.7

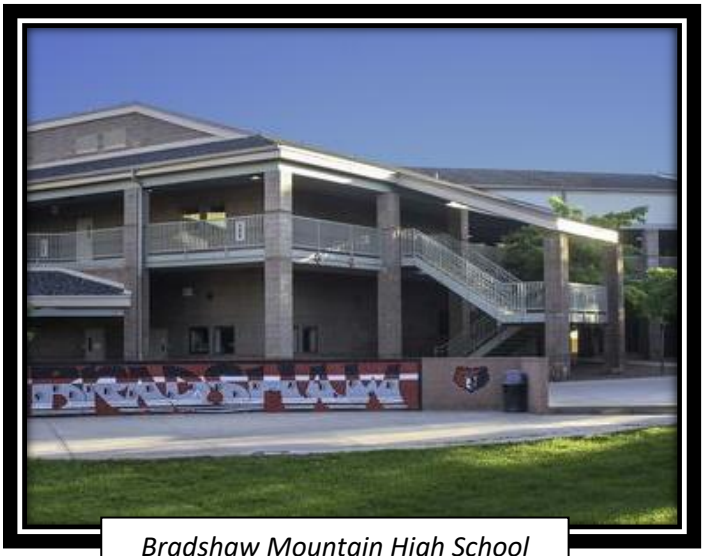
Population by Year



EDUCATION

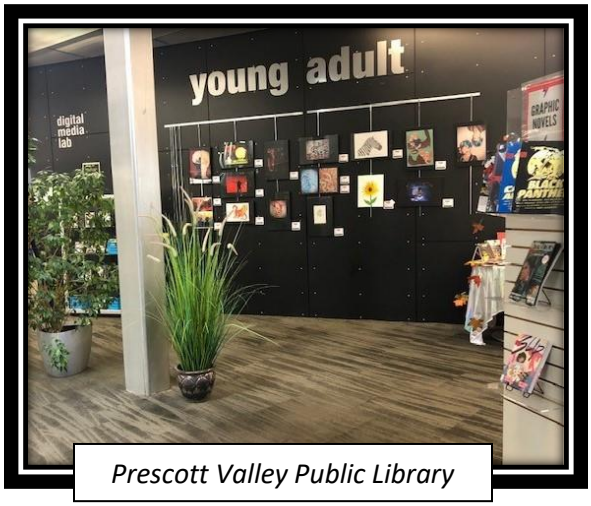
K-12 School Districts

Prescott Valley is served by Humboldt Unified School District (HUSD). The district includes one preschool, six elementary schools, three middle schools, one high school, and an online academy. Schools that also serve the area are Acorn Montessori School, Parkview Middle School, Franklin Phonetic School, and Arizona Agribusiness and Equine Center High School, among others.



Bradshaw Mountain High School

The Prescott Valley Public Library includes a children's area, a teen area, general reading areas, public computers with internet access, study rooms, conference rooms, an auditorium for Town Council meetings, and a small café.

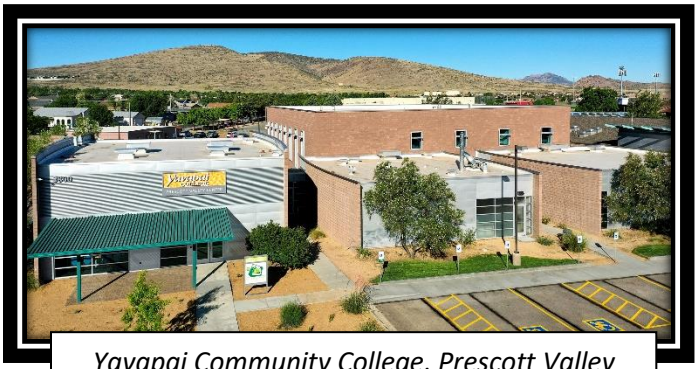


Prescott Valley Public Library



Mayor Kell Palguta with Students

The Prescott Valley Center of Yavapai Community College trains approximately half of the police personnel employed by Yavapai County through state-of-the-art industry programs in law enforcement. The Allied Health Credit Programs at the Prescott Valley Center include phlebotomy, nursing assistant, pharmacy technician, medical assistant, and health information technology.



Yavapai Community College, Prescott Valley

Population by Educational Attainment

9th – 12th Grade, No Diploma	9%
High School Graduate	30%
Some College, No Degree	39%
Associate's/Bachelor's degree	13%
Graduate/Professional Degree	9%

EMPLOYMENT AND INCOME

Since 2000, significant growth has occurred with numerous retail businesses opening their doors in Prescott Valley, including several national retail businesses. Primary employers in the community consist of a mix of private and public entities, such as Dignity Health Medical Center-East Campus, Humboldt Unified School District, Ace Hardware Retail Support Distribution Center, Mountain Valley Regional Rehabilitation Hospital, MI Windows and Doors, and Walmart.

Recent retail and commercial development activities include Ativo Senior Living, Jersey Mike's, Five Guys, Human Bean, and Bosa Donuts.

Future businesses planned are Salads to Go, McDonald's, GO AZ Motorcycles major expansion, Raising Canes, Home 2 Go Hotel, Quick Trip Gas Station, Poke Bowl, Church's Chicken, Marriott Hotel, and Hyatt Hotel.

Major Employers

Yavapai Regional Medical Center – East Campus	742
Humboldt Unified School District	707
Walmart	380
Ace Hardware, Inc.	337
MI Windows and Doors	328
Town of Prescott Valley	263
Fry's Food Store	232
Mountain Valley Regional Rehabilitation Hospital	225
Amazon	205
Home Depot	180

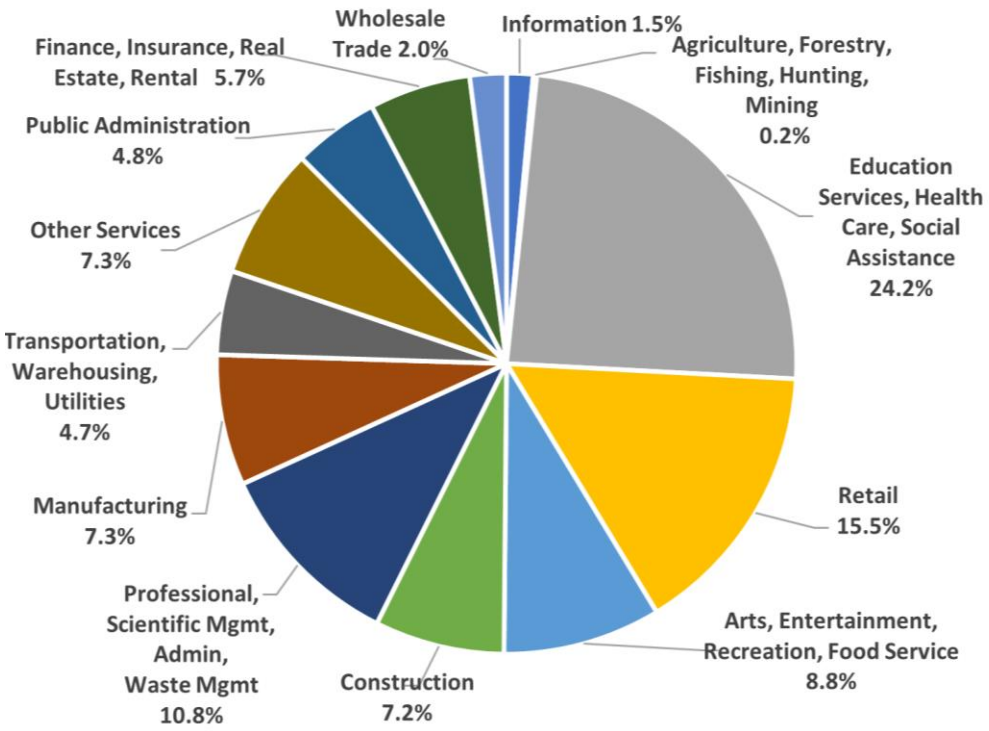
Unemployment Rate Civilian Labor Force

4.2%

Median Household Income

$66,617

Age 16+ Employed by Industry



HOUSING INFORMATION

Median Home Value

$341,900

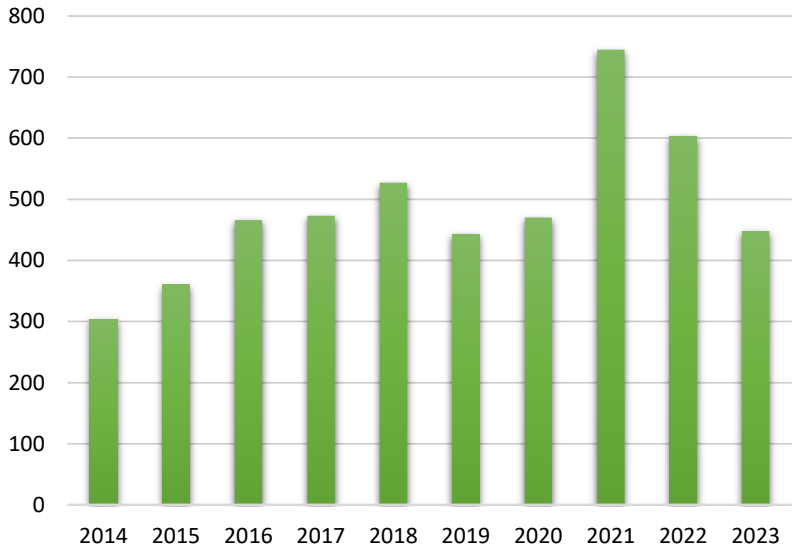
Household Size

1 Person	2 People	3 People	4+ People
26%	42%	13%	19%

Year Structure Built – Total Housing Units

Built 2020 or later	209
Built 2010 to 2019	2,530
Built 2000 to 2009	4,145
Built 1990 to 1999	4,883
Built 1980 to 1989	2,979
Built 1970 to 1979	1451
Built 1960 to 1969	255
Built 1950 to 1959	40
Built 1940 to 1949	13
Built 1939 or earlier	56

New Building Permits



UTILITIES

Prescott Valley residents have done an admirable job of conserving water. The local overall per-capita use rate is approximately 100 gallons per day. The Town has also implemented a WaterSmart portal which allows water customers to track their daily meter usage, a tool the Town hopes will further reduce average usage. The Town actively continues to look for other ways to reduce water usage.

Town water usage results in the generation of about 2.6 million gallons of wastewater per day, which is treated and used to help recharge the groundwater aquifer.



WaterSmart portal

LOCAL GOVERNMENT



Prescott Valley Town Councilmembers

Prescott Valley operates under the council-manager form of government. The seven-member council is elected at large on a nonpartisan ballot for four-year terms. To avoid having all the council seats expire in the same year, council terms are staggered with the mayor and two council members elected at one election and the other four council members elected two years later.

Council is responsible for setting public policy, affirming board and commission appointments, making planning and development decisions, and adopting new laws. Council appoints the Town Manager to implement policy and direct daily operations.

Council meets at 5:30 p.m. on the second and fourth Thursday of each month at Prescott Valley Public Library Auditorium at 7401 East Skoog Boulevard. All meetings are open to the public and meeting agendas and minutes are available on the Town website.



National Night Out

TRANSPORTATION

The YavaLine Regional Transit System (YAV) provides public transportation in the Prescott Valley-Prescott Urbanized Area for its residents. In fiscal year 2024-25 the administration of the service will be transferred from the Town to the Central Yavapai Metropolitan Planning Organization (CYMPO) for a more sustainable regional approach. CYMPO is working on obtaining federal apportionments, grant funding and private/public partnerships to support future service. Routes, schedules, maps, accessibility, fares, and tickets can be found on the website at www.yavapairegionaltransit.com

U.S. Military Veterans ride free, any day, any route.

ECONOMIC DEVELOPMENT

The goal of the Economic Development Division is to enhance the Town revenues by increasing the business base and Transaction Privilege Tax (TPT) revenues generated by commercial and retail businesses. The Economic Development Division works with the Prescott Valley Chamber of Commerce toward economic development and growth. The Town focuses on retail recruitment while the Chamber focuses on business retention.



Five Guys

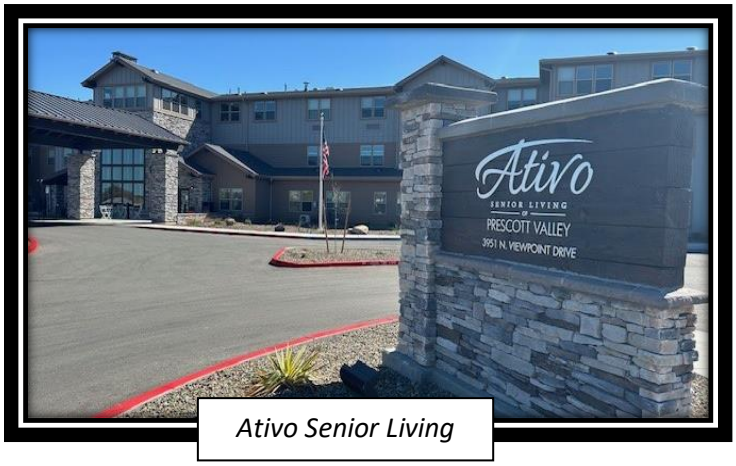


Bosa Donuts

Approximately 120,000 square feet of new commercial space has been built in Prescott Valley over the past year.



The Human Bean



Ativo Senior Living



Jersey Mike's

The businesses pictured here are a small representation of the new businesses that have opened in the Town during the last year. Accompanying the Town's population growth, commercial expansion will continue as Prescott Valley strives to become a major economic force in the region.

PUBLIC SAFETY

Law enforcement services, including patrol, and emergency management services, are provided for residents through the Prescott Valley Police Department (PVPD). Fire service is available through Central Arizona Fire and Medical Authority (CAFMA).



Cops & Kids Community Event



State of the Town, National Anthem



School Resource Officers and Lieutenant

The PVPD consists of 114.0 full time equivalent positions and a robust volunteer force that serves the population. The PVPD is driven by community goals to enhance Prescott Valley's quality of life, with community-based policing efforts as a foundation.

Prescott Valley has been rated the nineth safest city in Arizona by the 2024 SafeWise study. The Town remains a safe, attractive, and affordable place for families to live, work, and play.



Central Arizona Fire & Medical Authority

RECREATION, PARKS, AND SPECIAL EVENTS

From youth sports to senior programs to fitness classes, Prescott Valley's Community Services Department makes sure there is fun to be had year-round. The department strives to promote physical fitness, develop sportsmanship, and provide a constructive outlet through various recreational activities.



Granville Park

The Town co-sponsors seasonal youth sports organizations such as swim, Little League, football, cheer, and soccer. Recreational adult leagues such as softball, volleyball, 3-on-3 basketball, kickball, and corn toss are also provided.



Mountain Valley Splash

Prescott Valley offers residents and businesses a unique experience combining a small-town, rural atmosphere with natural and recreational amenities. The Town offers more than 400 acres of parklands and open space, including 29 parks, an outdoor public swimming pool, 33 multipurpose athletic fields, miles of trails, and an amphitheater.



Arbor Day 2023

The Town boasts the Findlay Toyota Center, a multipurpose facility that seats approximately 5,100 for sporting events and up to 6,200 for concerts. The facility hosts boxing, basketball, rodeos, trade shows, ice skating, and athletic tournaments.



Eggstravaganza

The Boys and Girls Club offers after-school programs that provide a safe place for students to study, work on homework, enjoy recreational activities, and socialize. Residents can create their own fun at Mountain Valley Park which features an outdoor aquatic center, baseball fields, a skate park, basketball courts, ramadas, and a dog park, or at the pickleball courts, and frisbee golf at Santa Fe Station Park and Antelope Park.

Sources: U.S. Census Bureau, American Community Survey, Census Reporter, U.S. Bureau of Labor Statistics, SafeWise, World Population Review, League of Arizona Cities and Towns, bestplaces.net, Development Services Department, Utilities Department, and Economic Development Department.

PRESCOTT VALLEY

BUDGET PROCESS


PRESCOTT VALLEY

GUIDE TO THE BUDGET DOCUMENT

WHAT IS THE BUDGET?

The budget is a policy document, financial plan, operation guide, and communication device designed to promote an understanding of the Town's financial plan to provide municipal services and to produce a clear picture of Town operations to our citizens and interested parties. The budget sets forth a strategic resource allocation plan that is aligned with community goals, preferences, and needs.

HOW TO READ THE BUDGET BOOK

The budget book begins with a table of contents. Following that information, the budget book is divided into the following nine sections:

Introduction – *Overview of the Town, its governing structure, and community information*

- Budget message from the Town Manager that outlines the assumptions used in the development of the budget, such as economy, revenue constraints, Council priorities, major changes and challenges
- Town Council overview
- GFOA Distinguished Budget Award for the fiscal year 2023-24 budget book
- Town organizational chart with the reporting structure of departments and full-time equivalent (FTE) employee counts
- Key officials and staff assigned to upper management roles
- Town mission statement, strategic goals, strategies for attainment, and a chart that depicts priorities of each department
- Community profile including data such as population, household, employment, and other general information

Budget Process – *Description of the process and the structure of Town accounts*

- Overview of the budget book
- Explanation of the Town's fund structure
- Description of the budget process including the budget calendar which identifies important dates
- Council-approved Town Resolution and budget schedules adopting the final budget

Town Policies – *Description of various Town policies and their influence on the budget*

- Financial policies described are budget, capital, debt, fiscal, and financial reporting
- Other financial-related policies explained in this section include budget amendment, construction TPT revenue, investment, and purchasing

Financial Overview – *Summary of the Town's financial data, history, and future expectations*

- Budget summary of the total sources and uses of the Town's funds
- Fund levels, including beginning balances, revenues, expenditures, transfers, projected ending fund balances, and explanation of significant changes
- The total financial program, revenue summary, and expenditure summary provide a detailed look at all sources and uses, including historical results
- Extended financial forecast with an analysis on the expected financial trajectory for the next three years

Departmental Budgets – *The largest section that contains budget information on the Town departments*

- Department sections including the following:
  - Overview – why the department exists, and a narrative or list of the services provided
  - Accomplishments – successes, improvements, and actions completed during the prior fiscal year
  - Objectives – projected contributions in the next fiscal year to help meet the greater strategic goals of the Town
  - Strategic Plan Goals and Measures – used to determine whether the Town strategic goals are being met
    - *Goals* – Townwide strategic plan goals set by the Town Council
    - *Performance Measure* – what each department is doing, or is going to do, to meet these goals
    - *Measures* – results of each department's past and future efforts
  - Budget Summary – summary of key financial data including the proposed budget year (FY 2024-25), the current year budget (FY 2023-24), current year projected results (FY 2023-24), and prior year actuals (FY 2022-23)
    - *Expenditures by Category – the total expenditures for each department are divided into the categories of personnel services, operating expenditures, other expenditures, capital outlay, debt service, and transfers*
  - Funding Source Summary – summary of which funds provide support for the department's operations
  - Key Operating Items – summary of important operating items within the department
    - *Recurring – routine items that are expected to occur annually or on a regular basis*
    - *One-Time – items that are infrequent in occurrence*
  - Operating Capital – list of capital technology, machinery and equipment, and small-scale capital improvement projects within the department by type and fund
  - Capital Improvement Projects – list of the department's large scale capital projects by type and fund
  - Authorized Positions – list of the department's authorized positions for the proposed budget year (FY 2024-25), the current year budget (FY 2023-24), current year projected results (FY 2023-24), and prior year actuals (FY 2022-23)

Debt Service and Transfers – *Describes the origination of the Town's debt and maturity details as well as the internal transfer schedule*

- Explanation of current bond obligations and funding sources
- Debt service detail by fund
- Debt service schedules of the Town's loan obligations, broken out by principal and interest owed
- Transfer schedule that displays which fund is providing the resources, which fund is receiving the resources, and why

Capital Improvement Plan – *Details the requirements for large scale capital projects*

- Description of the Capital Improvement Plan (CIP) and anticipated ongoing operating costs
- Five-year CIP that details project needs by type of project and funding source
- Detailed information for proposed budget year capital projects, their connection to strategic focus areas, funding source(s), and estimated operating impact

Personnel – *Details the personnel for the entire Town*

- Personnel Schedule and Salary Ranges – detailed list of all positions by department for the proposed budget year (FY 2024-25), the current year budget (FY 2023-24), current year projected results (FY 2023-24), and prior year actuals (FY 2022-23), including minimum, control point, and maximum salary range information
- General Employee Salary Schedule, Seasonal Ranges, Legislative Range, and Contractual Range – detailed list of all positions by pay grade and their minimum, control point, and maximum salaries
- Step Plan – detailed matrix of the Step Plan for Police Officers and Sergeants

Appendix – *Supplementary information*

- Acronyms – a list of frequently used acronyms that occur throughout the document
- Glossary – describes distinctive financial and governmental terms
- Budget in Brief – two-page executive summary document used to relay significant budget information to citizens

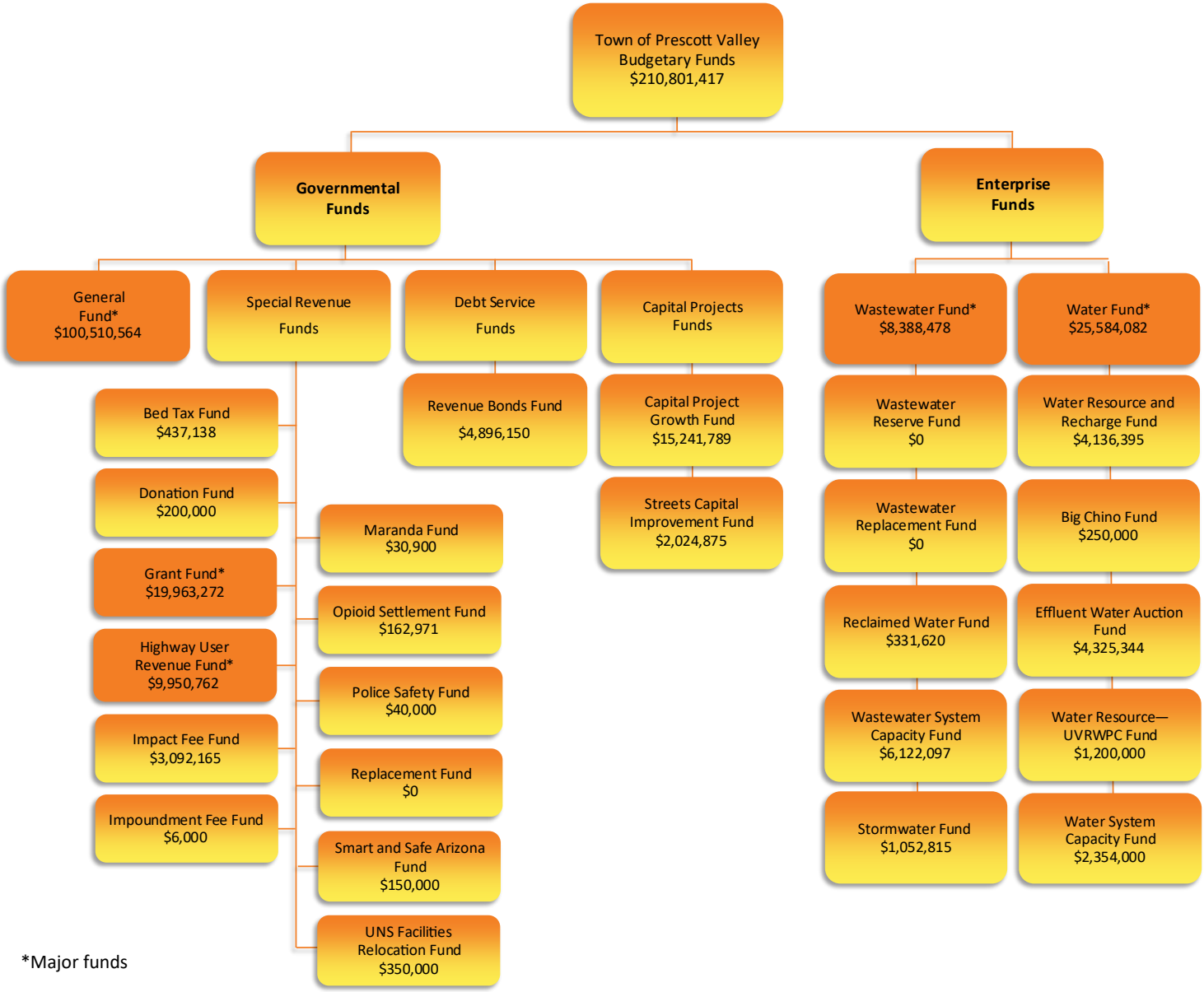
FUND STRUCTURE

LEGAL COMPLIANCE AND FINANCIAL MANAGEMENT

To ensure legal compliance and financial management for the various restricted revenues and program expenditures, the Town's accounting and budget structure is segregated into various funds. This approach is unique to the government sector; fund accounting segregates functions and activities into separate self-balancing funds that are created and maintained for specific purposes.

FUND TYPES

A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.



*Major funds

MAJOR FUNDS

Major funds represent the significant activities of the Town and include any fund which revenues or expenditures, excluding other financing sources and uses, constitutes more than 10% of the revenues or expenditures of the appropriated budget. The breakdown of the Town's fund structure is as follows:

Major Governmental Funds

- **General Fund –** primary operating fund of the Town that exists to account for the resources devoted to finance the services associated with local government
- **Major Special Revenue Funds**
  These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes or resources dedicated for specific purposes.
  - **Grant Fund –** account for various grants received from federal or state agencies
  - **Highway User Revenue Fund –** accounts for the Town's share of Arizona's highway user tax revenues and expenditures

Major Enterprise Funds

These funds are used to account for operations, including debt service, which are financed and operated similarly to private businesses, where the intent is financial self-sufficiency with all costs supported predominantly by user charges.

- **Wastewater Fund –** operating wastewater utility fund supported by user fees to pay the costs of operation
- **Water Fund –** operating water utility fund supported by user fees to pay the costs of operation

NON-MAJOR FUNDS

Non-Major Governmental Funds

Non-Major Special Revenue Funds

- **Bed Tax Fund –** established to account for transient lodging TPT to support and promote tourism
- **Donation Fund –** established to account for funds that are donated to the Town for a variety of purposes
- **Impact Fee Fund –** account for development impact fees collected by the Town (Circulation – Streets, Public Safety – Police, Recreation, Parks, and Open Space, and Cultural – Library)
- **Impoundment Fee Fund –** accounts for funds collected from vehicle impoundment per ARS § 28-3511
- **Maranda Fund –** established to account for and accumulate funds that were donated from the estate of Joseph R. Maranda
- **Opioid Settlement Fund –** accounts for funds received through the opioid settlement via class-action lawsuits
- **Police Safety Fund – accounts for funds collected per ARS § 41-1723 for the purchase police safety-related equipment**
- **Replacement Fund –** accumulates funds to be used for future replacement of vehicles or other major capital assets
- **Smart and Safe Arizona Fund –** accumulates funds from recreational marijuana sales to be used for Public Safety personnel needs
- **UNS Facilities Relocation Fund –** accumulates funds specifically for the purpose of relocating gas lines

Non-major Debt Service Funds
These funds are used to account for the accumulation of resources for, and the payment of general long-term debt principal and interest that are not serviced by the Enterprise Funds.

- **Revenue Bonds Fund –** account for the refunding of debt associated with the construction of various Town improvements, refinancing the Library debt, the expansion of the Police Building, and the College Building

Non-major Capital Project Funds
These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. The Town maintains two Capital Project Funds to ensure legal compliance and financial management for various restricted revenues.

- **Capital Project Growth Fund –** established to accumulate funds to be used for capital project requirements due to growth

- **Streets Capital Improvement Fund –** used to account for the additional 0.33% increase in the Town's TPT used only for major street improvements

Non-major Enterprise Funds
These funds are used to account for operations, including debt service, which are financed and operated similarly to private businesses, where the intent is financial self-sufficiency with all costs supported predominantly by user charges.

- **Stormwater Fund –** operating stormwater fund supported by user fees to pay the costs of operation

- **Wastewater Reserve and Replacement Funds –** these funds were created to comply with bond reserve requirements in 2003

- **Reclaimed Water Fund –** this fund is tasked with the storage, recovery, and reuse of effluent water as a major component of the Town's Water Resources Management Plan

- **Wastewater System Capacity Fund –** this fund is used to account for one-time connection fees and growth-related capital expenses for the wastewater system

- **Water Resource and Recharge Fund –** this fund is responsible for identifying and acquiring long-term water rights and also accounts for one-time water resource fees applied to new development

- **Big Chino Fund –** this fund is responsible for accounting for the revenues and expenses of the Big Chino project with the City of Prescott

- **Effluent Water Auction Fund –** this fund is responsible for accounting for the revenues and expenses of the effluent credits sold at auction that are resold to developers for water credits

- **Water Resource – Upper Verde River Watershed Protection Coalition (UVRWPC) Fund** – this fund is responsible for accounting for the revenues and expenses of the UVRWPC

- **Water System Capacity Fund –** this fund is used to account for one-time connection fees for customers and growth-related capital expenses for the water system

DEPARTMENT/FUND RELATIONSHIP

Fund Type	Fund	Community Services	Council	Development Services	Finance	Human Resources	Information Technology	Legal	Magistrate Court	Neighborhood Services	Non-Departmental	Police	Public Works	Town Clerk	Town Manager's Office	Utilities
General Fund		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Special Revenue Funds	Bed Tax Fund	X													X	
	Donation Fund										X					
	Grant Fund	X		X						X	X	X	X			
	Highway User Revenue Fund												X			
	Impact Fee Fund	X										X	X			
	Impoundment Fee Fund											X				
	Maranda Fund										X					
	Opioid Settlement Fund											X				
	Police Safety Fund											X				
	Smart and Safe Arizona Fund											X				
	UNS Facilities Relocation Fund												X			
Debt Service Funds	Revenue Bonds Fund										X					
Capital Projects Funds	Capital Project Growth Fund												X			
	Streets Capital Improvement Fund												X			
Enterprise Funds	Wastewater Fund															X
	Reclaimed Water Fund															X
	Wastewater System Capacity Fund															X
	Water Fund															X
	Water Resource and Recharge Fund															X
	Big Chino Fund															X
	Effluent Water Auction Fund															X
	Water Resource – UVRWPC Fund															X
	Water System Capacity Fund															X
	Stormwater Fund												X			

BUDGET PROCESS

BUDGET PHASES

Budget preparation allows departments the opportunity to reassess goals and objectives and the means for accomplishing them. Even though the budget may be heard by Council in May and adopted in June, its preparation begins at least six months prior with projections of reserves, revenues, expenditure limit requirements, and financial capacity. It is with this groundwork that departmental expenditure requests are made and subsequently reviewed.

Needs Assessment Phase	Budget Review/Development Phase	Budget Adoption/Implementation Phase
Council updates the strategic plan and the long-term vision for the Town	Departments meet with the Budget Committee (Town Manager and Finance Director) to present preliminary budgets	Town Manager submits a proposed budget to Council consisting of the proposed expenditures and the means to finance them
Departments assess the current conditions, needs, value and priority to citizens of various town programs and service level standards	Budget requests are reviewed using the guidelines of the Town's financial policies and prioritized departmental needs	Council adopts preliminary budget and final balanced budget
Departments prepare departmental budgets in line with the strategic plan	The preliminary operating budget takes shape	Final budget document becomes available to public
		Monthly budget performance reviews are conducted throughout the year to examine expenditure patterns, to recommend corrective actions, and to evaluate ongoing programs and services

PERFORMANCE BENCHMARKING

Benchmarking has been used for many years in the private sector as a tool for improving efficiency and accountability, lowering costs, and enhancing competitiveness. More recently, governments have become involved in benchmarking in an effort to use 'best of industry' practices to improve their operations. Benchmarking can provide a systematic tool for evaluating an organization's work processes and service delivery to determine if costs and service levels are meeting desired objectives and are competitive within the industry. Staff has developed a benchmarking program within the Town. Each department has performance measures related to their stated goals and objectives. These measures reflect a sample of the measures of departmental performance and service delivery that will be built upon as the Town moves on to the next phases of benchmarking. The Town expects to continue to use and expand benchmarking as a means to continuously improve service delivery at the lowest possible cost to the citizens.

USE OF CONTINGENCY/RESERVES

The use of contingency/reserves is defined in the Town's financial policy. Use of reserve funds will be approved during the budgetary process. All requests for use of contingency funds will require justification and an explanation of the fiscal impact which is reviewed by the Town Manager, Town Attorney, and Finance Director before being presented to Council for approval. Contingency or reserves are required:

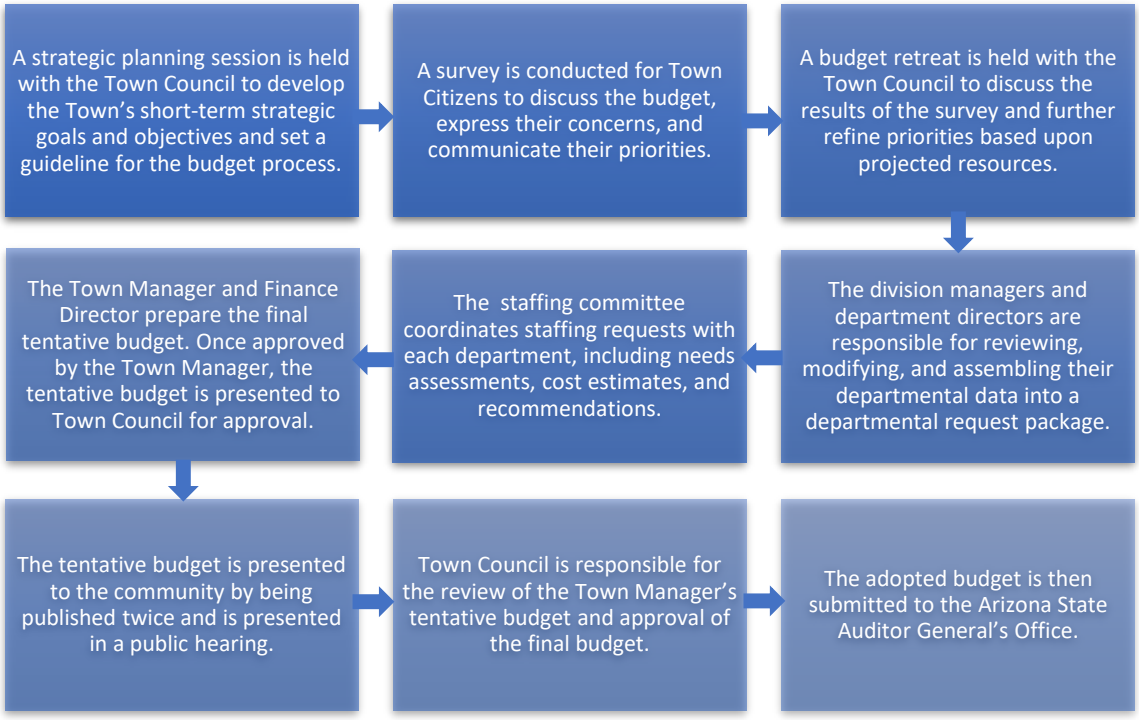
- To offset unexpected revenue shortfalls
- To maintain service levels when expenditures increase
- When unanticipated and/or inadequately budgeted capital projects are approved by the Council

FUND BALANCE

Towns and cities operate under a balanced budget requirement, but this does not mean that revenues must equal expenditures. The beginning fund balance can be added to revenues to cover expenditures, or revenues can cover expenses and grow fund balance. As a sound management practice, the Town has established a goal of not budgeting fund balance to support long-term, ongoing expenses, but alternatively using available fund balance to support one-time projects and activities to reduce the need for issuance of debt. A healthy fund balance is important to ensure the Town can cover unanticipated drops in revenue or increases in expenditures.

BUDGET ROLES AND RESPONSIBILITIES

Every employee plays a role in budgeting, whether in its formation, preparation, implementation, administration, or evaluation. Ultimately, each department director, through the Town Manager, is accountable to the Town Council for the performance of departmental personnel in meeting specific objectives within allocation resource limits. Budget preparation responsibilities include:



BUDGET CALENDAR

FY 2024-25 | IMPORTANT BUDGET EVENTS FOR THE FY 2024-25 BUDGET PREPARATION

ACTION	Date	ACTION	Date
Public Survey	12/01/2023 – 12/28/2023	1st Notice of Public Hearing	06/06/2024
Council Budget Retreat	01/19/2024	2nd Notice of Public Hearing	06/13/2024
State of the Town	01/30/2024	Public Hearing/ Final Budget Adoption	06/27/2024
Study Session Budget Review	05/01/2024 & 05/02/2024		
Tentative Budget Adoption	05/23/2024	Final Budget to Auditor General	06/30/2024

NOVEMBER 2023						
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		

DECEMBER 2023						
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						

JANUARY 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			

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		

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						

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				

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	

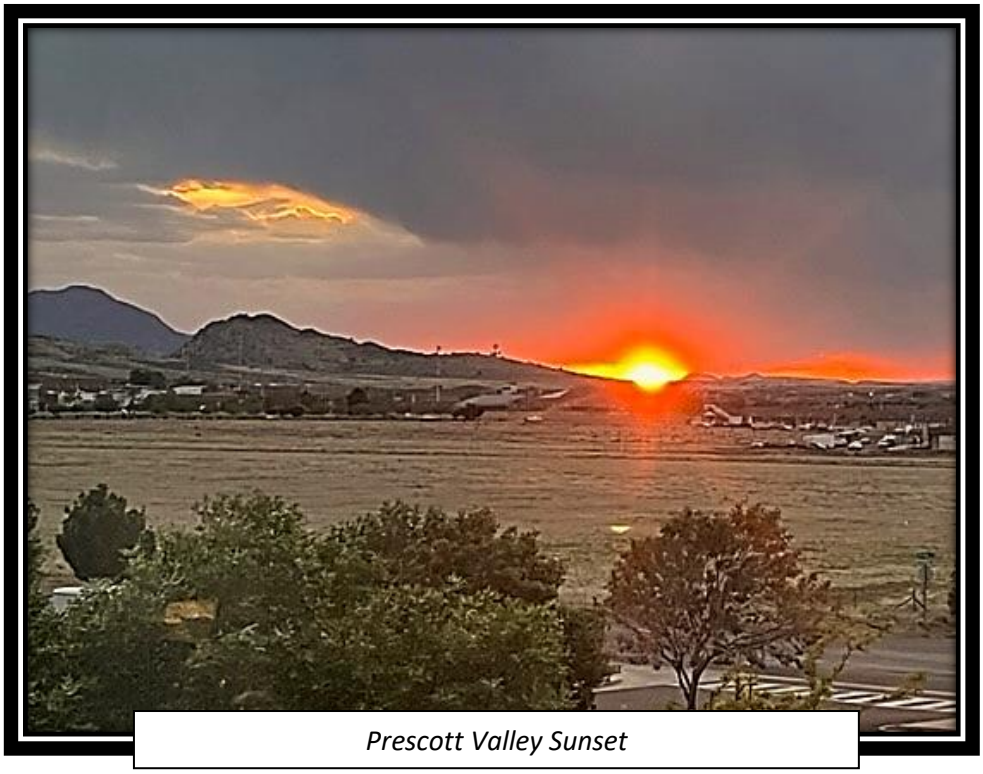
JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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	31			

AUGUST 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

SEPTEMBER 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					

OCTOBER 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		



Prescott Valley Sunset

RESOLUTION NO. 2024-2379

ADOPTION OF EXPENDITURE LIMITATION AND BUDGET
FOR THE TOWN OF PRESCOTT VALLEY
FISCAL YEAR 2024-2025

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, A MUNICIPAL CORPORATION OF ARIZONA, ADOPTING THE FISCAL YEAR 2024-2025 EXPENDITURE LIMITATION AND BUDGET FOR THE TOWN; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, pursuant to Article 9, Section 20(9) of the Arizona Constitution, and ARS Section 41-563.03(C), (E) and (G), the qualified voters of Prescott Valley did, on August 4, 2020, adopt an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 401, which set forth said Alternative Expenditure Limitation (see Resolution No. 991), provided that, as part of the budget process, the Mayor and Common Council shall annually adopt an expenditure limitation to govern the budget, after public hearing; and

WHEREAS, pursuant to ARS Section 42-302, the Mayor and Common Council did, on May 23, 2024, make an estimate of the different amounts required to meet the public expenditures for the ensuing year, as well as an estimate of revenues from sources other than direct taxation, and did enter the same upon the minutes by Resolution No. 2024-2376; and

WHEREAS, said estimates, together with a notice that the Mayor and Common Council would hold a public hearing and meeting for the purpose of hearing taxpayers on June 27, 2024, at 5:30 p.m. at the Prescott Valley Public Library, was published once a week for at least two consecutive weeks after the tentative adoption on May 23, 2024; and

WHEREAS, pursuant to ARS Section 42-303, the Mayor and Common Council did meet on June 27, 2024, and did provide an opportunity for any taxpayer to appear and be heard in favor of or against the proposed expenditure limitation and proposed budget expenditures; and

WHEREAS, the Mayor and Common Council desire now to establish an expenditure limitation and budget expenditures for Fiscal Year 2024-2025, which expenditures do not exceed the published tentative budget;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, as follows:

1. That the expenditure limitation to govern the Town of Prescott Valley budget for Fiscal Year 2024-2025 is hereby established as an amount not to exceed $210,801,417.

2. That the estimates of revenues and expenditures shown in the schedules attached hereto and expressly made a part hereof, are hereby adopted as the budget of the Town of Prescott Valley for Fiscal Year 2024-2025.

3. That this Resolution shall be effective from and after its passage and approval according to law.

RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, this 27th day of June 2024.

Kell Palguta, Mayor

ATTEST:

FOR Fatima Fernandez, Town Clerk

APPROVED AS TO FORM:

Ivan Legler, Town Attorney

TOWN OF PRESCOTT VALLEY
Summary Schedule of estimated revenues and expenditures/expenses
Fiscal year 2025

Fiscal year		Sch		Funds							
				General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total all funds
2024	Adopted/adjusted budgeted expenditures/expenses*	E	1	104,574,832	35,225,439	4,528,650	21,138,000	0	51,045,495	0	216,512,416
2024	Actual expenditures/expenses**	E	2	60,854,563	16,299,267	4,528,650	9,016,856	0	23,149,012	0	113,848,348
2025	Beginning fund balance/(deficit) or net position/(deficit) at July 1***		3	81,670,139	7,457,933	0	19,248,153	0	137,379,190	0	245,755,415
2025	Primary property tax levy	B	4	0							0
2025	Secondary property tax levy	B	5								0
2025	Estimated revenues other than property taxes	C	6	70,156,932	29,523,283	0	7,020,284	0	29,008,054	0	135,708,553
2025	Other financing sources	D	7	24,000,000	0	0	0	0	8,000,000	0	32,000,000
2025	Other financing (uses)	D	8	0	0	0		0	0	0	0
2025	Interfund transfers in	D	9	0	1,200,000	4,896,150	4,500,000	0	0	0	10,596,150
2025	Interfund Transfers (out)	D	10	6,940,429	1,630,846	0	2,024,875	0	0	0	10,596,150
2025	Line 11: Reduction for fund balance reserved for future budget year expenditures		11								
	Maintained for future debt retirement										0
	Maintained for future capital projects				3,500,000		13,501,773				17,001,773
	Maintained for future financial stability			7,364,285					34,344,798		41,709,083
											0
											0
2025	Total financial resources available		12	161,522,357	33,050,370	4,896,150	15,241,789	0	140,042,446	0	354,753,112
2025	Budgeted expenditures/expenses	E	13	93,570,135	32,752,362	4,896,150	15,241,789	0	53,744,831	0	200,205,267

	Expenditure limitation comparison	2024	2025
1	Budgeted expenditures/expenses	$ 216,512,416	$ 200,205,267
2	Add/subtract: estimated net reconciling items		
3	Budgeted expenditures/expenses adjusted for reconciling items	216,512,416	200,205,267
4	Less: estimated exclusions		
5	Amount subject to the expenditure limitation	$ 216,512,416	$ 200,205,267
6	EEC expenditure limitation or voter-approved alternative expenditure limitation	$ 216,512,416	$ 200,205,267

X The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes expenditure/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).

TOWN OF PRESCOTT VALLEY
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
General Fund			
Local taxes			
Local Transaction Privilege Taxes	$ 35,595,000	$ 35,971,553	$ 36,782,452
Franchise Tax	350,000	361,000	370,000
Licenses and permits			
Business Licenses	100,600	75,000	80,700
Building Permits	2,100,000	1,364,000	1,500,000
Animal Licenses	22,000	24,000	22,000
Intergovernmental			
Urban Revenue Sharing	12,922,388	12,922,388	10,539,396
Vehicle License Tax	4,137,086	3,717,948	4,043,689
State Sales Tax	7,254,176	7,200,000	7,487,622
Contributions	5,182,575	2,727,825	1,363,456
Administrative Fees	301,000	301,000	1,510,417
Charges for services			
Engineering Fees	40,000	14,000	30,000
Planning and Zoning Fees	120,000	162,000	136,000
Copies	5,000	470	2,000
Police Fees	20,000	61,000	53,000
Library Fees	23,000	14,000	23,000
Parks and Recreation Fees	197,500	142,912	146,500
Fines and forfeits			
Court Fines	498,500	447,198	469,500
Restitution	1,500	1,500	1,500
Earnings on investments			
Earnings on Investment	1,000,000	1,851,000	1,700,000
Property rental			
Facility Rentals	73,000	104,151	74,000
Antenna Lease	136,000	130,738	125,700
Apartment Surcharge	350,000	333,000	425,000
Miscellaneous	142,000	13,889	2,000
Miscellaneous			
Contributions			3,000,000
Other	191,000	911,275	269,000
Total General Fund	$ 70,762,325	$ 68,851,847	$ 70,156,932

* 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.

TOWN OF PRESCOTT VALLEY
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Special revenue funds			
Bed Tax Fund			
Bed Tax	$ 296,000	$ 296,000	$ 342,264
Earnings on Investment			3,000
Bed Tax Fund	$ 296,000	$ 296,000	$ 345,264
Donation Fund			
Donations	$ 100,000	$ 83,000	$ 100,000
Donation Fund	$ 100,000	$ 83,000	$ 100,000
Grant Fund			
Federal Grants	$ 19,052,508	$ 4,799,693	$ 19,921,864
State Grants	29,675	29,675	41,408
Grants Fund	$ 19,082,183	$ 4,829,368	$ 19,963,272
Highway User Revenue Fund			
Highway User Revenue	$ 5,000,011	$ 4,829,000	$ 5,018,776
Earnings on Investment	150,000	244,000	200,000
Miscellaneous		3,633	
Highway User Revenue Fund	$ 5,150,011	$ 5,076,633	$ 5,218,776
Impact Fee Fund			
Earnings on Investment	$ 85,000	$ 158,100	$ 145,000
Impact Fees	2,970,000	3,046,254	3,150,000
Impact Fee Fund	$ 3,055,000	$ 3,204,354	$ 3,295,000
Impoundment Fee Fund			
Hearing Fees - ARS 28-3511	$ 10,000	$ 5,400	$ 9,000
Impoundment Fee Fund	$ 10,000	$ 5,400	$ 9,000
Maranda Fund			
Earnings on Investment	$ 3,000	$ 6,000	$ 5,000
Maranda Fund	$ 3,000	$ 6,000	$ 5,000
Opioid Settlement Fund			
Litigation Proceeds	$	$	$ 162,971
Police Safety Fund	$	$	$ 162,971
Police Safety Fund			
Police Safety - ARS 41-1723	$ 12,000	$ 11,748	$ 12,000
Police Safety Fund	$ 12,000	$ 11,748	$ 12,000
Replacement Fund			
Earnings on Investment	$ 6,000	$ 12,000	$ 10,000
Miscellaneous	2,000	5,000	2,000
Replacement Fund	$ 8,000	$ 17,000	$ 12,000
Smart and Safe Arizona Fund			
Earnings on Investment	$	$ 12,000	$ 10,000
Intergovernmental	200,000	197,848	190,000
Smart and Safe Arizona Fund	$ 200,000	$ 209,848	$ 200,000
UNS Facilities Relocation Fund			
Franchise Tax	$ 200,000	$ 200,000	$ 200,000
UNS Facilities Relocation Fund	$ 200,000	$ 200,000	$ 200,000
Total special revenue funds	$ 28,116,194	$ 13,939,351	$ 29,523,283

* 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.

TOWN OF PRESCOTT VALLEY
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Capital projects funds			
Capital Project Growth Fund			
Contributions	$ 9,900,000	$ 9,900,000	$ 1,000,000
Earnings on Investment	20,000	1,065,000	1,040,000
	$ 9,920,000	$ 10,965,000	$ 2,040,000
Streets Capital Improvement Fund			
Local Transaction Privilege Taxes	$ 4,777,000	$ 4,777,000	$ 4,855,284
Earnings on Investment	160,000	127,000	125,000
Streets Capital Improvement Fund	$ 4,937,000	$ 4,904,000	$ 4,980,284
Total capital projects funds	$ 14,857,000	$ 15,869,000	$ 7,020,284

* 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.

TOWN OF PRESCOTT VALLEY
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Enterprise funds			
Wastewater Fund			
Earnings on Investment	$ 400,000	$ 603,264	$ 550,000
User Charges	5,800,000	5,584,000	6,200,000
Penalties	100,000	102,000	100,000
Other	150,000	164,200	157,200
Wastewater Fund	$ 6,450,000	$ 6,453,464	$ 7,007,200
Wastewater Capacity Fund			
Capacity Charges	$ 651,080	$ 1,028,000	$ 851,080
Wastewater Capacity Fund	$ 651,080	$ 1,028,000	$ 851,080
Water Fund			
Earnings on Investment	$ 200,000	$ 335,091	$ 320,000
Federal Grants	3,500,000		2,100,000
State Grants	16,000	15,313	
Antenna Lease	64,000	63,706	65,000
Litigation Proceeds			750,000
Usage Fees	9,000,000	9,287,000	9,600,000
Penalties	110,000	117,000	115,000
Other	462,500	400,384	420,500
Water Fund	$ 13,352,500	$ 10,218,494	$ 13,370,500
Water Capacity Fund			
Earnings on Investment	$ 130,000	$ 213,000	$ 175,000
Capacity Charges	405,520	586,000	550,000
Contribution	2,560,000		1,500,000
Water Capacity Fund	$ 3,095,520	$ 799,000	$ 2,225,000
Effluent Water Fund			
CAWS Fees	$	$ 200,000	$ 200,000
Other		173,038	
Other Grants			714,274
Effluent Water Fund	$	$ 373,038	$ 914,274
Reclaimed Water Fund			
Usage Fees	$ 25,000	$ 25,000	$ 27,000
Reclaimed Water Fund	$ 25,000	$ 25,000	$ 27,000
Water Resource/Recharge Fund			
Earnings on Investment	$ 15,000	$ 28,000	$ 20,000
Water Resource Fees	400,000	522,000	450,000
Federal Grants			2,100,000
Water Resource/Recharge Fund	$ 415,000	$ 550,000	$ 2,570,000
Water Resource - UVRWPC Fund			
Federal Grants	$ 1,169,030	$	$
State Grants		83,514	
Other Grants			1,200,000
UVRWPC Contributions	182,500		
Water Resource - UVRWPC Fund	$ 1,351,530	$ 83,514	$ 1,200,000
Stormwater Fund			
Earnings on Investment	$	$	$ 3,000
Usage Fees		215,000	840,000
Stormwater Fund	$	$ 215,000	$ 843,000
Total enterprise funds	$ 25,340,630	$ 19,745,510	$ 29,008,054
Total all funds	$ 139,076,149	$ 118,405,708	$ 135,708,553

* 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.

TOWN OF PRESCOTT VALLEY
Other financing sources/(uses) and interfund transfers
Fiscal year 2025

Fund	Other financing 2025 Sources	Other financing 2025 (Uses)	Interfund transfers 2025 In	Interfund transfers 2025 (Out)
General Fund				
General Fund	$ 24,000,000	$	$	$ 6,940,429
Total General Fund	$ 24,000,000	$	$	6,940,429
Special revenue funds				
Highway User Revenue Fund	$	$	$ 1,200,000	$
Impact Fee Funds				1,630,846
Total special revenue funds	$	$	$ 1,200,000	$ 1,630,846
Debt service funds				
Revenue Bonds Fund	$	$	$ 4,896,150	
Total debt service funds	$	$	$ 4,896,150	$
Capital projects funds				
Capital Project Growth Fund	$	$	$ 4,500,000	$
Streets Capital Improvement Fund				2,024,875
Total capital projects funds	$	$	$ 4,500,000	$ 2,024,875
Enterprise funds				
Water Fund	$ 8,000,000	$	$	$
Total enterprise funds	$ 8,000,000	$	$	$
Total all funds	$ 32,000,000	$	$ 10,596,150	$ 10,596,150

TOWN OF PRESCOTT VALLEY
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				
Community Services	$ 8,087,963	$ 434,700	$ 8,014,176	$ 9,009,488
Council	195,202		195,202	248,470
Development Services	2,291,604	453,500	2,545,575	2,796,732
Economic Development	297,702	(297,702)		
Finance	1,472,512	87,600	1,560,112	1,487,883
Human Resources	954,222	73,400	977,399	1,057,498
Information Technology	2,222,815	62,500	2,147,620	3,259,282
Legal	1,001,678	39,700	1,041,378	1,221,711
Magistrate Court	756,937	77,300	834,237	887,576
Neigborhood Services	846,391	70,000	916,391	1,412,338
Town Clerk	441,431	64,400	505,831	943,083
Town Manager's Office	1,318,563	439,102	1,757,665	2,095,440
Non-Departmental	54,310,209	(2,689,200)	13,103,953	40,034,689
Public Works	12,856,767	111,800	11,486,297	9,229,866
Police	14,975,531	797,200	15,768,727	16,727,579
Contingency	3,300,000	(478,995)		3,158,500
Total General Fund	$ 105,329,527	$ (754,695)	$ 60,854,563	$ 93,570,135
Special revenue funds				
Bed Tax Fund	$ 372,986	$	$ 372,986	$ 437,138
Donation Fund	250,000		92,057	200,000
Grant Funds	19,082,183		4,829,368	19,963,272
Highway User Revenue Fund	12,408,870	620,500	9,795,075	9,950,762
Impact Fee Fund	1,950,000		887,380	1,461,319
Impoundment Fee Fund	20,000		14,555	6,000
Maranda Fund	45,900		45,900	30,900
Opioid Settlement Fund				162,971
Police Safety Fund	25,000			40,000
Smart and Safe Arizona Fund	100,000			150,000
UNS Facilities Relocation Fund	350,000		261,946	350,000
Total special revenue funds	$ 34,604,939	$ 620,500	$ 16,299,267	$ 32,752,362
Debt service funds				
Revenue Bonds Fund	$ 4,528,650	$	$ 4,528,650	$ 4,896,150
Total debt service funds	$ 4,528,650	$	$ 4,528,650	$ 4,896,150
Capital projects funds				
Capital Project Growth Fund	$ 14,630,000	$	$ 2,612,569	$ 15,241,789
Streets Capital Improvement Fund	6,508,000		6,404,287	
Total capital projects funds	$ 21,138,000	$	$ 9,016,856	$ 15,241,789
Enterprise funds				
Wastewater Fund	$ 10,788,597	$ 56,800	$ 6,060,291	$ 8,388,478
Wastewater Capacity Fund	6,748,617		2,126,493	6,122,097
Water Fund	18,678,182	69,400	13,545,649	25,584,082
Water Capacity Fund	4,865,000			2,354,000
Reclaimed Water Fund	320,964		320,964	331,620
Big Chino Fund	250,000		40,593	250,000
Effluent Water Fund	6,578,410		547,641	4,325,344
Water Resource/Recharge Fund	1,330,000		330,000	4,136,395
Water Resource - UVRWPC Fund	1,351,530		169,386	1,200,000
Stormwater Fund		7,995	7,995	1,052,815
Total enterprise funds	$ 50,911,300	$ 134,195	$ 23,149,012	$ 53,744,831
Total all funds	$ 216,512,416	$	$ 113,848,348	$ 200,205,267

* 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.

TOWN OF PRESCOTT VALLEY
Full-time employees and personnel compensation
Fiscal year 2025

Fund	Full-time equivalent (FTE) 2025	Employee salaries and hourly costs 2025	Retirement costs 2025	Healthcare costs 2025	Other benefit costs 2025	Total estimated personnel compensation 2025
General Fund	293.8	$ 22,140,760	$ 6,201,635	$ 3,744,917	$ 1,279,170	$ 33,366,482
Special revenue funds						
Bed Tax Fund	1.0	$ 79,914	$ 9,805	$ 9,766	$ 1,653	$ 101,138
Grant Funds	1.0	293,951	65,874	33,387	18,935	412,147
Highway User Revenue Fund	17.4	1,108,476	173,749	249,557	89,298	1,621,080
Impoundment Fee Fund		6,000				6,000
Smart and Safe Arizona Fund		100,000				100,000
Total special revenue funds	19.4	$ 1,488,341	$ 249,428	$ 292,710	$ 109,886	$ 2,240,365
Enterprise funds						
Wastewater Fund	7.0	$ 517,837	$ 91,391	$ 86,690	$ 16,489	$ 712,407
Water Fund	10.5	766,709	130,195	112,276	22,866	1,032,046
Stormwater Fund	4.0	234,416	39,770	76,254	17,579	368,019
Total enterprise funds	21.5	$ 1,518,962	$ 261,356	$ 275,220	$ 56,934	$ 2,112,472
Total all funds	334.7	$ 25,148,063	$ 6,712,419	$ 4,312,847	$ 1,445,990	$ 37,719,319

PRESCOTT VALLEY

TOWN POLICIES


PRESCOTT VALLEY

FINANCIAL POLICIES

The Town has an important responsibility to its citizens to carefully account for public funds, manage finances wisely, manage growth, and plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The Town must ensure that it is capable of adequately funding and providing those local government services needed by the community.

The following excerpts are from the Town's adopted financial policies and establish a framework for overall fiscal planning and management. They set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. Adopted financial policies reflect the Town's commitment to sound financial management and fiscal integrity to the credit rating industry and prospective investors. The financial policies also improve the Town's fiscal stability by helping Town officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can lead to improvement in Town bond ratings and lower cost of capital. The Town complies with the comprehensive financial policies adopted.

SUMMARY OF KEY FISCAL POLICY MEASURES			
Policy	**Fund**	**Target**	**Result**
Budget Resources	General	Contingency <5% of GF & HURF expenditure budget	3.05%
Fund Reserves	General	Unassigned fund balance ≥ 25% of GF revenues	75.37%
	General	Stabilization fund balance ≥ 10% of GF revenues	10.00%
	Water	Reserves ≥ 90 days (25%) of operating expenditures	319.63%
	Wastewater	Reserves ≥ 90 days (25%) of operating expenditures	1514.72%
Debt	All	Annual debt service costs < 25% of operating revenues	4.80%
	Water	Revenue-to-debt service coverage ≥ 1.6:1	N/A
	Wastewater	Revenue-to-debt service coverage ≥ 1.6:1	4.23:1

BUDGET POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

The adoption of the budget is one of the Town Council's most important activities. State of Arizona statutes include specific requirements regarding the adoption of the annual budget and the Town's budget policies are consistent with them.

Budget Calendar

The budget calendar will follow the specific dates set forth by State of Arizona statute for completion of each of the tasks necessary to prepare and adopt the annual budget.

Decentralized Budget Process

The Town will utilize a decentralized budget process allowing all departments an opportunity to participate in the budget process. The budget process is intended to weigh all competing requests for Town resources within expected fiscal constraints. Requests for new programs made outside the budget process will be discouraged.

Budgeted Funds

Annual budgets are adopted for all funds except certain trust and agency funds like the payroll liability fund. Controls for trust and agency funds are achieved through stipulations in the trust agreements, or by state or federal agency requirements.

Balanced Budget

The budget must be balanced for all budgeted funds. Total estimated expenditures for each of the governmental fund types must equal total anticipated revenues plus the portion of beginning of the year unreserved fund balance in excess of the required fund balance reserve. Estimated expenses for proprietary fund types must equal total anticipated revenues and unreserved retained earnings.

Allocating Budget Resources

- *Zero-Based Resource Allocation* – Each department will have an opportunity to request personnel, goods, capital items and services needed to carry on its responsibility in an exemplary manner. The Town will utilize a zero-based resource allocation approach.

- *Special One-Time Revenue Sources* – Special one-time revenue sources will be used to purchase non-recurring items like capital goods, not to support items that will have a long-term operational impact on future Town expenditures.

- *Special Revenue Fund Resources* – Special revenue funds supported by intergovernmental revenues and special purpose taxes are limited strictly to expenditures mandated by the funding source. These resources are not to be used to subsidize other funds, except as required or permitted by program regulations.

- *Additional Personnel* – Addition of personnel will only be requested to meet program initiatives and policy directives after service needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenues or enhanced operating efficiencies. To the extent possible, personnel cost reductions will be achieved through attrition.

- *Contingency Account* – A contingency account not to exceed five percent of the combined General Fund and Highway Users Revenue Fund (HURF) expenditure budgets will be maintained annually. This account will be available for unanticipated, unbudgeted expenditures without the necessity to spend from the Town's reserves. The use of this account will require the Town Council's approval.

  Status: In fiscal year 2024-25 the contingency budget equals $3,158,500 which is less than 5% of the General Fund and HURF expenditure budgets, or $5,176,045.

- *Outside Agency Providers* – As a component of the budget process, when fiscal resources permit, the Town Council may allocate funds to outside agency providers for business, social, recreational, economic development, or promotional services. All requests for funding must provide a service consistent with an existing, recognized Town need, policy, goal, or objective.

  Status: In fiscal year 2024-25 General Fund budget, $401,118 is budgeted for Outside Agencies, compared to $4,688,300 for fiscal year 2023-24.

Fund Reserves

- *General Fund*
  - The Town will maintain a target "Unassigned" fund balance equal to a minimum of twenty-five percent (25%) of the General Fund revenues, excluding transfers. The intention of the unassigned fund balance is to provide additional stability to the General Fund, recognizing the cyclical nature of the economy and the volatility of the Town's major revenues sources (i.e., state-shared revenues).

Status: The yearend projected unassigned fund balance for the General Fund is $52,878,332 which is more than 25% of the total General Fund revenues, excluding transfers, or $17,539,233.

- In addition to the unassigned fund balance, the Town will maintain a Stabilization fund, or "rainy day fund" in the General Fund of no less than ten percent (10%) of the General Fund revenues, excluding transfers. The stabilization fund can only be used if approved by Council and only after the unassigned fund balance is depleted. If the stabilization fund is used, the Town must restore the balance to the minimum limit over a period not to exceed five (5) fiscal years.

Status: The yearend projected stabilization fund balance for the General Fund is $7,015,693.

- *Other Funds*
  - Governmental funds must never incur a negative fund balance.

Status: All funds, except for the Development Impact Fees (Cultural), have a positive, or zero fund balance.

- *Water and Wastewater Utility Funds*
  - Water and Wastewater Utility Funds shall carry contingencies and reserves equal to 90 days operating expenses.

Status: Water and Wastewater Utility Funds have reserves that significantly exceed the 90 days operating expenses requirement.

- *Special Revenue – Replacement Fund*
  - An Equipment Reserve Fund will be established, and funds appropriated annually to provide for the timely replacement of equipment.

Status: No funds are scheduled to be transferred to the Replacement Fund in fiscal year 2024-25.

Budgetary Basis of Accounting

Budgets for governmental fund types will be adopted using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current fiscal period. The Town considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to vacation, sick leave, and claims and judgments, are recorded only when payment is due.

Property taxes, other local taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are measurable and available only when the Town receives cash.

Budgets for proprietary fund types will be adopted using the economic resources measurement focus and the accrual basis of accounting except for principal debt service and capital outlay. For expenditure limitation purposes, the Town budgets for principal debt service and capital outlay. At yearend, capital outlay and principal payments will be reclassified to comply with Generally Accepted Accounting Principles (GAAP). The Town does not budget for depreciation as depreciation is not considered expenditure in budgetary accounting, but at yearend depreciation expense will be recorded to comply with GAAP. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Appropriations at Yearend

All budgeted expenditures not authorized by a purchase order lapse at yearend. Expenditures placed with an authorized purchase order must be invoiced by June 30 and paid within 60 calendar days of the close of the fiscal year.

Legal Level of Budgetary Control

The annual budget shall be adopted at the fund level. Expenditures may not exceed the budgeted total of the fund without the Town Council's approval.

Budgetary Reporting System

The Town will maintain a budgetary control system to ensure adherence to the budget. The budgetary reporting system will conform to the Government Finance Officers Association standards for financial reporting and budgeting, the Governmental Accounting Standards Board, and other professional standards.

Budgeted Capital Asset Maintenance

The Town shall continue to support a scheduled level of maintenance and replacement of its infrastructure and fleet. Physical assets will be maintained at a level adequate to protect the Town's capital investment and minimize future maintenance and replacement costs. The adopted operating budget will provide enough resources for the regular repair and maintenance of capital assets.

CAPITAL POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

A Capital Improvement Plan (CIP) is a long-range plan of purchasing, constructing, and maintaining the Town's capital assets. The capital budget is the portion of the operating budget that funds capital costs.

Developing a CIP

A five-year CIP will be developed and updated annually, including funding sources.

Defining Capital Assets for a CIP

Capital expenditures (assets) include property, plant, equipment, and infrastructure assets (i.e. roads, sidewalks, and similar items). CIP capital assets are defined by the government as assets with an initial, individual cost of more than $100,000 and an estimated useful life in excess of one year. Assets contributed (donated) to those funds are recorded by reference to historical costs of the donor if recently purchased or constructed, or, if such records are not available, at estimated fair market value on the date of receipt.

Prioritizing Projects

Proposed capital projects will be reviewed and prioritized by the Town Manager in discussion with the department directors.

Overall consistency with the Town's goals and objectives will be considered when prioritizing capital projects. Financing sources will then be identified for the highest-ranking projects. Higher priority will be given to capital projects or capital assets if they meet certain criteria such as the project/asset is mandatory, regulatory, or environmentally driven, spurs economic development, improves efficiency, provides a needed service, will have a high usage, will have a useful life of longer than two years, will reduce operating and maintenance costs, has available state/federal grants, eliminates a hazard, or is a prior commitment.

Allocating Resources to CIP

Capital improvement projects will be funded through a combination of allocated revenues, state/federal grants, and authorized debt. To qualify as a capital project, the project must meet the following criteria:

- If debt funded, the term of the debt should not exceed the useful life of the project.
- Capital projects shall be built to specifications which enable them to be self-sustaining whenever possible.
- Long-term debt will be funded through revenue bond issues, whenever feasible, to maximize the general obligation debt limitation.

Capital improvement life cycle costs will be coordinated with the development of the operating budget. Future operating, maintenance, and replacement costs associated with new capital improvements will be forecast, matched to available revenue sources, and included in the operating budget.

DEBT POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

When authorized by the Town Council, the Town will issue long-term debt for high cost, long-lived capital projects/assets. The Town will issue short-term debt only when it is impossible to fund a project/asset initially through long-term debt. All issuance of debt will conform to the debt limitations as set by State of Arizona statutes.

Issuing Debt

The issuance of short-term debt is limited to projects/assets which cannot be funded initially using long-term debt. Long-term debt is limited to capital projects and assets that the Town cannot finance from current revenues or resources. Every effort will be made to limit the payback period of the debt to the estimated useful life of the capital project or asset.

Long-term debt financing will be used when non-continuous capital improvements are desired and future citizens will receive a benefit from the improvement. When long-term debt is utilized, the Town will ensure that the debt is financed soundly by conservatively projecting the revenue sources that will be utilized to repay the debt, financing the improvement over a period not greater than the useful life of the improvement and determining that the cost benefit of the improvement, including the interest cost, is positive.

Amount of Debt Issuances

The Town will conform to the debt limitations as set forth by State of Arizona statutes and bond indentures (ordinances). The Arizona Constitution states that a municipality cannot issue general obligation bonds in excess of 6% of assessed valuation for general municipal purposes. Additional general obligation bonds for up to 20% of assessed valuation can be issued for specific purposes, such as supplying water and sewer services, recreational and playground facilities, and open space purposes.

For statutory purposes, the Town's outstanding bonds are not considered general obligation bonds subject to the statutory limits listed above because the Town's bonds are secured by excise taxes instead of property taxes.

- *Legal Debt Calculation* –

	General Obligation Bonds	
	All Other Purposes	Water/Sewer, Lights, Open Space and Parks
Constitutional Debt Limitation	6%	20%
Net Secondary Assessed Valuation*	$59,302,597	$197,675,325
Outstanding Debt	0	0
Available Borrowing Capacity	$59,302,597	$197,675,325

*FY 2024-25 net secondary assessed valuation of $988,376,624.

Note: Currently, the Town cannot issue general obligation debt as it does not have a property tax.

Debt Maturities

The Town will keep the average maturity of general obligation bonds at twenty-five (25) years or less and all efforts will be made to limit the long-term debt maturity schedule to the estimated useful life of the capital asset constructed or purchased.

Other

- *Budget Appropriations* – Annual budget appropriations shall include debt service payments and reserve requirements for all long-term debt outstanding as set forth in the bond ordinances.

  - *Debt Issues* – Debt issues will be sold on a competitive basis, except when conditions make a negotiated sale preferable. Revenue bonds can be issued through negotiated sale when the issue is unusually large, the project speculative or complex, the issue is a refunding, or the market is unstable.

  - *Debt Service Costs* – Annual debt service costs shall not exceed 25% of the Town's operating revenues. Improvement District (ID) and Community Facilities District (CFD) debt is not included in this calculation as it is paid by the property owners.

Status: In fiscal year 2024-25, annual debt service costs of $5,901,701 represent 4.8% of the Town's total operating revenues of $122,865,386 (excludes revenues specifically designated for capital expenditures).

  - *Non-Voter Approved Debt* – Non-voter approved debt, such as Municipal Property Corporation and contractual, will be utilized only when a dedicated revenue source cannot be identified. When considering Municipal Property Corporation or contractual debt, the Town must consider if the project requires money not available from other sources, whether matching funds are available (may be lost if not applied for in a timely manner), catastrophic conditions, or if the project financed will generate net positive revenues.

  - *Improvement District (ID) and Community Facilities District (CFD) Bonds* – ID and CFD bonds shall be issued only when there is a general Town benefit. Both ID and CFD bonds will be utilized only when it is expected that they will be issued for their full term. It is intended that ID and CFD bonds will be primarily issued for developments or neighborhoods desiring improvement to their property such as roads, water lines, sewer lines, streetlights, parks, and drainage.

  - *Utility Rates* – Utility rates will be set, as a minimum, to ensure the ratio of revenue-to-debt service meets bond indenture requirements of 1.25:1. The Town goal will be to maintain a minimum ratio of utility revenue-to-debt service of 1.6:1 to ensure debt coverage in times of revenue fluctuations attributable to weather or other causes and to ensure a balanced, pay-as-you-go CIP.

Status: As of the June 30, 2023 Annual Comprehensive Financial Report, the coverage ratios for the Sewer Revenue Bonds was 4.23, the Town has no outstanding Water System Revenue Bonds.

- *Sewer In-Lieu Fee – A* sewer in-lieu assessment fee in the amount of $3,300 per equivalent development unit is assessed to newly developed property connecting to the Town's sewer system if located in any one of the three previously established improvement districts. These fees may be used for the funding of non-growth, renewal, and replacement capital projects of the sewer system.

FISCAL POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

The fiscal policies provide guidance regarding assessing and collecting of revenues and uses of expenditures.

Revenues

- *Revenue System* – The Town will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any single revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of economic downturns. The Town will endeavor to keep the revenue system simple, which will result in a decrease of compliance costs for the taxpayer or service recipient, and a corresponding decrease in avoidance to pay. The revenue system will strive to maintain equity in its structure to avoid a disproportionate burden levied on a taxpayer group. The Town will seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customers.

- *Tax Base* – The Town will make every effort to structure its tax base to retain and promote business and industry.

User Charges

The Town will establish fees and user charges at a level related to the total cost of providing that service. When establishing user charges, costs of service, pricing to encourage or limit demand, identifiable benefits, and discouraging waste must be considered. When imposing new fees and/or charges, the proposed fee/charge should be examined for sufficiency, efficiency, and simplicity. All fees and charges will be reviewed annually in order to keep pace with the cost of providing that service.

Status: A fee study was completed in 2023 resulting in changes in fees, and an additional stormwater fee.

Utility Rates

Utility user charges for water and wastewater will reflect cost of service and will be established so that operating revenues are at least equal to operating expenditures. A reserve must be maintained to meet unforeseen emergencies. This reserve shall be separate from the carryover balance. The carryover balance should be enough to maintain adequate cash flow and to reduce the demand for short-term borrowing. A portion of the user rates will cover replacement of the utility facilities. Each of the utilities will periodically conduct a comprehensive rate study.

Financial Projections

The Town reviews the prior and current year revenues/expenditures to prepare the next year projections.

Revenue Collection

The Town will follow an aggressive, but fair policy of collecting revenues. An understanding of the revenue source increases the reliability of the revenue system. The Town will review its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize.

Grant/Developer Funding

The Town will seek state/federal grants and developer contributions for funding projects. Grants and contributions will not be budgeted unless the funding source has been identified and an application is contemplated to be submitted.

FINANCIAL REPORTING POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

The policy provides guidance regarding accounting and the general audit.

Accounting and Reporting Standards

The Finance Department will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting practices as disseminated by the Governmental Accounting Standards Board.

Annual Audit

An annual audit will be conducted by an independent audit firm with an audit opinion to be included with the Town's published Annual Comprehensive Financial Report. The audit will be budgeted for annually in the appropriate funds.

Audit Scope

All general purpose, combining and individual fund, and account group statements and schedules shall be subject to a full scope audit. All Town departments are subject to audit for compliance with the laws and statutes of the State of Arizona. All state, federal, and local grant funding is subject to a financial and compliance audit.

Internal Controls

The Town will maintain internal controls enough as to prevent loss of Town assets. These controls will be documented and reviewed on a periodic basis. Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act, such as theft.

Financial Reporting

Monthly Executive Report will be prepared by the Finance Division for the Town Manager, Town Council, and Department Directors no later than the 10th business day of the month. The Town's Annual Comprehensive Financial Report will be submitted to the Government Finance Officers Association (GFOA) Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance-related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potential for misleading inference. This report is available to the Town Council, securities and bonding agencies, and citizens. The Town's Annual Comprehensive Financial Report will also be submitted to national repositories identified by Electronic Municipal Market Access as a continuing commitment to disclose thoroughness to enable investors to make informed decisions.

OTHER FINANCIAL RELATED POLICIES

BUDGET AMENDMENT POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

The purpose of this policy is to establish guidelines for transferring funds between budget line items and departments.

- Capital Improvement Plan budget amendments require the approval of the Town Council.
- Interfund budget amendments require the approval of the Town Council.
- Inter-departmental budget amendments require the approval of the Town Council.
- Increases in Full-Time Equivalent count require the approval of the Town Council.
- Budget transfers from contingency require the approval of the Town Council.
- Personnel Services budget amendments require the approval of the Town Manager.
- Operating capital budget amendments require the approval of the Finance Director.

CONSTRUCTION TRANSACTION PRIVILEGE TAX REVENUE POLICIES

This policy was last revised through resolution number 1649 on June 11, 2009.

Revenues from construction Transaction Privilege Tax (TPT) will be used toward costs related to one-time growth-related capital expenditures, invested in improvements that will benefit future residents or make future service provisions efficient. The annual allocation of general fund construction TPT will increase by 10% annually until the allocation reaches 100% beginning with 10%, which started in fiscal year 2003-04. All revenues received from construction activity will be subject to the provisions of this policy, except for the 0.33% TPT dedicated to the Town's street improvement program.

Status: For fiscal year 2024-25, $4,500,000 will be transferred from the General Fund to the Capital Growth Fund.

These funds will be placed in a separate fund so that they can be accounted for appropriately. The funds accumulated in this fund will not be committed to the repayment of debt to finance growth capital projects due to the instability of this source of revenue. However, pay-as-you-go funding of infrastructure capital projects are appropriate.

INVESTMENT POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

The investment objectives of the Town include safety, liquidity, and return. Standards of care will be used when making investment decisions for the Town. The Town will utilize authorized investment types and will prepare the appropriate investment reports. The investment portfolio of the Town will be well diversified in order to avoid concentrations in any securities or issuers.

Scope of Policy

The investment policy shall govern the investment activities of the Town.

Funds Included

All financial assets of all funds, unless specifically exempted, will be administered in accordance with the objectives and restrictions set forth in this policy.

Pooling of Funds

Except for cash in certain restricted and special funds, the Town will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with GAAP.

Investment Objectives

The primary objectives of investment activities shall be safety, liquidity, and return (in that order).

Standards of Care

Standards of care including prudence, risk of loss, conflicts of interest, disclosure, delegation of authority, and investment training must be utilized when investing Town assets.

Authorized Investments

Monies of the Town may be invested in the following investments:

- Obligations of the United States which are backed by the full faith and credit of the U.S. government.
- Obligations of U.S. agencies, sponsored agencies, corporations, sponsored corporations, or instrumentalities.
- Collateralized mortgage obligations and pass-through securities directly issued by a federal agency or instrumentality of the U.S., the underlying securities for which is guaranteed by an agency or instrumentality of the U.S.
- Other obligations of the states, agencies, counties, cities, and other political subdivisions of any state, rated as to investment quality by a nationally recognized investment rating firm not less than A, or its equivalent.
- Certificates of deposit that are issued by a state or a national bank or savings and loan domiciled in the State of Arizona and that are guaranteed or insured by the Federal Deposit Insurance Corporation or are secured as to principal by obligations described in the preceding clauses or in any other manner and amount provided by law for Town deposits.
- Fully collateralized repurchase or reverse repurchase agreements that have a defined termination date, fully secured by obligations described in the preceding paragraphs of this section.
- The pooled investment funds established by the Arizona State Treasurer pursuant to ARS § 35-326.
- Money market mutual funds investing exclusively in obligations authorized by the preceding paragraphs of the section.

Portfolio and Investment Asset Parameters

- *Bidding Process for Investments* – Investment officials for the Town may accept quotes for certificates of deposit and for all marketable securities either orally, in writing, electronically, or in any combination of these methods. Offered prices on investment securities shall be checked for competitiveness with other approved financial institutions.

- *Diversification* – The Town's investments shall be diversified to avoid over concentration in securities from a specific issuer or business sector, to limit investment in securities that have higher credit risks, to invest in securities with varying maturities and to continuously invest a portion of the portfolio in readily available funds.

- *Maximize Maturities* – To the extent possible, the Town shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five (5) years from the date of purchase.

- *Maximum Dollar Weighted Average Maturity* – The maximum dollar weighted average maturity based on the stated final maturity, authorized by this investment policy for the composite portfolio of the Town, shall be consistent with the investment objectives. The maximum dollar weighted average maturity based on the state final maturity for the composite portfolio shall be three (3) years.

- *Pricing* – Pricing for portfolio investments shall be done through the Town's custody bank using an independent pricing source such as IDC. Pricing shall be done on at least a monthly basis.

Selection of Depository and Financial Institutions

- *Bidding Process* – Depositories shall be selected through the Town's banking services procurement process, which shall include a formal request for proposal issued at least every seven (7) years with a typical contract being for five (5) years with an option to extend the contract for two (2) additional one-year terms.

- *Insurability* – Banks and savings and loan associations seeking to establish eligibility for the Town'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 Town.

- *Authorized Depository and Financial Institutions* – The Chief Financial Officer (i.e. Finance Director) will maintain a list of financial institutions authorized to provide investment services.

Collateralization of Town's Deposits

- *Insurance or Collateral Pledged* – Collateralization shall be required on depository bank deposits, certificates of deposit, and repurchase (and reverse) agreements.

- *Collateral Defined* – The Town shall accept only the following insurance and securities as collateral for cash deposits, certificates of deposit and repurchase agreements:

    - FDIC insurance coverage.

    - Obligations of the U.S., its agencies and instrumentalities, including agency and instrumentality issued mortgage-backed collateral.

    - Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the U.S. or its agencies and instrumentalities.

- *Collateral Safekeeping Agreement* – The Town shall not accept, as depository collateral, any security that is not specifically allowed to be held as a direct investment by the Town's portfolio and that the maximum maturity of the collateral securities may not be greater than five (5) years.

- *Audit of Pledged Collateral* – All collateral shall be subject to verification and audit by the Chief Financial Officer or the Town's independent auditors.

Safekeeping and Custody of Investment Assets

All security transactions, including collateral for repurchase (reverse) agreements entered by the Town, shall be conducted using the delivery vs. payment basis.

Internal Controls

The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft, or misuse.

PURCHASING POLICIES

This policy was last revised through resolution number 2022-2246 on April 14, 2022.

The purchasing policy shall be followed to establish and ensure the integrity and accountability of the Town procurement process.

Administrative Policy

All procurement of goods and services is to be done with a high degree of ethical integrity and by selection of the most economical and cost-effective vendors and suppliers.

Procurement Requirements

All public officials authorized to incur debt resulting from purchases for the Town shall use the procurement requirements pursuant to Article 3-04 of the Town code, current Town procurement policy and shall comply with the procurement standards:

- The authority to incur debt on behalf of the Town is a public trust, and each procurement shall be treated in a manner that will not in any way be averse to the interest of the Town.
- Each purchase shall be made impartially, fairly and without benefit or hint of personal benefit to the public official who is making the procurement.
- No public official of the Town shall demand or accept a gratuity of any kind in return for making procurement for the Town. Gratuities shall mean gifts, money, services or the promise of any gifts, money, or services.
- A conflict of interest shall occur any time a public official, making a purchase for any dollar amount, has any type of personal relationship with a vendor. A requisition that could be considered a conflict of interest shall be routed through either the Town Manager or the Finance Director for approval. A conflict-of-interest form shall be filed with the Finance Department by the public official.
- All purchases or contracts for services exceeding $50,000 that were not budgeted must be approved by Town Council.
- Purchasing thresholds are as follows:
    - *$0 to $4,999 (Small purchase)* – made at the discretion of the Department Director
    - *$5,000 to $49,999 (Informal purchase)* – three quotations and Town Manager approval
    - *$50,000+ (Formal purchase)* – formal bid process and Council approval

PRESCOTT VALLEY

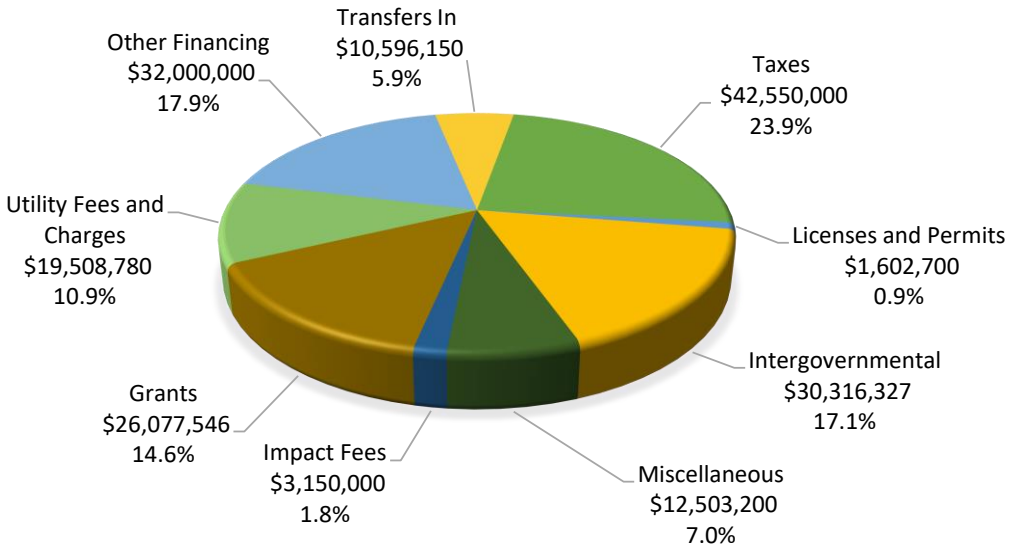
FINANCIAL OVERVIEW


PRESCOTT VALLEY

BUDGET SUMMARY

The Town utilizes past collection trends and forecasts based on recent business activity for revenue projections. Over the last year the Town has experienced a moderate increase in transaction privilege tax (TPT) collections and forecast TPT revenue will continue modest increases. This is partially due to population growth which stimulates revenue in the retail and restaurant & bar categories as well as a flourishing construction industry. In comparison to the fiscal year 2023-24 adopted budget, a 3.2% increase has been budgeted for TPT. Total estimated revenues and transfers in (excluding cash reserves) are $178,304,703, which is virtually unchanged when compared to the fiscal year 2023-24 adopted budget. In addition to the revenues received, reserves in the amount of $32,496,714 will be utilized to balance the budget.

WHERE DOES THE MONEY COME FROM?



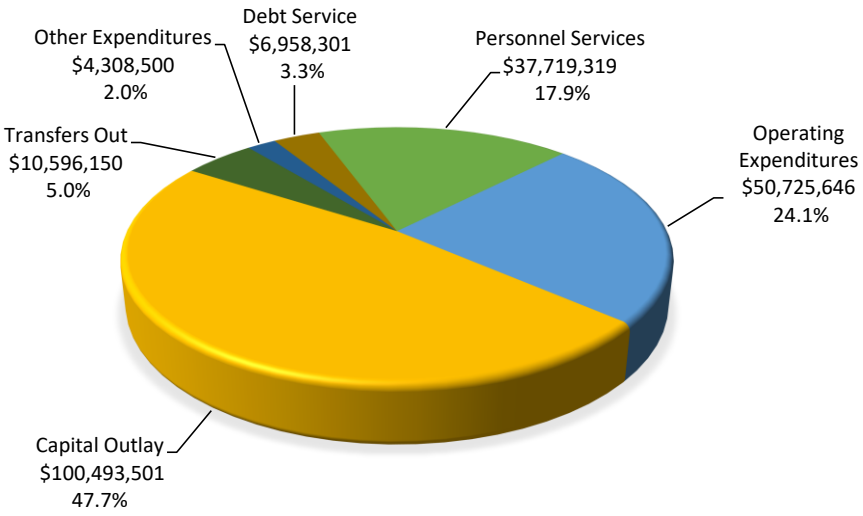
REVENUE SUMMARY

Revenues and Other Financing Sources	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Taxes	$39,872,449	$41,218,000	$41,605,553	$42,550,000
Licenses and Permits	2,291,009	2,222,600	1,463,000	1,602,700
Intergovernmental	27,708,682	35,179,736	31,896,009	30,316,327
Miscellaneous:				
Charges for Services	437,436	405,500	394,382	390,500
Fines and Forfeitures	487,088	522,000	465,846	492,000
Investment and Rental	4,516,606	2,934,000	5,486,230	4,995,700
Other	6,788,030	10,193,000	10,907,292	6,625,000
Impact Fees	3,595,507	2,970,000	3,046,254	3,150,000
Grants	6,727,287	26,327,213	4,928,195	26,077,546
Utility Fees and Charges	19,244,798	17,104,100	18,399,238	19,508,780
Subtotal Revenues	**111,668,892**	**139,076,149**	**118,591,999**	**135,708,553**
Other Financing	-	26,450,000	-	32,000,000
Transfers In	11,105,511	12,028,650	12,028,650	10,596,150
Total Revenues and Other Sources	**$122,774,403**	**$177,554,799**	**$130,620,649**	**$178,304,703**
Increase/(Decrease) in Fund Balance Reserves	**$23,277,373**	**($50,986,267)**	**$4,743,651**	**($32,496,714)**

The annual budget for the Town is divided into six major components which include all appropriations (Governmental and Enterprise) for the Town. The total budget for fiscal year 2024-25 is $210,801,417:

- *Personnel Services* budget is $37,719,319 and consists of salaries and fringe benefits for all Town employees.
- *Operating Expenditures* budget is $50,725,646 and finances the day-to-day provisions of Town services, grant-related activities, and operational costs of providing utility services.
- *Other Expenditures* budget is $4,308,500 which consists of contingency.
- *Capital Outlay* budget is $100,493,501 and funds the construction or improvements of Town facilities and infrastructure and the purchase of various types of machinery and equipment.
- *Debt Service* budget is $6,958,301 and is used to repay money borrowed by the Town, primarily for capital improvements.
- *Transfers Out* budget is $10,596,150 and represents the amount of funds transferred from one fund to another.

WHERE DOES THE MONEY GO?



EXPENDITURE SUMMARY

Expenditures and Other Financing Uses	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services	$35,063,759	$36,646,736	$34,127,591	$37,719,319
Operating Expenditures	31,060,781	46,748,252	37,546,402	50,725,646
Other Expenditures	-	3,821,005	-	4,308,500
Capital Outlay	15,507,322	122,712,556	36,040,488	100,493,501
Debt Service	6,759,657	6,583,867	6,133,867	6,958,301
Subtotal Expenditures	**88,391,519**	**216,512,416**	**113,848,348**	**200,205,267**
Transfers Out	11,105,511	12,028,650	12,028,650	10,596,150
Total Expenditures and Other Uses	**$99,497,030**	**$228,541,066**	**$125,876,998**	**$210,801,417**

ESTIMATED FUND BALANCES

The table below illustrates the estimated beginning and ending fund balances for all governmental and enterprise funds. When necessary, fund reserves are used to finance expenditures/expenses, specifically capital outlay. The Town will strive to create and maintain a healthy reserve position.

FUND BALANCE						
Fund	**Estimated Beginning Fund Balance 07/01/24**	**Revenues and Other Financing Sources**	**Expenditures and Other Financing Uses**	**Estimated Ending Fund Balance 06/30/25**	**$ Change Fund Balance**	**% Change Fund Balance**
GOVERNMENTAL FUNDS						
General Fund*	$ 82,556,504	$ 94,156,932	$100,510,564	$ 76,202,872	$ (6,353,632)	-7.7%
Special Revenue Funds						
Bed Tax Fund	100,000	345,264	437,138	8,126	(91,874)	-91.9%
Donation Fund	223,332	100,000	200,000	123,332	(100,000)	-44.8%
Grant Fund*	-	19,963,272	19,963,272	-	-	0.0%
Highway User Revenue Fund*	3,531,986	6,418,776	9,950,762	-	(3,531,986)	-100.0%
Impact Fee Fund	2,146,778	3,295,000	3,092,165	2,349,613	202,835	9.4%
Impoundment Fee Fund	13,955	9,000	6,000	16,955	3,000	21.5%
Maranda Fund	188,034	5,000	30,900	162,134	(25,900)	-13.8%
Opioid Settlement Fund	-	162,971	162,971	-	-	0.0%
Police Safety Fund	40,975	12,000	40,000	12,975	(28,000)	-68.3%
Replacement Fund	412,313	12,000	-	424,313	12,000	2.9%
Smart and Safe Arizona	588,067	200,000	150,000	638,067	50,000	8.5%
UNS Facilities Relocation Fund	294,362	200,000	350,000	144,362	(150,000)	-51.0%
Debt Service Funds						
Revenue Bonds Fund	-	4,896,150	4,896,150	-	-	0.0%
Capital Project Funds						
Capital Project Growth Fund	16,656,500	6,540,000	15,241,789	7,954,711	(8,701,789)	-52.2%
Streets Capital Improvement Fund	2,718,718	4,980,284	2,024,875	5,674,127	2,955,409	108.7%
Total Governmental Funds	**109,471,524**	**141,296,649**	**157,056,586**	**93,711,587**	**(15,759,937)**	**-14.4%**
ENTERPRISE FUNDS						
Stormwater Fund	237,000	843,000	1,052,815	27,185	(209,815)	-88.5%
Wastewater Fund*	35,881,083	7,007,200	8,388,478	34,499,805	(1,381,278)	-3.8%
Wastewater Reserve	655,772	-	-	655,772	-	0.0%
Wastewater Replacement	800,000	-	-	800,000	-	0.0%
Water Fund*	57,684,821	21,370,500	25,584,082	53,471,239	(4,213,582)	-7.3%
Reclaimed Water Fund	(242,525)	27,000	331,620	(547,145)	(304,620)	-125.6%
Big Chino Fund	(2,654,040)	-	250,000	(2,904,040)	(250,000)	-9.4%
Water Resource – UVRWPC Fund	70,000	1,200,000	1,200,000	70,000	-	0.0%
Effluent Water Fund	6,914,915	914,274	4,325,344	3,503,845	(3,411,070)	-49.3%
Water Resource & Recharge Fund	1,348,000	2,570,000	4,136,395	(218,395)	(1,566,395)	-116.2%
Water System Capacity Fund	5,441,146	2,225,000	2,354,000	5,312,146	(129,000)	-2.4%
Wastewater System Capacity Fund	(3,719,375)	851,080	6,122,097	(8,990,392)	(5,271,017)	-141.7%
Total Enterprise Funds	**102,416,797**	**37,008,054**	**53,744,831**	**85,680,020**	**(16,736,777)**	**-16.3%**
Total All Funds	**$211,888,321**	**$178,304,703**	**$210,801,417**	**$179,391,607**	**$ (32,496,714)**	**-15.3%**

*Denotes Major Fund

EXPLANATION OF FUND BALANCE CHANGES

Major Funds

All major funds are addressed.

- **General Fund: (7.7%) –** Fund balance is expected to **decrease** by $6,353,632 due to significant investments in capital projects and the Town utilizing specific revenues that were received in prior years for dedicated projects in the proposed budget year.
- **Grant Fund: 0.0% –** Fund balance is expected to remain unchanged due to revenues always equaling expenditures.
- **Highway User Revenue Fund: (100.0%) –** A **decrease** of $3,531,986 in the Highway User Revenue Fund (HURF) balance is due to the Town's revised approach of subsidizing HURF only as necessary. This decrease will be fully covered by the existing fund balance.
- **Wastewater Fund: (3.8%) –** An overall fund balance **decrease** of $1,381,278 is expected. This decrease is mainly due to budgeted revenues being lower than budgeted expenses. However, for accounting purposes, capital expenses will be reclassified to assets. After these entries are posted, the **increase** of fund balance is expected to be 3.2%.
- **Water Fund: (7.3%) –** An overall fund balance **decrease** of $4,213,582 is expected. This decrease is mainly due to budgeted revenues being lower than budgeted expenses. However, for accounting purposes, capital expenses will be reclassified to assets. After these entries are posted, the **increase** of fund balance is expected to be 17.8%.

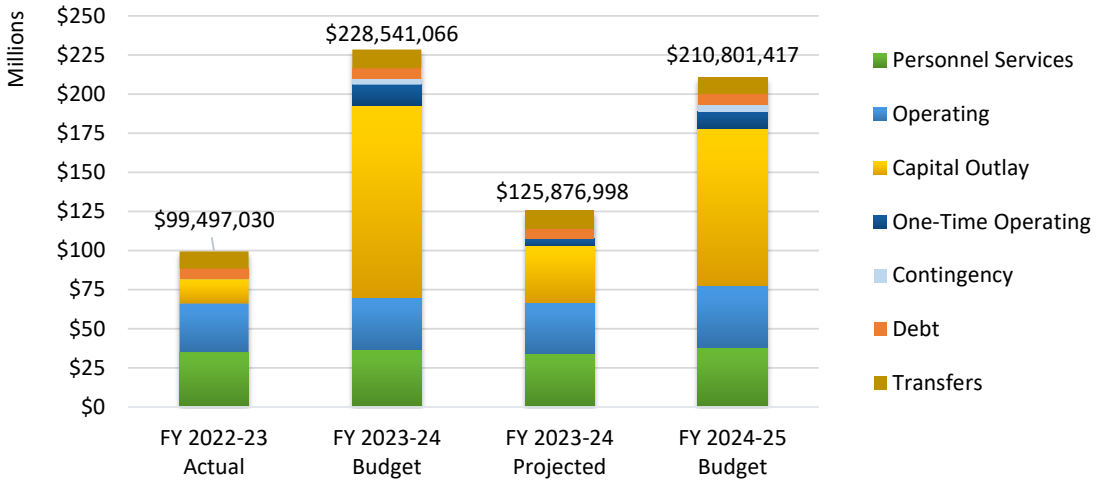
Non-Major Funds

Non-major funds that are projected to increase or decrease in fund balance by 10.0% or more are listed below with an explanation for the change.

- **Bed Tax Fund: (91.9%) –** Fund balance is projected to **decrease** by $91,874. This decrease is mainly due to budgeted revenues being lower than budgeted expenses.
- **Donation Fund: (44.8%) –** The anticipated fund balance **decrease** of $100,000 is due to budgeted capital projects and operating expenditures needed to carry out the intent of the various donations.
- **Impoundment Fee Fund: 21.5%** – Fund balance is expected to **increase** by $3,000 due to budgeted revenues being higher than budgeted expenditures.
- **Maranda Fund: (13.8%) –** The anticipated fund balance **decrease** of $25,900 is due to budgeted operating expenditures needed to carry out the intent of the donation.
- **Police Safety Fund: (68.3%) –** Fund balance is expected to **decrease** by $28,000 due to additional police safety equipment being budgeted. This decrease will be fully covered by existing fund balance.
- **UNS Facilities Relocation Fund: (51.0%) –** Fund balance is expected to **decrease** by $150,000 due to utility site improvements budgeted at $350,000 for fiscal year 2024-25. This decrease will be fully covered by existing fund balance.
- **Capital Project Growth Fund: (52.2%)** – Fund balance is expected to **decrease** by $8,701,789 due to significant investments in capital projects and the Town utilizing specific revenues that were received in prior years for dedicated projects in the proposed budget year. Beginning fund balances are sufficient to cover the draw on fund balance.
- **Streets Capital Improvement Fund: 108.7% –** Fund balance is projected to **increase** by $2,955,409 due to budgeted revenues being higher than budgeted expenditures.

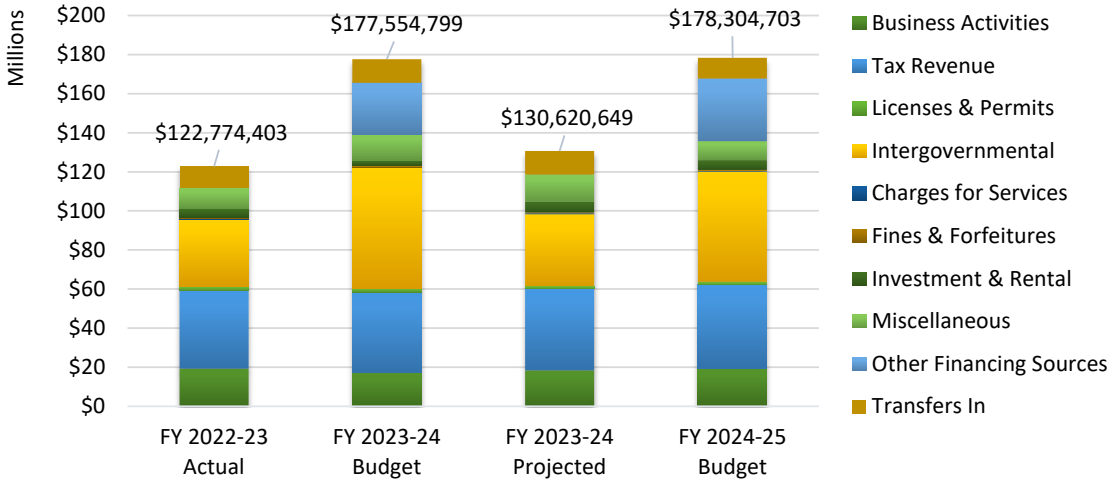
- **Stormwater Fund: (88.5%)** – Fund balance is projected to **decrease** by $209,815. This decrease is primarily due to budgeted revenues falling short of budgeted expenses, including initial investments in new supplies and equipment.
- **Reclaimed Water Fund: (125.6%)** – Fund balance is projected to **decrease** by $304,620. This decrease is mainly due to budgeted revenues being lower than budgeted expenses.
- **Effluent Water Fund: (49.3%) –** Fund balance is projected to **decrease** by $3,411,070 mostly due to budgeted Glassford Hill Road 16-inch Recharge Pipe project and purchase of 80 acres of land. This decrease will be fully absorbed by existing fund balance.
- **Resource and Recharge Fund: (116.2%) –** Fund balance is projected to **decrease** by $1,566,395 mainly due to budgeted purchase of Water Rights.
- **Wastewater System Capacity Fund: (141.7%) –** Fund balance is expected to **decrease** by $5,271,017. The Village Way Lift Station and Section 2 Sewer Up-sizing projects are mainly responsible for this change and are estimated at $4,550,000.

TOTAL FINANCIAL PROGRAM



EXPENDITURE SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	24,656,762	25,467,943	22,948,798	24,906,016
Benefits	10,406,997	11,178,793	11,178,793	12,813,303
Operating				
Administrative and Official	5,781,039	6,513,723	5,828,643	7,842,986
Advertising and Printing	108,349	192,754	189,280	236,410
Insurance	963,194	1,006,000	1,006,000	1,228,050
Library Materials	102,530	134,126	134,126	149,519
Professional Development	471,237	809,439	811,009	950,075
Professional Services	8,350,764	9,833,677	9,509,148	11,342,429
Rentals and Leases	205,831	981,380	981,380	1,387,740
Repairs and Maintenance	6,152,511	7,810,352	7,774,352	9,688,012
Supplies and Equipment	1,708,547	2,127,381	2,245,096	2,711,099
Utilities	3,795,970	4,187,310	4,187,310	4,367,113
One-Time Operating	3,420,807	13,152,110	4,880,058	10,822,213
Capital Outlay	15,507,322	122,712,556	36,040,488	100,493,501
Contingency	-	3,821,005	-	4,308,500
Debt Service	6,759,657	6,583,867	6,133,867	6,958,301
Transfers Out	11,105,511	12,028,650	12,028,650	10,596,150
Total Expenditures by Category	$ 99,497,030	$ 228,541,066	$ 125,876,998	$ 210,801,417



REVENUE SUMMARY

Revenues by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Recurring Revenues				
Enterprise User Charges	16,992,274	15,647,500	15,890,200	17,457,700
Tax Revenue	35,622,507	36,718,000	37,105,553	38,050,000
Licenses and Permits	558,774	122,600	99,000	102,700
Intergovernmental Revenues	27,351,547	28,175,229	25,072,013	29,605,492
Charges for Services	437,436	405,500	394,382	390,500
Fines and Forfeitures	487,088	522,000	465,846	492,000
Investment and Rental Income	4,516,606	2,934,000	5,486,230	4,995,700
Transfers In	11,105,511	12,028,650	12,028,650	10,596,150
One-Time Revenues				
Enterprise Capacity Fees	2,252,524	1,456,600	2,509,038	2,051,080
Construction Tax Revenue	4,249,942	4,500,000	4,500,000	4,500,000
Licenses and Permits	1,732,235	2,100,000	1,364,000	1,500,000
Miscellaneous	10,383,537	13,163,000	13,953,546	9,775,000
Intergovernmental Revenues	7,084,422	33,331,720	11,752,191	26,788,381
Other Financing Sources	-	26,450,000	-	32,000,000
Total Revenues by Category	$ 122,774,403	$ 177,554,799	$ 130,620,649	$ 178,304,703

OPERATING RESULTS

Net Change	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Recurring				
Revenues	97,071,743	96,553,479	96,541,874	101,690,242
Expenditures	74,318,959	82,355,395	78,456,452	88,677,203
Net Change - Recurring	22,752,784	14,198,084	18,085,422	13,013,039
One-Time				
Revenues	25,702,660	81,001,320	34,078,775	76,614,461
Expenditures	28,644,818	146,185,671	47,420,546	122,124,214
Net Change - One-Time	(2,942,158)	(65,184,351)	(13,341,771)	(45,509,753)
Total Net Change	$ 19,810,626	$ (50,986,267)	$ 4,743,651	$ (32,496,714)

REVENUE SUMMARY

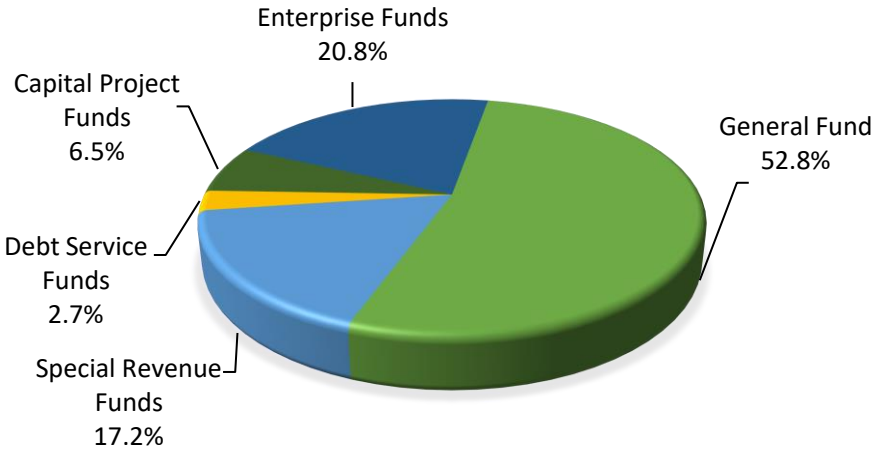
The following tables and graphs depict all revenue sources and their respective budgets.

REVENUE SUMMARY BY FUND

Fund	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Increase (Decrease)*	Percent Change*
General Fund	**$ 69,674,634**	**$ 97,212,325**	**$ 68,851,847**	**$ 94,156,932**	**$ 25,305,085**	**36.8%**
Special Revenue Funds						
Bed Tax Fund	288,856	296,000	296,000	345,264	49,264	16.6%
Donation Fund	71,471	100,000	83,000	100,000	17,000	20.5%
Grant Fund	6,640,539	19,082,183	4,829,368	19,963,272	15,133,904	313.4%
Highway User Revenue Fund	8,092,416	8,150,011	8,262,924	6,418,776	(1,844,148)	-22.3%
Impact Fee Fund	3,750,503	3,055,000	3,204,354	3,295,000	90,646	2.8%
Impoundment Fee Fund	9,155	10,000	5,400	9,000	3,600	66.7%
Maranda Fund	6,633	3,000	6,000	5,000	(1,000)	-16.7%
Opioid Settlement Fund	-	-	-	162,971	162,971	100.0%
Police Safety Fund	14,205	12,000	11,748	12,000	252	2.1%
Replacement Fund	56,616	8,000	17,000	12,000	(5,000)	-29.4%
Smart and Safe Arizona	222,965	200,000	209,848	200,000	(9,848)	-4.7%
UNS Facilities Relocation Fund	295,409	200,000	200,000	200,000	-	0.0%
Total Special Revenue Funds	**19,448,768**	**31,116,194**	**17,125,642**	**30,723,283**	**13,597,641**	**79.4%**
Debt Service Funds						
Revenue Bonds Fund	5,165,763	4,528,650	4,528,650	4,896,150	367,500	8.1%
Total Debt Service Funds	**5,165,763**	**4,528,650**	**4,528,650**	**4,896,150**	**367,500**	**8.1%**
Capital Project Funds						
Capital Project Growth Fund	2,959,015	14,420,000	15,465,000	6,540,000	(8,925,000)	-57.7%
Streets Capital Improvement Fund	4,760,117	4,937,000	4,904,000	4,980,284	76,284	1.6%
Total Capital Project Funds	**7,719,132**	**19,357,000**	**20,369,000**	**11,520,284**	**(8,848,716)**	**-43.4%**
Enterprise Funds						
Stormwater Fund	-	-	215,000	843,000	628,000	292.1%
Wastewater Fund	7,569,740	6,450,000	6,453,464	7,007,200	553,736	8.6%
Water Fund	10,396,908	13,352,500	10,218,494	21,370,500	11,152,006	109.1%
Reclaimed Water Fund	19,325	25,000	25,000	27,000	2,000	8.0%
Water Resource – UVRWPC Fund	310,753	1,351,530	83,514	1,200,000	1,116,486	1336.9%
Effluent Water Fund	118,954	-	373,038	914,274	541,236	0.0%
Water Resource & Recharge Fund	632,532	415,000	550,000	2,570,000	2,020,000	367.3%
Water System Capacity Fund	789,715	3,095,520	799,000	2,225,000	1,426,000	178.5%
Wastewater System Capacity Fund	928,179	651,080	1,028,000	851,080	(176,920)	-17.2%
Total Enterprise Funds	**20,766,106**	**25,340,630**	**19,745,510**	**37,008,054**	**17,262,544**	**87.4%**
Total Revenues	**$ 122,774,403**	**$ 177,554,799**	**$ 130,620,649**	**$ 178,304,703**	**$ 47,684,054**	**36.5%**

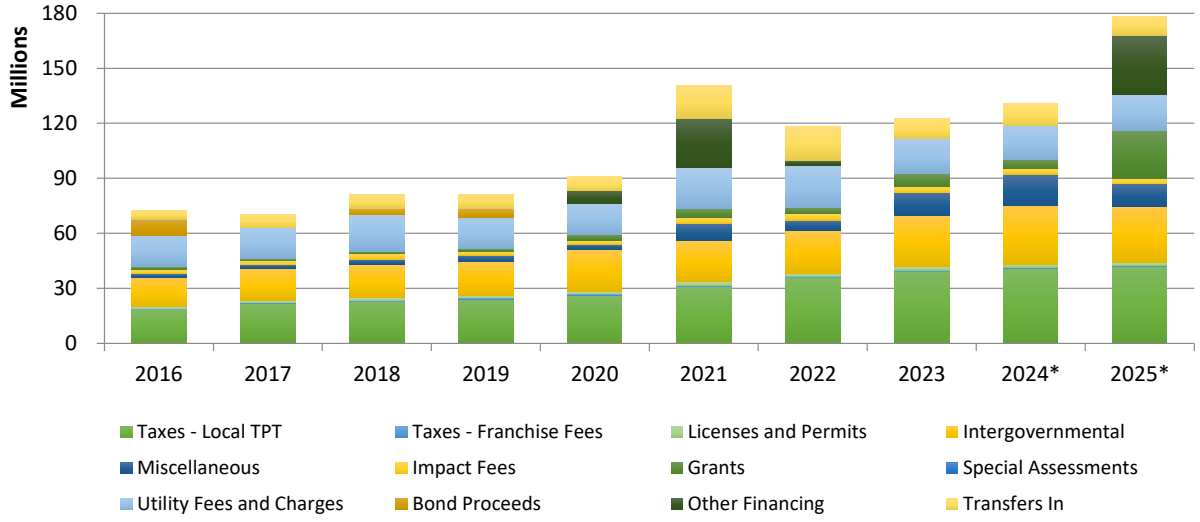
*Increase (Decrease) and Percent Change columns are calculated in comparison to FY 2023-24 projected amounts.

REVENUE SUMMARY BY FUND FY 2024-25



REVENUE SUMMARY BY CATEGORY

Revenue by Category	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Budget
Taxes - Local TPT	$18,283,099	$21,847,447	$22,867,640	$24,275,358	$26,404,855	$31,091,413	$35,936,066	$39,148,290	$41,044,553	$41,980,000
Taxes - Franchise Fees	583,413	565,907	540,367	566,233	579,603	572,204	627,113	724,159	561,000	570,000
Licenses and Permits	1,255,568	1,085,016	1,363,272	1,221,989	1,309,417	1,904,874	1,874,569	2,291,009	1,463,000	1,602,700
Intergovernmental	15,919,417	17,437,984	18,588,724	18,579,181	23,153,323	22,260,476	23,283,703	27,708,682	31,896,009	30,316,327
Miscellaneous										
Charges for Services	364,040	377,665	482,015	455,579	411,457	456,110	455,790	437,436	394,382	390,500
Investment and Rental	628,275	683,676	958,608	1,375,977	1,288,257	779,500	1,127,458	4,516,606	5,486,230	4,995,700
Fines and Forfeitures	633,213	680,019	735,834	605,100	690,029	633,046	526,707	487,088	465,846	492,000
Other	399,509	232,074	218,598	1,047,520	317,340	7,733,188	3,314,640	6,788,030	10,907,292	6,625,000
Impact Fees	2,283,045	2,164,454	3,413,700	2,117,162	2,029,139	3,287,659	3,576,474	3,595,507	3,046,254	3,150,000
Grants	1,587,277	1,284,782	1,047,666	1,716,960	3,225,413	4,761,586	3,535,173	6,727,287	4,928,195	26,077,546
Utility Fees and Charges	17,026,294	17,004,792	19,981,542	16,811,599	16,876,243	22,591,576	22,618,205	19,244,798	18,399,238	19,508,780
Bond Proceeds	8,845,000	-	3,449,500	4,530,000	-	-	-	-	-	-
Other Financing	-	-	-	346,017	6,977,001	26,835,199	3,033,000	-	-	32,000,000
Transfers In	4,868,238	6,631,362	7,314,966	7,493,593	7,617,610	17,750,473	18,503,352	11,105,511	12,028,650	10,596,150
Total Revenue	$72,676,388	$69,995,178	$80,962,432	$81,142,268	$90,879,687	$140,657,304	$118,412,250	$122,774,403	$130,620,649	$178,304,703



*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

TAXES – LOCAL TRANSACTION PRIVILEGE TAXES

These revenues are from TPT that Town imposes on certain business activities within Town limits. Prescott Valley has an agreement with the Arizona Department of Revenue who acts as the collecting agent for TPT and then reimburses the Town. Detailed tax information received from the state is confidential and cannot be disclosed to the public.

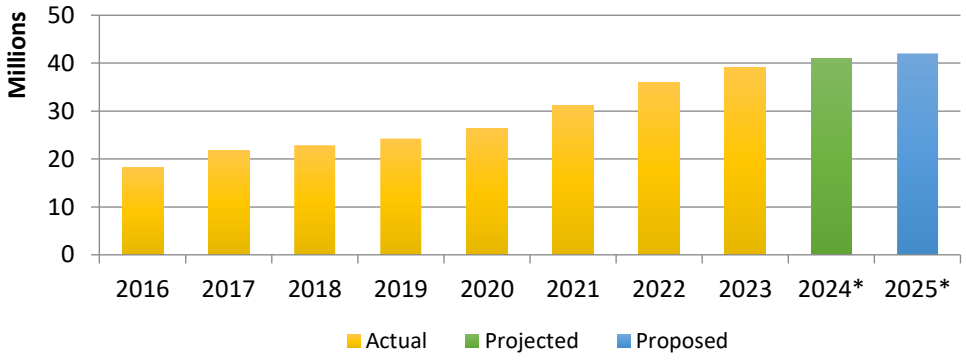
- **Rate Structure –** The current tax rate of 2.83% is charged on all taxable categories including use tax, except for the rental of commercial and residential real property which has a zero percent tax rate. Approximately 64.2% of the total TPT revenue comes from retail sales, with the remainder collected primarily from construction, communications/utilities, and restaurants & bars.

- **Permitted Use –** TPT revenues are one of the single largest revenue sources, representing about 23.9% of total revenues. Of the 2.83% TPT collected, 2.00% is used to pay for general governmental operations and the repayment of debt, 0.50% is allocated to street maintenance and public safety, and 0.33% is budgeted in the Streets Capital Improvement Fund that can only be used to fund specific street projects. Of the total TPT tax budgeted, $437,138 has been budgeted in the Bed Tax fund to support and promote tourism-related activities.

- **Assumptions –** The Town utilizes past collection trends as well as forecasting based on recent business trends and current global events. The Town has experienced strong growth partially due to the increase in population which, in turn, contributed to increases in other tax revenue categories such as retail and restaurant & bar revenue. Economic conditions appear strong and a forecast of $41,980,000 has been budgeted. This represents a 2.2% increase over fiscal year 2023-24 projected revenues.

LOCAL TRANSACTION PRIVILEGE TAX BY FUND

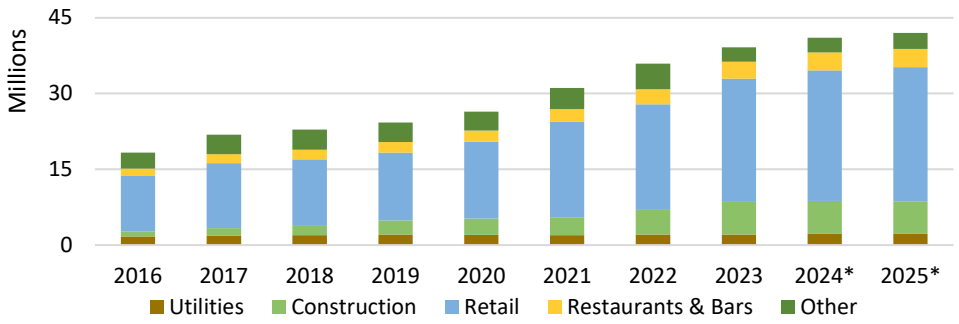
Transaction Privilege Tax	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	$ 15,332,583	$ 18,650,074	$ 20,196,164	$ 21,445,445	$ 23,325,844	$ 27,497,632	$ 31,781,071	$34,329,251	$35,595,000	$35,971,553	$36,782,452
Special Revenue Funds											
Bed Tax Fund	-	-	-	-	-	-	-	287,578	296,000	296,000	342,264
Entertainment District Funds	610,407	649,791	-	-	-	-	-	-	-	-	-
Capital Project Funds											
Streets Capital Improvement Fund	2,340,109	2,547,582	2,671,477	2,829,913	3,079,011	3,593,781	4,154,995	4,531,461	4,777,000	4,777,000	4,855,284
Total Transaction Privilege Tax	$ 18,283,099	$ 21,847,447	$ 22,867,640	$ 24,275,358	$ 26,404,855	$ 31,091,413	$ 35,936,066	$39,148,290	$40,668,000	$41,044,553	$41,980,000



*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

LOCAL TRANSACTION PRIVILEGE TAX BY CATEGORY

Fiscal Year	Utilities	Construction	Retail	Restaurants & Bars	Other	Total
2016	$1,698,355	$1,027,769	$10,971,517	$1,466,497	$3,118,961	$18,283,099
2017	1,866,960	1,480,527	12,857,988	1,768,684	3,873,288	21,847,447
2018	1,951,092	1,850,778	13,189,597	1,892,680	3,983,493	22,867,640
2019	2,080,378	2,809,943	13,388,034	2,129,567	3,867,436	24,275,358
2020	2,033,534	3,235,278	15,210,113	2,178,405	3,747,525	26,404,855
2021	1,978,381	3,565,023	18,882,277	2,522,703	4,143,029	31,091,413
2022	2,071,522	4,918,575	20,860,406	2,987,611	5,097,952	35,936,066
2023	2,078,271	6,457,113	24,407,196	3,360,197	2,845,512	39,148,290
2024*	2,219,248	6,516,119	25,828,932	3,593,459	2,886,795	41,044,553
2025*	2,242,255	6,426,669	26,536,739	3,636,018	3,138,319	41,980,000



TAXES – FRANCHISE FEES

Franchise fees are taxes received from gas utility company UniSource and a 4.0% license fee (effective fiscal year 2016-17) charged to cable customers and received from Cable One. These funds are budgeted and received within General Fund.

Over the last several years, franchise fees received by the Town have remained virtually unchanged even though the Town's population continues to increase. This trend is presumably because a greater number of users are moving towards alternative forms of television and viewing such as satellite and internet-based programs (which are not subject to the Cable One service fee) and towards alternative sources of energy such as electricity and solar.

*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

LICENSES AND PERMITS

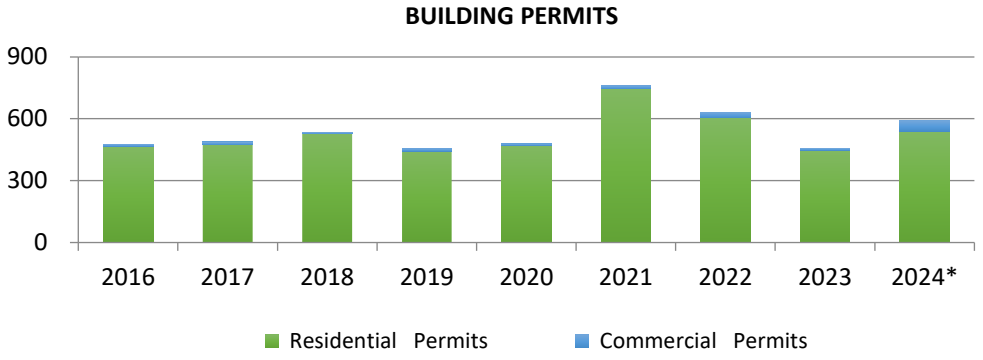
Licenses and permits revenues are derived primarily from residential and commercial building and trade permits, animal licenses, and business licenses.

- **Rate Structure –** The rates vary based on the product or service provided. The current fee structure for residential and commercial building permits was adopted in August of 2014, the amendments to fee structure went into effect in January of 2018.

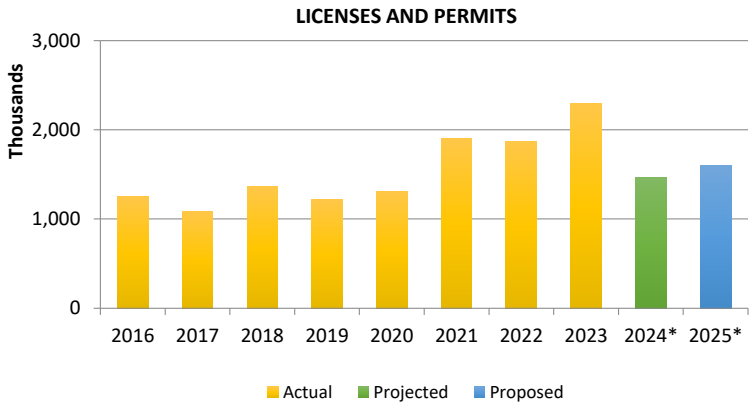
- **Permitted Use –** There are no restrictions on use. The funds may be used for any expense legally chargeable to the General Fund.

- **Assumptions –** Assumptions for next year building permit activity projections are based on prior year's conservative trends within the planned communities (i.e. Jasper, StoneRidge, Pronghorn Ranch, and Granville) and projections for fiscal year 2023-24. The budgeted amount for Licenses and Permits for fiscal year 2024-25 is $1,602,700, an increase of 9.5% from fiscal year 2023-24 projected revenues. The increase is primarily due to anticipated commercial permit activity being projected for fiscal year 2024-25.

The following table and graphs reflect trends and projections for new construction building permits:



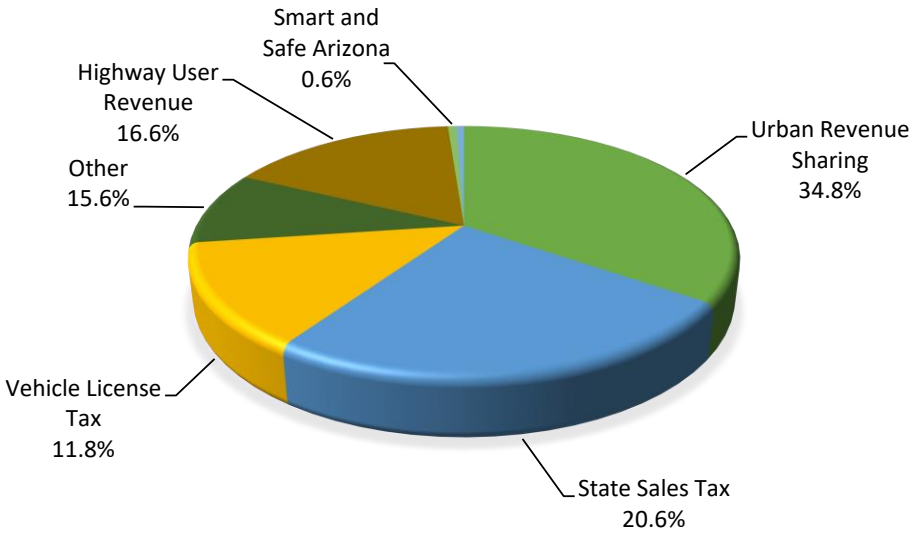
LICENSES AND PERMITS			
Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$1,255,568	$385,017	44.2%
2017	1,085,016	(170,552)	-13.6%
2018	1,363,272	278,256	25.6%
2019	1,221,989	(141,283)	-10.4%
2020	1,309,417	87,428	7.2%
2021	1,904,874	595,457	45.5%
2022	1,874,569	(30,305)	-1.6%
2023	2,291,009	416,440	22.2%
2024*	1,463,000	(828,009)	-36.1%
2025*	1,602,700	139,700	9.5%



*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

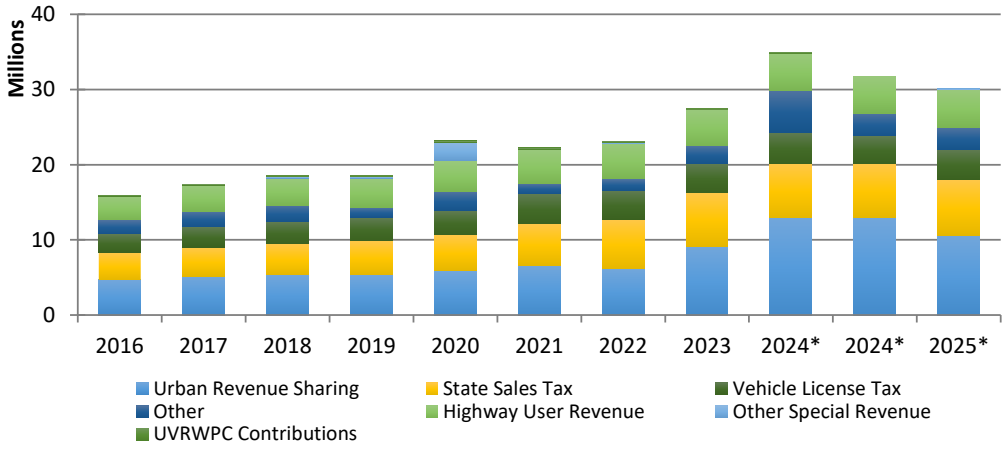
INTERGOVERNMENTAL

Intergovernmental revenues represent one of the major revenue sources for the Town at 17.0% of total revenues and are estimated at $30,316,327 for fiscal year 2024-25. The following table and graphs depict various intergovernmental revenues categories.



INTERGOVERNMENTAL REVENUES

Revenue	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Budget
General Fund										
Urban Revenue Sharing	$ 4,674,164	$ 5,162,499	$ 5,342,309	$ 5,384,827	$ 5,916,267	$ 6,647,643	$ 6,153,321	$ 9,141,339	$12,922,388	$10,539,396
State Sales Tax	3,694,109	3,869,615	4,154,137	4,483,551	4,732,268	5,518,219	6,612,442	7,123,195	7,200,000	7,487,622
Vehicle License Tax	2,454,014	2,700,357	2,936,417	3,142,327	3,248,966	3,945,360	3,820,660	3,924,202	3,717,948	4,043,689
Other	1,826,867	2,063,006	2,200,772	1,305,891	2,535,308	1,411,249	1,530,636	2,307,971	3,028,825	2,873,873
Special Revenue Funds										
Highway User Revenue	3,165,763	3,498,007	3,605,598	3,905,452	4,099,261	4,474,878	4,743,649	4,803,936	4,829,000	5,018,776
Smart and Safe Arizona	-	-	-	-	-	36,537	165,495	218,539	197,848	190,000
Other Special Revenue	-	-	199,992	200,783	2,468,311	73,090	75,000	-	-	162,971
Enterprise Funds										
UVRWPC Contributions	104,500	144,500	149,500	156,350	152,942	153,500	182,500	189,500	-	-
Total Revenue	$15,919,417	$17,437,984	$18,588,724	$18,579,181	$23,153,323	$22,260,476	$23,283,703	$27,708,682	$31,896,009	$30,316,327



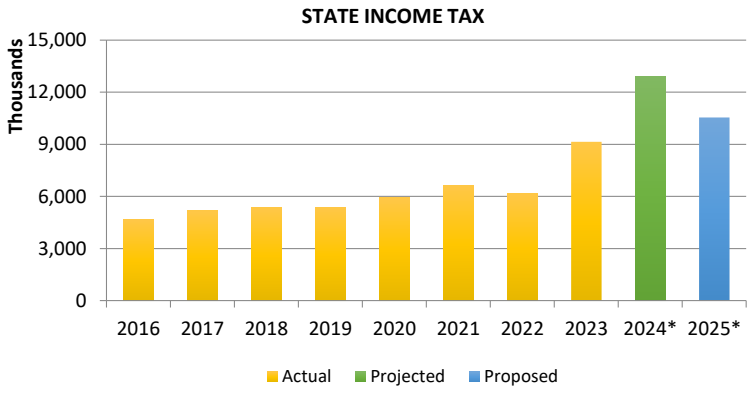
*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

State Income Tax (Urban Revenue Sharing) – In 1972 the voters of Arizona approved the Urban Revenue Sharing program which requires the State to share income tax revenue with incorporated cities and towns. These revenues are also known as Urban Revenue Sharing.

- **Rate Structure –** For fiscal year 2024-25, the Town shares in the 18.0% portion of state income tax (not the 15.0% as in years previous to fiscal year 2023-24) collected based on population numbers of the official U.S. Census Bureau estimates from June of the prior year. The percentage increase from 15.0% to 18.0% is to mitigate the effect of the State's adoption of the 2.5% flat income tax rate that will result in reduced income tax collections in the future.
- **Permitted Use –** These funds may be utilized for any municipal purpose and are deposited in the General Fund.
- **Assumptions –** This revenue source is based on economic conditions during the year for which the income was taxed and is subject to fluctuations in employment, corporate profits, tax credits, and exemptions. It is also subject to changes made by State legislature. Estimated state shared income tax revenues to be distributed to the Town for fiscal year 2024-25 are $10,539,396, a decrease of $2,382,992 over the previous fiscal year projected revenue. This decrease is a result of a one-time distribution from the State during fiscal year 2023-24, intended to offset anticipated future declines resulting from the implementation of the 2.5% flat income tax.

STATE INCOME TAX

Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$4,674,164	($25,479)	-0.5%
2017	5,162,499	488,335	10.4%
2018	5,342,309	179,810	3.5%
2019	5,384,827	42,518	0.8%
2020	5,916,267	531,440	9.9%
2021	6,647,643	731,376	12.4%
2022	6,153,321	(494,322)	-7.4%
2023	9,141,339	2,988,018	48.6%
2024*	12,922,388	3,781,049	41.4%
2025*	10,539,396	(2,382,992)	-18.4%

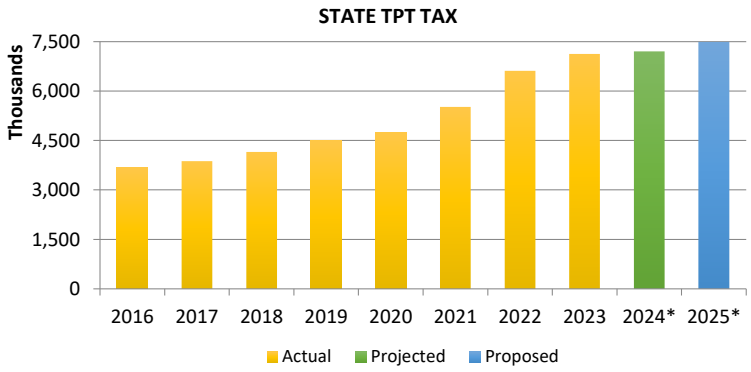


State Transaction Privilege Tax – This revenue source is derived from TPT that the State imposes on the sale of goods. The State establishes a distribution base to share with all incorporated cities and towns.

- **Rate Structure –** The Town shares in a portion of the State TPT collection total. Each tax classification has a designated sharing percentage that goes into the distribution base, and cities and towns receive 25.0% of the base. The State rate of TPT is 5.6%.
- **Permitted Use –** State shared TPT may be used for any municipal public purpose. There are no restrictions as to usage for this revenue. The funds are deposited in the General Fund.
- **Assumptions –** A 4.0% increase in the fiscal year 2024-25 distribution is expected as compared to the previous fiscal year projected revenue. The increase is based primarily on projections provided by the League of Arizona Cities and Towns. Estimated state shared TPT distributions to the Town total $7,487,622 for fiscal year 2024-25.

*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

STATE TPT TAX			
Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$3,694,109	$146,215	4.1%
2017	3,869,615	175,506	4.8%
2018	4,154,137	284,521	7.4%
2019	4,483,551	329,414	7.9%
2020	4,732,268	248,717	5.5%
2021	5,518,219	785,951	16.6%
2022	6,612,442	1,094,223	19.8%
2023	7,123,195	510,753	7.7%
2024*	7,200,000	76,805	1.1%
2025*	7,487,622	287,622	4.0%



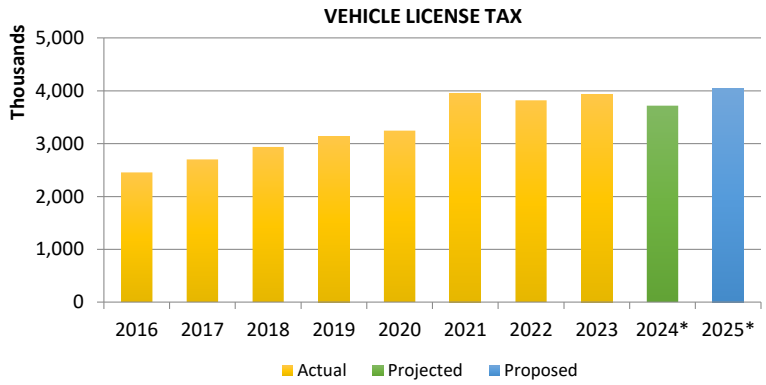
Vehicle License Tax – This tax is imposed by the Arizona Constitution as an "in-lieu" tax for all *ad valorem* property taxes on motor vehicles. This revenue is distributed to the State, counties, and cities.

- **Rate Structure –** Approximately 20.0% of revenues collected by the Arizona Department of Transportation for the licensing of motor vehicles are distributed to cities and towns. Prescott Valley receives a share of the vehicle license tax collections based on its population in relation to the total incorporated population of the county.

- **Permitted Use –** The revenue source can be used for any municipal purpose; therefore, revenues are deposited in the General Fund.

- **Assumptions –** The estimated Vehicle License Tax budget for fiscal year 2024-25 is $4,043,689, an increase of 8.8% over the previous fiscal year projected amount. Economic conditions appear to be stabilizing which supports this increase.

VEHICLE LICENSE TAX			
Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$2,454,014	$194,850	8.6%
2017	2,700,357	246,343	10.0%
2018	2,936,417	236,060	8.7%
2019	3,142,327	205,910	7.0%
2020	3,248,966	106,639	3.4%
2021	3,945,360	696,394	21.4%
2022	3,820,660	(124,700)	-3.2%
2023	3,924,202	103,542	2.7%
2024*	3,717,948	(206,254)	-5.3%
2025*	4,043,689	325,741	8.8%

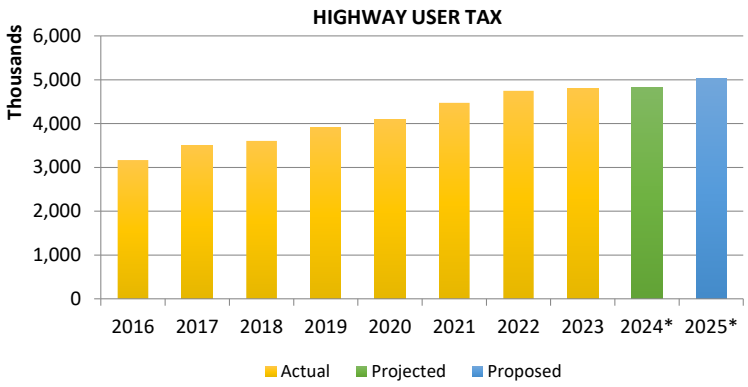


*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

Highway User Tax – Highway User Revenue Fund (HURF) tax estimates are provided by the Arizona Department of Transportation and come primarily from the fuel tax, with the remainder from motor carrier fees, vehicle registration fees, and other transportation-related fees. HURF revenues are subject to state policy changes, fuel sales, and population growth; consequently, any estimate of future HURF revenues is subject to changes. HURF revenues are reported in the Special Revenue Fund.

- **Rate Structure –** Cities and towns receive 27.5% of highway user revenues based on two factors: population estimates acquired through the most recent census survey and gasoline sales within the county.
- **Permitted Use –** Pursuant to State statute, HURF monies can be used only for street and highway purposes, including right-of-way and payment of debt service on highway and street bonds.
- **Assumptions –** HURF annual distributions are subject to various factors every year such as increases in gasoline prices and energy efficient vehicles. The estimated HURF tax budget for fiscal year 2024-25 is $5,018,776, an increase of 3.9% over the previous fiscal year projected amount.

HIGHWAY USER TAX			
Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$3,165,763	$140,795	4.7%
2017	3,498,007	332,244	10.5%
2018	3,605,598	107,591	3.1%
2019	3,905,452	299,854	8.3%
2020	4,099,261	193,809	5.0%
2021	4,474,878	375,617	9.2%
2022	4,743,649	268,771	6.0%
2023	4,803,936	60,287	1.3%
2024*	4,829,000	25,064	0.5%
2025*	5,018,776	189,776	3.9%



Other Intergovernmental Revenue – This revenue category includes payments to the Town from various local entities that have agreements with the Town and a charge paid to the Town by the Town's Enterprise Funds.

- *Yavapai County Flood Control District* may approve funding to the Town in the amount of $843,216 for the town wide drainage study and improvements. This funding comes from *ad valorem* tax paid by all property owners within Yavapai County.
- *Yavapai County Free Library District* is expected to pay the Town $260,240 for the County's annual funding contribution for the Town's Library system. This funding comes from *ad valorem* tax paid by all property owners within Yavapai County. Yavapai County uses a formula to calculate what portion of the funds to allocate to each library located within the County.
- *Humboldt Unified School District (HUSD)* is expected to pay approximately $260,000 to offset 50% of two School Resource Officers and one Seargent salaries and wages and to offset 100% of two additional School Resource Officer positions.
- *Administrative Service Fee* is based on the amount appropriated for the portion of salaries and day-to-day administrative, clerical, and accounting expenses performed by the Town for the Enterprise Funds. For fiscal year 2024-25, the fee total is $1,504,417.

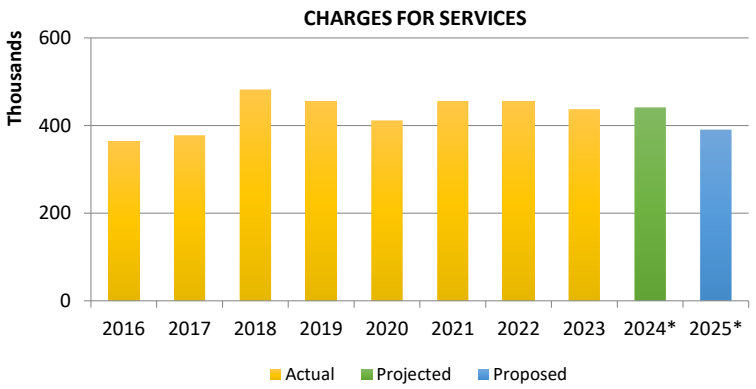
*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

MISCELLANEOUS

Miscellaneous revenue consists of charges for services, fines and forfeitures, investment and rental, and other miscellaneous revenues (i.e. refunds and reimbursements, donations, etc.).

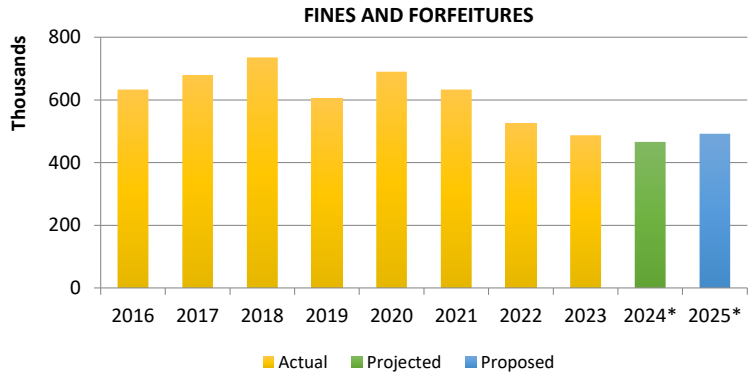
Charges for Services – Charges for services include engineering fees, planning and zoning fees, police fees, and parks and recreation fees. Charges for services are $390,500 in fiscal year 2024-25, an 11.5% decrease over the prior year projected amount.

CHARGES FOR SERVICES			
Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$364,040	$64,159	21.4%
2017	377,665	13,625	3.7%
2018	482,015	104,350	27.6%
2019	455,579	(26,436)	-5.5%
2020	411,457	(44,122)	-9.7%
2021	456,110	44,653	10.9%
2022	455,790	(320)	-0.1%
2023	437,438	(18,352)	-4.0%
2024*	441,243	3,805	0.9%
2025*	390,500	(50,743)	-11.5%



Fines and Forfeitures – Fines and forfeitures include court fines, traffic fines, and delinquent collection and default fees. Fines and forfeitures are $492,000 in fiscal year 2024-25, a 5.6% increase from fiscal year 2023-24 projected revenues.

FINES AND FORFEITURES			
Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$633,213	$81,762	14.8%
2017	680,019	46,806	7.4%
2018	735,834	55,815	8.2%
2019	605,100	(130,734)	-17.8%
2020	690,029	84,929	14.0%
2021	633,046	(56,983)	-8.3%
2022	526,707	(106,339)	-16.8%
2023	487,088	(39,619)	-7.5%
2024*	465,846	(21,242)	-4.4%
2025*	492,000	26,154	5.6%



Investment and Rental – Investment and rental income consist of earnings on investments, facility rentals, antenna leases, and certain apartment rental surcharge fees. This revenue category (except investment earnings) is based on trends and economic conditions. Investment earnings are based on the average monthly cash balance in each fund and projected interest rates, which are currently stable. Investment and rental income are projected at $4,995,700 in fiscal year 2024-25, an 8.9% decrease over the prior year projected revenues.

*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

IMPACT FEES

The Town of Prescott Valley collects impact fees from new residential development for the purpose of funding future growth-related capital improvements. Impact fees are collected with each new building permit. Impact fees are part of Special Revenue Funds revenues. The following impact fees are currently in place: Circulation (Streets); Public Safety (Police); Recreation, Parks, and Open Space; Cultural (Library).

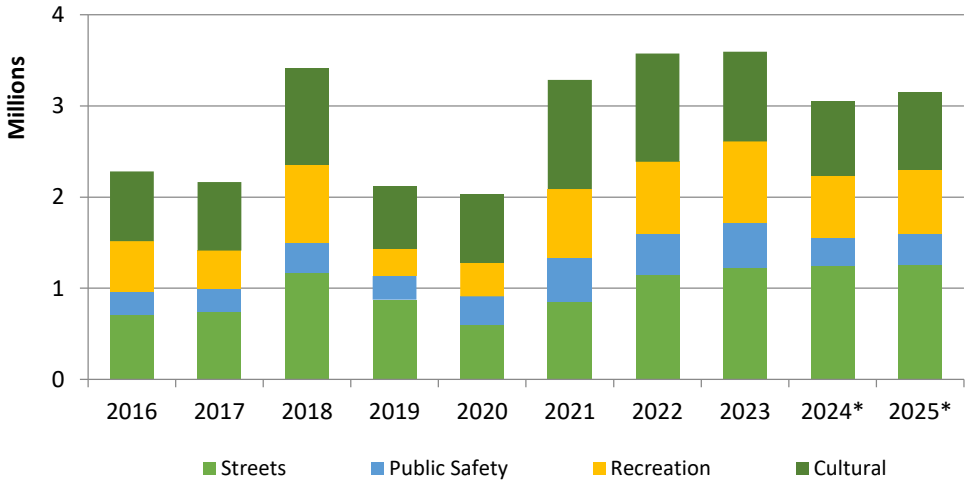
- **Rate Structure –** All residential impact fees are charged on per unit basis. Non-residential fees are based on the development's square footage. The current fees became effective in May of 2023.

- **Permitted Use –** This revenue is utilized to fund Town's capital improvements related to growth. The fees are used either to fund capital projects or to repay debt on bonds. These funds cannot be used for operations.

- **Assumptions –** Projections for next year impact fees revenues are based on prior years' trends within the planned communities (i.e. Jasper, StoneRidge, Pronghorn Ranch, and Granville) and projections for fiscal year 2023-24. Due to the cyclical nature of construction, the Town uses conservative fee projections. Total impact fees revenue projected for fiscal year 2024-25 is $3,150,000, a 3.4% increase from projected amount for fiscal year 2023-24. The increase is primarily due to more commercial permit activity being projected for fiscal year 2024-25.

IMPACT FEE REVENUE BY CATEGORY

Fiscal Year	Streets	Public Safety	Recreation	Cultural	Total
2016	$709,251	$256,998	$550,820	$765,976	$2,283,045
2017	737,252	255,454	421,255	750,493	2,164,454
2018	1,162,477	338,221	855,515	1,057,487	3,413,700
2019	872,968	259,606	304,775	679,813	2,117,162
2020	597,571	312,891	368,608	750,069	2,029,139
2021	848,400	486,100	752,567	1,200,592	3,287,659
2022	1,150,511	446,467	791,962	1,187,534	3,576,474
2023	1,220,420	492,923	897,309	984,855	3,595,507
2024*	1,250,000	301,709	679,850	814,695	3,046,254
2025*	1,250,000	350,000	700,000	850,000	3,150,000



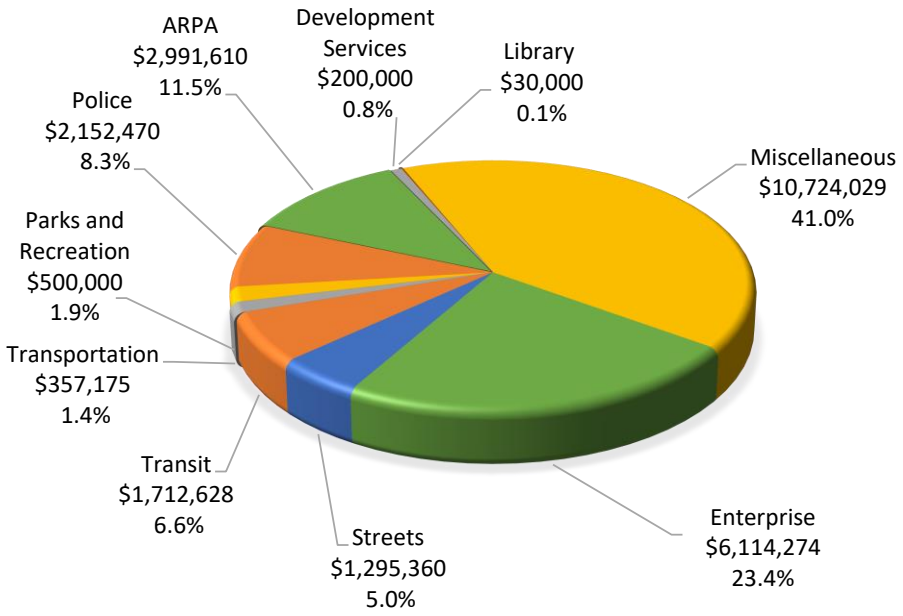
*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

GRANTS

These revenues are received from various state or federal agencies. Grant funding supports Town's government operations and capital improvement projects that would otherwise be impossible for the Town to accomplish due to financial restrictions. Several grants have been awarded to the Town on a regular basis such as Community Development Block Grant (CDBG) and Governor's Office of Highway Safety (GOHS) grants.

- **Rate Structure –** Grant revenue is not considered a stable and recurring funding source and varies from year to year.
- **Permitted Use –** Grant revenues may be used only for the stated purpose in the approved grant agreement and are subject to grantor expenditure guidelines. Grant revenues are deposited in separate Grant funds for tracking and reporting purposes.
- **Assumptions –** The amount of grants received is generally based upon application to granting agencies by the Town and upon availability of funding by the grantors. Federal, state, and county funds totaling $26,077,546 have been included in this year's budget, including $2,991,610 from the American Rescue Plan Act. $18,513,696 of these grant funds will be spent towards various capital improvement projects and $7,563,850 will be used to fund programs such as transit, DUI (Driving Under the Influence) enforcement, victim assistance efforts, STOP Violence Against Women, and various recreation projects.

The chart below depicts types of grants the Town is expecting to receive in fiscal year 2024-25:



UTILITY FEES AND CHARGES

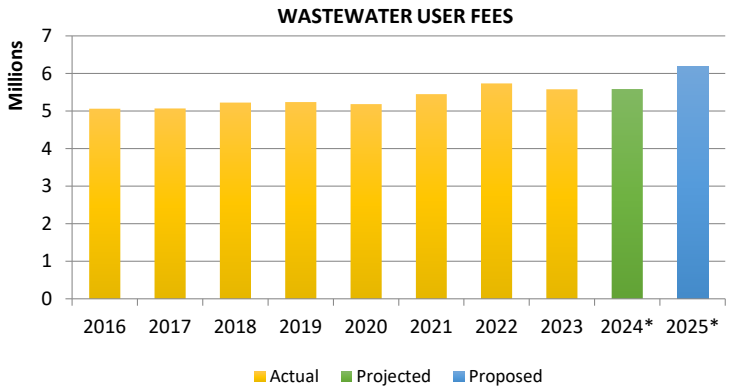
These revenues are derived from user fees, capacity connection charges, and other miscellaneous charges (i.e. penalty fees, sale of effluent water credits, and other). These revenues are recorded in Enterprise Funds. Major revenue sources in this category are described in detail below.

Wastewater User Fees – The Town charges a fee to each sewage system user having a sewer connection or otherwise discharging sewage, industrial waste, or other liquids into the Town's sewage system.

- **Rate Structure –** Both residential and commercial customers are charged on the basis of water consumption. Residential customers' charges are based on the lower of 90% of the average water consumption for the preceding winter months (November – March) or actual consumption. All other customers are billed based on actual monthly water usage unless they can separately quantify water that does not reach the wastewater system.
- **Permitted Use –** This revenue is principal revenue for operating and managing the Wastewater system.
- **Assumptions –** The amount budgeted for fiscal year 2024-25 for user fees is $6,200,000. There is an 11.0% increase over the prior year projected amount of 5,584,000. This increase is due to the new wastewater fee rates that were adopted in November of 2023 and went into effect in February of 2024. The proposed rates include automatic increases spread over an initial 5-year period, aiming to mitigate the financial impact on the utility customers.

WASTEWATER USER FEES

Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$5,058,197	$208,025	4.3%
2017	5,071,523	13,326	0.3%
2018	5,226,757	155,234	3.1%
2019	5,237,198	10,441	0.2%
2020	5,182,630	(54,568)	-1.0%
2021	5,448,628	265,998	5.1%
2022	5,732,506	283,878	5.2%
2023	5,578,526	(153,980)	-2.7%
2024*	5,584,000	5,474	0.1%
2025*	6,200,000	616,000	11.0%



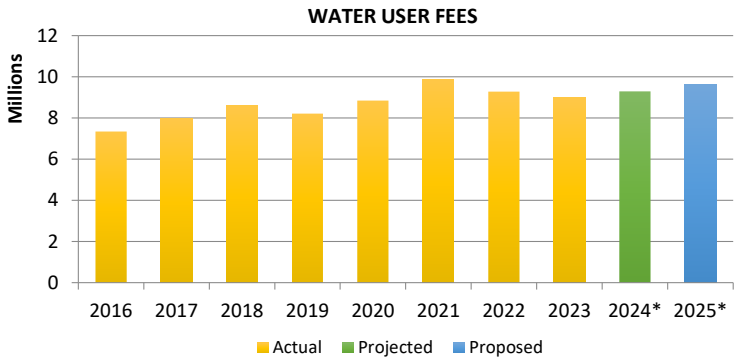
Water User Fees – The Town charges a fee for providing a potable water system to the residences, commercial units, and other facilities within Town boundaries.

- **Rate Structure –** Monthly water bills consist of a base charge and a usage charge for water consumed using an inverted rate structure based on tiered levels to encourage water conservation practices.
- **Permitted Use –** This revenue is the principal revenue for operating and managing the Water system, including replacement of existing capital assets.
- **Assumptions –** The amount budgeted for fiscal year 2024-25 for user fees is $9,600,000. There is a 3.4% increase over the prior year projected amount of 9,287,000. This increase is due to the new water fee rates that were adopted in November of 2023 and went into effect in February of 2024. The proposed rates include automatic increases spread over an initial 5-year period, aiming to mitigate the financial impact on the utility customers.

*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

WATER USER FEES

Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$7,347,221	$57,931	0.8%
2017	7,966,364	619,143	8.4%
2018	8,581,765	615,401	7.7%
2019	8,210,644	(371,121)	-4.3%
2020	8,850,314	639,670	7.8%
2021	9,849,123	998,809	11.3%
2022	9,276,447	(572,676)	-5.8%
2023	8,977,419	(299,028)	-3.2%
2024*	9,287,000	309,581	3.4%
2025*	9,600,000	313,000	3.4%



Connection Charges – Customers pay a one-time system connection charge (i.e. wastewater, water, and water resource) for connecting to the Town's water/wastewater system. The primary purpose of connection charges is to recover the Town's growth related construction and system development costs attributable to the water and wastewater services provided to the customer.

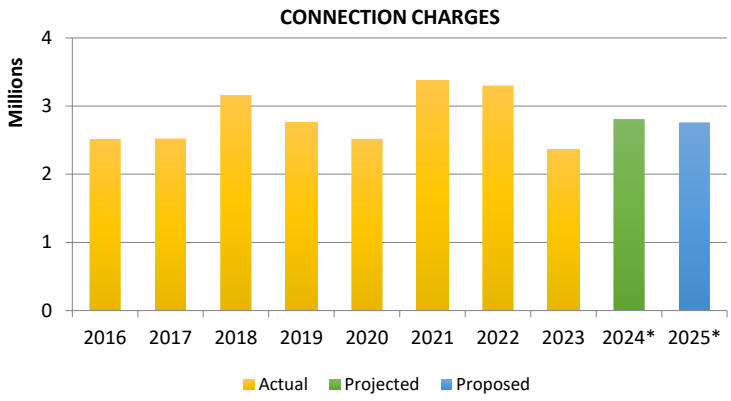
- **Rate Structure –** All connection charges are charged on a per unit basis. Residential and non-residential fees are based on the water meter size of the unit. The fees are collected with each new building permit. Connection charges are periodically reviewed by Town staff and presented to Council for approval and/or changes.

- **Permitted Use –** This revenue is utilized to fund Town's capital water and wastewater system improvements related to growth. The fees are used either to fund various capital projects or to repay debt on bonds.

- **Assumptions –** Projections for next year connection charges revenues are based on prior years' trends within the planned communities (i.e. Jasper, StoneRidge, Pronghorn Ranch, and Granville) and projections for fiscal year 2023-24. Total connection charges revenue projected for fiscal year 2024-25 is $2,116,600, a slight decrease over the projected amount for fiscal year 2023-24.

CONNECTION CHARGES

Fiscal Year	Revenue	Increase (Decrease)	Percent Change
2016	$2,518,018	$459,041	22.3%
2017	2,525,222	7,204	0.3%
2018	3,162,654	637,432	25.2%
2019	2,754,293	(408,361)	-12.9%
2020	2,518,810	(235,483)	-8.5%
2021	3,380,888	862,078	34.2%
2022	3,299,728	(81,160)	-2.4%
2023	2,367,911	(931,817)	-28.2%
2024*	2,226,000	(141,911)	-6.0%
2025*	2,116,600	(109,400)	-4.9%



*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.


PRESCOTT VALLEY

EXPENDITURE SUMMARY

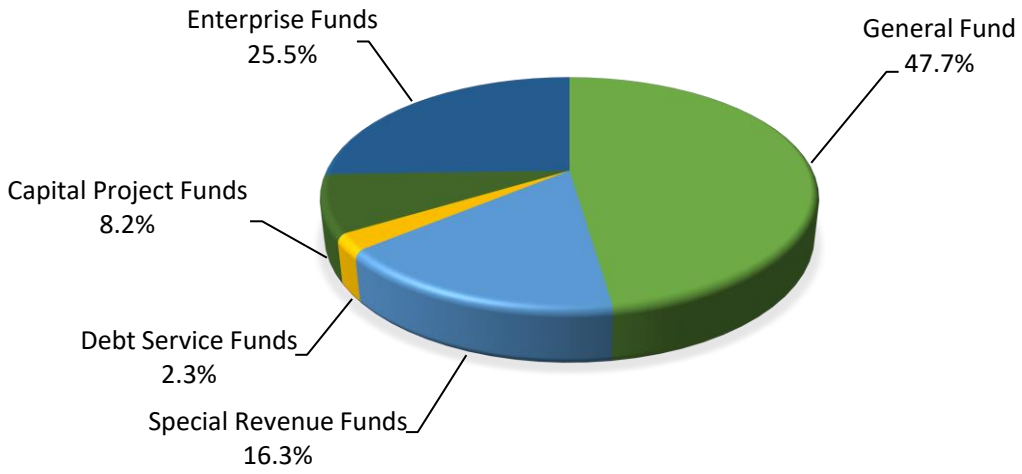
The following tables and graphs depict all expenditure categories and their respective budgets.

EXPENDITURE SUMMARY BY FUND

Fund	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Increase (Decrease)*	Percent Change*
General Fund	**$55,969,570**	**$112,945,514**	**$69,227,492**	**$100,510,564**	**$31,283,072**	**45.2%**
Special Revenue Funds						
Bed Tax Fund	131,253	372,986	372,986	437,138	64,152	17.2%
Donation Fund	167,870	250,000	92,057	200,000	107,943	117.3%
Grant Fund	6,640,539	19,084,430	4,829,368	19,963,272	15,133,904	313.4%
Highway User Revenue Fund	9,154,760	13,029,370	9,795,075	9,950,762	155,687	1.6%
Impact Fee Fund	2,900,126	3,580,846	2,518,226	3,092,165	573,939	22.8%
Impoundment Fee Fund	-	20,000	14,555	6,000	(8,555)	-58.8%
Maranda Fund	30,900	45,900	45,900	30,900	(15,000)	-32.7%
Opioid Settlement Fund	-	-	-	162,971	162,971	100.0%
Police Safety Fund	45,779	25,000	-	40,000	40,000	100.0%
Smart and Safe Arizona	58,105	100,000	-	150,000	150,000	100.0%
UNS Facilities Relocation Fund	250,000	350,000	261,946	350,000	88,054	33.6%
Total Special Revenue Funds	**19,379,332**	**36,858,532**	**17,930,113**	**34,383,208**	**16,453,095**	**91.8%**
Debt Service Funds						
Revenue Bonds Fund	5,153,150	4,528,650	4,528,650	4,896,150	367,500	8.1%
Total Debt Service Funds	**5,153,150**	**4,528,650**	**4,528,650**	**4,896,150**	**367,500**	**8.1%**
Capital Project Funds						
Capital Project Growth Fund	35,080	14,630,000	2,612,569	15,241,789	12,629,220	100.0%
Streets Capital Improvement Fund	2,553,867	8,532,875	8,429,162	2,024,875	(6,404,287)	-76.0%
Total Capital Project Funds	**2,588,947**	**23,162,875**	**11,041,731**	**17,266,664**	**6,224,933**	**56.4%**
Enterprise Funds						
Stormwater Fund	-	7,995	7,995	1,052,815	1,044,820	13068.4%
Wastewater Fund	5,115,034	10,845,397	6,060,291	8,388,478	2,328,187	38.4%
Water Fund	9,305,018	18,747,582	13,545,649	25,584,082	12,038,433	88.9%
Reclaimed Water Fund	226,445	320,964	320,964	331,620	10,656	3.3%
Big Chino Fund	41,182	250,000	40,593	250,000	209,407	515.9%
Water Resource – UVRWPC Fund	179,689	1,351,530	169,386	1,200,000	1,030,614	608.4%
Effluent Water Fund	382,998	6,578,410	547,641	4,325,344	3,777,703	689.8%
Water Resource & Recharge Fund	124,534	1,330,000	330,000	4,136,395	3,806,395	1153.5%
Water System Capacity Fund	-	4,865,000	-	2,354,000	2,354,000	100.0%
Wastewater System Capacity Fund	1,031,131	6,748,617	2,126,493	6,122,097	3,995,604	187.9%
Total Enterprise Funds	**16,406,031**	**51,045,495**	**23,149,012**	**53,744,831**	**29,550,999**	**127.7%**
Total Expenditures	**$99,497,030**	**$228,541,066**	**$125,876,998**	**$210,801,417**	**$83,879,599**	**66.6%**

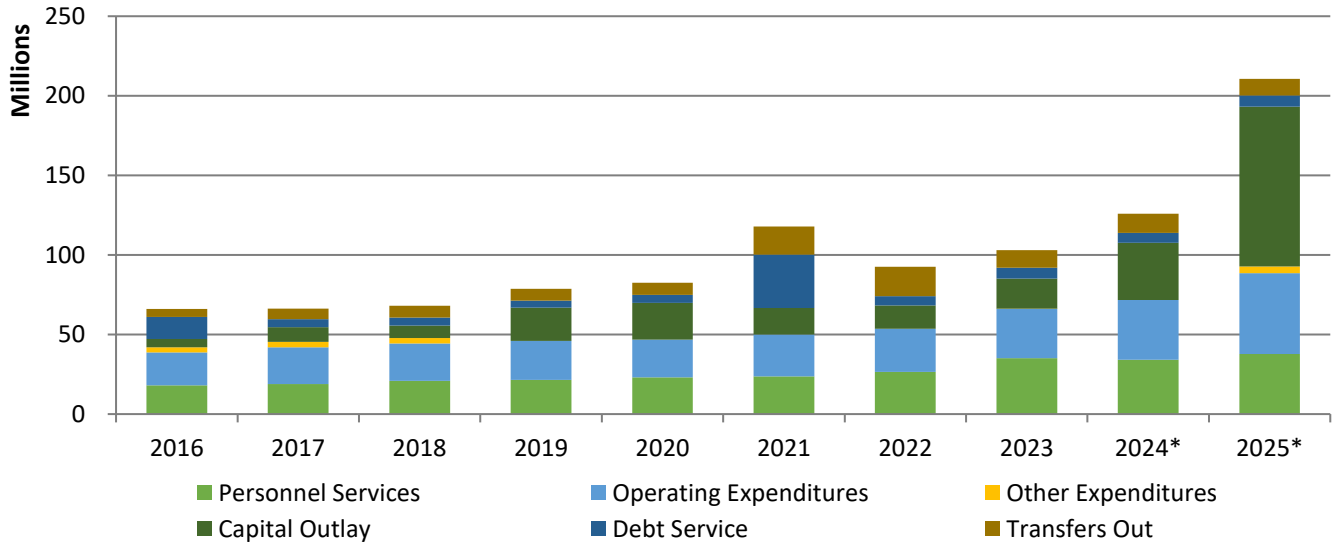
*Increase (Decrease) and Percent Change columns are calculated in comparison to fiscal year 2023-24 projected amounts.

EXPENDITURE SUMMARY BY FUND FY 2024-25



EXPENDITURE SUMMARY BY CATEGORY

Expenditure by Category	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services	$18,019,592	$18,782,392	$20,720,134	$21,484,371	$22,915,820	$23,640,314	$26,370,364	$35,063,759	$34,127,591	$37,719,319
Operating Expenditures	20,734,420	23,092,050	23,511,824	24,396,855	23,893,549	26,386,916	27,100,483	31,060,781	37,546,402	50,725,646
Other Expenditures	3,056,810	3,403,856	3,417,545	(582,647)	(480,237)	-	-	-	-	4,308,500
Capital Outlay	5,307,240	9,290,241	7,974,965	20,841,260	23,086,259	16,528,190	14,768,200	15,507,322	36,040,488	100,493,501
Debt Service	13,939,607	5,049,714	4,998,603	4,467,440	4,895,488	33,544,718	5,881,846	6,759,657	6,133,867	6,958,301
Transfers Out	4,868,238	6,631,363	7,314,966	7,493,593	7,617,610	17,776,411	18,503,352	11,105,511	12,028,650	10,596,150
Total Expenditures	$65,925,907	$66,249,616	$67,938,037	$78,100,872	$81,928,489	$117,876,549	$92,624,245	$99,497,030	$125,876,998	$210,801,417



*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

GENERAL FUND

The General Fund is the primary operating fund of the Town and is used to account for all financial activity not reflected in other funds (Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Enterprise Funds). It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police, parks and recreation, economic development, engineering, library, general administration, and any other activity for which a special fund has not been created.

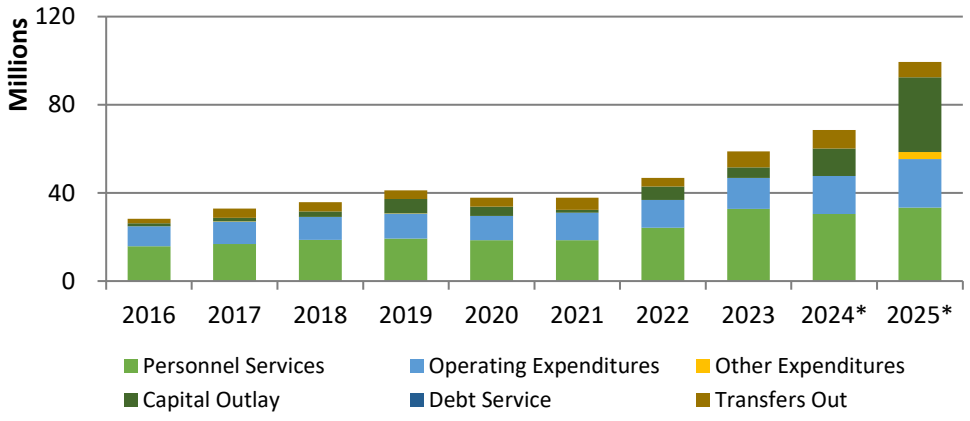
Under Arizona law, each city and town must maintain a General Fund and a Highway User Revenue Fund (see Special Revenue Funds section). The General Fund is the largest fund and typically the fund of most interest and significance to citizens. The General Fund contains six expenditure categories: Personnel Services, Operating Expenditures, Other Expenditures, Capital Outlay, Debt Service, and Transfers Out.

The General Fund's total appropriations for fiscal year 2024-25 are $100,510,564, an increase of $31,283,072, or 45.2%, over the Town's projected expenditures for fiscal year 2023-24. This increase is primarily due to a significant investment in capital projects including the potential YMCA facility.

The following table and graph reflect trends and projections for General Fund expenditures:

EXPENDITURE SUMMARY BY CATEGORY

Expenditure by Category	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services	$15,799,607	$16,914,453	$18,763,304	$19,331,528	$18,607,393	$18,629,479	$24,260,793	$32,768,819	$30,477,261	$33,366,482
Operating Expenditures	9,132,777	10,121,234	10,410,802	11,257,832	11,038,821	12,406,222	12,564,591	14,071,312	17,244,347	22,094,054
Other Expenditures	64,258	55,567	56,418	132,789	17,993	-	-	2,197	-	3,158,500
Capital Outlay	1,210,321	1,640,736	2,441,693	6,550,462	4,146,651	1,291,576	6,138,926	1,316,811	12,526,355	33,894,499
Debt Service	-	-	-	-	-	-	606,600	606,600	606,600	1,056,600
Transfers Out	2,074,659	4,145,913	4,130,254	3,933,251	3,991,563	5,587,243	3,830,804	7,203,831	8,372,929	6,940,429
Total Expenditures	$28,281,622	$32,877,903	$35,802,471	$41,205,862	$37,802,421	$37,914,520	$47,401,714	$55,969,570	$69,227,492	$100,510,564

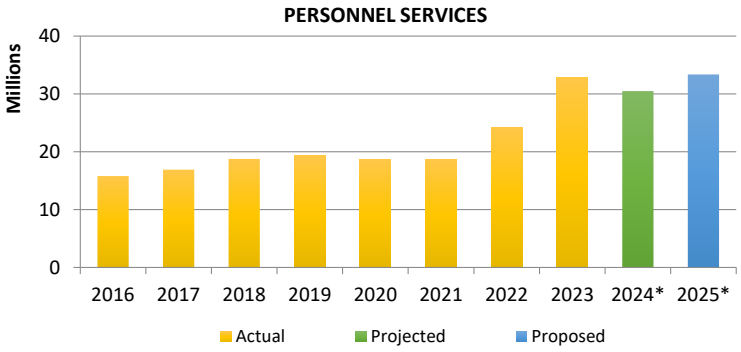


*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

Personnel Services – Personnel services represent a significant portion of the total General Fund budget. For fiscal year 2024-25, salaries and benefits (health, dental, life, disability, retirement) account for $33,366,482, or 33.2%, of the total General Fund budget. The following changes have been included in the personnel services budget:

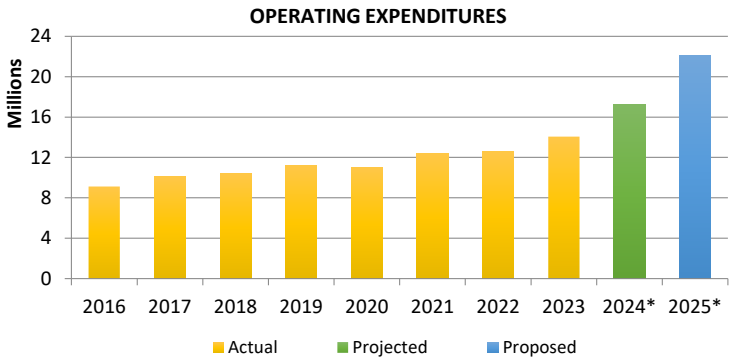
- 5% cost-of-living adjustment
- 9% increase in health benefits
- Addition of 7.0 full time equivalent positions in various departments

PERSONNEL SERVICES			
Fiscal Year	Expenditure	Increase (Decrease)	Percent Change
2016	$15,799,607	$991,941	6.7%
2017	16,914,453	1,114,846	7.1%
2018	18,763,304	1,848,851	10.9%
2019	19,331,528	568,224	3.0%
2020	18,607,393	(724,135)	-3.7%
2021	18,629,479	22,086	0.1%
2022	24,260,793	5,631,314	30.2%
2023	32,768,819	8,508,026	35.1%
2024*	30,477,261	(2,291,558)	-7.0%
2025*	33,366,482	2,889,221	9.5%



Operating Expenditures – Operating expenditures represent approximately 22.0% of the total General Fund budget. Operating expenditures for fiscal year 2024-25 include normal day-to-day expenditures (i.e., engineering services, custodial services, repair and maintenance agreements, legal notices, equipment rental and repair, telephone and utility services, legal and accounting services, motor vehicle parts, fuel and lubricants, minor equipment, and liability insurance). In addition, contributions to civic/non-profit organizations, reimbursement of the Town's TPT per development agreements, and other development agreement contributions are also included in this section.

OPERATING EXPENDITURES			
Fiscal Year	Expenditure	Increase (Decrease)	Percent Change
2016	$9,132,777	$417,243	4.8%
2017	10,121,234	988,457	10.8%
2018	10,410,802	289,568	2.9%
2019	11,257,832	847,030	8.1%
2020	11,038,821	(219,011)	-1.9%
2021	12,406,222	1,367,401	12.4%
2022	12,564,591	158,369	1.3%
2023	14,071,312	1,506,721	12.0%
2024*	17,244,347	3,173,035	22.5%
2025*	22,094,054	4,849,707	28.1%

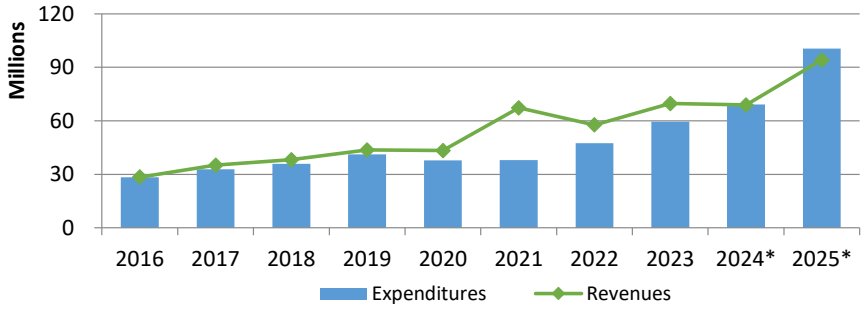


Other Expenditures – Other expenditures, $3,158,500, represent funds set aside for contingency.

*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

Capital Outlay – Capital outlay expenditures, $33,894,499, represent approximately 33.7% of the total General Fund budget. General Fund capital projects are generally funded on a "pay-as-you-go" basis. This means that funds are budgeted each year for capital projects from year-end undesignated fund reserves. The funding for these projects will come from four sources: General Fund reserves, Yavapai County Flood Control District, special contributions from the State, and litigation proceeds. Additionally, the YMCA facility project will be financed through bond proceeds.

Operating Results and Fund Balance – General Fund revenues and expenditures trends are included in the following graph:

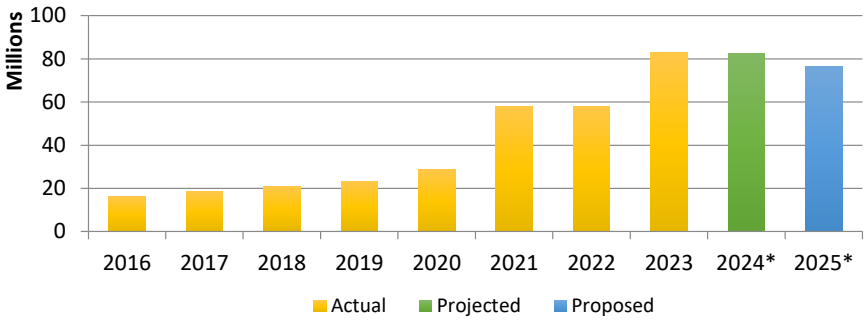


General Fund revenue includes revenues from both external sources and transfers from other funds such as the Special Revenue Funds (Replacement Fund). General Fund revenues estimated for fiscal year 2024-25 are $94,156,932, an increase of $25,305,085 (or 36.8%) compared to the previous year's projected revenues. The increase over the previous year is attributable to a more stable economic conditions as well as other financing sources ($24,000,000) budgeted in fiscal year 2024-25 to fund the potential construction of the YMCA facility.

Overall, the fund balance of the General Fund experienced an upward trend during the past decade due to the improved economy and an increase to the Town's TPT rate, resulting in increased revenues that were offset by closely monitored expenditures. For fiscal year 2024-25, the General Fund total ending fund balance is estimated at $76,202,872. The fund balance of the General Fund is projected to have a net decrease of $6,353,632 as compared to the projected ending fund balance for fiscal year 2023-24. This decrease is due to the increases in staffing, benefits, operating, and capital expenditures offset by the increases in TPT collections, intergovernmental revenues, and other revenue categories.

In prior years the Town received specific revenues for specific projects that are now being utilized. These include $468,299 for the library building improvements. Additionally, Town expects to receive $3,000,000 in the YMCA facility contribution in fiscal year 2024-25. Other components of the one-time expenditure category include $2,594,673 for one-time operating expenditures, $3,158,500 for contingency, $33,860,371 for capital investments, $2,000,000 for paying down the Public Safety Personnel Retirement System unfunded liability, and $4,500,000 of construction sales tax transferred to the capital project growth fund.

The following graph reflects General Fund balance trends:



*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

SPECIAL REVENUE FUNDS

Special Revenue Funds consist of the following: Bed Tax Fund, Donation Fund, Grant Fund, Highway User Revenue Fund, Impact Fee Fund, Impoundment Fee Fund, Maranda Fund, Police Safety Fund, Replacement Fund, Smart and Safe Arizona Fund, Opioid Settlement Fund, and UNS Facilities Relocation Fund. The Highway User Revenue Fund (HURF) is addressed in this section in detail as it is a major fund and of most interest to the citizens of Prescott Valley.

HIGHWAY USER REVENUE FUND

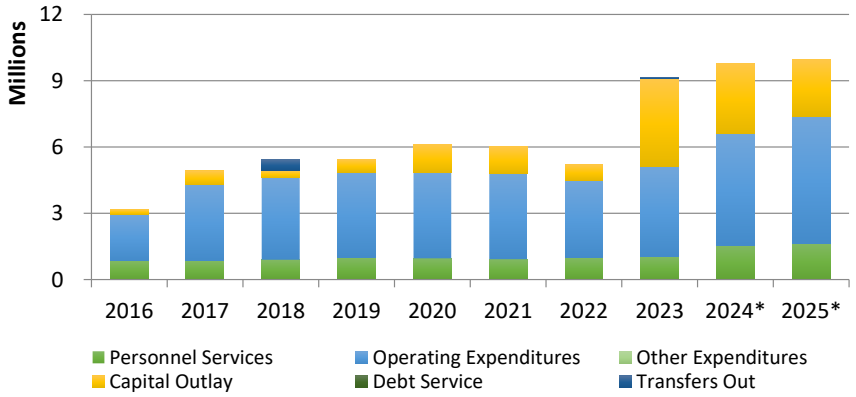
HURF was established to account for the allocation of state-shared highway user taxes. HURF total appropriations for fiscal year 2024-25 are $9,950,762, an increase of 1.6% over the prior year projected expenditures. The major services provided in HURF are:

- Operations
- Planning, Studies, and Design
- Street and Field Maintenance
- Traffic Lights and Signal Systems

The following table and graph reflect trends and projections for HURF expenditures:

EXPENDITURE SUMMARY BY CATEGORY

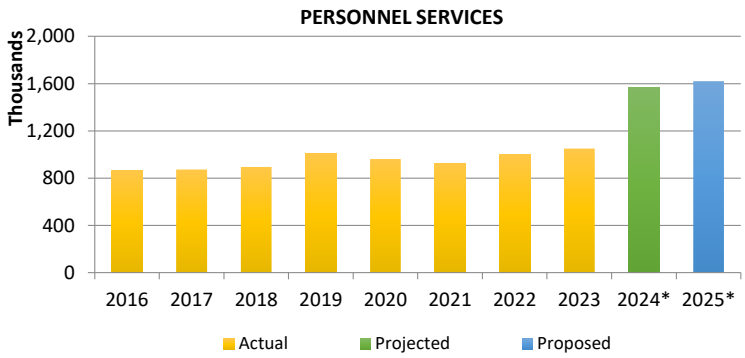
Expenditure by Category	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services	$863,240	$872,348	$893,836	$1,004,376	$961,717	$925,498	$1,003,043	$1,049,530	$1,566,842	$1,621,080
Operating Expenditures	2,090,680	3,422,282	3,722,133	3,862,709	3,882,465	3,873,507	3,497,441	4,061,381	5,035,316	5,774,930
Capital Outlay	234,365	632,035	334,150	593,055	1,284,226	1,234,855	718,279	3,997,888	3,192,917	2,554,752
Transfers Out	-	-	500,000	-	-	-	-	45,961	-	-
Total Expenditures	$3,188,285	$4,926,665	$5,450,119	$5,460,140	$6,128,408	$6,033,860	$5,218,763	$9,154,760	$9,795,075	$9,950,762



Personnel Services – Personnel services represent a significant portion of HURF budget. For fiscal year 2024-25, salaries and benefits (health, dental, life, disability, and retirement) account for $1,621,080, or 16.3%, of the total HURF budget. The 13.0% increase from fiscal year 2023-24 projected expenditures is mostly due to a 5% cost-of-living adjustment and a 9% increase in health benefits.

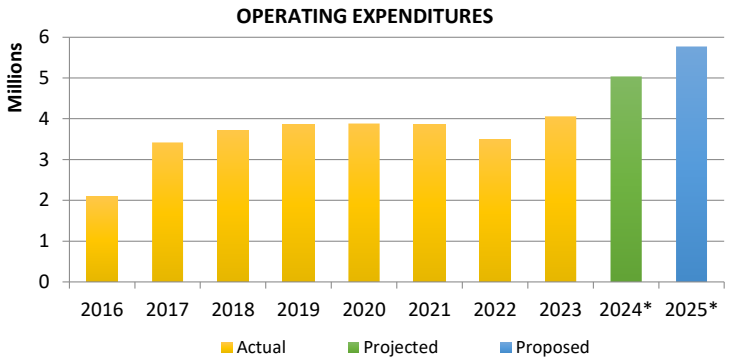
*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

PERSONNEL SERVICES			
Fiscal Year	Expenditure	Increase (Decrease)	Percent Change
2016	$863,240	$74,788	9.5%
2017	872,348	9,108	1.1%
2018	893,836	21,488	2.5%
2019	1,004,376	110,540	12.4%
2020	961,717	(42,659)	-4.2%
2021	925,498	(36,219)	-3.8%
2022	1,003,043	77,545	8.4%
2023	1,049,530	46,487	4.6%
2024*	1,566,842	517,312	49.3%
2025*	1,621,080	54,238	3.5%



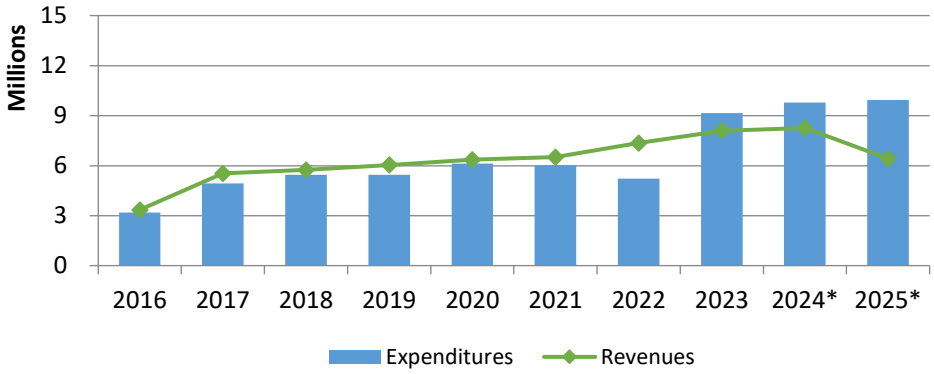
Operating Expenditures – Operating expenditures budgeted for fiscal year 2024-25 are $5,774,930 and represent 58.0% of the total HURF budget. Operating expenditures for fiscal year 2024-25 include the normal day-to-day expenditures (i.e., administrative and official, professional services, contract and purchased services, utilities, repairs and maintenance, supplies, and vehicle expenses). About $3.7 million of HURF operating expenditures is designated for street repair and maintenance, micro seal, and AC overlay.

OPERATING EXPENDITURES			
Fiscal Year	Expenditure	Increase (Decrease)	Percent Change
2016	$2,090,680	$716,871	52.2%
2017	3,422,282	1,331,602	63.7%
2018	3,722,133	299,851	8.8%
2019	3,862,709	140,576	3.8%
2020	3,882,465	19,756	0.5%
2021	3,873,507	(8,958)	-0.2%
2022	3,497,441	(376,066)	-9.7%
2023	4,061,381	563,940	16.1%
2024*	5,035,316	973,935	24.0%
2025*	5,774,930	739,614	14.7%



Capital Outlay – Total capital outlay for fiscal year 2024-25 is $2,554,752.

Operating Results and Fund Balance – HURF revenues and expenditures trends are included in the following graph:



*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

HURF revenue sources are derived primarily from state-shared highway user taxes and transfers in from other funds. For fiscal year 2024-25, highway user taxes account for $5,018,776, or 78.2%, of HURF revenues.

A transfer from the General Fund is required by "Maintenance of Effort" state law. Maintenance of Effort is a statutory requirement placed on Arizona cities and towns to maintain the expenditure of local revenue for streets at a level computed as an average of local funds expended for any four of the fiscal years 1981-82 through 1985-86. That obligation for the Town is calculated at $197,441.

This year, the Town will transfer $1,200,000 from the General Fund to HURF, as well as expend $2,024,875 on street projects in the Streets Capital Project Fund which fulfills this requirement.

Overall, HURF fund expenditures are covered by state-shared highway revenues and a subsidy from the General Fund. As a result, the projected fund balance for HURF at the end of fiscal year 2024-25 fiscal year is $0.

ENTERPRISE FUNDS – WASTEWATER AND WATER

The Town has two major Enterprise Funds: Wastewater and Water. Additional funds have been established to account for capacity connection charges and water resource fees collected. Non-major funds consist of Reclaimed Water, Big Chino, Effluent Water, Water Resource and Recharge, and Water Resource – UVRWPC. These funds are self-supporting and are used to account for wastewater treatment and water operations; it is intended that all costs will be recovered through user charges. The budgets include the following major services:

- Environmental Services
- Transmission and Collection
- UVRWPC
- Water and Wastewater Administration
- Water Conservation
- Water Quality
- Wastewater Reclamation
- Water Resource Management

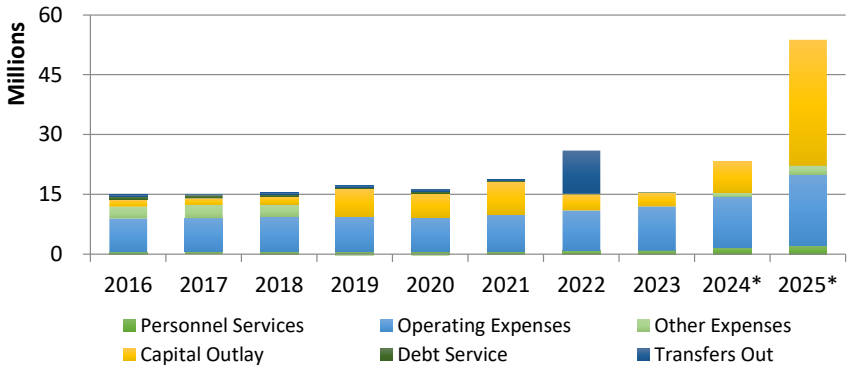
The Enterprise Funds total appropriations for fiscal year 2024-25 equal $53,744,831, which is approximately a $30.6 million increase over the prior fiscal year projected expenses mostly due to an increase in capital outlay expenses.

The following table and graph reflect trends and projections for Enterprise Funds expenses:

EXPENSE SUMMARY BY CATEGORY

Expense by Category	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services	$559,043	$585,272	$594,107	$612,193	$636,366	$709,412	$793,818	$873,505	$1,663,361	$2,112,472
Operating Expenses	8,376,406	8,440,341	8,890,487	8,914,217	8,698,711	9,362,961	10,166,927	11,156,082	12,813,074	17,918,522
Other Expenses	2,992,552	3,308,289	3,058,040	(1,594,226)	(983,864)	-	-	-	998,617	1,156,934
Capital Outlay	1,727,286	1,712,243	1,883,252	6,848,264	5,964,827	8,080,092	4,056,408	4,248,220	7,673,960	31,558,286
Debt Service	860,665	758,993	648,148	485,633	485,633	334,274	128,224	128,224	-	998,617
Transfers Out	380,035	320,793	310,224	332,755	468,078	220,232	10,816,827	-	-	-
Total Expenses	$14,895,987	$15,125,931	$15,384,258	$15,598,836	$15,269,751	$18,706,971	$25,962,204	$16,406,031	$23,149,012	$53,744,831

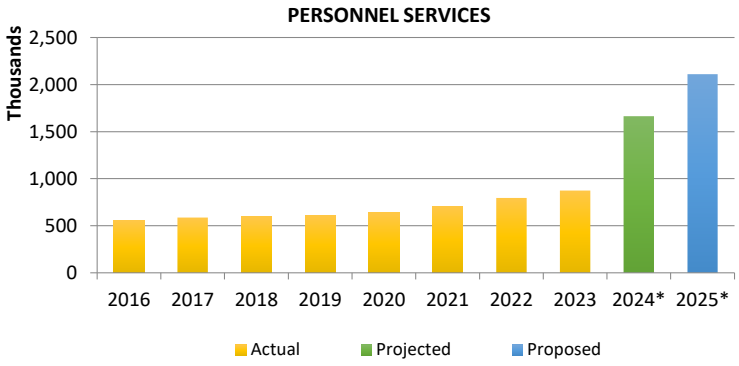
*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.



Personnel Services – For fiscal year 2024-25, salaries and benefits (health, dental, life, disability, and retirement) account for $2,112,472, or 3.9%, of the total Enterprise Funds budget. The 34.4% increase in personnel services expenses compared to the previous year's projections is due to accounting for positions that were vacant in fiscal year 2023-24 in the fiscal year 2024-25 budget, as well as the addition of one full-time equivalent position.

PERSONNEL SERVICES

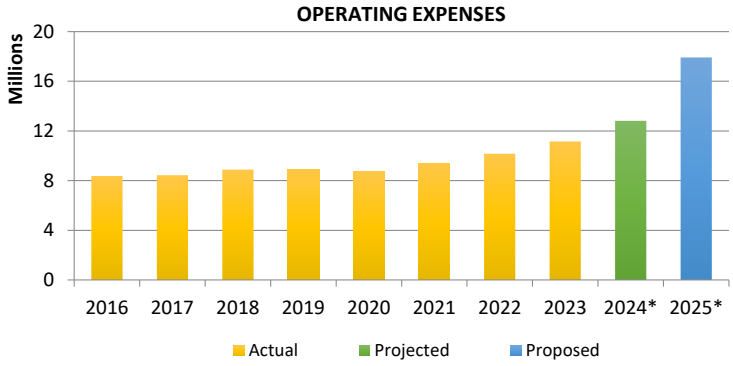
Fiscal Year	Expenses	Increase (Decrease)	Percent Change
2016	$559,043	$34,489	6.6%
2017	585,272	26,229	4.7%
2018	594,107	8,835	1.5%
2019	612,193	18,086	3.0%
2020	636,366	24,173	3.9%
2021	709,412	73,046	11.5%
2022	793,818	84,406	11.9%
2023	873,505	79,687	10.0%
2024*	1,663,361	789,856	90.4%
2025*	2,112,472	449,111	27.0%



Operating Expenses – Total estimated operating expenses for fiscal year 2024-25 are $17,918,522, an increase of 39.8% over the prior year projected expenses. Operating costs increased due to a 4.0% increase in contracted services with Jacobs and an increase in the administrative fee paid to the Town by the Enterprise Funds. The Town revised the calculation for the administrative fee to encompass all administrative costs, adjusting the amount due from Enterprise funds accordingly. Other operating costs include consulting fees, utilities, and repair and maintenance.

OPERATING EXPENSES

Fiscal Year	Expenses	Increase (Decrease)	Percent Change
2016	$8,376,406	($248,998)	-2.9%
2017	8,440,341	63,935	0.8%
2018	8,890,487	450,146	5.3%
2019	8,914,217	23,730	0.3%
2020	8,698,711	(215,506)	-2.4%
2021	9,362,961	664,250	7.6%
2022	10,166,927	803,966	8.6%
2023	11,156,082	989,155	9.7%
2024*	12,813,074	1,656,992	14.9%
2025*	17,918,522	5,105,448	39.8%



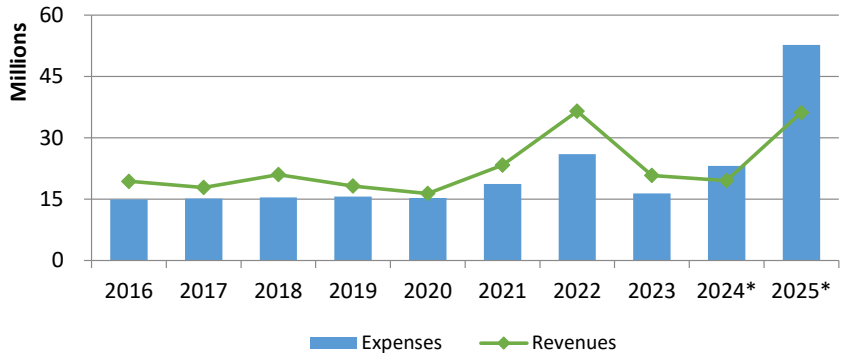
*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

Other Expenses – Other expenses represent contingency in the amount of $1,150,000, or 2.1%, of the total Enterprise Funds budget.

Debt Service – Debt service accounts for 1.9% of total estimated expenses for fiscal year 2024-25. As of July 2024, the projected outstanding debt for the Wastewater Expansion Project through Water Infrastructure Finance Authority (WIFA) loans is $1,618,006.

Capital Expenses – Capital expenses represent approximately 58.7% of the total Enterprise Fund budget.

Operating Results – Enterprise Funds revenues and expenditures trends are included in the following graph:



Water and Wastewater revenues are derived from user fees, capacity connection charges, bond proceeds, and other miscellaneous sources. User fees account for $15,800,000, or 43.7%, of total enterprise fund revenues for fiscal year 2024-25. Miscellaneous income represents interest income, penalty fees, meter installations, sale of effluent water credits, bond proceeds, grant funds, and other. For fiscal year 2024-25 expenses exceed revenues by $16,526,962 mostly due to an increase in capital expenses offset by an increase in user fees and miscellaneous revenues.

ENTERPRISE FUNDS – STORMWATER

The Stormwater Fund, established by the Town of Prescott Valley in fiscal year 2023-24, is a new Enterprise Fund designed to track all revenues and expenses associated with maintaining stormwater infrastructure, such as storm drains and culverts. Revenues are generated through stormwater fees collected from citizens. Fiscal year 2024-25 budget includes expenses as follows: $368,019 in personnel services, $357,296 in operating costs, and $327,500 in capital expenses. Operating costs include repair and maintenance, public education on stormwater management, and flood control measures.

*Fiscal year 2023-24 is projected amount and fiscal year 2024-25 is proposed budget amount.

FINANCIAL FORECAST

The Town of Prescott Valley annually updates its financial forecast with the best information available and relies on assumptions based on model analyses utilizing prior year information as well as new information provided from a variety of sources. Unanticipated legislative action or significant changes in the local, regional, or national economy due to circumstances outside the scope of this forecast may alter projections.

The Council and management have taken fiscally responsible actions by diversifying revenue through the introduction and responsible increases of fees or rates for permitting, some parks and recreation fees, and water and sewer. Sound fiscal practice directs the Town to continue to be cautious in the next three to five fiscal years, particularly due to uncertainty with state legislation, the decrease in Urban Revenue Sharing revenues, and the continued obligation of the Town's Public Safety Personnel Retirement System (PSPRS) unfunded liability.

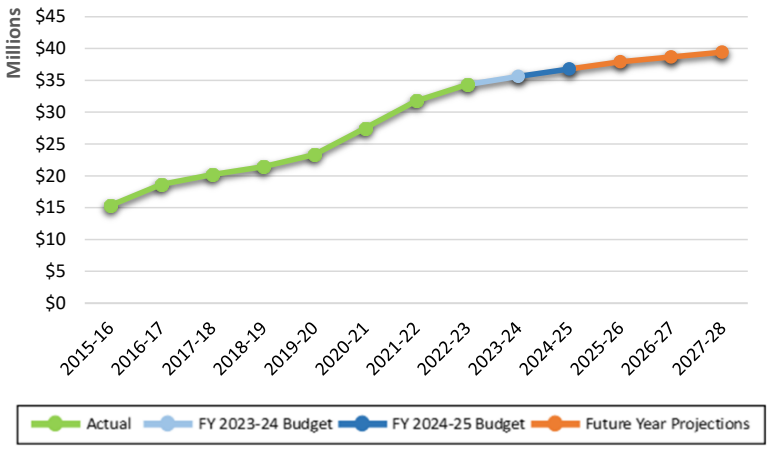
The following issues were at the forefront of budget discussions for the fiscal year 2024-25 budget and will be included in future budget years:

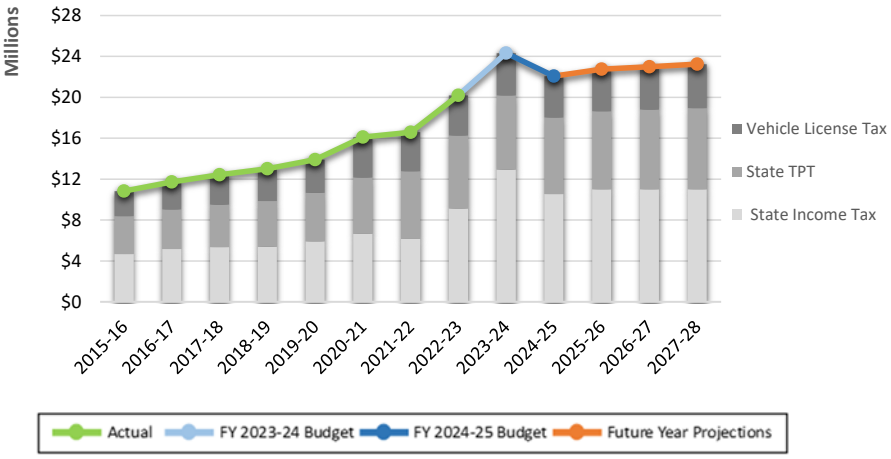
- The Town utilizes past collection trends as well as forecasting based on recent business trends and current global events. The Town has experienced a steady increase in population which, in turn, contributes to increases in tax revenue categories such as retail, restaurant & bar, and construction tax revenue. The transaction privilege tax (TPT) budget for fiscal year 2023-24 was projected at $40,668,000. Total TPT revenue fell slightly below that target (<1%) for fiscal year 2023-2024. A forecast of $41,980,000 has been budgeted for the fiscal year 2024-25. This represents an increase of approximately 3.2% over the fiscal year 2023-24 budgeted amount.
- The overall employee count is up approximately 72 full-time equivalent positions over the past 5 years. The Town expects to add 14 additional positions in fiscal year 2024-25 to address increased service demands, support growth, and enhance operational efficiency. Overall wages and benefits will continue to increase for fiscal year 2024-25 and the forecast years. Over the next three to five years, the Town's employee count is anticipated to grow minimally.
- The police pension's unfunded liability of approximately $8.5 million will need to be addressed in the years to come. Required contributions for PSPRS decreased from 25.49% to 25.18% (Tier I and II employees) due to the efforts made by the Town to reduce unfunded liability offset by the fluctuations of the investment market. In addition, the Town has budgeted $2,000,000 in fiscal year 2024-25 to continue paying down the unfunded liability (with subsequent lump sum amounts to be determined annually during the budget process).
- The operational shortfall of the Findlay Toyota Center and debt service payments are funded by the Town's General Fund. The amount needed for fiscal year 2024-25 is approximately $264,000 less than in fiscal year 2023-24 due to a reduction in the capital improvements budget for fiscal year 2024-25.
- The Town is making significant investments ($100,493,501) in aging infrastructure, construction of new infrastructure, and energy-efficient improvements of facilities in fiscal year 2024-25. These improvements are being funded by the American Rescue Plan Act (ARPA), various state grants, dedicated funding streams (i.e., 1/3 cent TPT revenues, grants, etc.), and undesignated fund balances.

GENERAL FUND REVENUES

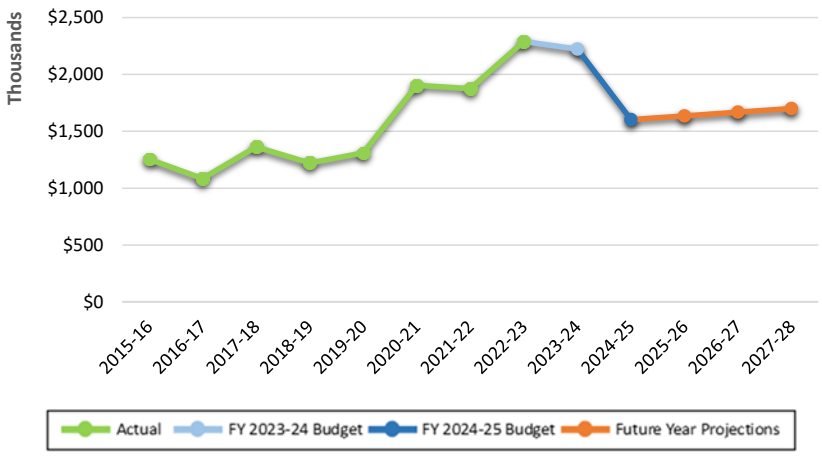
The primary operating fund for the Town is the General Fund. The Town's General Fund forecast assumes a slight increase in TPT revenues, but a decrease to Urban Revenue Sharing in fiscal year 2024-25, and modest growth in the following years. Other General Fund revenue sources include cable TV and gas franchise fees, licenses and permits, charges for services, interest earnings, and fines and forfeitures.

Transaction Privilege Tax – TPT accounts for approximately 52.4% of the total General Fund revenues (excluding bond proceeds). The fiscal year 2024-25 financial forecasts include the assumption that TPT collections will increase approximately 3.2% when compared to the budget for fiscal year 2023-24; this increase is mainly due to an increase in the Town's population. The various tax categories (i.e. retail, construction, restaurants & bars, hotels, etc.) are individually evaluated and calculated to obtain an overall percentage change. TPT collections are expected to increase slightly from fiscal year 2025-26 through fiscal year 2027-28.



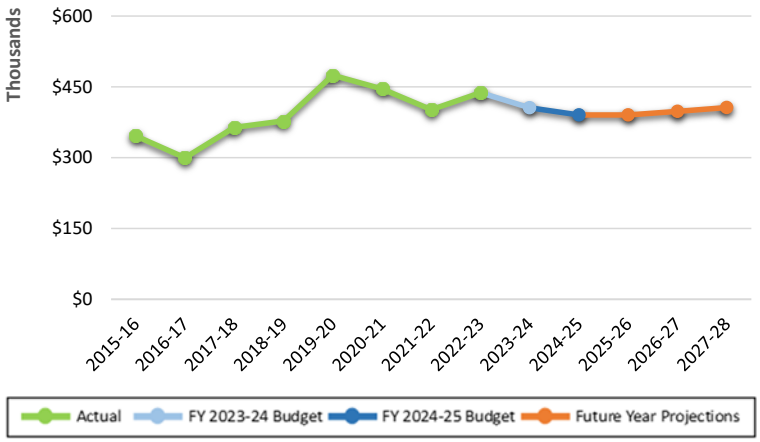


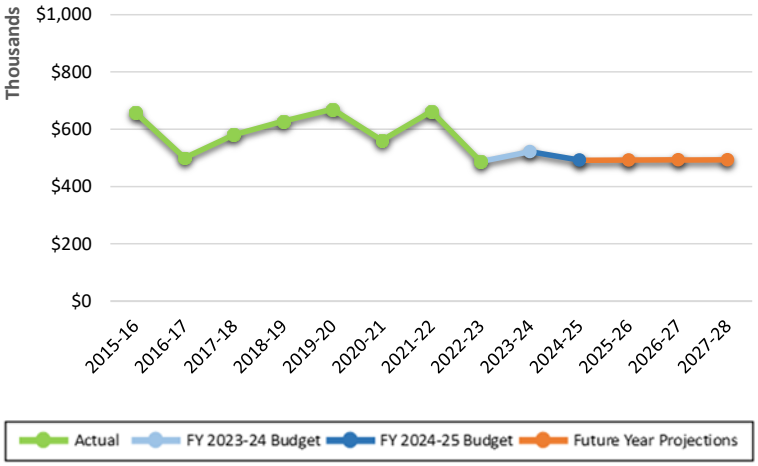
State Shared Revenues – State shared revenues consist of Urban Revenue Sharing, Vehicle License Tax, and State TPT, and account for approximately 31.4% of the total General Fund revenue (excluding bond proceeds). Urban Revenue Sharing, which represents 18.0% of the state income tax collected, is distributed to towns and cities based on their most recent U.S. Census population estimate. The State's adoption of a 2.5% flat income tax rate has resulted in decreased revenue in this category. State TPT is calculated by the assignment of a designated sharing percentage for each tax classification that goes into the distribution base. Cities and towns receive 25.0% of that base. Vehicle License Taxes are approximately 20.0% of the net revenues collected for the licensing of motor vehicles in Yavapai County and are distributed to each incorporated town and city within that County. State shared revenues are subject to the political climate within the State and could potentially change based on the State Legislature. The state shared revenues are projected to decrease approximately 9.2% in fiscal year 2024-25 compared to fiscal year 2023-24.



Licenses and Permits – Licenses and permits are a volatile revenue source that is dependent on the strength of the housing market and new construction permits. Due to the strength of the local and nationwide housing market, the Town budgeted $1,602,700 in licenses and permits revenue for fiscal year 2024-25, a 27.9% decrease from fiscal year 2023-24 budget. It is anticipated that building and construction permits will increase an average of 2.0% in the following years. Business license activity has shown a significant decline over the last few years and is expected to slightly decrease at this time due to Town policy changes for business license requirements.

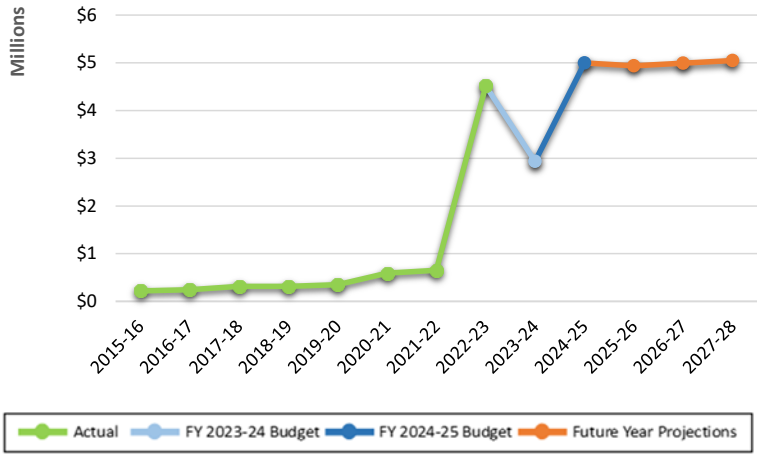
Charges for Services – Charges for services encompass many Town services including development services, Parks and Recreation, Library, and Police services. Charges for services decreased in fiscal year 2018-19 with the elimination of ice-skating fees. They also were reduced significantly for the fiscal year 2020-21 budget due to the uncertain impact of the pandemic on the local economy. The fiscal year 2024-25 budget is assuming no increase in charges for services revenues compared to fiscal year 2023-24 budget. The revenues are expected to have a slight increase during the following three years.





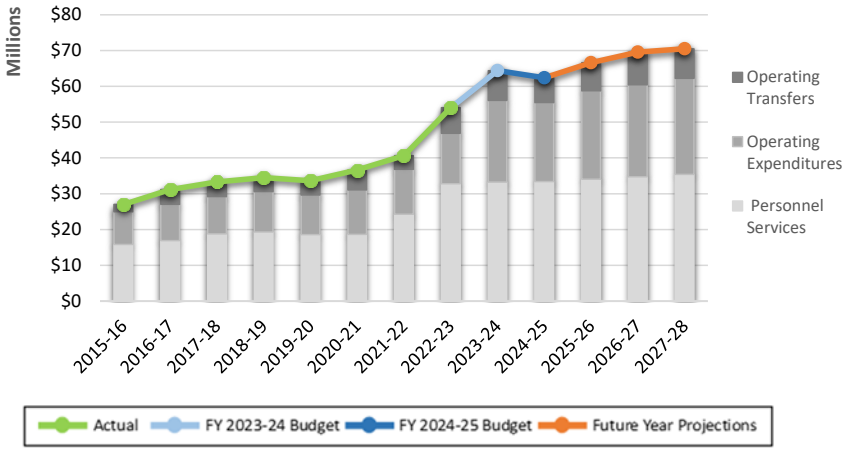
Fines and Forfeitures – Fines and forfeitures primarily include court fines, traffic fines, and delinquent collections. These revenues have had some minor fluctuations, specifically, a decrease in fiscal year 2015-16 when photo enforcement was eliminated. Fiscal year 2019-20 actuals reflect lower than normal court fines. Library fines were eliminated at the end of the fiscal year 2019-20. The Town expects no change in this revenue category compared to fiscal year 2023-24 budget and a modest increase over the next three years due to continued growth in the population.

Investment and Rental Income – Interest and rental earnings received through rental of town facilities, antenna leases, and apartment surcharges are the primary components of this category. These revenues have experienced high degrees of volatility in the past due to the heavy reliance on the investment market. Interest earnings and rental income have experienced minimal growth from fiscal year 2013-14 through 2017-18. For fiscal year 2024-25, a significant increase over the prior year budget is expected due to revenue increase in apartment surcharge category and an increase in investment interest rates.



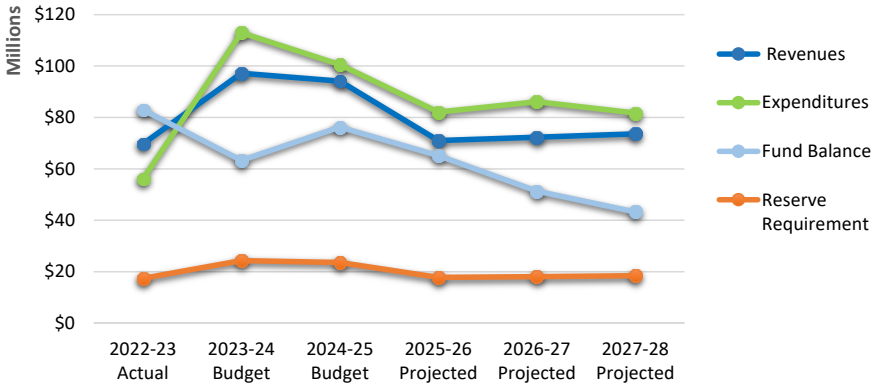
GENERAL FUND EXPENDITURES

The General Fund is used to account for revenues and expenditures of basic municipal services including Police, Library, Parks and Recreation, and general government support activities.



The graph reflects a summary of expenditure increases projected for the General Fund through fiscal year 2027-28. The Town is projecting the following changes for fiscal year 2024-25: there is no increase in personnel services despite the addition of approximately 9 new positions (the increased costs are offset by a reduction in the budgeted amount for compensation and classification study results in fiscal year 2024-25); a decrease of approximately 3.1% for the General Fund's operating expenditures mostly due to a reduction in the budgeted amount for one-time operating expenditures. A slight increase annually is being projected for the General Fund's operating expenditures for the following three years to continue the Town's conservative approach in managing Town funds. With the projected growth occurring in the Town, it may be necessary to increase the operating and personnel budgets in future years. Operating transfers consist of annual transfers to HURF and transfers to the Debt Service Funds to cover annual debt service payments. The budgeting for capital-related equipment and projects is based on the availability of one-time revenue sources (i.e. construction TPT, Yavapai County Flood Control district, etc.) and is therefore not included in the above graph.

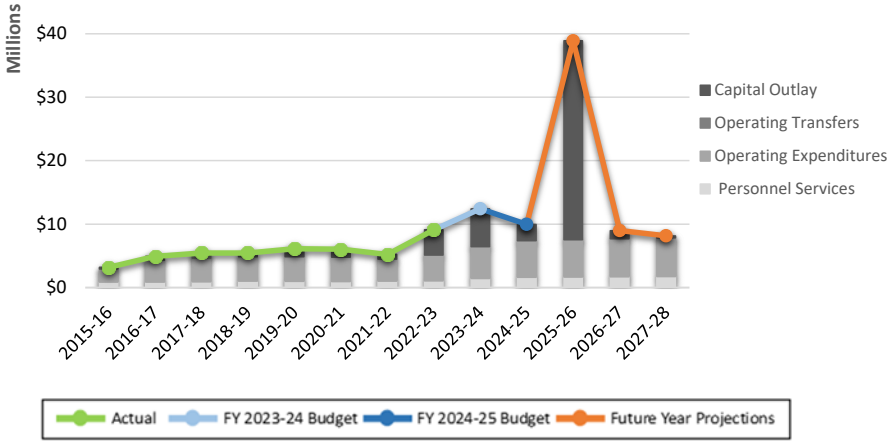
GENERAL FUND BALANCE



The Town was able to achieve its goal to increase the General Fund's fund balance over the past few years. Expenditures are expected to grow at a slightly higher pace than revenues during the next three years due to continuous heavy investment in capital projects. Capital outlay is a significant portion of the expenditures in future years, and it will be re-evaluated annually and adjusted accordingly to meet the needs of the community and stay within the parameters of available funding. Fund balance for future years is an estimate and will be monitored closely. Both capital outlay and operating expenditures will be adjusted annually for the Town to comply with reserve requirements.

HIGHWAY USER REVENUE FUND (HURF)

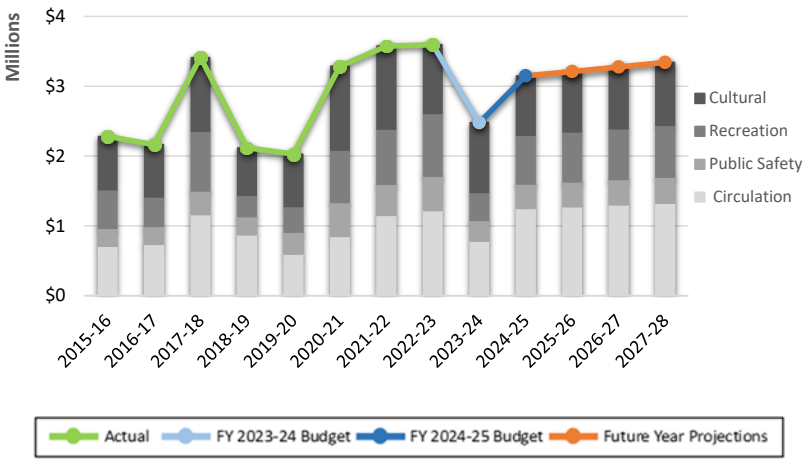
Revenues – HURF has two main sources of funding: State Shared HURF Revenues and General Fund transfers. HURF revenues primarily come from fuel tax collection and distribution is based on population and is subject to State annual policy changes. Future projections are based on current economic conditions, previous collections, and projected growth in the Town's population. From fiscal year 2016-17 through fiscal year 2020-21, the Town was transferring $2,000,000 from the General Fund to HURF on an annual basis, which is specifically dedicated to street repairs and maintenance. For fiscal year 2021-22 the annual transfer was $2,500,000 and for fiscal years 2022-23 and 2023-24 it was $3,000,000. For fiscal year 2024-25 the annual transfer is budgeted at $1,200,000.



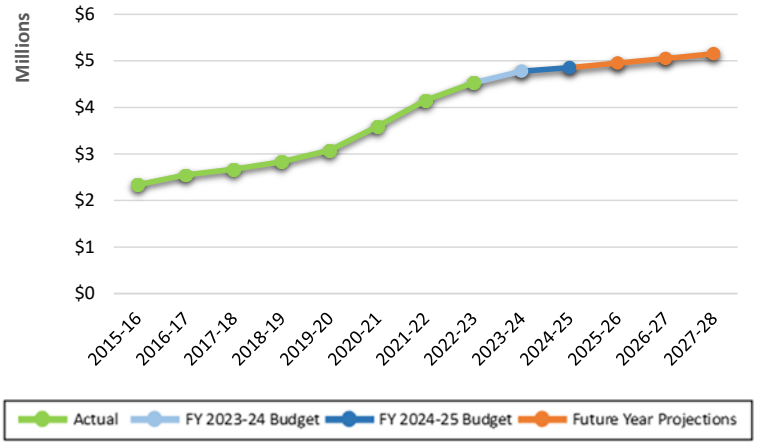
Expenditures – The chart reflects a summary of expenditures projected for HURF through fiscal year 2027-28. Personnel services are projected to increase in fiscal year 2024-25 by 3.5%. In the next three years personnel services are projected to have a moderate 2.0% increase. Fiscal year 2024-25 contains a significant amount of one-time capital outlay that is not expected to continue in future years.

DEVELOPMENT IMPACT FEES

The Town currently collects four development impact fees: Public Safety, Circulation, Recreation, and Cultural. Development impact fees can only be used for growth related capital expenditures and the Infrastructure Improvement Plan must be formally approved by Town Council. Impact fee revenues are based on the projected number of new residential, multi-family, and commercial permits that will be issued in a fiscal year. New development impact fee rates became effective in May 2023. As this has previously been a volatile revenue source, projections are conservatively calculated with minimal increases.



STREETS CAPITAL IMPROVEMENT FUND REVENUES

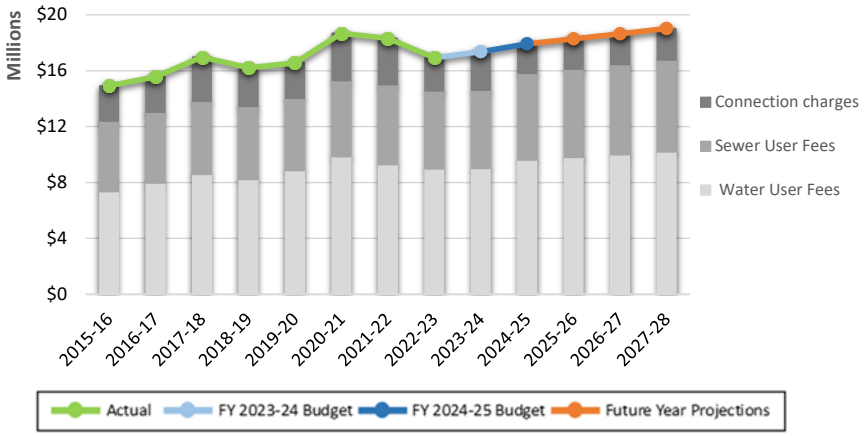


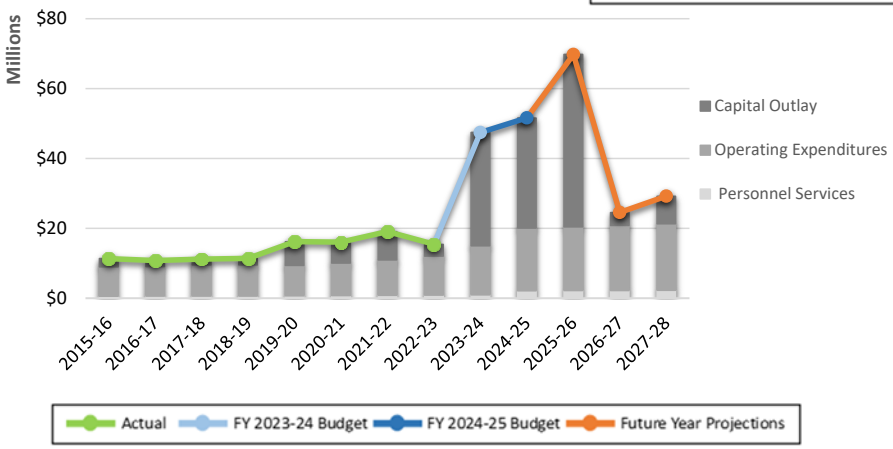
The Town has dedicated 0.33% of the Town's total 2.83% TPT to fund capital related improvements to the main arterials within the Town of Prescott Valley. TPT projections are based on the same criteria that were previously discussed in the General Fund. Budgeting for capital projects is based on TPT collected or existing fund balances. No additional debt is anticipated to be issued to fund future street projects, instead, all capital projects will be cash funded at this time. The existing debt will reach maturity in fiscal year 2024-25.

ENTERPRISE FUNDS

The Town's enterprise funds include water, sewer, water resource and recharge, water capacity, and wastewater capacity funds. The Town has completed a comprehensive water and sewer rate study in fiscal year 2023-24 that resulted in utility rate adjustments to ensure future cash and reserve growth and the ability to maintain the Town's financial policy.

Revenues – Revenues include user fees, connection charges, penalties, meter charges, and investment and rental income. User fees and connection charges represent the two largest revenue categories. Water user fees are based on a tiered system to encourage water conservation, and wastewater is based on actual water usage or a winter average for residential customers. Connection charges are based on new construction and are conservatively projected.





Expenses – The expenses for the enterprise funds will continue to experience a modest increase in both personnel and operating expenses due primarily to an increase in the Town's population over the next three to five years. Capital-related equipment and projects will be evaluated annually by the Town Manager and Council and will be based on availability of fund balance reserves and a needs assessment based on future growth.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

	GENERAL FUND						
	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ 34,758,000	$ 35,945,000	$ 36,332,553	$ 37,152,452	$ 37,896,000	$ 38,654,000	$ 39,427,000
Intergovernmental	22,520,180	29,797,225	26,869,161	24,944,580	24,945,000	25,444,000	25,953,000
Licenses and Permits	2,291,009	2,222,600	1,463,000	1,602,700	1,635,000	1,668,000	1,701,000
Charges for Services	437,436	405,500	394,382	390,500	390,500	398,000	406,000
Fines and Forfeitures	463,728	500,000	448,698	471,000	471,000	471,000	471,000
Investment and Rental	2,630,253	1,701,000	2,432,778	2,324,700	2,371,000	2,395,000	2,419,000
Business Type Activities	-	-	-	-	-	-	-
Other	6,574,028	191,000	911,275	3,271,000	3,271,000	3,271,000	3,271,000
Other Financing Sources	-	26,450,000	-	24,000,000	-	-	-
Transfers In	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	**69,674,634**	**97,212,325**	**68,851,847**	**94,156,932**	**70,979,500**	**72,301,000**	**73,648,000**
Expenditures							
Current							
General Government	22,250,795	27,086,746	19,105,675	26,370,639	27,161,758	27,976,611	28,815,909
Public Safety	16,735,581	17,162,864	18,333,564	20,378,059	20,989,401	21,619,083	22,267,655
Culture and Recreation	5,298,938	5,891,828	6,299,899	7,043,429	7,254,732	7,472,374	7,696,545
Public Works	1,511,117	1,998,142	2,073,942	2,232,236	2,299,203	2,368,179	2,439,225
Highway and Streets	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
One-time	1,122,520	6,412,288	1,908,528	2,594,673	1,000,000	1,000,000	1,000,000
Capital Outlay	1,316,811	44,950,059	12,526,355	33,894,499	14,015,000	15,120,000	9,750,000
Debt Service							
Principal	606,600	1,056,600	606,600	1,056,600	1,000,000	1,000,000	1,000,000
Interest and Fiscal Charges	-	-	-	-	450,000	450,000	450,000
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	7,203,831	8,372,929	8,372,929	6,940,429	7,898,569	9,113,460	8,263,457
Total Expenditures and Other Financing Uses	**56,046,193**	**112,931,456**	**69,227,492**	**100,510,564**	**82,068,663**	**86,119,707**	**81,682,791**
Net Change in Fund Balances	13,628,441	(15,719,131)	(375,645)	(6,353,632)	(11,089,163)	(13,818,707)	(8,034,791)
Fund Balances - Beginning*	69,303,708	78,984,175	82,932,149	82,556,504	76,202,872	65,113,709	51,295,002
Fund Balances - Ending	**$ 82,932,149**	**$ 63,265,044**	**$ 82,556,504**	**$ 76,202,872**	**$ 65,113,709**	**$ 51,295,002**	**$ 43,260,211**

*Fiscal year 2024-25 beginning fund balance is estimated.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

	GRANT FUND						
	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	6,591,676	19,082,183	4,829,368	19,963,272	7,500,000	7,500,000	7,500,000
Licenses and Permits	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Investment and Rental	-	-	-	-	-	-	-
Business Type Activities	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Transfers In	48,863	-	-	-	-	-	-
Total Revenues and Other Financing Sources	**6,640,539**	**19,082,183**	**4,829,368**	**19,963,272**	**7,500,000**	**7,500,000**	**7,500,000**
Expenditures							
Current							
General Government	-	-	-	-	-	-	-
Public Safety	222,981	226,136	229,636	299,519	500,000	500,000	500,000
Culture and Recreation	-	-	-	-	-	-	-
Public Works	98,801	98,650	98,650	112,628	-	-	-
Highway and Streets	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
One-time	1,185,726	3,536,562	1,758,062	3,851,703	4,000,000	4,000,000	4,000,000
Capital Outlay	5,133,031	15,220,835	2,743,020	15,699,422	3,000,000	3,000,000	3,000,000
Debt Service							
Principal	-	-	-	-	-	-	-
Interest and Fiscal Charges	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	**6,640,539**	**19,082,183**	**4,829,368**	**19,963,272**	**7,500,000**	**7,500,000**	**7,500,000**
Net Change in Fund Balances	-	-	-	-	-	-	-
Fund Balances - Beginning*	-	-	-	-	-	-	-
Fund Balances - Ending	$ -	$ -	$ -	$ -	$ -	$ -	$ -

*Fiscal year 2024-25 beginning fund balance is estimated.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

HIGHWAY USER REVENUE FUND

	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	4,850,796	5,000,011	4,829,000	5,018,776	5,119,000	5,221,000	5,325,000
Licenses and Permits	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Investment and Rental	231,795	150,000	430,291	200,000	200,000	200,000	200,000
Business Type Activities	-	-	-	-	-	-	-
Other	9,825	-	3,633	-	-	-	-
Other Financing Sources	-	-	-	-	30,000,000	-	-
Transfers In	3,000,000	3,000,000	3,000,000	1,200,000	3,663,140	5,478,905	4,629,502
Total Revenues and Other Financing Sources	**8,092,416**	**8,150,011**	**8,262,924**	**6,418,776**	**38,982,140**	**10,899,905**	**10,154,502**
Expenditures							
Current							
General Government	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-
Culture and Recreation	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Highway and Streets	4,940,918	6,394,190	6,543,690	7,371,010	7,592,140	7,819,905	8,054,502
Utilities	-	-	-	-	-	-	-
One-time	169,993	57,680	58,468	25,000	50,000	50,000	50,000
Capital Outlay	3,997,888	6,428,000	3,192,917	2,554,752	31,340,000	1,280,000	300,000
Debt Service							
Principal	-	-	-	-	-	1,000,000	1,000,000
Interest and Fiscal Charges	-	-	-	-	-	750,000	750,000
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	45,961	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	**9,154,760**	**12,879,870**	**9,795,075**	**9,950,762**	**38,982,140**	**10,899,905**	**10,154,502**
Net Change in Fund Balances	(1,062,344)	(4,729,859)	(1,532,151)	(3,531,986)	-	-	-
Fund Balances - Beginning*	6,126,481	4,739,808	5,064,137	3,531,986	-	-	-
Fund Balances - Ending	**$ 5,064,137**	**$ 9,949**	**$ 3,531,986**	**$ -**	**$ -**	**$ -**	**$ -**

*Fiscal year 2024-25 beginning fund balance is estimated.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

	WASTEWATER FUND						
	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Investment and Rental	579,793	400,000	603,264	550,000	550,000	550,000	550,000
Business Type Activities	6,986,611	6,050,000	5,850,200	6,457,200	6,586,344	6,718,071	6,852,432
Other	3,336	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	**7,569,740**	**6,450,000**	**6,453,464**	**7,007,200**	**7,136,344**	**7,268,071**	**7,402,432**
Expenditures							
Current							
General Government	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-
Culture and Recreation	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Highway and Streets	-	-	-	-	-	-	-
Utilities	3,894,150	5,316,708	4,873,508	5,660,492	5,830,307	6,005,216	6,185,372
One-time	61,412	234,911	10,910	230,000	250,000	250,000	250,000
Capital Outlay	1,159,472	5,236,978	1,175,873	2,497,986	6,600,000	250,000	2,250,000
Debt Service							
Principal	-	-	-	-	-	-	-
Interest and Fiscal Charges	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	**5,115,034**	**10,788,597**	**6,060,291**	**8,388,478**	**12,680,307**	**6,505,216**	**8,685,372**
Net Change in Fund Balances	2,454,706	(4,338,597)	393,173	(1,381,278)	(5,543,963)	762,855	(1,282,940)
Fund Balances - Beginning*	33,033,204	60,317,348	35,487,910	35,881,083	34,499,805	28,955,842	29,718,697
Fund Balances - Ending	**$ 35,487,910**	**$ 55,978,751**	**$ 35,881,083**	**$ 34,499,805**	**$ 28,955,842**	**$ 29,718,697**	**$ 28,435,757**

*Fiscal year 2024-25 beginning fund balance is estimated.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

	WATER FUND						
	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	16,000	3,516,000	15,313	2,100,000	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Investment and Rental	382,767	264,000	398,797	385,000	250,000	250,000	250,000
Business Type Activities	9,986,338	9,572,500	9,800,000	10,133,500	10,336,170	10,542,893	10,753,751
Other	11,803	-	4,384	752,000	-	-	-
Other Financing Sources	-	-	-	8,000,000	10,000,000	-	-
Transfers In	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	**10,396,908**	**13,352,500**	**10,218,494**	**21,370,500**	**20,586,170**	**10,792,893**	**11,003,751**
Expenditures							
Current							
General Government	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-
Culture and Recreation	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Highway and Streets	-	-	-	-	-	-	-
Utilities	6,615,387	7,673,829	7,393,229	9,334,556	9,614,593	8,086,267	8,421,913
One-time	631,079	1,380,669	892,033	2,510,000	300,000	300,000	300,000
Capital Outlay	2,058,552	9,923,684	5,260,387	13,739,526	17,070,000	1,200,000	975,000
Debt Service							
Principal	-	-	-	-	150,000	450,000	900,000
Interest and Fiscal Charges	-	-	-	-	450,000	320,000	640,000
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	**9,305,018**	**18,978,182**	**13,545,649**	**25,584,082**	**27,584,593**	**10,356,267**	**11,236,913**
Net Change in Fund Balances	1,091,890	(5,625,682)	(3,327,155)	(4,213,582)	(6,998,423)	436,626	(233,162)
Fund Balances - Beginning*	59,920,086	61,355,038	61,011,976	57,684,821	53,471,239	46,472,816	46,909,443
Fund Balances - Ending	**$ 61,011,976**	**$ 55,729,356**	**$ 57,684,821**	**$ 53,471,239**	**$ 46,472,816**	**$ 46,909,443**	**$ 46,676,281**

*Fiscal year 2024-25 beginning fund balance is estimated.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

	NON-MAJOR GOVERNMENTAL FUNDS						
	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ 5,114,449	$ 5,273,000	$ 5,273,000	$ 5,397,548	$ 5,505,499	$ 5,615,609	$ 5,727,921
Intergovernmental	218,538	1,700,000	197,848	352,971	360,030	367,231	374,576
Licenses and Permits	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	23,360	22,000	17,148	21,000	21,420	21,848	22,285
Investment and Rental	475,141	274,000	1,380,100	1,338,000	1,364,760	1,392,055	1,419,896
Business Type Activities	-	-	-	-	-	-	-
Other	3,712,571	11,472,000	13,034,254	4,252,000	4,337,040	4,423,781	4,512,256
Other Financing Sources	-	-	-	-	-	33,000,000	-
Transfers In	8,056,648	9,028,650	9,028,650	9,396,150	7,891,150	4,415,400	4,414,800
Total Revenues and Other Financing Sources	**17,600,708**	**27,769,650**	**28,931,000**	**20,757,669**	**19,479,899**	**49,235,924**	**16,471,735**
Expenditures							
Current							
General Government	161,935	251,686	133,871	383,875	257,500	265,225	273,182
Public Safety	60,856	145,000	14,555	148,063	152,505	157,080	161,792
Culture and Recreation	2,750	167,200	285,015	207,900	150,000	150,000	150,000
Public Works	-	-	-	-	-	-	-
Highway and Streets	252,751	350,000	261,946	382,900	300,000	300,000	300,000
Utilities	-	-	-	-	-	-	-
One-time	79,290	150,000	92,057	170,837	150,000	150,000	150,000
Capital Outlay	1,683,055	23,188,000	9,904,236	16,786,542	3,000,000	51,465,000	2,200,000
Debt Service							
Principal	4,360,000	3,950,000	3,950,000	4,515,000	1,265,000	1,315,000	1,715,000
Interest and Fiscal Charges	793,150	578,650	578,650	381,150	155,400	104,800	1,352,200
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	3,855,719	3,655,721	3,655,721	3,655,721	3,655,721	780,845	780,845
Total Expenditures and Other Financing Uses	**11,249,507**	**32,436,257**	**18,876,051**	**26,631,988**	**9,086,126**	**54,687,950**	**7,083,019**
Net Change in Fund Balances	6,351,201	(4,666,607)	10,054,949	(5,874,319)	10,393,773	(5,452,026)	9,388,716
Fund Balances - Beginning*	7,053,507	10,567,087	13,404,708	23,459,657	17,585,338	27,979,112	22,527,086
Fund Balances - Ending	**$ 13,404,708**	**$ 5,900,480**	**$ 23,459,657**	**$ 17,585,338**	**$ 27,979,112**	**$ 22,527,086**	**$ 31,915,802**

*Fiscal year 2024-25 beginning fund balance is estimated.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

	NON-MAJOR ENTERPRISE FUNDS						
	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Intergovernmental	238,779	2,411,530	83,514	4,014,274	10,094,559	10,296,451	10,502,380
Licenses and Permits	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Investment and Rental	216,857	145,000	241,000	198,000	201,960	205,999	210,119
Business Type Activities	2,271,849	1,481,600	2,749,038	2,918,080	2,976,442	3,035,970	3,096,690
Other	71,974	1,500,000	-	1,500,000	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	**2,799,458**	**5,538,130**	**3,073,552**	**8,630,354**	**13,272,961**	**13,538,420**	**13,809,189**
Expenditures							
Current							
General Government	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-
Culture and Recreation	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Highway and Streets	-	-	-	-	-	-	-
Utilities	656,773	1,300,904	1,146,755	2,015,946	2,056,265	2,097,390	2,139,338
One-time	170,787	1,380,000	160,000	1,430,000	-	-	-
Capital Outlay	158,513	17,765,000	1,237,700	15,320,774	25,700,000	2,225,000	4,700,000
Debt Service							
Principal	901,844	930,894	930,894	969,305	319,381	329,320	-
Interest and Fiscal Charges	98,063	67,723	67,723	36,246	15,218	5,124	-
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	**1,985,979**	**21,444,521**	**3,543,072**	**19,772,271**	**28,090,864**	**4,656,834**	**6,839,338**
Net Change in Fund Balances	813,479	(15,906,391)	(469,520)	(11,141,917)	(14,817,903)	8,881,586	6,969,851
Fund Balances - Beginning*	8,430,311	10,310,076	9,243,790	8,774,270	(2,367,647)	(17,185,550)	(8,303,964)
Fund Balances - Ending	**$ 9,243,790**	**$ (5,596,315)**	**$ 8,774,270**	**$ (2,367,647)**	**$(17,185,550)**	**$ (8,303,964)**	**$ (1,334,113)**

*Fiscal year 2024-25 beginning fund balance is estimated.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY MAJOR AND NON-MAJOR FUND TYPES

	TOTAL ALL FUNDS						
	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected
Revenues							
Taxes - Local	$ 39,872,449	$ 41,218,000	$ 41,605,553	$ 42,550,000	$ 43,401,499	$ 44,269,609	$ 45,154,921
Intergovernmental	34,435,969	61,506,949	36,824,204	56,393,873	48,018,590	48,828,682	49,654,955
Licenses and Permits	2,291,009	2,222,600	1,463,000	1,602,700	1,635,000	1,668,000	1,701,000
Charges for Services	437,436	405,500	394,382	390,500	390,500	398,000	406,000
Fines and Forfeitures	487,088	522,000	465,846	492,000	492,420	492,848	493,285
Investment and Rental	4,516,606	2,934,000	5,486,230	4,995,700	4,937,720	4,993,054	5,049,015
Business Type Activities	19,244,798	17,104,100	18,399,238	19,508,780	19,898,956	20,296,935	20,702,873
Other	10,383,537	13,163,000	13,953,546	9,775,000	7,608,040	7,694,781	7,783,256
Other Financing Sources	-	26,450,000	-	32,000,000	40,000,000	33,000,000	-
Transfers In	11,105,511	12,028,650	12,028,650	10,596,150	11,554,290	9,894,305	9,044,302
Total Revenues and Other Financing Sources	**122,774,403**	**177,554,799**	**130,620,649**	**178,304,703**	**177,937,014**	**171,536,214**	**139,989,609**
Expenditures							
Current							
General Government	22,412,730	27,338,432	19,239,546	26,754,514	27,419,258	28,241,836	29,089,091
Public Safety	17,019,418	17,534,000	18,577,755	20,825,641	21,641,906	22,276,163	22,929,448
Culture and Recreation	5,301,688	6,059,028	6,584,914	7,251,329	7,404,732	7,622,374	7,846,545
Public Works	1,609,918	2,096,792	2,172,592	2,344,864	2,299,203	2,368,179	2,439,225
Highway and Streets	5,193,669	6,744,190	6,805,636	7,753,910	7,892,140	8,119,905	8,354,502
Utilities	11,166,310	14,291,441	13,413,492	17,010,994	17,501,164	16,188,873	16,746,623
One-time	3,420,807	13,152,110	4,880,058	10,812,213	5,750,000	5,750,000	5,750,000
Capital Outlay	15,507,322	122,712,556	36,040,488	100,493,501	100,725,000	74,540,000	23,175,000
Debt Service							
Principal	5,868,444	5,937,494	5,487,494	6,540,905	2,734,381	4,094,320	4,615,000
Interest and Fiscal Charges	891,213	646,373	646,373	417,396	1,070,618	1,629,924	3,192,200
Other Financing Uses	-	-	-	-	-	-	-
Transfers Out	11,105,511	12,028,650	12,028,650	10,596,150	11,554,290	9,894,305	9,044,302
Total Expenditures and Other Financing Uses	**99,497,030**	**228,541,066**	**125,876,998**	**210,801,417**	**205,992,692**	**180,725,878**	**133,181,935**
Net Change in Fund Balances	23,277,373	(50,986,267)	4,743,651	(32,496,714)	(28,055,678)	(9,189,664)	6,807,674
Fund Balances - Beginning*	183,867,297	226,273,532	207,144,670	211,888,321	179,391,607	151,335,929	142,146,265
Fund Balances - Ending	**$207,144,670**	**$175,287,265**	**$ 211,888,321**	**$179,391,607**	**$151,335,929**	**$142,146,265**	**$148,953,939**

*Fiscal year 2024-25 beginning fund balance is estimated.



Glassford Hill Road Upgrade

PRESCOTT VALLEY

DEPARTMENTAL BUDGETS


PRESCOTT VALLEY

COMMUNITY SERVICES







Library	Parks	Recreation	Arts and Culture	Special Events

OVERVIEW

The Community Services Department provides the citizens of Prescott Valley opportunities for lifelong learning and enhanced quality of life through the Library, Parks, Recreation, and Arts and Culture. This department provides a variety of services including library services, passive recreation in Town parks, recreational programming, and cultural opportunities.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Implemented new recreation software upgrades, such as DocuCenter and AudioEye, to provide higher efficiency with recreational forms, special event applications, and art show applications
- Ensured all recreation staff adhered to the same programming standards
- Provided training and reboarding opportunities for Athletics staff
- Attended Arizona Parks & Recreation annual conference for staff training and development
- Enrolled two staff members in the HR Leadership Academy
- Implemented Command Center, as a central hub for interdivisional communication, at Winter Spectacular 2023 and subsequent events
- Created Standard Operating Procedures for the Aquatics facility
- Maintenance Specialist completed the Certified Playground Safety Inspector Certification to aid in auditing and inspecting all Town playgrounds
- Developed a Multi-Use Path maintenance crew consisting of a Parks Maintenance Specialist and a Parks Maintenance technician
- Executed the annual staff training in-service for Library Staff
- Revived the teen internship program and welcomed two interns for 100-hour internships

Quality of Life:



- Updated fee structures for facility rentals and eliminated security deposits to ensure equity in the community
- Developed the framework for an Outdoor Recreation program, specifically with hiking, archery, and local excursions
- Worked with the Friends of PV Parks & Recreation to gain funding to launch the Play It Forward Scholarship
- Provided better concession options at Mountain Valley Splash and increased revenue by 5%
- Installed Light-Emitting Diode (LED) sports field lighting at Viewpoint Park to increase park utilization for youth and adult athletic groups for recreation as well as tournament play
- Completed removal and replacement of 1/2 mile of deteriorating asphalt on the StoneRidge Multi-Use Path (MUP)
- Completed Pronghorn Park improvements including dugouts on the baseball field, dumpster enclosure, asphalt multi-use path providing Americans with Disabilities Act (ADA) access to the entire park, addition of concrete curb in the parking lot, and landscaping throughout the park and undeveloped areas
- Improved 20% of the Town's connectivity infrastructure to include sidewalks, walking and biking paths, and trails
- Designed and developed new asphalt MUP at the Santa Fe Station Disc Golf Course that provided ADA connectivity within the park as well as north and south from Santa Fe Loop to Tuscany
- Library Outreach and Adult Services created and distributed 2,000 Solar Eclipse-in-A-Bag-Kits
- Library Outreach partnered with Meals on Wheels to structure the delivery and pick up of library materials
- Received a $51,000 grant through the Arizona State Library to digitize the local history of Prescott Valley
- The Children's department implemented a Summer Reading Program that included 49 programs
- The Tween Department received a $50,000 grant from the Arizona State Library for the development of learning opportunities, Science, Technology, Engineering and Mathematics (STEM) programs and space for local low income and homeschool children between the ages of 9-12
- The Tween Department continued an adopt-a-shelf program the Junior Librarians, a program designed to help local tween community establish ownership over a space in the library, practice responsibility and accountability, and serve as an early volunteer opportunity to be used for future scholarship and other applications. This program achieved recruitment of approximately 40 children ages 9-12
- The Adult Services Department and Young Adult Department received a $5,000 Writers in Residence Grant from the Arizona State Library
- Young Adult Summer Reading Program 2023 increased by 9% from the previous year
- The Young Adult Department and Parks and Recreation hosted the Live Action Role Playing (LARP) event

Prosperous Community:



- Began the first phase of developing the new Parks & Recreation building into a hub for recreational programming
- Hosted a post-construction Open House
- Increased swim lesson registration to an average of 235 participants per session (previously 226)
- Developed passive activities for the public to participate in, such as Agents of Discovery
- Hosted the successful 6th annual Fandomania event at the Findlay Toyota Center with an attendance of 2,080 participants

FY 2024-25 OBJECTIVES

High-Performing Team:



- Develop policies and procedures to obtain the Commission for Accreditation of Park and Recreation Agencies (CAPRA) certification
- Require supervisory recreation staff attend leadership and supervisor training
- Attend Arizona Parks & Recreation annual conference and require three staff members to facilitate a presentation
- Obtain an Arizona Parks & Recreation Award for a program or an event
- Further develop the Incident Command Center during events to ensure the best and most efficient communication between departments and agencies
- Work in partnership with the Arizona Sports Field Management Association (SFMA) board to plan and host an irrigation and field maintenance training workshop at Mountain Valley Park
- Administer programming surveys to achieve at least 80% patron satisfaction rating through Library offerings

Water and Land Stewardship:



- Maintain and improve current Parks' Smart Irrigation systems to ensure efficient use of water, while maintaining healthy and vibrant turf
- Monitor flow sensors and hydrometers to make sure leaks and unexpected usage are remedied

Quality of Life:



- Enable participants to reserve facilities online
- Develop a Parks and MUP map
- Increase the impact of the Play It Forward Scholarship by 20%
- Improve 20% of the Town's connectivity infrastructure within 5 years to include sidewalks, walking and biking paths, and trails
- Design, engineer, and develop Phase 4 of the Pipeline MUP to provide ADA connectivity to the north section of town, on a fully connected MUP
- Develop and design a preliminary plan and partnership with the United States Forest Service for implementation of trails on or near the Bradshaw Mountain range, in the Prescott National Forest
- Increase the efficiency of the catalog process to increase the number of patrons visiting the library by 5% with the implementation of a new Integrated Library System
- Host 15 in-person programs a month in the Children's Department to increase attendance by 10%
- Provide 2 additional STEM programs by 2025 for 9 to 12 year-olds in the Tween Department
- Host Teen LARP event to increasing participation and attendance by 10%
- Increase Summer Reading Program participation by 5%
- Write and secure Community Resources Specialist Grant in the amount of $50,000

Prosperous Community:



- Continue to develop the Parks & Recreation building into a hub for recreational programming
- Increase programming by 20%
- Increase program enrollment by 20%
- Successfully host and support all youth and adult athletic events and tournaments
- Achieve an 80% or higher on User Feedback Survey
- Host the 7th annual Fandomania event and increase attendance by 2%

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team	Achieve 70% of eligible employees completing internal employee academies within three years	Parks Maintenance staff and team that participate in employee academies	N/A	N/A	30%	30%
Quality of Life	Achieve at least an 80% citizen satisfaction rating with towns overall services	Summer Reading Participation across all departments	609	596	626	657
		STEM programs for 9–12 year-old	N/A	N/A	1	3
		Satisfaction rating of Library offerings	N/A	98%	85%	85%
		Increase the efficiency and timeliness to catalog and process	N/A	N/A	80%	90%
		Number of patrons visiting the library	170,311	197,272	207,135	217,492
		The Children's Department in-person programs attendance	N/A	N/A	5%	5%
		The Young Adult Department participation and attendance	80	52	55	58
		Rate of Satisfaction on post season/tournament satisfaction for youth athletics support	N/A	N/A	80%	85%
		Rate of Satisfaction on post facility/field surveys	0	57%	80%	80%
		Rate of Satisfaction on post class/program surveys	0	70%	80%	80%

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Quality of Life	Develop a shared use pathway, hiking, and bike trails connectivity plan by 2025 including design standards and location placement for the Glassford Dells Regional Park and Lasso Loop shared use pathway. Increase multi-use paths and bike trails by five miles within the next five (5) years	New MUP and trails designed, engineered, and constructed (miles)	1.75	1.50	0.75	1.25
Prosperous Community	Increase tourism related activities by 25% in five (5) years	Fandomania event participation and attendance	1,900	2,080	2,121	2,164
		Radius of event marketing (miles)	40	100	200	200
		Number of signature events	4	4	4	4



Eggstravaganza

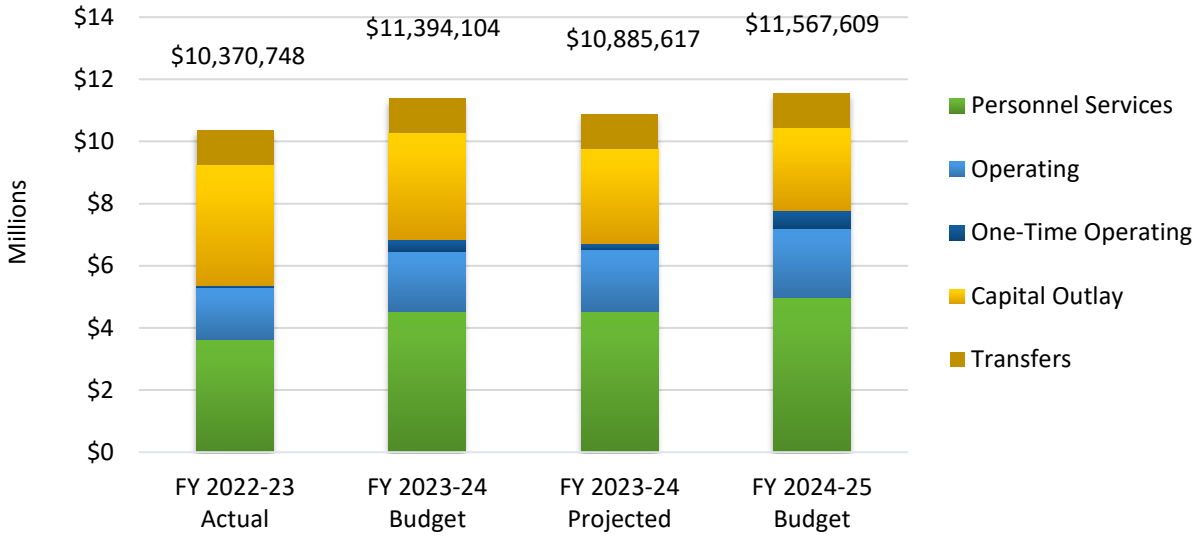
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 9.3%

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Addition of 2 new staff members:
  - 1.0 Parks Maintenance Technicians
  - 1.0 Programming Specialist

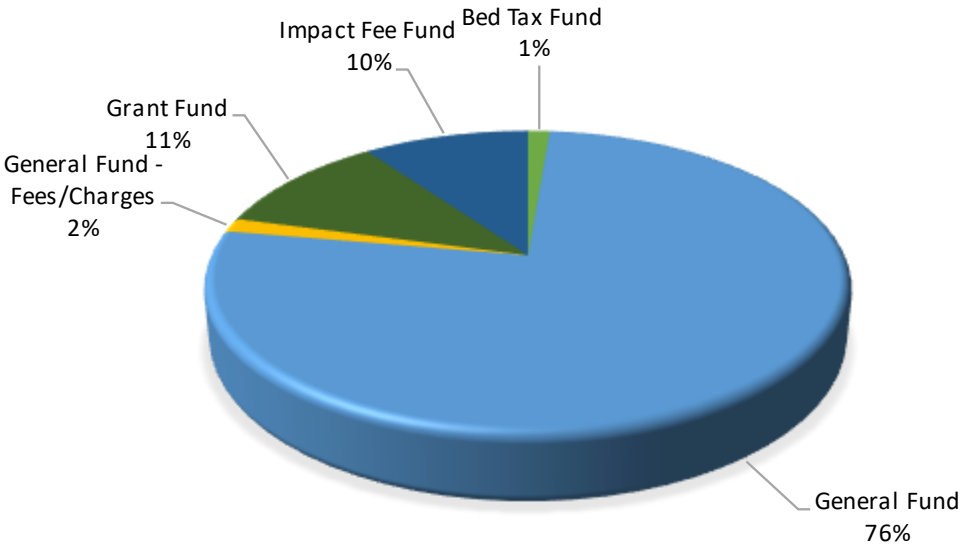
Recurring Operating – Increase of 17.7%

- Increase of $15,993 in library materials to broaden the collection available to patrons
- Increase of $92,710 in rentals and leases to accommodate special events rentals
- Increase of $148,185 in repair and maintenance due to additional maintenance for multi-use paths, concrete, and fencing repairs
- Increase of $65,418 in utilities due to an increase in water rates and the addition of more lighting in parks



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	2,654,630	3,415,794	3,415,794	3,649,268
Benefits	958,969	1,126,174	1,126,174	1,313,581
Operating				
Administrative and Official	5,925	7,960	7,960	9,080
Advertising and Printing	7,839	20,110	20,110	20,750
Library Materials	102,530	134,126	134,126	149,519
Professional Development	30,055	61,955	61,955	44,382
Professional Services	251,827	397,860	340,125	437,282
Rentals and Leases	59,307	85,980	85,980	178,690
Repairs and Maintenance	226,842	229,425	229,425	377,610
Supplies and Equipment	398,418	392,390	510,205	385,028
Utilities	595,636	575,678	575,678	641,096
One-Time Operating	78,711	398,355	205,540	557,550
Capital Outlay	3,888,632	3,436,871	3,061,119	2,692,347
Transfers	1,111,426	1,111,426	1,111,426	1,111,426
Total Expenditures by Category	$ 10,370,748	$ 11,394,104	$ 10,885,617	$ 11,567,609



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Bed Tax Fund	-	167,200	167,200	150,000
General Fund	5,545,339	8,522,663	8,014,176	9,009,488
Grant Fund	2,677,604	942,815	942,815	1,263,795
Impact Fee Fund	2,147,805	1,761,426	1,761,426	1,144,326
Total Funding Sources	$ 10,370,748	$ 11,394,104	$ 10,885,617	$ 11,567,609



Fourth of July

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Water and Electricity for Parks	General Fund	515,000
Multi-Use Path, Concrete, and Fencing Repair and Maint.	General Fund	170,000
Library Materials	General Fund	150,119
Instructor Led Programs/Supplies	General Fund	91,600
Various Park Signage	General Fund	50,000
Yavapai Library Network Agreement	General Fund	33,858
Multi-Use Path Mowing Contract/Services	General Fund	25,000
Graffiti Remediation Painting	General Fund	19,000
Archery Supplies	General Fund	10,000
Replacement Servers	General Fund	9,250
Total Key Recurring Operating Items		$ 1,394,140

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Parks Masterplan	General Fund	200,000
Regional Park Planning	General Fund	100,000
Park Signage Program	General Fund	100,000
Strategic Plan Consulting (Rollover)	General Fund	45,840
Miscellaneous Library Grants	Grant Fund	30,000
Pool Covers	General Fund	20,000
Park Security Cameras	General Fund	10,000
CAPRA Consultant	General Fund	9,015
CAPRA Consultant (Rollover)	General Fund	9,190
Wall Completion at Boys and Girls Club	General Fund	7,500
Children'S Shelves/Reading Pods	General Fund	6,000
Bathroom Painting	General Fund	5,000
Teen Department Furniture	General Fund	4,000
Updated Speaker System	General Fund	3,500
Concrete Pad for Cover Cart	General Fund	3,000
Park Development Design (Rollover)	General Fund	2,705
Children's Room Tables and Chairs	General Fund	1,800
Total One-Time Operating Items		$ 557,550



Red, White, and BOOM Event

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
Urban Forest Concrete MUP	New	General Fund	80,000
Toro Mower	New	General Fund	75,000
Pool Boiler Replacement (Rollover)	Replacement	General Fund	68,966
Infield Groomer	New	General Fund	45,000
Park Shop Steel Building (Rollover)	New	Grant Fund - ARPA	43,795
Toro Workman HDX	New	General Fund	33,000
Park Shop Steel Building (Rollover)	New	General Fund	26,405
Parks Wooden Storage at the Yard (Rollover)	New	General Fund	25,181
Urban Forest Dam Repair	Repair	General Fund	25,000
CMU Wall For Mountain Valley Storage	New	General Fund	25,000
Public Art Program	New	General Fund	15,000
Antelope Park Dumpster Enclosure	New	General Fund	15,000
Archery Range Grading (Rollover)	New	General Fund	10,000
Total Operating Capital			$ 487,347

CAPITAL IMPROVEMENT PROJECTS*

Project Name	Type	Fund	FY 2024-25 Budget
Pronghorn Park Sports Field Lights	New	General Fund/Grant Fund - ARPA	680,000
Antelope Park Playground Equipment	Replacement	General/Grant Fund	600,000
Quailwood Sports Field Lights	New	General Fund	555,000
Stoneridge MUP Replacement	Replacement	General Fund	150,000
Pipeline MUP Phase 4 - Design (Rollover)	New	General Fund	120,000
Fain Lake Walking Bridge	Replacement	General/Grant Fund - ARPA	100,000
Total Capital Improvement Projects			$ 2,205,000

*Project details for projects $500,000 and over are located in the Capital Improvement Plan section.



Healing Field Event

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Services Manager	-	1.00	1.00	1.00
Administrative Specialist I	-	2.40	-	-
Administrative Specialist II	-	1.00	3.60	3.60
Administrative Supervisor	1.00	-	-	-
Administrative Support I	2.40	-	-	-
Administrative Support II	1.00	-	-	-
Arts & Culture Coordinator	-	1.00	1.00	1.00
Circulation Supervisor	1.00	1.00	1.00	1.00
Community Services Director	1.00	1.00	1.00	1.00
Deputy Community Services Director	1.00	1.00	1.00	1.00
Intern	-	1.00	0.77	0.77
Librarian	5.00	6.00	6.00	6.00
Library Aide	4.31	-	-	-
Library Assistant I	7.20	4.11	2.81	2.81
Library Assistant II	1.00	7.40	7.40	7.40
Library Assistant III	-	1.00	1.00	2.00
Library Manager	1.00	2.00	2.00	2.00
Maintenance Worker I	8.00	-	-	-
Maintenance Worker II	2.00	-	-	-
Maintenance Worker III	3.00	-	-	-
Marketing Specialist	-	1.00	1.00	1.00
Outdoor Programming Specialist	-	-	-	1.00
Parks Maintenance Specialist	-	-	3.00	3.00
Parks Maintenance Technician	-	13.00	10.00	11.00
Parks Manager	1.00	1.00	1.00	1.00
Parks Supervisor	-	2.00	2.00	2.00
Pool Seasonal Staff	6.12	7.14	7.14	7.45
Recreation Coordinator	6.00	-	-	-
Recreation Manager	1.00	1.00	1.00	1.00
Recreation Seasonal Staff	0.91	2.16	2.16	2.16
Recreation Supervisor	-	3.00	3.00	3.00
Security Guard	1.00	1.00	1.00	1.00
Volunteer Coordinator	-	1.00	1.00	1.00
Total Authorized Positions	54.94	62.21	60.88	64.19

COUNCIL



Council Meetings



Policy-Making



Strategic Planning



Budget Adoption

OVERVIEW

The Mayor, Vice Mayor, and Councilmembers (Council) serve as the legislative and policy-making body for the Town of Prescott Valley to meet the needs of the community and plan for future needs in an effective and representative manner.

The Council holds regular public meetings at the Prescott Valley Public Library at 5:30 p.m. every second and fourth Thursday of the month. Work/study sessions are typically held at 3:00 p.m., on the first Thursday of the month. Special meetings are held as needed. Public notices are posted in accordance with statutory provisions.

The Council conducts annual Strategic Planning and Leadership Workshops and reviews and adopts the fiscal year budget.

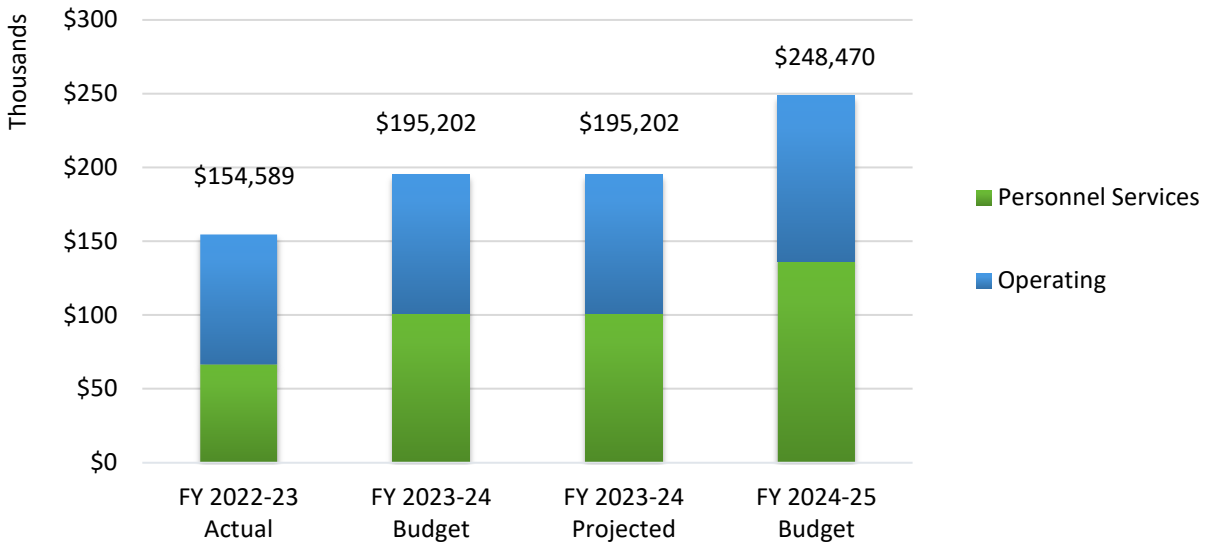
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 34.0%

- Increase in overall salaries and wages due to reclassification of wages from enterprise funds to general fund, resulting from a change of cost recovery model

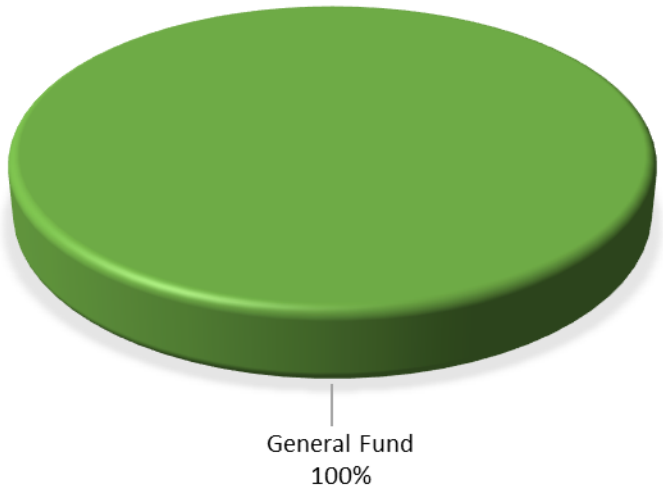
Recurring Operating – Increase of 14.7%

- Increase of $10,000 in advertising and printing due to marketing materials for various events
- Increase $7,000 in professional development due to:
  - $5,000 increase for State of the Town event
  - $2,000 increase for conference registrations and travel



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	46,725	47,250	47,250	63,000
Benefits	19,851	54,202	54,202	72,960
Operating				
Advertising and Printing	1,840	1,500	1,500	11,500
Professional Development	53,456	68,500	68,500	75,500
Professional Services	-	1,000	1,000	1,000
Rentals and Leases	1,951	1,200	1,200	960
Repairs and Maintenance	750	500	500	500
Supplies and Equipment	24,191	14,750	14,750	11,750
Utilities	5,825	6,300	6,300	6,300
One-Time Operating	-	-	-	5,000
Total Expenditures by Category	$ 154,589	$ 195,202	$ 195,202	$ 248,470



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	154,589	195,202	195,202	248,470
Total Funding Sources	$ 154,589	$ 195,202	$ 195,202	$ 248,470



Town Council Chambers

ELECTED POSITIONS				
Position	**FY 2022-23 Actual**	**FY 2023-24 Budget**	**FY 2023-24 Projected**	**FY 2024-25 Budget**
Council Members	5.00	5.00	5.00	5.00
Mayor	1.00	1.00	1.00	1.00
Vice Mayor	1.00	1.00	1.00	1.00
Total Elected Positions	7.00	7.00	7.00	7.00

DEVELOPMENT SERVICES






Building Safety	Planning & Zoning	Development	Engineering

OVERVIEW

The Development Services Department consists of Building and Safety, Planning & Zoning, Development and Engineering. The divisions work cohesively to provide guidance for the future physical growth of Prescott Valley. They ensure community safety and enhance neighborhoods throughout the Town by facilitating building code compliance and comprehensive planning for future developments.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Filled the position of Senior Engineer to provide departmental engineering reviews
- Ordered iPads for inspectors to enhance on-site review/inspections
- Updated Chapter 13 - Zoning Code to establish a quality roadmap for future development
- Conducted thorough research to select new department software
- Planning staff attended Urban Land Institute (ULI) Trends Day to develop best practices in planning & development along with membership for continued support
- Educated and guided the public with permitting and process inquiries
- 4 Inspector Certifications earned and 1 Plans Examiner Certification earned

Water and Land Stewardship:

- Council adopted a Town Ordinance requiring developers to bring Certificate of Assured Water Supply (CAWS) implemented by Development Services
- Initiated Wildlife and Watershed Corridors for future developments

Quality of Life:

- Maintained code compliance to ensure public safety and quality development
- Met the demand of growth, providing a variety of housing types to be developed
- Provided thoughtful and intentional land use planning strategies for the future of Prescott Valley

Prosperous Community:

- Issued Certificate of Occupancy for 85 new businesses fostering economic growth
- Completed outreach to private sector to invest in the community (employment corridor)
- Assisted in the permitting process for three new hotels to encourage tourism to Prescott Valley

FY 2024-25 OBJECTIVES

High-Performing Team:

- Engage in monthly department round table meetings collecting employees' feedback
- Apply for ULI Technical Assistance Program
- Achieve new and continued certifications and trainings for staff
- Implement online customer portal for application submittal, online payment, and plan electronic review

Water and Land Stewardship:

- Incorporate Low Impact Development (LID) principles into the Town's Zoning Code
- Create a wildlife and open space master plan to be adopted as Code
- Maintain habitat corridors to conserve regional wildlife passageways
- Implement a pilot program providing low-flow water kits to senior citizens

Quality of Life:

- Require residential developers to participate in providing a low-impact trail system as part of their open space requirements
- Implement customer portal survey once portal is active
- Establish residential and commercial design guidelines to promote quality and attainable housing options
- Identify Redevelopment Area Plan to provide opportunities to receive Federal grant funding

Prosperous Community:

- Identify "employment corridors" to assist with economic development
- Work with IT/GIS to create a real estate asset map to attract commercial developers

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team	Obtain 80% participation in an employee engagement survey where at least an 80% positive response rate	Percentage of staff feedback/response in monthly department roundtable meetings	N/A	N/A	75%	80%
	Achieve 70% of eligible employees completing internal employee academies within three years	Percentage of application complete for ULI technical assistance program	N/A	N/A	50%	100%
		Percentage of new and continued certifications and trainings for staff	N/A	N/A	25%	40%
	Develop and implement an internal and external comprehensive, multi-platform communications and branding strategy within one year	Percentage of online customer portal completion	N/A	N/A	25%	100%
		Provide a customer kiosk at the front counter for application/plan submittal	N/A	N/A	N/A	100%
Water and Land Stewardship	Acquire additional water rights, implement new conservation strategies, and develop low-impact-development standards to reduce overdraft on the aquifer by 5% in ten (10) years	Percent of Low Impact Development (LID) incorporated into the Town's Zoning Code	N/A	N/A	25%	100%
		Percentage of proposed watershed areas identified and maintained	N/A	N/A	50%	100%
		Percent of Watershed Corridor Master Plan adopted as code	N/A	N/A	25%	100%
	Within four (4) years, identify and develop a regional system of connecting wildlife corridors that protects biodiversity while safeguarding watershed and ecosystem health	Percent of habitat corridors maintained	N/A	N/A	10%	35%

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Quality of Life	Develop a shared use pathway, hiking, and bike trails connectivity plan by 2025 including design standards and location placement for the Lasso Loop shared use pathway	Percent of developers participating in a low-impact trail system	N/A	N/A	50%	60%
	Achieve at least an 80% citizen satisfaction rating with towns overall services	Percentage of customer portal survey satisfaction rating	N/A	N/A	N/A	80%
	Develop and implement housing strategies that support demographics unique to Prescott Valley and increase the attainable housing stock by 5% by 2026	Percentage of residential and commercial design guidelines established	N/A	N/A	25%	50%
	Reduce motor vehicle crashes and property crime per 1,000 residents within three (3) years	Federal grant funding received for Redevelopment Area Plan	N/A	N/A	N/A	$300,000
Prosperous Community	Attract and expand industrial, manufacturing, and commercial industries that are creating new jobs that pay at or above the median household income by 10% within five (5) years	Number of employment corridors identified	N/A	N/A	0	3
		Percent of real estate asset map developed	N/A	N/A	20%	30%

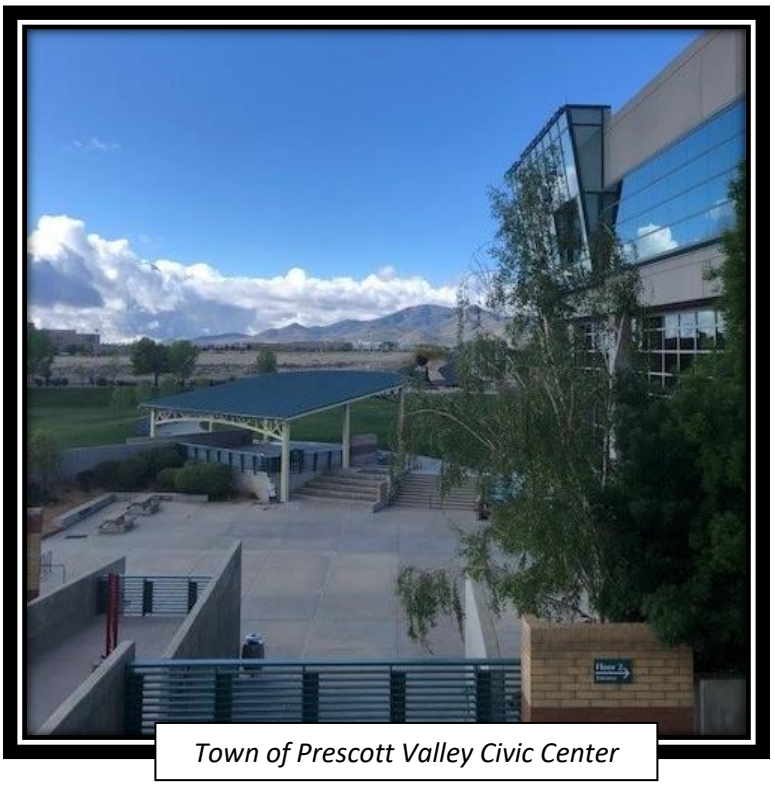
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 7.0%

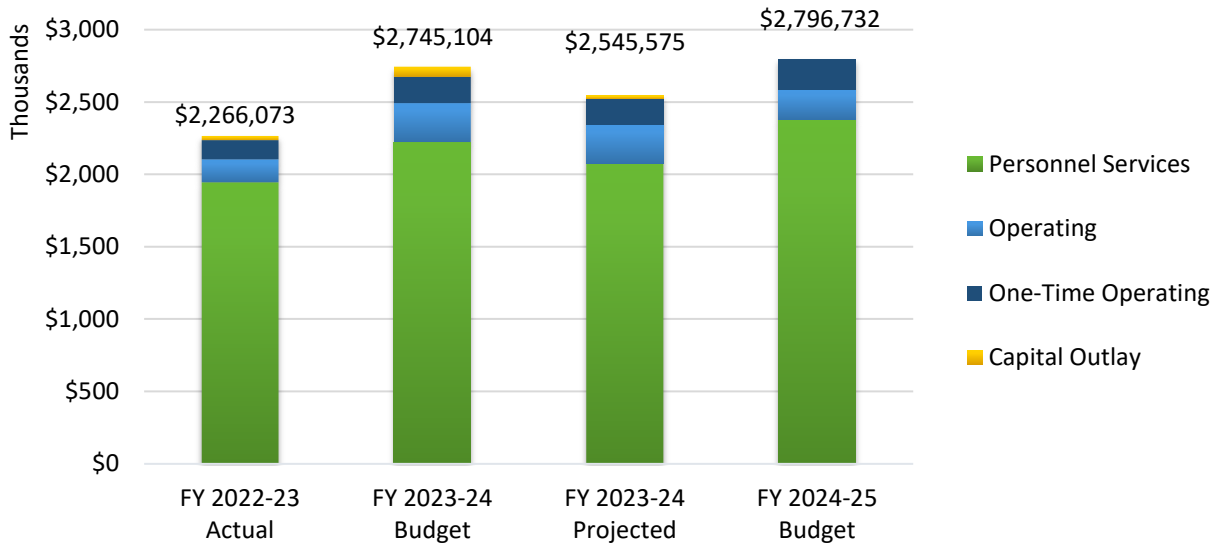
- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase

Recurring Operating – Decrease of 22.5%

- Decrease of $90,000 in professional services due to:
  - $85,000 decrease in credit card fees
  - $50,000 increase for plan review consultant fees
  - $30,000 decrease for reclassification of software consultant fees to Information Technology department
  - $25,000 decrease for reclassification of abatement services to Neighborhood Services department

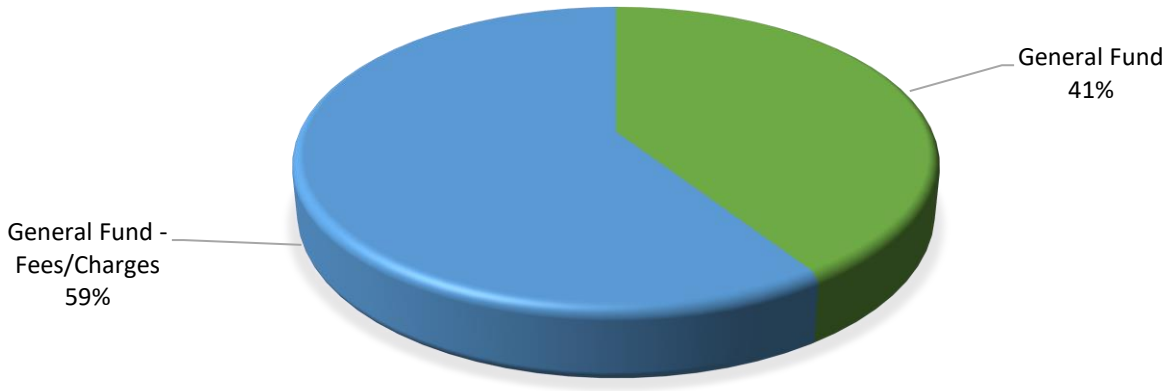


Town of Prescott Valley Civic Center



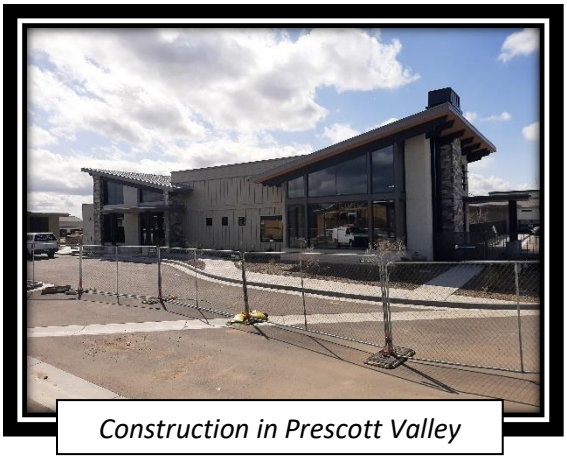
BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	1,399,249	1,684,561	1,534,561	1,728,771
Benefits	547,094	538,053	538,053	648,351
Operating				
Administrative and Official	1,084	1,600	1,600	1,600
Advertising and Printing	5,470	8,000	8,000	13,000
Insurance	-	-	-	50
Professional Development	7,201	34,630	34,630	48,500
Professional Services	43,740	180,000	179,529	90,000
Rentals and Leases	568	185	185	160
Repairs and Maintenance	50,583	6,000	6,000	11,000
Supplies and Equipment	35,354	32,900	33,371	35,300
Utilities	12,791	7,200	7,200	10,000
One-Time Operating	133,040	180,200	180,671	210,000
Capital Outlay	29,898	71,775	21,775	-
Total Expenditures by Category	$ 2,266,073	$ 2,745,104	$ 2,545,575	$ 2,796,732



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	2,266,073	2,745,104	2,545,575	2,796,732
Total Funding Sources	$ 2,266,073	$ 2,745,104	$ 2,545,575	$ 2,796,732



Construction in Prescott Valley

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Plan Review Consultant	General Fund	50,000
Credit Card Processing Fees	General Fund	40,000
Total Key Recurring Operating Items		$ 90,000

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Town Code/Land Development Code Revision Consulting	General Fund	100,000
Environmental Planning	General Fund	100,000
Land Appraisals	General Fund	10,000
Total One-Time Operating Items		$ 210,000

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Services Manager	-	1.00	-	-
Administrative Specialist I	-	2.00	-	-
Administrative Specialist II	-	-	2.00	2.00
Administrative Support II	2.00	-	-	-
Building Inspector	5.00	5.00	5.00	5.00
Chief Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	2.00	-	-	-
Code Enforcement Supervisor	1.00	-	-	-
Construction Inspector	1.00	1.00	1.00	1.00
Deputy Development Services Director	1.00	1.00	1.00	1.00
Development Services Director	-	1.00	1.00	1.00
Development Services Supervisor	1.00	-	-	-
Engineering Manager	1.00	-	-	-
Permit Technician	3.00	3.00	-	-
Planner	1.00	2.00	-	-
Planner I	-	-	1.00	1.00
Planner II	-	-	1.00	1.00
Planning Technician	-	1.00	2.00	3.00
Plans Examiner	2.00	2.00	2.00	2.00
Principal Civil Engineer	-	1.00	-	-
Principal Planner	-	-	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00
Senior Engineer	-	-	1.00	1.00
Senior Plans Examiner	1.00	1.00	1.00	1.00
Total Authorized Positions	23.00	23.00	21.00	22.00



Construction in Prescott Valley

FINANCE









Financial Reporting and Investments	Accounting	Grant Reporting	Mail Processing

OVERVIEW

The Finance Department provides the Council, Town Manager, and the citizens of Prescott Valley with financial information. The services provided to the Town include planning, coordinating, and preparing the annual budget under the direction of the Town Manager; processing accounts payable, receivable, and payroll; coordinating the annual external audit and preparing financial statements; facilitating grant reporting, purchasing, and procurement; providing mail and copying services; preparing various financial analyses; and supporting the Town departments in all financial related matters.

FY 2023-24 ACCOMPLISHMENTS

Prosperous Community:

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the fiscal year beginning July 1, 2023
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for fiscal year ending June 30, 2022
- Received the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting for the fiscal year ending June 30, 2022
- Awarded the Triple Crown through GFOA, making the Town one of only 317 governments to receive that recognition
- Updated the comprehensive fee schedule

FY 2024-25 OBJECTIVES

Prosperous Community:

- Receive the GFOA Distinguished Budget Presentation Award for the fiscal year beginning July 1, 2024
- Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ending June 30, 2023
- Receive the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting for the fiscal year ending June 30, 2023
- Receive an unmodified audit opinion for the fiscal year ending June 30, 2024
- Continue to implement centralized purchasing for all Town departments
- Formalize the Strategic Financial Plan that incorporates long-term financial planning and treasury management (cash, debt, investments) to ensure alignment with the Town's strategic plan, master plans, and capital improvement plan
- Review and update financial policies to ensure long-term financial stability

STRATEGIC PLAN GOALS AND MEASURES						
Focus Area	**Strategic Plan Goal**	**Performance Measure**	**FY 2022 Actual**	**FY 2023 Actual**	**FY 2024 Estimated**	**FY 2025 Target**
Prosperous Community	Annually achieve a balanced budget with a minimum reserve of 25% of annual operating expenses, allocating one-time revenues exclusively for one-time expenditures	Bond Rating: Fitch Investors Service, Inc.	AA+	AA+	AA+	AA+
		Bond Rating: Standard & Poor's Rating Group	AA	AA	AA	AA
		Financial policies benchmarked	N/A	Yes	Yes	Yes
		Unmodified opinion from external auditors	Yes	Yes	Yes	Yes
		Percentage of purchasing that is centralized	0%	0%	10%	50%

SUMMARY OF SIGNIFICANT CHANGES

Personnel Services – Decrease of 11.2%

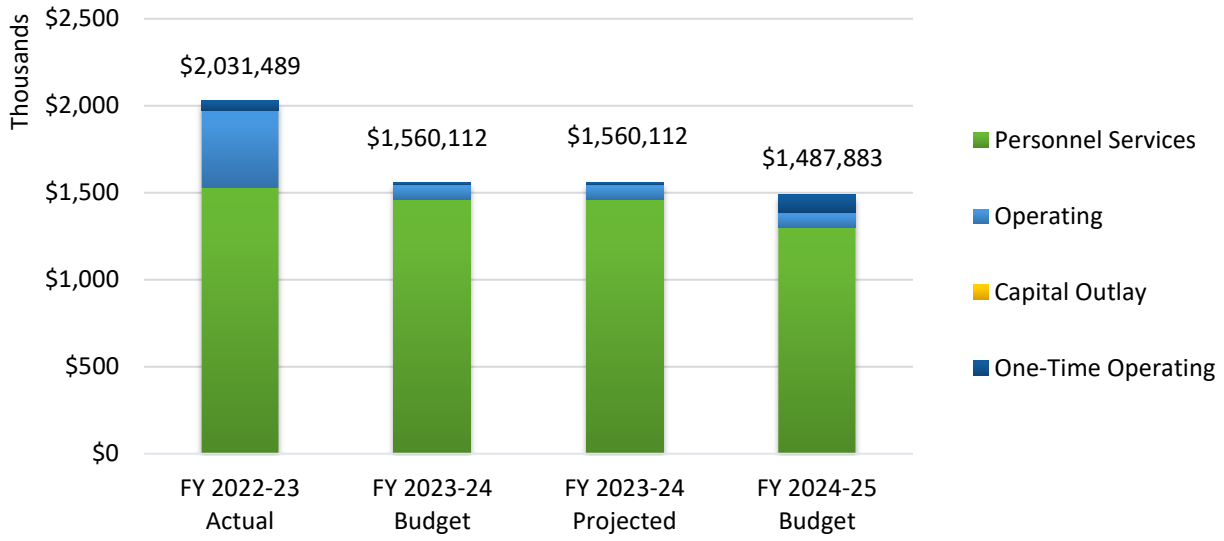
- Decrease due to the reclassification of Grant Coordinator position to Neighborhood Services department offset by an increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase

Recurring Operating – Increase of 4.5%

- Increase of $6,905 in professional development for enhanced training opportunities for staff
- Decrease of $2,585 in supplies and equipment

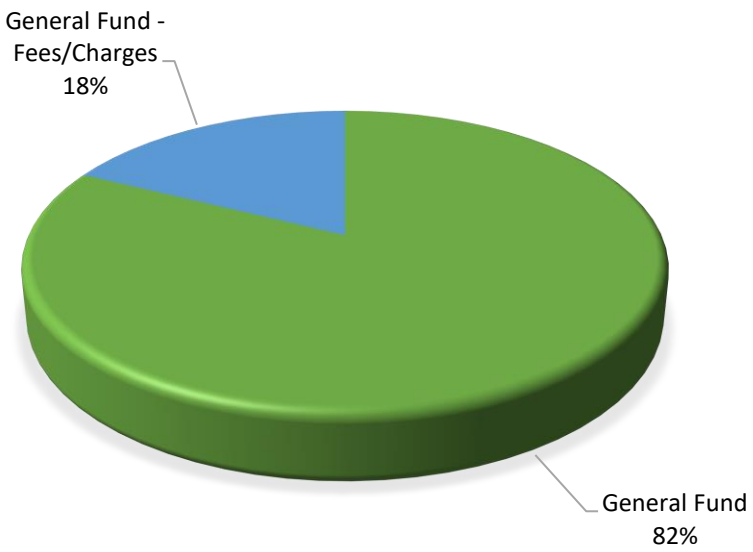


Mingus Mountains



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	1,123,513	1,089,513	1,089,513	952,799
Benefits	403,173	372,799	372,799	345,644
Operating				
Advertising and Printing	868	600	600	1,250
Professional Development	5,625	10,490	10,490	17,395
Professional Services	256,139	50,665	50,665	50,665
Rentals and Leases	3,244	1,230	1,230	1,620
Repairs and Maintenance	52,369	1,400	1,400	2,000
Supplies and Equipment	117,682	14,195	14,195	11,610
Utilities	10,151	4,620	4,620	2,400
One-Time Operating	58,725	14,600	14,600	102,500
Total Expenditures by Category	$ 2,031,489	$ 1,560,112	$ 1,560,112	$ 1,487,883



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	2,031,489	1,560,112	1,560,112	1,487,883
Total Funding Sources	$ 2,031,489	$ 1,560,112	$ 1,560,112	$ 1,487,883

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
External Audit	General Fund	35,000
Total Key Recurring Operating Items		$ 35,000

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
New ERP System Consultant	General Fund	50,000
Strategic Projects Consultant	General Fund	50,000
New Staff Equipment	General Fund	2,500
Total One-Time Operating Items		$ 102,500

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Accountant	1.00	1.00	-	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Specialist	-	1.00	1.00	-
Accounting Technician	-	2.00	2.00	2.00
Accounting Technician I	2.00	-	-	-
Administrative Specialist II	-	1.00	-	-
Administrative Supervisor	1.00	-	-	-
Administrative Support I	0.63	-	-	-
Administrative Technician	-	0.63	-	0.63
Budget Analyst	-	-	-	1.00
Customer Accounts Manager	1.00	-	-	-
Customer Accounts Representative I	5.00	-	-	-
Customer Accounts Representative II	1.00	-	-	-
Deputy Finance Director	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Finance Office Administrator	-	-	1.00	1.00
Grants Coordinator	-	1.00	-	-
Payroll Specialist	1.00	-	-	-
Payroll Technician	-	1.00	1.00	1.00
Procurement Manager	-	1.00	1.00	1.00
Procurement Specialist	1.00	1.00	1.00	1.00
Senior Accountant	1.00	-	-	-
Total Authorized Positions	17.63	12.63	10.00	11.63

HUMAN RESOURCES











Recruitment | Professional Growth | Employee Engagement | Benefits and Wellness | Workplace Safety

OVERVIEW

The mission of the Human Resources Department is to recruit, develop, reward, and retain a diverse and professional workforce with equal opportunity for learning and personal growth. In collaboration with all Town employees, we work to promote the Town of Prescott Valley's culture and organizational excellence.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Achieved relocation of Human Resources Department team to support the provision of professional services
- Completed annual Equal Employment Opportunity Commission (EEOC) employee training
- Completed annual update of Human Resources policies that support all workforce efforts
- Conducted vendor Request for Proposal process for Voluntary & Employee Assistance Program (EAP) benefit services
- Continued to provide Arizona State Retirement System (ASRS) support for all Town employees
- Implemented a comprehensive townwide class and compensation study
- Implemented a new Performance Goal system for employees through NeoGov PERFORM module
- Implemented a new Learning Management System (LMS) system for employee professional development through the NeoGov LEARN module
- Implemented E-form NeoGov module to launch the transition to a fully electronic human resource database
- Launched High Performing Team/Individual employee recognition system to include both team and individual employee awards
- Provided active shooter Alert, Lockdown, Inform, Counter, Evacuate (ALICE) training for all employees
- Provided two Leadership Academy Modules: Introduction to Supervision and Advanced Leadership
- Provided employee engagement events for Town employees and volunteers, including fall and spring festivals
- Provided customer service training for all Town employees
- Provided ongoing training for all Human Resources staff to enhance service quality

- Researched and transitioned to a new health care provider
- Supported Townwide Emergency Response plan development via Embry Riddle Continuity of Operations Plan (COOP) project

Prosperous Community:

- Initiated a permanent long-term partnership with the U.S. Army PaYs Program for a 10-year partnership for active and reserve military
- Provided ongoing professional support for Town Intern/Mentorship positions

FY 2024-25 OBJECTIVES

High-Performing Team:

- Continue to reduce the rate of employee turnover annually
- Continue to enhance townwide employee relations through employee engagement committee efforts and workforce activities
- Lead all talent acquisition efforts related to recruitment and selection of highly qualified employees and interns through strategic advertisement, applicant screening, and interviewing selection methods
- Research and adopt market data to support Cost of Living Adjustment (COLA) and comprehensive merit adjustments
- Create townwide promotional pathways for 10% of Town positions, citing specific training and professional development certificates and credentials required to be considered for internal promotion

Prosperous Community:

- Design and deliver ongoing talent acquisition and employee retention strategies, including marketing and employee engagement projects



Planting Trees on Arbor Day

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team	Achieve 70% of eligible employees completing internal employee academies within three years	Average number of regular employees	243	263	287	290
		Enhance recruitment and selection of highly qualified candidates	233	300	416	450
		Volunteer placements	30	114	75	75
		Create townwide promotional pathways for 10% of town positions	N/A	N/A	N/A	10%
		Talent acquisition and selection of highly qualified employees and Interns	N/A	N/A	N/A	10%
		Academy graduates assistance in training and teaching of new academy enrollees	N/A	N/A	N/A	5%
	Obtain 80% participation in an employee engagement survey where at least an 80% positive response rate	Enhance townwide employee relations through employee engagement committee efforts and workforce activities	N/A	N/A	N/A	100%
		Rate of employee turnover	27%	18%	15%	10%
		COLA and comprehensive merit adjustments	N/A	N/A	6%	5%
		Employee Engagement Survey Satisfaction Rate	N/A	43%	N/A	80%

SUMMARY OF SIGNIFICANT CHANGES

Personnel Services – Increase of 8.8%

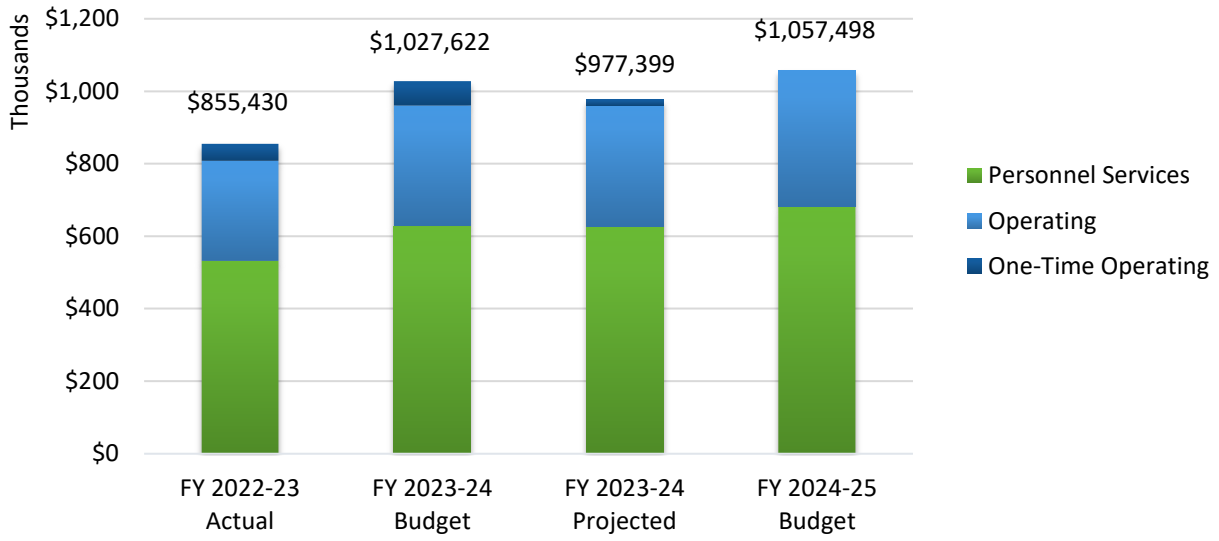
- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase

Recurring Operating – Increase of 12.6%

- Increase of $4,000 in advertising for various professional website and local advertising
- Increase of $2,412 in professional development for enhanced training opportunities for staff
- Increase of $18,454 in professional services for various testing assignments and additional instructor services
- Increase of $16,138 in supplies and equipment due to addition of $25,000 in high performing team awards offset by the elimination of the wellness reimbursement award program

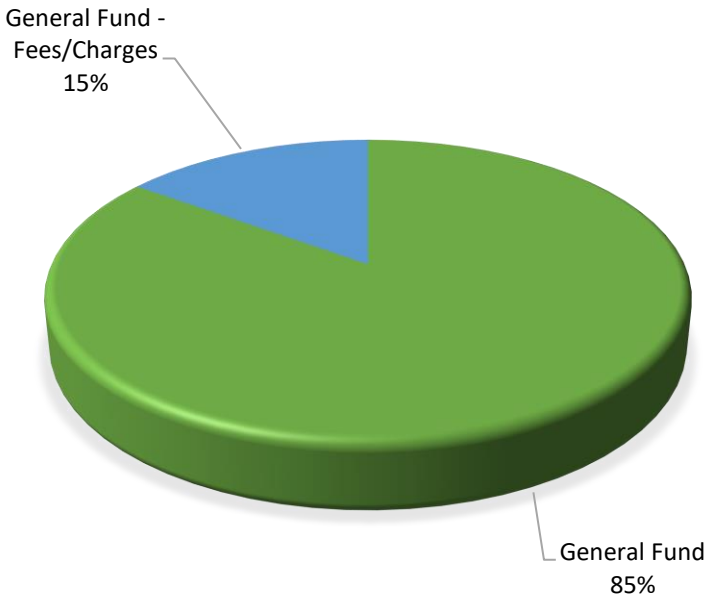


Eggstravaganza



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	414,213	488,163	488,163	520,416
Benefits	117,499	139,563	139,563	162,512
Operating				
Administrative and Official	425	-	-	-
Advertising and Printing	18,748	22,000	22,000	26,000
Insurance	10,000	16,000	16,000	16,000
Professional Development	47,699	87,136	87,136	89,548
Professional Services	144,061	135,450	138,227	153,904
Rentals and Leases	10	10	10	30
Repairs and Maintenance	9,276	1,250	1,250	2,000
Supplies and Equipment	43,829	68,550	65,773	84,688
Utilities	2,378	2,400	2,400	2,400
One-Time Operating	47,292	67,100	16,877	-
Total Expenditures by Category	$ 855,430	$ 1,027,622	$ 977,399	$ 1,057,498



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	855,430	1,027,622	977,399	1,057,498
Total Funding Sources	$ 855,430	$ 1,027,622	$ 977,399	$ 1,057,498

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Tuition Reimbursement and Continuing Education Program	General Fund	40,000
Town-Wide Training and Development	General Fund	39,953
Fitness Test Awards - Wellness Program	General Fund	30,000
High-Performing Team Awards	General Fund	25,000
Employee Engagement and Appreciation	General Fund	15,150
Employee Engagement Survey Tool	General Fund	15,000
Total Key Recurring Operating Items		$ 165,103



Arbor Day Participants

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Specialist II	-	1.00	1.00	1.00
Human Resources Advisor	-	2.00	2.00	2.00
Human Resources Director	1.00	1.00	-	1.00
Human Resources Manager	1.00	-	1.00	1.00
Human Resources Senior Advisor	-	1.00	-	-
Human Resources Technician	3.00	-	-	-
Risk/Safety Coordinator	-	1.00	1.00	1.00
Total Authorized Positions	5.00	6.00	5.00	6.00


PRESCOTT VALLEY

INFORMATION TECHNOLOGY



Innovative Technology



Geographic Information System



Operational Support



Cyber Security

OVERVIEW

The Information Technology (IT) Department serves to provide cost-effective and innovative technology and Geographic Information Systems (GIS) solutions to the staff and citizens of the Town of Prescott Valley.

This is accomplished by handling daily technology-related service requests for Town staff; providing operational support for all desktop and laptop computers, tablets, desktop phones, and cell phones; installing and maintaining all network infrastructure, servers, and databases; providing support for Town website and intranet; assisting Town departments with IT-related projects and ensuring proper installation and configuration of hardware and software for those systems; monitoring network security; and preparing and monitoring the IT specific budget; GIS provides mapping and data analysis to Town staff to give a better understanding of existing conditions to make better-informed decisions. The Town utilizes GIS as a resource for planning and infrastructure management, improving the ability to deliver services to staff and the citizens of Prescott Valley.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Implemented the ESRI (Environmental Systems Research Institute, Inc.) Small Government Department Platform
- Implemented new Trimble GPS equipment upgrade
- Completed five-year IT/GIS Strategic Plan
- Replaced all Town network switches
- Upgraded IT Helpdesk system
- Assisted with relocation of Parks and Recreation Department to new building
- Upgraded over 60 staff desktop and laptop computers
- Relocated entire IT and HR staff to new Civic Center location

Quality of Life:

- Implemented new 2024 Aerial Imagery from Vexcel Imaging through Yavapai County IGA (intergovernmental agreement)
- Assisted with setup of Axon body-worn cameras and migration of all Police digital evidence to evidence.com cloud- based storage

FY 2024-25 OBJECTIVES

High-Performing Team:

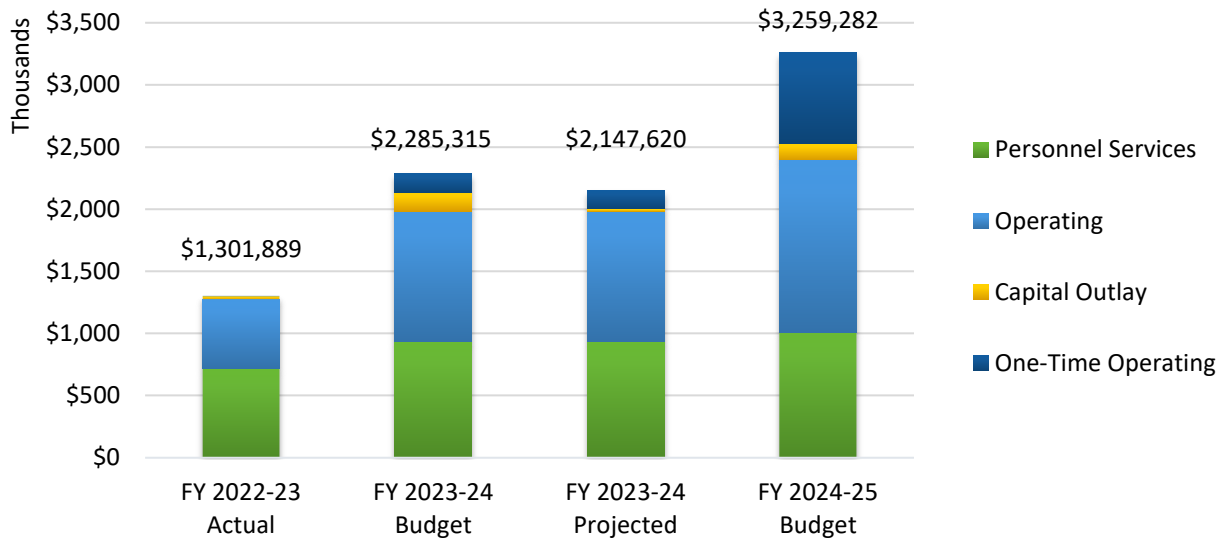
- Upgrade ArcGIS Enterprise (Portal and Server) software to version 11.2
- Upgrade the Geographic Information System (GIS) database from Microsoft SQL Express to Microsoft SQL Standard
- Complete GoTo Resolve Information Technology Helpdesk system hardware and software upgrade to include hardware and software inventory
- Upgrade all Town servers to newer operating systems
- Replace Town virtual server system with newer hardware and software
- Improve audio/video capabilities in Information Technology, Human Resources, and Public Works conference rooms
- Install Rave Panic Button software for Town staff
- Complete setup of all field tablets for Development Services, Neighborhood Services, Public Works, and Community Services departments
- Create Polices and Procedures manual for Information Technology operations

Quality of Life:

- Develop and implement Town Initial Project Review (IPR) and final development locations map
- Review and upgrade current internal and external (public facing) interactive web-based mapping applications to latest supported custom map templates
- Assist with purchase, installation, and configuration of new Town Permits, Code and Business License system and plan review software
- Assist with replacement of Town website provider and redesign of Town website

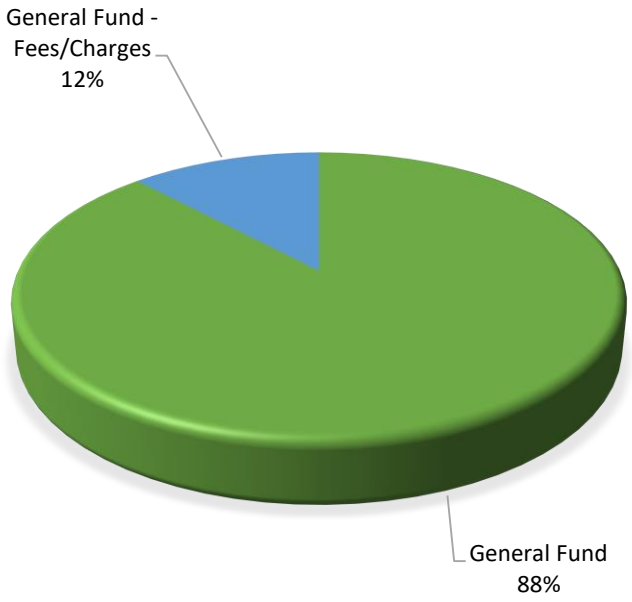
STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team	Obtain 80% participation in an employee engagement survey where at least an 80% positive response rate	Response time for client interaction for critical (Minutes)	N/A	N/A	N/A	5
		Response time for client interaction for high (Minutes)	N/A	N/A	N/A	30
		Response time for client interaction for medium (Hours)	N/A	N/A	N/A	4
		Response time for client interaction for low (Days)	N/A	N/A	N/A	1
		Percentage of network points of failure list compiled	N/A	N/A	N/A	100%
		Implementation of network monitoring solution	N/A	N/A	N/A	100%
		Percentage of IT policies and procedures manual completed	N/A	N/A	N/A	100%
		Percentage of IT infrastructure of all Town remote sites assessed	N/A	N/A	N/A	100%
		Number of Town conference rooms with technology enhancements	N/A	N/A	N/A	3
Quality of Life	Achieve at least an 80% citizen satisfaction rating with towns overall services	Percentage of GIS interactive web-based mapping applications upgraded	N/A	N/A	N/A	50%



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	538,861	692,421	692,421	744,193
Benefits	179,312	243,066	243,066	265,953
Operating				
Advertising and Printing	383	-	-	-
Professional Development	6,377	12,733	12,733	23,320
Professional Services	16,473	55,000	55,000	40,000
Repairs and Maintenance	369,646	639,542	639,542	1,126,774
Supplies and Equipment	147,305	259,218	259,218	113,350
Utilities	17,310	80,760	80,760	85,402
One-Time Operating	2,125	152,575	145,477	729,040
Capital Outlay	24,097	150,000	19,403	131,250
Total Expenditures by Category	$ 1,301,889	$ 2,285,315	$ 2,147,620	$ 3,259,282



FUNDING SOURCE SUMMARY				
Funding Source	**FY 2022-23 Actual**	**FY 2023-24 Budget**	**FY 2023-24 Projected**	**FY 2024-25 Budget**
General Fund	1,301,889	2,285,315	2,147,620	3,259,282
Total Funding Sources	$ 1,301,889	$ 2,285,315	$ 2,147,620	$ 3,259,282

SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 8.0%

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Reclassification of 50.0% of GIS Technician position to Utilities
- Addition of 1 new staff member:
  - 1.0 GIS Specialist

Recurring Operating – Increase of 32.6%

- Increase of $10,587 in professional development for enhanced training opportunities for staff
- Increase of $487,232 for computer software maintenance and renewals reclassified to IT from various departments and reclassification of Microsoft Office licenses to repair and maintenance expenditure category
- Decrease of $145,868 in general supplies mostly due to:
  - $41,090 decrease in replacement computers
  - $91,083 reclassification of Microsoft Office licenses to software maintenance and renewal expenditure category

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Computer Software Maintenance and Renewals	General Fund	1,173,914
Replacement Computers	General Fund	93,000
Total Key Recurring Operating Items		$ 1,266,914

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Clariti Software Implementation	General Fund	440,000
Axon Standard Module Implementation	General Fund	70,500
Laserfishe Conversion	General Fund	41,125
Microsoft Datacenter Upgrade	General Fund	29,415
NEOGOV Additional Modules Implementation	General Fund	25,200
Clariti Migration Consulting - IK Consulting	General Fund	25,000
Planning Software Implementation	General Fund	22,500
Planning Software and Clariti Integration	General Fund	10,000
IT Equipment for New Positions	General Fund	16,500
Drone Sense Software Implementation	General Fund	9,500
Replacement Servers - Community Services	General Fund	9,250
ECivis Software Implementation	General Fund	9,000
Mobile Printers - Neighborhood Services	General Fund	5,400
Computer Equipment - Public Works	General Fund	4,900
Switches - Community Services	General Fund	3,200
Fluke Cable And Net Tester Kit	General Fund	3,000
IPADS - Neighborhhod Services	General Fund	3,000
Laserfishe Scanner Update	General Fund	1,550
Total One-Time Operating Items		$ 729,040

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
Virtual System Hardware	Replacement	General Fund	88,000
Audio Video Updates In Conference Rooms	Replacement	General Fund	32,000
Konica Bizhub Copier/Printer	Replacement	General Fund	11,250
Total Operating Capital			$ 131,250

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Specialist I	-	0.50	-	-
Administrative Specialist II	-	-	0.63	0.63
Deputy IT Director	1.00	1.00	1.00	1.00
GIS Specialist	-	-	-	1.00
GIS Technician	1.00	1.00	1.00	0.50
Information Technology Director	1.00	1.00	1.00	1.00
IT Specialist	-	1.00	1.00	1.00
IT Support Specialist	1.00	-	-	-
IT Technician	-	2.00	2.00	2.00
IT/GIS Support Technician	1.00	-	-	-
Network Administrator	1.00	-	-	-
Network Analyst	-	1.00	1.00	1.00
Systems Analyst	-	1.00	1.00	1.00
Technology Integration Specialist	1.00	-	-	-
Total Authorized Positions	7.00	8.50	8.63	9.13



Healing Field, Prescott Valley

LEGAL









Criminal Misdemeanor Cases	Legal Advice	Contract Review	Litigation Defense

OVERVIEW

The Criminal Division represents the State of Arizona in criminal misdemeanor and occasionally civil traffic cases in the Prescott Valley Magistrate Court. This involves close coordination with the Prescott Valley Police Department, other law enforcement agencies, victim advocates, and human services providers. Its activities include discovery, pre-trial conferences with represented and non-represented defendants, victim notification, witness preparation, trials with or without juries, and appeals to the Superior Court.

The Civil Division engages in a wide range of legal activities on behalf of the municipal corporation. These include advising the Council, Town Manager, Department Directors, and Town staff regarding legal aspects of municipal operations; defending claims and litigation against the municipality, bringing claims and litigation on behalf of the municipality (often involving coordination with outside counsel and consultants); preparing and approving as to form resolutions, ordinances, agreements, leases, and other legal documents; updating the Town Code and assisting with its enforcement (including bringing enforcement actions and defending appeals); being part of teams pursuing municipal projects; and helping revise policies, procedures, forms, and documents. Civil Division personnel routinely attend meetings of the Council and other Town boards and commissions.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Participated with Town Council and staff in reviewing, suggesting, and refining the Town Strategic Goals
- Reviewed all internal Town Policies and, in coordination with Human Resources and other departments, developed consistent formats and removed duplications while ensuring complete coverage
- Participated in Innovation and Implementation teams as co-leads

Water and Land Stewardship:

- Assisted the water team in development and presentation to the Town Council for consideration and adoption of a comprehensive set of goals and implementation plans and objectives related to water policy
- Participated with the water team in preparing and adopting Town Code amendments for regulation of bulk water sales
- Participated with the water team in developing and applying a policy of requiring pledges of water resources by developers of non-subdivision residential developments
- Prepared and assisted in adoption of a Town Code amendment to formalize the adopted policy of requiring pledges of water resources by developers of non-subdivision residential developments
- Coordinated with outside water counsel to address issues raised by Arizona Department of Water Resources (ADWR) related to Certificates of Water Supply, and to participate in the Gila River Adjudication regarding the Verde River

Quality of Life:

- Effectively prosecuted and resolved approximately 1,500 civil and criminal traffic cases and criminal misdemeanor cases to represent the State of Arizona
- Ensured strict compliance with the requirements of Arizona law with regard to the rights of victims, and went the extra mile to confer with and support victims in settlement and adjudication of criminal misdemeanor cases
- Obtained and assisted in enforcement of court rulings necessary to abate nuisances in both residential and commercial areas of the community

Prosperous Community:

- Attended Town Council, Planning & Zoning Commission, and Board of Adjustment meetings to assist staff, Council/Commission/Board members, and the public participate so as to fulfill Arizona and Town Code requirements
- Assisted with review, creation, and adoption of various contracts and agreements needed to implement Town programs and partnerships with regard to public improvement projects and public services
- Assisted Town staff develop and implement (including through Town Council adoption) various policies and agreements related to economic development

FY 2024-25 OBJECTIVES

High-Performing Team:

- Encourage department staff survey participation in staff meetings
- Encourage department staff completion of internal employee academies in staff meetings

Water and Land Stewardship:

- Assist outside counsel in submitting one or more claims on behalf of the Town in the nationwide Per-and Polyfluorinated Substances (PFAS) litigation related to wastewater contamination to assist in financing effluent recharge projects
- Assist the water team in advocating for state legislation that recognizes stormwater recharge as accomplishing Prescott Active Management Area (AMA) safe yield goal
- Assist Development Services staff and outside counsel in revising the Zoning and Subdivision Codes to implement low-impact development standards

- Assist in development of a new coalition framework for public and private interests to develop regional goals and mechanisms for development of wildlife corridors

Quality of Life:

- Assist Town staff in coordination and cooperation with the City of Prescott, Yavapai County, and other public and private stakeholders to develop necessary agreements for implementation of Glassford Dells Regional Park
- Assist Development Services and Neighborhood Services staff in revising the Zoning and Subdivision Codes to implement housing strategies that increase the attainable housing stock
- Focus on settlements or courtroom outcomes in the course of prosecuting traffic and property crime cases in the Magistrate Court, that will contribute towards reducing such crimes

Prosperous Community:

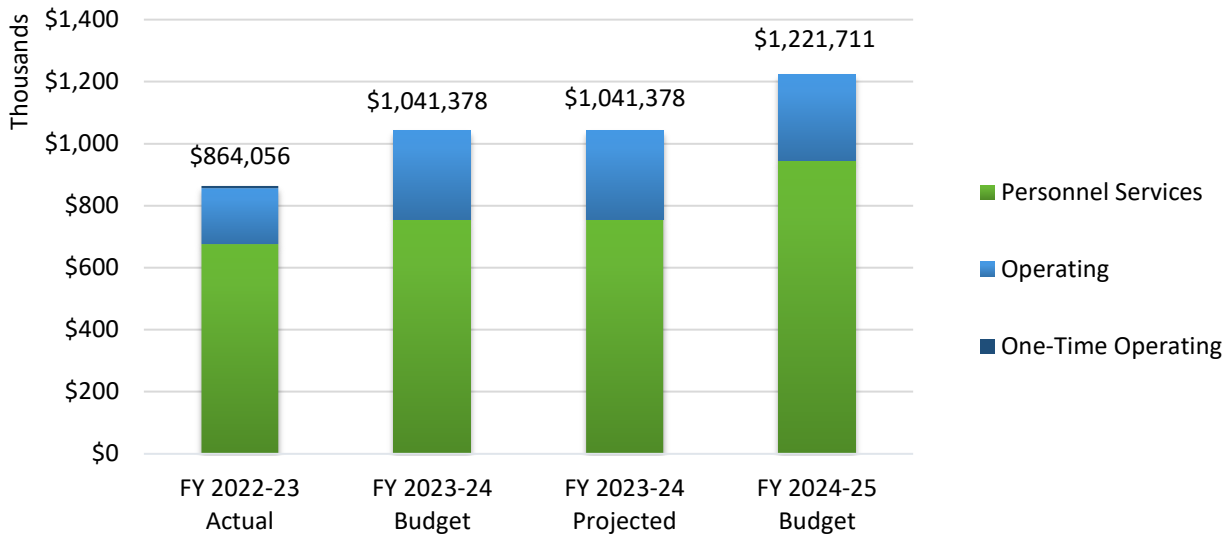
- Assist staff in negotiation, creation, and approval of development and related agreements that assist in accomplishing the Town's economic development goals
- Manage the department budget to ensure careful and prudent expenditures of funds for outside counsel

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team	Obtain 80% participation in an employee engagement survey where at least an 80% positive response rate	Participation in employee engagement survey	N/A	40%	80%	80%
	Achieve 70% of eligible employees completing internal employee academies within three years	Employees completing internal academies	0	0	0	2
Water and Land Stewardship	Recharge 100% of eligible effluent water in accordance to Town Standards	PFAS claims filed	0	0	1	1
	Implement a recharge pilot project using stormwater management techniques that increases natural recharge to the aquifer within the next three (3) years	Position papers submitted	0	0	1	1

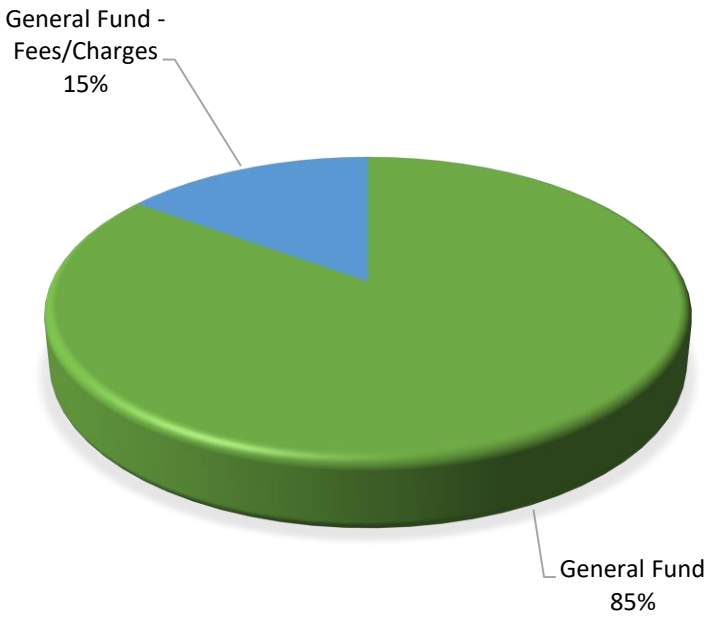
STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Water and Land Stewardship	Acquire additional water rights, implement new conservation strategies, and develop low-impact-development standards to reduce overdraft on the aquifer by 5% in ten (10) years	Number of zoning amendments	0	0	0	1
	Within four (4) years, identify and develop a regional system of connecting wildlife corridors that protects biodiversity while safeguarding watershed and ecosystem health	Appropriate documents adopted	0	0	0	1
Quality of Life	Develop a shared use pathway, hiking, and bike trails connectivity plan by 2025 including design standards and location placement for the Lasso Loop shared use pathway	Joint agreements adopted	1	0	0	1
	Develop and implement housing strategies that support demographics unique to Prescott Valley and increase the attainable housing stock by 5% by 2026	Adoptions of Zoning Code amendments	0	0	0	1
	Reduce motor vehicle crashes and property crime per 1,000 residents within three (3) years	Percentage of guilty pleas, verdicts, delayed entries of judgment, or diversion after filing complaints	95%	96%	90%	90%
Prosperous Community	Attract and expand industrial, manufacturing, and commercial industries that are creating new jobs that pay at or above the median household income by 10% within five (5) years	Assist in preparation of necessary documents for two new developments	1	2	3	2



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	522,451	585,171	585,171	720,439
Benefits	153,902	171,252	171,252	225,902
Operating				
Advertising and Printing	880	2,200	2,200	2,200
Professional Development	3,124	4,940	4,940	5,635
Professional Services	162,025	255,835	255,835	249,600
Rentals and Leases	219	300	300	310
Repairs and Maintenance	760	15,500	15,500	9,725
Supplies and Equipment	9,903	3,900	3,900	4,400
Utilities	3,573	2,280	2,280	3,500
One-Time Operating	7,218	-	-	-
Total Expenditures by Category	$ 864,056	$ 1,041,378	$ 1,041,378	$ 1,221,711



FUNDING SOURCE SUMMARY				
Funding Source	**FY 2022-23 Actual**	**FY 2023-24 Budget**	**FY 2023-24 Projected**	**FY 2024-25 Budget**
General Fund	864,056	1,041,378	1,041,378	1,221,711
Total Funding Sources	$ 864,056	$ 1,041,378	$ 1,041,378	$ 1,221,711

SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 25.1%

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Addition of 1 new staff member:
  - 1.0 Assistant Town Attorney

Recurring Operating – Decrease of 3.4%

- $6,235 decrease in professional services due to reclassification of legal research software to repair and maintenance expenditure category
- $5,775 decrease for reclassification of software maintenance and renewal to Information Technology department

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Outside Legal Counsel	General Fund	200,000
Contracted Paralegal Services	General Fund	48,600
Total Key Recurring Operating Items		$ 248,600



Scales of Justice

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Assistant Town Attorney	-	-	-	1.00
Deputy Town Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Paralegal	-	1.00	1.00	1.00
Prosecutor	1.00	1.00	1.00	1.00
Town Attorney	1.00	1.00	1.00	1.00
Total Authorized Positions	4.00	5.00	5.00	6.00


PRESCOTT VALLEY

MAGISTRATE COURT







Administration of Justice	Due Process	Fair and Just Case Resolution

OVERVIEW

The Magistrate Court is committed to providing the community with an independent judiciary that serves the public by fair and impartial administration of justice resulting in the enhancement of public trust and confidence in the court system.

The jurisdiction of the Magistrate Court processes civil and criminal traffic violations, other misdemeanor criminal charges, including City Ordinance violations which occur within the Town limits. The Magistrate also issues orders of protection, injunction against harassment, search warrants, and felony complaints.

The Court takes into consideration a variety of sentencing options to prevent recidivism. Some of these options include defensive driving school; MADD Victim Impact Panel; counseling for anger management, domestic violence, misdemeanor marijuana, drugs and/or alcohol, driver responsibility course, cognitive awareness; fines, restitution, and incarceration. Other tools include community restitution, probation up to three years and up to five years for DUI, and the limited use of deferred prosecution and deferred sentencing in specific cases as a motivational tool to have no further contact with the legal system. Many times, justice is best served by a combination of these options.

It is important that all parties be treated fairly and in accordance with the law. Towards this end, the Court spends time explaining basic principles of the law, consequences, and at times, limitations.

The Magistrate Court works closely with other courts and law enforcement agencies to assure an effective and cooperative exchange of information to further mutual goals.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- 100% of staff successfully completed mandatory annual Collective for Justice, Equity and Transformation (COJET) training which is required by the Administrative Office of the Courts

Quality of Life:

- Maintained open lines of communication among the immediate staff in our department, other departments within the Town of Prescott Valley as well as outside agencies to better serve our community

FY 2024-25 OBJECTIVES

Quality of Life:

- To provide efficient and fair judicial services for the community while promoting public confidence and trust by remaining transparent in court proceedings
- Hire a part-time Security Guard to observe and assist in maintaining the safety of the court customers and staff

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Quality of Life	Achieve at least an 80% citizen satisfaction rating with towns overall services	Maintain zero signed complaints submitted to the Town Manager or Mayor by the public	0	0	0	0

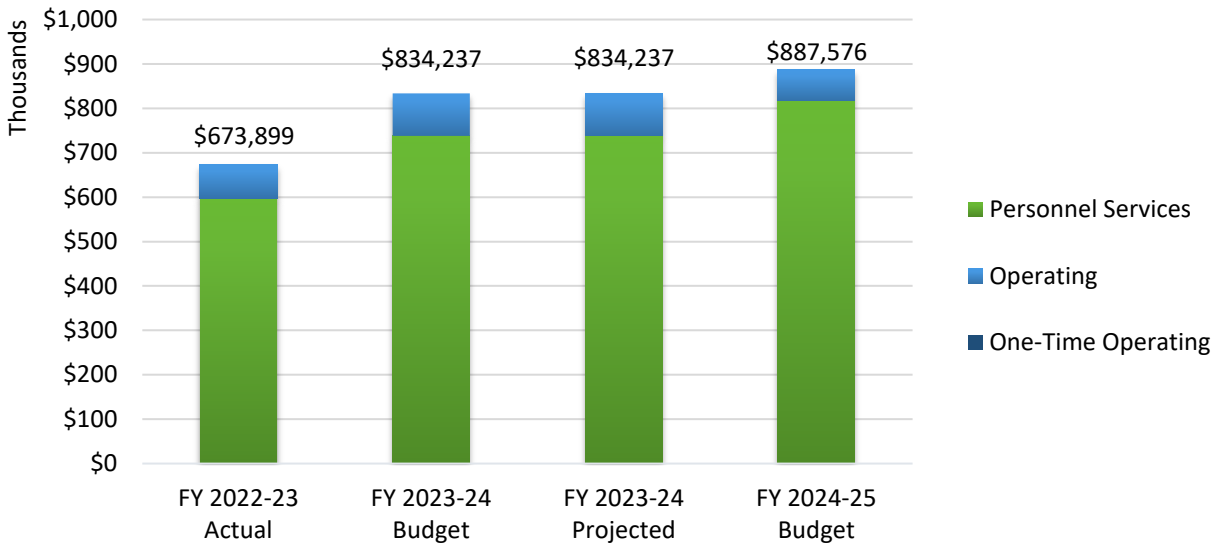
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 10.7%

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Addition of 1 new staff member:
  - 0.5 Court Security Guard

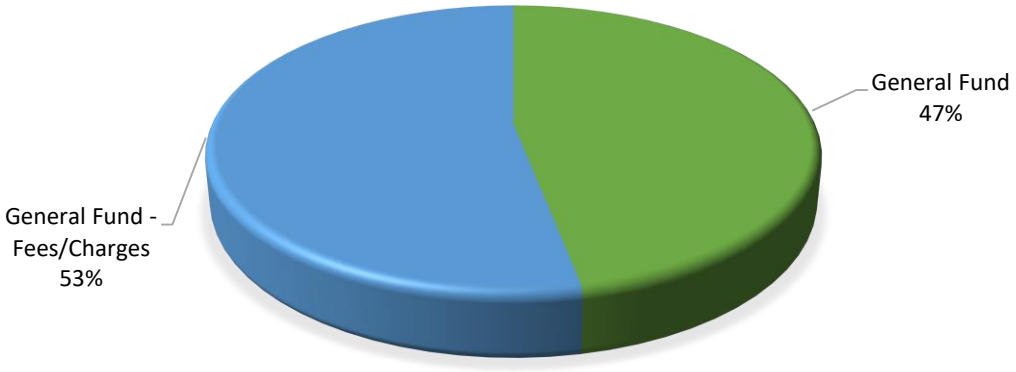
Recurring Operating – Decrease of 26.8%

- Decrease of $30,460 in professional services for the elimination of an outside contract for security guards



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	443,969	554,180	554,180	606,514
Benefits	153,056	183,868	183,868	210,629
Operating				
Advertising and Printing	1,581	3,500	3,500	3,500
Professional Development	3,990	6,235	6,235	7,203
Professional Services	43,888	63,760	63,760	33,300
Rentals and Leases	665	770	770	860
Repairs and Maintenance	10,788	15,900	15,900	17,670
Supplies and Equipment	4,625	4,824	4,824	6,400
Utilities	1,343	1,200	1,200	1,500
One-Time Operating	9,993	-	-	-
Total Expenditures by Category	$ 673,899	$ 834,237	$ 834,237	$ 887,576



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	673,899	834,237	834,237	887,576
Total Funding Sources	$ 673,899	$ 834,237	$ 834,237	$ 887,576

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Court Appointed Attorney Fees	General Fund	20,000
Supreme Court Lease	General Fund	14,000
Pro Tem and Interpreter Fees	General Fund	12,800
Total Key Recurring Operating Items		$ 46,800

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Chief Court Clerk	1.00	1.00	1.00	1.00
Court Manager	1.00	1.00	1.00	1.00
Court Security Guard	-	-	-	0.50
Deputy Court Clerk	-	4.70	4.70	4.70
Deputy Court Clerk I	4.70	-	-	-
Deputy Court Clerk II	1.00	-	-	-
Lead Deputy Court Clerk	-	1.00	1.00	1.00
Magistrate	1.00	1.00	1.00	1.00
Total Authorized Positions	8.70	8.70	8.70	9.20

NEIGHBORHOOD SERVICES



Animal Services



Housing Services



Community Engagement



Code Compliance

OVERVIEW

The Neighborhood Services Department consists of Animal Services, Code Compliance, Housing Services, and Community Engagement. The divisions ensure community safety standards and enhance neighborhoods throughout the Town by facilitating neighborhood-based preservation and revitalization through outreach, proactive animal services, and implementation of code compliance programs.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Code Compliance Division completed certifications from Code Enforcement League of Arizona (CELA) Level I
- Animal Services team maintained all certifications and onboarded a new Animal Services Officer

Quality of Life:

- Neighborhood Services Department was established in fiscal year 2023-24
- Three key positions were filled as the department solidified its base of operations
- Code Compliance noted a 19% increase in Notice of Violations (NOVs) and a 27% increase in Final NOVs
- Animal Services experienced a 4% increase in animal licenses and a 5% decrease in calls for service for fiscal year 2023-24

Prosperous Community:

- Awarded a $200,000 grant from the Arizona Department of Housing (ADOH)
- Coordinated with Development Services on amendments to the Zoning Ordinance
- Coordinated with Public Works on the Annual Neighborhood Clean-up Day and reduced the overall cost of the event by 71%

FY 2024-25 OBJECTIVES

High-Performing Team:

- Increase the number of staff members obtaining International Property Maintenance Code (IPMC) certification
- Increase the number of staff members obtaining Code Enforcement League of Arizona (CELA) Level II certification
- Increase the number of residents accessing information from the Neighborhood Services website
- 80% of staff completing 70% of training plan
- 80% of staff maintaining minimum field certifications
- 80% of the Code Compliance Division completing in-service training

Water and Land Stewardship:

- Partner with Utilities to explore opportunities for a sustainability challenge

Quality of Life:

- Explore opportunities for a downpayment assistance program
- Address blight in neighborhoods by increasing the abatement of International Property Maintenance Code (IPMC) violations by 5%
- 80% of properties abated by voluntary compliance
- 5% increase in animal licenses processed, with vaccination requirements
- Explore opportunities for a spay and neuter clinic

Prosperous Community:

- Explore opportunities to become an entitlement community through Housing and Urban Development (HUD)



Eggstravaganza 2024

STRATEGIC PLAN GOALS AND MEASURES						
Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team	Achieve 70% of eligible employees completing internal employee academies within three years	Percentage of staff training plan completed	N/A	N/A	N/A	80%
Quality of Life	Develop and implement housing strategies that support demographics unique to Prescott Valley and increase the attainable housing stock by 5% by 2026	Initiatives that address housing barriers	N/A	N/A	N/A	2

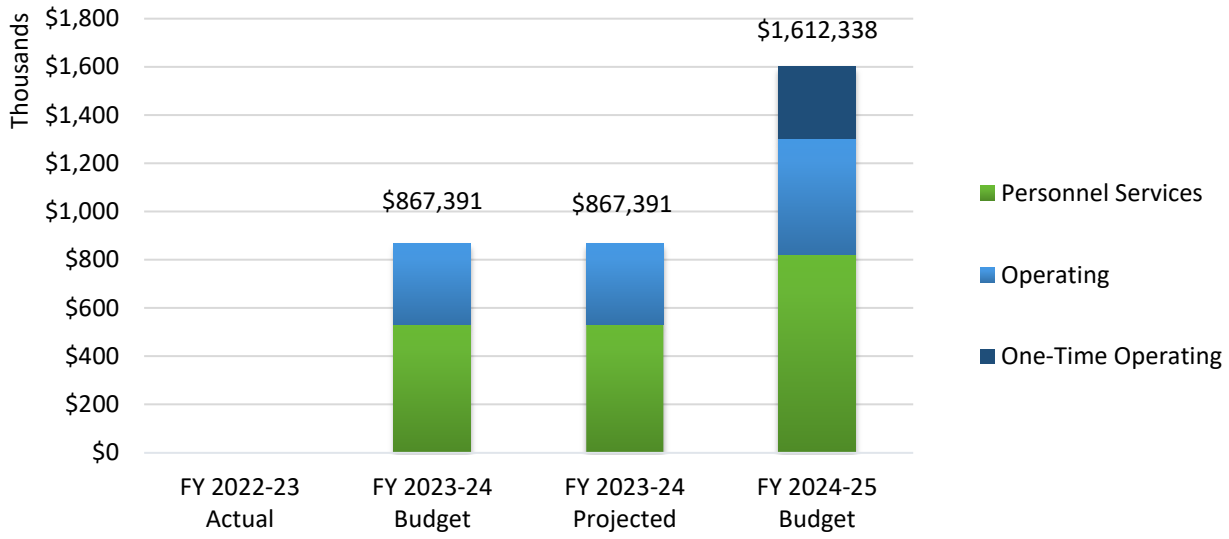
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 15.1%

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase and the reclassification of Grant Coordinator position from Finance department
- Addition of 1 new staff member:
  - 1.0 Deputy Neighborhood Services Director

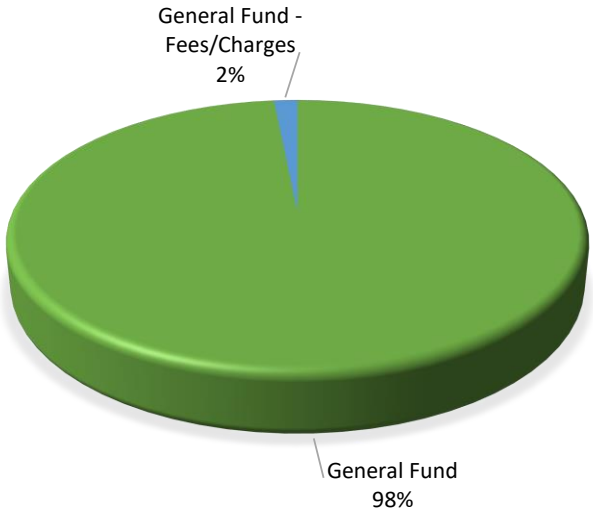
Recurring Operating – Increase of 67.0%

- $192,035 increase due to the department being established in fiscal year 2023-24 with the department determining its future operational needs for fiscal year 2024-25:
  - $60,000 of downpayment assistant program
  - $50,000 of abatement cost with $25,000 being reclassified from Development Services department
  - $47,455 in supplies and equipment for additional supplies and equipment
  - $31,250 in professional development for enhanced training opportunities for staff



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	-	522,478	372,478	599,726
Benefits	-	192,283	192,283	222,752
Operating				
Administrative and Official	-	300	300	1,800
Advertising and Printing	-	1,250	1,250	8,250
Professional Development	-	4,850	4,850	36,100
Professional Services	-	118,210	118,210	230,710
Rentals and Leases	-	260	260	2,670
Repairs and Maintenance	-	2,000	2,000	20,500
Supplies and Equipment	-	22,220	22,220	69,675
Utilities	-	137,540	137,540	108,960
One-Time Operating	-	50,000	50,000	299,150
Capital Outlay	-	-	-	12,045
Total Expenditures by Category	$ -	$ 1,051,391	$ 901,391	$ 1,612,338



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	-	867,391	867,391	1,412,338
Grant Fund	-	-	-	200,000
Total Funding Sources	$ -	$ 867,391	$ 867,391	$ 1,612,338

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Clean Up Day	General Fund	100,000
Yavapai Humane Society Contract	General Fund	93,210
Downpayment Assistance	General Fund	60,000
Abatement	General Fund	50,000
Veterinarian Services	General Fund	22,000
Total Key Recurring Operating Items		$ 325,210

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
Copier Machine	New	General	12,045
Total Operating Capital			$ 12,045

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Affordable Housing Plan Development and Implementation	Grant Fund	200,000
Code Ordinance Update	General Fund	50,000
Code Compliance - Radios	General Fund	28,000
Code Compliance - Vehicle Safety Lights and Equipment	General Fund	9,500
Code Compliance - Equipment Trailer Wrap	General Fund	3,000
Code Compliance - Staff Certifications	General Fund	3,000
Animal Services - Vehicle Safety Lights	General Fund	2,500
Animal Services - Staff Vests	General Fund	2,500
Credit Card Terminal	General Fund	650
Total One-Time Operating Items		$ 299,150

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Specialist I	-	1.00	-	-
Administrative Specialist II	-	-	1.00	1.00
Animal Services Specialist	-	2.00	-	-
Animal Services Supervisor	-	1.00	-	-
Codes Specialist	-	2.00	2.00	2.00
Codes Supervisor	-	1.00	1.00	1.00
Deputy Neighborhood Services Director	-	-	-	1.00
Grants Coordinator	-	-	-	1.00
Neighborhood Services Director	-	1.00	1.00	1.00
Total Authorized Positions	-	8.00	5.00	7.00

NON-DEPARTMENTAL











Developer Agreements

Insurance

Community Agency Support

Contingency

Donations and Grants

OVERVIEW

Non-Departmental is an area that is comprised of General Fund, Donation Fund, Maranda Fund, and miscellaneous Grant Funds.

- General Fund handles developer reimbursement agreements, contribution payments to outside community agencies, insurance premiums, and transfers to other funds.
- Donation Fund and miscellaneous grant funds handle the expenditures of the funds donated and granted to the Town for a variety of governmental purposes.
- Maranda Fund accounts for expenditure of funds that were donated from the estate of Joseph R. Maranda for expansion and development of musical programs.

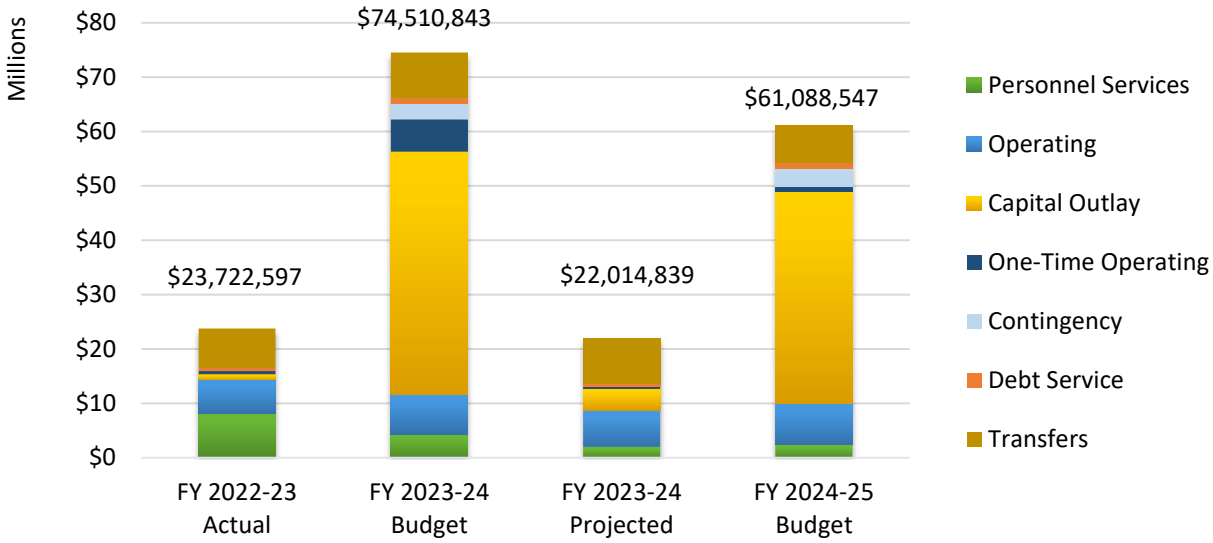
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel – Decrease of 46.6%

- Decrease of $2,010,800 due to the implementation of the classification and compensation study results in fiscal year 2023-24

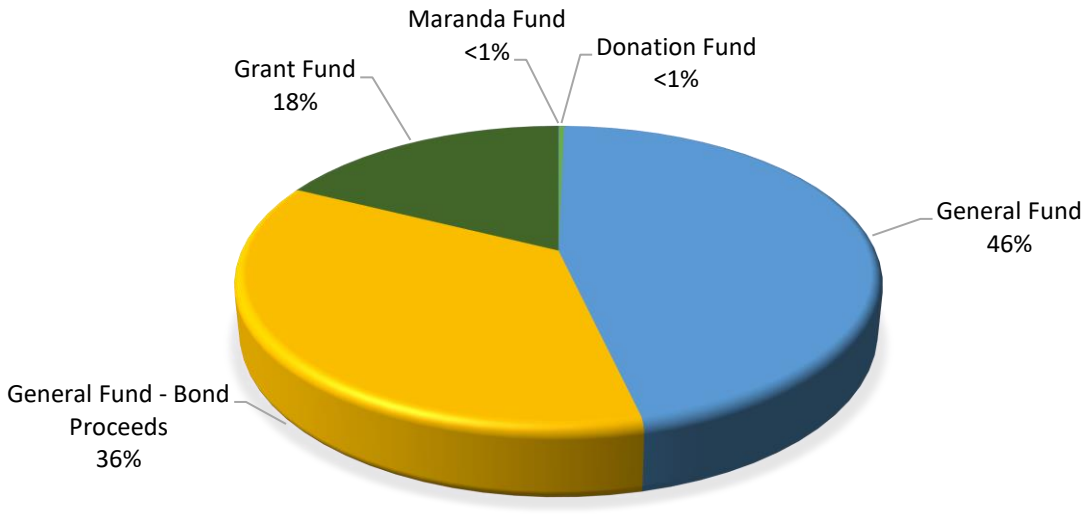
Recurring Operating – Increase of 4.1%

- $155,226 increase due to an increase in property insurance premiums and additional consulting services offset by a decrease in the Town contribution needed for the Event Center operations
- $150,000 increase due to an increase in contribution to attainable housing alternatives initiative



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	6,062,968	2,310,800	-	-
Benefits	2,021,100	2,000,000	2,000,000	2,300,000
Operating				
Administrative and Official	4,605,153	6,058,863	5,058,863	6,176,089
Advertising and Printing	-	-	-	-
Insurance	944,861	990,000	990,000	1,212,000
Library Materials	-	-	-	-
Professional Development	-	-	-	-
Professional Services	137,610	314,900	714,900	280,900
Rentals and Leases	-	-	-	-
Repairs and Maintenance	884	-	-	-
Supplies and Equipment	-	-	-	-
Utilities	-	-	-	-
One-Time Operating	560,762	5,950,746	407,550	946,163
Capital Outlay	1,018,066	44,635,000	3,863,997	39,017,866
Contingency	-	2,821,005	-	3,158,500
Debt Service	606,600	1,056,600	606,600	1,056,600
Transfers	7,203,831	8,372,929	8,372,929	6,940,429
Total Expenditures by Category	$ 23,161,835	$ 74,510,843	$ 22,014,839	$ 61,088,547



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Bed Tax Fund	131,253	-	-	-
Donation Fund	167,870	250,000	92,057	200,000
General Fund	21,702,038	62,814,943	21,476,882	50,133,618
Grant Fund	1,129,774	11,400,000	400,000	10,724,029
Maranda Fund	30,900	45,900	45,900	30,900
Total Funding Sources	$ 23,161,835	$ 74,510,843	$ 22,014,839	$ 61,088,547

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
TBD Miscellaneous Grants	New	Grant Fund	9,917,866
TBD Donation Projects	New	Donation Fund	100,000
Total Operating Capital			$ 10,017,866

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Event Center Operations and Debt Service	General Fund	3,309,971
Developer Reimbursements	General Fund	2,142,000
Insurance Premium and Deductible Costs	General Fund	1,212,000
Exhibition Center (Payment 4 of 5, listed under debt service)	General Fund	606,600
Other Consulting	General Fund	300,000
Attainable Housing Alternatives Initiative	General Fund	150,000
CYMPO - Annual Fee	General Fund	136,420
Municipal Firefighters Cancer Reimbursement	General Fund	130,000
Parkway CFD Contribution	General Fund	63,000
Lobbyist	General Fund	50,000
State of Arizona Tax System Upgrade	General Fund	40,000
CASA Senior Center	General Fund	40,000
Prevent Child Abuse - Yavapai Family Advocacy	General Fund	35,000
Emergency Services Agreement	General Fund	16,693
Arizona Crisis Team	General Fund	13,005
Total Key Recurring Operating Items		$ 8,244,689

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
PSPRS Unfunded Liability Payment (listed under personnel)	General Fund	2,000,000
TBD Miscellaneous Grants	Grant Fund	806,163
TBD Donation Projects	Donation Fund	100,000
Security Cameras	General Fund	40,000
Total One-Time Operating Items		$ 2,946,163

CAPITAL IMPROVEMENT PROJECTS*

Project Name	Type	Fund	FY 2024-25 Budget
YMCA Facility	New	General Fund (Bond)	24,000,000
		General Fund	2,000,000
		General Fund (Contributions)	3,000,000
Total Capital Improvement Projects			$ 29,000,000

*Project details for projects $500,000 and over are located in the Capital Improvement Plan section.

POLICE



Public Safety



Drug Enforcement



Criminal Investigations



Records

OVERVIEW

The mission of the Prescott Valley Police Department (PVPD) is to safeguard and serve our community while enforcing the law with integrity. The Police Department is committed to upholding and enforcing state and local laws in the community through professional law enforcement practices while providing the highest level of service and safety to our deserving citizens.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Implemented a leadership succession plan including training, mentoring, and cross-disciplinary experience
- Completed second year of accreditation through Arizona Law Enforcement Accreditation Program
- Completed the emergency management manual
- Digitalized the Records Division
- Implemented a Livescan fingerprint scanner to provide better fingerprint services to our community
- Facilitated a Spanish speaking community outreach program

Prosperous Community:

- Implemented legislative and programmatic changes to the false alarm reduction program
- Monitored and evaluated the Dispatch Deflection Program
- Maintained rapid response time and remained in the top tier of the benchmark cities survey
- Implemented an intelligence-led deployment program to reduce crime and traffic crashes
- Established a three-year training plan for in-house training, including topics such as de-escalation, crisis intervention, use-of-force, driving, firearms, investigations, and active shooter response

FY 2024-25 OBJECTIVES

High-Performing Team:

- Formalize a succession planning program for Police Department personnel
- Implement Integrating Communications Assessment Tactics (ICAT) de-escalation and training for department personnel
- Implement a take home vehicle program for sworn staff

Quality of Life:

- Examine impact of Prescott Valley Police Department automated license plate reader system
- Train and add more mobile field force officers and necessary equipment
- Provide active threat response training to school staff for Humboldt Unified School District and charter schools
- Increase proactive traffic contacts to reduce collision rate per 1,000 residents
- Finish the installation of the Opticom system in all vehicles

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Quality of Life	Reduce motor vehicle crashes and property crime per 1,000 residents within three (3) years	Rate of Motor Vehicle Crashes within three years	11.9%	13.7%	10.0%	10.0%
		Rate of property crimes per the National Incident-Based Reporting System (NIBRS)	N/A	23.6%	23.5%	23.5%

SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 6.8%

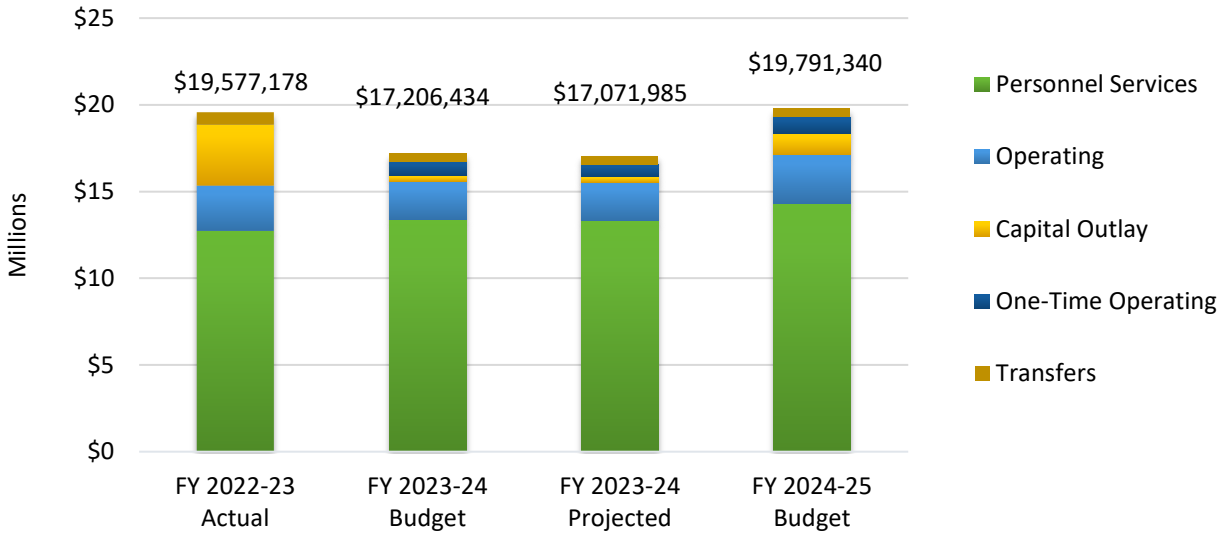
- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Addition of 1 new staff member:
  - 1.0 Patrol Officers

Recurring Operating – Increase of 27.0%

- Increase in professional services due to:
  - $120,931 increase in contracted dispatch services
  - $28,500 for legal services
  - $12,000 for the employee assistance program
  - $3,000 for mental health training
  - $1,500 for an award ceremony video
  - $400 radio tower weed abatement
- Increase of $215,510 in rentals and leases due to the reclassification of body-worn cameras lease payment from capital to rentals and leases
- Increase of $237,724 in repairs and maintenance due to:
  - the reclassification of body-worn cameras software subscription ($213,910) from capital to repairs and maintenance
  - $19,200 AZ Livescan
  - $15,660 increase in Axon COMMs
  - $5,530 increase in CAFMA
  - $3,000 ATS Cloud Membership

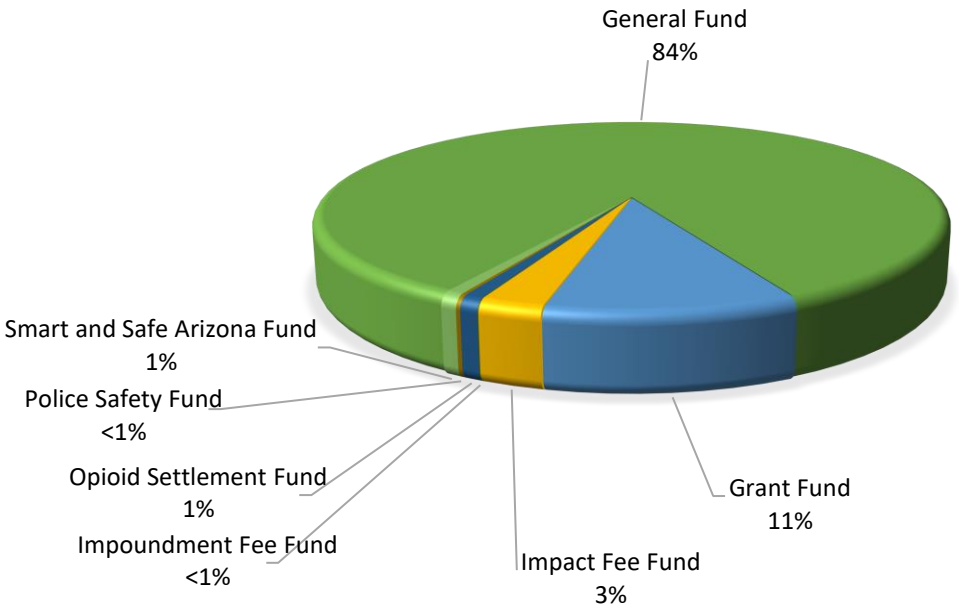


Community Services Specialists



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	8,100,562	9,065,208	9,009,763	9,539,965
Benefits	4,620,441	4,311,781	4,311,781	4,748,484
Operating				
Advertising and Printing	6,792	18,350	18,350	18,450
Insurance	568	-	-	-
Professional Development	188,083	319,165	222,665	358,600
Professional Services	1,007,665	1,035,277	1,135,277	1,286,508
Rentals and Leases	15,044	11,620	11,620	13,220
Repairs and Maintenance	490,638	170,916	170,916	408,640
Supplies and Equipment	484,192	573,551	573,551	637,401
Utilities	100,111	92,772	92,772	98,020
One-Time Operating	323,838	772,074	693,574	906,894
Capital Outlay	3,519,824	316,300	312,296	1,255,738
Transfers	719,420	519,420	519,420	519,420
Total Expenditures by Category	$ 19,577,178	$ 17,206,434	$ 17,071,985	$ 19,791,340



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	18,272,523	15,772,731	15,768,727	16,727,579
Grant Fund	478,601	769,283	769,283	2,152,470
Impact Fee Fund	722,170	519,420	519,420	552,320
Impoundment Fee Fund	-	20,000	14,555	6,000
Opioid Settlement Fund	-	-	-	162,971
Police Safety Fund	45,779	25,000	-	40,000
Smart and Safe Arizona Fund	58,105	100,000	-	150,000
Total Funding Sources	$ 19,577,178	$ 17,206,434	$ 17,071,985	$ 19,791,340

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Dispatch Services	General Fund	1,115,273
Body-Worn Cameras	General Fund	213,910
Professional Development and Training	General Fund	288,600
Police Trainings	Smart and Safe Arizona Fund	50,000
Police Safety Equipment	Police Safety Fund	40,000
Total Key Recurring Operating Items		$ 1,707,783

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Miscellaneous Police Operating Grants	Grant Fund	662,180
Training, Equipment, and Education	Opioid Settlement Fund	80,837
Body-Worn Cameras	Grant Fund	58,000
Pistol Replacement - Red Dot	General Fund	32,402
Patrol Equipment	General Fund	15,000
SWAT Firearm Equipment	General Fund	13,450
K9 Safety Equipment	General Fund	8,400
Forensic Desk	General Fund	8,000
Traffic Equipment	General Fund	7,968
Printer	General Fund	7,157
Equipment for New Police Officer	General Fund	6,500
Artifacts (Building Décor)	General Fund	5,000
SWAT Negotiation Equipment	General Fund	1,000
Portable Tag Printer	General Fund	1,000
Total One-Time Operating Items		$ 906,894



Honor Guard – State of the Town Event

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
Bearcat	New	Grant Fund	403,715
TBD Police Equipment	New	Grant Fund	256,129
Fentanyl Mass Spectrometers (2)	New	Grant Fund	232,451
Motorcycles (2)	New	Opioid Settlement Fund	82,134
Vehicles (2)	New	Grant Fund	165,190
Drones (2)	New	Grant Fund	75,286
Radio Channel Encryption	New	General Fund	20,000
Copier Machine	New	General Fund	10,833
Night Vision Scope	New	General Fund	10,000
Total Operating Capital			$ 1,255,738



K9 Unit

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Services Manager	-	1.00	1.00	1.00
Administrative Specialist II	-	3.00	3.00	3.00
Administrative Support II	2.00	-	-	-
Animal Control Officer	2.00	-	-	-
Animal Control Supervisor	1.00	-	-	-
Animal Services Assistant	-	-	-	0.50
Animal Services Officer	2.00	-	2.00	2.00
Animal Services Supervisor	1.00	-	1.00	1.00
Assistant Police Chief	-	2.00	2.00	2.00
Assistant to the Chief	1.00	-	-	-
Body Worn Camera Program Manager	1.00	-	-	-
Community Services Specialist	-	4.50	4.50	4.50
Community Services Supervisor	-	1.00	-	-
Digital Forensic Technician	-	1.00	1.00	1.00
Evidence & Crime Scene Technician	-	2.00	2.00	2.00
Evidence Supervisor	1.00	1.00	1.00	1.00
Evidence Technician	2.00	-	-	-
Police Chief	1.00	1.00	1.00	1.00
Police Commander	2.00	-	-	-
Police Lieutenant	4.00	4.00	4.00	4.00
Police Officer	63.00	68.00	65.00	68.00
Police Records Specialist	-	4.00	4.00	4.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Records Technician	4.00	-	-	-
Police Sergeant	12.00	12.00	13.00	13.00
Police Services Specialist	-	2.00	2.00	2.00
Police Services Supervisor	-	-	1.00	1.00
Support Services Specialist	7.50	-	-	-
Support Services Supervisor	1.00	-	-	-
Victim Services Liaison	-	2.00	2.00	2.00
Total Authorized Positions	108.50	109.50	110.50	114.00

PUBLIC WORKS








Streets and Roads	Drainage	Fleet	Facilities	Transit

OVERVIEW

The Public Works Department provides maintenance and operational responsibility for public infrastructure within the incorporated limits of the Town of Prescott Valley. Public Works Department consists of five divisions, which include administration, fleet services, facilities maintenance, streets and stormwater, and engineering/CIP. Public Works oversees the CIP Program including, the design and construction of public roadway and facilities. The Department focuses on providing great customer service to over 50,000 residents.

The success of the community is reflected by the appearance and quality of the community and its infrastructure. Improved roadway and drainage infrastructure combined with proper maintenance and operation of existing infrastructure contributes to the quality of life for the residents of Prescott Valley and helps promote continued prosperity as a community. The Public Works Department partners with all departments to achieve Town goals of being a high-performing team to enhance public safety and create a prosperous community.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Continued education through attending conferences, training classes, and visiting neighboring municipalities to network with public works professionals
- Facilitated quarterly all hands-on deck Public Works meetings to allow for information sharing and brainstorming on how to improve Public Works Department
- Implemented frontline team members to join in division manager meetings and office team members to join our team in the field
- Continued to enhance capital equipment purchases to ensure the team has the correct tools to do their jobs safely and efficiently
- Researched and selected an asset tracking/work orders system that will allow for data-driven decisions
- Engaged Roadway Asset Systems to drive all Town roadways to gather information and provide pavement condition index numbers to improve maintenance

- Completed remodel of the Civic Center 3rd and 4th floor to provide internal growth opportunities for new team members
- Completed implementation of the new transit ride software and application to improve efficiencies within the transit system
- Completed the transition of the regional transit system from the Town to Central Yavapai Metropolitan Planning Organization (CYMPO) with the expansion within the City of Prescott. This transition will allow for a true regional transit system to grow and continue to be successful
- Received the Safe Streets and Roads for All (SS4A) Grant to implement a safety action plan that will lay out the roadmap to improve the safety of the Town's roadway network for vehicles and pedestrians
- Received $9.9 million dollars from the State of Arizona with the assistance of CYMPO for design and construction of Glassford Hill Road to create a six-lane section from State Route 69 to State Route 89A
- Replaced four heating, ventilation, and air conditioning (HVAC) units at the Civic Center Facility and two HVAC units at the Findlay Toyota Event Center

Water and Land Stewardship:



- Completed Phase I of the Prescott Valley Master Drainage Plan Update and started Phase II

Quality of Life:



- Completed Glassford Hill Road reconstruction project
- Completed Viewpoint Drive Connector project that included a Multi-Use Pathway (MUP)
- Completed the exterior remodel of the Town's Library Facility

Prosperous Community:



- Retained a professional project manager consultant to assist the Town in moving the YMCA Facility and offsite improvement project forward into Construction Manager At Risk (CMAR) design and construction

FY 2024-25 OBJECTIVES

High-Performing Team:



- Continue education for all team members
- Continue creating a culture of leaders at all levels
- Complete the remodel of the Civic Center 2nd floor, Northern Arizona University, Community Services, and the interior of the library
- Continue implementation of the Energy Audit components

Water and Land Stewardship:



- Complete Phase II of the Prescott Valley Master Drainage Plan which includes updating the 2006 Town of Prescott Valley Uniform Drainage Policies and Standards

Quality of Life:



- Begin construction of the Glassford Hill Road Expansion project to create a six-lane roadway from State Route 69 to State Route 89A
- Continue traffic signal, street lighting, pavement marking, and signing maintenance program by creating a dedicated program within the Streets and Stormwater Divisions of Public Works
- Continue manhole adjustment program
- Implement Town's pavement preservation program
- Complete the Safety Action Plan and begin to evaluate and implement roadway safety improvement to assist in reduction of vehicle and pedestrian accidents
- Begin the development of a 10-year Capital Improvement Plan that will serve as the roadmap for the Town needs and identify the funding sources for the projects

Prosperous Community:



- Begin the design of the YMCA Facility and Offsite Improvement project

STRATEGIC PLAN GOALS AND MEASURES						
Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Quality of Life	By year two, develop a town-wide 10-year Capital Improvement Plan that identifies and incorporates maintenance needs	Percentage of 10-year capital improvement plan created	0	0	50%	100%

SUMMARY OF SIGNIFICANT BUDGET CHANGES

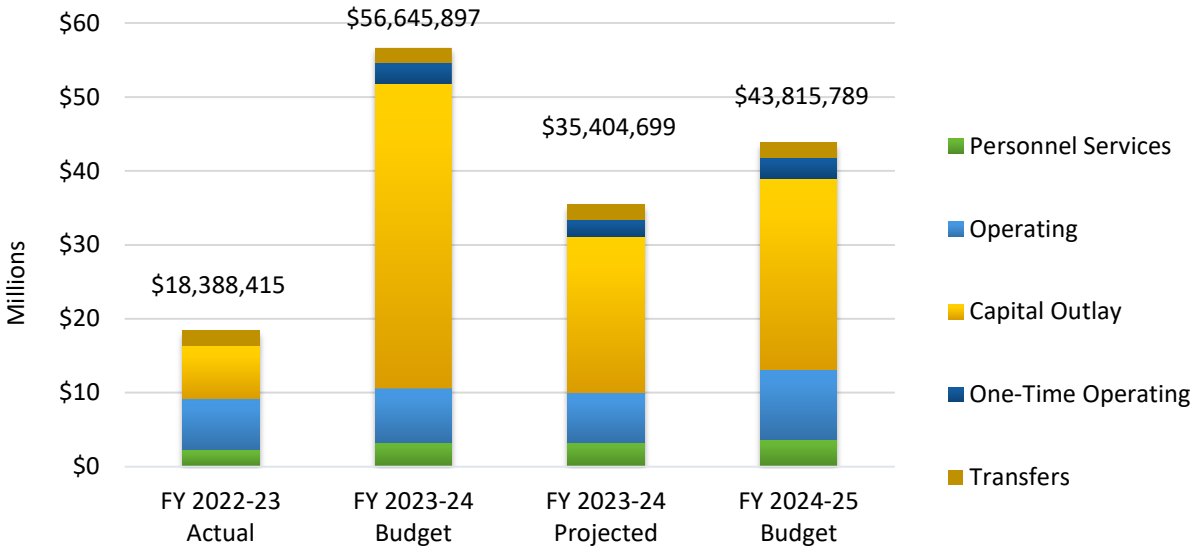
Personnel Services – Increase of 9.8%

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Addition of 2 new staff members:
  - 1.0 Signal Technician
  - 1.0 Fleet Technician

Recurring Operating – Increase of 30.5%

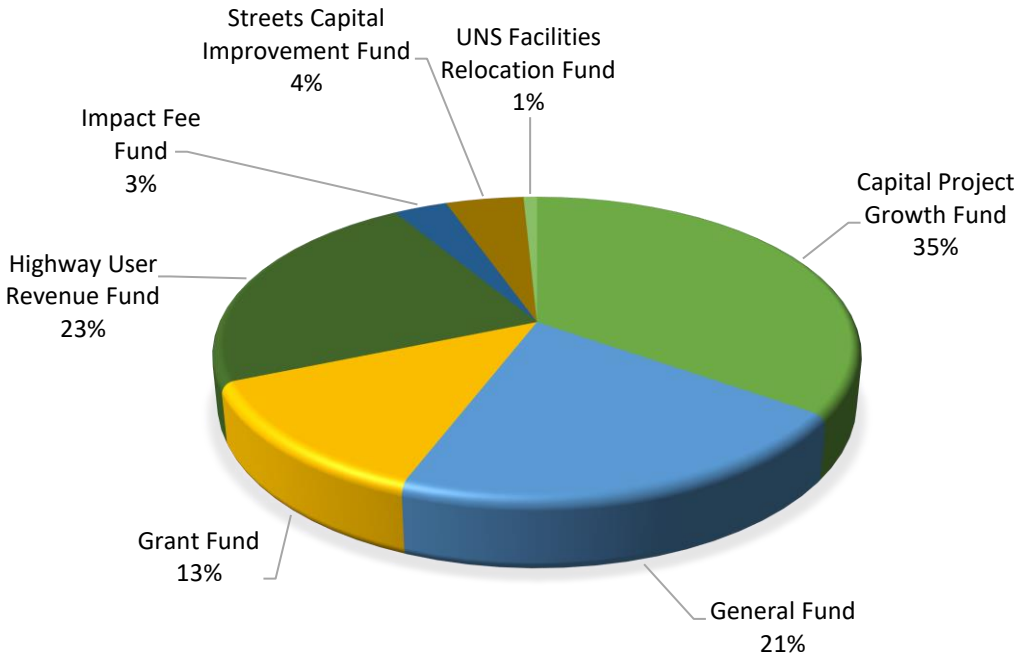
- Increase of $18,156 in professional development for enhanced training opportunities for staff
- Increase of $716,000 in professional services due to:
  - reclassification of utility relocation lines expenditures ($350,000) from one-time to recurring
  - $102,500 increase for annual landscape and mowing services
  - $90,000 increase for traffic signal and engineering services
  - $83,200 increase for floodplain management consulting services and surveying services
  - $30,000 increase for the impact fee study
  - $25,000 increase for Police and CASA buildings inspection services
- Increase of $279,586 in rentals and leases mostly due to increase in the Enterprise vehicle leasing program
- Increase of $960,434 in repairs and maintenance due to:
  - $300,000 increase for Event Center post-fire roof repair
  - $256,770 increase for traffic signal upgrades and maintenance, and heavy equipment maintenance
  - $195,000 increase for micro seal and street operations maintenance
  - $162,264 increase for building maintenance and parking lot improvements
  - $63,000 increase for vehicle maintenance
- Increase of $135,894 in supplies and equipment for janitorial supplies and equipment and for vehicle maintenance supplies
- Increase of $107,030 in utilities for electricity and refuse





BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	1,625,895	2,350,960	2,350,960	2,543,484
Benefits	650,007	962,174	962,174	1,093,885
Operating				
Advertising and Printing	1,004	2,800	2,800	1,500
Insurance	8,183	-	-	-
Professional Development	21,202	79,194	79,194	97,350
Professional Services	1,056,445	753,600	240,546	1,469,600
Rentals and Leases	20,862	760,624	760,624	1,040,210
Repairs and Maintenance	3,294,626	4,284,336	4,248,336	5,244,770
Supplies and Equipment	271,794	397,206	397,206	533,100
Utilities	872,048	994,100	994,100	1,101,130
One-Time Operating	1,385,995	2,859,080	2,255,946	2,834,416
Capital Outlay	7,109,517	41,176,948	21,087,938	25,831,469
Transfers	2,070,836	2,024,875	2,024,875	2,024,875
Total Expenditures by Category	$ 18,388,415	$ 56,645,897	$ 35,404,699	$ 43,815,789



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Capital Project Growth Fund	35,080	14,630,000	2,612,569	15,241,789
General Fund	4,086,621	12,833,567	11,351,297	9,229,866
Grant Fund	2,277,937	5,970,085	2,717,270	5,622,978
Highway User Revenue Fund	9,154,760	13,029,370	9,795,075	9,950,762
Impact Fee Fund	30,150	1,300,000	237,380	1,395,519
Streets Capital Improvement Fund	2,553,867	8,532,875	8,429,162	2,024,875
UNS Facilities Relocation Fund	250,000	350,000	261,946	350,000
Total Funding Sources	$ 18,388,415	$ 56,645,897	$ 35,404,699	$ 43,815,789

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Pavement Preservation Program	Highway User Revenue Fund	2,500,000
Streets Operations Maintenance	Highway User Revenue Fund	1,781,770
Enterprise Vehicle Lease	General Fund	1,000,000
Landscaping Services	Highway User Revenue	415,000
UNS Relocation Reimbursements	UNS Relocation Fund	350,000
Mowing Services	Highway User Revenue Fund	187,500
Holiday Lights Installation	General Fund	100,000
Total Key Recurring Operating Items		$ 6,334,270



Repairing the Streets

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Transit System - Yavaline	Grant Fund	1,600,000
Safe Streets for All Study	Grant Fund	495,360
	General Fund	123,840
Phase II Master Drainage Plan	General Fund - YC Flood Control	343,216
Lake Shore Design Concept	General Fund	100,000
Parking Lot Maintenance	General Fund	111,000
Asset Management Software - Implementation (Rollover)	General Fund	36,000
Safety Study - Powers and Robert	Highway User Revenue Fund	25,000
Inventory Racks	General Fund	5,500
Total One-Time Operating Items		$ 2,839,916

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
Civic Center			
Furniture Upgrade	New	General Fund	95,000
Fire Alarm Panel Replacement	Replacement	General Fund	65,000
Additional Card Readers	New	General Fund	45,000
Sidewalk Replacement	Replacement	General Fund	30,000
Police Department Vehicles Outfits	New	General Fund	200,000
Mower	New	Highway User Revenue Fund	150,000
Vac Trailer	New	Highway User Revenue Fund	100,000
Library			
Additional Card Readers	New	General Fund	45,000
Carpet Replacement	Replacement	General Fund	27,000
Jasper Parkway - Fence Relocation	New	Capital Project Growth Fund	70,000
Alignment Machine	New	General Fund	50,000
Auction Vehicles	Pre-Owned	General Fund	50,000
Material Bin at Long Mesa	New	Highway User Revenue Fund	42,000
Post Racks (2)	New	General Fund	30,000
Heavy Duty Equipment	Pre-Owned	Highway User Revenue Fund	30,000
Parks and Recreation Shop Offices	New	General Fund	25,000
Screen	New	Highway User Revenue Fund	25,000
Tilt Bed Trailer	New	Highway User Revenue Fund	20,000
Jack Hammer for Backhoe	New	Highway User Revenue Fund	15,000
Total Operating Capital			$ 1,114,000



Library Construction

CAPITAL IMPROVEMENT PROJECTS*

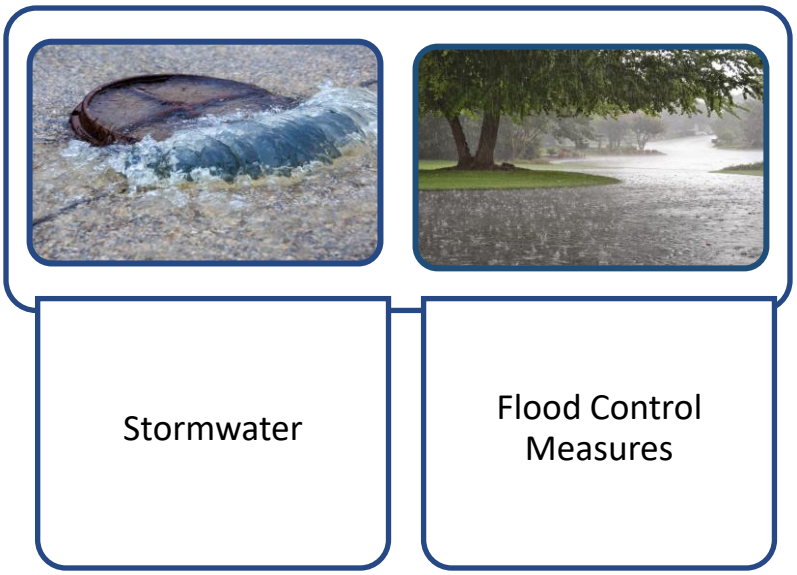
Project Name	Type	Fund	FY 2024-25 Budget
Glassford Hill Road Expansion	New	Capital Project Growth Fund	11,880,000
		Impact Fee Fund	800,000
Glassford Hill Road Expansion Design (Rollov	New	Capital Project Growth Fund	91,789
		Impact Fee Fund	562,619
YMCA Access Road	New	Capital Project Growth Fund	2,500,000
Cattletrack Phase II Sidewalk Extension	New	Highway User Revenue Fund	675,000
		Grant Fund	800,000
Energy Audit (Rollover)	Continued	General Fund	354,299
Energy Audit (Rollover)	Continued	Grant Fund - ARPA	1,632,815
Energy Audit - Switch Gear	Continued	General Fund	735,381
Public Works and Utilities Operations Center	New	Capital Project Growth Fund	700,000
Lake Valley Mill and Fill	Repair	Highway User Revenue Fund	600,000
Quailwood & Fain Park Drainage Improv.	Repair	General Fund	500,000
		Highway User Revenue Fund	152,500
Prescott Valley Shared Use Path	New	Grant Fund	357,175
		General Fund	21,590
Entrance Monuments (Rollover)	New	Grant Fund - ARPA	375,000
Civic Center Remodel Floors 2 & 4	Continued	General Fund	350,000
Library Interior Remediation	Continued	General Fund - Litigation Proceeds	286,500
Library Interior Remediation (Rollover)	Continued	General Fund - Litigation Proceeds	181,799
PW Shop Improvements (Rollover)	New	Highway User Revenue Fund	165,252
Entrance Monument Arch (Rollover)	New	Grant Fund - ARPA	250,000
Manhole Adjustment Program	Repair	Highway User Revenue Fund	200,000
Pedestrian Solar Crossings (3)	New	Highway User Revenue Fund	150,000
NAU/Recreation Building Improvements	Repair	General Fund	138,000
Crosswalk Improvement Program	Continued	Highway User Revenue Fund	100,000
Street Light Upgrade to LED	Replacement	Highway User Revenue Fund	100,000
Lake Valley Improvements - Design (Rollover)	New	Highway User Revenue Fund	30,000
Drainage Improv. Design (Rollover)	Repair	General Fund	22,250
Total Capital Improvement Projects			$ 24,711,969

*Project details for projects exceeding $500,000 can be found in the Capital Improvement Plan section.

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Services Manager	-	0.75	0.75	1.00
Administrative Specialist I	-	1.00	-	-
Administrative Specialist II	-	0.60	1.60	2.00
Administrative Supervisor (Split)	0.75	-	-	-
Administrative Support II (Split)	1.60	-	-	-
Capital Projects Manager	1.00	-	-	-
CIP Project Manager	-	1.00	1.00	1.00
Construction Inspector	1.00	1.00	1.00	1.00
Contract Manager	1.00	-	-	-
Contracts Administrator	-	1.00	-	-
Crew Leader	-	2.00	2.00	2.00
Custodial Specialist	-	1.00	1.00	1.00
Custodial Technician	-	3.00	3.00	3.00
Deputy Public Works Director	1.00	1.00	1.00	1.00
Engineer	1.00	-	-	-
Engineer (PE)	-	1.00	-	1.00
Facilities Maintenance Specialist	-	1.00	1.00	1.00
Facilities Maintenance Technician	-	2.00	2.00	2.00
Facilities Manager	1.00	-	1.00	1.00
Facilities Supervisor	-	1.00	-	-
Fleet Manager	-	-	-	1.00
Fleet Specialist	-	2.00	2.00	2.00
Fleet Supervisor	1.00	1.00	1.00	-
Fleet Technician	-	-	-	1.00
Maintenance Worker I	9.00	-	-	-
Maintenance Worker II	3.00	-	-	-
Maintenance Worker III	3.00	-	-	-
Public Works Director	1.00	1.00	1.00	1.00
Signal Technician	-	-	-	1.00
Stormwater Coordinator	-	-	1.00	-
Streets & Stormwater Manager	-	1.00	1.00	1.00
Streets & Stormwater Specialist	-	3.00	2.00	4.00
Streets & Stormwater Technician	-	8.00	7.00	7.00
Streets Manager	1.00	-	-	-
Town Engineer	-	1.00	1.00	1.00
Traffic Engineer	-	1.00	1.00	1.00
Transit Administrator	-	1.00	1.00	1.00
Transit Development Coordinator	1.00	-	-	-
Total Authorized Positions	27.35	36.35	33.35	38.00

STORMWATER



OVERVIEW

The Stormwater Program is responsible for managing stormwater runoff to prevent flooding, erosion, and pollution. This involves maintaining infrastructure like storm drains and culverts, ensuring compliance with regulations, educating the public about proper stormwater management practices, implementing flood control measures, and protecting natural waterways and habitats. One of the main goals of the Stormwater Program is to safeguard the Prescott Valley community from the impacts of heavy rainfall while also promoting environmental conservation and water quality protection.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Continued education through attending conferences, training classes and visiting neighboring municipalities to network with public works professionals

Water and Land Stewardship:

- Completed the stormwater rate study and implementation of the new stormwater fee
- Re-classified an existing position to a Stormwater Coordinator position to build the stormwater program foundation
- Implemented inspections and maintenance of the Town's stormwater infrastructure

FY 2024-25 OBJECTIVES

High-Performing Team:



- Continue education for all team members
- Sustain the development of a culture of leaders at all levels

Water and Land Stewardship:



- Develop a Stormwater Management plan and procedures
- Establish a dedicated stormwater team to focus on the maintenance of the Town's stormwater infrastructure

STRATEGIC PLAN GOALS AND MEASURES						
Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Water and Land Stewardship	Implement a recharge pilot project using stormwater management techniques that increases natural recharge to the aquifer within the next three (3) years	Percent of Uniform Drainage Policies and Standards completed	0	0	0	100%

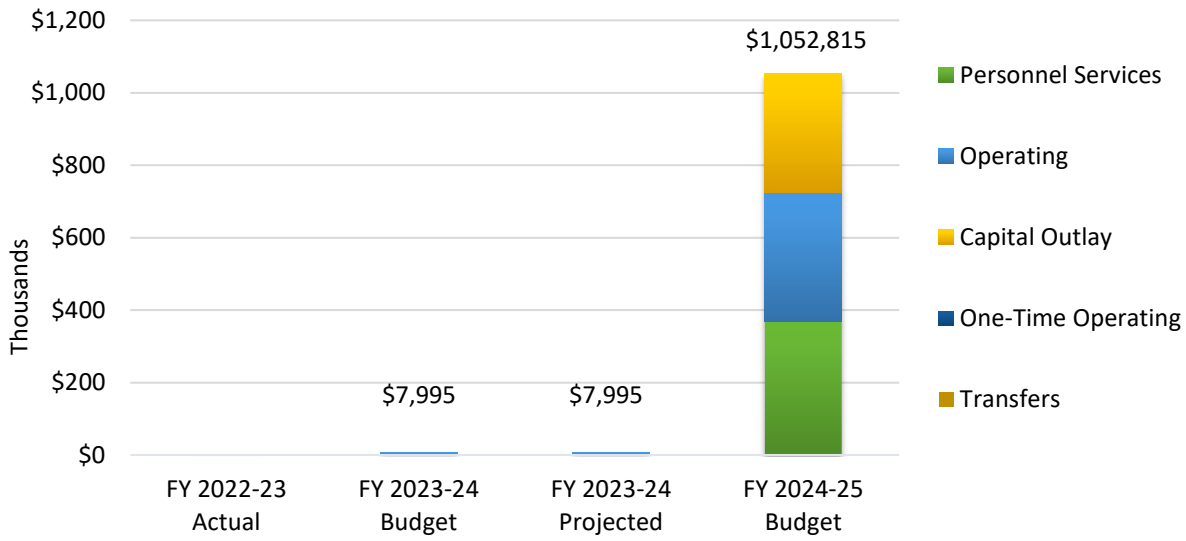
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 100.0%

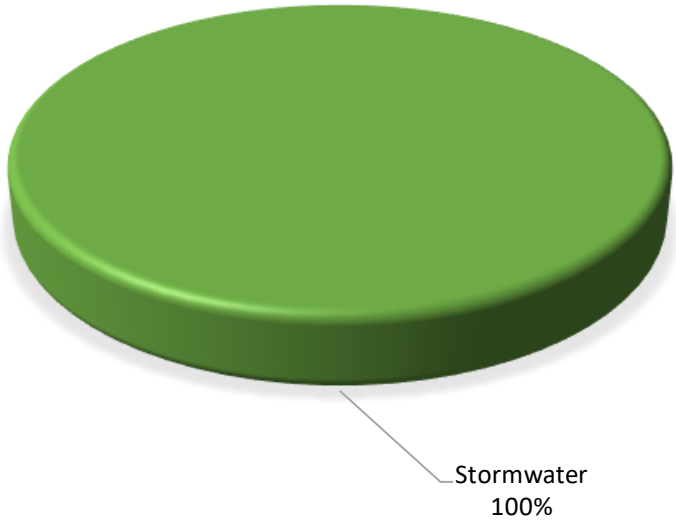
- Addition of 4 new staff members:
  - 1.0 Stormwater Coordinator
  - 1.0 Stormwater Crew Leader
  - 1.0 Stormwater Specialist
  - 1.0 Stormwater Technician

Recurring Operating – Increase of 100.0%

- Increase due to the department being established in fiscal year 2024-25



BUDGET SUMMARY				
Expenditures by Category	**FY 2022-23 Actual**	**FY 2023-24 Budget**	**FY 2023-24 Projected**	**FY 2024-25 Budget**
Personnel Services				
Salaries and Wages	-	-	-	234,416
Benefits	-	-	-	133,603
Operating				
Administrative and Official	-	-	-	56,796
Professional Development	-	-	-	8,300
Professional Services	-	-	-	8,100
Rentals and Leases	-	-	-	5,000
Repairs and Maintenance	-	7,995	7,995	210,900
Supplies and Equipment	-	-	-	54,200
Utilities	-	-	-	14,000
Capital Outlay	-	-	-	327,500
Total Expenditures by Category	$ -	$ 7,995	$ 7,995	$ 1,052,815



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Stormwater	-	7,995	7,995	1,052,815
Total Funding Sources	$ -	$ 7,995	$ 7,995	$ 1,052,815

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Stormwater Coordinator	-	-	-	1.00
Stormwater Crew Lead	-	-	-	1.00
Stormwater Specialist	-	-	-	1.00
Stormwater Technician	-	-	-	1.00
Total Authorized Positions	-	-	-	4.00

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Street Sweeping	Stormwater	150,000
Type II Drainage Ditch Cleaning	Stormwater	50,000
Culverts	Stormwater	20,000
Educational Program Supplies	Stormwater	5,000
Total Key Recurring Operating Items		$ 360,000

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
1 Ton Truck with Dumb Bed	New	Stormwater Fund	100,000
Small Mower - Toro Flail	New	Stormwater Fund	50,000
Total Operating Capital			$ 150,000

CAPITAL IMPROVEMENT PROJECTS*

Project Name	Type	Fund	FY 2024-25 Budget
Quailwood & Fain Park Drainage Improv.		Stormwater Fund	152,500
Cattletrack Phase II Sidewalk Extension		Stormwater Fund	25,000
Total Capital Improvement Projects			$ 177,500

*Project details for projects $500,000 or more are located in the Capital Improvement Plan section.


PRESCOTT VALLEY

TOWN CLERK











Elections	Business License Program	Records Retention	Council Meeting Facilitator	Public Records Requests

OVERVIEW

The Town Clerk administers open meeting laws, maintains the official records of all Council proceedings, serves as the Election Officer for the Town, and performs other state and municipal statutory duties for elected officials, voters, and the public in order that all may be guaranteed fair and impartial elections. The department provides open access to information and the legislative process and is known for transparency in government. The Town Clerk monitors the use and preservation of the Town seal to ensure that it meets the legal requirements of the Town Code and Arizona Revised Statutes.

The Town Clerk oversees a comprehensive Records Management Program for all departments to preserve and protect the community's shared history for future generations. This program includes electronic management of records with the Laserfiche storage and retrieval system, and storage and disposition of paper records. The Records Management Program includes employee training, consultation with individual departments for records management, cataloging and transferring historic records to the State Archives for permanent safekeeping, and attending to public records requests in a timely manner. The Records Management Program ensures that a well-managed system is in place to promote transparency between the municipality and its citizens.

The Town Clerk's Office serves as the contact for all businesses in the Town through the business license program. This program includes reviewing and approving all business license applications and serving as a resource center for new entrepreneurs. The program supports the Town's mission to help protect the health, safety, and welfare of the people of the Town through the combined talents of our citizenry.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Successfully onboarded two new staff members - Deputy Town Clerk and Administrative Specialist II
- Maintained a bi-annual destruction of the records program to align with calendar and fiscal year timeframes
- Maintained designation of Certified Elections Officer from the Arizona Secretary of State for the Town Clerk and Deputy Town Clerk
- Actively engaged in several Arizona Municipal Clerks Association (AMCA) Committees including Campaign Finance, Communications, Elections, Legislative, and Records Committees
- Organized an official records committee consisting of Records Division Leaders from each Department to address concerns and better monitor records
- Became active members of the National Association of Government Archives and Records Administrators (NAGARA)

Quality of Life:

- Updated the Election Webpage with additional information and incorporated candidate election forms, Permanent Early Voting List (PEVL) instructions, campaign sign instructions, and maps
- Hosted three Candidate Open Houses for citizens interested in running for local office
- Created a Vyond video on how to run as a candidate for Town Council
- Assisted Yavapai County Elections with securing an Early Voting Center location in Prescott Valley

Prosperous Community:

- Revised Chapter 8 of the Town Code addressing inspections and zoning reviews for new business license applications
- Compared Town and State liquor license files to Town business licenses to ensure all establishments are properly licensed and the Town has received the correct licensing fees and sales tax revenue

FY 2024-25 OBJECTIVES

High-Performing Team:

- Upgrade the Town's Records Management Program, update processes and policies, including a transition to paperless records and cloud based platforms
- Create reference material related to record keeping and records law
- Provide departmental and individual training to refresh employee knowledge of good records management practices
- Collaborate with departments to compile and submit the Essential Records Listing as mandated by the Arizona State Library, Archives and Public Records every five years
- Continue partnership with Information Technology Department on a solution to organize the Town's drive and free up storage usage by all Town departments
- Research on how to become active members of the Association of Records Managers and Administrators (ARMA)
- Attend a National Association of Government Archives and Records Administrators (NAGARA) annual conference
- Continue the education process to achieve the Master Municipal Clerk Designation (MMCD) and the Certified Municipal Clerk Designation (CMCD)
- Continue cross training efforts for the successful function of the Town Clerk's Office

Quality of Life:

- Implement a public records request platform to improve citizen's experience, response, and accuracy through an online portal
- Create and deliver an informative publicity pamphlet for the proposed renewal of Home Rule

- Deliver excellent customer service that utilizes best practices, while delivering a timely response that meets or exceeds expectations

Prosperous Community:



- Join business license applications with permit applications into a shared platform to assist staff, businesses, and residents of the community
- Continue supporting Yavapai County's outreach efforts to encourage voter participation
- Hold a successful Council election in compliance with updated Arizona Revised Statues, HB2785, and Town Code

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team 	Obtain 80% participation in an employee engagement survey where at least an 80% positive response rate	Total of number of all town Committees joined by all department members	N/A	N/A	7	8
		Total number of Town activities staff participates in	N/A	N/A	3	5
		Total number of Town surveys completed	N/A	N/A	5	6
	Achieve 70% of eligible employees completing internal employee academies within three years	Number of Certifications gained for all department members	N/A	N/A	2	2
	Develop and implement an internal and external comprehensive, multi-platform communications and branding strategy within one year	To identify branding opportunities and projects for the department	N/A	N/A	2	2

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Quality of Life	Achieve at least an 80% citizen satisfaction rating with towns overall services	Percentage of total number of ballots cast for Primary Election	N/A	51%	N/A	54%
		Percentage of total number of ballots cast for General Election	N/A	73%	N/A	75%
		Number of agendas and packets at least 5 days before the meeting	44	46	44	45
		Percentage of surveys received from citizen rating services received	N/A	N/A	30%	80%
Prosperous Community	Attract and expand industrial, manufacturing, and commercial industries that are creating new jobs that pay at or above the median household income by 10% within five (5) years	Total number of business licenses renewed	2,249	1,200	1,300	1,320

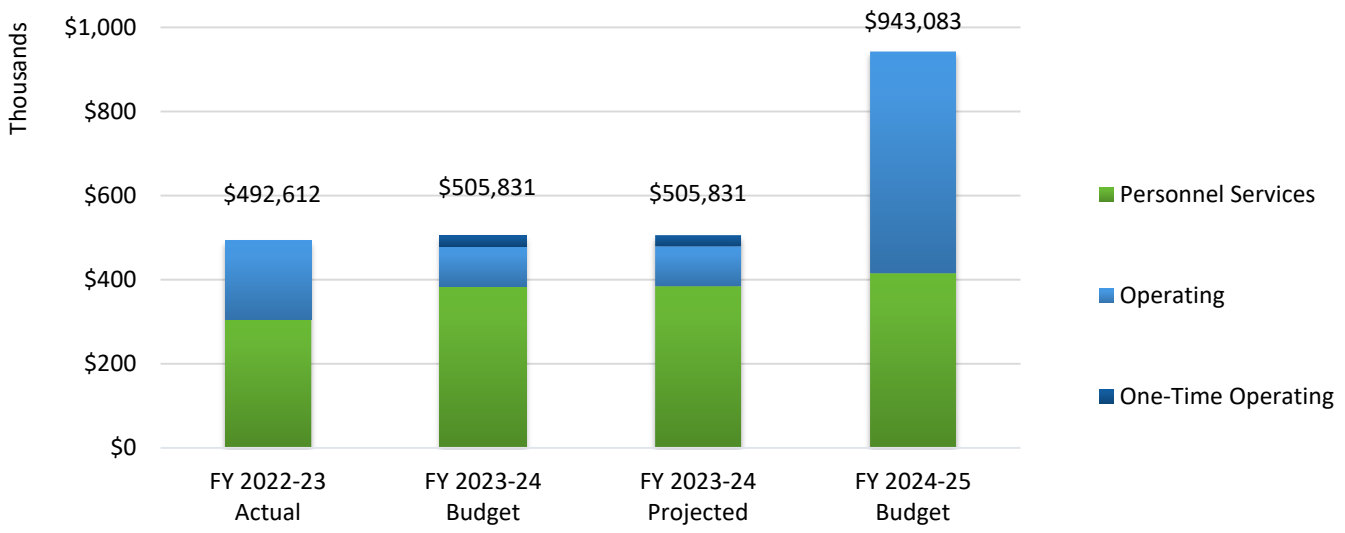
SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 8.0%

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase

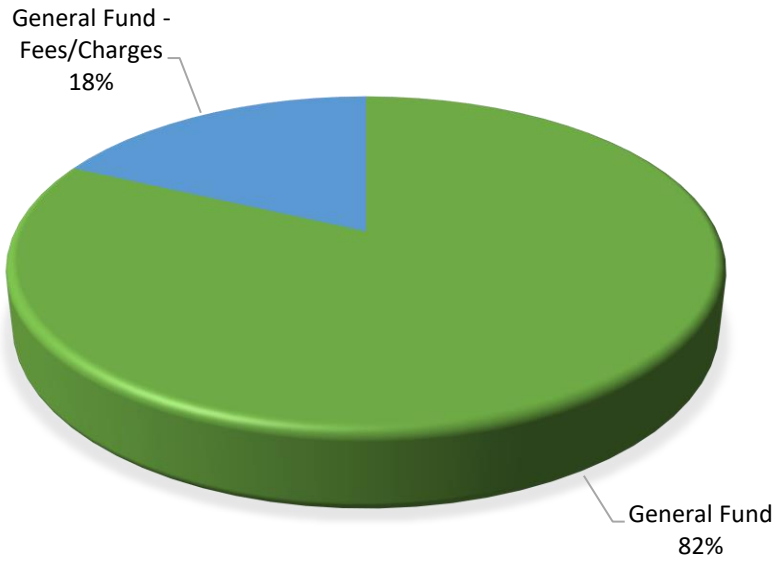
Recurring Operating – Increase of 458.0%

- Increase of $437,960 in professional services and advertising and printing for election services and printing of election materials
- Decrease of $10,690 in repairs and maintenance for reclassification of software subscription fees to Information Technology department
- Increase of $4,936 in professional development for enhanced training opportunities for staff



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	223,204	295,435	295,435	307,678
Benefits	81,903	88,992	88,992	107,501
Operating				
Administrative and Official	11,747	25,000	25,000	25,000
Advertising and Printing	14,169	21,523	21,523	22,710
Insurance	150	-	-	-
Professional Development	2,763	9,251	9,251	14,187
Professional Services	107,856	4,000	4,000	441,960
Rentals and Leases	528	640	640	240
Repairs and Maintenance	22,250	12,050	12,050	1,360
Supplies and Equipment	10,429	20,940	20,940	21,247
Utilities	1,258	1,200	1,200	1,200
One-Time Operating	16,355	26,800	26,800	-
Total Expenditures by Category	$ 492,612	$ 505,831	$ 505,831	$ 943,083

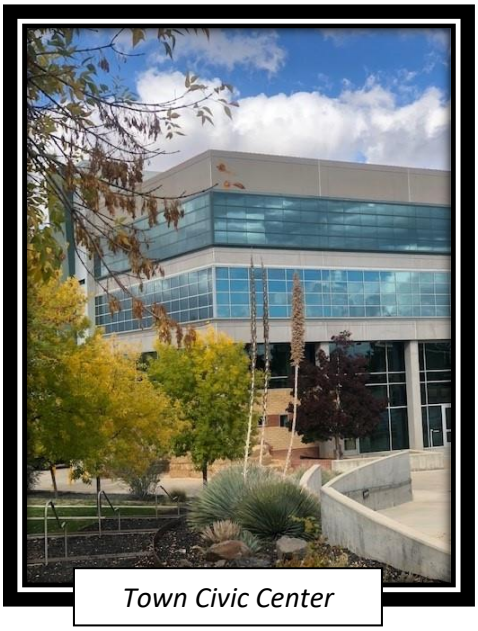


FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
General Fund	492,612	505,831	505,831	943,083
Total Funding Sources	$ 492,612	$ 505,831	$ 505,831	$ 943,083

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Election Contract for 2024 Election	General Fund	438,000
Publicity Pamphlets for 2024 Election	General Fund	20,560
Public Notice Publishing	General Fund	25,000
Total Key Recurring Operating Items		$ 483,560



Town Civic Center

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Specialist I	-	1.00	-	-
Administrative Specialist II	-	-	1.00	1.00
Administrative Support I	1.00	-	-	-
Deputy Town Clerk	1.00	1.00	1.00	1.00
Records Management Specialist	-	1.00	1.00	1.00
Records Management Technician	1.00	-	-	-
Town Clerk	1.00	1.00	1.00	1.00
Total Authorized Positions	4.00	4.00	4.00	4.00


PRESCOTT VALLEY

TOWN MANAGER'S OFFICE









General Administration	Water Information Outreach	Public Relations	Media Production

OVERVIEW

The Town Manager's Office is responsible for the overall administration of the Town government in concert with the goals and policies as established by the Council. Responsibilities include the exploration of policy options and alternatives; implementation and execution of policies and objectives formulated by the Council; administration of the Town's budget; development and recommendation of policy solutions to community problems; planning and development of new programs which will meet the needs of the Town; administrative direction and coordination of departmental operations; and the facilitation of effective and cooperative interaction with community organizations, Town employees, and other governmental organizations.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Facilitated the Town's Inaugural State of the Town event
- Assisted Human Resources in implementing the townwide class and compensation study
- Implemented the new personnel code for the Town
- Increased 457B match to 5% and added a personal day off for all employees
- Expanded tuition, paid internship programs, and training and development
- Shared departmental information to the community through news releases, social media, and videos
- Distributed a weekly internal communications newsletter to staff
- Produced first Annual Police Report

Water and Land Stewardship:

- Developed bulk water and non-subdivision water policies
- Completed water, sewer, and drainage rate study

Quality of Life:

- Purchased Glassford Hill for creation of the Glassford Dells Regional Park
- Updated Town website to meet ADA compliance standards
- Upgraded Library Auditorium sound system

Prosperous Community:

- Reached an agreement with YMCA to construct a building in Prescott Valley
- Created Economic Roadmap to outline the Town's economic development strategy
- Developed and created new tourism website www.explorepvaz.com

FY 2024-25 OBJECTIVES

High-Performing Team:

- Increase Town's overall performance management
- Increase Town's employee performance reviews
- Enhance Town recognition through awards and marketing efforts
- Establish notification system for internal staff during key events and emergencies
- Create working group of communications liaisons from other departments in the organization
- Increase employee engagement through weekly internal newsletter

Water and Land Stewardship:

- Drive engagement on water and other key issues from social media posts to the Town's website
- Develop additional policies to reduce overdraft by enhancing conservation
- Increase amount of land conserved, within Town Limits and regionally, due to Town's efforts

Quality of Life:

- Increase trail and pathway connectivity
- Obtain and deliver a Community Survey
- Provide enhanced Citizens Academies to improve citizen engagement and satisfaction
- Increase funding available for Attainable Housing Program
- Increase OurPV phone application downloads
- Encourage residents to sign up for electronic billing to reduce printing costs for Town utility newsletter

Prosperous Community:

- Increase tourism related activities by 25% over the next five years
- Maintain tourism website with current events, entertainment and tourism related activities, to promote tourism
- Attract events such as spartan races/color run, dirt bike relays, food truck festivals, art festivals
- Create a public art site on State Route 69 frontage property with art installation, a walkway with shade, and sitting benches
- Work with local partners on pop-up entertainment opportunities, to focus on extending the tourist visit
- Increase sales tax revenues to enhance Town services

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
High-Performing Team	Obtain 80% participation in an employee engagement survey where at least an 80% positive response rate	Percentage of townwide goals completed	N/A	N/A	N/A	80%
	Achieve 70% of eligible employees completing internal employee academies within three years	Townwide performance reviews completed	N/A	300	330	345
	Develop and implement an internal and external comprehensive, multi-platform communications and branding strategy within one year	Enrollment of staff in Emergency Notification System	N/A	N/A	N/A	90%
		Number of communications workgroups held	N/A	N/A	N/A	12
		OurPV downloads	N/A	2,561	2,023	6,000
		Electronic billing sign-ups	N/A	N/A	10,436	15,000
		Open rate of internal newsletters	N/A	N/A	N/A	75%
		Clicks per social media post	N/A	N/A	N/A	200
Water and Land Stewardship	Acquire additional water rights, implement new conservation strategies, and develop low-impact-development standards to reduce overdraft on the aquifer by 5% in ten (10) years	Number of policies developed	N/A	N/A	3	3
		Additional water rights acquired	0	0	0	<0
	Within four (4) years, identify and develop a regional system of connecting wildlife corridors that protects biodiversity while safeguarding watershed and ecosystem health	Percentage of land conserved	N/A	N/A	1%	8%

STRATEGIC PLAN GOALS AND MEASURES

Focus Area	Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Target
Quality of Life	Achieve at least an 80% citizen satisfaction rating with towns overall services	Citizen's Academy graduation rate	98%	89%	96%	90%
		Citizen's Academy satisfaction rate	100%	96%	95%	90%
		Community Survey satisfaction rate	N/A	N/A	80%	80%
		Attainable Housing Program funding	0	0	0	$60,000
Prosperous Community	Attract and expand industrial, manufacturing, and commercial industries that are creating new jobs that pay at or above the median household income by 10% within five (5) years	Growth of median household income	$56,899	$63,253	$70,210	$77,231
	Increase tourism related activities by 25% in five (5) years	Tourism growth through increased communications with public and tourism partners	N/A	N/A	N/A	6%
		Tourism growth through increased tourism related events	N/A	N/A	N/A	7%
		Tourism growth through increased public art site creation	N/A	N/A	N/A	6%
		Tourism growth through increased entertainment opportunities	N/A	N/A	N/A	6%
	Annually achieve a balanced budget with a minimum reserve of 25% of annual operating expenses, allocating one-time revenues exclusively for one-time expenditures	Sales tax revenue	$35,936,065	$39,148,290	$41,044,442	$41,980,000

SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 28.0%

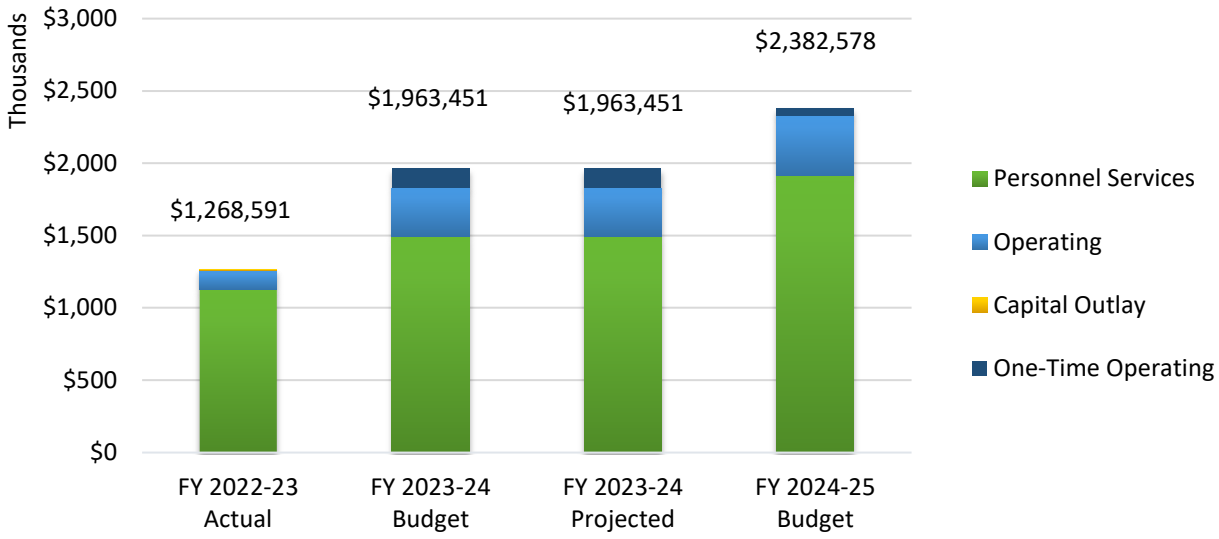
- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Reclassification of Communication Manager position to Chief Communications Officer position
- Addition of 2 new staff member:
  - 1.0 Graphic Artist
  - 1.0 Emergency Manager

Recurring Operating – Increase of 23.9%

- Increase of $19,430 in advertising and printing due to Town News publication and economic development marketing materials
- Increase of $29,605 in professional development for enhanced training opportunities for staff and promotional events aimed at introducing Prescott Valley to commercial and housing developers
- Increase of $28,043 in repair and maintenance for economic development software

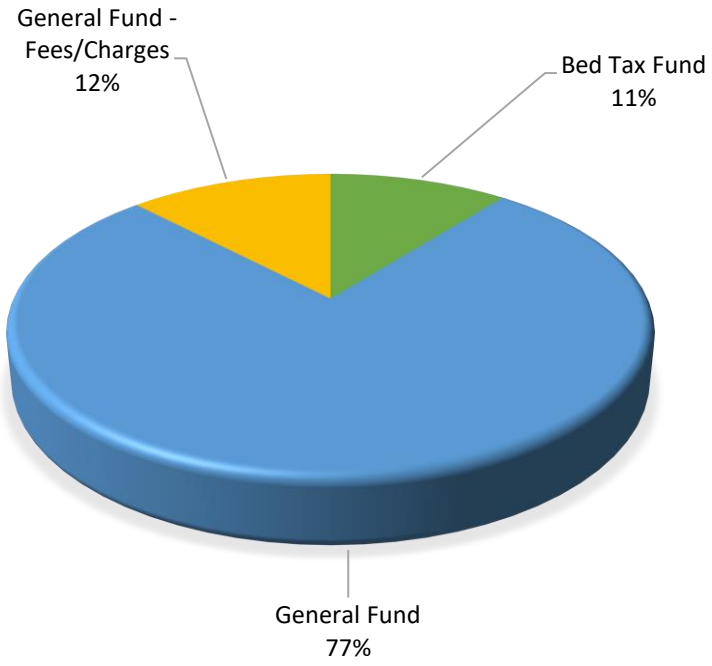


Healing Field Event



BUDGET SUMMARY

Expenditures by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	840,358	1,129,317	1,129,317	1,410,801
Benefits	287,342	365,017	365,017	501,639
Operating				
Administrative and Official	170	125,000	125,000	125,000
Advertising and Printing	44,229	78,820	78,820	98,250
Professional Development	33,789	57,050	57,050	86,655
Professional Services	6,722	28,900	28,900	36,300
Rentals and Leases	30	50	50	390
Repairs and Maintenance	11,941	4,500	4,500	32,543
Supplies and Equipment	18,147	31,737	31,737	25,800
Utilities	6,277	8,060	8,060	9,200
One-Time Operating	12,089	135,000	135,000	56,000
Capital Outlay	7,498	-	-	-
Total Expenditures by Category	$ 1,268,591	$ 1,963,451	$ 1,963,451	$ 2,382,578



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Bed Tax Fund	-	205,786	205,786	287,138
General Fund	1,268,591	1,757,665	1,757,665	2,095,440
Total Funding Sources	$ 1,268,591	$ 1,963,451	$ 1,963,451	$ 2,382,578

KEY RECURRING OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Town News	General Fund	30,000
Total Key Recurring Operating Items		$ 30,000

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
New Website Provider	General Fund	25,000
Economic Development Road Map Implementation	General Fund	25,000
Emergency Manager Equipment	General Fund	6,000
Total One-Time Operating Items		$ 56,000

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Specialist	1.00	-	-	-
Administrative Specialist I	-	1.00	-	-
Administrative Specialist II	-	-	1.00	1.00
Assistant to the Town Manager	1.00	1.00	1.00	1.00
Chief Communications Officer	-	-	1.00	1.00
Communications Manager	1.00	1.00	-	-
Communications Specialist	-	2.00	1.00	1.00
Community Relations Assistant	1.00	-	-	-
Deputy Town Manager	1.00	1.00	1.00	1.00
Digital Media & Brand Manager	-	-	1.00	1.00
Economic Development Administrator	-	1.00	1.00	1.00
Economic Development Specialist	-	1.00	1.00	1.00
Emergency Manager	-	-	-	1.00
Executive Assistant	1.00	-	-	-
Executive Assistant to Town Manager	-	1.00	1.00	1.00
Graphic Artist	-	-	-	1.00
Intern	-	1.00	0.50	1.00
Media Production Coordinator	1.00	1.00	1.00	1.00
Media Production Specialist	1.00	1.00	1.00	1.00
Town Manager	1.00	1.00	1.00	1.00
Website Administrator	1.00	-	-	-
Total Authorized Positions	10.00	13.00	12.50	15.00

UTILITIES






Drinking Water System

Wastewater Treatment and Collection

Reclaimed Water System

Groundwater Recharge

OVERVIEW

The purpose of the Utilities Department is to efficiently provide water-related utility services to the citizens of Prescott Valley. This is accomplished by providing reliable and consistent delivery of water to our customers; ensuring high quality drinking water; protecting the environment; efficiently using and reusing our natural resources; meeting our customers' expectations; meeting or exceeding all applicable federal and state regulations; providing timely, professional, and courteous customer service; and being fiscally responsible.

FY 2023-24 ACCOMPLISHMENTS

High-Performing Team:

- Replaced outdated Return-Activated Sludge/Waste Activated Sludge (RAS/WAS) programmable logic controls (PLC) at Wastewater Treatment Plants (WWTP)
- Upgraded the Supervisory Control and Data Acquisition (SCADA) server and software at the WWTP
- Replaced/upgraded daily monitoring transducer equipment in monitoring wells and piezometers in North Plains
- Hired new Water Resource Division staff

Water and Land Stewardship:

- Installed approximately 800 dual-meter transmitters to allow up to 1,600 more accounts to access the WaterSmart Portal
- Completed and implemented a Water and Sewer Rate Study
- Completed installation of a filtration system to filter effluent for belt press operations

Quality of Life:

- Completed the replacement of 8" PVC water line along state route 69 at Stoneridge Drive
- Completed Granite View Tank coating rehabilitation project
- Completed the Monks Well building and electrical system
- Installed ten new fire hydrants in Unit 20
- Rehabilitated three water production wells
- Installed well level transducers at three well sites
- Completed design for drinking water Per-and Polyfluoroalkyl Substances (PFAS) remediation
- Rehabilitated Turquoise Pressure Reducing Station
- Conducted Unregulated Contaminant Monitoring as part of the Environmental Protection Agency's Unregulated Contaminants in Drinking Water (UCMR) 5 testing requirements
- Rehabilitated 16 manholes in the sewer collections system
- Installed three new lift station pumps at Quailwood Lift Station
- Installed two new lift station pumps at Orchard Ranch Lift Station
- Reinforced the Victorian Estates gravity main that crosses Lynx Creek
- Replaced outdated electrical equipment at Lower Lynx Well
- Replaced outdated electrical equipment at Prescott Country Club Well
- Installed drainage structure at Fat Chance Well
- Replaced five water distribution system valves
- Flushed 50% of the water distribution system using cutting edge water saving (No Discharge) technology
- Inspected and maintained 20% of fire hydrants
- Conducted an Aeration System study at the wastewater treatment plant
- Identified treatment options and design considerations for PFAS treatment of effluent for the injection well

FY 2024-25 OBJECTIVES

High-Performing Team:

- Improve the operation of the Prescott Valley North Plains Recharge Facility

Water and Land Stewardship:

- Replace 2,200 water meter transmitters to improve efficiency, customer service, and promote water conservation
- Rehabilitate several water production wells
- Prepare a Town water conservation plan that addresses the 5th Management Plan and the needs of citizens
- Construct a Town water filling station and reduced hydrant meter utilization
- Complete design of the Town's first groundwater recharge well
- Convert the Agua Fria Recharge Facility to a managed reach and begin construction of needed infrastructure (terminus changes, discharge point adaptations)
- Conduct a Water Resources Fee Study

Quality of Life:

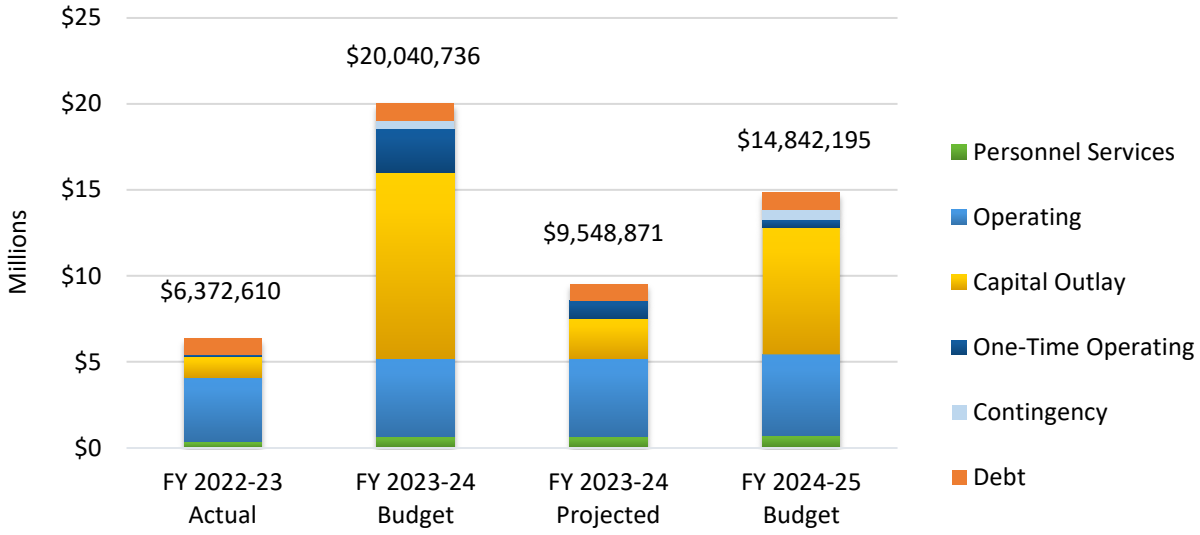
- Start construction of the Per-and Polyfluoroalkyl Substances (PFAS) removal projects for drinking water system
- Install 10-12 hydrants in under-served areas of Town
- Relocate the waterline and install a sewer line at the State Routes 69 and 169 new roundabout
- Complete construction of a new water line along Yavapai Road near State Route 69 to improve water distribution and enhance fire protection in that area
- Participate in the construction of a new wastewater lift station near Highway 169
- Complete a Wastewater Treatment Plant Master Plan to address current and future needs of the facility
- Rehabilitate the headworks wet well at the Wastewater Treatment Plant
- Provide two new filters at the Wastewater Treatment Plant

Prosperous Community:

- Conduct a Water Capacity Fee Study
- Reduce energy use at the Wastewater Treatment Plant facility
- Conduct a Wastewater Capacity Fee Study

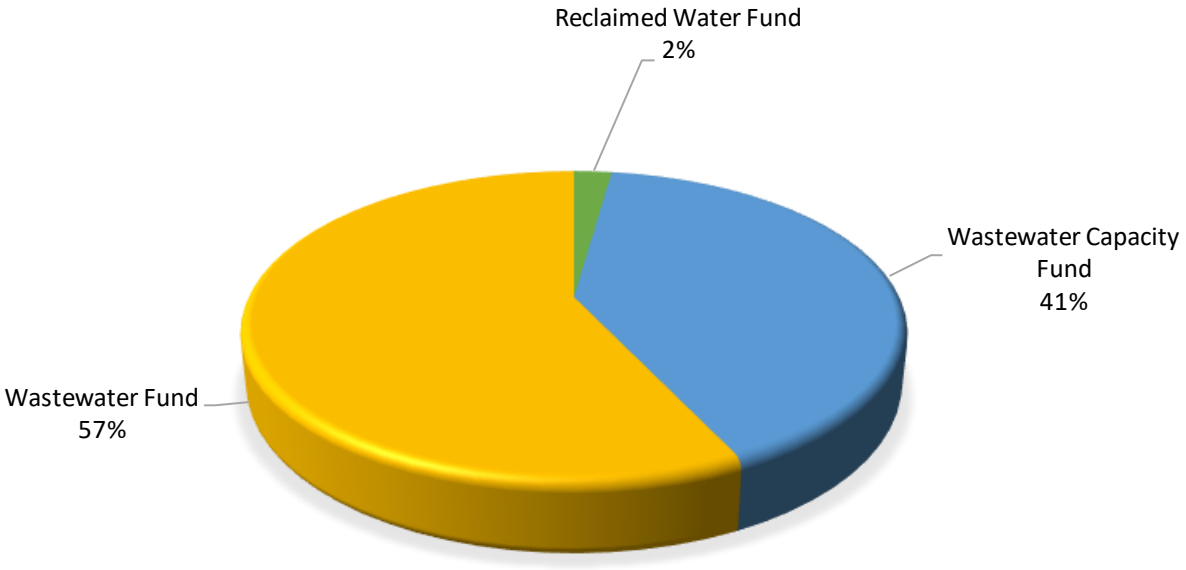
STRATEGIC PLAN GOALS AND MEASURES						
Focus Area	**Strategic Plan Goal**	**Performance Measure**	**FY 2022 Actual**	**FY 2023 Actual**	**FY 2024 Estimated**	**FY 2025 Target**
Water and Land Stewardship	Recharge 100% of eligible effluent water in accordance to Town Standards	Percent of available effluent water recharged (calendar year)	70%	65%	66%	70%
		Amount of 1,600 acre-feet capacity credited (calendar year)	102% (1,633 af)	100% (1,599 af)	103% (1,640 af)	103% (1,640 af)

WASTEWATER



BUDGET SUMMARY

Expenses by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	254,408	465,896	465,896	517,837
Benefits	83,009	167,407	167,407	194,570
Operating				
Administrative and Official	514,972	132,750	132,750	471,532
Advertising and Printing	53	3,118	3,118	4,175
Professional Development	626	11,145	11,145	14,500
Professional Services	2,048,250	2,309,769	2,314,269	2,345,767
Rentals and Leases	-	6,562	6,562	14,170
Repairs and Maintenance	459,416	1,132,185	1,132,185	903,745
Supplies and Equipment	36,222	181,355	176,855	184,005
Utilities	723,639	784,285	784,285	790,857
One-Time Operating	61,412	434,911	10,910	430,000
Capital Outlay	1,190,696	10,786,978	2,303,749	7,397,986
Contingency	-	500,000	-	567,500
Debt Service	999,907	998,617	998,617	1,005,551
Total Expenses by Category	$ 6,372,610	$ 17,914,978	$ 8,507,748	$ 14,842,195



FUNDING SOURCE SUMMARY				
Funding Source	**FY 2022-23 Actual**	**FY 2023-24 Budget**	**FY 2023-24 Projected**	**FY 2024-25 Budget**
Reclaimed Water Fund	226,445	320,964	320,964	331,620
Wastewater Capacity Fund	1,031,131	6,748,617	2,126,493	6,122,097
Wastewater Fund	5,115,034	10,845,397	6,060,291	8,388,478
Total Funding Sources	$ 6,372,610	$ 17,914,978	$ 8,507,748	$ 14,842,195

SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – Increase of 12.5%

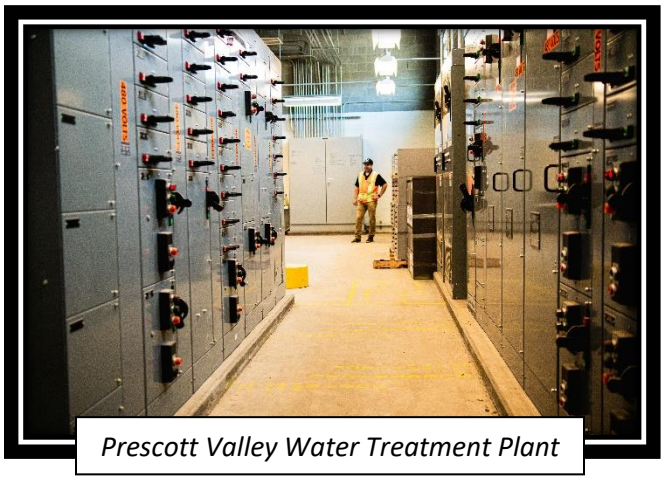
- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase
- Reclassification of 25.0% of GIS Technician position to Wastewater

Recurring Operating – Increase of 3.7%

- Increase of $338,782 in administrative and official expenditure category due to increase in amount of reimbursement for administrative services to general fund, resulting from a change of cost recovery model
- Increase of $35,988 in professional services for outsourced water and sewer operations contract
- Decrease of $228,440 in repairs and maintenance for annual repairs of wastewater system

KEY RECURRING OPERATING ITEMS

Item	Fund	Budget
Sewer Operations Contract	Wastewater Fund	1,628,413
Electricity Cost	Wastewater Fund	785,000
Sewer Repairs	Wastewater Fund	575,000
Biosolids	Wastewater Fund	525,000
Lift Station Rehab Program	Wastewater Fund	100,000
Total Key Recurring Operating Items		$ 3,613,413



Prescott Valley Water Treatment Plant

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25 Budget
Wastewater Treatment Plant Master Plan	Wastewater Fund	200,000
Wastewater Treatment Plant Master Plan	Wastewater Capacity Fund	200,000
Wastewater Capacity Fees Rate Study	Wastewater Fund	30,000
Total One-Time Operating Items		$ 430,000

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
Vac-Con Truck Purchase	New	Wastewater Fund	650,000
Small Sewer Projects	Repair/New	Wastewater Fund	200,000
Scada Control - System Upgrades	Replacement	Wastewater Fund	50,000
Total Operating Capital			$ 900,000

CAPITAL IMPROVEMENT PROJECTS*

Project Name	Type	Fund	FY 2024-25 Budget
Village Way Lift Station	New	Wastewater Capacity Fund	3,000,000
Agua Fria Park Area Section II Sewer Upsizing	New	Wastewater Capacity Fund	1,550,000
State Route 69/Highway 169 Sewer Line	New	Wastewater Fund	500,000
WWTP Fine Screen	Replacement	Wastewater Fund	300,000
WWTP Improvements Program	New	Wastewater Fund	200,000
	New	Wastewater Capacity Fund	200,000
Wastewater Collection Manhole Project	Continued	Wastewater Fund	250,000
Ranger Road Gravity Trunk Sewer	Replacement	Wastewater Capacity Fund	150,000
WWTP Erosion Protection	Continued	Wastewater Fund	150,000
WWTP PLC	Replacement	Wastewater Fund	150,000
WWTP Headworks - Design (Rollover)	New	Wastewater Fund	47,986
Total Capital Improvement Projects			$ 6,497,986

*Project details for projects exceeding $500,000 can be found in the Capital Improvement Plan section.



Wastewater Treatment

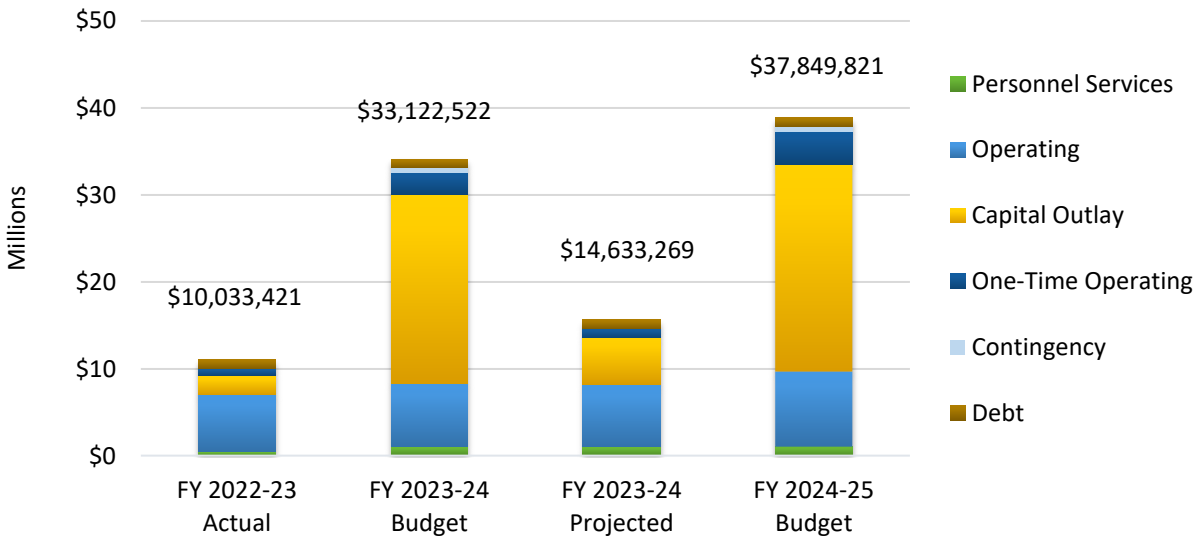
AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Services Manager (split)	-	0.10	0.10	-
Administrative Specialist I	-	0.45	-	-
Administrative Specialist II (Split)	-	0.15	0.60	0.45
Administrative Supervisor (Split)	0.10	-	-	-
Administrative Support II (Split)	0.15	-	-	-
Construction Inspector	0.45	0.45	0.45	0.45
Customer Accounts Manager	-	0.45	0.45	0.45
Customer Accounts Representative	-	2.25	2.25	2.25
Deputy Utilities Director	0.45	0.45	0.45	0.45
Engineer	0.90	-	-	-
Engineer (PE)	-	0.90	0.90	0.90
Engineering Technician	0.45	0.45	0.45	0.45
GIS Stechnician	-	-	-	0.25
Lead Customer Accounts Representative	-	0.45	0.45	0.45
Operations Manager	-	-	-	0.45
Utilities Director	0.45	0.45	0.45	0.45
Total Authorized Positions	2.95	6.55	6.55	7.00



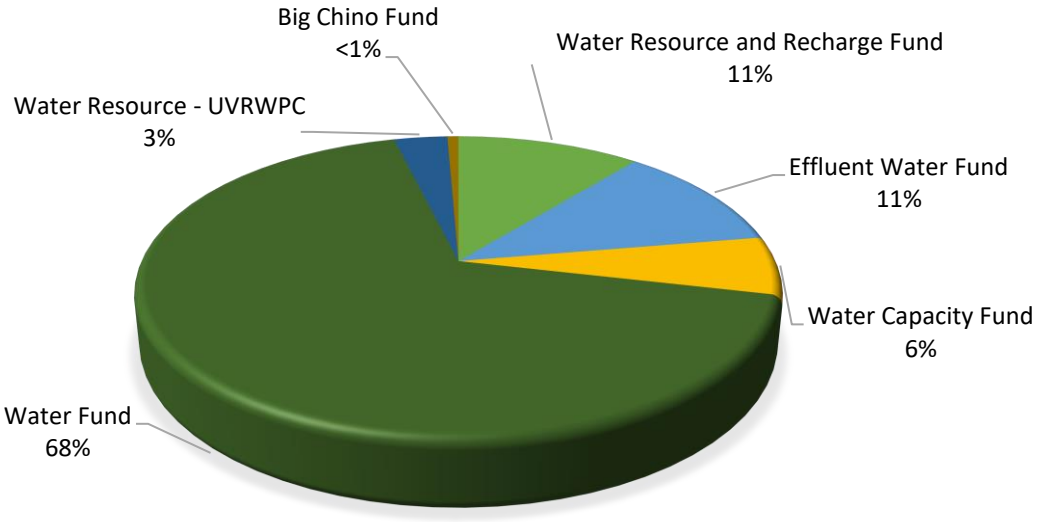
Wastewater Treatment

WATER



BUDGET SUMMARY

Expenses by Category	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Personnel Services				
Salaries and Wages	405,751	770,796	767,896	766,709
Benefits	130,338	262,162	262,162	265,337
Operating				
Administrative and Official	641,784	162,250	162,250	976,089
Advertising and Printing	4,491	8,983	5,509	4,875
Professional Development	73,537	92,165	90,235	22,900
Professional Services	2,505,703	4,074,951	3,921,211	4,186,833
Rentals and Leases	103,591	111,949	111,949	129,210
Repairs and Maintenance	1,093,031	1,286,853	1,286,853	1,318,275
Supplies and Equipment	642,569	114,145	114,045	533,145
Utilities	1,444,920	1,488,915	1,488,915	1,491,148
One-Time Operating	801,866	2,560,669	1,052,033	3,740,000
Capital Outlay	2,185,840	21,688,684	5,370,211	23,832,800
Contingency	-	500,000	-	582,500
Total Expenses by Category	$ 10,033,421	$ 33,122,522	$ 14,633,269	$ 37,849,821



FUNDING SOURCE SUMMARY

Funding Source	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Water Capacity Fund	-	4,865,000	-	2,354,000
Water Fund	9,305,018	18,747,582	13,545,649	25,584,082
Water Resource - UVRWPC	179,689	1,351,530	169,386	1,200,000
Big Chino Fund	41,182	250,000	40,593	250,000
Effluent Water Fund	382,998	6,578,410	547,641	4,325,344
Water Resouce and Recharge Fund	124,534	1,330,000	330,000	4,136,395
Total Funding Sources	$ 10,033,421	$ 33,122,522	$ 14,633,269	$ 37,849,821

SUMMARY OF SIGNIFICANT BUDGET CHANGES

Personnel Services – No change

- Increase in overall wages and benefits due to a 5.0% comprehensive merit increase and a 9.0% health insurance premium increase offset by:
  - The reclassification of Administrative Services Manager (0.25) and Administrative Specialist (0.40) positions to General fund
  - Lower than prior year wages due to staff turnover
- Reclassification of 25.0% of GIS Technician position to Water

Recurring Operating – Increase of 18.0%

- Increase of $813,839 in administrative and official expenditure category due to increase in amount of reimbursement for administrative services to general fund, resulting from a change of cost recovery model
- Increase of $111,882 in professional services for outsourced water and sewer operations contract
- Increase of $31,422 in repairs and maintenance for annual repairs of water tanks, wells, and water lines
- Increase of $419,000 in supplies and equipment due to the reclassification of water meters from the one-time operating expenditure category to the recurring operating

KEY RECURRING OPERATING ITEMS

Item	Fund	Budget
Water Operations Contract	Water/Water Resources	3,272,695
Electricity Cost	Water/Effluent Water Fund	1,485,000
Water System Repairs	Water Fund	500,000
Water Tank Rehabilitation	Water Fund	300,000
Water Consultants	Water Resource/Recharge Fund	260,000
Well Rehabilitation	Water Fund	250,000
WaterSmart Portal	Water Fund	70,000
Total Key Recurring Operating Items		$ 6,137,695

ONE-TIME OPERATING ITEMS

Item	Fund	FY 2024-25
TBD Grant Projects	Water/UVRWPC Fund - Grants	1,200,000
Meter Transmitters	Water Fund - Grants	1,000,000
TBD Grant Projects	Water Fund - Grants	1,000,000
Water System Flushing Program	Water Fund	300,000
Meter Transmitters Installation	Water Fund - Grants	100,000
UCMR5 Testing	Water Fund	70,000
Water Capacity/Water Resources Fees Rate Study	Water Fund	60,000
Drone Inspection (Pilot Program)	Water Fund	10,000
Total One-Time Operating Items		$ 3,740,000

OPERATING CAPITAL

Project Name	Type	Fund	FY 2024-25 Budget
ASLD Land - 80 Acres - North Plains	New	Effluent Water Fund	1,500,000
Water Purchase Rights	New	Water Resource/ Recharge Fund	1,000,000
Crane Truck (Rollover)	New	Water Fund	258,526
Upgrade Wells	New	Water Fund	200,000
Recharge Project	New	Water Resource/ Recharge Fund	250,000
Triplex Booster Station VFD	New	Water Fund	207,000
Out and Out Well VFD	New	Water/Capacity Fund	184,000
Middle Robin Well VFD	New	Water/Capacity Fund	184,000
Pump and Motor - Duplex Booster Station	New	Water Fund	115,000
Small Water Projects Program	Repair/New	Water Fund	100,000
Large Scale Water Project - P-3	New	Effluent Water Fund	100,000
PRV Rehabilitation	Repair	Water Fund	80,000
F150 4X4 Utility Truck	New	Water Fund	65,000
ASLD - ROW Viewpoint Tank	Repair/New	Water Fund	50,000
Scada Control - System Upgrades	Upgrade	Water Fund	50,000
PRV Rehabilitation - Turqoise	New	Water Fund	30,000
Urban Forest Dam Repair	Repair	Effluent Water Fund	25,000
Dual Chlorine Cylinder Scales	New	Water Fund	25,000
Total Operating Capital			$ 4,423,526

CAPITAL IMPROVEMENT PROJECTS*

Project Name	Type	Fund	FY 2024-25 Budget
Quailwood Wells PFAS Remediation	New	Water Fund - Bond Proceeds	8,000,000
Recharge Injection Well	Continued	Water Resource/Recharge - Grants	2,100,000
Summit Tank 18" Waterline	New	Water Capacity Fund	2,000,000
Glassford Hill Road 16" Recharge Pipe	New	Effluent Water Fund	1,500,000
State Route 69/Hwy 169 Sewer Line	New	Water Fund	1,000,000
Rainwater Harvesting Project	New	Effluent Water Fund - WIFA Grant	714,274
State Route 69/Windsong Waterline	Replacement	Water Fund	500,000
Water Tank Rehabilitation	Repair	Water Fund	500,000
Little Pete Well Generator	Continued	Water Fund	350,000
Glassford Rd/E 1st St Pressure Relief Valve	New	Water Fund	345,000
Water Fill Station	Continued	Water Fund	300,000
Little Pete Well PFAS Remediation	Continued	Water Fund	300,000
Mountain Valley SCADA Upgrades	Replacement	Water Resource/Recharge Fund	300,000
Mingus West Waterline Upsizing	New	Water Fund	250,000
Big Chino Project	Continued	Big Chino Fund	250,000
Medium Size Well Electrical Rehabilitation	Repair	Water Fund	200,000
Duplex Booster Station Upsizing	New	Water Fund	100,000
		Water Capacity Fund	100,000
Fire Hydrant Additions Program	Continued	Water Fund	150,000
Viewpoint Tank Upsizing Cost Participation	New	Water Fund	130,000
		Water Capacity Fund	70,000
Storage Tank Security Cameras Program	New	Water Fund	125,000
Well Data Reporting Project	New	Water Fund	125,000
Total Capital Improvement Projects			$ 19,409,274

*Project details for projects exceeding $500,000 can be found in the Capital Improvement Plan section.

AUTHORIZED POSITIONS

Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget
Administrative Services Manager (split)	-	0.15	0.15	-
Administrative Specialist I	-	0.55	-	-
Administrative Specialist II (Split)	-	0.25	0.80	0.55
Administrative Supervisor (Split)	0.15	-	-	-
Administrative Support II (Split)	0.25	-	-	-
Construction Inspector	0.55	0.55	0.55	0.55
Customer Accounts Manager	-	0.55	0.55	0.55
Customer Accounts Representative	-	2.75	2.75	2.75
Deputy Utilities Director	0.55	0.55	0.55	0.55
Engineer	1.10	-	-	-
Engineer (PE)	-	1.10	1.10	1.10
Engineering Technician	0.55	0.55	0.55	0.55
GIS Technician	-	-	-	0.25
Lead Customer Accounts Representative	-	0.55	0.55	0.55
Operations Manager	-	-	-	0.55
Utilities Director	0.55	0.55	0.55	0.55
Water Resources Advisor	-	1.00	1.00	1.00
Water Resources Project Manager	1.00	1.00	-	-
Water Resources Specialist	-	-	1.00	1.00
Total Authorized Positions	4.70	10.10	10.10	10.50

DEBT SERVICE AND TRANSFERS


PRESCOTT VALLEY

DEBT OBLIGATIONS

DEBT POLICY

The objective of the Town's debt management policy is to maintain the Town's ability to incur present and future debt at the most beneficial interest rates in the amounts needed for financing the adopted Capital Improvement Plan without adversely affecting the Town's ability to finance essential Town services.

BOND RATINGS

Bond Issue	Moody's Investors Services	Standard and Poor's Rating Group	Fitch Investors Service, Inc.
Entertainment Center CFD Revenue Bonds (Series 2017)	-	-	AA+
Revenue Refunding Bonds (Series 2020)	-	AA	-

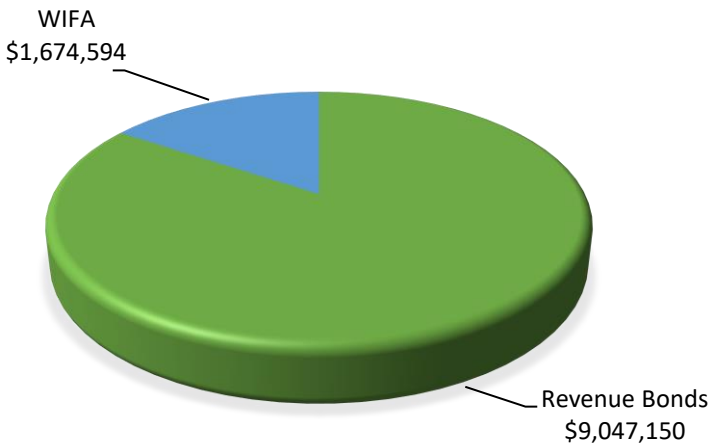
CURRENT BOND OBLIGATIONS

The following table illustrates the Town's current bond obligations and the respective funding sources. Revenue bonds are to be paid by various sources including excise tax collections (transaction privilege taxes, franchise fees, licenses and permits, income taxes, etc.), impact fees, and General Fund revenues. Water Infrastructure Finance Authority (WIFA) loans are to be paid by wastewater capacity fees.

CURRENT BOND OBLIGATIONS

Type of Bond Issue	Term	Beginning Principal 07/01/2024	Principal Payments	Interest Payments	Ending Principal 06/30/2025	Funding Source
Governmental Funds						
Revenue Refunding - 2020A	Jan-32	$ 8,275,000	$ 4,515,000	$ 376,150	$ 3,760,000	Excise Tax/Impact Fees
Total Governmental Funds		**8,275,000**	**4,515,000**	**376,150**	**3,760,000**	
Enterprise Funds						
WIFA Loan	Jul-24	659,564	659,564	11,239	-	Wastewater User Fees
WIFA Loan	Jul-26	958,442	309,741	25,007	648,701	Wastewater User Fees
Total Enterprise Funds		**1,618,006**	**969,305**	**36,246**	**648,701**	
Total Debt Service		**$ 9,893,006**	**$ 5,484,305**	**$ 412,396**	**$ 4,408,701**	

TOTAL DEBT OBLIGATIONS - $10,721,744*



*Total Debt Obligations (as of 07/01/2024) includes principal and interest.

FUND DESCRIPTION

Debt Service Funds are maintained to receive dedicated revenues or transfers to be used to make principal and interest payments on the Town's debt. Debt services for Enterprise Funds are budgeted within the appropriate Enterprise Fund (located under the Utilities department). The Town's Debt Service Funds are used to account for:

- **Revenue Bonds –** issued to advance refund the following bonds:
  - Municipal Property Corporation (MPC) bonds Series 2011 and 2012 issued to refund prior bonds for streets, street-related improvements, and Town's share of costs for land with an underground water source.
  - Private Placement (PP) bonds Series 2015, Series 2017, and Series 2018 issued to construct the Library, to fund the expansion of Police Building, and to fund the purchase of the joint facility from Yavapai College.

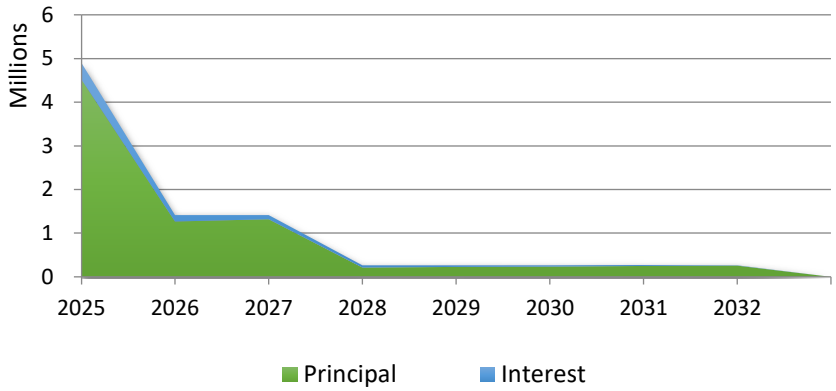
BUDGET SUMMARY				
Expenditures by Category	**FY 2022-23 Actual**	**FY 2023-24 Budget**	**FY 2023-24 Projected**	**FY 2024-25 Budget**
Debt Service	5,153,150	4,528,650	4,528,650	4,896,150
Total Expenditures by Category	$ 5,153,150	$ 4,528,650	$ 4,528,650	$ 4,896,150

GOVERNMENTAL FUNDS DEBT SERVICE SCHEDULES

2020A Revenue Refunding Bonds - $20,730,000 - Revenue Bonds, Series 2020A, dated November 19, 2020, are due in annual installments of $4,145,000 to $255,000 through January 1, 2032, with interest at 4.00-5.00% per annum. Bonds are payable from Excise Tax revenues and Cultural and Public Safety Impact Fees and refunded prior bonds that were issued for streets and related improvements for the Town's share of costs for land with an underground water source, for the construction of Library and Police buildings, and for the purchase of the joint facility from Yavapai College.

REVENUE REFUNDING SERIES 2020A

Date	Principal	Interest	Total
Jul-24		188,075	188,075
Jan-25	4,515,000	188,075	4,703,075
Jul-25		75,200	75,200
Jan-26	1,265,000	75,200	1,340,200
Jul-26		49,900	49,900
Jan-27	1,315,000	49,900	1,364,900
Jul-27		23,600	23,600
Jan-28	215,000	23,600	238,600
Jul-28		19,300	19,300
Jan-29	225,000	19,300	244,300
Jul-29		14,800	14,800
Jan-30	235,000	14,800	249,800
Jul-30		10,100	10,100
Jan-31	250,000	10,100	260,100
Jul-31		5,100	5,100
Jan-32	255,000	5,100	260,100
Total	8,275,000	772,150	9,047,150



Note: Gray boxed area in the table represents principal and debt expenditures budgeted in fiscal year 2024-25.

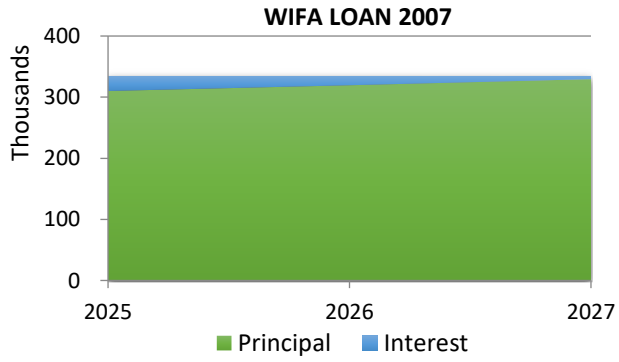
ENTERPRISE FUNDS DEBT SERVICE SCHEDULES

2005 Wastewater Expansion Long-Term Loan - $9,317,470 - Wastewater Enterprise Fund long-term loan agreement was entered into between the Town and the Water Infrastructure Finance Authority (WIFA) dated January 28, 2005, for a maximum principal amount of $9,317,470, at an interest rate of 3.408%, the proceeds of which are designated for capital construction for expansion of the wastewater treatment plant. The payback period is twenty (20) years with annual principal and semi-annual interest payments. This loan is payable solely from Town wastewater system revenue charges.

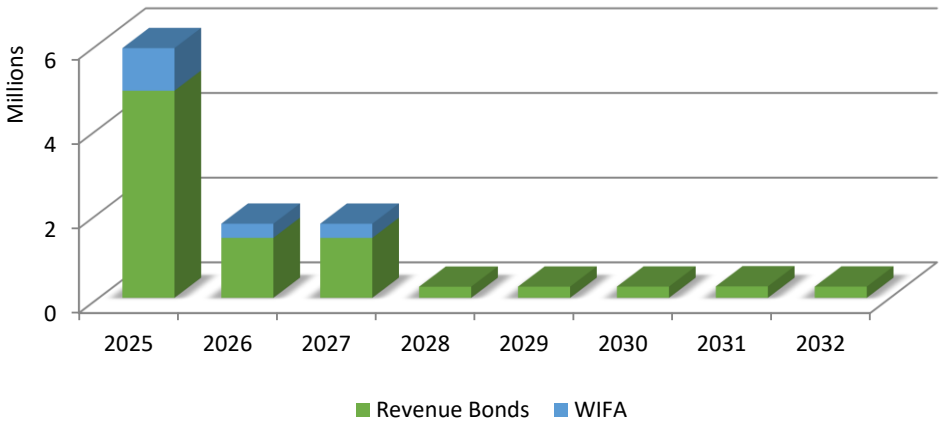
WIFA LOAN 2005			
Date	**Principal**	**Interest**	**Total**
Jul-24	659,564	11,239	670,803
TOTAL	659,564	11,239	670,803

2007 Wastewater Expansion Long-Term Loan - $5,000,000 - Wastewater Enterprise Fund long-term loan agreement was entered into between the Town and WIFA dated March 16, 2007, for a maximum principal amount of $5,000,000, at an interest rate of 3.112%, the proceeds of which are designated for capital construction for expansion of the wastewater treatment plant. The payback period is for twenty (20) years with annual principal and semi-annual interest payments. This loan is payable solely from Town wastewater system revenue charges.

WIFA LOAN 2007			
Date	**Principal**	**Interest**	**Total**
Jul-24	309,741	14,913	324,654
Jan-25		10,094	10,094
Jul-25	319,381	10,094	329,475
Jan-26		5,124	5,124
Jul-26	329,320	5,124	334,444
TOTAL	958,442	45,349	1,003,791



TOTAL DEBT OBLIGATIONS – ALL FUNDS



Note: Gray boxed area in the table represents principal and debt expenditures budgeted in fiscal year 2024-25.

TRANSFERS

WHAT ARE INTERFUND TRANSFERS?

Interfund transfers are flows of assets between funds without equivalent flows of assets in return and without a requirement for repayment. Interfund transfers are not used to account for interfund loans or borrowing.

FY 2024-25 INTERFUND TRANSFERS

In fiscal year 2024-25, the total interfund transfer amount is $10,596,150. The following table shows the budgeted transfers, what fund they are being transferred from, the amount, what fund they are being transferred to, and the purpose behind the transfer.

TRANSFERS

From Fund	Amount	To Fund	Purpose
General Fund	1,200,000	Highway User Revenue Fund	Annual transfer from the additional 1/2 cent tax for public safety and road maintenance
General Fund	1,240,429	Debt Service Fund	Debt service payment for the Library building, joint facility, and the Town's share of costs for land with an underground water source
General Fund	4,500,000	Capital Project Growth Fund	75% of estimated construction TPT for capital projects
Public Safety Impact Fee Fund	519,420	Debt Service Fund	Debt service payment for Police building expansion
Culture Impact Fee Fund	1,111,426	Debt Service Fund	Debt service payment for Library building construction
Streets Capital Improvement Fund	2,024,875	Debt Service Fund	Debt service payment for street related improvements


PRESCOTT VALLEY

PRESCOTT VALLEY

CAPITAL IMPROVEMENT PLAN


PRESCOTT VALLEY

CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT PLAN DEFINITION

The Capital Improvement Plan (CIP) is a planning process identifying the capital investment a local government intends to make over time. Capital for a local government constitutes the facilities and materials needed to perform the jurisdiction's function and to produce and deliver the services expected of it. Generally, capital improvements are a structure, building or site improvement, equipment or other major asset having a useful life of at least one (1) year that are provided by, or for, public purposes and services. The Town defines capital assets for the CIP as projects that are $100,000 or more for new infrastructure or to increase the capacity, efficiency, or expected life span of an existing infrastructure asset.

The planning period for a CIP is five (5) years. The expenditures proposed for the first year of the program are incorporated into the annual budget as the capital budget. One of the most important aspects of the CIP process is that it is not a once-a-year effort, but an important ongoing part of the Town's overall management process.

CIP BENEFITS

Several benefits occur as the result of preparing and maintaining a sound CIP. These include:

- The CIP shows citizens and Town officials where and when projects are expected. This information is useful in coordinating public projects with the Town's General Plan. In addition, it ensures those making the private development decisions are fully informed about the Town's intentions as to the timing and location of public facility projects.

- The CIP process serves as a basis for the management of projects. This includes the coordination of the efforts of various departments responsible for land acquisition, design, construction, and operation of the new facility. It also includes the management of cash flow to ensure the funds are available and are used in the most effective possible way.

- The CIP can establish a set of priorities that can be embodied in the Town's General Plan guiding decisions on land use issues.

- The CIP establishes the relationship between desired levels of service and the ability of the Town to fund public facility improvements. In this way, citizens can work with elected officials to determine how much improvement of the Town's infrastructure is realistic in view of what the community is willing to pay through existing revenues, increased taxes, user fees, and impact fees.

- The CIP establishes a reasonable multi-year spending plan that can keep the expectations for public facility construction within the Town's ability to pay. Accordingly, agencies issuing bond ratings consider it very important for the Town to have a well-considered CIP process and to adopt and follow the program closely.

CIP CYCLE

The CIP cycle incorporates key phases: planning, defining/formulating, program decision making, and implementation.

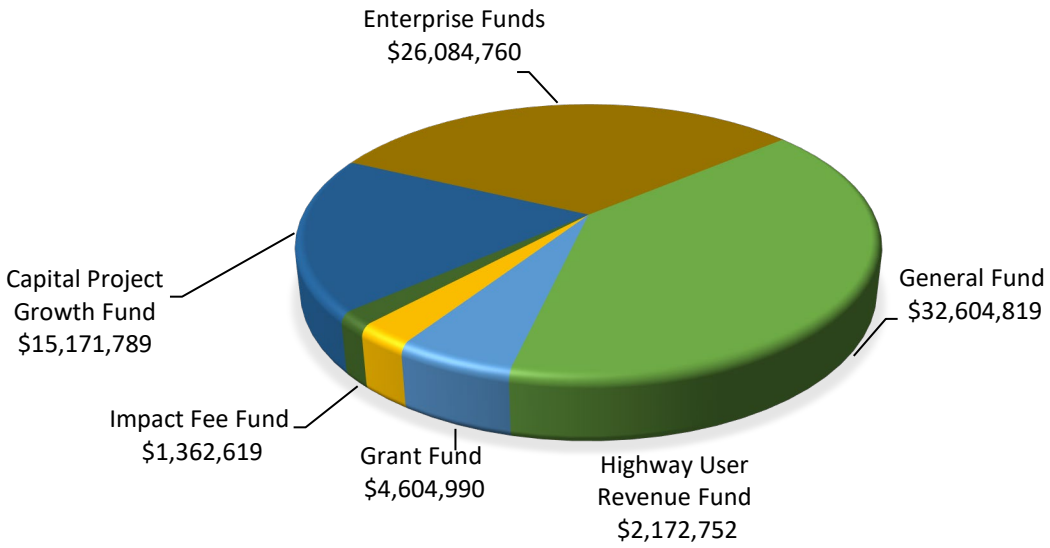
CIP CYCLE			
Planning	**Defining/Formulating**	**Program Decision Making**	**Implementation**
Long-Term Vision	Needs Identified	Projects Reviewed	Projects Constructed, Operated, and Maintained
General Plan	Specific Project Proposals	Projects Evaluated Against Needs/Plan	Projects Constructed, Operated, and Maintained
Capital Improvement Plan	Project Financing Identified	Adoption of Funding Package	Projects Constructed, Operated, and Maintained

Each phase offers opportunities for citizens to be involved in ways that provide understanding and a means to influence the outcome. In the planning phase for example, input from the community is sought on refinements to the General Plan.

Policy makers, boards and commissions, and staff seek public input in the development of specific project proposals for programs that comprise each five-year plan. These projects are then evaluated against the vision for the community, Town Council goals, and other needs resulting from planned development and immediate capital needs.

CIP FOR FY 2024-25 BY FUND

Over the next five years, the Town has $326,691,729 in planned large-scale capital improvements. The amounts estimated for fiscal years 2025-26 through fiscal years 2028-29 are likely to be adjusted based on anticipated costs, revenue projections, and construction schedules. For fiscal year 2024-25 the total CIP is $82,001,729 and is funded by the following:



CIP OPERATING IMPACT

All Capital Improvements will have a resulting effect on the Town's operating budget, positive or negative. Many of the CIP projects will have ongoing additional costs that will affect available resources for future budgets. Types of annual costs include personnel, utilities, and annual maintenance. Capital projects may also have a positive impact on the budget by creating new revenue streams, reducing utility consumption, and automating Town services. The operating impact for each project is based on a combination of historical data for similar assets and any additional information that may be unique to that project. The table below depicts CIP projects for fiscal year 2024-25 that are expected to impact the operating budget in future years:

CIP OPERATING IMPACT

Project Type/Project Name	FY 2024-25 Project Cost	Future Operating Impact	Impacted Fund	Estimated Annual Impact	
				Annual	Every 5 Years
Facilities Projects					
Civic Center Remodel Floors 2 & 4	350,000	Utility decrease	General Fund	(2,000)	-
Energy Audit	2,722,495	Maintenance & utility decrease	General Fund	(255,973)	(1,788,686)
NAU/Recreation Building Improvements	138,000	Utility decrease	General Fund	(1,500)	-
Parks and Open Space Projects					
Antelope Park Improvements	600,000	Maintenance of equipment increase	General Fund	5,000	25,000
Prescott Valley Shared Use Path	378,765	Maintenance of concrete/asphalt increase	General Fund	-	500,000
Pronhorn Park Sportsfield Lighting	680,000	Utility increase	General Fund	1,000	-
Quailwood Sportsfield Lighting	555,000	Utility increase	General Fund	1,000	-
StoneRidge Multi-Use Path Replacement	150,000	Maintenance of concrete increase	General Fund	-	200,000
Roadway Projects					
Cattletrack Phase II Sidewalk Extension	1,500,000	Maintenance/upkeep of sidewalks increae	HURF	-	7,500
Glassford Hill Road Expansion	13,334,408	Striping & upkeep of sidewalks increase	HURF	7,500	357,500
Quailwood & Fain Park Drainage Improvements	805,000	Maintenance of drainage increase	Stormwater Fund	-	5,000
Street Light Upgrade to LED	100,000	Utility decrease	HURF	(2,500)	-
Wastewater Projects					
Agua Fria Park Area Section II Sewer Upsizing	1,550,000	Sewer maintenance increase	Wastewater Fund	3,000	-
Village Way Lift Station	3,000,000	Sewer maintenance increase	Wastewater Fund	55,000	-
Wastewater Treatment Plant Improvements	447,986	Repair & utility cost decrease	Wastewater Fund	(60,000)	-
Water Projects					
Glassford Hill Road 16" Recharge Pipe	1,500,000	Waterline maintenance increase	Water Fund	10,000	-
Mingus West Waterline Upsizing	250,000	Repair & maintenance decrease	Water Fund	(30,000)	-
Recharge Injection Well	2,100,000	Maintenance of well & utility increase	Water Fund	225,000	-
State Route 69/Windsong Waterline	500,000	Repair & maintenance decrease	Water Fund	(20,000)	-
Summit Tank Waterline	2,000,000	Waterline maintenance increase	Water Fund	10,000	-
Water Fill Station	300,000	Waterline maintenance increase	Water Fund	10,000	-
Total	$32,961,654			$ (44,473)	$ (693,686)


PRESCOTT VALLEY

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Facilities Projects						
Civic Center Campus Cameras						
General Fund	-	100,000	100,000	100,000	-	300,000
Civic Center Campus Cameras	-	100,000	100,000	100,000	-	300,000
Civic Center LED Change Out						
General Fund	-	120,000	-	-	-	120,000
Civic Center LED Change Out	-	120,000	-	-	-	120,000
Civic Center Remodel Floors 2 & 4						
General Fund	350,000	-	-	-	-	350,000
Civic Center Remodel Floors 2 & 4	350,000	-	-	-	-	350,000
Court Remodel						
General Fund	-	150,000	-	-	-	150,000
Court Remodel	-	150,000	-	-	-	150,000
Energy Audit						
General Fund	1,089,680	9,250,000	11,750,000	750,000	-	22,839,680
Grant Fund	1,632,815	-	-	-	-	
Energy Audit	2,722,495	9,250,000	11,750,000	750,000	-	24,472,495
EV Charging Station						
Grant Fund	-	1,250,000	-	-	-	1,250,000
EV Charging Station	-	1,250,000	-	-	-	1,250,000
Kennels						
General Fund	-	-	100,000	-	-	100,000
Kennels	-	-	100,000	-	-	100,000
Library 2nd Floor Renovation						
General Fund	-	-	-	-	350,000	350,000
Library 2nd Floor Renovation	-	-	-	-	350,000	350,000
Library Expansion Northeast Corner						
General Fund	-	-	-	-	3,000,000	3,000,000
Library Expansion Northeast Corner	-	-	-	-	3,000,000	3,000,000
Library Interior Remediation						
General Fund	468,299	-	-	-	-	468,299
Library Interior Remediation	468,299	-	-	-	-	468,299
Long Mesa Facility Remodel						
General Fund	-	-	165,000	2,200,000	-	2,365,000
Capital Project Growth Fund	-	-	165,000	2,200,000	-	2,365,000
Long Mesa Facility Remodel	-	-	330,000	4,400,000	-	4,730,000
NAU/Recreation Building Improvements						
General Fund	138,000	-	-	-	-	138,000
NAU/Recreation Building Remodel	138,000	-	-	-	-	138,000
Public Works and Utilities Operations Center						
Capital Project Growth Fund	700,000	1,500,000	33,000,000	-	-	35,200,000
Public Works and Utilities Operation Center	700,000	1,500,000	33,000,000	-	-	35,200,000
Town Building RBG LED Upgrade						
General Fund	-	-	250,000	250,000	-	500,000
Town Building RBG LED Upgrade	-	-	250,000	250,000	-	500,000
YMCA Facility and Offsite Improvements						
Capital Project Growth Fund	2,500,000	-	-	-	-	2,500,000
General Fund - Bond Proceeds	22,000,000	-	-	-	-	22,000,000
General Fund	7,000,000	-	-	-	-	7,000,000
YMCA Facility and Offsite Improvements	31,500,000	-	-	-	-	31,500,000
Facilities Projects Total	**35,878,794**	**12,370,000**	**45,530,000**	**5,500,000**	**3,350,000**	**102,628,794**

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Parks and Open Space Projects						
Agua Fria Aquatics Complex						
General Fund	-	-	-	-	100,000	100,000
Agua Fria Aquatics Complex	-	-	-	-	100,000	100,000
Agua Fria Park						
General Fund	-	-	-	3,500,000	3,500,000	7,000,000
Agua Fria Park	-	-	-	3,500,000	3,500,000	7,000,000
Antelope Park Playground Equipment						
General Fund	100,000	-	-	-	-	100,000
Grant Fund	500,000	-	-	-	-	500,000
Antelope Park Playground Equipment	600,000	-	-	-	-	600,000
Antelope Park Spray Pad Recirculation						
General Fund	-	450,000	-	-	-	450,000
Antelope Park Spray Pad Recirculation	-	450,000	-	-	-	450,000
Archery Range						
General Fund	-	200,000	-	-	-	200,000
Archery Range	-	200,000	-	-	-	200,000
Asphalt Improvements, Multi Use Paths						
General Fund	-	150,000	-	150,000	-	300,000
Asphalt Improvements, Multi Use Paths	-	150,000	-	150,000	-	300,000
Barlow Massick's Historical Society						
General Fund	-	-	-	150,000	-	150,000
Barlow Massick's Historical Society	-	-	-	150,000	-	150,000
Boys & Girls Club Gym Expansion						
General Fund	-	-	100,000	-	-	100,000
Boys & Girls Club Gym Expansion	-	-	100,000	-	-	100,000
Fain Lake Walking Bridge						
General Fund	70,000					
Grant Fund	30,000	325,000	500,000	-	-	855,000
Fain Lake Walking Bridge	100,000	325,000	500,000	-	-	925,000
Fain Lake Dredging						
General Fund	-	200,000	-	-	-	200,000
Fain Lake Dredging	-	200,000	-	-	-	200,000
George Andersen Multi Use Path						
General Fund	-	-	130,000	-	-	130,000
George Andersen Multi Use Path	-	-	130,000	-	-	130,000
Mountain Valley Park Artificial Turf						
General Fund	-	-	-	-	1,200,000	1,200,000
Mountain Valley Park Artificial Turf	-	-	-	-	1,200,000	1,200,000
Mountain Valley Park Landscape Rock						
General Fund	-	-	-	300,000	-	300,000
Mountain Valley Park Landscape Rock	-	-	-	300,000	-	300,000

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Mountain Valley Park Fencing						
General Fund	-	-	-	-	250,000	250,000
Mountain Valley Park Fencing	-	-	-	-	250,000	250,000
Mountain Valley Park South Parking Lot Improvements						
General Fund	-	-	250,000	-	-	250,000
Mountain Valley Park South Parking Lot Repair	-	-	250,000	-	-	250,000
Mountain Valley Splash Renovations						
General Fund	-	375,000	-	-	-	375,000
Mountain Valley Splash Renovations	-	375,000	-	-	-	375,000
Parking Lot Improvements, Parks						
General Fund	-	-	-	-	200,000	200,000
Parking Lot Mainenance Program, Parks	-	-	-	-	200,000	200,000
Pipeline Phase IV Multi Use Path		-	-	-	-	-
General Fund	120,000	-	-	-	-	120,000
Impact Fee Fund	-	-	-	500,000	-	500,000
Pipeline Phase IV Multi Use Path	120,000	-	-	500,000	-	620,000
Playground Equipment Replacement Program						
General Fund	-	250,000	-	250,000	-	500,000
Playground Equipment Replacement Program	-	250,000	-	250,000	-	500,000
Prescott Valley Shared Use Path						
General Fund	21,590	500,000	500,000	500,000	-	1,521,590
Grant Fund	357,175	-	-	-	-	357,175
Prescott Valley Shared Use Path	378,765	500,000	500,000	500,000	-	1,878,765
Pronhorn Park Sportsfield Lighting						
General Fund	20,000	-	-	-	-	20,000
Grant Fund	660,000	-	-	-	-	660,000
Prescott Valley Shared Use Path	680,000	-	-	-	-	680,000
Quailwood Sportsfield Lighting						
General Fund	555,000	-	-	-	-	555,000
Quailwood Sportsfield Lighting	555,000	-	-	-	-	555,000
Ramada Replacement Program						
General Fund	-	120,000	-	-	-	120,000
Ramada Replacement Program	-	120,000	-	-	-	120,000
Sport Field Lighting LED Retrofit						
General Fund	-	-	-	-	1,000,000	1,000,000
Sportsfield Lighting LED Retrofit	-	-	-	-	1,000,000	1,000,000
Sport Field Lighting Program						
General Fund	-	400,000	350,000	350,000	350,000	1,450,000
Sportsfield Lighting LED Retrofit	-	400,000	350,000	350,000	350,000	1,450,000
StoneRidge Multi Use Path Replacement						
General Fund	150,000	-	-	-	-	150,000
StoneRidge Multi Use Path Replacement	150,000	-	-	-	-	150,000

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Superstition Multi Use Path Replacement						
General Fund	-	-	50,000	250,000	-	300,000
Superstition Multi Use Path Replacement	-	-	50,000	250,000	-	300,000
Theater on the Green Tiered Seating						
General Fund	-	-	200,000	-	-	200,000
Theater on the Green Tiered Seating	-	-	200,000	-	-	200,000
Tonto Park North Ramada						
General Fund	-	200,000	-	-	-	200,000
Tonto Park North Ramada	-	200,000	-	-	-	200,000
Tonto Park South Parking Lot Replacement						
General Fund	-	-	175,000	-	-	175,000
Tonto Park South Parking Lot Replacement	-	-	175,000	-	-	175,000
Urban Forest Restroom Renovation						
General Fund	-	100,000	-	-	-	100,000
Urban Forest Restroom Renovation	-	100,000	-	-	-	100,000
Parks and Open Space Projects Total	**2,583,765**	**3,270,000**	**2,255,000**	**5,950,000**	**6,600,000**	**20,658,765**

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Roadway Projects						
Cattletrack Phase II Sidewalk Extension						
Highway User Revenue Fund	675,000	-	-	-	-	675,000
Grant Fund	800,000	-	-	-	-	800,000
Stormwater Fund	25,000	-	-	-	-	25,000
Cattletrack Phase II Sidewalk Extension	1,500,000	-	-	-	-	1,500,000
Crosswalk Improvement Program						
Highway User Revenue Fund	100,000	100,000	100,000	100,000	100,000	500,000
Crosswalk Improvement Program	100,000	100,000	100,000	100,000	100,000	500,000
Entrance Arch, Glassford Hill Road						
Grant Fund	375,000	-	-	-	-	375,000
Entrance Arch, Glassford Hill Road	375,000	-	-	-	-	375,000
Entrance Monument, SR69 Corridor						
Grant Fund	250,000	-	-	-	-	250,000
Entrance Monument, SR69 Corridor	250,000	-	-	-	-	250,000
Glassford Hill Road Expansion						
Capital Project Growth Fund	11,971,789	-	-	-	-	11,971,789
Impact Fee Fund	1,362,619	-	-	-	-	1,362,619
Glassford Hill Road Expansion	13,334,408	-	-	-	-	13,334,408
Lake Valley Mill & Fill						
Highway User Revenue Fund	630,000	-	-	-	-	630,000
Lake Valley Mill & Fill	630,000	-	-	-	-	630,000
Lakeshore/Glassford/Fain Design Concept Report						
Highway User Revenue Fund	-	330,000	-	-	-	330,000
Lake Valley Mill & Fill	-	330,000	-	-	-	330,000
Lakeshore/Lake Valley Intersection						
Highway User Revenue Fund	-	110,000	880,000	-	-	990,000
Lakeshore/Lake Valley Intersection	-	110,000	880,000	-	-	990,000
Main Street Improvements						
General Fund	-	450,000	-	-	-	450,000
Main Street Improvements	-	450,000	-	-	-	450,000
Manhole Adjustment Program						
Highway User Revenue Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Manhole Adjustment Program	200,000	200,000	200,000	200,000	200,000	1,000,000
Old Black Canyon/StoneRidge Streetlight						
Highway User Revenue Fund	-	100,000	-	-	-	100,000
Old Black Canyon/StoneRidge Streetlight	-	100,000	-	-	-	100,000
Pav Way/Frontage Road Reconstruction						
Capital Project Growth Fund	-	1,000,000	14,000,000	-	-	15,000,000
Pav Way/Frontage Road Reconstruction	-	1,000,000	14,000,000	-	-	15,000,000
Pedestrian Connectivity						
Capital Project Growth Fund	-	300,000	1,000,000	-	-	1,300,000
Pedestrian Connectivity	-	300,000	1,000,000	-	-	1,300,000
Public Works Shop Drainage Improvements						
Highway User Revenue Fund	187,502	-	-	-	-	187,502
Public Works Shop Drainage Improvements	187,502	-	-	-	-	187,502
Pedestrian Solar Crossings (3)						
Highway User Revenue Fund	150,000	400,000	-	-	-	550,000
Pedestrian Solar Crossings (3)	150,000	400,000	-	-	-	550,000

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Quailwood & Fain Park Drainage Improvements						
General Fund	500,000	-	-	-	-	500,000
Highway User Revenue Fund	152,500	-	-	-	-	152,500
Stormwater Fund	152,500	-	-	-	-	152,500
Quailwood & Fain Park Drainage Improvements	805,000	-	-	-	-	805,000
Robert Road Multi Module Improvements						
Streets Capital Improvement Fund	-	200,000	3,300,000	-	-	3,500,000
Robert Road Multi Module Improvements	-	200,000	3,300,000	-	-	3,500,000
Street Improvements						
General Fund Bond Proceeds	-	30,000,000	-	-	-	30,000,000
Street Improvements	-	30,000,000	-	-	-	30,000,000
Street Light Upgrade to LED						
Highway User Revenue Fund	100,000	100,000	100,000	-	-	300,000
Street Light Upgrade to LED	100,000	100,000	100,000	-	-	300,000
Roadway Projects Total	**17,631,910**	**33,290,000**	**19,580,000**	**300,000**	**300,000**	**71,101,910**

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Wastewater Projects						
2nd Street Manhole Project						
Wastewater Fund	-	100,000	-	-	-	100,000
2nd Street Manhole Project	-	100,000	-	-	-	100,000
Aeration System Controls & Efficiency Project						
Wastewater Fund	-	500,000	-	-	-	500,000
Aeration System Controls & Efficiency Project	-	500,000	-	-	-	500,000
Agua Fria Park Area Section II Sewer Upsizing						
Wastewater Capacity Fund	1,550,000	-	-	-	-	1,550,000
Agua Fria Park Area Section II Sewer Upsizing	1,550,000	-	-	-	-	1,550,000
Antelope/Highway 169 Lift Station						
Wastewater Capacity Fund	-	-	-	200,000	1,500,000	1,700,000
Antelope/Highway 169 Lift Station	-	-	-	200,000	1,500,000	1,700,000
Ranger Road Gravity Trunk Sewer						
Wastewater Capacity Fund	150,000	2,000,000	-	-	-	2,150,000
Ranger Road Gravity Trunk Sewer	150,000	2,000,000	-	-	-	2,150,000
Roundup Drive Gravity Sewer Main						
Wastewater Capacity Fund	-	-	-	-	4,000,000	4,000,000
Roundup Drive Gravity Sewer Main	-	-	-	-	4,000,000	4,000,000
State Route 69/Highway 169 Roundabout Sewer Line						
Wastewater Fund	500,000	-	-	-	-	500,000
Water Fund	1,000,000	-	-	-	-	1,000,000
State Route 69/Highway 169 Roundabout Sewer Line	1,500,000	-	-	-	-	1,500,000
Village Way Lift Station						
Wastewater Capacity Fund	3,000,000	-	-	-	-	3,000,000
Village Way Lift Station	3,000,000	-	-	-	-	3,000,000
Wastewater Collection Manhole Project						
Wastewater Fund	250,000	250,000	250,000	250,000	250,000	1,250,000
Wastewater Collection Manhole Project	250,000	250,000	250,000	250,000	250,000	1,250,000
Wastewater Treatment Plant Belt Press						
Wastewater Capacity Fund	-	2,000,000	-	-	-	2,000,000
Wastewater Treatment Plant Belt Press	-	2,000,000	-	-	-	2,000,000
Wastewater Treatment Plant Erosion Protection						
Wastewater Fund	150,000	1,750,000	-	-	-	1,900,000
Wastewater Treatment Plant Erosion Protection	150,000	1,750,000	-	-	-	1,900,000
Wastewater Treatment Plant Fine Screen Replacement						
Wastewater Fund	300,000	-	-	-	-	300,000
Wastewater Treatment Plant Fine Screen Replacement	300,000	-	-	-	-	300,000
Wastewater Treatment Plant Improvements Program						
Wastewater Fund	223,993	-	-	2,000,000	15,000,000	17,223,993
Wastewater Capacity Fund	223,993	-	-	2,000,000	15,000,000	17,223,993
Wastewater Treatment Plant Improvements Program	447,986	-	-	4,000,000	30,000,000	34,447,986
Wastewater Treatment Plant Lift Station Design						
Wastewater Fund	-	4,000,000	-	-	-	4,000,000
Wastewater Capacity Fund	-	3,000,000	-	-	-	3,000,000
Wastewater Treatment Plant Lift Station Design	-	7,000,000	-	-	-	7,000,000
Wastewater Treatment Plant PLC Replacement						
Wastewater Fund	150,000	-	-	-	-	150,000
Wastewater Treatment Plant PLC Replacement	150,000	-	-	-	-	150,000
Wastewater Projects Total	**7,497,986**	**13,600,000**	**250,000**	**4,450,000**	**35,750,000**	**61,547,986**

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Water Projects						
Big Chino Project						
Big Chino Fund	250,000	225,000	225,000	-	-	700,000
Big Chino Project	250,000	225,000	225,000	-	-	700,000
Dana Drive 16" Water Mainline						
Water Capacity Fund	-	250,000	500,000	500,000	500,000	1,750,000
Dana Drive 16" Water Mainline	-	250,000	500,000	500,000	500,000	1,750,000
Duplex Booster Station Upsizing						
Water Fund	100,000	2,375,000	-	-	-	2,475,000
Water Capacity Fund	100,000	2,375,000	-	-	-	2,475,000
Duplex Booster Station Upsizing	200,000	4,750,000	-	-	-	4,950,000
Fire Hydrant Additions Program						
Water Fund	150,000	150,000	150,000	150,000	150,000	750,000
Fire Hydrant Additions Program	150,000	150,000	150,000	150,000	150,000	750,000
Glassford Hill Road 16" Recharge Pipe						
Effluent Water Fund	1,500,000	-	-	-	-	1,500,000
Glassford Hill Road 16" Recharge Pipe	1,500,000	-	-	-	-	1,500,000
Glassford Hill Road/1st Street Pressure Relief Valve						
Water Fund	345,000	-	-	-	-	345,000
Glassford Hill Road/1st Street Pressure Relief Valve	345,000	-	-	-	-	345,000
Granville Booster Station Generator						
Water Fund	-	-	-	500,000	-	500,000
Granville Booster Station Generator	-	-	-	500,000	-	500,000
Huggins Well Building Improvements						
Water Fund	-	200,000	-	-	-	200,000
Huggins Well Building Improvements	-	200,000	-	-	-	200,000
Jasper New Wells						
Water Capacity Fund	-	500,000	1,500,000	-	2,000,000	4,000,000
Jasper New Wells	-	500,000	1,500,000	-	2,000,000	4,000,000
Little Pete Well Generator						
Water Fund	350,000	-	-	-	-	350,000
Little Pete Well Generator	350,000	-	-	-	-	350,000
Little Pete Well PFAS Remediation						
Water Fund	300,000	-	-	-	-	300,000
General Fund Bond Proceeds	-	10,000,000	-	-	-	10,000,000
Little Pete Well PFAS	300,000	10,000,000	-	-	-	10,300,000
Lower Water System Well						
Water Capacity Fund	-	1,500,000	-	-	-	1,500,000
Lower Water System Well	-	1,500,000	-	-	-	1,500,000
Medium Size Well Electrical Rehabilitation						
Water Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Medium Size Well Electrical Rehabilitation	200,000	200,000	200,000	200,000	200,000	1,000,000
Mingus West Storage Tank						
Water Capacity Fund	-	1,500,000	-	-	-	1,500,000
Mingus West Storage Tank	-	1,500,000	-	-	-	1,500,000
Mingus West Waterline Upsizing						
Water Fund	250,000	-	-	-	-	250,000
Mingus West Waterline Upsizing	250,000	-	-	-	-	250,000

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Mountain Valley SCADA Upgrades						
Water Resource/Recharge Fund	300,000	-	-	-	-	300,000
Mountain Valley SCADA Upgrades	300,000	-	-	-	-	300,000
North Wellfield Waterline Upsizing						
Water Capacity Fund	-	-	-	2,000,000	-	2,000,000
North Wellfield Waterline Upsizing	-	-	-	2,000,000	-	2,000,000
Old Black Canyon Water Transmission Main						
Water Fund	-	-	-	-	1,500,000	1,500,000
Water Capacity Fund	-	-	-	-	1,500,000	1,500,000
Old Black Canyon Water Transmission Main	-	-	-	-	3,000,000	3,000,000
Pineview/Sunset Lane Pressure Relief Valve						
Water Fund	-	345,000	-	-	-	345,000
Pineview/Sunset Lane Pressure Relief Valve	-	345,000	-	-	-	345,000
Quailwood Wells PFAS Remediation						
General Fund Bond Proceeds	8,000,000	-	-	-	-	8,000,000
Quailwood Wells PFAS	8,000,000	-	-	-	-	8,000,000
Rainwater Harvesting						
Grant Fund	714,274	-	-	-	-	714,274
Rainwater Harvesting	714,274	-	-	-	-	714,274
Recharge Injection Well						
Water Resource/Recharge Fund	-	6,000,000	-	-	-	6,000,000
Grant Fund	2,100,000	-	-	-	-	2,100,000
Recharge Injection Well	2,100,000	6,000,000	-	-	-	8,100,000
State Route 69/Windsong Waterline Replacement						
Water Fund	500,000	-	-	-	-	500,000
State Route 69/Windsong Waterline Replacement	500,000	-	-	-	-	500,000
Storage Tank Security Cameras Program						
Water Fund	125,000	125,000	125,000	125,000	125,000	625,000
Storage Tank Security Cameras	125,000	125,000	125,000	125,000	125,000	625,000
Summit 18" Waterline						
Water Capacity Fund	2,000,000	-	-	-	-	2,000,000
Summit 18" Waterline	2,000,000	-	-	-	-	2,000,000
Tank Upsizing Cost Participation						
Water Fund	130,000	3,250,000	-	-	-	3,380,000
Water Capacity Fund	70,000	1,750,000	-	-	-	1,820,000
Tank Upsizing Cost Participation	200,000	5,000,000	-	-	-	5,200,000
Transmission Mains						
Water Capacity Fund	-	1,250,000	-	-	-	1,250,000
Transmission Mains	-	1,250,000	-	-	-	1,250,000

5-YEAR CAPITAL IMPROVEMENT PLAN

Project	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Viewpoint Well II						
Water Capacity Fund	-	350,000	-	-	-	350,000
Viewpoint Well II	-	350,000	-	-	-	350,000
Water Fill Station						
Water Fund	300,000	300,000	-	-	-	600,000
Water Fill Station	300,000	300,000	-	-	-	600,000
Water Tank Rehabilitation						
Water Fund	500,000	-	600,000	-	700,000	1,800,000
Water Tank Rehabilitation	500,000	-	600,000	-	700,000	1,800,000
Well & Tank System Improvements Program						
Water Capacity Fund	-	3,000,000	-	-	3,000,000	6,000,000
Well & Tank System Improvements Program	-	3,000,000	-	-	3,000,000	6,000,000
Well Data Reporting Project						
Water Fund	125,000	125,000	125,000	-	-	375,000
Well Data Reporting Project	125,000	125,000	125,000	-	-	375,000
Water Projects Total	**18,409,274**	**35,770,000**	**3,425,000**	**3,475,000**	**9,675,000**	**70,754,274**
Grand Total	**82,001,729**	**98,300,000**	**71,040,000**	**19,675,000**	**55,675,000**	**326,691,729**

FACILITIES PROJECTS

ENERGY AUDIT

Council Strategic Plan

High-Performing Team
Prosperous Community



Description

A townwide Energy Audit began in fiscal year 22-23 with an emphasis on the Town's facilities and infrastructure to identify cost savings and efficiency opportunities. Fiscal year 24-25 will focus on finishing the installation of electrical switchgear, and identification of other energy efficient improvements.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
General Fund	2,048,177	1,089,680	21,750,000	24,887,857
Grant Fund	-	1,632,815	-	1,632,815
Project Totals	2,048,177	2,722,495	21,750,000	26,520,672

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Decrease in utility costs	(108,498)	(622,716)	-
Decrease in maintenance and operation costs	(147,475)	(1,165,970)	-
Total Estimated Operating Impact	(255,973)	(1,788,686)	-

PUBLIC WORKS AND UTILITIES OPERATIONS CENTER

Council Strategic Plan

High-Performing Team
Prosperous Community



Description

The current Long Mesa 4-acre operations site, which accommodates Parks, Fleet, Streets, Stormwater, and Utilities operations, is significantly undersized to meet the needs of the expanding Town, its staff, and operations. The initial phase of this project entails exploring potential land acquisition and beginning the process of purchasing the land to address this issue.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Capital Project Growth Fund	-	700,000	34,500,000	35,200,000
Project Totals	-	700,000	34,500,000	35,200,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Will be determined when construction complete	-	-	-
Total Estimated Operating Impact	-	-	-

YMCA FACILITY AND OFFSITE IMPROVEMENTS

Council Strategic Plan

High-Performing Team
Prosperous Community
Quality of Life



Description

The Town of Prescott Valley has been working with the YMCA in an effort to create a Prescott Valley YMCA facility. Cost estimates are preliminary and it would be necessary for the Town to issue a bond to construct the facility. The project includes construction of Main Street Extension access road, which will run from Lakeshore Drive to the YMCA.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
General Fund Bond Proceeds	-	22,000,000	-	22,000,000
General Fund	-	7,000,000	-	7,000,000
Capital Growth Fund	-	2,500,000	-	2,500,000
Project Totals	-	31,500,000	-	31,500,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Will be determined when construction complete	-	-	-
Total Estimated Operating Impact	-	-	-

PARKS AND OPEN SPACE PROJECTS

ANTELOPE PARK IMPROVEMENTS

Council Strategic Plan

Quality of Life
Prosperous Community



Description

This in an ongoing project to improve the Antelope Park facility. For fiscal year 2024-25, the playground equipment will be replaced as well install rubberized ground surfacing to provide an enhanced safety-surface. This additional improvement to this park support the many amenities that have been added in recent years.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
General Fund	-	100,000	-	600,000
Grant Fund	443,462	500,000	-	943,462
Impact Fee Fund	1,679,250	-	-	1,679,250
Project Totals	2,122,712	600,000	-	3,222,712

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Equipment maintainence and replacement	5,000	25,000	-
Total Estimated Operating Impact	5,000	25,000	-

PRONGHORN PARK SPORTSFIELD LIGHTING

Council Strategic Plan

Quality of Life
Prosperous Community



Description

The scope of this project is to install LED sports field lighting and associated electrical upgrades at Pronghorn Park.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
General Fund	-	20,000	-	20,000
Grant Fund	-	660,000	-	660,000
Project Totals	-	680,000	-	680,000

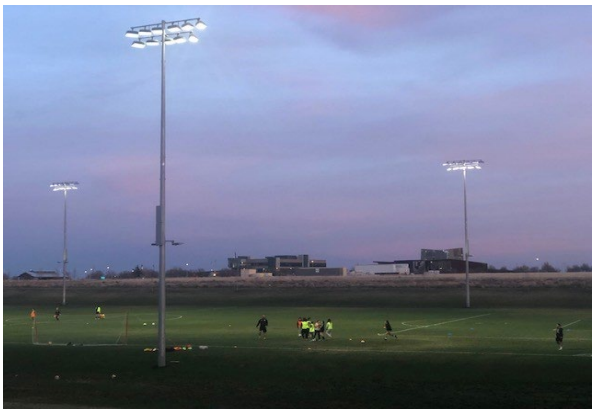
Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase in energy costs due to installation of new lights	1,000	-	-
Total Estimated Operating Impact	1,000	-	-

QUAILWOOD SPORTSFIELD LIGHTING

Council Strategic Plan

Quality of Life
Prosperous Community





Description

This lighting project entails the installation of a three-phase 480-volt electrical service at Quailwood Park, alongside a state-of-the-art LED sports lighting system. The setup will encompass six poles and fixture sets strategically engineered and positioned around the athletic fields to meet the prescribed standards for recreational activities. Furthermore, enhancements will involve laying electrical conduit, wiring, and lighting controls within a trench encircling the baseball and multi-use fields. The system's LED technology will not only enhance efficiency but also mitigate light pollution.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
General Fund	-	555,000	-	555,000
Project Totals	-	555,000	-	555,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase in energy costs due to installation of new lights	1,000	-	-
Total Estimated Operating Impact	1,000	-	-

ROADWAY PROJECTS

CATTLETRACK PHASE II SIDEWALK EXTENSION

Council Strategic Plan

Quality of Life
Prosperous Community



Description

Phase I of the Cattletrack Drive sidewalk project, extending from Coyote Springs Elementary School to Yucca Drive, was successfully finished in fiscal year 2021. Phase II will involve the continuation of a 5-foot wide sidewalk along the eastern side of Cattletrack Drive, starting from Yucca Drive South to Roundup, then westward to connect with the Viewpoint Drive sidewalk. This phase encompasses both the design and construction aspects of the project.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Grant Fund	-	800,000	-	800,000
Highway User Revenue Fund	683,326	675,000	-	1,358,326
Stormwater Fund	-	25,000	-	25,000
Project Totals	683,326	1,500,000	-	2,183,326

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase for upkeep of sidewalk	-	7,500	-
Total Estimated Operating Impact	-	7,500	-

GLASSFORD HILL ROAD EXPANSION

Council Strategic Plan

Quality of Life
Prosperous Community



Description

The project entails construction enhancements to incorporate an additional northbound and southbound third lane roadway segment, complete with curb and gutter, sidewalk, drainage improvements, and paved shoulders. The limits of this project along Glassford Hill Road are from Long Look Drive to State Route 89A.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Effluent Water Fund	19,120	-	-	19,120
Impact Fee Fund	208,781	1,362,619	-	1,571,400
Capital Project Growth Fund	-	11,971,789	-	11,971,789
Project Totals	227,901	13,334,408	-	13,562,309

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase for upkeep of new asphalt sections	-	350,000	-
Increase for upkeep of striping	5,000	-	-
Increase for upkeep of new sidewalk sections	-	7,500	-
Total Estimated Operating Impact	5,000	357,500	-

LAKE VALLEY MILL & FILL

Council Strategic Plan

Quality of Life
Prosperous Community



Description

This project involves a 3" Mill & Fill operation from Florentine Road to State Route 69. The current pavement has suffered deterioration primarily because of existing drainage issues, leading to rutting in certain areas and posing potential safety risks. This project serves as an interim solution until additional funding is secured to address the drainage problems and undertake a full roadway reconstruction.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Highway User Revenue Fund	-	630,000	-	630,000
Project Totals	-	630,000	-	630,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
No Changes Expected For This Phase	-	-	-
Total Estimated Operating Impact	-	-	-

QUAILWOOD & FAIN PARK DRAINAGE IMPROVEMENTS

Council Strategic Plan

Quality of Life



Description

This project is a component of the comprehensive Master Drainage Plan Improvements. During FY24, funds were allocated to engage a drainage design consultant to assess the drainage issues at both Quailwood and the slope leading down to Fain Park, and to develop a design to mitigate these issues. The upcoming project will focus on construction of the recommended drainage maintenance improvements as outlined in the design.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
General Fund	34,245	500,000	-	534,245
Highway User Revenue Fund	-	152,500	-	152,500
Stormwater Fund	-	152,500	-	152,500
Project Totals	34,245	805,000	-	839,245

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase for maintenance costs	-	5,000	-
Total Estimated Operating Impact	-	5,000	-

WASTEWATER PROJECTS

AGUA FRIA PARK AREA SECTION II SEWER UPSIZING

Council Strategic Plan

Water and Land Stewardship
Quality of Life



Description

Install approximately 7,600 feet of 18-inch trunk sewer main within Section II, which encompasses the future Agua Fria Park area. This initiative aims to enhance the system's capacity to accommodate the growth demands of Prescott Valley, mitigating potential spills or overflows.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Wastewater Capacity Fund	135,278	1,550,000	-	1,685,278
Project Totals	135,278	1,550,000	-	1,685,278

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase for sewer maintenance cost	3,000	-	-
Total Estimated Operating Impact	3,000	-	-

STATE ROUTE 69/HIGHWAY 169 ROUNDABOUT SEWER LINE

Council Strategic Plan

Water and Land Stewardship



Description

The Arizona Department of Transportation (ADOT) mandates this project, coinciding with their construction of a roundabout at the intersection of State Route 69 and State Route 169. Our task involves installing casing pipes to accommodate future sewer lines. Design preparations were completed during the fiscal year 2023-24, with construction slated to commence in fiscal year 2024-25.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Wastewater Fund	-	500,000	-	500,000
Water Fund	13,460	1,000,000	-	1,013,460
Project Totals	13,460	1,500,000	-	1,513,460

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
No changes expected	-	-	-
Total Estimated Operating Impact	-	-	-

VILLAGE WAY LIFT STATION

Council Strategic Plan

Water and Land Stewardship
Prosperous Community



Description

This project is for the installation of a new lift station in close proximity to State Route 69 and State Route 169, intended to facilitate and enhance sanitary sewer services for the southernmost areas of Prescott Valley. By doing so, we intend to stimulate development along this corridor, while also redirecting wastewater to the Town's treatment facility and recharge systems.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Wastewater Capacity Fund	951,618	3,000,000	-	3,951,618
Project Totals	951,618	3,000,000	-	3,951,618

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase for sewer maintenance cost	55,000	-	-
Total Estimated Operating Impact	55,000	-	-

WATER PROJECTS

GLASSFORD HILL ROAD 16" RECHARGE PIPE

Council Strategic Plan

Quality of Life
Water and Land Stewardship



Description

This project is for the installation of a 16-inch recharge waterline to establish the final connection between Panther Path and Tuscany Lane. This initiative is integral to the ongoing Glassford Road Expansion project being managed by the Public Works Department. The implementation of this project will complement the construction efforts within Public Works' project scope.



Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Effluent Water Fund	-	1,500,000	-	1,500,000
Project Totals	-	1,500,000	-	1,500,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Waterline maintenance increase	10,000	-	-
Total Estimated Operating Impact	10,000	-	-

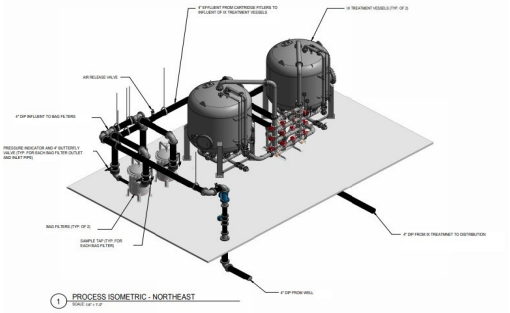
QUAILWOOD WELLS PFAS REMEDIATION

Council Strategic Plan

Quality of Life
Water and Land Stewardship

Description

The Environmental Protection Agency (EPA) is set to unveil the new maximum contaminant level (MCL) for PFAS during the first half of 2024. Recent tests have confirmed the presence of per-and polyfluoroalkyl substances (PFAS) in Quailwood Wells two, three, and four, all of which exceed the current MCL. To ensure compliance with EPA Safe Drinking Water Act standards and meet water demands, installation of PFAS treatment systems will be necessary at all four affected well sites.



Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Water Fund - Bond Proceeds	-	8,000,000	-	8,000,000
Project Totals	-	8,000,000	-	8,000,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Undetermined at this time	-	-	-
Total Estimated Operating Impact	-	-	-

RAINWATER HARVESTING

Council Strategic Plan

Quality of Life
Water and Land Stewardship



Description

This initiative represents a collaboration with the Yavapai Prescott Indian Tribe and is to establish stormwater recharge systems for municipal and tribal-owned structures. These systems channel stormwater through French drains and wet wells, replenishing groundwater reserves. There are 5 Town buildings currently identified for implementation of these systems.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Grant Fund	-	714,274	-	714,274
Project Totals	-	714,274	-	714,274

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
No changes expected	-	-	-
Total Estimated Operating Impact	-	-	-

RECHARGE INJECTION WELL

Council Strategic Plan

Quality of Life
Water and Land Stewardship



Description

This project is to equip the recharge injection well and install a PFAS removal treatment system. Effluent water will be directly injected into the aquifer to allow the Town to obtain recharge credits.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Grant Fund	-	2,100,000	-	2,100,000
Water Resource/Recharge Fund	1,004,268	-	6,000,000	7,004,268
Project Totals	1,004,268	2,100,000	6,000,000	9,104,268

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase for electricity cost	150,000	-	-
Increase for well maintenance cost	75,000	-	-
Total Estimated Operating Impact	225,000	-	-

STATE ROUTE 69/WINDSONG WATERLINE REPLACEMENT

Council Strategic Plan

Water and Land Stewardship



Description

This project is to optimize water circulation by rerouting and creating a continuous loop to enhance flow and operational efficiency. This project is the construction phase only and will necessitate coordination with Arizona Department of Transportation.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Water Fund	-	500,000	-	500,000
Project Totals	-	500,000	-	500,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Decrease for waterline repair cost	(20,000)	-	-
Total Estimated Operating Impact	(20,000)	-	-

SUMMIT TANK WATERLINE

Council Strategic Plan

Water and Land Stewardship



Description

This project is for the purchase and installation of an 18" waterline which will run from the tank farm to Summit Tanks I and II. This will provide operational flexibility, as well as a backup waterline to older asbestos concrete pipe.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Water Capacity Fund	73,117	2,000,000	-	2,073,117
Project Totals	73,117	2,000,000	-	2,073,117

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
Increase for water lines maintenance cost	10,000	-	-
Total Estimated Operating Impact	10,000	-	-

WATER TANK REHABILITATION

Council Strategic Plan

Quality of Life
Water and Land Stewardship



Description

This ongoing maintenance program aims to prolong the lifespan of our water tanks. In fiscal year 2024-25, the interior of the tank will undergo recoating. Such maintenance is essential every 10-20 years to ensure optimal performance and longevity.

Funding Source	Prior Years Actual	FY 2024-25 Budget	Future Budget	Total Project Budget
Water Fund	-	500,000	1,300,000	1,800,000
Project Totals	-	500,000	1,300,000	1,800,000

Estimated Operating Impact	Annual	Every 5 Years	Every 10 Years
No Changes Expected	-	-	-
Total Estimated Operating Impact	-	-	-

PRESCOTT VALLEY

PERSONNEL


PRESCOTT VALLEY

PERSONNEL SCHEDULE AND SALARY RANGES

Department/Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Pay Grade	Range Minimum	Range Maximum
Council							
Mayor	1.00	1.00	1.00	1.00	-	-	-
Vice Mayor	1.00	1.00	1.00	1.00	-	-	-
Council Members	5.00	5.00	5.00	5.00	-	-	-
Total	**7.00**	**7.00**	**7.00**	**7.00**			
Community Services							
Community Services Director	1.00	1.00	1.00	1.00	U	131,539.20	197,308.80
Deputy Community Services Director	1.00	1.00	1.00	1.00	T	119,579.20	179,379.20
Library Manager	1.00	2.00	2.00	2.00	N	77,542.40	108,555.20
Parks Manager	1.00	1.00	1.00	1.00	N	77,542.40	108,555.20
Recreation Manager	1.00	1.00	1.00	1.00	N	77,542.40	108,555.20
Administrative Services Manager	-	1.00	1.00	1.00	L	67,745.60	94,848.00
Parks Supervisor	-	2.00	2.00	2.00	L	67,745.60	94,848.00
Arts & Culture Coordinator	-	1.00	1.00	1.00	K	63,294.40	88,608.00
Circulation Supervisor	1.00	1.00	1.00	1.00	K	63,294.40	88,608.00
Librarian	5.00	6.00	6.00	6.00	K	63,294.40	88,608.00
Marketing Specialist	-	1.00	1.00	1.00	K	63,294.40	88,608.00
Recreation Supervisor	-	3.00	3.00	3.00	K	63,294.40	88,608.00
Outdoor Programming Specialist	-	-	-	1.00	K	63,294.40	88,608.00
Volunteer Coordinator	-	1.00	1.00	1.00	I	55,286.40	77,396.80
Administrative Specialist II	-	1.00	3.60	3.60	H	51,667.20	72,342.40
Parks Maintenance Specialist	-	-	3.00	3.00	H	51,667.20	72,342.40
Library Assistant III	-	1.00	1.00	2.00	G	48,297.60	67,620.80
Administrative Specialist I	-	2.40	-	-	F	45,136.00	63,190.40
Library Assistant II	1.00	7.40	7.40	7.40	F	45,136.00	63,190.40
Library Assistant I	7.20	4.11	2.81	2.81	E	42,182.40	59,051.20
Parks Maintenance Technician	-	13.00	10.00	11.00	E	42,182.40	59,051.20
Security Guard	1.00	1.00	1.00	1.00	E	42,182.40	59,051.20
Intern	-	1.00	0.77	0.77	-	-	-
Pool Seasonal Staff	6.12	7.14	7.14	7.45		*See Seasonal Ranges*	
Recreation Seasonal Staff	0.91	2.16	2.16	2.16		*See Seasonal Ranges*	
Administrative Supervisor	1.00	-	-	-	-	-	-
Administrative Support I	2.40	-	-	-	-	-	-
Administrative Support II	1.00	-	-	-	-	-	-
Library Aide	4.31	-	-	-	-	-	-
Maintenance Worker I	8.00	-	-	-	-	-	-
Maintenance Worker II	2.00	-	-	-	-	-	-
Maintenance Worker III	3.00	-	-	-	-	-	-
Recreation Coordinator	6.00	-	-	-	-	-	-
Total	**54.94**	**62.21**	**60.88**	**64.19**			

PERSONNEL SCHEDULE AND SALARY RANGES

Department/Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Pay Grade	Range Minimum	Range Maximum
Development Services							
Development Services Director	-	1.00	1.00	1.00	U	131,539.20	197,308.80
Deputy Development Services Director	1.00	1.00	1.00	1.00	T	119,579.20	179,379.20
Chief Building Official	1.00	1.00	1.00	1.00	R	107,411.20	150,384.00
Principal Civil Engineer	-	1.00	-	-	R	107,411.20	150,384.00
Senior Engineer	-	-	1.00	1.00	R	107,411.20	150,384.00
Principal Planner	-	-	1.00	1.00	O	82,971.20	116,168.00
Senior Plans Examiner	1.00	1.00	1.00	1.00	N	77,542.40	108,555.20
Planner II	-	-	1.00	1.00	N	77,542.40	108,555.20
Planner I	-	-	1.00	1.00	M	72,467.20	101,462.40
Planner	1.00	2.00	-	-	M	72,467.20	101,462.40
Administrative Services Manager	-	1.00	-	-	L	67,745.60	94,848.00
Plans Examiner	2.00	2.00	2.00	2.00	L	67,745.60	94,848.00
Senior Building Inspector	1.00	1.00	1.00	1.00	L	67,745.60	94,848.00
Construction Inspector	1.00	1.00	1.00	1.00	J	59,155.20	82,825.60
Building Inspector	5.00	5.00	5.00	5.00	J	59,155.20	82,825.60
Permit Technician	3.00	3.00	-	-	H	51,667.20	72,342.40
Planning Technician	-	1.00	2.00	3.00	H	51,667.20	72,342.40
Administrative Specialist II	-	-	2.00	2.00	H	51,667.20	72,342.40
Administrative Specialist I	-	2.00	-	-	F	45,136.00	63,190.40
Administrative Support II	2.00	-	-	-	-	-	-
Code Enforcement Officer	2.00	-	-	-	-	-	-
Code Enforcement Supervisor	1.00	-	-	-	-	-	-
Development Services Supervisor	1.00	-	-	-	-	-	-
Engineering Manager	1.00	-	-	-	-	-	-
Total	**23.00**	**23.00**	**21.00**	**22.00**			
Finance							
Finance Director	1.00	1.00	1.00	1.00	U	131,539.20	197,308.80
Deputy Finance Director	1.00	1.00	1.00	1.00	T	119,579.20	179,379.20
Procurement Manager	-	1.00	1.00	1.00	Q	97,656.00	136,718.40
Accounting Manager	1.00	1.00	1.00	1.00	N	77,542.40	108,555.20
Grants Coordinator	-	1.00	-	-	N	77,542.40	108,555.20
Accountant	1.00	1.00	-	1.00	L	67,745.60	94,848.00
Budget Analyst	-	-	-	1.00	L	67,745.60	94,848.00
Finance Office Administrator	-	-	1.00	1.00	L	67,745.60	94,848.00
Accounting Specialist	-	1.00	1.00	-	K	63,294.40	88,608.00
Procurement Specialist	1.00	1.00	1.00	1.00	J	59,155.20	82,825.60
Administrative Specialist II	-	1.00	-	-	H	51,667.20	72,342.40
Payroll Technician	-	1.00	1.00	1.00	H	51,667.20	72,342.40
Accounting Technician	-	2.00	2.00	2.00	F	45,136.00	63,190.40
Administrative Technician	-	0.63	-	0.63	E	42,182.40	59,051.20
Accounting Technician I	2.00	-	-	-	-	-	-
Administrative Supervisor	1.00	-	-	-	-	-	-
Administrative Support I	0.63	-	-	-	-	-	-
Customer Accounts Manager	1.00	-	-	-	-	-	-
Customer Accounts Representative I	5.00	-	-	-	-	-	-
Customer Accounts Representative II	1.00	-	-	-	-	-	-
Payroll Specialist	1.00	-	-	-	-	-	-
Senior Accountant	1.00	-	-	-	-	-	-
Total	**17.63**	**12.63**	**10.00**	**11.63**			

PERSONNEL SCHEDULE AND SALARY RANGES

Department/Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Pay Grade	Range Minimum	Range Maximum
Human Resources							
Human Resources Director	1.00	1.00	-	1.00	U	131,539.20	197,308.80
Human Resources Manager	1.00	-	1.00	1.00	N	77,542.40	108,555.20
Human Resources Senior Advisor	-	1.00	-	-	N	77,542.40	108,555.20
Risk/Safety Coordinator	-	1.00	1.00	1.00	N	77,542.40	108,555.20
Human Resources Advisor	-	2.00	2.00	2.00	K	63,294.40	88,608.00
Administrative Specialist II	-	1.00	1.00	1.00	H	51,667.20	72,342.40
Human Resources Technician	3.00	-	-	-	-	-	-
Total	**5.00**	**6.00**	**5.00**	**6.00**			
Information Technology							
Information Technology Director	1.00	1.00	1.00	1.00	U	131,539.20	197,308.80
Deputy IT Director	1.00	1.00	1.00	1.00	T	119,579.20	179,379.20
Network Analyst	-	1.00	1.00	1.00	O	82,971.20	116,168.00
Systems Analyst	-	1.00	1.00	1.00	O	82,971.20	116,168.00
GIS Specialist	-	-	-	1.00	L	67,745.60	94,848.00
IT Specialist	-	1.00	1.00	1.00	K	63,294.40	88,608.00
GIS Technician	1.00	1.00	1.00	0.50	J	59,155.20	82,825.60
IT Technician	-	2.00	2.00	2.00	I	55,286.40	77,396.80
Administrative Specialist II	-	-	0.63	0.63	H	51,667.20	72,342.40
Administrative Specialist I	-	0.50	-	-	F	45,136.00	63,190.40
IT Support Specialist	1.00	-	-	-	-	-	-
IT/GIS Support Technician	1.00	-	-	-	-	-	-
Network Administrator	1.00	-	-	-	-	-	-
Technology Integration Specialist	1.00	-	-	-	-	-	-
Total	**7.00**	**8.50**	**8.63**	**9.13**			
Legal							
Town Attorney	1.00	1.00	1.00	1.00	V	144,705.60	217,068.80
Deputy Town Attorney	1.00	1.00	1.00	1.00	T	119,579.20	179,379.20
Prosecutor	1.00	1.00	1.00	1.00	S	118,164.80	165,422.40
Assistant Town Attorney	-	-	-	1.00	O	82,971.20	116,168.00
Paralegal	-	1.00	1.00	1.00	I	55,286.40	77,396.80
Legal Assistant	1.00	1.00	1.00	1.00	F	45,136.00	63,190.40
Total	**4.00**	**5.00**	**5.00**	**6.00**			
Magistrate Court							
Magistrate	1.00	1.00	1.00	1.00		*See Legislative Range*	
Court Manager	1.00	1.00	1.00	1.00	M	72,467.20	101,462.40
Chief Court Clerk	1.00	1.00	1.00	1.00	G	48,297.60	67,620.80
Lead Deputy Court Clerk	-	1.00	1.00	1.00	G	48,297.60	67,620.80
Court Security Guard	-	-	-	0.50	E	42,182.40	59,051.20
Deputy Court Clerk	-	4.70	4.70	4.70	F	45,136.00	63,190.40
Deputy Court Clerk I	4.70	-	-	-	-	-	-
Deputy Court Clerk II	1.00	-	-	-	-	-	-
Total	**8.70**	**8.70**	**8.70**	**9.20**			

PERSONNEL SCHEDULE AND SALARY RANGES

Department/Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Pay Grade	Range Minimum	Range Maximum
Neighborhood Services							
Neighborhood Services Director	-	1.00	1.00	1.00	U	131,539.20	197,308.80
Deputy Neighborhood Services Director	-	-	-	1.00	T	119,579.20	179,379.20
Grants Coordinator	-	-	-	1.00	N	77,542.40	108,555.20
Codes Supervisor	-	1.00	1.00	1.00	L	67,745.60	94,848.00
Animal Services Supervisor	-	1.00	-	-	K	63,294.40	88,608.00
Codes Specialist	-	2.00	2.00	2.00	I	55,286.40	77,396.80
Administrative Specialist II	-	-	1.00	1.00	H	51,667.20	72,342.40
Animal Services Specialist	-	2.00	-	-	G	48,297.60	67,620.80
Administrative Specialist I	-	1.00	-	-	F	45,136.00	63,190.40
Total	**-**	**8.00**	**5.00**	**7.00**			
Police							
Police Chief	1.00	1.00	1.00	1.00	V	144,705.60	217,068.80
Assistant Police Chief	-	2.00	2.00	2.00	T	119,579.20	179,379.20
Police Lieutenant	4.00	4.00	4.00	4.00	R	107,411.20	150,384.00
Evidence Supervisor	1.00	1.00	1.00	1.00	L	67,745.60	94,848.00
Administrative Services Manager	-	1.00	1.00	1.00	L	67,745.60	94,848.00
Animal Services Supervisor	-	-	1.00	1.00	K	63,294.40	88,608.00
Police Records Supervisor	1.00	1.00	1.00	1.00	K	63,294.40	88,608.00
Community Services Supervisor	-	1.00	-	-	K	63,294.40	88,608.00
Police Services Supervisor	-	-	1.00	1.00	K	63,294.40	88,608.00
Digital Forensic Technician	-	1.00	1.00	1.00	J	59,155.20	82,825.60
Police Services Specialist	-	2.00	2.00	2.00	H	51,667.20	72,342.40
Evidence & Crime Scene Technician	-	2.00	2.00	2.00	H	51,667.20	72,342.40
Administrative Specialist II	-	3.00	3.00	3.00	H	51,667.20	72,342.40
Animal Services Officer	-	-	2.00	2.00	G	48,297.60	67,620.80
Victim Services Liaison	-	2.00	2.00	2.00	G	48,297.60	67,620.80
Community Services Specialist	-	4.50	4.50	4.50	G	48,297.60	67,620.80
Animal Services Assistant	-	-	-	0.50	F	45,136.00	63,190.40
Police Records Specialist	-	4.00	4.00	4.00	F	45,136.00	63,190.40
Police Officer	63.00	68.00	65.00	69.00		*See Step Plan*	
Police Sergeant	12.00	12.00	13.00	12.00		*See Step Plan*	
Administrative Support II	2.00	-	-	-	-	-	-
Animal Control Officer	2.00	-	-	-	-	-	-
Animal Control Supervisor	1.00	-	-	-	-	-	-
Assistant to the Chief	1.00	-	-	-	-	-	-
Body Worn Camera Program Manager	1.00	-	-	-	-	-	-
Evidence Technician	2.00	-	-	-	-	-	-
Police Commander	2.00	-	-	-	-	-	-
Police Records Technician	4.00	-	-	-	-	-	-
Support Services Specialist	7.50	-	-	-	-	-	-
Support Services Supervisor	1.00	-	-	-	-	-	-
Total	**105.50**	**109.50**	**110.50**	**114.00**			

PERSONNEL SCHEDULE AND SALARY RANGES

Department/Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Pay Grade	Range Minimum	Range Maximum
Public Works							
Public Works Director	1.00	1.00	1.00	1.00	U	131,539.20	197,308.80
Deputy Public Works Director	1.00	1.00	1.00	1.00	T	119,579.20	179,379.20
Town Engineer	-	1.00	1.00	1.00	T	119,579.20	179,379.20
CIP Project Manager	-	1.00	1.00	1.00	Q	97,656.00	136,718.40
Engineer (PE)	-	1.00	-	1.00	Q	97,656.00	136,718.40
Traffic Engineer	-	1.00	1.00	1.00	Q	97,656.00	136,718.40
Contracts Administrator	-	1.00	-	-	N	77,542.40	108,555.20
Streets & Stormwater Manager	-	1.00	1.00	1.00	N	77,542.40	108,555.20
Transit Administrator	-	1.00	1.00	1.00	N	77,542.40	108,555.20
Facilities Manager	-	-	1.00	1.00	N	77,542.40	108,555.20
Stormwater Coordinator	-	-	1.00	-	N	77,542.40	108,555.20
Administrative Services Manager (Split)	-	0.75	0.75	1.00	L	67,745.60	94,848.00
Facilities Supervisor	-	1.00	-	-	L	67,745.60	94,848.00
Fleet Supervisor	-	1.00	1.00	1.00	L	67,745.60	94,848.00
Construction Inspector	1.00	1.00	1.00	1.00	K	63,294.40	88,608.00
Crew Leader	-	2.00	2.00	2.00	J	59,155.20	82,825.60
Fleet Specialist	-	2.00	2.00	2.00	I	55,286.40	77,396.80
Administrative Specialist II (Split)	-	0.60	1.60	2.00	H	51,667.20	72,342.40
Facilities Maintenance Specialist	-	1.00	1.00	1.00	H	51,667.20	72,342.40
Fleet Technician	-	-	-	1.00	H	51,667.20	72,342.40
Signal Technician	-	-	-	1.00	H	51,667.20	72,342.40
Streets & Stormwater Specialist	-	3.00	2.00	4.00	G	48,297.60	67,620.80
Administrative Specialist I	-	1.00	-	-	F	45,136.00	63,190.40
Facilities Maintenance Technician	-	2.00	2.00	2.00	F	45,136.00	63,190.40
Custodial Specialist	-	1.00	1.00	1.00	E	42,182.40	59,051.20
Streets & Stormwater Technician	-	8.00	7.00	7.00	E	42,182.40	59,051.20
Custodial Technician	-	3.00	3.00	3.00	D	40,164.80	56,222.40
Administrative Supervisor (Split)	0.75	-	-	-	-	-	-
Administrative Support II (Split)	1.60	-	-	-	-	-	-
Capital Projects Manager	1.00	-	-	-	-	-	-
Contract Manager	1.00	-	-	-	-	-	-
Engineer	1.00	-	-	-	-	-	-
Facilities Manager	1.00	-	-	-	-	-	-
Fleet Service Supervisor	1.00	-	-	-	-	-	-
Maintenance Worker I	9.00	-	-	-	-	-	-
Maintenance Worker II	3.00	-	-	-	-	-	-
Maintenance Worker III	3.00	-	-	-	-	-	-
Streets Manager	1.00	-	-	-	-	-	-
Transit Development Coordinator	1.00	-	-	-	-	-	-
Total	**27.35**	**36.35**	**33.35**	**38.00**			
Stormwater							
Stormwater Coordinator	-	-	-	1.00	N	77,542.40	108,555.20
Stormwater Crew Lead	-	-	-	1.00	J	59,155.20	82,825.60
Stormwater Specialist	-	-	-	1.00	H	51,667.20	72,342.40
Stormwater Technician	-	-	-	1.00	E	42,182.40	59,051.20
Total	**-**	**-**	**-**	**4.00**			

PERSONNEL SCHEDULE AND SALARY RANGES

Department/Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Pay Grade	Range Minimum	Range Maximum
Town Clerk							
Town Clerk	1.00	1.00	1.00	1.00		*See Legislative Range*	
Deputy Town Clerk	1.00	1.00	1.00	1.00	L	67,745.60	94,848.00
Records Management Specialist	-	1.00	1.00	1.00	H	51,667.20	72,342.40
Administrative Specialist II	-	-	1.00	1.00	H	51,667.20	72,342.40
Administrative Specialist I	-	1.00	-	-	F	45,136.00	63,190.40
Administrative Support I	1.00	-	-	-	-	-	-
Records Management Technician	1.00	-	-	-	-	-	-
Total	**4.00**	**4.00**	**4.00**	**4.00**			
Town Manager's Office							
Town Manager	1.00	1.00	1.00	1.00		*See Contractual Range*	
Deputy Town Manager	1.00	1.00	1.00	1.00	V	144,705.60	217,068.80
Chief Communications Officer	-	-	1.00	1.00	T	119,579.20	179,379.20
Economic Development Administrator	-	1.00	1.00	1.00	S	118,164.80	165,422.40
Assistant to the Town Manager	1.00	1.00	1.00	1.00	P	88,774.40	124,280.00
Communications Manager	1.00	1.00	-	-	P	88,774.40	124,280.00
Emergency Manager	-	-	-	1.00	N	77,542.40	108,555.20
Executive Assistant to Town Manager	-	1.00	1.00	1.00	M	72,467.20	101,462.40
Economic Development Specialist	-	1.00	1.00	1.00	M	72,467.20	101,462.40
Digital Media & Brand Manager	-	-	1.00	1.00	L	67,745.60	94,848.00
Media Production Coordinator	1.00	1.00	1.00	1.00	L	67,745.60	94,848.00
Communications Specialist	-	2.00	1.00	1.00	K	63,294.40	88,608.00
Media Production Specialist	1.00	1.00	1.00	1.00	K	63,294.40	88,608.00
Graphic Artist	-	-	-	1.00	K	63,294.40	88,608.00
Administrative Specialist II	-	-	1.00	1.00	H	51,667.20	72,342.40
Administrative Specialist I	-	1.00	-	-	F	45,136.00	63,190.40
Intern	-	1.00	0.50	1.00	-	-	-
Administrative Specialist	1.00	-	-	-	-	-	-
Community Relations Assistant	1.00	-	-	-	-	-	-
Executive Assistant	1.00	-	-	-	-	-	-
Website Administrator	1.00	-	-	-	-	-	-
Total	**10.00**	**13.00**	**12.50**	**15.00**			

PERSONNEL SCHEDULE AND SALARY RANGES

Department/Position	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	Pay Grade	Range Minimum	Range Maximum
Utilities							
Utilities Director	1.00	1.00	1.00	1.00	U	131,539.20	197,308.80
Deputy Utilities Director	1.00	1.00	1.00	1.00	T	119,579.20	179,379.20
Water Resources Advisor	-	1.00	1.00	1.00	R	107,411.20	150,384.00
Engineer (PE)	-	2.00	2.00	2.00	Q	97,656.00	136,718.40
Water Resources Project Manager	1.00	1.00	-	-	Q	97,656.00	136,718.40
Operations Manager	-	-	-	1.00	N	77,542.40	108,555.20
Water Resources Specialist	-	-	1.00	1.00	M	72,467.20	101,462.40
Customer Accounts Manager	-	1.00	1.00	1.00	M	72,467.20	101,462.40
Administrative Services Manager (split)	-	0.25	0.25	-	L	67,745.60	94,848.00
Construction Inspector	1.00	1.00	1.00	1.00	K	63,294.40	88,608.00
GIS Technician	-	-	-	0.50	J	59,155.20	82,825.60
Engineering Technician	1.00	1.00	1.00	1.00	H	51,667.20	72,342.40
Administrative Specialist II	-	-	-	1.00	H	51,667.20	72,342.40
Administrative Specialist II (Split)	-	0.40	1.40	-	H	51,667.20	72,342.40
Lead Customer Accounts Representative	-	1.00	1.00	1.00	G	48,297.60	67,620.80
Administrative Specialist I	-	1.00	-	-	F	45,136.00	63,190.40
Customer Accounts Representative	-	5.00	5.00	5.00	F	45,136.00	63,190.40
Administrative Supervisor (Split)	0.25	-	-	-	-	-	-
Administrative Support II (Split)	0.40	-	-	-	-	-	-
Engineer	2.00	-	-	-	-	-	-
Total	**7.65**	**16.65**	**16.65**	**17.50**			
Grand Total	**281.77**	**320.54**	**308.21**	**334.65**			



PRESCOTT VALLEY

GENERAL EMPLOYEE SALARY SCHEDULE

Pay Grade	Range Minimum	Range Control Point	Range Maximum	Position
C	36,171.20	41,600.00	50,648.00	*None*
D	40,164.80	46,196.80	56,222.40	Custodial Technician
E	42,182.40	48,505.60	59,051.20	Administrative Technician Court Security Guard Custodial Specialist Library Assistant I Parks Maintenance Technician Security Guard Streets & Stormwater Technician Stormwater Technician
F	45,136.00	51,896.00	63,190.40	Accounting Technician Animal Services Assistant Administrative Specialist I Customer Accounts Representative Deputy Court Clerk Facilities Maintenance Technician Legal Assistant Library Assistant II Police Records Specialist
G	48,297.60	55,536.00	67,620.80	Animal Services Officer Animal Services Specialist Chief Court Clerk Community Services Specialist Lead Customer Accounts Representative Lead Deputy Court Clerk Library Assistant III Streets & Stormwater Specialist Victim Services Liaison
H	51,667.20	59,425.60	72,342.40	Administrative Specialist II Engineering Technician Evidence & Crime Scene Technician Facilities Maintenance Specialist Fleet Technician Parks Maintenance Specialist Payroll Technician Permit Technician Planning Technician Police Services Specialist Records Management Specialist Signal Technician Stormwater Specialist

GENERAL EMPLOYEE SALARY SCHEDULE

Pay Grade	Range Minimum	Range Control Point	Range Maximum	Position
I	55,286.40	63,585.60	77,396.80	Codes Specialist Fleet Specialist Human Resources Advisor IT Technician Paralegal Volunteer Coordinator
J	59,155.20	68,036.80	82,825.60	Building Inspector Construction Inspector Crew Leader Digital Forensic Technician GIS Technician Procurement Specialist Stormwater Crew Lead
K	63,294.40	72,800.00	88,608.00	Accounting Specialist Animal Services Supervisor Arts & Culture Coordinator Circulation Supervisor Community Services Supervisor Communications Specialist Graphic Artist Police Services Supervisor IT Specialist Librarian Marketing Specialist Media Production Specialist Outdoor Programming Specialist Police Records Supervisor Recreation Supervisor
L	67,745.60	77,896.00	94,848.00	Accountant Administrative Services Manager Budget Analyst Codes Supervisor Deputy Town Clerk Digital Media & Brand Manager Evidence Supervisor Facilities Supervisor Finance Office Administrator Fleet Supervisor GIS Specialist Media Production Coordinator Parks Supervisor Plans Examiner Senior Building Inspector

GENERAL EMPLOYEE SALARY SCHEDULE

Pay Grade	Range Minimum	Range Control Point	Range Maximum	Position
M	72,467.20	83,345.60	101,462.40	Court Manager Customer Accounts Manager Economic Development Specialist Executive Assistant to Town Manager Planner Planner I Water Resources Specialist
N	77,542.40	89,169.60	108,555.20	Accounting Manager Contracts Administrator Emergency Manager Facilities Manager Grants Coordinator Human Resources Manager Human Resources Senior Advisor Library Manager Operations Manager Parks Manager Planner II Recreation Manager Risk/Safety Coordinator Senior Plans Examiner Stormwater Coordinator Streets & Stormwater Manager Transit Administrator
O	82,971.20	95,409.60	116,168.00	Assistant Town Attorney Network Analyst Principal Planner Systems Analyst
P	88,774.40	102,086.40	124,280.00	Assistant to the Town Manager Communications Manager
Q	97,656.00	112,299.20	136,718.40	CIP Project Manager Engineer (PE) Procurement Manager Traffic Engineer Water Resources Project Manager
R	107,411.20	123,531.20	150,384.00	Chief Building Official Principal Civil Engineer Police Lieutenant Senior Engineer Water Resources Advisor

GENERAL EMPLOYEE SALARY SCHEDULE

Pay Grade	Range Minimum	Range Control Point	Range Maximum	Position
S	118,164.80	135,886.40	165,422.40	Economic Development Administrator Planning Manager Prosecutor
T	119,579.20	149,468.80	179,379.20	Assistant Police Chief Chief Communications Officer Deputy Community Services Director Deputy Development Services Director Deputy Finance Director Deputy IT Director Deputy Public Works Director Deputy Town Attorney Deputy Utilities Director Deputy Neighborhood Services Director Town Engineer
U	131,539.20	164,424.00	197,308.80	Community Services Director Development Services Director Finance Director Human Resources Director Information Technology Director Neighborhood Services Director Public Works Director Utilities Director
V	144,705.60	180,876.80	217,068.80	Deputy Town Manager Police Chief Town Attorney

SEASONAL RANGES

Pay Grade	Step 1 Hourly Rate	Step 1 Hourly Rate	Step 1 Hourly Rate	Position
AA	14.35	14.71	15.08	Concessions/Office Attendant
BB	15.00	15.37	15.75	Recreation Assistant
CC	15.75	16.14	16.54	Lifeguard
DD	16.54	16.95	17.37	Lead Lifeguard Lead Instructor Lead Concessions/Office Attendant
EE	17.76	18.20	18.66	Head Guard
FF	21.49	22.03	22.58	Recreation Official

LEGISLATIVE RANGE

Pay Grade	Range Minimum	Range Control Point	Range Maximum	Position
N/A	119,579.20	149,468.80	179,379.20	Magistrate Town Clerk

CONTRACTUAL RANGE

Pay Grade	Range Minimum	Range Control Point	Range Maximum	Position
N/A	188,115.20	235,144.00	282,172.80	Town Manager

STEP PLAN

Position	Level	Step	Minimum Years of Seniority	Pay
Police Officer	N/A	Recruit	0	56,118.40
		PO1	Fully Deployed	60,736.00
		PO2	1	63,190.40
		PO3	2	65,707.20
		PO4	3	68,328.00
		PO5	4	71,073.60
		PO6	5	73,923.20
	Senior	SPO7	6	76,128.00
		SPO8	7	78,416.00
		SPO9	8	80,766.40
		SPO10	9	83,179.20
		SPO11	10	85,675.20
	Master	MPO 1	9	87,380.80
		MPO 2	10	89,148.80
Sergeant	N/A	S1	1	88,233.60
		S2	2	90,896.00
		S3	3	93,620.80
		S4	4	96,428.80
		S5	5	99,320.00
		S6	6	102,294.40
		S7	7	105,352.00
		S8	8	108,513.60
		S9	9	111,779.20
	Master	MSO 1	8	114,004.80
		MSO 2	9	116,313.60

PRESCOTT VALLEY

APPENDIX


PRESCOTT VALLEY

ACRONYMS

Term	Stands for	Term	Stands for
ADOH	Arizona Department of Housing	**HURF**	Highway User Revenue Fund
ARPA	American Rescue Plan Act	**HUSD**	Humboldt Unified School District
ARS	Arizona Revised Statutes	**HVAC**	Heating, Ventilation & Air Conditioning
CAFMA	Central Arizona Fire and Medical Authority	**IGA**	Inter-Governmental Agreement
CASA	Central Arizona Seniors Association	**IT**	Information Technology
CDBG	Community Development Block Grant	**MPC**	Municipal Property Corporation
CFD	Community Facilities District	**MUP**	Multi-Use Pathway
CIP	Capital Improvement Plan	**NAU**	Northern Arizona University
COLA	Cost-of-Living Adjustment	**PSPRS**	Public Safety Personnel Retirement System
CYMPO	Central Yavapai Metropolitan Planning Organization	**PVEDF**	Prescott Valley Economic Development Foundation
DEU	Drug Enforcement Unit	**PVPD**	Prescott Valley Police Department
DUI	Driving Under the Influence	**RAND**	Roving Area Neighborhood Dumpster
FTE	Full-Time Equivalent	**SCADA**	Supervisory Control and Data Acquisition
FY	Fiscal Year	**SSAA**	Smart and Safe Arizona Act
GAAP	Generally Accepted Accounting Principles	**SWAT**	Special Weapons and Tactics Team
GFOA	Government Finance Officers Association of the United States and Canada	**TPT**	Transaction Privilege Tax
GIS	Geographic Information System	**UVRWPC**	Upper Verde River Watershed Protection Coalition
GOHS	Governor's Office of Highway Safety	**WIFA**	Water Infrastructure Finance Authority



Prescott Valley Public Library Remodel

GLOSSARY

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is spent.

Adoption – A formal action taken by Council that sets the spending limits for the fiscal year.

Appropriation – A legal authorization granted by Council to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and duration as to when it may be expended.

Appropriated Budget – The expenditure authority created by the appropriation resolution/ordinance, which is signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations, and other legally authorized and executive changes.

Asset – Resources owned or held by a government, which have monetary value.

Available (Undesignated) Fund Balance – Refers to funds remaining from the prior year that are available for appropriation and expenditure in the current year.

Balanced Budget – Each fund in the budget must be in balance; total anticipated revenues plus beginning undesignated fund balance (all resources) must equal total expenditure appropriations for the upcoming fiscal year.

Bonds – A written instrument to pay a sum of money at a specified interest rate, on a specific date or dates in the future, called maturity dates. The interest payments and the repayment of the principal are detailed in a bond resolution or ordinance. Two common types of bonds, general obligation and revenue bonds, are the most commonly used for construction of large capital projects such as buildings, streets, and water systems. The difference between a note and a bond is that a bond is used for a longer period and requires more formality.

Budget – A plan of financial operation representing an estimate of proposed expenditures and the proposed means of financing them for a given period. This official public document reflects decisions, measures service needs, establishes the allocation of resources and is the pecuniary plan for achieving the Town's goals and objectives.

Budgetary Basis – This refers to the form of accounting utilized throughout the budget process. These generally take one of three forms: GAAP, Cash, and Modified Accrual of some type of statutory form. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that: a) encumbrances are considered to be an expenditure chargeable to appropriations, b) no depreciation is budgeted for Enterprise Funds, c) investments in supply inventories and assets restricted for self-insurance are not considered to be appropriable, d) revenues accruing to sinking funds are not appropriated, and e) contributions into sinking funds are budgeted, whereas disbursements from sinking funds are not budgeted. Unencumbered appropriations lapse at the close of the fiscal year.

Budget Calendar – The schedule of key dates or events which the Town follows in the preparation, adoption, and administration of the budget.

Budgetary Control – The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Budget Message – A written general dialogue of the budget, presented by the budget-making authority. It provides Council and the public with a general summary of the most important budget issues, changes from recent fiscal years and recommendations regarding the financial policy for the coming fiscal year.

Capital Asset – Tangible assets having a long life (generally over one year) obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, equipment, improvements other than buildings, and land.

Capital Outlay – Expenditures that result in the acquisition of or addition to capital assets that are priced more than $10,000 and have a useful life of more than one year.

Capital Projects Fund – Fund type used to account for financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets (excluding capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments).

Community Facilities District (CFD) – This is a political subdivision of the state and is located within the corporate limits of the Town. It is formed by the Town Council following a public hearing as a result of a petition of property owners. A CFD has the authority to construct, acquire, operate, and maintain a public infrastructure (broadly defined).

Capital Improvement Plan (CIP) – This is a comprehensive plan of capital investment projects which identifies priorities as to need, method of financing, cost and revenues that will result during a five-year period. The program is a guide for identifying current and future fiscal year requirements and becomes the basis for determining the annual capital budget.

Contractual Services – Professional, technical or maintenance expertise purchased from external sources.

Debt – An obligation resulting from borrowing money or from the purchase of goods and services. Types of governmental debt include bonds, loans, time warrants and notes.

Debt Service – The long-term payment of principal and interest on borrowed funds.

Debt Service Fund – Governmental fund type used to account for accumulations of resources that are restricted, committed or assigned to expenditure for principal and interest.

Department – A major administrative division of the Town, which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation – Consumption of the service life of capital assets, due to normal wear, deterioration, environmental elements, passage of time, and obsolescence. The portion of the cost of a capital asset charged as an expense during a specified period based on service life of the asset and ultimately expending the entire cost of the asset.

Distinguished Budget Presentation Awards Program – A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Division – A group of homogeneous cost centers within a department with specific responsibilities and functions, i.e., Aquatics division within Parks & Recreation department is responsible for the operation of the municipal swimming pool and all pool-related activities.

Enterprise Funds – A government accounting fund in which the services provided are financed and operated similarly to those of a private business. The governing body's intention is to finance or recover operational costs through user fees. The Town of Prescott Valley has established an Enterprise Fund for water and wastewater service.

Expenditures – Decreases in net financial resources in accordance with budgeted appropriations.

Expenditure Limitation – An amendment to the Arizona State Constitution, which limits annual expenditures for all municipalities. The Economic Estimates Commission sets this limit based upon population growth and inflation. All municipalities have the option of Home Rule that requires voters to approve a four-year expenditure limit based on revenues received.

Expenses – Decreases in net financial resources in accordance with budgeted appropriations, terminology used only in the enterprise funds.

Fiscal Year – A time period designated by the Town signifying the beginning and ending period for recording financial transactions. The Town fiscal period begins July 1 and ends June 30.

Franchise Fee – A fee paid by public service businesses for the special privilege to use Town streets, alleys and property in providing their services to the citizens of the community. Services requiring franchise fees include electricity, telephone, natural or propane gas, and cable television.

Full-Time Equivalent (FTE) – A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year, or a full value of one for a full-time position.

Function – Activity, which is performed by one or more organizational units for the purpose of accomplishing a goal. The Town is divided into several major functions: 1) General Government, 2) Public Safety, 3) Public Works, 4) Culture and Recreation, 5) Water, and 6) Wastewater.

Fund – An accounting entity having a set of self-balancing accounts and records all financial transactions for specific activities or government functions in attaining certain objectives governed by special regulations, restrictions or limitations.

Fund Balance – Fund balance is the excess of assets over liabilities of governmental and trust funds.

General Fund – One of five governmental fund types, this fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources not accounted for in some other fund.

General Obligation Bonds – Bonds that finance a variety of public projects and require voter approval. The full faith and credit of the Town back these bonds. Limitations for bonding are set by State Statute.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant – Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity or facility.

Impact Fees – or Development Impact Fees are fees charged to developers or individuals to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

Intergovernmental Revenue – Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

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.

Major Fund – Governmental fund or enterprise fund which revenues or expenditures, excluding other financing sources and uses, constitutes more than 10% of the revenues or expenditures of the appropriated budget. It is reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report.

Non-Major Fund – Governmental fund or enterprise fund that does not meet major fund criteria.

Objective – A specific measurable and observable result of an organization's activity that advances the organization toward its goal.

One-Time Operating Expenditure – Operating expenditures infrequent in occurrence.

Operating Budget – Plan of current expenditures and the prepared means to finance them. The budget associated with providing ongoing services to citizens. It includes general expenditures such as personal services, contractual services, operating supplies and operating capital items. The budget is the primary measure of controlling financing, acquisition, spending and delivering of services of the entity.

Performance Measures – Measurable means of evaluating the effectiveness of a cost center in accomplishing its defined objectives.

Personnel Services – Costs related to compensating employees, including wages, insurance, payroll taxes, retirement contributions, and allowances for clothing and automobiles.

Projected Revenue – The amount of estimated revenue to be collected during the fiscal year.

Reserve/Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Resolution – A special or temporary 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 balances.

Retained Earnings – An equity account reflecting the accumulative earnings of an enterprise or internal service fund.

Revenue – Receipts from taxes, intergovernmental sources and user fees, or resources from voter authorized bonds, system development fees, and grants.

Revenue Bonds – Legal debt instruments that finance public projects for such services as water or wastewater. They can also be issued for major public facilities supported by taxes. Revenue from these public projects is pledged to pay principal and interest of the bonds.

Short-Term Debt – Debt with a maturity of one year or less after the date of issuance.

Sources of Revenue – Revenues are classified according to their source or point of origin.

Special Revenue Fund – Governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects and exclusive of resources held in trust for individuals, private organizations or other governments.

State-Shared Revenue – Includes the Town's portion of the State sales tax revenues, state income tax receipts, and Motor Vehicle In-Lieu taxes.

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 persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out – Legally authorized transfers from a fund receiving revenue (out) to the fund that the resources are to be expended (in).

Unreserved Fund Balance – Undesignated monies available for appropriations.

User Charges – The payment of a fee for direct receipt of a public service by the party who benefits from the service.



Prescott Valley Public Library Remodel

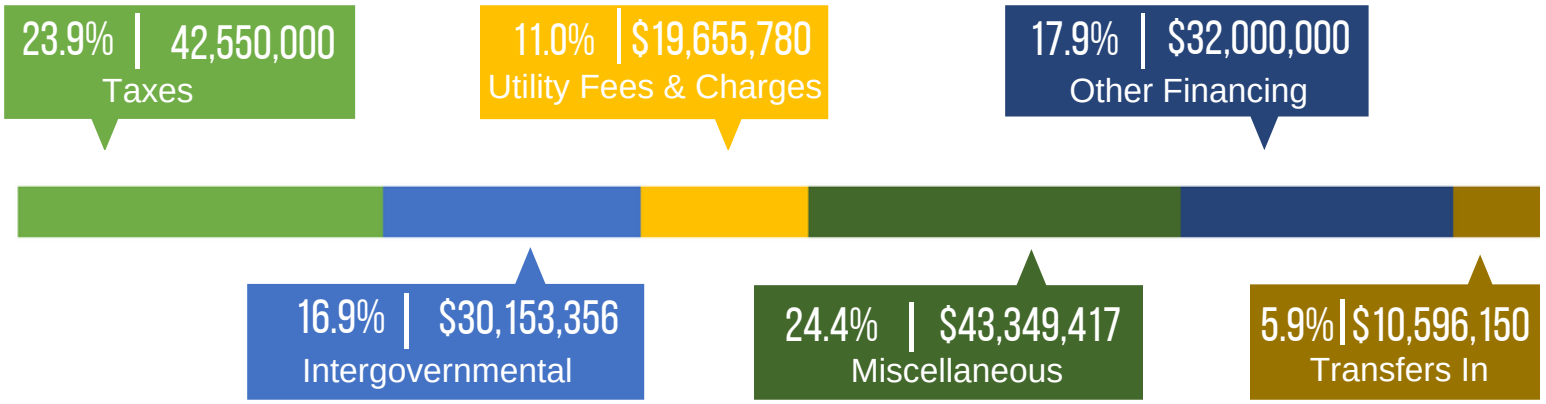
BUDGET IN BRIEF

TOWN OF PRESCOTT VALLEY
FY2024-2025

PREPARED BY THE FINANCE DEPARTMENT

PROPOSED REVENUES: $178,304,703

The Town receives money from various sources, such as taxes (local taxes & franchise fees), intergovernmental revenues from the state and county, licenses and permits, fines and forfeitures, impact fees, grant receipts, bond proceeds, utility fees and charges, miscellaneous income, and transfers in.



REVENUES BY CATEGORY

REVENUES & OTHER FINANCING SOURCES	FY24-25 BUDGET
Taxes	$42,550,000
Intergovernmental	30,153,356
Utility Fees & Charges	19,655,780
Miscellaneous	43,349,417
Subtotal Revenues	**135,708,553**
Other Financing Sources	32,000,000
Transfers In	10,596,150
Total Revenues & Other Sources	**178,304,703**
Cash Reserves*	32,496,714
TOTAL REVENUES (INCLUDING CASH RESERVES)	**$210,801,417**

*Cash reserves of $32,496,714 primarily consist of revenues the Town has accumulated over several years from specific revenue sources.

These funds are collected through growth related activities, specifically one-time revenues including revenues from new home construction, contributions, COVID relief funds, and funds that have restrictions on how they can be used.

The funds are then used for their restricted purpose or capital improvements - streets, water, wastewater, public safety, and parks.

The Town's final budget for fiscal year 2024-2025 was approved by Council on June 27, 2024. To view the Town's annual budget online, please visit www.prescottvalley-az.gov/259/Annual-Budget or contact the Finance Department at (928) 759-3010.

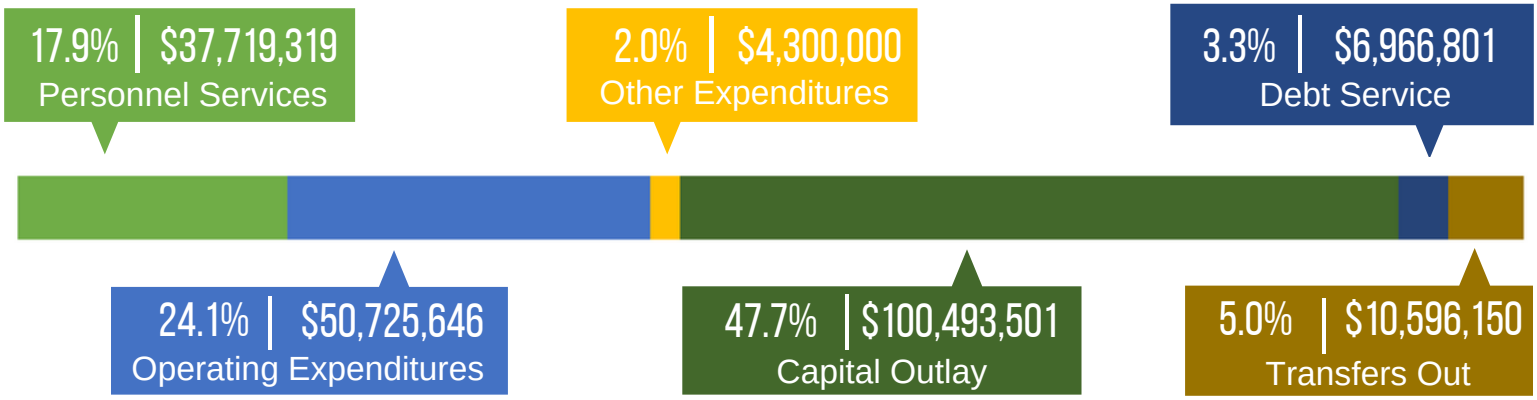
BUDGET IN BRIEF

TOWN OF PRESCOTT VALLEY FY2024-2025

PREPARED BY THE FINANCE DEPARTMENT

BUDGETED EXPENDITURES: $210,801,417

The Town currently maintains numerous funds that provide basic services including public safety, parks, recreation, roads, planning and zoning, library, and general administrative services. Additional funds pay for capital projects and debt service.



EXPENDITURES BY CATEGORY

EXPENDITURES & OTHER FINANCING USES	FY24-25 BUDGET
Personnel Services	$37,719,319
Operating Expenditures	50,725,646
Other Expenditures	4,300,000
Capital Outlay	100,493,501
Debt Service	6,966,801
Subtotal Expenditures	**200,205,267**
Transfers Out	10,596,150
TOTAL EXPENDITURES & OTHER USES	**$210,801,417**

MAJOR CAPITAL PROJECTS FOR FY24-25

Agua Fria Park Area Sewer Upsizing
Cattletrack Phase II Sidewalk
Energy Audit Improvements
Glassford Hill Road Expansion
Lake Valley Road Mill and Fill
Pronghorn Park Sportsfield Lighting
Quailwood Park Sportsfield Lighting
Quailwood Wells PFAS Remediation
SR69/SR169 Roundabout Sewer Line
Summit Tank Water Line
Village Way Lift Station
YMCA Facility