

AGENDA

AGENDA OF THE WORK SESSIONS OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, TO BE HELD ON WEDNESDAY, MAY 10, 2017, AT 5:30PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY _____ AT _____ PM.

ROLL CALL

COUNCIL

Councilmember Anna Cline, Ward III
Councilmember Joan Hansen, Ward II
Councilmember Frank Davis, Ward I
Mayor David M. Smith
Councilmember Bill Higgins, Ward I
Councilmember Douglas Dunn, Ward II , Mayor Pro Tempore
Councilmember Gabe Lindstrom, Ward III

STAFF

Richard J. Marsh Jr., City Manager
Ashlee Coronado, City Clerk
Keri Bagley, Finance Director
Andy Haratyk, Public Works Director
Albert Echave, Police Chief
Marc Burneleit, Fire Chief

CITY ATTORNEY

Elda Orduno

THE FOLLOWING ITEM WILL BE DISCUSSED AND/OR CONSIDERED AT THESE MEETINGS:

1. Presentation and Discussion of the Proposed Budget for Fiscal Year 2017-2018- the Presentation of the Community Development, Culture & Rec Funds.
Richard J. Marsh Jr., City Manager
Keri Bagley, Finance Director
2. Discussion on the overall budget presented to Mayor and Council.
David M. Smith, Mayor

ADJOURNMENT

Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.

Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 118 Arizona St., Bisbee.

Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.



MAYOR & COUNCIL WORK SESSION FOR May 10, 2017

DATE ACTION SUBMITTED: May 3, 2017

DISCUSSION/PRESENTATION ONLY

SUBJECT: PRESENTATION AND DISCUSSION OF THE PROPOSED TENTATIVE BUDGET FOR FISCAL YEAR 2017-2018 - THE PRESENTATION OF THE COMMUNITY DEVELOPMENT AND CULTURE AND RECREATION FUNDS

FROM: Richard J. Marsh, Jr, City Manager
Keri Bagley, Finance Director

RECOMMENDATION:

PROPOSED MOTION: WORK SESSION ONLY

DISCUSSION:

The Proposed Tentative Budget for Fiscal Year 2017-2018 will be presented and discussed during this Work Session. The Tentative Budget will then be subject to public notice and hearing before the Final Budget is adopted in June. The Tentative Budget establishes the maximum expenditure limit for the Final Budget, but may still be modified prior to the final adoption of the Budget.

Community Development and Culture and Recreation Funds

FISCAL IMPACT: NA

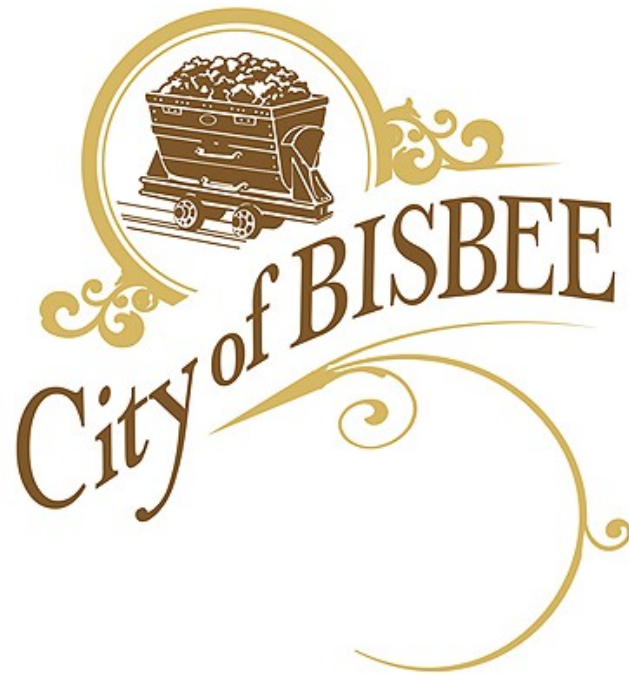
DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado,
City Clerk

Reviewed by: Richard J. Marsh Jr.
Richard J. Marsh Jr.,
City Manager

Draft Budget Fiscal Year 2018



July 1, 2017 – June 30, 2018

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Taxes							
10-31-10000	CITY SALES TAX	2,460,000	1,715,056	2,460,000	1,096,111	1,644,167	1,713,600
10-31-10020	BED TAX	121,000	159,048	150,000	91,452	137,178	140,000
10-31-20200	STATE SALES TAX	532,597	519,435	490,639	313,828	470,742	495,013
10-31-24000	VEHICLE LICENSE TAX	267,760	247,088	263,960	168,794	253,191	287,978
10-31-24500	PROPERTY TAX	974,847	971,419	997,406	677,166	1,015,749	1,035,792
	Total Revenue - Taxes	4,356,204	3,612,045	4,362,005	2,347,351	3,521,027	3,672,383
Licenses & Permits							
10-32-10400	BUILDING/SIGN PERMITS	50,000	42,908	50,000	29,051	43,577	50,000
10-32-10401	CODE VIOLATION FINES	1,000	1,447	1,400	518	777	1,000
10-32-10600	OCCUPATIONAL/LIQUOR LICENSES	50,000	44,903	57,000	40,553	57,000	57,000
10-32-10650	SPECIAL EVENT LICENSES	1,000	5,311	7,000	1,057	1,586	2,000
10-32-10700	CIVIL UNION FEE	500	0	100	75	75	0
10-32-10800	DOG LICENSE FEES/IMPOUND FEES	1,000	2,330	2,000	682	1,023	1,000
	Total Licenses & Permits	103,500	96,899	117,500	71,936	104,038	111,000
Intergovernmental							
10-33-20100	URBAN REVENUE SHARING (Income Tax)	671,229	668,424	637,725	425,046	637,569	653,665
	Total Intergovernmental	671,229	668,424	637,725	425,046	637,569	653,665
Charges for Services							
10-34-10100	PLANNING/ZONING APPLICATIONS	2,000	3,715	4,000	6,608	9,912	10,000
10-34-10120	PLAN EXAMINATION FEE	5,000	10,062	12,000	6,796	10,194	12,000
10-34-10300	LIBRARY FEES	4,000	3,107	4,000	2,465	3,698	4,000
10-34-10501	CEMETERY PLOT FEES	8,000	6,000	8,000	3,050	4,575	5,000
10-34-10510	CEMETERY MAINTENANCE FEES	3,000	4,200	3,000	2,265	3,398	3,000
10-34-10700	PUBLIC COPY FEES	400	605	750	342	513	550
10-34-10701	UTILITY COLLECTION SERVICES	0	0	45,000	1,479	1,849	0
10-34-10862	VEHICLE IMPOUND FEES	15,000	14,275	18,500	7,785	11,678	14,000
10-34-10870	TOWING FEES	7,000	5,098	7,000	3,919	5,879	5,000
10-34-10880	PARKS USE PERMIT	2,000	8,615	11,000	5,285	7,928	10,000
10-34-11500	FRANCHISE FEES	230,000	261,840	260,000	134,214	201,321	260,000
10-34-15500	POOL ADMISSIONS	0	0	0	0	0	500
10-34-40066	AMBULANCE FEES	900,000	1,462,023	1,300,000	816,902	1,225,353	1,200,000
10-34-40067	WILDLAND FIRE SERVICES	0	0	50,000	0	0	0
	Total Charges for Services	1,176,400	1,779,541	1,723,250	991,110	1,486,298	1,524,050
Fines & Forfeitures							
10-35-10502	MUNICIPAL COURT FINES	0	289	0	1,138	1,139	0
10-35-70700	DOG LICENSE FINES	0	3	0	0	0	0
	Total Fines & Forfeitures	0	292	0	1,138	1,139	0

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
Miscellaneous							
10-36-10802	ADOPTIONS ANIMAL SHELTER	6,000	8,481	10,000	3,315	3,315	0
10-36-11000	SERVICE REIMB - OTHER	0	14	0	0	0	0
10-36-11063	POLICE VEHICLE USE FEES	5,000	1,435	5,000	0	0	1,000
10-36-11064	SERVICE REIMB - FIRE DEPT	0	14	0	959	959	2,000
10-36-11065	HIDTA REIMB O/T POLICE	35,000	0	35,000	0	0	0
10-36-11066	SCHOOL RESOURCE OFFICER	60,000	48,251	60,000	0	0	0
10-36-11087	INSURANCE REIMBURSEMENTS	0	1,383	0	32,947	32,947	0
10-36-11100	L.L.E.A.C REVENUE FROM COUNTY	0	533	0	154	154	0
10-36-11600	OVER/SHORT	0	(240)	0	0	0	0
10-36-13039	RICO AUCTION REIMBURSEMENTS	15,000	10,020	15,000	0	0	3,000
10-36-13500	RENTAL INCOME	46,500	46,500	46,500	27,125	46,500	57,130
10-36-13597	CITY AUCTION FUNDS	21,000	12,562	21,000	0	15,000	15,000
10-36-21000	INTEREST EARNED	5,000	2,341	1,000	1,534	2,301	2,000
10-36-21001	RETURNED CHECK FEES	0	15	0	0	0	0
10-36-50000	UNASSIGNED REVENUES	0	114,122	0	1,440	1,440	0
	Total Miscellaneous	193,500	245,429	193,500	67,474	102,616	80,130
Contributions & Transfers							
10-38-40000	DONATIONS - MISC	0	14,640	1,000	2,917	2,917	5,000
10-38-40085	DONATIONS - SAVE OUR STAIRS	0	0	0	10	10	0
10-38-40086	DONATIONS - COUNCIL	0	1,740	0	0	0	0
10-38-40087	DONATIONS - SHELTER	1,000	689	1,000	255	255	0
10-38-40088	DONATIONS - POLICE DEPT	0	1,250	0	0	0	0
10-38-40089	DONATIONS - POOL	0	0	0	138	138	0
10-38-40090	DONATIONS - FIRE DEPT	0	270	0	101,000	101,000	0
10-38-50010	GAIN/LOSS ON DISPOSAL OF ASSET	0	35,811	0	0	0	0
10-38-51000	CASH CARRY-FORWARD	599,488	0	0	0	0	0
10-38-51001	RESERVES-CABLE ONE AGREEMENT	2,534	0	0	0	0	0
10-38-99953	TRANSFER FRM POLICE SPECIALREV	31,561	2,774	0	0	0	11,000
10-38-99954	TRANSFERS FROM WWATER DEPT	167,971	167,971	209,115	139,410	209,115	259,906
10-38-99054	TRANSFER FROM WW-SINGLE TRANSFER	0	0	0	0	0	272,900
10-38-99956	TRANSFERS FROM SANITATION	80,415	80,415	125,947	83,965	125,948	158,573
10-38-99959	TRANSFERS FROM QUEEN MINE FD	45,795	45,795	46,460	30,973	46,460	59,464
	Total Contributions & Transfers	928,764	351,355	383,522	358,668	485,843	766,843
	TOTAL REVENUE GENERAL FUND	7,429,597	6,753,985	7,417,502	4,262,723	6,338,530	6,807,571

Mayor and Council

The Mayor and Council, acting as the legislative body, enact local legislation, adopt budgets, determine policies and appoints the City Manager and other officers deemed necessary for the orderly government and administration of the affairs of the City.

Current Mayor and Council:

Mayor David Smith

Ward I Councilmember Frank Davis

Ward I Councilmember William Higgins

Ward II Councilmember Douglas Dunn

Ward II Councilmember Joan Hansen

Ward III Councilmember Anna Cline, Ward III

Ward III Councilmember Gabe Lindstrom

Council Sessions are held on the 1st and 3rd Tuesday of each month, with Special Sessions and Work Sessions held on an "as needed" basis.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$2,783 to match closer with FY16 and FY17 actual expenditures
- No major changes, funds remain to continue support of Fourth of July fireworks, travel expenses, education and training

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Mayor & Council							
10-50-11000	SALARIES - GENERAL	19,200	19,200	19,200	12,600	18,900	19,200
10-50-11100	F.I.C.A.	1,190	1,190	1,190	781	1,172	1,190
10-50-11200	MEDICARE	278	278	278	183	275	278
10-50-11700	WORKERS COMPENSATION	51	42	45	30	45	62
	Mayor & Council Personnel Costs	20,719	20,711	20,713	13,594	20,392	20,730
10-50-13100	BUSINESS TRAVEL	500	1,180	500	488	500	500
10-50-13400	EDUCATION & TRAINING	4,000	1,890	4,000	1,290	1,290	3,000
10-50-13500	SUBSCRIPTIONS & DUES	6,500	6,393	6,500	6,506	6,506	6,500
10-50-24000	TELEPHONE & FAX	0	0	0	0	0	0
10-50-41500	OFFICE SUPPLIES	500	19	500	298	300	250
10-50-42020	PRINTING & REPRODUCTION	200	0	200	0	0	100
10-50-42040	ADVERTISING	100	7	100	0	0	0
10-50-43000	FOURTH OF JULY FIREWORKS	3,500	7,000	3,500	0	3,500	3,500
10-50-43500	POSTAGE	125	0	100	0	0	50
10-50-46000	OPERATIONAL EXPENSES	2,000	424	2,000	414	621	700
	Total Mayor & Council	38,144	37,624	38,113	22,590	33,109	35,330

City Manager

The City of Bisbee operates under a Council-Manager form of government. The City Manager is responsible for the day-to-day operations of all city government functions under policy direction from the Mayor and City Council. The Mayor and Council, acting as the legislative body, determine city policy. The City Manager proposes new policies and implements and administers policies adopted by the City Council. The City Manager is also responsible for the development and administration of the City operating budget once approved by the Mayor and Council. The Mayor and Council appoint the City Manager. In addition to the Charter responsibilities, the City Manager has the opportunity to serve the community and the region by participating with various agencies and groups.

Fiscal Year 2017-18 Budget Highlights:

- Increased expenses \$23,611
- Added a position for a part-time (19.5 hour/week) executive assistant to the City Manager . This was a vacant position that has not been filled the last few fiscal years
- Increased business travel expense to allow for travel to ICMA, ACMA, and AZ League of Cities and Towns meetings

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
City Manager							
10-51-11000	SALARIES - GENERAL	91,874	94,731	100,006	64,151	96,227	101,061
10-51-11050	SALARIES - PART TIME	0	0	0	0	0	19,266
10-51-11001	OVERTIME - GENERAL	0	0	0	57	86	0
10-51-11100	F.I.C.A.	5,696	5,623	6,200	3,824	5,736	7,460
10-51-11200	MEDICARE	1,332	1,315	1,450	894	1,341	1,745
10-51-11300	A.S.R.S.	10,538	10,392	11,481	6,958	10,437	11,622
10-51-11500	MEDICAL INSURANCE	4,874	4,726	5,132	4,149	6,224	5,492
10-51-11501	STANDARD DISABILITY INSURANCE	248	269	248	166	249	248
10-51-11505	DEFERRED COMP	811	811	811	650	975	811
10-51-11510	DENTAL INSURANCE	641	641	641	518	777	672
10-51-11600	LIFE INSURANCE	102	102	102	82	123	126
10-51-11700	WORKERS COMPENSATION	244	204	237	152	228	391
	City Manager Personnel Costs	116,360	118,814	126,308	81,601	122,403	148,894
10-51-13100	BUSINESS TRAVEL	500	122	500	1,857	1,857	2,000
10-51-13400	EDUCATION & TRAINING	600	548	600	502	600	600
10-51-13500	SUBSCRIPTIONS & DUES	1,000	200	1,000	1,283	1,283	1,300
10-51-24000	TELEPHONE & FAX	1,300	991	1,000	538	807	800
10-51-31000	PROFESSIONAL FEES	0	0	0	0	0	3,000
10-51-41500	OFFICE SUPPLIES	300	259	300	649	700	750
10-51-42000	ADMIN SPECIAL SUPPLIES	100	0	0	0	0	0
10-51-42040	ADVERTISING	100	0	0	0	0	0
10-51-43500	POSTAGE	100	31	100	10	10	75
10-51-46000	OPERATIONAL EXPENSES	1,500	1,374	7,000	1,209	7,000	3,000
	Total City Manager	121,860	122,340	136,808	87,649	134,660	160,419

Finance

The Finance Department provides fiscal oversight for the City, providing all the accounting, financial, and internal audit services for the City, along with overseeing the procurement and risk management functions. The department also provides utility billing services for the Sanitation and Wastewater Funds and plays a vital role working with the City Manager on the preparation and implementation of the Annual Budget. A portion of the cost for this department is defrayed by transfers into the General Fund from the City's three Enterprise Funds: Wastewater, Sanitation, and Queen Mine. These transfers offset the costs of services such as billing, collection, payroll, accounts payable, auditing, and financial oversight. Last year as a part of their ongoing responsibilities the Finance Department received and accounted for over \$12 million in deposits for various funds, issued and collected approximately 60,000 sewer and garbage bills, and processed over 7,000 payroll and accounts payable checks. The department has staff dedicated to monitor and collect delinquent sewer and garbage accounts, and continue to place liens on delinquent accounts. In addition, all accounts are cross-checked quarterly with the County's property records to verify accuracy.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$37,881 through elimination of 5th full-time employee
- Left the part-time employee position who will assist with the financial management portion of the bus grant, ambulance billing, payroll entry and other finance office duties as assigned
- Increased professional fees for continued work on the 5 year budget forecast and plan

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Finance							
10-52-11000	SALARIES - GENERAL	228,946	188,542	228,577	133,227	199,841	180,175
10-52-11001	OVERTIME - GENERAL	2,500	0	1,000	263	395	1,600
10-52-11050	SALARIES - PART TIME	14,000	24,360	5,000	0	0	18,720
10-52-11100	F.I.C.A.	15,218	13,276	14,544	8,238	12,357	12,431
10-52-11200	MEDICARE	3,559	3,105	3,401	1,927	2,891	2,907
10-52-11300	A.S.R.S.	26,550	21,387	26,357	14,651	21,977	20,906
10-52-11301	A.S.R.S. - ALT CONTRIBUTION	1,310	447	0	0	0	0
10-52-11500	MEDICAL INSURANCE	24,371	19,297	25,661	15,867	23,801	16,475
10-52-11501	STANDARD DISABILITY INSURANCE	967	919	1,058	644	966	810
10-52-11505	DEFERRED COMP	4,057	3,313	4,057	2,514	3,771	3,246
10-52-11510	DENTAL INSURANCE	2,392	2,211	2,798	1,575	2,363	1,828
10-52-11600	LIFE INSURANCE	510	417	510	315	473	504
10-52-11700	WORKERS COMPENSATION	653	474	556	261	392	652
10-52-11800	STATE UNEMPLOYMENT	0	0	0	2,640	3,960	0
	Finance Personnel Costs	325,033	277,747	313,519	182,122	273,187	260,254
10-52-13100	BUSINESS TRAVEL	3,000	541	3,000	344	344	2,500
10-52-13400	EDUCATION & TRAINING	2,200	1,519	3,000	460	460	2,500
10-52-13500	SUBSCRIPTIONS & DUES	330	899	1,000	372	558	660
10-52-31000	PROFESSIONAL FEES	2,000	1,858	2,000	2,154	3,231	5,000
10-52-31200	AUDITING & ACCOUNTING	37,600	37,600	39,100	35,300	39,100	40,000
10-52-34000	CONTRACT SERVICES	13,000	12,109	12,200	10,615	10,615	23,500
10-52-36000	MAINTENANCE & SUPPORT AGREEMNTS	600	100	0	0	0	0
10-52-41500	OFFICE SUPPLIES	2,700	2,612	3,000	1,107	1,661	3,000
10-52-42000	ADMIN SPECIAL SUPPLIES	4,000	2,875	4,000	2,521	3,782	4,500
10-52-42020	PRINTING & REPRODUCTION	0	0	0	35	52	50
10-52-42030	BOOKS & REFERENCE MATERIALS	750	896	1,000	0	0	1,000
10-52-42040	ADVERTISING	2,500	2,667	2,500	525	2,500	2,700
10-52-42050	NON CAP ADMIN EQUIP/FURN	1,000	2,782	1,500	30	60	1,149
10-52-43100	FEES - FUND MANAGEMENT	11,400	13,142	12,000	7,467	11,201	12,500
10-52-43110	CREDIT CARD FEES	7,000	9,683	8,400	7,535	11,303	10,000
10-52-43120	OTHER FEES	250	0	250	214	321	250
10-52-43500	POSTAGE & METER TAPES	15,000	12,110	15,000	8,457	12,686	14,000
10-52-46000	OPERATIONAL EXPENSES	0	1	0	107	161	25
	Total Finance	428,363	379,142	421,469	259,364	371,222	383,588

City Clerk

The City Clerk's Office is responsible to the Mayor and City Council, serves as the repository for all City records and correspondence, maintains and monitors the recordkeeping and filing of City documents. The Clerk's Office maintains, updates, and monitors the Laser Fiche Document Imaging System which allows for public and City staff access. City Clerk staff provides administrative support for twenty-two (22) Boards and Commissions of the City, and also administers support to Council, City staff and the public. In addition to the responsibilities indicated above, other duties consist of preparing and processing correspondence, advertisements, bid proposals, public notices, Agenda Packets and back-up material for meetings, Action Agendas, and Minutes. Other services provided by the City Clerk's office include, processing telephone calls and daily mail, administering the oath of office, scheduling meetings for staff, ensuring that video equipment and recording system for meetings are operational and informing the technician of any problems. In addition, the Clerk's office updates the government channel (Channel 5) and the City website, and records meetings as needed by the public or staff. The City Clerk serves as Chief Election Officer for the City of Bisbee and is responsible for managing the City of Bisbee elections.

Fiscal Year 2017-18 Budget Highlights

- Increased expenses \$11,289
- Increase is mainly due to correction to inaccurate FY17 budget for payroll
- Decreased Election Expense for FY18

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
City Clerk							
10-53-11000	SALARIES - GENERAL	81,370	81,012	82,363	61,496	92,244	95,017
10-53-11001	OVERTIME - GENERAL	1,500	0	1,500	0	0	1,500
10-53-11050	SALARIES - PART TIME	0	0	0	0	0	0
10-53-11100	F.I.C.A.	5,138	4,886	5,199	3,411	5,117	5,984
10-53-11200	MEDICARE	1,202	1,143	1,216	798	1,197	1,399
10-53-11300	A.S.R.S.	9,505	9,237	9,627	7,060	10,590	11,099
10-53-11500	MEDICAL INSURANCE	4,874	4,726	5,132	3,849	5,774	5,492
10-53-11501	STANDARD DISABILITY INSURANCE	418	393	363	242	363	363
10-53-11505	DEFERRED COMP	1,623	1,623	1,623	1,217	1,826	1,623
10-53-11510	DENTAL INSURANCE	0	107	0	481	722	672
10-53-11600	LIFE INSURANCE	204	204	204	153	230	252
10-53-11700	WORKERS COMPENSATION	221	181	199	146	219	314
10-53-11800	STATE UNEMPLOYMENT	0	0	0	0	0	0
	City Clerk Personnel Costs	106,055	103,512	107,426	78,853	118,282	123,715
10-53-13100	BUSINESS TRAVEL	1,500	2,475	1,500	862	862	1,500
10-53-13400	EDUCATION & TRAINING	1,200	930	1,200	0	0	1,200
10-53-13500	SUBSCRIPTIONS & DUES	500	530	500	220	500	500
10-53-34000	CONTRACT SERVICES	0	0	0	463	463	0
10-53-36000	MAINTENANCE & SUPPORT AGREEMNTS	2,000	1,741	2,000	1,281	1,281	2,000
10-53-41500	OFFICE SUPPLIES	2,500	629	2,500	645	968	2,500
10-53-42030	BOOKS & REFERENCE MATERIALS	100	0	0	0	0	0
10-53-42040	ADVERTISING	3,000	277	2,000	442	442	2,000
10-53-42050	NON CAP ADMIN EQUIP/FURN	800	0	800	975	975	800
10-53-43500	POSTAGE	250	228	250	165	248	250
10-53-46000	OPERATIONAL EXPENSES	500	2,840	500	107	161	500
10-53-46531	ELECTION EXPENSE	15,000	0	20,000	15,964	15,964	15,000
	Total City Clerk	133,405	113,163	138,676	99,977	140,146	149,965

Community Development

The Community Development Department (CDD) works to provide the community with services that enhance the quality of life and improve economic opportunities. The department is responsible for Planning and Zoning, Building Inspection/Code Enforcement, the Visitor's Center, the Queen Mine Tour, Animal Shelter and the Bisbee Bus Transit System. In addition, the department provides staff liaisons to the Planning and Zoning Commission, the Board of Adjustment, the Design Review Board, the Bisbee Arts Commission, the Committee on Disability Issues, Transit Advisory Committee, Community Sustainability Commission and the iBisbee Committee.

Fiscal Year 2017 - 18 Budget Highlights:

- Increased expenses \$51,311
- Filled the vacant Community Development Director Position. This position will work on economic development, and grant management
- Eliminated the salary for two part-time shelter employees but the City continues to support the shelter through payment of all utility bills and building maintenance cost as well as \$65,000 to the shelter per year for other operational expenses. The City anticipates the shelter will come up with a fund raising plan to reduce the cost to the City in future fiscal years. The City will review the Animal Shelter annual Operational Expense amount in six months at which time we will determine if it should be adjusted based on the amount of donations and grants the shelter is able to receive
- Added \$15,000 to operational expense for economic development "welcome" informational packets and for a Target Market Analysis

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Comm. Development							
10-54-11000	SALARIES - GENERAL	33,904	21,300	32,198	22,678	22,678	65,957
10-54-11001	OVERTIME - GENERAL	1,500	46	1,500	145	145	0
10-54-11050	SALARIES - PART TIME	15,257	18,810	30,514	17,925	17,925	0
10-54-11100	F.I.C.A.	3,141	2,521	3,981	2,564	2,564	4,089
10-54-11200	MEDICARE	735	590	931	600	600	956
10-54-11300	A.S.R.S.	3,889	2,313	3,696	2,609	2,609	7,585
10-54-11500	MEDICAL INSURANCE	4,874	2,757	5,132	3,849	3,849	5,492
10-54-11501	STANDARD DISABILITY INSURANCE	187	155	248	166	166	248
10-54-11505	DEFERRED COMP	811	406	811	609	609	811
10-54-11510	DENTAL INSURANCE	235	137	235	176	176	672
10-54-11600	LIFE INSURANCE	102	60	102	77	77	126
10-54-11700	WORKERS COMPENSATION	390	582	607	512	512	214
Community Development Personnel Costs		65,025	49,677	79,955	51,910	51,910	86,150
10-54-13400	EDUCATION & TRAINING	200	196	200	0	0	200
10-54-13500	SUBSCRIPTIONS & DUES	300	0	300	0	0	300
10-54-21000	ELECTRIC - SHELTER	1,500	1,942	2,400	1,339	2,009	2,366
10-54-22000	WATER - SHELTER	1,100	1,021	1,100	602	903	1,100
10-54-22550	SEWER & GARBAGE - SHELTER	630	592	500	345	518	500
10-54-24000	TELEPHONE & FAX - SHELTER	400	388	400	327	491	550
10-54-24001	INTERNET FEES - SHELTER	720	833	850	556	834	850
10-54-31000	PROFESSIONAL FEES	5,000	0	5,000	713	713	1,000
10-54-34000	CONTRACT SERVICES	16,000	15,380	16,000	7,635	7,635	0
10-54-41500	OFFICE SUPPLIES	2,000	250	1,000	80	120	1,000
10-54-42020	PRINTING & REPRODUCTION	0	9	1,000	140	210	1,000
10-54-42040	ADVERTISING	1,000	1,001	1,000	87	131	1,000
10-54-42050	NON CAP ADMIN EQUIP/FURN	0	10	500	0	0	500
10-54-43500	POSTAGE	500	250	250	163	245	250
10-54-46000	OPERATIONAL EXPENSES	1,000	709	1,000	57	86	1,000
10-54-46541	CC TOURISM & ECONOMIC DEV	5,000	1,315	5,000	1,377	2,066	20,000
10-54-46542	ANIMAL SHELTER EXPENSES	15,000	16,906	15,000	47,389	47,389	65,000
10-54-55000	EQUIPMENT REPAIR & MAINT	0	105	0	0	0	0
Total Community Development		115,375	90,586	131,455	112,720	115,260	182,766

Administration and General Government

The Administration and General Government department accounts for several of the general operating expenses for City Hall such as utilities, postage and copier maintenance fees, liability insurance, special supplies, and fuel. This fund also includes transfers to other funds within the City budget, such as:

- Transfer Bed Tax Revenues to the Visitor Center Fund
- Transfer portion of TPT Sales Tax 0.5% Revenue to Wastewater Fund
- Transfer to Bisbee Bus (if needed) to supplement the City's "in-kind" contribution to the operation.

Fiscal Year 2017-18 Budget Highlights

- Decreased Expenses \$783,049
- Decrease is mainly due to elimination of the transfer of Street Sales Tax. This tax increase is now recorded directly as revenues to Streets per direction of City Auditors
- No amount allocated to Transfer to Capital Projects - Vehicles. No ability to purchase new vehicles this fiscal year with current financial situation
- Debt service payment decreased. Only one more debt service payment out of the general fund is owed for the police vehicles purchased in 2012.

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Admin & Gen Government							
10-55-11301	ASRS PENSION EXP-GEN GOVT.	(35,579)	0	0	0	0	0
10-55-11302	ASRS PENSION EXP-PUBLIC SAFETY	(10,066)	0	0	0	0	0
10-55-11303	ASRS PENSION EXP-CULTURE & REC	(9,452)	0	0	0	0	0
10-55-11304	PSPRS PENSION EXPENSE	741,505	0	0	0	0	0
10-55-21000	ELECTRIC	15,000	11,459	15,000	8,590	12,885	13,000
10-55-22000	WATER	3,000	3,110	3,000	1,382	2,073	3,000
10-55-22550	SEWER AND GARBAGE SERV.	4,757	4,552	3,800	2,656	3,984	4,000
10-55-23000	GAS	1,000	413	500	303	455	500
10-55-24000	TELEPHONE & FAX	130	0	0	0	0	0
10-55-24110	RENT/LEASE	1,000	940	1,000	887	877	1,000
10-55-31000	PROFESSIONAL FEES	2,100	7,070	6,515	5,056	7,584	7,000
10-55-34000	CONTRACT SERVICES	8,000	9,382	8,000	4,564	6,846	8,000
10-55-37000	PROPERTY, CASUALTY, LIABILITY	150,000	119,607	150,000	93,881	140,822	150,000
10-55-37100	INSURANCE CLAIMS & DEDUCTIBLES	5,000	1,169	5,000	691	1,037	5,000
10-55-41500	OFFICE SUPPLIES	3,000	2,856	3,000	934	1,401	3,000
10-53-42000	ADMIN SPECIAL SUPPLIES	0	0	0	0	0	0
10-55-42020	PRINTING & REPRODUCTION	0	0	0	0	0	0
10-55-42040	ADVERTISING	0	0	0	0	0	0
10-55-42050	NON CAP ADMIN EQUIP/FURN	500	669	500	23	35	500
10-55-43500	POSTAGE	2,400	404	2,400	(431)	100	2,400
10-55-44000	HEALTH REIMBURSEMENT	19,250	1,500	5,000	1,346	2,019	5,000
10-55-46000	OPERATIONAL EXPENSES	5,500	5,326	5,500	1,191	1,787	5,000
10-55-62003	GASOLINE	3,000	1,542	3,000	1,904	2,856	3,500
10-55-91000	CAPITAL EXPENDITURES	0	0	0	0	0	0
10-55-99020	TRANSFER BED TAX /FUND 20	121,000	159,048	150,000	91,452	137,178	140,000
10-55-99021	TRANSFER TO STREETS	703,560	11,341	703,000	57,588	0	0
10-55-99050	TRANSFER TO AIRPORT	35,000	0	12,500	0	0	5,160
10-55-99054	TRANSFER TO WASTE WATER	351,780	348,985	351,429	217,542	326,313	343,200
10-55-99085	TRANSFERS TO DEBT SERVICE	47,021	47,021	15,000	10,000	15,000	16,500
10-55-99096	TRANSFER TO BISBEE BUS	3,700	0	19,665	0	0	0
10-55-99099	TRANSFERS TO CAP PROJ-VEHICLES	0	0	35,000	0	0	0
Total Admin & Gen Government		2,172,106	736,392	1,498,809	499,559	663,252	715,760

Personnel

The Personnel Department is responsible to the City Manager. The mission of the Personnel Department is to ensure the effective and efficient use of human resources to achieve the goals of the City of Bisbee. This department oversees a large array of personnel-related issues. The department is responsible for implementing the terms of the Personnel Rules and Regulations, assisting employees with getting the most out of the benefits package, negotiating with benefits consultants to obtain the best possible benefits for the least possible cost, compliance with federal and state employment regulations, and recommending to the City Council changes necessary for best delivery of employee services among other duties.

The Personnel Director also serves as Staff Liaison for the Civil Service Commission and is the Public Safety Retirement System Board Secretary.

Fiscal Year 2017-18 Budget Highlights

- Increased expenses \$39,803
- Filled the vacant Personnel Director Position required by City Charter. This position was not included in FY17 budget but has been included in previous years. This position is covered by moving the 5th full time position out of finance and into personnel
- Added \$10,000 to the budget for a Wage/Classification Job Study

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Personnel							
10-56-11000	SALARIES - GENERAL	51,501	31,789	27,893	17,383	26,075	60,900
10-56-11001	OVERTIME	0	10	0	343	515	0
10-56-11100	F.I.C.A.	3,193	2,010	1,729	1,002	1,503	3,776
10-56-11200	MEDICARE	747	470	404	234	351	883
10-56-11300	A.S.R.S.	5,907	3,007	3,202	2,019	3,029	7,004
10-56-11500	MEDICAL INSURANCE	4,874	3,938	5,132	2,224	3,336	5,492
10-56-11501	STANDARD DISABILITY INSURANCE	248	228	248	0	0	248
10-56-11505	DEFERRED COMP	811	744	811	352	528	811
10-56-11510	DENTAL INSURANCE	641	297	641	244	366	672
10-56-11600	LIFE INSURANCE	102	85	102	44	66	126
10-56-11700	WORKERS COMPENSATION	137	72	66	42	63	198
	Personnel Costs	68,161	42,650	40,228	23,887	35,832	80,110
10-56-12500	RECRUITMENT/EMPLOYEE TESTING	500	0	500	0	0	500
10-56-13100	BUSINESS TRAVEL	250	0	250	132	132	250
10-56-13400	EDUCATION & TRAINING	2,000	99	2,000	0	0	1,700
10-56-13500	SUBSCRIPTIONS & DUES	590	0	200	0	0	200
10-56-31000	PROFESSIONAL FEES	0	1,500	0	0	0	0
10-56-41500	OFFICE SUPPLIES	500	403	500	986	1,100	850
10-56-42000	ADMIN SPECIAL SUPPLIES	200	0	200	70	70	150
10-56-42040	ADVERTISING	100	0	100	0	0	100
10-56-42050	NON CAP ADMIN EQUIP/FURN	500	0	500	0	0	421
10-56-43500	POSTAGE	350	45	50	23	50	50
10-56-46000	OPERATIONAL EXPENSES	500	0	0	0	0	0
	Total Personnel	73,651	44,696	44,528	25,099	37,184	84,331

Legal Services

The City Attorney is responsible to the Mayor and City Council. The Attorney provides legal counsel to the City Council and the City staff, pursues actions to enforce the City Code and legal obligations, as requested by City officials, and represents the City in those other lawsuits that are not handled by designated outside counsel. The City Attorney is also responsible for drafting ordinances and finalizing resolutions for consideration by City Council, and provides staff support for various boards and commissions.

Fiscal Year 2017-18 Budget Highlights

- No major changes to budgeted amounts

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Legal Services							
10-57-13500	SUBSCRIPTIONS & DUES	900	820	0	0	0	0
10-57-31100	PROFESSIONAL FEES - LEGAL	60,000	61,979	60,000	40,000	60,000	60,000
10-57-41500	OFFICE SUPPLIES	300	0	300	0	0	0
10-57-42020	PRINTING & REPRODUCTION	0	0	0	0	0	0
10-57-43500	POSTAGE	25	0	25	0	0	0
	Total Legal Service	61,225	62,799	60,325	40,000	60,000	60,000

Water System

This department is better known as the Old Bisbee Fire Suppression System. It consists of a large reservoir which gravity-feeds water to the distribution and fire hydrant system in Old Bisbee and a pump house that feeds water to the reservoir from a well located in the Mule Gulch Channel. The upper Tombstone/West Boulevard is also served by separate pumps which boost the pressure to assure ample fire fighting water supply and pressure. Maintenance of this system is handled by Public Works personnel. Expenditures for this department include expenses attendant to the system, and do not include personnel costs.

Fiscal Year 2017-18 Budget Highlights

- No major changes to budgeted amounts

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Water System							
10-58-21000	ELECTRIC	4,100	3,028	4,100	1,728	2,592	4,100
10-58-22000	WATER	0	0	0	0	0	0
10-58-55000	EQUIPMENT REPAIR & MAINT	1,500	0	1,500	0	0	1,500
	Total Water System	5,600	3,028	5,600	1,728	2,592	5,600

Information Systems

The Information Systems Department funds the purchase, maintenance and consulting services for all the City computer systems, telephones and internet access for City Hall. In addition, this department provides for the maintenance and upgrading of the audio/video equipment in Council Chambers as well as video surveillance equipment at City Hall. The department does not fund any employees but provides for the services of consultants for city-wide computer systems maintenance as well as email and website hosting, and annual service agreement with Caselle (accounting software).

Fiscal Year 2017-18 Budget Highlights

- Increased expenses \$21,290
- Increased Professional Fees to \$50,000 for actual costs to maintain the City's information technology (IT) systems which was under budgeted in FY17. The City will be issuing a Request for Purchase for IT Services as well as exploring the possibility of an Intergovernmental Agreement with Cochise County
- Added \$7,000 to equipment expense for the purchase of a new switch and any other technology improvements that are needed

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Information Systems							
10-59-24000	TELEPHONE & FAX	14,900	15,585	15,210	10,215	15,323	15,500
10-59-24001	T1 LINE FOR INTERNET ACCESS	3,000	2,550	3,000	1,750	2,625	3,000
10-59-31000	PROFESSIONAL FEES	25,000	35,838	25,000	27,200	35,000	50,000
10-59-34000	CONTRACT SERVICES	32,000	29,330	32,000	20,727	30,000	21,000
10-59-36000	MAINTENANCE & SUPPORT AGREEMNTS	1,270	180	1,270	13	20	1,270
10-59-46000	OPERATIONAL EXPENSES	2,000	424	2,000	0	0	2,000
10-59-55200	NON CAP EQUIP PURCHASES	10,000	5,345	10,000	1,312	1,968	17,000
Total Information Systems		88,170	89,251	88,480	61,217	84,936	109,770

Police

The Bisbee Police Department serves and protects persons and property in the City of Bisbee. The department enforces City Ordinances, State and Federal laws, maintains peace and order, protects life and property, and assists citizens in urgent situations. Bisbee Police Department officers and civilian employees carry out this mission diligently and courteously, and take pride in their service. The Police Department responds to a variety of service calls each year such as City Code and Ordinance violations, and traffic, misdemeanor and felony violations. Under the Intergovernmental Agreements with Cochise County, Arizona Department of Public Safety, D.E.A., F.B.I., U.S. Border Patrol, and surrounding Fire Districts the department provides assistance with service calls, maintains records of incidents, and provides reports to City, County, State, and Federal jurisdictions as well as attorneys for City, State, and Federal prosecutions and for courts in City, State, and Federal justice systems. The Bisbee Police Department maintains a 24-hour dispatch and 9-1-1 Enhanced System. The dispatch center handles calls for police, fire and ambulance.

Fiscal Year 2017-18 Budget Highlights

- PSPRS Employer Contribution Rate increased from 91.16% to a **134.54%**. This is a **\$250,000** increase over FY17 and accounts for **41%** of the Police Department budget
- Increased expenses \$12,243
- Includes budget for 13 full-time police officers which will reduce overtime. Overtime includes allowance for officers to work the Stone Garden program. This is a federal program that reimburses employee salary, employee related expenses (Social Security, Medicare, Workman's Comp, and PSPRS), and mileage while working on the program
- Reduction in contract services which was needed in FY17 to cover costs of Sheriff's department employees covering shortage of City of Bisbee Police Officers
- Included \$16,500 for capital expenditure towards two new vehicles for the Police Department

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Police							
10-62-11000	SALARIES - GENERAL	664,768	594,553	662,501	398,978	598,467	617,449
10-62-11001	OVERTIME - GENERAL	108,088	114,360	96,368	89,941	134,912	69,022
10-62-11050	SALARIES - PART TIME	106,107	81,967	93,927	50,836	76,254	96,836
10-62-11090	REIMBURSED OVERTIME - DHLS	0	(17,591)	0	0	0	(44,000)
10-62-11100	F.I.C.A.	54,496	49,866	52,873	33,484	50,226	48,565
10-62-11200	MEDICARE	12,745	11,662	12,366	7,831	11,747	11,358
10-62-11300	A.S.R.S.	15,062	14,454	18,001	9,602	14,403	13,593
10-62-11301	A.S.R.S - ALT CONTRIBUTION	5,400	4,598	5,463	3,065	4,598	3,570
10-62-11400	A.P.S.P.R.S.	604,007	549,339	513,762	366,714	550,071	764,547
10-62-11402	PSPRS-ALT CONTRIBUTION	1,808	3,659	13,225	1,734	2,601	0
10-62-11500	MEDICAL INSURANCE	82,861	70,494	87,247	49,611	74,417	87,865
10-62-11501	STANDARD DISABILITY INSURANCE	6,032	5,632	5,796	3,413	5,120	5,926
10-62-11505	DEFERRED COMP	13,794	12,180	13,794	7,802	11,703	12,983
10-62-11510	DENTAL INSURANCE	8,457	7,094	8,863	4,814	7,221	8,599
10-62-11600	LIFE INSURANCE	1,734	1,539	1,734	1,063	1,595	2,016
10-62-11700	WORKERS COMPENSATION	32,345	26,639	26,876	18,211	27,317	41,950
10-62-11990	REIMBURSED ERE'S - DHLS	0	(18,678)	0	0	0	(55,000)
	Police Personnel Costs	1,717,704	1,511,765	1,612,796	1,047,099	1,570,652	1,685,279
10-62-12300	UNIFORMS & CLOTHING	14,500	11,494	13,500	5,692	8,538	14,000
10-62-12400	FITNESS PROGRAMS	500	120	500	0	0	0
10-62-12500	RECRUITMENT/EMPLOYEE TESTING	600	3,083	800	581	872	1,000
10-62-12700	CANCER INS POLICY	1,200	650	1,300	400	1,300	1,300
10-62-13100	BUSINESS TRAVEL	0	565	0	0	0	0
10-62-13400	EDUCATION & TRAINING	3,500	1,627	3,500	1,272	1,908	2,000
10-62-13500	SUBSCRIPTIONS & MEMBERSHIPS	100	1,405	700	100	700	700
10-62-21000	ELECTRIC	18,000	13,118	14,000	8,430	12,645	14,000
10-62-22000	WATER	2,200	739	1,000	420	630	1,000
10-62-22550	SEWER AND GARBAGE SERV.	2,500	1,671	1,500	975	1,463	1,500
10-62-23000	GAS	1,500	1,192	1,000	681	1,022	1,000
10-62-24000	TELEPHONE & FAX	18,000	17,225	18,000	11,173	16,760	24,000
10-62-24001	INTERNET ACCESS FEES	1,000	1,326	1,400	985	1,478	1,400
10-62-31000	PROFESSIONAL FEES	0	4,138	5,000	0	2,000	5,000
10-62-31100	PROFESSIONAL FEES - LEGAL	0	0	0	3,504	5,256	0
10-62-34000	CONTRACT SERVICES	3,000	3,393	15,875	23,326	34,989	8,435
10-62-34100	DOC WORKERS	1,000	1,098	800	924	1,386	1,500
10-62-36000	MAINTENANCE & SUPPORT AGREEMNTS	30,000	7,301	30,000	7,383	11,075	10,000
10-62-37000	PROPERTY, CASUALTY, LIABILITY	0	370	0	0	0	0
10-62-37100	INSURANCE CLAIMS & DEDUCTIBLES	0	0	0	0	0	0
10-62-41500	OFFICE SUPPLIES	4,500	3,817	4,500	1,705	2,558	4,000
10-62-42030	BOOKS & REFERENCE MATERIALS	300	306	300	374	561	300
10-62-43500	POSTAGE	200	202	300	414	621	300
10-62-45100	DISPOSABLE EQUIP & TOOLS	0	0	0	228	342	0
10-62-45300	CUSTODIAL SUPPLIES	1,200	1,155	1,200	478	717	1,200
10-62-46000	OPERATIONAL EXPENSES	3,800	7,557	3,800	14,319	21,479	18,800
10-62-46621	AMMUNITION	3,000	1,268	3,000	0	0	3,000
10-62-46622	RICO AUCTION EXPENSES	2,000	2,577	3,000	(145)	(218)	3,000
10-62-46623	CITY AUCTION EXPENSES	3,000	755	3,000	383	575	1,000
10-62-46624	MOVING, TOWING, STORAGE EXP	7,000	7,928	7,000	2,565	3,848	8,000
10-62-46626	ANIMAL CONTROL EXPENSE	1,000	353	1,000	52	78	1,000
10-62-50100	BLDG REPAIR & MAINT	4,000	11,670	4,000	1,331	1,997	4,000
10-62-55000	EQUIPMENT REPAIR & MAINT	1,500	1,271	1,500	2,945	4,418	3,000
10-62-55200	NON CAP EQUIP PURCHASES	600	1,052	600	0	0	2,400
10-62-61000	VEHICLE PARTS & LABOR	15,000	17,535	22,000	8,398	12,597	10,000
10-62-62003	GASOLINE	70,000	24,792	55,000	13,104	19,656	22,000
10-62-91000	CAPITAL EXPENDITURES	10,000	11,500	10,000	0	0	0
	Total Police	1,942,404	1,676,019	1,841,871	1,159,096	1,741,903	1,854,114

Fire Department

The Fire Department, headed by the Fire Chief, reports to the City Manager and is responsible for fire suppression, investigation, prevention, and emergency medical services. The department also provides inter-facility transfers of patients to hospitals in Sierra Vista, Tucson, and Phoenix. In 2016, the Fire Department entered into an intergovernmental agreement with Palominas Fire District to assist with interfacility transfers increasing revenues. Additionally, this department plays a vital role in Incident Command for natural and man-made disasters.

The costs of operating this department is supplemented by 911 transports as well as the inter-facility transfer service.

Fiscal Year 2017-18 Budget Highlights

- PSPRS Employer Contribution Rate Increased slightly from 83.40% to **83.71%**. Fire Department PSPRS accounts for **36%** of the department's budget
- Increased expenses by \$43,586
- Increased Overtime Budget by \$58,669 to be more in line with actual overtime needs. The Fire Department, Union and Administration have a plan in place to reduce overtime and the unfunded liability in FY18
- No capital expenditures expected
- Grant match amount included for possible award of grants the City has applied for in FY17

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Fire							
10-64-11000	SALARIES - GENERAL	696,414	734,461	769,778	532,368	798,552	738,931
10-64-11001	OVERTIME - GENERAL	162,507	203,135	134,633	146,729	220,094	193,302
10-64-11050	SALARIES - PART TIME	0	552	18,795	768	1,152	8,000
10-64-11100	FICA	0	44	0	48	72	496
10-64-11200	MEDICARE	12,454	13,592	13,114	9,844	14,766	13,633
10-64-11400	A.P.S.P.R.S.	728,070	802,672	754,278	558,415	837,623	780,372
10-64-11402	PSPRS-ALT CONTRIBUTION	7,800	1,834	0	0	0	0
10-64-11500	MEDICAL INSURANCE	82,861	83,096	97,511	69,284	103,926	98,848
10-64-11501	STANDARD DISABILITY INSURANCE	5,597	6,459	6,406	4,181	6,272	6,147
10-64-11505	DEFERRED COMP	13,794	14,268	15,417	10,954	16,431	14,606
10-64-11510	DENTAL INSURANCE	8,051	8,425	9,739	6,519	9,779	9,084
10-64-11600	LIFE INSURANCE	1,734	1,794	1,938	1,377	2,066	2,268
10-64-11700	WORKERS COMPENSATION	33,523	28,561	31,421	21,921	32,882	44,829
10-64-11800	STATE UNEMPLOYMENT	0	0	0	0	0	0
	Fire Personnel Costs	1,752,805	1,898,894	1,853,030	1,362,408	2,043,615	1,910,516
10-64-12300	UNIFORMS & CLOTHING	6,750	6,438	7,600	13,176	13,176	14,250
10-64-12500	RECRUITMENT/EMPLOYMENT TESTING	0	128	0	0	0	500
10-64-12600	VACCINES	750	0	250	0	0	300
10-64-12700	CANCER INS POLICY	2,500	900	1,900	900	1,900	1,900
10-64-13100	BUSINESS TRAVEL	300	104	500	28	28	500
10-64-13400	EDUCATION & TRAINING	10,000	15,556	15,000	17,328	25,000	15,000
10-64-13500	SUBSCRIPTIONS & DUES	250	100	500	100	100	500
10-64-21000	ELECTRIC	11,000	8,908	10,000	6,217	9,326	10,000
10-64-22000	WATER	1,200	1,557	1,700	1,107	1,661	2,000
10-64-22550	SEWER AND GARBAGE SERV.	2,586	2,474	2,100	1,443	2,165	2,300
10-64-23000	GAS	4,000	3,241	3,000	1,560	2,340	2,000
10-64-24000	TELEPHONE & FAX	4,600	7,515	7,650	5,381	8,072	8,000
10-64-24001	INTERNET ACCESS FEES	800	714	800	476	714	800
10-64-31000	PROFESSIONAL FEES	39,624	12,125	0	2,080	2,080	0
10-64-34000	CONTRACT SERVICES	13,455	7,837	0	8,262	10,000	8,000
10-64-34010	AMBULANCE BILLING SERVICES	20,000	32,160	25,000	14,120	21,180	25,000
10-64-41500	OFFICE SUPPLIES	2,500	728	2,500	465	698	1,000
10-64-42020	PRINTING & REPRODUCTION	0	0	150	0	0	150
10-64-42030	BOOKS & REFERENCE MATERIALS	300	0	0	0	0	0
10-64-42040	ADVERTISING	0	0	0	0	0	0
10-64-42050	NON CAP ADMIN EQUIP/FURN	4,500	48,815	21,000	0	0	5,000
10-64-43500	POSTAGE	100	11	100	61	92	50
10-64-45100	DISPOSABLE EQUIP & TOOLS	5,000	5,059	5,000	4,393	6,590	5,500
10-64-45300	CUSTODIAL SUPPLIES	2,500	1,900	2,500	1,115	1,673	2,500
10-64-46000	OPERATIONAL EXPENSES	5,400	13,834	5,400	5,205	7,808	11,000
10-64-46641	MEDICAL SUPPLIES	35,000	35,730	40,000	25,399	38,099	30,000
10-64-47000	PERMITS & LICENSES	1,250	2,000	2,000	1,000	2,000	2,500
10-64-50100	BLDG REPAIR & MAINT	12,000	12,322	12,000	483	725	5,000
10-64-55000	EQUIPMENT REPAIR & MAINT	4,500	1,166	4,500	2,147	3,221	5,000
10-64-55200	NON CAP EQUIP PURCHASES	4,000	1,199	4,000	174	261	5,000
10-64-61000	VEHICLE PARTS & LABOR	25,000	51,385	35,000	35,672	53,508	35,500
10-64-62003	GASOLINE	10,000	6,902	9,000	4,475	6,713	6,000
10-64-62004	DIESEL	38,000	39,011	40,000	24,588	36,882	40,000
10-64-91000	CAPITAL EXPENDITURES	0	36,041	0	4,333	6,500	0
10-64-99017	TRANSFER GRANT MATCH	15,000	17,356	15,000	0	0	15,000
	Total Fire	2,035,670	2,272,110	2,127,180	1,544,096	2,306,127	2,170,766

City Magistrate

The City Magistrate's Office was combined with the Justice Court in 2006. This budget provides funds for the Magistrate Judge retained by contract along with administrative services provided by the County.

Fiscal Year 2017-18 Budget Highlights

- No changes

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
City Magistrate							
10-68-31000	PROFESSIONAL FEES	12,000	12,000	12,000	8,000	12,000	12,000
10-68-34000	CONTRACT SERVICES	36,000	34,747	26,000	20,636	26,000	26,000
	Total City Magistrate	48,000	46,747	38,000	28,636	38,000	38,000

Cemetery

The Cemetery Division was taken over by the Public Works Department of the City many years ago. It is the final resting place of generations of Bisbee residents, including many community pioneers. The Public Works administrative staff processes the sale of burial plots and records information such as the name, date of death, age, and location of those laid to rest for the permanent record, so as to be available for future generations.

The Public Works Department maintains the Cemetery grounds and intern cremains at the cemetery. The Evergreen Cemetery Committee advises the Mayor and Council on the repairs and other needs of the cemetery.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$2,750
- No major changes

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Cemetery							
10-70-22000	WATER	0	190	0	1,158	1,737	1,200
10-70-22550	SEWER AND GARBAGE SERV.	618	592	618	345	518	618
10-70-34000	CONTRACT SERVICES	1,000	0	1,000	0	0	0
10-70-34100	DOC WORKERS	500	1,920	500	0	0	2,000
10-70-42040	ADVERTISING	0	0	0	0	0	0
10-70-43500	POSTAGE	0	0	0	0	0	0
10-70-45100	DISPOSABLE EQUIP & TOOLS	500	92	500	0	0	250
10-70-45200	SAFETY EQUIP & SUPPLIES	0	0	0	0	0	0
10-70-46000	OPERATIONAL EXPENSES	5,400	3,404	5,400	316	474	2,500
10-70-50100	BLDG REPAIR & MAINT	1,300	0	1,300	0	0	0
	Total Cemetery	9,318	6,199	9,318	1,819	2,729	6,568

Building Maintenance

Building Maintenance is a division of the Public Works Department. Building Maintenance is performed by Public Works Staff assisted by DOC inmates. This division oversees general maintenance and repair of City buildings and furnishing and performs janitorial work. The buildings covered by the Building Maintenance department include: City Hall, the Library, Police Station, Fire Station 81 and Fire Station 82, Senior Center, Old Bisbee Post Office, Public Works Administration Building, Pool, Parks Buildings, Pump House, Garage, and the Bisbee Municipal Airport.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$6,750
- No major changes in this department

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Building Maintenance							
10-74-13400	EDUCATION & TRAINING	0	0	0	25	25	0
10-74-34000	CONTRACT SERVICES	7,500	2,105	7,500	1,573	2,360	6,000
10-74-34100	DOC WORKERS	7,200	6,016	7,200	2,712	4,068	7,200
10-74-41500	OFFICE SUPPLIES	150	76	150	0	0	0
10-74-42050	NON CAP ADMIN EQUIP/FURNITURE	500	2,134	1,500	0	0	0
10-74-45100	DISPOSABLE EQUIP & TOOLS	2,000	0	2,000	535	803	2,000
10-74-45200	SAFETY EQUIP & SUPPLIES	300	0	300	0	0	0
10-74-45300	CUSTODIAL SUPPLIES	5,000	4,194	5,000	8,381	12,572	5,000
10-74-46000	OPERATIONAL SUPPLIES	0	3,205	1,000	651	977	1,000
10-74-50100	BLDG REPAIR & MAINT	20,000	16,175	16,000	7,885	11,828	15,000
10-74-55000	EQUIPMENT REPAIR & MAINT	2,000	0	2,000	170	255	0
10-74-62003	GASOLINE	300	0	300	234	351	0
	Total Bldg Maint	44,950	33,906	42,950	22,166	33,239	36,200

Public Works Administration

Public Works Administration employs the central staff of the Public Works Department which manages 12 divisions and supports all other city departments. The majority of the administrative costs of the Public Works Department are funded here, although a portion of the personnel costs for administration staff are paid from the Sewer Fund, the Streets Fund, and the Sanitation Fund. The administrative staff consists of the Public Works Director and the Administrative Assistants. The administrative paper work for all Public Works Divisions are processed by the Public Works Administration staff.

Fiscal Year 2017-18 Budget Highlights

- **Decreased expenses \$40,063**
- Reduction in expenses is mainly the result of allocation of a portion of administrative assistant's salary and benefits to Streets, Waste Water, and Sanitation departments to recognize time worked on these enterprise fund's tasks

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
PW Admin							
10-75-11000	SALARIES - GENERAL	66,351	59,196	52,098	36,400	54,600	29,655
10-75-11001	OVERTIME - GENERAL	0	1,341	0	494	741	500
10-75-11100	F.I.C.A.	4,114	3,402	3,230	1,806	2,709	1,870
10-75-11200	MEDICARE	962	795	755	422	633	437
10-75-11300	A.S.R.S.	7,610	6,806	5,981	4,235	6,353	3,468
10-75-11500	MEDICAL INSURANCE	8,042	4,568	7,442	5,325	7,988	3,844
10-75-11501	STANDARD DISABILITY INSURANCE	302	439	252	194	291	144
10-75-11505	DEFERRED COMP	1,339	1,258	1,177	882	1,323	568
10-75-11510	DENTAL INSURANCE	956	892	828	621	932	363
10-75-11600	LIFE INSURANCE	168	155	148	111	167	88
10-75-11700	WORKERS COMPENSATION	177	156	123	87	131	698
10-75-11800	STATE UNEMPLOYMENT	0	2,491	0	3,600	5,400	0
	PW Admin Personnel Costs	90,021	81,497	72,034	54,177	81,268	41,635
10-75-13100	BUSINESS TRAVEL	500	334	500	351	351	500
10-75-13200	SUBSCRIPTIONS & DUES	500	0	500	0	0	0
10-75-13400	EDUCATION & TRAINING	500	1,393	500	403	403	500
10-75-21000	ELECTRIC	1,400	430	1,400	277	416	500
10-75-22000	WATER	300	277	300	162	243	300
10-75-22550	SEWER AND GARBAGE SERV.	850	993	850	580	870	850
10-75-23000	GAS	600	544	600	335	503	500
10-75-24000	TELEPHONE & FAX	2,600	1,270	2,600	867	1,301	1,500
10-75-24001	INTERNET ACCESS FEES	14	0	14	0	0	0
10-75-31000	PROFESSIONAL FEES	500	0	6,000	0	0	6,000
10-75-34000	CONTRACT SERVICES	4,500	5,040	5,000	2,376	3,564	4,000
10-75-34100	DOC WORKERS	0	0	0	48	72	0
10-75-36000	MAINTENANCE & SUPPORT AGREEMNTS	0	0	0	0	0	0
10-75-41500	OFFICE SUPPLIES	3,100	2,965	3,500	878	1,317	2,000
10-75-42000	ADMIN SPECIAL SUPPLIES	500	1,593	2,000	0	500	0
10-75-42020	PRINTING & REPRODUCTION	360	761	1,500	290	435	2,000
10-75-42040	ADVERTISING	100	157	100	478	717	250
10-75-42050	NON CAPITAL ADMIN EQUIP/FURN	0	128	0	0	0	0
10-75-43500	POSTAGE	200	173	200	66	99	250
10-75-45100	DISPOSABLE EQUIP & TOOLS	0	0	0	0	0	0
10-75-45300	CUSTODIAL SUPPLIES	2,000	1,980	2,000	1,803	2,705	0
10-75-46000	OPERATIONAL EXPENSES	50	911	50	353	530	300
10-75-47000	PERMITS & LICENSES	0	367	0	0	0	0
10-75-50100	BLDG REPAIR & MAINT	0	0	0	0	0	0
10-75-55000	VEHICLE PARTS AND LABOR	0	0	0	43	65	0
10-75-62003	GASOLINE	4,500	893	2,500	129	193	1,000
	Total PW Admin	113,095	101,707	102,148	63,616	95,552	62,085

Public Works Garage

The City of Bisbee operates a garage for the purpose of maintaining its fleet of motorized vehicles and equipment. The fleet includes automobiles, garbage trucks, street sweepers, power vacuum truck, excavators, mowers, motor graders, street paving equipment, police, and fire emergency vehicles used by the various departments of the City. The City continues to utilize service agreements (IGAs) with Cochise County Fleet and Heavy Fleet Operations, the City of Sierra Vista, and other outside vendors for major mechanical work on the vehicles and equipment as needed.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$3,842
- No major changes to this department

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
PW Garage							
10-77-11000	SALARIES - GENERAL	34,507	71,503	85,405	59,265	88,898	85,899
10-77-11001	OVERTIME - GENERAL	7,500	6,750	7,500	718	1,077	7,500
10-77-11050	SALARIES - PART TIME	0	11,158	0	0	0	0
10-77-11100	F.I.C.A.	2,604	5,339	5,760	3,491	5,237	5,791
10-77-11200	MEDICARE	609	1,248	1,347	816	1,224	1,354
10-77-11300	A.S.R.S.	4,818	9,038	10,665	6,886	10,329	10,741
10-77-11500	MEDICAL INSURANCE	4,874	7,876	10,264	7,698	11,547	10,983
10-77-11501	STANDARD DISABILITY INSURANCE	185	387	433	289	434	433
10-77-11505	DEFERRED COMP	811	1,352	1,623	1,217	1,826	1,623
10-77-11510	DENTAL INSURANCE	641	1,068	1,282	961	1,442	1,343
10-77-11600	LIFE INSURANCE	102	170	204	153	230	252
10-77-11700	WORKERS COMPENSATION	1,300	2,266	2,558	1,645	2,468	3,530
	PW Garage Personnel Costs	57,951	118,156	127,041	83,139	124,712	129,449
10-77-12300	UNIFORMS & CLOTHING	200	182	200	100	150	200
10-77-13400	EDUCATION & TRAINING	1,000	0	1,000	0	0	0
10-77-21000	ELECTRIC	3,250	2,692	3,250	1,639	2,459	3,250
10-77-22550	SEWER AND GARBAGE SERV.	1,072	1,026	1,077	598	897	1,077
10-77-23000	GAS	800	1,501	800	667	1,001	800
10-77-24000	TELEPHONE & FAX	1,700	1,947	1,700	1,003	1,505	1,700
10-77-24001	INTERNET ACCESS	0	0	0	0	0	0
10-77-34000	CONTRACT SERVICES	5,000	10,127	6,500	3,557	5,336	6,500
10-77-34100	DOC WORKERS	500	784	800	436	654	800
10-77-41500	OFFICE SUPPLIES	100	0	100	0	0	100
10-77-45100	DISPOSABLE EQUIP & TOOLS	500	701	4,000	105	158	3,000
10-77-45200	SAFETY EQUIP & SUPPLIES	250	0	250	2,115	3,173	1,000
10-77-45300	CUSTODIAL SUPPLIES	350	619	350	188	282	350
10-77-46000	OPERATIONAL EXPENSES	500	958	1,000	1,236	1,854	0
10-77-50100	BLDG REPAIR & MAINT	5,000	4,544	5,000	380	570	5,000
10-77-55000	EQUIPMENT REPAIR & MAINT	2,500	516	2,500	246	369	2,500
10-77-55200	NON CAPITAL EQUIPMENT PURCHASES	1,000	0	1,000	863	1,295	1,000
10-77-61000	VEHICLE PARTS & LABOR	5,000	5,128	5,000	3,064	4,596	5,000
10-77-61010	CONTRACTED VEHICLE REPAIR	0	0	0	0	0	0
10-77-62003	GASOLINE	1,000	218	1,000	0	0	0
10-77-62007	OTHER FLUIDS & LUBRICANTS	12,000	6,084	12,000	5,398	8,097	9,000
	Total PW Garage	99,673	155,181	174,568	104,734	157,108	170,726

Building Inspector

The Building Inspection and Code Enforcement Officer issues building permits, reviews plans, conducts inspections, and responds to concerns regarding Building, Zoning and City code violations. The Building Inspection and Code Enforcement Officer endeavors to assure compliance with the City's various codes and thereby improve or protect the health and safety of Bisbee residents. In addition, the inspector is the staff liaison to the Design Review Board and acts as support staff to the Planning and Zoning Commission and the Board of Adjustment. The Building Inspector is also a member of the site planning committee which reviews site plans for certain developments in the city, performs inspections for business licenses, and assists with the development of the GIS system, Zoning Maps, and Zoning Code Changes.

Fiscal Year 2017-18 Budget Highlights

- Increase expenses \$4,953
- Increase to update mapping software and increase personnel costs

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Building Inspector							
10-79-11000	SALARIES - GENERAL	39,749	41,302	41,746	29,534	44,301	43,826
10-79-11001	OVERTIME - GENERAL	1,300	348	1,300	582	873	1,300
10-79-11100	F.I.C.A.	2,545	2,617	2,669	1,905	2,858	2,798
10-79-11200	MEDICARE	595	612	624	445	668	654
10-79-11300	A.S.R.S.	4,708	4,747	4,942	3,457	5,186	5,189
10-79-11500	MEDICAL INSURANCE	4,874	4,726	5,132	3,849	5,774	5,492
10-79-11501	STANDARD DISABILITY INSURANCE	248	269	248	166	249	248
10-79-11505	DEFERRED COMP	811	811	811	609	914	811
10-79-11510	DENTAL INSURANCE	235	235	235	176	264	242
10-79-11600	LIFE INSURANCE	102	102	102	77	116	126
10-79-11700	WORKERS COMPENSATION	797	676	744	517	776	1,070
	Bldg Inspector Personnel Costs	55,964	56,445	58,553	41,317	61,979	61,756
10-79-12300	UNIFORMS & CLOTHING	300	279	300	0	0	300
10-79-13100	BUSINESS TRAVEL	550	11	400	0	0	550
10-79-13400	EDUCATION & TRAINING	1,000	399	1,000	1,436	1,436	1,000
10-79-13500	SUBSCRIPTIONS & MEMBERSHIPS	250	0	250	0	0	150
10-79-24000	TELEPHONE & FAX	250	223	250	229	344	250
10-79-31000	PROFESSIONAL FEES	1,000	684	1,000	225	338	1,000
10-79-41500	OFFICE SUPPLIES	300	204	300	28	42	2,800
10-79-41602	ADMIN SPECIAL SUPPLIES	0	0	0	0	0	0
10-79-42030	BOOKS & REFERENCE MATERIALS	1,000	292	1,000	0	0	500
10-79-42040	ADVERTISING	0	0	0	0	0	0
10-79-42050	NON CAP ADMIN EQUIP/FURN	1,500	0	500	0	0	300
10-79-43500	POSTAGE	300	168	300	29	44	200
10-79-45100	DISPOSABLE EQUIP & TOOLS	200	35	200	0	0	100
10-79-46000	OPERATIONAL EXPENSES	0	2	0	21	31	100
	Total Bldg Inspector	62,614	58,742	64,053	43,285	64,214	69,006

Parks Maintenance

The function of Parks includes parks maintenance, special events, and recreation programs. Parks has one full-time employee and two part-time employees who maintain City parks and assist with events. There is an established Parks and Recreation Committee to advise and recommend to City Council various park and recreation functions. In addition, community volunteers assist with the maintenance and planting at City parks through the Adopt-A-Park program. The City maintains twelve developed parks that total 5.85 acres for recreational use. Vista Park is the largest at 2.63 acres while the others are significantly smaller. City events play a large role in activities for residents and visitors which include the Fourth of July Events, Festival of Lights, and more recently Movies in the Park. City sponsored events include the Farmer's Market, Copper Classic Car Show, Brewery Gulch Daze, Bisbee Blues Festival, Boys and Girls Club Halloween Bash, Bisbee Bloomers Garden Tour, among other events.

Fiscal Year 2017-18 Budget Highlights

- Increased expenses \$13,780
- Adjusted budget to include 2 part-time employees
- No other major changes to this department

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Parks							
10-80-11000	SALARIES - GENERAL	61,069	34,427	36,485	23,584	35,376	33,009
10-80-11001	OVERTIME - GENERAL	2,400	5,282	6,000	4,208	6,312	6,000
10-80-11050	SALARIES - PART TIME	0	7,723	11,440	14,136	21,204	24,960
10-80-11100	F.I.C.A.	3,935	2,969	3,343	2,625	3,938	3,966
10-80-11200	MEDICARE	920	694	782	614	921	928
10-80-11300	A.S.R.S.	7,280	4,463	4,476	3,147	4,721	4,486
10-80-11500	MEDICAL INSURANCE	9,748	5,907	5,132	3,849	5,774	5,492
10-80-11501	STANDARD DISABILITY INSURANCE	339	231	175	117	176	175
10-80-11505	DEFERRED COMP	1,623	1,082	811	609	914	811
10-80-11510	DENTAL INSURANCE	469	293	235	176	264	242
10-80-11600	LIFE INSURANCE	204	128	102	77	116	126
10-80-11700	WORKERS COMPENSATION	2,182	1,314	1,650	1,240	1,860	2,686
10-80-11800	STATE UNEMPLOYMENT	0	0	0	0	0	0
	Parks Personnel Costs	90,169	64,513	70,631	54,382	81,576	82,881
10-80-12300	UNIFORMS & CLOTHING	200	358	200	100	150	200
10-80-21000	ELECTRIC	2,800	2,536	2,800	1,873	2,810	2,500
10-80-22000	WATER	20,000	29,830	28,000	19,406	29,109	28,000
10-80-22550	SEWER AND GARBAGE SERV.	2,473	2,367	2,473	1,381	2,072	2,473
10-80-24000	TELEPHONE & FAX	220	553	220	366	549	550
10-80-34000	CONTRACT SERVICES	6,000	4,264	4,500	2,040	3,060	4,500
10-80-34100	DOC WORKERS	9,000	9,812	9,000	4,267	6,401	9,000
10-80-43500	POSTAGE	0	0	0	45	68	0
10-80-45300	CUSTODIAL SUPPLIES	2,400	3,249	2,400	1,531	2,297	2,400
10-80-46000	OPERATIONAL EXPENSES	9,000	13,513	8,000	14,021	21,032	10,000
10-80-46801	REC PROGRAMS/ SPECIAL EVENTS	7,500	7,573	6,500	5,977	8,966	6,500
10-80-46802	LANDSCAPING MATERIALS	6,000	4,430	6,000	196	294	5,000
10-80-50100	BLDG REPAIR & MAINT	5,000	5,261	5,000	848	1,272	4,000
10-80-50110	BLDG REPAIR & MAINT - VANDALISM	5,000	5,487	4,000	2,017	3,026	4,000
10-80-55000	EQUIPMENT REPAIR & MAINT	2,000	137	2,000	134	201	2,000
10-80-55100	REPAIRS & MAINT - OTHER	500	305	500	300	450	500
10-80-55200	NON CAP EQUIP PURCHASES	1,000	0	1,000	268	402	2,000
10-80-61000	REPAIRS & MAINT - VEHICLE	1,500	511	1,500	1,950	2,925	1,500
10-80-62003	GASOLINE	4,000	4,239	4,000	2,716	4,074	4,500
10-80-62004	DIESEL	0	147	0	0	0	0
10-80-62007	OTHER FLUIDS & LUBRICANTS	300	0	300	0	0	300
	Total Parks	175,062	159,085	159,024	113,818	170,734	172,804

Swimming Pool

The Bisbee Municipal Swimming Pool is a long-standing feature of Bisbee recreation. The City of Bisbee was awarded a grant for \$47,500 from Arizona State Parks in 1967 to build the pool for the youth of Bisbee. Total project cost was \$95,000 and was completed in 1969. It included a large pool with a diving board, a baby pool, and a building for change rooms. Since then, a Ramada with picnic tables was added, the original diving board was removed, and the change rooms have been restructured. Over the past two fiscal year major repairs have been made to the pool to bring the pool into compliance with the ADA. A large donation was made to the City to repair the baby pool and other donations were gathered to help with pool operation. The pool will open to the public in May 2017 after a year of being closed.

Fiscal Year 2017-18 Budget Highlights

- Increased budget \$48,647
- Added salary and benefits to cover pool employees
- With the support of the Friends of the Bisbee Pool the City will keep the pool open an additional month and one week (August 2017 - 1st week of September 2017) during the FY18 season
- Received over \$35,000 in donations which will help cover these added pool costs
- The intention is to continue operation of the pool with a pending 3-year Memorandum of Understanding with the Copper Queen Hospital to help with pool operating costs and donations from Friends of the Bisbee Pool to help with Pool employee salaries

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>	
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>	
Swimming Pool								
10-81-11050	SALARIES - PART TIME	0	0	0	0	0	41,000	41,000
10-81-11001	OVERTIME - GENERAL	0	0	0	0	0	0	0
10-81-11100	F.I.C.A.	0	0	0	0	0	2,542	2,542
10-81-11200	MEDICARE	0	0	0	0	0	595	595
10-81-11300	A.S.R.S.	0	0	0	0	0	0	0
10-81-11500	MEDICAL INSURANCE	0	0	0	0	0	0	0
10-81-11501	STANDARD DISABILITY INSURANCE	0	0	0	0	0	0	0
10-81-11505	DEFERRED COMP	0	0	0	0	0	0	0
10-81-11510	DENTAL INSURANCE	0	0	0	0	0	0	0
10-81-11600	LIFE INSURANCE	0	0	0	0	0	0	0
10-81-11700	WORKERS COMPENSATION	0	0	0	0	0	2,010	2,010
10-81-11800	STATE UNEMPLOYMENT	0	0	0	0	0	0	0
	Swimming Pool Personnel Cost	0	0	0	0	0	46,147	46,147
10-81-21000	ELECTRIC	7,200	4,890	7,200	7,368	11,052	10,000	2,800
10-81-22000	WATER	5,600	5,148	5,600	2,524	3,786	5,600	0
10-81-24000	TELEPHONE & FAX	500	420	500	281	422	500	0
10-81-34000	CONTRACT SERVICES	350	50	350	0	0	0	(350)
10-81-45100	DISPOSABLE EQUIP & TOOLS	450	0	450	559	700	600	150
10-81-45300	CUSTODIAL SUPPLIES	0	74	0	0	0	0	0
10-81-46000	OPERATIONAL EXPENSES	600	12,622	1,000	2,574	3,500	4,500	3,500
10-81-47000	PERMITS & LICENSES	0	100	0	0	0	100	100
10-81-50100	BLDG REPAIR & MAINT	4,000	1,328	4,000	673	1,010	800	(3,200)
	Total Pool	18,700	24,632	19,100	13,979	20,470	68,247	49,147

Copper Queen Library

The Copper Queen Library, Arizona's oldest continuously-operating public library, is owned and operated by the City. It was established in 1882 and has served the residents of Bisbee from its current location at 6 Main Street in the Downtown Historic District since 1907. The mission of the Copper Queen Library is to provide Bisbee residents of all ages with opportunities to achieve self-directed, personal growth and development; find, evaluate, and use information in a variety of formats; and better understand the various cultures represented in Bisbee. To further its mission, the Library acquires and organizes information in a variety of media, including books, newspapers, magazines, video, sound recordings, software, and the Internet. Library employees help train the public in library usage and offers educational and informational programs free to the public. The library also provides free meeting facilities for civic groups and other organizations. The Library elevator makes its services, programs, and collections accessible to all; additionally, both its Interlibrary Loan Service and its partnership with the Cochise County Library District enable the Library to provide services to blind and physically handicapped residents. The Library is staffed by a full-time Library Coordinator and two part-time Library assistants/clerks. The library also receives assistance from volunteers along with substantial financial assistance from the Friends of the Copper Queen Library.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$11,093
- Increased one part-time employee's hours from 19.5 hours per week to 30 hours per week to maintain the level of services provided by the library
- Reduced building maintenance and repair cost
- Donation Funds will be raised to fund a Children's Literacy Outreach Coordinator for age groups from Pre-K through Middle School

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Library							
10-83-11000	SALARIES - GENERAL	83,057	57,985	34,320	23,760	35,640	34,320
10-83-11001	OVERTIME - GENERAL	0	70	0	0	0	0
10-83-11050	SALARIES - PART TIME	20,873	15,765	30,753	15,149	22,724	26,967
10-83-11100	F.I.C.A.	6,444	4,613	4,035	2,450	3,675	3,800
10-83-11200	MEDICARE	1,507	1,079	944	573	860	889
10-83-11300	A.S.R.S.	9,527	5,428	3,940	2,728	4,092	5,852
10-83-11301	A.S.R.S. - ALT CONTRIBUTION	0	2,568	0	582	873	973
10-83-11500	MEDICAL INSURANCE	9,748	5,513	5,132	3,849	5,774	5,492
10-83-11501	STANDARD DISABILITY INSURANCE	378	281	200	166	249	200
10-83-11505	DEFERRED COMP	1,623	1,040	811	609	914	811
10-83-11510	DENTAL INSURANCE	469	274	235	176	264	242
10-83-11600	LIFE INSURANCE	204	119	102	77	116	126
10-83-11700	WORKERS COMPENSATION	520	408	154	219	329	1,279
10-83-11800	STATE UNEMPLOYMENT	0	1,584	0	4,560	6,840	0
	Library Personnel Costs	134,350	96,728	80,626	54,898	82,350	80,951
10-83-13100	BUSINESS TRAVEL	500	0	500	0	0	250
10-83-13400	EDUCATION & TRAINING	1,500	0	1,500	0	0	250
10-83-13500	SUBSCRIPTIONS & MEMBERSHIPS	350	0	350	0	0	0
10-83-21000	ELECTRIC	11,120	7,076	11,120	4,890	7,335	9,000
10-83-22000	WATER	1,100	754	1,100	975	1,463	1,100
10-83-22550	SEWER AND GARBAGE SERV.	1,293	1,237	1,293	722	1,083	1,293
10-83-24000	TELEPHONE & FAX	4,900	4,950	4,900	3,280	4,920	5,000
10-83-24001	INTERNET ACCESS	0	0	0	268	402	450
10-83-31000	PROFESSIONAL FEES	0	8,300	0	275	413	4,500
10-83-34000	CONTRACT SERVICES	4,000	4,369	4,480	3,003	4,505	4,480
10-83-34100	DOC WORKERS	1,000	980	1,000	38	500	1,000
10-83-41500	OFFICE SUPPLIES	2,200	2,110	2,200	866	1,299	2,200
10-83-42040	ADVERTISING	100	0	100	0	0	100
10-83-42050	NON CAP ADMIN EQUIP/FURN	1,200	3,540	1,200	3,733	3,733	1,200
10-83-43500	POSTAGE	2,800	2,151	2,800	760	1,140	1,800
10-83-45300	CUSTODIAL SUPPLIES	1,000	705	900	907	1,361	900
10-83-46000	OPERATIONAL EXPENSES	2,550	807	2,550	0	0	2,000
10-83-46831	BOOKS	7,500	6,992	7,500	2,798	4,197	7,500
10-83-46832	AUDIO VISUAL MATERIALS	1,500	905	1,500	640	960	1,200
10-83-46833	CHILDRENS MATERIAL	1,500	1,722	1,200	482	723	1,200
10-83-46834	PERIODICALS	2,800	2,488	2,800	520	780	2,152
10-83-46835	ELECTRONIC MEDIA	1,400	612	1,400	1,220	1,830	1,400
10-83-50100	BLDG REPAIR & MAINT	20,000	1,044	20,000	1,137	1,706	10,000
10-83-55000	EQUIPMENT REPAIR & MAINT	500	142	500	108	162	500
	Total Library	205,163	147,612	151,519	81,520	120,862	140,426

Senior Center

The Bisbee Senior Center provides activities and programming for the City's senior population. The Senior Center also provides space for Southeastern Arizona Governments Organization (SEAGO) Area Agency on Aging. This building is maintained by Public Works.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$580 to put expenses more in line with FY17 actual
- Contract for City support of Senior Center has expired. This support was not intended to be ongoing support by City, the Senior Center has the ability to raise their own funds through membership fees and hall rental
- City will negotiate a new contract with the Senior Center and help work towards a plan for self-sufficiency over the next fiscal year.
- The Senior Center building is owned by the City so some maintenance by the City will still be required

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Sr. Center							
10-85-21000	ELECTRIC	7,250	5,716	6,500	3,888	5,832	6,500
10-85-22000	WATER	1,100	1,153	1,100	696	1,044	1,100
10-85-22550	SEWER AND GARBAGE SERV.	657	782	657	456	684	657
10-85-23000	GAS	1,700	3,632	2,500	3,709	5,564	2,500
10-85-24000	TELEPHONE & FAX	800	796	800	553	830	800
10-85-24001	INTERNET ACCESS FEES	900	714	900	476	714	900
10-85-34000	CONTRACT SERVICES	1,000	590	1,000	385	578	420
10-85-34085	COORDINATOR CONTRIBUTION	7,400	7,400	7,400	4,933	7,400	7,400
10-85-34100	DOC WORKERS	1,000	3,699	1,000	2,250	3,375	1,000
10-85-45100	DISPOSABLE EQUIP & TOOLS	0	0	0	44	66	0
10-85-45300	CUSTODIAL SUPPLIES	650	1,308	650	574	861	650
10-85-50100	BLDG REPAIR & MAINT	1,000	1,337	1,000	0	0	1,000
	Total Sr. Center	23,457	27,126	23,507	17,964	26,948	22,927

Contingency

In order to provide for unexpected expenses, emergencies, and opportunities, it is necessary to appropriate funds as a contingency. This budget reflects a \$100,000 contingency allocation.

Fiscal Year 2017-18 Budget Highlights

- No changes for FY17
- The City's goal is to increase the contingency fund next fiscal year to bring the amount to \$900,000. This amount will cover eight weeks of operating expenses in the event of a cash shortage

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Contingency							
10-99-99100	UNASSIGNED EXPENSES	100,000	2,522	100,000	0	0	100,000
	Total Contingency	100,000	2,522	100,000	0	0	100,000

	Total Expenses - General Fund	\$8,116,005	\$6,390,609	\$7,417,501	\$4,404,632	\$6,420,247	\$6,807,571
Net		(686,408)	363,376	1	(141,909)	(81,717)	0

Government Grants

This fund accounts for government grants such as CDBG. The Community Development Block Grant (CDBG) funds are federal entitlement dollars that are awarded to cities and towns in every state. Rural communities receive their share in an allocation from the State. Bisbee's CDBG funds are managed by SEAGO. Current CDBG allocations are being used to improve the drainage and streets in the TinTown neighborhood.

Fiscal Year 2017-18 Budget Highlights

- Budget Unchanged
- Some work anticipated on the Tintown Paving & Improvements Project

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Government Grants							
11-30-22521	BAKERVILLE V	0	54,210	0	0	0	
11-30-22522	TINTOWN PAVING & IMPR PHASE 1	203,000	3,000	214,600	(3,000)	2,475	214,600
	Total Revenue for Gov. Grants	203,000	57,210	214,600	(3,000)	2,475	214,600
11-40-22521	BAKERVILLE V	0	54,210	0	0	0	
11-40-22522	TINTOWN PAVING & IMPR PHASE 1	203,000	3,000	214,600	2,475	2,475	214,600
	Total Expenses for Gov. Grants	203,000	57,210	214,600	2,475	2,475	214,600

Public Safety – Fire Grants

Each year, FEMA awards grants to eligible communities for the purchase of vehicles and equipment to enhance homeland security. In the past, this funding has enabled the City to purchase a fire engine and an ambulance

Fiscal Year 2017-18 Budget Highlights

- Grant for new fire vehicles is in process, award amount and timing if awarded is unknown.
- Budgeted for the same amount as FY17 to allow for any grant proceeds

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
PS-Fire Grants							
17-30-22501	FEMA (FIRE TRUCK)	285,000	329,215	285,000	0	0	285,000
17-30-22503	OTHER GRANTS	125,000	0	0	0	0	
17-38-99964	TRANSFER FROM GF-GRANT MATCH	15,000	17,356	15,000	0	0	15,000
	Total Revenue-PS Grant	425,000	346,571	300,000	0	0	300,000
17-40-22501	FEMA (FIRE TRUCK)	300,000	346,751	300,000	0	0	300,000
17-40-22503	OTHER GRANTS	125,000	0	0	0	0	0
	Total Expenses-PS Grants	425,000	346,751	300,000	0	0	300,000

Transportation Grants

Transportation grants include grant funds received from the Arizona Department of Transportation and the Federal Aviation Administration for improvements to highway infrastructure and airport facilities.

Fiscal Year 2017-18 Budget Highlights

- Budget Unchanged, no transportation grants anticipated

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
Transportation Grants							
18-30-22519	FAA - AIRPORT ENTITLEMENT GRANT	415,000	0	150,000	0	0	0
18-30-22520	AIRPORT-PAPI	0	0	170,000	0	0	0
18-38-99950	TRANSFER FROM AIRPORT	35,000	0	12,500	0	0	0
	Total Revenue-Trans. Grant	450,000	0	332,500	0	0	0
18-40-22519	FAA - AIRPORT ENTITLEMENT GRANT	450,000	0	150,000	0	0	0
18-40-22520	AIRPORT-PAPI	0	0	182,500	0	0	0
	Total Expenses-Trans Grant	450,000	0	332,500	0	0	0

Visitor Center

The Bisbee Visitor Center serves as an official Arizona Office of Tourism designated local visitor information center. This center provides information about area attractions, recreational opportunities and hospitality amenities. As required by the Arizona Office of Tourism, the center also provides a variety of brochures, maps and information for the 5 tourist regions of the state. The center also provides relocation and school packets. As a destination marketing organization, this office is responsible for securing and administering Arizona Office of Tourism Co-operative Marketing grants; City of Bisbee and Queen Mine Tour ad placements; marketing efforts including press releases, website ,and Face Book administration; hosting familiarization tours for film producers and travel writers, and serving on the Cochise County Tourism Council. The manager maintains the official travel website, www.discoverbisbee.com as well as the Discover Bisbee Arizona Face Book Page. Funded primarily through the Transient Room Tax (BED TAX), the Visitor Center budget is supplemented with resources from the Queen Mine Tour Enterprise Fund. In November of 2014, Bisbee citizens approved an additional one percent of Transient Tax (Bed Tax) to promote Bisbee as a "overnight destination". The additional bed tax will expire in 2018.

Fiscal Year 2017-18 Budget Highlights

- Decreased revenues/expenses \$61,066 due to not using as much cash carry-forward as in previous years.
- Need to work towards increasing fund balance by not using cash carry forwards for funds that are unlikely to experience an emergency need for extra funds. The focus is to keep expenses matching revenues in these funds
- No capital expenditures anticipated. In FY17 \$50,000 was budgeted for visitor center and rest rooms. This project is not financially feasible at this time

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
Visitor Center							
20-38-51000	CASH CARRY-FORWARD	12,095	0	71,378	0	0	20,312
20-38-99010	TRANSFR FRM GEN FUND - BED TAX	85,910	113,608	107,145	41,763	83,526	98,000
20-38-99011	TRFS FROM GEN FUND-1% BED TAX	35,090	45,440	42,855	16,704	33,408	42,000
20-38-99059	TRANSFER FROM QM	16,000	16,000	16,000	8,000	16,000	16,000
	Total Revenue-Visitor Center	149,095	175,048	237,378	66,467	132,934	176,312
20-40-11000	SALARIES - GENERAL	37,960	35,015	33,010	26,709	40,064	37,960
20-40-11001	OVERTIME - GENERAL	2,000	595	2,000	458	687	2,000
20-40-11050	SALARIES - PART TIME	9,641	199	9,641	3,951	5,927	10,400
20-40-11100	F.I.C.A.	3,075	2,271	2,768	1,696	2,544	3,122
20-40-11200	MEDICARE	719	531	647	397	596	730
20-40-11300	A.S.R.S.	4,583	3,681	4,019	3,119	4,679	4,595
20-40-11500	MEDICAL INSURANCE	4,874	4,726	5,132	3,849	5,774	5,492
20-40-11501	STANDARD DISABILITY INSURANCE	248	210	195	130	195	195
20-40-11505	DEFERRED COMP	811	811	811	609	914	811
20-40-11510	DENTAL INSURANCE	235	235	235	176	264	242
20-40-11600	LIFE INSURANCE	102	103	102	77	116	126
20-40-11700	WORKERS COMPENSATION	132	234	106	127	191	764
20-40-11800	STATE UNEMPLOYMENT	0	0	0	0	0	0
	Visitor Center Personnel Costs	64,380	48,613	58,666	41,298	61,951	66,437
20-40-13100	BUSINESS TRAVEL	1,000	472	3,000	2,387	3,000	4,000
20-40-13101	BUSINESS TRAVEL-OVERNIGHT DEST	0	368	7,000	2,343	3,515	4,000
20-40-13400	EDUCATION & TRAINING	2,190	1,180	1,000	321	482	1,000
20-40-13500	SUBSCRIPTIONS & MEMBERSHIPS	50	0	50	0	0	50
20-40-24000	TELEPHONE & FAX	2,800	1,428	2,800	1,875	2,813	3,000
20-40-31000	PROFESSIONAL FEES	0	0	3,500	150	225	1,000
20-40-34000	CONTRACT SERVICES	13,750	717	2,137	946	1,419	4,000
20-40-34001	CONTRACT SER - OVERNIGHT DEST	0	17,127	15,000	550	825	4,000
20-40-36000	MAINTENANCE & SUPPORT AGREEMNTS	200	5	700	0	0	0
20-40-41500	OFFICE SUPPLIES	1,500	678	1,000	161	242	300
20-40-42020	PRINTING & REPRODUCTION	6,500	1,532	5,000	2,203	5,000	5,000
20-40-42021	PRINTING & REPRODUCTION-OVERNIGHT D	0	0	5,000	1,393	5,000	5,000
20-40-42040	ADVERTISING	50,000	57,253	50,000	48,922	50,000	50,000
20-40-42041	ADVERTISING-OVERNIGHT DEST	0	0	25,000	4,809	25,000	25,000
20-40-42050	NON CAP ADMIN EQUIP/FURN	2,700	719	3,000	80	120	1,000
20-40-43120	OTHER FEES	25	0	25	0	0	25
20-40-43500	POSTAGE	3,000	2,488	3,000	405	608	500
20-40-43600	FILM OFFICE EXPENSES	0	0	0	0	0	1,500
20-40-46000	OPERATIONAL EXPENSES	500	25	500	58	87	250
20-40-46001	OPERATIONAL EXPENSES-OVERNIGHT DES	0	0	500	0	0	250
20-40-62003	GASOLINE	500	0	500	60	90	0
20-40-99099	TRANS TO CAPITAL PROJECTS-OVERNIGHT	0	0	50,000	0	0	0
	Total Expenses-Visitor Center	149,095	132,606	237,378	107,961	160,377	176,312

Streets Fund

The Streets fund pays for the operation and maintenance of City streets, rights of way and street lighting throughout the City. The main source of funding for the Streets Fund is the Highway User Revenue Fund (HURF). The Streets Division consists of three full-time permanent employees. The primary function of this department is maintenance of City streets, alleys, sidewalks, trees, stairs, other properties, and rights-of-way. Typical duties consist of patching and repairing streets, maintaining and repairing drainage channels, repainting traffic control markings such as cross walks, repairing, replacing, or installing traffic and pedestrian signage, and controlling vegetation, which may impede vehicular or pedestrian traffic, or the visibility of signs or markers. Other duties include the preparation for all events conducted in the City, not the least of which is the 4th of July, and the clean-up after the events. There are 42 miles of local streets and 15,447 lineal feet of stairs in the City which are maintained by this fund. Since the City discourages the use of herbicides, the vegetation must be cleared manually on both the roadside and the stairs. There are over a dozen major drainage ways in the City that must be cleared and cleaned after storm activity. The guardrails and handrails on both the stairs and the drainage ways must be maintained and the retaining walls in Bisbee that belong to the City must be preserved.

Fiscal Year 2017-18 Budget Highlights

- Increased revenues/expenses \$7,385
- Some increase in HURF revenue and decrease in anticipated street tax, overall no major changes
- As with other funds there is no budgeted use of cash carry-forward in an attempt to increase City fund balances to allow for a future establishment of restricted emergency funds. Expenses match revenues.

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Streets							
21-31-20000	H.U.R.F. GAS TAX	405,145	404,529	385,188	271,859	407,789	414,173
21-36-10000	1% SALES TAX INCREASE	0	697,970	0	377,496	647,136	686,400
21-36-10500	CEMETERY OPEN/CLOSE FEES	6,000	8,275	6,000	3,175	4,763	6,000
21-36-11060	STREET PAVEMENT CUT FEES	15,000	11,049	10,000	5,332	7,998	5,000
21-36-21000	INTEREST INCOME (LGIP)	0	1	0	2	3	0
21-38-51000	CASH CARRY-FORWARD	53,240	0	0	0	0	0
21-38-99010	TRANSFERS FROM GEN FUND	0	11,341	0	0	0	0
21-38-99011	SALES TAX INCR - 1%	703,560	0	703,000	57,588	0	0
21-38-99909	TRFS FROM CIP TO STREETS	0	0	0	0	0	0
	Total Revenue-Streets	1,182,945	1,133,165	1,104,188	715,452	1,067,689	1,111,573
21-40-11000	SALARIES - GENERAL	71,991	95,644	104,491	90,934	136,401	138,051
21-40-11001	OVERTIME - GENERAL	4,000	8,928	4,000	9,884	14,826	14,000
21-40-11100	F.I.C.A.	4,711	6,546	6,726	6,208	9,312	9,427
21-40-11200	MEDICARE	1,102	1,531	1,573	1,452	2,178	2,205
21-40-11300	A.S.R.S.	8,716	11,919	12,455	11,574	17,361	17,486
21-40-11500	MEDICAL INSURANCE	10,236	(19,336)	15,910	14,669	22,004	22,790
21-40-11501	STANDARD DISABILITY INSURANCE	450	12,957	603	431	647	854
21-40-11505	DEFERRED COMP	1,704	466	2,515	2,330	3,495	3,367
21-40-11510	DENTAL INSURANCE	1,346	2,225	1,986	1,535	2,303	2,336
21-40-11600	LIFE INSURANCE	214	1,351	316	293	440	523
21-40-11700	WORKERS COMPENSATION	6,885	274	9,070	8,421	12,632	17,464
21-40-11800	STATE UNEMPLOYMENT	0	8,117	0	0	0	0
	Streets Personnel Costs	111,355	130,621	159,645	147,731	221,599	228,503
21-40-12300	UNIFORMS & CLOTHING	0	0	200	609	914	1,120
21-40-12500	RECRUITMENT/EMPLOYEE TESTING	200	0	200	0	0	0
21-40-13100	BUSINESS TRAVEL	200	0	200	0	0	0
21-40-13400	EDUCATION & TRAINING	1,200	1,447	1,200	1,535	1,535	3,000
21-40-21000	ELECTRIC	102,260	84,032	104,000	57,401	86,102	100,000
21-40-23000	GAS	520	750	520	353	530	520
21-40-24000	TELEPHONE & FAX	450	442	450	294	441	450
21-40-31000	PROFESSIONAL FEES	0	10,789	0	750	750	10,000
21-40-34000	CONTRACT SERVICES	1,000	2,894	1,000	956	1,434	1,200
21-40-34100	DOC WORKERS	2,500	36,579	2,500	2,158	3,237	3,500
21-40-37000	PROPERTY, CASUALTY, LIABILITY	40,000	2,453	40,000	29,003	43,505	40,000
21-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	1,000	1,373	2,000	0	0	2,000
21-40-41500	OFFICE SUPPLIES	0	0	350	0	0	0
21-40-45100	DISPOSABLE EQUIP & TOOLS	6,000	10,859	4,500	1,635	2,453	8,000
21-40-45200	SAFETY EQUIP & SUPPLIES	1,200	34,635	1,500	1,372	2,058	5,000
21-40-46000	OPERATIONAL EXPENSES	19,000	602,116	19,000	34,363	51,545	20,000
21-40-46210	STREET REPAIR MAT - SALES TAX	0	87,761	360,380	700,127	700,127	396,780
21-40-46211	STREET REPAIR MATERIAL	353,560	0	121,543	13,439	20,159	18,409
21-40-46212	CONTRACTED STREET REPAIR	350,000	5,739	250,000	52,125	52,125	173,200
21-40-50100	BLDG REPAIR & MAINT	1,500	0	0	0	0	0
21-40-55000	EQUIPMENT REPAIR & MAINT	5,000	856	5,000	22,988	34,482	30,000
21-40-55010	EQUIPMENT RENTAL	1,500	0	1,500	6,203	6,203	10,000
21-40-55100	REPAIR & MAINT - OTHER	1,500	364	0	2,045	3,068	1,391
21-40-55200	NON CAP EQUIP PURCHASES	0	0	0	9,088	13,632	13,000
21-40-61000	VEHICLE PARTS & LABOR	15,000	12,835	11,000	10,474	15,711	15,000
21-40-62002	TIRES	4,500	5,208	4,500	2,470	3,705	5,000
21-40-62003	GASOLINE	6,000	7,057	5,000	2,699	4,049	6,000
21-40-62004	DIESEL	12,000	8,523	8,000	7,747	11,621	9,000
21-40-62007	OTHER FLUIDS & LUBRICANTS	500	0	0	576	864	500
21-40-91000	CAPITAL EXPENDITURES	0	83,000	0	3,995	5,993	10,000
21-40-99099	TRANSFER TO CAPITAL PROJECTS	145,000	20,505	0	0	0	0
	Total Expenses-Streets	1,182,945	1,150,840	1,104,188	1,112,136	1,287,842	1,111,573

RICO Fund

RICO Funds are authorized by the Federal Government under the Racketeer Influenced and Corrupt Organization Act. Revenues come from the seizure of assets used in the commission of crimes when the Bisbee Police Department is involved in the investigations.

These funds are maintained by the Cochise County Attorney's Office and are transferred to the City of Bisbee after the proper paper work is submitted to the County Attorney for approval of the expenditures. Funds are used during the year for variety of items which enhances and or aid us in our duties and obligations. Items such as training cost, tires, computers, emergency equipment, donations to youth activities etc.

Fiscal Year 2017-18 Budget Highlights

- Decreased revenue/expenses \$141,719
- No RICO funds expected but some amount budgeted to allow for the revenue/expenses if received
- One more police car lease payment due, \$8,281. This amount is reimbursable with existing City RICO funds held by the County and reimbursed upon payment request

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R.I.C.O.							
39-33-13597	RICO AUCTION FUNDS (COUNTY)	100,000	0	250,000	0	0	100,000
39-33-22506	COUNTY REIMBURSEMENTS - RICO	0	21,786	0	0	16,561	8,281
39-34-10862	VEHICLE IMPOUND FEES	1,000	1,107	1,000	0	0	1,000
	Total Revenue-RICO	101,000	22,893	251,000	0	16,561	109,281
39-40-50002	EQUIPMENT	1,000	21	1,000	0	0	1,000
39-40-50006	RICO - AUTHORIZED EXPENDITURES	100,000	5,621	233,439	0	0	100,000
39-40-99085	TRANSFERS TO DEBT SERVICE	0	16,561	16,561	0	16,561	8,281
	Total Expenses-RICO	101,000	22,203	251,000	0	16,561	109,281

Bisbee Arts Commission

The Bisbee Arts Commission activities are overseen by the Community Development Director and is authorized by the City Council to promote the arts and artists in Bisbee – both within and outside the community.

The Commission was re-established per City Ordinance in October, 2010

Fiscal Year 2017-18 Budget Highlights

- Decreased revenues/expenses \$12,000
- Only projecting art auction and related expenses next fiscal year
- BAC has \$18,016.88 in fund balance

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Bisbee Arts							
42-34-40520	BAC ART AUCTION	0	0	0	0	6,000	6,000
42-38-40010	DONATIONS/FILM FESTIVAL	0	0	0	0	0	0
42-38-51000	CASH CARRY-FORWARD	20,000	0	21,000	0	0	3,000
	Total Revenue-Bisbee Arts	20,000	0	21,000	0	6,000	9,000
42-40-42040	ADVERTISING	200	159	0	16	600	600
42-40-43500	POSTAGE	50	27	0	27	30	30
42-40-46000	OPERATIONAL EXP (DONATIONS)	19,750	5,900	21,000	0	3,370	8,370
	Total Expenses-Bisbee Arts	20,000	6,086	21,000	43	4,000	9,000

Donations

This fund was established in 2008 to manage and account for the receipt and disbursement of donations and contributions made to the City for specific purposes. All revenues in this fund will be segregated by "purpose". This funding will assist the City in demonstrating that the disbursement and expenditure of any such dedicated funds have been restricted to the intended purposes of these funds.

Fiscal Year 2017-18 Budget Highlights

- Decreased revenue/expenses \$486,000
- Budgeting for more realistic donation amount
- Cemetery expected to receive a donation total of \$10,000 from The Bisbee Community Foundation to be used for Cemetery software, adopt-a-tree, and kiosk

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
Donations							
48-38-22500	MISC DONATIONS	1,000,000	2,130	1,000,000	0	0	500,000
48-38-22504	RYAN MIELE ENDOW/ANIMAL WELFARE	5,000	15,000	15,000	14,186	14,186	0
48-38-22506	FIREWORKS	5,000	0	5,000	0	0	5,000
48-38-22507	PARKS AND REC MISC DONATIONS	0	2,507	0	0	0	5,000
48-38-22509	CEMETERY DONATIONS	0	2,296	0	0	0	10,000
48-38-22510	FIRE DEPT DONATIONS/ENGINE 81	2,000	520	2,000	0	0	0
48-38-22512	FILM FESTIVAL DONATIONS	5,000	0	0	0	0	0
48-38-22513	AZ COMM FOUNDATION-SHELTER MEDICAL	10,000	0	10,000	0	0	0
48-38-22514	AZ COMM FOUNDATION-CAT CAGES	0	0	0	0	0	0
48-38-22515	LIBRARY DONATIONS SPEC BEQUEST	0	28,502	0	50	100	10,000
48-38-22516	MOVIE IN THE PARK/EQUIPMENT	0	2,450	2,000	228	228	2,000
48-38-22517	HOLIDAY LIGHTS	0	4,764	0	0	0	2,500
48-38-22518	FIRE DEPARTMENT DONATIONS	0	2,750	2,500	0	0	2,500
48-38-22519	LIBRARY/CHILDRENS PROGRAMMING	0	600	2,500	0	0	2,500
48-38-22521	SECRET SANTA DONATIONS-LIBRARY	0	0	0	506	506	1,000
48-38-28100	SWIMMING POOL	0	0	0	35,609	35,609	15,000
48-38-22522	LIBRARY CHILDREN'S LITERACY PROGRAM	0	0	0	0	0	15,000
Total Revenue-Donations		1,027,000	61,519	1,039,000	50,579	50,629	570,500
48-40-22500	MISC DONATION EXP	1,000,000	2,739	1,000,000	1,500	1,500	500,000
48-40-22503	RYAN MIELE ENDOW/DOG KENNELS	0	0	0	0	0	0
48-40-22504	RAYAN MIELE ENDOW/ANIMAL WELFARE	5,000	15,125	15,000	14,186	14,186	0
48-40-22506	FIREWORKS EXP	5,000	0	5,000	0	0	5,000
48-40-22507	PARKS AND REC MISC DONATIONS	0	389	0	776	776	5,000
48-40-22509	CEMETERY DONATIONS	0	0	0	289	289	10,000
48-40-22510	FIRE DEPT DONATIONS/ENGINE 81	2,000	0	2,000	0	0	0
48-40-22512	FILM FESTIVAL DONATION EXP	5,000	0	0	0	0	0
48-40-22513	AZ COMM FOUNDATION-SHELTER MEDICAL	10,000	0	10,000	0	0	0
48-40-22514	AZ COMM FOUNDATION-CAT CAGES	0	0	0	0	0	0
48-40-22515	LIBRARY DONATIONS SPEC BEQUEST	0	0	0	0	0	10,000
48-40-22516	MOVIE IN THE PARK/EQUIPMENT	0	906	2,000	716	716	2,000
48-40-22517	HOLIDAY LIGHTS	0	3,766	0	0	0	2,500
48-40-22518	FIRE DEPARMENT DONATIONS	0	0	2,500	0	0	2,500
48-40-22519	LIBRARY/CHILDRENS PROGRAMMING	0	0	0	0	0	2,500
48-40-22521	SECRET SANTA DONATIONS-LIBRARY	0	0	0	507	507	1,000
48-40-28100	SWIMMING POOL	0	0	0	0	35,609	15,000
48-40-22522	LIBRARY CHILDREN'S LITERACY PROGRAM	0	0	0	0	0	15,000
Total Expenses-Donations		1,027,000	22,925	1,036,500	17,974	53,583	570,500

Airport Fund

The City of Bisbee owns and operates the Bisbee Municipal Airport. There is an Airport Advisory Committee that meets on a regular basis as an advisory group for the operation and planning of the airport.

Fiscal Year 2017-18 Budget Highlights

- Decreased revenues/expenses \$25,000
- Expenditures decreased to match projected revenues and expenditures adjusted to be more in line with actual expenditures in FY17
- No airport grant expected
- Small amount transferred from General Fund to help cover expenses
- The City is working towards changing the airport status to an International Airport

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
Airport							
50-34-12500	GAS REVENUE	25,000	13,434	25,000	8,508	12,762	12,000
50-36-13500	RENTS	13,860	12,039	13,860	7,552	11,328	12,000
50-36-13501	BISBEE AIRPARK-ACCESS FEES	1,600	96	1,600	0	0	0
50-36-13509	AIRPORT PROPERTY LEASE	1,200	0	1,200	0	0	0
50-38-99010	TRANSFERS FROM GENERAL FUND	35,000	0	12,500	0	0	5,160
	Total Revenue Airport	76,660	25,569	54,160	16,060	24,090	29,160
50-40-21000	ELECTRIC	3,180	3,818	3,180	2,339	3,509	3,180
50-40-22000	WATER	2,500	1,750	2,500	666	999	1,200
50-40-22550	SEWER AND GARBAGE SERV.	250	232	250	135	203	250
50-40-23000	GAS	630	1,032	630	611	917	630
50-40-24000	TELEPHONE & FAX	1,200	730	1,200	493	740	800
50-40-34000	CONTRACT SERVICES	500	0	500	0	0	0
50-40-37000	PROPERTY, CASUALTY, LIABILITY	3,600	3,320	3,600	0	3,600	3,600
50-40-41500	OFFICE SUPPLIES	0	0	0	0	0	0
50-40-42000	ADMIN SPECIAL SUPPLIES	250	0	250	0	0	0
50-40-42040	ADVERTISING	100	0	100	0	0	0
50-40-43110	CREDIT CARD FEES	2,000	1,435	2,000	969	1,454	1,500
50-40-43120	OTHER FEES	0	0	0	0	0	0
50-40-45100	DISPOSABLE EQUIP & TOOLS	200	0	200	0	0	0
50-40-45200	SAFETY EQUIP & SUPPLIES	200	77	200	0	0	0
50-40-45300	CUSTODIAL SUPPLIES	50	2,134	50	0	0	0
50-40-46000	OPERATIONAL EXPENSE	2,500	13,781	2,500	632	948	2,500
50-40-46501	FUEL FOR RESALE	21,000	1,082	21,000	14,495	14,495	15,000
50-40-50100	BLDG REPAIR & MAINT	2,000	0	2,000	512	768	500
50-40-55000	EQUIPMENT REPAIR & MAINT	1,000	54	1,000	0	0	0
50-40-61000	VEHICLE PARTS & LABOR	500	0	500	0	0	0
50-40-99018	AIRPORT GRANT MATCH	35,000	0	12,500	0	0	0
	Total Expenses-Airport	76,660	29,445	54,160	20,852	27,633	29,160

Police Special Revenues and Grants

This fund accounts for all grant revenues received and expended for law enforcement activities outside of the General Fund and Racketeer Influenced Corrupt Organization Funds. Included in this fund are revenues and expenditures for Operation Stonegarden (Homeland Security) funds along with funds anticipated for Collaborative Border Region Alliance and Homeland Security.

The fund also receives and expends monies from Federal Asset Forfeitures in which the City is a participant.

Fiscal Year 2017-18 Budget Highlights

- Decreased revenues/expenses \$19,800
- Budgeting for some Stone Garden reimbursements
- No other special revenues or grants anticipated

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
Police Special Rev & Grants							
53-30-30002	MISC POLICE GRANTS	0	0	0	0	0	0
53-30-30003	HOMELAND SECURITY GRANTS	50,000	14,774	50,000	0	0	0
53-30-30004	TOHONO O'ODHAM NATION GRANT	0	12,000	0	0	0	0
53-35-31000	DEPT OF JUSTICE VESTS	3,800	3,023	3,800	0	0	0
53-35-35000	FEDERAL ASSET FORFEITURES	16,561	0	0	0	0	0
53-36-11050	SERVICE REIMBURSEMENT-DHL	76,000	36,269	76,000	0	0	110,000
	Total Revenue-Police Spec. Rev	146,361	66,066	129,800	0	0	110,000
53-40-11050	SERVICE REIMBURSEMENT	61,000	17,591	76,000	0	0	44,000
53-40-11090	REIMBURSED ERE'S - DHL	0	18,678	0	0	0	55,000
53-40-30003	HOMELAND SECURITY GRANTS	50,000	12,000	50,000	0	0	0
53-40-30004	TOHONO O'ODHAM NATION GRANT	0	12,000	0	0	0	0
53-40-31000	DEPT OF JUSTICE VESTS	3,800	3,023	3,800	0	0	0
53-40-35000	EXPENDITURES - FED ASSET FORFT	0	1,516	0	0	0	0
53-40-99901	TRANSFERS TO GENERAL FUND	31,561	2,774	0	0	0	11,000
	Total Expenses-Police Spec. Rev	146,361	67,581	129,800	0	0	110,000

Wastewater Fund

The Wastewater Fund provides all collection and treatment of wastewater use in the City. In addition to maintaining the collection system which consists of thousands of feet of sewer mains, Wastewater staff are also responsible for marking the Blue Stake requests as required. Wastewater staff are on-call 24-hours a day, seven days a week.

Fiscal Year 2017-18 Budget Highlights

- Increased revenues/expenses \$108,202
- Amount of revenue for sewer services expected to remain the same
- Included \$300,000 emergency reserve use in the event of unplanned major repairs
- Increased amounts transferred to General Fund for service reimbursements
- Transferring \$272,900 to General Fund, this is a one time only transfer to alleviate the budget shortfall. This interfund transfer is an allowable accounting practice and has been verified by the City's Auditing Firm. This transfer can be recognized as a "loan" if the amount will be repaid in a reasonable amount of time, or can be recognized simply as a subsidy. According to the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) manual Interfund Transfers are flows of assets without equivalent flows of assets in return and without a requirement for repayment is considered a subsidy. There is no statute or guidance that prohibits a transfer between funds.

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
Waste Water							
54-30-22500	WIFA GRANTS/LOAN PROCEEDS	0	10,268	0	(10,268)	0	0
54-30-30000	NADB TRANSITION ASSIST. GRANT	0	0	0	0	0	0
54-30-30010	USDA WW IMPROVEMENT GRANT	360,000	5,364	0	(3,228)	0	0
54-30-91000	PROCEEDS FROM WIFA SOLAR LOAN	0	0	0	0	0	0
54-36-21000	INTEREST/PENALTIES EARNED	130,000	159,114	156,000	88,850	152,314	156,000
54-36-50000	MISCELLANEOUS REVENUE	32,000	20,637	32,000	25,402	43,546	40,000
54-36-51000	APS SOLAR REIMBURSEMENT - WWTP	0	0	0	21,770	37,320	25,000
54-36-52000	USE OF WWTP RESERVES	0	0	0	0	0	300,000
54-37-10550	USER FEES	2,124,840	2,132,977	2,130,000	1,411,478	2,419,677	2,130,000
54-37-10551	SERVICE CHARGE/PENALTY	25,000	24,192	25,000	12,584	21,573	25,000
54-37-10552	HOOK-UP FEES	2,000	4,125	2,000	2,125	3,643	2,000
54-38-51000	CASH CARRY-FORWARD	0	0	516,569	0	0	0
54-38-99010	TRFS FROM GF, SALES TAX	351,780	348,985	351,429	217,542	372,929	343,200
54-38-99057	TRANSFER FROM PW GRANTS	37,416	0	0	0	0	0
	Total Revenue-Waste Water	3,063,036	2,705,662	3,212,998	1,766,255	3,051,002	3,021,200
Waste Water							
54-40-11000	SALARIES - GENERAL	308,062	244,299	270,426	161,248	241,872	252,944
54-40-11001	OVERTIME - GENERAL	61,425	47,602	52,000	41,637	62,456	55,000
54-40-11100	F.I.C.A.	22,908	18,036	19,990	12,589	18,884	19,093
54-40-11200	MEDICARE	5,358	4,218	4,675	2,944	4,416	4,465
54-40-11300	A.S.R.S.	42,380	33,281	37,014	23,092	34,638	35,414
54-40-11302	A.S.R.S. PENSION EXPENSE	0	65,437	0	0	0	0
54-40-11500	MEDICAL INSURANCE	39,481	31,860	40,287	24,100	36,150	40,088
54-40-11501	STANDARD DISABILITY INSURANCE	1,642	1,434	1,499	919	1,379	1,510
54-40-11505	DEFERRED COMP	6,573	5,471	6,370	3,949	5,924	5,924
54-40-11510	DENTAL INSURANCE	4,784	3,812	4,624	2,417	3,626	3,608
54-40-11600	LIFE INSURANCE	826	680	801	488	732	920
54-40-11700	WORKERS COMPENSATION	11,769	8,710	9,685	6,256	9,384	11,988
	Waste Water Personnel Costs	505,208	464,840	447,371	279,639	419,461	430,954

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
54-40-12300	UNIFORMS & CLOTHING	800	418	800	342	513	600
54-40-12500	RECRUITMENT/EMPLOYEE TESTING	0	48	0	0	0	0
54-40-13100	BUSINESS TRAVEL	800	1,778	800	0	0	1,000
54-40-13400	EDUCATION & TRAINING	4,000	4,742	4,000	0	0	4,000
54-40-13500	SUBSCRIPTIONS & DUES	500	400	500	508	508	260
54-40-21000	ELECTRIC	64,000	43,367	45,000	38,187	57,281	45,000
54-40-22000	WATER	3,850	2,562	3,850	1,443	2,165	3,000
54-40-24000	TELEPHONE & FAX	4,500	3,974	4,500	3,297	4,946	4,500
54-40-24001	INTERNET ACCESS FEE	950	806	950	544	816	950
54-40-31000	PROFESSIONAL FEES	0	5,000	0	5,325	7,988	6,000
54-40-34000	CONTRACT SERVICES	10,000	14,200	10,000	7,599	11,399	11,000
54-40-34100	DOC WORKERS	1,600	1,355	1,600	480	720	1,000
54-40-37000	PROPERTY, CASUALTY, LIABILITY	76,500	54,883	76,500	42,724	64,086	57,000
54-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	5,000	136	5,000	5,000	5,000	5,000
54-40-41500	OFFICE SUPPLIES	600	1,332	600	751	1,127	800
54-40-42020	PRINTING & REPRODUCTION	500	1,058	500	18	27	500
54-40-42030	BOOKS & REFERENCE MATERIALS	700	1,137	700	314	471	700
54-40-42050	NON CAP ADMIN EQUIP/FURN	1,000	544	1,000	0	0	2,109
54-40-43120	OTHER FEES	0	576	500	72	108	200
54-40-43500	POSTAGE	100	22	100	8	12	100
54-40-45100	DISPOSABLE EQUIPMENT & TOOLS	6,000	7,893	6,000	11,544	17,316	7,000
54-40-45200	SAFETY EQUIP & SUPPLIES	8,000	8,841	8,000	3,602	5,403	6,000
54-40-45300	CUSTODIAL SUPPLIES	1,400	2,292	1,400	911	1,367	1,800
54-40-46000	OPERATIONAL EXPENSES	15,000	36,004	15,000	3,806	5,709	15,000
54-40-46541	CHEMICALS	8,000	9,027	8,000	7,374	11,061	10,000
54-40-46542	LAB SUPPLIES & TESTING	20,000	41,635	20,000	25,637	38,456	24,000
54-40-46543	MANHOLE, PIPE, & FITTINGS	18,000	15,481	18,000	12,549	18,824	20,000
54-40-46544	SLUDGE REMOVAL	45,000	37,904	45,000	11,950	17,925	20,000
54-40-47000	PERMITS & LICENSES	14,000	10,583	14,000	8,329	12,494	16,000
54-40-47500	BAD DEBT	70,700	126,273	70,700	0	100,000	55,000
54-40-50100	BLDG REPAIR & MAINT	3,800	8,532	3,800	9,887	14,831	9,000
54-40-55000	EQUIPMENT REPAIR & MAINT	70,000	74,312	70,000	53,456	80,184	60,000
54-40-55010	EQUIPMENT RENTAL	0	2,784	0	0	0	2,500
54-40-55100	REPAIR & MAINT - OTHER	600	1,789	600	2,723	4,085	1,000
54-40-55200	NON CAP EQUIPMENT PURCHASES	2,000	0	2,000	799	1,199	5,000
54-40-61000	VEHICLE PARTS & LABOR	8,000	8,598	8,000	2,144	3,216	7,000
54-40-62002	TIRES	5,000	1,224	5,000	542	813	3,000
54-40-62003	GASOLINE	25,000	7,622	25,000	5,521	8,282	10,000
54-40-62004	DIESEL	7,000	2,748	7,000	1,311	1,967	5,000
54-40-62007	OTHER FLUIDS & LUBRICANTS	1,000	931	1,000	0	0	1,000
54-40-63000	USE OF EMERGENCY RESERVE	0	0	0	0	0	300,000
54-40-89000	DEPRECIATION EXPENSE	0	1,170,713	0	0	0	0
54-40-91000	CAPITAL EXPENDITURES	7,500	0	200,000	7,253	10,880	22,100
54-40-95000	RESERVE ACCUMULATION	559,728	0	0	0	0	0
54-40-98000	PRINCIPAL PAYMENT - OFFSET	0	(812,275)	0	0	0	0
54-40-99010	TRANSFER TO ADMINISTRATION	4,089	4,089	2,414	1,609	2,414	3,600
54-40-99051	TRANSFERS TO CITY MANAGER	17,455	17,455	17,577	11,718	17,577	24,132
54-40-99052	TRANSFERS TO FINANCE	105,678	105,678	138,388	92,259	138,389	155,080
54-40-99056	TRANSFERS TO PERSONNEL	0	0	0	0	0	4,219
54-40-99057	TRANSFERS TO LEGAL SVCS	12,245	12,245	12,000	8,000	12,000	21,000
54-40-99059	TRANSFERS TO IT	0	0	0	0	0	4,939
54-40-99075	TRANSFERS TO PUBLIC WORKS	16,307	16,307	21,610	14,407	21,611	21,688
54-40-99077	TRANSFERS TO GARAGE	12,197	12,197	17,126	11,417	17,126	25,248
54-40-99000	TRANSFER TO GENERAL FUND	0	0	0	0	0	272,900
54-40-99085	TRANSFER TO DEBT SERVICE	0	0	0	0	0	30,905
54-40-99086	TRANSFERS TO DEBT SERVICE WWP	1,180,193	1,180,193	1,181,594	787,729	1,181,594	1,175,736
54-40-99090	TRFS TO RESERVES - DSR	101,120	101,120	106,518	71,012	106,518	106,680
54-40-99157	TRANSFER TO PW GRANTS	0	10,853	583,000	0	0	0
	Total Expenses-Waste Water	3,025,620	2,826,226	3,212,998	1,553,740	2,427,869	3,021,200

Sanitation Fund

The Sanitation Fund is responsible for collecting all solid waste in the City and for collecting, processing, and selling recyclable materials. The Sanitation Division consists of a supervisor, two container truck drivers, a three-man crew that does the hand pick-up in Old Bisbee, and two recycling attendants in conjunction with supervised inmate labor. Recycling facilities are located at the Cochise County Transfer Station. The community interest in recycling has increased significantly over the last few years. This increase has also provided larger than expected loads at the drop off locations. The recycling center experiences more requests from the business community than can be currently served. The City of Bisbee is the leader in Cochise County for recycling and will continue to find ways to streamline and increase the recycling effort.

Fiscal Year 2017-18 Budget Highlights

- Increased expenses \$40,270
- Added two part time employees to recycling
- Proposed increase of sanitation fees by 16%. The County tipping fees will increase this coming fiscal year by 16%. The rates have increased each year while the City's fee has remained the same. The City can no longer afford to supplement these increases.

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Sanitation							
56-36-11400	RECYCLING REVENUE	35,000	8,880	15,000	5,645	9,677	9,000
56-37-10550	USER FEES	821,615	815,172	821,515	539,691	925,185	930,000
56-37-10551	USER FEES - RECYCLING	25,000	24,454	25,000	16,129	27,650	24,000
56-37-10553	SPECIAL PICK-UP FEES	1,500	550	1,500	155	266	250
56-38-51000	CASH CARRY-FORWARD	63,371	0	59,865	0	0	
	Total Revenue-Sanitation	946,486	849,056	922,880	561,620	962,778	963,250
56-40-11000	SALARIES - GENERAL	277,085	246,007	267,101	171,470	257,205	241,343
56-40-11001	OVERTIME - GENERAL	3,500	11,786	3,500	6,336	9,504	2,700
56-40-11050	SALARIES - PART TIME	0	0	0	0	0	28,018
56-40-11100	F.I.C.A.	17,396	16,637	16,777	11,062	16,593	16,868
56-40-11200	MEDICARE	4,068	3,891	3,924	2,587	3,881	3,945
56-40-11300	A.S.R.S.	32,183	30,532	31,065	20,182	30,273	28,065
56-40-11302	A.S.R.S. PENSION EXPENSE	0	(37,359)	0	0	0	
56-40-11500	MEDICAL INSURANCE	39,724	37,255	44,137	29,039	43,559	43,109
56-40-11501	STANDARD DISABILITY INSURANCE	1,319	1,328	1,421	795	1,193	1,353
56-40-11505	DEFERRED COMP	6,613	6,397	6,978	5,099	7,649	6,370
56-40-11510	DENTAL INSURANCE	4,207	3,292	4,191	2,726	4,089	4,306
56-40-11600	LIFE INSURANCE	831	798	877	587	881	989
56-40-11700	WORKERS COMPENSATION	17,027	14,797	16,143	10,399	15,599	21,641
	Sanitation Personnel Costs	403,953	335,361	396,114	260,282	390,426	398,707
56-40-12300	UNIFORMS & CLOTHING	400	387	1,000	435	653	490
56-40-12500	RECRUITMENT/EMPLOYMEE TESTING	1,000	115	0	225	338	798
56-40-13100	BUSINESS TRAVEL	600	0	1,000	727	727	1,000
56-40-13400	EDUCATION & TRAINING	3,000	978	2,000	0	0	1,000
56-40-21000	ELECTRIC	1,700	1,346	1,700	820	1,230	1,500
56-40-22000	WATER	400	0	400	0	0	0
56-40-23000	GAS	300	750	300	353	530	300
56-40-24000	TELEPHONE & FAX	500	2,473	3,000	1,861	2,792	3,500
56-40-34000	CONTRACT SERVICES	3,500	3,422	3,500	1,233	1,850	2,500
56-40-34100	DOC WORKERS	6,200	5,013	6,200	2,624	3,936	4,000
56-40-37000	PROPERTY, CASUALTY, LIABILITY	32,150	22,645	32,150	17,955	26,933	24,000
56-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	5,000	0	5,000	1,541	2,312	0
56-40-42040	ADVERTISING	0	0	0	241	362	100
56-40-45100	DISPOSABLE EQUIP & TOOLS	400	0	400	286	429	500
56-40-45200	SAFETY EQUIP & SUPPLIES	1,000	1,221	2,000	1,060	1,590	2,000
56-40-45300	CUSTODIAL SUPPLIES	2,500	1,370	2,500	836	1,254	2,000
56-40-46000	OPERATIONAL EXPENSES	2,000	4,608	2,500	5,378	8,067	10,000
56-40-46561	COUNTY TIPPING FEES	176,000	209,150	180,000	131,214	196,821	218,000
56-40-46562	RECYCLING PROGRAM	10,000	5,108	5,000	940	1,410	3,000
56-40-47500	BAD DEBT	20,000	27,981	20,000	0	20,000	20,000
56-40-55000	EQUIPMENT REPAIR & MAINT	15,000	1,366	10,000	2,191	3,287	10,000
56-40-55200	NON CAP EQUIPMENT PURCHASES	22,000	13,231	22,000	10,616	15,924	17,014
56-40-61000	VEHICLE PARTS & LABOR	60,000	37,423	40,000	10,005	15,008	25,000
56-40-62002	TIRES	18,000	4,177	10,000	6,088	9,132	10,000
56-40-62003	GASOLINE	12,500	4,654	12,500	3,686	5,529	12,000
56-40-62004	DIESEL	20,000	13,648	15,000	9,827	14,741	15,000
56-40-62007	OTHER FLUIDS & LUBRICANTS	1,000	0	1,000	0	0	500
56-40-89000	DEPRECIATION EXPENSE	0	57,199	0	0	0	0
56-40-95000	RESERVE ACCUMULATION	25,200	0	0	0	0	0
56-40-99010	TRANSFERS TO ADMIN & GEN	4,089	4,089	2,414	1,609	2,414	3,600
56-40-99051	TRANSFERS TO CITY MANAGER	6,982	6,982	7,031	4,687	7,031	11,262
56-40-99052	TRANSFERS TO FINANCE	45,320	45,320	74,901	49,934	74,901	79,263
56-40-99056	TRANSFERS TO PERSONNEL	0	0	0	0	0	4,219
56-40-99057	TRANSFERS TO LEGAL SVCS	3,674	3,674	3,600	2,400	3,600	6,000
56-40-99059	TRANSFERS TO IT	0	0	0	0	0	1,975
56-40-99077	TRANSFERS TO GARAGE	12,196	12,196	29,358	19,572	29,358	33,664
56-40-99085	TRANSFER TO DEBT SERVICE	21,768	2,329	21,768	14,512	21,768	21,768
56-40-99099	TRANSFER TO CAPITAL PROJECTS	0	0	0	5,000	7,500	0
56-40-99975	TRANSFERS TO PW ADMIN	8,154	8,154	8,644	5,763	8,645	18,590
	Total Expenses-Sanitation	946,486	836,369	922,980	573,901	880,498	963,250

Bisbee Public Works Grants

The Public Works Grants initiate projects outside the normal Public Works operations.

Fiscal Year 2017-18 Budget Highlights

- No change over previous year, these projects were not worked on in FY17 but may continue work at any point if the grants are available

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
PW Grants							
57-30-22502	WIFA GRANT/CDBG SEWER	0	0	0	0	0	0
57-30-22506	WWTP SOLAR GENERATOR SYSTEM	0	0	0	0	0	0
57-30-22508	USDA/RD TINTOWN	0	0	32,000	0	0	32,000
57-30-22510	MISC PUBLIC WORKS GRANTS	2,500,000	0	2,500,000	0	0	2,500,000
57-30-22511	TINTOWN DRAINAGE - PLAN/DESIGN	0	0	0	7,510	13,813	0
57-30-22554	WWTP UPGRADES - USDA	222,222	0	580,000	10,268	10,268	580,000
57-30-22555	TINTOWN DRAINAGE STUDY	0	0	31,960	0	0	31,960
57-30-22556	OB LATERALS/PHASE 1 CONSTR	0	0	560,000	0	0	560,000
57-38-99054	TRANSFER FROM SEWER	0	10,853	583,000	0	0	583,000
	Total Revenue	2,722,222	10,853	4,286,960	17,778	24,081	4,286,960
57-40-22502	WIFA GRANT/CDBG-SEWER	0	0	0	0	0	0
57-40-22506	WWTP SOLAR GENERATOR SYSTEM	0	0	0	0	0	0
57-40-22508	USDA/RD TINTOWN	0	0	32,000	0	0	32,000
57-40-22510	MISC PUBLIC WORKS GRANTS	2,500,000	0	2,500,000	0	0	2,500,000
57-30-22511	TINTOWN DRAINAGE - PLAN/DESIGN	0	0	0	13,813	13,813	0
57-40-22554	WWTP UPGRADES - USDA	222,222	0	1,163,000	10,268	10,268	580,000
57-40-22555	TINTOWN DRAINAGE STUDY	0	0	31,960	0	0	31,960
57-30-22556	OB LATERALS/PHASE 1 CONSTR	0	0	560,000	0	0	560,000
57-40-99054	TRANSFER TO WASTE WATER	0	37,416	0	0	0	583,000
	Total Expenses	2,722,222	37,416	4,286,960	24,081	24,081	4,286,960

Queen Mine Fund

The Mine Tour is an enterprise program for the City of Bisbee which means it operates with its own budget and funds generated from the tour are used to maintain, improve, and expand the tour as well as support the Visitors Center. Funded by the sale of tour tickets and gift shop items, the Queen Mine Tour sees over 50,000 visitors a year from all 50 states and around the world. The City of Bisbee recently entered into an agreement with Freeport-McMoRan to form a foundation that will manage the Queen Mine Tour.

Fiscal Year 2017-18 Budget Highlights

- Decreased revenues/expenses \$92,191
- Revenue from Mine Tours and Merchandise sales is expected to decrease because of new restrictions placed on the mine tours to not allow children under six.
- Some use of cash carry forward budgeted to cover revenue short fall; \$200,000 of this amount is for emergency use only in the event of major unplanned repairs.

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Queen Mine							
59-31-25000	TAX CREDITS TAKEN	0	414	0	245	368	0
59-34-15001	MERCHANDISE SALES	265,000	300,648	280,000	194,584	291,876	250,000
59-34-15010	MAIL ORDER SALES	200	1,233	1,400	567	851	200
59-34-17500	MINE TOURS	441,000	442,962	441,000	280,349	420,524	400,000
59-36-11600	OVER/SHORT	13	182	0	133	200	0
59-36-15003	VENDING MACHINE SALES	1,300	2,903	1,200	1,793	2,690	2,500
59-36-35000	OTHER REVENUE	0	3,000	0	0	0	0
59-38-99235	CASH CARRY-FORWARD	255,207	0	316,401	0	0	295,110
	Total Revenue-QM	962,720	751,343	1,040,001	477,671	716,509	947,810
<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
59-40-11000	SALARIES - GENERAL	149,926	172,422	166,360	118,355	177,533	167,381
59-40-11001	OVERTIME - GENERAL	2,000	552	2,000	69	104	1,000
59-40-11050	SALARIES - PART TIME	159,921	97,105	165,672	65,779	98,669	139,038
59-40-11100	F.I.C.A.	19,335	16,334	20,710	11,248	16,872	19,060
59-40-11200	MEDICARE	4,522	3,820	4,843	2,630	3,945	4,458
59-40-11300	A.S.R.S.	18,719	16,068	16,175	11,216	16,824	16,190
59-40-11301	ALTERNATE CONTRIBUTIONS, A.S.R.S.	4,498	15,680	3,484	4,657	6,986	6,774
59-40-11302	A.S.R.S. PENSION EXPENSE	0	(12,773)	0	0	0	0
59-40-11402	ALTERNATE CONTRIBUTIONS, P.S.P.R.S.	0	0	0	0	0	0
59-40-11500	MEDICAL INSURANCE	24,371	23,629	25,661	16,680	25,020	21,966
59-40-11501	STANDARD DISABILITY INSURANCE	822	893	825	550	825	825
59-40-11505	DEFERRED COMP	4,057	4,057	4,057	3,043	4,565	4,057
59-40-11510	DENTAL INSURANCE	2,392	2,392	2,392	1,794	2,691	2,499
59-40-11600	LIFE INSURANCE	510	459	510	326	489	630
59-40-11700	WORKERS COMPENSATION	9,070	5,910	8,870	4,282	6,423	11,285
	Queen Mine Personnel Costs	400,143	346,549	421,559	240,629	360,946	395,163

<u>Account Number</u>	<u>Account Description</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>YTD 2/28/17 Actual</u>	<u>FY 2017 Y/E Estimate</u>	<u>FY 2018 Proposed</u>
59-40-12300	UNIFORMS & CLOTHING	1,600	1,121	1,300	173	297	1,300
59-40-13100	BUSINESS TRAVEL	0	0	0	233	399	500
59-40-13400	EDUCATION & TRAINING	1,000	0	1,000	565	565	1,000
59-40-21000	ELECTRIC	23,000	17,051	20,000	10,787	18,492	20,000
59-40-22000	WATER	1,500	2,282	1,700	1,228	2,105	2,000
59-40-22550	SEWER AND GARBAGE SERV.	4,757	4,552	4,757	2,656	4,553	4,757
59-40-23000	GAS/WOOD	2,000	2,050	2,000	0	2,000	2,000
59-40-24000	TELEPHONE & FAX	1,900	1,867	1,900	1,170	2,006	2,000
59-40-24001	INTERNET ACCESS FEE	925	999	925	473	811	1,000
59-40-24110	RENT/LEASE	1,200	0	1,200	0	0	1,200
59-40-31000	PROFESSIONAL FEES	0	801	40,000	0	0	0
59-40-34000	CONTRACT SERVICES	800	1,591	800	866	1,485	1,600
59-40-34100	DOC WORKERS	1,900	1,508	1,900	2,183	3,742	2,000
59-40-36000	MAINTENANCE & SUPPORT AGREEMNTS	800	0	800	0	0	800
59-40-37000	PROPERTY, CASUALTY, LIABILITY	40,000	30,582	40,000	(2,107)	32,000	40,000
59-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	500	0	500	0	0	500
59-40-41000	DISPOSABLE EQUIP & TOOLS	0	0	0	242	415	300
59-40-41500	OFFICE SUPPLIES	3,500	2,328	3,500	2,139	3,667	3,500
59-40-42020	PRINTING & REPRODUCTION	0	0	0	0	0	0
59-40-42040	ADVERTISING	32,000	23,242	32,000	11,788	20,208	25,000
59-40-42050	NON CAP ADMIN EQUIP	0	0	2,500	1,684	2,887	500
59-40-43110	CREDIT CARD FEES	16,000	17,600	16,000	12,448	21,339	19,000
59-40-43500	POSTAGE	400	373	400	66	113	400
59-40-45100	DISPOSABLE EQUIP & TOOLS	2,000	993	2,000	74	127	1,000
59-40-45200	SAFETY EQUIP & SUPPLIES	10,000	14,527	10,000	3,896	6,679	6,000
59-40-45300	CUSTODIAL SUPPLIES	3,000	3,169	3,000	1,081	1,853	3,000
59-40-46000	OPERATIONAL EXPENSES	7,000	1,732	7,000	795	1,363	3,000
59-40-46030	CONCESSION SUPPLIES	1,000	723	800	603	1,034	800
59-40-46591	MERCHANDISE	120,000	120,169	135,000	93,956	135,000	100,000
59-40-55000	EQUIPMENT REPAIR & MAINT	17,000	4,950	17,000	473	811	7,026
59-40-55100	REPAIR & MAINT - OTHER	9,000	10,670	25,000	12,978	22,248	25,000
59-40-61000	VEHICLE PARTS & LABOR	1,000	581	1,000	530	530	1,000
59-40-62003	GASOLINE	1,000	539	1,000	340	583	1,000
59-40-62004	DIESEL	0	0	0	20	34	0
59-40-63000	USE OF EMERGENCY RESERVES	0	0	0	0	0	200,000
59-40-89000	DEPRECIATION EXPENSE	0	12,336	0	0	0	0
59-40-99010	TRANSFERS TO ADMIN & GEN	17,771	17,771	15,338	10,225	17,529	1,800
59-40-99020	TRANSFER BED TAX/VC	16,000	16,000	16,000	10,667	18,286	16,000
59-40-99051	TRANSFER TO CITY MANAGER	0	0	0	0	0	8,044
59-40-99052	TRANSFERS TO FINANCE	22,907	22,907	25,122	16,748	28,711	34,462
59-40-99056	TRANSFERS TO PERSONNEL	0	0	0	0	0	4,219
59-40-99057	TRANSFERS TO LEGAL SVCS	5,117	5,117	6,000	4,000	6,857	6,000
59-40-99059	TRANSFERS TO IT	0	0	0	0	0	4,939
59-40-99099	TRANSFERS TO CAPITAL PROJECTS	196,000	0	181,000	0	0	0
	Total Expenses-QM	962,720	686,679	1,040,001	443,609	719,675	947,810

Miscellaneous Grants

This budget reflects grant funds not accounted for elsewhere in the budget. These include library, parks, and tourism grants as well as transportation grants for buses.

Fiscal Year 2017-18 Budget Highlights

- One bus is available through ADOT in Fiscal Year 2018, added that bus and grant match to the budget
- Eliminated the \$5,000,000 grant amount budgeted in previous years, no grant for this amount expected

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Misc Grants							
78-30-23112	LIBRARY PENDING GRANTS	15,000	0	15,000	0	0	0
78-30-23202	ADOT - BISBEE BUS	0	0	78,660	0	0	88,200
78-30-79000	MISCELLANEOUS GRANTS	5,000,000	0	5,000,000	0	0	0
78-38-99996	TRANSFERS FROM BISBEE BUS	0	0	19,665	0	0	9,800
	Total Revenue	5,015,000	0	5,113,325	0	0	98,000
78-40-23112	LIBRARY PENDING GRANTS	15,000	0	15,000	0	0	0
78-40-79000	MISCELLANEOUS GRANTS	5,000,000	0	5,000,000	0	0	0
78-40-91000	CAPITAL EXPENDITURES-BISBEE BUS	0	0	98,325	0	0	98,000
	Total Expenses	5,015,000	0	5,113,325	0	0	98,000

Debt Service

This fund accounts for the accumulation of resources and payment of general long-term debt principle and interest payments. Budgeted funds are transferred into this fund from the various funding sources. These funds are then used to make the appropriate debt payments on one garbage truck and two police cars. Funds have been budgeted for additional vehicle based on Council approval.

Fiscal Year 2017-18 Budget Highlights

- Budget reflects the principal and interest payments due on general long-term debt of the City
- Payments include one payment remaining on the Police Car lease, two payments remaining on the Garbage Truck lease, the new lease for the Vector Truck expected to be delivered in August of 2017 and lease payment on expected purchase of two new police cars.

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Debt Service							
85-38-99010	TRANSFER FROM GF ADMIN/GEN	47,021	47,021.00	15,000	10,000	8,281	16,500
85-38-99039	TRANSFERS FROM RICO FUND	0	47,021.00	16,561	0	0	8,281
85-38-99054	TRANSFER FROM WASTE WATER	0	0.00	0	0	0	30,905
85-38-99056	TRANSFER FROM SANITATION	21,768	47,021.00	21,768	14,512	21,768	21,768
	Total Debt Service Revenue	68,789	141,063	53,329	24,512	30,049	77,454
85-70-81000	PRINCIPAL PMTS, LEASE PURCHASE	63,716	38,259	51,305	28,331	28,331	67,037
85-70-81500	INTEREST PMTS, LEASE PURCHASE	5,073	3,787	2,024	1,718	1,718	10,417
	Total Debt Service Expenses	68,789	42,047	53,329	30,049	30,049	77,454

Debt Service for Wastewater Project

This fund accounts for the accumulation of resources and payment of debt related to the Wastewater Project, and includes the annual debt payments for Water Infrastructure Finance Authority (WIFA) and USDA Rural Development. Funds are also budgeted for debt service reserves, repair and replacement reserves, and operating and maintenance reserves required by WIFA, USDA, and North American Development Bank. Transfers from the Wastewater Fund support these payments.

Fiscal Year 2017-18 Budget Highlights

- This budget includes all payments due in Fiscal Year 2016-17 for the repayment of loans
- Loans due are to the USDA and WIFA for Waste Water Treatment Plant build and Plant Solar Power

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Debt Service for WWTP							
86-36-21000	INTEREST INCOME	100	499	100	1,142	1,713	1,500
86-38-99000	TRANSFERS IN - DEBT SERVICE	1,180,193	1,180,193	1,181,594	787,729	1,181,594	1,175,736
86-38-99010	TRFS IN--DEBT SERVICE RESERVES	101,120	101,120	106,518	71,012	106,518	106,680
	Total Revenue	1,281,413	1,281,812	1,288,212	859,883	1,289,825	1,283,916
86-40-98010	RESERVE ACCUMULATION	101,120	0	106,518	0	0	108,180
86-80-81000	PRINCIPAL PAYMENTS	836,091	812,275	829,355	828,431	1,242,647	847,994
86-80-81500	INTEREST PAYMENTS	344,202	357,487	352,339	121,774	182,661	327,742
	Total Expenses	1,281,413	1,169,762	1,288,212	950,205	1,425,308	1,283,916

Youth Fund

The Youth Fund was established as a permanent fund with \$103,000 in proceeds from the sale of properties known as the Old Police Station and Old Fire Station. The fund must maintain the principal of \$103,000. Interest income and fund balances from previous years activity in excess of the \$103,000 may be budgeted for programs and expenditures consistent with the purposes of this fund.

Fiscal Year 2017-18 Budget Highlights

- Funds budgeted for potential capital improvements and activities pertinent to youth and youth activities

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Youth Fund							
89-36-21000	INTEREST INCOME	0	310	0	470	705	600
89-36-50010	FUND RAISING PROCEEDS	0	0	0	0	0	0
89-36-99925	CASH CARRY-FORWARD	55,000	0	55,000	0	0	55,000
	Total Revenue	55,000	310	55,000	470	705	55,600
89-40-50000	AUTHORIZED EXPENDITURES	0	0	0	0	0	600
89-40-50010	FUND RAISING EXPENSES	0	0	0	0	0	0
89-40-90000	CAPITAL EXPENDITURES	0	0	0	0	0	0
89-40-99099	TRANSFER TO CAPITAL PROJECTS	55,000	0	55,000	0	0	55,000
	Total Expenses	55,000	0	55,000	0	0	55,600

Bisbee Bus Fund

The Bisbee Bus operations are primarily funded through the Arizona Department of Transportation's 5311 program. Additional funds to support the Bisbee Bus are provided from a 5310 ADOT Program, AAA, and SEAGO. General funds are also utilized for matching funds. The day to day operations of the Bisbee Bus are contracted through City of Douglas which provides drivers, safety training and oversight of operations, ridership, marketing and administration. The Bisbee Bus runs a fixed route deviated service Monday thru Friday 6:00 a.m. to 6:20 p.m. and Saturdays from 9:00 a.m. to 3:35 p.m. This service is provided year round with the exception of holidays. The route includes Old Bisbee, Warren, Saginaw, Tin Town, San Jose, and Naco. On weekdays, the bus makes 10 round trips per day and runs an early morning commuter route. Saturdays the bus makes 4 round trips. Cost to ride the bus is \$1.00 for adults, .50 for seniors, and .25 for students. Assistance is available for seniors and disabled riders to obtain reduced fare passes at the Senior Center.

Fiscal Year 2017-18 Budget Highlights

- Decreased expenses \$17,665 to be more in line with FY17 actual expenditures
- No expansion of bus route through Hereford and Palominas to Sierra Vista anticipated in FY18 as anticipated in the previous fiscal year

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Bisbee Bus							
96-30-50000	ADOT GRANT	0	83,836	0	0	0	5,000
96-30-50045	SEAGO TRANSPORTATION	18,650	74,679	18,650	67,082	67,082	18,650
96-30-50050	BUS LOCAL SHARE	10,500	12,620	11,500	8,947	13,421	13,500
96-30-50060	FEDERAL SHARE	287,500	206,329	306,150	112,670	169,005	300,000
96-30-50065	DONATIONS	0	326	0	0	0	0
96-30-50132	TRANSFERS FROM GEN FUND	0	9,315	0	0	0	0
96-38-99010	TRANSFERS FROM GEN FUND	3,700	0	19,665	0	0	1,150
	Total Revenue	320,350	387,106	355,965	188,699	249,508	338,300
96-40-41505	ADMIN MISC EXPENSES	3,000	2,007	3,500	997	1,496	2,000
96-40-41606	CONTRACTOR OPERATING EXPENSES	229,000	216,296	231,500	113,211	209,000	210,000
96-40-41607	CITY OPERATING EXPENSE	33,550	26,178	41,000	32,908	49,362	80,000
96-40-43500	POSTAGE	100	18	300	1	2	500
96-40-52500	PROPERTY, CASUALTY, LIABILITY	10,000	7,328	10,000	4,282	6,423	6,000
96-40-62000	FUEL & LUBRICANTS	41,000	17,075	50,000	14,064	21,096	30,000
96-40-91000	CAPITAL EXPENDITURES	0	83,836	0	0	0	0
96-40-99078	TRANSFER GRANT MATCH	3,700	9,315	19,665	9,833	14,750	9,800
	Total Expenses	320,350	362,053	355,965	175,296	302,129	338,300

Capital Improvements Program Fund

The Capital Improvements Fund was established by City Council to receive funds from the sale of City assets, principally land owned by the City and determined to be surplus property. By ordinance, the proceeds from the sale of City assets are required to be placed in the Capital Improvements Fund. The Capital Improvements Fund is used to account for the financial resources to be used for the acquisition or construction of major capital facilities. Sources of funding may include transfers from the General Fund, Special Revenue Funds, Enterprise Funds, or grant funding, along with the use of reserves where appropriate.

Fiscal Year 2017-18 Budget Highlights

- No capital projects anticipated this fiscal year due to the budget shortfall
- The City is looking into the sale of surplus City property which may help with future capital improvements

<u>Account</u>		<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>YTD 2/28/17</u>	<u>FY 2017</u>	<u>FY 2018</u>
<u>Number</u>	<u>Account Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Y/E Estimate</u>	<u>Proposed</u>
Capital Improvements							
99-30-50999	MISC. INCOME	0	4,090	0	2,184	2,184	0
99-36-55012	FREEPORT STREET SETTLEMENT	0	133,000	0	0	0	0
99-38-51000	CASH CARRY-FORWARD	965,000	0	550,000	0	0	0
99-38-99010	TRANSFERS FROM GENERAL FUND	0	0	35,000	0	0	0
99-38-99020	TRANSFERS FROM VISITOR CENTER	0	0	50,000	0	0	0
99-38-99021	TRANSFER FROM STREETS	145,000	20,505	0	0	0	0
99-38-99050	TRANSFER FROM AIRPORT FUND	0	0	0	0	0	0
99-38-99054	TRANSFER FROM WASTEWATER	0	0	0	0	0	0
99-38-99056	TRANSFER FROM SANITATION	0	0	0	0	0	0
99-38-99059	TRANSFER FROM QUEEN MINE	196,000	0	181,000	0	0	0
99-38-99089	TRANSFER FROM YOUTH FUND	55,000	0	55,000	0	0	55,000
Total Revenue		1,361,000	157,595	871,000	2,184	2,184	55,000
99-40-02001	VISITOR CENTER/BED TAX INCR	0	0	0	0	0	0
99-40-02101	MULE GULCH CHANNEL BRIDGE EVALS	110,000	0	0	0	0	0
99-40-02102	GLASS SIDEWALKS FAIR BLDG	35,000	0	0	0	0	0
99-40-02103	CASTLEROCK EROSION CONTROL	0	0	0	0	0	0
99-40-02104	STREET REPLACEMENT	0	0	0	0	0	0
99-40-05402	CITY HALL HEATING & COOLING SYSTEM	400,000	0	350,000	0	0	0
99-40-05403	FIRE DEPARTMENT ROOFS (2)	100,000	0	100,000	0	0	0
99-40-05404	14TH TERRACE SUBDIVISION STORM DRAIN	35,000	0	0	0	0	0
99-40-05405	LIBRARY HEATING & COOLING SYSTEM	50,000	0	50,000	0	0	0
99-40-05406	CITY HALL ELEVATOR	200,000	0	0	0	0	0
99-40-05407	FIRE ESCAPES	100,000	0	0	0	0	0
99-40-05408	FEMA -MULE GULCH CHANNEL DRAINAGE	80,000	0	80,000	0	0	0
99-40-08501	CITY POOL REFURBISH	55,000	0	0	0	0	0
99-40-05900	QUEEN MINE TRAIN MINE CAR WHEELS	34,000	0	34,000	0	0	0
99-40-05901	INTERIOR RENOVATION -	15,000	0	0	0	0	0
99-40-05903	QM RAIL SWITCH /TRACK REPLACEMENT	25,000	0	25,000	0	0	0
99-40-05904	QM LOCOMOTIVES	100,000	0	100,000	0	0	0
99-40-05905	QM LOCOMOTIVE BATTERY CHARGER	12,000	0	12,000	0	0	0
99-40-05908	QM PARKING LOT MAINTENANCE	10,000	0	10,000	0	0	0
99-40-18000	PARKS IMPROVEMENTS	0	0	0	0	0	0
99-40-80010	PROJECT COST	0	0	0	0	0	0
99-40-90400	EQUIPMENT/VEHICLE	0	0	55,000	0	0	55,000
99-40-90900	RETAINING WALLS	0	20,505	0	0	0	0
Total Expenses		1,361,000	20,505	816,000	0	0	55,000
Total Expenses - All Funds		\$27,655,666	\$14,207,313	\$28,243,397	\$9,416,954	\$13,782,327	\$20,543,987



MAYOR & COUNCIL WORK SESSION FOR

May 10, 2017

DATE ACTION SUBMITTED: May 3, 2017

DISCUSSION/PRESENTATION ONLY

SUBJECT: **DISCUSSION ON THE OVERALL BUDGET PRESENTED TO MAYOR AND COUNCIL**

FROM: **David M. Smith, Mayor**

RECOMMENDATION:

PROPOSED MOTION: **WORK SESSION ONLY**

DISCUSSION:

The Proposed Tentative Budget for Fiscal Year 2017-2018 will be presented and discussed during this Work Session. The Tentative Budget will then be subject to public notice and hearing before the Final Budget is adopted in June. The Tentative Budget establishes the maximum expenditure limit for the Final Budget, but may still be modified prior to the final adoption of the Budget.

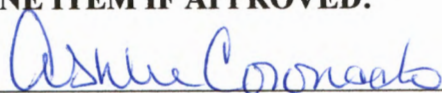
This will give the Mayor and Council the opportunity to discuss the entire Proposed Tentative Budget and make any suggestions or changes.

FISCAL IMPACT: **NA**

DEPARTMENT LINE ITEM ACCOUNT: **NA**

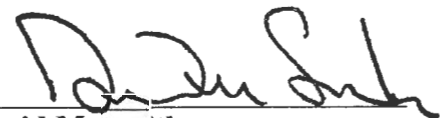
BALANCE IN LINE ITEM IF APPROVED: **NA**

Prepared by:



Ashlee Coronado,
City Clerk

Reviewed by:



David M. Smith
Mayor