

## 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 TUESDAY, MAY 29, 2018, AT 7:00PM IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM, 1415 MELODY LANE, BUILDING G, 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

Robert E. Smith, City Manager  
Ashlee Coronado, City Clerk  
Keri Bagley, Finance Director  
Dan Duchon, Personnel Director  
Andy Haratyk, Public Works Director  
Albert Echave, Police Chief  
George Castillo, Fire Chief

#### CITY ATTORNEY

Britt Hanson

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

1. Presentation and Discussion of the Proposed Tentative Budget for Fiscal Year 2018-2019.

Robert Smith, City Manager

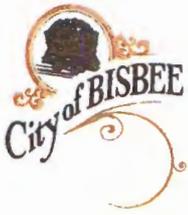
### ADJOURNMENT

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 1415 Melody Lane Bldg. G., 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 29, 2018**

**DATE ACTION SUBMITTED:** May 21, 2018  
**DISCUSSION/PRESENTATION ONLY**  
**SUBJECT: PRESENTATION AND DISCUSSION OF THE PROPOSED TENTATIVE BUDGET FOR FISCAL YEAR 2018-2019**

**FROM:** Robert Smith, City Manager

**RECOMMENDATION:**

**PROPOSED MOTION: WORK SESSION ONLY**

**DISCUSSION:**

The Proposed Tentative Budget for Fiscal Year 2018-2019 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.

**FISCAL IMPACT:** N/A

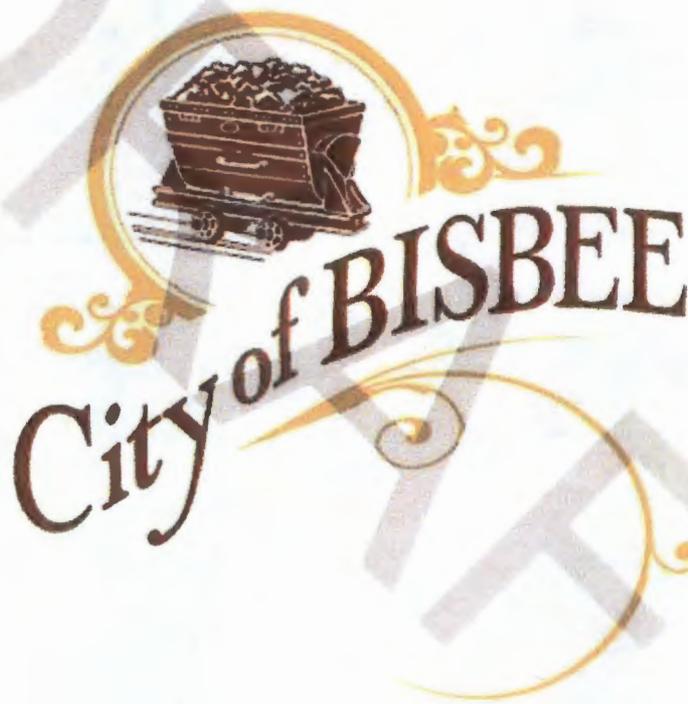
**DEPARTMENT LINE ITEM ACCOUNT:** N/A

**BALANCE IN LINE ITEM IF APPROVED:** N/A

**Prepared by:** Ashlee Coronado  
Ashlee Coronado,  
City Clerk

**Reviewed by:** Robert Smith  
Robert Smith,  
City Manager

**Draft Budget**  
**Fiscal Year 2019**



**July 1, 2018 – June 30, 2019**

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<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>TAXES</b>						
10-31-10000	CITY SALES TAX	1,715,056	1,505,071	1,713,600	858,219	1,375,600
10-31-10020	BED TAX	159,048	147,961	140,000	63,970	1,788
10-31-20200	STATE SALES TAX	519,435	438,409	495,013	241,597	518,180
10-31-24000	VEHICLE LICENSE TAX	247,088	257,163	287,978	133,779	292,916
10-31-24500	PROPERTY TAX	971,419	974,611	1,035,792	563,596	1,052,330
	<b>Taxes Revenue Total</b>	<b>3,612,045</b>	<b>3,323,214</b>	<b>3,672,383</b>	<b>1,861,160</b>	<b>3,240,814</b>
<b>LICENSES &amp; PERMITS</b>						
10-32-10400	BUILDING/SIGN PERMITS	42,908	49,559	50,000	24,706	50,000
10-32-10401	CODE VIOLATION FINES	1,447	803	1,000	262	2,000
10-32-10600	OCCUPATIONAL/LIQUOR LICENSES	44,903	44,443	57,000	12,173	45,000
10-32-10650	SPECIAL EVENT LICENSES	5,311	1,734	2,000	543	2,000
10-32-10700	CIVIL UNION FEE	-	75	-	-	-
10-32-10800	DOG LICENSE FEES/IMPOUND FEES	2,330	856	1,000	120	-
	<b>Licenses &amp; Permits Total</b>	<b>96,899</b>	<b>97,469</b>	<b>111,000</b>	<b>37,803</b>	<b>99,000</b>
<b>INTERGOVERNMENTAL</b>						
10-33-20100	URBAN REVENUE SHARING	668,424	637,920	653,665	323,335	640,934
	<b>Intergovernmental Total</b>	<b>668,424</b>	<b>637,920</b>	<b>653,665</b>	<b>323,335</b>	<b>640,934</b>
<b>CHARGES FOR SERVICE</b>						
10-34-10100	PLANNING/ZONING APPLICATIONS	3,715	8,683	10,000	2,759	8,000
10-34-10120	PLAN EXAMINATION FEE	10,062	11,373	12,000	3,653	12,000
10-34-10300	LIBRARY FEES	3,107	4,246	4,000	2,246	4,000
10-34-10501	CEMETERY PLOT FEES	6,000	6,760	5,000	2,100	6,000
10-34-10510	CEMETERY MAINTENANCE FEES	4,200	3,565	3,000	1,400	4,000
10-34-10700	PUBLIC COPY FEES	605	609	550	108	600
10-34-10701	UTILITY COLLECTION SERVICES	-	2,380	-	-	-
10-34-10862	VEHICLE IMPOUND FEES	14,275	10,250	14,000	2,847	18,000
10-34-10870	TOWING FEES	5,098	4,875	5,000	1,750	8,000
10-34-10880	PARKS USE PERMIT	8,615	5,683	10,000	7,279	10,000
10-34-11500	FRANCHISE FEES	261,840	192,872	260,000	53,405	230,000
10-34-15500	POOL ADMISSIONS	-	5,114	500	1,906	4,000
10-34-40066	AMBULANCE FEES	1,462,023	1,060,560	1,200,000	495,184	1,200,000
10-34-40067	WILDLAND FIRE SERVICES	-	10,328	-	-	30,000
10-34-40068	FIRE INSPECTION FEES	-	-	-	-	26,000
	<b>Charges for Service Total</b>	<b>1,779,541</b>	<b>1,327,299</b>	<b>1,524,050</b>	<b>574,636</b>	<b>1,560,600</b>
<b>FINES &amp; FORFEITURES</b>						
10-35-10502	MUNICIPAL COURT FINES	289	1,140	-	-	-
10-35-70700	DOG LICENSE FINES	3	-	-	-	-
	<b>Fines &amp; Forfeitures Total</b>	<b>292</b>	<b>1,140</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MIISCELLANEOUS</b>						
10-36-10802	ADOPTIONS ANIMAL SHELTER	8,481	3,315	-	-	-
10-36-11000	SERVICE REIMB - OTHER	14	-	-	-	-
10-36-11062	SERVICE REIMB - POLICE DEPT	-	400	-	-	-
10-36-11063	POLICE VEHICLE USE FEES	1,435	-	1,000	-	-
10-36-11064	SERVICE REIMB - FIRE DEPT	14	959	2,000	990	5,000
10-36-11066	SCHOOL RESOURCE OFFICER	48,251	33,486	-	-	-
10-36-11087	INSURANCE REIMBURSEMENTS	1,383	35,563	-	1,587,828	-
10-36-11100	L.L.E.A.C REVENUE FROM COUNTY	533	239	-	47	-
10-36-11600	OVER/SHORT	(240)	(66)	-	(19)	-
10-36-13039	RICO AUCTION REIMBURSMENTS	10,020	-	3,000	-	-
10-36-13500	RENTAL INCOME	46,500	42,625	57,130	18,870	58,400
10-36-13597	CITY AUCTION FUNDS	12,562	5,176	15,000	-	15,000
10-36-21000	INTEREST EARNED	2,341	2,894	2,000	1,843	2,000
10-36-21001	RETURNED CHECK FEES	15	-	-	-	-
10-36-50000	UNASSIGNED REVENUES	114,122	1,440	-	-	-
	<b>Miscellaneous Total</b>	<b>245,429</b>	<b>126,031</b>	<b>80,130</b>	<b>1,609,558</b>	<b>80,400</b>

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<b>CONTRIBUTIONS &amp; TRANSFERS</b>						
10-37-11000	APS/UTILITY PAYMENTS	-	(827)	-	-	-
10-38-40000	DONATIONS - MISC	14,640	3,638	5,000	1,100	4,000
10-38-40086	DONATIONS - COUNCIL	1,740	-	-	-	-
10-38-40087	DONATIONS - SHELTER	689	255	-	-	-
10-38-40088	DONATIONS - POLICE DEPT	1,250	-	-	-	-
10-38-40089	DONATIONS - POOL	-	31,057	15,000	-	15,000
10-38-40090	DONATIONS - FIRE DEPT	270	-	-	3,786	-
10-38-40100	VIETNAM WALL SPONSORSHIP	-	10,715	-	-	-
10-38-50010	GAIN/LOSS ON DISPOSAL OF ASSET	35,811	-	-	-	-
<b>10-38-51000</b>	<b>USE OF FUND BALANCE</b>	-	-	-	-	<b>781,342</b>
10-38-99054	TRANS FROM WW-LOAN REPAYMENT	-	-	400,000	200,000	-
10-38-99921	TRANSFERS FROM STREETS	-	-	-	-	33,596
10-38-99950	TRANSFERS FROM AIRPORT	-	-	-	-	3,351
10-38-99953	TRANSFER FRM POLICE SPECIALREV	2,774	596	11,000	733	-
10-38-99954	TRANSFERS FROM WWATER DEPT	167,971	209,115	259,906	129,953	31,532
10-38-99956	TRANSFERS FROM SANITATION	80,415	125,948	158,573	79,286	-
10-38-99959	TRANSFERS FROM QUEEN MINE FD	45,795	46,460	59,464	29,732	-
10-38-99996	TRANSFERS FROM BISBEE BUS	-	-	-	-	-
10-38-99957	TRANSFERS FROM PW GRANTS	-	-	-	-	-
10-38-99998	GF INTERNAL SERVICES	-	-	-	-	1,722,731
<b>Contributions &amp; Transfers Total</b>		<b>351,355</b>	<b>425,957</b>	<b>908,943</b>	<b>444,590</b>	<b>2,501,552</b>
<i>Revenue General Fund Total</i>		<b>6,753,985</b>	<b>5,940,030</b>	<b>6,950,171</b>	<b>4,851,083</b>	<b>8,213,300</b>

### **Mayor and Council**

The Mayor and Council, acting as the legislative body, enact local legislation, adopt budgets, determine policies and appoint 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 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 18-19 Budget Highlights**

Requested but not able to fund:

- \$ 4,800 for Council meeting refreshments.
- \$ 1,000 for hosting SEAGO, Mayor/Manager meetings.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>MAYOR &amp; COUNCIL</b>						
10-50-11000	SALARIES - GENERAL	19,200	19,000	19,200	9,600	19,200
10-50-11100	F.I.C.A.	1,190	1,178	1,190	595	1,190
10-50-11200	MEDICARE	278	276	278	139	278
10-50-11700	WORKERS COMPENSATION	42	45	62	31	84
	<b>Mayor &amp; Council Personnel Costs</b>	<b>20,711</b>	<b>20,498</b>	<b>20,730</b>	<b>10,366</b>	<b>20,753</b>
10-50-13100	BUSINESS TRAVEL	1,180	488	500	-	500
10-50-13400	EDUCATION & TRAINING	1,890	1,290	3,000	2,280	3,000
10-50-13500	SUBSCRIPTIONS & DUES	6,393	6,506	6,500	6,868	6,875
10-50-41500	OFFICE SUPPLIES	19	317	250	19	150
10-50-42020	PRINTING & REPRODUCTION	-	-	100	-	100
10-50-42040	ADVERTISING	7	-	-	-	-
10-50-43000	FOURTH OF JULY FIREWORKS	7,000	-	3,500	3,500	3,500
10-50-43500	POSTAGE	-	38	50	-	50
10-50-46000	OPERATIONAL EXPENSES	424	414	700	190	700
10-50-46100	FIRE REPLACEMENT EXPENSE	-	-	-	58	-
	<b>Mayor &amp; Council Total</b>	<b>37,624</b>	<b>29,550</b>	<b>35,330</b>	<b>23,280</b>	<b>35,628</b>

### **City Manager**

The City of Bisbee operates under a Council-Manager form of government. The Mayor and Council appoint the City Manager. 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 administration of the City operating budget once approved by the Mayor and Council. 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 18-19 Budget Highlights**

- Budget includes \$ 5,000 for Sales Tax Audit contract.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>CITY MANAGER</b>						
10-51-11000	SALARIES - GENERAL	94,731	90,513	101,061	44,463	112,008
10-51-11001	OVERTIME - GENERAL	-	57	-	-	-
10-51-11100	F.I.C.A.	5,623	5,311	6,266	2,606	6,944
10-51-11200	MEDICARE	1,315	1,242	1,465	610	1,624
10-51-11300	A.S.R.S.	10,392	10,194	11,622	4,864	13,217
10-51-11500	MEDICAL INSURANCE	4,726	5,560	5,492	1,831	5,986
10-51-11501	STANDARD DISABILITY INSURANCE	269	228	248	185	269
10-51-11505	DEFERRED COMP	811	874	811	270	24,811
10-51-11510	DENTAL INSURANCE	641	694	672	224	705
10-51-11600	LIFE INSURANCE	102	111	126	42	129
10-51-11700	WORKERS COMPENSATION	204	223	329	145	489
	<b>City Manager Personnel Costs</b>	<b>118,814</b>	<b>115,007</b>	<b>128,092</b>	<b>55,240</b>	<b>166,182.23</b>
10-51-13100	BUSINESS TRAVEL	122	2,105	2,000	-	4,000
10-51-13400	EDUCATION & TRAINING	548	502	600	-	1,500
10-51-13500	SUBSCRIPTIONS & DUES	200	1,283	1,300	1,263	2,280
10-51-24000	TELEPHONE & FAX	991	887	800	558	900
10-51-31000	PROFESSIONAL FEES	-	1,500	3,000	62,771	5,000
10-51-41500	OFFICE SUPPLIES	259	681	300	40	500
10-51-42030	BOOKS & REFERENCE MATERIALS	-	-	-	-	500
10-51-43500	POSTAGE	31	17	75	-	-
10-51-46000	OPERATIONAL EXPENSES	1,374	10,728	3,000	4,145	-
10-51-46100	FIRE REPLACEMENT EXPENSE	-	-	-	46	-
10-51-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
	<b>City Manager Total</b>	<b>122,339</b>	<b>132,710</b>	<b>139,167</b>	<b>124,063</b>	<b>198,807</b>

## **Finance**

The Finance Department provides fiscal oversight, 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. The department has staff dedicated to monitor and collect delinquent sewer and garbage accounts, by placing liens on properties with delinquent accounts executing promissory notes and submitting individuals to the AZ Debt Set Off program. In addition, all delinquent accounts are cross-checked quarterly with the County's property records to verify accuracy.

### **Fiscal Year 18-19 Budget Highlights**

- Budget includes \$ 13,700 for contracted utility billing.
- Budget includes \$ 3,600 for online bill pay capability.
- Budget combines .49 and .3 FTE positions and increases to FT employee for City customer service duties.
- Budget decreased due to no longer funding part of Personnel Director position.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>FINANCE DEPARTMENT</b>						
10-52-11000	SALARIES - GENERAL	188,542	192,523	196,680	103,498	226,649
10-52-11001	OVERTIME - GENERAL	-	376	1,600	470	1,300
10-52-11050	SALARIES - PART TIME	24,360	-	31,902	9,594	20,660
10-52-11100	F.I.C.A.	13,276	11,998	14,271	7,140	15,680
10-52-11200	MEDICARE	3,105	2,806	3,338	1,670	3,667
10-52-11300	A.S.R.S.	21,387	21,543	22,804	12,111	29,841
10-52-11301	A.S.R.S - ALT CONTRIBUTION	447	-	-	-	-
10-52-11500	MEDICAL INSURANCE	19,297	21,384	18,122	10,297	23,943
10-52-11501	STANDARD DISABILITY INSURANCE	919	1,004	810	499	1,147
10-52-11505	DEFERRED COMP	3,313	3,386	3,489	2,062	4,869
10-52-11510	DENTAL INSURANCE	2,211	2,061	2,029	1,154	2,174
10-52-11600	LIFE INSURANCE	417	425	542	320	643
10-52-11700	WORKERS COMPENSATION	474	404	748	369	1,103
10-52-11800	STATE UNEMPLOYMENT	-	9,217	-	-	-
10-52-11990	REIMBURSED ERE	-	-	-	-	(500)
	<b>Finance Personnel Costs</b>	<b>277,747</b>	<b>267,127</b>	<b>296,335</b>	<b>149,184</b>	<b>331,176</b>
10-52-13100	BUSINESS TRAVEL	541	344	2,500	800	4,000
10-52-13400	EDUCATION & TRAINING	1,519	460	2,500	1,179	4,000
10-52-13500	SUBSCRIPTIONS & DUES	899	646	660	170	1,100
10-52-24000	TELEPHONE & FAX	-	-	-	234	700
10-52-31000	PROFESSIONAL FEES	1,858	6,730	5,000	2,300	3,000
10-52-31200	AUDITING & ACCOUNTING	37,600	35,300	40,000	-	29,000
10-52-34000	CONTRACT SERVICES	12,109	10,615	23,500	21,211	45,000
10-52-36000	MAINTENANCE & SUPPORT AGREEM	100	-	-	-	-
10-52-41500	OFFICE SUPPLIES	2,612	1,424	3,000	798	2,000
10-52-42000	ADMIN SPECIAL SUPPLIES	2,875	3,080	4,500	556	3,500
10-52-42020	PRINTING & REPRODUCTION	-	35	50	-	-
10-52-42030	BOOKS & REFERENCE MATERIALS	896	-	1,000	750	1,000
10-52-42040	ADVERTISING	2,667	2,721	2,700	354	2,700
10-52-42050	NON CAP ADMIN EQUIP/FURN	2,782	56	1,149	160	1,000
10-52-43100	FEES- FUND MANAGEMENT	13,142	10,545	12,500	5,700	12,500
10-52-43110	CREDIT CARD FEES	9,683	11,093	10,000	4,504	11,000
10-52-43120	OTHER FEES	-	214	250	-	250
10-52-43500	POSTAGE & METER TAPES	12,110	12,218	14,000	5,652	3,500
10-52-46000	OPERATIONAL EXPENSES	1	299	25	484	1,000
10-52-46100	FIRE REPLACEMENT EXPENSE	-	-	-	5,815	-
10-52-99998	GF INTERNAL SERVICES	-	-	-	-	35,890
	<b>Finance Total</b>	<b>379,142</b>	<b>362,907</b>	<b>419,669</b>	<b>199,852</b>	<b>492,316</b>

### **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 Documents Imaging Systems 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 website management, 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. 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 18-19 Budget Highlights**

Requested but not able to fund:

- \$ 5,100 Agenda Management software.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>CITY CLERK</b>						
10-53-11000	SALARIES - GENERAL	81,012	90,514	95,017	50,008	98,363
10-53-11001	OVERTIME - GENERAL	-	-	1,500	-	1,000
10-53-11050	SALARIES - PART TIME	-	-	-	1,925	-
10-53-11100	F.I.C.A.	4,886	5,049	5,984	2,890	6,160
10-53-11200	MEDICARE	1,143	1,181	1,399	676	1,441
10-53-11300	A.S.R.S.	9,237	10,412	11,099	5,751	11,725
10-53-11500	MEDICAL INSURANCE	4,726	5,132	5,492	3,203	5,986
10-53-11501	STANDARD DISABILITY INSURANCE	393	365	363	197	393
10-53-11505	DEFERRED COMP	1,623	1,623	1,623	947	1,623
10-53-11510	DENTAL INSURANCE	107	641	672	392	705
10-53-11600	LIFE INSURANCE	204	204	252	147	257
10-53-11700	WORKERS COMPENSATION	181	213	314	169	433
	<b>City Clerk Personnel Costs</b>	<b>103,512</b>	<b>115,335</b>	<b>123,715</b>	<b>66,304</b>	<b>128,086</b>
10-53-13100	BUSINESS TRAVEL	2,475	1,000	1,500	301	1,500
10-53-13400	EDUCATION & TRAINING	930	275	1,200	50	1,200
10-53-13500	SUBSCRIPTIONS & DUES	530	405	500	225	500
10-53-24000	TELEPHONE & FAX	-	-	-	88	560
10-53-34000	CONTRACT SERVICES	-	463	-	-	2,000
10-53-36000	MAINTENANCE & SUPPORT AGREEM	1,741	1,281	2,000	1,281	-
10-53-41500	OFFICE SUPPLIES	629	726	2,500	403	1,000
10-53-42040	ADVERTISING	277	567	2,000	2,357	2,500
10-53-42050	NON CAP ADMIN EQUIP/FURN	-	975	800	-	-
10-53-43500	POSTAGE	228	278	250	85	150
10-53-46000	OPERATIONAL EXPENSES	2,840	231	500	43	250
10-53-46100	FIRE REPLACEMENT EXPENSE	-	-	-	822	-
10-53-46531	ELECTION EXPENSE	-	15,964	15,000	-	15,000
10-53-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
	<b>City Clerk Total</b>	<b>113,163</b>	<b>137,500</b>	<b>149,965</b>	<b>71,959</b>	<b>170,631</b>

### **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, Animal Shelter and the Bisbee Bus Transit System. In addition, the department provides staff liaisons to the Bisbee Arts Commission, the Committee on Disability Issues, Transit Advisory Committee, Community Sustainability Commission and the iBisbee Committee.

#### **Fiscal Year 18-19 Budget Highlights**

- No change in make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>COMMUNITY DEVELOPMENT</b>						
10-54-11000	SALARIES - GENERAL	21,300	23,083	-	-	-
10-54-11001	OVERTIME - GENERAL	46	145	-	-	-
10-54-11050	SALARIES - PART TIME	18,810	17,925	16,640	5,168	-
10-54-11100	F.I.C.A.	2,521	2,589	1,032	320	1,006
10-54-11200	MEDICARE	590	606	241	75	235
10-54-11300	A.S.R.S.	2,313	2,702	-	-	-
10-54-11500	MEDICAL INSURANCE	2,757	3,849	-	-	-
10-54-11501	STANDARD DISABILITY INSURANCE	155	166	-	-	-
10-54-11505	DEFERRED COMP	406	609	-	-	-
10-54-11510	DENTAL INSURANCE	137	176	-	-	-
10-54-11600	LIFE INSURANCE	60	77	-	-	-
10-54-11700	WORKERS COMPENSATION	582	665	54	118	496
10-54-11800	STATE UNEMPLOYMENT	-	530	-	835	-
10-54-11990	COMBINED ERE	-	-	-	-	(1,737)
<b>Community Development Personnel Costs</b>		<b>49,677</b>	<b>53,120</b>	<b>17,967</b>	<b>6,516</b>	<b>(0)</b>
10-54-13400	EDUCATION & TRAINING	196	-	200	-	-
10-54-13500	SUBSCRIPTIONS & MEMBERSHIPS	-	30	300	-	-
10-54-21000	ELECTRIC - SHELTER	1,942	1,859	2,366	1,416	2,366
10-54-22000	WATER - SHELTER	1,021	1,014	1,100	512	1,100
10-54-22550	SEWER & GARBAGE - SHELTER	592	592	500	278	700
10-54-24000	TELEPHONE & FAX - SHELTER	388	363	550	181	400
10-54-24001	INTERNET FEES - SHELTER	833	833	850	417	850
10-54-31000	PROFESSIONAL FEES	-	4,158	1,000	-	-
10-54-34000	CONTRACT SERVICES	15,380	8,155	15,000	1,219	-
10-54-41500	OFFICE SUPPLIES	250	105	250	-	-
10-54-42020	PRINTING & REPRODUCTION	9	158	250	13	250
10-54-42040	ADVERTISING	1,001	114	250	393	250
10-54-42050	NON CAP ADMIN EQUIP/FURN	10	-	250	-	-
10-54-43500	POSTAGE	250	272	250	280	300
10-54-46000	OPERATIONAL EXPENSES	709	57	1,000	8	250
10-54-46100	FIRE REPLACEMENT EXPENSE	-	-	-	100	-
10-54-46500	VAD EXPENSE	-	976	10,000	-	-
10-54-46541	ECONOMIC DEVELOPMENT	1,315	2,661	20,000	3,591	10,000
10-54-46542	ANIMAL SHELTER EXPENSES	16,906	48,319	70,000	53,061	70,000
10-54-50100	BLDG REPAIR & MAINT - SHELTER	-	-	-	-	2,500
10-54-55000	EQUIPMENT REPAIR & MAINT	105	-	-	-	-
10-55-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
<b>Community Development Total</b>		<b>90,585</b>	<b>122,786</b>	<b>142,083</b>	<b>67,986</b>	<b>106,911</b>

### **Administration and General Government**

The Administration and General Government department accounts for the general operating expenses for City Hall such as utilities, telephone, copier maintenance fees, liability insurance, special supplies, and fuel. This fund also includes transfers to Bisbee Bus (if needed) to supplement the City's required match contribution to the operation.

### **Fiscal Year 18-19 Budget Highlights**

- Per advisement from our auditor, Sales Tax and Bed Tax will no longer be recorded as a transfer from the General Fund, but as revenue in each respective fund.
- City Hall rent is included at current rate of \$ 4,200 per month. Utilities for a new City Hall location is based on previous City Hall usage.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>ADMINISTRATION &amp; GENERAL GOV'T</b>						
10-55-11000	SALARIES - GENERAL	-	-	-	6,165	-
10-55-11050	SALARIES - PART TIME	-	-	-	827	-
10-55-11100	F.I.C.A.	-	-	-	436	-
10-55-11200	MEDICARE	-	-	-	102	-
10-55-11300	A.S.R.S.	-	-	-	561	-
10-55-11500	MEDICAL INSURANCE	-	-	-	458	-
10-55-11505	DEFERRED COMPENSATION	-	-	-	68	-
10-55-11510	DENTAL INSURANCE	-	-	-	56	-
10-55-11600	LIFE INSURANCE	-	-	-	11	-
10-55-11700	WORKERS COMPENSATION	-	-	-	23	-
<b>Administration &amp; General Gov't Personnel Costs</b>					<b>8,706</b>	<b>-</b>
10-53-13500	SUBSCRIPTIONS & DUES	-	-	-	-	3,500
10-55-21000	ELECTRIC	11,459	10,944	13,000	5,443	11,500
10-55-22000	WATER	3,110	2,103	2,850	1,058	3,200
10-55-22550	SEWER AND GARBAGE SERV.	4,552	4,552	4,000	1,585	4,900
10-55-23000	GAS	413	318	500	124	500
10-55-24000	TELEPHONE & FAX	-	-	-	-	15,600
10-55-24110	RENT/LEASE	940	887	1,000	796	50,400
10-55-31000	PROFESSIONAL FEES	7,070	6,310	7,000	4,912	-
10-55-34000	CONTRACT SERVICES	9,382	8,000	7,000	1,923	7,000
10-55-37000	PROPERTY, CASUALTY, LIABILITY	119,607	125,308	150,000	98,545	150,000
10-55-37100	INSURANCE CLAIMS & DEDUCTIBLES	1,169	5,691	5,000	5,000	5,000
10-55-41500	OFFICE SUPPLIES	2,856	960	3,000	843	3,000
10-55-42040	ADVERTISING	-	73	-	-	-
10-55-42050	NON CAP ADMIN EQUIP/FURN	669	23	500	-	-
10-55-43500	POSTAGE	404	15	2,400	(489)	300
10-55-44000	HEALTH REIMBURSEMENT	1,500	2,346	5,000	823	10,750
10-55-46000	OPERATIONAL EXPENSES	5,326	1,859	5,000	1,507	2,000
10-55-46100	FIRE REPLACEMENT EXPENSE	-	-	-	7,335	-
10-55-62003	GASOLINE	1,542	2,499	3,500	536	-
10-55-99020	TRANSFER BED TAX	159,048	147,961	140,000	63,970	-
10-55-99021	TRANSFER TO STREETS	11,341	-	-	-	-
10-55-99050	TRANSFER TO AIRPORT	-	-	5,160	-	-
10-55-99054	TRANSFER TO WASTEWATER	348,985	342,692	343,200	170,852	-
10-55-99056	TRANSFER TO SANITATION	-	-	-	-	621,088
10-55-99085	TRANSFERS TO DEBT SERVICE	47,021	-	16,500	8,250	-
10-55-99096	TRANSFER TO BISBEE BUS	-	9,833	1,150	-	74,430
10-55-99998	GT INTERNAL SERVICES	-	-	-	-	107,671
<b>Administration &amp; General Gov't Total</b>		<b>736,392</b>	<b>672,373</b>	<b>715,760</b>	<b>381,720</b>	<b>1,370,839</b>

## **Personnel**

The Personnel Department, reporting to the City Manager, is responsible for administration of benefits, and all personnel actions throughout the employment lifecycle. The Personnel Department ensures the City complies with employment related State and Federal laws, the City Charter, City Code, and the Personnel Rules and Regulations. The Personnel Director serves as the Staff Liaison to the Civil Service Commission, the Employee Council, the Police and Fire Advisory Council, and the Public Safety Personnel Retirement System.

### **Fiscal Year 18-19 Budget Highlights**

- Budget includes increase in FTE funding from 70% to 100%.
- Budget includes \$ 300 for SHRM certification.
- Budget includes 5% pay increase for SHRM certification.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>PERSONNEL</b>						
10-56-11000	SALARIES - GENERAL	31,789	28,110	38,511	25,441	63,008
10-56-11001	OVERTIME	10	343	-	-	-
10-56-11100	F.I.C.A.	2,010	1,631	2,388	1,601	3,907
10-56-11200	MEDICARE	470	382	558	374	914
10-56-11300	A.S.R.S.	3,007	3,253	4,429	2,926	7,435
10-56-11500	MEDICAL INSURANCE	3,938	2,980	3,844	2,975	5,986
10-56-11501	STANDARD DISABILITY INSURANCE	228	-	174	45	269
10-56-11505	DEFERRED COMP	744	427	568	440	811
10-56-11510	DENTAL INSURANCE	297	340	470	257	705
10-56-11600	LIFE INSURANCE	85	60	88	68	129
10-56-11700	WORKERS COMPENSATION	72	66	125	83	275
	<b>Personnel Costs</b>	<b>42,650</b>	<b>37,590</b>	<b>51,155</b>	<b>34,209</b>	<b>83,438</b>
10-56-12500	RECRUITMENT/EMPLOYEE TESTING	-	183	500	-	-
10-56-13100	BUSINESS TRAVEL	-	132	250	-	400
10-56-13400	EDUCATION & TRAINING	99	-	1,700	-	500
10-56-13500	SUBSCRIPTIONS & DUES	-	-	200	506	1,400
10-56-24000	TELEPHONE & FAX	-	-	-	228	800
10-56-31000	PROFESSIONAL FEES	1,500	-	-	-	-
10-56-34000	CONTRACT SERVICES	-	-	-	-	-
10-56-41500	OFFICE SUPPLIES	403	1,220	850	259	500
10-56-42000	ADMIN SPECIAL SUPPLIES	-	70	150	-	-
10-56-42020	PRINTING & REPRODUCTION	-	-	-	163	200
10-56-42030	BOOKS & REFERENCE MATERIALS	-	-	-	-	200
10-56-42040	ADVERTISING	-	250	100	603	800
10-56-42050	NON CAP ADMIN EQUIP/FURN	-	-	421	-	-
10-56-43500	POSTAGE	45	39	50	15	50
10-56-46000	OPERATIONAL EXPENSES	-	192	-	8	500
10-56-46100	FIRE REPLACEMENT EXPENSE	-	-	-	178	1,000
	<b>Personnel Total</b>	<b>44,696</b>	<b>39,675</b>	<b>55,376</b>	<b>36,170</b>	<b>89,788</b>

### **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 other lawsuits which 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 18-19 Budget Highlights**

- No changes to budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>LEGAL SERVICES</b>						
10-57-13400	EDUCATION & TRAINING	820	-	-	-	-
10-57-31100	PROFESSIONAL FEES - LEGAL	61,979	60,000	60,000	30,000	-
10-57-34000	CONTRACT SERVICES	-	-	-	-	60,000
	<b>Legal Services Total</b>	<b>62,799</b>	<b>60,000</b>	<b>60,000</b>	<b>30,000</b>	<b>60,000</b>

### **Water Systems**

This department is better known as the Old Bisbee Fire Suppression System. It consists of a large reservoir which gravityfeeds 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 Guich Channel. Upper Tombstone/West Boulevard is also served by separate pumps which boost the pressure to assure ample firefighting water supply and pressure. Maintenance of this system is handled by Public Works. Expenditures of this department include expenses attendant to the system, and do not include personnel costs.

### **Fiscal Year 18-19 Budget Highlights**

- Budget includes \$ 15,000 for repairs to the fire suppression system.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>WATER SYSTEMS</b>						
10-58-21000	ELECTRIC	3,028	2,674	4,100	1,084	3,000
10-58-55000	EQUIPMENT REPAIR & MAINT	-	-	1,500	-	15,000
<b>Water Systems Total</b>		<b>3,028</b>	<b>2,674</b>	<b>5,600</b>	<b>1,084</b>	<b>18,000</b>

### **Information Systems**

The Information Systems Department funds the purchase, maintenance and consulting services for all the City-wide computer systems and internet access for 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. The department does not fund department specific hardware or software.

#### **Fiscal Year 18-19 Budget Highlights**

- Decrease in budgeted expenditures of \$ 26,700 due to movement of telephones to Administration and General Government and reduction of Non-cap Equipment purchases.
- Budget includes \$ 4,800 for See, Click, Fix work order software.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>INFORMATION SYSTEMS</b>						
10-59-13500	SUBSCRIPTIONS & DUES	-	-	-	-	13,132
10-59-24000	TELEPHONE & FAX	15,585	15,528	15,500	7,052	-
10-59-24001	T1 LINE FOR INTERNET ACCESS	2,550	2,647	3,000	2,753	7,600
10-59-31000	PROFESSIONAL FEES	35,838	34,725	50,000	14,561	50,000
10-59-34000	CONTRACT SERVICES	29,330	27,144	21,000	10,998	4,725
10-59-36000	MAINTENANCE & SUPPORT AGREEM	180	13	1,270	196	-
10-59-46000	OPERATIONAL EXPENSES	424	6	2,000	469	800
10-59-46100	FIRE REPLACEMENT EXPENSE	-	-	-	5,802	-
10-59-55200	NON CAP EQUIP PURCHASES	5,345	1,665	17,000	620	2,000
10-59-91000	CAPITAL EXPENDITURES	-	3,817	-	-	-
10-59-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
<b>Information Systems Total</b>		<b>89,251</b>	<b>85,545</b>	<b>109,770</b>	<b>42,451</b>	<b>96,202</b>

## **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, 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 Systems. The dispatch center handles call for police, fire and ambulance.

### **Fiscal Year 18-19 Budget Highlights**

- Budget includes \$ 17,000 transfer to Debt Service for lease purchase payments for 2 new vehicles.
- Budget includes \$ 50,000 transfer to Debt Service for Knob Hill Rd repair.
- Budget includes 1 new Police Officer position. This will reduce OT required when recruits are in training.

Requested but not able to fund:

- \$ 30,000 for upgraded TASERS.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>POLICE DEPARTMENT</b>						
10-62-11000	SALARIES - GENERAL	594,553	571,551	617,449	406,505	746,948
10-62-11001	OVERTIME - GENERAL	114,360	123,502	69,022	42,958	82,956
10-62-11050	SALARIES - PART TIME	81,967	69,529	96,836	35,191	99,531
10-62-11090	REIMBURSED OVERTIME - DHLS	(17,591)	(2,608)	(44,000)	(3,981)	(52,500)
10-62-11100	F.I.C.A.	49,866	47,361	48,565	26,162	57,625
10-62-11200	MEDICARE	11,662	11,076	11,358	6,118	13,477
10-62-11300	A.S.R.S.	14,454	13,607	13,593	7,595	14,191
10-62-11301	A.S.R.S - ALT CONTRIBUTION	4,598	4,645	3,570	2,670	4,131
10-62-11400	P.S.P.R.S.	549,339	480,115	764,547	206,497	635,015
10-62-11402	PSPRS-ALT CONTRIBUTION	3,659	1,839	-	-	-
10-62-11500	MEDICAL INSURANCE	70,494	70,627	87,865	46,221	107,744
10-62-11501	STANDARD DISABILITY INSURANCE	5,632	5,238	5,926	2,760	7,198
10-62-11505	DEFERRED COMP	12,180	10,528	12,983	7,165	14,606
10-62-11510	DENTAL INSURANCE	7,094	6,738	8,599	4,306	10,439
10-62-11600	LIFE INSURANCE	1,539	1,428	2,016	1,134	2,313
10-62-11700	WORKERS COMPENSATION	26,639	26,494	41,950	19,310	59,765
10-62-11990	Reimbursed ERE's - DHLS	(18,678)	(2,690)	(55,000)	(5,897)	(54,500)
	<b>Police Personnel Costs</b>	<b>1,511,765</b>	<b>1,438,981</b>	<b>1,685,279</b>	<b>804,716</b>	<b>1,748,939</b>
10-62-12300	UNIFORMS & CLOTHING	11,494	11,944	14,000	9,181	14,000
10-62-12400	FITNESS PROGRAMS	120	-	-	-	-
10-62-12500	RECRUITMENT/EMPLOYEE TESTING	3,083	898	1,000	1,024	1,000
10-62-12600	VACCINES	-	961	-	-	1,000
10-62-12700	CANCER INS POLICY	650	400	1,300	550	1,300
10-62-13100	BUSINESS TRAVEL	565	-	-	302	2,000
10-62-13400	EDUCATION & TRAINING	1,627	2,318	2,000	1,117	1,000
10-62-13500	SUBSCRIPTIONS & MEMBERSHIPS	1,405	385	700	-	500
10-62-21000	ELECTRIC	13,118	12,611	14,000	7,351	14,000
10-62-22000	WATER	739	684	1,000	367	100
10-62-22550	SEWER AND GARBAGE SERV.	1,671	1,671	1,500	754	1,800
10-62-23000	GAS	1,192	1,065	1,000	271	1,200
10-62-24000	TELEPHONE & FAX	17,225	16,582	24,000	8,900	20,000
10-62-24001	INTERNET ACCESS FEES	1,326	1,540	1,400	833	1,700
10-62-31000	PROFESSIONAL FEES	4,138	100	5,000	-	-
10-62-31100	PROFESSIONAL FEES - LEGAL	-	4,056	-	-	-
10-62-34000	CONTRACT SERVICES	3,393	24,932	8,435	1,412	4,000
10-62-34100	DOC WORKERS	1,098	1,901	1,500	611	1,500
10-62-36000	MAINTENANCE & SUPPORT AGREEM	7,301	7,383	10,000	7,678	8,000
10-62-37000	PROPERTY, CASUALTY, LIABILITY	370	-	-	-	-
10-62-41500	OFFICE SUPPLIES	3,817	3,035	4,000	910	4,000
10-62-42030	BOOKS & REFERENCE MATERIALS	306	374	300	-	400
10-62-42040	ADVERTISING	-	67	-	16	-
10-62-42050	NON CAP ADMIN EQUIP/FURN	-	-	-	-	500
10-62-43500	POSTAGE	202	434	300	46	300
10-62-45100	DISPOSABLE EQUIP & TOOLS	-	249	-	593	1,000
10-62-45300	CUSTODIAL SUPPLIES	1,155	903	1,200	409	1,200
10-62-46000	OPERATIONAL EXPENSES	7,557	14,536	18,800	10,254	11,700
10-62-46100	FIRE REPLACEMENT EXPENSE	-	-	-	161	-
10-62-46621	AMMUNITION	1,268	-	3,000	-	3,000
10-62-46622	RICO AUCTION EXPENSES	2,577	(145)	3,000	2,187	3,000
10-62-46623	CITY AUCTION EXPENSES	755	1,058	1,000	170	1,000
10-62-46624	MOVING, TOWING, STORAGE EXP	7,928	4,668	8,000	1,976	8,000
10-62-46626	ANIMAL CONTROL EXPENSE	353	52	1,000	34	500
10-62-47000	PERMITS AND LICENSE	-	-	-	-	8,000
10-62-50100	BLDG REPAIR & MAINT	11,670	2,389	4,000	1,410	4,000
10-62-55000	EQUIPMENT REPAIR & MAINT	1,271	4,660	3,000	1,679	3,000
10-62-55200	NON CAP EQUIP PURCHASES	1,052	312	2,400	-	-
10-62-61000	VEHICLE PARTS & LABOR	17,535	17,658	10,000	6,812	18,000
10-62-62003	GASOLINE	24,792	22,468	22,000	13,962	30,000

10-62-91000	CAPITAL EXPENDITURES	11,500	-	-	-	50,000
10-62-99085	TRANS TO DEBT SERVICE	-	16,561	-	-	17,000
10-62-99998	GF INTERNAL SERVICES	-	-	-	-	251,232
	<b>Police Total</b>	<b>1,676,018</b>	<b>1,617,692</b>	<b>1,854,114</b>	<b>885,687</b>	<b>2,237,871</b>

## Fire Department

The Fire Department is headed by the Fire Chief, who reports to the City Manager. The Fire Department has five basic functional responsibilities which are described below.

**Fire Suppression:** Includes residential, automobile, and urban/wildland interface fires. Bisbee Fire Department practices fast attack firefighting in order to minimize risk to life, property and the environment. Once a fire has been extinguished, thorough salvage operations are conducted to preserve property, the environment and return structures to a habitable condition as quickly as possible.

**Emergency Medical Services:** are provided twenty-four hours a day by advanced life support personnel. Requests for medical aid constitute the majority of calls answered by the Fire Department. Fire Department paramedics and EMT's, respond to most medical emergencies within three minutes.

**Fire Prevention:** is responsible for hazard abatement enforcement, approval of building plans, public education, environmental protection and fire safety inspections. The small number of structures fires fought annually in the City of Bisbee is an indication of the prevention bureau's efficacy.

**Training:** of Fire Department personnel is conducted in accordance with county, state and federal standards. Firefighters, EMT's and paramedics receive updates and advances in techniques and technology, and participate in continuing education. To control cost, training is conducted in-house whenever possible.

**Transfers:** provides inter-facility transfer of patients to hospitals in Sierra Vista, Tucson, and Phoenix.

The costs of operating this department are high; however, revenue in excess of \$1 million is provided by 911 transports and interfacility transfers.

During the 2017 calendar year, the Fire Department responded to 2,866 calls. Most of these involved the following categories:

- Structure Fires: 7
- Bush Fires: 21
- Other Fires: 11
- Fire Good Intent: 67
- Emergency Medical Services (Includes good intent): 1,194
- Inter-Facility Transfers: 413
- Motor Vehicle Accidents: 58

### Fiscal Year 18-19 Budget Highlights

- Budget includes new position for a Rover employee. This additional position will reduce the OT required for on call status employees.
- Budget includes two new 19.5 hr/wk civilian positions for Fire Inspectors. Only one position is funded for FY19.
- Estimated Ambulance Fees are \$ 1,200,000 for FY19.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>FIRE DEPARTMENT</b>						
10-64-11000	SALARIES - GENERAL	734,461	754,380	738,931	514,816	777,591
10-64-11001	OVERTIME - GENERAL	203,135	205,216	193,302	81,952	186,268
10-64-11050	SALARIES - PART TIME	552	768	8,000	-	14,196
10-64-11100	F.I.C.A.	44	37	496	16	880
10-64-11200	MEDICARE	13,592	13,882	13,633	7,578	14,182
10-64-11400	P.S.P.R.S.	802,672	834,579	780,372	443,787	800,411
10-64-11402	PSPRS-ALT CONTRIBUTION	1,834	-	-	-	-
10-64-11500	MEDICAL INSURANCE	83,096	91,951	98,848	58,577	119,716
10-64-11501	STANDARD DISABILITY INSURANCE	6,459	6,320	6,147	3,403	7,445
10-64-11505	DEFERRED COMP	14,268	14,471	14,606	8,453	16,229
10-64-11510	DENTAL INSURANCE	8,425	8,638	9,084	5,425	10,948
10-64-11600	LIFE INSURANCE	1,794	1,828	2,268	1,355	2,570
10-64-11700	WORKERS COMPENSATION	28,561	30,809	44,829	23,357	62,420
	<b>Fire Personnel Costs</b>	<b>1,898,894</b>	<b>1,962,880</b>	<b>1,910,516</b>	<b>1,148,718</b>	<b>2,012,855</b>
10-64-12300	UNIFORMS & CLOTHING	6,438	13,176	14,250	7,363	14,250
10-64-12500	RECRUITMENT/EMPLOYMENT TESTI	128	-	500	115	300
10-64-12600	VACCINES	-	31	300	250	300
10-64-12700	CANCER INS POLICY	900	900	1,900	900	900
10-64-13100	BUSINESS TRAVEL	104	48	500	1,205	500
10-64-13400	EDUCATION & TRAINING	15,556	20,625	15,000	5,882	15,000
10-64-13500	SUBSCRIPTIONS & DUES	100	100	500	100	100
10-64-21000	ELECTRIC	8,908	8,043	10,000	4,013	10,000
10-64-22000	WATER	1,557	1,499	2,000	657	2,000
10-64-22550	SEWER AND GARBAGE SERV.	2,474	2,474	2,300	1,094	2,700
10-64-23000	GAS	3,241	2,408	2,000	856	3,000
10-64-24000	TELEPHONE & FAX	7,515	8,024	8,000	3,471	5,000
10-64-24001	INTERNET ACCESS FEES	714	924	800	376	800
10-64-31000	PROFESSIONAL FEES	12,125	2,605	-	-	-
10-64-34000	CONTRACT SERVICES	7,837	11,517	8,000	2,419	9,700
10-64-34010	AMBULANCE BILLING SERVICES	32,160	26,700	25,000	8,999	25,000
10-64-40067	WILDLAND FIRE SVCS EXPENSE	-	-	-	115	-
10-64-41500	OFFICE SUPPLIES	728	879	1,000	690	1,200
10-64-42020	PRINTING & REPRODUCTION	-	-	150	-	-
10-64-42030	BOOKS & REFERENCE MATERIALS	-	-	-	145	-
10-64-42050	NON CAP ADMIN EQUIP/FURN	48,815	-	5,000	2,055	5,000
10-64-43500	POSTAGE	11	101	50	67	50
10-64-45100	DISPOSABLE EQUIP & TOOLS	5,059	(1,070)	5,500	4,357	6,000
10-64-45300	CUSTODIAL SUPPLIES	1,900	2,276	2,500	616	2,500
10-64-46000	OPERATIONAL EXPENSES	13,834	9,466	11,000	19,952	12,500
10-64-46641	MEDICAL SUPPLIES	35,730	38,607	30,000	24,413	35,000
10-64-47000	PERMITS & LICENSES	2,000	1,750	2,500	750	1,000
10-64-50100	BLDG REPAIR & MAINT	12,322	2,169	5,000	740	3,500
10-64-55000	EQUIPMENT REPAIR & MAINT	1,166	2,593	5,000	4,104	5,000
10-64-55200	NON CAP EQUIP PURCHASES	1,199	174	5,000	-	3,000
10-64-61000	VEHICLE PARTS & LABOR	51,385	42,670	35,500	12,450	40,000
10-64-62003	GASOLINE	6,902	9,131	6,000	7,422	18,000
10-64-62004	DIESEL	39,011	34,602	40,000	13,727	30,000
10-64-91000	CAPITAL EXPENDITURES	36,041	8,666	-	-	-
10-64-99017	TRANSFER GRANT MATCH	17,356	-	15,000	-	-
10-64-99998	GF INTERNAL SERVICES	-	-	-	-	305,067
	<b>Fire Total</b>	<b>2,272,110</b>	<b>2,213,970</b>	<b>2,170,766</b>	<b>1,278,018</b>	<b>2,570,222</b>

### **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 service provided by the County.

### **Fiscal Year 18-19 Budget Highlights**

- No change in make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>CITY MAGISTRATE</b>						
10-68-31000	PROFESSIONAL FEES	12,000	12,000	12,000	6,000	-
10-68-34000	CONTRACT SERVICES	34,747	33,342	26,000	6,353	47,000
<b>City Magistrate Total</b>		<u>46,747</u>	<u>45,342</u>	<u>38,000</u>	<u>12,353</u>	<u>47,000</u>

### **Cemetery**

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

#### **Fiscal Year 18-19 Budget Highlights**

- No change in make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>CEMETERY</b>						
10-70-22000	WATER	190	1,921	1,200	1,164	5,500
10-70-22550	SEWER AND GARBAGE SERV.	592	592	618	278	690
10-70-34100	DOC WORKERS	1,920	-	2,000	-	2,000
10-70-45100	DISPOSABLE EQUIP & TOOLS	92	-	250	1,894	2,000
10-70-45200	SAFETY EQUIP & SUPPLIES	-	-	-	-	2,000
10-70-46000	OPERATIONAL EXPENSES	3,404	3,724	2,500	1,190	2,500
10-70-46100	FIRE REPLACEMENT EXPENSE	-	-	-	179	-
10-70-91000	CAPITAL EXPENDITURES	-	-	-	-	-
<b>Cemetery Total</b>		<b>6,198</b>	<b>6,237</b>	<b>6,568</b>	<b>4,705</b>	<b>14,690</b>

### **Building Maintenance**

Building Maintenance is performed by Public Works Staff assisted by DOC inmates and oversees general maintenance and repair of City buildings and furnishing and performs janitorial work.

### **Fiscal Year 18-19 Budget Highlights**

- No change in make-up of budgeted amounts.

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<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>BUILDING MAINTENANCE</b>						
10-74-13400	EDUCATION & TRAINING	-	95	-	-	-
10-74-34000	CONTRACT SERVICES	2,105	2,668	6,000	729	1,500
10-74-34100	DOC WORKERS	6,016	3,681	7,200	-	4,000
10-74-41500	OFFICE SUPPLIES	76	-	-	-	-
10-74-42050	NON CAP ADMIN EQUIP/FURNITURE	2,134	-	-	890	-
10-74-45100	DISPOSABLE EQUIP & TOOLS	-	588	2,000	-	2,000
10-74-45200	SAFETY EQUIP & SUPPLIES	-	386	-	45	-
10-74-45300	CUSTODIAL SUPPLIES	4,194	3,778	5,000	(1,248)	5,000
10-74-46000	OPERATIONAL EXPENSES	3,205	1,689	1,000	1,128	1,000
10-74-46100	FIRE REPLACEMENT EXPENSE	-	-	-	382,896	-
10-74-50100	BLDG REPAIR & MAINT	16,175	14,768	15,000	11,064	15,000
10-74-55000	EQUIPMENT REPAIR & MAINT	-	170	-	-	170
10-74-62003	GASOLINE	-	234	-	6	-
<b>Building Maintenance Total</b>		<b>33,906</b>	<b>28,057</b>	<b>36,200</b>	<b>395,512</b>	<b>28,670</b>

### **Public Works Administration**

Public Works Administration processes all administrative paper work for programs under the Public Works Director approximately \$ 2,590 costs are funded here. The remainder of the personnel costs is paid from the Sewer Fund, the Streets Fund, and the Sanitation Fund.

### **Fiscal Year 18-19 Budget Highlights**

- Budget includes position previously in Wastewater.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>PUBLIC WORKS ADMINISTRATION</b>						
10-75-11000	SALARIES - GENERAL	59,196	52,079	29,655	16,184	60,614
10-75-11001	OVERTIME - GENERAL	1,341	1,306	500	289	500
10-75-11100	F.I.C.A.	3,402	2,652	1,870	898	4,056
10-75-11200	MEDICARE	795	620	437	210	948
10-75-11300	A.S.R.S.	6,806	6,146	3,468	1,894	7,719
10-75-11500	MEDICAL INSURANCE	4,568	7,442	3,844	2,242	10,176
10-75-11501	STANDARD DISABILITY INSURANCE	439	292	144	234	382
10-75-11505	DEFERRED COMP	1,258	1,177	568	331	1,379
10-75-11510	DENTAL INSURANCE	892	828	363	212	1,086
10-75-11600	LIFE INSURANCE	155	148	88	45	218
10-75-11700	WORKERS COMPENSATION	156	127	698	53	260
10-75-11800	STATE UNEMPLOYMENT	2,491	3,600	-	-	-
10-75-11990	REIMBURSED ERE	-	-	-	-	(2,150)
<b>Public Works Administration Personnel Costs</b>		<b>81,497</b>	<b>76,416</b>	<b>41,635</b>	<b>22,593</b>	<b>85,188</b>
10-75-13100	BUSINESS TRAVEL	334	366	500	1,179	3,000
10-75-13200	SUBSCRIPTIONS & DUES	-	-	-	-	250
10-75-13400	EDUCATION & TRAINING	1,393	744	500	35	5,000
10-75-21000	ELECTRIC	430	432	500	279	1,000
10-75-22000	WATER	277	246	300	129	500
10-75-22550	SEWER AND GARBAGE SERV.	993	993	850	433	1,050
10-75-23000	GAS	544	503	500	253	1,000
10-75-24000	TELEPHONE & FAX	1,270	1,280	1,500	569	1,450
10-75-24001	INTERNET ACCESS FEES	-	-	-	-	-
10-75-31000	PROFESSIONAL FEES	-	-	6,000	-	-
10-75-34000	CONTRACT SERVICES	5,040	4,147	4,000	1,158	-
10-75-34100	DOC WORKERS	-	48	-	-	-
10-75-41500	OFFICE SUPPLIES	2,965	2,147	2,000	2,269	2,000
10-75-42000	ADMIN SPECIAL SUPPLIES	1,593	-	-	-	-
10-75-42020	PRINTING & REPRODUCTION	761	326	2,000	-	-
10-75-42040	ADVERTISING	157	440	250	298	-
10-75-42050	NON CAP ADMIN EQUIP/FURN	128	-	-	-	2,000
10-75-43500	POSTAGE	173	132	250	20	200
10-75-45300	CUSTODIAL SUPPLIES	1,980	6,530	-	3,303	3,000
10-75-46000	OPERATIONAL EXPENSES	911	551	300	3,634	1,000
10-75-46100	FIRE REPLACEMENT EXPENSE	-	-	-	3,208	-
10-75-47000	PROPERTY TAX	-	-	-	-	-
10-75-50100	BLDG REPAIR & MAINT	367	-	-	892	-
10-75-61000	VEHICLE PARTS & LABOR	-	148	-	-	-
10-75-62003	GASOLINE	893	197	1,000	418	500
<b>Public Works Administration Total</b>		<b>101,707</b>	<b>95,645</b>	<b>62,085</b>	<b>40,670</b>	<b>107,138</b>

### **Public Works Garage**

The City of Bisbee operates a garage for the purpose of maintaining its fleet of motorized vehicles and equipment. This includes automobiles, garbage trucks, street sweepers, power vacuum truck, excavators, mowers, motor graders, street paving equipment, police, and fire vehicles. The City utilizes intergovernmental agreements (IGAs) with Cochise County Fleet and Heavy Fleet Operation and the City of Sierra Vista for major mechanical work on the vehicles and equipment.

### **Fiscal Year 18-19 Budget Highlights**

- No change in make-up for budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>PUBLIC WORKS GARAGE</b>						
10-77-11000	SALARIES - GENERAL	71,503	85,676	85,899	46,012	88,283
10-77-11001	OVERTIME - GENERAL	6,750	967	7,500	7,599	7,500
10-77-11050	SALARIES - PART TIME	11,158	-	-	-	-
10-77-11100	F.I.C.A.	5,339	5,052	5,791	3,134	6,142
10-77-11200	MEDICARE	1,248	1,181	1,354	733	1,436
10-77-11300	A.S.R.S.	9,038	9,958	10,741	6,165	11,689
10-77-11500	MEDICAL INSURANCE	7,876	10,264	10,983	6,407	11,972
10-77-11501	STANDARD DISABILITY INSURANCE	387	436	433	214	470
10-77-11505	DEFERRED COMP	1,352	1,623	1,623	947	1,623
10-77-11510	DENTAL INSURANCE	1,068	1,282	1,343	783	1,410
10-77-11600	LIFE INSURANCE	170	204	252	147	257
10-77-11700	WORKERS COMPENSATION	2,266	2,374	3,530	1,930	5,024
10-77-11990	REIMBURSED ERE	-	-	-	-	(1,300)
	<b>Public Works Garage Personnel Costs</b>	<b>118,156</b>	<b>119,018</b>	<b>129,449</b>	<b>74,072</b>	<b>134,505</b>
10-77-12300	UNIFORMS & CLOTHING	182	200	200	-	200
10-77-13100	BUSINESS TRAVEL	-	-	-	-	1,000
10-77-13400	EDUCATION & TRAINING	-	60	-	53	3,000
10-77-21000	ELECTRIC	2,692	2,350	3,250	1,136	3,250
10-77-22550	SEWER AND GARBAGE SERV.	1,026	1,026	1,077	485	1,200
10-77-23000	GAS	1,501	1,321	800	297	1,500
10-77-24000	TELEPHONE & FAX	1,947	1,495	1,700	755	2,500
10-77-24001	INTERNET ACCESS	-	-	-	-	1,200
10-77-34000	CONTRACT SERVICES	10,127	7,893	6,500	3,731	6,500
10-77-34100	DOC WORKERS	784	816	800	20	800
10-77-41500	OFFICE SUPPLIES	-	-	100	-	250
10-77-42050	NON CAP ADMIN EQUIP/FURN	-	-	-	245	1,500
10-77-45100	DISPOSABLE EQUIP & TOOLS	701	1,188	3,000	1,097	3,000
10-77-45200	SAFETY EQUIP & SUPPLIES	-	2,203	1,000	45	1,000
10-77-45300	CUSTODIAL SUPPLIES	619	435	350	261	600
10-77-46000	OPERATIONAL EXPENSES	958	1,493	-	224	1,500
10-77-50100	BLDG REPAIR & MAINT	4,544	380	5,000	-	5,000
10-77-55000	EQUIPMENT REPAIR & MAINT	516	246	2,500	-	2,500
10-77-55200	NON CAP EQUIP PURCHASES	-	863	1,000	-	5,500
10-77-61000	VEHICLE PARTS & LABOR	5,128	4,420	5,000	924	5,000
10-77-62003	GASOLINE	218	-	-	114	250
10-77-62007	OTHER FLUIDS & LUBRICANTS	6,084	8,240	9,000	2,744	9,000
10-77-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
	<b>Public Works Garage Total</b>	<b>155,181</b>	<b>153,647</b>	<b>170,726</b>	<b>86,201</b>	<b>208,700</b>

### **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 18-19 Budget Highlights**

- Budget includes new PT employee. This will increase code violation revenue.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>BUILDING INSPECTOR</b>						
10-79-11000	SALARIES - GENERAL	41,302	43,612	43,826	24,128	52,085
10-79-11050	SALARIES - PART TIME	-	-	-	-	14,196
10-79-11001	OVERTIME - GENERAL	348	1,606	1,300	1,148	1,300
10-79-11100	F.I.C.A.	2,617	2,936	2,798	1,596	3,987
10-79-11200	MEDICARE	612	687	654	373	932
10-79-11300	A.S.R.S.	4,747	5,343	5,189	2,907	5,912
10-79-11500	MEDICAL INSURANCE	4,726	5,132	5,492	3,203	5,986
10-79-11501	STANDARD DISABILITY INSURANCE	269	228	248	157	269
10-79-11505	DEFERRED COMP	811	811	811	473	811
10-79-11510	DENTAL INSURANCE	235	235	242	144	255
10-79-11600	LIFE INSURANCE	102	102	126	74	129
10-79-11700	WORKERS COMPENSATION	676	789	1,070	590	2,046
	<b>Building Inspector Personnel Cost</b>	<b>56,445</b>	<b>61,481</b>	<b>61,756</b>	<b>34,793</b>	<b>87,907</b>
10-79-12300	UNIFORMS & CLOTHING	279	-	300	104	300
10-79-13100	BUSINESS TRAVEL	11	-	550	-	850
10-79-13400	EDUCATION & TRAINING	399	1,436	1,000	-	1,000
10-79-13500	SUBSCRIPTIONS & MEMBERSHIPS	-	-	150	-	80
10-79-24000	TELEPHONE & FAX	223	303	250	111	300
10-79-31000	PROFESSIONAL FEES	684	2,071	1,000	-	2,000
10-79-34000	CONTRACT SERVICES	-	-	-	-	-
10-79-41500	OFFICE SUPPLIES	204	106	2,800	114	300
10-79-42030	BOOKS & REFERENCE MATERIALS	292	179	500	58	350
10-79-42040	ADVERTISING	-	20	-	-	-
10-79-42050	NON CAP ADMIN EQUIP/FURN	-	-	300	-	500
10-79-43500	POSTAGE	168	58	200	50	150
10-79-45100	DISPOSABLE EQUIP & TOOLS	35	111	100	-	100
10-79-46000	OPERATIONAL EXPENSES	2	21	100	28	100
10-79-46100	FIRE REPLACEMENT EXPENSE	-	-	-	43	-
10-79-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
	<b>Building Inspector Total</b>	<b>58,742</b>	<b>65,787</b>	<b>69,006</b>	<b>35,300</b>	<b>111,882</b>

### **Parks Maintenance**

Parks includes parks maintenance, special events and recreation programs. There is an established Parks and Recreation Committee to advise and make recommendations to City Council regarding various park and recreation functions. Community volunteers can 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 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 18-19 Budget Highlights**

- No change in make-up for budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>PARKS</b>						
10-80-11000	SALARIES - GENERAL	34,427	34,104	33,009	28,919	63,925
10-80-11001	OVERTIME - GENERAL	5,282	8,919	6,000	7,738	6,000
10-80-11050	SALARIES - PART TIME	7,723	16,272	24,960	3,507	12,168
10-80-11100	F.I.C.A.	2,969	3,712	3,966	2,524	5,090
10-80-11200	MEDICARE	694	868	928	590	1,190
10-80-11300	A.S.R.S.	4,463	4,943	7,356	4,216	8,251
10-80-11500	MEDICAL INSURANCE	5,907	5,132	10,983	5,492	11,972
10-80-11501	STANDARD DISABILITY INSURANCE	231	176	350	175	367
10-80-11505	DEFERRED COMP	1,082	811	1,623	811	1,623
10-80-11510	DENTAL INSURANCE	293	235	485	164	509
10-80-11600	LIFE INSURANCE	128	102	252	74	257
10-80-11700	WORKERS COMPENSATION	1,314	1,717	2,686	1,578	4,626
	<b>Parks Personnel Costs</b>	<b>64,513</b>	<b>76,931</b>	<b>92,598</b>	<b>55,787</b>	<b>115,978</b>
10-80-12300	UNIFORMS & CLOTHING	358	100	200	157	200
10-80-13100	BUSINESS TRAVEL	-	-	-	-	1,000
10-80-13400	EDUCATION & TRAINING	-	-	-	-	3,000
10-80-21000	ELECTRIC	2,536	2,672	2,500	1,633	3,200
10-80-22000	WATER	29,830	39,679	28,000	17,323	20,000
10-80-22550	SEWER AND GARBAGE SERV.	2,367	2,367	2,473	1,052	2,565
10-80-24000	TELEPHONE & FAX	553	549	550	356	700
10-80-34000	CONTRACT SERVICES	4,264	2,796	4,500	899	2,200
10-80-34100	DOC WORKERS	9,812	8,082	9,000	4,133	9,000
10-80-42040	ADVERTISING	-	-	-	6	-
10-80-43500	POSTAGE	-	45	-	5	-
10-80-45200	SAFETY EQUIP & SUPPLIES	-	-	-	294	1,000
10-80-45300	CUSTODIAL SUPPLIES	3,249	3,399	2,400	1,820	3,500
10-80-46000	OPERATIONAL EXPENSES	13,513	18,618	20,039	5,812	20,000
10-80-46801	REC PROGRAMS/SPECIAL EVENTS	7,573	43,679	6,500	10,061	7,500
10-80-46802	LANDSCAPING MATERIALS	4,430	4,880	5,000	1,395	6,000
10-80-50100	BLDG REPAIR & MAINT	5,261	848	4,000	105	4,000
10-80-50110	BLDG REPAIR & MAINT-VANDALISM	5,487	2,659	4,000	-	4,000
10-80-55000	EQUIPMENT REPAIR & MAINT	137	134	2,000	99	1,200
10-80-55100	REPAIR & MAINT - OTHER	305	515	500	110	250
10-80-55200	NON CAP EQUIP PURCHASES	-	797	2,000	2,211	1,000
10-80-61000	REPAIRS & MAINT - VEHICLES	511	2,873	1,500	685	1,500
10-80-62003	GASOLINE	4,239	4,827	4,500	2,842	5,000
10-80-62004	Diesel	147	-	-	40	500
10-80-62007	OTHER FLUIDS & LUBRICANTS	-	-	300	-	-
10-80-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
	<b>Parks Total</b>	<b>159,086</b>	<b>216,511</b>	<b>192,560</b>	<b>106,824</b>	<b>231,238</b>

### **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 and major repairs have been made to bring the pool into compliance with the ADA. A large donation was made in FY17 to repair the baby pool. The pool will open to the public in May 2017 after a year of being closed.

### **Fiscal Year 18-19 Budget Highlights**

- Budget is relying on \$15,000 donations.
- No change in make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>SWIMMING POOL</b>						
10-81-11000	SALARIES - GENERAL	-	3,152	-	-	-
10-81-11050	SALARIES - PART TIME	-	7,217	41,000	16,075	43,000
10-81-11100	F.I.C.A.	-	647	2,542	997	2,666
10-81-11200	MEDICARE	-	151	595	233	624
10-81-11700	WORKERS COMPENSATION	-	258	2,010	788	2,830
	<b>Swimming Pool Personnel Costs</b>	-	11,425	46,147	18,093	49,119
10-81-21000	ELECTRIC	4,890	11,626	10,000	7,298	11,700
10-81-22000	WATER	5,148	4,630	5,600	4,026	5,600
10-81-22550	SEWER AND GARBAGE SERV.	-	-	-	-	-
10-81-24000	TELEPHONE & FAX	420	418	500	211	500
10-81-34000	CONTRACT SERVICES	50	101	-	-	-
10-81-42040	ADVERTISING	-	-	-	124	-
10-81-45100	DISPOSABLE EQUIP & TOOLS	-	559	600	-	600
10-81-45300	CUSTODIAL SUPPLIES	74	135	-	70	75
10-81-46000	OPERATIONAL EXPENSES	12,622	9,772	4,500	2,446	4,500
10-81-47000	PERMITS & LICENSES	100	100	100	-	100
10-81-50100	BLDG REPAIR & MAINT	1,328	2,712	800	1,394	2,000
10-81-55000	EQUIPMENT REPAIR & MAINT	-	190	-	-	-
10-81-55200	NON CAP EQUIP PURCHASES	-	311	-	373	-
10-81-91000	CAPITAL EXPENDITURES	-	-	-	-	-
10-81-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
	<b>Swimming Pool Total</b>	<b>24,632</b>	<b>41,979</b>	<b>68,247</b>	<b>34,036</b>	<b>92,139</b>

## 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. Last fiscal year, the library greeted **28,482** adult patrons and **3,416** juvenile patrons.

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. Last fiscal year, the library circulated over **53,000** items including **20,901** books, **29,029** DVDs, and **3,183** books on CDs. Also, **6,296** patrons used the library's public computers.

Library employees help train the public in library usage and offers educational and informational programs free to the public for both children and adults. Last fiscal year, **3,410** adults and **772** children attended programs.

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 Manager, and one part-time programs coordinator (30 hours/week) and one part-time circulation desk clerk (19.5 hours/week). The library also receives assistance from volunteers who logged **739** volunteer hours last fiscal year, along with substantial financial assistance from the Friends of the Copper Queen Library.

Highlights from last fiscal to present include:

- **Pritchard Gallery:** In January of 2017, the Library debuted the Pritchard Gallery which features four shows per year from local artists on the main floor in the library's recently renovated Reading Room.
- **Balcony Scene:** In April of 2017, the Library debuted the Balcony Scene, which features Bisbee poets reading their poetry on the second floor balcony on the library throughout the month of April to honor National Poetry Month.
- **Best of Bisbee:** The readers of the Herald/Review voted the Copper Queen Library Best Educator for 2017, for its free educational programs which include weekly presentations, workshops, and classes. The Library also won second place for Best Customer Service, and Third Place for Art Gallery (Pritchard Gallery).
- **Food for Fines:** The Library had another successful year collecting canned/nonperishable foods for the Bisbee Fire Department's Holiday Food Drive. The annual program allows patrons to pay off their overdue fines with cans of food which are then donated to the Fire Department.
- **Secret Santa:** The Library's second annual Secret Santa allows library patrons to help reinstate a child's library borrowing privileges by replacing the lost and damaged items on their library accounts, thus clearing their delinquent accounts and returning the items back to the library's shelves for checkout.
- **Grants:** The Library received several grants over the past fiscal year, including a \$5,000 grant from the Arizona State Library to update the Library's Health and Wellness Collections for both Adults and Juveniles. The Library was also awarded a \$3,000 grant from the Arizona State Library to create a WiFi Hotspot lending programs that would allow patrons the opportunity to "check-out" the internet. In addition, The Library was awarded a \$3,000 grant from RAIN (Rural Activation Innovation Network) to implement a Preschool STEM (Science Technology, Engineering, and Math).
- **Seed Library:** The Library created a Seed Library in March of 2018 to encourage a learning community centered around the saving and sharing of heirloom seeds in our unique desert climate. Patrons are encouraged to "borrow" seeds to plants and grow vegetables and flowers and then "return" seeds harvested from their plants back to the Seed Library. The goal is to adapt seeds to our arid climate.

- Pre-K Literacy Outreach: In January of 2018, the Library was awarded a grant from the Bisbee Foundation and private donor to hire a Pre-Kindergarten Literacy/Parent Engagement Outreach Coordinator to facilitate a learning and literacy program to support parents in preparing children from infancy to age five for success in school.
- San Jose Library Annex: In February of 2018, the Library was awarded a \$40,000 grant from Freeport McMoRan to create a Library Annex in a classroom at the Melody Lane School in San Jose and to hire a temporary contractor to help further the library is its goal of promoting literacy and parent engagement in Bisbee.

#### **Fiscal Year 18-19 Budget Highlights**

- Budget includes increase in the program coordinator position hours from 30 hours/week to 40 hours/week. This extra time would allow the library staff to foster current and future projects including the Pre-K Literacy Outreach and allow for more time to explore additional grant funding to create additional programs for both adults and juveniles, as well as funding to fully build out the Annex.
- Budget includes new PT position for Saturday library hours.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>LIBRARY</b>						
10-83-11000	SALARIES - GENERAL	57,985	34,786	34,320	18,480	60,947
10-83-11001	OVERTIME - GENERAL	70	297	-	-	-
10-83-11050	SALARIES - PART TIME	15,765	23,675	27,248	13,457	16,491
10-83-11100	F.I.C.A.	4,613	3,700	3,817	2,029	4,801
10-83-11200	MEDICARE	1,079	865	893	475	1,123
10-83-11300	A.S.R.S.	5,428	4,068	5,884	3,223	7,192
10-83-11301	A.S.R.S - ALT CONTRIBUTION	2,568	881	973	196	-
10-83-11500	MEDICAL INSURANCE	5,513	5,132	10,983	6,407	11,972
10-83-11501	STANDARD DISABILITY INSURANCE	281	250	200	125	538
10-83-11505	DEFERRED COMP	1,040	811	811	902	1,623
10-83-11510	DENTAL INSURANCE	274	235	242	287	509
10-83-11600	LIFE INSURANCE	119	102	126	147	257
10-83-11700	WORKERS COMPENSATION	408	391	1,280	191	1,588
10-83-11800	STATE UNEMPLOYMENT	1,584	4,560	-	-	-
	<b>Library Personnel Cost</b>	<b>96,728</b>	<b>79,753</b>	<b>86,777</b>	<b>45,917</b>	<b>107,040</b>
10-83-13100	BUSINESS TRAVEL	-	-	250	-	-
10-83-13400	EDUCATION & TRAINING	-	-	250	-	-
10-83-13500	SUBSCRIPTIONS & MEMBERSHIPS	-	-	-	-	-
10-83-21000	ELECTRIC	7,076	7,206	9,000	4,036	8,500
10-83-22000	WATER	754	1,227	1,100	402	900
10-83-22550	SEWER AND GARBAGE SERV.	1,237	1,237	1,293	547	1,293
10-83-24000	TELEPHONE & FAX	4,950	4,029	5,000	1,137	2,500
10-83-24001	INTERNET ACCESS	-	563	450	343	720
10-83-31000	PROFESSIONAL FEES	8,300	275	4,500	-	-
10-83-34000	CONTRACT SERVICES	4,369	7,355	4,480	1,713	5,500
10-83-34100	DOC WORKERS	980	277	1,000	106	1,000
10-83-41500	OFFICE SUPPLIES	2,110	2,016	2,200	1,110	2,200
10-83-42040	ADVERTISING	-	-	100	200	200
10-83-42050	NON CAP ADMIN EQUIP/FURN	3,540	4,035	1,200	457	1,200
10-83-43500	POSTAGE	2,151	1,249	1,800	490	1,500
10-83-45300	CUSTODIAL SUPPLIES	705	1,319	900	417	900
10-83-46000	OPERATIONAL EXPENSES	807	360	2,000	-	500
10-83-46831	BOOKS	6,992	7,945	7,500	3,101	6,500
10-83-46832	AUDIO VISUAL MATERIAL	905	1,275	1,200	479	1,500
10-83-46833	CHILDRENS MATERIALS	1,722	1,131	1,200	383	1,500
10-83-46834	PERIODICALS	2,488	1,064	2,152	444	2,000
10-83-46835	ELECTRONIC MEDIA	612	1,742	1,400	60	1,400
10-83-50100	BLDG REPAIR & MAINT	1,044	5,995	10,000	163	10,000
10-83-55000	EQUIPMENT REPAIR & MAINT	142	125	500	507	500
10-83-99998	GF INERNAL SERVICES	-	-	-	-	17,945
	<b>Library Total</b>	<b>147,611</b>	<b>130,178</b>	<b>146,252</b>	<b>62,010</b>	<b>175,298</b>

### **Senior Center**

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

#### **Fiscal Year 18-19 Budget Highlights**

- Budget includes \$ 5,000 for roof repair.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>SENIOR CITIZENS CENTER</b>						
10-85-21000	ELECTRIC	5,716	5,558	6,500	3,135	6,500
10-85-22000	WATER	1,153	1,214	1,100	415	1,300
10-85-22550	SEWER AND GARBAGE SERV.	782	782	657	337	820
10-85-23000	GAS	3,632	4,722	2,500	692	4,000
10-85-24000	TELEPHONE & FAX	796	828	800	422	850
10-85-24001	INTERNET ACCESS FEES	714	714	900	357	750
10-85-34000	CONTRACT SERVICES	590	670	420	200	400
10-85-34085	COORDINATOR CONTRIBUTIONS	7,400	7,400	7,400	3,700	7,500
10-85-34100	DOC WORKERS	3,699	2,295	1,000	-	1,000
10-85-45100	DISPOSABLE EQUIP & TOOLS	-	44	-	-	500
10-85-45300	CUSTODIAL SUPPLIES	1,308	867	650	142	650
10-85-50100	BLDG REPAIR & MAINT	1,337	-	1,000	-	5,000
10-85-91000	CAPITAL EXPENDITURES	-	3,634	-	-	-
<b>Senior Citizens Center Total</b>		<b>27,126</b>	<b>28,728</b>	<b>22,927</b>	<b>9,400</b>	<b>29,270</b>

### **Contingency**

In order to provide for unexpected expenses, emergencies, and opportunities, it is necessary to appropriate funds as a contingency.

### **Fiscal Year 18-19 Budget Highlights**

- In the FY18 budget the City's goal was to increase the contingency fund in FY19 to bring the amount to 10% of the General Fund budget to equal the minimum amount recommended by the Government Finance Officers Association (GFOA) of approximately eight weeks (or two months) of operating expenses. Based on the FY18 General Fund budgeted amount would have been \$695,000.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
CONTINGENCY						
10-99-99100	UNASSIGNED EXPENSES	2,522	9,294	280,000	-	20,000
	<b>Contingency Total</b>	<u>2,522</u>	<u>9,294</u>	<u>280,000</u>	<u>43,100</u>	<u>20,000</u>

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>Net</b>					
<b>General Fund Expenditures Total</b>	<b>6,390,606</b>	<b>6,298,787</b>	<b>6,950,171</b>	<b>3,972,377</b>	<b>8,213,301</b>
					(0)

### **Government Grants**

This fund accounts for government grants such as Community Development Block Grants (CDBG). 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.

### **Fiscal Year 18-19 Budget Highlights**

- Current CDBG allocations are being used to improve the drainage and streets in the Tin Town neighborhood.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>GOVERNMENT GRANTS</b>						
11-10-12010	DUE FROM OTHER GOVERNMENTS	3,000	-	-	-	-
11-30-22521	BAKERVILLE V	54,210	-	-	-	-
11-30-22522	TINTOWN PAVING & IMPR PHASE 1	3,000	14,547	214,600	6,839	-
11-30-22523	TINTOWN PAVING & IMPR PHASE 2	-	-	-	-	214,000
<b>General Government Grants Revenue Total</b>		<b>60,210</b>	<b>14,547</b>	<b>214,600</b>	<b>6,839</b>	<b>214,000</b>
11-40-22521	BAKERVILLE V	54,210	-	-	-	-
11-40-22522	TINTOWN PAVING & IMPR PHASE 1	3,000	-	214,600	12,857	-
11-40-22523	TINTOWN PAVING & IMPR PHASE 2	-	-	-	-	214,000
<b>General Government Grants Expenditures Total</b>		<b>57,210</b>	<b>-</b>	<b>214,600</b>	<b>12,857</b>	<b>214,000</b>

### **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 18-19 Budget Highlights**

- No budget for this fiscal year.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>PUBLIC SAFETY - FIRE GRANTS</b>						
17-30-22501	FEMA (FIRE TRUCK)	329,215	-	285,000	-	-
17-38-99964	TRANSFER FROM GF-GRANT MATCH	17,356	-	15,000	-	-
<b>Public Safety - Fire Grants Revenue Total</b>		<b>346,571</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>
17-40-22501	FEMA (FIRE TRUCK)	346,571	-	300,000	-	-
<b>Public Safety - Fire Grants Expenditures Total</b>		<b>346,571</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>

### **Transportation Grants**

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

### **Fiscal Year 18-19 Budget Highlights**

- No budget for this fiscal year.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>TRANSPORTATION GRANTS</b>						
18-30-22527	FAA GRANT	-	-	-	-	-
	<b>Transportation Grants Revenue Total</b>	-	-	-	-	-
18-40-22257	FAA GRANT	-	-	-	-	-
	<b>Transportation Grants Expenditures Total</b>	-	-	-	-	-

## Visitor Center

The Bisbee Visitor Center serves as an official Arizona Office of Tourism designated 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 printed literature for the 5 tourist regions of the state. The center also provides visitor and relocation packets. The Bisbee Visitor Information Office annex, attached to the Bisbee Mining and Historical Museum, provides information about Bisbee: specific things to experience and encourages overnight stays. As a destination marketing organization, the tourism department 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; monthly newsletter; website; social media management; hosting familiarization tours for film producers and travel writers; participating in trade shows; media missions as well as serving on the Cochise County Tourism Council. The manager maintains the official tourism website [www.discoverbisbee.com](http://www.discoverbisbee.com), as well as, the Discover Bisbee Facebook, Instagram and Twitters accounts. 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 2014, Bisbee citizens approved an additional one percent of Transient Tax ( Bed Tax) to promote Bisbee as an "overnight destination".

In 2017 Bisbee received the following accolades:  
Frommer's Best Places to Go in 2018' - *Fromer's Media*  
23 Great American Small Cities to Visit in 2018' - *TripAdvisor*  
Prettiest City in Arizona' - *The Daily Meal*  
Most Picturesque Small Town in Arizona' - *USA Today*  
25 Best Small Towns in America' - *Architectural Digest*

### Fiscal Year 18-19 Budget Highlights

- Budget decrease due to removal of film office duties, which is more appropriately funded and reported as Economic Development.
- City Bed Tax 1% increase expires in 2019; needs to be on ballot this fall if renewing.
- Budget includes City Bed Tax 1% increase with additional 1.5% increase beginning 03-2019 to be on fall ballot
- FY19 Budget will require Visitor Center Fund Balance use to balance.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>TRANSIENT ROOM TAX</b>						
20-31-10000	CITY SALES TAX	-	-	-	-	44,742
20-31-10020	BED TAX	-	-	-	-	96,553
20-38-51000	USE OF FUND BALANCE	-	-	20,312	-	32,308
20-38-99010	TRANSFR FRM GEN FUND - BED TAX	113,608	105,688	98,000	45,694	-
20-38-99011	TRFS FROM GEN FUND-1% BED TAX	45,440	42,272	42,000	18,276	-
20-38-99059	TRANSFER FROM QM	16,000	16,000	16,000	8,000	16,000
	<b>Transient Room Tax Revenue Total</b>	<b>175,048</b>	<b>163,961</b>	<b>176,312</b>	<b>71,970</b>	<b>189,603</b>
20-40-11000	SALARIES - GENERAL	35,015	38,907	37,960	20,440	40,048
20-40-11001	OVERTIME - GENERAL	595	896	2,000	55	-
20-40-11050	SALARIES - PART TIME	199	-	10,400	4,329	10,621
20-40-11100	F.I.C.A.	2,271	2,473	3,122	1,533	3,141
20-40-11200	MEDICARE	531	579	730	358	735
20-40-11300	A.S.R.S.	3,681	4,558	4,595	2,357	4,726
20-40-11500	MEDICAL INSURANCE	4,726	5,132	5,492	3,203	5,986
20-40-11501	STANDARD DISABILITY INSURANCE	210	196	195	136	211
20-40-11505	DEFERRED COMP	811	811	811	473	811
20-40-11510	DENTAL INSURANCE	235	235	242	144	255
20-40-11600	LIFE INSURANCE	103	102	126	74	129
20-40-11700	WORKERS COMPENSATION	234	219	764	124	271
	<b>Transient Room Tax Personnel Costs</b>	<b>48,613</b>	<b>54,109</b>	<b>66,437</b>	<b>33,226</b>	<b>66,933</b>
20-40-13100	BUSINESS TRAVEL	472	2,422	3,000	1,711	4,000
20-40-13101	BUSINESS TRAVEL-OVERNIGHT DEST	368	8,362	4,000	428	-
20-40-13400	EDUCATION & TRAINING	1,180	951	1,000	402	500
20-40-13500	SUBSCRIPTIONS & MEMBERSHIPS	-	10	50	25	1,000
20-40-24000	TELEPHONE & FAX	1,428	2,630	3,000	1,231	3,000
20-40-31000	PROFESSIONAL FEES	-	250	1,000	-	3,000
20-40-34000	CONTRACT SERVICES	717	1,275	9,000	6,098	13,000
20-40-34001	CONTRACT SER- OVERNIGHT DEST	17,127	7,657	4,000	-	-
20-40-36000	MAINTENANCE &SUPPORT AGREEM	5	-	-	-	-
20-40-41500	OFFICE SUPPLIES	678	341	300	358	500
20-40-42020	PRINTING & REPRODUCTION	1,532	2,248	3,000	1,183	3,000
20-40-42021	PRINTING & REPRO OVERNIGHT DEST	-	1,654	3,000	1,507	2,000
20-40-42040	ADVERTISING	57,253	55,644	50,000	27,407	33,000
20-40-42041	ADVERTISING-OVERNIGHT DEST	-	15,749	25,000	16,381	40,000
20-40-42050	NON CAP ADMIN EQUIP/FURN	719	80	1,000	1,462	1,000
20-40-43120	OTHER FEES	-	-	25	-	25
20-40-43500	POSTAGE	2,488	642	500	199	500
20-40-43600	FILM OFFICE EXPENSES	-	-	1,500	-	-
20-40-46000	OPERATIONAL EXPENSES	25	173	250	75	200
20-40-46001	OPERATIONAL EXP-OVERNIGHT DEST	-	98	250	-	-
20-40-62003	GASOLINE	-	60	-	-	-
20-40-99998	GF INTERNAL SERVICES	-	-	-	-	17,945
	<b>Transient Room Tax Expenditures Total</b>	<b>132,606</b>	<b>154,355</b>	<b>176,312</b>	<b>91,693</b>	<b>189,603</b>

### Streets Fund

The Streets Fund provides for the operation and maintenance of streets, alleys, sidewalks, stairs, drainage channels, right of way and street lighting throughout the City. The main source of funding for the Streets Fund is the Highway User Revenue Fund (HURF) other duties include 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, preparation of all events conducted in the City and the clean-up after the events. There are 42 miles of local streets and 15,447 lineal feet of stairs in the City. 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 that belong to the City must be preserved.

### Fiscal Year 18-19 Budget Highlights

- Budget includes expenditures for additional DOC crews.
- Budget includes repayment of \$ 33,596 to the General Fund for FY17 transfer to eliminate negative cash balance

Requested but not able to fund:

- new PT position.
- LED street lights.
- engineer services for drainage in Bakerville \$ 125,000.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>STREETS</b>						
21-31-20000	H.U.R.F. GAS TAX	404,529	385,104	414,173	219,834	405,602
21-36-10000	1% Sales Tax Increase	697,970	685,384	686,400	341,705	689,000
21-36-10500	CEMETERY OPEN/CLOSE FEES	8,275	5,700	6,000	2,075	6,000
21-36-11060	STREET PAVEMENT CUT FEES	11,049	6,232	5,000	1,700	5,000
21-36-11100	STREETS EQUIPMENT RENTAL	-	-	-	3,825	6,000
21-36-21000	INTEREST INCOME (LGIP)	1	4	-	3	-
21-38-99010	TRANSFER FROM GENERAL FUND	-	-	-	-	-
	<b>Streets Revenue Total</b>	<b>1,121,824</b>	<b>1,082,424</b>	<b>1,111,573</b>	<b>569,141</b>	<b>1,111,602</b>
21-40-11000	SALARIES - GENERAL	95,644	134,519	138,051	76,015	145,856
21-40-11001	OVERTIME - GENERAL	8,928	15,030	14,000	4,279	14,000
21-40-11100	F.I.C.A.	6,546	9,175	9,427	4,753	9,911
21-40-11200	MEDICARE	1,531	2,146	2,205	1,112	2,318
21-40-11300	A.S.R.S.	11,919	17,173	17,486	9,234	18,863
21-40-11500	MEDICAL INSURANCE	12,957	19,930	22,790	13,236	24,542
21-40-11501	STANDARD DISABILITY INSURANCE	466	662	854	419	917
21-40-11505	DEFERRED COMP	2,225	3,151	3,367	1,941	3,327
21-40-11510	DENTAL INSURANCE	1,351	2,082	2,336	1,358	2,440
21-40-11600	LIFE INSURANCE	274	396	523	301	527
21-40-11700	WORKERS COMPENSATION	8,117	12,410	17,464	9,243	25,167
	<b>Streets Personnel Costs</b>	<b>149,957</b>	<b>216,675</b>	<b>228,503</b>	<b>121,891</b>	<b>247,867</b>
21-40-12300	UNIFORMS & CLOTHING	-	907	1,120	198	1,650
21-40-13100	BUSINESS TRAVEL	-	-	-	-	4,000
21-40-13400	EDUCATION & TRAINING	1,447	1,535	3,000	380	4,000
21-40-21000	ELECTRIC - Streetlights	84,032	96,505	100,000	35,291	100,000
21-40-23000	GAS	750	620	520	148	600
21-40-24000	TELEPHONE & FAX	442	666	450	444	1,300
21-40-31000	PROFESSIONAL FEES	-	1,902	10,000	600	-
21-40-34000	CONTRACT SERVICES	10,789	1,601	1,200	932	2,000
21-40-34100	DOC WORKERS	2,894	6,350	3,500	3,885	7,000
21-40-37000	PROPERTY, CASUALTY, LIABILITY	36,579	38,671	40,000	30,351	40,000
21-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	2,453	-	2,000	-	-
21-40-42040	ADVERTISING	-	-	-	-	2,000
21-40-42050	NON CAP ADMIN EQUIP/FURN	-	-	-	3,037	-
21-40-45100	DISPOSABLE EQUIP & TOOLS	1,373	(1,109)	8,000	4,410	8,000
21-40-45200	SAFETY EQUIP & SUPPLIES	10,859	4,701	5,000	2,539	5,000
21-40-46000	OPERATIONAL EXPENSES	34,635	47,792	20,000	14,669	41,000
21-40-46100	FIRE REPLACEMENT EXPENSE	-	-	-	927	-
21-40-46210	STREET REPAIR MAT - SALES TAX	602,116	714,855	396,780	140,048	383,583
21-40-46211	STREET REPAIR MATERIAL	87,761	15,000	18,409	629	-
21-40-46212	CONTRACTED STREET REPAIRS	-	52,125	173,200	-	-
21-40-46213	CONTRACT ST REPAIR - SALES TAX	5,739	-	-	-	-
21-40-55000	EQUIPMENT REPAIR & MAINT	856	23,058	30,000	45	2,000
21-40-55010	EQUIPMENT RENTAL	-	7,378	10,000	1,152	10,000
21-40-55100	REPAIR & MAINT - OTHER	364	458	1,391	-	500
21-40-55200	NON CAP EQUIP PURCHASES	-	3,672	13,000	1,608	13,000
21-40-61000	VEHICLE PARTS & LABOR	12,835	19,316	15,000	11,868	20,000
21-40-62002	TIRES	5,208	3,132	5,000	3,652	5,000
21-40-62003	GASOLINE	7,057	9,051	6,000	3,145	9,000
21-40-62004	DIESEL	8,523	10,145	9,000	3,299	9,000
21-40-62007	OTHER FLUIDS & LUBRICANTS	-	10	500	-	-
21-40-91000	CAPITAL EXPENDITURES	83,000	50,236	10,000	8,571	-
21-40-99010	TRANSFER TO GENERAL FUND	-	-	-	-	33,596
21-40-99099	TRANSFERS TO CAPITAL PROJECTS	20,505	-	-	-	-
21-40-99998	GF INTERNAL SERVICES	-	-	-	-	161,506
	<b>Streets Expenditures Total</b>	<b>1,170,176</b>	<b>1,325,250</b>	<b>1,111,573</b>	<b>393,721</b>	<b>1,111,602</b>

### **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 involved in the investigations.

These monies 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. Monies are used during the year for variety of items which enhance and or aid in Police duties and obligations. Items such as training, tires, computers, emergency equipment, donations to youth activities, etc. are acceptable uses for these monies.

### **Fiscal Year 18-19 Budget Highlights**

- No changes in make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>12/31/2017 Actual</u>	<u>2018-19 Proposed</u>
<b>RICO</b>						
39-33-13597	RICO AUCTION FUNDS (COUNTY)	-	-	100,000	-	100,000
39-33-22506	COUNTY REIMBURSEMENTS - RICO	21,786	272	8,281	-	15,000
39-34-10862	VEHICLE IMPOUND FEES	1,107	-	1,000	1,095	1,000
	<b>RICO Revenue Total</b>	<b>22,893</b>	<b>272</b>	<b>109,281</b>	<b>1,095</b>	<b>116,000</b>
39-40-13597	RICO AUCTION EXPENSE (COUNTY)	-	-	-	-	100,000
39-40-50002	EQUIPMENT	21	-	1,000	-	-
39-40-50006	RICO - AUTHORIZED EXPENDITURES	5,621	272	100,000	1,757	16,000
39-40-99085	TRANSFERS TO DEBT SERVICE	16,561	-	8,281	-	-
	<b>RICO Expenditures Total</b>	<b>22,203</b>	<b>272</b>	<b>109,281</b>	<b>1,757</b>	<b>116,000</b>

### **Bisbee Arts Commission**

The Bisbee Arts Commission activities are overseen by the Community Development Director and are 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 18-19 Budget Highlights**

- No change in make-up budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>12/31/2017 Actual</u>	<u>2018-19 Proposed</u>
<b>BISBEE ARTS COMMISSION</b>						
42-34-40500	OTHER PROGRAM REVENUE	-	-	-	-	1,200
42-34-40505	FESTIVALS	-	-	-	-	-
42-34-40520	ART AUCTION	-	13,634	6,000	-	10,000
42-38-51000	USE OF FUND BALANCE	-	-	18,000	-	(245)
<b>Bisbee Arts Commission Revenue Total</b>		-	13,634	24,000	-	10,955
42-40-10530	GRANTS	-	-	-	-	7,000
42-40-42040	ADVERTISING	159	16	600	421	425
42-40-43500	POSTAGE	27	29	30	4	30
42-40-46000	OPERATIONAL EXP (DONATIONS)	5,900	2,778	23,370	3,275	3,000
42-40-55000	EQUIPMENT REPAIR & MAINT	-	-	-	-	500
<b>Bisbee Arts Commission Expenditures Total</b>		6,086	2,823	24,000	3,700	10,955

### **Misc. 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 fund assists the City in demonstrating the disbursement of any dedicated monies have been restricted to the intended purposes of these funds.

### **Fiscal Year 18-19 Budget Highlights**

- Parks is expected to receive a donation of \$ 250,000 from Mr. & Mrs. Sloane Bouchever to be used for an exercise path, playground equipment, a bocce ball court and a fence around the Vista Park rose garden.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>MISC. DONATIONS</b>						
48-38-22500	MISC DONATIONS	2,130	-	500,000	1,180	150,000
48-38-22504	RYAN MIELE ENDOW/ANIMALWELF.	15,000	14,186	-	-	-
48-38-22506	FIREWORKS	-	-	5,000	-	-
48-38-22507	PARKS AND REC MISC DONATIONS	2,507	-	5,000	-	250,000
48-38-22509	CEMETERY DONATIONS	2,296	-	10,000	-	22,000
48-38-22510	FIRE DEPT DONATIONS/ENGINE 81	520	-	-	-	-
48-38-22515	LIBRARY DONATIONS SPEC BEQUES'	28,502	50	10,000	-	-
48-38-22516	Movies in the Park/Equipment	2,450	2,228	2,000	-	2,500
48-38-22517	HOLIDAY LIGHTS	4,764	-	2,500	100	-
48-38-22518	FIRE DEPARTMENT DONATIONS	2,750	101,000	2,500	-	-
48-38-22519	LIBRARY/CHILDRENS PROGRAMMIN	600	500	2,500	-	600
48-38-22521	SECRET SANTA DONATIONS-LIBRAR'	-	506	1,000	-	1,200
48-38-22522	CHILDREN'S LITERACY PROGRAM	-	-	15,000	-	15,000
48-38-28100	SWIMMING POOL DONATIONS	-	10,200	10,000	200	-
	<b>Misc. Donations Revenue Total</b>	<b>61,519</b>	<b>128,670</b>	<b>565,500</b>	<b>1,480</b>	<b>441,300</b>
48-40-22500	MISC DONATION EXP	2,739	-	500,000	1,680	150,000
48-40-22504	RYAN MIELE ENDOW/ANIMAL WELF	15,125	14,186	-	-	-
48-40-22506	FIREWORKS EXP	-	-	5,000	-	-
48-40-22507	PARKS AND REC MISC DONATIONS	389	776	5,000	1,335	250,000
48-40-22509	CEMETERY DONATIONS	-	539	10,000	-	22,000
48-40-22515	LIBRARY- SPEC BEQUEST EXPENSE	-	-	10,000	-	-
48-40-22516	Movies in the Park/Equipment	906	2,037	2,000	1,385	2,500
48-40-22517	HOLIDAY LIGHTS	3,766	-	2,500	-	-
48-40-22518	FIRE DEPARTMENT DONATIONS	-	85,546	2,500	10,247	-
48-40-22519	LIBRARY/CHILDRENS PROGRAMMIN	-	-	2,500	386	600
48-40-22521	SECRET SANTA DONATIONS-LIBRAR'	-	506	1,000	-	1,200
48-40-22522	CHILDREN'S LITERACY PROGRAM	-	-	15,000	-	15,000
48-40-28100	SWIMMING POOL DONATION EXP	-	10,016	10,000	-	-
	<b>Misc. Donations Expenditures Total</b>	<b>61,519</b>	<b>128,670</b>	<b>565,500</b>	<b>1,480</b>	<b>441,300</b>

### **Airport Fund**

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

### **Fiscal Year 18-19 Budget Highlights**

- No changes to make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>AIRPORT FUND</b>						
50-34-12500	GAS REVENUE	13,434	12,939	12,000	6,275	12,000
50-36-13500	RENTS	12,039	11,091	12,000	4,565	10,000
50-36-13501	BISBEE AIRPARK-ACCESS FEES	96	864	-	-	-
50-38-51000	USE OF FUND BALANCE	-	-	5,160	-	-
50-38-99010	TRANSFERS FROM GENERAL FUND	-	-	-	-	-
	<b>Airport Revenue Total</b>	<b>25,569</b>	<b>24,894</b>	<b>29,160</b>	<b>10,840</b>	<b>22,000</b>
50-40-21000	ELECTRIC	3,818	3,129	3,180	1,581	3,180
50-40-22000	WATER	1,750	1,600	1,200	384	1,200
50-40-22550	SEWER AND GARBAGE SERV.	232	232	250	109	250
50-40-23000	GAS	1,032	1,105	630	384	1,000
50-40-24000	TELEPHONE & FAX	730	734	800	370	800
50-40-34000	CONTRACT SERVICES	-	249	-	-	-
50-40-37000	PROPERTY, CASUALTY, LIABILITY	3,320	-	3,600	3,320	3,600
50-40-42040	ADVERTISING	-	188	-	-	-
50-40-43110	CREDIT CARD FEES	1,435	1,359	1,500	477	1,500
50-40-45100	DISPOSABLE EQUIP & TOOLS	-	-	-	-	250
50-40-45300	CUSTODIAL SUPPLIES	77	-	-	-	-
50-40-46000	OPERATIONAL EXPENSES	2,134	745	2,500	736	3,869
50-40-46501	FUEL FOR RESALE	13,781	14,495	15,000	-	-
50-40-50100	BLDG REPAIR & MAINT	1,082	512	500	293	3,000
50-40-55000	EQUIPMENT REPAIR & MAINT	-	362	-	1,162	-
50-40-61000	VEHICLE PARTS & LABOR	54	113	-	-	-
50-40-91000	CAPITAL EXPENDITURES	-	-	-	-	-
50-40-99010	TRANSFER TO GENERAL FUND	-	-	-	-	3,351
	<b>Airport Expenditures Total</b>	<b>29,445</b>	<b>24,824</b>	<b>29,160</b>	<b>8,815</b>	<b>22,000</b>

### **Police Special Revenues and Grants**

This fund accounts for all grants revenues received and expended for law enforcement activities outside of the General Fund and Racketeer influenced Corrup Organization Funds. Included in this fund are revenues and expenditures for Operation Stonegarden (Homeland Security)

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

### **Fiscal Year 18-19 Budget Highlights**

- No changes to make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>POLICE SPECIAL REVENUE &amp; GRANTS</b>						
53-30-30003	HOMELAND SECURITY GRANTS	14,774	596	-	607	-
53-30-30004	TOHONO O'ODHAM NATION GRAN	12,000	-	-	-	-
53-35-31000	DEPT. OF JUSTICE (VESTS)	3,023	-	-	864	-
53-36-11050	SERVICE REIMBURSEMENT-DHL	36,269	5,298	110,000	8,102	110,000
<b>Police Special Revenue &amp; Grants Revenue Total</b>		<b>66,066</b>	<b>5,894</b>	<b>110,000</b>	<b>9,573</b>	<b>110,000</b>
53-40-11050	SERVICE REIMBURSEMENT	17,591	2,608	44,000	3,981	52,500
53-40-11090	Reimbursed ERE's - DHLS	18,678	2,690	55,000	5,897	54,500
53-40-30003	HOMELAND SECURITY GRANTS	12,000	-	-	-	-
53-40-30004	TOHONO O'ODHAM NATION GRAN	12,000	-	-	-	-
53-40-31000	DEPT. OF JUSTICE (VESTS)	3,023	-	-	432	-
53-40-35000	EXPENDITURES - FED ASSET FORFT	1,516	-	-	-	-
53-40-99901	TRANSFERS TO GENERAL FUND	2,774	596	11,000	733	3,000
<b>Police Special Revenue &amp; Grants Expenditures Total</b>		<b>67,581</b>	<b>5,894</b>	<b>110,000</b>	<b>11,043</b>	<b>110,000</b>

## Wastewater Fund

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

### Fiscal Year 18-19 Budget Highlights

- Budget includes transfer of 1 position to PW Admin.
- Budget includes \$ 30,905 transfer to Debt Service for FY18 Vaccon Truck lease purchase payments.
- Budget includes repayment of \$ 31,532 to the General Fund for FY17 transfer to eliminate negative cash balance.
- Budget includes repayment of \$ 438,429 from the Sanitation Fund for FY16 transfer to eliminate negative cash balance.
- Budget includes repayment of \$ 62,355 from the Sanitation Fund for FY17 transfer to eliminate negative cash balance.
- FY19 Budget will require Wasterwater Fund Balance use to balance.

Requested but not able to fund:

- \$ 37,461 for UV Channel.
- \$ 12,586 for electronic security gate.
- \$ 271,538 for the following:
  - repair and maintanance redundancy inventory
  - wash down building
  - gang planks
  - solar redundancy
  - razor wire
  - outdoor camera system

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>SEWER FUND</b>						
54-10-12100	ALLOWANCE FOR BAD DEBTS	(406,676)	(12,093)	-	113,133	-
54-30-22500	WIFA GRANTS/LOAN PROCEEDS	10,268	(10,268)	-	-	-
54-30-22511	Tintown Drainage Plan/Design	-	30,853	-	(9,600)	-
54-30-30010	USDA WW IMPROVEMENT GRANT	5,364	(3,228)	-	-	-
54-30-30020	WWTP UPGRADE GRANT	-	-	-	-	-
54-31-10000	CITY SALES TAX	-	-	-	-	344,500
54-36-21000	INTEREST/PENALTIES EARNED	159,114	162,873	156,000	82,337	163,000
54-36-50000	Miscellaneous Revenue	20,637	42,796	40,000	339	40,000
54-36-51000	APS Solar Reimbursement - WWTP	-	46,414	25,000	12,773	25,000
54-36-52000	USE OF WWTP RESERVES	-	-	300,000	-	300,000
54-37-10550	USER FEES	2,132,977	2,108,715	2,130,000	1,206,945	2,130,000
54-37-10551	SERVICE CHARGE/PENALTY	24,192	21,959	25,000	12,483	25,000
54-37-10552	HOOK-UP FEES	4,125	2,125	2,000	6,000	4,000
54-38-51000	<b>USE OF FUND BALANCE</b>	-	-	127,100	-	<b>901,828</b>
54-38-99010	TRF FROM GF, SALES TAX	348,985	342,692	343,200	170,852	-
54-38-99010	TRANSFER FROM GENERAL FUND	-	-	-	-	-
54-38-99056	<b>TRANSFER FROM SANITATION</b>	-	-	-	-	<b>500,784</b>
54-38-99057	TRANSFER FROM PW GRANTS	37,416	-	-	-	-
	<b>Sewer Fund Revenue Total</b>	<b>2,336,402</b>	<b>2,732,837</b>	<b>3,148,300</b>	<b>1,595,263</b>	<b>4,434,112</b>
54-40-11000	SALARIES - GENERAL	244,299	237,543	252,944	137,244	235,160
54-40-11001	OVERTIME - GENERAL	47,602	78,426	55,000	46,428	45,000
54-40-11100	F.I.C.A.	18,036	19,358	19,093	11,034	17,370
54-40-11200	MEDICARE	4,218	4,527	4,465	2,580	4,062
54-40-11300	A.S.R.S.	33,281	35,725	35,414	21,122	33,059
54-40-11302	A.S.R.S. PENSION EXPENSE	65,437	(218,805)	-	-	-
54-40-11500	MEDICAL INSURANCE	31,860	33,017	40,088	22,584	36,214
54-40-11501	STANDARD DISABILITY INSURANCE	1,434	1,419	1,510	791	1,325
54-40-11505	DEFERRED COMP	5,471	5,288	5,924	3,472	4,909
54-40-11510	DENTAL INSURANCE	3,812	3,188	3,608	2,060	2,998
54-40-11600	LIFE INSURANCE	680	656	920	512	778
54-40-11700	WORKERS COMPENSATION	8,710	9,405	11,988	7,263	14,296
	<b>Sewer Personnel Costs</b>	<b>464,840</b>	<b>209,747</b>	<b>430,954</b>	<b>255,090</b>	<b>395,171</b>
54-40-12300	UNIFORMS & CLOTHING	418	512	600	54	800
54-40-12500	RECRUITMENT/EMPLOYEE TESTING	48	-	-	-	-
54-40-13100	BUSINESS TRAVEL	1,778	-	1,000	-	2,000
54-40-13400	EDUCATION & TRAINING	4,742	510	4,000	97	5,000
54-40-13500	SUBSCRIPTIONS & DUES	400	908	260	-	700
54-40-21000	ELECTRIC	43,367	53,618	45,000	30,108	60,000
54-40-22000	WATER	2,562	2,174	3,000	2,799	4,000
54-40-24000	TELEPHONE & FAX	3,974	5,335	4,500	3,286	9,020
54-40-24001	INTERNET ACCESS FEE	806	787	950	357	800
54-40-31000	PROFESSIONAL FEES	5,000	8,635	6,000	1,150	5,000
54-40-34000	CONTRACT SERVICES	14,200	20,702	11,000	11,171	3,500
54-40-34100	DOC WORKERS	1,355	1,137	1,000	527	-
54-40-37000	PROPERTY, CASUALTY, LIABILITY	54,883	56,965	57,000	44,710	57,000
54-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	136	6,569	5,000	-	5,000
54-40-41500	OFFICE SUPPLIES	1,332	1,357	800	653	1,400
54-40-42020	PRINTING & REPRODUCTION	1,058	31	500	-	2,000
54-40-42030	BOOKS & REFERENCE MATERIALS	1,137	939	700	1,979	1,000
54-40-42050	NON CAP ADMIN EQUIP/FURN	544	1,480	2,109	867	1,200
54-40-43120	OTHER FEES	576	570	200	18	600
54-40-43500	POSTAGE	22	26	100	288	1,500
54-40-45100	DISPOSABLE EQUIP & TOOLS	7,893	21,259	7,000	8,233	8,000
54-40-45200	SAFETY EQUIP & SUPPLIES	8,841	5,017	6,000	6,897	8,000
54-40-45300	CUSTODIAL SUPPLIES	2,292	2,040	1,800	994	2,200
54-40-46000	OPERATIONAL EXPENSES	36,004	13,684	15,000	7,728	15,000
54-40-46100	FIRE REPLACEMENT EXPENSE	-	-	-	12,214	-

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
54-40-46541	CHEMICALS	9,027	15,754	10,000	9,812	15,000
54-40-46542	LAB SUPPLIES & TESTING	41,635	32,904	24,000	13,204	30,000
54-40-46543	MANHOLE, PIPE & FITTINGS	15,481	29,791	20,000	11,573	20,000
54-40-46544	SLUDGE REMOVAL	37,904	25,834	20,000	10,790	25,000
54-40-47000	PERMITS & LICENSES	10,583	13,137	16,000	12,018	20,000
54-40-47500	BAD DEBT	126,273	366,758	55,000	-	318,017
54-40-50100	BLDG REPAIR & MAINT	8,532	4,145	9,000	2,740	9,000
54-40-55000	EQUIPMENT REPAIR & MAINT	74,312	103,416	60,000	62,817	75,000
54-40-55010	EQUIPMENT RENTAL	2,784	-	2,500	-	5,000
54-40-55100	REPAIR & MAINT - OTHER	1,789	2,860	1,000	65	-
54-40-55200	NON CAP EQUIP PURCHASES	-	5,366	5,000	2,649	10,000
54-40-61000	VEHICLE PARTS & LABOR	8,598	4,158	7,000	3,437	7,000
54-40-62002	TIRES	1,224	1,276	3,000	755	1,300
54-40-62003	GASOLINE	7,622	9,334	10,000	4,057	10,000
54-40-62004	DIESEL	2,748	705	5,000	471	5,000
54-40-62007	OTHER FLUIDS & LUBRICANTS	931	-	1,000	-	-
54-40-63000	USE OF EMERGENCY RESERVES	-	-	300,000	-	300,000
54-40-89000	DEPRECIATION EXPENSE	1,170,713	1,219,325	-	-	1,300,000
54-40-91000	CAPITAL EXPENDITURES	-	14,998	22,100	16,857	-
54-40-98000	PRINCIPAL PAYMENT - OFFSET	(812,275)	(827,312)	-	-	-
54-40-99000	TRANSFER TO GENERAL FUND	-	-	400,000	200,000	31,532
54-40-99010	TRANSFER TO ADMINISTRATION	4,089	2,414	3,600	1,800	-
54-40-99051	TRANSFERS TO CITY MANAGER	17,455	17,577	24,132	12,066	-
54-40-99052	TRANSFERS TO FINANCE	105,678	138,388	155,080	77,540	-
54-40-99056	TRANSFERS TO PERSONNEL	-	-	4,219	2,109	-
54-40-99057	TRANSFERS TO LEGAL SVCS	12,245	12,000	21,000	10,500	-
54-40-99059	TRANSFERS TO IT	-	-	4,939	2,469	-
54-40-99075	TRANSFERS TO PUBLIC WORKS	16,307	21,610	21,688	10,844	-
54-40-99077	TRANSFERS TO GARAGE	12,197	17,126	25,248	12,624	-
54-40-99085	TRANSFERS TO DEBT SERVICE	-	-	30,905	18,028	30,905
54-40-99086	TRANSFER TO DEBT SERVICE WWP	1,180,193	1,181,594	1,175,736	587,868	1,094,937
54-40-99090	TRFS TO RESERVES - DSR	101,120	106,518	106,680	53,340	106,847
54-40-99157	TRANSFER TO P.W.GRANTS	10,853	-	-	-	-
54-40-99998	GF INTERNAL SERVICES	-	-	-	-	430,683
<b>Sewer Fund Expenditures Total</b>		<b>2,826,226</b>	<b>2,933,678</b>	<b>3,148,300</b>	<b>1,572,752</b>	<b>4,434,112</b>

## Sanitation Fund

The Sanitation Fund is responsible for collecting all solid waste in the City and for collecting, processing, and selling recyclable materials. The community interest in recycling has increased significantly over the last few years. The increase has also provided larger than expected loads at the drop off locations. The recycling center experiences more requests from the business community that can be currently served.

### Fiscal Year 18-19 Budget Highlights

- Budget includes \$438,429 repayment to Wastewater Fund for FY16 transfer to eliminate negative cash balance.
- Budget includes \$ 62,355 repayment to Wastewater Fund for FY17 transfer to eliminate negative cash balance.
- At 6/30/2017 Sanitation had no cash and a negative fund balance.
- FY19 Budget will require General Fund transfer to balance.

Requested but not able to fund:

- 2 PT employees increased to FT employees.
- lease purchase payments for 1 new garbage truck.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>SANITATION FUND</b>						
56-36-11400	RECYCLING REVENUE	8,880	8,884	9,000	3,066	5,000
56-36-21000	INTEREST/PENALTIES EARNED	-	-	-	102	-
56-36-50000	UNASSIGNED REVENUES	-	4,800	-	-	-
56-37-10550	USER FEES	815,172	811,352	930,000	530,798	930,000
56-37-10551	USERS FEES - RECYCLING	24,454	24,221	24,000	15,921	24,500
56-37-10553	SPECIAL PICK-UP FEES	550	200	250	71	100
56-38-51000	USE OF FUND BALANCE	-	-	-	-	-
56-38-99010	TRANSFER FROM GENERAL FUND	-	-	-	-	621,088
	<b>Sanitation Revenue Total</b>	<b>849,056</b>	<b>849,457</b>	<b>963,250</b>	<b>549,958</b>	<b>1,580,688</b>
56-40-11000	SALARIES - GENERAL	246,007	253,828	241,343	142,405	275,909
56-40-11001	OVERTIME - GENERAL	11,786	9,811	2,700	4,511	7,000
56-40-11050	SALARIES - PART TIME	-	-	28,018	2,112	24,336
56-40-11100	F.I.C.A.	16,637	15,903	16,868	9,171	19,049
56-40-11200	MEDICARE	3,891	3,719	3,945	2,145	4,455
56-40-11300	A.S.R.S.	30,532	29,575	28,065	16,896	33,383
56-40-11302	A.S.R.S. PENSION EXPENSE	(37,359)	(40,257)	-	-	-
56-40-11500	MEDICAL INSURANCE	37,255	39,029	43,109	26,108	48,784
56-40-11501	STANDARD DISABILITY INSURANCE	1,328	1,273	1,353	874	1,474
56-40-11505	DEFERRED COMP	6,397	6,672	6,370	3,858	6,613
56-40-11510	DENTAL INSURANCE	3,292	3,684	4,306	2,572	4,620
56-40-11600	LIFE INSURANCE	798	780	989	586	1,047
56-40-11700	WORKERS COMPENSATION	14,797	15,182	21,641	11,647	32,719
	<b>Sanitation Personnel Costs</b>	<b>335,361</b>	<b>339,199</b>	<b>398,707</b>	<b>222,884</b>	<b>459,390</b>
56-40-12300	UNIFORMS & CLOTHING	387	747	490	54	600
56-40-12500	RECRUITMENT/EMPLOYEE TESTING	115	245	798	75	798
56-40-13100	BUSINESS TRAVEL	-	727	1,000	20	1,000
56-40-13400	EDUCATION & TRAINING	978	-	1,000	292	1,000
56-40-21000	ELECTRIC	1,346	1,175	1,500	568	1,500
56-40-23000	GAS	750	620	300	148	700
56-40-24000	TELEPHONE & FAX	2,473	2,807	3,500	1,489	3,500
56-40-34000	CONTRACT SERVICES	3,422	2,574	2,500	1,303	3,000
56-40-34100	DOC WORKERS	5,013	4,263	4,000	1,289	400
56-40-37000	PROPERTY, CASUALTY, LIABILITY	22,645	23,341	24,000	18,790	24,000
56-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	-	1,541	-	106	-
56-40-42040	ADVERTISING	-	259	100	22	100
56-40-45100	DISPOSABLE EQUIP & TOOLS	-	375	500	97	500
56-40-45200	SAFETY EQUIP & SUPPLIES	1,221	1,241	2,000	489	2,000
56-40-45300	CUSTODIAL SUPPLIES	1,370	1,333	2,000	566	2,000
56-40-46000	OPERATIONAL EXPENSES	4,608	7,790	10,000	2,476	10,000
56-40-46561	COUNTY TIPPING FEE	209,150	224,604	218,000	97,516	225,000
56-40-46562	RECYCLING PROGRAM	5,108	2,006	3,000	710	3,000
56-40-47500	BAD DEBT	27,981	64,624	20,000	-	65,000
56-40-55000	EQUIPMENT REPAIR & MAINT	1,366	2,191	10,000	250	3,000
56-40-55200	NON CAP EQUIP PURCHASES	13,231	18,800	17,014	5,113	15,000
56-40-61000	VEHICLE PARTS & LABOR	37,423	16,584	25,000	17,048	25,000
56-40-62002	TIRES	4,177	11,182	10,000	4,907	10,000
56-40-62003	GASOLINE	4,654	4,985	12,000	802	5,000
56-40-62004	DIESEL	13,648	21,167	15,000	10,223	21,000
56-40-62007	OTHER FLUIDS & LUBRICANTS	-	-	500	-	-
56-40-89000	DEPRECIATION EXPENSE	57,199	49,018	-	-	50,000
56-40-98000	PRINCIPAL PAYMENT - OFFSET	-	(20,256)	-	-	-
56-40-99010	TRANSFER TO ADMIN & GEN	4,089	2,414	3,600	1,800	-
56-40-99051	TRANSFERS TO CITY MANAGER	6,982	7,031	11,262	5,631	-
56-40-99052	TRANSFERS TO FINANCE	45,320	74,901	79,263	39,632	-
56-40-99054	TRANSFER TO WASTE WATER	-	-	-	-	500,784
56-40-99056	TRANSFERS TO PERSONNEL	-	-	4,219	2,109	-
56-40-99057	TRANSFERS TO LEGAL SVCS	3,674	3,600	6,000	3,000	-

56-40-99059	TRANSFERS TO IT	-	-	1,975	987	-
56-40-99077	TRANSFER TO GARAGE	12,196	29,358	33,664	16,832	-
56-40-99085	TRANSFERS TO DEBT SERVICE	2,329	21,768	21,768	10,884	21,800
56-40-99975	TRANSFERS TO PW ADMIN	8,154	8,644	18,590	9,295	-
56-40-99998	GF INTERNAL SERVICES	-	-	-	-	125,616
	<b>Sanitation Expenditures Total</b>	<b>836,369</b>	<b>930,858</b>	<b>963,250</b>	<b>477,408</b>	<b>1,580,688</b>

**Bisbee Public Works Grants**

This Fund is no longer utilized.

**Fiscal Year 18-19 Budget Highlights**

This Fund is no longer utilized.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>BISBEE PUBLIC WORKS GRANTS</b>						
57-30-22508	NADBank-USDA/RD TINTOWN	-	-	32,000	-	-
57-30-22510	MISC PUBLIC WORKS GRANTS	-	-	2,500,000	-	-
57-30-22554	WWTP UPGRADES - USDA	-	-	580,000	-	-
57-30-22555	TINTOWN DRAINAGE STUDY	-	-	31,960	-	-
57-30-22556	OB LATERALS/PHASE I CONSTR	-	-	560,000	-	-
57-38-99010	TRANSFER FROM GENERAL FUND	-	-	-	-	-
57-38-99054	TRANSFER FROM SEWER	10,853	-	583,000	-	-
	<b>Public Works Grants Revenue Total</b>	<b>10,853</b>	<b>-</b>	<b>4,286,960</b>	<b>-</b>	<b>-</b>
57-40-22508	NAD Bank-USDA/RD TINTOWN	-	-	32,000	-	-
57-40-22510	MISC PUBLIC WORKS GRANTS	-	-	2,500,000	-	-
57-40-22554	WWTP GRANTS	-	-	580,000	-	-
57-40-22555	TINTOWN DRAINAGE STUDY	-	-	31,960	-	-
57-40-22556	OB LATERALS/PHASE I CONSTR	-	-	560,000	-	-
57-40-99010	TRANSFER TO GENERAL FUND	-	-	-	-	-
57-40-99054	TRANSFER TO WASTE WATER	37,416	-	583,000	-	-
	<b>Public Works Grants Expenditures Total</b>	<b>37,416</b>	<b>-</b>	<b>4,286,960</b>	<b>-</b>	<b>-</b>

### **Queen Mine Fund**

The Mine Tour Fund is an enterprise fund which means it operates like a business. Revenue generated is used to maintain, improve, and expand the program, as well as, support the Visitor 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 has entered into an agreement with Freeport-McMoRan to form a foundation that will manage the Queen Mine Tour.

### **Fiscal Year 18-19 Budget Highlights**

- Budget includes Capital Expenditures of \$77,000 for wheels, switches, locomotive batteries and cash registers.
- FY19 Budget will require Queen Mine Fund Balance use to balance.

<u>Account Number</u>	<u>Account Description</u>	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>12/31/2017 Actual</u>	<u>2018-19 Proposed</u>
<b>QUEEN MINE</b>						
59-31-25000	TAX CREDITS TAKEN	414	448	-	188	-
59-34-15001	MERCHANDISE SALES	300,648	328,385	250,000	130,121	300,000
59-34-15010	MAIL ORDER SALES	1,233	2,523	200	-	-
59-34-17500	MINE TOURS	442,962	473,420	400,000	184,661	400,000
59-36-11600	OVER/SHORT	182	43	-	(68)	-
59-36-15003	VENDING MACHINE SALES	2,903	3,427	2,500	1,605	3,000
59-36-35000	OTHER REVENUE	3,000	-	-	-	-
59-38-51000	USE OF FUND BALANCE	-	-	-	-	381,384
59-38-99235	FUND BALANCE ALLOCATION	-	-	301,496	-	-
	<b>Queen Mine Revenue Total</b>	<b>751,343</b>	<b>808,246</b>	<b>954,196</b>	<b>359,607</b>	<b>1,084,384</b>
59-40-11000	SALARIES - GENERAL	172,422	170,790	159,883	78,191	157,089
59-40-11001	OVERTIME - GENERAL	552	149	1,000	417	1,000
59-40-11050	SALARIES - PART TIME	97,105	99,358	147,545	49,505	162,748
59-40-11100	F.I.C.A.	16,334	16,489	19,123	7,798	19,830
59-40-11200	MEDICARE	3,820	3,856	4,472	1,824	4,638
59-40-11300	A.S.R.S.	16,068	15,944	17,271	8,638	24,290
59-40-11301	A.S.R.S - ALT CONTRIBUTION	15,680	6,871	6,799	1,815	6,264
59-40-11302	A.S.R.S. PENSION EXPENSE	(12,773)	69,190	-	-	-
59-40-11500	MEDICAL INSURANCE	23,629	21,812	27,458	10,983	29,929
59-40-11501	STANDARD DISABILITY INSURANCE	893	849	698	393	1,208
59-40-11505	DEFERRED COMP	4,057	4,057	3,246	1,961	4,057
59-40-11510	DENTAL INSURANCE	2,392	2,392	1,828	1,354	3,075
59-40-11600	LIFE INSURANCE	459	432	504	270	643
59-40-11700	WORKERS COMPENSATION	5,910	6,371	11,722	3,873	11,897
	<b>Queen Mine Personnel Costs</b>	<b>346,549</b>	<b>418,561</b>	<b>401,549</b>	<b>167,022</b>	<b>426,668</b>
59-40-12300	UNIFORMS & CLOTHING	1,121	173	1,300	956	-
59-40-13100	BUSINESS TRAVEL	-	233	500	234	2,000
59-40-13400	EDUCATION & TRAINING	-	565	1,000	-	1,000
59-40-21000	ELECTRIC	17,051	15,635	20,000	5,558	18,000
59-40-22000	WATER	2,282	1,674	2,000	539	2,000
59-40-22550	SEWER AND GARBAGE SERV.	4,552	4,552	4,757	1,987	4,900
59-40-23000	GAS/WOOD	2,050	350	2,000	-	2,000
59-40-24000	TELEPHONE & FAX	1,867	1,745	2,000	782	2,000
59-40-24001	INTERNET ACCESS FEE	999	825	1,000	426	800
59-40-24110	RENTS/LEASES	-	-	1,200	-	1,200
59-40-31000	PROFESSIONAL FEES	801	-	-	-	-
59-40-34000	CONTRACT SERVICES	1,591	1,697	1,600	150	1,600
59-40-34100	DOC WORKERS	1,508	3,536	2,000	833	3,700
59-40-36000	MAINTENANCE & SUPPORT AGREEM	-	-	800	-	800
59-40-37000	PROPERTY, CASUALTY, LIABILITY	30,582	30,232	40,000	-	36,000
59-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	-	-	500	-	500
59-40-41000	DISPOSABLE EQUIPMENT/TOOLS	-	242	300	68	1,200
59-40-41500	OFFICE SUPPLIES	2,328	3,887	3,500	1,007	2,000
59-40-42040	ADVERTISING	23,242	27,770	25,000	17,830	25,000
59-40-42050	NON CAP ADMIN EQUIP/FURN	-	1,731	500	1,903	1,900
59-40-43110	CREDIT CARD FEES	17,600	20,900	19,000	8,172	20,000
59-40-43500	POSTAGE	373	153	400	6	400
59-40-45200	SAFETY EQUIP & SUPPLIES	14,527	5,041	6,000	1,451	6,000
59-40-45300	CUSTODIAL SUPPLIES	3,169	3,402	3,000	1,141	3,400
59-40-46000	OPERATIONAL EXPENSES	1,732	2,910	3,000	1,139	5,000
59-40-46030	CONCESSION SUPPLIES	723	1,318	800	207	800
59-40-46591	MERCHANDISE	120,169	122,832	100,000	71,761	150,000
59-40-55000	EQUIPMENT REPAIR & MAINT	4,950	5,191	7,026	354	7,000
59-40-55100	REPAIR & MAINT - OTHER	10,670	16,538	25,000	4,231	25,000
59-40-61000	VEHICLE PARTS & LABOR	581	642	1,000	120	1,000
59-40-62003	GASOLINE	539	810	1,000	57	800
59-40-62004	DIESEL	-	20	-	-	-
59-40-63000	USE OF EMERGENCY RESERVES	-	-	200,000	-	100,000

59-40-89000	DEPRECIATION EXPENSE	12,336	13,027	-	-	13,100
59-40-91000	CAPITAL EXPENDITURES	-	-	-	-	77,000
59-40-99010	TRANSFER TO ADMIN & GEN	17,771	15,338	1,800	900	-
59-40-99020	TRANSFER BED TAX	16,000	16,000	16,000	8,000	16,000
59-40-99051	TRANSFERS TO CITY MANAGER	-	-	8,044	4,022	-
59-40-99052	TRANSFERS TO FINANCE	22,907	25,122	34,462	17,231	-
59-40-99056	TRANSFERS TO PERSONNEL	-	-	4,219	2,109	-
59-40-99057	TRANSFERS TO LEGAL SVCS	5,117	6,000	6,000	3,000	-
59-40-99059	TRANSFERS TO IT	-	-	4,939	2,469	-
59-40-99998	GF INTERNAL SERVICES	-	-	-	-	125,616
	<b>Queen Mine Expenditures Total</b>	<b>685,686</b>	<b>768,652</b>	<b>953,196</b>	<b>325,665</b>	<b>1,084,384</b>

### **Miscellaneous Grants**

This budget reflects grant not accounted for elsewhere in the budget.

### **Fiscal Year 18-19 Budget Highlights**

- Budget includes potential additional grants totalling \$120,000 for Science Center.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>MISC. GRANTS</b>						
78-30-23011	LIBRARY - BAC GRANT	-	-	-	-	500
78-30-23112	LIBRARY GRANTS	-	-	-	5,000	10,000
78-30-23113	SCIENCE CENTER GRANT/USDA	-	-	-	-	120,000
78-30-23202	ADOT - BISBEE BUS	-	-	88,200	-	-
78-30-79000	MISCELLANEOUS GRANTS	-	-	100,000	-	-
78-38-99966	TRANSFERS FROM GEN FUND	-	-	-	-	20,000
78-38-99996	TRANSFERS FROM BISBEE BUS	-	-	9,800	-	-
	<b>Miscellaneous Grants Revenue Total</b>	-	-	<b>188,200</b>	<b>5,000</b>	<b>150,500</b>
78-40-23011	LIBRARY - BAC GRANT	-	-	-	-	500
78-40-23012	LIBRARY - SAN JOSE ANNEX	-	-	-	-	20,000
78-40-23112	LIBRARY GRANTS	-	-	-	3,189	10,000
78-40-23113	SCIENCE CENTER GRANT/USDA	-	-	-	-	120,000
78-40-79000	MISCELLANEOUS GRANTS	-	-	100,000	-	-
78-40-91000	CAPITAL EXPENDITURES	-	-	98,000	-	-
	<b>Miscellaneous Grants Expenditures Total</b>	-	-	<b>198,000</b>	<b>3,189</b>	<b>150,500</b>

### **Debt Service Fund**

This fund accounts for the accumulation of resources and payment of general long-term debt principal and interest payments. Budgeted monies are transferred into this fund from the various funding sources. These monies are then used to make the appropriate debt payments on one Vaccon truck.

#### **Fiscal Year 18-19 Budget Highlights**

- Budget reflects new lease purchase payment for 2 Police Cars of \$ 17,000.
- Budget reflects new lease purchase payment for 1 Garbage Truck of \$ 21,800.

Requested but not able to fund:

- new lease purchase for 1 Garbage Truck.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>DEBT SERVICE FUND--G.O. DEBT</b>						
85-38-99010	TRANSFER FROM GFUND ADMIN/GI	47,021	16,561	16,500	8,250	-
85-38-99039	TRANSFERS FROM RICO FUND	16,561	-	8,281	-	-
85-38-99062	TRANSFER FROM POLICE					17,000
85-38-99054	TRANSFER FROM WASTE WATER	-	-	30,905	18,028	30,905
85-38-99056	TRANSFER FROM SANITATION	2,329	21,768	21,768	10,884	21,800
	<b>Debt Service Revenue Total</b>	<b>65,911</b>	<b>38,329</b>	<b>77,454</b>	<b>37,162</b>	<b>69,705</b>
85-70-81000	PRINCIPAL PMTS, LEASE PURCHAS	38,259	36,305	67,037	21,800	52,860
85-70-81500	INTEREST PMTS, LEASE PURCHASE	3,787	2,024	10,417	4,536	16,845
	<b>Debt Service Expenditures Total</b>	<b>42,047</b>	<b>38,329</b>	<b>77,454</b>	<b>26,337</b>	<b>69,705</b>

### **Debt Service - Wastewater Treatment Plant Construction 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. Funding is also budgeted for debt service reserves, repair and replacement reserves, and operating and maintenance reserves required by WIFA, USDA, and North America Development Bank. Transfers from the Wastewater Fund support these payments.

#### **Fiscal Year 18-19 Budget Highlights**

- No changes to make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>DEBT SERVICE FUND--WWPROJ DEBT</b>						
86-36-21000	INTEREST INCOME	499	1,724	1,500	881	1,600
86-38-99000	TRANSFERS IN - DEBT SERVICE	1,180,193	1,181,594	1,175,736	587,868	1,094,937
86-38-99010	TRF IN--DEBT SERVICE RESERVES	101,120	106,518	106,680	53,340	106,847
<b>Debt Service- WW Treatment Revenue Total</b>		<b>1,281,812</b>	<b>1,289,836</b>	<b>1,283,916</b>	<b>642,089</b>	<b>1,203,384</b>
86-40-98010	RESERVE ACCUMULATION	-	-	108,180	-	108,447
86-80-81000	PRINCIPAL PAYMENTS	812,275	827,312	847,994	847,994	819,363
86-80-81500	INTEREST PAYMENTS	357,487	338,779	327,742	23,733	275,574
<b>Debt Service-WW Treatment Expenditures Total</b>		<b>1,169,762</b>	<b>1,166,091</b>	<b>1,283,916</b>	<b>871,727</b>	<b>1,203,384</b>

### **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 year's activity in excess of the \$103,000 may be budgeted for expenditures consistent with the purposes of this fund.

### **Fiscal Year 18-19 Budget Highlights**

- No Change in make-up of budgeted amounts.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>YOUTH PROGRAM FUND</b>						
89-36-21000	INTEREST INCOME	310	886	600	564	900
89-36-50010	FUND RAISING PROCEEDS	-	-	5,000	-	-
89-36-99925	USE OF FUND BALANCE	-	-	12,400	-	9,100
	<b>Youth Revenue Total</b>	<b>310</b>	<b>886</b>	<b>18,000</b>	<b>564</b>	<b>10,000</b>
89-40-50000	AUTHORIZED EXPENDITURES	-	500	18,000	111	2,000
89-40-90000	CAPITAL EXPENDITURES	-	-	-	-	8,000
	<b>Youth Expenditures Total</b>	<b>-</b>	<b>500</b>	<b>18,000</b>	<b>111</b>	<b>10,000</b>

### **Bisbee Bus Fund**

The Bisbee Bus operations are funded through the Arizona Department of Transportation's (ADOT) 5311 program, a SEAGO AAA grant and bus fares. General Funds are utilized for grant match. The day to day operations of the Bisbee Bus are contracted through the 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, Tintown, 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, \$ 0.50 for seniors, and \$ 0.25 for students. Assistance is available for seniors and disabled riders to obtain reduced fare passes.

### **Fiscal Year 18-19 Budget Highlights**

- At 6/30/2017 Bisbee Bus had no cash and a negative fund balance.
- FY19 Budget will require General Fund transfer to balance.

Requested but not able to fund:

- repayment of \$ 99,189 to General Fund for FY17 transfer to eliminate negative cash balance.
- \$ 12,000 for bus lift at PW Garage.
- \$ 5,000 for bus benches.
- \$ 4,000 for bus shelter.

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>BISBEE BUS FUND</b>						
96-30-50000	ADOT GRANT	83,836	-	5,000	-	-
96-30-50045	SEAGO TRANSPORTATION	74,679	78,650	18,650	4,667	25,000
96-30-50050	BUS LOCAL SHARE	12,620	15,322	13,500	8,365	16,000
96-30-50060	FEDERAL SHARE	206,329	259,796	300,000	54,055	235,406
96-38-99010	<b>TRANSFERS FROM GEN FUND</b>	-	9,833	1,150	-	<b>74,430</b>
	<b>Bisbee Bus Revenue Total</b>	<b>377,465</b>	<b>363,600</b>	<b>338,300</b>	<b>67,087</b>	<b>350,836</b>
96-40-11000	SALARIES - GENERAL	-	-	-	-	7,575
96-40-11050	SALARIES - PART TIME	-	-	-	-	20,524
96-40-11990	COMBINED ERE	-	-	-	-	5,687
96-40-37000	PROPERTY, CASUALTY, LIABILITY	-	-	-	1,494	-
96-40-41505	ADMIN MISC EXPENSES	2,007	1,608	2,000	316	2,000
96-40-41606	CONTRACTOR OPERATING EXPENSE	216,296	214,890	210,000	68,464	210,000
96-40-41607	CITY OPERATING EXPENSE	26,178	7,924	80,000	15,549	69,000
96-40-41700	CONTRACT SERVICES	-	-	-	-	-
96-40-43500	POSTAGE	18	2	500	6	50
96-40-52500	PROPERTY, CASUALTY, LIABILITY	7,328	5,710	6,000	2,988	6,000
96-40-62000	FUEL & LUBRICANTS	17,075	23,685	30,000	12,352	30,000
96-40-70000	DE MINIMUS INDIRECT COSTS	-	-	-	-	-
96-40-91000	CAPITAL EXPENDITURES	83,836	120,950	-	-	-
96-40-99078	TRANSFER GRANT MATCH	9,315	-	9,800	-	-
96-40-99010	TRANSFER TO GENERAL FUND	-	-	-	-	-
96-40-99954	TRFS TO GFUND - ADMIN SALARY, IP	-	-	-	-	-
	<b>Bisbee Bus Expenditures Total</b>	<b>362,053</b>	<b>374,768</b>	<b>338,300</b>	<b>101,168</b>	<b>350,836</b>

### **Capital Improvements Fund**

The Capital Improvements Fund was established by City Council to receive monies 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 18-19 Budget Highlights**

- Budget includes Black Knob Rd repair \$ 50,000.

#### **Requested but not able to fund:**

- San Jose park
- Police Department micro antenni \$75,000
- Fire Department perimeter fence \$ 7,600
- Police Department 16 mobile radios \$ 112,000
- Police Department 14 portable radios \$ 98,000
- Cemetery roof replacement \$ 35,000
- Cemetery building renovation \$ 285,000

<u>Account Number</u>	<u>Account Title</u>	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>CAPITAL IMPROVEMENTS FUND</b>						
99-30-50999	MISC. INCOME	4,090	6,117	-	9,245	-
99-36-50012	FREEPORT STREET SETTLEMENT	133,000	-	-	-	-
99-38-99010	Transfers from General Fund	-	-	-	-	50,000
99-38-99021	TRANSFER FROM STREETS	20,505	-	-	-	-
	<b>Capital Improvements Revenue Total</b>	<b>157,595</b>	<b>6,117</b>	<b>-</b>	<b>9,245</b>	<b>50,000</b>
99-40-05408	FEMA-MULE GULCH CHANNEL DRAI	-	-	-	39,655	-
	POLICE MICRO ANTENNI	-	-	-	-	50,000
99-40-90900	RETAINING WALLS	20,505	-	-	-	-
	<b>Capital Improvements Expenditures Total</b>	<b>157,595</b>	<b>6,117</b>	<b>-</b>	<b>9,245</b>	<b>50,000</b>

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>12/31/2017</u> <u>Actual</u>	<u>2018-19</u> <u>Proposed</u>
<b>All Funds Expenditures Total</b>	14,401,157	14,159,868	20,857,973	7,885,044	19,362,370