



# CITY OF BISBEE

PROPOSED BUDGET FISCAL YEAR 2018



# COMMUNITY DEVELOPMENT AND OTHER DEPARTMENTS

- Community Development General Fund
  - Community Development
  - Building Inspector
- Community Development Other Funds
  - Visitor Center
  - Bisbee Arts
  - Miscellaneous Donations
  - Queen Mine
  - Miscellaneous Grants
  - Youth Fund
  - Bisbee Bus

# COMMUNITY DEVELOPMENT

- Budget Highlights
  - Increased expenses \$628.
  - Made the Grants Administrator position part-time (19.5 hours per week) since the financial aspect of the bus grant administration will be going to finance.
  - Eliminated the salary for two part-time shelter employees but the City continues to support the shelter through payment of all utility bills and building maintenance cost as well as \$70,000 to the shelter for other operational expenses. The City anticipates the shelter will create a fund raising plan to reduce the cost to the City in future fiscal years. The City will review the Animal Shelter annual operational expense amount in six months at which time the City will determine if it should be adjusted based on the amount of donations and grants the shelter is able to receive.
  - Added \$15,000 to the Economic Development line (\$20,000 total) for “welcome” informational packets and for a Target Market Analysis. IBisbee Activities are also funded through this line.

# COMMUNITY DEVELOPMENT BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Salaries – General	32,198	22,678	0
Overtime – General	1,500	145	0
Salaries – Part-Time	30,514	17,925	16,640
FICA	3,981	2,564	1,032
Medicare	931	600	241
A.S.R.S.	3,696	2,609	0
Medical Insurance	5,132	3,849	0
Standard Disability Insurance	248	166	0
Deferred Comp	811	609	0
Dental Insurance	235	176	0

## COMMUNITY DEVELOPMENT BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Life Insurance	102	77	0
Workers Compensation	607	512	54
<b>Total Comm. Development Personnel Expense:</b>	<b>79,955</b>	<b>51,910</b>	<b>17,967</b>
Education & Training	200	0	200
Subscriptions & Dues	300	0	300
Electric – Shelter	2,400	2,009	2,366
Water – Shelter	1,100	903	1,100
Sewer & Garbage – Shelter	500	518	500
Telephone & Fax – Shelter	400	491	550
Internet Fees - Shelter	850	834	850

## COMMUNITY DEVELOPMENT BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Professional Fees	5,000	713	1,000
Contract Services	16,000	7,635	15,000
Office Supplies	1,000	120	250
Printing & Reproduction	1,000	210	250
Advertising	1,000	131	250
Non-Capital Admin Equipment/Furniture	500	0	250
Postage	250	245	250
Operational Expense	1,000	86	1,000
Economic Development	5,000	2,066	20,000
Animal Shelter Expenses	15,000	47,389	70,000
<b>Total Community Development Expense:</b>	<b>131,455</b>	<b>115,260</b>	<b>132,083</b>

# BUILDING INSPECTOR

- Budget Highlights
  - Increased expenses \$4,953.
  - Increase is to purchase updated mapping software and a slight increase in personnel cost.

# BUILDING INSPECTOR BUDGET

<b>Account Description</b>	<b>FY17 Budget</b>	<b>FY17Y/E Estimate</b>	<b>FY18 Budget (proposed)</b>
Salaries – General	41,746	44,301	<b>43,826</b>
Overtime – General	1,300	873	<b>1,300</b>
FICA	2,669	2,858	<b>2,798</b>
Medicare	624	668	<b>654</b>
A.S.R.S.	4,942	5,186	<b>5,189</b>
Medical Insurance	5,132	5,774	<b>5,492</b>
Standard Disability Insurance	248	249	<b>248</b>
Deferred Compensation	811	914	<b>811</b>
Dental Insurance	235	264	<b>242</b>
Life Insurance	102	116	<b>126</b>



## BUILDING INSPECTOR BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Workers Compensation	744	776	1,070
<b>Total Building Inspector Personnel Expense:</b>	<b>58,553</b>	<b>61,979</b>	<b>61,756</b>
Uniforms & Clothing	300	0	300
Business Travel	400	0	550
Education & Training	1,000	1,436	1,000
Subscriptions & Dues	250	0	150
Telephone & Fax	250	344	250
Professional Fees	1,000	338	1,000
Office Supplies	300	42	2,800
Admin Special Supplies	0	0	0

## BUILDING INSPECTOR BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Books & Reference Materials	1,000	0	500
Advertising	0	0	0
Non-Capital Admin Equipment/Furniture	500	0	300
Postage	300	44	200
Disposable Equipment & Tools	200	0	100
Operational Expenses	0	31	100
<b>Total Building Inspector Expense:</b>	<b>64,053</b>	<b>64214</b>	<b>69,006</b>

# VISITOR CENTER

- Budget Highlights

- Decreased revenues/expenses \$61,066 due to not using as much cash carry-forward as in previous years.
- Working towards increasing fund balances by not budgeting use of cash carry forwards for funds that are unlikely to experience an emergency need for extra funds. The focus is to keep expenses matching revenues in these funds.
- No capital expenditures anticipated. In FY17 \$50,000 was budgeted for Visitor Center Annex and Rest Rooms. This project is not financially feasible at this time.

# VISITOR CENTER BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
Cash Carry-Forward	71,378	0	20,312
Transfer From General Fund – Bed Tax	107,145	83,526	98,000
Transfer From General Fund – 1% Bed Tax	42,855	33,408	42,000
Transfer From Queen Mine	16,000	16,000	16,000
<b>Total Visitor Center Revenue:</b>	<b>237,378</b>	<b>132,934</b>	<b>176,312</b>
<i>Expenses</i>			
Salaries – General	33,010	40,064	37,960
Overtime – General	2,000	687	2,000
Salaries – Part-Time	9,641	5,927	10,400

## VISITOR CENTER BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
FICA	2,768	2,544	3,122
Medicare	647	596	730
A.S.R.S.	4,019	4,679	4,595
Medical Insurance	5,132	5,774	5,492
Standard Disability Insurance	195	195	195
Deferred Compensation	811	914	811
Dental Insurance	235	264	242
Life Insurance	102	116	126
Workers Compensation	106	191	764
<b>Total Visitor Center Personnel Expense:</b>	<b>58,666</b>	<b>61,951</b>	<b>66,437</b>

## VISITOR CENTER BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Business Travel	3,000	3,000	4,000
Business Travel – Overnight Destinations	7,000	3,515	4,000
Education & Training	1,000	482	1,000
Subscriptions & Memberships	50	0	50
Telephone & Fax	2,800	2,813	3,000
Professional Fees	3,500	225	1,000
Contract Services	2,137	1,419	9,000
Contract Services – Overnight Destinations	15,000	825	4,000
Maintenance & Support Agreements	700	0	0
Office Supplies	1,000	242	300

## VISITOR CENTER BUDGET (CONTINUED)

<b>Account Description</b>	<b>FY17 Budget</b>	<b>FY17Y/E Estimate</b>	<b>FY18 Budget (proposed)</b>
Printing & Reproduction	5,000	5,000	<b>5,000</b>
Printing & Reproduction – Overnight Destinations	5,000	5,000	<b>5,000</b>
Advertising	50,000	50,000	<b>50,000</b>
Advertising – Overnight Destinations	25,000	25,000	<b>25,000</b>
Non-Capital Admin Equipment/Furniture	3,000	120	<b>1,000</b>
Other Fees	25	0	<b>25</b>
Postage	3,000	608	<b>500</b>
Film Office Expenses	0	0	<b>1,500</b>
Operational Expenses	500	87	<b>250</b>
Operational Expenses – Overnight Destinations	500	0	<b>250</b>

## VISITOR CENTER BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Gasoline	500	90	0
Transfer to Capital Projects – Overnight Destinations	50,000	0	0
<b>Total Visitor Center Expense:</b>	<b>237,378</b>	<b>160,377</b>	<b>176,312</b>



# BISBEE ARTS COMMISSION

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

# BISBEE ARTS COMMISSION BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
BAC Art Auction	0	6,000	6,000
Donations/Film Festival	0	0	0
Cash Carry-Forward	21,000	0	3,000
<b>Total Bisbee Arts Commission Revenue:</b>	<b>21,000</b>	<b>6,000</b>	<b>9,000</b>
<i>Expenses</i>			
Advertising	0	600	600
Postage	0	30	30
Operational Expense (Donations)	21,000	3,370	8,370
<b>Total Bisbee Arts Commission Expense:</b>	<b>21,000</b>	<b>4,000</b>	<b>9,000</b>

# MISCELLANEOUS DONATIONS

- Budget Highlights
  - Decreased revenues/expenses \$486,000.
  - Budgeting for more realistic donation amount.
  - Cemetery expected to receive a donation of \$10,000 from the Bisbee Community Foundation to be used for Cemetery software, Adopt-a-Tree, and an informational kiosk.
  - Library will seek donations for a Children's Literacy Program for ages Pre-K through Middle School.

# MISCELLANEOUS DONATIONS BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
Miscellaneous Donations	1,000,000	0	500,000
Ryan Miele Endowment/Animal Welfare	15,000	14,186	0
Fireworks	5,000	0	5,000
Parks and Recreation Miscellaneous Donations	0	0	5,000
Cemetery Donations	0	0	10,000
Fire Department Donations/Engine 81	2,000	0	0
AZ Community Foundation – Shelter Medical	10,000	0	0
Library Donations Special Bequest	0	100	10,000
Movie in the Park/Equipment	2,000	228	2,000

## MISCELLANEOUS DONATIONS BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Holiday Lights	0	0	2,500
Fire Department Donations	2,500	0	2,500
Library/Children's Programming	2,500	0	2,500
Secret Santa Donations – Library	0	506	1,000
Swimming Pool	0	35,609	15,000
Library Children's Literacy Program	0	0	15,000
<b>Total Miscellaneous Donations Revenue:</b>	<b>1,039,000</b>	<b>50,629</b>	<b>565,500</b>
<i>Expenses</i>			
Miscellaneous Donation Expense	1,000,000	1,500	500,000
Ryan Miele Endowment/Animal Welfare	15,000	14,186	0

## MISCELLANEOUS DONATIONS BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Fireworks	5,000	0	5,000
Parks and Recreation Miscellaneous Donations	0	776	5,000
Cemetery Donations	0	289	10,000
Fire Department Donations/Engine 81	2,000	0	0
AZ Community Foundation – Shelter Medical	1,000	0	0
Library Donations Special Bequest	0	0	10,000
Movie in the Park/Equipment	2,000	716	2,000
Holiday Lights	0	0	2,500
Fire Department Donations	2,500	0	2,500
Library/Children’s Programming	0	0	2,500

## MISCELLANEOUS DONATIONS BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Secret Santa Donations – Library	0	507	1,000
Swimming Pool	0	35,609	15,000
Library Children’s Literacy Program	0	0	15,000
<b>Total Miscellaneous Donations Expense:</b>	<b>1,036,500</b>	<b>53,583</b>	<b>565,500</b>

# QUEEN MINE

- Budget Highlights

- Decreased revenues/expenses \$92,191.
- Revenue from Mine Tours and Merchandise Sales is expected to decrease because of new restrictions on age limit for Mine Tours. The Mine Tour will no longer admit children under six.
- Some use of cash carry-forward budgeted as in previous years to cover revenue short fall; \$200,000 of this amount is for emergency use only in the event of major unplanned repairs.



# QUEEN MINE BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
Tax Credits Taken	0	368	0
Merchandise Sales	280,000	291,876	250,000
Mail Order Sales	1,400	851	200
Mine Tours	441,000	420,524	400,000
Over/Short	0	200	0
Vending Machine Sales	1,200	2,690	2,500
Other Revenue	0	0	0
Cash Carry-Forward	316,401	0	295,110
<b>Total Queen Mine Revenue:</b>	<b>1,040,001</b>	<b>716,509</b>	<b>947,810</b>

## QUEEN MINE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Expenses</i>			
Salaries – General	166,360	177,533	<b>167,381</b>
Overtime – General	2,000	104	<b>1,000</b>
Salaries – Part-Time	165,672	98,669	<b>139,038</b>
FICA	20,710	16,872	<b>19,060</b>
Medicare	4,843	3,945	<b>4,458</b>
A.S.R.S.	16,175	16,824	<b>16,190</b>
Alternative Contributions, A.S.R.S.	3,484	6,986	<b>6,774</b>
Medical Insurance	25,661	25,020	<b>21,966</b>
Standard Disability Insurance	825	825	<b>825</b>

## QUEEN MINE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Deferred Compensation	4,057	4,565	4,057
Dental Insurance	2,392	2,691	2,499
Life Insurance	510	489	630
Workers Compensation	8,870	6,423	11,285
<b>Total Queen Mine Personnel Expense:</b>	<b>421,559</b>	<b>360,946</b>	<b>395,163</b>
Uniforms & Clothing	1,300	297	1,300
Business Travel	0	399	500
Education & Training	1,000	565	1,000
Electric	2,000	18,492	20,000
Water	1,700	2,105	2,000

## QUEEN MINE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Sewer & Garbage Service	4,757	4,553	4,757
Gas/Wood	2,000	2,000	2,000
Telephone & Fax	1,900	2,006	2,000
Internet Access Fee	925	811	1,000
Rent/Lease	1,200	0	1,200
Professional Fees	40,000	0	0
Contract Services	800	1,485	1,600
DOC Workers	1,900	3,742	2,000
Maintenance & Support Agreements	800	0	800
Property, Casualty, Liability	40,000	32,000	40,000

## QUEEN MINE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Insurance Claims & Deductibles	500	0	500
Disposable Equipment & Tools	0	415	300
Office Supplies	3,500	3,667	3,500
Advertising	32,000	20,208	25,000
Non-Capital Admin Equipment	2,500	2,887	500
Credit Card Fees	16,000	21,339	19,000
Postage	400	113	400
Disposable Equipment & Tools	2,000	127	1,000
Safety Equipment & Supplies	10,000	6,679	6,000
Custodial Supplies	3,000	1,853	3,000

## QUEEN MINE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Operational Expenses	7,000	1,363	3,000
Concession Supplies	800	1,034	800
Merchandise	135,000	135,000	100,000
Equipment Repair & Maintenance	17,000	811	7,026
Repair & Maintenance – Other	25,000	22,248	25,000
Vehicle Parts & Labor	1,000	530	1,000
Gasoline	1,000	583	1,000
Diesel	0	34	0
Use of Emergency Reserves	0	0	200,000
Transfer to Admin & General	15,338	17,529	1,800

## QUEEN MINE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Transfer Bed Tax/VC	16,000	18,286	16,000
Transfer to City Manager	0	0	8,044
Transfer to Finance	25,122	28,711	34,462
Transfer to Personnel	0	0	4,219
Transfer to Legal Services	6,000	6,857	6,000
Transfers to IT	0	0	4,939
Transfers to Capital Projects	181,000	0	0
<b>Total Queen Mine Expense:</b>	<b>1,040,001</b>	<b>719,675</b>	<b>947,810</b>

# MISCELLANEOUS GRANTS

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



# MISCELLANEOUS GRANTS BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
Library Pending Grants	15,000	0	0
ADOT – Bisbee Bus	78,660	0	88,200
Miscellaneous Grants	5,000,000	0	0
Transfers from Bisbee Bus	19,665	0	9,800
<b>Total Miscellaneous Grants Revenue:</b>	<b>5,113,325</b>	<b>0</b>	<b>98,000</b>
<i>Expenses</i>			
Library Pending Grants	15,000	0	0
Miscellaneous Grants	5,000,000	0	0
Capital Expenditures – Bisbee Bus	98,325	0	98,000
<b>Total Miscellaneous Grants Expense:</b>	<b>5,113,325</b>	<b>0</b>	<b>98,000</b>



# YOUTH FUND

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

# YOUTH FUND BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
Interest Income	0	705	600
Fund Raising Proceeds	0	0	0
Cash Carry-Forward	55,000	0	55,000
<b>Total Youth Fund Revenue:</b>	<b>55,000</b>	<b>705</b>	<b>55,600</b>
<i>Expenses</i>			
Authorized Expenditures	0	0	600
Fund Raising Expenses	0	0	0
Capital Expenditures	0	0	0
Transfer to Capital Projects	55,000	0	55,000
<b>Total Youth Fund Expense:</b>	<b>55,000</b>	<b>0</b>	<b>55,600</b>

# BISBEE BUS

- Budget Highlights
  - Decreased expenses \$17,665 to be more in line with FY17 actual expenditures which are forecasted to be about \$54K under budget.
  - No expansion of bus route through Palominas and Hereford to Sierra Vista anticipated in FY18 as anticipated in the previous fiscal year.

# BISBEE BUS

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
ADOT Grant	0	0	5,000
SEAGO Transportation	18,650	67,085	18,650
Bus Local Share	11,500	13,421	13,500
Federal Share	306,150	169,005	300,000
Donations	0	0	0
Transfers From General Fund	19,665	0	1,150
<b>Total Bisbee Bus Revenue:</b>	<b>355,965</b>	<b>249,508</b>	<b>338,300</b>
<i>Expenses</i>			
Admin Miscellaneous Expenses	3,500	1,496	2,000

## BISBEE BUS (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Contractor Operating Expenses	231,500	209,000	210,000
City Operating Expenses	41,000	49,362	80,000
Postage	300	2	500
Property, Casualty, Liability	10,000	6,423	6,000
Fuel & Lubricants	50,000	21,096	30,000
Capital Expenditures	0	0	0
Transfer Grant Match	19,665	14,750	9,800
<b>Total Bisbee Bus Expenses:</b>	<b>355,965</b>	<b>302,129</b>	<b>338,300</b>