

## AGENDA

AGENDA OF THE SPECIAL SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON TUESDAY, MAY 7, 2019 AT 5:30 PM AT THE CITY HALL BUILDING, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY \_\_\_\_\_ AT \_\_\_\_\_.

### ROLL CALL

#### COUNCIL

Councilmember Gabe Lindstrom, Ward III  
Councilmember Joni Giacomino, Ward II  
Councilmember Bill Higgins, Ward I  
Mayor David M. Smith  
Councilmember Leslie Johns, Ward I  
Councilmember Joan Hansen, Ward II  
Councilmember Anna Cline, Ward III, Mayor Pro Tempore

#### STAFF

Stephen Pauken, Interim City Manager  
Ashlee Coronado, City Clerk  
Keri Bagley, Finance Director  
VACANT, Personnel Director  
Jesus Haro, Public Works Director  
Albert Echave, Police Chief  
George Castillo, Fire Chief

#### CITY ATTORNEY

Britt Hanson

THE FOLLOWING ITEMS WILL BE DISCUSSED AND/OR CONSIDERED AT THIS MEETING:

1. Discussion and Possible Recommendations regarding the Draft Budget for the 2019-2020 Fiscal Year.  
Stephen Pauken, Interim City Manager  
Keri Bagley, Finance Director

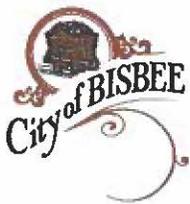
### ADJOURNMENT

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 915 S. Tovreaville Road., 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.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: **May 7, 2019**

Regular  Special

**DATE ACTION SUBMITTED:** May 1, 2019

**REGULAR**  **CONSENT**

**TYPE OF ACTION:**

**RESOLUTION**  **ORDINANCE**  **FORMAL ACTION**  **OTHER**

**SUBJECT: DISCUSSION AND POSSIBLE RECOMMENDATIONS REGARDING THE DRAFT BUDGET FOR THE 2019-2020 FISCAL YEAR**

**FROM: Keri Bagley, Finance Director**

**RECOMMENDATION: At Mayor and Council's Discretion**

**PROPOSED MOTION: At Mayor and Council's Discretion**

**DISCUSSION:**

**FISCAL IMPACT:**

**DEPARTMENT LINE ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

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

**Reviewed by:** Stephen J. Pauken  
Stephen Pauken  
Interim City Manager

**Summary of Changes from 4/22 - 4/23 Budget Work Sessions:**

---

**\* Use of Fund Balance in General Fund Increased from \$334,568 to \$765,537, up \$430,969**

**Increased Budget Gap:**

|   |         |
|---|---------|
| Reduced Ambulance revenue by \$200,000 to be more in line with current revenues                                     | 200,000 |
| Added 25% Dependent Health Reimbursement, 11 employees currently enrolled in a dependent health care plan, 7 in GF. | 8,296   |
| Added an additional Police Officer to PD to help cover staffing losses. No reduction in OT added                    | 81,372  |
| Added \$50,000 to PD Capital Expenditures for Tazers and Toughbooks   | 50,000  |
| Added \$30,000 to Building Maintenance for repairs to building at Cemetery and Pump House                           | 30,000  |
| Added an additional \$50,000 to Contingency   | 50,000  |
| Reallocated GF Internal Services Expense based on new expense amounts   | 63,605  |
|   | <hr/>   |
|   | 483,273 |

**Decreased Budget Gap:**

|  |        |
|--|--------|
| Added \$10,000 to FD Out of City Services  | 10,000 |
| Reduced Animal Shelter Expense by \$10,000 to reflect current contract amount  | 10,000 |
| Eliminated Professional Fees (\$5,000) & Health Reimbursement (\$10,000) in Admin Gen Govt., benefit used by few employees | 15,000 |
| Eliminated T1 Line in IT   | 5,000  |
| Changed Trans Grant Match amount in FD from 19,177 to 9,400. Working on a \$94,000 grant. Matches are usually 5 - 10%      | 9,777  |
| Corrected Budgeted PW Director Salary & Benefits   | 2,527  |
|  | <hr/>  |
|  | 52,304 |

**Total Change:**

---

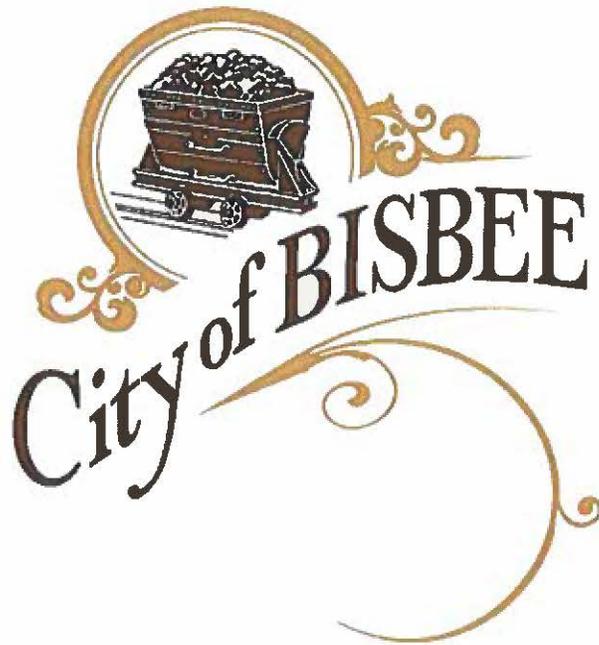
**430,969**

---

**Other Questions/Comments:**

- \* Increase to Streets Salary Expense was because FY19 none of the PW Director Salary was allocated to this department. FY20 there is 25% of PW director allocated to Streets
- \* Added back in the Transportation Grants in anticipation of FAA Grant, City of Bisbee's turn to receive
- \* Increased Airport Fuel Revenue & Fuel for Resale both by \$5,000
- \* Added \$400,000 to Police Special Revenue & Grants, group working on donations and/or grants for equipment
- \* Question on "Repair & Replacement - Other" in the Waste Water fund. This was to "Repair Seepex Pump" This account line could probably be eliminated and the \$5,000 moved elsewhere. Any repairs can be placed under Building Repair & Maintenance, Equipment Repair & Maintenance, or Pump Repair & Replacement
- \* Reduced Miscellaneous Grants from \$1,000,000 to \$500,000

**Draft Budget  
Fiscal Year 2020**



**July 1, 2019 – June 30, 2020  
Presented May 7<sup>th</sup> 2019**

# TABLE OF CONTENTS

## **GENERAL FUND** **1**

---

|  |    |
|--|----|
| GENERAL FUND REVENUE                           | 1  |
| MAYOR & COUNCIL                                | 3  |
| CITY MANAGER                                   | 5  |
| FINANCE  | 7  |
| CITY CLERK                                     | 9  |
| COMMUNITY DEVELOPMENT                          | 11 |
| ADMINISTRATION & GENERAL GOVERNMENT            | 13 |
| PERSONNEL                                      | 15 |
| LEGAL SERVICES                                 | 17 |
| WATER SYSTEMS                                  | 19 |
| INFORMATION SYSTEMS                            | 21 |
| POLICE   | 23 |
| FIRE   | 26 |
| CITY MAGISTRATE                                | 30 |
| CEMETERY                                       | 32 |
| BUILDING & MAINTENANCE                         | 34 |
| PUBLIC WORKS ADMINISTRATION                    | 36 |
| GARAGE   | 38 |
| BUILDING INSPECTOR                             | 40 |
| PARKS  | 42 |
| POOL   | 44 |
| LIBRARY  | 46 |
| SENIOR CENTER                                  | 50 |
| CONTINGENCY                                    | 52 |
| SUMMARY OF REVENUES OVER EXPENSES GENERAL FUND | 52 |

## **OTHER FUNDS** **54**

---

|                                 |    |
|---------------------------------|----|
| GOVERNMENT GRANTS               | 54 |
| PUBLIC SAFETY GRANTS            | 56 |
| TRANSPORTATION GRANTS           | 58 |
| VISITOR CENTER                  | 60 |
| STREETS                         | 62 |
| RICO                            | 65 |
| BISBEE ARTS COMMISSION          | 67 |
| DONATIONS                       | 69 |
| AIRPORT                         | 71 |
| POLICE SPECIAL REVENUE & GRANTS | 73 |
| WASTE WATER                     | 75 |
| SANITATION                      | 79 |

|   |    |
|---|----|
| QUEEN MINE                                      | 82 |
| MISCELLANEOUS GRANTS                            | 85 |
| DEBT SERVICE FUND                               | 87 |
| DEBT SERVICE FUND – WASTE WATER TREATMENT PLANT | 89 |
| YOUTH FUND                                      | 91 |
| BISBEE BUS FUND                                 | 93 |
| CAPITAL IMPROVEMENT FUND                        | 95 |
| SUMMARY OF REVENUES OVER EXPENSES ALL FUNDS     | 95 |

City of Bisbee Fiscal Year 19-20 Draft Budget

| GENERAL FUND                          |                               | 2016-17          | 2017-18          | 2018-19          | Mar 2019         | 2019-20          |
|---------------------------------------|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| TAXES                                 |                               | Actual           | Actual           | Budget           | YTD Actual       | Proposed         |
| 10-31-10000                           | CITY SALES TAX                | 1,745,206        | 1,503,682        | 1,375,600        | 1,177,998        | 1,600,000        |
| 10-31-10020                           | BED TAX                       | 147,961          | 0                | 1,788            | 0                | 0                |
| 10-31-20200                           | STATE SALES TAX               | 476,788          | 501,275          | 518,180          | 383,612          | 545,600          |
| 10-31-24000                           | VEHICLE LICENSE TAX           | 257,163          | 269,616          | 292,916          | 200,779          | 303,500          |
| 10-31-24500                           | PROPERTY TAX                  | 974,611          | 1,039,195        | 1,052,330        | 753,665          | 1,079,169        |
| <b>TOTAL TAXES:</b>                   |                               | <b>3,601,728</b> | <b>3,313,767</b> | <b>3,240,814</b> | <b>2,516,054</b> | <b>3,528,269</b> |
| <b>LICENSES &amp; PERMITS</b>         |                               |                  |                  |                  |                  |                  |
| 10-32-10400                           | BUILDING/SIGN PERMITS         | 49,559           | 50,498           | 50,000           | 52,986           | 60,000           |
| 10-32-10401                           | CODE VIOLATION FINES          | 803              | 1,006            | 2,000            | 374              | 1,000            |
| 10-32-10600                           | OCCUPATIONAL/LIQUOR LICENSES  | 44,443           | 44,586           | 45,000           | 38,281           | 45,000           |
| 10-32-10650                           | SPECIAL EVENT LICENSES        | 1,734            | 4,024            | 2,000            | 78               | 3,000            |
| 10-32-10700                           | CIVIL UNION FEE               | 75               | 0                | 0                | 0                | 0                |
| 10-32-10800                           | DOG LICENSE FEES/IMPOUND FEES | 856              | 467              | 0                | 191              | 400              |
| <b>TOTAL LICENSES &amp; PERMITS:</b>  |                               | <b>97,469</b>    | <b>100,582</b>   | <b>99,000</b>    | <b>91,909</b>    | <b>109,400</b>   |
| <b>INTERGOVERNMENTAL</b>              |                               |                  |                  |                  |                  |                  |
| 10-33-20100                           | URBAN REVENUE SHARING         | 637,161          | 646,671          | 640,934          | 471,562          | 687,200          |
| <b>TOTAL INTERGOVERNMENTAL:</b>       |                               | <b>637,161</b>   | <b>646,671</b>   | <b>640,934</b>   | <b>471,562</b>   | <b>687,200</b>   |
| <b>CHARGES FOR SERVICES</b>           |                               |                  |                  |                  |                  |                  |
| 10-34-10100                           | PLANNING/ZONING APPLICATIONS  | 8,683            | 5,069            | 8,000            | 2,025            | 5,000            |
| 10-34-10120                           | PLAN EXAMINATION FEE          | 11,373           | 13,765           | 12,000           | 2,486            | 12,000           |
| 10-34-10300                           | LIBRARY FEES                  | 4,246            | 5,174            | 4,000            | 3,791            | 4,500            |
| 10-34-10501                           | CEMETERY PLOT FEES            | 6,760            | 4,925            | 6,000            | 1,730            | 5,000            |
| 10-34-10510                           | CEMETERY MAINTENANCE FEES     | 3,565            | 3,000            | 4,000            | 2,380            | 3,000            |
| 10-34-10700                           | PUBLIC COPY FEES              | 609              | 600              | 600              | 209              | 500              |
| 10-34-10701                           | UTILITY COLLECTION SERVICES   | 2,380            | 0                | 0                | 0                | 0                |
| 10-34-10862                           | VEHICLE-IMPOUND FEES          | 10,250           | 7,825            | 18,000           | 6,045            | 12,000           |
| 10-34-10870                           | TOWING FEES                   | 4,875            | 4,329            | 8,000            | 2,399            | 5,000            |
| 10-34-10880                           | PARKS USE PERMIT              | 5,683            | 9,004            | 10,000           | 4,097            | 10,000           |
| 10-34-11500                           | FRANCHISE FEES                | 192,872          | 203,050          | 230,000          | 102,613          | 200,000          |
| 10-34-15500                           | POOL ADMISSIONS               | 5,114            | 7,422            | 4,000            | 3,932            | 7,200            |
| 10-34-40066                           | AMBULANCE FEES                | 1,332,715        | 863,275          | 1,200,000        | 638,447          | 1,000,000        |
| 10-34-40067                           | WILDLAND FIRE SERVICES        | 10,328           | 38,590           | 30,000           | 26,575           | 40,000           |
| 10-34-40068                           | FIRE INSPECTION FEES          | 0                | 0                | 26,000           | 0                | 26,000           |
| 10-34-40069                           | FD OUT OF CITY SERVICES       | 0                | 0                | 0                | 0                | 10,000           |
| <b>TOTAL CHARGES FOR SERVICES:</b>    |                               | <b>1,599,454</b> | <b>1,166,028</b> | <b>1,560,600</b> | <b>796,729</b>   | <b>1,340,200</b> |
| <b>FINES &amp; FORFEITURES</b>        |                               |                  |                  |                  |                  |                  |
| 10-35-10502                           | MUNICIPAL COURT FINES         | 1,140            | 9                | 0                | 4                | 10               |
| <b>TOTAL FINES &amp; FORFEITURES:</b> |                               | <b>1,140</b>     | <b>9</b>         | <b>0</b>         | <b>4</b>         | <b>10</b>        |

City of Bisbee Fiscal Year 19-20 Draft Budget

**MISCELLANEOUS**

|                             |                                |                |                  |               |               |               |
|-----------------------------|--------------------------------|----------------|------------------|---------------|---------------|---------------|
| 10-36-10802                 | ADOPTIONS ANIMAL SHELTER       | 3,315          | 0                | 0             | 0             | 0             |
| 10-36-11062                 | SERVICE REIMB - POLICE DEPT    | 400            | 455              | 0             | 0             | 500           |
| 10-36-11063                 | POLICE VEHICLE USE FEES        | 0              | 280              | 0             | 2,660         | 1,000         |
| 10-36-11064                 | SERVICE REIMB - FIRE DEPT      | 959            | 4,900            | 5,000         | -3,780        | 5,000         |
| 10-36-11066                 | SCHOOL RESOURCE OFFICER        | 33,486         | 0                | 0             | 0             | 0             |
| 10-36-11087                 | INSURANCE REIMBURSEMENTS       | 35,563         | 2,647,798        | 0             | 25,795        | 5,000         |
| 10-36-11090                 | DEMA REIMBURSEMENT             | 0              | 15,021           | 0             | 0             | 0             |
| 10-36-11100                 | L.L.E.A.C. REVENUE FROM COUNTY | 239            | 106              | 0             | 0             | 0             |
| 10-36-11600                 | OVER/SHORT                     | -66            | 76               | 0             | 47            | 0             |
| 10-36-13500                 | RENTAL INCOME                  | 42,625         | 51,502           | 58,400        | 51,975        | 58,400        |
| 10-36-13597                 | CITY AUCTION FUNDS             | 5,176          | 0                | 15,000        | 0             | 5,000         |
| 10-36-21000                 | INTEREST EARNED                | 2,894          | 5,695            | 2,000         | 6,509         | 17,000        |
| 10-36-50000                 | UNASSIGNED REVENUES            | 1,440          | 0                | 0             | 0             | 0             |
| <b>TOTAL MISCELLANEOUS:</b> |                                | <b>126,031</b> | <b>2,725,833</b> | <b>80,400</b> | <b>83,206</b> | <b>91,900</b> |

**CONTRIBUTIONS & TRANSFERS**

|   |                                   |                  |                  |                  |                  |                  |
|---|-----------------------------------|------------------|------------------|------------------|------------------|------------------|
| 10-38-40000                                 | DONATIONS - MISC                  | 3,638            | 100              | 4,000            | 0                | 500              |
| 10-38-40087                                 | DONATIONS - SHELTER               | 255              | 0                | 0                | 0                | 0                |
| 10-38-40088                                 | DONATIONS - POLICE DEPT           | 0                | 1,000            | 0                | 1,000            | 1,000            |
| 10-38-40089                                 | DONATIONS - POOL                  | 31,057           | 15,141           | 15,000           | 710              | 15,000           |
| 10-38-40090                                 | DONATIONS - FIRE DEPT             | 0                | 4,136            | 0                | 500              | 1,000            |
| 10-38-40091                                 | DONATIONS - LIBRARY               | 0                | 2,851            | 0                | 2,151            | 2,000            |
| 10-38-40100                                 | VIETNAM WALL SPONSORSHIP          | 10,715           | 0                | 0                | 0                | 0                |
| 10-38-50010                                 | GAIN/LOSS ON DISPOSAL OF ASSET    | 0                | -597             | 0                | 0                | 0                |
| 10-38-51000                                 | USE OF RESERVES                   | 0                | 0                | 307,558          | 0                | 765,537          |
| 10-38-94000                                 | TRANSFER IN - GF CAPITAL RESERVES | 0                | 0                | 0                | 0                | 12,000           |
| 10-38-99018                                 | TRANSFERS FROM TRANS GRANTS       | 0                | 84,341           | 0                | 0                | 0                |
| 10-38-99054                                 | TRANS FROM WW-LOAN REPAYMENT      | 0                | 400,000          | 0                | 0                | 0                |
| 10-38-99921                                 | TRANSFERS FROM STREETS            | 0                | 0                | 33,596           | 25,197           | 0                |
| 10-38-99950                                 | TRANSFERS FROM AIRPORT            | 0                | 0                | 3,351            | 2,513            | 8,376            |
| 10-38-99953                                 | TRANSFER FRM POLICE SPECIALREV    | 596              | 1,299            | 3,000            | 0                | 0                |
| 10-38-99954                                 | TRANSFERS FROM WWATER DEPT        | 209,115          | 259,906          | 31,532           | 23,649           | 0                |
| 10-38-99956                                 | TRANSFERS FROM SANITATION         | 125,948          | 158,573          | 0                | 0                | 0                |
| 10-38-99959                                 | TRANSFERS FROM QUEEN MINE FD      | 46,460           | 59,464           | 0                | 0                | 0                |
| 10-38-99998                                 | GF INTERNAL SERVICES              | 0                | 0                | 1,722,731        | 1,292,048        | 1,310,791        |
| 10-38-99999                                 | OTHER REVENUE & TRANSFERS         | 0                | 0                | 0                | 450              | 0                |
| <b>TOTAL CONTRIBUTIONS &amp; TRANSFERS:</b> |                                   | <b>427,784</b>   | <b>986,214</b>   | <b>2,120,768</b> | <b>1,348,219</b> | <b>2,116,204</b> |
| <b>TOTAL GENERAL FUND REVENUE:</b>          |                                   | <b>6,490,767</b> | <b>8,939,103</b> | <b>7,742,516</b> | <b>5,307,682</b> | <b>7,873,183</b> |

# MAYOR & 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 William Higgins

Ward I Councilmember Leslie Johns

Ward II Councilmember Joan Hansen

Ward II Councilmember Joni Giacomino

Ward III Councilmember Anna Cline

Ward III Councilmember Gabe Lindstrom

Council Sessions are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, with Special Sessions and Work Sessions held on an “as needed” basis.

City of Bisbee Fiscal Year 19-20 Draft Budget

**MAYOR & COUNCIL**

| <b>ACCOUNT NUMBER</b>                         | <b>ACCOUNT DESCRIPTION</b> | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|---|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-50-11000                                   | SALARIES - GENERAL         | 19,000                | 19,200                | 19,200                | 14,400                     | 19,200                  |
| 10-50-11100                                   | F.I.C.A.                   | 1,178                 | 1,190                 | 1,190                 | 893                        | 1,190                   |
| 10-50-11200                                   | MEDICARE                   | 276                   | 278                   | 278                   | 209                        | 278                     |
| 10-50-11700                                   | WORKERS COMPENSATION       | 45                    | 62                    | 84                    | 54                         | 72                      |
| <b>MAYOR &amp; COUNCIL PERSONNEL EXPENSE:</b> |                            | <b>20,498</b>         | <b>20,731</b>         | <b>20,752</b>         | <b>15,556</b>              | <b>20,740</b>           |
| 10-50-13100                                   | BUSINESS TRAVEL            | 488                   | 0                     | 500                   | 0                          | 500                     |
| 10-50-13400                                   | EDUCATION & TRAINING       | 1,290                 | 3,165                 | 3,000                 | 1,531                      | 3,000                   |
| 10-50-13500                                   | SUBSCRIPTIONS & DUES       | 6,506                 | 6,868                 | 6,875                 | 6,875                      | 7,156                   |
| 10-50-41500                                   | OFFICE SUPPLIES            | 317                   | 68                    | 150                   | 40                         | 150                     |
| 10-50-42020                                   | PRINTING & REPRODUCTION    | 0                     | 0                     | 100                   | 0                          | 100                     |
| 10-50-42040                                   | ADVERTISING                | 0                     | 179                   | 0                     | 0                          | 0                       |
| 10-50-43000                                   | FOURTH OF JULY FIREWORKS   | 0                     | 7,000                 | 3,500                 | 0                          | 3,500                   |
| 10-50-43500                                   | POSTAGE                    | 38                    | 0                     | 50                    | 0                          | 50                      |
| 10-50-45300                                   | CUSTODIAL SUPPLIES         | 0                     | 176                   | 0                     | 0                          | 0                       |
| 10-50-46000                                   | OPERATIONAL EXPENSES       | 414                   | 995                   | 700                   | 415                        | 1,400                   |
| 10-50-99998                                   | GF INTERNAL SERVICES       | 0                     | 0                     | 0                     | 0                          | 3,491                   |
| <b>TOTAL MAYOR &amp; COUNCIL EXPENSE:</b>     |                            | <b>29,550</b>         | <b>39,181</b>         | <b>35,627</b>         | <b>24,416</b>              | <b>40,087</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.

City of Bisbee Fiscal Year 19-20 Draft Budget

**CITY MANAGER**

| <b>ACCOUNT NUMBER</b> | <b>ACCOUNT DESCRIPTION</b>             | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|-----------------------|--|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-51-11000           | SALARIES - GENERAL                     | 90,513                | 96,867                | 112,008               | 119,052                    | 120,016                 |
| 10-51-11001           | OVERTIME - GENERAL                     | 57                    | 0                     | 0                     | 0                          | 0                       |
| 10-51-11100           | F.I.C.A.                               | 5,311                 | 6,220                 | 6,944                 | 8,520                      | 7,441                   |
| 10-51-11200           | MEDICARE                               | 1,242                 | 1,455                 | 1,624                 | 1,993                      | 1,740                   |
| 10-51-11300           | A.S.R.S.                               | 10,194                | 11,178                | 13,217                | 9,090                      | 14,534                  |
| 10-51-11500           | MEDICAL INSURANCE                      | 5,560                 | 4,617                 | 5,986                 | 3,983                      | 5,632                   |
| 10-51-11501           | STANDARD DISABILITY INSURANCE          | 228                   | 297                   | 269                   | 202                        | 269                     |
| 10-51-11505           | DEFERRED COMP                          | 874                   | 676                   | 24,811                | 541                        | 811                     |
| 10-51-11506           | DEFERRED COMP ICMA-RC                  | 0                     | 6,000                 | 0                     | 18,000                     | 0                       |
| 10-51-11510           | DENTAL INSURANCE                       | 694                   | 563                   | 705                   | 477                        | 715                     |
| 10-51-11600           | LIFE INSURANCE                         | 111                   | 105                   | 129                   | 84                         | 126                     |
| 10-51-11700           | WORKERS COMPENSATION                   | 223                   | 329                   | 489                   | 447                        | 451                     |
| 10-51-11800           | STATE UNEMPLOYMENT                     | 0                     | 2,160                 | 0                     | 0                          | 0                       |
|                       | <b>CITY MANAGER PERSONNEL EXPENSE:</b> | <b>115,005</b>        | <b>130,467</b>        | <b>166,182</b>        | <b>162,389</b>             | <b>151,735</b>          |
| 10-51-11990           | REIMBURSED ERE-BISBEE BUS              | 0                     | -42                   | 0                     | 0                          | 0                       |
| 10-51-13100           | BUSINESS TRAVEL                        | 2,105                 | 1,499                 | 4,000                 | 755                        | 2,100                   |
| 10-51-13400           | EDUCATION & TRAINING                   | 502                   | 1,072                 | 1,500                 | 1,561                      | 600                     |
| 10-51-13500           | SUBSCRIPTIONS & DUES                   | 1,283                 | 2,529                 | 2,280                 | 1,094                      | 1,300                   |
| 10-51-24000           | TELEPHONE & FAX                        | 887                   | 888                   | 900                   | 386                        | 900                     |
| 10-51-31000           | PROFESSIONAL FEES                      | 1,500                 | 62,771                | 5,000                 | 0                          | 0                       |
| 10-51-41500           | OFFICE SUPPLIES                        | 681                   | 40                    | 500                   | 46                         | 300                     |
| 10-51-42030           | BOOKS & REFERENCE MATERIALS            | 0                     | 0                     | 500                   | 0                          | 0                       |
| 10-51-42050           | NON CAP ADMIN EQUIP/FURN               | 0                     | 0                     | 0                     | 1,307                      | 0                       |
| 10-51-43500           | POSTAGE                                | 17                    | 0                     | 0                     | 1                          | 30                      |
| 10-51-46000           | OPERATIONAL EXPENSES                   | 10,728                | 12,578                | 0                     | 2,482                      | 3,000                   |
| 10-51-99998           | GF INTERNAL SERVICES                   | 0                     | 0                     | 17,945                | 13,459                     | 15,260                  |
|                       | <b>TOTAL CITY MANAGER EXPENSE:</b>     | <b>132,708</b>        | <b>211,803</b>        | <b>198,807</b>        | <b>183,480</b>             | <b>175,225</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 plays a vital role working with the City Manager on the preparation and implementation of the Annual Budget. The department also provides utility billing services for the Sanitation and Waste Water Funds. The department has staff dedicated to monitor and collect delinquent sewer and garbage accounts by placing liens on properties with delinquent accounts, executing payment plans and promissory notes, submitting individuals to debt collection agencies, and coordinating the termination of sewer and trash services.

Finance consists six employees:

- Finance Director
- Accountant (vacant)
- Accountant/Payroll
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Account Clerk/Collections

City of Bisbee Fiscal Year 19-20 Draft Budget

**FINANCE**

| ACCOUNT NUMBER                    | ACCOUNT DESCRIPTION            | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|-----------------------------------|--------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-52-11000                       | SALARIES - GENERAL             | 192,523        | 182,743        | 226,649        | 142,998             | 223,550          |
| 10-52-11001                       | OVERTIME - GENERAL             | 376            | 486            | 1,300          | 38                  | 1,300            |
| 10-52-11050                       | SALARIES - PART TIME           | 0              | 13,574         | 20,660         | 13,368              | 26,520           |
| 10-52-11100                       | F.I.C.A.                       | 11,998         | 12,749         | 15,680         | 9,959               | 15,585           |
| 10-52-11200                       | MEDICARE                       | 2,806          | 2,982          | 3,667          | 2,329               | 3,645            |
| 10-52-11300                       | A.S.R.S.                       | 21,543         | 22,396         | 29,841         | 18,708              | 30,434           |
| 10-52-11500                       | MEDICAL INSURANCE              | 21,384         | 18,197         | 23,943         | 11,948              | 22,527           |
| 10-52-11501                       | STANDARD DISABILITY INSURANCE  | 1,004          | 877            | 1,147          | 783                 | 1,062            |
| 10-52-11505                       | DEFERRED COMP                  | 3,386          | 4,091          | 4,869          | 3,246               | 4,869            |
| 10-52-11510                       | DENTAL INSURANCE               | 2,061          | 2,026          | 2,174          | 1,303               | 2,670            |
| 10-52-11600                       | LIFE INSURANCE                 | 425            | 562            | 643            | 252                 | 630              |
| 10-52-11700                       | WORKERS COMPENSATION           | 404            | 685            | 1,103          | 596                 | 944              |
| 10-52-11800                       | STATE UNEMPLOYMENT             | 9,217          | 0              | 0              | 0                   | 0                |
| <b>FINANCE PERSONNEL EXPENSE:</b> |                                | <b>267,127</b> | <b>261,368</b> | <b>331,676</b> | <b>205,528</b>      | <b>333,736</b>   |
| 10-52-11990                       | REIMBURSED ERE-BISBEE BUS      | 0              | -1,241         | -500           | -551                | -900             |
| 10-52-13100                       | BUSINESS TRAVEL                | 344            | 2,051          | 4,000          | 2,737               | 2,500            |
| 10-52-13400                       | EDUCATION & TRAINING           | 460            | 1,269          | 4,000          | 1,317               | 2,000            |
| 10-52-13500                       | SUBSCRIPTIONS & DUES           | 646            | 340            | 1,100          | 150                 | 200              |
| 10-52-24000                       | COMMUNICATIONS EXPENSE         | 0              | 467            | 700            | 257                 | 0                |
| 10-52-31000                       | PROFESSIONAL FEES              | 6,730          | 2,690          | 3,000          | 3,200               | 0                |
| 10-52-31200                       | AUDITING & ACCOUNTING          | 35,300         | 32,000         | 29,000         | 33,000              | 37,000           |
| 10-52-34000                       | CONTRACT SERVICES              | 10,615         | 21,211         | 45,000         | 34,221              | 45,000           |
| 10-52-36000                       | MAINTENANCE & SUPPORT AGREEMN' | 0              | 0              | 0              | 30                  | 0                |
| 10-52-41500                       | OFFICE SUPPLIES                | 1,424          | 1,613          | 2,000          | 1,974               | 2,000            |
| 10-52-42000                       | ADMIN SPECIAL SUPPLIES         | 3,080          | 957            | 3,500          | 734                 | 1,800            |
| 10-52-42020                       | PRINTING & REPRODUCTION        | 35             | 0              | 0              | 0                   | 0                |
| 10-52-42030                       | BOOKS & REFERENCE MATERIALS    | 0              | 750            | 1,000          | 750                 | 1,350            |
| 10-52-42040                       | ADVERTISING                    | 2,721          | 2,712          | 2,700          | 605                 | 2,800            |
| 10-52-42050                       | NON CAP ADMIN EQUIP/FURN       | 56             | 184            | 1,000          | 362                 | 1,000            |
| 10-52-43100                       | FEES- FUND MANAGEMENT          | 10,545         | 6,117          | 12,500         | 1,995               | 5,000            |
| 10-52-43110                       | CREDIT CARD FEES               | 11,093         | 12,277         | 11,000         | 7,059               | 14,000           |
| 10-52-43120                       | OTHER FEES                     | 214            | 0              | 250            | 225                 | 250              |
| 10-52-43500                       | POSTAGE & METER TAPES          | 12,218         | 12,125         | 3,500          | 8,355               | 12,800           |
| 10-52-46000                       | OPERATIONAL EXPENSES           | 299            | 641            | 1,000          | 76                  | 1,000            |
| 10-52-99998                       | GF INTERNAL SERVICES           | 0              | 0              | 35,890         | 26,917              | 44,030           |
| <b>TOTAL FINANCE EXPENSE:</b>     |                                | <b>362,907</b> | <b>357,532</b> | <b>492,316</b> | <b>328,940</b>      | <b>505,566</b>   |

# CITY CLERK

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

The City Clerk Department consists of two employees:

- City Clerk
- Deputy City Clerk

City of Bisbee Fiscal Year 19-20 Draft Budget

**CITY CLERK**

| <b>ACCOUNT NUMBER</b>                | <b>ACCOUNT DESCRIPTION</b>     | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--------------------------------------|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-53-11000                          | SALARIES - GENERAL             | 90,514                | 94,144                | 98,363                | 71,858                     | 98,426                  |
| 10-53-11001                          | OVERTIME - GENERAL             | 0                     | 0                     | 1,000                 | 0                          | 1,000                   |
| 10-53-11050                          | SALARIES - PART TIME           | 0                     | 1,925                 | 0                     | 0                          | 0                       |
| 10-53-11100                          | F.I.C.A.                       | 5,049                 | 5,440                 | 6,160                 | 4,509                      | 6,164                   |
| 10-53-11200                          | MEDICARE                       | 1,181                 | 1,272                 | 1,441                 | 1,055                      | 1,442                   |
| 10-53-11300                          | A.S.R.S.                       | 10,412                | 10,872                | 11,725                | 8,439                      | 12,040                  |
| 10-53-11500                          | MEDICAL INSURANCE              | 5,132                 | 5,989                 | 5,986                 | 3,983                      | 5,632                   |
| 10-53-11501                          | STANDARD DISABILITY INSURANCE  | 365                   | 360                   | 393                   | 295                        | 393                     |
| 10-53-11505                          | DEFERRED COMP                  | 1,623                 | 1,758                 | 1,623                 | 1,082                      | 1,623                   |
| 10-53-11510                          | DENTAL INSURANCE               | 641                   | 731                   | 705                   | 477                        | 715                     |
| 10-53-11600                          | LIFE INSURANCE                 | 204                   | 273                   | 257                   | 168                        | 252                     |
| 10-53-11700                          | WORKERS COMPENSATION           | 213                   | 326                   | 433                   | 270                        | 373                     |
| 10-53-11800                          | STATE UNEMPLOYMENT             | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>CITY CLERK PERSONNEL EXPENSE:</b> |                                | <b>115,335</b>        | <b>123,091</b>        | <b>128,086</b>        | <b>92,135</b>              | <b>128,060</b>          |
| 10-53-13100                          | BUSINESS TRAVEL                | 1,000                 | 919                   | 1,500                 | 578                        | 1,500                   |
| 10-53-13400                          | EDUCATION & TRAINING           | 275                   | 325                   | 1,200                 | 225                        | 1,200                   |
| 10-53-13500                          | SUBSCRIPTIONS & DUES           | 405                   | 385                   | 500                   | 270                        | 500                     |
| 10-53-24000                          | COMMUNICATIONS EXPENSE         | 0                     | 317                   | 560                   | 257                        | 560                     |
| 10-53-34000                          | CONTRACT SERVICES              | 463                   | 0                     | 2,000                 | 1,281                      | 6,000                   |
| 10-53-36000                          | MAINTENANCE & SUPPORT AGREEMNT | 1,281                 | 1,281                 | 0                     | 0                          | 1,281                   |
| 10-53-41500                          | OFFICE SUPPLIES                | 726                   | 722                   | 1,000                 | 555                        | 1,000                   |
| 10-53-42040                          | ADVERTISING                    | 567                   | 4,804                 | 2,500                 | 1,299                      | 2,500                   |
| 10-53-42050                          | NON CAP ADMIN EQUIP/FURN       | 975                   | 0                     | 0                     | 4,132                      | 1,000                   |
| 10-53-43500                          | POSTAGE                        | 278                   | 165                   | 150                   | 164                        | 200                     |
| 10-53-46000                          | OPERATIONAL EXPENSES           | 231                   | 32                    | 250                   | 25                         | 250                     |
| 10-53-46531                          | ELECTION EXPENSE               | 15,964                | 0                     | 15,000                | 6,120                      | 15,000                  |
| 10-53-99998                          | GF INTERNAL SERVICES           | 0                     | 0                     | 17,945                | 13,459                     | 15,173                  |
| <b>TOTAL CITY CLERK EXPENSES:</b>    |                                | <b>137,500</b>        | <b>132,042</b>        | <b>170,691</b>        | <b>120,501</b>             | <b>174,224</b>          |

# COMMUNITY DEVELOPMENT

The Community Development Department 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.

The Community Development Department does not currently have any employees and is not budgeted for any employees in Fiscal Year 19-20. Planning and Zoning is being handled by the Cochise County Planning and Zoning Department, the Animal Shelter is contracted out to the Friends of the Bisbee Animal Shelter and the Bisbee Bus Transit System is being managed by the Public Works Department with some assistance from Finance.

City of Bisbee Fiscal Year 19-20 Draft Budget

**COMMUNITY DEVELOPMENT**

| ACCOUNT NUMBER                              | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|---|-------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-54-11000                                 | SALARIES - GENERAL            | 23,083         | 0              | 0              | 0                   | 0                |
| 10-54-11001                                 | OVERTIME - GENERAL            | 145            | 0              | 0              | 0                   | 0                |
| 10-54-11050                                 | SALARIES - PART TIME          | 17,925         | 4,707          | 0              | 208                 | 0                |
| 10-54-11100                                 | F.I.C.A.                      | 2,589          | 838            | 1,006          | 564                 | 0                |
| 10-54-11200                                 | MEDICARE                      | 606            | 196            | 235            | 132                 | 0                |
| 10-54-11300                                 | A.S.R.S.                      | 2,702          | 0              | 0              | 0                   | 0                |
| 10-54-11500                                 | MEDICAL INSURANCE             | 3,849          | 0              | 0              | 0                   | 0                |
| 10-54-11501                                 | STANDARD DISABILITY INSURANCE | 166            | 0              | 0              | 0                   | 0                |
| 10-54-11505                                 | DEFERRED COMP                 | 609            | 0              | 0              | 0                   | 0                |
| 10-54-11510                                 | DENTAL INSURANCE              | 176            | 0              | 0              | 0                   | 0                |
| 10-54-11600                                 | LIFE INSURANCE                | 77             | 0              | 0              | 0                   | 0                |
| 10-54-11700                                 | WORKERS COMPENSATION          | 665            | 247            | 496            | 34                  | 0                |
| 10-54-11800                                 | STATE UNEMPLOYMENT            | 530            | 835            | 0              | 0                   | 0                |
| <b>COMM. DEVELOPMENT PERSONNEL EXPENSE:</b> |                               | <b>53,120</b>  | <b>6,822</b>   | <b>1,737</b>   | <b>938</b>          | <b>0</b>         |
| 10-54-11990                                 | REIMBURSED ERE-BISBEE BUS     | 0              | -705           | -1,737         | -713                | 0                |
| 10-54-13400                                 | EDUCATION & TRAINING          | 0              | 0              | 0              | 240                 | 0                |
| 10-54-13500                                 | SUBSCRIPTIONS & MEMBERSHIPS   | 30             | 0              | 0              | 0                   | 0                |
| 10-54-21000                                 | ELECTRIC - SHELTER            | 1,859          | 2,457          | 2,366          | 1,988               | 2,500            |
| 10-54-22000                                 | WATER - SHELTER               | 1,014          | 1,115          | 1,100          | 834                 | 1,200            |
| 10-54-22550                                 | SEWER & GARBAGE - SHELTER     | 592            | 679            | 700            | 458                 | 700              |
| 10-54-24000                                 | TELEPHONE & FAX - SHELTER     | 363            | 362            | 400            | 284                 | 400              |
| 10-54-24001                                 | INTERNET FEES - SHELTER       | 833            | 891            | 850            | 711                 | 850              |
| 10-54-31000                                 | PROFESSIONAL FEES             | 4,158          | 0              | 0              | 0                   | 0                |
| 10-54-31100                                 | PROFESSIONAL FEES - LEGAL     | 0              | 0              | 0              | 16,738              | 12,000           |
| 10-54-34000                                 | CONTRACT SERVICES             | 8,155          | 1,219          | 0              | 19,590              | 30,000           |
| 10-54-41500                                 | OFFICE SUPPLIES               | 105            | 25             | 0              | 0                   | 0                |
| 10-54-42020                                 | PRINTING & REPRODUCTION       | 158            | 0              | 250            | 0                   | 250              |
| 10-54-42040                                 | ADVERTISING                   | 114            | 604            | 250            | 113                 | 250              |
| 10-54-42050                                 | NON CAP ADMIN EQUIP/FURN      | 0              | 331            | 0              | 0                   | 0                |
| 10-54-43500                                 | POSTAGE                       | 272            | 368            | 300            | 409                 | 400              |
| 10-54-46000                                 | OPERATIONAL EXPENSES          | 57             | 486            | 250            | 1,490               | 1,500            |
| 10-54-46500                                 | VAD EXPENSE                   | 976            | 0              | 0              | 0                   | 0                |
| 10-54-46541                                 | ECONOMIC DEVELOPMENT          | 2,661          | 9,539          | 10,000         | 1,300               | 10,000           |
| 10-54-46542                                 | ANIMAL SHELTER EXPENSES       | 48,319         | 72,067         | 70,000         | 73,216              | 70,000           |
| 10-54-50100                                 | BLDG REPAIR & MAINT-SHELTER   | 0              | 0              | 2,500          | 1,089               | 2,500            |
| 10-54-99998                                 | GF INTERNAL SERVICES          | 0              | 0              | 17,945         | 13,459              | 12,645           |
| <b>TOTAL COMM. DEVELOPMENT EXPENSE:</b>     |                               | <b>122,786</b> | <b>96,259</b>  | <b>106,911</b> | <b>132,144</b>      | <b>145,195</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 and transfers to other funds as needed to cover budget shortfalls. This department is for recording operating expenses and does not have any employees.

**ADMINISTRATION & GENERAL GOVERNMENT**

| ACCOUNT NUMBER                                 | ACCOUNT DESCRIPTION            | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|--|--------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-55-11000                                    | SALARIES - GENERAL             | 0              | 6,165          | 0              | 0                   | 0                |
| 10-55-11050                                    | SALARIES - PART TIME           | 0              | 12,290         | 0              | 0                   | 0                |
| 10-55-11100                                    | F.I.C.A.                       | 0              | 1,147          | 0              | 0                   | 0                |
| 10-55-11200                                    | MEDICARE                       | 0              | 268            | 0              | 0                   | 0                |
| 10-55-11300                                    | A.S.R.S.                       | 0              | 561            | 0              | 0                   | 0                |
| 10-55-11500                                    | MEDICAL INSURANCE              | 0              | 458            | 0              | 0                   | 0                |
| 10-55-11505                                    | DEFERRED COMPENSATION          | 0              | 68             | 0              | 0                   | 0                |
| 10-55-11510                                    | DENTAL INSURANCE               | 0              | 56             | 0              | 0                   | 0                |
| 10-55-11600                                    | LIFE INSURANCE                 | 0              | 11             | 0              | 0                   | 0                |
| 10-55-11700                                    | WORKERS COMPENSATION           | 0              | 60             | 0              | 0                   | 0                |
| <b>ADMIN &amp; GEN GOVT PERSONNEL EXPENSE:</b> |                                | <b>0</b>       | <b>21,084</b>  | <b>0</b>       | <b>0</b>            | <b>0</b>         |
| 10-55-13500                                    | SUBSCRIPTIONS & MEMBERSHIPS    | 0              | 0              | 3,500          | 3,115               | 3,500            |
| 10-55-21000                                    | ELECTRIC                       | 10,944         | 6,583          | 11,500         | 618                 | 11,500           |
| 10-55-22000                                    | WATER                          | 2,103          | 1,554          | 3,200          | 652                 | 1,800            |
| 10-55-22550                                    | SEWER AND GARBAGE SERV.        | 4,552          | 1,563          | 4,900          | 402                 | 4,900            |
| 10-55-23000                                    | GAS                            | 318            | 122            | 500            | 342                 | 3,600            |
| 10-55-24000                                    | TELEPHONE & FAX                | 0              | 12,562         | 15,600         | 8,019               | 15,600           |
| 10-55-24110                                    | RENT/LEASE                     | 887            | 120            | 50,400         | 13,569              | 1,000            |
| 10-55-31000                                    | PROFESSIONAL FEES              | 6,310          | 7,004          | 0              | 2,812               | 0                |
| 10-55-34000                                    | CONTRACT SERVICES              | 8,000          | 2,345          | 7,000          | 1,356               | 9,400            |
| 10-55-37000                                    | PROPERTY, CASUALTY, LIABILITY  | 125,308        | 131,432        | 150,000        | 117,555             | 150,000          |
| 10-55-37100                                    | INSURANCE CLAIMS & DEDUCTIBLES | 5,691          | 5,000          | 5,000          | 0                   | 5,000            |
| 10-55-41500                                    | OFFICE SUPPLIES                | 960            | 1,402          | 3,000          | 2,249               | 2,000            |
| 10-55-42040                                    | ADVERTISING                    | 73             | 0              | 0              | 0                   | 0                |
| 10-55-42050                                    | NON CAP ADMIN EQUIP/FURN       | 23             | 358            | 0              | 0                   | 500              |
| 10-55-43500                                    | POSTAGE                        | 15             | 807            | 300            | -414                | 500              |
| 10-55-44000                                    | HEALTH REIMBURSEMENT           | 2,346          | 1,387          | 10,750         | 2,435               | 0                |
| 10-55-46000                                    | OPERATIONAL EXPENSES           | 1,859          | 26,594         | 2,000          | -2,939              | 2,000            |
| 10-55-46100                                    | FIRE REPLACEMENT EXPENSE       | 0              | 0              | 0              | 34,464              | 0                |
| 10-55-62003                                    | GASOLINE                       | 2,499          | 1,221          | 0              | 0                   | 2,000            |
| 10-55-99020                                    | TRANSFER BED TAX               | 147,961        | 0              | 0              | 0                   | 0                |
| 10-55-99050                                    | TRANSFER TO AIRPORT            | 0              | 0              | 0              | 0                   | 18,354           |
| 10-55-99054                                    | TRANSFER TO WASTE WATER        | 342,692        | 0              | 0              | 0                   | 0                |
| 10-55-99056                                    | TRANSFER TO SANITATION         | 0              | 0              | 120,304        | 0                   | 0                |
| 10-55-99085                                    | TRANSFERS TO DEBT SERVICE      | 0              | 0              | 0              | -56,986             | 0                |
| 10-55-99096                                    | TRANSFER TO BISBEE BUS         | 9,833          | 0              | 74,430         | 0                   | 42,344           |
| 10-55-99998                                    | GF INTERNAL SERVICES           | 0              | 0              | 107,671        | 80,753              | 24,708           |
| <b>TOTAL ADMIN &amp; GEN GOVT EXPENSE:</b>     |                                | <b>672,373</b> | <b>221,135</b> | <b>570,055</b> | <b>208,002</b>      | <b>298,706</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 City 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.

This position is currently vacant.

City of Bisbee Fiscal Year 19-20 Draft Budget

**PERSONNEL**

| <b>ACCOUNT NUMBER</b> | <b>ACCOUNT DESCRIPTION</b>      | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|-----------------------|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-56-11000           | SALARIES - GENERAL              | 28,110                | 54,148                | 63,008                | 42,648                     | 55,016                  |
| 10-56-11001           | OVERTIME                        | 343                   | 0                     | 0                     | 0                          | 0                       |
| 10-56-11100           | F.I.C.A.                        | 1,631                 | 3,409                 | 3,907                 | 2,678                      | 3,411                   |
| 10-56-11200           | MEDICARE                        | 382                   | 797                   | 914                   | 626                        | 798                     |
| 10-56-11300           | A.S.R.S.                        | 3,253                 | 6,248                 | 7,435                 | 4,854                      | 6,662                   |
| 10-56-11500           | MEDICAL INSURANCE               | 2,980                 | 5,761                 | 5,986                 | 3,983                      | 5,632                   |
| 10-56-11501           | STANDARD DISABILITY INSURANCE   | 0                     | 157                   | 269                   | 202                        | 269                     |
| 10-56-11505           | DEFERRED COMP                   | 427                   | 845                   | 811                   | 541                        | 811                     |
| 10-56-11510           | DENTAL INSURANCE                | 340                   | 382                   | 705                   | 175                        | 715                     |
| 10-56-11600           | LIFE INSURANCE                  | 60                    | 131                   | 129                   | 84                         | 129                     |
| 10-56-11700           | WORKERS COMPENSATION            | 66                    | 182                   | 275                   | 160                        | 207                     |
|                       | <b>PERSONNEL EXPENSE:</b>       | <b>37,590</b>         | <b>72,061</b>         | <b>83,439</b>         | <b>55,950</b>              | <b>73,650</b>           |
| 10-56-12500           | RECRUITMENT/EMPLOYEE TESTING    | 183                   | 0                     | 0                     | 70                         | 500                     |
| 10-56-13100           | BUSINESS TRAVEL                 | 132                   | 593                   | 400                   | 460                        | 500                     |
| 10-56-13400           | EDUCATION & TRAINING            | 0                     | 437                   | 500                   | 420                        | 500                     |
| 10-56-13500           | SUBSCRIPTIONS & DUES            | 0                     | 1,190                 | 1,400                 | 954                        | 1,200                   |
| 10-56-24000           | TELEPHONE & FAX                 | 0                     | 536                   | 800                   | 298                        | 800                     |
| 10-56-41500           | OFFICE SUPPLIES                 | 1,220                 | 447                   | 500                   | 368                        | 500                     |
| 10-56-42000           | ADMIN SPECIAL SUPPLIES          | 70                    | 0                     | 0                     | 0                          | 0                       |
| 10-56-42020           | PRINTING & REPRODUCTION         | 0                     | 355                   | 200                   | 0                          | 200                     |
| 10-56-42030           | BOOKS & REFERENCE MATERIALS     | 0                     | 0                     | 200                   | 0                          | 200                     |
| 10-56-42040           | ADVERTISING                     | 250                   | 985                   | 800                   | 583                        | 800                     |
| 10-56-42050           | NON CAP ADMIN EQUIP/FURN        | 0                     | 0                     | 0                     | 0                          | 150                     |
| 10-56-43500           | POSTAGE                         | 39                    | 16                    | 50                    | 92                         | 150                     |
| 10-56-46000           | OPERATIONAL EXPENSES            | 192                   | 19                    | 500                   | 491                        | 500                     |
| 10-56-99998           | GF INTERNAL SERVICES            | 0                     | 0                     | 0                     | 0                          | 7,598                   |
|                       | <b>TOTAL PERSONNEL EXPENSE:</b> | <b>39,675</b>         | <b>76,637</b>         | <b>88,789</b>         | <b>59,686</b>              | <b>87,248</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.

City of Bisbee Fiscal Year 19-20 Draft Budget

**LEGAL SERVICES**

| <b>ACCOUNT<br/>NUMBER</b>            | <b>ACCOUNT<br/>DESCRIPTION</b> | <b>2016-17<br/>Actual</b> | <b>2017-18<br/>Actual</b> | <b>2018-19<br/>Budget</b> | <b>Mar 2019<br/>YTD Actual</b> | <b>2019-20<br/>Proposed</b> |
|--------------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|-----------------------------|
| 10-57-13500                          | SUBSCRIPTIONS & DUES           | 0                         | 197                       | 0                         | 0                              | 0                           |
| 10-57-31100                          | PROFESSIONAL FEES - LEGAL      | 60,000                    | 60,000                    | 0                         | 1,434                          | 0                           |
| 10-57-34000                          | CONTRACT SERVICES              | 0                         | 0                         | 60,000                    | 45,000                         | 120,000                     |
| 10-57-99998                          | GF INTERNAL SERVICES           | 0                         | 0                         | 0                         | 0                              | 11,448                      |
| <b>TOTAL LEGAL SERVICES EXPENSE:</b> |                                | <b>60,000</b>             | <b>60,197</b>             | <b>60,000</b>             | <b>46,434</b>                  | <b>131,448</b>              |

# WATER SYSTEMS

This department is better known as the Old Bisbee Fire Suppression System. It consists of a large reservoir which gravity feeds water to the distribution and fire hydrant system in Old Bisbee and a pump house that feeds water to the reservoir from a well located in the Mule Gulch Channel. 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.

City of Bisbee Fiscal Year 19-20 Draft Budget

**WATER SYSTEMS**

| <b>ACCOUNT<br/>NUMBER</b>           | <b>ACCOUNT<br/>DESCRIPTION</b> | <b>2016-17<br/>Actual</b> | <b>2017-18<br/>Actual</b> | <b>2018-19<br/>Budget</b> | <b>Mar 2019<br/>YTD Actual</b> | <b>2019-20<br/>Proposed</b> |
|-------------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|-----------------------------|
| 10-58-21000                         | ELECTRIC                       | 2,674                     | 3,361                     | 3,000                     | 1,907                          | 3,000                       |
| 10-58-55000                         | EQUIPMENT REPAIR & MAINT       | 0                         | 5,300                     | 15,000                    | 2,226                          | 15,000                      |
| 10-58-91000                         | CAPITAL EXPENDITURES           | 0                         | 0                         | 0                         | 0                              | 0                           |
| 10-58-99998                         | GF INTERNAL SERVICES           | 0                         | 0                         | 0                         | 0                              | 1,717                       |
| <b>TOTAL WATER SYSTEMS EXPENSE:</b> |                                | <b>2,674</b>              | <b>8,661</b>              | <b>18,000</b>             | <b>4,133</b>                   | <b>19,717</b>               |

# INFORMATION SYSTEMS

The Information Systems Department funds the purchase, maintenance, email, website hosting and consulting services for 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. The department does not fund department specific hardware or software.

**INFORMATION SYSTEMS**

| <b>ACCOUNT NUMBER</b>                     | <b>ACCOUNT DESCRIPTION</b>    | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|---|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-59-13500                               | SUBSCRIPTIONS & DUES          | 0                     | 0                     | 13,132                | 7,321                      | 13,132                  |
| 10-59-24000                               | TELEPHONE & FAX               | 15,528                | 60                    | 0                     | 0                          | 0                       |
| 10-59-24001                               | T1 LINE FOR INTERNET ACCESS   | 2,647                 | 7,237                 | 7,600                 | 5,666                      | 0                       |
| 10-59-31000                               | PROFESSIONAL FEES             | 34,725                | 31,359                | 50,000                | 30,597                     | 50,000                  |
| 10-59-34000                               | CONTRACT SERVICES             | 27,144                | 31,411                | 4,725                 | 4,961                      | 4,961                   |
| 10-59-36000                               | MAINTENANCE & SUPPORT AGREEMN | 13                    | 890                   | 0                     | 0                          | 0                       |
| 10-59-46000                               | OPERATIONAL EXPENSES          | 6                     | 1,073                 | 800                   | 3,637                      | 1,500                   |
| 10-59-55200                               | NON CAP EQUIP PURCHASES       | 1,665                 | 4,678                 | 2,000                 | 9,542                      | 2,000                   |
| 10-59-91000                               | CAPITAL EXPENDITURES          | 3,817                 | 0                     | 0                     | 0                          | 0                       |
| 10-59-99998                               | GF INTERNAL SERVICES          | 0                     | 0                     | 17,945                | 13,459                     | 6,830                   |
| <b>TOTAL INFORMATION SYSTEMS EXPENSE:</b> |                               | <b>85,545</b>         | <b>76,709</b>         | <b>96,202</b>         | <b>75,183</b>              | <b>78,423</b>           |

# POLICE DEPARTMENT

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 the peace and order, protects life and property, and assists citizens in urgent situations. Bisbee Police Department officers and civilian employees carry out this mission diligently and courteously and take pride in their service. The Police Department responds to a variety of service calls each year such as City Code and Ordinance violations, and traffic, misdemeanor and felony violations. Under the Intergovernmental Agreements with Cochise County, Arizona Department of Public Safety, D.E.A., 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 calls for police, fire, and ambulance.

The Police Department consists of 29 employees:

- Police Chief
- Deputy Police Chief
- 12 Police Officers/Sergeants (1 vacant)
- 4 Police Officer-Reserve (2 vacant)
- 7 Communications Officers (1 vacant)
- 1 Animal Control Officer
- 1 Impound Custodian
- 2 Admin Assistants

City of Bisbee Fiscal Year 19-20 Draft Budget

**POLICE**

| <b>ACCOUNT NUMBER</b>            | <b>ACCOUNT DESCRIPTION</b>    | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|----------------------------------|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-62-11000                      | SALARIES - GENERAL            | 571,551               | 719,382               | 746,948               | 528,550                    | 775,723                 |
| 10-62-11001                      | OVERTIME - GENERAL            | 123,502               | 67,938                | 82,956                | 63,971                     | 88,101                  |
| 10-62-11006                      | REIMBURSED OVERTIME EXPENSE   | 0                     | 0                     | 0                     | 0                          | 0                       |
| 10-62-11050                      | SALARIES - PART TIME          | 69,529                | 72,708                | 99,531                | 74,828                     | 111,905                 |
| 10-62-11090                      | REIMBURSED OVERTIME - DHLS    | -2,608                | -6,710                | -52,500               | 0                          | 0                       |
| 10-62-11100                      | F.I.C.A.                      | 47,361                | 49,274                | 57,625                | 41,015                     | 60,495                  |
| 10-62-11200                      | MEDICARE                      | 11,076                | 11,524                | 13,477                | 9,592                      | 14,148                  |
| 10-62-11300                      | A.S.R.S.                      | 13,607                | 13,419                | 14,191                | 11,082                     | 14,169                  |
| 10-62-11301                      | A.S.R.S - ALT CONTRIBUTION    | 4,645                 | 5,009                 | 4,131                 | 3,059                      | 4,244                   |
| 10-62-11400                      | A.P.S.P.R.S.                  | 480,115               | 596,176               | 635,015               | 360,073                    | 658,471                 |
| 10-62-11402                      | PSPRS-ALT CONTRIBUTION        | 1,839                 | 0                     | 0                     | 0                          | 0                       |
| 10-62-11500                      | MEDICAL INSURANCE             | 70,627                | 90,796                | 107,744               | 60,735                     | 101,373                 |
| 10-62-11501                      | STANDARD DISABILITY INSURANCE | 5,238                 | 5,633                 | 7,198                 | 4,987                      | 7,522                   |
| 10-62-11502                      | MEDICAL INS DEPENDENT SUPPL.  | 0                     | 0                     | 0                     | 0                          | 2,129                   |
| 10-62-11505                      | DEFERRED COMP                 | 10,528                | 14,468                | 14,606                | 8,993                      | 15,417                  |
| 10-62-11510                      | DENTAL INSURANCE              | 6,738                 | 8,393                 | 10,439                | 6,337                      | 10,888                  |
| 10-62-11600                      | LIFE INSURANCE                | 1,428                 | 2,205                 | 2,313                 | 1,449                      | 2,394                   |
| 10-62-11700                      | WORKERS COMPENSATION          | 26,494                | 39,110                | 59,765                | 37,232                     | 55,086                  |
| 10-62-11800                      | STATE UNEMPLOYMENT            | 0                     | 0                     | 0                     | 1,081                      | 0                       |
| <b>POLICE PERSONNEL EXPENSE:</b> |                               | <b>1,441,671</b>      | <b>1,689,325</b>      | <b>1,803,439</b>      | <b>1,212,985</b>           | <b>1,922,065</b>        |

City of Bisbee Fiscal Year 19-20 Draft Budget

**POLICE**

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION            | 2016-17 Actual   | 2017-18 Actual   | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|------------------------------|--------------------------------|------------------|------------------|------------------|---------------------|------------------|
| 10-62-11990                  | Reimbursed ERE's - DHLS        | -2,690           | -8,093           | -54,500          | 0                   | 0                |
| 10-62-12300                  | UNIFORMS & CLOTHING            | 11,944           | 16,179           | 14,000           | 10,643              | 15,850           |
| 10-62-12500                  | RECRUITMENT/EMPLOYEE TESTING   | 898              | 1,324            | 1,000            | 1,705               | 1,500            |
| 10-62-12600                  | VACCINES                       | 961              | 614              | 1,000            | 0                   | 1,000            |
| 10-62-12700                  | CANCER INS POLICY              | 400              | 550              | 1,300            | 650                 | 1,400            |
| 10-62-13100                  | BUSINESS TRAVEL                | 0                | 1,348            | 2,000            | 1,940               | 12,000           |
| 10-62-13400                  | EDUCATION & TRAINING           | 2,318            | 1,606            | 1,000            | 3,002               | 2,000            |
| 10-62-13500                  | SUBSCRIPTIONS & MEMBERSHIPS    | 385              | 310              | 500              | 809                 | 1,425            |
| 10-62-21000                  | ELECTRIC                       | 12,611           | 12,742           | 14,000           | 9,137               | 14,000           |
| 10-62-22000                  | WATER                          | 684              | 767              | 100              | 700                 | 1,000            |
| 10-62-22550                  | SEWER AND GARBAGE SERV.        | 1,671            | 1,828            | 1,800            | 1,228               | 1,800            |
| 10-62-23000                  | GAS                            | 1,065            | 1,074            | 1,200            | 1,091               | 1,200            |
| 10-62-24000                  | TELEPHONE & FAX                | 16,582           | 10,515           | 20,000           | 6,963               | 10,500           |
| 10-62-24001                  | INTERNET ACCESS FEES           | 1,540            | 9,670            | 1,700            | 6,510               | 12,000           |
| 10-62-24110                  | RENT/LEASE                     |                  | 0                | 10               | 0                   | 0                |
| 10-62-31000                  | PROFESSIONAL FEES              | 100              | 0                | 0                | 0                   | 0                |
| 10-62-31100                  | PROFESSIONAL FEES - LEGAL      | 4,056            | 0                | 0                | 0                   | 0                |
| 10-62-34000                  | CONTRACT SERVICES              | 24,932           | 3,334            | 4,000            | 14,130              | 36,000           |
| 10-62-34100                  | DOC WORKERS                    | 1,901            | 1,209            | 1,500            | 851                 | 1,500            |
| 10-62-36000                  | MAINTENANCE & SUPPORT AGREEMN' | 7,383            | 7,678            | 8,000            | 0                   | 8,000            |
| 10-62-41500                  | OFFICE SUPPLIES                | 3,035            | 3,965            | 4,000            | 1,375               | 4,000            |
| 10-62-42020                  | PRINTING/REPRODUCTION          | 0                | 0                | 0                | 22                  | 0                |
| 10-62-42030                  | BOOKS & REFERENCE MATERIALS    | 374              | 273              | 400              | 298                 | 400              |
| 10-62-42000                  | ADVERTISING                    | 67               | 0                | 0                | 0                   | 0                |
| 10-62-42050                  | NON CAP ADMIN EQUIP/FURN       | 0                | 653              | 500              | 0                   | 500              |
| 10-62-43500                  | POSTAGE                        | 434              | 73               | 300              | 1,052               | 1,000            |
| 10-62-45100                  | DISPOSABLE EQUIP & TOOLS       | 249              | 622              | 1,000            | 184                 | 1,000            |
| 10-62-45300                  | CUSTODIAL SUPPLIES             | 903              | 753              | 1,200            | 1,034               | 1,200            |
| 10-62-46000                  | OPERATIONAL EXPENSES           | 14,536           | 10,665           | 11,700           | 3,409               | 11,700           |
| 10-62-46621                  | AMMUNITION                     | 0                | 2,412            | 3,000            | 689                 | 3,000            |
| 10-62-46622                  | RICO AUCTION EXPENSES          | -145             | 0                | 3,000            | 1,329               | 3,000            |
| 10-62-46623                  | CITY AUCTION EXPENSES          | 1,058            | 278              | 1,000            | 148                 | 1,000            |
| 10-62-46624                  | MOVING, TOWING, STORAGE EXP    | 4,668            | 5,539            | 8,000            | 4,169               | 6,000            |
| 10-62-46626                  | ANIMAL CONTROL EXPENSE         | 52               | 34               | 500              | 129                 | 1,000            |
| 10-62-47000                  | PERMITS & LICENSES             | 0                | 0                | 8,000            | 5,229               | 6,000            |
| 10-62-50100                  | BLDG REPAIR & MAINT            | 2,389            | 5,953            | 4,000            | 3,960               | 4,000            |
| 10-62-55000                  | EQUIPMENT REPAIR & MAINT       | 4,660            | 1,738            | 3,000            | 563                 | 5,000            |
| 10-62-55200                  | NON CAP EQUIP PURCHASES        | 312              | 60               | 0                | 1,239               | 3,000            |
| 10-62-61000                  | VEHICLE PARTS & LABOR          | 17,658           | 24,723           | 18,000           | 15,688              | 18,000           |
| 10-62-62003                  | GASOLINE                       | 22,468           | 28,120           | 30,000           | 16,680              | 20,000           |
| 10-62-62004                  | DIESEL                         | 0                | 0                | 0                | 94                  | 5,000            |
| 10-62-91000                  | CAPITAL EXPENDITURES           | 0                | -597             | 50,000           | 0                   | 50,000           |
| 10-62-99085                  | TRANS TO DEBT SERVICE          | 16,561           | 0                | 17,000           | -1,417              | 0                |
| 10-62-99998                  | GF INTERNAL SERVICES           | 0                | 0                | 251,232          | 188,424             | 208,735          |
| <b>TOTAL POLICE EXPENSE:</b> |                                | <b>1,617,692</b> | <b>1,837,246</b> | <b>2,237,881</b> | <b>1,516,642</b>    | <b>2,396,775</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:

**Fire Suppression:** include residential, automobile, and urban/wildland interface fires. Bisbee Fire Department practices fast attack firefighting in order to minimize the risk to life, property, and the environment. Once a fire has been extinguished, thorough salvage operations are conducted to preserve property and the environment, and return structures to 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 calls 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 structure fires fought annually in the City is an indication of the prevention bureau's efficacy.

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

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

The costs of operating the department are supplemented by 911 transports as well as inter-facility transfers, and out-of-city limits emergency calls billed to customers' insurance providers.

*\*\*The 2018 call information is unavailable due to a Fire Department computer crash. Data will be provided as soon as it is retrieved. \*\**

### **Fiscal Year 2019-2020 Budget Highlights**

The Fire Department budget reflects increased costs for new hires, general wage increases, fire fighter promotion study materials, increased travel for classes and training and payment to the Health EMS system to retrieve call data.

Both fire stations need building maintenance including roof and floor repair.

The Fire Department is seeking grant funding for equipment replacement and some new equipment. Please see "Public Safety – Fire Grants" fund for more detailed information.

Bisbee Fire Department and the City of Bisbee will start a new fire protection service in FY19/20 called Banning Creek Fire Wise. This service is an agreement with the residents at a yearly charge for fire protection by City of Bisbee Fire Department for areas outside of City limits. All Banning Creek Fire Wise program generated revenue will be used for wildland and urban interface equipment. Updated equipment and tools ensure Bisbee Fire Department's ability to protect the City of Bisbee and surrounding areas.

The Fire Department consist of 20 employees; all positions are filled at this time:

- Fire Chief
- 1 Fire Captain/Paramedic
- 2 Fire Captains/EMT
- 3 Fire Lieutenants/EMT
- 4 Firefighters/Paramedic
- 8 Firefighters/EMT
- 1 Rover Firefighter

City of Bisbee Fiscal Year 19-20 Draft Budget

**FIRE**

| <b>ACCOUNT NUMBER</b> | <b>ACCOUNT DESCRIPTION</b>     | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-64-11000           | SALARIES - GENERAL             | 754,380               | 858,660               | 777,591               | 602,537                    | 790,616                 |
| 10-64-11001           | OVERTIME - GENERAL             | 205,216               | 147,462               | 186,268               | 117,599                    | 182,573                 |
| 10-64-11050           | SALARIES - PART TIME           | 768                   | 0                     | 14,196                | 0                          | 0                       |
| 10-64-11100           | F.I.C.A.                       | 37                    | 16                    | 880                   | 0                          | 0                       |
| 10-64-11200           | MEDICARE                       | 13,882                | 13,480                | 14,182                | 10,398                     | 14,111                  |
| 10-64-11400           | A.P.S.P.R.S.                   | 834,579               | 616,270               | 800,411               | 654,127                    | 774,247                 |
| 10-64-11500           | MEDICAL INSURANCE              | 91,951                | 108,267               | 119,716               | 71,688                     | 107,005                 |
| 10-64-11501           | STANDARD DISABILITY INSURANCE  | 6,320                 | 6,379                 | 7,445                 | 5,423                      | 7,462                   |
| 10-64-11502           | MEDICAL INS DEPENDENT SUPPL.   | 0                     | 0                     | 0                     | 0                          | 2,551                   |
| 10-64-11505           | DEFERRED COMP                  | 14,471                | 16,094                | 16,229                | 10,413                     | 16,229                  |
| 10-64-11510           | DENTAL INSURANCE               | 8,638                 | 10,135                | 10,948                | 6,227                      | 9,320                   |
| 10-64-11600           | LIFE INSURANCE                 | 1,828                 | 2,541                 | 2,570                 | 1,617                      | 2,520                   |
| 10-64-11700           | WORKERS COMPENSATION           | 30,809                | 43,686                | 62,420                | 37,504                     | 53,594                  |
|                       | <b>FIRE PERSONNEL EXPENSE:</b> | <b>1,962,880</b>      | <b>1,822,990</b>      | <b>2,012,856</b>      | <b>1,517,532</b>           | <b>1,960,228</b>        |

City of Bisbee Fiscal Year 19-20 Draft Budget

FIRE

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION            | 2016-17 Actual   | 2017-18 Actual   | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|----------------------------|--------------------------------|------------------|------------------|------------------|---------------------|------------------|
| 10-64-11800                | STATE UNEMPLOYMENT             | 0                | 0                | 0                | 0                   | 0                |
| 10-64-12300                | UNIFORMS & CLOTHING            | 13,176           | 14,772           | 14,250           | 12,946              | 15,000           |
| 10-64-12500                | RECRUITMENT/EMPLOYMENT TESTINC | 0                | 135              | 300              | 2,055               | 500              |
| 10-64-12600                | VACCINES                       | 31               | 990              | 300              | -31                 | 300              |
| 10-64-12700                | CANCER INS POLICY              | 900              | 900              | 900              | 950                 | 950              |
| 10-64-13100                | BUSINESS TRAVEL                | 48               | 1,900            | 500              | 1,361               | 2,000            |
| 10-64-13400                | EDUCATION & TRAINING           | 20,625           | 9,085            | 15,000           | 7,866               | 20,000           |
| 10-64-13500                | SUBSCRIPTIONS & DUES           | 100              | 669              | 100              | 3,282               | 100              |
| 10-64-21000                | ELECTRIC                       | 8,043            | 8,071            | 10,000           | 5,443               | 10,000           |
| 10-64-22000                | WATER                          | 1,499            | 1,348            | 2,000            | 726                 | 2,000            |
| 10-64-22550                | SEWER AND GARBAGE SERV.        | 2,474            | 2,648            | 2,700            | 1,776               | 2,700            |
| 10-64-23000                | GAS                            | 2,408            | 3,169            | 3,000            | 3,363               | 3,000            |
| 10-64-24000                | TELEPHONE & FAX                | 8,024            | 6,488            | 5,000            | 4,053               | 5,000            |
| 10-64-24001                | INTERNET ACCESS FEES           | 924              | 792              | 800              | 624                 | 800              |
| 10-64-31000                | PROFESSIONAL FEES              | 2,605            | 0                | 0                | 0                   | 0                |
| 10-64-34000                | CONTRACT SERVICES              | 283,672          | 29,056           | 9,700            | 3,291               | 7,000            |
| 10-64-34010                | AMBULANCE BILLING SERVICES     | 26,700           | 24,642           | 25,000           | 20,790              | 25,000           |
| 10-64-40067                | WILDLAND FIRE SVCS EXPENSE     | 0                | 6,759            | 0                | 3,707               | 40,000           |
| 10-64-41500                | OFFICE SUPPLIES                | 879              | 1,123            | 1,200            | 114                 | 1,200            |
| 10-64-42030                | BOOKS & REFERENCE MATERIALS    | 0                | 145              | 0                | 0                   | 200              |
| 10-64-42050                | NON CAP ADMIN EQUIP/FURN       | 0                | 2,329            | 5,000            | 280                 | 5,000            |
| 10-64-43500                | POSTAGE                        | 101              | 233              | 50               | 27                  | 50               |
| 10-64-45100                | DISPOSABLE EQUIP & TOOLS       | -1,070           | 3,813            | 6,000            | 550                 | 6,000            |
| 10-64-45300                | CUSTODIAL SUPPLIES             | 2,276            | 2,045            | 2,500            | 2,720               | 2,500            |
| 10-64-46000                | OPERATIONAL EXPENSES           | 9,466            | 23,248           | 12,500           | 6,481               | 20,000           |
| 10-64-46100                | FIRE REPLACEMENT EXPENSE       | 0                | 0                | 0                | 1,481               | 0                |
| 10-64-46641                | MEDICAL SUPPLIES               | 38,607           | 47,704           | 35,000           | 28,289              | 35,000           |
| 10-64-47000                | PERMITS & LICENSES             | 1,750            | 1,300            | 1,000            | 1,000               | 1,000            |
| 10-64-50100                | BLDG REPAIR & MAINT            | 2,169            | 1,971            | 3,500            | 3,679               | 10,000           |
| 10-64-55000                | EQUIPMENT REPAIR & MAINT       | 2,593            | 7,386            | 5,000            | 2,600               | 10,000           |
| 10-64-55200                | NON CAP EQUIP PURCHASES        | 174              | 3,525            | 3,000            | 527                 | 2,000            |
| 10-64-61000                | VEHICLE PARTS & LABOR          | 42,670           | 47,464           | 40,000           | 32,373              | 45,000           |
| 10-64-62003                | GASOLINE                       | 9,131            | 17,038           | 18,000           | 15,596              | 18,000           |
| 10-64-62004                | DIESEL                         | 34,602           | 23,417           | 30,000           | 15,442              | 25,000           |
| 10-64-91000                | CAPITAL EXPENDITURES           | 8,666            | 0                | 0                | 0                   | 0                |
| 10-64-99015                | TRANSFER TO GF CAPITAL RESERVE |                  |                  |                  |                     | 12,000           |
| 10-64-99017                | TRANSFER GRANT MATCH           | 0                | 0                | 0                | 0                   | 9,400            |
| 10-64-99085                | TRANSFER TO DEBT SERVICE       | 0                | 0                | 0                | 0                   | 30,000           |
| 10-64-99998                | GF INTERNAL SERVICES           | 0                | 0                | 305,067          | 228,800             | 222,917          |
| <b>TOTAL FIRE EXPENSE:</b> |                                | <b>2,486,125</b> | <b>2,117,155</b> | <b>2,570,223</b> | <b>1,929,693</b>    | <b>2,549,845</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.

**CITY MAGISTRATE**

| <b>ACCOUNT NUMBER</b>                 | <b>ACCOUNT DESCRIPTION</b> | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|---------------------------------------|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-68-31000                           | PROFESSIONAL FEES          | 12,000                | 12,000                | 0                     | 0                          | 0                       |
| 10-68-34000                           | CONTRACT SERVICES          | 33,342                | 19,060                | 47,000                | 21,112                     | 40,000                  |
| 10-68-99998                           | GF INTERNAL SERVICES       | 0                     | 0                     | 0                     | 0                          | 3,816                   |
| <b>TOTAL CITY MAGISTRATE EXPENSE:</b> |                            | <b>45,342</b>         | <b>31,060</b>         | <b>47,000</b>         | <b>21,112</b>              | <b>43,816</b>           |

# 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. There are no employees dedicated exclusively to work on the cemetery, various Public Works Departments maintain the Cemetery grounds and inters remains/cremains at the cemetery. The Evergreen Cemetery Committee advises the Mayor and Council on the repairs and other needs of the cemetery.

City of Bisbee Fiscal Year 19-20 Draft Budget

**CEMETERY**

| <b>ACCOUNT NUMBER</b>          | <b>ACCOUNT DESCRIPTION</b> | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--------------------------------|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-70-22000                    | WATER                      | 1,921                 | 2,191                 | 5,500                 | 1,810                      | 3,000                   |
| 10-70-22550                    | SEWER AND GARBAGE SERV.    | 592                   | 679                   | 690                   | 458                        | 690                     |
| 10-70-34100                    | DOC WORKERS                | 0                     | 0                     | 2,000                 | 0                          | 0                       |
| 10-70-45100                    | DISPOSABLE EQUIP & TOOLS   | 0                     | 1,894                 | 2,000                 | 37                         | 2,000                   |
| 10-70-45200                    | SAFETY EQUIP & SUPPLIES    | 0                     | 0                     | 2,000                 | 0                          | 0                       |
| 10-70-46000                    | OPERATIONAL EXPENSES       | 3,724                 | 3,870                 | 2,500                 | 1,117                      | 4,000                   |
| 10-70-91000                    | CAPITAL EXPENDITURES       | 0                     | 0                     | 0                     | 0                          | 0                       |
| 10-70-99998                    | GF INTERNAL SERVICES       | 0                     | 0                     | 0                     | 0                          | 924                     |
| <b>TOTAL CEMETERY EXPENSE:</b> |                            | <b>6,237</b>          | <b>8,633</b>          | <b>14,690</b>         | <b>3,422</b>               | <b>10,614</b>           |

# BUILDING MAINTENANCE

Building Maintenance is performed by Public Works Staff assisted by Department of Corrections (DOC) inmates who carry out general maintenance and repair of City buildings and furnishings and perform janitorial work. Building Maintenance does not have personnel expenses as there are no employees solely dedicated to building maintenance. Work is performed by various public works departments depending on work load in those departments.

City of Bisbee Fiscal Year 19-20 Draft Budget

**BUILDING & MAINTENANCE**

| <b>ACCOUNT<br/>NUMBER</b>                        | <b>ACCOUNT<br/>DESCRIPTION</b> | <b>2016-17<br/>Actual</b> | <b>2017-18<br/>Actual</b> | <b>2018-19<br/>Budget</b> | <b>Mar 2019<br/>YTD Actual</b> | <b>2019-20<br/>Proposed</b> |
|--|--------------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|-----------------------------|
| 10-74-13400                                      | EDUCATION & TRAINING           | 95                        | 0                         | 0                         | 0                              | 0                           |
| 10-74-34000                                      | CONTRACT SERVICES              | 2,668                     | 2,023                     | 1,500                     | 134                            | 1,500                       |
| 10-74-34100                                      | DOC WORKERS                    | 3,681                     | 0                         | 4,000                     | 0                              | 0                           |
| 10-74-42050                                      | NON CAP ADMIN EQUIP/FURNITURE  | 0                         | 890                       | 0                         | 197                            | 0                           |
| 10-74-45100                                      | DISPOSABLE EQUIP & TOOLS       | 588                       | 0                         | 2,000                     | 38                             | 2,000                       |
| 10-74-45200                                      | SAFETY EQUIP & SUPPLIES        | 386                       | 45                        | 0                         | 0                              | 0                           |
| 10-74-45300                                      | CUSTODIAL SUPPLIES             | 3,778                     | 5,269                     | 5,000                     | 751                            | 5,500                       |
| 10-74-46000                                      | OPERATIONAL EXPENSES           | 1,689                     | 4,688                     | 1,000                     | 3,704                          | 3,000                       |
| 10-74-46100                                      | FIRE EXPENSE                   | 0                         | 0                         | 0                         | 23,523                         | 0                           |
| 10-74-50100                                      | BLDG REPAIR & MAINT            | 14,768                    | 13,545                    | 15,000                    | 39,487                         | 45,000                      |
| 10-74-55000                                      | EQUIPMENT REPAIR & MAINT       | 170                       | 450                       | 170                       | 4,621                          | 200                         |
| 10-74-62003                                      | GASOLINE                       | 234                       | 52                        | 0                         | 127                            | 0                           |
| 10-74-91000                                      | CAPITAL EXPENDITURES           | 0                         | 0                         | 0                         | 0                              | 0                           |
| 10-74-99998                                      | GF INTERNAL SERVICES           | 0                         | 0                         | 0                         | 0                              | 5,457                       |
| <b>TOTAL BUILDING &amp; MAINTENANCE EXPENSE:</b> |                                | <b>28,057</b>             | <b>26,963</b>             | <b>28,670</b>             | <b>72,581</b>                  | <b>62,657</b>               |

# PUBLIC WORKS ADMINISTRATION

Public Works Administration processes all administrative paperwork for departments under the Public Works Director. These departments include Water Systems, Cemetery, Building Maintenance, Garage, Parks, Swimming Pool, Senior Center, Streets, Airport, Waste Water, Sanitation, and Bisbee Bus. Part of the personnel costs of this department are allocated to public works departments outside of the General Fund, including Streets, Waste Water, Sanitation and the Bus.

The Public Works Administration consists of four employees:

- 1 Public Works Director
- 1 Public Works Operations Manager (vacant)
- 2 Administrative Assistants

**PUBLIC WORKS ADMINISTRATION**

| ACCOUNT NUMBER                               | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|--|-------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-75-11000                                  | SALARIES - GENERAL            | 52,079         | 27,917         | 60,614         | 38,404              | 109,127          |
| 10-75-11001                                  | OVERTIME - GENERAL            | 1,306          | 468            | 500            | 248                 | 500              |
| 10-75-11050                                  | SALARIES - PART TIME          | 0              | 0              | 0              | 0                   | 0                |
| 10-75-11100                                  | F.I.C.A.                      | 2,652          | 1,678          | 4,056          | 2,322               | 6,797            |
| 10-75-11200                                  | MEDICARE                      | 620            | 392            | 948            | 543                 | 1,590            |
| 10-75-11300                                  | A.S.R.S.                      | 6,146          | 3,545          | 7,719          | 3,857               | 13,276           |
| 10-75-11301                                  | A.S.R.S - ALT CONTRIBUTION    | 0              | 0              | 0              | 0                   | 0                |
| 10-75-11500                                  | MEDICAL INSURANCE             | 7,442          | 4,193          | 10,176         | 4,281               | 14,924           |
| 10-75-11501                                  | STANDARD DISABILITY INSURANCE | 292            | 373            | 382            | 272                 | 557              |
| 10-75-11502                                  | MEDICAL INS DEPENDENT SUPPL.  | 0              | 0              | 0              | 0                   | 2,129            |
| 10-75-11505                                  | DEFERRED COMP                 | 1,177          | 615            | 1,379          | 598                 | 2,150            |
| 10-75-11510                                  | DENTAL INSURANCE              | 828            | 395            | 1,086          | 507                 | 1,895            |
| 10-75-11600                                  | LIFE INSURANCE                | 148            | 84             | 218            | 92                  | 334              |
| 10-75-11700                                  | WORKERS COMPENSATION          | 127            | 104            | 260            | 618                 | 405              |
| 10-75-11800                                  | STATE UNEMPLOYMENT            | 3,600          | 0              | 0              | 0                   | 0                |
| <b>PUBLIC WORKS ADMIN PERSONNEL EXPENSE:</b> |                               | <b>76,416</b>  | <b>39,763</b>  | <b>87,338</b>  | <b>51,743</b>       | <b>153,684</b>   |
| 10-75-11990                                  | REIMBURSED ERE-BISBEE BUS     | 0              | -1,070         | -2,150         | -335                | -1,000           |
| 10-75-12500                                  | RECRUITMENT/EMPLOYEE TESTING  | 0              | 0              | 0              | 400                 | 500              |
| 10-75-13100                                  | BUSINESS TRAVEL               | 366            | 1,601          | 3,000          | 200                 | 300              |
| 10-75-13200                                  | SUBSCRIPTIONS & DUES          | 0              | 0              | 250            | 0                   | 250              |
| 10-75-13400                                  | EDUCATION & TRAINING          | 744            | 333            | 5,000          | 0                   | 5,000            |
| 10-75-21000                                  | ELECTRIC                      | 432            | 576            | 1,000          | 487                 | 1,000            |
| 10-75-22000                                  | WATER                         | 246            | 271            | 500            | 231                 | 500              |
| 10-75-22550                                  | SEWER AND GARBAGE SERV.       | 993            | 1,045          | 1,050          | 699                 | 1,050            |
| 10-75-23000                                  | GAS                           | 503            | 512            | 1,000          | 404                 | 1,000            |
| 10-75-24000                                  | TELEPHONE & FAX               | 1,280          | 976            | 1,450          | 515                 | 1,450            |
| 10-75-31000                                  | PROFESSIONAL FEES             | 0              | 455            | 0              | 0                   | 0                |
| 10-75-34000                                  | CONTRACT SERVICES             | 4,147          | 1,158          | 0              | 372                 | 400              |
| 10-75-34100                                  | DOC WORKERS                   | 48             | 0              | 0              | 0                   | 0                |
| 10-75-41500                                  | OFFICE SUPPLIES               | 2,147          | 3,632          | 2,000          | 1,719               | 2,000            |
| 10-75-42020                                  | PRINTING & REPRODUCTION       | 326            | 19             | 0              | 0                   | 0                |
| 10-75-42040                                  | ADVERTISING                   | 440            | 765            | 0              | 975                 | 1,000            |
| 10-75-42050                                  | NON CAP ADMIN EQUIP/FURN      | 0              | 765            | 2,000          | 161                 | 2,000            |
| 10-75-43500                                  | POSTAGE                       | 132            | 98             | 200            | 47                  | 200              |
| 10-75-45100                                  | DISPOSABLE EQUIP & TOOLS      | 0              | 0              | 0              | 311                 | 0                |
| 10-75-45300                                  | CUSTODIAL SUPPLIES            | 6,530          | 644            | 3,000          | 779                 | 3,000            |
| 10-75-46000                                  | OPERATIONAL EXPENSES          | 551            | 4,850          | 1,000          | 1,123               | 1,000            |
| 10-75-50100                                  | BLDG REPAIR & MAINT           | 0              | 892            | 0              | 26                  | 0                |
| 10-75-62003                                  | GASOLINE                      | 197            | 510            | 500            | 29                  | 500              |
| 10-75-61000                                  | VEHICLE PARTS & LABOR         | 148            | 0              | 0              | 0                   | 0                |
| 10-75-99998                                  | GF INTERNAL SERVICES          | 0              | 0              | 0              | 0                   | 16,583           |
| <b>TOTAL PUBLIC WORKS ADMIN EXPENSE:</b>     |                               | <b>95,645</b>  | <b>57,795</b>  | <b>107,138</b> | <b>59,886</b>       | <b>190,417</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, city buses, police and fire vehicles. The City utilizes intergovernmental agreements (IGAs) with Cochise County Fleet and Heavy Fleet Operations and the City of Sierra Vista for major mechanical work on the vehicles and equipment.

The Public Works Garage consists of two employees:

- Lead Equipment Mechanic
- Equipment Mechanic

City of Bisbee Fiscal Year 19-20 Draft Budget

**GARAGE**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|----------------------------------|-------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-77-11000                      | SALARIES - GENERAL            | 85,676         | 75,706         | 88,283         | 61,683              | 91,562           |
| 10-77-11001                      | OVERTIME - GENERAL            | 967            | 7,962          | 7,500          | 4,859               | 7,500            |
| 10-77-11050                      | SALARIES - PART TIME          | 0              | 0              | 0              | 0                   | 0                |
| 10-77-11100                      | F.I.C.A.                      | 5,052          | 5,479          | 6,142          | 4,179               | 6,142            |
| 10-77-11200                      | MEDICARE                      | 1,181          | 1,281          | 1,436          | 977                 | 1,436            |
| 10-77-11300                      | A.S.R.S.                      | 9,958          | 10,839         | 11,689         | 8,478               | 11,996           |
| 10-77-11301                      | A.S.R.S - ALT CONTRIBUTION    | 0              | 0              | 0              | 0                   | 0                |
| 10-77-11500                      | MEDICAL INSURANCE             | 10,264         | 11,979         | 11,972         | 7,965               | 11,264           |
| 10-77-11501                      | STANDARD DISABILITY INSURANCE | 436            | 467            | 470            | 352                 | 470              |
| 10-77-11502                      | MEDICAL INS DEPENDENT SUPPL.  | 0              | 0              | 0              | 0                   | 1,487            |
| 10-77-11505                      | DEFERRED COMP                 | 1,623          | 1,758          | 1,623          | 1,082               | 1,623            |
| 10-77-11510                      | DENTAL INSURANCE              | 1,282          | 1,424          | 1,410          | 652                 | 977              |
| 10-77-11600                      | LIFE INSURANCE                | 204            | 273            | 257            | 168                 | 252              |
| 10-77-11700                      | WORKERS COMPENSATION          | 2,374          | 3,592          | 5,024          | 3,069               | 4,324            |
| 10-77-11800                      | STATE UNEMPLOYMENT            | 0              | 0              | 0              | 0                   | 0                |
| <b>GARAGE PERSONNEL EXPENSE:</b> |                               | <b>119,018</b> | <b>120,761</b> | <b>135,806</b> | <b>93,465</b>       | <b>139,033</b>   |
| 10-77-11990                      | REIMBURSED ERE-BISBEE BUS     | 0              | -3,628         | -1,300         | -1,967              | -1,300           |
| 10-77-12300                      | UNIFORMS & CLOTHING           | 200            | 97             | 200            | 339                 | 300              |
| 10-77-12500                      | RECRUITMENT/EMPLOYEE TESTING  | 0              | 0              | 0              | 0                   | 0                |
| 10-77-13100                      | BUSINESS TRAVEL               | 0              | 0              | 1,000          | 0                   | 1,000            |
| 10-77-13400                      | EDUCATION & TRAINING          | 60             | 53             | 3,000          | 0                   | 1,500            |
| 10-77-21000                      | ELECTRIC                      | 2,350          | 2,232          | 3,250          | 1,736               | 3,250            |
| 10-77-22000                      | WATER                         | 0              | 0              | 0              | 0                   | 0                |
| 10-77-22550                      | SEWER AND GARBAGE SERV.       | 1,026          | 1,183          | 1,200          | 798                 | 1,200            |
| 10-77-23000                      | GAS                           | 1,321          | 1,495          | 1,500          | 1,336               | 1,700            |
| 10-77-24000                      | TELEPHONE & FAX               | 1,495          | 1,511          | 2,500          | 1,175               | 2,500            |
| 10-77-24001                      | INTERNET ACCESS               | 0              | 0              | 1,200          | 0                   | 1,200            |
| 10-77-31000                      | PROFESSIONAL FEES             | 0              | 0              | 0              | 0                   | 0                |
| 10-77-34000                      | CONTRACT SERVICES             | 7,893          | 7,310          | 6,500          | 3,626               | 6,500            |
| 10-77-34100                      | DOC WORKERS                   | 816            | 20             | 800            | 0                   | 0                |
| 10-77-41500                      | OFFICE SUPPLIES               | 0              | 49             | 250            | 0                   | 100              |
| 10-77-42050                      | NON CAP ADMIN EQUIP/FURN      | 0              | 245            | 1,500          | 0                   | 1,500            |
| 10-77-45100                      | DISPOSABLE EQUIP & TOOLS      | 1,188          | 2,630          | 3,000          | 2,044               | 3,000            |
| 10-77-45200                      | SAFETY EQUIP & SUPPLIES       | 2,203          | 419            | 1,000          | 0                   | 1,000            |
| 10-77-45300                      | CUSTODIAL SUPPLIES            | 435            | 303            | 600            | 21                  | 500              |
| 10-77-46000                      | OPERATIONAL EXPENSES          | 1,493          | 346            | 1,500          | 751                 | 1,500            |
| 10-77-50100                      | BLDG REPAIR & MAINT           | 380            | 0              | 5,000          | 0                   | 5,000            |
| 10-77-55000                      | EQUIPMENT REPAIR & MAINT      | 246            | 528            | 2,500          | 485                 | 2,500            |
| 10-77-55200                      | NON CAP EQUIP PURCHASES       | 863            | 0              | 5,500          | 0                   | 0                |
| 10-77-61000                      | VEHICLE PARTS & LABOR         | 4,420          | 1,820          | 5,000          | 791                 | 5,000            |
| 10-77-61010                      | CONTRACTED VEHICLE REPAIR     | 0              | 0              | 0              | 0                   | 0                |
| 10-77-62003                      | GASOLINE                      | 0              | 153            | 250            | 159                 | 250              |
| 10-77-62007                      | OTHER FLUIDS & LUBRICANTS     | 8,240          | 4,662          | 9,000          | 3,523               | 9,000            |
| 10-77-63000                      | PARTS & LABOR                 | 0              | 0              | 0              | 0                   | 0                |
| 10-77-91000                      | CAPITAL EXPENDITURES          | 0              | 0              | 0              | 24                  | 8,000            |
| 10-77-99998                      | GF INTERNAL SERVICES          | 0              | 0              | 17,945         | 13,459              | 18,529           |
| <b>TOTAL GARAGE EXPENSE:</b>     |                               | <b>153,647</b> | <b>142,187</b> | <b>208,701</b> | <b>121,764</b>      | <b>212,762</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.

At this time Cochise County Planning and Development Department assists with City of Bisbee's Building Inspector with many of these tasks through an intergovernmental agreement.

City of Bisbee Fiscal Year 19-20 Draft Budget

**BUILDING INSPECTOR**

| ACCOUNT NUMBER                               | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|--|-------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-79-11000                                  | SALARIES - GENERAL            | 43,612         | 44,919         | 52,085         | 35,806              | 49,629           |
| 10-79-11001                                  | OVERTIME - GENERAL            | 1,606          | 1,148          | 1,300          | 239                 | 1,300            |
| 10-79-11050                                  | SALARIES - PART TIME          | 0              | 0              | 14,196         | 0                   | 0                |
| 10-79-11100                                  | F.I.C.A.                      | 2,936          | 2,915          | 3,987          | 2,268               | 3,107            |
| 10-79-11200                                  | MEDICARE                      | 687            | 682            | 932            | 530                 | 727              |
| 10-79-11300                                  | A.S.R.S.                      | 5,343          | 5,322          | 5,912          | 4,248               | 5,916            |
| 10-79-11301                                  | A.S.R.S - ALT CONTRIBUTION    | 0              | 0              | 0              | 0                   | 0                |
| 10-79-11500                                  | MEDICAL INSURANCE             | 5,132          | 5,989          | 5,986          | 3,983               | 5,632            |
| 10-79-11501                                  | STANDARD DISABILITY INSURANCE | 228            | 269            | 269            | 202                 | 269              |
| 10-79-11505                                  | DEFERRED COMP                 | 811            | 879            | 811            | 541                 | 811              |
| 10-79-11510                                  | DENTAL INSURANCE              | 235            | 268            | 255            | 175                 | 262              |
| 10-79-11600                                  | LIFE INSURANCE                | 102            | 137            | 129            | 84                  | 129              |
| 10-79-11700                                  | WORKERS COMPENSATION          | 789            | 1,135          | 2,046          | 985                 | 1,588            |
| 10-79-11800                                  | STATE UNEMPLOYMENT            | 0              | 0              | 0              | 0                   | 0                |
| <b>BUILDING INSPECTOR PERSONNEL EXPENSE:</b> |                               | <b>61,481</b>  | <b>63,663</b>  | <b>87,908</b>  | <b>49,061</b>       | <b>69,370</b>    |
| 10-79-12300                                  | UNIFORMS & CLOTHING           | 0              | 104            | 300            | 0                   | 500              |
| 10-79-13100                                  | BUSINESS TRAVEL               | 0              | 207            | 850            | 0                   | 500              |
| 10-79-13400                                  | EDUCATION & TRAINING          | 1,436          | 497            | 1,000          | 0                   | 1,000            |
| 10-79-13500                                  | SUBSCRIPTIONS & MEMBERSHIPS   | 0              | 0              | 80             | 0                   | 100              |
| 10-79-24000                                  | TELEPHONE & FAX               | 303            | 221            | 300            | 129                 | 300              |
| 10-79-24001                                  | INTERNET                      | 0              | 0              | 0              | 148                 | 0                |
| 10-79-31000                                  | PROFESSIONAL FEES             | 2,071          | 4,088          | 2,000          | 0                   | 3,500            |
| 10-79-34000                                  | CONTRACT SERVICES             | 0              | 0              | 0              | -378                | 0                |
| 10-79-41500                                  | OFFICE SUPPLIES               | 106            | 262            | 300            | 14                  | 300              |
| 10-79-42030                                  | BOOKS & REFERENCE MATERIALS   | 179            | 58             | 350            | 0                   | 350              |
| 10-79-42040                                  | ADVERTISING                   | 20             | 0              | 0              | 0                   | 0                |
| 10-79-42050                                  | NON CAP ADMIN EQUIP/FURN      | 0              | 0              | 500            | 0                   | 500              |
| 10-79-43500                                  | POSTAGE                       | 58             | 78             | 150            | 87                  | 200              |
| 10-79-45100                                  | DISPOSABLE EQUIP & TOOLS      | 111            | 0              | 100            | 11                  | 100              |
| 10-79-46000                                  | OPERATIONAL EXPENSES          | 21             | 28             | 100            | 175                 | 200              |
| 10-79-46100                                  | FIRE REPLACEMENT EXPENSE      | 0              | 0              | 0              | 6                   | 0                |
| 10-79-61000                                  | VEHICLE PARTS & LABOR         | 0              | 146            | 0              | 641                 | 150              |
| 10-79-62003                                  | GASOLINE                      | 0              | 0              | 0              | 1,081               | 2,000            |
| 10-79-99998                                  | GF INTERNAL SERVICES          | 0              | 0              | 17,945         | 13,459              | 7,543            |
| <b>TOTAL BUILDING INSPECTOR EXPENSE:</b>     |                               | <b>65,787</b>  | <b>69,351</b>  | <b>111,883</b> | <b>64,436</b>       | <b>86,613</b>    |

# PARKS

The Parks department includes parks maintenance, special events, and recreation programs. There is an established Parks and Recreation Committee to advise and make recommendations to the 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 12 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 the residents and visitors which include the Fourth of July Events, Festival of Lights, and Movies in the Park. City sponsored events include the Copper Classic Car Show, Brewery Gulch Daze, Bisbee Blues Festival, Boys and Girls Club Halloween Bash, and Bisbee Bloomers Garden Tour, among other events.

The Parks department consists of three employees:

- 2 Groundskeepers, Full-Time
- 1 Groundskeeper, Part-Time (vacant)

City of Bisbee Fiscal Year 19-20 Draft Budget

**PARKS**

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|---------------------------------|-------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-80-11000                     | SALARIES - GENERAL            | 34,104         | 57,650         | 63,925         | 48,545              | 54,080           |
| 10-80-11001                     | OVERTIME - GENERAL            | 8,919          | 15,254         | 6,000          | 13,333              | 15,000           |
| 10-80-11050                     | SALARIES - PART TIME          | 16,272         | 9,750          | 12,168         | 6,690               | 12,168           |
| 10-80-11100                     | F.I.C.A.                      | 3,712          | 5,188          | 5,090          | 4,296               | 5,037            |
| 10-80-11200                     | MEDICARE                      | 868            | 1,213          | 1,190          | 1,005               | 1,178            |
| 10-80-11300                     | A.S.R.S.                      | 4,943          | 8,391          | 8,251          | 6,206               | 8,366            |
| 10-80-11301                     | A.S.R.S - ALT CONTRIBUTION    | 0              | 0              | 0              | 0                   | 0                |
| 10-80-11500                     | MEDICAL INSURANCE             | 5,132          | 11,064         | 11,972         | 6,970               | 11,264           |
| 10-80-11501                     | STANDARD DISABILITY INSURANCE | 176            | 318            | 367            | 270                 | 426              |
| 10-80-11505                     | DEFERRED COMP                 | 811            | 1,623          | 1,623          | 947                 | 1,623            |
| 10-80-11510                     | DENTAL INSURANCE              | 235            | 413            | 509            | 419                 | 977              |
| 10-80-11600                     | LIFE INSURANCE                | 102            | 242            | 257            | 158                 | 252              |
| 10-80-11700                     | WORKERS COMPENSATION          | 1,717          | 3,370          | 4,626          | 3,110               | 3,940            |
| 10-80-11800                     | STATE UNEMPLOYMENT            | 0              | 0              | 0              | 0                   | 0                |
| <b>PARKS PERSONNEL EXPENSE:</b> |                               | <b>76,991</b>  | <b>114,475</b> | <b>115,978</b> | <b>91,948</b>       | <b>114,311</b>   |
| 10-80-12300                     | UNIFORMS & CLOTHING           | 100            | 248            | 200            | 100                 | 200              |
| 10-80-13100                     | BUSINESS TRAVEL               | 0              | 0              | 1,000          | 52                  | 500              |
| 10-80-13400                     | EDUCATION & TRAINING          | 0              | 0              | 3,000          | 118                 | 1,500            |
| 10-80-21000                     | ELECTRIC                      | 2,672          | 3,296          | 3,200          | 2,742               | 4,000            |
| 10-80-22000                     | WATER                         | 39,679         | 34,871         | 20,000         | 17,460              | 25,000           |
| 10-80-22550                     | SEWER AND GARBAGE SERV.       | 2,367          | 2,547          | 2,565          | 1,709               | 2,565            |
| 10-80-24000                     | TELEPHONE & FAX               | 549            | 743            | 700            | 300                 | 700              |
| 10-80-24110                     | RENT/LEASE                    | 0              | 796            | 0              | 0                   | 0                |
| 10-80-34000                     | CONTRACT SERVICES             | 2,796          | 2,522          | 2,200          | 1,806               | 2,200            |
| 10-80-34100                     | DOC WORKERS                   | 8,082          | 8,932          | 9,000          | 9,461               | 10,000           |
| 10-80-42040                     | ADVERTISING                   | 0              | 6              | 0              | 0                   | 0                |
| 10-80-43500                     | POSTAGE                       | 45             | 10             | 0              | 0                   | 0                |
| 10-80-45100                     | DISPOSABLE EQUIP & TOOLS      | 0              | 904            | 0              | 1,418               | 1,500            |
| 10-80-45200                     | SAFETY EQUIP & SUPPLIES       | 0              | 678            | 1,000          | 589                 | 1,000            |
| 10-80-45300                     | CUSTODIAL SUPPLIES            | 3,399          | 3,332          | 3,500          | 1,260               | 3,500            |
| 10-80-46000                     | OPERATIONAL EXPENSES          | 18,618         | 18,230         | 20,000         | 4,179               | 20,000           |
| 10-80-46801                     | REC PROGRAMS/SPECIAL EVENTS   | 43,679         | 9,397          | 7,500          | 4,465               | 7,500            |
| 10-80-46802                     | LANDSCAPING MATERIALS         | 4,880          | 15,672         | 6,000          | 2,773               | 6,000            |
| 10-80-50100                     | BLDG REPAIR & MAINT           | 848            | 1,020          | 4,000          | 0                   | 4,000            |
| 10-80-50110                     | BLDG REPAIR & MAINT-VANDALISM | 2,659          | 1,221          | 4,000          | 610                 | 4,000            |
| 10-80-55000                     | EQUIPMENT REPAIR & MAINT      | 134            | 99             | 1,200          | 1,091               | 1,200            |
| 10-80-55100                     | REPAIR & MAINT - OTHER        | 515            | 110            | 250            | 0                   | 250              |
| 10-80-55200                     | NON CAP EQUIP PURCHASES       | 797            | 5,556          | 1,000          | 0                   | 1,000            |
| 10-80-61000                     | REPAIRS & MAINT - VEHICLES    | 2,873          | 1,816          | 1,500          | 2,008               | 2,000            |
| 10-80-62003                     | GASOLINE                      | 4,827          | 7,267          | 5,000          | 4,476               | 7,500            |
| 10-80-62004                     | Diesel                        | 0              | 38             | 500            | 0                   | 0                |
| 10-80-99998                     | GF INTERNAL SERVICES          | 0              | 0              | 17,945         | 13,459              | 21,028           |
| <b>TOTAL PARKS EXPENSE:</b>     |                               | <b>216,511</b> | <b>233,787</b> | <b>231,238</b> | <b>162,022</b>      | <b>241,454</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 \$47,000 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 changing rooms. Since then, a Ramada with picnic tables was added, the original diving board was removed, and the changing rooms have been restructured. Major repairs have been made to bring the pool into compliance with the ADA. A large donation was made in Fiscal Year 2017 to repair the baby pool, improvements were made to the grounds, and new furniture was purchased for around the pool. The pool typically opens Memorial Day weekend and closes when school resumes; however, with the help of donations and warm weather conditions the pool was able to remain open through the end of September this last pool season.

The Pool consists of nine part-time seasonal lifeguard positions and one part-time seasonal pool manager position.

City of Bisbee Fiscal Year 19-20 Draft Budget

**POOL**

| <b>ACCOUNT NUMBER</b> | <b>ACCOUNT DESCRIPTION</b>     | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-81-11000           | SALARIES - GENERAL             | 3,152                 | 0                     | 0                     | 0                          | 0                       |
| 10-81-11001           | OVERTIME - GENERAL             | 0                     | 156                   | 0                     | 885                        | 0                       |
| 10-81-11050           | SALARIES - PART TIME           | 7,217                 | 20,652                | 43,000                | 13,197                     | 46,000                  |
| 10-81-11100           | F.I.C.A.                       | 647                   | 1,286                 | 2,666                 | 873                        | 2,852                   |
| 10-81-11200           | MEDICARE                       | 151                   | 301                   | 624                   | 204                        | 667                     |
| 10-81-11700           | WORKERS COMPENSATION           | 258                   | 1,191                 | 2,830                 | 781                        | 2,605                   |
|                       | <b>POOL PERSONNEL EXPENSE:</b> | <b>11,425</b>         | <b>23,585</b>         | <b>49,120</b>         | <b>15,941</b>              | <b>52,124</b>           |
| 10-81-13400           | EDUCATION & TRAINING           | 0                     | 0                     | 0                     | 335                        | 500                     |
| 10-81-21000           | ELECTRIC                       | 11,626                | 11,004                | 11,700                | 7,826                      | 12,500                  |
| 10-81-22000           | WATER                          | 4,630                 | 9,060                 | 5,600                 | 4,324                      | 10,000                  |
| 10-81-24000           | TELEPHONE & FAX                | 418                   | 422                   | 500                   | 329                        | 500                     |
| 10-81-34000           | CONTRACT SERVICES              | 101                   | 50                    | 0                     | 0                          | 0                       |
| 10-81-42040           | ADVERTISING                    | 0                     | 124                   | 0                     | 0                          | 0                       |
| 10-81-45100           | DISPOSABLE EQUIP & TOOLS       | 559                   | 420                   | 600                   | 194                        | 500                     |
| 10-81-45300           | CUSTODIAL SUPPLIES             | 135                   | 218                   | 75                    | 0                          | 100                     |
| 10-81-46000           | OPERATIONAL EXPENSES           | 9,772                 | 10,894                | 4,500                 | 2,156                      | 4,500                   |
| 10-81-47000           | PERMITS & LICENSES             | 100                   | 100                   | 100                   | 0                          | 100                     |
| 10-81-50100           | BLDG REPAIR & MAINT            | 2,712                 | 2,130                 | 2,000                 | 0                          | 2,000                   |
| 10-81-55000           | EQUIPMENT REPAIR & MAINT       | 190                   | 1,666                 | 0                     | 0                          | 1,500                   |
| 10-81-55200           | NON CAP EQUIP PURCHASES        | 311                   | 624                   | 0                     | 0                          | 0                       |
| 10-81-91000           | CAPITAL EXPENDITURES           | 0                     | 0                     | 0                     | 0                          | 0                       |
| 10-81-99998           | GF INTERNAL SERVICES           | 0                     | 0                     | 17,945                | 13,459                     | 8,044                   |
|                       | <b>TOTAL POOL EXPENSE:</b>     | <b>41,979</b>         | <b>60,298</b>         | <b>92,140</b>         | <b>44,565</b>              | <b>92,368</b>           |

# COPPER QUEEN LIBRARY

**Breaking News: The Copper Queen Library won the prestigious EBSCO Excellence in Rural Library Service Award, a national award that recognizes one rural library for excellence of service to its community as exemplified by special programs of significant accomplishment. Those special programs include our San Jose Annex Preschool Literacy Initiative, our very popular Seed Library, and our Mobile Internet Hotspot Lending Program. The award will be presented in June at the American Library Association Conference in Washington D.C.**

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 **37,314** adult patrons and **3,427** juvenile patrons **(up 35% from 2015-2016)**

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 **55,340** items **(up 31% from 2015-2016)**, including **16,051** adult books, **26,756** DVDs, and **3,103** CDs and **8,389** kids' books. Also, **5,422** 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, **4,399** adults and **769** children attended programs (**up 50% from 2015-2016**)

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.

Highlights from last fiscal year to the present include:

**San Jose Library Annex:** The San Jose Annex opened its doors in December 2018 with the help of an Arizona State Library (LSTA) Grant awarded to the Library in the amount of \$25,950. In addition to a collection of over 3,000 library items, the Annex has programming for preschoolers and parents/caregivers facilitated Early Literacy Outreach Coordinator: *Open Play, Little Book Club, and S.T.E.A.M. Ahead*. The Annex will engage young patrons over the summer with an innovative Summer Reading Program that utilizes partners in the community including the National Park Service. The Annex also has public computers and free WiFi for patron use.

**Internet Hotspot Lending Program:** The Library received another Arizona State Library Grant (\$4000) to expand our very successful Internet Lending Program. With the grant, we will be purchasing 20 more internet hotspots and extending the service on our existing 25 hotspots.

**Seed Library Grants:** The Library received two grants to add new seeds to the Seed Library: Native Seeds/SEARCH and the Bisbee Bloomers. Last fiscal year, the Seed Library “checked out” 411 packs of seeds.

**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 item back to the library's shelves for checkout.

The Library consists of four employees:

- 1 Full-time Library Manager
- 1 Full-time Program Coordinator
- 1 Part-time Library Assistant (19.5 hours/week)
- 1 Part-time Library Assistant (10 hours/week)

The library also receives assistance from volunteers who logged **over 700** volunteer hours last fiscal year, along with financial assistance from the Friends of the Copper Queen Library to help with Collection Development.

City of Bisbee Fiscal Year 19-20 Draft Budget

**LIBRARY**

| ACCOUNT NUMBER                    | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|-----------------------------------|-------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 10-83-11000                       | SALARIES - GENERAL            | 34,786         | 33,305         | 60,947         | 44,536              | 65,333           |
| 10-83-11001                       | OVERTIME - GENERAL            | 297            | 32             | 0              | 52                  | 0                |
| 10-83-11050                       | SALARIES - PART TIME          | 23,675         | 27,642         | 16,491         | 11,234              | 29,302           |
| 10-83-11100                       | F.I.C.A.                      | 3,700          | 3,877          | 4,801          | 3,438               | 5,867            |
| 10-83-11200                       | MEDICARE                      | 865            | 907            | 1,123          | 804                 | 1,372            |
| 10-83-11300                       | A.S.R.S.                      | 4,068          | 7,194          | 7,192          | 5,120               | 7,912            |
| 10-83-11301                       | A.S.R.S - ALT CONTRIBUTION    | 881            | 172            | 0              | 0                   | 0                |
| 10-83-11500                       | MEDICAL INSURANCE             | 5,132          | 11,979         | 11,972         | 7,965               | 11,264           |
| 10-83-11501                       | STANDARD DISABILITY INSURANCE | 250            | 237            | 538            | 292                 | 424              |
| 10-83-11505                       | DEFERRED COMP                 | 811            | 1,713          | 1,623          | 1,082               | 1,623            |
| 10-83-11510                       | DENTAL INSURANCE              | 235            | 573            | 509            | 630                 | 977              |
| 10-83-11600                       | LIFE INSURANCE                | 102            | 273            | 257            | 168                 | 252              |
| 10-83-11700                       | WORKERS COMPENSATION          | 391            | 844            | 1,588          | 620                 | 1,605            |
| 10-83-11800                       | STATE UNEMPLOYMENT            | 4,560          | 0              | 0              | 0                   | 0                |
| <b>LIBRARY PERSONNEL EXPENSE:</b> |                               | <b>79,753</b>  | <b>88,749</b>  | <b>107,041</b> | <b>75,940</b>       | <b>125,931</b>   |
| 10-83-21000                       | ELECTRIC                      | 7,206          | 7,303          | 8,500          | 5,331               | 8,500            |
| 10-83-22000                       | WATER                         | 1,227          | 840            | 900            | 691                 | 950              |
| 10-83-22550                       | SEWER AND GARBAGE SERV.       | 1,237          | 1,324          | 1,293          | 888                 | 1,324            |
| 10-83-24000                       | TELEPHONE & FAX               | 4,029          | 2,276          | 2,500          | 1,956               | 2,750            |
| 10-83-24001                       | INTERNET ACCESS               | 563            | 743            | 720            | 2,303               | 1,010            |
| 10-83-31000                       | PROFESSIONAL FEES             | 275            | 0              | 0              | 0                   | 0                |
| 10-83-34000                       | CONTRACT SERVICES             | 7,355          | 6,521          | 5,500          | 2,980               | 8,500            |
| 10-83-34100                       | DOC WORKERS                   | 277            | 106            | 1,000          | 0                   | 0                |
| 10-83-41500                       | OFFICE SUPPLIES               | 2,016          | 2,183          | 2,200          | 1,798               | 2,200            |
| 10-83-42040                       | ADVERTISING                   | 0              | 200            | 200            | 251                 | 275              |
| 10-83-42050                       | NON CAP ADMIN EQUIP/FURN      | 4,035          | 1,079          | 1,200          | 562                 | 1,200            |
| 10-83-43500                       | POSTAGE                       | 1,249          | 1,616          | 1,500          | 315                 | 1,500            |
| 10-83-45300                       | CUSTODIAL SUPPLIES            | 1,319          | 611            | 900            | 435                 | 900              |
| 10-83-46000                       | OPERATIONAL EXPENSES          | 360            | 0              | 500            | 203                 | 500              |
| 10-83-46831                       | BOOKS                         | 7,945          | 10,117         | 6,500          | 4,071               | 6,500            |
| 10-83-46832                       | AUDIO VISUAL MATERIAL         | 1,275          | 961            | 1,500          | 1,074               | 1,500            |
| 10-83-46833                       | CHILDRENS MATERIALS           | 1,131          | 1,197          | 1,500          | 1,359               | 1,500            |
| 10-83-46834                       | PERIODICALS                   | 1,064          | 2,292          | 2,000          | 820                 | 2,000            |
| 10-83-46835                       | ELECTRONIC MEDIA              | 1,742          | -264           | 1,400          | 144                 | 0                |
| 10-83-47000                       | PERMITS & LICENSES            | 0              | 436            | 0              | 566                 | 2,000            |
| 10-83-50100                       | BLDG REPAIR & MAINT           | 5,995          | 1,637          | 10,000         | 5,577               | 10,000           |
| 10-83-55000                       | EQUIPMENT REPAIR & MAINT      | 125            | 602            | 500            | 48                  | 500              |
| 10-83-91000                       | CAPITAL EXPENDITURES          | 0              | 0              | 0              | 0                   | 0                |
| 10-83-99998                       | GF INTERNAL SERVICES          | 0              | 0              | 17,945         | 13,459              | 17,128           |
| <b>TOTAL LIBRARY EXPENSE:</b>     |                               | <b>130,178</b> | <b>130,528</b> | <b>175,299</b> | <b>120,769</b>      | <b>196,668</b>   |

# SENIOR CENTER

The Bisbee Senior Center provides activities and programming for the City's senior population. The Senior Center also provides space for Southeastern Arizona Governments Organization (SEAGO) Area Agency on Aging. This Building is maintained by Public Works. Additionally, the City of Bisbee pays the building's utilities and contributes approximately \$600 per month to the Senior Center Coordinator pay.

City of Bisbee Fiscal Year 19-20 Draft Budget

**SENIOR CENTER**

| <b>ACCOUNT NUMBER</b>               | <b>ACCOUNT DESCRIPTION</b> | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|-------------------------------------|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-85-21000                         | ELECTRIC                   | 5,558                 | 5,563                 | 6,500                 | 4,087                      | 6,500                   |
| 10-85-22000                         | WATER                      | 1,214                 | 1,011                 | 1,300                 | 733                        | 1,300                   |
| 10-85-22550                         | SEWER AND GARBAGE SERV.    | 782                   | 813                   | 820                   | 544                        | 900                     |
| 10-85-23000                         | GAS                        | 4,722                 | 4,004                 | 4,000                 | 4,777                      | 5,000                   |
| 10-85-24000                         | TELEPHONE & FAX            | 828                   | 844                   | 850                   | 654                        | 850                     |
| 10-85-24001                         | INTERNET ACCESS FEES       | 714                   | 714                   | 750                   | 545                        | 750                     |
| 10-85-34000                         | CONTRACT SERVICES          | 670                   | 398                   | 400                   | 436                        | 500                     |
| 10-85-34085                         | COORDINATOR CONTRIBUTIONS  | 7,400                 | 7,400                 | 7,500                 | 5,550                      | 7,500                   |
| 10-85-34100                         | DOC WORKERS                | 2,295                 | 214                   | 1,000                 | 705                        | 1,000                   |
| 10-85-45100                         | DISPOSABLE EQUIP & TOOLS   | 44                    | 0                     | 500                   | 0                          | 500                     |
| 10-85-45300                         | CUSTODIAL SUPPLIES         | 867                   | 142                   | 650                   | 456                        | 650                     |
| 10-85-50100                         | BLDG REPAIR & MAINT        | 0                     | 163                   | 5,000                 | 0                          | 5,000                   |
| 10-85-91000                         | CAPITAL EXPENDITURES       | 3,634                 | 0                     | 0                     | 0                          | 0                       |
| 10-85-99998                         | GF INTERNAL SERVICES       | 0                     | 0                     | 0                     | 0                          | 2,905                   |
| <b>TOTAL SENIOR CENTER EXPENSE:</b> |                            | <b>28,728</b>         | <b>21,265</b>         | <b>29,270</b>         | <b>18,486</b>              | <b>33,355</b>           |

# CONTINGENCY

The Contingency account provides a place to budget for unexpected expenses, emergencies, and opportunities.

City of Bisbee Fiscal Year 19-20 Draft Budget

**CONTINGENCY**

| <b>ACCOUNT NUMBER</b>                            | <b>ACCOUNT DESCRIPTION</b> | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 10-99-30100                                      | CONTINGENCY EXPENSES       | 0                     | 499,964               | 0                     | 0                          | 0                       |
| 10-99-99100                                      | UNASSIGNED EXPENSES        | 9,294                 | 0                     | 50,000                | 0                          | 100,000                 |
| <b>TOTAL CONTINGENCY EXPENSE:</b>                |                            | <b>9,294</b>          | <b>499,964</b>        | <b>50,000</b>         | <b>0</b>                   | <b>100,000</b>          |
| <b>TOTAL GENERAL FUND REVENUES</b>               |                            | <b>6,490,767</b>      | <b>8,939,103</b>      | <b>7,742,516</b>      | <b>5,307,682</b>           | <b>7,873,183</b>        |
| <b>TOTAL GENERAL FUND EXPENSES</b>               |                            | <b>6,570,940</b>      | <b>6,516,386</b>      | <b>7,741,531</b>      | <b>5,318,297</b>           | <b>7,873,183</b>        |
| <b>TOTAL GENERAL FUND REVENUES OVER EXPENSES</b> |                            | <b>-80,173</b>        | <b>2,422,717</b>      | <b>985</b>            | <b>-10,615</b>             | <b>0</b>                |

# 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. Funds are for various community development programs such as repairing or creating infrastructure. Most recently the City has used CDBG funds for the Tintown Streets Improvement Project. Rural communities receive their share in an allocation from the State. Bisbee's CDBG funds are managed by SEAGO

**GOVERNMENT GRANTS**

| <b>ACCOUNT NUMBER</b>                   | <b>ACCOUNT DESCRIPTION</b>    | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|---|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 11-30-22522                             | TINTOWN PAVING & IMPR PHASE 1 | 14,547                | 43,572                | 0                     | 150,721                    | 0                       |
| 11-30-22523                             | TINTOWN PAVING & IMPR PHASE 2 | 0                     | 0                     | 214,000               | 23,676                     | 214,000                 |
| 11-38-99000                             | Grant Match                   | 0                     | 0                     | 0                     | 0                          | 0                       |
| 11-38-99999                             | OTHER REVENUE & TRANSFERS     | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL GOVERNMENT GRANTS REVENUE:</b> |                               | <b>14,547</b>         | <b>43,572</b>         | <b>214,000</b>        | <b>174,397</b>             | <b>214,000</b>          |
|   |                               |                       |                       |                       |                            |                         |
| 11-40-22522                             | TINTOWN PAVING & IMPR PHASE 1 | 14,547                | 43,572                | 0                     | 176,698                    | 0                       |
| 11-40-22523                             | TINTOWN PAVING & IMPR PHASE 2 | 0                     | 0                     | 214,000               | 13,000                     | 214,000                 |
| <b>TOTAL GOVERNMENT GRANTS EXPENSE:</b> |                               | <b>14,547</b>         | <b>43,572</b>         | <b>214,000</b>        | <b>189,698</b>             | <b>214,000</b>          |

# PUBLIC SAFETY – FIRE GRANTS

The Public Safety – Fire Grants Fund is used to account for public safety 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. More recently the Fire Department has applied for and been awarded a grant from the Fire House Subs grants which facilitated the purchase of rescue equipment.

The Fire Department is requesting a FEMA grant this fiscal year which is a shared grant request from FEMA with Naco Fire and San Jose Fire to purchase new air packs and a cascade filling system at an estimated cost of \$94,430. Bisbee Fire's current air packs are set to expire and will be out of compliance.

City of Bisbee Fiscal Year 19-20 Draft Budget

**PUBLIC SAFETY GRANTS**

| <b>ACCOUNT NUMBER</b>                      | <b>ACCOUNT DESCRIPTION</b>   | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 17-30-22503                                | OTHER GRANTS                 | 0                     | 0                     | 0                     | 2,750                      | 150,000                 |
| 17-30-22504                                | FIRE HOUSE SUBS GRANT        | 0                     | 24,759                | 0                     | 0                          | 0                       |
| 17-30-22505                                | AZ COMM FOUNDATION ED GRANT  | 0                     | 0                     | 0                     | 1,000                      | 0                       |
| 17-30-22506                                | FEMA EQUIPMENT GRANT         | 0                     | 0                     | 0                     | 0                          | 84,600                  |
| 17-38-99964                                | TRANSFER FROM GF-GRANT MATCH | 0                     | 0                     | 0                     | 0                          | 9,400                   |
| <b>TOTAL PUBLIC SAFETY GRANTS REVENUE:</b> |                              | <b>0</b>              | <b>24,759</b>         | <b>0</b>              | <b>3,750</b>               | <b>244,000</b>          |
| 17-40-22501                                | FEMA                         | 0                     | 0                     | 0                     | 0                          | 94,000                  |
| 17-40-22503                                | OTHER GRANTS                 | 0                     | 0                     | 0                     | 0                          | 150,000                 |
| 17-40-22504                                | FIRE HOUSE SUBS GRANT        | 0                     | 13,189                | 0                     | 11,585                     | 0                       |
| 17-40-22505                                | AZ Comm Foundation Ed Grant  | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL PUBLIC SAFETY GRANTS EXPENSE:</b> |                              | <b>0</b>              | <b>13,189</b>         | <b>0</b>              | <b>11,585</b>              | <b>244,000</b>          |

# TRANSPORTATION GRANTS

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

**TRANSPORTATION GRANTS**

| <b>ACCOUNT NUMBER</b>                      | <b>ACCOUNT DESCRIPTION</b>      | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 18-30-22519                                | FAA - AIRPORT ENTITLEMENT GRANT | 0                     | 0                     | 0                     | 0                          | 300,000                 |
| 18-30-22520                                | AIRPORT - PAPI                  | 0                     | 0                     | 0                     | 0                          | 0                       |
| 18-38-99950                                | TRANSFER FROM AIRPORT           | 0                     | 0                     | 0                     | 0                          | 15,000                  |
| <b>TOTAL PUBLIC SAFETY GRANTS REVENUE:</b> |                                 | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>                   | <b>315,000</b>          |
| 18-40-22519                                | FAA - AIRPORT ENTITLEMENT GRANT | 0                     | 0                     | 0                     | 0                          | 315,000                 |
| 18-40-22520                                | AIRPORT - PAPI                  | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL PUBLIC SAFETY GRANTS EXPENSE:</b> |                                 | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>                   | <b>315,000</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 five tourist regions of the state. The center also provides visitor and relocation packets. 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 Visitor Center Manager maintains the official tourism website [www.discoverbisbee.com](http://www.discoverbisbee.com), as well as the Discover Bisbee Facebook, Instagram, and Twitter 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 and tourism grants.

The Visitor Center consists of two employees:

- Visitor Center Manager or new position, Tourism Director (vacant)
- Part-time Visitor Center Office Assistant

The City also contributes towards a shared employee with the Mining Museum who staffs the Visitor Center Annex.

City of Bisbee Fiscal Year 19-20 Draft Budget

**VISITOR CENTER**

| ACCOUNT NUMBER                       | ACCOUNT DESCRIPTION            | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|--------------------------------------|--------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 20-31-10000                          | CITY SALES TAX                 | 0              | 104,826        | 44,742         | 29,430              | 100,000          |
| 20-31-10020                          | BED TAX                        | 0              | 41,927         | 96,553         | 53,314              | 13,000           |
| 20-38-51000                          | USE OF FUND BALANCE            | 0              | 0              | 32,308         | 0                   | 51,905           |
| 20-38-99010                          | TRANSFR FRM GEN FUND - BED TAX | 105,688        | 0              | 0              | 0                   | 0                |
| 20-38-99011                          | TRFS FROM GEN FUND-1% BED TAX  | 42,272         | 0              | 0              | 0                   | 0                |
| 20-38-99059                          | TRANSFER FROM QM               | 16,000         | 16,000         | 16,000         | 12,000              | 0                |
| <b>TOTAL VISITOR CENTER REVENUE:</b> |                                | <b>163,961</b> | <b>162,753</b> | <b>189,603</b> | <b>94,744</b>       | <b>164,905</b>   |

|  |                               |               |               |               |               |               |
|--|-------------------------------|---------------|---------------|---------------|---------------|---------------|
| 20-40-11000                              | SALARIES - GENERAL            | 38,907        | 37,905        | 40,048        | 20,174        | 58,240        |
| 20-40-11001                              | OVERTIME - GENERAL            | 896           | 55            | 0             | 0             | 0             |
| 20-40-11050                              | SALARIES - PART TIME          | 0             | 9,516         | 10,621        | 7,695         | 11,362        |
| 20-40-11100                              | F.I.C.A.                      | 2,473         | 2,934         | 3,141         | 1,717         | 4,315         |
| 20-40-11200                              | MEDICARE                      | 579           | 686           | 735           | 402           | 1,009         |
| 20-40-11300                              | A.S.R.S.                      | 4,558         | 4,384         | 4,726         | 2,267         | 7,053         |
| 20-40-11301                              | A.S.R.S - ALT CONTRIBUTION    | 0             | 0             | 0             | 0             | 0             |
| 20-40-11500                              | MEDICAL INSURANCE             | 5,132         | 5,989         | 5,986         | 2,987         | 5,632         |
| 20-40-11501                              | STANDARD DISABILITY INSURANCE | 196           | 224           | 211           | 106           | 269           |
| 20-40-11505                              | DEFERRED COMP                 | 811           | 879           | 811           | 406           | 811           |
| 20-40-11510                              | DENTAL INSURANCE              | 235           | 268           | 255           | 131           | 715           |
| 20-40-11600                              | LIFE INSURANCE                | 102           | 137           | 129           | 63            | 126           |
| 20-40-11700                              | WORKERS COMPENSATION          | 219           | 276           | 271           | 148           | 311           |
| <b>VISITOR CENTER PERSONNEL EXPENSE:</b> |                               | <b>54,109</b> | <b>63,254</b> | <b>66,934</b> | <b>36,095</b> | <b>89,843</b> |

**VISITOR CENTER**

| ACCOUNT NUMBER                       | ACCOUNT DESCRIPTION            | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|--------------------------------------|--------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 20-40-13100                          | BUSINESS TRAVEL                | 2,422          | 2,810          | 4,000          | 2,314               | 4,000            |
| 20-40-13101                          | BUSINESS TRAVEL-OVERNIGHT DEST | 8,362          | 3,461          | 0              | 0                   | 0                |
| 20-40-13400                          | EDUCATION & TRAINING           | 951            | 602            | 500            | 620                 | 500              |
| 20-40-13500                          | SUBSCRIPTIONS & MEMBERSHIPS    | 10             | 54             | 1,000          | 708                 | 1,000            |
| 20-40-24000                          | TELEPHONE & FAX                | 2,630          | 2,416          | 3,000          | 2,186               | 3,000            |
| 20-40-31000                          | PROFESSIONAL FEES              | 250            | 1,000          | 3,000          | 775                 | 1,000            |
| 20-40-34000                          | CONTRACT SERVICES              | 1,275          | 8,641          | 13,000         | 10,080              | 13,000           |
| 20-40-34001                          | CONTRACT SER- OVERNIGHT DEST   | 7,657          | 4,310          | 0              | 0                   | 0                |
| 20-40-41500                          | OFFICE SUPPLIES                | 341            | 358            | 500            | 119                 | 500              |
| 20-40-42020                          | PRINTING & REPRODUCTION        | 2,248          | 2,920          | 3,000          | 1,835               | 3,000            |
| 20-40-42021                          | PRINTING & REPRO OVERNIGHT DES | 1,654          | 1,630          | 2,000          | 1,630               | 0                |
| 20-40-42040                          | ADVERTISING                    | 55,644         | 46,059         | 33,000         | 34,272              | 33,000           |
| 20-40-42041                          | ADVERTISING-OVERNIGHT DEST     | 15,749         | 26,530         | 40,000         | 16,191              | 0                |
| 20-40-42050                          | NON CAP ADMIN EQUIP/FURN       | 80             | 1,462          | 1,000          | 212                 | 1,000            |
| 20-40-43120                          | OTHER FEES                     | 0              | 0              | 25             | 0                   | 0                |
| 20-40-43500                          | POSTAGE                        | 642            | 465            | 500            | 206                 | 500              |
| 20-40-43600                          | FILM OFFICE EXPENSES           | 0              | 1,000          | 0              | 0                   | 0                |
| 20-40-46000                          | OPERATIONAL EXPENSES           | 173            | 282            | 200            | 207                 | 200              |
| 20-40-46001                          | OPERATIONAL EXP-OVERNIGHT DEST | 98             | 136            | 0              | 0                   | 0                |
| 20-40-62003                          | GASOLINE                       | 60             | 0              | 0              | 0                   | 0                |
| 20-40-99998                          | GF INTERNAL SERVICES           | 0              | 0              | 17,945         | 13,459              | 14,362           |
| <b>TOTAL VISITOR CENTER EXPENSE:</b> |                                | <b>154,355</b> | <b>167,391</b> | <b>189,604</b> | <b>120,909</b>      | <b>164,905</b>   |

# STREETS

The Streets Fund provides for the operation and maintenance of streets, alleys, sidewalks, stairs, drainage channels, right of ways, and street lighting throughout the City. Currently the main source of funding for the Streets Fund is the 1% sales tax adopted December 16<sup>th</sup>, 2014 and sunsets in March 1<sup>st</sup>, 2023. The purpose of this tax is per the ordinance is for “the maintenance, repair, replacement and improvement of the City streets and infrastructure.” The other major source of funding for the Streets Fund is the Highway User Revenue Fund (HURF). HURF funds are used for all costs related to street maintenance and repair. Work performed by Streets Department employees also includes repairing, replacing, or installing traffic and pedestrian signage, 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 clean-up after events, and open/close of cemetery plots. 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.

The Streets Department consists of four full-time equipment operators.

City of Bisbee Fiscal Year 19-20 Draft Budget

**STREETS**

| ACCOUNT NUMBER                    | ACCOUNT DESCRIPTION           | 2016-17 Actual   | 2017-18 Actual   | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|-----------------------------------|-------------------------------|------------------|------------------|------------------|---------------------|------------------|
| 21-31-20000                       | H.U.R.F. GAS TAX              | 416,954          | 445,564          | 405,602          | 337,820             | 441,400          |
| 21-36-10000                       | 1% Sales Tax Increase         | 685,384          | 753,021          | 689,000          | 472,800             | 753,000          |
| 21-36-10500                       | CEMETERY OPEN/CLOSE FEES      | 5,700            | 3,875            | 6,000            | 3,150               | 5,500            |
| 21-36-11060                       | STREET PAVEMENT CUT FEES      | 6,232            | 7,175            | 5,000            | 8,085               | 5,000            |
| 21-36-11100                       | STREETS EQUIPMENT RENTAL      | 0                | 13,905           | 6,000            | 1,170               | 6,000            |
| 21-36-13000                       | SALE OF CITY PROPERTY         | 0                | 0                | 0                | 0                   | 0                |
| 21-36-21000                       | INTEREST INCOME (LGIP)        | 4                | 8                | 0                | 9                   | 0                |
| 21-38-51000                       | USE OF FUND BALANCE           | 0                | 0                | 0                | 0                   | 0                |
| 21-38-99010                       | TRANSFERS FROM GEN FUND       | 0                | 0                | 0                | 0                   | 0                |
| <b>TOTAL STREETS REVENUE:</b>     |                               | <b>1,114,274</b> | <b>1,223,549</b> | <b>1,111,602</b> | <b>823,034</b>      | <b>1,210,900</b> |
| 21-40-11000                       | SALARIES - GENERAL            | 134,519          | 140,309          | 145,856          | 109,592             | 168,750          |
| 21-40-11001                       | OVERTIME - GENERAL            | 15,030           | 9,060            | 14,000           | 13,402              | 15,000           |
| 21-40-11050                       | SALARIES - PART TIME          | 0                | 0                | 0                | 0                   | 0                |
| 21-40-11100                       | F.I.C.A.                      | 9,175            | 8,840            | 9,911            | 7,281               | 11,393           |
| 21-40-11200                       | MEDICARE                      | 2,146            | 2,067            | 2,318            | 1,703               | 2,664            |
| 21-40-11300                       | A.S.R.S.                      | 17,173           | 17,222           | 18,863           | 14,497              | 22,252           |
| 21-40-11301                       | A.S.R.S - ALT CONTRIBUTION    | 0                | 0                | 0                | 0                   | 0                |
| 21-40-11302                       | ASRS PENSION EXP-STREETS      | 0                | 0                | 0                | 0                   | 0                |
| 21-40-11500                       | MEDICAL INSURANCE             | 19,930           | 24,659           | 24,542           | 16,329              | 24,499           |
| 21-40-11501                       | STANDARD DISABILITY INSURANCE | 662              | 644              | 917              | 434                 | 985              |
| 21-40-11502                       | MEDICAL INS DEPENDENT SUPPL.  | 0                | 0                | 0                | 0                   | 2,129            |
| 21-40-11505                       | DEFERRED COMP                 | 3,151            | 3,604            | 3,327            | 2,218               | 3,530            |
| 21-40-11510                       | DENTAL INSURANCE              | 2,082            | 2,534            | 2,440            | 1,651               | 2,658            |
| 21-40-11600                       | LIFE INSURANCE                | 396              | 560              | 527              | 344                 | 548              |
| 21-40-11700                       | WORKERS COMPENSATION          | 12,410           | 17,862           | 25,167           | 16,052              | 22,189           |
| 21-40-11800                       | STATE UNEMPLOYMENT            | 0                | 0                | 0                | 0                   | 0                |
| <b>STREETS PERSONNEL EXPENSE:</b> |                               | <b>216,675</b>   | <b>227,361</b>   | <b>247,868</b>   | <b>183,504</b>      | <b>276,597</b>   |

City of Bisbee Fiscal Year 19-20 Draft Budget

**STREETS**

| ACCOUNT NUMBER                | ACCOUNT DESCRIPTION                | 2016-17 Actual   | 2017-18 Actual   | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|-------------------------------|------------------------------------|------------------|------------------|------------------|---------------------|------------------|
| 21-40-12300                   | UNIFORMS & CLOTHING                | 907              | 986              | 1,650            | 614                 | 1,648            |
| 21-40-13100                   | BUSINESS TRAVEL                    | 0                | 93               | 4,000            | 0                   | 4,000            |
| 21-40-13400                   | EDUCATION & TRAINING               | 1,535            | 790              | 4,000            | 310                 | 4,000            |
| 21-40-21000                   | ELECTRIC                           | 96,505           | 89,040           | 100,000          | 59,278              | 85,000           |
| 21-40-23000                   | GAS                                | 620              | 747              | 600              | 668                 | 600              |
| 21-40-24000                   | TELEPHONE & FAX                    | 666              | 1,151            | 1,300            | 813                 | 1,300            |
| 21-40-24001                   | INTERNET                           | 0                | 0                | 0                | 148                 | 500              |
| 21-40-31000                   | PROFESSIONAL FEES                  | 1,902            | 2,400            | 0                | 0                   | 0                |
| 21-40-34000                   | CONTRACT SERVICES                  | 1,601            | 1,981            | 2,000            | 5,603               | 5,000            |
| 21-40-34100                   | DOC WORKERS                        | 6,350            | 7,800            | 7,000            | 6,998               | 8,000            |
| 21-40-37000                   | PROPERTY, CASUALTY, LIABILITY      | 38,671           | 40,469           | 40,000           | 43,138              | 40,000           |
| 21-40-37100                   | INSURANCE CLAIMS & DEDUCTIBLES     | 0                | 355              | 0                | 172                 | 0                |
| 21-40-41500                   | OFFICE SUPPLIES                    | 0                | 0                | 0                | 0                   | 0                |
| 21-40-42040                   | ADVERTISING                        | 0                | 70               | 2,000            | 0                   | 2,000            |
| 21-40-42050                   | NON CAP ADMIN EQUIP/FURN           | 0                | 3,037            | 0                | 582                 | 1,000            |
| 21-40-45100                   | DISPOSABLE EQUIP & TOOLS           | -1,109           | 9,193            | 8,000            | 2,715               | 8,000            |
| 21-40-45101                   | DISPOSABLE EQUIP & TOOL- SALES TAX | 0                | 0                | 0                | 0                   | 0                |
| 21-40-45200                   | SAFETY EQUIP & SUPPLIES            | 4,701            | 4,583            | 5,000            | 848                 | 5,000            |
| 21-40-45300                   | CUSTODIAL SUPPLIES                 | 0                | 0                | 0                | 177                 | 0                |
| 21-40-46000                   | OPERATIONAL EXPENSES               | 48,017           | 51,514           | 41,000           | 41,201              | 45,000           |
| 21-40-46100                   | FIRE REPLACEMENT EXPENSE           | 0                | 0                | 0                | 0                   | 0                |
| 21-40-46210                   | STREET REPAIR MAT - SALES TAX      | 714,855          | 703,403          | 383,583          | 128,718             | 500,000          |
| 21-40-46211                   | STREET REPAIR MATERIAL             | 15,000           | 14,476           | 0                | 2,804               | 33,811           |
| 21-40-46212                   | CONTRACTED STREET REPAIRS          | 52,125           | 0                | 0                | 0                   | 0                |
| 21-40-55000                   | EQUIPMENT REPAIR & MAINT           | 23,058           | 3,235            | 2,000            | 715                 | 2,000            |
| 21-40-55010                   | EQUIPMENT RENTAL                   | 7,378            | 4,366            | 10,000           | 3,913               | 10,000           |
| 21-40-55100                   | REPAIR & MAINT - OTHER             | 458              | 237              | 500              | 8,651               | 1,000            |
| 21-40-55200                   | NON CAP EQUIP PURCHASES            | 3,672            | 3,387            | 13,000           | 0                   | 13,000           |
| 21-40-61000                   | VEHICLE PARTS & LABOR              | 19,316           | 18,318           | 20,000           | 8,497               | 20,000           |
| 21-40-62002                   | TIRES                              | 3,132            | 4,456            | 5,000            | 1,101               | 5,000            |
| 21-40-62003                   | GASOLINE                           | 9,051            | 13,201           | 9,000            | 1,636               | 9,000            |
| 21-40-62004                   | DIESEL                             | 10,145           | 6,590            | 9,000            | 4,333               | 9,000            |
| 21-40-62007                   | OTHER FLUIDS & LUBRICANTS          | 10               | 593              | 0                | 0                   | 0                |
| 21-40-91000                   | CAPITAL EXPENDITURES               | 36,030           | 22,163           | 0                | 6,967               | 15,000           |
| 21-40-99010                   | TRANSFER TO GENERAL FUND           | 0                | 0                | 33,596           | 25,197              | 0                |
| 21-40-99099                   | TRANSFERS TO CAPITAL PROJECTS      | 0                | 0                | 0                | 0                   | 0                |
| 21-40-99998                   | GF INTERNAL SERVICES               | 0                | 0                | 161,506          | 121,129             | 105,444          |
| <b>TOTAL STREETS EXPENSE:</b> |                                    | <b>1,311,269</b> | <b>1,235,993</b> | <b>1,111,603</b> | <b>660,431</b>      | <b>1,210,900</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 is 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 paperwork is submitted to the Cochise County Attorney for approval of the expenditures. Monies are used during the year for a 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 of these monies.

City of Bisbee Fiscal Year 19-20 Draft Budget

**RICO**

| <b>ACCOUNT<br/>NUMBER</b>   | <b>ACCOUNT<br/>DESCRIPTION</b> | <b>2016-17<br/>Actual</b> | <b>2017-18<br/>Actual</b> | <b>2018-19<br/>Budget</b> | <b>Mar 2019<br/>YTD Actual</b> | <b>2019-20<br/>Proposed</b> |
|-----------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|-----------------------------|
| 39-33-13597                 | RICO AUCTION FUNDS (COUNTY)    | 0                         | 11,604                    | 100,000                   | 0                              | 100,000                     |
| 39-33-22506                 | COUNTY REIMBURSEMENTS - RICO   | 272                       | 7,463                     | 15,000                    | 1,012                          | 15,000                      |
| 39-34-10862                 | VEHICLE IMPOUND FEES           | 0                         | 2,000                     | 1,000                     | 0                              | 1,000                       |
| <b>TOTAL RICO REVENUES:</b> |                                | <b>272</b>                | <b>21,067</b>             | <b>116,000</b>            | <b>1,012</b>                   | <b>116,000</b>              |
| 39-40-13597                 | RICO AUCTION EXPENSE (COUNTY)  | 0                         | 0                         | 100,000                   | 0                              | 100,000                     |
| 39-40-50002                 | EQUIPMENT                      | 0                         | 0                         | 0                         | 0                              | 0                           |
| 39-40-50006                 | RICO - AUTHORIZED EXPENDITURES | 272                       | 11,018                    | 16,000                    | 8,832                          | 16,000                      |
| <b>TOTAL RICO EXPENSES:</b> |                                | <b>272</b>                | <b>11,018</b>             | <b>116,000</b>            | <b>8,832</b>                   | <b>116,000</b>              |

# BISBEE ARTS COMMISSION

The Bisbee Arts Commission (BAC) promotes the arts and artists in Bisbee, both within and outside the community. Use of the BAC funds are approved by City Council. Funds for the BAC are raised through various events throughout the year such as the Art Auction and currently the Community Interactive Giving (CIG) Art Vending Machine.

**BISBEE ARTS COMMISSION**

| <b>ACCOUNT NUMBER</b>                        | <b>ACCOUNT DESCRIPTION</b>  | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|-----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 42-34-40500                                  | OTHER PROGRAM REVENUE       | 0                     | 0                     | 1,200                 | 0                          | 1,200                   |
| 42-34-40520                                  | ART AUCTION                 | 13,634                | 4,158                 | 10,000                | 0                          | 12,000                  |
| 42-38-51000                                  | USE OF FUND BALANCE         | 0                     | 0                     | 245                   | 0                          |                         |
| <b>TOTAL BISBEE ARTS COMMISSION REVENUE:</b> |                             | <b>13,634</b>         | <b>4,158</b>          | <b>11,445</b>         | <b>0</b>                   | <b>13,200</b>           |
| 42-40-10530                                  | GRANTS                      | 0                     | 0                     | 7,000                 | 0                          | 7,000                   |
| 42-40-42040                                  | ADVERTISING                 | 16                    | 587                   | 425                   | 97                         | 500                     |
| 42-40-43500                                  | POSTAGE                     | 29                    | 4                     | 30                    | 0                          | 30                      |
| 42-40-46000                                  | OPERATIONAL EXP (DONATIONS) | 2,778                 | 8,501                 | 3,000                 | 5,563                      | 3,000                   |
| 42-40-55000                                  | EQUIPMENT REPAIR & MAINT    | 0                     | 0                     | 500                   | 0                          | 250                     |
| 42-40-95000                                  | RESERVE ACCUMULATION        |                       |                       |                       |                            | 2,420                   |
| <b>TOTAL BISBEE ARTS COMMISSION EXPENSE:</b> |                             | <b>2,823</b>          | <b>9,092</b>          | <b>10,955</b>         | <b>5,660</b>               | <b>13,200</b>           |

# MISCELLANEOUS DONATIONS

The Miscellaneous Donations 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/expenses in this fund are segregated by purpose with each account title designating the purpose. For example, "Secret Santa Donations-Library" is for the purpose of replacing lost books so patrons may have their library borrowing privileges reinstated.

**DONATIONS**

| <b>ACCOUNT NUMBER</b>          | <b>ACCOUNT DESCRIPTION</b>      | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--------------------------------|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 48-38-22500                    | MISC DONATIONS                  | 0                     | 1,180                 | 150,000               | 0                          | 1,000,000               |
| 48-38-22504                    | RYAN MIELE ENDOW/ANIMALWELFARE  | 14,186                | 0                     | 0                     | 0                          | 0                       |
| 48-38-22505                    | Dr. BADGER-ANIMAL SHELTER       | 0                     | 0                     | 0                     | 0                          | 0                       |
| 48-38-22506                    | FIREWORKS                       | 0                     | 0                     | 0                     | 3,000                      | 3,000                   |
| 48-38-22507                    | PARKS AND REC MISC DONATIONS    | 0                     | 0                     | 250,000               | 0                          | 0                       |
| 48-38-22509                    | CEMETERY DONATIONS              | 0                     | 0                     | 22,000                | 0                          | 0                       |
| 48-38-22515                    | LIBRARY DONATIONS SPEC BEQUEST  | 50                    | 0                     | 0                     | 0                          | 0                       |
| 48-38-22516                    | Movies in the Park/Equipment    | 2,228                 | 2,500                 | 2,500                 | 0                          | 2,000                   |
| 48-38-22517                    | HOLIDAY LIGHTS                  | 0                     | 100                   | 0                     | 475                        | 0                       |
| 48-38-22518                    | FIRE DEPARTMENT DONATIONS       | 101,000               | 0                     | 0                     | 1,000                      | 1,000                   |
| 48-38-22519                    | LIBRARY/CHILDRENS PROGRAMMING   | 500                   | 0                     | 600                   | 0                          | 500                     |
| 48-38-22521                    | SECRET SANTA DONATIONS-LIBRARY  | 506                   | 1,001                 | 1,200                 | 140                        | 1,200                   |
| 48-38-22522                    | CHILDREN'S LITERACY PROGRAM     | 0                     | 0                     | 15,000                | 0                          | 500                     |
| 48-38-28100                    | SWIMMING POOL DONATIONS         | 10,200                | 0                     | 0                     | 3,005                      | 0                       |
| <b>TOTAL DONATION REVENUE:</b> |                                 | <b>128,670</b>        | <b>4,781</b>          | <b>441,300</b>        | <b>7,620</b>               | <b>1,008,200</b>        |
| 48-40-22500                    | MISC DONATION EXP               | 0                     | 1,180                 | 150,000               | 33,000                     | 1,000,000               |
| 48-40-22504                    | RYAN MIELE ENDOW/ANIMAL WELFARE | 14,186                | 0                     | 0                     | 0                          | 0                       |
| 48-40-22506                    | FIREWORKS EXP                   | 0                     | 0                     | 0                     | 3,000                      | 3,000                   |
| 48-40-22507                    | PARKS AND REC MISC DONATIONS    | 776                   | 1,335                 | 250,000               | 0                          | 0                       |
| 48-40-22509                    | CEMETERY DONATIONS              | 539                   | 0                     | 22,000                | 0                          | 0                       |
| 48-40-22516                    | Movies in the Park/Equipment    | 2,037                 | 2,588                 | 2,500                 | 443                        | 2,000                   |
| 48-40-22517                    | FESTIVAL OF LIGHTS              | 0                     | 0                     | 0                     | 972                        | 0                       |
| 48-40-22518                    | FIRE DEPARTMENT DONATIONS       | 85,546                | 11,090                | 0                     | 6,084                      | 1,000                   |
| 48-40-22519                    | LIBRARY/CHILDRENS PROGRAMMING   | 0                     | 386                   | 600                   | 0                          | 500                     |
| 48-40-22521                    | SECRET SANTA DONATIONS-LIBRARY  | 506                   | 983                   | 1,200                 | 0                          | 1,200                   |
| 48-40-22522                    | CHILDREN'S LITERACY PROGRAM     | 0                     | 0                     | 15,000                | 0                          | 500                     |
| 48-40-28100                    | SWIMMING POOL DONATION EXP      | 10,016                | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL DONATION EXPENSE:</b> |                                 | <b>113,607</b>        | <b>17,561</b>         | <b>441,300</b>        | <b>43,500</b>              | <b>1,008,200</b>        |

# AIRPORT

The City of Bisbee owns and operates the Bisbee Municipal Airport. The Airport Advisory Committee meets on a regular basis as an advisory group for the operation and planning of the Airport. Revenue to operate the Airport is generated through airport fuel sales, hangar rentals, and airport access fees.

City of Bisbee Fiscal Year 19-20 Draft Budget

**AIRPORT**

| ACCOUNT NUMBER                | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|-------------------------------|-------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 50-34-12500                   | GAS REVENUE                   | 12,939         | 13,558         | 12,000         | 10,600              | 17,000           |
| 50-36-13500                   | RENTS                         | 11,091         | 9,138          | 10,000         | 7,153               | 10,000           |
| 50-36-13501                   | BISBEE AIRPARK-ACCESS FEES    | 864            | 1,056          | 0              | 0                   | 0                |
| 50-38-51000                   | USE OF FUND BALANCE           | 0              | 0              | 0              | 0                   | 8,522            |
| 50-38-99010                   | TRANSFERS FROM GENERAL FUND   | 0              | 0              | 0              | 0                   | 18,354           |
| <b>TOTAL AIRPORT REVENUE:</b> |                               | <b>24,894</b>  | <b>23,752</b>  | <b>22,000</b>  | <b>17,753</b>       | <b>53,876</b>    |
| 50-40-21000                   | ELECTRIC                      | 3,129          | 3,211          | 3,180          | 1,706               | 3,400            |
| 50-40-22000                   | WATER                         | 1,600          | 644            | 1,200          | 357                 | 2,000            |
| 50-40-22550                   | SEWER AND GARBAGE SERV.       | 232            | 266            | 250            | 179                 | 250              |
| 50-40-23000                   | GAS                           | 1,105          | 986            | 1,000          | 650                 | 1,200            |
| 50-40-24000                   | TELEPHONE & FAX               | 734            | 761            | 800            | 597                 | 800              |
| 50-40-31000                   | PROFESSIONAL FEES             | 0              | 0              | 0              | 0                   | 0                |
| 50-40-34000                   | CONTRACT SERVICES             | 249            | 0              | 0              | -15                 | 0                |
| 50-40-34100                   | DOC WORKERS                   | 0              | 0              | 0              | 0                   | 0                |
| 50-40-37000                   | PROPERTY, CASUALTY, LIABILITY | 0              | 6,640          | 3,600          | 0                   | 3,600            |
| 50-40-41500                   | OFFICE SUPPLIES               | 0              | 0              | 0              | 29                  | 50               |
| 50-40-42040                   | ADVERTISING                   | 188            | 55             | 0              | 0                   | 0                |
| 50-40-42050                   | NON CAP ADMIN EQUIP/FURN      | 0              | 0              | 0              | 0                   | 0                |
| 50-40-43110                   | CREDIT CARD FEES              | 1,359          | 1,143          | 1,500          | 901                 | 1,500            |
| 50-40-45100                   | DISPOSABLE EQUIP & TOOLS      | 0              | 0              | 250            | 0                   | 250              |
| 50-40-45200                   | SAFETY EQUIP & SUPPLIES       | 0              | 0              | 0              | 498                 | 0                |
| 50-40-46000                   | OPERATIONAL EXPENSES          | 745            | 997            | 3,869          | 1,332               | 4,000            |
| 50-40-46501                   | FUEL FOR RESALE               | 14,495         | 0              | 0              | 0                   | 5,000            |
| 50-40-50100                   | BLDG REPAIR & MAINT           | 512            | 458            | 3,000          | 0                   | 5,000            |
| 50-40-55000                   | EQUIPMENT REPAIR & MAINT      | 362            | 1,520          | 0              | 0                   | 500              |
| 50-40-61000                   | VEHICLE PARTS & LABOR         | 113            | 0              | 0              | 0                   | 0                |
| 50-40-91000                   | CAPITAL EXPENDITURES          | 0              | 0              | 0              | 0                   | 0                |
| 50-40-99010                   | TRANSFER TO GENERAL FUND      | 0              | 0              | 3,351          | 2,513               | 8,376            |
| 50-40-99018                   | AIRPORT GRANT MATCH           | 0              | 0              | 0              | 0                   | 15,000           |
| 50-40-99099                   | TRANSFERS TO CAPITAL PROJECTS | 0              | 0              | 0              | 0                   | 0                |
| 50-40-99998                   | GF INTERNAL SERVICES          | 0              | 0              | 0              | 0                   | 2,950            |
| <b>TOTAL AIRPORT EXPENSE:</b> |                               | <b>24,824</b>  | <b>16,681</b>  | <b>22,000</b>  | <b>8,747</b>        | <b>53,876</b>    |

# POLICE SPECIAL REVENUES AND GRANTS

The Police Special Revenues and Grants Fund accounts for all grant revenues received and expended for law enforcement activities outside of the General Fund and the RICO Fund. Included in this fund are revenues and expenditures for Operation Stonegarden (Homeland Security) and other grants that may be available. In the past this has included a grant from the Tohono O' Odham Nation. This fund also receives and expends monies from the Federal Asset Forfeitures program in which the City is a participant.

**POLICE SPECIAL REVENUE & GRANTS**

| <b>ACCOUNT NUMBER</b>                                  | <b>ACCOUNT DESCRIPTION</b> | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 53-30-30002  | GRANTS MISC - POLICE       | 0                     | 0                     | 0                     | 0                          | 400,000                 |
| 53-30-30003  | HOMELAND SECURITY GRANTS   | 596                   | 1,299                 | 0                     | 0                          | 0                       |
| 53-35-31000  | DEPT. OF JUSTICE (VESTS)   | 0                     | 1,296                 | 0                     | 866                        | 1,296                   |
| 53-36-11050  | SERVICE REIMBURSEMENT-DHL  | 5,298                 | 14,803                | 110,000               | 0                          | 0                       |
| 53-38-99910  | TRANSFER FROM GEN FUND     | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL POLICE SPECIAL REV. &amp; GRANTS REVENUE:</b> |                            | <b>5,894</b>          | <b>17,397</b>         | <b>110,000</b>        | <b>866</b>                 | <b>401,296</b>          |
| 53-40-11050  | SERVICE REIMBURSEMENT      | 2,608                 | 6,710                 | 52,500                | 0                          | 0                       |
| 53-40-11090  | Reimbursed ERE's - DHLS    | 2,690                 | 8,093                 | 54,500                | 0                          | 0                       |
| 53-40-30002  | GRANTS MISC - POLICE       | 0                     | 0                     | 0                     | 0                          | 400,000                 |
| 53-40-31000  | DEPT. OF JUSTICE (VESTS)   | 0                     | 1,296                 | 0                     | 869                        | 1,296                   |
| 53-40-99901  | TRANSFERS TO GENERAL FUND  | 596                   | 1,299                 | 3,000                 | 0                          | 0                       |
| 53-40-99985  | TRANSFER TO DEBT SERVICE   | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL POLICE SPECIAL REV. &amp; GRANTS EXPENSE:</b> |                            | <b>5,894</b>          | <b>17,397</b>         | <b>110,000</b>        | <b>869</b>                 | <b>401,296</b>          |

# WASTEWATER

The Wastewater Fund provides collection and treatment of all wastewater created in the City of Bisbee. In addition to maintaining the collection system which consists of thousands of feet of sewer mains. Wastewater staff are responsible for making Blue Stake requests. The Wastewater Treatment Plant is currently being operated by Operations Management International (Jacobs) at a cost of \$731,000 per year. This is the approximate cost the City incurred to operate the plant. For this amount Jacobs assumes all costs to operate and make most repairs to the plant with the exception of the electric bill and maintenance of the solar grid. The City continues to maintain the collection system which includes the pumps and infrastructure throughout the City that carries the wastewater to the treatment plant.

The Wastewater Department consists of three employees:

- 3 Wastewater Collection Systems Operator (1 vacancy)

City of Bisbee Fiscal Year 19-20 Draft Budget

**WASTE WATER**

| ACCOUNT NUMBER                        | ACCOUNT DESCRIPTION            | 2016-17 Actual   | 2017-18 Actual   | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|---------------------------------------|--------------------------------|------------------|------------------|------------------|---------------------|------------------|
| 54-30-22500                           | WIFA GRANTS/LOAN PROCEEDS      | -10,268          | 0                | 0                | 0                   | 0                |
| 54-30-22511                           | Tintown Drainage Plan/Design   | 30,853           | 1,108            | 0                | 0                   | 0                |
| 54-30-30010                           | USDA WW IMPROVEMENT GRANT      | 3,228            | 0                | 0                | 0                   | 0                |
| 54-31-10000                           | CITY SALES TAX                 | 0                | 376,511          | 344,500          | 236,400             | 376,500          |
| 54-36-21000                           | INTEREST/PENALTIES EARNED      | 162,873          | 138,754          | 163,000          | -28,612             | 145,000          |
| 54-36-50000                           | Miscellaneous Revenue          | 48,109           | 8,293            | 40,000           | 1,499               | 15,000           |
| 54-36-51000                           | APS Solar Reimbursement - WWTP | 46,414           | 45,175           | 25,000           | 32,889              | 45,000           |
| 54-36-52000                           | USE OF WWTP RESERVES           | 0                | 0                | 300,000          | 0                   | 0                |
| 54-36-53000                           | TOMBSTONE WW ASSIST CONTRACT   | 0                | 10,800           | 0                | 0                   | 0                |
| 54-37-10550                           | USER FEES                      | 2,108,715        | 2,086,466        | 2,130,000        | 1,541,862           | 2,100,000        |
| 54-37-10551                           | SERVICE CHARGE/PENALTY         | 21,959           | 21,173           | 25,000           | 18,859              | 21,000           |
| 54-37-10552                           | HOOK-UP FEES                   | 2,125            | 8,000            | 4,000            | 0                   | 4,000            |
| 54-37-10553                           | New Account Fee                | 0                | 0                | 0                | 225                 | 1,200            |
| 54-38-50010                           | GAIN/LOSS ON DISPOSAL OF ASSET | 0                | -62,712          | 0                | 0                   | 0                |
| 54-38-51000                           | USE OF FUND BALANCE            | 0                | 0                | 302,337          | 0                   | 1,178,967        |
| 54-38-99010                           | TRF FROM GF, SALES TAX         | 342,692          | 0                | 0                | 0                   | 0                |
| 54-38-99056                           | TRANSFER FROM SANITATION       | 0                | 415              | 0                | 0                   | 0                |
| <b>TOTAL WASTE WATER REVENUE:</b>     |                                | <b>2,756,700</b> | <b>2,633,983</b> | <b>3,333,837</b> | <b>1,803,122</b>    | <b>3,886,667</b> |
| 54-40-11000                           | SALARIES - GENERAL             | 237,543          | 251,919          | 235,160          | 117,774             | 121,337          |
| 54-40-11001                           | OVERTIME - GENERAL             | 78,426           | 80,870           | 45,000           | 52,834              | 15,000           |
| 54-40-11050                           | SALARIES - PART TIME           | 0                | 0                | 0                | 59,550              | 0                |
| 54-40-11100                           | F.I.C.A.                       | 19,358           | 19,822           | 17,370           | 13,756              | 8,453            |
| 54-40-11200                           | MEDICARE                       | 4,527            | 4,636            | 4,062            | 3,217               | 1,977            |
| 54-40-11300                           | A.S.R.S.                       | 35,725           | 38,149           | 33,059           | 18,784              | 16,510           |
| 54-40-11301                           | A.S.R.S - ALT CONTRIBUTION     | 0                | 0                | 0                | 0                   | 0                |
| 54-40-11302                           | A.S.R.S. PENSION EXPENSE       | -170,264         | -44,069          | 0                | 0                   | 0                |
| 54-40-11500                           | MEDICAL INSURANCE              | 33,017           | 42,225           | 36,214           | 15,632              | 19,430           |
| 54-40-11501                           | STANDARD DISABILITY INSURANCE  | 1,419            | 1,202            | 1,325            | 410                 | 807              |
| 54-40-11502                           | MEDICAL INS DEPENDENT SUPPL.   | 0                | 0                | 0                | 0                   | 1,064            |
| 54-40-11505                           | DEFERRED COMP                  | 5,288            | 6,446            | 4,909            | 2,208               | 2,799            |
| 54-40-11510                           | DENTAL INSURANCE               | 3,188            | 3,881            | 2,998            | 1,504               | 2,467            |
| 54-40-11600                           | LIFE INSURANCE                 | 656              | 951              | 778              | 352                 | 435              |
| 54-40-11700                           | WORKERS COMPENSATION           | 9,405            | 13,712           | 14,296           | 10,464              | 5,989            |
| 54-40-11800                           | STATE UNEMPLOYMENT             | 0                | 0                | 0                | 3,020               | 0                |
| <b>WASTE WATER PERSONNEL EXPENSE:</b> |                                | <b>258,288</b>   | <b>419,742</b>   | <b>395,171</b>   | <b>299,506</b>      | <b>196,268</b>   |

**WASTE WATER**

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION            | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|----------------|--------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 54-40-12300    | UNIFORMS & CLOTHING            | 512            | 482            | 800            | 653                 | 500              |
| 54-40-12500    | RECRUITMENT/EMPLOYEE TESTING   | 0              | 0              | 0              | 0                   | 200              |
| 54-40-13100    | BUSINESS TRAVEL                | 0              | 0              | 2,000          | 619                 | 1,000            |
| 54-40-13400    | EDUCATION & TRAINING           | 510            | 3,217          | 5,000          | 578                 | 2,500            |
| 54-40-13500    | SUBSCRIPTIONS & DUES           | 908            | 750            | 700            | 1,289               | 800              |
| 54-40-21000    | ELECTRIC                       | 53,618         | 71,485         | 60,000         | 52,602              | 65,000           |
| 54-40-22000    | WATER                          | 2,174          | 3,720          | 4,000          | 1,305               | 4,000            |
| 54-40-24000    | TELEPHONE & FAX                | 5,335          | 6,505          | 9,020          | 3,611               | 3,000            |
| 54-40-24001    | INTERNET ACCESS FEE            | 787            | 771            | 800            | 563                 | 500              |
| 54-40-31000    | PROFESSIONAL FEES              | 8,635          | 2,850          | 5,000          | 19,000              | 5,000            |
| 54-40-34000    | CONTRACT SERVICES              | 20,702         | 16,301         | 3,500          | 271,156             | 750,000          |
| 54-40-34010    | CONTRACT SERVICES-COLLECTIONS  | 0              | 0              | 0              | 0                   | 10,000           |
| 54-40-34100    | DOC WORKERS                    | 1,137          | 527            | 0              | 0                   | 0                |
| 54-40-37000    | PROPERTY, CASUALTY, LIABILITY  | 56,965         | 59,613         | 57,000         | 63,545              | 60,000           |
| 54-40-37100    | INSURANCE CLAIMS & DEDUCTIBLES | 6,569          | 1,000          | 5,000          | 0                   | 5,000            |
| 54-40-41500    | OFFICE SUPPLIES                | 1,357          | 2,082          | 1,400          | 175                 | 200              |
| 54-40-42020    | PRINTING & REPRODUCTION        | 31             | 92             | 2,000          | 14                  | 200              |
| 54-40-42030    | BOOKS & REFERENCE MATERIALS    | 939            | 2,290          | 1,000          | 136                 | 500              |
| 54-40-42050    | NON CAP ADMIN EQUIP/FURN       | 1,480          | 867            | 1,200          | 1,486               | 500              |
| 54-40-43100    | FEES- FUND MANAGEMENT          | 0              | 24             | 0              | 12                  | 26               |
| 54-40-43120    | OTHER FEES                     | 570            | 423            | 600            | 54                  | 600              |
| 54-40-43200    | Debt Refunding Expenses        | 0              | 245,050        | 0              | 0                   | 0                |
| 54-40-43300    | Interest Expense               | 0              | 0              | 0              | 20,198              | 26,931           |
| 54-40-43500    | POSTAGE                        | 26             | 344            | 1,500          | 2                   | 500              |
| 54-40-45100    | DISPOSABLE EQUIP & TOOLS       | 21,259         | 15,844         | 8,000          | 4,565               | 3,500            |
| 54-40-45200    | SAFETY EQUIP & SUPPLIES        | 5,017          | 8,005          | 8,000          | 176                 | 3,000            |
| 54-40-45300    | CUSTODIAL SUPPLIES             | 2,040          | 1,460          | 2,200          | 277                 | 800              |
| 54-40-46000    | OPERATIONAL EXPENSES           | 13,684         | 15,913         | 15,000         | 10,610              | 8,000            |
| 54-40-46541    | CHEMICALS                      | 15,754         | 14,699         | 15,000         | 8,403               | 2,000            |
| 54-40-46542    | LAB SUPPLIES & TESTING         | 32,904         | 35,733         | 30,000         | 25,298              | 0                |
| 54-40-46543    | MANHOLE, PIPE & FITTINGS       | 29,791         | 23,827         | 20,000         | 7,137               | 20,000           |
| 54-40-46544    | SLUDGE REMOVAL                 | 25,834         | 30,996         | 25,000         | 19,489              | 0                |
| 54-40-47000    | PERMITS & LICENSES             | 13,137         | 14,870         | 20,000         | 8,752               | 18,000           |
| 54-40-47500    | BAD DEBT                       | 366,758        | 67,694         | 318,017        | 0                   | 250,000          |
| 54-40-50100    | BLDG REPAIR & MAINT            | 4,145          | 3,603          | 9,000          | 0                   | 5,000            |
| 54-40-55000    | EQUIPMENT REPAIR & MAINT       | 95,661         | 133,746        | 75,000         | 28,123              | 130,000          |
| 54-40-55005    | EQUIP REPAIR&MAINT-COLLECTIONS | 0              | 0              | 0              | 0                   | 10,000           |
| 54-40-55006    | PUMP REPAIR & REPLACEMENT      | 0              | 0              | 0              | 0                   | 20,000           |
| 54-40-55010    | EQUIPMENT RENTAL               | 0              | 0              | 5,000          | 0                   | 5,000            |
| 54-40-55100    | REPAIR & MAINT - OTHER         | 2,860          | 6              | 0              | 6,168               | 5,000            |
| 54-40-55200    | NON CAP EQUIP PURCHASES        | 5,366          | 5,713          | 10,000         | 3,393               | 5,000            |
| 54-40-61000    | VEHICLE PARTS & LABOR          | 4,158          | 8,262          | 7,000          | 7,523               | 7,000            |
| 54-40-62002    | TIRES                          | 1,276          | 1,157          | 1,300          | 1,237               | 1,500            |
| 54-40-62003    | GASOLINE                       | 9,334          | 8,145          | 10,000         | 1,995               | 5,000            |
| 54-40-62004    | DIESEL                         | 705            | 860            | 5,000          | 1,743               | 5,000            |
| 54-40-62007    | OTHER FLUIDS & LUBRICANTS      | 0              | 1,300          | 0              | -650                | 0                |
| 54-40-63000    | USE OF EMERGENCY RESERVES      | 0              | 0              | 300,000        | 35,324              | 0                |
| 54-40-81000    | PRINCIPAL PMTS, LEASE PURCHAS  | 0              | 0              | 0              | 0                   | 24,110           |
| 54-40-81500    | INTEREST PMTS, LEASE PURCHASE  | 0              | 0              | 0              | 0                   | 6,795            |

City of Bisbee Fiscal Year 19-20 Draft Budget

**WASTE WATER**

| <b>ACCOUNT NUMBER</b>             | <b>ACCOUNT DESCRIPTION</b>   | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|-----------------------------------|------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 54-40-89000                       | DEPRECIATION EXPENSE         | 1,219,325             | 1,241,811             | 1,300,000             | 975,000                    | 1,241,900               |
| 54-40-91000                       | CAPITAL EXPENDITURES         | 14,998                | 8,379                 | 0                     | 0                          | 0                       |
| 54-40-99000                       | TRANSFER TO GENERAL FUND     | 0                     | 400,000               | 31,532                | 23,649                     | 0                       |
| 54-40-99010                       | TRANSFER TO ADMINISTRATION   | 2,414                 | 3,600                 | 0                     | 0                          | 0                       |
| 54-40-99021                       | TRANSFERS TO STREETS         | 0                     | 0                     | 0                     | 0                          | 0                       |
| 54-40-99051                       | TRANSFERS TO CITY MANAGER    | 17,577                | 24,132                | 0                     | 0                          | 0                       |
| 54-40-99052                       | TRANSFERS TO FINANCE         | 138,388               | 155,080               | 0                     | 0                          | 0                       |
| 54-40-99056                       | TRANSFERS TO PERSONNEL       | 0                     | 4,219                 | 0                     | 0                          | 0                       |
| 54-40-99057                       | TRANSFERS TO LEGAL SVCS      | 12,000                | 21,000                | 0                     | 0                          | 0                       |
| 54-40-99059                       | TRANSFERS TO IT              | 0                     | 4,939                 | 0                     | 0                          | 0                       |
| 54-40-99075                       | TRANSFERS TO PUBLIC WORKS    | 21,610                | 21,688                | 0                     | 0                          | 0                       |
| 54-40-99077                       | TRANSFERS TO GARAGE          | 17,126                | 25,248                | 0                     | 0                          | 0                       |
| 54-40-99085                       | TRANSFERS TO DEBT SERVICE    | 0                     | 30,905                | 30,905                | 23,179                     | 0                       |
| 54-40-99086                       | TRANSFER TO DEBT SERVICE WWP | 1,181,594             | 1,078,517             | 77,330                | -1,576,310                 | 625,275                 |
| 54-40-99090                       | TRFS TO RESERVES - DSR       | 106,518               | 0                     | 24,180                | 18,135                     | 16,120                  |
| 54-40-99998                       | GF INTERNAL SERVICES         | 0                     | 0                     | 430,683               | 323,012                    | 335,442                 |
| <b>TOTAL WASTE WATER EXPENSE:</b> |                              | <b>3,801,776</b>      | <b>4,249,488</b>      | <b>3,333,838</b>      | <b>692,730</b>             | <b>3,886,667</b>        |

# SANITATION

The Sanitation Fund is responsible for collecting all solid waste in the City and for collecting, processing, and selling recyclable materials. A downturn in the recyclables market has seen a decrease in the revenues from the sale of recyclables. However, the Sanitation Fund overall is able to cover the costs of this fund with user fees.

The Sanitation Fund consists of nine employees:

- 4 Sanitation Driver, Full-time
- 2 Sanitation Driver, Part-time
- 3 Recycle Coordinators, Full-time

**SANITATION**

| ACCOUNT NUMBER                       | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|--------------------------------------|-------------------------------|----------------|----------------|------------------|---------------------|------------------|
| 56-36-11400                          | RECYCLING REVENUE             | 8,884          | 7,838          | 5,000            | 3,554               | 5,000            |
| 56-36-21000                          | INTEREST/PENALTIES EARNED     | 0              | 102            | 0                | 0                   | 0                |
| 56-36-50000                          | UNASSIGNED REVENUES           | 4,800          | 0              | 0                | 0                   | 0                |
| 56-37-10550                          | USER FEES                     | 811,352        | 915,105        | 930,000          | 686,590             | 930,000          |
| 56-37-10551                          | USERS FEES - RECYCLING        | 24,221         | 27,407         | 24,500           | 20,370              | 24,500           |
| 56-37-10553                          | SPECIAL PICK-UP FEES          | 200            | 131            | 100              | 75                  | 150              |
| 56-38-51000                          | USE OF FUND BALANCE           | 0              | 0              | 0                | 0                   | 0                |
| 56-38-99010                          | TRANSFER FROM GENERAL FUND    | 0              | 0              | 120,304          | 0                   | 0                |
| <b>TOTAL SANITATION REVENUE:</b>     |                               | <b>849,457</b> | <b>950,582</b> | <b>1,079,904</b> | <b>710,589</b>      | <b>959,650</b>   |
| 56-40-11000                          | SALARIES - GENERAL            | 253,828        | 267,260        | 275,909          | 177,148             | 251,368          |
| 56-40-11001                          | OVERTIME - GENERAL            | 9,811          | 6,955          | 7,000            | 10,329              | 10,000           |
| 56-40-11050                          | SALARIES - PART TIME          | 0              | 14,441         | 24,336           | 21,317              | 24,600           |
| 56-40-11100                          | F.I.C.A.                      | 15,903         | 17,647         | 19,049           | 12,897              | 17,730           |
| 56-40-11200                          | MEDICARE                      | 3,719          | 4,127          | 4,455            | 3,016               | 4,147            |
| 56-40-11300                          | A.S.R.S.                      | 29,575         | 31,391         | 33,383           | 21,415              | 31,652           |
| 56-40-11302                          | A.S.R.S. PENSION EXPENSE      | 2,963          | -39,745        | 0                | 0                   | 0                |
| 56-40-11500                          | MEDICAL INSURANCE             | 39,029         | 48,813         | 48,784           | 30,467              | 42,520           |
| 56-40-11501                          | STANDARD DISABILITY INSURANCE | 1,273          | 1,672          | 1,474            | 1,384               | 1,402            |
| 56-40-11505                          | DEFERRED COMP                 | 6,672          | 7,164          | 6,613            | 4,172               | 6,126            |
| 56-40-11510                          | DENTAL INSURANCE              | 3,684          | 4,723          | 4,620            | 2,767               | 4,040            |
| 56-40-11600                          | LIFE INSURANCE                | 780            | 1,088          | 1,047            | 646                 | 951              |
| 56-40-11700                          | WORKERS COMPENSATION          | 15,182         | 23,356         | 32,719           | 18,511              | 27,073           |
| 56-40-11800                          | STATE UNEMPLOYMENT            | 0              | 0              | 0                | 0                   | 0                |
| <b>SANITATION PERSONNEL EXPENSE:</b> |                               | <b>382,419</b> | <b>388,893</b> | <b>459,389</b>   | <b>304,070</b>      | <b>421,609</b>   |

City of Bisbee Fiscal Year 19-20 Draft Budget

**SANITATION**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION            | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|----------------------------------|--------------------------------|----------------|----------------|------------------|---------------------|------------------|
| 56-40-12300                      | UNIFORMS & CLOTHING            | 747            | 816            | 600              | 900                 | 900              |
| 56-40-12500                      | RECRUITMENT/EMPLOYEE TESTING   | 245            | 140            | 798              | 0                   | 200              |
| 56-40-13100                      | BUSINESS TRAVEL                | 727            | 68             | 1,000            | 0                   | 500              |
| 56-40-13400                      | EDUCATION & TRAINING           | 0              | 292            | 1,000            | 225                 | 500              |
| 56-40-21000                      | ELECTRIC                       | 1,175          | 1,116          | 1,500            | 868                 | 1,500            |
| 56-40-23000                      | GAS                            | 620            | 748            | 700              | 668                 | 700              |
| 56-40-24000                      | TELEPHONE & FAX                | 2,807          | 3,132          | 3,500            | 1,916               | 3,500            |
| 56-40-24001                      | INTERNET                       | 0              | 0              | 0                | 297                 | 900              |
| 56-40-34000                      | CONTRACT SERVICES              | 2,574          | 3,145          | 3,000            | 2,817               | 3,000            |
| 56-40-34100                      | DOC WORKERS                    | 4,263          | 3,569          | 400              | 1,114               | 1,500            |
| 56-40-37000                      | PROPERTY, CASUALTY, LIABILITY  | 23,341         | 25,054         | 24,000           | 26,706              | 24,000           |
| 56-40-37100                      | INSURANCE CLAIMS & DEDUCTIBLES | 1,541          | 106            | 0                | 0                   | 1,000            |
| 56-40-42040                      | ADVERTISING                    | 259            | 853            | 100              | 0                   | 100              |
| 56-40-45100                      | DISPOSABLE EQUIP & TOOLS       | 375            | 125            | 500              | 190                 | 500              |
| 56-40-45200                      | SAFETY EQUIP & SUPPLIES        | 1,241          | 586            | 2,000            | 628                 | 2,000            |
| 56-40-45300                      | CUSTODIAL SUPPLIES             | 1,333          | 745            | 2,000            | 375                 | 1,000            |
| 56-40-46000                      | OPERATIONAL EXPENSES           | 7,790          | 5,769          | 10,000           | 682                 | 10,644           |
| 56-40-46561                      | COUNTY TIPPING FEE             | 224,604        | 224,089        | 225,000          | 117,890             | 220,000          |
| 56-40-46562                      | RECYCLING PROGRAM              | 2,006          | 11,856         | 3,000            | 11,970              | 12,000           |
| 56-40-47500                      | BAD DEBT                       | 64,624         | 15,138         | 65,000           | 0                   | 50,000           |
| 56-40-50100                      | BLDG REPAIR & MAINT            | 0              | 70             | 0                | 0                   | 0                |
| 56-40-55000                      | EQUIPMENT REPAIR & MAINT       | 2,191          | 250            | 3,000            | 0                   | 3,000            |
| 56-40-55200                      | NON CAP EQUIP PURCHASES        | 18,800         | 5,113          | 15,000           | 7,043               | 15,000           |
| 56-40-61000                      | VEHICLE PARTS & LABOR          | 16,584         | 26,220         | 25,000           | 15,141              | 25,000           |
| 56-40-62002                      | TIRES                          | 11,182         | 8,893          | 10,000           | 6,472               | 10,000           |
| 56-40-62003                      | GASOLINE                       | 4,985          | 1,417          | 5,000            | 1,477               | 5,000            |
| 56-40-62004                      | DIESEL                         | 21,167         | 20,784         | 21,000           | 16,212              | 21,000           |
| 56-40-81000                      | PRINCIPAL PMTS, LEASE PURCHAS  | 0              | 0              | 0                | 0                   | 0                |
| 56-40-81500                      | INTEREST PAYMENTS              | 1,512          | 657            | 0                | 0                   | 0                |
| 56-40-89000                      | DEPRECIATION EXPENSE           | 49,018         | 33,162         | 50,000           | 37,500              | 33,200           |
| 56-40-91000                      | CAPITAL EXPENDITURES           | 0              | 0              | 0                | 0                   | 0                |
| 56-40-95000                      | RESERVE ACCUMULATION           | 0              | 0              | 0                | 0                   | 8,567            |
| 56-40-99010                      | TRANSFER TO ADMIN & GEN        | 2,414          | 3,600          | 0                | 0                   | 0                |
| 56-40-99051                      | TRANSFERS TO CITY MANAGER      | 7,031          | 11,262         | 0                | 0                   | 0                |
| 56-40-99052                      | TRANSFERS TO FINANCE           | 74,901         | 79,263         | 0                | 0                   | 0                |
| 56-40-99054                      | TRANSFER TO WASTE WATER        | 0              | 415            | 0                | 0                   | 0                |
| 56-40-99056                      | TRANSFERS TO PERSONNEL         | 0              | 4,219          | 0                | 0                   | 0                |
| 56-40-99057                      | TRANSFERS TO LEGAL SVCS        | 3,600          | 6,000          | 0                | 0                   | 0                |
| 56-40-99059                      | TRANSFERS TO IT                | 0              | 1,975          | 0                | 0                   | 0                |
| 56-40-99075                      | TRANSFER TO PW ADMIN           | 0              | 0              | 0                | 0                   | 0                |
| 56-40-99077                      | TRANSFER TO GARAGE             | 29,358         | 33,664         | 0                | 0                   | 0                |
| 56-40-99085                      | TRANSFERS TO DEBT SERVICE      | 0              | 0              | 21,800           | 16,350              | 0                |
| 56-40-99099                      | TRANSFERS TO CAPITAL PROJECTS  | 0              | 0              | 0                | 0                   | 0                |
| 56-40-99975                      | TRANSFERS TO PW ADMIN          | 8,644          | 18,590         | 0                | 0                   | 0                |
| 56-40-99998                      | GF INTERNAL SERVICES           | 0              | 0              | 125,616          | 94,212              | 82,830           |
| <b>TOTAL SANITATION EXPENSE:</b> |                                | <b>974,078</b> | <b>941,793</b> | <b>1,079,903</b> | <b>665,722</b>      | <b>959,650</b>   |

# QUEEN MINE

The Queen Mine Tour 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 sales, the Queen Mine see over 50,000 visitors a year from all 50 states and from 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.

The Queen Mine Tour consists of 17 employees:

- 1 Full-time Mine Tour Operations Manager
- 1 Full-time Office Assistant
- 1 Full-time Admin Assistant
- 1 Full-time Mine Maintenance Mechanic
- 1 Full-time Gift Shop Attendant
- 1 Part-time Gift Shop Attendant
- 5 Part-time Train Attendants
- 5 Part-time Tour Guides
- 1 Full-time Tour Guide

**QUEEN MINE**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION           | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget   | Mar 2019 YTD Actual | 2019-20 Proposed |
|----------------------------------|-------------------------------|----------------|----------------|------------------|---------------------|------------------|
| 59-31-25000                      | TAX CREDITS TAKEN             | 448            | 464            | 0                | 317                 | 0                |
| 59-34-15001                      | MERCHANDISE SALES             | 328,385        | 335,711        | 300,000          | 263,688             | 320,000          |
| 59-34-15010                      | MAIL ORDER SALES              | 2,523          | 485            | 0                | 11                  | 0                |
| 59-34-17500                      | MINE TOURS                    | 473,420        | 483,872        | 400,000          | 367,325             | 420,000          |
| 59-36-11600                      | OVER/SHORT                    | 43             | 108            | 0                | -290                | 0                |
| 59-36-15003                      | VENDING MACHINE SALES         | 3,427          | 4,066          | 3,000            | 1,363               | 0                |
| 59-38-51000                      | USE OF FUND BALANCE           | 0              | 0              | 381,384          | 0                   | 330,777          |
| <b>TOTAL QUEEN MINE REVENUE:</b> |                               | <b>808,246</b> | <b>824,707</b> | <b>1,084,384</b> | <b>632,414</b>      | <b>1,070,777</b> |
| 59-40-11000                      | SALARIES - GENERAL            | 170,790        | 151,445        | 157,089          | 126,619             | 190,528          |
| 59-40-11001                      | OVERTIME - GENERAL            | 149            | 821            | 1,000            | 378                 | 1,000            |
| 59-40-11050                      | SALARIES - PART TIME          | 99,358         | 97,150         | 162,748          | 63,406              | 133,848          |
| 59-40-11100                      | F.I.C.A.                      | 16,489         | 15,130         | 19,830           | 11,616              | 20,173           |
| 59-40-11200                      | MEDICARE                      | 3,856          | 3,539          | 4,638            | 2,717               | 4,825            |
| 59-40-11300                      | A.S.R.S.                      | 15,944         | 18,741         | 24,290           | 16,198              | 24,923           |
| 59-40-11301                      | A.S.R.S - ALT CONTRIBUTION    | 6,871          | 5,649          | 6,264            | 2,482               | 6,378            |
| 59-40-11302                      | A.S.R.S. PENSION EXPENSE      | -2,482         | 8,950          | 0                | 0                   | 0                |
| 59-40-11500                      | MEDICAL INSURANCE             | 21,812         | 25,411         | 29,929           | 21,407              | 33,791           |
| 59-40-11501                      | STANDARD DISABILITY INSURANCE | 849            | 841            | 1,208            | 767                 | 1,384            |
| 59-40-11502                      | MEDICAL INS DEPENDENT SUPPL.  | 0              | 0              | 0                | 0                   | 1,487            |
| 59-40-11505                      | DEFERRED COMP                 | 4,057          | 3,990          | 4,057            | 3,178               | 4,869            |
| 59-40-11510                      | DENTAL INSURANCE              | 2,392          | 2,754          | 3,075            | 2,261               | 3,838            |
| 59-40-11600                      | LIFE INSURANCE                | 432            | 596            | 643              | 494                 | 756              |
| 59-40-11700                      | WORKERS COMPENSATION          | 6,371          | 8,324          | 11,897           | 7,681               | 11,424           |
| 59-40-11800                      | STATE UNEMPLOYMENT            | 0              | 0              | 0                | 0                   | 0                |
| <b>QUEEN MINE PERSONNEL:</b>     |                               | <b>346,889</b> | <b>343,340</b> | <b>426,668</b>   | <b>259,204</b>      | <b>439,224</b>   |

**QUEEN MINE**

| <b>ACCOUNT NUMBER</b>             | <b>ACCOUNT DESCRIPTION</b>     | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|-----------------------------------|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 59-40-12300                       | UNIFORMS & CLOTHING            | 173                   | 956                   | 0                     | 488                        | 1,500                   |
| 59-40-12500                       | RECRUITMENT/EMPLOYEE TESTING   | 0                     | 0                     | 0                     | 0                          | 200                     |
| 59-40-13100                       | BUSINESS TRAVEL                | 233                   | 955                   | 2,000                 | 804                        | 2,000                   |
| 59-40-13400                       | EDUCATION & TRAINING           | 565                   | 0                     | 1,000                 | 0                          | 1,000                   |
| 59-40-21000                       | ELECTRIC                       | 15,635                | 11,583                | 18,000                | 9,643                      | 16,000                  |
| 59-40-22000                       | WATER                          | 1,674                 | 1,142                 | 2,000                 | 845                        | 2,000                   |
| 59-40-22550                       | SEWER AND GARBAGE SERV.        | 4,552                 | 4,801                 | 4,900                 | 3,216                      | 4,900                   |
| 59-40-23000                       | GAS/WOOD                       | 350                   | 1,050                 | 2,000                 | 600                        | 2,000                   |
| 59-40-24000                       | TELEPHONE & FAX                | 1,745                 | 1,769                 | 2,000                 | 1,328                      | 2,000                   |
| 59-40-24001                       | INTERNET ACCESS FEE            | 825                   | 840                   | 800                   | 635                        | 850                     |
| 59-40-24110                       | RENTS/LEASES                   | 0                     | 10                    | 1,200                 | 10                         | 1,200                   |
| 59-40-31000                       | PROFESSIONAL FEES              | 0                     | 1,675                 | 0                     | 0                          | 0                       |
| 59-40-34000                       | CONTRACT SERVICES              | 1,697                 | 589                   | 1,600                 | 1,137                      | 1,600                   |
| 59-40-34100                       | DOC WORKERS                    | 3,536                 | 2,097                 | 3,700                 | 1,971                      | 3,700                   |
| 59-40-36000                       | MAINTENANCE &SUPPORT AGREEMN*  | 0                     | 0                     | 800                   | 0                          | 800                     |
| 59-40-37000                       | PROPERTY, CASUALTY, LIABILITY  | 30,232                | 28,582                | 36,000                | 0                          | 36,000                  |
| 59-40-37100                       | INSURANCE CLAIMS & DEDUCTIBLES | 0                     | 0                     | 500                   | 0                          | 500                     |
| 59-40-41000                       | DISPOSABLE EQUIPMENT/TOOLS     | 242                   | 298                   | 1,200                 | 204                        | 1,200                   |
| 59-40-41500                       | OFFICE SUPPLIES                | 3,887                 | 2,262                 | 2,000                 | 1,819                      | 2,300                   |
| 59-40-42040                       | ADVERTISING                    | 27,770                | 27,485                | 25,000                | 22,354                     | 25,000                  |
| 59-40-42050                       | NON CAP ADMIN EQUIP/FURN       | 1,731                 | 2,234                 | 1,900                 | 5,444                      | 1,900                   |
| 59-40-43110                       | CREDIT CARD FEES               | 20,900                | 19,755                | 20,000                | 13,526                     | 20,000                  |
| 59-40-43500                       | POSTAGE                        | 153                   | 23                    | 400                   | 3                          | 149                     |
| 59-40-45100                       | DISPOSABLE EQUIP & TOOLS       | 862                   | 1,384                 | 0                     | 420                        | 800                     |
| 59-40-45200                       | SAFETY EQUIP & SUPPLIES        | 5,041                 | 3,195                 | 6,000                 | 2,483                      | 6,000                   |
| 59-40-45300                       | CUSTODIAL SUPPLIES             | 3,402                 | 1,490                 | 3,400                 | 1,458                      | 3,000                   |
| 59-40-46000                       | OPERATIONAL EXPENSES           | 2,910                 | 1,179                 | 5,000                 | 1,290                      | 3,000                   |
| 59-40-46030                       | CONCESSION SUPPLIES            | 1,318                 | 490                   | 800                   | 1,229                      | 1,500                   |
| 59-40-46591                       | MERCHANDISE                    | 122,832               | 135,270               | 150,000               | 110,791                    | 150,000                 |
| 59-40-55000                       | EQUIPMENT REPAIR & MAINT       | 5,191                 | 3,120                 | 7,000                 | 418                        | 7,000                   |
| 59-40-55100                       | REPAIR & MAINT - OTHER         | 17,022                | 10,365                | 25,000                | 13,306                     | 25,000                  |
| 59-40-61000                       | VEHICLE PARTS & LABOR          | 642                   | 250                   | 1,000                 | 4,133                      | 1,000                   |
| 59-40-62003                       | GASOLINE                       | 810                   | 398                   | 800                   | 436                        | 800                     |
| 59-40-62004                       | DIESEL                         | 20                    | 0                     | 0                     | 0                          | 200                     |
| 59-40-63000                       | USE OF EMERGENCY RESERVES      | 0                     | 0                     | 100,000               | 0                          | 100,000                 |
| 59-40-89000                       | DEPRECIATION EXPENSE           | 13,027                | 10,108                | 13,100                | 9,825                      | 10,200                  |
| 59-40-91000                       | CAPITAL EXPENDITURES           | 0                     | 0                     | 77,000                | 0                          | 103,000                 |
| 59-40-99010                       | TRANSFER TO ADMIN & GEN        | 15,338                | 1,800                 | 0                     | 0                          | 0                       |
| 59-40-99020                       | TRANSFER BED TAX               | 16,000                | 16,000                | 16,000                | 12,000                     | 0                       |
| 59-40-99051                       | TRANSFERS TO CITY MANAGER      | 0                     | 8,044                 | 0                     | 0                          | 0                       |
| 59-40-99052                       | TRANSFERS TO FINANCE           | 25,122                | 34,462                | 0                     | 0                          | 0                       |
| 59-40-99056                       | TRANSFERS TO PERSONNEL         | 0                     | 4,219                 | 0                     | 0                          | 0                       |
| 59-40-99057                       | TRANSFERS TO LEGAL SVCS        | 6,000                 | 6,000                 | 0                     | 0                          | 0                       |
| 59-40-99059                       | TRANSFERS TO IT                | 0                     | 4,939                 | 0                     | 0                          | 0                       |
| 59-40-99099                       | TRANSFERS TO CAPITAL PROJECTS  | 0                     | 0                     | 0                     | 0                          | 0                       |
| 59-40-99929                       | TRANSFERS TO FUND BALANCE      | 0                     | 0                     | 0                     | 0                          | 0                       |
| 59-40-99998                       | GF INTERNAL SERVICES           | 0                     | 0                     | 125,616               | 94,212                     | 93,254                  |
| <b>TOTAL QUEEN MINE EXPENSES:</b> |                                | <b>698,324</b>        | <b>694,157</b>        | <b>1,084,384</b>      | <b>575,231</b>             | <b>1,070,777</b>        |

# MISCELLANEOUS GRANTS

This budget reflects grants not accounted for elsewhere in the budget. Most recently it has been used to account for various Library Grants and the USDA Grant for the Science Center.

**MISCELLANEOUS GRANTS**

| <b>ACCOUNT NUMBER</b>                      | <b>ACCOUNT DESCRIPTION</b>     | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 78-30-23008                                | LIBRARY LSTA GRANT,FED THRU AZ | 0                     | 4,286                 | 0                     | 4,000                      | 0                       |
| 78-30-23011                                | LIBRARY - BAC GRANT            | 0                     | 0                     | 500                   | 0                          | 0                       |
| 78-30-23012                                | FREEPORT SANJOSE LIBRARY ANNEX | 0                     | 40,000                | 0                     | 0                          | 0                       |
| 78-30-23013                                | LSTA SANJOSE LIBRARY ANNEX     | 0                     | 0                     | 0                     | 25,422                     | 0                       |
| 78-30-23112                                | LIBRARY GRANTS                 | 0                     | 5,000                 | 10,000                | 0                          | 10,000                  |
| 78-30-23113                                | SCIENCE CENTER GRANT           | 0                     | 34,808                | 120,000               | 16,126                     | 12,500                  |
| 78-30-23202                                | ADOT - BISBEE BUS              | 0                     | 0                     | 0                     | 0                          | 0                       |
| 78-30-79000                                | MISCELLANEOUS GRANTS           | 0                     | 0                     | 0                     | 0                          | 500,000                 |
| 78-38-99966                                | TRANSFERS FROM GEN FUND        | 0                     | 0                     | 20,000                | 0                          | 0                       |
| 78-38-99996                                | TRANSFERS FROM BISBEE BUS      | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL MISCELLANEOUS GRANTS REVENUE:</b> |                                | <b>0</b>              | <b>84,093</b>         | <b>150,500</b>        | <b>45,547</b>              | <b>522,500</b>          |
| 78-40-23008                                | LIBRARY LSTA GRANT,FED THRU AZ | 0                     | 3,374                 | 0                     | 10,406                     | 0                       |
| 78-40-23011                                | LIBRARY - BAC GRANT            | 0                     | 0                     | 500                   | 0                          | 0                       |
| 78-40-23012                                | FREEPORT SANJOSE LIBRARY ANNEX | 0                     | 8,419                 | 20,000                | 10,634                     | 0                       |
| 78-40-23013                                | LSTA SANJOSE LIBRARY ANNEX     | 0                     | 0                     | 0                     | 15,561                     | 0                       |
| 78-40-23112                                | LIBRARY GRANTS                 | 0                     | 4,422                 | 10,000                | 0                          | 10,000                  |
| 78-40-23113                                | SCIENCE CENTER GRANT           | 0                     | 27,808                | 120,000               | 31,520                     | 12,500                  |
| 78-40-79000                                | MISCELLANEOUS GRANTS           | 0                     | 0                     | 0                     | 0                          | 500,000                 |
| <b>TOTAL MISCELLANEOUS GRANTS EXPENSE:</b> |                                | <b>0</b>              | <b>44,022</b>         | <b>150,500</b>        | <b>68,120</b>              | <b>522,500</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 various funding sources. These monies are then used to make the appropriate debt payments on the lease purchase.

**DEBT SERVICE FUND**

| <b>ACCOUNT NUMBER</b>              | <b>ACCOUNT DESCRIPTION</b>    | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|------------------------------------|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 85-38-99010                        | TRANSFER FROM GFUND ADMIN/GEN | 16,561                | 0                     | 0                     | -56,986                    | 30,000                  |
| 85-38-99054                        | TRANSFER FROM WASTE WATER     | 0                     | 30,905                | 30,905                | 23,179                     | 0                       |
| 85-38-99056                        | TRANSFER FROM SANITATION      | 0                     | 0                     | 21,800                | 16,350                     | 0                       |
| 85-38-99062                        | TRANSFER FROM POLICE          | 0                     | 0                     | 17,000                | -1,417                     | 0                       |
| 85-38-99999                        | OTHER REVENUE                 | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL DEBT SERVICE REVENUE:</b> |                               | <b>16,561</b>         | <b>30,905</b>         | <b>69,705</b>         | <b>-18,874</b>             | <b>30,000</b>           |
| 85-60-81000                        | PRINCIPAL PAYMENTS, CAP LEASE | 0                     | 0                     | 0                     | 0                          | 25,000                  |
| 85-60-81500                        | INTEREST PAYMENTS, CAP LEASE  | 0                     | 0                     | 0                     | 0                          | 5,000                   |
| 85-70-81000                        | PRINCIPAL PMTS, LEASE PURCHAS | 16,049                | 22,759                | 52,860                | 23,194                     | 0                       |
| 85-70-81500                        | INTEREST PMTS, LEASE PURCHASE | 512                   | 8,147                 | 16,845                | 7,555                      | 0                       |
| 85-80-81000                        | PRINCIPAL PMTS, NOTES PAYABLE | 0                     | 0                     | 0                     | 0                          | 0                       |
| 85-80-81500                        | INTEREST PMTS, NOTES PAYABLE  | 0                     | 0                     | 0                     | 0                          | 0                       |
| 85-90-99900                        | TRANSFERS OUT                 | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL DEBT SERVICE EXPENSE:</b> |                               | <b>16,561</b>         | <b>30,905</b>         | <b>69,705</b>         | <b>30,749</b>              | <b>30,000</b>           |

# DEBT SERVICE – WASTEWATER TREATMENT PLANT

This fund accounts for the accumulation of resources and payment of debt related to the Wastewater Treatment Plant, and includes the annual debt payments to WIFA for the Solar Loan and US Bank for the Wastewater Treatment Plant Debt Restructure.

**DEBT SERVICE FUND - WASTE WATER TREATMENT PLANT**

| <b>ACCOUNT NUMBER</b>                      | <b>ACCOUNT DESCRIPTION</b>    | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 86-36-21000                                | INTEREST INCOME               | 1,724                 | 1,738                 | 1,600                 | 60                         | 0                       |
| 86-36-22500                                | GRANT REVENUE                 | 0                     | 0                     | 0                     | 0                          | 0                       |
| 86-38-99000                                | TRANSFERS IN - DEBT SERVICE   | 1,181,594             | 1,078,517             | 77,330                | -1,616,173                 | 625,275                 |
| 86-38-99010                                | TRF IN--DEBT SERVICE RESERVES | 106,518               | 0                     | 24,180                | 57,998                     | 16,120                  |
| <b>TOTAL DEBT SVC FUND - WWTP REVENUE:</b> |                               | <b>1,289,836</b>      | <b>1,080,255</b>      | <b>103,110</b>        | <b>-1,558,115</b>          | <b>641,395</b>          |
| 86-40-98010                                | RESERVE ACCUMULATION          | 0                     | 0                     | 25,780                | 0                          | 16,120                  |
| 86-80-81000                                | PRINCIPAL PAYMENTS            | 827,312               | 856,614               | 48,704                | 48,704                     | 310,794                 |
| 86-80-81500                                | INTEREST PAYMENTS             | 338,779               | 117,913               | 28,626                | 162,072                    | 314,481                 |
| <b>TOTAL DEBT SVC FUND - WWTP EXPENSE:</b> |                               | <b>1,166,091</b>      | <b>974,527</b>        | <b>103,110</b>        | <b>210,776</b>             | <b>641,395</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. The 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.

This fund currently has approximately \$25,800 available to spend on projects designated by the Youth Council. The Youth Council has expressed interest in replacing the lighting at the softball field with part of these funds.

**YOUTH FUND**

| <b>ACCOUNT NUMBER</b>            | <b>ACCOUNT DESCRIPTION</b>   | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|----------------------------------|------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 89-36-21000                      | INTEREST INCOME              | 886                   | 1,743                 | 900                   | 1,992                      | 1,000                   |
| 89-36-50010                      | FUND RAISING PROCEEDS        | 0                     | 0                     | 0                     | 0                          | 1,000                   |
| 89-36-99925                      | USE OF FUND BALANCE          | 0                     | 0                     | 9,100                 | 0                          | 8,000                   |
| <b>TOTAL YOUTH FUND REVENUE:</b> |                              | <b>886</b>            | <b>1,743</b>          | <b>10,000</b>         | <b>1,992</b>               | <b>10,000</b>           |
| 89-40-50000                      | AUTHORIZED EXPENDITURES      | 500                   | 111                   | 2,000                 | 323                        | 2,000                   |
| 89-40-90000                      | CAPITAL EXPENDITURES         | 0                     | 0                     | 8,000                 | 0                          | 8,000                   |
| 89-40-99099                      | TRANSFER TO CAPITAL PROJECTS | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL YOUTH FUND EXPENSE:</b> |                              | <b>500</b>            | <b>111</b>            | <b>10,000</b>         | <b>323</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 through 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.

**BISBEE BUS FUND**

| ACCOUNT NUMBER                            | ACCOUNT DESCRIPTION            | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | Mar 2019 YTD Actual | 2019-20 Proposed |
|---|--------------------------------|----------------|----------------|----------------|---------------------|------------------|
| 96-30-50000                               | ADOT GRANT                     | 0              | 98,000         | 0              | 0                   | 0                |
| 96-30-50045                               | SEAGO TRANSPORTATION           | 78,650         | 26,384         | 25,000         | 16,908              | 27,000           |
| 96-30-50050                               | BUS LOCAL SHARE                | 15,322         | 14,352         | 16,000         | 9,663               | 16,000           |
| 96-30-50060                               | FEDERAL SHARE                  | 259,796        | 178,208        | 235,406        | 84,956              | 235,406          |
| 96-30-50999                               | OTHER REVENUE                  | 0              | 2,500          | 0              | 0                   | 0                |
| 96-36-11087                               | INSURANCE REIMBURSEMENTS       | 0              | 0              | 0              | 11,434              | 0                |
| 96-38-50010                               | GAIN/LOSS ON DISPOSAL OF ASSET | 0              | -15,489        | 0              | 0                   | 0                |
| 96-38-51000                               | USE OF FUND BALANCE            | 0              | 0              | 0              | 0                   | 0                |
| 96-38-99010                               | TRANSFERS FROM GEN FUND        | 9,833          | 0              | 74,430         | 0                   | 42,344           |
| 96-38-99999                               | OTHER REVENUE & TRANSFERS      | 0              | 0              | 0              | 0                   | 0                |
| <b>TOTAL BISBEE BUS FUND REVENUE:</b>     |                                | <b>363,600</b> | <b>303,956</b> | <b>350,836</b> | <b>122,960</b>      | <b>320,750</b>   |
| 96-40-11000                               | SALARIES - GENERAL             | 0              | 12,617         | 7,575          | 6,208               | 12,700           |
| 96-40-11050                               | SALARIES - PART TIME           | 0              | 14,158         | 20,524         | 11,226              | 20,000           |
| 96-40-11990                               | COMBINED ERE                   | 0              | 6,685          | 5,687          | 3,567               | 6,000            |
| <b>BISBEE BUS FUND PERSONNEL EXPENSE:</b> |                                | <b>0</b>       | <b>33,460</b>  | <b>33,786</b>  | <b>21,001</b>       | <b>38,700</b>    |
| 96-40-37000                               | PROPERTY, CASUALTY, LIABILITY  | 0              | 0              | 0              | 1,592               | 0                |
| 96-40-41505                               | ADMIN MISC EXPENSES            | 1,608          | 1,072          | 2,000          | 646                 | 2,000            |
| 96-40-41606                               | CONTRACTOR OPERATING EXPENSES  | 214,890        | 209,951        | 210,000        | 108,657             | 210,000          |
| 96-40-41607                               | CITY OPERATING EXPENSE         | 17,756         | 23,981         | 69,000         | 6,957               | 24,000           |
| 96-40-43500                               | POSTAGE                        | 2              | 9              | 50             | 13                  | 50               |
| 96-40-52500                               | PROPERTY, CASUALTY, LIABILITY  | 5,710          | 5,975          | 6,000          | 4,777               | 6,000            |
| 96-40-62000                               | FUEL & LUBRICANTS              | 23,685         | 22,156         | 30,000         | 16,369              | 30,000           |
| 96-40-70000                               | de minimus indirect costs      | 0              | 9,827          | 0              | 7,246               | 10,000           |
| 96-40-91000                               | CAPITAL EXPENDITURES           | 120,950        | 82,511         | 0              | 0                   | 0                |
| 96-40-99010                               | TRANSFER TO GENERAL FUND       | 0              | 0              | 0              | 0                   | 0                |
| 96-40-99078                               | TRANSFER GRANT MATCH           | 0              | 0              | 0              | 0                   | 0                |
| <b>TOTAL BISBEE BUS FUND EXPENSE:</b>     |                                | <b>384,601</b> | <b>388,943</b> | <b>350,836</b> | <b>167,259</b>      | <b>320,750</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.

No capital improvements are scheduled for this fiscal year.

**CAPITAL IMPROVEMENT FUND**

| <b>ACCOUNT NUMBER</b>                          | <b>ACCOUNT DESCRIPTION</b>    | <b>2016-17 Actual</b> | <b>2017-18 Actual</b> | <b>2018-19 Budget</b> | <b>Mar 2019 YTD Actual</b> | <b>2019-20 Proposed</b> |
|--|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-------------------------|
| 99-30-50999                                    | MISC. INCOME                  | 6,117                 | 50,069                | 0                     | 5,570                      | 0                       |
| 99-38-51000                                    | USE OF RESERVES               | 0                     | 0                     | 0                     | 0                          | 0                       |
| 99-38-99010                                    | Transfers from General Fund   | 0                     | 0                     | 50,000                | 0                          | 0                       |
| 99-38-99020                                    | TRANSFERS FROM VISITOR CENTER | 0                     | 0                     | 0                     | 0                          | 0                       |
| 99-38-99021                                    | TRANSFER FROM STREETS         | 0                     | 0                     | 0                     | 0                          | 0                       |
| 99-38-99054                                    | TRANSFER FROM WASTEWATER      | 0                     | 0                     | 0                     | 0                          | 0                       |
| 99-38-99056                                    | TRANSFER FROM SANITATION      | 0                     | 0                     | 0                     | 0                          | 0                       |
| 99-38-99059                                    | TRANSFER FROM QUEEN MINE      | 0                     | 0                     | 0                     | 0                          | 0                       |
| 99-38-99089                                    | TRANSFER FROM YOUTH FUND      | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL CAPITAL IMPROVEMENT FUND REVENUE:</b> |                               | <b>6,117</b>          | <b>50,069</b>         | <b>50,000</b>         | <b>5,570</b>               | <b>0</b>                |
| 99-40-05408                                    | FEMA-MULE GULCH CHANNEL DRAIN | 0                     | 39,655                | 0                     | 0                          | 0                       |
| 99-40-16200                                    | POLICE MICRO ANTENNI          | 0                     | 0                     | 50,000                | 0                          | 0                       |
| 99-40-90400                                    | EQUIPMENT                     | 0                     | 0                     | 0                     | 0                          | 0                       |
| <b>TOTAL CAPITAL IMPROVEMENT FUND EXPENSE:</b> |                               | <b>0</b>              | <b>39,655</b>         | <b>50,000</b>         | <b>0</b>                   | <b>0</b>                |
| <b>TOTAL REVENUE ALL FUNDS:</b>                |                               | <b>14,048,314</b>     | <b>16,425,184</b>     | <b>16,190,742</b>     | <b>8,176,063</b>           | <b>18,741,299</b>       |
| <b>TOTAL EXPENSES ALL FUNDS:</b>               |                               | <b>15,240,462</b>     | <b>15,411,881</b>     | <b>16,189,269</b>     | <b>8,779,436</b>           | <b>18,741,299</b>       |
| <b>TOTAL REVENUE OVER EXPENSES ALL FUNDS:</b>  |                               | <b>-1,192,148</b>     | <b>1,013,302</b>      | <b>1,473</b>          | <b>-603,372</b>            | <b>0</b>                |