



CITY OF BISBEE

PROPOSED BUDGET FISCAL YEAR 2018



GENERAL GOVERNMENT DEPARTMENTS

- Mayor & Council
- City Manager
- Finance
- City Clerk
- Admin General Government
- Personnel
- Information Technology
- Magistrate & Legal
- Debt Service Funds

MAYOR & COUNCIL

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

MAYOR & COUNCIL BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Salaries – General	19,200	18,900	19,200
FICA	1,190	1,172	1,190
Medicare	278	275	278
Workers Comp	45	45	62
Total Mayor & Council Personnel Expense:	20,713	20,392	20,730
Business Travel	500	50	500
Education & Training	4,000	1,290	3,000
Subscriptions & Dues	6,500	6,506	6,500
Telephone & Fax	0	0	0
Office Supplies	500	300	250

MAYOR & COUNCIL BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17 Y/E Estimate	FY18 Budget (proposed)
Printing & Reproduction	200	0	100
Advertising	100	0	0
Fourth of July Fireworks	3,500	3,500	3,500
Postage	100	0	50
Operational Expenses	2,000	621	700
Total Mayor & Council Expense:	38,113	33,109	35,330

CITY MANAGER – BUDGET HIGHLIGHTS

FY17	Admin Assistant/Personnel	Personnel Director	5th Finance Position	Total
Salary	27,893	0	42,286	70,179
Benefits	12,337	0	15,124	27,461
Total:	40,230	0	57,410	97,640
FY18	PT Executive Assistant	Personnel Director	5th Finance Position	Total
Salary	19,266	60,900	0	80,166
Benefits	1,536	19,209	0	20,746
Total:	20,802	80,109	0	100,912
Overall Increase to FY18 Budget:				\$3,272

CITY MANAGER

- Budget Highlights
 - Increased expenses \$25,199 by reducing expenses in Finance and shifting duties of previous Executive Assistant/Personnel position that is budgeted to Personnel in FY17
 - Added a position for a part-time (19.5 hour/week) executive assistant to the City Manager (CM). This was a vacant position that has not been filled the last few fiscal years. This person's duties will include:
 - Coordinate CM meetings, screen and often respond to CM emails, phone calls and mail, prepare CM correspondence, prepare CM leave requests, address citizen complaints
 - Prepare and distribute Weekly CM Report, maintain Weekly Project Status Report, maintain Strategic Goals Benchmarking report, prepare CM Annual Economic Outlook Article, prepare presentations
 - Attend CM meetings (Department Head, Chat with the City Manager, etc) and take minutes
 - Make CM travel arrangements, prepare CM credit card payment requests and stamp approval
 - Assist Community Development Director (pending appointment), maintain CM files, and other duties as assigned.
 - Increased business travel expense to allow for travel to ICMA, ACMA, and AZ League of Cities and Towns meetings

CITY MANAGER BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Salaries – General	100,006	96,227	101,061
Salaries – Part-Time	0	0	19,266
Overtime – General	0	86	0
FICA	6,200	5,736	7,460
Medicare	1,450	1,341	1,745
A.S.R.S.	11,481	10,437	11,622
Medical Insurance	5,132	6,224	5,492
Standard Disability Insurance	248	249	248
Deferred Compensation	811	975	811
Dental Insurance	641	777	672

CITY MANAGER BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Life Insurance	102	123	126
Worker's Comp	237	228	391
Total City Manager Personnel Expense:	126,308	122,403	148,894
Business Travel	500	1,857	3,038
Education & Training	600	600	600
Subscriptions & Dues	1,000	1,283	1,300
Telephone & Fax	1,000	807	800
Professional Fees	0	0	0
Office Supplies	300	700	300
Admin Special Supplies	0	0	0

CITY MANAGER BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Advertising	0	0	0
Postage	100	10	75
Operational Expenses	7,000	7,000	7,000
Total City Manager Expense:	136,808	134,660	162,007

FINANCE

- Budget Highlights
 - Decreased expenses \$48,881 through eliminations of 5th full-time employee
 - Left the part-time employee position who will assist with the financial management portion of the bus grant, ambulance billing, payroll entry and other office duties as assigned
 - Increased professional fees for continued work on the 5 year budget forecast and plan

FINANCE BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Salaries – General	228,577	199,841	180,175
Overtime – General	1,000	395	1,600
Salaries – Part-Time	5,000	0	18,720
FICA	14,544	12,357	12,431
Medicare	3,401	2,891	2,907
A.S.R.S.	26,357	21,977	20,906
A.S.R.S. Alternate Contribution	0	0	0
Medical Insurance	25,661	23,801	16,475
Standard Disability Insurance	1,058	966	810
Deferred Compensation	4,057	3,771	3,246

FINANCE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Dental Insurance	2,798	2,363	1,828
Life Insurance	510	473	504
Worker's Comp	556	392	652
State Unemployment	0	3,960	0
Total Finance Personnel Expense:	313,519	273,187	260,254
Business Travel	3,000	344	2,500
Education & Training	3,000	460	2,500
Subscriptions & Dues	1,000	558	660
Professional Fees	2,000	3,231	5,000
Auditing & Accounting	39,100	39,100	40,000

FINANCE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17 Y/E Estimate	FY18 Budget (proposed)
Contract Services	12,200	10,615	12,500
Maintenance & Support Agreements	0	0	0
Office Supplies	3,000	1,661	3,000
Admin Special Supplies	4,000	3,782	4,500
Printing & Reproduction	0	52	50
Books & Reference Material	1,000	0	1,000
Advertising	2,500	2,500	2,700
Non-Capital Admin Equipment/Furniture	1,500	60	1,149
Fees-Fund Management	12,000	11,201	12,500
Credit Card Fees	8,400	11,303	10,000

FINANCE BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17 Y/E Estimate	FY18 Budget (proposed)
Other Fees	250	321	250
Postage & Meter Tapes	15,000	12,686	14,000
Operational Expenses	0	161	25
Total Finance Expense:	421,469	371,222	372,588

CITY CLERK

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

CITY CLERK BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Salaries – General	82,363	92,244	95,017
Overtime – General	1,500	0	1,500
FICA	5,199	5,117	5,984
Medicare	798	1,197	1,399
A.S.R.S.	9,627	10,590	11,099
Medical Insurance	5,132	5,774	5,492
Standard Disability Insurance	363	363	363
Deferred Compensation	1,623	1,826	1,623
Dental Insurance	0	722	672
Life Insurance	204	230	252

CITY CLERK BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Worker's Comp	199	219	314
Total City Clerk Personnel Expense:	107,426	118,282	123,715
Business Travel	1,500	862	1,500
Education & Training	1,200	0	1,200
Subscriptions & Dues	500	500	500
Contract Services	0	463	0
Maintenance & Support Agreements	2,000	1,281	2,000
Office Supplies	2,500	968	2,500
Books & Reference Materials	0	0	0
Advertising	2,000	442	2,000

CITY CLERK BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Non-Capital Admin Equipment/Furniture	800	975	800
Postage	250	248	250
Operational Expenses	500	161	500
Election Expense	20,000	15,964	15,000
Total City Clerk Expense:	138,676	140,146	149,965

ADMIN & GENERAL GOVERNMENT

- Budget Highlights
 - Decreased expenses \$799,549
 - Decrease is mainly due to elimination of the transfer of Street Sales Tax. This tax increase is now recorded directly as revenues to Streets per direction from City Auditors
 - No amount allocated to Transfer to Capital Projects – Vehicles.
 - Debt service payment decreased. Only one more debt service payment out of the general fund is owed for the police vehicles purchased in 2012

ADMIN & GENERAL GOVERNMENT BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Electric	15,000	12,885	13,000
Water	3,000	2,073	3,000
Sewer & Garbage Services	3,800	3,984	4,000
Gas	500	455	500
Rent/Lease	1,000	877	1,000
Professional Fees	6,515	7,584	7,000
Contact Services	8,000	6,846	8,000
Property, Casualty, Liability	150,000	140,822	150,000
Insurance Claims & Deductibles	5,000	1,037	5,000
Office Supplies	3,000	1,401	3,000

ADMIN & GENERAL GOVERNMENT BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17 Y/E Estimate	FY18 Budget (proposed)
Non-Capital Admin Equipment/Furniture	500	35	500
Postage	2,400	100	2,400
Health Reimbursement	5,000	2,019	5,000
Operational Expenses	5,500	1,787	5,000
Gasoline	3,000	2,856	3,500
Transfer Bed Tax/Fund 20	150,000	137,178	140,000
Transfer to Streets	703,000	0	0
Transfer to Airport	12,500	0	5,160
Transfer to Waste Water	351,429	326,313	343,200
Transfer to Debt Service	15,000	15,000	0

ADMIN & GENERAL GOVERNMENT BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Transfer to Bisbee Bus	19,665	0	0
Transfer to Capital Projects – Vehicles	35,000	0	0
Total Admin & General Government Expense:	1,498,809	663,252	699,260

PERSONNEL

■ Budget Highlights

- Increased expenses \$49,803 by reducing expenses in Finance and shifting duties of previous Executive Assistant/Personnel position that is budgeted to Personnel in FY17
- Filled the vacant Personnel Director Position required by City Charter. This position was not included in FY17 budget but has been included in previous years. This position is covered by moving the 5th full-time position out of Finance and into Personnel
- Added \$10,000 to the budget for a Wage/Classification Job Study

CITY MANAGER – BUDGET HIGHLIGHTS

FY17	Admin Assistant/Personnel	Personnel Director	5th Finance Position	Total
Salary	27,893	0	42,286	70,179
Benefits	12,337	0	15,124	27,461
Total:	40,230	0	57,410	97,640
FY18	PT Executive Assistant	Personnel Director	5th Finance Position	Total
Salary	19,266	60,900	0	80,166
Benefits	1,536	19,209	0	20,746
Total:	20,802	80,109	0	100,912
Overall Increase to FY18 Budget:				\$3,272

PERSONNEL BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Salaries – General	27,893	26,075	60,900
Overtime	0	515	0
FICA	1,729	1,503	3,776
Medicare	404	351	883
A.S.R.S.	3,202	3,029	7,004
Medical Insurance	5,132	3,336	5,492
Standard Disability Insurance	248	0	248
Deferred Compensation	811	528	811
Dental Insurance	641	366	672
Life Insurance	102	66	126

PERSONNEL BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Worker's Comp	66	63	198
Total Personnel Salary Expense:	40,228	35,832	80,110
Recruitment/Employee Testing	500	0	500
Business Travel	250	132	250
Education & Training	2,000	0	1,700
Subscriptions & Dues	200	0	200
Office Supplies	500	1,100	850
Admin Special Supplies	200	70	150
Advertising	100	0	100
Non-Capital Admin Equipment/Furniture	500	0	421

PERSONNEL BUDGET (CONTINUED)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Postage	50	50	50
Operational Expense	0	0	10,000
Total Personnel Expense:	44,528	37,184	94,331

LEGAL SERVICES

(NO CHANGES TO BUDGETED AMOUNTS)

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Subscriptions & Dues	0	0	0
Professional Fees – Legal	60,000	60,000	60,000
Office Supplies	300	0	0
Printing & Reproduction	0	0	0
Postage	25	0	0
Total Legal Services Expense:	60,325	60,000	60,000

INFORMATION SYSTEMS

- Budget Highlights
 - Increased expenses \$32,290
 - Increased Professional Fees to \$50,000 for actual costs to maintain the City's Information Technology (IT) systems which was under budgeted in FY17. The City will be issuing a Request for Purchase for IT Services as well as exploring the possibility of an Intergovernmental Agreement with Cochise County
 - Added \$7,000 to equipment expense for the purchase of a new switch and any technology improvement that may be needed

INFORMATION SYSTEMS BUDGET

Account Description	FY17 Budget	FY17 Y/E Estimate	FY18 Budget (proposed)
Telephone & Fax	15,210	15,323	15,500
TI Line for Internet Access	3,000	2,625	3,000
Professional Fees	25,000	35,000	50,000
Contract Services	32,000	30,000	32,000
Maintenance & Support Agreements	1,270	20	1,270
Operational Expenses	2,000	0	2,000
Non-Capital Equipment Purchases	10,000	1,968	17,000
Total Information Systems Expense:	88,480	84,936	120,770

CITY MAGISTRATE BUDGET (NO CHANGES TO BUDGETED AMOUNTS)

Account Description	FY17 Budget	FY17 Y/E Estimate	FY18 Budget (proposed)
Professional Fees	12,000	12,000	12,000
Contract Services	26,000	26,000	26,000
Total City Magistrate Expense:	38,000	38,000	38,000

LIBRARY

- Budget Highlights
 - Decreased expenses \$14,008
 - Increased one part-time employee's hours from 19.5 hours per week to 30 hours per week to maintain the level of services provided by the library
 - Reduced building maintenance and repair cost
 - The Library will seek donations to provide funding for a part-time Children's Literacy Outreach Coordinator for age groups from Pre-K through Middle School

LIBRARY BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Salaries – General	34,320	35,640	34,320
Overtime – General	0	0	0
Salaries – Part-Time	30,753	22,724	27,248
FICA	4,035	3,675	3,817
Medicare	944	860	893
A.S.R.S.	3,940	4,092	5,884
A.S.R.S. Alternate Contribution	0	873	973
Medical Insurance	5,132	5,774	5,492
Standard Disability Insurance	200	249	200
Deferred Compensation	811	914	811

LIBRARY BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Dental Insurance	235	264	242
Life Insurance	102	116	126
Worker's Compensation	154	329	1,280
State Unemployment	0	6,840	0
Total Library Personnel Expense:	80,626	82,350	81,286
Business Travel	500	0	250
Education & Training	1,500	0	250
Subscriptions & Dues	350	0	0
Electric	11,120	7,335	9,000
Water	1,100	1,463	1,100

LIBRARY BUDGET

Account Description	FY17 Budget	FY17 Y/E Estimate	FY18 Budget (proposed)
Sewer & Garbage	1,293	1,083	1,293
Telephone & Fax	4,900	4,920	4,900
Internet Access	0	402	300
Professional Fees	0	413	500
Contract Services	4,480	4,505	4,480
DOC Workers	1,000	500	1,000
Office Supplies	2,200	1,299	2,200
Advertising	100	0	100
Non-Capital Admin Equipment/Furniture	1,200	3,733	1,200
Postage	2,800	1,140	2,800

LIBRARY BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
Custodial Supplies	900	1,361	900
Operational Expenses	2,550	0	2,000
Books	7,500	4,197	7,500
Audio Visual Materials	1,500	960	1,200
Children's Materials	1,200	723	1,200
Periodicals	2,800	780	2,152
Electronic Media	1,400	1,830	1,400
Building Repair & Maintenance	20,000	1,706	10,000
Equipment Repair & Maintenance	500	162	500
Total Library Expense:	151,519	120,862	137,511

DEBT SERVICE – G.O. DEBT

- Budget Highlights
 - Budget reflects the principal and interest payments due on general long-term debt of the City.
 - Payments include one payment remaining on the Police Car lease, two payments remaining on the Garbage Truck lease, and the new lease for the Vector Truck expected to be delivered in August of 2017 (semi-annual payments beginning July 1).

DEBT SERVICE BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
Transfer From GF Admin/Gen	15,000	8,281	0
Transfer From RICO Fund	16,561	0	8,281
Transfer From Waste Water	0	0	30,905
Transfer From Sanitation	21,768	21,768	21,768
Total Debt Service Revenue:	53,329	30,049	60,954
<i>Expenses</i>			
Principal Payments, Lease Purchase	51,305	28,331	52,037
Interest Payments, Lease Purchase	2,024	1,718	8,917
Total Debt Service Expense:	53,329	30,049	60,954

DEBT SERVICE WASTE WATER TREATMENT PLANT (WWTP)

- **Budget Highlights**

- This budget includes all payments due in Fiscal Year 2017-18 for the repayment of loans and amounts transferred to debt service reserve accounts per loan agreement
- Loans due are to the USDA and WIFA for construction of the Waste Water Treatment Plant and Plant Solar Power

DEBT SERVICE WWTP BUDGET

Account Description	FY17 Budget	FY17Y/E Estimate	FY18 Budget (proposed)
<i>Revenues</i>			
Interest Income	100	1,713	1,500
Transfers In – Debt Service	1,181,594	1,181,594	1,175,736
Transfers In – Debt Service Reserves	106,518	106,518	106,680
Total Debt Service WWTP Revenue:	1,288,212	1,289,825	1,283,916
<i>Expenses</i>			
Reserve Accumulation	106,518	106,518	108,180
Principal Payments	829,355	1,242,647	847,994
Interest Payments	352,339	182,661	327,742
Total Debt Service WWTP Expense:	1,288,212	1,425,308	1,283,916