

# **Tentative Budget Fiscal Year 2013**



**July 1, 2012 – June 30, 2013  
Approved by Mayor and Council  
May 17, 2012**

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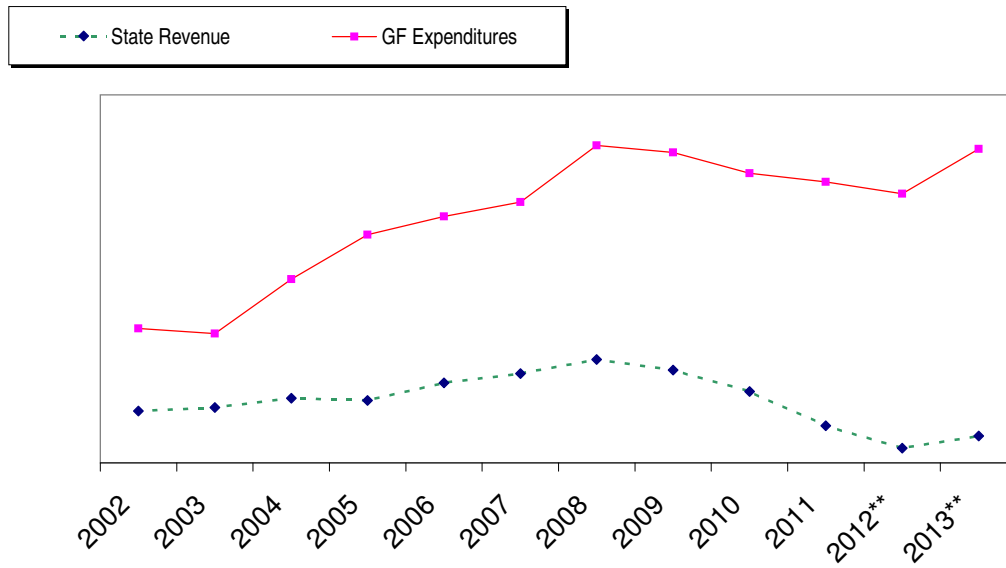
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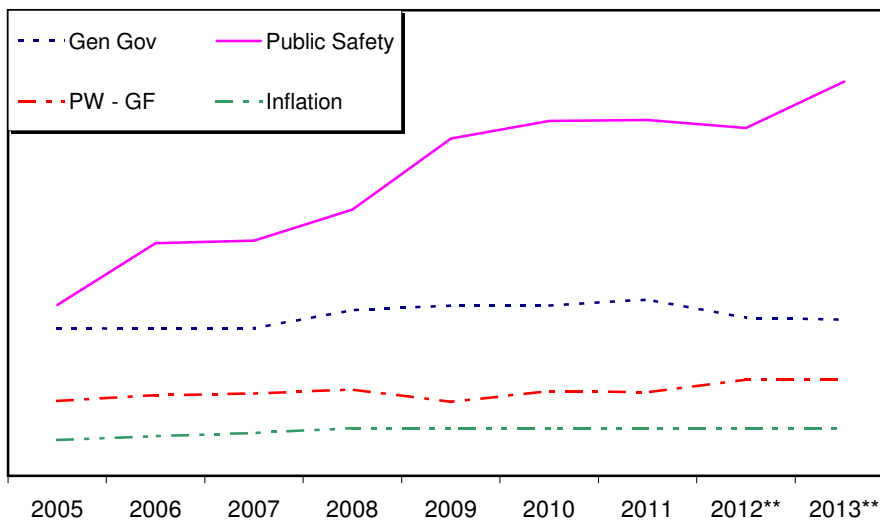
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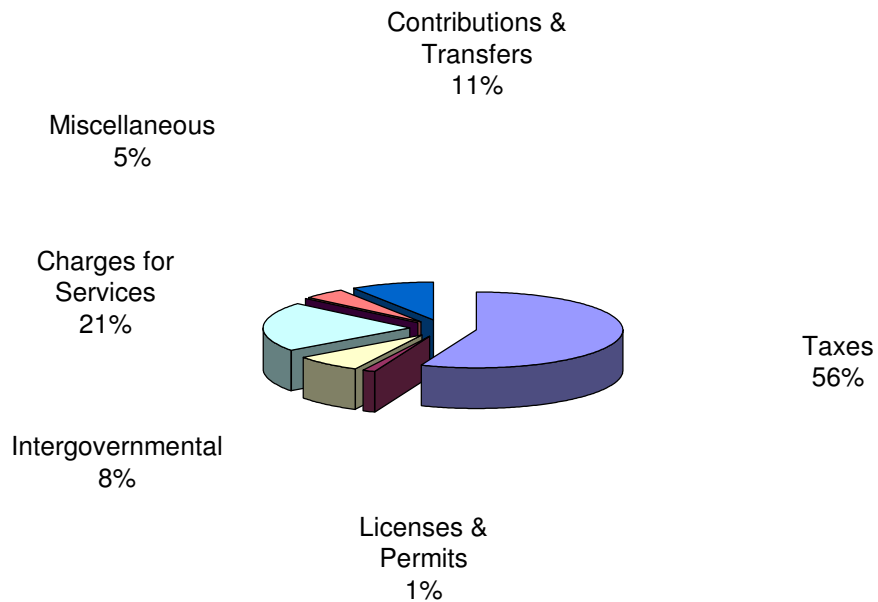
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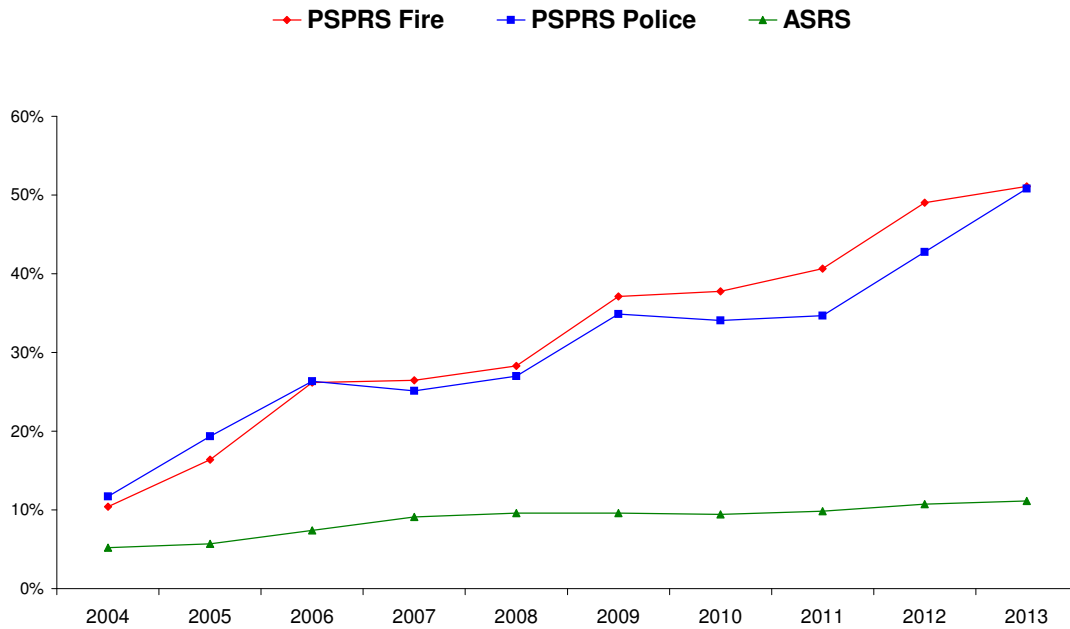
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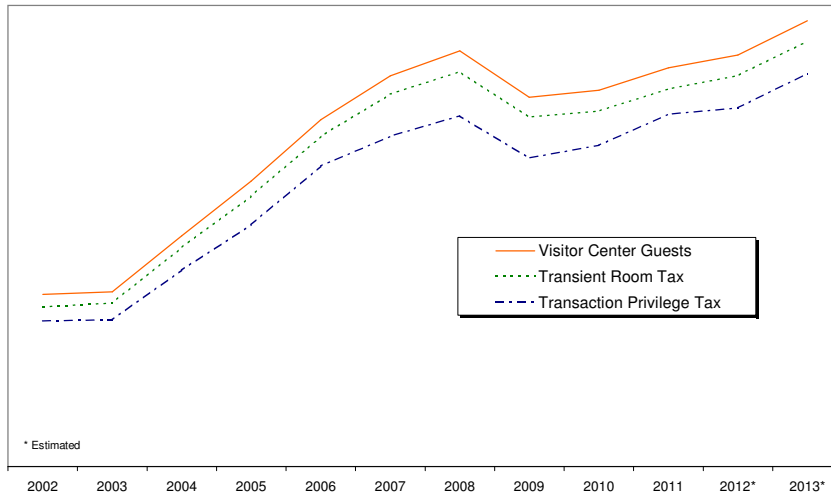
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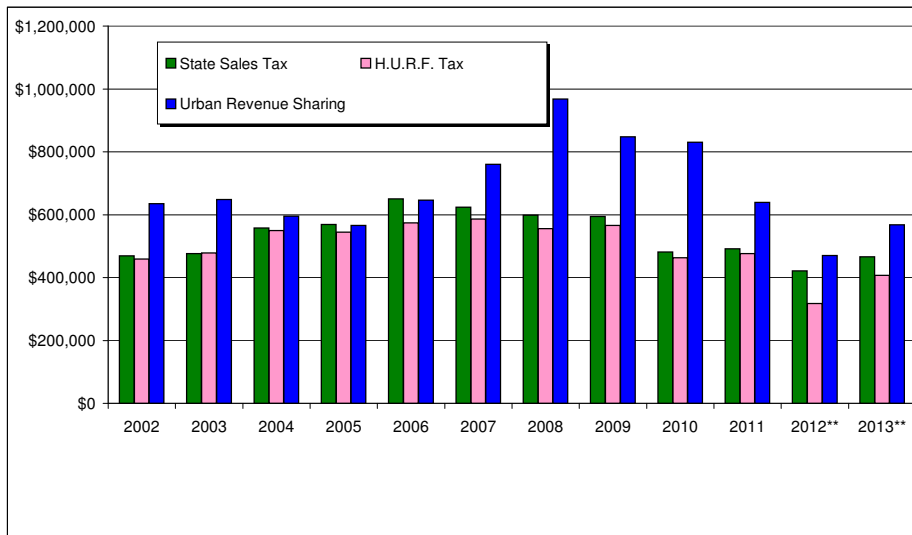
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## Comparison of City TPT (Sales) Tax Collections, Transient Room Tax Collections, and Visitor Center Customers



## Comparison of State TPT (Sales) Tax, H.U.R.F. Tax, and Urban Revenue Sharing



| <u>Account</u>                 |                                      | <u>FY 2011</u>   | <u>FY 2011</u>   | <u>FY 2012</u>   | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>   |
|--------------------------------|--------------------------------------|------------------|------------------|------------------|---------------------|---------------------|------------------|
| <u>Number</u>                  | <u>Account Description</u>           | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u>  |
| <b>Taxes</b>                   |                                      |                  |                  |                  |                     |                     |                  |
| 10-31-10000                    | CITY SALES TAX                       | 1,665,000        | 1,814,763        | 1,800,000        | 882,538             | 1,847,995           | 1,900,000        |
| 10-31-10020                    | BED TAX                              | 115,000          | 87,671           | 95,000           | 41,028              | 95,000              | 95,000           |
| 10-31-20200                    | STATE SALES TAX                      | 492,896          | 491,717          | 421,784          | 209,520             | 421,784             | 466,183          |
| 10-31-24000                    | VEHICLE LICENSE TAX                  | 320,975          | 285,501          | 286,736          | 126,501             | 266,538             | 255,402          |
| 10-31-24500                    | PROPERTY TAX                         | 848,971          | 833,360          | 874,422          | 498,637             | 874,422             | 902,279          |
|                                | <b>Total Revenue - Taxes</b>         | <b>3,442,842</b> | <b>3,513,012</b> | <b>3,477,942</b> | <b>1,758,224</b>    | <b>3,505,739</b>    | <b>3,618,864</b> |
| <b>Licenses &amp; Permits</b>  |                                      |                  |                  |                  |                     |                     |                  |
| 10-32-10400                    | BUILDING/SIGN PERMITS                | 50,000           | 42,142           | 45,000           | 24,357              | 45,000              | 45,000           |
| 10-32-10600                    | OCCUPATIONAL/LIQUOR LICENSES         | 42,000           | 39,290           | 40,000           | 21,774              | 39,000              | 39,000           |
| 10-32-10650                    | SPECIAL EVENT LICENSES               | 1,200            | 1,444            | 1,200            | 410                 | 1,200               | 1,200            |
| 10-32-10800                    | DOG LICENSE FEES/IMPOUND FEES        | 1,000            | 1,040            | 1,000            | 180                 | 1,000               | 1,000            |
|                                | <b>Total Licenses &amp; Permits</b>  | <b>94,200</b>    | <b>83,916</b>    | <b>87,200</b>    | <b>46,721</b>       | <b>86,200</b>       | <b>86,200</b>    |
| <b>Intergovernmental</b>       |                                      |                  |                  |                  |                     |                     |                  |
| 10-33-20100                    | URBAN REVENUE SHARING                | 639,380          | 625,399          | 470,554          | 258,866             | 470,554             | 569,423          |
|                                | <b>Total Intergovernmental</b>       | <b>639,380</b>   | <b>625,399</b>   | <b>470,554</b>   | <b>258,866</b>      | <b>470,554</b>      | <b>569,423</b>   |
| <b>Charges for Services</b>    |                                      |                  |                  |                  |                     |                     |                  |
| 10-34-10100                    | PLANNING/ZONING APPLICATIONS         | 3,000            | 2,580            | 3,000            | 1,125               | 2,500               | 2,500            |
| 10-34-10120                    | PLAN EXAMINATION FEE                 | 2,700            | 5,203            | 4,500            | 2,905               | 3,555               | 5,000            |
| 10-34-10154                    | PROFESSIONAL SVC REIM P&Z            | 35,000           | 0                | 35,000           | 0                   | 0                   | 35,000           |
| 10-34-10300                    | LIBRARY FEES                         | 3,500            | 3,492            | 3,500            | 2,061               | 4,000               | 4,000            |
| 10-34-10501                    | CEMETERY PLOT FEES                   | 5,000            | 6,220            | 5,000            | 500                 | 1,000               | 3,000            |
| 10-34-10510                    | CEMETERY MAINTENANCE FEES            | 0                | 3,500            | 0                | 1,908               | 2,500               | 0                |
| 10-34-10700                    | PUBLIC COPY FEES                     | 750              | 462              | 750              | 234                 | 750                 | 750              |
| 10-34-10862                    | VEHICLE IMPOUND FEES                 | 20,000           | 16,934           | 12,000           | 8,732               | 12,000              | 12,000           |
| 10-34-10870                    | TOWING FEES                          | 0                | 0                | 0                | 195                 | 195                 | 0                |
| 10-34-10880                    | PARKS USE PERMIT                     | 1,000            | 5,152            | 3,000            | 2,652               | 3,000               | 3,000            |
| 10-34-11500                    | FRANCHISE FEES                       | 210,000          | 205,817          | 215,000          | 82,264              | 198,000             | 215,000          |
| 10-34-13502                    | SWIMMING LESSONS                     | 2,000            | 3,586            | 1,500            | 1,000               | 1,500               | 1,500            |
| 10-34-15500                    | POOL ADMISSIONS                      | 2,500            | 3,218            | 1,000            | 3,544               | 4,000               | 3,000            |
| 10-34-16080                    | RECREATION PROGRAM FEES              | 1,000            | 1,700            | 1,000            | 90                  | 90                  | 0                |
| 10-34-40066                    | AMBULANCE FEES                       | 1,000,000        | 950,326          | 1,025,000        | 476,474             | 865,000             | 1,000,000        |
|                                | <b>Total Charges for Services</b>    | <b>1,286,450</b> | <b>1,208,190</b> | <b>1,310,250</b> | <b>583,684</b>      | <b>1,098,090</b>    | <b>1,284,750</b> |
| <b>Fines &amp; Forfeitures</b> |                                      |                  |                  |                  |                     |                     |                  |
| 10-35-10502                    | MUNICIPAL COURT FINES                | 0                | 295              | 0                | 26,716              | 26,716              | 0                |
| 10-35-70700                    | DOG LICENSE FINES                    | 0                | 5                | 0                | 5                   | 5                   | 0                |
|                                | <b>Total Fines &amp; Forfeitures</b> | <b>0</b>         | <b>300</b>       | <b>0</b>         | <b>26,721</b>       | <b>26,721</b>       | <b>0</b>         |



| <u>Account</u>                       |  | <u>FY 2011</u>   | <u>FY 2011</u>   | <u>FY 2012</u>   | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>   |
|--------------------------------------|--|------------------|------------------|------------------|---------------------|---------------------|------------------|
| <u>Number</u>                        | <u>Account Description</u>                 | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u>  |
| <b>Miscellaneous</b>                 |  |                  |                  |                  |                     |                     |                  |
| 10-36-10551                          | REFUNDS/ADJUSTMENTS                        | 0                | 24               | 0                | 5,794               | 5,794               | 0                |
| 10-36-10802                          | ADOPTIONS ANIMAL SHELTER                   | 2,500            | 1,760            | 2,500            | 1,335               | 2,500               | 2,500            |
| 10-36-11054                          | COPS (CHRP) GRANT                          | 69,630           | 0                | 72,245           | 0                   | 0                   | 0                |
| 10-36-11062                          | SERVICE REIMB - POLICE DEPT                | 26,000           | 17,976           | 26,000           | 7,547               | 19,000              | 20,000           |
| 10-36-11063                          | POLICE VEHICLE USE FEES                    | 0                | 85               | 0                | 1,885               | 1,885               | 0                |
| 10-36-11064                          | SERVICE REIMB - FIRE DEPT                  | 25,000           | 1,433            | 25,000           | 6,858               | 7,019               | 10,000           |
| 10-36-11066                          | SCHOOL RESOURCE OFFICER                    | 50,000           | 50,136           | 50,000           | 0                   | 0                   | 0                |
| 10-36-11087                          | INSURANCE REIMBURSEMENTS                   | 0                | 36,398           | 0                | 3,727               | 3,727               | 0                |
| 10-36-11099                          | EXPENSE REIMBURSEMENTS                     | 0                | 255              | 31,200           | 8,916               | 31,200              | 0                |
| 10-36-11100                          | L.L.E.A.C REVENUE FROM COUNTY              | 0                | 249              | 0                | 434                 | 475                 | 0                |
| 10-36-11600                          | OVER/SHORT                                 | 0                | 198              | 0                | 56                  | 56                  | 0                |
| 10-36-13039                          | RICO REIMBURSEMENTS                        | 0                | 16,482           | 0                | 16,927              | 29,000              | 25,000           |
| 10-36-13500                          | RENTAL INCOME                              | 66,900           | 66,900           | 51,600           | 31,276              | 66,900              | 56,700           |
| 10-36-13501                          | POOL RENTAL                                | 500              | 75               | 500              | 0                   | 0                   | 0                |
| 10-36-13597                          | AUCTION FUNDS                              | 100,000          | 42,864           | 25,000           | 0                   | 25,000              | 25,000           |
| 10-36-14000                          | POOL CONCESSIONS                           | 1,500            | 1,298            | 1,000            | 994                 | 1,000               | 1,000            |
| 10-36-21000                          | INTEREST EARNED                            | 6,000            | 2,082            | 3,000            | 1,129               | 2,000               | 2,000            |
| 10-36-21001                          | RETURNED CHECK FEES                        | 50               | 45               | 50               | 0                   | 0                   | 50               |
| 10-36-50000                          | UNASSIGNED REVENUES                        | 0                | 16,619           | 0                | 3,786               | 3,786               | 0                |
|                                      | <b>Total Miscellaneous</b>                 | <b>348,080</b>   | <b>254,879</b>   | <b>288,095</b>   | <b>90,664</b>       | <b>199,342</b>      | <b>142,250</b>   |
| <b>Contributions &amp; Transfers</b> |  |                  |                  |                  |                     |                     |                  |
| 10-38-40000                          | DONATIONS/MISC                             | 0                | 6,100            | 0                | 0                   | 0                   | 0                |
| 10-38-40087                          | DONATIONS/SHELTER                          | 0                | 139              | 0                | 943                 | 943                 | 0                |
| 10-38-51000                          | USE OF RESERVES                            | 378,460          | 0                | 210,033          | 0                   | 200,964             | 167,865          |
| 10-38-99942                          | TRANSFER FROM BISBEE ARTS COMM.            | 1,500            | 284              | 1,500            | 0                   | 0                   | 0                |
| 10-38-99953                          | TRANSFER FROM POLICE SPECIAL REV           | 14,500           | 94,047           | 42,000           | 46,681              | 55,000              | 15,000           |
| 10-38-99954                          | TRANSFERS FROM WWATER DEPT                 | 167,413          | 167,413          | 173,617          | 86,809              | 173,617             | 181,957          |
| 10-38-99956                          | TRANSFERS FROM SANITATION                  | 91,023           | 91,023           | 93,959           | 46,979              | 93,959              | 98,831           |
| 10-38-99958                          | TRANS FROM C.I.P.                          | 0                | 0                | 12,760           | 0                   | 0                   | 0                |
| 10-38-99959                          | TRANSFERS FROM QUEEN MINE                  | 35,589           | 35,589           | 37,291           | 18,645              | 37,291              | 33,757           |
| 10-38-99999                          | OTHER REVENUE & TRANSFERS                  | 0                | 40,068           | 0                | 0                   | 0                   | 0                |
|                                      | <b>Total Contributions &amp; Transfers</b> | <b>688,485</b>   | <b>434,663</b>   | <b>571,160</b>   | <b>200,057</b>      | <b>561,774</b>      | <b>497,410</b>   |
|                                      | <b>TOTAL REVENUE GENERAL FUND</b>          | <b>6,499,437</b> | <b>6,120,359</b> | <b>6,205,201</b> | <b>2,964,937</b>    | <b>5,948,420</b>    | <b>6,198,897</b> |

## Mayor and Council

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

Current Mayor and Council:

Mayor W. J. "Jack" Porter  
Councilmember Robert Page, Ward I  
Councilmember Ken Budge, Ward I  
Councilmember Luche Giacomino, Ward II  
Councilmember Ransom Burke, Ward II  
Councilmember Anna Cline, Ward III  
Councilmember Bennie Scott, Ward III

Council Sessions are held on the 1st and 3rd Tuesday of each month, with Special Sessions and Work Sessions held on an "as needed" basis. In 2011, there were twenty-four Regular Council Sessions, seven Special Sessions, and nineteen Work Sessions.

## Fiscal Year 2012-13 Budget Highlights

The funding for travel to the Arizona League Conference has been restored as well as funding for Newly Elected Officials Training.

| <u>Account</u>             |  | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|----------------------------|--|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>              | <u>Account Description</u>                 | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Mayor &amp; Council</b> |  |                |                |                |                     |                     |                 |
| 10-50-11000                | SALARIES - GENERAL                         | 19,200         | 19,200         | 19,200         | 9,600               | 19,000              | 19,200          |
| 10-50-11100                | F.I.C.A.                                   | 1,190          | 1,190          | 1,190          | 595                 | 1,178               | 1,190           |
| 10-50-11200                | MEDICARE                                   | 278            | 278            | 278            | 139                 | 298                 | 278             |
| 10-50-11700                | WORKERS COMPENSATION                       | 54             | 52             | 59             | 28                  | 57                  | 68              |
|                            | <b>Mayor &amp; Council Personnel Costs</b> | <b>20,722</b>  | <b>20,720</b>  | <b>20,727</b>  | <b>10,362</b>       | <b>20,533</b>       | <b>20,736</b>   |
| 10-50-12000                | BUSINESS TRAVEL                            | 4,450          | 2,528          | 800            | 25                  | 200                 | 500             |
| 10-50-12100                | CONFERENCES                                | 2,800          | 1,204          | 0              | 0                   | 0                   | 3,900           |
| 10-50-14000                | EDUCATION/TRAINING                         | 0              | 0              | 0              | 0                   | 0                   | 1,500           |
| 10-50-24000                | TELEPHONE & FAX                            | 500            | 352            | 500            | 397                 | 500                 | 500             |
| 10-50-30000                | OTHER CONTRACTS-VIDEO TAPING               | 4,000          | 2,870          | 2,000          | 1,290               | 1,290               | 0               |
| 10-50-43500                | POSTAGE                                    | 250            | 59             | 250            | 14                  | 80                  | 125             |
| 10-50-51000                | PRINTING & REPRODUCTION                    | 50             | 0              | 50             | 0                   | 179                 | 200             |
| 10-50-52000                | ADVERTISING                                | 0              | 59             | 0              | 0                   | 150                 | 100             |
| 10-50-71000                | SUBSCRIPTIONS AND MEMBERSHIPS              | 0              | 25             | 0              | 0                   | 0                   | 100             |
| 10-50-73000                | MEMBERSHIP/DUES                            | 5,200          | 4,909          | 6,608          | 6,583               | 6,608               | 6,608           |
| 10-52-74002                | MISCELLANEOUS                              | 0              | 0              | 0              | 0                   | 0                   | 500             |
| 10-50-74097                | OTHER PROJECTS                             | 700            | 697            | 700            | 583                 | 1,100               | 700             |
| 10-50-75100                | OFFICE EQUIPMENT/FURNISHINGS               | 500            | 94             | 500            | 0                   | 0                   | 300             |
|                            | <b>Total Mayor &amp; Council</b>           | <b>40,672</b>  | <b>33,880</b>  | <b>32,635</b>  | <b>19,689</b>       | <b>31,140</b>       | <b>36,269</b>   |

# City Manager

The City of Bisbee operates under a Council-Manager form of government. The City Manager is responsible for the day-to-day operation of all city government functions under policy direction from the Mayor and City Council.

The Mayor and Council, acting as the legislative body, determine city policy. The City Manager proposes new policies and implements and administers policies adopted by the City Council. The City Manager is also responsible for the development and administration of the City operating budget once approved by the Mayor and Council. The Mayor and Council appoint the City Manager.

In addition to the Charter responsibilities, the City Manager has an obligation to serve the community and the region. As a part of this service, the City Manager is currently involved in the Cochise County Solid Waste Rate Review Board and the Economic Development Steering Committee, the Freeport-McMoRan Citizens Advisory Group, Chair of the SEAGO Administrative Council, and the Upper San Pedro Water District Organizing Board.

## Fiscal Year 2012-13 Budget Highlights

The FY 2012-13 Budget in the City Manager's Office remains frugal due to the continued economic challenges. Planned improvements have been delayed, and expenditures have been reduced as a part of the overall budget strategy. The City Manager continues to receive administrative support from the Personnel Director.

| <u>Account</u>      |                                     | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|---------------------|-------------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>       | <u>Account Description</u>          | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>City Manager</b> |                                     |                |                |                |                     |                     |                 |
| 10-51-11000         | SALARIES - GENERAL                  | 98,746         | 99,004         | 99,798         | 49,899              | 99,798              | 99,798          |
| 10-51-11100         | F.I.C.A.                            | 6,173          | 5,814          | 6,238          | 2,935               | 6,064               | 6,238           |
| 10-51-11200         | MEDICARE                            | 1,444          | 1,351          | 1,459          | 687                 | 1,427               | 1,459           |
| 10-51-11300         | A.S.R.S.                            | 9,727          | 9,755          | 10,728         | 5,040               | 10,467              | 11,128          |
| 10-51-11500         | MEDICAL INSURANCE                   | 5,277          | 4,837          | 5,333          | 2,666               | 5,333               | 5,708           |
| 10-51-11501         | STANDARD DISABILITY INSURANCE       | 331            | 331            | 331            | 193                 | 331                 | 331             |
| 10-51-11505         | DEFERRED COMP                       | 811            | 811            | 811            | 338                 | 811                 | 811             |
| 10-51-11510         | DENTAL INSURANCE                    | 622            | 622            | 622            | 259                 | 622                 | 622             |
| 10-51-11600         | LIFE INSURANCE                      | 108            | 108            | 108            | 45                  | 108                 | 108             |
| 10-51-11700         | WORKERS COMPENSATION                | 279            | 268            | 313            | 148                 | 298                 | 351             |
|                     | <b>City Manager Personnel Costs</b> | <b>123,518</b> | <b>122,901</b> | <b>125,741</b> | <b>62,210</b>       | <b>125,259</b>      | <b>126,554</b>  |
| 10-51-12000         | BUSINESS TRAVEL                     | 1,000          | 0              | 500            | 0                   | 0                   | 500             |
| 10-51-12100         | CONFERENCES                         | 700            | 280            | 0              | 0                   | 0                   | 600             |
| 10-51-14000         | EDUCATION/TRAINING                  | 500            | 0              | 0              | 0                   | 0                   | 0               |
| 10-51-24000         | TELEPHONE & FAX                     | 300            | 905            | 1,300          | 534                 | 1,300               | 1,300           |
| 10-51-41500         | OFFICE SUPPLIES                     | 200            | 38             | 100            | 19                  | 50                  | 100             |
| 10-51-41610         | SPECIAL SUPPLIES - OTHER            | 120            | 46             | 100            | 0                   | 0                   | 100             |
| 10-51-42100         | BOOKS AND REFERENCE MATERIALS       | 100            | 0              | 100            | 0                   | 0                   | 100             |
| 10-51-43500         | POSTAGE                             | 100            | 16             | 100            | 10                  | 30                  | 100             |
| 10-51-51000         | PRINTING/REPRODUCTION               | 50             | 0              | 50             | 0                   | 50                  | 50              |
| 10-51-52000         | ADVERTISING                         | 50             | 0              | 50             | 0                   | 0                   | 50              |
| 10-51-71000         | SUBSCRIPTIONS & MEMBERSHIPS         | 1,000          | 1,008          | 1,000          | 999                 | 1,000               | 1,000           |
| 10-51-73000         | MISCELLANEOUS                       | 500            | 0              | 500            | 0                   | 0                   | 500             |
|                     | <b>Total City Manager</b>           | <b>128,138</b> | <b>125,194</b> | <b>129,541</b> | <b>63,772</b>       | <b>127,689</b>      | <b>130,954</b>  |

# Finance

The Finance Department provides fiscal oversight for the City, providing all the accounting, financial, and internal audit services for the City, along with overseeing the procurement and risk management functions. The department also provides utility billing services for the Sanitation and Wastewater Funds and plays a vital role working with the City Manager on the preparation and implementation of the Annual Budget.

A portion of the cost for this department is defrayed by transfers into the General Fund from the City's three Enterprise Funds; Wastewater, Sanitation, and Queen Mine. These transfers offset the costs of services such as billing, collection, payroll, accounts payable, auditing, and financial oversight.

The Finance Director also serves as the Fiscal Agent for the Bisbee Municipal Property Corporation, City Treasurer, Risk Manager, and Safety Coordinator.

Last year as a part of their ongoing responsibilities the Finance Department received and accounted for over \$13 million in deposits for various funds, issued and collected approximately 43,000 sewer and garbage bills, and processed over 14,000 payroll and accounts payable checks.

This past year the Finance Department has been busy with several ongoing projects and one staff retirement. The department has staff dedicated to monitor and collect delinquent sewer and garbage accounts, and continue to place liens on delinquent accounts. In addition, all accounts are cross-checked quarterly with the County's property records to verify accuracy.

Lastly, the Finance Department is in the process of re-organizing the Chart of Accounts utilized by the City to maintain consistency within various departments and prepare for the eventual update of the City's financial software.

## Fiscal Year 2012-13 Budget Highlights

There are no new programs or expenses included in this budget.

| <u>Account</u> |                                   | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|----------------|-----------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>  | <u>Account Description</u>        | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Finance</b> |                                   |                |                |                |                     |                     |                 |
| 10-52-11000    | SALARIES - GENERAL                | 221,176        | 213,324        | 213,712        | 108,426             | 206,402             | 197,184         |
| 10-52-11050    | SALARIES - PART TIME              | 0              | 2,000          | 0              | 2,000               | 7,691               | 22,942          |
| 10-52-11100    | F.I.C.A.                          | 13,964         | 13,023         | 13,502         | 6,725               | 16,156              | 13,849          |
| 10-52-11200    | MEDICARE                          | 3,266          | 3,029          | 3,158          | 1,573               | 3,226               | 3,239           |
| 10-52-11300    | A.S.R.S.                          | 21,786         | 20,308         | 22,974         | 10,951              | 21,264              | 21,986          |
| 10-52-11300    | ALTERNATE CONTRIBUTIONS, A.S.R.S. | 0              | 0              | 0              | 0                   | 0                   | 3,343           |
| 10-52-11500    | MEDICAL INSURANCE                 | 26,385         | 21,988         | 23,108         | 11,554              | 22,219              | 22,833          |
| 10-52-11501    | STANDARD DISABILITY INSURANCE     | 1,396          | 1,271          | 1,396          | 635                 | 1,119               | 1,160           |
| 10-52-11505    | DEFERRED COMP                     | 4,057          | 3,651          | 4,057          | 1,488               | 3,111               | 3,246           |
| 10-52-11510    | DENTAL INSURANCE                  | 2,322          | 2,635          | 2,696          | 1,141               | 2,385               | 2,488           |
| 10-52-11600    | LIFE INSURANCE                    | 541            | 486            | 540            | 198                 | 414                 | 432             |
| 10-52-11700    | WORKERS COMPENSATION              | 624            | 582            | 671            | 328                 | 767                 | 775             |
| 10-52-11800    | STATE UNEMPLOYMENT                | 0              | 720            | 0              | 3,120               | 4,402               | 6,760           |
|                | <b>Finance Personnel Costs</b>    | <b>295,517</b> | <b>283,017</b> | <b>285,814</b> | <b>148,139</b>      | <b>289,156</b>      | <b>300,237</b>  |
| 10-52-12000    | BUSINESS TRAVEL                   | 500            | 326            | 500            | 0                   | 500                 | 500             |
| 10-52-12100    | CONFERENCES                       | 1,200          | 693            | 0              | 0                   | 0                   | 0               |
| 10-52-14000    | EDUCATION/TRAINING                | 1,500          | 0              | 2,200          | 626                 | 2,200               | 2,200           |
| 10-52-33000    | AUDITING & ACCOUNTING             | 34,000         | 35,500         | 37,000         | 37,000              | 37,000              | 33,100          |
| 10-52-36000    | MAINTENANCE & SUPPORT AGREEMENTS  | 5,800          | 5,495          | 9,810          | 3,838               | 9,810               | 9,810           |
| 10-52-41500    | OFFICE SUPPLIES                   | 2,500          | 2,816          | 2,500          | 1,550               | 2,500               | 2,500           |
| 10-52-41602    | SPECIAL SUPPLIES - BILLS & FORMS  | 4,200          | 2,995          | 4,200          | 1,138               | 4,200               | 4,200           |
| 10-52-41700    | CONTRACT SERVICES                 | 2,000          | 0              | 2,000          | 0                   | 2,000               | 2,000           |
| 10-52-42100    | BOOKS AND REFERENCE MATERIALS     | 575            | 250            | 575            | 50                  | 575                 | 575             |
| 10-52-42300    | SOFTWARE                          | 1,000          | 0              | 1,000          | 0                   | 0                   | 0               |
| 10-52-43500    | POSTAGE & METER TAPES             | 12,500         | 10,731         | 12,500         | 5,367               | 12,500              | 12,500          |
| 10-52-51000    | PRINTING & REPRODUCTION           | 50             | 3              | 50             | 0                   | 50                  | 50              |
| 10-52-52000    | ADVERTISING                       | 2,500          | 2,346          | 2,500          | 19                  | 2,500               | 2,500           |
| 10-52-71000    | SUBSCRIPTIONS & MEMBERSHIPS       | 250            | 320            | 320            | 60                  | 320                 | 320             |
| 10-52-75001    | FEES - FUNDS MANAGEMENT           | 15,000         | 13,135         | 15,000         | 4,588               | 14,000              | 15,000          |
| 10-52-75002    | FEES - COLLECTIONS-VARIANCES      | 0              | (38)           | 0              | 239                 | 0                   | 0               |
| 10-52-75003    | CREDIT CARD FEES                  | 5,500          | 5,662          | 6,500          | 2,732               | 6,500               | 6,500           |
| 10-52-91000    | COMPUTERS/OFFICE MACHINES         | 0              | 0              | 0              | 472                 | 472                 | 0               |
|                | <b>Total Finance</b>              | <b>384,592</b> | <b>363,251</b> | <b>382,469</b> | <b>205,818</b>      | <b>384,283</b>      | <b>391,992</b>  |

## City Clerk

The City Clerk Office is responsible to the Mayor and City Council. The City Clerk's Office serves as the repository for original City records and correspondence, and maintains and monitors the recordkeeping and filing for City documents. The Clerk's Office maintains, updates, and monitors the Laser Fiche Document Imaging System which allows for public and City staff access. City Clerk staff provides administrative support for nineteen (19) Boards and Commissions of the City, and also administers support to Council, City staff and the public. In addition to the responsibilities indicated above, other duties consist of preparing and processing correspondence, advertisements, bid proposals, public notices, Agenda Packets and back-up material for meetings, Action Agendas, and Minutes. Other services provided by the City Clerk's office include, processing telephone calls and daily mail, administering the oath of office, scheduling meetings for staff, ensuring that video equipment and recording system for meetings are operational and informing the technician of any problems. In addition, updates the government channel (Channel 5) and the City website; and records meetings as needed by the public or staff.

The City Clerk serves as Chief Election Officer for the City of Bisbee and is responsible for the coordination of all City of Bisbee elections. The City Clerk conducted an orientation for potential candidates on April 26, 2012, and funds are budgeted for two elections this next year.

## Fiscal Year 2012-13 Budget Highlights

The FY 2012-13 Budget for the City Clerk Office reflects training and education necessary for staff development.



| <u>Account</u>    |                                   | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|-------------------|-----------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>     | <u>Account Description</u>        | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>City Clerk</b> |                                   |                |                |                |                     |                     |                 |
| 10-53-11000       | SALARIES - GENERAL                | 86,258         | 66,098         | 72,405         | 36,202              | 72,483              | 72,405          |
| 10-53-11001       | OVERTIME - GENERAL                | 600            | 979            | 1,500          | 172                 | 429                 | 1,500           |
| 10-53-11050       | SALARIES - PART TIME              | 17,940         | 4,129          | 0              | 0                   | 0                   | 0               |
| 10-53-11100       | F.I.C.A.                          | 6,598          | 4,437          | 4,683          | 2,266               | 4,541               | 4,683           |
| 10-53-11200       | MEDICARE                          | 1,543          | 1,029          | 1,095          | 530                 | 1,267               | 1,095           |
| 10-53-11300       | A.S.R.S.                          | 10,323         | 7,009          | 7,945          | 3,674               | 8,769               | 8,240           |
| 10-53-11500       | MEDICAL INSURANCE                 | 10,554         | 8,795          | 10,665         | 5,332               | 10,665              | 11,417          |
| 10-53-11501       | STANDARD DISABILITY INSURANCE     | 575            | 406            | 575            | 269                 | 461                 | 461             |
| 10-53-11505       | DEFERRED COMP                     | 1,623          | 1,488          | 1,623          | 676                 | 1,623               | 1,623           |
| 10-53-11510       | DENTAL INSURANCE                  | 456            | 228            | 228            | 95                  | 228                 | 228             |
| 10-53-11600       | LIFE INSURANCE                    | 216            | 198            | 216            | 90                  | 216                 | 216             |
| 10-53-11700       | WORKERS COMPENSATION              | 296            | 191            | 232            | 97                  | 206                 | 260             |
| 10-53-11800       | STATE UNEMPLOYMENT                | 0              | 720            | 0              | 0                   | 0                   | 0               |
|                   | <b>City Clerk Personnel Costs</b> | <b>136,982</b> | <b>95,707</b>  | <b>101,167</b> | <b>49,403</b>       | <b>100,888</b>      | <b>102,128</b>  |
| 10-53-12000       | BUSINESS TRAVEL                   | 1,500          | 781            | 500            | 213                 | 287                 | 900             |
| 10-53-12100       | CONFERENCES                       | 0              | 0              | 0              | 0                   | 0                   | 400             |
| 10-53-14000       | EDUCATION/TRAINING                | 1,000          | 375            | 1,500          | 334                 | 1,320               | 1,500           |
| 10-53-24000       | TELEPHONE & FAX                   | 500            | 251            | 0              | 0                   | 0                   | 0               |
| 10-53-34000       | PROFESSIONAL FEES - COMPUTER      | 0              | 0              | 0              | 1,000               | 1,000               | 0               |
| 10-53-36000       | MAINTENANCE & SUPPORT AGREEMENTS  | 1,700          | 2,359          | 3,000          | 1,618               | 2,800               | 3,000           |
| 10-53-41500       | OFFICE SUPPLIES                   | 2,000          | 1,226          | 2,000          | 1,267               | 2,000               | 2,500           |
| 10-53-42100       | BOOKS AND REFERENCE MATERIALS     | 150            | 0              | 150            | 0                   | 100                 | 100             |
| 10-53-42300       | SOFTWARE                          | 500            | 0              | 0              | 0                   | 0                   | 0               |
| 10-53-43500       | POSTAGE                           | 250            | 162            | 250            | 60                  | 250                 | 250             |
| 10-53-51000       | PRINTING/REPRODUCTION             | 100            | 0              | 100            | 6                   | 100                 | 100             |
| 10-53-51500       | CONTRACTED LABOR                  | 0              | 1,897          | 0              | 0                   | 0                   | 0               |
| 10-53-52000       | ADVERTISING/PUBLICATIONS          | 2,000          | 2,109          | 2,000          | 2,038               | 3,000               | 3,000           |
| 10-53-71000       | SUBSCRIPTIONS & MEMBERSHIPS       | 600            | 323            | 500            | 161                 | 480                 | 500             |
| 10-53-74000       | ELECTIONS                         | 20,000         | 17,050         | 0              | 0                   | 0                   | 26,000          |
| 10-53-75100       | OFFICE EQUIP & FURNISHINGS        | 500            | 0              | 500            | 0                   | 0                   | 500             |
| 10-53-91000       | HRDWR/SFTWR/OFFICE MACHINES       | 300            | 127            | 500            | 0                   | 0                   | 300             |
|                   | <b>Total City Clerk</b>           | <b>168,082</b> | <b>122,367</b> | <b>112,167</b> | <b>56,100</b>       | <b>112,225</b>      | <b>141,178</b>  |

# Community Development

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

Each year the Community Development Department challenges itself to improve services, expand opportunities and respond to the changing needs of the Bisbee community. The CDD not only meets these goals, but welcomes the unforeseen issues that require flexibility, creativity and dedication to address and solve. Worth noting are the number of ways that this department has partnered with other City departments on a variety of projects.

During FY 2011-12 the Community Development's staff brought several projects from conception to fruition. These projects included the site plan review for the Copper Queen Hospital expansion, Zoning regulations for Medical Marijuana, Establishment of Community Gardens, and the Historic District Parking Ordinance. The CDD Worked with community leaders to reduce the commercial use of non-reusable bags – the first of its kind in Arizona.

In addition the Department worked to demolish an unsafe residential structure and clean up several houses that were a long standing threat to health and safety in neighborhoods. Community Development worked with Local First Arizona to promote a shop local campaign as well as conduct social media and networking classes for business owners. The CDD coordinated a volunteer team of 30 residents to re-survey the Warren area to attempt to obtain certification as a registered National Historic District; a certification that will enable residents to reduce a portion of their property tax. The department has developed a long-term Economic Development Strategy, focusing on additional tourism opportunities, as well as establishing a business incubator and industrial park. Lastly, the Department is continuing its energy savings plan effort by working to install attic insulation in several historic, City owned buildings.

The CDD developed social media outreach campaigns through Facebook and Twitter to promote information about the City to residents to maintain more transparent government.  
[www.facebook.com/bisbeecommunitydevelopment](http://www.facebook.com/bisbeecommunitydevelopment).

## Fiscal Year 2012-13 Budget Highlights

Funding for the Community Development Director has been eliminated

| <u>Account</u>                               |                                    | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|--|------------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>                                | <u>Account Description</u>         | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Comm. Development</b>                     |                                    |                |                |                |                     |                     |                 |
| 10-54-11000                                  | SALARIES - GENERAL                 | 93,870         | 88,504         | 89,690         | 45,446              | 91,055              | 32,842          |
| 10-54-11001                                  | OVERTIME - GENERAL                 | 1,500          | 803            | 1,500          | 83                  | 251                 | 1,500           |
| 10-54-11100                                  | F.I.C.A.                           | 6,014          | 5,323          | 5,754          | 2,781               | 5,481               | 2,180           |
| 10-54-11200                                  | MEDICARE                           | 1,406          | 1,228          | 1,346          | 645                 | 1,277               | 510             |
| 10-54-11300                                  | A.S.R.S.                           | 9,394          | 8,802          | 9,803          | 4,599               | 9,220               | 3,829           |
| 10-54-11500                                  | MEDICAL INSURANCE                  | 10,554         | 8,790          | 10,665         | 5,333               | 10,665              | 5,708           |
| 10-54-11501                                  | STANDARD DISABILITY INSURANCE      | 662            | 567            | 662            | 320                 | 548                 | 217             |
| 10-54-11505                                  | DEFERRED COMP                      | 1,623          | 1,589          | 1,623          | 676                 | 1,623               | 811             |
| 10-54-11510                                  | DENTAL INSURANCE                   | 850            | 883            | 850            | 518                 | 1,244               | 622             |
| 10-54-11600                                  | LIFE INSURANCE                     | 216            | 225            | 216            | 90                  | 216                 | 108             |
| 10-54-11700                                  | WORKERS COMPENSATION               | 265            | 239            | 282            | 166                 | 302                 | 116             |
| 10-54-11800                                  | STATE UNEMPLOYMENT                 | 0              | 4,120          | 0              | 0                   | 0                   | 12,480          |
| <b>Community Development Personnel Costs</b> |                                    | <b>126,354</b> | <b>121,073</b> | <b>122,391</b> | <b>60,657</b>       | <b>121,882</b>      | <b>60,923</b>   |
| 10-54-12000                                  | BUSINESS TRAVEL                    | 300            | 366            | 0              | 0                   | 0                   | 0               |
| 10-54-12100                                  | CONFERENCES                        | 1,000          | 305            | 0              | 0                   | 0                   | 0               |
| 10-54-14000                                  | EDUCATION/TRAINING                 | 500            | 914            | 0              | 139                 | 0                   | 600             |
| 10-54-24000                                  | TELEPHONE & FAX                    | 1,200          | 449            | 250            | 145                 | 250                 | 0               |
| 10-54-34000                                  | PROFESSIONAL FEES                  | 35,000         | 0              | 35,000         | 1,625               | 1,625               | 35,000          |
| 10-54-34001                                  | OTHER CONTRACTS                    | 0              | 0              | 0              | 0                   | 0                   | 25,000          |
| 10-54-41500                                  | OFFICE SUPPLIES                    | 1,300          | 1,677          | 1,500          | 41                  | 100                 | 1,500           |
| 10-54-42300                                  | SOFTWARE                           | 500            | 0              | 0              | 0                   | 0                   | 0               |
| 10-54-43500                                  | POSTAGE                            | 1,200          | 989            | 1,200          | 290                 | 600                 | 1,500           |
| 10-54-51000                                  | PRINTING/REPRODUCTION              | 1,450          | 57             | 1,450          | 0                   | 450                 | 1,000           |
| 10-54-52000                                  | ADVERTISING                        | 1,200          | 735            | 1,200          | 227                 | 500                 | 1,200           |
| 10-54-53000                                  | OTHER - COMPUTER                   | 0              | 22             | 0              | 0                   | 0                   | 0               |
| 10-54-71000                                  | SUBSCRIPTIONS & MEMBERSHIPS        | 250            | 472            | 500            | 79                  | 500                 | 500             |
| 10-54-73550                                  | ECONOMIC DEVELOPMENT OPPORTUNITIES | 0              | 0              | 2,000          | 0                   | 2,000               | 2,000           |
| 10-54-73555                                  | ECONOMIC FORUM                     | 1,500          | 1,315          | 1,500          | 1,315               | 1,315               | 1,000           |
| 10-54-75100                                  | EQUIPMENT & FURNITURE-COMPUTER     | 1,800          | 0              | 0              | 870                 | 870                 | 1,000           |
| 10-54-93000                                  | GRANT MATCH                        | 21,821         | 1,289          | 6,667          | 6,667               | 7,805               | 0               |
| <b>Total Community Development</b>           |                                    | <b>195,375</b> | <b>129,663</b> | <b>173,658</b> | <b>72,055</b>       | <b>137,897</b>      | <b>131,223</b>  |

## Administration and General Government

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

- Transfer Bed Tax Revenues to the Visitor Center Fund
- Transfer to Debt Service Fund to provide for those debts funded by the General Fund
- Transfer portion of TPT (Sales Tax) Revenue allocated to Wastewater Fund
- Transfer to Bisbee Bus (if needed) to supplement the City's "in-kind" contribution to the operation including funds to replace lost revenues from LTAF II.

### Fiscal Year 2012-13 Budget Highlights

There are no new expenditures planned for this department.

| <u>Account</u>                          |                                  | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|---|----------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>                           | <u>Account Description</u>       | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Admin &amp; Gen Government</b>       |                                  |                |                |                |                     |                     |                 |
| 10-55-21000                             | ELECTRIC                         | 16,800         | 15,891         | 18,000         | 8,511               | 18,000              | 18,000          |
| 10-55-22000                             | WATER                            | 2,500          | 1,971          | 2,500          | 946                 | 2,500               | 2,500           |
| 10-55-22550                             | SEWER AND GARBAGE SERV.          | 4,000          | 3,968          | 4,141          | 1,697               | 4,141               | 4,303           |
| 10-55-23000                             | GAS                              | 7,700          | 5,289          | 7,700          | 1,641               | 7,700               | 7,700           |
| 10-55-34002                             | PROFESSIONAL FEES - 125 PLAN     | 250            | 250            | 250            | 250                 | 250                 | 250             |
| 10-55-34010                             | PROFESSIONAL FEES - SEAGO        | 2,600          | 1,863          | 2,600          | 858                 | 2,600               | 1,721           |
| 10-55-41500                             | OFFICE SUPPLIES                  | 4,000          | 2,075          | 4,000          | 718                 | 3,000               | 3,000           |
| 10-55-42400                             | SPECIAL SUPP - FLAGS             | 1,500          | 1,301          | 1,500          | 61                  | 1,500               | 1,500           |
| 10-55-43500                             | POSTAGE                          | 3,400          | (667)          | 3,400          | 348                 | 3,400               | 3,400           |
| 10-55-51000                             | PRINTING                         | 1,600          | 0              | 1,600          | 0                   | 0                   | 0               |
| 10-55-51100                             | COPIER MAINTENANCE               | 8,050          | 8,019          | 8,050          | 3,531               | 7,775               | 8,000           |
| 10-55-52500                             | PROPERTY, CASUALTY, LIABILITY    | 150,000        | 85,437         | 150,000        | 60,264              | 150,000             | 150,000         |
| 10-55-52501                             | INSURANCE CLAIMS & DEDUCTIBLES   | 5,000          | 8,289          | 5,000          | 1,101               | 5,000               | 5,000           |
| 10-55-54500                             | PROPERTY LEASES - VARIOUS        | 650            | 768            | 650            | 755                 | 885                 | 885             |
| 10-55-62000                             | FUEL & LUBRICANTS                | 3,000          | 3,326          | 3,500          | 1,841               | 3,500               | 3,500           |
| 10-55-99020                             | TRANSFER BED TAX TO FUND 20      | 115,000        | 87,671         | 95,000         | 41,028              | 95,000              | 95,000          |
| 10-55-99053                             | TRANSFER TO SPEC POLICE GRANTS   | 0              | 736            | 0              | 0                   | 0                   | 0               |
| 10-55-99085                             | TRANSFERS TO DEBT SERVICE        | 67,982         | 82,858         | 97,734         | 48,867              | 97,734              | 39,756          |
| 10-55-99210                             | TRF .5% SALES TAX TO WASTE WATER | 333,000        | 351,683        | 353,000        | 147,193             | 369,599             | 380,000         |
| 10-55-99948                             | TRANSFER TO DONATIONS            | 0              | 1,155          | 0              | 0                   | 0                   | 0               |
| 10-55-99996                             | TRANSFER TO BISBEE BUS           | 27,065         | 0              | 8,845          | 4,423               | 8,845               | 0               |
| <b>Total Admin &amp; Gen Government</b> |                                  | <b>754,097</b> | <b>661,883</b> | <b>767,470</b> | <b>324,033</b>      | <b>781,429</b>      | <b>724,515</b>  |

## Personnel

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

The Personnel Director continues to be responsible for administrative support to the City Manager and the City Attorney as well as Information Systems, serves as Staff Liaison for the Civil Service Commission and recently assumed the role of Public Safety Retirement System Board Secretary. In addition, the Personnel Director is now responsible for Facility Security and is the City liaison for the Department of Corrections, helping to ensure a continued positive relationship with the Department of Corrections and continued success of the Inmate Labor Program. The Personnel Director also assumed the role of Labor Negotiator, participating in negotiations and assisting in the preparation of Memorandum of Understanding, resulting in a reduction of professional legal fees.

In 2011, the Personnel Director participated in educational opportunities to stay abreast of changes in State and Federal law, industry trends and to maintain certification as achieved a Professional in Human Resources (PHR). The increased breadth of knowledge that comes with a certified Personnel Director provides a number of advantages to the City of Bisbee.

The Personnel Rules and Regulations as well as the Wastewater Operation Superintendent job descriptions were amended in 2011 in an effort to ensure these documents serve the needs of the City.

A two-tiered health insurance option for employees was continued this year, including a "core" plan and a "buy-up" plan for those who preferred to purchase additional benefits, providing the employee the option to select a health insurance plan based on individual needs.

Unfortunately the year 2011 saw a 28% turnover rate, redirecting the focus of the Personnel Department to recruitment. In addition to exit interviews, stay interviews were performed in an effort to gather information to guide us towards increased retention. Lastly, the Personnel Department has expended considerable effort working with various departments to formulate creative solutions for these financially trying times. These efforts are most visible with the successful restructuring of the Public Works Department, resulting in a more efficient and productive department.

## Fiscal Year 2012-13 Budget Highlights

In the coming year the Personnel Department will work closely with the City Manager and Department Heads to continue the reorganization required to bring city government in alignment with city revenue. Analyzing personnel needs to ensure essential city services are provided at a high standard while maintaining employee morale will once again be the primary focus in FY 2012-13.

| <u>Account</u>   |                               | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|------------------|-------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>    | <u>Account Description</u>    | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Personnel</b> |                               |                |                |                |                     |                     |                 |
| 10-56-11000      | SALARIES - GENERAL            | 46,483         | 47,738         | 49,442         | 24,721              | 51,842              | 54,434          |
| 10-56-11100      | F.I.C.A.                      | 2,932          | 2,995          | 3,116          | 1,543               | 3,233               | 3,425           |
| 10-56-11200      | MEDICARE                      | 686            | 696            | 729            | 361                 | 757                 | 801             |
| 10-56-11300      | A.S.R.S.                      | 4,579          | 4,704          | 5,315          | 2,497               | 5,236               | 6,069           |
| 10-56-11500      | MEDICAL INSURANCE             | 5,277          | 4,837          | 5,333          | 2,666               | 5,333               | 5,708           |
| 10-56-11501      | STANDARD DISABILITY INSURANCE | 332            | 331            | 331            | 193                 | 331                 | 331             |
| 10-56-11505      | DEFERRED COMP                 | 811            | 811            | 811            | 338                 | 811                 | 811             |
| 10-56-11510      | DENTAL INSURANCE              | 622            | 622            | 622            | 259                 | 622                 | 622             |
| 10-56-11600      | LIFE INSURANCE                | 108            | 108            | 108            | 45                  | 108                 | 108             |
| 10-56-11700      | WORKERS COMPENSATION          | 131            | 129            | 155            | 73                  | 155                 | 192             |
|                  | <b>Personnel Costs</b>        | <b>61,961</b>  | <b>62,971</b>  | <b>65,962</b>  | <b>32,696</b>       | <b>68,428</b>       | <b>72,501</b>   |
| 10-56-12000      | BUSINESS TRAVEL               | 200            | 104            | 500            | 0                   | 500                 | 500             |
| 10-56-14000      | EDUCATION/TRAINING            | 700            | 1,545          | 2,000          | 0                   | 2,000               | 2,000           |
| 10-56-35100      | RECRUITMENT COSTS             | 500            | 566            | 300            | 361                 | 625                 | 0               |
| 10-56-41500      | OFFICE SUPPLIES               | 300            | 206            | 200            | 147                 | 200                 | 200             |
| 10-56-41610      | SPECIAL SUPPLIES - OTHER      | 200            | 78             | 50             | 34                  | 50                  | 50              |
| 10-56-41710      | EMPLOYEE LAB TESTS            | 500            | 34             | 150            | 0                   | 0                   | 0               |
| 10-56-42100      | BOOKS AND REFERENCE MATERIAL  | 100            | 0              | 0              | 0                   | 0                   | 0               |
| 10-56-43500      | POSTAGE                       | 200            | 114            | 120            | 66                  | 120                 | 120             |
| 10-56-51000      | PRINTING & REPRODUCTION       | 20             | 0              | 0              | 0                   | 0                   | 0               |
| 10-56-52000      | ADVERTISING/PUBLICATIONS      | 500            | 225            | 200            | 91                  | 100                 | 200             |
| 10-56-71000      | SUBSCRIPTIONS & MEMBERSHIPS   | 160            | 160            | 160            | 180                 | 180                 | 180             |
| 10-56-73000      | MISCELLANEOUS                 | 500            | 0              | 0              | 0                   | 0                   | 500             |
| 10-56-74001      | HEALTH & SAFETY               | 525            | 432            | 0              | 551                 | 551                 | 0               |
|                  | <b>Total Personnel</b>        | <b>66,366</b>  | <b>66,435</b>  | <b>69,642</b>  | <b>34,126</b>       | <b>72,754</b>       | <b>76,251</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 those lawsuits that are not handled by designated outside counsel. The City Attorney is also responsible for drafting ordinances and finalizing resolutions for consideration by City Council, and provides staff support for various boards and commissions.

## Fiscal Year 2012-13 Budget Highlights

Funding continues to be provided for part time Legal Services. The Legal Department also receives administrative support from the Personnel Director.



| <u>Account</u>        |                                       | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|-----------------------|---------------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>         | <u>Account Description</u>            | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Legal Services</b> |                                       |                |                |                |                     |                     |                 |
| 10-57-11000           | SALARIES - GENERAL                    | 94,994         | 58,875         | 0              | 0                   | 0                   | 0               |
| 10-57-11100           | F.I.C.A.                              | 5,940          | 3,377          | 0              | 0                   | 0                   | 0               |
| 10-57-11200           | MEDICARE                              | 1,389          | 804            | 0              | 0                   | 0                   | 0               |
| 10-57-11300           | A.S.R.S.                              | 9,358          | 5,799          | 0              | 0                   | 0                   | 0               |
| 10-57-11500           | MEDICAL INSURANCE                     | 5,277          | 3,078          | 0              | 0                   | 0                   | 0               |
| 10-57-11501           | STANDARD DISABILITY INSURANCE         | 331            | 221            | 0              | 0                   | 0                   | 0               |
| 10-57-11505           | DEFERRED COMP                         | 811            | 440            | 0              | 0                   | 0                   | 0               |
| 10-57-11510           | DENTAL INSURANCE                      | 622            | 363            | 0              | 0                   | 0                   | 0               |
| 10-57-11600           | LIFE INSURANCE                        | 108            | 63             | 0              | 0                   | 0                   | 0               |
| 10-57-11700           | WORKERS COMPENSATION                  | 208            | 127            | 0              | 0                   | 0                   | 0               |
|                       | <b>Legal Services Personnel Costs</b> | <b>119,038</b> | <b>73,147</b>  | <b>0</b>       | <b>0</b>            | <b>0</b>            | <b>0</b>        |
| 10-57-12000           | BUSINESS TRAVEL                       | 0              | 0              | 500            | 0                   | 300                 | 0               |
| 10-57-14000           | EDUCATION/TRAINING                    | 200            | 0              | 0              | 0                   | 0                   | 0               |
| 10-57-31100           | PROFESSIONAL FEES - ATTORNEY          | 1,000          | 21,173         | 98,050         | 21,860              | 45,000              | 58,550          |
| 10-57-41500           | OFFICE SUPPLIES                       | 250            | 418            | 250            | 0                   | 150                 | 250             |
| 10-57-41800           | DUPLICATION/COPY FEES                 | 100            | 0              | 100            | 133                 | 150                 | 150             |
| 10-57-42100           | BOOKS AND REFERENCE MATERIALS         | 2,000          | 1,803          | 0              | 0                   | 0                   | 0               |
| 10-57-43500           | POSTAGE                               | 100            | 145            | 200            | 30                  | 100                 | 150             |
| 10-57-71000           | SUBSCRIPTIONS & MEMBERSHIPS           | 1,300          | 1,460          | 850            | 335                 | 804                 | 850             |
| 10-57-73000           | MISCELLANEOUS                         | 0              | 0              | 0              | 0                   | 50                  | 0               |
| 10-57-75005           | RECORDING FEES                        | 50             | 11             | 50             | 0                   |                     | 50              |
|                       | <b>Total Legal Service</b>            | <b>124,038</b> | <b>98,157</b>  | <b>100,000</b> | <b>22,358</b>       | <b>46,554</b>       | <b>60,000</b>   |

## Water System

This department is better known as the Old Bisbee Fire Suppression System. It consists of a large reservoir which gravity-feeds water to the distribution and fire hydrant system in Old Bisbee and a pump house that feeds water to the reservoir from a well located in the Mule Gulch Channel. The upper Tombstone/West Boulevard is also served by separate pumps which boost the pressure to assure ample fire fighting water supply and pressure.

Maintenance of this system is handled by Public Works personnel. Expenditures for this department include expenses attendant to the system, and do not include personnel costs.

### Fiscal Year 2012-13 Budget Highlights

The FY 2012-13 budget for the Water System includes funding for replacing valves and flushing the system.

| <u>Account</u>            |                            | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|---------------------------|----------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>             | <u>Account Description</u> | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Water System</b>       |                            |                |                |                |                     |                     |                 |
| 10-58-21000               | ELECTRIC                   | 2,700          | 1,024          | 1,500          | 630                 | 1,260               | 1,260           |
| 10-58-22000               | WATER                      | 0              | 0              | 2,500          | 0                   | 0                   | 0               |
| 10-58-42500               | OTHER MAINTENANCE - SYSTEM | 1,000          | 0              | 5,000          | 0                   | 0                   | 2,500           |
| 10-58-64000               | EQUIPMENT MAINTENANCE      | 1,000          | 0              | 0              | 0                   | 0                   | 0               |
| <b>Total Water System</b> |                            | <b>4,700</b>   | <b>1,024</b>   | <b>9,000</b>   | <b>630</b>          | <b>1,260</b>        | <b>3,760</b>    |

## Information Systems

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

### Fiscal Year 2012-13 Budget Highlights

Funding for a computer replacement program has been included in an effort to not only avoid unfunded replacements but to transition away from Microsoft XP which will no longer be supported by Microsoft effective April of 2014.

| <u>Account</u>                   |                                  | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|----------------------------------|----------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>                    | <u>Account Description</u>       | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Information Systems</b>       |                                  |                |                |                |                     |                     |                 |
| 10-59-24000                      | TELEPHONE & FAX                  | 14,000         | 10,167         | 14,000         | 7,260               | 14,400              | 14,500          |
| 10-59-24001                      | T1 LINE FOR INTERNET ACCESS      | 6,000          | 6,240          | 6,000          | 2,400               | 5,500               | 4,500           |
| 10-59-34000                      | PROFESSIONAL FEES - COMPUTER     | 16,000         | 17,752         | 20,000         | 3,502               | 16,000              | 20,000          |
| 10-59-36000                      | MAINTENANCE & SUPPORT AGREEMENTS | 0              | 0              | 1,167          | 3,806               | 1,270               | 1,270           |
| 10-59-41610                      | VIDEO/SUPPLIES                   | 0              | 0              | 0              | 0                   | 60                  | 2,000           |
| 10-59-91000                      | EQUIPMENT                        | 2,500          | 828            | 3,000          | 7,323               | 9,000               | 6,000           |
| <b>Total Information Systems</b> |                                  | <b>38,500</b>  | <b>34,987</b>  | <b>44,167</b>  | <b>24,291</b>       | <b>46,230</b>       | <b>48,270</b>   |

## **Police**

The Bisbee Police Department serves and protects persons and property in the City of Bisbee. The department enforces City Ordinances, State and Federal laws, maintains peace and order, protects life and property, and assists citizens in urgent situations. Bisbee Police Department officers and civilian employees carry out this mission diligently and courteously, and take pride in their service.

The Police Department responds to a variety of service calls each year such as City Code and Ordinance violations, traffic, misdemeanor and felony violations. Under the Intergovernmental Agreements with Cochise County, Arizona Department of Public Safety, D.E.A., F.B.I., U.S. Border Patrol, and Naco and San Jose Fire Districts the department provides assistance with service calls, maintains record of incidents, and provides reports to City, County, State and Federal jurisdictions as well as attorneys for City, State and Federal prosecution, and for courts in City, State and Federal justice systems.

The Bisbee Police Department offers other special services to the community, such as House Watch, Crime Prevention Programs, Bike Patrol, Neighborhood Watch Programs, Bicycle Safety Programs, Kids I.D. Program, Adopt-a-School Program, Bisbee Police Explorer Post #455, and the Arizona Youth Hunter Safety Course. This department also maintains the Animal Control Service and Shelter and presently supports a "no kill" facility.

The Bisbee Police Department maintains a 24-hour dispatch and 9-1-1 Enhanced System. They dispatch calls for police, fire and ambulance, as well as after-hour handling of the Public Works service calls. The 911 Center handles all 911 emergency calls within the City limits. During the 2011 calendar year, the Bisbee Police Department responded to 6,689 calls for service. These calls included: Accidents - 218; Disturbances - 448; Crimes Against Persons - 358; Crimes Against Property - 226; Juvenile Problems - 246; 911 Calls - 496; Citations - 215; Extra Patrol House Watch - 105; Assist Other Agencies - 195; Parking Complaints - 134; Suspicious Activities - 371; Alarms - 213; Animal Control - 814; Other Incidents - 1,584.

### **Fiscal Year 2012-13 Budget Highlights**

Working with DEA, the Dept will participate in the H.I.D.T.A. Grant. DEA will administer the grant and will fund overtime, ERE's, 1-vehicle, mileage & cell phone expenses.

| <u>Account</u> |                                | <u>FY 2011</u>   | <u>FY 2011</u>   | <u>FY 2012</u>   | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>   |
|----------------|--------------------------------|------------------|------------------|------------------|---------------------|---------------------|------------------|
| <u>Number</u>  | <u>Account Description</u>     | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u>  |
| <b>Police</b>  |                                |                  |                  |                  |                     |                     |                  |
| 10-62-11000    | SALARIES - GENERAL             | 973,642          | 935,153          | 858,895          | 409,671             | 799,973             | 819,291          |
| 10-62-11001    | OVERTIME - GENERAL             | 103,444          | 199,374          | 106,162          | 92,459              | 176,572             | 93,874           |
| 10-62-11004    | DIFFERENTIAL PAY EXPENSE       | 19,500           | 15,500           | 0                | 0                   | 0                   | 0                |
| 10-62-11050    | SALARIES - PART TIME           | 31,265           | 34,786           | 29,192           | 18,807              | 50,196              | 82,275           |
| 10-62-11090    | REIMBURSED SALARIES - DHLS     | 0                | (68,613)         | 0                | (8,207)             | (87,995)            | 0                |
| 10-62-11100    | F.I.C.A.                       | 69,989           | 72,238           | 61,221           | 31,673              | 64,711              | 62,673           |
| 10-62-11200    | MEDICARE                       | 16,368           | 16,794           | 14,318           | 7,407               | 15,134              | 14,657           |
| 10-62-11300    | A.S.R.S.                       | 32,566           | 33,652           | 41,895           | 13,313              | 26,829              | 27,901           |
| 10-62-11400    | A.P.S.P.R.S.                   | 242,603          | 249,941          | 251,906          | 140,436             | 284,415             | 304,208          |
| 10-62-11402    | PSPRS - ALTERNATE CONTRIBUTION | 0                | 0                | 0                | 4,253               | 8,015               | 10,005           |
| 10-62-11500    | MEDICAL INSURANCE              | 121,371          | 106,419          | 111,984          | 51,992              | 102,652             | 108,457          |
| 10-62-11501    | STANDARD DISABILITY INSURANCE  | 10,557           | 9,522            | 9,880            | 5,116               | 8,711               | 8,629            |
| 10-62-11505    | DEFERRED COMP                  | 18,663           | 17,784           | 17,040           | 6,591               | 15,585              | 15,417           |
| 10-62-11510    | DENTAL INSURANCE               | 12,336           | 11,662           | 11,092           | 4,254               | 10,228              | 10,242           |
| 10-62-11600    | LIFE INSURANCE                 | 2,484            | 2,385            | 2,268            | 855                 | 2,061               | 2,052            |
| 10-62-11700    | WORKERS COMPENSATION           | 32,402           | 41,388           | 42,831           | 20,617              | 43,417              | 48,005           |
|                | <b>Police Personnel Costs</b>  | <b>1,687,190</b> | <b>1,677,985</b> | <b>1,558,684</b> | <b>799,237</b>      | <b>1,520,504</b>    | <b>1,607,686</b> |
| 10-62-11705    | POLICE CANCER INS POLICY       | 1,600            | 1,050            | 1,600            | 0                   | 1,600               | 1,600            |
| 10-62-11800    | STATE UNEMPLOYMENT             | 0                | 4,170            | 0                | 0                   | 0                   | 0                |
| 10-62-11990    | REIMBURSED ERE'S - DHLS        | 0                | (28,730)         | 0                | (4,313)             | (45,000)            | 0                |
| 10-62-13000    | UNIFORMS                       | 25,600           | 23,008           | 12,800           | 5,757               | 12,400              | 11,250           |
| 10-62-13010    | HEATH CLUB REIMBURSEMENT       | 2,000            | 905              | 2,000            | 0                   | 1,200               | 1,600            |
| 10-62-13039    | RICO-AUTHORIZED EXPENDITURES   | 0                | 6,910            | 0                | 2,605               | 5,100               | 5,000            |
| 10-62-13040    | ANTI-RACQUETEERING ACTIVITY    | 0                | 970              | 0                | 0                   | 0                   | 0                |
| 10-62-13097    | AUCTION EXPENSES & EQUIPMENT   | 5,000            | 3,231            | 5,000            | 2,068               | 4,100               | 5,000            |
| 10-62-14000    | EDUCATION/TRAINING             | 4,000            | 961              | 2,000            | 984                 | 1,500               | 2,000            |
| 10-62-21000    | ELECTRIC                       | 12,000           | 13,648           | 12,300           | 7,926               | 14,500              | 14,000           |
| 10-62-22000    | WATER                          | 1,500            | 1,585            | 1,500            | 1,043               | 1,500               | 1,500            |
| 10-62-22550    | SEWER AND GARBAGE SERV.        | 2,100            | 2,060            | 2,130            | 874                 | 2,130               | 2,171            |
| 10-62-23000    | GAS                            | 1,600            | 802              | 1,600            | 206                 | 1,000               | 1,200            |
| 10-62-24000    | TELEPHONE & FAX                | 12,000           | 12,874           | 10,500           | 4,856               | 14,000              | 14,000           |
| 10-62-24001    | INTERNET ACCESS FEES           | 800              | 868              | 850              | 483                 | 900                 | 900              |
| 10-62-35000    | EMPLOYEE TESTING               | 300              | 0                | 300              | 0                   | 300                 | 300              |
| 10-62-35100    | RECRUITMENT COSTS              | 300              | 0                | 300              | 0                   | 300                 | 300              |
| 10-62-41000    | DISPOSABLE EQUIPMENT/SUPPLIES  | 0                | 0                | 0                | 376                 | 376                 | 0                |
| 10-62-41500    | OFFICE SUPPLIES                | 4,500            | 3,380            | 4,500            | 2,149               | 4,500               | 4,500            |
| 10-62-41601    | SPECIAL SUPP - AMMUNITION      | 1,000            | 1,489            | 1,000            | 0                   | 1,000               | 1,000            |
| 10-62-41700    | CONTRACT SERVICES              | 1,000            | 480              | 1,000            | 200                 | 480                 | 500              |
| 10-62-42000    | CUSTODIAL SUPPLIES             | 0                | 3,303            | 0                | 1,110               | 2,000               | 2,000            |
| 10-62-42100    | BOOKS AND REFERENCE MATERIALS  | 300              | 250              | 300              | 215                 | 300                 | 300              |
| 10-62-42500    | REPAIRS & MAINT - BLDG         | 5,500            | 5,314            | 3,000            | 871                 | 3,000               | 1,500            |
| 10-62-43500    | POSTAGE                        | 900              | 331              | 500              | 75                  | 200                 | 250              |
| 10-62-43600    | MOVING, TOWING, STORAGE        | 9,000            | 10,214           | 9,000            | 2,705               | 9,000               | 9,000            |
| 10-62-52000    | ADVERTISING                    | 100              | 0                | 100              | 0                   | 0                   | 0                |
| 10-62-53000    | CONTRACTS - OTHER              | 4,800            | 4,715            | 4,000            | 1,230               | 4,000               | 4,000            |
| 10-62-53503    | DOC WORKERS                    | 200              | 858              | 600              | 327                 | 600                 | 600              |
| 10-62-61000    | PARTS & LABOR                  | 12,000           | 10,471           | 12,000           | 7,343               | 12,000              | 12,000           |
| 10-62-62000    | FUEL & LUBRICANTS              | 65,000           | 70,295           | 60,000           | 31,775              | 55,000              | 70,000           |
| 10-62-64000    | EQUIPMENT                      | 1,000            | 2,113            | 1,000            | 574                 | 500                 | 600              |
| 10-62-71000    | SUBSCRIPTIONS & MEMBERSHIPS    | 300              | 50               | 200              | 0                   | 100                 | 100              |
| 10-62-72000    | OTHER MAINT - ANIMAL SHELTER   | 4,500            | 4,171            | 4,500            | 1,377               | 3,000               | 4,500            |
| 10-62-72001    | SHELTER PROGRAMS               | 5,000            | 2,359            | 5,000            | 1,481               | 3,500               | 5,000            |
|                | <b>Total Police</b>            | <b>1,871,090</b> | <b>1,842,090</b> | <b>1,718,264</b> | <b>873,534</b>      | <b>1,635,590</b>    | <b>1,784,357</b> |

# Fire Department

The Fire Department, headed by the Fire Chief, reports to the City Manager and is responsible for fire suppression, investigation, prevention, and emergency medical services.

The department also provides inter-facility transfer of patients to hospitals in Sierra Vista, Tucson, and Phoenix. Additionally, this department plays a vital role in Incident Command for natural and man-made disasters.

One of the unique features of the City of Bisbee is the full-time Fire Department because many of the cities in the United States of this size operate with a volunteer Fire Department.

After the great fire of 1908, the City decided that they should have a full-time fire department, and that tradition continues to this day. While the cost of services is high, it is supplemented by the inter-facility transfer service.

During the 2011 calendar year, the Fire Department responded to 1,904 calls. Most of these involved the following categories:

- Structure fires - 6
- Brush fires (including state land) - 30
- Other fires - 16
- Fire good intent - 68
- Vehicle fires - 11
- Emergency Medical Services (including good intent) - 897
- Inter-facility transfers - 415
- Motor Vehicle Accidents - 64

## Fiscal Year 2012-13 Budget Highlights

The Fire Department budget includes increased prices for fuel, supplies and increased employer contributions to the retirement system.

Once again the Fire Department is requesting grants from FEMA for a new fire truck at an estimated total cost of \$300,000. If awarded, the City's share would be \$15,000 which is included in this budget.

Funding in Professional Services has been reduced to reflect elimination of the Fire Chief contract at the end of the current agreement.



| <u>Account</u> |                                | <u>FY 2011</u>   | <u>FY 2011</u>   | <u>FY 2012</u>   | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>   |
|----------------|--------------------------------|------------------|------------------|------------------|---------------------|---------------------|------------------|
| <u>Number</u>  | <u>Account Description</u>     | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u>  |
| <b>Fire</b>    |                                |                  |                  |                  |                     |                     |                  |
| 10-64-11000    | SALARIES - GENERAL             | 804,031          | 805,528          | 711,254          | 367,136             | 760,551             | 706025           |
| 10-64-11001    | OVERTIME - GENERAL             | 130,000          | 168,176          | 160,000          | 93,707              | 200,000             | 180000           |
| 10-64-11200    | MEDICARE                       | 13,779           | 13,897           | 12,845           | 6,576               | 13,286              | 13059            |
| 10-64-11400    | A.P.S.P.R.S.                   | 335,207          | 324,920          | 373,279          | 190,506             | 394,403             | 426628           |
| 10-64-11402    | PSPRS - ALTERNATE CONTRIBUTION | 0                | 0                | 0                | 3,033               | 6,415               | 2540             |
| 10-64-11500    | MEDICAL INSURANCE              | 105,540          | 94,986           | 95,986           | 48,437              | 94,653              | 102749           |
| 10-64-11501    | STANDARD DISABILITY INSURANCE  | 9,634            | 8,780            | 8,744            | 4,600               | 7,824               | 8082             |
| 10-64-11505    | DEFERRED COMP                  | 16,229           | 15,244           | 14,606           | 6,119               | 13,287              | 14606            |
| 10-64-11510    | DENTAL INSURANCE               | 11,606           | 9,699            | 8,437            | 3,746               | 8,452               | 9226             |
| 10-64-11600    | LIFE INSURANCE                 | 2,161            | 2,079            | 1,946            | 810                 | 1,755               | 1944             |
| 10-64-11700    | WORKERS COMPENSATION           | 29,565           | 38,457           | 41,885           | 19,184              | 36,247              | 47723            |
|                | <b>Fire Personnel Costs</b>    | <b>1,457,752</b> | <b>1,481,766</b> | <b>1,428,982</b> | <b>743,854</b>      | <b>1,536,873</b>    | <b>1,512,582</b> |
| 10-64-11705    | FIREFIGHTER CANCER INS POLICY  | 2,500            | 1,500            | 2,500            | 0                   | 2,500               | 2,500            |
| 10-64-12000    | BUSINESS TRAVEL                | 300              | 0                | 300              | 0                   | 0                   | 300              |
| 10-64-12100    | CONFERENCES                    | 600              | 309              | 0                | 0                   | 0                   | 0                |
| 10-64-13000    | UNIFORMS                       | 16,000           | 14,813           | 9,000            | 3,375               | 6,750               | 9,000            |
| 10-64-14000    | EDUCATION/TRAINING             | 6,000            | 3,907            | 8,600            | 3,715               | 7,500               | 8,600            |
| 10-64-21000    | ELECTRIC                       | 8,000            | 9,551            | 8,000            | 5,815               | 9,000               | 9,000            |
| 10-64-22000    | WATER                          | 700              | 930              | 700              | 448                 | 700                 | 700              |
| 10-64-22550    | SEWER AND GARBAGE SERV.        | 2,200            | 2,186            | 2,272            | 933                 | 2,272               | 2,349            |
| 10-64-23000    | GAS                            | 5,000            | 3,498            | 5,000            | 944                 | 5,000               | 5,000            |
| 10-64-24000    | TELEPHONE & FAX                | 5,000            | 3,689            | 5,000            | 1,955               | 5,000               | 5,000            |
| 10-64-24102    | COMMUNICATION EQUIP-PAGERS     | 2,500            | 2,684            | 0                | 1,574               | 2,955               | 2,955            |
| 10-64-28600    | AMBULANCE BILLING FEES         | 22,000           | 20,234           | 22,000           | 6,920               | 22,000              | 22,000           |
| 10-64-31100    | PROFESSIONAL FEES              | 80,000           | 77,778           | 80,000           | 36,058              | 80,000              | 20,000           |
| 10-64-41500    | OFFICE SUPPLIES                | 2,000            | 2,969            | 2,000            | 1,327               | 2,500               | 2,500            |
| 10-64-41502    | VACCINES                       | 1,000            | 119              | 1,000            | 95                  | 700                 | 1,000            |
| 10-64-41608    | MEDICAL SUPP - FIRST AID KITS  | 35,000           | 38,370           | 35,000           | 16,393              | 35,000              | 35,000           |
| 10-64-41610    | SPECIAL SUPPLIES - OTHER       | 4,000            | 4,642            | 4,000            | 1,870               | 4,000               | 4,000            |
| 10-64-41700    | CONTRACT SERVICES              | 2,000            | 6,033            | 2,000            | 510                 | 2,000               | 7,000            |
| 10-64-42000    | CUSTODIAL SUPPLIES             | 2,500            | 2,834            | 2,500            | 1,255               | 2,100               | 2,500            |
| 10-64-42100    | BOOKS AND REFERENCE MATERIALS  | 500              | 0                | 500              | 0                   | 200                 | 500              |
| 10-64-42500    | REPAIRS & MAINT - BLDG         | 3,000            | 1,744            | 3,000            | 1,163               | 2,800               | 3,000            |
| 10-64-43500    | POSTAGE                        | 100              | 114              | 100              | 52                  | 75                  | 100              |
| 10-64-52000    | ADVERTISING                    | 120              | 115              | 120              | 0                   | 60                  | 120              |
| 10-64-53000    | CONTRACTS - OTHER              | 3,500            | 2,399            | 3,500            | 1,037               | 3,500               | 3,500            |
| 10-64-54000    | CRIME/FIRE PREVENTION          | 1,400            | 1,400            | 1,400            | 1,400               | 1,400               | 1,400            |
| 10-64-56001    | SMALL TOOLS & EQUIPMENT        | 5,000            | 1,847            | 5,000            | 890                 | 4,000               | 5,000            |
| 10-64-56002    | EQUIPMENT                      | 4,000            | 4,205            | 4,000            | 1,883               | 3,500               | 4,000            |
| 10-64-61000    | PARTS & LABOR                  | 25,000           | 38,186           | 25,000           | 5,856               | 25,000              | 25,000           |
| 10-64-62004    | GASOLINE                       | 7,000            | 10,887           | 7,000            | 4,315               | 7,000               | 11,000           |
| 10-64-62005    | DIESEL                         | 30,000           | 37,831           | 30,000           | 17,752              | 30,000              | 38,000           |
| 10-64-64000    | REPAIRS & MAINT - EQUIPMENT    | 4,500            | 7,016            | 4,500            | 727                 | 2,500               | 4,500            |
| 10-64-71000    | SUBSCRIPTIONS & MEMBERSHIPS    | 350              | 250              | 350              | 400                 | 400                 | 400              |
| 10-64-71001    | LICENSE                        | 1,000            | 1,254            | 1,250            | 1,000               | 1,250               | 1,250            |
| 10-64-90000    | CAPITAL EXPENDITURES           | 0                | 6,000            | 0                | 0                   | 0                   | 0                |
| 10-64-91000    | FURNITURE/COMPUTERS            | 4,500            | 717              | 4,500            | 0                   | 3,500               | 4,500            |
| 10-64-93000    | GRANT MATCH                    | 18,000           | 0                | 15,000           | 0                   | 0                   | 15,000           |
|                | <b>Total Fire</b>              | <b>1,763,022</b> | <b>1,791,777</b> | <b>1,724,074</b> | <b>863,516</b>      | <b>1,812,035</b>    | <b>1,769,256</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 services provided by the County.

### Fiscal Year 2012-13 Budget Highlights

There are no new expenditures planned for this department.

| <u>Account</u>         |                              | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|------------------------|------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>          | <u>Account Description</u>   | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>City Magistrate</b> |                              |                |                |                |                     |                     |                 |
| 10-68-41700            | CONTRACT SERVICES            | 36,000         | 34,747         | 36,000         | 8,687               | 36,000              | 36,000          |
| 10-68-57005            | MAGISTRATE JUDGE CONTRACT    | 12,000         | 12,000         | 12,000         | 6,000               | 12,000              | 12,000          |
|                        | <b>Total City Magistrate</b> | 48,000         | 46,747         | 48,000         | 14,687              | 48,000              | 48,000          |

## Cemetery

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

The Street Division of the Public Works Department is responsible to dig graves and to set up equipment for lowering coffins into place and covering grave sites. The Public Works Department maintains the Cemetery grounds and inter cremains at the cemetery. The Evergreen Cemetery Committee advises the Mayor and Council on the repairs and needs of the cemetery.

## Fiscal Year 2012-13 Budget Highlights

There are no new expenditures planned for this department.

| <u>Account</u>        |                            | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|-----------------------|----------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>         | <u>Account Description</u> | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Cemetery</b>       |                            |                |                |                |                     |                     |                 |
| 10-70-22550           | SEWER AND GARBAGE SERV.    | 600            | 558            | 570            | 235                 | 470                 | 574             |
| 10-70-40000           | SUPPLIES                   | 200            | 279            | 1,000          | 55                  | 110                 | 200             |
| 10-70-41610           | SPECIAL SUPPLIES - OTHER   | 2,000          | 951            | 500            | 0                   | 200                 | 0               |
| 10-70-42500           | REPAIRS & MAINT - BLDG     | 2,000          | 0              | 1,000          | 134                 | 300                 | 300             |
| 10-70-43500           | POSTAGE                    | 0              | 0              | 30             | 0                   | 30                  | 30              |
| 10-70-53500           | DOC WORKERS                | 2,000          | 1,044          | 3,750          | 533                 | 1,066               | 1,200           |
| 10-70-56001           | SMALL TOOLS & EQUIPMENT    | 0              | 0              | 1,000          | 337                 | 700                 | 500             |
| <b>Total Cemetery</b> |                            | <b>6,800</b>   | <b>2,832</b>   | <b>7,850</b>   | <b>1,294</b>        | <b>2,876</b>        | <b>2,804</b>    |

## Building Maintenance

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

The duties of this division consists of janitorial work, general repair and maintenance of City buildings and furnishings.

### Fiscal Year 2012-13 Budget Highlights

Funds have been included in next year's budget for outside maintenance services to provide funding for issues outside staffs expertise.

| <u>Account</u>              |                                   | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|-----------------------------|-----------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>               | <u>Account Description</u>        | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Building Maintenance</b> |                                   |                |                |                |                     |                     |                 |
| 10-74-11800                 | STATE UNEMPLOYMENT                | 6,240          | 4,747          | 0              | (350)               | 0                   | 0               |
|                             | <b>Bldg Maint Personnel Costs</b> | 6,240          | 4,747          | 0              | (350)               | 0                   | 0               |
| 10-74-24000                 | TELEPHONE & FAX                   | 0              | 0              | 600            | 0                   | 0                   | 0               |
| 10-74-41000                 | DISPOSABLE EQUIP/TOOLS            | 0              | 0              | 500            | 0                   | 200                 | 200             |
| 10-74-41500                 | OFFICE SUPPLIES                   | 0              | 60             | 200            | 470                 | 470                 | 200             |
| 10-74-41600                 | SAFETY EQUIPMENT                  | 200            | 22             | 1,000          | 60                  | 400                 | 400             |
| 10-74-41700                 | CONTRACT SERVICES                 | 1,200          | 937            | 20,000         | 11,594              | 23,000              | 20,000          |
| 10-74-42000                 | CUSTODIAL SUPPLIES                | 8,000          | 8,893          | 10,000         | 1,600               | 3,200               | 6,000           |
| 10-74-42500                 | REPAIR & MAINT- BLDG              | 25,000         | 11,919         | 12,000         | 4,729               | 10,000              | 12,000          |
| 10-74-53500                 | DOC WORKERS                       | 2,000          | 3,711          | 3,000          | 1,306               | 2,600               | 3,000           |
| 10-74-55000                 | EQUIPMENT RENTAL                  | 500            | 0              | 1,000          | 0                   | 0                   | 0               |
| 10-74-56001                 | SMALL TOOLS & EQUIPMENT           | 400            | 1,038          | 2,000          | 782                 | 1,600               | 1,000           |
| 10-74-61000                 | PARTS & LABOR                     | 0              | 38             | 0              | 0                   | 0                   | 0               |
| 10-74-62004                 | GASOLINE                          | 1,000          | 1,774          | 2,600          | 586                 | 1,320               | 1,800           |
| 10-74-65100                 | CONSTRUCTION & REPAIR MATERIAL    | 0              | 0              | 2,500          | 14                  | 500                 | 2,500           |
|                             | <b>Total Bldg Maint</b>           | 44,540         | 33,139         | 55,400         | 20,791              | 43,290              | 47,100          |

## Public Works Administration

Public Works Administration employs the central staff of the Public Works Department. The majority of the administrative costs of the Public Works Department are funded here, although a portion of the personnel costs for administration staff are paid from the Sewer Fund, the Streets Fund, and the Sanitation Fund. The administrative staff consists of the Public Works Director, Executive Assistant, and the Public Works Administrative Assistant. The administrative paper work for all Public Works Divisions are processed by the Public Works Administration staff.

### Fiscal Year 2012-13 Budget Highlights

This budget includes no new programs.



| <u>Account</u>  |                                 | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|-----------------|---------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>   | <u>Account Description</u>      | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>PW Admin</b> |                                 |                |                |                |                     |                     |                 |
| 10-75-11000     | SALARIES - GENERAL              | 49,996         | 41,968         | 40,490         | 25,552              | 62,080              | 67,721          |
| 10-75-11001     | OVERTIME - GENERAL              | 0              | 479            | 0              | 379                 | 550                 | 0               |
| 10-75-11050     | SALARIES - PART TIME            | 0              | 0              | 0              | 120                 | 120                 | 0               |
| 10-75-11100     | F.I.C.A.                        | 3,173          | 2,295          | 2,581          | 1,529               | 3,777               | 4,274           |
| 10-75-11200     | MEDICARE                        | 742            | 532            | 604            | 358                 | 882                 | 1,000           |
| 10-75-11300     | A.S.R.S.                        | 4,925          | 4,182          | 4,353          | 2,480               | 6,229               | 7,551           |
| 10-75-11500     | MEDICAL INSURANCE               | 7,652          | 6,596          | 7,466          | 3,999               | 9,510               | 8,562           |
| 10-75-11501     | STANDARD DISABILITY INSURANCE   | 812            | 678            | 812            | 426                 | 819                 | 357             |
| 10-75-11505     | DEFERRED COMP                   | 1,177          | 1,109          | 1,136          | 446                 | 1,298               | 1,217           |
| 10-75-11510     | DENTAL INSURANCE                | 879            | 850            | 772            | 290                 | 805                 | 657             |
| 10-75-11600     | LIFE INSURANCE                  | 157            | 148            | 151            | 50                  | 160                 | 162             |
| 10-75-11700     | WORKERS COMPENSATION            | 684            | 114            | 127            | 301                 | 1,396               | 1,168           |
| 10-75-11800     | STATE UNEMPLOYMENT              | 0              | 4,156          | 0              | 0                   | 0                   | 0               |
|                 | <b>PW Admin Personnel Costs</b> | <b>70,197</b>  | <b>63,107</b>  | <b>58,492</b>  | <b>35,930</b>       | <b>87,626</b>       | <b>92,669</b>   |
| 10-75-12000     | BUSINESS TRAVEL                 | 0              | 309            | 1,000          | 185                 | 500                 | 1,250           |
| 10-75-13000     | UNIFORMS                        | 0              | 0              | 200            | 0                   | 0                   | 0               |
| 10-75-14000     | EDUCATION/TRAINING              | 0              | 0              | 1,200          | 0                   | 1,200               | 1,000           |
| 10-75-21000     | ELECTRIC                        | 2,000          | 1,902          | 2,000          | 1,069               | 2,200               | 2,400           |
| 10-75-22000     | WATER                           | 270            | 479            | 440            | 238                 | 500                 | 550             |
| 10-75-22550     | SEWER AND GARBAGE SERV.         | 900            | 864            | 902            | 369                 | 800                 | 938             |
| 10-75-23000     | GAS                             | 2,000          | 1,650          | 1,150          | 447                 | 1,000               | 1,250           |
| 10-75-24000     | TELEPHONE & FAX                 | 5,700          | 4,710          | 5,000          | 832                 | 1,700               | 4,500           |
| 10-75-24001     | INTERNET ACCESS FEES            | 1,200          | 1,268          | 1,600          | 705                 | 1,400               | 1,500           |
| 10-75-41500     | OFFICE SUPPLIES                 | 2,000          | 1,873          | 2,400          | 1,370               | 2,000               | 2,000           |
| 10-75-41610     | SPECIAL SUPPLIES - OTHER        | 1,000          | 230            | 1,000          | 121                 | 500                 | 750             |
| 10-75-41700     | CONTRACT SERVICES               | 1,500          | 625            | 1,000          | 2,400               | 4,800               | 5,000           |
| 10-75-42500     | REPAIR & MAINT - BLDG           | 0              | 0              | 2,500          | 0                   | 0                   | 0               |
| 10-75-43500     | POSTAGE                         | 600            | 356            | 600            | 50                  | 100                 | 300             |
| 10-75-51000     | PRINTING/REPRODUCTION           | 1,000          | 1,347          | 500            | 192                 | 400                 | 500             |
| 10-75-51100     | COPIER MAINTENANCE              | 1,500          | 2,290          | 4,000          | 864                 | 1,750               | 2,000           |
| 10-75-52000     | ADVERTISING                     | 500            | 362            | 1,000          | 0                   | 500                 | 1,000           |
| 10-75-53500     | DOC WORKERS                     | 0              | 64             | 200            | 0                   | 0                   | 0               |
| 10-75-56001     | SMALL TOOLS & EQUIPMENT         | 150            | 125            | 1,000          | 0                   | 3,200               | 200             |
| 10-75-62000     | FUEL & LUBRICANTS               | 4,000          | 3,033          | 3,203          | 1,593               | 3,200               | 4,000           |
| 10-75-64000     | REPAIRS & MAINT - EQUIPMENT     | 1,000          | 225            | 1,000          | 0                   | 0                   | 1,000           |
| 10-75-71000     | SUBSCRIPTIONS & MEMBERSHIPS     | 500            | 0              | 1,000          | 0                   | 0                   | 500             |
| 10-75-75100     | OFFICE FURNISHINGS              | 500            | 0              | 200            | 0                   | 0                   | 0               |
| 10-75-91000     | NEW EQUIPMENT                   | 500            | 2,668          | 0              | 0                   | 0                   | 0               |
|                 | <b>Total PW Admin</b>           | <b>97,017</b>  | <b>87,487</b>  | <b>91,587</b>  | <b>46,365</b>       | <b>113,376</b>      | <b>123,307</b>  |

## Public Works Garage

The City of Bisbee operates a garage for the purpose of maintaining its fleet of motorized vehicles and equipment. The fleet includes automobiles, garbage trucks, motor graders, police, and fire emergency vehicles used by the various departments of the City.

### Fiscal Year 2012-13 Budget Highlights

This budget is a continuation of the reorganization of the garage implemented in FY 2008-09. The City continues to utilize service agreements (IGAs) with Cochise County Fleet and Heavy Fleet Operations, and the City of Sierra Vista for major mechanical work on the vehicle and equipment fleet.

| <u>Account</u>   |                                  | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|------------------|----------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>    | <u>Account Description</u>       | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>PW Garage</b> |                                  |                |                |                |                     |                     |                 |
| 10-77-11000      | SALARIES - GENERAL               | 31,824         | 32,685         | 31,824         | 15,912              | 31,946              | 32,169          |
| 10-77-11001      | OVERTIME - GENERAL               | 3,500          | 10,466         | 3,500          | 4,716               | 10,947              | 3,500           |
| 10-77-11100      | F.I.C.A.                         | 2,240          | 2,423          | 2,240          | 1,178               | 2,289               | 2,262           |
| 10-77-11200      | MEDICARE                         | 524            | 564            | 524            | 276                 | 535                 | 529             |
| 10-77-11300      | A.S.R.S.                         | 3,480          | 4,187          | 3,797          | 2,084               | 4,460               | 3,977           |
| 10-77-11500      | MEDICAL INSURANCE                | 5,277          | 4,837          | 5,333          | 2,666               | 5,333               | 5,708           |
| 10-77-11501      | STANDARD DISABILITY INSURANCE    | 247            | 247            | 247            | 144                 | 247                 | 247             |
| 10-77-11505      | DEFERRED COMP                    | 811            | 811            | 811            | 338                 | 811                 | 811             |
| 10-77-11510      | DENTAL INSURANCE                 | 622            | 622            | 622            | 259                 | 622                 | 622             |
| 10-77-11600      | LIFE INSURANCE                   | 108            | 108            | 108            | 45                  | 108                 | 108             |
| 10-77-11700      | WORKERS COMPENSATION             | 1,104          | 1,264          | 1,225          | 626                 | 1,240               | 3,378           |
|                  | <b>PW Garage Personnel Costs</b> | <b>49,737</b>  | <b>58,214</b>  | <b>50,231</b>  | <b>28,244</b>       | <b>58,538</b>       | <b>53,311</b>   |
| 10-77-13000      | UNIFORMS                         | 900            | 792            | 1,000          | 399                 | 800                 | 900             |
| 10-77-14000      | EDUCATION/TRAINING               | 0              | 0              | 500            | 0                   | 2,500               | 2,500           |
| 10-77-21000      | ELECTRIC                         | 2,500          | 2,503          | 2,500          | 1,069               | 2,200               | 2,420           |
| 10-77-22550      | SEWER AND GARBAGE SERV.          | 1,000          | 967            | 989            | 408                 | 800                 | 1,000           |
| 10-77-23000      | GAS                              | 1,200          | 752            | 765            | 336                 | 750                 | 950             |
| 10-77-24000      | TELEPHONE & FAX                  | 1,080          | 1,085          | 1,000          | 815                 | 1,630               | 1,800           |
| 10-77-41000      | DISPOSABLE EQUIPMENT/TOOLS       | 1,000          | 91             | 1,000          | 61                  | 200                 | 500             |
| 10-77-41500      | OFFICE SUPPLIES                  | 100            | 84             | 100            | 0                   | 100                 | 100             |
| 10-77-41600      | SAFETY EQUIPMENT                 | 500            | 51             | 500            | 28                  | 200                 | 500             |
| 10-77-41610      | SPECIAL SUPPLIES - OTHER         | 2,000          | 135            | 3,000          | 0                   | 250                 | 1,000           |
| 10-77-41700      | CONTRACT SERVICES                | 2,000          | 4,885          | 3,500          | 2,332               | 4,650               | 5,000           |
| 10-77-42500      | REPAIR & MAINT - BLDG            | 0              | 0              | 2,000          | 3,110               | 6,000               | 6,000           |
| 10-77-53000      | OTHER VARIOUS CONTRACTS          | 60,000         | 940            | 20,000         | 5,866               | 12,000              | 20,000          |
| 10-77-53500      | DOC WORKERS                      | 2,000          | 972            | 1,100          | 837                 | 1,700               | 2,000           |
| 10-77-56001      | SMALL TOOLS & EQUIPMENT          | 200            | 583            | 200            | 93                  | 200                 | 200             |
| 10-77-61000      | PARTS & LABOR                    | 12,000         | 2,233          | 10,000         | 726                 | 1,500               | 3,200           |
| 10-77-62004      | GASOLINE                         | 1,000          | 207            | 580            | 158                 | 360                 | 500             |
| 10-77-62007      | LUBRICANTS                       | 1,500          | 6,697          | 5,000          | 2,316               | 4,600               | 5,000           |
| 10-77-64000      | EQUIPMENT MAINTENANCE            | 750            | 0              | 1,000          | 122                 | 250                 | 3,000           |
| 10-77-91000      | NEW EQUIPMENT                    | 4,000          | 3,011          | 4,000          | 217                 | 1,000               | 4,000           |
|                  | <b>Total PWGarage</b>            | <b>143,467</b> | <b>84,202</b>  | <b>108,965</b> | <b>47,137</b>       | <b>100,228</b>      | <b>113,881</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, he 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 assist with the development of the GIS system, Zoning Maps, and Zoning Code Changes.

## Fiscal Year 2011-2012 Budget Highlights

- Reviewed all construction plans for the Bisbee Royale and issued permits.  
Valued, \$ 248,982.00
- Reviewed all construction plans for the Stock Exchange Upgrade and issued permits.  
Valued, \$ 146,000.00
- Reviewed all construction plans for two solar photovoltaic systems and issued permits.  
Valued, \$ 228,000.00
  
- Building permits issued through March 2012:
  - o Total value of permits: \$ 2,194,527.31
  - Commercial = \$ 1,174,998.00 59 permits issued
  - Residential = \$ 1,019,529.31 163 permits issued

The Building Inspector issued 20 written violations resulting in cleanup of unsafe structures throughout Bisbee without having to take court action.

Due to an unanticipated absence in the department, the City utilized Cochise County personnel to perform Building Inspections, and other Community Development personnel absorbed the administrative functions of this office.

## Fiscal Year 2012-13 Budget Highlights

With existing and anticipated budget constraints, there are no new items in this budget.

| <u>Account</u>            |                                       | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|---------------------------|---------------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>             | <u>Account Description</u>            | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Building Inspector</b> |                                       |                |                |                |                     |                     |                 |
| 10-79-11000               | SALARIES - GENERAL                    | 39,656         | 40,093         | 39,707         | 15,012              | 34,913              | 39,707          |
| 10-79-11001               | OVERTIME - GENERAL                    | 1,404          | 1,332          | 1,432          | 287                 | 368                 | 1,432           |
| 10-79-11100               | F.I.C.A.                              | 2,596          | 2,158          | 2,601          | 959                 | 2,203               | 2,601           |
| 10-79-11200               | MEDICARE                              | 607            | 500            | 608            | 224                 | 517                 | 608             |
| 10-79-11300               | A.S.R.S.                              | 4,045          | 4,082          | 4,422          | 1,545               | 3,555               | 4,587           |
| 10-79-11500               | MEDICAL INSURANCE                     | 5,277          | 4,837          | 5,333          | 2,666               | 5,333               | 5,708           |
| 10-79-11501               | STANDARD DISABILITY INSURANCE         | 302            | 302            | 302            | 276                 | 405                 | 302             |
| 10-79-11505               | DEFERRED COMP                         | 811            | 811            | 811            | 338                 | 811                 | 811             |
| 10-79-11510               | DENTAL INSURANCE                      | 622            | 622            | 622            | 259                 | 622                 | 622             |
| 10-79-11600               | LIFE INSURANCE                        | 109            | 108            | 108            | 45                  | 108                 | 108             |
| 10-79-11700               | WORKERS COMPENSATION                  | 622            | 804            | 938            | 327                 | 760                 | 2,279           |
|                           | <b>Bldg Inspector Personnel Costs</b> | <b>56,051</b>  | <b>55,649</b>  | <b>56,884</b>  | <b>21,938</b>       | <b>49,595</b>       | <b>58,765</b>   |
| 10-79-12000               | BUSINESS TRAVEL                       | 500            | 298            | 400            | 0                   | 0                   | 400             |
| 10-79-12100               | CONFERENCES                           | 500            | 0              | 0              | 0                   | 0                   | 0               |
| 10-79-13000               | UNIFORMS                              | 300            | 167            | 300            | 0                   | 300                 | 300             |
| 10-79-14000               | EDUCATION/TRAINING                    | 1,500          | 1,154          | 1,500          | 0                   | 0                   | 1,500           |
| 10-79-24000               | TELEPHONE & FAX                       | 600            | 378            | 500            | 145                 | 145                 | 500             |
| 10-79-30000               | PROFESSIONAL FEES                     | 1,000          | 188            | 1,000          | 2,931               | 5,760               | 1,000           |
| 10-79-41000               | DISPOSABLE EQUIPMENT/TOOLS            | 300            | 62             | 300            | 2                   | 100                 | 300             |
| 10-79-41500               | OFFICE SUPPLIES                       | 0              | 194            | 0              | 36                  | 36                  | 100             |
| 10-79-41602               | SPECIAL SUPP - BILLS & FORMS          | 250            | 0              | 250            | 0                   | 250                 | 250             |
| 10-79-42100               | BOOKS AND REFERENCE MATERIALS         | 1,500          | 7              | 1,500          | 0                   | 0                   | 1,500           |
| 10-79-42300               | SOFTWARE                              | 2,000          | 1,200          | 1,500          | 1,275               | 1,275               | 1,500           |
| 10-79-43500               | POSTAGE                               | 500            | 68             | 400            | 124                 | 250                 | 400             |
| 10-79-56002               | EQUIPMENT                             | 750            | 0              | 750            | 0                   | 0                   | 750             |
| 10-79-71000               | SUBSCRIPTIONS & MEMBERSHIPS           | 300            | 150            | 300            | 270                 | 270                 | 300             |
|                           | <b>Total Bldg Inspector</b>           | <b>66,051</b>  | <b>59,515</b>  | <b>65,584</b>  | <b>26,721</b>       | <b>57,981</b>       | <b>67,565</b>   |

## Parks Maintenance

The function of Parks includes parks maintenance, special events, and recreation programs. Parks has two employees who maintain City parks and assist with events. There is an established five-member Parks and Recreation Committee to advise and recommend to City Council regarding various park and recreation functions. In addition, community volunteers assist with the maintenance and planting at various parks through the Adopt-A-Park program.

The City provides twelve developed parks that total 5.85 acres for recreational use. Vista Park is the largest at 2.63 acres while the others are significantly smaller. The City has 1,086 residents per acre of park while approximately \$24 per resident goes toward parks and recreation. The department, with the assistance of the Parks and Recreation Committee, is currently evaluating every park to update the Master Parks Plan. In addition, the committee and department are evaluating the needs of the pool and recreational programming.

City events play a large role in activities for residents and tourists, which include Fourth of July Coaster Race activities and Festival of Lights. City sponsored events include the Farmer's Market, Earth Day, Copper Classic Car Show, Fourth of July activities, Brewery Gulch Daze, Bisbee Blues Festival, and the Bisbee Bloomers Garden Tour. Approximately 150 Park, Facility, and Right-of-Way Use Permits are processed each year for events and recreational use. These permits are coordinated by Public Works administrative staff.

## Fiscal Year 2012-13 Budget Highlights

This budget does not reflect any new programs.

| <u>Account</u> |                               | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|----------------|-------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>  | <u>Account Description</u>    | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Parks</b>   |                               |                |                |                |                     |                     |                 |
| 10-80-11000    | SALARIES - GENERAL            | 73,875         | 75,420         | 71,086         | 33,487              | 60,890              | 54,897          |
| 10-80-11001    | OVERTIME - GENERAL            | 2,400          | 2,133          | 2,400          | 1,079               | 1,422               | 2,400           |
| 10-80-11050    | SALARIES - PART TIME          | 0              | 4,176          | 0              | 675                 | 675                 | 0               |
| 10-80-11100    | F.I.C.A.                      | 4,865          | 5,112          | 4,687          | 2,183               | 3,874               | 3,504           |
| 10-80-11200    | MEDICARE                      | 1,138          | 1,185          | 1,096          | 511                 | 909                 | 820             |
| 10-80-11300    | A.S.R.S.                      | 7,513          | 7,638          | 7,900          | 3,457               | 6,251               | 7,526           |
| 10-80-11500    | MEDICAL INSURANCE             | 14,248         | 13,061         | 13,865         | 6,266               | 11,598              | 12,558          |
| 10-80-11501    | STANDARD DISABILITY INSURANCE | 633            | 633            | 633            | 316                 | 492                 | 463             |
| 10-80-11505    | DEFERRED COMP                 | 2,191          | 2,191          | 2,110          | 771                 | 1,582               | 1,785           |
| 10-80-11510    | DENTAL INSURANCE              | 456            | 673            | 829            | 262                 | 490                 | 501             |
| 10-80-11600    | LIFE INSURANCE                | 292            | 254            | 281            | 87                  | 176                 | 238             |
| 10-80-11700    | WORKERS COMPENSATION          | 2,160          | 2,196          | 2,401          | 1,150               | 2,236               | 2,545           |
| 10-80-11800    | STATE UNEMPLOYMENT            | 0              | 0              | 0              | 0                   | 0                   | 2,350           |
|                | <b>Parks Personnel Costs</b>  | <b>109,771</b> | <b>114,672</b> | <b>107,288</b> | <b>50,244</b>       | <b>90,595</b>       | <b>89,587</b>   |
| 10-80-12000    | BUSINESS TRAVEL               | 500            | 240            | 675            | 0                   | 0                   | 0               |
| 10-80-12100    | CONFERENCES                   | 500            | 50             | 0              | 0                   | 0                   | 0               |
| 10-80-13000    | UNIFORMS                      | 774            | 975            | 1,076          | 679                 | 1,358               | 1,400           |
| 10-80-14000    | EDUCATION/TRAINING            | 1,500          | 0              | 1,000          | 0                   | 0                   | 0               |
| 10-80-21000    | ELECTRIC                      | 2,700          | 2,727          | 3,050          | 1,289               | 2,600               | 2,860           |
| 10-80-22000    | WATER                         | 11,000         | 19,320         | 15,017         | 11,273              | 22,546              | 22,500          |
| 10-80-22550    | SEWER AND GARBAGE SERV.       | 2,120          | 2,103          | 2,183          | 896                 | 1,800               | 2,252           |
| 10-80-24000    | TELEPHONE                     | 0              | 91             | 400            | 145                 | 300                 | 350             |
| 10-80-40000    | SUPPLIES                      | 1,500          | 695            | 1,500          | 466                 | 1,000               | 1,000           |
| 10-80-41500    | OFFICE SUPPLIES               | 500            | 149            | 200            | 33                  | 60                  | 60              |
| 10-80-41607    | AGRICULTURE/HORTICULTURE      | 750            | 29             | 500            | 0                   | 250                 | 500             |
| 10-80-41700    | CONTRACT SERVICES             | 1,550          | 748            | 1,000          | 462                 | 1,000               | 1,000           |
| 10-80-42000    | CUSTODIAL SUPPLIES            | 0              | 263            | 500            | 195                 | 400                 | 450             |
| 10-80-42500    | REPAIR & MAINT - BLDG         | 2,000          | 747            | 1,000          | 658                 | 1,000               | 1,000           |
| 10-80-42501    | REMODELING & IMPROVEMENTS     | 0              | 0              | 1,000          | 421                 | 900                 | 2,500           |
| 10-80-42600    | REPAIRS & MAINT - GROUNDS     | 3,000          | 1,509          | 3,000          | 544                 | 2,500               | 3,000           |
| 10-80-43500    | POSTAGE                       | 150            | 65             | 150            | 18                  | 40                  | 50              |
| 10-80-51000    | PRINTING/REPRODUCTION         | 500            | 0              | 500            | 0                   | 0                   | 0               |
| 10-80-51010    | REPAIR & MAINT - VANDALISM    | 2,000          | 251            | 500            | (6)                 | 500                 | 1,000           |
| 10-80-52000    | ADVERTISING                   | 500            | 245            | 500            | 0                   | 0                   | 0               |
| 10-80-53500    | DOC WORKERS                   | 2,500          | 1,899          | 2,000          | 1,485               | 3,000               | 3,300           |
| 10-80-53502    | OTHER - GROUNDS               | 2,000          | 44             | 250            | 0                   | 250                 | 250             |
| 10-80-61001    | PARTS AND LABOR               | 0              | 0              | 500            | 27                  | 500                 | 1,000           |
| 10-80-62003    | FUEL & LUBRICANTS             | 0              | 0              | 1,000          | 0                   | 250                 | 400             |
| 10-80-62004    | GASOLINE                      | 2,500          | 3,701          | 3,929          | 1,499               | 3,000               | 4,000           |
| 10-80-64000    | REPAIR & MAINT - EQUIPMENT    | 200            | 0              | 500            | 602                 | 1,200               | 1,200           |
| 10-80-71000    | DUES, SUBSCRIPT, MEMBERSHIPS  | 150            | 100            | 100            | 0                   | 0                   | 0               |
| 10-80-73001    | RECREATIONAL PROGRAMS         | 10,000         | 3,430          | 7,500          | 115                 | 2,500               | 2,500           |
| 10-80-73005    | SPECIAL EVENTS COSTS          | 2,000          | 1,280          | 2,500          | 2,037               | 4,000               | 5,000           |
| 10-80-91000    | NEW EQUIPMENT                 | 500            | 285            | 750            | 186                 | 400                 | 400             |
|                | <b>Total Parks</b>            | <b>161,165</b> | <b>155,618</b> | <b>160,068</b> | <b>73,268</b>       | <b>141,949</b>      | <b>147,559</b>  |

## Swimming Pool

The Bisbee Municipal Swimming Pool is a long-standing feature of Bisbee recreation. The City of Bisbee was awarded a grant for \$47,500 from Arizona State Parks in 1967 to build the pool for the youth of Bisbee. Total project cost was \$95,000 and was completed in 1969. It included a large pool with a diving board, a baby pool, and a building for change rooms. Since then, a ramada with picnic tables was added, the original diving board was removed, and the change rooms have been restructured.

The pool is staffed for nine weeks during the summer by seasonal employees, a pool manager and lifeguards. The activities offered are open swimming, swimming lessons, and lap swimming for kids of all ages. Rental of the pool is available for private parties and is also used by the Boys and Girls Club as part of their summer programs.

## Fiscal Year 2012-13 Budget Highlights

This budget includes funding for the operation of the pool. To due to budget constraints, donations are being accepted to help fund this cost.



| <u>Account</u>       |                             | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|----------------------|-----------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>        | <u>Account Description</u>  | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Swimming Pool</b> |                             |                |                |                |                     |                     |                 |
| 10-81-11000          | SALARIES - GENERAL          | 0              | 1,093          | 0              | 0                   | 0                   | 0               |
| 10-81-11050          | SALARIES - PART TIME        | 28,800         | 20,738         | 28,800         | 11,886              | 27,123              | 27,600          |
| 10-81-11100          | F.I.C.A.                    | 1,786          | 1,295          | 1,786          | 737                 | 1,682               | 1,711           |
| 10-81-11200          | MEDICARE                    | 418            | 301            | 418            | 172                 | 393                 | 400             |
| 10-81-11700          | WORKERS COMPENSATION        | 1,508          | 1,175          | 1,508          | 720                 | 1,657               | 2,116           |
|                      | <b>Pool Personnel Costs</b> | <b>32,512</b>  | <b>24,602</b>  | <b>32,512</b>  | <b>13,515</b>       | <b>30,855</b>       | <b>31,827</b>   |
| 10-81-12000          | BUSINESS TRAVEL             | 300            | 0              | 300            | 0                   | 0                   | 0               |
| 10-81-13000          | UNIFORMS - CLOTHING         | 600            | 59             | 600            | 0                   | 0                   | 0               |
| 10-81-14000          | EDUCATION/TRAINING          | 800            | 359            | 800            | 0                   | 0                   | 0               |
| 10-81-21000          | ELECTRIC                    | 5,400          | 4,709          | 5,400          | 3,354               | 6,708               | 7,380           |
| 10-81-22000          | WATER                       | 4,700          | 7,421          | 4,700          | 2,954               | 5,908               | 6,500           |
| 10-81-24000          | TELEPHONE & FAX             | 750            | 542            | 750            | 230                 | 460                 | 500             |
| 10-81-35000          | EMPLOYEE DRUG TESTING       | 0              | 48             | 0              | 0                   | 0                   | 0               |
| 10-81-41000          | DISPOSABLE EQUIPMENT/TOOLS  | 450            | 67             | 450            | 81                  | 160                 | 200             |
| 10-81-41605          | SPECIAL SUPP - POOLS        | 3,000          | 2,482          | 3,000          | 394                 | 800                 | 1,000           |
| 10-81-41700          | CONTRACT SERVICES           | 150            | 0              | 150            | 0                   | 0                   | 0               |
| 10-81-42500          | REPAIRS & MAINT - BLDG      | 2,000          | 403            | 2,000          | 114                 | 1,000               | 1,000           |
| 10-81-42501          | REMODELING & IMPROVEMENTS   | 3,000          | 95             | 3,000          | 0                   | 1,000               | 1,000           |
| 10-81-44000          | CONCESSION SUPPLIES         | 750            | 708            | 750            | 138                 | 500                 | 750             |
| 10-81-52000          | ADVERTISING                 | 500            | 0              | 500            | 0                   | 150                 | 250             |
|                      | <b>Total Pool</b>           | <b>54,912</b>  | <b>41,495</b>  | <b>54,912</b>  | <b>20,780</b>       | <b>47,541</b>       | <b>50,407</b>   |

# Copper Queen Library

The Copper Queen Library, Arizona's oldest continuously-operating public library, is owned and operated by the City. It was established in 1882 and has served the residents of Bisbee from its current location at 6 Main Street in the Downtown Historic District since 1907. The mission of the Copper Queen Library is to provide Bisbee residents of all ages with opportunities to:

- 1) achieve self-directed, personal growth and development;
- 2) find, evaluate, and use information in a variety of formats;
- 3) better understand the various cultures represented in Bisbee.

To further its mission, the Library 1) acquires and organizes information in a variety of media, including books, newspapers, magazines, video and sound recordings, software, and the Internet; 2) helps train the public in library usage; 3) borrows and lends materials throughout Cochise County and the United States via the Interlibrary Loan system; 4) offers educational and informational programs free to the public; and 5) provides free meeting facilities for civic groups and other organizations.

The Library elevator makes the services, programs, and collections accessible to all and, additionally, both its Interlibrary Loan Service and its partnership with the Cochise County Library District enables the library to provide services to blind and physically handicapped residents.

The Library is staffed by a full-time Library Director, a full-time Library Assistant, and two part-time Library Clerks. The library also received over 2,400 hours of assistance from volunteers last year, along with substantial additional financial and volunteer assistance from the Friends of the Copper Queen Library.

During FY10-11, staff provided 2,236 public service hours to 7,038 registered borrowers (out of a total population of 6,121), issued 351 new library cards, answered 2,997 reference questions, and produced 261 free library programs for adults and children that were attended by 4,013 library patrons.

Additionally, by using the Interlibrary Loan Service, staff obtained 3,830 items for Bisbee patrons from the collections of other libraries and provided 2,857 items to patrons of other libraries.

During FY10-11, patrons visited the Copper Queen Library a total of 44,640 times. They borrowed 53,971 items, used the public Internet computers 12,271 times, and searched the online catalog for books and other materials 34,000 times. In addition, they visited the Library's website a total of 33,314 times (not including hits to the library page on the City's website), for an average of more than 2,275 times per month.

A particularly illuminating statistic is that in FY10-11, the "Return on Taxpayer Funding" – the public sector's equivalent of "Return on Investment" (determined by using dollar values assigned by professional library associations and organizations to the services provided by the library in relation to its budget) – was 7.5:1. That is, for every one dollar allocated by the City to library operations, \$7.50 in public benefit was returned.

## Fiscal Year 2012-13 Budget Highlights

Taking the opportunity provided by resignation, staff responsibilities will be redistributed to maximize efficiency and best utilize available talent.

| <u>Account</u> |                                | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|----------------|--------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>  | <u>Account Description</u>     | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Library</b> |                                |                |                |                |                     |                     |                 |
| 10-83-11000    | SALARIES - GENERAL             | 99,861         | 94,830         | 77,083         | 41,661              | 79,184              | 76,898          |
| 10-83-11001    | OVERTIME - GENERAL             | 0              | 309            | 0              | 0                   | 0                   | 0               |
| 10-83-11050    | SALARIES - PART TIME           | 31,261         | 25,658         | 30,987         | 12,090              | 25,323              | 19,773          |
| 10-83-11100    | F.I.C.A.                       | 8,280          | 7,564          | 6,805          | 3,351               | 6,471               | 6,094           |
| 10-83-11200    | MEDICARE                       | 1,937          | 1,761          | 1,592          | 784                 | 1,515               | 1,425           |
| 10-83-11300    | A.S.R.S.                       | 11,990         | 11,068         | 10,636         | 4,891               | 9,456               | 8,574           |
| 10-83-11500    | MEDICAL INSURANCE              | 15,831         | 14,072         | 11,110         | 6,221               | 11,554              | 11,417          |
| 10-83-11501    | STANDARD DISABILITY INSURANCE  | 697            | 657            | 678            | 324                 | 618                 | 662             |
| 10-83-11505    | DEFERRED COMP                  | 2,434          | 2,299          | 1,690          | 744                 | 1,623               | 1,623           |
| 10-83-11510    | DENTAL INSURANCE               | 683            | 645            | 474            | 209                 | 456                 | 456             |
| 10-83-11600    | LIFE INSURANCE                 | 324            | 315            | 225            | 99                  | 216                 | 216             |
| 10-83-11700    | WORKERS COMPENSATION           | 370            | 325            | 339            | 160                 | 309                 | 340             |
| 10-83-11800    | STATE UNEMPLOYMENT             | 0              | 0              | 0              | 44                  | 0                   | 0               |
|                | <b>Library Personnel Costs</b> | <b>173,668</b> | <b>159,503</b> | <b>141,619</b> | <b>70,578</b>       | <b>136,725</b>      | <b>127,478</b>  |
| 10-83-12000    | BUSINESS TRAVEL                | 500            | 467            | 500            | 0                   | 0                   | 500             |
| 10-83-12100    | CONFERENCES                    | 1,000          | 0              | 0              | 0                   | 0                   | 0               |
| 10-83-14000    | EDUCATION/TRAINING             | 500            | 185            | 1,500          | 0                   | 0                   | 1,500           |
| 10-83-21000    | ELECTRIC                       | 9,000          | 8,967          | 9,000          | 5,274               | 10,550              | 10,550          |
| 10-83-22000    | WATER                          | 800            | 751            | 800            | 279                 | 800                 | 800             |
| 10-83-22550    | SEWER AND GARBAGE SERV.        | 1,100          | 1,093          | 1,136          | 466                 | 1,136               | 1,175           |
| 10-83-24000    | TELEPHONE & FAX                | 3,600          | 4,229          | 3,700          | 2,287               | 4,500               | 4,500           |
| 10-83-24001    | INTERNET ACCESS                | 0              | 0              | 0              | 240                 | 0                   | 0               |
| 10-83-41500    | OFFICE SUPPLIES                | 2,200          | 1,951          | 2,200          | 259                 | 2,200               | 2,200           |
| 10-83-41610    | SPECIAL SUPPLIES - OTHER       | 2,300          | 1,943          | 2,000          | 788                 | 2,000               | 2,000           |
| 10-83-41700    | CONTRACT SERVICES              | 4,000          | 3,433          | 4,000          | 3,619               | 3,619               | 4,000           |
| 10-83-42000    | CUSTODIAL SUPPLIES             | 1,000          | 683            | 1,000          | 194                 | 700                 | 1,000           |
| 10-83-42100    | BOOKS AND REFERENCE MATERIALS  | 7,000          | 7,039          | 6,000          | 3,972               | 6,000               | 7,000           |
| 10-83-42120    | AUDIO VISUAL MATERIALS         | 850            | 542            | 950            | 0                   | 950                 | 1,000           |
| 10-83-42130    | CHILDREN MATERIALS             | 850            | 840            | 950            | 0                   | 950                 | 1,000           |
| 10-83-42150    | PERIODICALS                    | 2,600          | 2,569          | 2,600          | 541                 | 2,600               | 2,600           |
| 10-83-42300    | SOFTWARE                       | 1,300          | 0              | 1,300          | 50                  | 900                 | 1,300           |
| 10-83-42500    | REPAIRS & MAINT- BLDG          | 2,000          | 1,034          | 2,000          | 92                  | 1,100               | 2,000           |
| 10-83-43500    | POSTAGE                        | 2,000          | 3,103          | 2,800          | 918                 | 2,800               | 2,800           |
| 10-83-52000    | ADVERTISING/PUBLICATIONS       | 200            | 248            | 250            | 0                   | 275                 | 250             |
| 10-83-53500    | DOC WORKERS                    | 1,900          | 914            | 1,900          | 106                 | 1,900               | 1,900           |
| 10-83-64000    | EQUIPMENT MAINTENANCE          | 375            | 140            | 400            | 0                   | 400                 | 500             |
| 10-83-71000    | SUBSCRIPTIONS & MEMBERSHIPS    | 350            | 255            | 350            | 0                   | 300                 | 350             |
| 10-83-91000    | NEW EQUIPMENT                  | 1,000          | 1,102          | 500            | 113                 | 500                 | 500             |
|                | <b>Total Library</b>           | <b>220,093</b> | <b>200,991</b> | <b>187,455</b> | <b>89,776</b>       | <b>180,905</b>      | <b>176,903</b>  |

## Senior Center

The Bisbee Senior Center provides activities and programming for the City's senior population. The Senior Center recently completed a much anticipated addition to the Senior Center building which provides space for Southeastern Arizona Governments Organization (SEAGO) Area Agency on Aging. SEAGO funded the cost of construction in exchange for a long-term lease on the space at the Senior Center.

### Fiscal Year 2012-13 Budget Highlights

No changes are budgeted for this department.

| <u>Account</u>    |                               | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|-------------------|-------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>     | <u>Account Description</u>    | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Sr. Center</b> |                               |                |                |                |                     |                     |                 |
| 10-85-13585       | COORDINATOR CONTRIBUTION      | 7,400          | 7,400          | 7,400          | 3,700               | 7,400               | 7,400           |
| 10-85-21000       | ELECTRIC                      | 4,700          | 6,381          | 8,388          | 3,188               | 6,376               | 6,376           |
| 10-85-22000       | WATER                         | 800            | 549            | 550            | 280                 | 560                 | 560             |
| 10-85-22550       | SEWER AND GARBAGE SERV.       | 700            | 673            | 705            | 289                 | 578                 | 736             |
| 10-85-23000       | GAS                           | 2,500          | 2,566          | 1,250          | 1,003               | 2,000               | 2,000           |
| 10-85-24000       | TELEPHONE & FAX               | 800            | 1,085          | 1,000          | 606                 | 1,200               | 1,200           |
| 10-85-24001       | INTERNET ACCESS FEES          | 600            | 829            | 900            | 420                 | 840                 | 840             |
| 10-85-41700       | CONTRACT SERVICES             | 720            | 985            | 1,100          | 475                 | 950                 | 950             |
| 10-85-42000       | CUSTODIAL SUPPLIES            | 0              | 0              | 500            | 230                 | 460                 | 460             |
| 10-85-56000       | MAINTENANCE MATERIALS & SERV. | 500            | 164            | 500            | 1,412               | 2,824               | 2,824           |
|                   | <b>Total Sr. Center</b>       | <b>18,720</b>  | <b>20,632</b>  | <b>22,293</b>  | <b>11,603</b>       | <b>23,188</b>       | <b>23,346</b>   |

## Contingency

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

## Fiscal Year 2012-13 Budget Highlights

This budget reflects a \$100,000 contingency allocation.

| <u>Account</u>     |                                      | <u>FY 2011</u>   | <u>FY 2011</u>   | <u>FY 2012</u>   | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>   |
|--------------------|--------------------------------------|------------------|------------------|------------------|---------------------|---------------------|------------------|
| <u>Number</u>      | <u>Account Description</u>           | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u>  |
| <b>Contingency</b> |                                      |                  |                  |                  |                     |                     |                  |
| 10-99-11800        | STATE UNEMPLOYMENT                   | 0                | 0                | 40,000           | 0                   | 0                   | 0                |
| 10-99-99100        | UNASSIGNED EXPENSES                  | 100,000          | 75,117           | 100,000          | 32,291              | 0                   | 100,000          |
|                    | <b>Total Contingency</b>             | <b>100,000</b>   | <b>75,117</b>    | <b>140,000</b>   | <b>32,291</b>       | <b>0</b>            | <b>100,000</b>   |
|                    | <b>Total Expenses - General Fund</b> | <b>6,499,437</b> | <b>6,078,483</b> | <b>6,205,201</b> | <b>2,944,635</b>    | <b>5,948,420</b>    | <b>6,198,897</b> |
| <b>Net</b>         |                                      | <b>0</b>         | <b>41,876</b>    | <b>0</b>         |                     | <b>0</b>            | <b>0</b>         |

## Government Grants

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

### Fiscal Year 2012-13 Budget Highlights

Other Government Grants for this budget include:

- Current CDBG allocations are being used for Phase IV improvements to the drainage and streets in the Bakerville neighborhood.
- State Historic Preservation funds for the Warren Charrette. Total project cost \$20,000. The City's cost of this is \$10,000.
- Energy Efficiency Block Grant Program. Total project cost \$11,937. The City has no match.



| <u>Account</u>                        |                                    | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|---------------------------------------|------------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>                         | <u>Account Description</u>         | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Government Grants</b>              |                                    |                |                |                |                     |                     |                 |
| 11-30-22506                           | SHPO OLD BISBEE DESIGN GUIDELINES  | 10,000         | 10,000         | 0              | 0                   | 0                   | 0               |
| 11-30-22508                           | CITY HALL & LIBRARY RENOVATION     | 12,232         | 0              | 0              | 0                   | 0                   | 0               |
| 11-30-22510                           | BAKERVILLE STREETS III CDBG 129-10 | 326,387        | 30,217         | 326,387        | 279,555             | 296,170             | 0               |
| 11-30-22511                           | SHPO WARREN HISTORIC SURVEY        | 10,000         | 0              | 12,380         | 12,380              | 12,380              | 0               |
| 11-30-22520                           | BAKERVILLE IV                      | 0              | 0              | 268,000        | 0                   | 289,000             | 289,000         |
| 11-30-22610                           | ADOC - ENERGY EFFICIENCY GRANT     | 72,853         | 73,531         | 0              | 0                   | 0                   | 0               |
| 11-38-93000                           | GRANT MATCH                        | 21,821         | 0              | 6,667          | 6,667               | 7,805               | 0               |
| 11-38-99999                           | OTHER REVENUES AND TRANSFERS       | 0              | 1,289          | 0              | 0                   | 0                   | 11,937          |
| <b>Total Revenue for Gov. Grants</b>  |                                    | <b>453,293</b> | <b>115,037</b> | <b>613,434</b> | <b>298,602</b>      | <b>605,355</b>      | <b>300,937</b>  |
|                                       |                                    |                |                |                |                     |                     |                 |
| 11-40-22506                           | SHPO OLD BISBEE DESIGN GUIDELINES  | 17,000         | 7,624          | 0              | 0                   | 0                   | 0               |
| 11-40-22508                           | CITY HALL & LIBRARY RENOVATION     | 20,386         | 0              | 0              | 0                   | 0                   | 0               |
| 11-40-22510                           | BAKERVILLE STREETS III CDBG 129-10 | 326,387        | 32,717         | 326,387        | 280,378             | 296,170             | 0               |
| 11-40-22511                           | SHPO WARREN HISTORIC SURVEY        | 16,667         | 0              | 19,047         | 20,185              | 20,185              | 0               |
| 11-40-22520                           | BAKERVILLE IV                      | 0              | 0              | 268,000        | 0                   | 289,000             | 289,000         |
| 11-40-22610                           | ADOC - ENERGY EFFICIENCY GRANT     | 72,853         | 76,401         | 0              | 0                   | 0                   | 11,937          |
| <b>Total Expenses for Gov. Grants</b> |                                    | <b>453,293</b> | <b>116,742</b> | <b>613,434</b> | <b>300,563</b>      | <b>605,355</b>      | <b>300,937</b>  |

## Public Safety – Fire Grants

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

### Fiscal Year 2012-13 Budget Highlights

The proposed Fiscal Year 2012-13 budget includes a request through FEMA for a new fire truck at a cost of \$300,000, of which there is a 5% match.

| <u>Account Number</u> | <u>Account Description</u>      | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>PS-Fire Grants</b> |                                 |                       |                       |                       |                            |                             |                         |
| 17-30-22501           | FEMA (FIRE TRUCK)               | 285,000               | 0                     | 285,000               | 0                          | 0                           | 285,000                 |
| 17-30-22503           | OTHER GRANTS                    | 57,000                | 0                     | 125,000               | 0                          | 0                           | 125,000                 |
| 17-38-99964           | TRANSFER FROM GF-GRANT MATCH    | 18,000                | 0                     | 15,000                | 0                          | 0                           | 15,000                  |
|                       | <b>Total Revenue-PS Grant</b>   | <b>360,000</b>        | <b>0</b>              | <b>425,000</b>        | <b>0</b>                   | <b>0</b>                    | <b>425,000</b>          |
| 17-40-22501           | FEMA (FIRE TRUCK)               | 300,000               | 0                     | 300,000               | 0                          | 0                           | 300,000                 |
| 17-40-22503           | OTHER GRANTS                    | 60,000                | 0                     | 125,000               | 0                          | 0                           | 125,000                 |
|                       | <b>Total Expenses-PS Grants</b> | <b>360,000</b>        | <b>0</b>              | <b>425,000</b>        | <b>0</b>                   | <b>0</b>                    | <b>425,000</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.

### Fiscal Year 2012-13 Budget Highlights

This year the budget includes funding for the Airport using funds from the Federal Aviation Administration and Arizona Department of Transportation Aeronautical Division.

| <u>Account Number</u>        | <u>Account Description</u>             | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|------------------------------|--|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Transportation Grants</b> |  |                       |                       |                       |                            |                             |                         |
| 18-30-22510                  | ADOT TIP ALLOCATION                    | 2,074,600             | 99,459                | 0                     | 0                          | 0                           | 0                       |
| 18-30-22515                  | ADOT TEP GRANT                         | 500,000               | 0                     | 0                     | 0                          | 0                           | 0                       |
| 18-30-22518                  | FAA MASTER PLAN                        | 0                     | 22,311                | 0                     | 0                          | 0                           | 0                       |
| 18-30-22519                  | FAA - AIRPORT ENTITLEMENT GRANT        | 189,525               | 177,450               | 341,250               | 8,018                      | 341,250                     | 292,500                 |
| 18-30-22526                  | ADOT - MAIN STREET GLASS SIDEWALK      | 64,169                | 0                     | 0                     | 0                          | 0                           | 174,244                 |
| 18-38-99950                  | TRANSFER FROM AIRPORT                  | 9,975                 | 0                     | 8,750                 | 0                          | 8,750                       | 7,500                   |
| 18-38-99999                  | TRANS. FROM CIP AZ ST/MAIN ST SIDEWALK | 217,492               | 82,135                | 100,000               | 0                          | 0                           | 28,922                  |
|                              | <b>Total Revenue-Trans. Grant</b>      | <b>3,055,761</b>      | <b>381,355</b>        | <b>450,000</b>        | <b>8,018</b>               | <b>350,000</b>              | <b>503,166</b>          |
| 18-40-22510                  | ADOT AZ ST TIP                         | 2,200,000             | 0                     | 100,000               | 2,557                      | 0                           | 0                       |
| 18-40-22512                  | AZ STREET DESIGN SERVICES              | 0                     | 181,593               | 0                     | 0                          | 0                           | 0                       |
| 18-40-22515                  | ADOT AZ ST TEP                         | 577,861               | 0                     | 0                     | 0                          | 0                           | 0                       |
| 18-40-22518                  | FAA MASTER PLAN                        | 0                     | 20,056                | 0                     | 0                          | 0                           | 0                       |
| 18-40-22519                  | FAA - AIRPORT ENTITLEMENT GRANT        | 199,500               | 177,148               | 350,000               | 8,440                      | 350,000                     | 300,000                 |
| 18-40-22526                  | ADOT - MAIN STREET GLASS SIDEWALK      | 78,400                | 0                     | 0                     | 0                          | 0                           | 203,166                 |
|                              | <b>Total Expenses-Trans Grant</b>      | <b>3,055,761</b>      | <b>378,797</b>        | <b>450,000</b>        | <b>10,997</b>              | <b>350,000</b>              | <b>503,166</b>          |

# Visitor Center

The Bisbee Visitor Center is located in the Convention Center in downtown Bisbee and is the community hub for Bisbee's tourists, visitors, business travelers and residents. It is volunteer driven. Its operations are overseen by the Community Development Director.

With over 60,000 people coming through the doors each year, and over 7.5 million website hits, the one full-time staff member and a team of volunteers are busy seven days a week as our ambassadors, concierges, marketers, travel planners, resource providers, and hosts. The Manager also participates in numerous local, regional, and state tourism related committees as well as the annual AAA/Arizona Highway Travel show.

Funded primarily through the Transient Room Tax (BED TAX), the Visitors Center budget is supplemented with funds from the Queen Mine Tour.

Recent Accomplishments at the Visitor Center include:

Expanded marketing efforts to include the History Magazine, generating over 2000 leads. Coordinated the magazine publication, "Perspectives on Tourism in Bisbee, Arizona" in conjunction with Arizona State University.

Hosted an Arizona Office of Tourism International Media familiarization tour as well as an Arizona Office of Tourism AAA familiarization tour. Hosted 20 travel writer's from across the continents year to date.

Expanded FREE social media efforts that include:

Face Book: [www.facebook.com/DiscoverBisbee](http://www.facebook.com/DiscoverBisbee)

Twitter: [www.twitter.com/BisbeeVisitorCenter](http://www.twitter.com/BisbeeVisitorCenter)

Yelp: [www.yelp.com](http://www.yelp.com)

Trip Advisor: [www.tripadvisor.com](http://www.tripadvisor.com)

Flickr photos: [www.flickr.com](http://www.flickr.com)

## Fiscal Year 2012-13 Budget Highlights

The Visitor Center is looking at options to relocate to another location which will provide better access to the visitors to the City of Bisbee.

| <u>Account Number</u>                 | <u>Account Description</u>       | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|---------------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Visitor Center</b>                 |                                  |                       |                       |                       |                            |                             |                         |
| 20-30-22500                           | GRANT REVENUE                    | 0                     | 3,288                 | 0                     | 0                          | 0                           | 0                       |
| 20-31-20200                           | TRANSFER FROM QM                 | 16,000                | 16,000                | 16,000                | 8,000                      | 16,000                      | 16,000                  |
| 20-31-20300                           | TRANSFER FROM GEN FUND - BED TAX | 115,000               | 87,671                | 95,000                | 41,028                     | 95,000                      | 95,000                  |
| 20-38-51000                           | USE OF RESERVES                  | 24,352                | 17,771                | 20,154                | 0                          | 5,637                       | 38,163                  |
| <b>Total Revenue-Visitor Center</b>   |                                  | <b>155,352</b>        | <b>124,730</b>        | <b>131,154</b>        | <b>49,028</b>              | <b>116,637</b>              | <b>149,163</b>          |
|                                       |                                  |                       |                       |                       |                            |                             |                         |
| 20-40-11000                           | SALARIES - GENERAL               | 35,048                | 35,599                | 35,048                | 17,693                     | 35,402                      | 35,048                  |
| 20-40-11001                           | OVERTIME - GENERAL               | 2,000                 | 2,439                 | 2,000                 | 1,390                      | 2,613                       | 2,000                   |
| 20-40-11050                           | SALARIES - PART TIME             | 14,040                | 11,826                | 14,040                | 0                          | 0                           | 0                       |
| 20-40-11100                           | F.I.C.A.                         | 3,218                 | 3,127                 | 3,218                 | 1,204                      | 2,371                       | 2,347                   |
| 20-40-11200                           | MEDICARE                         | 753                   | 730                   | 753                   | 282                        | 565                         | 549                     |
| 20-40-11300                           | A.S.R.S.                         | 5,032                 | 4,877                 | 5,492                 | 1,927                      | 3,858                       | 4,131                   |
| 20-40-11500                           | MEDICAL INSURANCE                | 5,277                 | 4,837                 | 5,333                 | 2,666                      | 5,333                       | 5,708                   |
| 20-40-11501                           | STANDARD DISABILITY INSURANCE    | 243                   | 244                   | 243                   | 142                        | 243                         | 243                     |
| 20-40-11505                           | DEFERRED COMP                    | 811                   | 811                   | 811                   | 338                        | 811                         | 811                     |
| 20-40-11510                           | DENTAL INSURANCE                 | 228                   | 228                   | 228                   | 95                         | 228                         | 228                     |
| 20-40-11600                           | LIFE INSURANCE                   | 108                   | 108                   | 108                   | 45                         | 108                         | 108                     |
| 20-40-11700                           | WORKERS COMPENSATION             | 144                   | 132                   | 160                   | 58                         | 115                         | 130                     |
| 20-40-11800                           | STATE UNEMPLOYMENT               | 0                     | 0                     | 0                     | 780                        | 2,470                       | 1,690                   |
| <b>Visitor Center Personnel Costs</b> |                                  | <b>66,902</b>         | <b>64,958</b>         | <b>67,434</b>         | <b>26,620</b>              | <b>54,117</b>               | <b>52,993</b>           |
|                                       |                                  |                       |                       |                       |                            |                             |                         |
| 20-40-12000                           | BUSINESS TRAVEL                  | 1,000                 | 287                   | 1,000                 | 169                        | 1,000                       | 1,000                   |
| 20-40-12100                           | CONFERENCES                      | 500                   | 534                   | 500                   | 148                        | 500                         | 500                     |
| 20-40-24000                           | TELEPHONE & FAX                  | 2,500                 | 2,241                 | 2,500                 | 1,086                      | 2,500                       | 2,500                   |
| 20-40-24001                           | INTERNET ACCESS FEES             | 1,200                 | 1,204                 | 1,200                 | 500                        | 1,200                       | 1,200                   |
| 20-40-34010                           | COCHISE COUNTY TOURISM           | 11,000                | 10,554                | 11,000                | 5,286                      | 11,000                      | 11,000                  |
| 20-40-36000                           | MAINTENANCE & SUPPORT AGREEMENTS | 200                   | 0                     | 200                   | 0                          | 200                         | 200                     |
| 20-40-41500                           | OFFICE SUPPLIES                  | 1,500                 | 311                   | 1,500                 | 299                        | 1,000                       | 1,500                   |
| 20-40-41700                           | CONTRACT SERVICES                | 2,750                 | 318                   | 2,750                 | 504                        | 2,750                       | 2,750                   |
| 20-40-43500                           | POSTAGE                          | 1,200                 | 1,311                 | 1,320                 | 304                        | 1,320                       | 1,320                   |
| 20-40-51000                           | PRINTING/REPRODUCTION            | 1,500                 | 139                   | 1,650                 | 0                          | 1,650                       | 6,650                   |
| 20-40-52000                           | CITY ADVERTISING FUND            | 50,000                | 28,982                | 25,000                | 14,032                     | 25,000                      | 50,000                  |
| 20-40-54500                           | PROPERTY LEASES - VARIOUS        | 13,775                | 13,611                | 13,775                | 11,792                     | 13,775                      | 13,775                  |
| 20-40-62000                           | FUEL & LUBRICANTS                | 400                   | 96                    | 400                   | 202                        | 400                         | 500                     |
| 20-40-71000                           | SUBSCRIPTIONS & MEMBERSHIPS      | 0                     | 0                     | 0                     | 0                          | 0                           | 50                      |
| 20-40-73000                           | MISCELLANEOUS                    | 500                   | 0                     | 500                   | 0                          | 0                           | 500                     |
| 20-40-75002                           | FEES - COLLECTIONS               | 25                    | 20                    | 25                    | 25                         | 25                          | 25                      |
| 20-40-75100                           | OFFICE FURNISHINGS               | 200                   | 109                   | 200                   | 0                          | 200                         | 200                     |
| 20-40-91000                           | COMPUTER HARDWARE & SOFTWARE     | 200                   | 55                    | 200                   | 0                          | 0                           | 2,500                   |
| <b>Total Expenses-Visitor Center</b>  |                                  | <b>155,352</b>        | <b>124,730</b>        | <b>131,154</b>        | <b>60,967</b>              | <b>116,637</b>              | <b>149,163</b>          |

## Streets Fund

This fund pays for the operation and maintenance of City streets, rights of way and street lighting throughout the City. The main source of funding for the Streets Fund is the Highway User Revenue Fund (HURF). The Streets Division consists of two full-time permanent employees. The primary function of this department is maintenance of City streets, alleys, sidewalks, trees, stairs, other properties, and rights-of-way. Typical duties consist of patching and repairing streets, repainting traffic control markings such as cross walks, repairing, replacing, or installing traffic and pedestrian signage, and controlling vegetation, which may impede vehicular or pedestrian traffic, or the visibility of signs or markers. In addition, the Streets Division handles the digging of graves at the Evergreen Cemetery. Other duties include the preparation for all events conducted in the City, not the least of which is the 4th of July, and the clean-up after the events.

There are 42 miles of local streets and 15,447 lineal feet of stairs in the City which are maintained by this fund. Since the City does not allow the use of herbicides, the vegetation must be cleared manually on both the roadside and the stairs. There are over a dozen major drainage ways in the City that must be cleared and cleaned after storm activity. The guardrails and handrails on both the stairs and the drainage ways must be maintained and the retaining walls in Bisbee that belong to the City must be preserved.

## Fiscal Year 2012-13 Budget Highlights

The are on new expenditures planned for this department.



| <u>Account Number</u>          | <u>Account Description</u>    | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|--------------------------------|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Streets</b>                 |                               |                       |                       |                       |                            |                             |                         |
| 21-31-20000                    | H.U.R.F. GAS TAX              | 475,833               | 451,203               | 354,786               | 135,858                    | 318,000                     | 377,912                 |
| 21-36-10500                    | CEMETERY OPEN/CLOSE FEES      | 3,500                 | 8,690                 | 3,500                 | 2,675                      | 4,000                       | 3,500                   |
| 21-36-11000                    | SERVICE REIMB - OTHER         | 0                     | 150                   | 0                     | 0                          | 0                           | 0                       |
| 21-36-11060                    | STREET PAVEMENT CUT FEES      | 0                     | 11,965                | 5,000                 | 18,500                     | 25,000                      | 25,000                  |
| 21-36-21000                    | INTEREST INCOME (LGIP)        | 0                     | 1                     | 0                     | 0                          | 0                           | 0                       |
| 21-36-50000                    | UNASSIGNED REVENUES           | 0                     | 1,124                 | 0                     | 0                          | 0                           | 0                       |
| 21-38-51000                    | USE OF RESERVES               | 0                     | 0                     | 15,297                | 0                          | 15,297                      | 153,622                 |
| 21-38-99909                    | TRFS FROM CIP TO STREETS      | 259,711               | 142,085               | 350,000               | 0                          | 350,000                     | 300,000                 |
| <b>Total Revenue-Streets</b>   |                               | <b>739,044</b>        | <b>615,218</b>        | <b>728,583</b>        | <b>157,033</b>             | <b>712,297</b>              | <b>860,034</b>          |
| <b>Streets Personnel Costs</b> |                               |                       |                       |                       |                            |                             |                         |
| 21-40-11000                    | SALARIES - GENERAL            | 167,829               | 124,054               | 92,789                | 56,641                     | 116,193                     | 103,646                 |
| 21-40-11001                    | OVERTIME - GENERAL            | 4,000                 | 1,736                 | 4,000                 | 366                        | 525                         | 4,000                   |
| 21-40-11100                    | F.I.C.A.                      | 10,857                | 7,667                 | 6,108                 | 3,499                      | 7,162                       | 6,817                   |
| 21-40-11200                    | MEDICARE                      | 2,539                 | 1,771                 | 1,429                 | 818                        | 1,675                       | 1,594                   |
| 21-40-11300                    | A.S.R.S.                      | 16,925                | 12,610                | 10,405                | 5,644                      | 11,211                      | 12,003                  |
| 21-40-11500                    | MEDICAL INSURANCE             | 21,393                | 14,048                | 11,358                | 7,110                      | 14,576                      | 16,269                  |
| 21-40-11501                    | STANDARD DISABILITY INSURANCE | 1,048                 | 974                   | 1,260                 | 282                        | 484                         | 796                     |
| 21-40-11505                    | DEFERRED COMP                 | 3,290                 | 2,304                 | 1,728                 | 858                        | 1,995                       | 2,313                   |
| 21-40-11510                    | DENTAL INSURANCE              | 2,522                 | 1,405                 | 998                   | 493                        | 1,111                       | 1,221                   |
| 21-40-11600                    | LIFE INSURANCE                | 435                   | 288                   | 231                   | 110                        | 261                         | 308                     |
| 21-40-11700                    | WORKERS COMPENSATION          | 9,707                 | 10,984                | 4,714                 | 5,301                      | 10,869                      | 8,631                   |
| 21-40-1800                     | STATE UNEMPLOYMENT            | 6,240                 | 4,308                 | 0                     | 0                          | 0                           | 0                       |
| <b>Total Personnel Costs</b>   |                               | <b>246,785</b>        | <b>182,149</b>        | <b>135,020</b>        | <b>81,122</b>              | <b>166,062</b>              | <b>157,598</b>          |
| 21-40-12000                    | BUSINESS TRAVEL               | 0                     | 0                     | 1,000                 | 0                          | 1,000                       | 1,000                   |
| 21-40-13000                    | UNIFORMS                      | 2,000                 | 2,212                 | 2,400                 | 788                        | 1,576                       | 2,364                   |
| 21-40-14000                    | EDUCATION/TRAINING            | 0                     | 0                     | 1,500                 | 0                          | 0                           | 1,000                   |
| 21-40-21000                    | ELECTRIC                      | 84,337                | 104,855               | 89,052                | 39,961                     | 80,000                      | 88,000                  |
| 21-40-2300                     | GAS                           | 0                     | 376                   | 383                   | 182                        | 400                         | 500                     |
| 21-40-24000                    | TELEPHONE & FAX               | 540                   | 862                   | 744                   | 145                        | 300                         | 330                     |
| 21-40-24103                    | COMMUNICATION EQUIPMENT       | 500                   | 0                     | 1,000                 | 0                          | 0                           | 0                       |
| 21-40-35000                    | EMPLOYMENT TESTING            | 0                     | 151                   | 130                   | 0                          | 0                           | 0                       |
| 21-40-41500                    | OFFICE SUPPLIES               | 100                   | 227                   | 330                   | 147                        | 300                         | 350                     |
| 21-40-41600                    | SAFETY EQUIPMENT              | 700                   | 191                   | 500                   | 430                        | 900                         | 900                     |
| 21-40-41610                    | SPECIAL SUPPLIES - OTHER      | 0                     | 37                    | 2,000                 | 1,275                      | 2,550                       | 2,600                   |
| 21-40-41611                    | TRAFFIC CONTROL DEVICES       | 3,000                 | 5,310                 | 5,000                 | 3,462                      | 5,000                       | 7,282                   |
| 21-40-41700                    | CONTRACT SERVICES             | 0                     | 0                     | 0                     | 0                          | 5,000                       | 10,000                  |
| 21-40-45200                    | SUPPLIES                      | 1,000                 | 620                   | 1,100                 | 140                        | 500                         | 4,000                   |
| 21-40-45210                    | ASPHALT MIXES                 | 13,916                | 5,001                 | 10,000                | 493                        | 1,000                       | 10,000                  |
| 21-40-45220                    | SAND AND GRAVELS              | 2,500                 | 794                   | 2,500                 | 0                          | 500                         | 4,000                   |
| 21-40-45240                    | CONCRETE, REBAR & FORMS       | 3,000                 | 1,732                 | 4,000                 | 1,961                      | 4,000                       | 9,000                   |
| 21-40-52500                    | PROPERTY, CASUALTY, LIABILITY | 45,930                | 26,303                | 45,930                | 18,539                     | 38,000                      | 40,000                  |
| 21-40-53500                    | DOC WORKERS                   | 10,000                | 7,633                 | 10,000                | 2,751                      | 5,500                       | 12,000                  |
| 21-40-55000                    | RENT/LEASES - EQUIPMENT       | 2,000                 | 0                     | 5,000                 | 0                          | 2,000                       | 7,000                   |
| 21-40-56001                    | SMALL TOOLS & EQUIPMENT       | 3,000                 | 1,568                 | 2,000                 | 1,404                      | 2,800                       | 4,000                   |
| 21-40-61000                    | PARTS & LABOR                 | 6,000                 | 6,666                 | 6,288                 | 2,853                      | 5,700                       | 6,000                   |
| 21-40-62000                    | FUEL & LUBRICANTS             | 0                     | 0                     | 0                     | 17                         | 34                          | 100                     |
| 21-40-62002                    | TIRES                         | 2,000                 | 2,999                 | 6,200                 | 1,612                      | 3,630                       | 6,630                   |
| 21-40-62003                    | GASOLINE                      | 7,000                 | 6,015                 | 9,332                 | 4,526                      | 7,855                       | 12,730                  |
| 21-40-62005                    | DIESEL                        | 7,000                 | 7,194                 | 14,262                | 2,512                      | 2,500                       | 4,000                   |
| 21-40-62006                    | HYDRAULIC FLUID               | 200                   | 0                     | 1,000                 | 0                          | 200                         | 1,400                   |
| 21-40-62007                    | LUBRICANTS                    | 200                   | 231                   | 500                   | 9                          | 100                         | 250                     |
| 21-40-64000                    | EQUIPMENT MAINTENANCE         | 0                     | 25                    | 0                     | 0                          | 0                           | 2,000                   |
| 21-40-64600                    | STREET REPAIR AND MAINTENANCE | 259,711               | 142,085               | 350,000               | 0                          | 350,000                     | 300,000                 |
| 21-40-65000                    | DRAINAGE WAY REPAIR & MAINT   | 0                     | 0                     | 5,000                 | 656                        | 1,400                       | 15,000                  |
| 21-40-99100                    | UNASSIGNED EXPENSES           | 26,213                | 4,147                 | 5,000                 | 5,343                      | 10,600                      | 0                       |
| 21-40-99985                    | TRANSFER TO DEBT SERVICE      | 11,412                | 11,412                | 11,412                | 5,706                      | 11,412                      | 0                       |
| 21-40-99999                    | TRANSFER TO CIP               | 0                     | 0                     | 0                     | 0                          | 0                           | 150,000                 |
| <b>Total Expenses-Streets</b>  |                               | <b>739,044</b>        | <b>520,795</b>        | <b>728,583</b>        | <b>176,034</b>             | <b>710,819</b>              | <b>860,034</b>          |

## LTAf Fund

The Local Transportation Assistance Fund (LTAf) is a State-shared revenue funded by the State and the State lottery. This fund provides money for the operational costs of the Bisbee Bus and the Bisbee Municipal Airport. There are two LTAf's accounted for in this fund; the primary LTAf and the secondary LTAf (commonly referred to as LTAf II). The primary LTAf has historically been used to support the Bisbee Airport and the LTAf II has been used to support the Bisbee Bus.

Grant funds are received into this fund and then transferred out to the Bisbee Bus and Airport funds to cover a portion of operational expenditures.

### Fiscal Year 2012-13 Budget Highlights

The State has indicated that LTAf will not be funded for Fiscal Year 2012-13.

| <u>Account Number</u> | <u>Account Description</u>      | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>L.T.A.F.</b>       |                                 |                       |                       |                       |                            |                             |                         |
| 32-31-21100           | LTAF (1) ANY TRANSPORTATION USE | 0                     | 17,157                | 0                     | 0                          | 0                           | 0                       |
| 32-31-22000           | LTAF (2) VLT--FOR TRANSIT ONLY  | 0                     | 0                     | 0                     | 6,000                      | 6,000                       | 0                       |
|                       | <b>Total Revenue-LTAF</b>       | 0                     | 17,157                | 0                     | 6,000                      | 6,000                       | 0                       |
| 32-40-35001           | TRANSFERS TO BISBEE BUS         | 0                     | 57,266                | 0                     | 6,000                      | 6,000                       | 0                       |
| 32-40-99950           | TRANSFERS TO AIRPORT            | 0                     | 0                     | 0                     | 0                          | 0                           | 0                       |
|                       | <b>Total Expenses-LTAF</b>      | 0                     | 57,266                | 0                     | 6,000                      | 6,000                       | 0                       |

## RICO Fund

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

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

| <u>Account Number</u> | <u>Account Description</u>     | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>R.I.C.O.</b>       |                                |                       |                       |                       |                            |                             |                         |
| 39-33-10862           | VEHICLE IMPOUND FEES           | 10,000                | 4,330                 | 5,000                 | 0                          | 5,000                       | 5,000                   |
| 39-33-13597           | RICO AUCTION FUNDS (COUNTY)    | 0                     | 8,659                 | 0                     | 0                          | 0                           | 0                       |
| 39-33-22506           | COUNTY REIMBURSEMENTS - RICO   | 216,754               | 116,957               | 165,000               | 8,730                      | 50,000                      | 190,000                 |
|                       | <b>Total Revenue-RICO</b>      | 226,754               | 129,946               | 170,000               | 8,730                      | 55,000                      | 195,000                 |
| 39-40-13597           | RICO AUCTION EXPENSE (COUNTY)  | 0                     | 1,829                 | 0                     | 0                          | 0                           | 0                       |
| 39-40-50002           | EQUIPMENT                      | 10,000                | 2,597                 | 5,000                 | 0                          | 5,000                       | 5,000                   |
| 39-40-50006           | RICO - AUTHORIZED EXPENDITURES | 155,000               | 29,327                | 165,000               | 3,798                      | 50,000                      | 165,000                 |
| 39-40-99085           | TRANSFERS TO DEBT SERVICE      | 61,754                | 87,631                | 0                     | 0                          | 0                           | 25,000                  |
|                       | <b>Total Expenses-RICO</b>     | 226,754               | 121,384               | 170,000               | 3,798                      | 55,000                      | 195,000                 |

## Bisbee Arts Commission

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

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

Recent Accomplishments of the Bisbee Arts Commission:

- The Mini-Grant program awarded nearly \$15,000 to artists last year for art related programs.

### Fiscal Year 2012-13 Budget Highlights

This budget represents the recommendations of the Bisbee Arts Commission.

| <u>Account Number</u> | <u>Account Description</u>        | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|-----------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Bisbee Arts</b>    |                                   |                       |                       |                       |                            |                             |                         |
| 42-30-10510           | PROGRAM FEES                      | 6,000                 | 7,524                 | 0                     | 0                          | 0                           | 0                       |
| 42-30-10551           | REFUNDS/ADJUSTMENTS               | 0                     | 125                   | 0                     | 0                          | 0                           | 0                       |
| 42-30-40500           | OTHER PROGRAM REVENUE             | 0                     | 95                    | 0                     | 0                          | 0                           | 0                       |
| 42-30-40520           | ART AUCTION REVENUE               | 15,000                | 0                     | 0                     | 0                          | 0                           | 0                       |
| 42-30-51000           | USE OF RESERVES                   | 53,000                | 0                     | 51,500                | 0                          | 500                         | 45,000                  |
|                       | <b>Total Revenue-Bisbee Arts</b>  | <b>74,000</b>         | <b>7,744</b>          | <b>51,500</b>         | <b>0</b>                   | <b>500</b>                  | <b>45,000</b>           |
| 42-40-40500           | PROGRAM EXPENSE                   | 6,000                 | 94                    | 0                     | 0                          | 0                           | 0                       |
| 42-40-40505           | FESTIVAL EXPENSE                  | 0                     | 4,000                 | 0                     | 0                          | 0                           | 0                       |
| 42-40-40510           | PLEIN AIR EXPENSES                | 0                     | 6,969                 | 0                     | 0                          | 0                           | 0                       |
| 42-40-40520           | ART AUCTION EXPENSES              | 15,000                | 0                     | 0                     | 0                          | 0                           | 0                       |
| 42-40-40600           | MINI-GRANTS                       | 15,000                | 12,000                | 0                     | (250)                      | 0                           | 0                       |
| 42-40-41505           | DONATIONS                         | 5,000                 | 500                   | 50,000                | 0                          | 0                           | 44,000                  |
| 42-40-41700           | CONTRACT SERVICES                 | 15,000                | 600                   | 0                     | 0                          | 0                           | 0                       |
| 42-40-43500           | POSTAGE                           | 0                     | 7                     | 0                     | 0                          | 0                           | 0                       |
| 42-40-52000           | ADVERTISING                       | 16,500                | 489                   | 0                     | 0                          | 500                         | 1,000                   |
| 42-40-71000           | SUBSCRIPTIONS & MEMBERSHIPS       | 0                     | 60                    | 0                     | 0                          | 0                           | 0                       |
| 42-40-99000           | TRANSFER TO GENERAL FUND          | 1,500                 | 283                   | 1,500                 | 0                          | 0                           | 0                       |
|                       | <b>Total Expenses-Bisbee Arts</b> | <b>74,000</b>         | <b>25,002</b>         | <b>51,500</b>         | <b>(250)</b>               | <b>500</b>                  | <b>45,000</b>           |

## Save Our Stairs Fund

This fund was established in 2006 to manage and account for the receipt and disbursement of funds dedicated for the repairs and maintenance of the numerous historic staircases that serve as transportation corridors to many of the residents of Old Bisbee. Revenues include those provided to the City by the Save Our Stairs, Inc. as well as revenue from grants, donations, or other sources that are provided to support similar work. These funds shall be expended only for these designated purposes and are also intended to provide a safe route for the Bisbee 1000 Stair Climb.

### Fiscal Year 2012-13 Budget Highlights

The City will use previous year reserves and potential new donations to this fund to provide for much needed repair and maintenance of the stairs.



| <u>Account Number</u>  | <u>Account Description</u>            | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|------------------------|---------------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Save Our Stairs</b> |                                       |                       |                       |                       |                            |                             |                         |
| 43-30-40000            | DONATIONS                             | 0                     | 0                     | 0                     | 0                          | 0                           | 50,000                  |
| 43-38-51000            | USE OF RESERVES                       | 15,271                | 0                     | 15,271                | 0                          | 15,271                      | 0                       |
|                        | <b>Total Revenue-Save Our Stairs</b>  | 15,271                | 0                     | 15,271                | 0                          | 15,271                      | 50,000                  |
| 43-40-10000            | SAVE OUR STAIRS EXPENSES              | 15,271                | 2,009                 | 15,271                | 6,562                      | 15,271                      | 50,000                  |
|                        | <b>Total Expenses-Save Our Stairs</b> | 15,271                | 2,009                 | 15,271                | 6,562                      | 15,271                      | 50,000                  |

## Donations

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

### Fiscal Year 2012-13 Budget Highlights

The current budget reflects revenue and expenditure funds from potential donations throughout the year.

| <u>Account Number</u> | <u>Account Description</u>      | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Donations</b>      |                                 |                       |                       |                       |                            |                             |                         |
| 48-30-22500           | MISC DONATIONS                  | 1,000,000             | 5,860                 | 1,000,000             | 450                        | 450                         | 1,000,000               |
| 48-38-22502           | SUMMER PARK YOUTH PROGRAM EXP   | 10,000                | 300                   | 10,000                | 0                          | 0                           | 0                       |
| 48-38-22506           | FOURTH OF JULY                  | 7,500                 | 7,500                 | 7,500                 | 7,500                      | 7,500                       | 7,500                   |
| 48-38-28100           | SWIMMING POOL DONATIONS         | 0                     | 3,461                 | 50,000                | 1,529                      | 1,529                       | 50,000                  |
| 48-38-51000           | USE OF RESERVES                 | 71,219                | 0                     | 0                     | 0                          | 0                           | 0                       |
| 48-38-99900           | TRANSFER IN                     | 0                     | 1,155                 | 0                     | 0                          | 0                           | 0                       |
|                       | <b>Total Revenue-Donations</b>  | <b>1,088,719</b>      | <b>18,276</b>         | <b>1,067,500</b>      | <b>9,479</b>               | <b>9,479</b>                | <b>1,057,500</b>        |
| 48-40-22500           | MISC DONATION EXP               | 1,000,000             | 5,860                 | 1,000,000             | 400                        | 400                         | 1,000,000               |
| 48-40-22502           | SUMMER PARK YOUTH PROGRAM EXP   | 10,000                | 942                   | 10,000                | 0                          | 0                           | 0                       |
| 48-40-22505           | DR BADGER-ANIMAL SHELTER        | 71,219                | 71,005                | 0                     | 0                          | 0                           | 0                       |
| 48-40-22506           | FOURTH OF JULY                  | 7,500                 | 7,500                 | 7,500                 | 0                          | 7,500                       | 7,500                   |
|                       | SWIMMING POOL DONATIONS         | 0                     | 0                     | 50,000                | 0                          | 0                           | 50,000                  |
|                       | <b>Total Expenses-Donations</b> | <b>1,088,719</b>      | <b>85,307</b>         | <b>1,067,500</b>      | <b>400</b>                 | <b>7,900</b>                | <b>1,057,500</b>        |

## Airport Fund

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

### Fiscal Year 2012-13 Budget Highlights

No new expenditures are planned for this department.

| <u>Account Number</u>         | <u>Account Description</u>    | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-------------------------------|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Airport</b>                |                               |                       |                       |                       |                            |                             |                         |
| 50-34-12500                   | GAS REVENUE                   | 40,000                | 28,336                | 40,000                | 12,115                     | 25,000                      | 35,000                  |
| 50-36-13500                   | RENTS                         | 7,200                 | 8,444                 | 10,260                | 5,420                      | 13,860                      | 13,860                  |
| 50-36-13501                   | BISBEE AIRPARK-ACCESS FEES    | 1,600                 | 1,704                 | 1,536                 | 24                         | 1,600                       | 1,600                   |
| 50-36-13509                   | AIRPORT PROPERTY LEASE        | 235                   | 135                   | 1,139                 | 569                        | 1,139                       | 1,139                   |
| 50-36-50000                   | MISC REVENUES                 | 0                     | 0                     | 0                     | 0                          | 1,000                       | 0                       |
| 50-36-51000                   | USE OF RESERVES               | 9,875                 | 0                     | 0                     | 0                          | 0                           | 0                       |
| <b>Total Revenue Airport</b>  |                               | <b>58,910</b>         | <b>38,619</b>         | <b>52,935</b>         | <b>18,128</b>              | <b>42,599</b>               | <b>51,599</b>           |
| 50-40-21000                   | ELECTRIC                      | 3,650                 | 2,474                 | 2,428                 | 1,418                      | 2,836                       | 3,504                   |
| 50-40-22000                   | WATER                         | 550                   | 1,273                 | 1,095                 | 1,296                      | 2,592                       | 2,850                   |
| 50-40-22550                   | SEWER AND GARBAGE SERV.       | 600                   | 449                   | 225                   | 92                         | 184                         | 225                     |
| 50-40-23000                   | GAS                           | 800                   | 918                   | 717                   | 250                        | 563                         | 700                     |
| 50-40-24000                   | TELEPHONE & FAX               | 600                   | 543                   | 600                   | 195                        | 440                         | 550                     |
| 50-40-41000                   | DISPOSABLE EQUIPMENT/TOOLS    | 0                     | 0                     | 0                     | 0                          | 0                           | 250                     |
| 50-40-41500                   | OFFICE SUPPLIES               | 100                   | 108                   | 150                   | 5                          | 25                          | 50                      |
| 50-40-41600                   | SAFETY EQUIPMENT              | 100                   | 0                     | 100                   | 0                          | 100                         | 200                     |
| 50-40-41610                   | SPECIAL SUPPLIES - OTHER      | 400                   | 58                    | 0                     | 0                          | 0                           | 0                       |
| 50-40-41700                   | CONTRACT SERVICES             | 0                     | 1,650                 | 0                     | 0                          | 0                           | 500                     |
| 50-40-42500                   | REPAIR & MAINT - BLDG         | 1,500                 | 450                   | 250                   | 1,723                      | 1,723                       | 500                     |
| 50-40-52000                   | ADVERTISING                   | 0                     | 100                   | 0                     | 50                         | 50                          | 0                       |
| 50-40-52500                   | PROPERTY, CASUALTY, LIABILITY | 4,350                 | 6,640                 | 4,350                 | 0                          | 0                           | 0                       |
| 50-40-53002                   | FUEL ROYALTIES                | 185                   | 0                     | 185                   | 0                          | 0                           | 0                       |
| 50-40-60020                   | REPAIRS AND MAINT             | 500                   | 285                   | 500                   | 1,140                      | 1,375                       | 500                     |
| 50-40-62000                   | OTHER - FUEL                  | 32,000                | 31,574                | 32,000                | 0                          | 17,512                      | 31,000                  |
| 50-40-64000                   | EQUIPMENT MAINTENANCE         | 0                     | 0                     | 0                     | 271                        | 1,312                       | 500                     |
| 50-40-75002                   | FEES - COLLECTIONS            | 2,500                 | 1,246                 | 1,585                 | 632                        | 1,300                       | 1,500                   |
| 50-40-99018                   | GRANT MATCH                   | 9,975                 | 0                     | 8,750                 | 0                          | 8,750                       | 7,500                   |
| 50-40-99100                   | UNASSIGNED EXPENSES           | 0                     | 0                     | 0                     | 0                          | 0                           | 1,270                   |
| 50-99-99999                   | OTHER EXPENDITURES            | 1,100                 | 0                     | 0                     | 0                          | 0                           | 0                       |
| <b>Total Expenses-Airport</b> |                               | <b>58,910</b>         | <b>47,768</b>         | <b>52,935</b>         | <b>7,072</b>               | <b>38,762</b>               | <b>51,599</b>           |

## Police Special Revenues and Grants

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

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

## Fiscal Year 2012-13 Budget Highlights

Budget highlights for next year include continued grant funding through Homeland Security (Operation Stonegarden).

| <u>Account Number</u>                  | <u>Account Description</u>             | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|--|--|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Police Special Rev &amp; Grants</b> |  |                       |                       |                       |                            |                             |                         |
| 53-30-30002                            | GRANTS- COBRA                          | 300,000               | 0                     | 0                     | 0                          | 0                           | 0                       |
| 53-30-30003                            | HOMELAND SECURITY GRANTS               | 750,000               | 24,233                | 842,000               | 5,029                      | 33,726                      | 800,000                 |
| 53-30-30012                            | MISC POLICE GRANT - GOER BORDER SEC    | 0                     | 127,233               | 0                     | 45,031                     | 45,031                      | 0                       |
| 53-30-31000                            | DEPT OF JUSTICE VESTS                  |                       |                       | 0                     |                            | 3,172                       | 0                       |
| 53-35-35000                            | FEDERAL ASSET FORFEITURES              | 0                     | 24,737                | 15,000                | 31,113                     | 31,113                      | 15,000                  |
| 53-36-11050                            | SERVICE REIMBURSEMENT                  | 0                     | 96,883                | 0                     | 9,141                      | 132,995                     | 0                       |
| 53-38-99910                            | TRANSFER FROM GEN FUND                 | 0                     | 736                   | 0                     | 0                          | 0                           | 0                       |
|  | <b>Total Revenue-Police Spec. Rev</b>  | <b>1,050,000</b>      | <b>273,822</b>        | <b>857,000</b>        | <b>90,314</b>              | <b>246,037</b>              | <b>815,000</b>          |
| 53-40-11050                            | SERVICE REIMBURSEMENT                  | 0                     | 68,613                | 800,000               | 8,207                      | 87,995                      | 800,000                 |
| 53-40-11090                            | REIMBURSED ERE'S - DHL                 | 0                     | 28,730                | 0                     | 4,313                      | 45,000                      | 0                       |
| 53-40-30002                            | GRANTS- COBRA                          | 300,000               | 0                     | 0                     | 0                          | 0                           | 0                       |
| 53-40-30003                            | HOMELAND SECURITY GRANTS               | 735,500               | 12,500                | 0                     | 35,877                     | 23,757                      | 0                       |
| 53-40-30012                            | MISC POLICE GRANT - GOER BORDER SEC    | 0                     | 45,195                | 0                     | 0                          | 0                           | 0                       |
| 53-40-31000                            | DEPT OF JUSTICE VESTS                  |                       |                       |                       | 3,172                      | 3,172                       | 0                       |
| 53-40-35000                            | EXPENDITURES - ASSET FORFEIT REV       | 0                     | 24,580                | 15,000                | 18,092                     | 43,543                      | 0                       |
| 53-40-35500                            | FEDERAL ASSET FORFEITURES EXP          | 0                     | 0                     | 0                     | 0                          | 0                           | 0                       |
| 53-40-99901                            | TRANSFERS TO GENERAL FUND              | 14,500                | 94,047                | 42,000                | 46,681                     | 55,000                      | 15,000                  |
| 53-40-99985                            | TRANSFERS TO DEBT SERVICE              | 0                     | 0                     | 0                     | 0                          | 0                           | 0                       |
|  | <b>Total Expenses-Police Spec. Rev</b> | <b>1,050,000</b>      | <b>273,665</b>        | <b>857,000</b>        | <b>116,342</b>             | <b>258,467</b>              | <b>815,000</b>          |

# Wastewater Fund

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

## Fiscal Year 2012-13 Budget Highlights

This budget reflects a 6% increase in the sewer rate fees that has been based on an analysis of the updated rate study that reflect the most current revenue and expenditure estimates for next year as well as estimates for future years. The rate study will be revised annually to reflect the most current information available to the City.

Action will be required by City Council to increase the sewer rate by 6% at the appropriate time.



| <u>Account Number</u>              | <u>Account Description</u>       | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|------------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Waste Water</b>                 |                                  |                       |                       |                       |                            |                             |                         |
| 54-30-30000                        | NADBank TRANSITION ASSIST. GRANT | 124,959               | 124,959               | 0                     | 0                          | 0                           | 0                       |
| 54-31-10000                        | TRFS FROM GF, SALES TAX INCR     | 333,000               | 351,683               | 353,000               | 147,193                    | 369,599                     | 380,000                 |
| 54-36-21000                        | INTEREST/PENALTIES EARNED        | 15,000                | 47,614                | 25,000                | 35,921                     | 50,000                      | 50,000                  |
| 54-36-50000                        | MISCELLANEOUS REVENUE            | 0                     | 840                   | 10,000                | 0                          | 75                          | 0                       |
| 54-37-10550                        | USER FEES                        | 1,690,872             | 1,706,951             | 1,819,003             | 889,747                    | 1,803,209                   | 1,964,791               |
| 54-37-10551                        | SERVICE CHARGE/PENALTY           | 15,000                | 22,351                | 15,000                | 11,441                     | 20,000                      | 20,000                  |
| 54-37-10552                        | HOOK-UP FEES                     | 2,000                 | 11,400                | 2,000                 | 2,000                      | 94,920                      | 2,000                   |
| 54-37-11100                        | SEPTIC TANK - PUMP FEES          | 0                     | 6,989                 | 0                     | 2,721                      | 2,721                       | 0                       |
| 54-38-51000                        | USE OF RESERVES                  | 0                     | 0                     | 102,030               | 0                          | 0                           | 127,661                 |
| <b>Total Revenue-Waste Water</b>   |                                  | <b>2,180,831</b>      | <b>2,272,787</b>      | <b>2,326,033</b>      | <b>1,089,023</b>           | <b>2,340,524</b>            | <b>2,544,452</b>        |
| <b>Waste Water</b>                 |                                  |                       |                       |                       |                            |                             |                         |
| 54-40-11000                        | SALARIES - GENERAL               | 292,774               | 254,100               | 292,451               | 121,277                    | 258,792                     | 277,077                 |
| 54-40-11001                        | OVERTIME - GENERAL               | 42,370                | 64,760                | 61,425                | 24,926                     | 48,481                      | 61,425                  |
| 54-40-11050                        | SALARIES - PART TIME             | 0                     | 11,944                | 0                     | 0                          | 0                           | 30,420                  |
| 54-40-11100                        | F.I.C.A.                         | 21,128                | 19,695                | 22,304                | 8,661                      | 18,106                      | 23,210                  |
| 54-40-11200                        | MEDICARE                         | 4,941                 | 4,610                 | 5,216                 | 2,031                      | 4,248                       | 5,428                   |
| 54-40-11300                        | A.S.R.S.                         | 33,012                | 29,710                | 38,042                | 14,631                     | 30,830                      | 37,743                  |
| 54-40-11500                        | MEDICAL INSURANCE                | 36,585                | 27,848                | 38,554                | 13,998                     | 39,794                      | 38,245                  |
| 54-40-11501                        | STANDARD DISABILITY INSURANCE    | 1,714                 | 1,169                 | 1,965                 | 842                        | 1,428                       | 1,843                   |
| 54-40-11505                        | DEFERRED COMP                    | 5,626                 | 4,534                 | 5,867                 | 1,775                      | 4,392                       | 5,437                   |
| 54-40-11510                        | DENTAL INSURANCE                 | 3,338                 | 2,926                 | 3,480                 | 1,187                      | 3,006                       | 3,222                   |
| 54-40-11600                        | LIFE INSURANCE                   | 749                   | 598                   | 781                   | 250                        | 598                         | 724                     |
| 54-40-11700                        | WORKERS COMPENSATION             | 13,014                | 11,749                | 19,298                | 5,920                      | 12,676                      | 18,275                  |
| 54-40-11800                        | STATE UNEMPLOYMENT               | 0                     | 3,240                 | 0                     | 2,400                      | 2,400                       | 5,650                   |
| <b>Waste Water Personnel Costs</b> |                                  | <b>455,251</b>        | <b>436,883</b>        | <b>489,383</b>        | <b>197,898</b>             | <b>424,751</b>              | <b>508,699</b>          |

| <u>Account Number</u> | <u>Account Description</u>     | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| 54-40-12000           | BUSINESS TRAVEL                | 2,500                 | 420                   | 1,181                 | 0                          | 500                         | 500                     |
| 54-40-12100           | CONFERENCES                    | 500                   | 207                   | 1,500                 | 0                          | 500                         | 1,000                   |
| 54-40-13000           | UNIFORMS                       | 3,500                 | 2,034                 | 3,624                 | 1,455                      | 3,000                       | 3,000                   |
| 54-40-13050           | REFUNDS TO CUSTOMERS           | 200                   | 0                     | 0                     | 0                          | 0                           | 0                       |
| 54-40-14000           | EDUCATION/TRAINING             | 3,000                 | 1,671                 | 6,500                 | 1,042                      | 2,000                       | 3,000                   |
| 54-40-21000           | ELECTRIC                       | 90,000                | 117,054               | 134,783               | 51,593                     | 103,186                     | 134,783                 |
| 54-40-22000           | WATER                          | 2,000                 | 3,428                 | 2,918                 | 1,116                      | 3,000                       | 3,000                   |
| 54-40-24000           | TELEPHONE & FAX                | 5,000                 | 4,148                 | 4,361                 | 2,008                      | 4,000                       | 4,361                   |
| 54-40-24001           | INTERNET ACCESS FEE            | 800                   | 797                   | 787                   | 389                        | 800                         | 880                     |
| 54-40-24100           | COMMUNICATION EQUIPMENT        | 200                   | 0                     | 1,500                 | 0                          | 0                           | 500                     |
| 54-40-24200           | OTHER - HAND HELD RADIOS       | 1,500                 | 0                     | 0                     | 0                          | 0                           | 0                       |
| 54-40-27500           | LIENS EXPENSE (FILING FEES)    | 2,000                 | 1,464                 | 2,000                 | 2,856                      | 5,600                       | 2,000                   |
| 54-40-34102           | OTHER - TESTING                | 45,000                | 28,854                | 21,076                | 10,174                     | 20,500                      | 34,000                  |
| 54-40-40000           | SUPPLIES                       | 250                   | 172                   | 500                   | 54                         | 200                         | 500                     |
| 54-40-41000           | DISPOSABLE EQUIPMENT/TOOLS     | 1,000                 | 29                    | 1,000                 | 346                        | 700                         | 1,000                   |
| 54-40-41001           | CHLORINE                       | 0                     | 0                     | 1,000                 | 642                        | 1,300                       | 1,300                   |
| 54-40-41002           | LIME                           | 0                     | 0                     | 1,000                 | 0                          | 0                           | 0                       |
| 54-40-41003           | CHEMICALS                      | 20,000                | 8,444                 | 5,500                 | 2,688                      | 6,000                       | 13,500                  |
| 54-40-41500           | OFFICE SUPPLIES                | 1,200                 | 1,016                 | 880                   | 222                        | 600                         | 800                     |
| 54-40-41600           | SAFETY EQUIPMENT               | 1,800                 | 957                   | 2,500                 | 2,595                      | 5,200                       | 5,000                   |
| 54-40-41610           | SPECIAL SUPPLIES               | 8,500                 | 9,441                 | 21,809                | 3,837                      | 7,700                       | 10,000                  |
| 54-40-41700           | CONTRACT SERVICES              | 1,000                 | 2,315                 | 2,200                 | 1,423                      | 6,300                       | 32,500                  |
| 54-40-42000           | CUSTODIAL SUPPLIES             | 500                   | 645                   | 750                   | 1,465                      | 3,000                       | 2,000                   |
| 54-40-42100           | BOOKS AND REFERENCE MATERIALS  | 500                   | 0                     | 2,000                 | 0                          | 0                           | 800                     |
| 54-40-42500           | REPAIRS & MAINT - BLDG         | 1,500                 | 664                   | 1,000                 | 206                        | 400                         | 1,500                   |
| 54-40-42501           | MANHOLE FRAME & COVERS         | 1,000                 | 0                     | 10,000                | 72                         | 3,000                       | 5,000                   |
| 54-40-42502           | PIPES & FITTINGS               | 10,000                | 2,532                 | 10,000                | 1,126                      | 10,000                      | 10,000                  |
| 54-40-43000           | LAB SUPPLIES                   | 10,000                | 2,568                 | 10,000                | 2,343                      | 7,500                       | 12,000                  |
| 54-40-43500           | POSTAGE                        | 350                   | 2,422                 | 1,100                 | 457                        | 1,100                       | 1,100                   |
| 54-40-51000           | PRINTING/REPRODUCTION          | 0                     | 0                     | 500                   | 56                         | 100                         | 500                     |
| 54-40-52500           | PROPERTY, CASUALTY, LIABILITY  | 67,560                | 38,716                | 67,560                | 27,309                     | 54,600                      | 67,560                  |
| 54-40-52501           | INSURANCE CLAIMS & DEDUCTIBLES | 3,000                 | 2,699                 | 3,000                 | 5,000                      | 10,000                      | 300                     |
| 54-40-53500           | DOC WORKERS                    | 3,500                 | 237                   | 2,000                 | 528                        | 1,200                       | 2,000                   |
| 54-40-55000           | EQUIPMENT RENTAL               | 2,000                 | 119                   | 2,000                 | 0                          | 1,000                       | 2,000                   |
| 54-40-56001           | SMALL TOOLS & EQUIPMENT        | 7,000                 | 1,478                 | 10,000                | 1,025                      | 5,400                       | 5,000                   |
| 54-40-61000           | PARTS & LABOR                  | 10,000                | 5,324                 | 8,452                 | 1,174                      | 2,300                       | 5,000                   |
| 54-40-62002           | TIRES                          | 1,000                 | 1,794                 | 3,000                 | 0                          | 1,000                       | 2,000                   |
| 54-40-62003           | GASOLINE                       | 13,750                | 15,377                | 17,539                | 8,967                      | 18,000                      | 20,000                  |
| 54-40-62005           | DIESEL                         | 3,500                 | 4,985                 | 2,694                 | 796                        | 1,600                       | 5,000                   |
| 54-40-62006           | HYDRAULIC FLUID                | 0                     | 0                     | 500                   | 0                          | 100                         | 500                     |
| 54-40-62007           | LUBRICANTS                     | 500                   | 480                   | 500                   | 44                         | 100                         | 500                     |
| 54-40-63000           | PARTS & LABOR                  | 0                     | 0                     | 500                   | 0                          | 0                           | 500                     |
| 54-40-64000           | EQUIPMENT MAINTENANCE          | 10,000                | 9,728                 | 16,898                | 4,844                      | 24,000                      | 40,000                  |
| 54-40-64850           | SLUDGE REMOVAL                 | 7,000                 | 0                     | 2,000                 | 0                          | 0                           | 10,000                  |
| 54-40-64851           | SLUDGE HAULING                 | 2,000                 | 0                     | 2,000                 | 0                          | 0                           | 45,000                  |
| 54-40-65100           | CONSTRUCTION & REPAIR MATERIAL | 3,000                 | 650                   | 2,500                 | 30                         | 2,500                       | 5,000                   |
| 54-40-69900           | REPAIRS & MAINTENANCE - AUTO   | 0                     | 0                     | 0                     | 80                         | 80                          | 0                       |
| 54-40-71000           | SUBSCRIPTIONS & MEMBERSHIPS    | 900                   | 2,180                 | 1,815                 | 0                          | 1,815                       | 1,000                   |
| 54-40-71001           | PERMITS & LICENSES             | 12,000                | 8,439                 | 12,000                | 4,150                      | 8,300                       | 8,000                   |
| 54-40-79500           | BAD DEBTS                      | 11,662                | 40,091                | 15,000                | 0                          | 20,000                      | 20,000                  |
| 54-40-81313           | DEPRECIATION EXPENSE           | 0                     | 1,103,668             | 0                     | 0                          | 0                           | 0                       |
| 54-40-90000           | CAPITAL IMPROVEMENTS           | 0                     | 0                     | 0                     | 0                          | 5,000                       | 0                       |
| 54-40-91000           | EQUIPMENT AND FURNITURE        | 0                     | 150                   | 0                     | 0                          | 0                           | 0                       |
| 54-40-91008           | PORTABLE PUMP                  | 2,300                 | 6,737                 | 1,500                 | 121                        | 0                           | 1,500                   |
| 54-40-91015           | SEWER BACK UP EXPENSE (SSO)    | 0                     | 0                     | 30,000                | 481                        | 0                           | 10,243                  |

| <u>Account Number</u>             | <u>Account Description</u>      | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------------------|---------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| 54-40-99086                       | TRANSFER TO DEBT SERVICE WWTP   | 1,094,813             | 1,094,813             | 1,093,267             | 546,633                    | 1,093,266                   | 1,091,690               |
| 54-40-99090                       | TRFS TO RESERVES - DEBT SERVICE | 73,703                | 73,703                | 116,339               | 58,170                     | 116,340                     | 116,479                 |
| 54-40-99100                       | UNASSIGNED EXPENSES             | 15,179                | 10,378                | 0                     | 19,866                     | 25,000                      | 0                       |
| 54-40-99901                       | TRANSFER TO ADMINISTRATION      | 3,717                 | 3,717                 | 4,094                 | 2,047                      | 4,094                       | 4,349                   |
| 54-40-99951                       | TRANSFERS TO CITY MANAGER       | 18,526                | 18,526                | 19,400                | 9,700                      | 19,400                      | 18,976                  |
| 54-40-99952                       | TRANSFERS TO FINANCE            | 102,651               | 102,651               | 107,107               | 53,553                     | 107,107                     | 125,565                 |
| 54-40-99957                       | TRANSFER TO PUBLIC WORKS GRANTS | 0                     | 0                     | 0                     | 0                          | 0                           | 110,000                 |
| 54-40-99975                       | TRANSFERS TO PUBLIC WORKS       | 12,234                | 12,234                | 12,573                | 6,286                      | 35,422                      | 6,052                   |
| 54-40-99977                       | TRANSFERS TO GARAGE             | 12,431                | 12,431                | 11,926                | 5,963                      | 11,926                      | 12,308                  |
| 54-40-99992                       | TRANSFERS TO LEGAL SVCS         | 17,854                | 17,854                | 18,517                | 9,258                      | 18,517                      | 14,707                  |
| <b>Total Expenses-Waste Water</b> |                                 | <b>2,180,831</b>      | <b>3,217,324</b>      | <b>2,326,033</b>      | <b>1,052,088</b>           | <b>2,209,004</b>            | <b>2,544,452</b>        |

## Sanitation Fund

The Sanitation Fund is responsible for collecting all solid waste in the City and for collecting, processing, and selling recyclable materials. The Sanitation Division consists of a supervisor, two container truck drivers, a three-man crew that does the hand pick-up in Old Bisbee, and two recycling attendants in conjunction with supervised inmate labor.

Recycling facilities are located at the Cochise County Transfer Station. The community interest in recycling has increased significantly over the last few years. This increase has also provided larger than expected loads at the drop off locations. The recycling center experiences more requests from the business community than can be currently served. The City of Bisbee is the leader in Cochise County for recycling and will continue to find ways to streamline and increase the recycling effort.

## Fiscal Year 2012-13 Budget Highlights

This budget reflects no rate increase for sanitation services for the next year.

Funds are budgeted to replace equipment within the division using the vehicle replacement program implemented several years ago.

| <u>Account</u>                    |                                  | <u>FY 2011</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>  |
|-----------------------------------|----------------------------------|----------------|----------------|----------------|---------------------|---------------------|-----------------|
| <u>Number</u>                     | <u>Account Description</u>       | <u>Budget</u>  | <u>Actual</u>  | <u>Budget</u>  | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u> |
| <b>Sanitation</b>                 |                                  |                |                |                |                     |                     |                 |
| 56-36-11400                       | RECYCLING REVENUE                | 21,700         | 27,113         | 32,505         | 27,568              | 40,000              | 40,000          |
| 56-36-50000                       | UNASSIGNED EXPENSES              | 0              | 10,111         | 0              | 0                   | 0                   | 0               |
| 56-37-10550                       | USER FEES                        | 809,445        | 809,553        | 833,728        | 407,292             | 814,997             | 814,997         |
| 56-37-10553                       | SPECIAL PICK-UP FEES             | 450            | 499            | 1,500          | 150                 | 1,500               | 1,500           |
| 56-38-51000                       | USE OF RESERVES                  | 20,000         | 0              | 90,000         | 0                   | 0                   | 100,000         |
| <b>Total Revenue-Sanitation</b>   |                                  | <b>851,595</b> | <b>847,276</b> | <b>957,733</b> | <b>435,010</b>      | <b>856,497</b>      | <b>956,497</b>  |
|                                   |                                  |                |                |                |                     |                     |                 |
| 56-40-11000                       | SALARIES - GENERAL               | 254,192        | 226,814        | 240,500        | 106,313             | 212,266             | 204,617         |
| 56-40-11001                       | OVERTIME - GENERAL               | 7,000          | 9,468          | 7,000          | 10,588              | 16,240              | 7,000           |
| 56-40-11050                       | SALARIES - PART TIME             | 0              | 0              | 0              | 0                   | 0                   | 20,280          |
| 56-40-11100                       | F.I.C.A.                         | 16,589         | 14,375         | 15,729         | 7,240               | 14,070              | 14,544          |
| 56-40-11200                       | MEDICARE                         | 3,880          | 3,340          | 3,679          | 1,693               | 3,308               | 3,401           |
| 56-40-11300                       | A.S.R.S.                         | 25,727         | 22,896         | 26,606         | 11,526              | 22,628              | 25,857          |
| 56-40-11402                       | A.S.R.S., Alternate Contribution | 0              | 0              | 0              | 0                   | 0                   | 3,997           |
| 56-40-11500                       | MEDICAL INSURANCE                | 41,493         | 35,196         | 40,687         | 18,021              | 36,285              | 38,531          |
| 56-40-11501                       | STANDARD DISABILITY INSURANCE    | 1,568          | 1,533          | 2,223          | 883                 | 1,570               | 1,616           |
| 56-40-11505                       | DEFERRED COMP                    | 6,380          | 5,932          | 6,191          | 2,167               | 5,362               | 5,477           |
| 56-40-11510                       | DENTAL INSURANCE                 | 3,393          | 3,726          | 3,828          | 1,401               | 3,461               | 3,686           |
| 56-40-11600                       | LIFE INSURANCE                   | 849            | 778            | 824            | 279                 | 696                 | 729             |
| 56-40-11700                       | WORKERS COMPENSATION             | 20,906         | 16,343         | 19,991         | 8,702               | 17,206              | 19,596          |
| <b>Sanitation Personnel Costs</b> |                                  | <b>381,977</b> | <b>340,401</b> | <b>367,258</b> | <b>168,813</b>      | <b>333,092</b>      | <b>349,331</b>  |
|                                   |                                  |                |                |                |                     |                     |                 |
| 56-40-12000                       | BUSINESS TRAVEL                  | 600            | 0              | 1,000          | 0                   | 500                 | 1,000           |
| 56-40-13000                       | UNIFORMS                         | 3,000          | 3,572          | 4,000          | 2,000               | 4,000               | 4,000           |
| 56-40-14000                       | EDUCATION/TRAINING               | 0              | 0              | 3,000          | 0                   | 2,500               | 3,000           |
| 56-40-21000                       | ELECTRIC                         | 1,042          | 1,252          | 1,250          | 535                 | 1,070               | 1,100           |
| 56-40-23000                       | GAS                              | 1,000          | 376            | 382            | 182                 | 600                 | 500             |
| 56-40-24000                       | TELEPHONE & FAX                  | 540            | 957            | 1,000          | 174                 | 400                 | 500             |
| 56-40-24200                       | OTHER - HAND HELD RADIOS         | 500            | 0              | 0              | 0                   | 0                   | 0               |
| 56-40-35000                       | EMPLOYMENT TESTING               | 0              | 43             | 100            | 0                   | 0                   | 0               |
| 56-40-41000                       | DISPOSABLE EQUIPMENT/TOOLS       | 1,500          | 1,085          | 300            | 60                  | 250                 | 150             |
| 56-40-41500                       | CONSUMABLE SUPPLIES              | 500            | 439            | 750            | 63                  | 120                 | 150             |
| 56-40-41600                       | SAFETY EQUIPMENT                 | 1,000          | 1,368          | 1,000          | 192                 | 400                 | 500             |
| 56-40-41610                       | OTHER - VACCINES                 | 500            | 0              | 1,000          | 0                   | 0                   | 0               |
| 56-40-41700                       | CONTRACT SERVICES                | 300            | 1,690          | 5,000          | 0                   | 0                   | 5,000           |
| 56-40-43500                       | POSTAGE                          | 0              | 292            | 75             | 3                   | 75                  | 75              |
| 56-40-52500                       | PROPERTY, CASUALTY, LIABILITY    | 30,394         | 16,271         | 30,394         | 11,477              | 23,000              | 23,000          |
| 56-40-52501                       | INSURANCE CLAIMS & DEDUCTIBLES   | 0              | 1,025          | 0              | 0                   | 0                   | 0               |
| 56-40-53006                       | COUNTY TIPPING FEES              | 200,000        | 191,080        | 175,000        | 82,709              | 165,000             | 155,000         |
| 56-40-53500                       | DOC WORKERS                      | 2,800          | 5,958          | 4,620          | 3,015               | 6,000               | 6,000           |
| 56-40-56001                       | SMALL TOOLS & EQUIPMENT          | 2,000          | 862            | 750            | 428                 | 900                 | 900             |
| 56-40-61000                       | PARTS & LABOR                    | 8,000          | 13,448         | 8,000          | 3,398               | 6,700               | 15,000          |
| 56-40-62004                       | GASOLINE                         | 8,816          | 15,498         | 20,000         | 5,162               | 11,600              | 14,500          |
| 56-40-62005                       | DIESEL                           | 20,000         | 19,190         | 20,500         | 12,540              | 20,200              | 35,300          |
| 56-40-62006                       | HYDRAULIC FLUID                  | 500            | 0              | 1,000          | 0                   | 0                   | 0               |
| 56-40-62007                       | LUBRICANTS                       | 500            | 404            | 500            | 52                  | 100                 | 100             |
| 56-40-62008                       | TIRES                            | 5,000          | 4,110          | 5,000          | 10,936              | 22,000              | 20,000          |
| 56-40-64000                       | EQUIPMENT MAINTENANCE            | 0              | 11,589         | 1,000          | 247                 | 500                 | 20,000          |
| 56-40-72000                       | RECYCLING PROGRAM                | 5,000          | 6,955          | 1,000          | 1,766               | 3,600               | 5,000           |
| 56-40-79500                       | BAD DEBTS                        | 2,000          | 13,564         | 2,000          | 0                   | 10,000              | 10,000          |
| 56-40-81313                       | DEPRECIATION EXPENSE             | 0              | 48,607         | 0              | 0                   | 0                   | 0               |
| 56-40-91000                       | EQUIP & FURNITURE - DUMPSTERS    | 20,000         | 10,965         | 46,500         | 6,682               | 46,500              | 40,000          |
| 56-40-98010                       | RESERVE ACCUMULATION-RESTRICTED  | 24,283         | 0              | 25,012         | 0                   | 24,450              | 24,450          |
| 56-40-99100                       | UNASSIGNED EXPENSES              | 11             | 10,302         | 16,094         | 0                   | 0                   | 1,342           |
| 56-40-99901                       | TRANSFERS TO ADMINISTRATION      | 17,244         | 17,244         | 18,141         | 9,070               | 18,141              | 14,965          |
| 56-40-99952                       | TRANSFERS TO FINANCE             | 54,206         | 54,206         | 56,485         | 28,242              | 56,485              | 65,675          |
| 56-40-99977                       | TRANSFERS TO GARAGE              | 12,431         | 12,431         | 11,926         | 5,963               | 11,926              | 12,308          |
| 56-40-99985                       | TRANSFER TO DEBT SERVICE         | 38,809         | 38,809         | 30,289         | 15,144              | 30,289              | 21,768          |
| 56-40-99992                       | TRANSFERS TO LEGAL SVCS          | 7,142          | 7,142          | 7,407          | 3,704               | 7,407               | 5,883           |
| 56-40-99999                       | TRANSFER TO CIP                  | 0              | 0              | 90,000         | 0                   | 0                   | 100,000         |
| <b>Total Expenses-Sanitation</b>  |                                  | <b>851,595</b> | <b>851,135</b> | <b>957,733</b> | <b>372,557</b>      | <b>807,805</b>      | <b>956,497</b>  |

## Bisbee Public Works Grants

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

### Fiscal Year 2012-13 Budget Highlights

Funds have been set aside for a WIFA/BECC grant for the sewer expansion in Tintown, along with funding for the Old Bisbee Laterals (Pilot Project).

| <u>Account</u>   |                                     | <u>FY 2011</u>   | <u>FY 2011</u> | <u>FY 2012</u>   | <u>YTD 12/31/11</u> | <u>FY 2012</u>      | <u>FY 2013</u>   |
|------------------|-------------------------------------|------------------|----------------|------------------|---------------------|---------------------|------------------|
| <u>Number</u>    | <u>Account Description</u>          | <u>Budget</u>    | <u>Actual</u>  | <u>Budget</u>    | <u>Actual</u>       | <u>Y/E Estimate</u> | <u>Proposed</u>  |
| <b>PW Grants</b> |                                     |                  |                |                  |                     |                     |                  |
| 57-30-22502      | WIFA GRANT SEWER/TA                 | 0                | 0              | 50,000           | 0                   | 65,000              | 0                |
|                  | FIRE SUPPRESSION SYSTEM             | 0                | 0              | 35,000           | 0                   | 0                   | 0                |
|                  | MISCELLANEOUS PUBLIC WORKS GRANTS   | 0                | 0              | 0                | 0                   | 0                   | 2,500,000        |
| 57-30-22508      | NADBank - USDA/RD TINTOWN SEWER     | 5,000,000        | 0              | 2,000,000        | 0                   | 0                   | 0                |
| 57-30-22509      | NADBank - USDA/RD HEREFORD RD SEWER | 1,850,000        | 0              | 0                | 0                   | 0                   | 0                |
| 57-30-99054      | TRANSFER FROM SEWER                 | 0                | 0              | 0                | 0                   | 0                   | 110,000          |
| 57-30-99099      | TRANS FROM CIP                      | 150,000          | 13,400         | 25,000           | 0                   | 10,000              | 0                |
|                  | <b>Total Revenue</b>                | <b>7,000,000</b> | <b>13,400</b>  | <b>2,110,000</b> | <b>0</b>            | <b>75,000</b>       | <b>2,610,000</b> |
| 57-40-22502      | WIFA GRANT SEWER/TA                 | 0                | 0              | 50,000           | 0                   | 65,000              | 0                |
|                  | FIRE SUPPRESSION SYSTEM             | 0                | 0              | 35,000           | 0                   | 0                   | 0                |
|                  | MISCELLANEOUS PUBLIC WORKS GRANTS   | 0                | 0              | 0                | 0                   | 0                   | 2,500,000        |
|                  | WWTP GRANTS                         | 0                | 0              | 0                | 0                   | 0                   | 110,000          |
| 57-40-22508      | NADBank - USDA/RD TINTOWN           | 5,000,000        | 0              | 2,000,000        | 56                  | 0                   | 0                |
| 57-40-22509      | NADBank - USDA/RD HEREFORD RD SEWER | 2,000,000        | 13,400         | 25,000           | 4,950               | 10,000              | 0                |
|                  | <b>Total Expenses</b>               | <b>7,000,000</b> | <b>13,400</b>  | <b>2,110,000</b> | <b>5,006</b>        | <b>75,000</b>       | <b>2,610,000</b> |

# Queen Mine Fund

The Mine Tour is an enterprise program for the City of Bisbee which means it operates with its own budget and funds generated from the tour to maintain, improve, and expand the tour as well as support the Visitors Center.

Funded by the sale of tour tickets and gift shop items, the Queen Mine Tour sees over 50,000 visitors a year from all 50 states and around the world. While the City owns the building once known as the Change House, Freeport-McMoRan leases the underground used for tours.

Recent Accomplishments of the Queen Mine Tour include:

- Safety upgrades included raising the ceiling height 2-4 ft along the escape way. This project required a large amount of blasting and removal of tons of rock. Installed a GOB fence in a section of escape way. Filled in an area with muck and extended the stair case
- Installed bulkheads in raises that connected to the escape way. These bulkheads are located from 20 ft to 80 ft off the ground. This also required installation of two man-ways used to access the tops of the raises.
- Rebuilt the locomotive.
- Continue to upgrade safety improvements for tours including: fluorescent lights, displays, head frames, and working toward mine improvements required for the lease and MSHA standards.
- A major electrical upgrade was made possible by an exchange of services and resources with Freeport McMoRan.
- Facility improvement projects, restroom remodel, and landscaping. Our new plans call for increasing accessibility to the tour, updated restroom facilities, and a small café.
- A continued, aggressive social media campaign on Facebook in English and Spanish has increased exposure to the tour and facilities.
- Created new position for train attendants, hired and trained individuals for continued safety standards.
- A major electrical upgrade was made possible by an exchange of services and resources with Freeport McMoRan.

## Fiscal Year 2012-13 Budget Highlights

Ongoing efforts to improve safety will remain the top priority. These will include infrastructure repairs and the rebuilding of locomotives along with continued cleaning of the mine shafts, shoring up and replacing timbers. Expanded routine maintenance schedules will help alleviate any threats to tourists and tour guides.

Capital Improvements to the Mine include relocation of outdoor restrooms to the main building.



| <u>Account Number</u>   | <u>Account Description</u> | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-------------------------|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Queen Mine</b>       |                            |                       |                       |                       |                            |                             |                         |
| 59-31-25000             | TAX CREDITS TAKEN          | 0                     | 367                   | 0                     | 167                        | 167                         | 0                       |
| 59-34-15001             | MERCHANDISE SALES          | 180,000               | 193,563               | 190,000               | 82,173                     | 190,000                     | 190,000                 |
| 59-34-15010             | MAIL ORDER SALES           | 10,000                | 199                   | 200                   | 48                         | 1,710                       | 200                     |
| 59-34-17500             | MINE TOURS                 | 459,000               | 416,356               | 425,000               | 173,241                    | 425,000                     | 481,000                 |
| 59-36-11600             | OVER/SHORT                 | 0                     | (290)                 | 0                     | 0                          | 0                           | 0                       |
| 59-36-15003             | VENDING MACHINE SALES      | 4,000                 | 5,267                 | 4,000                 | 1,953                      | 4,000                       | 4,000                   |
| 59-36-35000             | OTHER REVENUE              | 0                     | 0                     | 0                     | 125                        | 125                         | 0                       |
| 59-38-99235             | FUND BALANCE ALLOCATION    | 105,000               | 0                     | 160,908               | 0                          | 55,484                      | 168,093                 |
| <b>Total Revenue-QM</b> |                            | 758,000               | 615,462               | 780,108               | 257,707                    | 676,486                     | 843,293                 |

| <u>Account Number</u>             | <u>Account Description</u>        | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------------------|-----------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| 59-40-11000                       | SALARIES - GENERAL                | 202,956               | 206,289               | 206,297               | 104,928                    | 209,853                     | 206,538                 |
| 59-40-11001                       | OVERTIME - GENERAL                | 2,000                 | 1,239                 | 2,000                 | 288                        | 591                         | 2,000                   |
| 59-40-11050                       | SALARIES - PART TIME              | 51,897                | 44,671                | 51,897                | 20,168                     | 60,549                      | 68,740                  |
| 59-40-11100                       | F.I.C.A.                          | 16,277                | 15,560                | 16,484                | 7,656                      | 16,534                      | 17,543                  |
| 59-40-11200                       | MEDICARE                          | 3,807                 | 3,621                 | 3,855                 | 1,790                      | 3,873                       | 4,103                   |
| 59-40-11300                       | A.S.R.S.                          | 17,950                | 18,361                | 19,917                | 9,417                      | 18,840                      | 20,685                  |
| 59-40-11300                       | ALTERNATE CONTRIBUTIONS, A.S.R.S. | 0                     | 0                     | 0                     | 0                          | 0                           | 6,292                   |
| 59-40-11500                       | MEDICAL INSURANCE                 | 36,939                | 33,861                | 37,328                | 18,664                     | 37,328                      | 39,958                  |
| 59-40-11501                       | STANDARD DISABILITY INSURANCE     | 1,511                 | 1,511                 | 1,511                 | 882                        | 1,511                       | 1,511                   |
| 59-40-11505                       | DEFERRED COMP                     | 5,680                 | 5,680                 | 5,680                 | 2,367                      | 5,680                       | 5,680                   |
| 59-40-11510                       | DENTAL INSURANCE                  | 3,172                 | 3,172                 | 3,172                 | 1,321                      | 3,172                       | 3,172                   |
| 59-40-11600                       | LIFE INSURANCE                    | 611                   | 594                   | 611                   | 229                        | 556                         | 594                     |
| 59-40-11700                       | WORKERS COMPENSATION              | 5,667                 | 6,166                 | 7,380                 | 3,313                      | 7,484                       | 9,228                   |
| 59-40-11800                       | STATE UNEMPLOYMENT                | 0                     | 93                    | 0                     | 0                          | 0                           | 0                       |
| <b>Queen Mine Personnel Costs</b> |                                   | <b>348,467</b>        | <b>340,818</b>        | <b>356,132</b>        | <b>171,023</b>             | <b>365,971</b>              | <b>386,044</b>          |

| <u>Account Number</u>    | <u>Account Description</u>       | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|--------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| 59-40-12000              | BUSINESS TRAVEL                  | 0                     | 193                   | 0                     | 0                          | 0                           | 0                       |
| 59-40-13000              | UNIFORMS                         | 1,600                 | 968                   | 1,600                 | 1,157                      | 1,600                       | 1,600                   |
| 59-40-13050              | TOUR REFUNDS                     | 200                   | 0                     | 200                   | 0                          | 200                         | 200                     |
| 59-40-14000              | EDUCATION/TRAINING               | 1,200                 | 0                     | 1,200                 | 0                          | 1,200                       | 5,000                   |
| 59-40-21000              | ELECTRIC                         | 8,000                 | 8,634                 | 8,000                 | 4,158                      | 9,000                       | 9,500                   |
| 59-40-22000              | WATER                            | 1,400                 | 1,727                 | 1,400                 | 530                        | 1,800                       | 1,800                   |
| 59-40-22550              | SEWER AND GARBAGE SERV.          | 4,000                 | 3,968                 | 4,141                 | 1,697                      | 4,141                       | 4,303                   |
| 59-40-23000              | GAS/WOOD                         | 3,500                 | 2,752                 | 3,500                 | 900                        | 2,500                       | 3,500                   |
| 59-40-24000              | TELEPHONE & FAX                  | 3,100                 | 2,788                 | 3,100                 | 947                        | 3,100                       | 3,100                   |
| 59-40-24001              | INTERNET ACCESS FEE              | 900                   | 830                   | 900                   | 350                        | 900                         | 900                     |
| 59-40-34000              | PROFESSIONAL FEES - COMPUTER     | 800                   | 0                     | 800                   | 0                          | 0                           | 800                     |
| 59-40-35000              | EMPLOYMENT TESTING               | 100                   | 0                     | 100                   | 0                          | 100                         | 100                     |
| 59-40-36000              | MAINTENANCE & SUPPORT AGREEMENTS | 800                   | 0                     | 800                   | 0                          | 0                           | 800                     |
| 59-40-41500              | OFFICE SUPPLIES                  | 3,100                 | 3,559                 | 3,100                 | 2,118                      | 3,500                       | 3,500                   |
| 59-40-41604              | SPECIAL SUPP - MERCHANDISE       | 95,000                | 74,418                | 95,000                | 28,668                     | 95,000                      | 95,000                  |
| 59-40-41610              | OTHER - HATS AND COATS           | 2,200                 | 2,174                 | 2,200                 | 0                          | 2,200                       | 2,200                   |
| 59-40-41700              | CONTRACT SERVICES                | 500                   | 0                     | 500                   | 0                          | 0                           | 500                     |
| 59-40-42000              | CUSTODIAL SUPPLIES               | 3,000                 | 1,895                 | 3,000                 | 1,455                      | 2,500                       | 2,500                   |
| 59-40-42300              | SOFTWARE                         | 400                   | 0                     | 400                   | 0                          | 0                           | 400                     |
| 59-40-42500              | OTHER-TOUR MAINT-INTERIOR        | 4,000                 | 3,637                 | 4,000                 | 1,439                      | 4,000                       | 4,000                   |
| 59-40-42501              | TOUR MAINTENANCE                 | 4,000                 | 6,410                 | 4,000                 | 3,235                      | 4,000                       | 5,000                   |
| 59-40-43500              | POSTAGE                          | 800                   | 235                   | 800                   | 68                         | 200                         | 800                     |
| 59-40-44000              | CONCESSION                       | 2,500                 | 1,731                 | 2,500                 | 399                        | 2,000                       | 2,500                   |
| 59-40-52000              | ADVERTISING                      | 21,844                | 16,085                | 21,844                | 16,196                     | 22,000                      | 22,000                  |
| 59-40-52500              | PROPERTY, CASUALTY, LIABILITY    | 50,000                | 28,633                | 50,000                | 0                          | 35,000                      | 50,000                  |
| 59-40-52501              | INSURANCE CLAIMS & DEDUCTIBLES   | 500                   | 0                     | 500                   | 0                          | 0                           | 500                     |
| 59-40-53500              | DOC WORKERS                      | 1,800                 | 2,613                 | 1,900                 | 756                        | 1,900                       | 1,900                   |
| 59-40-54500              | PROPERTY LEASES                  | 1,200                 | 0                     | 1,200                 | 0                          | 20                          | 1,200                   |
| 59-40-61000              | PARTS & LABOR                    | 1,000                 | 226                   | 1,000                 | 118                        | 300                         | 1,000                   |
| 59-40-62000              | FUEL & LUBRICANTS                | 1,500                 | 873                   | 1,500                 | 568                        | 1,200                       | 1,500                   |
| 59-40-73000              | MISCELLANEOUS                    | 0                     | 720                   | 0                     | 143                        | 143                         | 4,889                   |
| 59-40-75002              | CREDIT CARD FEES                 | 15,000                | 15,742                | 15,000                | 7,262                      | 16,000                      | 16,000                  |
| 59-40-81313              | DEPRECIATION EXPENSE             | 0                     | 13,657                | 0                     | 0                          | 0                           | 0                       |
| 59-40-90001              | LAMPS                            | 3,500                 | 1,880                 | 6,000                 | 1,682                      | 6,000                       | 12,000                  |
| 59-40-90003              | MOTORS                           | 5,000                 | 11,183                | 5,000                 | 1,412                      | 5,000                       | 5,000                   |
| 59-40-91000              | COMPUTER HARDWARE & SOFTWARE     | 500                   | 794                   | 500                   | 0                          | 0                           | 500                     |
| 59-40-99100              | MISC. EXPENSES-SAFETY            | 10,000                | 594                   | 10,000                | 344                        | 5,000                       | 10,000                  |
| 59-40-99901              | TRANSFERS TO GENERAL FUND        | 19,412                | 19,412                | 20,305                | 10,152                     | 20,305                      | 20,190                  |
| 59-40-99920              | TRANSFER TO TRANSIENT ROOM TAX   | 16,000                | 16,000                | 16,000                | 8,000                      | 16,000                      | 16,000                  |
| 59-40-99952              | TRANSFERS TO FINANCE             | 16,177                | 16,177                | 16,986                | 8,493                      | 16,986                      | 13,567                  |
| 59-40-99999              | TRANSFERS TO CAPITAL PROJECTS    | 105,000               | 0                     | 115,000               | 6,033                      | 10,000                      | 133,000                 |
| <b>Total Expenses-QM</b> |                                  | <b>758,000</b>        | <b>601,326</b>        | <b>780,108</b>        | <b>279,303</b>             | <b>659,766</b>              | <b>843,293</b>          |

## Miscellaneous Grants

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

### Fiscal Year 2012-13 Budget Highlights

Requests for this budget include an allocation for miscellaneous grants to allow for potential grant opportunities.

| <u>Account Number</u> | <u>Account Description</u> | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Misc Grants</b>    |                            |                       |                       |                       |                            |                             |                         |
| 78-30-23011           | LIBRARY - BAC GRANTS       | 0                     | 850                   | 0                     | 0                          | 0                           | 0                       |
| 78-30-23112           | LIBRARY PENDING GRANTS     | 25,000                | 0                     | 15,000                | 0                          | 0                           | 15,000                  |
| 78-30-23750           | ADOT-BUS EXP REIMBURSED    | 103,342               | 0                     | 0                     | 0                          | 0                           | 0                       |
| 78-30-79000           | MISCELLANEOUS GRANTS       | 5,000,000             | 0                     | 5,000,000             | 0                          | 0                           | 5,000,000               |
| 78-38-99996           | TRANS FROM BISBEE BUS      | 25,836                | 0                     | 0                     | 0                          | 0                           | 0                       |
|                       | <b>Total Revenue</b>       | 5,154,178             | 850                   | 5,015,000             | 0                          | 0                           | 5,015,000               |
|                       |                            |                       |                       |                       |                            |                             |                         |
| 78-40-23011           | LIBRARY - BAC GRANTS       | 0                     | 850                   | 0                     | 0                          | 0                           | 0                       |
| 78-40-23112           | LIBRARY PENDING GRANTS     | 25,000                | 0                     | 15,000                | 0                          | 0                           | 15,000                  |
| 78-40-23750           | ADOT BUS EXPENDITURES      | 129,178               | 2,602                 | 0                     | 0                          | 0                           | 0                       |
| 78-40-79000           | MISCELLANEOUS GRANTS       | 5,000,000             | 0                     | 5,000,000             | 0                          | 0                           | 5,000,000               |
| 78-40-99999           | TRANSFER - OTHER           | 0                     | 57,828                | 0                     | 0                          | 0                           | 0                       |
|                       | <b>Total Expenses</b>      | 5,154,178             | 61,280                | 5,015,000             | 0                          | 0                           | 5,015,000               |

## Debt Service

This fund accounts for the accumulation of resources and payment of general long-term debt principle and interest payments. Budgeted funds are transferred into this fund from the various funding sources. These funds are then used to make the appropriate debt payments on one ambulance, two garbage trucks and one dump truck.

### Fiscal Year 2012-13 Budget Highlights

This year's budget reflects the principle and interest payments due on general long-term debt of the City.

| <u>Account Number</u> | <u>Account Description</u>         | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|------------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Debt Service</b>   |                                    |                       |                       |                       |                            |                             |                         |
| 85-38-10550           | TRANSFER FROM GF ADMIN/GEN         | 67,982                | 82,858                | 97,734                | 48,867                     | 97,734                      | 39,756                  |
| 85-38-21000           | TRANSFERS FROM STREETS FUND        | 11,412                | 11,412                | 11,412                | 5,706                      | 11,412                      | 0                       |
| 85-38-39000           | TRANSFERS FROM RICO FUND           | 61,754                | 87,631                | 0                     | 0                          | 0                           | 25,000                  |
| 85-38-56000           | TRANSFER FROM SANITATION           | 38,809                | 38,809                | 30,289                | 15,144                     | 30,289                      | 21,768                  |
|                       | <b>Total Debt Service Revenue</b>  | 179,957               | 220,710               | 139,435               | 69,717                     | 139,435                     | 86,524                  |
| 85-60-81000           | PRINCIPAL PAYMENTS, CAP LEASE      | 43,540                | 43,540                | 46,023                | 22,692                     | 46,023                      | 0                       |
| 85-60-81500           | INTEREST PAYMENTS, CAP LEASE       | 4,434                 | 4,434                 | 1,951                 | 1,295                      | 1,951                       | 0                       |
| 85-70-81000           | PRINCIPAL PMTS, LEASE PURCHASE     | 116,215               | 152,444               | 79,516                | 43,559                     | 79,516                      | 73,599                  |
| 85-90-99900           | INTEREST PMTS, LEASE PURCHASE      | 15,768                | 20,201                | 11,945                | 6,431                      | 11,945                      | 12,925                  |
|                       | <b>Total Debt Service Expenses</b> | 179,957               | 260,687               | 139,435               | 73,977                     | 139,435                     | 86,524                  |

## Debt Service for Wastewater Project

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

### Fiscal Year 2012-13 Budget Highlights

This budget includes all payments due in Fiscal Year 2012-13.



| <u>Account Number</u>        | <u>Account Description</u>     | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|------------------------------|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Debt Service for WWTP</b> |                                |                       |                       |                       |                            |                             |                         |
| 86-36-21000                  | INTEREST INCOME                | 0                     | 807                   | 0                     | 214                        | 0                           | 0                       |
| 86-38-98000                  | TRANSFERS IN - DEBT SERVICE    | 1,094,813             | 1,094,813             | 1,093,267             | 546,633                    | 1,093,267                   | 1,091,690               |
| 86-38-98010                  | TRFS IN--DEBT SERVICE RESERVES | 73,703                | 73,703                | 116,339               | 58,170                     | 116,339                     | 116,479                 |
|                              | <b>Total Revenue</b>           | <b>1,168,516</b>      | <b>1,169,323</b>      | <b>1,209,606</b>      | <b>605,017</b>             | <b>1,209,606</b>            | <b>1,208,169</b>        |
| 86-40-98010                  | RESERVE ACCUMULATION           | 73,703                | 680,941               | 116,339               | 0                          | 116,339                     | 116,479                 |
| 86-80-81000                  | PRINCIPAL PAYMENTS             | 682,503               | 404,027               | 698,146               | 696,510                    | 696,510                     | 714,184                 |
| 86-80-81500                  | INTEREST PAYMENTS              | 412,310               | 0                     | 395,121               | 139,409                    | 396,371                     | 377,506                 |
|                              | <b>Total Expenses</b>          | <b>1,168,516</b>      | <b>1,084,968</b>      | <b>1,209,606</b>      | <b>835,919</b>             | <b>1,209,220</b>            | <b>1,208,169</b>        |

## Youth Fund

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

### Fiscal Year 2012-13 Budget Highlights

Funds are budgeted for potential operating expenditures, capital expenditures, and fund-raising activities pertinent to youth and youth activities.

| <u>Account Number</u> | <u>Account Description</u> | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Youth Fund</b>     |                            |                       |                       |                       |                            |                             |                         |
| 89-36-21000           | INTEREST INCOME            | 500                   | 245                   | 500                   | 150                        | 500                         | 500                     |
| 89-36-50010           | FUND RAISING PROCEEDS      | 2,000                 | 968                   | 2,000                 | 200                        | 2,000                       | 2,000                   |
| 89-36-99925           | USE OF FUND BALANCE        | 10,500                | 0                     | 10,500                | 0                          | 10,500                      | 10,500                  |
|                       | <b>Total Revenue</b>       | 13,000                | 1,213                 | 13,000                | 350                        | 13,000                      | 13,000                  |
| 89-40-50000           | AUTHORIZED EXPENDITURES    | 1,000                 | 405                   | 1,000                 | 0                          | 1,000                       | 1,000                   |
| 89-40-50010           | FUND RAISING EXPENSES      | 2,000                 | 48                    | 2,000                 | 0                          | 2,000                       | 2,000                   |
| 89-40-90000           | CAPITAL EXPENDITURES       | 10,000                | 1,959                 | 10,000                | 0                          | 10,000                      | 10,000                  |
|                       | <b>Total Expenses</b>      | 13,000                | 2,412                 | 13,000                | 0                          | 13,000                      | 13,000                  |

## Bisbee Bus Fund

The Bisbee Bus operations are primarily funded through the Arizona Department of Transportation's 5311 program. Additional funds to support the Bisbee Bus are provided from a 5317 ADOT Program, AAA, and SEAGO. General funds are also utilized for matching funds. Bisbee currently owns 3 busses.

The day to day operations of the Bisbee Bus are contracted through Catholic Community Services (CCS) which provides drivers, safety training and oversight of operations, ridership, marketing and administration. This department oversees the Transit Advisory Council.

The Bisbee Bus runs a fixed route deviated service Monday thru Friday 6:00 a.m. to 6:30 p.m. and Saturdays from 9:00 a.m. to 3:30 p.m. This service is provided year round with the exception of holidays. The route includes Old Bisbee, Warren, Saginaw, Tin Town, San Jose, and Naco. On weekdays, the bus makes 10 round trips per day and runs an early morning commuter route. Saturdays the bus makes 4 round trips. Cost to ride the bus is \$1.00 for adults, .50 for seniors, and .25 for students. Assistance is available for seniors and disabled riders to obtain reduced fare passes at the Senior Center.

In 2011, a request for services proposal was issued and the City entered into another 3 year contract with CCS to continue providing contractor services. With the assistance of ADOT consultants, the bus schedule was revised in November 2011.

## Fiscal Year 2012-13 Budget Highlights

The 2012-2013 fiscal year budgets continue to increase fuel and maintenance costs.

| <u>Account Number</u> | <u>Account Description</u>    | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------|-------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Bisbee Bus</b>     |                               |                       |                       |                       |                            |                             |                         |
| 96-30-50000           | ADOT GRANT                    | 13,760                | 11,915                | 10,000                | 0                          | 0                           | 0                       |
| 96-30-50032           | TRANSFERS FROM L.T.A.F.       | 0                     | 57,266                | 0                     | 6,000                      | 6,000                       | 0                       |
| 96-30-50045           | SEAGO TRANSPORTATION          | 22,000                | 22,022                | 22,000                | 11,011                     | 22,000                      | 22,000                  |
| 96-30-50050           | CCS LOCAL SHARE               | 7,000                 | 8,965                 | 7,500                 | 5,575                      | 7,500                       | 7,500                   |
| 96-30-50060           | FEDERAL SHARE                 | 169,868               | 133,630               | 161,524               | 64,404                     | 161,524                     | 200,000                 |
| 96-30-50132           | TRANSFERS FROM GEN FUND       | 27,065                | 0                     | 8,845                 | 4,422                      | 2,845                       | 0                       |
| 96-38-50999           | OTHER REVENUE                 | 0                     | 33,242                | 0                     | 202                        | 0                           | 0                       |
|                       | <b>Total Revenue</b>          | <b>239,693</b>        | <b>267,040</b>        | <b>209,869</b>        | <b>91,614</b>              | <b>199,869</b>              | <b>229,500</b>          |
| 96-40-41505           | ADMIN MISC EXPENSES           | 0                     | 2,404                 | 800                   | 1,170                      | 1,405                       | 2,000                   |
| 96-40-41606           | CCS OPERATING EXPENSES        | 159,907               | 107,357               | 155,299               | 50,126                     | 145,299                     | 162,480                 |
| 96-40-41607           | CITY OPERATING EXPENSE        | 13,750                | 6,482                 | 13,750                | 9,155                      | 13,750                      | 15,000                  |
| 96-40-43500           | POSTAGE                       | 200                   | 7                     | 20                    | 1                          | 20                          | 20                      |
| 96-40-52500           | PROPERTY, CASUALTY, LIABILITY | 10,000                | 3,881                 | 10,000                | 2,737                      | 10,000                      | 10,000                  |
| 96-40-62000           | FUEL & LUBRICANTS             | 30,000                | 23,323                | 30,000                | 11,203                     | 30,000                      | 40,000                  |
| 96-40-93000           | TRANSFER TO MISC GRANTS/MATCH | 25,836                | 0                     | 0                     | 0                          | 0                           | 0                       |
|                       | <b>Total Expenses</b>         | <b>239,693</b>        | <b>143,454</b>        | <b>209,869</b>        | <b>74,392</b>              | <b>200,474</b>              | <b>229,500</b>          |

## Capital Improvements Program Fund

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

### Fiscal Year 2012-13 Budget Highlights

This budget reflects very few new programs. The Queen Mine is scheduled to continue their Capital Improvement Program at the Mine using prior year residual balances to renovate the restroom facilities at the Mine. The Fiscal Year 2012-13 Budget includes \$300,000 from the Arizona Water Settlement funds to be transferred to the Streets Fund to provide for street repair and maintenance. The Sanitation Division is scheduled to use funds from their vehicle replacement program to purchase a compactor. Lastly, the Streets Division budget includes funding to repair the OK Street bridge.

This fund is not expected to generate significant revenue in future years unless Council decides to sell other surplus properties in the City's inventory.

| <u>Account Number</u>       | <u>Account Description</u>        | <u>FY 2011 Budget</u> | <u>FY 2011 Actual</u> | <u>FY 2012 Budget</u> | <u>YTD 12/31/11 Actual</u> | <u>FY 2012 Y/E Estimate</u> | <u>FY 2013 Proposed</u> |
|-----------------------------|-----------------------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------------|-------------------------|
| <b>Capital Improvements</b> |                                   |                       |                       |                       |                            |                             |                         |
| 99-30-50999                 | MISC. INCOME                      | 0                     | 15,000                | 0                     | 0                          | 0                           | 0                       |
| 99-36-50010                 | ARIZONA WATER SETTLEMENT          | 300,000               | 300,000               | 0                     | 0                          | 0                           | 0                       |
| 99-38-21000                 | TRANSFER FROM STREETS             | 0                     | 0                     | 0                     | 0                          | 0                           | 150,000                 |
| 99-38-51000                 | USE OF RESERVES                   | 279,367               | 0                     | 122,000               | 0                          | 10,000                      | 28,922                  |
| 99-38-51350                 | USE OF RESERVES - SETTLEMENTS     | 409,711               | 0                     | 387,760               | 0                          | 0                           | 300,000                 |
| 99-38-56000                 | TRANSFER FROM SANITATION          | 0                     | 0                     | 90,000                | 0                          | 0                           | 100,000                 |
| 99-38-59000                 | TRANSFER FROM QUEEN MINE          | 105,000               | 0                     | 115,000               | 6,033                      | 10,000                      | 133,000                 |
|                             | <b>Total Revenue</b>              | <b>1,094,078</b>      | <b>315,000</b>        | <b>714,760</b>        | <b>6,033</b>               | <b>20,000</b>               | <b>711,922</b>          |
| 99-40-02100                 | O.K. STREET BRIDGE                | 0                     | 0                     | 0                     | 0                          | 0                           | 150,000                 |
| 99-40-05601                 | COMPACTOR TRUCK                   | 0                     | 0                     | 90,000                | 0                          | 0                           | 100,000                 |
| 99-40-05901                 | INTERIOR RENOVATION               | 0                     | 0                     | 0                     | 0                          | 0                           | 15,000                  |
| 99-40-05906                 | RENOVATE QUEEN MINE RESTROOMS     | 70,000                | 0                     | 100,000               | 2,000                      | 5,000                       | 100,000                 |
| 99-40-05907                 | EXPAND ESCAPE TUNNEL              | 5,000                 | 0                     | 5,000                 | 4,033                      | 5,000                       | 0                       |
| 99-40-05908                 | SECURITY SYSTEM                   | 5,000                 | 0                     | 0                     | 0                          | 0                           | 0                       |
| 99-40-05909                 | QM ELECTRICAL UPGRADES            | 25,000                | 0                     | 10,000                | 0                          | 0                           | 0                       |
| 99-40-05910                 | PENNY CRUSHER VENDING MACHINES    | 0                     | 0                     | 0                     | 0                          | 0                           | 8,000                   |
| 99-40-05911                 | QUEEN MINE LANDSCAPING            | 0                     | 0                     | 0                     | 0                          | 0                           | 10,000                  |
| 99-40-16400                 | AMBULANCE                         | 28,000                | 0                     | 0                     | 0                          | 0                           | 0                       |
| 99-40-16401                 | VEHICLE EXHAUST SYSTEM            | 22,000                | 0                     | 22,000                | 0                          | 22,000                      | 0                       |
| 99-40-99900                 | FUND BALANCE ALLOCATION _ REPYMT  | 311,875               | 0                     | 0                     | 0                          | 0                           | 0                       |
| 99-40-99901                 | TRANSFER TO GEN FUND              | 0                     | 0                     | 12,760                | 0                          | 0                           | 0                       |
| 99-40-99918                 | TRANSFER TO TRANSPORTATION GRANTS | 217,492               | 82,135                | 100,000               | 0                          | 0                           | 28,922                  |
| 99-40-99921                 | TRANSFER TO STREETS               | 259,711               | 142,085               | 350,000               | 0                          | 0                           | 300,000                 |
| 99-40-99957                 | TRANSFER TO P.W. GRANTS           | 150,000               | 13,400                | 25,000                | 0                          | 10,000                      | 0                       |
|                             | <b>Total Expenses</b>             | <b>1,094,078</b>      | <b>237,620</b>        | <b>714,760</b>        | <b>6,033</b>               | <b>42,000</b>               | <b>711,922</b>          |
|                             | <b>Total Expenses - All Funds</b> | <b>32,416,389</b>     |                       | <b>24,243,122</b>     |                            | <b>13,468,835</b>           | <b>24,869,653</b>       |