

# **Final Budget Fiscal Year 2013**



**July 1, 2012 – June 30, 2013  
Approved by Mayor and Council  
June 19, 2012**

# TABLE OF CONTENTS

<b>Charts.....</b>	<b>1</b>
<b><u>General Fund</u></b>	
<b>Revenue.....</b>	<b>4</b>
<b>Mayor and Council .....</b>	<b>6</b>
<b>City Manager .....</b>	<b>8</b>
<b>Finance Department.....</b>	<b>10</b>
<b>City Clerk.....</b>	<b>12</b>
<b>Community Development.....</b>	<b>14</b>
<b>Administration and General Government.....</b>	<b>16</b>
<b>Personnel.....</b>	<b>18</b>
<b>Legal Services.....</b>	<b>20</b>
<b>Water Systems.....</b>	<b>22</b>
<b>Information Systems.....</b>	<b>24</b>
<b>Police.....</b>	<b>26</b>
<b>Fire &amp; Ambulance Department.....</b>	<b>28</b>
<b>City Magistrate.....</b>	<b>30</b>
<b>Cemetery.....</b>	<b>32</b>
<b>Building Maintenance.....</b>	<b>34</b>
<b>Public Works Administration.....</b>	<b>36</b>
<b>Garage.....</b>	<b>38</b>
<b>Building Inspector.....</b>	<b>40</b>
<b>Parks.....</b>	<b>42</b>
<b>Swimming Pool.....</b>	<b>44</b>
<b>Library.....</b>	<b>46</b>
<b>Senior Center.....</b>	<b>48</b>
<b>Contingency.....</b>	<b>50</b>
<b>Total General Fund Expenditures.....</b>	<b>51</b>

**Other Funds**

**General Government Grant Revenue.....52**

**Public Safety – Fire Grants.....54**

**Transportation Grants.....56**

**Visitor Center .....58**

**Streets Fund (Highway User Revenue Fund or HURF).....60**

**LTAF (Local Transit Assistance Fund).....62**

**RICO (Racketeer Influenced and Corrupt Organizations Fund).....64**

**Bisbee Arts Commission.....66**

**Save Our Stairs Fund.....68**

**Donations Fund.....70**

**Airport Fund.....72**

**Police Special Revenue and Grants.....74**

**Wastewater Fund.....76**

**Sanitation Fund.....80**

**Bisbee Public Works Grants.....82**

**Queen Mine Fund.....84**

**Miscellaneous Grants.....88**

**Debt Service Fund.....90**

**Debt Service – Wastewater Construction Project.....92**

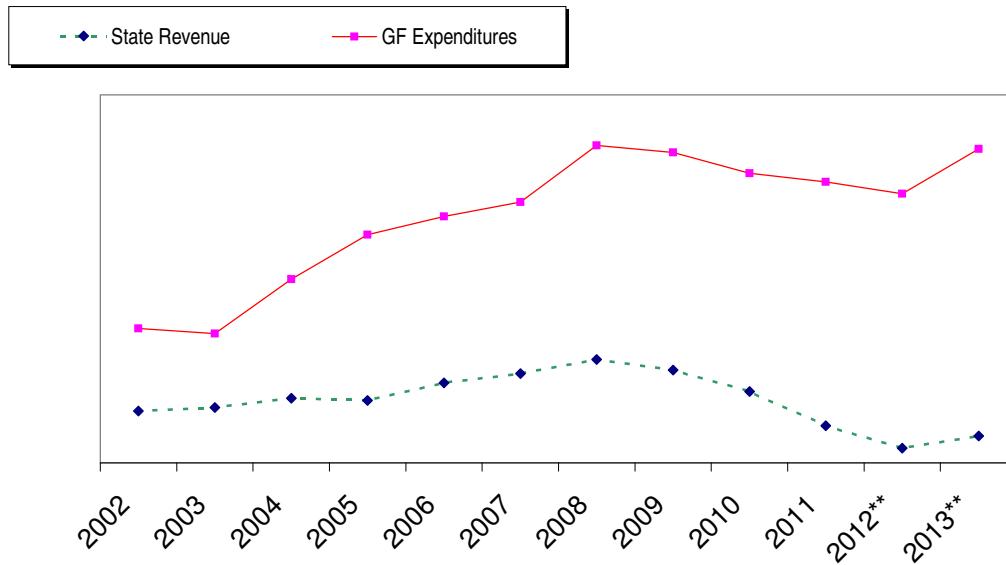
**Youth Fund.....94**

**Bisbee Bus Fund .....96**

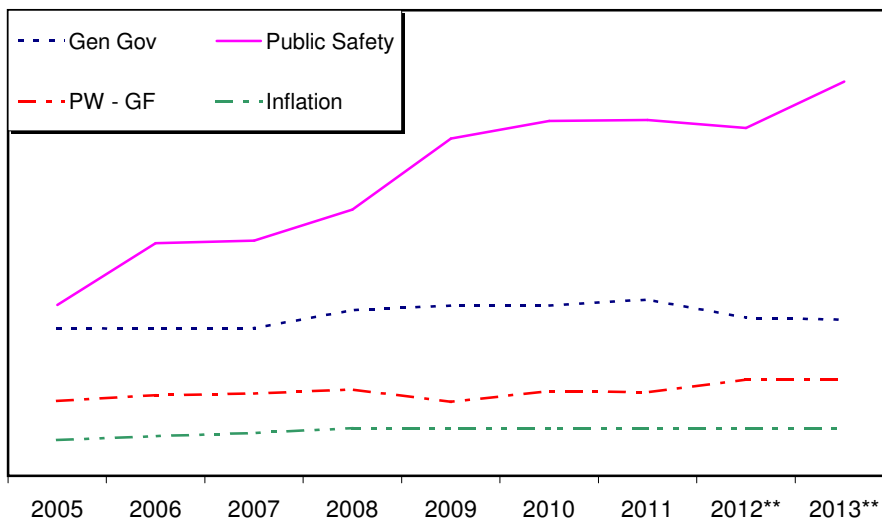
**Capital Improvements Fund.....98**



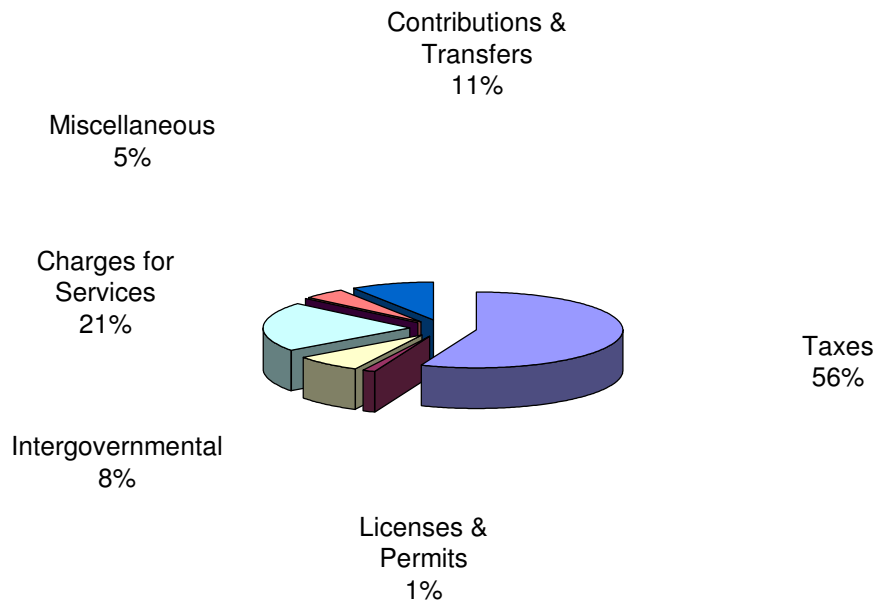
## Comparison of State Revenue and City Expenditure Fluctuations



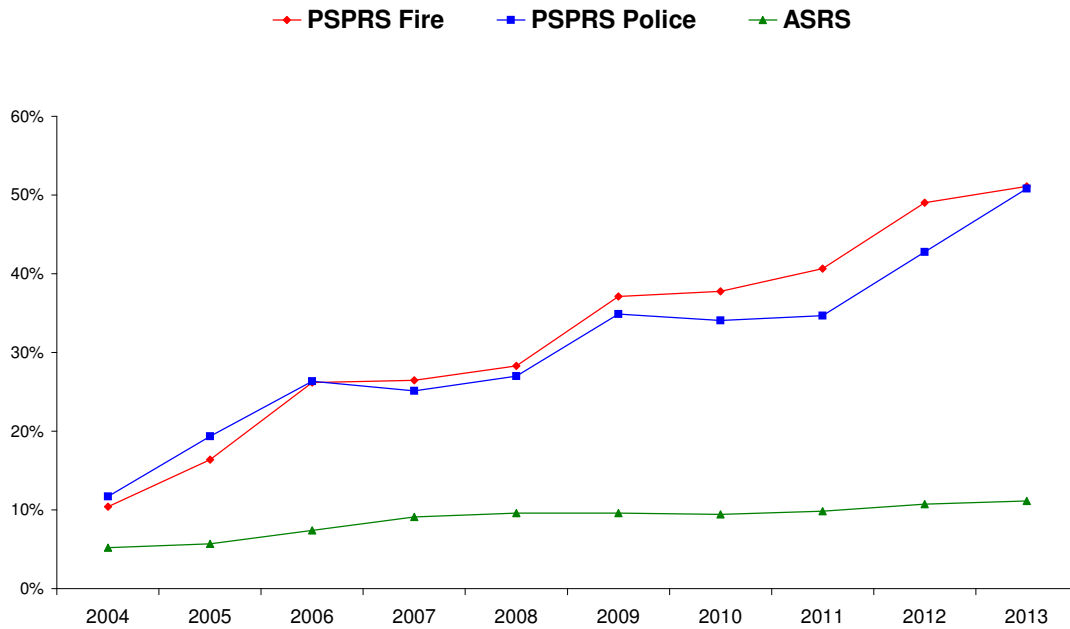
## Comparison of General Fund Expenditures by Major Expenditure Category



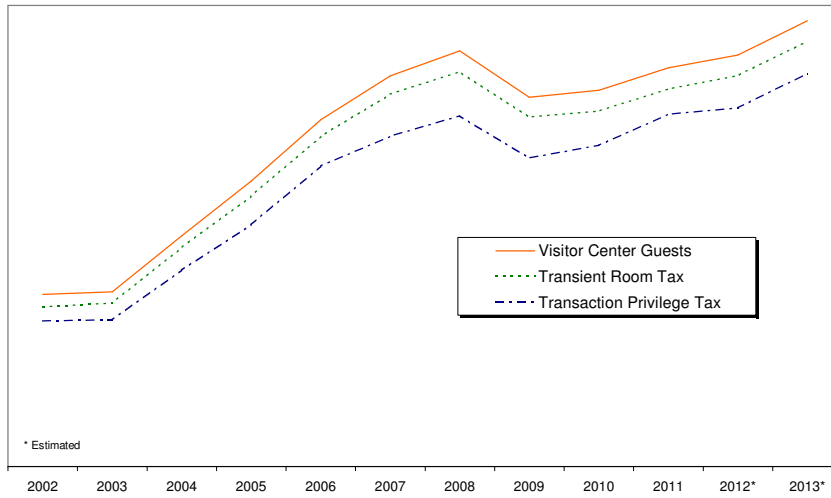
# General Fund Revenue by Type



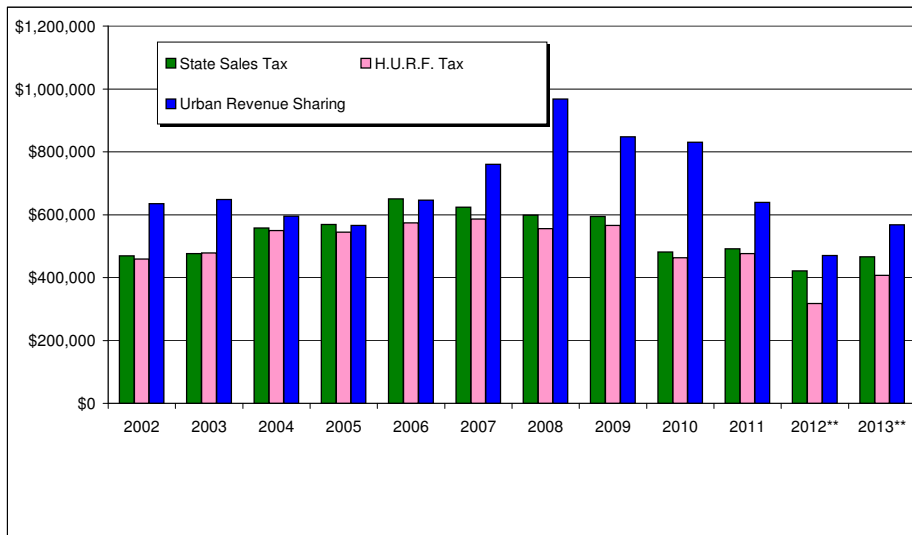
# Historical Pension Contribution Rates



## 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>		0	41,876	0		0	0

## 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>	360,000	0	425,000	0	0	425,000
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>	360,000	0	425,000	0	0	425,000

## 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>