

CITY OF BULLHEAD CITY



Annual Budget
Fiscal Year
2019-2020



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bullhead City
Arizona**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

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TABLE OF CONTENTS

PREFACE

Budget Transmittal Message.....	7
Community Profile	10
Statistical Data	12
Budget Process Overview.....	14
Budget Calendar	16
Budget Graph	17

INTRODUCTION

Organizational Values.....	18
Organizational Chart.....	21
City Officials	22

POLICIES AND COMMON QUESTIONS

Budget Policy.....	23
Debt Policy.....	24
Investment Policy.....	25
Capital Improvement Policy	25
Revenue Policy	26
Reserve Policy.....	27
Frequently Asked Questions	28

BUDGET SUMMARIES

Five Year Financial Forecast.....	32
Use of Fund by Department.....	35
Projection of Financial Condition	36
FY 2020 Budget Summary.....	40

GENERAL FUND

General Fund Summary	50
Public Safety.....	57
Animal Care and Welfare.....	74
General Government.....	77

Culture Recreation.....	112
Legal Services.....	144
Judicial.....	150
Financial Administration.....	154
Executive	161
Legislative	171
Public Works.....	180
Personnel Administration	188
Economic Development	195
Capital Outlay.....	198

SPECIAL REVENUE FUNDS

Streets Fund.....	201
Transit Fund	213
Special Events.....	221
Water Impost Fund	222
Senior Nutrition Fund	224
Pest Abatement Fund.....	229
Special Assessments Administration Fund	234
RICO Fund	235
Arts Fund.....	236
Real Estate Owned Fund	237
Court Enhancement Fund.....	239
Court Judicial Collection Enhancement Fund	241
Court Fill the Gap Fund	242
Court FARE Fund	243
Court Security Improvement Fund.....	244
CDBG/HOME Grants Fund.....	245
Police Grants Fund	251
Victim Assistance Grant Fund.....	252
Grants Fund	257



TABLE OF CONTENTS

DEBT SERVICE

Debt Service	258
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ENTERPRISE FUNDS

Wastewater	264
Water Resources	277

INTERNAL SERVICE FUNDS

Northwest Arizona Employee Benefit Trust	280
Fleet Services	281
Risk Management	288

CAPITAL PROJECTS

Capital Project Funds	290
Capital Improvement Plan	291

APPENDIX

Legal Schedules	320
Authorized Position Schedule	337
Glossary of Terms	343

To the Honorable Mayor and City Council,

I am pleased to submit to you the proposed Annual Budget for the City of Bullhead City beginning July 1, 2019 and ending June 30, 2020. The preparation of a budget is an annual challenge when the needs of the community far outweigh the available financial resources. The budget is balanced and many needs are being addressed for the residents of Bullhead City. We are pleased to present a very transparent fiscally conservative, line item budget.

FISCAL YEAR 2019-20 BUDGET SUMMARY

The budget for fiscal year 2019-20 represents a comprehensive spending plan for all funds totaling \$81.1 million; a 13.7% increase from the prior fiscal year 2019 budget of \$71.3 million.

Fund Category	FY 2018-19	FY 2019-20	\$ Chg	% Chg
General Fund	\$28,152,032	\$30,269,967	\$2,117,935	7.5%
Special Revenue	\$8,252,765	\$9,196,822	\$614,057	7.2%
Capital Projects	\$7,997,070	\$9,081,347	\$1,084,277	13.6%
Debt Service	\$4,741,702	\$4,911,202	\$169,500	3.6%
Enterprise	\$14,308,892	\$19,364,194	\$5,055,302	35.3%
Internal Service	\$7,549,882	\$8,274,818	\$724,936	9.6%
Total Funds	\$71,332,343	\$81,098,350	\$9,766,007	13.7%

The proposed budget contains \$200,000 for the Census 2020 Complete Count; approximately \$1.4 million for annual street improvements; approximately \$1.1 million for reconstructing roads in Original Bullhead; \$650,000 for completion of Corwin Traffic Signal; Bullhead City's funding portion for second BHC/Laughlin Bridge of \$3.2 million; approximately \$2.8 million to complete purchase of water rights; replacement of some aging infrastructure in Parks & Recreation and many priorities for public safety in the Police Department.

The General Fund Reserve is proposed to fund one-time capital purchases:

Dept	Purchase	Amount
Administration	Census 2020	\$200,000
Parks & Recreation	Commercial Launch Ramp	\$225,000
Parks & Recreation	Resurface Pool	\$60,000
Parks & Recreation	Sunshine Marina Grant Match	\$50,000
Parks & Recreation	Rotary Park Paved Parking Lot	\$150,000
Parks & Recreation	Utility Vehicles (3)	\$21,600
Parks & Recreation	Replace Work Trucks (3)	\$93,000
Police	Roof Repair	\$137,250
Total		\$936,850

The General Fund Balance at 07/01/18 was \$11,444,166 after the proposed one-time capital purchases the General Fund Reserve would be \$10,507,316. This is still very appropriate and still meets the city reserve policy.

A top priority for Council and staff has been pavement management, infrastructure improvements and overall street enhancements. This budget continues this priority in a significant manner. The chart below shows significant investment in the streets of Bullhead City.

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
Street Repairs	\$36,491	\$43,667	\$27,050	\$2,489	\$27,758	\$47,100	\$89,000
Street Patching	\$130,570	\$259,981	\$198,821	\$126,243	\$64,552	\$48,250	\$100,000
Street Asphalt	\$68,901	\$43,505	\$153,245	\$31,558	\$71,561	\$100,000	\$119,000
Street Curb & Sidewalk	\$24,289	\$10,353	\$31,065	\$51,262	\$9,538	\$19,500	\$60,000
Street Improvements	\$326,959	\$1,490,417	\$1,140,690	\$815,888	\$806,191	\$1,015,370	\$1,222,027
Total	\$587,210	\$1,847,924	\$1,550,871	\$1,027,440	\$979,600	\$1,230,220	\$1,590,027

Total investment in streets, outside personnel and other ancillary costs, has been budgeted at \$2.7 million.

The development of Section 12 has been a city priority for the past decade. The continued development of Community Park/Section 12 is included in the proposed budget for \$200,000. The City will focus on the planning of this section plus addressing any costs associated with the transfer of ownership from the federal government. Congress has approved the transfer of ownership of the property in exchange for the land donated to the City known as Laughlin Retreat, but the city has to follow a process with the Bureau of Land Management and Bureau of Reclamation to finalize the trade. We again thank Don Laughlin for his generous land donation. The overall development of Section 12 will take many years and will need continual financial support.

The replacement of non-street aging infrastructure is an annual challenge for all cities and towns. The proposed budget includes the replacement of the original pool slide for \$70,000 and resurfacing of the pool for \$60,000. Also budgeted is the repair of the roof in the Police Department for \$137,250.

Technology infrastructure has a short useful life and is expensive to replace. This technology is necessary to assist employees as technology is essential to most positions.

The majority of City fleet vehicles is fully depreciated and has exceeded their useful life. The proposed budget includes \$148,300 of replacement vehicles from the General Fund.



PREFACE

Budget Message

The development of this annual budget includes top city priorities of Public Safety, Street Improvements and Park Improvements.

Personnel costs include:

- Employer cost of \$2,805,636 for the Public Safety Retirement System. This is an increase of 14.9 percent or \$363,220 from prior budget.
- There is a 2.8% cost of living adjustment for all employees this fiscal year budgeted at \$426,369.
- Step increases for all eligible employees, totaling \$335,792.
- Accrued personal leave payouts. Tier 1 employees (hired prior to October 1, 2003) may request the payout of accrued personal leave time up to forty hours. Tier 1 employees also qualify for accrued leave vacation payout for any hours exceeding 200 hours at January 1 of each calendar year. The proposed budgeted amount is \$222,185.

Toby Cotter
City Manager



PREFACE

Community Profile

LOCATION

Ideally situated along the Colorado River, Bullhead City is a thriving community where striking scenic beauty provides the backdrop for a host of attractions and outdoor recreation activities. The City features the Colorado River, miles of natural hiking, thousands of acres of public lands, the Lake Mead National Recreation Area, Arizona's Veteran Memorial, the Colorado River Museum and 24-hour entertainment.

Bullhead City is in northwestern Mohave County, Arizona at the point where Arizona, Nevada and California all meet to form the "tri-state" region. Bullhead City has also been referred to as Arizona's West Coast.

Located halfway between Phoenix and Los Angeles, Bullhead City is easily accessible by car or RV, with U.S. Interstate 40, Nevada Route 95, and Arizona Route 68 nearby. Other transportation options include air service in and out of the Laughlin-Bullhead City International Airport, Amtrak's daily train stops at the station in Needles, California and various bus services.

Bullhead City is directly across the Colorado River from the action, lights, and gaming excitement of Laughlin, Nevada with its 11 major casinos. Las Vegas, with a population of over 1 million, is just 100 miles north.

COMMUNITY

Bullhead City was incorporated on August 28, 1984 and offers a wide range of municipal services and facilities. The incorporated area of the City was 43 square miles until 2006 when an additional 14.38 square miles were annexed, an increase in size of 34%. Bullhead City's population is just over 40,000 residents, but seasonal and short stay visitors significantly increase its winter population.

Bullhead City serves as the economic hub and retail shopping center for Western Mohave County and Southeastern Clark County, Nevada. The City has a sales tax-based economy and does not rely on property tax to fund its operations.

Tourism is the primary economic activity derived from the Laughlin resort/gaming industry, area water sports, golf, fishing, senior and youth sporting events, and the thousands of winter visitors that come to this area for the desert weather and to enjoy more than 300 sunny days per year.

QUALITY OF LIFE

Arizona's lifestyle amenities are thriving here in the Bullhead City area, with recreation opportunities, special events, many area attractions, and a wonderful place to live and work, raise children, or relax and enjoy the benefits of retirement.



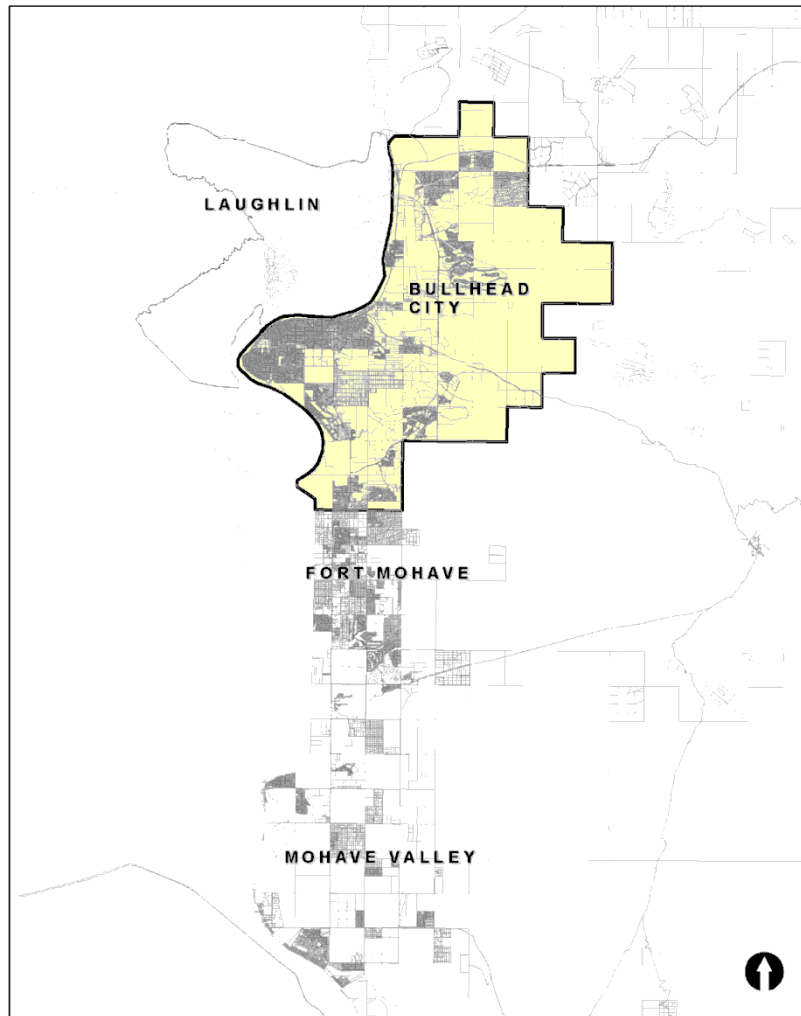
PREFACE

Community Profile

BUSINESS ENVIRONMENT

Bullhead City is on track with a positive business environment attracting investment and growth. Abundant commercial and industrial properties are available and labor costs are competitive. The residential housing market includes a broad price-range for homes in easy reach of schools, churches, shopping, and services.

BULLHEAD CITY MAP





PREFACE

City Statistical Data

SNAPSHOT OF THE CITY OF BULLHEAD CITY

Date of Incorporation	August 28, 1984
Form of Government	Council/Manager
2018 Population	40,421
Population under 18 years	17.6%
Population 65 years and over	29.2%
High school graduate or higher	80.1%
Bachelor's degree or higher	11.2%
Median household income 2013-2017	\$38,983
Fiscal Year 2019-2020 Budget	\$81,098,350
Number of Employees (FTE)	284.5
Area in Square Miles	57.3
Miles of Streets	700 lane miles

FACILITIES AND SERVICES

Community Center	1
Parks	9
Gary Keith Park Acreage	21
Community Park Acreage	37
Rotary Park Acreage	299
Ken Fovargue Park Acreage	11
Dean Hackett Park Acreage	2
Hardyville Cemetery Acreage	0.5
Veterans Memorial Park Acreage	3
Section 10 Nature Center Acreage	440
Colorado River Heritage Park Acreage	3
Section 20 Heritage Trail Miles	2.1
Lakeside Heritage Trail Miles	0.5
Rotary Park Heritage Trail Miles	2.7
Ramadas	66
Ballfields	11
Soccer Field Acreage	44
Swimming Pools	1



PREFACE

City Statistical Data

POLICE PROTECTION

Number of Sworn Officers.....	71
Number of Events Responded to	48,407
Number of Criminal Arrests	2,408
Number of Traffic Citations.....	4,298
Number of Police Stations.....	1
Number of Police Vehicles (excluding boats)	76

TRANSIT

Dial-a-BATS Rides per year	9,366
Senior Demand Service Riders per year	1,961
Red Line Riders per year.....	74,301
Blue Line Riders per year.....	31,306
Green Line Riders per year	15,313
Orange Line Riders per year	33,375



PREFACE

Budget Process

Each year, using a zero-based budgeting process, the City of Bullhead City's budget is developed by the Finance Department in conjunction with the individual departments, the City Manager, Mayor and Council, and general citizen input.

PURPOSE OF THE BUDGET

The fundamental purpose of the City's budget is to link what we want to accomplish for the community with the resources necessary to do so. The budget process does this by setting City goals and objectives, establishing reasonable timeframes and organizational responsibility for achieving them, and allocating resources for programs and projects. To this end, the budget serves four roles:

POLICY DOCUMENT - Sets forth goals and objectives to be accomplished and the fundamental fiscal principles upon which the budget is prepared

FISCAL PLAN - Identifies and appropriates the resources necessary to accomplish objectives and deliver services and ensures that the City's fiscal health is maintained

OPERATIONS GUIDE - Describes the basic organizational units and activities of the City

COMMUNICATION TOOL - Provides the public with a blueprint of how public resources are being used and how these allocations are made

PREPARATION AND REVIEW PROCESS

The budget development is headed by the City Manager and the Finance Director along with the city's department heads. Budget preparation begins with Mid-year Budget Review in December with projections of the City reserves, revenues and expenditures. The City expenditure limitations and financial capacity are also evaluated. It is with this ground work that departmental expenditure requests are made and subsequently reviewed. Below are the phases of the City's budget process.

FINANCIAL CAPACITY PHASE - Forecasting is an integral part of the decision-making process. Both long range and short-term projections are prepared. The City's current financial capacity will be evaluated based upon the current fiscal condition given existing City programs. The future financial capacity will be assessed considering long range plans and objectives. As part of the internal process, a three-year revenue forecast is prepared for each major fund. A five year General Fund forecast is prepared and can be found in the Budget Summaries section of this document.

POLICY/STRATEGY PHASE - The City Council's goals and directives set the tone for the development of the budget. The Council identifies key policy issues that will provide the direction and framework of the budget. It is within this general framework that department budget requests are formulated. Aside from Council's objectives, the departments identify and discuss their own policy issues with the City Manager. Budget meetings and workshops include discussion of citywide goals and objectives, budgeting guidelines for the operating and capital budgets, timelines, and an overview of fiscal constraints and resources available for allocations.

NEEDS ASSESSMENT PHASE - In this phase; the departments have an opportunity to assess current conditions, programs, and their needs. Examination of current departmental programs or positions for possible trade-off reduction or elimination is strongly suggested. During this phase, departments are encouraged to thoroughly review all programs and services, assessing their value and priority to the citizens. Additionally, the departments reassess service levels and performance measures. They then attempt to provide the best fit of resource allocation with service performance estimates. From this process, preliminary departmental budgets are prepared.

REVIEW/DEVELOPMENT PHASE - Within the framework of the City's financial capacity and Council and City Manager priorities, departmental needs assessments and budget requests are reviewed. From this, a preliminary citywide operating budget takes shape.

ADOPTION PHASE - During the month of April or May, the City Manager submits to the City Council a proposed Operating Budget for the fiscal year commencing the upcoming July 1. Council meets with the City staff in workshops to discuss the budget proposal and to fine tune Council's policies, programs and objectives. A public hearing is held and the budget is finally adopted prior to July 1.

IMPLEMENTATION PHASE - Management control of the budget is maintained by conducting budget performance reviews throughout the fiscal year. The reviews are aimed at examining revenue and expenditure patterns and recommending any corrective action that may be necessary. Additionally, records are maintained to evaluate ongoing programs, services, and performance measures.

BUDGET CALENDAR

A calendar is prepared for the annual budget development. This budget year's budget calendar is presented on the next page.

PREFACE

Budget Calendar

NOVEMBER- DECEMBER

Archive prior year budget records
Roll forward budget fiscal year
Import current year budget
Distribute budget instructions
Schedule Mid-Year Budget Meetings with City Departments

3 Budget System available for submitting proposed budget

14-31 Mid-Year Budget Review

16 Budget Bootcamp

28 Deadline to submit any proposed fee changes

JANUARY

11 Deadline to complete proposed budget submissions

11 Mission Statements, Achievements, Goals & Performance Measures due

19 Proposed Capital Plan Worksheets due

FEBRUARY

5 Council Work Session on proposed fee changes

11-29 Proposed Budget Meetings with Departments

MARCH

APRIL

29 Proposed Budget Book to Council

13 Council Budget Work Sessions

MAY

JUNE

4 Tentative Budget adopted

9 & 16 Publish Tentative Budget

18 Final Budget adopted



PREFACE

FY20 Budget Graph

Total Budget \$81,098,350

General Fund \$30,269,967	Special Revenue Funds \$9,196,823	Debt Service Funds \$4,911,202	Capital Projects Funds \$9,081,347	Enterprise Funds \$19,364,194	Internal Service Funds \$8,274,817
Police \$14,371,242	HURF \$4,263,793	Sewer Imp District #3 \$1,853,733	Drainage Improvements \$2,018,612	Wastewater \$15,889,270	NAEBT \$4,479,621
General Government \$4,644,830	Transit \$1,450,443	Sewer Imp District #2 \$637,895	BHC/Laughlin Bridge \$3,180,315	Water Resources \$3,086,694	2,332,412
Culture-Recreation \$3,457,691	Special Events \$143,383	Excise Tax Refunding \$1,846,028	Park Improvements \$1,350,000	Water \$388,230	Risk Management \$1,462,784
Judicial \$1,448,017	Water Impost \$1,431,982	BHC/Laughlin Bridge \$359,039	Street Lighting Districts \$71,246		
Legal Services \$1,210,232	BHC Senior Nutrition \$367,057	Laughlin Ranch Blvd \$214,507	Transportation \$1,999,000		
Financial Administration \$868,510	Pest Abatement \$154,381		Municipal Facility Improvements \$462,174		
Animal Care & Welfare \$768,122	Special Assessments \$62,073				
Executive \$777,655	RICO \$44,656				
Legislative \$356,487	Arts \$9,193				
Public Works \$187,940	Real Estate Owned \$45,000				
Personnel Administration \$185,258	Court \$161,624				
Economic Development \$131,684	Grants CDBG/HOME \$512,934				
Elections \$83,550	Grants Police \$213,655				
Debt Service \$2,124	Grants Victim Assistance \$149,834				
Capital Outlay \$576,625	Grants General \$100,000				
Contingency \$1,200,000	Housing \$86,815				



INTRODUCTION

Organizational Values

MISSION STATEMENT

It is the goal of the City of Bullhead City to enhance the quality of life and promote a sense of community to residents by providing quality public services in a responsible, efficient and effective manner.

VISION

The City has a vision to sustain our retail and tourism-based community with many amenities, including:

- Scenic Beauty along the Colorado River
- Active and Engaged Citizens
- New Employment Opportunities
- A Great Place to Live, Work and Play
- Top Notch Medical Care
- Quality Education
- Enjoyable Parks with Many Special Events
- Cultural, Intellectual, and Recreational Amenities

VALUE STATEMENT

We respect the confidence and trust that our colleagues and citizens place in us. We take responsibility for our actions and conduct ourselves with **PRIDE**.

PROFESSIONALISM

We strive for the highest degree of skill and competence in our tasks. We lead by example and work as an integrated team.

RESPONSIBILITY

We accept full responsibility for the quality and timely completion of our assigned duties. We are accountable for our actions and accept responsibility for our decisions.



INTEGRITY

We are honest and truthful and believe integrity in the basis of community trust. We are compassionate and caring and make our decisions without favoritism or prejudice.

DEDICATION

We are dedicated to serving our citizens with courtesy loyalty and respect and to building a stronger community. We strive to be role models promoting a positive image of our City.

EXCELLENCE

We strive for excellence in all aspects of our duties and approach every task determined to succeed. We believe in doing what is right and holding ourselves to the highest standards of ethical conduct in all that we do

STRATEGIC PLAN

Economic Development

- Partner with Chamber of Commerce and Building Industry to attract baby boomers to retire in Bullhead City.
- Coordinate with the property owners surrounding North Bullhead from 1st – 7th streets to ultimately redevelop the area.
- Spruce up facades of buildings along Highway 95 in Original Bullhead City, Hancock Road, and Marina Boulevard. Fill empty commercial buildings.
- Study additional tourism opportunities and create a plan to have special or sporting events each week in the community.
- Support the Laughlin-Bullhead International Airport in their efforts to attract commercial air service to Bullhead City.

City's Image

- Exceptional customer service training.
- Transparency of governmental processes.
- Actively enforce nuisance and sign regulations.
- Beautify and landscape locations along Highway 95.
- Improve aesthetics within community.



Cultural and Intellectuals Amenities

- Continue to promote literacy through Reading Programs.
- Work with the Catholic Charities and other non-profit organizations to assist the homeless in the community.
- Support the Veteran's Court Treatment Program.
- Encourage Mohave Community College to create a truck driving school.

City Council Goals

Public Safety

- Continue to provide adequate resources to ensure an effective Public Safety Program.
- Maintain a safe community.
- Continue to improve Police-Community Relations.

Street Infrastructure

- Continue to improve city streets with Neighbor Street Improvement Program (NSIP).
- Maintain streets for a safe community.
- Work with ADOT on Highway 95 improvements.
- Cooperate with Clark County regarding the IGA for the second bridge.

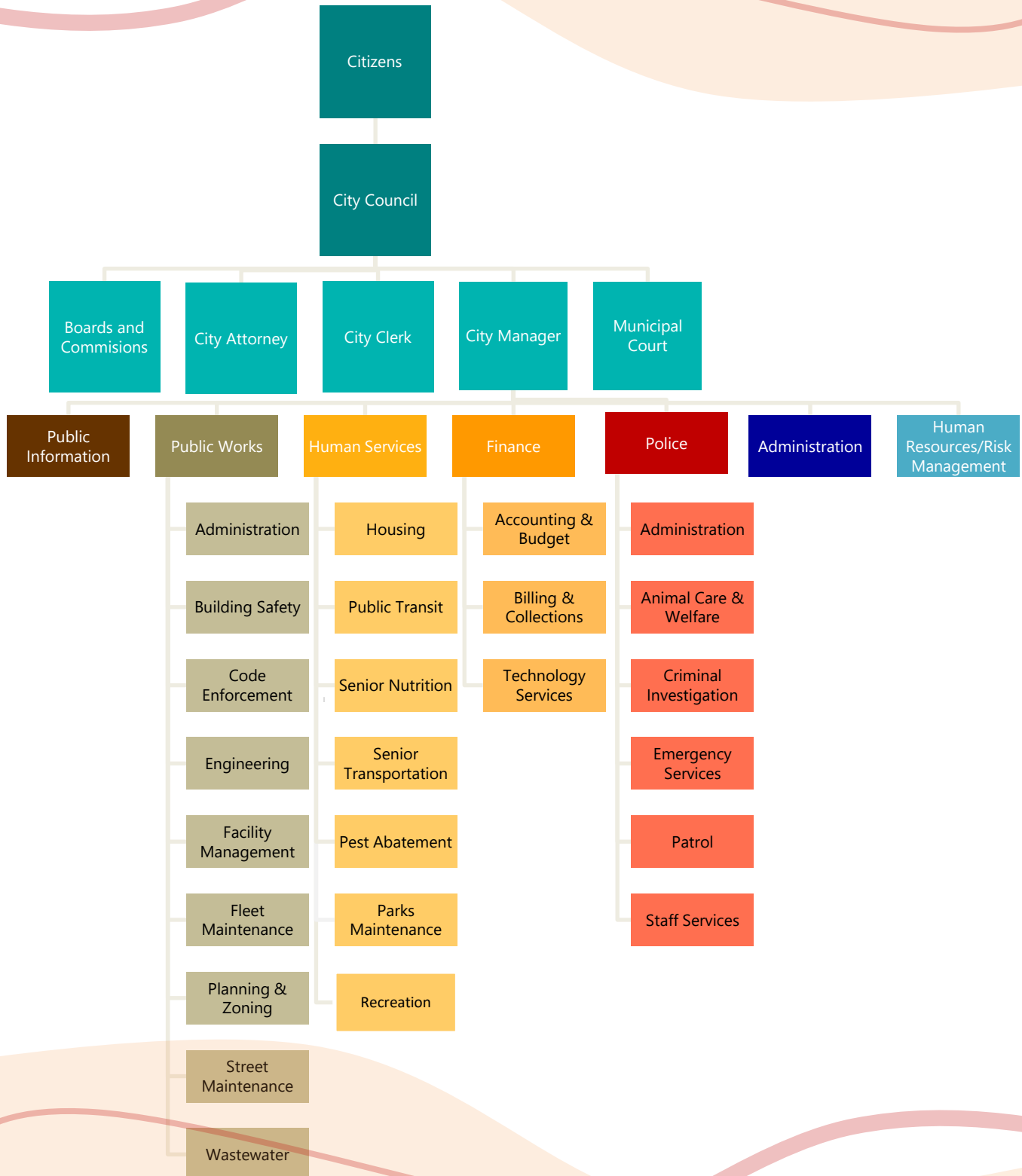
City Parks

- Continue to improve amenities at city parks to improve the quality of life.
- Maintain the safety and appearance of city parks.
- Continue to provide economic benefits for sports tourism.



INTRODUCTION

Organizational Chart





INTRODUCTION

City Officials



THOMAS BRADY

MAYOR

MARK CLARK

VICE MAYOR

KATHY BRUCK

COUNCILMEMBER

STEVE D'AMICO

COUNCILMEMBER

TAMI RING

COUNCILMEMBER

SHEILA SHUTTS

COUNCILMEMBER

ANNETTE WEGMANN

COUNCILMEMBER

The City of Bullhead City operates under the Council-Mayor form of government in accordance with Arizona Revised Statutes. Legislative authority is vested in a seven-member City Council consisting of a Mayor and six council members elected at large for a term of four years. The Mayor and Council appoint the City Manager and such other officers deemed necessary and proper for the orderly government and administration of the affairs of the City, as prescribed by the constitution and applicable laws and ordinances.



POLICIES AND COMMON QUESTIONS

Budget Policy

PURPOSE

Not unlike other cities, Bullhead City has limited resources and thus limited numbers of programs or services that can be provided. Therefore, the methods used and fundamental choices made are at the very heart of the budgeting process. The primary purpose of the budget is to provide the plan and resources to deliver services and accomplish the goals as set forth for a given year. The budget is predicated on the principle that the City operates as efficiently as possible.

The focus of the City of Bullhead City's budget policy is the process by which a budget is formulated from department request to the Mayor and Council adoption, including the adoption of the Five-Year Capital Improvement Plan and other issues presented to the Mayor and Council during the budget process.

POLICY

Annual Budget: An operating budget is adopted by the City Council on an annual basis.

Balanced Budget: The annual operating budget balances approved expenditures with anticipated revenue and estimated surplus. The annual operating budget presents expenditure request and estimated revenues for all governmental funds. The City will strive to avoid budgetary and accounting procedures which balance the current budget at the expense of future budgets (i.e., postponing expenditures). All budgetary procedures will conform to existing state and local regulations.

Revenue Projections: A three-year revenue forecast is prepared early on each year during the budget process in accordance with the provisions of the administrative regulation entitled Revenue Policy (AR 2-7). Revenue estimations are based on an analysis of past revenue trends and current fiscal conditions.

Future Funding: Analyses will be made to determine if current budget proposals have available funding sources in future years.

Contingency: A reserve for contingencies will be established each year to provide for emergencies or unforeseen needs.

Goals: Management staff and department directors shall develop departmental goals that relate to the department mission statement which in turn directly relates to and supports the City mission statement. Goals are to be stated in specific, measurable terms. They should also be results oriented and directly relate to the performance measures. The financial and performance goals will be approved by Council.

Objectives: Management staff and department directors shall determine the objectives that describe how to accomplish goals. They also specify what departments and programs expect to accomplish during the budget year. As with the goals, objectives need to be specific and measurable and they need to directly relate to the performance measures.

POLICIES AND COMMON QUESTIONS

Budget Policy

Performance Measures: Performance measures are used to determine at what level goals and objectives are being met. Performance measures help to improve the quality of decisions, enhance accountability and improve productivity. Staff will present to Council quarterly reports that will be used to measure and evaluate the progress made in achieving the financial and service delivery goals.

Charges and Fees: Charges and fees are reviewed and adjusted annually, more often if necessary. To ensure that rates are equitable and cover the total cost of the service, charges and fees are evaluated based on factors such as the impact of inflation, other cost increases, and current competitive rates.

Mid-year Budget Review: An assessment of revenue sources is conducted. Expenditure analysis includes adjustments for inflation, workload increases/decreases, and other changes that might have a significant impact on the budget.

Budget Summary: A concise summary and guide to the key issues and aspects of the operating and capital components of the adopted budget shall be available to the public.



Debt Policy

PURPOSE

This debt policy is intended to sustain and augment the City's financial stability, to assess the City's long-term capacity to issue and repay debt, and to control debt issues which assist the City in satisfying its capital needs. This debt policy shall serve to:

- Enhance the quality of decisions by imposing order and discipline, and promoting consistency and continuity in decision making.
- Rationalize the decision-making process.
- Identify realistic, usable and financially sound objectives for staff to implement.
- Enable the City to plan debt issuance financing to achieve its objectives.
- Demonstrate a commitment to long-term financial planning goals.
- Improve the City's credit worthiness by establishing controls on its debt burden.
- Gain positive ratings by the agencies in reviewing credit quality.

POLICY

The City will issue bonds for capital improvements and will publish and distribute an official statement for each bond and note issue. The City will not issue notes to finance operating deficits and will provide continued financial disclosure per the National Federation of Municipal Analysts to ensure the continued marketability of City's issue debt.

POLICIES AND COMMON QUESTIONS

Investment Policy

PURPOSE

The purpose of this investment policy is to establish normal guidelines for investment of the City of Bullhead City funds. This policy is consistent with relevant state and federal laws and regulations.

POLICY

Investment Philosophy: The City of Bullhead City will invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds. **Investment Emphasis:** Investment of the City funds will emphasize the preservation of principal with safety, credit risk, interest risk, liquidity and yield being the primary factors considered. **Reserve Funds Investment:** Only funds in excess of minimum cash reserve levels (six to eight weeks of operating costs) may be invested outside the Arizona Local Government Investment Pool.



Capital Improvement Policy

PURPOSE

The Capital Improvement Plan serves as a guide for the City in determining priorities, identifying resources and scheduling the development of capital projects. The plan serves to:

- Move master plans and studies into projects.
- Establish short-term priorities.
- Establish long-term goals and objectives.
- Facilitate long range financial planning.

POLICY

The City shall prepare and annually update a five-year Capital Improvement Plan. The scope of the plan shall identify projects, their costs, revenue sources and amounts needed to finance them and will incorporate all community capital improvements. Operating funds needed to maintain capital improvements and additional staff needs will be estimated and identified prior to making the decision to undertake specific capital improvements. All capital improvements shall be compatible with the General Plan. Citizen participation shall be strongly encouraged throughout the process of developing and adopting the Capital Improvement Plan.

POLICIES AND COMMON QUESTIONS

Revenue Policy

PURPOSE

It is the goal of the City to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.

POLICY

- Annual revenues will be estimated by an objective, analytical process. Revenue estimates will only be made for those revenues received as a result of current laws.
- The City will establish all user charges and fees at a level related to the full cost of providing the services. City fees and charges are reviewed annually to determine rates and fee schedules.
- The City will aggressively pursue all unpaid taxes, fines and fees.
- The City will avoid dependence on temporary revenues to fund recurring government services.
- New residential and commercial developments will be required to financially participate in the provision of City infrastructure for that development.
- Only annexations which have a positive fiscal impact will be pursued.
- A comparison of revenue sources and rates with other jurisdictions will be undertaken, to identify inequities and create uniformity in revenue management.
- Projected revenues will be compared, on a quarterly basis with actual revenues so that expenditures can be modified, as needed, throughout each fiscal year.
- The City will support the Enterprise Fund operations with temporary subsidies from the General Fund to the extent necessary to maintain effective operations of the wastewater system. When in a position to do so, the Enterprise Fund will repay the General Fund for all monies advanced to support the operations.



POLICIES AND COMMON QUESTIONS



Reserve Policy

PURPOSE

To meet its responsibility for sound financial management, the City has set standards for achieving and maintaining fund reserves.

POLICY

The City intends to maintain the fund balance and retained earnings of the General and Enterprise funds at levels sufficient to protect the City's creditworthiness as well as its financial positions from unforeseeable emergencies.

- The City will strive to maintain the General Fund undesignated fund balance at thirty percent (30%) of the current year budget expenditures.
- The City will strive to achieve and maintain a positive retained earnings position to provide sufficient reserves for emergencies and revenue shortfalls in the Enterprise Fund. An operating reserve will be established and maintained at fifteen percent (15%) of the current year budget appropriation for operation, maintenance and recurring capital, which is defined as the total Enterprise Fund budget less debt service and capital project expenditures.
- Should either the General Fund or Enterprise Fund fail to meet its reserve goal, the other fund will retain sufficient reserves to protect against any anticipated or unforeseeable emergencies that may occur. Fund balance and retained earnings shall be used only for non-recurring expenditures or major capital purchases that cannot be accommodated through current year savings. Should such use reduce the balance below the appropriate level set as the objective of that fund, restoration recommendations will accompany the decisions to utilize said balance.



POLICIES AND COMMON QUESTIONS

Frequently Asked Questions

The Budget process for the City of Bullhead City is designed to meet the citizens' needs for information and input; the decision makers' need for information and advice from citizens on their desired blend of services; and the time line set by the State of Arizona through Arizona Budget Law

WHEN DOES "BUDGET SEASON" START?

The budget process for the City of Bullhead City typically begins in late September each year when the Finance Department begins to review the rate and fee structures, current services provided the Council Goals and Objectives, the proposed capital improvement plan, and the financial plans.

However, the budget process for the City of Bullhead City is actually an ongoing process throughout the year. During each fiscal year, new initiatives for services, new regulations, new funding sources, better methods for providing existing services and new concerns are brought forward by citizens and staff to the City Council for discussion, study and implementation. City Boards and Commissions spend time throughout the year developing plans for new or enhanced programs to be included in the following year's budget proposal.

WHAT IS A BUDGET?

A budget is a planning tool which identifies the work plan for the City for the fiscal year and matches the financial material and human resources available with the requirements to complete the work plan. It also includes information about the organization, and identifies the policy direction under which the budget was prepared. The budget basically tells you what the organization intends to do with the financial resources.

WHAT IS A FUND-BASED BUDGET?

The accounts of the City are organized on the basis of funds, each of which is considered a separate entity accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

WHAT BASIS OF ACCOUNTING/BUDGETING DOES THE CITY USE?

The budgets of governmental fund types (General, Special Revenue, Debt Service and Capital Projects) are prepared on a modified accrual basis. Briefly, this means that expenditures are recorded when the related fund liability is incurred, and revenues are recognized only when they are measurable and available.

The Enterprise Fund (Wastewater/Sewer Development/Water Resources) also recognize expenditures as encumbrances when a commitment is made (e.g., through a purchase order). Revenues, on the other hand, are recognized when they are obligated to the City (for example, water user fees are recognized as revenue when service is provided). In all cases when goods and services are not received by year-end, encumbrances lapse.



POLICIES AND COMMON QUESTIONS

Frequently Asked Questions

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases, this conforms to the way the City prepares its budget. Exceptions are as follows:

- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (budget).
- General staff administrative charges are recognized as direct expenses of the Enterprise Funds on a GAAP basis as opposed to being accounted for and funded by operating transfers into the General Fund for each enterprise fund on the Budget basis.
- Capital outlays with the Enterprise Funds are recorded as assets on a GAAP basis and expenses on a Budget basis.
- Depreciation expense is recorded on a GAAP basis only.

The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and Budget basis for comparison purposes.

HOW CAN I FIND OUT WHAT A DEPARTMENT IS DOING?

Departments are organizational units, formed on the basis of compatible services. Departments provide services based on departmental goals and objectives to fulfill work plans. In some cases, a department will work within several funds. For example, some of the Public Works Department's budget is funded through the Wastewater Fund and Streets Fund. Although each of the operations in these funds is different, they are similar enough that efficiencies are obtained by having teamwork between the various programs.

Each department prepares a budget that includes information about the department and matches the financial, material, and human resources available with the requirements to complete both the department and the fund work plans.

WHY DOES A CITY CREATE A BUDGET?

All cities in Arizona are required to adopt a budget annually. State law also defines the fiscal year that begins on July 1 and ends on June 30. However, even if there were no legal requirements to budget, the City of Bullhead City would complete a budget. The budget process allows City staff to review City Council Goals and Objectives in a formal setting, determine what will be required to meet those objectives, develop an implementation plan, and share that information with citizens and decision-makers.

HOW DO YOU KNOW HOW MUCH MONEY THE CITY WILL HAVE?

Staff develops projections each year for each type of revenue the City receives in each fund, based on specific knowledge of some factors and assumptions about others. For example, capital projects scheduled in one year may extend into another fiscal year before completion. Before revenue projections can be finalized for each fiscal year, the project construction (expense) schedule must be set so that reimbursement dates for grant revenues may be determined and revenue budgeted as accurately as possible in each fiscal year.

Many revenue estimates must be made based on assumptions about general economic conditions. For example, development related revenues (building permits, system development charges, and requests for new wastewater service connections) are based on assumptions about what development will occur during the coming year. Revenue estimates are made cautiously since estimates that are too high may result in an expenditure budget that will not be supported.



POLICIES AND COMMON QUESTIONS

Frequently Asked Questions

WHAT DOES CITY STAFF DO TO DEVELOP THE BUDGET?

In October, City staff begins to prepare for the coming budget cycle. Staff evaluates current services and identifies issues to be addressed during budget hearings. Primary factors considered by staff in making recommendations include:

- Relevant federal, state, or city regulations or needs that affect services provided by a department.
- Council position, policy statement, or general consensus regarding service.
- Service deficiencies that have been identified through complaints, observations, or citizen survey data.
- Demographics, neighborhood data, or trends in demand for services.
- Special interest, neighborhood data, or trends in demand for services.
- Special studies or reports that have identified a need for a service.
- Annual equipment assessments and inventories, which have identified a deficiency.
-

Once the Council goal setting retreat has addressed the issues, and given policy direction for development of the budget, staff turns its attention to putting numbers on paper. Factors that will play into budget planning at this point include:

- Known cost factors including such items as postal rate increases, contribution rates to employee pension and retirement funds, and other similar costs.
- Required elements of the budget such as insurance costs, utility costs, and vehicle maintenance costs are developed.
- Capital projects that have been recommended by facility plans or special area land-use plans, or have been requested by citizens.
- A price list is developed for anticipated costs on items in the general category of supplies and contractual services. This list includes costs for any anticipated major capital expenditures because expenditures of this nature usually require a considerable amount of budget planning. Cost factors in this area tend to be more susceptible to inflation.
- The cost of employee salaries is the largest expenditure in the City budget. Therefore, careful attention is given to step increases, cost-of-living adjustments, or any other major change in the employee salary schedule.
- Changes in employee fringe benefits, such as changes affecting vacation policy, overtime, holidays, uniform allowances, health insurance, and sick leave affect expenditures.
- General economic fluctuation can be one of the most difficult considerations when preparing a budget. In recent years even the best economists have encountered difficulty in predicting the performance of the economy. Also, any local event impacting significantly on the local economy is taken into consideration. The failure or inability to conservatively consider projected economic activity can cause significant financial problems.

As with the revenue estimates, fiscal prudence demands that expenditure estimates be as accurate as possible. Departments submit their budgets to the Finance Department for review. Budget staff reviews the budgets in detail, checking the accuracy and reasonableness of projections, and ensuring that all required elements of the budget are correct. The Finance Department staff then conducts a technical review of each department's budget to gain a comprehensive understanding of their approach and to quantify their numbers.

Once the analysis is completed, each department meets with the City Manager who reviews the budget with department staff to be sure that planned activities are in line with Council Goals and Objectives. The Finance Department then develops a budget document to present to the Public, Mayor, and City Council for review and adoption.



POLICIES AND COMMON QUESTIONS

Frequently Asked Questions

CAN YOU AMEND THE BUDGET ONCE IT IS ADOPTED?

During the fiscal year, the City Manager may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within a department or fund. At the request of the City Manager, the Council may at any time transfer any unencumbered appropriation balance or portion thereof between general classification or expenditures from one department or fund to another.

IS THE BUDGET EVER EVALUATED?

During the course of the fiscal year expenditures and revenues are monitored regularly and compared to budget projections. Quarterly operating reports are prepared that: provide a quarterly status of revenues and expenditures compared to the budget and detail reasons for variances, update the status of each department's work plan and the capital improvement plan, and provide information on the status of the City's investments.

At the close of the fiscal year, a Comprehensive Annual Financial Report (CAFR) is prepared which includes financial statements which report on the financial condition of the City. During the budget process, that information is used to compare the projections of revenues and expenditures made during the prior fiscal year to the actual revenues and expenditures for a given fiscal year. Current year and future year assumptions about revenues and expenditures may be changed depending on how accurate projections were.

DOES THE CITY HAVE A DEBT LIMIT?

The Arizona Constitution states that for general municipal purposes a municipality cannot incur a debt exceeding 6% of the assessed valuation of taxable property. The City can incur debt up to 20% for infrastructure, sewer, water, parks, etc. The current debt limit for the City as of June 30, 2019 is as follows:

6%	\$21,706,726
20%	\$72,355,754

At this time the City does not have any General Obligation Bond debt. A schedule of the City's Municipal Property Corporation Bonds, Excise Tax Bonds, and Special Assessment Bonds can be found in the Debt Service section of this book.

WHO DO I CONTACT IF I WANT MORE INFORMATION?

All requests for public information in the City of Bullhead City are handled by the City Clerk's office. Please call (928) 763-9400 or visit our website at www.bullheadcity.com



BUDGET SUMMARIES

Five Year Financial Forecast

The General Fund Five-Year Financial Forecast provides anticipated revenues and expenditures with current service levels as a basis for the forecast. Hence, the forecast years use projected annual growth rates. Total revenue for "Historical" years 2014-2018 has a compound annual growth rate (CAGR) of 4.3%. Projected revenue growth is forecast to be similar to historical years (CAGR of 4.4%).

Economists are predicting a there is 26% chance of a recession in 2020. Therefore a lower revenue growth rate helps the city to better handle the next recession. In addition, Governments will always experience cycles of ups and downs in revenues. Because of this fact, the City has historically been conservative in forecasting general fund revenues.

The city does not receive any property tax revenue. Local city sales tax, approximately one-half of General Fund revenue, is projected to grow an average of 4.6% during fiscal years 2021-2024. The business classes of retail, bars and restaurants and construction are major sources of our tax collections. State shared revenues, approximately two-fifths of General Fund revenue, also are projected to grow an average of 4.0%. Most of the state shared revenues are distributed by a population factor. The other revenues are projected to grow an average of 3.6% during the forecast period.

Personnel expenditures are projected to increase an average of 3.2% per year. This includes wages, healthcare, pension cost, taxes and other benefits. All other expenditures (M&O, Property, and Transfers) are projected to grow 2.0% per year.

The forecast model shows revenues are projected to grow faster than expenditures (CAGRs of 4.4% vs. 2.3%). As more information becomes available on capital projects, the forecasted surpluses could be used to fund the projects.

The forecast model projects surpluses for four of the five years. Capital projects funding from the general fund has been modest in its history. The last few years there has been a greater investment in providing more amenities to attract visitors to the area, in turn bringing in more revenue for the City. The development of more beaches along the Colorado River in Community Park has been a major focus.

The forecast will be presented at least quarterly to the City Manager and/or Council as part of the financial reports and used in preparation of the annual budget document. Updates will be made for actual revenue receipts, expenditures and as other factors become known.



BUDGET SUMMARIES

Five Year Financial Forecast

Bullhead City General Fund	Historical						
	2014	2015	2016	2017	2018	Av Annual \$ Change	CAGR
General Fund Revenues							
Property Tax	-	-	-	-	-		
Sales Tax	10,820,754	11,283,689	12,077,531	12,791,595	13,504,303	670,887	5.7%
Franchise Fees	677,342	686,850	706,887	733,892	739,185	15,461	2.2%
State Shared	9,756,223	10,433,951	10,646,338	10,735,447	11,322,397	391,543	3.8%
Hotel	70,717	34,423	74,792	75,076	74,450	933	29.3%
Business Fees	569,894	654,065	634,701	616,791	723,505	38,403	6.1%
Charges for Services	1,108,197	1,073,403	1,089,669	1,122,814	1,514,739	101,636	8.1%
Other Revenue	1,228,725	1,234,643	1,316,623	1,457,263	1,226,150	(644)	-0.1%
Other Sources	379,200	8,412	138,927	81,533	64,312	(78,722)	-35.8%
	24,611,053	25,409,436	26,685,469	27,614,411	29,169,041	1,139,497	4.3%
General Fund Expenses							
Personnel							
Personnel-Wages	10,879,249	10,948,186	11,483,686	11,939,104	12,079,704	300,114	2.7%
Personnel-Taxes & other benefits	2,438,159	2,524,119	2,702,234	2,793,432	3,718,123	319,991	11.1%
Personnel-Health	2,239,851	2,317,555	2,090,343	2,233,263	2,442,847	50,749	2.2%
Subtotal	15,557,259	15,789,860	16,276,263	16,965,799	18,240,674	670,854	4.1%
M&O							
General M & O	1,820,071	2,031,504	2,060,492	2,185,375	2,597,133	194,266	9.3%
Utilities	738,267	694,777	733,195	683,721	698,443	(9,956)	-1.4%
Minor R & M	495,628	467,021	482,356	528,265	549,566	13,484	2.6%
Prison inmate costs	641,268	607,383	464,991	420,384	331,165	(77,526)	-15.2%
Economic Development	136,381	144,649	154,981	414,090	364,978	57,149	27.9%
Property & Risk	639,858	645,852	658,032	547,843	689,041	12,296	1.9%
Supplies	928,157	910,180	821,565	894,476	953,159	6,251	0.7%
Subtotal	5,399,629	5,501,366	5,375,611	5,674,154	6,183,485	195,964	3.4%
Property							
Minor	6,118	6,487	16,835	6,951	12,588	1,617	19.8%
Major	328,268	170,802	382,119	246,763	203,072	(31,299)	-11.3%
Subtotal	334,387	177,289	398,954	253,714	215,660	(29,682)	-10.4%
Capital/Debt/Transfers	2,084,599	2,071,937	3,107,634	3,739,636	4,472,811	597,053	21.0%
Total Expenditures	23,375,874	23,540,452	25,158,462	26,633,302	29,112,630	1,434,189	5.6%
Net Surplus/(Deficit)	1,235,179	1,868,984	1,527,007	981,109	56,411		



BUDGET SUMMARIES

Five Year Financial Forecast

Bullhead City General Fund	Five-Year Financial Forecast						
	Adopted 2019	Current 2020	Projected				CAGR
			2021	2022	2023	2024	
General Fund Revenues							
Property Tax	-	-	-	-	-	-	-
Sales Tax	13,789,160	14,282,775	15,068,328	15,716,266	16,392,065	17,096,924	4.6%
Franchise Fees	748,100	786,060	801,781	817,817	834,173	850,857	2.0%
State Shared	11,489,191	12,508,351	13,008,685	13,529,032	14,070,194	14,633,001	4.0%
Hotel	75,000	100,952	102,971	105,133	107,236	109,381	2.0%
Business Fees	886,876	985,220	1,049,259	1,101,722	1,156,808	1,214,649	5.4%
Charges for Services	1,656,636	2,137,107	2,308,076	2,423,479	2,544,653	2,671,886	5.7%
Other Revenue	1,266,750	1,195,156	1,254,914	1,305,110	1,350,789	1,398,067	4.0%
Other Sources	69,989	76,989	78,529	79,314	82,487	85,786	2.7%
	29,981,702	32,072,610	33,672,542	35,077,874	36,538,406	38,060,551	4.4%
General Fund Expenses							
Personnel							
Personnel-Wages	12,652,546	13,200,946	13,636,577	14,086,584	14,551,442	15,031,639	3.3%
Personnel-Taxes & other benefits	3,747,597	4,353,597	4,462,437	4,573,998	4,688,348	4,805,556	2.5%
Personnel-Health	2,605,937	2,875,730	3,056,901	3,148,608	3,243,066	3,340,358	3.8%
Subtotal	19,006,080	20,430,273	21,155,915	21,809,190	22,482,856	23,177,554	3.2%
M&O							
General M & O	3,320,832	3,929,854	4,047,750	4,169,182	4,294,258	4,423,085	3.0%
Utilities	814,197	758,843	766,431	774,096	781,837	789,655	1.0%
Minor R & M	523,045	719,029	726,219	733,481	740,816	748,224	1.0%
Prison inmate costs	357,000	312,000	315,120	318,271	321,454	324,668	1.0%
Economic Development	100,000	112,000	113,120	114,251	115,394	116,548	1.0%
Property & Risk	709,711	731,003	738,313	745,696	753,153	760,685	1.0%
Supplies	1,180,466	1,242,780	1,255,208	1,267,760	1,280,437	1,293,242	1.0%
Subtotal	7,005,251	7,805,509	7,962,161	8,122,738	8,287,349	8,456,107	2.0%
Property							
Minor	23,908	28,356	28,640	28,926	29,215	29,507	1.0%
Major	272,826	392,080	397,961	403,931	409,990	416,139	1.5%
Subtotal	296,734	420,436	426,601	432,857	439,205	445,647	1.5%
Capital/Debt/Transfers	4,635,303	4,299,258	4,084,295	4,002,609	4,042,635	4,083,062	-1.3%
Total Expenditures	30,943,368	32,955,476	33,628,972	34,367,394	35,252,044	36,162,370	2.3%
Fund Balance Budgeted	961,666	882,866					
Net Surplus/(Deficit)	-	-	43,570	710,481	1,286,361	1,898,181	

BUDGET SUMMARIES

Use of Fund by Departments

Department	FUND																										
	GF	ST	TR	SE	CD	WI	SA	SN	PG	MG	CE	DV	CG	RI	CJ	AF	CF	RE	DI	SL	WW	SD	WR	NB	FS	RM	
Public Safety	√								√CR					√CR													
Health	√							√																			
General Government	√		√CR	√CR		√CR	√CR	√CR													√CR		√CR				
Culture Recreation	√			√CR						√CR						√CR											
Legal Services	√					√CR						√CR									√CR						
Judicial	√										√CR		√CR		√CR		√CR										
Financial Administration	√					√CR	√CR	√CR												√CR	√CR						
Executive	√					√CR												√CR	√CR		√CR						
Legislative	√					√CR															√CR						
Public Works	√	√CR				√CR															√CR	√CR					
Personnel Administration	√																				√CR			√CR		√CR	
Economic Development	√																										
Housing					√													√CR									
Capital Outlay	√		√						√	√									√		√	√					
Streets		√																		√	√						
Wastewater Operations																					√						
Fleet Services																									√		
Risk Management																										√	

Operating and Capital: GF-General Fund, ST-Streets Fund, TR-Transit, SE-Special Events, CD-CDBG/HOME Grants, WI-Water Impost, SA-Special Assessments Administration, SN-Senior Nutrition, PG-Police Grants, MG-Grants Fund, CE-Court Enhancement, DV-Domestic Violence Assistance, CG-Court Fill the Gap, RI-RICO, CJ-Court Judicial Collection Enhancement, AF-Arts Fund, CF-Court FARE, RE-Real Estate Owned, DI-Flood Control, SL-Street Lighting District, WW-Wastewater, SD-Sewer Development, WR-Water Resources

Internal Service Funds: NB-Northwest Arizona Employee Benefit Trust, FS-Fleet Services, RM-Risk Management

Note: If the fund only provides support due to a cost recovery, a CR will be noted after √.

BUDGET SUMMARIES

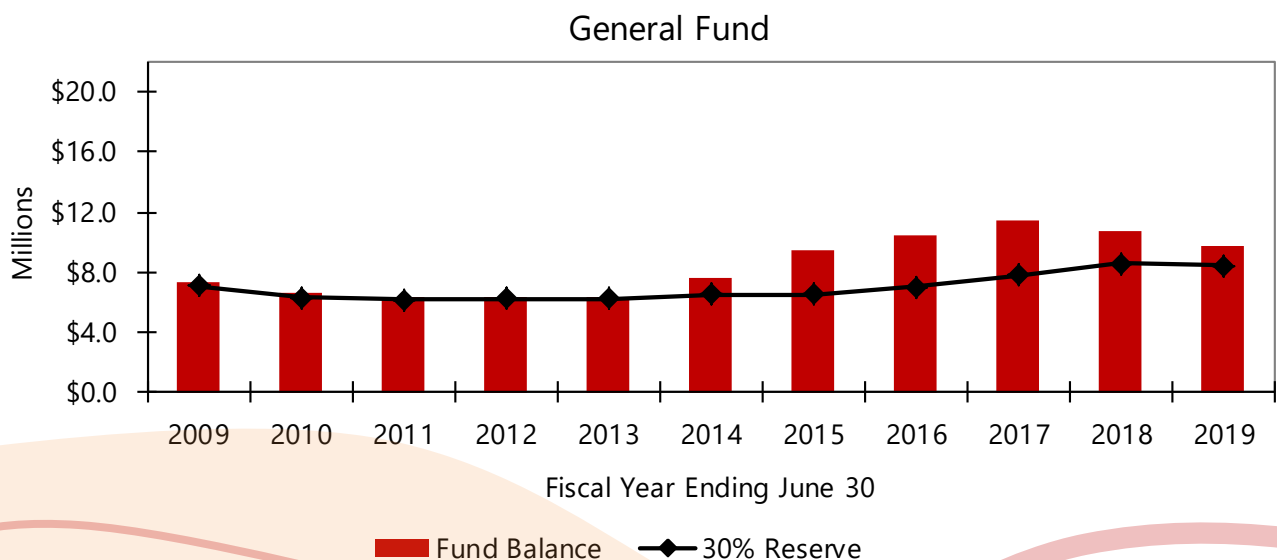
Projection of Financial Condition

Fund Category	Estimated Balance 07/01/19	FY20 Estimated Revenue	FY20 Estimated Expenditures	Transfers In	Transfers Out	Estimated Balance 06/30/20
General Fund	\$12,128,303	\$32,002,621	\$30,269,967	\$69,989	\$3,885,509	\$10,045,437
Special Revenue	\$2,241,405	7,673,248	9,196,822	1,065,727	1,930,817	-147,259
Capital Projects	\$4,920,300	2,617,923	9,081,347	1,863,124	320,000	0
Debt Service	\$1,129,983	2,383,727	4,911,202	2,205,067	0	807,575
Enterprise	\$5,102,323	13,705,124	19,364,194	685,069	128,322	0
Internal Service	\$3,144,733	7,548,303	8,274,818	375,672	0	2,793,890
Total Funds	<u>\$28,667,047</u>	<u>\$65,930,946</u>	<u>\$81,098,350</u>	<u>\$6,264,648</u>	<u>\$6,264,648</u>	<u>\$13,499,643</u>

CITY FUNDS

GENERAL FUND:

The General Fund is the City's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds. Included in the General Fund estimated expenditures are a reserve contingency of \$1.2 million. It is an appropriation for emergency purposes only. The City does not expect to spend this appropriation based on normal operating expenses. Therefore, the estimated ending fund balance for FY2020 is \$11.2 million. This is approximately 37% of the projected fiscal year's General Fund expenditures. The City's policy on reserve fund balance is 30% of the General Fund Budgeted Expenditures.





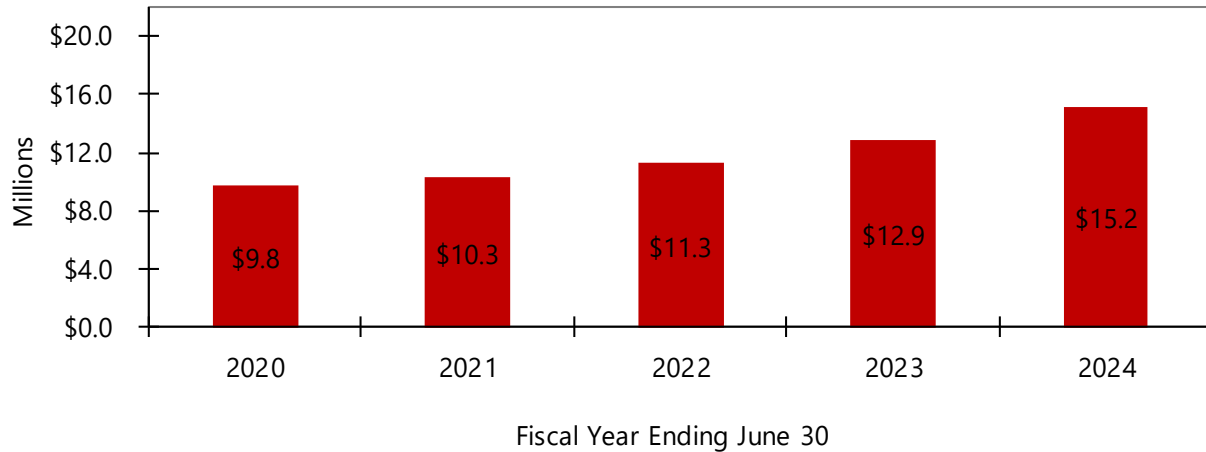
BUDGET SUMMARIES

Projection of Financial Condition

A forecast of the General Fund Reserve

Fiscal Year	Estimated Balance 07/01	Estimated Revenue	Estimated Expenditures	Estimated Balance 06/30
2019	\$ 10,758,528	\$ 29,981,702	\$ 30,943,371	\$ 9,796,859
2020	9,796,859	31,126,986	31,125,602	9,798,243
2021	9,798,243	32,316,670	31,821,050	10,293,863
2022	10,293,863	33,552,489	32,535,197	11,311,155
2023	11,311,155	34,836,249	33,268,595	12,878,809
2024	12,878,809	36,160,026	33,867,430	15,171,406

General Fund Reserve
Forecast





BUDGET SUMMARIES

Projection of Financial Condition

SPECIAL REVENUE FUNDS:

The special revenue funds account for the proceeds of specific revenue sources, other than major capital projects. These funds are legally restricted to expenditures for specific purposes. The fund balances for the special revenue funds are expected to decrease. This is due to full utilization of funds, particularly street funds being used to improve the condition of city streets.

There are eighteen special revenue funds:

- Highway User Revenue (HURF)
- Transit
- Special Events
- Water Impost
- Bullhead City Senior Nutrition
- Pest Abatement
- Special Assessments Admin
- Racketeering Influenced Criminal Organizations
- Arts Commission
- Real Estate Owned (REO)
- Court Enhancement
- Court FARE
- Court Judicial Collection Enhancement
- Court Fill the Gap
- Community Development Block Grant/Housing Trust Fund (CDBG/HTF)
- Victim Rights Grants
- Police Grants
- General Grants

CAPITAL PROJECT FUNDS

The capital project funds account for the proceeds of sources to be used for the acquisition or construction of capital facilities, equipment and infrastructure other than those financed by the enterprise funds. The fund balances for the capital project funds are expected to fall to zero due to the completion of capital projects, particularly drainage and streets improvements.

There are nine capital project funds:

- Drainage Improvements
- Bullhead City/Laughlin Bridge
- Street Improvements
- Park Improvements
- Street Lighting Districts
- Parking
- Laughlin Ranch Boulevard



BUDGET SUMMARIES

Projection of Financial Condition

DEBT SERVICE FUNDS:

The debt service funds account for the accumulation of resources and the payment of general long term debt principal and interest and related costs. Changes in the fund balance are due to the repayment of debts.

There are six debt service funds:

- Sewer Improvement District #3
- Sewer Improvement District #2
- Excise Tax Refunding 2013
- Excise Tax Refunding 2015
- Bullhead City/Laughlin Bridge
- Laughlin Ranch Boulevard District

ENTERPRISE FUNDS:

The enterprise funds are used to account for the operation of business-type activities. They are financed and operated in a manner similar to private business enterprises, where the intent is the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges.

The water resource fees collected on new developments are accumulated to repay the General Fund for Cibola Water Purchase and pay the amount owed to the Mohave County Water Authority for previous water purchases.

There are two enterprise funds:

- Wastewater
- Water Resources

INTERNAL SERVICE FUNDS:

The internal service funds are used to account for activities and services performed primarily for other organizational units within the City.

There are three internal service funds:

- Fleet Services
- Risk Management
- Northwest Arizona Employee Benefit Trust



BUDGET SUMMARIES

FY20 Budget Summary

The City of Bullhead City's FY20 annual budget appropriation totals \$81.1 million, an increase of 13.7% from FY19. A summary of uses is provided below.

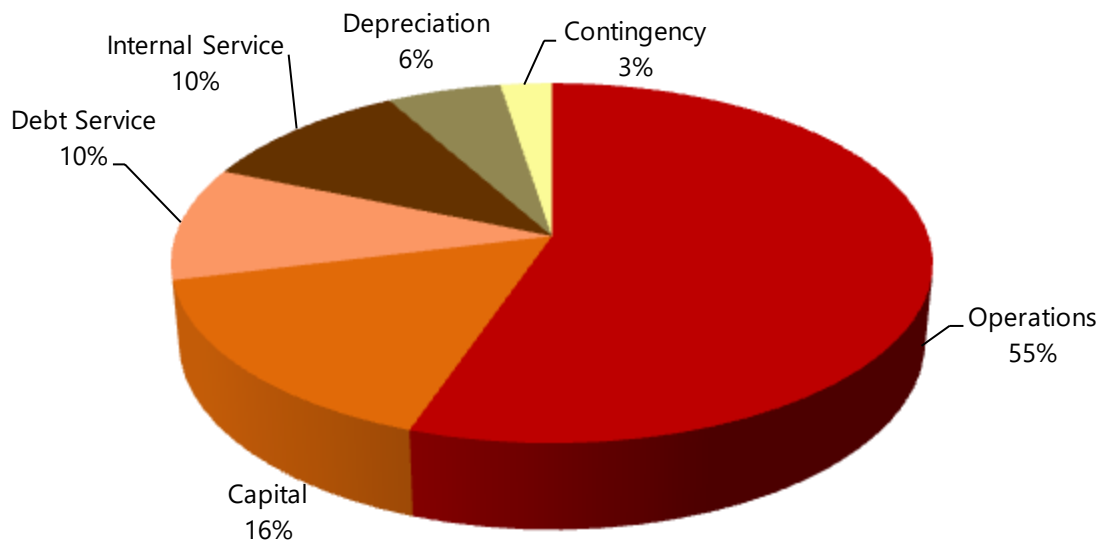
EXPENDITURES

Total Budget Uses (in millions)

Description	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	% Change from Previous Year
Operations	\$ 37.8	\$ 40.5	\$ 39.4	\$ 45.7	16.0%
Capital Purchases	9.2	12.5	11.3	13.6	20.6%
Debt Service	8.3	7.5	7.3	7.7	5.5%
Depreciation	4.0	4.0	4.0	4.0	0.0%
Contingencies	1.9	2.1	1.8	1.8	0.0%
Total Expenditures	\$ 61.2	\$ 66.6	\$ 63.8	\$ 72.8	14.1%
Internal Services	6.5	7.0	7.5	8.3	10.3%
Total Expenditures	\$ 67.7	\$ 73.6	\$ 71.3	\$ 81.1	13.7%
Transfers Out	5.2	5.3	6.0	6.3	4.4%

The budget is comprised of the following seven major groups: The operating budget of \$45.7 million; Capital Purchases of \$13.6 million; Debt Service of \$7.7 million; Depreciation of \$4.0 million; Contingencies of \$1.8 million; and Internal Services of \$8.3 million.

Where the Money Goes





BUDGET SUMMARIES

FY20 Budget Summary

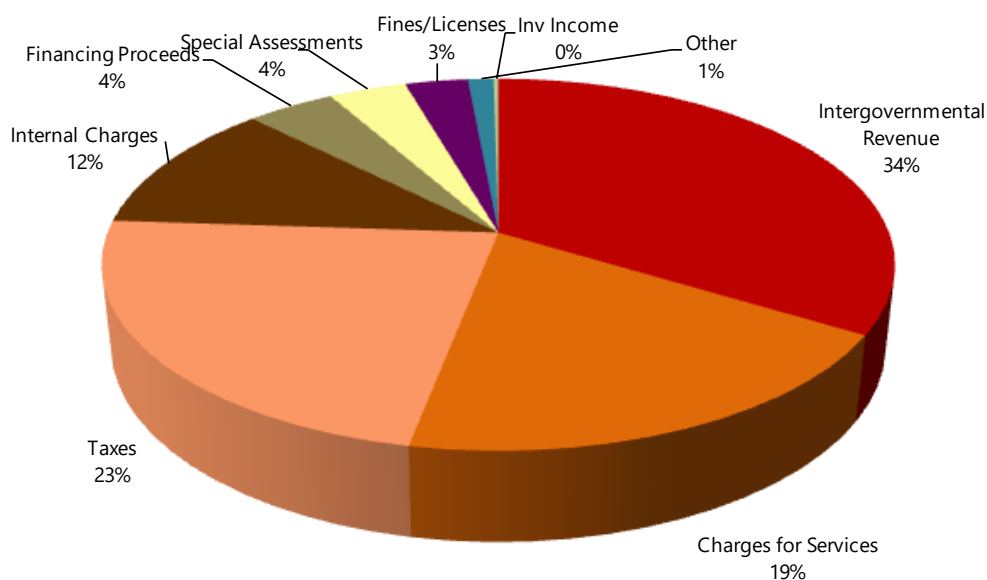
REVENUES

The FY20 estimated revenues total \$65.9 million, an increase of 4.4% over FY19 budgeted revenues. The increase is projected in areas of local tax collections and state shared revenues.

Total Budgeted Sources (in millions)

Description	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	% Change Previous Year
Taxes	12.9	14.1	14.6	15.2	3.9%
Intergovernmental Revenue	18.6	19.0	19.2	22.2	15.7%
Fines, Licenses, Permits & Rent	1.9	1.9	2.0	2.0	-0.4%
Charges for Services	12.3	11.6	12.3	12.8	3.8%
Capital Lease/Bond Proceeds	1.9	1.8	2.5	2.8	12.4%
Special Assessments	3.2	2.5	2.4	2.5	2.7%
Investment Income	0.1	0.1	0.1	0.1	48.8%
Miscellaneous Revenue	1.0	1.1	0.9	0.8	-8.8%
Total Revenues	\$ 51.9	\$ 52.1	\$ 54.0	\$ 58.4	8.1%
Internal Charges	6.3	6.1	6.6	7.5	14.4%
Total Appropriations	\$ 58.2	\$ 58.2	\$ 60.6	\$ 65.9	8.8%
Transfers In	5.2	5.3	6.0	6.3	4.4%
Fund Balance	9.1	14.0	12.2	16.2	32.8%

Where the Money Comes From

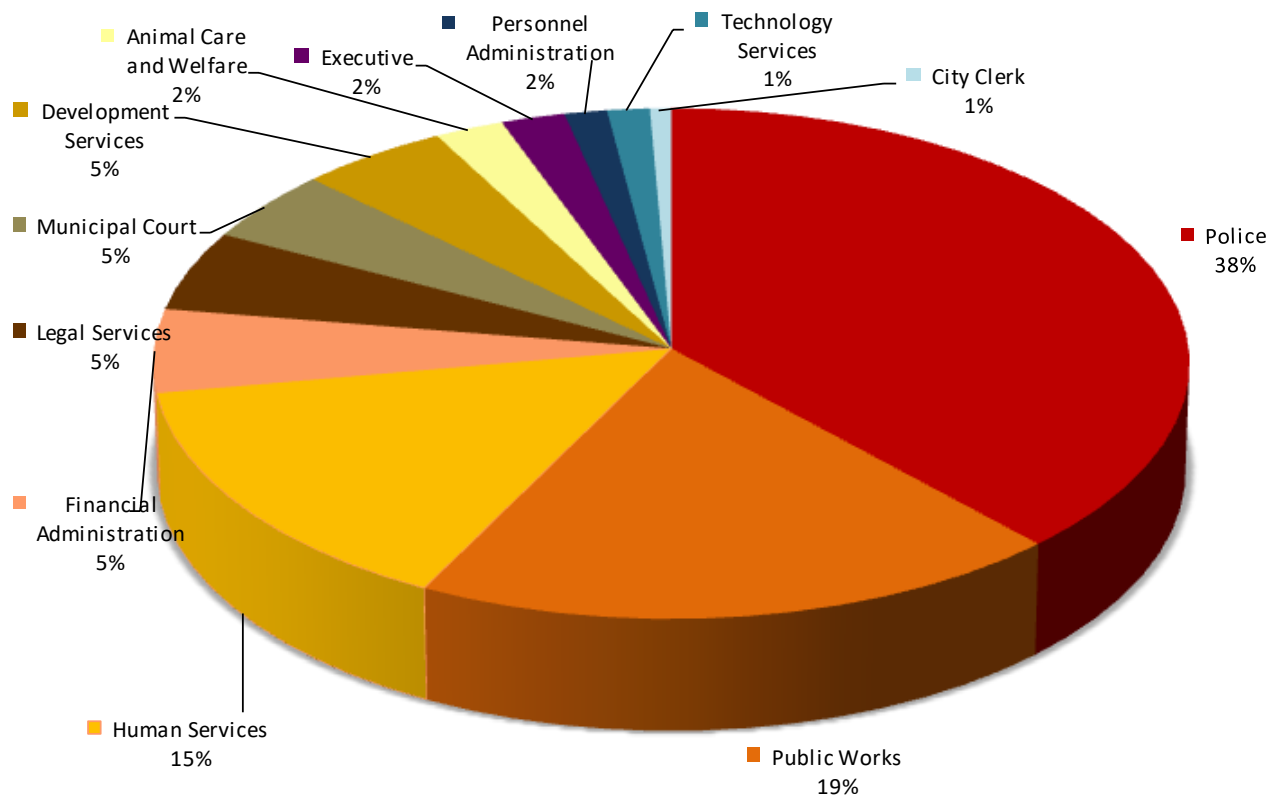


CITY STAFFING

There were a couple of changes in staffing within two departments for FY 2020. Development Services added an Office Assistant II mid-year in fiscal year 2019 and adopted by Council November 20, 2018. This position was added to assist with building plan reviews. The Police Department added an Emergency Services Dispatcher Permit during the budget process.

Transit, Senior Nutrition, and Pest Abatement are funded primarily by grant funds. The Mayor and six councilmembers are not included in the chart. A complete schedule of all positions by Department/Division is included in the Appendix section of this book.

City Personnel





BUDGET SUMMARIES

FY20 Budget Summary

CAPITAL IMPROVEMENT PLAN

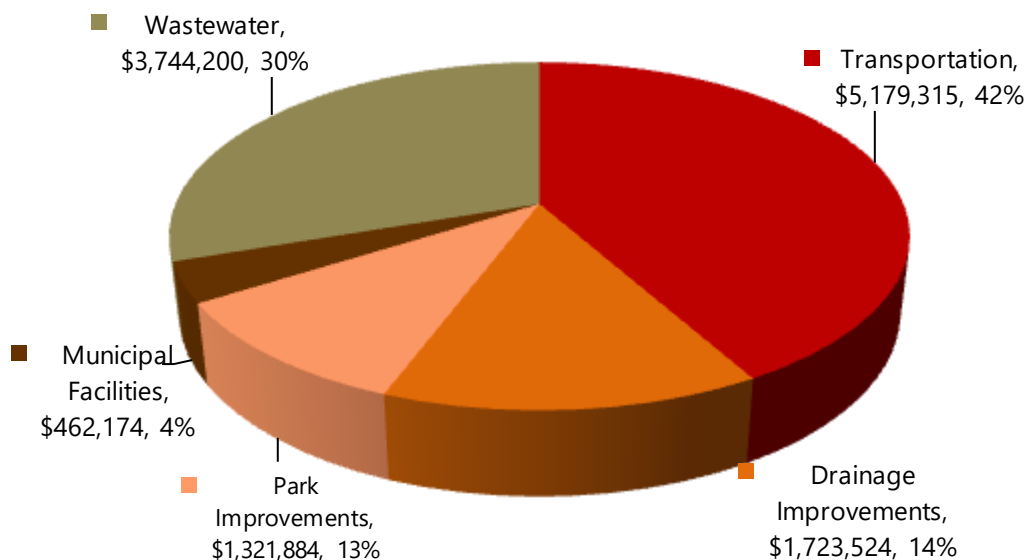
Capital improvements are the foundation for facilities and amenities within the City. Streets, wastewater treatment plants, park improvements, buildings and major one-time acquisitions of equipment are all considered capital improvements.

Projects included in the FY20-FY24 CIP will form the basis for appropriations in the FY20 budget. Some projects will affect the City's budget process for five years. Individual projects will continue to be subjected to ongoing community and City Council review and discussion during the annual appropriations process.

The Capital Improvement Plan is also an important public communication tool. The CIP gives residents and businesses a clear and accurate view of the City's long-term direction in the area of capital improvements and a better understanding of the City's ongoing needs for stable revenue sources to fund large or multi-year capital projects.

The following graph identifies all Capital Improvements by type for FY20.

CIP by Type





BUDGET SUMMARIES

FY20 Budget Summary

REVENUE SUMMARIES

City Sales Tax

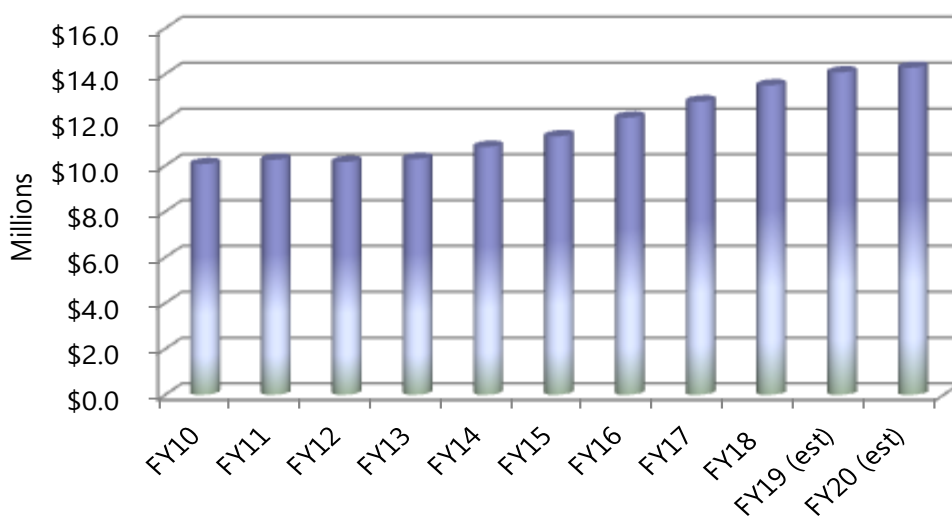
Description: The City of Bullhead City imposes a tax on the sale of merchandise within the limits of the City. There is also a use tax in effect for goods brought into and used in the City of Bullhead City.

Use: This is the largest source of revenue brought into the General Fund for the City. The City does not receive a portion of the property taxes collected by Mohave County.

Current Rate Structure: The City charges a tax of 2% on all eligible transactions. The charge is over and above the State and County Sales Tax Rates. The City operates under the Model City Tax Code.

Assumptions: Conservative estimates based on historical trends.

Fiscal Year	Revenue	% Change
2009-10	\$10,070,859	-5.4%
2010-11	\$10,262,363	1.9%
2011-12	\$10,163,746	-1.0%
2012-13	\$10,298,557	1.3%
2013-14	\$10,820,754	5.1%
2014-15	\$11,280,356	4.2%
2015-16	\$12,074,912	7.0%
2016-17	\$12,767,957	5.7%
2017-18	\$13,504,303	5.8%
2018-19 (est)	\$14,074,210	10.2%
2019-20 (est)	\$14,280,775	5.7%





BUDGET SUMMARIES

FY20 Budget Summary

REVENUE SUMMARIES

State Shared Income Tax

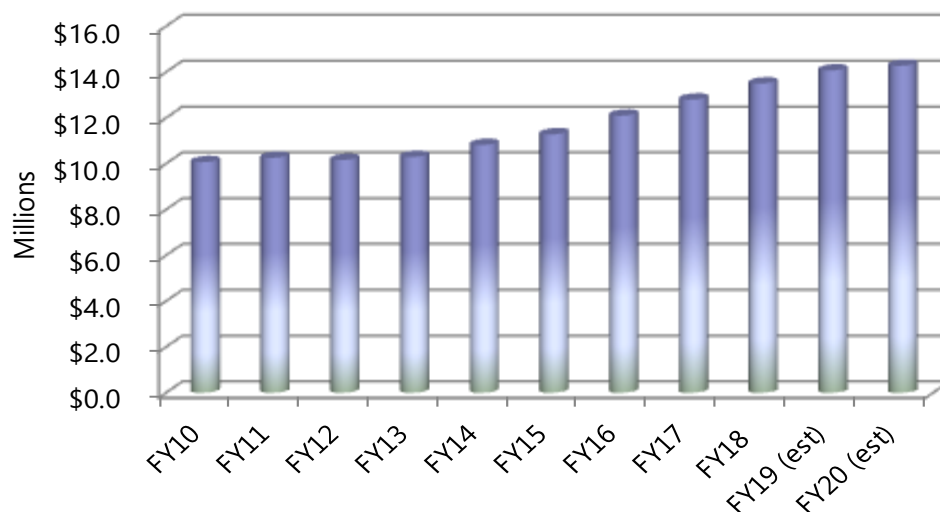
Description: Cities and towns in Arizona are precluded from imposing an income tax by Arizona state law. In 1972 the voters of Arizona approved the Urban Revenue Sharing Program, which requires the State to share 15% of its income tax revenue with the incorporated cities and towns.

Use: There are no restrictions for the use of these revenues.

Current Rate Structure: The revenues are distributed to incorporated cities and towns monthly based on annual population estimates by the US Census Bureau.

Assumptions: The City's portion of this revenue source can fluctuate due to changes in population, employment, amount of taxes paid and/or changes made by the State Legislation.

Fiscal Year	Revenue	% Change
2009-10	\$10,070,859	-5.4%
2010-11	\$10,262,363	1.9%
2011-12	\$10,163,746	-1.0%
2012-13	\$10,298,557	1.3%
2013-14	\$10,820,754	5.1%
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2018-19 (est)	\$14,074,210	10.2%
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BUDGET SUMMARIES

FY20 Budget Summary

REVENUE SUMMARIES

State Shared Sales Tax

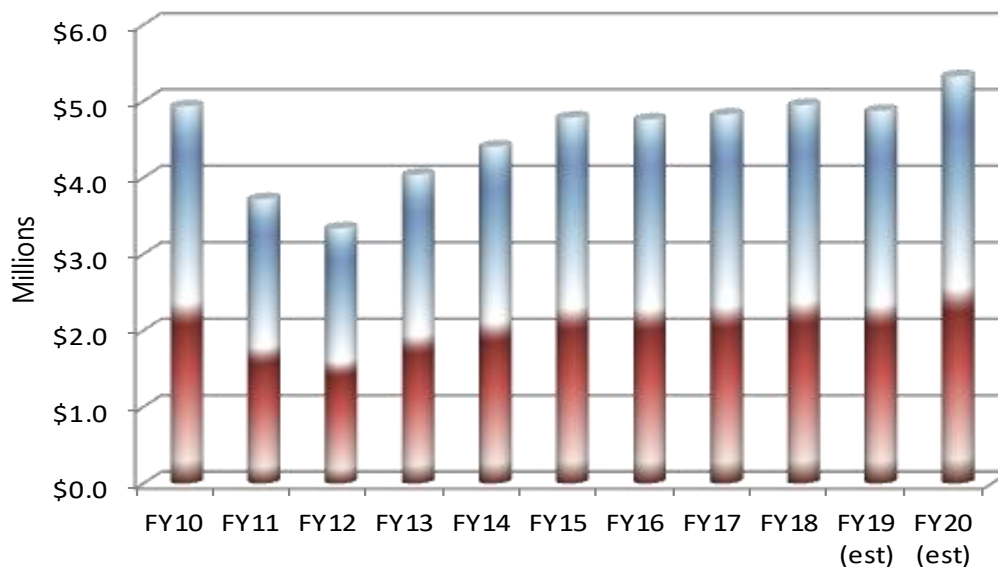
Description: Like the local sales tax, the State imposes a tax on the sale of goods. The State distributes 25% of taxes collected to all the incorporated cities and towns based on population estimates from the most recent U.S. Census.

Use: There are no restrictions for the use of these revenues.

Current Rate Structure: The current State Sales Tax Rate is 5.6%. The revenues are distributed to incorporated cities and towns monthly based on annual population estimates by the US Census Bureau.

Assumption: Consumer confidence, unemployment, interest rates and the general state of the economy are all variables affecting this revenue source.

Fiscal Year	Revenue	% Change
2009-10	4,933,312	-13.7%
2010-11	3,719,085	-24.6%
2011-12	3,337,205	-10.3%
2012-13	4,038,926	21.0%
2013-14	4,407,235	9.1%
2014-15	4,786,562	8.6%
2015-16	4,760,611	-0.5%
2016-17	4,825,811	1.4%
2017-18	4,950,665	4.0%
2018-19 (Est)	4,874,350	1.0%
2019-20 (Est)	5,327,663	9.3%



BUDGET SUMMARIES

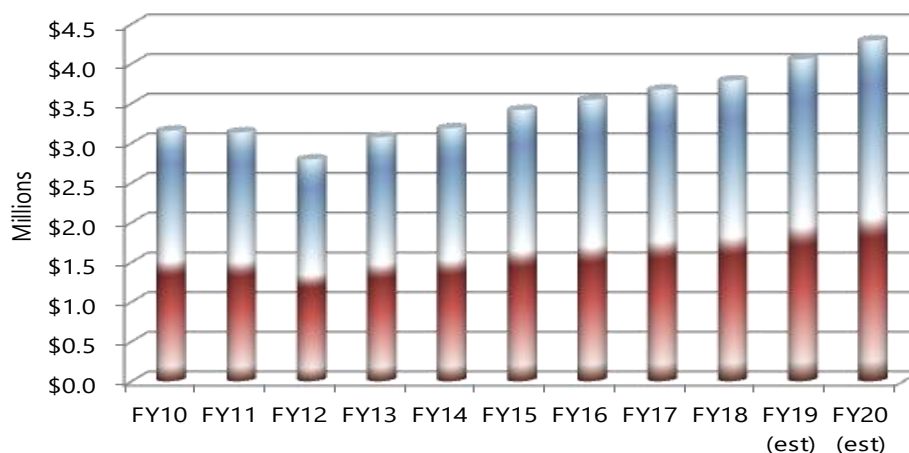
FY20 Budget Summary

REVENUE SUMMARIES

Highway User Fees

- Description:** The State of Arizona collects various fees and taxes from users of the State's roads and highways. An excise tax is charged on fuel purchases on a per gallon basis. There are also a number of additional transportation related fees/taxes which are distributed via HURF.
- Use:** The revenues distributed through HURF, by law, can only be used for street and highway purposes or retirement of debt issued for street and roadway improvements. Spending on traffic law enforcement or administration of traffic safety programs is prohibited.
- Current Rate Structure:** Cities and towns receive 27.5% of highway user revenues based on population and gasoline gallon sales in each county.
- Assumptions:** HURF revenue estimates and distributions are based on reports of gallons sold submitted by vendors to the Arizona Department of Transportation. Revenues fluctuate due to high fuel prices and/or vendor reporting errors.

Fiscal Year	Revenue	% Change
2009-10	\$3,155,354	-2.7%
2010-11	\$3,134,767	-0.7%
2011-12	\$2,793,617	-10.9%
2012-13	\$3,073,743	10.0%
2013-14	\$3,186,053	3.7%
2014-15	\$3,416,415	7.2%
2015-16	\$3,543,482	3.7%
2016-17	\$3,672,637	3.6%
2017-18	\$3,787,545	6.9%
2018-19 (est)	\$4,057,057	10.5%
2019-20 (est)	\$4,291,448	5.8%





BUDGET SUMMARIES

FY20 Budget Summary

REVENUE SUMMARIES

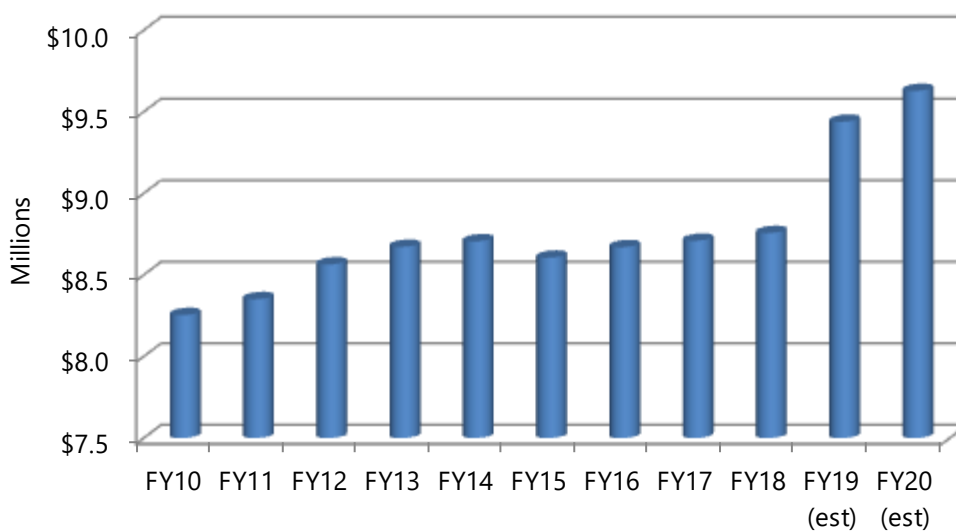
Sewer Fees

Description: The City charges sewer user fees for all residential and commercial users of the City's sewer system.

Use: The revenues generated are used for the expansion, maintenance and administration of the City's wastewater collection and treatment system.

Current Rate Structure: Single Family Residence \$34.17 per month, Duplex \$65.34 per month, Triplex \$96.51 per month, 4-plex \$127.68 per month. Multi-family (> than 4), Commercial or Industrial \$45.19 per month plus volume charge per 1,000 gallons of water used.

Fiscal Year	Revenue	% Change
2009-10	\$8,253,724	2.0%
2010-11	\$8,351,384	1.2%
2011-12	\$8,564,330	2.5%
2012-13	\$8,671,896	1.3%
2013-14	\$8,705,402	0.4%
2014-15	\$8,605,642	-1.1%
2015-16	\$8,669,738	0.7%
2016-17	\$8,709,287	0.6%
2017-18	\$8,756,009	1.0%
2018-19 (est)	\$9,438,367	8.4%
2019-20 (est)	\$9,627,424	2.0%





GENERAL FUND

GENERAL FUND

Revenue Summary
Police
Animal Care and Welfare
General Government
Culture-Recreation
Judicial
Legal Services
Financial Administration
Executive
Legislative
Elections
Public Works
Personnel Administration
Economic Development
Debt Service
Capital Outlay

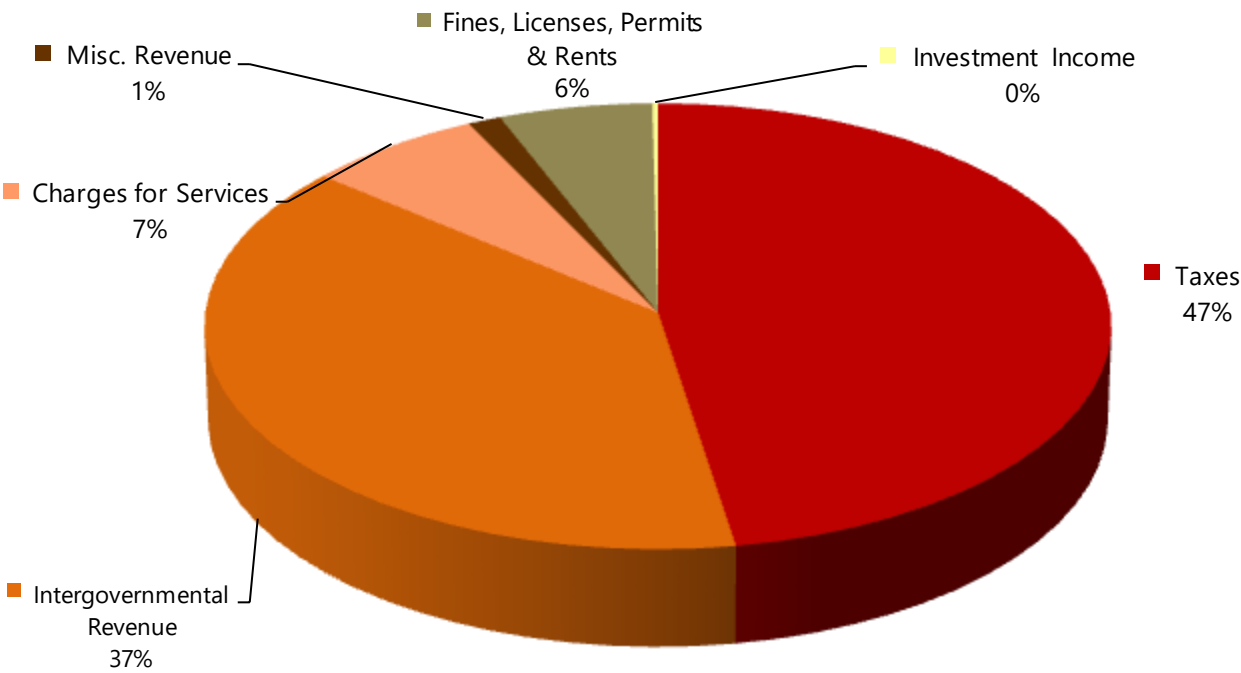


GENERAL FUND

GENERAL FUND SUMMARY

The General Fund pays for basic governmental services including legal, management, council, finance, police, animal care and welfare, recreation services, and development services.

Revenues are from the local city sales tax, intergovernmental state shared revenues, franchise taxes, licenses and permits, service charges, and fines and forfeitures.



The General Fund budget for FY20 totals \$30,269,967. The projected operating revenues total \$31,995,621, which is a 7.0% increase from the budgeted estimates for FY19 at \$29,905,173.

Fund balance available as of July 1, 2019 is estimated at \$11.1 million. As per the Budget Policy, \$7.8 million, or 30% of FY19 operating expenditures, of the available fund balance, will continue to be held as a reserve.



GENERAL FUND

GENERAL FUND SUMMARY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Source of Funds					
Beginning Fund Balance					
Nondisposable	874,453	1,354,193	703,277	703,277	703,277
Restricted	30,877	52,755	76,817	76,817	76,817
Unreserved Fund Balance	9,568,305	10,047,799	10,731,064	10,731,064	10,240,150
Total Beginning Fund Balance	10,473,635	11,454,747	11,511,158	11,511,158	11,020,244
Revenues					
Taxes					
Sales/Use Tax	12,791,595	13,504,303	13,789,160	14,075,210	14,282,775
Franchise Taxes	733,892	739,185	748,100	737,435	786,060
Bed Tax	75,076	74,450	75,000	101,087	100,952
Intergovernmental Revenues					
State Income Tax	4,825,812	4,950,665	4,906,752	4,874,350	5,327,663
State Sales Tax	3,614,506	3,841,727	3,966,986	4,013,077	4,230,000
State Auto Tax	2,295,131	2,530,005	2,615,453	2,605,069	2,799,862
Charges for Services	1,102,071	1,514,739	1,656,636	1,621,533	2,137,107
Licenses and Permits	624,770	723,505	886,876	872,253	985,220
Fines and Forfeitures	1,075,534	868,108	931,500	743,238	765,607
Rents	67,216	74,555	93,010	81,842	105,700
Investment Income	26,044	84,608	31,000	86,724	68,749
Other	288,293	198,879	204,700	266,828	405,926
Subtotal	27,519,940	29,104,729	29,905,173	30,078,646	31,995,621
Other Funding Sources					
Transfers In	81,533	62,340	69,989	62,343	69,989
Capital Lease Proceeds	-	-	-	-	-
Sale of Capital Assets	12,941	1,972	6,540	2,540	7,000
Subtotal	94,474	64,312	76,529	64,883	76,989
Total Revenues & Other Funding Sources	27,614,414	29,169,041	29,981,702	30,143,529	32,072,610

GENERAL FUND SUMMARY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Use of Funds					
Legislative					
Mayor & Council	113,648	100,756	122,761	101,655	123,285
City Clerk	202,372	195,636	224,406	211,097	233,202
Elections	78,336	-	50,850	31,124	83,550
Judicial	1,293,919	1,233,428	1,390,176	1,278,416	1,448,017
Executive					
City Manager	180,319	251,916	262,693	248,987	284,276
Public Communications	140,739	146,017	257,891	255,425	293,379
Census					200,000
Financial Administration	759,009	844,580	827,972	823,304	868,510
Legal Services	1,012,048	1,057,348	1,103,612	1,095,305	1,210,232
Personnel Administration	154,595	162,010	176,787	170,355	185,258
General Government					
Technology Services	920,818	983,987	1,181,467	1,139,360	1,260,123
Planning & Zoning	185,225	179,193	210,062	165,979	198,296
Building Safety	400,654	461,580	523,379	546,856	629,819
Code Enforcement	383,479	499,601	484,643	505,584	512,043
Laughlin Retreat	58,232	50,805	61,140	57,333	59,942
Facilities Management	883,804	884,067	700,787	728,383	921,643
Human Services	22,306	145,584	187,988	218,239	179,890
General Services	703,846	903,221	750,789	718,641	883,074
Police	11,496,180	12,667,357	13,437,974	13,346,406	14,371,242
Animal Care and Welfare	524,563	571,021	720,494	597,854	768,122
Culture and Recreation					
Recreation Services	834,984	919,503	1,029,917	914,555	1,107,536
Park Rangers	73,198	75,482	85,484	80,108	87,140
Parks Maintenance	1,876,937	1,951,354	2,187,495	2,028,403	2,263,015
Public Works					
Administration	27,597	83,702	30,576	27,811	25,498
Engineering	140,696	141,905	154,247	123,698	162,442
Economic Development	342,287	100,873	119,477	119,027	131,684
Debt Service	278,368	106,303	2,124	2,124	2,124
Total Operating Budget	23,088,159	24,717,229	26,285,191	25,536,029	28,493,342

GENERAL FUND SUMMARY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Capital Outlay					
Public Information	-	-	17,500	16,505	5,600
Technology Services	244,607	180,328	284,000	284,000	240,000
Recreation	968	-	-	-	-
Parks Maintenance	90,530	61,179	312,043	274,081	209,710
Facilities Management	10,125	-	12,000	5,000	112,815
Police	272,662	67,444	41,300	42,238	8,500
Engineering	-	26,428	-	-	-
General Services	11,106	834	-	-	-
Total Capital Outlay	629,998	336,213	666,843	621,824	576,625
Contingency					
General Services	-	-	1,200,000	-	1,200,000
Total Contingency	-	-	1,200,000	-	1,200,000
Total Expenditures	23,718,157	25,053,442	28,152,034	26,157,853	30,269,967
Transfers Out					
Debt Service					
City Hall and Police expansion	608,920	647,568	650,507	650,507	651,065
Street Improvements	-	-	-	-	-
BHC/Laughlin Bridge	-	-	222,721	359,321	359,039
Police Radio System	-	171,924	172,018	172,018	171,048
Laughlin Ranch Blvd	-	-	-	-	-
Transit	296,932	241,356	241,351	241,351	241,351
Senior Nutrition Center	100,460	100,464	122,460	122,460	100,460
Highway User Revenue	1,345,073	1,002,806	1,218,038	1,218,038	723,916
Pest Abatement	5,000	-	-	-	-
Capital Projects	353,183	1,151,203	845,677	822,709	771,000
Enterprise	205,578	743,871	518,564	890,186	867,630
Total Transfers Out	2,915,146	4,059,192	3,991,336	4,476,590	3,885,509
Total Expenditures & Transfers Out	26,633,303	29,112,634	30,943,370	30,634,443	32,955,476
Ending Fund Balance					
Nonspendable	1,354,193	703,277	703,277	703,277	703,277
Restricted	52,755	76,817	76,817	76,817	76,817
Unreserved Fund Balance	10,047,799	10,731,064	9,769,396	10,240,150	9,357,284
Total Ending Fund Balance	11,454,747	11,511,158	10,549,490	11,020,244	10,137,378

GENERAL FUND SUMMARY

Transaction Privilege Tax (Sales Tax): All Arizona cities and towns have a transaction privilege tax which is commonly referred to as a sales tax. It includes taxation of the business class of retail sales, restaurant and bars, utilities, construction activities, and others. Sales tax is forecasted to yield \$14,282,775. This estimate is 1.5% higher than FY19 estimated collections and is the conservative product of historical collections since FY14.

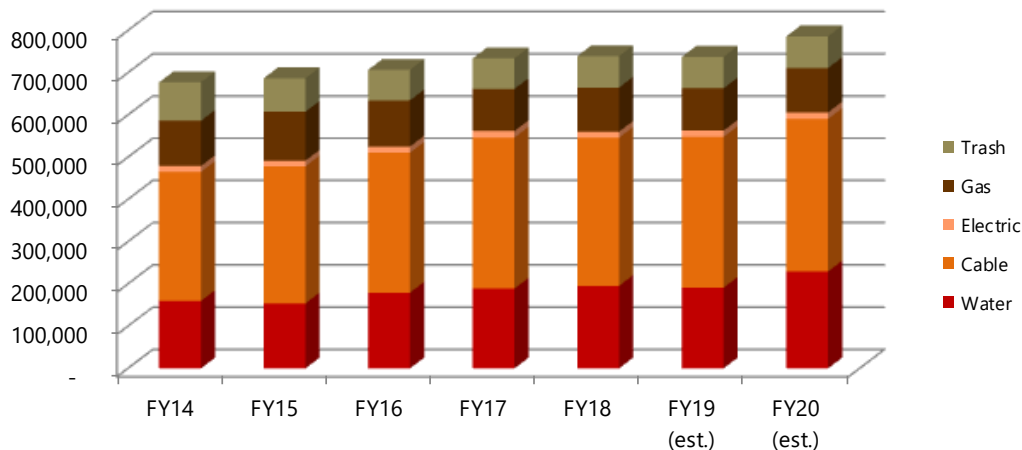
City Sales Tax

Fiscal Year	Revenue	% Change
2013-2014	\$10.8M	5.1%
2014-2015	\$11.3M	4.3%
2015-2016	\$12.1M	7.0%
2016-2017	\$12.8M	5.6%
2017-2018	\$13.5M	5.6%
2018-2019 (est)	\$14.1M	4.2%
2019-2020 (est)	\$14.3M	1.5%

Franchise Taxes: Franchise taxes are paid by Suddenlink Communications, Southwest Gas, Epcor Water, Water Services Corporation Service, Unisource Electric, and Republic Services. Reporting is monthly, quarterly or semi-annually. Franchise rates for water, gas, and electric are 2.0% of gross revenues, while the rate for cable is 5.0% of gross revenues. FY20 revenue projections are 6.6% higher than the FY19 estimate due to water rate increases.

Franchise Tax

Fiscal Year	Revenue	% Change
2013-2014	\$677,342	2.8%
2014-2015	\$686,851	1.4%
2015-2016	\$706,888	2.9%
2016-2017	733,892	3.8%
2017-2018	739,185	0.7%
2018-2019 (est)	737,435	-0.2%
2019-2020 (est)	786,060	6.6%





GENERAL FUND

GENERAL FUND SUMMARY

State Sales Tax (Transaction Privilege Tax): Citizens of Bullhead City, through collection by local businesses, pay the State 5.6% on retail purchases, and varying rates on other transactions. A portion of that sales tax is returned to the City based on Bullhead City's population compared to the incorporated population of the State. Cities and Towns share in 25% of two percent of the State's 5.6%. This money may be expended for any municipal public purpose, outside of this stipulation there is no restriction on the expenditure of these revenues.

State Shared Sales Tax

Fiscal Year	Revenue	% Change
2013-14	3,447,161	6.2%
2014-15	3,628,735	5.3%
2015-16	3,728,320	2.7%
2016-17	3,641,505	-2.3%
2017-18	3,841,727	5.5%
2018-19 (est)	4,013,077	4.5%
2019-20 (est)	4,230,000	5.4%

State Income Tax: The State of Arizona collects income taxes and shares that revenue with incorporated cities and towns based on population. This is also called urban revenue sharing.

Bullhead City's share of State income tax is estimated to be \$5,327,663 which is an increase of \$420,911 or 8.6%. This is the only one of the state shared revenues which can be accurately forecast since it is drawn from collections two years ago. Cities in Arizona share in 15% of the State personal and corporate income tax collected two years prior. Collections are distributed in proportion to population. There is no restriction on the expenditure of the state income tax funds, except that they must be expended for a municipal public purpose.

State Income Tax

Fiscal Year	Revenue	% Change
2013-14	4,407,235	9.1%
2014-15	4,786,562	8.6%
2015-16	4,760,611	-0.5%
2016-17	4,825,811	1.4%
2017-18	4,950,665	2.6%
2018-19 (est)	4,874,350	-1.5%
2019-20 (est)	5,327,663	9.3%



GENERAL FUND

GENERAL FUND SUMMARY

Vehicle License Tax (Auto Lieu Tax): Approximately 20% of the revenues collected by the State of Arizona for the licensing of motor vehicles are distributed to incorporated cities and towns based on population. The only stipulation on the use of this revenue is that it must be expended for a municipal public purpose.

Vehicle License Tax

Fiscal Year	Revenue	% Change
2013-14	1,901,827	3.8%
2014-15	2,018,654	6.1%
2015-16	2,157,407	6.9%
2016-17	2,295,131	6.4%
2017-18	2,530,005	10.2%
2018-19 (est)	2,605,069	3.0%
2019-20 (est)	2,799,862	7.5%



GENERAL FUND

Public **Safety**

MISSION: Protect Life and Property, Enforce all Laws and Ordinances in a Fair and Impartial Manner, Respond to each Citizen's request for service, Promote Crime Prevention Awareness and Traffic Safety, and Seek Equitable Solutions to Community Problems.

DEPARTMENT DESCRIPTION

The Office of the Chief of Police is responsible for the planning and directing of the organization and oversees the activities of the Police Department. The Police Chief also serves as the City's Emergency Manager. The Department is organized into the following areas: Police Administration, Division of Operations, and the Bureau of Staff Services.

Police Administration consists of the Chief of Police, Administrative Support staff, the Community Services Officer, and the Office of Professional Standards.

The Community Services Officer provides public education programs, organizes the many public outreach programs that the Police Department is involved in and is the liaison between the Police Department and the community.

The Office of Professional Standards is tasked with the recruitment of sworn and civilian positions within the Police Department as well as investigating allegations of misconduct against members of the Department, analyzing the use of force within the Department and providing the Chief of Police with statistical information to assist with planning. This office is also responsible for scheduling training for all PD employees and ensuring sworn personnel have the required training to maintain their State certification.

The Division of Operations includes the Bureau of Criminal Investigations and the Bureau of Patrol.

The Bureau of Criminal Investigations consists of the General Investigations Section, the Pawn Unit, the Vice Narcotics Section, the Forensics Section and two Gang Interdiction Officers.

The General Investigations Section is tasked with investigating crimes such as homicides, sexual offenses and crimes against children, property crimes, fraud, and assault.

The Pawn Unit is tasked with assuring local pawn shops and second hand dealers are in compliance with City and State ordinances. They monitor transactions to ensure dealer compliance and to identify stolen items with the goal of reuniting property to its rightful owners.

The Vice Narcotics Section works closely with other agencies and task forces to investigate the illegal use and distribution of illicit drugs.

The Forensic Section is charged with processing the evidence collected at crime scenes. This section responds to major crime incidents to document and collect evidence.

The Gang Interdiction Officers are assigned to a State gang task force. This unit focuses on gang activity, gathering of gang intelligence and the identification and investigation of habitual offenders within the community.



GENERAL FUND

Public *Safety*

DEPARTMENT DESCRIPTION (continued)

The Bureau of Patrol consists of General Patrol, Traffic Section, School Resource Officers, Waterways and Holding Facility/Transport.

The General Patrol and Traffic Sections respond to emergency and non-emergency calls from the public to ensure the safety and welfare of the community. The Traffic Section specializes in accident reconstruction and commercial vehicle inspections. The General Patrol Section also includes the following specialty units: the Tactical Response Unit (TRU), Dive Team and Field Training Officer Unit.

There are three school resource officers assigned to provide law enforcement services at schools within Bullhead City. The Waterways Unit is comprised of school resource officers and other members of the Department that patrol the Colorado River in four watercrafts during the summer season.

The Holding Facility and Transport personnel assist the Bureau of Patrol with the booking and transport of prisoners.

The Division of Support Services consists of the Bureau of Animal Care and Welfare, Bureau of 911 Communications, Records Section, and the Property and Evidence Section. This Division is responsible for the support activities within the Police Department.

The Bureau of Animal Care and Welfare has the responsibility of providing animal licensing, enforcement of animal related City Codes and State Laws, educating the public and protecting the citizens as well as the welfare of the community's pet population.

The Bureau of 911 Communications Section provides 911 emergency communications services for the Bullhead City Police Department, Bullhead City Fire Department, Fort Mojave Mesa Fire Department, Mohave Valley Fire Department, Golden Shores Fire Department and Oatman Fire Department.

The Records Section is responsible for proper record keeping of reports and documents as mandated by the Arizona State Statutes.

The Property and Evidence section is responsible for the processing, intake, inventory and release of all property taken in the custody of the Bullhead City Police Department.

FY 2018-2019 HIGHLIGHTS

- Received over 71,000 911 calls.
- Responded to over 45,000 calls for police service.
- Conducted Active Shooter Training for all sworn personnel.
- Conducted joint Active Shooter Training with the Las Vegas Metropolitan Police Department.
- Continued Constitutional Law and Law and Legal Training for sworn personnel.
- Participated in joint SWAT training with the Phoenix Police Department.
- Conducted animal adoption and vaccination events at the animal shelter.
- Reviewed and reorganized Department operations to ensure the Department is operating efficiently and effectively.
- Replaced helmets and gas masks of patrol officers.
- Issued all patrol officers Level IV rifle rated armored plates to increase officer safety.
- Police and Citizens Together (PACT) meetings
- Neighborhood Block Watch Program
- National Night Out Program
- Public Safety Bicycle Rodeo
- Special Traffic Enforcement Program
- Drunk and Drugged Driver Saturation Patrols

FY 2019-2020 OBJECTIVES

- Provide community members and visitors with twelve public information programs, to include nine police and citizens together programs, the Bicycle Safety Rodeo, the Public Safety Fair and National Night Out Program
- Conduct two additional Drunk and Drugged Driver details during the year, for a total of eight special details directed at detecting and arresting impaired drivers
- Participate in the Arizona Department of Homeland Security Terrorism Liaison Program by continuing to assign a detective as the Department Terrorism Liaison Officer, maintaining the level of service outlined in the Intergovernmental Agreement with the Arizona Department of Public Safety
- Actively participate in the Federal Bureau of Investigation Uniform Crime Reporting Program, by completing and filing with the Arizona Department of Public Safety, monthly uniform crime reports and quarterly hate crime statistic reports within forty-five days of the end of each respective reporting period
- Provide sixty-five spay/neuter services through the Helping Paws Program, and participate in the National Spay Day Program by sponsoring twenty no-cost spay/neuter certificates
- Provide law enforcement services to the elementary and high school district campuses through the School Resources Officer Program, staffed by three sworn police officers assigned to the function
- Continue advanced Constitution and Law and Legal training for sworn officers.
- Adopt at least one hundred animals during the month of December
- Complete patrol rifle program to ensure all sworn officers assigned to the General Patrol Section are assigned a rifle
- Procure and issue Level IV rifle protection ballistic plates to officers assigned to the Traffic Section and the Bureau of Criminal Investigations
- Continue Accreditation Process with the Arizona Law Enforcement Accreditation Program

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
911 Calls for service	75,937	71,800	73,869
Animals returned to owner/adopted (ACW)	1,044	938	991
Calls for service (ACW)	4,669	2,436	3,553
Cases assigned (CIB)	891	834	863
Citations issued (ACW)	276	402	339
Crime lab analysis	1,241	1,810	1,526
Crime scenes processed	197	214	206
Criminal arrests	2,408	2,330	2,369
DUI arrests	84	98	91
Events responded to	48,407	45,190	46,799
Fingerprints processed	1,076	1,492	1,284
Pawn tickets received	22,075	21,674	21,875
Police auxiliary hours	4,866	4,178	4,522
Search warrants (CIB)	79	30	55
Search warrants (V/N)	47	106	77
Traffic Accidents responded to	745	854	800
Value of property recovered (CIB)	\$105,790.00	\$58,620.00	\$82,205.00



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 10,564,122	\$ 11,283,215	\$ 11,823,219	\$ 11,811,244	\$ 12,636,665
Services and Other Charges	748,837	1,132,247	1,241,060	1,192,119	1,374,470
Supplies	189,892	221,443	397,180	280,529	369,203
Property	82,608	156,035	183,813	148,723	133,810
Capital Outlay	414,944	251,116	41,300	42,238	102,500
Contingency	-	-	22,335	-	21,405
Subtotal	\$ 12,000,404	\$ 13,044,056	\$ 13,708,907	\$ 13,474,853	\$ 14,638,053
Cost Recovery	\$ (504,224)	\$ (376,699)	\$ (270,933)	\$ (128,447)	\$ (266,811)
General Fund	\$ 11,496,180	\$ 12,667,357	\$ 13,437,974	\$ 13,346,406	\$ 14,371,242

Expenditures by Activity

Bulletproof Vests	\$ 3,608	\$ 9,020	\$ 5,600	\$ 5,600	\$ 9,450
Governor's Office of Hwy Safety	\$ 11,209	\$ 15,038	\$ 34,102	\$ 12,276	\$ 26,605
Homeland Security	\$ -	\$ 45,949	\$ 17,050	\$ 11,800	\$ 127,600
Misc. Police Grants	\$ -	\$ (23)	\$ 100,000	\$ 1,890	\$ 50,000
Parks Enforcement	\$ -	\$ -	\$ -	\$ -	\$ -
Police	\$ 11,843,304	\$ 12,831,790	\$ 13,552,155	\$ 13,443,287	\$ 14,424,398
Police Radio System	\$ 142,283	\$ 142,283	\$ -	\$ -	\$ -
Total	\$ 12,000,404	\$ 13,044,056	\$ 13,708,907	\$ 13,474,853	\$ 14,638,053

Staffing

Police Chief	1.0	1.0	1.0	1.0	1.0
Police Captain	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	3.0	4.0	4.0	4.0	4.0
Police Sergeant	13.0	9.5	9.0	9.0	9.0
Police Corporal	9.0	10.0	10.0	10.0	10.0
Police Officer	49.0	46.0	46.0	46.0	46.0
Dispatch Bureau Manager	0.0	1.0	0.0	0.0	0.0
Sworn Police	76.0	72.5	71.0	71.0	71.0
Support Services Div Mgr	1.0	1.0	1.0	1.0	1.0
Administrative Analyst	1.0	2.0	2.0	2.0	2.0
Administrative Assistant I	1.0	1.0	1.0	1.0	1.0
Community Service Officer	1.0	1.0	1.0	1.0	1.0
Emergency Svcs Dispatcher	11.0	11.0	11.0	11.0	12.0
Sr Emergency Svcs Dispatchr	4.0	4.0	4.0	4.0	4.0
Office Assistant I	1.0	0.0	0.0	0.0	0.0
Lead Records Clerk	0.0	1.0	1.0	1.0	1.0
Office Assistant II	5.0	5.0	5.0	5.0	5.0
Office Specialist I	1.0	0.0	0.0	0.0	0.0
Office Specialist II	1.0	1.0	1.0	1.0	1.0
PD Invst/Public Info Asst	1.0	1.0	1.0	1.0	1.0
Police Service Aid	0.0	0.0	2.0	1.0	2.0
Police Booking Officer	2.0	2.0	0.0	1.0	0.0
Police Forensic Specialist	2.0	2.0	2.0	2.0	2.0
Police Investigative Aide	0.5	1.5	1.5	1.5	1.5
Police Investigative Assistant	1.0	1.0	1.0	1.0	1.0
Property Evidence Custodian	2.0	2.0	2.0	2.0	2.0
Non-Sworn Police	35.5	36.5	36.5	36.5	37.5
Total	111.5	109.0	107.5	107.5	108.5



GENERAL FUND

Public Safety

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	5,922,699	5,875,858	6,404,858	6,220,104	6,627,612
Other Wages	52,016	50,271	47,941	31,273	51,822
Stand By Wages	30,010	30,205	30,057	29,452	30,057
Specialty Pay	39,350	42,496	64,500	62,937	109,800
Overtime	944,678	985,240	700,000	1,023,196	700,000
Accrued Leave Paid	131,645	74,960	68,937	98,194	101,038
Health Insurance	1,230,385	1,312,658	1,421,399	1,431,552	1,532,684
Social Security	3,293	3,117	2,972	2,077	3,213
Medicare	99,480	98,450	106,086	105,466	110,495
ICMA Retirement	197,409	198,140	221,752	232,948	235,528
Public Safety Retirement	1,591,702	2,283,351	2,442,416	2,268,012	2,805,636
Workers Compensation	203,108	215,247	190,701	195,929	203,580
Employee Allowance	118,346	113,223	121,600	110,104	125,200
TOTAL CATEGORY	10,564,122	11,283,215	11,823,219	11,811,244	12,636,665
SERVICES AND OTHER CHARGES					
Business Meals	22	787	120	120	120
<i>Meals for misc., Interviews and visiting dignitaries</i>				120	120
Investigative Expenses	166	0	5,100	100	5,250
<i>Investigative expenses, bank records, etc.</i>				100	250
<i>RICO - Investigative funds</i>				0	5,000
Other Professional Services	71,587	140,262	174,712	170,192	164,996
<i>Pre-employment polygraph services</i>				2,760	2,760
<i>Pre-employment psychological testing</i>				2,025	2,025
<i>Whole Body Dosimeter (x3) Radiation testing</i>				250	250
<i>Psychological services</i>				2,000	4,000
<i>Law enforcement policy manual</i>				4,664	4,664
<i>Fingerprint backgrounds non-criminal</i>				264	264
<i>Notary public bond and certification (6)</i>				600	600
<i>Bilingual testing</i>				180	180
<i>Transcription services</i>				500	2,000
<i>Daily Training Bulletins/Mgt services</i>				3,422	5,133
<i>Contract employees River Safety Patrol</i>				144,107	132,000
<i>Vehicle towing services @ \$75</i>				5,600	5,600
<i>Locksmith services</i>				1,500	1,000
<i>Hydrostatic testing of 32 tanks @ 10</i>				320	320
<i>Services for emergency response/Criminal Invest</i>				0	500
<i>Radar certification</i>				700	700
<i>Child Interview Services</i>				300	0
<i>Service for Digital Speed Signs</i>				1,000	3,000
Other Technical Services	14,529	7,312	3,180	3,200	3,305
<i>Criminal polygraph services</i>				330	330
<i>Document charges for internet use subpoenas</i>				200	325
<i>Locksmith services</i>				500	500
<i>Misc technical services</i>				450	450



GENERAL FUND

Public Safety

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Pinging and cell phone data subpoenas				500	500
Hazardous materials disposal				1,220	1,200
Permitting and Misc. Fees	139	58	24	24	24
Vehicle licensing fees				24	24
Prison Inmate Costs	1,204	2,137	2,000	2,000	2,000
City holding facility food and supplies				2,000	2,000
Other Contracted Services	30,849	5,092	5,000	5,000	5,000
Access to public and private data bases				3,900	3,900
Language line for foreign language translation				1,100	1,100
General Equipment Repairs	3,266	5,049	7,275	6,900	8,275
Refurbish/replace police badges				225	225
Intoximeters and intoxilizers annual maintenance				500	500
Regulators dive team annual maintenance				600	600
SWAT equipment repair and maintenance				1,000	1,000
Repair of radar units				800	750
Motorcycle parts repair				275	0
Generator repairs				0	200
Property room and annex equipment repairs				0	1,500
Small equip/radios not covered by contracts				3,500	3,500
Vehicle Repairs and Service	186,493	210,986	239,920	239,920	271,504
Boats				7,500	8,500
Fleet rental charges				232,420	263,004
Maintenance Agreements	0	147,093	159,318	160,713	254,088
Idemia (MorphoBis) maintenance				17,407	18,277
Generator at Sunrise Elementary				0	2,153
Generator at 911 (Tesota Way)				0	1,829
Police radio microwave monitoring (Motorola)				6,700	6,700
Police radio microwave warranty (Motorola)				7,560	7,560
IGA with Public Safety Answering Point (grant funded)				0	81,000
Police radio system (Motorola)				129,046	133,944
Commsys/Clips maintenance and support				0	2,625
Software/Hardware Agreement	0	0	0	0	9,205
PowerPhone Software Maintenance (FD reimbursement)				0	4,785
E Dispatch interface (FD reimbursement)				0	4,420
Land and Building Rentals	1,800	1,800	1,800	1,800	1,800
RICO Storage Rental				1,800	1,800
Equip. and Vehicle Rental	23,334	65,940	27,300	22,300	12,300
Lease cost for undercover vehicles				6,600	6,600
PowerPhone software for FD cert (FD reimburse)				0	0
SBA properties at Christmas Tree Pass/Spirit Mtn				5,700	5,700
PowerPhone/Caper interface (FD reimburse)				10,000	0
Property and Risk Insurance	300,766	379,370	390,751	390,751	402,474
Cellular Service	42,479	75,642	72,086	46,440	61,050
Smartphones (76) to (86)				46,440	47,833
Upgrade cell phones from iPhone 6 to 8 (78)Trade In (\$6240)				0	12,617
To replace damaged cellphones				0	600
Custom Printing	8,271	6,725	8,050	7,458	8,050
Pre-printed return address envelopes (Detectives)				0	500
Business cards				1,200	1,200
Pawn tickets				2,158	2,250



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Traffic citations and patrol/detective forms				4,000	4,000
DUI posters 4x per year				100	100
Per Diem	8,828	12,674	17,159	14,049	20,376
PATC Background investigator training (x1, 2 days)				0	83
State Training Coordinators meetings (x1, 4 days)				26	196
Significant Event Readiness				34	0
ALEAP Assessor (x1, 4-2 day mtgs)				0	332
Intl Assoc. of Chiefs Conf. IACP Chicago (x1,6 days)				189	204
Internal Affairs training (x2, 4 days)				170	272
Funeral services				98	170
AZ Post Leadership Program (16 days, 4 dinners x2)				0	1,208
Homeland Security Grant (x3, 1 day)				102	102
AZ Post Curriculum Committee (x1, 5 days)				245	245
Incident Command Decisions (x2, 5 days, 2 rms)				0	340
PATC Legal and Liability Management (x1, 4 days)				136	136
AACOP (3 days, 1 dinner) Chief-Flagstaff				117	117
Chiefs meetings (5)				125	245
Recruitment/job fairs/background investigations				340	340
PIO Training				144	275
Problem Oriented Policing Conf (x1, 4 days)				136	136
Hazardous Devices - IABTI training (x3, 5 days)				204	555
PATC Hostage Negotiators Training Conf (X4, 3days)				408	408
NTOA Natl Tac Officers Assoc conf (x4, 5 days) Wisconsin				502	816
Regional FTO course (X2, 5 days)				176	370
GOHS Conference Phoenix (x2, 1 day)				98	98
AZ POST Supervisor School (X3, 2rms-5 nites)				555	555
MAGNET call out				0	100
Traffic Crash Reconstruction (x1, 10 days)				0	370
AZ SRO conf (x2, 5 days)				302	370
Wireless Expo (x2, 1 day)				68	68
ANOA Arizona Narcotic Officers (x1, 4 days)				336	136
Less Lethal instructor (x1, 6 days)				204	0
Glock Armor re-certification (x4)				44	44
Motor school (x1, 15 days)				0	555
Shot Show (x2, 4 days)				272	272
NTOA SWAT Team Leader Development (x1, 5 days)				238	238
Master Taser instructor (x1, 5 days)				204	0
Use of Force and Documentation, recert Taser (x1, 5 days)				170	0
Advanced Traffic Crash Investigation (x1, 10 days)				0	370
Specialized Training for Promotions/reassignments				0	612
Tac Ops West training (x2, 3 days)				0	234
Advanced Officer training SRO grant funded (x1)				215	215
Master Taser Instructor re-certification (x1, 5 days)				0	185
Homeland Security Grant				38	68
Misc court appearances				11	220
Pick up vehicles in Phoenix /prebuild meeting				102	102
Hazardous Devices-New Tech(x1, 6 wks)possible grant				1,074	0
PATC Hostage Negotiators training phase 3 (x1, 5days)				102	170
Fast Track 5 – Analysis:Automated (x1, 4 days) San Diego				0	181
Fast Track 2 – Cellular Records (x1, 2 days) San Diego				0	113
PATC Child Injury/Death Investigation (x1, 2 days)				170	68
Intl Assoc ID Scene Proc Forensics (x2, 5 days)				0	408



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Terrorism Liaison office meetings				93	93
Court hearing/trials and meetings				242	242
ANOA Narcotics (x3-2 reimbursed by MAGNET, 4 days)				649	453
Out of the area investigations - meals				340	340
Fast Track 3 – Previewing (x1, 2 days) San Diego				0	113
PATC Homicide investigation training (x1, 5 days)				0	170
Fast Track 4 – Acquisition (x1, 2 days) San Diego				0	113
RICO - ALICE/RAIDER				476	0
RICO - GST Instructor certification				204	0
RICO - PIO Natl. Information Officers Assoc Training				204	204
Capers meeting				102	0
Fast Track 1 – Web & Open Source (x1, 3 days) San Diego				0	147
RICO - SWAT Team training				1,700	0
Fast Track 6 – Analysis:IOS/Android (x1, 4 days) San Diego				0	181
MAGNET training (reimbursed)				0	2,000
Covert Ops training (x1, 5 days) TBD				0	185
Internet Crimes Against Children (x1, 5 days)				0	185
Fingerprint Exam/Compare (x1, 5 days)				0	185
Dark Web training (x1, 2 days)				68	68
Child Forensic interviewing (x1, 4 days) SRO				0	151
Computer Forensic Training - Encase (x1, 5 days)				162	185
Child death and homicide training (x1, 5 days)				170	0
Bloodstain Pattern Analysis (x1, 5 days, Sedona)				196	185
Cold Case conf (x1, 5 days)				185	185
RICO - SWAT Command decisions (x1, 4 days) LV				170	0
Building a Model PD Records Unit (x2, 1 day) Tucson				0	98
Evidence Records and Destruction (x2, 2 days) Tucson				0	166
IAPE Property and Evidence seminar (x1, 2 days) LV				52	68
FBI NIBRS Training (x2, 2 days) Phoenix				83	166
FBI NIBRS Training (x2, 2 days) Flagstaff				136	136
Finding the Leader in You (x1, 2 days) Chandler				0	83
APCO Natl Reg Conf (x2, 6 days, 2 rms) Baltimore				0	408
APCO W Regional Conf (x3, 3 days) LV				306	0
Dispatch Academy (x2, 14 days)				952	952
Unscheduled meetings (6 days)				102	204
CAPERS User Group (x2, 3 days)				102	204
APCO CTO Training (x2, 3 days)				0	204
Lodging	14,378	20,439	38,909	35,080	45,314
PATC Background investigator training (x1, 2 days)				0	300
Problem Oriented Policing Conf (x1, 4 days)				450	450
AZ Post Curriculum Committee (x1, 5 days)				925	925
State Training Coordinators meetings (x1, 4 days)				0	600
Chiefs meeting (5, 3 nights)				203	555
ALEAP Assessor (x1, 4-2 day mtgs)				0	1,200
Incident Command Decisions (x2, 5 days, 2 rms)				0	800
Funeral services				0	200
Intl Assoc. of Chiefs Conf. IACP Chicago (x1, 6 days)				1,415	1,550
PATC Legal and Liability Management (x1, 4 days)				0	360
Recruitment/job fairs and background investigations				750	750
AACOP (3 days, 1 dinner) Chief-Flagstaff				315	450
Internal Affairs training (x2, 4 days)				500	700
AZ SRO conf (x2, 5 days)				1,200	1,300
School Safety conf				600	0



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Hazardous Devices School- IABTI training (x3, 2 rms, 5 days)				186	1,250
PATC Hostage Negotiators Training Conference (X4, 3days)				220	855
Regional FTO (x2, 5 days)				750	750
Shot Show (x2)				507	600
NTOA Natl Tac Officers Assoc conf (x4, 5 days) Wisconsin				2,500	2,500
Master Taser Instructor re-certification (x1, 5 days)				0	750
NTOA SWAT Team Leader Development (x1, 5 days)				1,600	1,600
ANOA Arizona Narcotic Officers (x1, 4 nites)				54	450
GOHS Conference Phoenix (x2, 1 day)				350	350
Less Lethal instructor (x1, 6 days)				700	0
Motor school (x1, 15 days)				0	1,400
Use of Force and Documentation, recert Taser (x1, 5 days)				530	0
Advanced Officer training SRO grant funded (x1)				850	850
AZ POST Supervisor School (X3, 2rms-5 nites)				1,700	1,700
Master Taser instructor (x1, 5 days)				684	0
Advanced traffic crash investigation (x1, 10 days)				0	900
Hazardous Devices-New Tech(x1, 6wks) possible grant				4,294	0
PATC Hostage Negotiators training phase 3 (x1, 5days)				170	525
Specialized Training for Promotions/reassignments				0	2,500
Tac Ops training (x2, 3 days)				0	1,000
Traffic Crash Reconstruction (x1, 10 days)				0	900
RICO - SWAT Command decisions (x1, 4 days, 2rms)LV				729	0
Computer forensic training - Encase (x1, 5 days)				1,034	2,500
Cold Case conf (x1, 5 days)				625	625
Out of the area investigations - Lodging				300	300
ANOA Narcotics (x3-2 reimbursed by MAGNET, 4 days)				483	1,000
Child death and homicide training (x1, 5 days)				550	0
Fingerprint Exam/Compare (x1, 5 days)				0	480
PATC Homicide Investigation training (x1, 5 days)				0	425
PATC Child Injury/Death Investigation (x1, 2 days)				0	185
Bloodstain pattern analysis (x1, 5 days, Sedona)				949	938
Covert Ops (x1, 5 days) TBD				0	750
SWAT Team Training				1,973	0
Intl Assoc ID Scene Proc Forensics (x2, 5 days)				0	850
Dark Web training (x1, 2 days)				150	120
Capers meeting				675	0
Encase Forensic training				1,034	0
RICO - GST Instructor certification				821	0
RICO - PIO Natl. Information Officers Assoc Training				678	678
RICO - ALICE/RAIDER				938	0
Terrorism Liaison office meetings				0	430
Child Forensic Interviewing (x1, 4 days)				0	530
Internet Crimes Against Children (x1, 5 days)				0	475
Building a Model PD Records unit (x2, 1 day)				0	240
FBI NIBRS Training (x2, 2 days) Flagstaff				121	240
FBI NIBRS Training (x2, 2 days) Phoenix				297	300
Finding the Leader in You (x1, 2 days) Chandler				0	300
Evidence Records and Destruction (x2, 2 days) Tucson				0	240
IAPE Property and Evidence seminar (x1, 2 days) LV				388	388
Unscheduled meetings (6 days)				0	960
APCO W Regional Conf (x3, 3 days, 2 rms) LV				495	0
APCO Natl Reg Conf (x2, 6 days, 2 rms) Baltimore				0	2,000
CAPERS User Group (x2, 3 days, 2 rms)				1,387	960
APCO CTO Training (x2, 3 days)				0	380



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Transportation	7,516	5,591	14,284	10,923	17,842
AZ Post Leadership Program (16 days, 4 dinners x2)				0	400
PATC Background investigator training (x1, 2 days)				0	50
Homeland Security Grant (x3, 1 day)				50	30
Internal Affairs (x2, 5 days)				50	0
State Training Coordinators meetings (x1, 4 days)				200	200
PIO Training				70	100
ALEAP Assessor (x1, 4-2 day mtgs)				0	200
AZ Post Curriculum Committee (x1, 5 days)				0	250
Problem Oriented Policing Conf (x1, 4 days)				700	700
Chief's meetings (5)				150	250
Recruitment/job fairs and background investigations				300	600
AACOP (3 days, 1 dinner) Chief-Flagstaff				33	30
Funeral services				150	200
Intl Assoc. of Chiefs Conf. IACP Chicago (x1, 6 days)				350	400
Tac Ops West training (x2, 3 days)				0	200
Master Taser Instructor re-certification (x1, 5 days)				0	50
AZ SRO conf (x2, 5 days)				50	50
AZ POST Supervisor School (X3, 2rms-5 nites)				50	50
Pick up vehicles in Phoenix				116	100
Hazardous Devices-New Tech(x1, 6wks)possible grant				754	0
Motor school (x1, 15 days)				0	300
GOHS Conference Phoenix (x2, 1 day)				50	50
Hazardous Devices School- IABTI training (x3)				30	2,100
NTOA Natl Tac Officers Assoc conf (x4, 5 days) Wisconsin				2,000	2,500
Less Lethal instructor (x1, 6 days)				1,000	0
NTOA SWAT Team Leader Development (x1, 5 days)				600	600
Advanced Officer training SRO grant funded (x1)				500	400
School Safety Conf				50	0
Advanced Traffic Crash Investigation (x1, 10 days)				0	200
Homeland Security grant training				84	100
MAGNET call out				0	100
Regional FTO (x2)				0	50
Master Taser instructor (x1)				45	0
Traffic Crash Reconstruction (x2, 10 days)				0	200
ANOA Arizona Narcotic Officers (x1, 4 nites)				66	50
Specialized Training for Promotions and reassignments				0	200
Out of the area investigations - Transportation				0	200
Bloodstain pattern analysis (x1, 5 days, Sedona)				34	50
Covert Ops (x1, 5 days) TBD				0	500
Child Forensic Interviewing (x1, 4 days)				0	50
Internet Crimes Against Children (x1, 5 days)				0	50
Digital Forensic Fast Trac (x1, 7 days-requires several trips)				0	450
Intl Assoc ID Scene Proc Forensics (x2, 5 days)				0	1,650
Cold Case conf (x1, 5 days)				50	50
Capers meeting				499	0
Encase Forensic training				100	0
Terrorism Liaison office meetings				0	100
Fingerprint Exam/Compare (x1, 5 days)				0	200
Fast Track 1 – Web & Open Source (x1, 3 days) San Diego				0	100
ANOA Narcotics (x3-2 reimbursed by MAGNET, 4 days)				96	100
RICO - PIO Natl. Information Officers Assoc Training				317	462
RICO - GST Instructor certification				1,097	0
RICO - ALICE/RAIDER				288	0



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Fast Track 2 – Cellular Records (x1, 2 days) San Diego				0	100
Fast Track 3 – Previewing (x1, 2 days) San Diego				0	100
Fast Track 4 – Acquisition (x1, 2 days) San Diego				0	100
Fast Track 5 – Analysis:Automated (x1, 4 days) San Diego				0	100
Fast Track 6 – Analysis:IOS/Android (x1, 4 days) San Diego				0	100
Computer forensic training - Encase (x1, 5 days)				48	250
FBI NIBRS training (x2, 2 days) Phoenix				0	50
FBI NIBRS Training (x2, 2 days) Flagstaff				30	30
Evidence Records and Destruction (x2, 2 days) Tucson				0	70
Finding the Leader in You (x1, 2 days) Chandler				0	50
Building a Model PD Records Unit (x2, 1 days) Tucson				0	70
APCO Natl Reg Conf (x2, 6 days, 2 rms) Baltimore				0	1,000
CAPERS User meeting (x2, 3 days)				851	800
APCO CTO Training (x2, 3 days)				0	50
Unscheduled meetings (6 days)				0	300
APCO W Regional Conf (x3, 3 days, 2 rms) LV				65	0
Other Travel Expenses	0	0	708	181	1,259
IACP Parking Chicago (6 days)				0	150
Problem Oriented Policing Conf (x1, 4 days)				0	64
NTOA Natl Tac Officers Assoc conf (x4, 5 days) Wisconsin				0	100
NTOA SWAT Team Leader Development (x1, 5 days)				120	150
Hazardous Devices School- IABTI training (x3)				0	100
RICO - PIO Natl Information Officers Assoc Training				0	200
Intl Assoc ID Scene Proc Forensics (x2, 5 days)				0	200
Computer forensic training parking - Encase (x1, 5 days)				16	100
IACP Property & Evidence				45	45
APCO Natl Reg Conf (x2, 6 days, 2 rms) Baltimore				0	150
Seminars and Conferences	19,024	29,070	49,632	51,105	57,940
AACOP (3 days, 1 dinner) Chief-Flagstaff				175	175
PATC Background investigator training (x1, 2 days)				0	325
Problem Oriented Policing Conf (x1, 4 days)				500	500
Incident Command Decisions (x2, 5 days, 2 rms)				0	1,480
PATC Legal and Liability Management (4 full days)				85	295
Recruitment/job fairs and background investigations				0	295
Arizona Association of Chiefs of Police (x7)				810	875
Intl Assoc. of Chiefs Conf. IACP Chicago (x1, 6 days)				425	425
Internal Affairs Training (x2, 4 days)				1,200	2,480
WALETA Academy (6)				0	9,000
Specialized Training for Promotions and reassignments				0	1,000
OTS Interspiro/Guardian FFM Dive Webinar				0	500
Glock Armor re-certification (x4)				250	1,000
Tac Ops West training (x2, 3 days)				0	700
NTOA Natl Tac Officers Assoc conf (x4, 5 days) Wisconsin				1,705	2,000
Use of Force and Documentation, recert Taser (x1, 5 days)				400	0
Traffic Crash Reconstruction (x2, 10 days)				0	1,095
PATC Hostage Negotiators training phase 3 (x1, 5days)				695	695
Master Taser Instruction re-certification (x1)				0	400
ANOA Arizona Narcotic Officers (x1, 1 rm, 4 nites)				375	350
NTOA SWAT Team Leader Development (x1, 5 days)				700	675
Armorer school				550	0
Advanced Officer training SRO grant funded (x1)				400	400
AZ SRO conf (x2, 5 days)				0	750
Less Lethal instructor (x1, 6 days)				975	0



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Hazardous Devices school- IABTI required training (x3)				1,500	1,800
PATC Hostage Negotiators Training Conference (X4, 3days)				1,500	1,500
Shot Show (x2)				400	400
PATC Child Injury/Death Investigation (x1, 2 days)				0	350
Intl Assoc ID Scene Proc Forensics (x2, 5 days)				0	900
Internet Crimes Against Children (x1, 5 days)				0	200
Fingerprint Exam/Compare (x1, 5 days)				0	700
Dark Web training (x1, 2 days)				325	325
Child Forensic Interviewing (x1, 4 days)				0	250
RICO - PIO Natl. Information Officers Assoc Training				645	645
PATC Homicide Investigation training (x1 4 days)				0	550
RICO - Training - Department in-house training				16,000	0
Covert Ops (x1, 5 days) TBD				0	500
RICO -Law and Legal Update				0	5,000
ANOA Narcotics (x3-2 reimbursed by MAGNET, 4 days)				375	1,200
RICO - WALETA Academy fees				6,000	0
RICO - ALICE/RAIDER				1,990	0
Encase Forensic training				2,750	0
Computer forensic training - Encase (x1, 5 days)				2,750	2,750
Child death and homicide training (x1, 5 days)				550	0
Bloodstain pattern analysis (x1, 5 days, Sedona)				525	525
Finding the Leader in You (x1, 2 days) Chandler				0	349
Building a Model PD Records Unit (x2, 1 days) Tucson				0	390
IAPE Property and Evidence seminar (x1, 2 days) LV				300	300
Evidence Records and Destruction (x2, 2 days) Tucson				0	770
Powerphone training (reimburse by FD) (x2)				2,500	0
PowerPhone LED Re-Certification (x12)				0	1,548
PowerPhone Call Assessment Re-Cert (x7) FD reimbursed				0	903
PowerPhone Call Assessment Cert (x2) FD reimbursed				0	658
APCO CTO Training (x2, 3 days)				0	900
PowerPhone EMD/FSD/LED Cert (x4) FD reimbursed				0	2,636
PowerPhone EMD Re-Cert (x12) FD reimbursed				0	1,548
PowerPhone FSD Re-Certification (x12) FD reimbursed				0	1,548
APCO Natl Req Conf (x2, 6 days, 2 rms) Baltimore				0	980
APCO W Regional Conf (x3, 3 days, 2 rms) LV				1,350	0
Dispatch Academy (x2, 14 days)				2,400	2,400
Books and Subscriptions	9,949	10,951	18,301	17,230	15,277
IACP Net				1,225	1,225
National Public Safety Directory				149	149
Newspaper subscriptions (3)				403	403
Arizona Criminal and Traffic Law manuals (80)				2,683	2,800
Arizona Law Officers DUI manuals (2)				96	96
Police scheduling sys (Plan-it Police/Ragnasoft)				3,040	3,040
Watchguard Video Evidence software upgrade				0	1,000
Guidance Software - Encase (Pay every 3 years)				0	1,775
Police Magazine				25	25
AZ Post Leadership Program				0	600
Card Integrator keycard system				1,591	2,085
Traffic sign analytical software (\$3000, \$1000 paid thru GOHS)				2,000	0
Oxygen Forensics investigations				1,799	0
Field Training Perf. Tracking Sys (Agency 360)				1,194	1,194
Powerphone continuing education subscription (x15)				885	885
RICO Incident Response Technology (Rhoduim)				2,040	0
Seminar video				100	0



GENERAL FUND

Public **Safety**

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Dues and Memberships	4,050	5,131	4,731	6,033	6,321
<i>Defense Logistics Agency 1033 Program</i>				250	250
<i>Arizona Identification Council (x2)</i>				50	50
<i>National Assoc of FTO</i>				520	550
<i>Las Vegas Explorer program</i>				502	700
<i>Accreditation Fee</i>				500	500
<i>National Internal Affairs</i>				50	50
<i>Intl Association for Property and Evidence (x3)</i>				150	150
<i>Arizona Association of Chiefs of Police (AACOP)</i>				525	525
<i>APCO International-dispatch</i>				856	856
<i>Dive team instructor</i>				690	750
<i>Intl Associations of Bomb Technicians (x3)</i>				180	180
<i>Intl Association of Chiefs of Police (IACP)</i>				190	190
<i>Intl Association for Identification-Forensic (x2)</i>				160	160
<i>Natl Tactical Officers Assoc (Group membership)</i>				150	150
<i>National Emergency Management Association</i>				240	240
<i>Rocky Mountain Information Network</i>				250	250
<i>Western Arizona Law Enforcement Association</i>				500	500
<i>Intl Association of Chiefs of Police (IACP) - PIO</i>				165	165
<i>National Information Officers Association (Individual)</i>				80	80
<i>Arizona Homicide Invest Assoc</i>				25	25
Meeting Expenses	185	137	700	600	700
<i>MAGNET and other meetings</i>				600	700
TOTAL CATEGORY	748,837	1,132,247	1,241,060	1,192,119	1,374,470
SUPPLIES					
Training Supplies	1,444	622	6,170	6,187	1,200
<i>Training barrels - Pistols (12@\$50)</i>				666	0
<i>Training barrels - Rifles (17@\$50)</i>				882	0
<i>TASER simulation suit</i>				3,539	0
<i>Training supplies</i>				1,100	1,200
Office Supplies	11,379	10,950	16,950	16,950	16,950
<i>Police Department office supplies</i>				14,950	14,450
<i>Forensic, fingerprinting, lab chemicals, supplies</i>				1,500	2,000
<i>Computer forensic supplies</i>				500	500
Awards	3,098	2,739	3,150	2,941	3,150
<i>Police Auxiliary Awards Banquet</i>				491	700
<i>Promotional, swearing in ceremonies, Awards</i>				2,450	2,450
Specialty Supplies	10,725	8,645	125,610	25,836	75,625
<i>Community events: Fire safety, National Night Out</i>				3,000	2,800
<i>I-Phone cases and accessories</i>				300	2,800
<i>Community event - PACT</i>				0	975
<i>Evidence collection and booking supplies</i>				6,000	6,600
<i>Building supplies and locks (secure buildings)</i>				500	500
<i>Protective equip-gloves, masks, etc.</i>				3,000	3,000
<i>Waterway unit-buoy maintenance and boating supplies</i>				2,000	2,250
<i>Cell phone assessories</i>				150	0
<i>Regatta supplies</i>				431	0
<i>Replace road flares and LED flashers</i>				2,055	0
<i>Replenish Individual First Aid Kits</i>				2,500	2,500
<i>Field drug test kits</i>				800	700
<i>Evidence storage supplies</i>				60	150



GENERAL FUND

Public Safety

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Gloves and misc specialty supplies				200	200
Police portable radio batteries, chargers and accessories				2,600	2,800
GlobalSat USB GPS receivers (10)				350	350
Insta Etch VIN etching system				1,189	0
Personal Protection gear				701	0
Budgeted for potential grants				0	50,000
Computer Software	1,688	1,290	300	314	300
Drawing software for crime scenes				314	300
Testing Supplies	0	773	1,803	1,268	1,308
60 study guides				0	535
Corporal/Sergeant testing - based on 25 applicants				495	0
Police officer tests 50 twice a year				773	773
Firearms	24,617	42,440	47,950	49,020	52,000
Cabinet to secure less lethal				3,570	2,500
Range supplies and repairs				1,200	5,000
Demolition/explosive supplies and equipment				2,250	2,500
Ammunition-duty and range qualification				13,000	13,000
Ammunition-Tactical Response Unit (SWAT)				13,000	13,000
Replacement parts, magazines and maintenance items				6,000	6,000
Less lethal ammo, pepper spray, supplies and equipment				10,000	10,000
Gasoline	112,245	123,741	160,800	149,062	181,800
60,000 Gallons @ \$2.95/gal				144,262	177,000
60,000 Gallons Fuel Facility Charge @ \$.08/gal				4,800	4,800
Diesel	140	76	147	393	470
150 Gallons @ \$3.05/gal				381	458
150 gallons Fuel Facility Charge @ \$.08/gal				12	12
Uniforms	24,557	30,167	34,300	28,558	36,400
Volunteer uniforms				30	200
Reimbursement-uniforms damaged in the line of duty				0	250
New SWAT team members				2,500	3,000
Uniform patches				1,500	800
Bomb squad uniforms				0	800
Reimbursement - patrol uniforms damaged in line of duty				400	800
New patrol police officers (8 @ \$2500)				18,000	20,000
New Auxiliary officers (5)				500	2,000
PSA/Booking officer (x1)				1,477	700
Explorer Uniforms (10)				115	1,225
Motorcycle uniforms				0	1,900
Transport Uniforms				730	1,000
Boating officer water shoes (x3)				350	350
Forensic and non-sworn staff				116	600
Reimbursement for uniforms damaged in line of duty				0	250
Detective Uniforms				900	0
Support Service uniforms				540	925
New emergency services uniforms (2)				1,400	1,600
TOTAL CATEGORY	189,892	221,443	397,180	280,529	369,203
PROPERTY					
Furniture	0	2,915	16,313	15,787	5,550
Equipment lockers (Corporals office) x6				0	5,050
Office chairs for Records and P and E (9)				1,980	0



GENERAL FUND

Public Safety

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Office chair for P & E				0	200
Lobby chairs (4)				0	300
Locker double tier (men's rest room)				313	0
Dispatch chairs - Iron Horse 3000 (6)				13,494	0
Computer Equipment<\$5,000	14,752	852	1,000	1,000	1,000
Computer forensics parts				1,000	1,000
Equipment<\$5,000	67,856	152,268	166,500	131,936	127,260
Training Room tables (3)				0	450
50 Tasers with holsters				53,558	0
Bouyancy compensators (3) Dive				1,970	1,800
Holding cell camera Alarmtek (3)				3,295	0
PVP autoswitch helmet to new radio (3)				1,677	0
Dive mask FFM with D2 Buddyphone				929	0
Dive Team - Ots Buddy Phone D2 (2)				1,621	0
SWAT radio headsets (x4)				0	3,300
Command center truck outfit supply kit - Negotiations				500	0
Motorcycle Helmet w/radio hardware				0	1,013
Portable jumper boxes (x3)				0	325
Battery packs for Pro Laser III Radars (x2)				0	250
SWAT Ballistic vest panels				0	20,000
Riot shields (x10)				0	1,175
Scuba tanks (x7)				0	1,650
Dive mask AGA MK2				0	500
General fund-portion of bullet proof vests (27)				10,186	9,450
Taser cartridges X26P and training cartridges				3,823	4,625
Traffic equipment (paint, cones, flags, etc.)				563	500
RICO - School Weapon safe				1,044	0
RICO - SWAT bags				306	0
RICO - Rifle plate carriers (10@57) and plates (20@124)				3,951	3,050
RICO Ballistic helmets with face shields (21)				4,241	0
Outdoor canopy				150	0
RICO - Gas masks (10)				6,745	3,212
RICO - Mask filters				286	0
RICO - Command center truck outfit supply kit - Negotiations				0	3,000
Ergonomic office chairs (9)				1,980	0
Bike racks - impound lot (4)				1,065	0
HP Scanjet 5000 s3 (2)				1,398	0
Rapidprint time/date stamp (2)				705	0
Chair floor pads (4)				95	0
Cordless Headset Charging bases (5)				0	2,250
Surveillance/TV Monitor 50"				0	380
Portable radios and batteries				2,022	1,875
Replacement of headset accessories				1,150	1,800
BPV Grant - Portion of bulletproof vests				5,600	9,450
GOHS grant - Motorcycle camera video system (1)				0	0
GOHS grant - Body worn camera systems for traffic (2)				0	3,542
GOHS grant - Radar Units/In Car Video Systems				11,276	11,055
GOHS grant - Hand held laser units (4)				0	5,164
GOHS grant - Portable (Alcohol) breath test devices				0	3,844
ScanX Scout w/battery & Tigerview				0	29,200
Phosphor plate, protector and holder (4)				0	4,400
MMR Kits for AR 15				3,500	0



GENERAL FUND

Public Safety

POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Blast IED Simulator (2)				1,550	0
IED Training Aid (2)				750	0
MMR Kits for Glock 22				6,000	0
TOTAL CATEGORY	82,608	156,035	183,813	148,723	133,810
CONTINGENCY					
Contingency	0	0	22,335	0	21,405
To be used for RICO purposes				0	21,405
TOTAL CATEGORY	0	0	22,335	0	21,405
CAPITAL OUTLAY					
Machinery and Equipment	272,634	246,573	41,300	42,238	94,000
Replacement fitness equipment				36,426	0
Forensic Fuming Chamber				5,812	0
Replace X-Ray System for Bomb Team				0	40,000
Long Range Acoustical Device 100X				0	17,000
Long Range Acoustical Device 450XL				0	37,000
Vehicles	142,310	0	0	0	0
Computer Related Equipment	0	4,543	0	0	8,500
Property & Evidence Inventory Control - This software will give us the ability to run the inventory by location and receive a detailed inventory report. One Point of Data Entry, Scan and Go Inventory Tracking.				0	8,500
TOTAL CATEGORY	414,944	251,116	41,300	42,238	102,500
TOTAL	12,000,404	13,044,056	13,708,907	13,474,853	14,638,053



GENERAL FUND

Public **Safety**

ANIMAL CARE AND WELFARE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 405,005	\$ 442,104	\$ 461,204	\$ 455,877	\$ 504,218
Services and Other Charges	83,811	94,882	217,444	101,910	225,021
Supplies	31,188	33,905	34,526	30,470	35,343
Property	4,558	129	7,320	9,597	3,540
Subtotal	\$ 524,563	\$ 571,021	\$ 720,494	\$ 597,854	\$ 768,122
Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	\$ 524,563	\$ 571,021	\$ 720,494	\$ 597,854	\$ 768,122

Expenditures by Activity					
Animal Care & Welfare	\$ 524,563	\$ 571,021	\$ 720,494	\$ 597,854	\$ 768,122
Total	\$ 524,563	\$ 571,021	\$ 720,494	\$ 597,854	\$ 768,122

Staffing					
Sr Animal Welfare Officer	1.0	1.0	1.0	1.0	1.0
Animal Welfare Officer	3.0	3.0	3.0	3.0	3.0
Animal Welfare Technical	2.5	2.5	2.5	2.5	2.5
Total	6.5	6.5	6.5	6.5	6.5

ANIMAL CARE AND WELFARE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	218,565	240,971	264,336	255,446	291,065
Other Wages	31,286	36,271	47,314	21,221	40,786
Stand By Wages	17,630	17,625	15,166	17,981	15,166
Specialty Pay	0	0	0	0	0
Overtime	22,243	19,180	7,500	22,057	7,500
Accrued Leave Paid	1,087	1,424	0	0	0
Health Insurance	72,529	81,102	79,250	94,830	99,276
Social Security	1,949	2,249	2,933	1,391	2,529
Medicare	4,115	4,474	4,848	4,457	5,140
ICMA Retirement	23,473	25,267	25,974	26,261	28,393
Workers Compensation	5,097	5,742	5,483	5,033	5,963
Employee Allowance	7,031	7,800	8,400	7,200	8,400
TOTAL CATEGORY	405,005	442,104	461,204	455,877	504,218
SERVICES AND OTHER CHARGES					
Veterinarian Services	40,593	38,417	46,000	46,000	46,000
<i>Services for sick or injured animals, exams</i>				6,000	6,000
<i>Spay/neuter, rabies clinic; and national spay day</i>				40,000	40,000
Other Professional Services	4,420	5,298	106,000	6,000	106,000
<i>Services Provided to Laughlin NV (contract)</i>				0	100,000
<i>Disposal of deceased animals</i>				6,000	6,000
Permitting and Misc. Fees	231	231	300	231	231
<i>Annual Mohave County controlled substance permit</i>				231	231
Building Repairs	945	0	0	0	0
General Equipment Repairs	981	1,168	1,250	300	1,350
<i>Washer and dryer repair</i>				0	250
<i>Pressure washer maintenance and repairs</i>				300	850
<i>Freezer repairs</i>				0	250
Vehicle Repairs and Service	13,250	13,248	13,250	13,250	13,250
<i>Fleet rental charges</i>				13,250	13,250
Software/Hardware Agreement	120	0	0	0	0
Property and Risk Insurance	18,292	23,072	23,764	23,764	24,477
Cellular Service	0	0	540	2,290	3,405
<i>Upgrade from Iphone 6 to Iphone 8 (6) Trade in \$480</i>				890	1,200
<i>Smartphones (4)</i>				1,400	2,205
Custom Printing	642	298	2,200	1,000	2,200
<i>Custom printed forms</i>				1,000	2,200
Per Diem	0	44	340	340	868
<i>Ntl AC Humane Org – Control & Cruelty Inv B (x2, 5 Days) LV</i>				0	340
<i>Ntl AC Humane Org – Control & Cruelty Inv C (x2, 7 Days) Sac CA</i>				0	528
<i>NACA training (x2, 5 days) LV</i>				340	0



GENERAL FUND

Public Safety

ANIMAL CARE AND WELFARE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Lodging	223	0	500	405	1,340
<i>Ntl AC Humane Org – Control & Cruelty Inv C (x2, 7 Days) Sac CA</i>				0	840
<i>NACA training (x2, 5 days) LV</i>				405	0
<i>Ntl AC Humane Org – Control & Cruelty Inv B (x2, 5 Days) LV</i>				0	500
Transportation	56	0	0	57	400
<i>NACA training (x2, 5 days) LV</i>				57	0
<i>Ntl AC Humane Org – Control & Cruelty Inv C (x2, 7 Days) Sac CA</i>				0	400
Seminars and Conferences	455	320	1,200	1,190	2,600
<i>NACA training (x2, 5 days) LV</i>				1,190	0
<i>Ntl AC Humane Org – Control & Cruelty Inv B (x2, 5 Days) LV</i>				0	1,300
<i>Ntl AC Humane Org – Control & Cruelty Inv C (x2, 7 Days) Sac CA</i>				0	1,300
Dues and Memberships	0	25	0	0	0
Pet of The Week Program	0	0	2,400	0	2,400
<i>Spay/neutering (1) animal weekly, by donations</i>				0	2,400
Animal Donation Program	2,170	11,082	15,500	6,483	16,300
<i>Animal needs/vet services</i>				500	10,000
<i>Equipment/facility needs</i>				5,400	5,000
<i>Educational materials</i>				250	500
<i>Update surveillance cameras and equipment</i>				333	800
Helping Paws Program	1,434	1,680	4,200	600	4,200
<i>Spay/neutering services for low income residents</i>				600	4,200
TOTAL CATEGORY	83,811	94,882	217,444	101,910	225,021
SUPPLIES					
Office Supplies	358	451	600	400	600
<i>Office supplies</i>				400	600
Specialty Supplies	21,995	24,580	22,350	20,800	22,350
<i>Animal care supplies</i>				8,300	8,300
<i>Cleaning/Disinfectants</i>				12,500	14,050
Gasoline	5,395	6,700	8,576	7,670	9,393
<i>3,100 Gallons @\$2.95/gal</i>				7,422	9,145
<i>3,100 Gallons Fuel Facility Charge @\$.08/gal</i>				248	248
Uniforms	3,440	2,174	3,000	1,600	3,000
<i>Uniforms damaged in the line of duty</i>				0	500
<i>New employee uniforms</i>				1,600	2,500
TOTAL CATEGORY	31,188	33,905	34,526	30,470	35,343
PROPERTY					
Equipment<\$5,000	4,558	129	7,320	9,597	3,540
<i>Shoreline steel line cages (2)</i>				7,622	0
<i>Desktop scanner</i>				755	0
<i>Refrigerator for vaccines</i>				0	650
<i>Animal grooming supplies</i>				0	500
<i>First aid safety supplies</i>				0	275
<i>Computer pedestals for vans & chargers</i>				1,220	315
<i>Animal rescue equipment</i>				0	1,800
TOTAL CATEGORY	4,558	129	7,320	9,597	3,540
TOTAL	524,563	571,021	720,494	597,854	768,122



GENERAL FUND

General **Government**

GENERAL GOVERNMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 1,481,090	\$ 1,594,251	\$ 1,663,065	\$ 1,741,291	\$ 1,838,081
Services and Other Charges	1,813,237	2,199,164	2,109,922	2,035,393	2,447,126
Supplies	194,363	208,205	210,244	197,495	210,887
Property	69,674	106,417	117,025	107,936	148,736
Capital Outlay	265,838	181,162	296,000	289,000	352,815
Total	\$ 3,824,202	\$ 4,289,199	\$ 4,396,256	\$ 4,371,115	\$ 4,997,645

Expenditures by Activity					
Building Safety	\$ 400,654	\$ 461,580	\$ 523,379	\$ 548,596	\$ 629,819
Code Enforcement	383,479	499,601	484,643	505,584	512,043
Facilities Management	893,929	884,066	712,787	733,383	1,034,458
General Services	714,952	904,055	750,789	718,641	883,074
Human Services	22,306	145,584	187,988	218,239	179,890
Laughlin Retreat	58,232	50,805	61,140	57,333	59,942
Planning	185,225	179,193	210,062	165,979	198,296
Technology Services	1,165,425	1,164,315	1,465,467	1,423,360	1,500,123
Total	\$ 3,824,202	\$ 4,289,199	\$ 4,396,256	\$ 4,371,115	\$ 4,997,645



TECHNOLOGY SERVICES

MISSION: Provide secure, reliable technology, supported by excellent customer service.

DEPARTMENT DESCRIPTION

The Technology Services Division is a centralized service division that provides networking, telecommunication, programming services and analysis, computer and software purchasing, upgrades, and miscellaneous technology consulting services to other City departments. The Technology Services Division provides accurate and timely computer data and services to City staff to assist them in managing resources for the efficient and effective delivery of City services.

FY 2018-2019 HIGHLIGHTS

- Updated Intrusion Detection System which identifies systems that are vulnerable to exploits with active network scanning and continuous vulnerability monitoring
- Configured backup failover firewall/router on the City edge network increasing redundancy and reducing down time
- Upgraded the PD's Domain Controllers to a new virtualized server
- Complete the rollout of thirty-six new PCs in the fiscal year
- Completed the upgrade, installation and deployment of three core switches
- Configured and deployed a new storage server for long-term backups
- Implemented the rollout of a new SASE server to serve the needs of the City
- Removed old, outdated FTP server and replaced with a new virtual system
- Increased bandwidth and implemented a fiber wireless backbone to 911 Center
- Deployed three new DNS servers and added Wireless Access Points for increased efficiency
- Implemented new public safety software and system that utilizes Computer Aided Call Handling (CACH) software, empowering public safety professionals to make quick thoughtful, outcome-driven decisions.



GENERAL FUND

General **Government**

TECHNOLOGY SERVICES

FY 2019-2020 OBJECTIVES

- Both the goal and the responsibility of the Technology Services Division to ensure the constant security of the City network and all data located therein. We will continually strive to protect our network against all conceivable threats.
- The ability of the City to conduct its business at all times is critical to providing our citizens with the level of service they expect from their government. Technology Services will make every effort to ensure the sustainability of the City systems.
- Our customers are the reason we are here. We will endeavor to provide excellent customer service to all who depend on our systems, while seeking opportunities where the use of technology can enhance the services we provide.
- Our customers rely on our systems to do their jobs and ultimately to provide the services our citizens expect. The Technology Services Division will work diligently to ensure that the systems used within the City are reliable and available whenever they are needed.
- The Technology Services Division will constantly seek to identify opportunities to improve in all areas.

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Obsolete PC's replaced	20	30	30
PBX phone system uptime	99%	99%	99%
Server uptime	99%	99%	99%
Internet uptime	99%	99%	99%
Obsolete servers replaced	5	6	7
Lost data (KB)	0	0	0
Recordable Safety Incidents	0	0	0



GENERAL FUND

General **Government**

TECHNOLOGY SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 428,339	\$ 453,418	\$ 477,704	\$ 479,036	\$ 503,673
Services and Other Charges	542,648	544,216	692,819	671,174	745,693
Supplies	13,731	38,636	41,285	28,926	41,466
Property	51,135	85,746	112,500	101,500	117,750
Capital Outlay	244,607	180,328	316,000	284,000	240,000
Subtotal	\$ 1,280,459	\$ 1,302,344	\$ 1,640,308	\$ 1,564,636	\$ 1,648,582
Cost Recovery	\$ (115,035)	\$ (138,029)	\$ (174,841)	\$ (141,276)	\$ (148,459)
General Fund	\$ 1,165,424	\$ 1,164,315	\$ 1,465,467	\$ 1,423,360	\$ 1,500,123

Expenditures by Activity

Technology Services	\$ 1,280,459	\$ 1,302,344	\$ 1,640,308	\$ 1,564,636	\$ 1,648,582
Total	\$ 1,280,459	\$ 1,302,344	\$ 1,640,308	\$ 1,564,636	\$ 1,648,582

Staffing

Technology Services Manager	1.0	1.0	1.0	1.0	1.0
Network Administrator	1.0	1.0	1.0	1.0	1.0
Network Engineer	2.0	2.0	2.0	2.0	2.0
Total	4.0	4.0	4.0	4.0	4.0

TECHNOLOGY SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	344,791	354,942	375,792	372,239	393,431
Accrued Leave Paid	0	5,593	5,905	7,268	7,658
Health Insurance	46,763	54,441	55,815	59,104	60,445
Medicare	4,926	5,128	5,535	5,439	5,816
ICMA Retirement	31,204	32,629	34,009	34,345	35,606
Workers Compensation	655	685	648	641	718
Employee Allowance	0	0	0	0	0
TOTAL CATEGORY	428,339	453,418	477,704	479,036	503,673
SERVICES AND OTHER CHARGES					
Other Professional Services	19,719	5,367	24,000	24,000	24,000
<i>Network Cabling Administration and Police Department</i>				24,000	24,000
Other Technical Services	2,899	0	39,400	33,900	39,400
<i>ERP migration 2012 to 2016</i>				0	5,500
<i>ERP Software upgrades</i>				3,600	3,600
<i>PD - Public safety software upgrade</i>				12,300	12,300
<i>PD Phone System migration IPS to SV</i>				18,000	18,000
Contract Labor	59,271	65,069	75,000	75,000	75,000
<i>Contract staff for projects, programming and maintenance</i>				75,000	75,000
Other Contracted Services	699	102	5,716	3,016	3,316
<i>Internet video streaming/video archiving</i>				2,900	3,200
<i>Digital file storage \$9/month</i>				108	108
<i>Staffing Services</i>				8	8
General Equipment Repairs	0	0	1,000	100	1,000
<i>Printer repairs</i>				100	1,000
Vehicle Repairs and Service	2,000	0	2,000	2,000	2,000
<i>Fleet Rental Charges</i>				2,000	2,000
Software/Hardware Agreements	294,270	324,257	388,321	379,078	435,623
<i>Annual antivirus software</i>				4,500	5,300
<i>Annual firewall remote sites</i>				1,700	2,000
<i>Annual Subscription content filtering</i>				2,800	2,900
<i>Annual support code enforcement software</i>				10,578	11,220
<i>Annual support legal search software</i>				690	800
<i>Annual support voice permits (IVR)</i>				7,400	0
<i>Budget software</i>				5,000	5,000
<i>Bullheadcity.gov dns services</i>				276	276
<i>CAFR Builder module</i>				0	16,450
<i>Cass and Pave Software (Mailing Bills)</i>				6,785	7,125
<i>Check Processing Equipment</i>				12,176	12,785
<i>City ERP annual support contract</i>				71,000	75,000



GENERAL FUND

General Government

TECHNOLOGY SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Clerk-Document Management License				4,730	4,730
CM-LiveStories Online Data Reports				1,900	1,900
Disaster recovery software annual support				1,860	2,000
Disk Imaging software annual contract				1,000	2,550
Domain name renewal .gov				162	400
Email archiver				3,800	4,000
Encase support 2017-2020 (PD)				1,560	1,760
Encoder web streaming support				1,800	1,800
Finance-Document Management Licenses				4,730	4,730
Handheld tablet management				5,500	5,000
HR-NeoGov				8,900	6,700
License for Fillable PDF Documents				5,000	5,000
Mail exchange annual support				1,270	1,600
Malware protection				3,800	6,250
Mohave county parcel updates				165	165
Network file backup support				8,700	8,700
Network monitoring software FL				8,259	8,600
PD- Active Directory				3,500	3,500
PD- backup software support-Veam				9,375	9,600
PD-Annual firewall support				5,305	5,305
PD-anti virus and security vault				2,000	8,000
PD-bare metal server annual support contract				2,700	3,700
PDF viewer				3,024	6,000
PD-Radio and telephone recording				3,216	3,900
PD-radio ip software agreement				12,300	12,300
PD-Record management system				50,750	55,750
PD-remote access software				3,275	3,275
PD-ups contract				9,554	9,554
PD-vmware 6				14,328	19,000
Remote access for 20 subscribers				2,150	2,350
Sendgrid mail delivery for exchange				1,400	2,400
Spam filter annual subscription				2,500	2,800
Switch gear annual support				13,730	25,000
Threat Security Software				9,300	12,375
Transparency software agreement				8,550	8,550
Update PC Manager				8,900	8,900
Warranty coverage for file servers				16,958	18,000
Warranty parts direct certifications				1,000	1,000
Website internet video live streaming				1,200	1,200
Website subscription services				8,022	8,423
Property and Risk Insurance	13,470	16,990	17,499	17,499	18,024

TECHNOLOGY SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Wifi Service	118,768	113,389	100,676	90,764	102,676
Administration Network Access				35,264	35,264
DPS fingerprint access				1,200	1,200
PD Network Access				34,212	44,212
Public WIFI Service				18,000	18,000
Suddenlink CC WIFI				2,088	4,000
Cellular Service	24,332	9,142	21,943	26,760	27,390
PD hot spots (33)				19,615	20,203
Portable tablets (28)				5,748	5,748
Smartphones (2)				1,397	1,439
Per Diem	574	380	680	686	680
ERP Annual Conference				210	204
Interop Conference				170	170
PD-Virtual Machine Training				170	170
Server 2019 Training				136	136
Lodging	2,692	4,138	4,430	5,104	4,430
ERP Annual Conference				2,054	1,380
Interop Conference				1,200	1,200
PD-Virtual Machine Training				1,050	1,050
Server 2019 Training				800	800
Transportation	992	1,520	1,550	2,700	1,550
ERP Annual Conference				1,850	700
Interop Conference				225	225
PD-Virtual Machine Training				225	225
Server 2019 Training				400	400
Seminars and Conferences	950	1,850	7,954	7,954	7,954
ERP Annual Conference				1,860	1,860
PD-virtual machine training				3,500	3,500
Server 2019 training				2,594	2,594
Books and Subscriptions	2,013	2,013	2,050	2,013	2,050
Annual Grants Management Subscription				2,013	2,050
Dues and Memberships	0	0	600	600	600
Bicsi membership				600	600
TOTAL CATEGORY	542,648	544,216	692,819	671,174	745,693
SUPPLIES					
Office Supplies	0	0	750	700	750
Office Supplies				700	750
Specialty Supplies	406	0	0	0	0
Computer Software	13,110	38,213	40,200	27,800	40,200
Enterprise Virtual Server				12,000	12,000
Microsoft server 2019				0	12,000

GENERAL FUND

General Government

TECHNOLOGY SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Network management software				4,500	4,500
PBX phone system software				1,800	2,200
PD-active directory software				5,000	5,000
PD-network topology mapper				4,500	4,500
Gasoline	216	423	335	426	516
170 Gallons @\$2.95/gal				412	502
170 Gallons Fuel Facility Charge @\$.08/gal				14	
TOTAL CATEGORY	13,731	38,636	41,285	28,926	41,466
PROPERTY					
Furniture	0	1,872	0	0	0
Computer Equipment<\$5,000	32,098	58,344	87,500	76,500	92,750
NAS Drives				12,000	12,000
Network cables				2,200	2,200
PD - Laptops for Dispatchers				0	5,250
PD-computer equipment				7,800	7,800
Replacement computers				19,000	30,000
Replacement desktop monitors				6,000	6,000
Replacement PC parts				4,500	4,500
Replacement UPS Batteries				25,000	25,000
Telecomm Equipment	18,034	25,530	25,000	25,000	25,000
PBX line cards				9,700	9,700
PBX processor and firmware				6,000	6,000
Replace phones				9,300	9,300
Equipment<\$5,000	1,003	0	0	0	0
TOTAL CATEGORY	51,135	85,746	112,500	101,500	117,750
CAPITAL OUTLAY					
Computer Related Equipmen	244,607	180,328	316,000	284,000	240,000
Firewalls				32,000	32,000
New camera systems for Public Works				15,000	0
PD Storage Area Network				33,000	33,000
Police Department VMware server				32,000	35,000
Replace Nas Server				32,000	0
Replace network switches				60,000	60,000
Replace PD Data links				80,000	80,000
TOTAL CATEGORY	244,607	180,328	316,000	284,000	240,000
TOTAL DIVISION	1,280,459	1,302,344	1,640,308	1,564,636	1,648,582



GENERAL FUND

General **Government**

PLANNING AND ZONING

MISSION: Assist citizens, elected and appointed officials in planning for future development of the City in harmony with the community values and in accordance with the Bullhead City General Plan, facilitate community involvement in the planning decision making process and to administer adopted development and land use regulations and guidelines in a fair and consistent manner.

DEPARTMENT DESCRIPTION

The Planning Division oversees implementation of the Bullhead City General Plan and any amendments thereto, administration of both the subdivision and zoning regulations, including the processing of a variety of development requests. This Division serves as the staff liaison for the Board of Adjustment and the Planning and Zoning Commission.

FY 2018-2019 HIGHLIGHTS

- Staff actively administered the subdivision and zoning regulations as adopted
- Consistent review of planning and zoning files for compliance with records retention requirements
- Provided staff support to Planning and Zoning Commission and City Council
- Worked closely with Building and Engineering Departments on permitting for several large commercial projects and residential developments

FY 2019-2020 OBJECTIVES

- Assist with implementing new zoning regulations for the revitalization of Old Bullhead City
- Continue to support the local community by providing excellent customer service
- Continue to actively administer the 2016 General Plan update
- Actively work on implementing a new zoning map document to present to City Council and provide the same zoning information to Mohave County for use with the online GIS system
- Continue to review both the Subdivision and Zoning Regulations for needed improvements to foster community growth

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Planning & Zoning Inspections	173	140	150
Planning & Zoning Items Processed	156	90	100
Planning & Zoning Permits Issued	100	90	100
Rezones	10	14	16
Final Plats	1	6	8
Preliminary Plats	3	9	9



GENERAL FUND

General **Government**

PLANNING AND ZONING

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 179,596	\$ 169,480	\$ 192,673	\$ 155,598	\$ 185,151
Services and Other Charges	6,324	8,312	16,064	9,119	12,195
Supplies	368	780	950	950	950
Property	-	621	375	312	-
Subtotal	\$ 186,288	\$ 179,193	\$ 210,062	\$ 165,979	\$ 198,296
Cost Recovery	\$ (1,063)	\$ -	\$ -	\$ -	\$ -
General Fund	\$ 185,225	\$ 179,193	\$ 210,062	\$ 165,979	\$ 198,296

Expenditures by Activity					
Planning	\$ 186,288	\$ 179,193	\$ 210,062	\$ 165,979	\$ 198,296
Total	\$ 186,288	\$ 179,193	\$ 210,062	\$ 165,979	\$ 198,296

Staffing					
Planning Manager	1.0	1.0	1.0	1.0	1.0
Planner	1.0	1.0	1.0	1.0	1.0
Office Assistant II	1.0	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	3.0	3.0

PLANNING AND ZONING

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	132,414	123,376	136,979	114,448	134,792
Other Wages	0	0	0	0	0
Overtime	986	732	0	686	0
Accrued Leave Paid	0	0	0	342	0
Health Insurance	30,841	31,016	39,886	26,604	34,796
Social Security	0	0	0	0	0
Medicare	1,901	1,766	1,986	1,667	1,954
ICMA Retirement	12,073	11,176	12,397	10,451	12,199
Workers Compensation	1,381	1,414	1,425	1,400	1,410
TOTAL CATEGORY	179,596	169,480	192,673	155,598	185,151
SERVICES AND OTHER CHARGES					
Business Meals	0	0	200	0	200
<i>City Hosted Meetings: coffee, supplies</i>				0	200
Property and Risk Insurance	6,099	7,693	7,924	7,924	8,162
Custom Printing	0	314	315	315	315
<i>Business Cards, Letterhead and Envelopes</i>				315	315
Per Diem	0	0	362	0	136
<i>AZ APA Conference (Oro Valley, AZ, 1 staff member)</i>				0	136
Lodging	0	0	995	0	375
<i>APA AZ Chapter Planning Conference (Staff: 1, Days: 4)</i>				0	375
Transportation	0	0	600	0	375
<i>APA AZ State Planning Conference, Pool Vehicle (Staff: 1, Days: 4)</i>				0	375
Seminars and Conferences	0	0	3,520	200	1,702
<i>APA American Planning Association, AZ Chapter Planning Conference (Staff: 1, Classes: 4)</i>				0	550
<i>APA American Planning Association, Online Education (Zoning) (Staff: 2, Classes: 3 each)</i>				0	315
<i>ICC International Code Council, New Certifications On-line Study Courses (Zoning) (Staff: 2)</i>				200	138
<i>Lorman Education, Online Education (Zoning) (1 all access pass)</i>				0	699
Books and Subscriptions	0	0	1,070	0	0
Dues and Memberships	225	305	1,078	680	930
<i>American Planning Association dues (Staff: 2)</i>				455	320
<i>Arizona Chapter Planning Association dues (Staff: 2)</i>				115	82
<i>ICC New Certifications (Staff: 2, Certifications: 1 each)</i>				0	418
<i>International Code Council dues (Staff: 2)</i>				110	110
TOTAL CATEGORY	6,324	8,312	16,064	9,119	12,195
SUPPLIES					
Office Supplies	368	780	950	950	950
<i>Office Supplies: Folders, Pens, Labels, etc.</i>				950	950
TOTAL CATEGORY	368	780	950	950	950



GENERAL FUND

General **Government**

PLANNING AND ZONING

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Furniture	0	621	375	312	0
<i>Front Counter Desk Chair</i>				312	0
TOTAL CATEGORY	0	621	375	312	0
TOTAL DIVISION	186,288	179,193	210,062	165,979	198,296



GENERAL FUND

General **Government**

BUILDING SAFETY

MISSION: Assist citizens and businesses in building related matters and to ensure that building projects meet or exceed compliance with the International Construction Code requirements.

DEPARTMENT DESCRIPTION

As part of the Development Services Department the Building Division is the central resource for the building construction, code information, plan review, permit issuance and building construction inspections. This division serves as the staff liaison for the Building Board of Appeals. The Building Division includes the Building Official, Assistant Building Official, Sr. Plan Review/Administrative Manager, Sr. Plans Examiner, Building Inspector I and two Office Assistant IIs.

FY 2018-2019 HIGHLIGHTS

- Actively administered the International Construction Code as adopted
- Staff processed permits for exciting new business projects such as Anderson Ford Field House, Smart & Final, Hobby Lobby, Culvers and The Human Bean
- Building Inspector I staff member obtained an ICC certification

FY 2019-2020 OBJECTIVES

- Continue to support local community by providing excellent customer service
- Staff to obtain additional ICC certifications

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Building Inspections	9,639	12,000	12,600
Building Permits Issued	1,447	1,500	1,575
New Homes Finaled	108	150	158
New Homes Permitted	144	190	200
Valuation of Permits Issued	\$100,830,904	\$70,000,000	\$73,500,000



GENERAL FUND

General **Government**

BUILDING SAFETY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 379,955	\$ 438,062	\$ 560,655	\$ 563,055	\$ 637,285
Services and Other Charges	18,392	18,844	38,549	31,598	43,063
Supplies	3,405	4,409	6,645	6,902	7,962
Property	-	265	1,650	3,390	300
Subtotal	\$ 401,751	\$ 461,580	\$ 607,499	\$ 604,945	\$ 688,610
Cost Recovery	\$ (1,097)	\$ -	\$ (84,120)	\$ (56,349)	\$ (58,791)
General Fund	\$ 400,654	\$ 461,580	\$ 523,379	\$ 548,596	\$ 629,819

Expenditures by Activity					
Building Safety	\$ 401,751	\$ 461,580	\$ 607,499	\$ 604,945	\$ 688,610
Total	\$ 401,751	\$ 461,580	\$ 607,499	\$ 604,945	\$ 688,610

Staffing					
Development Services Director	0.0	0.0	1.0	1.0	1.0
Building Official	1.0	1.0	0.0	0.0	0.0
Assistant Building Official	1.0	1.0	1.0	1.0	1.0
Sr Plan Review/Admin Manager	0.0	0.0	1.0	1.0	1.0
Senior Plans Examiner	1.0	1.0	1.0	1.0	1.0
Plans Examiner	1.0	1.0	0.0	1.0	0.0
Building Inspector I	0.0	0.0	0.0	0.0	1.0
Permit Technician/Inspector	0.0	0.0	1.0	1.0	0.0
Office Assistant II	1.0	1.0	1.0	2.0	2.0
Total	5.0	5.0	6.0	8.0	7.0

BUILDING SAFETY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	287,957	325,308	415,694	418,425	461,797
Other Wages	0	0	0	0	16,096
Overtime	984	0	0	0	0
Accrued Leave Paid	2,446	2,587	2,744	2,745	5,651
Health Insurance	56,188	68,980	87,738	87,557	93,926
Social Security	0	0	0	0	998
Medicare	4,044	4,548	6,076	5,958	7,020
ICMA Retirement	26,358	29,674	37,675	38,157	41,847
Deferred Compensation	0	2,596	4,900	4,724	4,907
Workers Compensation	1,977	3,957	5,228	4,889	4,443
Employee Allowance	0	413	600	600	600
TOTAL CATEGORY	379,955	438,062	560,655	563,055	637,285
SERVICES AND OTHER CHARGES					
LEGAL NOTICES	0	0	100	0	100
<i>Legal Notices for 2012 I-Code Adoption</i>				0	100
Business Meals	0	0	360	0	360
<i>AZBO City-hosted Meetings</i>				0	60
<i>Code Adoption Meetings (2012 I-Codes)</i>				0	300
Contract Labor	0	144	0	6,336	0
<i>Temporary Office Support</i>				6,336	0
Other Contracted Services	0	0	1,000	0	1,000
<i>Contracted Plan Review</i>				0	500
<i>Mohave County Inspector Contract</i>				0	500
Vehicle Repairs and Service	4,000	3,996	4,000	4,000	6,000
<i>Fleet rental charges (3 Building Inspectors @ \$2K each.)</i>				4,000	6,000
Property and Risk Insurance	8,786	11,083	11,415	11,415	11,757
Cellular Service	32	0	0	0	0
Custom Printing	76	688	820	820	820
<i>Approval Labels</i>				200	200
<i>Business Cards</i>				120	120
<i>Envelopes</i>				150	150
<i>Notices and Inspection Cards</i>				350	350
Per Diem	217	163	690	554	758
<i>AZBO Building Officials Board Meeting - Payson (Staff: 1, Days: 4)</i>				0	136
<i>CEU Required Education For ICC Certifications (Staff: 6, Days: 2 or 3 days each)</i>				510	578
<i>New ICC Certifications (Staff: 4, Days: 1 each)</i>				44	44

BUILDING SAFETY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Lodging	176	345	1,425	1,125	1,575
<i>AZBO Building Officials Board Meeting - Payson (Staff: 1, Days: 4)</i>				0	300
<i>CEU Required Education For ICC Certifications (Staff: 6, Days: 2 or 3 each)</i>				1,125	1,275
Transportation	480	240	1,160	960	1,280
<i>AZBO Building Officials Board Meeting - Payson, City Pool Vehicle (Staff: 1, Days: 5)</i>				0	200
<i>CEU Required Education For ICC Certifications, City Pool Vehicle (Staff: 5/1, Days: 4/3)</i>				800	920
<i>New ICC Certifications, City Pool Vehicle (Staff: 4, Days: 1 each)</i>				160	160
Seminars and Conferences	1,640	1,835	3,326	3,276	3,726
<i>AZBO Building Officials Board Meeting - Payson (Staff: 1, Days: 4)</i>				0	50
<i>CEU Required Education For ICC Certifications (Staff: 6, Classes: 2 or 3 each)</i>				3,000	3,400
<i>New ICC Certification On-line Study Courses (Staff: 4, Courses: 1 each)</i>				276	276
Books and Subscriptions	2,309	0	12,641	1,500	13,961
<i>Code Manuals (2012 I-Codes) New Code Adoption 10 sets</i>				0	12,461
<i>Code Manuals (2015 I-Codes) Reference 1 set</i>				1,500	1,500
Dues and Memberships	630	350	1,612	1,612	1,726
<i>AZBO Grand Canyon Chapter Employee Membership (Staff: 5)</i>				36	45
<i>AZBO Grand Canyon Membership (Building Official)</i>				150	150
<i>ICC City of BHC Membership (City Membership)</i>				135	135
<i>ICC Employee Membership (Staff: 6)</i>				275	330
<i>New ICC Certifications Exam Fees (Staff: 4, Exams: 1 each)</i>				796	836
<i>Renewal of ICC Certification Fees (Staff: 2)</i>				220	230
Meeting Expenses	46	0	0	0	0
TOTAL CATEGORY	18,392	18,844	38,549	31,598	43,063
SUPPLIES					
Training Supplies	0	283	600	600	600
<i>Books for New ICC Certifications (Staff: 4, Books: 3 each)</i>				600	600
Office Supplies	1,070	1,595	1,500	1,500	1,500
<i>Folders, Pens, Labels</i>				1,500	1,500
Gasoline	2,335	2,309	4,020	4,277	5,212
<i>1,720 Gallons @\$2.95/gal</i>				4,139	5,074
<i>1,720 Gallons Fuel Facility Charge @\$.08/gal</i>				138	138
Uniforms	0	222	525	525	650
<i>Inspector Staff Shirts (Staff: 3, Shirts: 5 each)</i>				525	525
<i>New position</i>				0	125
TOTAL CATEGORY	3,405	4,409	6,645	6,902	7,962



GENERAL FUND

General **Government**

BUILDING SAFETY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Furniture	0	0	1,350	1,350	0
<i>Drafting Table, Adjustable Height x1</i>				600	0
<i>Standing Desk Ergonomic Computer Monitor Holders x2</i>				750	0
Tools	0	265	300	300	300
<i>Measuring Wheels, Staple Guns, etc.</i>				300	300
Equipment <\$5,000	0	0	0	1,740	0
<i>2 New iPads</i>				1,740	0
TOTAL CATEGORY	0	265	1,650	3,390	300
TOTAL DIVISION	401,751	461,580	607,499	604,945	688,610



GENERAL FUND

General **Government**

CODE ENFORCEMENT

MISSION: Protect the health, safety, and welfare of Bullhead City residents through the enforcement of the building, nuisance, property maintenance, zoning and other applicable sections of the Bullhead City Municipal Code.

DEPARTMENT DESCRIPTION

The Code Enforcement Division works to ensure compliance with various city codes. The purpose of these codes is to preserve and promote the health, safety, and welfare of Bullhead City residents and visitors alike as well as enhance the quality of life in the community. They also protect neighborhoods from blight and deteriorating conditions. The Code Enforcement Division includes three field inspectors and one office assistant.

FY 2018-2019 HIGHLIGHTS

- Actively enforced Chapter 8.08, Nuisances, Title 15, Buildings and Construction, Title 16, Subdivision Regulations, and Title 17, Zoning Regulations, as adopted
- Actively pursued the city's beautification projects by clearing abandoned structures and business signs to eliminate blight

FY 2019-2020 OBJECTIVES

- Promote a community engaged and customer service oriented environment
- Remain diligent in the pursuit of the city's beautification projects
- Improve turn-around time for various Code Enforcement resolutions
- Persist to improve use of technology in the field
- Streamline use of resources and share efficiency techniques
- Continue to respond to citizen complaints in a professional and efficient manner
- Increase effectiveness of staff through education and cross training

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Nuisance Abatements	188	220	250
Dangerous Building Abatements	46	72	77
Code Enforcement Notices Sent	2,572	3,103	3,500



GENERAL FUND

General **Government**

CODE ENFORCEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 276,152	\$ 309,134	\$ 283,725	\$ 281,612	\$ 302,335
Services and Other Charges	191,559	285,833	270,295	277,251	281,008
Supplies	3,546	4,297	5,009	4,512	6,436
Property	-	250	200	200	1,300
Subtotal	\$ 471,257	\$ 599,514	\$ 559,229	\$ 563,575	\$ 591,079
Cost Recovery	\$ (87,778)	\$ (99,913)	\$ (74,586)	\$ (57,991)	\$ (79,036)
General Fund	\$ 383,479	\$ 499,601	\$ 484,643	\$ 505,584	\$ 512,043

Expenditures by Activity					
Code Enforcement	\$ 471,257	\$ 599,514	\$ 559,229	\$ 563,575	\$ 591,079
Total	\$ 471,257	\$ 599,514	\$ 559,229	\$ 563,575	\$ 591,079

Staffing					
Code Enforcement Inspector	3.0	3.0	3.0	3.0	3.0
Office Assistant II	1.0	1.0	1.0	1.0	1.0
Total	4.0	4.0	4.0	4.0	4.0

CODE ENFORCEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	199,993	221,094	201,196	197,042	210,576
Other Wages	0	0	0	0	0
Overtime	800	0	291	218	0
Accrued Leave Paid	3,166	2,095	2,995	2,752	6,785
Health Insurance	48,576	59,015	55,895	59,010	60,445
Social Security	0	0	0	0	0
Medicare	2,867	3,103	2,966	2,812	3,152
ICMA Retirement	18,471	20,199	18,234	17,554	19,057
Deferred Compensation	0	865	0	0	0
Workers Compensation	2,279	2,625	2,148	2,011	2,321
Employee Allowance	0	138	0	213	0
TOTAL CATEGORY	276,152	309,134	283,725	281,612	302,335
SERVICES AND OTHER CHARGES					
Property Recording Fees	1,648	2,240	2,500	2,400	2,500
<i>Mohave County Recording and Lien Release fees</i>				2,400	2,500
Other Professional Services	4,621	9,590	8,000	12,000	10,000
<i>Higher volume of dangerous building notices being issued each requiring title reports</i>				12,000	10,000
Enforcement Service-Nuisance	22,355	40,430	35,000	40,000	45,000
<i>Nuisance Abatements</i>				40,000	45,000
Enforcement Service-Building	143,449	211,033	200,000	200,000	200,000
<i>Dangerous Building Abatement Demolitions</i>				200,000	200,000
Vehicle Repairs and Service	6,000	6,000	8,000	6,000	6,000
<i>Fleet rental charges (3 CE Inspectors)</i>				6,000	6,000
Property and Risk Insurance	11,780	14,859	15,305	15,305	15,765
Cellular Service	1,433	1,162	1,150	1,206	1,243
<i>Cellphone (3)</i>				1,206	1,243
Custom Printing	272	519	340	340	500
<i>Business Cards</i>				130	175
<i>Envelopes, field notices, tow forms</i>				210	325
TOTAL CATEGORY	191,559	285,833	270,295	277,251	281,008
SUPPLIES					
Office Supplies	971	909	1,000	1,000	2,000
<i>Case Folders, Pens, Pads, Calendars, Work Space/Desk/Wall Organizers, Ipad accessories, keyboards, screen protectors, cases, chargers, etc.</i>				1,000	2,000
Gasoline	2,324	3,180	3,484	2,987	3,636
<i>1,200 Gallons @\$2.95/gal</i>				2,891	3,540
<i>1,200 Gallons Fuel Facility Charge @\$.08/gal</i>				96	96



GENERAL FUND

General **Government**

CODE ENFORCEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Uniforms	251	208	525	525	800
<i>Inspector Staff short & long sleeve shirts/jackets/hats (5 ea. /1 ea. /1ea.)</i>				525	800
TOTAL CATEGORY	3,546	4,297	5,009	4,512	6,436
PROPERTY					
Tools	0	250	200	200	400
<i>Measuring Wheels, Tape Measure, Staple Guns, Sledge Hammers and Pliers.</i>				200	400
Computer Equipment<\$5,000	0	0	0	0	900
<i>iPad for Inspector</i>				0	900
TOTAL CATEGORY	0	250	200	200	1,300
TOTAL DIVISION	471,257	599,514	559,229	563,575	591,079



GENERAL FUND

General **Government**

LAUGHLIN RETREAT

DEPARTMENT DESCRIPTION

Mr. Don Laughlin donated a 1,200 acre ranch to the City on December 15, 2015. Valued at \$7.7 million, this property sets near highly sensitive Bureau of Land Management acreage. The City is caring and maintaining the property to keep the value high for the trade with the federal government after December 15, 2020.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	\$ 42,366	\$ 36,717	\$ 40,663	\$ 33,515	\$ 39,482
Supplies	15,486	14,088	20,477	23,818	20,460
Property	380	-	-	-	-
Total General Fund	\$ 58,232	\$ 50,805	\$ 61,140	\$ 57,333	\$ 59,942
Expenditures by Activity					
Laughlin Retreat	\$ 58,232	\$ 50,805	\$ 61,140	\$ 57,333	\$ 59,942
Total	\$ 58,232	\$ 50,805	\$ 61,140	\$ 57,333	\$ 59,942



GENERAL FUND

General **Government**

LAUGHLIN RETREAT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Other Contracted Services	25,610	23,701	25,358	24,710	25,018
<i>Caretaker</i>				22,000	22,218
<i>Television Service</i>				510	600
<i>IT Services - Network Connectivity</i>				1,000	1,000
<i>Security System</i>				1,200	1,200
Building Repairs	993	949	5,000	1,000	5,000
<i>Generator repair/upkeep</i>				0	500
<i>General building repairs (stain, oil)</i>				1,000	4,500
Vehicle Repairs and Service	8,000	2,004	2,000	2,000	2,000
<i>Fleet rental charges x1</i>				2,000	2,000
Other Repairs and Maintenance	3,664	4,913	3,000	500	2,000
<i>Service call generator</i>				0	1,500
<i>Landscape Maintenance</i>				500	500
Property and Risk Insurance	4,100	5,150	5,305	5,305	5,464
TOTAL CATEGORY	42,367	36,717	40,663	33,515	39,482
SUPPLIES					
Specialty Supplies	14,588	12,839	18,400	18,400	18,400
<i>Caretaker supplies</i>				4,000	4,000
<i>Liquid Propane</i>				13,500	13,500
<i>Distilled Water for Battery Maintenance</i>				100	100
<i>Fish Food</i>				800	800
Gasoline	898	1,249	2,077	1,694	2,060
<i>680 Gallons @ \$2.95/gal</i>				1,640	2,006
<i>680 Gallons Fuel Facility Charge @ \$.08/gal</i>				54	54
Diesel	0	0	0	3,724	0
<i>Fuel facility charge @ \$.08/gal</i>				112	0
<i>1400 Gallons @ \$2.85/gal Generator</i>				3,612	0
TOTAL CATEGORY	15,486	14,088	20,477	23,818	20,460
PROPERTY					
Equipment < \$5,000	380	0	0	0	0
TOTAL CATEGORY	380	0	0	0	0
TOTAL DIVISION	58,232	50,805	61,140	57,333	59,942



GENERAL FUND

General **Government**

FACILITIES MANAGEMENT

MISSION: Provide professional, technical and non-technical support of the City's public facilities to maintain a comfortable, safe and functional environment. Our personal attention to the needs of our customers is our goal and the cornerstone of the service we provide. This attitude is reflected in the quality of the work we perform.

DEPARTMENT DESCRIPTION

The Facilities Management Division provides the physical and comprehensive preventative maintenance and repair program for all City-owned buildings. Maintenance duties involve carpentry, plumbing, electrical, heating and air conditioning repair and minor remodeling. Custodial services are also provided to all City facilities.

FY 2018-2019 HIGHLIGHTS

- Continued repairing very old air handlers within Justice Center Complex
- Removed old split units from City Hall roof

FY 2019-2020 OBJECTIVES

- Upgrade Public Works Annex front office area
- Repair roof of Police Department
- Repair lower Police Department deck roof
- Send employee to Locksmith training
- Continue to investigate and initiate energy saving projects
- Provide excellent customer service to all city departments and the general public

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Council Chambers Event Set-ups	128	132	150
Number of Facilities Maintained	18	18	18
Split A/C Units Maintained	65	65	65
Facilities Square Footage Maintained	138,000	138,000	138,000
Facilities Work Order Requests	375	412	415



GENERAL FUND

General **Government**

FACILITIES MANAGEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 302,433	\$ 311,490	\$ 247,261	\$ 291,345	\$ 302,131
Services and Other Charges	468,394	470,747	379,691	367,981	537,896
Supplies	111,732	84,021	76,493	71,164	70,512
Property	8,521	22,273	2,300	2,534	16,000
Capital Outlay	10,125	-	12,000	5,000	112,815
Subtotal	\$ 901,206	\$ 888,531	\$ 717,745	\$ 738,024	\$ 1,039,354
Cost Recovery	\$ (17,402)	\$ (4,465)	\$ (16,958)	\$ (9,641)	\$ (117,711)
General Fund	\$ 883,804	\$ 884,066	\$ 700,787	\$ 728,383	\$ 921,643

Expenditures by Activity					
Facilities Mgmt	\$ 901,206	\$ 888,531	\$ 717,745	\$ 738,024	\$ 1,039,354
Total	\$ 901,206	\$ 888,531	\$ 717,745	\$ 738,024	\$ 1,039,354

Staffing					
Facilities Maintenance Supervisor	1.0	1.0	0.0	0.0	0.0
Maintenance Worker III	0.0	0.0	1.0	0.0	1.0
Maintenance Worker II	1.0	1.0	1.0	1.0	1.0
Maintenance Worker I	3.0	3.0	2.0	3.0	2.0
Total	5.0	5.0	4.0	4.0	4.0

FACILITIES MANAGEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	178,648	167,810	155,326	156,783	167,859
Other Wages	36,319	48,411	15,000	40,514	34,565
Stand By Wages	0	0	0	5,292	5,292
Overtime	3,328	2,693	3,676	1,294	3,500
Accrued Leave Paid	2,768	3,186	866	1,285	2,684
Health Insurance	53,041	60,996	49,591	60,243	61,562
Social Security	2,286	3,013	930	2,556	2,143
Medicare	3,132	3,152	2,535	2,928	3,025
ICMA Retirement	16,669	15,702	14,389	14,844	15,508
Workers Compensation	6,243	6,526	4,948	5,606	5,993
TOTAL CATEGORY	302,433	311,490	247,261	291,345	302,131
SERVICES AND OTHER CHARGES					
Other Technical Services	2,547	8,356	4,000	2,000	4,000
<i>Elevator maintenance and repairs</i>				0	2,000
<i>Locksmith services</i>				2,000	2,000
Permitting and Misc Fees	12	0	0	0	0
Other Contracted Services	35,284	12,937	7,000	8,755	12,140
<i>Annual FACP NFPA</i>				1,170	1,240
<i>Fire extinguisher certification and replacement</i>				1,264	3,000
<i>Fire sprinkler system certification and service</i>				6,321	6,400
<i>Generator Maintenance contract</i>				0	1,500
Water	44,118	45,411	62,116	35,981	44,479
<i>Animal Care Bldg 2270 Trane Rd Acct 0089857</i>				4,258	5,408
<i>City Hall Bldg 2355 Trane Rd Acct 0271553</i>				1,888	2,398
<i>City Hall Bldg 2355 Trane Rd Irr Acct 0283576</i>				2,800	3,556
<i>Emergency Services Bldg 2500 Riverview Rd Acct 0089886</i>				1,315	1,670
<i>Emergency Services Bldg 2500 Riverview Rd Fire Acct 0089887</i>				172	218
<i>Fuel Facility 1275 Alonas Way Acct 0108459</i>				834	1,059
<i>Justice Bldg 1255 Marina Blvd #A Acct 0089859</i>				2,940	3,261
<i>Justice Bldg 1255 Marina Blvd #B Acct 0089861</i>				1,652	1,966
<i>Justice Bldg 1255 Marina Blvd Fire Acct 0089860</i>				343	436
<i>Justice Bldg 1255 Marina Blvd Irr Acct 0089858</i>				16,727	21,243
<i>Recreation Center 2047 Commercial Way Acct 0108460</i>				676	246
<i>Senior Center Bldg 2285 Trane Rd Acct 0089856</i>				2,143	2,722
<i>TV 4 Bldg 937 Marina Blvd Acct 0120941</i>				233	296
Electric	257,758	259,574	206,565	220,616	227,234
<i>Animal Care and Welfare Bldg Acct 034</i>				9,863	10,159
<i>BHC Justice Center Acct 049</i>				64,301	66,230
<i>City Hall Bldg Acct 294</i>				59,965	61,764
<i>Emergency Services Bldg Acct 048</i>				23,454	24,158
<i>Evidence Bldg Acct 179</i>				2,573	2,651
<i>Mechanical Bldg Acct 193</i>				47,053	48,464

FACILITIES MANAGEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Public Works Annex Acct 211				2,874	2,960
Recreation Center Acct 183				1,859	1,915
Rotary Park First Aid Station Acct 097				1,419	1,461
Senior Center Acct 069				5,395	5,557
TV 4 Studio Acct 134				1,552	1,598
Wolf Court Radio Tower Acct 114				308	317
Natural Gas	1,706	1,475	375	365	376
Animal Care Bldg Acct 1006032				365	376
Building Repairs	31,631	39,886	29,500	29,425	32,000
Carpentry supplies				9,400	9,000
Courtroom A remodel				305	0
Electrical supplies				4,000	4,500
Emergency Services bathrooms (Men & Women) Counter top replacement				0	1,000
Emergency Services bathrooms (Men & Women) flooring replacement				0	1,000
Emergency Services Kitchen counter top replacement				0	500
HVAC supplies				8,970	9,000
Locks and doors				950	1,000
Plumbing supplies				5,800	6,000
General Equipment Repairs	53,669	31,623	17,500	16,750	18,400
Air conditioner and chiller repairs				11,300	10,000
Alarm repairs all buildings				2,900	2,900
Gate repairs				550	2,500
Machine and appliance repairs				2,000	3,000
Vehicle Repairs and Service	6,000	6,000	6,000	6,000	6,000
Fleet rental charges				6,000	6,000
Maintenance Agreements	16,453	16,664	19,040	17,125	18,914
Chiller preventive maintenance agreement				6,854	6,960
Council Chamber generator maintenance contract				0	1,378
Elevator service agreement				4,400	4,576
Water treatment service agreement				5,871	6,000
Other Repairs and Maintenance	0	24,641	5,000	8,384	149,250
City Hall & Senior Center Solar Panel repairs				384	4,000
Electrician, Refrigeration Specialist or Plumber if necessary				8,000	8,000
Lower PD Deck Roof Repair				0	120,000
Police Dept Roof Repair				0	17,250
Equip. and Vehicle Rental	1,662	439	500	528	528
Soft water tank rental				528	528
Property and Risk Insurance	16,130	20,346	20,956	20,956	21,585
Cellular Service	1,423	983	1,104	1,058	1,090
Cellphone (1)				359	370
Smartphone (1)				699	720
Custom Printing	0	0	35	38	40
Business cards				38	40
Per Diem	0	0	0	0	170
Certified Locksmith training				0	170

FACILITIES MANAGEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Lodging	0	0	0	0	445
<i>Certified Locksmith training</i>				0	445
Transportation	0	0	0	0	50
<i>Certified Locksmith training</i>				0	50
Seminars and Conferences	0	2,412	0	0	1,195
<i>Certified Locksmith training</i>				0	1,195
TOTAL CATEGORY	468,394	470,747	379,691	367,981	537,896
SUPPLIES					
Improvements Noncapital	17,268	0	4,767	4,231	0
<i>Water softener for cooling system</i>				4,231	0
Office Supplies	0	0	200	67	200
<i>Pens, pads, notebooks, etc</i>				67	200
Specialty Supplies	33,051	29,107	16,250	16,200	16,750
<i>Filters for cooling systems</i>				4,000	4,000
<i>Flags for all facilities</i>				6,194	6,200
<i>Operating supplies, batteries, traps</i>				4,006	4,000
<i>Safety supplies</i>				1,000	1,000
<i>Signage for offices</i>				250	250
<i>Water softener salt</i>				750	1,300
Gasoline	3,122	2,903	4,556	3,482	4,242
<i>1,400 Gallons @\$2.95/gal</i>				3,370	4,130
<i>1,400 Gallons Fuel Facility Charge @ \$.08/gal</i>				112	112
Uniforms	1,324	1,192	1,420	1,236	1,820
<i>Allowance for new boots for 2 New Temp PT 1 ea</i>				0	120
<i>Allowance for replacement boots 4 Perm FT 1 ea</i>				658	600
<i>Allowance for replacement boots for 2 Temp PT 1 ea</i>				0	120
<i>New pants for 2 New Temp PT 5 ea</i>				0	200
<i>New shirts for 2 New Temp PT 5 ea</i>				0	150
<i>Replacement Pants for 2 Temp PT 3 ea</i>				120	120
<i>Replacement pants for 4 Perm FT 3 ea</i>				280	240
<i>Replacement shirts for 2 Temp PT 3 ea</i>				88	90
<i>Replacement shirts for 4 Perm FT 3 ea</i>				90	180
Cleaning Supplies	35,580	42,828	30,300	36,148	37,500
<i>General cleaning supplies</i>				17,500	18,000
<i>Paper products</i>				16,000	16,500
<i>Plastic trash liners</i>				2,648	3,000
Chemical Products	21,388	7,990	19,000	9,800	10,000
<i>Cleaning chemicals</i>				9,800	10,000
TOTAL CATEGORY	111,732	84,021	76,493	71,164	70,512
PROPERTY					
Appliances	927	2,393	2,000	2,194	2,000
<i>Appliance replacement</i>				0	2,000
<i>Water heater for Council Chambers</i>				394	0
<i>Water softener for Senior Nutrition Center</i>				1,800	0



GENERAL FUND

General **Government**

FACILITIES MANAGEMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Tools	680	218	300	340	1,000
<i>Tools such as hammers, drills, etc.</i>				340	1,000
Equipment<\$5,000	6,913	19,663	0	0	13,000
<i>Air Conditioner replacements</i>				0	9,000
<i>Floor Cleaning Machine</i>				0	4,000
TOTAL CATEGORY	8,521	22,273	2,300	2,534	16,000
CAPITAL OUTLAY					
Machinery and Equipment	10,125	0	12,000	5,000	112,815
<i>Chillers Control Upgrade</i>				0	14,285
<i>Cooling Tower Replacement</i>				0	86,530
<i>Split Unit Replacements</i>				5,000	12,000
TOTAL CATEGORY	10,125	0	12,000	5,000	112,815
TOTAL DIVISION	901,206	888,531	717,745	738,024	1,039,354



GENERAL FUND

General **Government**

HUMAN SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 11,822	\$ 121,613	\$ 160,530	\$ 190,781	\$ 152,432
Services and Other Charges	18,500	32,952	27,458	27,458	27,458
Supplies	-	536	-	-	-
Subtotal	\$ 30,322	\$ 155,101	\$ 187,988	\$ 218,239	\$ 179,890
Cost Recovery	\$ (8,016)	\$ (9,517)	\$ -	\$ -	\$ -
General Fund	\$ 22,306	\$ 145,584	\$ 187,988	\$ 218,239	\$ 179,890

Expenditures by Activity					
Human Services	\$ 30,322	\$ 155,101	\$ 187,988	\$ 218,239	\$ 179,890
Total	\$ 30,322	\$ 155,101	\$ 187,988	\$ 218,239	\$ 179,890

Staffing					
Human Services Director	1.0	1.0	1.0	1.0	1.0
Receptionist	1.0	1.0	1.0	1.0	1.0
Office Assistant II	0.0	0.0	1.0	1.0	1.0
Total	2.0	2.0	3.0	3.0	3.0



GENERAL FUND

General Government

HUMAN SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Human Services					
PERSONNEL COSTS					
Regular Full-Time	9,610	88,154	108,329	131,405	106,719
Other Wages	0	182	0	0	0
Overtime	0	249	0	211	0
Accrued Leave Paid	0	371	875	0	0
Health Insurance	730	21,130	37,433	42,474	32,034
Social Security	0	11	0	0	0
Medicare	138	1,234	1,583	1,864	1,547
ICMA Retirement	872	7,939	9,804	11,911	9,658
Deferred Compensation	449	1,935	2,320	2,424	2,283
Workers Compensation	24	409	186	492	191
TOTAL CATEGORY	11,822	121,613	160,530	190,781	152,432
SERVICES AND OTHER CHARGES					
Legal Notices	0	122	0	0	0
Other Contracted Services	18,500	29,544	27,458	27,458	27,458
Homeless Resource Center				20,000	20,000
Section 8 Housing IGA with Mohave County				3,500	3,500
WACOG Rural Transportation Liaison				3,958	3,958
Vehicle Repairs and Service	0	2,004	0	0	0
Marketing Events	0	343	0	0	0
Per Diem	0	82	0	0	0
Lodging	0	346	0	0	0
Transportation	0	210	0	0	0
Seminars and Conferences	0	300	0	0	0
TOTAL CATEGORY	18,500	32,952	27,458	27,458	27,458
SUPPLIES					
Office Supplies	0	190	0	0	0
Postage	0	7	0	0	0
Gasoline	0	339	0	0	0
TOTAL CATEGORY	0	536	0	0	0
TOTAL	30,322	155,101	187,988	218,239	179,890



GENERAL FUND

General **Government**

GENERAL SERVICES

DEPARTMENT DESCRIPTION

The General Services Division accounts for all expenditures that are Citywide and not specific to departments. These include unemployment insurance, rental of equipment such as copiers and postal meters and contractual obligations.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 112,332	\$ 14,831	\$ 20,000	\$ 15,000	\$ 20,000
Services and Other Charges	535,781	826,699	678,904	642,418	786,587
Supplies	46,094	61,438	59,385	61,223	63,101
Property	9,639	253	-	-	13,386
General Fund	\$ 703,846	\$ 903,221	\$ 758,289	\$ 718,641	\$ 883,074
Expenditures by Activity					
General Services	\$ 703,846	\$ 903,221	\$ 758,289	\$ 718,641	\$ 883,074
Total	\$ 703,846	\$ 903,221	\$ 758,289	\$ 718,641	\$ 883,074

GENERAL SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	0	3,282	0	0	0
Accrued Leave Paid	93,503	0	0	0	0
Social Security	0	203	0	0	0
Medicare	1,356	48	0	0	0
ICMA Retirement	8,462	0	0	0	0
Deferred Compensation	4,675	0	0	0	0
Unemployment Compensatic	4,158	11,280	20,000	15,000	20,000
Workers Compensation	178	17	0	0	0
TOTAL CATEGORY	112,332	14,831	20,000	15,000	20,000
SERVICES AND OTHER CHARGES					
Economic Dev Incentive	164,090	364,978	100,000	103,334	112,000
<i>Development incentive</i>				103,334	112,000
Legal Services	169,749	175,380	209,319	203,500	207,600
<i>Public Defenders (2) Assigned 900 cases</i>				166,500	169,850
<i>Public Defenders-plus 200 Cases exceeding contract</i>				37,000	37,750
Other Professional Services	2,370	18,139	147,700	122,700	227,700
<i>Compensation and Classification Study</i>				0	25,000
<i>Land Exchange Engineering & Study</i>				120,000	200,000
<i>On-site shredding services \$225/mo</i>				2,700	2,700
Permitting and Misc. Fees	300	450	0	0	0
Other Contracted Services	2,764	2,212	0	0	0
Telephone	97,351	90,916	91,874	93,406	95,618
704-2733 \$206/mo				2,472	2,472
704-9646 \$45/mo				537	540
704-9702 \$45/mo				536	540
7251251 AFIS Phone Line \$79/mo				950	950
743-9754 \$29/mo 800 Starter Line				321	348
754-2608 \$28/mo				336	336
754-4057 \$45/mo				543	543
754-8877 \$99/mo				1,195	1,195
758-1069 \$370/mo				4,460	4,460
758-2705 \$45/mo				195	536
758-3735 \$83/mo				1,001	1,001
758-5109 \$184/mo				2,205	2,208
758-7626 \$39/mo				462	462
758-7898 \$7/mo				84	84
758-8209 \$55/mo				661	661
763-1045 \$88/mo				998	998
763-1110 \$329/mo				3,974	3,974
763-1379 \$45/mo				536	536
763-2224 \$228/mo				2,739	2,739



GENERAL FUND

General **Government**

GENERAL SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
763-2507 \$52/mo				621	621
763-2974 \$45/mo				536	536
763-3107 \$83/mo				994	994
763-3153 \$83/mo				994	994
763-3653				710	1,419
763-5848 \$51/mo				612	612
763-6000 \$130/mo				1,604	1,604
763-7247 \$53/mo				636	636
763-8548 \$152/mo				1,839	1,839
763-9086 \$45/mo				536	536
763-9400 - \$4871/mo Basic System Charges -70%				40,013	41,084
763-9400 \$2040/mo Telephone Service - 70%				17,136	17,136
986-2011 \$5/mo				57	57
986-4015 \$17/mo				197	200
986-4016 \$17/mo				197	200
986-4017 \$17/mo				197	200
986-5411 \$177/mo				2,127	2,127
Conference calls				195	240
General Equipment Repairs	0	318	0	0	0
Software/Hardware Agreements	0	4,200	0	0	0
Land and Building Lease	0	106	0	0	0
Office Equipment Lease	55,032	41,701	53,111	52,778	52,778
Color and Additional Copies				5,000	5,000
Copier Lease				40,050	40,050
Postage Machine Lease				7,728	7,728
Custom Printing	5,355	2,184	0	0	0
Seminars and Conferences	0	903	0	0	0
Dues and Memberships	23,152	24,502	24,900	24,900	26,391
Bullhead Area Chamber of Commerce Dues				225	225
Laughlin Chamber of Commerce Dues				130	130
League of Arizona Cities and Towns Dues based on city population (40,252)				24,545	26,036
Tuition Reimbursement	1,084	1,909	4,500	1,800	4,500
Tuition Reimbursement				1,800	4,500
Strategic Plan	14,534	98,802	40,000	40,000	60,000
Strategic Plan Initiatives				40,000	60,000
TOTAL CATEGORY	535,781	826,699	671,404	642,418	786,587
SUPPLIES					
Office Supplies	19,441	19,637	19,785	19,978	20,437
Copy Paper - general use 8.5x11, 8.5x14, 11x17				12,000	12,000
Dispensed Bottled Water				7,728	8,187
Shipping Supplies				250	250
Awards	7,244	8,484	9,000	8,500	9,000
Annual service awards, monthly service recognition and quarterly luncheons for employees.				8,500	9,000



GENERAL FUND

General **Government**

GENERAL SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Postage	19,409	33,317	30,600	32,745	33,664
<i>Shipping Service -Fed-Ex and UPS</i>				2,100	2,100
<i>US Postal Service</i>				30,645	31,564
TOTAL CATEGORY	46,094	61,438	59,385	61,223	63,101
PROPERTY					
Furniture	0	0	0	0	13,386
<i>Replace council chamber chairs at dais and conference room.</i>				0	13,386
Computer Equipment<\$5,000	8,811	253	0	0	0
Equipment<\$5,000	828	0	0	0	0
TOTAL CATEGORY	9,639	253	0	0	13,386
TOTAL DIVISION	703,846	903,221	750,789	718,641	883,074



GENERAL FUND

Culture-Recreation

CULTURE-RECREATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 1,633,136	\$ 1,724,343	\$ 1,745,544	\$ 1,726,128	\$ 1,874,690
Services and Other Charges	1,670,257	864,590	1,123,730	885,071	1,098,252
Supplies	553,501	473,593	724,660	497,493	598,528
Property	23,880	16,853	48,108	24,477	43,797
Capital Outlay	115,104	67,351	407,043	274,081	304,710
Subtotal	\$ 3,995,878	\$ 3,146,730	\$ 4,049,085	\$ 3,407,250	\$ 3,919,977
Cost Recovery	\$ (1,119,336)	\$ (139,212)	\$ (437,648)	\$ (110,103)	\$ (252,576)
General Fund	\$ 2,876,542	\$ 3,007,518	\$ 3,611,437	\$ 3,297,147	\$ 3,667,401

Expenditures by Activity					
Parks Maintenance	\$ 1,982,819	\$ 2,018,705	\$ 2,499,538	\$ 2,302,484	\$ 2,472,725
Special Events	1,081,329	119,875	326,177	107,603	143,383
Recreation Services	814,058	863,263	990,405	792,077	1,044,622
Park Rangers	74,142	75,591	85,484	80,108	87,140
Suddenlink Community Center	43,529	69,297	147,481	124,978	172,107
Total	\$ 3,995,878	\$ 3,146,730	\$ 4,049,085	\$ 3,407,250	\$ 3,919,977

Staffing					
Recreation Staff	5.0	5.0	5.0	5.0	5.0
Parks Maintenance	17.0	18.0	17.0	16.0	17.0
Total	22.0	23.0	22.0	21.0	22.0



RECREATION

MISSION: Provide the finest programs, events and services to enrich daily life for the citizens of Bullhead City and the surrounding area. The division fosters a lifetime appreciation and involvement in recreation and wellness activities for our community. The Recreation Division contributes to the physical, social, intellectual and cultural development of those we serve.

DEPARTMENT DESCRIPTION

The Recreation Division provides the Community with a broad, varied and interesting selection of special events and activities. This involves both active and passive programs designed to meet the needs of all residents regardless of age, sex, socio-economic status, race or any disabilities. The Recreation Division also manages the Suddenlink community center.

FY 2018-2019 HIGHLIGHTS

- Served more than 900 customers in AARP free tax service program.
- Expanded pickleball to 6 days per week and added additional 4 days at the Boys & Girls Club, drawing more than 2,800 players throughout the year.
- Implemented step water aerobics program.
- 20% increase in participants at our Senior Games. 2018- 869 Participants, 2019-1044.
- Added multiple partnerships/Sponsorships for Senior Games: Pickleball Tournaments.com and Senior Softball USA- Suddenlink, Debbie's Dispensary, Erin Collins and Associates, Walmart and Laughlin Tourism Commission.
- Maintained number of full-time reservations at Suddenlink Community Center at 13.
- Expanded Friday Night basketball league to 10 teams.
- Increased participation in all water activities as the result of the pool being heated year-round.
- Softball leagues continued "bat-provided" format, to eliminate problems with bat altering.
- Received "Excellent" health code rating in all concession operations.
- Maintained the Tri-State Veteran Day Parade participation and attendance.
- Increased Winter Festival participation by 20%.
- Opened and successfully ran the new Community Park Snack Bar.
- Hosted the first annual Best of the West Fishing Derby bringing in 60 Participants.
- Created and implemented a Marketing Plan for all Special Events to ensure a consistent timeline for press and media.
- Created a master vendor/sponsor list to assist with all events.
- Held City and Non- Profit events such as, BHCDF Training, BHCPD Field Training, Women Helping Women, BLM Training, Search and Rescue, and United Blood Services at the Suddenlink Community Center.
- Increased to 20 teams in men's and co-ed softball.
- Collected more toys from the Toys for Kids Softball Tournament for the Firefighters Toy Drive.
- Added a Golf Simulator to Suddenlink Community Center for future Community use.
- Added Adult Volleyball League beginning in March.
- Bullhead City Holiday Shootout increased team total to 14, boosting overall competitiveness.
- Partnership with SSUSA, adding two sizable tournaments: Winter Classic-53 teams Worlds- 100 teams.



RECREATION

FY 2019-2020 OBJECTIVES

- Average 1 special event or sports tournament in our parks per weekend.
- Conduct an adult soccer league for 12 teams.
- Increase Holiday High School Basketball Tournament to 20 teams.
- Continue to grow participation in each aquatic program.
- Recruit, train, and retain new softball umpires to meet demand.
- Increase Fall Senior Softball Tournament to 65 teams.
- Maintain the most up-to-date safety measures for participants in softball leagues and tournaments.
- Increase Toys for Kids Softball Tournament to include 20 teams and collect an additional 100 toys.
- Add, plan, and coordinate three new special events: Street Fest, and Pro-Am Fishing Derby.
- Double the reservation held at the Suddenlink Community Center.
- Grow local softball leagues to 24 teams.
- Successfully host one dive in movie night a month in May, June, July, and August of this budget year.
- Register 2,000 athletes for the 4th annual Bullhead City/Laughlin Senior Games
- Pay out \$1,000.00 to our community partners
- Surpass \$65,000.00 in Senior Games revenue collections
- Increase event at Ken Fovargue Park called Splash Bash with 2500 participants.
- Host an Extended Edition Fishing Derby as done in the past bringing in over 200 fishers overall in an 11 week period
- Grow our weekend Best of the West Fishing Derby by 20%.
- Have over 100 participants at our Dash or Dye in September.
- Host Bravo the Bull's Block Party having 100 vendors and over 1000 participants.
- Bring back the Halloween Fest and fully cover the cost with Sponsorships
- Partner with Las Vegas Bluegrass Association to host Bluegrass in our area. LVBA will market, organize and run the event with us giving location for free.
- Continue to grow all events such as Veterans Parade, Winter Festival, Bravo the Bull's Block Party, and Best of the West Fishing Derby.

RECREATION

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
4th of July BBQ Bash	180	180	180
Dive In Movie Participants	300	360	360
Lap Swim Participants	600	1,500	2,000
Monsoon Madness Pickleball Tournament	62	75	90
Open Swim	5,000	5,000	5,000
Swim Lessons	600	600	600
Tri-State Veterans Day Parade Floats	74	80	90
Tri-State Veterans Day Parade Participants	1,200	1,500	1,700
Water Aerobics	2,000	2,500	2,500
Youth Summer Basketball Tournament Teams	0	0	24
Adult Men's Basketball League Players	96	120	144
Adult Men's Basketball League Teams	8	10	12
High School Basketball League Players	96	120	144
High School Basketball League Teams	8	10	12
Volleyball League Players	50	100	120
Volleyball League Teams	5	10	12
Adult Softball League Players	600	1,000	1,100
Adult Softball League Teams	38	60	65
Fall Senior Tournament Players	795	1,050	1,100
Fall Senior Tournament Teams	53	70	75
Spring Senior Tournament Players	1,095	1,230	1,300
Spring Senior Tournament Teams	73	82	85
Toys for Kids Softball Tournament Players	240	432	500
Toys for Kids Softball Tournament Teams	16	24	33
Adult Soccer League Players	180	220	320
Adult Soccer League Teams	9	11	16
Halloween Fest	2,500	3,000	0
Winter Festival	2,500	3,000	3,000
BHC Street Fest Participants	0	0	1,500
BHC Street Fest Vendors	0	0	50
Dash or Dye 5k Run	50	100	0
Splash Bash	2,000	3,000	3,000
BHC Fishing Derby	60	120	150
Senior Games	869	1,175	1,795
Bye, Bye Birdie	0	51	65
Dink for Pink	48	65	80



GENERAL FUND

Culture-Recreation

RECREATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 724,097	\$ 768,282	\$ 708,821	\$ 694,758	\$ 730,437
Services and Other Charges	1,091,748	265,165	452,889	331,742	462,880
Supplies	157,497	85,655	263,969	69,707	129,018
Property	15,141	8,923	28,868	8,559	29,917
Capital Outlay	24,575	-	95,000	-	95,000
Subtotal	\$ 2,013,058	\$ 1,128,025	\$ 1,549,547	\$ 1,104,766	\$ 1,447,252
Cost Recovery	\$ (1,104,950)	\$ (183,040)	\$ (434,148)	\$ (110,103)	\$ (252,576)
General Fund	\$ 908,108	\$ 944,985	\$ 1,115,399	\$ 994,663	\$ 1,194,676

Expenditures by Activity					
Recreation Services	\$ 814,058	\$ 863,263	\$ 990,405	\$ 792,077	\$ 1,044,622
Park Rangers	74,142	75,591	85,484	80,108	87,140
Suddenlink Community Center	43,529	69,297	147,481	124,978	172,107
River Regatta	972,098	507	-	-	-
Senior Games	56,143	60,713	248,663	64,990	91,029
Bluegrass Festival	36,294	30,351	-	-	-
Farmers Market	14,404	17,332	20,180	21,503	17,169
Winter Festival	2,196	6,399	2,902	8,674	4,000
BHC Fishing Derby	194	4,504	14,811	3,588	10,405
BHC Street Fest	-	-	19,554	-	16,280
BOTW Soccer Tourney	-	-	-	-	-
Fall Festival	-	-	9,503	-	-
Splash Bash	-	69	10,564	8,848	4,500
Total	\$ 2,013,058	\$ 1,128,025	\$ 1,549,547	\$ 1,104,766	\$ 1,447,252

Staffing					
Parks and Recreation Superintendent	0.0	0.0	1.0	1.0	1.0
Recreation Manager	1.0	1.0	1.0	1.0	1.0
Special Event Coordinator	1.0	1.0	0.0	0.0	0.0
Recreation Supervisor	2.0	2.0	2.0	2.0	2.0
Office Specialist II/Pool Manager	0.0	0.0	0.0	0.0	0.0
Office Assistant II	1.0	1.0	1.0	1.0	1.0
Total	5.0	5.0	5.0	5.0	5.0



GENERAL FUND

Culture-Recreation

RECREATION SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	288,412	302,148	250,662	241,460	266,506
Other Wages	179,757	197,916	198,019	201,394	209,519
Overtime	0	473	0	254	0
Accrued Leave Paid	0	3,094	0	3,509	0
Health Insurance	63,849	59,756	55,879	52,050	60,020
Social Security	11,025	12,051	12,277	12,416	12,990
Medicare	6,702	7,177	6,505	6,428	6,902
ICMA Retirement	26,092	27,648	22,685	22,193	24,119
Deferred Compensation	67	974	0	0	0
Workers Compensation	4,665	5,055	4,215	4,391	4,388
TOTAL CATEGORY	580,570	616,291	550,242	544,095	584,444
SERVICES AND OTHER CHARGES					
Administrative Fees	50,000	50,000	50,000	50,000	50,000
<i>Boys and Girls Club Annual Agreement</i>				50,000	50,000
Other Professional Services	0	38	2,250	0	2,250
<i>Dink for Pink Pickleball Tournament Registration Services</i>				0	750
<i>Snowbird Send-off Pickleball Tournament Registration Services</i>				0	750
<i>Monsoon Madness Pickleball Tournament Registration Services</i>				0	750
Permitting and Misc. Fees	3,055	14,206	5,426	2,300	6,806
<i>Concession Stand Annual Health Permits</i>				0	3,126
<i>Homebase Software</i>				0	480
<i>Red Cross Authorized Provider fee</i>				300	300
<i>Red Cross Annual Learn to Swim Facility fee</i>				300	300
<i>Annual County Health Permit</i>				1,700	1,700
<i>License for Movie (3 @ \$300 each)</i>				0	900
Contract Labor	40,411	37,359	91,996	65,006	94,566
<i>Officiating of Softball Leagues and Tournaments</i>				48,956	48,956
<i>Sunday Skills 25 wks, 2 hr/wk, \$15/player, 10 players</i>				0	3,750
<i>High School Holiday Basketball Tournament 2 refs per game @ \$70 each</i>				0	4,900
<i>Soccer AF Refs Spring Season</i>				0	3,450
<i>HS B-Ball League 2 Refs \$35 x 70 games</i>				3,400	6,160
<i>Soccer Center Refs Spring Season</i>				0	1,370
<i>Adult B-Ball Tourney refs- 2 Refs @ \$35/Gm x 31</i>				0	2,170
<i>Youth Summer B-Ball Tourney Refs</i>				850	3,560
<i>Adult B-Ball League Refs</i>				6,800	18,900
<i>Junior B-Ball League Refs \$25/gm x 54 games</i>				0	1,350
<i>Receptionist Temps</i>				5,000	0
Other Contracted Services	400	1,801	1,250	1,425	425
<i>Graphic Design Work-Bye Bye Birdie Pickleball Tourney</i>				500	0
<i>Graphic Design Work-Dink for Pink Pickleball Tourney</i>				500	0
<i>Santa Suit Cleaning</i>				125	125
<i>Bunco - Chamber of Commerce Rental</i>				175	175
<i>Bravo the Bull Suit Cleaning</i>				125	125
Improvements Noncapital	0	0	0	2,500	9,193
<i>Undesignated Arts Fund Balance</i>				0	9,193
<i>Bronze Bull Statute</i>				2,500	0



GENERAL FUND

Culture-Recreation

RECREATION SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
General Equipment Repairs	50	1,720	200	0	200
<i>City Issued Bat Repair</i>				0	200
Vehicle Repairs and Service	3,530	3,756	3,750	3,750	3,750
<i>Internal Charge for Use of City Vehicle</i>				3,750	3,750
Equip. and Vehicle Rental	320	140	600	0	600
<i>Snowbird Send-off Pickleball Tournament Swamp Cooler and/or Propane Heater Rentals</i>				0	300
<i>Dink for Pink Pickleball Tournament Swamp Cooler and/or Propane Heater Rentals</i>				0	300
Land and Building Lease	35,400	34,830	9,700	32,100	9,700
Rotary Park Jetty Lease 023-095649-03				1,800	1,800
Community Park Dock Lease #023-102510-03				1,800	1,800
Rotary Park Dock Lease #023-094309-03				1,800	1,800
Riviera/Sunshine Marine Lease #023-103413-03				2,400	2,400
Section 12 Recreation Concession Lease AZ 29258				22,500	100
Section 12 Launch Ramp Rental Lease #023-119505-03				1,800	1,800
Music License Agreement	1,082	1,127	0	0	1,497
<i>Music Licensing (ASCAP, BMI, SEASAC)</i>				0	1,497
Property and Risk Insurance	25,934	32,712	33,694	33,694	34,704
Program Insurance	0	0	1,200	0	1,200
<i>Annual Adult Softball Sanctioning Renewal</i>				0	1,200
Wifi Service	0	0	0	0	0
Cellular Service	2,640	2,487	2,780	2,871	3,657
<i>Replace 1 smartphone</i>				0	700
<i>Smartphone (4)</i>				2,871	2,957
Other Advertising	0	220	500	600	1,000
<i>SSUSA Senior Softball Promotions</i>				500	500
<i>A- Frames</i>				0	400
<i>Recreation Banners</i>				100	100
Custom Printing	1,913	437	5,375	4,184	10,875
<i>Veteran's Day Parade Flyers</i>				0	250
<i>Tournament Brackets</i>				0	350
<i>Monsoon Madness Pickleball Tournament Flyers</i>				0	200
<i>Dink for Pink Pickleball Tournament Flyers</i>				0	200
<i>Softball Flyers and Brackets</i>				0	150
<i>Volleyball Flyers and Brackets</i>				0	150
<i>Senior Softball Tournament Flyer Printing</i>				0	500
<i>Soccer League Flyers and Brackets</i>				0	150
<i>Snowbird Send-off Pickleball Tournament Flyers</i>				0	200
<i>Youth Basketball Camp</i>				0	150
<i>Business Cards 5 boxes @ \$35 each</i>				175	175
<i>Flyers, Signs, and Banners- Snack Bar</i>				0	100
<i>Pool Event Flyers</i>				500	650
<i>Watercraft Rental Consumer Protection Forms</i>				2,600	6,500
<i>Watercraft Launch Commercial Stickers Cardboard Passes</i>				909	1,000
<i>Swim Pool Passes</i>				0	100
<i>Jr. Lifeguard Certificates</i>				0	50
Per Diem	83	11	0	0	625
<i>NRPA Conference</i>				0	175
<i>monsoon madness</i>				0	100
<i>Huntsman Senior Games</i>				0	0
<i>APRA Conference</i>				0	350

RECREATION SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Transportation	130	299	0	0	520
<i>NRPA Conference</i>				0	520
Seminars and Conferences	2,278	2,150	3,570	2,900	5,660
<i>2019 APRA Annual Conference (2 people)</i>				0	1,020
<i>2019 NRPA Conference</i>				0	565
<i>Lodging for NRPA</i>				0	675
<i>Lodging for APRA</i>				0	1,000
<i>Lifeguard, WSI Training including Materials</i>				1,050	2,400
<i>Pool Operator Training including materials</i>				800	0
<i>Water Aerobics - Aqua Con</i>				1,050	0
Dues and Memberships	0	0	300	150	475
<i>APRA Membership x 2</i>				0	150
<i>Notary Renewal</i>				150	150
<i>NRPA Membership</i>				0	175
Hospitality	0	0	0	10,211	35,820
<i>Shirts for Fall Classic Senior Tourney</i>				0	5,000
<i>Youth Christmas Tournament Hospitality</i>				400	500
<i>Monsoon Madness Pickleball Tournament Hospitality</i>				300	500
<i>Dink for Pink Pickleball Tournament Hospitality</i>				0	300
<i>High School B-Ball League Concessions</i>				1,000	1,000
<i>Monsoon Madness Pickleball Tournament Swag Bags</i>				0	1,500
<i>Dink for Pink Pickleball Tournament Swag Bags</i>				0	1,500
<i>Snowbird Send-off Pickleball Tournament Shirts</i>				0	2,000
<i>Youth Holiday Tournament T-Shirts</i>				958	1,920
<i>Dink for Pink Pickleball Tournament Shirts</i>				0	2,000
<i>Snowbird Send-off Pickleball Tournament Swag Bags</i>				0	1,000
<i>Snowbird Send-off Pickleball Tournament Hospitality</i>				0	500
<i>Sports League and Tourney Concessions</i>				6,000	8,000
<i>Basketball League Concessions</i>				0	400
<i>Youth Summer B-Ball Tournament Snack Bar and Hospitality</i>				1,100	1,100
<i>Senior Tournament Hospitality</i>				0	1,000
<i>Monsoon Madness Pickleball Tournament Shirts</i>				453	2,000
<i>Youth B-Ball Camp Shirts</i>				0	600
<i>Shirts for Spring Classic Tourney</i>				0	5,000
TOTAL CATEGORY	167,226	183,293	212,591	211,691	273,523
SUPPLIES					
Training Supplies	0	200	300	800	300
<i>CPR Masks (30 @ \$10.00)</i>				300	300
<i>Junior Lifeguard Program Supplies</i>				500	0
Office Supplies	1,308	1,418	12,971	1,354	1,900
<i>Athletic Office Supplies</i>				0	400
<i>Admin Office Supplies (Staples, tacks, pens, pencils, notepads, calendars, hole punch,</i>				800	800
<i>Launch Booth Office Supplies</i>				54	200
<i>Pool Office Supplies</i>				500	500
Awards	11,161	9,141	21,005	5,023	14,155
<i>Trophies for Adult Soccer League</i>				0	500
<i>Snowbird Send-off Pickleball Tournament Medals</i>				0	2,500
<i>Senior Softball Tournament Medals and Lanyards</i>				0	1,000
<i>Trophies for Softball Leagues</i>				0	600
<i>Shirts for Toys for Kids Softball Tournament</i>				0	500
<i>Dash or Dye Shirts</i>				1,000	0



GENERAL FUND

Culture-Recreation

RECREATION SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Adult Basketball Tournament Prizes				1,000	1,000
Adult Basketball Tournament Champion Shirts				240	240
Junior Basketball League Trophy				100	100
Adult Basketball Tournament Trophies				155	155
Monsoon Madness Pickleball Tournament Medals				320	2,500
High School Basketball League Champ Shirts				600	600
Dink for Pink Pickleball Tournament Medals				0	2,500
Youth Christmas B-Ball Tourney Medals				348	400
Adult Basketball League - Champ Shirts				900	900
Youth Summer Basketball Tourney Trophies and medals				120	420
Youth Summer B-Ball Tourney Champ Shirts				240	240
Specialty Supplies	20,163	30,845	28,085	10,464	21,310
Veterans Day Parade Supplies				0	500
20' Inflatable Screen				0	6,295
Monsoon Madness Pickleball Tournament First Server Wristbands				0	500
Dink for Pink Pickleball Tournament First Server Wristbands				0	300
Snowbird Send-off Pickleball Tournament First Server Wristbands				0	500
Softballs for Adult League and Tournaments- 1,107 @ \$2.71 EACH				3,000	3,000
Dash or Dye Supplies- glow stick, paint, balloons				2,000	0
Youth Summer B-Ball Tourney ball				65	65
Monsoon Madness Pickleball Tournament: Balls (10 SETS @ \$17.00)				164	200
High School B-Ball League Scorebooks (2)				20	20
High School B-Ball League Balls (2)				130	130
Pickleball Paddles 5 @ \$25 each				125	125
Pickleball Nets (5)				460	1,150
Summer Youth B-Ball Tourney Ball				65	65
Youth Holiday Tournament Balls (4)				130	260
Adult Basketball League Balls 2@ \$65				130	130
Adult Basketball League Scorebooks (5)				20	50
Adult B-Ball Tourney Outdoor Balls - 3 @ \$75				75	75
Equipment for Adult Soccer League and Tournaments				1,410	1,500
Youth Holiday B-Ball Tourney Scorebooks(3)				20	30
Horseshoe league shoes and stakes (4 sets)				0	300
Sunday Skills Weighted balls (2)				160	160
Sunday Skills Tennis Balls (15)				15	15
Sunday Skills Blocking Pad				75	0
Basketball Nets, pickleball nets and volleyball nets for parks				500	1,140
EZ Ups and Coolers				0	2,500
Junior Lifeguard Graduation Party: Food				50	0
Dive in Movies: Rafts for pool (15 @ \$10)				0	150
Dive in Movies: Food, Beverage, Napkins, and Utensils (2 @ \$250.00)				500	500
Sunblock (20 @ \$5.00)				100	100
Dive in Movies: Decorations, Goodie Bags, and Prizes (2@ \$300.00)				500	600
July 4th BBQ Bash: Food, Beverage, Napkins, and Utensils				200	300
July 4th BBQ Bash: Decorations, Goodie Bags, and Prizes				250	350
Pool Party Food (10 @ \$30.00)				300	300
Computer Software	499	0	30,165	8,192	13,365
Exposure Events Membership and Listing				0	165
Parks & Recreation Software w/20% discount				8,192	13,200
Gasoline	549	607	938	804	985
325 Gallons Fuel Facility Charge @ \$.08/gal				26	26
325 Gallons @ \$2.95/gal				778	959



GENERAL FUND

Culture-Recreation

RECREATION SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Food/Beverage for Resale	4,739	7,125	19,950	2,062	17,000
<i>High School B-Ball League Concessions</i>				1,000	1,000
<i>Ken Fovarque Park Snack Bar Food and Drink for Resale</i>				0	10,000
<i>Community Park Snack Bar Food and Drink for Resale</i>				0	5,000
<i>Launch Booth Ice</i>				1,062	1,000
Resale Merchandise	0	684	0	0	0
Uniforms	2,239	6,007	3,760	4,340	4,072
<i>Athletic Staff Shirts</i>				2,000	1,000
<i>Rec Shirts for Staff</i>				100	300
<i>Chief Lifeguard Tank Tops (10 @ \$8.00)</i>				80	80
<i>Guard Pullover (4 @ \$25)</i>				0	100
<i>Lanyards (30 @ \$1.50)</i>				18	45
<i>Male Instructor Shorts (6 @ \$40)</i>				0	240
<i>Assistant Manager Tank Tops (2 @ \$8.00)</i>				16	16
<i>Water Safety Instructor Tank Tops (10 @ \$8.00)</i>				80	80
<i>Lifeguard Parkas (1 @ \$100.00)</i>				240	100
<i>Manager Tank Tops (2 @ \$8.00)</i>				16	16
<i>Lifeguard Tank Tops (30 @ \$8.00)</i>				240	240
<i>Junior Guard Tank Tops (12 @ \$8.00)</i>				96	0
<i>Female Guard Suits (12 @ \$50.00)</i>				480	600
<i>Pool Attendant T-Shirts (8 @ \$8.00)</i>				64	80
<i>Lifeguard Hip Packs (10 @ \$15.00)</i>				150	150
<i>Female Guard Shorts (12 @ \$15.00)</i>				180	225
<i>Male Guard Suits (12 @ \$40.00)</i>				480	600
<i>Lifeguard Whistles (50 @ \$4.00)</i>				100	200
Cleaning Supplies	1,046	1,355	1,280	1,222	1,100
<i>Launch Booth Cleaning Supplies</i>				122	100
<i>Pool Cleaning Supplies: Floor, Toilet Bowl, and Window Cleaners, Hand Soap, Lysol Spray, Vacuum</i>				1,000	1,000
				100	0
TOTAL CATEGORY	41,704	57,382	118,454	34,261	74,187
PROPERTY					
Computer Equipment<\$5,000	452	0	780	0	1,100
<i>Laptop and wireless mouse for tournaments</i>				0	1,000
<i>Printer for tournaments (on-site brackets, score sheets)</i>				0	100
Equipment<\$5,000	1,695	6,298	8,338	2,030	11,368
<i>Projector</i>				0	1,400
<i>Pickleball Tournament Balls</i>				0	850
<i>City Issued Bats 12 @ \$150.00</i>				0	1,800
<i>Junior Guard Rescue Tubes (2 @ \$35)</i>				70	0
<i>Swimsuit Dryer</i>				0	700
<i>Waterproof watch for Lifeguard Chairs (2 @ \$30)</i>				0	60
<i>Assorted Life Jackets (30 @ \$17.00)</i>				0	510
<i>Water Aerobics Supplies: Fitness Bells Various Sizes (45 @ \$12.00)</i>				540	540
<i>Water Aerobics Supplies: Aqua Step Systems (10 @ \$100.00)</i>				1,100	0
<i>Swim Lesson Training Aids</i>				100	100
<i>Megaphone (2 @ \$19.00)</i>				38	38
<i>Rescue Tubes (2 @ \$55)</i>				72	110
<i>Umbrella (2 @ \$55.00)</i>				110	110



GENERAL FUND

Culture-Recreation

RECREATION SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Cash Registers for both Community and Rotary Park Launch Booths				0	400
Adult Spineboard (1 @ \$150)				0	150
Pool Covers (2)				0	4,600
Parks Memorial Program	0	0	5,000	0	5,000
Benches or trees to honor family members by donation				0	5,000
TOTAL CATEGORY	2,146	6,298	14,118	2,030	17,468
CAPITAL OUTLAY					
Machinery and Equipment	21,444	0	95,000	0	95,000
Budgeted for Grants (if awarded)				0	95,000
Vehicles	968	0	0	0	0
TOTAL CATEGORY	22,412	0	95,000	0	95,000
TOTAL DIVISION	814,058	863,263	990,405	792,077	1,044,622



GENERAL FUND

Culture-Recreation

PARK RANGERS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	0	0	0	0	0
Other Wages	52,768	51,532	58,348	54,412	56,651
Overtime	0	0	0	0	0
Health Insurance	0	0	0	0	0
Social Security	3,272	3,195	3,618	3,374	3,512
Medicare	765	747	846	789	821
ICMA Retirement	0	0	0	0	0
Workers Compensation	1,802	1,796	1,860	1,198	1,855
TOTAL CATEGORY	58,607	57,270	64,672	59,773	62,840
SERVICES AND OTHER CHARGES					
Vehicle Repairs and Service	6,000	6,000	6,000	6,000	8,000
<i>Fleet rental charges</i>				6,000	8,000
Property and Risk Insurance	3,491	4,404	4,536	4,536	4,672
Cellular Service	937	779	1,404	1,397	1,438
<i>Smartphone (2)</i>				1,397	1,438
TOTAL CATEGORY	10,428	11,183	11,940	11,933	14,110
SUPPLIES					
Office Supplies	55	17	150	100	150
<i>Clipboards, pens, notepads, etc.</i>				100	150
Specialty Supplies	36	38	100	0	0
Gasoline	4,997	6,662	7,772	7,452	9,090
<i>3,000 Gallons @\$2.95/gal</i>				7,212	8,850
<i>3,000 Gallons Fuel Facility Charge @\$.08/gal</i>				240	240
Uniforms	13	264	500	500	500
<i>Shirts, Jacket, Hat and Shoe allowance</i>				500	500
TOTAL CATEGORY	5,102	6,981	8,522	8,052	9,740
PROPERTY					
Tools	6	156	350	350	450
<i>Leathermen and Flashlights</i>				250	350
<i>Rakes, Push Broom, Trash Grabbers</i>				100	100
TOTAL CATEGORY	6	156	350	350	450
TOTAL DIVISION	74,142	75,591	85,484	80,108	87,140



GENERAL FUND

Culture-Recreation

SUDDENLINK COMMUNITY CENTER

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	35,329	60,161	46,652	49,269	49,088
Overtime	61	0	0	0	0
Social Security	2,196	3,695	2,892	3,055	3,043
Medicare	514	864	676	714	712
Workers Compensation	429	672	467	503	481
TOTAL CATEGORY	38,529	65,392	50,687	53,541	53,324
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	659	10	1,426	750	1,426
<i>Food handlers cards</i>				0	100
<i>Food permit</i>				0	471
<i>Movie Licensing</i>				750	750
<i>Snack bar inspection</i>				0	105
Contract Labor	576	0	0	0	0
Water	0	0	7,754	5,841	7,418
<i>Suddenlink Comm Center 2380 Third Street Acct 0446671</i>				1,862	2,365
<i>Suddenlink Comm Center 2380 Third Street Acct 0446673</i>				1,715	2,178
<i>Suddenlink Comm Center 2380 Third Street Fire Acct 0446672</i>				257	326
<i>Suddenlink Comm Center 2390 Third Street Acct 0637626</i>				2,007	2,549
Electric	0	0	60,727	58,190	59,936
<i>Suddenlink Community Center Acct 310</i>				7,000	7,210
<i>Suddenlink Community Center Bldg 6 Acct 313</i>				13,125	13,519
<i>Suddenlink Community Center Bldg 7 Acct 309</i>				8,667	8,927
<i>Suddenlink Community Center Bldg 8 Acct 311</i>				6,758	6,960
<i>Suddenlink Community Center Bldgs 1, 3, 4 Acct 314</i>				6,113	6,297
<i>Suddenlink Community Center Gym Acct 308</i>				16,059	16,541
<i>Suddenlink Community Center security light Acct 307</i>				160	165
<i>Suddenlink Community Center Well Acct 315</i>				308	317
Natural Gas	0	0	1,354	724	746
<i>Suddenlink Comm Center 2410 Third Bldg St #300 Acct 0090272</i>				365	376
<i>Suddenlink Comm Center 2410 Third St Gym Acct 1075715</i>				359	370
Building Repairs	0	0	2,500	0	15,000
<i>Repairs to Suddenlink Community Center</i>				0	15,000
General Equipment Repairs	0	133	0	0	0
Equip. and Vehicle Rental	65	0	0	0	0
Property and Risk Insurance	1,935	2,441	2,514	2,514	2,589
Wifi Service	0	0	0	0	7,500
<i>Router and equipment upgrades</i>				0	7,500
Cellular Service	0	0	1,134	0	684
<i>Service for smartphone</i>				0	684
TOTAL CATEGORY	3,235	2,584	77,409	68,019	95,299
SUPPLIES					
Office Supplies	38	100	400	100	400
<i>Pens, Tape, Markers, Lamination, Passes, Paper, etc.</i>				100	400



GENERAL FUND

Culture-Recreation

SUDDENLINK COMMUNITY CENTER

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Specialty Supplies	1,727	800	8,935	3,318	8,135
100 folding chairs				0	2,000
20 round banquet tables 60'				0	2,000
40 folding banquet tables 8'				0	2,400
Aux cord for speakers				17	0
Basketball Court Traction Mats				688	0
Charger cord for tablet				22	0
Duplicate Keys and Door Lock Cylinders				221	0
Folding Chair -2				41	0
Folding Chair Rack				0	285
Folding Table Commercial 6'-40				2,156	0
Folding table-1 4 ft				43	0
Gym floor tape				0	250
Padlock Combo				17	0
Popcorn for events				0	100
Special Event Supplies				0	300
Sports netting				0	600
Stage lighting bulbs				82	0
Stage Wires				16	0
Storage Container				15	0
Table covers for meeting rooms				0	200
Food/Beverage for Resale	0	0	0	0	0
Uniforms	0	0	450	0	450
Staff t-shirts				0	450
Cleaning Supplies	0	0	5,500	0	5,500
2 bottles of court cleaner and one court cleaning kit				0	300
Cleaning and paper products				0	5,200
TOTAL CATEGORY	1,765	900	15,285	3,418	14,485
PROPERTY					
Equipment < \$5,000	0	420	4,100	0	8,999
20" Floor Machine				0	550
AED				0	1,500
Auto Floor Scrubber 26" Cleaning Path, Traction Drive, Two 115 Amp Batteries				0	4,899
Batteries for Buffing Machine				0	1,000
Dryer				0	400
Slip-Not Traction Pads				0	200
Washing machine				0	450
TOTAL CATEGORY	0	420	4,100	0	8,999
TOTAL DIVISION	43,529	69,297	147,481	124,978	172,107

RIVER REGATTA

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	17,788	0	0	0	0
Other Wages	15,837	466	0	0	0
Overtime	2,660	0	0	0	0
Accrued Leave Paid	0	0	0	0	0
Health Insurance	3,529	0	0	0	0
Social Security	1,131	29	0	0	0
Medicare	519	7	0	0	0
ICMA Retirement	1,618	0	0	0	0
Workers Compensation	239	5	0	0	0
TOTAL CATEGORY	43,320	507	0	0	0
SERVICES AND OTHER CHARGES					
Other Technical Services	10,156	0	0	0	0
Permitting and Misc. Fees	775	0	0	0	0
Other Contracted Services	716,552	0	0	0	0
Vehicle Repairs and Service	367	0	0	0	0
Land and Building Rentals	4,000	0	0	0	0
Equip. and Vehicle Rental	83,076	0	0	0	0
Office Equipment Lease	927	0	0	0	0
Program Insurance	12,583	0	0	0	0
Wifi Service	2,800	0	0	0	0
Marketing Events	5,393	0	0	0	0
Custom Printing	8,647	0	0	0	0
Per Diem	8	0	0	0	0
Transportation	330	0	0	0	0
TOTAL CATEGORY	845,615	0	0	0	0
SUPPLIES					
Office Supplies	70	0	0	0	0
Awards	6,441	0	0	0	0
Specialty Supplies	26,858	0	0	0	0
Gasoline	1,934	0	0	0	0
Food/Beverage for Resale	40,258	0	0	0	0
TOTAL CATEGORY	75,561	0	0	0	0
PROPERTY					
Equipment<\$5,000	7,602	0	0	0	0
TOTAL CATEGORY	7,602	0	0	0	0
TOTAL DIVISION	972,098	507	0	0	0



GENERAL FUND

Culture-Recreation

SENIOR GAMES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	0	0	0	0	0
Other Wages	60	10,431	23,840	12,792	13,001
Health Insurance	0	0	0	0	0
Social Security	4	639	1,478	780	806
Medicare	1	149	346	182	189
Workers Compensation	1	116	239	126	127
TOTAL CATEGORY	65	11,336	25,903	13,880	14,122
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	0	0	50	22	50
<i>ADOT Event Signs Permit</i>				0	50
<i>Pickleball registration</i>				22	0
Contract Labor	883	7,253	20,000	7,523	11,500
<i>Sport Officials, Referees, and Umpires</i>				7,523	11,500
Other Contracted Services	2,647	2,019	24,000	3,075	10,500
<i>Community Partners</i>				2,575	9,000
<i>Opening Ceremonies</i>				0	750
<i>Senior Games Shirt/Medal Logo</i>				500	0
<i>Sports Mixers and Manager's Meetings</i>				0	750
Landscaping Materials	0	0	5,000	0	4,000
<i>Field Preparation</i>				0	4,000
Equip. and Vehicle Rental	0	1,181	7,000	466	2,000
<i>Pipe and Drape</i>				0	500
<i>Portable Heaters</i>				286	500
<i>Portable Toilets</i>				180	1,000
Wifi Service	0	0	2,500	1,456	0
<i>WiFi Service</i>				1,456	0
Marketing Events	17,860	10,424	20,000	8,938	10,750
<i>Miscellaneous Marketing</i>				0	4,000
<i>Senior Games Booths</i>				8,938	6,750
Custom Printing	955	2,660	21,550	2,360	10,750
<i>Brochures</i>				0	2,500
<i>Custom ID Badge Lanyards</i>				1,282	250
<i>Event Flyers/ Postcards</i>				1,078	2,000
<i>Event Programs</i>				0	5,000
<i>Signs/Banners</i>				0	1,000
Per Diem	12	1,289	1,500	535	550
<i>Huntsman Games</i>				535	550
Lodging	509	4,841	5,000	2,000	2,000
<i>Marketing Travel</i>				2,000	2,000
Transportation	189	3,859	5,000	771	800
<i>Travel to Marketing Events</i>				771	800
Postage	0	570	1,000	1,418	1,200
<i>Postage for Birthday Cards, Reminders, and Thank You Cards</i>				1,418	1,200
TOTAL CATEGORY	23,056	34,096	112,600	28,564	54,100



GENERAL FUND

Culture-Recreation

SENIOR GAMES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Office Supplies	171	259	3,000	185	200
<i>Folders/Binders/Laminate/Envelopes</i>				185	200
Awards	9,929	3,726	20,000	6,146	2,500
<i>Medals</i>				6,146	2,500
Specialty Supplies	20,760	9,248	75,610	10,404	15,985
<i>Event Supplies</i>				159	1,000
<i>First Aid Kits (4 @ \$40.00)</i>				0	160
<i>Ice</i>				215	200
<i>ID Cards and Ink (2000)</i>				0	1,500
<i>Lanyards for ID cards</i>				0	100
<i>Participant Shirts (1850 @ \$4.00)</i>				6,500	7,400
<i>Refreshment Tables</i>				1,501	1,000
<i>Welcome Bag (1850 @ \$2.50)</i>				2,029	4,625
Gasoline	0	0	1,000	0	1,122
<i>Gas - City Vehicles - 370 gallons @\$2.95/gal</i>				0	1,092
<i>Gas Admin Fee - City Vehicles - 370 gallons @\$0.08/gal</i>				0	30
Uniforms	0	0	750	0	0
<i>Volunteer and Staff Shirts (75 @ \$10 each)</i>				0	0
TOTAL CATEGORY	30,860	13,232	100,360	16,735	19,807
PROPERTY					
Equipment<\$5,000	0	2,049	9,800	5,811	3,000
<i>Various Sports Equipment</i>				5,811	3,000
TOTAL CATEGORY	0	2,049	9,800	5,811	3,000
CAPITAL OUTLAY					
Machinery & Equipment	2,162	0	0	0	0
TOTAL CATEGORY	2,162	0	0	0	0
TOTAL DIVISION	56,143	60,713	248,663	64,990	91,029



GENERAL FUND

Culture-Recreation

BLUEGRASS FESTIVAL

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	0	0	0	0	0
Other Wages	0	5,763	0	0	0
Health Insurance	0	0	0	0	0
Social Security	0	341	0	0	0
Medicare	0	80	0	0	0
ICMA Retirement	0	0	0	0	0
Workers Compensation	0	64	0	0	0
TOTAL CATEGORY	0	6,249	0	0	0
SERVICES AND OTHER CHARGES					
Business Meals	34	20	0	0	0
Other Contracted Services	30,750	20,318	0	0	0
Office Equipment Lease	898	28	0	0	0
Music License Agreement	342	348	0	0	0
Marketing Events	1,927	630	0	0	0
Custom Printing	2,241	0	0	0	0
Per Diem	102	102	0	0	0
TOTAL CATEGORY	36,294	21,445	0	0	0
SUPPLIES					
Specialty Supplies	0	2,657	0	0	0
TOTAL CATEGORY	0	2,657	0	0	0
TOTAL DIVISION	36,294	30,351	0	0	0



GENERAL FUND

Culture-Recreation

FARMERS MARKET

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	2,760	6,122	1,327	8,100	3,937
Social Security	171	370	82	500	244
Medicare	40	87	19	120	57
Workers Compensation	34	68	14	82	45
TOTAL CATEGORY	3,006	6,647	1,442	8,802	4,283
SERVICES AND OTHER CHARGES					
Other Contracted Services	977	2,380	7,000	4,000	5,000
<i>Children's Entertainment</i>				0	1,000
<i>Farmers Market Coordinator</i>				3,000	3,000
<i>Farmers Market Entertainment</i>				1,000	1,000
Land and Building Rentals	500	1,600	1,000	500	1,000
<i>Chamber of Commerce Building</i>				500	0
<i>Fieldhouse</i>				0	1,000
Cellular Service	0	482	500	501	516
<i>Phone (1)</i>				501	516
Other Advertising	3,135	4,369	2,925	2,988	2,675
<i>Chamber Marquee x 6</i>				110	300
<i>Newspaper Ads</i>				1,761	2,000
<i>OUR Town Magazine</i>				1,117	375
Marketing Events	0	0	300	0	300
<i>Website URL</i>				0	300
Custom Printing	0	1,264	780	310	445
<i>Farmers Market Business Cards</i>				45	45
<i>Farmers Market Flyers for Wastewater Bill</i>				265	400
TOTAL CATEGORY	4,612	10,095	12,505	8,299	9,936
SUPPLIES					
Office Supplies	0	21	544	0	0
Specialty Supplies	1,399	568	5,689	4,402	2,950
<i>Appreciation Lunch</i>				280	300
<i>Business Meals</i>				500	0
<i>Farmers Market- A-Frame Entrance and Parking Signs</i>				800	0
<i>Farmers Market- Aprons</i>				122	0
<i>Farmers Market- Colored Maps and Flyers (Printed In-House)</i>				350	350
<i>Farmers Market- Totes</i>				500	300
<i>Farmers Market- T-shirts</i>				800	500
<i>MMM Software</i>				1,050	1,400
<i>Table coverings and FM decor</i>				0	100
TOTAL CATEGORY	1,399	590	6,233	4,402	2,950
PROPERTY					
Equipment<\$5,000	5,387	0	0	0	0
TOTAL CATEGORY	5,387	0	0	0	0
TOTAL DIVISION	14,404	17,332	20,180	21,503	17,169



GENERAL FUND

Culture-Recreation

SPLASH BASH

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	0	0	4,198	5,751	2,098
Social Security	0	0	260	353	130
Medicare	0	0	61	82	30
Workers Compensation	0	0	45	68	24
TOTAL CATEGORY	0	0	4,564	6,254	2,282
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	0	0	50	0	50
<i>ADOT Special Event Highway Signs</i>				0	50
Other Contracted Services	0	0	500	0	0
<i>Logo Design</i>				0	0
Equip. and Vehicle Rental	0	0	1,000	670	968
<i>Generators</i>				0	0
<i>Ice Trailer Rental</i>				0	300
<i>Inflatables, Snow Cone and Cotton Candy Machines, Etc.</i>				670	668
Custom Printing	0	0	200	0	350
<i>Event Flyers, Large Informational Prints on A frames, Signs, Banners</i>				0	250
<i>Pool Entrance Wristbands</i>				0	100
TOTAL CATEGORY	0	0	1,750	670	1,368
SUPPLIES					
Office Supplies	0	0	250	175	100
<i>Paper, Clipboards, Lamination, Etc.</i>				175	100
Awards	0	0	500	0	0
Specialty Supplies	0	69	2,000	1,155	750
<i>Event Supplies: water balloons, sprinklers, etc.</i>				1,155	750
<i>Gas for Generators</i>				0	0
Food/Beverage for Resale	0	0	1,000	226	0
				226	0
TOTAL CATEGORY	0	69	3,750	1,556	850
PROPERTY					
Equipment<\$5,000	0	0	500	368	0
				368	0
TOTAL CATEGORY	0	0	500	368	0
TOTAL DIVISION	0	69	10,564	8,848	4,500



GENERAL FUND

Culture-Recreation

WINTER FESTIVAL

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	0	0	0	0	0
Other Wages	0	2,862	1,166	4,455	1,772
Overtime	0	0	0	0	0
Health Insurance	0	0	0	0	0
Social Security	0	172	72	261	110
Medicare	0	40	17	61	26
ICMA Retirement	0	0	0	0	0
Workers Compensation	0	32	0	48	0
TOTAL CATEGORY	0	3,106	1,255	4,825	1,908
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	47	47	47	47	47
<i>Health Permit</i>				47	47
Equip. and Vehicle Rental	350	600	0	360	350
<i>Portable Toilets</i>				360	350
Office Equipment Lease	692	0	0	0	0
Marketing Events	0	0	0	0	300
<i>Print Media</i>				0	300
Custom Printing	0	1,703	100	2,159	300
<i>Flyers, Signs Banners</i>				0	300
<i>Mohave Daily News Book Inserts</i>				291	0
<i>Program</i>				1,868	0
TOTAL CATEGORY	1,089	2,349	147	2,566	997
SUPPLIES					
Office Supplies	0	0	0	22	0
<i>Pencils and file folders</i>				22	0
Awards	0	69	0	0	100
<i>Trophies- Pet Contest</i>				0	100
Specialty Supplies	1,107	875	1,500	1,261	995
<i>Decorations and Event Supplies</i>				302	500
<i>Decorations and Event Supplies</i>				959	0
<i>Themed prizes for kids</i>				0	495
TOTAL CATEGORY	1,107	944	1,500	1,283	1,095
TOTAL DIVISION	2,196	6,399	2,902	8,674	4,000



GENERAL FUND

Culture-Recreation

BHC FISHING DERBY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	0	1,364	5,027	3,301	3,779
Social Security	0	85	312	205	234
Medicare	0	20	73	48	55
Workers Compensation	0	15	49	34	37
TOTAL CATEGORY	0	1,483	5,461	3,588	4,105
SERVICES AND OTHER CHARGES					
Equip. and Vehicle Rental	0	120	0	0	300
<i>Porta Johns</i>				0	300
Marketing Events	194	0	1,500	0	500
<i>Print Media</i>				0	500
Custom Printing	0	0	2,850	0	500
<i>Flyers, signs, banners</i>				0	500
TOTAL CATEGORY	194	120	4,350	0	1,300
SUPPLIES					
Awards	0	2,187	4,500	0	4,000
<i>Awards - Cash prizes</i>				0	3,000
<i>Trophies and raffle prizes</i>				0	1,000
Specialty Supplies	0	714	500	0	1,000
<i>Event Supplies</i>				0	1,000
TOTAL CATEGORY	0	2,901	5,000	0	5,000
TOTAL DIVISION	194	4,504	14,811	3,588	10,405



GENERAL FUND

Culture-Recreation

BHC STREET FEST

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	0	0	2,754	0	2,880
Accrued Leave Paid	0	0	0	0	0
Social Security	0	0	171	0	179
Medicare	0	0	40	0	42
Workers Compensation	0	0	28	0	28
TOTAL CATEGORY	0	0	2,992	0	3,129
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	0	0	47	0	47
<i>Health Permit</i>				0	47
Other Contracted Services	0	0	1,200	0	9,000
<i>Entertainment</i>				0	7,000
<i>Security</i>				0	2,000
Equip. and Vehicle Rental	0	0	2,350	0	2,350
<i>Light Tower/Generator Rental</i>				0	2,000
<i>Portable Toilets</i>				0	350
Marketing Events	0	0	8,000	0	500
<i>Print Media</i>				0	500
Custom Printing	0	0	2,850	0	350
<i>Flyer, Signs, Banners</i>				0	350
TOTAL CATEGORY	0	0	14,447	0	12,247
SUPPLIES					
Awards	0	0	750	0	500
<i>Volunteer T-Shirts</i>				0	500
Specialty Supplies	0	0	1,000	0	65
<i>Propane</i>				0	65
Gasoline	0	0	365	0	339
<i>Generator/Light Tower/Golf Carts 112 Gal @\$2.95/gal</i>				0	330
<i>Generator/Light Tower/Golf Carts Fuel Facility Charge 112 Gal @\$.08/gal</i>				0	9
TOTAL CATEGORY	0	0	2,115	0	904
TOTAL DIVISION	0	0	19,554	0	16,280



GENERAL FUND

Culture-Recreation

FALL FESTIVAL

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	0	0	1,470	0	0
Overtime	0	0	0	0	0
Social Security	0	0	91	0	0
Medicare	0	0	21	0	0
Workers Compensation	0	0	21	0	0
TOTAL CATEGORY	0	0	1,603	0	0
SERVICES AND OTHER CHARGES					
Other Contracted Services	0	0	4,000	0	0
Custom Printing	0	0	1,150	0	0
TOTAL CATEGORY	0	0	5,150	0	0
SUPPLIES					
Specialty Supplies	0	0	2,750	0	0
TOTAL CATEGORY	0	0	2,750	0	0
TOTAL DIVISION	0	0	9,503	0	0



GENERAL FUND

Culture-Recreation

PARKS MAINTENANCE

MISSION: Maintain the health, safety and appearance of City parks, playgrounds, ballfields, trails, beaches, landscapes and recreational facilities to improve the quality of life to the community residents.

DEPARTMENT DESCRIPTION

The Parks Maintenance Division provides a safe, aesthetically pleasant environment for the public by maintaining City owned recreation facilities including all City parks, trails, athletic fields, municipal pool and beaches along the Colorado River. They also maintain the Suddenlink Community Center, Colorado River Nature Center, Arizona Veteran's Memorial Park and landscaping for street medians and city facilities. The Parks Division provides support services for City events.

FY 2018-2019 HIGHLIGHTS

- Assisted with logistics, trash clean-up, restrooms, setup and tear down of the 2018 Laughlin River Regatta
- Renovated Firebird Field and snackbar, including new irrigation, 3 feet of new base material, and 80,000 sq. ft. of new sod
- Installed new sand filters at Bullhead City Municipal Pool
- Extensive improvements to Community Park and the Section 12 expansion
- Turf coverage at our parks is the best we've ever had and improving
- Ran sewer lines, electrical lines, and water lines for new museum in Community Park
- Installed new sidewalk for museum in Community Park
- Assisted with new road in Rotary Park
- Sent the Turf Maintenance Specialist to APRA Conference for more education

FY 2019-2020 OBJECTIVES

- Actively seek solutions to improve turf conditions through research, education and training
- Improve irrigation system reliability and efficiency
- Successful coordination of field/facility availability with recreational programs, youth and adult sports organizations, leagues, tournaments and special events
- Continue to support the increasing number of special events
- Work with the Rotary Club to install new transformer and power for events on South Soccer Field
- Resurface municipal pool and install new slide stairs

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Acres of Turf Area Maintained	90	90	95
Graffiti Incidents Cleaned	30	45	45
Graffiti Removed (square feet)	2,200	1,990	2,200
Number of Special Events Supported	37	57	60
Percentage of Grass Covered in Sports Fields	95	95	100



GENERAL FUND

Culture-Recreation

PARKS MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 909,039	\$ 956,061	\$ 1,036,723	\$ 1,031,370	\$ 1,144,253
Services and Other Charges	578,509	599,425	670,841	553,329	635,372
Supplies	396,004	387,937	460,691	427,786	469,510
Property	8,738	7,930	19,240	15,918	13,880
Capital Outlay	90,530	67,351	312,043	274,081	209,710
Subtotal	\$ 1,982,819	\$ 2,018,705	\$ 2,499,538	\$ 2,302,484	\$ 2,472,725
Cost Recovery	\$ (15,353)	\$ (6,172)	\$ -	\$ -	\$ -
General Fund	\$ 1,967,466	\$ 2,012,533	\$ 2,499,538	\$ 2,302,484	\$ 2,472,725

Expenditures by Activity

Parks Maintenance	\$ 1,982,819	\$ 2,018,705	\$ 2,499,538	\$ 2,302,484	\$ 2,472,725
Total	\$ 1,982,819	\$ 2,018,705	\$ 2,499,538	\$ 2,302,484	\$ 2,472,725

Staffing

Field Operations Supervisor	1.0	1.0	0.0	1.0	0.0
Foreman/Parks Maintenance	0.0	0.0	0.0	1.0	1.0
Turf Maintenance Specialist	1.0	1.0	1.0	1.0	1.0
Maintenance Worker III	1.0	1.0	1.0	0.0	0.0
Maintenance Worker II	2.0	2.0	2.0	2.0	2.0
Maintenance Worker I	11.0	12.0	13.0	11.0	13.0
Total	16.0	17.0	17.0	16.0	17.0



GENERAL FUND

Culture-Recreation

PARKS MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	548,724	561,357	665,253	607,608	686,681
Other Wages	72,665	80,079	48,000	88,418	98,000
Stand By Wages	0	0	0	0	0
Overtime	27,096	29,901	14,000	30,282	14,000
Accrued Leave Paid	4,434	8,832	2,653	3,605	4,556
Health Insurance	170,640	188,397	215,550	211,592	241,713
Social Security	7,986	6,648	2,492	6,075	5,592
Medicare	9,036	9,449	10,471	10,335	11,534
ICMA Retirement	52,282	54,023	61,472	57,890	63,412
Workers Compensation	16,176	17,375	16,832	15,565	18,766
TOTAL CATEGORY	909,039	956,061	1,036,723	1,031,370	1,144,253
SERVICES AND OTHER CHARGES					
Other Professional Services	8,928	3,233	8,000	5,000	8,800
Other Technical Services	0	0	900	900	1,000
<i>Locksmith services</i>				900	1,000
Permitting and Misc. Fees	5,372	260	175	180	175
<i>Commercial drivers license renewals x5</i>				180	175
Laboratory Services	0	0	1,000	1,000	1,500
<i>Water, plant and soil testing</i>				1,000	1,500
Water	110,567	140,267	197,235	129,435	154,003
3190 Highway 95 Quar Acct 0395220				1,649	2,094
Bullhead Entrance 600 Highway 95 Acct 0458056				2,508	3,185
Colorado River Historical Museum				600	600
Community Park 1251 Highway 95 Acct 0348514				6,573	8,348
Community Park Chamber 1251 Highway 95 #12 Acct 0089877				5,260	6,680
Gary Keith Park NW Highway 95 Acct 0089862				5,753	7,306
Hwy95/1394 Hancock Cir Acct 0089896				5,229	6,641
Impost fees from use of city wells				33,000	33,000
Inactive 02/01/18-Rotary Park 920 Riverview Dr #3 Acct 0089865				0	0
Inactive 02/27/18-Rotary Park 920 Riverview Dr #1 Acct 0089866				0	0
Inactive 02/27/2018-Rotary Park 920 Riverview Dr #2 Acct 0089867				0	0
Inactive 07/16/2018-Rotary Park 2315 Balboa Dr Irr Acct 0089881				0	0
Ken Fovargue Park 2255 Trane Rd Acct 0089855 Inactivated 02/07/19				1,030	0
Ken Fovargue Park 2255 Trane Rd Fire Acct 0089852				469	596
Ken Fovargue Park Pool 2255 Trane Rd Acct 0089851				5,814	7,384
Matador Sign 600 Highway 95 Acct 0458080				1,683	2,137
Rotary Park 1st Aid Sta 2315 Balboa Dr Acct 0089880				14,460	18,364
Rotary Park 2011 Lakeside Dr Irr Acct 0285700				4,296	5,456
Rotary Park 2315 Balboa Dr Restrooms Acct 0247616				1,975	2,508
Rotary Park 2493 Lakeside Dr #B Acct 0089884				4,550	5,779
Rotary Park Ballfields Acct 0736014				6,465	8,211
Rotary Park Effluent 2315 Balboa Dr Acct 0401949				1,729	2,196
Rotary Park Irr Acct 0154051				10,483	13,313
Rotary Park Soccer Fld 2495 Lakeside Dr Acct 0089885				3,611	4,586
Veterans Memorial North-Whitewater Dr Acct 0327125				12,092	15,357
Veterans Memorial South-Riviera Loop Acct 0327126				206	262



GENERAL FUND

Culture-Recreation

PARKS MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Electric	170,624	159,866	177,505	159,801	168,118
<i>American Legion Acct 275</i>				674	695
<i>Colorado River Historical Museum</i>				0	3,600
<i>Community Park 1251 Hwy 95 Acct 147</i>				2,437	2,511
<i>Community Park Bobby Sox Field Acct 093</i>				1,937	1,995
<i>Community Park Chamber/Ballfields Acct 142</i>				1,409	1,451
<i>Community Park Little League Fields Acct 243</i>				4,702	4,843
<i>Community Park Pumps Ballpark Acct 010</i>				3,052	3,143
<i>Community Park Restroom Lights Acct 006</i>				426	438
<i>Community Park Security Lights Acct 017</i>				106	109
<i>Dean Hackett Park Acct 041</i>				615	633
<i>Electric meter Hancock and Hwy 95 (2199 Hwy 95) Acct 333</i>				393	405
<i>Gary Keith Park Acct 204</i>				74	0
<i>Gary Keith Park Acct 293</i>				334	344
<i>Gary Keith Park Restroom/Pathway Acct 327</i>				671	691
<i>Gary Keith Park Well/Parking Lot Acct 326</i>				1,510	1,555
<i>Hardyville Cemetary Lights Acct 141</i>				312	321
<i>Irrigation Brookfield/Fox Creek Acct 197</i>				1,106	1,139
<i>Ken Fovargue Park Ballpark Lights Acct 095</i>				13,349	13,749
<i>Ken Fovargue Park Community Pool Acct 064</i>				13,101	13,494
<i>Ken Fovargue Park Solar Pool Heater Acct 325</i>				21,991	22,651
<i>Ken Fovargue Park Well Acct 319</i>				7,287	7,505
<i>Rotary Park Acct 323</i>				1,563	1,610
<i>Rotary Park Ballfields and Irrigation Acct 176</i>				70,320	72,430
<i>Rotary Park Dog Park Acct 165</i>				8,588	8,845
<i>Rotary Park Parkette/Irrigation Acct 029</i>				2,951	3,040
<i>Senior Center Lights Acct 124</i>				403	416
<i>Veterans Memorial Acct 276</i>				490	505
Natural Gas	1,596	934	1,492	888	915
Refuse	0	5,593	7,200	4,320	14,400
<i>Colorado River Nature Center dumpster</i>				2,400	2,400
<i>Community Park dumpster</i>				0	4,800
<i>Dumpster at bridge</i>				1,920	3,000
<i>Dumpsters for Summer Holidays</i>				0	2,400
<i>Port-A-Potties for City tournaments</i>				0	450
<i>Port-A-Potties for Holidays</i>				0	1,350
Building Repairs	0	759	5,500	5,500	5,500
<i>Repairs to all buildings in parks</i>				5,500	5,500
General Equipment Repairs	57,414	46,957	32,500	30,779	24,500
<i>Dock upkeep</i>				3,499	4,500
<i>Pool repairs</i>				9,417	2,000
<i>Repair of small tools and equipment</i>				3,853	4,000
<i>Well repairs</i>				14,010	14,000
Vehicle Repairs and Service	106,014	98,107	71,750	71,750	73,250
<i>Community Worker Program</i>				11,000	11,000
<i>Fleet rental charges</i>				60,750	62,250
Maintenance Agreements	0	3,400	2,400	2,400	3,200
<i>Sports lighting remote equipment maintenance</i>				2,400	3,200
Software/Hardware Agreements	0	906	906	906	906
<i>Irrigation automation software maintenance</i>				906	906

PARKS MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Other Repairs and Maintenance	10,311	19,234	30,950	16,145	39,100
Backflow assemblies				0	6,000
Backflow repairs, testing and certification				8,245	10,000
Basketball, pickleball, tennis and Volleyball nets				0	900
Decking for park fences, dog park, and dugouts				0	7,000
Eternal Flame maintenance				0	200
Hand dryers, stalls, toilets				1,760	2,000
Playground equipment repairs				2,140	3,000
Skate Park improvements				4,000	10,000
Land and Building Rentals	0	0	0	0	0
Equip. and Vehicle Rental	57,795	60,176	67,623	60,748	70,258
Land and Building Lease	0	0	0	0	0
Property and Risk Insurance	44,016	56,177	57,862	57,862	59,598
Cellular Service	2,515	2,365	2,244	3,514	3,270
Cellphones (1)				334	0
Community Worker Program cellphone (split with Street Maintenance)				192	198
Radio service for Community Worker van				194	194
Smartphone (4)				2,794	2,878
Custom Printing	0	0	35	35	0
Business cards				35	0
Per Diem	405	112	544	136	544
APRA Conference in Scottsdale				102	102
Certified pool operator course x3				0	204
Chemical spray certification x5				0	170
Materials pick up				34	68
Lodging	1,592	272	1,110	800	2,000
APRA Conference in Scottsdale				500	500
Certified pool operator course in Phoenix				0	600
Chemical spray certification in Phoenix				300	300
NPRA Conference in Baltimore				0	600
Transportation	454	156	950	120	950
APRA Conference in Scottsdale				0	100
Certified pool operator course				0	100
Chemical Spray certification				0	100
Materials pick up				120	650
Seminars and Conferences	905	590	2,165	510	2,165
APRA Conference in Scottsdale				0	395
Certified pool operator course x3				0	885
Chemical spray certification x5				0	375
Pest Control Certification CEUs x5				510	510
Dues and Memberships	0	60	795	600	1,220
Arizona Parks and Recreation Association				0	195
NRPA Membership				0	425
Pest Control Certifications x5				600	600
TOTAL CATEGORY	578,509	599,425	670,841	553,329	635,372

PARKS MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Improvements Noncapital	33,350	35,106	30,000	33,200	36,000
<i>Benches and tables for all parks</i>				5,200	7,000
<i>Ken Fovargue Park dugouts</i>				8,000	8,000
<i>Ken Fovargue Snack Bar Pigeon netting</i>				0	1,200
<i>Playground safety material/equipment upgrades</i>				20,000	5,000
<i>Replace 3 new swamp coolers for Ken Fovargue Park</i>				0	1,800
<i>Upgrade 35hp Pump for Community Park</i>				0	13,000
Landscaping Materials	86,317	81,218	147,500	129,800	147,200
<i>Compost and fertilizer</i>				20,000	24,000
<i>Decorative rock</i>				4,500	7,000
<i>Grass seed</i>				100,000	107,500
<i>Plants</i>				800	1,000
<i>Sand</i>				700	700
<i>Trees</i>				3,800	5,000
<i>White rock for Veterans Park North</i>				0	2,000
Irrigation Materials	56,089	46,820	75,000	75,000	70,000
<i>Controllers</i>				6,000	6,000
<i>Glue</i>				2,000	2,000
<i>PVC pipe, fittings and wire</i>				22,000	22,000
<i>Sprinkler heads</i>				45,000	40,000
Office Supplies	0	792	150	130	150
<i>Pens, paper clips, pads, post-its</i>				130	150
Specialty Supplies	104,021	121,206	86,945	90,996	85,945
<i>Ballfield backstop netting</i>				2,280	2,000
<i>Ballfield drag mats, string, spike drag, etc.</i>				1,400	1,400
<i>Ballfield infield mix</i>				5,600	6,500
<i>Block, wood and paint</i>				24,452	25,000
<i>Community Workers' safety supplies</i>				0	520
<i>Concrete for walkways, benches and tables</i>				8,923	9,500
<i>Electrical supplies</i>				5,158	4,000
<i>Filters for pumps</i>				4,000	4,000
<i>Flags and parts for all parks</i>				3,000	3,000
<i>Graffiti Program supplies</i>				3,558	3,000
<i>Ice for shop</i>				1,840	2,250
<i>Lubricant for equipment</i>				200	200
<i>Marking chalk for fields</i>				1,300	1,300
<i>Paint for fields</i>				4,500	4,500
<i>Plumbing supplies</i>				13,757	6,200
<i>Pole fencing and orange safety fence</i>				0	500
<i>Safety supplies</i>				4,285	4,700
<i>Saw blades, grinding wheels, nuts and bolts</i>				1,102	1,000
<i>Small tools under \$100</i>				500	2,500
<i>Steel for manufacturing railings, goals, etc.</i>				4,546	3,000
<i>Trash cans</i>				595	875
Gasoline	26,321	26,241	37,118	30,801	37,572
<i>12,400 Gallons Fuel Facility Charge @ \$.08/gal</i>				992	992
<i>2,600 Gallons Community Worker Program @ \$2.95/gal</i>				6,254	7,670
<i>9,800 Gallons @ \$2.95/gal</i>				23,555	28,910
Diesel	16,296	14,958	24,905	12,674	20,345
<i>6,500 Gallons @ \$3.05/gal</i>				12,154	19,825
<i>6,500 Gallons Fuel Facility Charge @ \$.08/gal</i>				520	520



GENERAL FUND

Culture-Recreation

PARKS MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Uniforms	4,984	4,989	5,373	4,737	5,373
<i>Pants/shorts for new/temp staff (avg \$16 ea)</i>				240	259
<i>Pants/shorts for perm staff (3 ea x 17) avg \$16</i>				816	816
<i>Safety jackets</i>				0	600
<i>Shirts for new/temp staff (avg \$14 ea)</i>				210	210
<i>Shirts for perm staff (3 ea x17) \$14 avg</i>				714	718
<i>Steel toed boots allowance</i>				2,537	2,550
<i>Sun hats</i>				220	220
Cleaning Supplies	12,079	25,751	18,200	15,490	24,700
<i>Colorado River Nature Center supplies</i>				1,140	2,200
<i>Extra large trash bags</i>				9,850	17,000
<i>Pet waste cleaning stations and supplies</i>				4,500	5,500
Chemical Products	56,546	30,856	35,500	34,958	42,225
<i>Pest control chemicals</i>				2,427	3,000
<i>Pool chemicals</i>				15,035	21,225
<i>Turf conditioners</i>				12,070	12,500
<i>Weed control chemicals</i>				5,426	5,500
TOTAL CATEGORY	396,004	387,937	460,691	427,786	469,510
PROPERTY					
Tools	2,364	2,299	1,900	1,578	4,450
<i>Hand tools for the field</i>				500	500
<i>Trash Grabbers</i>				0	450
<i>Trimmers/weedeaters</i>				1,078	3,500
Equipment<\$5,000	6,374	5,631	17,340	14,340	9,430
<i>18 pitching rubbers</i>				1,440	0
<i>2 portable pitching mounds</i>				2,300	0
<i>4 ballfield fences</i>				4,400	0
<i>4 double first bases</i>				720	0
<i>4 sets of safety bases for baseball</i>				1,600	0
<i>Bases with anchors</i>				720	240
<i>Clay bricks for batters boxes and pitchers mounds</i>				0	3,600
<i>Field Drag</i>				960	240
<i>Home Plates</i>				600	200
<i>Infield mix</i>				0	3,000
<i>Nail drag</i>				0	550
<i>Tractor for dragging</i>				1,600	1,600
TOTAL CATEGORY	8,738	7,930	19,240	15,918	13,880
CAPITAL OUTLAY					
Site Improvements	83,875	35,069	25,000	27,000	165,000
<i>Asphalt repair and maintenance in parks</i>				12,000	10,000
<i>Expand Community Park Barn</i>				0	0
<i>Replace slide for municipal pool</i>				0	70,000
<i>Replacement climbing wall and playground parts for Community Park</i>				0	12,000
<i>Re-surface municipal pool</i>				0	60,000
<i>Rotary Park Irrigation Substation enclosure</i>				7,500	0
<i>Rotary Park trash dumpster enclosure</i>				7,500	0
<i>Upgrade solar lights at Community Park</i>				0	8,000
<i>Water vessel for Rotary Park well and pump</i>				0	5,000



GENERAL FUND

Culture-Recreation

PARKS MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
CAPITAL OUTLAY					
Machinery and Equipment	6,654	32,282	287,043	247,081	44,710
<i>Field Rake</i>				0	14,710
<i>Mini Excavator</i>				0	18,000
<i>Sand filters for pool</i>				55,207	0
<i>Screening Plant Replacement</i>				191,874	0
<i>Skid Steer</i>				0	12,000
TOTAL CATEGORY	90,530	67,351	312,043	274,081	209,710
TOTAL DIVISION	1,982,819	2,018,705	2,499,538	2,302,484	2,472,725



GENERAL FUND

Legal Services

LEGAL SERVICES

CIVIL DIVISION MISSION: Provide quality legal services on a daily basis through efficient, and effective legal representation and advice to the City's elected and appointed officials, administrative staff, all boards, commissions and committees in order that they may attain their goal of providing exceptional public services for the people of Bullhead City.

PROSECUTION DIVISION MISSION: Fairly, efficiently, but firmly prosecute those who violate the law. Justice is sought for crime victims and the citizens of Bullhead City for a safer community.

DEPARTMENT DESCRIPTION

The City Attorney is appointed by the City Council to serve as the chief legal advisor to the Council, City boards and commissions, the City Manager, and all City departments, offices, and agencies. The City Attorney's office represents the City in all legal proceedings through its Civil Division and Criminal Division.

The Civil Division represents the City and its officers in litigation, controversies and enforcement of contractual obligations, and gives legal advice to the City Council, City Manager, employees and Board and Commission members in connection with all official duties and the impact of new legislation or court rulings.

The Criminal Division represents the City in the prosecution of all misdemeanor cases in Municipal Court, criminal appeals in the Superior Court, and representation of the City in drug forfeiture actions; gives legal advice and counsel to all City departments regarding criminal enforcement/prosecution issues; and supervises staff to comply with victim rights statutes, assisting crime victims in seeking restitution and coping with the criminal justice process.

FY 2018-2019 HIGHLIGHTS

CIVIL DIVISION:

- Represented, advised or coordinated the representation of the City as a party in pending civil proceedings
- Continued review of all City contract forms by the City Attorney's office with emphasis on attorney review of all pending contracts
- Continued involvement in the implementation of and monitoring the software for the comprehensive review of and monitoring of contract life, terms and required actions
- Continued to emphasize the collection and importance of electronic documents retention with applicable City staff in the context of e-discovery under cases of current litigation
- Continued assessment of new claims that came under review
- Managed the defense and settlement of several lawsuits treating the disposition of City liens of various types
- Provided legal advice and document preparation in connection with significant development projects within the community
- Fulfilled 275 public records requests as the primary responder which required extensive legal review, opened 562 City wide requests and responded to 11 subpoenas
- Continued to assist, improve and standardize the legal processes with the numerous documents and contracts involved with the City's special events
- Continued assistance to departments and staff on daily questions concerning City rights obligations and legal issues.

LEGAL SERVICES

FY 2018-2019 HIGHLIGHTS

PROSECUTION DIVISION:

- Aggressively prosecuted DUI, domestic violence, shoplifting and other misdemeanor offenses
- Three grants for Victim Rights (VOCA, VRPx2) in the amount of \$133,897 funded and administered by the Crime Victim Services Coordinator

FY 2019-2020 OBJECTIVES

CIVIL DIVISION:

- Scope - to assess and manage legal matters concerning the City in accordance with local, state and federal law in a timely and effective manner
- General counsel - to provide timely and responsive day-to-day legal advice to the City Council, City Manager, City staff, boards, commissions and committees and the various departments and divisions of the City. To attend meetings, conferences and work sessions as needed or requested
- Litigation - to represent the City in civil cases in which the City is a party. To review and coordinate with and direct outside legal counsel retained for specialized legal needs or as retained by the City's insurance carrier
- Legal opinions - to research and draft opinions on legal matters when requested by the City Council and City staff
- Ordinances and resolutions - to research relevant law and prepare information necessary for City staff and council review to ensure the sufficiency, effect and legality of formal City actions. To develop administrative material necessary to implement policy decisions of the City Council
- Contracts and other legal documents - to prepare and review all legal documents and contracts related to the City and to assist in a reliable repository for their reference and use. To ensure that the City Council, City Manager and City staff are advised of desired provisions or positions, that in the attorneys opinion, would most effectively protect the City
- Public Records - to assist the City Manager, City Clerk and City staff in the continued improvement of public records requests and responses as well as moving forward with improved policies and procedures concerning the classification, and retention of public records
- Collections - to provide legal support to City departments having responsibility for collection of debts owed to the City, such as City sewer connections or City owned properties
- Real estate matters - to prepare purchase offers, agreements, leases, contracts, deeds, easements and other documents relevant to real property issues
- Public Interaction - to at all times be an example of professionalism and courtesy in interactions with the public and ensure that all inquiries and complaints from the general public are timely answered or directed to an appropriate City official

PROSECUTION DIVISION:

- Continue emphasis on DUI and domestic violence cases
- Ensure compliance with victim's right laws, assist crime victims with the process and obtain restitution through the justice system
- Pursue, when appropriate, and in consideration of public safety, alternatives to incarceration



GENERAL FUND

Legal Services

LEGAL SERVICES

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
City Council and Board/Commission meetings attended	81	85	85
New Board/Commission member orientations provided	3	3	3
Public records requests reviewed and processed	265	275	275
Contracts and instruments creating any legal obligation reviewed and approved	150	160	160
Approval as to form on all proposed Council agenda items	210	225	225
Approval as to form on all proposed ordinances before adoption	27	30	30
Approval as to form on all proposed resolutions before adoption	63	65	65
Criminal/criminal traffic/civil cases*	3,783	3,872	3,900
DUI cases*	235	200	275
Municipal code violations	105	86	100
Victim contacts	3,194	2,380	2,500

*Cases can mean one or more charges under one matter/prosecution.



GENERAL FUND

Legal Services

LEGAL SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 1,108,199	\$ 1,151,313	\$ 1,193,013	\$ 1,188,995	\$ 1,295,104
Services and Other Charges	151,961	107,551	144,555	140,526	142,650
Supplies	7,844	3,846	5,499	5,499	21,499
Property	783	758	250	250	250
Subtotal	\$ 1,268,787	\$ 1,263,468	\$ 1,343,317	\$ 1,335,270	\$ 1,459,503
Cost Recovery	\$ (256,739)	\$ (206,120)	\$ (239,705)	\$ (239,965)	\$ (249,271)
General Fund	\$ 1,012,048	\$ 1,057,348	\$ 1,103,612	\$ 1,095,305	\$ 1,210,232

Expenditures by Activity

Legal Services	\$ 1,268,787	\$ 1,263,468	\$ 1,343,317	\$ 1,335,270	\$ 1,459,503
Total	\$ 1,268,787	\$ 1,263,468	\$ 1,343,317	\$ 1,335,270	\$ 1,459,503

Staffing

City Attorney	1.0	1.0	1.0	1.0	1.0
Chief City Pros/Asst City Atty	1.0	1.0	1.0	1.0	1.0
Assistant City Prosecutor	2.0	2.0	2.0	2.0	2.0
Supervising Paralegal	2.0	2.0	2.0	2.0	2.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Paralegal	2.0	2.0	2.0	2.0	2.0
Office Assistant II	0.0	0.0	1.0	1.0	1.0
Legal Assistant II	2.0	2.0	2.0	2.0	2.0
Legal Assistant I	1.0	1.0	1.0	1.0	1.0
Office Assistant I	1.0	1.0	0.0	0.0	0.0
Victim Advocate	1.5	1.5	1.5	1.5	1.5
Total	14.5	14.5	14.5	14.5	14.5

LEGAL SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	860,563	884,662	919,391	899,315	973,469
Overtime	0	0	0	0	0
Accrued Leave Paid	5,511	6,083	5,744	13,127	10,244
Health Insurance	138,797	154,474	157,857	167,974	195,676
Medicare	12,285	12,641	13,458	13,038	14,307
ICMA Retirement	78,651	80,884	83,476	82,856	88,370
Deferred Compensation	7,912	7,960	8,601	8,194	8,419
Workers Compensation	1,480	1,609	1,486	1,491	1,617
Employee Allowance	3,000	3,000	3,000	3,000	3,000
TOTAL CATEGORY	1,108,199	1,151,313	1,193,013	1,188,995	1,295,104
SERVICES AND OTHER CHARGES					
Legal Services	88,202	36,443	50,000	50,000	50,000
<i>C-Specialized legal services</i>				50,000	50,000
Other Professional Services	1,932	5,237	9,300	9,000	9,300
<i>P-Travel fees for witnesses and victims</i>				200	500
<i>C-Witness, expert and other fees</i>				8,800	8,800
General Equipment Repairs	0	0	500	500	500
<i>P-Repair of office equipment</i>				500	500
Software/Hardware Agreement	6,607	6,579	6,751	7,001	3,095
<i>C-Maintenance for case management and administrative support software</i>				2,301	2,345
<i>P-Arizona State Supreme Court for computer access fees</i>				750	750
<i>P-Maintenance contract for case management software</i>				3,950	0
Property and Risk Insurance	30,939	39,026	40,196	40,196	41,402
Custom Printing	615	97	1,250	1,250	1,250
<i>C-Outside document production services</i>				250	250
<i>P-Letterhead, envelopes, business cards and forms</i>				1,000	1,000
Per Diem	660	1,087	1,944	1,525	1,944
<i>C-League of AZ Cities and Towns training 4 events</i>				70	70
<i>P-APAAC Criminal Year in Review X3</i>				147	147
<i>P-Victim Services Training</i>				170	340
<i>P-APAAC Summer Training Seminar X3</i>				376	376
<i>P-Annual Public Law Legal Seminar X1</i>				79	79
<i>P-Legal education and mandatory CLE training</i>				354	354
Lodging	2,551	1,736	4,173	4,173	4,378
<i>C-Legal education and mandatory CLE training</i>				150	150
<i>P-Legal education and mandatory CLE training</i>				354	354
<i>P-Victim Services training</i>				700	700
<i>P-APAAC Criminal Year in Review X3</i>				147	147
<i>P-Annual Public Law Seminar X1</i>				220	220
<i>P-APAAC Summer Training Seminar X3</i>				705	705
<i>C-League of AZ Cities and Towns training 4 events</i>				400	400
<i>C-AZ City Attorneys Association summer conference</i>				125	330
Transportation	1,384	526	4,851	4,851	4,851
<i>C-League of AZ Cities and Towns training 4 events</i>				200	200
<i>P-APAAC Summer Training Seminar X3</i>				1,260	1,260
<i>P-Victim Services Training</i>				600	600

LEGAL SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
<i>P-APAAC Criminal Year in Review X3</i>				731	731
<i>P-Rental of motor pool vehicles</i>				200	200
<i>P-Annual Public Law Legal Seminar X1</i>				110	110
<i>P-Volunteer Crisis Intervention Advocates mileage reimbursement</i>				1,200	1,200
Local Mileage Reimbursement	36	0	0	0	0
Seminars and Conferences	2,896	960	3,950	3,950	4,000
<i>C-On-line webinars/other training</i>				600	600
<i>C-League of AZ Cities and Towns training 4 events</i>				440	440
<i>C-Legal education and mandatory CLE training for 2 events</i>				600	600
<i>C-Arizona City Attorneys Association summer conference</i>				250	300
<i>P-Victim Services training</i>				525	525
<i>P-APAAC Summer Training Seminar X3</i>				320	320
<i>P-Annual Public Law Legal Seminar X1</i>				215	215
Books and Subscriptions	12,473	12,595	14,000	14,000	14,000
<i>C/P-Reference materials including online, hard-bound and publications</i>				14,000	14,000
Dues and Memberships	3,215	3,265	3,640	3,580	3,930
<i>P-APAAC Membership Fee x3</i>				150	300
<i>C-Mohave County Bar Assoc. (Includes CLE)</i>				100	100
<i>P-State of Arizona Bar Dues Fees X 3</i>				1,515	1,515
<i>P-Notary Public Renewal</i>				315	315
<i>P-Mohave County Bar Assoc. (Includes CLE)</i>				300	300
<i>C-International Municipal Lawyers Assoc.</i>				695	695
<i>C-State of Arizona Bar Due fees X 1</i>				505	505
<i>C-Notary Public Renewal</i>				0	200
Crisis Intervention Prgm	452	0	4,000	500	4,000
<i>P-Crisis Intervention donation account</i>				500	4,000
TOTAL CATEGORY	151,961	107,551	144,555	140,526	142,650
SUPPLIES					
Office Supplies	3,648	3,846	4,450	4,450	4,450
<i>C-General office supplies</i>				950	950
<i>P-General office supplies</i>				3,500	3,500
Computer Software	0	0	300	300	16,300
<i>C-Upgrade/additional licenses for processing of documents</i>				300	300
<i>P-City Law software purchase to replace Prolaw</i>				0	16,000
Postage	4,196	0	749	749	749
				375	375
TOTAL CATEGORY	7,844	3,846	5,499	5,499	21,499
PROPERTY					
Furniture	0	758	0	0	0
Computer Equipment<\$5,000	693	0	0	0	0
Equipment<\$5,000	90	0	250	250	250
<i>C-Small tools/equipment contingency</i>				250	250
TOTAL CATEGORY	783	758	250	250	250
TOTAL	1,268,787	1,263,468	1,343,317	1,335,270	1,459,503



GENERAL FUND

Judicial

MUNICIPAL COURT

MISSION: Fulfill judiciary responsibility by providing fair, impartial and timely administration of justice to all defendants.

DEPARTMENT DESCRIPTION

The Presiding Magistrate is charged with the operation of the Judicial Branch of the Bullhead City Government. The administration of the Court is governed by the U.S. and Arizona Constitution and the Arizona Supreme Court. The jurisdiction of the Court encompasses ordinances and laws enacted by the Mayor and City Council and the Arizona Legislature. Within the City of Bullhead City, the Court maintains all court records, filings, cash receipts, documentation of proceedings for civil and criminal traffic violations, misdemeanor violations, petitions for orders of protection and petitions for injunctions prohibiting harassment.

Furthermore, the Court holds Veteran's Treatment Court and assigns legal counsel for indigent defendants and provides interpreters for cases filed in the Municipal Court.

FY 2018-2019 HIGHLIGHTS

- Accommodated increasing Veterans Treatment Court participants by recruiting a Part-Time VTC Clerk
- Improved Veterans Treatment Court processes and standards
- Added new service providers to Veterans Treatment Court including Mohave Mental Health and WestCare Arizona
- Applied for \$500,000.00 grant through BJA to enhance Veterans Treatment Court
- Improved Court Security by adding 4 proximity card access points and 4 additional security cameras
- Recruited and trained Judicial Service provider, Judge Condray
- Reduced jail costs/inmate budget by an additional 14% this fiscal year
- Began case clean-up for current case management system to prepare for case conversion to AJACS system in 2020
- Continued compliance with case processing and minimum accounting standards

FY 2019-2020 OBJECTIVES

- Accommodate increasing Veteran's Treatment Court participants and duties by recruiting a Full-Time VTC Coordinator, if grant is approved
- Obtain grant funding from BJA to enhance Veterans Treatment Court
- Complete case cleanup project in preparation for AOC's implementation of the AJACS case management system
- Reduce jail costs by a minimum of 4%
- Continue to monitor Court inmate population to keep jail costs down
- Work with defendants who have outstanding fines to assess the ability to pay, hold defendants accountable while applying fair justice principles
- Continued compliance with AOC operational and minimum accounting standards



GENERAL FUND

Judicial

MUNICIPAL COURT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 715,563	\$ 772,983	\$ 836,042	\$ 794,632	\$ 921,912
Services and Other Charges	605,293	490,390	588,338	515,987	557,155
Supplies	7,093	15,348	10,500	10,500	7,000
Property	1,748	850	7,500	16,575	-
Contingency	-	-	123,181	-	123,574
Subtotal	\$ 1,329,697	\$ 1,279,571	\$ 1,565,561	\$ 1,337,694	\$ 1,609,641
Cost Recovery	\$ (35,778)	\$ (46,143)	\$ (175,385)	\$ (59,278)	\$ (161,624)
General Fund	\$ 1,293,919	\$ 1,233,428	\$ 1,390,176	\$ 1,278,416	\$ 1,448,017

Expenditures by Activity

Judicial	\$ 1,329,697	\$ 1,279,571	\$ 1,565,561	\$ 1,337,694	\$ 1,609,641
Total	\$ 1,329,697	\$ 1,279,571	\$ 1,565,561	\$ 1,337,694	\$ 1,609,641

Staffing

City Magistrate	1.0	1.0	1.0	1.0	1.0
Court Administrator	1.0	1.0	1.0	1.0	1.0
Assistant Court Administrator	1.0	1.0	1.0	1.0	1.0
Senior Judicial Assistant	0.0	1.0	1.0	0.0	0.0
Judicial Assistant	2.0	0.0	0.0	2.0	2.0
Lead Court Collection Clerk	1.0	0.0	0.0	0.0	0.0
Lead Court Operations Clerk	1.0	0.0	0.0	0.0	0.0
Court Clerk	6.0	9.0	9.0	8.0	8.0
Veterans Treatment Court Clerk	0.0	0.0	0.0	0.0	1.0
Juvenile Monitoring Officer	0.0	0.0	0.0	0.0	0.0
Total	13.0	13.0	13.0	13.0	14.0

MUNICIPAL COURT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	506,769	518,506	581,945	540,969	637,530
Other Wages	0	0	0	7,812	0
Overtime	5,249	7,595	0	0	0
Accrued Leave Paid	2,971	12,780	9,276	10,928	9,774
Health Insurance	139,611	170,057	175,473	168,655	198,912
Social Security	0	0	0	520	0
Medicare	7,234	7,584	8,573	7,982	9,386
ICMA Retirement	46,605	48,756	52,666	49,894	57,696
Deferred Compensation	6,247	6,734	7,163	6,980	7,547
Workers Compensation	877	970	946	892	1,067
TOTAL CATEGORY	715,563	772,983	836,042	794,632	921,912
SERVICES AND OTHER CHARGES					
Jury Fees	0	0	1,050	0	1,050
<i>Three jury trials estimated at \$350.00 per trial</i>				0	1,050
Business Meals	45	0	0	0	0
Other Professional Services	787	6,159	6,550	5,455	1,550
<i>Architectural consultation for court remodel</i>				5,000	0
<i>Court Wi-Fi</i>				0	960
<i>Language Line Services</i>				305	500
<i>Debt Set-Off fees</i>				150	90
Permitting and Misc. Fees	42	45	45	45	45
<i>Arizona Radiation Regulatory Agency for Annual X-Ray Annual Fee</i>				45	45
Prison Inmate Costs	419,180	329,028	355,000	310,000	310,000
<i>Mohave County Sheriff Inmate daily fees and booking fee</i>				300,000	300,000
<i>Fort Mohave Tribal Inmate fees and booking fee</i>				10,000	10,000
Contract Labor	106,603	104,006	108,800	109,800	109,991
<i>Shared costs for weekend/holiday pro tem coverage</i>				10,800	8,991
<i>Judicial Service Provider</i>				65,000	64,000
<i>Security coverage for lobby</i>				34,000	37,000
Other Contracted Services	0	1,823	30,000	2,500	48,000
<i>Veteran's Court Court ordered testing, counseling, networking, support services.</i>				0	24,000
<i>Part-time Veteran's Court Public Defender</i>				2,500	24,000
General Equipment Repairs	595	0	2,000	2,000	2,000
<i>General Equipment Repairs</i>				2,000	2,000
Maintenance Agreements	40,840	0	41,043	42,512	41,437
<i>For the Record (FTR) 3 year subscription</i>				0	0
<i>Mohave County Court Automation 2019/2020</i>				42,512	41,437
Property and Risk Insurance	27,149	34,245	35,272	35,272	36,330
Wifi Service	964	1,022	0	0	0
Custom Printing	0	542	0	0	0
Per Diem	609	557	556	522	230
<i>National Association for Court Management</i>				170	0
<i>COJET Conference</i>				352	230
Lodging	739	5,189	1,700	1,715	400
<i>DUI and Traffic Conference</i>				328	400
<i>National Association for Court Management</i>				1,387	0

MUNICIPAL COURT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Transportation	1,525	896	850	678	550
<i>COJET Conference</i>				300	150
<i>Judicial Conference</i>				254	400
<i>National Association for Court Management</i>				124	0
Seminars and Conferences	2,450	2,844	850	2,240	550
<i>National Association for Court Management</i>				1,190	0
<i>Judicial Conference</i>				250	250
<i>COJET Registration Fees</i>				800	300
Books and Subscriptions	2,898	3,189	3,362	2,783	3,737
<i>Westlaw</i>				1,902	2,345
<i>AZ Criminal and Traffic Manual</i>				228	192
<i>AZ Rules of Court (State and Federal)</i>				653	1,200
Dues and Memberships	660	745	660	465	685
<i>National Association of Drug Court Professionals</i>				0	120
<i>National Association for Court Management</i>				125	125
<i>Arizona Bar Dues</i>				340	440
Meeting Expenses	206	100	600	0	600
<i>Monthly Veteran's Court Meetings</i>				0	600
TOTAL CATEGORY	605,293	490,390	588,338	515,987	557,155
SUPPLIES					
Office Supplies	7,093	4,864	10,500	10,500	7,000
<i>Office Supplies</i>				10,500	7,000
Computer Software	0	10,484	0	0	0
TOTAL CATEGORY	7,093	15,348	10,500	10,500	7,000
PROPERTY					
Computer Equipment<\$5,000	990	850	0	0	0
Equipment<\$5,000	758	0	7,500	0	0
<i>Proximity card access points and security cameras</i>				13,485	0
<i>Court security upgrade</i>				405	0
<i>Security camera and installation</i>				2,685	0
TOTAL CATEGORY	1,748	850	7,500	16,575	0
CONTINGENCY					
Contingency	0	0	123,181	0	123,574
TOTAL CATEGORY	0	0	123,181	0	123,574
TOTAL	1,329,697	1,279,571	1,565,561	1,337,694	1,609,641



GENERAL FUND

Financial Administration

FINANCIAL ADMINISTRATION

MISSION: Provide financial support services to the City Council, city staff, and the public that are efficient, effective, and that protect and maximize the use of city resources for the good of the community. The Finance Department strives to meet these goals through collaborative teamwork, accountability and individual professional development.

DEPARTMENT DESCRIPTION

The Finance Department is responsible for the following functions: financial reporting, accounting, investments, business licensing, payroll, annual budget, special assessment administration, procurement, billing, collections, and capital assets.

The Finance Department is committed to:

- Maintaining the city's financial records in compliance with Generally Accepted Accounting Principles (GAAP) and legal requirements.
- Assisting the City Manager during preparation of the annual operating and capital budgets.
- Investing idle funds of the city in compliance with the city's investment policy and the Arizona State Statutes.
- Administering the city's business license, tax, and special assessment district programs.
- Ensuring prompt and courteous services for all our customer's wastewater and special assessment billing service needs.
- Assisting all of the city departments in obtaining the proper quality and quantity of materials, supplies, and services in a timely manner and at the lowest possible cost while maintaining a process of fairness and integrity.
- Providing financial advice to the City Council, City Manager and other operating departments of the city.
- Producing an annual comprehensive financial statement that meets certification requirements of the Government Financial Officers Association (GFOA).
- Producing an annual budget that meets certification requirements of the Government Financial Officers Association (GFOA).

FY 2018-2019 HIGHLIGHTS

- Completed converting abatement and utility liens to Microsoft .net software
- Completed converting the special assessments data from the AS/400 software to Microsoft .net software
- Received the GFOA Annual Comprehensive Financial Statement Award for Fiscal Year 2016
- Received the GFOA Annual Budget Presentation Award for Fiscal Year 2017

FINANCIAL ADMINISTRATION

FY 2019-2020 OBJECTIVES

- Prepare a balanced budget that incorporates the Council's goals and objectives for the year
- Ensure that the City Council, City Manager and all Departments are informed with the most current financial data available
- Continue to streamline the work processes to assist with the month-end, year-end and the annual audit financial report production
- Strive to maximize the use & effectiveness of the city's tax dollars while also maintain timely & adequate support of the city's needs for materials and services
- Collect revenues due to the City while treating customers in a non-arbitrary, respectful and professional manner
- Respond to customer requests in a professional and respectful manner

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Accounts payable ACH/Wire processed	2,221	2,200	2,300
Accounts payable checks processed	5,276	5,718	5,500
Accounts payable invoices processed	15,991	14,800	15,500
Business licenses applications received	390	410	420
Business licenses renewed	2,659	2,800	2,900
New business licenses issued	390	410	420
Number of payments processed	158,578	161,000	162,500
Payroll ACH/Wires processed	9,584	9,639	9,800
Payroll checks processed	1,837	1,962	1,900
Special assessment delinquent notices processed	1,003	632	400
Special assessment installment bills processed	6,149	5,735	5,400
Special assessment payoff documents processed	84	150	100
Special assessments sold at auction	21	12	15
Special assessments - remaining principal balance	\$9,200,000	\$8,742,800	\$8,000,000
Utility bills processed	225,013	226,105	227,000



GENERAL FUND

Financial Administration

FINANCIAL ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 1,059,379	\$ 1,145,870	\$ 1,070,420	\$ 1,044,484	\$ 1,110,917
Services and Other Charges	425,353	443,752	452,410	424,512	466,180
Supplies	103,842	97,584	120,500	125,050	126,538
Property	1,899	2,666	650	624	650
Debt Service	-	-	2,200	2,200	2,200
Contingency	-	-	39,297	-	43,217
Subtotal	\$ 1,590,472	\$ 1,689,872	\$ 1,685,477	\$ 1,596,870	\$ 1,749,702
Cost Recovery	\$ (831,463)	\$ (845,292)	\$ (857,505)	\$ (773,566)	\$ (881,192)
General Fund	\$ 759,009	\$ 844,580	\$ 827,972	\$ 823,304	\$ 868,510

Expenditures by Activity					
Billing & Collection	\$ 979,925	\$ 1,049,130	\$ 1,036,592	\$ 946,658	\$ 1,074,428
General Accounting	610,547	640,742	648,886	650,212	675,274
Total	\$ 1,590,472	\$ 1,689,872	\$ 1,685,478	\$ 1,596,870	\$ 1,749,702

Staffing					
Finance Director	1.0	1.0	1.0	1.0	1.0
Financial Administrator	0.0	0.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	0.0	0.0	0.0
Revenue Manager	1.0	1.0	0.0	0.0	0.0
Senior Accountant	0.0	0.0	1.0	1.0	1.0
Accountant	0.0	1.0	0.0	0.0	0.0
Administrative Analyst	0.0	0.0	1.0	0.0	0.0
Budget Analyst	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	0.0	0.0	0.0	1.0	1.0
Senior Financial Specialist	1.0	1.0	1.0	1.0	1.0
Financial Specialist	1.0	1.0	1.0	1.0	1.0
Financial Technician	9.0	8.0	8.0	7.0	8.0
Total	15.0	15.0	15.0	14.0	15.0

FINANCIAL ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	761,163	805,229	787,779	756,598	803,408
Other Wages	140	60	0	0	0
Overtime	11,587	14,725	1,500	4,225	3,000
Accrued Leave Paid	27,488	40,593	11,658	13,661	20,286
Health Insurance	163,645	183,029	174,033	176,748	186,708
Social Security	9	4	0	0	0
Medicare	11,288	12,153	11,654	11,022	12,009
ICMA Retirement	72,680	78,151	71,685	70,411	73,116
Deferred Compensation	6,854	7,277	7,743	7,507	7,908
Workers Compensation	1,524	1,649	1,369	1,312	1,482
Employee Allowance	3,000	3,000	3,000	3,000	3,000
TOTAL CATEGORY	1,059,379	1,145,870	1,070,420	1,044,484	1,110,917
SERVICES AND OTHER CHARGES					
Legal Notices	28,141	9,235	14,606	6,700	9,156
<i>Advertising - auction of assessment</i>				2,500	3,656
<i>Advertising - installment billing, November and May</i>				500	500
<i>Advertising - special assessment 1st delinquency</i>				3,700	5,000
Property Recording Fees	3,720	6,134	6,580	6,496	6,628
<i>Liens for delinquent wastewater accounts</i>				6,000	6,000
<i>Refuse liens</i>				96	128
<i>Special assessment documents</i>				400	500
Administrative Fees	925	0	0	0	0
Auditing Services	50,080	49,980	60,000	48,950	60,000
<i>Independent Auditor Services for Annual Audit</i>				48,050	50,000
<i>Tax and franchise license fees</i>				900	10,000
Other Professional Services	122,565	97,822	123,828	121,055	133,435
<i>Coding Changes to Safe</i>				130	130
<i>County Recorder system access</i>				696	696
<i>Customer address search engine</i>				400	400
<i>Department of Revenue Tax Administration</i>				96,559	107,809
<i>Shred confidential records</i>				170	200
<i>Title reports for delinquent special assessment auction</i>				9,100	9,200
<i>Water shut off fees - delinquent accounts</i>				14,000	15,000
Banking Services	111,799	96,530	115,070	103,120	110,238
<i>Armored car</i>				5,700	6,000
<i>Client bank analysis fees</i>				20,000	22,000
<i>E-suite credit card fees</i>				45,000	47,250
<i>E-suite gateway fees</i>				3,360	3,528
<i>E-suite merchant provider monthly fees</i>				8,700	9,100
<i>Virtual terminal credit card fees</i>				20,000	22,000
<i>Virtual terminal gateway fees</i>				360	360
Other Technical Services	0	0	0	3,840	0
<i>Bank Reconciliation module</i>				3,840	0



GENERAL FUND

Financial Administration

FINANCIAL ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	1,559	1,476	1,225	1,154	1,208
GFOA Application for Annual Budget Award				425	445
GFOA Application for Annual Financial Reporting Award				505	530
Municipal Property Corporation Annual Filing				10	10
Post Office Box Rental for Vendor Invoices 4% increase				214	223
General Equipment Repairs	0	0	500	500	500
Date Stamper				200	200
Scanners				200	200
Service on safe				100	100
Vehicle Repairs and Service	0	0	0	2,000	2,000
Fleet charges				2,000	2,000
Software/Hardware Agreeeme	6,476	7,123	7,836	8,192	8,400
Billing processing equipment				8,192	8,400
Land and Building Rentals	2,252	2,252	2,253	2,253	2,253
Storage for Financial Records				2,253	2,253
Equip. and Vehicle Rental	3,223	3,894	3,800	4,020	4,175
Additional Images				1,200	1,355
Billing printer				2,820	2,820
Property and Risk Insurance	25,160	31,735	32,687	32,687	33,669
Custom Printing	19,573	11,924	21,680	18,911	21,239
Blank Check Stock				2,400	2,675
Envelopes for Remittance				560	560
#10 envelopes w/permit number				8,000	8,500
#10 envelopes without permit number				1,200	1,250
#9 envelopes				6,000	7,500
Business cards				126	129
Deposit slips				625	625
Per Diem	419	400	460	484	744
Budget Analyst Training Academy				0	136
ERP Annual Conference				306	204
GFOA AZ Conference				0	102
GFOA Conference				102	102
Training				76	100
ERP Annual Conference				0	100
Lodging	3,874	3,926	1,750	3,000	4,600
Budget Analyst Training Academy				0	800
ERP Annual Conference				2,250	2,000
GFOA AZ Conference				0	450
GFOA Conference				600	600
Training				150	150
ERP Annual Conference				0	600
Transportation	1,958	2,927	1,075	1,685	2,225
Budget Analyst Training Conference				0	200
ERP Annual Conference				1,200	1,000



GENERAL FUND

Financial Administration

FINANCIAL ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
GFOA AZ Conference				0	200
GFOA Conference				395	250
Training				90	75
ERP Annual Conference				0	500
Seminars and Conferences	4,919	7,672	3,490	3,895	7,140
Budget Analyst Training Academy				0	1,000
ERP Annual Conference				2,850	1,950
ERP Online Training for new staff				0	1,275
GFOA AZ Conference				0	200
GFOA Conference				380	380
Training				465	200
Webinars for Staff				200	635
ERP Annual Conference				0	1,500
Books and Subscriptions	320	0	0	0	0
Dues and Memberships	661	686	570	570	570
Colorado River Finance Officers Association				50	50
Government Finance Officer's Association				250	250
Government Finance Officers Association Arizona				120	120
Sam's Club Membership for City				100	100
Notary				50	50
Uncollectible Accounts	37,730	110,037	55,000	55,000	58,000
Billed amounts not collected within 60 days after year end				20,000	20,000
Wastewater fees				35,000	38,000
TOTAL CATEGORY	425,353	443,752	452,410	424,512	466,180

SUPPLIES

Office Supplies	13,471	13,129	20,279	17,561	18,346
General Office Supplies				650	700
MICR Toner for Check Printing				436	450
Paper and Envelopes for Payroll Processing				224	250
Vendor 1099 and W-2 Forms				564	650
Black ribbon cassette-cashier printers				470	479
Calculator				69	70
Calendars				93	95
Certified mailing envelopes				4,500	4,500
Deposit bags				1,412	1,440
Electric Stapler				37	38
Endorser ribbons				390	398
File storage boxes				350	375
General office supplies for billing and collection				1,000	1,000
Large envelopes for cashier daily documents				105	107
Paper for water shut off notices				544	555
Perforated invoice blanks				5,700	6,200
Printer tape for receipt printers				937	956
Sealing solution for billing equipment				80	83

FINANCIAL ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Specialty Supplies	65	43	0	0	0
Computer Software	0	0	354	8,354	7,954
<i>Bank Reconciliation module</i>				3,600	0
<i>Parks & Recreation Cashiering Software w/20% discount</i>				4,400	7,600
<i>Software Upgrades</i>				354	354
Postage	89,378	84,254	98,959	98,959	99,305
<i>Auction Notice - Certified</i>				1,500	1,500
<i>Auction notice - first class</i>				250	250
<i>Delinquent special assessment notice</i>				575	575
<i>Delinquent wastewater shut-off and lien notices sent by certified mail and first class</i>				7,104	7,500
<i>Re-mail special assessment bills</i>				80	80
<i>Special Assessment Bills</i>				3,000	3,000
<i>Special Assessment Correspondence</i>				50	50
<i>Special assessment coupons</i>				400	350
<i>Wastewater billing</i>				84,000	84,000
<i>Wastewater correspondence</i>				2,000	2,000
Gasoline	129	157	188	176	213
<i>70 gallons @\$2.95/gal</i>				170	207
<i>70 gallons Fuel Facility Charge @\$.08/gal</i>				6	6
Uniforms	799	0	720	0	720
<i>Staff Shirts</i>				0	720
TOTAL CATEGORY	103,842	97,584	120,500	125,050	126,538
PROPERTY					
Furniture	74	1,343	650	624	650
<i>Replace Office Furniture</i>				624	650
Computer Equipment<\$5,000	1,215	1,323	0	0	0
Equipment<\$5,000	610	0	0	0	0
TOTAL CATEGORY	1,899	2,666	650	624	650
DEBT SERVICE					
Bond Arbitrage	0	0	2,200	2,200	2,200
<i>Arbitrage rebate calculation for bonds</i>				2,200	2,200
TOTAL CATEGORY	0	0	2,200	2,200	2,200
CONTINGENCY					
Contingency	0	0	39,297	0	43,217
<i>Special Assessment Fund Balance</i>				0	43,217
TOTAL CATEGORY	0	0	39,297	0	43,217
TOTAL	1,590,472	1,689,872	1,685,477	1,596,870	1,749,702



GENERAL FUND

Executive

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 417,633	\$ 553,290	\$ 595,600	\$ 572,500	\$ 616,001
Services and Other Charges	46,145	85,479	96,933	93,669	312,396
Supplies	2,354	3,192	2,284	2,212	15,026
Property	5,759	23,063	3,950	3,950	7,500
Capital Outlay	-	-	17,500	16,505	5,600
Subtotal	\$ 471,891	\$ 665,024	\$ 716,267	\$ 688,836	\$ 956,523
Cost Recovery	\$ (150,833)	\$ (267,091)	\$ (195,683)	\$ (184,424)	\$ (178,868)
General Fund	\$ 321,058	\$ 397,933	\$ 520,584	\$ 504,412	\$ 777,655

Expenditures by Activity					
Administration	\$ 331,152	\$ 460,348	\$ 440,876	\$ 416,906	\$ 457,544
Public Information	140,739	204,676	275,391	271,930	298,979
Census 2020	-	-	-	-	200,000
Total	\$ 471,891	\$ 665,024	\$ 716,267	\$ 688,836	\$ 956,523

Staffing					
City Manager	1.0	1.0	1.0	1.0	1.0
Senior Admin Analyst	1.0	0.0	0.0	0.0	0.0
Administrative Analyst	0.0	1.0	1.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0	1.0	1.0
Public Information Officer	0.0	0.0	0.0	0.0	0.0
Sponsorship Coordinator	1.0	1.0	1.0	1.0	1.0
Communication Specialist	0.0	1.0	1.0	1.0	1.0
Television-Producer	1.0	0.0	0.0	0.0	0.0
Total	5.0	5.0	5.0	5.0	5.0



GENERAL FUND

Executive

CITY MANAGER

MISSION: Direct and coordinate City staff to provide effective, efficient, and equitable implementation of Council policies and programs in accordance with sound management principles. The City Manager provides representation of City Council policies to citizens, other governmental agencies/jurisdictions and any other entity important to the accomplishment of directives established by the City Council.

DEPARTMENT DESCRIPTION

Bullhead City has a Council/Manager form of government. The City Manager is appointed by the City Council and is the Chief Administrative Officer of the municipal government. The City Manager assists the Mayor and City Council in delineating the goals which the City government will pursue and determines the courses of action to follow in pursuit of those goals. Once courses of action are defined, the City Manager implements the established policies and directions through professional leadership and management practices to ensure that all daily operations are performed effectively, economically and equitable. The City Manager's office completes a strategic plan update biannually and provides quarterly reports on the state of the City.

FY 2018-2019 HIGHLIGHTS

- Implementation of City Council Goals and Objectives
- Implement Strategic Planning Initiatives
- Annual administrative review of operational efficiencies and staffing needs across the board to create a sustainable budget
- Quarterly Tri-City Council meetings are held
- Quarterly management reports to Mayor and Council concerning the financial health and well-being of the community
- Development of Community Park
- Recruited additional retail tenants to Bullhead City
- Recruited new business to Bullhead City
- Continue to improve the City's transportation infrastructure network
- Laughlin Boulevard expansion was completed
- Continued partnership with the Bureau of Land Management and Arizona Game & Fish Commission and the Bureau of Land Management for the purpose of implementing the Development Plan of the Colorado River Nature Center
- Reevaluated the Curbside Comingled & Drop-Off Recycling Program
- Continued support of the Community Worker Program
- Continued support and marketing of the Suddenlink Community Center
- Continued work with local stakeholders for beautification in community parks and rights of ways
- Continued planning and marketing towards youth and adult sports tournaments
- Continued support for the River Cities Resource Center
- Promote community spirit and continue to improve quality of life aspects



GENERAL FUND

Executive

CITY MANAGER

FY 2019-2020 OBJECTIVES

- To provide visionary leadership and effective management to the operating departments to ensure the achievement of City goals in an efficient and responsible manner
- Recommend proposals and programs which address the long-term needs of the city
- Facilitate economic and community development projects
- Continue operating the City under a very lean budget
- Continue to improve the City's intergovernmental relations
- Review approved Administrative Regulations and Municipal Codes
- Continue to implement the goals and objectives established in the strategic plan
- Continue to facilitate a sports tourism environment in the community

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Attend Regular and Special Council meetings and work sessions	44	44	44
Attend Weekly/Bi-weekly/Monthly meetings with department directors and staff	184	192	192
Attend Weekly Executive Staff meetings	52	52	52
Work with the Strategic Plan Task Force and Department Directors to ensure the stated goals are met	12	12	12



GENERAL FUND

Executive

CITY MANAGER

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	231,949	290,730	303,667	291,426	308,374
Other Wages	0	0	0	0	0
Overtime	360	0	0	0	0
Accrued Leave Paid	3,957	10,898	11,783	11,224	11,529
Health Insurance	33,774	50,023	50,999	44,090	55,171
Social Security	0	0	0	0	0
Medicare	3,234	4,357	4,661	4,411	4,726
ICMA Retirement	20,882	27,840	28,025	27,919	28,451
Deferred Compensation	8,314	8,709	9,400	8,806	9,203
Workers Compensation	438	584	546	516	583
Employee Allowance	6,000	6,000	6,000	6,000	6,000
TOTAL CATEGORY	308,909	399,141	415,080	394,392	424,038
SERVICES AND OTHER CHARGES					
Business Meals	299	55	200	200	300
<i>Business Meals</i>				200	300
Other Professional Services	520	0	0	0	0
Permitting and Misc. Fees	0	40,714	0	0	0
Contract Labor	2,922	0	0	0	0
Property and Risk Insurance	8,033	10,131	10,452	10,452	10,765
Cellular Service	982	754	681	699	720
<i>Smart Phone (1)</i>				699	720
Custom Printing	0	250	120	120	120
<i>Business cards and envelopes</i>				120	120
Per Diem	497	539	1,598	998	1,304
<i>Washington DC</i>				0	136
<i>Annual League of Cities and Towns Conference - 3 Travelers</i>				340	340
<i>Annual ICMA Conference</i>				250	250
<i>Legislative Travel - Three trips (two day/one night each)</i>				204	306
<i>ACMA Conference - Summer/Winter</i>				204	204
<i>EPCOR Water Rate Case</i>				0	68
Lodging	2,198	2,484	4,970	3,970	11,550
<i>EPCOR Water Rate Case</i>				0	500
<i>Washington DC</i>				0	3,600
<i>Legislative Travel - 3 over night trips</i>				600	2,700
<i>Annual ICMA Conference</i>				1,000	1,000
<i>ACMA Conference - Winter</i>				480	750
<i>ACMA Conference - Summer</i>				690	750
<i>Annual League of Cities and Towns Conference - 3 Travelers</i>				1,200	2,250
Transportation	616	674	2,970	1,270	3,247
<i>ACMA - Winter</i>				0	227
<i>EPCOR Water Rate Case</i>				0	170
<i>Legislative - Phoenix 3 trips</i>				250	600



GENERAL FUND

Executive

CITY MANAGER

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Annual ICMA Conference				750	288
Annual League of Cities and Towns Conference				270	371
Washington DC				0	1,220
ACMA - Summer				0	371
Seminars and Conferences	1,750	2,650	2,380	2,380	2,380
Annual League of Cities and Towns Conference x3				885	885
ACMA Conference - Summer				420	420
Annual ICMA Conference				655	655
ACMA Conference - Winter				420	420
Books and Subscriptions	149	0	0	0	695
ICMA Webinar Subscription				0	695
Dues and Memberships	1,860	2,281	1,825	1,825	1,825
ICMA Annual Dues				1,400	1,400
Biennial Principal/Public Body Registration for AZ Lobbyist				25	25
ACMA Annual Dues				400	400
TOTAL CATEGORY	19,824	60,533	25,196	21,914	32,906
SUPPLIES					
Office Supplies	1,029	638	600	600	600
General Office Supplies				600	600
Gasoline	47	36	0	0	0
TOTAL CATEGORY	1,076	674	600	600	600
PROPERTY					
Furniture	1,343	0	0	0	0
TOTAL CATEGORY	1,343	0	0	0	0
TOTAL DIVISION	331,152	460,348	440,876	416,906	457,544



GENERAL FUND

Executive

PUBLIC INFORMATION

MISSION: Strive to present a courteous, service-oriented team of professionals, who provide information to the citizens of Bullhead City. Channel 4 is the government channel that connects the people and their government more directly, expands access to government information, provides an additional medium for the City to respond to the needs and concerns of its residents, helps residents make informed decisions, and encourages more residents to vote and become active citizens in Bullhead City.

DEPARTMENT DESCRIPTION

The Public Information Office is a point of contact within the city government where citizens, the media and City employees go to request information concerning City programs, services, issues and policies. The Public Information Office assists City departments with public information issues and coordinates and broadcasts the City government cable television programs.

FY 2018-2019 HIGHLIGHTS

- Improved production side of the Recreation events along with public meetings held in the City Council Chambers
- Started video production of Bullhead City by the Horns, sports tournaments and Recreation events
- Updated and Improved design of the Channel 4 Bulletin Board
- Increased saturation of City content on social media
- Grew audiences on Facebook, Instagram, and Twitter

FY 2019-2020 OBJECTIVES

- Continue to improve production side of Recreation events and Boards and Commission meetings
- Continue to increase community "saturation" of City information
- Continue community participation in City media sites (website, Facebook, Twitter)
- Maintain current programming levels for TV4
- Maintain a clean, current, and helpful City Website and Facebook account
- Increase citizen participation on social media

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
City Boards and Commission meetings filmed for TV4	66	66	66
Events recorded for news and others on TV4	30	30	30
Production of Recreation Show for TV4	12	6	6
Production of the news videos for social media	0	40	40
Posts to City Facebook, Twitter and Instagram	1,100	1,100	1,100
Page edits to City Website	3,000	3,000	3,000
Recreation Events Live Broadcast	6	6	6
Bullhead By the Horns episodes	0	28	40

PUBLIC INFORMATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	69,874	92,885	106,039	105,654	113,166
Other Wages	10,985	20,048	30,000	27,626	30,908
Overtime	0	0	0	0	0
Health Insurance	19,407	29,556	30,567	31,201	33,122
Social Security	681	1,243	1,860	1,713	1,916
Medicare	1,118	1,563	1,973	1,887	2,089
ICMA Retirement	6,324	8,406	9,597	9,562	10,242
Workers Compensation	336	448	484	465	521
TOTAL CATEGORY	108,724	154,149	180,520	178,108	191,963
SERVICES AND OTHER CHARGES					
Business Meals	0	0	300	300	300
<i>Business Meals</i>				300	300
Other Contracted Services	99	0	0	0	0
General Equipment Repairs	0	0	1,000	1,000	1,000
<i>General equipment repairs</i>				1,000	1,000
Vehicle Repairs and Service	0	2,004	2,000	2,000	2,000
<i>Fleet rental charges</i>				2,000	2,000
Software/Hardware Agreeemer	1,107	3,828	3,127	3,127	4,175
<i>Sportzcast Digital Scoreboard</i>				0	329
<i>Creative Cloud - 2 licenses</i>				1,820	1,939
<i>Drop Box</i>				107	107
<i>Community Online Event Calendar</i>				1,200	1,200
<i>Alphacard Pro license - sport discount card printer multiple locations</i>				0	600
Music License Agreement	149	149	149	149	149
<i>Audio Blocks</i>				149	149
Property and Risk Insurance	4,331	5,462	5,626	5,626	5,795
Cellular Service	890	854	681	699	720
<i>Smartphone (1)</i>				699	720
Other Advertising	661	0	1,000	1,000	1,000
<i>Promotional Items</i>				500	500
<i>Media Advertising</i>				500	500
Marketing Events	4,829	268	2,030	2,030	2,125
<i>Colorado River Women's Council - Leadership Class - Government Day at City Hall</i>				40	100
<i>Winter Expo</i>				1,925	1,925
<i>Operation Cool Shade</i>				65	100

PUBLIC INFORMATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Custom Printing	13,570	10,202	53,690	53,690	70,190
<i>River Daze Youth Soccer Tournament</i>				2,500	7,500
<i>Dave Kops Tournament of Champions - Softball</i>				8,000	10,000
<i>Splash Bash - in house</i>				0	500
<i>Metro Creative Graphics - Annual</i>				2,100	2,100
<i>Senior Softball Program - Fall/Spring - in house</i>				2,000	500
<i>Holiday Shootout Program - Basketball - in house</i>				4,000	500
<i>Farmers Market Advertising</i>				5,000	5,000
<i>Winter Festival Program</i>				1,000	4,000
<i>Tournament of Champions - Basketball Guide and flyer - no longer needed</i>				2,000	0
<i>Sports Discount Card</i>				2,500	2,000
<i>Dash or Dye 5K Run - in house</i>				2,000	500
<i>Colorado River Youth Soccer Tournament</i>				2,500	7,500
<i>Business Cards</i>				90	90
<i>Senior Games Guide - pre/post event</i>				3,000	15,000
<i>Printing of misc. flyers, posters and banners.</i>				1,000	5,000
<i>Annual Youth Guide</i>				16,000	10,000
Per Diem	128	181	204	204	181
<i>National Association of Broadcasters Show (NAB) - Las Vegas</i>				204	181
Lodging	294	496	600	600	575
<i>National Association of Broadcasters Show- \$100 a night for 6 nights</i>				600	575
Transportation	160	180	75	75	75
<i>National Association of Broadcasters Show - Parking</i>				75	75
Seminars and Conferences	0	1,145	1,145	1,145	1,095
<i>National Association of Broadcasters Show - Post Production World Pass</i>				1,145	1,095
Books and Subscriptions	101	101	110	110	110
<i>Mohave Valley Daily News - Online and Home Delivery Package</i>				110	110
Meeting Expenses	0	77	0	0	0
TOTAL CATEGORY	26,320	24,946	71,737	71,755	89,490
SUPPLIES					
Office Supplies	114	177	450	450	774
<i>Special event program paper - 11x17 six cases @ \$54 ea.</i>				0	324
<i>Misc. Office Supplies</i>				250	250
<i>Special Event Mass Mailer supplies - Sponsorships</i>				200	200
Specialty Supplies	332	373	1,000	1,000	1,200
<i>TV 4 Production Supplies</i>				1	700
<i>Misc. Specialty Supplies</i>				1,000	500
Computer Software	832	1,818	0	0	2,000
<i>Tri-caster AE3 upgrade for field production - 2 licenses</i>				0	2,000



GENERAL FUND

Executive

PUBLIC INFORMATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Gasoline	0	49	134	62	152
50 Gallons @\$2.95/gal				60	148
Facility fee 50 Gallons @\$0.08/gal				0	4
Uniforms	0	100	100	100	300
Shirts for TV4 Media Staff				100	300
TOTAL CATEGORY	1,278	2,518	1,684	1,612	4,426
PROPERTY					
Computer Equipment<\$5,000	3,394	290	0	0	7,500
Rack mount video monitors				0	2,200
Camera slider				0	2,000
Misc. video equipment accessories				0	1,000
PTZ Camera Controller for Council Chambers				0	1,000
Portable sound recorder & interface				0	1,300
Equipment<\$5,000	1,022	22,773	3,950	3,950	0
2 - GPU's for workstations				2,000	0
Networking Equipment				250	0
TOTAL CATEGORY	4,416	23,063	3,950	3,950	7,500
CAPITAL OUTLAY					
Machinery and Equipment	0	0	17,500	16,505	5,600
NDI-HX PTZ Cameras - 2				0	5,600
1 NAS Drive System				16,505	0
TOTAL CATEGORY	0	0	17,500	16,505	5,600
TOTAL DIVISION	140,739	204,676	275,391	271,930	298,979



GENERAL FUND

Executive

CENSUS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	0	0	0	0	0
Social Security	0	0	0	0	0
Medicare	0	0	0	0	0
Workers Compensation	0	0	0	0	0
TOTAL CATEGORY	0	0	0	0	0
SERVICES AND OTHER CHARGES					
Contract Labor	0	0	0	0	37,100
<i>City Staffing Costs/Volunteer Outreach</i>				0	37,100
Equip. and Vehicle Rental	0	0	0	0	17,900
<i>6-Kiosks</i>				0	17,900
Other Advertising	0	0	0	0	52,000
<i>Translation and/or Multilingual Services (Outreach Materials)</i>				0	20,000
<i>Media Ads (Newspaper/Radio/TV)</i>				0	32,000
Marketing Events	0	0	0	0	43,000
<i>Social media and public relations</i>				0	11,000
<i>Census Staffing Recruitment Outreach</i>				0	4,000
<i>Educational events (Schools/Fair/Expo/Other City Events)</i>				0	28,000
Custom Printing	0	0	0	0	40,000
<i>Materials development</i>				0	40,000
TOTAL CATEGORY	0	0	0	0	190,000
SUPPLIES					
Hospitality	0	0	0	0	10,000
<i>Committee Meeting Cost (Food and Venue)</i>				0	10,000
TOTAL CATEGORY	0	0	0	0	10,000
TOTAL DIVISION	0	0	0	0	200,000



GENERAL FUND

Legislative

MAYOR AND COUNCIL

MISSION: Mayor and Council are the elected representatives of the residents of Bullhead City. They formulate policy, enact laws and promote community interests that enhance the quality of life for those who live, work, visit and play in the City. The Mayor and City Council are elected at large to serve the entire community.

DEPARTMENT DESCRIPTION

The Mayor and City Council are the policy makers for the City of Bullhead City. The members engage in active and open communication with all sectors of the community to address community needs and interests. They participate and provide leadership in various intergovernmental associations and organizations to address issues which may impact Bullhead City and cities in general. They attend and coordinate meetings and special presentations. They Mayor and City Council participate in many community special events.

The Mayor and City Council hire the City Manager, City Clerk, City Attorney and Municipal Magistrate. They also appoint all Board and Commission members.

MEASURE	FY18		FY19		FY20
	Actual		Estimate		Budget
Attend Regular and Special Council meetings and work sessions	44		44		44
	FY17	FY18	FY19	FY19	FY20
	Actual	Actual	Budget	Estimate	Budget
Expenditures by Classification					
Personnel Costs	\$ 152,075	\$ 125,139	\$ 127,103	\$ 102,919	\$ 131,971
Services and Other Charges	24,311	28,219	57,829	42,458	45,055
Supplies	1,267	1,564	3,002	3,328	3,509
Property	38	-	-	-	-
Subtotal	\$ 177,691	\$ 154,923	\$ 187,934	\$ 148,705	\$ 180,535
Cost Recovery	\$ (64,043)	\$ (54,167)	\$ (65,173)	\$ (47,050)	\$ (57,250)
General Fund	\$ 113,648	\$ 100,756	\$ 122,761	\$ 101,655	\$ 123,285
Expenditures by Activity					
Mayor and Council	\$ 177,691	\$ 154,923	\$ 187,934	\$ 148,705	\$ 180,535
Total	\$ 177,691	\$ 154,923	\$ 187,934	\$ 148,705	\$ 180,535
Staffing					
Mayor	1.0	1.0	1.0	1.0	1.0
Vice Mayor	1.0	1.0	1.0	1.0	1.0
Council Member	5.0	5.0	5.0	5.0	5.0
Total	7.0	7.0	7.0	7.0	7.0

MAYOR AND COUNCIL

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Other Wages	70,375	66,000	66,000	66,000	66,000
Health Insurance	77,209	54,211	55,942	31,868	60,804
Social Security	3,532	3,892	4,092	4,003	4,092
Medicare	826	910	957	935	957
Workers Compensation	133	126	113	113	118
TOTAL CATEGORY	152,075	125,139	127,103	102,919	131,971
SERVICES AND OTHER CHARGES					
Business Meals	142	1,183	950	950	950
<i>Business Meals</i>				700	700
<i>Sponsored Lunches</i>				250	250
Vehicle Repairs and Service	2,000	2,004	2,000	2,000	2,000
<i>Fleet rental charges</i>				2,000	2,000
Property and Risk Insurance	9,840	12,412	12,784	12,784	13,168
Cellular Service	915	682	681	699	720
<i>Smartphone (1)</i>				699	720
Custom Printing	281	278	940	940	940
<i>City Council Shirts and Apparel</i>				450	450
<i>Official Banners</i>				120	120
<i>Business Cards - Mayor \$102 Council \$45</i>				300	300
<i>Envelopes</i>				70	70
Per Diem	707	844	4,607	2,369	2,409
<i>Water meetings - misc.</i>				250	0
<i>League of Arizona Cities and Towns Conference - 2 Travelers 5 days, 3 Travelers 4 days</i>				759	573
<i>Newly Elected League Training - 3 Travelers</i>				306	0
<i>GAMA Meetings</i>				34	34
<i>Washington DC Trip</i>				612	612
<i>EPCOR Water Rate Case</i>				0	68
<i>Legislative Travel (3 trips-2 days- 2 travelers)</i>				408	408
<i>Colorado River Water Users Association - CRWUA</i>				0	102
<i>Arizona Water Banking Authority - AWBA</i>				0	136
<i>Agribusiness Water & Council - ABWC</i>				0	476
Lodging	3,954	3,429	15,057	10,303	10,360
<i>Legislative Travel (3 trips-1 night ea.-2 travelers)</i>				1,200	1,200
<i>Newly Elected Official Training</i>				1,170	0
<i>Washington DC Trip</i>				3,600	3,600
<i>AZ League of Cities and Towns Conference \$250/4 nights/2 attendees and \$250/3 nights/3</i>				4,200	4,250
<i>EPCOR Water Rate Case</i>				0	500
<i>Colorado River Water Assoc. - CRWUA - annual mtg</i>				0	260
<i>Agribusiness Water & Council of AZ - ABWC - 2 times per year</i>				133	550



GENERAL FUND

Legislative

MAYOR AND COUNCIL

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Transportation	1,325	3,473	14,404	7,104	9,379
<i>Washington DC Trip</i>				4,080	4,080
<i>Legislative Travel</i>				1,200	1,200
<i>AZ League of Cities and Towns Conference - Tucson</i>				800	1,700
<i>GAMA Meetings</i>				205	205
<i>Newly Elected Officials Training</i>				819	0
<i>Mohave County Water Authority - quarterly mtg (BHC, Kingman, LHC)</i>				0	115
<i>Colorado River Water Users Assoc. - CRWUA</i>				0	209
<i>Arizona Water Banking Authority - AWBA - quarterly mtg</i>				0	500
<i>Agribusiness Water & Council of AZ - ABWC</i>				0	1,200
<i>EPCOR Water Rate Case</i>				0	170
Seminars and Conferences	3,440	1,470	3,065	2,440	1,550
<i>Agribusiness Water & Council - ABWC</i>				0	75
<i>Newly Elected Officials Training - 3 @ \$125</i>				375	0
<i>AZ League of Cities and Towns Conference - 5 @ \$295</i>				2,065	1,475
Books and Subscriptions	0	419	241	269	279
<i>Today's News Herald - Lake Havasu City</i>				72	72
<i>AZ Capitol Times Annual</i>				169	179
<i>Kingman Daily Miner</i>				28	28
Dues and Memberships	0	0	500	0	500
<i>Agribusiness Water & Council of AZ</i>				0	500
Meeting Expenses	1,708	2,026	2,600	2,600	2,800
<i>Council Work Sessions</i>				1,800	2,000
<i>Tri-City Council Meetings</i>				800	800
TOTAL CATEGORY	24,311	28,219	57,829	42,458	45,055
SUPPLIES					
Office Supplies	254	136	300	300	300
<i>General office supplies</i>				300	300
Awards	372	362	400	400	400
<i>Purchase of Recognition/Appreciation Awards</i>				400	400
Specialty Supplies	361	818	1,900	1,900	1,900
<i>Tri-City Council Booth Proportionate Cost for League Conference</i>				1,000	1,000
<i>Purchase of Board and Commission name plates and supplies for special events</i>				900	900
Gasoline	281	249	402	728	909
<i>300 Gallons @\$2.95/gal</i>				704	885
<i>300 Gallons Fuel Facility Charge @\$.08/gal</i>				24	24
TOTAL CATEGORY	1,267	1,564	3,002	3,328	3,509



GENERAL FUND

Legislative

MAYOR AND COUNCIL

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Furniture	38	0	0	0	0
TOTAL CATEGORY	38	0	0	0	0
GRAND TOTAL	177,691	154,923	187,934	148,705	180,535



GENERAL FUND

Legislative

CITY CLERK

MISSION: Support the City Council goal of accessible and responsive government through a courteous, service-oriented professional team providing optimum public services to the citizens of Bullhead City.

DEPARTMENT DESCRIPTION

The City Clerk is appointed by the City Council. The Office of the City Clerk functions as the Official Records Custodian, Official Custodian of the Seal of the City, Administrator of City Elections, and City Records Management and Records Disposition Program Administrator.

The City Clerk is responsible for attending all meetings and recording the official minutes for the City Council, boards and commissions, assisting in the preparation of official documents, countersigning official documents, attesting to all city documents, codifying and recording all local laws, and processing liquor licenses, ordinances, resolutions, and legal documents adopted by the City Council. The City Clerk is responsible for recording official documents with appropriate agencies, processing and researching public records requests, administering oaths and affirmations, publishing legal notices, giving notice of public meetings as required by law, updating and distributing supplements to the Bullhead City Municipal Code, and serves as the city's Election Official.

FY 2018-2019 Highlights

- Deputy Clerk attained the Master Municipal Clerk (MMC) Designation
- Deputy Clerk attended the League's 2018 Annual Elections Conference
- City Clerk attended the Election Officials of Arizona (EOA) 2018 Conference
- Successfully administered Bullhead City's 2018 election

FY 2019-2020 Objectives

- Coordinate the city's document management program and accessibility to public records
- Continue to update city staff with record management schedules in all departments
- Respond to citizen requests for public records
- Attend and record official minutes for City Council, Board and Commission meetings
- Oversee boards and commissions, conduct new member orientations
- Process liquor license, special event liquor license, and extension of premises applications
- Assist Council Members with special projects
- Codify ordinances, update and distribute City Code supplements
- Ensure official postings, notices, and related publications meet legal compliance
- City Clerk to attend the 2019 Election Officials of Arizona Conference
- City Clerk and Deputy Clerk to attend the League's 2019 Annual Elections Conference



GENERAL FUND

Legislative

CITY CLERK

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Number of public records requests processed	265	275	275
Number of Council/Board/Commission member orientations provided	3	3	3
Number of bid openings attended	10	15	15
Number of legal notices published	30	40	40
Number of Council/Board/Commission meeting minutes pages transcribed	436	450	450
Number of Council/Board/Commission meetings attended	81	85	85
Number of ordinances processed	27	30	30
Number of liquor licenses processed	30	30	30
Number of resolutions processed	63	65	65
Number of proclamations processed	28	30	30
Number of agendas/quorums/actions posted	210	225	225



GENERAL FUND

Legislative

CITY CLERK

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 169,655	\$ 176,186	\$ 188,011	\$ 185,916	\$ 198,623
Services and Other Charges	109,385	19,253	86,695	55,755	117,579
Supplies	325	197	550	550	550
Property	1,343	-	-	-	-
Total	\$ 280,708	\$ 195,636	\$ 275,256	\$ 242,221	\$ 316,752

Expenditures by Activity					
Elections	\$ 78,336	\$ -	\$ 50,850	\$ 31,124	\$ 83,550
Legislative	202,372	195,636	224,406	211,097	233,202
Total	\$ 280,708	\$ 195,636	\$ 275,256	\$ 242,221	\$ 316,752

Staffing					
City Clerk	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0	1.0
Total	2.0	2.0	2.0	2.0	2.0



GENERAL FUND

Legislative

CITY CLERK

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	131,718	139,853	149,918	147,603	157,954
Overtime	0	0	0	0	0
Health Insurance	18,043	15,098	15,534	16,176	16,973
Medicare	1,876	1,998	2,195	2,110	2,311
ICMA Retirement	12,051	12,798	13,698	13,488	14,425
Deferred Compensation	4,273	4,610	4,971	4,846	5,234
Workers Compensation	253	269	255	253	285
Employee Allowance	1,440	1,560	1,440	1,440	1,440
TOTAL CATEGORY	169,655	176,186	188,011	185,916	198,623
SERVICES AND OTHER CHARGES					
Legal Notices	4,540	7,059	15,000	6,000	15,000
<i>Legal Notices -ordinances, bids, RFPs, election notices</i>				6,000	15,000
Property Recording Fees	332	826	1,000	1,000	1,000
<i>County Recorder Fees</i>				1,000	1,000
Other Professional Services	13,673	3,023	4,000	4,000	4,000
<i>Municode Codification Services/Municipal Code</i>				4,000	4,000
General Equipment Repairs	0	0	200	200	200
<i>Misc. Small Equipment Repairs</i>				200	200
Software/Hardware Agreement	4,730	67	4,730	4,730	4,730
<i>Document Management Contract for Laserfiche System</i>				4,730	4,730
Property and Risk Insurance	4,994	6,299	6,488	6,488	6,683
Other Advertising	0	286	0	0	0
Custom Printing	0	0	100	100	0
<i>Business cards</i>				100	0
Per Diem	90	90	301	150	173
<i>Elections Training and AMCA Conference</i>				125	125
<i>Election Officials of Arizona</i>				25	48
Lodging	540	633	1,050	500	650
<i>Elections Training and Summer Conference</i>				300	450
<i>Election Officials of Arizona</i>				200	200
Transportation	855	206	526	263	263
<i>City Car to/from Phoenix for Elections Training / AMCA Conference</i>				263	263
Seminars and Conferences	630	45	1,370	700	750
<i>Election Officials of Arizona</i>				100	150
<i>Elections Training and AMCA Conference</i>				600	600
Dues and Memberships	665	700	1,080	500	580
<i>Election Officials of Arizona</i>				40	80
<i>International Institute of Municipal Clerks</i>				285	300
<i>Arizona Municipal Clerks Association</i>				175	200
Meeting Expenses	0	19	0	0	0
TOTAL CATEGORY	31,049	19,253	35,845	24,631	34,029



GENERAL FUND

Legislative

CITY CLERK

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Office Supplies	325	197	550	550	550
Office Supplies				550	550
TOTAL CATEGORY	325	197	550	550	550
PROPERTY					
Furniture	1,343	0	0	0	0
TOTAL CATEGORY	1,343	0	0	0	0
ELECTIONS					
Legal Notices	8,879	0	0	0	0
Election Expenses	69,456	0	50,850	31,124	83,550
Miscellaneous fees				0	250
General election services 2019				14,904	32,560
General election voter registration services 2019				7,949	25,740
Publicity pamphlets				8,271	25,000
TOTAL CATEGORY	78,336	0	50,850	31,124	83,550
TOTAL	280,708	195,637	275,256	242,221	316,752



GENERAL FUND

Public Works

ADMINISTRATION

MISSION: Provide safe and efficient public services to the community through cost-effective planning, designing, constructing, operating and maintaining the public facilities and physical assets of Bullhead City, and to guide and assist land development and use within the community in accordance with the General Plan.

DEPARTMENT DESCRIPTION

The Public Works Office of the Director oversees the day-to-day activities of the Public Works Department. This includes Engineering, Capital Improvement Program, Fleet Maintenance and Fuel Facility, Infrastructure, Surveying, Utilities, and Facilities Management functions.

ENGINEERING

MISSION: Serve as a source of information and technical assistance as well as to provide responsive leadership and management of the City's public infrastructure and facilities improvements, and to enhance health, safety and welfare in the City by providing economical, responsible and effective professional engineering and technical services.

DEPARTMENT DESCRIPTION

The Engineering Division is responsible for review, approval and processing of municipal infrastructure services for land development, as well as traffic and transportation engineering studies, surveying, designs and impact statements. The division is responsible for planning, design and construction of municipal serving facilities and infrastructure projects such as roads, sidewalks, street lighting, sanitary sewer, storm water management, parks, building recreation and other public facilities.

FY 2018-2019 HIGHLIGHTS

- Completed design and/or administered construction of several Capital Improvement Program (CIP) Projects including CSMP 18-19, Section 18 WWTP Sludge Press, Section 18 WWTP Odor Control & Enclosure, 16-2 Lift Station Electrical Upgrade, Section 12/Community Park Improvements, Rotary Park Drainage Improvements, Laughlin Ranch Boulevard Extension and started on the Bullhead Parkway Extension project..
- Working with Clark County and other agencies on design of a second bridge to Laughlin
- Completed several flood control and slope stabilization projects including Improvements to Mohave Wash and Corwin Wash, Industrial Road Modified Curb, Silver Creek Diversion Berm, Nancy Court Grouted Spillway, and continued work on the Silver Creek and Secret Pass Washes project.



ENGINEERING

FY 2019-2020 OBJECTIVES

- Complete Rotary Park Drainage Project
- Design and install traffic signals at Corwin Road and SR 95, and Rio Rancho and SR 95
- Continue to provide in-house design wherever possible on City projects
- Investigate, evaluate and address all traffic-related requests from City Council, City Manager, citizens, and other members of the public
- Maintain survey monuments for legal descriptions of properties in the City
- Continue to provide support to subdivision developers by utilizing the City's computer sewer model to document for ADEQ that capacity in the City's sewer system exists to accept flow from the subdivision
- Support GIS services wherever possible in the City
- Continue to administer the Capital Improvement Program (CIP) for the City to ensure design, construction and completion of public projects and private development
- Support in-house slurry & microsurfacing programs
- Continue to investigate, evaluate, and address flood control and slope stabilization projects

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Flood Zone Requests	834	654	700
Blue Stake Requests	5,343	8,416	8,500
ROW Permits Issued	182	204	210
Inspections Performed	75	128	150
Value of Projects Finished	\$10,184,534	\$6,124,031	\$12,954,732



GENERAL FUND

Public Works

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 1,188,980	\$ 1,375,377	\$ 1,008,828	\$ 769,738	\$ 996,491
Services and Other Charges	60,380	65,050	75,926	64,258	78,994
Supplies	16,185	18,942	19,529	19,595	23,020
Property	6,241	169	5,170	6,600	1,070
Subtotal	\$ 1,271,786	\$ 1,459,538	\$ 1,109,453	\$ 860,191	\$ 1,099,575
Cost Recovery	\$ (1,103,493)	\$ (1,233,931)	\$ (924,630)	\$ (708,682)	\$ (911,635)
General Fund	\$ 168,293	\$ 225,607	\$ 184,823	\$ 151,509	\$ 187,940

Expenditures by Activity					
Engineering	\$ 810,557	\$ 837,713	\$ 839,494	\$ 594,089	\$ 856,707
General Services	8,929	5,745	14,000	7,000	16,150
Administration	452,299	616,080	255,959	259,102	226,718
Total	\$ 1,271,786	\$ 1,459,538	\$ 1,109,453	\$ 860,191	\$ 1,099,575

Staffing					
Public Works Director	1.0	1.0	1.0	1.0	1.0
Assistant Public Wrks Director	1.0	1.0	0.0	0.0	1.0
Administrative Analyst	1.0	1.0	1.0	1.0	1.0
Public Works Administration	3.0	3.0	2.0	2.0	3.0
Assistant City Engineer	1.0	1.0	1.0	1.0	1.0
City Surveyor	1.0	1.0	1.0	1.0	1.0
Civil Engineering Associate	1.0	1.0	1.0	1.0	1.0
Engineering Designer	1.0	1.0	1.0	1.0	1.0
Engineering Inspector	2.0	2.0	2.0	2.0	2.0
Senior Engineering Inspector	1.0	1.0	1.0	1.0	1.0
Utilities Engineering Associate	1.0	1.0	1.0	1.0	1.0
Engineering	8.0	8.0	8.0	8.0	8.0
Total	11.0	11.0	10.0	10.0	11.0

ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	339,041	370,202	178,976	184,461	157,724
Other Wages	1,075	0	0	0	0
Accrued Leave Paid	8,361	114,711	6,883	7,223	3,145
Health Insurance	29,675	27,003	22,144	26,386	24,088
Social Security	67	0	0	0	0
Medicare	5,109	7,153	2,733	2,686	2,371
ICMA Retirement	32,309	44,526	16,436	17,351	14,513
Deferred Compensation	8,153	15,503	6,383	3,999	4,874
Workers Compensation	4,212	6,243	1,764	1,732	1,393
Employee Allowance	9,600	15,196	2,640	1,033	2,640
TOTAL CATEGORY	437,603	600,536	237,959	244,871	210,747
SERVICES AND OTHER CHARGES					
Property and Risk Insurance	9,708	11,588	11,935	11,935	12,293
Custom Printing	0	0	0	102	76
<i>Business cards</i>				102	76
Per Diem	69	181	355	111	136
<i>APWA Conference</i>				51	102
<i>APWA Training Phoenix</i>				0	34
<i>Slurry System Workshop</i>				60	0
Lodging	251	425	1,200	662	715
<i>APWA Conference</i>				204	465
<i>APWA Training Phoenix</i>				0	250
<i>Slurry System Workshop</i>				458	0
Transportation	0	703	1,000	88	300
<i>APWA Conference</i>				38	50
<i>APWA Training Phoenix</i>				0	250
<i>Slurry Systems workshop</i>				50	0
Seminars and Conferences	150	1,099	1,400	525	775
<i>APWA Conference</i>				275	275
<i>APWA Training Phoenix</i>				0	500
<i>Slurry System Workshop</i>				250	0
Books and Subscriptions	140	140	150	5	10
<i>Newspaper subscription (e-sub only)</i>				5	10
Dues and Memberships	1,613	1,260	1,610	503	416
<i>American/Arizona Public Works Association x2</i>				118	216
<i>Arizona Floodplain Management Assoc</i>				200	200
<i>Notary commission</i>				185	0
TOTAL CATEGORY	11,931	15,396	17,650	13,931	14,721
SUPPLIES					
Office Supplies	344	130	350	300	350
<i>Pens, pads, folders, etc.</i>				300	350
TOTAL CATEGORY	344	130	350	300	350



GENERAL FUND

Public **Works**

ADMINISTRATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
PUBLIC WORKS ADMIN					
PROPERTY					
Furniture	245	19	0	0	0
Computer Equipment<\$5,000(	0	0	0	0	900
<i>iPad Pro with wifi and cellular</i>				0	900
Equipment<\$5,000	2,177	0	0	0	0
TOTAL CATEGORY	2,422	19	0	0	900
TOTAL DIVISION	452,299	616,080	255,959	259,102	226,718

ENGINEERING

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	508,954	528,483	539,500	336,737	536,755
Other Wages	62,661	69,862	45,677	64,347	44,824
Stand By Wages	0	0	0	0	0
Overtime	2,184	0	0	0	0
Accrued Leave Paid	5,765	6,343	9,149	5,445	10,406
Health Insurance	99,701	100,932	98,811	71,793	116,339
Social Security	3,885	4,331	2,833	3,989	2,779
Medicare	8,149	8,454	8,618	5,779	8,584
ICMA Retirement	46,780	48,402	48,824	30,968	48,576
Deferred Compensation	0	112	0	0	0
Workers Compensation	7,121	7,922	7,457	4,809	7,481
Employee Allowance	0	0	0	0	0
TOTAL CATEGORY	745,198	774,842	760,869	523,867	775,744
SERVICES AND OTHER CHARGES					
Business Meals	365	199	500	200	500
<i>ADOT Coordination meetings</i>				200	500
Engineering Services	25	1,200	5,000	0	5,000
<i>Engineering Services not related to CIP</i>				0	5,000
Permitting and Misc Fees	0	0	0	0	0
Contract Labor	0	0	0	0	0
General Equipment Repairs	3,460	110	1,000	0	1,500
<i>Surveying equipment repairs</i>				0	1,500
Vehicle Repairs and Service	18,000	15,996	16,000	16,000	16,000
<i>Fleet rental charges</i>				16,000	16,000
Maintenance Agreements	0	0	0	0	0
Property and Risk Insurance	22,641	28,558	29,415	29,415	30,298
Cellular Service	1,724	1,903	2,100	1,635	1,684
<i>Cellphones (4)</i>				1,635	1,684
Custom Printing	142	160	200	70	70
<i>Business cards</i>				70	70
Duplication/Copies	0	13	200	0	200
<i>Plan copies as needed</i>				0	200
Per Diem	360	145	376	267	536
<i>Floodplain Management conference</i>				196	196
<i>GIS Training (3 classes)</i>				0	204
<i>Slurry Systems workshop</i>				71	136
Lodging	824	164	1,125	1,125	2,160
<i>Floodplain Management conference</i>				600	600
<i>GIS Training (3 classes)</i>				0	960
<i>Slurry Systems workshop</i>				525	600

ENGINEERING

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Transportation	288	464	400	200	850
<i>Floodplain Management conference</i>				100	100
<i>GIS Training (3 classes)</i>				0	650
<i>Slurry Systems workshop</i>				100	100
Seminars and Conferences	345	120	1,090	900	5,250
<i>Floodplain Management conference</i>				700	700
<i>GIS Training (3 classes)</i>				0	4,250
<i>Slurry Systems workshop</i>				200	300
Dues and Memberships	275	623	870	515	225
<i>American Society of Civil Engineers</i>				290	0
<i>State Engineering License Renewals</i>				225	225
TOTAL CATEGORY	48,449	49,655	58,276	50,327	64,273
SUPPLIES					
Office Supplies	1,420	1,369	2,000	1,450	2,000
<i>Pens, pencils, pads, batteries, etc.</i>				1,450	2,000
Specialty Supplies	1,024	1,689	1,450	1,174	850
<i>Striping wands</i>				44	0
<i>Survey marking paint</i>				800	400
<i>Surveying supplies, plotter paper and ink</i>				330	450
Computer Software	2,549	0	0	0	0
Gasoline	7,285	8,676	10,184	9,978	12,120
<i>4,000 Gallons @\$2.95/gal</i>				9,658	11,800
<i>4,000 Gallons Fuel Facility Charge @\$.08/gal</i>				320	320
Uniforms	813	1,333	1,545	693	1,550
<i>Allowance for steel toed boots x7</i>				207	1,050
<i>Hats x7</i>				108	120
<i>Shirts (5 ea) x7</i>				378	380
TOTAL CATEGORY	13,091	13,067	15,179	13,295	16,520
PROPERTY					
Tools	0	150	170	170	170
<i>Measuring wheel</i>				170	170
Computer Equipment<\$5,000	3,819	0	5,000	6,430	0
<i>Upgrade desktop for Civil Engineering Associate</i>				6,430	0
Equipment<\$5,000	0	0	0	0	0
TOTAL CATEGORY	3,819	150	5,170	6,600	170
TOTAL DIVISION	810,557	837,713	839,494	594,089	856,707



GENERAL FUND

Public **Works**

GENERAL SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Unemployment Compensation	6,179	0	10,000	1,000	10,000
TOTAL CATEGORY	6,179	0	10,000	1,000	10,000
SUPPLIES					
Office Supplies	0	0	1,000	1,000	1,000
<i>Copy Paper</i>				<i>1,000</i>	<i>1,000</i>
Postage	2,750	5,745	3,000	5,000	5,150
<i>Postage</i>				<i>5,000</i>	<i>5,150</i>
TOTAL CATEGORY	2,750	5,745	4,000	6,000	6,150
TOTAL DIVISION	8,929	5,745	14,000	7,000	16,150

MISSION FOR THE HUMAN RESOURCES DIVISION: It is the mission of the Human Resources Division to provide the following quality services to the employees of the City of Bullhead City:

- Recruitment of qualified individuals.
- Retention of valuable employees.
- Training, development and education to promote individual success and increase overall value to the organization.
- A safe and healthful working environment.
- Inspiration and encouragement for a high level of employee morale through recognition, effective communication and constant feedback.
- Resources for administering benefits, policies and procedures.

These services are achieved through a team-work philosophy that is inspired through effective organizational skills, proactive efforts and maintaining a balance between professionalism and the ability to have fun!

MISSION FOR THE WELLNESS PROGRAM: Assist employees in the overall improvement of their health and well-being by facilitating various interactive health and wellness programs. We educate our employees on healthy choices by providing information through various facets and also will provide health and well checks that facilitate early detection. We offer a personalized approach to healthy living designed to improve the employee's health status and quality of life.

MISSION FOR THE RISK MANAGEMENT DIVISION: Provide training and education and implement measures to prevent, and reduce liability exposure to the City of Bullhead City. Assure the City continues to provide a safe and healthful work environment for all employees.

DEPARTMENT DESCRIPTION

Human Resources Division provides guidance and innovative approaches to attract, develop, and sustain a diverse workforce committed to quality public service. The Human Resources communicates with employees on their rights, responsibilities, opportunities and benefits.

The Risk Management Division is responsible for managing and reducing the City of Bullhead City's liability exposure. The Division will reduce and control the City's exposure by eliminating risk, managing and preventing risk and transferring risk through insurance coverage.

FY 2018-2019 HIGHLIGHTS

- Provided orientation to new and promoted employees, volunteers and all seasonal recreation staff.
- Facilitated training workshops for employees on retirement options.
- Provided informational workshops for employees on the City's medical plan and other supplemental benefits.
- Sponsored Annual Health, Wellness and Safety Expo.
- Offered Wellness Programs for Employees and Dependents
- Implemented Neo-Gov applicant tracking software
- Revamped new employee orientation process



GENERAL FUND

Personnel Administration

FY 2019-2020 OBJECTIVES

- Provide training to the Managers' that will keep them up-to-date with employment law issues and be more effective in the workplace.
- Apply rules and regulations in a consistent and unbiased manner.
- Provide compensation and benefit plan for City employees that is fair and equitable for the employees and cost effective for the City.
- Ensure compliance with all Federal, State, and City employment laws.
- Maintain effective and efficient staffing levels to maximize service to public.
- Utilize innovative recruitment strategies to attract qualified candidates for employment.
- Utilize innovative selection and pre-employment screening strategies to achieve the best possible person-job match for each open position.
- Continue to provide required safety training to employees.
- Sponsor Annual Health, Wellness and Safety Expo.
- Offer Wellness Programs to employees and Dependents.
- Offer quarterly events for employees to participate.
- Continue to process and research claims against the City.
- Research and organize a new Safety Committee vision to include all departments.

PERFORMANCE INDICATORS

MEASURE	FY19 Estimate	FY20 Budget
Safety Orientation for Full & Part-Time Employees	25	108
Benefit Orientation For New And Promoted Employees	30	48
Employees With Separation Of Service	45	40
Interviews Conducted	60	350
New Hired, Re-Hired, And Promoted Employees And Volunteers	132	140
Applications Received	1,175	1,155



GENERAL FUND

Personnel Administration

	FY17	FY18	FY19	FY19	FY20
Expenditures by Classification					
Personnel Costs	\$ 311,873	\$ 299,200	\$ 314,637	\$ 314,199	\$ 334,681
Services and Other Charges	4,834,798	4,658,211	5,349,124	5,143,286	5,841,968
Supplies	8,473	4,335	5,550	4,780	6,180
Property	15,364	5,508	-	2,450	-
Capital Outlay	-	8,232	-	-	-
Subtotal	\$ 5,170,508	\$ 4,975,486	\$ 5,669,311	\$ 5,464,715	\$ 6,182,829
Cost Recovery	\$ (5,015,913)	\$ (4,813,476)	\$ (5,492,524)	\$ (5,294,360)	\$ (5,997,571)
General Fund	\$ 154,595	\$ 162,010	\$ 176,787	\$ 170,355	\$ 185,258

Expenditures by Activity					
Human Resources	\$ 5,165,937	\$ 4,973,117	\$ 5,665,061	\$ 5,461,140	\$ 6,178,579
Wellness Program	4,571	2,369	4,250	3,575	4,250
Total	\$ 5,170,508	\$ 4,975,486	\$ 5,669,311	\$ 5,464,715	\$ 6,182,829

Staffing					
HR/Risk Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Benefit Specialist	1.0	1.0	1.0	1.0	1.0
Office Specialist II	1.0	1.0	1.0	1.0	1.0
Total	4.0	4.0	4.0	4.0	4.0

HUMAN RESOURCES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	205,850	215,378	232,131	229,177	244,616
Other Wages	0	0	0	0	0
Overtime	532	1,439	0	0	0
Accrued Leave Paid	33,454	1,748	1,892	1,845	4,036
Health Insurance	45,326	57,364	55,816	58,600	59,840
Medicare	3,387	3,075	3,393	3,280	3,605
ICMA Retirement	21,705	19,780	21,009	20,907	22,138
Workers Compensation	411	415	396	390	445
Employee Allowance	1,209	0	0	0	0
TOTAL CATEGORY	311,873	299,200	314,637	314,199	334,681
SERVICES AND OTHER CHARGES					
Business Meals	0	0	0	0	0
Medical Services	3,223,981	2,923,289	3,202,640	3,227,156	3,559,271
<i>Post accident drug screens and breath alcohol tests</i>				300	300
<i>Baseline physicals for 4 police officers @ \$250 each. (moved to 101.618.2040.3222)</i>				0	0
<i>New and renewal CDL drug screens 40 @ \$45.00</i>				2,475	2,700
<i>Mandated (parks and ww) medical evaluation for respirator use for 15@\$40.00</i>				600	600
<i>Traumatic Event Counseling - \$150 per hr x 15 sessions</i>				975	2,250
<i>Mandated hearing test 88 @ \$25.00 and 5@\$125</i>				2,775	2,825
<i>Test to verify immunity for HEPB previous vaccinations</i>				1,100	1,800
<i>CDL physicals 50@\$170.00</i>				7,310	8,500
<i>Monthly fee plus CDL random drug and breath alcohol screens</i>				1,830	2,000
<i>Independent medical evaluations X 2 average range cost of \$2500.00 each (moved to</i>				0	0
<i>NAEBT-Med/Rx/Dental/Vision</i>				3,164,641	3,473,296
<i>NAEBT-High Deductible Plan Match</i>				42,650	60,000
<i>Independent Medical Evaluations - \$2500 each x 2</i>				2,500	5,000
Pre-Employment Medical	14,231	6,464	12,900	16,672	18,380
<i>Baseline physicals for emergency service dispatchers 6 @ \$255</i>				510	1,530
<i>Pre-employment DOT drug screens - 20 @ \$45 @ Mohave Environmental</i>				810	900
<i>Pre employment physicals x 50 @ \$200.00 each</i>				9,800	10,000
<i>Pre employment drug screens for conditional offers 150 @ \$33.00 each through Quest Lab</i>				4,752	4,950
<i>Baseline physicals for police officers 4 @ \$250</i>				800	1,000
Other Professional Services	0	4,738	660	660	660
<i>DMV random reports 2 or less per month @ \$15.00 each</i>				360	360
<i>DMV random transit employees per calendar year 20 @ \$15.00 each</i>				300	300
Benefit Plans Administration	514,201	560,777	852,092	657,568	942,075
<i>NAEBT-Premiums/Claim Admin/Gen Expenses</i>				543,514	824,827
<i>Long term disability insurance</i>				47,255	48,578
<i>Short-term life insurance</i>				66,799	68,670
Background Screening	5,113	5,591	9,200	7,990	8,675
<i>Pre employment backgrounds plus service fee</i>				5,440	5,800
<i>Pre-employment background - AZ DPS fingerprint costs</i>				2,550	2,875



GENERAL FUND

Personnel Administration

HUMAN RESOURCES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	0	2,070	0	0	0
Contract Labor	0	0	6,000	0	6,000
<i>Hearing officer for grievance process</i>				0	6,000
Software/Hardware Agreement	0	0	0	2,500	0
<i>Software setup and implementation</i>				2,500	0
Property and Risk Premium	638,050	666,969	686,110	676,698	689,789
<i>City Premium Policies</i>				676,698	689,789
Property and Risk Insurance	7,460	6,794	6,998	6,998	7,208
Workers Comp Premium	346,648	391,274	360,970	360,970	397,266
<i>Premium based on gross wages and emod factor</i>				360,970	397,266
Losses	78,758	77,010	200,000	173,990	200,000
<i>RM-Deductible, Claims Settled In House And Damages</i>				145,142	175,000
<i>WC-Deductible For WC Medical Claims</i>				28,848	25,000
Other Advertising	4,322	6,499	3,000	3,450	3,000
<i>Advertising of open positions</i>				3,450	3,000
Custom Printing	191	296	90	130	90
<i>Envelopes</i>				50	50
<i>Business Cards 2 @ \$40.00 each</i>				80	40
Per Diem	8	155	340	323	336
<i>International Public Management Association-HR Conference - Colorado</i>				102	102
<i>Independent medical evaluation</i>				100	100
<i>Annual Society of Human Resource Management (SHRM) Conference - Las Vegas</i>				87	100
<i>HR LAW 2019 - Fred Pryor Seminar in Lake Havasu</i>				34	34
Lodging	0	611	1,376	1,345	1,620
<i>International Public Management Association-HR Conference - Colorado</i>				525	650
<i>Independent medical evaluation</i>				220	220
<i>Annual Society of Human Resource (SHRM) Conference - Las Vegas 4 nights @ 150 pn</i>				600	750
Transportation	0	270	1,125	625	1,125
<i>Annual Society of Human Resource (SHRM) Conference</i>				50	500
<i>Independent medical evaluations</i>				475	475
<i>Local travel with City vehicle</i>				100	150
Other Travel Expenses	0	500	0	0	0
Seminars and Conferences	0	439	2,270	1,726	1,869
<i>HR LAW Conference</i>				149	149
<i>Annual HR conference</i>				1,490	1,620
<i>International Public Management Association-HR Annual Conference</i>				87	100
Books and Subscriptions	308	3,265	443	1,687	1,731
<i>29 CFR 1910 OSHA gnrl. industry standards 1</i>				120	120
<i>Poster compliance fed. and state (3 year contract 2018,19,20)</i>				1,283	1,283
<i>AM BEST online service for rating certificates</i>				176	220
<i>29 CFR 1926 construction reg. standards 1</i>				108	108



GENERAL FUND

Personnel Administration

HUMAN RESOURCES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Dues and Memberships	688	358	1,660	1,623	1,623
<i>National safety council instructor renewal for 3</i>				120	120
<i>Scenario Learning - Safe Personnel SDS Management System</i>				577	577
<i>Arizona public risk management association</i>				55	55
<i>Public risk management association renewal</i>				385	385
<i>SHRM membership dues</i>				189	189
<i>International public management association</i>				149	149
<i>Notary renewal</i>				148	148
Meeting Expenses	0	48	50	50	50
<i>Water for interviews</i>				50	50
TOTAL CATEGORY	4,833,960	4,657,417	5,347,924	5,142,161	5,840,768
SUPPLIES					
Training Supplies	223	0	300	0	300
<i>AED training unit</i>				0	300
Office Supplies	790	696	1,200	750	1,200
<i>General office supplies</i>				750	1,200
Specialty Supplies	1,944	2,064	1,000	1,580	1,630
<i>First aid supplies</i>				1,350	1,400
<i>Proximity Cards</i>				230	230
Testing Supplies	1,783	0	0	0	0
TOTAL CATEGORY	4,739	2,760	2,500	2,330	3,130
PROPERTY					
Computer Equipment<\$5,000	4,871	11	0	500	0
<i>Replace TV Monitor for conference room for orientation</i>				500	0
Equipment<\$5,000	10,493	5,497	0	1,950	0
<i>New desk and credenza</i>				1,950	0
TOTAL CATEGORY	15,364	5,508	0	2,450	0
CAPITAL OUTLAY					
Machinery & Equipment	0	8,232	0	0	0
TOTAL CATEGORY	0	8,232	0	0	0
TOTAL	5,165,937	4,973,117	5,665,061	5,461,140	6,178,579



GENERAL FUND

Personnel Administration

WELLNESS PROGRAM

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Business Meals	837	794	1,000	975	1,000
<i>Food for vendors at the Health, Wellness and Safety Expo and participants at HRA event</i>				975	1,000
Other Professional Services	0	0	0	0	0
Books and Subscriptions	0	0	200	150	200
<i>Wellness pamphlets</i>				150	200
Meeting Expenses	0	0	0	0	0
TOTAL CATEGORY	837	794	1,200	1,125	1,200
SUPPLIES					
Office Supplies	3,734	1,478	2,900	2,300	2,900
<i>Health, Wellness and Safety Expo incentives and raffle items</i>				500	600
<i>Health, Wellness and Safety Expo Bags</i>				1,000	1,300
<i>Health, Wellness and Safety Expo Stuffers for Bags</i>				600	700
<i>Health, Wellness and Safety Expo decorations, invitations, badges</i>				200	300
Specialty Supplies	0	97	150	150	150
<i>Wellness signage</i>				150	150
TOTAL CATEGORY	3,734	1,575	3,050	2,450	3,050
PROPERTY					
Computer Equipment<\$5,000	0	0	0	0	0
Equipment<\$5,000	0	0	0	0	0
TOTAL CATEGORY	0	0	0	0	0
TOTAL	4,571	2,369	4,250	3,575	4,250



GENERAL FUND

Economic Development

ECONOMIC DEVELOPMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	\$ 341,843	\$ 96,766	\$ 118,727	\$ 116,377	\$ 125,984
Supplies	444	4,107	5,750	2,650	5,700
Total	\$ 342,287	\$ 100,873	\$ 124,477	\$ 119,027	\$ 131,684

Expenditures by Activity					
Economic Development	\$ 342,287	\$ 100,873	\$ 124,477	\$ 119,027	\$ 131,684
Total	\$ 342,287	\$ 100,873	\$ 124,477	\$ 119,027	\$ 131,684

ECONOMIC DEVELOPMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Chamber Tourism	60,000	61,250	61,250	61,250	66,250
<i>Cost of Living Calculator</i>				250	250
<i>Colorado River Historical Society Annual Tourism</i>				1,000	1,000
<i>Chamber Marketing</i>				0	0
<i>Chamber of Commerce Tourism Contract</i>				60,000	65,000
Economic Dev Incentive	250,000	0	0	0	0
Other Professional Services	1,488	251	20,000	20,000	30,000
<i>Economic Development Initiatives</i>				20,000	30,000
Permitting and Misc. Fees	3,062	5,735	13,150	12,700	8,600
<i>Mohave County Fair</i>				0	400
<i>International Council of Shopping Centers Western Deal Making Los Angeles - Booth</i>				3,600	3,600
<i>International Council of Shopping Centers RECON Las Vegas - Booth Expenses</i>				9,100	4,600
Software/Hardware Agreement	0	0	1,900	0	0
Equip. and Vehicle Rental	6,008	3,137	0	0	0
Custom Printing	19,794	17,988	10,000	10,000	10,000
<i>Specialty Marketing</i>				10,000	10,000
Per Diem	0	605	1,122	1,122	968
<i>International Council of Shopping Centers RECON Las Vegas - 6 travelers</i>				714	588
<i>International Council of Shopping Centers Western Deal Making Los Angeles - 3 Travelers</i>				408	380
Lodging	959	5,323	6,200	6,200	6,860
<i>International Council of Shopping Centers RECON Las Vegas - 6 Travelers</i>				3,700	4,060
<i>International Council of Shopping Centers Western Deal Making Los Angeles - 3 Travelers</i>				2,500	2,800
Transportation	335	901	1,640	1,640	743
<i>International Council of Shopping Centers Western Deal Making Los Angeles</i>				700	306
<i>International Council of Shopping Centers RECON Las Vegas</i>				940	437
Seminars and Conferences	0	1,475	2,515	2,515	1,613
<i>International Council of Shopping Centers Western Deal Making Los Angeles - 3 Passes</i>				645	393
<i>International Council of Shopping Centers RECON Las Vegas - 2 Passes</i>				1,870	1,220
Dues and Memberships	100	100	450	450	450
<i>International Council of Shopping Centers Annual Member Dues</i>				100	100
<i>Arizona Association for Economic Development Annual Dues</i>				350	350
Meeting Expenses	98	0	500	500	500
<i>Meetings Expenses</i>				500	500
TOTAL CATEGORY	341,843	96,766	118,727	116,377	125,984



GENERAL FUND

Economic Development

ECONOMIC DEVELOPMENT

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Specialty Supplies	444	4,107	5,750	2,650	5,700
<i>International Council of Shopping Centers RECON and Western - misc. booth supplies -</i>				2,250	2,250
<i>Mohave County Fair - prizes, games, decor, food</i>				400	950
<i>Ribbon Cuttings - Ground Breakings</i>				0	1,000
<i>Economic Development Summit</i>				0	1,500
TOTAL CATEGORY	444	4,107	5,750	2,650	5,700
TOTAL	342,287	100,873	124,477	119,027	131,684



GENERAL FUND

Capital Outlay

CAPITAL OUTLAY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Site Improvements	\$ 83,875	\$ 28,897	\$ 25,000	\$ 27,000	\$ 165,000
Machinery & Equipment	147,131	126,154	357,843	310,824	163,125
Vehicles	143,279	-	-	-	-
Computer Related Equipment	255,713	181,162	284,000	284,000	248,500
General Fund	\$ 629,998	\$ 336,213	\$ 666,843	\$ 621,824	\$ 576,625

Expenditures by Activity					
Public Safety	\$ 272,662	\$ 67,444	\$ 41,300	\$ 42,238	\$ 8,500
Public Works	-	26,428	-	-	-
General Government	265,838	181,162	313,500	305,505	352,815
Parks and Recreation	91,498	61,179	312,043	274,081	209,710
Executive	-	-	-	-	5,600
Total	\$ 629,998	\$ 336,213	\$ 666,843	\$ 621,824	\$ 576,625

CAPITAL OUTLAY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
CAPITAL OUTLAY					
Site Improvements	83,875	28,897	25,000	27,000	165,000
<i>Rotary Park Irrigation Substation enclosure</i>				7,500	0
<i>Asphalt repair and maintenance in parks</i>				12,000	10,000
<i>Expand Community Park Barn</i>				0	0
<i>Rotary Park trash dumpster enclosure</i>				7,500	0
<i>Upgrade solar lights at Community Park</i>				0	8,000
<i>Water vessel for Rotary Park well and pump</i>				0	5,000
<i>Re-surface municipal pool</i>				0	60,000
<i>Replace slide for municipal pool</i>				0	70,000
<i>Replacement climbing wall and playground parts for Community Park</i>				0	12,000
Machinery and Equipment	147,131	126,154	357,843	310,824	163,125
<i>NDI-HX PTZ Cameras - 2</i>				0	5,600
<i>1 NAS Drive System</i>				16,505	0
<i>Screening Plant Replacement</i>				191,874	0
<i>Skid Steer</i>				0	12,000
<i>Mini Excavator</i>				0	18,000
<i>Sand filters for pool</i>				55,207	0
<i>Field Rake</i>				0	14,710
<i>Chillers Control Upgrade</i>				0	14,285
<i>Cooling Tower Replacement</i>				0	86,530
<i>Split Unit Replacements</i>				5,000	12,000
<i>Replacement fitness equipment</i>				36,426	0
<i>Forensic Fuming Chamber</i>				5,812	0
Vehicles	143,279	0	0	0	0
Computer Related Equipmer	255,713	181,162	284,000	284,000	248,500
<i>Replace network switches</i>				60,000	60,000
<i>Firewalls</i>				32,000	32,000
<i>New camera systems for Public Works</i>				15,000	0
<i>PD Storage Area Network</i>				33,000	33,000
<i>Replace PD Data links</i>				80,000	80,000
<i>Replace Nas Server</i>				32,000	0
<i>Police Department VMware server</i>				32,000	35,000
<i>Property & Evidence Inventory Control - This software will give us the ability to run the inventory by location</i>				0	8,500
TOTAL	629,998	336,213	666,843	621,824	576,625



SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

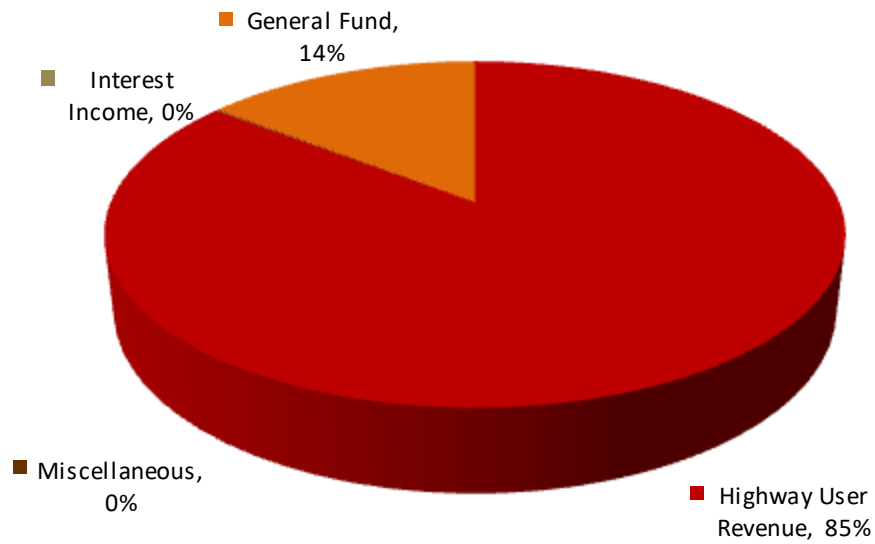
Streets Fund
Transit Fund
Special Events
Water Impost Fund
Senior Nutrition Fund
Pest Abatement
Special Assessments Administration Fund
RICO Fund
Arts Fund
Real Estate Owned Fund
Court Enhancement Fund
Court Judicial Collection Enhancement Fund
Court Fill the Gap Fund
Court FARE Fund
Court Security Improvement Fund
CDBG/HOME Grants Fund
Police Grants Fund
Domestic Violence Assistance Fund
Grants Fund



SPECIAL REVENUE FUNDS

STREETS FUND

The main source of revenue for this fund is from the state shared revenue Highway Users Revenue Fund (HURF). These revenues provide the funding for street construction and maintenance.



SPECIAL REVENUE FUNDS

STREETS FUND

The following table illustrates the activity of this fund for FY17 to FY20.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Beginning Fund Balance, 7/1	\$ (20,436)	\$ 297,286	\$ 753,230	\$ 753,230	\$ 1,154,604
Revenues					
Highway User Revenue	\$ 3,672,637	\$ 3,787,545	\$ 3,709,341	\$ 4,057,057	\$ 4,291,448
Interest Income	1,161	3,688	900	8,000	4,000
Miscellaneous	1,582	2,626	1,000	4,360	2,500
General Fund	1,345,073	1,002,806	1,218,038	1,218,038	723,916
Total Revenues	\$ 5,020,453	\$ 4,796,665	\$ 4,929,279	\$ 5,287,455	\$ 5,021,864
Expenditures					
Highways and Streets	\$ (2,087,674)	\$ (2,898,424)	\$ (3,664,249)	\$ (3,407,559)	\$ (4,033,582)
Debt Service	(957,536)	(1,018,416)	(1,023,038)	(1,023,038)	(1,023,915)
Capital Outlay	(432,521)	(123,881)	(96,000)	(109,109)	(230,211)
Capital Projects	(1,225,000)	(300,000)	(346,375)	(346,375)	(882,829)
Total Expenditures	\$ (4,702,731)	\$ (4,340,721)	\$ (5,129,662)	\$ (4,886,081)	\$ (6,170,537)
Ending Fund Balance, 6/30	\$ 297,286	\$ 753,230	\$ 552,847	\$ 1,154,604	\$ 5,931

Fund balance available as of July 1, 2019 is estimated at \$1,154,604. This amount along with the anticipated funding sources of \$5,021,864 is available to fund operating costs for street operations, capital outlay and projects that may be deemed necessary for this fund. The estimated expenditures for FY2020 total \$6,170,537. This leaves an estimated ending balance of \$5,931.

FUNDING SOURCES

ARIZONA HIGHWAYS USERS REVENUE: The FY2020 revenue estimate of \$4,236,408 is provided by the State. The distribution formula provides for 50.0% of the Arizona Highway Users Revenue to go to the Arizona Department of Transportation, 20.0% to the counties and 30.0% to the cities and towns. Revenue allocated from the 30.0% share to incorporated cities is distributed on the basis of (a) one-half based on the city's population relative to statewide population of incorporated cities and towns and (b) one-half, first, on the basis of county origin of sales of motor vehicle fuel, and secondly, on the basis of the city's population relative to county-wide population of incorporated cities.

INTEREST EARNINGS: This amount is interest earned on the cash balance in the fund. It is a difficult estimate to make due to the fluctuation of cash balances and interest rates.



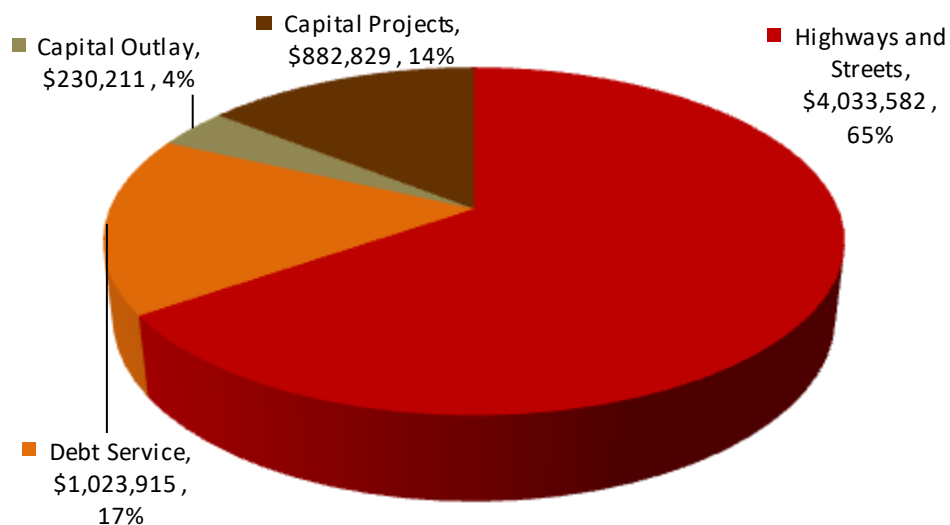
SPECIAL REVENUE FUNDS

STREETS FUND

MISCELLANEOUS REVENUES: These are unanticipated revenues that may arise during the fiscal year.

CONSOLIDATED FUND EXPENDITURE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Personnel	\$ 1,147,985	\$ 1,233,624	\$ 1,561,242	\$ 1,439,978	\$ 1,639,134
Services and other charges	466,460	464,229	523,850	502,485	517,130
Supplies	453,758	1,187,176	1,560,157	1,454,933	1,853,030
Property	9,876	13,395	19,000	10,163	24,288
Debt Service	-	-	-	-	-
Contingency	-	-	-	-	-
Capital Outlay	432,521	123,881	96,000	109,109	230,211
Subtotal	\$ 2,510,600	\$ 3,022,305	\$ 3,760,249	\$ 3,516,668	\$ 4,263,793
Transfers					
Debt Service	\$ 957,536	\$ 1,018,416	\$ 1,023,038	\$ 1,023,038	\$ 1,023,915
Capital Projects	1,225,000	300,000	346,375	346,375	772,124
Public Works	9,595	-	-	-	110,705
Total Expenditures	\$ 2,192,131	\$ 1,318,416	\$ 1,369,413	\$ 1,369,413	\$ 1,906,744
Grand Total	\$ 4,702,731	\$ 4,340,721	\$ 5,129,662	\$ 4,886,081	\$ 6,170,537





SPECIAL REVENUE FUNDS

STREETS FUND

MISSION: To maintain, construct and administer the City's roadways and drainage facilities in a safe, professional and efficient manner while managing the available resources to maximize customer service and productivity with the goal of providing safe, effective and efficient transportation corridors to the citizens of our community

DEPARTMENT DESCRIPTION

The Street Maintenance Division is responsible for the maintenance of our city streets, pedestrian facilities, storm sewers and open channel drainage facilities. This includes repairing street infrastructure, striping, patching, overlay service, sidewalks, curbs, handicap ramps, and shoulders as well as storm drainage infrastructure (washes, scuppers, pipes, retention/detention facilities, cleaning, maintenance and improvements). Alleyway and shoulder maintenance, street lights, street signage and traffic signals are also handled by this division.

FY 2018-2019 HIGHLIGHTS

- Continued in-house slurry and microsurfacing with great results
- Crack sealed more than 20 lane miles of streets
- Constructed Laughlin Ranch Boulevard Extension

FY 2019-2020 OBJECTIVES

- Continue with in-house slurry program
- Increase productivity of preventative maintenance to all existing and accepted rights-of-way and unpaved roads for safe use
- Provide maintenance within City limits including concrete, drainage, gravel road and shoulder maintenance, street sweeping, graffiti, debris and weed removal, signs, traffic and street light maintenance, and herbicide application

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Crack Seal Used (lane miles)	22	40	40
Curb Gutter and Sidewalk (linear feet)	285	288	9,000
Road Striping (linear feet)	7,544	12,728	13,000
Slurry Treatment Applied (Square Yards)	964,759	858,198	960,000



SPECIAL REVENUE FUNDS

STREET MAINTENANCE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 1,180,994	\$ 1,287,787	\$ 1,428,957	\$ 1,337,516	\$ 1,495,269
Services and Other Charges	559,019	558,358	633,700	606,635	619,071
Supplies	452,508	1,184,303	1,557,157	1,452,433	1,850,455
Property	9,876	15,087	19,000	10,163	24,288
Capital Outlay	432,521	122,189	96,000	109,109	200,211
Contingency	-	-	-	-	-
Subtotal	\$ 2,634,918	\$ 3,167,724	\$ 3,734,814	\$ 3,515,856	\$ 4,189,294
Cost Recovery	\$ (277,486)	\$ (286,735)	\$ (148,786)	\$ (68,367)	\$ (574,028)
Streets Fund	\$ 2,357,432	\$ 2,880,989	\$ 3,586,028	\$ 3,447,489	\$ 3,615,266

Expenditures by Activity					
Street Maintenance	\$ 2,634,918	\$ 3,167,724	\$ 3,734,814	\$ 3,515,856	\$ 4,189,294
Total	\$ 2,634,918	\$ 3,167,724	\$ 3,734,814	\$ 3,515,856	\$ 4,189,294

Staffing					
Field Operations Manager	1.0	1.0	1.0	1.0	1.0
Slurry Specialist	0.0	0.0	1.0	0.0	0.0
Slurry Technician	0.0	0.0	1.0	0.0	0.0
Maintenance Worker III	3.0	3.0	3.0	3.0	4.0
Maintenance Worker II	3.0	3.0	3.0	3.0	4.0
Maintenance Worker I	11.0	11.0	11.0	11.0	11.0
Office Assistant II	1.0	1.0	1.0	1.0	2.0
Total	19.0	19.0	21.0	19.0	22.0



SPECIAL REVENUE FUNDS

STREETS FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	608,960	654,322	845,912	797,519	885,611
Other Wages	48,135	54,838	102,647	61,891	100,324
Stand By Wages	13,122	14,622	17,431	15,496	17,431
Overtime	27,484	39,799	28,880	59,424	30,000
Accrued Leave Paid	4,189	10,933	4,785	6,493	10,338
Health Insurance	182,825	195,179	267,533	236,371	281,144
Social Security	2,611	3,196	5,880	3,788	5,736
Medicare	9,656	10,744	14,381	13,360	15,021
ICMA Retirement	59,134	64,820	80,746	79,107	84,440
Unemployment Compensation	0	0	0	5,520	0
Workers Compensation	44,667	52,020	60,762	58,547	65,224
TOTAL CATEGORY	1,000,784	1,100,473	1,428,957	1,337,516	1,495,269
SERVICES AND OTHER CHARGES					
Legal Notices	0	0	0	340	400
<i>Publication fees for RFQs</i>				340	400
Business Meals	1,409	0	0	0	0
Other Professional Services	14,096	12,016	24,000	17,099	24,000
<i>Annual traffic signal testing and certification</i>				11,899	12,000
<i>Traffic signal specialist for emergency situations</i>				5,200	12,000
Permitting and Misc. Fees	0	125	245	245	245
<i>Commercial drivers license renewals</i>				245	245
Water	12,341	9,171	16,162	10,462	13,287
<i>Hydrant 2031 Klondike Way Acct 0168656</i>				3,559	4,520
<i>Hydrant Locust and Oak Cir Acct 0162226</i>				3,404	4,323
<i>Hydrant 270 Lee Dr Acct 0144850</i>				3,499	4,444
Streets-Electricity	158,348	157,082	163,377	169,690	179,772
<i>Traffic Light Hwy 95/Laughlin Ranch Blvd Acct 332</i>				747	1,200
<i>Traffic Light Hwy 95/BH Pkwy Acct 094</i>				1,117	1,150
<i>Traffic Light 1615 Hwy 95 Acct 105</i>				962	991
<i>Street Light Ped 2557 Joshua Tree Ln Acct 269</i>				1,224	1,261
<i>Street Light 1069 Riverfront Dr Acct 281</i>				444	457
<i>Traffic Light Hwy 95/Hancock Acct 038</i>				1,107	1,141
<i>Traffic Light Hancock/Trane Acct 060</i>				612	630
<i>Street Light 1610 Hwy 95 Ped E Acct 074</i>				3,900	4,017
<i>Traffic Light Hwy 95/Sams Club Acct 249</i>				1,104	1,137
<i>Street Light 2596 Landon Dr Acct 272</i>				1,176	1,211
<i>Street Light Sunridge 250 Watts Acct 066</i>				917	945
<i>Street Light 2206 Hi Jolly Acct 087</i>				1,668	1,718
<i>Traffic Light Hwy 95/Bridge Acct 030</i>				1,788	1,842



SPECIAL REVENUE FUNDS

STREETS FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Street Light Sunridge 100 Watts Acct 063				2,389	2,460
Street Light Crnr Riverview Acct 166				984	1,014
Traffic Light Hwy 95/Silver Creek Acct 026				3,604	3,713
Street Light 2268 Hi Jolly Dr Acct 085				1,409	1,451
Street Light Rnch Colo/Intrst Pl Acct 104				940	968
Street Light Riviera Lts 69 Acct 182				5,586	5,754
Street Light Ped Riverview/Hwy 95 Acct 184				3,048	3,139
Street Light Ped NE Crnr Hwy 95/Pkwy Acct 187				4,570	4,707
Traffic Light Marina/Lakeside Acct 115				636	655
Traffic Light Silver Crk/Pwky Acct 225				1,394	1,436
Street Light Black Mtn/Miracle Mile Acct 047				889	915
Street Light 998 Hwy 95 Ped H Acct 077				4,746	4,888
Street Light Ped J/Bridge Acct 079				1,981	2,040
Street Light 2150 Sierra Santiago Acct 086				2,149	2,214
Street Light Rnch Colo/Intrst Pl Acct 103				1,243	1,280
Traffic Light Hwy 95/Walmart Acct 146				888	915
Street Light Ped Rainbow/Hwy 95 Acct 186				4,662	4,802
Traffic Light Hwy 95/3rd Street Acct 050				924	951
Traffic Light Hwy 95/Meadows Acct 128				1,008	1,038
Street Light 876 Marina Blvd Acct 189				614	632
Traffic Light Pkwy/Oatman Rd Acct 292				951	980
Traffic Light Hancock/Lakeside Acct 061				624	643
Traffic Light Hwy 95/Plata Acct 021				1,093	1,126
Security Lights Acct 031				2,376	2,447
Street Light Hancock Rd/Hancock Acct 056				15,163	15,617
Street Light Hwy 95/Marina Blvd Ped A Acct 070				2,373	2,444
Street Light Ped F Across from Chamber Acct 075				4,450	4,584
Street Light Landon/Hwy 95 Acct 178				468	482
Street Light 3816 Rising Sun Rd Acct 188				3,889	4,005
Traffic Light Hwy 95/Ramar Acct 039				1,033	1,064
Street Light Pedestal D Acct 073				1,130	1,164
Street Light Pedestal I Acct 078				4,218	4,344
Street Light 2136 Hwy 95 Ped B Acct 082				4,282	4,410
Traffic Light Hwy 95/Mohave Acct 145				972	1,001
Street Light Hwy 95/Air Park Acct 201				1,116	1,149
Traffic Light Hwy 95/Long Acct 264				936	964
Traffic Light Hwy 95/Marina Acct 036				1,914	1,972
Traffic Light Hwy 95/BH Square Acct 037				1,033	1,064
Traffic Light Locust/Parkway Acct 143				696	717
Street Light Ped Mohave/Hwy 95 Acct 185				4,569	4,707
Street Light Ped 2035 Lakeside Dr Acct 223				1,419	1,461



SPECIAL REVENUE FUNDS

STREETS FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Traffic Light Hancock/Clearwater Acct 059				552	569
Street Light 1128 Hwy 95 Ped G Acct 076				3,708	3,819
Street Light 2262 Pinta Rosa Acct 084				1,140	1,174
Traffic Light Hwy 68/Mccormick Acct 133				1,129	1,163
Street Light Riverbend Acct 171				261	268
Street Light Riviera Lts 213 Acct 181				14,957	15,406
Street Light Hwy 95/Summit Wy Ped C Acct 072				4,504	4,639
Traffic Light Hwy 95/5th Street Acct 302				756	779
Street Light 1110 Chaparral Dr Acct 299				372	383
Street Light 2091 Hwy 95 Acct 304				2,556	2,632
Street Light Ped 2798 Desert Stars Acct 210				1,068	1,100
Street Light 1392 Hancock Circle Acct 303				2,628	2,707
Street Light 1197 Hwy 95 Acct 305				4,872	5,019
Street Light 1095 Hwy 95 Acct 306				4,251	4,378
Traffic Light 2425 Adobe Rd Acct 226				1,374	1,415
Street Light La Puerta Rd Lights Acct 38493				564	581
Street Light 1260 Mohave Dr Acct 328				504	519
Street Light 1685 Dianne Dr Acct 330				1,226	1,263
Traffic Light Hwy 95/Corwin Rd Acct 329				200	1,020
Street Light Ped 1640 Bullhead Pkwy Acct 271				2,124	2,188
Traffic Light 1901 Hwy 95 Acct 273				1,176	1,211
Traffic Light Pkwy/Landon Acct 282				1,237	1,274
Traffic Light 3401 Hwy 95 Acct 274				796	820
Street Light 3667 Bullhead Parkway Acct 334				520	3,214
Street Light Laughlin Ranch Blvd Acct 331				2,080	3,214
Telephone	4,344	4,668	4,386	4,568	4,082
763-9400 - \$4871/mo Basic System Charges -5%				2,858	2,858
763-5665				486	0
763-9400 \$2040/mo Telephone Service - 5%				1,224	1,224
Refuse	0	2,102	1,000	0	1,000
Landfill fees over usual roll-off fee				0	1,000
General Equipment Repairs	7,033	3,363	8,500	4,500	8,500
Small tool and equipment repair				4,000	6,000
Repairs to radios, extra batteries				500	2,500
Vehicle Repairs and Service	193,656	186,828	202,400	202,400	179,475
HURF fleet rental charges				191,400	179,475
Community Worker Program				11,000	0



SPECIAL REVENUE FUNDS

STREETS FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Software/Hardware Agreement	0	9,000	9,200	7,200	9,200
<i>Workorder/Asset Management Software subscription</i>				7,200	7,200
<i>Pavement Management Software updates</i>				0	2,000
Other Repairs and Maintenance	271	13	0	0	0
Equip. and Vehicle Rental	5,413	3,775	5,800	1,800	5,800
<i>Equipment rental as needed</i>				0	4,000
<i>Tower site rental</i>				1,800	1,800
Property and Risk Insurance	52,204	65,847	67,822	67,822	69,857
Wifi Service	422	492	516	512	512
<i>763-9400 Internet \$24/month</i>				291	291
<i>520516301 Internet \$18/month</i>				221	221
Cellular Service	3,957	2,713	2,928	2,928	3,000
<i>Cellphones (3)</i>				1,260	1,300
<i>Smartphones (2)</i>				1,368	1,400
<i>Community Worker Program (split with Parks Maintenance)</i>				96	96
<i>Radio service Community Worker van</i>				204	204
Custom Printing	0	38	70	83	70
<i>Business cards</i>				83	70
Per Diem	943	116	1,250	526	1,250
<i>Slurry systems workshop</i>				360	680
<i>IMSA training x2</i>				166	332
<i>Materials pick up</i>				0	102
<i>Concrete training</i>				0	136
Lodging	3,118	483	2,878	2,743	3,100
<i>Slurry Systems workshop</i>				1,893	1,900
<i>Concrete training</i>				0	200
<i>IMSA training</i>				850	1,000
Transportation	1,458	679	500	216	500
<i>Slurry System workshop</i>				100	100
<i>Concrete Training</i>				0	50
<i>IMSA Training</i>				36	200
<i>Material pick up</i>				80	150
Seminars and Conferences	2,320	0	6,125	3,160	6,125
<i>Slurry System workshop</i>				1,170	2,775
<i>Concrete training</i>				0	1,360
<i>Plant, Insect and Landscape Professionals</i>				90	90
<i>IMSA training</i>				1,900	1,900



SPECIAL REVENUE FUNDS

STREETS FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Books and Subscriptions	0	0	600	0	600
<i>Training books as needed</i>				0	600
Dues and Memberships	410	425	640	740	740
<i>ISSA membership dues</i>				100	100
<i>APWA membership dues</i>				215	215
<i>IMSA membership dues x5</i>				425	425
TOTAL CATEGORY	461,743	458,937	518,399	497,034	511,515
SUPPLIES					
Streets-Supplies	2,489	27,758	59,000	47,100	89,000
<i>Tack oil</i>				7,800	10,000
<i>Glass beads, striping paint, pavement markers</i>				36,000	70,000
<i>Grates, drainage covers, meter boxes</i>				0	4,000
<i>Traffic cones, barricades</i>				3,300	5,000
Streets-Patching	126,243	64,552	55,000	48,250	100,000
<i>Cold patch</i>				3,000	15,000
<i>Crack sealant</i>				45,250	85,000
Streets-Asphalt	31,558	71,561	104,000	100,000	119,000
<i>Street asphalt</i>				100,000	119,000
Streets-Curb and Sidewalks	51,262	9,538	60,000	19,500	60,000
<i>Concrete</i>				19,500	60,000
Streets-Signs	23,463	18,864	25,000	19,300	20,000
<i>Sign blanks and material</i>				19,300	20,000
Streets-Pavement Preservation	0	806,191	1,015,370	1,015,370	1,222,027
<i>City Street Maintenance Program</i>				1,015,370	1,222,027
Office Supplies	3,383	2,911	6,400	3,163	6,400
<i>Drinking water</i>				1,900	4,900
<i>Pens, pads, folders, labels</i>				1,263	1,500
Specialty Supplies	105,635	79,487	73,850	71,212	73,750
<i>Safety supplies</i>				5,500	5,500
<i>Safety supplies for Community Worker Program</i>				750	750
<i>Traffic signal and street light supplies</i>				34,590	35,000
<i>Steel for manufacturing items</i>				2,048	5,000
<i>Desk scanner</i>				340	0
<i>Hardware, lumber, drill bits, paint</i>				14,350	14,000
<i>Propane and welding supplies</i>				2,800	3,000
<i>Sand for sand bags</i>				246	0
<i>Extra large trash bags, cleaners, towels, soap</i>				3,000	3,000
<i>Flags for Highway, Hancock and Marina</i>				2,500	2,500
<i>Ice for shop</i>				3,088	3,000
<i>Small tools under \$100</i>				2,000	2,000



SPECIAL REVENUE FUNDS

STREETS FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Gasoline	32,134	29,052	43,818	42,496	51,813
17,100 gallons Fuel Facility Charge @\$.08/gal				1,368	1,368
14,500 gallons @\$2.95/gal				34,874	42,775
2,600 Gallons Community Worker Program @\$2.95/gal				6,254	7,670
30,000 Gallons Fuel Facility Charge @\$.08/gal				2,400	2,400
30,000 Gallons @\$3.05/gal				77,193	91,500
Uniforms	7,489	6,448	10,099	6,449	9,565
Replacement shirts for 5 Temp PT 3 ea				138	225
Allowance for replacement boots 5 Temp PT 1 ea				180	300
Allowance for boots for 2 New Perm FT 1 ea				300	300
Sun hats				320	345
Replacement Pants for 5 Temp PT 3 ea				138	300
New shirts for 2 Perm FT 5ea				170	150
Replacement jackets @120 ea				600	1,200
Replacement pants for 19 Perm FT 3 ea				636	1,140
Replacement shirts for 19 Perm FT 3 ea				721	855
Coveralls for 5 Perm FT Slurry 6 ea				200	200
New pants for 2 Perm FT 5 ea				146	200
Boot covers for 5 Perm FT Slurry 6 ea				200	1,500
Allowance for replacement boots 19 Perm FT 1 ea				2,700	2,850
Chemical Products	5,443	0	5,000	0	5,000
Weed control for rights-of-way				0	5,000
TOTAL CATEGORY	452,508	1,184,303	1,557,157	1,452,433	1,850,455
PROPERTY					
Furniture	0	3,140	0	0	4,000
Annex Front Office Remodel				0	4,000
Tools	8,794	10,255	13,000	10,120	13,471
Tool Box/Fuel Tank Combo for Vehicle #1192				0	2,163
Tools such as floats, hammers, shovels, screwdriver and wrench sets				3,800	4,000
Chainsaws				3,000	1,000
Torches, drills and saws				1,800	3,300
Trimmers and blowers				1,520	2,000
Tool Box for Vehicle #1217				0	1,008
Equipment<\$5,000	1,082	0	6,000	43	6,817
Bucket Forks				0	817
Misc small equipment as needed (FY 19 = pump barrel)				43	3,000
Radios and accessories 6 each				0	3,000
TOTAL CATEGORY	9,876	13,395	19,000	10,163	24,288



SPECIAL REVENUE FUNDS

STREETS FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
CAPITAL OUTLAY					
Site Improvements	0	1,692	0	0	30,000
<i>Public Works Block Wall on Trane Rd</i>				0	30,000
Machinery and Equipment	432,521	122,189	96,000	109,109	200,211
<i>Patcher Applicator</i>				0	88,427
<i>Traffic Signal Upgrade at Parkway and Desert Foothills Blvd</i>				0	11,805
<i>Vertical Emulsion Storage Tank</i>				74,430	0
<i>Water Trailer</i>				0	9,686
<i>Portable generator pre-owned 2013 125-149 KVA</i>				34,679	0
<i>Hydraulic Pump</i>				0	7,658
<i>Message Board</i>				0	17,414
<i>Router for Crack Sealing</i>				0	27,610
TOTAL CATEGORY	432,521	123,881	96,000	109,109	230,211
CONTINGENCY					
Contingency	0	0	0	0	0
TOTAL CATEGORY	0	0	0	0	0
TOTAL	2,357,432	2,880,989	3,619,513	3,406,255	4,111,738
GRAND TOTAL	2,357,432	2,880,989	3,619,513	3,406,255	4,111,738



SPECIAL REVENUE FUNDS

TRANSIT FUND

The Transit Fund accounts for the revenues and expenditures related to providing public transportation to Bullhead City residents.

The Bullhead Area Transit System (BATS) is the exclusive public transportation provider within the city limits (Bullhead City Code Chapter 13.12.020). The mission of the Transit System is to provide safe, efficient, and accessible transportation, enhancing the livability of the community, and serving as a vital component of the local economy. The program was established in December 2000 as a demand-response program. In 2003, the program transitioned to a fixed-route system with complementary paratransit service. The fixed routes provide hourly service on weekdays and service every two hours on Saturdays. Registered Dial-a-Ride passengers receive curb-to-curb service during regular service hours.

The Bullhead City Senior Center Transportation Program provides transportation services designed to encourage independence, enhanced quality of life, and social interaction for the elderly and disabled. Qualified volunteer drivers help passengers that generally require assistance with mobility. Primary destinations include dialysis, physician offices, hospital and other medical facilities, pharmacies, post office, shopping centers, and the senior nutrition center.



SPECIAL REVENUE FUNDS

TRANSIT FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 749,424	\$ 745,145	\$ 898,998	\$ 789,087	\$ 942,841
Services and Other Charges	288,266	293,687	310,257	316,463	336,950
Supplies	84,131	107,101	149,022	148,827	159,352
Property	2,012	8,393	1,300	1,300	1,300
Capital Outlay	24,098	-	30,000	-	10,000
Subtotal	\$ 1,147,932	\$ 1,154,325	\$ 1,389,577	\$ 1,255,677	\$ 1,450,443
Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Transit Fund	\$ 1,147,932	\$ 1,154,325	\$ 1,389,577	\$ 1,255,677	\$ 1,450,443

Expenditures by Activity					
Senior Transportation	73,244	78,721	103,579	83,085	90,331
Transit	\$ 1,076,018	\$ 1,075,604	\$ 1,285,998	\$ 1,172,592	\$ 1,360,112
Total	\$ 1,149,262	\$ 1,154,325	\$ 1,389,577	\$ 1,255,677	\$ 1,450,443

Staffing					
Office Specialist I	1.0	1.0	1.0	1.0	1.0
Transit Driver/Dispatch	6.0	6.0	6.0	6.0	6.0
Transit Manager	1.0	1.0	1.0	1.0	1.0
Transit Operations Supervisor	1.0	1.0	1.0	1.0	1.0
Total	9.0	9.0	9.0	9.0	9.0



SPECIAL REVENUE FUNDS

TRANSIT FUND

MISSION: Provide safe, efficient and accessible transportation, enhancing the livability of the community, and serving as a vital component of the local economy. Provide transportation services designed to encourage independence, and enhance quality of life and social interaction for the elderly and disabled.

DEPARTMENT DESCRIPTION

The Bullhead Area Transit System (BATS) is the exclusive transportation provider within the City limits. The program was established in 2000 as a demand-response program. In 2003, the program transitioned to a fixed-route system with complementary paratransit service. The fixed routes provide hourly service on weekdays and more limited service on Saturdays. Medically Qualified passengers receive door-to-door service during the same service hours that fixed route service operates.

The Bullhead City Senior Center Transportation Program provides services designed to encourage independence, enhanced quality of life, and social interaction for the elderly and disabled. Qualified volunteer drivers help passengers that generally require assistance with mobility. Primary destinations include dialysis, physician offices, hospital and other medical facilities, pharmacies, post office, shopping centers, and the senior nutrition center.

FY 2018-2019 HIGHLIGHTS

- Selected as the 2018 Rural Transit Service of the Year by the Arizona Transportation Association and Arizona Department of Transportation
- Further optimized services by implementing year 5 recommendations of the Short Range Transit Plan
- Applied for a two year FTA Section 5311 grant to continue rural transit service
- Conducted the annual paratransit recertification process
- Administered Year 1 of the FTA Section 5311 grant of \$1.3 million to continue rural transit service
- Continued participation with the WACOG Coordinated Council
- Completed the bus shelter refurbishment and installation project
- Purchased one (1) new ARBOC bus to maintain a reliable transit fleet

FY 2019-2020 OBJECTIVES

- Administer Year 2 of the FTA Section 5311 grant to continue rural transit service
- Apply for a two year FTA Section 5311 grant to continue rural transit service
- Further optimize current services by seeking planning funds for a new SRTP
- Recertify paratransit passengers whose certifications are expiring
- Train and recertify employees as needed
- Purchase one (1) new ADA accessible low floor paratransit van to maintain a reliable transit fleet
- Seek additional local sponsorships to decrease the general fund contribution to the Transit program



SPECIAL REVENUE FUNDS

TRANSIT FUND

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Deadhead miles as a percentage of total miles	0.60%	0.00%	0.00%
Paratransit service hours (demand)	3,604	4,000	4,000
Passenger Trips (fixed)	159,628	165,000	170,000
Passenger Trips (demand)	9,511	9,000	9,200
Senior Passenger Trips (demand)	1,940	2,000	2,000
Passenger trips per mile (demand)	0.14	0.13	0.13
Passenger trips per mile (fixed)	0.76	0.75	0.77
Recertify dial-a-ride passenger eligibility (demand)	10	50	40
Senior vehicle service hours (demand)	1,234	1,300	1,300
Trips per service hour (demand)	2.37	2.08	2.11
Trips per service hour (fixed)	10.75	11.00	11.33
Vehicle deadhead miles (fixed)	1,338	0	0
Vehicle service hours (fixed)	14,853	15,000	15,000
Vehicle service miles (demand)	83,688	85,000	85,000
Vehicle service miles (fixed)	209,192	220,000	220,000



SPECIAL REVENUE FUNDS

TRANSIT FUND

SENIOR TRANSPORTATION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	30,175	33,855	38,690	32,828	34,163
Other Wages	17,441	14,484	29,703	16,278	21,218
Overtime	36	126	0	23	0
Accrued Leave Paid	207	0	0	0	0
Health Insurance	6,335	7,976	8,408	9,298	9,101
Social Security	1,081	898	1,842	1,009	1,315
Medicare	681	690	992	704	803
ICMA Retirement	2,755	3,075	3,501	2,973	3,092
Deferred Compensation	680	770	585	698	587
Workers Compensation	1,031	948	1,572	969	1,201
TOTAL CATEGORY	60,424	62,822	85,293	64,780	71,480
SERVICES AND OTHER CHARGES					
Business Meals	0	108	100	100	100
<i>Volunteer Appreciation Meals for Senior Transit</i>				100	100
Vehicle Repairs and Service	4,753	6,359	7,500	7,500	7,500
<i>Preventive Maintenance Services</i>				1,500	1,500
<i>Repair Services/Parts</i>				5,000	5,000
<i>Tires</i>				1,000	1,000
Software/Hardware Agreement	2,750	2,750	2,725	2,725	2,725
<i>Engraph Dispatch Software Annual Fees</i>				1,225	1,225
<i>Engraph Dispatch Software Maintenance Agreement</i>				1,500	1,500
Property and Risk Insurance	2,266	2,546	2,622	2,622	2,701
Cellular Service	641	648	1,055	1,074	1,086
<i>Data Card for AVL Service (1)</i>				415	415
<i>Senior Transit Cellphone (1)</i>				400	412
<i>Senior Transit Radio Service</i>				259	259
Custom Printing	0	216	200	200	200
<i>Printed Customer Info Materials</i>				200	200
TOTAL CATEGORY	10,409	12,627	14,202	14,221	14,312
SUPPLIES					
Awards	0	148	100	100	100
<i>Volunteer Appreciation/Recognition</i>				100	100
Gasoline	2,412	2,786	3,484	3,484	3,939
<i>1,300 Gallons @ \$2.95/gal</i>				3,380	3,835
<i>1,300 Gallons Fuel Facility Charge @ \$.08/gal</i>				104	104
Uniforms	0	339	500	500	500
<i>Senior Transit Driver Uniforms and Accessories</i>				500	500
TOTAL CATEGORY	2,412	3,273	4,084	4,084	4,539
TOTAL	73,244	78,721	103,579	83,085	90,331



SPECIAL REVENUE FUNDS

TRANSIT FUND

BULLHEAD AREA TRANSIT SYSTEM

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	348,401	331,035	422,676	364,980	390,862
Other Wages	153,947	164,744	184,584	158,903	251,007
Overtime	4,401	6,571	6,000	6,482	6,000
Accrued Leave Paid	1,061	0	0	0	0
Health Insurance	106,130	112,990	120,345	124,672	138,974
Social Security	10,421	10,214	11,444	10,283	15,562
Medicare	7,185	7,113	8,892	7,563	9,394
ICMA Retirement	32,032	30,553	38,795	32,989	35,916
Deferred Compensation	3,473	1,585	2,016	1,490	2,022
Unemployment Compensation	5,931	0	0	0	0
Workers Compensation	16,020	17,518	18,953	16,945	21,625
Employee Allowance	0	0	0	0	0
TOTAL CATEGORY	689,000	682,323	813,705	724,307	871,361
SERVICES AND OTHER CHARGES					
Legal Notices	273	102	200	200	200
<i>Legal Notices for Public Hearings</i>				200	200
Auditing Services	1,400	1,400	1,400	1,400	1,400
<i>Auditing Services</i>				1,400	1,400
Other Professional Services	0	17,374	16,000	16,000	16,000
<i>Transit Marketing and Additional Services</i>				16,000	16,000
Laboratory Services	0	0	2,000	0	2,000
<i>Substance Abuse Program Testing</i>				0	2,000
Vehicle Repairs and Service	195,328	188,749	194,000	202,000	219,000
<i>Preventive Maintenance Services</i>				25,000	30,000
<i>Repair Services and Parts</i>				150,000	162,000
<i>Vehicle Tires</i>				20,000	20,000
<i>Vehicle Washing and Cleaning</i>				7,000	7,000
Software/Hardware Agreemen	15,682	15,682	15,657	15,657	15,657
<i>Engraph Dispatch Software Annual Fees</i>				1,225	1,225
<i>Engraph Dispatch Software Maintenance Fee</i>				1,500	1,500
<i>Google Transit Annual Fees</i>				800	800
<i>Synchromatics Annual Fees AVL/APC/AVAS/IVR/SMS</i>				12,132	12,132
Other Repairs and Maintenanc	13,200	0	0	0	0
Office Equipment Lease	388	277	800	670	670
<i>Copier Lease</i>				670	670
Property and Risk Insurance	37,637	42,294	43,563	43,563	44,870
Wifi Service	126	0	0	0	0
Cellular Service	3,623	3,864	8,092	8,409	8,498
<i>Cellphones (7)</i>				2,965	3,054
<i>Data Cards for AVL Services (10)</i>				4,150	4,150
<i>Transit Radio Service</i>				1,294	1,294



SPECIAL REVENUE FUNDS

TRANSIT FUND

BULLHEAD AREA TRANSIT SYSTEM

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Other Advertising	1,899	3,454	3,000	3,000	3,000
<i>Transit Advertising and Marketing</i>				3,000	3,000
Custom Printing	3,846	3,461	4,000	4,000	4,000
<i>Printing Transit Brochures, Coupons, Passes, Envelopes, Etc.</i>				4,000	4,000
Per Diem	412	573	800	800	800
<i>Reimbursable Travel Per Diem</i>				800	800
Lodging	1,843	1,387	2,500	2,500	2,500
<i>Reimbursable Travel Lodging</i>				2,500	2,500
Transportation	533	560	1,000	1,000	1,000
<i>RTAP Reimbursable Travel</i>				1,000	1,000
Seminars and Conferences	1,531	1,749	2,500	2,500	2,500
<i>Fully Reimbursable Additional Training Opportunities</i>				300	300
<i>Fully Reimbursable Arizona Transit Association Conf</i>				300	300
<i>Fully Reimbursable Community Transit Assoc of Amer Conf</i>				800	800
<i>Fully Reimbursable Passenger Safety and Security</i>				600	600
<i>Fully Reimbursable Southwest Transit Assoc Conf</i>				500	500
Books and Subscriptions	134	134	543	543	543
<i>Local Newspaper Subscription</i>				135	135
<i>Survey software</i>				408	408
TOTAL CATEGORY	277,857	281,060	296,055	302,242	322,638
SUPPLIES					
Training Supplies	796	3,836	1,000	1,000	1,000
<i>RTAP Reimbursable Supplies for Transit Staff Trainings</i>				1,000	1,000
Office Supplies	1,508	1,622	1,600	1,600	1,600
<i>Administrative Office Supplies</i>				1,600	1,600
Specialty Supplies	2,590	13,505	6,000	6,000	6,000
<i>Supplies and Equipment, Cleaning Supplies, etc.</i>				6,000	6,000
Gasoline	75,101	81,645	132,338	132,143	142,213
<i>46,935 Gallons @\$2.95/gal</i>				128,388	138,458
<i>46,935 Gallons Fuel Facility Charge @ \$.08/gal</i>				3,755	3,755
Diesel	0	31	0	0	0
Uniforms	1,725	3,190	4,000	4,000	4,000
<i>Driver Uniforms</i>				4,000	4,000
TOTAL CATEGORY	81,720	103,828	144,938	144,743	154,813
PROPERTY					
Furniture	39	0	1,300	1,300	1,300
<i>Transit Chairs and Tables</i>				1,300	1,300
Computer Equipment<\$5,000	1,972	0	0	0	0
Equipment<\$5,000	0	8,393	0	0	0
TOTAL CATEGORY	2,012	8,393	1,300	1,300	1,300



SPECIAL REVENUE FUNDS

TRANSIT FUND

BULLHEAD AREA TRANSIT SYSTEM

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
CAPITAL OUTLAY					
Vehicles	24,098	0	0	0	10,000
<i>New Replacement Paratransit Van- City portion</i>				0	10,000
Furniture and Fixtures	0	0	30,000	0	0
<i>Bus Shelter Concrete Pads and Installation</i>				0	0
TOTAL CATEGORY	24,098	0	30,000	0	10,000
TOTAL	1,074,687	1,075,604	1,285,998	1,172,592	1,360,112
GRAND TOTAL	1,147,932	1,154,325	1,389,577	1,255,677	1,450,443

SPECIAL REVENUE FUNDS

SPECIAL EVENTS FUND

The Special Events Fund accounts for the revenues and expenditures related to providing special events to promote tourism and economic benefit. Line item details are located in the Culture-Recreation Section of the Budget.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 151,633	\$ 91,892	\$ 43,220	\$ 37,349	\$ 29,829
Services and Other Charges	910,860	79,345	144,949	40,099	79,948
Supplies	109,192	24,997	127,708	23,976	30,606
Property	12,989	2,049	10,300	6,179	3,000
Capital Outlay	23,606	-			
Subtotal	\$ 1,208,280	\$ 198,283	\$ 326,177	\$ 107,603	\$ 143,383
Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Special Events Fund	\$ 1,208,280	\$ 198,283	\$ 326,177	\$ 107,603	\$ 143,383

Expenditures by Program

Athletics	-	6,279			
Arts and Culture	-	10,065	-	-	-
BHC Fishing Derby	194	4,504	14,811	3,588	10,405
BHC Street Fest	-	-	19,554	-	16,280
Bluegrass Festival	36,294	30,391	-	-	-
Fall Festival	-	-	9,503	-	-
Farmers Market	14,404	18,268	20,180	21,503	17,169
Park Rangers	944	109	-	-	-
Public Information	-	58,659	-	-	-
Recreation Services	-	62	-	-	-
River Regatta	1,098,105	507	-	-	-
Senior Games	56,143	60,713	248,663	64,990	91,029
Splash Bash	-	69	-	8,848	4,500
Water Activities	-	2,258	10,564	-	-
Winter Festival	\$ 2,196	\$ 6,399	\$ 2,902	\$ 8,674	\$ 4,000
Total	\$ 1,208,280	\$ 198,283	\$ 326,177	\$ 107,603	\$ 143,383

Staffing

Office Specialist/Pool Manger	0.25	0.00	0.00	0.00	0.00
Revenue Manager	0.18	0.00	0.00	0.00	0.00
Sponsorship Coordinator	0.80	1.00	0.00	0.00	0.00
Total	1.23	1.00	0.00	0.00	0.00



SPECIAL REVENUE FUNDS

WATER IMPOST FUND

The Water Impost Fund accounts for the revenues and expenditures related to managing contracts to the Mohave Water Authority to insure water is allocated from the Colorado River for Bullhead City residents.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 346,642	\$ 397,431	\$ 338,270	\$ 320,021	\$ 345,056
Services and Other Charges	48,876	62,208	315,628	66,566	320,328
Supplies	184,934	159,464	300,000	300,000	300,000
Capital Outlay	-	-	100,000	-	100,000
Contingency	-	-	371,838	-	366,598
Total	\$ 580,452	\$ 619,103	\$ 1,425,736	\$ 686,587	\$ 1,431,982

Expenditures by Activity					
Water Impost	\$ 580,452	\$ 619,103	\$ 1,425,736	\$ 686,587	\$ 1,431,982
Total	\$ 580,452	\$ 619,103	\$ 1,425,736	\$ 686,587	\$ 1,431,982

Staffing					
City Council	0.35	0.35	0.35	0.35	0.35
City Manager	0.20	0.20	0.20	0.20	0.20
City Attorney	0.20	0.20	0.20	0.20	0.20
Public Works Director	0.20	0.20	0.20	0.20	0.20
Finance Director	0.05	0.05	0.05	0.05	0.05
Assistant Public Works Director	0.20	0.20	0.20	0.20	0.20
Assistant City Engineer	0.05	0.05	0.00	0.00	0.00
Sr. Administrative Analyst	0.10	0.10	0.00	0.00	0.00
Administrative Analyst	1.00	1.00	1.10	1.10	0.70
Office Administrator	0.20	0.20	0.20	0.20	0.20
Financial Technician	0.05	0.05	0.05	0.05	0.05
Senior Financial Specialist	0.05	0.05	0.05	0.05	0.05
Development Services Director	0.00	0.00	0.00	0.00	0.25
Building Official	0.25	0.25	0.25	0.25	0.00
Assistant Building Official	0.00	0.00	0.00	0.00	0.25
Code Enforcement Inspector	0.20	0.20	0.75	0.75	0.75
Office Assistant II	0.25	0.25	0.25	0.25	0.25
Engineering Inspector	0.20	0.20	0.00	0.00	0.00
GIS Designer	0.10	0.10	0.04	0.04	0.02
Utilities Engineering Associate	0.25	0.25	0.00	0.00	0.00
Total	0.75	0.75	0.75	0.75	0.75

SPECIAL REVENUE FUNDS

WATER IMPOST FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	46,035	30,289	34,932	34,570	38,670
Overtime	0	0	0	0	0
Health Insurance	11,078	7,185	4,817	4,826	5,273
Medicare	606	406	507	501	561
ICMA Retirement	4,166	2,741	3,161	3,129	3,500
Workers Compensation	87	58	59	59	69
TOTAL CATEGORY	61,973	40,678	43,476	43,085	48,073
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	2,000	0	0	0	0
Other Contracted Services	8,336	15,158	267,600	14,000	267,461
<i>Bureau of Reclamation for Colorado River Water</i>				5,000	4,053
<i>Mohave County Water Authority savings for recovery fund</i>				0	253,600
<i>Lower Colorado River Multi-Species Conservation</i>				9,000	9,808
Custom Printing	321	341	0	0	0
Dues and Memberships	30,514	36,990	38,000	42,538	42,538
<i>Mohave County Water Authority</i>				42,538	42,538
TOTAL CATEGORY	44,568	56,773	310,013	60,951	314,544
SUPPLIES					
Improvements Noncapital	184,822	159,464	300,000	300,000	300,000
<i>City Water Conservation Initiatives</i>				50,000	50,000
<i>Water Conservation Program</i>				250,000	250,000
Office Supplies	112	0	0	0	0
TOTAL CATEGORY	184,934	159,464	300,000	300,000	300,000
CAPITAL OUTLAY					
Site Improvements	0	0	100,000	0	100,000
<i>Effluent System Expansion</i>				0	100,000
TOTAL CATEGORY	0	0	100,000	0	100,000
CONTINGENCY					
Contingency	0	0	371,838	0	366,598
<i>Fund Reserve for Unforeseen Expenses</i>				0	366,598
TOTAL CATEGORY	0	0	371,838	0	366,598
GRAND TOTAL	291,475	256,916	1,125,327	404,036	1,129,215



SPECIAL REVENUE FUNDS

SENIOR NUTRITION FUND

The Senior Nutrition Fund accounts for the revenues and expenditures related to managing services for providing meals to senior citizens.

MISSION: Nourish and enrich the lives of the elderly and disabled in the Bullhead City area. Promote good health, well-being, and independence for the elderly and disabled by providing nutritious meals to active and home bound individuals.

DEPARTMENT DESCRIPTION

The Senior Nutrition Program provides nutrition services that enable senior residents age 60 and older to maintain independent living. Hot nutritionally balanced noon meals are delivered to authorized homebound clients and served to qualified participants in the Senior Nutrition Center in a congregate setting. The program seeks to serve individuals who are in greatest economic or social need. Staff augments the program by providing group activities and nutrition education on a regular basis.

2018-2019 Highlights

- ✓ Provide socialization opportunities for clients
- ✓ Cooperated with WACOG in contract monitoring and was determined to be in compliance
- ✓ Provided a venue for a variety of senior services programs
- ✓ Bullhead City Meals on Wheels Site Council applied for and received funding from Southwest Gas Company and Legacy Foundation
- ✓ Maintained Senior Programs web page
- ✓ Bullhead City Meals on Wheels has obtained it's Qualifying Charitable Organization Certification
- ✓ Successfully passed public health inspections
- ✓ Conducted several fund raisers to support the senior meals program

2019-20 Objectives

- ✓ Provide greater socialization and interaction opportunities for clients
- ✓ Conduct a survey of clients
- ✓ Continue to update Senior Programs web page
- ✓ Determine age friendly network community projects with assistance from WACOG and MAG
- ✓ Continue to seek fund raising opportunities to support the senior meals program
- ✓ Provide staff recertification training in food handler and food protection management



SPECIAL REVENUE FUNDS

SENIOR NUTRITION FUND

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Congregate meals served	4,632	5,040	5,065
Home delivered meals	31,111	25,788	30,000
Number of clients receiving home delivered meals	78	120	135
Number of volunteer hours	6,473	5,410	5,500
Number of volunteers working in the program	30	30	30
Value of in-kind donations WARMC	\$26,980	\$23,340	\$29,000
Value of volunteer hours	\$66,240	\$58,000	\$60,000



SPECIAL REVENUE FUNDS

SENIOR NUTRITION FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 117,042	\$ 117,637	\$ 121,780	\$ 127,284	\$ 127,678
Services and Other Charges	224,595	176,537	234,086	233,443	234,182
Supplies	2,757	3,529	4,654	4,500	5,197
Property	331	-	-	-	-
Total	\$ 344,725	\$ 297,703	\$ 360,520	\$ 365,227	\$ 367,057

Expenditures by Program					
Facilities Management	4,963	4,465	4,675	4,641	4,896
Billing/Collection	7,327	6,019	6,815	6,263	6,300
Senior Nutrition Center	\$ 332,435	\$ 287,219	\$ 349,030	\$ 354,323	\$ 355,861
Total	\$ 344,725	\$ 297,703	\$ 360,520	\$ 365,227	\$ 367,057

Staffing					
Human Services & Transit Director	0.05	0.04	0.04	0.04	0.04
Sr Nutrition Program Coordinator	1.00	1.00	1.00	1.00	1.00
Sr Nutrition Assistant	0.50	0.50	0.50	0.50	0.50
Financial Technician	0.12	0.12	0.12	0.12	0.12
Maintenance Worker I	0.10	0.10	0.10	0.10	0.10
Total	1.77	1.76	1.76	1.76	1.76

SPECIAL REVENUE FUNDS

SENIOR NUTRITION FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	85,406	84,587	86,991	90,622	91,415
Other Wages	608	0	0	0	0
Overtime	41	297	500	7	500
Accrued Leave Paid	138	0	0	0	0
Health Insurance	20,011	22,009	23,453	25,248	24,347
Social Security	33	0	0	0	0
Medicare	1,222	1,201	1,268	1,296	1,333
ICMA Retirement	7,737	7,682	7,918	8,210	8,318
Deferred Compensation	519	539	325	535	326
Unemployment Compensation	0	0	0	0	0
Workers Compensation	1,328	1,322	1,325	1,366	1,439
TOTAL CATEGORY	117,042	117,637	121,780	127,284	127,678
SERVICES AND OTHER CHARGES					
Permitting and Misc. Fees	862	862	862	862	862
<i>Mohave County Catering Vehicle Annual Permit</i>				93	93
<i>Mohave County Health Permit</i>				769	769
Other Contracted Services	198,442	148,999	202,500	202,500	202,500
<i>WARMC Home Delivered Meals</i>				160,000	160,000
<i>WARMC Congregate Meals</i>				42,500	42,500
Water	2,467	2,363	3,009	2,463	2,939
<i>89854 2275 Trane Road</i>				1,763	2,239
<i>Wastewater</i>				700	700
Electric	3,619	3,369	4,750	4,750	4,750
<i>Senior Nutrition Center Acct 296</i>				4,750	4,750
Natural Gas	1,018	1,087	1,180	1,180	1,180
<i>2275 Trane Road Acct 0063378</i>				1,180	1,180
Telephone	2,043	2,111	2,000	2,000	2,000
<i>758-1535</i>				2,000	2,000
General Equipment Repairs	0	0	600	600	600
<i>Equipment / Appliance Repairs</i>				600	600
Vehicle Repairs and Service	8,000	8,004	8,000	8,000	8,000
<i>Fleet Rental Rate</i>				8,000	8,000
Other Repairs and Maintenance	0	0	200	200	200
<i>Other Repairs Excluding Equipment</i>				200	200
Office Equipment Lease	1,001	1,003	1,100	1,003	1,003
<i>Copier Lease</i>				1,003	1,003
Property and Risk Insurance	6,728	8,485	8,740	8,740	9,003
Wifi Service	220	0	0	0	0
Per Diem	0	0	120	120	120
<i>Meals on Wheels Nat'l Conference WACOG AAA Aging Conference</i>				120	120
Lodging	0	0	550	550	550
<i>Meals on Wheels Nat'l Conference WACOG AAA Aging Conference</i>				550	550
Transportation	0	80	100	100	100
<i>Transportation for Travel / Training</i>				100	100



SPECIAL REVENUE FUNDS

SENIOR NUTRITION FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Seminars and Conferences	20	0	200	200	200
<i>Meals on Wheels Nat'l Conference WACOG Aging Conference</i>				200	200
Dues and Memberships	175	175	175	175	175
<i>Meals on Wheels America</i>				175	175
TOTAL CATEGORY	224,595	176,537	234,086	233,443	234,182
SUPPLIES					
Office Supplies	69	806	500	500	500
<i>General Office Supplies</i>				500	500
Gasoline	2,688	2,723	4,154	4,000	4,697
<i>1,550 Gallons @\$2.95/gal</i>				3,875	4,573
<i>1,550 Gallons Fuel Facility Charge @\$.08/gal</i>				125	124
TOTAL CATEGORY	2,757	3,529	4,654	4,500	5,197
PROPERTY					
Appliances	331	0	0	0	0
TOTAL CATEGORY	331	0	0	0	0
GRAND TOTAL	344,725	297,703	360,520	365,227	367,057



SPECIAL REVENUE FUNDS

PEST ABATEMENT FUND

The Pest Abatement Fund accounts for the revenues and expenditures related to managing the Pest Abatement program partnering with the Bullhead City Pest Abatement District. Bullhead City will coordinate with Mohave County and Clark County to manage the Black Fly, Caddisfly, and Mosquito Programs.

MISSION: The Pest Abatement Program is designed to enrich the quality of life and promote healthy outdoor recreation and activities for Bullhead City residents and visitors by researching and controlling populations of nuisance aquatic insects that are a concern to public health and the local economy.

Department Description

The Pest Abatement Program is the result of the inter-governmental agreement between the Bullhead City Pest Abatement District and the City of Bullhead City. Mohave County and Clark County have also partnered. The goal of the program is to research and control nuisance pests in Bullhead City and surrounding areas. In particular, we are concerned with disease vectors as well as insects that can cause economic loss due to their nuisance behavior. The program is also in place to fulfill the District's role in the inter-local contract for aquatic pest abatement services between Clark County, NV Vector Control and the Bullhead City Pest Abatement District.

An IPM (Integrated Pest Management) approach is used for the control of insects. This strategy emphasizes the use of multiple techniques to control pests such as biological control, habitat manipulation, and changing cultural practices. The use of pesticides is kept at a minimum and, when possible, only biologically-based products that have minimum toxicity towards humans or beneficial insects are used.

2018-19 Highlights

- Pest Abatement Manager (PAM) renewed license to apply pesticides in Arizona
- Consulted with multiple fish experts to determine biological control options for caddisflies
- Consulted with multiple aquatic biologists and caddisfly experts to develop management strategies
- Conducted multiple experiments on caddisfly attraction to lights and potential pheromones
- Successfully prevented local mosquito development and applied barrier sprays/fogging for mosquitoes coming in from outside sources
- Consulted with Mohave County Public Health and the Fort Mohave Indian Tribe (FMIT) regarding mosquitoes in the Mohave Valley
- Refined mosquito management plan for agricultural areas in Mohave Valley and areas surrounding the AVI Casino in Nevada with Mohave County Environmental Health and FMIT
- Attended relevant conferences to continue education and present findings
- Participated in the monthly Arizona Arbovirus Workgroup meetings
- Built relationships with other aquatic biologists in the area
- Coordinated trout stocking with Arizona Game and Fish
- Collected historical water quality data
- Collected numerous caddisfly samples from the river
- Collected samples of fish stomach contents to aid in the biological control strategies
- Collected data from citizen scientists regarding caddisfly activity



SPECIAL REVENUE FUNDS

PEST ABATEMENT FUND

2019-20 Objectives

- Continue to monitor and treat for mosquitoes in the area, send potential disease vectors off for testing
- Continue to build relationships with state and county public health departments
- Team with Clark County Vector Control to update and continue the black fly program
- Continue working with County and Tribe officials with the goal of reducing mosquitoes that are produced in the agricultural areas
- Pest Abatement Manager will attend relevant conferences for continuing education and retention of licensing credentials
- Continue to study the caddisflies in the river with the goal of reducing the population
- Build relationships with USGS entomologists interested in collaborating in caddisfly research
- Reach out to Bat Conservation International and other local birding groups to boost caddisfly predators

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Acres of public park treated for mosquitoes	82	82	82
Average number of mosquitoes per trap at city parks (peak season)	5	5	<5
Number of mosquito control applications	5	5	5
Average number of blackfly larvae per foot substrate	5	5	5
Number of black fly treatments	4	5	5
Miles of river treated for black flies	12	12	12



SPECIAL REVENUE FUNDS

PEST ABATEMENT FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 107,445	\$ 118,191	\$ 114,621	\$ 116,342	\$ 126,074
Services and Other Charges	8,754	8,709	8,502	8,518	8,544
Supplies	17,430	24,118	27,763	16,531	18,263
Property	3,276	841	2,500	2,500	1,500
Capital Outlay	6,260	-	-	-	-
Total	\$ 143,165	\$ 151,859	\$ 153,386	\$ 143,891	\$ 154,381

Expenditures by Program					
Human Services	8,016	9,517	-	-	-
Pest Abatement	\$ 135,149	\$ 142,342	\$ 153,386	\$ 143,891	\$ 154,381
Total	\$ 143,165	\$ 151,859	\$ 153,386	\$ 143,891	\$ 154,381

Staffing					
Pest Abatement Manager	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00



SPECIAL REVENUE FUNDS

PEST ABATEMENT FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	77,478	89,762	94,993	94,753	97,654
Health Insurance	8,891	7,245	7,506	9,580	15,903
Medicare	1,115	1,290	1,377	1,340	1,416
ICMA Retirement	7,012	8,123	8,597	8,575	8,838
Workers Compensation	1,831	2,253	2,148	2,094	2,264
Employee Relocation Allowance	3,101	0	0	0	0
TOTAL CATEGORY	99,429	108,674	114,621	116,342	126,074
SERVICES AND OTHER CHARGES					
Other Professional Services	950	350	0	0	0
Permitting and Misc. Fees	75	0	0	0	0
Laboratory Services	0	0	500	500	500
<i>Water testing</i>				500	500
Vehicle Repairs and Service	2,000	2,367	2,000	2,000	2,000
<i>Fleet rental charges</i>				2,000	2,000
Land and Building Rentals	1,400	2,400	2,400	2,400	2,400
<i>Lab space rental</i>				2,400	2,400
Cellular Service	1,057	866	852	868	894
<i>Smartphone (1)</i>				868	894
Custom Printing	38	0	0	0	0
Per Diem	309	257	309	309	309
<i>Per Diem</i>				309	309
Lodging	1,239	717	1,200	1,200	1,200
<i>Lodging</i>				1,200	1,200
Transportation	972	995	761	761	761
<i>Transportation</i>				761	761
Seminars and Conferences	715	758	480	480	480
<i>Travel and training for pest abatement program</i>				480	480
TOTAL CATEGORY	8,754	8,709	8,502	8,518	8,544
SUPPLIES					
Office Supplies	26	0	200	200	200
<i>Office supplies</i>				200	200
Specialty Supplies	15,699	23,066	25,701	15,000	16,605
<i>Supplies for pest abatement program</i>				15,000	16,605
Computer Software	692	390	0	516	500
<i>Software as needed.</i>				516	500
Gasoline	507	514	1,662	615	758
<i>250 Gallons @\$2.95/gal</i>				595	738
<i>250 Gallons Fuel Facility Charge @\$0.08/gal</i>				20	20
Uniforms	505	148	200	200	200
<i>Uniforms</i>				200	200
TOTAL CATEGORY	17,430	24,118	27,763	16,531	18,263



SPECIAL REVENUE FUNDS

PEST ABATEMENT FUND

PROPERTY

Tools	833	0	500	500	500
<i>Tools for pest abatement program</i>				500	500
Computer Equipment<\$5,000	989	0	0	0	0
Equipment<\$5,000	1,455	841	2,000	2,000	1,000
<i>Pest Abatement Equipment</i>				2,000	1,000

TOTAL CATEGORY

3,276	841	2,500	2,500	1,500
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CAPITAL OUTLAY

Machinery and Equipment	6,260	0	0	0	0
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TOTAL CATEGORY

6,260	0	0	0	0
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TOTAL

135,149	142,342	153,386	143,891	154,381
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GRAND TOTAL

135,149	142,342	153,386	143,891	154,381
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SPECIAL REVENUE FUNDS

SPECIAL ASSESSMENTS ADMINISTRATION FUND

The Special Assessments Administration Fund accounts for the revenues and expenditures related to managing installment billing for City improvement districts. These costs include billing, collections and delinquency collections.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Other Charges	53,101	18,509	24,306	16,200	18,856
Supplies	-	-	-	-	-
Property	-	-	-	-	-
Debt Service	-	-	-	-	-
Contingency	-	-	39,297	-	43,217
Total	\$ 53,101	\$ 18,509	\$ 63,603	\$ 16,200	\$ 62,073
Expenditures by Activity					
Financial Administration	53,101	18,509	63,603	16,200	62,073
General Government	-	-	-	-	-
Total	\$ 53,101	\$ 18,509	\$ 63,603	\$ 16,200	\$ 62,073



SPECIAL REVENUE FUNDS

RICO FUND

The Racketeer Influenced and Corrupt Organizations (RICO) Fund accounts for the revenues and expenditures related to law enforcement activities. RICO funds are generated from asset forfeiture proceedings. Once forfeited, the proceeds are deposited into the RICO Fund. The monies are expended in accordance with state and federal laws.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	29,143	5,819	25,046	38,070	13,989
Supplies	-	5,247	-	-	-
Property	15	85,963	25,500	16,573	9,262
Capital Outlay	-	4,543	-	-	-
Contingency	-	-	22,335	-	21,405
Total	\$ 29,158	\$ 101,572	\$ 72,881	\$ 54,643	\$ 44,656

Expenditures by Activity					
Police Criminal Investigations	29,158	101,572	72,881	54,643	44,656
Total	\$ 29,158	\$ 101,572	\$ 72,881	\$ 54,643	\$ 44,656



SPECIAL REVENUE FUNDS

ARTS FUND

The Arts Fund accounts for the revenues and expenditures related to the acquisition, display, placement, maintenance and administration of visual and performing arts within the corporate limits of Bullhead City.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Supplies	-	-	11,471	2,500	9,193
Total	\$ -	\$ -	\$ 11,471	\$ 2,500	\$ 9,193
Expenditures by Program					
Arts & Culture	-	-	11,471	2,500	9,193
Total	\$ -	\$ -	\$ 11,471	\$ 2,500	\$ 9,193



SPECIAL REVENUE FUNDS

REO FUND

The Real Estate Owned (REO) Fund accounts for the revenues and expenditures related to city real property. The real property was acquired by purchase, donation or street deed from delinquent special assessments.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	-	40,714	5,000	-	45,000
Total	\$ -	\$ 40,714	\$ 5,000	\$ -	\$ 45,000
Expenditures by Program					
City Manager	-	40,714	-	-	-
Housing Rehabilitation	-	-	5,000	-	45,000
Total	\$ -	\$ 40,714	\$ 5,000	\$ -	\$ 45,000



SPECIAL REVENUE FUNDS

REO FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Other Professional Services	0	0	5,000	0	5,000
<i>REO Appraisals for properties</i>				0	5,000
Permitting and Misc. Fees	0	40,714	0	0	40,000
<i>Delinquent Property Taxes on City Acquired Property</i>				0	40,000
TOTAL CATEGORY	0	40,714	5,000	0	45,000
SUPPLIES					
Office Supplies	0	0	0	0	0
TOTAL CATEGORY	0	0	0	0	0



SPECIAL REVENUE FUNDS

COURT ENHANCEMENT FUND

The Court Enhancement Fund accounts for the revenues and expenditures related to enhancing the technological, operational, and security capabilities of the court.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Other Charges	33,487	33,204	42,000	39,000	37,000
Property	690	-	7,500	13,485	-
Contingency	-	-	22,195	-	269
Total	\$ 34,177	\$ 33,204	\$ 71,695	\$ 52,485	\$ 37,269

Expenditures by Program					
Municipal Court	\$ 34,177	\$ 33,204	\$ 71,695	\$ 52,485	\$ 37,269
Total	\$ 34,177	\$ 33,204	\$ 71,695	\$ 52,485	\$ 37,269



SPECIAL REVENUE FUNDS

COURT ENHANCEMENT FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	0	0	0	0	0
Other Wages	0	0	0	0	0
Overtime	0	0	0	0	0
Health Insurance	0	0	0	0	0
Medicare	0	0	0	0	0
ICMA Retirement	0	0	0	0	0
Workers Compensation	0	0	0	0	0
TOTAL CATEGORY	0	0	0	0	0
SERVICES AND OTHER CHARGES					
Other Professional Services	0	0	5,000	5,000	0
<i>Architectural consultation for court remodel</i>				5,000	0
Contract Labor	33,487	33,204	37,000	34,000	37,000
<i>Security Coverage for Lobby</i>				34,000	37,000
TOTAL CATEGORY	33,487	33,204	42,000	39,000	37,000
PROPERTY					
Computer Equipment<\$5,000	690	0	0	0	0
Equipment<\$5,000	0	0	7,500	13,485	0
<i>Proximity card access points and security cameras</i>				13,485	0
TOTAL CATEGORY	690	0	7,500	13,485	0
CONTINGENCY					
Contingency	0	0	22,195	0	269
<i>Estimated remaining fund balance</i>				0	269
TOTAL CATEGORY	0	0	22,195	0	269
TOTAL	34,177	33,204	71,695	52,485	37,269
TOTAL FUND	34,177	33,204	71,695	52,485	37,269



SPECIAL REVENUE FUNDS

COURT JCEF FUND

The Court Judicial Collection Enhancement Fund (JCEF) accounts for the revenues and expenditures related to improving collection and management of monies assessed or received by the court, to improving court automation and to improving case processing or the administration of justice.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	\$ 638	\$ 2,973	\$ 1,050	\$ 832	\$ 1,050
Property	505	-	-	-	-
Contingency	-	-	71,059	-	78,106
Total	\$ 1,143	\$ 2,973	\$ 72,109	\$ 832	\$ 79,156

Expenditures by Program					
Municipal Court	\$ 1,143	\$ 2,973	\$ 72,109	\$ 832	\$ 79,156
Total	\$ 1,143	\$ 2,973	\$ 72,109	\$ 832	\$ 79,156



SPECIAL REVENUE FUNDS

COURT FILL THE GAP FUND

The Court Fill the Gap Fund accounts for the revenues and expenditures related to improving collection and management of monies assessed or received by the court, to improving court automation and to improving case processing or the administration of justice.

	FY17 Actual		FY18 Actual		FY19 Budget		FY19 Estimate		FY20 Budget	
Expenditures by Classification										
Personnel Costs	\$	-	\$	-	\$	-	\$	-	\$	-
Property		-		-		-		-		-
Contingency		-		-		25,462		-		36,847
Total	\$	-	\$	-	\$	25,462	\$	-	\$	36,847

Expenditures by Program										
Municipal Court	\$	-	\$	-	\$	25,462	\$	-	\$	36,847
Total	\$	-	\$	-	\$	25,462	\$	-	\$	36,847



SPECIAL REVENUE FUNDS

COURT FARE FUND

The Court Fines/Fees and Restitution Enforcement (FARE) Fund accounts for the revenues and expenditures related to improving collection and management of monies assessed or received by the court, to improving court automation and to improving case processing or the administration of justice.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	\$ 964	\$ 9,965	\$ 1,654	\$ 2,871	\$ -
Supplies	-	-	-	-	-
Property	-	-	-	405	-
Contingency	-	-	4,285	-	8,352
Total	\$ 964	\$ 9,965	\$ 5,939	\$ 3,276	\$ 8,352
Expenditures by Program					
Municipal Court	\$ 964	\$ 9,965	\$ 5,939	\$ 3,276	\$ 8,352
Total	\$ 964	\$ 9,965	\$ 5,939	\$ 3,276	\$ 8,352



SPECIAL REVENUE FUNDS

COURT SECURITY IMPROVEMENT FUND

The Court Security Improvement Fund accounts for the revenues and expenditures related to improving security for the Court.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Property	-	-	-	2,685	-
Contingency	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 2,685	\$ -
Expenditures by Program					
Municipal Court	\$ -	\$ -	\$ -	\$ 2,685	\$ -
Total	\$ -	\$ -	\$ -	\$ 2,685	\$ -



SPECIAL REVENUE FUNDS

CDBG/HOME GRANT FUND

The CDBG/HOME Grant Fund accounts for the revenues and expenditures related to providing housing rehabilitation to Bullhead City residents.

MISSION: Benefit very low, low, and moderate income families in City of Bullhead City in upgrading their living conditions. Improve and preserve the quality and appearance of the housing stock and the overall environment in the community.

DEPARTMENT DESCRIPTION

The Housing Division works to secure a variety of funding to implement a comprehensive Owner Occupied Housing Rehabilitation (OOHR) program, which is designed to benefit qualified families in the City of Bullhead City. The goal of the program is to upgrade living conditions that are decent, safe, sanitary, and affordable by making home improvements that would preserve and improve the quality, appearance, and long-term life of the City of Bullhead City's existing housing stock.

2018-19 Highlights

- Administered HOME grant and assisted households with home repairs and weatherization
- Coordinated with Code Enforcement to remove health and environmental hazards and promote cleanliness and pride of ownership
- Provided housing counseling to clients to encourage responsible homeownership, energy conservation, and environmental cleanliness
- Applied for and was awarded HOME Grant for \$385,000 to continue OOHR in Bullhead City
- Administered additional funding from a partnership with Mohave Electric Cooperative to assist with the weatherization component of OOHR
- Purchased BPI test equipment to perform all pre and post weatherization tests for each project

2019-20 Objectives

- Rehabilitate substandard housing in Bullhead City
- Administer HOME grants to assist qualified households with repairs and weatherization
- Administer Mohave Electric Cooperative Weatherization funding to supplement ADOH HOME funding
- Provide housing counseling to clients to encourage responsible homeownership, energy conservation, and environmental cleanliness
- Coordinate with Code Enforcement to remove health and environmental hazards and promote cleanliness and pride of ownership
- Apply for a HOME grant for OOHR State Housing Fund
- Seek to secure additional funding to support the OOHR program



SPECIAL REVENUE FUNDS

CDBG/HOME GRANT FUND

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Eligibility interviews conducted	12	15	11
Housing counseling sessions conducted	10	17	10
Initial inspections conducted	10	18	12
Liens released after recapture period	4	2	7
Total number of liens held on beneficiary properties	70	80	75
OOHR Projects complete	17	17	10



SPECIAL REVENUE FUNDS

CDBG/HOME GRANT FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 93,809	\$ 13,008	\$ 85,863	\$ 50,442	\$ 87,171
Services and Other Charges	582,113	158,681	348,550	454,700	425,060
Supplies	290	-	800	506	703
Property	-	-	-	-	-
Capital Outlay	-	-	6,200	6,143	-
Total	\$ 676,212	\$ 171,689	\$ 441,413	\$ 511,791	\$ 512,934

Expenditures by Program					
CDBG	453,434	4,609	-	-	-
Home	186,700	161,289	380,486	469,438	457,028
HTF	\$ 36,078	\$ 5,790	\$ 60,927	\$ 42,353	\$ 55,906
Total	\$ 676,212	\$ 171,688	\$ 441,413	\$ 511,791	\$ 512,934

Staffing					
Human Services and Transit Director	0.35	0.35	0.23	0.30	0.30
Housing Inspector	0.90	0.90	0.90	0.90	0.90
Total	1.25	1.25	1.13	1.20	1.20



SPECIAL REVENUE FUNDS

CDBG/HOME GRANT FUND CDBG

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	21,153	6,427	0	0	0
Accrued Leave Paid	72	0	0	0	0
Health Insurance	2,845	1,071	0	0	0
Medicare	304	99	0	0	0
ICMA Retirement	1,923	658	0	0	0
Deferred Compensation	876	-27	0	0	0
Workers Compensation	84	136	0	0	0
TOTAL CATEGORY	27,256	8,365	0	0	0
SERVICES AND OTHER CHARGES					
Legal Notices	259	-6	0	0	0
Other Professional Services	65	0	0	0	0
Other Contracted Services	3,750	-3,750	0	0	0
Construction Services	421,961	0	0	0	0
TOTAL CATEGORY	426,035	-3,756	0	0	0
SUPPLIES					
Office Supplies	91	0	0	0	0
Gasoline	51	0	0	0	0
TOTAL CATEGORY	143	0	0	0	0
TOTAL	453,434	4,609	0	0	0



SPECIAL REVENUE FUNDS

CDBG/HOME GRANT FUND HOME

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	25,345	-1,082	22,625	12,675	23,872
Health Insurance	4,917	3	10,991	5,278	10,337
Medicare	364	-19	328	174	346
ICMA Retirement	2,300	-98	2,048	1,147	2,160
Deferred Compensation	0	0	0	0	0
Workers Compensation	345	47	294	164	312
TOTAL CATEGORY	33,272	-1,147	36,286	19,438	37,028
SERVICES AND OTHER CHARGES					
Other Professional Services	0	148	0	0	0
Construction Services	153,428	162,289	344,200	450,000	420,000
HOME Grant 300-17				150,000	0
HOME Grant 302-19				60,000	240,000
HOME Grant 301-18				240,000	180,000
TOTAL CATEGORY	153,428	162,437	344,200	450,000	420,000
TOTAL	186,700	161,289	380,486	469,438	457,028

SPECIAL REVENUE FUNDS

CDBG/HOME GRANT FUND HTF

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	26,226	4,677	36,177	23,501	36,739
Health Insurance	3,495	380	8,124	4,034	8,056
Medicare	372	68	525	333	533
ICMA Retirement	2,355	423	3,274	2,127	3,325
Deferred Compensation	623	234	1,301	913	1,304
Workers Compensation	209	9	176	96	186
TOTAL CATEGORY	33,280	5,790	49,577	31,004	50,143
SERVICES AND OTHER CHARGES					
Property Recording Fees	0	0	200	0	0
Vehicle Repairs and Service	2,000	0	2,000	2,000	2,000
<i>Fleet Charges</i>				2,000	2,000
Cellular Service	0	0	0	700	710
<i>Cell Phone for Housing Inspector</i>				700	710
Marketing Events	0	0	1,000	700	1,000
<i>Marketing OOHR Program and Further Fair Housing</i>				700	1,000
Per Diem	56	0	100	50	100
<i>Per Diem for Training, Conferences and Seminars</i>				50	100
Lodging	449	0	450	450	450
<i>Lodging for Training, Conferences and Seminars</i>				450	450
Transportation	145	0	300	300	300
<i>Transportation for Training, Conferences and Seminars</i>				300	300
Seminars and Conferences	0	0	300	500	500
<i>Registration for Training, Conferences and Seminars</i>				500	500
TOTAL CATEGORY	2,650	0	4,350	4,700	5,060
SUPPLIES					
Office Supplies	0	0	264	264	400
<i>Uniforms</i>				0	100
<i>Office Supplies</i>				264	300
Gasoline	147	0	536	242	303
<i>100 gallons @\$2.95/gal</i>				234	295
<i>Fuel Facility Charge on 100 gallons @\$0.08/gal</i>				8	8
TOTAL CATEGORY	147	0	800	506	703
CAPITAL OUTLAY					
Machinery and Equipment	0	0	6,200	6,143	0
<i>iPad to run BPI Weatherization Equipment</i>				600	0
<i>BPI Weatherization Equipment</i>				5,543	0
TOTAL CATEGORY	0	0	6,200	6,143	0
GRANTS/HOUSING REDEVELOPMENT					
TOTAL	36,078	5,790	60,927	42,353	55,906
TOTAL FUND	676,212	171,689	441,413	511,791	512,934
GRAND TOTAL	676,212	171,689	441,413	511,791	512,934



SPECIAL REVENUE FUNDS

POLICE GRANTS FUND

The Police Grants Fund accounts for the revenues and expenditures related to managing grants related to public safety. Some of the grants applied for include the Governor's Office of Highway Safety, Department of Homeland security, Bureau of Justice Assistance and miscellaneous grants. Appropriations for miscellaneous grants are for grants that may become available during the fiscal year.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Other Charges	-	-	3,000	1,000	3,000
Supplies	-	(23)	100,000	1,890	50,000
Property	14,817	31,512	53,752	28,676	66,655
Capital Outlay	-	36,847	-	-	94,000
Total	\$ 14,817	\$ 68,336	\$ 156,752	\$ 31,566	\$ 213,655

Expenditures by Program					
Bulletproof Vest	3,608	9,020	5,600	5,600	9,450
Governor's Office of Highway Safety	11,209	15,038	34,102	12,276	26,605
Homeland Security	-	45,949	17,050	11,800	127,600
Misc Police Grants	\$ -	\$ (1,671)	\$ 100,000	\$ 1,890	\$ 50,000
Total	\$ 14,817	\$ 68,336	\$ 156,752	\$ 31,566	\$ 213,655



SPECIAL REVENUE FUNDS

VICTIMS ASSISTANCE GRANT FUND

The Victims Assistance Grant Fund accounts for the revenues and expenditures related to grants providing services and support to victims. These grants include AZ Criminal Justice Commission, Victims of Crime Act (VOCA) and Victim Rights Program.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 84,027	\$ 100,663	\$ 136,366	\$ 140,016	\$ 145,585
Services and Other Charges	4,977	1,889	3,500	3,251	3,500
Supplies	4,196	-	749	749	749
Total	\$ 93,200	\$ 102,552	\$ 140,615	\$ 144,016	\$ 149,834

Expenditures by Program					
ACJC	3,737	-	-	-	-
VOCA	69,257	84,668	121,396	124,865	129,521
VRP Atty	10,103	8,803	9,609	9,552	10,156
VRP Police	\$ 10,103	\$ 9,081	\$ 9,610	\$ 9,599	\$ 10,157
Total	\$ 93,200	\$ 102,552	\$ 140,615	\$ 144,016	\$ 149,834

Staffing					
Victim Services Coordinator	0.32	0.32	0.25	0.32	0.32
Legal Assistant II	0.50	0.50	0.75	0.75	0.75
Victim Advocates	1.50	1.50	1.50	1.50	1.50
Total	2.32	2.32	2.50	2.57	2.57



SPECIAL REVENUE FUNDS

VICTIMS ASSISTANCE GRANT FUND ARIZONA CRIMINAL JUSTICE COMMISSION

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	2,782	0	0	0	0
Health Insurance	651	0	0	0	0
Medicare	41	0	0	0	0
ICMA Retirement	258	0	0	0	0
Workers Compensation	5	0	0	0	0
TOTAL CATEGORY	3,737	0	0	0	0
TOTAL	3,737	0	0	0	0



SPECIAL REVENUE FUNDS

VICTIMS ASSISTANCE GRANT FUND VOCA

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	54,847	68,689	84,891	86,380	90,377
Accrued Leave Paid	0	327	0	0	0
Health Insurance	3,614	6,394	23,957	26,040	26,008
Medicare	803	1,000	1,231	1,236	1,310
ICMA Retirement	4,915	6,246	7,683	7,817	8,179
Workers Compensation	100	124	135	141	147
TOTAL CATEGORY	64,281	82,780	117,896	121,614	126,021
SERVICES AND OTHER CHARGES					
Per Diem	245	597	578	329	578
<i>Victim Advocacy Training</i>				329	578
Lodging	1,755	1,232	1,372	1,372	1,372
<i>Victim Advocacy Training</i>				1,372	1,372
Transportation	1,157	60	550	550	550
<i>Victim Advocacy Training</i>				550	550
Seminars and Conferences	1,820	0	1,000	1,000	1,000
<i>Victim Advocacy Training</i>				1,000	1,000
TOTAL CATEGORY	4,977	1,889	3,500	3,251	3,500
TOTAL	69,257	84,668	121,396	124,865	129,521



SPECIAL REVENUE FUNDS

VICTIMS ASSISTANCE GRANT FUND VRP-ATTY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	5,929	6,240	6,618	6,500	6,972
Accrued Leave Paid	0	0	0	0	0
Health Insurance	1,440	1,900	1,911	1,980	2,066
Medicare	86	88	96	92	101
ICMA Retirement	537	565	599	595	631
Workers Compensation	14	11	11	11	11
TOTAL CATEGORY	8,005	8,803	9,235	9,178	9,782
SUPPLIES					
Postage	2,098	0	374	374	374
				374	374
TOTAL CATEGORY	2,098	0	374	374	374
TOTAL	10,103	8,803	9,609	9,552	10,156



SPECIAL REVENUE FUNDS

VICTIMS ASSISTANCE GRANT FUND VRP-POLICE

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	5,929	6,437	6,618	6,555	6,972
Accrued Leave Paid	0	0	0	0	0
Health Insurance	1,440	1,959	1,911	1,970	2,066
Medicare	86	90	96	93	101
ICMA Retirement	537	583	599	595	631
Workers Compensation	13	12	11	11	11
TOTAL CATEGORY	8,005	9,081	9,235	9,224	9,782
SUPPLIES					
Postage	2,098	0	375	375	375
				375	375
TOTAL CATEGORY	2,098	0	375	375	375
TOTAL	10,103	9,081	9,610	9,599	10,157
TOTAL FUND	93,200	102,552	140,615	144,016	149,834
GRAND TOTAL	93,200	102,552	140,615	144,016	149,834



SPECIAL REVENUE FUNDS

GRANTS FUND

The Grants Fund accounts for the revenues and expenditures related to managing grants that are not related to public safety or domestic violence assistance. Appropriations for this grant fund are for grants that may become available during the fiscal year.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	-	-	-	-	-
Property	-	-	5,000	-	5,000
Capital Outlay	-	-	95,000	-	95,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

Expenditures by Program					
Culture and Recreation			5,000		5,000
General Government	-	-	95,000	-	95,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000



DEBT SERVICE FUNDS

DEBT SERVICE FUNDS

Sewer Improvement District #3
Facility Improvements
Street Improvements
Sewer Improvement District #2
BHC/Laughlin Bridge 2
Municipal Property Corporation
Laughlin Ranch Boulevard Improvement District



DEBT SERVICE FUNDS

DEBT SERVICE FUNDS

DESCRIPTION

The Debt Service Funds account for revenues and expenditures related to Municipal Property Corporation (MPC) issued bonds and improvement district bonds or Water Infrastructure Financing Authority (WIFA) loan issues.

The MPC bonds were issued for street improvements and city hall building and police building expansions. There was refinancing done in 2013 and 2015 to take advantage of lower interest rates. The WIFA loans were issued for sewer improvements to be repaid by property owners.

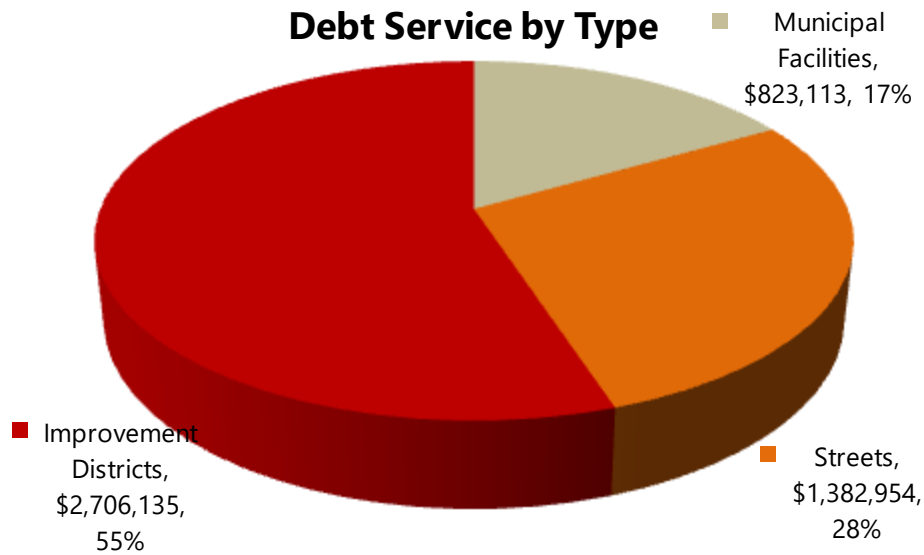
	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Consolidated Expenditures					
Principal payment	\$ 3,632,334	\$ 3,838,932	\$ 4,010,602	\$ 4,194,933	\$ 4,303,932
Interest payment	583,758	603,992	662,723	614,993	550,770
Debt issuance cost	(1,034)	1,226	-	63,000	-
Fiscal Agent Fees	3,400	2,150	-	-	-
Services and Other Charges	91,082	79,730	68,377	68,377	56,500
Contingency	-	-	-	-	-
Total	\$ 4,309,540	\$ 4,526,030	\$ 4,741,702	\$ 4,941,303	\$ 4,911,202

Activity by Fund					
SID #3	\$ 1,996,713	\$ 1,949,605	\$ 1,902,498	\$ 1,902,498	\$ 1,853,733
SID #2	692,269	673,767	655,263	655,264	637,895
Street Improvements	990,818	1,019,667	1,023,038	1,023,038	1,023,915
Facility Improvements	630,151	820,403	822,525	822,525	822,113
BHC/Laughlin Bridge 2	-	-	222,721	422,321	359,039
Laughlin Ranch Blvd District	-	61,362	115,657	115,657	214,507
BHC Parkway Improvement District	-	-	-	-	-
Municipal Property Corporation	(411)	1,226	-	-	-
Total	\$ 4,309,540	\$ 4,526,030	\$ 4,741,702	\$ 4,941,303	\$ 4,911,202



DEBT SERVICE FUNDS

DEBT SERVICE FUNDS



LEGAL DEBT MARGINS

Under the provisions of the Arizona Constitution, outstanding general obligation bonded debt for combined water, sewer, lighting, parks, open space and recreational purposes may not exceed 20% of a city's net secondary assessed valuation. Outstanding general obligation bonded debt for other general municipal purposes may not exceed 6% of a city's net secondary assessed valuation. As of June 30, 2019, the City has not issued any general obligation bonds. The 6% limit is \$21,706,726 and the 20% limit is \$72,355,754.



DEBT SERVICE FUNDS

DEBT SERVICE FUNDS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
FACILITY IMPROVEMENTS					
DEBT SERVICE					
Principal Payment	564,023	733,937	754,429	754,429	771,977
<i>Series 2013 ends FY 2021</i>				604,429	619,977
<i>Series 2015 Police Radio System ends FY 2025</i>				150,000	152,000
Interest Payment	65,222	85,562	68,096	68,096	50,136
<i>Series 2013 ends FY 2021</i>				46,078	31,088
<i>Series 2015 Police Radio System ends FY 2025</i>				22,018	19,048
Fiscal Agent Fees	1,529	904	0	0	0
Debt Issuance Fees	-623	0	0	0	0
TOTAL CATEGORY	630,151	820,403	822,525	822,525	822,113

GRAND TOTAL	630,151	820,403	822,525	822,525	822,113
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MUNICIPAL PROPERTY CORPORATION

DEBT SERVICE					
Principal Payment	0	0	0	0	0
Interest Payment	0	0	0	0	0
Debt Issuance Fees	-411	1,226	0	0	0
TOTAL CATEGORY	-411	1,226	0	0	0

GRAND TOTAL	-411	1,226	0	0	0
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BHC/LAUGHLIN BRIDGE 2

DEBT SERVICE					
Principal Payment	0	0	123,669	308,000	275,000
<i>3,100,000 Loan @ 3% per annum 10 years</i>				308,000	275,000
Interest Payment	0	0	99,052	51,321	84,039
<i>3,100,000 Loan @ 3% per annum 10 years</i>				51,321	84,039
TOTAL CATEGORY	0	0	222,721	359,321	359,039
GRAND TOTAL	0	0	222,721	359,321	359,039

LAUGHLIN RANCH BOULEVARD SPECIAL DISTRICT

DEBT SERVICE					
Principal Payment	0	0	0	0	100,000
<i>\$3,230,000 Bonds mature 01/01/2042</i>				0	100,000
Interest Payment	0	61,362	115,657	115,657	114,507
<i>\$3,230,000 Bonds mature 01/01/2042</i>				115,657	114,507
TOTAL CATEGORY	0	61,362	115,657	115,657	214,507
GRAND TOTAL	0	61,362	115,657	115,657	214,507



DEBT SERVICE FUNDS

DEBT SERVICE FUNDS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
STREET IMPROVEMENTS					
DEBT SERVICE					
Principal Payment	886,378	923,063	950,572	950,572	975,023
<i>Series 2013 ends FY 2021</i>				950,572	975,023
Interest Payment	102,569	95,358	72,466	72,466	48,892
<i>Series 2013 ends FY 2021</i>				72,466	48,892
Fiscal Agent Fees	1,871	1,246	0	0	0
TOTAL CATEGORY	990,818	1,019,667	1,023,038	1,023,038	1,023,915
GRAND TOTAL	990,818	1,019,667	1,023,038	1,023,038	1,023,915

SEWER IMPROVEMENT DISTRICT #2

DEBT SERVICE					
Principal Payment	579,668	579,668	579,668	579,668	579,668
<i>Based on Loan Repayment Schedule</i>				579,668	579,668
Interest Payment	102,019	85,255	68,490	68,491	51,727
<i>Based on Loan Repayment Schedule</i>				68,491	51,727
TOTAL CATEGORY	681,687	664,923	648,158	648,159	631,395
SERVICES AND OTHER CHARGES					
Administrative Fees	10,583	8,844	7,105	7,105	6,500
<i>Based on Loan Repayment Schedule</i>				7,105	6,500
TOTAL CATEGORY	10,583	8,844	7,105	7,105	6,500
GRAND TOTAL	692,269	673,767	655,263	655,264	637,895

SEWER IMPROVEMENT DISTRICT #3

DEBT SERVICE					
Principal Payment	1,602,264	1,602,264	1,602,264	1,602,264	1,602,264
<i>Based on Loan Repayment Schedule</i>				1,602,264	1,602,264
Interest Payment	313,948	276,455	238,962	238,962	201,469
<i>Based on Loan Repayment Schedule</i>				238,962	201,469
TOTAL CATEGORY	1,916,212	1,878,719	1,841,226	1,841,226	1,803,733
SERVICES AND OTHER CHARGES					
Administrative Fees	80,499	70,886	61,272	61,272	50,000
<i>Based on Loan Repayment Schedule</i>				61,272	50,000
TOTAL CATEGORY	80,499	70,886	61,272	61,272	50,000
GRAND TOTAL	1,996,711	1,949,605	1,902,498	1,902,498	1,853,733
TOTAL FUNDS	4,309,539	4,526,030	4,741,702	4,878,303	4,911,202



ENTERPRISE FUNDS

ENTERPRISE FUNDS

Wastewater
Water Resources

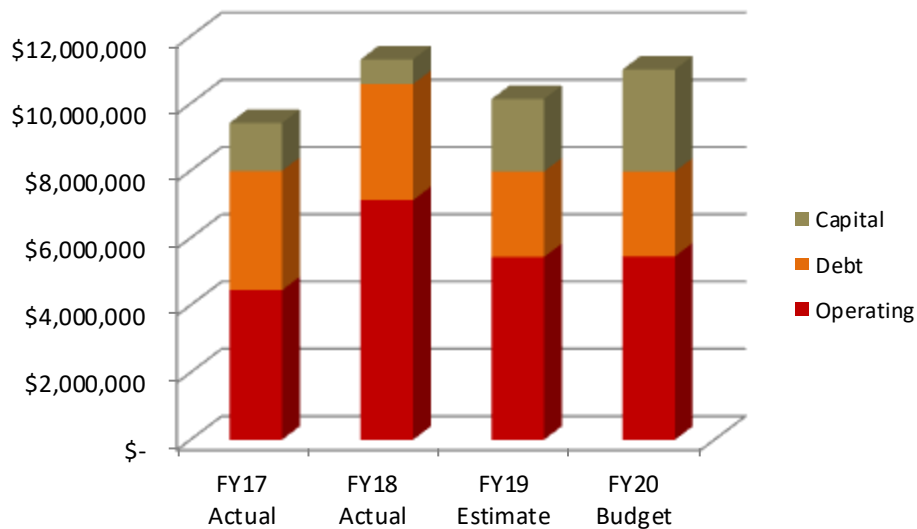


ENTERPRISE FUNDS

WASTEWATER FUND

The purpose of the Wastewater Fund is to account for the provision of wastewater services to the residents of Bullhead City. Wastewater Sanitation is responsible for the operation and maintenance of the City wastewater system. The system requires cleaning of approximately 262 miles of main line, 5,361 manholes and 15 lift stations. System maintenance includes main line repairs, manhole rehabilitation, and pump replacement/repairs.

Wastewater collected by the City wastewater system flows to the Wastewater Treatment Plants, where it undergoes a multi-faceted biological process to separate out the solids and treat the water for reuse and recharge. The Wastewater Fund accounts for the operation and maintenance of two wastewater treatment plants: Section 10 – 2.4 million gallons per day and Section 18 – 500 thousand gallons per day. All plants are operated in accordance with Environmental Protection Agency and Arizona Department of Environmental Quality standards. A portion of the treated water, called effluent, is sold for use in watering a local golf course to reduce potable water demand. The solids are transported to a landfill for disposal. The Fund is also used to account for capital projects relating to the City's sewer system. The projects in this fund are part of the City's Capital Improvement Plan and are detailed in the plan.





ENTERPRISE FUNDS

WASTEWATER FUND

CASH FLOW

	FY17	FY18	FY19	FY20
	Actual	Actual	Estimate	Budget
Beginning Cash Balance, 7/1	\$ 2,074,832	\$ 1,274,897	\$ 833,699	\$ 560,528
Restricted Cash	3,109,797	3,004,022	2,210,463	2,243,892
Total cash	\$ 5,184,629	\$ 4,278,919	\$ 3,044,162	\$ 2,804,420
Cash In-Flows				
Charges for Services	\$ 8,394,087	\$ 9,757,078	\$ 9,700,400	\$ 9,973,000
Interest Income	43,320	18,153	20,600	35,500
Miscellaneous	6,001	269,586	4,000	208,000
Transfers In	77,067	33,000	95,345	103,180
Total Revenues	\$ 8,520,475	\$ 10,077,817	\$ 9,820,345	\$ 10,319,680
Cash Out-Flows				
Sanitation	\$ 4,449,697	\$ 7,126,476	\$ 5,435,373	\$ 5,453,624
Debt Service	3,550,459	3,452,105	2,541,423	2,525,378
Capital Outlay	1,426,029	733,993	2,157,095	3,035,123
Transfers Out	-	-	69,989	74,529
Total Expenses	\$ 9,426,185	\$ 11,312,574	\$ 10,203,880	\$ 11,088,654
Ending Cash Balance, 6/30	\$ 4,278,919	\$ 3,044,162	\$ 2,660,627	\$ 2,035,446



ENTERPRISE FUNDS

WASTEWATER FUND

WASTEWATER FUND REVENUE SOURCES

Bond Proceeds: The City borrowed \$15,094,275 for refunding debt and \$5,000,000 of sewer improvements in FY14. The majority of the sewer improvements were completed in FY15 and FY16.

Wastewater User Charges: Wastewater revenues are projected at \$9,627,424 in FY20.

Wastewater User Charges

Fiscal Year	Revenue	% Change
2013-14	\$ 8,705,402	0.4%
2014-15	\$ 8,605,642	-1.2%
2015-16	\$ 8,669,738	0.7%
2016-17	\$ 8,709,287	0.5%
2017-18	\$ 8,756,009	0.5%
2018-19 (est)	\$ 9,438,367	7.2%
2018-20 (est)	\$ 9,627,424	2.0%

Effluent Sales: The City of Bullhead City charges for the sale of effluent. The fees for the effluent are based on the existing contract agreement with the user.

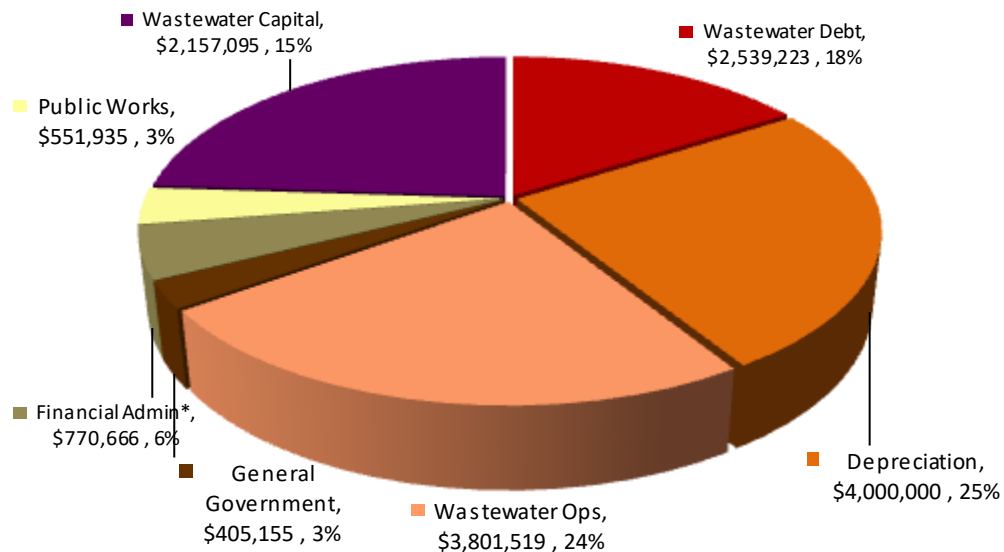
Interest Earned: This is monies earned on the available cash in the Wastewater Fund. It is a difficult estimate to make due to the fluctuation of cash balances and interest rates.

Miscellaneous: Miscellaneous revenues are items that are not expected to occur on a yearly basis.

WASTEWATER FUND CONSOLIDATED FUND EXPENDITURES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 2,795,725	\$ 2,747,627	\$ 2,789,007	\$ 2,458,431	\$ 2,806,874
Services and Other Charges	1,554,636	2,532,191	1,731,433	1,615,240	1,852,941
Supplies	370,623	548,606	559,077	498,027	582,284
Property	107,464	173,365	358,679	397,238	310,729
Capital Outlay	49,419	9,621	11,095	42,476	60,123
Depreciation	3,872,957	4,115,474	4,000,000	4,000,000	4,000,000
Debt Service	3,527,631	2,721,973	2,541,423	2,538,303	2,532,118
Contingency	-	-	-	-	-
Subtotal	\$ 12,278,455	\$ 12,848,857	\$ 11,990,714	\$ 11,549,715	\$ 12,145,069
Capital Projects	\$ 1,925,709	\$ 1,925,709	\$ 2,146,000	\$ 709,491	\$ 3,744,200
Total Wastewater Fund	\$ 14,204,164	\$ 14,774,566	\$ 14,136,714	\$ 12,259,206	\$ 15,889,269

FY20 Budget by Activity



* The Financial administration budget includes \$38,000 of budgeted uncollectible accounts.



ENTERPRISE FUNDS

WASTEWATER FUND

MISSION: Provide the most cost-effective wastewater collection and treatment service possible using industry accepted performance measures.

DEPARTMENT DESCRIPTION

The Utilities Division handles the operation, maintenance and upkeep of the City-wide sewer system. This includes the operation and maintenance of the two wastewater treatment plants, 15 wastewater lift stations, over a million feet of sewer mains, several thousand manholes, thousands of feet of sewer force mains and several effluent reuse and disposal facilities throughout the community.

FY 2018-2019 Highlights

- Continued to implement the grease interceptor inspection program for all restaurants and other interceptor locations
- Continued manhole rehabilitation
- Completed Ductile Iron Pipe (DIP) replacement on Newberry Dr.
- Completed Section 18 WWTP effluent pump house controls upgrade
- Completed 16/2 Lift Station controls upgrade
- Completed installation of sludge press at Section 18 WWTP

FY 2019-2020 Objectives

- Section 10 WWTP new aqua disk filter project
- Continue to assist the Park Maintenance Division with improvements to the Rotary Park irrigation system
- Continue to inspect and monitor City-wide sewer system
- Continue manhole rehabilitations
- Complete Ductile Iron Pipe (DIP) inspections
- Continue to implement the city wide Blue Stake program

PERFORMANCE INDICATORS

MEASURE	FY18	FY19	FY20
	Actual	Estimate	Budget
Number of Treatment Plants - Operational Cost Reduction	2	2	2
Number of Lift Stations - Operational Cost Reduction	15	15	15
Sewer Customers (Residential & Commercial)	18,653	18,687	18,842
Sewer Connections Per Employee	933	934	992
Sewer Spills and Line Breaks Responded/Cleaned	1	0	1
Number of Sewer Operations Employees	20	19	19



ENTERPRISE FUNDS

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 1,296,922	\$ 1,346,749	\$ 1,453,810	\$ 1,305,699	\$ 1,464,234
Services and Other Charges	1,257,199	1,468,642	1,455,483	1,352,718	1,571,614
Supplies	267,732	449,649	438,647	374,951	454,941
Property	106,784	171,371	358,679	397,238	310,729
Capital Outlay	49,419	-	11,095	42,476	60,123
Total	\$ 2,978,056	\$ 3,436,411	\$ 3,717,714	\$ 3,473,082	\$ 3,861,641

Expenditures by Program

Wastewater	\$ 2,978,056	\$ 3,436,411	\$ 3,717,714	\$ 3,473,082	\$ 3,861,641
Total	\$ 2,978,056	\$ 3,436,411	\$ 3,717,714	\$ 3,473,082	\$ 3,861,641

Staffing

Utilities Superintendent	1.0	1.0	1.0	1.0	1.0
Utilities Supervisor	1.0	1.0	1.0	1.0	1.0
Wastewater Specialist	1.0	1.0	1.0	1.0	1.0
Instrumentation and Control Technic	1.0	1.0	1.0	0.0	0.0
Utilities Technician III	2.0	2.0	2.0	2.0	2.0
Utilities Technician II	3.0	3.0	3.0	3.0	3.0
Utilities Technician I	9.0	9.0	9.0	9.0	9.0
Office Specialist II	1.0	1.0	1.0	1.0	1.0
Maintenance Worker I	1.0	1.0	1.0	1.0	1.0
Total	20.0	20.0	20.0	19.0	19.0

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	829,059	835,784	934,766	774,653	911,113
Other Wages	59,600	68,950	50,000	75,075	72,500
Stand By Wages	24,887	24,836	24,253	26,184	24,253
Overtime	27,147	30,550	29,950	25,077	29,950
Accrued Leave Paid	11,977	10,036	11,747	40,665	11,398
Health Insurance	223,435	252,989	270,525	237,936	283,796
Social Security	3,695	4,275	3,100	4,655	4,495
Medicare	13,368	13,635	15,235	13,413	15,214
ICMA Retirement	80,823	81,406	89,502	78,425	87,361
Unemployment Compensation	0	0	0	8,160	0
Workers Compensation	22,931	24,289	24,090	21,456	24,155
TOTAL CATEGORY	1,296,922	1,346,749	1,453,168	1,305,699	1,464,234
SERVICES AND OTHER CHARGES					
Legal Notices	0	0	1,000	500	1,000
<i>BID, RFQ'S and Sewer hook ups from City Attorney</i>				500	1,000
Business Meals	0	69	0	0	0
Engineering Services	5,594	4,857	5,415	4,718	4,921
<i>Utility location services</i>				4,718	4,921
Other Professional Services	8,806	15,422	32,100	42,286	48,154
<i>Confined Space Contract</i>				0	19,654
<i>Crane rental unload new belt press Sec. 18 WWTP</i>				700	0
<i>Emergency D.I.P. Replacement at 1301 Newberry Dr.</i>				23,786	0
<i>Misc. professional services</i>				8,604	12,000
<i>Septic pumping - emergency call-outs</i>				7,500	16,500
<i>Termite treatment 5 year Sec. 10 WWTP</i>				1,696	0
Permitting and Misc Fees	19,373	12,717	15,809	13,880	12,760
<i>ADEQ Operator certification renewal fees</i>				1,500	200
<i>CDL license renewals</i>				45	30
<i>CDL written and road test</i>				105	70
<i>Operator's license certification/upgrade</i>				130	260
<i>Pesticide certification renewal @ \$100.00</i>				100	200
<i>Section 10 WWTP annual registration fee</i>				6,000	6,000
<i>Section 18 WWTP annual registration fee</i>				6,000	6,000
Laboratory Services	33,391	47,651	60,500	46,948	51,650
<i>Certified ADEQ testing for Section 10 and 18 WWTP</i>				46,948	51,650
Water	27,639	20,981	35,205	19,532	23,825
<i>1700 Clubhouse Dr Acct 0089863</i>				764	970
<i>3066 Larkwood Ave Acct 0282081</i>				206	262
<i>587 Terrace Drive Acct 0089846</i>				513	652
<i>642 Primrose Ln Acct 0672741</i>				255	324
<i>901 Richardo Ave Acct 650941</i>				2,929	3,720
<i>Hydrant 1320 Riverfront Dr Acct 0414849</i>				3,299	4,190
<i>Hydrant 2596 Via Arroyo Dr/Mohave Dr Acct 0414851</i>				3,489	4,431
<i>Hydrant 674 Riverfront Dr/River Gardens Acct 0414852</i>				3,380	4,293
<i>Hydrant inactive 9/20/2018 1905 Colorado Blvd/Tanglewood Acct 0414850</i>				773	0
<i>Lift Station 18-1 Acct 0377596</i>				2,112	2,682



ENTERPRISE FUNDS

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
<i>Lift Station 18-2 Acct 0723161</i>				1,812	2,301
Electric	632,663	680,129	671,109	685,466	706,008
<i>Acct 176 Wastewater share of meter</i>				147,355	151,755
<i>Lift Station 10-1 Acct 322</i>				6,649	6,848
<i>Lift Station 10-5 2921 Country Club Dr Acct 096</i>				941	970
<i>Lift Station 10-6 Acct 212</i>				4,309	4,438
<i>Lift Station 16-2 Acct 277</i>				38,448	39,601
<i>Lift Station 16-7 1825 East Shore Villas Acct 173</i>				794	817
<i>Lift Station 18-1 Acct 320</i>				36,045	37,126
<i>Lift Station 18-2 2525 Rio Rancho Blvd Acct 290</i>				41,796	43,050
<i>Lift Station CH-1 1260 Mohave Dr Acct 175</i>				4,164	4,289
<i>Lift Station LR-1 1515 Bullhead Pkwy Acct 289</i>				2,065	2,127
<i>Lift Station Primrose Acct 129</i>				2,007	2,067
<i>Lift Station River Retreat Acct 109</i>				704	725
<i>Lift Station SR-1 Acct 284</i>				765	788
<i>Lift Station SR-2 Acct 135</i>				774	798
<i>Lift Station SR-3 Acct 251</i>				504	519
<i>Sec 18 WWTP Lab Acct 278</i>				38,842	40,008
<i>Section 10 WWTP Acct 080</i>				156,872	161,578
<i>Section 10 WWTP Acct 221</i>				101,604	104,652
<i>Section 18 WWTP Control Room East Acct 321</i>				73,189	75,384
<i>Section 18 WWTP Control Room West Acct 295</i>				27,639	28,468
Natural Gas	814	786	828	891	917
<i>1375 Marina Parkway Dr Acct 1098843</i>				501	516
<i>670 Primrose Ln Acct 1059553</i>				390	401
Telephone	37,484	39,821	36,780	40,835	41,065
<i>704-0349</i>				536	552
<i>704-6870</i>				462	470
<i>754-1850</i>				535	551
<i>754-5092</i>				3,916	4,033
<i>754-6768</i>				462	476
<i>758-2800</i>				644	663
<i>758-5913</i>				816	840
<i>758-6194</i>				543	559
<i>758-8939</i>				621	621
<i>763-0922</i>				1,470	1,470
<i>763-1788</i>				620	620
<i>763-7299</i>				5,700	5,700
<i>763-9400 - \$4871/mo Basic System Charges -25%</i>				14,290	14,290
<i>763-9400 \$2040/mo Telephone Service - 25%</i>				6,120	6,120
<i>Physical Link for Network</i>				4,100	4,100
Refuse	155,393	151,642	160,000	110,000	125,000
<i>Mohave Landfill and dumping of roll offs</i>				110,000	125,000
Building Repairs	0	0	0	0	18,500
<i>Recoat shop 1 and 2 Roofs at Section 10 WWTP</i>				0	3,500
<i>Repair press building at Section 10 WWTP</i>				0	15,000
General Equipment Repairs	151,904	233,946	141,796	127,976	154,585
<i>A/C Repairs and maintenance</i>				3,300	3,630
<i>Adapter plates and fabrication pumps and motors</i>				2,000	4,000
<i>Compressors and blowers repairs</i>				7,321	16,105
<i>Generator repairs</i>				9,955	10,950
<i>KSB pump hangers</i>				2,000	4,000



ENTERPRISE FUNDS

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
<i>Pumps and motors repairs</i>				100,000	110,000
<i>Repair and calibration spectrometer</i>				900	900
<i>Welding at various facilities</i>				2,500	5,000
Vehicle Repairs and Service	74,250	59,256	59,250	59,250	81,000
<i>Fleet rental charges</i>				59,250	81,000
Maintenance Agreements	295	0	0	0	25,854
<i>Generator Maintenance contract</i>				0	25,854
Software/Hardware Agreement	19,030	32,984	32,814	28,156	29,030
<i>Alarm auto-dialer software at WWTPs</i>				990	990
<i>GIS mapping software for utilities</i>				4,630	4,862
<i>SCADA software support</i>				17,506	18,000
<i>Sewer manhole data and utility design software</i>				2,169	2,278
<i>Sewer modeling software</i>				2,861	2,900
Sewer Repairs	0	19,689	27,000	13,500	27,000
<i>Manhole lids and frames city wide usage</i>				1,000	2,000
<i>Miscellaneous paving after sewer repairs</i>				7,500	15,000
<i>Slurry</i>				5,000	10,000
Other Repairs and Maintenance	0	35,338	45,500	38,729	87,790
<i>Camera injection well #2</i>				620	0
<i>Clean large diameter sewer lines</i>				30,000	30,000
<i>Concrete core drilling</i>				432	500
<i>Door knobs and cylinder change at Section 10 WWTP</i>				177	2,500
<i>Lien mandated sewer hook-ups</i>				7,500	15,000
<i>Rebuild Head Works at Section 18 WWTP</i>				0	39,790
Land and Building Rentals	0	0	0	0	0
Equip. and Vehicle Rental	414	3,590	3,465	1,965	3,512
<i>Large Equipment for trenching and excavation</i>				1,500	3,000
<i>Water softener rental</i>				465	512
Land and Building Lease	903	903	903	903	903
<i>SCADA tower rental</i>				903	903
Office Equipment Lease	0	829	0	1,211	1,211
<i>Copier Lease</i>				1,211	1,211
Property and Risk Insurance	72,195	90,949	93,677	93,677	96,487
Wifi Service	2,020	2,462	2,553	2,559	2,559
<i>520516301 Internet \$92/month</i>				1,104	1,104
<i>763-9400 Internet \$121/month</i>				1,455	1,455
Cellular Service	7,991	8,017	8,286	7,949	7,900
<i>Cellphones (19)</i>				7,670	7,900
<i>Paging service (5)</i>				279	0
Custom Printing	35	424	35	38	38
<i>Business cards</i>				38	38
Per Diem	627	383	1,875	1,055	1,898
<i>ADEQ Conferences</i>				330	660
<i>City wide SCADA training</i>				60	120
<i>Firetide FMCT training</i>				0	204
<i>NASSCO training</i>				204	204
<i>Tri state seminar @ \$53.00 ea</i>				212	212



ENTERPRISE FUNDS

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Wastewater collections and treatment (x6)				249	498
Lodging	859	203	2,414	1,292	2,434
ADEQ conferences				248	495
City wide SCADA training				165	330
Firetide FMCT training				0	400
NASSCO training				344	344
Tri State seminar \$122.50ea				225	245
Wastewater collections and treatment (X 6)				310	620
Transportation	2,050	2,110	3,275	825	2,575
ADEQ Conferences @ \$75.00 trip				450	450
City wide SCADA training				50	100
Firetide FMCT training				0	1,700
NASSCO training				100	100
Wastewater collections and treatment \$75.00 trip				225	225
Seminars and Conferences	3,122	1,408	11,519	6,384	10,769
ADEQ Conferences				1,200	2,400
City wide SCADA training				1,000	2,500
Firetide FMCT training class				0	995
NASSCO inspector training and certification program (x1)				1,900	2,090
Pesticide certification renewals (x2)				200	200
Pesticide training				500	500
Study course review grade 3 2 ea				0	500
Tri State Seminar 4 ea				396	396
Wastewater collections and treatment @ \$198.00 ea				1,188	1,188
Dues and Memberships	349	2,075	2,375	2,194	2,269
APWA membership 1				119	119
CCRSCo membership dues				2,000	2,000
NASSCO membership 2 @ \$75.00				75	150
TOTAL CATEGORY	1,257,199	1,468,642	1,455,483	1,352,718	1,571,614
SUPPLIES					
Improvements Noncapital	2,800	96,265	30,370	30,369	20,000
Concrete new installation for WWTP's				17,474	20,000
Core Drill 4" hole to tie 3059 Rosewood to sewer				216	0
Core drilling Community park new sewer line for Museum				216	0
Paint filter tanks @ Section 10				10,370	0
Window tinting Section 10 admin bldg.				2,094	0
Office Supplies	1,140	1,279	1,605	1,605	1,640
Bottled Water and Dispenser				970	990
Cell phone supplies				250	250
Office supplies				385	400
Specialty Supplies	83,219	164,307	153,662	127,660	193,834
3/8 Washed rock for Sec. 18 drying beds				3,500	7,000
Air scour regulator for Sec. 18 membranes 2 ea				293	0
Batteries for generators and misc. City wide				1,500	1,650
Blower filters for Section 18				1,889	0
Compressor and blower parts				9,500	9,500
Compressor head for compressor @ Sec. 10				0	6,150
Electrical supplies (wire, fuses, conduit, tape, bat.)				9,240	10,164
Fire hoses				760	760
Generator parts				5,000	5,000
Gloves, vests, hats, sunglasses				1,100	1,100



ENTERPRISE FUNDS

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Head work wheels, spare brush kit & replacement parts Sec. 10				0	25,228
Heavy equipment parts				8,800	8,800
High output UV lamps and parts				20,900	22,990
Hoses for pumper truck and trash pump				4,400	4,400
Ice				765	842
Level transmitters Sec. 10				2,500	2,500
Marking paint for blue stake				0	1,500
Membrane accessories				3,327	7,320
OdaLog inspection and calibration				185	370
Oxygen, misc. gasses for welder, torches				900	990
Pipes, couplers, fittings				10,400	11,440
Pump and motor parts				6,930	7,623
Pump and press parts (seals, gaskets, O-Rings)				15,250	16,775
Screw Conveyor for Head Works at Section 10 WWTP				0	18,102
Sec. 10 and 18 head works parts				8,300	9,130
Site lighting at Sec. 10 and 18 plants				565	3,000
Site lighting for all lift stations				0	1,500
Steel for manufacturing				3,500	5,000
Valves and Actuators for WWTP's				8,156	5,000
Computer Software	0	0	6,540	6,300	0
Computerized maintenance program for Sec 10 and 18				6,300	0
Gasoline	15,351	17,820	24,120	21,092	25,755
8,500 Gallons @\$2.95/gal				20,412	25,075
8,500 Gallons Fuel Facility Charge @\$.08/gal				680	680
Diesel	12,253	14,738	19,045	17,044	20,032
6,400 Gallons @\$3.05/gal				16,532	19,520
6,400 Gallons Fuel Facility Charge @\$.08/gal				512	512
Uniforms	8,644	8,753	10,700	9,900	10,700
Allowance for steel toed boots				2,850	2,850
Jackets				350	350
Uniform rental and cleaning				6,700	7,500
Cleaning Supplies	219	437	484	445	490
Paper towels				445	490
Chemical Products	144,106	146,050	192,121	160,536	182,490
50% Citric Acid for Sec. 18 Membrane Cleanings				1,131	1,244
Bleach for Section 10 and 18				54,500	62,100
Caustic soda				613	675
Nutrients for biological odor control units				792	871
Odor control for lift station				57,000	62,000
Pesticides				500	1,000
Polymer for presses				45,000	52,600
Root killer				1,000	2,000
TOTAL CATEGORY	267,732	449,649	438,647	374,951	454,941
PROPERTY					
Furniture	0	522	600	595	600
Desk chair				595	600
Appliances	1,063	0	0	0	0
Tools	1,476	592	5,500	5,500	5,500



ENTERPRISE FUNDS

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Tools for all facilities and vehicles				5,500	5,500
Computer Equipment<\$5,000	15,278	25,463	34,363	28,153	42,460
Firetide radios Section 10 WWTP, 16/7 Lift Station				0	4,360
Managed Ethernet switch for City Wide				5,000	5,000
Programmable logic controller components				6,050	12,100
Programmable logic controller for Aqua Filter				2,103	0
Replace desktop computers (6)				0	6,000
SCADA system components				15,000	15,000
Equipment<\$5,000	88,968	144,794	318,216	362,990	262,169
A/C Units for various locations (3)				11,000	16,500
A/C window units for various locations (5)				1,100	1,210
Air compressors various plants and lift stations				500	1,100
Check valves for Lift Stations				2,145	4,290
Chlorine pump for Sec 18 disinfection				3,822	0
Chlorine pump for Sec 18 membrane cleanings				14,747	0
Confined space entry equipment				2,500	5,000
D.O. Probes and caps				2,475	5,445
Deionization system for section 18 Lab				2,034	0
Dewatering pumps				500	1,100
Drain valve for Sec 18 membranes				3,842	4,226
Filtrate Pump Motor Sec. 18				956	0
Flow meters for RAS pumps @ Sec. 10 2ea				4,568	0
HACH SC200 Controller				2,250	2,475
HACK SC1000 Controller and sun shield				3,630	3,993
Hydroranger 200 @ \$1900.00				1,900	2,090
Injection quill				1,250	2,750
Mixer for Sec. 18				8,883	0
Motors for various locations				6,655	7,320
Nozzles for camel trucks				1,100	2,420
Pallet Jack				0	1,194
Plasma cutter				0	1,950
Portable Generator				2,370	0
Pressure washer				705	0
Priming pumps for Sec. 18 membranes				2,502	2,753
RACO verbatim autodialer alarm				3,300	3,630
Replace 1 blower at Sec. 10 WWTP				52,355	0
Replace pinch valve for 16-2 lift station				17,000	0
Replace/Exchange Section 18 Blowers (2) each				0	31,000
Replace/spare 2 Membrane feed pumps				62,006	0
Replace/spare Gear reducer for mixer @ Sec 10 (2)				3,681	13,370
Replace/spare Influent pump for Sec 10				33,898	0
Replace/Spare Odor Control Pump for Sec. 10 WWTP				0	2,756
Replace/Spare Odor Controls Pump for 18/1 L/S				0	2,358
Replace/Spare Pumps for 18/1 & 18/2 L/S				0	93,370
Replacement blower for Sec 10				46,680	0
Replacement valve for filters @ Sec. 10				505	0
Replacement/spare Backwash pump Injection wells				8,859	0
Replacement/spare Pump for Chaparral Lift Station				7,403	0
Soft starts various locations				8,000	8,800
Swamp coolers for various facilities 6				3,300	3,630
Transducer XPS-15				1,080	1,189
Transducers XPS-10				830	915
VFD's for various locations				29,640	32,600



ENTERPRISE FUNDS

WASTEWATER FUND OPERATIONS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PROPERTY					
Well Booster Pump Motor Sec. 18				976	0
Well Booster Pump Sec. 18				2,043	2,735
TOTAL CATEGORY	106,784	171,371	358,679	397,238	310,729
CAPITAL OUTLAY					
Machinery and Equipment	49,419	0	11,095	10,901	60,123
Forklift				0	30,200
Gator HPX 4x4				10,901	0
Replace compact utility tractor				0	29,923
Vehicles	0	0	0	31,575	0
2016 Chevy Silverado replaces #2006				31,575	0
TOTAL CATEGORY	49,419	0	11,095	42,476	60,123
TOTAL DIVISION	2,978,056	3,436,411	3,717,072	3,473,082	3,861,642
GRAND TOTAL	2,978,056	3,436,411	3,717,072	3,473,082	3,861,642



ENTERPRISE FUNDS

WATER RESOURCES FUND

The Water Resources Fund accounts for the revenue and expenditures related to purchasing water right allocations from the Colorado River for the Citizens of Bullhead City.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	125,324	129,822	135,000	130,184	2,815,100
Debt Service	5,253	-	40,000	55,157	271,594
Total	\$ 130,577	\$ 129,822	\$ 175,000	\$ 185,341	\$ 3,086,694

Expenditures by Program					
Water Resources	130,577	129,822	175,000	185,341	3,086,694
Total	\$ 130,577	\$ 129,822	\$ 175,000	\$ 185,341	\$ 3,086,694



ENTERPRISE FUNDS

WATER RESOURCES FUND

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Other Contracted Services	125,324	129,822	135,000	130,184	2,815,100
<i>MCWA for Kingman water holding fees</i>				15,185	0
<i>Mohave Water Conservation District</i>				15,100	15,100
<i>MCWA for Kingman water purchase of 3,255 acre feet</i>				99,899	2,800,000
TOTAL CATEGORY	125,324	129,822	135,000	130,184	2,815,100
DEBT SERVICE					
PRINCIPAL PAYMENT	0	0	37,500	52,657	163,994
<i>Principal paid on Cibola Water Rights Interfund Loan</i>				52,657	67,500
<i>Proposed Bullhead City Financing for Colorado River Water Rights</i>				0	96,494
INTEREST PAYMENT	5,254	0	2,500	2,500	107,600
<i>Interest paid on Cibola Water Rights Interfund Loan</i>				2,500	2,600
<i>Mohave County Water Authority 20 Years 3.75%</i>				0	105,000
TOTAL CATEGORY	5,254	0	40,000	55,157	271,594
TOTAL FUND	130,578	129,822	175,000	185,341	3,086,694
GRAND TOTAL	130,578	129,822	175,000	185,341	3,086,694



INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS

Northwest Arizona Employee Benefit Trust (NAEBT)
Fleet Services
Risk Management



INTERNAL SERVICE FUNDS

NAEBT

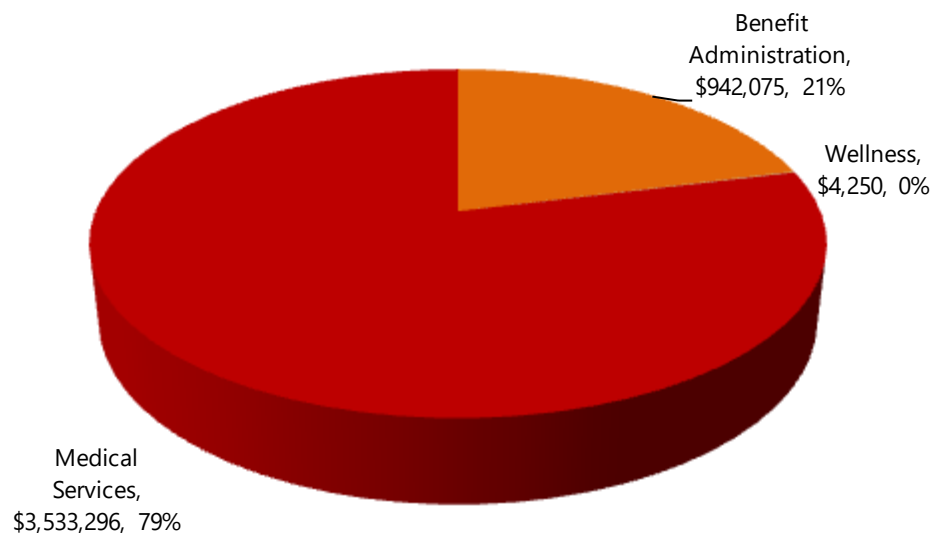
Northwest Employee Benefit Trust (NAEBT) provides the medical/prescription, dental, vision, wellness, life and AD&D insurance coverage for City employees and their dependents. The trust was formed on July 1, 2012 and was developed for Western Arizona municipal-type governments with more than 100 employees. City of Bullhead City, Lake Havasu City and City of Kingman were the founding members.

The Trust is tasked with selecting providers and benefit levels while providing competitive, affordable and comprehensive insurance coverage. The Trust meets quarterly to discuss financial status. A retreat is scheduled each year, in the first quarter, to review the prior fiscal year, set rates for the next fiscal year and renew contracts for services provided.

The Trust is part of the Personnel Administration section and the line item budget is included in that section.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Services and Other Charges	\$ 3,720,749	\$ 3,463,227	\$ 4,032,547	\$ 3,868,484	\$ 4,476,571
Supplies	3,734	1,575	3,050	2,450	3,050
Property	4,871	11	-	-	-
Total	\$ 3,729,354	\$ 3,464,813	\$ 4,035,597	\$ 3,870,934	\$ 4,479,621

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Activity					
Personnel Administration	\$ 3,724,783	\$ 3,462,444	\$ 4,031,347	\$ 3,867,359	\$ 4,475,371
Wellness Program	4,571	2,369	4,250	3,575	4,250
Total	\$ 3,729,354	\$ 3,464,813	\$ 4,035,597	\$ 3,870,934	\$ 4,479,621





INTERNAL SERVICE FUNDS

FLEET SERVICES

MISSION: Maintain the City's fleet of vehicles and equipment as efficiently as possible with safety as our number one priority, and to allow the city departments/divisions to meet the needs of the community by fulfilling their service missions in the most effective and efficient manner possible.

DEPARTMENT DESCRIPTION

The Fleet Division is responsible for the purchase, repair and maintenance of city vehicles and equipment. The 332 vehicle fleet includes police vehicles, automobiles, pickup trucks, light utility vehicles, wastewater Vector trucks, street sweepers, cranes, dump trucks, loaders, backhoes, trailers, motor graders, lawn mowers, tractors and other pieces of equipment. Fleet Maintenance also operates the City's fuel facility which provides fuel service for city vehicles and equipment.

FY 2018-2019 HIGHLIGHTS

- ✓ Replaced vehicle lift and upgraded bay area
- ✓ Implemented new fuel tracking software at pumps
- ✓ Added 9 vehicles to City fleet inventory
- ✓ Repaired several vehicles with body damage in-house

FY 2019-2020 OBJECTIVES

- Provide repairs, services, customer service and support to all City Departments at the least possible expense
- Organize repair schedules for routine maintenance of vehicles and equipment
- Eliminate outsourcing heavy truck and equipment diagnostics by having all the diagnostic equipment necessary to repair in-house
- Install a new storage container to free up workspace in the bay areas

PERFORMANCE INDICATORS

MEASURE	FY18 Actual	FY19 Estimate	FY20 Budget
Routine Vehicle Service Calls	2,601	2,314	2,400
City Vehicles	332	341	341
Vehicle Breakdown Service Calls	210	64	65
Gallons Diesel Pumped	44,964	61,648	62,000
Gallons Unleaded Pumped	156,608	146,226	148,000



INTERNAL SERVICE FUNDS

FLEET SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 286,323	\$ 279,147	\$ 299,237	\$ 296,695	\$ 325,616
Services and Other Charges	114,530	116,797	134,170	118,043	132,796
Supplies	684,580	716,956	872,396	801,070	922,230
Property	3,939	5,585	12,800	11,750	10,998
Capital Outlay	51,789	16,899	473,407	375,756	625,672
Depreciation	244,185	278,312	300,000	300,000	300,000
Contingency	-	-	17,105	18,572	15,100
Total	\$ 1,385,346	\$ 1,413,696	\$ 2,109,115	\$ 1,921,886	\$ 2,332,412

Expenditures by Activity					
Fleet Services	\$ 1,011,646	\$ 947,685	\$ 1,486,527	\$ 1,365,767	\$ 1,233,720
Fuel Facility	373,700	466,011	622,588	556,119	1,098,692
Total	\$ 1,385,346	\$ 1,413,696	\$ 2,109,115	\$ 1,921,886	\$ 2,332,412

Staffing					
Foreman/Fleet Services	1.0	1.0	1.0	1.0	1.0
Mechanic II	1.0	1.0	1.0	1.0	1.0
Mechanic I	2.0	2.0	2.0	2.0	2.0
Office Specialist II	1.0	1.0	0.0	0.0	0.0
Office Assistant II	1.0	1.0	0.0	0.0	0.0
Total	6.0	6.0	4.0	4.0	4.0



INTERNAL SERVICE FUNDS

FLEET SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
PERSONNEL COSTS					
Regular Full-Time	201,349	185,574	199,420	197,455	212,800
Other Wages	0	0	0	0	0
Stand By Wages	0	0	0	67	0
Overtime	4,201	2,663	2,618	3,346	4,000
Accrued Leave Paid	1,867	2,417	970	946	2,656
Health Insurance	56,497	64,570	72,150	69,980	79,205
Medicare	2,841	2,595	2,944	2,865	3,182
ICMA Retirement	18,771	17,254	18,284	17,897	19,620
Unemployment Compensation	0	0	0	0	0
Workers Compensation	4,259	4,074	3,714	4,139	4,152
TOTAL CATEGORY	289,785	279,148	300,100	296,695	325,616
SERVICES AND OTHER CHARGES					
Other Professional Services	271	130	4,505	4,016	4,505
<i>Used oil and other fluids disposal service</i>				4,016	4,505
Permitting and Misc Fees	36	64	40	120	360
<i>Vehicle registrations</i>				120	360
Contract Labor	0	6,041	0	0	0
Other Contracted Services	6,426	6,548	8,650	8,150	8,650
<i>Fire extinguisher certification and service</i>				650	650
<i>Vehicle washes</i>				7,500	8,000
Water	7,898	13,187	20,989	7,870	9,995
1285 Alonas Way Acct 0108458				7,190	9,131
1285 Alonas Way Fire Acct 0108462				680	864
Electric	19,381	18,103	20,655	18,025	18,565
Alonas Way Acct 083				2,358	2,428
Alonas Way Acct 137				15,667	16,137
Natural Gas	4,224	2,802	4,400	5,304	5,463
1285 Alonas Way Acct 1059604				5,304	5,463
General Equipment Repairs	534	545	1,000	600	1,000
<i>Shop equipment repairs</i>				600	1,000
Vehicle Repairs and Service	28,011	16,857	10,000	13,000	15,000
<i>Outside Labor for vehicle repairs</i>				13,000	15,000
Maintenance Agreements	0	0	2,097	0	0
Software/Hardware Agreement	5,516	3,800	6,550	7,351	6,650
<i>Electronic Technician software</i>				2,300	2,300
<i>Fleet maintenance software hosting subscription</i>				3,470	0
<i>Heavy Duty vehicle repair software</i>				1,581	1,600
<i>Trouble shooting software</i>				0	2,750
Other Repairs and Maintenance	0	1,372	0	0	0
Office Equipment Lease	2,477	893	3,900	4,326	4,326
<i>Copier Lease</i>				4,326	4,326



INTERNAL SERVICE FUNDS

FLEET SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Property and Risk Insurance	35,760	45,106	46,459	46,459	47,853
Cellular Service	402	401	456	682	720
<i>Cellphone (1)</i>				682	720
Custom Printing	584	0	585	585	0
<i>Repair Work Order forms</i>				585	0
Per Diem	68	124	241	102	241
<i>Engine repair class</i>				102	102
<i>Fleet Pros seminar</i>				0	120
<i>Vehicle pick-up</i>				0	19
Lodging	0	0	475	0	500
<i>Fleet Pros seminar</i>				0	500
Transportation	0	141	215	60	215
<i>Engine repair class</i>				60	65
<i>Fleet Pros seminar</i>				0	100
<i>Vehicle pick-up</i>				0	50
Seminars and Conferences	500	380	2,415	0	2,415
<i>Crane Safety Inspector training & certification</i>				0	1,140
<i>Engine repair classes</i>				0	475
<i>Fleet Pros seminar</i>				0	800
Books and Subscriptions	770	0	978	0	978
<i>Vehicle manuals as needed</i>				0	200
<i>Web manual for equipment</i>				0	778
Dues and Memberships	0	0	310	200	200
<i>Fleet Pros membership</i>				200	200
Towing Charges	0	0	300	230	300
<i>Towing charges</i>				230	300
TOTAL CATEGORY	112,856	116,493	135,220	117,080	127,936
SUPPLIES					
Office Supplies	511	553	900	775	900
<i>Pens, pencils, pads, folders, rubber bands</i>				775	900
Specialty Supplies	1,078	0	0	0	0
Computer Software	2,750	2,300	0	0	0
Shop Supplies	5,559	5,670	9,750	5,425	6,425
<i>Cleaners, gloves, safety goggles</i>				1,000	1,500
<i>Heat shrink, bulbs, fasteners</i>				3,000	3,500
<i>Welding supplies and oxygen</i>				1,425	1,425



INTERNAL SERVICE FUNDS

FLEET SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SUPPLIES					
Gasoline	0	777	1,340	2,480	3,030
1000 gallons @\$2.95/gal				2,400	2,950
1000 gallons Fuel Facility charge @\$0.08/gal				80	80
Tires	68,779	64,345	59,000	60,000	60,000
Tires				60,000	60,000
Oil and Other Lubricants	20,392	16,698	16,000	16,700	17,000
Oil and bulk fluids				16,700	17,000
SUPPLIES					
Auto Parts	211,816	176,843	176,000	178,000	178,000
Auto parts				178,000	178,000
Uniforms	1,670	960	1,180	1,106	1,450
Allowance for replacement boots for 5 Perm FT 1 ea				612	750
New pants for New Perm FT 5 ea				0	100
New shirts for New Perm FT 5 ea				0	75
Replacement pants for 5 Perm FT 3 ea				287	300
Replacement shirts for 5 Perm FT 3 ea				207	225
TOTAL CATEGORY	312,554	268,146	264,170	264,486	266,805
PROPERTY					
Tools	3,939	2,788	4,500	3,500	5,780
Mechanics' small tools and boxes				2,000	3,000
Strong Box Puller set				1,000	0
Tool box with tools for shop				500	2,780
Equipment<\$5,000	0	2,798	8,300	8,250	5,218
(2) 3 Ton Floor Jacks				0	1,080
25 Ton Floor Jack				0	1,941
A/C recovery, recharging and recycling machine				4,000	0
Battery Charger				0	647
Commercial Vacuum				0	1,550
Motor oil pumps				4,250	0
TOTAL CATEGORY	3,939	5,585	12,800	11,750	10,998
CAPITAL OUTLAY					
Machinery and Equipment	0	0	9,300	9,300	0
Vehicle lift				9,300	0
Vehicles	51,789	0	464,107	366,456	200,672
6 seat gas golf cart				0	8,200
PD undercover vehicle - pre-owned (2)				35,000	0
Replace Animal Care vehicle (1)				0	25,500
Replace On-Call Truck				0	52,372
Replace Parks Trucks (3)				0	93,000
Replace PD Forensics van				22,844	0
Replace PD Patrol vehicles (7)				291,792	0
Replace Senior Nutrition Van				16,820	0
Utility Task Vehicles for parks (3)				0	21,600
TOTAL CATEGORY	51,789	0	473,407	375,756	200,672



INTERNAL SERVICE FUNDS

FLEET SERVICES

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
DEPRECIATION					
Depreciation	244,185	278,312	300,000	300,000	300,000
<i>Straight Line Depreciation</i>				300,000	300,000
TOTAL CATEGORY	244,185	278,312	300,000	300,000	300,000
CONTINGENCY					
<i>Contingency</i>	0	0	1,693	0	1,693
FLEET SERVICES					
CONTINGENCY					
<i>Budgeted for unforeseen expenses</i>				0	1,693
TOTAL CATEGORY	0	0	1,693	0	1,693
TOTAL DIVISION	1,015,108	947,685	1,487,390	1,365,767	1,233,720



INTERNAL SERVICE FUNDS

FUEL FACILITY

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
SERVICES AND OTHER CHARGES					
Permitting and Misc Fees	200	200	200	200	200
<i>Underground Storage Tank permit fee</i>				200	200
Other Contracted Services	0	0	2,300	263	3,160
<i>Fuel Facility inspection</i>				263	2,300
<i>Generator Maintenance contract</i>				0	860
Other Repairs and Maintenance	1,474	103	1,500	500	1,500
<i>Fuel Facility repairs</i>				500	1,500
TOTAL CATEGORY	1,674	303	4,000	963	4,860
SUPPLIES					
Gasoline	287,487	330,510	456,742	418,548	515,887
<i>City vehicles/equipment 168,077 gal @\$2.95/gal</i>				402,228	495,827
<i>Non-City vehicles/equipment 6,800 gal @\$2.95/gal</i>				16,320	20,060
Diesel	84,539	118,300	146,434	118,036	139,538
<i>City generators 100 gal @\$3.05/gal</i>				180	305
<i>City vehicles/equipment 43,150 gal @\$3.05/gal</i>				111,382	131,608
<i>Non-City vehicles/equipment 2,500 gal @\$3.05/gal</i>				6,474	7,625
TOTAL CATEGORY	372,026	448,810	603,176	536,584	655,425
CAPITAL OUTLAY					
Site Improvements	0	0	0	0	425,000
<i>Replace fuel tank</i>				0	425,000
Machinery and Equipment	0	16,899	0	0	0
TOTAL CATEGORY	0	16,899	0	0	425,000
CONTINGENCY					
Contingency	0	0	15,412	18,572	13,407
<i>City Sales Fuel Facility Charge Set Aside</i>				16,898	11,733
<i>Non-City Sales Fuel Facility Charge Set Aside</i>				1,674	1,674
TOTAL CATEGORY	0	0	15,412	18,572	13,407
TOTAL DIVISION	373,700	466,012	622,588	556,119	1,098,692
GRAND TOTAL	1,388,808	1,413,696	2,109,978	1,921,886	2,332,412



INTERNAL SERVICE FUNDS

RISK MANAGEMENT

The Risk Management division is responsible for reducing, eliminating or transferring liabilities for loss exposures associated with city operations and for properly disposing of liability claims against the City. The division strives to improve the safety of the City's operations through internal review and employee training. The City is insured through the Arizona Municipal Risk Retention Pool (AMRRP) for Workers' Compensation and liability and excess liability insurance.

Funding Source: Funding is provided through cost recovery to the other departments based on estimated expenditures and employee staffing of each cost center.

The Risk Management Division is part of Personnel Administration and line item information is included in that section.

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Expenditures by Classification					
Personnel Costs	\$ 140,792	\$ 128,315	\$ 136,158	\$ 136,051	\$ 145,186
Services and Other Charges	1,079,723	1,155,383	1,267,712	1,234,347	1,315,898
Supplies	1,031	1,905	1,300	1,350	1,700
Property	9,995	5,497	-	-	-
Capital Outlay	-	8,232	-	-	-
Total	\$ 1,231,541	\$ 1,299,332	\$ 1,405,170	\$ 1,371,748	\$ 1,462,784

Expenditures by Activity					
Risk Management	\$ 884,893	\$ 908,058	\$ 1,044,500	\$ 1,010,778	\$ 1,065,518
Workers Compensation	346,648	391,274	360,670	360,970	397,266
Total	\$ 1,231,541	\$ 1,299,332	\$ 1,405,170	\$ 1,371,748	\$ 1,462,784



CAPITAL PROJECT FUNDS

CAPITAL PROJECT FUNDS

Drainage Improvements
BHC/Laughlin Bridge
Street Improvements
Park Improvements
Street Lighting Districts
Municipal Facilities
Public Safety Improvements
Laughlin Ranch Boulevard
Parking Improvements
Capital Improvement Plan



CAPITAL PROJECT FUNDS

CAPITAL PROJECT FUNDS

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Drainage Improvements					
City Manager	\$ 20,863	\$ 22,182	\$ 23,734	\$ 22,847	\$ 23,429
Street Maintenance	263,287	286,435	115,301	109,601	107,556
Public Works Admin	67,446	103,566	37,804	39,307	33,800
Engineering	104,489	128,776	124,087	82,349	130,303
Drainage Maintenance	39,639	92,030	-	-	-
Capital Outlay	-	-	-	-	-
Capital Projects	876,630	119,877	1,071,645	192,049	1,723,524
BHC/Laughlin Bridge	54	35,567	3,098,704	101,200	3,098,704
Street Improvements	1,100,593	19,981	1,135,000	65,530	1,999,000
Park Improvements	912,097	461,803	1,321,884	1,031,951	1,350,000
Street Lighting Districts					
Finance	2,861	1,568	-	-	-
Energy Costs	63,191	79,624	68,912	67,035	71,246
Municipal Facilities	-	93,400	-	-	462,174
Public Safety					
Police Radio Upgrade	142,333	-	-	-	-
Laughlin Ranch Boulevard	-	3,146,288	1,000,000	939,793	-
Parking Improvements	185	-	-	-	-
Total	\$ 3,593,668	\$ 4,591,097	\$ 7,997,071	\$ 2,651,662	\$ 8,999,736

CAPITAL PROJECT FUNDS

CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is the City's five-year blueprint for creating and maintaining the crucial infrastructure that will support the continued growth and development of Bullhead City. Each year, in conjunction with the annual budget process, the Finance Department coordinates the process of revising and updating the long-range CIP document. The mission statement, values, priority areas, goals, and objectives established by Bullhead City's elected officials determine the broad parameters for incorporating new capital improvement projects into the CIP. Other documents, such as the Bullhead City General Plan, provide valuable information and guidance in the preparation of the capital plan.

The City's professional staff in Administration, Public Works, Finance, and the Police Department participates in the review of past capital project accomplishments and the identification of new projects for inclusion in the plan.

Projects included in the 2020-2024 CIP will form the basis for appropriations in the 2019-2020 fiscal year budget. Some projects will affect the City's budget process five to ten years into the future. Individual projects will continue to be subjected to ongoing community and City Council review and discussion during the annual appropriations process.

The Capital Improvement Plan is also an important public communications medium. The CIP gives residents and businesses a clear and fairly accurate view of the City's long-term direction in the area of capital improvements and a better understanding of the City's ongoing needs for stable revenue sources to fund large or multi-year capital projects.

Capital improvements are the foundation for facilities and amenities within the City. Streets, wastewater treatment plants, park improvements and buildings, and major, one-time acquisitions of equipment, are all considered capital improvements. Projects in the CIP generally cost more than \$50,000 and have a projected minimum life span of five years.

When developing the capital improvement plan, the City must consider the ability to finance the needed projects. This involves prioritization of projects while maximizing use of available financing mechanisms. Since so many projects require the use of debt financing to complete, the capital budget is directly related to the City's debt budget. The use of bonded debt may also require voter authorization. This is acquired through what is known as a bond election. The City's available financing mechanisms include some or all of the following sources:

- Pay-As-You-Go Financing
- Grants and other Intergovernmental Funding
- Carryover Projects/Fund Balance
- Highway User Revenue Fund Bonds
- Revenue Bonds
- Improvement Districts
- Municipal Property Corporation Bonds
- Water Infrastructure Financing Authority

The Capital Improvement Plan obviously impacts the City's debt budget. In most cases the repayment of debt also affects the available revenues for other operating expenses. General long-term debt is budgeted and expended in the debt service funds, while enterprise fund debt is shown in the respective enterprise fund.

The Capital Improvement Plan also impacts the operating budget as projects are completed and operating funds are necessary for the routine maintenance and operation of facilities and equipment including utilities, staffing, repairs, fuel for heavy equipment, and equipment maintenance. Recurring equipment replacement expenses for new patrol cars, street sweepers, and recurring maintenance costs such as street asphalt overlay are also funded through the operating budget. These ongoing costs must be tied to ongoing revenues (i.e., sales tax, user fees, and intergovernmental revenue) to ensure they can be sustained into the future.



CAPITAL PROJECT FUNDS

CAPITAL IMPROVEMENT PLAN

Project Title	FY 20 Budget
Drainage Improvements	
Rotary Park Drainage Improvements	\$100,000
Secret Pass and Silver Creek Washes at Parkway Drainage Improvements	\$1,200,000
FEMA CTP Project	\$50,000
Bullhead Parkway Drainage Stabilization	\$230,000
Miscellaneous Drainage Improvements	\$143,524
Total Drainage Improvements	\$1,723,524
Park Improvements	
Community Park Improvements	\$200,000
Community Park Commercial Boat Launch	\$225,000
Gary Keith Park Improvements	\$100,000
Rotary Park Improvements	\$300,000
Veterans Memorial/Sunshine Marina and Associated Improvements	\$450,000
Total Park Improvements	\$1,275,000
Transportation	
Corwin Road Traffic Signal	\$650,000
Rio Rancho Traffic Signal	\$100,000
Original Bullhead City Road Improvements	\$1,074,000
Mohave Right Turn Lane	\$175,000
Bullhead Parkway Extension	\$3,180,315
Total Transportation	\$5,179,315
Municipal Facilities	
Suddenlink Community Center Gym Air Conditioner Replacement	\$46,000
Senior Nutrition Center Building Rehabilitation	\$416,174
Total Municipal Facilities	\$462,174
Sewer Improvements	
Section 10 WWTP New Tertiary Filter	\$1,298,200
16-2, 18-1 & 18-2 Lift Stations Wet Well Rehabs	\$156,000
Section 18 WWTP Electrical and Controls Upgrade	\$150,000
Manhole Rehabilitation	\$190,000
Miscellaneous Sewer DIP Improvements	\$200,000
Marble Canyon Sewer Extension	\$200,000
Section 10 WWTP Blowers & Controls Replacement	\$650,000
Section 10 & 18 WWTP Facilities Plan	\$150,000
North-South Interlink	\$750,000
Total Sewer Improvements	\$3,744,200
Total FY20 CIP Budget	\$12,384,213



CAPITAL PROJECT FUNDS

CAPITAL IMPROVEMENT PLAN

Category	Planned				
	FY20	FY21	FY22	FY23	FY24
Drainage Improvements					
Buena Vista Abatement	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Landon Drive Drainage Imprvmts	-	350,000	-	-	-
Miracle Mile Drainage Imprvmts	-	450,000	300,000	-	-
Misc Drainage Imprvmts	423,524	820,000	1,200,000	850,000	600,000
Rotary Park Drainage Imprvmts	100,000	35,737	-	-	-
Secret Pass Drainage Imprvmts	1,200,000	115,034	-	-	800,000
Total	\$ 1,723,524	\$ 1,770,771	\$ 1,500,000	\$ 850,000	\$ 2,200,000
Facility Improvements					
Facility Improvements	462,174	-	-	-	-
Total	\$ 462,174	\$ -	\$ -	\$ -	\$ -
Park Improvements					
Community Park Section 12 Improvements	\$ 425,000	\$ 200,000	\$ -	\$ -	\$ -
Gary Keith Prk Imprvmts	100,000	-	-	-	-
Rotary Park Imprvmts	300,000	50,000	50,000	50,000	50,000
Sunshine Marina	450,000	-	-	-	-
Total	\$ 1,275,000	\$ 250,000	\$ 50,000	\$ 50,000	\$ 50,000
Transportation					
BHC Parkway Imprvmts	\$ -	\$ -	\$ 13,000,000	\$ -	\$ -
BHC/Laughlin Bridge 2	3,180,315	-	-	-	-
Misc Street Imprvmts	1,074,000	-	-	-	-
Road Safety Imprvmts	-	371,004	571,923	-	-
Street Construction	175,000	1,200,000	-	1,500,000	-
Traffic Signal Imprvmts	750,000	1,000,000	800,000	-	-
Total	\$ 5,179,315	\$ 2,571,004	\$ 14,371,923	\$ 1,500,000	\$ -
Sewer Improvements					
Lift Station Rehab	\$ 156,000	\$ 444,000	\$ 850,000	\$ 50,000	\$ -
Manhole Rehab	190,000	-	300,000	-	300,000
Misc. Sewer Imprvmts	400,000	200,000	1,050,000	1,350,000	200,000
North-South Interlink	750,000	-	-	-	-
Original BHC Sewer Prj	-	-	-	150,000	-
Sect 10 Plant Imprvmts	2,098,200	50,000	-	1,250,000	500,000
Sect 18 Plant Imprvmts	150,000	504,821	-	-	200,000
Total	\$ 3,744,200	\$ 1,198,821	\$ 2,200,000	\$ 2,800,000	\$ 1,200,000
Total Projects	\$ 12,384,213	\$ 5,790,596	\$ 18,121,923	\$ 5,200,000	\$ 3,450,000

CAPITAL IMPROVEMENT PLAN

Rotary Park Drainage Improvements

Category: Drainage
Department: Public Works
Focus Area: Flood Control

Fund: 304
Department Priority: 1
Project #: 14-C-002

Est. Completion Date: 2020
Location: Rotary Park

Total Project Cost: \$225,000
FY2021-2024 Planned: \$35,737

Prior Year(s) Funding: \$89,263
Remaining Need: \$0
FY2020 Budget: \$100,000

Funding Source(s): Flood Control

Description & Discussion: This project consists of the design and construction of flood control channels, retention basins, erosion protection and re-grading of areas that carry flood waters and other related drainage improvements. Rotary Park is located at the bottom of some sizable drainage tributaries, and therefore is impacted during storm events.

Rock has been placed along the pickleball and soccer fields to control erosion and direct waterflow, and improve the appearance of the

park entrances. Additional material is needed to continue the remaining areas in the park.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	100,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$100,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Secret Pass and Silver Creek Washes at Parkway Drainage Improvements

Category: Drainage
Department: Public Works

Fund: 304
Department Priority: 1

Est. Completion Date: 2021
Location: Secret Pass/Silver Creek Washes

Focus Area: Flood Control

Project #: 15-E-012

Total Project Cost: \$1,245,000
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$45,000
FY2020 Budget: \$1,200,000
Remaining Need: \$0

Funding Source(s): Flood Control

Description & Discussion: This project consists of the design and construction of improvements including armored levees, grading and other improvements to protect the Bullhead Parkway and the drainage structures at the Silver Creek and Secret Pass Washes crossings.

Drainage issues and concerns at the Secret Pass and Silver Creek Wash crossings of the Parkway will be addressed in order to protect the integrity of the Parkway and the functionality of the wash crossing structures and provide repair and protection of existing infrastructure.

During several storms over the past few years, in particular one that occurred in October 2015, it has been discovered that the upstream flow patterns in both washes have changed, and the diverted flows now threaten to overtop and wash out the Parkway at both locations, as well as cause significant damage to the existing drainage structures at each crossing. Silver Creek Wash has already been evaluated hydraulically under the FEMA CTP Project 2016 in detail so that permanent improvements, including armored levees, can be designed. The same will occur at Secret Pass Wash. These improvements will significantly reduce storm cleanup efforts and enhance emergency and public access to these areas.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	\$1,200,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$1,200,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0





CAPITAL IMPROVEMENT PLAN

FEMA CTP Project

Category: Drainage

Department: Public Works

Focus Area: Flood Control

Fund: 304

Department Priority: 1

Project #: Not yet assigned

Est. Completion Date: 2020

Location: Various

Total Project Cost: \$50,000

FY2021-2024 Planned: \$50,000

Prior Year(s) Funding: \$0

Remaining Need: \$0

FY2020 Budget: \$50,000

Funding Source(s): Flood Control

Description & Discussion: Project 1 from the FEMA CTP FFY 19 will be Fox Wash, Soto Wash, and Bojorquez Wash Floodplain Delineation Study. The City and Mohave County will enter into an IGA for this project to facilitate Mohave County obtaining the FEMA grant on behalf of the City for the project, which will be funded \$43,815 by FEMA and \$14,605 by the City for floodplain mapping. Additionally, community outreach will be performed as well, working with the community on floodplain mapping changes.

The FEMA CTP Projects consist of consultant evaluations of flood risks within the City by conducting First Order Approximations (FOAs) for most of the City's watercourses. Utilizing detailed hydraulic analysis previously prepared for the City, a Letter of Map Revisions (LOMRs)

is prepared for areas that will remap the existing floodplains to more accurately delineate the floodplain. Subsequent year projects will concentrate on other areas of floodplain mapping and improvements.

FY2020 Budget Distribution

Planning/Design	50,000
Acquisition/Relocation	-
Site Improvements	-
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$50,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



FEMA

CAPITAL IMPROVEMENT PLAN

Bullhead Parkway Drainage Stabilization

Category: Drainage
Department: Public Works
Focus Area: Flood Control

Fund: 304
Department Priority: 1
Project #: Not Yet Assigned

Est. Completion Date: 2021
Location: Bullhead Parkway

Total Project Cost: \$400,000
FY2021-2024 Planned:
\$170,000

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$230,000

Funding Source(s): Flood Control

Description & Discussion: This project consists of the backfill and stabilization of eroded areas along the Bullhead Parkway.

Stabilizing the slopes on the Parkway will prevent further damage to the roadway and surrounding areas and help stabilize the washes downstream from the road crossings.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	230,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$230,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Miscellaneous Drainage Improvements

Category: Drainage
Department: Public Works
Focus Area: Flood Control

Fund: 304
Department Priority: 2
Project #: Various

Est. Completion Date: Ongoing
Location: City-wide

Total Project Cost: N/A
FY2021-2024 Planned:
 \$800,000

Prior Year(s) Funding: N/A
Remaining Need: \$200,000

FY2020 Budget: \$143,524

Funding Source(s): Flood Control

Description & Discussion: This project consists of the design and construction of a variety of different flood control improvements and repairs to public property, rights-of-way and infrastructure. Work can include channelization, retention basins, storm sewers, pavement and concrete repair, diversion levees, and other related flood works. The reduction of sedimentation, erosion and flooding in various portions of the community will significantly reduce storm cleanup efforts, will enhance emergency and public access to these areas.

Each year the City attempts to improve and protect portions of the community from flood damage and numerous areas have been addressed, with many more on the drawing board. Examples of areas that have been addressed in previous years Mohave Wash Drainage Maintenance, Corwin Wash Rip-Rap, Nancy Ct Wash Maintenance and Silver Creek

Diversion Berm. The drainage projects for Fiscal Year 2020 will include Riverfront Dr/Clubhouse Dr Drainage Improvements, Desert Foothills Channels, cleaning and maintenance of the SR 95 Wash Culvert at Community Park, and Baseline/Ramar Drainage Improvements.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	143,524
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$143,524

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Community Park Improvements

Category: Parks	Fund: 312	Est. Completion Date: TBD
Department: Public Works and Parks Maintenance	Department Priority: 1	Location: Community Park
Focus Area: Park Improvement	Project #: 17-C-001	
Total Project Cost: TBD	Prior Year(s) Funding: \$160,262	FY2020 Budget: \$200,000
FY2021-2024 Planned: \$200,000	Remaining Need: TBD	

Funding Source(s): General Fund

Description & Discussion: The development of Community Park has been a city priority for the past decade or more. The City has made significant progress on this park development with the recent adoption of a plan of development for the entire project. The first phase encompassed the west side of Hwy 95 with an emphasis on public access to the Colorado River. The oldest ballfield on the south side of the Chamber of Commerce has been removed. Additional public access will be created in this area, along with parking and simple beach front amenities.

Amenities to be constructed in FY 19-20 include a redesigned main entrance and lighting, decomposed granite for the Museum outdoor display, sidewalk for Museum, and continuing with beach and parking improvements.

The overall development of Community Park will take many years and will need continual financial support.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	200,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$200,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Community Park Commercial Boat Launch

Category: Parks	Fund: 312	Est. Completion Date: 2020
Department: Public Works and Parks Maintenance	Department Priority: 1	Location: Community Park
Focus Area: Park Improvement	Project #: Not yet assigned	
Total Project Cost: \$225,000	Prior Year(s) Funding: \$0	FY2020 Budget: \$225,000
FY2021-2024 Planned: \$0	Remaining Need: \$0	

Funding Source(s): General Fund

Description & Discussion:

Staff has been approached with the request of a Commercial Boat Launch at Community Park.

Due to the large number of wave runners and jet skis on the river, the Jet Ski Rental companies could utilize a boat launch for their use for commercial launching. Residents and guests will continue to have full access to the other launch ramps at Community Park. With a separate ramp for the businesses, this will keep the public ramps open for park guests.

This launch ramp will be located on the north side of the park

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	225,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$225,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0

Proposed Site



CAPITAL IMPROVEMENT PLAN

Rotary Park Improvements

Category: Parks

Fund: 312

Est. Completion Date: On-Going

Department: Parks & Recreation

Department Priority: 1

Location: Rotary Park

Focus Area: Park Improvement

Project #: Various

Total Project Cost: Over \$2,000,000

Prior Year(s) Funding: Over \$2,000,000

FY2020 Budget: \$300,000

FY2021-2024 Planned: \$200,000

Remaining Need: TBD

Funding Source(s): General Fund

Description & Discussion: This project consists of the design and construction of new ball fields (baseball, softball, soccer and football), installation of lighting and other amenities to new and existing ball fields, and additional trails and associated facilities with Rotary Park.

A 15-acre multi-use field has been constructed in Rotary Park and will require lighting and other improvements. The Tri-Plex and Four-Plex have been completed. ADA compliant ramps have been installed at the fields. Additional field lighting was installed in 2018.

Amenities will be added to the park in Fiscal Year 2019-20 will be construction of a new parking lot.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	300,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$300,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0

Proposed Site



CAPITAL IMPROVEMENT PLAN

Veterans Memorial/Sunshine Marina and Associated Improvements

Category: Parks	Fund: 312	Est. Completion Date: 2021
Department: Public Works	Department Priority: 1	Location: Sunshine Marina/Veterans Memorial
Focus Area: Park Improvement	Project #: 13-C-003	
Total Project Cost: \$450,000	Prior Year(s) Funding: \$0	FY2020 Budget: \$450,000
FY2021-2024 Planned: \$0	Remaining Need: \$0	

Funding Source(s): ASLD Grant (\$400,000) General Fund (\$50,000)

Description & Discussion: This project consists of the design and reconstruction of the existing boat ramp and parking lot at Veterans Memorial Park at Sunshine Marina and the construction of a courtesy dock at the boat ramp, utilizing a grant from the US Fish and Wildlife Service through Arizona Game and Fish. In early 2015, staff obtained approval of the project from ASLD who agreed to increase lease terms to 25 years. Staff is in the process of obtaining the permit and grant funding.

Improvements will consist of the reconstruction of the existing boat ramp into a more functional and accessible ramp. The parking lot will also be expanded to accommodate more

parking for boat trailers and passenger vehicles.

FY2020 Budget Distribution

Planning/Design	25,000
Acquisition/Relocation	-
Site Improvements	425,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$450,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Corwin Road Traffic Signal

Category: Transportation
Department: Public Works
Focus Area: Street Maintenance

Fund: 313
Department Priority: 1
Project #: 15-E-009

Est. Completion Date: 2020
Location: Highway 95 & Corwin

Total Project Cost: \$756,758

Prior Year(s) Funding:
\$106,758

FY2020 Budget: \$650,000

FY2021-2024 Planned: \$0

Remaining Need: \$0

Funding Source(s): Highway User Revenue Funds (HURF)

Description & Discussion: This project consists of the construction of a traffic signal at the intersection of Highway 95 and Corwin Road. Data has shown a number of vehicle accidents have occurred from south of city limits to Long Avenue near the Mohave Crossroads Shopping Center, including three fatalities. This signal will help minimize accidents caused by drivers attempting to make a left turn at the top of the hill from Corwin.

The City is working with Arizona Department of Transportation (ADOT) on this project. ADOT will pursue Minor Project Funding to construct a southbound turn lane at Highway 95 and Marina. This will compensate the City for two-thirds the cost of design and construction of

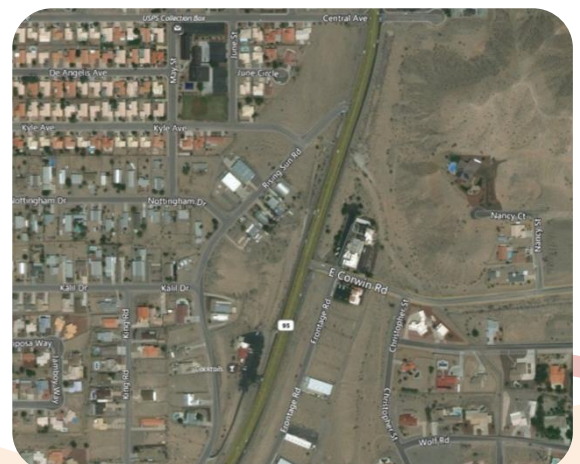
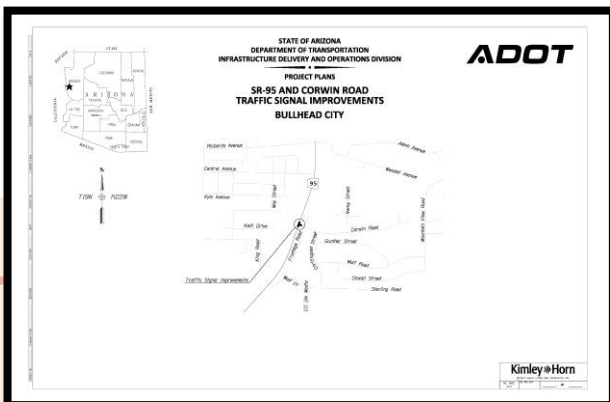
the Corwin signal. Design of the signal intersection was administered by the City and has been completed. The funds requested for FY 19-20 are for construction and completion of the project.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	-
Construction	650,000
Furniture/Fixtures/Equipment	-
Other	-
Total	\$650,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Rio Rancho Traffic Signal

Category: Transportation
Department: Public Works
Focus Area: Street Maintenance

Fund: 313
Department Priority: 1
Project #: 19-E-003

Est. Completion Date: 2022
Location: Rio Rancho and SR95

Total Project Cost: \$1,900,000
FY2021-2024 Planned:
\$1,800,000

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$100,000

Funding Source(s): Highway User Revenue Funds (HURF)

Description & Discussion: This project consists of the design and construction of a traffic signal at the intersection of Highway 95 and Rio Rancho, including the closure of Merrill Avenue at Highway 95.

The City will proceed with the acquisition of State lands for a new frontage road from Merrill Avenue to Rio Rancho. This will make public access to a safer route with a controlled intersection with a traffic signal.

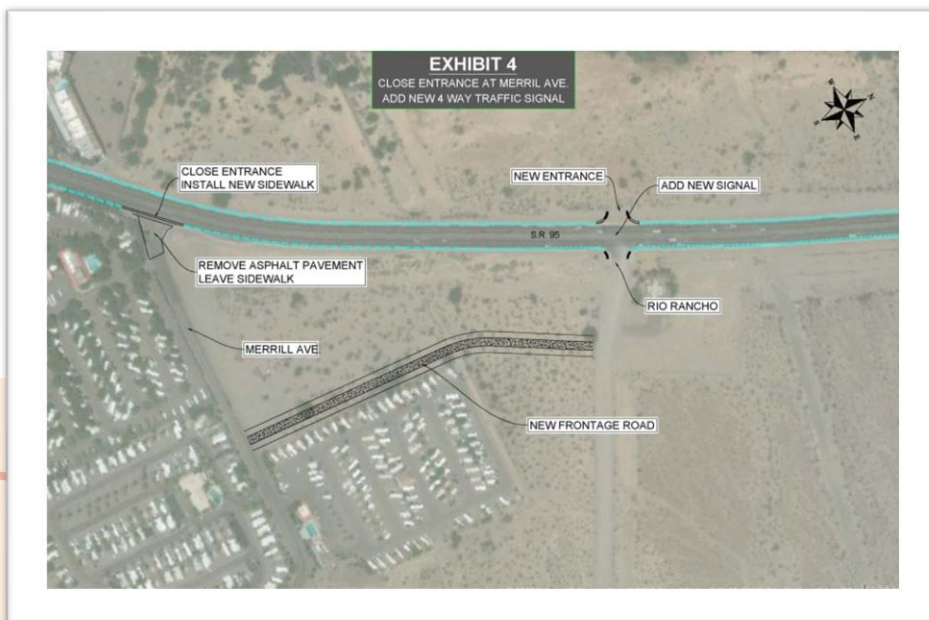
The City is working with Arizona Department of Transportation (ADOT) on this project.

FY2020 Budget Distribution

Planning/Design	65,000
Acquisition/Relocation	35,000
Site Improvements	-
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$100,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Original Bullhead Roadway Improvements

Category: Transportation	Fund: 313	Est. Completion Date: 2020
Department: Public Works	Department Priority: 1	Location: Original Bullhead City area west of Highway 95
Focus Area: Street Maintenance	Project #: 17-E-016	
Total Project Cost: \$1,074,000	Prior Year(s) Funding: \$0	FY2020 Budget: \$1,074,000
FY2021-2024 Planned: \$0	Remaining Need: \$0	

Funding Source(s): CDBG (\$667,271), Highway User Revenue Funds (HURF) (\$236,729), Flood Control Funds (\$170,000)

Description & Discussion: This project consists of road improvements in the Original Bullhead City area just south of Bullhead-Laughlin Bridge. This project is funded by a Community Development Block Grant from the Arizona Department of Housing (ADOH). ADOH works with Western Arizona Council of Governments (WACOG) and eligible applicants such as Bullhead City.

The project consists of drainage and roadway improvements in Original Bullhead City west of Highway 95. Approximately 1.7 miles of existing roadway will be reconstructed, and curb, gutter and sidewalk will be added. Original Bullhead was identified as a qualifying

area because it is generally a low-moderate income residential area with deteriorating streets.

FY2020 Budget Distribution	
Planning/Design	148,000
Acquisition/Relocation	-
Site Improvements	926,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$1,074,000
Future Yearly Operating Impact	
New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Mohave Drive Right Turn Lane

Category: Transportation
Department: Public Works

Fund: 313
Department Priority: 1

Est. Completion Date: 2020
Location: Mohave Dr. at Miracle Mile

Focus Area: Street Maintenance **Project #:** 19-E-002

Total Project Cost: \$175,000
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$175,000

Funding Source(s): Highway User Revenue Funds (HURF)

Description & Discussion: This project consists of the redesign of the right turn lane on Mohave Drive traveling east from Highway 95.

This area on Mohave Drive in front of the first driveway for Walmart has been a safety issue addressed by both Arizona Department of Transportation (ADOT) and the City of Bullhead City. In 2010, WACOG and the City received a Highway Safety Improvements study performed by ADOT, in which Mohave Drive was one of the areas addressed. The City received the funding to add a concrete curb and making a right turn only from the Walmart driveway. Staff has received numerous requests

to redesign this section for safety. City staff will design the new right-turn lane.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	175,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$175,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Bullhead Parkway Extension

Category: Transportation
Department: Public Works
Focus Area: Bridges

Fund: 315
Department Priority: 1
Project #: 17-E-020

Est. Completion Date: 2020
Location: Bullhead Parkway

Total Project Cost: \$3,315,882

Prior Year(s) Funding:
\$135,567

FY2020 Budget: \$3,180,315

FY2021-2024 Planned: \$0

Remaining Need: \$0

Funding Source(s): Bond Proceeds \$2,780,315 & Flood Control Funds (\$400,000)

Description & Discussion: This project is for the right-of-way acquisition and construction of the approach roadway for Bullhead Parkway for the Second Bridge, from its current terminus near Mohave Crossroads to the new bridge over the Colorado River.

The City, Clark County and Regional Transportation Commission of Southern Nevada have conducted considerable planning and an extensive environmental analysis complying with NEPA regulations has been undertaken and completed on this project, which consisted of 5 lanes of traffic plus multimodal facilities, culminating in the issuance of a Finding of No Significant Impact (FONSI) by the Federal Highway Administration (FHWA) to consider a phased approach to constructing the bridge, which would consist of a 2-lane bridge and sidewalks/bike path, which was approved on January 22, 2015.

Additional maintenance of the bridge would be required and would be shared by Bullhead City and Clark County. The second bridge would enhance access to the southern portion of Laughlin and Bullhead City, and will lessen traffic on the northern portions of State Route 95 through Bullhead City, thereby reducing congestion and other impacts associated with higher traffic volumes.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	-
Construction	3,180,315
Furniture/Fixtures/Equipment	-
Other	-
Total	\$3,180,315

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Suddenlink Community Center Gym Air Conditioner Replacement

Category: Municipal Facilities
Department: Parks Maintenance
Focus Area: Facility Improvements

Fund: 314
Department Priority: 1
Project #: Not yet assigned

Est. Completion Date: 2020
Location: Suddenlink Community Center Gym

Total Project Cost: \$46,000
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$46,000

Funding Source(s): General Fund

Description & Discussion:

Suddenlink Community Center was acquired by the City in 2013. Since then, renovations have occurred in order to have a quality center for the community.

The gym is used consistently by the community for sports events, meetings, church groups, etc. The gym is the largest building on the property. After many attempts to repair the existing unit, staff has determined that the entire air conditioning unit will need to be replaced.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	-
Construction	-
Furniture/Fixtures/Equipment	46,000
Other	-
Total	\$46,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Senior Nutrition Center Rehabilitation

Category: Municipal Facilities
Department: Public Works

Fund: 314
Department Priority: 1

Est. Completion Date: 2020
Location: Senior Nutrition Center

Focus Area: Facility Improvements

Project #: Not yet assigned

Total Project Cost: \$416,174
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$416,174

Funding Source(s): CDBG Grant (\$416,174)

Description & Discussion:

This project will consist of the rehabilitation of the Senior Nutrition Center.

The City acquired the Nutrition Center in 2012 and is in much need of repairs. Improvements will include new flooring and appliances, roof and ceiling repairs, improved lighting, and possibly a breezeway connecting the Nutrition Center to the Senior Center.

The City is eligible to receive \$416,174 in Community Development Block Grant (CDBG) funding for fiscal year 2019-20. Design and administration costs are allowed to be paid out

of the grant. This will enable the project to be fully funded.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	-
Construction	-
Furniture/Fixtures/Equipment	416,174
Other	-
Total	\$416,174

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Section 10 Wastewater Treatment Plant New Tertiary Filter

Category: Wastewater
Department: Public Works

Fund: 501
Department Priority: 1

Est. Completion Date: 2020
Location: Section 10
Wastewater Treatment Plant

Focus Area: Sewer
Improvements

Project #: 18-E-014

Total Project Cost: \$1,300,000
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$1,800
Remaining Need: \$0

FY2020 Budget: \$1,298,200

Funding Source(s): Enterprise Fund

Description & Discussion: This project consists of the design, purchase and installation of a new tertiary effluent wastewater filter system and associated piping, controls and power, to replace one of the existing sand filters which are over 20 years old and have reached the end of their useful life.

The new filter will also provide additional filtration capacity at the plant, which is needed due to the increase of flows at the plant.

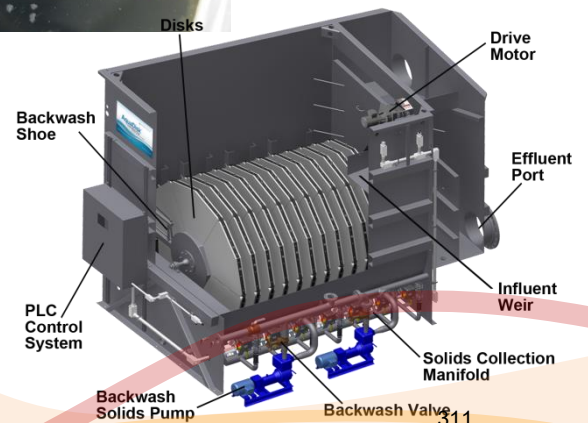
FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	1,298,200
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$1,298,200

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0

Current Filter System



CAPITAL IMPROVEMENT PLAN

16-2, 18-1 & 18-2 Lift Stations Wet Well Rehabs

Category: Wastewater
Department: Public Works

Fund: 501
Department Priority: 1

Est. Completion Date: 2021
Location: 16-2, 18-1 & 18-2 Lift Stations

Focus Area: Sewer Improvements

Project #: Not yet assigned

Total Project Cost: \$600,000
FY2021-2024 Planned: \$444,000

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$156,000

Funding Source(s): Enterprise Fund

Description & Discussion: This project consists of the rehabilitation of the concrete wet wells at these lift stations, including the bypassing of wastewater flows at each site, the removal of all deteriorated concrete from the insides of each wet well, the placement of new concrete to repair the wet well walls and then the coating of each wet well with a protective coating to prevent/inhibit corrosion of the concrete in the future.

These concrete wet wells have experienced significant corrosion and will continue to corrode until they have become structurally

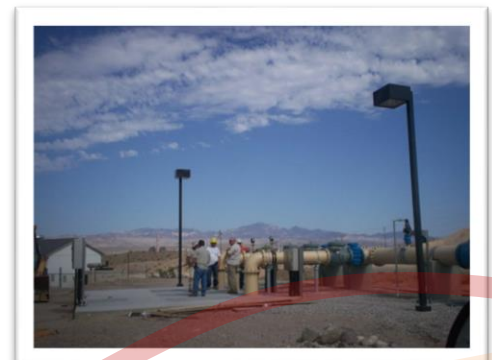
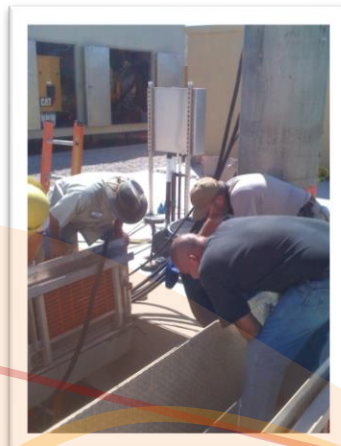
unsound unless the process is halted and the structures are repaired.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	156,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$156,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Section 18 Wastewater Treatment Plant Electrical and Controls Upgrade

Category: Wastewater
Department: Public Works

Fund: 501
Department Priority: 1

Est. Completion Date: 2021
Location: Section 18
Wastewater Treatment Plant

Focus Area: Sewer
Improvements

Project #: 18-E-008

Total Project Cost: \$700,000
FY2021-2024 Planned:
\$504,821

Prior Year(s) Funding: \$45,179
Remaining Need: \$0
FY2020 Budget: \$150,000

Funding Source(s): Enterprise Fund

Description & Discussion: This project consists of the design and construction of new, updated electronic and solid state controls and electrical equipment for the Section 18 Wastewater Treatment Plant.

This treatment plant was expanded in 2007 when development began in Laughlin Ranch and the surrounding area east of the Parkway, and services the entire northern portion of the City at this time. The electrical controls and equipment are from the original construction and have reach and within the next few years will reach the end of their life expectancy.

The new electrical controls and equipment will provide more reliable operation of the treatment plant and will also allow greater

flexibility in operation of the plant. This will enhance energy and operational efficiency and emergency response, and should reduce or even eliminate most electrical failures at the plant.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	150,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$150,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Manhole Rehabilitation

Category: Wastewater
Department: Public Works
Focus Area: Sewer Improvements

Fund: 501
Department Priority: 3
Project #: Not yet assigned

Est. Completion Date: 2025
Location: Various

Total Project Cost: \$1,500,000
FY2021-2024 Planned: \$600,000

Prior Year(s) Funding: \$0
Remaining Need: \$710,000

FY2020 Budget: \$190,000

Funding Source(s): Enterprise Fund

Description & Discussion: This project consists of the rehabilitation of existing sewer manholes which have exhibited severe corrosion of the concrete utilizing one of two methods; polymer aggregate inserts or cleaning/prepping and recoating with corrosion resistant concrete.

Phase 1 of this project was bid out in early 2014 as a combined project, with both types of rehabilitation in the same project, however only one bid was received and exceeded the estimate, therefore the project was bid out in 2015 utilizing just one of the rehabilitation methods (recoating). Phase 1 was successfully completed utilizing the recoating method, and future projects will concentrate on this method.

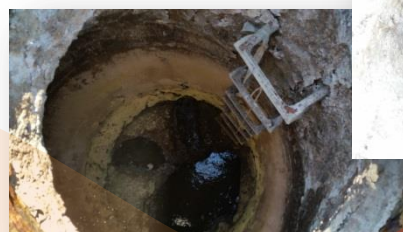
Ultimately, this will enhance the sewer collection system by maintaining adequate access to the sewer lines for maintenance, cleaning and monitoring.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	190,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$190,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Miscellaneous Sewer DIP Improvements

Category: Wastewater
Department: Public Works
Focus Area: Sewer Improvements

Fund: 501
Department Priority: 2
Project #: Various

Est. Completion Date: Ongoing
Location: Various

Total Project Cost: \$200,000 annually

Prior Year(s) Funding: N/A

FY2020 Budget: \$200,000

FY2021-2024 Planned: \$800,000

Remaining Need: \$200,000/year

Funding Source(s): Enterprise Fund

Description & Discussion: This project consists of the design and construction of a variety of miscellaneous sewer improvements and repairs of the remaining ductile iron pipe (DIP), manholes, vaults, borings and related activities.

A variety of improvements have been undertaken over the years including the upsizing of sewer mains, repair of pipe and manholes, pump out and abandonment of septic tanks and other vaults, etc.

These improvements and repairs protect the environment and the public health by upsizing sewer facilities to eliminate surcharging and corrosion of manholes and reduce operating

costs and efforts by reducing sewer plugging, reduce wastewater treatment operations, improve energy efficiency, etc.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	200,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$200,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Marble Canyon Sewer Extension

Category: Wastewater
Department: Public Works
Focus Area: Sewer Improvements

Fund: 501
Department Priority: 1
Project #: 19-E-009

Est. Completion Date: 2020
Location: Marble Canyon Apartments

Total Project Cost: \$200,000
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$200,000

Funding Source(s): Enterprise Fund

Description & Discussion: This project is for a sewer extension for Marble Canyon. This extension will run from Miracle Mile east approximately 500 feet to serve Marble Canyon Manor Apartments.

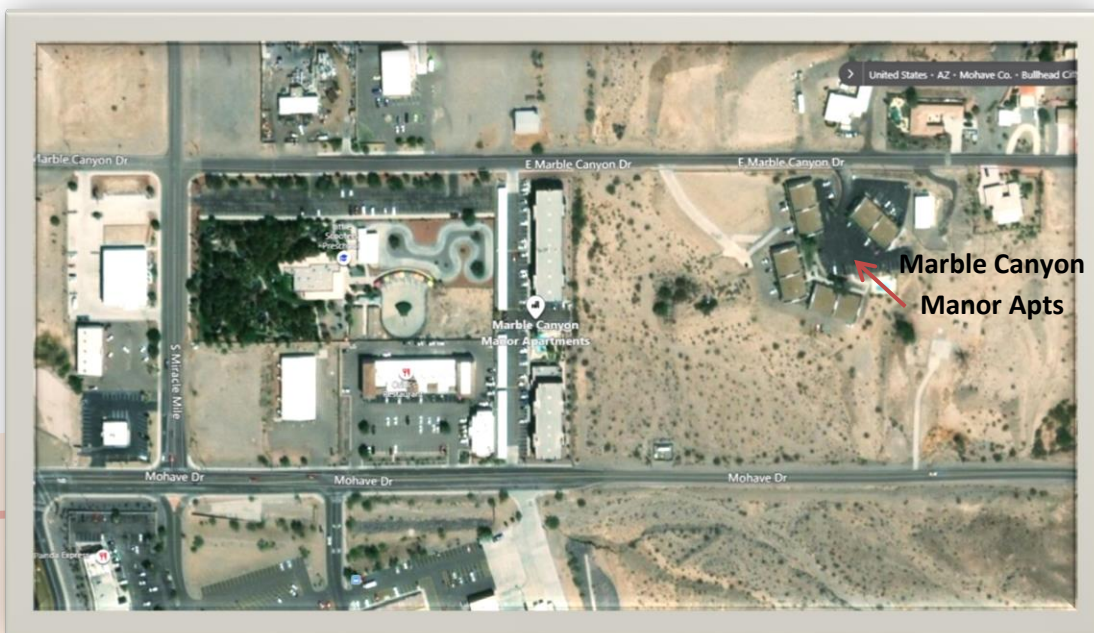
Due to the failing septic system of the apartments, the property owner now has to hook up to City sewer. The City will extend the sewer main to enable the property owner to connect to the main line. The property owner will be responsible for sewer hook-up to their property.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	200,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$200,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Section 10 Wastewater Treatment Plant Blowers & Controls Replacement

Category: Wastewater
Department: Public Works

Fund: 501
Department Priority: 2

Est. Completion Date: 2020
Location: Section 10
Wastewater Treatment Plant

Focus Area: Sewer
Improvements

Project #: 19-E-013

Total Project Cost: \$650,000
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$650,000

Funding Source(s): Enterprise Fund

Description & Discussion: This project consists of the replacement of the primary aeration blowers at the Section 10 WWTP. The controls will also be upgraded to work with the new blowers.

The existing blowers are nearing the end of their useful life and will need to be replaced shortly. Because of the age of the blowers and the existing controls, both are outdated and the controls system will require upgrading to function properly with the new blowers.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	650,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$650,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

Section 10 & 18 Wastewater Treatment Plants Facilities Plan

Category: Wastewater
Department: Public Works

Fund: 501
Department Priority: 1

Est. Completion Date: 2021
Location: Section 10 & 18
Wastewater Treatment Plants

Focus Area: Sewer
Improvements

Project #: Not yet assigned

Total Project Cost: \$200,000

Prior Year(s) Funding: \$0

FY2020 Budget: \$150,000

FY2021-2024 Planned: \$50,000

Remaining Need: \$0

Funding Source(s): Enterprise Fund

Description & Discussion: This project will conduct an extensive, comprehensive evaluation of all aspects of the Section 10 and 18 Wastewater Treatment Plants (WWTP).

This includes the preparation of a detailed model of the biological and physical treatment processes of and hydraulic flow through the plant, an evaluation of the structural, mechanical and electrical condition of the major WWTP equipment, structures and buildings, and the identification of processes, facilities and equipment required to meet future flow and regulatory permit requirements for the next 20 years. An in-depth evaluation will be performed to determine ways to optimize all processes, structures and equipment involved with the treatment and

reuse/disposal of wastewater and bio-solids. The future needs of the facility will be identified and prioritized as a part of the study.

Section 10 and Section 18 WWTPs will be evaluated under the same project.

FY2020 Budget Distribution

Planning/Design	150,000
Acquisition/Relocation	-
Site Improvements	-
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$150,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



CAPITAL IMPROVEMENT PLAN

North-South Interlink

Category: Wastewater
Department: Public Works

Fund: 501
Department Priority: 1

Est. Completion Date: 2022
Location: North and South ends of City limits

Focus Area: Sewer Improvements

Project #: 18-E-006

Total Project Cost: \$750,000
FY2021-2024 Planned: \$0

Prior Year(s) Funding: \$0
Remaining Need: \$0

FY2020 Budget: \$750,000

Funding Source(s): Enterprise Fund

Description & Discussion: This project is for more flexibility in operations of both Section 10 and Section 18 Wastewater Treatment Plants.

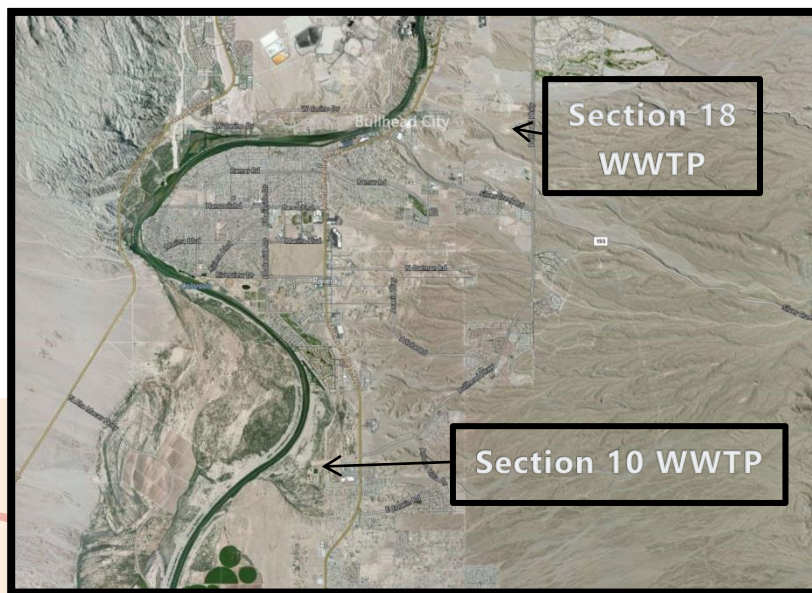
This new 12" interlink line will add to the existing 8" interlink line capacity by routing flows from/to either of these two plants. This will help direct flows where more capacity of effluent demand exists so our resources are optimally utilized.

FY2020 Budget Distribution

Planning/Design	-
Acquisition/Relocation	-
Site Improvements	750,000
Construction	-
Furniture/Fixtures/Equipment	-
Other	-
Total	\$750,000

Future Yearly Operating Impact

New Staffing	-
Operational Costs	-
Total	\$0



APPENDIX

Legal Schedules Schedule A

City of Bullhead City
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2020

Fiscal Year	Sch	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2019 Adopted/Adjusted Budgeted Expenditures/Expenses*	E 1	27,410,142	8,587,013	4,741,702	8,379,018	0	14,663,728	7,550,745	71,332,348	
2019 Actual Expenditures/Expenses**	E 2	26,165,037	6,895,647	4,878,303	2,714,662	0	12,801,666	7,164,568	60,619,883	
2020 Fund Balance/Net Position at July 1***	3	11,601,382	4,197,425	1,592,836	6,540,274		5,366,603	388,183	29,686,703	
2020 Primary Property Tax Levy	B 4	0							0	
2020 Secondary Property Tax Levy	B 5								0	
2020 Estimated Revenues Other than Property Taxes	C 6	31,995,621	6,680,573	2,383,727	2,608,825	0	13,705,124	7,548,303	64,922,173	
2020 Other Financing Sources	D 7	2,807,000	0	0	0	0	0	0	2,807,000	
2020 Other Financing (Uses)	D 8	0	0	0	0	0	0	0	0	
2020 Interfund Transfers In	D 9	69,989	1,065,727	2,205,067	1,863,124	0	685,069	375,672	6,264,648	
2020 Interfund Transfers (Out)	D 10	3,885,509	1,930,817	0	320,000	0	128,322	0	6,264,648	
2020 Reduction for Amounts Not Available:	11									
LESS: Amounts for Future Debt Retirement:									0	
Future Capital Projects									0	
Maintained Fund Balance for Financial Stability		10,255,646							10,255,646	
									0	
									0	
2020 Total Financial Resources Available	12	32,332,837	10,012,908	6,181,630	10,692,223	0	19,628,474	8,312,158	87,160,230	
2020 Budgeted Expenditures/Expenses	E 13	30,269,967	9,196,823	4,911,202	9,081,347	0	19,364,194	8,274,817	81,098,350	

EXPENDITURE LIMITATION COMPARISON

1 Budgeted expenditures/expenses
2 Add/subtract: estimated net reconciling items
3 Budgeted expenditures/expenses adjusted for reconciling items
4 Less: estimated exclusions
5 Amount subject to the expenditure limitation
6 EEC expenditure limitation

2019	2020
\$ 71,332,348	\$ 81,098,350
(9,567,655)	(5,550,341)
61,764,693	75,548,009
21,659,135	27,652,746
\$ 40,105,558	\$ 47,885,263
\$ 48,487,163	\$ 49,957,445

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

**City of Bullhead City
Tax Levy and Tax Rate Information
Fiscal Year 2020**

	<u>2019</u>	<u>2020</u>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ _____	\$ _____
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ _____	\$ _____
B. Secondary property taxes	\$ _____	\$ _____
C. Total property tax levy amounts	\$ _____	\$ _____
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ _____	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	_____	_____
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating <u>22</u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year 2020

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
GENERAL FUND			
Local taxes			
City sales	\$ 13,789,160	\$ 13,788,160	\$ 14,282,775
Franchise	748,100	737,435	786,060
Transient Occupancy(Bed)	75,000	75,600	100,952
Licenses and permits			
Business and non-business	184,500	183,355	187,620
Building	676,056	662,491	770,500
Animal	26,320	26,407	27,100
Intergovernmental			
State shared income tax	4,906,752	4,874,350	5,327,663
State shared sales tax	3,966,986	4,013,077	4,230,000
Auto	2,615,453	2,605,069	2,799,862
Federal grant			69,826
State grant			81,000
Charges for services			
Special police services	974,721	1,013,310	1,281,007
Parks and recreation	289,375	158,352	299,650
Planning and zoning	199,540	357,091	362,950
Animal	174,000	73,780	174,500
Miscellaneous	19,000	19,000	19,000
Fines and forfeits			
Court fines, sanctions and forfeitures	766,000	576,097	593,452
Court fees	165,500	167,141	172,155
Interest on investments			
Investment income	31,000	86,724	68,749
Contributions			
Voluntary contributions	12,000	14,278	15,000
Parks and recreation sponsorships	67,700	58,100	78,100
Miscellaneous			
Rents	93,010	81,842	105,700
Animal spay/neuter	35,000	34,450	37,000
Other	90,000	160,000	125,000
Total General Fund	\$ 29,905,173	\$ 29,766,109	\$ 31,995,621

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
Streets (HURF)			
State shared gasoline	\$ 3,709,341	\$ 4,057,057	\$ 4,291,448
Miscellaneous	1,000	4,360	2,500
Investment income	900	8,000	4,000
	\$ 3,711,241	\$ 4,069,417	\$ 4,297,948
Transit			
Federal Grants	\$ 1,012,825	\$ 810,925	\$ 870,925
Charges for service	185,000	176,000	185,000
Voluntary donations	3,000	3,000	3,000
Sponsorships	40,000		
Miscellaneous	1,200	1,200	1,200
	\$ 1,242,025	\$ 991,125	\$ 1,060,125
Special Events			
Charges for service	\$ 252,446	\$ 46,586	\$ 68,870
Sponsorships	71,604	44,600	69,453
Miscellaneous			5,000
	\$ 324,050	\$ 91,186	\$ 143,323
Water Impost			
Charges for service	\$ 470,000	\$ 541,708	\$ 542,000
Investment income	1,600	7,500	8,022
Other	2,000		
	\$ 473,600	\$ 549,208	\$ 550,022
Bullhead City Sr Nutrition			
Federal grants	\$ 107,894	\$ 108,454	\$ 129,593
State grants	53,421	45,156	54,007
Private Grant	108,000	20,000	20,000
Voluntary donations	78,746	79,469	66,900
	\$ 348,061	\$ 253,079	\$ 270,500
Pest Abatement			
Pest Abatement District	\$ 135,000	\$ 135,000	\$ 135,000
Mohave County	10,000	10,000	10,000
	\$ 145,000	\$ 145,000	\$ 145,000
Special Assessment Admin			
Charges for service	\$ 29,500	\$ 32,000	\$ 29,500
Investment income	200	1,000	1,000
Miscellaneous		615	
	\$ 29,700	\$ 33,615	\$ 30,500

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
Racketeering Influence Criminal Organization			
Investment income	\$ 100	\$ 2,000	\$ 100
Forfeitures		16,437	
	\$ 100	\$ 18,437	\$ 100
Arts Commission			
Investment income	\$ 25	\$ 130	\$ 25
Donations			
	\$ 25	\$ 130	\$ 25
Court Enhancement			
Court fines	\$ 35,000	\$ 26,550	\$ 27,000
Investment income	100	480	400
Other			
	\$ 35,100	\$ 27,030	\$ 27,400
Court FARE			
Court fines	\$ 1,850	\$ 6,238	\$ 6,500
Investment Income	20	55	20
Other			
	\$ 1,870	\$ 6,293	\$ 6,520
Court Fill the Gap			
Court fines	\$ 4,800	\$ 10,000	\$ 6,800
Investment income	40	240	200
Other		18	
	\$ 4,840	\$ 10,258	\$ 7,000
Court Judicial Collection Enhancement			
Court fines	\$ 11,400	\$ 10,222	\$ 10,300
Investment income	100	600	500
Other		87	
	\$ 11,500	\$ 10,909	\$ 10,800
Court Security Improvement			
State grants	\$	\$ 2,685	\$
Investment income		13	
	\$	\$ 2,698	\$
Domestic Violence Assistance			
Federal grants	\$ 121,397	\$ 124,939	\$ 129,521
State grants	19,219	7,002	20,313
Other			
	\$ 140,616	\$ 131,941	\$ 149,834
Grants Miscellaneous			
Federal grants	\$ 95,000	\$	\$ 95,000
Other	5,000		5,000
Investment Income			
	\$ 100,000	\$	\$ 100,000

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
CDBG/HOME Grant			
Federal Grant	\$ 389,980	\$ 430,400	\$ 456,400
State Grant	51,432	11,880	72,281
Other			
	\$ 441,412	\$ 442,280	\$ 528,681
Grants Police			
Federal grants	\$ 56,752	\$ 29,676	\$ 163,655
Other	100,000		50,000
	\$ 156,752	\$ 29,676	\$ 213,655
Veterans Memorial Park			
Investment Income	\$	\$	\$
Donations		136	
	\$	\$ 136	\$
Total Special Revenue Funds	\$ 7,165,892	\$ 6,128,827	\$ 6,680,573

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
DEBT SERVICE FUNDS			
Sewer Improvement District #3			
Special assessments	\$ 1,752,770	\$ 1,803,770	\$ 1,660,891
Investment income	11,000	20,000	15,000
Other		517	
	\$ 1,763,770	\$ 1,824,287	\$ 1,675,891
Sewer Improvement District #2			
Special assessments	\$ 519,900	\$ 528,750	\$ 487,829
Investment income	3,000	5,800	5,500
Other		554	
	\$ 522,900	\$ 535,104	\$ 493,329
Laughlin Ranch Blvd District			
Special assessments	\$ 55,183	\$ 55,183	\$ 214,507
	\$ 55,183	\$ 55,183	\$ 214,507
Total Debt Service Funds	\$ 2,341,853	\$ 2,414,574	\$ 2,383,727

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
CAPITAL PROJECTS FUNDS			
Transportation improvements			
State grant	\$ 667,271	\$	\$ 667,721
	\$ 667,271	\$	\$ 667,721
Drainage Improvements			
Flood control district taxes	\$ 862,140	\$ 862,140	\$ 966,106
Federal grant			
Investment Income		9,000	3,478
Other	1,000	1,027	
	\$ 863,140	\$ 872,167	\$ 969,584
BHC/Laughlin Bridge 2			
Bond Proceeds	\$ 2,476,299	\$ 3,100,000	\$
Investment Income		19,800	7,000
Other			
	\$ 2,476,299	\$ 3,119,800	\$ 7,000
Municipal Facility Improvements			
Federal grant	\$	\$	\$ 416,174
Investment Income			
Other			
	\$	\$	\$ 416,174
Park Improvements			
Federal grant	\$ 450,000	\$	\$ 475,000
Donations		200,000	
Investment Income		2,242	
Other		385	
	\$ 450,000	\$ 202,627	\$ 475,000
Street Lighting Districts			
Special assessments	\$ 62,186	\$ 52,854	\$ 63,468
Administrative fees	6,726	5,326	7,778
	\$ 68,912	\$ 58,180	\$ 71,246
Parking			
Investment Income	\$ 2,005	\$ 2,100	\$ 2,100
	\$ 2,005	\$ 2,100	\$ 2,100
Total Capital Projects Funds	\$ 4,527,627	\$ 4,254,874	\$ 2,608,825

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
ENTERPRISE FUNDS			
Wastewater			
Charges for service	\$ 9,700,400	\$ 9,655,246	\$ 9,841,424
Investment revenues	20,600	32,000	24,500
Federal grant			750,000
Miscellaneous	4,000	27,700	204,000
	\$ 9,725,000	\$ 9,714,946	\$ 10,819,924
Water Resources			
Water resource fees	\$ 75,000	\$ 98,016	\$ 85,000
Bond Proceeds			2,800,000
Investment revenues		250	200
Other			
	\$ 75,000	\$ 98,266	\$ 2,885,200
Total Enterprise Funds	\$ 9,800,000	\$ 9,813,212	\$ 13,705,124

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

City of Bullhead City
Revenues Other Than Property Taxes
Fiscal Year

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
INTERNAL SERVICE FUNDS			
NW AZ Employee Benefit Trust			
Charges for service	\$ 3,726,604	\$ 3,669,804	\$ 4,079,287
Contributions	308,993	306,634	315,968
Investment income		400	400
Other			
	\$ 4,035,597	\$ 3,976,838	\$ 4,395,655
Risk Management			
Charges for service	\$ 1,472,888	\$ 1,418,846	\$ 1,470,452
Investment income	500	3,500	2,000
Other		380,000	
	\$ 1,473,388	\$ 1,802,346	\$ 1,472,452
Fleet Services			
Charges for service	\$ 1,342,008	\$ 1,276,407	\$ 1,427,196
Grant			250,000
Investment income	500		
Other	3,000	3,000	3,000
	\$ 1,345,508	\$ 1,279,407	\$ 1,680,196
Total Internal Service Funds	\$ 6,854,493	\$ 7,058,591	\$ 7,548,303
TOTAL ALL FUNDS	\$ 60,595,038	\$ 59,436,187	\$ 64,922,173

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

APPENDIX

Legal Schedules Schedule D

City of Bullhead City Other Financing Sources/(Uses) and Interfund Transfers Fiscal Year 2020

FUND	OTHER FINANCING 2020		INTERFUND TRANSFERS 2020	
	SOURCES	(USES)	IN	(OUT)
GENERAL FUND				
Streets (HURF)	\$	\$	\$	723,916
Excise Tax Refunding 2013				651,065
Park Improvements				725,000
Fleet Replacement				206,634
Transit				241,351
BHC/Laughlin Bridge Debt				359,039
Excise Tax Refunding 2015				171,048
Bullhead City Sr Nutrition				100,460
Water Resources				201,494
Facility Improvements				46,000
Wastewater			69,989	71,272
Water				388,230
Loan Proceeds	2,800,000			
Sale of assets	7,000			
Total General Fund	\$ 2,807,000	\$	\$ 69,989	\$ 3,885,509
SPECIAL REVENUE FUNDS				
Streets (HURF)	\$	\$	\$ 723,916	\$ 1,906,744
Transit			241,351	
Bullhead City Sr Nutrition			100,460	
Special Assessments Admin				24,073
Real Estate Owned Sale of assets				
Total Special Revenue Funds	\$	\$	\$ 1,065,727	\$ 1,930,817
DEBT SERVICE FUNDS				
Excise Tax Refunding 2013	\$	\$	\$ 1,674,980	\$
BHC/Laughlin Bridge			359,039	
Excise Tax Refunding 2015			171,048	
Total Debt Service Funds	\$	\$	\$ 2,205,067	\$
CAPITAL PROJECTS FUNDS				
Parks Improvements	\$	\$	\$ 875,000	\$
Facility Improvements			46,000	
Street Improvements			942,124	
Drainage Improvements				320,000
Total Capital Projects Funds	\$	\$	\$ 1,863,124	\$ 320,000
ENTERPRISE FUNDS				
Wastewater	\$	\$	\$ 95,345	\$ 128,322
Water Resources			201,494	
Water			388,230	
Total Enterprise Funds	\$	\$	\$ 685,069	\$ 128,322
INTERNAL SERVICE FUNDS				
Fleet Services	\$	\$	\$ 375,672	\$
Total Internal Service Funds	\$	\$	\$ 375,672	\$
TOTAL ALL FUNDS	\$ 2,807,000	\$	\$ 6,264,648	\$ 6,264,648

APPENDIX

Legal Schedules Schedule E

City of Bullhead City Expenditures/Expenses by Fund Fiscal Year 2020

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
GENERAL FUND				
Police	\$ 13,437,975	\$ 136,645	\$ 13,346,406	\$ 14,371,242
General Government	4,100,256	39,249	4,082,115	4,644,830
Culture-Recreation	3,302,896	23,680	3,023,066	3,457,691
Judicial	1,390,176		1,278,416	1,448,017
Legal Services	1,103,612		1,095,305	1,210,232
Financial Administration	827,972		823,304	868,510
Animal Care and Welfare	720,494		597,854	768,122
Executive	520,584	3,300	504,412	777,655
Legislative	347,167	10,000	318,196	356,487
Public Works	184,822		151,509	187,940
Personnel Administration	176,787		170,355	185,258
Elections	50,850		31,124	83,550
Economic Development	119,477	5,000	119,027	131,684
Debt Service	2,124		2,124	2,124
Capital Outlay	666,843	32,000	621,824	576,625
Contingency	1,200,000	(991,767)		1,200,000
Total General Fund	\$ 28,152,035	\$ (741,893)	\$ 26,165,037	\$ 30,269,967
SPECIAL REVENUE FUNDS				
Streets (HURF)	\$ 3,760,249	\$ 4,247	\$ 3,516,668	\$ 4,263,793
Transit	1,389,577		1,255,677	1,450,443
Special Events	326,178		107,603	143,383
Water Impost	1,425,736		686,587	1,431,982
Bullhead City Sr Nutrition	360,520		365,227	367,057
Pest Abatement	153,386		143,891	154,381
Special Assessments Admin	63,603		16,200	62,073
RICO	72,881		54,643	44,656
Arts Fund	11,471		2,500	9,193
Real Estate Owned	5,000			45,000
Housing				86,815
Court Enhancement	71,695		52,485	37,269
Court Judicial Collection Enhan	72,109		832	79,156
Court Fill the Gap	25,642			36,847
Court FARE	5,939		3,276	8,352
Court Security Improvement			2,685	
Grants Housing	441,412		511,791	512,934
Grants Police	156,752		31,566	213,655
Grants Victim Assistance	140,616		144,016	149,834
Grants General	100,000			100,000
Total Special Revenue Funds	\$ 8,582,766	\$ 4,247	\$ 6,895,647	\$ 9,196,823
DEBT SERVICE FUNDS				
Sewer Imprv. District #3	\$ 1,902,498	\$	\$ 1,902,498	\$ 1,853,733
Sewer Imprv. District #2	655,263		655,264	637,895
Excise Tax Refunding 2013	1,673,545		1,673,545	1,674,980
Excise Tax Refunding 2015	172,018		172,018	171,048
BHC/Laughlin Bridge	222,721		359,321	359,039
Laughlin Ranch Blvd District	115,657		115,657	214,507
Total Debt Service Funds	\$ 4,741,702	\$	\$ 4,878,303	\$ 4,911,202
CAPITAL PROJECTS FUNDS				
Laughlin Ranch Blvd	\$ 1,000,000	\$	\$ 939,793	\$
BHC/Laughlin Bridge	3,098,704		164,200	3,180,315
Drainage Improvements	1,372,571		446,153	2,018,612
Transportation	1,135,000		65,530	1,999,000
Park Improvements	1,321,884	381,947	1,031,951	1,350,000
Municipal Facility Improvements				462,174
Street Lighting Districts	68,912		67,035	71,246
Total Capital Projects Funds	\$ 7,997,071	\$ 381,947	\$ 2,714,662	\$ 9,081,347
ENTERPRISE FUNDS				
Wastewater	\$ 14,133,892	\$ 642	\$ 12,259,206	\$ 15,889,270
Water Resources	175,000		185,341	3,086,694
Water		354,194	357,119	388,230
Total Enterprise Funds	\$ 14,308,892	\$ 354,836	\$ 12,801,666	\$ 19,364,194
INTERNAL SERVICE FUNDS				
Northwest AZ EBT	\$ 4,035,597	\$	\$ 3,870,934	\$ 4,479,621
Fleet Services	2,109,115	863	1,921,886	2,332,412
Risk Management	1,405,170		1,371,748	1,462,784
Total Internal Service Funds	\$ 7,549,882	\$ 863	\$ 7,164,568	\$ 8,274,817
TOTAL ALL FUNDS	\$ 71,332,348	\$	\$ 60,619,883	\$ 81,098,350

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

City of Bullhead City
Expenditures/Expenses by Department
Fiscal Year 2020

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Legislative				
General Fund	\$ 347,167	\$ 10,000	\$ 318,196	\$ 356,487
Water Impost	6,355		7,582	6,599
Wastewater	48,818		39,468	50,652
Department Total	\$ 402,340	\$ 10,000	\$ 365,246	\$ 413,738
Judicial				
General Fund	\$ 1,390,176	\$	\$ 1,278,416	\$ 1,448,017
Court Enhancement	49,500		52,485	37,000
Fines/Fee and Restitution	1,654		3,276	
Judicial Collection Enhancement	1,050		832	1,050
Court Security Improvements			2,685	
Department Total	\$ 1,442,380	\$	\$ 1,337,694	\$ 1,486,067
Executive				
General Fund	\$ 520,584	\$ 3,300	\$ 504,412	\$ 777,655
Wastewater	95,714		92,164	94,517
Water Impost	55,435		52,908	55,322
Drainage Improvements	23,734		22,847	23,429
Department Total	\$ 695,467	\$ 3,300	\$ 672,331	\$ 950,923
Elections				
General Fund	\$ 50,850	\$	\$ 31,124	\$ 83,550
Department Total	\$ 50,850	\$	\$ 31,124	\$ 83,550
Financial Administration				
General Fund	\$ 827,972	\$	\$ 823,304	\$ 868,510
Wastewater	770,666		736,171	796,419
Special Assmts Admin	24,306		16,200	18,856
Water Impost	16,241		14,932	16,401
BHC Sr Nutrition Center	6,815		6,263	6,300
Street Lighting Districts				
Department Total	\$ 1,646,000	\$	\$ 1,596,870	\$ 1,706,486
Law				
General Fund	\$ 1,103,612	\$	\$ 1,095,305	\$ 1,210,232
Grant Victim Assistance	140,616		144,016	149,834
Wastewater	55,453		54,251	56,363
Water Impost	43,637		41,698	43,074
Department Total	\$ 1,343,318	\$	\$ 1,335,270	\$ 1,459,503

City of Bullhead City
Expenditures/Expenses by Department
Fiscal Year

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Personnel Administration				
NW AZ EBT	\$ 4,035,597	\$	\$ 3,870,934	\$ 4,479,621
Risk Management	1,405,170		1,371,748	1,462,784
General Fund	176,787		170,355	185,258
Wastewater	51,757		51,678	55,165
Department Total	\$ 5,669,311	\$	\$ 5,464,715	\$ 6,182,828
General Government				
General Fund	\$ 4,100,256	\$ 39,249	\$ 4,082,115	\$ 4,644,830
Transit	1,359,577		1,255,677	1,440,443
Water Impost	783,222		518,376	800,446
Pest Abatement	153,386		143,891	154,381
Wastewater	140,441		141,276	148,459
Water Resources	135,000		130,184	2,815,100
Real Estate Owned	5,000			45,000
BHC Sr Nutrition Center	4,675		4,641	4,896
Department Total	\$ 6,681,557	\$ 39,249	\$ 6,276,160	\$ 10,053,555
Police				
General Fund	\$ 13,437,975	\$ 136,645	\$ 13,346,406	\$ 14,371,242
RICO	50,546		54,643	23,251
Police Grants	156,752		31,566	119,655
Department Total	\$ 13,645,273	\$ 136,645	\$ 13,432,615	\$ 14,514,148
Highway & Streets				
Streets (HURF)	\$ 3,519,266	\$ 4,247	\$ 3,297,146	\$ 3,881,527
Street Lighting Districts	68,912		67,035	71,246
Drainage Improvements	115,301		109,601	107,556
Department Total	\$ 3,703,479	\$ 4,247	\$ 3,473,782	\$ 4,060,329
Sanitation				
Wastewater	\$ 3,705,977	\$ 642	\$ 3,430,606	\$ 3,801,519
Department Total	\$ 3,705,977	\$ 642	\$ 3,430,606	\$ 3,801,519
Water				
Water Service	\$	\$ 354,194	\$ 357,119	\$ 388,230
Department Total	\$	\$ 354,194	\$ 357,119	\$ 388,230
Health				
General Fund	\$ 720,494	\$	\$ 597,854	\$ 768,122
BHC Sr Nutrition Center	349,030		354,323	355,861
Department Total	\$ 1,069,524	\$	\$ 952,177	\$ 1,123,983

APPENDIX

Legal Schedules Schedule F

City of Bullhead City Expenditures/Expenses by Department Fiscal Year

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Culture & Recreation				
General Fund	\$ 3,302,896	\$ 23,680	\$ 3,023,066	\$ 3,457,691
Special Events	326,178		107,603	143,383
Arts Commission	11,471		2,500	9,193
Grants General	5,000			5,000
Department Total	\$ 3,645,545	\$ 23,680	\$ 3,133,169	\$ 3,615,267
Public Works				
Wastewater	\$ 4,568,748	\$	\$ 4,425,522	\$ 4,551,935
Fleet Services	1,618,603	863	1,527,558	1,691,640
General Fund	184,822		151,509	187,940
Streets (HURF)	144,983		110,413	152,055
Water Impost	49,008		51,091	43,542
Drainage Improvements	161,892		121,656	164,103
Department Total	\$ 6,728,056	\$ 863	\$ 6,387,749	\$ 6,791,215
Redevelopment & Housing				
Grants Housing/Redevelopment	\$ 435,212	\$	\$ 505,648	\$ 512,934
Housing				86,815
Department Total	\$ 435,212	\$	\$ 505,648	\$ 599,749
Economic Development				
General Fund	\$ 119,477	\$ 5,000	\$ 119,027	\$ 131,684
Department Total	\$ 119,477	\$ 5,000	\$ 119,027	\$ 131,684
Debt Service				
Wastewater	\$ 2,539,223	\$	\$ 2,536,103	\$ 2,529,918
SID #3	1,902,498		1,902,498	1,853,733
Excise Tax Refunding 2013	1,673,545		1,673,545	1,674,980
SID #2	655,263		655,264	637,895
Excise Tax Refunding 2015	172,018		172,018	171,048
Laughlin Ranch Boulevard	115,657		115,657	214,507
Bridge	222,721		422,321	359,039
General Fund	2,124		2,124	2,124
Water Resources	40,000		55,157	271,594
Department Total	\$ 7,323,049	\$	\$ 7,534,687	\$ 7,714,838

APPENDIX

Legal Schedules Schedule F

City of Bullhead City Expenditures/Expenses by Department Fiscal Year

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Culture & Recreation				
General Fund	\$ 3,302,896	\$ 23,680	\$ 3,023,066	\$ 3,457,691
Special Events	326,178		107,603	143,383
Arts Commission	11,471		2,500	9,193
Grants General	5,000			5,000
Department Total	\$ 3,645,545	\$ 23,680	\$ 3,133,169	\$ 3,615,267
Public Works				
Wastewater	\$ 4,568,748	\$	\$ 4,425,522	\$ 4,551,935
Fleet Services	1,618,603	863	1,527,558	1,691,640
General Fund	184,822		151,509	187,940
Streets (HURF)	144,983		110,413	152,055
Water Impost	49,008		51,091	43,542
Drainage Improvements	161,892		121,656	164,103
Department Total	\$ 6,728,056	\$ 863	\$ 6,387,749	\$ 6,791,215
Redevelopment & Housing				
Grants Housing/Redevelopment	\$ 435,212	\$	\$ 505,648	\$ 512,934
Housing				86,815
Department Total	\$ 435,212	\$	\$ 505,648	\$ 599,749
Economic Development				
General Fund	\$ 119,477	\$ 5,000	\$ 119,027	\$ 131,684
Department Total	\$ 119,477	\$ 5,000	\$ 119,027	\$ 131,684
Debt Service				
Wastewater	\$ 2,539,223	\$	\$ 2,536,103	\$ 2,529,918
SID #3	1,902,498		1,902,498	1,853,733
Excise Tax Refunding 2013	1,673,545		1,673,545	1,674,980
SID #2	655,263		655,264	637,895
Excise Tax Refunding 2015	172,018		172,018	171,048
Laughlin Ranch Boulevard	115,657		115,657	214,507
Bridge	222,721		422,321	359,039
General Fund	2,124		2,124	2,124
Water Resources	40,000		55,157	271,594
Department Total	\$ 7,323,049	\$	\$ 7,534,687	\$ 7,714,838

APPENDIX

Legal Schedules

Schedule G

**City of Bullhead City
Full-Time Employees and Personnel Compensation
Fiscal Year 2020**

FUND	Full-Time Equivalent (FTE) 2020	Employee Salaries and Hourly Costs 2020	Retirement Costs 2020	Healthcare Costs 2020	Other Benefit Costs 2020	Total Estimated Personnel Compensation 2020
GENERAL FUND	201.01	\$ 12,564,076	\$ 3,538,183	\$ 2,839,248	\$ 879,837	\$ 19,821,344
SPECIAL REVENUE FUNDS						
Streets (HURF)	22.75	\$ 1,032,554	\$ 93,446	\$ 302,403	\$ 89,274	\$ 1,517,677
Water Impost	3.15	251,936	29,043	43,832	14,196	339,007
Transit	9.90	431,025	41,617	148,074	17,841	638,557
Housing	0.06	2,204	199	491	61	2,955
Grants Housing Redevelopment	1.14	60,612	6,790	18,393	1,377	87,172
Pest Abatement	1.00	97,654	8,838	15,903	3,680	126,075
Grants Victim Assistance	2.74	104,321	9,441	30,140	1,684	145,586
Bullhead City Sr Nutrition	1.77	91,915	8,644	24,347	2,771	127,677
Total Special Revenue Funds	42.51	\$ 2,072,221	\$ 198,018	\$ 583,583	\$ 130,884	\$ 2,984,706
CAPITAL PROJECTS FUNDS						
Drainage Improvements	1.55	\$ 123,282	\$ 12,843	\$ 23,641	\$ 7,082	\$ 166,848
Total Capital Projects Funds	1.55	\$ 123,282	\$ 12,843	\$ 23,641	\$ 7,082	\$ 166,848
ENTERPRISE FUNDS						
Wastewater	33.28	\$ 1,907,293	\$ 180,791	\$ 468,827	\$ 98,392	\$ 2,655,303
Total Enterprise Funds	33.28	\$ 1,907,293	\$ 180,791	\$ 468,827	\$ 98,392	\$ 2,655,303
INTERNAL SERVICE FUND						
Fleet Services	4.60	\$ 216,800	\$ 19,620	\$ 79,205	\$ 9,991	\$ 325,616
Risk Management	1.55	107,289	9,710	23,979	4,209	145,187
Total Internal Service Fund	6.15	\$ 324,089	\$ 29,330	\$ 103,184	\$ 14,200	\$ 470,803
TOTAL ALL FUNDS	284.50	\$ 16,990,961	\$ 3,959,165	\$ 4,018,483	\$ 1,130,395	\$ 26,099,004



APPENDIX

Schedule of *Authorized Positions*

Position	FY18 FTEs	FY19 FTEs	FY20 FTEs	Salary Range Min	Salary Range Max	Range Number
Mayor and Council						
Mayor	1.00	1.00	1.00	12,000	12,000	
Councilmember	6.00	6.00	6.00	9,000	9,000	
Total Mayor and Council	7.00	7.00	7.00			
City Clerk						
City Clerk	1.00	1.00	1.00	Unclassified		Contract
Deputy City Clerk	1.00	1.00	1.00	46,074	68,384	134
Total City Clerk	2.00	2.00	2.00			
Municipal Court						
City Magistrate	1.00	1.00	1.00	Unclassified		Contract
Court Administrator	1.00	1.00	1.00	52,923	78,537	141
Assistant Court Administrator	1.00	1.00	1.00	37,793	56,095	124
Senior Judicial Assistant	1.00	0.00	0.00			
Court Clerk	9.00	10.00	10.00	29,776	44,224	112
Veterans Treatment Court Clerk	0.00	0.00	1.00	32,221	47,880	112
Total Municipal Court	13.00	13.00	14.00			
City Manager						
City Manager	1.00	1.00	1.00	Unclassified		Contract
Assistant to the City Manager	0.00	0.00	1.00	52,923	78,537	141
Administrative Analyst	2.00	2.00	1.00	52,923	78,537	141
Executive Assistant	1.00	1.00	1.00	37,793	56,095	124
Total City Manager	4.00	4.00	4.00			
Public Information						
Sponsorship Coordinator	1.00	1.00	1.00	52,923	78,537	141
Communication Specialist	1.00	1.00	1.00	50,853	75,498	139
Total Public Information	2.00	2.00	2.00			



APPENDIX

Schedule of *Authorized Positions*

Position	FY18 FTEs	FY19 FTEs	FY20 FTEs	Salary Range Min	Salary Range Max	Range Number
Finance						
Finance Director	1.00	1.00	1.00	Unclassified		Contract
Financial Administrator	1.00	1.00	1.00	62,614	93,866	150
Revenue Manager	1.00	0.00	0.00			
Senior Accountant	1.00	1.00	1.00	59,597	88,448	147
Administrative Analyst	1.00	1.00	0.00			
Budget Analyst	1.00	1.00	1.00	52,923	78,537	141
Senior Financial Specialist	1.00	1.00	1.00	41,713	61,931	129
Financial Specialist	1.00	1.00	1.00	37,044	54,994	123
Accounting Specialist	0.00	0.00	1.00	36,317	53,914	122
Financial Technician	8.00	8.00	7.00	32,904	48,849	117
Total Finance	16.00	15.00	14.00			
Human Resources						
HR/Risk Manager	1.00	1.00	1.00	77,084	114,414	160
Benefit Specialist	1.00	1.00	1.00	41,713	61,931	129
Human Resources Specialist	1.00	1.00	1.00	41,713	61,931	129
Office Specialist II	1.00	1.00	1.00	34,908	51,822	120
Total Human Resources	4.00	4.00	4.00			
Legal Services						
City Attorney	1.00	1.00	1.00	Unclassified		Contract
Chief City Prosecutor	1.00	1.00	1.00	81,775	121,418	163
Assistant City Prosecutor	2.00	2.00	2.00	67,085	99,614	153
Supervising Paralegal	2.00	2.00	2.00	52,923	78,537	141
Victim Services Coordinator	1.00	1.00	1.00	48,893	72,569	137
Paralegal	2.00	2.00	2.00	38,520	57,218	125
Office Assistant II	1.00	1.00	1.00	29,776	44,224	112
Legal Assistant II	2.00	2.00	2.00	29,776	44,224	112
Victim Advocate	1.50	1.50	1.50	26,979	40,061	107
Legal Assistant I	1.00	1.00	1.00	25,416	37,749	104
Total Legal	14.50	14.50	14.50			
Technology Services						
Technology Services Manager	1.00	1.00	1.00	81,775	121,418	163
Network Administrator	1.00	1.00	1.00	67,085	99,614	153
Network Engineer	2.00	2.00	2.00	58,407	86,730	146
Total Technology Services	4.00	4.00	4.00			

APPENDIX

Schedule of *Authorized Positions*

Position	FY18 FTEs	FY19 FTEs	FY20 FTEs	Salary Range Min	Salary Range Max	Range Number
Police						
Police Chief	1.00	1.00	1.00	Unclassified		Contract
Police Captain	1.00	1.00	1.00	80,167	119,039	162
Police Lieutenant	4.00	4.00	4.00	69,802	103,635	155
Police Sergeant	9.00	9.00	9.00	61,006	81,092	303
Police Corporal	10.00	10.00	10.00	53,650	74,265	302
Police Officer	46.00	46.00	46.00	46,426	66,930	301
Sworn Police	71.00	71.00	71.00			
Support Services Division Manager	0.50	0.50	0.50	69,802	103,635	155
Administrative Analyst	2.00	2.00	2.00	52,923	78,537	141
Police Forensic Specialist	2.00	2.00	2.00	51,866	76,995	140
Emergency Services Dispatcher, Sr.	4.00	4.00	4.00	45,303	62,724	305
Emergency Services Dispatcher	11.00	11.00	12.00	39,423	54,597	304
PD Investigative/Public Information Asst	1.00	1.00	1.00	38,520	57,218	125
Community Service Officer	1.00	1.00	1.00	38,520	57,218	125
Administrative Assistant I	1.00	1.00	1.00	36,317	53,914	122
Police Investigative Assistant	1.00	1.00	1.00	34,908	51,822	120
Police Investigative Aide	1.50	1.50	1.50	34,908	51,822	120
Office Specialist II	1.00	1.00	1.00	34,908	51,822	120
Property Evidence Custodian	2.00	2.00	2.00	32,904	48,849	117
Lead Records Clerk	1.00	1.00	1.00	32,221	47,880	116
Police Service Aid	1.00	2.00	2.00	30,988	46,030	114
Police Booking Officer	1.00	0.00	0.00			
Office Assistant II	5.00	5.00	5.00	29,776	44,224	112
Non-sworn Police	36.00	36.00	37.00			
Total Police	107.00	107.00	108.00			
Animal Care and Welfare						
Support Services Division Manager	0.50	0.50	0.50	69,802	103,635	155
Lead Animal Welfare Officer	1.00	1.00	1.00	35,260	52,351	121
Animal Welfare Officer	3.00	3.00	3.00	33,542	49,796	118
Animal Welfare Technician	2.50	2.50	2.50	29,204	43,343	111
Total Animal Care and Welfare	7.00	7.00	7.00			

APPENDIX

Schedule of *Authorized Positions*

Position	FY18 FTEs	FY19 FTEs	FY20 FTEs	Salary Range Min	Salary Range Max	Range Number
Human Services & Transit						
Human Services & Transit Director	1.00	1.00	1.00	Unclassified		Contract
Pest Abatement Manager	1.00	1.00	1.00	65,785	97,654	152
Transit Manager	1.00	1.00	1.00	59,597	88,448	147
Senior Nutrition Program Coordinator	1.00	1.00	1.00	46,074	68,384	134
Housing Inspector	1.00	1.00	1.00	40,083	59,530	127
Transit Operations Supervisor	1.00	1.00	1.00	35,613	52,879	121
Office Specialist I	1.00	1.00	1.00	32,221	47,880	116
Office Assistant II	1.00	1.00	1.00	29,776	44,224	112
Transit Bus Driver	6.00	6.00	6.00	28,653	42,506	110
Senior Nutrition Asst/Transit Dispatch	1.00	1.00	1.00	28,653	42,506	110
Receptionist	1.00	1.00	1.00	25,416	37,749	104
Total Human Services	16.00	16.00	16.00			
Recreation						
Parks and Recreation Superintendent	1.00	1.00	1.00	77,084	114,414	160
Recreation Manager	1.00	1.00	1.00	50,853	75,498	139
Recreation Supervisor	2.00	2.00	2.00	50,853	75,498	139
Office Assistant II	1.00	1.00	1.00	29,776	44,224	112
Total Recreation	5.00	5.00	5.00			
Planning & Zoning						
Planning Manager	1.00	1.00	1.00	52,923	78,537	141
Planner	1.00	1.00	1.00	44,268	65,719	132
Office Assistant II	1.00	1.00	1.00	29,776	44,224	112
Planning & Zoning	3.00	3.00	3.00			
Building Safety						
Development Services Director	1.00	1.00	1.00	Unclassified		Contract
Building Official	0.00	0.00	0.00			
Assistant Building Official	1.00	1.00	1.00	59,597	88,448	147
Senior Plan Review/Admin Manager	1.00	1.00	1.00	57,262	85,012	145
Senior Plans Examiner	0.00	1.00	1.00	53,958	80,101	142
Plans Examiner	1.00	0.00	0.00			
Building Inspector I	0.00	0.00	1.00	40,083	59,530	127
Permit Technician/Inspector	1.00	1.00	0.00	37,044	54,994	123
Office Assistant II	1.00	1.00	2.00	29,776	44,224	112
Building Safety	6.00	6.00	7.00			

APPENDIX

Schedule of *Authorized Positions*

Position	FY18 FTEs	FY19 FTEs	FY20 FTEs	Salary Range Min	Salary Range Max	Range Number
Code Enforcement						
Code Enforcement Inspector	3.00	3.00	3.00	40,083	59,530	127
Office Assistant II	1.00	1.00	1.00	29,776	44,224	112
Code Enforcement	4.00	4.00	4.00			
Parks Maintenance						
Field Operations Supervisor	1.00	0.00	0.00			
Foreman	0.00	0.00	1.00	48,893	72,569	137
Turf Maintenance Specialist	1.00	1.00	1.00	45,171	67,019	133
Maintenance Worker III	1.00	1.00	0.00			
Maintenance Worker II	2.00	2.00	2.00	34,908	51,822	120
Maintenance Worker I	11.00	13.00	13.00	29,776	44,224	112
Parks Maintenance	16.00	17.00	17.00			
Facilities Management						
Facilities Maintenance Supervisor	1.00	0.00	0.00			
Maintenance Worker III	0.00	1.00	1.00	40,898	60,720	128
Maintenance Worker II	1.00	1.00	1.00	34,908	51,822	120
Maintenance Worker I	3.00	2.00	2.00	29,776	44,224	112
Facilities Management	5.00	4.00	4.00			
Public Works Administration						
Public Works Director	1.00	1.00	1.00	Unclassified		Contract
Asst Public Works Director	1.00	0.00	0.00			
Administrative Analyst	1.00	1.00	1.00	52,923	78,537	141
Public Works Administration	3.00	2.00	2.00			
Engineering						
Assistant City Engineer	1.00	1.00	1.00	81,775	121,418	163
City Surveyor	1.00	1.00	1.00	58,407	86,730	146
Civil Engineering Associate	1.00	1.00	1.00	52,923	78,537	141
Utilities Engineering Associate	1.00	1.00	1.00	52,923	78,537	141
Engineering Designer	1.00	1.00	1.00	48,893	72,569	137
Senior Engineering Inspector	1.00	1.00	1.00	48,893	72,569	137
Engineering Inspector	2.00	2.00	2.00	40,083	59,530	127
Office Specialist II	1.00	0.00	0.00			
Engineering	9.00	8.00	8.00			

APPENDIX

Schedule of *Authorized Positions*

Position	FY18 FTEs	FY19 FTEs	FY20 FTEs	Salary Range Min	Salary Range Max	Range Number
Highways & Streets						
Public Works Operations Manager	1.00	1.00	1.00	77,084	114,414	160
Foreman	0.00	0.00	1.00	48,893	72,569	137
Maintenance Worker III	3.00	4.00	3.00	40,898	60,720	128
Maintenance Worker II	3.00	4.00	4.00	34,908	51,822	120
Maintenance Worker I	11.00	11.00	11.00	29,776	44,224	112
Office Assistant II	1.00	1.00	1.00	29,776	44,224	112
Highways & Streets	19.00	21.00	21.00			
Utilities						
Utilities Superintendent	1.00	1.00	1.00	59,597	88,448	147
Instrumentation Controls Technician	1.00	0.00	0.00			
Utilities Supervisor	1.00	1.00	1.00	50,853	75,498	139
Utilities Technician III	2.00	2.00	2.00	46,977	69,728	135
Wastewater Specialist	1.00	1.00	1.00	46,977	69,728	135
Utilities Technician II	3.00	3.00	3.00	40,898	60,720	128
Utilities Technician I	9.00	9.00	9.00	35,613	52,879	121
Office Specialist II	1.00	1.00	1.00	34,908	51,822	120
Maintenance Worker I	1.00	1.00	1.00	29,776	44,224	112
Utilities	20.00	19.00	19.00			
Fleet Services						
Foreman	1.00	1.00	1.00	45,171	67,019	133
Mechanic II	1.00	1.00	1.00	38,520	57,218	125
Mechanic I	2.00	2.00	2.00	35,613	52,879	121
Office Assistant II	1.00	1.00	1.00	29,776	44,224	112
Fleet Services	5.00	5.00	5.00			
Total Public Works	90.00	89.00	90.00			
Total	284.50	282.50	284.50			

ADA: Acronym that stands for Americans with Disabilities Act. A measure passed by the federal government that became effective January, 1994, that requires, among other things, the City to make all programs and facilities accessible to any handicapped person who asks for it.

ADOT: Acronym that stands for Arizona Department of Transportation.

Appropriation: An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

Appropriation Ordinance: The official document adopted by the City Council establishing the legal authority to obligate and expend resources.

Assessed Valuation: A value that is established for real and personal property for use as a basis for levying property taxes. NOTE: the County establishes Property values. The City of Bullhead City does not assess property tax at this time.

Audit: Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to express an opinion of whether the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a management letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Basis of Accounting: A term used to refer to when revenues and obligations are recognized in the accounts and reported in the financial statements.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation, revenue bonds, and special improvement district bonds. These are most frequently used for construction of large capital projects such as buildings, streets and sewers.

Budget: A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services. Bullhead City prepares a financial plan each fiscal year.

Budget Amendment: A procedure to revise a budget appropriation either by City Council approval through the adoption of a supplemental appropriation ordinance for any interdepartmental or inter-fund adjustments, or by City Manager authorization to adjust appropriations within a departmental budget. These are discouraged.

Budget Basis: The form of accounting utilized throughout the budget process. The City's budget for general government is on the modified accrual basis. Revenues are recorded when they are both measurable and available. Liabilities are recognized when incurred (except for long-term debt which is carried in the general long-term debt account group). The City's accounting records for the Wastewater Enterprise Fund are maintained on a full accrual basis; revenues are recognized when earned and expenses are recognized when incurred.

Budget Calendar: The schedule of key dates or milestones that the City follows during the preparation, adoption, and administration of the budget.

Budget Carryforward: The departments are responsible for requesting and verifying carry-forward. Carry-forwards are most frequently used during construction of large capital projects such as buildings, streets, and sewers.

Budget Document: This document is used to present a comprehensive financial program to the citizens of Bullhead City, the City Council, and other interested parties.

Budget Message: The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the coming period.

Budget Policies: General and specific guidelines that govern financial plan preparation and administration.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Budgeted Funds: Funds that are planned for certain uses but have not been formally or legally appropriated by the legislative body.

CDBG: Acronym that stands for Community Development Block Grant. A source of grant funding for a variety of projects, i.e. Safehouse construction, Family Self-Sufficiency Counselor funding, and modifications to municipal facilities to comply with the Americans with Disabilities Act.

CIP: Acronym that stands for Capital Improvements Program.

CJEF: Acronym that stands for Criminal Justice Enhancement Fund. The State of Arizona Department of Public Safety administers this fund. This fund provides grant money to local law enforcement authorities to be used to enhance projects designed to prevent or control crimes.

Capital Improvements Plan (CIP): A plan to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

Capital Improvements Plan Budget: A Capital Improvement Plan (CIP) Budget is a budget separate from the operating budget. Items in the CIP are usually construction or renovation projects designed to improve the value of the government assets. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities, and large scale remodeling.

Capital Outlay: Expenditure that results in the acquisition of or addition to fixed assets.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition, construction, or renovation of major capital facilities (other than those financed by proprietary funds, special assessment funds, and trust funds).

Control Account or Control Group: The identity given to expenditure types, such as personnel costs, services and supplies, and capital outlay expenditures.

Cost Center: An organizational budget/operating unit within a City department, i.e., Engineering Services is a cost center of the Public Works Department.

Debt Limitation: The limit set on the issuance of general obligation bonds per State constitution. For general municipal purposes, a municipality cannot incur a debt exceeding six percent of the assessed valuation of taxable property in the city. Additional bonds amounting to twenty percent of the assessed valuation of taxable property can be issued for supplying such specific city services as water, lights, sewers, development of open spaces, preserves, parks, playgrounds and recreational facilities. The City currently has no general obligation bonds.

Debt Service: The amount of interest and principal that a City must pay each year on net direct long-term debt plus the interest it must pay on direct short-term debt.

Direct Debt: The sum of the total bonded debt and any unfunded debt (i.e. short-term notes) of the City for which the City has pledged its "full faith and credit." This does not include the debt of overlapping jurisdictions.

Self-Supporting Debt: Debt for which the City has pledged a repayment source separate from its general tax revenues (i.e. Wastewater bond repaid from wastewater user charges/improvement district (assessment) bonds utility income/special assessment bonds).

Net Direct Debt (or Net Bonded Debt): Direct debt minus self-supporting debt.

Overlapping Debt: The City's proportionate share of the debt of other local governmental units that either overlap it or underlie it. The debt is generally apportioned based on relative assessed value.

Debt Service Fund: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Debt Service Fund Requirements: The amounts of revenue which must be provided for a Debt Service Fund so that all principal and interest payments can be made in full on schedule.

Deferred Compensation Agency Fund: The City administered fund that is used to account for the monies held for employees who elect to make cash contributions, through payroll deduction, to a tax-deferred plan known as the 457 Plan.

Deficit: An excess of expenditures over revenues.



APPENDIX

Glossary of Terms

Department: A major administrative division of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Designated Fund Balance: A portion of unreserved fund balance designated for a specific future use.

EDA: Acronym that stands for Economic Development Authority. A group of citizens appointed to a commission that works together to assist the City with the promotion of economic development and creation of jobs.

Encumbrance: The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. It is the intent of the City that the costs (including depreciation) of providing services to the general public be financed or recovered primarily through user charges. The rate schedules for these services should be established to ensure that user revenues are adequate to meet all necessary expenditures.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: The outflow of funds paid for an asset obtained or goods and services acquired. NOTE: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Expenditure Limitation: A state imposed limit placed on expenditures of the City.

FEMA: Acronym that stands for Federal Emergency Management Agency. A federal agency that provides funding for grants related to hazard mitigation.

Fiduciary Fund Type: The trust and agency funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

Financial Plan: A parent document for the budget that establishes management policies, goals, and objectives for all programs within the City.

Fiscal Year: The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Bullhead City has specified July 1 through June 30 as its fiscal year.

Fixed Assets: Assets of long-term character that is intended to continue or to be held or used, such as land, building, machinery, furniture and other equipment. The City has defined such assets as those with an expected life of more than one year and an acquisition cost of more than \$5,000.

Full-Time Equivalent (FTE): Ratio of total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period.



APPENDIX

Glossary of Terms

Fund: An accounting entity that records all financial transactions for specific activities or government functions. Eight commonly used fund types in public accounting are: general fund, special revenue fund, debt service fund, capital projects fund, enterprise fund, trust and agency fund, internal service fund, and special assessment fund.

Fund Balance: Also known as financial position, fund balance is the excess of current assets over current liabilities and reserves and is therefore also known as surplus funds.

FY: Abbreviation for fiscal year, the time period designated by the City signifying the beginning and ending period for recording financial transactions.

GOHS: Acronym that stands for Governor's Office of Highway Safety. A state agency that provides funding for grants related to traffic enforcement programs.

General Fund: The primary operating fund of the City; the General Fund accounts for most of the financial resources of the government not specifically accounted for in other funds. General Fund revenues include primary property taxes, licenses and permits, local taxes, service charges, and other locally generated types of revenue. This fund usually includes most of the basic operating services, such as police protection, finance, data processing, courts, attorneys, parks and recreation, and general administration.

General Fixed Asset Account Group: A self-balancing group of accounts established to account for fixed assets of the City. This does not include fixed assets of the Wastewater Enterprise Fund. They are included in the Enterprise Fund.

General Governmental Revenue: The revenues of a government other than those derived from and retained in an enterprise fund.

General Long-term Debt Account Group: An account group that accounts for the balances due on long-term indebtedness that has been financed. The group also accounts for the dollar value of the accrued vacation and other compensated absences of city employees.

General Obligation Bonds: also known as GO Bonds. These types of bonds finance a variety of public projects such as streets, buildings, and improvements. The repayment of these bonds is usually made from secondary property taxes, and these bonds are backed by the "full faith and credit" of the issuing government. The issuance of general obligation bonds must be submitted to the voters for approval. The City has no general obligation bonds.

Goal: A statement of broad direction, purpose, or intent.

Grant: A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

HURF: Acronym that stands for Highway User Revenue Fund. The Special Revenue Fund that accounts for transportation related revenue and expenditures associated to the construction or maintenance of city streets.



APPENDIX

Glossary of Terms

Improvement District: An area that is established to receive specific capital improvements or services deemed to benefit primarily those properties within its boundaries.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one department to another, or to other governments, on a cost-reimbursement basis.

Lease Purchase Agreement: A contractual agreement by which capital outlay may be purchased by making annual lease payments.

Line-Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Maturity Date: The date by which long-term debt will be paid off.

MPC: Acronym that stands for Municipal Property Corporation. A non-profit corporation with the main purpose of providing a financing alternative to fund the cost of acquiring, constructing, reconstructing and improving various municipal properties and buildings suitable for use by and for leasing to the City.

MPC Bonds: A method of funding major municipal projects. Citizens do not have to vote on this means of financing, nor are the bonds subject to debt limitation as specified by State constitution.

Non-operating Expense: An expense that is not directly related to the provision of services, i.e. debt service.

Non-operating Revenue: Revenue that is generated from other sources, i.e. interest, and is not directly related to service activities.

NSIP: Acronym that stands for Neighborhood Street Improvement Program. A maintenance program that is adopted by City Council that provides for construction of asphalt surface improvements, street replacements, and seal coating to extend the life of the selected streets within the City.

Objective: A statement of specific direction, purpose, or intent based on the goals established for a specific department.

Operating Revenue: Funds received as income, exclusive of other financing sources such as bond proceeds. In governmental fund types, this includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income. Proprietary Fund revenues are directly related to the primary activities of the fund, i.e. user charges.

Operating Budget: The portion of the budget that pertains to daily operations that provides basic governmental services. The operating budget excludes the capital projects budget. It contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.



APPENDIX

Glossary of Terms

Operating Transfer: City resources are transferred between various funds. Transfers are made in order to subsidize projects in other funds. Transfers to other funds always equal transfers from other funds.

Performance Budget: A budget that focuses upon departmental goals and objectives rather than those line items, programs, or funds. Workload and unit cost data are collected in order to assess the effectiveness and efficiency of services.

Performance Measures: Specific quantitative and qualitative measures of work performed as an objective of the department.

POST: Acronym that stands for Police Officer Standards and Training. A state agency that provides grant funding for various law enforcement training.

Primary Property Tax: A statutory limited tax levy that is based on value and may be imposed for any purpose.

Program Budget: A budget that focuses upon broad functions or activities of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

Reserve: An account used to indicate that a portion of a fund's assets are legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Retained Earnings: The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in a fund and which are not reserved for any specific purpose.

REU: Acronym that stands for residential equivalent unit regarding connection to the wastewater treatment system.

Revenue: Funds that the government receives as income. This includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

Revenue Bonds: Bonds usually sold for a construction project that will produce revenues for the government. That revenue is pledged to pay the principal and interest of the bond. Revenue bonds are not subject to the debt limitation as regulated by the State constitution; however, they still must be submitted to the voters for approval.

RICO: Acronym that stands for Racketeering Influenced Criminal Organizations. A Special Revenue Fund that accounts for the RICO revenues and expenses of the Police Department. Expenditures from this fund are restricted to the furtherance of law enforcement efforts.

Risk Management: An organized attempt to protect a government's assets against loss in the most economical method.

Secondary Property Tax: An unlimited tax levy that may be used only to retire the principal and interest or redemption charges on bond indebtedness.



APPENDIX

Glossary of Terms

SLIF: Acronym that stands for State Lake Improvement Fund. A state fund that provides grant funding for improvement of water related recreation facilities.

Source of Revenue: Revenues are classified according to their source or point of origin.

Special Improvement District Bonds: Special improvement district bonds can be issued by a city to finance improvements in specific areas of the municipality. The property owners benefiting from the improvements are assessed to pay for the cost of retiring the bonds. This type of finance mechanism is generally used for such projects as street improvements and the extension of sewer lines.

Special Revenue Funds: Funds used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

Street Improvement District Bonds: Bonds issued for the constructing of streets and highways within the city. Highway user revenues may be pledged to repay the principal and interest of the bonds. The limitation of the issuance of these bonds is dependent on the bond rating. These bonds are not subject to the debt limitation as governed by State constitution, however, the issue must go to the voters for approval.

TOT: An acronym that stands for Transient Occupancy Tax, also known as bed tax. This is a local revenue source for the Economic Development Fund. Three percent tax is assessed on transient rentals (those of less than 30 days).

Trust and Agency Funds: Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as governmental funds (general, special revenue, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Unreserved Fund Balance: Unreserved fund balance is the excess of assets over liabilities and reserves that is available for general appropriation.

WACOG: Acronym that stands for Western Arizona Council of Governments. A council of governments representing western Arizona, headed by an executive board that assist member agencies with the administration of government, community development, planning of municipal facilities and road improvements. This council also determines the distribution of Community Development Block Grant (CDBG) allocations.