

**CITY OF BULLHEAD ARIZONA CITY**

**ANNUAL BUDGET**



**FISCAL YEAR 1999-2000**

**TABLE OF CONTENTS**  
**BUDGET FISCAL YEAR 1999-00**

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**INTRODUCTORY SECTION**

Government Finance Officers Budget Award Certificate ..... i  
Title page ..... ii  
Organization chart ..... iii  
Where the money comes from and goes to ..... 1  
Budget message ..... 2-8  
Mission, program goals and objectives ..... 9  
Community profile ..... 10-11  
Financial policies ..... 12  
Budget process ..... 13  
Budget calendar ..... 14  
Fund descriptions ..... 15-18

**SUMMARY FINANCIAL INFORMATION**

Budget in brief ..... 19  
Interfund transfers ..... 20  
Adopted Budget Overview ..... 21  
Revenue policy ..... 22  
Operating Revenue by Fund ..... 23-31  
Operating expenditures summary ..... 32  
Expenditures by fund ..... 33  
Budget summary ..... 34-42  
Capital outlay summary ..... 43-45

**GENERAL GOVERNMENT**

Mayor & Council ..... 46-49  
City Manager ..... 50-54  
City Clerk ..... 55-60  
City Court ..... 61-66  
City Attorney ..... 67-71  
Administrative Services Administration ..... 72-74  
    Human Resources ..... 75-78  
    Public Information ..... 79-81  
    Information Technologies ..... 82-84  
    Risk Management ..... 85-86  
Finance ..... 87-95

**POLICE**

Police Administration ..... 97-100  
Uniform ..... 100-103  
Criminal Investigations ..... 104-107  
Support Services ..... 108-110  
911 Center ..... 111-113  
Animal Control ..... 114-116

**TABLE OF CONTENTS**  
**BUDGET FISCAL YEAR 1999-00**

---

**COMMUNITY DEVELOPMENT**

Community Development Administration .....	118-121
Planning and Zoning .....	122-125
Building Inspections .....	126-130
Recreation .....	131-134

**ECONOMIC DEVELOPMENT**

Economic Development Administration .....	135-138
Special Events .....	139-140

**PUBLIC WORKS**

Public Works Administration .....	141-145
Parks Infrastructure .....	146-149
Roads Infrastructure .....	150-153
Building Maintenance .....	154-157
Fleet Maintenance .....	158-160
Street Lights .....	161
Wastewater Fund - Treatment .....	162-164
Wastewater Fund - Collection .....	165-167

**ENGINEERING**

Engineering .....	168-171
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**CAPITAL IMPROVEMENTS .....** 172-177

**DEBT .....** 178-180

**APPENDIX**

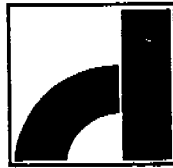
Position Title Range Schedule .....	181-185
Total Personnel Costs .....	186

**Legal Documents**

Resolution Tentative Budget Adoption .....	187
Resolution Adoption of the Budget .....	188
Schedule A - Summary Schedule of Est Revenues and Expenses .....	189
Schedule B - Summary of Tax Levies & Tax Rate Information .....	190
Schedule C - Summary by Fund of Revenues .....	191-194
Schedule D - Summary by Fund of Other Financing Sources and Interfund Transfers .....	195
Schedule E - Summary by Dept of Expenses Within Each Fund .....	196
Budgetary Law - Excerpts from Arizona Revised Statutes .....	197-199

**Glossary of Terms .....** 200-206

**Expense Account Descriptions .....** 207-212

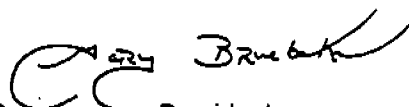


GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO  
City of Bullhead City,  
Arizona

For the Fiscal Year Beginning  
July 1, 1998

  
Cary Brubaker  
President

  
Jeffrey L. Esser  
Executive Director

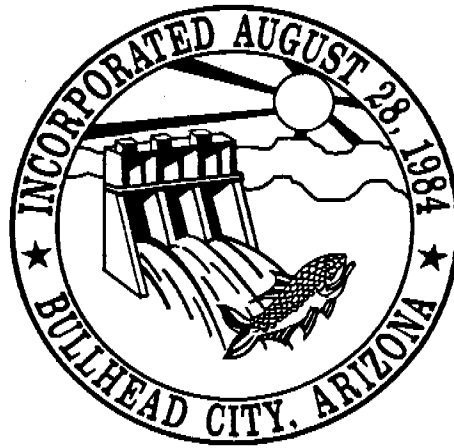
The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Bullhead City for the annual budget for the fiscal year beginning July 1, 1998.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# *CITY OF BULLHEAD CITY* *ARIZONA*

Annual Budget  
for the  
Fiscal Year 1999-2000



**Diane Rae Vick**  
MAYOR

**Jo Ann Allen**  
VICE-MAYOR

**Jacqueline Jessie**  
COUNCILMEMBER

**D'Arcy Downs-Vollbracht**  
COUNCILMEMBER

**Dale Collins**  
COUNCILMEMBER

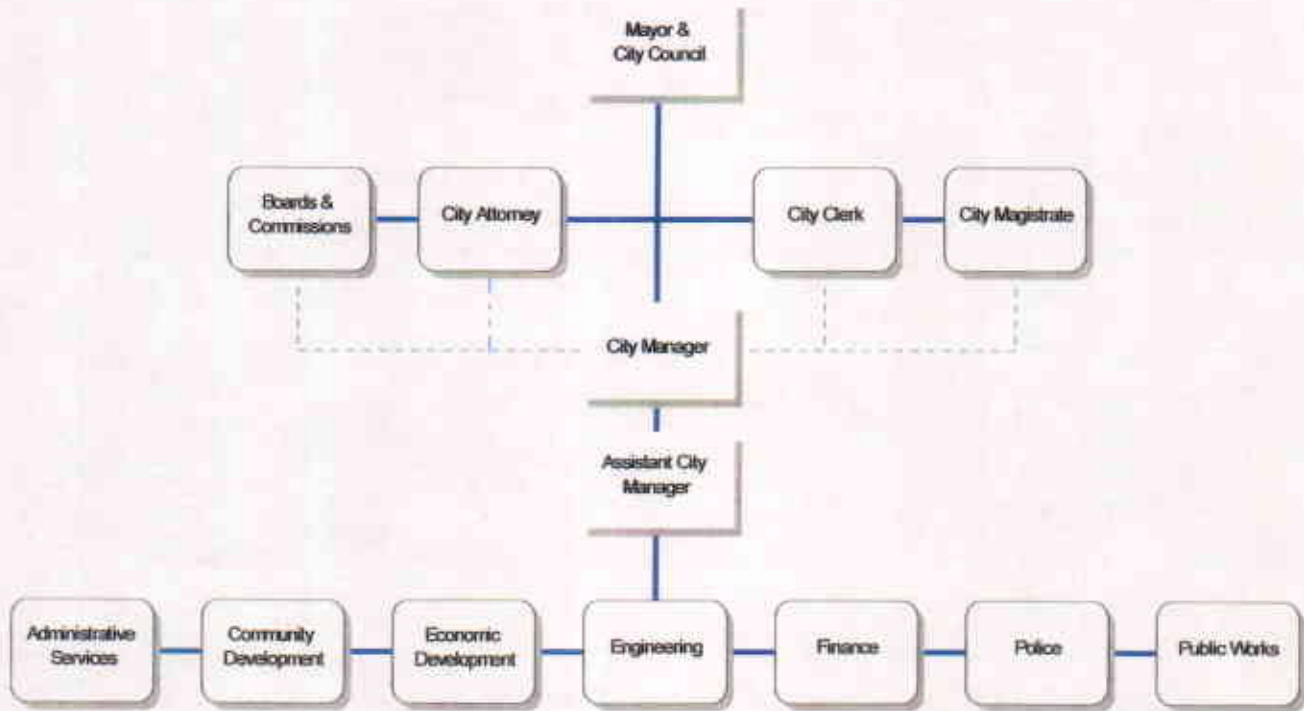
**Damian W. Holther, Sr.**  
COUNCILMEMBER

**Donald Sullivan**  
COUNCILMEMBER

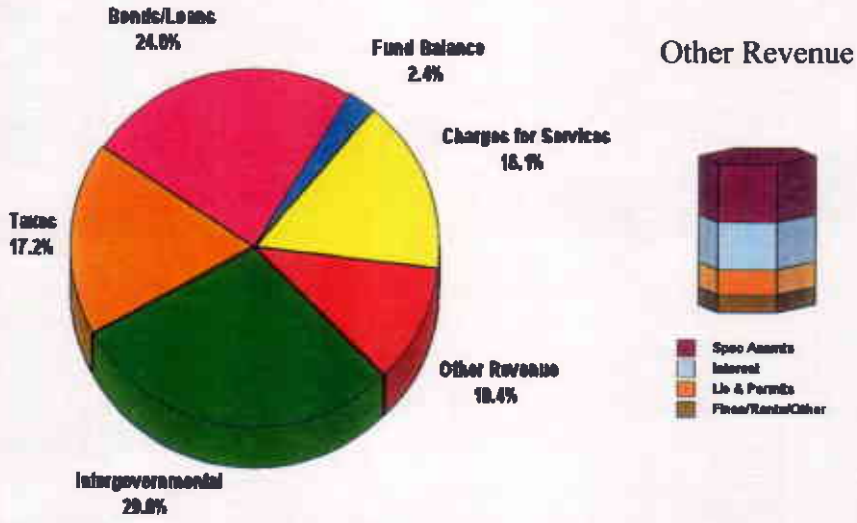
**Robert A. Schaumleffel, Jr.**  
CITY MANAGER

**Ilene S. Frisch**  
FINANCE DIRECTOR

# CITY ORGANIZATION

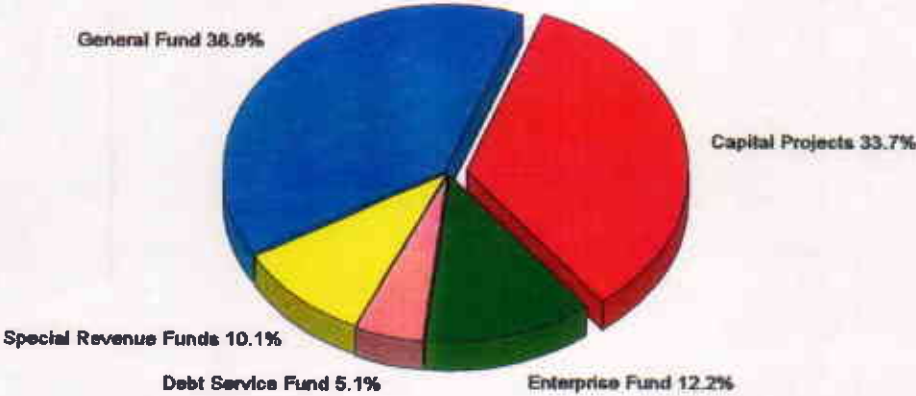


# Where the Money Comes From



\$43,762,760

# Where the Money Goes





## BUDGET MESSAGE

### *To the Stakeholders of the City of Bullhead City:*

The City Manager and the Finance Department present the 1999-2000 budget with great pride. The document represents numerous hours of preparation and deliberation from the City Staff, Mayor, and City Council. The budget as adopted by the City Council provides the plan and resources to deliver services and accomplish the goals as set forth.

This budget message outlines the goals of the budget, the process, the strategy and the highlights of FY 1999-2000's budget. In-depth discussions of the division budgets is included within the department sections.

### **BUDGET GOAL**

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The primary goal of the Budget is to provide a blueprint for the financial operations of the City for a given year. The Budget is predicated on the principle that the City operates as efficiently and effectively as possible. This Budget sets out to do that. One goal of the Budget is to reassess the City's goals and objectives and means for accomplishing them. Both the Budget and the Capital Improvement Plan were discussed at several public hearings and workshops in order to receive public input. The City cannot provide for all the needs of the Community. As a result of finite resources of the City. An important part of the budget process is to prioritize the goals and objectives for the upcoming year. The City Council, with staff and public input, put forth their best efforts to critically evaluate all programs and appropriate funds according to City Council priorities. The result is a balanced budget in all funds.

### **BUDGET PROCESS**

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The budget process is intended to provide the mechanism to establish operational and financial plans, program review, and goals and objectives that will serve the citizens of the community in the most appropriate manner for this and future years.

The budget process began in March, following the mid-year budget review. The Finance Department prepared the estimates of 1999-2000 revenues. The revenues determine an estimate of what the City can expect to spend in the fiscal year for the budgeted year. Budget preparation guidelines are distributed to all departments. The guidelines set the parameters and funds available so that Departments can determine reasonable requests based on need and available resources. The guidelines require each department's Director and City Manager to review and update departmental goals and objectives. The Department budgets are developed and presumed to be zero base; all expenditures are justified on what expenditures are required to accomplish the approved goals and objectives. The requested budget from each department is reviewed by the Finance Director and the City Manager and internal hearings and discussions are held before initial recommendations are made. The City Council spent numerous hours in workshops and hearings, reviewing the City Manager's recommendations and discussing issues with Department Directors and Division managers. A balanced budget was then adopted by the City Council. The impact of budget decisions on future years was a major factor in determining the final budget.



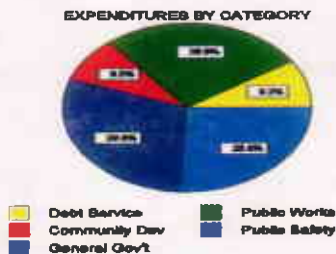
## BUDGET PRINCIPLES

The operating budget embraces the following principles that serve to make the City financially strong. The City will....

- ⊗ live within our means. Current revenues are sufficient to support current expenditures.
- ⊗ not pay for ongoing expenditures with one-time revenues.
- ⊗ maintain strong General Fund reserves.
- ⊗ budget adequate contingency reserves.
- ⊗ include sufficient maintenance and replacement dollars to ensure capital facilities and equipment are properly maintained.
- ⊗ address quality of life programs and increasing service demands to continue improvements in the quality of life.
- ⊗ offer a competitive compensation and benefits package to hire qualified employees and to provide for the City's largest single asset—its employees.

## BUDGET IN BRIEF

The 1999-2000 budget for all City funds is \$43,762,760. The budget includes thirteen funds. Three funds excluded are internal service funds whose costs are allocated to the other thirteen funds. The total budget with carryforwards is \$50,583,113. The total expenditure budget can be broken into five general operating categories as shown on the following pie chart.



The other component of the budget, capital projects, is excluded because it distorts the expenditures since capital purchases benefit the City over many years, not just one year.

The large increase in the overall adopted FY2000 budget is due to capital projects and grants. The City will begin construction of a new wastewater treatment facility and sewer improvements in District 1. This accounts for \$23,989,600 of the amount included in the budget. The City must budget for all potential expenditures because Arizona Statutes do not allow for increases to the budget once it is adopted.

## SIGNIFICANT ISSUES

The City has many infrastructure needs. Providing sewer service to the entire City by one provider continues to be the number one priority in infrastructure needs. The City will complete the assumption of the Bullhead Sanitary District and negotiate the purchase of Chapparel system. The Year 2000 includes funds for both. A Master Sewer Plan is currently being completed and a strategy will be developed to meet the demand of the Arizona Department of Environmental Quality and Court Consent Decree.

Since Bullhead City has a sales tax based economy and tourism is a major industry, increasing the City's revenue base continues to be a priority. Sales tax projections have increased and are projected to continue as new retail comes on line and a regional shopping mall developed in future years. The University of Las Vegas Reno and University of Arizona completed a study this past year that highlights the importance of tourism to the City's economy. Each outside dollar is re-spent seven times in Bullhead City. To help achieve these goals, a separate Economic Development Department was established in this budget and special

## EXPENDITURES - ALL FUNDS

(does not include interfund transfers, internal service or carryforwards)

FUND	1997-1998 ACTUALS	1998-1999 ESTIMATED	1999-2000 BUDGET
General	12,658,157	13,451,810	16,933,439
Special Revenue			
Highway User	2,089,107	3,390,105	2,733,486
Economic Development	122,155	111,166	219,082
Grants	42,224	110,174	210,367
RICO	40,266	26,570	61,715
Housing	1,148,052	680,179	187,000
Street Light Improvement Dist	5,893	5,931	83,362
Arts	0	424	5,250
Special Events	0	202,166	173,932
Water Resource	0	73,750	150,500
Capital Projects	2,780,442	3,725,644	15,595,853
Debt Service	2,614,511	2,585,504	2,578,958
Sewer	1,755,971	3,244,429	4,829,816
<b>TOTAL ALL FUNDS</b>	<b>23,256,778</b>	<b>27,607,852</b>	<b>43,762,760</b>

## SHORT-TERM FINANCIAL AND OPERATIONAL POLICIES

Several City program goals and objectives are compiled in a policy statement immediately following the budget message in this document.

The Departments develop strategies and plans that specify the method to accomplish these goals and objectives. During this budget year, the City is implementing a City-wide visioning process that was worked on last fiscal year. There was a task force organized, with membership from many stakeholder groups. This Task Force worked with Arizona Public Service to develop a City vision. Based on this work, City staff will review organization structure, goals, and objectives. With a City-wide vision, alignment throughout all the City Departments can occur and provide direction for positive outcomes.

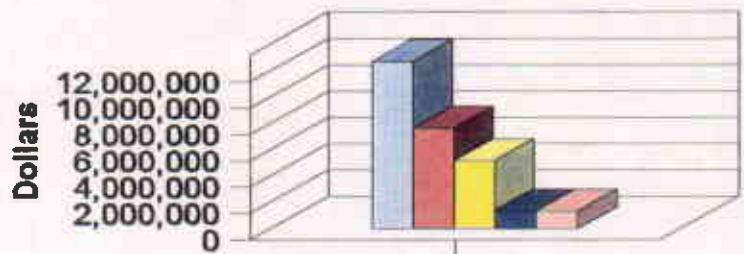
Specific financial and budgetary policies are presented in the following discussion.

### ❖ Revenues Conservatively Estimated

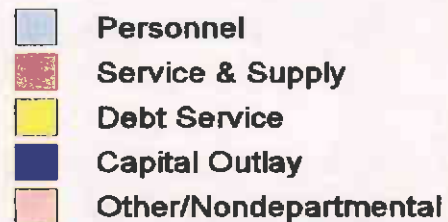
In all cases, revenue estimates tend toward the conservative. If a fee is not in effect, the revenue is not anticipated. The basis for all revenue estimates is the low side of the scale.

### ❖ Cost Containment/Budgetary Control

Although the budget includes sufficient resources to finance current City services, it is imperative that we maintain adequate and effective cost containment programs. We strive for better, less expensive, and faster controls.



FY 2000 BUDGET



### ❖ Unreserved Fund Balance

Due to conservative and prudent management of fiscal operations, the City is in a strong financial position to meet the challenges of the next year. The City Council adopted a minimum General Fund reserve policy that provides for the General Fund unreserved balance not to fall below 10% of the ensuing year's General Fund expenditure budget. The anticipated Unreserved General Fund Balance as of June 30, 1999, is \$6,650,000. This amount provides plenty of reserve since the goal amount is \$1,693,344.

### ❖ Capital Budget

The City Council adopted a ten-year capital improvement plan. This plan includes all major capital improvements anticipated until 2008. The plan is updated annually. The first year anticipated expenditures are included in the FY00 budget.

## BUDGET HIGHLIGHTS

The following graph depicts the split for every \$1 collected. Once again capital improvements are removed to focus on current operations.

Personnel services account for approximately 45% of all expenditure types, excluding capital projects.

### ❖ Personnel Changes

Total authorized full-time equivalent positions equal 284.50. This represents an increase of 20 positions from all Funds.

The budget includes a 1.2% cost of living adjustment as provided for in the compensation plan.

The personnel changes are as follows:

FTE	DIVISION	POSITION
.5	Human Resources	Receptionist
.5	City Attorney	Crisis Intervention Coordinator
1.0	City Court	Judicial Assistant
5.0	Wastewater	Tech (I)(II)(III)
1.0	Wastewater	Operator (I)
1.0	Wastewater	Clerk Typist (II)
2.0	Infrastructure	Maint Worker (I)
1.0	Infrastructure	Maint Worker (II)
1.0	Police Uniform	Police Officer
1.0	Police Admin	Clerk Typist (II)
2.0	Police 9-1-1	Sr. Dispatcher
2.0	Police 9-1-1	Dispatcher
1.0	Finance	Acct Clerk (I)
1.0	Finance	Clerk Typist (II)

### ❖ Operating and Capital Outlay Budget

Overall, the expense for maintenance and operations (M & O) and capital equipment purchases increases by 16.2%. The City realizes that an investment in equipment reduces the need for additional staff and improves service. The City continues to analyze the balance between useful life and improved technology. More analytic reviews are in place.

### ❖ Internal Services

Internal service funds are used to account for the financing of goods and services provided by one department to another on a cost reimbursement basis. This practice furthers the goal of cost recovery. The City has a total of three internal service funds: Fleet Maintenance, Information Technology and Risk Management.

By reporting such goods and services through internal service funds, the City is able to:

- ✓ account for the total cost of an activity
- ✓ accumulate resources for replacing fixed assets and building reserves
- ✓ isolate interfund services so these operations can be operated like a business operation.

The internal service funds are not included in the total financial information picture. The charges are already included within the division budgets.

### ❖ Capital Improvement Program

The FY2000 Budget includes 38 capital improvement projects. This compares to 33 for FY1999. The city budgets for capital improvement projects funded with grants. If the grant applications are not successful, the capital improvements are not completed. The following table outlines the financing sources for the 38 capital improvement projects.

FUNDING	AMOUNT
Intergovernmental	\$3,204,147
Interfund Transfers	\$1,392,891
Bonds/Loans	\$4,528,283
Special Assessments	\$5,986,300
Other Revenue	96,000
Fund Balance	\$457,069
<b>TOTAL CURRENT</b>	<b>\$15,664,690</b>

Approximately one-half of the costs for phase one of three sewer improvement districts is included in this budget. The costs included are \$23,989,000. The City aspires to complete a Master Facilities Plan for all unsewered areas of the City and develop a strategy to provide affordable wastewater connection and service. The City entered into a loan agreement with the Water Infrastructure Finance Authority (WIFA) which provides the ability to assess property owners with an interest rate of approximately 3.5%.

When this project is completed in June of 2000, approximately 5,000 new sewer customers will be added to the City's special assessment and wastewater billing systems.

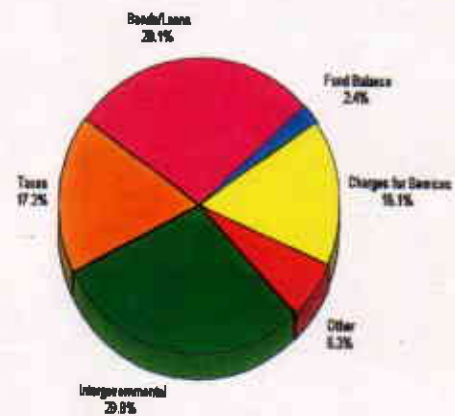
In addition, the budget includes road improvements, public facilities, equipment and flood control projects.

#### ❖Revenue Considerations

The City relies heavily on sales tax in the absence of City property tax. Auditing and collection efforts are important to ensure that the City receives its fair share.

Other major revenue sources include intergovernmental revenue, permit and license fees, interest income, and charges for services.

The following pie chart illustrates the split by revenue source.



## FINANCIAL ASSESSMENT

### ❖Financial Reserves

An indicator of a City's financial strength is the level of financial reserve. The City strives to build such reserves to absorb unforeseen liabilities and to plan for foreseen liabilities, such as compensated absences and equipment replacement.

The City has developed policies to ensure continued increase in reserve funds. These policies are balanced budgets and conservative revenue forecasts. On the expenditure side, no purchases are approved unless budget dollars are available to pay for the purchase.

The budget includes a small reserve of \$200,000 for unforeseen events in the General Fund.

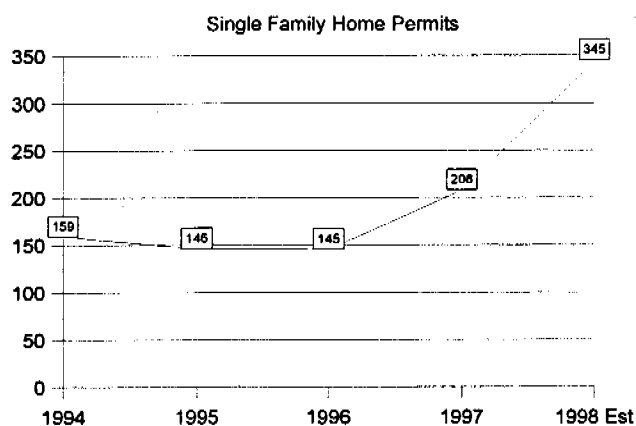
### ❖Fund Balance

Another measure of a City's financial strength is the level of its fund balances (revenues in excess of expenditures). We estimate the unreserved General Fund balance will amount to \$6,658,993 at the end of fiscal year 1998-99.

The City is reviewing accounting changes related to contributed capital that will increase the retained earnings. In addition, a comprehensive fee review will be completed this fall to project future operations.

#### ✦ Development Activity

New development is steadily increasing in Bullhead City. Single family residential development is primarily occurring in two subdivisions, both of which are master planned communities along the Bullhead Parkway. The graph shows the building permits issued over the past five years.



Multi-family residential development is also experiencing significant activity. A total of 543 units were constructed in the past few years.

During the past year, Office Max and Fox Creek Junior High construction were completed. The construction of a new Wal-Mart super center will be complete by December of 1999 and open in the year 2000. An additional 21 commercial building permits were issued in the last few months.

#### ✦ Economic Development

The City sponsors the Economic Round Table, an action-driven delegation of representatives from several community organizations. The group has worked over the past year to develop a strategic plan that outlines roles and responsibilities for economic development. The plan was recently adopted and will be finalized

and put into action during the next year. In response to these discussions, the City upgraded the position of Economic Development Manager to Economic Development Director and formed a separate department.

#### CONCLUSION

The City continues to focus on long-range financial planning, streamlining of operations, and lowering of costs. Fiscal stability is realized by adopting limited recurring General Fund operating expenses and by improving revenue sources.

This budget plan strategically positions the City to address the quality service demands of our community. It is a financial plan that reflects the context of our challenging resource allocation choices, and issues that speak not only to current needs but to future financial capacity.

This budget also reflects the City's commitment to sound fiscal policies. With strong leadership and teamwork, as well as favorable economic conditions, this City's fiscal condition will improve each year, providing a strong financial foundation by which to meet and exceed our community's needs.

Thanks are given to the Mayor and Council, citizen review team and City staff for their time and diligent efforts throughout the development and implementation of this budget.

Respectfully submitted,

Robert A. Schaumleffel, Jr.  
City Manager

# MISSION STATEMENT

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

## PROGRAM GOALS AND OBJECTIVES

The City was incorporated on August 28, 1984 on the basis that incorporators believed that the resources available to a municipality would allow for better public safety services and would improve local roads. The City has provided these services and more. These program goals and objectives provide a clear path for the City to maintain and enhance its quality services.

### Public Safety

To provide for the safety of all persons in our City by maintaining a professional, responsive and adequately staffed police force. The police department will focus on crime prevention through education with the continued use of D.A.R.E. programs, school resource officers and ride along programs. Community Oriented Policing programs capitalize on citizen involvement.

### Transportation

To provide improved roads throughout our neighborhoods by funding the annual Neighborhood Street Improvement Program through use of Highway User Revenue Funds.

To support the organization and formation of a Regional Transportation Authority to provide public transportation within Bullhead City.

To advocate and lobby the State for continuous improvements to Highway 95. Highway improvements relieve congestion, reduce traffic accidents and facilitate tourist access.

### Economic Development

To promote economic development growth of the City, fostering a climate which supports expansion of existing business and welcomes new industry and development. The City endorses the Economic Development Authority (EDA) which was formed to create new jobs by bringing new business to the City. The EDA includes members of the business and development community as well as the Economic Development Director.

### Environment

To protect the quality of our environment through wastewater treatment, flood control planning and enforcement of mandatory refuse collection. The health, safety, and well being of future residents is protected through today's proper planning and use of resources. The most immediate concern of the City is to meet the demand for sewer services in all areas over the next few years.

To protect water allocations for our local use. Water allocations are important to the City's planned growth and development. The City has, through coordinated efforts with the private sector, obtained water allocations from the U.S. Bureau of Reclamation which will provide for the City's growth through the year 2010 and beyond. The City assisted in the formation of a County Water Authority which provides a vehicle to option additional water for future purchase to facilitate growth in the City beyond the year 2010.

# Community Profile

On the east side of the Colorado River in the tri-state area of Arizona, California and Nevada, Bullhead City is in west-central Mohave County. Among Arizona's fastest growing communities, it is the sister city to Laughlin, Nevada, and just 90 minutes from Las Vegas.

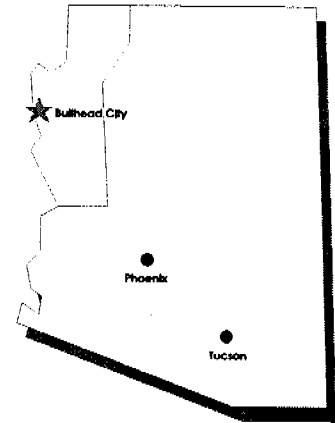
Bullhead City began as the headquarters for the construction of Davis Dam and Lake Mohave in the mid-1940's. The city name was derived from its proximity to Bullhead Rock, now largely concealed by Lake Mohave.

The population growth experienced over the past several years is a result of the relocation of retirees mostly from California, employment opportunities in the gaming industry, and increased tourism associated with gaming and water-based recreation.

Bullhead City serves a trade area population exceeding 180,000. The Bullhead City/Laughlin area is now attracting more than 6 million visitors a year. With eleven major casino/resort hotels, Laughlin employs 15,000 people, most of whom make their home in Bullhead City. On the Arizona side, more than 2,000 businesses employ approximately 7,500 people.

The Colorado River and Lake Mohave Resort offer year-round water related recreation. The Black Mountain Range east of Bullhead City provides for a variety of recreational opportunities, such as off-roading, hiking, photography, rock hounding, and exploring ghost towns.

The Laughlin/Bullhead International Airport is a tri-state regional airport with scheduled daily jet service. A new 193 acre industrial park is available with all utilities and transportation access to state highways and the airport.



Incorporated August 28, 1984  
Council/Manager Form of Government  
Council meets regularly on the 1st & 3rd Tuesdays

Located in Mohave County  
Elevation of 504 ft above Sea Level  
42.9 Square Miles  
300 Miles of Paved Streets

## Elections

Primary Election is held in March	Registered Voters	14,331
General Election is held in May	Votes Cast in Last City Election	973
Mayor is directly elected by the Citizens	% Voting in Last City Election	7.7%

## Fire Protection provided by Bullhead Fire District

Number of Stations	4
Number of Firefighters, officers, and administration	71
Number of reserve firefighters	10
Underwriter's rating	Class 4

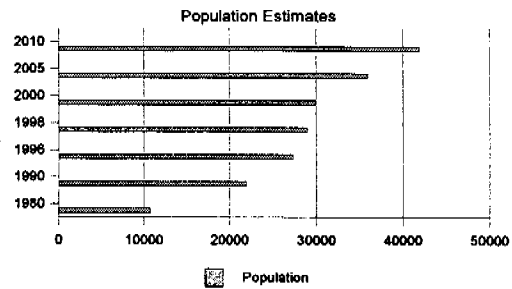


# Demographics

## Population

Year	Population
1980	10,719
1985	17,091
1990	21,951
1996 DES Estimate	27,370
1998 County Estimate	28,989
2000 projected	30,789
2010 projected	43,172

## Growth



## Area in Square Miles

1992 thru 1997	42.9
1991	42.4
1984 thru 1990	40.4

## Land Use, 1995

Residential	58%
Undeveloped	25%
Public/Quasi Public/Institutional	5%
Commercial/Service	10%
Industrial	2%

## Racial Composition

White	89.5%
Hispanic	6.1%
American Indian	.8%
Asian or Pacific Islander	.6%
Black	.5%
Other	2.5%

## Gender Composition

Male	50.1%
Female	49.9%

## Education Centers

### Elementary & Jr. High

Attendance Centers	6
Number of Classrooms	192
Number of Teachers	192
Enrollment	3,414

### High School

Attendance Centers	1
Number of Classrooms	75
Number of Teachers	77
Enrollment	1,200

# ***FINANCIAL POLICIES***

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## **Cash Management/Investment Policies**

1. The City deposits all funds on the same day the funds are received.
2. Investment of City funds emphasizes the preservation of principal with liquidity and yield being secondary factors.
3. Only funds in excess of minimum cash reserve levels (6-8 weeks of operating cash) may be invested outside the Local Government Investment Pool.

## **Debt Policies**

1. The City issues bonds for capital improvements.
2. The City will not issue notes to finance operating deficits.
3. The City publishes and distributes an official statement for each bond issue.
4. The City provides continuing note disclosure, per the National Federation of Municipal Analysts to ensure the continued marketability of City issued debt.
5. The City annually reviews the status of outstanding and future potential debt to facilitate financial planning.

## **Reserve Policies**

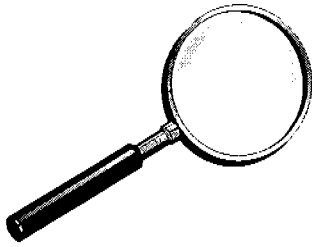
1. The City strives to maintain a reserve in the General Fund which represents at least 10% of the funds ensuing years budget expenditures from the General Fund.
2. The City strives to cultivate a reserve in the Wastewater Fund to match accumulated depreciation.

## **Accounting, Auditing and Financial Reporting Policies**

1. An independent audit is performed annually.
2. The City produces annual financial report in accordance with generally accepted accounting principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).
3. The City strives to meet the guidelines and criteria necessary to receive the Government Finance Officer's Association Certificate for Excellence in Achievement in Financial Reporting.

## Budget Process

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**Budget Amendments:** Per Arizona laws, total expenditures cannot exceed the final appropriation (\$43,762,760) once the budget is adopted. The City Council can amend the total appropriations for an individual fund. To guarantee compliance with the expenditure limit, when one fund is increased, another must be decreased. Amendments to fund total appropriations are done by motion of the City Council.

The City Council may also approve the transfer of appropriations within funds. This occurs most often in the case of capital improvement projects, where savings from one project is transferred to another project. These amendments, as well as uses of any contingency accounts, are done by motion of the Council.

By resolution, the City Manager has authority to transfer appropriations within departments. These budget transfers are reviewed by the relevant department head, the Finance Director and the City Manager. All administrative budget transfers are documented by the Finance Department and tracked in the City's automated budget and financial system.

**Budget Basis:** The budgets of general government fund types (i.e. the General Fund or Special Revenue Fund) are prepared on a modified accrual basis. This means that obligations of the City (i.e. outstanding purchase orders) are budgeted as expenditures and revenue is budgeted in the year of receipt.

In contrast, the Wastewater Fund is budgeted on a full accrual basis. Not only are expenses recognized when a commitment is made, but revenues are recognized as they are earned and quantifiable.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on a basis of *generally accepted accounting principles* (GAAP). In most cases the CAFR presentation conforms to the City budget. A few exceptions are:

- ▶ compensated absences are not budgeted as an expense - an FTE is 2080 hours
- ▶ bond principal of the Wastewater Fund is included in the budget, but not an expense in the CAFR
- ▶ capital outlay of the Wastewater Fund is included in the budget, but is included in the CAFR as depreciation expense over the useful life of the equipment

## 1999-2000 BUDGET CALENDAR

Target Date	Action	Responsibility
1/27/99	prepare budget calendar	Diane
2/1/99	prepare revenue forecast	Diane, Rudy
2/2/99	begin recruitment for citizen-based budget	Bob
2/5/99	budget preparation manual distributed	Diane
2/8-12/99	training sessions for departments	Diane, Rudy
2/9/99	City Manager set expectations	Bob
2/17/99	review of performance measurements	Departments & Diane
2/22/99	submit new position/re-class requests to Human Resources	Department Directors
2/22/99	submit MIS requests to Jim Grammar	Department Directors
3/2/99	select citizens for participation in citizen-based budgeting	Bob
3/2/99	Council goals and objectives	Council/Bob
3/16/99	departments submit budget requests	Departments
3/23/99	training and orientation for citizen participants	Diane
3/25/99	department requests reviewed and preliminary budget information to City Manager	Diane, Rudy, Janet
4/26-4/30/99	department review of budget requests	Departments, Bob, Ilene, Rudy, Citizens
4/30/99	revenue estimates updated if necessary	Ilene
5/7/99	City Manager recommended budget distributed	Ilene
5/10-21/99	Council review of recommended budget in public workshops	Council, Bob
6/15/99	Council adopts tentative budget	Council
6/20/99 & 6/27/99	publish budget resolution and notice of public hearing	City Clerk
6/29/99	Council holds public hearing and adopts final budget	Council
8/2/99	publish and distribute adopted budget	Ilene

# Fund Descriptions

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The financial operations of the City are organized into funds and account groups, each of which is a separate fiscal and accounting entity. Every revenue received or expenditure made by the City is accounted for through one of the funds or account groups listed below.

## GOVERNMENTAL FUNDS

Most City functions are financed through what are called governmental funds. There are five types of governmental funds: the General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund, and Expendable Trust Fund.

**General Fund:** The General Fund is the major operating fund of the City government and it accounts for the vast majority of City operations. The General Fund pays for police, parks and recreation, community development, building inspection, general city administration and finance among other city functions. Major revenues are local sales tax, state shared revenue, fines and forfeitures, license and permit fees, charges for services, interest and other fees. The General Fund is considered unrestricted, and can be used for any governmental purpose. All other City funds are used to account for revenues which use is restricted under federal, state or local law, or generally accepted accounting principles.

**Special Revenue Funds:** Special Revenue Funds are used to account for those types of revenues that are legally restricted to be spent for a specific purpose (except for expendable trusts or major capital projects). These revenues must be accounted for separately from the General Fund for a variety of reasons. The City's Special Revenue Funds are:

**Roads (H.U.R.F.) Fund:** The major revenues of this fund are the City's share of Highway User Revenue Fund (HURF) and Local Transportation Assistance Fund (Lottery Proceeds). Roads Fund revenues are restricted and must be used for the construction or maintenance of city streets. Lottery funds are used for city roads and transportation projects. The Roads Fund also pays the debt service for the Hancock Road Improvement Revenue Bonds which were issued to pay for road reconstruction. The City pledged the HURF revenues for repayment of the debt.

**Economic Development Fund:** This fund receives the three percent (3%) Transient Occupancy Tax required by Chapter 3.20 of the Bullhead City Code. This tax is charged to persons renting hotel/motel/mobile home spaces for a period of less than 30 days. The revenues from this fund are intended to support economic development and tourism.

**Grants Fund:** Most grants which are awarded to the City are required to be accounted for separately from all other city activities. The Grants Fund includes a separate program accounting for each grant awarded to the City. The Community Development Block Grants (CDBG) form a large portion of this fund. The grants budget is based upon a combination of grants which have already been awarded to the City and grants which have been applied for and are pending notification of award.

**Racketeering Influenced Criminal Organizations Fund (RICO):** This fund accounts for the RICO revenues and expenses of the Police Department. The revenues of this fund are received as a result of the seizure and forfeiture of property that is used in or is received as a benefit of criminal activity. The authority to seize property and the restrictions concerning the use of forfeited monies is provided to the Police Department, at the direction of the Chief of Police as set forth under Title 13, Chapter 39 of the Arizona Revised Statutes. RICO revenue is received when court action awards the seized property and it is sold for cash or converted to use. Expenditure of RICO money is restricted for the furtherance of law enforcement efforts.

## Fund Descriptions

**Housing Fund:** The Housing Fund is used to account for state and federally funded housing rehabilitation projects. This Program provides repair assistance to owner occupied qualified families. Funding is provided from the Arizona State HOME Program through Arizona Department of Commerce.

**Special Assessment Fund:** The Special Assessment Fund is used to account for operating activities of the City's properly formed street lighting districts. This is a service-type special assessment which does not result in the purchase or construction of fixed assets. Only those property owners receiving benefits or the infrastructure are charged.

**Debt Service Fund:** The Debt Service Fund pays for all of the general long-term debts of the City. The debts paid by this fund include principal and interest on the city complex portion of the 1996 Municipal Property Corporation bonds, and all of the City's improvement districts, which includes Silver Creek Road, East Branch Sewer, Bullhead Parkway, Punto de Vista, and Interstate Place. Other obligations include long-term leases for the City and police computer systems, the postage machine, and the telecommunication system. The revenues used to pay the debt requirements are received from the General Fund and improvement district assessments. Other long-term debt issued by the City is paid from the Roads Fund for Road Improvement Revenue bonds and from the Enterprise Fund for a portion of the 1996 Municipal Property Corporation bonds issued to refund the bonds originally issued to construct wastewater infrastructure.

**Capital Projects Fund:** The Capital Projects Fund is used to account for the monies used for the acquisition or construction of major

capital facilities (buildings, roads, etc.). The City's Capital Projects Fund is funded by grants, private sources, transfers from other City funds or from the receipt of bond proceeds resulting from the City's issuance of bonds for a specific project. This fund also accounts for the activities of the improvement district administration program. This program receives a portion of the bond proceeds from each improvement district bond that the City issues to defray the costs of administering the bonds and collecting the property assessments. The City currently has six improvement districts for which it must bill and collect more than 8,400 semi-annual assessments.

**Expendable Trust Funds:** are used to account for monies received by the City in a trustee capacity where both the principal and earnings of the fund may be expended.

**Judicial Collection Enhancement Fund:** The JCEF was established in 1989 by Senate Bill and is administered by the Arizona Supreme Court. The purpose of the fund is to help improve the administration of justice by increasing the number of court orders which are enforced, by enhancing the court's ability to collect and manage monies and by improving court automation of collection and information systems. A surcharge is assessed for defensive driving school programs and on all filing, appearance, and clerk fees collected by all Arizona courts. Additionally, a time payment fee is charged to all persons who do not pay any penalty, fine or sanction in full on the date the court imposes it. All revenues are remitted to the State Treasurer with the exception of a portion of the time payment fee. An application for expenditure of JCEF money must be approved by the Arizona Supreme Court.

# Fund Descriptions

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## PROPRIETARY FUNDS

Proprietary funds are used to account for the City's activities that are similar to those found in the private sector. These activities are not financed by taxes, but rather by fees charged to the users of the service. The accounting principles used for proprietary funds are the same as those applicable to similar businesses in the private sector.

**Wastewater Enterprise Fund:** This fund accounts for the activities of providing wastewater services to citizens within the City's certificated area of service. While the City recognizes that enterprise activities are most advantageous to the City when supported fully by fees charged to users of the services provided. The City began providing wastewater services to the public when it acquired the customers of the Riverside Sanitary District. Since that time, the City has issued bonds and constructed additional collector lines and the first phase of

a regional wastewater treatment plant. The City has acquired Bullhead City Sanitary District with a customer base of approximately 200 customers. In addition the City is completing Phase I of Sewer Improvement District #1, which will increase the customer base. As more customers are connected to the system, and since user fees were increased in 1994, user charges are expected to cover the full cost of providing these services to the system customers.

## INTERNAL SERVICE FUNDS

Internal Service Funds are 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. The City has a fleet maintenance fund, management information systems, and risk management activities accounted for in Internal Service Funds. By reporting such goods and services in this manner, the City is able to:

- 1) account for the total cost of the activity,
- 2) accumulate resources for replacing fixed assets, and
- 3) isolate interfund services so that governmental fund types do not report related revenues and expenditures twice within the same fund type — once by the department furnishing the goods or services and once by the department receiving the goods or services.

The City currently has three internal service funds: the Information Technology Fund the Mobile Equipment Fund and the Risk Management Fund. Though not required by law, annual budgets for internal service funds are prepared for internal management purposes. Revenue for such funds is derived from the charges assessed to each user department.

**Mobile Equipment Fund:** The Mobile Equipment Fund accounts for the activities of the Vehicle Fleet Maintenance Division of the Public Works Department. Maintenance and repair of all City vehicles are provided by or through this division. The charges are calculated upon a cost per mile basis and include depreciation.

1998-99 to charge the users of MIS for the service provided. The initial allocation is based on number of personal computers per division. In addition \$300 per computer is charged for depreciation. A work order system is being developed to distribute costs based on time spent.

**Information Technology Fund:** This internal service fund was established in

# Fund Descriptions

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**Risk Management Fund:** In fiscal year 1997-98 the City created the Risk Management Fund. Prior to establishing this fund, the City paid for liability insurance and other risk management activities from the General Fund. By changing to this method of accounting, the cost of managing risk is

now shared with all departments/programs that benefit from the service. The charges are calculated based upon the total estimated risk management expenditures and the number of personnel servicing the department/program.

## FIDUCIARY FUNDS

Fiduciary funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, or others. The City has two agency funds: the Deferred Compensation Agency Fund and the Contractor Deposit Fund.

**Deferred Compensation Agency Fund:** Employees who elect to do so, through payroll deduction, make cash contributions to a tax-deferred plan that the City administers. The Deferred Compensation Fund is used to account for these monies held for employees in accordance with the Internal Revenue Code Section 457.

**Contractor Deposit Fund:** Under certain provisions of the Bullhead City Code, contractors must deposit performance bonds with the City before commencing with the construction of buildings. These deposits are returned to the contractor when the work has been completed in accordance with all contract provisions, plan specifications, and/or code requirements.



### Budget in Brief

<i><b>Funding Source</b></i>	<i><b>1998-1999 Estimate</b></i>	<i><b>1999-2000 Budget</b></i>
Taxes	7,253,762	7,544,315
Intergovernmental	9,793,225	13,059,393
Fines and Forfeitures	400,671	354,350
Licenses and Permits	850,120	784,262
Charges for Services	3,278,538	7,036,687
Rents and Royalties	2,674	5,300
Interest	1,051,569	1,440,734
Special Assessments	1,591,355	1,798,041
Bond Proceeds	17,728,851	10,514,583
Other	89,230	183,210
<b>Total Revenues and Other Finance Sources</b>	<b>42,039,995</b>	<b>42,720,875</b>
Fund Balances	6,685,000	1,041,885
<b>Total All Funding Sources</b>	<b>48,724,995</b>	<b>43,762,760</b>
<i><b>Expenditures</b></i>		
General Government	5,308,203	6,764,850
Public Safety	7,238,808	8,394,931
Highways and Streets	3,118,417	2,733,486
Culture and Recreation	398,379	461,124
Public Housing	680,639	0
Community Development	1,275,073	1,938,049
Wastewater	2,566,903	4,829,816
Capital Projects	3,725,644	15,595,853
Debt Service	3,266,804	2,606,698
Contingency	28,982	437,953
<b>Total Expenditures and Other Uses</b>	<b>27,607,852</b>	<b>43,762,760</b>

## Interfund Transfers

Interfund transfers are excluded from the total adopted budget because the expenditure or revenue item is already accounted for in one fund, but is being transferred to another fund for a variety of reasons. Transfers are made to subsidize projects in other funds, or to pay for costs in funds associated with operations in another fund. Transfers can also be made where revenue must be accounted for in one fund, but can support a portion of a project in another fund.

The following table summarizes the transfers in and out for Fiscal Year 1999-2000.

<b>FUND</b>	<b>Transfers In</b>	<b>Transfers Out</b>
<b>GENERAL FUND</b>	\$685,442	<b>\$848,068</b>
<b>HIGHWAY USER REVENUE FUND</b>	69,190	<b>1,127,871</b>
<b>ECONOMIC DEVELOPMENT</b>	129,082	<b>0</b>
<b>JUDICIAL COURT ENHANCEMENT</b>	0	<b>3,922</b>
<b>GRANT FUND</b>	0	<b>111,717</b>
<b>HOUSING</b>	0	<b>0</b>
<b>SPECIAL EVENTS</b>	76,932	<b>0</b>
<b>ARTS</b>	5,250	<b>0</b>
<b>WATER RESOURCES</b>	0	<b>0</b>
<b>INFORMATION TECHNOLOGY</b>	0	<b>0</b>
<b>FLEET MAINTENANCE</b>	0	<b>69,190</b>
<b>DEBT SERVICE</b>	556,873	<b>0</b>
<b>CAPITAL PROJECTS</b>	1,392,891	<b>0</b>
<b>WASTEWATER</b>	69,800	<b>824,692</b>
<b>TOTAL INTERFUND TRANSFERS</b>	<b>\$2,985,460</b>	<b>\$2,985,460</b>

## FY 1999-2000 Adopted Budget Overview

Funding Source	Projected Fund Balance 07/01/99	Projected Revenues	Total Resources Available	Adopted Budget Expenditures	Transfer IN	Transfer (OUT)	Projected Balance 06/30/2000
General Fund	\$6,658,000	\$15,831,219	\$22,489,219	\$16,933,439	\$685,442	(\$848,068)	\$5,393,154
Highway User Fund	777,000	3,120,640	3,897,640	2,733,486	69,190	(1,127,872)	105,472
Economic Development Fund	0	90,000	90,000	219,082	129,082	0	0
Grants Fund	0	322,084	322,084	210,367	0	(111,717)	0
RICO Fund	92,300	0	92,300	61,715	0	0	30,585
Housing Rehab. Fund	0	187,000	187,000	187,000	0	0	0
Special Events	0	97,000	97,000	173,932	76,932	0	0
Arts	6,573	0	6,573	5,250	5,250	0	6,573
Special Assessment Fund	280,600	123,163	403,763	110,525	0	0	293,238
Judicial Collection Enhance Fund	35,900	5,000	40,900	0	0	(3,922)	36,978
Water Resources	12,700	150,500	163,200	150,500	0	0	12,700
Debt Service Fund	0	2,070,084	2,070,084	2,578,958	556,873	0	47,999
Enterprise Fund <sup>1</sup>	(1,196,300)	4,952,698	3,756,398	4,829,816	69,800	(824,691)	(1,828,309)
Mobile Equipment Fund <sup>2</sup>	315,000	770,346	1,085,346	903,123	0	(69,190)	113,033
Risk Management Fund <sup>2</sup>	473,900	469,685	943,585	469,685	0	0	473,900
Information Technology Fund <sup>2</sup>	10,200	812,726	822,926	812,726	0	0	10,200
Capital Projects Fund	457,069	13,718,730	14,175,799	15,568,690	1,392,891	0	0
<b>Total (Memorandum Only)</b>	<b>\$7,922,942</b>	<b>\$42,720,875</b>	<b>\$50,643,817</b>	<b>\$45,948,294</b>	<b>\$2,985,460</b>	<b>(\$2,985,460)</b>	<b>\$4,695,523</b>
<b>Total</b>	<b>\$7,123,842</b>	<b>\$40,668,118</b>	<b>\$47,791,960</b>	<b>\$43,762,760</b>	<b>\$2,985,460</b>	<b>(\$2,916,270)</b>	<b>\$4,098,390</b>
Less: Internal Service Funds							

<sup>1</sup> Retained Earnings (Deficit) reported for the Enterprise Fund.

<sup>2</sup> An internal service fund

## REVENUE POLICIES

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- ▶ The City strives to develop a diversified and stable revenue system to shelter it from short-run fluctuations in sales tax revenue.
- ▶ The City develops annual revenue estimates in an analytical and objective manner. Revenue estimates include those received as a result of current law. Revenues resulting from possible changes in laws or ordinances are not included in revenue estimates.
- ▶ Revenue projections are complete for at least three future years.
- ▶ The City aggressively pursues all unpaid taxes, fines and fees. Audits are performed on sales tax collections.
- ▶ The City avoids dependence on temporary revenue sources to fund recurring government services
- ▶ New residential and commercial developments participate financially in the provision of City infrastructure for the development.
- ▶ Only annexations which have a positive fiscal impact are pursued.
- ▶ Actual revenues will be compared, on a quarterly basis, with projected revenues to determine if expenditure modifications need to be made.
- ▶ Enterprise Fund operations will be self-supporting.
- ▶ Each existing and potential revenue source is reviewed annually. All user charges and fees will be related to the cost of providing the services.
- ▶ An annual market survey is complete of user fees and charges to identify inequities.

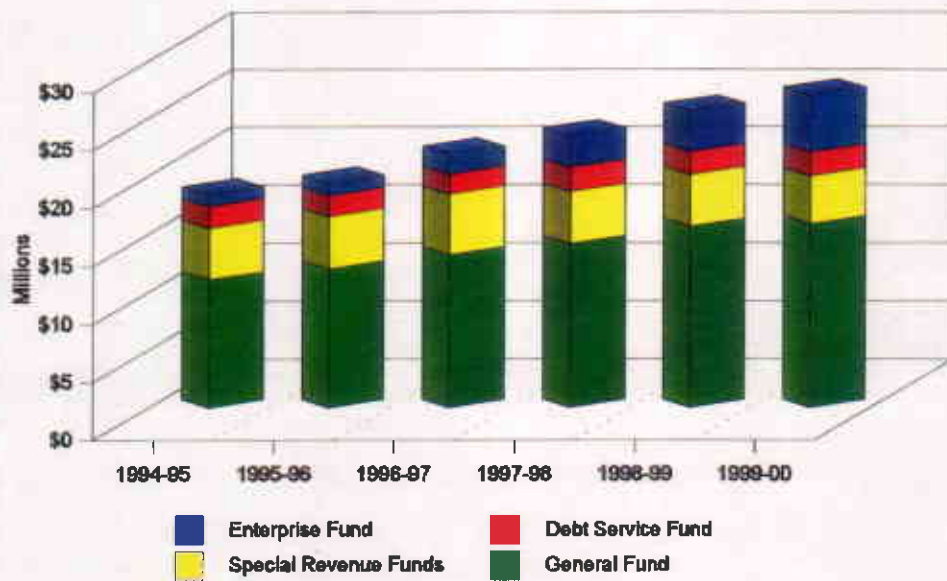
# Operating Revenues by Fund Type

## Five Year History

Moderate increases in operating revenues over the past several years reflect a slow, consistent growth pattern. For fiscal year 1998-99, General Fund revenues are anticipated to increase slightly, by just 4%. Considering the CPI increase of 2.1%, the real growth is a merely 1.9%. On the brighter side, Enterprise Fund revenues are expected to increase by almost 30%. This results, for the most part, from increased customer base. With the acquisition of the Citizens Utilities sewer system, the City has gained over 2,750 customers. Additionally, the City recently completed a field audit which uncovered unbilled customers that are now added to the customer base.

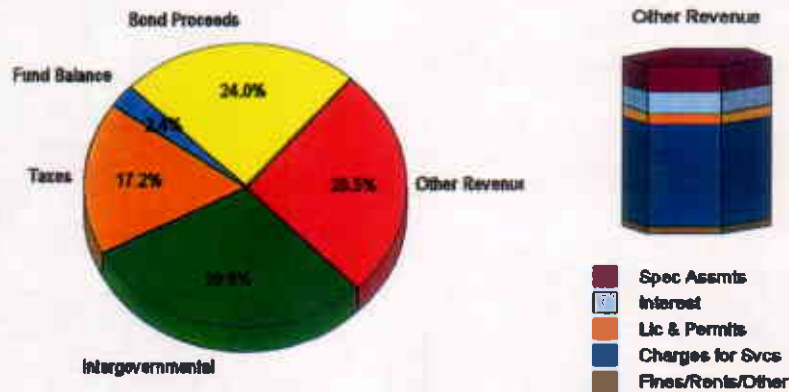
Special Revenue Funds will experience an overall increase of 23.5%. The majority of the increase can be attributed to the increased number of grants based on the hiring of two full time grant coordinators. In addition, the City added three new Special Revenue Funds - Special Events, Arts and Water Resources. The remainder of the Special Revenue Funds account for a 1.8% increase.

For the most part, operating revenues continue to demonstrate a modest increase. This trend is expected to continue in the years ahead, thanks in large part to the strength and growth in the retail and service sectors of our economy.



# Revenue Summaries

## Total Funding Sources



# \$43,762,760

### Total Funding FY 1999-2000

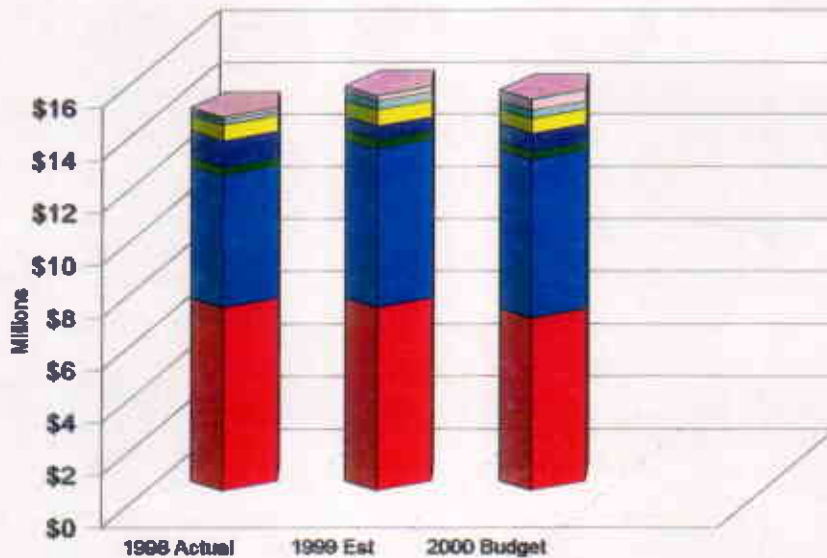
Taxes	\$7,544,315
Intergovernmental	13,059,393
Fines and Forfeitures	354,350
Licenses and Permits	784,262
Charges for Services	7,036,687
Rents and Royalties	5,300
Interest	1,440,734
Other	183,210
Special Assessments	1,798,041
Bond Proceeds	10,514,583
Fund Balance	1,041,885
<b>Total</b>	<b>\$43,762,760</b>

# Revenue Summaries

## GENERAL FUND SUMMARY

Revenue Type	1997-1998 Actual	1998-1999 Estimate	1999-2000 Budget
Taxes	\$6,845,650	\$7,084,928	\$7,388,315
Intergovernmental	5,296,241	6,082,246	6,325,733
Fines and Forfeitures	350,737	390,296	350,000
Licenses and Permits	651,390	806,138	784,262
Charges for Services	630,566	699,045	724,609
Rents and Royalties	13,087	2,674	2,300
Interest Revenues	351,479	361,044	220,000
Other	51,678	109,796	36,000
<b>Total</b>	<b>\$14,190,828</b>	<b>\$15,536,167</b>	<b>\$15,831,219</b>

Sales tax continues to increase due to a strong local economy. The FY99 Budget is based on a 5.5% increase from FY98 estimated. Intergovernmental revenue includes state share income tax, state share sales tax and vehicle license tax. The City anticipates an increase of 16.8% in the income tax. The City annually reviews charges for services and increased several sources this past spring. Interest revenue is budgeted conservatively.



## Revenue Summaries

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Following is a brief summary of the General Fund Revenue Sources:

- Sales Tax:** The City receives two percent of the sales tax collected within the City limits. In addition, the City shares in the State sales tax based on the relation of the City's population to the total population of all incorporated cities and towns in the State.
- Franchise Fees:** The City receives two percent of the gross proceeds from the sale of utility service (electric, cable, gas, and water) within the City for the use of the City right of way.
- Business License:** The City requires any entity engaged in business in the City to apply for a business license. The license is renewed annually. Fees vary depending on the type of business.
- Building Permit:** The Uniform Building Code sets out a fee schedule. The Council recently adopted the 1997 values with the 1994 fees.
- State Income Tax:** The City shares in 15% of the State income tax. The money is distributed based on the City's population in relation to the total population of all incorporated cities and towns.
- Vehicle License:** Twenty-five percent of the net revenues collected for the licensing of motor vehicles by the County is distributed back in incorporated cities and towns within that county. The distribution is based on the population in relation to the total incorporated population of the county.
- Charge for Service:** Charges are based on the City's fee schedule, intergovernmental agreements or contracts.
- Fines:** The Court sets fines and collects them.
- Interest:** Cash is invested in the Local Arizona Government Investment Pool. The rate of return is currently about 5.8%. This rate is about 60 basis points higher than the three month agency rate. The City did adopt an investment policy and we will continue to review all options.

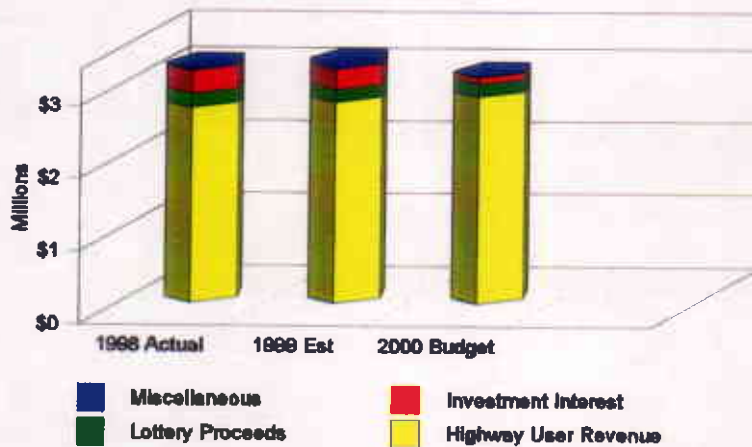


# Revenue Summaries

## Highway User Fund Revenue

Revenue Type	1997-1998 Actual	1998-1999 Estimate	1999-2000 Budget
Intergovernmental			
Highway User Revenue	\$2,681,875	\$2,765,189	\$2,845,644
Lottery Proceeds	193,295	175,904	174,996
Interest			
Interest on Investments	321,310	287,517	100,000
Other			
Miscellaneous Revenue	3,727	6,804	0
<b>Total</b>	<b>\$3,200,207</b>	<b>\$3,235,414</b>	<b>\$3,120,640</b>

Highway user revenue is the state shared revenue to be spent only on street and highway projects. Cities and towns receive 27.5% of the state highway user revenue. One half of the 27.5% is distributed based on population. The other half is allocated to the "county of origin" and distributed based on the City's population relative to the entire County population.

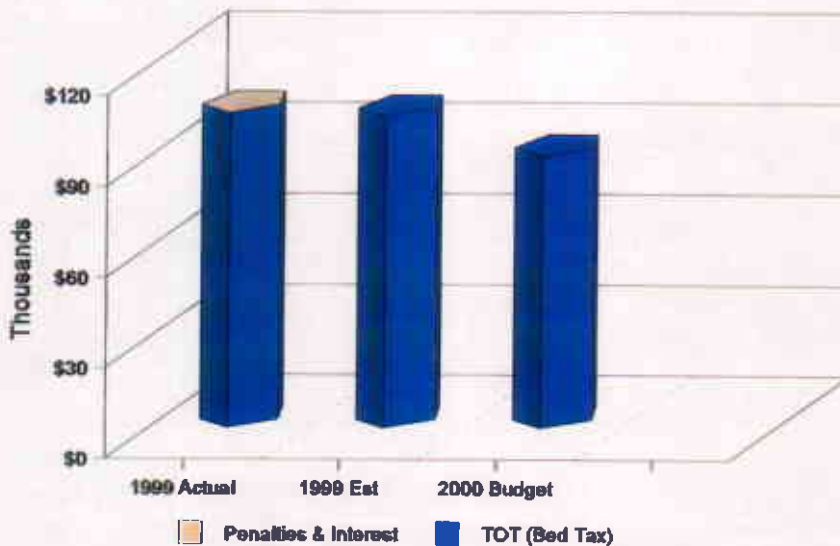


# Revenue Summaries

## Economic Development Fund Revenue

Revenue Type	1997-1998 Actual	1998-1999 Estimate	1999-2000 Budget
Other Taxes			
Transient Occupancy Tax	\$104,048	\$102,835	\$90,000
Penalties/Interest on Delinquencies			
Penalties	0	0	0
Interest	0	0	0
<b>Total</b>	<b>\$104,048</b>	<b>\$102,835</b>	<b>\$90,000</b>

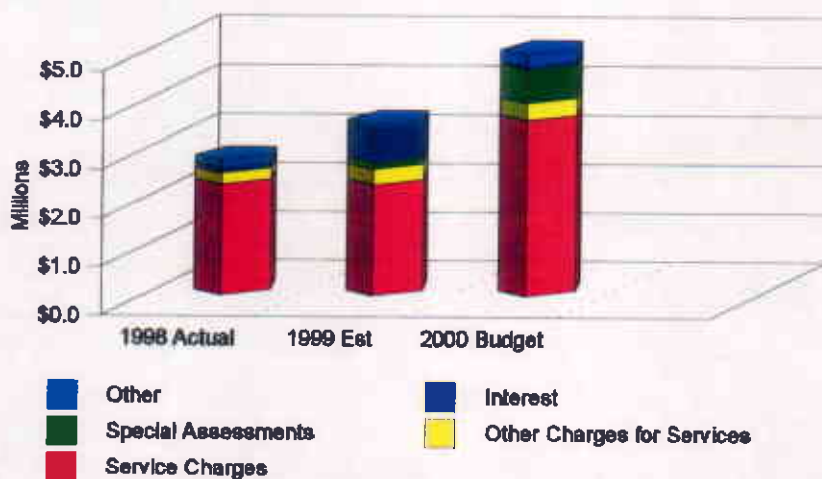
Revenue for Economic Development is generated by the transient occupancy tax (TOT) - bed tax. The TOT is a special excise tax on hotel and motel room rentals. The City charges 3% of the room rentals for lodging under 30 days. This revenue source fluctuates with the dollar sales. The City anticipates a downward trend as motel rooms are converted to monthly rentals.



# Revenue Summaries

Enterprise Fund Revenue			
Revenue Type	1997-1998 Actual	1998-1999 Estimated	1999-2000 Budget
Charges for Sales & Services			
Service Charge	\$2,283,930	\$2,286,363	\$3,618,500
Application Fee	8,459	8,593	5,000
Account Service Fee	146,739	237,597	317,121
Tap Fee	20,880	19,480	35,000
Connection Fee	1,309	0	0
Bullhead Sanitary Dist	58,468	62,730	0
Special Assessments	0	128,864	684,878
Interest	99,144	693,200	40,000
Other			
Penalty Fee	58,531	40,486	60,000
Miscellaneous	82,757	40,195	192,200
<b>Total</b>	<b>\$2,760,217</b>	<b>\$3,517,508</b>	<b>\$4,952,699</b>

As the City continues to add more customers, the revenue will continue to increase. The City will complete a comprehensive fee study. Revenue increases are projected due to addition of 5,000 new sewer customers from Sewer Improvement District #1. An additional 1,000 customers are being added from the acquisition of the Bullhead Sanitary District.



## Revenue Summaries

<b>Grants Fund Revenue (Does not include Capital Grants)</b>			
<b>Revenue Type</b>	<b>1997-1998 Actual</b>	<b>1998-1999 Actual</b>	<b>1999-2000 Budget</b>
<b>Intergovernmental</b>			
Federal Grants	162,609	192,746	204,126
State Grants	14,600	44,330	114,562
Local Grants	3,500	14,832	3,396
<b>Total</b>	<b>\$180,709</b>	<b>\$251,908</b>	<b>\$322,084</b>

<b>RICO Fund Revenue</b>			
<b>Revenue Type</b>	<b>1997-1998 Actual</b>	<b>1998-1999 Estimate</b>	<b>1999-2000 Budget</b>
<b>Fines &amp; Forfeitures</b>			
RICO Income	\$60,500	12,439	0
Interest	5,748	5,482	0
Other: Proceeds from Auction	8,414		0
<b>Total</b>	<b>\$74,662</b>	<b>\$17,921</b>	<b>\$0</b>

The City cannot budget for revenue in this fund.

<b>Debt Service Fund Revenue</b>			
<b>Revenue Type</b>	<b>1997-1998 Actual</b>	<b>1998-1999 Estimated</b>	<b>1999-2000 Budget</b>
<b>Special Assessments</b>			
Interest	\$1,700,021	\$1,920,716	\$2,019,585
Interest	41,039	57,093	50,499
<b>Total</b>	<b>\$1,741,060</b>	<b>\$1,977,809</b>	<b>\$2,070,084</b>

Special assessment revenue is collected from benefitting property owners. The debt section includes a discussion of the five improvement districts. The revenue collected matches debt payments.

## Revenue Summaries

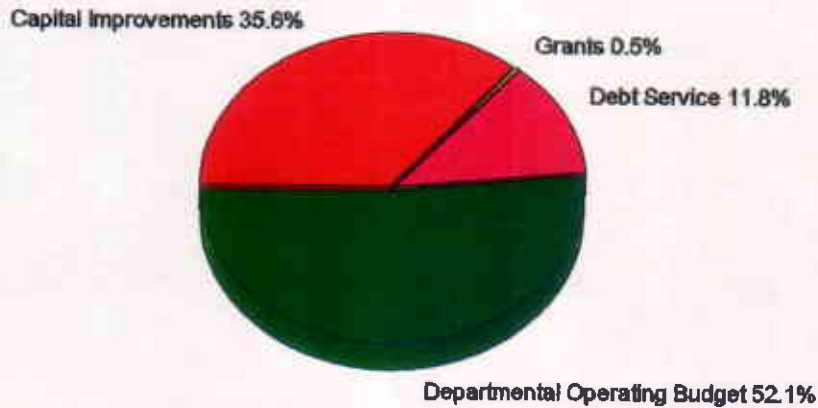
<b>Capital Projects Fund Revenue</b>			
<b>Revenue Type</b>	<b>1997-1998 Actual</b>	<b>1998-1999 Estimate</b>	<b>1999-2000 Budget</b>
<b>Intergovernmental</b>			
Street Project Grants	12,912	\$769,008	\$1,228,900
Park Project Grants	104,837	138,305	537,000
Special Project Grants	428,361	340,767	1,438,247
<b>Other Financing Sources</b>			
MPC Bonds			4,528,283
Leases		291,534	0
Loans		112,000	0
Special Assessments	64,093	0	5,986,300
Interest	55,480	83,191	
Other	1,777	0	96,000
<b>Total Direct Revenue</b>	<b>\$667,459</b>	<b>\$1,734,805</b>	<b>\$13,814,730</b>
<b>Interfund Transfers</b>	<b>\$1,192,874</b>	<b>\$2,081,077</b>	<b>\$1,392,891</b>
<b>Total Funds Available</b>	<b>\$1,860,333</b>	<b>\$3,815,882</b>	<b>\$15,207,621</b>

A more thorough discussion of the types of capital projects is included in the Capital Project section. The City budgets for all potential projects. The largest single project is the WIFA loan which provides for wastewater infrastructure to about 5,400 residents. The loan will be repaid through special assessments.

# Budget Summaries

## Total Financial Program

1999-2000 Adopted Budget



# \$43,762,760

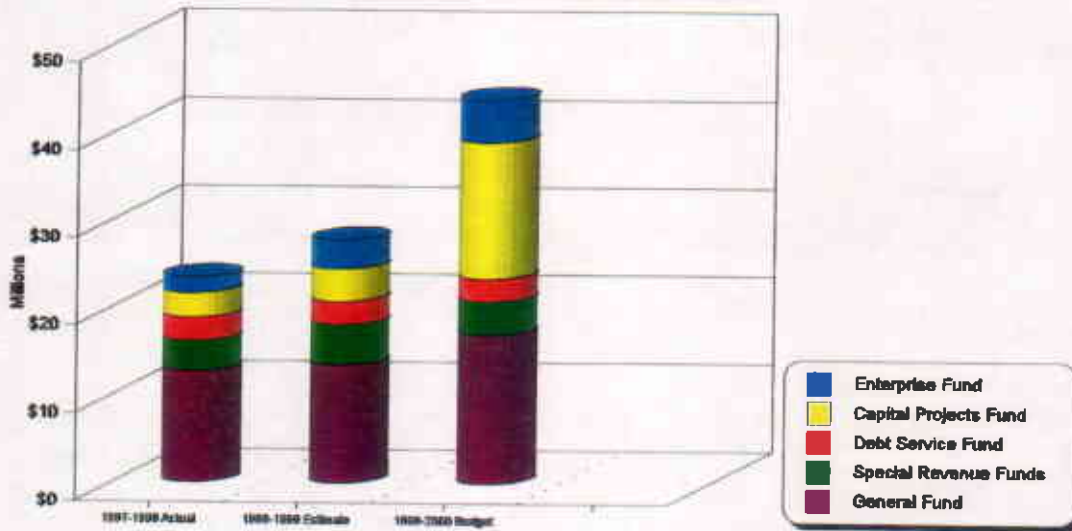
<b>Total Financial Program</b>	
<b>Operating Budget</b>	
Departmental Operating Budget	\$22,798,315
Debt Service	5,185,388
Grants (does not include capital grants)	<u>210,367</u>
<b>Total Operating Budget</b>	<b>28,194,070</b>
Capital Improvement Program	15,568,690
<b>Total</b>	<b>\$43,762,760</b>

# Budget Summaries

Expenditure Summary	1997-1998 Actual	1998-1999 Estimate	1999-2000 Budget
<b>General Fund by Department:</b>			
Mayor & Council	86,008	138,544	118,587
Non-Departmental	52,011	28,982	437,953
City Manager	544,125	522,837	493,659
Administrative Services	542,350	466,786	776,727
City Clerk	227,663	262,960	251,950
City Court	519,067	623,548	594,280
City Attorney	339,586	385,868	401,261
Finance	536,284	635,578	878,113
Police	6,504,002	7,206,321	8,333,216
Community Development	1,488,112	1,751,806	1,837,341
Public Works	1,692,043	1,379,747	1,992,225
Engineering	0	0	790,387
Debt Service	126,906	48,834	27,740
Self-Insurance	0	0	0
<b>Total General Fund</b>	<b>12,658,157</b>	<b>13,451,810</b>	<b>16,933,439</b>
<b>Special Revenue Funds:</b>			
Highway User Revenue Fund	2,089,107	3,390,105	2,733,486
Economic Development Fund	122,155	111,166	219,082
Grants Fund	42,224	110,174	210,367
RICO Fund	40,266	26,570	61,715
Housing Fund	1,148,052	680,179	187,000
Special Events	0	202,166	173,932
Arts	0	424	5,250
Water Resources	0	73,750	150,500
Special Assessment Fund	5,893	5,931	83,362
<b>Total Special Revenue Funds</b>	<b>3,447,697</b>	<b>4,600,465</b>	<b>3,824,694</b>
<b>Debt Service Fund:</b>			
MPC Bonds	561,059	561,372	559,373
Improvement District Bonds	2,053,452	2,024,132	2,019,585
<b>Total Debt Service Fund</b>	<b>2,614,511</b>	<b>2,585,504</b>	<b>2,578,958</b>
<b>Capital Projects Fund:</b>			
General Purpose	1,023,033	993,320	5,146,416
Transportation	1,740,050	2,359,118	1,743,406
Wastewater	17,359	373,206	8,706,031
<b>Total Capital Projects Fund</b>	<b>2,780,442</b>	<b>3,725,644</b>	<b>15,595,853</b>
<b>Wastewater Fund:</b>			
Finance	110,263	45,060	98,308
Public Works	1,645,708	3,199,369	4,731,508
<b>Total Enterprise Fund</b>	<b>1,755,971</b>	<b>3,244,430</b>	<b>4,829,816</b>
<b>Total</b>	<b>\$23,256,778</b>	<b>\$27,607,852</b>	<b>\$43,762,760</b>

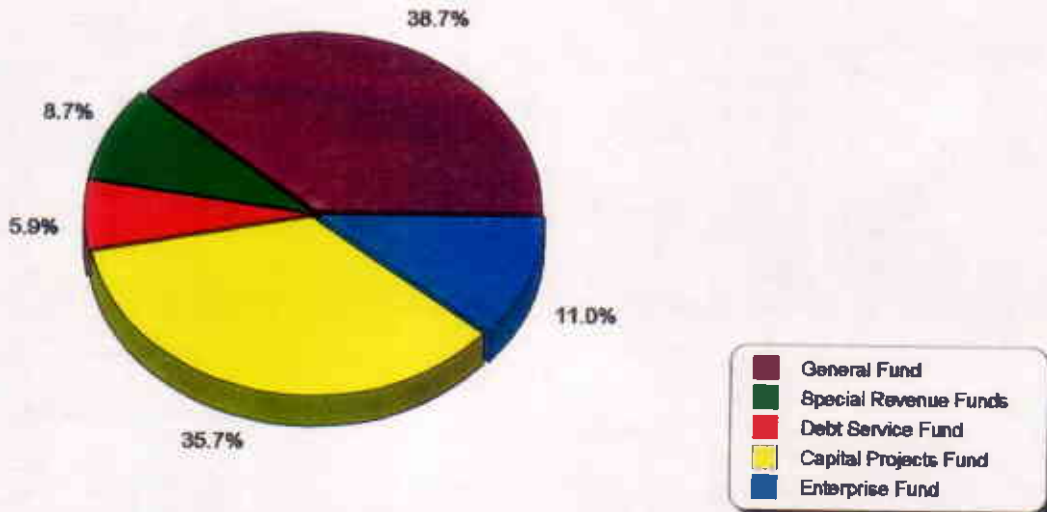
# Budget Summaries

## Expenditure Summary



## 1999-2000 Budgeted Expenditures

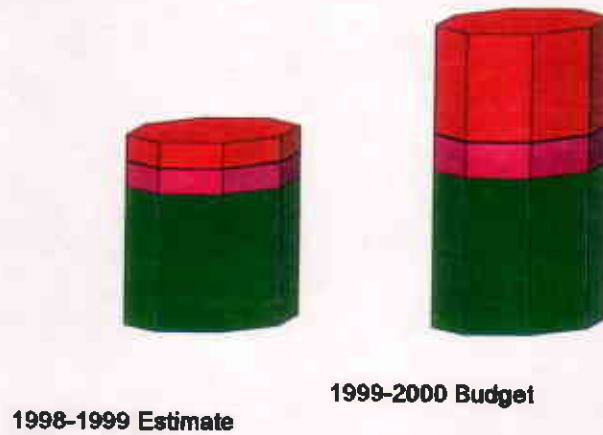
\$43,762,760





# Budget Summaries

## Total Financial Program

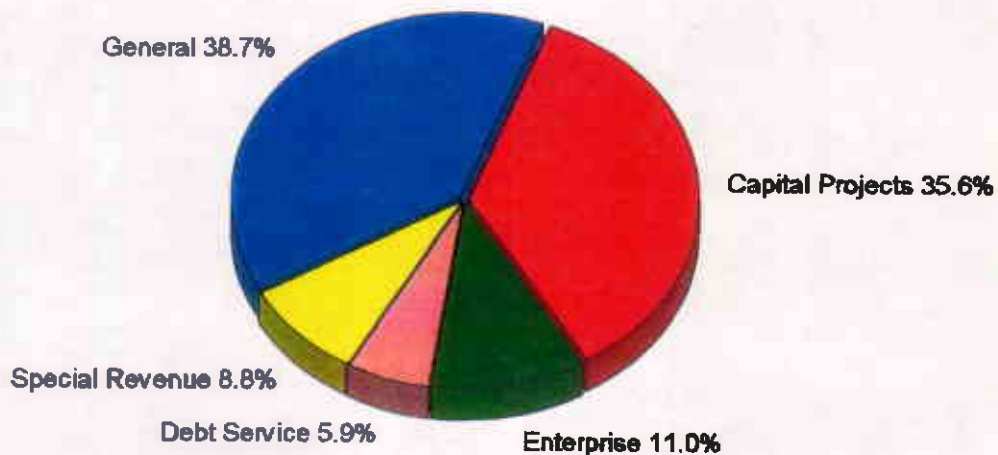


<b>Total Financial Program</b>	<b>1998-1999 Estimate</b>	<b>1999-2000 Budget</b>	<b>% Change</b>
<b>Operating Budget</b>			
■ Departmental Operating Budget	\$20,135,658	\$22,798,315	13%
■ Debt Service	3,638,376	5,185,388	43%
■ Grants (does not include capital grants)	110,174	210,367	91%
<b>Total Operating Budget</b>	<b>\$23,884,208</b>	<b>\$28,194,070</b>	<b>18%</b>
■ Capital Improvements	3,725,644	15,568,690	318%
<b>Total</b>	<b>\$27,609,852</b>	<b>\$43,762,760</b>	<b>59%</b>

# Budget Summaries

## Total Budget

by Fund



# \$43,762,760

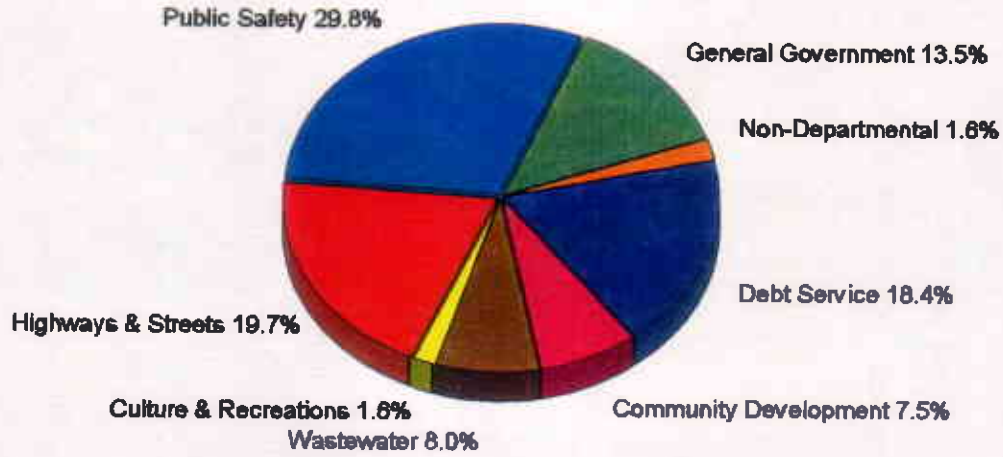
### FY 1999-2000 Budget by Fund

General Fund	\$16,933,439
Special Revenue Funds	
Highway User Fund	2,733,486
Economic Development Fund	219,082
Grants Fund	210,367
Special Events	173,932
Arts	5,250
Water Resources	150,500
RICO Fund	61,715
Housing Rehab. Fund	187,000
Special Assessment Fund	110,525
Debt Service Fund	2,578,958
Capital Projects Fund	15,568,690
Enterprise Fund	4,829,816
<b>Total</b>	<b>\$43,762,760</b>

# Budget Summaries

## Total Operating Budget

by Service Type



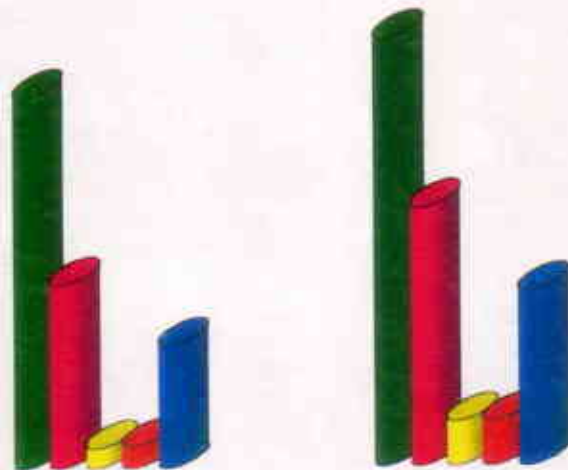
# \$28,194,070

## Total Operating Budget

Service Type	
General Government	\$3,808,306
Public Safety	8,394,931
Highways & Streets	5,543,261
Culture & Recreation	461,124
Community Development	2,111,981
Wastewater	2,251,126
Debt Service	5,185,388
Non-Departmental	437,953
<b>Total</b>	<b>\$28,194,070</b>

# Budget Summaries

## Total Operating Budget

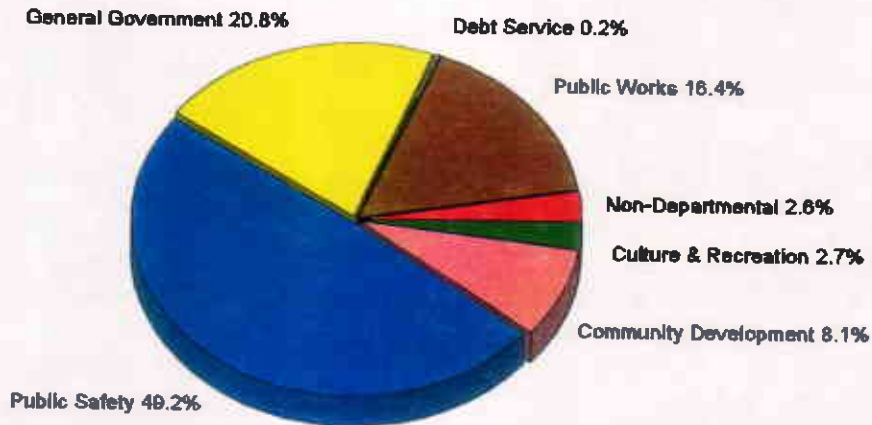


Total Operating Budget	1998-1999 Estimate	1999-2000 Budget	% Change
Classification			
■ Personnel	\$11,035,904	\$12,691,771	15%
■ Maintenance & Operation	5,448,912	7,659,486	41%
■ Capital Outlay	591,392	1,322,409	124%
■ Other	651,160	1,335,016	105%
■ Debt Service	3,638,376	5,185,388	43%
<b>Total</b>	<b>\$21,365,744</b>	<b>\$28,194,070</b>	<b>32%</b>

# Budget Summaries

## General Fund Expenditures

by Service Type



# \$16,933,439

### FY 1999-2000 General Fund Expenditures\*

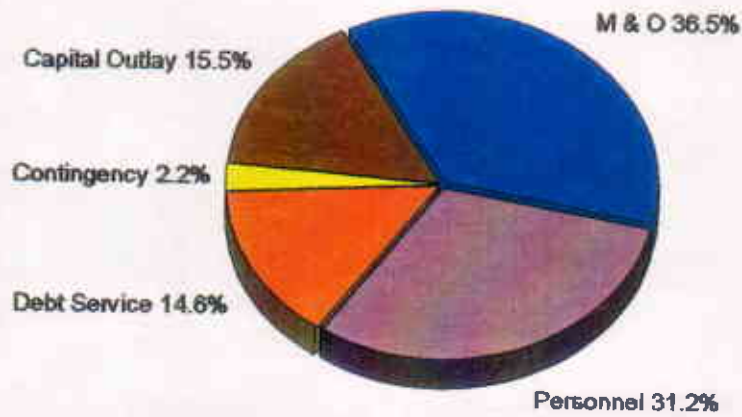
General Government	\$3,514,577
Public Safety	8,333,216
Community Development	1,376,217
Culture and Recreation	461,124
Non-Departmental	437,953
Public Works	2,782,612
Debt Service	27,740
Capital Improvements	0
<b>Total</b>	<b>\$16,933,439</b>

\*Does not include operating transfers.

# Budget Summaries

## Highway User Fund Expenditures

by Classification



# \$2,733,486

### FY 1999-2000 Highway User Fund Expenditures\*

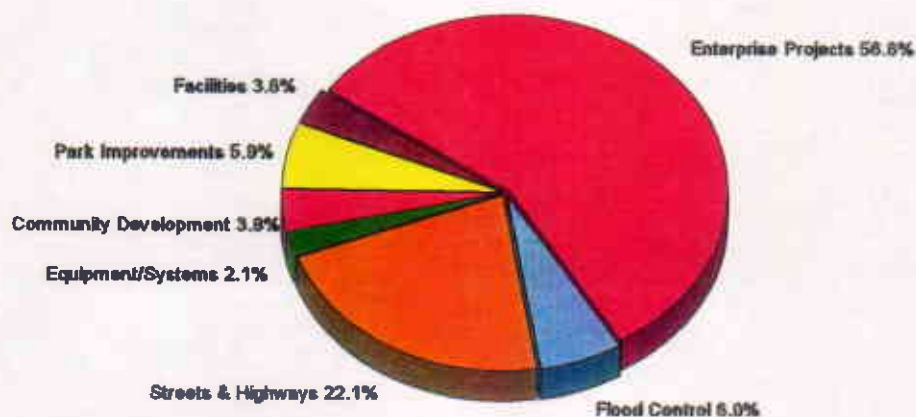
Personnel	\$851,930
Maintenance and Operations	998,169
Capital Outlay	423,782
Contingency	60,000
Debt Service	399,605
Capital Improvements	0
<b>Total</b>	<b>\$2,733,486</b>

\*Does not include operating transfers.

# Budget Summaries

## Capital Improvement Projects Expenditures

by Type



# \$15,568,690

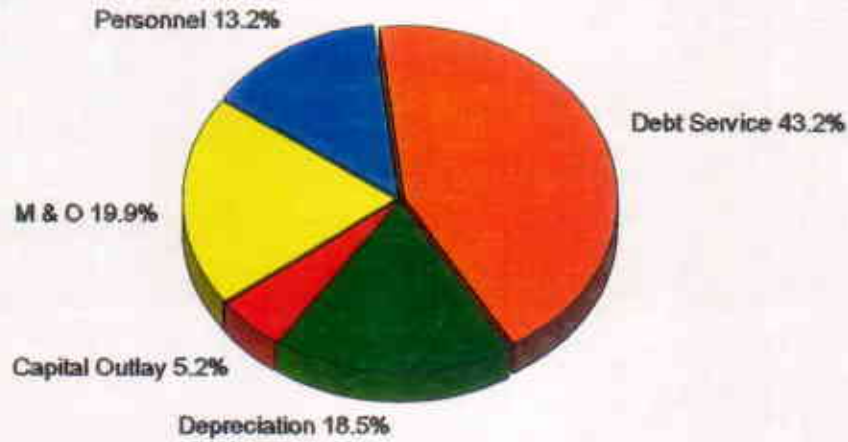
### FY 1999-2000 CIP Expenditures

Municipal/Public Facilities	\$554,516
Parks	922,000
Community Development	590,000
Equipment/Systems	321,000
Streets and Highways	3,446,860
Flood Control	928,283
Wastewater	8,806,031
<b>Total</b>	<b>\$15,568,690</b>

# Budget Summaries

## Enterprise Fund Expenditures

by Classification



# \$4,829,816

### FY 1999-2000 Enterprise Fund Expenditures\*

Personnel	\$637,521
Maintenance and Operations	962,487
Capital Outlay	249,000
Depreciation	892,101
Debt Service	2,088,707
<b>Total</b>	<b>\$4,829,816</b>

\*Does not include operating transfers.



**CITY OF BULLHEAD CITY, ARIZONA  
FISCAL YEAR 1999-2000 BUDGET  
CAPITAL OUTLAY**

<i>Fund</i>	<i>Cost Center</i>	<i>Department/Division</i>	<i>Description</i>	<i>Cost</i>	<i>Summary</i>
01	16-1604	Admin. Services-Public Information	Video Studio Equipment	\$29,382	
01	16-1604	Admin. Services-Public Information	Channel 4 Studio Renovation	13,500	
01	16-1604	Admin. Services-Public Information	Mobile Unit Equipment	17,127	
01	16-1604	Admin. Services-Public Information	Playback Equipment	13,922	
<b>Total Administrative Services-Public Information</b>					<b>\$73,931</b>
01	25-2501	City Court	Court Automation 6th Year	60,877	<b>60,877</b>
01	55-5501	Police-Administration	Exercise Bicycle	2,500	
01	55-5501	Police-Administration	Automatic Ice Machine	2,996	
01	55-5501	Police-Administration	Upgrade Security System	6,067	
01	55-5501	Police-Administration	Pneumatic Portable Target	4,280	
<b>Total Police-Administration</b>					<b>15,843</b>
01	55-5502	Police-Uniform	Radio and Docking Station	10,000	
01	55-5502	Police-Uniform	Percussion Activated Non-Electric Disrupter	2,996	
01	55-5502	Police-Uniform	(2) Remington Rifles	3,852	
01	55-5502	Police-Uniform	(8) Breathing Apparatus	17,120	
01	55-5502	Police-Uniform	Portable X-Ray Machine	4,300	
01	55-5502	Police-Uniform	(15) Portable Radios	45,000	
<b>Total Police-Uniform</b>					<b>83,268</b>
01	55-5503	Police-Criminal Investigations	Night Vision Surveillance	8,560	
01	55-5503	Police-Criminal Investigations	Police Canine	6,420	
<b>Total Police-Criminal Investigations</b>					<b>14,980</b>
01	55-5504	Police-Support Services	Gator Utility Vehicle	8,657	
01	55-5504	Police-Support Services	Cyanoacrylate Body Chamber	1,791	
01	55-5504	Police-Support Services	"TAB" Roller Shelving	8,025	
01	55-5504	Police-Support Services	(2) Portable Radios	5,784	
<b>Total Police-Support Services</b>					<b>24,257</b>
01	55-5505	Police-911 Center	Training Simulator	4,494	
01	55-5505	Police-911 Center	Alarm Annunciator	4,815	
01	55-5505	Police-911 Center	Communication Console Equipment	17,120	
01	55-5505	Police-911 Center	Emergency Broadcast System	4,280	
<b>Total Police-911 Center</b>					<b>30,709</b>
01	80-8001	Public Works-Bldg. Maintenance	Painting	10,000	
01	80-8001	Public Works-Bldg. Maintenance	Brick Sealing	6,000	
01	80-8001	Public Works-Bldg. Maintenance	Landscape/Rock	6,000	
<b>Total Public Works-Bldg. Maintenance</b>					<b>22,000</b>
01	80-8023	Public Works-Infrastructure	Back flow and irrigation Rotary Park	12,000	
01	80-8023	Public Works-Infrastructure	Re-furbish irrigation well Senior Field	10,942	
01	80-8023	Public Works-Infrastructure	Back stop/ballfield fence/dugouts Major Field	7,856	
01	80-8023	Public Works-Infrastructure	Senior field back stop fence/dugouts	12,771	
01	80-8023	Public Works-Infrastructure	Senior field underground wiring	25,000	
01	80-8023	Public Works-Infrastructure	Best lock system for secured areas	5,000	
01	80-8023	Public Works-Infrastructure	Irrigation installation Dean Hackett Park	6,420	
01	80-8023	Public Works-Infrastructure	Sand and re-plaster municipal pool	10,000	
01	80-8023	Public Works-Infrastructure	Gator Utility Vehicle	7,987	
01	80-8023	Public Works-Infrastructure	Airless Paint Sprayer	3,252	
01	80-8023	Public Works-Infrastructure	Brush Chipper	8,560	
01	80-8023	Public Works-Infrastructure	Howard Price Mower or equal	56,500	
01	80-8023	Public Works-Infrastructure	Terra Airifier 3 Gang	24,075	
01	80-8023	Public Works-Infrastructure	4x4 3/4 Truck V8	29,425	
01	80-8023	Public Works-Infrastructure	Irrigation system for Community Park	21,400	

**CITY OF BULLHEAD CITY, ARIZONA  
FISCAL YEAR 1999-2000 BUDGET  
CAPITAL OUTLAY**

<i>Fund Cost Center</i>	<i>Department/Division</i>	<i>Description</i>	<i>Cost</i>	<i>Summary</i>
01 80-8023	Public Works-Infrastructure	Booster pump on well below bobbysox field	5,644	
<b>Total Public Works-Infrastructure</b>				<b>246,832</b>
01 82-8021	Engineering	Full size reduction enlargement Copy Machine	40,000	40,000
<b>TOTAL GENERAL FUND CAPITAL OUTLAY</b>				<b>\$612,697</b>
11 80-8023	Public Works-Infrastructure	Truck 2x4 V8 3/4 ton Long bed	20,340	
11 80-8023	Public Works-Infrastructure	Truck 4x4 V8 3/4 ton Long bed	24,627	
11 80-8023	Public Works-Infrastructure	Utility Bucket Truck	139,100	
11 80-8023	Public Works-Infrastructure	Gasoline Powered Drill/Breaker	4,280	
11 80-8023	Public Works-Infrastructure	Generator 6600 Watt Electric Start	2,770	
11 80-8023	Public Works-Infrastructure	Compactor	2,140	
11 80-8023	Public Works-Infrastructure	Bobcat 753F with Sweeper and Ram Attachment	37,773	
11 80-8023	Public Works-Infrastructure	Office Equipment and furniture	25,000	
11 80-8023	Public Works-Infrastructure	Carryforward-Asphalt Repair Truck	78,499	
<b>Total Public Works-Infrastructure</b>				<b>334,529</b>
11 80-8024	Public Works-Fleet Maintenance	Tire Machine for Heavy Equipment	10,213	
11 80-8024	Public Works-Fleet Maintenance	Tire Balancer for Heavy Equipment	5,992	
11 80-8024	Public Works-Fleet Maintenance	Pressure washer	2,349	
11 80-8024	Public Works-Fleet Maintenance	Elgin Sweeper	150,000	
<b>Total Public Works-Fleet Maintenance</b>				<b>168,554</b>
<b>TOTAL HIGHWAY USER REVENUE CAPITAL OUTLAY</b>				<b>\$503,083</b>
12 17-3512	Economic Development-Administration	Office Equipment and furniture	1,500	
<b>TOTAL ECONOMIC DEVELOPMENT FUND CAPITAL OUTLAY</b>				<b>\$1,500</b>
16 17-1505	Economic Development-Special Events	Tables	1,700	
16 17-1505	Economic Development-Special Events	PA Systems	2,000	
16 17-1505	Economic Development-Special Events	Coolers	480	
16 17-1505	Economic Development-Special Events	10x10 Tents	1,000	
<b>TOTAL SPECIAL EVENT FUND CAPITAL OUTLAY</b>				<b>\$5,180</b>
25 50-7509	Finance-Special Assessments	Lateral Filing System	5,195	
<b>TOTAL IMPROVEMENT DISTRICT ADMINISTRATION FUND</b>				<b>\$5,195</b>
62 80-8025	Public Works-Sewer Collection	Colorado Lift Station	107,000	
62 80-8025	Public Works-Sewer Collection	Video Inspection System	32,000	
62 80-8025	Public Works-Sewer Collection	Truck V8 3/4 ton	25,000	
62 80-8025	Public Works-Sewer Collection	Carryforward-Jet Router	29,339	
<b>Total Public Works-Sewer Collection</b>				<b>193,339</b>
62 80-8026	Public Works-Sewer Treatment	Scadia System for (4) lift stations	50,000	
62 80-8026	Public Works-Sewer Treatment	Generator 75K Watt	30,000	
62 80-8026	Public Works-Sewer Treatment	Section 10 Furniture	5,000	
<b>Total Public Works-Sewer Treatment</b>				<b>85,000</b>
<b>TOTAL SEWER FUND CAPITAL OUTLAY</b>				<b>\$278,339</b>

CITY OF BULLHEAD CITY, ARIZONA  
FISCAL YEAR 1999-2000 BUDGET  
CAPITAL OUTLAY

<i>Fund</i>	<i>Cost Center</i>	<i>Department/Division</i>	<i>Description</i>	<i>Cost</i>	<i>Summary</i>
65	80-8005	Public Works-Fuel Facility	Fuel Facility Computer Upgrade and Move	20,000	20,000
65	80-8024	Public Works-Fleet Maintenance	Tool Boxes and Tools	7,000	
65	80-8024	Public Works-Fleet Maintenance	AC Recovering and Charging Station	4,441	
65	80-8024	Public Works-Fleet Maintenance	Motorcycle Howt	1,000	
65	80-8024	Public Works-Fleet Maintenance	Sewer Dodge 1/2 ton Truck	16,208	
65	80-8024	Public Works-Fleet Maintenance	Animal Control Astro Van replacement	21,840	
65	80-8024	Public Works-Fleet Maintenance	Police Chevrolet 1 ton crew cab replacement	24,551	
65	80-8024	Public Works-Fleet Maintenance	(5) Ford Police Cars replacement	139,368	
65	80-8024	Public Works-Fleet Maintenance	Furniture	5,000	
65	80-8024	Public Works-Fleet Maintenance	Floor Washer	10,000	
65	80-8024	Public Works-Fleet Maintenance	Carryforward-police vehicle equipment	15,547	

**Total Public Works-Fleet Maintenance**

**244,955**

**TOTAL FLEET MAINTENANCE FUND CAPITAL OUTLAY**

**\$264,955**

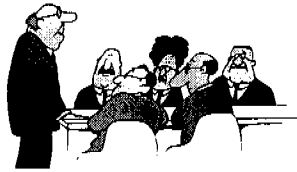
66	16-1602	Admin. Services-Information Technology	Police-72 inch equipment cabinet	1,560	
66	16-1602	Admin. Services-Information Technology	Public Works-Facilities Mgt Software	5,000	
66	16-1602	Admin. Services-Information Technology	Finance-New World Bid & Quote Software	6,000	
66	16-1602	Admin. Services-Information Technology	Engineering-NetWare 5.0 128 bit	2,500	
66	16-1602	Admin. Services-Information Technology	Comm. Dev./Building-Interactive Voice Response System	12,000	
66	16-1602	Admin. Services-Information Technology	Comm. Dev./Building-Rehabilitation Software	3,500	
66	16-1602	Admin. Services-Information Technology	City Attorney-IBM high impact dot matrix printer	3,500	
66	16-1602	Admin. Services-Information Technology	Information Technology-council chambers microphones/wiring	10,000	
66	16-1602	Admin. Services-Information Technology	Information Technology-air conditioning system computer roo	5,000	
66	16-1602	Admin. Services-Information Technology	Carryforward-Optical Storage System	75,000	
66	16-1602	Admin. Services-Information Technology	Finance/Police-optical scanning work stations	50,000	
66	16-1602	Admin. Services-Information Technology	Animal Control-A/S 400 Cash register	4,000	
66	16-1602	Admin. Services-Information Technology	Police 911-flat screen monitors	24,000	
66	16-1602	Admin. Services-Information Technology	Information Technology-50 user licenses GroupWise E-mail	2,600	
66	16-1602	Admin. Services-Information Technology	Information Technology-NetWare 5 upgrade	11,800	
66	16-1602	Admin. Services-Information Technology	Information Technology-HP Optical switch	1,999	
66	16-1602	Admin. Services-Information Technology	Information Technology-Network Analyzer	5,500	
66	16-1602	Admin. Services-Information Technology	Information Technology-Fireproof Safe	3,000	
66	16-1602	Admin. Services-Information Technology	Information Technology-DSU/CSU/Router	3,000	
66	16-1602	Admin. Services-Information Technology	Information Technology-High Speed IBM Dot Matrix Printer	10,000	
66	16-1602	Admin. Services-Information Technology	Information Technology-A/S 400 HDD	1,500	
66	16-1602	Admin. Services-Information Technology	Information Technology-Network Server HDD	3,500	
66	16-1602	Admin. Services-Information Technology	Information Technology-High Speed Computer (scala support)	2,500	

**TOTAL INFORMATION TECHNOLOGY FUND CAPITAL OUTLAY**

**247,459**

**GRAND TOTAL CAPITAL OUTLAY**

**\$1,918,408**



### **CITY MANAGER'S COMMENTS**

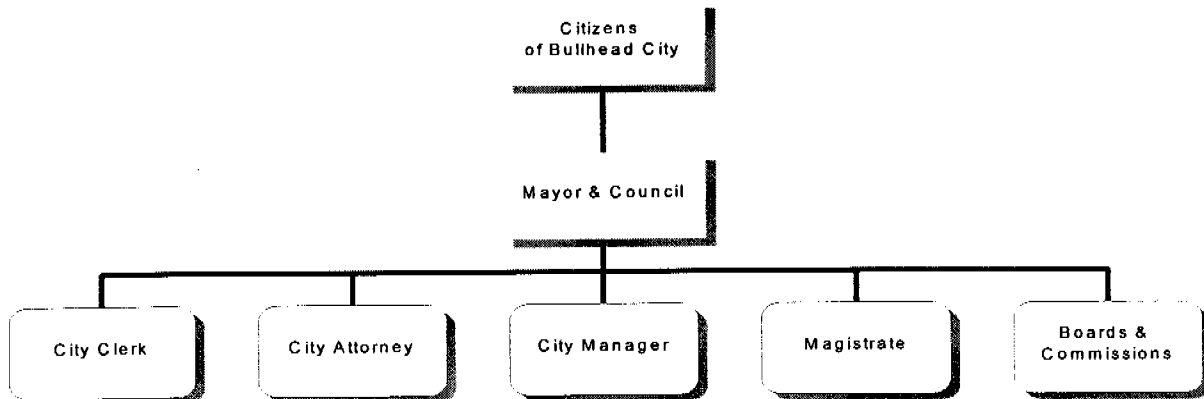
The Mayor-Council adopted budget for FY 2000 was reduced overall by more than \$7,400. This reduction is not necessarily a reduction in costs to the City, but rather a change in budgeting practices. The reduction is attributed to the transfer of budget dollars for copier maintenance and repairs, postage, promotions and building maintenance costs. Approximately \$14,000 for these costs were budgeted elsewhere.

The City Council is committed to positive representation for the City and has therefore provided increased funds amounting to \$4,900 for travel and training.

Developing a transit system for Bullhead City is a priority for the City Council. To further that goal along, the Council has increased the budget by including an allocation for membership in the Arizona Transit Association.

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### **ORGANIZATION CHART**



GENERAL FUND  
**MAYOR-COUNCIL**

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The Mayor and six Councilmembers serve as the elected representatives of the Bullhead City citizens. As the legislative and policy-making body of the City, they are charged with the formulation of public policy to meet community needs. The City Council is responsible for appointing the City Manager, City Clerk, City Magistrate and the City

Attorney. Services provided by the City Council include: (1) representation of the Bullhead City citizens; (2) formulation of legislation in the form of ordinances and resolutions; (3) establishment of public policy in the form of goals and objectives and resource.

**1998-99 Highlights:**

- ✓ Finalization of Sewer Improvement District No. 1.
- ✓ Adopted the balanced budget for fiscal year 1999-00

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Mayor	1	1	1
Council Member	6	6	6
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>

**GOALS AND OBJECTIVES**

**GOAL:** To represent the citizens of Bullhead City and formulate and enact policy as the legislative and policy-making body of the municipal government.

**OBJECTIVE:** Formulate policy in response to current and anticipated needs within political, administrative, and fiscal constraints.

**GOAL:** To provide effective, professional leadership in the implementation of City policy and coordination and administration of the City organization.

**OBJECTIVE:** Formulate policies and set goals for City administration, and provide the resources necessary to achieve them.

**GOAL:** Provide community leadership with the formulation of public policy to meet

GENERAL FUND  
**MAYOR-COUNCIL**

OBJECTIVE: community needs.  
 Oversee citizen boards and commissions.

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>PROJECT 1999/2000</b>
<i>Quantitative:</i>			
Council & Council committee meetings	78	738	78
Agenda items	637	637	722
Ordinances/resolutions adopted	242	242	143
Citizen boards and commissions	12	12	12
Appointments to boards and commissions	11	5	26
<i>Qualitative:</i>			
Balanced budget	Yes	Yes	Yes
Citizen-based budgeting	No	No	Yes

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	20,732	20,735	20,712
Maintenance & Operations	67,782	105,274	97,875
Capital	0	0	0
Other	0	0	0
<b>Total Expense</b>	<b>88,514</b>	<b>126,009</b>	<b>118,587</b>

**CITY MANAGER'S COMMENTS**

The non-department budget exists to account for the General Fund contingency items. This year the non-departmental contingency is \$200,000.

Included in these costs are the general costs for all copiers and postage. In addition all City Hall corrections for FY00.

**NON-DEPARTMENTAL  
NON- DEPARTMENTAL EXPENDITURES**

Copier Repairs	27,890
Copier Rental Fees	38,110
Copier Supplies	14,453
Postage	82,500

<b>CONTINGENCY SUMMARY</b>	
Sewer 208 Plan	\$ 70,000
Grant Contingency	75,000
City Council Chambers	100,000
Non-Departmental	200,000
Air Conditioning Move	689,692
<b>TOTAL</b>	<b>\$1,134,692</b>

GENERAL FUND  
**CITY MANAGER**

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### CITY MANAGER'S COMMENTS

The City Manager's budget was reduced overall by more than \$85,000. This

reduction is not entirely a reduction in costs to the City; but rather a portion thereof is the result of a change in budgeting practices. Approximately \$34,400 worth of budget dollars have been transferred to other departments. Those budgets include allocations for copier maintenance and repairs, postage, advertising and printing, general supplies and building maintenance costs.

In an effort to organize the City more efficiently and provide human resources to the newly created Economic Development Department a secretary position was transferred, thus reducing City Manager department personnel costs. This transfer and other adjustments in salaries account for the total reduction of \$52,283 in personnel costs.

A new concept of anticipating the cost or savings of personnel vacancies and turnovers was incorporated into the fiscal year 2000 budget. The City Manager budget reflects anticipated vacancy and turnover savings of approximately \$7,000.

Anticipated losses to the City are down by almost \$24,000. As a result, the City Manager's budget received a \$2,147 reduction to its proportional share of risk management costs.

Items budgeted outside the typical needs include \$20,000 for contingency for all departments unexpected day-to-day needs and \$5,000 for association fees for the newly formed Mohave Technical Roundtable, wherein Mohave County representatives from the community college, utility company, municipal, county and tribal entities have come together, to form a network for joint technological resource sharing.

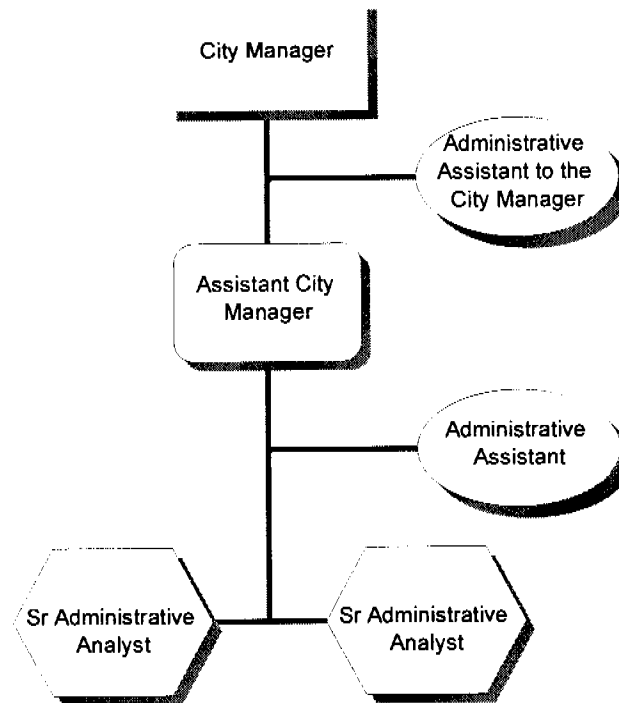


GENERAL FUND  
**CITY MANAGER**

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**ORGANIZATION CHART**



The City Manager is appointed by the City Council and is the Chief Administrative Officer of the municipal government. Working with the City's governing body, the community, and City staff, the mission of the City Manager's office is to professionally implement all Council policy decisions

efficiently. Direct the City operations and activities in accordance with sound management principles and create an organizational culture which results in the delivery of excellent municipal services to the citizens of Bullhead City.

**1998-99 Highlights:**

- ✓ Finalization of Sewer Improvement District No. 1
- ✓ Developed and administered a balanced annual budget that fulfills the goals of the City Council
- ✓ Received Municipal Treasurers' Association certification of municipal investment policy, with national and international recognition
- ✓ Commenced Neighborhood TEAM Initiative. Public outreach meetings are held monthly.

GENERAL FUND  
**CITY MANAGER**

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
City Manager	1	1	1
Assistant City Manager	1	1	1
Senior Administrative Analyst	2	2	2
Senior Administrative Assistant	1	1	0
Elected Executives' Assistant	1	1	0
Administrative Assistant to the City Manager	0	1	0
Administrative Assistant	0	0	1
Administrative Secretary	1	1	1
<b>TOTAL</b>	<b>7</b>	<b>8</b>	<b>6</b>

**GOALS AND OBJECTIVES**

**GOAL:** To provide visionary leadership and effective management to the operating departments to ensure the achievement of City goals in an efficient and responsible manner.

**OBJECTIVES:** (1) Plan and organize City Council meetings to assure that appropriate decisions are made in a timely manner; (2) formulate and gain Council approval of strategic issues which provide the framework for departmental goals and objectives; (3) conduct staff meetings to effectively communicate Council policies and goals; (4) promulgate administrative regulations as necessary for the efficient management and functioning of the various City departments; (5) develop and administer an annual budget that fulfills the goals of the City Council.

**GOAL :** To develop and maintain mutually beneficial working relations that promote teamwork, resolve problems, foster trust in government, promote two-way communications, and improve the quality of life.

**OBJECTIVES:** (1) Continue the Resource Cities Partnership with ICMA, USAID and the municipalities of Lagos de Moreno and San Juan de los Lagos in Jalisco, Mexico; (2) conduct community outreach programs designed to open

**GENERAL FUND  
CITY MANAGER**

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communications and help citizens to help themselves; (3) collaborate with community associations, chambers and committees for the benefit of the community; (4) speak to various community and service organizations to inform the community of City goals and priorities.

**GOAL :** Work with City Council, staff and other regulatory and financing agencies to create a fully self-sufficient wastewater utility system that will protect the ground water, ensure the preservation of land values, and increase efficiency of the City's wastewater enterprise operations.

**OBJECTIVES:** (1) Direct the management and formation of the sewer improvement districts; (2) pursue cost effective financing measures to fund the expansion of the City wastewater collection and treatment systems; (3) move forward with acquisition of other wastewater systems which, through due diligence, have been determined viable for City takeover; (4) implement expansions and other wastewater system efficiencies that are in the best interest of the community.

**MEASURES**

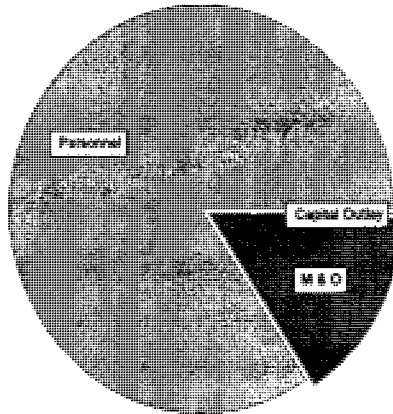
	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Quantitative:</i>			
Council meetings staffed	78	78	57
Senior staff meetings held	50	50	46
Administrative Regulations formulated	4	4	7
Public appearances, speeches	8	8	12
Resource Cities exchange visits	N/A	2	12
Community outreach projects	1	2	
All other measures are reported in individual departments			

**GENERAL FUND  
CITY MANAGER**

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	469,256	442,825	469,256
Maintenance & Operations	85,105	116,381	85,105
Capital	2,615	20,000	2,615
Other	0	0	0
<b>Total Expense</b>	<b>556,976</b>	<b>579,206</b>	<b>556,976</b>

**Expense by Category**



### MESSAGE FROM THE CITY CLERK



This year the City is planning on implementing numerous vital and exciting projects designed to enhance the quality of life for its residents. With all of these new projects, many residents are in

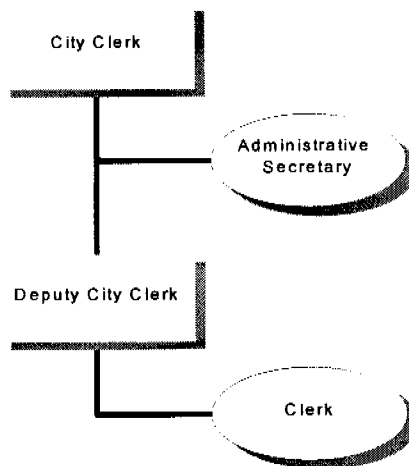
need of information regarding the activities taking place within the City. The City Clerk's Department is the information center for the City, which brings many citizens into the office seeking information. The City Clerk's Department strives to assist citizens with their information needs in the most efficient, effective, and timely manner as possible.

The City Clerk's Department is in the final stages of completing the recodification of the

Bullhead City Municipal Code. Upon adoption by the City Council, the Bullhead City Municipal Code will become available for access on the City's website. This service will allow citizens access to City codes from their own personal computers! There currently are only a few other cities in the state of Arizona that provides this service to its community, which will put the City of Bullhead City in the forefront of this exciting new service.

The City Clerk's Department is working with each department within the City to enhance its record retention procedures, allowing for expedient retrieval of documents. The Department will be implementing the Optical Imaging System towards the middle of this fiscal year, which will greatly improve the retrieval capabilities within the City.

### ORGANIZATIONAL CHART



**GENERAL FUND  
CITY CLERK**

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**CITY MANAGER'S COMMENTS**

The City Clerk's budget decreased by \$46,168. This reduction is not necessarily a reduction in costs to the City, but rather a change in budgeting practices. The reduction is attributed to the transfer of

budget dollars for copier maintenance and repairs, postage, and building maintenance costs. One decrease, however was a reduction to the City by budgeting one election instead of three, which was a \$26,800 reduction.

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**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Administrative Secretary	0	0	1
Secretary	1	1	0
Clerk	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>

GENERAL FUND  
**CITY CLERK**

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**GOALS AND OBJECTIVES**

GOAL: (1) Guarantee proficient, timely administrative support to the Mayor and Council; (2) fulfill statutory obligations so that Council may conduct City business in an efficient, effective manner.

OBJECTIVE: In accordance with statutory requirements: (1) deliver postings of legal notices for public hearings and publishing; (2) complete accurate transcriptions of City Clerk Meeting Minutes; (3) complete all ordinances and resolutions acted upon by the City Council; (4) produce, record, and maintain the actions of the City Council; (5) respond to citizen/staff requests for information/documents in a timely manner; (6) attend meetings to take minutes to ensure an accurate account of proceedings.

GOAL: (1) To refine the records management program; (2) continue working with departments to provide an effective microfilming program; (3) develop and implement an electronic records management system with complete document storage and retrieval capabilities using optical CD-ROM/software.

OBJECTIVE: (1) Maintain and manage the records retention schedule (2) microfilm 100% of the documents for permanent storage; (3) select and take delivery of optical storage and retrieval system.

GOAL: To provide a fair, effective, efficient municipal election process in accordance with federal, state, and municipal requirements.

OBJECTIVE: (1) Conduct municipal elections in a fair and impartial manner in an effort to provide citizens with the opportunities to participate in the democratic process; (2) provide educational training and administrative support to the Clerk, staff and poll workers to prepare and conduct municipal elections.

**1998-99 Highlights:**

- ✓ Completed and received approval for the Records Retention Schedule for the City of Bullhead City
- ✓ Contracted and currently in draft form the re-codification of Bullhead City Municipal Code
- ✓ Completed and current on Clerk's Index

GENERAL FUND  
**CITY CLERK**

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Legal notices posted per statue	100%	100%	100%
Percent of minutes transcribed within seven days of City Council meeting.	58%	100%	100%
Percent of requests for information/documents fulfilled within ten days.	98%	99%	100%
Archived documents received	75%	100	100%
Archived documents disposed of per retention schedule (cubic feet)	32%	25%	75%
Percent of eligible citizens that are registered to vote	46%	Done by County	50%
Percent of registered voter turnout	12%	Done by County	25%
Maintain and manage Records Retention Policy and Procedure Manual	n/a	50%	100%
Select and take delivery of optical storage and retrieval system	n/a	n/a	75%
<i>Quantitative:</i>			
Agenda packets prepared	920	950	640
Minute pages from meetings	--	850	880
Number of legal publications	130	200	127
Ordinances/resolutions prepared & completed	213	225	143
Council action documents prepared	595	625	722
Liquor license applications completed	22	35	18



**GENERAL FUND  
CITY CLERK**

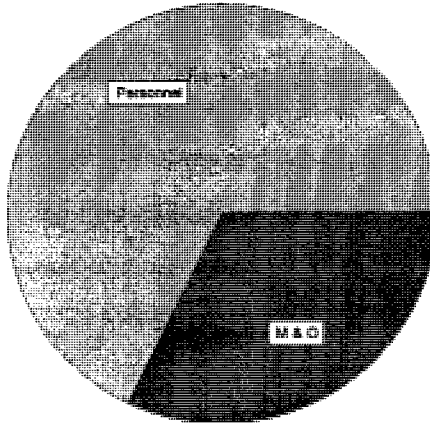
	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Document requests for information prepared & completed	200	280	269
Number of staff hours	168	140	85.50
Meetings attended	240	250	269
Documents microfilmed	39,724	4,387	44,000
Absentee ballots completed	200	Done by County	200
Poll workers trained	64	Done by County	61
Poll places set up	14	Done by County	14
Sample ballots prepared & mailed	8,600	Done by County	8,800

**GENERAL FUND  
CITY CLERK**

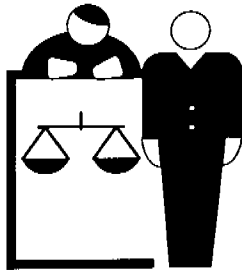
**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	153,122	162,260	170,152
Maintenance & Operations	100,655	135,858	81,798
Capital			
Other			
<b>Total Expense</b>	<b>253,777</b>	<b>298,118</b>	<b>251,950</b>

**Expenditure by Category**



GENERAL FUND  
CITY COURT

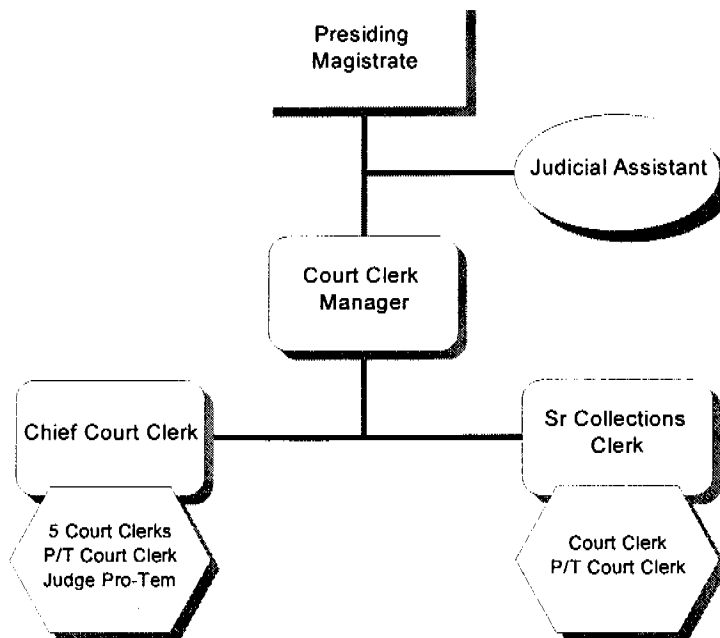


MESSAGE FROM THE MAGISTRATE

Fiscal year 2000 promises to be another productive year for the Bullhead City Municipal Court. Emphasis has been placed on collection of outstanding fines at the Legislative level of government, thus passing it along to the Courts. The Municipal Court has a strong collection unit in place and has been successful in increasing the amounts of fines collected over the past few years. The Court is in the final year of a county-wide automation project, linking all courts in Mohave County with a single database. The public would be able to inquire about the status of any case filed within the

Mohave County Court community at any court within Mohave County. The Court looks forward to participating in a city-wide optical storage project. The goal is to copy all court cases to optical disk. Once completed, the turnaround time for locating information on old or closed cases would almost be instantaneous. The Court will be establishing a meaningful city-wide community work service program involving numerous organizations. Bullhead City Municipal Court and Mohave Community College hope to combine forces and develop a court-intern program where students will be exposed to many facets of the judicial system while earning credits. This possibly would eliminate the need to add additional full-time staff.

ORGANIZATION CHART



GENERAL FUND  
CITY COURT

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CITY MANAGER'S COMMENTS

The City Court's budget Decreased by \$55,543. This reduction is not necessarily a reduction in costs to the City, but rather a change in budgeting practices. The reduction is attributed to the transfer of budget dollars for copier maintenance and

building maintenance costs. The additional \$34,610 decrease is for the Court Automation System which decreases every year, this is the sixth and final year of the contract.

COURT FUNCTION

The mission of the City Court is to fulfill our judiciary responsibility by providing fair, impartial, and timely administrative justice to all defendants. This Court will maintain fair and equal due process through quality professional service to the community as well as maintain efficient standards to commensurate with the continued rapid growth and development of Bullhead City.

The Presiding Magistrate is charged with the operation of the judicial branch of the Bullhead City government. The U.S. and Arizona Constitutions provide for the doctrine of **Separation of Powers**, whereby the court remains autonomous from the executive and legislative branches of City

government. The Court mandates are prescribed by state statutes. The administration of the Court is further governed by the Arizona Supreme Court. The jurisdiction of the Court encompasses ordinances enacted by the Mayor & Council and the Arizona Revised Statutes. Within the City of Bullhead City, the Court maintains all court records, filings, documentation and proceedings of civil and criminal traffic violations, misdemeanor violations, petitions for domestic violence, orders of protection, and petitions for injunctions prohibiting harassment. Further, the Court obtains legal counsel for indigent defendants, and, when the need is determined by the Court, provides interpreters for cases filed in the City Court.

GENERAL FUND  
**CITY COURT**

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**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>Budget 1999/2000</b>
Magistrate	1	1	1
Court Administrator	1	1	0
Court Clerk Manager	0	0	1
Chief Court Clerk	1	1	1
Sr. Collections Clerk	1	1	1
Court Clerk	6	6	6
Part-time Court Clerk	1.5	1	2
Judicial Assistant	N/A	N/A	1
<b>TOTAL</b>	<b>11.5</b>	<b>11</b>	<b>13</b>

**GOALS AND OBJECTIVES**

**GOAL:** Service the Court's customers in a fair, efficient, and cost effective manner.  
**OBJECTIVE:** Provide excellent working conditions/equipment for staff to allow for appropriate case management. Training for proper handling of all questions and requests of the Court.

**GOAL:** Continue aggressive in-house collection of outstanding fines.  
**OBJECTIVE:** Actively pursue all fines due to reduce the amount owed. Issue OTSC/WARRANTS on delinquent accounts, submit all delinquent cases to the State Tax Intercept Program and Trans Union Credit Bureau.

**GOAL:** Develop a beneficial and meaningful community work service program.  
**OBJECTIVE:** Develop not only a city-wide program, but contact non-profit organizations to promote the utilization of community work service hours that would actually have a meaningful impact on the Defendant, but also help benefit local business, City departments, and the citizens of Bullhead City.

**GOAL:** Participate with Police in a joint project to reduce outstanding warrants.  
**OBJECTIVE:** Develop a program to work closely with local law enforcement to prepare a

GENERAL FUND  
**CITY COURT**

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letter to send to defendants with outstanding arrest warrants. The purpose is to reduce the number of outstanding warrants and warn defendants of possible arrest.

1998-99 Highlights

- ✓ Increased case flow management by 53% over the prior year, while decreasing staff by one part-time employee.
- ✓ The Municipal Court is in compliance and adheres to the Criminal and Civil Rules of Procedure.
- ✓ The Municipal Court received recognition and congratulation from the Supreme Court for the "court's maintenance of high standards and compliance with the Minimum Accounting Standards".
- ✓ Enhanced the collection of outstanding fines by utilizing a credit reporting agency, State Debt Set-Off program, and skip tracing tools to the in-house collection staff. The Court currently does not utilize the services of a Collection Agency.

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Answer inquiries promptly and efficiently, improve customer service and image by conducting surveys and holding open house	50%	100%	100%
Process paperwork in a timely manner through reorganization of clerk duties and responsibilities.	100%	100%	100%
Provide training for court clerks to enhance personal skills.	60%	100%	100%
Assign proper staffing for collection	2.5	2.5	2.5

GENERAL FUND  
**CITY COURT**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Mail statements to all civil traffic offenders	n/a	n/a	100%
Reduce printing costs over prior years by having forms in the computer and using only as needed	3,028	1,220	2,600
<i>Quantitative:</i>			
Case Management, new filings, adjudications, payments suspensions, hearings, trials, issuance of warrants	30,959	47,302	48,000
COJET Education & professional growth training	260 hrs.	208 hrs.	260 hrs.
Self-improvement education/training	40 hrs.	80 hrs.	120hrs.
Number of OTSC's issued	2,080	3,900	1,300
Number to Tax Intercept	4,265	4,854	5,306
Annual Collections	680,577	743,050	800,000
Reduce paper use by 10% this fiscal year. Percentage is cumulative.	15%	10%	15%

GENERAL FUND  
**CITY COURT**

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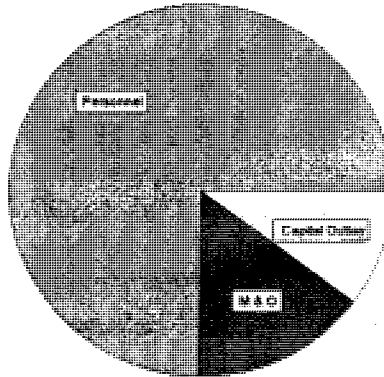


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**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	396,673	421,013	444,472
Maintenance & Operations	77,272	137,245	88,931
Capital	53,963	91,565	60,877
Other			0
<b>Total Expense</b>	<b>527,908</b>	<b>649,823</b>	<b>594,280</b>

Expenditure by Category

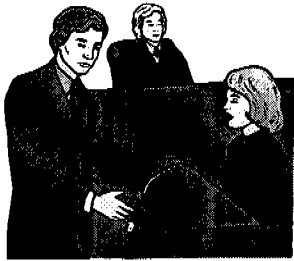




GENERAL FUND  
**CITY ATTORNEY**

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**MESSAGE FROM THE CITY ATTORNEY**

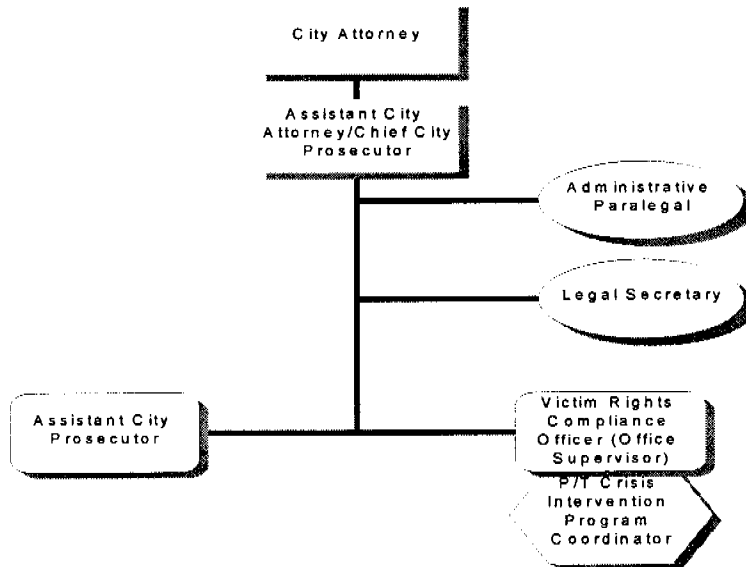
The City Attorney, currently serving under contract, provides legal counsel and advice to the City Council, staff, boards, and commissions. Activities include presentation and defense of the City's legal interests and rights, and prosecution of approximately 3,000 misdemeanor charges.

(2) presentation and defense of the City's legal interests and rights before all courts, legislative and administrative tribunals; (3) prosecution of all misdemeanor cases in municipal court, criminal appeals in the Superior Court, and representation of the City in forfeiture actions; (4) assistance to crime victims in seeking restitution with the criminal justice process; and (5) Advice to enforcement personnel.

In particular, services provided by this department include (1) support of the legislative and administrative processes (i.e. ordinances, opinions, litigation, contracts, legal research, liens);

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**ORGANIZATION CHART**



GENERAL FUND  
**CITY ATTORNEY**

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**CITY MANAGER'S COMMENTS**

The City Attorney's budget changed very little for FY00. The budget increased by \$9,967.

There was a decrease in maintenance & operations of \$5,915 . This reduction is not necessarily a reduction in costs to the City, but rather a change in budgeting practices.

The Attorney and staff salaries had a cost of living increase which increased personnel by \$15,882.

The reduction is attributed to the transfer of budget dollars for copier maintenance and building maintenance costs.

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**PERSONNEL**

POSITION	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
City Attorney	Contract	Contract	Contract
Asst. City Attorney/ Chief City Prosecutor	1	1	1
Assistant Prosecutor	1	1	1
Victim Rights Compliance Officer	1	1	1
Administrative Paralegal	1	1	1
Legal Secretary	1	1	1
Crisis Intervention Coord. (Grant funded)	0	0	1/2
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5 1/2</b>

**GOALS AND OBJECTIVES**

GOAL: To effectively and efficiently represent the City in legal proceedings.  
 OBJECTIVE: Defend and resolve the City's best interest in all civil litigation and legal proceedings.

GOAL: To effectively serve as legal counsel for the City and practice preventative law.  
 OBJECTIVE: (1) Provide prompt and efficient response to requests for legal advice; and  
 (2) maintain and improve legal research capabilities.

**GENERAL FUND  
CITY ATTORNEY**

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**GOAL:** To prosecute misdemeanor violations effectively and efficiently with an emphasis on serious crimes.

**OBJECTIVE:** (1) Obtain early resolution of criminal cases consistent with doing justice and speedy resolution of cases at pretrial phase; (2) continue emphasis on DUI cases; and (3) increase department efforts to prosecute domestic violence crimes.

**GOAL:** To provide support and assistance to victims.

**OBJECTIVE:** (1) Increase resources for protecting victim's rights and ensure compliance with victim's rights legislation; and (2) seek restitution.

**1999-00 Highlights:**

- ✓ Drafted Telecommunications Ordinance.
- ✓ Drafted pawn shop/secondhand ordinance with Police Department.
- ✓ Received victim grant monies for part-time Crisis Intervention Program.
- ✓ Negotiated Walmart deal for SuperCenter in Bullhead City.

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b><i>Qualitative:</i></b>			
FTE Staffing assigned to victim rights assistance/compliance	1	1	1 1/2
<b><i>Quantitative:</i></b>			
Claims filed against the City	17	22	24
Lawsuits filed against the City	23	6	8
Forfeiture actions	15	14	15
Ordinances reviewed/drafted	65	77	85
Resolutions reviewed/drafted	120	105	116
Contracts reviewed/drafted	27	33	36

GENERAL FUND  
**CITY ATTORNEY**

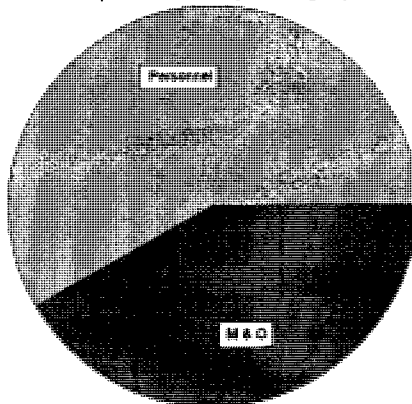
	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
Criminal and criminal/civil traffic cases	1,594	2,211	2,350
Written legal opinions	459	564	620
DUI charges	136	423	500
Criminal trials	37	19	50
Hearings (revocation, modification, other)	516	2,552	600
Plea agreements	1,526	1,717	1,717
Victim contacts	1,451	6,639	7,000
Total fines	\$214,848	\$236,684	\$250,000
Restitution for jail recovery funds	\$44,380	\$66,424	\$75,000
Restitution ordered for victims	\$62,693	\$68,548	\$70,000
Restitution for public defender services	\$12,855	\$13,800	\$15,000
Court JCEF fee	\$10,242	\$13,504	\$15,000

GENERAL FUND  
**CITY ATTORNEY**

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	205,236	217,814	233,696
Maintenance & Operations	143,581	173,480	167,565
Capital	0	0	0
Other	0	0	0
<b>Total Expense</b>	<b>348,817</b>	<b>391,294</b>	<b>401,261</b>

Expenditures by Category

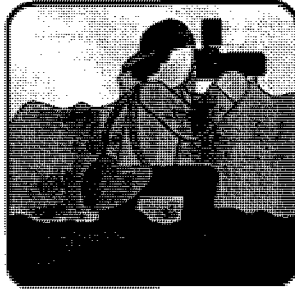


GENERAL FUND  
**ADMINISTRATIVE SERVICES**

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**MESSAGE FROM THE ADMINISTRATIVE  
SERVICES DIRECTOR**

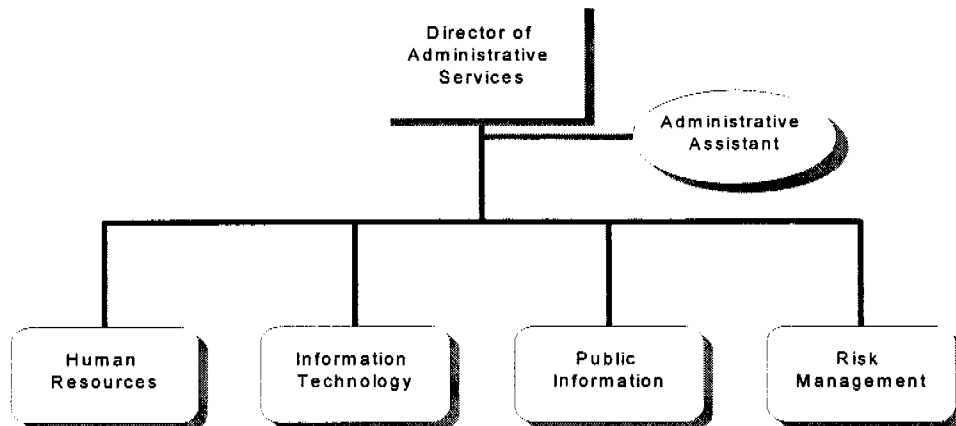


The Administrative Services Department is committed to providing high quality services to our customers. The Human Resources Division seeks to hire and retain employees who are able to provide the quality services to the community that our citizens expect. The Information Technology Division continues its efforts to improve the City's technology base and provide the information

technology necessary to conduct the City's Business. The Public Information Division is committed to providing the citizens information about the City's business and community activities through an improved channel 4, the City's internet website, and news releases and newsletters. The Risk Management Division strives to safeguard the City's assets and employees through safety programs and insurance. Our absolute commitment is quality and customer service.

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**ORGANIZATION CHART**



GENERAL FUND

**ADMINISTRATIVE SERVICES**

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The Administrative Services Department consists of five divisions: Administration, Human Resources, Information Technology, Public Information and Risk Management.

The department's operational functions include employment and employee benefits management, information system operations, programming, user services, communication services, claims and investigation management, safety & health.

The Administrative Services Division decreased by \$60,333 in FY00 due to the creation of a new Division for Public Information.

All personnel, maintenance and operating expenses are now located under this new Division.

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**PERSONNEL**

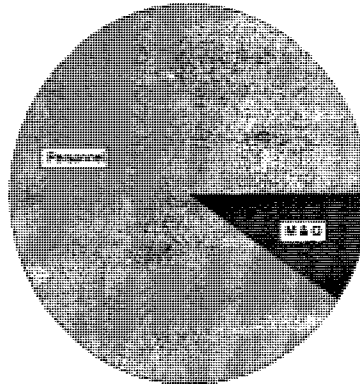
<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Administrative Services Director	1	1	1
Administrative Secretary	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

GENERAL FUND  
**ADMINISTRATIVE SERVICES**

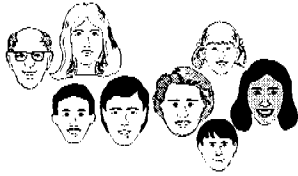
**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	104,987	168,842	135,271
Maintenance & Operations	0	35,588	13,826
Capital	0	5,000	0
Other	0	0	0
<b>Total Expense</b>	<b>0</b>	<b>209430</b>	<b>149,097</b>

Expenses by Category





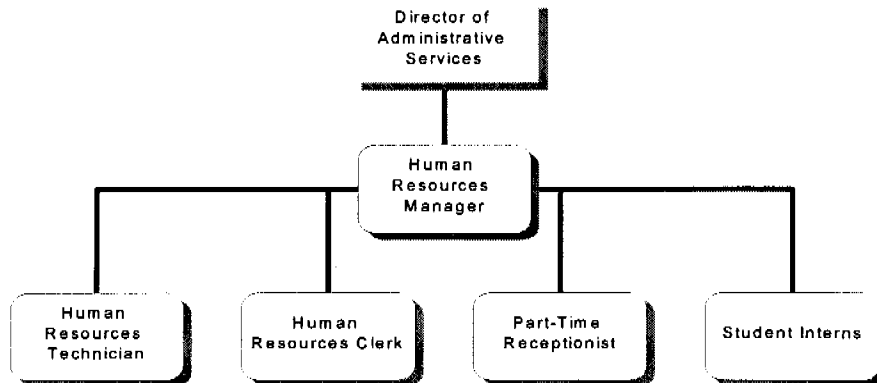


### CITY MANAGER'S COMMENTS

The Human Resources Division's budget has increased by \$130,061 in FY00. Personnel decreased due to a change in staffing by \$30,545 and a \$15,000 decrease has taken place with a change in payroll services from Automated Data Processing to an internal function.

The Department's major increase comes from a change in budgeting practices attributed to the City establishing an account for \$167,00 to be used to cover vacancy turnovers. \$30,000 has also been set aside for a employee reclassification study.

### ORGANIZATION CHART



The Human Resources Division provides an important service to both the public and all City departments and staff. Our mission is to improve organizational productivity by attracting and retaining a qualified and diverse work force and effectively communicate with employees regarding their rights, responsibilities, opportunities and benefits. Service and assistance is why the Human Resources Division exists. Services provided by this division include: recruitment and selection; personnel and payroll processing; employee benefits; classification and compensation; employee relations; health and safety; employee training and development.

By continually striving to find more efficient and cost effective ways of improving the products and services we provide as a division, we look forward to meeting the goals we set out to accomplish and are prepared to face the challenges that may present themselves in the future.

## PERSONNEL

POSITION	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
Human Resources Manager	1.0	1.0	1.0
Human Resources Technician	2.0	2.0	1.0
Human Resource Clerk	1.5	1.0	1.0
Part-time Receptionist	.5		0.5
<b>TOTAL</b>	<b>5.0</b>	<b>4.0</b>	<b>3.5</b>

## GOALS AND OBJECTIVES

GOAL: Recruit and hire exceptional people, based solely on qualifications and capabilities, and to ensure a smooth transition into the new employment environment.

OBJECTIVE: (1) To utilize innovative recruitment strategies as necessary to attract quality candidates for employment; (2) to utilize innovative selection and pre-employment screening strategies to achieve the best possible person-job match for each open position; (3) develop an effective new employee orientation program; and (4) maintain 98% hiring authority satisfaction.

GOAL: Provide a compensation and benefit plan for City employees that is fair and equitable for the employees and cost effective for the City.

OBJECTIVE: (1) Establish an employee compensation and benefits committee which will review and recommend changes to the benefit package and/or compensation plan; (2) minimize the City's health care costs through cost containment efforts; and (3) implement the employee team's performance evaluation plan.

GENERAL FUND  
**ADMINISTRATIVE SERVICES**

**Human Resources**

MEASURES

	ACTUAL 1997/1998	ESTIMATED 1998/1999	PROJECT 1999/2000
<i>Qualitative:</i>			
Hiring authority satisfaction	unknown	98%	98%
Percent change (health care cost/employee)	unknown	6%	10%
<i>Quantitative:</i>			
Recruitment initiated	35	76	50
Applications processed	1822	1,000	1,000
Regular new hires processed	62	30	30
Individuals who did not complete probation	5	3	2
Total health care costs	\$917,830	\$950,950	\$831,411
Health care costs per employee	\$ 3,621	\$ 3,850	\$ 3,850
Total employee costs percent of operating budget	44%	42%	55.7%

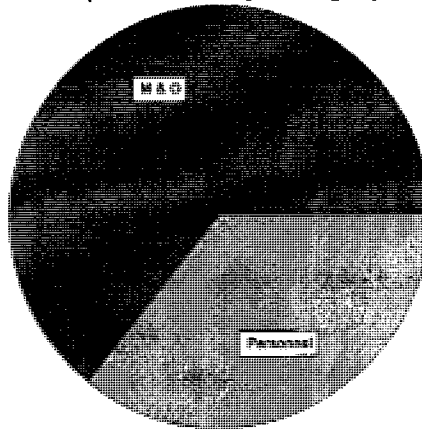
GENERAL FUND  
**ADMINISTRATIVE SERVICES**

**Human Resources**

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	167,383	180,747	150,202
Maintenance & Operations	81,776	106,111	266,717
Capital	0	0	0
Other	0	0	0
<b>Total Expense</b>	<b>249,159</b>	<b>286,858</b>	<b>416,919</b>

Expenditures by Category



**CITY MANAGER'S COMMENTS**

The Public Information Division works to keep the community and visitors to the City informed on the various programs, projects and issues taking place within the City of Bullhead City.

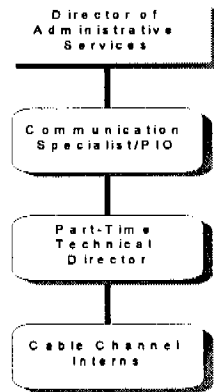
With a renewed sense of bringing the City to the people, the communication office runs Channel 4, the City's government television station; the City's website, [www.bullheadcity.com](http://www.bullheadcity.com); and the various other information programs.

In October, 1999, the residents of Bullhead City received their first community newsletter through the U.S. Postal Service.

As part of the franchise agreement with Cablevision, the City uses Channel 4 to allow residents full access to City Council , commissions and committees through live televised meetings. The Channel 4 staff also films other City meetings, community events, high school athletics and other community programs of interest.

The office also publishes a monthly newsletter for the employees of the City to keep them informed of important internal issues.

**ORGANIZATION CHART**



**MANAGER'S COMMENTS**

The Public Information Division is a newly formed Division of the Administrative Services Department.

A total of \$210,711 has been established for this Division for FY 00.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Communication Specialist/PIO	n/a	n/a	1.0
Part-Time Technical Director	n/a	n/a	1.0
Cable Channel Interns			
<b>TOTAL</b>			<b>2.0</b>

**GOALS AND OBJECTIVES**

Goal: To establish a fully operational video production facility for use by the City of Bullhead City.

Objective: To provide educational information concerning the operations and accomplishments of the City. Further, to provide education and training on various safety/security issues that impact the community.

Goal: Distribute community newsletter to public.

Objective: Inform and educate the community about City issues, events and programs.

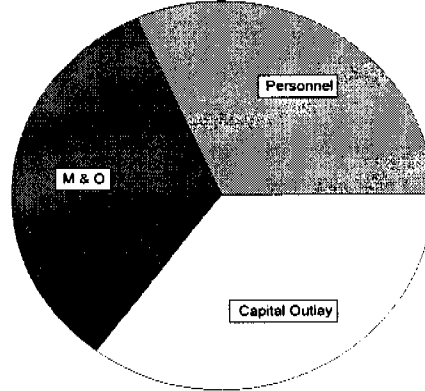
Goal: Increase the number of hits on City website.

Objective: Create a website that is informational and educational and increases the number of people who use the site for City information. The City site can offer extra conveniences and save time and effort for the users.

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel			66,903
Maintenance & Operations			69,877
Capital			73,931
Other			0
<b>Total Expense</b>			<b>210,711</b>

**Expenses by Category**



# ADMINISTRATIVE SERVICES      INFORMATION TECHNOLOGY

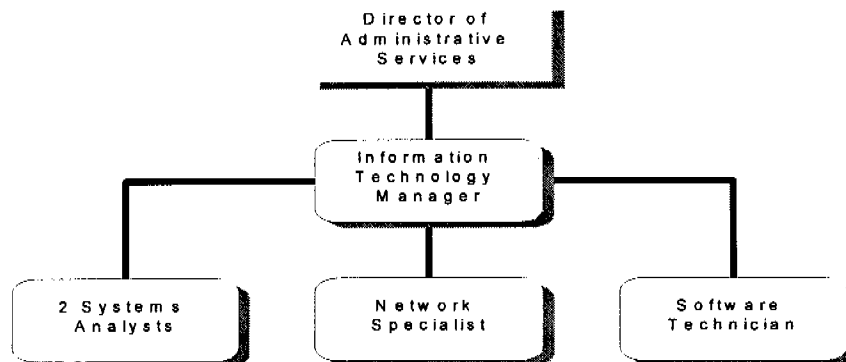


## CITY MANAGERS COMMENTS

The Information Technology Division changed to an internal service fund in FY 98-99. The costs of all services, supplies and equipment is allocated to divisions based on the number of computers the division has, to the total number of computers.

The City is on a 2 to 5 year replacement schedule. The inclusion of depreciation to set aside money for replacement in the future is \$49,929. Increase in personnel is Software Technician, who transferred from Administrative Services Administration, and 2 reclassifications. The increase in M&O is based on department requests.

## ORGANIZATION CHART



## PERSONNEL

POSITION	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
IT Manager	1	1	1
Systems Analyst	1	2	2
Network Specialist	1	1	1
Software Technician	0	0	1
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>5</b>



# ADMINISTRATIVE SERVICES      INFORMATION TECHNOLOGY

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## GOALS AND OBJECTIVES

**GOAL:** To define, create, and administer a sound computer and network systems management program that will insure data integrity, accessibility, and efficiency. Provide a more effective user support system; implement a program for collecting computer system software and hardware configurations; develop an effective user training program; and implement a program for certifying all Information Technology personnel that applies to their technical positions.

**OBJECTIVE:** Insure that the City is made more productive through the use of modern computer automation techniques. To use these techniques to reduce the cost of doing business while increasing performance. Provide increased accessibility to the City's computer and other networked resources. Provide public access to City information via Internet Home page. Provide a more informative and effective information system through our Government Access Channel.

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## MEASURES

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<i>Qualitative:</i>			
Unscheduled network downtime for more than 15 minutes.	5%	3%	3%
Training hours.	50	200	10
Implementation hours.	300	400	300
<i>Quantitative:</i>			
Calls responded to in less than 30 minutes	10%	85%	10%
Number of service calls	1,820	3,120	1,820
New computer installations/ replacements/upgrades	36	38	65

**CITY MANAGER'S COMMENTS**

The Risk Management Fund is an internal service fund. The costs related to Risk Management are spread out based on total budget dollars and the number of employees. The insurance premiums for FY99 were reduced from \$525,820 to \$173,100 because of a positive loss history.

The legal services and anticipated "out-of-pocket" expenses were increased due to the uncertain nature of insurance claims and the desire to provide a solid fund balance for future unanticipated losses.

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**RISK MANAGEMENT**

A major facet of the City's Risk Management Program is that of liability and workers' compensation insurance. The insurance function is necessary to provide protection against risks which can not be abated, transferred, or otherwise managed. The city is continually evaluating its risk exposure and maintains a Safety Committee that meets regularly to address safety items.

The City is a member of the Arizona Municipal Risk Retention Pool, whose mission is to reduce the cost of risk and provide a stable risk management program.

The Pool is comprised of a group of cities and towns that pool their funds and spread the risk of providing liability insurance to member communities in the State of Arizona. The City's member contribution or *premium* is based upon the loss ratio experienced by our City.

Currently, there are no personnel assigned to this function. The administrative duties of Risk Management are primarily carried out by the staff members in the Administrative Division.

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**GOALS AND OBJECTIVES**

- GOALS: Ensure that all employees are treated fairly and consistently in all employment matters.
- OBJECTIVE: To maintain grievances and EEOC claims per 100 employees at or below 1%.
- GOAL: Safeguard the City's assets by providing adequate insurance coverages and perform other risk reduction programs.
- OBJECTIVE: (1) Maintain losses for property and casualty at 1997/98 levels; (2) create a risk management committee and an accident review committee; and (3) reduce Worker's Compensation claims from 1997-98 levels by 25% and lost time by 200%.

## 1997-98 Highlights:

- ✓ Developed a Safety/Accident Abatement Program.

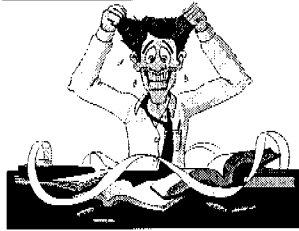
## MEASURES

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<i>Qualitative:</i>			
Change in hours lost due to worker injury (year to year %)	400% incr	300% decr.	.10% decr.
<i>Quantitative:</i>			
Workers comp days lost	328	109	99
Number of PC claims received		30	25
Percentage change(insurance program cost/prior year)		0	0

## SUMMARY OF FINANCIAL INFORMATION

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
Beginning Balance		392,851	473,905
Revenues	749,271	468,982	469,685
Expenditures	356,420	387,928	469,685

**GENERAL FUND  
FINANCE DEPARTMENT**



**MESSAGE FROM THE FINANCE DIRECTOR**

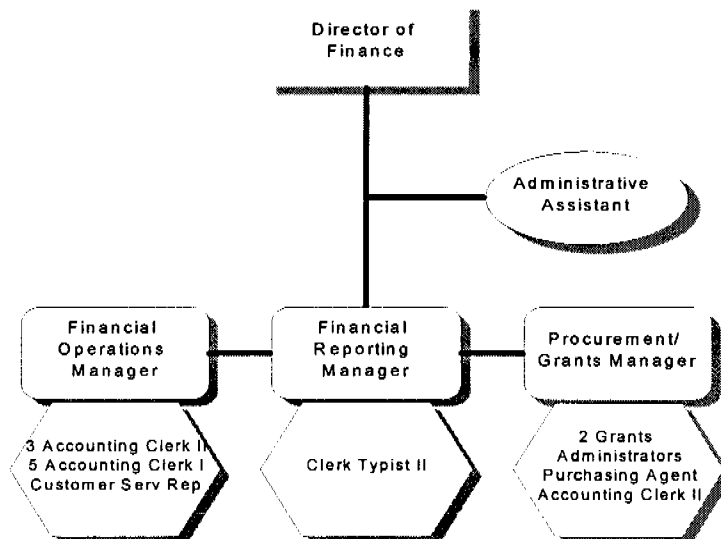
The mission of the Finance Department is to communicate with its customers in a positive, open manner, serve at a high standard of integrity, and be accountable to all customers, both internal and external.

The Finance Department is responsible for the City's financial planning, managing, investing public funds, financial reporting for both public information and management decision-making purposes, coordinating and publishing the City's annual budget, collecting and recording City revenues, procuring all goods and services, contracts and requests for proposals, grant applications and

administration and provide all departments with financial support services. The bulk of the day-to-day activities of the Finance Department employees include the processing of accounts payable, accounts receivable, general accounting, wastewater utility billing and collection, improvement district payment and collection, cash payment processing, purchasing, city travel administration, and petty cash requests.

The Finance Department strives to provide the highest quality services at the lowest possible cost to the City taxpayers. Employees are committed to the primary goal of protecting and securing City Assets for their proper and authorized use.

**ORGANIZATION CHART**



GENERAL FUND

**FINANCE DEPARTMENT**

**CITY MANAGER'S COMMENTS**

This division's expenditures increased in FY 00 by \$189,732. The major increase is in personnel costs which included the Grants Division consisting of two Grant Administrators and the Procurement/Grants Manager.

There was also a new Clerk Typist and Accounting Clerk added to staff to assist in wastewater billings and special assessments. These positions are funded by the Improvement District Administration Fund.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Finance Director	1.0	1.0	1.0
Financial Reporting Manager	1.0	1.0	1.0
Procurement/Grants Manager	0.0	0.0	1.0
Purchasing Agent	1.0	1.0	1.0
Grants Administrator	0.0	0.0	2.0
Financial Operations Manager	0.0	0.0	1.0
Administrative Assistant	1.0	1.0	1.0
Account Clerk III	1.0	0.0	0.0
Account Clerk II	2.5	3.0	4.0
Account Clerk I	2.0	4.0	5.0
Customer Service Rep.	1.0	1.0	1.0
Clerk Typist II	0.0	0.0	1.0
<b>TOTAL</b>	<b>12.5</b>	<b>13.0</b>	<b>19.0</b>

**GOALS AND OBJECTIVES**

GOAL: Improve contract management tracking.  
 OBJECTIVE: Bid or extend existing contracts prior to expiration..

GOAL: Revise Fee Schedule to reflect Council policy on cost recovery.  
 OBJECTIVE: Develop cost information for services. Review fees charged by other cities.  
 Present new Fee Schedule with the Budget each year.

GOAL: Increase the number of successful grant applications.  
 OBJECTIVE: Apply for grants for items in the Capital Improvement Plan that are high priority.

**GENERAL FUND  
FINANCE DEPARTMENT**

**GOAL:** Preparation for future financial planning.  
**OBJECTIVE:** Prepare an analysis of sales tax coverage and future bonding capacity.  
 Prepare a five year financial projection with FY 01 Budget.

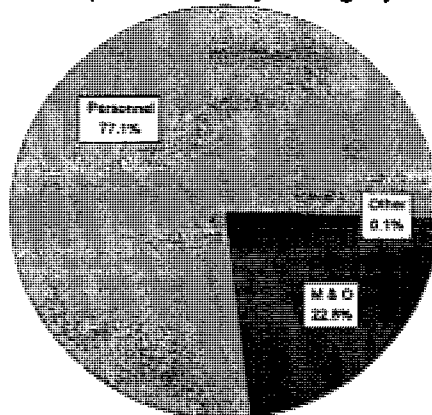
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>PROJECT 1999/2000</b>
<i>Qualitative:</i>			
Number of new sewer customers	532	371	4,200
Percent increase in enterprise fund revenue	n/a	15%	30%

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	423,841	498,804	688,536
Maintenance & Operations	110,660	158,793	203,377
Capital	5,700	0	0
Other	0	0	1,200
<b>Total Expense</b>	<b>540,201</b>	<b>657,597</b>	<b>893,113</b>

Expenditures by Category



**GRANT FUND  
GRANTS**

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**CITY MANAGER'S COMMENTS**

The City has been active in the last few years in the area of grants. The grants personnel are in the Finance Department.

The major grant for FY00 will be the completion of the Action Zone.

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**LIST OF GRANTS**

<b>ADOC Energy Grant</b>	<b>\$ 62,000</b>
<b>Parks &amp; Rec. Community Center</b>	<b>224,516</b>
<b>Sewer Improvement</b>	<b>174,731</b>
<b>Housing Trust Fund Sewer</b>	<b>100,000</b>
<b>HOME-Housing Rehabilitation</b>	<b>180,000</b>
<b>CDBG-Housing Rehabilitation</b>	<b>360,000</b>
<b>CDBG-Neighborhood Revitalization</b>	<b>50,000</b>
<b>CDBG-Supportive Housing Facility</b>	<b>100,000</b>
<b>CDBG-Safehouse Shelter Expansion</b>	<b>100,000</b>
<b>CDBG Riviera Street Lights</b>	<b>500,000</b>
<b>Marina Blvd Reconstruction</b>	<b>328,900</b>
<b>Economic Strengths Mohave Dr.</b>	<b>330,000</b>
<b>Rotary Park~Basketball Courts</b>	<b>75,000</b>
<b>Rotary Park~ Beach &amp; Boating</b>	<b>162,000</b>
<b>Governor's Office of HWY Safety</b>	<b>32,000</b>
<b>Arizona Auto Theft Authority</b>	<b>32,000</b>

GRANT FUND  
GRANTS

MEASURES

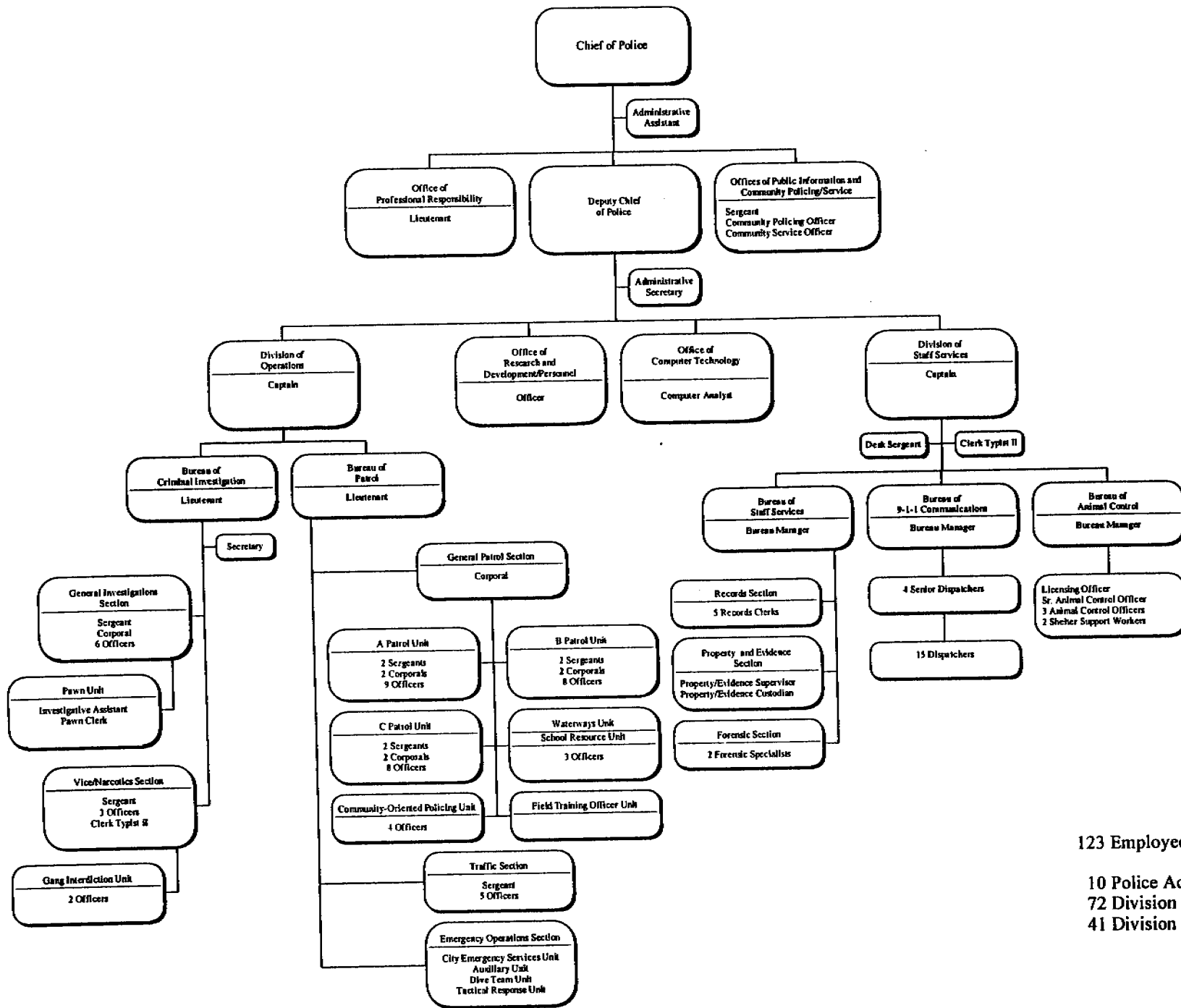
	ACTUAL 1997/1998	ESTIMATED 1998/1999	PROJECT 1999/2000
<i>Qualitative:</i>			
Number of grants submitted	14	19	14
Number of grants awarded	n/a	9	12
Percent successful	n/a	47%	86%

SUMMARY OF FINANCIAL INFORMATION

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
Beginning Balance	1,054	1,054	
Revenues	244,046	1,240,515	322,084
Expenditures	104,500	946,144	210,367
Transfer Out	139,546	294,371	111,717
Total Expense	244,046	1,240, 515	322,084
Ending Balance			



# Police Department



123 Employees

10 Police Administration  
72 Division of Operations  
41 Division of Staff Services





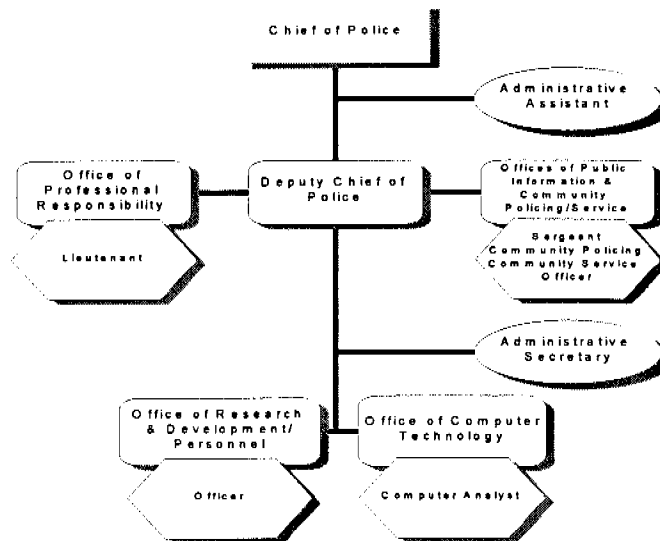
**MESSAGE FROM  
THE CHIEF OF POLICE**

The 1999-2000 fiscal year will continue with the multiplicity of police programs aimed at servicing the needs of the customers of the Bullhead City Police Department. Continued participation in neighborhood programs embracing citizen participation, including National Night Out, Neighborhood Block Watch, Community Partnership Meetings and Citizens Surveys, highlight the Department's commitment to the community. Initiatives in the fiscal 1999-2000 budget to provide for additional

9-1-1 Emergency Dispatch personnel, a clerk typist for the Vice/Narcotics Unit, and an additional Community-Oriented Policing officer will enhance the overall effectiveness of service provided to the community.

RICO funds used by this Department are the result of seized assets from convicted criminals. These funds are used to further enhance law enforcement resources.

**ORGANIZATION CHART**



**GENERAL FUND  
POLICE**

**Administration**

**CITY MANAGER'S COMMENTS**

The Police Administration budget increased by \$232,535 in FY 00. Although there is a reduction attributed to the transfer of budget dollars for copiers, repairs, postage and building

maintenance the Police Department had an increase for Y2K of \$25,000, \$78,654 in personal transfer costs and an increase of \$83,618 in IT costs for FY 99. RICO funds are the result of seized

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Police Lieutenant	1	1	1
Police Sergeant	1	1	1
Police Officer	1	1	1
Community-Oriented Policing Officer	1	1	1
Administrative Assistant	1	1	1
Administrative Secretary	1	1	1
Computer Analyst/ Programmer	1	1	1
Community Servicing Officer	0	0	1
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>10</b>

**GOALS AND OBJECTIVES**

**GOAL:** Continue the first stage (of two) of International Accreditation by self-assessment.  
**OBJECTIVE:** Current Department regulations, policy, and procedures are assessed to determine compliance with CALEA standards.

**GOAL:** Collect computerized statistical data for dissemination to all levels of police management within the Bullhead City Police Department.  
**OBJECTIVE:** (1) Establish reporting needs of individual levels of management; (2) complete a review of current computerized statistical data collection abilities within the Department; (3) integrate mobile data computer use in statistical data gathering; and, (4) build statistical inquiry reports to meet Department needs.

GENERAL FUND  
**POLICE**

**Administration**

**1998-1999 Highlights:**

- |  |   |
|--|---|
| ✓ Revision/Writing of Administrative Regulations | ✓ Newspaper Articles                              |
| ✓ Writing of Operation Manuals                   | ✓ Hug-A-Bear                                      |
| ✓ Revision/Writing of Municipal Code Amendments  | ✓ Police and Citizen Together (PACT) Meetings     |
| ✓ International Accreditation Self-assessment    | ✓ Strategic Planning                              |
| ✓ High School Silent Witness Program             | ✓ Cultural Awareness/Sensitivity Training Program |
| ✓ Police Technical Reserve Program               | ✓ Community Partnership Meetings                  |
| ✓ Citizen Police Academy - 2 sessions            | ✓ Operation Clean Sweep                           |
| ✓ Drug Awareness Education Trading Cards         | ✓ Operation City Pride                            |
| ✓ Traffic Safety Pamphlet Development            | ✓ Special Traffic Enforcement Program (STEP)      |
| ✓ Brush Abatement                                |   |

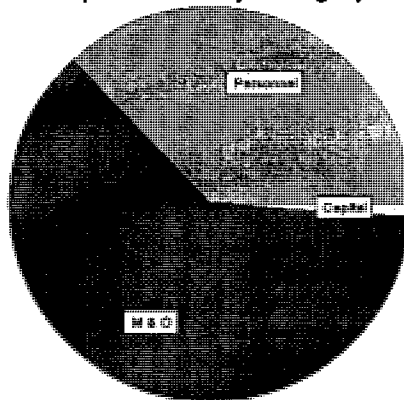
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Completion and training in the use of new FTO training manual.	75%	75%	100%
Self assessment of Department.	40%	50%	100%
<i>Quantitative:</i>			
Regulations issued	30	21	35
Identify department statistical needs	75%	100%	100%
Build statistical inquiry reports	75%	75%	100%
Number of satellite stations	1	1	2

SUMMARY OF FINANCIAL INFORMATION

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<b>Expenditures</b>			
Personnel	534,894	542,830	621,484
Maintenance & Operations	846,686	892,829	1,041,367
Capital	131,175	10,500	15,843
Other	0	0	0
Total Expense	1,512,755	1,446,159	1,678,694

Expenditures by Category

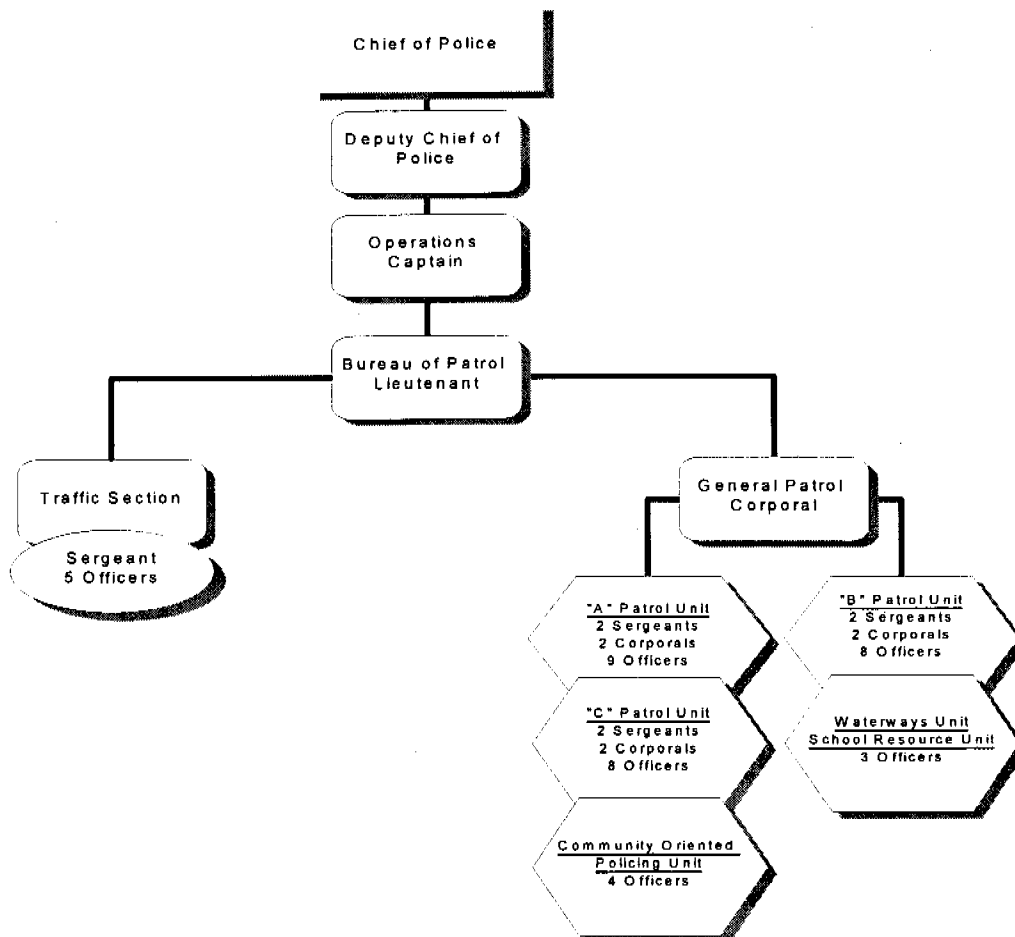


CITY MANAGER'S COMMENTS

The Uniform Division costs increased by \$406,233 from FY 99. \$224,980 in personnel costs were due to overtime. Maintenance and operations increased by \$48,000 in prisoner housing costs, with an increase in general supplies of \$56,500, & a \$10,000 increase in computers.

The increase in capital of \$68,093 was mainly due to \$45,000 for radios and \$17,120 in self contained breathing apparatus. There was a reduction attributed to the transfer of budget dollars for copiers, repairs postage and building maintenance.

ORGANIZATION CHART



**GENERAL FUND  
POLICE**

**Uniform**

In an effort to protect the lives and property of the citizens of Bullhead City and visitors, the Bureau of Patrol serves to (1) maintain the public order; (2) provide emergency services; and (3) respond to calls for service. Officers act to suppress criminal activity through pro-active crime prevention programs and methods.

Staff is responsible for completing initial criminal investigations, enforcing the laws, arresting offenders, performing traffic enforcement, accident investigation, traffic control duties, responding to situations involving the need for specialized weapons and tactics, and other emergencies in the furtherance of their duties.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>EESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Captain	1	1	1
Lieutenant	1	1	1
Sergeant	7	7	7
Corporal	7	7	7
Police Officer	35	43	37
<b>TOTAL</b>	<b>51</b>	<b>59</b>	<b>53</b>

**GOALS AND OBJECTIVES**

- GOAL:** Establish a student "Crime Stoppers" program within the Bullhead City Senior and Junior High School Districts.
- OBJECTIVE:** To reduce the number of criminal incidents associated with juvenile offenders by creating a system of rewards for students providing information leading to arrests.
- GOAL:** Continue the Bicycle Patrol Unit within the Bureau of Patrol to assist patrol and community-oriented policing activities.
- OBJECTIVE:** Staff the Bicycle Patrol Unit with a total of four officers for specialized duties.

**GENERAL FUND  
POLICE**

**Uniform**

GOAL: To effectively answer all "Priority One" requests for police service.  
 OBJECTIVE: To respond to all "Priority One" calls within an average of seven minutes.

GOAL: To establish an effective DUI Enforcement Program.  
 OBJECTIVE: To decrease DUI related traffic accidents by 5% within a one year time frame after initiation of the program.

**1998-2000 Highlights:**

- ✓ Pro-active DUI enforcement
- ✓ Underage alcohol and tobacco purchase enforcement
- ✓ Acquired an all-terrain vehicle
- ✓ Installation of traffic calming devices
- ✓ Trespasser enforcement
- ✓ Prostitution operations

**MEASURES**

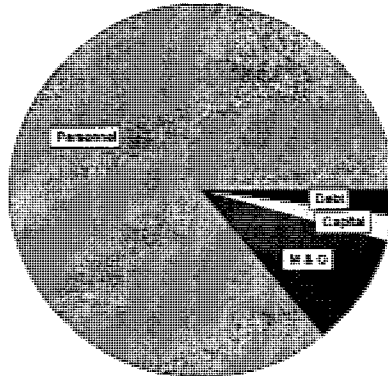
	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Average response time to Priority One calls.	10 minutes	9 minutes	7 minutes
Percent of change in reported DUI related traffic accidents.	9%	5%	2%
Percent of change in DUI arrests	-20%	-28%	-11%
<i>Quantitative:</i>			
Priority 1 calls answered	6,273	5,800	6,000
Sobriety checkpoints conducted	5	4	7
Number of arrests for Driving Under the Influence	188	170	210
Miscellaneous special DUI enforcement programs	12	9	12



**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1998/1999</b>
<b>Expenditures</b>			
Personnel	2,514,265	2,709,214	2,908,454
Maintenance & Operations	211,240	178,553	320,224
Capital	2,050	15,175	83,268
Debt		68,999	66,228
<b>Total Expense</b>	<b>2,727,555</b>	<b>2,971,941</b>	<b>3,378,174</b>

Expenditures by Category



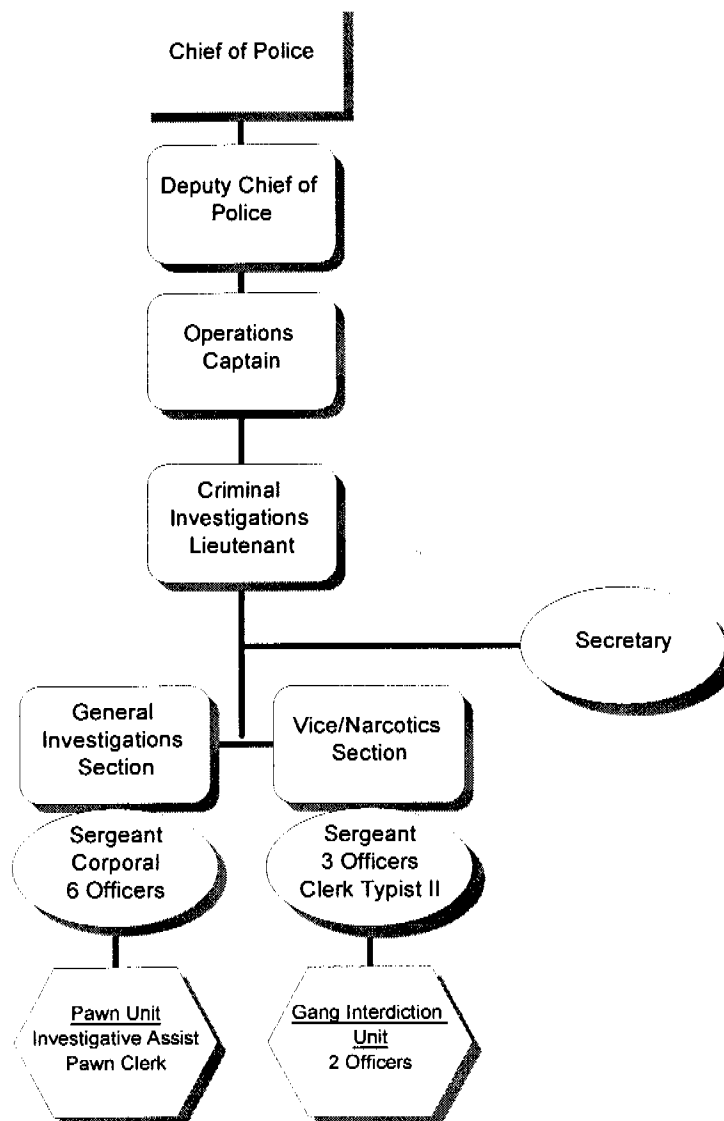


CITY MANAGER'S COMMENTS

This divisions budget increased by \$890. There was a personnel decrease due to transferring a Community Services Officer to Administration, but

there was an increase in capital of \$14,000 for a vision surveillance system and computer up grades which has kept this divisions budget consistent with FY99.

ORGANIZATION CHART



**GENERAL FUND  
POLICE**

**Criminal Investigations**

The Bureau of Criminal Investigations (1) conducts criminal investigations; (2) addresses criminal activity through undercover operations and surveillance; (3) coordinates the investigation of runaway

juveniles; (4) provides referral information to persons experiencing problems in social situations; (5) assists victims and their families; and (6) provides educational programs.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Lieutenant	1	1	1
Sergeant	3	3	2
Corporal	0	0	1
Police Officer	11	11	11
Investigative Assistant	1	1	1
Clerk Typist	0	0	1
Pawn Detail	1	1	1
Community Services Officer	1	1	0
Department Secretary	1	1	1
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>19</b>

**GOALS AND OBJECTIVES**

**GOAL:** Do not allow illegal gangs to become organized in the City of Bullhead City.

**OBJECTIVE:** Increase the investigation and enforcement of illegal gangs.

**GOAL:** To increase the clearance rate of criminal investigations conducted.

**OBJECTIVE:** (1) To increase the clearance rate of criminal investigations conducted by 5%. (2) One percent of the 5% increase will be by use of the AFIS technology measures.

GENERAL FUND  
POLICE

Criminal Investigations

1998-1999 Highlights:

- ✓ Increase use of technology for undercover officers
- ✓ Continue involvement in Gang Intelligence Team Enforcement Mission (GITEM)
- ✓ Established stolen vehicle task force
- ✓ Implement pawn shop computerization
- ✓ Continue Knock and Listen neighborhood program

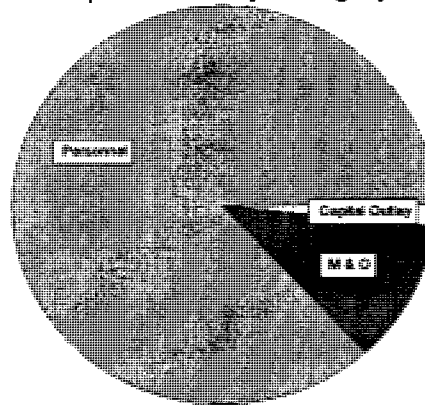
MEASURES

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<i>Qualitative:</i>			
Satisfaction level of outside assistance on gang investigations.	100%	100%	100%
Increase in clearance rate AFIS	-40%	400%	140%
<i>Quantitative:</i>			
Reported burglaries	715	464	500
Reported thefts	1,515	1,214	1,200
The number of gang contacts	564	372	500
The number of gang arrests	131	181	200
Percent increase of investigations related to mid and upper-level drug dealers.	140%	100%	100%
U.C.R. total offenses	2,846	2,600	2,800
Number of cases cleared by AFIS	49	42	50

SUMMARY OF FINANCIAL INFORMATION

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<b>Expenditures</b>			
Personnel	857,072	940,313	896,741
Maintenance & Operations	41,613	90,417	119,899
Capital	21,400	0	14,980
Other			0
<b>Total Expense</b>	<b>920,085</b>	<b>1,030,730</b>	<b>1,031,620</b>

Expenditures by Category

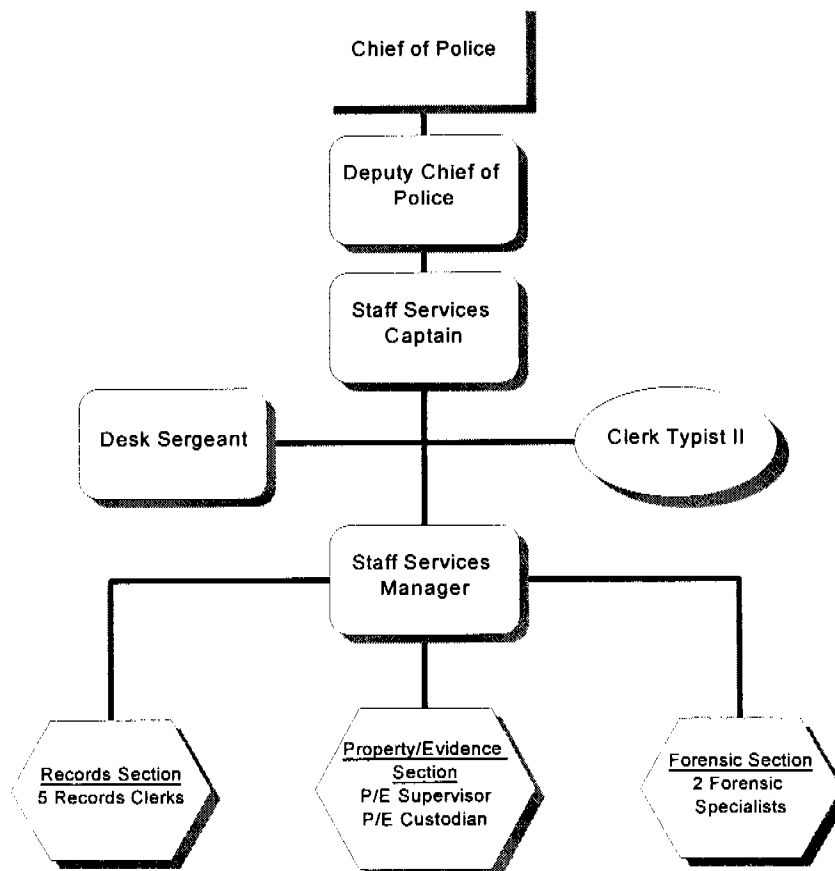


CITY MANAGER'S COMMENTS

There is an \$136,980 increase in this division's budget from FY99. This increase is due to an additional Sergeants position being transferred to this division. There is also a maintenance contract of \$31,500 added to the budget.

In the capital program there is \$118,000 budget for the construction of the new property and evidence facility.

ORGANIZATION CHART



**GENERAL FUND  
POLICE**

**Staff Services**

The support Services Division is responsible for providing operational, technical, and administrative support to all areas of the Police Department. Such responsibilities include (1) gathering and analyzing evidence; (2)

maintaining department records and criminal history data bases; (3) storing and disposing of impounded property and evidence; and (4) the administration and operation of a humane animal control facility.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Captain	1	1	1
Sergeant	0	0	1
Bureau Manager	1	1	1
Forensic Specialist	1	2	2
Property/Evidence Supervisor	1	1	1
Property/ Evidence Custodian	1	1	1
Records Clerk	5	5	5
Clerk Typist	1	1	1
<b>TOTAL</b>	<b>11</b>	<b>12</b>	<b>13</b>

**GOALS AND OBJECTIVES**

**GOAL:** Provide adequate space for storage of incident reports from the most recent two year time period.

**OBJECTIVE:** Microfilm the backlog of incident reports to produce additional storage space for current files.

**1998/1999 Highlights:**

- ✓ Records Management System Upgrade
- ✓ Computerized Statistical Data Information System
- ✓ Automated Fingerprint Identification System (AFIS)
- ✓ Live scan Electronic Fingerprint Transmission System
- ✓ Mobile Command Post Equipped
- ✓ Prepare specifications for Property and Evidence Impound Building

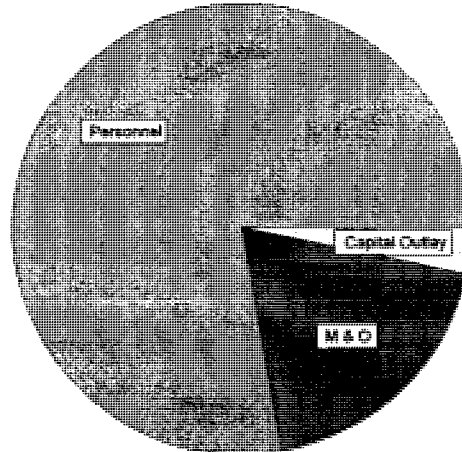
MEASURES

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<i>Qualitative:</i>			
Reports microfilmed	30,000	10,000	5,000
<i>Quantitative:</i>			
Number of months backlog to film	0	0	0

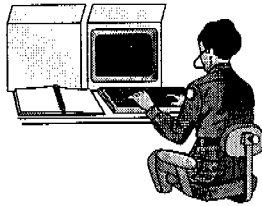
SUMMARY OF FINANCIAL INFORMATION

	ACTUAL 1996/1997	ESTIMATED 1997/1998	BUDGET 1999/2000
<b>Expenditures</b>			
Personnel	420,437	501,093	596,976
Maintenance & Operations	46,545	83,595	143,983
Capital	5,425	43,548	24,257
Other	0	0	0
<b>Total Expense</b>	<b>472,407</b>	<b>628,236</b>	<b>765,216</b>

Expenditures by Category





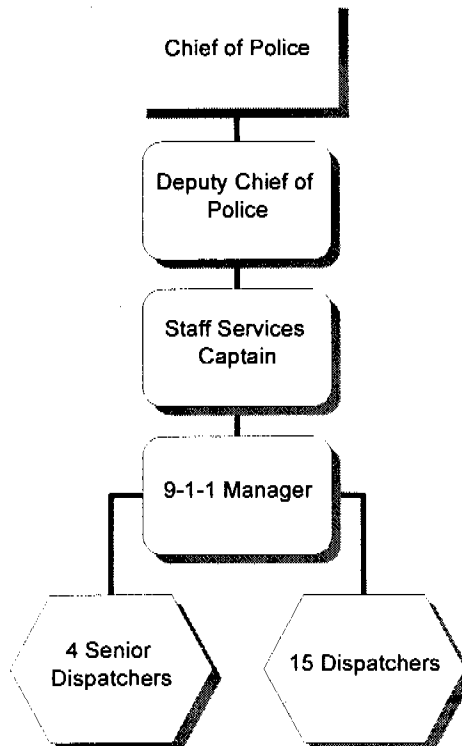


### CITY MANAGER'S COMMENTS

The budget for the 911 Center increases by \$255,781 over FY 99. The changes include increased personnel costs due to an increase in two regular dispatchers and the addition of two senior Dispatchers.

There is also a major increase with the operations and maintenance due to the increase and upgrades in computer equipment.

### ORGANIZATION CHART



**GENERAL FUND  
POLICE**

**911 Center**

The 9-1-1 Communications Bureau is responsible for (1) responding to all citizen telephone calls for service; (2) providing 24-hour police and fire dispatch service;

(3) serving as the public safety answering point for all Bullhead City 9-1-1 calls; and (4) coordinating proper deployment of police units.

<b>PERSONNEL</b>			
<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Emergency Services Dispatch Manager	1	1	1
Senior Emergency Services Dispatcher			
Emergency Services Dispatcher	2	2	4
<b>TOTAL</b>	13	13	15
	<b>16</b>	<b>16</b>	<b>20</b>

**GOALS AND OBJECTIVES**

**GOAL:** Reduce the employee turnover rate at the 9-1-1 Communications Center.  
**OBJECTIVE:** Decrease the annual turnover rate at the 9-1-1 Communications Center by providing comprehensive pre-employment and screening services for 9-1-1 Communication applicants.

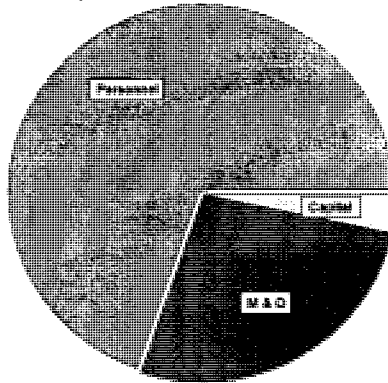
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Number of 9-1-1 employees terminating	3	4	3
<i>Quantitative:</i>			
Annual turnover rate of 9-1-1 operators	19%	25%	16%

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	559,102	584,046	699,752
Maintenance & Operations	53,919	148,800	271,666
Capital	34,700	13,500	30,709
Other			0
<b>Total Expense</b>	<b>647,721</b>	<b>746,346</b>	<b>1,002,127</b>

Expenditures by Category



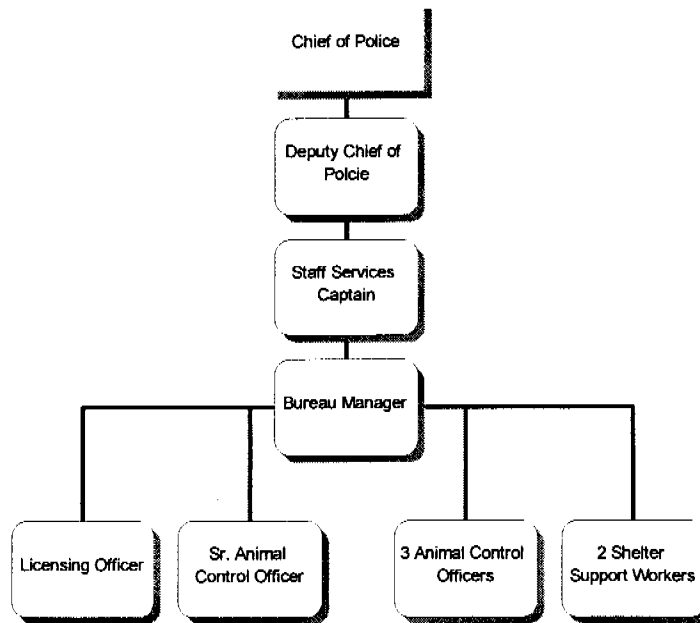


**CITY MANAGER'S COMMENTS**

The Animal Control budget remained consistant in the FY 00 budget. The only minor change was a reclassification of a Senior Officer.

In the Capital Improvement Plan there is \$95,000 budgeted for Animal Controls building expansion.

**ORGANIZATION CHART**



**PERSONNEL**

POSITION	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
Animal Shelter Manager	1	1	1
Licensing Officer	1	1	1
Sr. Animal Control Officer	0	0	1
Animal Control Officers	4	4	3
Shelter Support Workers	4	2	2
<b>TOTAL</b>	<b>10</b>	<b>8</b>	<b>8</b>

**GOALS AND OBJECTIVES**

GOAL: Reduce the number of animals euthanized during the year at the Animal Control facility.

OBJECTIVE: Reduce, by 5%, the number of animals euthanized within Bullhead City through comprehensive campaigns focusing on spay/neuter and adoption programs.

**1998-1999 Highlights:**

- ✓ Animal Control Building Expansion Feasibility Study

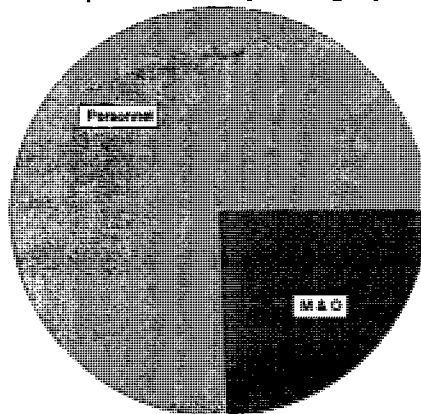
**MEASURES**

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<i>Qualitative:</i>			
Percent reduction in euthanization	-1.5%	12%	2%
<i>Quantitative:</i>			
Animals euthanized	2,684	2,325	2,275

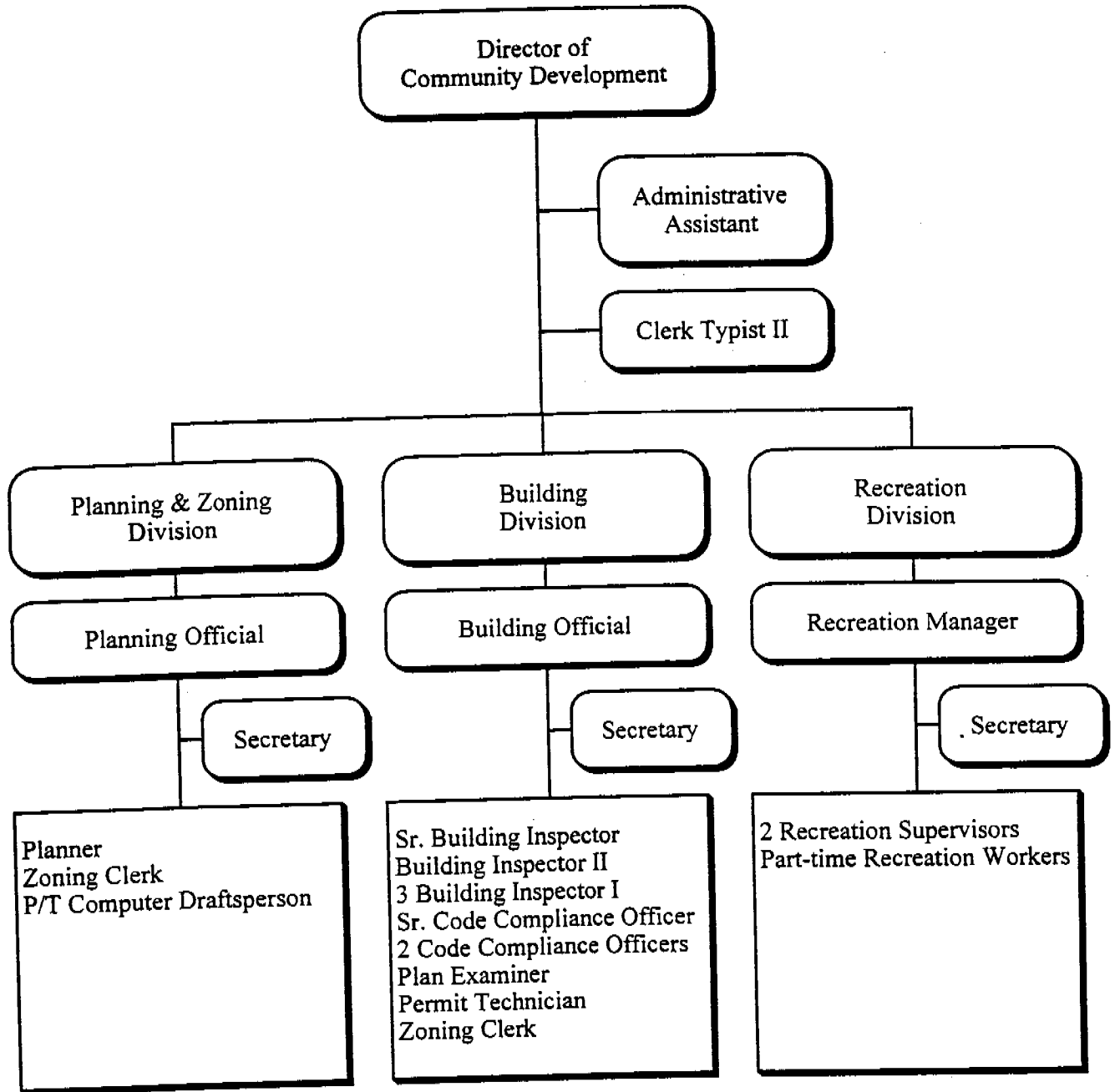
SUMMARY OF FINANCIAL INFORMATION

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<b>Revenues</b>	97,510	95,900	173,914
<b>Expenditures</b>			
Personnel	284,274	289,771	308,063
Maintenance & Operations	66,135	73,369	98,822
Capital	0	0	0
Other			
<b>Total Expense</b>	<b>350,409</b>	<b>363,140</b>	<b>406,885</b>

Expenditures by Category



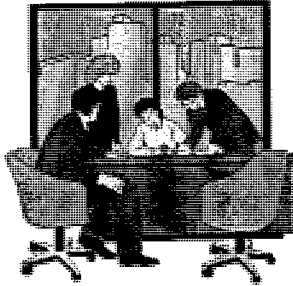
# Community Development Department



25 Employees

24 Full-time  
1 Part-time

3 Administration  
5 Planning & Zoning  
13 Building  
4 Recreation



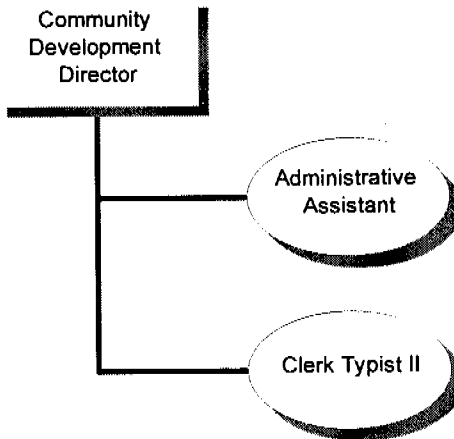
**MESSAGE FROM THE COMMUNITY DEVELOPMENT DIRECTOR**

The Community Development Department was reorganized to allow the Department to

focus on its core functions of planning, code enforcement, building inspections and recreation. Economic Development was made its own department and Grants Administration was moved to Finance.

The Year 2000 Census, Growing Smarter and General Plan updates are a critical importance to the overall health of the City and need Community Developments full attention. Parks and recreation continue to be a major quality of life issue and a new multi-purpose community center will be a focal point. The residents rely on code enforcement and building inspections to enhance the appearance and safety of the community.

**ORGANIZATION CHART**





**CITY MANAGER'S COMMENTS**

Community Development's Administration budget decreased by \$61,804 for FY00. This was due to moving the position of Sr. Administrative Analyst to the Finance Department. With the reorganization of the Department there was also other decreases

as well. These reductions, however, are not necessarily a reduction in costs to the City, but rather a change in budgeting practices. The reduction is attributed to the transfer of budget dollars for copier maintenance and repairs, postage, and building and maintenance costs.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Community Development Director	1	1	1
Administrative Assistant	0	1	1
Administrative Secretary	1	0	0
Clerk Typist II	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

**GOALS AND OBJECTIVES**

GOAL: Provide consistent, user friendly customer service.  
 OBJECTIVE: Improve customer satisfaction through improved responsive services.

GOAL: Create a staff that is knowledgeable about Community Development Department functions.  
 OBJECTIVE: Implement the Administrative Regulations for the Community Development Department

GOAL: Expand Bullhead City's Revenue Base  
 OBJECTIVE: Help new businesses in navigating City processes and procedures

GOAL: Enhance the provision of regional information to the Departments and City  
 OBJECTIVE: Through staff's participation and interaction with other governmental organizations

**1998-1999 Highlights:**

- ✓ Receiving the award for the Action Zone Grant Application
- ✓ Formed the Economic Incentives Committee
- ✓ Finalizing the Wal Mart project

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Provide consistent, user friendly customer service.			100%
Create a staff that is knowledgeable about Community Development functions			100%
<i>Quantitative:</i>			
Improve customer service			100%
Resolve customer complaints within two days of complaints			90%
Implement the Administrative Regulations			100%

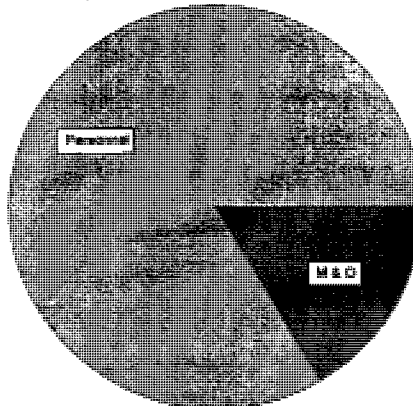
GENERAL FUND  
**COMMUNITY DEVELOPMENT**

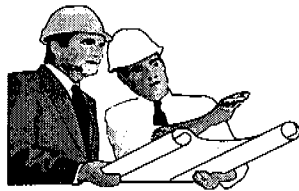
**Administration**

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	173,248	200,410	152,781
Maintenance & Operations	173,444	41,260	31,085
Capital	2,617	4,000	0
Other			
<b>Total Expense</b>	<b>349,309</b>	<b>245,670</b>	<b>183,866</b>

Expenditures by Category



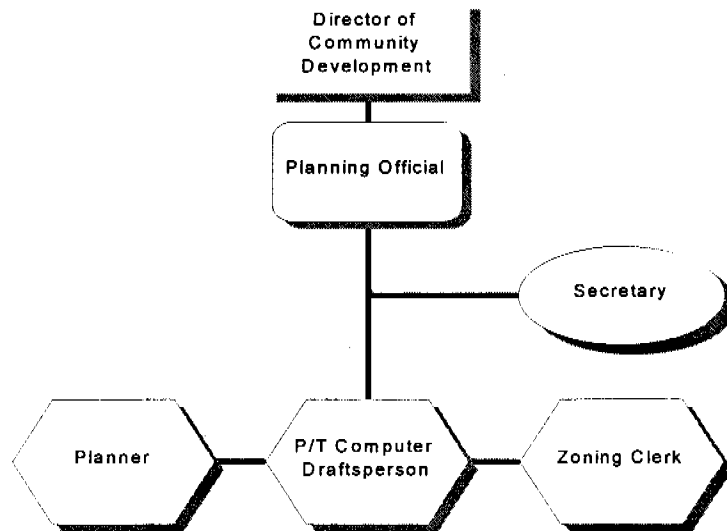


**CITY MANAGERS COMMENTS**

The Planning and Zoning Division includes one significant personnel change this year. The Grants function has been moved to the Finance Department. The Planning budget includes \$75,000 to hire a consultant for the General Plan

update and \$50,000 to assist the Engineering Services Department with the creation of a GIS network. Other supply and training line items have been reduced to reflect the change in personnel. The decrease in personal budget is due to transferring the two Grants Administrator positions to the Finance Department.

**ORGANIZATION CHART**



Planning and Zoning is responsible for current and long-range planning, in accordance with the General Plan, the policy document which guides the City's growth and development. Staff works with the Planning and Zoning Commission and the Board of Adjustment to develop a focus for strategic planning efforts.

Planning and Zoning strives to involve the community through communication, education, and customer responsiveness in its everyday operations.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ACTUAL 1998/1999</b>	<b>BUDGET 1999/2000</b>
Planning Official	1	1	1
Senior Planner	1	1	0
Planner	1	1	1
Grants Administrator	0	0	0
Secretary	1	1	1
Zoning Clerk	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>4</b>

**GOALS AND OBJECTIVES**

**GOAL:** Educate the public on changes to Chapter 8.08, Title 16, and Title 17.  
**OBJECTIVE:** Make the codes more assessable to the public.

**GOAL:** Obtain assistance from various groups within the City for Capital Improvement Projects.  
**OBJECTIVE:** Enter into "Partnering Agreements" with groups to guide the completion of certain Capital Improvement Projects.

**GOAL:** Overall consistency between the General Plan, Capital Improvement Plan, and the Budget.  
**OBJECTIVE:** Improve planning process for City resources necessary to fund future projects.

**1998-1999 Highlights:**

- ✓ Completed update to Subdivision Regulations
- ✓ Completed update to zoning Regulations
- ✓ Oversaw APS Focused Future Project
- ✓ Undertook Colorado River Heritage Greenway Project
- ✓ Develop 99-08 Capital Improvement Plan
- ✓ Completed AEPCO Project
- ✓ Assist consultant in preparation of Transit Study
- ✓ Closed out SLIF Project at Community Park

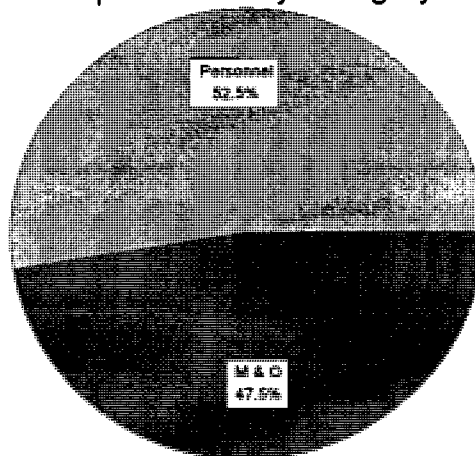
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>PROJECT 1999/2000</b>
<i>Qualitative:</i>			
Increased distribution of educational materials to the public	0	0	10%
Increase number of improvement projects listed in the General Plan, Capital Improvement Plan and Budget.	0	0	5%
Increase number of Capital Improvement Projects completed with assistance of various groups.	0	0	5%

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	328,292	283,228	195,296
Maintenance & Operations	550,498	119,203	176,803
Capital	6,950	0	0
Other	0	0	0
<b>Total Expense</b>	<b>294,740</b>	<b>449,473</b>	<b>372,099</b>

**Expenditures by Category**



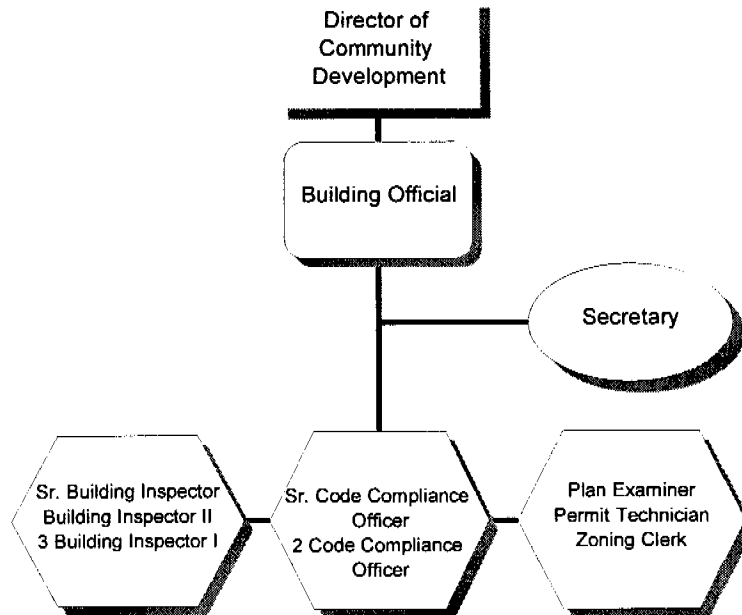


CITY MANAGER'S COMMENTS

The Building Division's budget has remained constant for the FY00. The budget increased by \$7,668 which is due to personnel cost of living increases. There is a deduction in maintenance and operations but this

reduction is not necessarily a reduction in costs to the City, but rather a change in budgeting practices. The reduction is attributed to the transfer of budget dollars for copier maintenance and repairs, postage and building maintenance costs.

ORGANIZATION CHART





**CITY MANAGER'S COMMENTS**

The Building Division's inspection activity has increased dramatically, due to a more active and proficient inspection team. This team has resolved a higher number of

code violations than in the past, and has performed a larger number of building inspections without an increase in staff.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Building Official	1	1	1
Sr. Plan Examiner	1	0	0
Plan Examiner I	1	1	1
Sr. Building Inspector	1	1	1
Building Inspector II	1	1	1
Building Inspector I	1	1	1
Building Inspector I	1	1	1
Permit Technician	1	1	1
Secretary	1	1	1
Sr. Code Enforcement Inspector	0	1	1
Code Enforcement Inspector	0	1	1
Code Enforcement Inspector	0	1	1
Clerk Typist II	0	1	1
Housing Inspector	0	1	1
<b>TOTAL</b>	<b>9</b>	<b>13</b>	<b>13</b>

The Building Division provides plan review and inspections of all building activity. By doing so the division regulates construction

within the City for the purpose of providing minimum standards to safeguard life, health, property values, and public welfare.

**GOALS AND OBJECTIVES**

- GOAL: Provide a highly efficient code enforcement program within the City.  
OBJECTIVE: Increase productivity of inspectors by utilizing more efficient use of time in the field and cross train inspectors in the various fields of Code Enforcement to improve utilization of field personnel.
- GOAL: Initiate a plan review process by a plan review team concept.  
OBJECTIVE: Devised plan review team criteria for code compliance and the development of construction regarding commercial and multi-family projects.
- GOAL: Provide an all encompassing Code Enforcement program in the community creating an overall improvement in the neighborhoods.  
OBJECTIVE: Synchronize efforts of Building and Code Enforcement to resolve violations within a neighborhood.

**1998-1999 Highlights:**

- ✓ Establishment of a Plan Review Team
- ✓ Increase in Single Family construction by 14%
- ✓ Oversee construction of Wal-Mart Superstore
- ✓ Initiated a program for the sewer hook-ups of over 600 residents to the Sewer Improvement District

GENERAL FUND  
**COMMUNITY DEVELOPMENT**

**Building**

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Percentage of time to perform inspections meets time designated for that specific inspection.		98%	97%
Level of excellent performance of inspectors periodically graded by supervisor.		95%	98%
Increase time spent by inspectors in field.		98%	95%
Review period completed ahead of established time limits.		98%	99%
Reduce number of customer complaints.		99%	98%
Participation of two or more training seminars for each staff member.		100%	100%
Participation of weekly in-house training attended by each staff member.		100%	100%
Percentage of violations resolved prior to necessitating a citation.		70%	90%
Violations resolved prior to filing a court complaint.		30%	90%

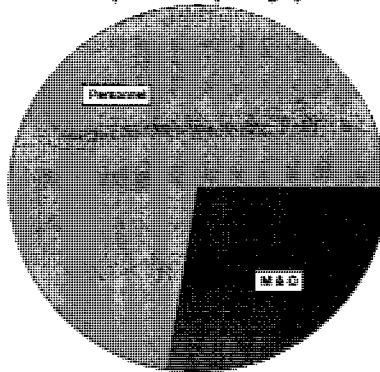
GENERAL FUND  
**COMMUNITY DEVELOPMENT**

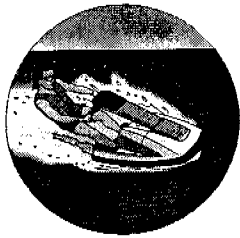
**Building**

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Permit Revenue</b>	360,500	380,000	525,562
<b>Expenditures</b>			
Personnel	333,939	544,376	559,191
Maintenance & Operations	166,170	218,1518	211,371
Capital			0
Other			0
<b>Total Expense</b>	500,109	762,894	770,562

Expenditures by Category



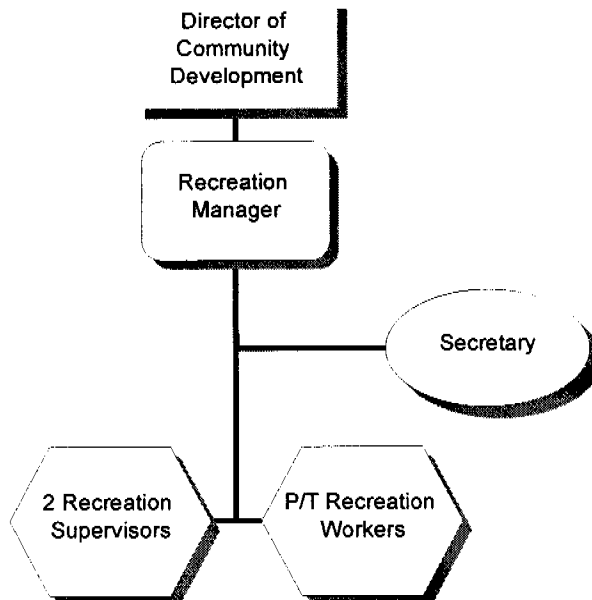


**CITY MANAGERS COMMENT'S**

The Recreation Division's budget increased by \$12,780 which is due from personnel cost of living increases.

The Recreation Division provides a wide variety of special events, programs, and activities to meet the needs of our diverse community.

**ORGANIZATION CHART**



**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Recreation Manager	1	1	1
Recreation Supervisor	2	2	2
Secretary	.5	1	1
Clerk Typist	1	0	0
<b>TOTAL</b>	<b>4.5</b>	<b>4</b>	<b>4</b>

**GOALS AND OBJECTIVES**

- GOAL:** Develop and promote customer satisfaction through successful recreational programs for all age groups.
- OBJECTIVE:** Reduce the number of complaints from participants in events, programs and activities.
- GOAL:** Reduce event personnel overhead costs by using trained volunteers at recreational programs.
- OBJECTIVE:** Recruit and train additional volunteers that can assist staff at all recreational programs.
- GOAL:** Obtain additional recreational facilities.
- OBJECTIVE:** Locate additional funding sources that will assist in the procurement of additional recreational facilities.
- GOAL:** Create new recreational programs.
- OBJECTIVE:** Recruit additional qualified instructors to offer various programs in recreational.

GENERAL FUND  
**COMMUNITY DEVELOPMENT**

**Recreation**

**1998-1999 Highlights:**

- ✓ Adult sports activities: 7
- ✓ Youth Activities offered: 14
- ✓ Aquatic programs offered: 12
- ✓ Senior activities offered: 6
- ✓ Special events offered: 19
- ✓ Total program participants for FY 1998-99: 22,030
- ✓ Rotary Park fee booth usage: 35,504
- ✓ Total water crafts launched: 6,806
- ✓ Community Park fee booth usage: 28,150
- ✓ Total water crafts launched: 10,364
- ✓ Park Reservations FY1998-99: 42
- ✓ Municipal renovation
- ✓ Bullhead Community Park SLIF Grant

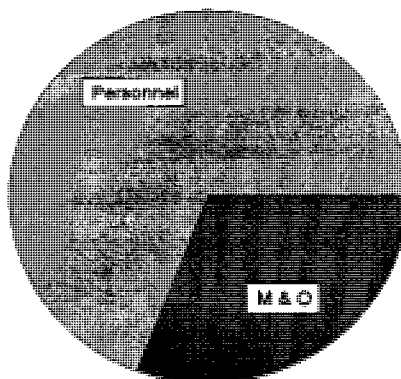
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>PROJECT 1999/2000</b>
<i>Qualitative:</i>			
Increased programs and community participants.		10%	10%
Increase grant submissions and private sector funding.		10%	10%
Increase qualified instructors		10%	10%
Increase the number of recreational programs.		10%	10%
Increase enrollment for all programs		10%	10%
Increase subsequent class enrollment		10%	10%
Increase new volunteers for recreational programs		10%	10%
Reduce event personnel overhead costs		10%	10%

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	170,388	166,383	176,937
Maintenance & Operations	84,449	76,444	78,670
Capital	0	0	0
Other			
<b>Total Expense</b>	<b>254,827</b>	<b>242,827</b>	<b>255,607</b>

Expenditures by Category



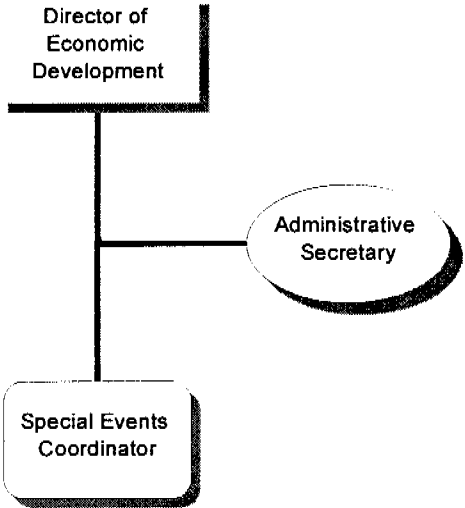


**CITY MANAGER'S COMMENTS**

The Economic Development Department has been established to assist in diversifying the tax base of the community through the expansion and attraction of new businesses and new employment opportunities.

This department will be active in coordinating and implementing programs initiated by the EDA, IDA, CVA and assist the Bullhead Chamber of Commerce with business retention efforts.

**ORGANIZATION CHART**



**SPECIAL EVENTS FUND  
ECONOMIC DEVELOPMENT**

**Administration**

To promote economic development within the community through a comprehensive program of business retention, attraction, job generation and contract management. Activities will be coordinated with the Bullhead City Economic Development Authority, Convention and Visitors Authority, Industrial Development authority and partner with other agencies to maximize

strategies and results. Activities will (1) focus on diversifying Bullhead City's tax base, and (2) capitalizing on opportunities for new job generation within targeted business clusters, (3) projecting a positive image of the community to the media, and (4) maintaining and improving the current quality of life enjoyed by the residents by encouraging educational, cultural and recreational opportunities.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Director of Economic Development	0	1	1
Special Events Coordinator	0	1	1
Administrative Secretary	0	0	1
<b>TOTAL</b>	0	2	3

**GOALS AND OBJECTIVES**

**GOAL:** Promote the community in a positive and consistent manner to prospective businesses.

**OBJECTIVE:** Maintain a current database of demographics, labor information, tax rates and available real estate information to be used to market Bullhead City.

**SPECIAL EVENTS FUND  
ECONOMIC DEVELOPMENT**

**Administration**

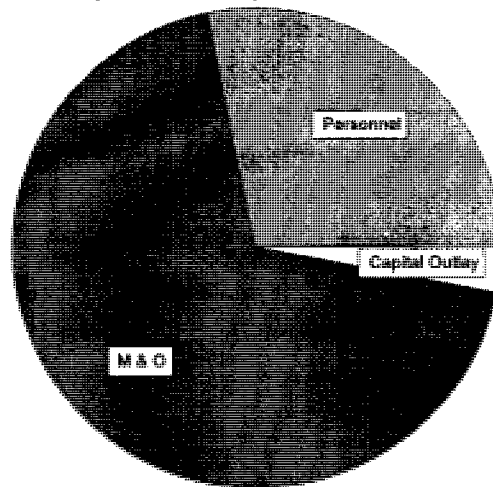
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>PROJECT 1999/2000</b>
<i>Qualitative:</i>			
Prepare publications to promote economic development and consolidate information.	0	4	5
Update incentive application and guide.	0	1	1
<i>Quantitative:</i>			
Average number of participants at forums throughout the year.	0	25	28
Number of requests for materials	0	30	35
Number of publications available	0	5	5

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Beginning Balance	25,978	22,586	
<b>Revenues</b>	202,600	208,000	259,082
<b>Expenditures</b>			
Personnel	13,701	77,572	49,227
Maintenance & Operations	192,291	129,637	119,525
Capital			5,180
Other			
<b>Total Expense</b>	205,992	207,209	173,932
Ending Balance	22,586	23,377	

**Expenses by Category**



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**CITY MANAGER'S COMMENTS**

This fund was new in FY 99. The goal is to have a self-supporting program by the year 2001. The first initiative will be to seek resources and locations to program successful events.

This program seeks resources and locations to program events along with maintaining a calendar of activities throughout the community. Ultimately this program will be a revenue producer as it has already increased the quality of life for City residents.

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Serves to promote a series of family oriented special events or programs that appeal to a wide range of people.

Activities will focus on (1) cooperating with other civic groups, agencies or producers to provide quality, family oriented programs, (2) projecting a positive image of the community to the media, and (3) maintaining and improving the current quality of life enjoyed by the residents by encouraging educational, cultural and recreational opportunities.

**GOALS AND OBJECTIVES**

**GOAL:** Project a positive image of Bullhead City through special events and cultural programs.

**OBJECTIVE:** Produce, coordinate and sponsor special events at local, statewide and regional levels.

**GOAL:** Encourage community spirit, civic pride, and hometown identity by offering high quality programs and exciting events.

**OBJECTIVES:** (1) Manage topical, exciting and safe special event productions in a high quality manner, (2) develop and implement strategies to encourage a greater participation at the events by the City's diverse community of residents and visitors, and (3) improve the aesthetics of the community through the placement of quality banners, holiday street flags and seasonal displays.

**GOAL:** Encourage and coordinate participation and support from businesses and community organizations.

**OBJECTIVES:** (1) Cultivate positive relationships with the business and civic community; (2) promote and increase community and civic participation in events.

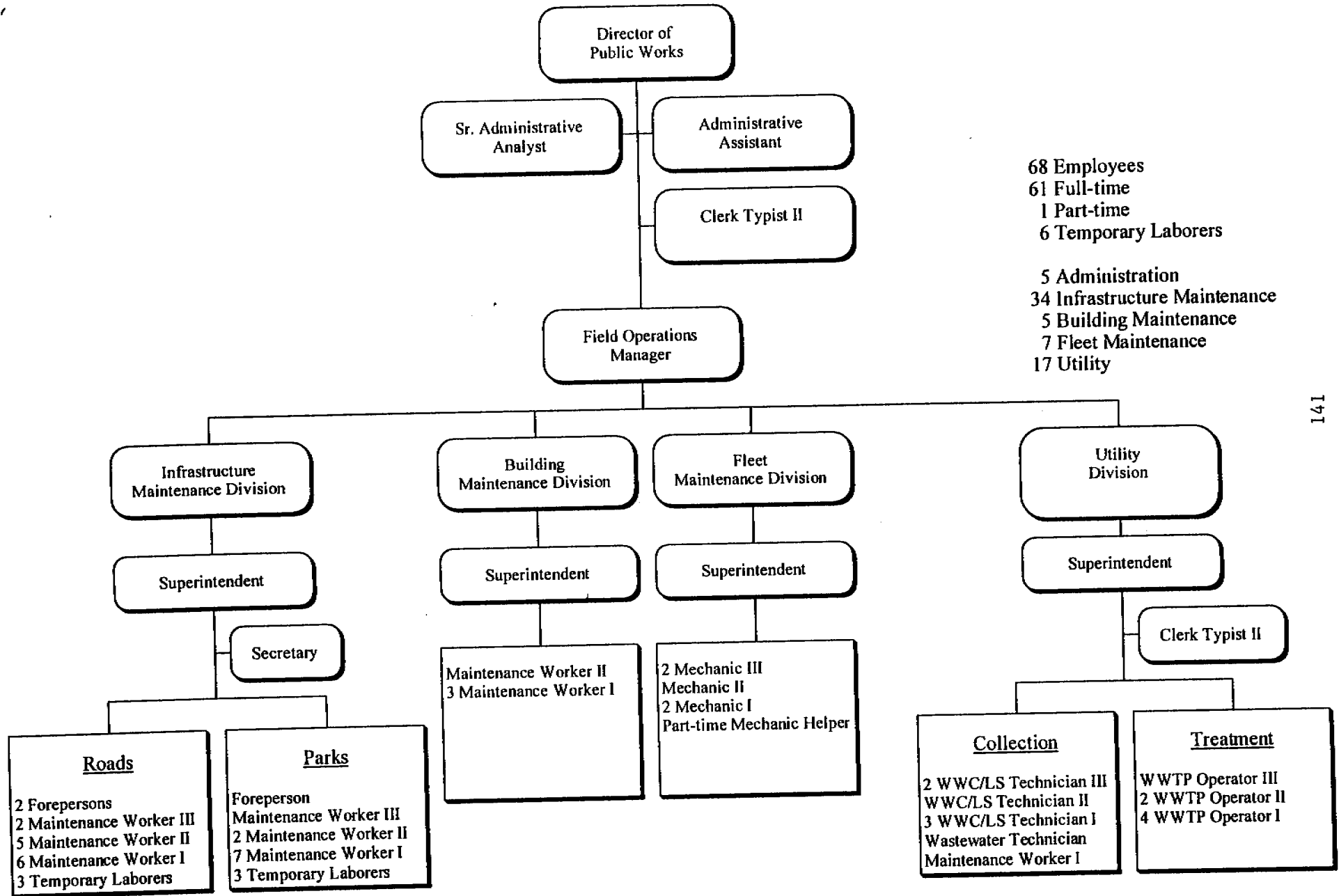
**ECONOMIC DEVELOPMENT****MEASURES**

	<b>ACTUAL 1995/1996</b>	<b>ACTUAL 1996/1997</b>	<b>PROJECT 1997/1998</b>	<b>PROJECT 1998/1999</b>
<i>Qualitative:</i>				
Rating of good to excellent by vendors and participants	n/a	n/a	n/a	80%
<i>Quantitative:</i>				
Number of participants	n/a	n/a	n/a	10,000
Number of new events	n/a	n/a	n/a	12

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1995/1996</b>	<b>ACTUAL 1996/1997</b>	<b>BUDGET 1997/1998</b>	<b>COUNCIL ADOPTED</b>
Begin Balance				0
<b>Revenue</b>				106,041
<b>Expenditures</b>				
Personnel				42,088
Maintenance & Operations				63,953
Capital				0
Other				0
<b>Total Expense</b>				106,041
End Balance				0

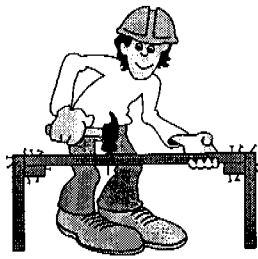
# Public Works Department



68 Employees  
61 Full-time  
1 Part-time  
6 Temporary Laborers

5 Administration  
34 Infrastructure Maintenance  
5 Building Maintenance  
7 Fleet Maintenance  
17 Utility

**MESSAGE FROM PUBLIC WORKS  
DIRECTOR**

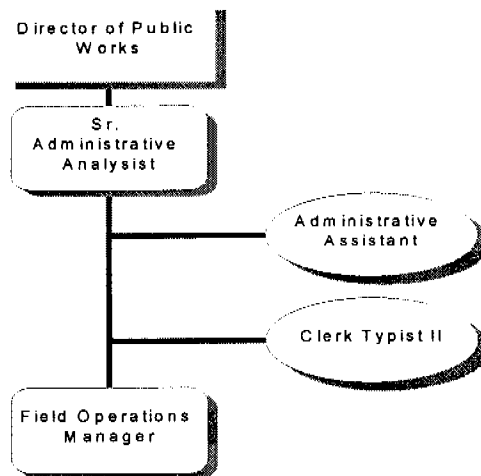


This department provides a variety of essential services to safeguard life, health, property values, and public welfare. Here lies the overall responsibility to protect and enhance the human environment within our community. Public Works makes investments in the future for current and future generations by developing, maintaining, and improving transportation networks, drainage way networks, public lands, wastewater treatment, public buildings, and rolling stock.

Goals have been set to provide the highest quality of service, safety, convenience, and well-being to the general public. The goals are achieved by providing the visionary and technical leadership in the design, construction, and maintenance of public infrastructure facilities, service, and equipment. All of this is accomplished within the parameters set forth by development related ordinances and specifications.

The Public Works Department is organized into five divisions. Included are Administration, Infrastructure Division (Roads & Parks), Building Maintenance, Fleet Maintenance and utility Division (Collection & Treatment).

**ORGANIZATION CHART**





**CITY MANAGER'S COMMENTS**

This division had an increase of \$88,632. The increase in personnel was due to the general cost of living increases. The increase in the maintenance and operations budget is due to additional computer equipment. There was also a decrease in the divisions budget that is not necessarily a

result in costs to the City, but rather a change in budgeting practices. The reduction is attributed to the transfer of budget dollars for copier maintenance and repairs, postage, and building maintenance.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>Budget 1999/2000</b>
Public Works Director	1	1	1
Field Operations Manager	0	0	1
Sr. Administrative Analyst	0	0	1
Administrative Secretary	1	1	0
Administrative Assistant	0	0	1
Clerk Typist II	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>5</b>

**GOALS AND OBJECTIVES**

- GOAL:** Provide the expertise and leadership which emphasizes realistic appraisals of future opportunities, to invest resources for long term solutions, and foster participatory community spirit.
- GOAL:** Continue to increase efficiency and effectiveness of personnel and resources by updating our existing reporting system to monitor annual goals and objectives.
- OBJECTIVE:** (1) Update the existing maintenance management system so it more accurately reflects the activities and responsibilities of each. (2) Improve accountability and communications with scheduled meetings during each month with all related division heads. (3) Provide an orderly method by which to monitor all budget transactions.

GENERAL FUND  
**PUBLIC WORKS**

**Administration**

**GOAL:** Enhance services provided to the community by placing much greater emphasis on customer satisfaction.

**OBJECTIVE:** (1) Make customer satisfaction a number one priority by providing consistent, courteous, and timely service to the community, and in-house customers. (2) Encourage a "We are here to help" work environment.

**1998-1999 Highlights:**

- ✓ Completed construction of vehicle maintenance facility

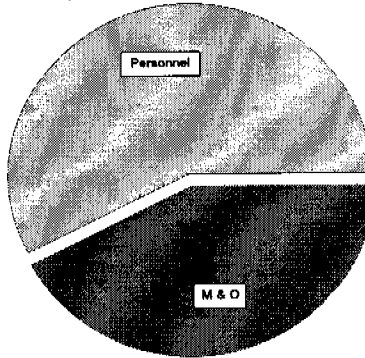
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Citizen satisfaction		75%	75%

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATE 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	134,441	146,892	155,538
Maintenance & Operations	21,454	60,299	116,135
Capital			
Other			
<b>Total Expense</b>	<b>155,785</b>	<b>207,191</b>	<b>295,823</b>

Expenditures by Category



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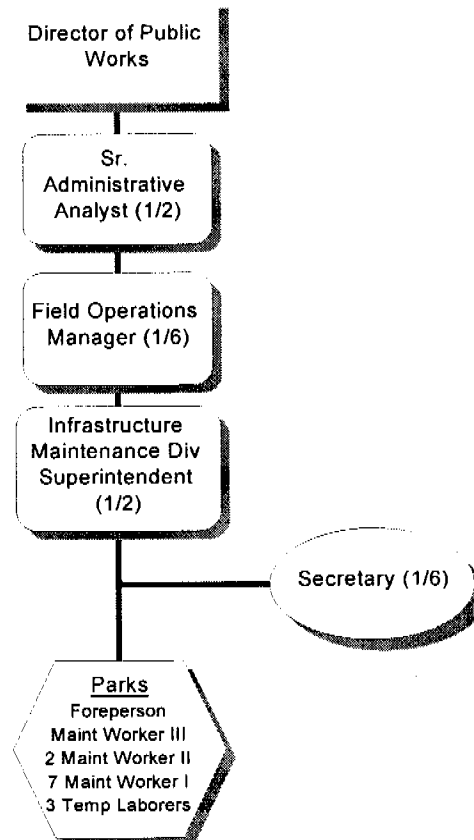
**CITY MANAGER'S COMMENTS**

This division has had a major increase in budget, a difference of \$1,354,106. This increase is due to two new Maintenance Worker I's, and a re-class of the Foreman position. Capital expenses also increased due to a major capital outlay on equipment and vehicles.

The maintenance and operations budget increased due to the additional small tools and equipment needed to operate the additional functions of the division.

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**ORGANIZATION CHART**



**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Field Operations Manager	.125	.125	.125
Secretary	.125	.125	.125
Sr. Admin. Analyst	.50	.50	.50
Superintendent	.0	.0	.50
Foreperson	.0	.0	1.0
Maintenance Worker III	2.0	2.0	1.0
Maintenance Worker II	2.0	2.0	2.0
Maintenance Worker I	5.0	5.0	7.0
<b>TOTAL</b>	<b>9.75</b>	<b>9.75</b>	<b>12.25</b>

**GOALS AND OBJECTIVES**

**GOAL:** To increase productivity of our preventative maintenance of all existing/accepted right-of-ways and unpaved roads for safe use to include all City Park and Recreation areas.

**OBJECTIVE:** Maintain a maintenance management program system to insure asphalt/concrete repairs, gravel roads maintenance, secured safe shoulders next to uncurbed asphalt roadways while preventing asphalt edges from deterioration to also include all City landscape and recreation areas maintained by Infrastructure.

GENERAL FUND  
**PUBLIC WORKS**

**Infrastructure**

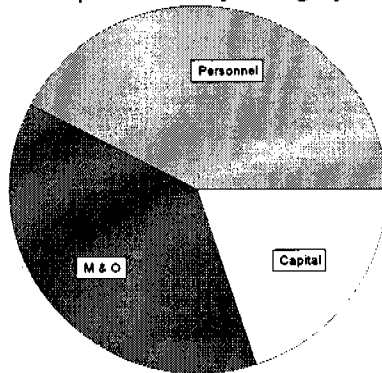
**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Mowing Parks and Ballfields	18,790,293 Sq. Ft.	18,790,293 Sq. Ft.	21,821,600 Sq. ft.
Irrigation installation feet	100	400	75,000
Resolve right of way complaints	120	50	110
Weed spraying (gallons)	40	45	122
	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>PROJECT 1999/2000</b>
<i>Qualitative:</i>			
City park lots swept	72	72	72
Emergency Labor Call-out hours	125	394	520

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	298,050	380,338	526,536
Maintenance & Operations	246,270	289,078	469,006
Capital	61,197	10,000	246,832
Other	0	0	0
<b>Total Expense</b>	<b>605,517</b>	<b>679,416</b>	<b>2,033,522</b>

Expenditures by Category

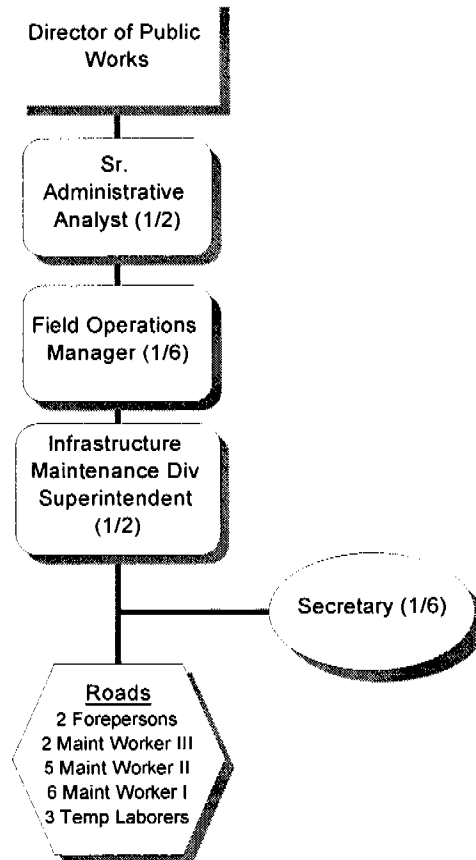


CITY MANAGER'S COMMENTS

The Highway User Infrastructure Division maintains the City streets and roads. This Division's budget increased for FY 00 by \$438,443. The largest increase is due to street supplies, street lighting districts and utility costs.

The large variance in capital outlay for FY 99 is due to the repaving of roads in Sewer District #1.

ORGANIZATION CHART





**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Field Operations Manager	.125	.125	.125
Secretary	.125	.125	.25
Sr. Admin. Analyst	.50	.50	.50
Superintendent	.0	.0	1.0
Foreperson	.0	.0	2.0
Maintenance Worker III	3.0	3.0	3.0
Maintenance Worker II	5.0	5.0	6.0
Maintenance Worker I	5.0	5.0	7.0
<b>TOTAL</b>	<b>15.75</b>	<b>15.75</b>	<b>21.37</b>

**GOALS AND OBJECTIVES**

**GOAL:** To increase productivity of our preventative maintenance of all existing/accepted right-of-ways and unpaved roads for safe use to include all City Park and Recreation areas.

**OBJECTIVE:** Maintain a maintenance management program system to insure asphalt/concrete repairs, gravel roads maintenance, secured safe shoulders next to uncurbed asphalt roadways while preventing asphalt edges from deterioration to also include all City landscape and recreation areas maintained by Infrastructure.

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Lane miles cracked sealed	90	105	105
Asphalt repairs/potholes repairs	50	200	200
Curb and gutter	15,000	15,000	20,000
Weed spraying (gallons)	40	45	122
Gravel Road Maintenance	30	55	120
	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>PROJECT 1999/2000</b>
<i>Qualitative:</i>			
City streets network, paved lane miles	539	539	539
Emergency Labor Call-out hours	125	394	520

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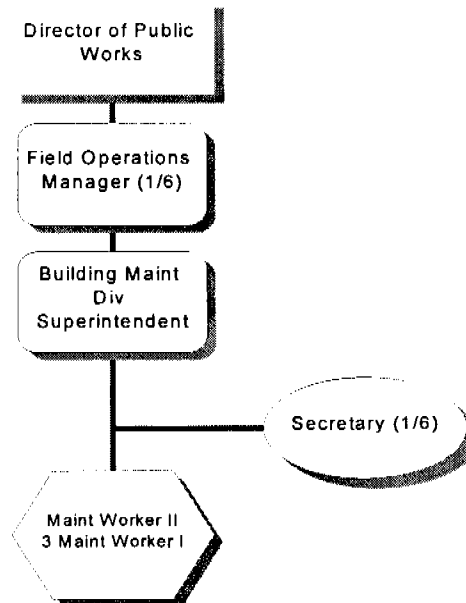
**CITY MANAGER'S COMMENTS**

This division had a major increase in FY 00 budget due to the increase in utility usage.

All routine maintenance is overseen by this division.

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**ORGANIZATION CHART**



The Building Maintenance Division provides the physical maintenance of all city owned buildings while also implementing a comprehensive preventative maintenance program. Maintenance duties involve

carpentry, plumbing, electrical work, heating and air conditioning repair, and minor remodeling. Custodial services are also provided to all city facilities.

GENERAL FUND  
**PUBLIC WORKS**

**Building Maintenance**

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
Total work order requests completed	173	150	210
Preventative maintenance (hours)	104	260	104
	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Quantitative:</i>			
Administration Complex(sq..ft.)	46,475	46,475	46,475
Community Pool Building	3,780	3,780	3,780
Riviera Club House	3,257	3,257	3,257
Maintaining square footage	456	456	456
Senior Center	3,192	3,192	3,192
Number Facility Service requests	12	15	15
Fuel Facility maintenance visits	250	250	250
Animal Shelter--number normal equipment maintenance/various related service requests	3,703	3,703	3,703
First Aid Station (sq.ft.)	1,329	1,329	1,329
Maintain square footage	466	466	466
9-1-1 Center sq.ft. maintained	5,200	5,200	5,200
Public Works Vehicle Maint. Facility	0	0	27,360
Maintain square footage	0	0	6,840
City of Bullhead Channel 4 Studio (sq. ft.)	0	0	1,500
Wastewater Buildings--Section 10	2,778	2,778	4,778

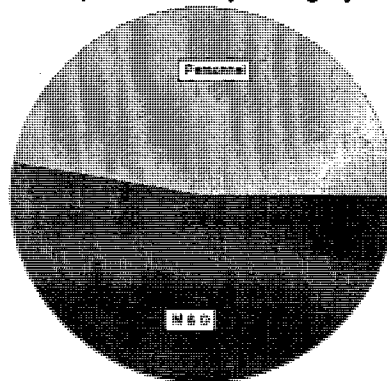
GENERAL FUND  
**PUBLIC WORKS**

**Building Maintenance**

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	191,221	191,221	204,352
Maintenance & Operations	550,392	188,330	225,918
Capital			
Other			
<b>Total Expense</b>	<b>741,613</b>	<b>741,613</b>	<b>452,270</b>

Expenditures by Category



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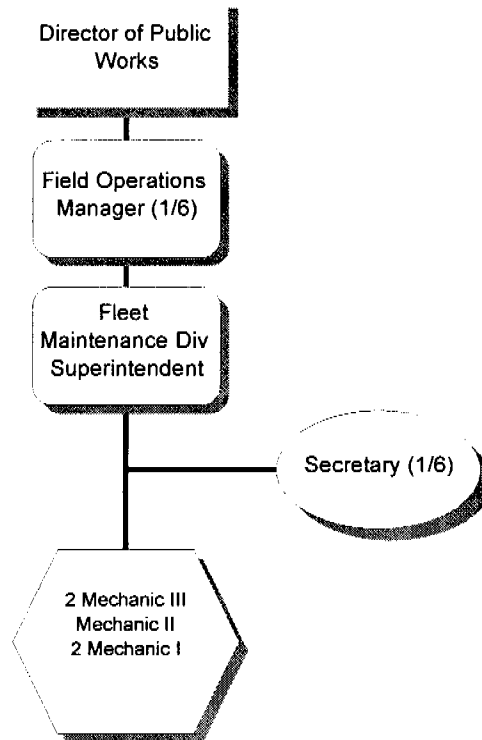
**CITY MANAGER'S COMMENTS**

The mobile equipment fund accounts for repairs, parts and fuel for mobile equipment. The costs are charged back to divisions based on their mileage. The increase of \$90,620 is based on two new positions.

Fuel costs are anticipated to increase. There are five police vehicles and a police motorcycle included for replacement.

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**ORGANIZATION CHART**



## PERSONNEL

POSITION	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
Field Operations Manager	.125	.125	.125
Secretary	.125	.125	.125
Fleet Maintenance Foreperson	.50	.50	.50
Mechanic III	1.0	1.0	2.0
Mechanic II	.0	.0	1.0
Mechanic I	.0	.0	2.0
<b>TOTAL</b>	<b>2.75</b>	<b>2.75</b>	<b>5.75</b>

## GOALS AND OBJECTIVES

- GOAL: Relocate in new maintenance facility and develop maintenance program for heavy trucks and equipment
- OBJECTIVE: Utilize new or existing software to record all repair orders on a data base.  
Create data file for all heavy trucks and equipment

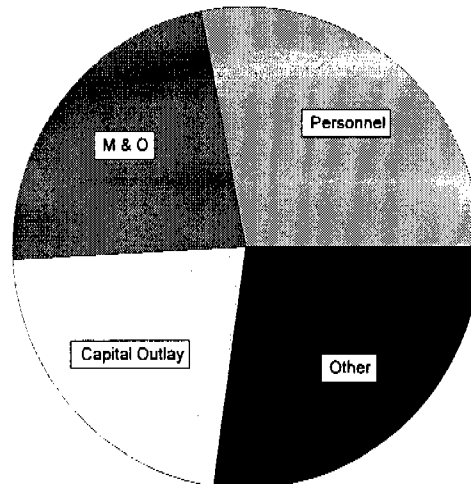
## MEASURES

	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
<i>Qualitative:</i>			
Percent satisfaction of work completed	N/A	80%	85%
Percent satisfaction of special projects	N/A	75%	85%
<i>Quantitative:</i>			
Number of vehicles and equipment	N/A	71	87
Number of service orders	N/A	540	600
Number of special projects	N/A	100	125

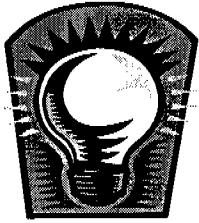
**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ACTUAL 1998/1999</b>	<b>BUDGET 1999/2000</b>
Beginning Balance	197,776	281,621	281,621
Revenues	625,641	659,696	770,346
Expenditures			
Personnel	110,698	121,306	211,926
Maintenance & Operations	262,593	268,973	168,554
Depreciation	168,505	168,505	203,376
Sub-total Expense	541,796	558,784	558,784
Capital	20,865	161,915	168,554
Ending Balance	281,621	382,533	259,227

**Expenses by Category**







**CITY MANAGER'S COMMENTS**

There are currently six street light improvement districts. Several more are in process. The City must certify an amount to be collected to the County. The County then adds the amount to the property tax collection and remits the payment to the City.

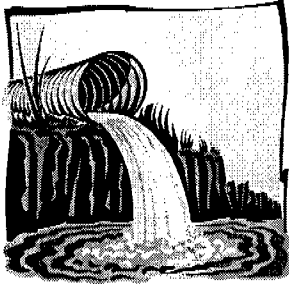
The fund accounts for the revenue received from the County through the collection of property tax and the expenditure for the electricity purchased to operate the lights.

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATE 1998/1999</b>	<b>BUDGET 1999/2000</b>
Beginning Balance		(881)	0
<b>Revenues</b>	5,012	6,812	27,163
<b>Expenditures</b>			
Personnel		0	0
Maintenance & Operations	5,893	5,931	27,163
Capital		0	0
Other		0	0
Total Expense	5,893	5,931	27,163
Ending Balance	(881)	0	0

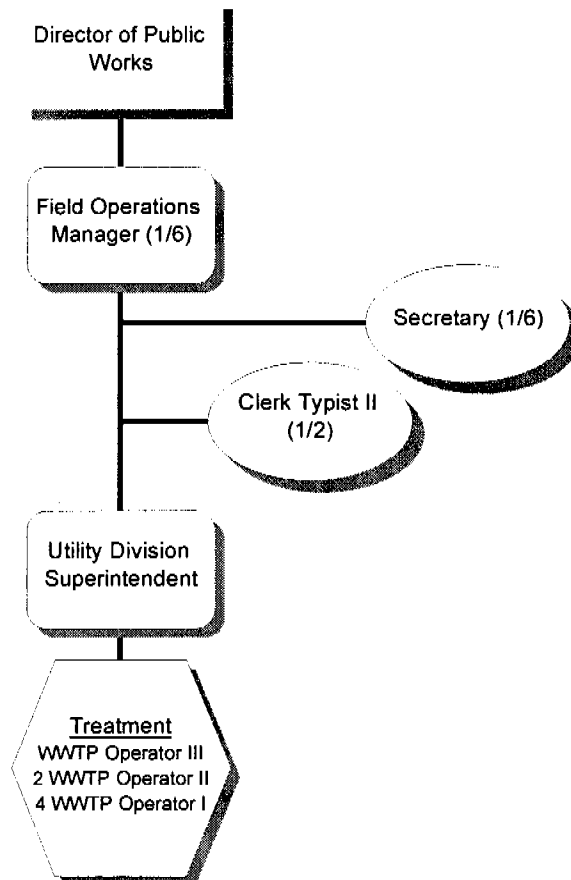
WASTEWATER FUND  
PUBLIC WORKS

Treatment



This division now consists of an expanded work force to service the City's increased customer base. Equally important, the operations and treatment functions have been defined more clearly resulting in improved quality in maintenance and operations of the treatment plants and related collection lines. The City has embarked on projects that protect the groundwater, ensure preservation of land values, and increase the efficiency of the City wastewater enterprise operations. Among those projects is phase one of the monumental sewer improvement district that will add up to 5,000 new sewer connections.

ORGANIZATION CHART



**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
Field Operations Manager	1	.125	.125
Secretary	0	.125	.125
Wastewater Superintendent	1	.50	.50
Wastewater Operator III	1	1	1
Wastewater Operator II	1	2	2
Wastewater Operator I	3	3	4
Clerk Typist	0	0	.50
<b>TOTAL</b>	<b>7</b>	<b>6.75</b>	<b>8.25</b>

**GOALS AND OBJECTIVES**

**GOAL:** Continue to provide the efficient, safe processing of all wastewater discharge from the community while maintaining and upgrading existing systems.

**OBJECTIVE:** (1) Adhere to maintenance schedule. (2) Monitor and update emergency response program. (3) Continue building strong relationships with the Arizona Department of Environmental Quality and Mohave County Health Department for continued high performance standards. (4) Develop an industrial inspection program to insure proper operation and utilization of the wastewater system.

WASTEWATER FUND  
**PUBLIC WORKS**

**Treatment**

MEASURES

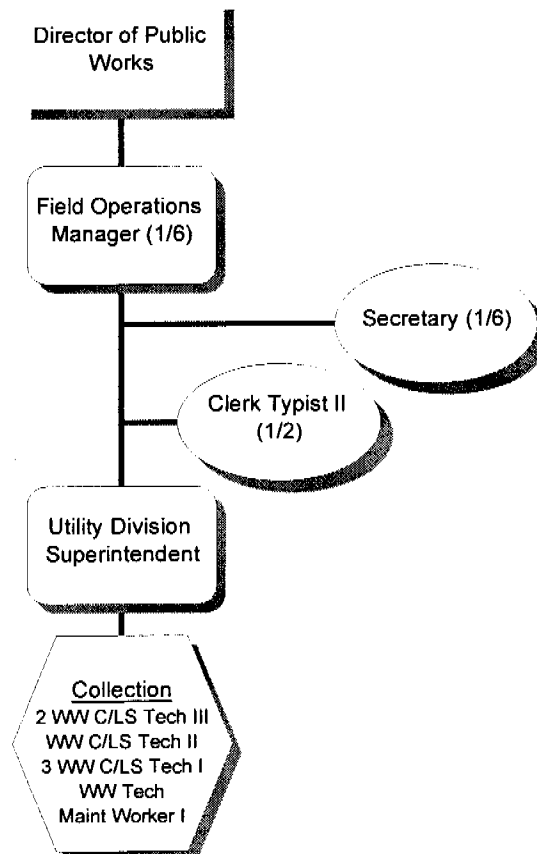
	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Qualitative:</i>			
To meet all ADEQ testing requirements	1,063	1,300	1,400
Level of compliance testing	100%	100%	100%
Work Orders	1,400	4,856	5,500
Level of compliance work orders			80%
<i>Quantitative:</i>			
Sewer Main Cleaned Feet	50,000	60,000	60,000
Percent Cleaned	100%	100%	100%
MG's of treated wastewater	320	412	516
Miles of Collection System	105	120	167
Level of Completion Tests	100%	98%	100%

CITY MANAGER'S COMMENTS

The wastewater fund as presented improves the fund balance by \$175,904. The revenue picture is based on the current rate structure. We have added 371 customers over the past year, but are expecting an additional 4,200 in the next FY.

The collection side includes the addition of four new personnel, two of which are treatment staff.

ORGANIZATION CHART



WASTEWATER FUND  
**PUBLIC WORKS**

Collections

**PERSONNEL**

POSITION	ACTUAL 1997/1998	ESTIMATED 1998/1999	BUDGET 1999/2000
Field Operations Manager	1	.125	.125
Secretary	0	0	.125
Clerk Typist	0	0	.50
Wastewater Superintendent	1	.50	.50
Wastewater Operator III	1	1	2
Wastewater Operator II	1	0	1
Wastewater Operator I	3	3	3
Wastewater Technician	0	0	1
Maintenance Worker I	0	0	1
<b>TOTAL</b>	<b>7</b>	<b>4.75</b>	<b>9.50</b>

**GOALS AND OBJECTIVES**

GOAL: To meet all ADEQ discharge requirements  
 OBJECTIVE: 100 % of 1063 tests annually.

GOAL: Assist and ensure proper planning and development of an overall wastewater collection system.  
 OBJECTIVE: (1) Address short & long term needs in the development of the master plan.  
 (2) Assist in the expansion of the existing regional wastewater treatment facility.

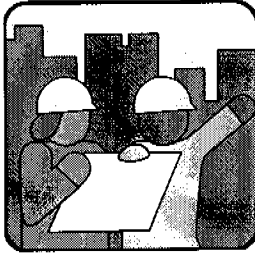
WASTEWATER FUND  
**PUBLIC WORKS**

Collections

**MEASURES**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<i>Quantitative:</i>			
Work orders	0	0	1,400
Level of completion	0	0	100%
To meet all ADEQ testing requirements	0	0	1,063
Level of compliance testing	87.4%	98%	100%

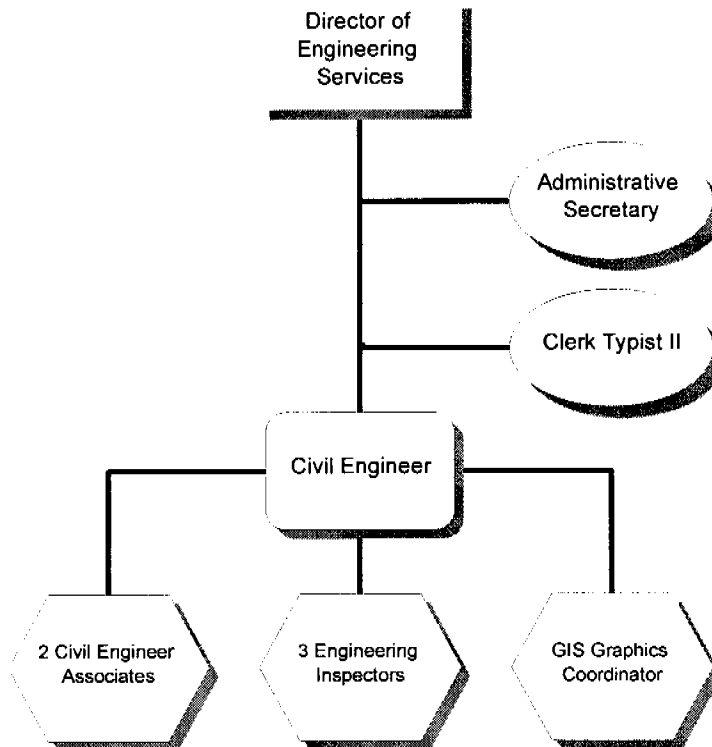
**CITY MANAGER'S COMMENTS**



The Engineering Budget and work schedule is design to move the capital projects through to completion.

The Department's budget was a function of Public Works. Now a stand alone Department it has also increased in size due to the right-of-way division being added.

**ORGANIZATION CHART**





**GENERAL FUND  
ENGINEERING**

**Administration**

Engineering was reassigned from the Public Works Department in FY 1999. The Engineering Division now serves as a separate Department. The separate divisions were also combined into one making a unified budget. This move was to concentrate the City's Engineering staff on capital projects and development. Engineering is responsible for providing professional engineering and inspection services for all development projects within the City.

To ensure compliance with adopted ordinances and specifications. Transportation, circulation, and safety are the principal factors with which priorities are developed and projects initiated.

The major influence for this year is to complete existing capital projects and limiting the beginning of new projects. Both storm and sewer issues will be at the top of the agenda.

**PERSONNEL**

<b>POSITION</b>	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
City Engineer	1	1	1
Asst. City Engineer	1	.5	0
Civil Engineer	1	0	1
GIS Specialist	1	1	1
Civil Engineer Associate	1	1	2
Engineering Technician	0	0	0
Public Works Inspectors	3	3	3
Permit Specialist	1	1	1
Secretary	1	.5	1
<b>TOTAL</b>	<b>10</b>	<b>8</b>	<b>10</b>

**GOALS AND OBJECTIVES**

- GOAL:** To ensure that the construction of private developments and related utility work is coordinated with the City's infrastructure, transportation plan and quality standards, and is in compliance with applicable codes and ordinances.
- OBJECTIVE:** (1) Implement programs to ensure compliance with City standards and procedures. (2) Issue all right-of-way permits within 24 hours of application. (3) Respond to all inspection requests within 24 hours. (4) Complete plan reviews within 14 days of submittal. (5) Respond to all flood plain reviews

GENERAL FUND  
**ENGINEERING**

Administration

GOAL: To efficiently provide for improved community quality of life by strategic planning, budgeting, design, and construction of capital improvement projects.

OBJECTIVE: (1) Design and develop an effective capital improvement and infrastructure program. (2) Complete all engineering functions and award capital contracts for all capital projects within the fiscal year budget. (3) Pursue grant funding for public projects which otherwise may not be possible due to the lack of funding.

GOAL: Establish a master drainage plan/floodplain study to create a coordinated plan to determine hazard areas, drainage flows and needed improvements to reduce property damage within the City.

GOAL: Update the existing wastewater master plan for the City in order to ensure the proper planning and development of an overall wastewater collection and treatment system.

GOAL: Develop a geographic information system which will enhance facility management and economic development.

OBJECTIVE: (1) Establish a City-wide global positioning system. (2) Establish survey monumentation control.

GOAL: Ensure sufficient qualified personnel are available to meet the duties and responsibilities of the functions of the division.

OBJECTIVE: (1) Provide continued training on a scheduled basis. (2) Foster a creation of a "we are here to help" work environment.

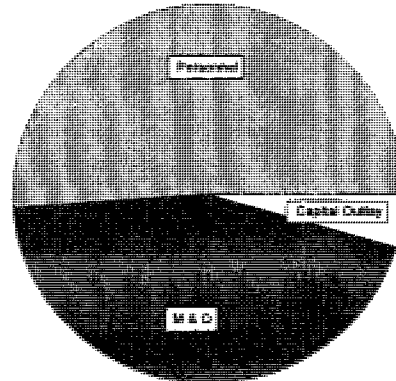
**1998-1999 Highlights:**

- ✓ Phase 1 Sewer Improvement District
- ✓ Section 10 Wastewater Treatment Plant Expansion
- ✓ Wastewater mater Plan
- ✓ Bullhead Sanitary District Acquisition
  
- ✓ Marina paving, Lakeside to Trane
- ✓ Marina Blvd Reconstruction Construction
- ✓ Community Park Sewer Design
- ✓ Hwy 95 Street Light Design
- ✓ Design of Riviera Street Lighting Project
- ✓ Design of basketball courts in Rotary Park

**SUMMARY OF FINANCIAL INFORMATION**

	<b>ACTUAL 1997/1998</b>	<b>ESTIMATED 1998/1999</b>	<b>BUDGET 1999/2000</b>
<b>Expenditures</b>			
Personnel	299,256	326,469	462,550
Maintenance & Operations	112,464	245,493	403,663
Capital	6,435	0	40,000
Other			
<b>Total Expense</b>	<b>418,155</b>	<b>571,962</b>	<b>906,123</b>

Expenditures by Category



# Capital Improvement Plan

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## RELATIONSHIP BETWEEN OPERATING AND CAPITAL BUDGETS

The City of Bullhead City prepares a Capital Improvement Program (CIP) separate from the Operating Budget, yet the two budgets are closely linked. All City programs and services not specifically eligible for inclusion in the Capital Improvements Program are included in the Operating Budget for the ensuing fiscal year. The Operating Budget provides for general municipal service delivery including personal services, maintenance and operations and capital equipment. Revenues for the Operating Budget are derived primarily from sales tax, intergovernmental sources and user fees.

The Capital Improvement Program is a financial plan for the expenditure of monies which add to, support or improve the physical infrastructure, capital assets or productive capacity of the City. Capital projects typically apply to:

- Expenditures over two or more years, requiring continuing appropriations beyond a single fiscal year.

- Projects are funded with debt or grants because of significant costs.
- Systematic acquisition takes place over an extended period of time in order to implement major operating systems or public programs.
- Schedule replacement of existing infrastructure.

Revenues for the Capital Improvement Program are derived primarily from bond sales, loans, highway user funds, lottery proceeds, development fees, assessments to property and development agreements.

The capital budget and operating budgets are closely interwoven since City policy requires that all foreseeable operating costs related to capital projects be estimated and provided for in the Operating Budget.

## THEORY OF THE CAPITAL IMPROVEMENT PLAN

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 multiple purposes:

- **Moves the master plans and studies into projects.** The City participates in a number of master planning efforts. These master plans and studies address requirements for infrastructure and other capital improvement projects. The CIP consolidates the plans into one.
- **Establishes short term priorities -** The CIP establishes priorities for the next 3-5 years.
- **Establishes long-term goals and objectives -** the CIP also sets priorities in the 5 - 10 year range.
- **Facilitate long range financial planning -** the methods for financing the projects is included in the document providing an outline of the resources needed and committed in future years.

## Capital Improvement Plan

The following table summarizes the type of projects and funding sources for projects identified during the next ten years.

The actual financing is not determined on some projects, merely the type of funding available.

PROJECT COSTS	FY 99/00	FY00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	TOTAL
Streets	5,875,600	12,060,000	750,000	2,045,000	3,495,000	58,255,000	82,680,600
Parks & Recreation	906,370	977,000			5,000,000	2,500,000	9,237,000
Sewer	9,587,671	224,150	24,150	24,150	24,150	80,670,750	90,419,633
Flood Control	1,747,239				480,000		2,130,000
Public Buildings	1,671,735	50,000	900,000	2,210,000	2,190,000	3,000,000	9,655,208
Miscellaneous	1,541,569	75,000	75,000	75,000	75,000	10,375,000	10,930,000
<b>TOTAL PROJECT COSTS</b>	<b>21,330,184</b>	<b>13,386,150</b>	<b>1,749,150</b>	<b>4,354,150</b>	<b>11,264,150</b>	<b>154,800,750</b>	<b>205,052,441</b>
<b>PROJECT FUNDING</b>							
GO Bonds							
MPC Bonds	4,528,283		600,000	2,210,000	2,190,000	3,000,000	12,528,283
Carry Forward-General Fund	834,439						885,692
Carry Forward-HURF	3,522,211						2,082,992
Developer Contribution						48,700,000	48,700,000
Improvement District	6,021,688	10,500,000			450,000	95,550,000	112,686,300
Grant	3,104,147	1,477,000		1,090,000	7,370,000	2,755,000	14,680,147
General Fund	537,000	150,000	300,000				920,000
HURF Revenue	787,960	960,000	750,000	955,000	1,155,000	3,750,000	9,449,960
Mohave County Flood Control	918,956						821,717
Sewer Enterprise Fund	525,000	224,150	24,150	24,150	24,150	670,750	1,492,350
Water Development Fund	0	75,000	75,000	75,000	75,000	375,000	750,000
In Kind	550,500						55,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$21,330,184</b>	<b>13,386,150</b>	<b>1,749,150</b>	<b>4,354,150</b>	<b>11,264,150</b>	<b>154,800,750</b>	<b>205,052,441</b>

# Capital Improvement Plan

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## CIP CONSIDERATIONS

The City of Bullhead City is committed to fulfilling the goals and objectives of the General Plan elements, and ensure planned growth and development.

**Land Use** - The City's Community Development Department bases all reviews of new subdivision submittals and zoning map changes on the information contained in the General Plan. The residential and commercial developments currently in progress complement the goals and objectives of the General Plan by following an orderly growth pattern, providing sound and stable residential neighborhoods and result in efficient and compatible land use relationships.

**Transportation** - The City is working with Clark County, Nevada officials in an effort to identify a mutually beneficial site for a second bridge to span the Colorado River. The Arizona Department of Transportation hired a consultant to prepare a Transit Study for Bullhead City. The study was completed in early July with the assistance of the Bullhead City Transit Advisory Committee. The Council will consider implementation potential over the next year.

**Parks and Open Space** - The City has undertaken several recreational projects to upgrade the present parks within the City. The next park to receive significant fund is Rotary Park located along the Colorado River.

**Economic Development** - The City is committed to community-wide economic development, which is evidenced by the support offered to the Economic Development Authority. The City organized and actively participates in the Economic Development Round Table, and action-driven delegation of representatives from several community organizations. The Round Table worked over the past year on a strategic plan that is in the final phases of review. The City encourages coordination.

### CIP Process

The process is grounded in an effort to identify specific needs, formulate projects based on those needs, prioritize the projects and locate revenue sources for the prioritized projects. Plans and specifications, reports and other documents are formulated to update the CIP. The final plan reflects capital improvements in compliance with all applicable city, state, ADA and other federal requirements.

The City receives input from the City Council, City staff, citizens of the community and other stakeholders.

Each new year, the process begins with a review of the current document. Staff analyzes the City's fiscal resources and discusses revenue and expenditure projections. Criteria for evaluation are based upon the goals and objectives in the General Plan.

The list is developed and public input is cultivated. Active public participation is encouraged throughout the development and adoption process. The local media advertises the public meetings. A minimum of four public hearings are held.

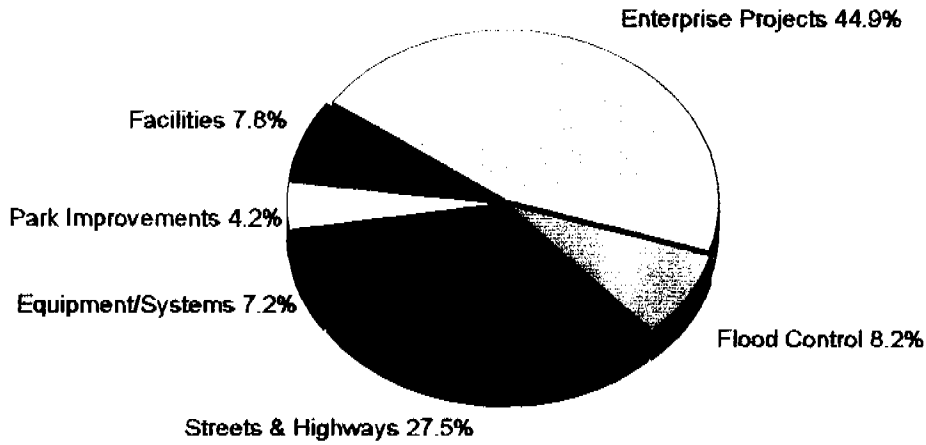
A proposed capital improvement plan is presented to the City Council during a public hearing. Once finalized, the City Council adopts the capital improvement plan. Each project in the plan is reviewed by the City Council again during the implementation phase.

### Capital Projects Fund Revenue

Revenue Type	1997-1998 Actual	1998-1999 Estimate	1999-2000 Budget
Intergovernmental			
Street Project Grants	12,912	\$769,008	\$2,047,856
Park Project Grants	104,837	138,305	537,000
Special Project Grants	428,361	340,767	1,438,247
Other Financing Sources			
MPC Bonds			4,528,283
Leases		291,534	182,054
Loans		112,000	0
Special Assessments	64,093	0	6,021,688
Interest	55,480	83,191	
Other	1,776		550,500
<b>Total Direct Revenue</b>	<b>\$667,459</b>	<b>\$1,734,805</b>	<b>\$15,305,628</b>
<b>Interfund Transfers</b>	<b>\$1,192,874</b>	<b>\$2,081,077</b>	<b>\$6,024,556</b>
<b>Total Funds Available</b>	<b>\$1,860,333</b>	<b>\$3,815,882</b>	<b>\$21,330,184</b>

## Capital Improvement Projects Expenditures

by Type



### FY 1999-2000 CIP Expenditures

Municipal/Public Facilities	\$1,671,735
Parks	906,370
Equipment/Systems	1,541,569
Streets and Highways	5,875,600
Flood Control	1,747,239
Wastewater	9,587,671
<b>Total*</b>	<b>\$21,330,184</b>



CITY OF BULLHEAD CITY, ARIZONA

CAPITAL PROJECTS BUDGET  
Fiscal Year 1999-2000

Project Description	Funding Source							Project Total
	General Fund	Roads (H.U.R.F.)	Grants	Flood Control	MPC Bonds/ Lease Proceeds	Improvement Districts	Enterprise Fund	
1 20-35-6039 Home-Housing Rehabilitation			360,000					360,000
2 20-35-6041 Home-Neighborhood Revitalization			50,000					50,000
3 20-35-7012 CDBG-Riviera Street Lights			500,000					500,000
4 20-35-7114 CDBG-Basketball Courts Rotary Park			75,000					75,000
5 20-35-7115 ASP-Beach & Boating Day Use Rotary Park	55,000		162,000					217,000
6 20-35-7120 ASP-Batfields at Rotary Park	300,000		300,000					600,000
7 20-35-7121 Home Rehabilitation			180,000					180,000
8 20-35-7122 Housing Trust Fund Sewer			100,000					100,000
9 20-71-7111 GADA-Visitors Center			35,000					35,000
10 20-71-7116 Soccer Field Improvements	59,370							59,370
11 20-35-7124 Economic Strengths Mohave Drive	30,000		300,000					330,000
12 20-35-7204 CDBG-Supportive Housing			100,000					100,000
13 20-35-7205 CDBG-Safehouse Expansion			100,000					100,000
14 20-35-7321 Community Center			224,516					224,516
15 20-55-6059 Governor's Office of Highway Safety			32,000					32,000
16 20-55-6071 Arizona Auto Theft Authority			32,000					32,000
17 20-55-7203 Property & Evidence Storage Bldg	118,000							118,000
18 20-55-7313 Police - Locker Replacement	15,000							15,000
19 20-72-7202 Vehicle Maintenance Bldg.		165,165						165,165
20 20-80-6010 Chaparral Wash				95,084	182,054			347,219
21 20-80-7001 Neighborhood Street Improvement Program		638,743						638,743
22 20-80-7001 Neighborhood Street Improvement Program		1,336,740						1,336,740
23 20-80-7005 Marina Blvd. Reconstruction		89,217	328,900					418,117
24 20-80-7009 Ramar/Baseline/Trane		142,000						142,000
25 20-80-7011 Hwy 95 - Street Lights		950,000						950,000
26 20-80-7015 Riverview Drive		60,000						60,000
27 20-80-7113 Air Conditioner Move	701,692		50,000					751,692
28 20-80-7118 Bullhead Community Park - Backstops & Fencing	30,000							30,000
29 20-55-7304 Police Communication System	657,069					180,000		837,069
30 20-80-7307 Global Positioning System							450,000	450,000
31 20-80-7319 Section 18 Wastewater Treatment Facility							75,000	75,000
32 20-80-7320 Chaparral Wastewater Treatment Facility Acq.		746,252	174,731		3,700,000	4,341,888		8,962,671
33 20-80-7501-Wastewater Improvement District No. 1						1,500,000		1,500,000
34 20-80-7511 Colorado River Estates Improvement District								2,155
35 20-80-7601 Havasupai Wash				2,155				2,155
36 20-80-7602 Fox Wash Outfall				721,717	828,283			1,550,000
37 20-80-7603 Localized Flood Control				100,000				100,000
38 20-55-7206 Upgrades to Animal Control Building	95,000							95,000
<b>Total Capital Projects</b>	<b>\$2,061,131</b>	<b>\$4,128,117</b>	<b>\$3,104,147</b>	<b>\$918,956</b>	<b>\$4,710,337</b>	<b>\$6,021,688</b>	<b>\$525,000</b>	<b>\$21,469,376</b>
<b>Total Carryforwards for Fund</b>	<b>\$634,439</b>	<b>\$3,340,157</b>		<b>\$818,956</b>	<b>\$182,054</b>	<b>\$35,388</b>		<b>\$5,210,994</b>

\*\$689,692 of air conditioning move budgeted in non-departmental contingency.

FUND TOTAL

**\$20,779,884**

## Debt Service

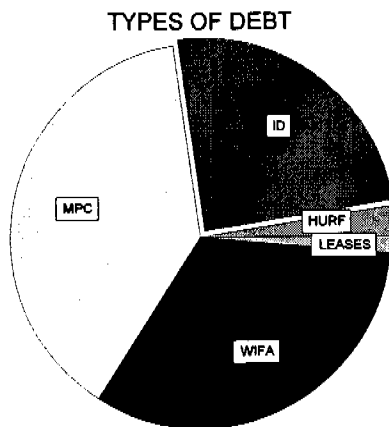
Debt Service expenses are spread throughout cost centers. This section summarizes all City debt. City debt consists of Highway User Revenue (HURF) bonds, Municipal Property Corporation (MPC) bonds, Improvement District bonds, as well as five lease purchase agreements for a maintenance building, telephone system, 911, AS400, and Police mobile data computers.

Debt financing provides adequate capital for city projects that cannot be financed with cash or should not be financed with cash because of return on investment decisions. The debt issued should be at the lowest possible cost to the City and within current and future budget constraints. Over the past ten years the City issued debt nine times and refunded two bond issues.

The projects financed include road improvements, wastewater facilities, City Hall and other public improvements. The total outstanding debt is \$68,286,599.

During the past fiscal year the City entered into a loan agreement with Arizona Electric Power Cooperative, Inc for \$112,000 for sewer improvements for the Bullhead Community Park. The City has also reached an agreement to assume the Bullhead Sanitary District. As part of this agreement the City assumes the debt of a capital lease of \$1,985,538. One of the goals of the City is to provide sewer services to all citizens of Bullhead City.

In the upcoming fiscal year, funds have been budgeted to enter into a lease agreement for the Chaparral Sewer Treatment Plant.



TYPE	AMOUNT	%
Highway User Fund	2,007,946	2.94%
Improvement Districts	16,750,000	24.53%
Municipal Property Corporation	26,295,000	38.51%
Water Inf. Financing Authority	22,317,388	32.68%
Leases	916,265	1.34%
<b>TOTAL</b>	<b>68,286,599</b>	<b>100.00%</b>

## Debt Service

### Legal Debt Limit

Debt limit for General Obligation bonds (GO bonds) is governed by constitutional and statutory provisions of state law. General Obligation bonds are paid by a proportionate tax levied on each property owner based on the net secondary assessed valuation of the property. General Obligation bond issues require a vote of the citizens. Bullhead City currently has no General Obligation bonds outstanding.

General Obligation bonded indebtedness cannot exceed 20 percent for water, sewer, artificial light, parks, preserves and recreational facilities. General Obligation bonded indebtedness for general municipal purposes cannot exceed six percent of the assessed value of the taxable property for secondary property tax purposes. The City's current outstanding debt is not subject to these limits.

### 1999-2000 Debt Payments

Bond Issue	Rate	Principal	Interest	Total
Hancock Road Reconstruction	4.25	230,000	54,290	284,290
Silver Creek	7.75	135,000	31,194	166,194
East Branch	6.1	125,000	157,228	282,228
Bullhead Parkway	6.1	560,000	714,615	1,274,615
Punto de Vista	7.0	80,000	30,800	110,800
Interstate Place	5.95	120,000	65,748	185,748
Sewer Acquisition	5.25	1,075,000	827,362	1,902,362
Treatment Plant	4.81	410,000	543,315	953,315
Sewer Improvement District 1	3.48	0	684,878	684,878
Bullhead Sanitary District	N/A	260,000	0	260,000
AEPCO Loan	0	11,196	0	11,196
Chaparral Sewer	N/A	22,570	1,580	24,150
Cargill - Telephone	6.25	37,431	5,517	42,948
Fire District - 911	7.02	7,844	8,700	16,544
MSG - Maintenance Facility	6.67	68,749	46,566	115,315
Koch - Police MDC Equipment	5.13	55,017	11,211	66,228
IBM - AS400	5.25	13,015	3,146	16,161
<b>TOTAL ALL DEBT</b>		<b>3,210,822</b>	<b>3,186,150</b>	<b>6,396,972</b>

## Debt Service

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The following bond issues are special obligations of the City, payable solely from the sources described. The bonds are not general obligations of the City, nor shall the City be liable for the payment from ad valorem taxes of the principal and interest on the bonds.

### **Street and Highway User Revenue Bonds, Series 1998 \$1,415,000**

The bond were originally issued in 1989 and refinanced in 1998. The original bond issue was approved by the voters in December, 1988 to reconstruct Hancock Road. The issue term is now 6 years. Repayment is solely from highway user taxes (gas tax). Hancock Road was a two-lane roadway that served as the main east/west corridor of the City. As the population of the city grew along with the number of businesses, so did the vehicle accident rate. A roadway with two lanes of travel in each direction and a center turn lane was needed to alleviate traffic congestion and to help reduce the number of accidents.

### **MPC Municipal Facilities Bonds, Series 1996 \$17,690,000**

The bonds were originally issued in 1990 and 1991 and refinanced in 1996. The original bonds financed design, acquisition, construction and equipping of municipal facilities. The City pledged for payment of the bonds all excise, transaction privilege, franchise and income taxes which it collects.

### **MPC Wastewater Treatment Bonds, Series 1998 \$11,195,000**

These bonds financed the new wastewater treatment facility required to treat the additional wastewater flow create by sewer improvement district 1.

### **Improvement District Bonds - \$21,010,000**

Improvement District debt is repaid through assessments to benefitting property. The City currently administers five improvement districts. Should there be a deficiency in the funds collected from special assessments, the General Fund will furnish a sufficient amount to meet the obligations of the bonds payable and reimburse itself when the funds are subsequently received.

### **Silver Creek - \$1,330,000 - October, 1991**

The project improved a 2.45 mile portion of Silver Creek Road. Improvements included four lanes with left-hand turn pockets, curbs and gutters.

### **East Branch Sewer - \$3,155,000 - March, 1993**

The project included land acquisition, construction and installation of a sanitary sewer trunk line and related appurtenances necessary to provide sewer service to an area in the south eastern portion of the City.

### **Bullhead Parkway - \$14,330,000 - March, 1993**

The project was to construct a four lane roadway extending approximately nine miles from Highway 95 in the South to Locust Boulevard in the north. The parkway provides an alternate route through Bullhead City.

### **Punto de Vista - \$815,000 - December, 1994**

This project constructed roadway in all the unpaved portions fo the Punto de Vista development.

### **Interstate Place - \$1,380,000 - March, 1996**

This project constructed improvements to about one mile of two local streets. The improvements provided access to property with the district.

**CITY OF BULLHEAD CITY**  
**CLASS/TITLE/GRADE/SCHEDULE**  
**JULY, 1999**

<u>CLASS GRADE</u>	<u>TITLE</u>	<u>MID MGT VACATION</u>	<u>MGT 401 PLAN</u>	<u>FLSA CLASS</u>
1	Receptionist	NO	NO	Non-Exempt
6	H.R. Clerk	NO	NO	Non-Exempt
6	Clerk	NO	NO	Non-Exempt
6	Clerk Typist I	NO	NO	Non-Exempt
9	Accounting Clerk I	NO	NO	Non-Exempt
9	Clerk Typist II	NO	NO	Non-Exempt
9	Clerk Typist II/Pawn Detail	NO	NO	Non-Exempt
9	Zoning Clerk	NO	NO	Non-Exempt
11	Accounting Clerk II	NO	NO	Non-Exempt
11	Animal Shelter Supt. Wrkr	NO	NO	Non-Exempt
11	Court Clerk	NO	NO	Non-Exempt
11	Judicial Assistant	NO	NO	Non-Exempt
11	Legal Secretary	NO	NO	Non-Exempt
11	Maintenance Worker I	NO	NO	Non-Exempt
11	Police Records Clerk	NO	NO	Non-Exempt
11	Secretary	NO	NO	Non-Exempt
17	Accounting Clerk III	NO	NO	Non-Exempt
17	Administrative Secretary	NO	NO	Non-Exempt
17	Admin. Sec./Paralegal	NO	NO	Non-Exempt
17	Building Permit Technician	NO	NO	Non-Exempt
17	License Canvasser	NO	NO	Non-Exempt

<u>CLASS RANGE</u>	<u>TITLE</u>	<u>MID MGT VACATION</u>	<u>MGT 401 PLAN</u>	<u>FLSA CLASS</u>
17	Property & Evidence Custodian	NO	NO	Non-Exempt
17	Senior Collection Clerk	NO	NO	Non-Exempt
17	Computer Software Technician	NO	NO	Non-Exempt
18	Animal Control Officer	NO	NO	Non-Exempt
18	Emergency Services Dispatcher	NO	NO	Non-Exempt
19	Building & Grnds Maint Leader	NO	NO	Non-Exempt
19	Human Resources Technician	NO	NO	Non-Exempt
19	Maintenance Worker II	NO	NO	Non-Exempt
20	Police Investigative Assistant	NO	NO	Non-Exempt
21	Administrative Assistant	NO	NO	Non-Exempt
21	Chief Court Clerk	NO	NO	Non-Exempt
21	Mechanic I	NO	NO	Non-Exempt
21	Wastewater Coll/Lift Station Tech I	NO	NO	Non-Exempt
21	Wastewater Treatment Plant Oper I	NO	NO	Non-Exempt
23	Computer Network Specialist	NO	NO	Non-Exempt
24	Deputy City Clerk	NO	NO	Non-Exempt
24	Victim Rights Compliance Officer	YES	YES	Exempt
25	Building & Grounds Supervisor	NO	NO	Non-Exempt
25	Building Inspector I	NO	NO	Non-Exempt
25	Code Enforcement Inspector	NO	NO	Non-Exempt
25	Community Services Officer	NO	NO	Non-Exempt
25	Computer Draftsperson	NO	NO	Non-Exempt
25	Mechanic II	NO	NO	Non-Exempt

<u>CLASS RANGE</u>	<u>TITLE</u>	<u>MID MGT VACATION</u>	<u>MGT 401 PLAN</u>	<u>FLSA CLASS</u>
25	Public Works Inspector	NO	NO	Non-Exempt
25	Sr. Emergency Services Dispatcher	NO	NO	Non-Exempt
25	Traffic Investigator	NO	NO	Non-Exempt
28	Computer Programmer Analyst	NO	NO	Non-Exempt
28	Wastewater Coll/Lift Stat. Tech II	NO	NO	Non-Exempt
28	Wastewater Treat. Plant Oper II	NO	NO	Non-Exempt
29	Maintenance Worker III	NO	NO	Non-Exempt
29	Mechanic III	NO	NO	Non-Exempt
30	Building Inspector II	NO	NO	Non-Exempt
30	Engineering Technician	NO	NO	Non-Exempt
30	Plan Examiner	NO	NO	Non-Exempt
30	Planner	NO	NO	Non-Exempt
30	Police Officer	NO	NO	Non-Exempt
30	Property & Evidence Supervisor	NO	NO	Non-Exempt
30	Wastewater Technician	NO	NO	Non-Exempt
32	Recreation Supervisor	NO	NO	Non-Exempt
32	GIS Graphics Coordinator	YES	YES	Exempt
32	Grants Administrator	YES	YES	Exempt
32	Management Intern	YES	YES	Exempt
35	Police Corporal	NO	NO	Non-Exempt
35	Senior Building Inspector	NO	NO	Non-Exempt
35	Senior Plan Examiner	NO	NO	Non-Exempt
35	Senior Public Works Inspector	NO	NO	Non-Exempt

<u>CLASS RANGE</u>	<u>TITLE</u>	<u>MID MGT VACATION</u>	<u>MGT 401 PLAN</u>	<u>FLSA CLASS</u>
35	Wastewater Coll/Lift Stat. Tech III	NO	NO	Non-Exempt
35	Wastewater Treat. Plant Oper III	NO	NO	Non-Exempt
39	Animal Control Manager	NO	NO	Non-Exempt
39	Emer Services Dispatch Manager	NO	NO	Non-Exempt
39	Police Sergeant	NO	NO	Non-Exempt
39	Police Support Services Manager	NO	NO	Non-Exempt
39	Civil Engineer Associate	YES	YES	Exempt
39	Communication Specialist	YES	YES	Exempt
39	Court Clerk Manager	YES	YES	Exempt
39	Purchasing Agent	YES	YES	Exempt
39	Senior Planner	YES	YES	Exempt
39	Special Events Coordinator	YES	YES	Exempt
39	Systems Analyst	YES	YES	Exempt
40	Police Forensic Specialist	NO	NO	Non-Exempt
45	Financial Operations Manager	YES	YES	Exempt
45	Building Official	YES	YES	Exempt
45	Fleet Maintenance Superintendent	YES	YES	Exempt
45	Human Resources Manager	YES	YES	Exempt
45	Infrastructure Superintendent	YES	YES	Exempt
45	Mgmt. Info Systems Manager	YES	YES	Exempt
45	Planning Official	YES	YES	Exempt
45	Police Lieutenant	YES	YES	Exempt

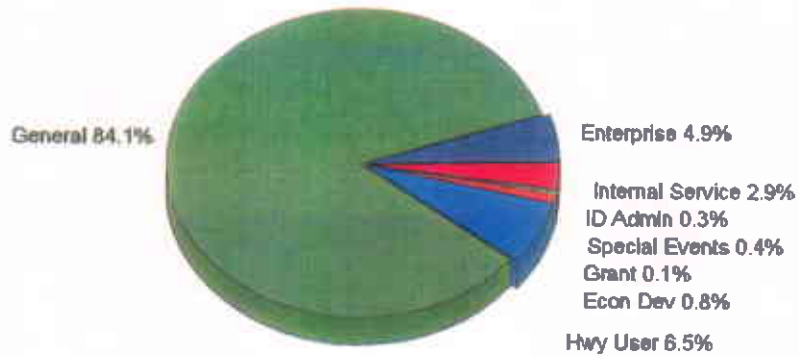


<u>CLASS RANGE</u>	<u>TITLE</u>	<u>MID MGT VACATION</u>	<u>MGT 401 PLAN</u>	<u>FLSA CLASS</u>
45	Procurement/Grants Manager	YES	YES	Exempt
45	Rec & Cultural Affairs Manager	YES	YES	Exempt
45	Senior Administrative Analyst	YES	YES	Exempt
45	Wastewater Superintendent	YES	YES	Exempt
46	Assistant City Prosecutor	YES	YES	Exempt
48	Financial Reporting Manager	YES	YES	Exempt
48	Civil Engineer	YES	YES	Exempt
50	Engineer Division Mgr.	YES	YES	Exempt
50	Public Works Operations Mgr.	YES	YES	Exempt
50	Police Captain	YES	YES	Exempt
53	Deputy Chief of Police	YES	YES	Exempt
60	Asst. City Att/Chief Cty Prosecutor	YES	YES	Exempt

# Human Resources Schedules

## Total Personnel Costs

by Fund



## FY 1999-2000 Total Personnel Costs

General Fund	\$10,995,662
Highway User	851,930
Economic Development	108,290
Grant	8,974
Special Events	49,227
Improvement District Administration	40,167
Wastewater	637,521
<b>Total</b>	<b>\$12,691,771</b>
<b>Internal Service Funds</b>	<b>\$381,382</b>
<b>Total with Internal Service Funds</b>	<b>\$13,073,153</b>

RESOLUTION NO. 99R-038

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF BULLHEAD CITY, MOHAVE COUNTY, ARIZONA ADOPTING A TENTATIVE BUDGET, ADOPTING THE ESTIMATED AMOUNTS REQUIRED TO MEET THE PUBLIC EXPENSES FOR THE CITY OF BULLHEAD CITY FOR THE FISCAL YEAR 1999-00, AUTHORIZING AND DIRECTING THE PUBLICATION OF STATEMENTS AND SCHEDULES OF THE TENTATIVE BUDGET, TOGETHER WITH NOTICE OF HEARING ON SAID BUDGET NOTICE OF DATE OF FINAL ADOPTION OF SAID BUDGET.


NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Bullhead City, Arizona as follows:

SECTION 1 THAT, the statements and schedules attached are hereby adopted as the estimated amounts required to meet the public expense of the City of Bullhead City and as the tentative budget for the fiscal year 1999-00. Copies of the said statements and schedules have been distributed to the Council and are on file in the office of the City Clerk. Said copies are attached hereto for the purpose of publication only, except that they are hereby ordered to be entered upon the minutes of the City Council of the City of Bullhead City.

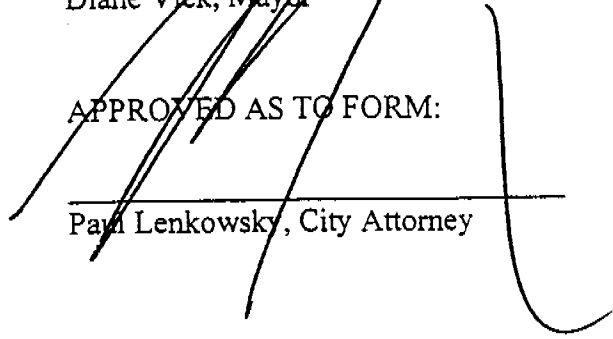
SECTION 2 THAT, the Clerk is hereby authorized and directed to publish in the manner prescribed by law, the attached statements and schedules as said tentative budget, together with a copy of this resolution as notice of meetings of the City Council, to wit:

That the City Council will meet on the 29th day of June, at 6:00 p.m. in the Council Chambers at 1255 Marina Blvd., Bullhead City, Arizona, to hold a public hearing when and where any taxpayer may appear and be heard in favor of or against any proposed expenditure at said time and place, and after said hearing for the purpose of finally adopting the budget for the fiscal year 1999-00 for the City of Bullhead City.


PASSED AND ADOPTED by the Mayor and City Council of the City of Bullhead City, Arizona, this 15<sup>th</sup> day of June, 1999.

  
Diane Vick, Mayor

APPROVED AS TO FORM:

  
Paul Lenkowsky, City Attorney

ATTEST:

  
Patricia G. Nichols/CMC, City Clerk

RESOLUTION NO. 99R-041

RESOLUTION FOR THE ADOPTION OF  
THE BUDGET FISCAL YEAR 1999-00.

WHEREAS, in accordance with the provisions of Title 42, Sections 301, 302, 303, and 304, Arizona Revised Statutes, the City Council of the City of Bullhead City, Arizona did on the 15<sup>th</sup> day of June, 1999, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, and also an estimate of revenues from sources other than direct taxation; and

WHEREAS, in accordance with said sections of said title, and following due public notice, the Council met on June 29, 1999, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses; and

WHEREAS, it appears that publication has been duly made as required by law, of said estimates together with a notice that the City Council would meet on the 29<sup>th</sup> day of June, 1999, at the office of the City Council for the purpose of hearing taxpayers.

NOW, THEREFORE BE IT RESOLVED, that the said estimates of revenues and expenditures/expenses shown on the accompanying schedules as now increased, reduced or changed by and the same are hereby adopted as the budget of the City of Bullhead City, Arizona for the fiscal year 1999-00

PASSED AND ADOPTED by the Mayor and City Council of the City of Bullhead City, Arizona, this 29<sup>th</sup> day of June, 1999.

  
Diane Rae Vick, Mayor

Date: 6/29/99

ATTEST:

  
Patricia G. Nichols, CMC, City Clerk

APPROVED AS TO FORM:

  
Paul Lenkowsky, City Attorney

**CITY/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary Schedule of Estimated Revenues and Expenditures/Expenses**  
**Fiscal Year 1999-2000**

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES 1998-99*	ACTUAL EXPENDITURES/EXPENSES 1998-99**	UNRESERVED FUND BALANCE/RETAINED EARNINGS AT 7-1-99**	DIRECT PROPERTY TAX REVENUES 1999-2000	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 1999-2000	OTHER FINANCING SOURCES <USES>		INTERFUND TRANSFERS		TOTAL FINANCIAL RESOURCES AVAILABLE 1999-2000	BUDGETED EXPENDITURES/EXPENSES 1999-2000
						1999-2000 SOURCES	<USES>	IN	<OUT>		
1. General Fund	\$ 14,989,124	\$ 14,758,771	\$ 7,260,495	Primary: 0 Secondary: 0	\$ 15,831,219	0	0	\$ 685,442	\$ 848,067	\$ 22,929,089	\$ 16,933,439
2. Special Revenue Funds	5,201,807	3,455,351	1,399,145		3,999,387	0	0	280,454	1,243,511	4,435,475	3,768,495
3. Debt Service Funds Available	2,514,349	2,614,300	(603,579)		2,070,084	0	0	556,873	0	2,123,378	2,578,958
4. Less: Designation for Future Debt Retirement										0	
5. Total Debt Service Funds	2,514,349	2,614,300	(603,579)	0	2,070,084	0	0	556,873	0	2,123,378	2,578,958
6. Capital Projects Funds	36,243,430	31,534,830	699,040		3,300,147	10,514,583	0	1,392,891	0	15,806,661	15,852,052
7. Enterprise Funds Available	2,826,312	2,500,000	(1,191,586)		4,952,599	0	0	69,000	893,862	2,937,031	4,829,816
8. Less: Designation for Future Debt Retirement										0	
9. Total Enterprise Funds	2,826,312	2,500,000	(1,191,586)	0	4,952,599	0	0	69,800	893,862	2,937,031	4,829,816
10. Expendable Trust Funds	0	0	0		0	0	0	0	0	0	0
11. Nonexpendable Trust Funds	0	0	0		0	0	0	0	0	0	0
<b>TOTAL ALL FUNDS</b>	<b>\$ 61,875,022</b>	<b>\$ 54,963,052</b>	<b>\$ 7,563,515</b>	<b>\$ 0</b>	<b>\$ 30,153,536</b>	<b>\$ 10,514,583</b>	<b>\$ 0</b>	<b>\$ 2,985,460</b>	<b>\$ 2,985,460</b>	<b>\$ 48,231,634</b>	<b>\$ 43,762,760</b>

	1998-99	1999-2000
\$	\$ 61,875,022	\$ 43,762,760
	(30,538,538)	(16,105,935)
	31,336,484	27,656,825
	9,135,432	6,390,536
\$	\$ 22,200,052	\$ 21,266,290
\$	\$ 24,361,165	\$ 25,116,353

**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 or voter-approved alternative expenditure limitation

\* Includes Expenditure/Expense Adjustments Approved in 1998-99 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.  
 ☐ The city/town does not levy property taxes and does not have a special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

**CITY/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary of Tax Levy and Tax Rate Information**  
**Fiscal Year 1999-2000**

	1998-99 FISCAL YEAR	1999-2000 FISCAL YEAR
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A).	\$ _____	\$ _____
2. Amount received from primary property taxation in the 1998-99 fiscal 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	\$ _____ 0	\$ _____ 0
4. Property taxes collected*		
A. Primary property taxes		
(1) 1998-99 levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total primary property taxes	\$ _____ 0	
B. Secondary property taxes		
(1) 1998-99 levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total secondary property taxes	\$ _____ 0	
C. Total property taxes collected	\$ _____ 0	
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	_____ 0.0000	_____ 0.0000
B. Special assessment district tax rates		

Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating 6 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/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary by Fund Type of Revenues Other Than Property Taxes**  
**Fiscal Year 1999-2000**

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 1998-99</u>	<u>ACTUAL REVENUES 1998-99*</u>	<u>ESTIMATED REVENUES 1999-2000</u>
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
City Sales	\$ 6,754,300	\$ 6,800,000	\$ 7,092,015
Franchise	193,200	240,200	296,300
<b>Licenses and permits</b>			
Licenses	156,100	157,000	158,700
Permits	380,000	655,000	625,562
<b>Intergovernmental</b>			
State Income Tax	2,692,400	2,690,389	2,984,892
State Sales Tax	2,026,300	2,121,650	2,240,841
County Auto Lieu	950,000	1,230,000	1,100,000
<b>Charges for services</b>			
Public Safety	486,500	490,000	525,695
Parks & Recreation	124,259	110,000	108,914
Animal Support	95,900	75,000	90,000
<b>Fines and forfeits</b>	325,000	350,000	350,000
<b>Interest on investments</b>	195,000	350,000	220,000
<b>In-lieu property taxes</b>			
<b>Contributions</b>			
Voluntary contributions			
<b>Miscellaneous</b>			
Rent	2,300	9,900	2,300
Impost	12,500	12,700	12,500
Misc.	15,500	20,000	20,000
Penalty	3,500	3,712	3,500
<b>Total General Fund</b>	<b>\$ 14,412,759</b>	<b>\$ 15,315,551</b>	<b>\$ 15,831,219</b>

\*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/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary by Fund Type of Revenues Other Than Property Taxes**  
**Fiscal Year 1999-2000**

SOURCE OF REVENUES	ESTIMATED REVENUES 1998-99	ACTUAL REVENUES 1998-99*	ESTIMATED REVENUES 1999-2000
<b>SPECIAL REVENUE FUNDS</b>			
Highway User Revenue Fund	\$ 3,205,365	\$ 3,309,190	\$ 3,120,640
Total Highway User Revenue Fund	\$ 3,205,365	\$ 3,309,190	\$ 3,120,640
Local Transportation Assistance Fund			
Total Local Transportation Assistance Fund	\$ 0	\$ 0	\$ 0
Economic Development Fund	\$ 95,000	\$ 95,000	\$ 90,000
	\$ 95,000	\$ 95,000	\$ 90,000
Grant Fund			
Federal	367,297	162,000	204,126
State	873,218	47,000	117,958
	\$ 1,240,515	\$ 209,000	\$ 322,084
RICO	\$ 0	\$ 10,000	\$ 0
JCEF	5,000	9,800	5,000
	\$ 5,000	\$ 19,800	\$ 5,000
Housing	\$ 1,234,650	\$ 641,000	\$ 187,000
	\$ 1,234,650	\$ 641,000	\$ 187,000
Special Events	\$ 83,000	\$ 65,000	\$ 97,000
Street Lighting	8,525	8,525	27,163
	\$ 91,525	\$ 73,525	\$ 124,163
Water Development	\$ 203,500	\$ 100,000	\$ 150,500
Arts	6,645	0	0
	\$ 210,145	\$ 100,000	\$ 150,500
Total Special Revenue Funds	\$ 6,082,200	\$ 4,447,515	\$ 3,999,387

\* 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/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary by Fund Type of Revenues Other Than Property Taxes**  
**Fiscal Year 1999-2000**

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 1998-99</u>	<u>ACTUAL REVENUES 1998-99*</u>	<u>ESTIMATED REVENUES 1999-2000</u>
<b>DEBT SERVICE FUNDS</b>			
<u>Debt Service</u>	\$ <u>2,058,709</u>	\$ <u>2,058,700</u>	\$ <u>2,070,084</u>
	\$ <u>2,058,709</u>	\$ <u>2,058,700</u>	\$ <u>2,070,084</u>
<b>Total Debt Service Funds</b>	\$ <u>2,058,709</u>	\$ <u>2,058,700</u>	\$ <u>2,070,084</u>
<b>CAPITAL PROJECTS FUNDS</b>			
<u>Capital Projects</u>	\$ <u>6,506,465</u>	\$ _____	\$ <u>3,300,147</u>
	\$ <u>6,506,465</u>	\$ <u>0</u>	\$ <u>3,300,147</u>
<b>Total Capital Projects Funds</b>	\$ <u>6,506,465</u>	\$ <u>0</u>	\$ <u>3,300,147</u>

\* 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/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary by Fund Type of Revenues Other Than Property Taxes**  
**Fiscal Year 1999-2000**

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 1998-99</u>	<u>ACTUAL REVENUES 1998-99*</u>	<u>ESTIMATED REVENUES 1999-2000</u>
<b>ENTERPRISE FUNDS</b>			
Charges for Services	\$ 2,466,850	\$ 2,588,536	\$ 4,044,821
Interest	27,500	357,500	40,000
Other	52,800	38,000	183,000
Special Assessments	0	0	684,878
	<u>\$ 2,547,150</u>	<u>\$ 2,984,036</u>	<u>\$ 4,952,699</u>
<b>Total Enterprise Funds</b>	<u>\$ 2,547,150</u>	<u>\$ 2,984,036</u>	<u>\$ 4,952,699</u>
<b>EXPENDABLE TRUST FUNDS</b>			
	\$ 0	\$ 0	\$ 0
<b>Total Expendable Trust Funds</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<b>NONEXPENDABLE TRUST FUNDS</b>			
	\$ 0	\$ 0	\$ 0
<b>Total Nonexpendable Trust Funds</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 31,607,283</u>	<u>\$ 24,805,802</u>	<u>\$ 30,153,536</u>

\* 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/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary by Fund Type of Other Financing Sources/Uses and Interfund Transfers**  
**Fiscal Year 1999-2000**

FUND	OTHER FINANCING 1999-2000		INTERFUND TRANSFERS 1999-2000	
	SOURCES	<USES>	IN	<OUT>
<b>GENERAL FUND</b>	\$	\$	\$ 685,442	\$ 848,067
<b>Total General Fund</b>	\$ 0	\$ 0	\$ 685,442	\$ 848,067
<b>SPECIAL REVENUE FUNDS</b>	\$	\$	\$ 69,190	\$ 1,127,872
Highway Users Revenue			129,082	0
Economic Development			0	0
Housing			76,932	0
Special Events			5,250	111,717
Arts			0	3,922
Grants			0	
Judicial Collection Enhancement			0	
<b>Total Special Revenue Funds</b>	\$ 0	\$ 0	\$ 280,454	\$ 1,243,511
<b>DEBT SERVICE FUNDS</b>	\$	\$	\$ 556,873	\$
Debt Service				
<b>Total Debt Service Funds</b>	\$ 0	\$ 0	\$ 556,873	\$ 0
<b>CAPITAL PROJECTS FUNDS</b>	\$	\$	\$ 1,392,891	\$
Capital Projects				
Improvement Districts	5,986,300			
Municipal Property Corporation	4,528,283			
<b>Total Capital Projects Funds</b>	\$ 10,514,583	\$ 0	\$ 1,392,891	\$ 0
<b>ENTERPRISE FUNDS</b>	\$	\$	\$ 69,800	\$ 824,692
Wastewater				69,190
Fleet Maintenance				
<b>Total Enterprise Funds</b>	\$ 0	\$ 0	\$ 69,800	\$ 893,882
<b>EXPENDABLE TRUST FUNDS</b>	\$	\$	\$	\$
<b>Total Expendable Trust Funds</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NONEXPENDABLE TRUST FUNDS</b>	\$	\$	\$	\$
<b>Total Nonexpendable Trust Funds</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL ALL FUNDS</b>	\$ 10,514,583	\$ 0	\$ 2,985,460	\$ 2,985,460

**CITY/TOWN OF THE CITY OF BULLHEAD CITY**  
**Summary by Department of Expenditures/Expenses Within Each Fund Type**  
**Fiscal Year 1999-2000**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 1998-99	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 1998-99	ACTUAL EXPENDITURES/ EXPENSES 1998-99*	BUDGETED EXPENDITURES/ EXPENSES 1999-2000
<b>GENERAL FUND</b>				
Mayor & Council	\$ 126,009	\$ 36,300	\$ 119,709	\$ 118,587
City Manager	579,206	(10,000)	567,622	493,659
Administrative Services	496,288	10,000	466,511	776,727
City Clerk	298,118		288,306	251,950
City Court	649,823		584,841	584,280
City Attorney	391,294		389,338	401,261
Finance	657,597		644,445	878,113
Police	7,186,552		7,186,000	8,333,216
Community Development	1,866,733		1,795,000	1,837,341
Public Works	1,624,755		1,847,931	1,992,225
Engineering	0		0	790,387
Debt Service	65,091		52,000	27,740
Non-Departmental	1,047,658	(36,300)	837,088	437,953
<b>Total General Fund</b>	<b>\$ 14,989,124</b>	<b>\$ 0</b>	<b>\$ 14,758,771</b>	<b>\$ 16,933,439</b>
<b>SPECIAL REVENUE FUNDS</b>				
Highway User Revenue	\$ 2,329,573		\$ 2,189,573	\$ 2,733,486
Economic Development	207,209		114,637	219,082
Grants	1,046,144		35,000	210,367
Housing	1,313,730		641,000	187,000
RIICO	61,715		55,000	61,715
Special Events	106,041		340,141	173,932
Street Lights	7,750		6,000	27,163
Arts	6,645		1,000	5,250
Water Development	123,000		73,000	150,500
<b>Total Special Revenue Funds</b>	<b>\$ 5,201,807</b>	<b>\$ 0</b>	<b>\$ 3,455,351</b>	<b>\$ 3,768,495</b>
<b>DEBT SERVICE FUNDS</b>				
Debt Service	\$ 2,614,349		\$ 2,614,300	\$ 2,578,958
<b>Total Debt Service Funds</b>	<b>\$ 2,614,349</b>	<b>\$ 0</b>	<b>\$ 2,614,300</b>	<b>\$ 2,578,958</b>
<b>CAPITAL PROJECTS FUNDS</b>				
Capital Projects	\$ 36,243,430		\$ 31,634,630	\$ 15,652,052
<b>Total Capital Projects Funds</b>	<b>\$ 36,243,430</b>	<b>\$ 0</b>	<b>\$ 31,634,630</b>	<b>\$ 15,652,052</b>
<b>ENTERPRISE FUNDS</b>				
	\$ 2,826,312		\$ 2,500,000	\$ 4,829,816
<b>Total Enterprise Funds</b>	<b>\$ 2,826,312</b>	<b>\$ 0</b>	<b>\$ 2,500,000</b>	<b>\$ 4,829,816</b>
<b>EXPENDABLE TRUST FUNDS</b>				
<b>Total Expendable Trust Funds</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>NONEXPENDABLE TRUST FUNDS</b>				
<b>Total Nonexpendable Trust Funds</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 61,875,022</b>	<b>\$ 0</b>	<b>\$ 54,963,052</b>	<b>\$ 43,762,760</b>

\*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.

SCHEDULE E

## Budgetary Law Excerpts from A.R.S. §42-302

Annual financial statement of county, city or town and estimate of expenses; notice of hearing on estimate.

A. The governing body of each county or incorporated city or town, on or before the third Monday in July each year, shall prepare a full and complete statement of the financial affairs of such political subdivision for the preceding fiscal year and an estimate of the different amounts which will be required to meet the public expense of each such political subdivision for the current fiscal year. The estimate shall include an estimate of the amount of money required for each item of expenditure necessary for county, city or town purposes, the amounts necessary to pay the interest and principal of outstanding bonds, the items and amounts of every special levy provided by law and an amount for unanticipated contingencies or emergencies.

B. The estimate shall be entered upon the minutes of the governing body and shall be fully itemized in accordance with forms supplied by the auditor general, showing under separate headings the following:

1. The amounts estimated as required for each department, public office or official.

2. A full and complete disclosure and statement of the contemplated expenditures for the ensuing year, showing the amount proposed to be expended from each separate fund and the total amount of proposed public expense.

C. The estimate shall also contain:

1. A statement of the receipts for the previous year from sources other than direct property taxes.

2. The amounts estimated to be received during the current fiscal year from sources other than direct property taxes and voluntary contributions.

3. The amounts actually levied and the amounts actually collected for county, city or town purposes upon the primary and secondary property tax rolls of the previous fiscal year.

4. The amounts collected through primary property taxes and secondary property taxes levied for the years before the previous fiscal year.

5. The amount proposed to be raised by direct property taxation for the current fiscal year, for the general fund, bonds, special assessments and district levies.

6. The separate amounts to be raised by primary property tax levies and by secondary property tax levies for the current fiscal year.

7. The amount of voluntary contributions estimated to be received pursuant to §48-242, based upon the information, transmitted to the governing body by the department of revenue.

8. The maximum amount which can be raised by primary property tax levies by the county, city or town pursuant to §42-301 for the current fiscal year.

9. The amount which the county, city or town proposes to raise by secondary property tax levies and the additional amounts, if any, which the county, city or town will levy pursuant to the authority given to the governing board by the voters at an election called pursuant to §42-301.

## Budgetary Law Excerpts from A.R.S. §42-302

Annual financial statement of county, city or town and estimate of expenses; notice of hearing on estimate.

A. The governing body of each county or incorporated city or town, on or before the third Monday in July each year, shall prepare a full and complete statement of the financial affairs of such political subdivision for the preceding fiscal year and an estimate of the different amounts which will be required to meet the public expense of each such political subdivision for the current fiscal year. The estimate shall include an estimate of the amount of money required for each item of expenditure necessary for county, city or town purposes, the amounts necessary to pay the interest and principal of outstanding bonds, the items and amounts of every special levy provided by law and an amount for unanticipated contingencies or emergencies.

B. The estimate shall be entered upon the minutes of the governing body and shall be fully itemized in accordance with forms supplied by the auditor general, showing under separate headings the following:

1. The amounts estimated as required for each department, public office or official.

2. A full and complete disclosure and statement of the contemplated expenditures for the ensuing year, showing the amount proposed to be expended from each separate fund and the total amount of proposed public expense.

C. The estimate shall also contain:

1. A statement of the receipts for the previous year from sources other than direct property taxes.

2. The amounts estimated to be received during the current fiscal year from sources other than direct property taxes and voluntary contributions.

3. The amounts actually levied and the amounts actually collected for county, city or town purposes upon the primary and secondary property tax rolls of the previous fiscal year.

4. The amounts collected through primary property taxes and secondary property taxes levied for the years before the previous fiscal year.

5. The amount proposed to be raised by direct property taxation for the current fiscal year, for the general fund, bonds, special assessments and district levies.

6. The separate amounts to be raised by primary property tax levies and by secondary property tax levies for the current fiscal year.

7. The amount of voluntary contributions estimated to be received pursuant to §48-242, based upon the information, transmitted to the governing body by the department of revenue.

8. The maximum amount which can be raised by primary property tax levies by the county, city or town pursuant to §42-301 for the current fiscal year.

9. The amount which the county, city or town proposes to raise by secondary property tax levies and the additional amounts, if any, which the county, city or town will levy pursuant to the authority given to the governing board by the voters at an election called pursuant to §42-301.

## **Budgetary Law Excerpts from A.R.S. §42-302**

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10. The property tax rate for county, city or town purposes for the preceding fiscal year for the primary property tax and the secondary property tax.

11. The estimated property tax rate for county, city or town purposes for the current fiscal year for the primary property tax and the secondary property tax.

12. The expenditure limitation for the previous year and the total amount which was proposed for expenditure for the previous year.

13. The total expenditure limitation for the current year.

14. The amount of monies received from primary property taxation in the previous fiscal year in excess of the maximum allowable amount as calculated pursuant to §42-301.

D. In addition to the estimate required by subsection B of this section, a summary schedule of estimated expenditures and revenues shall be entered upon the minutes of the governing body and shall be prepared in accordance with forms supplied by the auditor general.

E. The total of amounts proposed for expenditure in the estimates shall not exceed the expenditure limitation established for such county, city or town.

F. The estimates, together with a notice that the governing body hold a public hearing and special board meeting for the purpose of hearing taxpayers and making tax levies at designated times and places, shall be published once a week for at least two consecutive weeks following the tentative adoption of the estimates in the official newspaper of the county, city or town, if there is one, and if not, in a newspaper of general circulation therein. If a truth in taxation notice and hearing is required under §42-303.01, the governing body may combine the notice under this section with the truth in taxation notice.

## Glossary

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**ADA:** Stands for Americans with Disabilities Act. A measure passed by the federal government and 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 which 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: Property values are established by the County. 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 Adjustment:** A procedure to revise a budget appropriation either by City Council approval through the adoption of a supplemental appropriation ordinance for any interdepartmental or interfund adjustments or by City Manager authorization to adjust appropriations within a departmental budget.

**Budget Basis:** This refers to 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 which the City follows during the preparation, adoption, and administration of the budget.

**Budget Document:** This document is the budget document, it is used to present a comprehensive financial program to the citizens of Bullhead City, the City Council and other interested parties.



# Glossary

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**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, 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. A fund that is administered by the State of Arizona Department of Public Safety. This fund provides grant money to local law enforcement authorities to be used to enhance projects designed to prevent or control crimes.

**Capital Improvements Program:** 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 Program Budget:** A Capital Improvement Program (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 which 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 Community Development 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.

**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.

## Glossary

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**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.

**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:** Abbreviation 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:** An innovative 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.

**Nonoperating Expense:** An expense which is not directly related to the provision of services, i.e. debt service.

**Nonoperating Revenue:** Revenue which 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 that the government receives 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 provide 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.

## Glossary

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**Operating Transfer:** A transfer of money that re-allocates City resources 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 line items, programs or funds. Workload and unit cost data are collected in order to assess the effectiveness and efficiency of services.

**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 which is based on value and may be imposed for any purpose.

**Program Budget:** A budget that focuses upon broad functions or activities of an

**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 which may be used only to retire the principal and interest or redemption charges

## Glossary

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**Operating Transfer:** A transfer of money that re-allocates City resources 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 line items, programs or funds. Workload and unit cost data are collected in order to assess the effectiveness and efficiency of services.

**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 which 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:** Abbreviation 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 which may be used only to retire the principal and interest or redemption charges on bond indebtedness.

**Service Indicators:** Specific quantitative and qualitative measures of work performed as an objective of the department.

**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.

## Glossary

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**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 limitations 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:** Stands for Transient Occupancy Tax, also known as bed tax. A local revenue source for the Economic Development Fund. Three percent tax is assessed on transient rentals (that 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:** 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.

## Expense Account Descriptions

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Expense accounts are categorized by *object classification*. Classifications are used to describe the service or commodity obtained. There are eight major object categories, each of which is further subdivided. The following are definitions of the object classes and subcategories.

**1. Personal Services - Salaries and Wages:** Amounts paid to both permanent and temporary City employees. This category includes gross salary for personal services rendered while on the payroll of the City.

5101 **Regular Wages:** Wages earned in the normal 40 hour (or less) work week.

5102 **Temporary Labor:** Wages paid to temporary employees (less than 1040 hours per year).

5106 **Overtime:** Wages paid at regular time and a half in accordance with City Human Resources Rules & Regulations and the Fair Labor Standards Act (FLSA).

**2. Personal Services - Employment Costs:** Amounts paid by the City on behalf of employees. These amounts are not included in the gross salary, but are in addition to that amount. Although not paid directly to the employee, these payments are part of the cost of employment.

5217 **Federal Insurance Contribution Act (FICA):** The City's share of the Medicare tax paid on behalf of the employees.

5218 **Retirement:** Employer share of retirement programs including Arizona Public Safety Personnel Retirement System (APSPRS), International City Management Association (ICMA) and the Key Executive Pension Plan.

5219 **Tuition Reimbursement:** Amounts reimbursed by the City to any employee qualifying for tuition reimbursement, in accordance with the City Human Resources Regulation.

5221 **Disability Insurance:** Cost to provide long-term disability insurance for those City employees disabled and unable to work. Employees must complete a waiting period before

becoming eligible for coverage.

5222 **Employee Allowances:** Includes relocations expenses, uniform allowance, special assignment allowances (i.e. dive team), and vehicle allowance.

5223 **Health Insurance:** Employer cost of health, vision, dental, and life insurance for employees.

5224 **Workers' Compensation:** Payments made to State Compensation Fund per the City Workers' Compensation Policy.

5225 **Annual Leave:** In accordance with the Human Resources Rules & Regulations manual, benefits paid for eight (8) days of personal leave less any time taken, and payout of vacation hours that exceed the set limit of 160 accrued hours.

## Expense Account Descriptions

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**3. Purchased Professional and Technical Services:** Services that can be performed only by persons or firms with specialized skills and knowledge. The primary purchase is the service that is provided, although a product may or may not result from the transaction. Included here are the services of architects, engineers, auditors, physicians, lawyers and consultants.

5331 **Health Services:** All services performed by a physician or counselor, including physical examinations, drug testing, counseling or guidance services.

5332 **Legal Services:** Services provided per contract by the City Attorney; counsel for the Merit Review Board and the police retirement board; and litigation costs associated with the defense and/or settlement of law suits and claims against the City. Other legal services provided include bond arbitration calculation, and the services of the public defender and magistrates pro-tem.

5333 **Engineering Services:** Specialized services provided by consulting engineers, surveyors, architects, etc.

5334 **Auditing Services:** Sales tax auditing and the independent auditor's annual examination of the City's financial records.

5335 **Other Professional Services:** Professional and technical services, other than those described above, that support the operation of the City government, i.e. recording services, microfilm development, process service, mechanical services, cleaning service, etc.

5338 **Bank Services:** Account maintenance, merchant services, automatic investment program, trust account services, wire transfers, and other banking related charges.

**4. Purchased Property Services:** Services purchased to operate, repair, maintain and rent property owned or used by the City. Services that are provided by persons other than City employees. The primary purchase is the service, although a product may or may not result from the transaction.

5411 **Water:** Water utility service in buildings and parks, including landscaping and public works uses.

5412 **Electric:** Cost of electric utility service to City facilities. Also includes electricity to traffic signals. This account does not include the cost of street lighting (see account number 5803).

5415 **Natural Gas:** Cost of natural gas utility service to City facilities.

5431 **Repair & Maintenance Services:** Expenditures include contracts and agreements covering the upkeep of buildings and equipment. Facilities maintenance includes cleaning, alarm service, pest treatment, repairs, etc. Equipment service contracts are for City owned equipment including radios, copiers, typewriters, telephones and computers.

5441 **Rental of Land and Buildings:** Expenditures for leasing or renting land and buildings for both temporary and long-term use.

## Expense Account Descriptions

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5442 **Rental of Equipment and Vehicles:** Expenditures for leasing or renting equipment or vehicles for both temporary and long-range use. This account includes capital lease arrangements and other rental agreements.

5451 **Construction Services:** Payments made to contractors for constructing, renovating and remodeling.

**5. Other Purchased Services:** Amounts paid for services rendered by organizations or personnel not on the payroll (separate from professional or property services). Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

5521 **Insurance Premiums:** Premiums paid for the City's liability and casualty insurance.

personnel recruitment, legal notices, and promotion of the City and its programs.

5522 **Insurance Losses:** Reserves set up to cover potential self-retention losses.

5551 **Printing:** Expenditures to design and print forms, documents, and publications for the City's use.

5531 **Telephone:** Telephone service costs including long-distance calls, local services, rental of equipment and related charges.

5581 **Travel:** Expenditures for local and out-of-town travel, including transportation, lodging, meals and other expenses related to City business. The cost of business luncheon meetings are not accounted for here, but are recognized in account number 5805.

5541 **Advertising:** Costs incurred in advertising in professional publications, newspapers or radio broadcasts. Expenditures include advertising for such purposes as

**6. Supplies:** Amounts paid for items that are consumed or deteriorated through use.

5611 **General Supplies and Small Equipment:** Expenditures for all supplies needed for the operation and administration of the City. Included here are office supplies, computer supplies, kennel supplies, photo supplies, small tools and equipment, uniform purchases, and miscellaneous operating supplies and materials.

5615 **Street Supplies:** All costs associated street materials and street signs, including asphalt, concrete, aggregate base material, oils, crack sealant, striping, paint, and the purchase of and/or fabrication and installation of street signs.

5641 **Books and Periodicals:** Costs include purchase of books, periodicals, and library updates.



## Expense Account Descriptions

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**7. Property:** Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, and equipment.

- 5710 **Land:** Expenditures for the purchase of land. capital improvements as streets, curbs and drains.
- 5720 **Buildings:** Cost of acquiring existing buildings. These expenditures include the principal amount of capital lease payments resulting in the acquisition of buildings, except payments to building authorities or similar agencies.
- 5730 **Improvements other than Buildings:** Expenditures for procuring improvements not associated with buildings. Included are permanent improvements such as fences, retaining walls, and such
- 5741 **Heavy Machinery and Equipment:** Expenditures for machinery and equipment used for parks, public works, sewage treatment, or law enforcement. Includes heavy equipment.
- 5742 **Vehicles:** Includes cars, trucks, motorcycles, trailers, and boats.
- 5743 **Office Equipment, Furniture & Fixtures:** Office furniture, building fixtures, communications equipment, and other miscellaneous items.

**8. Other Expenses:** Amounts paid for goods and services not previously classified.

- 5802 **Postage:** Postage supplies, equipment, and the cost of sending correspondence, including certified letters, C.O.D. charges and freight bills.
- 5803 **Street Lighting:** Cost of electric utility service to street lights.
- 5805 **Business Meals and Expenses:** Cost of business luncheons and related expenses.
- 5808 **Investigative Expenses:** Funds used by the Police Department in the course of investigations. This includes drug buy money.
- 5811 **Chamber of Commerce Allocation:** Payments made per Council approved contracts to the Bullhead Area Chamber of Commerce for the promotion of tourism or the economic development of the City.
- 5812 **Innkeepers' Association Allocation:** Expenditures for the promotion of tourism by the Bullhead City Innkeepers' Association.
- 5813 **City Events:** Per Council direction, a reserve was established allowing ten percent (10%) of collected transient occupancy tax revenue for use in connection with City events submitted by the Chamber of Commerce and the Innkeepers' Association and approved by Council.
- 5821 **Training:** Attendance at seminars or other training programs, including registration, travel and tuition costs.
- 5822 **Annual Dues:** Membership costs in professional organizations.

## Expense Account Descriptions

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- 5825 **Vehicle Fuel:** Fuel costs necessary to operate City vehicles and heavy equipment.
- 5826 **Elections:** Costs to facilitate required elections, including poll worker salaries, employee overtime, ballots, machine rental, etc.
- 5828 **Intergovernmental Agreements:** Includes the costs of those arrangements made with other governmental agencies or school districts. Examples of such expenditures include water allocations, health services, prisoner costs, and school utilities charges incurred while using the local schools and the chamber of commerce for the summer recreation programs.
- 5831 **Pyrotechnics:** Fireworks and equipment for the annual display for the Fourth of July celebration.
- 5833 **Jury Fees:** Includes a \$12.00 per day fee paid to each juror at City trials, and mileage paid at 32¢ per mile.
- 5835 **Firearms:** All costs associated with the procurement, maintenance, and use of police weapons, including repairs and ammunition.
- 5838 **Prisoner Costs:** Expenditures related to holding prisoners at the police station or at the county jail. Includes extradition costs.
- 5841 **Housing Assistance Payments:** Rental payments paid with the money received from the U.S. Department of Housing and Urban Development (HUD) to landlords participating in the housing certificate program.
- 5842 **Utility Assistance Payments:** Utility assistance payments paid to families where their utility allowance exceeds the rent amount. This amount is based on the Section 8 calculations.
- 5843 **Tenant Damages:** Cost to repair any damages caused by persons participating in the housing assistance program.
- 5844 **Vacancy Loss:** Cost to pay landlord if a tenant moves out without notice.
- 5845 **Administrative Fee:** Fees paid to other housing authorities when one of our vouchers moves into another area.
- 5851 **Housing Assistance Payments - Other Cities:** Rental payments paid with money received from the original housing authority when families from other areas move into our area with a housing voucher.
- 5852 **Utility Assistance Payments - Other Cities:** Utility assistance payments paid with money received from the original housing authority when families from other areas move into our area where their utility allowance exceeds the rent amount. This amount is based on the Section 8 calculations.
- 5853 **Damages - Other Cities:** Payment made to other housing authorities reimbursing them the cost of repairs for any damages caused by families participating in the housing assistance program that have moved from our housing authority to another.
- 5861 **Principal Payment:** Debt repayment of leases or other debt which reduces the principal amount due.

## Expense Account Descriptions

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- 5862 **Interest Expense:** Expenses associated with debt repayment on financing of various capital purchases.
- 5865 **Deferred Charge - Issuance Costs:** Non-regularly recurring, non-capital costs of operations that benefit future periods. These costs include those incurred in connection with the issuance of fund debt (i.e., underwriting and legal fees).
- 5868 **Bond Arbitrage:** Excess interest earned over the effective interest rate of the tax exempt bonds to be rebated to the U.S. Treasury.
- 5871 **Bad Debt Expense:** Uncollected fees that are written off after 90 days.
- 5872 **Depreciation:** The depreciation amount that is expensed over the life of the asset in the Enterprise Fund.
- 5875 **Recapitulation Expense:** The amount refunded or credited to property owners which is the difference between the original special assessments and the revised special assessments for improvement districts.
- 5880 **Miscellaneous Expenditures:** Amounts paid for goods and services not previously classified.
- 5881 **Contingency:** Monies that are unappropriated for a particular purpose, or held in reserve. Council approved spending from contingency is charged to this account.