

**CITY OF WILLCOX  
REQUEST FOR COUNCIL ACTION**

Agenda Item \_\_\_\_\_  
Tab Number \_\_\_\_\_  
Date: 4/30/12

<b>Date Submitted:</b>	<b>Action:</b>	<b>Subject:</b>
April 26, 2012	<input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Formal <input type="checkbox"/> Other	Budget Work Session General Fund Departments Fiscal Year 2012-2013

TO: MAYOR AND COUNCIL  
FROM: Finance Director Ruth Graham

**DISCUSSION:**

At this work session the Mayor and City Council will be presented with the tentative FY 12-13 budgets for several General Fund Departments, as well as the budgets for Fund 21, Capital Improvements, and Fund 22, Repair and Demolition.

The information presented includes:

Page No.	Fund No.	Description/Department
1	10	Revenues, Expenses and Fund Balances Summary to date
2	10	FY12-13 Salaries and Benefits Schedule
3	10	General Fund Administration (City Manager, Clerk, Human Resources)
4	10	Finance
5-9	10	Library
10-14	10	Development Services
15	10	Legal and Courts
16	10	Mayor and Council
17	10	Community Programs
18	21	Capital Improvements
19	22	Repair and Demolition Fund

- 1) The Revenues, Expenses and Fund Balance Summary is an updated version of the summary that has been presented at each budget discussion, with information added as Funds are discussed;
- 2) The FY12-13 Salaries and Benefits Schedule is updated to include the proposed 3% wage increase that has been discussed, as well as an estimated 10% increase in health insurance costs. ESG is securing renewal quotes for FY13. The payroll assumes that the employee contributions to coverage will be held constant at the rates that have been used for four years.
- 3) The Capital Improvements Fund includes budgeted funds for City capital projects described on the exhibit following the Budget for Fund 21. Scheduled projects include the renovation of the Border Patrol Building on Downen Street, replacement radios for Public Works to comply with current regulatory requirements, Roof preservation at City Hall, Curbing at the Cemetery, and barriers at the pool parking lot to reduce dust from traffic.

- 4) Fund 22, the Repair and Demolition Fund, is a new fund. The revenues for the fund are from General Fund transfers; in the event that an expense is incurred and monies are transferred to Fund 22, the transfer will be recorded as a loan. If and when monies are recovered, the funds will be applied to repay the General Fund loan.

Each budget will be presented and discussed at the work session.

Submitted by:

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Ruth Graham

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Pat McCourt, City Manager

City of Willcox Budget Planning Fiscal Year 2012-2013

Revenues, Expenses and Fund Balances

Fund Number	Fund Name	7/1/12 Projected Opening Balance	Projected Revenues	Inter-fund Transfers		Projected Expenses	6/30/13 Projected Ending Balance	FY 12-13 Projected Fund Balance Change
				In	Out			
10	General Fund			A/B \$ 605,008	E \$ 6,500 F \$ 100,000	\$ -	\$ -	\$ -
15	HURF	\$ 151,269	\$ 984,350		C \$ 10,321	\$ 1,053,564	\$ 71,734	\$ (79,535)
16	Grants	\$ -	\$ 1,181,643	C \$ 10,321		\$ 1,191,964	\$ -	\$ -
17	Special Rev Grants	\$ 51,390	\$ 54,770	E \$ 6,500		\$ 112,660	\$ -	\$ (51,390)
20	Debt Service	\$ 161,895	\$ 159,191	D \$ 5,450		\$ 148,969	\$ 177,567	\$ 15,672
21	Capital Improv	\$ -	\$ -			\$ -	\$ -	\$ -
22	Repair & Demolition	\$ -	\$ -	F \$ 100,000		\$ 100,000	\$ -	\$ -
50	Gas - Operating Regulator Station	\$ 1,027,008	\$ 1,094,173 \$ 3,000,000		A \$ 190,731	\$ 988,263 \$ 3,000,000	\$ 942,187	\$ (84,821)
51	Water	\$ 1,449,352	\$ 778,089		A \$ 128,264 D \$ 5,450	\$ 577,717	\$ 1,521,460	\$ 72,108
52	Sewer	\$ 812,257	\$ 748,885		A \$ 127,361	\$ 631,339	\$ 802,442	\$ (9,815)
53	Refuse Due to Gen Fund	\$ 82,672	\$ 669,501		A \$ 122,853 B \$ 35,799	\$ 554,550	\$ 74,770	\$ (7,902)
61	Magistrate Court Trust Fund	\$ 3,863	\$ 6,000			\$ 6,863	\$ 3,000	\$ (863)
72	Firemen's Pension Trust Fund	\$ 221,927	\$ 2,739			\$ 2,400	\$ 222,266	\$ 339
		\$ 3,961,633	\$ 8,679,341	\$ 727,279	\$ 727,279	\$ 8,368,289	\$ 3,815,426	\$ (146,207)

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- A Utilities transfers to General Fund
- B Budgeted Refuse loan repayment to General Fund
- C Ft. Grant Beautification Project
- D General Obligation Bond for Water paid by Water Utility
- E Skatpark/Fireworks Transfers from General Fund
- F Repair & Demolition Fund - loan from General Fund

**CITY OF WILLCOX  
CITY OF WILLCOX FISCAL YEAR 2012-2013 BUDGET DRAFT  
SALARIES AND BENEFITS SCHEDULE**

DEPARTMENT/POSITION	# Pos	1101 ANNUAL SALARY	1105 OVERTIME	1201 WORKER COMP	1202 HEALTH/ GRP INS	1203 FICAMED TAX	1204/1206 RETIREMT CONTRIB	1205 UC TAX	1207 \$20K LIFE INS	1208 HRA ALLOW	1209 BENEFIT FEES	TOTAL COMP	Incl. Wage Increase 3%
<b>GENERAL FUND</b>													
MAYOR AND COUNCIL (10-402)	7.0	19,200	-	64	18,328	1,469	-	960	-	-	-	21,694	
ADMINISTRATION (10-401)	3.0	196,914	-	661	11,774	15,064	20,637	412	311	3,917	526	256,769	
DEVELOPMENT SERV/BLDG INSP (10-460)	3.0	94,535	-	1,745	22,397	7,232	7,117	412	311	2,612	430	126,168	
PUBLIC SAFETY ADMIN (10-421)	3.0	143,871	518	4,510	30,457	11,046	29,648	412	386	3,917	526	217,231	
COMMUNICATIONS (10-422)	6.0	173,649	10,357	618	12,270	14,076	16,753	823	623	5,223	955	253,534	
HUMANE DIVISION (10-424)	1.5	40,710	1,553	1,234	55,491	3,233	4,361	274	208	2,612	350	66,806	
PATROL (10-425)	8.0	328,537	41,200	21,917	8,633	28,285	102,164	1,075	1,430	10,447	1,402	591,947	
INVESTIGATIONS (10-426)	2.0	92,016	10,079	6,052	7,810	7,810	28,249	269	358	2,612	350	156,428	
K-9 (10-428)	1.0	12,657	-	750	-	968	3,886	-	-	-	-	18,262	
FIRE DEPARTMENT (10-427)	18.0	29,973	-	2,595	20,324	2,293	1,499	587	-	-	-	36,947	
FINANCE (10-442)	4.5	166,854	-	560	20,407	12,764	16,083	686	415	5,223	701	223,611	
LIBRARY (10-444)	5.0	156,975	-	527	20,407	12,009	16,451	686	519	3,917	684	212,176	
SWIMMING POOL (10-445)	12.0	46,249	-	2,444	-	3,538	1,000	857	-	-	-	54,087	
PUBLIC WORKS ADMIN (10-451)	3.0	111,630	1,036	2,706	15,267	8,619	11,807	412	311	2,612	430	154,829	
CEMETERY (10-455)	1.0	20,874	518	1,490	7,133	1,636	2,242	137	104	1,306	175	35,615	
VEHICLE MAINTENANCE (10-456)	2.0	69,968	1,036	2,633	12,270	5,432	7,441	274	208	2,612	350	102,224	
BUILDINGS AND GROUNDS (10-457)	1.0	27,940	1,243	997	8,054	2,232	3,058	137	104	1,306	175	45,246	
PARKS AND RECREATION (10-462)	4.0	105,103	4,350	4,842	20,903	8,373	11,471	549	415	3,917	605	160,528	
<b>TOTAL GENERAL FUND WAGES/BENEFITS</b>	<b>85.0</b>	<b>1,824,997</b>	<b>84,546</b>	<b>56,346</b>	<b>263,709</b>	<b>146,080</b>	<b>283,866</b>	<b>8,962</b>	<b>5,704</b>	<b>52,233</b>	<b>7,658</b>	<b>2,734,101</b>	
<b>STREETS</b>													
STREETS DEPARTMENT (15-451)	8.0	214,751	2,589	25,480	43,292	16,626	22,777	1,098	830	9,141	1,306	337,890	
<b>TOTAL STREETS WAGES/BENEFITS</b>	<b>8.0</b>	<b>214,751</b>	<b>2,589</b>	<b>25,480</b>	<b>43,292</b>	<b>16,626</b>	<b>22,777</b>	<b>1,098</b>	<b>830</b>	<b>9,141</b>	<b>1,306</b>	<b>337,890</b>	
<b>UTILITIES</b>													
GAS FUND (50-451)	3.0	97,744	7,311	3,590	21,707	8,037	11,010	549	311	3,917	526	154,701	
WATER FUND (51-451)	4.0	126,941	8,611	5,500	29,761	10,370	14,206	600	415	5,223	701	202,327	
SEWER FUND (52-451)	3.0	107,653	6,359	4,599	17,714	8,722	11,948	463	311	3,917	526	162,214	
<b>TOTAL UTILITIES WAGES/BENEFITS</b>	<b>10.0</b>	<b>332,338</b>	<b>22,281</b>	<b>13,689</b>	<b>69,181</b>	<b>27,128</b>	<b>37,164</b>	<b>1,612</b>	<b>1,038</b>	<b>13,058</b>	<b>1,752</b>	<b>519,242</b>	
<b>GRANT FUNDED POSITIONS</b>													
SRO-WUSD CONTRIBUTION 16-474-9840													
WILDLAND FIRE-ESTIMATED 17-439-6000		10,000	-	121	-	765	1,048	-	-	-	-	11,934	
<b>TOTAL GRANT-FUNDED WAGES/BENEFITS</b>		<b>10,000</b>	<b>-</b>	<b>121</b>	<b>-</b>	<b>765</b>	<b>1,048</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,934</b>	
<b>FY11 TOTAL WAGES/BENEFITS</b>	<b>103.0</b>	<b>\$ 2,382,085</b>	<b>\$ 109,417</b>	<b>\$ 95,636</b>	<b>\$376,183</b>	<b>\$ 190,600</b>	<b>\$ 344,855</b>	<b>\$ 111,671</b>	<b>\$ 7,572</b>	<b>\$74,432</b>	<b>\$ 10,716</b>	<b>\$ 3,603,167</b>	

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Report Criteria:

Account Termination Date = {Is NULL}  
 Account Detail

Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>GENERAL FUND</b>						
<b>ADMINISTRATION</b>						
10-401-1101	SALARIES	171,482	189,251	189,380	131,689	196,914
10-401-1103	RETIREMENT ALLOWANCE	0	0	0	10,281	0
10-401-1201	INDUSTRIAL INSURANCE	788	710	641	362	661
10-401-1202	MEDICAL INSURANCE	14,334	20,046	15,318	10,544	18,328
10-401-1203	FICA	15,045	13,884	14,026	9,484	15,064
10-401-1204	ARS	13,996	17,581	18,582	12,241	20,637
10-401-1205	UNEMPLOYMENT	409	458	340	425	412
10-401-1207	LIFE INSURANCE	187	244	265	173	311
10-401-1208	HEALTH REIMB ALLOWANCE	0	0	2,318	2,546	3,917
10-401-1209	BENEFITS FEES	0	0	426	335	526
10-401-2101	OFFICE SUPPLIES	2,500	3,082	2,262	1,878	2,500
10-401-2115	EQUIPMENT REPAIR/MAINTENANCE	833	0	85	0	0
10-401-2402	TELEPHONE	13,209	10,277	11,013	8,513	11,000
10-401-2403	POSTAGE	4,054	4,954	5,408	3,796	6,500
10-401-2404	UTILITIES	30,686	18,792	10,636	8,608	12,000
10-401-2590	CONTRACT SERVICES	3,207	2,725	3,834	2,806	3,000
10-401-2601	FUEL AND OIL	888	1,223	547	457	500
10-401-2603	VEHICLE REPAIR/MAINTENANCE	938	878	839	472	500
10-401-2700	TRAVEL AND TRAINING	15,613	6,232	5,673	2,772	7,000
10-401-2804	SUBSCRIPTIONS/MEMBERSHIPS	11,004	2,443	1,055	50	1,050
10-401-2870	EQUIPMENT LEASES	9,169	8,841	9,476	3,624	7,000
10-401-9201	GENERAL INSURANCE	23,654	21,927	21,156	21,952	22,201
10-401-9601	ADVERTISING	11,081	10,468	10,335	6,788	10,000
10-401-9602	ELECTION MATERIAL	0	5,078	0	7,487	4,000
10-401-9603	CONTINGENCY	844	10,000	0	5,023	15,000
10-401-9690	MISC EXPENSE	1,678	818	757	941	2,000
ADMINISTRATION Totals:		345,599	349,912	324,372	253,247	361,021

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Report Criteria:

Account Termination Date = {Is NULL}  
 Account Detail

Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>GENERAL FUND</b>						
<b>FINANCE</b>						
10-442-1101	SALARIES	160,958	162,706	158,382	121,517	166,854
10-442-1105	OVERTIME	0	0	0	0	0
10-442-1201	INDUSTRIAL INSURANCE	668	582	537	393	560
10-442-1202	MEDICAL INSURANCE	25,724	31,217	21,874	15,329	20,324
10-442-1203	FICA	12,254	11,684	11,896	9,262	12,764
10-442-1204	ARS	13,981	13,812	14,253	11,327	16,083
10-442-1205	UNEMPLOYMENT	397	783	562	785	686
10-442-1207	LIFE INSURANCE	342	378	405	255	415
10-442-1208	HEALTH REIMB ALLOWANCE	0	0	3,231	3,536	5,223
10-442-1209	BENEFITS FEES	0	0	599	466	701
10-442-2101	OFFICE SUPPLIES	1,543	1,674	1,417	801	1,800
10-442-2108	DATA PROCESSING SUPPLIES	909	122	0	0	0
10-442-2116	SMALL EQUIPMENT PURCHASES	0	22	320	0	500
10-442-2502	AUDITING FEES	19,500	19,250	18,100	16,650	21,250
10-442-2590	CONTRACT SERVICES	4,425	6,150	16,169	23,092	34,220
10-442-2592	APS CONTRACT	11,966	9,928	10,589	7,181	10,500
10-442-2700	TRAVEL AND TRAINING	3,892	2,378	1,698	1,209	2,500
10-442-2705	EMPLOYEE EVENTS	3,284	0	3,000	3,000	3,000
10-442-2801	MAINTENANCE CONTRACTS	9,039	11,056	8,914	7,376	11,500
10-442-2804	SUBSCRIPTIONS/MEMBERSHIPS	646	395	552	572	600
10-442-2808	MICROGRAPHICS	852	257	30	0	200
10-442-9601	ADVERTISING	402	1,000	1,355	915	2,000
10-442-9603	CONTINGENCY	0	79	1,324	( 185 )	500
10-442-9650	BANK SERVICE CHARGES	14,135	12,111	11,476	9,899	12,000
10-442-9691	OVER/SHORT	33	17	29	18	150
10-442-9901	CAPITAL PURCHASES	0	0	9,895	6,342	16,000
FINANCE Totals:		284,950	285,601	296,606	239,740	340,330

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Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>GENERAL FUND</b>						
<b>LIBRARY</b>						
10-444-1101	SALARIES	153,155	144,649	132,119	105,087	156,975
10-444-1105	OVERTIME	0	13	0	0	0
10-444-1201	INDUSTRIAL INSURANCE	643	538	447	340	527
10-444-1202	MEDICAL INSURANCE	21,900	25,405	16,002	13,710	20,407
10-444-1203	FICA	11,567	10,567	9,535	7,773	12,009
10-444-1204	ARS	14,472	13,413	12,964	10,818	16,451
10-444-1205	UNEMPLOYMENT	337	703	454	644	686
10-444-1207	LIFE INSURANCE	433	427	406	338	519
10-444-1208	HEALTH REIMB ALLOWANCE	0	0	2,312	3,310	3,917
10-444-1209	BENEFITS FEES	0	0	489	501	684
10-444-2101	OFFICE SUPPLIES	2,879	4,298	4,769	1,834	5,500
10-444-2109	LIBRARY MATERIAL	8,588	7,247	7,294	6,265	12,000
10-444-2110	BUILDING MAINTENANCE	0	0	2,579	522	3,000
10-444-2112	REFERENCE MATERIALS	1,385	50	2	0	2,000
10-444-2115	EQUIPMENT REPAIR/MAINTENANCE	697	3	32	867	2,500
10-444-2116	SMALL EQUIPMENT PURCHASES	1,056	1,159	294	774	2,500
10-444-2190	OTHER SUPPLIES AND MATERIALS	690	562	257	401	1,200
10-444-2402	TELEPHONE	4,106	3,740	3,860	2,896	4,100
10-444-2403	POSTAGE	1,516	1,985	1,624	1,105	3,000
10-444-2404	UTILITIES	10,057	10,742	10,175	8,431	10,979
10-444-2700	TRAVEL AND TRAINING	1,449	1,454	473	658	2,500
10-444-2801	MAINTENANCE CONTRACTS	1,394	1,188	558	529	3,272
10-444-2804	SUBSCRIPTIONS/MEMBERSHIPS	1,535	1,767	1,645	1,580	2,000
10-444-2806	PROGRAMMING	1,091	868	822	1,257	2,000
10-444-9201	GENERAL INSURANCE	4,420	5,350	6,743	7,165	7,102
10-444-9603	CONTINGENCY	3,805	0	0	0	2,000
10-444-9690	MISC EXPENSE	187	12	0	172	3,000
10-444-9734	TRANSFER OUT	0	5,255	0	0	0
10-444-9809	BUILDING IMPROVEMENTS	0	0	0	858	3,000
10-444-9901	CAPITAL PURCHASES	3,172	9,495	0	1,661	8,112
LIBRARY Totals:		250,534	250,890	215,853	179,496	291,940

# ELSIE S. HOGAN COMMUNITY LIBRARY

## Budget Overview FY 2012-13

The Library has been in and out of the spotlight for most of the current Fiscal Year 2011-12. Many good things are happening right now, for the City and the community, and the Library continues to serve as a shining reminder to the Public, that the City cares about the health, welfare and literacy of all of its citizens. In these tough economic times, *informed* citizens make better decisions for themselves and their families, and the Library is here to help them get that information. The long drawn out Library renovation project is progressing smoothly toward completion, and thanks to the USDA-RDA and SGIA-C grants, we should be able to complete this three-plus-year-long project on time and on budget prior to the new Fiscal Year. Our goal has always been, and continues to be: that we are a central “gathering place” in the community for our residents, and based on the results of our recent Customer Satisfaction Survey, I strongly believe we are heading in the right direction. **We ask that the City Council and the City Manager take the necessary actions to support this effort, for the betterment of all our citizens.**

Our primary emphasis this budget year continues to focus primarily on new technology and maintaining, upgrading and replacing our present equipment, as necessary. Our secondary emphasis is on completing and complimenting the Renovation project with necessary furnishings and equipment, as outlined in our 5-Year Strategic Plan to: “Visit a Comfortable Place”. To that end, this new Library operating budget is very much the same as last year. We had already scrubbed our requirements down to the bare bones last year, tightened our belts in almost all areas, and the result now for FY 12-13 is, if the **same level of service** to our citizens is to be maintained at the current levels, and in view of the higher costs of the products we use/purchase in order to provide those services, *any* reduction from this Budget proposal will necessitate a corresponding reduction in the level of service we can provide. Nobody wants that to happen. Knowing the General Fund has been out of balance for a few years, we had previously implemented a policy of reducing expenditures to the absolute minimum, to the detriment of being able to maintain much of our equipment. *More* people are using the Library’s equipment now, not fewer.

With nearly 80% of my total budget made up of fixed costs, i.e., employee salaries and benefits, utilities and insurance, we have about \$49,000 left to operate the Library with. That means buying books, equipment, and supplies, providing quality programming for all ages, and very few other things. We have curtailed much of what we normally would do, in order to minimize the impact of reduced revenues here in Willcox this next year, and still continue to provide all of the vital and necessary library services to our residents. We expect that 40,000 patrons will visit us again this year!

*“Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation.”*

**--Walter Cronkite**

*“A library is not a luxury, but one of the necessities of life.”*

**--Henry Ward Beecher**





## Notes from CCLD Management Committee [Librarians] planning discussions

### **Library Services in Cochise County for the Next 5-10 Years:**

Note: **Highlighted items** below are things we are already doing here in Willcox.

- **Books**
- **Everything we're doing now, including:**
  - **Programs for life-long learning**
  - **Outreach**
  - **Internet access/public PCs for lower-income residents**
  - **Intra-agency cooperation**
  - **Digital media and classes**
  - **Up-to-date equipment**
  - **Community focal point/info hub**
  - **Online resources**
  - **Recreational reading, including e-books**
  - **Commons/meeting space**
  - IT staff in libraries
  - **Homeschoolers**

#### **Emphasis on young people:**

- **Give them what they want --- media, separate space, music, video, software**
- **Enable creativity/participation --- blogs, podcasts, Website design**

#### **Emphasis on seniors:**

- **Lectures, films, and other chances to socialize**
- **Delivery service**
- **Exhibits**
- **Training in new media/one-on-one tutoring**
- **Learning center --- classes/live information delivery**

#### **Where/how will libraries deliver services?**

- **Physical space: planned expansions (Bowie, Willcox)**
- **Wireless access for convenience**
- **Option for self-check in larger libraries**
- **Planned branches (Sierra Vista): 12-15,000 sq. ft. to serve 20-25,000 population in new development on SR 92. Satellite of main library --- popular collection, newspapers & magazines, Internet access, programs, meeting room --- like Wilmot in Tucson; no tech services/ILL staff.**
- **Alternative service points: partner with existing facilities?**
- **Possible branches**
  - Benson (serving commuters?)



Douglas & Willcox (serving retirees?)

Bisbee:

- Naco School --- has space & books, funding, outside access, no computer system; wants to be a community library. Could be a city branch with IGA between city and school & Copper Queen responsible for Naco's participation in Sirsi network.
- Bisbee High School --- has a good facility, outside access, may consolidate all district libraries into one

**Issues for Library District:**

- county courier to main and/or to city library branches?
- server capacity
- network capacity
- should CCLD establish new branches at schools or offer Sirsi access on fee basis?
- Kiosk : do library business in a public place?
- **Virtual space: Website enhancement**

**What do we want that we don't have now/ what might users come to our website for?**

- Interactivity (library card applications, virtual reference/live chat, ILL requests, Reader's advisory/staff picks, suggest a purchase, general feedback, contributed reviews, blog)
- **Events calendar for each library (locally-updated?)**
- **Special areas for kids, teens, seniors**
- RSS feeds
- Lively, jazzy but clean look --- not bandwidth intensive

## Library Department Annual Budget 2012 - 2013 (Proposed)

Ref	10-444- Description	FY 11-12	FY 2012-2013	Rationale for Changes
*	1101 Salaries	151,336	151,336	Per H-R
*	1104 Pay for Performance	0	0	no chg
	1105 Overtime	0	0	no chg
*	1201 Industrial Insurance	519	519	no input
*	1202 Medical Insurance	18,825	18,825	no input
*	1203 FICA	11,577	11,577	no input
*	1204 ASRS	15,293	15,293	no input + cost increase
*	1205 Unemployment	672	672	no input
*	1207 Life Insurance	519	519	no input
*	1208 Health Reimbursement Allow.	3,917	3,917	no input
*	1209 Benefits Fees	684	684	no input
	2101 Office Supplies	5,500	5,500	no chg
*	2109 Library Materials	12,000	12,000	No chg. Cost per book has risen by \$1 x 1500 purchases/yr
	2110 Building Maintenance	3,000	3,000	no chg
	2112 Reference Materials	2,000	2,000	no chg - per phased replacement schedule
	2115 Equip Repair/Maintenance	2,000	2,500	Equip not being replaced is older, more breakdowns occur
	2116 Small Equipment Purchases	2,000	2,500	Equip not being replaced is older, more breakdowns occur
*	2190 Other Supplies and Materials	1,200	1,200	no chg - Children/Teen/Adult/Sr Programs Spt & Supplies
	2402 Telephone/Internet/Wireless	4,100	4,100	Current actual costs+VTC Svc Calls (avg'd)
*	2403 Postage	2,500	3,000	Actual costs - Post Office raised 'Library Rate' again
	2404 Utilities	10,979	10,979	Prior yr actual (+ \$10/mo=add'l cost of 400sf Solarium Rm)
*	2700 Travel and Training	2,000	2,500	Higher gas prices at the pump, using City vehs
	2801 Maintenance Contracts	3,252	3,272	Actual costs - EnvisionWare, Self-Ck SIP2, WI-FI, copier
	2804 Subscriptions/Memberships	2,000	2,000	no chg - covers B&T pkgs, mags & newspapers, AzLA
	2806 Programming	1,350	2,000	More cmnty outreach+offering more progs+lower FOL spt
*	9201 General Insurance	7,102	7,102	Actual cost from previous yr
*	9603 Contingency	2,000	2,000	no chg - Standard amount from previous budgets
	9690 Misc Expenses	3,000	3,000	no chg - Still needed for Renovation Project contingencies
*	9809 Building Improvements	5,000	3,000	decreased to compensate for increases above/renov comp
	9901 Capital Purchases	8,782	8,112	decreased to compensate for increases above/renov comp
*	9902 Capital Improvements	0	0	no chg
*	9910 Matching Grants	0	0	no chg
*	9999 New Employee Costs	0	0	no chg
	<b>TOTAL</b>	<b>283,107</b>	<b>283,107</b>	<b>This is what I really need in FY 2012-2013 to do the job.</b>
		100%		Amount differences are mostly due to higher fixed costs.
	(*) Fixed Costs - No control over numbers - 84% of my Budget this year - Leaves me less than \$45K to operate on.			

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Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>GENERAL FUND</b>						
<b>DEVELOPMENT SERVICES</b>						
10-460-1101	SALARIES	91,246	79,937	66,273	52,764	94,535
10-460-1201	INDUSTRIAL INSURANCE	1,646	1,162	1,095	809	1,745
10-460-1202	MEDICAL INSURANCE	17,514	15,828	8,715	7,413	11,774
10-460-1203	FICA	6,898	5,981	5,009	4,131	7,232
10-460-1204	ARS	8,622	7,391	6,503	5,432	7,117
10-460-1205	UNEMPLOYMENT	201	338	227	327	412
10-460-1207	LIFE INSURANCE	215	193	163	136	311
10-460-1208	HEALTH REIMB ALLOWANCE	0	0	1,789	2,207	2,612
10-460-1209	BENEFITS FEES	0	0	283	290	430
10-460-2101	OFFICE SUPPLIES	3,025	3,271	1,752	2,342	2,250
10-460-2102	UNIFORMS	165	226	0	0	400
10-460-2116	SAFETY EQUIPMENT PURCHASES	4,706	810	2,648	1,250	1,250
10-460-2190	OTHER SUPPLIES AND MATERIALS	1,469	564	694	64	500
10-460-2402	TELEPHONE	1,259	1,211	1,028	631	900
10-460-2403	POSTAGE	181	140	129	213	6,500
10-460-2404	UTILITIES	0	7,658	6,459	5,051	0
10-460-2590	CONTRACT SERVICES	55,547	16,001	9,909	17,315	20,000
10-460-2601	FUEL AND OIL	1,588	963	887	884	1,000
10-460-2602	TIRES AND TUBES	0	0	443	607	650
10-460-2603	VEHICLE REPAIR/MAINTENANCE	870	430	497	117	1,000
10-460-2700	TRAVEL AND TRAINING	887	0	500	507	900
Budget Notes						
Required training for Bldg Inspector to maintain certifications						
10-460-2702	MANDATORY CERTIFICATION	269	50	115	0	150
10-460-2804	SUBSCRIPTIONS/MEMBERSHIPS	425	100	0	0	0
10-460-9601	ADVERTISING	84	0	0	0	0
10-460-9690	MISC EXPENSE	1,444	314	545	853	500
10-460-9734	TRANSFERS OUT	0	0	0	0	0
10-460-9870	LOT CLEANING/ABATEMENT EXPENSE	175	1,374	381	500	0
10-460-9901	CAPITAL PURCHASES	2,127	1,819	86	485	1,500
Budget Notes						
Update/replace computer for Administrative Assistant						
DEVELOPMENT SERVICES Totals:		200,563	145,761	116,132	104,328	163,668

Report Criteria:

Account Termination Date = {Is NULL}  
Account Detail

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FY 2012-2013 DEVELOPMENT SERVICES  
BUDGET NARRATIVE

The Development Services Department provides many services to the Citizens of Willcox. These services include issuing Building Permits, Building Plan Review, Building Inspections, Planning & Zoning Administration, Floodplain Administration, Code Enforcement, Historical Preservation, Economic Development, and the Employee Safety Program. We have two people to administrate these services. These people are Jeff Stoddard; Supervisor of Development Services and Sandy Thomas Administrative Assistant.

The Building Inspector, Plan Reviewer, Code Enforcement Officer and the Permit Tech are required to be certified to do there required duties. To acquire and retain these certificates you have to complete so many credit hours per year per certification. At this time Jeff Stoddard is certified in three types of Building Inspection: Commercial Buildings, Residential Buildings, and Plumbing. All the Building Codes books and Code Enforcement books all require updating through out the year.

The duties of the Building Inspector include Plan review for new structures, remodels, addition, the issuance of Building Permits and inspections to assure compliance with applicable building codes. This office also handles the issuance of the Certificate of Occupancy for new structures.

The Planning & Zoning, The Board of Adjustment, and the Historical Preservation require updated information and training to keep up with the Arizona State and Federal laws. Mr. Stoddard and Mrs. Thomas maintain these duties along with the ten appointed commission members.

This department handles the Planning and Zoning Commission and Board of Adjustments which involves such items as property rezone requests, subdivisions, annexations, home occupations, and special use permits.

The Historic Preservation Advisory Committee is also under this department and encompasses review and approval or denial of plans to alter the exterior of buildings in the HP-1 zone of the city.



The Employee Safety Program which is headed by Mr. Stoddard. This program is mandated by State and Federal laws. The program requires keeping updated on ADOSH and OSHA standards. We are required by law to keep employees up to date on safety standards and training in all there jobs and equipment. This requires obtaining safety training videos and sending them to required classes on equipment operation and other ADOSH requirements.

The Code Enforcement section is responsible for ensuring compliance by citizens with articles in our Municipal Code. These include yard maintenance, vehicle storage rules, and many other items. This keeps the city looking clean and neat.

Elevation Certificates are performed for citizens by personnel in this department. The 911 addressing for the city is done by this office. We are responsible for maintaining the parcel information for property in the city. Mapping is also done in this department. This includes parcel mapping as well as project mapping and planning.

DEVELOPMENT SERVICES 5 YEAR PLAN  
FISCAL YEAR 2012-2013

Our goal in this department is to provide the highest quality service to our customers and to make Willcox a Safer and Cleaner place to live. This requires that we retain all knowledgeable, teachable, and competent personnel. It also requires that we have the proper equipment to perform our jobs. This includes Educational and Reference Books, computers, programs and software, printers, copiers, fax machines, surveying equipment, drafting equipment and the like.

Development Services Five (5) Year Plan

2012/2013:

- Purchase computer for Administrative Assistant
- Plat Industrial Park
- Residential Mechanical Certification (JMS)
- Certification Training
- OSHA Safety Equipment
- Turbo Cad update
- Contractor Training

2013/2014:

- Hire Code Enforcement Officer/Building Inspector
- Purchase computer for Code Enforcement Officer/Building Inspector
- Residential Building and Code Enforcement Certification  
for New Employee
- Certification Training
- Residential Electrical Certification (JMS)
- Redesign Fish ponds for New Park
- Adopt 2012 Building Codes
- OSHA Safety Equipment
- Turbo Cad update
- Contractor Training

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Development Services Five (5) Year Plan FY2012-2013 (continued)

2014/2015:

- Purchase computer for Development Services Director
- Commercial Building Certification for Employee
- Certification Training
- Commercial Plumbing Certification (JMS)
- Platt Quail Park
- Adopt New Building Fee Schedule
- OSHA Safety Equipment
- Turbo Cad update
- Contractor Training

2015/2016:

- Residential Plumbing Certification for Employee
- Airport Acquisition
- Commercial Electrical Certification (JMS)
- Certification Training
- OSHA Safety Equipment
- Turbo Cad update
- Purchase energy-efficient vehicle to replace existing 1994 Ford F150
- Contractor Training

2016/2017:

- Replace Konica Minolta copier
- General Plan Update
- Commercial Plumbing Certification for Employee
- Certification Training
- OSHA Safety Equipment
- Turbo Cad update
- Contractor Training

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Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>GENERAL FUND</b>						
<b>LEGAL &amp; COURTS</b>						
10-443-2499	CITY ATTORNEY FEES	0	61,521	72,000	60,000	72,000
10-443-2501	ATTORNEY FEES	0	990	0	0	0
10-443-2593	MAGISTRATE-COCHISE CO CONTRAC	0	88,142	87,494	43,747	87,494
10-443-2595	MAGISTRATE JUDGE CONTRACT	0	28,041	27,996	23,386	28,092
10-443-2597	MAGISTRATE CONTRACT ALLOWANCI	0	13,891	0	0	0
10-443-9603	CONTINGENCY	0	0	10,000	0	10,000
Budget Notes						
FY10-11: Expense was an insurance deductible payment to AMRRP.						
LEGAL & COURTS Totals:		0	192,585	197,490	127,133	197,586

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Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<u>GENERAL FUND</u>						
<u>MAYOR &amp; COUNCIL</u>						
10-402-1101	SALARIES	19,360	19,360	18,720	16,000	19,200
10-402-1201	INDUSTRIAL INSURANCE	81	72	65	51	64
10-402-1203	FICA	1,481	1,444	1,469	1,224	1,469
10-402-1205	UNEMPLOYMENT	161	301	365	333	960
10-402-2700	TRAVEL AND TRAINING	3,556	3,255	1,484	1,869	2,949
10-402-2804	SUBSCRIPTIONS/MEMBERSHIPS	0	0	5,128	6,533	6,863
10-402-9690	MISC EXPENSE	754	257	1,237	193	580
	MAYOR & COUNCIL Totals:	25,393	24,689	28,468	26,203	32,085

Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>GENERAL FUND</b>						
<b>COMMUNITY PROGRAMS</b>						
10-403-2404	UTILITIES	13,300	12,698	12,923	10,803	15,000
10-403-2805	CONTRACT WITH CHAMBER	74,183	65,746	74,823	56,807	80,000
10-403-2809	ECONOMIC DEVELOPMENT	0	5,500	2,477	4,702	36,000
Budget Notes						
Allowence for Economic Development projects and septic system repairs at former Stout's building.						
10-403-2813	TOURISM AGREEMENT	12,965	9,704	9,615	4,808	10,000
10-403-9692	WASA RECREATION CONTRACT	12,000	12,000	12,000	11,000	12,000
10-403-9734	TRANSFER OUT	0	0	23,750	17,000	106,500
Budget Notes						
FY13: Repair and Demolition fund 22 \$100,000: Fireworks \$3,500: Skate Park \$3,000.						
FY12: Fireworks (17-33-40100) \$3,500, Skate Park (17-33-40939) \$14,100						
10-403-9811	COMMUNITY PROGRAMS	7,018	389	2,686	0	0
10-403-9902	CAPITAL IMPROVEMENTS	7,507	0	0	0	0
COMMUNITY PROGRAMS Totals:		126,973	106,037	138,273	105,120	259,500
<b>GENERAL FUND</b>						
Totals:			4	3	(	)
Grand Totals:		(	)	(	4	)

Report Criteria:

Account Termination Date = {Is NULL}

Account Detail



Report Criteria:

Account Termination Date = {Is NULL}  
Account Detail

Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>CAPITAL IMPROVEMENTS</b>						
<b>RESERVE PROJECTS</b>						
21-35-51800	GRANT REVENUE	0	30,000	759	( 759 )	0
	Budget Notes					
	USDA-RD Grant for Library Improvements					
	RESERVE PROJECTS Totals:	0	30,000	759	( 759 )	0
<b>REVENUE</b>						
21-39-10800	TRANSFERS FROM GENERAL FUND	0	61,921	0	0	74,900
21-39-90100	INTEREST INCOME	4,450	894	345	200	0
21-39-91300	POLICE BOND REVENUE	0	0	0	0	0
21-39-99800	FUND BALANCE APPROPRIATION	0	0	0	0	0
	REVENUE Totals:	4,450	62,815	345	200	74,900
<b>EXPENSES</b>						
21-404-9804	LIBRARY FACILITY IMPROVEMENTS	21,541	210,764	759	85,858	0
21-404-9805	POLICE FACILITY IMPROVEMENTS	219,469	18,353	21,521	1,220	0
21-404-9815	LAND PROCUREMENT	0	0	0	0	0
21-404-9899	DEBT ISSUANCE COSTS	0	0	0	0	0
21-404-9902	CAPITAL IMPROVEMENTS	0	0	0	0	74,900
	EXPENSES Totals:	241,010	229,117	22,280	87,078	74,900
	CAPITAL IMPROVEMENTS Totals:	( 236,560 )	( 136,302 )	( 21,176 )	( 87,637 )	0
	Grand Totals:	( 236,560 )	( 136,302 )	( 21,176 )	( 87,637 )	0

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# City of Willcox

FY 2012-13

## Capital Improvements

Project Title	Description/ Justification	Category or Program	Transfer Account Number	Purchase Cost	Notes: History, Special Request
Curbing at Cemetery	Curbing around lots.	Cemetery Capital Improvements	10-455-9734	\$5,000	Resolution 2007-07 states that the City will provide curbing around lots.
Parking Lot Improvements	Improve/Establish parking lot	Parks	10-462-9734	\$23,900	The improvements/establishment of the parking lot between the ball fields at Keiller Park will not only improve drainage during the rain season but also provide better dust control.
City Hall Preservation	Weather protectant for roof	Buildings & Grounds	10-457-9734	\$25,000	The shake shingles on City Hall periodically need to be sealed to prevent moisture damage. The protectant has not been applied since the renovation.
Border Patrol Building	Renovate old Border Patrol building	Buildings & Grounds	10-457-9734	\$15,000	The City recently obtained the old Border Patrol building and needs to renovate the building for use as the local Food Pantry.
Public Works Radios	Replace radios	Public Works Administration	10-451-9734	\$4,000	The frequency band for the current radios will be narrowed and the City's radios will not be in compliance with federal requirements. Must be replaced by January 1, 2013.
Fremont barriers	Traffic barriers on Fremont parking lot	Parks	10-462-9734	\$2,000	Install permanent traffic barriers on Fremont at the Keiller Park parking lot to reduce dust from traffic using it as a through way.
<b>Capital Improvements Total</b>				<b>\$74,900</b>	

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4/26/2012

Report Criteria:

Account Termination Date = {Is NULL}  
 Account Detail

Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-2011 Prior Year 1 Actual	2011-12 Cur Year Actual	2012-13 Fut Year Budget
<b>REPAIR AND DEMOLITION FUND</b>						
<b>TRANSFERS IN</b>						
22-38-75500	TRANSFER FROM GENERAL FUND	0	0	0	0	100,000
	TRANSFERS IN Totals:	0	0	0	0	100,000
<b>EXPENSES</b>						
22-447-9913	DEMOLITION	0	0	0	0	100,000
	EXPENSES Totals:	0	0	0	0	100,000
	REPAIR AND DEMOLITION FUND Totals:	0	0	0	0	0
	Grand Totals:	0	0	0	0	0



**Library Renovation**



**Willcox High School  
Two-Story Building**



Major Construction Projects

**Community Center Renovation**



**WHS, WMS, and  
WES HVAC Remodel**



**Aridus Winery**



**MAID RITE FEEDS  
STORE AND OFFICES  
225 S. RAILROAD AVENUE  
WILCOX, ARIZONA**



**Maid Rite Feed Store**

**4 Plex Remodel**

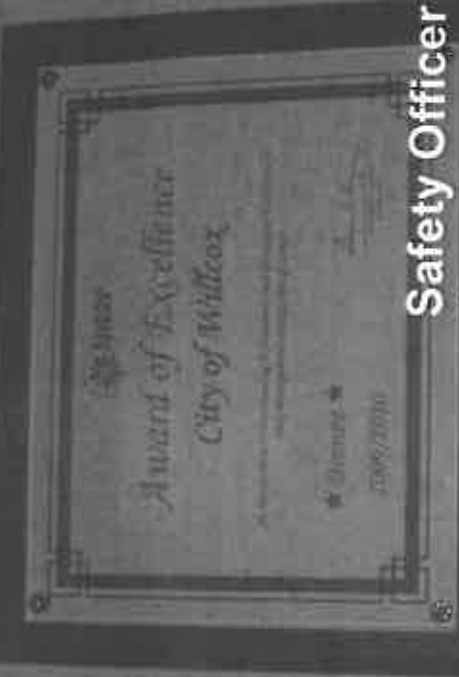


**250 Building Permits  
Building Inspections  
726 year to date**

260 County Building  
220 Elevation Survey

CITY OF WILCOX  
BUSINESS PERMITS  
JAKOB'S ROOF REPAIR  
510  
Issued In 2012

04/26/2010



**Safety Officer  
Monthly Training  
OSHA Inspections  
By Southwest Risk**

**Planning & Zoning  
Zoning Administrator  
Building Official  
Historic Preservation**

Board of Adjustment  
Flood Plain Administration

04/26/2010



**Jeff Stoddard**



**Sandy Thomas**



**DEVELOPMENT SERVICES  
DEPARTMENT**

**2011-2012**

The mission of Development Services Department is to protect, promote, and assure the safety and health of the people of Willcox and the quality of our environment. The department provides planning, building, fire safety, and permit coordination services to the citizens.

**ARIDUS CRUSHING FACILITY**

04/25/2012

# Programs 2011-2014

Willcox Cares

WREDA

WASA Summer Program

City of Willcox

and

Chamber of Commerce

Cleanup Days

New Safety Resource Committee formed

for Cochise County Cities

SARS

New Committee Created by

SACA to help local contractors

with Building Coded for Cochise

County Cities

CBCC

New Quarterly Convention

1<sup>st</sup> Lead Certification

2<sup>nd</sup> Why Soil sampling and analysis

testing and Special Inspection

01/06/2010

## **Projects & Ordinances**

### **Title 11**

**Solid Waste Ord.**

**Medical Marijuana Ord.**

**Fire Station Energy Grant Design**

**Old Border Patrol Acquisition**

**New Septic System Design and  
Lease Area-1510 N. Circle Blvd.**

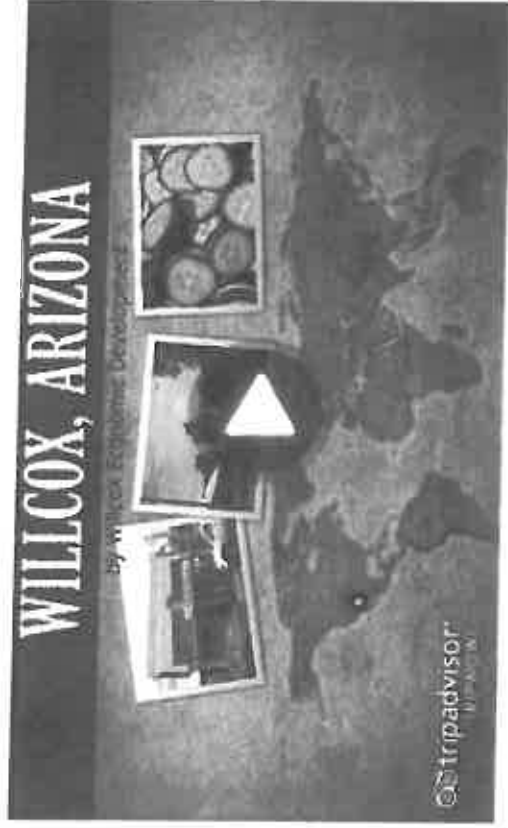
**Billboard Lease Agreement**

**City Map on Turbo Cad**

**Industrial Park Design & ROW**



# New Economic Development Programs 2011-20



WREDA on FACEBOOK and TWITTER

**Video Created for  
Facebook  
Twitter and  
Youtube**



# **2011-2012**

## **Training**

**Safety- CPR and First Aid**

**Asbestos**

**International Code Council**

**Forklift**

**Work shop-Funding Economic  
Development and Revitalization**

**AMRRP**

**Open Meeting Laws**

**Webinars**

**DEVELOPMENT SERVICES DEPARTMENT**

**BUDGET 2012 - 2013**

LINE ITEM TITLE	LINE ITEM #	FY11-12 BUDGET	FY11-13 BUDGET REQUEST	NOTES & COMMENTS
Salaries	10-460-1101	\$ 91,259	\$ 91,259	
Industrial insurance	10-460-1201	\$ 1,722	\$ 1,722	
Medical insurance	10-460-1101	\$ 10,840	\$ 10,840	
FICA	10-460-1101	\$ 6,981	\$ 6,981	
Arizona Retirement	10-460-1201	\$ 9,222	\$ 9,222	
State unemployment	10-460-1204	\$ 403	\$ 403	
Life insurance	10-460-1207	\$ 311	\$ 311	
OFFICE SUPPLIES	10-460-2101	\$2,250	\$2,250	copy paper, envelopes, box tape, paper clips, file folders, pens, etc.
UNIFORMS	10-460-2102	\$400	\$400	Covers shirts for Jeff.
SAFETY EQUIPMENT PURCHASES	10-460-2116	\$1,250	\$1,250	Covers safety equipment to meet OSHA requirements and insurer requirements.
OTHER SUPPLIES & MATERIALS	10-460-2190	\$500	\$500	ICC Building Code Books and other essential supplies.

OTHER SUPPLIES & MATERIALS	10-460-2190	\$500	\$500	\$500	ICC Building Code Books and other essential supplies.
TELEPHONES	10-460-2402	\$900	\$900	\$900	Jeff has cell phone and we have our office phones.
POSTAGE	10-460-2403	\$600	\$600	\$600	Scoutten plan review mailings, Code Enforcement Certified Mail, other essential mail.
UTILITIES	10-460-2404	\$7,134	\$6,500	\$6,500	We share our building with the Council Chambers.
CONTRACT SERVICES	10-460-2590	\$20,000	\$20,000	\$20,000	This would cover plan reviews by W. C. Scoutten as well as other services by them. This would also cover right-of-way or property surveys.
FUEL & OIL	10-460-2601	\$1,000	\$1,000	\$1,000	Jeff has a vehicle.
TIRES & TUBES	10-460-2602	\$650	\$650	\$650	Jeff has a vehicle.
VEHICLE REPAIR & MAINTENANCE	10-460-2603	\$1,100	\$1,100	\$1,000	Jeff has a vehicle.
TRAVEL & TRAINING	10-460-2700	\$400	\$900	\$900	This would cover three days of training in October for Jeff regarding Arizona Building Official (AZBO) classes that earn the required Personal Development Hours (PDH's) to renew his Building Inspector Certifications.
MANDATORY CERTIFICATION	10-460-2702	\$150	\$150	\$150	Testing for ICC Residential Mechanical Inspector certification for Jeff.
SUBSCRIPTIONS & MEMBERSHIPS	10-460-2804	\$0	\$0	\$0	



MISC. EXPENSE	10-460-9690	\$500	\$500	\$500	Unexpected items that come up.
LOT CLEANING/ ABATEMENT EXPENSES	10-460-9870	\$500	\$500	\$20,000	Housing demolition, Code Enforcement abatement.
CAPITAL PURCHASES	10-460-9901	\$500	\$500	\$1,500	New Computer for Administrative Assitant
	TOTALS	\$ 161,514	\$ 161,514	\$ 181,880	

**CITY OF WILLCOX**  
**FISCAL YEAR 2012-2013 BUDGET CALENDAR**  
**REVISED 04/24/2012**

	<b>Action</b>	<b>Who</b>	<b>2012 Deadline</b>
1	Certified prop value report from County Assessor to calculate prop tax levy limit.	County	Feb 10
2	Summary budget v. actual information to departments; all have access to account detail on Caselle. Excel budget worksheets and instructions provided.	Finance	Feb 10
3	Make property values provided by County Assessor available for public inspection.	Clerk	Feb 15
4	Council W/S-Debt Serv, Cap Proj, Court, VFF, Economic Dev, GF Rev Source	City Mgr	Feb 20
5	Notify Prop Tax Oversight Comm of agreemt/disagreemt w/ property tax levy limit.	Finance	Feb 22
6	Departments to submit preliminary budgets in Excel format.	Finance	Feb 27
7	Meetings with individual department heads, City Manager and Finance.	Fin to staff	TBD
8	Council Budget Work Session: Refuse	Work Sess	March 5
9	<del>Council Budget Work Session: Gas (Cancelled; Chambers closed for Election)</del>	<del>Work Sess</del>	<del>March 12</del>
10	Council Budget Work Session: Waste Water 6:30 pm	Work Sess	March 19
11	Receive Preliminary revenue projections (from State)	CM/Fin	March 23
12	Council Budget W/S: Grants and Special Revenue Funds (16 and 17) 6:00 pm	Work Sess	April 2
13	Council Budget W/S: Streets/HURF 6:30 pm	Work Sess	April 9
14	Council W/S: Trent Severn on Public Private Partnership (WWTP) 6:00 pm	Work Sess	April 16
15	Council Budget W/S: General Fund Revenues 6:30 pm	Work Sess	April 23
16	Council Budget W/S: Admin, Council, Comm. Programs, Legal/Courts, Dev. Services, Finance, Library, Capital Imprvmts, Fund 22-Repair & Demolition.	6:30 pm Work Sess	April 30
17	Council Budget W/S: Public Works, including Administration, Swimming Pool, Cemetery, Vehicle Maint., Bldgs & Grounds, Parks	Work Sess	May 7
18	First public hearing on FY13 utility rates	Reg Mtg	May 7
19	Council Budget W/S: Public Safety, including Administration, Communications, Humane, Patrol, Investigations, K-9, Fire Dept., and final wrap-up on budget.	6:30 pm Work Sess	May 21
	Second public hearing on FY13 utility rates; Adoption of rates	Reg Mtg	May 21
20	Deliver proposed budget to City Council for review.	CM/staff	June 4
21	Submit info on involuntary tort judgments to Prop Tax Oversight Commission	CM/Fin	July 2
22	Adopt tentative budget.	Council	July 2
	Publish budget once a week for two consecutive weeks. Also include time and place of budget hearing and statement indicating where the proposed budget may be examined (ARS §42-17103). Identify public hearing dates.	Fin	July 4/11
23	Publish Truth in Taxation notice & issue press release with the same information as the published notice (if tax levy amount is greater than prior year).	Clerk	July 4/11
		1st pub >14 and <20 days before tax levy hearing	
24	Public Hearing on Final Budget and Property Tax Levy (can be combined with Truth in Taxation hearing).		July 2/16
25	Convene meeting to adopt final proposed budget.		July 16
		On/before 14th day before tax levy is adopted	
26	Adopt property tax levy. FY12 NS 307		Aug 6
27	Mail a copy of the truth in taxation notice, a statement of its publication or mailing and the result of the Council's vote to the Property Tax Oversight Commission @ 1600 W Monroe, Phoenix, AZ 85007.	Clerk	Aug 8
28	Forward certified copy of tax levy ordinance to Cochise County. The tax levy must be adopted by the Board of supervisors on or before the 3rd Monday in August.	Clerk	Aug 8