

City Of Yuma, Arizona



Adopted Budget Fiscal Year 2003-2004

ABOUT THE COVER

Pictured is an artist's rendering of the Historic Yuma Theatre that is scheduled to open in January 2004.

The restoration of the Historic Yuma Theatre has been a citizen driven project since the Theatre was first available for public use back in 1987.

The Historic Yuma Theatre was first opened to the public as a movie and vaudeville house in 1912. During its colorful history the Theatre has survived earthquakes, fires, and a few years as an automobile sales and service establishment. After the last fire in 1936, it was again rebuilt as a movie theatre. In the decades since, the exterior of the Theatre has undergone several architectural changes. With the completion of this project, the public will see the Theatre's 1912 exterior façade brought back to life and the interior of the Theatre lovingly restored to its 1936 art deco grandeur.

**City of Yuma
Annual Budget
Fiscal Year 2003-2004**

**Presented To:
Lawrence K. Nelson, Mayor**

Ema Lea Shoop, Deputy Mayor	Norma Nelson, Councilmember
Bobby Brooks, Councilmember	Karen J. Hill, Councilmember
Edwin L. Hansberger, Councilmember	Paul B. Johnson, Councilmember

Prepared and Presented By:

**Robert L. Wagner, City Administrator
Robert L. Stull, Deputy City Administrator**

**Steven W. Moore
City Attorney**

**Douglas S. Stanley, Judge
Municipal Court**

**Brigitta M. Kuiper
City Clerk**

**Stephen D. Bills, Director
Parks and Recreation**

**Michael A. Steele, Director
Community Development**

**William D. "Robby" Robinson, Police Chief
Police Department**

**Dennis Light, Interim Fire Chief
Fire Department**

**Gary Burroughs, Director
Public Works**

**Laura S. Neinast, Director
Information Technology Services**

**Mike Callahan
Human Resources Manager**

**Donald "Pat" Wicks
Financial Services Manager**

**and
the Staff of the City of YUMA
with consultation and concurrence from the
City of YUMA
Citizens Budget Committee**

RESOLUTION NO. R2003-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUMA, ARIZONA, ADOPTING ESTIMATES OF PROPOSED EXPENDITURES BY THE CITY OF YUMA FOR THE FISCAL YEAR BEGINNING JULY 1, 2003, AND ENDING JUNE 30, 2004; AND DECLARING THAT SUCH SHALL CONSTITUTE THE ADOPTED BUDGET OF THE CITY OF YUMA FOR SUCH FISCAL YEAR

WHEREAS, pursuant to the provisions of the laws of the State of Arizona and the Charter and Ordinances of the City of Yuma, the City Council is required to adopt a Budget; and,

WHEREAS, the City Council has prepared and filed with the City Clerk a proposed Budget for the Fiscal Year beginning July 1, 2003, and ending June 30, 2004, and which was tentatively adopted on July 2, 2003; and,

WHEREAS, due notice has been given by the City Clerk, as required by law, that the Budget for Fiscal Year 2003-2004 with supplementary schedules and details is on file and open to inspection by anyone interested; and,

WHEREAS, it appears that the sums to be raised by primary taxation, as specified therein, do not in the aggregate amount exceed that amount as computed in Section 42-17051, Arizona Revised Statutes; and,

WHEREAS, the total of amounts proposed for expenditure in the Fiscal Year from July 1, 2003, to June 30, 2004, do not exceed the expenditure limitation established for the City of Yuma; and,

WHEREAS, a hearing has been held on this Budget for Fiscal Year 2003-2004, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuma as follows:

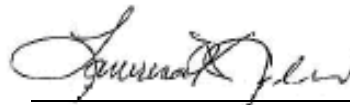
SECTION 1: That the City Council has finally determined the estimates of expenditures which will be required of the City of Yuma for the Fiscal Year beginning July 1, 2003 and ending June 30, 2004.

SECTION 2: That the Purposes of Expenditure and the amount finally determined upon for each purpose as set forth in Exhibits A through E attached hereto constitutes the official and finally adopted Budget of the City and the Main Street Mall and Offstreet Parking Maintenance District No. 1 for the 2003-2004 Fiscal Year as subject to the State Budget Law.

SECTION 3: That money from any fund may be used for any of the purposes set forth in SECTION 2, except money specifically restricted by State Law or City Charter, Ordinance or Resolutions.

Passed and adopted this 6th day of August 2003.

APPROVED:



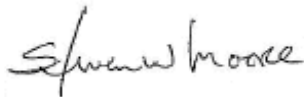
Lawrence K. Nelson
Mayor

ATTESTED:



Brigitta K. Stanz
City Clerk

APPROVED AS TO FORM



Steven W. Moore
City Attorney

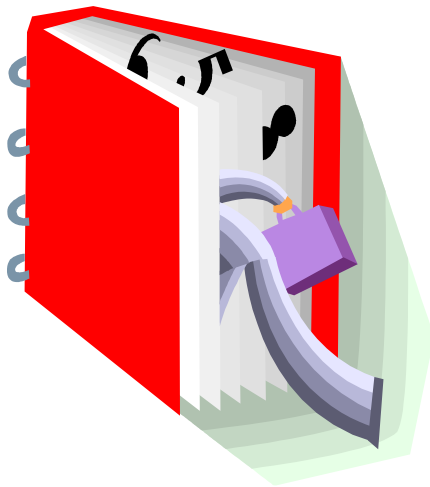


City of YUMA

City of Yuma Annual Budget Fiscal Year 2003-2004

How To Use This Document

This budget is divided into six sections: Message, Overview, Fund Information, Department Information, Capital Improvement Program (CIP), and the Appendix. Throughout the document, the City of Yuma is referenced as the “City.”



The **Message** section contains the City Administrator’s budget message, which discusses the major changes in this year’s budget.

The **Overview** includes the City’s mission, core values, and organization chart. A flowchart depicting the budget process for both the department budgets and the Capital Improvement Program is shown. Financial policies are included in this section as well as a brief overview of the City’s revenues and funds.

The **Fund Information** section is focused on the different funds the city utilizes. Fund summaries show the activity in each fund to include, beginning balance, revenues, expenditures/expenses, transfers, and ending balance. This summary is followed by a schedule of revenues for the respective fund and an expenditure summary showing what departments utilize that fund.

Department Information provides each department’s budget message. The messages include functions of the department, goals for next year, accomplishments, and staffing level. It also displays department expenditures in two views. One table gives an overall picture of the department listed by division. The other table(s) breaks a department out by fund and then displays the information by the following categories: personal services, operating and maintenance, debt service, and capital outlay.

The **CIP** section covers the Capital Improvement Program budget. It includes a discussion of the CIP process, information on different funding sources and a project listing.

The **Appendix** contains a Glossary and five schedules. Schedule 1 lists revenue information by fund. Schedule 2 lists the department's expenditures within each fund. These worksheets display 2001-2002 actual expenditures, 2002-2003 adjusted budget, 2002-2003 estimates, and the request for 2003-2004. Schedule 3 shows the Outside Agency listing. Every year the City provides support to various organizations within the city. This page displays their current year funding and the proposed funding for 2003-2004. Schedule 4 details the Supplemental positions the city is requesting listed by funding source. Also shown are positions that are being moved across funds. Schedule 5 is the city's staffing level and lists all the full time positions within the organization. Finally, a Glossary is provided.

City of YUMA
2003-2004 Annual Budget
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Message



MESSAGE

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Budget Message

1



The Honorable Mayor and City Council
City of Yuma, Arizona

The fiscal year 2003-2004 budget has proven to be one of our most difficult in recent history. As most of us know, the State of Arizona is suffering severe revenue problems. These problems, coupled with some critical cost increases and entitlement cuts, have challenged us to produce a balanced budget without cutting essential services. We feel confident that we have been successful.

Our goals have been:

- Maintain key services to our community;
- Keep our operating fund balance at a safe level;
- Minimize the loss of disposable income for employees;
- Continue to foster the economic, social and cultural growth in our community.

City staff, at every level, has gone through the budget with a fine-toothed comb looking for ways to trim, delay or eliminate such items as capital expenditures, consultants' fees, travel and education expenses. However, we have been careful to maintain an appropriate level of commitment to the competency and professionalism of staff. Replacements of equipment, vehicles, computers, copiers and printers have been delayed where practical. Contingency funding has been cut to the bone.

The principal culprit in state shared revenues has been the income tax distributions. Coupled with a severe decrease in collections dating back two years, the legislature has imposed what we hope is a temporary reduction in the cost-sharing formula to cities. While our economy in Yuma has continued to experience mild growth, statewide, revenues are down considerably. Employee pension premiums will double for both the city and the individual employee. Health care costs continue to rise, albeit much less than we predicted.

After intense review of department budgets, we looked at outside agency funding. There are a few minor reductions, all of which have been coordinated.

Another issue has been that of public transit. The legislature has severely cut back the availability of subsidies for transit. As a request, YMPO has asked the City of Yuma to increase its share of funding support from about \$16,000 a year to between \$150,000 and \$200,000. We are recommending an increase of nearly \$70,000, which will allow the continuance of two of the three routes currently running. The San Luis-Yuma-AWC route will continue as will the Dial-a-Ride program. The City circulator route would require another \$73,000 to maintain. The continued availability of other routes to students, the disabled and the elderly led us to rule out the circulator route. Since the return of state subsidy is doubtful, it is likely that our share of the subsidy will continue and will grow.

Currently, the City fully subsidizes the collection of residential refuse at a cost of over \$1,500,000 per year. While Yuma has an environmental fee in place to pay for disposal of solid

waste, this city is one of the few places that does not charge a fee for residential collection. It is our intent to institute a \$2 per month fee that should reduce this subsidy by 45%. Combined, the fee is still only about 1/2 of what county residents pay. Although reduced, the City will continue to subsidize the solid waste program by more than \$900,000 next year.

The coming year will see the completion of the first phase of the Yuma Theater Arts Complex. While volunteers will be the backbone of staffing, we will need to establish some positions such as custodians and arts specialists to care for the facility and manage the programs. It doesn't make much sense to spend millions of dollars on the building and then lock the doors.

After going through this process, we found ourselves still a little short, so we decided to let the "rainy day" fund, also known as the operating fund balance, make up the difference. This fund is akin to a checkbook balance, which is necessary to assure cash flow during times of erratic tax collections and receipts. We will go from a balance of about 27% of revenues to about 20%. Any further reduction here could be very detrimental to our overall fiscal condition.

Major elements of this budget include:

- No new CIP spending in general fund;
- Postponing certain capital purchases and technology enhancements;
- Reducing the operating fund balance to approximately 20% of revenues;
- Holding current year expenditures to 95% of budget;
- A four-fold increase in public transit subsidy to YMPO;
- Reduction in support to outside agencies;
- Movement away from the residential refuse collection subsidy;
- Limiting new initiatives to the staffing of the new theater/arts complex;
- Adding west wetlands O&M to downtown mall O&M crew's duties;
- Limiting payroll growth to 2.5%;
- An increase in the environmental fee to match costs.

An interesting ratio to look at is the per capita operating budgeting over the last five years:

	99/00	00/01	01/02	02/03	03/04
Operating Budget	\$70,016,725	\$77,579,949	\$80,209,781	\$91,744,828	\$92,132,529
Population	68,160	71,000	77,515	80,300	82,709
Per Capita Budget	\$ 1,027	\$ 1,093	\$ 1,035	\$ 1,143	\$ 1,114

In conclusion, we have a relatively flat budget that does not eliminate any services or employees while accommodating minimal growth. At the same time we have protected our cash flow. Citizens can expect moderate increases in some fees without increases to tax rates.

We are assuming that the next budget year will not get worse. It presently appears that it should be flat as far as revenues are concerned. The new mall and other new retail businesses will not become fully productive for at least 1 to 2 years. Therefore, we may well have difficult decisions to make next year. With little room for further cuts in spending and the prospects of continued increases in other costs, we are, at best, hopeful that we will not have to increase fees and taxes in the future.

One final note. While the CIP budget is presented separately, we want to let you know of other probable fee increases. Due to higher than expected costs of construction for our new wastewater treatment plant and the accelerated need to begin construction on a new water

treatment plant on the East side, both water and sewer fees will continue to rise. Likewise, these fees remain some of the lowest in the region.

Sincerely,

A handwritten signature in cursive script that reads "R. Wagner". The signature is written in black ink and is positioned above the printed name.

Robert L. Wagner
City Administrator



City of YUMA

Overview



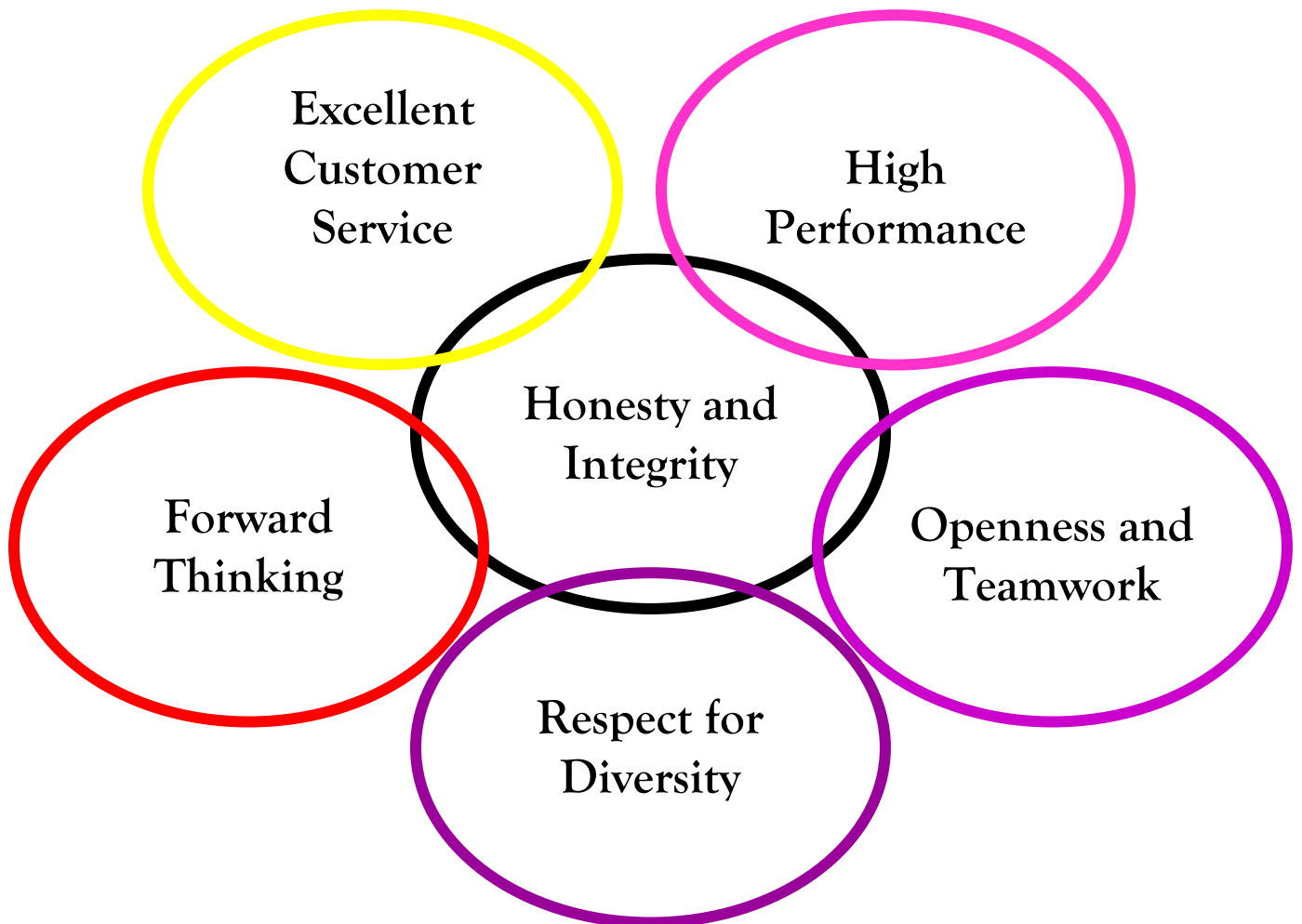
OVERVIEW

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Our Mission

The Yuma City Government exists to provide a forum for public discussion and decision making. We are committed to deliver quality public services and to advance the social and economic well-being of our present and future citizens.

Our Core Values





City of YUMA



City of YUMA

CITIZENS OF YUMA

MAYOR and COUNCIL

CITY ADMINISTRATOR

MUNICIPAL COURT

CITY ADMINISTRATION

Communications

Quality Initiatives

Heritage Area

City Clerk

POLICE DEPARTMENT

Field Services

Support Services

FIRE DEPARTMENT

Training

Operations

Prevention

Emergency Medical Services

Special Operations

Support Services

Emergency Management

PUBLIC WORKS

Fleet Services

Streets/Solid Waste

Utility Systems

Utility Treatment

Engineering/Capital
Improvement Projects

COMMUNITY DEVELOPMENT

Administration

Building Safety

Economic Development

Community Planning

PARKS & RECREATION

Parks/Mall Maintenance

Recreation

Parks Development

Civic and Convention Center
Baseball Complex

Arts and Culture

Golf Courses

INFORMATION TECHNOLOGY
SERVICES

Business Application
And Support

Telecommunications
And Support

ADMINISTRATIVE SERVICES

Accounting

Customer Service

Materials Management

Risk Management

Human Resources

Facilities Maintenance

CITY ATTORNEY

General Counsel

Litigation

Prosecution



City of YUMA

BUDGET PROCESS FLOWCHART

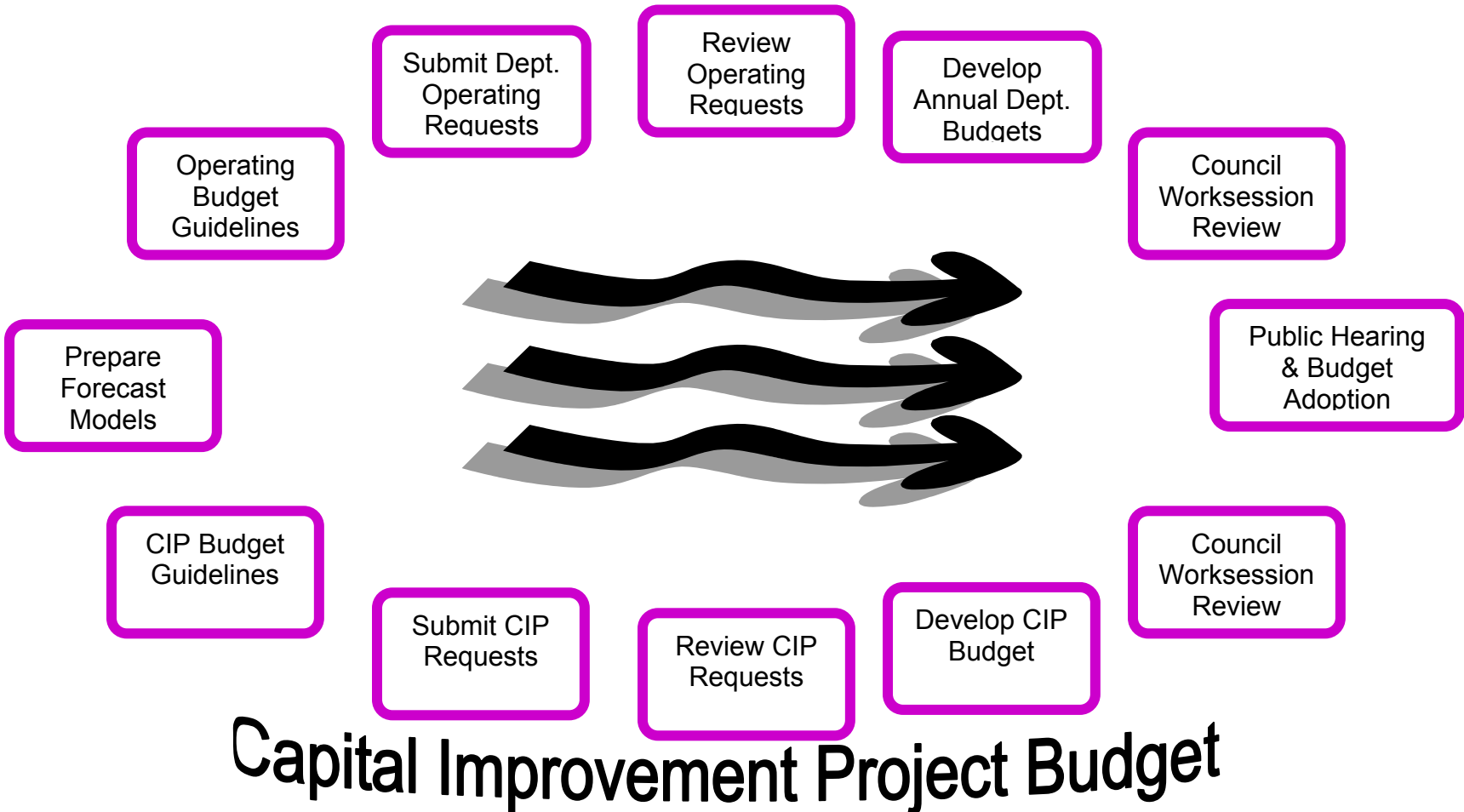
OCTOBER

JANUARY

MARCH

JUNE

Department Budgets





City of YUMA

Financial Policies

Financial policies provide guidance and direction while developing the operating and capital improvement project's (CIP) budget and managing the fiscal responsibilities of the City. Their framework lends to responsible long range planning. With these tools, the City continues its quality accounting practices per the Government Finance Officers' Association and Governmental Accounting Standards Board standards.

The City must follow general budget legal requirements established by Arizona State Law and the City Charter when preparing the annual budget. The chart to the right outlines the various actions and deadlines that must be followed. Under each category are the requirements listed by State Law and City Charter rule.

Statutory Limitations

- The primary property tax levy is limited by state law to a two percent increase over the previous year's maximum levy with adjustments for growth and annexation. Secondary taxes, if implemented, are tied to the annual debt services requirements of voter-approved general obligation bonds. Primary tax levy limits are established by the Property Tax Oversight Commission.
- The Arizona Constitution mandates an expenditure limitation on the amount the City can appropriate each fiscal year.
- Under Arizona's Constitution, outstanding general obligation bonded debt for combined water, sewer, artificial light, parks, open space preserves, playgrounds and recreational facilities may not exceed 20% of a City's net secondary assessed valuation. Outstanding general obligation debt for all other purposes may not exceed 6% of a City's net secondary assessed valuation. The legal borrowing capacity of the City of Yuma at June 30, 2003 follows:

	<u>Water, Etc. (20%)</u>
Legal Limit	\$68,418,901
Outstanding GO Debt	<u>\$10,505,000</u>

Action Required	City Charter Deadline	Arizona State Statute Deadline	Process Dates
Publish CIP summary and Notice of Public Hearing	No more than two weeks prior to Public Hearing	NA	April 30
City Administrator presents proposed operating budget to Council	On or before first Monday in June	NA	May 13
City Administrator submits Preliminary Five-Year CIP to Council	May 1	NA	May 21
CIP Public Hearing	Prior to CIP program adoption	NA	May 21
CIP program adoption	On or before first of July	NA	June 18
City Administrator submits Preliminary Budget to Council	NA	NA	July 2
Preliminary Budget adoption	NA	NA	July 2
Publish summary of budget and Notice of Public Hearing prior to preliminary budget adoption	NA	Once a week for two consecutive weeks following preliminary budget adoption	July 1, 8, 15
Public Hearing for budget	NA	Before final budget adoption	July 16
Final budget adoption	N/A	No later than second Monday in August	August 6
Property Tax Levy adoption	No later than the third Monday in August	No sooner than seven days following final budget adoption and no later than the third Monday in August	August 6

Available Debt Margin \$57,913,901

	<u>All Other (6%)</u>
Legal Limit	\$20,525,670
Outstanding GO Debt	-
Available Debt Margin	<u>\$20,525,670</u>

Basis of Accounting

The budget is prepared using the modified accrual basis of accounting for both governmental and proprietary funds. Accordingly:

- Depreciation is not budgeted.
- Capital purchases of proprietary funds are budgeted as expenditures.
- Debt service payments of proprietary funds are budgeted as expenditures. Proceeds of long-term debt are budgeted as revenue-like 'Other Financing Sources.'
- For all funds, compensated absences expenditures are not recorded as earned; instead, all continuing positions are budgeted at 100% annually. Any differences relating to use of general or other accruable leave is immaterial.

Budget Amendments

- Budget transfers between funds require City Council approval.
- The City Administrator is authorized to make transfers between departments (within the same fund).
- Budgetary transfer authority within department non-personnel line items in the same fund is delegated to the department director.

Operating Budget

Preparation of and activity within the operating budget must be in accordance with the following policies:

- Current operating costs must be less than or equal to current revenues.
- Ending projected General Fund undesignated fund balance to be maintained at a minimum of 20% of that year's revenues. All other operating funds will be budgeted to retain sufficient fund balance for cash flow needs for the beginning of the following year. Two exceptions: Solid Waste Fund and Mall Maintenance Fund will be subsidized by the General Fund to assure at least a zero fund balance.
- Authorized staffing level increases or personnel changes across funds must be part of the budget process.
- Rebudgets are limited to capital outlay items, water treatment plant replacement parts, and certain large dollar professional services contracts.
- Budget to be presented for review by Citizen's Budget Review Committee.

Revenues

- Projected property tax revenues will include estimates of uncollected prior year property taxes in

addition to any revenues of current year collections that are subject to the maximum levy.

- All City rates and fees will be reviewed and adjusted if necessary each year.
- Forecasting revenues will involve a combination of a ten year analysis of past revenue history, review of economic trends, and analysis of information obtained from State agencies from which the City receives funds.

Capital Budget

- Project must cost at least \$25,000.
- Impact on City's operating budget must be included in planning of project and incorporated within the respective department's operating budget.
- Budget fund adjustments must go before Council for approval.
- All projects must have an identified, approved funding source.
- Projects will not start until the funds have been received – bond, loan, cash flow. Exceptions will be for reimbursable projects only.

Debt Management

- Long-term debt is not to be issued to finance current operations.

Investments

The City of Yuma's Investment Policy is adopted by the City Council. In accordance with that policy, public funds will be invested in a manner which will provide the maximum security of principal invested with secondary emphasis on providing the highest yield while meeting the daily cash flow needs of the City. All investments will conform to applicable State and City statutes governing the investment of public funds.

Miscellaneous

- The City is self-insured for workman's compensation and dental coverage.
- The Community Investment Trust was established from the sale of city owned properties in 1989. These funds can be used with Council approval only. The balance of the Trust is budgeted in full each year.
- The City's capitalization policy is for items that have a life of at least two years and a minimum cost of \$5,000.

Service Delivery – our primary mission

City services are delivered by department units. Please refer to the department section of this document for a review of the departments' missions, accomplishments and goals for fiscal 2004.

Five major operating departments provide most services:

- Police
- Fire
- Parks and Recreation
 - Parks Maintenance; Recreation; Golf Courses; Recreation Complex; Arts and Culture
- Community Development
 - Building Safety; Community Planning; Economic Development
- Public Works
 - Street; Utilities; Solid Waste; Engineering; Fleet Services

Services are also provided, both to citizens and internally to the 'line' departments by these administrative departments:

- Mayor/Council
- City Administrator
 - Communications; Quality Initiatives; City Clerk; Heritage Area
- City Attorney
- Information Technology
- Administrative Services
 - Accounting; Human Resources; Purchasing; Risk Management

City charter, ordinance and political discourse determine the nature and extent of the services provided by these departments.

Revenues –

Like a business, the city must have revenues to pay for the services it provides its citizens. Unlike the federal government, it cannot spend for services money it does not have. Accordingly, service levels depend entirely on the amount of monies the city collects.

Revenues come in two broad categories: taxes and charges for services.

Taxes are broad-based revenues over larger tax bases to cover services for which the ultimate user is difficult to determine for fee purposes, i.e., police services. Taxes may be assessed on the basis of property valuation (property taxes) or upon the basis of a business transaction (sales taxes). The City of Yuma uses both methods; however, because of statutory limitations on the former, its reliance is higher on the latter.

Charges and fees are assessed directly to the ultimate beneficiary of service and may be intended to cover all or only part of the service provided, such as:

- Licenses and permits
- Utility charges
- Golf fees
- Recreation fees

In those instances in which the charge is insufficient to cover the cost of service, the city must subsidize the service with its general tax revenues.

Revenues, both taxes and charges, derive from three sources: local, state-shared and grants and entitlements. The various funding sources are discussed later in the fund section of this document.

Funds –

Governments separate the accounting of revenue sources because of internal or external requirements and restrictions. For instance:

- The city can't use gas taxes to pay for police services (specific statutory limitations)
- The city can't use public safety taxes to build streets (ballot language creating the tax and its use)
- The city must have a system to report how it spends the monies it receives

For these reasons, the city follows rules promulgated by the Governmental Accounting Standards Board and uses fund accounting to record and report its financial transactions.

Each fund is a self-balancing set of accounts used to track the activity of a specific revenue or series of revenues. Fund types that involve service delivery include the General Fund, Special Revenue Funds and Enterprise Funds. These three fund types account for most of the city's service delivery. The General Fund is the largest fund and accounts for most primary services. Special Revenue Funds account for the proceeds of special revenue sources, either taxes, charges or grants that are used to finance projects or activities as required by law or contractual agreements. Enterprise funds are used for those activities designated by council to operate on a self-funding basis, using accounting methods similar to business enterprises. The intent of an Enterprise Fund is to earn sufficient profit to insure the fund's continued existence without reliance on general tax revenues.

Other fund types used are Debt Service, Capital Projects and Internal Service Funds. These funds account for transactions not related to service delivery. Instead, they account for the financing, construction and inter-department services of the city.

How It All Works –

	Revenues	General	Special Revenue	Enterprise
S h a r e d	State sales tax	X		
	Income tax	X		
	Vehicle license tax	X		
	Gas tax		X	
	Lottery		X	
	Grants and entitlements		X	
	Property tax	X		
	Sales taxes:			
	General	X		
	Public Safety		X	
Road		X		
L o c a l	Licenses/permits	X		
	Franchise fees	X		
	Fines	X		
	Charges for services:			
	Utility fees			X
	Golf courses			X
	Recreation fees	X		
	Rents/concessions	X	X	X
	Solid waste		X	
	Expenditures			
D e p t s	Police	X	X	
	Fire	X	X	
	Parks	X	X	X
	Public Works		X	X
	Com Development	X	X	
	Administrative	X		

This chart attempts to explain the interaction of revenues and how they are recorded within funds and how the related departments expend those revenues in service delivery.

Typical of the General Fund is the receipt of a number of different types of revenues, whether they are local or shared. Most departments in the city provide general services, which are paid through the General Fund.

Moreover, departments may cover services that are recorded in funds other than the General Fund and those departments may be "funded" through various funds. For example, the Parks Department provides services through the General Fund for parks maintenance and general recreation; through the Recreation Complex fund for the convention center; and through the Desert Hills Enterprise Fund for operation of the golf course.

The Fund Information Section discusses the various funds in use by the city followed by a section discussing departmental operations.

Fund Information



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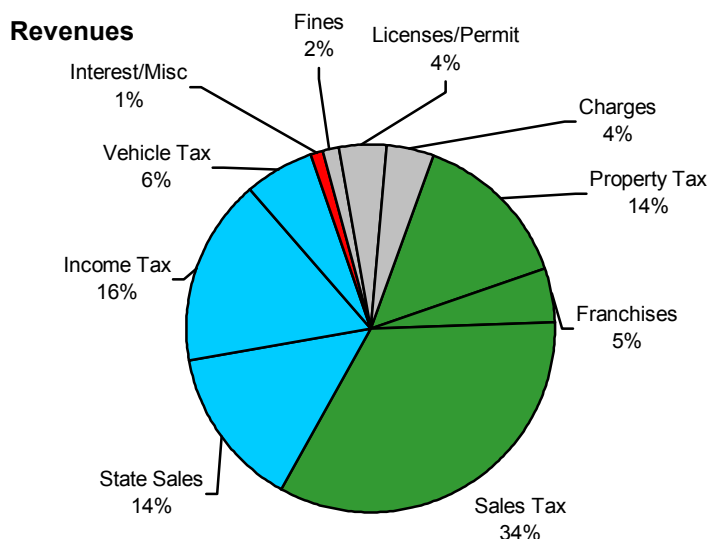
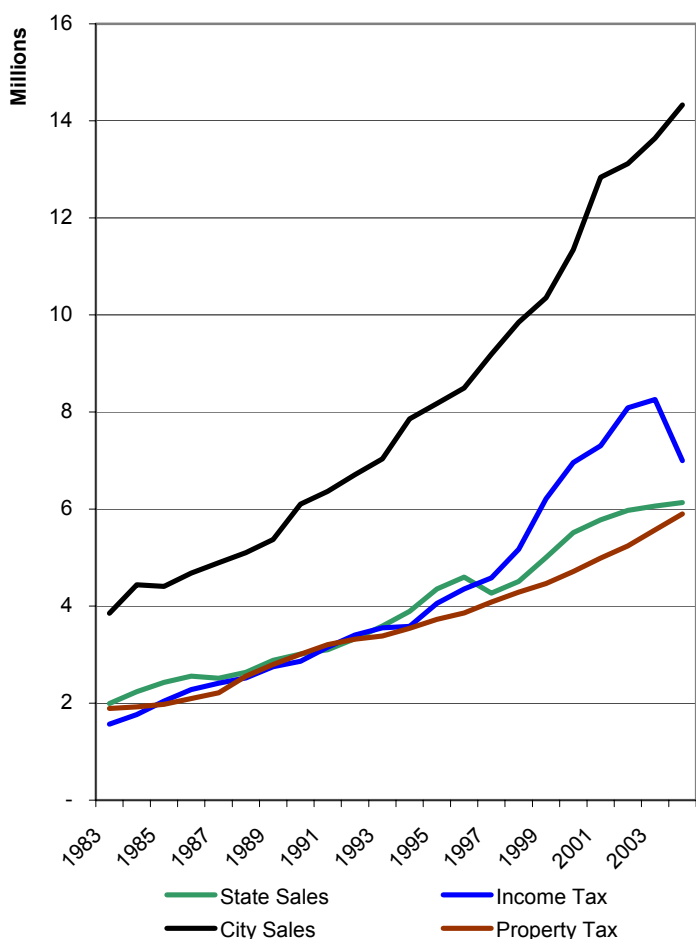
GENERAL FUND

The General Fund is the main operating fund of the city. It accounts for all or a portion of every department except Public Works. Its main revenue sources are general-purpose taxes such as property taxes, the 1% city sales tax and state-shared revenues. Other revenues include unrestricted charges such as business licenses, building permits and zoning fees.

Local taxes These taxes are general purposes taxes applying to all services in the General Fund.

General sales tax: A one-percent transaction privilege tax on business conducted within the city. The program is administered by the Arizona Department of Revenue for the city.

Property tax: The Arizona Constitution limits this tax. The formula allows for a two-percent increase in the maximum levy of the previous year with an additional adjustment to reflect growth in the tax base. Higher growth in total assessed valuation lowers the tax rate.



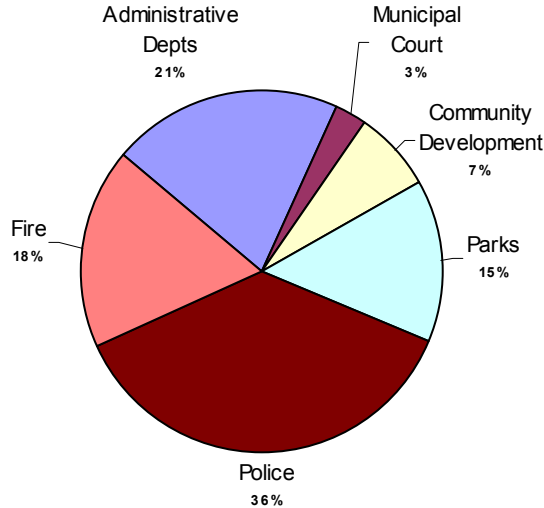
Shared revenues include state sales tax, urban revenue sharing (income tax) and vehicle license tax.

State sales tax: 25% of total tax base (less certain classifications) is distributed to cities and towns based on their population to the total population of all incorporated cities and towns in the state using the last decennial or special census (Yuma is roughly 1.9% in that calculation). This revenue is unrestricted other than for municipal purposes.

Income taxes: Established by voter initiative in 1972 at 15% of total personal and corporate income tax (collected two years earlier), this tax is distributed to cities and towns by the same basis as state sales tax (the Legislature set the percentage temporarily at 14.8% of collections for fiscal years 2003 and 2004). This revenue is also unrestricted other than to municipal purposes. **Notable is the fact that for the first time in 30 years, this revenue source has decreased from one year to the next.**

Vehicle license tax: Of the license taxes paid at new or renewal vehicle registrations statewide, 25% is shared with cities and distributed on same basis as sales tax. Again, it is unrestricted other than to municipal purposes.

Department Expenditures



General revenues not only support the services provided by the departments listed, but also pay a portion of the city's debt service and subsidize the Solid Waste Fund for residential trash collection and the Mall Maintenance Fund. The transfer to the Highway User Revenue Fund is to reimburse that fund for lot cleanup services.

GENERAL FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	10,245,990	10,758,745	12,389,800
Sources:			
Estimated Revenues	42,449,609	42,758,298	42,759,532
Transfers In:			
Community Investment Trust Account	906,467	10,000	863,000
Total Transfers In	906,467	10,000	863,000
Total Sources	43,356,076	42,768,298	43,622,532
Uses:			
Expenditures:			
Operating	39,037,823	36,088,166	40,673,375
Capital Outlay	1,073,556	578,115	630,939
Transfers Out:			
Insurance Reserve Account	448,800	524,641	612,500
Solid Waste Fund	1,530,871	1,381,397	921,495
Yuma Mall Maintenance Fund	357,043	266,776	169,381
Debt Service Fund	1,376,754	1,378,726	3,080,657
Highway User Revenue Fund	23,790	23,143	21,773
Capital Improvement Projects	1,614,500	896,279	1,291,000
Total Transfers Out	5,351,758	4,470,962	6,096,806
Total Uses	45,463,137	41,137,243	47,401,120
Undesignated Fund Balance June 30,	8,138,929	12,389,800	8,611,212

For 2004, the subsidy of the Solid Waste Fund has been reduced by creating a new residential collection fee of \$2 per month in that fund. In addition, services provided by the Parks and Recreation Department to the downtown mall are being reduced slightly to supplement general parks maintenance.

Fund balances approximating 20% of total revenues are targeted for retention each year. This policy maintains sufficient cash flow within the fund as revenue collections are skewed to the winter season in the agriculture and tourism industries.

Also included in the General Fund but not displayed in the presentation on the previous page are budgeted insurance expenditures of \$843,200 shown as transfers from each fund. This brings total General Fund expenditures to \$41,547,649. These insurance expenditures will be separated into a new internal service fund before adoption.

SPECIAL REVENUE FUNDS

HIGHWAY USER REVENUE FUND

The Highway User Revenue Fund accounts for gasoline taxes collected by the state and shared with cities. Of the tax collected statewide, 27.5% is allocated to cities and towns, one half of which is based on the same proportion as state sales tax and one half on the percentage of sales in “county of origin” and distributed based on city’s population to total city and town population in the county. This revenue source is restricted to highway and street purposes, whether it be maintenance or construction.

The Public Works Department records operational expenditures in this fund from those maintenance and construction efforts. Transfers are made to the Debt Service fund for debt related to capital assets constructed to benefit streets, including a portion of the Public Works building. Capital Projects expenditures are for street projects listed in the Appendix.

There is no specific target for retention of fund balance; however, because this fund supports personal service and other expenditures devoted to streets, a smaller fund balance is budgeted for retention at year-end to begin the next year’s operations.

HIGHWAY USERS REVENUE FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	4,208,030	3,488,189	3,418,373
Sources:			
Estimated Revenues	6,672,000	6,720,000	7,419,620
Transfers In:			
General Fund	23,790	23,143	21,773
Total Transfers In	23,790	23,143	21,773
Total Sources	6,695,790	6,743,143	7,441,393
Uses:			
Expenditures:			
Operating	5,518,093	5,291,175	5,609,002
Capital Outlay	107,000	9,532	75,000
Transfers Out:			
Insurance Reserve Account	5,000	-	8,000
Debt Service Fund	472,374	472,345	103,129
Capital Improvement Projects	2,781,523	1,039,907	3,712,436
Total Transfers Out	3,258,897	1,512,252	3,823,565
Total Uses	8,883,990	6,812,959	9,507,567
Undesignated Fund Balance June 30,	2,019,830	3,418,373	1,352,200

LOCAL TRANSPORTATION ASSISTANCE FUND

A maximum of \$23 million from the Lottery is distributed to cities and towns in a similar manner as sales tax and is restricted to street construction or public transportation needs of cities (10% may be expended on cultural activities if matched by outside donors).

LOCAL TRANSPORTATION ASSISTANCE FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	20,000	20,388	20,000
Sources:			
Estimated Revenues	460,400	504,400	479,252
Total Sources	460,400	504,400	479,252
Uses:			
Operating Expenditures	105,423	105,423	104,188
Transfers Out:			
Capital Improvement Projects	354,977	399,365	375,064
Total Uses	460,400	504,788	479,252
Undesignated Fund Balance June 30,	20,000	20,000	20,000

CITY ROAD TAX FUND

This fund accounts for the collection and expenditure of a local one-half percent transaction privilege tax approved by voters in 1994 for maintenance and construction of roadways. While some operating expenditures related to retention basins are recorded within the fund, the majority of the funds are eventually transferred to the Capital Projects Fund where construction expenditures for roadways are recorded.

In fiscal 2003, a loan from the Arizona Department of Transportation was obtained to take advantage of very favorable interest rates. The proceeds of the loan were used for a street project. The debt related to that loan is serviced from this fund.

The Parks and Recreation Department is responsible for maintenance of the retention basins while the Public Works Department administers the capital projects paid herein.

CITY ROAD TAX FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	3,335,658	3,302,919	2,624,538
Sources:			
Estimated Revenues	7,066,500	6,775,000	7,110,000
Total Sources	7,066,500	6,775,000	7,110,000
Uses:			
Expenditures			
Operating	631,985	607,401	579,335
Capital Outlay	9,853	13,123	-
Debt Service	-	740,875	738,034
Transfers Out:			
Capital Improvement Projects	8,507,484	6,091,982	7,967,200
Total Transfers Out	8,507,484	6,091,982	7,967,200
Total Uses	9,149,322	7,453,381	9,284,569
Undesignated Fund Balance June 30,	1,252,836	2,624,538	449,969

PUBLIC SAFETY TAX FUND

This fund accounts for a special two-tenths of one percent (.2%) privilege license tax approved by qualified voters in 1994 for public safety and criminal justice facilities and equipment. The operating expenditures listed below pertain primarily to consultant services to obtain new public safety software and for maintenance of the public safety facility. The debt service transfer is for debt related to construction of the facility.

PUBLIC SAFETY TAX FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	2,191,680	1,575,099	1,494,285
Sources:			
Estimated Revenues	2,871,600	2,718,500	2,852,500
Total Sources	2,871,600	2,718,500	2,852,500
Uses:			
Expenditures:			
Operating	-	-	315,000
Capital Outlay	-	-	335,000
Transfers Out:			
Debt Service Fund	2,577,926	2,577,909	2,319,460
Capital Improvement Projects	230,000	221,405	399,000
Total Transfers Out	2,807,926	2,799,314	2,718,460
Total Uses	2,807,926	2,799,314	3,368,460
Undesignated Fund Balance June 30,	2,255,354	1,494,285	978,325

RECREATION COMPLEX FUND

This fund accounts for the financial activity of the Recreation Complex, which includes the Convention Center and Baseball Complex. The fund operates on charges for rentals of rooms and equipment, and commissions for catering. Its main source of funding is a transfer from the Two Percent Tax Fund that was created for this purpose. The Parks and Recreation Department operates the complex.

RECREATION COMPLEX FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	287,482	411,885	563,097
Sources:			
Estimated Revenues	435,500	467,925	439,000
Transfers In:			
Two Percent Tax Fund	1,650,000	1,650,000	1,650,000
Total Sources	2,085,500	2,117,925	2,089,000
Uses:			
Expenditures:			
Operating	1,975,199	1,875,336	1,810,466
Capital Outlay	141,356	76,877	43,000
Transfers Out:			
Insurance Reserve Account	30,000	8,000	63,200
Capital Improvement Projects	185,000	6,500	418,000
Total Transfers Out	215,000	14,500	481,200
Total Uses	2,331,555	1,966,713	2,334,666
Undesignated Fund Balance June 30,	41,427	563,097	317,431

TWO PERCENT TAX FUND

This fund accounts for its namesake revenue source. Begun in 1971 and renewed for 15 yrs in 1994, this transaction privilege tax applies to a small tax base of bars, hotels, and restaurants. Its use is restricted to the Recreation Complex; golf course; Yuma Crossing area; and conventions/tourism. Operating expenditures from the fund are payments to outside agencies for services authorized by the ballot. Transfers include operating subsidies to the Recreation Complex, debt service requirements for the Desert Hills Golf Course, and capital projects.

TWO PERCENT TAX FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	465,344	496,441	592,865
Sources:			
Estimated Revenues	2,750,000	2,786,533	2,847,250
Total Sources	2,750,000	2,786,533	2,847,250
Uses:			
Expenditures:			
Operating	728,165	728,165	843,536
Transfers Out:			
Recreation Complex Fund	1,650,000	1,650,000	1,650,000
Debt Service Fund	235,898	235,898	-
Desert Hills Golf Course Fund	50,841	50,841	237,005
Capital Improvement Projects	218,900	25,205	195,000
Total Transfers Out	2,155,639	1,961,944	2,082,005
Total Uses	2,883,804	2,690,109	2,925,541
Undesignated Fund Balance June 30,	331,540	592,865	514,574

MALL MAINTENANCE FUND

The Mall Maintenance Fund accounts for the collection and expenditure of a special property tax levied on properties located in the downtown mall. The Parks Department will be reducing services during fiscal 2004 to lower the subsidy from the General Fund so that those resources can be used for parks maintenance purposes. The Parks and Recreation Department provides services through this fund.

DOWNTOWN MALL MAINTENANCE FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	-	-	-
Sources:			
Estimated Revenues	81,000	75,300	81,000
Transfers In:			
General Fund	357,043	266,776	169,381
Total Sources	438,043	342,076	250,381
Uses:			
Expenditures:			
Operating	390,457	342,076	250,381
Capital Outlay	47,586	-	-
Total Uses	438,043	342,076	250,381
Undesignated Fund Balance June 30,	-	-	-

SOLID WASTE FUND

Collection and disposal of residential solid waste is accounted for in this fund. Revenues to the fund include the Environmental Solid Waste fee, begun in 2000 to offset the increasing costs of landfill disposal of waste and the neighborhood cleanup and household hazardous waste campaigns. Fees have not been charged for collection of residential trash. Instead, the General Fund has subsidized this fund by transferring sufficient monies into the fund to restore a zero fund balance. To keep up with increasing costs related to the expenditures for which the Environmental Fee is charged, the fee will increase from \$4.25 per month to \$4.75. In addition, beginning with the 2004 fiscal year, the addition of a residential collection fee will help to reduce this General Fund subsidy. The fee is proposed at \$2 per month, bringing the total charge to \$6.75 per month.

The Public Works Department is responsible for the Solid Waste Program.

SOLID WASTE FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	-	-	-
Sources:			
Estimated Revenues	1,139,000	1,137,500	1,729,000
Transfers In:			
General Fund	1,530,871	1,381,397	921,495
Landfill Reserve Account	-	1,121	-
Total Transfers In	1,530,871	1,382,518	921,495
Total Sources	2,669,871	2,520,018	2,650,495
Uses:			
Expenditures:			
Operating	2,537,255	2,492,408	2,516,161
Capital Outlay	105,000	-	105,000
Transfers Out:			
Debt Service Fund	22,616	22,610	21,334
Insurance Reserve	5,000	5,000	8,000
Total Transfers Out	27,616	27,610	29,334
Total Uses	2,669,871	2,520,018	2,650,495
Undesignated Fund Balance June 30,	-	-	-

GRANT FUNDS

A variety of federal and state grants and entitlements are recorded in this fund. The largest grant is the Community Development Block Grant (CDBG). All are restricted to the purposes for which the grants were authorized. Those purposes range from parks improvements to overtime compensation for police officers.

GRANT FUNDS	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	8,668	8,668	-
Sources:			
Estimated Revenues	21,988,886	5,886,502	19,644,436
Total Sources	21,988,886	5,886,502	19,644,436
Uses:			
Expenditures:			
Operating	11,984,663	3,989,905	7,492,918
Capital Outlay	21,491	57,500	436,850
Debt Service	-	15,000	98,468
Transfers Out:			
Capital Improvement Projects	9,530,400	1,832,765	11,616,200
Total Uses	21,536,554	5,895,170	19,644,436
Undesignated Fund Balance June 30,	461,000	-	-

DEBT SERVICE FUNDS

The Debt Service Funds account for the principal and interest payments on long-term bonded debt of the governmental funds. In addition, transfers are made from the enterprise funds to pay for their portion of debt not recorded directly in those funds.

DEBT SERVICE FUNDS	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	-	-	-
Sources:			
Estimated Revenues	-	-	-
Transfers In:			
General Fund	1,376,754	1,378,726	3,080,657
Desert Hills Golf Course Fund	250,840	250,946	237,005
Highway Users Revenue Fund	472,374	472,345	103,129
Solid Waste Fund	22,616	22,610	21,334
Water Fund	67,222	67,204	63,411
Wastewater Fund	337,125	337,118	24,470
Two Percent Fund	235,898	235,898	-
Public Safety Tax	2,577,926	2,577,909	2,319,460
Total Transfers In	5,340,755	5,342,754	5,849,466
Total Sources	5,340,755	5,342,754	5,849,466
Uses:			
Expenditures:			
Debt Service	5,340,755	5,342,754	5,849,466
Total Uses	5,340,755	5,342,754	5,849,466
Undesignated Fund Balance June 30,	-	-	-

CAPITAL PROJECTS FUND

This fund accounts for the expenditures related to capital improvement projects for governmental funds. Revenues include bond proceeds and transfers from other funds for their respective projects.

CAPITAL PROJECTS FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	1,787,814	2,266,970	9,821,133
Sources:			
Estimated Revenues	18,064,398	12,470,925	9,868,579
Transfers In	23,422,784	10,513,408	25,973,900
Total Sources	41,487,182	22,984,333	35,842,479
Uses:			
Expenditures:			
Capital Improvement Projects	42,408,163	15,430,170	42,642,379
Total Uses	42,408,163	15,430,170	42,642,379
Undesignated Fund Balance June 30,	866,833	9,821,133	3,021,233

ENTERPRISE FUNDS

WATER FUND

The Water Fund records the financial activity of the City's water treatment and distribution system. The system is not tax supported but relies on a combination of charges for water and capacity fees for new development to maintain and expand its services to meet the needs of a growing city. The Public Works Department operates the water system. The operating portion of the system is presented below. Debt service appears as both expenditure and a transfer because debt is recorded in the Water Fund and because the fund pays a portion of the debt used to construct the Public Works Building. The latter is part of governmental debt not recorded in this fund.

WATER FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Net Working Capital July 1,	10,443,970	9,849,074	10,825,417
Sources:			
Estimated Revenues	9,651,104	10,056,504	10,288,504
Transfers In:			
Water Transfer Restricted Account	37,710	11,730	20,650
Total Sources	9,688,814	10,068,234	10,309,154
Uses:			
Expenditures:			
Operating	7,408,938	6,542,237	7,009,356
Capital Outlay	373,474	94,556	345,642
Capital Improvement Projects	6,379,000	1,996,300	5,974,000
Debt Service	389,089	367,696	367,843
Transfers Out:			
Insurance Reserve Account	275,000	23,898	153,000
Debt Service	67,222	67,204	63,411
Total Transfers Out	342,222	91,102	216,411
Total Uses	14,892,723	9,091,891	13,913,252
Net Working Capital June 30,	5,240,061	10,825,417	7,221,319

Restricted monies within the Water Fund, although recorded within the same fund, are presented separately as the expenditures do not rely on water rates, but on capacity and system charges for new development. Also recorded herein are anticipated bond proceeds. The use of these funds is primarily capital projects. Major projects including renovation to distribution lines and a new water plant for the East Mesa are underway.

WATER RESTRICTED ACCOUNTS	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	2,411,549	2,294,421	7,460,352
Sources:			
Estimated Revenues	14,939,840	6,765,500	41,796,920
Total Sources	14,939,840	6,765,500	41,796,920
Uses:			
Expenditures:			
Debt Service	1,167,266	1,268,639	1,821,029
Capital Improvement Projects	14,260,840	319,200	46,782,080
Transfers Out:			
Water Fund	37,710	11,730	20,650
Total Uses	15,465,816	1,599,569	48,623,759
Undesignated Fund Balance June 30,	1,885,573	7,460,352	633,513

WASTEWATER FUND

The Public Works Department also operates the Wastewater Collection and Treatment System and accounts for same in the Wastewater Fund. Like the Water Fund, this fund is an enterprise fund relying solely on charges to customers for funding. Through a series of rate charges and capacity fees, the system provides environmentally sound wastewater services. This system is also undergoing rapid expansion to meet the City's needs.

The operations portion of the Wastewater Fund is presented first. As in the Water Fund, this fund transfers monies to the debt service funds to pay its portion of the debt recorded in governmental funds that benefit wastewater operations.

WASTEWATER FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Net Working Capital July 1,	1,200,472	1,354,941	1,819,686
Sources:			
Estimated Revenues	5,941,400	6,023,900	6,134,500
Total Sources	5,941,400	6,023,900	6,134,500
Uses:			
Expenditures:			
Operating	5,052,677	4,664,052	5,145,717
Capital Outlay	236,720	25,405	318,863
Transfers Out:			
Debt Service	337,125	337,118	24,470
Insurance Reserve Account	5,000	5,000	6,000
Capital Improvement Projects	1,899,700	527,580	2,284,000
Total Transfers Out	2,241,825	869,698	2,314,470
Total Uses	7,531,222	5,559,155	7,779,050
Net Working Capital June 30,	(389,350)	1,819,686	175,136

The restricted accounts in the fund are for capacity charges for system expansion, as well as bond proceeds that will be used to construct the new wastewater facility on the East Mesa.

WASTEWATER RESTRICTED ACCOUNTS	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	12,309,407	10,338,291	18,883,457
Sources:			
Estimated Revenues	28,623,600	13,148,000	34,029,500
Total Sources	28,623,600	13,148,000	34,029,500
Uses:			
Expenditures:			
Debt Service	-	364,210	728,420
Transfers Out:			
Capital Improvement Projects	27,509,400	4,238,624	44,359,000
Total Uses	27,509,400	4,602,834	45,087,420
Undesignated Fund Balance June 30,	13,423,607	18,883,457	7,825,537

DESERT HILLS GOLF COURSE FUND

The Parks and Recreation Department operates the Desert Hills Golf Course. The Two Percent Tax was used historically to subsidize operations at the course, but council has long sought that golf revenues fund the course. To this end, the transfer from the tax has been reduced over the years. Lately, that transfer was limited to the amount of debt service paid by the fund. During fiscal 2003, the fund had intended to limit this transfer even further; however, revenue projections did not meet goals and the transfer has been increased to again match the course's portion of the debt used to finance construction of the new clubhouse and restaurant.

DESERT HILLS GOLF COURSE FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Net Working Capital July 1,	35,129	13,918	(221,320)
Sources:			
Estimated Revenues	2,320,000	2,119,000	2,338,200
Transfers In:			
Two Percent Tax Fund	50,841	50,841	237,005
Total Sources	2,370,841	2,169,841	2,575,205
Uses:			
Expenditures:			
Operating	2,153,881	2,105,125	2,115,220
Capital Outlay	105,488	43,988	16,000
Transfers Out:			
Debt Service	250,840	250,946	237,005
Capital Improvement Projects	55,000	5,020	50,000
Total Transfers Out	305,840	255,966	287,005
Total Uses	2,565,209	2,405,079	2,418,225
Net Working Capital June 30,	(159,239)	(221,320)	(64,340)

ARROYO DUNES GOLF COURSE FUND

Also operated by the Parks and Recreation Department is the Arroyo Dunes Golf Course. No operating subsidy from the Two Percent Tax is used for this fund and it relies solely on golf charges. With the addition of lights on the Desert Hills Golf Course driving range, revenues of this fund have decreased somewhat over the past two years. Fiscal 2004 will see the final payment of the internal loan used to purchase the course in the late 1980's.

ARROYO DUNES GOLF COURSE FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Net Working Capital July 1,	97,143	108,857	43,214
Sources:			
Estimated Revenues	268,400	239,970	241,200
Total Sources	268,400	239,970	241,200
Uses:			
Expenditures:			
Operating	322,218	250,413	272,672
Debt Service	55,200	55,200	4,660
Total Uses	377,418	305,613	277,332
Net Working Capital June 30,	(11,875)	43,214	7,082

INTERNAL SERVICE FUNDS

EQUIPMENT REPLACEMENT FUND

This fund accounts for the accumulation of resources from each department for the replacement of equipment. After initial purchase by the operating fund, the asset is recorded in this fund and "rented" by the operating department. This rent is determined by, and accumulates over, the life of the asset. Along with interest earnings, monies will be available for the purchase of new equipment when the older item is no longer serviceable economically.

EQUIPMENT REPLACEMENT FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Net Working Capital July 1,	12,885,456	13,419,840	13,517,420
Sources:			
Estimated Revenues	3,456,588	3,193,588	2,715,070
Total Sources	3,456,588	3,193,588	2,715,070
Uses:			
Expenditures:			
Capital Outlay	3,962,918	3,096,008	2,835,232
Total Uses	3,962,918	3,096,008	2,835,232
Net Working Capital June 30,	12,379,126	13,517,420	13,397,258

EQUIPMENT MAINTENANCE FUND

This fund is being created to account for the operations of fleet maintenance in the Public Works Department. Included within the General Fund since its inception, the equipment maintenance activity used a series of interdepartmental charges to allocate the cost of maintenance to the user funds. By creating an internal service fund, the financial affairs of the division will be more easily attended and understood. The fiscal 2003 amounts remain in the General Fund.

EQUIPMENT MAINTENANCE FUND	2002-2003 BUDGET	2002-2003 ESTIMATE	2003-2004 BUDGET
Undesignated Fund Balance July 1,	-	-	-
Sources:			
Estimated Revenues	-	-	1,802,556
Total Sources	-	-	1,802,556
Uses:			
Operating Expenditures	-	-	1,802,556
Total Uses	-	-	1,802,556
Undesignated Fund Balance June 30,	-	-	-

Department Information



DEPARTMENT INFORMATION

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Office of the Mayor and Council

The Yuma City Government exists to provide a forum for public discussion and decision making. We are committed to deliver quality public services and to advance the social and economic well-being of our present and future citizens.

The Mayor and Council serve the citizens of Yuma. The Mayor and Council Office staff provides administrative support to the Mayor and six Council members. The Mayor and Council are also responsible for appointing citizens to the City's nineteen boards and commissions.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Mayor's Office*	2	2
Total	2	2

*does not reflect elected positions

The Mayor and Council, on a biannual basis, sets goals based upon the City's Mission, Vision and Core Values. Listed are excerpts from the Goal Action Items developed to guide our organization for the two years ending June 30, 2004.

Citizen Participation

- Continue to improve customer service.
- Continue to engage citizens in meaningful ways in their City government.

Economic Development

- Work to bring in new business and expand existing businesses to increase permanent higher-wage jobs.
- Build new wastewater and water plant and transmission system to support ongoing growth.
- Enhance image of the City of Yuma in the community and regionally.

- Be more pro-active in creating economic development contacts.
- Continue to build upon partnerships (public/private) to promote Yuma and its economic growth.

Orderly Growth

- Continue to invest in City infrastructure – water, roads, bridges and other facilities.
- Assure County and City developments are at the same standard.

Transportation

- Improve public transportation services.
- Street improvements (widening and repairing)
 - Open new transportation route within the City
 - Finish existing street programs
- Reduce our severe traffic congestion problems in our core business area.
- Continue to work to protect and expand commercial air service.

Quality of Life

- Conclude the National Guard project – relocate and develop plan for community use of new facility.
- Continue support and redevelopment of the Carver Park Neighborhood.
- Improve opportunities for our youth, both in terms of jobs and recreation.
- Explore possibility of creating a Yuma Mountain Park in the Gila Mountains similar to the Phoenix Mountain Park.

- Work on blighted neighborhoods in other parts of City as part of ongoing revitalization and preservation efforts.
- Maintain readiness to respond to increasing workload with increasing demands from the public for service from all City departments.

High Performance Government

- Focus on ways to provide staff and resources to maintain quality customer service due to growth.
- Create an excellent working relationship with the cities of San Luis and Somerton, Yuma County and Wellton, plus the Native American nations.

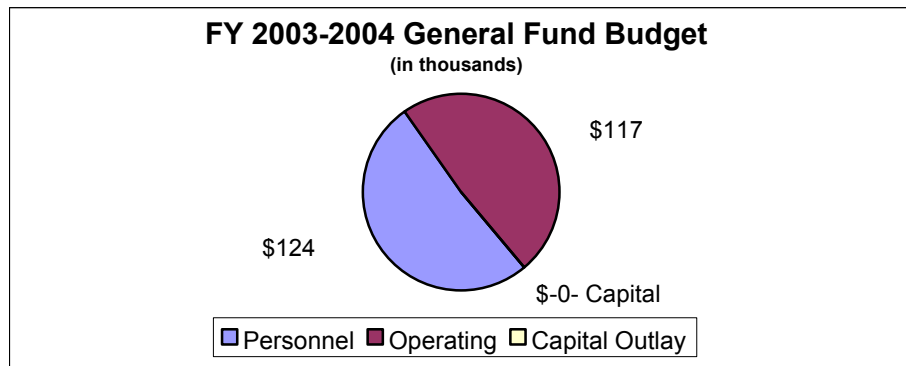
- Play an active role in continued border crossing issues with federal and state government.
- Establish realistic and usable measures of performance for purposes of making informed decisions.



	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Mayor's Office	195,898	214,120	231,516	241,308
	195,898	214,120	231,516	241,308

The Mayor's Office budget shows increases in personnel costs due to the rising cost of health insurance and the increase in the pension rate. The operating budget's increase is a result of increased costs in memberships (some based off the City's census numbers) and the addition of computers to the equipment replacement plan, which increased the equipment replacement rent.

GENERAL FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	97,507	104,364	120,466	124,061
Operational	98,391	109,756	111,050	117,247
Capital Outlay	0	0	0	0
	195,898	214,120	231,516	241,308



Yuma Municipal Court

The Mission of the Yuma Municipal Court is to enhance the quality of life in the City of Yuma by providing all people that appear in the Court with a responsive and professional judicial branch of government.

JUDICIAL GOALS, AUTHORITY:

The judicial system is predicated on the belief that all citizens coming before the courts are entitled to equal justice, regardless of race, ethnicity, gender, age, or economic circumstance. Courts must resolve cases swiftly and fairly. Courts must ensure that litigants and victims fully understand their rights and that those rights are protected. Courts must provide meaningful access to all, ensuring that no litigant is denied justice due to the lack of counsel or the inability to understand legal proceedings.

The Yuma Municipal Court exists pursuant to the Charter of the City of Yuma, Arizona, the Constitution of the State of Arizona and the Constitution of the United States of America.

COURT FUNCTIONS:

The Yuma Municipal court is a limited jurisdiction court. (Third branch of government, non-political.) It has jurisdiction over misdemeanor criminal cases such as DUI's (driving under the influence), driving on suspended licenses, reckless driving, possession of marijuana, possession of drug paraphernalia, assaults, including domestic violence assaults, criminal damage, shoplifting, and theft. These misdemeanors must have occurred within the city limits of the city of Yuma. Also included are cases that occur within the City of Yuma which the County Attorney declines to prosecute as felony cases, and are referred to the City Prosecutor to review for "long form" complaints that are then prosecuted in the Municipal Court.

The court handles criminal, civil and criminal traffic, various civil matters, including emergency orders of protection (24 hours a day, 7 days a week) and injunctions against harassment. The judges of the court also issue search warrants (24 hours a day, 7 days a week) on alleged felony and misdemeanor cases. The court also adjudicates cases stemming from violations of city ordinances, which can be either civil or criminal.





Did You Know?
 Arizona courts processed more than 2.4 million filings in fiscal year 2001. Of these, almost 1.6 million were for criminal traffic and civil traffic violations, all handled by the Justice and Municipal Courts.

- Maintained a continued high level of security and a safe environment for the public and staff. The Court Officers also acted as court bailiffs, fingerprint technicians and process servers of orders and documents. This allowed the Police Department to keep their officers on patrol instead of providing service to the Court.

AUTHORIZED PERSONNEL	FY 02/03	FY '03/04
Municipal Court	17	17
Total	17	17

In addition to the seventeen full-time authorized personnel, the Court has two elected Municipal Judges.

2002-2003 ACCOMPLISHMENT:

- Improved work areas ergonomically for the court clerks to improve customer service.
- Installed filing systems to improve case processing and records retention capabilities in keeping with the Supreme Court’s Minimum Accounting Standards regarding records.
- Replaced personal computers at the court with the Arizona Court Automation State Automated Software Program.
- Received AZTEC, the latest software enhancement from ACAP, with key enhancements for high volume citation entry and scheduling, a warrant reconciliation module, a quick receipting enhancement, a protective order module, Motor Vehicle Division and Department of Public Safety’s criminal history reporting integration.
- Made improvements to remedy the acoustical problems in the Court.
- Finalized the Court’s operational review by the Supreme Court of Arizona Administrative Office of the Court (AOC) in February 2003.



GOALS FOR 2003-2004:

- Improve collections and compliance of court orders through the use of the Collection agency, Tax intercept Program (TIPS) that attach delinquent accounts to State Tax Refunds.
- Implement the new master calendar program in AZTEC to increase efficiency in calendaring dates by the clerks and to place the daily calendar “on-line” each day.
- Continue to work on case processing to avoid delays and backlogs.
- Improve records management and case management.
- Create management reports.
- Increase training and accountability of staff.
- Use interactive voice response (IVR) to help customers with frequently asked questions.
- Upgrade the audio/video jail arraignment equipment.

- Upgrade the audio tape recording system to a digital recording system in the courtrooms to meet the requirements of recording all proceedings.
- Continue to instill in the employees of the court a willingness to do what is necessary to implement and improve procedures, while continuing to administer justice fairly, expeditiously, and cost effectively.

Did You Know?

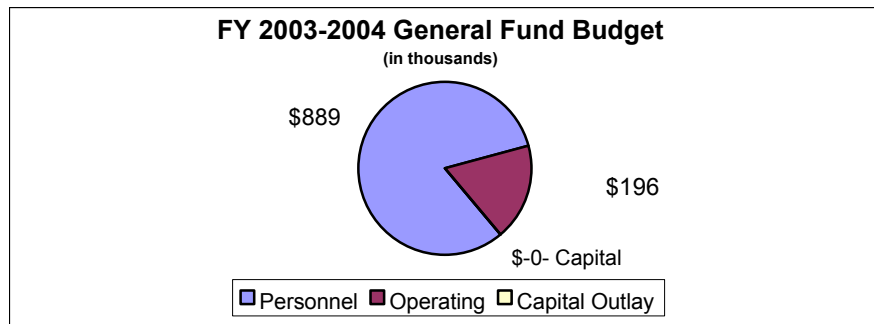
Municipal Courts generate almost half of all court revenue in the State.

	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	855,150	1,023,904	1,010,785	1,160,817
	855,150	1,023,904	1,010,785	1,160,817

For Fiscal Year 2003-2004, the Municipal Court presents a budget of \$1,160,817. This is an increase of 13.4% over last year's budget. The most significant change that impacted the Municipal Courts' budget was the appointment of a second full-time elected Judge position. On December 18, 2002, the City Council appointed this Judge for a one-year term. This position will become an elected position during the November 2003 General Election.

In June of 2002, Arizona Supreme Court Chief Justice Charles Jones issued an order removing pro tem judges that were not licensed attorneys. This necessitated the hiring of local attorneys to fill-in on a part-time basis as pro tem judges in the court. The cost to hire the pro tems, plus the time necessary to train them seriously impacted the court's FY 2003 budget and will affect the FY 2004 budget.

<u>GENERAL FUND</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	679,358	773,802	797,349	888,718
Operational	174,456	235,102	203,436	196,099
Capital Outlay	1,336	0	0	0
	855,150	1,008,904	1,000,785	1,084,817



<u>PUBLIC SAFETY TAX</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	0	0	0	0
Operational	0	0	0	0
Capital Outlay	0	0	0	33,000
	0	0	0	33,000

<u>APPROPRIATED GRANTS FUND</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	0	0	0	0
Operational	0	15,000	10,000	43,000
Capital Outlay	0	0	0	0
	0	15,000	10,000	43,000

City Administration

City Administration staff manage the City's resources to implement City Council goals and objectives, to meet the needs of City of Yuma residents and visitors, and to ensure the integrity of the municipal governing process.

The City Administrator is the City's chief administrative officer and is employed by the City Council. All other city staff work for the City Administrator. The Assistant City Administrator acts in the absence of the City Administrator.

The City Administration budget includes costs for thirteen staff plus as-needed hourly-paid camera operators. There are six budgetary divisions: Administration, Quality Initiatives, Communications, Heritage Area, City Clerk's Office, and Elections.

The Administration Division manages the resources of the City, works with Council, and manages the citywide organizational development and training program.

The Quality Initiatives Division manages and operates the City's government television channel YCTV-73 to meet Council's goal of increasing City residents' access to their government. The Division also manages the City's cable license agreement and maintains the City website.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	2	5
Communications	1	1
Quality Initiatives	5	3
Heritage Area	1	1
City Clerk's Office	3	3
Total	12	13

The Communications Division is responsible for media relations and public affairs. The Division responds to media inquiries and provides information about city initiatives, projects and events.

The Heritage Area Division provides staff and operational support to implement the approved plan for the Yuma Crossing National Heritage Area. Under a contract with the Yuma Crossing National Heritage Area Corporation, the City provides this support as part of the local match for the authorized federal funding of up to \$1 million annually. The Division coordinates staff support from the departments of Community Development, Parks and Recreation and Public Works in order to meet objectives of the approved plan.

The City Clerk is one of four positions whose responsibilities are defined by the City of Yuma Charter. The City Clerk's Office administers and safeguards the integrity of the municipal governing process and oversees City elections and election processes. The City Clerk's Office provides for public access to City records and documents, coordinates the application and notification process for City boards and commissions, affixes the City seal on official documents, posts meeting notices, prepares City Council agendas, and records and maintains minutes of all City Council proceedings.



2002-2003 ACCOMPLISHMENTS:

- Provided a “loaned executive” to manage the Greater Yuma Economic Development Corporation.
- Reorganized the supervisors’ academy and implemented the Certified Public Managers’ certification program.
- Facilitated completion of the municipal court remodeling.
- Supervised design and installation of video and audio technologies for the new City Hall council chambers and large meeting room.
- Added live and tape-replay coverage of Planning and Zoning Commission and Historic District Review Commission meetings on YCTV-73, the City government cable channel.
- Moved all tape delay or re-cablecast programming to an automated video system.
- Facilitated public relations and information programs for major City CIP projects and city initiatives.
- Completed project with local commercial television station to produce series of video information briefs about City projects and events.
- Established weekly interview program on local radio featuring members of City Council and City staff.
- Established a primary City contact for media inquiries and coordinated internal communications.
- Established a program of regular updates on street construction projects using press releases, the City website and direct e-mail to individuals and organizations.
- Expanded the regional audience for information about City projects and

events through placement of information in the Hispanic media.

- Received approval from the United States Secretary of the Interior for the Yuma Crossing National Heritage Area plan.
- Completed Phase I of the West Wetlands project including construction of ramadas, trails, playgrounds and irrigation systems; clearing of non-native plant species and revegetation; development of a hummingbird garden; and development of a tree nursery for reforestation.
- Achieved consensus among stakeholders, including the Quechan Indian Nation, farmers, private landowners and government agencies, on the East Wetlands Restoration Plan.
- Met key requirements of the federal authorizing legislation for the Heritage Area.
- Assisted in establishing The Yuma Crossing National Heritage Area Corporation with a locally based board of directors.
- Conducted the 2002 General Plan Special Election and prepared election materials for the 2003 City elections.
- Provided orientations for board and commission members and training on the City Council agenda process, meeting minutes and Open Meeting Law requirements.
- Updated the board and commission application to reflect changes in the appointment process.
- Used the City website and cable television channel to increase public access to City Council meeting and election information.
- Implemented a City Hall facilities usage policy for council chambers, the atrium, the lobby and Room 190.
- Developed an internal review process for off-track betting licenses.

Did You Know?

The City of Yuma has 19 Boards and Commissions with over 115 community volunteers.

GOALS FOR 2003-2004:

- Manage the City budget so that reduced revenues do not affect the quality of services to City residents.
- Conduct 2003 City of Yuma elections
- Review and update the citywide records management program.
- Sustain the quality of transmission and programs on YCTV-73.
- Maintain the City's presence on the Internet through the City website.
- Increase "image branding" of City print items and publications.
- Increase opportunities for board and commission members to participate in public information efforts.
- Sustain the commitment to provide factual and accurate information and prompt response to inquiries from the media and general public on City issues, projects and events.
- Design and construct Gateway Park in the National Historic Landmark.
- Coordinate with the private sector development partner to secure commitment for a riverfront hotel/conference center.

- Complete design, permitting and implementation of pilot re-vegetation project in the East Wetland.



	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	211,953	247,334	257,805	525,047
Communications	97,397	104,566	99,954	104,440
Quality Initiatives	497,753	545,792	530,678	310,696
Heritage Area Development	0	185,419	184,556	182,903
City Clerk's Office	191,758	218,307	207,927	222,292
Elections	111,940	41,000	21,800	138,750
	1,110,801	1,342,418	1,302,720	1,484,128

The City Administration budget has been restructured for FY 2003-2004. The overall budget has increased for two reasons: primary and general elections will be held in 2004; and several positions have been transferred from other budgets or cost centers.

The Administration Division budget has increased as a result of transferring personnel and related costs from the Quality Initiatives and Human Resources division budgets. The positions transferred are: the assistant city administrator, organizational development manager, and human resource/trainer. The resulting increase in the Administration Division budget corresponds to an equal decrease in the budgets for Quality Initiatives, Community Development and Human Resources.

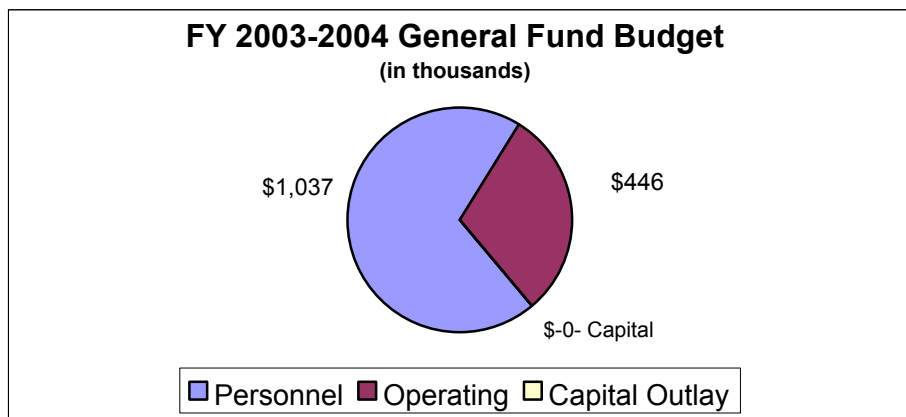
Beginning with the FY 2003-2004 budget, the Quality Initiatives Division budget contains only the projected costs for YCTV-73, the City's cable government channel and the City website. All other positions and their associated costs previously included in the Quality Initiatives budget have been moved to the Administration Division.

The Community Development-Heritage Area budget has been transferred to the City Administration budget and appears as a separate division. It includes the transfer of one staff person and operating expenses.

The City Clerk's Office budget shows a reduction in operating costs. The overall increase is directly related to personnel costs for existing staff.

The elections budget for 2003-04 has increased to cover the costs of both a primary and a general election to elect three councilmembers and one municipal judge. As a result of Yuma County's 2002 redistricting and realignment of voting precincts, the City will have an increased number of voting precincts for the 2003 city elections.

GENERAL FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	783,206	918,351	941,610	1,037,642
Operational	327,595	409,123	328,371	446,486
Capital Outlay	0	14,944	32,739	0
	1,110,801	1,342,418	1,302,720	1,484,128



City Attorney's Office

The City Attorney's Office exists to provide legal services to the City Council, the City Administrator, and all City departments, offices and agencies in order to promote the health, safety, and welfare of our community.

The City Attorney's Office represents the City of Yuma in all legal proceedings, including civil litigation, criminal prosecution in Municipal Court and provides a significant portion of the State legislative and lobbying support for the City of Yuma.

Previously, the City Prosecutor's budget was in the same division as the City Attorney's office, but for FY04, they are identified in their own separate division.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
City Attorney's Office	11	8
Prosecutor's Office	0	3
Total	11	11

2002-2003 ACCOMPLISHMENTS:

- Legislative Bill Tracking

A new link, Legislative Bill Tracking, accessible through the Outlook Today Page - City Links was created to allow City of Yuma staff to track the status of legislative bills on a daily basis. In the past, the City Attorney's office prepared and generated 15 individual reports to different City departments on a weekly basis. Now the Legislative Bill Tracking report is online in Outlook and updated on a daily basis. Staff can access the report at their convenience. Also

included is a link to the Arizona Legislative Information System (ALIS) where staff can access this website and view the full text of the bills of interest to them. This change has allowed the City Attorney's Office to save time, manpower and many reams of paper, since hard copies of reports are no longer necessary.

- Adelpia Franchise Renewal

Adelpia Cable Communication requested that the franchise renewal process for cable TV services begin this year. Although the current contract with Adelpia expires in 2005, federal regulations allows Adelpia to request that negotiations for a new contract begin within the 36 months prior to the termination of the existing contract. The renewal process includes a review of current operations, a financial audit and input from Yuma residents to make sure Adelpia is serving the needs of the community.



- Construction Manager at Risk

After many months of work, a form of contract for the Construction Manager at Risk (CMAR) was drafted. The CMAR is a new concept of construction for the City and is a departure from the traditional design-bid-build (DBB) process. The CMAR process allows the owner, architect and construction manager to work together to fully develop and build a project. Public Works

had planned to use this method of construction for the East Mesa Water Pollution Control Facility, however time constraints forced this project to utilize DBB instead. The East Mesa Water Treatment Facility project will utilize a CMAR process.

	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
City Attorney	785,768	901,964	991,159	692,541
Insurance Litigation	48,690	95,400	240,200	250,200
Non-insurance Litigation	109,272	195,900	195,000	195,000
City Prosecutor	0	0	0	192,818
	943,730	1,193,264	1,426,359	1,330,559

The requested budget of \$1,330,559 will enable the department to continue to provide legal counsel and support to the Mayor and City Council and all other City departments, as well as prosecution services in Municipal Court.

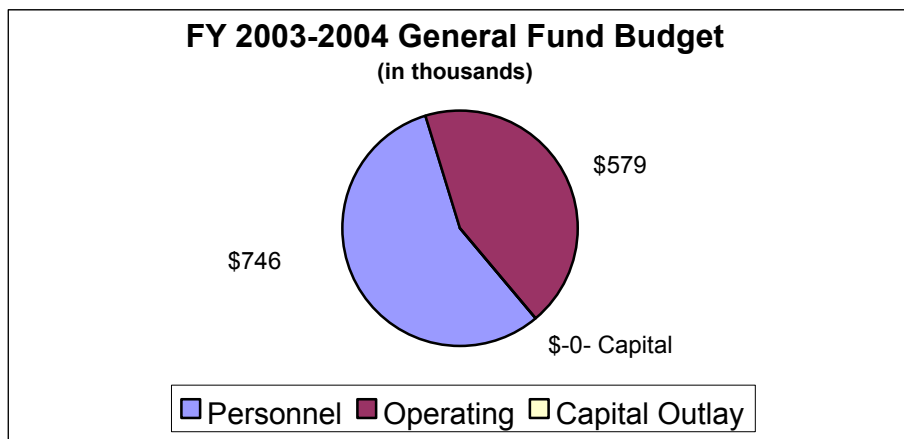
The City Attorney's Office budget allocations for fiscal year 2003-2004 will be as follows:

- \$ 751,227 for personnel expenditures
This represents an increase of \$29,983. In large part this is due to increases in pension and health.
- \$ 579,332 for operational and maintenance expenditures
Taking out the litigation costs, this constitutes a decrease of \$34,974 or 20% from last year's budget.
- \$ 445,200 for litigation costs
Litigation costs are for defending the City against potential and actual lawsuits. This is an increase of \$153,900.

Therefore, the overall increase in the department is \$137,295 or 12%. Most of this increase is in areas where there is little ability of the department to control.

The lobbying duties continue to expand, as the City is active at the State Capitol during the legislative session. The duties of the City Prosecutor continue to expand significantly as more police officers come on line and additional judges are elected. The City Attorney's Office will continue to review and refine its business plan and projects in order to provide the support needed by all City departments.

GENERAL FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	652,764	716,794	711,823	746,777
Operational	286,266	460,406	710,086	579,332
Capital Outlay	0	11,364	0	0
	939,030	1,188,564	1,421,909	1,326,109



APPROPRIATED GRANTS				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	4,700	4,450	4,450	4,450
Operational	0	250	0	0
Capital Outlay	0	0	0	0
	4,700	4,700	4,450	4,450



Department Of Information Technology Services

The Department of Information Technology Services (ITS) exists to provide expertise in long-range planning, technical guidance, support and services that promote the use of current and future information technologies to help the City achieve their technology mission, vision, and goals.

The Department of Information Technology Services consists of two divisions that service all of the City's departments.

The Administration Division oversees and manages the work units of the department. Administration works closely with staff to ensure high quality delivery of services and to ensure that information technology is successfully implemented and maintained within the organization. Administration develops short and long range departmental goals and objectives, maintains project schedules, provides project management services, develops and evaluates request for proposals, provides technical assistance and support to City staff, and develops and administers the City's 3-5 Year technology plans.

The Technical Support Division is comprised of five support and service areas: Computer Operations/Help Desk Support, Computer Support Training, Business Applications and Integration, PC and Network Technical Support, and Telecommunications. Some work areas are on call 24 hours a day, seven days a week, to help ensure the on-going operation and use of critical City systems, such as Public Safety.

The Computer Operations and Help Desk team maintains the availability of the City's computer systems and peripherals. Operations personnel serve as the main point of contact for all computer users. They record and monitor incoming calls, troubleshoot problems, assist end-users and refer them to the appropriate technical staff when needed. Other duties

include system security administration and facility access security.

The Computer Support Training team provides technical instruction to City employees in the use and operation of computer hardware, software, operating systems, and department specific applications. They provide specialized/custom report writing services, assist with the installation of hardware and software systems and develop and implement computer-training programs to meet the needs of the organization.

The Business Applications and Integration team specializes in the analysis, development and maintenance of the City's automated business systems. They provide technical and professional services relating to technology advancement, end-user support and training, data conversion and integration analysis of software, technology research and development, system security administration, and contract project management and implementation services.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	5	5
Technical Support	17	18
Total	22	23

The Technical Support team specializes in the installation, maintenance, upgrade and repair of personal computers, midrange, and data communication hardware, software and network

systems. Technical Support troubleshoots technology system malfunctions, provides end-user support, reviews and develops technology based standards and configurations, approves and procures computer hardware and software purchases, provides facility and network design planning and implementation services for new technology, and provides system and network administration.

The Telecommunications Support Team provides support and service for the City's telephone, radio, and pager systems. They are responsible for FCC filings, registrations, communications impact studies and FAA compliance for navigational hazards for City projects, sites and other liabilities. Telecommunications oversees the Land Mobile Radio Communications maintenance contracts and warranty provisions for the radio and pager systems.

ITS has been aggressively implementing several major components of the City's Information Technology and Telecommunications plans to meet the business needs of the organization and to help the City achieve its objectives of implementing modern, integrated systems for use by all departments.

2002-2003 ACCOMPLISHMENTS:

- Designed and engineered all voice and data communication technology elements for the new City Hall.
- Installed and transferred all computer networks, midrange and desktop systems to the new City Hall.
- Procured a new Private Branch Exchange (PBX) Telephone System, implemented new system at all City facilities, and provided telephone training to all end-users on the use and operation of the new system.
- Provided voice, video, and data design and network engineering requirements for new and remodeled City facilities.
- Completed multi-year data conversion oversight for Police records management system.
- Managed the upgrade and expansion of the City's 800 MHz Trunked Radio system.
- Provided project management for the search and selection of the City's GIS Consultant for the development of the

City's 3-5 GIS Strategic Plan.

- Managed the upgrade of the Parks and Recreation Activity Registration software system and replacement server.
- Provided technical advice for the development, selection, and implementation of the new Desert Hills Golf Course Tee time reservation and Point of Sale system, the Public Works Meter Reading system, The Public Works CIP project tracking system, and the Civic and Convention Center's Event Management system.
- Coordinated employee training and implementation of the Work Order Module for Parks Maintenance.
- Developed computer training program curriculum and provided on-site and classroom end-user training in the use and operation of City standard computer hardware, software, department specific applications and telephone systems.



GOALS FOR 2003-2004:

- Involvement with the design and implementation of the City's Mobile Data Computing project.
- Oversee and manage the development of the City's 3 to 5 year Geographic Information System Strategic Plan.
- Assist Police and Fire with their Business Process versus Automated Systems review.
- Continue to focus on other priority items identified in the City's 3 to 5 Year Information Technology and Telecommunications Strategic Plans, which include Document Imaging and E-Business Strategic Plan development.

- Continue to provide technical guidance and support for department specific and Citywide technologies.
- Continue to make the City's computer training program a priority to help ensure all City staff achieve a high standard of computer literacy and proficiency.

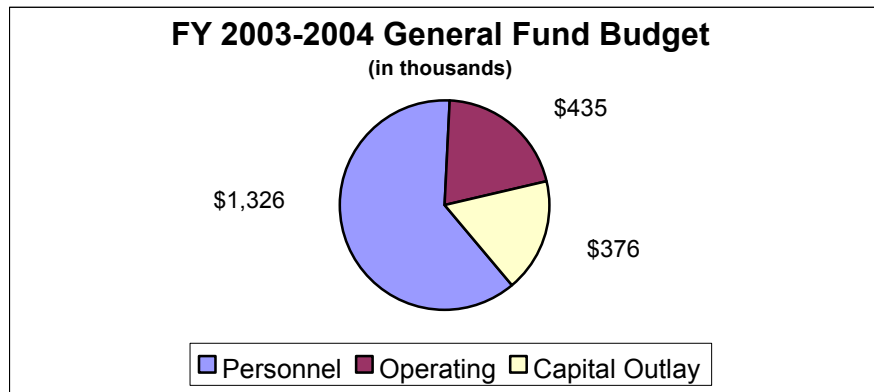
Did You Know?
 ITS installed more than 1.5 million dollars worth of computer hardware, software and other technology based systems in FY 2003.

	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	355,569	639,413	358,154	455,953
Technical Support	883,768	1,600,995	1,254,221	1,681,544
	1,239,337	2,240,408	1,612,375	2,137,497

For fiscal year 2003-2004, the Department of Information Technology Services presents a budget of \$2,137,497. This is a decrease of 4.5 percent from last year's budget. The decrease is due to delaying the implementation of various citywide projects that were on the City's 3-5 Year Technology Plan.

ITS also has a decrease in their estimates in fiscal year 2002-2003. This is due to having two unfilled positions throughout the year and to the delaying of projects.

<u>GENERAL FUND</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	979,500	1,195,882	1,094,060	1,325,836
Operational	244,628	648,681	385,857	435,199
Capital Outlay	15,209	395,845	132,458	376,462
	1,239,337	2,240,408	1,612,375	2,137,497



Administrative Services

We, as a team, provide financial systems and operational support to assist our customers in achieving their goals.

The Administrative Services department consists of seven divisions that serve the public and other city departments.

The Administration Division oversees the financial activities of the City while providing direction and policy to the Department. This division also directs the City's investment program and maintains the City's bond rating.

The Customer Services Division administers business licenses, 2% tax collections, and utility billings and payments. In addition, the division coordinates and compiles all cash receipts within the City.



Materials Management is responsible for the procurement of supplies, services and construction, operations of the warehouse, surplus property and the City Auction. Their functions include description of requirements, selection and solicitation of sources, preparation and award of contracts, all phases of contract administration, inventory control, surplus property activities, including the City Auction, and training in procurement procedures and processes.

The Accounting Division manages the accounts payable, accounts receivable, and payroll

functions, along with producing the City of Yuma's Comprehensive Annual Financial Report and the Annual Budget.

Risk Management coordinates programs related to citywide insurance, environmental safety compliance, training and inspections, and personnel safety compliance. Additionally, the division coordinates claims, handles repairs to accidental property damage, and provides Risk Management consultation to all departments.

Human Resources staff provides a full range of human resource management services for employees and residents of the City of Yuma. The activities involved include recruitment, compensation and classification, compliance with employment laws, and other activities designed to enhance workplace fairness and the City's ability to attract and retain quality employees.

The Facilities Management Division is responsible for the new 150,000 square foot City Hall building and surrounding landscaping and parking lots. This newly created Division provides preventative and repair maintenance, tenant improvements, and janitorial services for the facilities.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	2	2
Customer Services	7	7
Materials Mgmt.	13	13
Accounting	12	12
Risk Mgmt.	4	4
Human Resources	11	10
Facilities Mgmt.	3	8
Total	52	56

2002-2003 ACCOMPLISHMENTS:

- Implemented website for business license application review.
- Improved collection procedures.
- Accepted credit card payments.
- Created resource link on Outlook which allows departments to access the contract listing, buying plan, various purchasing forms, job specifications, employment forms, and budget forms and information.
- Received 20th consecutive Certificate of Achievement for Excellence in Financial Reporting and submitted for number 21.
- Implemented Statement 34 for financial reporting one year ahead of Governmental Accounting Standards Board schedule.
- Offered 62 in-house training courses saving over \$200,000 for the city.
- Recovered approximately \$17,000 in workman's compensation claims. Our vigorous monitoring of workman's compensation claims has reduced our premium almost \$200,000.
- Introduced fitness reimbursement program through payroll deduction.
- Implemented employment applications on the city's website allowing applicants to download application and submit it via email.



- Utilized in-house training for various subjects including the interviewing of candidates and recruitment processes, and updates on FMLA and ADA.
- Coordinated the move of seven departments from various locations into the Municipal Complex.
- Continued to maintain favorable Standard & Poors bond rating.

- Refunded the 1995 Series bonds saving the city \$1.7 million.
- Saved \$30,000 in consultant fees by evaluating infrastructure costs in-house for CAFR 34 presentation.

Did You Know?

The Accounting division issues 25,000 payroll checks and 9,100 accounts payable checks each year.

GOALS FOR 2003-2004:

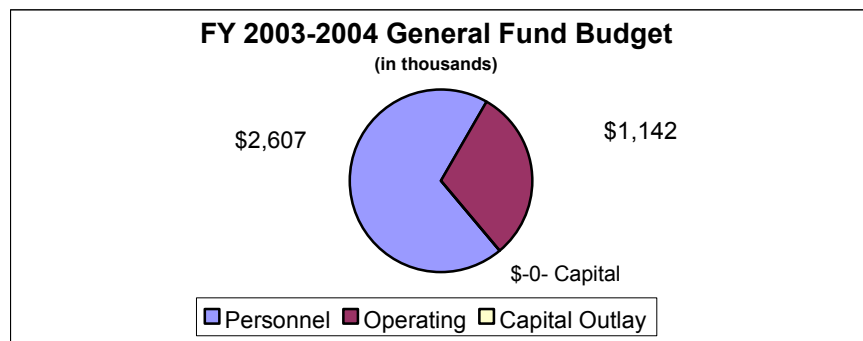
- Evaluate using Internet for water service application and payments.
- Explore outsourcing water bills and notices to improve efficiency and allow for monthly billing.
- Review and improve Request for Proposal process.
- Continue our efforts to modernize and train in all areas of procurement.
- Expand emergency evacuation, terrorism prevention measures, and facility safety training.
- Provide environmental and safety audits and inspections on city facilities and projects to ensure continued compliance.
- Improve and streamline personnel processes and provide high quality services while using fewer resources.
- Oversee the city's financial situation in order to maintain or improve our bond rating.
- Revitalize budget document for a more reader friendly format and ultimate submission for Government Finance Officers Association Distinguished Budget Presentation Award.

	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	239,672	201,896	191,419	187,557
Customer Service	372,263	400,158	382,681	395,625
Materials Management	554,582	574,960	562,988	559,534
Accounting	605,856	667,555	646,473	709,838
Risk Management	273,493	293,967	280,318	295,793
Human Resources	733,037	783,987	745,449	704,649
Facilities Management	0	534,454	747,195	897,484
	2,778,903	3,456,977	3,556,523	3,750,480

For fiscal year 2003-2004, the Administrative Services Department presents a budget of \$3,750,480. This is an increase of 8.5 percent over last year's budget. The most significant change to Administrative Services' budget is the addition of the Facilities Management Division. When budgeting for the FY02/03 year, the City was in the second year of a biennial budget. Maintenance and utility budgets from the other department's moving into the new building were transferred into the facilities management division budget. This amount was not enough to cover the actual costs of the new building. The request for next year reflects a more accurate cost to maintain and operate this facility, including the upgrade of five part-time custodians to full-time. Without this service addition, the Administrative Services Department budget would have decreased by \$70,000. Finally, there is a 35 percent increase (\$55,541) to the property insurance premium, also included in the facilities division.

The Accounting division's budget increased due to the funding of a previously unfunded Accountant position. The decrease in Human Resources' budget is due to the training position being moved to City Administration. All other divisions either decreased their budgets or increased due to payroll costs.

<u>GENERAL FUND</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	2,140,340	2,358,230	2,454,460	2,607,182
Operational	622,649	1,051,495	1,101,430	1,142,398
Capital Outlay	15,026	43,665	0	0
	2,778,015	3,453,390	3,555,890	3,749,580



HUD CDBG ENTITLEMENT FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	888	3,587	633	900
Operational	0	0	0	0
Capital Outlay	0	0	0	0
	888	3,587	633	900

Community Development

Our mission is to enrich the quality of life in our community. We accomplish this through open communication, building partnerships, and responsible, responsive, and creative solutions to the needs of our customers. We are dedicated to sustainable and orderly growth and an economically viable community for the benefit of present and future generations.

The Department consists of four divisions that provide services and raise revenues associated with Yuma's growth, economic development and redevelopment.

The Administration Division oversees the roughly \$8 million in revenues handled by the department and the \$3 million in annual operating expenses. Staff is heavily involved in a variety of economic development projects with private business. Employees of this Division produce computerized maps and graphics used by City departments and the public. Customer service training and oversight are a major focus of this division.

The Building Safety Division provides services needed for the nearly \$300 million in anticipated annual construction. Staff meet with the public to review building plans, issue building permits, perform inspections of construction, and ensure that Council adopted codes are enforced. Permit technicians calculate and collect around \$5 million of the department's revenues.

The Economic Development Division focuses on the reuse of commercial sites and assistance with major new commercial projects; redevelopment of the River Front and Old Town; revitalization of neighborhoods including Target Areas such as Carver Park Neighborhood and

major economic development projects such as the Redondo Center near Interstate 8. This Division also supports continued economic development relations with San Luis, Mexicali and Sayula, Mexico.



"Setting the Steel" at One City Plaza

The Community Planning Division handles zoning and subdivision cases, revision of zoning or subdivision codes. Staff in this division also prepares new or updated elements of the General Plan, new or revised policies to guide the City's growth, and five-year forecasts. This division's staff provides engineering review of new development, as well as the collection of \$3 million in water and sewer development fees.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	6	6
Building Safety	16	17
Economic Development	6.55	6.55
Economic Devel. Grants	6.45	6.45
Community Planning*	15.35	15.35
Total	50.35	51.35

* 65% of Utility Specialist Position funded by Water Fund

2002-2003 MAJOR ACCOMPLISHMENTS:

- Graduated 18 community residents from the 7th annual Neighborhood Leadership Academy.
- Broke ground on new Carver Park Community Center.
- Implemented Arizona’s first-ever Rental Housing Inspection Program.
- Completed a Redevelopment Project Plan within Carver Park to implement the Neighborhood Revitalization Strategies.
- Assisted with the award of the Villa Serena 80-unit tax credit housing project
- Implemented a Housing Fee Reduction Program in Carver Park.
- Completed 33 housing rehabilitation projects under the City’s CDBG home repair programs.
- Undertook comprehensive State-mandated update of the City’s General Plan.
- Received 71% voter approval of the City of Yuma General Plan.
- Adopted State-mandated Military Airport protection rules.
- Adopted State-mandated Uniform Plumbing Code.
- Updated City’s 20-year old Street Naming and Addressing Policy.
- Completed review of the 2003 International Building Code with Building Advisory Board for adoption by Council.
- Formalized development policies on Vertical Construction and Assurance of Completions.
- Started e-mail newsletter *Developing Yuma!*.

- Implemented new desk procedures for plan checking.
- Undertook ICMA coordination with the State of Sinaloa, Mexico.
- Relocated Riverfront team to 180 W. 1st Street & created a “loaned executive” for the Heritage Corporation.
- Oversaw the successful design and construction of \$146 million dollars in construction in 2002.



Yuma High Neighborhood Cleanup Activities

Looking Ahead

Construction within the City has increased over 141% in the past 5 years, reaching a record level of \$146,000,000 in 2002. The department believes that the coming year will see greater building activity, resulting in 650+ single-family home units, 80+ or more apartment units and a total of approximately \$300+ million in construction valuation. Rezoning and subdivision actions should result in 500 or more new residential lots under review by the Commission and Council. Annexations will continue to focus on infill areas, as well as critical industrial or commercial areas --primarily east of the airport.

Did You Know?

In 2002 building permit construction valuation reached an all-time record high of \$146 million dollars?



Carver Park Water Features – Strengthening Our Neighborhoods with Strategic Investment

As construction increased 141% since 1998, the number of building inspectors, plans examiners and planners employed by the City remained relatively flat (16 total in 97-98; 17 in 02-03). Despite the aggressive use of technology and the streamlining of various codes and procedures to improve efficiencies, the department now expects that longer turn around times for inspections, longer plan review times and changes to similar customer service standard changes will likely occur given fixed staffing levels and the continuing increase in work load. A new building inspector in 2003-2004 will help staff from becoming overwhelmed by the record growth.

Although most of the development fees set by the City are fairly similar with development fees set by other communities across the State, the City's planning and zoning fees are not. In 2002, planning and zoning fees collected by the department totaled only about \$50,000. This contrasts with the roughly \$1 million cost to provide these important services in a high growth community. The costs include things such as mailing notices to thousands of neighbors, legal advertisements, posting of signs, staff review of issues, meetings with neighbors, owners. In this regard, it is the department's intent to bring forward a proposal to address the planning and zoning fee

structure to better cover the City's cost to provide these services to private businesses. Based on preliminary discussions with County staff, there may be an opportunity to establish a joint fee schedule with Yuma County.

The following are not included within the department's budget proposal: revision to the City's Pro Rate fee program; updates to the City's zoning code; revisions to the landscape, sign or parking codes; and, consultant costs to revise and update the City's Major Roadways Plan. If separate and additional sources of funding to undertake these efforts are identified through the course of the upcoming fiscal year, staff will react accordingly and integrate the workload items into their work plans.



Site grading work begins at Yuma Regional Medical Center

2003-2004 Major Goals:

- Adopt 2003 Building Code and related specialty codes (e.g. Electrical).
- Combine all construction boards into two: Commercial and Residential.
- Adopt Carver Park Redevelopment Plan.
- Initiate new neighborhood revitalization area for Yuma High.
- Sell City property in Redondo & Old Town.
- Assist key development projects (e.g. Yuma Palms, food industry projects).
- Partner with GYEDC and the State.

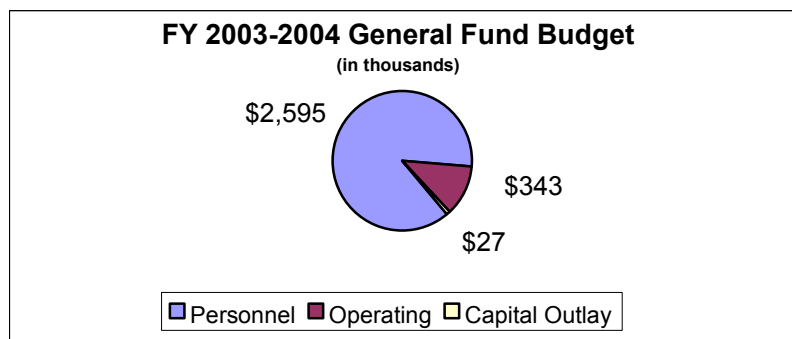
- Work with Lakes of Yuma agreement (2 ½ square mile mixed use project).
- Adopt Major Roadways Plan.
- Adopt Joint City/County User Fees.
- Adopt Joint City/County Engineering Specifications.
- Handle \$3 million +/- worth of construction.

	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	545,924	581,404	567,299	539,425
Building Safety	776,485	888,746	872,509	1,014,227
Economic Development	2,283,134	3,777,157	2,375,630	2,852,207
Community Planning	761,562	954,954	894,726	979,067
	4,367,105	6,202,261	4,710,164	5,384,926

Overall the department is asking for General Fund support of about \$2.9 million, a budget increase of 4%. During fiscal year 02/03, the total number of full-time employees in the department changed since the Riverfront Development Manager's position was moved to the City Administrators staff. Our staff will increase by one for the upcoming fiscal year with the addition of a new commercial Building Inspector. In addition to the supplemental position, personnel related expenses are up due to increased costs for health care and pensions. Operational expenses were cut 16% to help offset the large increase in personnel costs.

The Economic Development division has a number of employees whose salary is partly paid by grant money saving the General Fund nearly \$412,000 in personnel expenses. These employees work significantly with the CDBG program and community redevelopment.

GENERAL FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	2,205,279	2,389,195	2,353,659	2,595,976
Operational	444,803	410,976	342,256	343,731
Capital Outlay	4,110	56,831	42,947	27,650
	2,654,192	2,857,002	2,738,862	2,967,357



HUD CDBG ENTITLEMENT GRANT				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	337,378	297,060	309,396	399,588
Operational	580,462	1,487,353	652,290	916,044
Debt Service	0	0	15,000	98,468
Capital Outlay	0	16,000	15,000	0
	917,840	1,800,413	991,686	1,414,100

COMMUNITY REDEVELOPMENT GRANT				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	0	0	0	0
Operational	29,965	550,000	3,583	800,000
Capital Outlay	0	0	0	0
	29,965	550,000	3,583	800,000

ACTION GRANT				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	57,558	138,137	133,869	12,119
Operational	553,790	850,218	798,664	190,350
Capital Outlay	153,577	5,491	42,500	0
	764,925	993,846	975,033	202,469

APPROPRIATED GRANTS				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	0	0	0	0
Operational	183	1,000	1,000	1,000
Capital Outlay	0	0	0	0
	183	1,000	1,000	1,000

Public Works

The Public Works Department is committed to provide safe, effective and environmentally sound public services including streets, residential solid waste collection, fleet services, engineering and water and sewage treatment systems.

We pledge continuous improvement through high performance, customer service, communication, training and working together for the needs and requirements of the citizens and visitors of Yuma as well as our neighboring communities.

The Public Works department provides a variety of services for the citizens of Yuma. Divided into six distinct areas of operation, the department works hard to achieve its mission.

Engineering Division administers, monitors, and coordinates a comprehensive 5-Year Capital Improvement Program that incorporates adopted Council goals and policies, City infrastructure requirements and the needs of the general public. Engineering provides inspection of outside public works construction projects such as subdivisions and monitor the execution of encroachment permits as well as, coordination of traffic control maintenance.



Street Division provides maintenance, repair of the transportation infrastructure within the City of Yuma limits, which consist of 108 square miles or 292 centerline street miles. Some of the street services include:

- Code Enforcement Compliance
- Right-Of-Way Maintenance
- Street Maintenance
- Street Traffic Control
- Street Sweeping
- Concrete Maintenance – Sidewalks, Curb & Gutters

The Solid Waste Division services 18,000 Residential Customers and 700 Commercial Customers. This division is also responsible for various environmental programs such as the Annual Neighborhood Clean Up Campaign, Christmas Trees Recycling Program and the Yuma Area Household Hazardous Waste

Fleet Services manages and provides preventive maintenance on a fleet of 684 vehicles and equipment. Also provided is technical, preventive maintenance, and fuel services to other local municipalities and non-profit organizations.

The Utility Treatment Division manages and provides proper operation and maintenance of

the City's Water/Wastewater Treatment Facilities, booster pump stations, and chemical injection stations in compliance with Federal and State requirements. At the same time, Utility Treatment oversees, inspects, samples, and evaluates local industrial users to ensure compliance with EPA's National Pretreatment Standards. Also performed is verification of compliance with EPA's Clean Water Act, Safe Drinking Water Act, and biosolids regulations via environmental laboratory testing.

Utility System Division monitors the installation, maintenance, and repair of the City-owned water transmission and distribution system, wastewater and stormwater collection systems, and water metering systems.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	10	10
Fleet Services	12	12
Engineering	22.15	25.15
Solid Waste	13	13
Street Maintenance	47.54	47.54
Water	53.62	54.62
Wastewater	37.34	41.34
Total	195.65	203.65

2002-2003 ACCOMPLISHMENTS:

- Changed janitorial services from a contracted service to handling in-house. This has resulted in monetary savings and increase in quality.
- Completed rehab on four trucks, despite unseen problems in the Solid Waste truck's chassis.
- Removed a contaminated 8000-gallon elevated horizontal storage tank and replaced it with a vertical 4000-gallon tank. This tank is used to store asphalt oils used in street maintenance.
- Performed street maintenance on 40% of City streets.
- Established a sweeper dumping site and secured an area within the new East Mesa WCFP for addressing street sweeping on the east COY limits.

Did You Know?

The utility laboratory collected and analyzed 3,407 water, wastewater, and/or industrial discharge samples.

- Provided specifications and found an active bid to purchase a new thermo patcher machine, saving thousands of dollars.
- Hauled 58 tons of green waste debris to the west wetlands to be utilized as mulch during Neighborhood Cleanup, saving the City disposal cost.
- Collected 2,944 Christmas trees during our recycling program of which 614 went to the Bureau of Land Management for fish habitat in the Colorado River and 2,330 went to the west wetlands for mulch.
- Established an employee cross training program, which allows for versatility in street maintenance activities.
- Utilized our street sweeping/asphalt recycling milling materials in our alleys, shoulders and unimproved roads.
- Completed APS remediation project at the Main Street plant, replaced soil on the east side of the plant and enlarged existing property lines.
- Upgraded security fencing around plant area, existing gates and location of monitor cameras for operations.
- Inspected and cleaned water tanks by certified diving contractors working with plant personnel. Main Street clearwells, old and new, have been inspected and cleaned with a video recording of all work performed.
- Repaired main 30" service supply line to 16th Street storage tanks. Outage was scheduled and lasted 4 hours. Work was performed by plant mechanics with an assist from the distribution crew to hut supply from outside the facility.

- Completed the annual outage at the 9E plant for maintenance and repairs in 4 days. Security upgrades were also performed at this plant.



- Completed 16th Street Booster Pump Station rehab by contractors on a CIP project. Scope of work was the upgrade of pumps and motors, replacement of the engine, installation of a new standby generator and chlorine building, installation of caustic free scrubber for chlorine leaks, and upgrade to the security system.
- Completed risk and vulnerability assessment of the water treatment facilities.
- Upgraded 1/3 of the City's storm lift stations. New shade structures were constructed over the electrical panels and screens and grating was installed at various stations for improvements.
 - Performed jar tests in-house, where an outside vendor had previously handled testing for the Utility Laboratory.
 - Assumed responsibility for the quarterly calibration of the WTP's benchtop turbidimeter.

GOALS FOR 2003-2004:

- To qualify Fleet Services as a Green Business by ADEQ following their guidelines and compliance form.
- Continue usage of the pavement management system by inputting new streets as they come into the City.
- Update another median on 32nd St to xeriscape
- Continue to perform street maintenance on 40% of our City streets

- Upgrade one of the pumping stations in Hacienda Estates from a standby pump to a fully automated facility.
- Rehab of basins #1 and #2, which included replacement of a 42" effluent valve to filters from the basins, installation of new isolation gates, rebuilding of gear drives on four basin sweeps, and replacement of redwood beams on the floc drive areas.
- Upgrade the 9E plant and the 3E booster pump station for future water demand. A 4th pump and electrical controls to be installed at 3E and additional equipment to be installed at 9E deep well for future demand.

Did You Know?

Over 38 miles of sealants were applied to city streets.

- Start installaion/implementation of dedicated sample taps.
- Oversee lead and copper sampling of potable water.
- Replace the backwash recovery vertical turbine pump to provide back up for cleaning of filters on a day-to-day basis.
- Begin radiochemical sampling and analysis.
- Complete revision of the microbiological site-sampling plan to conform to the "water atlas" 2000-foot grids.



	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	0	(965)	0	0
Fleet Services	(1)	(2,500)	0	1,802,556
Engineering	20,187	82,451	20,435	276,042
Solid Waste	2,412,950	2,642,255	2,492,408	2,621,161
Streets	4,831,509	5,923,103	6,339,592	6,548,334
Water	8,621,307	9,453,767	8,388,128	9,543,870
Wastewater	4,346,454	5,289,397	5,053,667	6,193,000
	20,232,406	23,387,508	22,294,230	26,984,963

Although funding limitations will challenge Public Work's ability to sustain the department's support to the City of Yuma and proactive approach to being prepared for future growth, the department is committed to the City's Vision and to meeting the goals established for 2002-2004 in the City of Yuma's Strategic Management Plan.

The 2003-2004 Public Works Budget has increased \$3.5 million, or 15%, from the previous year. This increase is due primarily to moving Fleet Services out of General Fund into its own Internal Service Fund, the addition of new personnel, and increasing debt service. Moving Fleet Services caused the Public Works budget to increase by \$1.8 million. Before, this division's expense was credited back to the department 100%. Now, this credit has been removed from the expense category and is shown as revenue in the new fund.

All funds operating line items are budgeted below the 2002-2003 budget. Due to fund limitations, the department is requesting only the addition of 8 full time positions while deleting 3 part time positions. However, it must be emphasized that it is estimated the department would need at least 21 new positions and accompanying equipment in order to effectively stay abreast of new growth and new regulatory requirements. With the anticipated growth of the City, the demand for Public Work's services will grow rapidly.

- The wastewater budget increased primarily due to the requirement to comply with the Capacity, Management, Operations and Maintenance (C-MOM) program implemented by the Environmental Protection Agency. The requirements include comprehensive inspection, cleaning and maintenance of the collection system as well as a complete system audit recorded in a digital format and coded per national standards.
- On March 10, 2003, the City of Yuma submitted its Notice of Intent (NOI) and Stormwater Management Program (SWMP) in compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Rules. Over the next five years, the department will be developing and implementing those action items necessary to stay in compliance. The Engineering division is also proposing to add a Program Manager to coordinate these actions while also managing other multiple utilities related projects. In addition, the department will explore the potential of implementing a stormwater utility to pay for the program similar to what some other municipalities across the nation have implemented.

- It is imperative that the City executes the City’s Capital Improvement Program efficiently and effectively. All projects are key to providing the service the citizens deserve and expect; however, essential to meeting the City’s goals of Economic Development and Transportation is the completion of road projects according to the Major Roadway’s Plan, the completion of the East Mesa Water Pollution Control Facility, and the completion of the New Water Plant at 9E. In addition, the department continues to support growth as an integral part of the City’s team in dealing with commercial development such as the Yuma Palms Regional Shopping Center, residential development, and the Riverfront and Wetlands projects.
- The Public Works Department will continue to look to the future and will proactively approach each challenge in cooperation with its partners internal and external to the City. For example, when the potential for summer water shortages on the East Mesa was realized, Public Works developed in partnership with other City Departments, a cost effective solution using resources available to the City.

The Pubic Works Department submits its budget in conformance with the City Administrator’s budget guidance and with the focus on the City’s Vision of ensuring Yuma is a community that is livable and competitive.

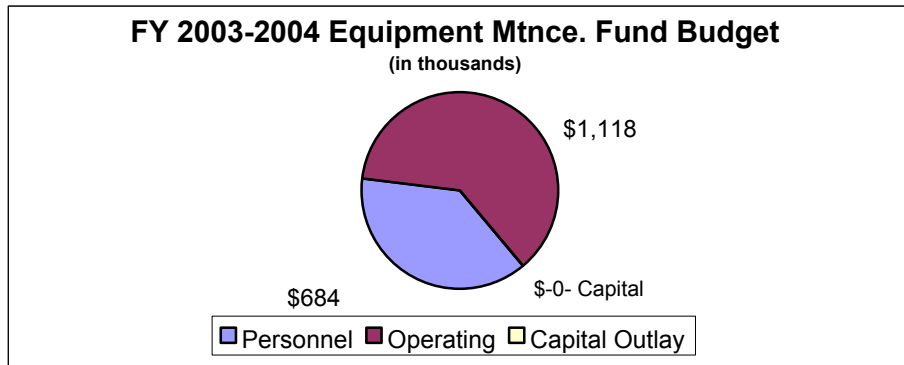
GENERAL FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	1,284,920	1,471,324	1,454,308	568,759
Operational	(1,302,129)	(1,438,800)	(1,473,835)	(568,759)
Capital Outlay	37,395	46,462	39,962	0
	20,186	78,986	20,435	0

Public Works has had minimal impact on the usage of General Fund money. In the past, three divisions were housed in the General Fund: Administration, Fleet Services, and Engineering. All three of these divisions were able to charge out their expenses to other divisions, departments or the Capital Improvement Program (CIP), thereby decreasing the impact on General Fund. To further streamline this process, two changes were made.

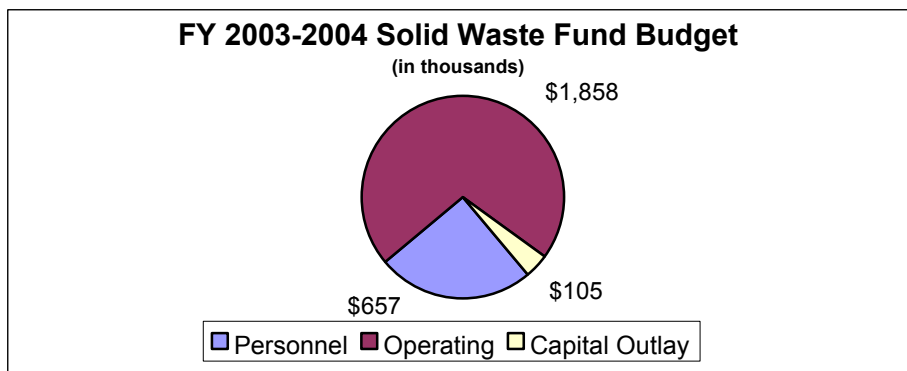
First, Fleet Services division was moved out of the General Fund and placed in a newly created internal service fund – Equipment Maintenance Fund. This change allows a better picture of the Fleet Services operations. This division’s previous credits that lowered their expense are now shown as revenue, allowing the true request for budget to be seen.

The second change involved moving Engineering out of the General Fund into the Highway User Revenue Fund (HURF). Engineering charges the majority of their expenses out to CIP projects and distributes a portion of payroll expenses to other funds. Since the majority of projects that Engineering works on are Street related, HURF was chosen as their new home account. Because of their charge-out process, the impact on HURF was an increase of \$276,042.

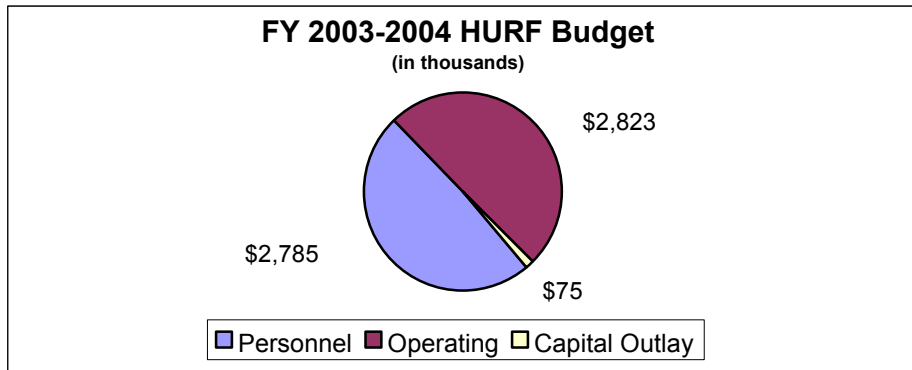
EQUIPMENT MAINTENANCE FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	0	0	0	684,440
Operational	0	0	0	1,118,116
Capital Outlay	0	0	0	0
	0	0	0	1,802,556



SOLID WASTE				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	575,700	648,542	634,611	657,214
Operational	1,822,386	1,888,713	1,857,797	1,858,947
Capital Outlay	1,797	105,000	0	105,000
	2,399,883	2,642,255	2,492,408	2,621,161

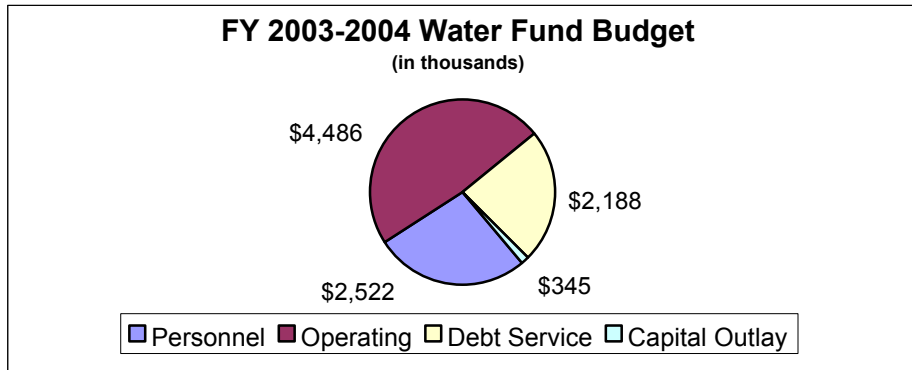


HIGHWAY USER REVENUE FUND (HURF)				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	1,861,424	2,135,319	2,085,614	2,785,026
Operational	2,773,529	3,382,774	3,205,561	2,823,976
Capital Outlay	0	107,000	9,532	75,000
	4,634,953	5,625,093	5,300,707	5,684,002

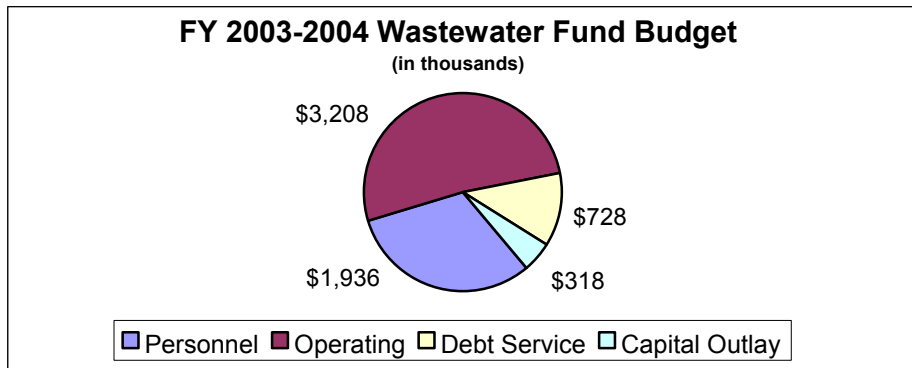


CITY ROAD TAX FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	0	0	0	0
Operational	196,556	298,010	298,010	242,340
Debt Service	0	0	740,875	738,034
Capital Outlay	0	0	0	0
	196,556	298,010	1,038,885	980,374

WATER FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	2,131,578	2,406,280	2,337,800	2,522,956
Operational	4,940,858	5,002,658	4,291,769	4,486,400
Debt Service	1,458,764	1,556,355	1,636,335	2,188,872
Capital Outlay	90,107	373,474	94,556	345,642
	8,621,307	9,338,767	8,273,128	9,543,870



WASTEWATER FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	1,607,806	1,777,663	1,688,803	1,936,929
Operational	2,669,874	3,275,014	3,022,112	3,208,788
Debt Service	0	0	364,210	728,420
Capital Outlay	68,774	236,720	25,405	318,863
	4,346,454	5,289,397	5,053,667	6,193,000



Parks and Recreation Department

The Parks and Recreation Department provides opportunities for learning and life experiences that enhance the physical, social, cultural and environmental well being of our community. We serve a diverse cross-section of citizens and visitors through the provision of programs, services and facilities that encourage the development of positive, lasting value systems and self esteem.

The Parks and Recreation Department consists of seven areas that serve the public: The Administrative Division, Arts and Culture Division, Desert Hills Golf Shop and Restaurant, Parks Development Division, Parks and Golf Course Maintenance Divisions, Recreation Division and the Yuma Civic and Convention Center.

The Administrative Division oversees the various administrative functions that keep our Department running smoothly.

The Arts and Culture Division exists to promote the importance of the arts and culture for the enhancement of the community. The Division works to strengthen existing arts organizations and facilities, and develop programs and facilities where voids exist. The Division functions as the center of information for the community regarding Arts and Cultural activities. The Division will manage the new 40,000 square foot Yuma Art Center (which includes the Historic Yuma Theatre) when construction is completed in the late fall of 2003.

The Desert Hills Golf Course Shop and Restaurant's role is to provide a memorable life experience in a relaxing, environmentally friendly atmosphere. They offer excellent facilities and opportunities to the community and visitors, which encourage socializing, competing, exercising and learning.

The Parks Development Division is responsible for the development of new parks and recreation facilities. Their concentration has been on riverfront development, including the West Wetlands Park. The development includes finding funding, developing partnerships, providing opportunities for volunteers, creating a positive image of the Park to the public, developing new revenue streams, and developing a workable plan in order to maximize efforts from the parks maintenance and park development staff.



There are seven divisions that make up Parks and Golf Course Maintenance. The Maintenance Division oversees the operation and provides daily maintenance of approximately 660 acres, which consists of: 26 parks, 56 basins/neighborhood basin parks, nine

athletic complexes, two golf courses, 19 City building grounds, one gymnasium/indoor basketball court, 11 tennis courts, three outdoor basketball courts, and nine sand volleyball courts. Buildings Maintenance Specialists are used throughout the City to provide building maintenance such as HVAC, plumbing, electrical and carpentry. The Downtown Mall Maintenance District consists of: Giss Parkway north to First Street, and Madison Avenue east to Gila. Staff maintains this entire area, including the right-of-way and planters along the streets, parking lots and shade structures within these boundaries. The Division also provides support services to events that happen in the downtown area. The Baseball Complex Division is responsible for all grounds maintenance at the Ray Kroc Complex and provides support services for the special events held at the facility. The Desert Hills Golf Course Maintenance Division provides grounds maintenance services to the 155-acre championship style golf course, rated 3.5 stars by Golf Digest Magazine. Arroyo Dunes Golf Course Maintenance Division provides grounds maintenance services to the 40-acre, par-three style golf course. Basins and Roadsides Maintenance maintains approximately 150 acres of storm water basins and roadsides, which include over 70 sites, 120 acres of turf, plus 30 acres of desert landscape. Trails, Pathways and the Graffiti Abatement Division maintain 4.7 miles of bike and walking pathways. The Graffiti abatement program abated over 850 cases of graffiti throughout the City of Yuma in 2002. Their response time on graffiti abatement is usually within 24 hours of being reported.



The Recreation Division consists of five areas: Recreation general, Senior adult programming, Adult programming, Youth programming, and Aquatics. Recreation General offers clerical support to staff, and customer service in the form of registration for programs and ramada rentals. Customer service staff function as a center of information for Parks and Recreational activities in the community. Senior Adult programming serves adults 50 years of age and over, providing activities including, arts and crafts, educational classes, fitness, dance, pool shooting, competitive games and sports programs. Adult programming is offered through many avenues, including year-round softball leagues and tournaments, volleyball, in-line hockey, instructional, fitness and arts and crafts programs. Youth programming offers many diverse sports, recreational and instructional opportunities for youth of all ages. In addition to the City-run activities, a strong component is the partnership between youth sports Co-Sponsor groups and the City.



Beginning last summer, the Recreation Division expanded to include outdoor recreational activities such as: canoeing, kayaking and outdoor education programming. Aquatics programs include the operation and maintenance of three municipal pools. Year-round fitness and swim programs are offered, as well as Learn-to-Swim lessons during the summer. Marcus Pool is utilized in the fall by all high school competitive swim teams, along with limited use by nearby elementary schools.

The Yuma Civic and Convention Center provides and maintains a multi-use sports, civic, and convention facility for business, social, recreational, and athletic activities.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	4.85	4.8
Parks Maintenance	64.6	64.35
Parks Development	2.8	2.85
Recreation	12.8	12
Arts and Culture	3.25	8.2
Convention Center	14.25	14.8
Golf Course Maintenance	12.53	12.73
Golf Courses	9.92	9.27
Total	125	129

2002-2003 ACCOMPLISHMENTS:

Arts and Culture Division

- Created Arts & Culture Commission Newsletters for inclusion in Water Bills.
- Wrote and received grants from Arizona Commission on the Arts for Commission Workshop, Artrain USA and Operating support.
- Hosted Artrain USA visual arts event at West Wetlands Park.
- Created PSA's/Ads for Adopt-A-Chair campaign and increased sponsorship.
- Presented 9th annual Children's Festival of the Arts.
- Wrote and received capacity building grant from Arizona Community Foundation.
- Developed plan for permanent art collection for City Hall.
- Completed Operating/Business Plan for Yuma Art Center.
- Developed and facilitated Yuma Art Center survey conducted by AWC's Students in Free Enterprise group.
- Created Art Gallery brochure for the Arts and Culture Commission.
- Coordinated 3rd Annual Tribute of the Muses Award.

Did You Know?

The Parks Development Division, with the help of over 3000 volunteers, has planted 5000 trees in the West Wetlands tree nursery.



Desert Hills/Arroyo Dunes Golf Shops and Putter Inn Restaurant

- Increased 18 hole equivalent rounds of play from 50,000 to 52,000.
- Increased Driving Range use by 10%.

Parks Development Division

- Completed West Wetlands Park Phase I
- Completed Equestrian Trail from 22nd Ave to 12th Ave.
- Planted 5000 trees from seeds or cloned in West Wetlands.
- Received Grant-funding for college interns who assisted in completing the lower bench tree planting and the pond construction and vegetation projects.

Parks and Golf Maintenance Divisions

- Completed the levee sand painting artwork at the West Wetlands Park.
- Retrofited bleachers and lowered the west entrance drive way at the Baseball Complex stadium.
- Converted JHAF from sand-based infields to stabilized infields, install irrigation on infields and installed stabilized warning tracks, moving sprinklers to turf.
- Completed major irrigation repairs to pump stations at Smucker Park.
- Upgraded irrigation system, installed playground units, poured concrete curbing, installed shade structure, leveled basin, and installed concrete picnic table, bench and trash receptacle at Desert Ridge Basin.

- Provided Support for over 100 Special Events and Tournaments.
- Repaired and relocated the backflow prevention at Friendship Park.
- Replaced damaged concrete at the Kennedy Skate Park.
- Installed water source to the east side of the parks maintenance compound.

Recreation Division

- Organized and assisted in the Grand Opening/Dedication of the Yuma Catholic High School Athletic Complex and the West Wetlands Park.
- Developed and initiated a Parks and Recreation Event Calendar on Outlook.
- Made a presentation to the Parks and Recreation Commission on participant numbers for the past 10 years in recreation programs.
- Added Outdoor Recreation programs, canoe and kayaking opportunities utilizing the West Wetlands and Colorado River and increased programming in youth basketball, adult softball leagues and teen activities.
- Renovated the John Morris Cottage and Clymer Recreation Center.
- Acquired and held ASA National Girls Fast Pitch Tournament in Yuma.

Yuma Civic and Convention Center

- Hosted Governor's Rural Development Conference in October 2002.
- Co-sponsored the "Yuma Wedding Show", "Tour 'N Travel Show", "Monster Bash" Carnival and Haunted House and Chamber of Commerce Mixer.
- Hosted 6 major touring entertainment acts.
- Purchased new staging and new Pipe & Drape system.



GOALS FOR 2003-2004:

Arts and Culture Division

- Manage operation of 40,000 square foot Yuma Art Center.
- Present Visual Art Exhibitions in Public Works Atrium.
- Continue to develop operational support from outside agencies.
- Develop volunteer program for Art Center.
- Continue Fund Development via Adopt-A-Chair and donor base.
- Create website for Yuma Art Center.
- Present 10th Annual Children's Festival of the Arts and 25th Annual Yuma Symposium.
- Advocate Public Art Program and facilitate Public Art Projects.



Desert Hills/Arroyo Dunes Golf Course Shops and Putter Inn Restaurant

- Increase 18 hole equivalent rounds of play by 3%.
- Increase driving range use by 3%.
- Increase Putter Inn Restaurant sales by 30%.
- Implement several new programs at the Putter Inn Restaurant such as Wine Tasting Dinners and seasonal activities.
- Develop a more efficient on-Course food and beverage service.
- Implement new Golf Course Software.

Parks Development Division

- Complete upper lake project.
- Finish all lower bench planting and additional pond construction.
- Complete design of main road through West Wetlands.
- Complete APS Solar Garden.

Parks and Golf Course Maintenance Divisions

- Complete phase two of lower bank irrigation system at West Wetlands.
- Install irrigation to south side of Stadium.
- Replace sidewalk and footings at Caballero Tennis Courts.
- Install Sun shade over dugouts.
- Install concrete cart paths at Desert Hills Golf Course.
- Install new playground units and playground area at Kennedy Park.
- Install new irrigation booster pump at Kiwanis Park.
- Install new automatic irrigation system at Marcus Park.
- Install picnic areas and BBQ grills at Sanguinetti Park.
- Build new Crow's Nest Tower at Sanguinetti Athletic Fields.
- Complete walk around the pond at Winsor Park.
- Install security fencing around playground at Carver Park.

Recreation Division

- Obtain alternative sources of funding for programming.
- Research and develop a proposal for the acquisition of On-line Registration

- Develop and institute an IVR line for our customers.
- Develop an operating plan for the National Guard Armory/Community Center.
- Develop outdoor activities and recreation programs geared specifically for teens.
- Develop an Outdoor Education program that can be offered to the schools.
- Acquire funding to purchase a P&R bus to transport program participants.
- Develop a registration application and volunteer training curriculum for all coaches and volunteers.
- Develop a plan to utilize additional program sites such as the John Morris Recreation Center and Ray Kroc Baseball Complex.

Did You Know?

Federal and State grants have paid for almost three million dollars in improvements to the Heritage Area.



	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	358,846	403,794	368,113	364,674
Parks Maintenance	3,897,321	4,456,207	4,031,294	4,496,526
Parks Development	461,746	7,365,713	922,595	2,911,539
Recreation	1,561,745	1,660,389	1,637,321	1,653,978
Arts & Culture	288,767	368,272	281,793	553,159
Convention Center	1,187,189	1,448,845	1,354,840	1,262,472
Golf Course Maintenance	1,079,136	1,360,718	1,213,216	1,230,814
Golf Course	1,245,643	1,276,069	1,241,510	1,177,738
	10,080,393	18,340,007	11,050,682	13,650,900

For fiscal year 2003-2004, the Parks and Recreation Department presents a budget of \$13,650,900. This is a decrease of \$4.7 million from last year. The largest part of this is a \$4.4 million decrease in the amount of grants that are budgeted. All grants that have been applied for are budgeted. This explains the variation in budgets from year to year. Other reductions to the budget include the decreasing of various services and operations.

Some of the operations and services that will change in fiscal year 2003-2004 include:

- Convert to an alternating irrigation schedule, which will decrease water and utility accounts.
- Oversee the golf courses and athletic fields only to reduce the cost of seed and fertilizer.
- Reduce the number of days that the pools are open.
- Reduce some recreation programs.

Changes to the budget this year are primarily due to the addition of new facilities. The new Yuma Art Center and Historic Theater renovation will be completed in November of 2003 and the West Wetlands Park opened in December of 2002.

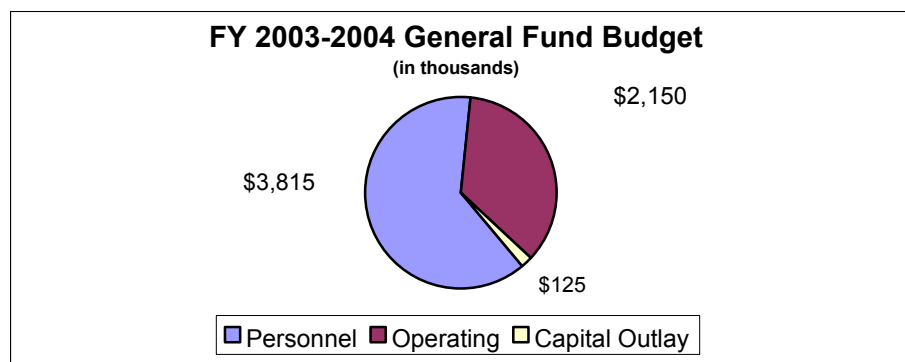
The Yuma Arts and Culture Assessment completed in 1996, by the Arizona Commission on the Arts, voiced a critical need for a multi-use facility for the performing and visual arts. The Art Center will be a 40,000 square foot facility that will include: The Historic Yuma Theatre, four Art Galleries, and seven classroom/workshop/studio spaces. The Art Center will be a six-day per week operation, open from Tuesday through Sunday. The Arts and Culture Division will be providing facility management and programming coordination for over 800 hours of entertainment events and arts workshops that will impact the latter half of fiscal year 2003-2004 and forward. Due to possible schedule delays during the construction process, the Division is planning a programming and rental schedule to commence in January 2004.

Impacts to the Parks Maintenance Division include the addition of three new baseball fields (phase 3 and 4) to the Yuma Catholic High School Athletic Complex. Also this year, the division has accepted responsibility for the operations and maintenance of the new 110-acre West Wetlands Park (*110 acres is equivalent in size to 83 professional football fields*), which includes turf, ramadas, playground, restrooms, trails, plus numerous trees and flowering plants. The Parks and Golf Course Maintenance Divisions have undertaken massive reorganization efforts over the past two years in order to improve efficiency and minimize budget increases. This organization has resulted in:

- Better utilization and scheduling of existing equipment.
- Coverage of more area without substantial increases in staffing.
- Consistent standards of maintenance for all facilities.

The Recreation Division relies heavily upon part-time staff to conduct Recreational Activities. Due to the Classification and Compensation Study, part-time staff's wages increased, which significantly impacted the overall Recreation Division budget. Also, there has been a change in the way the City accounts for our facility use exchange with the Yuma Union High School District (YUHSD).

GENERAL FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	3,048,829	3,399,871	3,213,765	3,814,744
Operational	2,087,962	2,179,452	2,161,383	2,149,738
Capital Outlay	114,595	108,257	52,802	125,257
	5,251,386	5,687,580	5,427,950	6,089,739

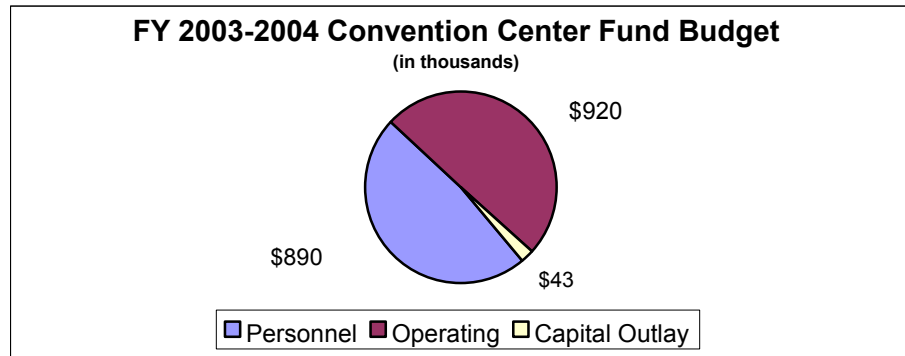


CITY ROAD TAX FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	172,734	199,982	204,408	217,483
Operational	112,608	125,832	104,983	119,512
Capital Outlay	0	18,014	13,123	0
	285,342	343,828	322,514	336,995

MALL MAINTENANCE DISTRICT FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	179,156	203,637	207,969	103,281
Operational	111,595	186,820	134,107	147,100
Capital Outlay	0	47,586	0	0
	290,751	438,043	342,076	250,381

The decrease in the Mall Maintenance District Fund budget is due to a decrease in services. The Downtown Mall District will see an adjustment in the number of staff hours provided to the Mall by Parks and Recreation. Staff hours will be reallocated to maintain the new West Wetlands Park and additional Yuma Catholic High School Athletic fields.

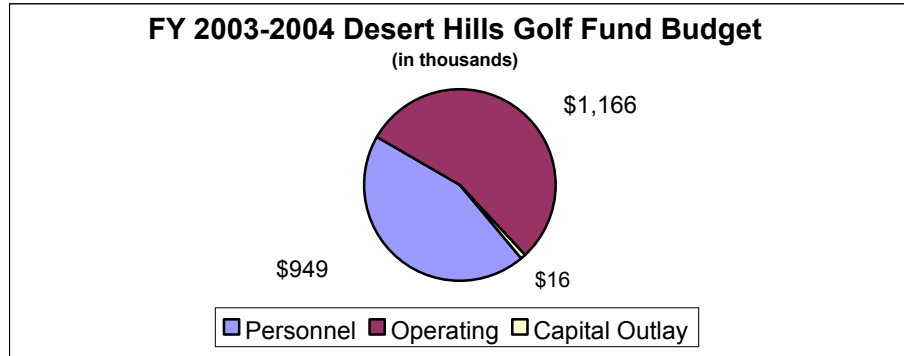
CONVENTION CENTER FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	864,918	968,981	936,316	890,281
Operational	846,069	1,006,218	939,020	920,185
Capital Outlay	32,287	141,356	76,877	43,000
	1,743,274	2,116,555	1,952,213	1,853,466



APPROPRIATED GRANTS FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	9,773	128,434	130,627	47,470
Operational	175,088	6,988,780	420,576	2,664,297
Capital Outlay	0	0	0	0
	184,861	7,117,214	551,203	2,711,767

ARROYO DUNES GOLF COURSE				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	90,676	130,024	110,673	117,155
Operational	119,928	192,194	139,740	155,517
Debt Service	51,386	55,200	55,200	4,660
Capital Outlay	0	0	0	0
	261,990	377,418	305,613	277,332

DESERT HILLS GOLF COURSE				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	862,693	961,847	863,984	948,780
Operational	1,197,874	1,194,534	1,241,141	1,166,440
Capital Outlay	2,222	102,988	43,988	16,000
	2,062,789	2,259,369	2,149,113	2,131,220



Police Department

The mission of the Yuma Police Department is to enhance the quality of life in the City of Yuma by providing all people with responsive and professional police service with compassion and concern. To accomplish its mission, the Yuma Police Department will work in collaboration with the citizens of Yuma and within the framework of the United States Constitution to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.

The Police Department consists of Field Services and Support Services. Field Services includes the Patrol and Investigations divisions. Support Services includes the Administration, Reserves and Volunteers, Quality Assurance, Records and Technical Operations, and Public Safety Communications Center divisions.

Administration is responsible for the overall management of the department. The Chief of Police along with two Captains provide the vision and leadership to achieve the goals and objectives of the Police department.



Patrol is the largest and most visible bureau in the department. Uniformed patrol personnel are responsible for the protection of life and property, response to 9-1-1 and other calls for

service, and preliminary investigation of crimes. The Patrol bureau consists of specialized units for gangs, community policing, traffic accident investigation and enforcement, bicycle patrol, and canine.

The Investigation bureau is responsible for the in-depth follow up investigation of complex criminal cases as well as preparing cases for court. Special units within the bureau perform a variety of functions including; DARE, School Resource Officer, Sex Offender notification, and domestic violence cases.

The Reserve/Volunteer bureau consists of non-compensated reserve officers and volunteers used to augment certain operations. Reserves and volunteers provide crowd and traffic control at special events, public fingerprinting, and handicapped parking enforcement.

The Quality Assurance bureau is responsible for the recruitment and selection of new personnel, in-service training, evidence room operations, polygraph, internal affairs, media liaison, and facilities maintenance.

Records and Technical Operations is responsible for receiving, reviewing, entering, archiving and retrieving police reports. Records personnel transcribe police reports and provide victim's rights notifications.

The Public Safety Communications Center receives, records, and dispatches telephone requests for police and fire services. Emergency dispatchers provide communications to officers in the field as well as data links to other agencies.

Did You Know?
 In 2002, City of Yuma dispatchers responded to 81,691 calls for service.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	5	5
Grants	5.96	4.32
Patrol	109.04	110.68
Investigations	39	39
Quality Assurance	13	13
Records and Communications	23	23
Public Safety Comm. Center	33	34
Total	228	229

2002-2003 ACCOMPLISHMENTS:

- Implemented a nine-squad structure in the Patrol bureau to provide better police coverage.
- Equipped all uniformed officers with tasers thus providing an alternative to deadly force.
- Created a dedicated gang unit.
- Added two high-end forensic computers to the Forensic Computer unit.
- Reorganized the Investigations bureau by adding a fourth sergeant and creating two Crimes Against Persons Units, One Property Crimes unit and a School Services unit.
- Added a dedicated Sex Offender Registration Investigator whose primary responsibility is the tracking and community notification of local sex offenders.
- Received a \$19,307 grant from the Arizona Automobile Theft Association to aid in reducing automobile theft in Yuma.
- Coordinated DARE celebration for about 2000 DARE graduates.
- School Services unit received the City of Yuma STAR Award.
- Coordinated the Tobacco Compliance Check Program for Yuma County.
- Reorganized the Public Safety Communications Center.

GOALS FOR 2003-2004:

- Continue implementation of the mobile data computer project.
- Complete first phase of equipping uniformed and plainclothes officers with digital cameras.
- Develop and implement cold case investigations protocol.
- Continue building improvements. Purchase and install a second walk-in freezer for evidence storage, conduct electrical preventative analysis and install transient voltage suppression system.
- Purchase and equip unmarked command vehicle for field use.
- Hire consultant to complete a needs assessment for public safety computer/records systems.
- Review and revise records and communications policies.
- Review and improve evidence intake and release procedures.
- Provide responsive and professional police service to all citizens.

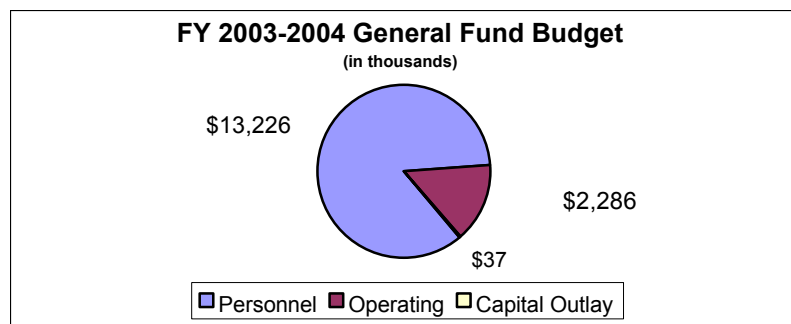


	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	647,384	834,624	699,144	752,885
Patrol	7,479,736	8,556,272	8,218,104	9,545,367
Investigations	2,492,332	2,880,136	2,754,366	2,973,886
Reserves	668	7,750	5,750	5,750
Quality Assurance	838,663	891,164	903,462	930,435
Records & Technical Ops.	2,083,313	1,629,030	1,511,341	1,496,430
Public Safety Comm. Center	0	1,687,475	1,308,999	2,120,843
	13,542,096	16,486,451	15,401,166	17,825,596

For fiscal year 2003-2004, the Police Department presents a budget of \$17,825,596. This is an increase of 8.1% over last year's budget. The most significant increases to the Police Department budget include additional grants, payroll costs, insurance premiums, and equipment purchases. Projected health insurance and pension increases are the major increase in their payroll costs. Liability insurance premiums increased 35% or \$34,641. The Police Department intends to equip their officers in the field with digital cameras over the next three years. The first year cost is projected to be \$15,000. In addition, the 800 MHz portable and mobile radios are in need of replacement. The Police Department intends to replace all of their radios over the next five years. The first year cost is projected to be \$60,000 for the portable radio replacements.

In addition, the Public Safety Communications Center division has requested one new senior office assistant. This new position had no significant budget impact due to decreasing their part-time dispatcher budget to offset the cost of the new position.

<u>GENERAL FUND</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	10,430,982	12,582,207	11,739,076	13,226,410
Operational	2,027,633	2,514,658	2,204,949	2,286,158
Capital Outlay	78,663	247,757	212,756	37,150
	12,537,278	15,344,622	14,156,781	15,549,718



<u>PUBLIC SAFETY TAX</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	0	0	0	0
Operational	0	0	0	315,000
Capital Outlay	0	0	0	302,000
	0	0	0	617,000

Other equipment purchases will be made using Public Safety Tax Fund monies. The Police Department anticipates spending \$500,000 for computer upgrades, \$55,000 for copiers, \$22,000 for a walk-in freezer, and \$40,000 for building electrical and voltage upgrades. One unmarked sport utility command vehicle will be purchased through the Equipment Replacement Fund.

<u>APPROPRIATED GRANTS FUND</u>				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	335,035	438,227	409,965	309,816
Operational	669,783	703,602	834,420	1,099,062
Capital Outlay	0	0	0	276,850
	1,004,818	1,141,829	1,244,385	1,658,878

In addition to the grants that the Police Department receives on a yearly basis, they have been awarded \$26,850 from the Department of Transportation for the purchase of a traffic enforcement vehicle. The Police Department was also allocated \$250,000 for a Mobile Command Vehicle and \$10,000 for additional suits and boots from the Domestic Preparedness FY2003 supplemental equipment grant, which is received from the Department of Justice.

Fire Department

The Fire Department exists to instill a sense of safety, security, and pride in those we serve through professional emergency intervention, education and prevention services.

The Fire Department is comprised of eight divisions that work together to fulfill its mission. The Administration division is responsible for meeting funding needs of the department within budgetary guidelines and facilitating changes in personnel status and payroll. In addition, this division compiles and analyzes statistics from the department's operating divisions that include productivity, response times, and other quality measurement factors. Heavy involvement in short and long term planning is needed to achieve the highest level of effectiveness and efficiency in order to meet the goals of the Council and needs of the citizens. A major objective of Administration is to facilitate partnerships with other agencies that share similar interests or goals in specific areas. Together, reduction of costs is realized by each entity while still achieving the goals.

The Training division is responsible for ensuring all federal training requirements are met for each individual suppression member. This division provides all Basic Life Support (BLS) and Advanced Life Support (ALS) training requirements for department personnel. Coordination of the community CPR (cardio pulmonary resuscitation), First Aid, and AED (automated external defibrillator) programs is also handled.

The Operations Division is made up of three crews: A, B, and C. Each crew consists of 28 personnel who, along with a Shift Commander, staff five fire stations responsible for coverage of 108 sq. miles. Operations personnel not only respond to emergencies but also serve as the representatives of the Fire Department at public functions, appearances and gatherings (schools,

public functions, ball games, and immunization clinics).

The Prevention division employees are committed to community risk reduction. Prevention achieves this mission through distributing smoke detectors and providing car seat classes. Prevention is also actively involved in pre-development meetings, to ensure prevention actions are incorporated before problems occur in construction phases. Prevention is responsible for fire inspections, investigations, plans checks, and public education classes. The Juvenile Firesetter Program is nationally recognized, and provides training and education to juveniles that are petitioned by Juvenile Court.

Support Services maintains state of the art facilities and equipment that meets the physical and emotional requirements of our people and our community.

The Special Operations Division of the Fire



Department has primarily two subdivisions,

Hazardous Materials and Technical Rescue. These specially trained members, with the exception of the Suppression Chief, are split across the three suppression crews. Training for the Hazmat members includes an initial 200 hours of training including personal protective equipment, identification and recognition, decontamination, air monitoring, hazardous material categorization, and diking and damming of spills.

Emergency Medical Services (EMS) makes up more than 80% of the department's call load. This division coordinates the Quality Assurance Committee's review of medical calls and ensures that 10% of all calls (EMS or not) are surveyed for customer satisfaction. This division also employs a part-time Office Assistant that enters all EMS calls into the records management system.

The Emergency Management Division's mission is to mitigate the impact from all hazards in the City of Yuma and unincorporated areas of the County. Through Project Impact, businesses and schools were eligible for free disaster preparedness and prevention services.

AUTHORIZED PERSONNEL	FY 02/03	FY 03/04
Administration	3.75	3.75
Training	2	2
Suppression	88	88
Fire Prevention	6	7
Support Services	2	2
Emergency Management	1.25	1.75
Emergency Mgmt. Grant	0	.5
Total	103	105

2002-2003 ACCOMPLISHMENTS:

- Updated the Fire Department's Strategic Plan.
- Started design/construction on replacement Fire Station #3.
- Developed interdepartmental work groups to facilitate joint training and operations.
- Completed and submitted our Accreditation documentation for approval.
- Received the City's Star Award for construction of the Hazardous Materials

Trailer, with an associated savings of \$150,000 to \$200,000.

- Partnered with Public Works to jointly track Maintenance and Hydrant information.
- Collaborated in the design of an innovative new fire engine.
- Continued to be involved at the State and National level on matters directly affecting the City of Yuma Fire Department.
- Sponsored 14 individuals at the National Fire Academy, a record number.
- Graduated one Chief Officer from the prestigious 4-year Executive Fire Officer Program.
- Reorganized the administrative staff, creating an Administrative Branch and an Operations Branch.
- Hosted National Society of Executive Fire Officers annual conference.
- Increased our Technical Rescue Team from 12 to 15.
- Provided Aircraft Rescue Firefighting at the Yuma International Airport, training 18 personnel in Aircraft Rescue Firefighting techniques.
- Graduated 23 citizens from the first Community Emergency Response Team (CERT) class.
- Improved our property save ratio from 97.86% to 99.40%, meaning that for every \$1.00 of property involved in fire, the department kept the loss at less than \$0.01.
- Maintained an urban fire response time of 6 minutes or less, 80% of the time.
- Conducted a highly successful Annual Safety Fair.



- Held Healthy Kids Day at Fire Station #1.

- Implemented formal complaint processing format with documented follow-up.
- Counseled 27 convicted/confirmed juvenile firesetters and presented over 750 Prevention classes.

GOALS FOR 2003-2004:

The City of Yuma Fire Department Work Plan for 2003 through 2004 addresses the specific elements in support of the Council's Strategic Management Plan.

Quality of Life

- Zero fire fatalities.
- Maintain the Community Risk Reduction program, continuing to focus energies in the Carver neighborhood.
- Increase the interaction within the schools for fire and life safety education.
- Do risk analysis and vulnerability assessments for high-risk industries.
- Partner with outside agencies including SafeKids.
- Continue to provide "value added" service to our citizens.

High Performance

- Enhance development and refinement of statistical information.
- Continue Operation Heartbeat, and our Heartsaver/AED Program.
- Improve call processing, turnout, and response times.
- Implement technology solutions in dispatch and apparatus.
- Maintain property loss/save ratio at 97% or better.
- Stop fire loss in the room of origin 75% of the time.
- Critique every major incident to identify ways to improve.

- Complete vehicle and station repairs within three working days, 90% of the time.

Did You Know?

The Fire Department trained an estimated 3,823 in CPR and distributed 335 car seats.

Citizen Participation

- Work with stakeholders to implement residential sprinklers.
- Continue active involvement with "citizen roundtable" meetings
- Recruit and train Citizen Emergency Response Teams (CERT).
- Continue to conduct customer satisfaction surveys.
- Maintain involvement in non-profit service organizations.
- Continue to support Sister City initiatives.

Orderly Growth

- Provide plans review and feedback within 5 days, 90% of the time.
- Inspect 90% of all buildings, maintaining a 95% violation correction rate.
- Establish, through Council approval, acceptable level of response times.
- Work with outside agencies to address issues of growth and development.
- Do a Public Safety technology needs assessment in conjunction with IT and PD Departments.

	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Request</u>
Administration	218,476	456,050	405,272	432,071
Fire Training	245,503	195,548	180,989	188,520
Suppression	5,165,222	5,690,574	5,513,216	5,945,985
Prevention	302,642	395,113	356,799	484,259
Support Services	511,378	497,845	500,998	531,287
Special Operations	90,664	106,761	75,945	74,969
Emergency Medical Service	542,529	140,190	135,189	91,003
Emergency Management	198,434	247,447	205,251	1,106,959
Emergency Mgmt. Grant	0	73,388	9,800	21,000
	7,274,848	7,802,916	7,383,459	8,876,053

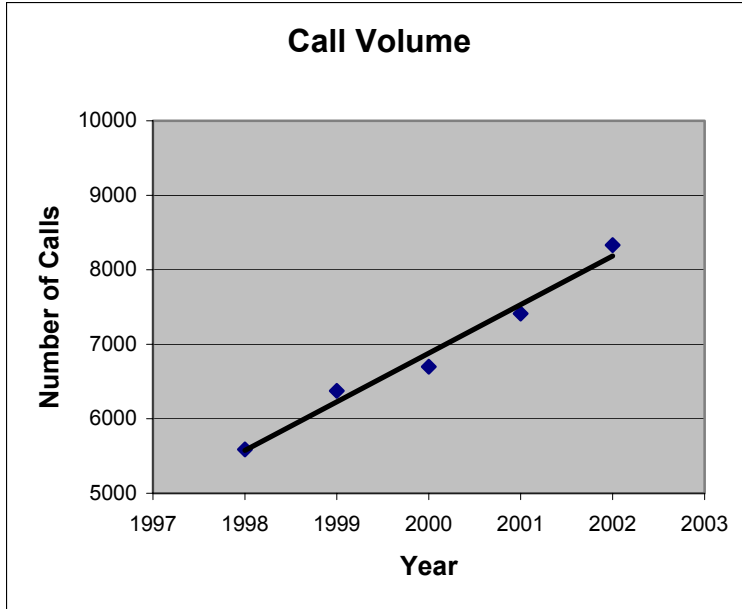
The City of Yuma Fire Department is pleased to present its budget for fiscal year 2003-2004, representing a decrease of \$165,791 in General Fund discretionary monies such as training and travel, and equipment. The economy, and its impacts on all of Arizona, has required a curtailing of expenditures across the fire department budget. Every division has reduced expenditures. However, while it will have an impact, the delivery of services to the citizens of Yuma should not see any reduction or change of services.

The General Fund provides virtually all of the Department's funding except for limited grant funding. Primarily, grants are channeled through the Emergency Management office and provide cost sharing of the EM office, and Weapons of Mass Destruction (WMD) funding. As a result of department requests, the State will fund the EM office this coming year at a level of \$61,389, up from the previous years of \$37,389. The Fire Department will continue to search and apply for new grants. Notification was recently received that the City will receive \$288,000 in WMD grants this coming year. WMD grant funds are \$40,000 in 2001, \$133,000 in 2002, and \$288,000 in 2003. These are all non-matching grants and can be used for equipment purchases, training, planning and personnel. To support the additional workload within the EM office, 1½ FTE's will be added, paid for by federal grants.

The Fire Department anticipates being awarded another Fire Act Grant this coming fiscal year. The City's portion will be \$29,714 with the total amount of \$99,049 to replace our aging portable radios, the firefighter's lifeline to the outside, in addition to furnishing other safety items.

The department completed the process of National Accreditation and should receive formal approval in August 2003, at the Commission on Fire Accreditation International's semi-annual meeting. Due to major improvements in the collection, collation, and analysis of pertinent department data, Fire Administration can now identify where in the city units are responding, how often, how long it takes to get there, and what occurs upon arrival. This allows the department to better serve the citizens by allocating resources where they are most needed. The department has applied this data collection to operations so as to analyze processes for efficiency, which has helped establish the performance criteria for the accreditation process.

In the Emergency Medical Services Division, focus is specifically on the replacement of our cardiac defibrillators. This has been a multi-year, ongoing project due to the manufacturer no longer supporting the defibrillators this division uses.



Collaborating with the Police Department, significant changes have been made in the Dispatching Center. Building on the current level of resources, a secretarial position was added to assist with the workload of day-to-day paperwork. Appointment of a Communications Center Manager was also achieved. The department continues to reduce emergency traffic on city streets through the Emergency Medical Dispatching protocols. In 1999, 4,359 Priority 1 calls were dispatched. In 2002, 3861 were dispatched, while in the same time period, the Priority 3 calls more than doubled from 238 to 532. This clearly demonstrates the value of Emergency Medical Dispatching protocols. Continued refinement of our customer service in dispatching is a top priority.

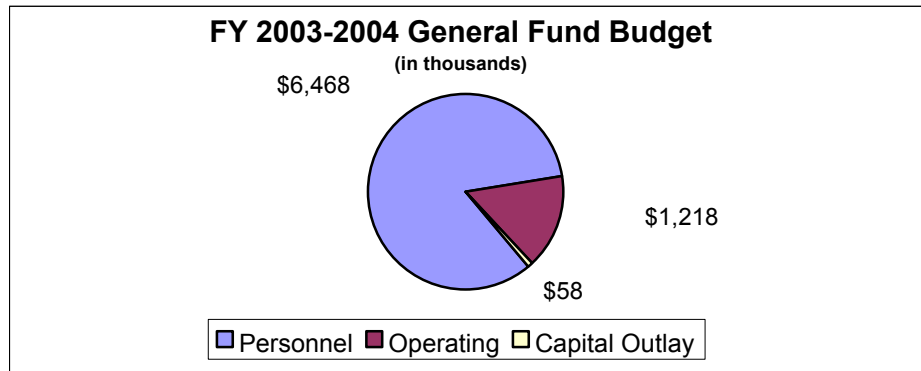
In terms of productivity, this is the fourth straight year the department has increased outputs in almost every area measured. Overall, productivity increases averaged just over 9% in Suppression and Prevention. Other significant productivity increases were in Training (2%), Maintenance (3%), and Administration (3%). In 2000, the Fire Department responded to a total of 6699 calls. In 2001, that number jumped to 7411, an increase of approximately 11%. In 2002, that number rose again to 8333, another 12%. This is a dramatic increase in call load, putting added stress on the entire system as the department strives to meet the demand.

Increases in Prevention can be attributed to the Community Risk Reduction program. Numerous smoke detectors were installed, mostly in the Carver neighborhood. The division also provided training and installed over 310 car seats. In partnership with the Health Department, Prevention immunized over 540 children, giving more than 1,200 immunizations against influenza, pneumonia, and tetanus.

CDBG was awarded for enhancements in Community CPR classes as well as instituting the Heartsaver Program in the Carver neighborhood with a new Automatic External Defibrillator. Our Juvenile Firesetter Program is the model in the state, recognized by the court systems, and used extensively as an option to incarceration.

Finally, another major priority is the fire protection for the airport. Although this is already in place, the department will be spending the bulk of the year improving the process and adapting to changes that occur at the airfield. This effort is intended to be cost neutral, with the costs being borne exclusively by the Yuma County Airport Authority.

GENERAL FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	5,979,330	6,087,193	5,921,359	6,468,568
Operational	1,126,976	1,328,846	1,232,217	1,218,783
Capital Outlay	23,567	123,312	64,451	58,420
	7,129,873	7,539,351	7,218,027	7,745,771



APPROPRIATED GRANTS FUND				
	<u>01/02 Actual</u>	<u>02/03 Adjusted Budget</u>	<u>02/03 Estimate</u>	<u>03/04 Budget</u>
Personal Services	2,063	27,109	27,109	42,722
Operational	142,912	236,456	138,323	888,950
Capital Outlay	0	0	0	0
	144,975	263,565	165,432	931,672

Capital Improvement Program



CAPITAL IMPROVEMENT PROGRAM

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Capital Improvement Program

The City of Yuma Capital Improvement Program (CIP) is a 5-year schedule of public physical improvements to the City's infrastructure. The CIP sets forth proposed expenditures for systematically constructing, maintaining, upgrading, expanding, and replacing the community's physical plant.

Projects are typically major expenditures. They can be either infrequent projects, such as the Municipal Government Complex construction project or systematic improvements, such as street surface replacement. Regular street maintenance of city facilities is not considered a Capital Improvement. Therefore, a project such as street slurry seals, which seals minor surface cracks, would not be found in this document and is funded, scheduled and completed within the Public Works Department's Operations and Maintenance (O&M) budget.

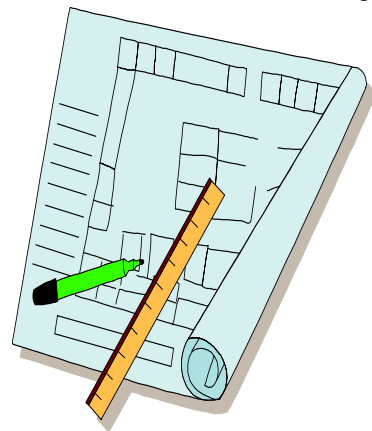
Because the CIP identifies what City facilities will be improved it is more than a schedule of expenditures. It is a statement of budgetary policy and a planning document. Implementation of the CIP is a tool to accomplish the adopted goals and policies of the City Council.

Projects are developed through the course of the fiscal year. The process involves council, citizens, or staff proposing needed projects. Staff then coordinates the project with any related projects, reviews for compatibility with the City's goals, identifies a funding source, and develops a project schedule. Projects are reviewed by the responsible department and placed within the department's five-year schedule.

During the annual review of the 5-year CIP, completed projects are removed, new projects are proposed, and scheduled

projects move forward in the schedule or out to later years. The timing of a project is dependent on the current condition of the facility and funding availability.

As the 5-year CIP is fine-tuned, it is under the oversight of the CIP Review Committee, which is composed of senior staff and the City Administrator. At this time, the specific dollar amounts available for each funding source are known or reliable projections can be made and projects may be added or dropped based on the amount of funds available in the next five years. After review by staff, the next step is referral to the Planning and Zoning Commission for comments and recommendations.



The Planning and Zoning Commission's role is to review the CIP for consistency with the goals and policies of the General Plan. A Public Hearing is held at a commission meeting, which results in a formal recommendation to the City Council. The Capital Budget, which is the first two years of the CIP and the 5-year CIP are then brought before the City Council. The City Council will hold a public hearing on the draft CIP at a regular Council meeting. Adoption then occurs at a subsequent Council meeting.

CIP BUDGET

Normally, the first year of the CIP is called the capital budget. An extensive project, such as the installation of a major waterline, will typically be a multi-year project. The first year of the project is the design stage and the second year will involve the actual construction. The capital budget is integrated with the operating budget of the City and adopted in one motion.

The projects within the first year of the CIP are prioritized. Prioritization is developed within each section and is established by the responsible departments. The prioritization is based on the need for the project and the available resources needed to complete the project.

The availability of funds is the key factor as to whether a project will be initiated and completed. There are a variety of funding sources available, but these sources are limited in both the amount available and how these funds can be used.

Projects can be funded by city, state or federal monies and by outside agencies and individuals. City funding sources typically are sales and property taxes, service and utility fees, the Road tax and the Highway Users Revenue fund (a state gasoline tax with specific amounts allotted to municipalities based on population).

Funding revenues received by the City are used not only for building new infrastructure, but maintaining and operating the existing infrastructure. Therefore, if maintenance and operation costs are high or revenues are lower than usual, there will be fewer funds available for capital improvements. Additionally, many of the funding revenues can only be spent on designated projects. For example, fees collected at Desert Hills Golf Course can only be spent to maintain and improve that golf course.

The following table lists the various funding sources the Capital Improvement Program uses. The Fund name is the abbreviation used in the program.

FUND	DESCRIPTION
ADEF	Arroyo Dunes Funds: Collected from user fees at the golf course
BOND	This fund can be either the voter approved bond issue for specific projects or City dollars, which are developed through a Bond financing mechanism.
CDBG	Community Development Block Grants: Non-City dollars, federal funds for redevelopment projects.
DD	Developer Deposits: Deposits paid by developers in place of completing construction on specific projects.
DH	Desert Hills Enterprise Fund: Collected from golf fees.
GEN	General Fund: Revenues from fees paid, sales tax, property tax, fines, etc.
GRNT	Grant: Non-City dollars, which can be federal or state grants.
HERI	Heritage Area Grant Funding: Funds allocated to the City of Yuma for specific improvements to the city's riverfront and downtown area.
HURF	Highway Users Fund/Lottery Funds: This fund has two sources, the Highway Users Gasoline Tax and the Lottery dollars. The City receives a percentage of these funds based on population. Funds are used for street improvements or street related projects.
OTHR	Non-City dollars such as ADOT, APS funds or other agency funds.
PBSF	Public Safety Tax Fund: two-tenths percent sales tax collected for the acquisition, construction or improvements to public safety facilities.

PRO	Pro-rata: financing that has been collected and is available for development of projects.
RCX	Recreation Complex funds: City dollars, which are collected from fees paid at the civic center and baseball complex. Also can be 2% excise tax dollars, depending on the specific project.
ROAD	City road tax: five-tenths percent sales tax used for specific road projects.
SANI	Sanitation funds: General Fund dollars, which are reserved for sanitation projects.
SCF	Sewer Capacity Fund: City dollars, collected from fees paid at time of sewer connection.
STP	Surface Transportation Program: Non-City dollars, federal highway funds for roads and bridges.
SUF	Sewer Utility Fund: City dollars, collected from fees paid for specific sewer utility items, such as a meter.
SYSD	System Development Charges: A separate fee paid at the time of issuance of a water permit. The fee is based on the acreage of the property.
SSIC	Sanitary Sewer Interceptor Charge: City dollars, collected from fees paid at time of issuance of a sewer permit.
TWO%	2% Tax financing: A special excise tax on hotel, motel, restaurant and bar sales, which finances the Yuma Civic and Convention Center facility, the Baseball Complex, the Arroyo Dunes and Desert Hills Golf Courses, the Yuma Crossing Park and surrounding area and convention/tourism related activities.
WCF	Water Capacity Fund: City dollars, collected from fees paid at time of water connection.
WUF	Water Utility Fund: City dollars, collected from fees paid for specific utility items, such as a meter.

CITY OF YUMA
2003-2004 Annual Budget
Capital Improvement Project Summary

<u>FUND</u>	<u>2003-2004</u>
General Fund	1,291,000
Public Safety Tax	399,000
Grants Fund	
Appropriated Grants Fund	9,363,800
Surface Transportation Program	1,120,000
CDBG Grant Fund	871,500
ACTION Grant Fund	260,900
Recreation Complex Fund	418,000
Two Percent Tax Fund	195,000
Desert Hills Golf Course Fund	50,000
Water Fund	6,074,000
Wastewater Fund	2,284,000
City Road Tax Fund	7,967,200
Highway User Revenue Fund/LTAF	4,087,500
Restricted Funds	
Bond Projects	100,916,080
Developer Deposits	207,500
Water System Development	235,000
Sanitary Sewer Interceptor Charge	2,650,000
Pro-rata Fees	466,579
Other	<u>3,234,400</u>
TOTAL	142,091,459

**CAPITAL IMPROVEMENT PROJECTS
2003-2004 Capital Budget**

CIP No.	Project Title	2003-2004
BOND		
1.9757	Budget Authority Reserve	3,000,000
1.9803	Yuma Theatre BLOCK Restoration/Art Ctr.	2,710,000
1.9905	Drying Beds-Main Street WTP	400,000
4.9205	Fire Station #3 Relocation	1,500,000
4.9401	Public Safety Training Facility	2,250,000
4.0000	Remodel and Upgrade Fire Station #1	300,000
5.9753	New PW Maintenance Shop	500,000
7.8706	20" Waterline - Hwy 80 - 6 1/2E to 8 1/2E	2,000,000
7.9417	16th St. Waterline Repl. & Zone 2 Mod.	325,000
7.9711	Ave. 3E Booster Station Improvements	120,000
7.9806	New Water Treatment Plant - 9E	26,500,000
7.0100	Zone 2 Booster Pump St. @ Main St. WTP	2,535,000
7.0101	Zone 1 - Water Transmission Line	2,600,000
7.0106	Zone 2 Boundary Modifications	180,000
7.0111	8th St. Water Transmission Ln.	1,590,000
7.0112	Ave. A Water Transmission Ln.	1,320,000
7.0113	Avenue B Water Transmission Line	450,000
7.0114	Avenue 9E Water Transmission Line	1,377,080
7.0115	Avenue 9E Water Transmission Line	1,110,000
7.0206	Water Storage Facility	2,410,000
7.0301	Avenue 9E Water Transmission Line	30,000
7.0302	40th St. - 30" Water Transmission Line	3,900,000
8.9803	East Mesa Water Pollution Control Fac.	30,000,000
8.9805	36th/40th Street Sanitary Sewer(E. Mesa)	5,295,000
8.0102	Jack Rabbit Mesa WPCF Upgrades	1,000,000
8.0103	Figueroa WPCF - Aerator Upgrade	200,000
8.0105	40th Street Sanitary Sewer Interceptor	5,000,000
8.0106	24th Street Sanitary Sewer Improvement	14,000
8.0305	Jack Rabbit Mesa WPCF Upgrades - Phase II	200,000
9.9301	28th Street Storm Drainage	2,100,000
TOTAL FOR BOND		100,916,080
CDBG		
1.0101	Del Sol Façade Restoration	71,200
1.0102	Carver Neighborhood Center	800,300
TOTAL FOR CDBG		871,500
DD		
1.9757	Budget Authority Reserve	200,000
2.9604	Linear Park:Central Drn Thacker to Ave C	7,500
TOTAL FOR DD		207,500
DH		
1.9757	Budget Authority Reserve	50,000
TOTAL FOR DH		50,000
GEN		
1.9914	East Mesa Community Center (Natl. Guard)	580,000
1.0100	West Wetlands Lake & Irrigation Project	150,000

**CAPITAL IMPROVEMENT PROJECTS
2003-2004 Capital Budget**

CIP No.	Project Title	2003-2004
2.9604	Linear Park:Central Drn Thacker to Ave C	21,000
2.9806	Park Facility Improvements	140,000
2.0000	Catholic High School Athletic Complex	400,000
TOTAL FOR GEN		1,291,000
GRNT		
1.9757	Budget Authority Reserve	500,000
1.9911	Natural History Museum	150,000
1.0002	East Wetlands Design	600,000
1.0003	Yuma Crossing Ret. Component/Canal Walk	40,000
1.0015	Gateway Riverfront Park Project	2,350,000
1.0016	Heritage Center/Historic Molina Block	200,000
1.0027	West Wetlands West End Park	23,800
1.0100	West Wetlands Lake & Irrigation Project	200,000
1.0101	Del Sol Façade Restoration	500,000
1.0102	Carver Neighborhood Center	240,900
1.0103	Carver Neighborhood Security Lights	20,000
1.0105	Mobile Data Planning and Implementation	2,800,000
2.9703	Crossing Park Improvements	500,000
5.9746	E.M.C.Pathway: Maxey Check to 40th St.	1,000,000
5.9800	Old Col. River (Ocean to Ocean) Bridge	500,000
TOTAL FOR GRNT		9,624,700
HURF		
1.0012	Gila Street Extension	48,000
5.9105	Magnolia, et al	80,000
5.9106	Naples Avenue and Rancho Viejo Subdiv.	540,000
5.9205	12th to 16th Streets: 4th Ave to Ave "A"	110,000
5.9207	Camino Alameda, et al (Casa Manana)	37,000
5.9208	Catalina Drive - 32nd St. to 4th Ave.	25,000
5.9209	17th-19th Streets: 5th Ave to Ave "A"	75,000
5.9401	Villa Hermosa No. 2 except 22nd St.	35,000
5.9408	Maiden Ln. & Gila St - 1st St to Giss Pk	42,500
5.9510	Driveway Replacements	40,000
5.9511	Sidewalk Handicap Ramps	10,000
5.9513	7th Street - 600 & 1000 Blocks	215,000
5.9602	1st Avenue: 16th Street to 12th Street	600,000
5.9709	Pave 21st Drive and 25th Street	25,000
5.9711	Sahuaro Estates Reconstruction	288,000
5.9714	Engler Avenue - 24th St. & E. Palo Verde	50,000
5.9715	29th Street between 4th Ave. & 8th Ave.	155,000
5.9746	E.M.C.Pathway: Maxey Check to 40th St.	119,000
5.9749	31st Drive Realignment	195,000
5.9805	Relamp Traffic Signals	50,000
5.9904	Street Lights - Infill/Growth	80,000
5.9905	Meadowbrook Subdivision Reconstruct	250,000
5.0102	Bus Lane/Bus Stop Rights-of-Way	30,000
5.0301	Traffic Signal System Implementation	267,000
9.9302	Hacienda Estates Storm Force Main	200,000

**CAPITAL IMPROVEMENT PROJECTS
2003-2004 Capital Budget**

CIP No.	Project Title	2003-2004
9.9304	Hacienda Retention Basins	100,000
9.9305	Storm Pump Station Telemetry	50,000
9.9311	Storm Sewer - Pecan Grove Area	160,000
9.9313	Area Detention Basin - Victoria Meadows	37,000
9.9319	Ext. Storm Sewer/Arena Dr/9th to 10th St	80,000
9.9402	6th Place Storm Sewer	20,000
9.9403	Storm Water Lift Station Improvements	40,000
9.9801	Fix Alley Drainage: 4th Avenue & Ave. A	34,000
TOTAL FOR HURF		4,087,500
OTHR		
1.9757	Budget Authority Reserve	291,400
1.0002	East Wetlands Design	500,000
1.0301	Aerial Photography	25,000
2.9207	Kennedy Park Expansion	400,000
2.9703	Crossing Park Improvements	50,000
5.9701	Avenue A: 16th St. to 24th St.	465,000
5.9738	Traffic Signal Install.: Ave. B & 28th	70,000
5.0301	Traffic Signal System Implementation	200,000
9.9301	28th Street Storm Drainage	1,200,000
TOTAL FOR OTHR		3,201,400
PBSF		
1.9757	Budget Authority Reserve	100,000
1.0302	800 MHZ New Radio Site	150,000
4.0102	Station #4-Vehicle Exhaust Removal Syst.	149,000
TOTAL FOR PBSF		399,000
PRO		
1.9757	Budget Authority Reserve	300,000
2.9604	Linear Park:Central Drn Thacker to Ave C	3,000
5.8325	24th Street - Avenue B to Avenue C	132,579
5.9516	20th St. Pathway/Bikeway-Ave B to Ave C	1,000
5.9738	Traffic Signal Install.: Ave. B & 28th	30,000
TOTAL FOR PRO		466,579
RCX		
3.0200	Convention Center Roof Replacement	178,000
3.0201	Air Handler Replacement	240,000
TOTAL FOR RCX		418,000

**CAPITAL IMPROVEMENT PROJECTS
2003-2004 Capital Budget**

CIP No.	Project Title	2003-2004
ROAD		
1.9757	Budget Authority Reserve	900,000
1.9802	Main Street Design/Reconstruction	60,000
1.0103	Carver Neighborhood Street Lights	23,000
1.0301	Aerial Photography	75,000
2.9207	Kennedy Park Expansion	100,000
2.9703	Crossing Park Improvements	88,000
5.8308	Arizona Ave - 16th Street to Palo Verde	550,000
5.8323	40th Street - Arizona Avenue to Avenue A	10,000
5.8324	24th Street - East Main to Avenue B	50,000
5.8325	24th Street - Avenue B to Avenue C	100,000
5.8702	1st Street: Gila Street to Avenue C	500,000
5.9211	Airport Loop, et al	30,000
5.9402	32nd Street - 4th Avenue to Avenue B	535,000
5.9404	Major Intersection Improvements	200,000
5.9512	Right-of-Way Acquisition	200,000
5.9516	20th St. Pathway/Bikeway-Ave B to Ave C	39,300
5.9615	20th St. Pathway/bikeway-E.M.C.- Ave. B	7,500
5.9628	Intersection Sight Distance	150,000
5.9701	Avenue A: 16th St. to 24th St.	805,000
5.9702	Avenue A: 8th St. to 16th St.	100,000
5.9704	Avenue A: 1st St. to 8th St.	300,000
5.9705	Avenue A: 32nd St. to 36th St.	50,000
5.9726	28th Street Constr.: Ave. B to Ave. C	200,000
5.9738	Traffic Signal Install.: Ave. B & 28th	70,000
5.9746	E.M.C.Pathway: Maxey Check to 40th St.	80,000
5.9800	Old Col. River (Ocean to Ocean) Bridge	50,000
5.9806	Traffic Signal Interconnection	150,000
5.9907	Upgrade Traffic Signals w/Illumin. Signs	60,000
5.9912	32nd Street - Avenue A to 8th Avenue	30,000
5.9913	Arizona Avenue - 16th to Giss Pky	489,000
5.9990	Traffic Signal Installation and Upgrades	250,000
5.0009	Avenue 3E Landscaping	10,000
5.0104	Intersection Safety Upgrades	120,000
5.0107	Roadway Lighting Replacement	50,000
5.0116	Avenue 3E Corridor Study	300,000
5.0200	Araby Road Pavement Replacement	454,400
5.0303	Avenue D and 20th Street Intersection	220,000
9.9301	28th Street Storm Drainage	175,000
9.9400	The Manors Storm Sewer System	10,000
9.9600	4th Street Storm Sewer	235,000
9.0101	Stormwater NPDES Permit	141,000
TOTAL FOR ROAD		7,967,200

**CAPITAL IMPROVEMENT PROJECTS
2003-2004 Capital Budget**

CIP No.	Project Title	2003-2004
SSIC		
8.0302	Upgrade Figueroa Service Area	2,500,000
8.0303	Sanitary Sewer Collection System Modeling	150,000
TOTAL FOR SSIC		2,650,000
STP		
5.8702	1st Street: Gila Street to Avenue C	150,000
5.9402	32nd Street - 4th Avenue to Avenue B	630,000
5.9516	20th St. Pathway/Bikeway-Ave B to Ave C	142,000
5.9615	20th St. Pathway/bikeway-E.M.C.- Ave. B	198,000
TOTAL FOR STP		1,120,000
SUF		
1.0301	Aerial Photography	75,000
8.8705	12th Street Trunk Sewer, Phase I & II	50,000
8.9404	Line 12" A.C. Force Main	40,000
8.9440	Sanitary Sewer Lift Station Improvements	90,000
8.9502	Manhole Rehabilitation/Reconstruction	500,000
8.9593	Sewer Line Replacements/Improvements	420,000
8.9801	Pacific Avenue Sewer-East Palo Verde	38,000
8.9805	36th/40th Street Sanitary Sewer(E. Mesa)	50,000
8.0000	Catch Basin Improvements	30,000
8.0001	3rd Avenue Sewerline Replacement	50,000
8.0004	Sanitary Junction Box Replacement	54,000
8.0005	1st Avenue Trunk Sewer Replacement	193,000
8.0006	Riverfront Park Manhole Replacement	15,000
8.0100	Sewerline Replacement	25,000
8.0101	Avenue C Lift Station Improvements	80,000
8.0104	Figueroa WPCF SCADA Improvements	129,000
8.0105	40th Street Sanitary Sewer Interceptor	85,000
8.0200	Digester Electrical Upgrades	50,000
8.0300	Wastewater Utility Security	40,000
8.0301	Figueroa WPCF Gate Replacements	160,000
8.0306	Primary Motor Control Center Upgrade	110,000
TOTAL FOR SUF		2,284,000
SYSD		
7.8722	12" Water Main: 3E & Gila Ridge Road	175,000
7.9603	Gila Ridge: Avenue 4 1/2E to Araby	60,000
TOTAL FOR SYSD		235,000
TWO%		
1.0011	Riverfront Development Master Planning	45,000
1.0019	Miscellaneous Structure Demolition	50,000
1.0020	Riverfront Dev. Area Utility Underground	100,000
TOTAL FOR TWO%		195,000

**CAPITAL IMPROVEMENT PROJECTS
2003-2004 Capital Budget**

CIP No.	Project Title	2003-2004
UNF		
1.0303	Downtown/Redondo Area re-signing	33,000
TOTAL FOR UNF		33,000
WUF		
1.0002	East Wetlands Design	50,000
1.0301	Aerial Photography	75,000
7.8225	12" Waterline - 1st Avenue	80,000
7.8310	12" Water Line - 2nd Avenue	242,000
7.8802	12" Main: 5th Ave - 8th to 16th Streets	300,000
7.9102	Water Service Line Replacement	250,000
7.9207	Recoat Elevated Storage Tank	800,000
7.9294	Fire Hydrants	150,000
7.9309	10" Main on Magnolia Avenue-1st-8th St.	40,000
7.9406	6" Waterline-20th Ave:3rd St to 5th St	34,000
7.9408	Waterlines: 3rd Avenue-3rd St.-4th St.	110,000
7.9410	Waterline: Magnolia and Dora Avenues	180,000
7.9416	Pecan Grove Improvements	30,000
7.9417	16th St. Waterline Repl. & Zone 2 Modification	100,000
7.9490	New Water Services	75,000
7.9602	Avenue A - 16th to 24th Streets	40,000
7.9606	15th, 16th & 17th Aves.: 3rd to 8th Sts.	61,000
7.9700	20" Water Main on 5th St-Gila to Madison	203,000
7.9707	10" Water Main: 19th St-4th Ave to Ave A	50,000
7.9996	Waterline Replacement/Improvements	400,000
7.0002	Filter Gallery Emergency Pump System	60,000
7.0102	Flocculation/Sedimentation Basin	300,000
7.0103	1st Avenue Waterline Replacement	160,000
7.0107	Zone 2 to Zone 1 Pressure Reducing Valve	200,000
7.0109	16th Street Storage Tank Reconfiguration	216,000
7.0110	24th Street 16" Waterline Replacement	100,000
7.0117	SCADA System Upgrades, Phase I	760,000
7.0118	32nd Street - 20" Water Transmission Ln.	40,000
7.0119	Main Street WTP Flouride Improvements	400,000
7.0202	Filter Upgrades	199,000
7.0203	Water Utility Security	36,000
7.0204	Backwash Recovery Pump and Motor	109,000
7.0205	Filter Backwash Pump Vault	24,000
7.0300	Zone 2 Water Transmission (20")	200,000
TOTAL FOR WUF		6,074,000
GRAND TOTAL		142,091,459

Appendix



APPENDIX

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**SCHEDULE 1
REVENUES**

	<u>2002-2003 BUDGET</u>	<u>2002-2003 ACTUAL</u>	<u>2003-2004 REQUEST</u>
GENERAL FUND			
Local Taxes:			
Sales tax (1%)	13,833,000	13,237,036	14,325,000
Property Tax	5,569,705	5,339,294	5,901,384
Delinquent Property Tax	140,000	186,245	150,000
Franchise Tax	2,089,750	1,961,253	2,077,000
Intergovernmental Revenues:			
State revenue sharing	8,364,244	8,250,005	6,996,136
State sales tax	6,039,610	6,062,273	6,132,504
Auto in-lieu tax	2,400,000	2,746,079	2,587,000
Emergency services	17,000	22,818	23,000
Licenses and Permits:			
Business licenses	260,000	297,636	260,000
Liquor licenses	32,500	33,574	33,000
Building permits	815,000	1,339,830	1,115,000
Electrical permits	145,000	167,677	140,000
Plumbing permits	105,000	123,506	105,000
Mechanical permits	66,000	83,058	68,000
Charges for Services:			
Zoning and subdivision fees	105,500	93,756	95,500
Plan check fees	220,000	479,179	400,000
Other development fees	23,000	56,168	29,500
Swimming fees	102,000	106,371	109,000
Recreation fees	205,000	245,042	230,000
Other charges	37,450	42,161	37,660
Emergency service fees	-	-	-
Police services	638,000	644,389	649,848
Use of Money and Property:			
Investment income	440,000	287,189	320,000
Recreation facility rents	68,350	66,905	178,500
Mall district rentals	6,000	38,892	6,000
Fines, Forfeitures, Penalties:			
Vehicle code fines	430,000	532,431	450,000
Police fines	-	-	-
Parking & other fines	196,000	268,668	235,000
Animal control fines	-	-	-
Special assessment penalties	-	-	-
Miscellaneous Revenues:			
Sale of property	7,000	38,157	10,000
Unclassified revenues	94,500	103,751	95,500
Total	<u>42,449,609</u>	<u>42,853,343</u>	<u>42,759,532</u>
HIGHWAY USER REVENUE FUND			
Intergovernmental Revenues:			
State gasoline tax	6,532,000	6,732,653	7,299,620
Use of Money and Property:			
Investment income	130,000	97,690	110,000
Miscellaneous Revenues:			
Unclassified revenues	10,000	82,824	10,000
Total	<u>6,672,000</u>	<u>6,913,167</u>	<u>7,419,620</u>

**SCHEDULE 1
REVENUES**

	<u>2002-2003 BUDGET</u>	<u>2002-2003 ACTUAL</u>	<u>2003-2004 REQUEST</u>
CITY ROAD TAX			
Local Taxes:			
Sales tax (0.5%)	6,916,500	6,617,390	7,042,000
Use of Money and Property:			
Investment income	<u>150,000</u>	<u>37,749</u>	<u>68,000</u>
Total	<u>7,066,500</u>	<u>6,655,139</u>	<u>7,110,000</u>
LOCAL TRANSPORTATION ASSISTANCE FUND			
Intergovernmental Revenues:			
Lottery tax	418,000	434,207	431,752
Use of Money and Property:			
Investment income	2,400	7,336	5,000
Miscellaneous Revenues:			
Contributions	<u>40,000</u>	<u>25,620</u>	<u>42,500</u>
Total	<u>460,400</u>	<u>467,163</u>	<u>479,252</u>
RECREATION COMPLEX FUND			
Local Taxes:			
Sales tax (2.0%)	-	-	-
Charges for Services:			
Liquor sales	92,000	101,342	95,000
Concession stand sales	62,000	64,416	62,000
Other sales	6,700	4,859	7,000
Commissions & fees	16,500	38,024	27,500
Use of Money and Property:			
Investment income	7,000	11,326	10,000
Room rents	185,000	170,948	165,000
Equipment rents	60,000	59,838	57,000
Other rents	1,300	14,222	8,000
Miscellaneous Revenues:			
Unclassified revenues	<u>5,000</u>	<u>20,392</u>	<u>7,500</u>
Total	<u>435,500</u>	<u>485,367</u>	<u>439,000</u>
TWO PERCENT TAX FUND			
Local Taxes:			
Sales tax (2%)	2,725,000	2,741,971	2,834,750
Use of Money and Property:			
Investment income	25,000	11,492	12,500
Miscellaneous Revenues:			
Unclassified revenues	<u>-</u>	<u>18,645</u>	<u>-</u>
Total	<u>2,750,000</u>	<u>2,772,108</u>	<u>2,847,250</u>
SOLID WASTE FUND			
Charges for Services:			
Collection fees	1,094,000	1,132,898	1,684,000
Receptacles sales	40,000	47,962	40,000
Miscellaneous Revenues:			
Unclassified revenues	5,000	7,997	5,000
Contributions	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>1,139,000</u>	<u>1,188,857</u>	<u>1,729,000</u>

**SCHEDULE 1
REVENUES**

	<u>2002-2003 BUDGET</u>	<u>2002-2003 ACTUAL</u>	<u>2003-2004 REQUEST</u>
DOWNTOWN MALL MAINTENANCE FUND			
Local Taxes:			
Property Tax	74,000	83,178	74,000
Miscellaneous Revenues:			
Unclassified revenues	<u>7,000</u>	<u>12,432</u>	<u>7,000</u>
Total	<u>81,000</u>	<u>95,610</u>	<u>81,000</u>
PUBLIC SAFETY TAX FUND			
Local Taxes:			
Sales tax (0.2%)	2,766,600	2,646,053	2,815,000
Use of Money & Property:			
Investment income	<u>105,000</u>	<u>45,917</u>	<u>37,500</u>
Total	<u>2,871,600</u>	<u>2,691,970</u>	<u>2,852,500</u>
ARROYO DUNES GOLF COURSE FUND			
Charges for Services:			
Green fees	233,700	212,752	208,800
Merchandise sales	2,500	2,293	2,500
Range fees	17,500	16,603	16,000
Use of Money and Property:			
Equipment rents	9,400	9,945	9,400
Investment income	4,700	3,027	4,000
Miscellaneous Revenues:			
Unclassified revenues	<u>600</u>	<u>57</u>	<u>500</u>
Total	<u>268,400</u>	<u>244,677</u>	<u>241,200</u>
DESERT HILLS GOLF COURSE FUND			
Charges for Services:			
Green fees	1,125,000	973,276	1,088,700
Merchandise sales	325,000	268,916	300,000
Liquor sales	-	-	-
Concession stand sales	525,000	379,148	525,000
Food sales	-	-	-
Range fees	80,000	74,458	72,500
Use of Money and Property:			
Equipment rents	255,000	266,835	342,000
Room rents	10,000	9,098	10,000
Miscellaneous Revenues:			
Unclassified revenues	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>2,320,000</u>	<u>1,971,731</u>	<u>2,338,200</u>
WATER FUND			
Charges for Services:			
Residential water fees	4,963,500	5,253,883	5,595,000
Commercial water fees	3,926,600	4,199,897	3,973,000
Fire hydrant fees	163,300	228,952	209,800
Service establishment fees	159,000	156,969	148,000
Meter fees	-	-	-
Use of Money and Property:			
Investment income	350,000	213,082	270,000
Miscellaneous Revenues:			
Unclassified revenues	<u>88,704</u>	<u>166,405</u>	<u>92,704</u>
Total	<u>9,651,104</u>	<u>10,219,188</u>	<u>10,288,504</u>

**SCHEDULE 1
REVENUES**

	<u>2002-2003 BUDGET</u>	<u>2002-2003 ACTUAL</u>	<u>2003-2004 REQUEST</u>
WASTEWATER FUND			
Charges for Services:			
Residential sewer fees	2,561,000	2,785,498	2,669,000
Commercial sewer fees	3,338,900	3,793,657	3,448,500
Sewer connection fees	-	-	-
Use of Money and Property:			
Investment income	36,000	21,812	12,000
Equipment rent	-	-	-
Miscellaneous Revenues:			
Unclassified revenues	5,500	8,747	5,000
Total	<u>5,941,400</u>	<u>6,609,714</u>	<u>6,134,500</u>
WATER RESTRICTED FUNDS			
Charges for Services:			
Water capacity fees	1,200,000	1,487,410	1,500,000
Water system dev. fees	170,000	285,652	200,000
Use of Money and Property:			
Bond proceeds	13,470,840	-	40,019,920
Investment income	99,000	63,440	77,000
Total	<u>14,939,840</u>	<u>1,836,502</u>	<u>41,796,920</u>
WASTEWATER RESTRICTED FUNDS			
Charges for Services:			
Sewer capacity fees	500,000	1,571,915	500,000
Sewer system dev. fees	168,800	350,357	202,800
Use of Money and Property:			
Bond proceeds	27,509,400	-	33,000,000
Investment income	445,400	273,628	326,700
Total	<u>28,623,600</u>	<u>2,195,900</u>	<u>34,029,500</u>
EQUIPMENT REPLACEMENT FUND			
Use of Money and Property:			
Equipment rentals	2,856,588	2,858,319	2,365,070
Investment income	600,000	317,542	350,000
Unclassified revenues	-	-	-
Total	<u>3,456,588</u>	<u>3,175,861</u>	<u>2,715,070</u>
EQUIPMENT MAINTENANCE FUND			
Charges for Services:			
Guaranteed maintenance	-	-	1,266,180
Non-guaranteed maintenance	-	-	77,220
Fuel sales	-	-	459,156
Use of Money and Property:			
Investment income	-	-	-
Total	<u>-</u>	<u>-</u>	<u>1,802,556</u>

SCHEDULE 2
2003-2004 BUDGET

(By Fund/Dept)

	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimate	2003-2004 Budget
GENERAL FUND				
MAYOR AND COUNCIL	185,113	214,120	231,516	241,308
MUNICIPAL COURTS	851,319	1,008,904	1,000,785	1,084,817
CITY ADMINISTRATOR'S OFFICE	1,097,119	1,342,418	1,302,720	1,484,128
CITY ATTORNEY'S OFFICE	934,105	1,188,564	1,421,909	1,326,109
INFORMATION TECH SERVICES	1,207,411	2,240,408	1,612,375	2,137,497
ADMINISTRATIVE SERVICES	2,724,022	3,453,390	3,555,890	3,749,580
GENERAL GOVERNMENT	1,906,027	2,968,315	1,596,020	2,581,270
COMMUNITY DEVELOPMENT	2,619,889	2,857,002	2,738,862	2,967,357
PUBLIC WORKS DEPARTMENT	(39,171)	78,986	20,435	-
PARKS AND RECREATION	5,076,994	5,687,580	5,427,950	6,089,739
POLICE DEPARTMENT	12,389,348	15,344,622	14,156,781	15,549,718
FIRE DEPARTMENT	6,751,400	7,539,351	7,218,027	7,745,771
INTRACITY COST ALLOCATION	(2,549,421)	(3,050,981)	(3,050,981)	(2,809,780)
TOTAL	33,154,155	40,872,679	37,232,289	42,147,514
HIGHWAY USERS REVENUE FUND				
PUBLIC WORKS DEPARTMENT	4,619,221	5,625,093	5,300,707	5,684,002
TOTAL	4,619,221	5,625,093	5,300,707	5,684,002
CITY ROAD TAX FUND				
PUBLIC WORKS DEPARTMENT	196,556	298,010	1,038,885	980,374
PARKS AND RECREATION	285,054	343,828	322,514	336,995
TOTAL	481,610	641,838	1,361,399	1,317,369
LTAFF				
GENERAL GOVERNMENT	83,458	105,423	105,423	104,188
TOTAL	83,458	105,423	105,423	104,188
PUBLIC SAFETY TAX				
MUNICIPAL COURTS	-	-	-	33,000
POLICE DEPARTMENT	-	-	-	617,000
TOTAL	-	-	-	650,000
CONVENTION CENTER FUND				
PARKS AND RECREATION	1,724,499	2,116,555	1,952,213	1,853,466
TOTAL	1,724,499	2,116,555	1,952,213	1,853,466
2% TAX FUND				
GENERAL GOVERNMENT	625,612	728,165	728,165	843,536
TOTAL	625,612	728,165	728,165	843,536
SOLID WASTE FUND				
PUBLIC WORKS DEPARTMENT	2,395,392	2,642,255	2,492,408	2,621,161
TOTAL	2,395,392	2,642,255	2,492,408	2,621,161
MALL MAINTENANCE FUND				
PARKS AND RECREATION	293,000	438,043	342,076	250,381
TOTAL	293,000	438,043	342,076	250,381
HUD CDBG ENTITLEMENT				
ADMINISTRATIVE SERVICES	807	3,587	633	900
COMMUNITY DEVELOPMENT	924,859	1,800,413	991,686	1,414,100
TOTAL	925,666	1,804,000	992,319	1,415,000

SCHEDULE 2
2003-2004 BUDGET

(By Fund/Dept)

	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimate	2003-2004 Budget
COMMUNITY REDEVLPMNT GRNT				
COMMUNITY DEVELOPMENT	-	550,000	3,583	800,000
TOTAL	-	550,000	3,583	800,000
ACTION GRANT FUND				
COMMUNITY DEVELOPMENT	763,573	993,846	975,033	202,469
TOTAL	763,573	993,846	975,033	202,469
APPROPRIATED GRANTS FUND				
MUNICIPAL COURTS	-	15,000	10,000	43,000
CITY ATTORNEY'S OFFICE	4,700	4,700	4,450	4,450
GENERAL GOVERNMENT	-	-	-	100,000
COMMUNITY DEVELOPMENT	183	1,000	1,000	1,000
PUBLIC WORKS DEPARTMENT	-	115,000	115,000	160,000
PARKS AND RECREATION	183,999	7,117,214	551,203	2,711,767
POLICE DEPARTMENT	1,004,818	1,141,829	1,244,385	1,658,878
FIRE DEPARTMENT	144,975	263,565	165,432	931,672
TOTAL	1,338,675	8,658,308	2,091,470	5,610,767
1995 MPC DEBT SERVICE FD				
DEBT SERVICE	2,320,160	2,317,030	2,317,030	49,737
TOTAL	2,320,160	2,317,030	2,317,030	49,737
1996 MPC DEBT SERVICE FD				
DEBT SERVICE	1,666,455	1,673,033	1,673,033	-
TOTAL	1,666,455	1,673,033	1,673,033	-
1998 MPC DEBT SERVICE FD				
DEBT SERVICE	1,369,348	1,350,691	1,350,691	1,352,210
TOTAL	1,369,348	1,350,691	1,350,691	1,352,210
2001 MPC DEBT SERVICE FD				
DEBT SERVICE	-	-	2,000	1,651,825
TOTAL	-	-	2,000	1,651,825
2003 MPC DEBT SERVICE FD				
DEBT SERVICE	-	-	-	2,795,694
TOTAL	-	-	-	2,795,694
ARROYO DUNES GOLF COURSE				
PARKS AND RECREATION	261,182	377,418	305,613	277,332
TOTAL	261,182	377,418	305,613	277,332
DESERT HILLS GOLF COURSE				
PARKS AND RECREATION	2,056,950	2,259,369	2,149,113	2,131,220
TOTAL	2,056,950	2,259,369	2,149,113	2,131,220
WATER FUND				
PUBLIC WORKS DEPARTMENT	7,377,018	9,338,767	8,273,128	9,543,870
TOTAL	7,377,018	9,338,767	8,273,128	9,543,870
WASTEWATER FUND				
PUBLIC WORKS DEPARTMENT	4,301,336	5,289,397	5,053,667	6,193,000
TOTAL	4,301,336	5,289,397	5,053,667	6,193,000

SCHEDULE 2
2003-2004 BUDGET

(By Fund/Dept)

	2001-2002	2002-2003	2002-2003	2003-2004
	Actual	Budget	Estimate	Budget
EQUIPMENT MAINTENANCE				
PUBLIC WORKS DEPARTMENT	-	-	-	1,802,556
TOTAL	-	-	-	1,802,556
EQUIPMENT REPLACEMENT				
MAYOR AND COUNCIL	-	3,600	-	6,200
MUNICIPAL COURTS	-	1,500	-	7,500
CITY ADMINISTRATOR'S OFFICE	7,601	8,065	2,000	13,400
CITY ATTORNEY'S OFFICE	1,574	-	-	7,500
INFORMATION TECH SERVICES	29,405	6,700	6,600	29,100
ADMINISTRATIVE SERVICES	8,905	5,300	4,914	41,800
COMMUNITY DEVELOPMENT	62,287	26,100	19,270	16,600
PUBLIC WORKS DEPARTMENT	775,384	1,435,800	1,494,766	942,400
PARKS AND RECREATION	126,799	448,500	442,845	390,200
POLICE DEPARTMENT	134,817	581,200	544,645	363,900
FIRE DEPARTMENT	26,987	456,500	470,350	198,610
GENERAL GOVERNMENT	578,039	989,653	110,618	818,022
TOTAL	1,751,798	3,962,918	3,096,008	2,835,232

SCHEDULE 3
2003-2004 OUTSIDE AGENCY SUMMARY

<u>OUTSIDE AGENCY BY FUNCTION</u>	<u>2002-2003 BUDGET</u>	<u>2002-2003 ESTIMATE</u>	<u>2003-2004 REQUEST</u>
Economic Development:			
Crossing Park / River Development	150,000	150,000	150,000
Convention & Visitors Bureau	560,000	560,000	560,000
Lobbying	180,000	180,000	175,000
GYEDC	303,000	303,000	275,000
Main Street/Heritage Festivals	100,000	100,000	92,000
Film Commission	20,000	20,000	10,000
Economic Development Total	1,313,000	1,313,000	1,262,000
Health and Welfare			
Humane Society	393,916	393,916	405,733
United Way	152,250	152,250	152,250
Crossroads Mission/Detox	25,000	25,000	25,000
Health and Welfare Total	571,166	571,166	582,983
Culture and Recreation:			
Boys and Girls Club	70,320	70,320	70,000
Yuma Fine Arts Assoc.	40,000	40,000	40,000
Yuma County Youth Boxing Assoc	12,190	12,190	12,190
Cultural Council	47,000	47,000	44,153
Cultural Activities	20,000	20,000	20,000
Culture and Recreation Total	189,510	189,510	186,343
TOTAL	2,073,676	2,073,676	2,031,326
<u>OUTSIDE AGENCY BY FUND</u>			
General Fund			
Lobbying	180,000	180,000	175,000
GYEDC	278,000	278,000	250,000
Main Street/Heritage Festivals	100,000	100,000	-
Film Commission	20,000	20,000	-
Humane Society	393,916	393,916	405,733
United Way	126,630	126,630	126,630
Boys and Girls Club	70,320	70,320	70,000
Yuma Fine Arts Assoc.	40,000	40,000	40,000
Yuma County Youth Boxing Assoc	12,190	12,190	12,190
Cultural Council	47,000	47,000	44,153
Crossroads Mission/Detox	25,000	25,000	25,000
General Fund Total	1,293,056	1,293,056	1,148,706
Two Percent			
Main Street/Heritage Festivals			92,000
Film Commission			10,000
Convention & Visitors Bureau	560,000	560,000	560,000
Crossing Park / River Development	150,000	150,000	150,000
Two Percent Total	710,000	710,000	812,000
Local Transportation Assistance Fund			
United Way	25,620	25,620	25,620
Cultural Activities	20,000	20,000	20,000
LTAFF Total	45,620	45,620	45,620
Water Fund			
GYEDC	25,000	25,000	25,000
Water Fund Total	25,000	25,000	25,000
TOTAL	2,073,676	2,073,676	2,031,326

SCHEDULE 4
2003-2004 SUPPLEMENTALS

SUPP #	DIV	POSITION	#	PERSONNEL	OPERATING	CAPITAL	TOTAL
				<i>w/benefits</i>			
GENERAL FUND							
INFORMATION TECHNOLOGY SERVICES							
25	1530	Telecom. Administrator (unfunded) Decrease in Gila Contract	1	59,943 (59,943)			59,943 (59,943)
ADMINISTRATIVE SERVICES							
23	1770	Custodians Decrease in Part-time	5	136,841 (98,250)			136,841 (98,250)
COMMUNITY DEVELOPMENT							
24	3020	Combination Bldg Inspector	1	52,524	3,605	25,600	81,729
PARKS & RECREATION							
New Theater/Art Center							
4	5060	Rec Service Asst/Event leaders		12,266			12,266
	5065	Custodian (1/2 start)	2	26,404	90		26,494
	5065	Part time Custodian (3/1 start)		6,379			6,379
5	5065	Arts Specialist (1/2 start)	1	18,787	600	2,075	21,462
5	5065	Arts Specialist (3/1 start)	1	12,618	600	2,075	15,293
3	5065	Arts Specialist Decrease in Parttime	1	38,352 (25,461)			38,352 (25,461)
	5065	Part time Office Asst (1/2 start)		6,827			6,827
	5065	Part time Office Asst (3/1 start)		4,550			4,550
	5065	Operating Costs of Art Center			71,880		71,880
	5065	Operating Costs of Theater			84,610	22,007	106,617
	Note	Projected Revenues			(100,000)		(100,000)
POLICE							
26	6061	Sr. Office Assistant Decrease in Parttime	1	29,526 (29,526)			29,526 (29,526)
FIRE							
20	7031	Fire Inspector	1	50,212	6,175	3,250	59,637
22	7071	Sr Office Assistant (PT upgrade) Decrease in Parttime	1	29,681 (10,920)	-	-	29,681 (10,920)
		50% Grant Funded thru 6/30/04		(14,840)	-	-	(14,840)
TOTAL GENERAL FUND			15	245,969	67,560	55,007	368,536
HURF							
PUBLIC WORKS							
6	4013	Senior Office Assistant (PT upgrd) Decrease in Parttime	1	29,681 (12,000)	-	-	29,681 (12,000)
8	4013	CIP Project Manager	1	68,789	1,625	1,500	71,914
26	4013	Stormwater CIP Proj Mgr	1	81,978	1,625	1,500	85,103
TOTAL HURF			3	168,448	3,250	3,000	174,698

SCHEDULE 4

2003-2004 SUPPLEMENTALS

SUPP #	DIV	POSITION	#	PERSONNEL	OPERATING	CAPITAL	TOTAL
<i>w/benefits</i>							
WATER FUND							
13	4042	Utility Mtnce. Technician	1	37,148	8,459	105,760	151,367
14	4043	Cust. Service Field Rep.	1	36,115	4,962	26,910	67,987
TOTAL WATER FUND			2	73,263	13,421	132,670	219,354
WASTEWATER FUND							
18	4052	Utility Technician	2	72,910	9,230	160,000	242,140
19	4053	Sr. Office Assistant (PT upgrade)	1	29,681	-	-	29,681
		Decrease in Parttime		(15,808)	-	-	(15,808)
TOTAL WASTEWATER FUND			3	86,783	9,230	160,000	256,013
TOTAL ALL FUNDS			23	574,464	93,461	350,677	1,018,602

TRANSFER POSITION ACROSS FUNDS

GENERAL FUND							
	5020	Grounds Maintenance Crew Leader	1	47,632	2,412		50,044
		Grounds Maint Specialist	1	38,166	2,412		40,578
		Groundskeeper	1	32,627			32,627
TOTAL GENERAL FUND				118,425	4,824		123,249
MALL MAINTENANCE FUND							
	5040	Grounds Maintenance Crew Leader	-1	(47,632)	(2,412)		(50,044)
		Grounds Maint Specialist	-1	(38,166)	(2,412)		(40,578)
		Groundskeeper	-1	(32,627)			(32,627)
TOTAL MALL MAINTENANCE FUND				(118,425)	(4,824)		(123,249)
WATER FUND							
	4042	Utility Technician	-1	(37,300)			(37,300)
WASTEWATER FUND							
	4052	Utility Technician	1	37,300			37,300

SCHEDULE 5
2003-2004 AUTHORIZED STAFFING LEVEL

AUTHORIZED PERSONNEL	FY 01/02	FY 02/03	FY 03/04
Mayor and City Council	1	2	2
Municipal Court	17	17	17
City Administrator's Office			
Administration	2	2	5
Communications	1	1	1
Quality Initiatives	5	5	3
Heritage Area Development	0	1	1
City Clerk	3	3	3
Total	11	12	13
City Attorney			
City Attorney's Office	11	11	8
Prosecutor's Office	0	0	3
Total	11	11	11
Information Technology			
Administration	5	5	5
Management Information Services	16	17	18
Total	21	22	23
Administrative Services Department			
Administration	3	2	2
Customer Services	7.4	7.4	7.4
Materials Management	13	13	13
Accounting	12.6	11.6	11.6
Management Services	4	4	4
Human Resources	10	11	10
Facilities Maintenance	0	3	8
Total	50	52	56
Department of Community Development			
Administration	6	6	6
Building Safety	15	16	17
Redevelopment & Neighborhood Services	7.75	6.55	5.95
Grants	7.25	6.45	7.05
Community Planning	13.35	15.35	15.35
Total	49.35	50.35	51.35
Public Works Department			
Administration	10	10	10
Lot Cleaning	0.25	0.25	0.25
Equipment Maintenance	12	12	12
Engineering Services	22.15	22.15	25.1
Solid Waste	8.52	8.52	8.62
Uncontained Waste	4.4	4.4	4.4
Recycling	0.08	0.08	0.08
Street - Maintenance	20.48	20.48	20.38
Street - Street Lighting	0.32	0.32	0.32
Street - Traffic Signals	3.33	3.33	3.68
Street - Street Sweeping	4	4	4
Street - Traffic Signs and Stripping	7.35	7.35	7.35

SCHEDULE 5
2003-2004 AUTHORIZED STAFFING LEVEL

AUTHORIZED PERSONNEL	FY 01/02	FY 02/03	FY 03/04
Street - Storm Drain Maintenance	4.81	4.81	5.8
Street - Curbs, Gutters & Sidewalks	7	7	7
Water - Administration	2.12	2.12	1.92
Water - Treatment Plant	23	27	27
Water - Transmission/Distribution	14	14	14
Water - Customer Service	7	8	9
Water - Laboratory	2	2.5	2.5
Wastewater - Administration	1.15	1.15	1.05
Wastewater - Treatment	24	24	24
Wastewater - Collection	4.69	4.69	6.7
Wastewater - Pretreatment	4	5	6
Wastewater - Laboratory	2	2.5	2.5
Total	188.65	195.65	203.65
 Parks and Recreation Department			
Administration	4.85	4.85	4.8
Parks Maintenance	44.6	48.1	48.1
Retention Basins	4.55	4.05	4.575
Pathways and Trails	1.25	1.25	1.275
Parks Development	2.8	2.8	2.85
Convention Center	15.25	14.25	14.8
Baseball Complex	6.1	5.1	4.3
Downtown Mall	6.1	6.1	6.1
Recreation - General	9.8	9.8	9
Senior Adult Activities	1	1	1
Aquatics	2	2	2
Arts and Culture	3.25	3.25	8.2
Desert Hills Golf Course-Maintenance	10.33	10.33	10.53
Desert Hills Golf Course-Restaurant	3.33	3.33	3.33
Desert Hills Golf Course-Pro Shop	5.99	5.99	5.34
Arroyo Dunes Golf Course-Maintenance	2.2	2.2	2.2
Arroyo Dunes Golf Course-Pro Shop	0.6	0.6	0.6
Total	124	125	129
 Police Department			
Administration	5	5	5
Grants	9.02	5.96	4.32
Patrol	101.98	109.04	110.68
Investigations	37	39	39
Quality Assurance	14	13	13
Records and Communications	45	23	23
Public Safety Communications Center	0	33	34
Total	212	228	229

SCHEDULE 5
2003-2004 AUTHORIZED STAFFING LEVEL

AUTHORIZED PERSONNEL	FY 01/02	FY 02/03	FY 03/04
Fire Department			
Administration	3.75	3.75	3.75
Training	2	2	2
Suppression	87.5	87.5	88
Fire Prevention	5	6	7
Maintenance	2	2	2
Emergency Medical Service	11.5	0.5	0
Emergency Management	1.25	1.25	1.75
Grants	0	0	0.5
Total	113	103	105
CITY TOTAL	798	818	840

Glossary

Actual vs. Budgeted: Difference between the amount projected (budgeted) in revenues or expenditures at the beginning of the fiscal year and the actual receipts or expenses which are incurred by the end of the fiscal year.

Assessed Value/Valuation: Value of real and personal property determined by the County Assessor and Arizona Department of Revenue upon which property taxation is based.

Bonds: Debt instruments that require repayment of a specified principal amount on a certain date (maturity date), and interest at a stated rate or according to a formula for determining the interest rate.

Bond Rating: An evaluation of a bond issuer's credit quality and perceived ability to pay the principal and interest on time and in full.

Budget: A plan of financial operation for a specific time period. The budget contains the estimated expenditures needed to continue the City's operations for the year and the anticipated revenues to finance them.

Capital Improvement Program (CIP): A plan for capital expenditures needed to maintain and expand the public infrastructure. It projects these infrastructure needs for five years and is updated annually to reflect the latest priorities. The first year of the CIP is adopted with the City's operating budget.

Capital Outlay: Items that cost more than \$5000 and have a useful life of more than two years.

CIP: See Capital Improvement Program.

Contingency: An appropriation of funds to cover unforeseen events that may occur during the fiscal year, such as natural emergencies, shortfalls in revenue and similar events.

Debt Service: Principal and interest payments on outstanding bonds.

Enterprise Funds: Funds that are accounted for in a manner similar to a private business. Enterprise funds are intended to cover their costs through user fees. The City has four enterprise funds: Arroyo Dunes Golf Course, Desert Hills Golf Course, Water, and Wastewater.

Estimate: The most recent estimate of current year revenue and expenditures.

Expenditure: Current operating expenses.

Fiscal Year (FY): The period designated by the City for the beginning and ending of financial transactions. The fiscal year for the City of Yuma begins July 1 and ends June 30.

Full-time Equivalent Position (FTE): A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, an employee may be split 50% between two divisions, thus .5 in one division and .5 in the other.

Fund: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources.

Fund Balance: A balance or carry over that occurs when actual revenues exceed budgeted revenues and/or when actual expenditures are less than budgeted expenditures. The beginning fund balance is the residual funds brought forward from the previous fiscal year.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of financial accounting and reporting that govern the form and content of basic financial statements.

Grant: A contribution by a government unit or funding source to aid in the support of a specified function.

Infrastructure: Facilities that support the continuance and growth of a community. Examples include roads, water lines, and sewers.

Operating Budget: Day-to-day costs of delivering city services and estimates of revenues to be collected that comprise the City's financial affairs for a fiscal year.

Operating Expenses: The cost of personnel, materials and equipment required for a department to function.

Operating Revenue: Funds received as income to pay for ongoing operations. For example, taxes, user fees, interest earnings, and grants.

Personal Services: Expenditures for salaries and fringe benefits for employees.

Property Tax: A tax based on the assessed value of property, both real property (land and buildings) and personal property (equipment). The total property tax levied by a municipality. Arizona's municipal property tax system is divided into a primary and secondary rate.

Primary Tax: Property tax levied for government operating budgets. Arizona statutes limit the primary property tax levy amount..

Secondary Tax: Property tax used to pay general obligation debt of the government. Arizona statute limits the overall amount of general obligation debt but, unlike primary property tax, does not limit on the tax itself, as the secondary tax is based on voter-approved debt issuance.

Revenue: Financial resources received from taxes, user charges and other levels of government.

Special Revenue Fund: A fund used to account for receipts from revenue sources that have been earmarked for specific activities. For example, Highway User Revenue funds must be used for street maintenance.

State-Shared Revenue: Includes the City's portion of the state sales tax revenues, state income tax receipts, and Motor Vehicle In-Lieu taxes.

Supplemental: A request to add a position to the authorized staffing list and all associated costs with that position.

Tax Levy: The total amount of the general property taxes collected for purposes specified in the Tax Levy Ordinance.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Transfer: Movement of resources from one fund into another fund in which the resources are expended. For example, an interfund transfer would include the transfer of operating resources from the General Fund to the Capital Projects Fund, where long-term capital expenditures are recorded. Other examples include a transfer from the General Fund to the Solid Waste Fund, as user charges in Solid Waste are not sufficient to cover the cost of services and general revenues must be used (subsidy).

Undesignated Fund Balance: Funds remaining from prior year that are available for appropriation and expenditure in the current year.

User Charges: The payment of a fee in direct receipt of a public service by the party who benefits from the service.



City of YUMA