

CITY OF WILLIAMS CITY COUNCIL

BUDGET REVIEW WITH STAFF  
ANNOTATED MINUTES  
AGENDA ITEM

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APRIL 21, 2016  
COUNCIL ACTION

**I. PROCEDURES:**

- A. Call to Order Mayor Moore called the meeting to order at 10:00 a.m.
- B. Roll Call Mayor John Moore, Councilman Bernie Hiemenz, Councilmen Craig Fritsinger, Frank McNelly, and James Wurgler (arrived at 10:05) were present and constituted a quorum. Vice Mayor Don Dent was absent.  
  
Present from City Staff were Jim Wine, Interim City Manager, Finance Director Keith Buonocore, and Deputy City Clerk/HR Administrator Pamela Galvan.
- C. Adopt Agenda Councilman Fritsinger made a motion to adopt the Agenda as presented. Councilman Payne seconded the motion, and it carried 4-0.

**II. DEPARTMENTAL BUDGET REVIEWS**

- 10:00 Mayor/Council Administration Visitor's Center
  - ) Susan Kerley oversees the Mayor and Council budget, and noted a change in the expenses due to elections.
  - ) Susan Kerley noted the office remodels this past year and how the new goals will be set for **Administration** with the new City Manager.
  - ) Susan Kerley introduced Michelle Campbell as the **Visitor Center** manager.
  - ) Susan Kerley noted that the Visitor Center became independent of the Forest Service February 1, 2015, and went over this past year's accomplishments.
  - ) Susan Kerley went over the 2016/2017 goals of placement of a new sign and internet presence.
  - ) Mayor Moore said it looks like they are on track for sales.
  - ) Councilman Fritsinger asked if they track the number of visitors that come through the doors. The answer was "yes."
  - ) Councilman McNelly asked if the Visitor Center has highway signs. The response was "yes."
- 10:15 Recreation Pool Recreation Facilities
  - ) Rose Newbold informed the Council of obtaining new park signs for Cureton and Monument Parks. She spoke of the increase of

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- 3,000 in usage of the facilities over last year, and has put together a CIP for a 10 year park improvement.
- ) The shooting range agreement ends this year, and Rose will get together with Lisa Jones from the Forest Service.
  - ) Councilman Fritsinger asked how the equipment is holding up. Rose said the budget has \$1,500 in it just in case of needed repairs; she noted there are additional items requiring updating. The pool tables are going to be refurbished.
  - ) Councilman Payne said he is proud of the programs Rose provides. There was mention of reinstating old grant programs that were previously cut. (21<sup>st</sup> Century Grant)
  - ) Councilman Fritsinger asked what percentage you get. Rose said they asked which programs we'd like back, but that will not happen for another year to year and one-half before we get it back.
  - ) Rose said the **pool** maintenance is within the budget restrictions. They received a 100% from the county health inspection.
  - ) We are trying to increase the usage of the pool with a climbing wall, etc. The pool is missing the teen factor.
  - ) Mayor Moore noticed a salary increase in the budget. Rose noted an additional guard for the pool.
  - ) 2016/2017 objectives are to complete the Cureton Park improvements and water retention system at the rodeo grounds.
  - ) Buckskinner Park needs a restroom to improve the use of the park.
  - ) The Recreation Center needs a new subfloor at a cost of \$10,000.00.
  - ) Cureton Park playground needs replacement to bring up to ADA standards.
  - ) Glassburn Park needs concrete work and

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10:45 Public Works

Central Garage

Streets (Operations/Projects)

- signage to be complete.
- ) Rodeo Barn needs refurbishing inside to increase feeds to use facilities.
- ) Kyle Christiansen said that maintenance is status quo for all departments.
- ) Mayor Moore noted the travel/training and how it would be beneficial to his ability to perform better in his work.
- ) The **Central Garage** goal is to maintain the equipment. Sheldon Johnson said accomplishments went above and beyond. He put into place a program to identify vehicles that need replacement.
- ) Sheldon has done much of the City's fabrication within the City.
- ) Councilman Hiemenz asked about fuel system software issues, how it is old and outdated. It needs replacement with a new system. There is software incorporated into the 2016/2017 budget; \$50,000.00 under "other."
- ) It is noted as being a critical item that needs to be resolved immediately.
- ) The **Street Department** accomplished the new field at Cureton Park, and removal of the old pool. They graded the field, installed sprinklers, installed a sidewalk, patched potholes, and rehabbed Roundhouse Rd.
- ) Goals are for a full street maintenance program to identify roads that need work and prioritize. There is flood project coming up for 3<sup>rd</sup> and Grant Street, and we now have the monies to rectify it. They replaced the section of Grand Canyon Blvd going up to Love's.
- ) Councilman Fritsinger asked how they would prioritize the maintenance program. Kyle explained it would be based on traffic flow.
- ) Councilman Fritsinger asked if they consider the sub utilities. Kyle replied yes.
- ) NACOG's TIP program is going to be replacing Grand Canyon Blvd., and we will put

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Sanitation

- down a new water main at that time.
- ) A venture regarding repair of Airport Rd. is in the works with the county.
- ) Mayor Moore discussed the building of a frontage road along I-40. In-kind labor could be used. Would like to see Railroad and Route 66 repaired as soon as possible.
- ) **Sanitation** added new scale software, and the revenue is increasing since the install.
- ) Future goals are a voucher program (2 per year); start with 1 this year.
- ) There is construction of old roll-off container. Would like to set-up 10 yard bins at the Rodeo Grounds to reduce the repetitive trips for dumping the small receptacles; safety issues as well.
- ) City of Tucson looking to sell off their six-year old truck. We have monies in the budget to buy. These trucks can run another six to ten years with refurbish. We are looking at all the options to fit within the budget.
- ) Councilman Fritsinger asked about the issues they were having with the newly purchased dump truck. All of the issues have been resolved and the truck functions fine.

Maintenance  
(Operations/Projects)

- ) The **Maintenance Department** provides care all throughout the City.
- ) Rob Brothers went over the remodel projects completed and completion of Cureton Park.
- ) They operate seven days a week and continue to renovate throughout the City.
- ) They have budgeted for a small dump truck, \$10,000- \$15,000. The Street dump truck is not always available for use.
- ) They have issues in changing out the baseball field lights with the bucket lift they have. It is no longer acceptable by OSHA standards. They have budgeted \$25,000 for one.
- ) They continue to provide maintenance at the Senior Center, and have identified there is a grease trap that needs a thorough cleaning

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because it appears it has never been cleaned thoroughly before. They are continuing to identify areas needing greater attention.

- ) Mayor Moore had spoken to the operators of the Senior Center and they would like to have a perimeter fence installed because people are dropping items off at their door.
- ) Forest Service building generates revenue which is put into the general fund. They have a contract renewal coming up, and it includes new carpet replacement.
- ) Councilman Hiemenz asked about using a different type of flooring; better cost for the City. Kyle said it depends on the type.
- ) We are looking at repairs of building that are needed.
- ) Interim City Manager, Jim Wine, noted that the Maintenance Department has included two carpet cleaners into their budget. It runs anywhere from \$1,700 to \$7,000 just to clean the carpets.

Airport

- ) The **Airport** is doing well. There were 10 new hangars erected, with 5 leased out. We had a new AWOS system installed, and mill and overly to be done within the next year. The old hangars have been demolished.
- ) The budget for advertising has been increased to assist in lease of the remaining hangars.
- ) We are priced right and provide better plow service here in the winter.

Water

- ) **Water Department** Representatives from Census, Dana Kepner and Express Bill Pay did presentations.
- ) Chris from KEG explained there were 1,500 meters replaced.
- ) Matt Rodes from Census went through the Census analysis with Council via overhead presentation; water usage, consumption report, etc.
- ) The new meters have a 20 year guarantee for the residential and 1 year on the commercial.

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- ) Councilman Payne asked how they test for accuracy.
- ) Matt Rodes said they run a test line parallel with the existing line. This will show inactive meters as well.
- ) It was brought up that there are several City meters that still need replacement. (Pat Carpenter is to work with Keith, Kyle and Aaron on this)
- ) Susan from Express Bill Pay explained the web based program to the Council and how the clients may pay with credit card and/or debt card online. Susan explained the savings in getting the end-user to go paperless.
- ) Mayor Moore asked about the cost and who is absorbing it. Susan said it is .40 cents for electronic check, .20 cents through their bank and anywhere from \$1.00 to \$1.50 for credit cards. The Mayor asked who is encouraging clients to go with paperless billing.
- ) Councilman Payne asked if it has been announced to the public.
- ) Keith Buonocore wanted the presentation shown before going forward with announcement.
- ) Mayor Moore thanked the meter representative for their installation of meters in the City.
- ) Pat Carpenter went over needed items for the **Waste Water Treatment Plant Department**. A couple of them: Hydro tools, a dump truck, and improvements on the road at a cost of \$85,000.
- ) Councilman Fritsinger asked if it is going to be paved. Kyle said yes.
- ) Pat Carpenter needs to investigate the Santa Fe Well at a cost of \$25,000.
- ) Pat suggested that the City dumping rate be reviewed because he thinks we can receive greater revenue.
- ) Mayor Moore asked what does the \$25,000. spent on Santa Fe get us. Pat said it will get us a crane to pull up the pump and allow us to

Waste Water

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check its function. Depending on what we find we may be able to begin use and that would provide additional water.

- ) Councilman McNelly asked, Sweetwater well, do we have to buy a pump or will we lease, lease to buy a pump. The main point is the production of the well is needed. The water fund is upside down at this point and we may need to table it for a year.
- ) Councilman Payne said it is important to log all of the projects so that they can be followed up on a later date.
- ) Councilman McNelly asked when we do pump, do we run an inexpensive pump first because of initial pump; what might come up. Pat does not feel there will be a lot of trash pumped up because it is cased in limestone.
- ) Keith Buonocore and Kyle Christiansen met with WIFA and we are getting the full \$900,000, and half is being excused.

12:12 Lunch

*Meeting reconvened at 1:00*

1:00 Library

- ) Andrea Dunn said that now that she has a full-time employee, she will be able to work on policy and programming.
- ) She can now print/copy historic photos.
- ) The library has a historic display at the Visitor Center that she will rotate.
- ) Andrea is moving things around to make room for more books and replacing some book shelves.
- ) She needs more historic photo space.
- ) She circulated 24,000 items in the past year.
- ) She is thankful for the full-time employee.
- ) Jim Wine pointed out that the Library receives \$9,000 back from County tax.
- ) Keith Buonocore went over the accomplishments: installation of new software (Caselle) and online payment capability.
- ) Councilman Fritsinger asked if electric billing is possible.
- ) Keith said we are doing water now and can expand to include electric billing.

1:06 Finance

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1:19 Golf Course

- ) Keith applied for the 2016 WIFA loan and received it with half of it forgivable.
- ) New utility rates and fees implemented.
- ) Councilman Payne asked if there is a need for a rate increase. Keith said in the future yes, gradually, stabilize, and then adjust.
- ) Councilman Fritsinger asked about auction funds received, where do they go. Keith said to the general fund. We can trace auction funds.
- ) Keith pointed out that the Cemetery and project management modules were also were also purchased from Caselle for future implementation.
- ) Councilman Fritsinger asked if we looked into leasing our equipment (computers.) Keith said we have not.
- ) Councilman Fritsinger suggested we might consider looking into it in the future.
- ) Marty Yerian went over his accomplishments. The ongoing 2015 pump house upgrade is complete. The golf course is hydro seeding, event center has upgrades done, and the rain shelter is complete. We still need to replace 30 plus sprinklers, the event center septic needs completing, tee boxes need improvements, and we are having a ladies senior tournament coming this fall to the course. The clubhouse needs new carpet, and the rain shelter on the old course still needs replacement.
- ) Councilman Hiemenz asked how the new pump house is working.
- ) Marty said it has gone from 800 gallons to 1,300 gallons per minute.
- ) Jim Wine pointed out with the new variable drive we save electricity; averaging a 35% savings on the electric bill.
- ) Councilman Payne asked if the sprinklers are included in the budget. Marty said yes. We have 15 in boxes ready to be placed and he hopes to have the project finished in the spring.
- ) Council noted they like the job Marty is doing.
- ) Dr. Bob Argylan expressed that they have

1:29 Chamber of Commerce

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done a lot of marketing over the past year. Looking over BBB he believes tax revenue will improve over last year's based on increase of tourism.

- ) Bob presented the Council with a 2016/2017 initiatives package.
- ) Heather Herman from Front Burner Media addressed the investment of \$6,044. Web traffic is great. They attended an international destination conference with a wide audience. They plan to attend the IPW in New Orleans in June 2016.
- ) Councilman McNelly asked if the current issue with other countries has affected traveling.
- ) Heather said travel is unchanged. The Europeans still continue to travel.
- ) She has targeted California hard (driving market) based on Internet tourism.
- ) Councilman Payne asked what do the visitors like about Williams. The Europeans like Bearizona, everything Route 66 and cowboys.
- ) Mayor Moore wanted to discuss the difference between the Chamber of Commerce and tourism.
- ) Chamber of Commerce focus is primarily on the business development.
- ) Heather has worked with Cities that have both a Chamber of Commerce and tourism marketing.
- ) The cleaner you have it, it works better.
- ) George Glenn said 90% of businesses rely on the tourism marketing, and 90% of what the Chamber does is marketing.
- ) Tim Pettit's department has issued 175 abatement notices.
- ) He would like to obtain a new truck for the department. He has \$10,000 in budget and maybe another \$10,000 next year.
- ) Tim has budgeted \$4,000 for the Cemetery software because it is outdated. The license is due to expire in 10 months.
- ) He needs ISO code books, new desk and training.

1:55 Building

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Court (Absent)

2:22 Police

Fire (Absent)

- ) Tim requested that the Council please consider hiring a new planner for the City.
- ) Court was unable to attend.
- ) Travel was looked at and it was suggested that the City might look at things differently if we are going to be assisting them with their travel.
- ) The County is waiting to work with the new City Manager on an IGA.
- ) Chief Nixon went over his presentation hand out with the Council. He said they responded to over 13,000 calls for service last year.
- ) Chief is currently trying to fill a vacancy.
- ) As far as manpower, he would always like more, but he has a budget.
- ) Chief would like to put a narcotics force in place.
- ) They have done well with grants.
- ) Chief would like to put an officer back in school, and maybe split cost.
- ) Chief would like to increase the reserve program.
- ) Councilman Payne asked if we've been meeting with the school regarding drug testing. Can we peruse funds for education?
- ) The Chief said we have been looking into a grant for a resource officer, and they require major reporting with these grants. They will continue to apply for grants.
- ) Mayor Moore noted that the City Magistrate would like to increase our City fine schedule.
- ) Chief said there is no reason to increase ours because the County does. We want to keep fines from insurance companies or county. No reason to raise rates to match County's.
- ) Mayor Moore inquired on the Chief's request for another vehicle, but there are several over at the yard empty.
- ) Chief said he would like to create a program to move them, but the City departments have needs for those they do not use or have retired.
- ) Discussion immediately ensued after attempting to contact the Fire Chief.

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- ) The Council noted that the budget for training has increased a bit by \$10,000.
- ) The Fire Department is aggressively trying to build up the number of fire fighters in the department.
- ) The Council liked their budget.

**III. ADJOURN:**

The meeting was adjourned at 2:45 p.m.

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Mayor John Moore

ATTEST:

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Deputy City Clerk

DRAFT