City of Williams, Arizona
Approved Budget
Fiscal Year 2019 -2020

City Council Members

John W. Moore, Mayor
Don Dent, Vice Mayor
Dawn Trapp
Bernie Hiemenz
Frank W. McNelly
Lee Payne
Dr. Jim Wurgler

City of WILLIAMS Arizona

Gateway to the Grand Canyon®

VISION

Williams is a desirable, livable, and sustainable hometown where you want to live, work, and play.

MISSION

Williams will provide high-quality services in a fiscally sound manner through proactive planning, exceptional staff, and strong community relationships.

GOALS

Collaboration: Williams will build connections with the members of our community, encompassing the richness and diversity of our City. We will respond to growing service demands through strategic partnerships and innovative collaboration.

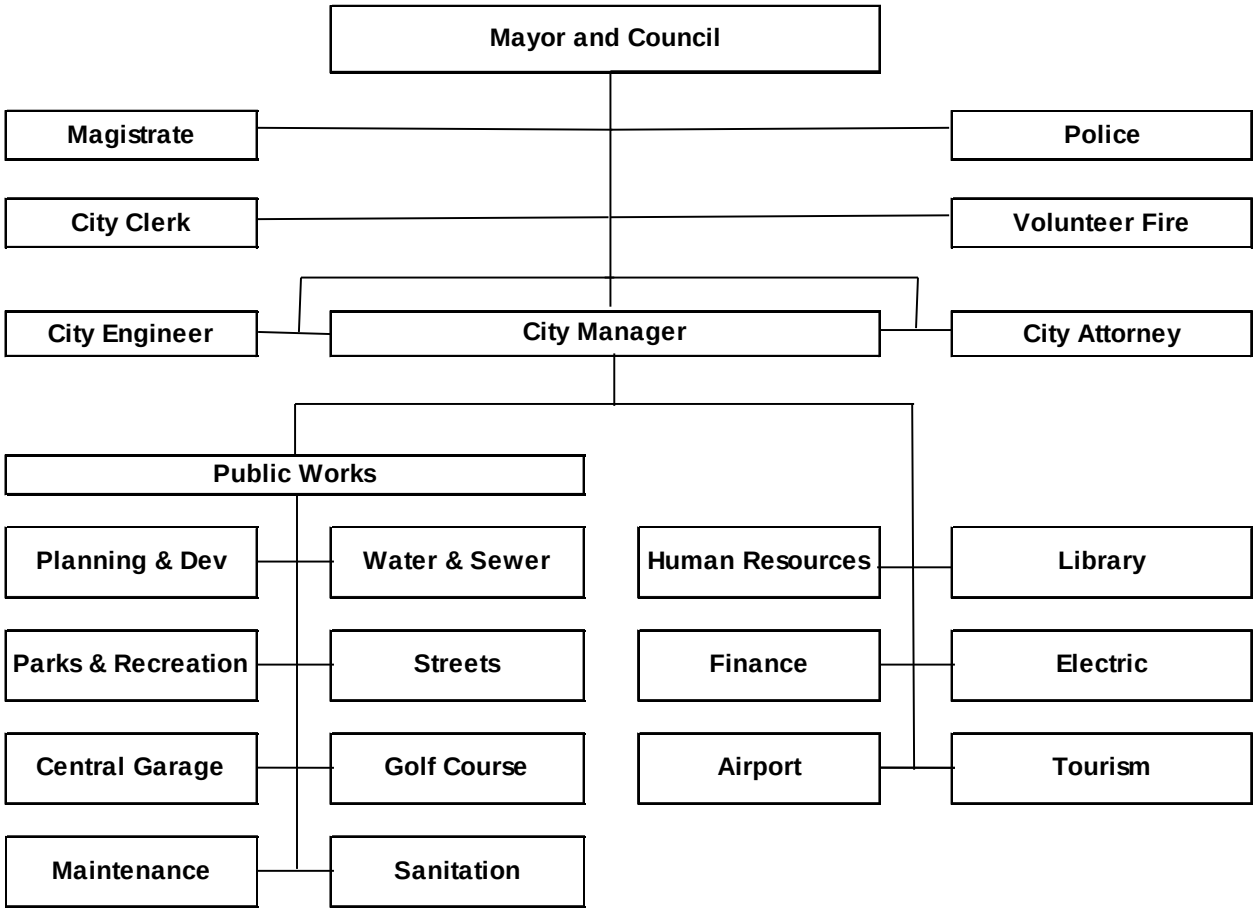
Growth/Planning: To achieve the future we envision, Williams will guide growth and not be guided by it. With a well-planned, responsible approach to development, we will ensure the community is vibrant and sustainable.

Economic Development: Williams will recruit and retain businesses that will create a dynamic, diversified local economy. We will capitalize on opportunities through bold and creative economic development strategies.

Housing: Williams will initiate programs, policies, and partnerships that lead to the development of quality housing choices that meet the needs of our citizens, so that those who work here can also live here.

Infrastructure: Williams will provide and preserve quality infrastructure for our community. We will develop and implement realistic long-term plans to meet current and future infrastructure needs.

Organizational Chart



This is a only a simplified graphic of a complex city-wide organization

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Budget Calendar

Fiscal Year 2019/2020

1.	Council Budget Retreat: Budget Direction	Thursday Mar 21
2.	Staff Meeting: Strategy for Meeting Goals Budget worksheets to Departments	Monday Mar 11
3.	Completed worksheets back from Departments	Monday Mar 25
4.	Department Budget meetings	Mar 27 – Apr 5
5.	Revenue estimates complete	Friday Apr 19
6.	Council Review	Thursday Apr 25
7.	Present preliminary budget	Thursday Apr 25
8.	Budget Meeting #1	Thursday May 9
9.	Budget Workshop	Tuesday May 14
10.	Budget Meeting #2	Thursday Jun 13
11.	Adopt Tentative Budget (post on website)	Thursday Jun 13
12.	Publish budget once a week for two consecutive weeks	Wednesday Jun 19 & 26
13.	Publish first Truth in Taxation Notice (if necessary)	Wednesday Jun 19
14.	Publish second Truth in Taxation Notice (if necessary)	Wednesday Jun 26
15.	- Hold public hearing - budget and estimated tax levy Convene special meeting* to adopt final budget (post Budget on website)	Thursday Jul 11
16.	Adopt property tax levy	Thursday Jul 11

Message from the City Manager

Our local economy continues to recover. This fact shows in the City's revenue numbers and in the downtown traffic. With this blessing, the City proceeds with work on many community events and projects that had faded with the past recession. Every City event and project is important, but there are a few that highlight the efforts that were made this year by City members during this improvement to our economy. The City budget plan continues and enhances such efforts in the coming year.

Our community continues to show commitment to supported events such as the Fourth of July fireworks show, Rodeo days, and the Christmas tree lighting & parade, to just name a few. Area businesses have been great contributors to the local flavor by festively decorating their downtown restaurants and shops. These efforts reveal true Williams' hospitality. As such, Williams continues to be showcased in national magazines and on-line articles through assertive marketing as a warm & friendly place to visit and as the true "Gateway to the Grand Canyon." This budget continues support of these and other events.

As a City, we are proud of the sponsors and staff for their dedication in continuing to make these very successful events that have visitors coming back again and again.

As part of the City Council's continued effort towards making improvements, staff continues work on street & sidewalk projects now and into the future. Four street improvement projects were completed around the City this year costing over one-million dollars. New equipment was purchased this year as a firm commitment to permit more to be done in each coming year. This budget contains such commitment.

There were a number of public works projects going on as well. Parks, ball fields, and the rodeo grounds were refurbished. Aging roofs and carpet were replaced. Major reconstruction of the apron at the City's municipal airport was completed. Utility crews were busy completing the construction of a reclaimed water project at the Waste Water treatment plant that will save the City hundreds of thousands of gallons of potable water each year. The water utility crew continued its repair and replacement program that improves water delivery service and fire protection to the community. The City now has a firm water master plan that orchestrates the utility improvements in the community for the coming years. This budget contains such plans.

These projects and accomplishments are a small portion of the time and commitment provided by City during each fiscal year. We would like to extend our appreciation to the City Council for its dedication for the support they have given all staff in a cooperative effort to serve the residents of Williams. We wish to thank City staff for everything they do to make things happen each and every day. These folks are without a doubt among the finest, most professional and dedicated individuals with whom we have had the privilege to work with. Through collaboration of our supportive citizens, commitment of City Council, exceptional staff, and dedicated volunteers, we will continue to accomplish all things we set out to do. This budget is the catalyst.

TO BE UPDATED

City Officials

City Manager
TBD

City Attorney
Mangum, Wall, Stoops & Warden

Departments
Planning & Dev – Tim Pettit
Central Garage – Joe English
City Clerk/Human Resources – Pam Galvan
Finance – Keith Buonocore
Volunteer Fire – TBD
Golf – Marty Yerian
Library – Andrea Dunn
Magistrate – Adam Zickerman
Maintenance – Aaron Anderson
Parks - TBD
Police – Herman Nixon
Public Works – Tim Pettit
Recreation – Michelle Walker
Sanitation – Jeff Pettit
Streets – Horacio Ortiz
Water/Wastewater – A Quality Water

Community Profile

Community Profile and Demographics

Founded	1881
Incorporated	1901
Elevation	6770 feet

Unemployment Rate	
Arizona Special Unemployment Report	
2010	9.10%

Gender Distribution	
Male	49.6%
Female	50.4%

Median Age	
Male	36.8
Female	41.1

Population	
2000	2866
2003	2910
2007	3190
2008	3165
2010	3023

Age Compostion	
Under 5 Years	7.9%
5-19 Years	20.9%
20-49 Years	36.1%
50-64 Years	21.1%
65+ Years	14.0%

Ethnic Distribution	
White	76.3%
African-American	1.7%
Native American	1.8%
Asian/Pacific Islander	1.1%
Hispanic/Latino/Other	19.1%

Educational Attainment	
(Population 25 Years and Over)	
Less than High School Graduate	19.1%
High School Graduate	36.6%
Some College/Associates Degre	30.6%
Bachelor's Degree or Higher	13.7%

Employment by Industry	
Recreation, Accommodation, & Food Service	31.9%
Education, Health Care, & Social Services	14.3%
Retail Trade	10.5%
Construction	8.1%
Public Administration	7.7%
Transporatation, Warehousing, & Utilities	7.6%
Other	19.90%

Household Information	
Average Persons per Household	2.59
Median Household Income	$43,125
Per Capita Income	$19,066

Housing Occupancy	
Owner-Occupied Housing Units	1168
Renter-Occupied Housing Units	470

Data based on 2010 Census unless otherwise noted

Accounting Structure and Basis

The governmental environment differs from that of business enterprises; however, the underlying accounting policies share many characteristics with private-sector accounting. The principles for financial accounting and reporting for municipalities is established by the Governmental Accounting Standards Board (GASB). The accounting of sources and uses is separated into various fund types. Each fund is a self-balancing accounting entity reporting the assets, liabilities, equity and performance of the find. The types of funds used by the City of Williams and their purposes are presented below.

Fund Structure:

Governmental Funds – Uses the modified accrual basis of accounting and budgeting.

> ***General Fund*** – This fund is used to account for basic governmental services supported mainly by local sales taxes. Services accounted for within this fund included police and fire services, municipal court services, parks and recreation programs, community development departments and general administration.
>
> ***Special Revenue*** – Special revenue funds account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes. For example, Highway Urban Revenue (HURF funds) may only be used for street and road activities. Grant Funds are also included as a Special Revenue Fund.
>
> ***Capital Projects*** – These funds account for acquisition and construction of major capital facilities, except enterprise fund projects which are included within Proprietary Funds. Examples of capital projects included within the governmental capital projects funds include the Impact Fee Fund, Capital Projects Fund and the Flood Control District Fund.

Proprietary Funds – Uses the accrual basis of accounting and budgeting, except that budgeted capital outlay items are treated as assets for accounting purposes and not reflected as expenditures.

> ***Enterprise Funds*** – These funds account for operations financed by user fees and are operated in a manner similar to private business. These funds include the Electric, Water, Sewer, Sanitation, and Golf Funds.

Basis of Accounting and Budgeting of Funds:

> **Modified Accrual** – Revenues are recognized when measurable and available (revenue received during fiscal year or within 60 days of year-end).
>
> **Accrual** – Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flow.

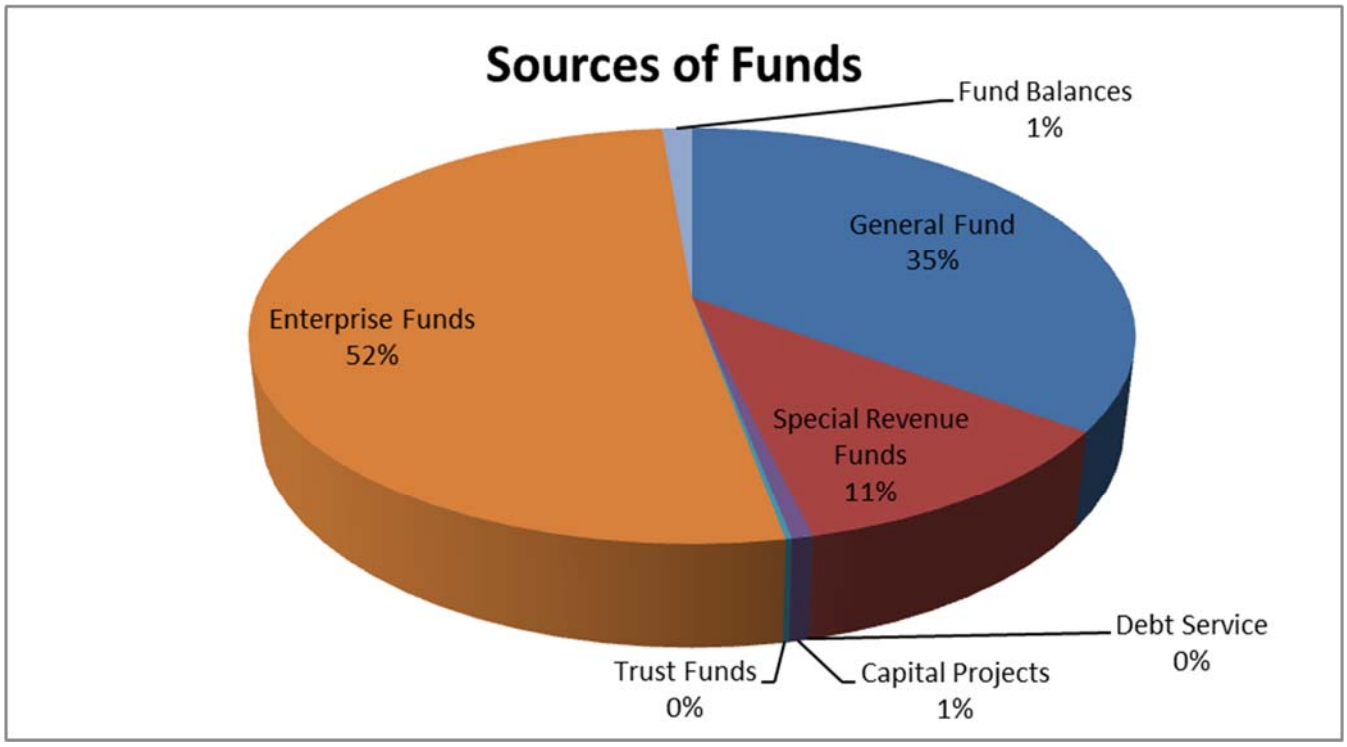
Budget Overview

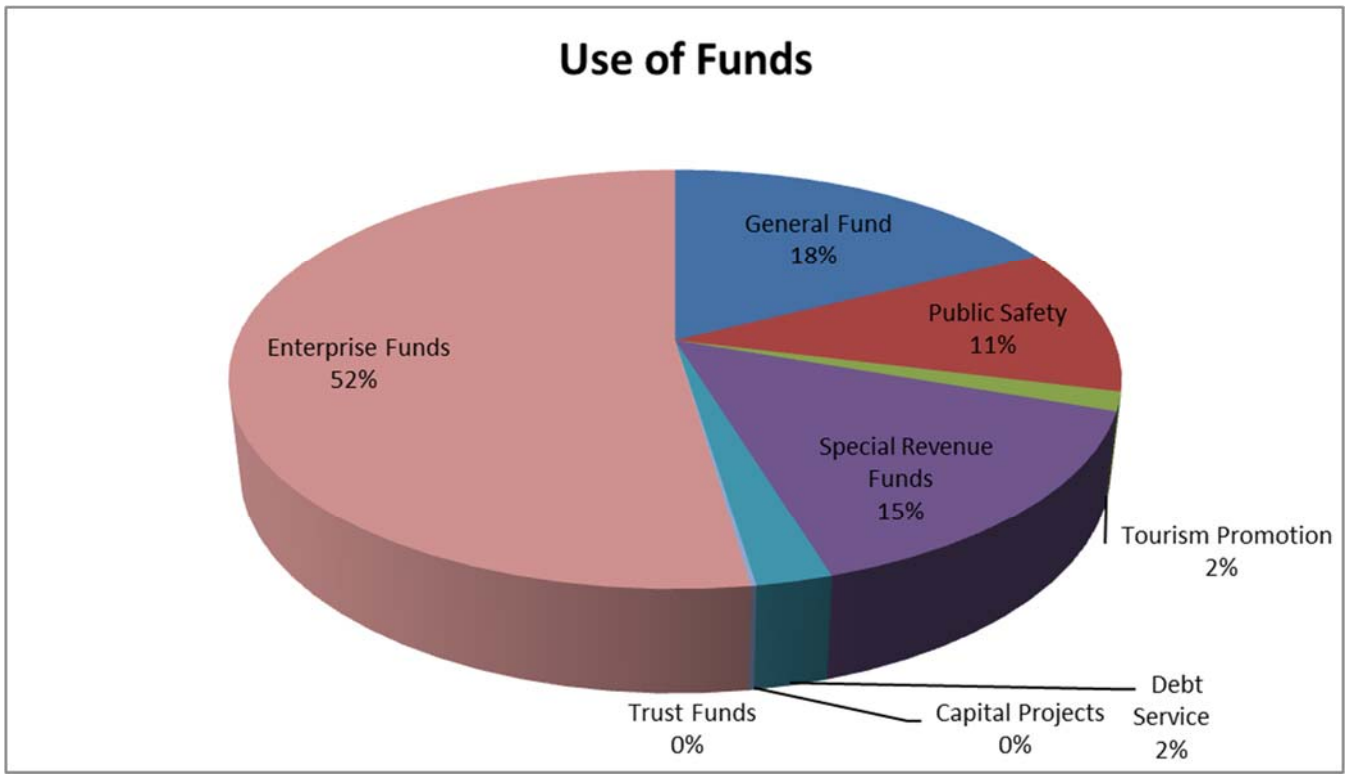
We are pleased to present the budget for Fiscal Year 2019/2020. The Budget was prepared to provide a budget that is fiscally sound and lays the foundation for a strong financial future.

The budget continues to emphasis the City's commitment to provide efficient and cost effective services.

Sources and Uses of Funds Summary

				Budget	Budget	
Sources of Funds				**FY 18/19**	**FY 19/20**	**Difference**
	General Fund			9,033,669	9,674,845	641,176
	Special Revenue Funds			2,884,719	4,179,171	1,294,452
	Debt Service					
	Capital Projects			165,000	125,000	-40,000
	Trust Funds			50,000	50,000	
	Enterprise Funds			13,238,299	13,440,361	202,062
	Fund Balances			335,423	2,416,506	2,081,083
	Total All Funding Sources			25,707,110	29,885,883	4,178,773
Uses of Funds						
	General Fund			4,917,681	5,249,847	332,166
	Public Safety			2,524,735	3,381,768	857,033
	Tourism Promotion			325,231	435,000	109,769
	Special Revenue Funds			4,255,890	4,459,397	203,507
	Debt Service			662,523	694,156	31,633
	Capital Projects					
	Trust Funds			50,000	50,000	
	Enterprise Funds			12,971,050	15,615,715	2,644,665
	Fund Balances					
	Total Uses of Funds			25,707,110	29,885,883	4,178,773
	The table does not include fund transfers.					


Sources of Funds
Fund Balances
1%
General Fund
35%
Enterprise Funds
52%
Special Revenue
Funds
11%
Debt Service
0%
Trust Funds
0%
Capital Projects
1%


Use of Funds
General Fund
18%
Public Safety
11%
Enterprise Funds
52%
Special Revenue
Funds
15%
Tourism Promotion
2%
Debt
Service
2%
Trust Funds
0%
Capital Projects
0%

Summary of Changes in Fund Balances by Major Fund Type

The table below summarizes the net change in Fund Balance by Major Fund Type.

	General Fund	Special Revenue Fund	Enterprise Funds	Capital Projects	Debt Service/ Trust Funds/ Other	Total All Funds
Fiscal Year 2016						
Revenues	7,980,311	721,441	11,218,452	64,204	541,832	20,526,240
Expenditures	6,465,402	562,440	7,768,783	352,963	541,832	15,691,420
Fund Balance 6/30/16	**5,150,608**	**625,989**	**21,060,166**	**715,130**	**0**	**27,551,893**
Fiscal Year 2017						
Revenues	8,488,183	753,748	9,751,059	474,449	3,240,368	22,707,807
Expenditures	6,647,130	580,135	7,618,725	369,416	3,240,368	18,455,774
Fund Balance 6/30/17	**6,991,661**	**799,602**	**23,192,500**	**820,163**	**0**	**31,803,926**
Fiscal Year 2018						
Revenues	8,775,530	3,507,977	10,965,730	163,200	444,103	23,856,540
Expenditures	8,358,289	3,485,218	11,241,037	250,000	444,103	23,778,647
Fund Balance 6/30/18	**7,408,902**	**822,361**	**22,917,193**	**733,363**	**0**	**31,881,819**
Fiscal Year 2019						
Revenues	9,543,669	4,705,992	13,632,413	165,000	662,522	28,709,596
Expenditures	9,497,850	4,699,482	13,141,050	650,000	662,522	28,650,904
Fund Balance 6/30/19	**7,454,721**	**828,871**	**23,408,556**	**248,363**	**0**	**31,940,511**
Fiscal Year 2020						
Revenues	10,214,845	4,944,452	13,747,361	125,000	744,156	29,775,815
Expenditures	10,313,656	4,931,793	15,952,715	250,000	744,156	32,192,320
Fund Balance 6/30/20	**7,355,910**	**841,531**	**21,203,203**	**123,363**	**0**	**29,524,006**
Increase/(Decrease) in Fund Balance	**(98,811)**	**12,659**	**(2,205,354)**	**(125,000)**	**0**	**(2,416,505)**
Note:						
The figures in this table include all transfers to establish Fund Balances.						

Summary of Changes in Expenditures within Each Fund

Proposed Budget Fiscal Year 2019 -2020				
	Budget 18/19	Budget 19/20	Increase (Decrease)	% Change
GENERAL FUND				
MAYOR & COUNCIL	95,757	95,757	-	
MAGISTRATE	120,965	132,933	11,968	9.89%
GENERAL & ADMINISTRATIVE	1,117,958	1,128,509	10,551	0.94%
FINANCE	556,600	583,907	27,307	4.91%
MAINTENANCE	459,133	495,209	36,076	7.86%
LIBRARY	156,832	163,699	6,867	4.38%
RECREATION	273,537	280,362	6,825	2.50%
SWIMMING POOL	150,220	160,910	10,690	7.12%
PARKS		213,504	213,504	
POLICE	2,202,219	2,526,288	324,069	14.72%
VOLUNTEER FIRE	322,516	855,480	532,964	165.25%
PUBLIC WORKS	284,409	235,701	(48,708)	-17.13%
BUILDING	89,789	95,986	6,197	6.90%
CENTRAL GARAGE	440,891	500,929	60,038	13.62%
AIRPORT	223,664	223,664	-	
SENIOR CENTER	62,200	62,200	-	
HOUSING AUTHORITY	133,000	133,000	-	
TOTAL GENERAL FUND	**6,689,690**	**7,888,038**	**1,198,348**	**17.91%**
BED, BOARD & BOOZE FUND				
TOURISM PROMOTION	325,231	435,000	109,769	33.75%
RECREATION FACILITIES	317,500	316,500	(1,000)	-0.31%
VISITOR CENTER	301,226	293,077	(8,149)	-2.71%
TOTAL BBB FUND	**943,957**	**1,044,577**	**100,620**	**10.66%**
HURF / STREETS FUND	**2,435,890**	**2,639,397**	**203,507**	**8.35%**
NORTHSIDE SEWER DISTRICT	**-**	**-**	**-**	
COURT RELATED FUNDS	**20,000**	**20,000**	**-**	
FLOOD CONTROL FUND	**-**	**-**	**-**	
CAPITAL PROJECTS FUND	**-**	**-**	**-**	
ELECTRIC SYSTEM FUND	**4,582,470**	**6,969,000**	**2,386,530**	**52.08%**
Water Department	4,149,982	4,212,417	62,435	1.50%
Waste Water Department	2,528,672	2,666,432	137,760	5.45%
TOTAL UTILITY FUND	**6,678,654**	**6,878,849**	**200,195**	**3.00%**
IMPACT FEE FUND	**-**	**-**	**-**	
SANITATION FUND	**968,340**	**1,024,778**	**56,438**	**5.83%**
GOLF COURSE FUND	**741,586**	**743,088**	**1,502**	**0.20%**

Proposed Budget Fiscal Year 2019 -2020				
	Budget 18/19	Budget 19/20	Increase (Decrease)	% Change
(continued)				
FOREST SERVICE BUILDING	114,000	114,000	-	
FIREMEN'S PENSION FUND	50,000	50,000	-	
COMMUNITY FACILITIES DISTRICT	20,000	20,000	-	
GRANT FUND	1,800,000	1,800,000	-	
TOTAL DEBT SERVICE FUND	662,522	694,156	31,634	4.77%
TOTAL CITY OF WILLIAMS	25,707,109	29,885,883	4,178,774	16.26%

this table does not include transfers

Personnel Detail – All Funds

Department	Position	FY 2018 Actual FTE's	FY 2019 Actual FTE's	FY 2020 Planned FTE's	
MAYOR & COUNCIL	Mayor and Council	7.0	7.0	7.0	7.0
MAGISTRATE	Judge	1.0	1.0	1.0	1.0
GENERAL ADMINISTRATION	City Manager	1.0	1.0	1.0	
	City Clerk / Personnel Director	1.0	1.0	1.0	
	Administrative Staff	1.3	1.3	1.3	3.3
FINANCE	Finance Director	1.0	1.0	1.0	
	Accountant	1.0	1.0	1.0	
	Account Clerks	3.0	4.0	4.0	6.0
LIBRARY	Librarian	1.0	1.0	1.0	
	Library Aids Part Time	1.1	1.1	1.1	2.1
RECREATION	Recreation Supervisor	1.0	1.0	1.0	
	Recreation Coordinator	1.0	1.0	1.0	
	Summer Rec Employees	1.4	1.6	1.5	3.5
POOL	Aquatic Coordinator	0.6	1.0	1.0	
	Lifeguards	0.4	1.9	2.0	3.0
MAINTENANCE	Superintendent	1.0	1.0	1.0	
	Maintenance Worker	4.0	4.0	4.0	
	Maintence Workers Part Time	3.0	3.5	3.5	8.5
PARKS	Superintendent			1.0	
	Maintenance Worker			1.0	2.0
POLICE	Police Chief	1.0	1.0	1.0	
	Lieutenant	1.0	1.0	1.0	
	Sergeant	1.0	1.0	1.0	
	Officer	10.5	11.0	11.0	
	Support Services Supervisor	1.0	1.0	1.0	
	Advocate	0.0	1.0	1.0	
	Information Systems Manager	1.0	1.0	1.0	
	Animal Control	1.0	1.0	1.0	
	Dispatcher	6.5	6.0	6.0	
	Civilian	1.0	1.0	1.0	25.0
PUBLIC WORKS	Director	0.0	1.0	1.0	1.0
BUILDING INSPECTION	Chief Building Inspector	1.0	0.0	0.0	
	Building Inspector	1.0	1.0	1.0	
	Abatement	0.0	0.0	0.0	1.0
CENTRAL GARAGE	Shop Superintendent	1.0	1.0	1.0	
	Shop Mechanic	2.0	2.0	2.0	3.0
STREET DEPARTMENT	Street Superintendent	1.0	1.0	1.0	
	Equipment Operator - Foreman	1.0	1.0	1.0	
	Equipment Operator	2.0	2.0	2.0	
	Maintenance Worker	1.8	2.5	2.5	6.5
WATER AND WASTEWATER	Supervisor	1.0	1.0	1.0	
	Maintenance Worker	1.5	1.5	1.5	
	Maintenance Worker	1.5	1.5	1.5	4.0
SANITATION	Sanitation Foreman	1.0	1.0	1.0	
	Equipment Operator	5.0	5.0	5.0	6.0
GOLF COURSE	Golf Superintendent	1.0	1.0	1.0	
	Assistant Superintendent	1.0	1.0	1.0	
	Mechanic	1.0	1.0	1.0	
	Maintenance Workers Part Time	2.3	2.9	2.9	5.9
VISITORS CENTER	Staff	4.2	4.2	3.9	3.9
Total Full Time Equivalents		**85.1**	**91.0**	**92.6**	**92.6**

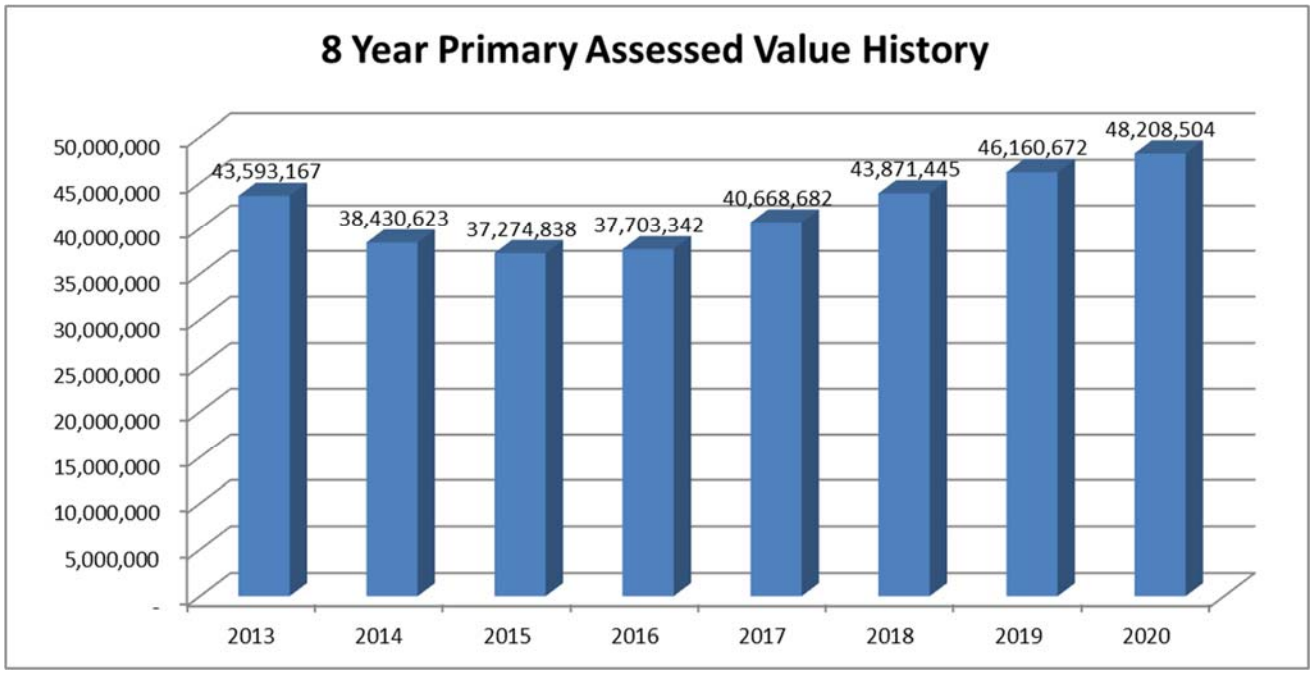
Revenues

Revenues Property Tax

Under Arizona Law there are two primary valuation bases: Primary and Secondary. The primary (limited) assessed valuation is used when levying for maintenance and operation of cities, counties, school districts, community college districts, and the state. The secondary (full cash) assessed valuation is used when levying for debt retirement, voter-approved budget overrides, and maintenance and operation of special service districts.

City of Williams					
Truth in Taxation Rate Calculation					
Fiscal Year 2019/20					
FY 2019/20					
Rate based on levy limit worksheet					
				Tax Rate	Tax Levy
	Previous year's primary property				
	tax levy	625,518			
	----------	----------	=	1.2806	
	Current year's Net Assessed Value (C4)	48,844,914			
	minus new construction				
	Maximum Allowable Tax Levy				812,554
	Maximum Allowable Tax Rate				1.6855
Option A	Keep Tax Rate Same as FY 17/18	No Truth in Taxation Notice		1.3551	**661,892**
Option B	Keep Tax Levy the Same	No Truth in Taxation Notice		**1.2806**	**625,518**
Option C	Increase Rate to Maximum Levy	Truth In Taxation Required		1.6855	**812,554**
Truth In Taxation Notice will be required if the tax rate is greater than 1.2806					
	FY 18/19 Assessed Value	45,885,581		1.3551	**621,790**
	Net Change In Assessed Value	2,959,333			
				RATE	LEVY
Actual Existing:				1.2806	625,518
New Construction:				1.2806	-8,150
Total					617,368
Budget Document					

- **<u>Fiscal Year 2020 budget included the levy at the tax rate of 1. 2806</u>**



Per A.R.S. 42-171-7(A), if the proposed tax levy, excluding amounts that are attributable to new construction, is greater than the amount levied in the preceding tax year, a truth in taxation hearing must be held. If the City intends to levy a tax rate greater than 1. 2806, a truth in taxation hearing must be held.

Revenues – General Fund

General Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Taxes:				
	Property Taxes	626,354	625,518	638,028
	City Sales Tax	4,967,094	5,154,743	5,464,028
	Gas Franchise Fee	29,667	35,000	30,000
Intergovernmental:				
	State Revenue Sharing	391,272	387,811	417,986
	Auto Lieu Tax	146,032	160,671	167,649
	State Sales Tax	303,436	313,537	331,868
	Library Assistance Tax	97,550	93,000	95,000
Fines and Forfeitures:				
	Animal Control Fees	1,635	2,000	4,000
	Police Fines	56,693	60,500	62,315
	Planning and Zoning Fees	10,883	4,000	4,000
	Plan Check Fees	33,371	22,000	48,000
Charges for Services:				
	Recreation Programs	5,571	5,000	8,500
	Rodeo Ground Fees	16,898	20,600	20,600
	City Park Revenues	4,242	2,000	1,000
	Fire Department Reimbursements	3,750	3,500	3,000
	Airport Leases and Fees	18,882	32,000	32,000
	Airport Fuel Sales	119,540	1,000	1,030
	Cemetery Proceeds	8,400	5,000	5,000
	Police Department Reimbursements	137,585	2,500	10,000
	Swimming Pool Receipts	18,662	17,500	19,000
Licenses and Permits:				
	Business License	11,148	18,000	12,300
	Building Permits	147,669	80,000	110,000
Interest Earnings:				
	Interest Income	103,865	30,000	30,000
Other Sources:				
	Miscellaneous	103,655	125,000	80,000
	Housing Authority Reimburse	91,711	133,000	133,000
	Workers Comp Refund	406	5,000	5,000
	City Auction Proceeds	0	25,000	25,000
	Tower Rental	29,388	33,000	29,400
	Other	429,369		211,000
	Transfers from Other Funds	424,369	510,000	540,000
Total General Fund Revenues		**8,339,097**	**7,906,880**	**8,538,704**

Bed Board and Booze Tax Fund

GENERAL FUND

BBB Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Taxes:				
	Bed Board and Booze Tax	1,218,341	1,257,943	1,295,681
Interest Earnings:				
	Interest Income	0		
Other Sources:				
	Tower Rental	0	0	0
	USFS Visitor Center Reimbursement	6,233	5,650	6,360
	Visitor Center Sales	127,954	160,000	160,000
	Transfers from Other Funds			
Total BBB Fund Revenues		**1,352,528**	**1,423,593**	**1,462,041**

Forest Service Building

GENERAL FUND

Forest Service Building Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Charges for Services:				
	Rental Income	191,938	197,696	198,600
Interest Earnings:				
	Interest Income	0	0	0
Total Forest Service Building Fund		**191,938**	**197,696**	**198,600**

Community Facilities District

GENERAL FUND

Community Facilities District Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Taxes				
	Property Taxes	7,500	7,500	7,500
Total C F D Fund		**7,500**	**7,500**	**7,500**

J.C.E.F. Fund

GENERAL FUND

JCEF Fund Fund - Revenues - By Source				
		Fiscal Year 2018	Fiscal Year 2019	Estimated FY20
		Actual	Budget	Budget
Fines and Forfeitures:				
	JCEF Revenue	4,000	4,000	4,000
	Fill in the Gap			
Interest Earnings:				
	Interest Income			
Total JCEF Fund		**4,000**	**4,000**	**4,000**

Court Enhancement Fund

GENERAL FUND

Court Enhancement Fee Fund - Revenues - By Source				
		Fiscal Year 2018	Fiscal Year 2019	Estimated FY20
		Actual	Budget	Budget
Fees				
	Court Revenue	4,000	4,000	4,000
Interest Earnings:				
	Interest Income			
Total Court Enhancement Fund		**4,000**	**4,000**	**4,000**

Revenues – Special Revenue Funds

Grant Fund

SPECIAL REVENUE FUND

Grants Fund - Revenues - By Source				
		Fiscal Year 2018	Fiscal Year 2019	Estimated FY20
		Actual	Budget	Budget
Other Financing Sources				
	Grant Income	1,800,000	1,800,000	1,800,000
Interest Earnings:				
	Interest Income			
Total Grants Fund		**1,800,000**	**1,800,000**	**1,800,000**

Streets Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
	City Sales Tax Increment	746,371	736,392	801,067
	Other Sources			1,200,000
	Transfer From HURF Fund	363,438	348,327	378,104
	Transfer From Flood Control Fund	179,636	650,000	250,000
	Transfer From BBB Fund	0	167,177	137,177
	Transfer From General Fund	0	655,769	0
Total Streets Fund Revenues		**1,289,445**	**2,557,665**	**2,766,348**

Highway User Revenue Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Taxes:				
	Highway User Revenue	363,438	348,327	378,104
Other Sources:				
	Miscellaneous	0	0	0
	Transfer from General Fund	0	0	0
Total HURF Fund Revenues		**363,438**	**348,327**	**378,104**

Revenues – Enterprise Funds

Electric System

ENTERPRISE FUND

Utility Fund - Electric - Revenues - By Source				
		Fiscal Year 2018	Fiscal Year 2019	Estimated FY20
		Actual	Budget	Budget
Users Fees:				
	Electric System Revenues	4,420,893	4,958,504	5,107,260
	Installs	56,700	12,840	70,000
Interest Earnings:				
	Interest Income	0	0	0
Other Financing Sources:				
	Miscellaneous	163,181	55,000	55,000
	Service Install Charges	42,416	10,000	50,000
Total Electric Fund Revenues		**4,683,190**	**5,036,344**	**5,282,260**

Utility Fund Water

ENTERPRISE FUND

Utility Fund - Water - Revenues - By Source				
		Fiscal Year 2018	Fiscal Year 2019	Estimated FY20
		Actual	Budget	Budget
Users Fees:				
	Water Revenue	1,524,041	1,569,762	1,585,460
	Stand Pipe Fees	67,000	68,000	69,000
	Connection Fees	15,000	15,000	0
Interest Earnings:				
	Interest Income	11,000	12,000	20,000
Other Financing Sources:				
	Miscellaneous	10,000	10,000	10,000
	Other Proceeds	0	2,000,000	2,000,000
	Transfer From Other Funds	450,000	188,054	100,000
	Transfer From Electric System	396,441		
Total Utility Fund - Water		**2,473,482**	**3,862,816**	**3,784,460**

Utility Fund Waste Water

ENTERPRISE FUND

Utility Fund - Wastewater - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Users Fees:				
	Sewer Revenue	2,163,052	2,235,000	2,302,050
	Sewer Connections	10,000	10,000	10,000
Interest Earnings:				
	Interest Income	0	13,000	20,000
Other Financing Sources:				
	Miscellaneous	10,000	10,000	10,000
	Other Proceeds	0	600,000	600,000
	Transfer From Other Funds	0	206,061	37,000
	Transfer From Electric System	0		
Total Utility Fund - Wastewater		**2,183,052**	**3,074,061**	**2,979,050**

Sanitation Fund

ENTERPRISE FUND

Sanitation Fund - Solid Waste - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Users Fees:				
	Refuse Collection	559,728	576,520	593,815
	City Resident Fees	40,951	42,180	43,445
	County Resident Fees	28,949	29,817	40,000
Other Financing Sources:				
	County Transfer Station Reimbursem	136,810	139,810	94,255
	Miscellaneous	47,716	140,000	3,500
	Transfer From BBB Fund	0	0	100,000
	Transfer From General Fund	21,488	0	70,000
Total Sanitation Fund		**835,642**	**928,327**	**945,015**

Golf Course Fund

ENTERPRISE FUND

Golf Course Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Users Fees:				
	Season Passes and Coupons	67,954	55,000	69,000
	Cart Fees	180,402	184,000	189,000
	Green Fees	258,634	368,315	390,414
	Food and Beverage Revenue	18,438	18,550	19,663
	Rate/Fee Increase for Equipment		100,000	85,000
Other Financing Sources:				
	Miscellaneous	3,400	5,000	3,500
	Transfer From General Fund	8,832	0	0
Total Golf Course Fund		**537,660**	**730,865**	**756,577**

Revenues – Capital Projects

Impact Fee Fund

CAPITAL PROJECTS FUND

Impact Fee Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Buy-In Fees				
	Water Treatment	0	0	0
	Wastewater Treatment	0	0	0
	Water Supply	0	0	0
	General Government			
	Police Department	0	0	0
	Fire Department	0	0	0
	Street Department	0	0	0
	Library	0	0	0
	Parks and Recreation	0	0	0
	Sanitation			
Interest Earnings:				
	Interest Income	0	0	0
Total Impact Fee Fund		**0**	**0**	**0**

Capital Projects

CAPITAL PROJECTS FUND

Capital Projects Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
	Loan proceeds			
	Interest			
	Transfer From Streets Fund	0	0	0
	Transfer From General Fund	0	0	0
Total Capital Projects Fund		**0**	**0**	**0**

Flood Control District Funds

CAPITAL PROJECTS FUND

Flood Control District Fund - Revenues - By Source				
		Fiscal Year 2018 Actual	Fiscal Year 2019 Budget	Estimated FY20 Budget
Fees:				
	Flood Control Revenue	163,200	165,000	125,000
Total Flood Control Revenue		**163,200**	**165,000**	**125,000**

Revenues – Trust Funds

Firemen's Pension Fund

TRUST FUND

Firemen's Pension Fund - Revenues - By Source				
		Fiscal Year 2018	Fiscal Year 2019	Estimated FY20
		Actual	Budget	Budget
Other Sources:				
	Retirement Contributions	50,000	50,000	50,000
Total Firemen's Pension Fund		**50,000**	**50,000**	**50,000**

Revenues – Debt Service Fund

Debt Service Fund - Revenues - By Source				
		Fiscal Year 2018	Fiscal Year 2019	Estimated FY20
		Actual	Budget	Budget
Other Sources:				
	Transfers From General Fund	394,103	547,257	579,864
	Transfers From Other Funds		115,265	114,292
Interest Earnings:				
	Interest Income	0	0	0
Total Debt Service Fund		**394,103**	**662,522**	**694,156**

Inter Fund Transfer Summary

The table below summarizes the Inter Fund Transfer for Fiscal Year 2019 and 2020.

		Fiscal Year 2019			Proposed Fiscal Year 2020	
Fund		**Transfers In**	**Transfer Out**		**Transfers In**	**Transfer Out**
General Fund						
Transfer to Sanitation Fund						70,000
Transfer to Streets Fund			655,769			0
Transfer to Debt Service			547,257			579,864
Transfer from BBB Fund		180,000			180,000	
Transfer from Electric Fund		170,000			200,000	
Transfer from Forest Service Fund		160,000			160,000	
Transfer from Impact Fund		0			0	
BBB Fund						
Transfer to General Fund			180,000			180,000
Transfer to Streets Fund			167,177			137,177
Transfer to Sanitation Fund						100,000
Streets Fund						
Transfer from General Fund		655,769				
Transfer from BBB Fund		167,177			137,177	
Transfer from HURF Fund		348,327			378,104	
Transfer from Flood Control Fund		650,000			250,000	
Transfer to Debt Service Fund			115,265			114,292
HURF Fund						
Transfer from General Fund						
Transfer to Streets Fund			348,327			378,104
Flood Control Fund						
Transfer to Streets Fund			650,000			250,000
Impact Fund						
Transfer to Water Fund			179,898			
Transfer to Waste Water Fund			206,061			
Transfer to Water Fund			8,156			

		Fiscal Year 2019			Proposed Fiscal Year 2020	
Fund		**Transfers In**	**Transfer Out**		**Transfers In**	**Transfer Out**
Debt Service Fund						
Transfer from General Fund		547,257			579,864	
Transfer from Streets Fund		115,265			114,292	
Forest Service Fund						
Transfer to General Fund			160,000			160,000
Sanitation Fund						
Transfer from General Fund					70,000	
Transfer from BBB Fund					100,000	
Electric System Fund						
Transfer to Water						100,000
Transfer to General Fund			170,000			200,000
Transfer to Waste Water						37,000
Utility Fund Water						
Transfer from Electric					100,000	
Transfer from Impact Fund		188,054				
Utility Fund Waste Water						
Transfer from Electric Fund		206,061			37,000	
Total Transfers		**3,387,910**	**3,387,910**		**2,306,437**	**2,306,437**

Department Budgets – General Fund

The following detailed department budgets are summarized in this section:

- Mayor and Council
- Magistrate
- General and Administrative
- Finance
- Maintenance
- Library
- Recreation
- Swimming Pool
- Parks
- Police
- Volunteer Fire
- Building Inspection
- Central Garage
- Airport
- Senior Center
- Forest Service Building
- Housing Authority
- Community Facilities District

Mayor and Council

DEPARTMENT DESCRIPTION

The Mayor and City Council are elected at large and consist of seven members. The Mayor presides over the City Council meetings.

The City Council is elected on staggered four year terms with the Mayor elected every two years.

It is the Mayor and Council who have the responsibility to provide the policy direction for the effective management of the city.

City Council also appoints city committee and commission members including the Planning and Zoning Commission, Parks and Recreation Committee, Golf Committee, Airport Committee, and Historic Preservation.

MAYOR & COUNCIL						
						Proposed
810		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	68,400	39,900	68,400	68,400	68,400
4130						
4140	FICA	5,233	3,052	5,233	5,233	5,233
4180	WORKERS COMPENSATION	114	49	180	124	124
	TOTAL PERSONNEL	**73,747**	**43,001**	**73,813**	**73,757**	**73,757**
4340	COMMUNICATIONS	7,818	1,399			
4350	DUES, MEMBERSHIPS & SUB			500	500	500
4380	GENERAL SUPPLIES	56	197	500	500	500
4460	PUBLIC RELATIONS	9,194	3,043	6,500	6,500	6,500
4500	TRAVEL	6,123	4,840	7,000	7,000	7,000
5150	ELECTION EXPENSES			7,000	7,500	7,500
5190	CONTINGENCIES					
	TOTAL SERVICES & SUPPLIES	**23,191**	**9,479**	**21,500**	**22,000**	**22,000**
	TOTAL PERSONNEL & S.S.	**96,938**	**52,480**	**95,313**	**95,757**	**95,757**
	CAPITAL					
	TOTAL OTHER					
	TOTAL MAYOR & COUNCIL	**96,938**	**52,480**	**95,313**	**95,757**	**95,757**

- Similar to FY19 actual

Magistrate

DEPARTMENT DESCRIPTION

- The Williams Magistrate has original jurisdiction and concurrent jurisdiction with the Justice of the Peace for the incorporated areas of the City of Williams. Our court handles criminal (misdemeanor), civil traffic, and city code cases. The Magistrate is the presiding officer of the Municipal Court.

2019-2020 OBJECTIVES

- Implement Coconino County Justice 2030 planning strategies
    - Outreach and partnerships
        - Expand Verbal Defense and Influence non-escalation/de-escalation training to courts across Coconino County. This training has proven to be immensely beneficial for those having to deal with conflict as part of their duties and responsibilities. The Court previously partnered with the City to provide this training to city staff.
    - Facilities and Operations
        - Collaborate with the Coconino County Sheriff's Office to develop and install a back-up power supply for the Williams Justice Center, to provide uninterrupted court and customer services.
    - Information and technology
        - Further explore and develop "paperless" court management systems and options. Our courthouse is having a new statewide case management system installed this summer as part of an updated statewide project. Other additional case management programs being considered will be funded with court special revenue funds.
        - Upgrade our courtroom video technology to allow Skype video appearances for civil traffic hearings.

    - Staff Development
        - Senior Justice Court Specialist Ruth Alvarado will be completing the Institute for Court Management (ICM) court manager program. We continue to prioritize and set high standards for staff development within the organization.
        - Court Manager Jennifer Carter has expanded her involvement with other courts at the national level with her involvement this past year with the National Association of Court Managers. With Jennifer's leadership, we continue to set the highest standards for justice and fairness, customer service, and holding ourselves to the highest ethical standards.

2018-2019 Accomplishments

- The Williams Justice and City Courts hosted the 2018 annual National Judges Association conference in Williams with approximately 90 in attendance.

- A security fence project in collaboration with the Coconino County Sheriff's Office was completed for the employee/staff parking area.
- The inter-governmental agreement (IGA) between the City and Coconino County for court staffing services has continued to improve customer service and increase efficiencies in our municipal court. The approved amendment to the IGA provides for seamless and continuous service for the next 10 years.
- We once again hosted the regional Homeschool Association mock trials and competitions in our court.
- Results of data obtained and received by Praxis Consulting of Denver, Colorado as part their research for the Coconino County Justice 2030 Strategic Agenda conference showed that the Williams Municipal Court received the highest overall performance rating of any municipal or lower jurisdiction court in Coconino County. We are pleased those results show that improvements made in the municipal court through our service IGA with Coconino County have improved customer service satisfaction.

MAGISTRATE

830		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	18,053	8,719	25,072	25,072	35,069
4130	GROUP INSURANCE					
4140	FICA	1,381	667	1,918	1,918	2,683
4150	ASRS					
4170	UNEMPLOYMENT COMPENSA	170		330	330	193
4180	WORKERS' COMPENSATION	103	34	45	45	64
	TOTAL PERSONNEL	**19,707**	**9,420**	**27,365**	**27,365**	**38,008**
4340	COMMUNICATIONS	1,003	458	1,000	1,000	1,000
4350	DUES, MEMBERSHIPS & SUBSCRIPT			200	200	200
4380	GENERAL SUPPLIES	2,016	964	2,400	2,400	2,400
4430	OTHER PROFESSIONAL	100,777	57,809	75,000	75,000	75,325
4440	POSTAGE		57	500	500	500
4480	REPAIR & MAINTENANCE	1,500	750	1,500	1,500	1,500
4500	TRAVEL	1,175	211	2,000	2,000	2,000
5010	AUDIT - FINANCIAL			2,000	2,000	2,000
5060	RENT	5,581	2,637	6,000	6,000	6,000
5100	BANK FEES	902	371			1,000
5200	JURY TRIAL COMPENSATION			1,000	1,000	1,000
	TOTAL SERVICES & SUPPLIES	**112,954**	**63,257**	**91,600**	**91,600**	**92,925**
	TOTAL PERSONNEL & S.S.	**132,661**	**72,677**	**118,965**	**118,965**	**130,933**
	EQUIPMENT			2,000	2,000	2,000
	TOTAL OTHER			**2,000**	**2,000**	**2,000**
	TOTAL MAGISTRATE	**132,661**	**72,677**	**120,965**	**120,965**	**132,933**

General and Administrative

DEPARTMENT DESCRIPTION

The General and Administrative Department includes the City Manager, City Clerk/Human Resources Director and Deputy City Clerk. The City Manager oversees the day-to-day operations of the city and carries out the policies adopted by the City Council.

The General and Administrative Department provides the overall administrative leadership necessary for the delivery of services to the citizens, interaction with other levels of government and advocates the City's positions. The department assists other departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to internal and external customers.

The department also oversees the annual contracts for City Attorney and City Engineer as well as the annual Commercial Insurance Renewal. The department provides the Human Resource and Risk Management functions.

2019-2020 OBJECTIVES

- Champion established Vision, Mission, and Goals statement as provided by Council
- Lead implementation of information coordination , which will significantly change how the City operates and interacts with the community
- Complete implementation of formal annual employee evaluations for all City employees
- Upgrade employee classification and pay grade schedules
- Design and deliver management training for supervisory staff

2018-2019 ACCOMPLISHMENTS

- Continued to realign Staff and duties to make City function more efficiently and effectively
- Conducted quarterly safety training for all City employees
- Revised Position Descriptions and pay to reflect current positions and duties

GENERAL ADMINISTRATION

840		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	152,622	78,322	223,035	241,084	248,085
4130	GROUP INSURANCE	20,107	11,740	28,643	29,199	29,883
4140	FICA	11,676	5,768	17,062	18,443	18,978
4150	ASRS	13,787	9,241	25,649	27,725	30,043
4170	UNEMPLOYMENT COMPENSATION	298		770	770	770
4180	WORKERS' COMPENSATION	211	245	405	437	450
4190	TAXABLE FRINGE BENEFITS					
	TOTAL PERSONNEL	**198,701**	**105,316**	**295,564**	**317,658**	**328,209**
4310	ADVERTISING	6,473	4,747	12,500	12,500	12,500
4340	COMMUNICATIONS	18,146	7,958	14,000	14,000	14,000
4350	DUES, MEMBERSHIPS & SUBSCRIPT	13,204	847	12,000	12,000	12,000
4360	ELECTRICITY	48,768	28,352	52,000	52,000	52,000
4370	GASOLINE	1,479	807	3,000	3,000	3,000
4380	GENERAL SUPPLIES	13,887	5,466	23,000	23,000	23,000
4390	INSURANCE	350,002	214,138	300,000	300,000	300,000
4410	LICENSES, PERMITS & FEES	93	392	600	600	600
4420	NATURAL GAS	3,256	1,915	6,700	6,700	6,700
4430	OTHER PROFESSIONAL	146,631	48,599	67,500	67,500	67,500
4440	POSTAGE	13,784	8,109	15,000	15,000	15,000
4460	PUBLIC RELATIONS	2,083	3,059	2,500	2,500	2,500
4470	RENTAL & MAINTENANCE CONTRAC	41,203	31,967	40,000	40,000	40,000
4480	REPAIR & MAINTENANCE SERVICES	19,006	15,257	15,000	15,000	15,000
4500	TRAVEL	3,037	3,957	20,000	20,000	20,000
4520	UTILITIES			3,000	3,000	3,000
5030	PROFESSIONAL & CONSULT - LEGAI	83,827	61,965	115,000	115,000	115,000
5100	BANK FEES	35,003	27,134	35,000	35,000	35,000
5190	CONTINGENCY FUND	36,500	6,849	50,000	50,000	50,000
	TOTAL SERVICES & SUPPLIES	**836,382**	**471,518**	**786,800**	**786,800**	**786,800**
	TOTAL PERSONNEL & S.S.	**1,035,083**	**576,834**	**1,082,364**	**1,104,458**	**1,115,009**
	OTHER					
	COMPUTER EQUIPMENT/SOFTWARE					
	GENERAL PLAN UPDATE					
	BUILDING REPAIRS	37,140		3,500	3,500	3,500
	OTHER PAYMENTS	9,185	66,193	10,000	10,000	10,000
	TOTAL OTHER	**46,325**	**66,193**	**13,500**	**13,500**	**13,500**
	TOTAL GENERAL ADMINISTRATION	**1,081,408**	**643,027**	**1,095,864**	**1,117,958**	**1,128,509**

Finance

DEPARTMENT DESCRIPTION

The Finance Department is responsible for the financial management of the City. The department provides the following services: General Ledger, Payroll, Purchase Orders, Accounts Receivable, Accounts Payable, Cashier, Utility Billing and Customer Service.

The Finance Department provides professional, accurate, and timely financial and accounting services to all customers including citizens, vendors, utility customers, media, departments, and City Council. It also maintains the financial integrity of the City's comprehensive financial, budget administration as well as financial grant & debt administration.

2019-2020 OBJECTIVES

- Continue to implement the new Information System package to enhance the City's ability to meet the City's goals and objectives.
- Continue to implement Principles of Sound Financial Management.
- Make more functions and information available online through the City's website.

2018-2019 ACCOMPLISHMENTS

- Continued to implement functions of the new Information System
- Secured funding for the City's major projects program
- Secured funding for the City's capital equipment program
- Continued effort to stabilize the Utility funds' operating and capital future
- Worked through the conversion issues to collect Electric payments
- Continued efforts to convert electric customer data for taking over electric billing and customer service and expand online bill payment options

FINANCE						
						Proposed
880		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	313,221	227,615	335,278	335,278	352,541
4110	OVERTIME	2,056	710	5,000	5,000	5,000
4130	GROUP INSURANCE	56,709	34,774	57,390	57,390	59,915
4140	FICA	24,119	16,395	26,031	26,031	27,352
4150	ASRS	36,136	26,677	39,132	39,132	43,298
4170	UNEMPLOYMENT COMPENSATIC	1,087		1,155	1,155	1,155
4180	WORKERS' COMPENSATION	562	251	614	614	646
	TOTAL PERSONNEL	**433,890**	**306,422**	**464,600**	**464,600**	**489,907**
4340	COMMUNICATIONS	1,491	1,934	1,000	1,000	1,000
4350	DUES, MEMBERSHIPS & SUBSCI	299		3,000	3,000	3,000
4380	GENERAL SUPPLIES	13,270	5,243	6,000	6,000	6,000
4410	LICENSES & PERMITS	6,921	7,795	7,000	7,000	9,000
4470	REPAIR & MAINTENANCE SERVIC	2,582		1,500	1,500	1,500
4480	RENTAL & MAINT.	1,748		6,000	6,000	6,000
4500	TRAVEL	4,101	1,745	2,500	2,500	2,500
5010	AUDIT - FINANCIAL	35,200	38,850	37,500	37,500	37,500
5020	ADMIN SALES TAX			7,000	7,000	7,000
5100	BANK AGENCY FEES	2,072		5,000	5,000	5,000
	TOTAL SERVICES & SUPPLIES	**67,684**	**55,567**	**76,500**	**76,500**	**78,500**
	TOTAL PERSONNEL & S.S.	**501,574**	**361,989**	**541,100**	**541,100**	**568,407**
	CAPITAL			12,000	12,000	12,000
	OTHER			3,500	3,500	3,500
	TOTAL OTHER			**15,500**	**15,500**	**15,500**
	TOTAL FINANCE DEPARTMENT	**501,574**	**361,989**	**556,600**	**556,600**	**583,907**

- Personnel costs for Cashiers transfer from Administration
- Increase in State fees charged for their TPT collection system
- Staff overtime added to accommodate cross-training and coverage time

Maintenance

DEPARTMENT DESCRIPTION

The Maintenance Department is responsible for maintaining all City facilities. The department, which consists of four year-round employees, has seven day week coverage. This Staff also provides support for all scheduled events and assists with snow removal.

2019-2020 OBJECTIVES

- Renovations/ Improvements to various City Facilities including restrooms, Rodeo grounds, Ball fields and Basketball courts.
- Address electrical safety issues and interior upgrades.
- Maintain Senior Center and exterior siding repairs and paint
- Assist in the continual improvements at the Forest Service building.
- Continue support of community special events.
- Identify and rectify run-off issues at the baseball field.
- Acquire a utility lift.

2018 – 2019 Accomplishments

- Completed the projects at Cureton Park, including fencing and painting structures including light poles.
- Accomplished more technical repairs.
- Reconditioned the Visitor Center and the Rodeo Barn with multiple enhancements.
- Continued renovations and painting of various exteriors.
- Hired 2 skilled employees, projects are being completed in timely manner.
- Continued support of special events
- Increased efficiency with scheduling and collaboration with other resources

MAINTENANCE

890		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	199,908	163,965	327,930	270,499	285,789
4105	BUYOUT					
4110	OVERTIME	4,289	2,578	8,896	1,600	5,000
4130	GROUP INSURANCE	34,985	22,776	32,287	41,738	53,306
4140	FICA	15,621	10,600	25,767	20,816	22,245
4150	ASRS	22,878	16,790	38,499	27,842	31,582
4170	UNEMPLOYMENT COMPENSATION	1,624	190	1,854	1,733	1,733
4180	WORKERS' COMPENSATION	6,363	3,422	7,816	10,255	10,904
4190	TAXABLE FRINGE BENEFITS					
	TOTAL PERSONNEL	**285,668**	**220,321**	**443,049**	**374,483**	**410,559**
4320	AUTO SUPPLIES	1,848	536	2,000	2,000	2,000
4330	CHEMICALS	310	95	3,000	4,000	4,000
4340	COMMUNICATIONS	1,584	977	900	900	900
4370	GASOLINE	6,839	3,557	6,000	9,500	9,500
4380	GENERAL SUPPLIES	12,362	12,793	16,000	10,000	10,000
4400	JANITORIAL SUPPLIES	2,654	2,838	4,000	5,000	5,000
4410	LICENSES & FEES		310	1,250	1,250	1,250
4480	REPAIR & MAINTENANCE	11,100	4,599	10,000	20,000	20,000
4485	LITTLE LEAGUE MAINT	11,993	111	5,000	5,000	5,000
4490	SMALL TOOLS & MINOR EQUIP	5,236	2,127	2,000	7,500	7,500
4500	TRAVEL	612	711		500	500
4510	UNIFORMS	2,582	2,486	600	4,000	4,000
	TOTAL SERVICES & SUPPLIES	**57,120**	**31,140**	**50,750**	**69,650**	**69,650**
	TOTAL PERSONNEL & S.S.	**342,788**	**251,461**	**493,799**	**444,133**	**480,209**
	OTHER				15,000	15,000
	TOTAL OTHER				**15,000**	**15,000**
	TOTAL MAINTENANCE	**342,788**	**251,461**	**493,799**	**459,133**	**495,209**

Library

DEPARTMENT DESCRIPTION

The Williams Public Library provides access to services for Williams's city and Coconino County residents. The Library is jointly funded by the City of Williams and Coconino County.

The Library houses approximately 16,450 books, 2,300 DVD movies, and 260 books on CD. We have 20 computers with Internet access for public use, including two Early Literacy computers in the children's section, and public Wi-Fi throughout the building. We provide newspapers, periodicals, job assistance, copy and fax services. Preschool reading programs take place in the summer and occasional adult programs are offered throughout the year. The library collection is constantly changing with new items being added or deleted daily.

2019-2020 OBJECTIVES

- Replace early literacy computers..
- Pursue additional funding for the Historical Photo project.
- Increase adult programs.
- Continue to provide excellent services to meet current demand.

2018-2019 ACCOMPLISHMENTS

- Finished replacing old book shelves.
- Served 21,600 patrons, circulating 22,700 items. Accommodated 8,250 internet users and 4,600 Wi-Fi sessions.
- Expanded and enhanced the History Room at the Visitor Center and added a diorama depicting 1950's Williams.
- Partnered with the Forest Service to present talks during AZ Archeology Month.
- Replaced the old copy machine.

LIBRARY						
						Proposed
900		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	90,883	63,969	90,238	90,238	96,408
4130	GROUP INSURANCE	18,675	11,633	19,052	19,052	20,015
4140	FICA	6,953	4,622	6,903	6,903	7,375
4150	ASRS	10,206	7,398	9,490	9,490	10,741
4170	UNEMPLOYMENT COMPENSATION	347	23	385	385	385
4180	WORKERS' COMPENSATION	160	70	164	164	175
	TOTAL PERSONNEL	**127,224**	**87,715**	**126,232**	**126,232**	**135,099**
4340	COMMUNICATIONS	1,826	1,316	3,000	3,000	2,000
4380	GENERAL SUPPLIES	6,028	1,815	5,000	5,000	4,000
4470	MAINTENANCE CONTRACTS			1,000	1,000	1,000
4480	REPAIR & MAINTENANCE	46	159	100	100	100
4500	TRAVEL					
5140	BOOKS AND PERIODICALS	17,075	9,582	18,000	18,000	18,000
5160	OCLC ONLINE USAGE FEE	500	500	1,000	1,000	1,000
	TOTAL SERVICES & SUPPLIES	**25,475**	**13,372**	**28,100**	**28,100**	**26,100**
	TOTAL PERSONNEL & S.S.	**152,699**	**101,087**	**154,332**	**154,332**	**161,199**
	OTHER		5,164	2,500	2,500	2,500
	TOTAL OTHER		**5,164**	**2,500**	**2,500**	**2,500**
	TOTAL LIBRARY	**152,699**	**106,251**	**156,832**	**156,832**	**163,699**

- $18,000 for the purchase of new materials as needed (through County tax funds)
- Includes $2,500 for new equipment/furniture

Recreation

DEPARTMENT DESCRIPTION

The Recreation Department is dedicated to safe, fun, healthy, educational, supervised facilities, programs and events for the youth and families of our community. The Department provides diverse year-round leisure opportunities throughout the city. Recreation programs are produced for various age groups, primarily focusing on ages 5 through 18 and offering three adult specific programs at this time.

The Recreation Department provides personnel for supervision of the Youth Recreation Center, the Williams Skate Park, and the cooperative programs with WUSD2 including open gym and the adult/high school age basketball. Through the Recreation Department the multi-level fitness classes, Folklorico dance classes and Pickleball are available using volunteer instructors. The Recreation Department continues to offer recreational opportunities to more than 50,000 participants each year through their facilities and programming.

The Recreation Department is responsible for management of the City owned and/or operated rental properties throughout Williams and coordinates the 'City Events Listing' with other community entities. The Recreation Department also coordinates City services for community events, works with other government agencies, facilitating meetings as requested and the Parks and Recreation Commission.

2019-2020 OBJECTIVES

- Complete the basketball striping at the Rec Park (the final court striping for the facility).
- Complete the roof joist caps and trim on the Recreation Center.
- Tear off the dilapidated addition on the north side of the Recreation Center and reside area.
- Obtain and install the 'Recreation Facilities' marquee style sign.
- Continue to identify alternative funding sources to support community programming.
- Find alternative ways to use the skate park (have several ideas).
- Start new programs (basketball tournaments, softball, barbeques, sleep overs, bingo etc.).
- Continue to work on the up keep of all rec facilities
- Continue coming up with ways to improve recreation and increase participation
- Start a garden
- Start softball league

2018-2019 ACCOMPLISHMENTS

- Recreation Park new surface will be installed in May 2019.
- Continued training on everything recreation which includes contracts, renting of facilities and parks, all programs and budgets.
- Forming relationships with contract holders, coworkers and the community at large.
- Brainstorming new ideas for the Skate Park and recreation.
- All contracts complete and sent out for 2019.
- Summer rec is organized and field trips contracted and ready for 2019.
- Pool season organized (2 new programs for 2019) and donation letters sent out for free swims.
- Skate park lights replaced with energy saving LED lights by maintenance.

	RECREATION					
						Proposed
920		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	139,454	82,113	147,442	147,442	151,676
4110	OVERTIME	1,468	1,657			
4130	GROUP INSURANCE	19,193	12,061	18,740	18,740	27,499
4140	FICA	10,781	6,122	11,279	11,279	11,603
4150	ASRS	12,740	7,675	12,862	12,862	6,312
4170	UNEMPLOYMENT COMPENSATION	1,127	525	952	952	952
4180	WORKERS' COMPENSATION	1,217	785	2,012	2,012	2,070
	TOTAL PERSONNEL	**185,980**	**110,938**	**193,287**	**193,287**	**200,112**
4330	CHEMICALS	1,308				
4340	COMMUNICATIONS	3,053	2,428	4,000	4,000	4,000
4360	ELECTRICITY	26,743	14,788	25,000	25,000	25,000
4370	GASOLINE	202		500	500	500
4380	GENERAL SUPPLIES	5,786	1,660	6,000	6,000	7,000
4410	LICENSES, PERMITS & FEES	738	747	750	750	750
4420	NATURAL GAS	5,913	3,137	10,000	10,000	9,000
4430	OTHER PROFESSIONAL		166			
4470	RENTAL & MAINTENANCE			1,000	1,000	1,000
4480	REPAIR & MAINTENANCE	2,373	799	2,000	2,000	2,000
4500	TRAVEL	1,715		1,500	1,500	1,500
4510	UNIFORMS	457		1,000	1,000	1,000
5340	EMPLOYEE FUNCTIONS	2,277	3,105	5,000	5,000	5,000
4115	OPEN GYM					
5360	RECREATIONAL PROGRAMS	13,933	8,996	17,000	17,000	17,000
	TOTAL SERVICES & SUPPLIES	**64,498**	**35,826**	**73,750**	**73,750**	**73,750**
	TOTAL PERSONNEL & S.S.	**250,478**	**146,764**	**267,037**	**267,037**	**273,862**
	SHOOTING RANGE			3,500	3,500	3,500
	OTHER		1,337	1,500	1,500	1,500
	EQUIPMENT			1,500	1,500	1,500
	TOTAL OTHER		**1,337**	**6,500**	**6,500**	**6,500**
	TOTAL PARKS & RECREATION	**250,478**	**148,101**	**273,537**	**273,537**	**280,362**

- Slight increase in funding for recreational training, programs & supplies.

Swimming Pool

DEPARTMENT DESCRIPTION

The Recreation Department oversees the operation of the Williams Aquatic Center. The Williams Aquatic Center is currently operated during the summer months. During the season the pool offers swim lessons, water aerobics, lap swimming and public swim sessions. There are also sessions set aside weekly for the special needs campers from Camp Civitan and session times dedicated, twice a week, to the City of Williams Summer Rec Program.

The pool staff is responsible for providing safe, healthy, fun programs and activities for the community within the pool facility. The Aquatic Coordinator II and Aquatic Coordinator I are responsible for keeping the chemistry in the pool perfect, the facility sanitized at all times, staffing requirements and building maintenance needs.. They train and recertify the lifeguards to 'Red Cross Lifeguard' standards.

The pool is maintained at such a high level of sanitation and water purification, that the Coconino County Health Department has, since 2002, issued perfect inspections to this facility, year after year.

2019-2020 OBJECTIVES

- Obtain another water exercise unit.
- Keep operations within budgetary limits.
- Continue to increase usage that will result in increased income.
- Start two new programs mermaid club and Jr. Lifeguard.
- Recertify for LGI to be able to continue in house training of all lifeguards.
- Paint other areas that need attention.
- Reseal deck.

2018-2019 ACCOMPLISHMENTS

- The Aqua Climb has been ordered, installed, and ready for the 2019 season.
- Removed all paint and then repainted locker area, shower area, and hallway.
- Had a successful meeting with the friends of the Williams aquatic center and they gave us $5000 dollars to purchase the pool a new vacuum. Which we did buy and have received. They have also agreed to donate a $1000 dollars for every swim season so that the aquatic staff can give punch cards to the children of the community.
- No complaints and close to record numbers for 2018.
- Accommodating another day for Camp Civitan for the 2019 swim season.
- Replaced all lights with LED.
- New safety signs where purchased and have been installed.

SWIMMING POOL

921		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	61,345	62,063	93,377	93,377	100,685
4130	GROUP INSURANCE	12,050	8,821	14,056	14,056	14,697
4140	FICA	4,693	4,738	7,143	7,143	7,396
4150	ASRS	4,201	5,735	5,614	5,614	6,312
4170	UNEMPLOYMENT COMPENSATION	678	349	578	578	578
4180	WORKERS' COMPENSATION	1,697	1,284	2,352	2,352	2,443
	TOTAL PERSONNEL	**84,664**	**82,990**	**123,120**	**123,120**	**132,110**
4330	CHEMICALS	286	1,427	2,000	2,000	2,000
4340	COMMUNICATIONS	1,761	962	3,000	3,000	3,000
4350	DUES & MEMBERSHIPS					
4360	ELECTRICITY	10,930	7,328	12,000	12,000	12,000
4380	GENERAL SUPPLIES	2,666	332	1,500	1,500	1,500
4410	LICENSES & PERMITS	225		350	350	550
4420	NATURAL GAS	1,062	489	1,250	1,250	1,250
4430	OTHER PROFESSIONAL					
4480	REPAIR & MAINTENANCE	2,340	4,507	4,000	4,000	5,500
4500	TRAVEL	1,215		1,500	1,500	1,500
4510	UNIFORMS			500	500	500
	TOTAL SERVICES & SUPPLIES	**20,485**	**15,045**	**26,100**	**26,100**	**27,800**
	TOTAL PERSONNEL & S.S.	**105,149**	**98,035**	**149,220**	**149,220**	**159,910**
	OTHER		4,755	1,000	1,000	1,000
	TOTAL OTHER		**4,755**	**1,000**	**1,000**	**1,000**
	TOTAL SWIMMING POOL	**105,149**	**102,790**	**150,220**	**150,220**	**160,910**

PARKS

922		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES			0	0	96,408
4105	BUYOUT			0	0	
4110	OVERTIME			0	0	0
4130	GROUP INSURANCE			0	0	27,756
4140	FICA			0	0	7,375
4150	ASRS			0	0	11,675
4170	UNEMPLOYMENT COMPENSATION			0	0	385
4180	WORKERS' COMPENSATION			0	0	255
4190	TAXABLE FRINGE BENEFITS					
	TOTAL PERSONNEL	**0**	**0**	**0**	**0**	**143,854**
4320	AUTO SUPPLIES			0	0	2,000
4330	CHEMICALS			0	0	4,000
4340	COMMUNICATIONS			0	0	900
4370	GASOLINE			0	0	9,500
4380	GENERAL SUPPLIES			0	0	10,000
4400	JANITORIAL SUPPLIES			0	0	5,000
4410	LICENSES & FEES			0	0	1,250
4480	REPAIR & MAINTENANCE			0	0	20,000
4485	LITTLE LEAGUE MAINT			0	0	5,000
4490	SMALL TOOLS & MINOR EQUIP			0	0	7,500
4500	TRAVEL			0	0	500
4510	UNIFORMS			0	0	4,000
	TOTAL SERVICES & SUPPLIES	**0**	**0**	**0**	**0**	**69,650**
	TOTAL PERSONNEL & S.S.	**0**	**0**	**0**	**0**	**213,504**

Police Department

MISSION STATEMENT:

It is the mission of the Williams Police Department to:

- Enhance the Community of Williams, Arizona by providing a professional police department by setting high expectations and standards of conduct brought about by fair, but impartial, interpretation of laws of the City of Williams, the State of Arizona and the United States of America.
- To ensure the safety of the community's residents and visitors through crime prevention activities, community awareness programs, school safety programs, school safety events and maintaining a pro-active vigilance on crime.
- To earn the trust and respect of the residents and visitors to Williams, Arizona by treating all walks of life within the community with dignity and respect regardless of race, origin or religion.

WPD PATROL AND DISPATCH CENTER MAJOR SERVICES/RESPONSIBILITES

1. 911 PSAP for the 635 prefix, dispatch appropriate services for emergency traffic. Dispatch Williams Police Officers as first responders.
2. Dispatch officers for crimes in progress in City limits and other outlying jurisdictions.
3. Dispatch center of Williams Fire Department, WPD officer's first responders.
4. Handle requests from other jurisdictions (I.E. DPS, CCSO) for emergency response along the I-40/Highway 64 corridor.
5. Receive and monitor air traffic from WPD officers doing area checks, traffic stops and business checks in the city boundaries.
6. Dispatch/Command Center for FEMA declared emergencies in the Williams/Grand Canyon area. All WPD employees are NIMS qualified for emergency response.
7. WPD Dispatch center handles many calls tourist inquires reference Grand Canyon events in Williams.
8. The Williams communication center is the hub for the Rave system in cooperation with Coconino County Emergency Management.

2019-2020 OBJECTIVES

- Procure federal and state grants to augment unbudgeted equipment/overtime
- Improve traffic enforcement with city ordinances
- Continue computerized/paperless reports, evidence inventory, and equipment inventory
- Work with city youth sports/school events to enhance crime prevention
- Procure seizure funds when appropriate and auction seized property annually
- Procure ballistic helmets for patrol officers
- In the final stages of integrating computers with wireless technology into patrol vehicles by obtaining in car printers
- Work with AZDPS to implement the TRACS system for E-citations and Accident reporting
- Institute Safe Shopper Program to ensure our residents and tourist are safe from transient population.
- Space saving expansion remodel using old weight room for evidence/records fencing and two offices
- Replacing carpet throughout the entire WPD building

POLICE DEPARTMENT

930		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	1,058,402	771,747	1,165,091	1,165,091	1,259,193
4105	CONTINGENCY					
4110	OVERTIME	84,390	79,198	100,000	60,000	80,000
4120	EXTRA PAY					
4130	GROUP INSURANCE	191,894	126,864	218,906	218,906	245,976
4140	FICA	86,974	59,640	93,719	93,719	102,448
4150	ASRS	58,904	44,793	58,349	58,349	68,051
4160	PSPRS	178,441	132,540	126,460	126,460	273,905
4170	UNEMPLOYMENT COMPENSATIO	3,938	525	4,813	4,813	4,813
4180	WORKERS' COMPENSATION	13,906	8,201	22,231	22,231	23,727
	TOTAL PERSONNEL	**1,676,849**	**1,223,508**	**1,789,569**	**1,749,569**	**2,058,112**
4310	ADVERTISING	190		1,000	1,000	1,000
4320	AUTO SUPPLIES	6,396	8,910	8,500	8,500	8,500
4400	JANITORIAL	478		1,000	1,000	1,000
4340	COMMUNICATIONS	35,959	46,927	35,000	35,000	35,000
4350	DUES, MEMBERSHIPS & SUBSCI	953	1,449	1,000	1,000	1,500
4360	ELECTRICITY	10,348	6,592	10,000	10,000	10,000
4370	GASOLINE	25,604	18,592	44,000	44,000	44,000
4380	GENERAL SUPPLIES	14,887	11,086	15,000	15,000	15,000
4410	LICENSES & PERMITS	405	1,138	1,000	1,000	1,000
4420	NATURAL GAS	2,057	1,088	3,000	3,000	3,000
4430	OTHER PROFESSIONAL	2,755	778	2,500	2,500	2,500
4440	POSTAGE	444	61	250	250	250
4460	PUBLIC RELATIONS	2,013	1,194	1,500	1,500	2,000
4470	RENTAL - MAINT	6,192	3,595	7,000	7,000	7,000
4480	REPAIR & MAINTENANCE SERVIC	33,291	37,538	50,000	25,000	30,000
4490	SMALL EQUIPMENT	8,874	7,474	2,000	2,000	2,000
4500	TRAVEL AND TRAINING	11,208	22,260	25,000	10,000	15,000
4510	UNIFORMS	5,002	2,984	5,000	18,500	18,500
4520	UTILITIES					
4540	SAFETY SUPPLIES	3,129	671	3,000	3,000	3,000
5050	ANIMAL CONTROL COSTS	26,118	25,133	50,000	50,000	50,000
5130	ARMORY / AMMUNITION	3,276	3,651	5,000	5,000	5,000
	TOTAL SERVICE & SUPPLIES	**199,579**	**201,121**	**270,750**	**244,250**	**255,250**
	TOTAL PERSONNEL & S.S.	**1,876,428**	**1,424,629**	**2,060,319**	**1,993,819**	**2,313,362**
	OTHER - LEASE PAYMENTS	28,169	23,605	18,400	18,400	122,926
	COMPUTERS	92,092		5,000	5,000	5,000
	OFFICE EQUIPMENT			5,000	5,000	5,000
	VEHICLES	66,168	34,963	45,000	45,000	15,000
	CAPITAL OUTLAY	11,832	334,029	350,000	20,000	20,000
	COMPUTER SOFTWARE MAINT	74,079	38,154	80,000	80,000	10,000
	RADIO EQUIPMENT			10,000	10,000	10,000
	CAMERA EQUIPMENT			10,000	10,000	10,000
	BUILDING IMPROVEMENTS					
	WEAPON PROGRAM	3,990	11,346	11,400	5,000	5,000
	MTR ONE-TIME MATCH				10,000	10,000
	TOTAL OTHER	**276,330**	**442,097**	**534,800**	**208,400**	**212,926**
	TOTAL POLICE	**2,152,758**	**1,866,726**	**2,595,119**	**2,202,219**	**2,526,288**

Volunteer Fire Department

DEPARTMENT DESCRIPTION

The Williams Volunteer Fire Department is an all-volunteer fire department. They are budgeted to have 30 volunteers and currently have 22 active and 6 support members. The department responded to over 100 all hazards incidents (fire, rescue, hazmat) in and around the city last year. The department has two stations with four structure engines, two water tenders, one wild land engine, one rescue vehicle, one utility vehicle and two parade/prevention engines.

Department provides all hazard incident mitigation in and around the community, assists local, state, and federal fire /emergency management agencies in these duties, performs various community functions like: safety fairs, fire prevention, fire prevention golf tournament, parades, etc.

Fire prevention education/community risk management is important to the community because it teaches the community on how to prevent incidents/safety hazards and also how to react to incidents/safety hazards should they occur.

2019-2020 OBJECTIVES

- Implement portions of operational analysis / study
- Add Multi-Use Truck and equipment
- Continue to attract quality volunteers and increase the number of firefighters on the Department

2018-2019 ACCOMPLISHMENTS

- Continued to purchase Wild Land equipment and turnout gear.
- Conducted more training.
- Completed exercise activities.

VOLUNTEER FIRE						
						Proposed
940		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	56,818	35,817	82,913	82,913	84,453
4140	FICA	4,347	1,862	6,343	6,343	6,461
4150	RETIREMENT	5,940	4,365	9,535	9,535	7,302
4180	WORKERS' COMPENSATION	12,956	5,649	23,425	23,425	17,764
	TOTAL PERSONNEL	**80,061**	**47,693**	**122,216**	**122,216**	**115,980**
4320	AUTO SUPPLIES	6,231	5,358	3,000	3,000	2,000
4330	CHEMICALS			2,000	2,000	
4340	COMMUNICATIONS	10,553	4,043	5,000	5,000	16,000
4350	DUES, MEMBERSHIPS & SUBSCRIPT	301	275	3,500	3,500	500
4360	ELECTRICITY	4,456	2,033	3,700	3,700	3,700
4370	GASOLINE	3,025	1,055	4,000	4,000	3,000
4380	GENERAL SUPPLIES/MEDICAL EQUIP	6,603	4,534	7,000	7,000	7,000
4390	INSURANCE		4,866	5,500	5,500	5,500
4420	NATURAL GAS	2,685	1,542	3,000	3,000	3,000
4430	OTHER PROFESSIONAL	3,442	4,942	6,000	6,000	5,000
4440	POSTAGE			100	100	
4470	RENTAL & MAINTENANCE CONTRACTS	412	273	2,500	2,500	500
4480	REPAIR & MAINTENANCE SERVICES	15,452	5,443	10,000	10,000	3,600
4490	SMALL TOOLS & MINOR EQUIPMENT	12,357	16,362	15,000	15,000	22,000
4500	TRAVEL AND TRAINING	7,254	3,491	15,000	15,000	10,000
4510	UNIFORMS	11,321	876	15,000	15,000	15,000
5380	FIRE PREVENTION	6,432	269	2,000	2,000	500
	TOTAL SERVICES & SUPPLIES	**90,524**	**55,362**	**102,300**	**102,300**	**97,300**
	TOTAL PERSONNEL & S.S.	**170,585**	**103,055**	**224,516**	**224,516**	**213,280**
	ENGINE UPGRADES	8,126				30,000
	OTHER				26,000	38,000
7055	CAPITAL	31,866	12,980	35,000	72,000	574,200
	TOTAL OTHER	**39,992**	**12,980**	**35,000**	**98,000**	**642,200**
	TOTAL FIRE DEPARTMENT	**210,577**	**116,035**	**259,516**	**322,516**	**855,480**

- Additions as requested by VFD from needs assessment.

Public Works

DEPARTMENT DESCRIPTION

Public Works oversight functions include Water/Wastewater, Streets, Sanitation, Planning & Development, Central Garage, Maintenance, Parks, Recreation and Golf.

PUBLIC WORKS & DEVELOPMENT						
						Proposed
950		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	23,347	61,534	87,496	87,496	94,638
4130	GROUP INSURANCE	3,283	7,207	11,873	11,873	12,428
4140	FICA	1,786	4,342	6,693	6,693	7,240
4150	ASRS	2,685	7,261	10,062	10,062	11,461
4170	UNEMPLOYMENT COMPENSATION	149		193	193	193
4180	WORKERS' COMPENSATION	577	1,224	1,842	1,842	1,992
	TOTAL PERSONNEL	**31,827**	**81,568**	**118,159**	**118,159**	**127,951**
4340	COMMUNICATIONS	82	243	0	0	0
4350	DUES, MEMBERSHIPS & SUBSCRIPT			750	750	750
4370	GASOLINE			2,000	2,000	2,000
4380	GENERAL SUPPLIES		416	2,000	2,000	2,000
4480	REPAIR			500	500	500
4500	TRAVEL & TRAINING		54	2,500	2,500	2,500
5040	PROF ENGINEERING			100,000	100,000	100,000
	TOTAL SERVICES & SUPPLIES	**82**	**713**	**107,750**	**107,750**	**107,750**
	TOTAL PERSONNEL & S.S.	**31,909**	**82,281**	**225,909**	**225,909**	**235,701**
	OTHER	15,000		58,500	58,500	0
	TOTAL OTHER	**15,000**	**0**	**58,500**	**58,500**	**0**
	TOTAL PUBLIC WORKS	**46,909**	**82,281**	**284,409**	**284,409**	**235,701**

Building Inspection

DEPARTMENT DESCRIPTION

The Building Department reviews applications and issues permits for all development projects. The duties of this department are to enforce all laws and ensure compliance of all construction and building activity within the City of Williams.

Review all proposed construction projects for compliance with all currently adopted building codes, amended codes and building zoning requirements.

Issue permits, inspections and enforcement.

Review all proposed development and route through proper procedures, subdivisions, variances, conditional uses, amendments to code, appeals etc.

Enforce City Code and compliance.

Attend as staff representative for DRT Meetings, Planning and Zoning Commission and Historic Preservation Commission.

Additional duties include: Cemetery Manager (locates plots, sale of plots, generate deeds and maintain records), Business license review, Fire Marshal, Floodplain Administrator and Abatement enforcement.

2019-2020 OBJECTIVES

- Additional certifications and training
- Continue schedules for Life, Fire and Safety inspections for commercial operation and businesses
- Find innovative ways to involve public and stay pro-active with nuisance properties.

2018-2019 ACCOMPLISHMENTS

- New employee who has completed and received his Residential Inspectors Certification from ICC and is pro-active with our Nuisance & Abatement enforcement.
- The City issued 234 Building and related permits. This is an increase from the previous year, and new houses have increase 66% from 21 to 35. By the number of single family applications this year, next year will probably be another increase.
- Manufactured housing has increased with 5 manufactured homes being set up. 3 of these are in Pine Trails off of Cataract Lake Rd. with more coming this year.
- Code enforcement sent out 134 notices, 8 going to citation. Tagged 5 vehicles, 2 being towed.
- We have adopted and enforcing current 2015 International Building Codes

BUILDING INSPECTION						
						Proposed
960		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	101,144	30,173	42,891	42,891	47,176
4110	OVERTIME	8,518	264	1,500	1,500	1,500
4130	GROUP INSURANCE	23,920	9,283	15,239	15,239	15,953
4140	FICA	8,389	1,769	3,281	3,281	3,609
4150	ASRS	12,570	3,565	4,932	4,932	5,713
4170	UNEMPLOYMENT COMPENSATION	149		193	193	193
4180	WORKERS' COMPENSATION	2,208	609	903	903	993
	TOTAL PERSONNEL	**156,898**	**45,663**	**68,939**	**68,939**	**75,136**
4340	COMMUNICATIONS	854	631	1,100	1,100	1,100
4350	DUES, MEMBERSHIPS & SUBSCRIP	560	508	750	750	750
4370	GASOLINE	24		2,000	2,000	2,000
4380	GENERAL SUPPLIES	1,972	651	2,000	2,000	2,000
4480	REPAIR			500	500	500
4500	TRAVEL & TRAINING	216	58	2,500	2,500	2,500
5350	ABATEMENT			2,000	2,000	2,000
	TOTAL SERVICES & SUPPLIES	**3,626**	**1,848**	**10,850**	**10,850**	**10,850**
	TOTAL PERSONNEL & S.S.	**160,524**	**47,511**	**79,789**	**79,789**	**85,986**
	OTHER			10,000	10,000	10,000
	TOTAL OTHER			**10,000**	**10,000**	**10,000**
	TOTAL BUILDING INSPECTION	**160,524**	**47,511**	**89,789**	**89,789**	**95,986**

- Increase memberships, training and travel items to accommodate training of new Building Inspector II position
- Increase in Personnel costs with added responsibilities.
- New equipment

Central Garage

DEPARTMENT DESCRIPTION

The Central Garage is responsible for maintaining and repairing city vehicles and equipment.

In addition to general mechanical services the department provides complete welding and metal fabrication services to city departments.

2019-2020 OBJECTIVES

- Maintain existing equipment to extend useful service life.
- Complete installation of new fuel depot equipment.
- Install new shop hoist.
- Refurbish Grader Equipment to extend usable life.

2018 – 2019 Accomplishments

- Completed installation of lift.
- Maintained existing equipment to extend useful service life.
- Assisted in metal fabrication on many City projects.
- Completed all components of the west gateway arch.

CENTRAL GARAGE						
						Proposed
970		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	155,168	106,860	157,831	157,831	164,751
4110	OVERTIME	2,813	2,308	3,000	3,000	3,000
4130	GROUP INSURANCE	34,416	20,899	34,377	34,377	35,984
4140	FICA	12,086	7,335	12,304	12,304	12,833
4150	ASRS	17,944	12,652	18,496	18,496	20,315
4170	UNEMPLOYMENT COMPENSATIC	447		578	578	578
4180	WORKERS' COMPENSATION	2,936	1,466	3,805	3,805	3,969
4190	FRINGE BENEFITS					
	TOTAL PERSONNEL	**225,810**	**151,520**	**230,391**	**230,391**	**241,429**
4320	AUTO SUPPLIES	90,313	80,621	100,000	100,000	100,000
4330	CHEMICALS		418			500
4340	COMMUNICATIONS	1,634	1,107	2,000	2,000	2,000
4360	ELECTRICITY	4,157	2,493	5,000	5,000	5,000
4370	FUELS & LUBRICANTS	23,694	21,161	55,000	55,000	50,000
4380	GENERAL SUPPLIES	2,661	1,224	4,000	4,000	4,000
4420	NATURAL GAS	1,728	1,119	3,000	3,000	3,000
4480	REPAIR & MAINTENANCE SERVIC	39,380	1,093	15,000	25,000	25,000
4490	SMALL TOOLS & MINOR EQUIPM	6,880	3,363	2,500	2,500	5,000
4500	TRAVEL & TRAINING	126	324	1,000	1,000	1,000
4510	UNIFORMS	2,929	2,394	3,000	3,000	4,000
	TOTAL SERVICES & SUPPLIES	**173,502**	**115,317**	**190,500**	**200,500**	**199,500**
	TOTAL PERSONNEL & S.S.	**399,312**	**266,837**	**420,891**	**430,891**	**440,929**
	FUEL SYSTEM					
	CAPITAL		19,495	20,000	10,000	60,000
	TOTAL OTHER		**19,495**	**20,000**	**10,000**	**60,000**
	TOTAL CENTRAL GARAGE	**399,312**	**286,332**	**440,891**	**440,891**	**500,929**

- Lift & Hoist Equipment replacement

Airport

DEPARTMENT DESCRIPTION

The Williams Municipal Airport, H.A. Clark Memorial Field, serves the aviation needs of the community and numerous other aviation users with the current focus on general aviation. Many of the Capital Improvements have been jointly funded by the Federal Aviation Administration, Arizona Department and Transportation and the City of Williams.

The Williams Municipal Airport has a main terminal, Fire Equipment Building, a commercial hanger and several general aviation hangers. The Airport also sells aviation fuel 24 hours per day.

2019-2020 OBJECTIVES

- FAA and ADOT Grant funded projects.
- Work with Airport FBO with new business.
- Market Airport amenities.
- Work on various pavement repair projects.

2018 – 2019 Accomplishments

- Major pavement project of apron area.
- Agreement with new FBO provider.

AIRPORT						
						Proposed
980		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4310	ADVERTISING	333		1,000	1,000	1,000
4340	COMMUNICATIONS	1,955	508	2,000	2,000	2,000
4360	ELECTRICITY	24,911	17,181	25,000	25,000	25,000
4370	GASOLINE	119,851			35,000	
4380	GENERAL SUPPLIES	1,091	887	1,000	1,000	1,000
4390	INSURANCE	6,413	6,413	7,000	7,000	7,000
4400	SUPPLIES			2,000	2,000	2,000
4410	LICENSE, PERMITS FEES	465	1,334	1,000	1,000	1,000
4420	NATURAL GAS	-407		1,000	1,000	1,000
4430	OTHER PROFESSIONAL	60,048	46,577	75,000	1,000	36,000
4480	REPAIR & MAINTENANCE SERVICES	28,858	9,866	15,000	15,000	15,000
4520	UTILITIES - WATER			500	500	500
5100	AGENCY FEES	3,524		1,500	1,500	1,500
	TOTAL SERVICES & SUPPLIES	**247,042**	**82,766**	**132,000**	**93,000**	**93,000**
	AIRPORT GRANT MATCHING FUNDS	38,165		53,000	92,500	92,500
	EQUIPMENT					
	HANGAR LEASE PAYMENT		19,083	38,164	38,164	38,164
	TOTAL OTHER	**38,165**	**19,083**	**91,164**	**130,664**	**130,664**
	TOTAL AIRPORT	**285,207**	**101,849**	**223,164**	**223,664**	**223,664**

Senior Center

DEPARTMENT DESCRIPTION

The Williams Senior Center was built in 1987 with a CDBG Grant. The City maintains the building and Coconino County operates the building and it various senior programs. The Center has a full kitchen, dining area, several recreation areas, a thrift store and offices.

The Senior Center budget reflects the cost of building maintenance and utilities.

2019-2020 OBJECTIVES

- Continue to maintain the needs of the facility

2018-2019 ACCOMPLISHMENTS

- Maintained the facility to standards

SENIOR CENTER						
						Proposed
990		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4360	ELECTRICITY	6,284	3,856	8,000	8,000	8,000
4380	SUPPLIES	554	141			
4420	NATURAL GAS	2,662	1,530	4,200	4,200	4,200
4480	REPAIR & MAINTENANCE SERV	1,104	1,965	5,000	5,000	5,000
4520	UTILITIES			5,000	5,000	5,000
	TOTAL SERVICES & SUPPLIES	**10,604**	**7,492**	**22,200**	**22,200**	**22,200**
	BUILDING IMPROVEMENTS	22,248		35,000	35,000	35,000
	OTHER IMPROVEMENTS			5,000	5,000	5,000
	TOTAL OTHER	**22,248**		**40,000**	**40,000**	**40,000**
	TOTAL SENIOR CENTER	**32,852**	**7,492**	**62,200**	**62,200**	**62,200**

Forest Service Building

DEPARTMENT DESCRIPTION

The City owns the building located at the South end of 6th Street. The building was originally built as the United States Forest Service, (USFS) Kaibab National Forest Supervisors Building on City land. Upon expiration of the original lease the property reverted back to the city in 2007.

The city provides janitorial service for the portion of the building used by the USFS. It also provides building maintenance, painting and snow removal.

2019-2020 OBJECTIVES

- Address continual maintenance & replacement issues

2018-2019 ACCOMPLISHMENTS

- Maintained facility to contract standards

FOREST SERVICE BUILDING FUND						
						Proposed
23		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES		1,456			
4140	FICA		111			
4150	ASRS					
	TOTAL PERSONNEL		**1,567**			
4360	ELECTRICITY	15,512	8,190	21,000	21,000	21,000
4380	GENERAL SUPPLIES	1,176	3,345	3,000	3,000	3,000
4400	JANITORIAL SUPPLIES	276		2,000	2,000	2,000
4420	NATURAL GAS	4,967	2,822	9,500	9,500	9,500
4480	REPAIR & MAINTENANCE SERVICE	14,902	4,245	25,000	25,000	25,000
4520	UTILITIES - WATER			3,500	3,500	3,500
	TOTAL SERVICES & SUPPLIES	**36,833**	**18,602**	**64,000**	**64,000**	**64,000**
	TOTAL PERSONNEL & S.S.	**36,833**	**20,169**	**64,000**	**64,000**	**64,000**
	OTHER					
	BUILDING REPAIRS	56,164	29,901	50,000	50,000	50,000
	TRANSFER OUT	200,682				
	TOTAL OTHER	**256,846**	**29,901**	**50,000**	**50,000**	**50,000**
	TOTAL FOREST SERVICE	**293,679**	**50,070**	**114,000**	**114,000**	**114,000**

Housing Authority (separate entity)

The City Finance Department processes the Housing Authority Payroll which is reimbursed by the Housing Authority. The City's payroll system is set up to record the payroll disbursements as incurred. A temporary revenue account is used to record the reimbursements. The disbursements and reimbursements are off-set at fiscal year-end.

Community Facilities District

The Community Facilities District was established in 1989 as a special taxing district to help fund improvements within the district. The district covers the 6 main blocks within the historic downtown. Project within the district have included stamped sidewalks, historic street lights, and hanging flower baskets. The district has voted to impose a tax of $ 7,500 this fiscal year for additional improvements.

The City and property owners also contribute to these projects on a case by case basis.

Department Budgets – Bed Board and Booze Tax Fund

- Tourism Promotion
- Recreation Facilities
- Visitor Center

Tourism Promotion

DEPARTMENT DESCRIPTION

Department encompasses City's efforts towards tourism promotion and event promotion. This budget includes the contracted services for Marketing to enhance all aspects of tourism for the City.

2019-2020 Objectives:

- Continue to provide marketing and tourism services to the City of Williams with the comprehensive marketing plan in place.
- Continue to search for new markets and opportunities to promote Williams.
- Participate in the AOT Cooperative Marketing Program.
- Develop campaigns to attract new and returning visitors to Williams through proven successful platforms: TV, digital, social and print.
- Continue to use social media to draw attention to Williams as a destination and the businesses in it.
- Work with businesses and organizations to best promote Williams as a destination.
- Create a brochure for the ArtWalk that is timeless and can be used for 19-20. Build a webpage for the ArtWalk on Experience Williams website and use the event May-October as another reason for visitors to come to Williams and stay longer.

2018-2019 Accomplishments:

- Continued use of "Experience Williams Gateway to the Grand Canyon®"
- Participated in the AOT Cooperative Program with an investment of $49,920 with dollar for dollar matching
- Attended Arizona Media Marketplace in Scottsdale meeting with more than 25 Arizona, California and Canadian journalists
- Best Western AZ10 commercial filmed on Route 66
- Arizona Midday full hour episode aired 4 times over the course of the fiscal year, over 4 million views
- More promotion of Elephant Rocks Golf Course with Arizona Midday filming, full page ads in Arizona Drive Guide
- Tree lighting promotion through AZ Family online and TV, AZ Highways banner ads, and social media ads
- Continued focus and attention to the Visitor Center as THE first stop in Williams

TOURISM PROMOTION						
						Proposed
010		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
	MARKETING					
4100	REGULAR EMPLOYEES					
4130	GROUP INSURANCE					
4140	FICA					
4150	ASRS					
4170	UNEMPLOYMENT COMPENSATION					
4180	WORKERS' COMPENSATION					
	TOTAL PERSONNEL					
5202	TOURISM PROMOTION	211,246	127,616	221,000	221,000	**329,000**
	SUPPLIES					
5208	WILD WEST SHOW					
	TOTAL SERVICES & SUPPLIES	**211,246**	**127,616**	**221,000**	**221,000**	**329,000**
	CITY OF WILLIAMS					
	SPECIAL EVENTS	83,211	78,572	104,000	104,231	106,000
	CONTINGENCY FUND					
	POLICE OT (IN TRANSFERS)					
	4TH OF JULY DISPLAY					
	TOTAL CITY OF WILLIAMS	**83,211**	**78,572**	**104,000**	**104,231**	**106,000**
	TOTAL TOURISM & EVENTS	**294,457**	**206,188**	**325,000**	**325,231**	**435,000**

- Funding level for marketing is established at $329,000
- Funding for events is established at $106,000

Recreation Facilities:

DEPARTMENT DESCRIPTION

The Recreation Facilities are overseen by several departments that coordinate improvements to the facilities as needed. The BBB Funds associated with this budget are used, in part, to improve the recreation infrastructure within the city. Over the years the funds have assisted with building and or refurbishing many recreation facilities, including the Rodeo Grounds, Aquatic Center, Recreation Center and the Skate Park. These funds are used to make improvements to the City parks i.e. Glassburn Park, Cureton Park, Monument Park and Buckskinner Park.

2019-2020 OBJECTIVES

- Request in-house to complete new roofs on Buckskinner Park ramadas
- Redo the main electrical box at Cureton Park.
- Refurbish basketball courts at Cureton Park.
- Acquire 4 to 6 more bleacher units to place around fields at Cureton Park.
- Paint non-sandblasted components in Buckskinner Park picnic area.
- Add play structure and fencing in and around Buckskinner Park picnic area.
- Complete a storage room on east side of the Cookshack at the Rodeo Grounds.
- Apply sealant to Rodeo Barn roof and install ceiling panels inside of Rodeo Barn.
- Zero-scape area from 'Ray's Pocket Park' to east side of 'Train-bridge' in Glassburn Park.
- Refurbish tennis courts on 10th Street.
- Continue improvements to Recreation facilities as outlined in the CIP.
- Get the new signs installed at rodeo barn.

2018-2019 ACCOMPLISHMENTS

- Buckskinner Park signs have been installed with thanks to a young man trying to get his eagle scout badge.
- New LED lights installed in Skate Park.
- New front door lights at recreation center.
- Received signage for the rodeo barn and the signs have been installed.
- New LED lights at the pool.
- Locker room and office floor area refurbished at the pool.
- Sand blasted picnic area at Buckskinner Park.

RECREATION FACILITIES						
						Proposed
020		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4380	SUPPLIES	3,910	788	5,500	5,500	5,500
4470	RENTAL CONTRACTS			1,000	1,000	1,000
4480	REPAIR & MAINTENANCE	12,439	240	10,000	10,000	10,000
4520	UTILITIES			1,000	1,000	1,000
7000	PROJECTS	26,423	30,507	50,000	50,000	50,000
	BUCKSKINNER PARK	762	6,036	50,000	50,000	39,000
	REC CENTER IMPROVEMENTS	9,354	2,198	10,000	10,000	10,000
	CURETON PARK	113,957	5,218	40,000	40,000	40,000
	PARKING			50,000	50,000	50,000
	GLASSBURN PARK	10,081	7,773			
	OTHER MAINTENANCE			50,000	50,000	50,000
	PLAYGROUND REPLACEMENT					
	RAILROAD MUSEUM	1,953	1,866			
	RODEO GROUND	22,478	2,881	30,000	30,000	30,000
	SWIMMING POOL	15,268	19,979	20,000	20,000	20,000
	CATARACT PARK			10,000	10,000	10,000
		216,625	**77,486**	**327,500**	**327,500**	**316,500**

- Continue budget for updating of amenities and structures at various facilities.

Visitor Center:

DEPARTMENT DESCRIPTION

The facility operated by the City and works closely with the Tourism Promotion department. It has expanded to include Gateway to Williams History exhibit area and office space for the Library special collections. The Department Budget has changed to reflect the increase in operation responsibility.

2019-2020 OBJECTIVES

- Increase revenues to make the Visitors Center as self-sufficient as possible
- Enhance displays

Visitor Center						
						Proposed
030		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	113,926	85,503	135,000	136,107	129,667
41XX	COMMISSIONS	5,315	18	18	10,000	
4130	GROUP INSURANCE	15,056	15,265	28,000	28,153	29,397
4140	FICA	9,122	6,131	10,328	10,412	9,920
4150	ASRS	12,760	9,634	15,134	15,652	15,703
4170	UNEMPLOYMENT COMPENSATION	816	151	1,155	1,155	1,155
4180	WORKERS' COMPENSATION	230	95	245	247	235
	TOTAL PERSONNEL	**157,225**	**116,797**	**189,880**	**201,726**	**186,077**
4310	ADVERTISING	335	1,108	1,500	1,500	1,500
4340	COMMUNICATIONS	3,193	1,998	2,000	5,000	5,000
4360	ELECTRICITY	4,460	2,447	5,500	5,500	5,500
4380	GENERAL SUPPLIES	4,922	1,897	3,000	4,000	4,000
4400	OTHER	7,938	4,275	6,000	6,000	7,000
4420	NATURAL GAS	1,830	1,017	2,500	2,500	2,500
4480	REPAIR & MAINTENANCE	5,834	12,518	30,000	3,000	7,000
4520	UTILITIES			4,000	4,000	4,000
	TOTAL SERVICES & SUPPLIES	**28,512**	**25,260**	**54,500**	**31,500**	**36,500**
	TOTAL PERSONNEL & S.S.	**185,737**	**142,057**	**244,380**	**233,226**	**222,577**
	OTHER				5,000	7,500
	PURCHASES	60,863	36,708	65,000	60,000	60,000
	EQUIPMENT	10,698	3,915	8,000	3,000	3,000
	TOTAL OTHER	**71,561**	**40,623**	**73,000**	**68,000**	**70,500**
	TOTAL VISITOR CENTER	**257,298**	**182,680**	**317,380**	**301,226**	**293,077**

Department Budgets – Special Revenue Funds

- Street Department
- Grants

Street Department

DEPARTMENT DESCRIPTION

The Street Department oversees the maintenance of city streets, alleys, and drainage structures within the City.

The Department is responsible for the overall maintenance of city streets, street stripping, sidewalks, and storm drains. The department also cleans city streets and responds to emergencies including snow removal and accident removal.

The department assists other city operating departments with heavy equipment and manpower needs including assisting with special events and projects.

2019-2020 OBJECTIVES

- Continue full Street Maintenance Program – Sweeping, repair, crack maintenance, chip sealing, AP replacement.
- Continue Flood projects per Master Plan.
- Replacement of Garland Prairie road sections with chip seal.
- Continue Sign Replacement Project.
- Replace Safety Barricades to meet changing standards.
- Maintain striping on major roadways.
- Repair valley gutters throughout City.

2018 – 2019 Accomplishments

- Coordinated traffic control measures for City events.
- Facilitated the installation of new sidewalks.
- Patched major pot holes.
- Reconstructed streets after utility repair cuts.

Projects

- Flood Control Projects.
- Sign Replacements.
- Replacement of N Grand Canyon Blvd.
- Replace valley gutter and paving at the intersection of GC Blvd and Edison.
- Airport Road repair – Collaboration with County Public Works

STREET DEPARTMENT						
						Proposed
05		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	214,309	162,054	272,899	272,899	283,074
4105	OTHER COMPENSATION					
4110	OVERTIME	14,763	33,031	25,000	25,000	25,000
4130	GROUP INSURANCE	35,789	24,486	47,411	47,411	49,564
4140	FICA	17,524	14,570	22,789	22,789	23,568
4150	ASRS	24,847	22,327	32,551	32,551	35,492
4170	UNEMPLOYMENT COMPENSATION	611		1,348	1,348	1,348
4180	WORKERS' COMPENSATION	12,897	7,007	25,450	25,450	26,344
	TOTAL PERSONNEL	**320,740**	**263,475**	**427,448**	**427,448**	**444,389**
4320	AUTO SUPPLIES	24,599	16,093	25,000	25,000	30,000
4340	COMMUNICATIONS	686	130	500	500	500
4360	ELECTRICITY	5,335	2,982	6,000	10,000	6,000
4370	GASOLINE	22,954	17,897	40,000	55,000	40,000
4380	GENERAL SUPPLIES	13,364	5,068	10,000	10,000	12,000
4410	LICENSES, PERMITS & FEES		900	1,500	500	1,000
4420	NATURAL GAS	3,490	2,264	5,000	5,000	5,000
4430	OTHER PROFESSIONAL	887	587	1,000	1,500	1,000
4470	RENTAL OF EQUIP & VEHICLES			1,000	5,000	5,000
4480	REPAIR & MAINTENANCE SERVICES	13,764	3,268	6,500	5,000	6,500
4490	SMALL TOOLS & MINOR EQUIPMENT	10,202	2,215	6,500	6,500	10,000
4500	TRAVEL	2,829	830	1,000	500	2,000
4510	UNIFORMS	1,459	2,403	3,500	1,000	4,000
4540	SAFETY EQUIP/SIGNS	411	399	1,000	9,000	5,000
5040	PROF SERVICES ENGINEERING	97,116	41,372	70,000	15,000	50,000
	TOTAL SERVICES & SUPPLIES	**197,096**	**96,408**	**178,500**	**149,500**	**178,000**
	TOTAL PERSONNEL & S.S.	**517,836**	**359,883**	**605,948**	**576,948**	**622,389**
	OTHER					
	OTHER	862,734	219,209	220,000	157,495	114,300
	STREET PROJECTS	930,958	680,299	1,300,712	1,300,712	1,500,000
	CONSTRUCTION MATERIAL	141,717	116,703	450,000	500,000	500,000
	STREET AND CURB STRIPING		6,283	16,000	16,000	17,000
	TOTAL OTHER	**1,935,409**	**1,022,494**	**1,986,712**	**1,974,207**	**2,131,300**
	TOTAL STREET DEPARTMENT	**2,453,245**	**1,382,377**	**2,592,660**	**2,551,155**	**2,753,689**

- Total amount available for street improvements is almost two million dollars. Includes $250,000 in Flood Control Funds available for Projects.

Grants

DEPARTMENT DESCRIPTION

The Grants Fund accounts for the City's grant activity. Grant matching funds are accounted for in each department.

2019-2020 OBJECTIVES

The City anticipates several major grants in Fiscal Year 2020:

- FAA Grant for Airport Projects
- ADOT Grant for Airport Projects
- Departments continue to actively pursue other grant opportunities.

2018-2019 ACCOMPLISHMENTS

Numerous Programs and Projects were funded by grants during the fiscal year including;

- ADOT funding for Road Project
- Library Funding
- State Grant for Police Vehicle
- Bullitt Proof Vest Program
- Fire Equipment Funding
- GOHS grants for Police overtime, traffic, and DUI enforcement

GRANT FUND

24	Estimated Revenue FY 18/19	Estimated Expenses FY 18/19	Projected Ending Fund FY 18/19	Estimated Revenue FY 19/20	Estimated Expenses FY 19/20	Projected Ending Fund FY 19/20
Library Grants Fund 22						
County Equity Funds						
(now part of General Fund)						
Police Department Fund 24						
DOJ Vest Grant	3,000	3,000		3,000	3,000	
State Grants - Various	25,000	25,000		25,000	25,000	
USFS Law Enforcement Coop	12,000	12,000		12,000	12,000	
County Initiatitive						
Police Local Programs	10,000	10,000		10,000	10,000	
GOHS Grants						
Homeland Security	50,000	50,000		50,000	50,000	
Police Equipment Sales						
Airport Grants Fund 20						
Airport ADOT Grants	250,000	250,000		50,000	50,000	
FAA Grants	750,000	750,000		1,000,000	1,000,000	
Other Federal Grants	100,000	100,000		50,000	50,000	
Other Grants	250,000	250,000		250,000	250,000	
CDBG Grant Fund 21						
NACOG	250,000	250,000		250,000	250,000	
CDBG						
Fire Department Fund 22						
State Fire Programs	25,000	25,000		25,000	25,000	
Federal Fire Programs	50,000	50,000		50,000	50,000	
Other Department Fund 22						
Local Programs	25,000	25,000		25,000	25,000	
Federal/State Programs						
Total	1,800,000	1,800,000		1,800,000	1,800,000	

Department Budgets – Enterprise Funds

- Electric System
- Water
- Wastewater
- Sanitation
- Golf

Electric System

DEPARTMENT DESCRIPTION

The City of Williams purchased the Electric Distribution System in 1992. The City contracts with Arizona Public Service to operate the system. Net Income from the system has been pledged to help the city drill wells, upgrade the water plant, and build a new wastewater treatment plant.

2019-2020 OBJECTIVES

- Construct upgrades to transformers & distribution lines.
- Pursue City's customer & meter data from APS for in-house reading & billing.
- Monitor the City's portion of the Hoover Dam Preference Power allocation.
- Continue major voltage conversion projects.

2018-2019 ACCOMPLISHMENTS

- Continued increasing capacity and allowing conversion projects to continue
- Completed various maintenance projects around the City
- Completed another phase of the voltage conversion project

ELECTRIC SYSTEM						
						Proposed
55		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4350	DUES, FEES & MEMBERSHIPS	3,000	1,500	3,000	3,000	3,000
4380	GENERAL SUPPLIES		300	1,000	1,000	1,000
4410	LICENSES, PERMITS, & FEES	303	309	2,000	1,000	1,000
4430	OTHER PROFESSIONAL	51,866	54,250	100,000	20,000	20,000
4480	REPAIR & MAINTENANCE	136,685	381,716	763,432	100,000	100,000
5020	FEES & TAXES	615		1,000	1,500	1,500
5135	BAD DEBT EXPENSE				2,000	2,000
5198	INTEREST EXPENSE	88	13	500	500	500
5500	APS ANNUAL CONTRACT	38,394	29,000	55,000	55,000	55,000
5502	CUSTOMER SERVICE - OFFICE	148,951	67,834	150,000	250,000	250,000
5503	WHOLESALE POWER	1,910,541	1,243,952	2,200,000	2,000,000	2,500,000
	TRANSMISSION		183,194	350,000	125,000	370,000
	SYSTEM IMPROVEMENTS			950,000	1,733,470	3,375,000
	TOTAL SERVICES & SUPPLIES	**2,290,443**	**1,962,068**	**4,575,932**	**4,292,470**	**6,679,000**
5105	DEPRECIATION	284,369	163,848	266,000	290,000	290,000
2120	NORTHSIDE SUBSTATION PAYMENT					
2120	GARLAND PROJECT PAYMENT					
	TOTAL OTHER	**284,369**	**163,848**	**266,000**	**290,000**	**290,000**
	TOTAL ELECTRIC SYSTEM	**2,574,812**	**2,125,916**	**4,841,932**	**4,582,470**	**6,969,000**

Water Department

DEPARTMENT DESCRIPTION

The City of Williams Water Department provides the community with potable water from five lakes and three wells through various tanks, valves, and miles of pipeline.

The Department, via the contracted operator, maintains the Water Treatment Plant to ensure the highest quality water to customers. Department employees assist with routine testing to ensure compliance with permit requirements.

The City Department employees operate and maintain the distribution system, service connections, valves, and hydrants.

2019-2020 OBJECTIVES

- Implement plans to reduce dependency on Electric Fund transfers.
- Continue better management of existing water resources.
- Continue to utilize the Sante Fe & Rodeo wells to maximum capacity.
- Perform strategic main/service replacement in conjunction with Street Maintenance program when possible.
- Deploy WIFA funds when possible to further projects and enhance revenues.

2018 – 2019 Accomplishments

- Continued developing water supply with new sources and better management of existing sources.
- Introduced new chemical for treating lake water which saved money and water
- Reduced water usage at plant
- Reduced system water loss by 30%, with continual leak repair, new meters, and process by repairing leaks.
- Deployed WIFA "grant" funds to capture full revenues.

WATER DEPARTMENT

60		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	68,837	44,532	89,064	72,809	78,813
4105	OTHER COMPENSATION					
4110	OVERTIME	9,599	4,223	10,000	5,000	5,000
4130	GROUP INSURANCE	2,598	4,080	17,206	16,736	17,520
4140	FICA	5,922	3,764	7,578	5,952	6,412
4150	ASRS	11,691	8,508	11,534	8,948	10,150
4170	UNEMPLOYMENT COMPENSATION	596		450	385	385
4180	WORKERS' COMPENSATION	1,951	1,552	2,700	1,895	2,045
	TOTAL PERSONNEL	**101,194**	**66,659**	**138,532**	**111,725**	**120,325**
4310	ADVERTISING	93				
4320	AUTO SUPPLIES	1,080	1,205	1,500	3,000	3,000
4330	CHEMICALS	32,888	10,684	80,000	90,000	90,000
4340	COMMUNICATIONS	5,783	3,507	6,000	6,000	6,000
4350	DUES, MEMBERSHIPS & SUBSCRIPT	949	949	200	1,000	1,000
4360	ELECTRICITY - WATER	42,544	30,289	52,000	53,000	53,000
4360	ELECTRICITY - WELLS	328,116	230,962	400,000	380,000	420,000
4370	FUELS AND LUBRICANTS	6,590	4,751	10,000	20,000	20,000
4380	GENERAL SUPPLIES	29,884	22,898	45,000	200	200
4400	JANITORIAL SUPPLIES		78	200	200	200
4410	LICENSES, PERMITS & FEES	4,636	3,519	17,000	20,000	20,000
4420	NATURAL GAS	9,214	4,885	10,000	10,000	10,000
4430	OTHER PROFESSIONAL	374,013	204,648	375,000	375,000	375,000
4470	RENTAL & MAINT CONTRACTS	4,270	2,850	5,000	5,000	5,000
4475	REPAIR & MAINT WELLS	50,927	4,981	20,000	20,000	20,000
4480	REPAIR & MAINTENANCE SERVICES	54,576	27,883	50,000	50,000	50,000
4490	SMALL TOOLS & MINOR EQUIPMENT	3,682	3,138	10,000	10,000	10,000
4500	TRAVEL	28	1,837	500		
4510	UNIFORMS	1,362	1,719	1,000	1,000	1,000
5020	SALES TAX	2,077	2,873	3,000	3,000	3,000
5030	PROF - LEGAL AND CONSULTING					
5040	PROF - ENGINEERING	222,660	226,418	300,000	40,000	340,000
5100	BANK AGENCY FEES	4,965	3,059	5,000	5,000	5,000
5135	BAD DEBT EXPENSE	6,502	2,607	5,000	5,000	5,000
5230	LAB & TESTING FEES	10,500	9,038	12,000	12,000	12,000
5250	PIPES AND VALVES	44,579	15,282	30,000	25,000	25,000
5280	WATER METER REPLACEMENT	10	1,784	2,000	2,000	2,000
5530	EMERGENCY CONTINGENCY					
	TOTAL SERVICES & SUPPLIES	**1,241,928**	**821,844**	**1,440,400**	**1,136,400**	**1,476,400**
	TOTAL PERSONNEL & S.S.	**1,343,122**	**888,503**	**1,578,932**	**1,248,125**	**1,596,725**
	OTHER					
5105	DEPRECIATION EXPENSE	**906,184**	**520,837**	**1,109,000**	**1,120,000**	**1,120,000**
5195	INTEREST EXP. WIFA 2016			7,158	7,158	6,814
	INTEREST EXP. WIFA 2000			17,928	17,928	9,146
	INTEREST EXP. WIFA 2015			36,813	36,813	34,762
	INTEREST EXP. GADA 2014			55,736	55,736	49,780
	INTEREST EXP. WIFA 2006 DW			24,622	24,622	21,876
	INTEREST EXP. CHASE REFI 2017			21,632	21,632	19,794
	INTEREST EXP ZIONS					
	TOTAL INTEREST	**169,209**	**83,068**	**163,889**	**163,889**	**142,172**
	BONDS - MEMO	1,162,968		635,082	1,162,968	653,520
	EQUIPMENT	10,601	25,027	105,000	105,000	350,000
	ENTRANCE ROAD	21,864				
	WATER SYSTEM IMPROVEMENTS					
	WATER METER PROJECT					
	WATER SUPPLY DEVELOPMENT	23,188	98,533	350,000	350,000	350,000
	TOTAL OTHER	**55,653**	**123,560**	**1,090,082**	**1,617,968**	**1,353,520**
	TOTAL WATER DEPARTMENT	**2,474,168**	**1,615,968**	**3,941,903**	**4,149,982**	**4,212,417**

Wastewater Department

DEPARTMENT DESCRIPTION

The Wastewater Treatment Facility was constructed to comply with discharge requirements issued by the State of Arizona. Waters discharged from a treatment facility into receiving waters are regulated by the State environmental agencies. Continual monitoring, sampling, and reporting are required to meet the health and safety guidelines.

The Wastewater Department operates a collection system and assists the contract operator with the plant. The contractor and staff conduct rigorous testing and sampling of effluent to ensure permit compliance. The Department also coordinates the use of effluent water through standpipe sales and Golf Course usage.

2019-2020 OBJECTIVES

- Fill lagoons with treated effluent storage for future utilization.
- Reduce plant processing of well water and increase storage capacity.
- Continue reducing chemical usage with adjustments to treatment process.
- Reduce sampling costs with continued changes to operating permit .
- Deploy WIFA funds to maximize projects.

2018 – 2019 Accomplishments

- Completed new screening bin that eliminated use of trash cans.
- Continued reduction of chemical usage with adjustments to treatment process.
- Reduced sampling costs with strategic changes to operating permit.

WASTE WATER						
						Proposed
61		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
4100	REGULAR EMPLOYEES	68,815	44,473	89,064	72,274	78,813
4110	OVERTIME				5,000	5,000
4130	GROUP INSURANCE	30,717	16,262	17,206	16,736	17,520
4140	FICA	5,186	3,665	6,813	5,911	6,412
4150	ASRS	5,094	3,784	7,568	8,886	10,150
4170	UNEMPLOYMENT COMPENSATION				385	385
4180	WORKERS' COMPENSATION	859			1,964	2,134
	TOTAL PERSONNEL	**110,671**	**68,184**	**120,651**	**111,156**	**120,414**
4320	AUTO SUPPLIES		140	300		
4330	CHEMICALS	32,517	13,024	60,000	60,000	60,000
4340	COMMUNICATIONS	2,887	2,210	4,000	4,000	4,000
4360	ELECTRICITY	100,502	58,716	100,000	100,000	100,000
4370	FUELS AND LUBRICANTS			2,500	2,500	2,500
4380	GENERAL SUPPLIES	24,990	8,473	15,000	15,000	15,000
4400	JANITORIAL SUPPLIES		60			
4410	LICENSES, PERMITS & FEES	16,112	14,763	20,000	12,000	16,000
4420	NATURAL GAS	10,082	5,070	10,000	20,000	20,000
4430	OTHER PROFESSIONAL	15,680		3,000	3,000	3,000
4480	REPAIR & MAINTENANCE SERVICES	128,015	91,745	130,000	100,000	130,000
4490	SMALL TOOLS & MINOR EQUIPMENT	6,807	4,140	5,000	5,000	5,000
4500	TRAVEL		285	2,000	2,000	2,000
4510	UNIFORMS					
5040	PROF - ENGINEERING	64,829	124,615	150,000	5,000	100,000
5230	LAB & TESTING FEES	16,455	19,445	30,000	30,000	30,000
5250	PIPES AND VALVES	3,764	5,391	15,000	25,000	25,000
5260	LANDFILL / TIPPING FEES	24,553	5,837	45,000	45,000	45,000
5135	BAD DEBT EXPENSE	10,990	3,007	5,000	5,000	5,000
	TOTAL SERVICES & SUPPLIES	**458,183**	**356,921**	**596,800**	**433,500**	**562,500**
	TOTAL PERSONNEL & S.S.	**568,854**	**425,105**	**717,451**	**544,656**	**682,914**
	OTHER					
5105	DEPRECIATION EXPENSE	**461,292**	**269,620**	**465,000**	**470,000**	470,000
	INTEREST EXPENSE	350,668				
5195	INTEREST EXP. WIFA 1998 SEW					
5195	INTEREST EXP. WIFA 2006 CW			165,882	165,882	151,704
5195	INTEREST EXP. WIFA 2007 CW			160,336	160,336	149,238
	TOTAL INTEREST	**350,668**	**163,109**	**326,218**	**326,218**	**300,942**
	BONDS - MEMO	747,298		747,298	747,298	772,576
	CAPITAL					
	OTHER	2,190		330,000	350,000	350,000
	CAPITAL		19,830	110,000	90,500	90,000
	TOTAL	**749,488**	**19,830**	**1,187,298**	**1,187,798**	**1,212,576**
	TOTAL WASTE WATER DEPT.	**2,130,302**	**877,664**	**2,695,967**	**2,528,672**	**2,666,432**

Sanitation

DEPARTMENT DESCRIPTION

The Sanitation Department is responsible for picking up residential and business trash and recycles daily. It also operates a Transfer Station where trash and recycle can be dropped off by private citizens and businesses. The Transfer Station is partially funded by Coconino County, allowing County residents access to its services. The department provides service seven days a week. In addition to picking up trash/recycle, the Department transports the solid waste to the Waste Management transfer station facility & Cinder Lakes Land Fill. The Department also provides support for all scheduled events and assists with snow removal.

2019-2020 OBJECTIVES

- Continue Yearly Voucher program.
- Acquire 20 to 40 yard dumpsters.
- Purchase new replacement containers.
- Refurbish older Equipment to extend useful Life.
- Build new restroom.
- Continue area pavement.

2018 – 2019 Accomplishments

- Improved routine maintenance on trucks to extend service life.
- Scale House Staff has turned Sanitation into a revenue generator.
- Enhanced commercial dump site at the City parking lot.

SANITATION

65		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	201,613	129,525	219,275	219,275	235,964
4105	OTHER COMPENSATION					
4110	OVERTIME	11,037	9,765	12,000	6,000	6,000
4130	GROUP INSURANCE	53,008	26,469	54,747	54,747	53,889
4140	FICA	16,428	10,716	17,234	17,234	18,510
4150	ASRS	25,059	17,593	25,907	25,907	29,302
4170	UNEMPLOYMENT COMPENSATION	1,071	158	1,155	1,155	1,155
4180	WORKERS' COMPENSATION	8,898	4,922	12,364	12,364	13,288
	TOTAL PERSONNEL	**317,114**	**199,148**	**342,682**	**336,682**	**358,108**
4320	AUTO SUPPLIES	16,396	12,904	15,000	15,000	15,000
4340	COMMUNICATIONS	1,509	1,205	2,000	2,000	2,000
4360	ELECTRICITY	1,696	1,784	5,000	5,000	5,000
4370	FUEL/GASOLINE	39,784	26,459	65,000	65,000	65,000
4380	GENERAL SUPPLIES	18,620	3,896	15,000	15,000	15,000
4410	LICENSES, PERMITS & FEES	2,000	1,000	2,000	2,000	2,000
4420	NATURAL GAS	311	182	600	600	600
4430	PROFESSIONAL	665	1,052	1,200	1,200	1,200
4480	REPAIR & MAINTENANCE SERVICES	9,493	8,962	16,000	13,500	13,500
4490	MINOR EQUIPMENT	4,900	1,076	2,500	2,500	2,500
4500	TRAVEL	888	748	1,250	1,250	1,250
4510	UNIFORMS	1,805	3,554	5,000	3,000	5,000
5100	BANK FEES	1,538	761	1,000	1,000	1,000
5135	BAD DEBT EXPENSE	3,669	1,119	10,000	15,000	15,000
5260	TIPPING FEES	245,982	149,598	300,000	210,000	230,000
5265	COUNTY REIMBURSEMENT	50,455	29,000	50,000	33,000	33,000
	TOTAL SERVICES & SUPPLIES	**399,711**	**243,300**	**491,550**	**385,050**	**407,050**
	TOTAL PERSONNEL & S.S.	**716,825**	**442,448**	**834,232**	**721,732**	**765,158**
	OTHER					
	EQUIPMENT			43,500	43,500	43,500
	CONTAINERS	36,366	61,413	75,000	10,000	35,000
5105	DEPRECIATION EXPENSE	79,944	54,128	80,000	80,000	80,000
	LOAN - MEMO	51,128		79,260	103,800	90,845
	COMPUTER EQUIPMENT					
	INTEREST EXPENSE	9,951	4,658	10,703	9,308	10,275
	TOTAL OTHER	**177,389**	**120,199**	**288,463**	**246,608**	**259,620**
	TOTAL SANITATION	**894,214**	**562,647**	**1,122,695**	**968,340**	**1,024,778**

Golf Course

DEPARTMENT DESCRIPTION

The Municipal Golf Course, Elephant Rocks at Williams is a 18 hole course. At 7000 feet above sea level, the course meanders its way through stands of large Ponderosa pines. There has been a course here since the 1920's but it was not until 1990, when the course was reconfigured by Gary Panks. In 2000, Gary Panks designed an additional nine holes around the Highland Meadow Subdivision.

The City is responsible for the maintenance of the course, buildings, and equipment. The City contracts with a Golf Professional to oversee the operation of the clubhouse including food and beverage and facility rental.

2019-2020 OBJECTIVES

- Maintain pristine condition of golf course and related facilities.
- Continue hydro seeding.
- Continue replacing aging sprinkler system.
- Extend service lines.
- Enhance revenues for renewal & replacements.
- Tee box additions & structure upgrades.
- Equipment lease funded through rate/fee increase (pass, green fee, cart fee)

2018-2019 ACCOMPLISHMENTS

- Replaced portions of aging sprinkler system
- Hydro seeded course
- Equipment lease funded through rate/fee increase (pass, green, cart fees)
- Upgraded pumps, irrigation, and pumphouse
- Assisted with remodel projects

GOLF COURSE

70		Actual @ 6/30/18	F.Y.T.D. 12/31/2018	Projected @ 6/30/19	Budget 18/19	Proposed Budget 19/20
4100	REGULAR EMPLOYEES	223,815	110,170	188,058	211,067	223,131
4110	OVERTIME	7,896	2,123	5,000	5,000	5,000
4130	GROUP INSURANCE	38,504	27,288	32,009	48,756	50,387
4140	FICA	17,622	10,231	14,769	16,529	17,452
4150	ASRS	21,036	15,271	18,300	20,432	22,589
4170	UNEMPLOYMENT COMPENSATION	1,775	379	2,080	1,733	1,733
4180	WORKERS' COMPENSATION	3,175	1,661	4,600	4,419	4,668
	TOTAL PERSONNEL	**313,823**	**167,123**	**264,816**	**307,936**	**324,959**
4310	ADVERTISING	3,163	2,334	3,500	3,500	3,500
4320	AUTO SUPPLIES	1,153	7	700	700	700
4330	CHEMICALS	25,454	17,172	35,000	35,000	35,000
4340	COMMUNICATIONS	3,617	2,346	5,000	5,000	4,000
4350	DUES, MEMBERSHIPS & SUBSCRIPTI	1,315	1,724	300	300	2,000
4360	ELECTRICITY	29,147	12,721	32,000	32,000	32,000
4370	GASOLINE	18,594	10,450	20,000	15,000	20,000
4380	GENERAL SUPPLIES	1,834	342	2,000	2,000	2,000
4400	JANITORIAL SUPPLIES	595	38	500	500	700
4410	LICENSES, PERMITS & FEES	185		250	250	250
4420	NATURAL GAS	5,889	4,898	7,000	7,000	7,000
4430	OTHER PROFESSIONAL		918			
4470	MAINTENANCE CONTRACTS	2,955		4,900	4,900	4,000
4480	REPAIR AND MAINTENANCE	11,177	237	10,000	15,000	15,000
4490	SMALL TOOLS & MINOR EQUIPMENT	706	16,959	20,000	1,500	1,500
4500	TRAVEL			500	500	500
4510	UNIFORMS	750	1,113	1,500	1,500	1,500
4520	UTILITIES - WATER					
5020	SALES TAX	2,242	21	5,000	5,000	5,000
5100	BANK AGENCY FEES	9,359	5,691	15,000	15,000	15,000
5270	COURSE REPAIRS & MAINT.	33,155	7,134	15,000	15,000	20,000
5271	BUILDING REPAIRS & MAINTENANCE	10,980	7,823	7,000	7,000	10,000
5272	EQUIPMENT REPAIRS & MAINT.	25,050	17,698	20,000	20,000	20,000
5273	IRRIGATION & PUMP MAINTENANCE	26,545	60,784	70,000	20,000	20,000
5274	CART REPAIR & MAINT	3,694	1,009	10,000	20,000	5,000
5310	U.S.F.S. LEASE PAYMENT	78		6,000	6,000	6,000
	TOTAL SERVICES & SUPPLIES	**217,637**	**171,419**	**291,150**	**232,650**	**230,650**
	TOTAL PERSONNEL & S.S.	**531,460**	**338,542**	**555,966**	**540,586**	**555,609**
	OTHER					
5105	DEPRECIATION EXPENSE	67,596	37,506	76,000	76,000	76,000
5195	INTEREST EXPENSE	1,613	3,206	9,618		10,120
	CAPITAL					
	GOLF CONTRACT EXPENSE	22,051	26,694	27,000	25,000	28,000
	EQUIPMENT					
	CARTS					
	EQUIPMENT PAYMENT		20,870	62,610	100,000	73,359
	TOTAL OTHER	**91,260**	**88,276**	**175,228**	**201,000**	**187,479**
	TOTAL GOLF COURSE	**622,720**	**426,818**	**731,194**	**741,586**	**743,088**

Department Budgets – Capital Projects Fund

- Impact Fee Fund
- Capital Projects
- Flood Control District

Impact Fee Fund

DEPARTMENT DESCRIPTION

The City of Williams adopted Impact Fees in 2005. These fees expired in 2014. Past legislative changes required the City to evaluate the fees to be charged on new construction and the continuation of future impact fees is unknown. All past fees collected have been transferred to the various related funds.

There is no current impact fee fund activity expected for Fiscal Year 2020.

- Capital contributions are via possible Development Agreements

Capital Projects Fund

DEPARTMENT DESCRIPTION

The Capital Projects Fund was initially funded with a GADA bond issue in 2008. The table below summarizes the planned outlay in the fund.

CAPITAL PROJECTS						
						Proposed
50		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/18	12/31/2018	@ 6/30/19	18/19	19/20
	CAPITAL					
	STREETS					
	PARK IMPROVEMENTS					
	AIRPORT IMPROVEMENTS					
	TOTAL CAPITAL PROJECTS					

- FY20 has no general projects scheduled.

Flood Control District

Coconino County oversees the Flood Control District as a Special District. A portion of the tax may be distributed to the City annually. These funds may be used for Flood Control Projects. The tax rate per $100 valuation is controlled by Coconino County for 2019.

FLOOD CONTROL						
						Proposed
26		Actual	F.Y.T.D.	Projected	Budget	Budget
		@ 6/30/17	12/31/2018	@ 6/30/19	18/19	19/20
	OUTLAY					
	ENGINEERING					
	STREET DRAINAGE IMPROVEMENT	137,628	94,974	250,000	650,000	**250,000**
	OTHER					
	TOTAL FLOOD CONTROL	**137,628**	**94,974**	**250,000**	**650,000**	**250,000**

- Flood expenditures proposed as a transfer for funding Streets projects.

Budgets – Other

Court JCEF & Enhancement Funds

The Judicial Collection Enhancement Fund (JCEF) accounts for the funds collected by the court. Use of these funds is approved by the Administrative Office of the Courts.

COURT RELATED FUNDS			
25	Budget	Budget	Budget
JCEF Fund	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
Supplies	6,000	6,000	6,000
Capital	4,000	4,000	4,000
Total	10,000	10,000	10,000
29	Budget	Budget	Budget
COURT ENHANCEMENT Fund	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
Supplies	5,000	5,000	5,000
Capital	5,000	5,000	5,000
Total	10,000	10,000	10,000

Firemen's Pension Fund

The Firemen's Pension Fund is a Trust fund managed by an independent company but recorded by the City to provide pension benefits to the Volunteer Firefighters. The City matches contributions each month per volunteer. The fund is administered by the City's Human Resource department.

Individual contribution records are maintained by the independent company contracted with by the City.

City of Williams Indebtedness

The total indebtedness for the City is summarized below for Fiscal Year 2020. The payments for the General Government Debt are recorded and paid in the Debt Service Fund. The Enterprise Funds account for their debt within their respective funds.

The City refunded portions of the GADA bonds and Zions Debt with Chase 2017. The 2017 Refunding Debt is provided in the fiscal year 2019-2020 budget.

Williams General Long Term Debt Group			
Governmental Funds - Fiscal Year Debt Outstanding			Budget
	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
Chase Refunding 2017	2,744,403	2,511,267	2,292,375
Police Lease Chase	43,607	26,600	9,015
Police Laptops HP	33,270	19,342	4,920
TCF Equipment	229,836	180,228	129,637
CAT Equipment	383,513	341,181	297,036
GADA 2005	0	0	0
GADA 2008	305,000	155,000	0
GADA 2014 Refund of GADA 2003	90,727	79,604	67,785
Police CIS Lease	0	0	146,230
Airport Hangar Loan	447,355	428,387	408,578
	4,277,711	3,741,609	3,355,576

Williams Debt Service Fund			
Governmental Funds - Budgeted Payments & Debt Fiscal Year 2020			
			Principal
	Principal	**Interest**	**Outstanding**
Chase Refunding 2017	218,893	59,266	2,292,375
Police Lease Chase	17,585	672	9,015
Police Laptops HP	14,422	447	4,920
TCF Equipment	50,591	6,070	126,103
CAT Equipment	44,145	13,486	297,036
GADA 2008	155,000	6,588	0
GADA 2014 (Refunded 2003 issue)	11,819	3,720	67,785
Police CIS Lease	44,527	8,761	146,230
Airport Hangar Loan	19,809	18,355	408,578
	576,791	117,365	3,352,042
This table includes payments made January 1 and July 1, 2020			

Enterprise Debt & Payments

The City of Williams currently has eleven enterprise fund debt instruments outstanding. The table below summarizes the details of each issue.

Williams Enterprise Debt			
Enterprise Fund Budgeted Payments & Debt Fiscal Year 2020			
			Principal
	Principal	Interest	Outstanding
WIFA 2000 Wells	221,702	9,144	226,275
WIFA 2006 Water DW 106-06	87,289	21,874	590,369
WIFA 2006 Wastewater CW 85-06	426,368	151,704	3,983,606
WIFA 2007 CW 99-08	346,208	149,704	4,159,744
WIFA 2015	92,633	34,762	1,540,171
WIFA 2016	20,009	6,814	371,999
CHASE REFI 2017	73,107	19,794	765,625
GADA 2014A	158,181	49,780	907,215
WIFA 2019	0	0	0
Sanitation Truck Lease 2017	52,844	5034	167,971
Enterprise Lease 2019	103,343	54,836	460,931
	1,581,684	503,446	13,173,906
This table includes payments made January 1 and July 1, 2020			

Northside Sewer District # 2

The City issued special assessment debt with government commitment in 1995 and formed the Northside Sewer District #2. The proceeds were used to construct a sanitary sewer for the property owners in the specific district. The debt was secured by the lien upon the lots, tracts, and parcels of land within the specific district.

This Special Assessment debt was paid-in-full during fiscal year 2013-2014. This debt is retired and debt service for this purpose will no longer need to be included in the budget.

State of Arizona Budget Forms for FY19-20

Schedule A

CITY OF WILLIAMS
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2020

Fiscal Year		Sch		FUNDS							
				General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds
2019	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	1	7,787,647	4,235,890	662,522	0	50,000	12,971,050	0	25,707,109
2019	Actual Expenditures/Expenses**	E	2	7,550,078	4,216,149	661,853	0	50,000	12,243,486	0	24,721,566
2020	Fund Balance/Net Position at July 1***		3	119,481			125,000		2,205,353		2,449,834
2020	Primary Property Tax Levy	B	4	617,358							617,358
2020	Secondary Property Tax Levy	B	5								0
2020	Estimated Revenues Other than Property Taxes	C	6	9,036,817	4,179,171	0	125,000	50,000	13,440,362	0	26,831,350
2020	Other Financing Sources	D	7	0	0	0	0	0	0	0	0
2020	Other Financing (Uses)	D	8	0	0	0	0	0	0	0	0
2020	Interfund Transfers In	D	9	540,000	765,281	694,156	0	0	307,000	0	2,306,437
2020	Interfund Transfers (Out)	D	10	1,227,041	492,396	0	250,000	0	337,000	0	2,306,437
2020	Reduction for Amounts Not Available:		11								
LESS:	Amounts for Future Debt Retirement:										0
	Future Capital Projects										0
	Maintained Fund Balance for Financial Stability										0
											0
											0
2020	Total Financial Resources Available		12	9,086,615	4,452,056	694,156	0	50,000	15,615,715	0	29,898,542
2020	Budgeted Expenditures/Expenses	E	13	9,086,615	4,439,397	694,156	0	50,000	15,615,715	0	29,885,883

	EXPENDITURE LIMITATION COMPARISON	2019	2020
1	Budgeted expenditures/expenses	$ 25,707,109	$ 29,885,883
2	Add/subtract: estimated net reconciling items		
3	Budgeted expenditures/expenses adjusted for reconciling items	25,707,109	29,885,883
4	Less: estimated exclusions		
5	Amount subject to the expenditure limitation	$ 25,707,109	$ 29,885,883
6	EEC expenditure limitation	$	$

☐ The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.
** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.
*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

Schedule B

CITY OF WILLIAMS
Tax Levy and Tax Rate Information
Fiscal Year 2020

	2019	2020
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	$ 807,119	$ 812,554
2. Amount received from primary property taxation in the **current year** in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	$	
3. Property tax levy amounts		
A. Primary property taxes	$ 625,523	$ 617,358
B. Secondary property taxes		
C. Total property tax levy amounts	$ 625,523	$ 617,358
4. Property taxes collected*		
A. Primary property taxes		
(1) **Current** year's levy	$ 617,358	
(2) Prior years' levies		
(3) Total primary property taxes	$ 617,358	
B. Secondary property taxes		
(1) **Current** year's levy	$	
(2) Prior years' levies		
(3) Total secondary property taxes	$	
C. Total property taxes collected	$ 617,358	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	1.3551	1.2806
(2) Secondary property tax rate		
(3) Total city/town tax rate	1.3551	1.2806

B. Special assessment district tax rates

Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating NO special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Schedule C

CITY OF WILLIAMS
Revenues Other Than Property Taxes
Fiscal Year 2020

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
GENERAL FUND			
Local taxes			
City Sales Tax	$ 5,154,743	$ 4,729,956	$ 5,464,028
Bed, Board & Booze Tax	1,257,943	1,219,393	1,295,681
Licenses and permits			
Business, Building & Other	124,000	138,539	174,300
Intergovernmental			
Library	93,000	96,040	95,000
Auto Lieu	160,671	157,907	167,649
State Revenue Sharing	387,811	382,434	417,986
State Sales Tax	313,537	309,070	331,868
Charges for services			
Various	89,100	103,464	100,130
Fines and forfeits			
Police Fines	62,500	56,506	66,315
JCEF & Court	8,000	6,817	8,000
Interest on investments			
Interest	30,000	196,670	30,000
Miscellaneous			
Other	448,000	451,508	614,000
Franchise & Lease	35,000	32,630	30,000
Community Facilities	7,500	7,500	7,500
Rental Income	236,346	232,101	234,360
Total General Fund	$ 8,408,151	$ 8,120,535	$ 9,036,817
SPECIAL REVENUE FUNDS			
Highway User Revenue	$ 348,327	$ 373,731	$ 378,104
Grants	1,800,000	1,800,000	1,800,000
Street Funds	736,392	806,599	2,001,067
	$ 2,884,719	$ 2,980,330	$ 4,179,171
Total Special Revenue Funds	$ 2,884,719	$ 2,980,330	$ 4,179,171
CAPITAL PROJECTS FUNDS			
Debt Proceeds	$	$	$
Flood Control	165,000	182,505	125,000
Buy-In Fees			
	$ 165,000	$ 182,505	$ 125,000
Total Capital Projects Funds	$ 165,000	$ 182,505	$ 125,000
PERMANENT FUNDS			
Firemen's Pension	$ 50,000	$ 50,000	$ 50,000
	$ 50,000	$ 50,000	$ 50,000
Total Permanent Funds	$ 50,000	$ 50,000	$ 50,000
ENTERPRISE FUNDS			
Electric System	$ 5,036,344	$ 5,184,928	$ 5,282,260
Water	3,674,762	3,249,704	3,684,460
Wastewater	2,868,000	2,874,629	2,942,050
Sanitation	928,327	819,280	775,015
Golf Course	730,865	728,785	756,577
	$ 13,238,298	$ 12,857,327	$ 13,440,362
Total Enterprise Funds	$ 13,238,298	$ 12,857,327	$ 13,440,362
TOTAL ALL FUNDS	$ 24,746,168	$ 24,190,697	$ 26,831,350

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Schedule D

CITY OF WILLIAMS
Other Financing Sources/(Uses) and Interfund Transfers
Fiscal Year 2020

	OTHER FINANCING 2020		INTERFUND TRANSFERS 2020	
FUND	SOURCES	(USES)	IN	(OUT)
GENERAL FUND				
General	$	$	$ 540,000	$ 1,227,041
Total General Fund	$	$	$ 540,000	$ 1,227,041
SPECIAL REVENUE FUNDS				
Streets	$	$	$ 765,281	$ 114,292
HURF				378,104
Total Special Revenue Funds	$	$	$ 765,281	$ 492,396
DEBT SERVICE FUNDS				
Debt Service	$	$	$ 694,156	$
Total Debt Service Funds	$	$	$ 694,156	$
CAPITAL PROJECTS FUNDS				
Capital Projects	$	$	$	$ 250,000
Total Capital Projects Funds	$	$	$	$ 250,000
ENTERPRISE FUNDS				
Electric	$	$	$	$ 337,000
Water			100,000	
Wastewater			37,000	
Sanitation			170,000	
Golf Course				
Total Enterprise Funds	$	$	$ 307,000	$ 337,000
TOTAL ALL FUNDS	$	$	$ 2,306,437	$ 2,306,437

Schedule E

CITY OF WILLIAMS
Expenditures/Expenses by Fund
Fiscal Year 2020

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
GENERAL FUND				
Mayor & Council	$ 95,757	$	$ 86,184	$ 95,757
City Court	120,965		110,470	132,933
Administration	1,117,958		822,229	1,128,509
Finance	556,600		567,046	583,907
Maintenance	459,133		375,427	708,713
Library	156,832		156,093	163,699
Recreation	273,537		273,847	280,362
Pool	150,220		149,533	160,910
Police	2,202,219		2,589,990	2,526,288
Fire	322,516		309,552	855,480
Public Works	284,409		242,254	235,701
Building	89,789		76,727	95,986
Garage	440,891		481,047	500,929
Airport	223,664		195,354	223,664
Senior Ctr / Housing / Other	215,200		112,023	215,200
Community Facilities	20,000		7,674	20,000
Forest Service	114,000		67,760	114,000
Tourism	325,231		332,836	435,000
Rec Facilities	317,500		280,408	316,500
VCB	301,226		313,624	293,077
Total General Fund	$ 7,787,647	$	$ 7,550,078	$ 9,086,615
SPECIAL REVENUE FUNDS				
Streets / HURF	$ 2,435,890	$	$ 2,416,149	$ 2,639,397
Grants	1,800,000		1,800,000	1,800,000
Total Special Revenue Funds	$ 4,235,890	$	$ 4,216,149	$ 4,439,397
DEBT SERVICE FUNDS				
Debt Service	$ 662,522	$	$ 661,853	$ 694,156
Total Debt Service Funds	$ 662,522	$	$ 661,853	$ 694,156
PERMANENT FUNDS				
Fire Pension	$ 50,000	$	$ 50,000	$ 50,000
Total Permanent Funds	$ 50,000	$	$ 50,000	$ 50,000
ENTERPRISE FUNDS				
Electric	$ 4,582,470	$	$ 4,539,447	$ 6,969,000
Water	4,149,982		4,174,531	4,212,417
Wastewater	2,528,672		1,790,399	2,666,432
Sanitation	968,340		992,231	1,024,778
Golf	741,586		746,878	743,088
Total Enterprise Funds	$ 12,971,050	$	$ 12,243,486	$ 15,615,715
TOTAL ALL FUNDS	$ 25,707,109	$	$ 24,721,566	$ 29,885,883

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Schedule G

CITY OF WILLIAMS
Full-Time Employees and Personnel Compensation
Fiscal Year 2020

FUND	Full-Time Equivalent (FTE) 2020	Employee Salaries and Hourly Costs 2020	Retirement Costs 2020	Healthcare Costs 2020	Other Benefit Costs 2020	Total Estimated Personnel Compensation 2020
GENERAL FUND	70.2	$ 3,219,486	$ 542,855	$ 572,808	$ 307,416	$ 4,642,565
SPECIAL REVENUE FUNDS						
STREETS	6.5	$ 308,074	$ 35,492	$ 49,564	$ 51,259	$ 444,389
Total Special Revenue Funds	6.5	$ 308,074	$ 35,492	$ 49,564	$ 51,259	$ 444,389
ENTERPRISE FUNDS						
WATER	2.0	83,813	10,150	17,520	8,842	120,325
WASTE WATER	2.0	83,813	10,150	17,520	8,931	120,414
SANITATION	6.0	241,964	29,302	53,889	32,953	358,108
GOLF	5.9	228,131	22,589	50,387	23,852	324,959
Total Enterprise Funds	15.9	$ 637,721	$ 72,191	$ 139,316	$ 74,578	$ 923,806
TOTAL ALL FUNDS	92.6	$ 4,165,281	$ 650,538	$ 761,688	$ 433,253	$ 6,010,760

Glossary

ACCRUAL BASIS. Accounting basis which records the effect of transactions in the period in which they were earned or liability incurred, rather that the period the cash is revived or paid.

ANNUAL BUDGET. A budget that applies to a single fiscal year (July 1 – June30).

APPROPRIATION. A legal authorization granted by the City Council to incur expenditures and obligations for a specific period.

ASSESSED VALUATION. A valuation upon real estate as a basis for levying taxes.

ASSET. Anything having a commercial or exchange value.

BASIS OF ACCOUNTING. A term used to refer to when revenues, expenditures, transfers and their related assets and liabilities are recognized and reported within the financial statements. Also refer to Accrual and Modified Accrual. See the Accounting Structure and Basis section for more information.

CAPITAL IMPROVEMENTS PROGRAM. Also referred to as CIP. A separate budgetary process that occurs to appropriate funds for projects that are capital in nature and generally financed by long-term debt.

CAPITAL ASSEST. Long-lived tangible assets obtained as a result of capital outlay or other event such as a donation. Examples include land, buildings, improvements and equipment.

CAPITAL OUTLAY. Expenditures resulting in the addition or acquisition of assets to the City, generally in excess of $5,000 with a service life of greater than one year.

CONSTANT DOLLARS. Dollars adjusted for inflation using a specified year as the base year in order to ascertain actual purchasing power over a period of time.

DEBT. An obligation of the City resulting from borrowing money in the form of bonds or capital leases. Can also refer to unpaid purchases of goods and services.

DEBT LIMIT. The maximum amount of debt legally permitted.

DEBT SERVICE. The payment of principal and interest on outstanding debt.

DEFERRED REVENUE. Amounts for which asset recognition has been met, but for which revenue recognition has not been met. For example, under the modified accrual basis of accounting, amounts that are measurable, but not available (not collected within 60 days after fiscal year end).

DEFICIT. Relating to financial position (1) excess of liabilities of a fund over its assets. Relating to operations (2) the excess of actual expenditures over actual revenues during a fiscal year.

DEFICIT SPENDING. Excess of expenditures over revenue. The net loss lowers fund balance.