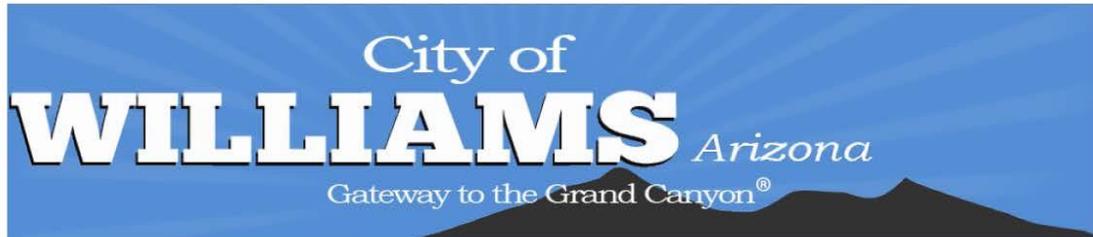




# **City of Williams, Arizona Approved Budget Fiscal Year 2018 -2019**

## **City Council Members**

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



## 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.

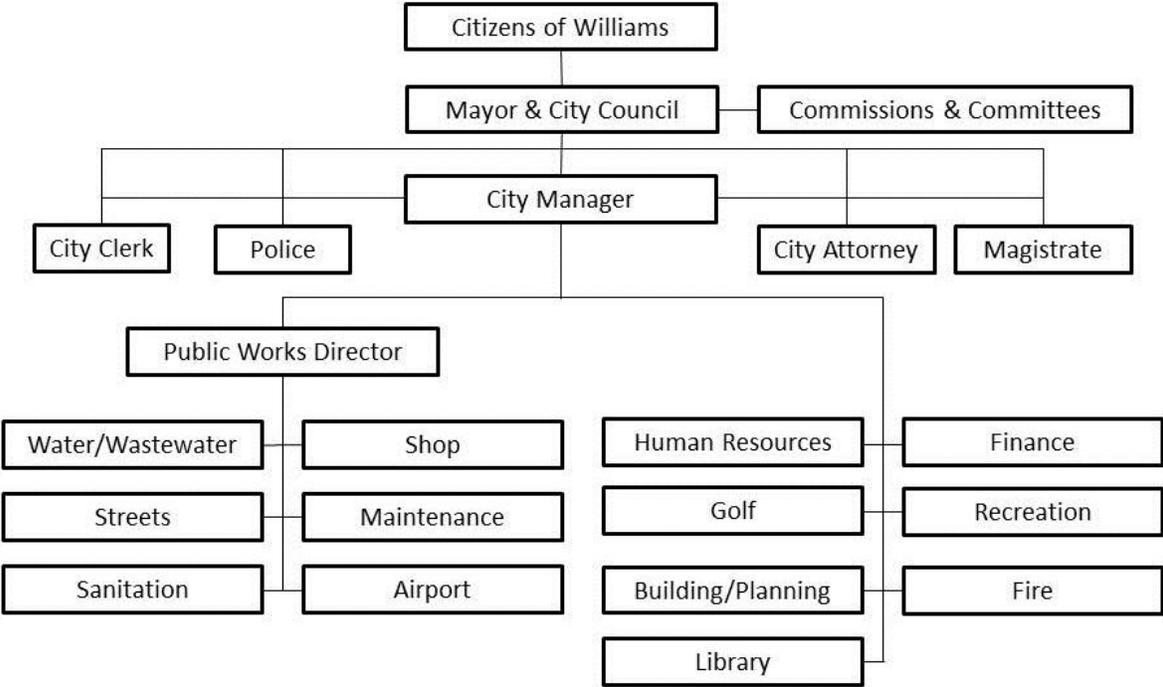
**Economic Development:** Williams will recruit and retain businesses that will create a dynamic, diversified local economy. We will capitalize on opportunities through bold and creative economic development strategies.

**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



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# Budget Calendar

## Fiscal Year 2018/19

1. Begin Budget Direction Friday Mar 2
2. Staff Meeting: Strategy for Meeting Goals  
Budget worksheets to Departments Monday Mar 19
3. Completed worksheets back from Departments Friday Mar 30
4. Department Budget meetings Apr 2 – Apr 6
5. Revenue estimates complete Friday Apr 13
6. Council to Review Thursday Apr 26
7. Present preliminary budget Thursday May 10
8. Budget Meeting #1 Thursday May 10
9. Budget Meeting #2 (preliminary status) Thursday May 24
10. Adopt Tentative Budget (post on website) Thursday May 24
11. Publish budget once a week for two consecutive weeks Wednesday Jun 6 & Jun 13
12. Publish first Truth in Taxation Notice (if necessary) Wednesday Jun 6
13. Publish second Truth in Taxation Notice (if necessary) Wednesday Jun 13
14. - Hold public hearing - budget and estimated tax levy  
Convene special meeting\* to adopt final budget  
(post Approved Budget on website) Thursday Jun 28
15. Adopt property tax levy Thursday Jun 28

## 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.

## **City Officials**

### **City Manager**

Interim City Manager

### **City Attorney**

Mangum, Wall, Stoops & Warden

## **Departments**

Building – Tim Pettit

Central Garage – Sheldon Johnson

City Clerk/Human Resources – Pam Galvan

Finance – Keith Buonocore

Fire – Chase Pearson

Golf – Marty Yerian

Library – Andrea Dunn

Magistrate – Rob Krombeen

Maintenance – Aaron Anderson

Police – Herman Nixon

Public Works – Tim Pettit

Recreation – Rose Newbold

Sanitation – Jeff Pettit

Streets – Horacio Ortiz

Water/Wastewater – EUSI

## Community Profile

Community Profile and Demographics			
<b>Founded</b>	1881	<b>Unemployment Rate</b>	
<b>Incorporated</b>	1901	Arizona Special Unemployment Report	
<b>Elevation</b>	6770 feet	2010	9.10%
<b>Gender Distribution</b>		<b>Median Age</b>	
Male	49.6%	Male	36.8
Female	50.4%	Female	41.1
<b>Population</b>		<b>Age Composition</b>	
2000	2866	Under 5 Years	7.9%
2003	2910	5-19 Years	20.9%
2007	3190	20-49 Years	36.1%
2008	3165	50-64 Years	21.1%
2010	3023	65+ Years	14.0%
<b>Ethnic Distribution</b>		<b>Educational Attainment</b>	
White	76.3%	(Population 25 Years and Over)	
African-American	1.7%	Less than High School Graduate	19.1%
Native American	1.8%	High School Graduate	36.6%
Asian/Pacific Islander	1.1%	Some College/Associates Degree	30.6%
Hispanic/Latino/Other	19.1%	Bachelor's Degree or Higher	13.7%
<b>Employment by Industry</b>		<b>Household Information</b>	
Recreation, Accommodation, & Food Service	31.9%	Average Persons per Household	2.59
Education, Health Care, & Social Services	14.3%	Median Household Income	\$43,125
Retail Trade	10.5%	Per Capita Income	\$19,066
Construction	8.1%	<b>Housing Occupancy</b>	
Public Administration	7.7%	Owner-Occupied Housing Units	1168
Transportation, Warehousing, & Utilities	7.6%	Renter-Occupied Housing Units	470
Other	19.90%		
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 fund. 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 primarily 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

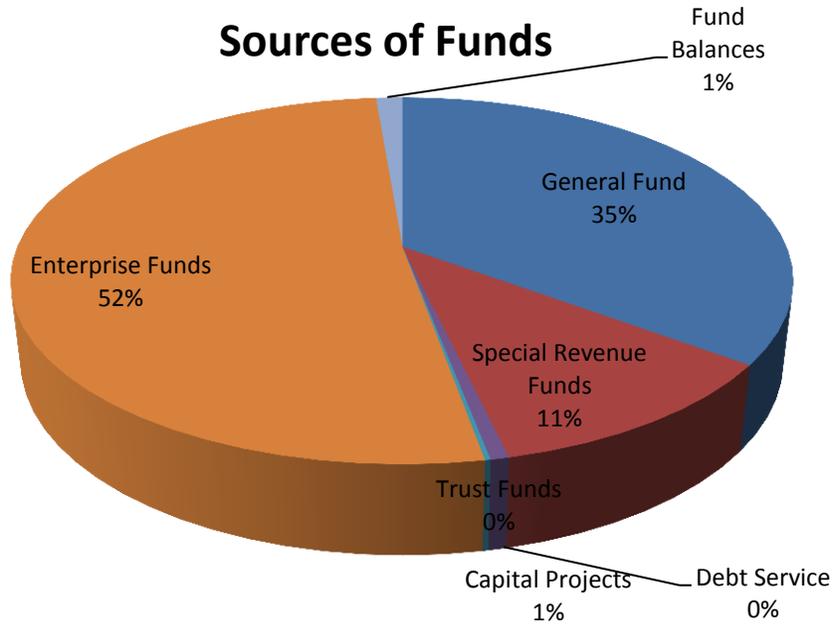
We are pleased to present the budget for Fiscal Year 2018/2019. The Budget was prepared to provide a budget that is fiscally sound and lays the foundation for a strong financial future.

The budget continues to emphasize the City’s commitment to provide efficient and cost effective services.

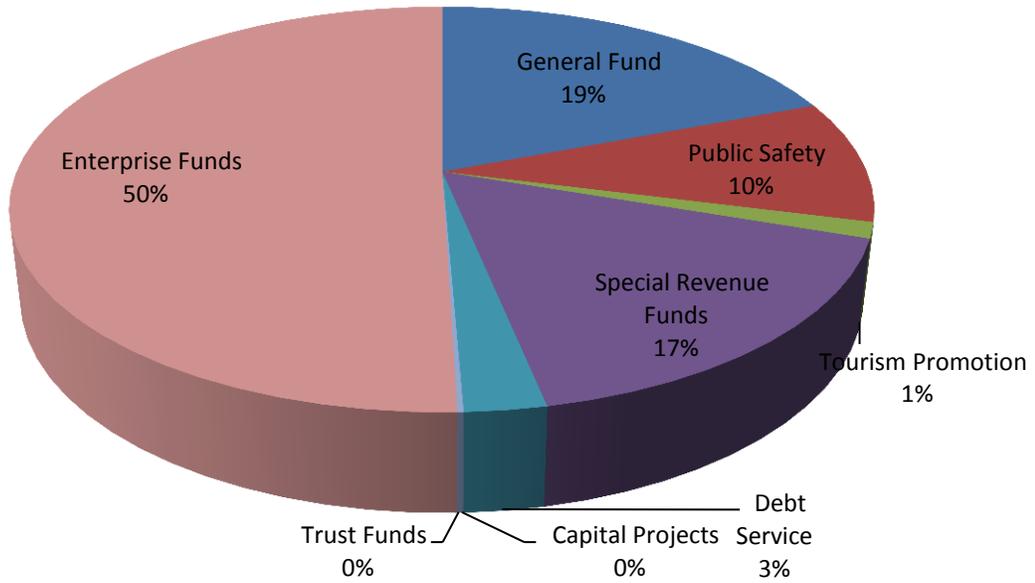
### Sources and Uses of Funds Summary

		Budget	Budget	
		FY 17/18	FY 18/19	Difference
<b>Sources of Funds</b>				
	General Fund	8,415,530	9,033,669	618,139
	Special Revenue Funds	2,506,117	2,884,719	378,602
	Debt Service			
	Capital Projects	163,200	165,000	1,800
	Trust Funds	50,000	50,000	
	Enterprise Funds	10,098,969	13,238,298	3,139,329
	Fund Balances		335,423	335,423
	<b>Total All Funding Sources</b>	<b>21,233,816</b>	<b>25,707,109</b>	<b>4,473,293</b>
<b>Uses of Funds</b>				
	General Fund	4,460,262	4,917,681	457,419
	Public Safety	2,384,630	2,524,735	140,105
	Tourism Promotion	313,231	325,231	12,000
	Special Revenue Funds	3,149,101	4,255,890	1,106,789
	Debt Service	394,103	662,522	268,419
	Capital Projects			
	Trust Funds	50,000	50,000	
	Enterprise Funds	10,394,596	12,971,050	2,576,454
	Fund Balances	87,893		-87,893
	<b>Total Uses of Funds</b>	<b>21,233,816</b>	<b>25,707,109</b>	<b>4,473,293</b>
The table does not include fund transfers.				

### Sources of Funds



### Use of Funds



## 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 2015						
Revenues	8,621,621	1,048,422	8,796,820	1,372,570	495,953	20,335,386
Expenditures	6,590,027	960,526	9,161,062	1,619,919	496,996	18,828,530
<b>Fund Balance 6/30/15</b>	<b>3,635,699</b>	<b>466,988</b>	<b>17,610,497</b>	<b>1,003,889</b>	<b>0</b>	<b>22,717,073</b>
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
<b>Fund Balance 6/30/16</b>	<b>5,150,608</b>	<b>625,989</b>	<b>21,060,166</b>	<b>715,130</b>	<b>0</b>	<b>27,551,893</b>
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
<b>Fund Balance 6/30/17</b>	<b>6,991,661</b>	<b>799,602</b>	<b>23,192,500</b>	<b>820,163</b>	<b>0</b>	<b>31,803,926</b>
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
<b>Fund Balance 6/30/18</b>	<b>7,408,902</b>	<b>822,361</b>	<b>22,917,193</b>	<b>733,363</b>	<b>0</b>	<b>31,881,819</b>
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
<b>Fund Balance 6/30/19</b>	<b>7,454,721</b>	<b>828,871</b>	<b>23,408,556</b>	<b>248,363</b>	<b>0</b>	<b>31,940,511</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>45,819</b>	<b>6,510</b>	<b>491,363</b>	<b>(485,000)</b>	<b>0</b>	<b>58,692</b>
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 2018 -2019				
	Budget	Budget	Increase	%
	17/18	18/19	(Decrease)	Change
<b>GENERAL FUND</b>				
MAYOR & COUNCIL	95,757	95,757	-	
MAGISTRATE	109,982	120,965	10,983	9.99%
GENERAL & ADMINISTRATIVE	1,095,864	1,117,958	22,094	2.02%
FINANCE	484,980	556,600	71,620	14.77%
MAINTENANCE	413,392	459,133	45,741	11.06%
LIBRARY	149,390	156,832	7,442	4.98%
RECREATION	256,479	273,537	17,058	6.65%
SWIMMING POOL	105,482	150,220	44,738	42.41%
POLICE	2,090,008	2,202,219	112,211	5.37%
FIRE	294,622	322,516	27,894	9.47%
PUBLIC WORKS	73,657	284,409	210,752	286.13%
BUILDING	204,805	89,789	(115,016)	-56.16%
CENTRAL GARAGE	399,923	440,891	40,968	10.24%
AIRPORT	223,664	223,664	-	
SENIOR CENTER	62,200	62,200	-	
HOUSING AUTHORITY	133,000	133,000	-	
<b>TOTAL GENERAL FUND</b>	<b>6,193,205</b>	<b>6,689,690</b>	<b>496,485</b>	<b>8.02%</b>
<b>BED, BOARD &amp; BOOZE FUND</b>				
TOURISM PROMOTION	313,231	325,231	12,000	3.83%
RECREATION FACILITIES	298,350	317,500	19,150	6.42%
VISITOR CENTER	284,337	301,226	16,889	5.94%
<b>TOTAL BBB FUND</b>	<b>895,918</b>	<b>943,957</b>	<b>48,039</b>	<b>5.36%</b>
<b>HURF / STREETS FUND</b>	<b>1,329,101</b>	<b>2,435,890</b>	<b>1,106,789</b>	<b>83.27%</b>
<b>NORTHSIDE SEWER DISTRICT</b>	-	-	-	
<b>COURT RELATED FUNDS</b>	<b>20,000</b>	<b>20,000</b>	-	
<b>FLOOD CONTROL FUND</b>	-	-	-	
<b>CAPITAL PROJECTS FUND</b>	-	-	-	
<b>ELECTRIC SYSTEM FUND</b>	<b>4,449,000</b>	<b>4,582,470</b>	<b>133,470</b>	<b>3.00%</b>
Water Department	3,004,245	4,149,982	1,145,737	38.14%
Waste Water Department	1,452,982	2,528,672	1,075,690	74.03%
<b>TOTAL UTILITY FUND</b>	<b>4,457,227</b>	<b>6,678,654</b>	<b>2,221,427</b>	<b>49.84%</b>
<b>IMPACT FEE FUND</b>	-	-	-	
<b>SANITATION FUND</b>	<b>854,516</b>	<b>968,340</b>	<b>113,824</b>	<b>13.32%</b>
<b>GOLF COURSE FUND</b>	<b>633,853</b>	<b>741,586</b>	<b>107,733</b>	<b>17.00%</b>

<b>Proposed Budget Fiscal Year 2018 -2019</b>				
	<b>Budget</b>	<b>Budget</b>	<b>Increase</b>	<b>%</b>
	<b>17/18</b>	<b>18/19</b>	<b>(Decrease)</b>	<b>Change</b>
<b>(continued)</b>				
<b>FOREST SERVICE BUILDING</b>	<b>64,000</b>	<b>114,000</b>	<b>50,000</b>	<b>78.13%</b>
<b>FIREMEN'S PENSION FUND</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	
<b>COMMUNITY FACILITIES DISTRICT</b>	<b>5,000</b>	<b>20,000</b>	<b>15,000</b>	<b>300.00%</b>
<b>GRANT FUND</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>-</b>	
<b>TOTAL DEBT SERVICE FUND</b>	<b>394,103</b>	<b>662,522</b>	<b>268,419</b>	<b>68.11%</b>
<b>TOTAL CITY OF WILLIAMS</b>	<b>21,145,923</b>	<b>25,707,109</b>	<b>4,561,186</b>	<b>21.57%</b>
this table does not include transfers				

## Personnel Detail – All Funds

Department	Position	FY 2017 Actual FTE's	FY 2018 Actual FTE's	FY 2019 Planned FTE's	
<b>MAYOR &amp; COUNCIL</b>	Mayor and Council	7.0	7.0	7.0	7.0
<b>MAGISTRATE</b>	Magistrate	1.0	1.0	1.0	1.0
	Pro Temp				
<b>GENERAL ADMINISTRATION</b>	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
<b>FINANCE</b>	Finance Director	1.0	1.0	1.0	
	Accountant	1.0	1.0	1.0	
	Account Clerks	3.0	3.0	4.0	6.0
<b>LIBRARY</b>	Librarian	1.0	1.0	1.0	
	Library Aids Part Time	1.1	1.1	1.1	2.1
<b>RECREATION</b>	Recreation Supervisor	1.0	1.0	1.0	
	Recreation Coordinator	1.0	1.0	1.0	
	Summer Rec Employees	1.4	1.4	1.6	3.6
<b>POOL</b>	Aquatic Coordinator	0.6	0.6	1.0	
	Lifeguards	1.5	0.4	1.9	2.9
<b>MAINTENANCE</b>	Superintendent	1.0	1.0	1.0	
	Maintenance Worker	4.0	4.0	4.0	
	Maintenance Workers Part Time	3.0	3.0	3.5	8.5
<b>POLICE</b>	Police Chief	1.0	1.0	1.0	
	Lieutenant	1.0	1.0	1.0	
	Sergeant	1.0	1.0	1.0	
	Officer	8.5	10.5	11.0	
	Support Services Supervisor	1.0	1.0	1.0	
	Community Services Officer	0.0	0.0	0.0	
	Information Systems Manager	1.0	1.0	1.0	
	Animal Control	1.0	1.0	1.0	
	Dispatcher	5.0	6.5	6.5	
	Civilian	1.0	1.0	1.0	24.5
<b>PUBLIC WORKS</b>	Director	0.5	0.0	1.0	1.0
<b>BUILDING INSPECTION</b>	Chief Building Inspector	1.0	1.0	0.0	
	Building Inspector	1.0	1.0	1.0	
	Abatement	0.0	0.0	0.0	1.0
<b>CENTRAL GARAGE</b>	Shop Superintendent	1.0	1.0	1.0	
	Shop Mechanic	2.0	2.0	2.0	3.0
<b>STREET DEPARTMENT</b>	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	2.1	1.8	2.5	6.5
<b>WATER AND WASTEWATER</b>	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
<b>SANITATION</b>	Sanitation Foreman	1.0	1.0	1.0	
	Equipment Operator	5.0	5.0	5.0	6.0
<b>GOLF COURSE</b>	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	2.3	2.9	5.9
<b>OTHER</b>	Staff	1.6	0.0	0.0	0.0
<b>VISITORS CENTER</b>	Staff	3.4	4.2	4.2	4.2
<b>Total Full Time Equivalents</b>		<b>84.3</b>	<b>85.1</b>	<b>90.4</b>	<b>90.4</b>

# Revenues

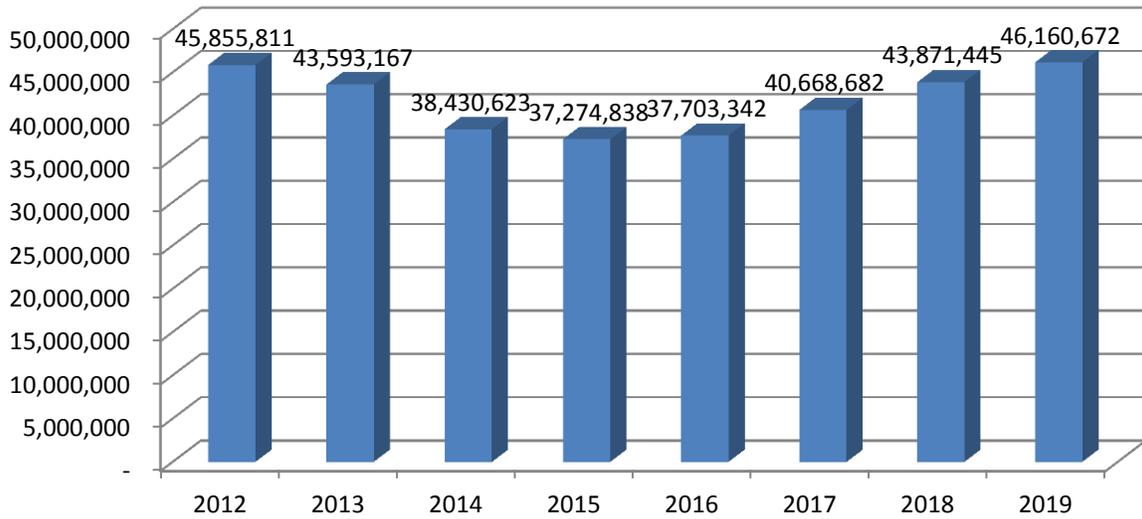
## Revenues Property Tax

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 2018/19				
<b>FY 2018/19</b>				
Rate based on levy limit worksheet				
			Tax Rate	Tax Levy
	Previous year's primary property tax levy	621,790		
	-----	-----	=	1.3551
	Current year's Net Assessed Value (C4) minus new construction	45,885,581		
	Maximum Allowable Tax Levy			807,119
	Maximum Allowable Tax Rate			1.7485
<b>Option A</b>	Keep Tax Rate Same as FY 17/18	No Truth in Taxation Notice	1.4173	<b>650,336</b>
<b>Option B</b>	Keep Tax Levy the Same	No Truth in Taxation Notice	<b>1.3551</b>	<b>621,790</b>
<b>Option C</b>	Increase Rate to Maximum Levy	Truth In Taxation Required	1.7485	<b>807,119</b>
<b>Truth In Taxation Notice will be required if the tax rate is greater than 1.3551</b>				
	FY 17/18 Assessed Value	43,158,544	1.4173	<b>611,686</b>
	Net Change In Assessed Value	2,727,037		
			RATE	LEVY
	Actual Existing:		1.3551	621,790
	New Construction:		1.3551	3,728
	Total			625,518
Budget Document				

- **Fiscal Year 2019 budget included the levy at the tax rate of 1.3551**

## 8 Year Primary Assessed Value History



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 1.3551, a truth in taxation hearing must be held.

Revenues – General Fund

GENERAL FUND

General Fund - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Taxes:</b>				
	Property Taxes	615,662	621,802	625,518
	City Sales Tax	4,731,978	4,862,965	5,154,743
	Gas Franchise Fee	28,987	33,000	35,000
<b>Intergovernmental:</b>				
	State Revenue Sharing	381,954	391,847	387,811
	Auto Lieu Tax	137,224	151,277	160,671
	State Sales Tax	286,046	296,741	313,537
	Library Assistance Tax	125,367	93,000	93,000
<b>Fines and Forfeitures:</b>				
	Animal Control Fees	1,660	2,000	2,000
	Police Fines	60,574	35,491	60,500
	Planning and Zoning Fees	4,200	4,000	4,000
	Plan Check Fees	21,571	29,526	22,000
<b>Charges for Services:</b>				
	Recreation Programs	3,911	5,000	5,000
	Rodeo Ground Fees	21,625	20,000	20,600
	City Park Revenues	2,872	3,000	2,000
	Fire Department Reimbursements	3,600	3,000	3,500
	Airport Leases and Fees	31,495	36,000	32,000
	Airport Fuel Sales	59,722	39,655	1,000
	Cemetery Proceeds	7,200	5,040	5,000
	Police Department Reimbursements	1,000	2,500	2,500
	Swimming Pool Receipts	17,465	16,506	17,500
<b>Licenses and Permits:</b>				
	Business License	18,215	12,000	18,000
	Building Permits	79,862	49,646	80,000
<b>Interest Earnings:</b>				
	Interest Income	31,012	8,000	30,000
<b>Other Financing Sources:</b>				
	Miscellaneous	121,604	60,000	125,000
	Housing Authority Reimburse	133,000	133,000	133,000
	Workers Comp Refund	3,000	7,000	5,000
	City Auction Proceeds	0	25,000	25,000
	Tower Rental		32,000	33,000
	Other			
	Transfers from Other Funds	383,465	360,000	510,000
<b>Total General Fund Revenues</b>		<b>7,314,271</b>	<b>7,338,996</b>	<b>7,906,880</b>

**Bed Board and Booze Tax Fund**

**GENERAL FUND**

<b>BBB Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Taxes:</b>				
	Bed Board and Booze Tax	1,119,565	1,064,478	1,257,943
<b>Interest Earnings:</b>				
	Interest Income	0	0	
<b>Other Financing Sources:</b>				
	Tower Rental	182,721	0	0
	USFS Visitor Center Reimbursement	5,646	6,156	5,650
	Visitor Center Sales		158,462	160,000
	Transfers from Other Funds			
<b>Total BBB Fund Revenues</b>		<b>1,307,932</b>	<b>1,229,096</b>	<b>1,423,593</b>

**Forest Service Building**

**GENERAL FUND**

<b>Forest Service Building Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Charges for Services:</b>				
	Rental Income	185,889	191,938	197,696
<b>Interest Earnings:</b>				
	Interest Income	0	0	0
<b>Total Forest Service Building Fund</b>		<b>185,889</b>	<b>191,938</b>	<b>197,696</b>

**Community Facilities District**

**GENERAL FUND**

<b>Community Facilities District Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Taxes</b>				
	Property Taxes	7,110	7,500	7,500
<b>Total C F D Fund</b>		<b>7,110</b>	<b>7,500</b>	<b>7,500</b>

**J.C.E.F. Fund**

**GENERAL FUND**

<b>JCEF Fund Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Fines and Forfeitures:</b>				
	JCEF Revenue	1,480	4,000	4,000
	Fill in the Gap			
<b>Interest Earnings:</b>				
	Interest Income			
<b>Total JCEF Fund</b>		<b>1,480</b>	<b>4,000</b>	<b>4,000</b>

**Court Enhancement Fund**

**GENERAL FUND**

<b>Court Enhancement Fee Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Fees</b>				
	Court Revenue	5,601	4,000	4,000
<b>Interest Earnings:</b>				
	Interest Income			
<b>Total Court Enhancement Fund</b>		<b>5,601</b>	<b>4,000</b>	<b>4,000</b>

**Revenues – Special Revenue Funds**

**Grant Fund**

**SPECIAL REVENUE FUND**

<b>Grants Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Other Financing Sources</b>				
	Grant Income	474,450	1,800,000	1,800,000
<b>Interest Earnings:</b>				
	Interest Income			
<b>Total Grants Fund</b>		<b>474,450</b>	<b>1,800,000</b>	<b>1,800,000</b>

Highway User Revenue – Streets

SPECIAL REVENUE FUND

<b>Streets Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	City Sales Tax Increment	394,357	350,000	736,392
	Transfer From HURF Fund	355,021	356,117	348,327
	Transfer From Flood Control Fund	0	250,000	650,000
	Transfer From BBB Fund	0	0	167,177
	Transfer From General Fund	0	395,743	655,769
<b>Total Streets Fund Revenues</b>		<b>749,378</b>	<b>1,351,860</b>	<b>2,557,665</b>
<b>Highway User Revenue Fund - Revenues - By Source</b>				
		<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Estimated FY19</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Taxes:</b>				
	Highway User Revenue	355,021	356,117	348,327
<b>Other Financing Sources:</b>				
	Miscellaneous	0	0	0
	Transfer from General Fund	0	0	0
<b>Total HURF Fund Revenues</b>		<b>355,021</b>	<b>356,117</b>	<b>348,327</b>

## Revenues – Enterprise Funds

### Electric System

### ENTERPRISE FUND

Utility Fund - Electric - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Users Fees:</b>				
	Electric System Revenues	4,394,712	4,814,082	4,958,504
	Turn On/Off Fees	10,500	12,340	12,840
<b>Interest Earnings:</b>				
	Interest Income	0	0	0
<b>Other Financing Sources:</b>				
	Miscellaneous	48,703	10,000	55,000
	Service Install Charges	1,000	55,000	10,000
<b>Total Electric Fund Revenues</b>		<b>4,454,915</b>	<b>4,891,422</b>	<b>5,036,344</b>

### Utility Fund Water

### ENTERPRISE FUND

Utility Fund - Water - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Users Fees:</b>				
	Water Revenue	1,250,660	1,524,041	1,569,762
	Stand Pipe Fees	61,887	67,000	68,000
	Connection Fees	9,828	15,000	15,000
<b>Interest Earnings:</b>				
	Interest Income	12,156	11,000	12,000
<b>Other Financing Sources:</b>				
	Miscellaneous	11,836	10,000	10,000
	Other Proceeds	0	0	2,000,000
	Transfer From Other Funds	0	450,000	188,054
	Transfer From Electric System	0	396,441	
<b>Total Utility Fund - Water</b>		<b>1,346,367</b>	<b>2,473,482</b>	<b>3,862,816</b>

Utility Fund Waste Water

ENTERPRISE FUND

Utility Fund - Wastewater - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Users Fees:</b>				
	Sewer Revenue	1,982,095	2,163,052	2,235,000
	Sewer Connections	5,482	10,000	10,000
<b>Interest Earnings:</b>				
	Interest Income	6,092	0	13,000
<b>Other Financing Sources:</b>				
	Miscellaneous	10,000	10,000	10,000
	Other Proceeds	0	0	600,000
	Transfer From Other Funds	0	0	206,061
	Transfer From Electric System	0	0	
<b>Total Utility Fund - Wastewater</b>		<b>2,003,669</b>	<b>2,183,052</b>	<b>3,074,061</b>

Sanitation Fund

ENTERPRISE FUND

Sanitation Fund - Solid Waste - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Users Fees:</b>				
	Refuse Collection	543,840	559,728	576,520
	City Resident Fees	41,200	40,951	42,180
	County Resident Fees	27,810	28,949	29,817
<b>Other Financing Sources:</b>				
	County Transfer Station Reimburseme	147,000	136,810	139,810
	Miscellaneous	21,000	47,716	140,000
	Transfer From Impact Fund	0	0	0
	Transfer From General Fund	31,442	21,488	0
<b>Total Sanitation Fund</b>		<b>812,292</b>	<b>835,642</b>	<b>928,327</b>

Golf Course Fund

ENTERPRISE FUND

Golf Course Fund - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Users Fees:</b>				
	Season Passes and Coupons	58,039	53,300	55,000
	Cart Fees	183,282	183,600	184,000
	Green Fees	357,587	326,000	368,315
	Food and Beverage Revenue	17,521	17,500	18,550
	Rate/Fee Increase for Equipment			100,000
<b>Other Financing Sources:</b>				
	Miscellaneous	6,441	2,900	5,000
	Transfer From General Fund	0	8,832	0
<b>Total Golf Course Fund</b>		<b>622,870</b>	<b>592,132</b>	<b>730,865</b>

## Revenues – Capital Projects

### Impact Fee Fund

### CAPITAL PROJECTS FUND

Impact Fee Fund - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Buy-In Fees</b>				
	Water Treatment	0	0	0
	Wastewater Treatment	0	0	0
	Water Supply	0	0	0
	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
<b>Interest Earnings:</b>				
	Interest Income	0	0	0
<b>Total Impact Fee Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>

### Capital Projects

### CAPITAL PROJECTS FUND

Capital Projects Fund - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
	ADOT loan proceeds			
	Interest			
	Transfer From Streets Fund	0	0	0
	Transfer From General Fund	0	0	0
<b>Total Capital Projects Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>

### Flood Control District Funds

### CAPITAL PROJECTS FUND

Flood Control District Fund - Revenues - By Source				
		Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
		Actual	Budget	Budget
<b>Fees:</b>				
	Flood Control Revenue	162,494	163,200	165,000
<b>Total Flood Control Revenue</b>		<b>162,494</b>	<b>163,200</b>	<b>165,000</b>

## Revenues – Trust Funds

### Firemen’s Pension Fund

TRUST FUND

Firemen's Pension Fund - Revenues - By Source			
	Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
	Actual	Budget	Budget
<b>Other Financing Sources:</b>			
Retirement Contributions	50,000	50,000	50,000
<b>Total Firemen's Pension Fund</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

## Revenues – Debt Service Fund

Debt Service Fund - Revenues - By Source			
	Fiscal Year 2017	Fiscal Year 2018	Estimated FY19
	Actual	Budget	Budget
<b>Other Financing Sources:</b>			
Transfers From General Fund	486,970	394,103	547,257
Transfers From Other Funds			115,265
<b>Interest Earnings:</b>			
Interest Income	0	0	0
<b>Total Debt Service Fund</b>	<b>486,970</b>	<b>394,103</b>	<b>662,522</b>

## Inter Fund Transfer Summary

The table below summarizes the Inter Fund Transfer for Fiscal Year 2018 and 2019.

Fund	Fiscal Year 2018		Proposed Fiscal Year 2019	
	Transfers In	Transfer Out	Transfers In	Transfer Out
<b>General Fund</b>				
Transfer to Sanitation Fund		21,488		
Transfer to Streets Fund		395,743		655,769
Transfer to Golf Course		8,832		
Transfer to Debt Service		394,103		547,257
Transfer to Capital Projects Fund				
Transfer from BBB Fund	160,000		180,000	
Transfer from Electric Fund			170,000	
Transfer from Capital Projects Fund				
Transfer from Revolving Loan Fund				
Transfer from Forest Service Fund	200,000		160,000	
Transfer from Impact Fund	0		0	
<b>BBB Fund</b>				
Transfer to General Fund		160,000		180,000
Transfer to Streets Fund				167,177
<b>Streets Fund</b>				
Transfer from General Fund	395,743		655,769	
Transfer from BBB Fund			167,177	
Transfer from HURF Fund	356,117		348,327	
Transfer from Flood Control Fund	250,000		650,000	
Transfer to Debt Service Fund				115,265
<b>HURF Fund</b>				
Transfer to Streets Fund		356,117		348,327
<b>Flood Control Fund</b>				
Transfer to Streets Fund		250,000		650,000
<b>Impact Fund</b>				
Transfer to Water Fund				179,898
Transfer to Waste Water Fund				206,061
Transfer to Water Fund				8,156

Fund	Fiscal Year 2018		Proposed Fiscal Year 2019	
	Transfers In	Transfer Out	Transfers In	Transfer Out
<b>Debt Service Fund</b>				
Transfer from General Fund	394,103		547,257	
Transfer from Streets Fund			115,265	
<b>Forest Service Fund</b>				
Transfer to General Fund		200,000		160,000
<b>Sanitation Fund</b>				
Transfer from General Fund	21,488			
Transfer from Impact Fund				
<b>Golf Course</b>				
Transfer from General Fund	8,832			
Transfer from				
<b>Electric System Fund</b>				
Transfer to Water		396,441		
Transfer to General Fund				170,000
Transfer to Waste Water				
<b>Utility Fund Water</b>				
Transfer from Electric	396,441		0	
Transfer from Impact Fund			188,054	
Transfer from Waste Water	450,000			
<b>Utility Fund Waste Water</b>				
Transfer from Impact Fund	0		206,061	
Transfer to Water		450,000		
<b>Total Transfers</b>	<b>2,632,724</b>	<b>2,632,724</b>	<b>3,387,910</b>	<b>3,387,910</b>

## 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
- Police
- 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.

<b>MAYOR &amp; COUNCIL</b>						
<b>810</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
4100	REGULAR EMPLOYEES	74,100	34,200	68,400	68,400	68,400
4130						
4140	FICA	5,669	2,616	5,233	5,233	5,233
4180	WORKERS COMPENSATION	129	57	180	124	124
	<b>TOTAL PERSONNEL</b>	<b>79,898</b>	<b>36,873</b>	<b>73,813</b>	<b>73,757</b>	<b>73,757</b>
4340	COMMUNICATIONS		4,048			
4350	DUES, MEMBERSHIPS & SUB			500	500	500
4380	GENERAL SUPPLIES	-1,181	56	500	500	500
4460	PUBLIC RELATIONS	4,923	-230	6,500	6,500	6,500
4500	TRAVEL	1,407	2,211	7,000	7,000	7,000
5150	ELECTION EXPENSES			7,000	7,500	7,500
5190	CONTINGENCIES					
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>5,149</b>	<b>6,085</b>	<b>21,500</b>	<b>22,000</b>	<b>22,000</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>85,047</b>	<b>42,958</b>	<b>95,313</b>	<b>95,757</b>	<b>95,757</b>
	CAPITAL					
	<b>TOTAL OTHER</b>					
	<b>TOTAL MAYOR &amp; COUNCIL</b>	<b>85,047</b>	<b>42,958</b>	<b>95,313</b>	<b>95,757</b>	<b>95,757</b>

- Similar to FY18 actual

## Magistrate

### **DEPARTMENT DESCRIPTION**

- The Williams City Court 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.

### **2018-2019 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.

### **2017-2018 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.

		<b>MAGISTRATE</b>				
<b>830</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
	4100 REGULAR EMPLOYEES	18,322	9,400	20,200	22,306	25,072
	4130 GROUP INSURANCE					
	4140 FICA	1,402	720	1,545	1,706	1,918
	4150 ASRS					
	4170 UNEMPLOYMENT COMPENSA	220	21	385	330	330
	4180 WORKERS' COMPENSATION	50	44	38	40	45
	<b>TOTAL PERSONNEL</b>	<b>19,994</b>	<b>10,185</b>	<b>22,168</b>	<b>24,382</b>	<b>27,365</b>
	4340 COMMUNICATIONS	1,032	580	1,000	1,000	1,000
	4350 DUES, MEMBERSHIPS & SUBS	50		150	200	200
	4380 GENERAL SUPPLIES	2,928	1,290	3,500	2,400	2,400
	4430 OTHER PROFESSIONAL	57,100	46,344	65,000	68,000	75,000
	4450 PRINTING & BINDING			500	500	500
	4480 REPAIR & MAINTENANCE	1,500	750	1,500	1,500	1,500
	4500 TRAVEL	2,357	764	2,000	2,000	2,000
	5010 AUDIT - FINANCIAL			2,000	2,000	2,000
	5030 PROF - LEGAL TO ADMIN	22,040	3,270			
	5060 RENT	5,927	1,437	5,000	5,000	6,000
	5200 JURY TRIAL COMPENSATION			1,000	1,000	1,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>92,934</b>	<b>54,435</b>	<b>81,650</b>	<b>83,600</b>	<b>91,600</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>112,928</b>	<b>64,620</b>	<b>103,818</b>	<b>107,982</b>	<b>118,965</b>
	EQUIPMENT			1,500	2,000	2,000
	<b>TOTAL OTHER</b>			<b>1,500</b>	<b>2,000</b>	<b>2,000</b>
	<b>TOTAL MAGISTRATE</b>	<b>112,928</b>	<b>64,620</b>	<b>105,318</b>	<b>109,982</b>	<b>120,965</b>

- Decrease for Legal Representation costs (now budgeted in Administration)

## 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.

### **2018-2019 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
- Implement employee classification and pay grade schedules
- Design and deliver management training for supervisory staff

### **2017-2018 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

<b>GENERAL ADMINISTRATION</b>						
<b>840</b>		Actual @ 6/30/17	F. Y. T. D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
4100	REGULAR EMPLOYEES	235,856	96,722	260,295	223,035	241,084
4130	GROUP INSURANCE	35,092	11,740	24,600	28,643	29,199
4140	FICA	16,815	7,399	19,913	17,062	18,443
4150	ASRS	26,192	7,357	30,194	25,649	27,725
4170	UNEMPLOYMENT COMPENSATION	827		1,159	770	770
4180	WORKERS' COMPENSATION	742	116	689	405	437
4190	TAXABLE FRINGE BENEFITS					
	<b>TOTAL PERSONNEL</b>	<b>315,524</b>	<b>123,334</b>	<b>336,850</b>	<b>295,564</b>	<b>317,658</b>
4310	ADVERTISING	4,199	4,175	10,000	12,500	12,500
4340	COMMUNICATIONS	15,299	6,763	14,000	14,000	14,000
4350	DUES, MEMBERSHIPS & SUBSCRIPT	1,313	6,630	12,000	12,000	12,000
4360	ELECTRICITY	49,941	24,831	52,000	52,000	52,000
4370	GASOLINE	1,976	507	3,000	3,000	3,000
4380	GENERAL SUPPLIES	9,617	8,175	23,000	23,000	23,000
4390	INSURANCE	278,996	206,777	290,000	300,000	300,000
4410	LICENSES, PERMITS & FEES	3,941	167	5,000	600	600
4420	NATURAL GAS	3,185	1,212	6,000	6,700	6,700
4430	OTHER PROFESSIONAL	4,073	38,208	66,000	67,500	67,500
4440	POSTAGE	11,900	7,585	15,000	15,000	15,000
4460	PUBLIC RELATIONS	764	298	2,000	2,500	2,500
4470	RENTAL & MAINTENANCE CONTRAC	42,910	23,685	40,000	40,000	40,000
4480	REPAIR & MAINTENANCE SERVICES	13,235	9,567	15,000	15,000	15,000
4500	TRAVEL	10,936	1,219	15,000	20,000	20,000
4520	UTILITIES			3,000	3,000	3,000
5030	PROFESSIONAL & CONSULT - LEGAL	162,433	45,374	115,000	115,000	115,000
5100	BANK FEES	36,643	15,473	32,000	25,000	35,000
5190	CONTINGENCY FUND	125,651	34,000	65,000	50,000	50,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>777,012</b>	<b>434,646</b>	<b>783,000</b>	<b>776,800</b>	<b>786,800</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>1,092,536</b>	<b>557,980</b>	<b>1,119,850</b>	<b>1,072,364</b>	<b>1,104,458</b>
	<b>OTHER</b>					
	COMPUTER EQUIPMENT/SOFTWARE			4,500	8,500	
	GENERAL PLAN UPDATE					
	BUILDING REPAIRS		37,140		5,000	3,500
	OTHER PAYMENTS		9,185	10,000	10,000	10,000
	<b>TOTAL OTHER</b>		<b>46,325</b>	<b>14,500</b>	<b>23,500</b>	<b>13,500</b>
	<b>TOTAL GENERAL ADMINISTRATION</b>	<b>1,092,536</b>	<b>604,305</b>	<b>1,134,350</b>	<b>1,095,864</b>	<b>1,117,958</b>

- Decrease in Personnel costs due to transfer of Cashier position to Finance
- Increase in Professional Legal fees from Magistrate

## Finance

### **DEPARTMENT DESCRIPTION**

The Finance Department is responsible for the financial management of the City. The department provides the following services: General Ledger, Payroll, Purchasing, 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 and budget administration as well as financial grant administration.

### **2018-2019 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.

### **2017-2018 ACCOMPLISHMENTS**

- Continued to implement functions of the new Information System
- Refunded the GADA and Zions debt for the interest savings of \$280K
- Secured funding for the City's capital equipment program
- Continued effort to stabilize the Utility funds' operating and capital future
- Worked through the conversion to collect Electric payments
- Continued efforts to convert all of the electric meter and MXU data
- Continued efforts to convert electric customer data for taking over electric billing and customer service and expand online bill payment options

FINANCE						
880		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4100	REGULAR EMPLOYEES	262,837	143,964	261,814	277,342	335,278
4110	OVERTIME	2,358	1,261	3,500	5,000	5,000
4130	GROUP INSURANCE	55,160	27,606	47,325	55,098	57,390
4140	FICA	20,287	11,110	20,297	21,599	26,031
4150	ASRS	30,114	16,701	30,080	32,469	39,132
4170	UNEMPLOYMENT COMPENSATION	1,310	193	927	963	1,155
4180	WORKERS' COMPENSATION	482	261	564	509	614
	<b>TOTAL PERSONNEL</b>	<b>372,548</b>	<b>201,096</b>	<b>364,506</b>	<b>392,980</b>	<b>464,600</b>
4340	COMMUNICATIONS	772	540	1,000	1,000	1,000
4350	DUES, MEMBERSHIPS & SUBSCRIPTIONS	1,156	299	3,000	3,000	3,000
4380	GENERAL SUPPLIES	3,830	8,738	5,590	6,000	6,000
4410	LICENSES & PERMITS	6,583	6,461	6,725	7,000	7,000
4470	REPAIR & MAINTENANCE SERVICES	32	291	1,500	1,500	1,500
4480	RENTAL & MAINT.	677		8,000	6,000	6,000
4500	TRAVEL	1,799	2,655	3,000	2,500	2,500
5010	AUDIT - FINANCIAL	32,100	30,786	35,000	37,500	37,500
5020	ADMIN SALES TAX			6,566	7,000	7,000
5100	BANK AGENCY FEES	2,622			5,000	5,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>49,571</b>	<b>49,770</b>	<b>70,381</b>	<b>76,500</b>	<b>76,500</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>422,119</b>	<b>250,866</b>	<b>434,887</b>	<b>469,480</b>	<b>541,100</b>
	CAPITAL	9,330		12,000	12,000	12,000
	OTHER			1,750	3,500	3,500
	<b>TOTAL OTHER</b>	<b>9,330</b>		<b>13,750</b>	<b>15,500</b>	<b>15,500</b>
	<b>TOTAL FINANCE DEPARTMENT</b>	<b>431,449</b>	<b>250,866</b>	<b>448,637</b>	<b>484,980</b>	<b>556,600</b>

- Increase in Personnel costs for Cashiers transfer from Administration
- Provided for the State fees charged for their 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 and park areas, including the ball fields. 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.

### **2018-2019 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.

### **2017 - 2018 Accomplishments**

- Completed the projects at Cureton Park, including fencing and painting structures including light poles.
- Took on 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

<b>MAINTENANCE</b>						
<b>890</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4100	REGULAR EMPLOYEES	161,891	93,575	187,150	233,350	270,499
4105	BUYOUT					
4110	OVERTIME	7,911	3,542	8,896	1,600	1,600
4130	GROUP INSURANCE	34,572	17,227	32,287	56,599	41,738
4140	FICA	12,934	7,429	14,998	17,974	20,816
4150	ASRS	18,016	11,174	22,408	27,019	27,842
4170	UNEMPLOYMENT COMPENSATION	2,093	486	1,854	1,540	1,733
4180	WORKERS' COMPENSATION	6,587	3,437	7,816	8,660	10,255
4190	TAXABLE FRINGE BENEFITS					
	<b>TOTAL PERSONNEL</b>	<b>244,004</b>	<b>136,870</b>	<b>275,409</b>	<b>346,742</b>	<b>374,483</b>
4320	AUTO SUPPLIES	721	1,094	2,000	2,000	2,000
4330	CHEMICALS	68	65	3,000	4,000	4,000
4340	COMMUNICATIONS	1,188	824	900	900	900
4370	GASOLINE	6,284	3,675	6,000	9,500	9,500
4380	GENERAL SUPPLIES	10,350	10,380	16,000	5,000	10,000
4400	JANITORIAL SUPPLIES	1,163	267	4,000	5,000	5,000
4410	LICENSES & FEES		37	1,250	1,250	1,250
4480	REPAIR & MAINTENANCE	10,323	7,857	10,000	10,000	20,000
4485	LITTLE LEAGUE MAINT	6,211	4,658	5,000	5,000	5,000
4490	SMALL TOOLS & MINOR EQUIP	8,450	2,993	2,000	7,500	7,500
4500	TRAVEL	24	25		500	500
4510	UNIFORMS	656	1,915	600	1,000	4,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>45,438</b>	<b>33,790</b>	<b>50,750</b>	<b>51,650</b>	<b>69,650</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>289,442</b>	<b>170,660</b>	<b>326,159</b>	<b>398,392</b>	<b>444,133</b>
	OTHER				15,000	15,000
	<b>TOTAL OTHER</b>				<b>15,000</b>	<b>15,000</b>
	<b>TOTAL MAINTENANCE</b>	<b>289,442</b>	<b>170,660</b>	<b>326,159</b>	<b>413,392</b>	<b>459,133</b>

## 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 13,700 books, 2,200 DVD movies, and 215 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. 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.

### **2018-2019 OBJECTIVES**

- Replace six remaining library book shelves to complete replacement project.
- Enhance the Williams Historic Photo display in Visitor Center.
- Improve signage for user-friendly atmosphere.
- Continue to provide excellent services to meet current demand.

### **2017-2018 ACCOMPLISHMENTS**

- Replaced five library book shelves for added books and shelves.
- Served 17,700 patrons, circulating 20,000 items. Accommodated 8,200 internet users and 6,400 Wi-Fi sessions.
- Opened historic photo project to the Visitor Center.
- Initiated year-round reading for infants and toddlers.

<b>LIBRARY</b>						
<b>900</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
	4100 REGULAR EMPLOYEES	87,912	44,751	72,221	87,898	90,238
	4130 GROUP INSURANCE	19,133	9,102	19,333	18,354	19,052
	4140 FICA	6,833	3,424	5,525	6,724	6,903
	4150 ASRS	10,247	5,045	8,068	9,391	9,490
	4170 UNEMPLOYMENT COMPENSATION	404	23	397	364	385
	4180 WORKERS' COMPENSATION	163	77	191	159	164
	<b>TOTAL PERSONNEL</b>	<b>124,692</b>	<b>62,422</b>	<b>105,735</b>	<b>122,890</b>	<b>126,232</b>
	4340 COMMUNICATIONS	2,213	991	3,000	3,000	3,000
	4380 GENERAL SUPPLIES	3,708	4,273	2,000	1,800	5,000
	4470 MAINTENANCE CONTRACTS	44		1,000	100	1,000
	4480 REPAIR & MAINTENANCE	391	32	500	100	100
	4500 TRAVEL					
	5140 BOOKS AND PERIODICALS	18,916	8,569	17,000	18,000	18,000
	5160 OCLC ONLINE USAGE FEE	500		1,000	1,000	1,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>25,772</b>	<b>13,865</b>	<b>24,500</b>	<b>24,000</b>	<b>28,100</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>150,464</b>	<b>76,287</b>	<b>130,235</b>	<b>146,890</b>	<b>154,332</b>
	OTHER	5,320		2,500	2,500	2,500
	<b>TOTAL OTHER</b>	<b>5,320</b>		<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
	<b>TOTAL LIBRARY</b>	<b>155,784</b>	<b>76,287</b>	<b>132,735</b>	<b>149,390</b>	<b>156,832</b>

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

### **2018-2019 OBJECTIVES**

- Complete the basketball striping at the Rec Park (the final court striping need 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 that area.
- Obtain and install the ‘Recreation Facilities’ sign.
- Continue to identify alternative funding sources to support community programming.

### **2017-2018 ACCOMPLISHMENTS**

- Installed the storage unit in the yard east of the Recreation Center.
- Installed the ADA compliant door in the Skate Park and completed the exterior renovations to that facility.
- Completed the majority of the Recreation Center painting and improvements, including a total refurbishment of the recreation center office.
- Updated the CIP for all Recreation facilities and set goals that extend up to 10 years.

<b>RECREATION</b>							
<b>920</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed	
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19	
	4100	REGULAR EMPLOYEES	126,600	66,800	136,408	136,408	147,442
	4110	OVERTIME	1,079	1,468	1,500		
	4130	GROUP INSURANCE	21,259	9,610	23,605	24,980	18,740
	4140	FICA	9,977	5,223	10,550	10,435	11,279
	4150	ASRS	11,160	6,274	10,426	11,593	12,862
	4170	UNEMPLOYMENT COMPENSATION	1,278	607	1,046	952	952
	4180	WORKERS' COMPENSATION	1,599	754	1,598	1,861	2,012
		<b>TOTAL PERSONNEL</b>	<b>172,952</b>	<b>90,736</b>	<b>185,133</b>	<b>186,229</b>	<b>193,287</b>
	4330	CHEMICALS	1,381	1,308	1,308		
	4340	COMMUNICATIONS	3,213	1,637	3,500	4,000	4,000
	4360	ELECTRICITY	24,400	11,938	25,000	18,000	25,000
	4370	GASOLINE	396	34	500	500	500
	4380	GENERAL SUPPLIES	6,525	2,371	5,000	5,000	6,000
	4410	LICENSES, PERMITS & FEES	731	738	750	750	750
	4420	NATURAL GAS	5,253	1,969	8,000	10,000	10,000
	4430	OTHER PROFESSIONAL			100		
	4470	RENTAL & MAINTENANCE	609		1,000	1,000	1,000
	4480	REPAIR & MAINTENANCE	2,567	1,305	2,000	2,000	2,000
	4500	TRAVEL	1,604		1,700	1,500	1,500
	4510	UNIFORMS	671		500	1,000	1,000
	5340	EMPLOYEE FUNCTIONS	2,339		5,000	5,000	5,000
	4115	OPEN GYM					
	5360	RECREATIONAL PROGRAMS	12,438	7,288	15,000	15,000	17,000
		<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>62,127</b>	<b>28,588</b>	<b>69,358</b>	<b>63,750</b>	<b>73,750</b>
		<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>235,079</b>	<b>119,324</b>	<b>254,491</b>	<b>249,979</b>	<b>267,037</b>
		SHOOTING RANGE				3,500	3,500
		OTHER				1,500	1,500
		EQUIPMENT				1,500	1,500
		<b>TOTAL OTHER</b>				<b>6,500</b>	<b>6,500</b>
		<b>TOTAL PARKS &amp; RECREATION</b>	<b>235,079</b>	<b>119,324</b>	<b>254,491</b>	<b>256,479</b>	<b>273,537</b>

- Slight increase in funding for recreational training, programs, & equipment

## 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.

### **2018-2019 OBJECTIVES**

- Purchase and install the new climbing walls.
- Obtain another water exercise unit.
- Keep operations within budgetary limits.
- Continue to increase usage that will result in increased income.

### **2017-2018 ACCOMPLISHMENTS**

- Aquatic Coordinator II and Aquatic Coordinator I obtained their Lifeguard Trainer Certification and their five year Certified Pool Operators accreditations.
- Acquired and installed a new pool pump.
- Acquired and installed a new pool boiler unit.
- Stayed within budget even with the emergency pump and boiler units needing to be replaced.

<b>SWIMMING POOL</b>						
921		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
	4100 REGULAR EMPLOYEES	51,689	28,905	63,991	63,991	93,377
	4130 GROUP INSURANCE	7,330	5,228	6,762	6,961	14,056
	4140 FICA	3,744	2,211	4,895	4,895	7,143
	4150 ASRS	2,656	1,579	2,315	2,389	5,614
	4170 UNEMPLOYMENT COMPENSATION	1,058	285	1,323	1,381	578
	4180 WORKERS' COMPENSATION	1,833	946	1,830	1,765	2,352
	<b>TOTAL PERSONNEL</b>	<b>68,310</b>	<b>39,154</b>	<b>81,116</b>	<b>81,382</b>	<b>123,120</b>
	4330 CHEMICALS	785	108	2,000	2,000	2,000
	4340 COMMUNICATIONS	1,966	1,039	1,638	3,000	3,000
	4350 DUES & MEMBERSHIPS					
	4360 ELECTRICITY	11,848	5,297	10,000	10,000	12,000
	4380 GENERAL SUPPLIES	1,173	63	1,500	1,500	1,500
	4410 LICENSES & PERMITS	225		350	350	350
	4420 NATURAL GAS	1,454	455	1,250	1,250	1,250
	4430 OTHER PROFESSIONAL					
	4480 REPAIR & MAINTENANCE	3,822	1,766	3,000	3,000	4,000
	4500 TRAVEL	875	1,179	1,500	1,500	1,500
	4510 UNIFORMS	180		500	500	500
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>22,328</b>	<b>9,907</b>	<b>21,738</b>	<b>23,100</b>	<b>26,100</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>90,638</b>	<b>49,061</b>	<b>102,854</b>	<b>104,482</b>	<b>149,220</b>
	OTHER	253		1,000	1,000	1,000
	<b>TOTAL OTHER</b>	<b>253</b>		<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>TOTAL SWIMMING POOL</b>	<b>90,891</b>	<b>49,061</b>	<b>103,854</b>	<b>105,482</b>	<b>150,220</b>

Adjustment for seasonal staff to match market conditions in Williams.

## 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/RESPONSIBILITIES**

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. Dispatchers and officers 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 new Code Red system in cooperation with Coconino County Emergency Management.

### **2018-2019 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
- Develop new crime reporting system wireless based "WEB RMS"
- In the final stages of Integrating computers with wireless technology into patrol vehicles.
- Improve phone systems throughout the WPD to current and future technology standards
- Institute Safe Shopper Program to ensure our residents and tourist are safe from transient population.

<b>POLICE DEPARTMENT</b>						
<b>930</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget
						18/19
4100	REGULAR EMPLOYEES	1,102,630	518,871	1,010,883	1,116,919	1,165,091
4105	CONTINGENCY					
4110	OVERTIME	64,654	44,626	70,000	60,000	60,000
4120	EXTRA PAY					
4130	GROUP INSURANCE	207,843	92,511	220,000	216,272	218,906
4140	FICA	83,659	43,108	82,688	90,034	93,719
4150	ASRS	57,902	30,667	56,536	55,904	58,349
4160	PSPRS	153,882	85,945	152,986	121,718	126,460
4170	UNEMPLOYMENT COMPENSATIO	5,160	519	4,634	4,813	4,813
4180	WORKERS' COMPENSATION	20,974	7,869	22,725	21,383	22,231
	<b>TOTAL PERSONNEL</b>	<b>1,696,704</b>	<b>824,116</b>	<b>1,620,452</b>	<b>1,687,043</b>	<b>1,749,569</b>
4310	ADVERTISING	456		1,000	1,000	1,000
4320	AUTO SUPPLIES	8,425	1,624	6,000	6,000	8,500
4400	JANITORIAL	100	203	500	1,300	1,000
4340	COMMUNICATIONS	34,201	16,364	30,500	23,000	35,000
4350	DUES, MEMBERSHIPS & SUBSCF	861	293	1,000	1,000	1,000
4360	ELECTRICITY	10,272	5,455	10,000	10,000	10,000
4370	GASOLINE	16,610	11,146	20,000	44,000	44,000
4380	GENERAL SUPPLIES	13,993	7,328	15,000	12,000	15,000
4410	LICENSES & PERMITS	422	653	2,500	2,500	1,000
4420	NATURAL GAS	1,929	682	3,000	4,000	3,000
4430	OTHER PROFESSIONAL	2,192	1,948	2,500	2,500	2,500
4440	POSTAGE	254	144	150	150	250
4460	PUBLIC RELATIONS	1,646	933	1,500	1,500	1,500
4470	RENTAL - MAINT	6,794	3,279	7,000	7,000	7,000
4480	REPAIR & MAINTENANCE SERVIC	27,620	15,251	25,000	12,000	25,000
4490	SMALL EQUIPMENT	1,954	129	2,000	2,000	2,000
4500	TRAVEL AND TRAINING	3,559	6,247	10,000	3,000	10,000
4510	UNIFORMS	164	70	16,500	18,500	18,500
4520	UTILITIES			1,300	1,300	
4540	SAFETY SUPPLIES	2,999	3,010	3,000	1,540	3,000
5050	ANIMAL CONTROL COSTS	17,822	6,379	18,000	50,000	50,000
5130	ARMORY / AMMUNITION	4,790	564	7,000	7,000	5,000
	<b>TOTAL SERVICE &amp; SUPPLIES</b>	<b>157,063</b>	<b>81,702</b>	<b>183,450</b>	<b>211,290</b>	<b>244,250</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>1,853,767</b>	<b>905,818</b>	<b>1,803,902</b>	<b>1,898,333</b>	<b>1,993,819</b>
	OTHER - LEASE PAYMENTS	23,928	22,199	18,400	18,400	18,400
	COMPUTERS	3,547	42,288	7,500	10,500	5,000
	OFFICE EQUIPMENT	1,792		2,500	5,000	5,000
	VEHICLES	5,827		18,256		45,000
	CAPITAL OUTLAY	6,480		45,000	26,275	20,000
	COMPUTER SOFTWARE USAGE	63,143	54,935	109,870	65,000	80,000
	RADIO EQUIPMENT			10,000	31,500	10,000
	CAMERA EQUIPMENT	15,850			17,000	10,000
	BUILDING IMPROVEMENTS	27,331				
	WEAPON PROGRAM	3,401	3,990	8,000	8,000	5,000
	MTR ONE-TIME MATCH			10,000	10,000	10,000
	<b>TOTAL OTHER</b>	<b>151,299</b>	<b>123,412</b>	<b>229,526</b>	<b>191,675</b>	<b>208,400</b>
	<b>TOTAL POLICE</b>	<b>2,005,066</b>	<b>1,029,230</b>	<b>2,033,428</b>	<b>2,090,008</b>	<b>2,202,219</b>

## Fire Department

### **DEPARTMENT DESCRIPTION**

The Williams Volunteer Fire Department is an all-volunteer fire department. They are budgeted to have 30 volunteers and current 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.

### **2018-2019 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

### **2017-2018 ACCOMPLISHMENTS**

- Continued to purchase Wild Land equipment and turnout gear
- Conducted more training
- Completed exercise activities at Station 2

<b>FIRE</b>						
<b>940</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
	4100 REGULAR EMPLOYEES	49,730	27,380	60,000	60,000	82,913
	4130 INSURANCE			26,000	26,000	26,000
	4140 FICA	3,805	2,095	4,590	4,590	6,343
	4150 RETIREMENT	6,895	2,970	6,500	6,307	9,535
	4180 WORKERS' COMPENSATION	12,211	6,450	22,000	23,425	23,425
	<b>TOTAL PERSONNEL</b>	<b>72,641</b>	<b>38,895</b>	<b>119,090</b>	<b>120,322</b>	<b>148,216</b>
	4320 AUTO SUPPLIES	1,753	3,042	3,000	3,000	3,000
	4330 CHEMICALS			2,000	2,000	2,000
	4340 COMMUNICATIONS	4,031	6,714	7,000	5,000	5,000
	4350 DUES, MEMBERSHIPS & SUBSCRIPT	2,551		3,000	3,500	3,500
	4360 ELECTRICITY	4,338	2,238	3,700	3,700	3,700
	4370 GASOLINE	1,487	1,621	2,081	4,000	4,000
	4380 GENERAL SUPPLIES/MEDICAL EQUIP	7,181	3,719	7,000	7,000	7,000
	4390 INSURANCE	9,918		10,000	5,500	5,500
	4420 NATURAL GAS	2,942	829	3,000	3,000	3,000
	4430 OTHER PROFESSIONAL	14,561	3,442	5,000	6,000	6,000
	4440 POSTAGE	98		100	100	100
	4470 RENTAL & MAINTENANCE CONTRACTS	1,133	412	2,000	2,500	2,500
	4480 REPAIR & MAINTENANCE SERVICES	10,454	7,213	10,000	10,000	10,000
	4490 SMALL TOOLS & MINOR EQUIPMENT	19,497	4,818	10,000	15,000	15,000
	4500 TRAVEL AND TRAINING	7,736	3,503	7,000	15,000	15,000
	4510 UNIFORMS	11,083	10,792	11,000	15,000	15,000
	5380 FIRE PREVENTION	3,497	2,137	3,000	2,000	2,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>102,260</b>	<b>50,480</b>	<b>88,881</b>	<b>102,300</b>	<b>102,300</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>174,901</b>	<b>89,375</b>	<b>207,971</b>	<b>222,622</b>	<b>250,516</b>
	RADIO UPGRADES		8,126			
	LEASE TRANSFERS					
	7055 CAPITAL	8,126			72,000	72,000
	<b>TOTAL OTHER</b>	<b>8,126</b>	<b>8,126</b>		<b>72,000</b>	<b>72,000</b>
	<b>TOTAL FIRE DEPARTMENT</b>	<b>183,027</b>	<b>97,501</b>	<b>207,971</b>	<b>294,622</b>	<b>322,516</b>

## Public Works

### DEPARTMENT DESCRIPTION

Department oversees Public Works functions including Water/Wastewater, Streets, Sanitation, Central Garage, Maintenance, and the Airport.

<b>PUBLIC WORKS &amp; DEVELOPMENT</b>						
<b>950</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
	4100 REGULAR EMPLOYEES	59,132		20,011	0	87,496
	4130 GROUP INSURANCE	7,971		2,100	0	11,873
	4140 FICA	4,524		1,531	0	6,693
	4150 ASRS	6,779		2,301	0	10,062
	4170 UNEMPLOYMENT COMPENSATION	193		0	0	193
	4180 WORKERS' COMPENSATION	1,211		0	0	1,842
	<b>TOTAL PERSONNEL</b>	<b>79,810</b>	<b>0</b>	<b>25,943</b>	<b>0</b>	<b>118,159</b>
	4340 COMMUNICATIONS	55		0	0	0
	4350 DUES, MEMBERSHIPS & SUBSCRIPT			0	0	750
	4370 GASOLINE	5		0	0	2,000
	4380 GENERAL SUPPLIES	112		0	0	2,000
	4480 REPAIR			0	0	500
	4500 TRAVEL & TRAINING	3,031		0	0	2,500
	5040 PROF ENGINEERING	1,737		0	0	100,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>4,940</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>107,750</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>84,750</b>	<b>0</b>	<b>25,943</b>	<b>0</b>	<b>225,909</b>
	OTHER				73,657	58,500
	<b>TOTAL OTHER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73,657</b>	<b>58,500</b>
	<b>TOTAL PUBLIC WORKS</b>	<b>84,750</b>	<b>0</b>	<b>25,943</b>	<b>73,657</b>	<b>284,409</b>

## 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.

### **2018-2019 OBJECTIVES**

- Additional certifications and training
- Start 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.

### **2017-2018 ACCOMPLISHMENTS**

- We have hired a 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 145 Building and related permits. This is comparable to the previous year but new houses have increase 35% from 13 to 21. By the number of single family applications this year, next year will probably be another increase.
- Code enforcement sent out 184 notices, 5 going to citation. Tagged 11 vehicles, 4 being towed.
- We have adopted and enforcing current 2015 International Building Codes

<b>BUILDING INSPECTION</b>						
960		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
	4100 REGULAR EMPLOYEES	112,567	61,303	117,443	117,443	42,891
	4110 OVERTIME	2,513	1,478	2,500		1,500
	4130 GROUP INSURANCE	28,292	13,584	26,115	26,115	15,239
	4140 FICA	8,802	4,803	9,176	8,984	3,281
	4150 ASRS	12,651	7,199	12,113	13,506	4,932
	4170 UNEMPLOYMENT COMPENSATION	385		385	385	193
	4180 WORKERS' COMPENSATION	2,313	1,340	2,500	2,472	903
	<b>TOTAL PERSONNEL</b>	<b>167,523</b>	<b>89,707</b>	<b>170,231</b>	<b>168,905</b>	<b>68,939</b>
	4340 COMMUNICATIONS	1,301	439	1,500	1,100	1,100
	4350 DUES, MEMBERSHIPS & SUBSCRIP	566	285	1,500	1,500	750
	4370 GASOLINE			1,000	4,000	2,000
	4380 GENERAL SUPPLIES	2,065	1,095	3,000	4,800	2,000
	4480 REPAIR			500	500	500
	4500 TRAVEL & TRAINING		64	1,000	5,000	2,500
	5350 ABATEMENT	7		1,000	3,500	2,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>3,939</b>	<b>1,883</b>	<b>9,500</b>	<b>20,400</b>	<b>10,850</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>171,462</b>	<b>91,590</b>	<b>179,731</b>	<b>189,305</b>	<b>79,789</b>
	OTHER				15,500	10,000
	<b>TOTAL OTHER</b>				<b>15,500</b>	<b>10,000</b>
	<b>TOTAL BUILDING INSPECTION</b>	<b>171,462</b>	<b>91,590</b>	<b>179,731</b>	<b>204,805</b>	<b>89,789</b>

- Increase memberships, training and travel items to accommodate training of new Building Inspector II position
- Decrease in Personnel costs with transfer to Public Works
- 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.

### **2018-2019 OBJECTIVES**

- Maintains existing equipment to extend useful service life.
- Complete installation of lift.
- Complete all components of the west gateway arch.
- Refurbish Sanitation Equipment to extend usable life.

### **2017 - 2018 Accomplishments**

- New Hoist
- Completed new horse stall corral pen.
- Maintained existing equipment to extend useful service life.
- Assisted in metal fabrication on many City park projects.
- Completed baseball park structures & dugouts.

<b>CENTRAL GARAGE</b>						
<b>970</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4100	REGULAR EMPLOYEES	150,638	77,653	147,700	153,246	157,831
4110	OVERTIME	232	1,735	3,000	3,000	3,000
4130	GROUP INSURANCE	32,229	17,231	35,733	28,982	34,377
4140	FICA	11,542	6,073	11,529	11,953	12,304
4150	ASRS	17,096	8,905	16,670	17,968	18,496
4170	UNEMPLOYMENT COMPENSATION	577		695	578	578
4180	WORKERS' COMPENSATION	3,453	1,536	3,940	3,696	3,805
4190	FRINGE BENEFITS			1,800		
	<b>TOTAL PERSONNEL</b>	<b>215,767</b>	<b>113,133</b>	<b>221,067</b>	<b>219,423</b>	<b>230,391</b>
4320	AUTO SUPPLIES	74,178	47,231	95,000	90,000	100,000
4330	CHEMICALS					
4340	COMMUNICATIONS	2,079	909	2,000	2,000	2,000
4360	ELECTRICITY	4,921	2,064	5,000	5,000	5,000
4370	FUELS & LUBRICANTS	31,166	13,787	40,000	55,000	55,000
4380	GENERAL SUPPLIES	2,801	2,059	4,000	4,000	4,000
4420	NATURAL GAS	1,840	379	2,500	3,000	3,000
4480	REPAIR & MAINTENANCE SERVICES	27,376	34,422	44,000	5,000	25,000
4490	SMALL TOOLS & MINOR EQUIPMENT	323	6,880	8,000	2,500	2,500
4500	TRAVEL & TRAINING		100	500	1,000	1,000
4510	UNIFORMS	3,734	1,526	3,200	3,000	3,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>148,418</b>	<b>109,357</b>	<b>204,200</b>	<b>170,500</b>	<b>200,500</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>364,185</b>	<b>222,490</b>	<b>425,267</b>	<b>389,923</b>	<b>430,891</b>
	FUEL SYSTEM					
	EQUIPMENT	6,263			10,000	10,000
	<b>TOTAL OTHER</b>	<b>6,263</b>			<b>10,000</b>	<b>10,000</b>
	<b>TOTAL CENTRAL GARAGE</b>	<b>370,448</b>	<b>222,490</b>	<b>425,267</b>	<b>399,923</b>	<b>440,891</b>

## 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.

### 2018-2019 OBJECTIVES

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

### 2017 - 2018 Accomplishments

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

<b>AIRPORT</b>						
980		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4310	ADVERTISING	52		52	1,000	1,000
4340	COMMUNICATIONS	1,680	716	2,000	2,000	2,000
4360	ELECTRICITY	26,900	11,085	23,000	25,000	25,000
4370	GASOLINE	54,990	70,826	100,000	35,000	
4380	GENERAL SUPPLIES	3,481	429	5,000	1,000	1,000
4390	INSURANCE	6,413	6,413	7,000	7,000	7,000
4400	SUPPLIES	2,502		1,000	2,000	2,000
4410	LICENSE, PERMITS FEES	720	234	1,000	1,000	1,000
4420	NATURAL GAS				1,000	1,000
4430	OTHER PROFESSIONAL	7,649	54,087	65,000	1,000	36,000
4480	REPAIR & MAINTENANCE SERVICES	7,771	16,445	20,000	15,000	15,000
4520	UTILITIES - WATER				500	500
5100	AGENCY FEES	2,226	2,180	3,000	1,500	1,500
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>114,384</b>	<b>162,415</b>	<b>227,052</b>	<b>93,000</b>	<b>93,000</b>
	AIRPORT GRANT MATCHING FUNDS	38,165		50,000	92,500	92,500
	EQUIPMENT					
	HANGAR LEASE PAYMENT		19,083	38,164	38,164	38,164
	<b>TOTAL OTHER</b>	<b>38,165</b>	<b>19,083</b>	<b>88,164</b>	<b>130,664</b>	<b>130,664</b>
	<b>TOTAL AIRPORT</b>	<b>152,549</b>	<b>181,498</b>	<b>315,216</b>	<b>223,664</b>	<b>223,664</b>

## 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 its 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.

### 2018-2019 OBJECTIVES

- Continue to maintain the needs of the facility

### 2017-2018 ACCOMPLISHMENTS

- Maintained the facility to standards

<b>SENIOR CENTER</b>						
<b>990</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
4360	ELECTRICITY	6,722	3,646	6,500	8,000	8,000
4380	SUPPLIES	47	400			
4420	NATURAL GAS	2,673	1,036	3,465	4,200	4,200
4480	REPAIR & MAINTENANCE SERV	4,403	335	2,239	5,000	5,000
4520	UTILITIES			5,000	5,000	5,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>13,845</b>	<b>5,417</b>	<b>17,204</b>	<b>22,200</b>	<b>22,200</b>
	BUILDING IMPROVEMENTS		22,248	22,300	35,000	35,000
	OTHER IMPROVEMENTS			5,000	5,000	5,000
	<b>TOTAL OTHER</b>		<b>22,248</b>	<b>27,300</b>	<b>40,000</b>	<b>40,000</b>
	<b>TOTAL SENIOR CENTER</b>	<b>13,845</b>	<b>27,665</b>	<b>44,504</b>	<b>62,200</b>	<b>62,200</b>

## Forest Service Building

### DEPARTMENT DESCRIPTION

The City owns the building located at the South end of 6<sup>th</sup> 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 maintenance, including painting and snow removal.

### 2018-2019 OBJECTIVES

- Address continual maintenance & replacement issues

### 2017-2018 ACCOMPLISHMENTS

- Maintained facility to contract standards

<b>FOREST SERVICE BUILDING FUND</b>						
<b>23</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
4100	REGULAR EMPLOYEES					
4140	FICA					
4150	ASRS					
	<b>TOTAL PERSONNEL</b>					
4360	ELECTRICITY	16,656	8,545	17,090	21,000	21,000
4380	GENERAL SUPPLIES	427	314	3,000	3,000	3,000
4400	JANITORIAL SUPPLIES			1,000	2,000	2,000
4420	NATURAL GAS	5,149	1,869	7,500	9,500	9,500
4480	REPAIR & MAINTENANCE SERVICE	33,257	6,253	25,000	25,000	25,000
4520	UTILITIES - WATER			3,500	3,500	3,500
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>55,489</b>	<b>16,981</b>	<b>57,090</b>	<b>64,000</b>	<b>64,000</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>55,489</b>	<b>16,981</b>	<b>57,090</b>	<b>64,000</b>	<b>64,000</b>
	<b>OTHER</b>					
	BUILDING REPAIRS			21,079		50,000
	TRANSFER OUT	200,000		200,000	200,000	
	<b>TOTAL OTHER</b>	<b>200,000</b>		<b>221,079</b>	<b>200,000</b>	<b>50,000</b>
	<b>TOTAL FOREST SERVICE</b>	<b>255,489</b>	<b>16,981</b>	<b>278,169</b>	<b>264,000</b>	<b>114,000</b>

## **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.

### **2018-2019 OBJECTIVES**

- Continue to provide marketing, tourism and economic development services to the City of Williams to include creation of a comprehensive marketing plan.
- Continue to look for new markets to promote Williams.
- Participate in the AOT Cooperative Marketing Program.
- Develop campaigns to attract new and returning visitors to Williams on new platforms including; TV, digital, social, and print.
- Continue to utilize social media to attract visitors to Williams.
- Work with businesses and organizations to best promote Williams as a destination.
- Create new videos for promotion of Williams on social media and across digital marketing campaigns.
- Golf course photo shoot in the summer to highlight the course with players, green grass, and views. Golf focused images will help with targeted advertising in the future

### **2017-2018 ACCOMPLISHMENTS**

- Continued use of brand "Experience Williams- Gateway to the Grand Canyon."
- Hosted 35 journalists via AOT leads, met with over 200 journalists domestically and internationally in the following countries: Germany, Canada, UK, and China.
- Conducted a 6 month marketing campaign with AZCentral.com/Arizona Republic resulting in over 264,400 impressions per month with a total of 1,586,400 impressions for the life of the campaign online. Print circulation reached over 4 million.
- Participated in AOT Cooperative Program with an investment of \$49,851 with dollar for dollar matching.
- Attended IPW and met with more than 40 tour operators and 30 journalists.
- Attended Arizona Media Marketplace in Tucson meeting with more than 20 Arizona, California, and Canadian journalists.
- More promotion of the golf course to Valley audience.
- More focus and attention to the Visitor Center as THE first stop in Williams, resulting in highest numbers in visitation to date at the Center.

<b>TOURISM PROMOTION</b>						
<b>010</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
	<b>MARKETING</b>					
	4100 REGULAR EMPLOYEES	5,744				
	4130 GROUP INSURANCE	950				
	4140 FICA	535				
	4150 ASRS	802				
	4170 UNEMPLOYMENT COMPENSATION			927		
	4180 WORKERS' COMPENSATION			245		
	<b>TOTAL PERSONNEL</b>	<b>8,031</b>		<b>1,172</b>		
	5202 TOURISM PROMOTION	222,787	108,308	221,000	221,000	<b>221,000</b>
	SUPPLIES			500		
	5208 WILD WEST SHOW					
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>222,787</b>	<b>108,308</b>	<b>221,500</b>	<b>221,000</b>	<b>221,000</b>
	<b>CITY OF WILLIAMS</b>					
	<b>SPECIAL EVENTS</b>	46,047	69,172	74,690	92,231	104,231
	CONTINGENCY FUND					
	POLICE OT (IN TRANSFERS)					
	4TH OF JULY DISPLAY					
	<b>TOTAL CITY OF WILLIAMS</b>	<b>46,047</b>	<b>69,172</b>	<b>74,690</b>	<b>92,231</b>	<b>104,231</b>
	<b>TOTAL TOURISM &amp; EVENTS</b>	<b>276,865</b>	<b>177,480</b>	<b>297,362</b>	<b>313,231</b>	<b>325,231</b>

- Funding level for marketing is established at \$221,000
- Funding for events is established at \$104,231

## 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.

### **2018-2019 OBJECTIVES**

- Redo the main electrical box at Cureton Park.
- Refurbish basketball courts at Cureton Park.
- Acquired 4 to 6 more bleacher units to place around fields at Cureton Park.
- Sandblast and refurbish all 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 10<sup>th</sup> Street.
- Continue improvements to Recreation facilities as outlined in the updated CIP and identified by the Parks and Recreation Commission.

### **2017-2018 ACCOMPLISHMENTS**

- Refurbished the bathrooms at Buckskinner Park and completed ADA compliant ramp around the facility.
- Acquired the signs for Buckskinner Park that will be installed soon.
- Completed improvements at Cureton Park, including the new field, handicap parking, update playground/picnic area, painted towers and light poles.
- Refurbished interior of the Rodeo Barn, including new LED lighting.
- Installed concrete handicap apron around west pedestrian entrance of the Rodeo Barn.
- Completed storage building in Rec Center ‘back yard’ and obtained 20 more tables and 90 more chairs to facilitate stage and downtown needs.

<b>RECREATION FACILITIES</b>						
<b>020</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4380	SUPPLIES	1,848	234	1,000	5,500	5,500
4470	RENTAL CONTRACTS				1,000	1,000
4480	REPAIR & MAINTENANCE	9,030	14,001	10,000	10,000	10,000
4520	UTILITIES			1,000	1,000	1,000
7000	PROJECTS				280,850	50,000
	BUCKSKINNER PARK	11,640	193	10,000		50,000
	REC CENTER IMPROVEMENTS	59,955	6,074	20,000		10,000
	CURETON PARK	15,569	110,075	7,500		40,000
	PARKING			10,000		50,000
	GLASSBURN PARK	5,730	3,755	22,500		
	OTHER MAINTENANCE	1,500		15,000		50,000
	PLAYGROUND REPLACEMENT			20,000		
	RAILROAD MUSEUM		88	2,500		
	RODEO GROUND	36,209	18,448	40,000		30,000
	SWIMMING POOL	3,671		12,000		20,000
	CATARACT PARK					10,000
		<b>143,304</b>	<b>152,634</b>	<b>170,500</b>	<b>298,350</b>	<b>317,500</b>

- 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.

### 2018-2019 OBJECTIVES

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

<b>Visitor Center</b>						
<b>030</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
4100	REGULAR EMPLOYEES	101,612	53,474	106,948	124,949	136,107
41XX	COMMISSIONS	8,743	5,315	10,630	10,000	10,000
4130	GROUP INSURANCE	15,104	7,251	14,502	27,030	28,153
4140	FICA	8,302	4,497	8,995	10,324	10,412
4150	ASRS	11,533	6,216	12,432	15,134	15,652
4170	UNEMPLOYMENT COMPENSATION	1,051	75	225	1,155	1,155
4180	WORKERS' COMPENSATION	208	99	297	245	247
	<b>TOTAL PERSONNEL</b>	<b>146,553</b>	<b>76,927</b>	<b>154,029</b>	<b>188,837</b>	<b>201,726</b>
4310	ADVERTISING	1,349	245	1,000	1,500	1,500
4340	COMMUNICATIONS	5,291	2,038	4,270	2,000	5,000
4360	ELECTRICITY	5,490	2,422	5,200	5,500	5,500
4380	GENERAL SUPPLIES	6,052	2,910	5,000	3,000	4,000
4400	OTHER	3,444	2,896	5,100	6,000	6,000
4420	NATURAL GAS	1,861	640	2,000	2,500	2,500
4480	REPAIR & MAINTENANCE	4,328	2,559	1,000	3,000	3,000
4520	UTILITIES			3,500	4,000	4,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>27,815</b>	<b>13,710</b>	<b>27,070</b>	<b>27,500</b>	<b>31,500</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>174,368</b>	<b>90,637</b>	<b>181,099</b>	<b>216,337</b>	<b>233,226</b>
	<b>OTHER</b>				5,000	5,000
	PURCHASES	52,838	36,504	60,000	60,000	60,000
	EQUIPMENT	1,733		1,000	3,000	3,000
	<b>TOTAL OTHER</b>	<b>54,571</b>	<b>36,504</b>	<b>61,000</b>	<b>68,000</b>	<b>68,000</b>
	<b>TOTAL VISITOR CENTER</b>	<b>228,939</b>	<b>127,141</b>	<b>242,099</b>	<b>284,337</b>	<b>301,226</b>

## 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.

### **2018-2019 OBJECTIVES**

- Continue full Street Maintenance Program – Sweeping, repair, crack maintenance, chip sealing, AP replacement.
- Flood projects – 3<sup>rd</sup> Street and Grant, install valley gutter
- Replacement of N Grand Canyon BLVD with chip seal.
- Sign Replacement Project – NACOG.
- Replace Safety Barricades to meet changing standards.
- Chip Seal or Seal Coat Country Club Rd, South 9<sup>th</sup> St and South Rd.
- Repair 5<sup>th</sup> Street bridge at 500 block

### **2017 – 2018 Accomplishments**

- Facilitated the new sidewalks on W Edison at Cureton Park.
- Facilitated the installation of new sidewalks on E Railroad Ave.
- Patched major pot holes on N Grand Canyon BLVD
- Reconstructed Round House Rd to Lake Ellen.

### **Projects**

- Floor Project 3<sup>rd</sup> and Grant.
- Sign Replacement – NACOG.
- Replacement of N Grand Canyon Blvd & Chip Seal.
- Replace valley gutter and paving at the intersection of GC Blvd and Edison.
- Airport Road repair – Collaboration with County Public Works

<b>STREET DEPARTMENT</b>						
05		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4100	REGULAR EMPLOYEES	240,195	112,211	257,100	257,484	272,899
4105	OTHER COMPENSATION					
4110	OVERTIME	26,748	5,002	27,500	25,000	25,000
4130	GROUP INSURANCE	42,794	17,080	34,160	45,432	47,411
4140	FICA	19,780	8,967	21,772	21,610	22,789
4150	ASRS	28,347	12,119	31,134	31,632	32,551
4170	UNEMPLOYMENT COMPENSATION	1,196	5	1,479	1,348	1,348
4180	WORKERS' COMPENSATION	19,153	6,680	27,706	24,095	25,450
	<b>TOTAL PERSONNEL</b>	<b>378,213</b>	<b>162,064</b>	<b>400,851</b>	<b>406,601</b>	<b>427,448</b>
4320	AUTO SUPPLIES	21,252	15,714	25,000	25,000	25,000
4340	COMMUNICATIONS	491	157	600	500	500
4360	ELECTRICITY	7,925	2,444	10,000	10,000	10,000
4370	GASOLINE	25,050	8,207	30,000	55,000	55,000
4380	GENERAL SUPPLIES	9,999	10,316	10,000	10,000	10,000
4410	LICENSES, PERMITS & FEES			500	500	500
4420	NATURAL GAS	4,022	779	4,500	5,000	5,000
4430	OTHER PROFESSIONAL	2,965	111	3,500	1,500	1,500
4470	RENTAL OF EQUIP & VEHICLES	3,638		5,000	5,000	5,000
4480	REPAIR & MAINTENANCE SERVICES	36,370	12,541	20,000	5,000	5,000
4490	SMALL TOOLS & MINOR EQUIPMENT	3,455	1,497	4,500	6,500	6,500
4500	TRAVEL	281	116	300	500	500
4510	UNIFORMS	969	1,037	1,000	1,000	1,000
4540	SAFETY EQUIP/SIGNS	6,411	259	9,000	9,000	9,000
5040	PROF SERVICES ENGINEERING		55,613	15,000	15,000	15,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>122,828</b>	<b>108,791</b>	<b>138,900</b>	<b>149,500</b>	<b>149,500</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>501,041</b>	<b>270,855</b>	<b>539,751</b>	<b>556,101</b>	<b>576,948</b>
	<b>OTHER</b>					
	OTHER		123,730	7,000	7,000	157,495
	STREET PROJECTS		868,582	250,000	250,000	1,300,712
	CONSTRUCTION MATERIAL	68,467	32,558	250,000	500,000	500,000
	STREET AND CURB STRIPING	10,625	469	15,000	16,000	16,000
	<b>TOTAL OTHER</b>	<b>79,092</b>	<b>1,025,339</b>	<b>522,000</b>	<b>773,000</b>	<b>1,974,207</b>
	<b>TOTAL STREET DEPARTMENT</b>	<b>580,133</b>	<b>1,296,194</b>	<b>1,061,751</b>	<b>1,329,101</b>	<b>2,551,155</b>

- Total amount available for street improvements is almost two million dollars. Includes \$650,000 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.

### **2018-2019 OBJECTIVES**

The City anticipates several grants in Fiscal Year 2019:

- NACOG Grant for street project
- ADOT Grant for street project
- Departments continue to actively pursue other grant opportunities.

### **2017-2018 ACCOMPLISHMENTS**

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

- NACOG funding for Reuse Project
- Library Funding
- Railroad Museum Artifact Acquisition
- Bullitt Proof Vest Program
- RICO Police Equipment Funding
- GOHS grants for Police overtime, traffic, and DUI enforcement

GRANT FUND							
24	Estimated Revenue FY 17/18	Estimated Expenses FY 17/18	Projected Ending Fund FY 17/18	Estimated Revenue FY 18/19	Estimated Expenses FY 18/19	Projected Ending Fund FY 18/19	
<b>Library Grants Fund 22</b>							
County Equity Funds ( now part of General Fund )							
<b>Police Department Fund 24</b>							
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 County Initiative	12,000	12,000		12,000	12,000		
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							
<b>Airport Grants Fund 20</b>							
Airport ADOT Grants	250,000	250,000		250,000	250,000		
FAA Grants	750,000	750,000		750,000	750,000		
Other Federal Grants	100,000	100,000		100,000	100,000		
Other Grants	250,000	250,000		250,000	250,000		
<b>CDBG Grant Fund 21</b>							
NACOG	250,000	250,000		250,000	250,000		
CDBG							
<b>Fire Department Fund 22</b>							
State Fire Programs	25,000	25,000		25,000	25,000		
Federal Fire Programs	50,000	50,000		50,000	50,000		
<b>Other Department Fund 22</b>							
Local Programs	25,000	25,000		25,000	25,000		
Federal/State Programs							
<b>Total</b>	<b>1,800,000</b>	<b>1,800,000</b>		<b>1,800,000</b>	<b>1,800,000</b>		

## 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.

### 2018-2019 OBJECTIVES

- Construct upgrades to transformers & distribution lines.
- Receive 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 voltage conversion projects.

### 2017-2018 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

<b>ELECTRIC SYSTEM</b>						
<b>55</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
	4350 DUES, FEES & MEMBERSHIPS	3,750	750	3,000	3,000	3,000
	4380 GENERAL SUPPLIES			1,000	1,000	1,000
	4410 LICENSES, PERMITS, & FEES	1,896	303	2,000	1,000	1,000
	4430 OTHER PROFESSIONAL	26,065	22,851	23,000	20,000	20,000
	4480 REPAIR & MAINTENANCE	552,470	69,926	139,852	100,000	100,000
	5020 FEES & TAXES	148	225	1,000	1,500	1,500
	5135 BAD DEBT EXPENSE	31,111			2,000	2,000
	5198 INTEREST EXPENSE	24,171	65	500	500	500
	5500 APS ANNUAL CONTRACT	50,419	51,138	55,000	55,000	55,000
	5502 CUSTOMER SERVICE - OFFICE	167,692	54,476	200,000	250,000	250,000
	5503 WHOLESALE POWER	1,909,030	971,079	1,900,000	2,000,000	2,000,000
	PROJECTS			125,000	125,000	125,000
	SYSTEM IMPROVEMENTS			250,000	850,000	1,383,470
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>2,766,752</b>	<b>1,170,813</b>	<b>2,700,352</b>	<b>3,409,000</b>	<b>3,942,470</b>
	5105 DEPRECIATION	263,658	142,377	266,000	290,000	290,000
	2120 NORTHSIDE SUBSTATION PAYMENT			300,000	400,000	
	2120 GARLAND PROJECT PAYMENT			350,000	350,000	350,000
	<b>TOTAL OTHER</b>	<b>263,658</b>	<b>142,377</b>	<b>916,000</b>	<b>1,040,000</b>	<b>640,000</b>
	<b>TOTAL ELECTRIC SYSTEM</b>	<b>3,030,410</b>	<b>1,313,190</b>	<b>3,616,352</b>	<b>4,449,000</b>	<b>4,582,470</b>

## 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 a contracted operator (EUSI), 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.

### **2018-2019 OBJECTIVES**

- Implement plans to reduce dependency on Electric Fund transfers.
- Continue better management of existing water resources.
- Continue to utilize the Sante Fe well 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.

### **2017 - 2018 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.

<b>WATER DEPARTMENT</b>						
<b>60</b>		Actual	F. Y. T. D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
	4100 REGULAR EMPLOYEES	66,177	29,432	67,300	69,211	72,809
	4105 OTHER COMPENSATION					
	4110 OVERTIME	11,568	6,757	10,000	5,000	5,000
	4130 GROUP INSURANCE	8,132	601	17,206	17,622	16,736
	4140 FICA	6,375	3,030	5,913	5,677	5,952
	4150 ASRS	21,741	5,864	11,534	8,534	8,948
	4170 UNEMPLOYMENT COMPENSATION	875		450	385	385
	4180 WORKERS' COMPENSATION	1,877	891	2,700	1,806	1,895
	<b>TOTAL PERSONNEL</b>	<b>116,745</b>	<b>46,575</b>	<b>115,103</b>	<b>108,235</b>	<b>111,725</b>
	4310 ADVERTISING					
	4320 AUTO SUPPLIES	354	858	1,500	3,000	3,000
	4330 CHEMICALS	4,688	4,920	80,000	90,000	90,000
	4340 COMMUNICATIONS	6,993	2,983	6,000	6,000	6,000
	4350 DUES, MEMBERSHIPS & SUBSCRIPT	830		200	1,000	1,000
	4360 ELECTRICITY - WATER	43,684	21,154	52,000	53,000	53,000
	4360 ELECTRICITY - WELLS	264,212	163,626	365,000	380,000	380,000
	4370 FUELS AND LUBRICANTS	6,815	2,166	10,000	20,000	20,000
	4380 GENERAL SUPPLIES	21,880	17,036	20,000	200	200
	4400 JANITORIAL SUPPLIES	163		200	200	200
	4410 LICENSES, PERMITS & FEES	8,400	4,636	17,000	20,000	20,000
	4420 NATURAL GAS	8,507	4,192	10,000	10,000	10,000
	4430 OTHER PROFESSIONAL	325,370	173,520	375,000	375,000	375,000
	4470 RENTAL & MAINT CONTRACTS	9,756		5,000	5,000	5,000
	4475 REPAIR & MAINT WELLS	1,238	39,853	20,000	20,000	20,000
	4480 REPAIR & MAINTENANCE SERVICES	23,750	30,918	40,000	50,000	50,000
	4490 SMALL TOOLS & MINOR EQUIPMENT	5,594	1,119	10,000	10,000	10,000
	4500 TRAVEL	623		500	20,000	
	4510 UNIFORMS	652	1,025	1,000	1,000	1,000
	5020 SALES TAX	1,227	861	3,000	3,000	3,000
	5030 PROF - LEGAL AND CONSULTING					
	5040 PROF - ENGINEERING	40,463	50,034	35,000	20,000	40,000
	5100 BANK AGENCY FEES	3,857	1,926	5,000	5,000	5,000
	5135 BAD DEBT EXPENSE	8,991	661	5,000	5,000	5,000
	5230 LAB & TESTING FEES	5,062	6,299	8,000	12,000	12,000
	5250 PIPES AND VALVES	25,051	7,905	20,000	25,000	25,000
	5280 WATER METER REPLACEMENT			2,000	2,000	2,000
	5530 EMERGENCY CONTINGENCY					
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>818,160</b>	<b>535,692</b>	<b>1,091,400</b>	<b>1,136,400</b>	<b>1,136,400</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>934,905</b>	<b>582,267</b>	<b>1,206,503</b>	<b>1,244,635</b>	<b>1,248,125</b>
	<b>OTHER</b>					
	5105 DEPRECIATION EXPENSE	912,462	453,880	1,109,000	1,120,000	1,120,000
	5195 INTEREST EXP. WIFA 2016			7,915	7,494	7,158
	INTEREST EXP. WIFA 2000				26,364	17,928
	INTEREST EXP. WIFA 2015			40,860	38,818	36,813
	INTEREST EXP. GADA 2014			86,324	62,948	55,736
	INTEREST EXP. WIFA 2006 DW				27,284	24,622
	INTEREST EXP. CHASE REFI 2017				21,702	21,632
	INTEREST EXP ZIONS			7,012		
	<b>TOTAL INTEREST</b>	<b>138,448</b>	<b>72,519</b>	<b>142,111</b>	<b>184,610</b>	<b>163,889</b>
	BONDS - MEMO	38,462				1,162,968
	EQUIPMENT			26,000	20,000	105,000
	ENTRANCE ROAD		21,864		85,000	
	WATER SYSTEM IMPROVEMENTS					
	WATER METER PROJECT					
	WATER SUPPLY DEVELOPMENT	11,452	23,188		350,000	350,000
	<b>TOTAL OTHER</b>	<b>11,452</b>	<b>45,052</b>	<b>26,000</b>	<b>455,000</b>	<b>1,617,968</b>
	<b>TOTAL WATER DEPARTMENT</b>	<b>1,997,267</b>	<b>1,153,718</b>	<b>2,483,614</b>	<b>3,004,245</b>	<b>4,149,982</b>

## 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 a contract operator (EUSI) 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.

### **2018-2019 OBJECTIVES**

- Convert lagoons to treated effluent storage for golf course/sale.
- Convert plant process water from potable to effluent water.
- Continue reducing chemical usage with adjustments to treatment process.
- Reduce sampling costs with continued changes to operating permit .
- Deploy WIFA funds to maximize projects.

### **2017 - 2018 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						
61		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4100	REGULAR EMPLOYEES	65,812	29,461	67,300	69,211	72,274
4110	OVERTIME				5,000	5,000
4130	GROUP INSURANCE	29,182	15,921	17,206	17,622	16,736
4140	FICA	6,735	2,516	5,148	5,677	5,911
4150	ASRS	-6,858	2,477	4,954	8,534	8,886
4170	UNEMPLOYMENT COMPENSATION				385	385
4180	WORKERS' COMPENSATION	1,680	569	986	1,885	1,964
	<b>TOTAL PERSONNEL</b>	<b>96,551</b>	<b>50,944</b>	<b>95,595</b>	<b>108,314</b>	<b>111,156</b>
4320	AUTO SUPPLIES	213		300		
4330	CHEMICALS	47,085	20,956	52,000	60,000	60,000
4340	COMMUNICATIONS	3,786	1,585	3,300	4,000	4,000
4360	ELECTRICITY	101,409	55,572	100,000	100,000	100,000
4370	FUELS AND LUBRICANTS			2,000	2,500	2,500
4380	GENERAL SUPPLIES	15,376	12,024	15,000	15,000	15,000
4400	JANITORIAL SUPPLIES					
4410	LICENSES, PERMITS & FEES	9,490	10,716	12,000	12,000	12,000
4420	NATURAL GAS	9,733	2,481	15,000	20,000	20,000
4430	OTHER PROFESSIONAL	20,115	11,051	3,000	3,000	3,000
4480	REPAIR & MAINTENANCE SERVICES	50,720	58,830	90,000	100,000	100,000
4490	SMALL TOOLS & MINOR EQUIPMENT	1,045	1,431	3,000	5,000	5,000
4500	TRAVEL	74		500	2,000	2,000
4510	UNIFORMS					
5040	PROF - ENGINEERING	15,163	6,980	20,000	5,000	5,000
5230	LAB & TESTING FEES	18,405	9,390	25,000	30,000	30,000
5250	PIPES AND VALVES	1,427	344	5,000	25,000	25,000
5260	LANDFILL / TIPPING FEES	25,456	11,852	35,000	45,000	45,000
5135	BAD DEBT EXPENSE	18,483	2,887	5,000	5,000	5,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>337,980</b>	<b>206,099</b>	<b>386,100</b>	<b>433,500</b>	<b>433,500</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>434,531</b>	<b>257,043</b>	<b>481,695</b>	<b>541,814</b>	<b>544,656</b>
	<b>OTHER</b>					
5105	DEPRECIATION EXPENSE	464,055	230,588	465,000	470,000	470,000
	<b>INTEREST EXPENSE</b>	380,300				
5195	INTEREST EXP. WIFA 1998 SEW					
5195	INTEREST EXP. WIFA 2006 CW				179,590	165,882
5195	INTEREST EXP. WIFA 2007 CW			181,478	171,078	160,336
	<b>TOTAL INTEREST</b>	<b>380,300</b>	<b>175,335</b>	<b>181,478</b>	<b>350,668</b>	<b>326,218</b>
	BONDS - MEMO					747,298
	<b>CAPITAL</b>					
	OTHER			530,000		350,000
	CAPITAL			90,057	90,500	90,500
	<b>TOTAL</b>			<b>620,057</b>	<b>90,500</b>	<b>1,187,798</b>
	<b>TOTAL WASTE WATER DEPT.</b>	<b>1,278,886</b>	<b>662,966</b>	<b>1,748,230</b>	<b>1,452,982</b>	<b>2,528,672</b>

## 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.

### **2018-2019 OBJECTIVES**

- Continue Yearly Voucher program.
- Acquire 20 to 40 yard dumpsters.
- Purchase new or used Sanitation Truck via IGA's.
- Refurbish older Equipment to extend useful Life.
- Demo existing restroom and relocate & build new restroom.
- Continue area pavement.

### **2017 - 2018 Accomplishments**

- Improve routine maintenance on trucks to extend service life.
- Scale House Staff has turned Sanitation into a revenue generator.
- Moved part time to full time employee at scales for greater efficiency.

<b>SANITATION</b>						
<b>65</b>		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
4100	REGULAR EMPLOYEES	208,269	88,536	177,072	213,961	219,275
4105	OTHER COMPENSATION					
4110	OVERTIME	13,433	5,497	10,000	6,000	6,000
4130	GROUP INSURANCE	48,984	27,665	41,100	52,833	54,747
4140	FICA	16,738	8,296	14,311	16,827	17,234
4150	ASRS	-4,536	12,877	25,754	25,296	25,907
4170	UNEMPLOYMENT COMPENSATION	1,413	176	1,159	1,155	1,155
4180	WORKERS' COMPENSATION	11,443	4,837	15,820	12,070	12,364
	<b>TOTAL PERSONNEL</b>	<b>295,744</b>	<b>147,884</b>	<b>285,216</b>	<b>328,142</b>	<b>336,682</b>
4320	AUTO SUPPLIES	25,085	7,899	20,000	15,000	15,000
4340	COMMUNICATIONS	1,528	805	2,000	2,000	2,000
4360	ELECTRICITY	2,055	607	3,000	5,000	5,000
4370	FUEL/GASOLINE	24,117	15,465	40,000	65,000	65,000
4380	GENERAL SUPPLIES	14,595	12,031	15,000	15,000	15,000
4410	LICENSES, PERMITS & FEES	15	2,000	2,000	2,000	2,000
4420	NATURAL GAS	308	141	600	600	600
4430	PROFESSIONAL	363	314	1,000	1,200	1,200
4480	REPAIR & MAINTENANCE SERVICES	25,404	6,821	13,000	13,500	13,500
4490	MINOR EQUIPMENT	114	2,387	2,000	2,500	2,500
4500	TRAVEL	250		300	1,250	1,250
4510	UNIFORMS	1,452	1,305	1,800	1,800	3,000
5100	BANK FEES	1,267	688	1,000	1,000	1,000
5135	BAD DEBT EXPENSE	17,976	1,860	15,000	15,000	15,000
5260	TIPPING FEES	251,710	113,086	200,000	210,000	210,000
5265	COUNTY REIMBURSEMENT	30,878	15,661	30,000	33,000	33,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>397,117</b>	<b>181,070</b>	<b>346,700</b>	<b>383,850</b>	<b>385,050</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>692,861</b>	<b>328,954</b>	<b>631,916</b>	<b>711,992</b>	<b>721,732</b>
	<b>OTHER</b>					
	EQUIPMENT			30,000		43,500
	CONTAINERS	31,082	23,587	21,000	10,000	10,000
5105	DEPRECIATION EXPENSE	75,500	36,449	73,175	80,000	80,000
	LOAN - MEMO			48,574	49,834	103,800
	COMPUTER EQUIPMENT					
	INTEREST EXPENSE	3,960	1,300	3,981	2,690	9,308
	<b>TOTAL OTHER</b>	<b>110,542</b>	<b>61,336</b>	<b>176,730</b>	<b>142,524</b>	<b>246,608</b>
	<b>TOTAL SANITATION</b>	<b>803,403</b>	<b>390,290</b>	<b>808,646</b>	<b>854,516</b>	<b>968,340</b>

## 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.

### **2018-2019 OBJECTIVES**

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

### **2017-2018 ACCOMPLISHMENTS**

- Replaced portions of aging sprinkler system
- Hydro seeded course
- Various projects including:
  - New rain shelter
  - Upgraded pumps, irrigation, and pumphouse
- Assisted with remodel projects

<b>GOLF COURSE</b>						
<b>70</b>		Actual @ 6/30/17	F.Y.T.D. 12/31/2017	Projected @ 6/30/18	Budget 17/18	Proposed Budget 18/19
	4100 REGULAR EMPLOYEES	194,102	83,789	188,058	197,457	211,067
	4110 OVERTIME	1,949	6,536	5,000	5,000	5,000
	4130 GROUP INSURANCE	39,415	18,895	32,009	36,383	48,756
	4140 FICA	14,772	9,590	14,769	15,488	16,529
	4150 ASRS	-34,855	10,770	18,300	19,463	20,432
	4170 UNEMPLOYMENT COMPENSATION	1,674	835	2,080	1,733	1,733
	4180 WORKERS' COMPENSATION	3,868	1,915	4,600	4,139	4,419
	<b>TOTAL PERSONNEL</b>	<b>220,925</b>	<b>132,330</b>	<b>264,816</b>	<b>279,663</b>	<b>307,936</b>
	4310 ADVERTISING	4,118	2,632	3,500		3,500
	4320 AUTO SUPPLIES	2,741	680	3,500	500	700
	4330 CHEMICALS	42,261	11,208	25,000	33,000	35,000
	4340 COMMUNICATIONS	4,946	2,054	4,600	5,000	5,000
	4350 DUES, MEMBERSHIPS & SUBSCRIPTIO	75	642	300	300	300
	4360 ELECTRICITY	25,219	16,554	32,000	32,000	32,000
	4370 GASOLINE	14,936	9,657	25,000	29,000	15,000
	4380 GENERAL SUPPLIES	2,792	914	2,500	2,000	2,000
	4400 JANITORIAL SUPPLIES	955	14	150	500	500
	4410 LICENSES, PERMITS & FEES	14	40	3,600	500	250
	4420 NATURAL GAS	5,325	2,021	7,000	7,000	7,000
	4430 OTHER PROFESSIONAL			2,000		
	4470 MAINTENANCE CONTRACTS	1,937	2,955	4,500	6,000	4,900
	4480 REPAIR AND MAINTENANCE	13,740		15,000	10,000	15,000
	4490 SMALL TOOLS & MINOR EQUIPMENT	2,379	605	3,500	1,500	1,500
	4500 TRAVEL	180		360	500	500
	4510 UNIFORMS	234	367	1,000	1,500	1,500
	4520 UTILITIES - WATER			10,000	10,000	
	5020 SALES TAX	2,108	2,187	5,000	5,000	5,000
	5100 BANK AGENCY FEES	9,744	9,359	15,000	15,000	15,000
	5270 COURSE REPAIRS & MAINT.	14,466	19,982	15,000	15,000	15,000
	5271 BUILDING REPAIRS & MAINTENANCE	7,319	6,112	6,000	7,000	7,000
	5272 EQUIPMENT REPAIRS & MAINT.	23,990	14,012	20,000	20,000	20,000
	5273 IRRIGATION & PUMP MAINTENANCE	28,212	29,345	10,000	10,000	20,000
	5274 CART REPAIR & MAINT	20,214	1,519	8,000	6,000	20,000
	5310 U.S.F.S. LEASE PAYMENT	856	78	6,000	6,000	6,000
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>228,761</b>	<b>132,937</b>	<b>228,510</b>	<b>223,300</b>	<b>232,650</b>
	<b>TOTAL PERSONNEL &amp; S.S.</b>	<b>449,686</b>	<b>265,267</b>	<b>493,326</b>	<b>502,963</b>	<b>540,586</b>
	<b>OTHER</b>					
	5105 DEPRECIATION EXPENSE	77,573	33,995	76,000	76,000	76,000
	5195 INTEREST EXPENSE	2,321	1,614	2,321		
	CAPITAL					
	GOLF CONTRACT EXPENSE	17,076	22,051	17,076	17,000	25,000
	GOLF EQUIP 2013 INTEREST				2,321	
	EQUIPMENT	1,298				
	EQUIPMENT PAYMENT			35,569	35,569	100,000
	<b>TOTAL OTHER</b>	<b>98,268</b>	<b>57,660</b>	<b>130,966</b>	<b>130,890</b>	<b>201,000</b>
	<b>TOTAL GOLF COURSE</b>	<b>547,954</b>	<b>322,927</b>	<b>624,292</b>	<b>633,853</b>	<b>741,586</b>

## 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. Past legislative changes required the City to evaluate the fees to be charged on new construction and the continuation of future impact fees. All fees have been transferred to the various funds.

The current impact fee fund activity and balances for Fiscal Years 2018 and 2019 are summarized below.

IMPACT FEE FUND										
	Water Treatment	Wastewater	Water Supply	Police Department	Fire Department	Street Department	Library	Parks & Recreation	Total	
<b>Ending Balance 6/30/17</b>	179,898	206,061	8,156	4,546	1,823	49,757	34,250	15,939	500,430	
<b>Projected Revenues FY 17/18</b>										
<b>Projected Expenses</b>										
Streets						49,757			49,757	
Capital				4,546	1,823			15,939	22,308	
Shelving/Furniture/Equipment							34,250		34,250	
Accounting Software										
<b>Projected Expenses FY 17/18</b>				<b>4,546</b>	<b>1,823</b>	<b>49,757</b>	<b>34,250</b>	<b>15,939</b>	<b>106,315</b>	
<b>Ending Balance 6/30/18</b>	179,898	206,061	8,156						394,115	
<b>Projected Revenues FY 18/19</b>										
<b>Projected Expenses</b>										
<b>Projected Expenses FY 18/19</b>	179,898	206,061	8,156						394,115	
<b>Ending Balance 6/30/19</b>										

- 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.

<b>CAPITAL PROJECTS</b>						
50		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
	CAPITAL					
	STREETS					
	PARK IMPROVEMENTS					
	AIRPORT IMPROVEMENTS					
	<b>TOTAL CAPITAL PROJECTS</b>					

- FY19 had no projects scheduled.

## Flood Control District

Coconino County oversees the Flood Control District as a Special District. A portion of the tax is distributed to the City annually. These funds may be used for Flood Control Projects. The tax rate increased from 0.2000 per \$100 valuation in 2011 to 0.4000 per \$100 valuation in 2012.

<b>FLOOD CONTROL</b>						
26		Actual	F.Y.T.D.	Projected	Budget	Proposed
		@ 6/30/17	12/31/2017	@ 6/30/18	17/18	Budget 18/19
	<b>OUTLAY</b>					
	ENGINEERING					
	STREET DRAINAGE IMPROVEMENT		84,916	250,000	250,000	650,000
	OTHER					
	<b>TOTAL FLOOD CONTROL</b>		<b>84,916</b>	<b>250,000</b>	<b>250,000</b>	<b>650,000</b>

- Flood expenditures proposed as transfer for funding Streets projects.

## Budgets – Other

### Court JCEF & Enhancement Funds

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

<b>COURT RELATED FUNDS</b>			
<b>25</b>	Actual	Budget	Budget
JCEF Fund	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Supplies	5255	6,000	6,000
Capital	0	4,000	4,000
<b>Total</b>	<b>5,255</b>	<b>10,000</b>	<b>10,000</b>
<b>29</b>	Actual	Budget	Budget
COURT ENHANCEMENT Fund	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Supplies		5,000	5,000
Capital		5,000	5,000
<b>Total</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>

### 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 2019. 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 2018-2019 budget.

<b>Williams General Long Term Debt Group</b>			
<b>Governmental Funds - Fiscal Year Debt Outstanding</b>			Budget
	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Chase Refunding 2017	2,753,398	2,744,403	2,511,267
Police Lease Chase	60,057	43,607	26,600
Police Laptops HP	0	33,270	19,342
TCF Equipment	0	229,836	180,228
CAT Equipment	0	383,513	341,181
GADA 2005	80,000	0	0
GADA 2008	450,000	305,000	155,000
GADA 2014 Refund of GADA 2003	101,503	90,727	79,604
Zions Loan 2010	0	0	0
Airport Hangar Loan	465,518	447,355	428,387
	<b>3,910,476</b>	<b>4,277,711</b>	<b>3,741,609</b>

<b>Williams Debt Service Fund</b>			
<b>Governmental Funds - Budgeted Payments &amp; Debt Fiscal Year 2019</b>			
	<b>Principal</b>	<b>Interest</b>	<b>Principal Outstanding</b>
Chase Refunding 2017	233,135	64,768	2,511,267
Police Lease Chase	17,007	1,249	26,600
Police Laptops HP	13,928	941	19,342
TCF Equipment	49,608	8,026	180,228
CAT Equipment	42,332	15,299	341,181
GADA 2008	150,000	12,776	155,000
GADA 2014 (Refunded 2003 issue)	11,124	4,164	79,604
Zions Loan 2010 (Refunded 2017)			
Airport Hangar Loan	18,968	19,197	428,387
	<b>536,102</b>	<b>126,420</b>	<b>3,741,609</b>
This table includes payments made January 1 and July 1, 2019			

## Enterprise Debt & Payments

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

<b>Williams Enterprise Debt</b>			
<b>Enterprise Fund Budgeted Payments &amp; Debt Fiscal Year 2019</b>			
	<b>Principal</b>	<b>Interest</b>	<b>Principal Outstanding</b>
WIFA 1998	0	0	0
WIFA 2000 Wells	212,920	17,928	221,702
WIFA 2006 Water DW 106-06	85,173	24,622	678,289
WIFA 2006 Wastewater CW 85-06	412,189	165,882	4,409,975
WIFA 2007 CW 99-08	335,109	160,336	4,505,950
WIFA 2015	90,583	36,812	1,632,858
WIFA 2016	19,666	7,158	392,008
CHASE REFI 2017	77,864	21,632	838,733
GADA 2014A	144,224	62,946	1,214,273
Sanitation Truck Lease 2014	52,455	1,361	0
Sanitation Truck Lease 2017	51,345	7,947	220,815
Electric - Garland Improvements	268,830	0	0
	<b>1,750,358</b>	<b>506,624</b>	<b>14,114,603</b>
This table includes payments made January 1 and July 1, 2019			

## 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 district. The debt was secured by the lien upon the lots, tracts, and parcels of land within the 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 FY18-19

## Schedule A

CITY OF WILLIAMS Summary Schedule of Estimated Revenues and Expenditures/Expenses Fiscal Year 2019																							
Fiscal Year	Description	FUNDS																					
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds														
2018	Adopted/Adjusted Budgeted Expenditures/Expenses*	7,178,123	3,129,101	394,103	0	50,000	10,394,596	0	21,145,923														
2018	Actual Expenditures/Expenses**	7,025,608	3,475,822	519,737	0	50,000	10,128,060	0	21,199,227														
2019	Fund Balance/Net Position at July 1***				879,115				879,115														
2019	Primary Property Tax Levy	621,790							621,790														
2019	Secondary Property Tax Levy																						
2019	Estimated Revenues Other than Property Taxes	8,408,451	2,984,719	0	165,000	50,000	13,238,298	0	24,746,168														
2019	Other Financing Sources	0	0	0	0	0	0	0	0														
2019	Other Financing (Uses)	0	0	0	0	0	0	0	0														
2019	Interfund Transfers In	510,000	1,821,273	662,522	0	0	394,115	0	3,387,910														
2019	Interfund Transfers (Out)	1,710,203	463,592	0	1,044,115	0	170,000	0	3,387,910														
2019	Reduction for Amounts Not Available:																						
LESS: Amounts for Future Debt Retirement:																							
2019	Total Financial Resources Available	7,829,738	4,242,400	662,522	0	50,000	13,462,413	0	26,247,073														
2019	Budgeted Expenditures/Expenses	7,787,647	4,235,890	662,522	0	50,000	12,971,050	0	25,707,109														
EXPENDITURE LIMITATION COMPARISON																							
1. Budgeted expenditure expenses																							
2. Add/subtract: estimated net reconciling items																							
3. Budgeted expenditure expenses adjusted for reconciling items																							
4. Less: estimated exclusions																							
5. Amount subject to the expenditure limitation																							
6. EEC expenditure limitation																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 10%; text-align: center;">2018</td> <td style="width: 10%; text-align: center;">2019</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 21,145,923</td> <td style="text-align: right;">\$ 25,707,109</td> </tr> <tr> <td></td> <td style="text-align: right;">21,145,923</td> <td style="text-align: right;">25,707,109</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 21,145,923</td> <td style="text-align: right;">\$ 25,707,109</td> </tr> </table>													2018	2019		\$ 21,145,923	\$ 25,707,109		21,145,923	25,707,109		\$ 21,145,923	\$ 25,707,109
	2018	2019																					
	\$ 21,145,923	\$ 25,707,109																					
	21,145,923	25,707,109																					
	\$ 21,145,923	\$ 25,707,109																					
<p>* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.</p> <p>** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.</p> <p>*** 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).</p>																							

**CITY OF WILLIAMS**  
**Tax Levy and Tax Rate Information**  
**Fiscal Year 2019**

	2018	2019
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 786,571	\$ 807,119
2. Amount received from primary property taxation in the <b>current year</b> 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	\$ 621,790	\$ 621,790
B. Secondary property taxes		
C. Total property tax levy amounts	\$ 621,790	\$ 621,790
4. Property taxes collected*		
A. Primary property taxes		
(1) <b>Current</b> year's levy	\$ 621,790	
(2) Prior years' levies		
(3) Total primary property taxes	\$ 621,790	
B. Secondary property taxes		
(1) <b>Current</b> year's levy	\$	
(2) Prior years' levies		
(3) Total secondary property taxes	\$	
C. Total property taxes collected	\$ 621,790	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	1.4173	1.3551
(2) Secondary property tax rate		
(3) Total city/town tax rate	1.4173	1.3551
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating <u>NO</u> 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 2019**

SOURCE OF REVENUES	ESTIMATED REVENUES 2018	ACTUAL REVENUES* 2018	ESTIMATED REVENUES 2019
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
City Sales Tax	\$ 4,862,965	\$ 4,898,875	\$ 5,154,743
Bed, Board & Booze Tax	1,064,478	1,074,399	1,257,943
<b>Licenses and permits</b>			
Business, Building & Other	95,172	142,991	124,000
<b>Intergovernmental</b>			
Library	93,000	91,176	93,000
Auto Lieu	151,277	143,530	160,671
State Revenue Sharing	391,847	389,719	387,811
State Sales Tax	296,741	308,756	313,537
<b>Charges for services</b>			
Various	130,701	284,754	89,100
<b>Fines and forfeits</b>			
Police Fines	37,491	55,575	62,500
JCEF & Court	8,000	6,195	8,000
<b>Interest on investments</b>			
Interest	8,000	73,822	30,000
<b>Miscellaneous</b>			
Other	383,462	403,056	448,000
Franchise & Lease	33,000	29,675	35,000
Community Facilities	7,500	7,585	7,500
Rental Income	230,094	230,353	236,346
<b>Total General Fund</b>	<b>\$ 7,793,728</b>	<b>\$ 8,140,461</b>	<b>\$ 8,408,151</b>
<b>SPECIAL REVENUE FUNDS</b>			
Highway User Revenue	\$ 356,117	\$ 362,008	\$ 348,327
Grants	1,800,000	1,800,000	1,800,000
Street Funds	350,000	571,469	736,392
<b>Total Special Revenue Funds</b>	<b>\$ 2,506,117</b>	<b>\$ 2,733,477</b>	<b>\$ 2,884,719</b>
<b>CAPITAL PROJECTS FUNDS</b>			
Debt Proceeds	\$	\$	\$
Flood Control	163,200	174,880	165,000
Buy-In Fees			
<b>Total Capital Projects Funds</b>	<b>\$ 163,200</b>	<b>\$ 174,880</b>	<b>\$ 165,000</b>
<b>PERMANENT FUNDS</b>			
Firemen's Pension	\$ 50,000	\$ 50,000	\$ 50,000
<b>Total Permanent Funds</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>ENTERPRISE FUNDS</b>			
Electric System	\$ 4,891,422	\$ 4,420,125	\$ 5,036,344
Water	1,627,041	1,611,584	3,674,762
Wastewater	2,183,052	2,420,642	2,868,000
Sanitation	804,154	853,530	928,327
Golf Course	583,300	606,485	730,865
<b>Total Enterprise Funds</b>	<b>\$ 10,088,969</b>	<b>\$ 9,912,366</b>	<b>\$ 13,238,298</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 20,602,014</b>	<b>\$ 21,011,184</b>	<b>\$ 24,746,168</b>

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

**CITY OF WILLIAMS**  
**Other Financing Sources/<Uses> and Interfund Transfers**  
**Fiscal Year 2019**

<u>FUND</u>	<u>OTHER FINANCING</u> 2019		<u>INTERFUND TRANSFERS</u> 2019	
	<u>SOURCES</u>	<u>&lt;USES&gt;</u>	<u>IN</u>	<u>&lt;OUT&gt;</u>
<b>GENERAL FUND</b>				
General	\$	\$	\$ 510,000	\$ 1,710,203
<b>Total General Fund</b>	\$	\$	\$ 510,000	\$ 1,710,203
<b>SPECIAL REVENUE FUNDS</b>				
Streets	\$	\$	\$ 1,821,273	\$ 115,265
HURF				348,327
<b>Total Special Revenue Funds</b>	\$	\$	\$ 1,821,273	\$ 463,592
<b>DEBT SERVICE FUNDS</b>				
Debt Service	\$	\$	\$ 662,522	\$
<b>Total Debt Service Funds</b>	\$	\$	\$ 662,522	\$
<b>CAPITAL PROJECTS FUNDS</b>				
Capital Projects	\$	\$	\$	\$ 1,044,115
<b>Total Capital Projects Funds</b>	\$	\$	\$	\$ 1,044,115
<b>ENTERPRISE FUNDS</b>				
Electric	\$	\$	\$	\$ 170,000
Water			188,054	
Wastewater			206,061	
Sanitation				
Golf Course				
<b>Total Enterprise Funds</b>	\$	\$	\$ 394,115	\$ 170,000
<b>TOTAL ALL FUNDS</b>	\$	\$	\$ 3,387,910	\$ 3,387,910

Schedule E

**CITY OF WILLIAMS**  
**Expenditures/Expenses by Fund**  
**Fiscal Year 2019**

<b>FUND/DEPARTMENT</b>	<b>ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2018</b>	<b>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2018</b>	<b>ACTUAL EXPENDITURES/ EXPENSES* 2018</b>	<b>BUDGETED EXPENDITURES/ EXPENSES 2019</b>
<b>GENERAL FUND</b>				
Mayor & Council	\$ 95,757	\$	\$ 95,421	\$ 95,757
City Court	109,982		107,624	120,965
Administration	1,095,864		1,116,321	1,117,958
Finance	484,980		494,860	556,600
Maintenance	413,392		439,439	459,133
Library	149,390		156,035	156,832
Recreation	256,479		259,081	273,537
Pool	105,482		106,736	150,220
Police	2,090,008		2,077,547	2,202,219
Fire	294,622		234,217	322,516
Public Works	73,657		70,497	284,409
Building	204,805		137,183	89,789
Garage	399,923		414,391	440,891
Airport	223,664		236,102	223,664
Senior Ctr / Housing / Other	215,200		186,601	215,200
Community Facilities	5,000		20,034	20,000
Forest Service	64,000		64,924	114,000
Tourism	313,231		313,414	325,231
Rec Facilities	298,350		242,308	317,500
VCB	284,337		252,873	301,226
<b>Total General Fund</b>	<b>\$ 7,178,123</b>	<b>\$</b>	<b>\$ 7,025,608</b>	<b>\$ 7,787,647</b>
<b>SPECIAL REVENUE FUNDS</b>				
Streets / HURF	\$ 1,329,101	\$	\$ 1,675,822	\$ 2,435,890
Grants	1,800,000		1,800,000	1,800,000
<b>Total Special Revenue Funds</b>	<b>\$ 3,129,101</b>	<b>\$</b>	<b>\$ 3,475,822</b>	<b>\$ 4,235,890</b>
<b>DEBT SERVICE FUNDS</b>				
Debt Service	\$ 394,103	\$	\$ 519,737	\$ 662,522
<b>Total Debt Service Funds</b>	<b>\$ 394,103</b>	<b>\$</b>	<b>\$ 519,737</b>	<b>\$ 662,522</b>
<b>CAPITAL PROJECTS FUNDS</b>				
Flood Control	\$	\$	\$	\$
Buy-In Fees				
Capital Projects				
<b>Total Capital Projects Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>PERMANENT FUNDS</b>				
Fire Pension	\$ 50,000	\$	\$ 50,000	\$ 50,000
<b>Total Permanent Funds</b>	<b>\$ 50,000</b>	<b>\$</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>ENTERPRISE FUNDS</b>				
Electric	\$ 4,449,000	\$	\$ 4,403,129	\$ 4,582,470
Water	3,004,245		2,825,706	4,149,982
Wastewater	1,452,982		1,422,687	2,528,672
Sanitation	854,516		843,270	968,340
Golf	633,853		633,268	741,586
<b>Total Enterprise Funds</b>	<b>\$ 10,394,596</b>	<b>\$</b>	<b>\$ 10,128,060</b>	<b>\$ 12,971,050</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 21,145,923</b>	<b>\$</b>	<b>\$ 21,199,227</b>	<b>\$ 25,707,109</b>

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

**CITY OF WILLIAMS**  
**Full-Time Employees and Personnel Compensation**  
**Fiscal Year 2019**

FUND	Full-Time Equivalent (FTE) 2019	Employee Salaries and Hourly Costs 2019	Retirement Costs 2019	Healthcare Costs 2019	Other Benefit Costs 2019	Total Estimated Personnel Compensation 2019
<b>GENERAL FUND</b>	68.02 \$	2,930,406 \$	356,616 \$	488,723 \$	282,039 \$	4,057,784 \$
<b>SPECIAL REVENUE FUNDS</b>						
Streets	6.50 \$	297,899 \$	32,551 \$	47,411 \$	49,586 \$	427,447 \$
<b>Total Special Revenue Funds</b>	<b>6.50 \$</b>	<b>297,899 \$</b>	<b>32,551 \$</b>	<b>47,411 \$</b>	<b>49,586 \$</b>	<b>427,447 \$</b>
<b>ENTERPRISE FUNDS</b>						
Water	2.00 \$	77,809 \$	8,948 \$	16,736 \$	8,233 \$	111,726 \$
Wastewater	2.00	77,274	8,886	16,736	8,261	111,157
Sanitation	6.00	225,275	25,907	54,746	30,752	336,680
Golf	5.90	216,067	20,432	48,756	22,681	307,936
<b>Total Enterprise Funds</b>	<b>15.90 \$</b>	<b>596,425</b>	<b>64,173</b>	<b>136,974</b>	<b>69,927 \$</b>	<b>867,499 \$</b>
<b>TOTAL ALL FUNDS</b>	<b>90.42 \$</b>	<b>3,824,730 \$</b>	<b>453,340 \$</b>	<b>673,108 \$</b>	<b>401,552 \$</b>	<b>5,352,730 \$</b>

## Glossary

**ACCRUAL BASIS.** Accounting basis which records the effect of transactions in the period in which they were earned or liability incurred, rather than the period the cash is received 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 ASSET.** 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.