



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
 (928) 634-7943 www.jerome.az.gov

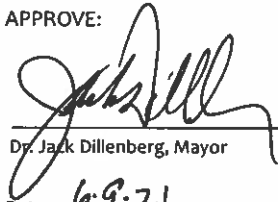
## MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL  
 Council Chambers, Jerome Town Hall, 600 Clark Street  
 TUESDAY, MAY 4, 2021 AT 1:00 PM

<p>ITEM #1: 1:10 (0:04)</p>	<p><b>CALL TO ORDER/ROLL CALL</b>          Mayor/Chairperson to call meeting to order.  <i>Mayor Jack Dillenberg called the meeting to order at 1:10 p.m.</i>          Town Clerk to call and record the roll.  <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Accounting Clerk Melanie Atkin, Fire Chief Rusty Blair, Public Works Director Marty Boland, and Deputy Town Clerk Rosa Cays.</i></p>																																										
<p>ITEM #2: 1:10 (0:36)  2:31 (1:20:48)</p>	<p><b>2021-22 BUDGET</b>          Council will continue their discussions regarding the 2021-22 budget. Discussion may include any portion of the budget. During discussion, Council may enter into executive session pursuant to A.R.S. § 38-431.03 (A)(1) to discuss personnel matters.  <i>Ms. Gallagher reviewed her memo detailing changes made to the budget since the April 27 meeting. Her memo is included as an attachment to these minutes.</i>  <i>Council discussed and determined that:</i></p> <ul style="list-style-type: none"> <li>• The COLA increase would be set at 2%.</li> <li>• \$1,000 will be added for the purchase of a laptop and TV for live streaming public meetings. In the meantime, donations of those items will be sought.</li> <li>• The anticipated revenues from building permits and P&amp;Z fees will be increased.</li> <li>• \$2,000 will be included to restore the grass in Upper Park. (A placeholder had previously been added pending cost estimate.)</li> <li>• The cost of fixing the bathroom ventilation at the Artists Co-op can be absorbed by general building R&amp;M, so that placeholder was removed.</li> <li>• Engineering in the properties budget will be increased to \$5,000.</li> <li>• "Training and Education" in the Sanitation budget will be set at \$800.</li> <li>• Landfill tipping fees will be increased to \$24,500.</li> <li>• \$40,000 will be transferred from the Parking Fund to the HURF budget.</li> <li>• A water truck will be purchased asap, and \$30,000 will be included in the contingency budget in case if it cannot be located and purchased prior to July 1.</li> <li>• \$1,000,000 will be included in grants to cover any funds that may be received as a result of the American Rescue Act and/or state government appropriations.</li> <li>• Funds will be included in the contingency budget for work on Center Avenue. Ms. Gallagher will discuss with NACOG the advisability of applying for competitive CDBG SSP funding for all or part of this work.</li> </ul> <p><b><u>Motion to enter into executive session at 2:31 p.m.</u></b></p> <table border="1" data-bbox="435 1738 1360 1856"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG	X		X				HARVEY			X				MOORE			X				WORTH			X			
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ITEM #3:	<b>ADJOURNMENT</b>																																										
	Upon reconvening into open session, the meeting was adjourned. <b>Motion to adjourn at 2:46 p.m.</b>																																										
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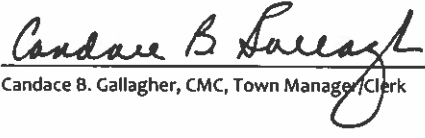
APPROVE:



Dr. Jack Dillenberg, Mayor

Date: 6-9-21

ATTEST:



Candace B. Gallagher, CMC, Town Manager/Clerk



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

Founded 1876  
Incorporated 1899

## MEMO

**FROM:** Candace Gallagher, Town Manager/Clerk  
**TO:** Mayor and Council  
**SUBJECT:** Second draft: 2021-22 Town budget  
**DATE:** April 29, 2021

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Here is the second draft of our 2021-22 budget. The budget now utilizes \$133,000 in General Fund Balance and \$141,500 of Utility Fund Balance, leaving over \$411,000 still available for use in the General Fund (while still retaining 25% of our operating expenses as a reserve) and over \$57,000 in the Utility Fund.

I have made the changes discussed at our April 20 meeting, and highlighted the changed cells in yellow. However, not all of those items are factored into the "bottom line" yet because we don't yet have some of the cost estimates. I have also added "PLACEHOLDERS," (cells shaded in orange), for those items. I am hoping to have some of those costs for you by the meeting date. Items still not included, and for which no placeholders have been added yet, are detailed below.

Since the April 20 meeting, I have made the following changes:

### CHANGES ACROSS SEVERAL DEPARTMENTS:

- Included an across-the-board 1.3% COLA increase (consistent with SSA) for all personnel.
- Included initial and annual costs of Caselle accounting software allocated among various departments and funds (see separate sheet for details).
- Removed annual costs of CYMA, Billmaster (DataWest), and ADP software/services in all departments, as those would be phased out in the transition to Caselle, which includes all of those functions in one unified package (see separate sheet for details).
  - *Note: Caselle cost also includes online payment ability and processing.*
- Reduced property & liability insurance costs to reflect \$31,000 dividend that will be credited against our premium.

### GENERAL GOVERNMENT EXPENSES:

- A UTV for Administration (which could also be used when necessary by our Public Works, Fire and/or Police departments) has been included, tentatively at \$10,000.
- \$4,000 has been added to cover attendance at AZ League and/or NLC conventions.
- **NOT YET INCLUDED:**
  - Audio-visual system to broadcast Council and Board meetings (cost TBD). It may be possible to accomplish this via the Open Media Foundation, which provides streaming software to us at no cost due to our size. We would just need to purchase a dedicated laptop with webcam. I'm still gathering information and hope to have more at our next budget meeting.

**MAGISTRATE COURT REVENUES AND EXPENSES:**

- At the Judge's recommendation, I have added \$15,000 to court revenues from parking tickets.
- A part-time Court clerk has been added, initially estimated at 16 hours/week and \$15/hr. Including payroll taxes, this adds about \$13,500 to the budget.
- \$32,000 has been added for the purchase of a new patrol car.

**PLANNING & ZONING EXPENSES:**

- Software expenses have been reallocated to place some of the costs in the Planning & Zoning budget. (See separate sheet for details.)

**PARKS EXPENSES:**

- **NOT YET INCLUDED:** Cost of replacing grass in Upper Park (waiting for cost estimate). A PLACEHOLDER has been added.

**PROPERTIES EXPENSES:**

- **NOT YET INCLUDED:**
  - Preliminary design work for Hotel Jerome (beyond ASU study)
  - Repairs to parade steps (\$25,000 in contingency budget)
  - Repair to rock wall below School Street (\$50,000 in contingency budget)
  - PLACEHOLDERS (Cost TBD) have been added for:
    - Repair to overflow ditch between Hill Street and Clark Street
    - Replacement of first floor plate glass windows at Hotel Jerome
      - We have been attempting for months to get estimates for this work. If we are able to get it done by July 1, we will. If not, some or all of it will need to be included in this budget.
    - Bathroom ventilation fix at the Hotel Jerome. (Cost TBD)

**WATER DEPARTMENT EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details). The new software being considered would include online utility payments.
- We have included \$13,000 for water line replacement on First Avenue as discussed on April 20.
- We have included \$25,500 for live tap valves for the Clark Street regulator as per Marty Boland's recommendation.
- We have increased the line item for R&M at the springs to \$16,500 as per Henry and Tyler's prior correspondence.
- **NOT YET INCLUDED:**
  - Purchase of a water truck - \$30,000 (Could be funded in part with wildlands revenues)

**SANITATION DEPARTMENT EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details). The new software being considered would include online utility payments.

**SEWER DEPARTMENT EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details). The new software being considered would include online utility payments.
- We have included \$33,000 for sewer line replacement as discussed on April 20.
- ALTHOUGH NOT A BUDGET ITEM ... we are researching what we will need to do to pay off our sewer bonds and will update you soon.

**HURF (STREETS) EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details).
- We reduced the line item for Portajohns to \$5,500 in anticipation of installing permanent restrooms.

- We have applied for reimbursement thru DEMA/FEMA for prior expenses but still have not heard whether those costs will be reimbursed.
- **NOT YET INCLUDED:**
  - Hampshire Avenue sidewalk repair (needs ADOT involvement) - \$50,000 in contingency budget
  - Purchase of flatbed truck - \$50,000 (would be split between Water, Sewer, Parks, Properties, Trash and HURF budgets)
  - PLACEHOLDERS (Cost TBD) have been added for:
    - Repairs to North Drive (requested by resident)
    - Cost of constructing permanent public restrooms

**PARKING REVENUES AND EXPENSES:**

- I increased the revenue line, "Allowance for additional revenues" by \$2,000.
- Software expenses have been recalculated and reallocated (see separate sheet for details).
- An additional part-time parking enforcement officer has been added.
- \$15,000 has been included for the purchase of an ATV.
- We have provided for transfers of \$40,000 each to the water and sewer budgets.
- The budget includes an allowance of \$20,000 for additional capital purchases, and an allowance of \$60,000 for additional transfers if needed to water, sewer and public safety budgets.

Also not included are any of the major projects (including Center Avenue) listed in my prior memo.

*Some estimated figures for routine expenditures, as well as grants anticipated, are continually under review and are subject to adjustments as needed.*

**REMAINING BUDGET MEETING SCHEDULE:**

Monday, May 10 - 11:00 AM

Tuesday, May 18 - 1:00 PM

Wednesday, June 2 - 1:00 PM