



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
MONDAY, MAY 10, 2021 AT 11:00 AM

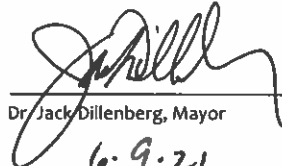
<p>ITEM #1: 11:01 (0:03)</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Jack Dillenberg called the meeting to order at 11:01 a.m.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Fire Chief Rusty Blair, Public Works Director Marty Boland, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</i></p>
<p>ITEM #2: 11:01 (0:45)</p>	<p>2021-22 BUDGET</p> <p>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.</p> <p><i>Ms. Gallagher reviewed her memo detailing changes made to the budget since the May 4 meeting. Her memo is included as an attachment to these minutes.</i></p> <p><i>Council discussed and determined that:</i></p> <ul style="list-style-type: none">• <i>The COLA increase will be set at 2.3%.</i>• <i>Pay scale for Fire Department employees will be adjusted as per the Chief's recommendation.</i>• <i>\$10,000 will be included for repairs to the overflow ditch.</i>• <i>Funds will be allocated (cost as yet unknown) in the water budget for gating on Allen Springs Road.</i>• <i>This year's transfer from the Sanitation budget to the Capital fund (toward the eventual purchase of a garbage truck) will be increased to \$10,000.</i>• <i>Funds will be included under HURF to pave the parking lot across from the Spirit Room (in case it does not happen before July 1).</i>• <i>Repairs to North Drive (a placeholder had been included in the HURF budget) will be absorbed by general R&M.</i>• <i>The amount included in the General Fund contingencies budget for the purchase of a water truck, in case it can't be located/purchased prior to July 1, will be increased to \$40,000.</i>• <i>The line item included in the General Fund contingencies budget for repairs to the parade steps will be eliminated.</i>• <i>The line item included in the General Fund contingencies budget for repairs to the rock wall below School Street will be increased to \$75,000.</i> <p><i>Council also discussed the matter of paving our cobblestone streets, and it was generally agreed that the town would not pave over the historic cobblestones. One alternative mentioned was installing concrete paver strips while maintaining most of the cobblestones around them.</i></p>

Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center

ITEM #3:	ADJOURNMENT						
	<i>Motion to adjourn at 12:23 p.m.</i>						
	COUNCILMEMBER	MÓVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
	BARBER		X	X			
	DILLENBERG	X		X			
	HARVEY			X			
	MOORE			X			
	WORTH			X			

APPROVE:

ATTEST:



 Dr. Jack Dillenberg, Mayor
 Date: 6.9.21



 Candace B. Gallagher, CMC, Town Manager/Clerk



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Founded 1876
Incorporated 1899

MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Mayor and Council
SUBJECT: Third draft: 2021-22 Town budget
DATE: May 6, 2021

Here is the third draft of our 2021-22 budget. The budget now utilizes \$100,500 in General Fund Balance and \$137,000 of Utility Fund Balance, leaving over \$439,000 still available for use in the General Fund (while still retaining 25% of our operating expenses as a reserve) and over \$61,000 in the Utility Fund.

I have made the changes discussed at our May 4 meeting, and highlighted the changed cells in light blue. However, not all of those items are factored into the "bottom line" because we still don't have some of the cost estimates. There are still "PLACEHOLDERS," (cells shaded in orange), for those items. Items still not included, and for which no placeholders have been added yet, are detailed below.

CHANGES ACROSS SEVERAL DEPARTMENTS:

- Made wage changes as discussed, including an across-the-board 2% COLA increase for all personnel.
- In further discussions with Caselle, we found that it will take at least 12 months for them to complete the upfront work on the conversion. We would need to pay 50% of the upfront cost upon engaging them, and the other 50% when it is fully implemented and in service. At that point, the monthly billing would begin. Therefore, I have changed the software allocation spreadsheet to reflect a 50% upfront payment to Caselle in FY22, no monthly fees to them in FY22, and continuation of our ADP, DataWest and CYMA services through the coming year. You will see changes in several departments as a result. Next year (FY23), we will budget the remaining 50% and the monthly fees and eliminate the other programs.

GENERAL GOVERNMENT REVENUES AND EXPENSES:

- Increased revenue from sale of assets to \$7,500 to allow for sale of police vehicle and public works ATV
- Added \$1,000 to "Small Tools & Equipment" to cover the cost of a laptop and TV for meeting broadcasts, and will contact Walmart regarding the donation of those items.
- Increased "Allowance for preservation of historic buildings" to \$30,000.

PLANNING & ZONING REVENUES:

- Increased anticipated revenues for P&Z fees and building permits to \$5,000 and \$8,000 respectively.

PARKS EXPENSES:

- Included \$2,000 to replace grass in Upper Park

PROPERTIES EXPENSES:

- Removed placeholder for bathroom ventilation fix at Hotel Jerome. This can be absorbed by general R&M, in either the current budget or the FY22 budget.
- Increased engineering fees to \$5,000

- **NOT YET INCLUDED:**
 - Preliminary design work for Hotel Jerome (beyond ASU study)
 - Repairs to parade steps (\$10,000 in contingency budget)
 - Repair to rock wall below School Street (\$50,000 in contingency budget)
 - **PLACEHOLDERS (Cost TBD)** remain for:
 - Repair to overflow ditch between Hill Street and Clark Street
 - Replacement of first floor plate glass windows at Hotel Jerome
 - We are working on obtaining additional quotes for this work

SANITATION DEPARTMENT EXPENSES:

- Added \$800 to "Training and Education"
- Increased landfill tipping fees to \$24,500

HURF (STREETS) REVENUE AND EXPENSES:

- Included as revenue \$40,000 transfer from parking fund and reduced General Fund subsidy accordingly.
- As discussed, the purchase of a water truck can take place this fiscal year using available funds. For now, I have included \$30,000 in the General Fund contingency budget in the event that a truck can't be located before July 1.
- **NOT YET INCLUDED:**
 - Hampshire Avenue sidewalk repair (needs ADOT involvement) - \$50,000 in contingency budget
 - **PLACEHOLDERS (Cost TBD)** remain for:
 - Repairs to North Drive (requested by resident)
 - Cost of constructing permanent public restrooms

PARKING EXPENSES:

- Reduced "allowance for additional transfers" to \$2,000 and included \$40,000 transfer to the HURF budget.

GRANTS:

- Added \$1,000,000 for American Rescue Funds
- *We are still working on the grants budgets ... they are a work in progress.*

GENERAL FUND CONTINGENCIES:

- Included \$250,000 use of fund balance for utility work on Center Avenue and \$50,000 for matching funds if awarded the grant for paving.
 - *NACOG has advised that the next SSP (competitive) round will be coming up soon, but is likely to be even more competitive than the last, and our score was lower due to (1) not having a higher percentage of low- to moderate-income residents (we scored only 2 out of 20 points in that category) and we did not get the 10 "severe need" points. Isabel feels that our chances of being awarded the competitive grant are slim.*
- Eliminated \$10,000 contingency for purchase of ATV for admin (now in General Govt budget)

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:

Tuesday, May 18 - 1:00 PM

Wednesday, June 2 - 1:00 PM