



TOWN OF JEROME

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MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL
Council Chambers, Jerome Town Hall, 600 Clark Street
TUESDAY, MAY 18, 2021 AT 2:00 PM

<p>ITEM #1: 2:00 (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 2:00 p.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 Police Chief Allen Muma, Public Works Director Marty Boland, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</i></p>
<p>ITEM #2: 2:00 (0:42)</p>	<p>PAY-TO-PARK</p> <p>Council will discuss the possibility of increasing fees and extending hours for paid parking.</p> <p><i>Questions and comments ensued about whether this item had been publicized. Councilmember Harvey said she remembered it being announced at the last budget meeting and Chief Muma noted that the agenda had been posted.</i></p> <p><i>Mayor Dillenberg asked if the parking fees should be raised and be just one fee for all day parking.</i></p> <p><i>Ms. Gallagher commented that this could decrease turnover and encourage more people to stay parked all day.</i></p> <p><i>Chief Muma said most people pay the lesser parking fees, and that only about 10 percent pay the \$5 all-day fee. He handed out a graph that showed how the revenues have changed in the last year, becoming more consistent instead of peaking strongly on weekends. Close to \$230k in parking revenues have been collected in the past year. Chief Muma suggested a single fee of \$4 for all day parking. (Currently the rates are \$3 for up to four hours and \$5 for all day.) He would anticipate an overall increase in total parking revenue with this change.</i></p> <p><i>Vice Mayor Worth said she liked the \$4 flat rate and does not want to extend the paid parking hours past 4 p.m. She said she would be open to increasing the fee to \$5 once we have concrete, physical examples of how the money has been spent.</i></p> <p><i>Councilmember Barber suggested starting paid parking at 9 a.m. and asked if it would be too much of a shock to move to \$5 for parking. A brief discussion ensued about the inconvenience to shop owners and how things have changed since before the pandemic; that more visitors are coming to town earlier in the day.</i></p> <p><i>Ms. Gallagher reminded everyone that shortening the hours was the compromise made originally with local business owners.</i></p> <p><i>Ms. Moore asked how much trouble it would be to adjust the kiosks to alter the fee. Chief Muma said it would require reprogramming the kiosks and changing out signage. He said it would probably take 30 days.</i></p> <p><i>Vice Mayor Worth asked if the revenue quoted earlier included citations; Chief Muma said no, it was strictly kiosk revenue. She then suggested enacting the new fee at the start of the new fiscal year. She said this would give everyone time to prepare.</i></p> <p><i>Ms. Gallagher said she could draft a resolution for the June council meeting.</i></p> <p><i>Chief Muma then suggested offering a discount for employees of Jerome businesses to keep them at \$3 for all day parking. He could set unique codes in the kiosks. Discussion continued about different scenarios involving employees and turnover. Chief Muma explained how he could make the discount work and pointed out that it would be prepaid.</i></p> <p><i>Ms. Gallagher asked for clarification about the discount for employees and if it should be part of the resolution. It was decided it should be.</i></p> <p><i>Chief Muma said a punch pass would be the easiest to track. Ms. Gallagher asked where employees would pay for the punch pass and who would administer this. Chief Muma said JPD could handle it but so could town hall staff.</i></p>

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

	<p>Vice Mayor asked that this be written up in two separate resolutions. She also made suggestions about the process of selling the parking punch passes. Discussion ensued.</p> <p>Councilmember Harvey said that she expects residents will ask if they can get the discount parking passes too.</p> <p>Chief Muma said that was fine, especially if the fee would be increased to everyone else. Discussion continued about proof of residency, car registration, utility statement, etc. Ms. Gallagher suggested simply requiring "proof of residency" and handling it a case at a time. Council agreed.</p> <p>Ms. Moore said she could go along with this plan but was slightly concerned about losing parking for visitors and the added administration involved.</p> <p>Ms. Barber suggested that the private parking lot on Main Street be reserved for the owner's employees but was not sure how that could be implemented.</p> <p>Vice Mayor Worth asked if a minimum should be required to purchase a parking punch pass. Ms. Harvey said to keep in mind that many employees don't always have cash on hand. A ten-day (\$30) minimum was agreed upon.</p>
<p>ITEM #3: 2:27 (27:38)</p>	<p>PARKING FEE WAIVER – NACOG</p> <p>Council will discuss the possibility of waiving paid parking fees for those attending the NACOG Regional Council meeting being held in Jerome on June 23-24, 2021.</p> <p>Ms. Harvey said she had not received an invitation for this and asked what time it would be. Vice Mayor Worth told her the details have not been finalized, so invitations have not been sent out. She explained what the annual meeting was about and how the agenda is typically scheduled and who attends. She said Jerome has never hosted.</p> <p>She said it has been suggested that the Regional Council be able to tour the Hotel Jerome project; see the solar installation at the 300 level; get a history tour; and visit the artists' co-op. She said a parking waiver is a professional courtesy that has been offered at other NACOG meetings and she would like it to be extended here.</p> <p>Mayor Dillenberg asked how many people were expected. Vice Mayor Worth said 21 regional council members live outside of Jerome (23 total), plus 8-12 NACOG staff, so 40 people at the most. She suggested giving one voucher to each NACOG staff member and to each regional council member.</p> <p>Mayor Dillenberg asked if they would want souvenirs.</p> <p>Ms. Barber asked the vice mayor if she was organizing all of this and if all of Council would be invited. Vice Mayor Worth replied that Cynthia with NACOG does a lot of the planning, but that she and Jerome resident Phil Tovrea are the local regional council members that would also be helping. She said Council is encouraged to attend, as are town department heads, and that she will also need support from Council in leading Hotel Jerome tours, hosting, etc.</p> <p>Ms. Gallagher corroborated that a resolution regarding this item would be on the June council agenda.</p> <p>Mayor Dillenberg suggested mementos from Nellie Bly.</p> <p>Vice Mayor Worth said she was working with the Jerome Historical Society on this event, so will likely work with them on souvenirs. She said the bulk of activities would be at Spook Hall. Chief Muma said they have "Trilogy Challenge" coins that could possibly work as souvenirs.</p> <p>The mayor then asked who was catering. Ms. Worth said she was hoping to keep it independent and local. The mayor thanked her for her efforts.</p>
<p>ITEM #4: 2:38 (38:35)</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.</p> <p>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.</p> <p>Council discussed police wages with Chief Muma and determined that:</p> <ul style="list-style-type: none"> • Police officer's wages would be increased in accordance with Chief Muma's recommendation, based partly on length of service, and a \$2 per hour stipend would be added for public safety workers who live in Jerome, as they are able to respond more quickly in an emergency. <ul style="list-style-type: none"> ◦ Vice Mayor Worth recommended that the \$2 "in town" stipend be extended to all departments. <p>It was also discussed and determined that:</p> <ul style="list-style-type: none"> • Anticipated parking revenues would be increased, and a transfer made to the General Fund from the Parking Fund toward public safety expenses. • \$10,000 would be budgeted for gating on Allen Springs Road.

- The annual contribution to the Capital Fund from the Sanitation Fund toward the purchase of a new garbage truck would be increased to \$10,000.

The possibility of including wages for a new part-time duty officer in the Fire Department was discussed but no decision made about that.

It was suggested that the town advertise for bids for the window work needed at the Hotel Jerome, and that it may be possible to retain the existing plate glass.

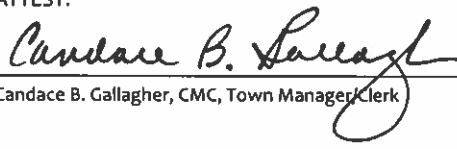
ITEM #5: **ADJOURNMENT**

Motion to adjourn at 3:30 p.m.

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG			X			
HARVEY	X		X			
MOORE			X			
WORTH			X			

APPROVE: 

Dr. Jack Dillenberg, Mayor

ATTEST: 

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: 6-9-21



TOWN OF JEROME

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Founded 1876
Incorporated 1899

MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Mayor and Council
SUBJECT: Fourth draft: 2021-22 Town budget
DATE: May 13, 2021

Here is the fourth draft of our 2021-22 budget. The budget now utilizes \$112,000 in General Fund Balance and \$156,500 of Utility Fund Balance, leaving over \$417,000 still available for use in the General Fund (while still retaining 25% of our operating expenses as a reserve) and over \$42,000 in the Utility Fund.

I have made the changes discussed at our May 4 meeting, and highlighted the changed cells in lavender. 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 2.3% COLA increase for all personnel and adjustments to fire department wages as per the pay scale presented by Chief Blair.
 - *NOTE: Police department wages have not yet been adjusted as set forth in that pay scale. That discussion will take place with Chief Muma at this meeting.*

GENERAL GOVERNMENT REVENUES AND EXPENSES:

- **NOT DISCUSSED YET:** Increased revenue from sales tax to \$1,100,000, which is still a conservative estimate based on this year's revenues.

PROPERTIES EXPENSES:

- Included \$10,000 for repairs to overflow ditch
- **NOT DISCUSSED YET:** Increased expenditure line for repairs to School Street wall and steps to \$50,000, in light of increased construction costs. This supplements \$61,000 received in grant funding for this project.
- **NOT YET INCLUDED:**
 - Preliminary design work for Hotel Jerome (beyond ASU study)
 - Repair to rock wall below School Street (\$75,000 in contingency budget)
 - **PLACEHOLDER (Cost TBD)** remains for replacement of first floor plate glass windows at Hotel Jerome
 - *We are still trying to obtain additional quotes for this work*

WATER DEPARTMENT EXPENSES:

- **NOT YET INCLUDED:**
 - **PLACEHOLDER (Cost TBD)** added for gating on Allen Springs Road (Springs Security)

SANITATION DEPARTMENT EXPENSES:

- Increased transfer to capital fund for garbage truck to \$10,000

HURF (STREETS) REVENUE AND EXPENSES:

- Added \$20,000 for paving parking lot across from Spirit Room (in case it does not happen before July 1)
 - *If this work takes place prior to adoption of the final budget, this item can be deleted.*
- Removed placeholder for repairs to North Drive (will be absorbed by general R&M)
- **NOT YET INCLUDED:**
 - Hampshire Avenue sidewalk repair (needs ADOT involvement) - \$50,000 in contingency budget
 - **PLACEHOLDER (Cost TBD)** remains for cost of constructing permanent public restrooms

GENERAL FUND CONTINGENCIES:

- Added \$40,000 for purchase of water truck, in case it can't happen before July 1
 - *If this purchase takes place prior to adoption of the final budget, this item can be deleted.*
- Removed line item for repairs to parade steps
- Increased line item for repairs to rock wall below School Street to \$75,000

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:

Wednesday, June 2 - 1:00 PM