



TOWN OF JEROME

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

AGENDA

SPECIAL MEETING OF THE JEROME TOWN COUNCIL
Council Chambers, Jerome Town Hall, 600 Clark Street
WEDNESDAY, JUNE 2, 2021 AT 1:00 PM

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
ITEM #2:	COVID-19 PROTOCOL Now that Town Hall has reopened and in person meetings have resumed, Council will discuss the protocol for employees and visitors to Town Hall and other town buildings given new CDC guidance regarding mask wearing.	<i>Sponsored by Mayor Jack Dillenberg Discussion; Possible Action</i>
ITEM #3:	2021-22 BUDGET Council will continue their discussions regarding the 2021-22 budget. Discussion may include any portion of the budget.	<i>Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction</i>
ITEM #4:	ADJOURNMENT	

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before _____ on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

970 Gulch Road, side of Gulch Fire Station, exterior posting case
600 Clark Street, Jerome Town Hall, exterior posting case
120 Main Street, Jerome Post Office, interior posting case

Rosa Cays, Deputy Town Clerk



TOWN OF JEROME

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MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Mayor and Council
SUBJECT: Fifth draft: 2021-22 Town budget
DATE: May 26, 2021

Here is the fifth draft of our 2021-22 budget. The budget now utilizes \$109,500 in General Fund Balance and \$167,000 of Utility Fund Balance, leaving over \$305,000 still available for use in the General Fund (while still retaining 25% of our operating expenses as a reserve) and over \$31,000 in the Utility Fund.

I have made the changes discussed at our May 18 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.

FUND BALANCE ESTIMATES:

- I have revised estimated fund balance changes during the current fiscal year based on activities to date. I decreased the estimated surplus in General Fund by \$100,000 and decreased the estimated deficit in the HURF fund by \$50,000. As a result I was able to utilize more HURF fund balance to balance the HURF budget, eliminating the need to subsidize that fund from the General Fund.

IN-TOWN STIPEND FOR PUBLIC SAFETY WORKERS:

- Adjusted wages for public safety employees living in town to include a \$2/hr stipend.
 - *At present, this includes one police officer and one fire department employee.*

GENERAL GOVERNMENT EXPENSES:

- **NOT DISCUSSED YET:** Included \$6,000 for high quality A/V system to live stream Council and board meetings, based on recommendation of our IT consultant.

POLICE DEPARTMENT REVENUE:

- Included under revenue \$30,000 transfer from Parking Fund.

FIRE DEPARTMENT EXPENSES:

- **NOT YET INCLUDED:** Additional duty officer
- *Also corrected wages for one duty officer in accordance with Chief’s prior proposal; it had been entered incorrectly on the prior worksheet.*

PROPERTIES EXPENSES:

- **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:

- \$10,000 added for gating on Allen Springs Road (Springs Security).

SEWER DEPARTMENT EXPENSES:

- Deleted amounts budgeted for bond interest, as we are IN THE PROCESS OF PAYING OFF THOSE BONDS.

SANITATION DEPARTMENT EXPENSES:

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

HURF (STREETS) REVENUE AND EXPENSES:

- **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
 - **QUESTION FOR COUNCIL:** *It appears that it may take awhile to design and construct the public restrooms. At present, we have only budgeted \$5,500 for the Portajohns. Does Council wish to increase that line item, or to remove the Portajohns once that amount has been expended? That amount will cover roughly two months, thru August.*

PARKING FUND REVENUE AND EXPENSES:

- Increased total anticipated revenue to \$250,000 and combined into one line.
- Added transfer to General Fund (public safety) of \$30,000.

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

We have no additional budget meetings scheduled at this time and have scheduled adoption of the tentative budget at our June 8 meeting. As there are still “placeholders” remaining where we do not yet have cost estimates, our options are:

1. Include generous estimates for those items in the budget, knowing that we can reduce the budget if needed between now and its final adoption.
2. Schedule additional budget meetings in June and move tentative adoption to July.

FUND BALANCE RECAP:

UNRESTRICTED general fund balance @ 7/1/20, per audited financial statements \$797,603
Plus: Anticipated surplus FY21 \$150,000
NET ESTIMATED UNRESTRICTED FUND BALANCE @ 7/1/21 \$947,603

2021-22 GENERAL FUND OPERATING EXPENSES (per draft): 2,129,611
net of capital projects and subsidies to other funds

FUND BALANCE PERCENTAGE 44.50%

Minimum fund balance per Financial Operations Manual
adopted by Council: 25% of general fund operating
expenses \$532,403

Potentially available for use* \$415,200
Used in this draft (excluding contingencies) (\$109,500)

General Fund Balance remaining available for use \$305,700

Total General fund balance remaining \$838,103
Percentage of GF operating expenses 39.4%

Utilities Fund Balance @ 7/1/20 \$198,789
Plus: Anticipated surplus FY21 \$0
TOTAL ESTIMATED UTILITIES FUND BALANCE @ 7/1/21 \$198,789

Utilized in this draft 167,000

Utilities Fund Balance remaining for use \$31,789

HURF Fund Balance @ 7/1/20 \$153,174
Less: Anticipated deficit FY21 (\$50,000)
TOTAL ESTIMATED HURF FUND BALANCE @ 7/1/21 \$103,174

Utilized in this draft 82,500

HURF Fund Balance remaining for use \$20,674

Fund Dept	Acct#		ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
1	10				
		Use of General Fund fund balance	237,000		109,500
1	10	4001 Primary & Personal Prop. Tax	47,500	47500	47,500
1	10	4005 City Sales Tax	850,000	1000000	1,100,000
1	10	4010 State Sales Tax	41,246	50000	53,424
1	10	4015 State Urban Revenue Sharing	214,371	214371	195,714
1	10	4030 Vehicle License Tax	33,971	36000	34,816
1	10	4045 Business License Revenue	6,000	4000	5,000
1	10	4050 Commercial Filming Fees	0	700	350
1	10	4055 Utility Franchises / Licenses	17,000	15000	15,000
1	10	4300 Interest Earned	1,800	1400	1,500
1	10	4400 Sale of Assets	9,000	3000	7,500
1	10	4500 Miscellaneous Revenue	5,000	3500	3,500
1	10	4200 Contributions	0	3000	1,500
1	10	4600 Administration Charge to Utilities Fund	148,481	148481	153,826
1	10	4600 Administration Charge to Streets	10,581	10581	11,038
		Total General Government Revenues	1,621,950		1,740,168
1	10	4035 Fines & Forfeitures	60,000	56000	58,000
1	10	4035 Fines & Forfeitures - Parking Tickets	0	0	15,000
1	10	4037 Court Security Fund Revenue	12,000	10000	10,000
		Total Court Revenue	72,000		83,000
1	10	New Parking Citation Revenue	0	<i>included in police svcs revenue below</i>	20,000
1	10	New Transfer from Parking Fund	0		30,000
1	10	4064 Dedicated PD Revenue from court fees	2,000	2000	2,000
1	10	4065 Police Services Revenue	20,000	30000	20,000
		Total Police Department Revenue	22,000		72,000
1	10	4090 Fire Department Wildlands Revenue - Truck	50,000	50000	70,000
1	10	4091 Fire Department Wildlands Revenue - Wage reimbursement	33,000	68000	40,000
1	10	4092 Fire Department Firewise Reimbursements	25,000	3000	30,000
1	10	4053 Fire Department Services Revenue	10,000	5000	10,000
		Total Fire Department Revenue	118,000		150,000
1	10	4020 Library Funds From Yavapai Co	19,000	21938	24,721
1	10	4070 Civic Center Rents (bottom floor)	9,115	9115	9,115
1	10	4200 Contributions and Miscellaneous	1,500	800	1,000
		Total Library Revenue	29,615		34,836
1	10	4041 Planning & Zoning Fees	3,000	2500	5,000
1	10	4040 Building Permits	5,000	5000	8,000
		Total Planning & Zoning Revenue	8,000		13,000
1	10	4080 Utility Reimbursements	5,000	4500	4,500
1	10	4070 Property Rentals	69,407	69407	69,407
		Total Properties Revenue	74,407		73,907
		Total General Fund Revenues	\$ 1,945,972		\$ 2,166,911
		Total Standard and Contingency Revenue			
		General Government Expenses			
1	11	5001 Salaries & Wages	229,384	225000	237,946
1	11	5006 Longevity Bonus	1,362	1190	1,412
1	11	5007 Payt in lieu of medical benefits	6,363	6363	6,935
1	11	5010 FICA Match	18,139	16800	18,841
1	11	5011 Retirement Match	16,784	16700	17,478
1	11	5012 Health / Life Insurance	40,320	40300	43,752
1	11	5013 Workers Compensation	1,417	1300	1,256
1	11	5014 Unemployment Insurance	539	450	336
1	11	6101 Accounting & Auditing	18,000	16500	17,000
1	11	6105 Advertising, Printing & Publishing	4,500	4000	4,500
1	11	6110 Contract Services - ADP	5,000	3900	0
1	11	6110 Contract Services - ArchiveSocial	4,800	4200	4,800
1	11	6110 Contract Services - City of Phoenix tax data	600	600	100
1	11	6110 Contract Services - VVREO workforce housing study	500	500	0
1	11	6110 Contract Services - Cottonwood Area Transit	4,500	0	4,500
1	11	6115 Conventions and Seminars	0	0	4,000
1	11	6116 Training and Education	2,500	2500	2,750
1	11	6125 Dues, Subs. & Memberships	6,600	6000	6,000
1	11	6126 TPT Collection Fee expense (ADOR)	1,196	1172	1,200
1	11	6130 Election Expenses	6,000	2000	0
1	11	6155 Property & Liability Insurance	24,000	24000	17,500
1	11	6156 Insurance Deductibles	0	1000	1,000
1	11	6160 COVID Expenses - Lighted signs	0	17200	0
1	11	6160 COVID Expenses - ZOOM fees	0	360	300

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
1	11	6160	COVID Expenses - GoToMyPC	0	2860	0
1	11	6160	COVID Expenses - Misc medical	0	1500	600
1	11	6170	Legal	12,000	13000	14,000
1	11	6185	Miscellaneous	4,997	4500	4,873
1	11	6185	Miscellaneous - FRIENDS OF JEROME startup costs	1,000	0	1,000
1	11	6186	Bank charges	1,700	1700	1,800
1	11	6188	Bank fees/Merch services	6,800	7900	8,000
1	11	6190	Office Supplies	6,000	6000	6,000
1	11	6191	Copier and Equip Lease	7,500	7500	7,500
1	11	6192	Software and Web Expenses (annual maintenance/licenses)	8,800	8800	11,024
1	11	6192	Software and Web Expenses: Caselle (initial)	0	0	6,638
1	11	6193	Computer Hardware and Service	10,000	8000	10,000
1	11	6195	Operating Supplies	1,000	1000	1,000
1	11	6200	Postage	5,000	4000	5,000
1	11	6220	Rep and Maint - Vehicles	500	0	500
1	11	6245	Shuttle Expenses	1,500	800	1,500
1	11	6250	Small Tools & Minor Equipment (under \$5,000)	750	750	1,000
1	11	6250	Small Tools & Minor Equipment (under \$5,000) - A/V for streaming meetir	0	0	6,000
1	11	6265	Telephone	3,500	2600	3,000
1	11	6275	Travel	3,000	300	500
1	11	6285	Tourism (from bed tax)	10,000	10000	6,000
1	11	6286	Community Health	500	0	500
1	11	6287	Allowance for preservation of historic buildings	10,000	0	30,000
1	11	7025	Capital outlay - UTV	-	0	10,000
1	11	9500	Transfer to Utilities Fund - Water	0		0
1	11	9500	Transfer to Utilities Fund - Sewer	0		0
1	11	9500	Transfer to Utilities Fund - Sanitation	0		0
1	11	9500	Transfer to HURF	-		-
Total General Government Expenses				487,051		528,041
Magistrate Court Expenses						
1	12	5001	Salaries & Wages	66,108	65000	78,836
1	12	5006	Longevity bonus	509	509	529
1	12	5010	FICA	5,096	5100	6,071
1	12	5011	Retirement	2,307	2307	2,308
1	12	5013	Workmen's Comp	256	200	262
1	12	5014	Unemployment	194	195	194
1	12	6037	Court Security Fund	300	300	10,000
1	12	6101	Accounting and Auditing	0	0	2,200
1	12	6110	Contract Services	7,000	6000	7,000
1	12	6116	Training and Education	525	525	525
1	12	6125	Dues and Subscriptions	287	308	320
1	12	6185	Miscellaneous Expense	300	100	300
1	12	6190	Office Supplies	200	0	200
1	12	6191	Copier and Equipment Lease	2,250	2306	2,310
1	12	6265	Telephone	900	800	900
1	12	6275	Travel	1,200	900	900
Total Magistrate Court Expenses				87,432		112,855
Police Department Expenses						
1	13	5001	Salaries & Wages	292,791	292500	334,952
1	13	5006	Longevity bonus	1,527	1620	1,845
1	13	5001	EMT/Firefighter Stipend	10,400	6040	8,320
1	13	5010	FICA	23,311	23000	26,401
1	13	5011	Retirement Match	34,789	31700	31,622
1	13	5012	Health / Life Insurance	68,154	62000	72,150
1	13	5013	Workers Compensation	22,364	22300	23,524
1	13	5014	Unemployment	863	800	458
1	13	6110	Contract Services	0	700	500
1	13	6116	Training and Education	1,000	500	1,000
1	13	6120	Dispatch	35,100	35000	36,855
1	13	6125	Dues and Subscriptions	1,200	1200	1,200
1	13	6145	Fuel	7,500	7000	9,000
1	13	6172	Prosecutor	24,000	20000	24,000
1	13	6185	Miscellaneous	600	0	600
1	13	6192	Software Service & Support (Internet, Crimestar,+)	5,500	4500	6,700
1	13	6193	Computer Hardware & Service	2,500	0	3,500
1	13	6195	Operating Supplies	2,500	2500	2,500
1	13	6200	Postage	200	200	200
1	13	6220	Rep and Maint - Vehicles	7,500	7000	7,500
1	13	6225	Rep and Maint -Equipment	1,500	800	7,500
1	13	6234	Police Dept Safety Equipment	2,000	2000	2,000
1	13	6250	Small Tools & Equipment (under \$5,000)	7,000	4000	7,000
1	13	6265	Telephone	4,000	5000	5,200
1	13	6280	Uniforms	1,500	3000	1,500
1	13	7025	Capital Outlay - Vehicles	10,750	10750	37,300
Total Police Department Expenses				568,549		653,327
Fire Department Expenses						

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
1	14	5001	Salaries & Wages - Chief, Duty officers	133,209	112000	145,443
1	14	5006	Longevity bonus	806	626	864
1	14	5002	Wildlands wages	38,000	38000	35,000
1	14	5003	Volunteer-Employee Per Call Personnel	19,000	19000	31,000
1	14	5004	Fuel abatement wages	33,000	13,000	40,000
1	14	5010	FICA Match	15,492	13000	17,618
1	14	5011	Retirement	9,833	8000	11,371
1	14	5011-A	Retirement - Volunteer Contribution	12,000	12000	12,000
1	14	5012	Health Insurance	32,460	30000	44,388
1	14	5013	Workers Compensation	17,992	15500	18,909
1	14	5014	Unemployment	822	800	542
1	14	6110	Contract Services	500	200	500
1	14	6116	Education and Training	6,000	6000	6,000
1	14	6120	Dispatch	6,450	6450	6,450
1	14	6125	Dues and Subscriptions	1,500	1000	1,500
1	14	6145	Fuel	5,000	3000	5,000
1	14	6170	Legal	500	0	500
1	14	6180	Medical Expenses	1,000	100	1,000
1	14	6181	Medical Supplies	3,000	6500	4,500
1	14	6185	Miscellaneous	1,500	500	1,500
1	14	6192	Software Support and Maintenance (Internet)	900	900	900
1	14	6195	Operating Supplies	1,500	2300	1,500
1	14	6220	Rep and Maint - Vehicles	16,000	22000	20,000
1	14	6225	Rep and Maint - Equipment	5,000	4500	5,000
1	14	6250	Small Tools & Equipment (under \$5000)	10,000	7500	10,000
1	14	6265	Telephone	4,000	2500	4,000
1	14	6270	Training Center Assessment	2,700	2692	2,700
Total Fire Department Expenses				378,164		428,185
Library Expenses						
1	15	5001	Salaries & Wages	63,951	50000	65,000
1	15	5006	Longevity bonus	698	420	708
1	15	5007	Payt in lieu of medical benefits	-	0	6,935
1	15	5010	FICA Match	4,946	3700	5,557
1	15	5011	Retirement	3,476	3476	3,556
1	15	5012	Health Insurance	10,656	10656	492
1	15	5013	Workers Compensation	269	235	262
1	15	5014	Unemployment	288	200	173
1	15	6110	Contract services	1,250	1250	1,250
1	15	6185	Miscellaneous	250	250	250
1	15	6190	Office Supplies	250	0	250
1	15	6195	Operating Supplies	3,000	3000	3,000
1	15	6205	Print and Non-Print Materials	3,890	3890	3,900
1	15	6225	R&M - Equipment	100	0	100
1	15	6250	Small Tools & Equipment (under \$5,000)	1,500	1000	1,500
1	15	6265	Telephone (net of County contribution)	900	900	900
1	15	6266	E-Rate (Internet)	800	800	800
Total Library Expenses				96,224		94,633
Planning & Zoning Expenses						
1	16	5001	Salaries & Wages	67,032	63000	68,558
1	16	5006	Longevity bonus	338	338	358
1	16	5007	Payt in lieu of medical benefits	6,726	3363	0
1	16	5010	FICA Match	5,668	5200	5,272
1	16	5011	Retirement Match	4,348	4330	4,447
1	16	5012	Health / Life Insurance	0	5400	11,580
1	16	5013	Workers Compensation	613	540	262
1	16	5014	Unemployment Insurance	171	171	103
1	16	6105	Advertising, Printing & Publishing	500	100	300
1	16	6115	Conventions and Seminars	500	0	500
1	16	6116	Training and Education	1,000	0	2,000
1	16	6170	Legal	15,000	13000	18,000
1	16	6175	Map Upgrades / Copies	1,000	0	250
1	16	6185	Miscellaneous	300	0	112
1	16	6192	Software Maintenance & Support	700	0	2,715
1	16	6195	Operating Supplies	300	0	250
1	16	6250	Small Tools & Equipment (under \$5,000)	300	0	250
1	16	6265	Telephone	600	650	650
1	16	6275	Travel	500	0	500
Total Planning & Zoning Expenses				105,596		116,107
Parks Expenses						
1	17	5001	Salaries & Wages (incl longevity)	6,089	6089	6,815
1	17	5010	FICA Match	466	466	521
1	17	5011	Retirement Match	481	440	531
1	17	5012	Health Insurance	1,716	1500	2,123
1	17	5013	Workers Compensation	368	360	416
1	17	5014	Unemployment Insurance	14	21	8
1	17	6145	Fuel	50	50	1,300
1	17	6185	Misc. Expenses	250	50	283

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
1	17	6192	Software Service and Support (Internet)	200	150	0
1	17	6195	Operating Supplies	200	350	350
1	17	6170	Legal	500	0	250
1	17	6215	Rep and Maint - Building	100	0	100
1	17	6220	Rep and Maint - Vehicles	2,500	500	1,500
1	17	6225	Rep and Maint - Equipment	0	50	500
1	17	6230	Rep and Maint - Infrastructure (routine)	1,500	1500	2,000
1	17	6230	Rep and Maint - Infrastructure (grass in Upper Park)	0	0	2,000
1	17	6250	Small Tools & Equipment (under \$5,000)	300	150	300
1	17	6280	Uniforms	300	300	300
1	17	6285	Utilities	2,800	2100	2,800
1	17	8040	Lease Payments	260	260	261
Total Parks Expenses				18,094		22,358
Properties Expenses						
1	18	5001	Salaries & Wages (incl longevity)	37,704	37000	42,202
1	18	5010	FICA Match	2,884	2800	3,228
1	18	5011	Retirement Match	2,976	2700	3,289
1	18	5012	Health / Life Insurance	10,624	8700	13,149
1	18	5013	Workers Compensation	2,278	1850	2,576
1	18	5014	Unemployment Insurance	86	86	50
1	18	6110	Contract Services	8,500	8500	10,500
1	18	6140	Engineering Fees	5,000	0	5,000
1	18	6145	Fuel	100	100	1,300
1	18	6170	Legal Services	500	0	300
1	18	6185	Miscellaneous Expense	1,500	1000	1,200
1	18	6192	Software Service and Support	200	150	0
1	18	6195	Operating Supplies	1,200	500	800
1	18	6215	Rep and Maint - Buildings (routine)	20,000	25000	20,000
1	18	6215	Rep and Maint - Buildings (special)	20,000	included above	
1	18	6220	Rep and Maint - Vehicles	2,500	1000	1,500
1	18	6225	Rep and Maint - Equipment	0	200	250
1	18	6230	Rep and Maint - Infrastructure (routine)	3,000	3000	3,000
1	18	6230	Rep and Maint - Infrastructure (repair to overflow ditch)			10,000
1	18	6230	Rep and Maint - Infrastructure (School Street access - wall and steps repa	39,000	0	50,000
1	18	6250	Small Tools & Equipment (under \$5,000)	250	250	500
1	18	6280	Uniforms	300	300	300
1	18	6285	Utilities	46,000	40000	42,000
1	18	8040	Lease Payments	260	260	261
Total Properties Expenses				204,862		211,405
Total General Fund Expenses				1,945,972		2,166,911
Water Department Revenue						
2	50	4085	Water Usage Fees	170,000	190000	180,000
2	50	4100	Water Connection Fees	5,000	5000	5,000
			Transfer from PARKING FUND	30,000	30000	40,000
			Use of UTILITY FUND BALANCE	58,000		83,500
2	50	4900	TRANSFER from General Fund	0		0
2	50	4500	Miscellaneous Water Revenue	8,000	500	1,000
Total Water Department Revenue				271,000		309,500
Water Department Expenses						
2	50	5001	Salaries & Wages (incl longevity)	66,509	65500	74,443
2	50	5010	FICA Match	5,088	5000	5,695
2	50	5011	Retirement Match	5,249	4600	5,801
2	50	5012	Health / Life Insurance	18,741	15500	23,195
2	50	5013	Workers Compensation	4,019	4100	4,545
2	50	5014	Unemployment Insurance	151	200	89
2	50	6110	Contract Services	10,800	10800	10,800
2	50	6116	Training and Education	400	0	500
2	50	6135	Permit Fees	1,800	1800	1,800
2	50	6140	Engineering Fees	1,500	1000	3,000
2	50	6145	Fuel	2,000	1500	2,000
2	50	6155	Property & Liability Insurance	9,000	9000	7,500
2	50	6170	Legal	20,000	1000	1,750
2	50	6185	Miscellaneous Expense	338	100	479
2	50	6192	Software Maintenance & Support	2,800	1390	2,807
2	50	6192	Software Maintenance & Support (one-time)			2,210
2	50	6195	Operating Supplies	3,000	1000	3,000
2	50	6215	Rep and Maint - Building	500	0	500
2	50	6220	Rep and Maint - Vehicles	2,500	1000	2,000
2	50	6225	Rep and Maint - Equipment	2,000	2000	2,500
2	50	6230	Rep and Maint - Infrastructure (routine)	20,000	2500	20,000
2	50	6230	Rep and Maint - Water line replacement First Avenue			13,000
2	50	6230	Rep and Maint - Live taps for Clark St regulator			25,500
2	50	6230	Rep and Maint - Infrastructure (regulators routine)	15,000	5000	5,000
2	50	6230	Rep and Maint - Infrastructure (springs)	20,000	15000	16,500

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
2	50	6230	Rep and Maint - Water tank inspection and cleaning	0	0	3,500
2	50	6232	Springs Security expenses	0	8000	5,000
2	50	6232	Springs Security - Gating	0	0	10,000
2	50	6240	Service Tests/System Testing	1,000	1000	1,000
2	50	6250	Small Tools & Equipment (under \$5,000)	1,500	1500	1,500
2	50	6271	DWR Fee	900	900	900
2	50	6280	Uniforms	300	300	300
2	50	6285	Utilities	500	500	500
2	50	6290	Administration charge	49,494	49494	51,275
2	50	8041	Vehicle purchase	5,000	1000	0
2	50	8040	Lease Payments	911	911	911
Total Water Department Expenses				271,000		309,500
Sewer Department Revenue						
2	51	4085	Sewer Usage Fees	180,400	190000	185,000
			Sewer Connection Fees	5,500	5500	5,500
			Transfer from PARKING FUND	30,000	30000	40,000
			Use of UTILITY FUND BALANCE	39,500		49,500
2	51	4900	TRANSFER from General Fund	0		0
2	51	4300	Interest and Investment Earnings	100	55	50
Total Sewer Revenue				255,500		280,050
Sewer Department Expenses						
2	51	5001	Salaries & Wages (incl longevity)	36,065	36000	40,367
2	51	5010	FICA Match	2,759	2700	3,088
2	51	5011	Retirement Match	2,846	2550	3,146
2	51	5012	Health / Life Insurance	10,162	8500	12,577
2	51	5013	Workers Compensation	2,179	2179	2,464
2	51	5014	Unemployment Insurance	82	100	48
2	51	6110	Contract Services	38,400	38400	38,400
2	51	6135	Permit Fees	1,150	1150	1,150
2	51	6140	Engineering Fees	25,000	25000	25,000
2	51	6145	Fuel	2,200	1500	2,000
2	51	6155	Property & Liability Insurance	9,000	12000	10,000
2	51	6170	Legal	500	300	1,200
2	51	6185	Miscellaneous	352	50	304
2	51	6186	Bank fees - sewer accounts	0	50	50
2	51	6192	Software Maintenance and Support (annual)	2,800	1390	2,807
2	51	6192	Software Maintenance and Support (one-time)			2,213
2	51	6195	Operating Supplies	12,000	5000	10,000
2	51	6215	Rep and Maint - Building	500	100	500
2	51	6220	Rep and Maint - Vehicles	2,000	2000	2,000
2	51	6225	Rep and Maint - Equipment	4,500	1200	3,750
2	51	6230	Rep and Maint - Infrastructure (routine)	15,000	10000	15,000
2	51	6230	Rep and Maint - Infrastructure (sewer line replacement Hull & Jerome)			33,000
2	51	6240	Service Tests/System Testing	12,000	10000	12,000
2	51	6250	Small Tools & Equipment (under \$5,000)	3,000	4000	3,500
2	51	6265	Telephone	500	0	0
2	51	6280	Uniforms	0	300	300
2	51	6285	Utilities	3,000	2800	3,000
2	51	6290	Administration charge	49,494	49494	51,275
2	51	8010	Bond Principal - 92-06	4,100	4091	
2	51	8010	Bond Principal - 92-08	8,200	8181	
2	51	8020	Bond Interest - 92-06	2,250	2040	0
2	51	8020	Bond Interest - 92-08	4,550	4112	0
2	51	8040	Lease Payments	911	911	911
Total Sewer Expenses				255,500		280,050
Sanitation Department Revenue						
2	52	4085	Sanitation Service Fees	188,000	189000	189,000
			Use of UTILITY FUND BALANCE	16,000		34,000
2	52	4900	TRANSFER from General Fund	-		-
2	52	4500	Miscellaneous Sanitation Revenue	1,000	500	1,000
Total Sanitation Revenue				205,000		224,000
Sanitation Department Expense						
2	52	5001	Salaries & Wages (incl longevity)	57,376	57000	64,220
2	52	5010	FICA Match	4,389	4300	4,913
2	52	5011	Retirement Match	4,528	4500	5,005
2	52	5012	Health / Life Insurance	16,167	14000	20,010
2	52	5013	Workers Compensation	3,467	5500	3,921
2	52	5014	Unemployment Insurance	130	130	77
2	52	6111	Recycling Contract Services	2,200	2200	2,500
2	52	6116	Training & Education	200	0	800
2	52	6142	Equipment Rental	650	0	1,000
2	52	6145	Fuel	9,000	5000	6,500
2	52	6155	Property & Liability Insurance	12,000	12000	10,000
2	52	6165	Landfill Tipping Fees	24,500	16000	24,500
2	52	6185	Miscellaneous	199	150	459

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
2	52	6192	Software Maintenance and Support (annual)	1,300	1520	2,807
2	52	6192	Software Maintenance and Support (one time)	0	0	2,213
2	52	6195	Operating Supplies	200	350	500
2	52	6220	Rep and Maint - Vehicles	10,000	4500	7,500
2	52	6225	Rep and Maint - Equipment	900	100	500
2	52	6250	Small Tools & Minor Equipment	3,000	5000	5,000
2	52	6280	Uniforms	300	300	300
2	52	6290	Administration charge	49,494	49494	51,275
			Transfer to Capital Fund	5,000	5000	10,000
Total Sanitation Expenses				205,000		224,000
HURF Revenue						
Use of HURF Fund Balance (carryover)				107,000		82,500
3	30	4020	Highway User Revenue	40,324	40000	39,334
3	30	4300	HURF Interest	1,000	550	750
3	30		Transfer from PARKING FUND			40,000
3	30	4900	Transfer from General Fund	0		0
Total HURF Revenue				148,324		162,584
HURF Expenses						
3	30	5001	Salaries & Wages (incl longevity)	44,123	42500	48,073
3	30	5010	FICA Match	3,375	3200	3,678
3	30	5011	Retirement Match	2,403	2200	2,656
3	30	5012	Health/Life Insurance	8,151	7000	10,617
3	30	5013	Workers Compensation	2,250	1850	2,448
3	30	5014	Unemployment Insurance	155	135	92
3	30	6140	Engineering Fees	5,000	3000	5,000
3	30	6142	Equipment Rentals	1,500	0	1,000
3	30	6145	Fuel	100	75	1,300
3	30	6155	Property & Liability Insurance	6,000	6000	5,000
3	30	6160	COVID Expenses - Portajohns	0	22500	5,500
3	30	6185	Miscellaneous Expense	556	100	313
3	30	6192	Software Maintenance & Support (annual)	180	150	370
3	30	6192	Software Maintenance & Support (one-time)	0	0	738
3	30	6195	Operating Supplies	700	600	700
3	30	6210	Public Restroom Supplies	2,200	1200	2,500
3	30	6215	Repair & Maintenance - Building	5,000	0	500
3	30	6220	Repair & Maintenance - Vehicles	2,000	600	1,500
3	30	6225	Repair & Maintenance - Equipment	200	500	500
3	30	6230	Repair & Maintenance - Infrastructure (routine R&M)	10,000	1000	10,000
3	30	6230	Repair & Maintenance - PAVING PARKING LOT ACROSS FROM SPIRIT	13,750	13750	20,000
3	30	6230	Repair & Maintenance - North Drive			0
3	30	6230	Repair & Maintenance - Street patching	10,000	0	10,000
3	30	6250	Small Tools & Equipment	500	100	500
3	30	6255	Street Lights	13,000	12000	13,000
3	30	6260	Street Supplies	6,000	3000	5,000
3	30	6280	Uniforms	300	300	300
3	30	6290	Administration Charge	10,581	10581	11,038
3	30		Capital outlay - Public restrooms			
3	30	8040	Lease Payments	300	300	261
Total HURF Expenses				148,324		162,584
PARKING FUND REVENUE						
3	35	4042	Kiosk revenues	120,000	120000	250,000
3	35	4043	Allowance for additional revenues	30,000	100000	-
Total Parking Fund revenues				150,000		250,000
PARKING FUND EXPENSES						
3	35	5001	Salaries & Wages (incl longevity)	11,600	15500	28,609
3	35	5010	FICA Match	887	1250	2,189
3	35	5013	Workers Compensation	352	525	751
3	35	5014	Unemployment Insurance	86	140	103
3	35	6185	Miscellaneous	775	100	240
3	35	6188	Credit Card processing fees	27,000	30000	32,000
3	35	6192	Software Maintenance and Support (Kiosks)	4,800	4800	5,000
3	35	6192	Software Maintenance and Support (Annual accounting)			370
3	35	6192	Software Maintenance and Support (one-time accounting)			738
3	35	6195	Operating Supplies	4,000	1500	3,000
3	35	6265	Telephone	1,500	1500	2,000
3	35		Capital outlay - Purchase of ATV			15,000
3	35	8041	Allowance for additional capital purchases	19,000	0	10,000
3	35	9500	Allowance for additional transfers to utilities, HURF and/or public safety budgets	20,000	0	-
3	35	9500	Transfer to General Budget (public safety)			30,000
3	35	9500	Transfer to HURF Budget			40,000
3	35	9500	Transfer to Water Budget	30,000	30000	40,000
3	35	9500	Transfer to Sewer Budget	30,000	30000	40,000
Total Parking Fund expenses				150,000		250,000
Fire Department P&R Revenue						
4	60	4250	Town Contribution	12,000	12000	12,000

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
4	60	4255	State Pension Contribution	2,500	2128	2,500
4	60	4256	Receipts from Retirement Fund	10,000	10000	10,000
Total Fire P&R Revenue				24,500		24,500
Fire Department P&R Expenses						
4	60	6110	Contract Services (Admin Fees)	2,000	2000	2,000
4	60	6235	Retirement/Refunds/Distributions	22,500	22962	22,500
Total Fire P&R Expenses				24,500		24,500
Operating Grants Revenue						
5	40	4067	Police: Bulletproof vest funding	1,400	0	0
5	40	4067	Police: GOHS Grant	4,000	1600	9,000
5	40	4066	Police: RICO Revenue	5,000	15000	4,500
5	40	4067	Police: Safety Equipment grant	10,000	10000	60,000
5	40	4068	Fire: FEMA	100,000		0
5	40	4068	Fire: Firehouse Subs Grant	20,000		16,000
5	40	4068	Fire: 100 Club grant	5,000		5,000
5	40	4068	Fire: State Fire School (training)	1,000		0
5	40	4068	Fire: NEAMS funding	4,500		7,500
5	40	4068	Fire: Title 3 Fuels	0		15,000
5	40	4068	Fire: Rural Fire Assistance	0		5,000
5	40	4104	FMI: Water Planning	50,000		41,000
5	40		PZ: SHPO Grant - Design Guidelines	0		20,000
5	40	4101	USDA SEARCH grant (WWTP engineering)	30,000		30,000
5	40		Core of Engineers: Sewer Plant design			500,000
5	40		Grant to cover match for Core of Engineers funding			25,000
5	40	4185	MISCELLANEOUS grants	100,000		300,000
5	40	4102	Yavapai County Storm Drainage/Flood Control	90,000		120,000
Total Operating Grants Revenues				420,900		1,158,000
Operating Grants Expenses						
5	40	6237	Police: Bulletproof vest funding	1,400		
5	40	6237	Police: GOHS Grant	4,000		9,000
5	40	6236	Police: RICO Revenue	5,000		4,500
5	40	6237	Police: Safety Equipment grant	10,000		60,000
5	40	6238	Fire: FEMA	100,000		0
5	40	6238	Fire: Firehouse Subs Grant	20,000		16,000
5	40	6238	Fire: 100 Club grant	5,000		5,000
5	40	6238	Fire: State Fire School (training)	1,000		0
5	40	6238	Fire: NEAMS funding	4,500		7,500
5	40	6238	Fire: Title 3 Fuels	0		15,000
5	40	6238	Fire: Rural Fire Assistance	0		5,000
5	40	6104	FMI: Water Planning	50,000		41,000
5	40		PZ: SHPO Grant - Design Guidelines	0		20,000
5	40	6101	USDA SEARCH grant (WWTP engineering)	30,000		30,000
5	40	6101	Core of Engineers: Sewer plant design			500,000
5	40		Grant to cover match for Core of Engineers funding			25,000
5	40	6185	Use of MISCELLANEOUS grants	100,000		300,000
5	40	6102	Yavapai County Storm Drainage/Flood Control	90,000		120,000
Total Operating Grants Expenses				420,900		1,158,000
Capital Grants Revenue						
6	70	4105	CDBG Guaranteed DUNDEE Waterline	359,170	50000	309,170
6	70		CDBG Competitive Center Avenue	500,000	0	500,000
6	70	4106	HURF Exchange funding - Drainage Project design	200,000	120000	80,000
6	70	4106	HURF Exchange funding - Drainage Project construction	0		500,000
6	70	4107	Yavapai Apache Nation Gaming Donation - Carryover	36,000		31,000
6	70	4107	Yavapai Apache Nation Gaming Donation 2021			15,000
6	70	4108	Freeport McMoRan - Social Investment 2015 (School Street access)	31,000		31,000
6	70	4108	Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000		30,000
6	70	4108	Freeport-McMoRan - Social Investment 2022 (tba)	30,000		30,000
6	70	4109	USDA Rural Development 2018 - Hotel Jerome windows	56,500	56500	0
6	70	New	Core of Engineers - Sewer Plant construction			2,500,000
6	70	New	Grant to cover match for Core of Engineers funding			625,000
6	70	4109	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	0		60,000
6	70	4109	ADEQ Brownfields: Hotel Jerome	20,000	20000	50,000
6	70	4110	Grant for Healthcare Clinic	50,000	0	50,000
6	70	4195	American Rescue Fund/State of AZ funding			1,000,000
6	70	4185	Miscellaneous Capital Grants	250,000		250,000
Total Capital Grants Revenue				1,562,670		6,061,170
Capital Grants Expenses						
6	70	6105	CDBG Guaranteed DUNDEE Waterline	359,170		309,170
6	70		CDBG Competitive Center Avenue	500,000	0	500,000
6	70	6106	HURF Exchange funding - Drainage Project design	200,000	120000	80,000
6	70		HURF Exchange funding - Drainage Project construction			500,000
6	70	6107	Yavapai Apache Nation Gaming Donation - CARRYOVER	36,000	5000	31,000
6	70	6107	Yavapai Apache Nation Gaming Donation - 2021	0		15,000
6	70	6108	Freeport McMoRan - Social Investment 2015 (School Street access)	31,000		31,000
6	70	6108	Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000		30,000

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
6	70	6108	Freeport-McMoRan - Social Investment 2022 (tba)	30,000		30,000
6	70	6109	USDA Rural Development 2018 - Hotel Jerome windows	56,500	62264	0
6	70	New	Core of Engineers - Sewer Plant construction			2,500,000
6	70	New	Use of Grant for match for Core of Engineers funding			625,000
6	70	6109	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	0	0	60,000
6	70	6109	ADEQ Brownfields: Hotel Jerome	20,000	20000	50,000
6	70	6110	Grant for Healthcare Clinic	50,000	0	50,000
6	70	6185	American Rescue Fund/State of AZ funding			1,000,000
6	70	6185	Miscellaneous Capital Grants	250,000	0	250,000
Total Capital Grants Expenses				1,562,670		6,061,170
Capital Fund Revenues						
9	57	4900	Contribution from Sanitation Account	5,000	5000	10,000
9	57	4520	CARRYOVER Capital Fund	45,000	45000	50,000
Total Capital Fund Revenues				50,000		60,000
Capital Fund Expenses						
9	57	7025	Downpayment on new garbage truck	50,000	0	60,000
Total Capital Fund Expenses				50,000		60,000
General Fund Contingencies Revenue						
7	25	4295	Excess City Sales Tax	400,000		250,000
7	25	4295	Sale or Lease of Real Property	1,000,000		1,000,000
7	25	4295	Additional Library Donations	2,500		2,500
7	25	4295	Budgeted fund balance	40,000		340,000
7	25	4090	Excess Wildlands Fire Fees	80,000	120000	100,000
Total General Fund contingency revenues				1,522,500		1,692,500
General Fund Contingencies Expenses						
7	25	6295	Use of fund balance for additional GRANT MATCH - CDBG Center Avenue	236,000		50,000
7	25	6295	Use of fund balance for utility work on Center Avenue			250,000
7	25	6295	Use of fund balance for Purchase of water truck			40,000
7	25	6295	Use of proceeds from Sale or Lease of Real Property	1,000,000		1,000,000
7	25	6295	Use of additional library donations	2,500		2,500
7	25	6295	Purchase of golf cart or ATV for administration	3,500		-
7	25	6295	Repairs to steps (Old Town Hall and Parade steps)	25,000	25000	-
7	25	6295	Use of excess sales tax for repair to rock wall below School Street	50,000		75,000
7	25	6295	Use of excess sales tax for Hampshire Avenue sidewalk repairs	40,000		50,000
7	25	6295	Use of excess sales tax for Purchase of flatbed truck	50,000		50,000
7	25	6295	Use of excess city sales tax for other purposes	35,500		75,000
7	25	6276	Use of Excess Wildlands Fire Fees	80,000	110000	100,000
Total General Fund contingency expenses				1,522,500		1,692,500
Utilities Fund Contingencies Revenue						
8	55	4295	American Rescue Act funds	0	0	54,285
			Water connection fees	10,000		10,000
			Sewer connection fees	11,000		11,000
			Design Bridge Loan (Wastewater Engineering Phase Two, if needed)	100,000		100,000
Total Utilities Fund contingency revenues				121,000		121,000
Utilities Fund Contingencies Expenses						
8	55	6295	American Rescue Act funds	0	0	54,285
			Wastewater engineering (Phase Two if needed)	100,000		100,000
			Use of proceeds from Water connection fees	10,000		10,000
			Use of proceeds from Sewer connection fees	11,000		11,000
Total Utilities Fund contingency expenses				121,000		121,000
RECAP:						
REVENUES:						
			General Government	1,621,950		1,740,168
			Magistrate Court	72,000		83,000
			Police Department	22,000		72,000
			Fire Department	118,000		150,000
			Library	29,615		34,836
			Planning & Zoning	8,000		13,000
			Properties	74,407		73,907
Total General Fund Revenues				1,945,972		2,166,911
			Water Department	271,000		309,500
			Sewer	255,500		280,050
			Sanitation	205,000		224,000
Total Utilities Fund Revenues				731,500		813,550
			HURF			
Total HURF Fund Revenue				148,324		162,584
			Parking	150,000		250,000
Total Parking Fund Revenue				150,000		250,000
			Fire Dep't. P & R Fund			

	ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
Total Fire Dept P&R Fund Revenue	24,500		24,500
Operating Grant Fund			
Total Operating Grant Fund Revenue	420,900		1,158,000
Capital Grant Fund			
Total Capital Grant Fund Revenue	1,562,670		6,061,170
General Fund Contingencies			
Total General Fund Contingencies Revenue	1,522,500		1,692,500
Utilities Fund Contingencies			
Total Utilities Fund Contingencies Revenue	121,000		121,000
Capital Fund			
Total Capital Fund Revenue	50,000		60,000
Revenue Totals	6,677,366		12,510,215
EXPENSES:			
General Government	487,051		528,041
Magistrate Court	87,432		112,855
Police Department	568,549		653,327
Fire Department	378,164		428,185
Library	96,224		94,633
Planning & Zoning	105,596		116,107
Parks	18,094		22,358
Properties	204,862		211,405
(Rounding adjustment)			
Total General Fund Expenses	1,945,972		2,166,911
Water Department	271,000		309,500
Sewer	255,500		280,050
Sanitation	205,000		224,000
Total Utilities Fund Expenses	731,500		813,550
HURF	148,324		162,584
Total HURF Fund Expenses	148,324		162,584
Parking	150,000		250,000
Total Parking Fund Expenses	150,000		250,000
Fire Dep't. P & R Fund	24,500		24,500
Total Fire Dept P&R Expenses	24,500		24,500
Operating Grant Fund	420,900		1,158,000
Total Operating Grant Fund Expenses	420,900		1,158,000
Capital Grant Fund	1,562,670		6,061,170
Total Capital Grant Fund Expenses	1,562,670		6,061,170
General Fund Contingencies	1,522,500		1,692,500
Total General Fund Contingencies Expenses	1,522,500		1,692,500
Utilities Fund Contingencies	121,000		121,000
Total Utilities Fund Contingencies Expenses	121,000		121,000
Capital Fund	50,000		60,000
Total Capital Fund Expenses	50,000		60,000
Expense Totals	6,677,366		12,510,215
Budget (Deficit) excess	-		-
(Deficit)/excess by fund:			
General Fund	-		-
Utilities Fund	-		-
HURF Special Revenue Fund	-		-
Parking Special Revenue Fund	-		-
Fire Dept P&R Fiduciary Fund	-		-
Operating Grants Fund	-		-
Capital Grants Fund	-		-
General Fund Contingencies	-		-
Utilities Fund Contingencies	-		-
Capital Fund	-		-
Total	-		-



5/27/21

Dear Jerome Mayor and Council Members,

Subject: 1% Annual Tourism Tax Allocation from Jerome Chamber of Commerce – Anticipating \$25,000/year

We are most thankful for the Council's financial assistance in the past and are most hopeful for your continued support, especially due to another lost revenue year (Home Tour) due to the pandemic crisis.

The Jerome Chamber of Commerce is very enthusiastic about the opportunity to have additional funds to promote culture and tourism in Jerome. We have come up with a wish list of 2021-22 (fiscal year) uses for the money which is outlined in this letter.

We are certainly pleased to learn that you are resuming the Town Shuttle soon!

1. **Funding of Driver(s)** – Similar to past.....from the 300 level parking on the weekends and long holiday Mondays. This is a Town of Jerome employee with usage of TOJ's existing van. Allocation for driver as follows; \$11,856 @ \$12/hour plus tips for 52 weeks
Friday – 11am to 4pm
Saturday – 11am to 6pm
Sunday – 11am to 6pm
10 Bonus days for holiday weekends (same hours as Sunday) - \$600
Allocation for gas, maintenance and insurance contribution - \$3,000

Total for driver(s) and van. **\$15,456**

2. **Funding of JCC Employee** – Employee wages (approx.. 60% annual wages). **\$7,200.00**
This will allow us to get back to our regular schedule of the past having 5 days of Visitors Center coverage.

Jerome Chamber of Commerce * PO Box K * Jerome, AZ 86331

Website: www.jeromechamber.com

Email: info@jeromechamber.com

3. **Advertising** – Fulfillment for current JCC advertising commitments. **\$2,800.00**

Total Chamber Requested Funds (Items #2 and #3): \$10,000.00

We look forward to working with you soon for allocation of these funds. Furthermore, we are about to elect a new Chamber Board and I look forward to introducing them to the Council at the earliest opportunity. There are some great new ideas being suggested by this new group of nominees.

Sincerely,

Kevin Savage
President
480-773-4080 (Mobile)

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