



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
WEDNESDAY, JUNE 2, 2021 AT 1:00 PM

<p>ITEM #1: 1:07 (0:06)</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 1:07 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 and councilmembers Sage Harvey, Alex Barber, and Jane Moore. Also present were Accounting Clerk Melanie Atkin, Public Works Director Marty Boland, Police Chief Allen Muma, and Deputy Town Clerk Rosa Cays. Vice Mayor Mandy Worth arrived later in the meeting.</i></p> <p><i>Jerome Chamber of Commerce members Kevin Savage, Nancy Crosby, and Jesse Pfeiffer were in attendance. Councilmember Barber stated for the record that she would appreciate it if Mayor Dillenberg would arrive to the meetings prepared and on time.</i></p>																																										
<p>ITEM #2: 1:09 (1:45)</p>	<p>COVID-19 PROTOCOL</p> <p>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.</p> <p><i>Ms. Gallagher said that many places are now leaving it up to the individual as to whether or not to “mask up.” The Mayor asked the Council how they felt about it.</i></p> <p><i>Councilmember Harvey said she was fine with giving people the choice to wear a mask or not.</i></p> <p><i>Councilmember Moore asked how staff felt about updating the protocol. Ms. Gallagher said staff was okay with it—everyone has been vaccinated.</i></p> <p><i>Councilmember Barber agreed that people should have the choice to wear masks.</i></p> <p><i>The mayor made the motion; all councilmembers present seconded the motion simultaneously.</i></p> <p><u>Motion to approve that masks be optional at Town Hall</u></p> <table border="1" data-bbox="391 1367 1395 1499"> <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>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG	X		X				HARVEY		X	X				MOORE		X	X				WORTH					X	
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<p>ITEM #3: 1:11 (4:01)</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><i>Ms. Gallagher reviewed changes made to the budget since the prior meeting, as detailed in her memo (attached and made a part of these minutes).</i></p> <p>Council discussed and made the following additional changes to the budget:</p> <ul style="list-style-type: none"> • <i>Included \$20,000 in General Fund contingencies for design work at the Hotel Jerome</i> • <i>Included \$65,000 in the HURF budget for construction of public restrooms (\$50,000) and continued rental of portajohns (\$15,000)</i> • <i>Included \$5,000 in the HURF budget for speed limit monitoring signage</i> • <i>Included \$500,000 loan proceeds and use in Utilities Fund contingencies for sewer plant engineering/design and removed amounts included in grant funds</i> • <i>Increased expenditure for tourism (from bed tax) in General Government budget to \$10,000 (funds are also provided under salaries/wages for the shuttle driver)</i> • <i>Included \$15,000 in the properties budget for repair/replacement of Hotel Jerome plate glass windows</i> 																																										

	<ul style="list-style-type: none"> • Reduced appropriation for paving the lot across from the Spirit Room to \$15,000 (based on recent estimate) <p>Ms. Barber suggested scheduling another budget meeting since Vice Mayor Worth was not present. The topic then turned to the Jerome Chamber of Commerce. Ms. Barber asked Mr. Savage who the new officers were, which he listed, including Ms. Crosby, president, and Ms. Pfeiffer, treasurer.</p> <p>[Vice Mayor Worth arrived at 1:40 p.m.]</p> <p>Ms. Barber asked if a shuttle driver has been hired and Ms. Gallagher replied that no one has been hired as of yet. Mr. Savage clarified that the driver will be a town employee. Ms. Barber suggested putting a “wrap” on the shuttle van.</p> <p>Mr. Savage said it has also been suggested that Art Walk be changed to Jerome Walk to include all businesses. Ms. Gallagher asked if there would be a home tour in 2022. Mr. Savage said that there may be, but it would have to be decided by January 2022. He said it may be a good year to make it the last one—the 55th home tour—and the new board could perhaps come up with a new fundraiser.</p> <p>Council took a recess from 1:57 to 2:07, while Ms. Gallagher apprised the vice mayor regarding what had been discussed before she arrived. Vice Mayor Worth agreed with the changes and updates, which Ms. Gallagher summarized for the Council.</p> <p>It was generally agreed to proceed with tentative adoption of the budget on June 8, to include the changes discussed at this meeting.</p>																																										
ITEM #4:	<p>ADJOURNMENT</p> <p><i>Motion to adjourn at 2:12 p.m.</i></p> <table border="1" data-bbox="391 848 1395 976"> <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></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</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>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X				
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APPROVE:



 Dr. Jack Dillenberg, Mayor

ATTEST:



 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: 7/14/21



TOWN OF JEROME

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(928) 634-7943 FAX (928) 634-0715

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.