



TOWN OF JEROME

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MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ MONDAY, JUNE 27, 2022 AT 6:00 PM

<p>ITEM #1: 6:00 (0:01)</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Jack Dillenberg called the meeting to order at 6:00 p.m.</p> <p>Town Clerk to call and record the roll.</p> <p>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey, and Councilmember Jane Moore.</p> <p>Other staff present included Finance Manager Melanie Atkin, Judge Angela Bradshaw Napper, Fire Chief Rusty Blair, and Deputy Town Clerk Kristen Muenz.</p> <p>Mayor Dillenberg began by explaining that this budget meeting was scheduled for 6:00 p.m. so that members of the public and future Council candidates could attend and comment.</p> <p>Vice Mayor Barber stated that in years past, members of the public had requested that budget meetings take place in the evening rather than in the middle of the day so that they could attend. No members of the public were in attendance at this meeting, and she thanked them for their faith in the Council.</p>																																			
<p>ITEM #2: 6:02 (1:45)</p>	<p>RESOLUTION NO. 641, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING SIGNATORIES ON TOWN BANKING ACCOUNTS</p> <p>Council may adopt Resolution No. 641, authorizing signatories on Town banking accounts.</p> <p>Mayor Dillenberg read Resolution 641 in title only. He commented that he thought it was good move because the new Town Manager was coming in and the new Vice Mayor was accessible. The Resolution would authorize three individuals as signatories effective July 1: Mayor Dillenberg, Vice Mayor Barber and Town Manager Brett Klein.</p> <p>Motion to adopt Resolution No. 641</p> <table border="1" data-bbox="464 1268 1390 1367"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</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>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X			
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<p>ITEM #3:</p>	<p>2022-23 BUDGET</p> <p>Council will continue their discussions regarding the 2022-23 budget. All aspects of the budget may be discussed.</p> <p>Ms. Gallagher reviewed changes made to the budget based on Council's direction at the prior meeting:</p> <ul style="list-style-type: none"> Under Properties revenues, added rental income from Holly Avenue house at \$1,000 per month (she noted that she included this for 11 months). Under Water, included \$20,000 for a leak detection study and \$100,000 for siphon repair In the Capital Fund, included \$75,000 for design of new water tank <p>Additionally, she said, after discussion with the town's water attorney, she added \$40,000 to legal expenses in the Water budget in light of upcoming adjudication hearings. Together with prior appropriations in the water and grants budgets, there is now about \$80,000 budgeted for legal costs.</p> <p>She also noted that she updated the anticipated general fund surplus for FY22 in the general fund, utilities fund and parking funds, increasing anticipated fund balances going into FY23 in each.</p> <p>Ms. Gallagher noted that Judge Napper was present in order to discuss her request that the Court Clerk become a full-time position as of January 1, and that Chief Blair was present at Council's request to discuss the possibility of providing funding for an Assistant Fire Chief.</p> <p>Judge Angela Bradshaw-Napper was invited to speak to explain her request that the current part-time court clerk become full-time as of January 1.</p>																																			

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

Judge Napper noted that the 2021-2022 budget included funding for a second part-time employee, intending sixteen hours per week at fifteen dollars per hour. Her understanding was that the second clerk position was requested to assist in processing uncollected parking citations. The anticipated revenue added to the previous budget by her predecessor was \$15,000. She said that she met with Chief Muma to discuss necessary system modifications and integration and, once the modifications are worked out, they will be better able to process the citations. The specifics and timelines are yet to be resolved, but they will resume once the Chief has returned. Chief Muma did share with her that in the first quarter of 2022, 38.7 percent of parking citations were unpaid, which translates to \$5,800. In terms of processing, that would be an average of an additional 77 tickets per month. With improved data processing, she does not believe it's realistic to assume that more than 16 additional hours would be needed by the court.

Judge Napper said that the new clerk, Micheala Brewer, has been making changes to increase efficiency, and she believes they are building their capacity to assist in things like parking citations. Separate from her doubts that the court requires an additional 16 hours of work per week, there is also the problem of sourcing quality, part-time work. Therefore, she believes it makes more sense to invest in a good employee she already has by placing her in a full-time position to fill the hours. Finally, the Judge mentioned Ms. Brewer's qualifications and said it would allow the court more opportunity to serve the community.

(14:31) Ms. Harvey said that her question had been, "Why do we need a full-time clerk when we have a part-time court?" and Ms. Moore agreed that was also her question.

Judge Napper answered that it is hard to tell how many hours will be needed, but Council had been willing to fund 46 hours of work a week, more than full-time, and the difference is the cost of benefits.

Dr. Dillenberg said that he wants to do what we can to maintain having a quality employee.

Ms. Moore mentioned that in the past, the clerk helped in Town Hall occasionally.

Judge Napper responded that she would be comfortable with the clerk helping in Town Hall, so long as it is appropriate.

For clarification, Ms. Harvey asked if the Judge was asking to eventually bump her clerk up to full-time over the course of the fiscal year.

Judge Napper answered that, yes, she had set the goal for mid-year so that she had more predictability in budget funding. Also, at that point the clerk will most certainly have passed her six-month evaluation as long as she continues to exhibit her high quality of work.

(19:32) Ms. Barber asked what the financial implication to the year's budget would be.

Ms. Gallagher explained that the transition to full-time at mid-year has already been included in the budget and compared to the part-time position, the added cost for the year is less than \$2,000.

Dr. Dillenberg said that it is a good decision.

Judge Napper said that the two part-time positions would be \$51,668, while the single full-time position would be \$53,276, with a goal of capturing revenue from unpaid tickets.

Ms. Harvey said it was a good idea to open the court to the public for the same hours that Town Hall is open. She said that they just needed clarification on why a full-time position was needed.

Ms. Moore asked how to answer the question, "Wouldn't it be less expensive to share [court services]?"

Dr. Dillenberg answered that we need a Jerome judge.

Judge Napper said that in her experience, consolidated courts often have more problems rather than fewer.

Ms. Moore wanted everyone to know that when Council first decided that Jerome should get its own judge, it was because we were sharing with Clarkdale, but we were paying more.

Council agreed to retain the budget provision that will allow the Court Clerk to become full-time as of January 1.

Chief Blair was invited to comment regarding the possibility of hiring an Assistant Fire Chief. He stated that Police Chief Allen Muma is already his Assistant Fire Chief, with no pay, and he doesn't plan to replace him. He said that Chief Muma is planning to stay for at least three more years, and he himself plans to stay for two more years. He added that he has been grooming his two current employees to take over for him when he retires. He would prefer not to hire additional personnel in these uncertain economic times.

Mr. Blair added that they are still hoping to have more police personnel cross-trained as firefighters and EMTs. Currently three officers have EMT certifications. He said that he would like to see how weekend staffing at the station works out (Council had appropriated \$20,000 toward this), and that perhaps it can be revisited next budget year.

Rather than budget for an Assistant Chief, Chief Blair requested a \$2/hour allowance for the possibility of appointing an existing employee as Battalion Chief.

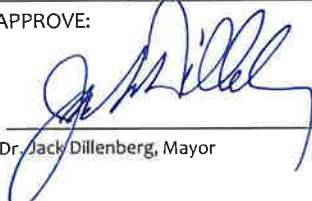
Council was agreeable to Chief Blair's recommendations.

Discussion continued, and Ms. Gallagher was asked to make the following changes to the budget:

- Under General Government:

	<ul style="list-style-type: none"> ○ Increase appropriation for legal services to \$20,000. ○ Increase allowance for preservation of historic buildings to \$60,000. • Under Fire wages, add \$2/hr. allowance for the possible designation of a Battalion Chief. • Under Water, add \$15,000 for work on the County Road regulator. • Under Water and Sewer, increase appropriations for Contract Services to allow for a fee increase requested by Contract Wastewater Operations, LLC. <p><i>It was agreed that no further budget meetings would be necessary. The adoption of the tentative budget is scheduled for July 12, 2022. Ms. Gallagher noted that, following tentative adoption, the final budget may be reduced but not increased.</i></p>
ITEM #4:	<p>ADJOURNMENT</p> <p><i>Upon motion by Vice Mayor Barber, seconded by Councilmember Harvey and unanimously approved, the meeting was adjourned at 6:44 p.m.</i></p>

APPROVE:



Dr. Jack Dillenberg, Mayor

ATTEST:



Brett Klein, Town Manager/Clerk

Date: 7/13/22