

Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA


POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

AGENDA SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL TUESDAY, JULY 2, 2019 AT 5:00 PM

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting.

Persons with a disability may request an accommodation such as a sign language interpreter by contacting Joni Savage, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall and at the Jerome Public Library.

ITEM #1:	CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll. Mayor/Chairperson or designee to lead the Pledge of Allegiance.	
ITEM #2:	PROPOSALS FOR PARKING KIOSKS Council will review proposals received for parking kiosks and may approve the purchase of same.	 Sponsored by Mayor Alex Barber Discussion; Possible Action
ITEM #3:	2019-20 BUDGET Council will continue discussions regarding the 2019-20 budget.	Sponsored by Mayor Alex Barber Discussion; Possible Direction
ITEM #4:	ADJOURNMENT	

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

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

J. Savage, Deputy Town Clerk



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MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Mayor and Council
SUBJECT: FIFTH draft: 2019-20 Town budget
DATE: July 2, 2018

Here is the fifth draft of our 2019-20 budget, which includes the following changes discussed at our June 25 meeting:

- Included one-time HURF revenue of \$197,802, and adjusted other State shared revenue figures to match most recent figures from League (minor reductions).
- Included \$50,000 (moved from the contingency budget) for the buyback from the Historical Society of the parking lot and area near the Sliding Jail.
- Included \$25,000 in the water budget (moved from the contingency budget) for the purchase of a water truck.
- Added funds to the HURF, water and sewer budgets for infrastructure work on School Street and Hull Road (HURF - \$58,000, Water - \$32,000, Sewer - \$7,000), based on rough estimates by Chief Blair.
- Added \$5,000 to the Planning/Zoning budget to accommodate the possible need to increase the amount to be paid to the next Zoning Administrator.
- Set the Fire Chief's salary increase at 6%.
- Reduced medical benefits cost for employee who will be opting out by August 1, and included payment in lieu of medical benefits.
- Reduced anticipated library wages following consultation with Ms. Jarvis.
- Added \$3,000 each to Police and Public Works salary budgets to allow for stipends paid for EMT and Firefighter II certifications. Formal policy for this will be drafted and presented to Council for approval prior to any payouts.

I also:

- Fine-tuned the salary worksheet to prorate benefit costs for the Zoning Administrator hire.
- Under Operating Grants, increased anticipated CDBG funding to \$360,000.
- Under Operating Grants, included police grants (Governor's Office of Highway Safety - \$4,000, and Bulletproof Vest Funding - \$1,400)
- Made minor adjustments to other line items to balance.

The net effect of these changes is to reduce the amount being utilized from General Fund Balance to \$282,000. An updated Fund Balance Recap is provided here.

TO RECAP: Major purchases/projects funded by this budget include:

- \$50,000 allowance for preservation of historic buildings, if necessary
- \$6,000 for downpayment on new patrol car
- \$10,000 toward fuel abatement (remaining \$33,000 to be paid with Firewise funding)
- Community Arts program funded once again this year
- \$50,000 for buyback from the Historical Society of the property and parking lot near the Sliding Jail
- \$25,000 for the purchase of a dedicated water truck for use by Public Works
- \$6,000 for first year's financing cost for new flatbed truck for use by Public Works
- \$19,000 for replacement of some air conditioning units at Town Hall
- \$10,000 for repairs to steps next to the Old Town Hall (police station)
- \$20,000 for other routine maintenance on Town properties and buildings
- \$5,000 for creative repairs to flume
- \$30,000 for repairs to the rock wall below School Street
- \$195,000 for major infrastructure repairs on Center Street, School Street and Hull Road (includes water, sewer and pavement work, divided between the water, sewer and HURF budgets).

- \$25,000 for street patching.
- \$10,000 for other street and sidewalk repairs as needed.
- \$40,000 for repairs to the Hampshire Avenue cantilevered sidewalk.
- \$6,000 for replacement of flooring and sinks in the public restrooms at the Fire Station.
- \$30,000 for general sewer infrastructure maintenance, including replacement of a sewer line that has been problematic.
- Continued funding toward meeting effluent limits at the wastewater treatment plant.
- \$20,000 for engineering for sewer plant upgrades.
- \$20,000 for replacement of regulator boxes.
- \$6,900 for spring repairs.
- \$25,000 for general water system maintenance.
- \$45,000 for downpayment on new garbage truck IF NEEDED.

In addition, our contingency budgets provide for the spending of excess revenues if received, including repairs to the parade steps, and for the use of \$4,000 additional fund balance to provide a grant match for a FEMA grant for extrication equipment, if received.

To discuss at this meeting:

- Budget for kiosks (not yet included)
- Inclusion of any additional funding for unspecified projects or purchases
 - Requested sponsorship for Verde Valley Vision's "Town Hall Forum on Managing Future Growth" – information attached.

This will be our final meeting before adoption of the tentative budget on July 9. *Once the tentative budget is adopted, it can be reduced **but not increased** prior to adoption of the final budget*, tentatively scheduled for July 30 at 7 p.m. As such, we should be certain that any desired expenditures/projects are included in the tentative budget.

Thank you all for your hard work and cooperation on this year's budget!

FUND BALANCE RECAP:

UNRESTRICTED general fund balance @ 7/1/18, per audited financial statements	\$986,951
Less: Anticipated deficit FY19	\$0
NET ESTIMATED UNRESTRICTED FUND BALANCE @ 7/1/18	\$986,951

2019-20 GENERAL FUND OPERATING EXPENSES (per draft): net of capital projects and subsidies to other funds	1,878,527
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FUND BALANCE PERCENTAGE	52.54%
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Minimum fund balance per Financial Operations Manual adopted by Council: 25% of general fund operating expenses	\$469,632
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Potentially available for use*	\$517,319
Used in this draft (excluding contingencies)	(\$282,000)

General Fund Balance remaining available for use	\$235,319
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<i>Total General fund balance remaining</i>	<i>\$704,951</i>
<i>Percentage of GF operating expenses</i>	<i>37.5%</i>

Utilities Fund Balance @ 7/1/18	\$85,787
Plus: Anticipated surplus FY19	\$20,000
TOTAL ESTIMATED UTILITIES FUND BALANCE @ 7/1/19	\$105,787

Utilized in this draft	90,000
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Utilities Fund Balance remaining for use	\$15,787
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TOWN OF JEROME
BUDGET WORKSHEET
2019-20

Fund	Dept	Acct#		ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
			General Government Revenue				
1	10		Use of General Fund fund balance	266,000		282,000	
1	10	4001	Primary & Personal Prop. Tax	47,500	47,500	47,500	
1	10	4005	City Sales Tax	1,050,000	1,025,000	1,025,000	
1	10	4010	State Sales Tax	45,363	45,000	47,080	
1	10	4015	State Urban Revenue Sharing	181,644	181,650	193,972	
1	10	4030	Vehicle License Tax	31,248	31,670	33,090	
1	10	4045	Business License Revenue	9,000	8,200	9,000	
1	10	4050	Commercial Filming Fees	1,500	500	500	
1	10	4055	Utility Franchises / Licenses	18,000	17,351	18,000	
1	10	4300	Interest Eamed	250	1,550	1,600	
1	10	4400	Sale of Assets	10,000	5,000	6,000	
1	10	4500	Miscellaneous Revenue	7,000	7,000	7,000	
1	10	4510	Insurance dividend and claims	1,000	0	500	
1	10	4200	Contributions	500	140	200	
1	10	4600	Administration Charge to Utilities Fund	151,352	151,352	144,948	
1	10	4600	Administration Charge to Streets	11,290	11,290	10,602	
			Total General Government Revenues	1,831,647		1,826,992	
1	10	4035	Fines & Forfeitures	60,000	66,500	65,000	
			Total Court Revenue	60,000		65,000	
1	10	4064	Dedicated PD Revenue from court fees	2,100	2,100	2,100	
1	10	4065	Police Services Revenue	7,500	5,500	6,000	
			Total Police Department Revenue	9,600		8,100	
1	10	4090	Fire Department Wildlands Revenue - Truck	50,000	50,000	50,000	
1	10	NEW	Fire Department Wildlands Revenue - Wage reimbursement			38,000	
1	10	NEW	Fire Department Firewise Reimbursements			33,000	Previously under Grants
1	10	4053	Fire Department Services Revenue	7,500	7,000	7,500	
			Total Fire Department Revenue	57,500		128,500	
1	10	4020	Library Funds From Yavapai Co	19,858	19,120	17,000	Net of dues
1	10	4070	Civic Center Rents (bottom floor)	9,115	9,115	9,115	
1	10	4200	Contributions and Miscellaneous	4,000	3,500	3,000	
			Total Library Revenue	32,973		29,115	
1	10	4041	Planning & Zoning Fees	2,500	4,000	3,500	
1	10	4040	Building Permits	5,500	5,500	5,500	
			Total Planning & Zoning Revenue	8,000		9,000	
1	10	4042	Parking Revenue	50,000	-	50,000	
1	10	4080	Utility Reimbursements	4,500	5,300	5,000	
1	10	4070	Property Rentals	69,407	69,407	69,407	
			Total Properties Revenue	123,907		124,407	
			Total General Fund Revenues	\$ 2,123,627		\$ 2,191,114	
			General Government Expenses				
1	11	5001	Salaries & Wages	229,259	225,585	236,014	
1	11	5010	FICA Match	17,538	16,734	18,522	
1	11	5011	Retirement Match	16,011	15,927	16,917	
1	11	5012	Health / Life Insurance	42,246	41,645	35,520	
1	11	5013	Workers Compensation	1,745	1,327	1,601	
1	11	5014	Unemployment Insurance	950	1,037	634	
1	11	6101	Accounting & Auditing	17,500	15,275	17,500	
1	11	6105	Advertising, Printing & Publishing	3,200	4,000	4,000	
1	11	6110	Contract Services	4,800	4,900	5,000	ADP
1	11	6110	Contract Services - ArchiveSocial	0	0	2,500	
1	11	6115	Conventions & Seminars	1,000	1,200	1,500	
1	11	6116	Training and Education	1,500	2,200	2,500	
1	11	6125	Dues, Subs. & Memberships	6,500	6,600	6,600	AMCA; NACOG; League ; VRGreenway
1	11	6126	TPT Collection Fee expense (ADOR)	1,107	1,091	1,218	
1	11	6130	Election Expenses	3,800	663	0	
1	11	6155	Insurance	28,000	22,165	20,200	Dividend return to be applied will reduce
1	11	6156	Insurance Deductibles	1,000	0	500	
1	11	6170	Legal	14,500	10,000	12,000	
1	11	6185	Miscellaneous	3,705	3,500	1,579	
1	11	6185	Miscellaneous - FRIENDS OF JEROME startup costs	0	0	1,000	
1	11	6186	Bank charges	1,700	1,500	1,700	
1	11	6188	Bank fees/Merch services	6,600	6,700	6,800	Credit card fees and machine lease
1	11	6190	Office Supplies	6,000	5,800	6,000	
1	11	6191	Copier and Equip Lease	7,500	6,800	7,500	Copier; Postage meter
1	11	6192	Software Maintenance and Support	6,000	5,055	8,000	DataWest; Microsoft (every 3 years); CY
1	11	6193	Computer Hardware and Service	8,000	8,500	10,000	
1	11	6195	Operating Supplies	1,000	800	1,000	
1	11	6200	Postage	4,000	4,500	5,500	Postage cost increasing
1	11	6220	Rep and Maint - Vehicles	500	0	500	
1	11	6225	Rep and Maint - Equipment	0	179	0	
1	11	6245	Shuttle Expenses	1,000	1,750	1,500	
1	11	6250	Small Tools & Minor Equipment (under \$5,000)	1,400	900	1,000	
1	11	6265	Telephone	5,000	4,000	4,500	
1	11	6275	Travel	500	1,250	1,500	
1	11	6285	Tourism (from bed tax)	9,650	9,350	5,800	Plus shuttle driver salary/benefits
1	11	6286	Community Health	500	0	500	
1	11	6287	Allowance for preservation of historic buildings	55,000	4,788	50,000	
1	11	9500	Transfer to Operating Grants Fund - CDBG SSP Match	56,000	56,000	0	
1	11	9500	Transfer to Utilities Fund - Water	11,300	11,300	119,000	
1	11	9500	Transfer to Utilities Fund - Sewer	5,800	5,800	68,000	
1	11	9500	Transfer to Utilities Fund - Sanitation	2,200	2,200	0	
1	11	9500	Transfer to HURF	126,300	53,400	58,000	
			Total General Government Expenses	710,311		742,105	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
			Magistrate Court Expenses				
1	12	5001	Salaries & Wages	59,494	58,875	63,014	
1	12	5010	FICA	4,551	4,505	4,856	
1	12	5011	Retirement	2,080	2,065	2,098	
1	12	5013	Workmen's Comp	288	280	277	
1	12	5014	Unemployment	298	298	234	
1	12	6101	Accounting and Auditing	1,800	1,800	0	
1	12	6110	Contract Services	4,350	5,500	5,500	DUI cases
1	12	6115	Conventions and Seminars	350	100	100	
1	12	6116	Training and Education	350	0	525	
1	12	6125	Dues and Subscriptions	250	250	250	
1	12	6185	Miscellaneous Expense	300	0	300	
1	12	6191	Copier and Equipment Lease	2,250	2,250	2,250	
1	12	6265	Telephone	1,000	583	840	
1	12	6275	Travel	800	800	950	
			Total Magistrate Court Expenses	78,161		81,194	
			Police Department Expenses				
1	13	5001	Salaries & Wages	251,522	250,975	268,845	
1	13	5010	FICA Match	19,241	18,870	20,683	
1	13	5011	Retirement Match	31,243	30,590	34,413	
1	13	5012	Health / Life Insurance	39,960	39,640	46,320	
1	13	5013	Workers Compensation	23,285	23,580	21,404	
1	13	5014	Unemployment	1,640	1,485	847	
1	13	6105	Advertising, Printing & Publishing	500	0	200	
1	13	6110	Contract Services	1,200	915	3,000	YavCo/ New emp testing/1stResponder
1	13	6116	Training and Education	2,000	2,500	2,500	
1	13	6120	Dispatch	35,100	35,100	35,100	
1	13	6125	Dues and Subscriptions	500	500	500	
1	13	6145	Fuel	8,000	7,255	8,000	
1	13	6172	Prosecutor	22,000	28,150	30,000	
1	13	6185	Miscellaneous	600	850	600	
1	13	6192	Software Service & Support	1,700	1,000	1,000	Crimestar; Saltus
1	13	6193	Computer Hardware & Service	10,000	7,500	5,000	
1	13	6195	Operating Supplies	2,500	1,780	2,500	
1	13	6200	Postage	100	50	100	
1	13	6220	Rep and Maint - Vehicles	5,500	3,100	5,500	
1	13	6225	Rep and Maint -Equipment	1,200	1,200	1,200	
1	13	6234	Police Dept Safety Equipment	2,100	2,100	2,100	
1	13	6250	Small Tools & Equipment (under \$5,000)	3,000	3,000	3,000	
1	13	6265	Telephone	4,000	3,500	4,000	
1	13	6280	Uniforms	2,000	650	1,500	
1	13	7025	Capital Outlay - Vehicles	5,500	5,416	11,500	Includes new patrol car purchase
			Total Police Department Expenses	474,391		509,812	
			Fire Department Expenses				
1	14	5001	Salaries & Wages - Chief, Duty officers	181,548	161,860	123,973	Only Chief & Duty Officers on This Line
1	14	5002	Wildlands wages			38,000	New Line Item, previously included above
1	14	5003	Volunteer-Employee Per Call Personnel	15,000	22,070	24,000	Employee per call previously included above
1	14	5004	Fuel abatement wages			43,000	All but \$10K is reimbursed via Firewise
1	14	5010	FICA Match	13,888	13,450	14,737	
1	14	5011	Retirement	9,724	8,150	9,678	
1	14	5011-A	Retirement - Volunteer Contribution	12,000	12,000	12,000	
1	14	5012	Health Insurance	27,936	22,370	27,540	
1	14	5013	Workers Compensation	16,700	14,200	15,980	
1	14	5014	Unemployment	1,497	1,460	1,122	
1	14	6110	Contract Services	500	0	4,000	Includes coverage for Chief FY20
1	14	6116	Education and Training	6,000	7,000	6,000	
1	14	6120	Dispatch	5,550	5,550	6,100	
1	14	6125	Dues and Subscriptions	1,000	1,450	1,500	
1	14	6145	Fuel	5,500	4,370	5,000	
1	14	6170	Legal	500	1,500	500	
1	14	6180	Medical Expenses	500	550	500	
1	14	6181	Medical Supplies	4,000	2,500	3,000	
1	14	6185	Miscellaneous	1,500	1,500	1,500	
1	14	6195	Operating Supplies	1,000	1,500	1,000	
1	14	6220	Rep and Maint - Vehicles	15,000	15,000	16,000	
1	14	6225	Rep and Maint - Equipment	5,000	4,500	5,000	
1	14	6250	Small Tools & Equipment (under \$5000)	15,000	15,000	10,000	
1	14	6265	Telephone	5,000	3,250	5,000	
1	14	6270	Training Center Assessment	2,600	2,492	2,700	
			Total Fire Department Expenses	346,943		377,830	
			Library Expenses				INCLUDES ARTS PROGRAM
1	15	5001	Salaries & Wages	61,897	59,635	63,265	
1	15	5010	FICA Match	4,735	4,450	4,892	
1	15	5011	Retirement	3,328	3,370	3,421	
1	15	5012	Health Insurance	9,312	9,385	9,720	
1	15	5013	Workers Compensation	330	290	304	
1	15	5014	Unemployment	560	572	373	
1	15	6110	Contract services	1,450	500	500	County IT services
1	15	6125	Dues and Subscriptions	2,100	-	-	YLN membership now deducted from rate
1	15	6185	Miscellaneous	500	250	500	
1	15	6190	Office Supplies	300	320	300	
1	15	6195	Operating Supplies	3,950	3,950	4,000	
1	15	6205	Print and Non-Print Materials	3,890	3,890	3,890	
1	15	6225	R&M - Equipment	300	-	200	
1	15	6250	Small Tools & Equipment (under \$5,000)	2,500	750	1,000	
1	15	6265	Telephone (net of County contribution)	1,000	-	1,000	
1	15	6266	E-Rate	-	300	300	
1	15	6275	Travel	500	-	-	
			Total Library Expenses	96,652		93,665	
			Planning & Zoning Expenses				
1	16	5001	Salaries & Wages	55,439	50,150	67,989	
1	16	5010	FICA Match	4,241	3,490	5,225	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
1	16	5011	Retirement Match	3,475	3,085	4,440	
1	16	5012	Health / Life Insurance	9,312	10,225	8,500	
1	16	5013	Workers Compensation	330	540	699	
1	16	5014	Unemployment Insurance	560	480	199	
1	16	6105	Advertising, Printing & Publishing	200	760	1,000	
1	16	6110	Contract Services	1,500	0	1,500	Hearing officer
1	16	6115	Conventions and Seminars	0		0	
1	16	6116	Training and Education	1,000	500	1,500	
1	16	6125	Dues and Subscriptions	100	0	0	
1	16	6170	Legal	12,500	12,500	13,000	
1	16	6175	Map Upgrades / Copies	100	0	0	
1	16	6185	Miscellaneous	200	40	300	
1	16	6192	Software Maintenance & Support	400	0	0	
1	16	6195	Operating Supplies	500	120	250	
1	16	6250	Small Tools & Equipment (under \$5,000)	500	100	250	
1	16	6265	Telephone	650	530	600	
1	16	6275	Travel	500	300	500	
Total Planning & Zoning Expenses				91,507		105,952	
Parks Expenses							
1	17	5001	Salaries & Wages	5,704	4,830	5,978	
1	17	5010	FICA Match	436	370	457	
1	17	5011	Retirement Match	452	350	472	
1	17	5012	Health Insurance	1,231	990	1,375	
1	17	5013	Workers Compensation	506	325	476	
1	17	5014	Unemployment Insurance	22	22	16	
1	17	6145	Fuel	50	50	50	
1	17	6185	Misc. Expenses	250	150	200	
1	17	6192	Software Service and Support	0		400	
1	17	6195	Operating Supplies	250	850	500	
1	17	6170	Legal	0	0	1,500	Re: JHS property buyback
1	17	6215	Rep and Maint - Building	100	0	100	
1	17	6220	Rep and Maint - Vehicles	2,500	700	2,500	
1	17	6225	Rep and Maint - Equipment	500	50	500	
1	17	6230	Rep and Maint - Infrastructure (routine)	4,000	20	2,000	
1	17	6250	Small Tools & Equipment (under \$5,000)	500	200	300	
1	17	6265	Telephone	200	200	200	
1	17	6280	Uniforms	400	250	500	
1	17	6285	Utilities	2,150	2,300	2,500	
1	17	new	Purchase of Real Estate	0	0	48,500	JHS property Sliding Jail
1	17	8040	Lease Payments	1,000	537	1,300	Includes \$1K for flatbed truck
Total Parks Expenses				20,251		69,824	
Properties Expenses							
1	18	5001	Salaries & Wages	35,318	31,250	37,017	
1	18	5010	FICA Match	2,702	2,400	2,832	
1	18	5011	Retirement Match	2,800	2,245	2,924	
1	18	5012	Health / Life Insurance	7,621	6,100	8,512	
1	18	5014	Unemployment Insurance	135	120	101	
1	18	5013	Workers Compensation	3,135	2,030	2,946	
1	18	6110	Contract Services	14,000	5,300	10,000	Elevator inspection; Project managemen
1	18	6140	Engineering Fees	5,000	0	5,000	
1	18	6142	Equipment Rental	150	0	100	
1	18	6145	Fuel	50	110	100	
1	18	6170	Legal Services	500	0	500	
1	18	6185	Miscellaneous Expense	1,000	1,700	1,000	
1	18	6192	Software Service and Support	0		400	
1	18	6195	Operating Supplies	1,500	1,690	1,500	
1	18	6215	Rep and Maint - Buildings (routine)	20,000	16,500	20,000	
1	18	6215	Rep and Maint - Buildings (special)	6,000	6,000	19,000	FY20 A/C replacements
1	18	6220	Rep and Maint - Vehicles	2,500	1,000	2,500	
1	18	6225	Rep and Maint - Equipment	500	40	250	
1	18	6230	Rep and Maint - Infrastructure (routine)	3,600	2,200	3,000	
1	18	6230	Rep and Maint - Infrastructure (Steps next to old Town Hall)	75,000	0	10,000	
1	18	6230	Rep and Maint - Infrastructure (Old Town Yard to parking)	10,000	8,300	0	
1	18	6230	Rep and Maint - Infrastructure (flume repair)	0	0	5,000	NEED MARTY INPUT
1	18	6230	Rep and Maint - Infrastructure (wall below School Street)	30,000	0	30,000	Not spent in FY19
1	18	6250	Small Tools & Equipment (under \$5,000)	500	150	250	
1	18	6280	Uniforms	400	300	500	
1	18	6285	Utilities	46,000	46,000	46,000	
1	18	9500	TRANSFER to Grants Fund (USDA Grant match - Hotel Jerome)	21,000	21,000	0	
1	18	6242	Purchase of parking kiosks	15,000	0	0	
1	18	8040	Lease Payments	1,000	540	1,300	Includes \$1K for flatbed truck
Total Properties Expenses				305,411		210,732	
Total General Fund Expenses				2,123,627		2,191,114	
Water Department Revenue							
2	50	4085	Water Usage Fees	191,000	178,500	180,000	
2	50	4100	Water Connection Fees	0		0	
			Use of UTILITY FUND BALANCE	49,000		48,000	
2	50	4900	TRANSFER from General Fund	11,300	11,300	119,000	
2	50	4500	Miscellaneous Water Revenue	3,000	2,500	3,000	
Total Water Department Revenue				254,300		350,000	
Water Department Expenses							
2	50	5001	Salaries & Wages	62,300	54,500	65,297	
2	50	5010	FICA Match	4,766	4,150	4,995	
2	50	5011	Retirement Match	4,939	3,890	5,158	
2	50	5012	Health / Life Insurance	13,443	10,760	15,016	
2	50	5013	Workers Compensation	5,531	4,480	5,197	
2	50	5014	Unemployment Insurance	237	237	177	
2	50	6110	Contract Services	11,000	10,500	11,000	
2	50	6116	Training and Education	750	0	500	
2	50	6125	Dues, Subs. & Memberships	200	200	200	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
2	50	6135	Permit Fees	400	380	400	
2	50	6140	Engineering Fees	2,000	60	1,350	
2	50	6142	Equipment Rentals	300	0	200	
2	50	6145	Fuel	2,400	1,650	2,000	
2	50	6155	Insurance	11,500	8,800	9,500	
2	50	6170	Legal	3,500	4,130	15,000	
2	50	6185	Miscellaneous Expense	283	700	594	
2	50	6192	Software Maintenance & Support	2,500	1,500	2,500	DataWest; Census; CYMA
2	50	6195	Operating Supplies	3,000	2,500	3,000	
2	50	6215	Rep and Maint - Building	300	0	200	
2	50	6220	Rep and Maint - Vehicles	2,500	1,500	2,500	
2	50	6225	Rep and Maint - Equipment	5,000	500	2,500	
2	50	6230	Rep and Maint - Infrastructure (routine)	25,000	500	25,000	
2	51	6230	Rep and Maint - Infrastructure (Center Street/Hull Rd/School Street)	0	0	70,000	
2	50	6230	Rep and Maint - Infrastructure (regulator boxes)	20,000	5,000	20,000	
2	50	6230	Rep and Maint - Infrastructure (springs)	10,000	5,000	6,900	
2	50	6240	Service Tests/System Testing	700	1,000	1,100	
2	50	6250	Small Tools & Equipment (under \$5,000)	2,500	400	1,500	
2	50	6265	Telephone	1,000	700	1,000	
2	50	6271	DWR Fee	900	893	900	
2	50	6280	Uniforms	400	300	500	
2	50	6285	Utilities	500	450	500	
2	50	6290	Administration charge	50,451	50,451	48,316	
2	50		Vehicle purchase (water truck)	0	0	25,000	
2	50	8040	Lease Payments - GANNON (Down Payment)	2,500	2,500	0	
2	50	8040	Lease Payments	3,500	1,880	2,000	Includes \$1K for flatbed truck
Total Water Department Expenses				254,300		350,000	
Sewer Department Revenue							
2	51	4085	Sewer Usage Fees	201,000	182,730	185,000	
2	51	4500	Miscellaneous Sewer Revenue	0		0	
Use of UTILITY FUND BALANCE				36,000		30,000	
2	51	4900	TRANSFER from General Fund	5,800	5,800	68,000	
2	51	4300	Interest and Investment Earnings	100	50	100	
Total Sewer Revenue				242,900		283,100	
Sewer Department Expenses							
2	51	5001	Salaries & Wages	33,783	29,650	35,407	
2	51	5010	FICA Match	2,584	2,275	2,832	
2	51	5011	Retirement Match	2,678	2,155	2,797	
2	51	5012	Health / Life Insurance	7,290	5,850	8,142	
2	51	5013	Workers Compensation	2,999	2,300	2,818	
2	51	5014	Unemployment Insurance	129	129	96	
2	51	6110	Contract Services	38,400	38,400	38,400	
2	51	6116	Training and Education	150	0	100	
2	51	6135	Permit Fees	1,250	1,251	1,250	
2	51	6140	Engineering Fees	500	0	20,000	Sewer plant upgrades
2	51	6142	Equipment Rentals	250	0	200	
2	51	6145	Fuel	2,100	1,550	2,100	
2	51	6155	Insurance	12,500	9,900	10,500	
2	51	6170	Legal	250	0	200	
2	51	6185	Miscellaneous	286	150	242	
2	51	6192	Software Support	2,500	1,500	2,500	
2	51	6195	Operating Supplies	10,000	15,000	15,000	
2	51	6215	Rep and Maint - Building	300	0	100	
2	51	6220	Rep and Maint - Vehicles	2,400	750	1,200	
2	51	6225	Rep and Maint - Equipment	7,800	7,000	7,500	
2	51	6230	Rep and Maint - Infrastructure (routine)	25,000	1,500	25,000	
2	51	6230	Rep and Maint - Infrastructure (sewer line replacement)	0	0	5,000	
2	51	6230	Rep and Maint - Infrastructure (Center/Hull/School Street)	0	0	15,000	
2	51	6240	Service Tests/System Testing	10,000	11,000	11,000	
2	51	6250	Small Tools & Equipment (under \$5,000)	1,500	500	1,500	
2	51	6265	Telephone	900	670	900	
2	51	6280	Uniforms	400	300	500	
2	51	6285	Utilities	2,000	3,100	3,000	
2	51	6290	Administration charge	50,451	50,451	48,316	
2	51	8010	Bond Principal	11,000	11,237	12,000	
2	51	8020	Bond Interest	7,500	7,186	7,500	
2	51	8040	Lease Payments - GANNON (Down Payment)	2,500	2,500	0	
2	51	8040	Lease Payments	3,500	1,880	2,000	Includes \$1K for flatbed truck
Total Sewer Expenses				242,900		283,100	
Sanitation Department Revenue							
2	52	4085	Sanitation Service Fees	192,000	188,095	190,000	
Use of UTILITY FUND BALANCE				11,000		12,000	
2	52	4900	TRANSFER from General Fund	2,200	2,200	-	
2	52	4500	Miscellaneous Sanitation Revenue	1,000	900	1,000	
Total Sanitation Revenue				206,200		203,000	
Sanitation Department Expense							
2	52	5001	Salaries & Wages	53,745	46,500	56,330	
2	52	5010	FICA Match	4,111	3,550	4,309	
2	52	5011	Retirement Match	4,260	3,370	4,449	
2	52	5012	Health / Life Insurance	11,597	9,290	12,954	
2	52	5013	Workers Compensation	4,771	6,150	4,483	
2	52	5014	Unemployment Insurance	205	205	153	
2	52	6110	Contract Services	500	0	500	
2	52	6111	Recycling Contract Services	2,200	1,600	2,000	
2	52	6116	Training & Education	300	0	300	
2	52	6142	Equipment Rental	1,000	1,000	1,000	
2	52	6145	Fuel	8,600	7,800	8,500	
2	52	6155	Insurance	15,000	11,620	12,500	
2	52	6165	Landfill Tipping Fees	23,500	19,200	23,500	
2	52	6185	Miscellaneous	460	100	656	
2	52	6192	Software Support	2,000	1,500	0	
2	52	6195	Operating Supplies	250	100	200	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
2	52	6215	Rep and Maint - Building	150	0	150	
2	52	6220	Rep and Maint - Vehicles	12,000	5,500	12,000	
2	52	6225	Rep and Maint - Equipment	3,500	100	2,000	
2	52	6250	Small Tools & Minor Equipment	1,300	100	1,300	
2	52	6265	Telephone	900	750	900	
2	52	6280	Uniforms	400	300	500	
2	52	6290	Administration charge	50,451	50,451	48,316	
2	51	8040	Lease payments	0		1,000	Flatbed truck
			Transfer to Capital Fund	5,000	5,000	5,000	
Total Sanitation Expenses				206,200		203,000	
HURF Revenue							
3	30	4020	Highway User Revenue	39,420	39,420	38,642	
3	30	4020	Special streets and highways revenue	0	0	197,802	
3	30	4300	HURF Interest	180	335	350	
3	30	4900	Transfer from General Fund	126,300	55,400	58,000	
Total HURF Revenue				165,900		294,794	
HURF Expenses							
3	30	5001	Salaries & Wages	28,518	38,150	43,118	Janitor inadvertently omitted FY19
3	30	5010	FICA Match	2,182	2,920	3,316	
3	30	5011	Retirement Match	2,261	1,830	2,361	
3	30	5012	Health/Life Insurance	5,821	5,100	6,873	
3	30	5013	Workers Compensation	2,532	1,950	2,840	
3	30	5014	Unemployment Insurance	109	195	181	
3	30	6140	Engineering Fees	2,000	0	2,000	
3	30	6142	Equipment Rentals	1,500	0	1,500	
3	30	6145	Fuel	0	46	50	
3	30	6155	Liability Insurance	8,000	5,900	6,500	
3	30	6185	Miscellaneous Expense	437	100	103	
3	30	6192	Software Service & Support	0		400	
3	30	6195	Operating Supplies	500	650	700	
3	30	6210	Public Restroom Supplies	2,250	1,700	2,200	
3	30	6215	Repair & Maintenance - Building	300	0	6,300	Flooring/Sinks for Fire House public rest
3	30	6220	Repair & Maintenance - Vehicles	2,400	1,200	2,400	
3	30	6225	Repair & Maintenance - Equipment	350	50	350	
3	30	6230	Repair & Maintenance - Infrastructure (routine R&M)	8,000	8,000	10,000	
3	30	6230	Repair & Maintenance - Street patching	35,000	35,000	25,000	
3	30	6230	Repair & Maintenance - CENTER/HULL/SCHOOL STREETS	0	0	110,000	
3	30	6230	Repair & Maintenance - Infrastructure (SIDEWALKS)	25,000	1,000	40,000	Hampshire Avenue
3	30	6250	Small Tools & Equipment	500	200	500	
3	30	6255	Street Lights	12,500	11,700	12,500	
3	30	6260	Street Supplies	3,000	2,500	3,000	
3	30	6265	Telephone	200	160	200	
3	30	6280	Uniforms	350	250	500	
3	30	6290	Administration Charge	11,290	11,290	10,602	
3	30	8040	Lease Payments - GANNON (Down Payment)	10,000	5,000	0	
3	30	8040	Lease Payments	900	540	1,300	Includes \$1K for flatbed truck
Total HURF Expenses				165,900		294,794	
Fire Department P&R Revenue							
4	60	4250	Town Contribution	10,000	12,000	12,000	
4	60	4255	State Pension Contribution	2,500	1,918	2,500	
4	60	4256	Receipts from Retirement Fund	10,000	6,435	10,000	
Total Fire P&R Revenue				22,500		24,500	
Fire Department P&R Expenses							
4	60	6110	Contract Services (Admin Fees)	2,000	-	2,000	
4	60	6235	Retirement/Refunds/Distributions	20,500	6,435	22,500	
Total Fire P&R Expenses				22,500		24,500	
Operating Grants Revenue							
5	40	4100	CDBG	300,000		360,000	
5	40	4100	TRANSFER IN from General Government	56,000	56,000		
5	40	4067	Police: AZPOST Funding	0		0	
5	40	4067	Police: Bulletproof vest funding	800		1,400	
5	40	4067	Police: GOHS Grant	4,000	3,101	4,000	
5	40	4066	Police: RICO Revenue	0		0	
5	40	4068	Fire: FEMA	111,000	88,808	80,000	Extrication 19-20
5	40	4068	Fire: Fuel Abatement Grants	18,000	7,500	0	Moved to GF revenue
5	40	4068	Fire: Firehouse Subs Grant	25,000	0	20,000	
5	40	4068	Fire: 100 Club grant	10,000		5,000	
5	40	4068	Fire: State Fire School (training)	1,000	1,000	1,000	
5	40	4068	Fire: NEAMS funding	4,000		4,500	
5	40	4100	Other housing related grants	50,000		0	
5	40	4100	Grant for community Garden/wall repair	0		50,000	
5	40	4100	MISCELLANEOUS grants	75,000		100,000	
5	40	4100	Yavapai County Storm Drainage/Flood Control	30,000		30,000	
Total Operating Grants Revenues				684,800		655,900	
Operating Grants Expenses							
5	40	6103	CDBG: Housing Rehabilitation	300,000		360,000	
5	40	6103	CDBG Grant Match	56,000	56,000		
5	40	6237	Police: Bulletproof vest funding	800	0	1,400	
5	40	6237	Police: GOHS Grant	4,000	3,101	4,000	
5	40	6236	Police: RICO expenses	0		0	
5	40	6238	Fire: FEMA SCBA's	111,000	77,563	80,000	Extrication 19-20
5	40	6238	Fire: Fuel Abatement Grant	18,000	7,500	0	Moved to FD budget
5	40	6238	Fire: Firehouse Subs Grant	25,000	0	20,000	
5	40	6238	Fire: 100 Club grant	10,000		5,000	
5	40	6238	Fire: State Fire School (training)	1,000	967	1,000	
5	40	6238	Fire: NEAMS funding	4,000		4,500	
5	40	6103	Other housing related grants (NACOG)	50,000	32,340	0	
5	40	6185	Community Garden/wall repair			50,000	
5	40	6185	MISCELLANEOUS grants	75,000	0	100,000	Includes grantwriter expense
5	40	6140	Yavapai County Storm Drainage/Flood Control	30,000		30,000	Flume membrane?

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
Total Operating Grants Expenses				684,800		655,900	
Capital Grants Revenue							
6	70	4105	Yavapai Apache Nation Gaming Donation	18,000	18,051	18,000	
6	70	4900	TRANSFER IN from General Government:	21,000	21,000		
		4105	Freeport McMoRan - Social Investment 2015 (School Street access)	20,000		31,000	Carryover
		4105	Freeport McMoRan - Social Investment 2019 (Parking lot improvements)	30,000	28,000	0	
		4105	Freeport-McMoRan - Social Investment 2020	0		30,000	Project TBD
		4105	Fire: AFG Truck	600,000	418,477	0	
		4105	USDA Rural Development 2017 - Hotel Jerome repairs	13,000	13,468	0	
		4105	USDA Rural Development 2018 - Hotel Jerome repairs	56,500		56,500	Carryover
6	70	4100	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	75,000	24,100	105,000	
		4105	Grant for Healthcare Clinic	50,000		50,000	
		4105	Miscellaneous Capital Grants	200,000		200,000	
Total Capital Grants Revenue				1,083,500		490,500	
Capital Grants Expenses							
6	70	6185	Yavapai Apache Nation Gaming Donation	18,000	15,359	18,000	
		6185	Freeport McMoRan - Social Investment 2015 (School Street Access)	20,000		31,000	Carryover
		6185	Freeport McMoRan - Social Investment 2019	30,000	28,000		
		6185	Freeport-McMoRan - Social Investment 2020	0		30,000	
6	70	7025	Fire: AFG Truck	600,000	411,224	0	
		6185	USDA Rural Development - Hotel Jerome repairs	13,000	13,468	0	
		6185	USDA Rural Development 2018 - Hotel Jerome repairs	56,500		56,500	Carryover
		6185	USDA RD Grant Match - Hotel Jerome	21,000	21,000	0	
		6185	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	75,000	24,100	105,000	
		6185	Healthcare Clinic	50,000		50,000	
		6185	Miscellaneous Capital Grants	200,000		200,000	
Total Capital Grants Expenses				1,083,500		490,500	
Capital Fund Revenues							
9	57	4900	Contribution from Sanitation Account	5,000	5,000	5,000	
9	57	4520	CARRYOVER Capital Fund	35,000	35,000	40,000	
Total Capital Fund Revenues				40,000		45,000	
Capital Fund Expenses							
9	57	7025	Downpayment on new garbage truck	40,000	40,000	45,000	
Total Capital Fund Expenses				40,000		45,000	
General Fund Contingencies Revenue							
7	25	4295	Excess City Sales Tax	100,000	-	100,000	
			Excess HURF Revenue	-			
		4295	Sale or Lease of Real Property	1,000,000		1,000,000	
		4295	Additional Library Donations	2,000		2,000	
		4295	Revenue from liens on preserved buildings	55,000		-	
		4295	Budgeted fund balance	328,000		4,000	
7	25	4090	Excess Wildlands Fire Fees	90,000		50,000	
7	25	4520	CARRYOVER: Wildlands Fees FY18	40,000		-	
7	25	4285	Excess Parking Revenue	50,000		50,000	
Total General Fund contingency revenues				1,665,000		1,206,000	
General Fund Contingencies Expenses							
7	25	6295	Use of proceeds from Sale or Lease of Real Property	1,000,000		1,000,000	
		6295	Use of additional library donations	2,000		2,000	
		6295	Use of Fund Balance for Hotel Jerome repairs	50,000		-	
		6295	Use of Fund Balance for Grant match - FEMA	4,000	4,440	4,000	Extraction 19-20
		7025	Use of Fund Balance for Grant match - Fire truck	30,000	20,923	-	
		6295	Use of Fund Balance to TRANSFER TO UTILITY FUND CONTINGENCIES	25,000		-	
		6295	Use of Fund Balance for Purchase of real property	125,000		-	
		6295	Use of Fund Balance for payoff of sewer bonds	154,000		-	
		6295	Use of excess sales tax for repair of Parade steps	30,000		30,000	
7	25	7025	Use of excess sales tax for purchase of shuttle van	10,000		-	
		6295	Use of excess city sales tax for cinder spreader	5,000		-	
		6295	Use of excess city sales tax for other purposes	50,000		70,000	
		6295	Use of excess HURF revenue for streets and roads				
7	25	6276	Use of Excess Wildlands Fire Fees	90,000		50,000	
		6276	CARRYOVER: Wildlands Fees FY18	40,000		-	
7	25	6285	Use of excess Parking Revenue	50,000		50,000	
Total General Fund contingency expenses				1,665,000		1,206,000	
Utilities Fund Contingencies Revenue							
8	55	4295	Water connection fees	10,000		10,000	
			Use of UTILITIES FUND BALANCE	25,000			
			Sewer connection fees	11,000		11,000	
Total Utilities Fund contingency revenues				46,000		21,000	
Utilities Fund Contingencies Expenses							
8	55	6295	Purchase of water truck	25,000			
			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				46,000		21,000	
RECAP:							
REVENUES:							
			General Government	1,831,647		1,826,992	
			Magistrate Court	60,000		65,000	
			Police Department	9,600		8,100	
			Fire Department	57,500		128,500	
			Library	32,973		29,115	
			Planning & Zoning	8,000		9,000	
			Properties	123,907		124,407	
Total General Fund Revenues				2,123,627		2,191,114	
			Water Department	254,300		350,000	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

	ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
Sewer	242,900		283,100	
Sanitation	206,200		203,000	
Total Utilities Fund Revenues	703,400		836,100	
HURF	165,900		294,794	
Total HURF Fund Revenue	165,900		294,794	
Fire Dep't. P & R Fund	22,500		24,500	
Total Fire Dept P&R Fund Revenue	22,500		24,500	
Operating Grant Fund	684,800		655,900	
Total Operating Grant Fund Revenue	684,800		655,900	
Capital Grant Fund	1,083,500		490,500	
Total Capital Grant Fund Revenue	1,083,500		490,500	
General Fund Contingencies	1,665,000		1,206,000	
Total General Fund Contingencies Revenue	1,665,000		1,206,000	
Utilities Fund Contingencies	46,000		21,000	
Total Utilities Fund Contingencies Revenue	46,000		21,000	
Capital Fund	40,000		45,000	
Total Capital Fund Revenue	40,000		45,000	
Revenue Totals	6,534,727		5,764,908	
EXPENSES:				
General Government	710,311		742,105	
Magistrate Court	78,161		81,194	
Police Department	474,391		509,812	
Fire Department	346,943		377,830	
Library	96,652		93,665	
Planning & Zoning	91,507		105,952	
Parks	20,251		69,824	
Properties (Rounding adjustment)	305,411		210,732	
Total General Fund Expenses	2,123,627		2,191,114	
Water Department	254,300		350,000	
Sewer	242,900		283,100	
Sanitation	206,200		203,000	
Total Utilities Fund Expenses	703,400		836,100	
HURF	165,900		294,794	
Total HURF Fund Expenses	165,900		294,794	
Fire Dep't. P & R Fund	22,500		24,500	
Total Fire Dept P&R Expenses	22,500		24,500	
Operating Grant Fund	684,800		655,900	
Total Operating Grant Fund Expenses	684,800		655,900	
Capital Grant Fund	1,083,500		490,500	
Total Capital Grant Fund Expenses	1,083,500		490,500	
General Fund Contingencies	1,665,000		1,206,000	
Total General Fund Contingencies Expenses	1,665,000		1,206,000	
Utilities Fund Contingencies	46,000		21,000	
Total Utilities Fund Contingencies Expenses	46,000		21,000	
Capital Fund	40,000		45,000	
Total Capital Fund Expenses	40,000		45,000	
Expense Totals	6,534,727		5,764,908	
Budget (Deficit) excess	-		-	
(Deficit)/excess by fund:				
General Fund	-		-	
Utilities Fund	-		-	
HURF Special Revenue Fund	-		-	
Fire Dept P&R Fiduciary Fund	-		-	
Operating Grants Fund	-		-	
Capital Grants Fund	-		-	
General Fund Contingencies	-		-	
Utilities Fund Contingencies	-		-	
Capital Fund	-		-	
Total	-		-	