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TOWN OF JEROME, ARIZONA

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MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET – COUNCIL CHAMBERS THURSDAY, JUNE 11, 2015 AT 10:30 A.M.

<p>ITEM #1:</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.</p> <p><i>Mayor Currier called the meeting to order at 10:38 a.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Lew Currier, Vice Mayor Doug Freund, and Councilmembers Abe Stewart, Alex Barber and Frank Vander Horst.</i></p> <p><i>Other staff present included Deputy Clerk Joni Savage, Finance Director Becky Cretti (arriving at 11:17 a.m.) and Kids Art Workshop Director Penelope Davis (arriving at 11:15 a.m.).</i></p>
<p>ITEM #2:</p>	<p>PERFORMANCE REVIEW</p> <p>The Mayor and Council may review of the performance of Town Manager/Clerk Candace Gallagher. Said review may be conducted in Executive Session, pursuant to the provisions of A.R.S. 38-431.03(A)(1).</p> <p>Motion: <i>Motion to enter into executive session was made by Councilmember Vander Horst, seconded by Councilmember Stewart and unanimously approved.</i></p> <p><i>Upon reconvening at 11:03 a.m., the meeting continued with Item #3.</i></p>
<p>ITEM #3: 11:03</p>	<p>2015-16 BUDGET</p> <p>The Manager will present the third draft of the 2015-16 budget for Council's review and discussion. Items specifically slated for discussion include the Jerome Kids Art Workshop and the Fire Department budget; however, there may be detailed discussion regarding any portion of the budget.</p> <p><i>Ms. Gallagher reviewed changes made to the budget based on Council's discussion at the prior meeting. The changes included:</i></p> <ul style="list-style-type: none"> <i>• The bed tax revenue was increased to reflect a 3% (rather than 2%) tax, with a corresponding new line item for "Promotion of Tourism" in the General Government budget, equivalent to the added percent.</i> <i>• Revenue from a 2% increase in sales tax on Restaurants and Bars was included, estimated at \$132,000 per year, and prorated at 75% (\$99,000), to become effective as of October 1, 2015.</i> <i>• The General Government budget was reduced by a total of \$2,200 to reflect lower attendance by Council and staff at the annual League conference.</i> <i>• Adjustments to salaries and wages were made as discussed at the last meeting.</i>

Ms. Gallagher explained that, with this draft, the general fund budget is NOT balanced ... rather, it reflects a surplus of over \$75,000. It will be up to Council to determine where and how to utilize those funds.

She added that the budget now anticipates using only \$20,000 of general fund balance, which represents dedicated Court Enhancement Funds that currently reside there, and we would retain an estimated \$449,572 in that fund balance, equivalent to 32.7% of one year's general fund operating expenses.

With this draft, she said, the general fund is subsidizing each of the utilities fund accounts, as follows: Water - \$5,000; Sewer - \$4,000; and Sanitation - \$12,000.

Discussion ensued. In summary, discussion at this meeting resulted in the following adjustments to the draft budget:

- Utility rate increases were eliminated.
- The General Government budget was increased slightly to accommodate attendance by one Councilmember at the annual League conference as well as additional trainings which may take place during the coming year.
- In the Fire Department budget:
 - Revenue from wildlands fire fees was removed from the Fire Department budget and placed in the Contingency Fund.
 - Fire Dept. Services Revenue was reduced from \$10,000 to \$3,500, and the difference placed in Contingency revenues.
 - NAEMS Reimbursement revenue was moved to the Operating Grants fund.
- The position of "Public Works Crew Chief," previously held by Travis Conoboy prior to his resignation, was eliminated and total public works salaries reduced accordingly.
- In the Properties budget, rental revenues were increased slightly in light of the possible rental of a space below the Artists Co-op.
- A \$750 contribution from the General Government budget to the Youth budget for the Kids Art Workshop program was agreed upon, and appropriations increased accordingly for Salaries and Miscellaneous Expense in that budget.
- The surplus remaining will be transferred to the Capital Fund.

Highlights of the discussion are presented below (not necessarily in chronological order):

- There was discussion, but no decision reached, regarding the possibility of adding a new full time position (or two part time positions) that would entail driving the shuttle on weekends and working on the Town crew for the remainder of the 40 hour week.
- Salaries were discussed:
 - Ms. Cretti stated that the Town has not valued women's work as much as men's and that there have been inequities over the years. Our Librarian has not been treated fairly, she said.
 - The need for a pay policy as part of the employee handbook was discussed.
 - There was considerable discussion regarding the proposed longevity increases, with varying opinions. Ultimately, no consensus was reached and the draft budget (which included a 1.7% across the board wage increase – including in the police department - plus the longevity increases) was not changed. The topic will be revisited at the next meeting.

	<ul style="list-style-type: none"> • Penelope Davis requested an assistant for the Kids Art Workshop program at an estimated added cost of \$400. Council agreed to this, and went further by adding funding to extend the workshop to six weeks. • It was discussed and agreed that, going forward, water meters would be read quarterly rather than monthly.
ITEM #4:	<p>ADJOURNMENT</p> <p>Upon motion by Councilmember Vander Horst, seconded by Councilmember Stewart, the meeting was adjourned at 1:05 p.m.</p>

Edited by Town Manager/Clerk Candace Gallagher from minutes taken and transcribed by Deputy Town Clerk Joni Savage.

APPROVE:

ATTEST:

Lew Currier, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____