



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

AGENDA BUDGET MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL TUESDAY, JUNE 25, 2019 AT 6:00 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:	STIPEND IN LIEU OF HEALTH INSURANCE BENEFITS Council will review information regarding offering a stipend to employees in lieu of providing health insurance benefits and may approve same.	Sponsored by Mayor Alex Barber Discussion; Possible Action
ITEM #3:	2019-20 BUDGET Council will continue discussions regarding the 2019-20 budget, including but not limited to infrastructure improvements, capital purchases, and staffing, and may direct staff in that regard. Discussion may also include the purchase of parking kiosks and the potential buyback of property near the Sliding Jail.	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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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk
ITEM: Item #2: STIPEND IN LIEU OF HEALTH INSURANCE BENEFITS
MEETING DATE: June 25, 2019

Currently, the Town pays 100% of the cost of medical insurance for full time employees, and 25% of the cost of coverage for additional members of the employee's family. The Town also pays 100% of the cost of dental insurance for employees and their families. The Town's cost for the coming fiscal year breaks down as follows:

Annual Cost 2019-20 (Town Portion)			
	Core/Copay Plan	HDHP Plan	Dental
Employee Only	9,252	9,252	468
Emp + Spouse	11,571	10,944	948
Emp + Child	10,782	10,365	780
Family	12,789	11,847	1,212

Current Coverage:	# Employees	Annual	Total Annual Cost
CORE/COPAY Plan:			
Emp Only	2	9,252	18,504
Emp + Child	1	10,782	10,782
HDHP Plan:			
Emp Only	7	9,252	64,764
Emp + Spouse	3	10,944	32,832
Emp + Child	2	10,365	20,730
Dental:			
Emp Only	8	468	3,744
Emp + Spouse	4	948	3,792
Emp + Child	3	780	2,340
Total			157,488

Some Town employees have other coverage either already in place or available to them. Allowing them to opt out of Town coverage and receive a monetary stipend in lieu of that coverage would, if accepted by the employee, provide a savings to the Town, both in premium costs and experience ratings, and a benefit to the employee.

I polled other Towns, not only in Arizona, but nationwide, to find out if they provide such a stipend, and how much is offered. The results, as usual, varied widely, but ranged from no stipend at all to 80% of the Town's premium for single coverage. Several towns offer 50 percent of the Town's premium cost for that particular employee. In Jerome, that would be equivalent to \$648 per month (at 80% of single coverage for medical + dental) or between \$405 and \$583 per month (at 50% of current medical and dental costs).

The stipend offered would need to be enough to provide an incentive for an employee to opt out of Town coverage, and that amount would vary depending on the employee's situation, and what they would need to pay to assure equivalent coverage under their other plan(s).

An employee could choose to opt out of medical benefits, dental benefits or both. Proof of other coverage should be required in order for the employee to opt out of medical benefits.

The amount would be paid as a stipend, included in the biweekly paycheck along with other pay, but would not constitute part of the employee's pay rate for overtime or percentage increases.

If Council agrees, a motion could be made to amend the Personnel Policy in this regard.

OPTIONS:

1. *Continue to provide coverage and do not offer any stipend for opting out.*
2. *Offer a stipend equivalent to a percentage (to be determined by Council) of the Town's cost to cover that particular employee.*
3. *Offer a flat rate stipend based on the Town's 2019-20 cost for single coverage. (If using 50%, stipend would \$385.50/mo. Medical, \$19.50/mo. Dental)*
4. *Offer a flat rate stipend based on the Town's 2019-20 cost for employee + spouse coverage. (If using 50%, stipend would \$482/mo. Medical, \$39.50/mo. Dental)*
5. *Offer a flat rate stipend based on an average of #3 and #4 above. (If using 50%, stipend would \$433.75/mo. Medical, \$29.50/mo. Dental).*
6. *Other options as proposed by Council.*



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MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Mayor and Council
SUBJECT: FOURTH draft: 2019-20 Town budget
DATE: June 19, 2018

Here is the fourth draft of our 2019-20 budget, which includes the following changes discussed at our June 13 meeting:

- Changed wage increase percentage for public safety employees from 6% to 4%.
- Reviewed library staffing and wages with Kathleen Jarvis and tweaked accordingly (minor adjustments).
- Added sixth Public Works crew member to begin January 1, 2020.
- Added \$19,000 to properties budget for air conditioner replacements at Town Hall.
- Added \$1,000 to General Government budget for startup costs for "Friends of Jerome."
- Increased line item for repair to steps near old Town Hall (from \$5,000 to \$10,000).
- Added appropriations for extensive repairs to Center Street: HURF - \$52,000; Water - \$36,000; Sewer - \$8,000. (Rough estimates provided by Rusty Blair.)

I also:

- Added a bit to Uniforms expense in each Public Works department to provide for new hires.
- Included \$25,000 under Utilities Fund contingencies for the purchase of a water truck (funded by utilities fund balance).
- Included \$50,000 in Operating Grants fund for possible grant for healthcare clinic (same as last year).
- Increased to \$40,000 appropriation for repairs to Hampshire Avenue sidewalk (patched but requires major repair).
- Increased appropriation for "routine" R&M under HURF to \$10,000.
- Added \$2,000 to Contract Services in the police department to cover mandated counseling services for first responders.
- Fine-tuned the salary worksheet to:
 - Prorate benefit costs for new employees.
 - Include pension costs on longevity amounts (minor adjustment).
 - Reflect recent hiring of fifth full-time crew member at \$13/hr.

The net effect of these changes is to increase the amount being utilized from General Fund Balance and Utilities Fund Balance to \$300,000 and \$90,000 respectively. An updated Fund Balance Recap is provided here.

To discuss at this meeting:

- Review budgeted \$ for Center Street
- Purchase of water truck – leave in contingency or move to water budget?
- Buyback of property from Historical Society – leave in contingency or move to capital budget?
- Budget for kiosks (not yet included), and review parking revenue figure (currently at \$50,000)
- Inclusion of any additional funding for unspecified infrastructure projects
- Need for another budget meeting?

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): 1,878,527
net of capital projects and subsidies to other funds

FUND BALANCE PERCENTAGE 52.54%

Minimum fund balance per Financial Operations Manual
adopted by Council: 25% of general fund operating
expenses \$469,632

Potentially available for use* \$517,319
Used in this draft (excluding contingencies) (\$300,000)

General Fund Balance remaining available for use \$217,319

Total General fund balance remaining \$686,951
Percentage of GF operating expenses 36.6%

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

Utilities Fund Balance remaining for use \$15,787

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		300,000	
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	47,815	
1	10	4015	State Urban Revenue Sharing	181,644	181,650	198,537	
1	10	4030	Vehicle License Tax	31,248	31,670	33,525	
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	147,732	
1	10	4600	Administration Charge to Streets	11,290	11,290	10,911	
			Total General Government Revenues	1,831,647		1,853,820	
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		\$ 2,217,942	
			General Government Expenses				
1	11	5001	Salaries & Wages	229,259	225,585	236,014	
1	11	5010	FICA Match	17,538	16,734	18,157	
1	11	5011	Retirement Match	16,011	15,927	16,536	
1	11	5012	Health / Life Insurance	42,246	41,645	44,001	
1	11	5013	Workers Compensation	1,745	1,327	1,598	
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	1,542	
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	60,000	
1	11	9500	Transfer to Utilities Fund - Sewer	5,800	5,800	61,000	
1	11	9500	Transfer to Utilities Fund - Sanitation	2,200	2,200	0	
1	11	9500	Transfer to HURF	126,300	53,400	197,209	
			Total General Government Expenses	710,311		823,009	

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	275	
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		81,192	
			Police Department Expenses				
1	13	5001	Salaries & Wages	251,522	250,975	265,845	
1	13	5010	FICA Match	19,241	18,870	20,454	
1	13	5011	Retirement Match	31,243	30,590	33,965	
1	13	5012	Health / Life Insurance	39,960	39,640	46,320	
1	13	5013	Workers Compensation	23,285	23,580	21,079	
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		505,810	
			Fire Department Expenses				
1	14	5001	Salaries & Wages - Chief, Duty officers	181,548	161,860	123,390	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	14,692	
1	14	5011	Retirement	9,724	8,150	9,631	
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	15,903	
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		377,078	
			Library Expenses				INCLUDES ARTS PROGRAM
1	15	5001	Salaries & Wages	61,897	59,635	66,165	
1	15	5010	FICA Match	4,735	4,450	5,113	
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	317	
1	15	5014	Unemployment	560	572	415	
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 revenue
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		96,841	
			Planning & Zoning Expenses				
1	16	5001	Salaries & Wages	55,439	50,150	62,989	
1	16	5010	FICA Match	4,241	3,490	4,843	

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	4,040	
1	16	5012	Health / Life Insurance	9,312	10,225	12,519	
1	16	5013	Workers Compensation	330	540	674	
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		104,164	
Parks Expenses							
1	17	5001	Salaries & Wages	5,704	4,830	5,900	
1	17	5010	FICA Match	436	370	451	
1	17	5011	Retirement Match	452	350	465	
1	17	5012	Health Insurance	1,231	990	1,375	
1	17	5013	Workers Compensation	506	325	469	
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	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	500	
1	17	6265	Telephone	200	200	200	
1	17	6280	Uniforms	400	250	500	
1	17	6285	Utilities	2,150	2,300	2,300	
1	17	8040	Lease Payments	1,000	537	1,300	Includes \$1K for flatbed truck
Total Parks Expenses				20,251		19,726	
Properties Expenses							
1	18	5001	Salaries & Wages	35,318	31,250	36,534	
1	18	5010	FICA Match	2,702	2,400	2,795	
1	18	5011	Retirement Match	2,800	2,245	2,879	
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	2,901	
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		210,122	
Total General Fund Expenses				2,123,627		2,217,942	
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	60,000	
2	50	4500	Miscellaneous Water Revenue	3,000	2,500	3,000	
Total Water Department Revenue				254,300		291,000	
Water Department Expenses							
2	50	5001	Salaries & Wages	62,300	54,500	64,445	
2	50	5010	FICA Match	4,766	4,150	4,930	
2	50	5011	Retirement Match	4,939	3,890	5,078	
2	50	5012	Health / Life Insurance	13,443	10,760	15,016	
2	50	5013	Workers Compensation	5,531	4,480	5,117	
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	
2	50	6135	Permit Fees	400	380	400	
2	50	6140	Engineering Fees	2,000	60	1,500	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
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	593	
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)	0	0	36,000	
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	49,244	
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		291,000	
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	61,000	
2	51	4300	Interest and Investment Earnings	100	50	100	
Total Sewer Revenue				242,900		276,100	
Sewer Department Expenses							
2	51	5001	Salaries & Wages	33,783	29,650	34,945	
2	51	5010	FICA Match	2,584	2,275	2,795	
2	51	5011	Retirement Match	2,678	2,155	2,754	
2	51	5012	Health / Life Insurance	7,290	5,850	8,142	
2	51	5013	Workers Compensation	2,999	2,300	2,775	
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	
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	499	
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	200	
2	51	6220	Rep and Maint - Vehicles	2,400	750	1,500	
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 Street)	0	0	8,000	
2	51	6240	Service Tests/System Testing	10,000	11,000	10,000	
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	49,244	
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		276,100	
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	0	
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	55,595	
2	52	5010	FICA Match	4,111	3,550	4,253	
2	52	5011	Retirement Match	4,260	3,370	4,381	
2	52	5012	Health / Life Insurance	11,597	9,290	12,954	
2	52	5013	Workers Compensation	4,771	6,150	4,415	
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	655	
2	52	6192	Software Support	2,000	1,500	0	
2	52	6195	Operating Supplies	250	100	200	
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	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
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	49,244	
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	39,248	
3	30	4300	HURF Interest	180	335	350	
3	30	4900	Transfer from General Fund	126,300	55,400	197,209	
Total HURF Revenue				165,900		236,807	
HURF Expenses							
3	30	5001	Salaries & Wages	28,518	38,150	42,728	Janitor inadvertently omitted FY19
3	30	5010	FICA Match	2,182	2,920	3,286	
3	30	5011	Retirement Match	2,261	1,830	2,324	
3	30	5012	Health/Life Insurance	5,821	5,100	6,873	
3	30	5013	Workers Compensation	2,532	1,950	2,804	
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	300	
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 STREET	0	0	52,000	
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	10,911	
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		236,807	
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		350,000	
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			
5	40	4067	Police: GOHS Grant	4,000	3,101		
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		640,500	
Operating Grants Expenses							
5	40	6103	CDBG: Housing Rehabilitation	300,000		350,000	
5	40	6103	CDBG Grant Match	56,000	56,000		
5	40	6237	Police: Bulletproof vest funding	800	0		
5	40	6237	Police: GOHS Grant	4,000	3,101		
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		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?
Total Operating Grants Expenses				684,800		640,500	
Capital Grants Revenue							
6	70	4105	Yavapai Apache Nation Gaming Donation	18,000	18,051	18,000	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

				ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
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	Caryover
		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	Caryover
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	Caryover
		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	Caryover
		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	-		150,000	
		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		54,000	
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		1,406,000	
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		50,000	
		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			150,000	
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		1,406,000	
Utilities Fund Contingencies Revenue							
8	55	4295	Water connection fees	10,000		10,000	
			Use of UTILITIES FUND BALANCE	25,000		25,000	
			Sewer connection fees	11,000		11,000	
Total Utilities Fund contingency revenues				46,000		46,000	
Utilities Fund Contingencies Expenses							
			Purchase of water truck	25,000		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		46,000	
RECAP:							
REVENUES:							
			General Government	1,831,647		1,853,820	
			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		2,217,942	
			Water Department	254,300		291,000	
			Sewer	242,900		276,100	
			Sanitation	206,200		203,000	
Total Utilities Fund Revenues				703,400		770,100	

TOWN OF JEROME
BUDGET WORKSHEET
2019-20

	ADOPTED 2018-19	Est Actual 2018-19	PROPOSED 2019-20	Notes
HURF	165,900		236,807	
Total HURF Fund Revenue	165,900		236,807	
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		640,500	
Total Operating Grant Fund Revenue	684,800		640,500	
Capital Grant Fund	1,083,500		490,500	
Total Capital Grant Fund Revenue	1,083,500		490,500	
General Fund Contingencies	1,665,000		1,406,000	
Total General Fund Contingencies Revenue	1,665,000		1,406,000	
Utilities Fund Contingencies	46,000		46,000	
Total Utilities Fund Contingencies Revenue	46,000		46,000	
Capital Fund	40,000		45,000	
Total Capital Fund Revenue	40,000		45,000	
Revenue Totals	6,534,727		5,877,349	
EXPENSES:				
General Government	710,311		823,009	
Magistrate Court	78,161		81,192	
Police Department	474,391		505,810	
Fire Department	346,943		377,078	
Library	96,652		96,841	
Planning & Zoning	91,507		104,164	
Parks	20,251		19,726	
Properties	305,411		210,122	
(Rounding adjustment)				
Total General Fund Expenses	2,123,627		2,217,942	
Water Department	254,300		291,000	
Sewer	242,900		276,100	
Sanitation	206,200		203,000	
Total Utilities Fund Expenses	703,400		770,100	
HURF	165,900		236,807	
Total HURF Fund Expenses	165,900		236,807	
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		640,500	
Total Operating Grant Fund Expenses	684,800		640,500	
Capital Grant Fund	1,083,500		490,500	
Total Capital Grant Fund Expenses	1,083,500		490,500	
General Fund Contingencies	1,665,000		1,406,000	
Total General Fund Contingencies Expenses	1,665,000		1,406,000	
Utilities Fund Contingencies	46,000		46,000	
Total Utilities Fund Contingencies Expenses	46,000		46,000	
Capital Fund	40,000		45,000	
Total Capital Fund Expenses	40,000		45,000	
Expense Totals	6,534,727		5,877,349	
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	-		-	