

Special Town Council Workshop
May 24, 2021
1:00 PM
Virtually from Town Council Chambers

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. ZOOM LINK FOR PUBLIC PARTICIPATION

- A. To join, click the link or copy to your browser: <https://us02web.zoom.us/j/83888941159?pwd=SHlOeU5LMU9QWHVMTWgxQlljRlY1dz09>
If the link does not work, join at [zoom.com](https://zoom.us) with Webinar ID **838 8894 1159** Password: **83001**
or join by phone **1.669.900.9128** with Webinar ID **838 8894 1159** and Passcode **83001**

II. CALL TO ORDER AND ROLL CALL

III. WORKSHOP ITEMS

- A. Town of Jackson Budget
1. JH Community Housing Trust (10 minutes)
 2. Revisit Community Health & Human Services (20 minutes)
 3. Capital Funds, (30 minutes)
 4. Enterprise (15 minutes)
 5. Internal Service Funds (15 minutes)
 6. Tracked Changes to Date (5 minutes)
 7. Discussion: (15 minutes)

IV. ADJOURN

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

STAFF REPORT



Meeting Date:	May 24 th , 2021	Meeting Title:	Budget Workshop #5
Submitting Department:	Administration	Presenter:	Larry Pardee, & Kelly Thompson
Agenda Item:	Review FY22 Recommended Budget	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this workshop is to continue review of the FY2022 recommended budget, specifically to finish General fund review, and then begin reviewing Special Revenue, and Capital Enterprise & Internal Service Funds.

Requested Action.

To provide input on the budget, request any changes and additional information.

Recommendations.

Begin review and discussion on proposed changes in the General Fund, Special Revenue, Capital, Enterprise & Internal Service Fund budgets.

Background.

We request Council review, discuss, and provide input on proposed changes and recommendations on adding budget request items and/or for areas of reductions within the recommended budget. We want to make sure our budget reflects Council's priorities and values on behalf of our community for fiscal year 2022.

Today's Agenda:

- 1- JH Community Housing Trust (10 minutes)
- 2- Revisit Community Health & Human Services (20 minutes)
- 3- Capital Funds, (30 minutes)
- 4- Enterprise (15 minutes)
- 5- Internal Service Funds (15 minutes)
- 6- Tracked Changes to Date (5 minutes)
- 7- Discussion: (15 minutes)
 - a. Any recommended changes?
 - b. Any information needed for next workshop?
 - c. Any concerns we can close out today?

1 - Housing Trust: – (Budget Volume – II Page 70)

Council asked why Housing Trust increased request from FY2021 \$25,000 to \$50,000. The funding request asked for \$50,000 to fund annual operations for JH Community Housing Trust program, also Anne Creswell, Executive Director, will be present to answer questions at the start of meeting.

2 - Community Health & Human Services: – (Budget Volume – II Page 60)

Council asked to revisit.

	Recomm'd	Council Increases
Community Entry Services	60,000	61,500
JH Community Counseling	106,000	113,650
Teton Youth & Family Services	250,000	256,250
Children Learning Center	106,840	117,011
Senior Center	113,663	116,505
Community Safety Network	55,000	56,375
ONE22	100,000	102,500
Curran-Seeley	53,075	56,902
Teton Literacy Program	26,800	27,470
DUI/Drug Court	35,286	35,286
CLIMB Wyoming	5,000	6,125
Hole Food Rescue	20,000	20,000
JH Children's Museum	15,300	15,683
Immigrant Hope Wyoming Idaho	5,000	5,625
Voices JH	5,000	6,125
Cultivate	5,000	6,125
Total	961,964	1,003,132

3 - Revisit Capital: – (Budget Volume – II Page 88 – 102)
Council asked to revisit.

4 – Enterprise: – (Budget Volume – II Pages 105 Water and 111 Sewer)

Enterprise Funds are established to account for the operations and financing of self-supporting activities of a governmental unit that renders services on a user charge basis to the public, like private business enterprises. Enterprise funds of the Town include the Water and Sewage Utilities.

5 – Internal Service Funds: – (Budget Volume – II Pages 118)

This proprietary fund-type may be used to report any activity that provides goods and services to other funds, departments, or other governments, on a cost-reimbursement basis. The Town has four internal service funds: Employee Insurance Fund, Fleet Management Fund, Information Technology Services Fund, and Central Equipment Fund.

TOWN OF JACKSON, WYOMING RECOMMENDED BUDGET FOR FISCAL YEAR 2022 REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCES INTERNAL SERVICE FUNDS					
DESCRIPTION	EMPLOYEE INSURANCE	FLEET MANAGEMENT	CENTRAL EQUIPMENT	IT SERVICES	TOTAL
Beginning Fund Balance	\$ 2,181,801	\$ 211,919	\$ 772,552	\$ 81,182	\$ 3,247,453
Revenues:					
Charges for Services	2,683,640	1,911,318	582,300	1,317,444	6,494,702
Miscellaneous Revenue	10,600	600	3,900	1,000	16,100
Total Revenue	2,694,240	1,911,918	586,200	1,318,444	6,510,802
Transfers In	-	75,000	-	-	75,000
Total Sources	2,694,240	1,986,918	586,200	1,318,444	6,585,802
Expenditures:					
General Government	2,707,665	-	-	1,226,628	3,934,293
Public Safety	-	-	327,500	-	327,500
Public Works	-	2,043,988	222,000	-	2,265,988
Total Expenditures	2,707,665	2,043,988	549,500	1,226,628	6,527,781
Transfers Out	-	-	-	-	-
Total Uses	2,707,665	2,043,988	549,500	1,226,628	6,527,781
Ending Fund Balance	\$ 2,168,376	\$ 154,849	\$ 809,252	\$ 172,998	\$ 3,305,474
Change in Fund Balance	(13,425)	(57,070)	36,700	91,816	58,021

6 - Tracked Changes to Date:

Department	Account	Recomm'd	Updated	Increase (Decrease) to Fund Balance	Justification/Discussion
Community Initiatives	Global Ties Wyoming	5,000	-	5,000	No request submitted
Community Initiatives	Center of Wonder	12,000	-	12,000	No request submitted
Joint Departments - County	Fire/EMS Operations	1,383,824	1,743,824	(360,000)	Fund balance adjustment from recommendation
Joint Departments - County	Fire/EMS Operations	1,743,824	1,757,999	(14,175)	Increase discussed at 4/29/2021 JIM
Joint Departments - County	Special Fire Fund 11	206,874	219,024	(12,150)	Increase discussed at 4/29/2021 JIM
Community Initiatives	Trash Collection	66,000	76,000	(10,000)	Downtown trash collection increase
Mayor & Council	Contingency	500,000	-	500,000	Reduce and allocate at a later date
Community Initiatives	Fireworks	4,000	1,000	3,000	Reduce
Community Initiatives	JH Air	17,000	15,000	2,000	Incorrect amount in budget
IT & PD	Salary & Benefits	-	133,315	(133,315)	Add 1.5 FTEs
Legal	Salary & Benefits	48,000	140,000	(92,000)	Add full-time attorney
Health & Human Services		961,964	1,004,514	(42,550)	Increase over recommendation
Planning	Professional Services	125,990	150,000	(24,010)	Increase request to County
Revenue	Sales Tax	17,190,563	17,691,259	500,696	Increase sales tax to 6%
	Childcare	-	100,000	(100,000)	New per Council
	Workers' Compensation	121,947	168,417	(46,470)	State increased contribution rates
	Unemployment Insurance	17,615	96,407	(78,792)	State increased contribution rates
	P&R	-	6,750	(6,750)	Increased restroom cleaning
Joint Departments - County	Housing	277,444	367,444	(90,000)	Increase per Housing Supply Plan: Family Stabilization, F/L/D, ARU Pilot
Total Changes to Fund Balance				12,484	

Alternatives.

N/A

Comprehensive Plan & Priority Alignment.

Common Value #3 - Quality of Life, Section 8. Quality Community Service Provision

- Principle 5.4 – Use a balanced set of tools to meet our housing goal.
 - Policy 5.4.e: Establish a reliable funding source for workforce housing provision.
- Principle 7.1 Meet future transportation demand through the use of alternative modes.
 - Policy 7.1.g: Establish a permanent funding source for an alternative transportation system Staff Report Page 3 of 3
- Principle 8.1- Maintain current, coordinated service delivery
 - Policy 8.1.e: Budget for service delivery
- Principle 8.2 - Coordinate the provision of infrastructure and facilities needed for service delivery
 - Policy 8.1.S.1: Use budgeting to affirm desired service levels from government service providers that address all policies of Principle 8.1.

Fiscal Impact.

There was no fiscal impact related to preparation of this staff report.

Staff Impact.

Extensive and ongoing staff time is spent in preparing, reviewing, and adjusting the recommended budget.

Attachments or Links.

None

Suggested Motion.

None