Special Town Council Workshop

June 7, 2021

9:00 AM

In-Person and Virtual 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

To join, click the link or copy to your browser: https://us02web.zoom.us/j/89689582706?pwd=dGZLVGwzajBoMGV1bTQrUDRXejU0dz09
If the link does not work, join at zoom.com with Webinar ID 896 8958 2706 Password: **83001**
or join by phone **1.346.248.7799** with Webinar ID **896 8958 2706** and Passcode **83001**

II. CALL TO ORDER AND ROLL CALL

III. PUBLIC COMMENT

This section is reserved for comments from the public on the budget. Public comment is limited to 3 minutes. The public is also welcome to send an email to *Council@jacksonwy.gov* regarding the budget. As a general practice, the Council does not discuss, debate, or take action on issues raised or comments made under public comment. Council may refer items to staff for follow-up. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for.

IV. TOWN OF JACKSON BUDGET

1. Property Tax Revenue .05 mill(s) (30 minutes)
2. Priority Driven Budget Process Overview going forward for the next year (30 minutes)
3. Tracked Changes to Date (10 minutes)
4. 2022 Overall Budget Direction and Message (30 minutes)
5. Discussion (10 minutes)

V. 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:	June 7th, 2021	Meeting Title:	Budget Workshop #4
Submitting Department:	Administration	Presenter:	Larry Pardee & Kelly Thompson
Agenda Item:	Review FY22 Recommended Budget	Public Comment:	Yes

Purpose & Policy Considerations.
The purpose of these workshops is to continue our review of the FY2022 recommended budget, our review of a potential property tax, our discussion of the priority driven budget, our budget messages and to track changes through all budget funds.

Requested Action.
To provide changes, additions, and request for information on the FY2022 budget.

Recommendations.
To discuss and recommend changes or adjustments to the FY2022 budget.

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. Property Tax Revenue .05 mill(s) (30 minutes)
2. Priority Driven Budget Process Overview going forward for the next year (30 minutes)
3. Tracked Changes to Date (10 minutes)
4. 2022 Overall Budget Direction and Message (30 minutes)
5. Discussion: (10 minutes)
    a. Any recommended changes?
    b. Any information needed?
    c. Any concerns we can close out today?

1- Review and discuss Property Tax
Town of Jackson Property Tax Annual Impact on Property Owners. Please see available tax relief programs in attachment.

Property Valuation	0.5 mill(s)	1.0 mill(s)	4.0 mill(s)	8.0 mill(s)
$350,000	$16.63	$33.25	$133.00	$266.00
$450,000	$21.38	$42.75	$171.00	$342.00
$550,000	$26.13	$52.25	$209.00	$418.00
$650,000	$30.88	$61.75	$247.00	$494.00
$750,000	$35.63	$71.25	$285.00	$570.00
$1,000,000	$47.50	$95.00	$380.00	$760.00

2- Priority Driven Budget Process Overview going forward for the next year (Volume – I starts on Pg. 13)
Staff would like to discuss the Priority Driven Budget process from a macro level. We intend to link this into a year-round process where Council provides feedback and proactively drives Level of Service (LOS) and budget decisions. We would like to update prioritization, performance measures, and citizen review committee plans during FY2022. Staff will discuss a few programs and ask Council to identify any programs of interest.

The priority driven budget process varies from traditional line-item budgeting methods by focusing on the results and outcomes of programs responsible for the provision of core services. A key responsibility of our Town government is to develop and manage program services and their related resources as efficiently and effectively as possible and to communicate the results of these program efforts to the Town Council, Town organization, and to our citizen stakeholders at large.

The change we, as an organization, desire to bring about in implementing *priority driven budgeting* will not happen overnight. Our move to priority driven budgeting is not a one-time event, it is the new normal. I ask Council and Staff to see the change through both short, mid, and long-term lenses and to encourage everyone to approach this with a passion, dedication, and a strong commitment to the new philosophies of *priority driven budgeting*.

The purpose of priority driven budgeting is to set up a framework and process to strategically balance and prioritize our 34 Town and Joint programs through the two lenses of:

1. **Comprehensive Plan (long range/strategic)**

   "Preserve and protect the area's ecosystem in order to ensure a healthy environment, community and economy for current and future generations"

   3 Common Values: Ecosystem Stewardship, Growth Management , and Quality of Life
   8 Chapters

2. **Core Services (short term/tactical)**

   Contribute to and maintain the health, safety, and welfare of the citizens and guests to our community including:
   - Safety and security
   - Infrastructure, Facility and Public Asset Management
   - Health and well-being
   - Oversight of Development and Economy
   - Accessibility and livability
   - Internal services

By balancing these two, the Town can move towards its desired future vision while maintaining and provding its core services.

The FY22 Priority Driven Budget document with details on the 34 external programs and 5 internal programs for a total of 39 programs starts on page(s) (9 - 51) for Council reference including:

- Section 1: Program Mission
- Section 2: Service Description
- Section 3: Cost Recovery
- Section 4: Community Values
- Section 5: Level of Service
- Section 6: Potential consequences of funding proposal at lower level
- Section 7: Performance Measures
- Section 8: Proposed Amount & FTEs

Performance Measurement, when linked to the budget, can help assess organization-wide accomplishments and also addresses:

- Accountability
- Efficiency of programs
- Innovation

3- Tracked Changes to Date

Department	Account	Recomm'd	Updated	Increase (Decrease) to Fund Balance	Justification/Discussion
Council Requests:					
Mayor & Council	Contingency	500,000	-	500,000	Reduce and allocate at a later date
Community Initiatives	Fireworks	4,000	1,000	3,000	Reduce
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	1,804,124	(60,300)	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
Joint Departments - County	Parks & Rec Operations	1,324,959	1,356,225	(31,266)	Increase discussed at 5/24/2021 JIM
Joint Departments - County	Pathways	75,940	94,597	(18,657)	Increase discussed at 5/24/2021 JIM
Joint Departments - County	Housing	277,444	367,444	(90,000)	Increase per Housing Supply Plan: Family Stabilization, F/L/D, ARU Pilot
Joint Departments - County	Treatment Court	35,286	42,938	(7,652)	County adjustments
IT & PD	Salary & Benefits	-	153,568	(153,568)	Add 1.5 FTEs
Town Attorney	Salary & Benefits	48,000	140,231	(92,231)	Add Assistant Attorney
Health & Human Services		961,964	1,003,132	(41,168)	Increase over applicant request
Health & Human Services	Childcare	-	100,000	(100,000)	New per Council
Planning	Professional Services	125,990	150,000	(24,010)	Increase ITP contribution to County
Revenue	Sales Tax	17,190,563	17,691,259	500,696	Increase sales tax to 6%
Community Initiatives	Local Initiatives	10,000	20,000	(10,000)	Increase per Council
Employee Insurance	Medical Expenditures	1,566,939	1,700,000	(133,061)	Increase per Council
Water Fund	Water Tap/Meter Fees	45,451	75,000	(29,549)	Increase per Council
Staff Updates:					
Community Initiatives	JH Air	17,000	15,000	2,000	Incorrect amount in budget
Community Initiatives	Global Ties Wyoming	5,000	-	5,000	No request submitted
Community Initiatives	Center of Wonder	12,000	-	12,000	No request submitted
Community Initiatives	Trash Collection	66,000	76,000	(10,000)	Downtown trash collection increase
All Departments	Salaries & Benefits	12,756,639	12,888,266	131,627	Turnover and wage adjustments since requested budget
All Departments	Workers' Compensation	121,947	170,208	(48,261)	State increased contribution rates
All Departments	Unemployment Insurance	17,615	96,976	(79,361)	State increased contribution rates
All Departments	Property Insurance	316,244	285,000	31,244	Renewal came in under budget
All Departments	Liability Insurance	86,620	71,000	15,620	Renewal came in under budget
Joint Departments - County	P&R	-	6,750	(6,750)	Increase restroom cleaning
START	Build Grant - Teton County	343,485	550,000	(206,515)	Updated figure from Teton County
		Total Changes to Fund Balance		(313,312)	

4- 2022 Overall Budget Direction and Message

- **Preservation** - The activity or process of keeping something valued alive, intact, or free from damage.
- **Restoration** - The action of returning something to a former place, condition, or state.
- **Investment** - Allocate Town financial resources and program services for the ***Health, Safety and Welfare*** of our community.

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.
  - o 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.
  - o 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.
Property Tax Relief Programs

Suggested Motion.
None

Property Tax Relief Programs

Teton County and the State administer the following Tax Relief Programs. Details are available at https://www.tetoncountywy.gov/222/Tax-Relief-Programs.

- **Property Tax Deferral Program**: The Property Tax Deferral Program allows deferment for up to 1/2 of the ad valorem taxes owed, the amount deferred may not exceed 1/2 of the fair market value of the property.
- **Property Tax Refund Program**: This program allows people of any age to apply for property tax relief as long as eligibility requirements are met.
- **Tax Rebate to Elderly & Disabled Program**: For information and participation, contact the Wyoming Department of Health 307-777-6794 or Senior Center of Jackson Hole.
- **Veterans Exemption**: Administered by the County Assessor and Treasurer, this program aids qualified veterans by reducing property taxes on principle residences or motor vehicles.

PROPERTY TAX DEFERRAL PROGRAM:

Pursuant to W.S. 39-13-107(A), if qualified pursuant to provisions within the statute, any person may apply to the board of county commissioners for deferral of the collection of not to exceed one-half (1/2) of any real estate ad valorem taxes owed by the property owner on a principal residence. Any deferral of collection of taxes granted by the board of county commissioners shall constitute a perpetual tax lien against the property pursuant to W.S. 39-13-108(d)(i) with priority over any other lien.

INCOME LIMIT:

250% of the Federal Poverty Level (Monthly) for a household of four (4): $5,458.00

Teton County Comparative Cost of Living Index: 161

TOTAL MONTHLY INCOME LIMIT: $8,787.38

QUALIFICATIONS:

- Must be principal residence
- Must be a parcel of land not more than forty (40) acres
- Owner's Affidavit demonstrates income below limits as determined each year
- Owner is a person over the age of 62 years
- Owner is a person with a disability as determined by the social securing administration, OR
- Owner purchased property at least ten (10) years prior to the beginning of the tax year for which the owner is applying for deferral of taxes
- Proof that first half (1/2) of property tax due has been paid to County Treasurer

TERMS:

Any deferral of collection of taxes granted by the board of county commissioners shall constitute a perpetual tax lien against the property pursuant to W.S. 39-13-108(d)(i) with priority over any other lien.

Notwithstanding W.S. 39-13-108(b)(ii), interest shall accrue on any tax collection deferral granted by the board of county commissioners at a compounded rate of four percent (4%) per annum, except for persons who qualify solely under subdivision (N)(III) of W.S. 39-13-107.

Application and Affidavit for Property Tax Deferral due NOVEMBER 10TH OF EACH YEAR.

The application can be found here: Property Tax Deferral Program Application & Affidavit

PROPERTY TAX REFUND PROGRAM:

This program allows people of any age to apply for property tax relief as long as eligibility requirements are met. The program refunds no more than one-half of the applicant's prior year's property tax and refunds cannot exceed one-half of the median residential property tax in the county of residence (as determined by the Wyoming Department of Revenue). If qualifying individuals for this program are recipients of other tax relief programs, the amount they receive from the other programs is deducted from the amount received from the Property Tax Refund Program.

This program is only available when the State Legislature appropriates funding.

Applications must be filed annually with either the County Treasurer or Wyoming Department of Revenue. Applications must be filed by the first Monday in June.

For more information, please contact the Teton County Treasurer's Office by calling 307-733-4770 or emailing property tax.

TAX REBATE TO ELDERLY & DISABLED PROGRAM:

For information and participation, contact the Wyoming Department of Health by calling 307-777-6794 or the Senior Center of Jackson Hole.

This program is only available when the State Legislature appropriates funding.

Application deadline is on or before the last working day in August.

VETERANS EXEMPTION:

Administered by the County Assessor and Treasurer, this program aids qualified veterans by reducing property taxes on principle residences or motor vehicles. To receive the veterans exemption, the Veterans Property Tax Exemption Application (PDF) must be completed and returned to the Assessor's Office by the fourth Monday of May every year.

Lifetime Cap Removed

In 2007, the Wyoming State Legislature passed a bill that increased the annual veteran's exemption savings by removing the $800 lifetime cap that had previously been in place. Many veterans who had reached their lifetime benefit are now eligible for this exemption.

Application/Signature Needed Every Year

If you wish to use the exemption for a reduction of approximately $175 in property taxes on your principal residence, or approximately $90 on a motor vehicle, the Veterans Property Tax Exemption Application must be filed with the Assessor's office by the fourth Monday of May of every year.

If you have filed in the past, your signature is needed once a year to retain the exemption. You must sign by the fourth Monday in May every year by visiting the Assessor's Office. We can now also accept a signature by phone for principle residence claims.

Principal Residence or Motor Vehicle

On a principal residence the exemption can be used for a reduction of approximately $175 in property taxes. The savings are greater on your principal residence than they are on motor vehicles. However, if you do not own your home you can choose to use this program on a motor vehicle.

Eligibility Requirements

Pursuant to Wyoming Statute 39-13-105, to be eligible for the Wyoming Veterans Exemption, in addition to being a Wyoming resident for three years, you must also meet one of the following criteria.

Criteria 1

- Honorably discharged veteran of World War II, who served in the military service of the United States between December 7, 1941 and December 31, 1946
- Honorably discharged veteran of the Korean War emergency, who served in the military service of the United States between June 2, 1950 and January 31, 1955
- Honorably discharged veteran of the Vietnam War emergency, who served in the military service of the United States between February 28, 1961 and May 7, 1975
- Honorably discharged veteran who served in the military service of the United States, who was awarded the armed forces expeditionary medal or any other authorized service or campaign medal indicating service for the United States in any armed conflict in a foreign country
- List of qualified medals (PDF)
- Disabled veteran with a compensable service-connected disability certified by the Veterans Administration or a branch of the armed forces of the United States Veteran's Administration Verification Form

Criteria 2

You must be the surviving spouse of a veteran who met one or more requirements in Criteria 1 above. As a surviving spouse, you must also meet all of the following criteria:

- You and your spouse were residents of Wyoming at the time of your spouse's death
- Resident of Wyoming for three years at the time of the application
- Not remarried