Special Town Council Workshop

June 17, 2019

9:00 AM

Town Council Chambers

THIS WORKSHOP HAS BEEN C A N C E L L E D .

THE BUDGET DISCUSSION HAS BEEN MOVED TO THE 3PM REGULAR WORKSHOP.

I. CALL TO ORDER AND ROLL CALL

II. TOWN OF JACKSON BUDGET

A. Fiscal Year 2020 Budget

III. 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.

TOWN OF JACKSON
WORKSHOP DOCUMENTATION

SUBMITTING DEPARTMENT: Administration **PRESENTER**: Larry Pardee & Kelly Thompson

WORKSHOP DATE: June 17, 2019

SUBJECT: FY2020 Budget Discussion

PURPOSE OF WORKSHOP ITEM
The purpose of this item is for Council and Staff to finalize discussions on the draft Fiscal Year 2020 budget.

DESIRED OUTCOME
The desired outcome is for Council to review the latest updates and make any final proposed changes to staff today for final adoption during our evening Town Council meeting June 17th, 2019.

BACKGROUND/ALTERNATIVES
At the budget meeting on June 3rd, Council provided input and direction to staff and requested staff bring back additional information on a few issues for discussion at our next budget meeting. The Council additional Budget Opportunity items, Affordable and Employee Housing and any other items Council would like to provide input and direction have been provided with this staff report.

Affordable Housing
The issue for discussion is whether to retain the $1,000,000 in supply funding in the Affordable Housing fund or place this funding in the Employee Housing Fund, a combination of both, or other options to consider. One option staff has been discussing since the last budget workshop was to potentially place this funding in the capital budget under a line item titled “Housing” in order to set the funding aside until the Council has had more time to discuss where best to allocate these funds. The below table represents estimated available affordable housing funds for allocation at both the Town and County pursuant to the requested budget.

Proposed Budget FY 19/20					
Funding Source	**Balance**	**FY 19/20 Estimate**	**Total**	**Use**	**Account**
Town of Jackson Unrestricted Funds	$ 719,652	$ 1,011,293	$ 1,730,945	Purchase Land - CR1, CR2, CR3, NH1 - for the purpose of developing housing	ToJ Fund Balance - Restricted for Housing Supply
Town of Jackson Mitigation Fees	$ 222,242	$ 155,707	$ 377,949		ToJ Exaction - Restricted for Housing Supply
Teton County General Fund	$ 746,531	$ 1,000,000	$ 1,746,531		TC Fund 17 - Restricted for Housing Supply
Teton County Mitigation Fees	$ 3,749,988	$ 890,000	$ 4,639,988		TC Fund 17 - Restricted for Housing Supply
JTCHA Sale of Real Estate	$ 480,000	$ -	$ 480,000	Preservation Fund	JTCHA Housing Supply Program Account
Total	**$ 5,918,413**	**$ 3,057,000**	**$ 8,975,413**		

If the Council were to place the funding in the Affordable Housing fund, the intended use of those funds for FY20 would be spelled out in the Housing Supply Plan capital projects list.

There has been Council and staff discussion about a Town of Jackson employee housing ownership project along Flat Creek on property owned by the Town of Jackson. Should staff be directed to move forward with an employee housing ownership project along Flat Creek, items that could be accomplished in FY20 would include plotting the three lots and working through the zoning process to obtain approval. With the current zoning, three separate lots each with an accessory residential unit could be built. The Council will want to take the time necessary to explore all options and whether ownership options on this parcel would be the best use of funds and the best use of the parcel or whether they want to consider a range of options that may also include platting and selling the property in order to utilize those funds to construct a Town employee ownership project in partnership with the Housing Department or another entity on another Town owned parcel.

The current FY20 recommended fund balance in the Employee Housing Fund is $1,475,897.

Town Funds	6/30/2019 Estimate	6/30/2020 Budget
Affordable Housing Funds		
Restricted Employee Housing	-	-
Restricted Affordable Housing	-	-
Restricted Workforce Housing	222,242	377,949
Unrestricted Funds	719,652	1,730,945
Total Affordable Housing Funds	941,894	2,108,894
Employee Housing Funds	1,141,274	1,475,897
Total Town Funds	2,083,168	3,584,791

The fund balance in the Employee Housing fund is used for unexpected repair and maintenance issues including items such as carpet replacement, painting, siding, mold remediation, roof replacement, remodeling, etc. Funds are used to master lease rental units as needed for winter START Bus employees and year-round employees. Funds are also placed in this account to accommodate future employee housing purchases or construction projects.

COMPREHENSIVE PLAN ALIGNMENT

Principle 8.1— Maintain current, coordinated service delivery. The Town and County will coordinate and collaborate with independent service providers to ensure desired life-safety, educational, social, recreational, and cultural service levels are maintained consistent with the community's Common Values. Barriers to service delivery objectives will be identified, and the Town and County will budget sufficiently to meet desired service delivery objectives.

STAKEHOLDER ANALYSIS

Stakeholders include the Town of Jackson residences, guests' visitors, business community, and public agencies. Final decision makers are the Jackson Town Council.

FISCAL IMPACT

The Town proposed budget is $52,495,103 without interfund transfers, and if you add in interfund transfers it $ 62,880,969.

STAFF IMPACT

Because the budget represents the priorities and workplan for the entire organization, it is no surprise that preparation and production of the budget is one of the major activities undertaken by Town government and it consumes a significant amount of staff time. A rough estimate of the total combined amount of staff time spent in preparing and producing the FY2020 budget is approximately 2250 hours.

LEGAL ISSUES

Not applicable.

ATTACHMENTS

Attached to this staff report is the latest updated Additional Budget Opportunities list.

RECOMMENDATION

Staff recommends the Council make final budget recommendations and provide any final direction to staff for adoption during evening June 17th Council regular meeting.

SUGGESTED MOTION

I move to direct staff to make any final adjustments to the FY2020 recommended budget as discussed today and present that budget for adoption during the regular June 17th evening Town Council meeting.

Fund	Account	Recurring	One-Time	Council Opportunities Increase to FB (Decrease to FB)	Justification
General	Training, Travel, & Meetings	40,000		(40,000)	Public Advocacy & Intergovernmental Relations - Host
General	Public Education	10,000		(10,000)	SPET & Census; more/less?
General	Salaries & Benefits	37,840	667	(38,506)	Associate Engineer
Water	Salaries & Benefits	37,840	667	(38,506)	Associate Engineer
Sewer	Salaries & Benefits	37,840	667	(38,506)	Associate Engineer
General	Salaries & Benefits	49,681	1,878	(51,559)	Facilities Maintenance Specialist
Water	Salaries & Benefits	24,840	939	(25,779)	Facilities Maintenance Specialist
Sewer	Salaries & Benefits	24,840	939	(25,779)	Facilities Maintenance Specialist
General	Professional Services	(32,500)		32,500	Reduction from added FTE
Water	Professional Services	(16,250)		16,250	Reduction from added FTE
Sewer	Professional Services	(16,250)		16,250	Reduction from added FTE
General	Salaries & Benefits	53,605		(53,605)	CSO (increase from 20 to 40 hour)
General	Revenue	(75,000)		75,000	Offsetting revenue
START Bus System	START Bus Operations	57,817		(57,817)	SV 4th run
START Bus System	Salaries & Benefits	8,649		(8,649)	1 ADA request (only includes increased benefits)
START Bus System	Teton County Grant - Operations	(36,556)		36,556	Offsetting Revenue: Teton County 55% Match
General	Town 45% Match	29,910		(29,910)	Offsetting Revenue: Town 45% Match
Capital Projects	Professional Services		125,000	(125,000)	Nexus study for revenue impact fee
		Net Change in Town Wide Fund Balance:		(367,061)	

Fund	Account	Recurring	One-Time	Pending Discussion Items Increase to FB (Decrease to FB)	Justification
General	Insurance Claims and Premiums	86,496	1,500	(87,996)	Domestic Partner Plan Amendment
START Bus System	Insurance Claims and Premiums	25,667		(25,667)	Domestic Partner Plan Amendment
Fleet	Insurance Claims and Premiums	5,358		(5,358)	Domestic Partner Plan Amendment
Water	Insurance Claims and Premiums	6,191		(6,191)	Domestic Partner Plan Amendment
Sewer	Insurance Claims and Premiums	6,289		(6,289)	Domestic Partner Plan Amendment
START Bus System	START Bus Operations	174,728		(174,728)	Increased Green Line Summer Service
START Bus System	START Transit Contract Fares	(80,375)		80,375	Offsetting Revenue: Increased Village Partner Contributions
START Bus System	Teton County Grant - Operations	(51,894)		51,894	Offsetting Revenue: Teton County 55% Match
General	Town 45% Match	42,459		(42,459)	Offsetting Revenue: Town 45% Match
General	Salaries & Benefits	(250,219)		250,219	Adjust Planning Director to Community Development Director; Remove Associate Planner Backfill Position and Personnel Manager Backfill Position; adjust Principal Planning Position

Final Budget Impact

Fund	Original Recommendation	Changes to Date	Council Opportunities	Adopted Change in Fund Balance
General	316,569	(144,084)	(116,080)	56,405
Affordable Housing	166,400	600	-	167,000
Parking Exactions	803,300	(150,000)	-	653,300
Parks Exactions	12,500	-	-	12,500
Employee Housing	339,073	(4,450)	-	334,623
Animal Care	(9,800)	-	-	(9,800)
START Bus System	(221,650)	(29,059)	(29,910)	(280,619)
Lodging Tax	-	-	-	-
Capital Projects	(2,518,505)	79,141	(125,000)	(2,564,364)
Vertical Harvest	(24,693)	-	-	(24,693)
Snow King Snow Making	(48,822)	-	-	(48,822)
2006 SPET	(84,400)	-	-	(84,400)
2010 SPET	(526,292)	-	-	(526,292)
2014 SPET	(1,030,700)	-	-	(1,030,700)
2016 SPET	(1,666,404)	(132,000)	-	(1,798,404)
2017 SPET	1,073,700	-	-	1,073,700
Water	(156,637)	60,483	(48,036)	(144,190)
Sewer	(337,476)	36,671	(48,036)	(348,841)
Employee Insurance	207,384	(66,876)	-	140,508
Fleet	(113,963)	(7,182)	-	(121,145)
Central Equipment	(225,400)	-	-	(225,400)
IT Services	147,400	-	-	147,400
Town Wide Fund Balance Change:	(3,898,416)	(356,756)	(367,061)	(4,622,233)

Items Not Approved by Council

Wash Bay	150,000	Convert Wash Bay to Mechanic Bay if START Increase
Professional Services	50,000	OpenGov/Transparency/Citizen Engagement
Training, Travel, & Meetings	30,000	Lienz trip
Salaries & Benefits	99,379	GIS Specialist
Salaries & Benefits	77,110	Assistant Prosecuting Attorney
Salaries & Benefits	26,013	Information Coordinator