Special Town Council Workshop

May 9, 2022

9:00 AM - Noon

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/82555790135?pwd=YVJ5T1pTYTJKeUNNMTU5ZXlwRHk0Zz09
If the link does not work, join at zoom.com with Webinar ID **825 5579 0135** Password: **83001**

or join by phone **+1 346 248 7799** with Webinar ID **825 5579 0135** and Passcode: **83001**

II. CALL TO ORDER AND ROLL CALL

III. WORKSHOP ITEMS

A. Budget Discussion (Larry Pardee & Kelly Thompson)

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 9th, 2022	Meeting Title:	Special Workshop
Submitting Department:	Administration	Presenter:	Larry Pardee, Kelly Thompson
Agenda Item:	Budget Discussion	Public Comment:	Yes

Purpose & Policy Considerations.
The Town Council reviews and approves the recommended budget pursuant to Wyoming Statute. The recommended FY23 budget reflects the Councils priorities for the coming year. The purpose of this meeting is to continue presenting an overview and review discussion items for the recommended FY2023 budget.

Requested Action.
To continue discussions on draft FY2023 budget and should Council at any time during the budget meeting wish to act and direct staff to make recommended changes to draft FY2023 budget, staff will request Council made motion(s) for each item identified at this meeting and they will be added to the change log as approved or as an item for further review and discussion.

Recommendations.
To continue Council review and discussion of the FY2023 Recommended Budget.

Background.
The message guiding this year's budget is:

"Investing in public services and supporting Jackson's quality of life and community character while providing for a stable future".

The goals of the recommended budget are to first fund core municipal program services, and secondly to direct needed surplus funds to capital projects affected by historically high construction costs, complete a thorough assessment of the Town's compensation structures to recruit and retain quality employees, and to continue to support community priorities that help maintain our cohesive, vibrant community.

Jackson has seen a lot of change in the past decade and the pace of change has picked up in recent years, but our community remains, and the town intends to continue to support and invest in our community while working to ensure a stable future. We have updated and adjusted our revenues projections to 8% based on additional information received from local, regional, and this month's sales, use and lodging tax collections. The pandemic and its aftermath challenged the town to find creative ways to meet our community's needs. As COVID-19 continues to loosen its grip, supporting our community priorities is key as we invest in 21st century infrastructure, bolster what we do best as a Town and community, and work to ensure we can recruit and retain a quality workforce for years to come. The FY23 recommended budget presents a balanced, and sustainable plan to utilize our financial resources to maintain our quality community services and lead toward a stable future.

The last year was filled with a succession of peaks and valleys as we continued to navigate the pandemic and resulting challenges with supply chains issues, labor shortages, and unprecedented spikes in building materials. We collected record amounts of sales tax, but simultaneously dealt with staffing shortages and rising inflation.

The goals of the recommended budget are to:
1. Fund core municipal program services,
2. Direct needed surplus funds to capital projects affected by historically high construction costs,
3. Complete a thorough assessment of the Town's compensation structures to recruit and retain quality employees, and

4. To continue to support community priorities that help maintain our cohesive, vibrant community.

The recommended FY23 budget is focused on revenues and expenditures in five Community Priority areas including Core Services, the Environment, Health & Human Services, Multimodal Transportation, and Affordable and Employee Housing. This Community Priority Framework presents a direct, transparent guide for Council and the community to understand the budget and quickly identify where the Town invests its resources.

Council should review the recommended Town of Jackson FY23 Budget Book and familiarize yourself with as many specific sections of the budget you are interested in delving into and discussing. Through Council's review process, we want to ensure that the budget reflects Council's priorities and values on behalf of the community for fiscal year 2023.

Further details behind the budget message and details about goals and direction can be found in the Town Manager's letter at the start of the Budget book.

Analysis

Agenda:

1. Review Enterprise Funds – Water (pg. 168) - 10 mins and Wastewater (pg. 174) - 10 mins
2. Fee Schedule (pg. 15) - 15 mins
3. ARPA funds - 5 mins
4. Capital Project Budget (pg. 152) - 30 mins
5. Review unrestricted, assigned and restricted fund reserves (pg. 78) - 15 mins
6. Discussion Items and Change Log to Date - 30 mins
   a. Community Health and Human Services (pg. 123) - 20 mins – discussion or follow-up from 4/25/2022 JIM
   b. Joint Departments Operations (pg. 71) & Capital (pg. 72) - 5 mins – discussion or follow-up from 4/26/2022 JIM
7. Budget Calendar, and Next Steps - 5 mins

Revenue Projections:

At the March 21, 2022, workshop Council and staff discussed a 5% growth rate over estimated FY2022 actual sales and use tax collections. Since then, the Town received the May sales tax report (March activity) which indicated a 26.6% increase over last year. The April 19th, workshop staff recommended we increase the FY2023 sales and use tax growth rate to 8% to account for continued growth and inflation.

Fee Schedule:

Items:

- Per code, we will review annually as part of the budget review process.
- Staff did not recommend a CPI increase for FY2023
  - Does Council want to recommend a CPI adjustment?
- Public Works has one new items and we added to the Change Log to date for review and discussion.

ARPA Funds:

The FY2023 recommended budget is allocating $1.8M in ARPA funds to one-time capital project Rancher Complete Street Project. The funds are a Federal Grant which will require a good deal of special accounting and reporting for all expenditures of grant funds. We learned from the State of Wyoming they are strongly encouraging all communities to keep it simple and use the grant funds on one-time capital projects.

Capital Budget and 5-Year CIP Issues:

A number of capital projects our community has supported and are excited to break ground and have financial shortfalls. Construction plans were developed prior to the pandemic and bidding/building is just starting now with historically high inflation and construction costs. Below staff has provided estimates of the additional amounts these projects need from the Town.

- Recreation Center Project: $6,500,000
- Core Maintenance Facility Project: 2019-SPET $18,000,000 and Capital Project Fund $5,500,000
- Stilson Transit Center - Build Grant FY2023 $554,000 and in FY2024 $2,470,000
- County Radio Systems Upgrades FY2023 $1,608,240 and FY2024 $270,000

During this agenda item Council will be asked to provide direction on using significant portions of the Town's reserves to complete these projects.

Assigning a Portion of General Fund Reserves:

The Town of Jackson general fund reserve is currently projected to end FY2022 at $19.3M. We have one month of expenditures remaining in the fiscal year and this figure may adjust plus or minus at the close of each month. This will result in a 67% reserve as a percent of approved budget expenditures. To aid Council and staff in this discussion, the May 9th, budget workshop will begin discussion on assigning a portion of fund reserve to Council's highest priorities. The purpose of this agenda item is to determine what amount of budget reserve Council would like to set for the June 30th, 2023, budget.

FUND	UNRESTRICTED	ASSIGNED	RESTRICTED	TOTAL FUNDS
General Fund	$12,477,552			$12,477,552
Special Revenue Funds	$800,000	$5,623,751	$3,590,580	$10,014,331
Capital Projects Funds		$2,138,611	$8,339,772	$10,478,383
Enterprise Funds			$11,791,047	$11,791,047
Internal Service Funds		$3,356,606		$3,356,606
Total:	**$13,277,552**	**$11,118,968**	**$23,721,399**	**$48,117,919**
	28%	22%	50%	100%

Community Health and Human Services

To check back in with Council on discussion and follow up from the April 25th Joint Information Meeting. We set funding at our 8% revenue growth rate or request, whichever is lesser.

Joint Departments:

Joint departments continue to grow at a higher percentage over the last five years, as compared to Town departments. Joint department operating requests from the Town were 23% or $1.4M higher than in the FY2022 budget. Through recommended reductions by the County Administrator and Town Manager, this has been reduced to a 11% increase whereas Town only departments growth is projected at 7%. A small portion is due to the 2020 census change from 45% to 46% of the County population now in live in Jackson. The bulk of the increase is from increased staffing and operation costs. Staff will discuss significant adjustments from FY2022 at the workshop. During this agenda item Council will consider what is the appropriate level of Joint department funding in the context of the entire Town budget.

Budget Calendar and Next Steps:

Below staff has provided the complete budget review schedule to assist Council in preparing for specific budget items by knowing at what workshop they will be discussed. Staff will provide an overview of the purpose and goal of the proposed schedule at the meeting to ensure Council understands the opportunities to discuss all budget items, when discissions will be made along the way, and when action will be taken.

FY2023 TOWN COUNCIL BUDGET MEETING SCHEDULE				
There may be many other meetings occurring during this time - the below list only reflects those associated with the FY2023 Budget				
Date	Day	Time	Event	Location
3/21/2022	Monday	1:30 P.M.	Regular Town Council Workshop Meeting - Set FY23 Revenue Projections	Town Council Chambers OR Virtual
4/15/2022	Friday	n/a	Budget Distributed/Released to Town Council - Not a Meeting	n/a
4/18/2022	Monday	9:00 - 11:00	Special Town Council Workshop - Budget Discussion, Big Picture, Revenue Review	Town Council Chambers OR Virtual
4/19/2022	Tuesday	2:00 - 5:00	Special Town Council Workshop - Budget Discussion, Capital Project Review; Follow-Up	Town Council Chambers OR Virtual
4/25/2022	Monday	9:00 - 11:00	Special JIM - Human Services 2 Hr Budget Window	County Commissioner's Chambers OR Virtual
4/26/2022	Tuesday	9:00 - 5:00	Special JIM - Joint Department Budget Presentations	County Commissioner's Chambers OR Virtual
5/9/2022	Monday	9:00 - 12:00	Special Town Council Workshop - Budget Discussion	Town Council Chambers OR Virtual
5/23/2022	Monday	3:00 - 5:00	Special JIM - Budget Discussion	Town Council Chambers OR Virtual
5/24/2022	Tuesday	9:00 - 12:00	Special Town Council Workshop - Budget Discussion (Tentative)	Town Council Chambers OR Virtual
6/21/2022	Tuesday	1:30 P.M.	Regular Town Council Workshop Meeting - Budget Discussion	Town Council Chambers OR Virtual
6/21/2022	Tuesday	6:00 P.M.	Regular Town Council Meeting - Budget Hearing and Adoption	Town Council Chambers OR Virtual

Possible Alternatives.
None at this time.

Comprehensive Plan & Priority Alignment.
To successfully implement the Comprehensive Plan, Council must set priorities, be strategic, and be disciplined. A critical component is prioritizing and identifying the necessary level of funding to address desired goals, policies, and strategies, which is all critical to the successful implementation of Town Priorities and the Comprehensive Plan. In addition, many of the programs and strategies called for in the Comprehensive Plan come at an additional cost to the community that current funding levels cannot accommodate. Chapter 8 - Quality Community Service Provision calls for *"Timely, efficient and safe delivery of quality services and facilities in a fiscally responsible and coordinated manner."*

Fiscal Impact.
None at this time.

Staff Impact.
The staff impact of preparing this information are estimated over 350 hours for all department members participating in preparing budget requests and internal staff meetings. Also, extensive, and ongoing staff time is spent in preparing, reviewing, and adjusting the recommended budget.

Attachments or Links.
Town of Jackson FY23 Budget Book – Please find a copy at Town of Jackson website
Town Council Requested Information on Budget Items
Request for Additional Fee

Suggested Motion.
Motion to direct staff to increase funding for budget item ___________________in the amount of $________________________

Motion to direct staff to decrease funding for budget item ___________________in the amount of $________________________

Motion to direct staff to add a new item________________ for $_______________not in the current draft FY2023 budget.

A motion to continue our discussions until the Town's next scheduled budget meeting on Monday June 20th, 2022 starting at 1:30PM, in Town Council Chambers OR Virtual.

During the April 19th Town Council budget review meeting, Council requested additional information on a few points as presented below. To assist Council, staff inserted the corresponding page numbers as noted at the bottom of the FY2023 recommended budget book.

1) – Level of Service Changes from FY2022 to FY2023, Volume – I Priority Driven Budget

The Recommended Program Services Budget Volume – I maintains levels of service for all programs except START. START recommended changes in level of service:

- Town Shuttle route service: (pg. 31)
  - Summer/Winter Shuttle: 3 buses- 15-minute frequency-70 roundtrips daily- 6:00a – 11:30p daily
  - Fall/Spring Shuttle: 2 buses- 20-minute frequency- 48 roundtrips daily- 6:00a- 10:00p daily
  - Micro-transit: East Jackson (on demand), 6:00a- 12:00a, 4-5 vehicles
- Commuter routes – Star Valley and Teton Valley (pg. 32)
  - Summer: 3 buses- 5 am/5pm trips per day- 5 round trips per day
  - Fall/Spring: 3 buses- 4 am/4pm trips per day- 4 round trips per day
  - Winter: 3 buses- 6 am/6pm trips per day- 6 round trips per day
- Teton Village route: (pg. 33)
  - Summer Local: 3 buses- 30-minute frequency- 37 round trips daily-5:15a- 12:00a daily
  - Fall/Spring Local: 2 buses- 45-minute frequency- 20 round trips daily-5:15a- 8:30p daily
  - Winter Local: 3 buses- 35-minute frequency- 32 round trips daily-5:15a- 12:00a daily
  - Express - Winter: 3 buses- 25-minute frequency- 46 round trips daily-6:00a- 12:00a daily
  - Trippers - Winter: 3 buses- 25-minute frequency- 17 round trips daily-am & pm peak hours

2) – Fund Balance Composition at 6/30/2023 (pg. 78)

FUND	UNRESTRICTED	ASSIGNED	RESTRICTED	TOTAL FUNDS
General Fund	$ 12,477,552			$ 12,477,552
Special Revenue Funds				
Affordable Housing		$ 2,832,577	$ 1,291,360	$ 4,123,937
Parking Exactions	$ 800,000	$ 690,210	$ 178,770	$ 1,668,980
Park Exactions			$ 196,628	$ 196,628
Employee Housing		$ 2,100,964		$ 2,100,964
Animal Care Fund			$ 473,017	$ 473,017
Lodging Tax Fund			$ 186,617	$ 186,617
START Bus System			$ 1,264,188	$ 1,264,188
Capital Projects Fund				
Capital Projects (5th Cent)		$ 2,138,611		$ 2,138,611
2010 Specific Purpose Excise Tax			$ 128,708	$ 128,708
2014 Specific Purpose Excise Tax			$ 3,345,789	$ 3,345,789
2016 Specific Purpose Excise Tax			$ 310,697	$ 310,697
2019 Specific Purpose Excise Tax			$ 4,554,578	$ 4,554,578
Enterprise Funds				
Water Utility			$ 6,797,031	$ 6,797,031
Sewage Utility			$ 4,994,016	$ 4,994,016
Internal Service Funds				
Employee Insurance		$ 1,875,026		$ 1,875,026
Fleet Management		$ 27,922		$ 27,922
Central Equipment		$ 648,892		$ 648,892
IT Services		$ 804,766		$ 804,766
Totals:	**$ 13,277,552**	**$ 11,118,968**	**$ 23,721,399**	**$ 48,117,919**
	28%	23%	49%	100%

3) – High level overview of Full Time Equivalents (FTE) as a Percentage of Total General Fund Expenditures overview (pg. 88)

FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Recomm'd
41%	44%	42%	42%	41%	40%	41%	39%	37%	28%

4) – Town Council request to identify significant operating differences from FY2022 Estimate to FY2023 Request. Volume – II Line-Item Budget.

FY2023 Town-wide increases impacting all department's budget request:

- 3% wage adjustment
- 10% or more IT increase for Microsoft enhancement and inflation
- 28% property insurance increase
- 8% labor increase and 37% petroleum increase for fleet charges
- inflationary increase for materials and contracted services

FY2022 Estimate to FY2023 Requested – changes in General Fund for FY2023:

General Government: (pg. 94)

Mayor & Town Council (pg. 95) – $15K Increase in professional services for statewide legislator support and Town Manager and Attorney performance review.

Town Attorney (pg. 96) – $55K increase to account for a full-year of Assistant Town Attorney.

Municipal Judge (pg. 97) – No major changes planned for this year.

Administration (pg. 98) – $100K increase for grant consultant.

Town Clerk & Personnel (pg. 99) – $99K increase for new Senior Deputy Town Clerk FTE.

Finance (pg. 100) – $10k inflationary increase for audit and online bill pay services.

Community Development (pg. 101) – Increase is salaries and benefits to account for Public Information Officer FTE transfer from Personnel department. Expenditure increases:

- $32K for Equity Task Force stipend
- $10K for Eco-system professional services
- $20K for SPET election

Information Technology (pg. 102) – $62k increase to account for a full-year of Network Engineer and Systems Administrator. $12K for training, travel and meetings.

Planning (pg. 103) – $65K increase in professional services for shared Town/County positions.

Town Facilities (pg. 104) – Inflationary increase in maintenance and repair for all Town Facilities.

- $32K increase for full occupancy of Si Ferrin building and Geittmann Larson Swift basement.
- Effective FY2023, large R&M items were moved to Capital Projects Fund. This accounting change skews the year-to-year comparison for this department.

Public Safety: (pg. 105)

Police Administration: (pg. 107) $27K increase to account for a full year of Systems Administrator.

Police Investigations: (pg. 108) $4K increase for interview room improvements.

Police Patrol: (pg. 109) No major changes planned for this year.

Police Community Service Officers: (pg. 110) $22K increase to account for a full year of Community Service Officer. $4K increase for County Radio Systems Upgrades.

Police Special Operations: (pg. 111) No major changes planned for this year.

Communications Center (County) (pg. 112) Agreed with County Administrator recommendation.

Fire/EMS (County) (pg. 113) Agreed with County Administrator recommendation.

- Effective July 1, 2022, for the first time we will begin funding a portion of the Emergency Operations Center managed by the Teton County at a cost of $136k. We do not currently have a funding agreement in place for this. Therefore, we are splitting the budget request 54/46 until we work with the County to draft a funding agreement to share in the fiduciary oversight of this department.

Victim Services (pg. 114) No major changes planned for this year.

Animal Shelter/Control (pg. 115) $83K increase for new non-sworn Community Service Officer FTE.

Building Inspections (pg. 116) $20K increase in professional services to help add capacity with building permit reviews and inspections.

Public Works: (pg. 117)

Public Works Administration: (pg. 118) $251K for requested 2.5 new FTE: 0.5 Facilities Assistant, 1.0 Grant and Partner Funding Administrator, and 1.0 Safety Program Coordinator.

Streets: (pg. 119) $87K for requested 1.0 new FTE: 0.5 Street Operator and 0.5 Equipment Operator. Expenditure increases in:

- $17k street light R&M project
- $19K to increase storm drainage cleaning level of service
- $42K winter for material inflation
- $28k parking lot maintenance
- $23k hazard tree removal program
- $22K new CDL training requirement.

Note: Effective FY2023, large R&M items were moved to Capital Projects Fund. This accounting change skews the year-to-year comparisons for this department.

Engineering: (pg. 120) $225K for requested 2.0 new FTE: 1.0 Permit Coordinator and 1.0 Capital Project Manager. Expenditure increase:

- $15K professional services increase for addressing Council requests, easement appraisals
- $15K increase for GIS training/water & sewer modeling.

Yard Operations: (pg. 121) Increase to return to pre-pandemic training and $10K increase for leadership training and other training related to the Strategic Plan.

Community Health & Human Services: (pg. 122)

Community Health & Human Services: (pg. 123) $206K request increase. We set funding at our 8% revenue growth rate or request, whichever is lesser.

Community Initiatives: (pg. 124) $54K external request increase. We set funding at our 8% revenue growth rate or request, whichever is lesser. Internal request increases:

- $50K for Lienz and Tlaxcala sister city trips
- $39K for service level and inflation increases in downtown trash removal.

Culture and Recreation: (pg. 125)

Parks & Recreation: (pg. 126) Agreed with County Administrator recommendation.

Pathways: (pg. 127) Agreed with County Administrator recommendation.

Memorial Park: (pg. 128) No major changes planned for this year.

General Unallocated

Town-wide Services: (pg. 129) Expenditure increase:

- $1.5M Town-wide compensation study
- $48K Downtown Parklet Ambassador
- $10K wellness program activity and educational programs
- $15k diversity, equity, and leadership training

FY2022 Estimate to FY2023 Requested – changes in Special Revenue Funds for FY2023:

Affordable Housing Fund (Pg. 133) – $125K decrease due to completion of regional housing nexus and needs assessment study in FY2022.

Parking Exactions Fund (Pg. 135) $25K decrease due to completion of Town parking study in FY2022.

Parks Exactions Fund (Pg. 137) Two capital projects: $175K for May Park – Phase II and $35K for Karns Meadow Park Master Plan and Conditional Use Permit.

Employee Housing Fund (pg. 140) Expenditure increases for:

- Inflation increases for utilities, repairs, and maintenance
- $25K for property tax
- $50K for property management services
- $90K for winter motel rentals, partial cost recovery from tenant
- $500K for down payment assistance program
- $30K to subdivide Flat Creek Avenue lots on bench in Karns Meadow
- Inflation increases for utilities, repairs and maintenance

Animal Care Fund (pg. 142) $25K for floor replacement.

START Bus System Fund (pg. 144) New route plan to be implemented in FY23. FY23 proposed changes planned:

- $281K is Salaries & Benefits for increased service levels across all routes
- $164K for ITS Technology
- $356K for BUILD Grant consulting
- $150K for Airport Planning Grant Feasibility
- $815K for Micro-transit - South Park

Lodging Tax Fund (pg. 148) 10% goes to general fund, 30% goes towards guest impacts in which we fund START, Pathways and Parks & Rec, and 60% goes to Travel & Tourism Board for promotions.

FY2022 Estimate to FY2023 Requested – changes in Enterprise Funds for FY2023:

Water Utility Fund: (pg. 170) $90K increase for new Water Operator FTE. Expenditure increases in:

- $125K professional service inflation increase for CST SCADA and security services, One Call utility notification services, GIS
- $32K to repair 6 booster stations and Elk Refuge, Broadway, Snow King Estates water tanks
- $40K for repairs to wells
- $15K for meter supplies

Wastewater Utility Fund: (pg. 176) $45K increase for new Wastewater Operator FTE. Expenditure increases in:

- $125K professional service inflation increase for CST SCADA and security services, One Call utility notification services
- $29K new CDL training requirement and return to pre-pandemic levels

5) – Outlined are the deferred Capital Projects (pg. 201 & pg. 202)

Projects	Amount	Requested Year	Deferred Until
North King Street Charter Bus & Gill Sidewalk (Complete Street)	$ 990,000	2023	2024
Vine Street (Complete Street)	$ 500,000	2024	2025
Downtown Pedestrian Project	$ 250,000	2024	2025
Stormwater Treatment Unit HWY-89	$ 700,000	2025	2026
Maple Way, Snow King Ave & Scott lane (Complete Street)	$ 2,336,319	2026	2027
Total:	**$ 4,776,319**		

FISCAL YEAR 2023 BUDGET
REQUEST FOR ADDITIONAL FEE

Fee Title	Sewer and Water Connection Permit for County Connections
Description	This permit is required by Town of Jackson Municipal Code prior to any connection to Town of Jackson (ToJ) sewer and/or water systems (or private extensions thereto) outside of the Town's corporate boundary. This permit must be approved and issued by the ToJ and all fees paid to the ToJ prior to connection.
Municipal Code	13.08.080
Justification	While the fee for this permit is new, the Town has reviewed, issued, and inspected these permits back to at least 2006 as a sub-permit to a Teton County Sewer Connection or Small Wastewater Pipe (SWP) permit. In 2022 in an effort to streamline the process for applicants and the staff, the permit became a stand alone Town of Jackson permit. The proposed fee covers administration of the permit and collection of capacity fees. New fees for town inspected permits and central systems are recommended, e.g. 3 Creek. The county assesses a separate inspection fee on their building permits for their inspections. The proposed fee for central systems covers the cost of administering and reviewing the central system plans as well as inspections. A provision to asses fees for a third party to review and inspect is also recommended because some of the central systems can be difficult to administer with in-house staff.
Fee	- Single Lot Administration Only: $100 - Single Lot with Town Inspection: $200 - Central System: $1000 for up to 500 feet - $200 for every fraction of 1000 feet more than 500 feet - Third Party Review and Inspection: At Cost - Fees are for each utility connected
Estimated FY2023 Revenue	- Single Lot Administration Only: $2500 - Single Lot Town Inspection: $2000 - Central Systems: $1000
State Statute and/or Legal Impact	Statute allows. Fee would be similar to the County structure.
Anything else of relevance?	The county has charged $100 for the SWP permit for their administration and inspection for at least the last five years. Change in process has removed their administration of a permit and they charge for their inspections under their permit fees. County connections are time consuming for staff to travel to the inspections. In 2019, 19 Capacity Permits issued (5 for Water&Sewer); in 2020, 30 Permits were Issued (5 W&S); in 2021, 17 Permits issued (5 W&S); 2022, to date 12 Issued (3W&S). When large county subdivision (e.g. 3 Creek, Melody Ranch, Wilson Sewer District) come on line these permits surge in numbers.

Town of Jackson Fiscal Year 2023 Recommended Budget

Today's Agenda

1. Review Enterprise Funds – Water (pg. 168) - 10 mins and Wastewater (pg. 174) - 10 mins
2. Fee Schedule (pg. 15) - 15 mins
3. ARPA funds - 5 mins
4. Capital Project Budget (pg. 152) - 30 mins
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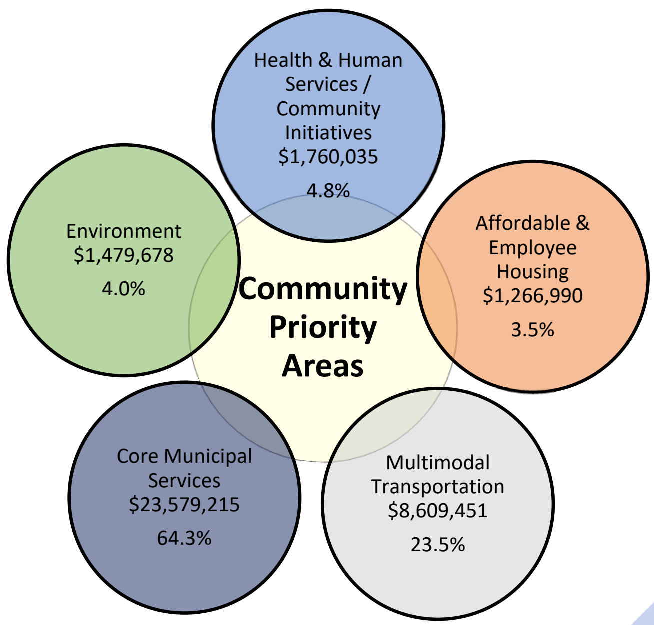
7. Budget Calendar, and Next Steps - 5 mins

Guiding Theme & **Community Priority Areas** For Fiscal Year 2023 Budget

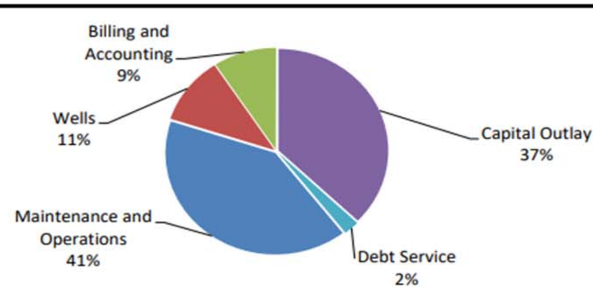
Investing in Public Services and supporting Jackson's Quality of Life and Community Character while providing for a Stable Future.



Enterprise Funds – Water (pg. 168)

TOWN OF JACKSON, WYOMING
RECOMMENDED BUDGET FOR FISCAL YEAR 2023
WATER FUND
REVENUE, EXPENDITURES, & CHANGES TO WORKING CAPITAL

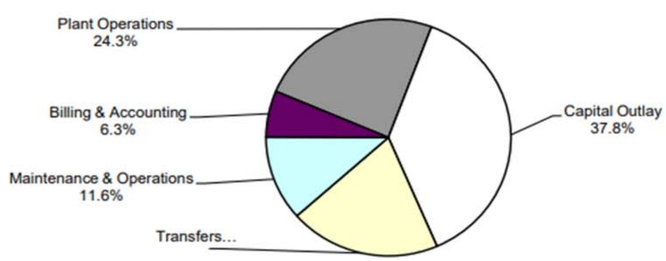
DESCRIPTION	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 AMENDED	FY2022 ESTIMATED	FY2023 REQUESTED	FY2023 RECOMM'D	FY2022 DIFFERENCE	% CHANGE FY22 EST.
Beginning Working Capital	**$4,794,514**	**$5,128,904**	**$6,136,411**	**$6,136,411**	**$6,960,139**	**$6,960,139**		
Intergovernmental	-	79,765	-	-	-	-	-	---
Charges for Services	2,632,049	2,742,119	2,839,893	2,970,323	3,145,339	3,145,339	-	5.9%
Miscellaneous Revenue	105,873	12,678	79,720	9,024	130,800	130,800	-	1349.5%
Total Revenue	**2,737,922**	**2,834,562**	**2,919,613**	**2,979,347**	**3,276,139**	**3,276,139**	**-**	**10.0%**
Transfers In	325,725	297,867	320,000	320,000	375,000	375,000	-	17.2%
Total Sources	**3,063,647**	**3,132,429**	**3,239,613**	**3,299,347**	**3,651,139**	**3,651,139**	**-**	**10.7%**
Water Maintenance & Operation	867,710	764,681	951,140	835,200	1,187,539	1,187,603	64	42.2%
Water Wells	252,397	263,397	254,374	217,366	313,988	313,988	-	44.5%
Water Billing & Accounting	185,700	168,555	253,524	255,332	271,745	271,754	9	6.4%
Capital Outlay	688,873	301,631	1,433,393	452,922	1,087,000	1,087,000	-	140.0%
Debt Service	108,215	187,345	66,970	66,970	66,970	66,970	-	0.0%
Total Expenditures	**2,102,895**	**1,685,609**	**2,959,401**	**1,827,790**	**2,927,242**	**2,927,315**	**73**	**60.2%**
Transfers Out	626,362	439,313	647,829	647,829	919,931	849,041	(70,890)	31.1%
Total Uses	**2,729,257**	**2,124,922**	**3,607,230**	**2,475,619**	**3,847,173**	**3,776,356**	**(70,817)**	**52.5%**
Ending Working Capital	**$ 5,128,904**	**$ 6,136,411**	**$ 5,768,794**	**$ 6,960,139**	**$ 6,764,105**	**$ 6,834,922**	**$ 70,817**	**-1.8%**
Net Change in Working Capital	*$ 334,390*	*$ 1,007,507*	*$ (367,617)*	*$ 823,728*	*$ (196,034)*	*$ (125,217)*		



Enterprise Funds – Wastewater (pg. 174)

TOWN OF JACKSON, WYOMING
RECOMMENDED BUDGET FOR FISCAL YEAR 2023
SEWAGE FUND
REVENUE, EXPENDITURES, & CHANGES TO WORKING CAPITAL

DESCRIPTION	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 AMENDED	FY2022 ESTIMATED	FY2023 REQUESTED	FY2023 RECOMM'D	FY2022 DIFFERENCE	% CHANGE FY22 EST.
Beginning Working Capital	**$ 4,749,122**	**$ 5,175,991**	**$ 5,731,140**	**$ 5,731,140**	**$ 5,822,595**	**$ 5,822,595**		
Intergovernmental Revenue	-	32,500	-	22,870	-	-	-	-100.0%
Charges for Services	2,850,801	2,810,927	2,774,425	3,003,760	2,959,386	2,959,386	-	-1.5%
Miscellaneous Revenue	110,534	11,440	54,200	33,991	81,520	81,520	-	139.8%
Total Revenue	**2,961,335**	**2,854,867**	**2,828,625**	**3,060,621**	**3,040,906**	**3,040,906**	**-**	**-0.6%**
Transfers In	325,726	297,867	320,000	320,000	375,000	375,000	-	17.2%
Total Sources	**3,287,061**	**3,152,734**	**3,148,625**	**3,380,621**	**3,415,906**	**3,415,906**	**-**	**1.0%**
Sewage Plant Operations	895,596	893,645	1,091,620	925,047	1,034,742	1,034,797	55	11.9%
Sewage Maintenance & Operations	282,158	327,223	410,364	359,081	493,392	493,419	27	37.4%
Sewage Billing & Accounting	185,652	168,613	254,045	214,860	267,688	267,697	9	24.6%
Capital Outlay	870,424	768,791	1,789,342	1,142,349	1,605,000	1,605,000	-	40.5%
Total Expenditures	**2,233,830**	**2,158,272**	**3,545,371**	**2,641,337**	**3,400,822**	**3,400,913**	**91**	**28.8%**
Transfers Out	626,362	439,313	647,829	647,829	919,931	849,041	(70,890)	31.1%
Total Uses	**2,860,192**	**2,597,585**	**4,193,200**	**3,289,166**	**4,320,753**	**4,249,954**	**(70,799)**	**29.2%**
Ending Working Capital	**$ 5,175,991**	**$ 5,731,140**	**$ 4,686,565**	**$ 5,822,595**	**$ 4,917,748**	**$ 4,988,547**	**$ 70,799**	**-14.3%**
Net Change in Working Capital	*$ 426,869*	*$ 555,149*	*$ (1,044,575)*	*$ 91,455*	*$ (904,847)*	*$ (834,048)*		



Sales and Use Projections (pg. 83)

	FY2021 Actual	FY2022 Estimated	5% Projection	8% Projection	1% Projection
1% Local Sales Tax (5th Cent)	$ 7,639,569	$ 10,190,210	$ 10,699,721	$ 11,005,427	$ 10,292,112
1% State Sales Tax	$ 9,344,731	$ 12,505,136	$ 13,130,393	$ 13,505,547	$ 12,630,187
Total	**$ 16,984,300**	**$ 22,695,346**	**$ 23,830,113**	**$ 24,510,974**	**$ 22,922,299**
Percent Change	***4.5%***	***33.6%***	***5.0%***	***8.0%***	***1.0%***
Dollar Change	***$ 729,313***	***$ 5,711,046***	***$ 1,134,767***	***$ 1,815,628***	***$ 226,953***

Fee Schedule Discussion (pg. 15)

- Staff did not recommend a CPI increase for FY2023
  - Does Council want to recommend a CPI adjustment?

- Public Works has one new fee request:
  - Sewer and Water Connection Permit for County Connections
  - Town staff currently provides service free of charge while County charges a fee
  - $100 – $1,000 per connection
  - FY2023 Estimated Revenue: $5,500
  - Staff impact: Staff/Council will need to update fee schedule resolution

American Rescue Plan Act of 2021 (ARPA) (pg. 153)

- Allocation totaled $1,831,335
  - $915,668 received on 6/25/2021
  - We expect the remaining $915K in June 2022
- Town is a “Non-entitlement Units” (NEU)
- “Revenue Replacement” and “Standard Allowance” eligibility
- These are the least restrictive on expenditures and staff
- Eligible costs must be expended by December 31, 2026
- Report to Treasury every April thru 2027
- Rancher Street Project - $2,121,033 contract approved on 2/22/2022

Capital Projects Budget (pg. 80)

TOWN OF JACKSON, WYOMING
RECOMMENDED BUDGET FOR FISCAL YEAR 2023
REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCES
CAPITAL PROJECTS FUNDS

DESCRIPTION	CAPITAL PROJECTS	2006 SPET	2010 SPET	2014 SPET	2016 SPET	2019 SPET	TOTAL
Beginning Fund Balance	**$ 3,326,717**	**$ 252,536**	**$ 160,908**	**$ 3,288,289**	**$ 325,397**	**$11,722,436**	**$19,076,283**
Revenues:							
General Taxes	-	-	-	-	-	5,409,642	5,409,642
Intergovernmental	1,214,238	-	-	-	-	100,000	1,314,238
Miscellaneous Revenue	165,572	-	2,800	57,500	5,300	87,500	318,672
Total Revenue	**1,379,810**	-	**2,800**	**57,500**	**5,300**	**5,597,142**	**7,042,552**
Transfers In	15,256,061	-	-	-	-	-	15,256,061
Total Sources	**16,635,871**	-	**2,800**	**57,500**	**5,300**	**5,597,142**	**22,298,613**
Expenditures:							
General Government	6,106,151	-	-	-	-	-	6,106,151
Public Safety	2,073,742	-	-	-	-	-	2,073,742
Public Works	1,585,000	252,537	35,000	-	20,000	12,765,000	14,657,537
Culture and Recreation	6,844,319	-	-	-	-	-	6,844,319
Total Expenditures	**16,609,212**	**252,537**	**35,000**	-	**20,000**	**12,765,000**	**29,681,749**
Transfers Out	1,288,417	-	-	-	-	-	1,288,417
Total Uses	**17,897,629**	**252,537**	**35,000**	-	**20,000**	**12,765,000**	**30,970,166**
Ending Fund Balance	**$ 2,064,959**	**$ (1)**	**$ 128,708**	**$ 3,345,789**	**$ 310,697**	**$ 4,554,578**	**$ 10,404,730**
Change in Fund Balance	***(1,261,758)***	***(252,537)***	***(32,200)***	***57,500***	***(14,700)***	***(7,167,858)***	***(8,671,553)***

Capital Projects Budget (pg. 80)

Several capital projects our community and Council supported and are excited to beak ground and have financial shortfalls. Construction plans were developed prior to the pandemic and bidding/building is just starting now with historically high inflation and construction costs. Below staff provided estimates of the additional amounts these projects need from the Town.

- Recreation Center Project: $6,500,000
- Core Maintenance Facility Project: 2019-SPET $18,000,000 and Capital Project Fund $5,500,000
- Stilson Transit Center - Build Grant FY2023 $554,000 and in FY2024 $2,470,000
- County Radio Systems Upgrades FY2023 $1,608,240 and FY2024 $270,000

Review Fund Reserves

- Unrestricted – may be used for any governmental function
- Assigned – are intended to be used by the Town for specific purposes
  - transfer to housing funds for future projects
  - employee housing rent to maintain employee housing units
  - contributions to health insurance for future claims
- Restricted – used for specific, defined purposes
  - SPET tax for certain capital projects
  - 30% Lodging Tax for visitor impact services (START, Parks &Rec, Pathways)
  - exactions for the development of affordable workforce housing

Review Fund Reserves

FUND	UNRESTRICTED	ASSIGNED	RESTRICTED		TOTAL FUNDS
General Fund	$12,477,552				$12,477,552
Special Revenue Funds	$800,000	$5,623,751	$3,590,580		$10,014,331
Capital Projects Funds		$2,138,611	$8,339,772		$10,478,383
Enterprise Funds			$11,791,047		$11,791,047
Internal Service Funds		$3,356,606			$3,356,606
Total:	**$13,277,552**	**$11,118,968**	**$23,721,399**		**$48,117,919**
	28%	22%	50%		100%

Fund Balance Composition at 6/30/2023 (pg. 78)

FUND	UNRESTRICTED	ASSIGNED	RESTRICTED	TOTAL FUNDS
General Fund	$ 12,477,552			$ 12,477,552
Special Revenue Funds				
Affordable Housing		$ 2,832,577	$ 1,291,360	$ 4,123,937
Parking Exactions	$ 800,000	$ 690,210	$ 178,770	$ 1,668,980
Park Exactions			$ 196,628	$ 196,628
Employee Housing		$ 2,100,964		$ 2,100,964
Animal Care Fund			$ 473,017	$ 473,017
Lodging Tax Fund			$ 186,617	$ 186,617
START Bus System			$ 1,264,188	$ 1,264,188
Capital Projects Fund				
Capital Projects (5th Cent)		$ 2,138,611		$ 2,138,611
2010 Specific Purpose Excise Tax			$ 128,708	$ 128,708
2014 Specific Purpose Excise Tax			$ 3,345,789	$ 3,345,789
2016 Specific Purpose Excise Tax			$ 310,697	$ 310,697
2019 Specific Purpose Excise Tax			$ 4,554,578	$ 4,554,578
Enterprise Funds				
Water Utility			$ 6,797,031	$ 6,797,031
Sewage Utility			$ 4,994,016	$ 4,994,016
Internal Service Funds				
Employee Insurance		$ 1,875,026		$ 1,875,026
Fleet Management		$ 27,922		$ 27,922
Central Equipment		$ 648,892		$ 648,892
IT Services		$ 804,766		$ 804,766
Totals:	**$ 13,277,552**	**$ 11,118,968**	**$ 23,721,399**	**$ 48,117,919**
	28%	23%	49%	100%

Discussion Items and Change Log to Date

Department	Account	Published Recomm'd	Updated	Increase (Decrease) to Fund Balance	Justification/Discussion
Council Requests:					
Health & Human Services	Childcare	25,000			Does Council want to increase per 4/18/2022 discussion
Health & Human Services	All	1,141,340			Does Council want to increase per 4/18/2022 discussion
Compliance and/or Code FTE	Housing/PD				Compliance Housing / Code Enforcement FTE per 4/18/2022 discussion
Staff Updates:					
Revenue	Sales Tax	24,182,901	24,510,973	328,072	Includes May Actual Collections, maintains 8% increase over FY2022 estimate
Revenue	Lodging Tax	1,756,151	1,796,366	40,216	Includes April Actual Collections, maintains 10% increase over FY2022 estimate
Revenue	Property Taxes	302,400	384,204	81,804	53% increase in valuation, budget recommended 20%, this is based on 0.5 mills
All Departments	Property Taxes	111,359	144,933	(33,574)	37% increase from FY2022, budget recommended 20%
All Departments	Health Insurance	2,477,671	2,587,499	(109,828)	Increase for reinsurance quotes
All Departments	Salary & Benefits	11,492,980	11,613,065	(120,085)	2.5% January 2022 Wage Adjustment Excluded from Calculations
Water & Sewer Funds	Revenues	-	5,500	5,500	New PW fee
START Fund	Salary & Benefits	2,922,991	2,897,478	25,513	Full-Time Operator FTE Calculation Error
START Fund	Microtransit	605,000	815,000	(210,000)	East Jackson vs South Town Service Requests Transposed
START Fund	Teton County Grant - Operations	748,945	836,317	87,372	Teton County Match for Changes
General Fund & Lodging Tax Fund	Transfer to Start Bus System	1,391,324	1,736,324	(345,000)	Local match for START Capital Outlay
			Total Changes to Fund Balance	(250,010)	
Potential Joint Department Items for 5/23/2022 JIM:					
Joint Departments - County	All County Joint				per 5/4/2022 BCC is considering 5%-10% wage adjustment; they are deciding at a future meeting
Joint Departments - County	Fire/EMS Operations	843,398			Adjustments to be discussed at 5/23/2022 JIM
Joint Departments - County	Parks & Rec Operations	1,629,042			Adjustments to be discussed at 5/23/2022 JIM
Joint Departments - County	Pathways Operations	98,162			Adjustments to be discussed at 5/23/2022 JIM

Next Scheduled Town Budget Meetings

April Budget Meetings:

- ~~*Monday April 18 – Special Town Council Workshop Meeting – Budget Big Picture Overview (9:00AM - 11:00PM)*~~
- ~~*Tuesday April 19 – Special Town Council Workshop Meeting – Budget Capital Review and Follow-up (2:00AM - 5:00PM)*~~
- ~~*Monday April 25 – Special JIM - Health and Human Services (9:00AM - 11:00AM)*~~
- ~~*Tuesday April 26 – Special JIM - JOINT Departments (9:00AM - 5:00PM)*~~

May Budget Meetings:

- ~~*Monday May 9 - Special Town Council Budget – Discussion (9:00AM - 12:00PM)*~~
- Monday May 23 - Special JIM – Joint Department Budget Discussion (3:00PM - 5:00PM)
- (TENTATIVE) Tuesday May 24 - Special Town Council Budget – Discussion (9:00AM - 12:00PM)

June Budget Meeting:

- Tuesday June 21 - Special Town Workshop – Minor Final Budget Adjustments (1:30PM)
- Tuesday June 21 - Town FY2023 Budget Adoption (6:00PM)