Regular Town Council Budget Meeting

May 7, 2024
9:00 AM
Town Council Chambers
Chair: Hailey Morton Levinson

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

The Town reserves the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to Town Council by emailing electedofficials@jacksonwy.gov.

To join, click link or copy it to your browser: https://us02web.zoom.us/j/84436309514?pwd=YkJOVHQrOUc3Y2pLNmY4Z2g3a2wvZz09

Or join at zoom.com with Webinar ID: **844 3630 9514** and Password: **83001** or by phone: **+1 669 900 9128**

II. CALL TO ORDER AND ROLL CALL

III. DISCUSSION/ACTION ITEMS

A. FY25 Budget Discussion (Tyler Sinclair & Kelly Thompson)

IV. ADJOURN

STAFF REPORT

Meeting Date:	May 7, 2024	**Meeting Title:**	Regular Budget Workshop
Submitting Department:	Administration	**Presenter:**	Tyler Sinclair/Kelly Thompson
Agenda Item:	Budget Review	**Public Comment:**	Yes

Purpose & Policy Considerations.
The Town Council reviews and approves the recommended budget pursuant to Wyoming Statute. The purpose of this meeting is to discuss the Fiscal Year 2025 budget with Council. This item is informational only.

Requested Action.
No action requested at this meeting. This item is informational only.

Recommendations.
Staff have provided a recommended Fiscal Year 2025 (FY25) Budget.

Background.
Town staff continues to work to balance current needs while preparing for a dynamic future, recognizing our responsibility to future generations. Fiscal transparency is a key priority, and this budget was prepared in accordance with applicable Wyoming Statutes and Town Ordinances. This year will largely be a status quo budget year where the Town continues to work on matching existing levels of service with capacity. My recommendation is to continue our focus on staff retention and retaining standard budgets while considering prudent requests from departments with modest increases focused on staff retention, keeping pace with inflation and matching existing levels of service with capacity. The proposed budget provides the following to our community.

- Investment in the Town's incredible staff to retain and recruit employees who provide quality services on which our community can rely.
- Resources to maintain and protect critical infrastructure including water and sewer.
- Clean drinking water, community safety, and consistent snow plowing.
- Improvements and new infrastructure added to Gregory Lane above and below ground.
- Allocations to support health and human service providers to deliver critical programs.
- A prudent reserve account providing a cushion for unforeseen challenges.

Analysis
The purpose of this second budget workshop is for staff to provide the Council with information regarding questions raised in the first budget meeting and for Council to begin discussion on potential amendments.

Staff has prepared the following agenda for presentation to begin discussion at the workshop.

Agenda:
1. Investment Portfolio Review
2. 5 Year Model
    - How we got here
    - Current Assumptions
    - Potential Assumption Changes
3. FY 2025 Reserve Target Discussion
4. Community Health and Human Services
5. Town Recommended Full Time Equivalents (FTE's) Discussion
    - Interpretation/Translation
6. Joint Departments Discussion
    - One time Compensation Adjustment

7. Fee Schedule Review
8. Capital Budget and 5 Year Capital Improvement Plan (CIP)
9. Change Log Updates
10. Discussion, Calendar, and Next Steps

The Council is encouraged to identify areas they would like to have additional discussion or information on at future meetings. The goal of the Council's Budget review process is to ensure that the budget reflects the Council's priorities and values on behalf of the community for FY25.

Next Steps
Below staff has provided the complete budget review schedule to assist the Council in preparing for future meetings. 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 decisions will be made along the way, and when action will be taken.

FY2025 TOWN COUNCIL BUDGET MEETING SCHEDULE				
There may be many other meetings occurring during this time - the below list only reflects those associated with the FY2025 Budget				
Green = Town Council Meeting, Purple = JIM				
Date	Day	Time	Event	Location
4/16/2024	**Tuesday**	**9:00 - 12:00**	**Town Council Regular Budget Meeting**	**Council Chambers**
4/22/2024	**Monday**	**9:00 - 3:00**	**JIM Special + Budget**	**Commissioner's Chambers**
4/22/2024	**Monday**	**3:00 - 5:00**	**Town Council Special Budget Meeting**	**Council Chambers**
4/23/2024	**Tuesday**	**9:00 - 4:30**	**JIM Special Budget**	**Commissioner's Chambers**
5/6/2024	**Monday**	**9:15 - 4:30**	**JIM Special + Budget**	**Council Chambers**
5/7/2024	**Tuesday**	**9:00 - 12:00**	**Town Council Regular Budget Meeting**	**Council Chambers**
5/13/2024	**Monday**	**9:00 - 12:00**	**Town Council Special Budget Meeting**	**Council Chambers**
5/14/2024	**Tuesday**	**9:00 - 12:00**	**Town Council Regular Budget Meeting**	**Council Chambers**
5/14/2024	**Tuesday**	**1:30 - 4:30**	**JIM Special Budget**	**Council Chambers**
6/3/2024	**Monday**	**1:30 - 4:30**	**JIM Regular + Budget**	**Commissioner's Chambers**
6/3/2024	**Monday**	**6:00 P.M.**	**Town Council Regular + Budget Meeting**	**Council Chambers**
6/4/2024	**Tuesday**	**9:00 - 12:00**	**Town Council Special Budget Meeting**	**Council Chambers**
6/10/2024	**Monday**	**9:00 - 12:00**	**Town Council Special Budget Meeting**	**Council Chambers**
6/17/2024	**Monday**	**9:00 - 12:00**	**Town Council Special Budget Meeting**	**Council Chambers**
6/17/2024	**Monday**	**6:00 P.M.**	**Town Council Regular + Budget Meeting**	**Council Chambers**

Possible Alternatives.
None

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 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 is estimated at over 350 hours for all department members participating in preparing budget requests and internal staff meetings. Also, extensive, and ongoing staff time is spent preparing, reviewing, and adjusting the recommended budget.

Attachments or Links.
Town of Jackson FY25 Budget Book – Link Provided, Paper Copy available upon request

Suggested Motion.
None