



TOWN OF JEROME

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AGENDA

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, DECEMBER 12, 2023, AT 7:00 PM

Due to the length of this meeting, Council may recess and reconvene at the time and date announced.

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Kristen Muenz, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
Town Clerk to call and record the roll.

2. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for November, 2023

Council will consider and may approve the financial reports for month ending November, 2023.

3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilities Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

4. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

A. Report Provided by the Zoning Administrator. Minutes are Provided for Information only and do Not Require any Action

5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the November 13th Special Council Meeting Utility Rate Public Hearing, the November 14th Regular Council Meeting and November 30th Special Council Meeting Minutes

Council will consider and may approve the November 13th Special Council Meeting, November 14th Regular Council Meeting and November 30th Special Council Meeting minutes.

6. PETITIONS FROM THE PUBLIC

Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

A. Consideration of Second Reading of Ordinance No. 489, Amending Article 10-3, "Special Events" by Replacing it in its Entirety

Council will consider and may approve the second and final reading Ordinance No. 489.

B. Consideration of Resolution No. 663 Adopting New Water and Sanitary Sewer Rates and Fee Schedule

Council will consider and may approve Resolution No. 663.

8. UNFINISHED BUSINESS

Discussion/Possible Action

A. Continued Discussion and Possible Staff Direction Regarding the Town's 2024 Anniversary Celebration and Recognition

Council will discuss any potential updates and may provide staff direction regarding the Town's Anniversary celebration.

9. NEW BUSINESS

Discussion/Possible Action

A. Discussion on New Proposed Lighting Regulations to Comply with Dark Sky Standards

Council will review the initial staff draft and may provide input and direction for future consideration on proposed lighting regulations.

B. Consideration of Sewer Lining Proposal on Center Avenue and First Street

Council will consider the proposal from Mr. Rooter and may approve the proposal and subsequent repair.

C. Discussion and Possible Staff Direction Regarding Rich Street Turning Issues and Parking Considerations throughout Town

Council will be discussing traffic flow and turning issues on Rich Street, along with parking considerations in certain areas, and may provide staff direction for consideration at a future meeting.

10. TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.

11. ADJOURNMENT

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600 Clark Street, Jerome Town Hall, exterior posting case; (3) 120 Main Street, Jerome Post office, interior posting case.

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

A. Financial Report and Detail Invoice Register Report for November, 2023

Council will consider and may approve the financial reports for month ending November, 2023.

TOWN OF JEROME
 COMBINED CASH INVESTMENT
 NOVEMBER 30, 2023

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,776.46
99-00-1011	NBA CHECKING	62,416.75
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	505,302.74
99-00-1020	OAZ GENERAL SAVINGS	1,192,130.06
	TOTAL COMBINED CASH	1,761,631.01
99-00-1800	CASH CLEARING - UTILITY MGMT	(109.72)
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,761,521.29)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	478,842.24
20	ALLOCATION TO UTILITY FUND	1,502,676.90
30	ALLOCATION TO HURF FUND	(431,985.20)
35	ALLOCATION TO PARKING FUND	130,713.06
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	15,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	70,807.54
60	ALLOCATION TO CAPITAL GRANTS FUND	730,745.71
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(285,124.73)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	320,000.00
90	ALLOCATION TO CAPITAL FUND	(770,455.63)
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,761,521.29
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,761,521.29)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	478,842.24	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	78,239.28	
10-00-1008	COURT - JCEF ACCT	14,785.50	
10-00-1009	COURT - FTG ACCT	9,669.23	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1115	FRANCHISE FEES	4,188.14	
10-00-1120	GF ACCOUNTS RECEIVABLE	25,394.93	
	TOTAL ASSETS		611,694.32

LIABILITIES AND EQUITY

LIABILITIES

10-00-2401	FEDERAL WH & FICA	(.03)	
10-00-2403	UNEMPLOYMENT TAXES	12.44	
10-00-2406	HEALTH INSURANCE	501.66	
10-00-2408	457G RETIREMENT	144.48	
10-00-2409	PSPRS	118.86	
10-00-2410	WAGES PAYABLE	44,689.03	
10-00-2411	GANISHMENTS PAYABLE	1,735.51	
10-00-2413	WORKMAN'S COMP PR LIABILITY	7,184.26	
10-00-2600	CUSTOMER DEPOSITS	7,116.50	
10-00-2940	COURT LIABILITIES	4,842.46	
10-00-2950	FD PER CALL PAYABLE	21,025.00	
	TOTAL LIABILITIES		87,370.17

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	554,690.38	
	REVENUE OVER EXPENDITURES - YTD	(30,366.23)	
	BALANCE - CURRENT DATE	(30,366.23)	
	TOTAL FUND EQUITY		524,324.15
	TOTAL LIABILITIES AND EQUITY		611,694.32

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	18,818.91	19,237.29	47,500.00	28,262.71	40.5
10-30-4005	CITY SALES TAXES	103,127.42	402,873.14	1,400,000.00	997,126.86	28.8
10-30-4010	STATE SALES TAXES	6,683.12	25,955.74	68,000.00	42,044.26	38.2
10-30-4030	VEHICLE LICENSE TAX	3,275.67	14,636.78	41,000.00	26,363.22	35.7
10-30-4055	FRANCHISE FEES	4,120.20	8,847.78	16,250.00	7,402.22	54.5
	TOTAL TAX REVENUE	136,025.32	471,550.73	1,572,750.00	1,101,199.27	30.0
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	441.25	7,321.25	10,000.00	2,678.75	73.2
10-31-4041	PLANNING & ZONING FEES	50.00	350.00	3,000.00	2,650.00	11.7
10-31-4045	BUSINESS LICENSES	360.00	1,480.00	5,500.00	4,020.00	26.9
10-31-4050	COMMERCIAL FILMING FEES	.00	.00	500.00	500.00	.0
10-31-4071	FEES-SHORT TERM RENTAL LICENSE	.00	.00	300.00	300.00	.0
	TOTAL LICENSES, PERMITS&OTHER FEES	851.25	9,151.25	19,300.00	10,148.75	47.4
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	33,123.94	165,619.70	345,208.00	179,588.30	48.0
	TOTAL INTERGOVERNMENTAL REVENUE	33,123.94	165,619.70	345,208.00	179,588.30	48.0
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	.00	.00	18,101.00	18,101.00	.0
10-33-4070	RENTS-LIBRARY	835.56	3,787.20	10,000.00	6,212.80	37.9
10-33-4200	LIBRARY CONTRIBUTIONS	1,256.00	1,256.00	2,000.00	744.00	62.8
	TOTAL LIBRARY REVENUE	2,091.56	5,043.20	30,101.00	25,057.80	16.8
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	3,378.00	12,712.85	37,000.00	24,287.15	34.4
10-34-4062	PD REVENUE FROM PARKING FUND	3,250.00	16,250.00	39,000.00	22,750.00	41.7
10-34-4063	POLICE SMART & SAFE AZ FUND	.00	.00	5,250.00	5,250.00	.0
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	89.59	617.68	2,000.00	1,382.32	30.9
10-34-4065	POLICE SERVICES	100.00	2,095.00	8,000.00	5,905.00	26.2
	TOTAL POLICE DEPT REVENUE	6,817.59	31,675.53	91,250.00	59,574.47	34.7

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	3,253.69	19,544.14	62,000.00	42,455.86	31.5
10-35-4037	COURT SECURITY FUND REVENUE	550.00	3,133.00	10,000.00	6,867.00	31.3
	TOTAL COURT REVENUE	3,803.69	22,677.14	72,000.00	49,322.86	31.5
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	6,822.54	34,632.30	82,000.00	47,367.70	42.2
10-36-4080	UTILITY REIMBURSEMENTS	253.17	1,641.09	5,000.00	3,358.91	32.8
	TOTAL RENTAL REVENUE	7,075.71	36,273.39	87,000.00	50,726.61	41.7
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	26,929.93	27,875.01	7,500.00	(20,375.01)	371.7
10-37-4090	WILDLAND FIRE FEES	.00	25,693.20	55,000.00	29,306.80	46.7
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	.00	30,975.87	32,000.00	1,024.13	96.8
10-37-4092	FIREWISE WAGE REIMBURSEMENT	.00	.00	20,000.00	20,000.00	.0
	TOTAL FIRE DEPT REVENUE	26,929.93	84,544.08	114,500.00	29,955.92	73.8
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	35,699.00	178,495.00	428,389.00	249,894.00	41.7
10-38-4300	INTEREST	1,101.81	5,637.52	6,000.00	362.48	94.0
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	5,674.50	8,162.96	2,500.00	(5,662.96)	326.5
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	97.05	10,000.00	9,902.95	1.0
	TOTAL GENERAL FUND REVENUE	42,475.31	192,392.53	459,389.00	266,996.47	41.9
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,420.00	77,100.00	185,041.00	107,941.00	41.7
	TOTAL ADMINISTRATIVE CHARGES	15,420.00	77,100.00	185,041.00	107,941.00	41.7
	TOTAL FUND REVENUE	274,614.30	1,096,027.55	2,976,539.00	1,880,511.45	36.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	19,247.43	98,506.54	275,000.00	176,493.46	35.8
10-41-5006 LONGEVITY BONUS	.00	611.00	1,057.00	446.00	57.8
10-41-5010 FICA MATCH	1,430.45	7,411.02	21,250.00	13,838.98	34.9
10-41-5011 RETIREMENT MATCH	1,769.12	8,267.82	24,475.00	16,207.18	33.8
10-41-5012 HEALTH/LIFE INSURANCE	4,736.64	20,498.70	63,000.00	42,501.30	32.5
10-41-5013 WORKERS COMPENSATION	68.87	519.92	1,475.00	955.08	35.3
10-41-5014 UNEMPLOYMENT INSURANCE	.00	5.60	280.00	274.40	2.0
10-41-6101 ACCOUNTING AND AUDITING	.00	.00	18,000.00	18,000.00	.0
10-41-6105 ADVERTISING, PRINTING, & PUBLI	32.08	402.02	6,000.00	5,597.98	6.7
10-41-6110 CONTRACT SERVICES	6,488.00	9,815.00	36,000.00	26,185.00	27.3
10-41-6115 CONVENTIONS AND SEMINARS	.00	385.00	3,000.00	2,615.00	12.8
10-41-6116 TRAINING & EDUCATION	.00	.00	2,500.00	2,500.00	.0
10-41-6125 DUES, SUBS & MEMBERSHIPS	500.00	6,716.18	7,500.00	783.82	89.6
10-41-6130 ELECTION EXPENSES	.00	.00	2,500.00	2,500.00	.0
10-41-6145 FUEL	.00	345.58	250.00	(95.58)	138.2
10-41-6155 INSURANCE	.00	15,555.28	22,500.00	6,944.72	69.1
10-41-6170 LEGAL EXP - GEN GOV	1,147.50	2,032.50	14,500.00	12,467.50	14.0
10-41-6185 MISCELLANEOUS	369.77	998.77	4,000.00	3,001.23	25.0
10-41-6186 BANK FEES - GEN ADMIN	143.50	780.19	2,000.00	1,219.81	39.0
10-41-6188 BANK FEES / MERCH SVCS	175.65	653.75	7,500.00	6,846.25	8.7
10-41-6190 OFFICE SUPPLIES	337.20	2,745.42	8,500.00	5,754.58	32.3
10-41-6191 COPIER & EQUIP LEASE EXPENSE	357.51	2,262.85	7,000.00	4,737.15	32.3
10-41-6192 SOFTWARE SUPPORT EXP - GG	1,458.87	8,654.77	26,000.00	17,345.23	33.3
10-41-6193 COMPUTER HARDWARE & SERVICE	.00	67.50	1,000.00	932.50	6.8
10-41-6195 OPERATING SUPPLIES - GEN GOV	.00	139.40	1,500.00	1,360.60	9.3
10-41-6200 POSTAGE	273.66	1,247.23	4,000.00	2,752.77	31.2
10-41-6220 REP AND MAINT - VEHICLES	.00	.00	500.00	500.00	.0
10-41-6245 SHUTTLE EXPENSES	402.54	1,828.93	3,000.00	1,171.07	61.0
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265 TELEPHONE	220.95	1,079.90	2,750.00	1,670.10	39.3
10-41-6275 TRAVEL	.00	25.94	1,500.00	1,474.06	1.7
10-41-6285 TOURISM 1% BED TAX	.00	.00	10,000.00	10,000.00	.0
10-41-6286 COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-9500 TRANSFERS OUT	43,465.33	217,326.65	521,584.00	304,257.35	41.7
TOTAL GENERAL GOVT EXPENSES	82,625.07	408,883.46	1,110,621.00	701,737.54	36.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>						
10-42-5001	SALARIES AND WAGES	5,172.91	29,138.43	66,300.00	37,161.57	44.0
10-42-5006	LONGEVITY BONUS	.00	.00	220.00	220.00	.0
10-42-5010	FICA AND MEDICARE	378.93	2,136.67	5,250.00	3,113.33	40.7
10-42-5011	RETIREMENT	231.00	1,270.50	3,500.00	2,229.50	36.3
10-42-5012	HEALTH/LIFE INSURANCE	1,339.94	7,369.67	12,000.00	4,630.33	61.4
10-42-5013	WORKER'S COMPENSATION	11.38	83.05	230.00	146.95	36.1
10-42-5014	UNEMPLOYMENT	.00	.00	150.00	150.00	.0
10-42-6037	COURT SECURITY FUND EXPENSES	52.97	556.32	10,000.00	9,443.68	5.6
10-42-6110	CONTRACT SERVICES	.00	660.71	6,000.00	5,339.29	11.0
10-42-6115	CONVENTIONS AND SEMINARS	.00	.00	500.00	500.00	.0
10-42-6116	TRAINING & EDUCATION	.00	.00	500.00	500.00	.0
10-42-6125	DUES AND SUBSCRIPTIONS	74.95	74.95	500.00	425.05	15.0
10-42-6185	MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-42-6190	OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
10-42-6191	COPIER & EQUIP LEASE EXP	.00	1,793.71	3,000.00	1,206.29	59.8
10-42-6195	OPERATING SUPPLIES - COURT	.00	.00	200.00	200.00	.0
10-42-6265	TELEPHONE	77.68	362.86	900.00	537.14	40.3
10-42-6275	TRAVEL	.00	489.87	750.00	260.13	65.3
	TOTAL MAGISTRATE COURT EXPENSES	7,339.76	43,936.74	110,550.00	66,613.26	39.7

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	37,015.63	176,039.70	406,000.00	229,960.30	43.4
10-43-5006 LONGEVITY BONUS	.00	921.00	1,955.00	1,034.00	47.1
10-43-5010 FICA AND MEDICARE	2,770.96	13,210.67	31,900.00	18,689.33	41.4
10-43-5011 RETIREMENT	2,411.20	13,780.42	43,050.00	29,269.58	32.0
10-43-5012 HEALTH INSURANCE	5,596.56	29,587.91	70,000.00	40,412.09	42.3
10-43-5013 WORKER'S COMPENSATION	1,632.04	10,650.24	22,400.00	11,749.76	47.6
10-43-5014 UNEMPLOYMENT	1.45	10.70	650.00	639.30	1.7
10-43-6105 ADVERTISING, PRINTING, & PUBLI	.00	14.10	.00	(14.10)	.0
10-43-6110 CONTRACT SERVICES	172.50	172.50	1,000.00	827.50	17.3
10-43-6116 TRAINING & EDUCATION	747.00	747.00	7,500.00	6,753.00	10.0
10-43-6120 DISPATCH FEES	3,652.69	18,263.45	44,000.00	25,736.55	41.5
10-43-6125 DUES AND SUBSCRIPTIONS	.00	.00	1,250.00	1,250.00	.0
10-43-6145 FUEL	998.53	4,144.10	13,500.00	9,355.90	30.7
10-43-6172 PROSECUTOR EXP	2,000.00	4,000.00	24,000.00	20,000.00	16.7
10-43-6185 MISCELLANEOUS	93.70	93.70	500.00	406.30	18.7
10-43-6192 SOFTWARE SERVICE & SUPPORT	1,099.47	1,981.72	10,800.00	8,818.28	18.4
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	.00	5,000.00	5,000.00	.0
10-43-6195 OPERATING SUPPLIES - POLICE	.00	440.65	3,000.00	2,559.35	14.7
10-43-6200 POSTAGE	(28.80)	(28.55)	200.00	228.55	(14.3)
10-43-6220 REP AND MAINT - VEHICLES	1,288.22	1,671.58	5,000.00	3,328.42	33.4
10-43-6225 REP AND MAINT - EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
10-43-6234 POLICE OFFICER SAFETY EQUIP EX	.00	.00	2,500.00	2,500.00	.0
10-43-6250 SMALL TOOLS AND EQUIPMENT	225.18	1,021.69	7,000.00	5,978.31	14.6
10-43-6265 TELEPHONE	694.19	3,243.48	6,000.00	2,756.52	54.1
10-43-6280 UNIFORMS	307.00	1,573.99	2,500.00	926.01	63.0
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	.00	19,000.00	19,000.00	.0
TOTAL POLICE DEPT EXPENSES	60,677.52	281,540.05	733,705.00	452,164.95	38.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>						
10-44-5001	SALARIES AND WAGES	28,663.17	99,547.03	249,500.00	149,952.97	39.9
10-44-5002	WILDLAND PERSONNEL	9,375.38	38,177.50	35,000.00	(3,177.50)	109.1
10-44-5003	VOLUNTEER-EMPLOYEE PER CALL PE	1,830.00	8,850.00	35,000.00	26,150.00	25.3
10-44-5006	LONGEVITY BONUS	.00	676.00	1,360.00	684.00	49.7
10-44-5007	PAYMENT IN LIEU OF BENEFITS	562.76	3,095.18	7,400.00	4,304.82	41.8
10-44-5010	FICA AND MEDICARE	2,933.84	10,215.13	25,350.00	15,134.87	40.3
10-44-5011	RETIREMENT	2,076.72	9,952.10	25,500.00	15,547.90	39.0
10-44-5012	HEALTH INSURANCE	2,784.88	14,621.40	66,500.00	51,878.60	22.0
10-44-5013	WORKER'S COMPENSATION	1,478.39	7,786.01	24,250.00	16,463.99	32.1
10-44-5014	UNEMPLOYMENT	3.75	7.52	800.00	792.48	.9
10-44-6116	TRAINING & EDUCATION	.00	282.20	7,500.00	7,217.80	3.8
10-44-6120	DISPATCH FEES	.00	7,413.00	7,000.00	(413.00)	105.9
10-44-6125	DUES AND SUBSCRIPTIONS	.00	540.00	750.00	210.00	72.0
10-44-6145	FUEL	615.68	3,121.45	9,000.00	5,878.55	34.7
10-44-6170	LEGAL EXP - FIRE	.00	157.50	500.00	342.50	31.5
10-44-6180	MEDICAL EXPENSES	.00	.00	500.00	500.00	.0
10-44-6181	MEDICAL SUPPLIES EXP	109.12	473.62	5,000.00	4,526.38	9.5
10-44-6185	MISCELLANEOUS	183.39	183.39	1,000.00	816.61	18.3
10-44-6192	SOFTWARE SERVICE & SUPPORT	109.59	679.46	1,200.00	520.54	56.6
10-44-6193	COMPUTER HARDWARE AND SERVICE	.00	.00	2,500.00	2,500.00	.0
10-44-6195	OPERATING SUPPLIES - FIRE DEPT	246.26	536.91	1,500.00	963.09	35.8
10-44-6220	REP AND MAINT - VEHICLES	907.42	4,182.33	16,000.00	11,817.67	26.1
10-44-6225	REP AND MAINT - EQUIPMENT	829.18	829.18	4,000.00	3,170.82	20.7
10-44-6250	SMALL TOOLS AND EQUIPMENT	962.97	2,927.50	10,000.00	7,072.50	29.3
10-44-6265	TELEPHONE	313.38	1,350.08	3,500.00	2,149.92	38.6
10-44-6270	TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
	TOTAL FIRE DEPT EXPENSES	53,985.88	218,296.49	543,360.00	325,063.51	40.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	6,225.23	33,434.09	89,000.00	55,565.91	37.6
10-45-5006	LONGEVITY BONUS	.00	120.00	600.00	480.00	20.0
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	3,022.58	7,200.00	4,177.42	42.0
10-45-5010	FICA AND MEDICARE	517.73	2,795.19	7,400.00	4,604.81	37.8
10-45-5011	RETIREMENT	410.88	2,259.84	6,100.00	3,840.16	37.1
10-45-5012	HEALTH INSURANCE	41.88	230.34	710.00	479.66	32.4
10-45-5013	WORKER'S COMPENSATION	14.95	115.18	350.00	234.82	32.9
10-45-5014	UNEMPLOYMENT	.08	3.91	250.00	246.09	1.6
10-45-6110	CONTRACT SERVICES	.00	339.12	1,250.00	910.88	27.1
10-45-6185	MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-45-6190	OFFICE SUPPLIES	.00	.00	250.00	250.00	.0
10-45-6195	OPERATING SUPPLIES - LIBRARY	224.23	1,741.81	4,500.00	2,758.19	38.7
10-45-6205	PRINT AND NON-PRINT MATERIALS	.00	298.42	3,000.00	2,701.58	10.0
10-45-6225	REP AND MAINT - EQUIPMENT	.00	.00	100.00	100.00	.0
10-45-6250	SMALL TOOLS AND EQUIPMENT	.00	1,295.90	1,000.00	(295.90)	129.6
10-45-6265	TELEPHONE	84.23	417.10	1,250.00	832.90	33.4
10-45-6266	E-RATE EXP	24.50	130.95	750.00	619.05	17.5
TOTAL LIBRARY EXPENSES		8,093.27	46,204.43	123,960.00	77,755.57	37.3
<u>PLANNING & ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,905.74	25,212.06	65,800.00	40,587.94	38.3
10-46-5006	LONGEVITY BONUS	.00	.00	370.00	370.00	.0
10-46-5010	FICA AND MEDICARE	370.96	1,904.90	5,100.00	3,195.10	37.4
10-46-5011	RETIREMENT	415.78	2,165.29	5,200.00	3,034.71	41.6
10-46-5012	HEALTH INSURANCE	928.78	5,108.29	9,100.00	3,991.71	56.1
10-46-5013	WORKER'S COMPENSATION	23.07	162.87	570.00	407.13	28.6
10-46-5014	UNEMPLOYMENT	.53	2.50	125.00	122.50	2.0
10-46-6105	ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	100.00	.0
10-46-6115	CONVENTIONS AND SEMINARS	.00	.00	250.00	250.00	.0
10-46-6116	TRAINING AND EDUCATION	.00	.00	1,000.00	1,000.00	.0
10-46-6170	LEGAL EXP - P&Z	675.00	675.00	16,000.00	15,325.00	4.2
10-46-6185	MISCELLANEOUS	.00	.00	5,000.00	5,000.00	.0
10-46-6192	SOFTWARE MAINTENANCE & SUPPORT	96.06	1,246.24	1,600.00	353.76	77.9
10-46-6195	OPERATING SUPPLIES	.00	.00	100.00	100.00	.0
10-46-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	100.00	100.00	.0
10-46-6265	TELEPHONE	40.83	163.03	600.00	436.97	27.2
10-46-6275	TRAVEL	.00	.00	250.00	250.00	.0
10-46-6310	HISTORIC PRESERVATION EXP	.00	.00	3,000.00	3,000.00	.0
TOTAL PLANNING & ZONING EXP		7,456.75	36,640.18	114,265.00	77,624.82	32.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>						
10-47-5001	SALARIES AND WAGES	551.34	2,969.49	7,600.00	4,630.51	39.1
10-47-5006	LONGEVITY BONUS	5.67	18.57	25.00	6.43	74.3
10-47-5010	FICA AND MEDICARE	40.32	216.51	585.00	368.49	37.0
10-47-5011	RETIREMENT	59.46	288.55	765.00	476.45	37.7
10-47-5012	HEALTH INSURANCE	196.15	994.01	2,400.00	1,405.99	41.4
10-47-5013	WORKER'S COMPENSATION	22.23	156.43	360.00	203.57	43.5
10-47-5014	UNEMPLOYMENT	.00	.13	10.00	9.87	1.3
10-47-6145	FUEL	110.78	229.67	1,500.00	1,270.33	15.3
10-47-6170	LEGAL	.00	.00	250.00	250.00	.0
10-47-6185	MISCELLANEOUS	58.00	119.25	300.00	180.75	39.8
10-47-6192	SOFTWARE SERVICE & SUPPORT	.00	.00	100.00	100.00	.0
10-47-6195	OPERATING SUPPLIES - PARKS	.00	277.73	300.00	22.27	92.6
10-47-6215	REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220	REP AND MAINT - VEHICLES	.00	484.11	1,250.00	765.89	38.7
10-47-6225	REP AND MAINT - EQUIPMENT	.00	422.72	750.00	327.28	56.4
10-47-6230	REP AND MAINT - INFRASTRUCTURE	.00	37.52	2,000.00	1,962.48	1.9
10-47-6250	SMALL TOOLS AND EQUIPMENT	.00	157.06	1,250.00	1,092.94	12.6
10-47-6280	UNIFORM EXP PARKS	.00	163.29	450.00	286.71	36.3
10-47-6285	UTILITIES	422.72	1,107.99	2,750.00	1,642.01	40.3
10-47-8040	LEASE PAYMENTS	21.68	86.72	275.00	188.28	31.5
	TOTAL PARKS EXPENSES	1,488.35	7,729.75	23,020.00	15,290.25	33.6
<u>PROPERTIES EXPENSES</u>						
10-48-5001	SALARIES AND WAGES	3,412.27	18,383.17	47,000.00	28,616.83	39.1
10-48-5006	LONGEVITY BONUS	35.10	114.96	220.00	105.04	52.3
10-48-5010	FICA AND MEDICARE	249.56	1,340.02	3,650.00	2,309.98	36.7
10-48-5011	RETIREMENT	367.99	1,786.28	4,750.00	2,963.72	37.6
10-48-5012	HEALTH INSURANCE	1,214.22	6,154.98	13,700.00	7,545.02	44.9
10-48-5013	WORKER'S COMPENSATION	137.48	947.61	2,150.00	1,202.39	44.1
10-48-5014	UNEMPLOYMENT	.00	.89	58.00	57.11	1.5
10-48-6110	CONTRACT SERVICES	1,167.78	2,731.56	10,000.00	7,268.44	27.3
10-48-6140	ENGINEERING FEES	2,415.00	2,415.00	7,500.00	5,085.00	32.2
10-48-6145	FUEL	214.73	576.82	1,500.00	923.18	38.5
10-48-6185	MISCELLANEOUS	324.31	477.19	2,000.00	1,522.81	23.9
10-48-6195	OPERATING SUPPLIES - PROPERTIE	.00	630.92	2,000.00	1,369.08	31.6
10-48-6215	R&M BUILDING - PROPERTIES	1,403.62	29,434.84	40,000.00	10,565.16	73.6
10-48-6220	REP AND MAINT - VEHICLES	.00	484.11	1,200.00	715.89	40.3
10-48-6225	REP AND MAINT - EQUIPMENT	.00	588.66	500.00	(88.66)	117.7
10-48-6230	REP AND MAINT - INFRASTRUCTURE	.00	76.99	35,000.00	34,923.01	.2
10-48-6250	SMALL TOOLS AND EQUIPMENT	245.06	458.39	1,200.00	741.61	38.2
10-48-6280	UNIFORM EXP PROPERTIES	.00	163.28	350.00	186.72	46.7
10-48-6285	UTILITIES	4,308.93	16,310.29	44,000.00	27,689.71	37.1
10-48-8040	LEASE PAYMENTS	21.68	86.72	280.00	193.28	31.0
	TOTAL PROPERTIES EXPENSES	15,517.73	83,162.68	217,058.00	133,895.32	38.3

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	237,184.33	1,126,393.78	2,976,539.00	1,850,145.22	37.8
NET REVENUE OVER EXPENDITURES	37,429.97	(30,366.23)	.00	30,366.23	.0

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	1,502,676.90	
20-00-1015	UTILITIES A/R	48,011.97	
20-00-1016	BOND ACCOUNT	(900,000.00)	
20-00-1125	MISCELLANEOUS	27.21	
20-00-1190	ALLOWANCE FOR DOUBTFUL ACCTS	(15,000.00)	
20-00-1515	BUILDINGS-PROP, PLANT, EQUIP	2,166,541.66	
20-00-1518	INFRASTRUCTURE	1,811,983.15	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	235,211.78	
20-00-1540	CONSTRUCTION WIP	53,193.16	
20-00-1550	BUILDINGS-ACC DEPRECIATION	(1,757,985.78)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	(180,365.18)	
	TOTAL ASSETS		<u>2,964,294.87</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2450	ACCRUED PAYROLL	7,406.39	
20-00-2500	SALES TAX PAYABLE	1,363.30	
20-00-2600	CUSTOMER DEPOSITS	30,689.76	
20-00-2700	COMPENSATED ABSENCES	5,751.97	
20-00-2950	OTHER LIABILITIES	745.84	
	TOTAL LIABILITIES		45,957.26

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	2,197,931.94	
20-00-3051	UNRESTRICTED FUND BALANCE	735,636.33	
20-00-3052	UNRESTRICTED FUND BALANCE	(177,665.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>162,434.34</u>	
	BALANCE - CURRENT DATE	<u>162,434.34</u>	
	TOTAL FUND EQUITY		<u>2,918,337.61</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,964,294.87</u>

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>						
20-50-4010	FUND BALANCE RESERVES	9,166.66	45,833.32	110,000.00	64,166.68	41.7
20-50-4085	WATER USAGE FEES	14,325.21	70,083.84	175,000.00	104,916.16	40.1
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	157.57	500.00	2,750.00	2,250.00	18.2
20-50-4900	TRANSFERS IN	27,183.83	135,919.15	326,208.00	190,288.85	41.7
	TOTAL WATER REVENUE	50,833.27	252,336.31	618,958.00	366,621.69	40.8
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	13,498.55	66,620.16	161,450.00	94,829.84	41.3
20-51-4900	TRANSFERS IN	9,628.00	48,140.00	115,538.00	67,398.00	41.7
	TOTAL SEWER REVENUE	23,126.55	114,760.16	282,488.00	167,727.84	40.6
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,778.67	73,445.09	180,000.00	106,554.91	40.8
20-52-4500	MISCELLANEOUS	.00	.00	750.00	750.00	.0
20-52-4900	TRANSFERS IN	5,307.75	26,538.75	63,693.00	37,154.25	41.7
	TOTAL SANITATION REVENUE	20,086.42	99,983.84	244,443.00	144,459.16	40.9
	TOTAL FUND REVENUE	94,046.24	467,080.31	1,145,889.00	678,808.69	40.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	6,018.95	32,426.56	83,500.00	51,073.44	38.8
20-50-5006	LONGEVITY BONUS	61.91	202.77	425.00	222.23	47.7
20-50-5010	FICA AND MEDICARE	440.18	2,363.62	6,400.00	4,036.38	36.9
20-50-5011	RETIREMENT	649.09	3,150.84	8,400.00	5,249.16	37.5
20-50-5012	HEALTH INSURANCE	2,141.70	10,856.43	26,000.00	15,143.57	41.8
20-50-5013	WORKER'S COMPENSATION	242.52	1,796.86	4,675.00	2,878.14	38.4
20-50-5014	UNEMPLOYMENT	.00	1.59	100.00	98.41	1.6
20-50-6110	CONTRACT SERVICES	1,025.00	4,100.00	20,000.00	15,900.00	20.5
20-50-6116	TRAINING AND EDUCATION	.00	.00	500.00	500.00	.0
20-50-6135	PERMIT FEE EXP - WATER	420.59	420.59	1,250.00	829.41	33.7
20-50-6140	ENGINEERING FEES	.00	.00	4,000.00	4,000.00	.0
20-50-6145	FUEL	307.23	1,959.39	3,000.00	1,040.61	65.3
20-50-6155	INSURANCE	.00	4,790.94	7,750.00	2,959.06	61.8
20-50-6170	LEGAL EXP - WATER	.00	.00	35,000.00	35,000.00	.0
20-50-6185	MISCELLANEOUS	58.00	70.25	800.00	729.75	8.8
20-50-6192	SOFTWARE SUPPORT EXP - WATER	269.55	2,583.56	6,000.00	3,416.44	43.1
20-50-6195	OPERATING SUPPLIES - WATER	.00	2,386.01	5,000.00	2,613.99	47.7
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	.00	720.61	2,000.00	1,279.39	36.0
20-50-6225	REP AND MAINT - EQUIPMENT	.00	1,079.92	1,500.00	420.08	72.0
20-50-6230	REP AND MAINT - INFRASTRUCTURE	297.18	32,268.19	331,200.00	298,931.81	9.7
20-50-6232	SPRINGS SECURITY EXP	82.39	411.94	8,000.00	7,588.06	5.2
20-50-6240	SERVICE TESTS/SYSTEM TESTING	.00	45.00	750.00	705.00	6.0
20-50-6250	SMALL TOOLS AND EQUIPMENT	38.88	50.36	2,750.00	2,699.64	1.8
20-50-6271	DWR FEE	.00	.00	900.00	900.00	.0
20-50-6280	UNIFORM EXP WATER	.00	163.28	350.00	186.72	46.7
20-50-6285	UTILITIES EXP - WATER	72.16	179.81	500.00	320.19	36.0
20-50-6290	ADMINISTRATIVE CHARGE	4,751.00	24,043.00	57,008.00	32,965.00	42.2
20-50-8040	LEASE PAYMENTS	75.88	303.52	950.00	646.48	32.0
	TOTAL WATER EXPENDITURES	16,952.21	126,375.04	618,958.00	492,582.96	20.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>						
20-51-5001	SALARIES AND WAGES	3,263.77	17,583.31	45,000.00	27,416.69	39.1
20-51-5006	LONGEVITY BONUS	33.57	109.95	225.00	115.05	48.9
20-51-5010	FICA AND MEDICARE	238.66	1,281.61	3,500.00	2,218.39	36.6
20-51-5011	RETIREMENT	352.00	1,708.54	4,550.00	2,841.46	37.6
20-51-5012	HEALTH INSURANCE	1,161.35	5,887.04	14,000.00	8,112.96	42.1
20-51-5013	WORKER'S COMPENSATION	131.50	956.50	2,350.00	1,393.50	40.7
20-51-5014	UNEMPLOYMENT	.00	.86	55.00	54.14	1.6
20-51-6110	CONTRACT SERVICES	3,325.00	13,300.00	50,000.00	36,700.00	26.6
20-51-6135	PERMIT FEE EXP - SEWER	.00	1,485.94	2,000.00	514.06	74.3
20-51-6140	ENGINEERING FEES	.00	.00	15,000.00	15,000.00	.0
20-51-6145	FUEL	137.21	601.36	3,000.00	2,398.64	20.1
20-51-6155	INSURANCE	.00	4,790.94	10,000.00	5,209.06	47.9
20-51-6170	LEGAL EXP - SEWER	.00	220.50	1,000.00	779.50	22.1
20-51-6185	MISCELLANEOUS	58.00	184.41	500.00	315.59	36.9
20-51-6192	SOFTWARE SUPPORT EXP - SEWER	269.55	2,583.56	5,750.00	3,166.44	44.9
20-51-6195	OPERATING SUPPLIES - SEWER	.00	2,052.31	12,000.00	9,947.69	17.1
20-51-6220	REP AND MAINT - VEHICLES	130.20	657.64	1,750.00	1,092.36	37.6
20-51-6225	REP AND MAINT - EQUIPMENT	.00	391.47	250.00	(141.47)	156.6
20-51-6230	REP AND MAINT - INFRASTRUCTURE	.00	200.85	35,000.00	34,799.15	.6
20-51-6240	SERVICE TESTS/SYSTEM TESTING	365.00	3,369.20	14,000.00	10,630.80	24.1
20-51-6250	SMALL TOOLS & EQUIPMENT (UNDER	.00	.00	1,500.00	1,500.00	.0
20-51-6280	UNIFORM EXP SEWER	.00	163.29	400.00	236.71	40.8
20-51-6285	UTILITIES	345.78	997.44	2,750.00	1,752.56	36.3
20-51-6290	ADMINISTRATIVE CHARGE	4,751.00	23,755.00	57,008.00	33,253.00	41.7
20-51-8040	LEASE PAYMENTS	75.88	303.52	900.00	596.48	33.7
	TOTAL SEWER EXPENDITURES	14,638.47	82,585.24	282,488.00	199,902.76	29.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,193.02	27,975.73	72,000.00	44,024.27	38.9
20-52-5006 LONGEVITY BONUS	53.41	174.93	350.00	175.07	50.0
20-52-5010 FICA AND MEDICARE	379.80	2,039.25	5,500.00	3,460.75	37.1
20-52-5011 RETIREMENT	560.05	2,718.37	7,200.00	4,481.63	37.8
20-52-5012 HEALTH INSURANCE	1,847.89	9,366.73	22,200.00	12,833.27	42.2
20-52-5013 WORKER'S COMPENSATION	209.24	1,826.01	6,700.00	4,873.99	27.3
20-52-5014 UNEMPLOYMENT	.00	1.38	85.00	83.62	1.6
20-52-6111 RECYCLING CONTRACT EXP	.00	360.00	1,750.00	1,390.00	20.6
20-52-6116 TRAINING & EDUCATION	.00	.00	300.00	300.00	.0
20-52-6142 EQUIPMENT RENTALS	.00	.00	1,000.00	1,000.00	.0
20-52-6145 FUEL	688.44	2,410.36	9,000.00	6,589.64	26.8
20-52-6155 INSURANCE	.00	4,790.94	10,000.00	5,209.06	47.9
20-52-6165 LANDFILL TIPPING FEES	2,101.20	6,819.60	21,000.00	14,180.40	32.5
20-52-6185 MISCELLANEOUS	58.00	176.60	300.00	123.40	58.9
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	269.55	1,842.08	5,500.00	3,657.92	33.5
20-52-6195 OPERATING SUPPLIES - TRASH	90.62	120.65	500.00	379.35	24.1
20-52-6220 REP AND MAINT - VEHICLES	164.15	715.79	10,000.00	9,284.21	7.2
20-52-6225 REP AND MAINT - EQUIPMENT	.00	391.47	500.00	108.53	78.3
20-52-6230 R&M TRASH - INFRASTRUCTURE	.00	37.52	.00	(37.52)	.0
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	3,200.00	3,200.00	.0
20-52-6280 UNIFORM EXP TRASH	.00	163.28	350.00	186.72	46.7
20-52-6290 ADMINISTRATIVE CHARGE	4,751.00	23,755.00	57,008.00	33,253.00	41.7
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	16,366.37	95,685.69	244,443.00	148,757.31	39.1
TOTAL FUND EXPENDITURES	47,957.05	304,645.97	1,145,889.00	841,243.03	26.6
NET REVENUE OVER EXPENDITURES	46,089.19	162,434.34	.00	(162,434.34)	.0

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(431,985.20)	
30-00-1015	HURF ACCOUNTS RECEIVABLE		4,787.72	
30-00-1022	OAZ HURF SAVINGS		733,199.14	
	TOTAL ASSETS			<u>306,001.66</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2450	ACCRUED PAYROLL		2,066.19	
	TOTAL LIABILITIES			2,066.19

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		265,178.23	
	REVENUE OVER EXPENDITURES - YTD	<u>38,757.24</u>		
	BALANCE - CURRENT DATE		<u>38,757.24</u>	
	TOTAL FUND EQUITY			<u>303,935.47</u>
	TOTAL LIABILITIES AND EQUITY			<u>306,001.66</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	3,806.71	15,562.53	48,500.00	32,937.47	32.1
30-30-4300	INTEREST AND INVESTMENT EARNIN	301.84	1,521.28	1,000.00	(521.28)	152.1
30-30-4900	TRANSFERS IN	16,678.75	83,393.75	200,145.00	116,751.25	41.7
	TOTAL HURF REVENUE	20,787.30	100,477.56	249,645.00	149,167.44	40.3
	TOTAL FUND REVENUE	20,787.30	100,477.56	249,645.00	149,167.44	40.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,196.94	22,310.57	39,000.00	16,689.43	57.2
30-30-5006 LONGEVITY BONUS	28.34	357.82	200.00	(157.82)	178.9
30-30-5010 FICA AND MEDICARE	311.73	1,673.34	3,500.00	1,826.66	47.8
30-30-5011 RETIREMENT	297.18	1,442.48	3,900.00	2,457.52	37.0
30-30-5012 HEALTH INSURANCE	980.45	4,969.76	12,000.00	7,030.24	41.4
30-30-5013 WORKER'S COMPENSATION	136.24	932.45	1,850.00	917.55	50.4
30-30-5014 UNEMPLOYMENT	.00	1.68	100.00	98.32	1.7
30-30-6140 ENGINEERING FEES	2,415.00	2,415.00	2,500.00	85.00	96.6
30-30-6142 EQUIPMENT RENTALS	.00	.00	750.00	750.00	.0
30-30-6145 FUEL	80.58	557.24	1,500.00	942.76	37.2
30-30-6155 INSURANCE	.00	3,193.96	5,250.00	2,056.04	60.8
30-30-6185 MISCELLANEOUS	58.00	70.25	500.00	429.75	14.1
30-30-6192 SOFTWARE SERVICE & SUPPORT	89.85	449.25	1,600.00	1,150.75	28.1
30-30-6195 OPERATING SUPPLIES - HURF	.00	30.04	500.00	469.96	6.0
30-30-6210 PUBLIC RESTROOM SUPPLIES	.00	1,200.46	3,000.00	1,799.54	40.0
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	.00	484.11	1,500.00	1,015.89	32.3
30-30-6225 REP AND MAINT - EQUIPMENT	.00	391.48	500.00	108.52	78.3
30-30-6230 REP AND MAINT - INFRASTRUCTURE	118.20	11,609.42	140,000.00	128,390.58	8.3
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	650.00	650.00	.0
30-30-6255 STREET LIGHTS	1,141.03	5,705.15	13,750.00	8,044.85	41.5
30-30-6260 STREET SUPPLIES	.00	170.82	7,500.00	7,329.18	2.3
30-30-6280 UNIFORM EXP - HURF	.00	163.28	400.00	236.72	40.8
30-30-6290 ADMINISTRATIVE CHARGE	701.00	3,505.00	8,420.00	4,915.00	41.6
30-30-8040 LEASE PAYMENTS	21.69	86.76	275.00	188.24	31.6
TOTAL HURF EXPENDITURE	10,576.23	61,720.32	249,645.00	187,924.68	24.7
TOTAL FUND EXPENDITURES	10,576.23	61,720.32	249,645.00	187,924.68	24.7
NET REVENUE OVER EXPENDITURES	10,211.07	38,757.24	.00	(38,757.24)	.0

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

PARKING FUND

ASSETS

35-00-1000	CASH - COMBINED FUND	130,713.06	
	TOTAL ASSETS		130,713.06

LIABILITIES AND EQUITY

FUND EQUITY

35-00-3002	UNRESTRICTED FUND BALANCE	120,680.79	
	REVENUE OVER EXPENDITURES - YTD	10,032.27	
	BALANCE - CURRENT DATE	10,032.27	
	TOTAL FUND EQUITY		130,713.06
	TOTAL LIABILITIES AND EQUITY		130,713.06

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	31,746.05	146,718.55	347,000.00	200,281.45	42.3
TOTAL PARKING FUND REVENUE	31,746.05	146,718.55	347,000.00	200,281.45	42.3
 TOTAL FUND REVENUE	 31,746.05	 146,718.55	 347,000.00	 200,281.45	 42.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,726.28	9,479.97	40,000.00	30,520.03	23.7
35-35-5006 LONGEVITY BONUS	.00	.00	150.00	150.00	.0
35-35-5010 FICA MATCH	208.56	725.20	2,980.00	2,254.80	24.3
35-35-5013 WORKER'S COMPENSATION	59.66	310.56	1,025.00	714.44	30.3
35-35-5014 UNEMPLOYMENT	.00	.74	168.00	167.26	.4
35-35-6145 FUEL	26.79	168.56	1,000.00	831.44	16.9
35-35-6185 MISCELLANEOUS	.00	.00	1,030.00	1,030.00	.0
35-35-6186 BANK CHARGES	.00	.00	50.00	50.00	.0
35-35-6188 CREDIT CARD PROCESSING FEES	2,788.32	7,387.23	32,000.00	24,612.77	23.1
35-35-6192 SOFTWARE SERVICE AND SUPPORT	18,488.80	20,074.12	25,000.00	4,925.88	80.3
35-35-6195 OPERATING SUPPLIES	89.48	1,423.93	1,500.00	76.07	94.9
35-35-6265 TELEPHONE	406.25	1,870.97	3,500.00	1,629.03	53.5
35-35-6290 ADMINISTRATIVE CHARGE	466.00	2,330.00	5,597.00	3,267.00	41.6
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	10,000.00	10,000.00	.0
35-35-9500 TRANSFERS OUT	18,583.00	92,915.00	223,000.00	130,085.00	41.7
TOTAL PARKING FUND EXPENDITURE	43,843.14	136,686.28	347,000.00	210,313.72	39.4
TOTAL FUND EXPENDITURES	43,843.14	136,686.28	347,000.00	210,313.72	39.4
NET REVENUE OVER EXPENDITURES	(12,097.09)	10,032.27	.00	(10,032.27)	.0

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

FIRE DEPT PENSION & RETIREMENT

<u>ASSETS</u>			
40-00-1000	CASH - COMBINED FUND	15,301.40	
40-00-1010	INVESTMENTS - PENISON & RELIEF	199,397.14	
40-00-1180	DUE FROM STATE PENSION	3,270.70	
40-00-1900	DUE FROM OTHER FUNDS	(27,802.32)	
	TOTAL ASSETS		<u>190,166.92</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2990	DUE TO OTHER FUNDS	(27,802.32)	
	TOTAL LIABILITIES		(27,802.32)
<u>FUND EQUITY</u>			
40-00-3002	UNRESTRICTED FUND BALANCE	214,698.54	
	REVENUE OVER EXPENDITURES - YTD	<u>3,270.70</u>	
	BALANCE - CURRENT DATE	<u>3,270.70</u>	
	TOTAL FUND EQUITY		<u>217,969.24</u>
	TOTAL LIABILITIES AND EQUITY		<u>190,166.92</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

FIRE DEPT PENSION & RETIREMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FIRE DEPT P&R REVENUE</u>						
40-60-4250	TOWN CONTRIBUTION	.00	.00	15,000.00	15,000.00	.0
40-60-4255	STATE PENSION CONTRIBUTION	.00	.00	2,750.00	2,750.00	.0
40-60-4256	RETIREMENT REV FD P&R	.00	3,270.70	10,000.00	6,729.30	32.7
	TOTAL FIRE DEPT P&R REVENUE	.00	3,270.70	27,750.00	24,479.30	11.8
	TOTAL FUND REVENUE	.00	3,270.70	27,750.00	24,479.30	11.8

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

FIRE DEPT PENSION & RETIREMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT P&R EXPENDITURE</u>					
40-60-6235 RETIREMENT EXP FD P&R	.00	.00	27,750.00	27,750.00	.0
TOTAL FIRE DEPT P&R EXPENDITURE	.00	.00	27,750.00	27,750.00	.0
TOTAL FUND EXPENDITURES	.00	.00	27,750.00	27,750.00	.0
NET REVENUE OVER EXPENDITURES	.00	3,270.70	.00	(3,270.70)	.0

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

OPERATING GRANTS REVENUE

<u>ASSETS</u>			
50-00-1000	CASH - COMBINED FUND	70,807.54	
50-00-1800	INVENTORY	13,193.06	
		<u> </u>	
	TOTAL ASSETS		<u>84,000.60</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
50-00-2755	DEFERRED REVENUE - OPR GRANTS	73,672.58	
		<u> </u>	
	TOTAL LIABILITIES		73,672.58
 <u>FUND EQUITY</u>			
50-00-3002	UNRESTRICTED FUND BALANCE	31,474.15	
	REVENUE OVER EXPENDITURES - YTD	(21,146.13)	
		<u> </u>	
	BALANCE - CURRENT DATE	(21,146.13)	
		<u> </u>	
	TOTAL FUND EQUITY		<u>10,328.02</u>
	TOTAL LIABILITIES AND EQUITY		<u>84,000.60</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

OPERATING GRANTS REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING GRANTS REVENUE</u>					
50-40-4066 RICO REV - OPR GRANTS	.00	.00	4,500.00	4,500.00	.0
50-40-4068 FIRE DEPT REV - OPR GRANTS	.00	.00	100,000.00	100,000.00	.0
50-40-4101 USDA SEARCH GRANT WWTP	.00	.00	32,000.00	32,000.00	.0
50-40-4105 COMMUNITY & FOUNDATION GRANT R	.00	.00	20,000.00	20,000.00	.0
50-40-4150 POLICE: PROP 207 FUNDING	.00	.00	(5,000.00)	(5,000.00)	.0
50-40-4185 MISCELLANEOUS GRANTS	.00	.00	350,000.00	350,000.00	.0
50-40-4200 MISC. JUDICIAL GRANTS	.00	.00	23,500.00	23,500.00	.0
TOTAL OPERATING GRANTS REVENUE	.00	.00	525,000.00	525,000.00	.0
TOTAL FUND REVENUE	.00	.00	525,000.00	525,000.00	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

OPERATING GRANTS REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING GRANTS EXPENDITURE</u>					
50-40-6100 MISC. JUDICIAL GRANT EXP.	.00	.00	23,500.00	23,500.00	.0
50-40-6101 USDA SEARCH GRANT (WWTP ENGINE	.00	.00	32,000.00	32,000.00	.0
50-40-6105 COMMUNITY INVESTMENT 2024	.00	.00	20,000.00	20,000.00	.0
50-40-6150 POLICE: PROP 207 FUNDING	.00	.00	5,000.00	5,000.00	.0
50-40-6185 USE OF MISCELLANEOUS GRANTS	.00	21,146.13	350,000.00	328,853.87	6.0
50-40-6236 RICO EXP - OPR GRANTS	.00	.00	4,500.00	4,500.00	.0
50-40-6238 FIRE DEPT EXP - OPR GRANTS	.00	.00	100,000.00	100,000.00	.0
TOTAL OPERATING GRANTS EXPENDITURE	.00	21,146.13	535,000.00	513,853.87	4.0
TOTAL FUND EXPENDITURES	.00	21,146.13	535,000.00	513,853.87	4.0
NET REVENUE OVER EXPENDITURES	.00	(21,146.13)	(10,000.00)	11,146.13	(211.5)

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

CAPITAL GRANTS FUND

<u>ASSETS</u>			
60-00-1000	CASH - COMBINED FUND	730,745.71	
	TOTAL ASSETS		<u>730,745.71</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
60-00-2755	DEFERRED REVENUE - CAP GRANTS	633,289.66	
	TOTAL LIABILITIES		633,289.66
<u>FUND EQUITY</u>			
60-00-3001	RESTRICTED FUND BALANCE	291,647.29	
60-00-3002	UNRESTRICTED FUND BALANCE	(194,191.24)	
	TOTAL FUND EQUITY		<u>97,456.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>730,745.71</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL GRANTS REVENUE</u>					
60-70-4107 YAVAPAI APACHE GAMING DONATION	.00	.00	24,000.00	24,000.00	.0
60-70-4108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-4185 MISCELLANEOUS CAPITAL GRANTS	.00	.00	500,000.00	500,000.00	.0
60-70-4195 AMERICAN RESCUE FUND AZ STATE	.00	.00	10,000.00	10,000.00	.0
60-70-4200 FEDERAL RAISE GRANT	.00	.00	1,750,000.00	1,750,000.00	.0
TOTAL CAPITAL GRANTS REVENUE	.00	.00	2,309,000.00	2,309,000.00	.0
TOTAL FUND REVENUE	.00	.00	2,309,000.00	2,309,000.00	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL GRANTS EXPENDITURE</u>					
60-70-6107 YAVAPAI APACHE GRANT EXPENSES	.00	.00	24,000.00	24,000.00	.0
60-70-6108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-6185 MISC EXP - CAP GRANTS	.00	.00	500,000.00	500,000.00	.0
60-70-6195 AMERICAN RESCUE FUND AZ STATE	.00	.00	10,000.00	10,000.00	.0
60-70-6200 FEDERAL RAISE GRANT EXP	.00	.00	1,750,000.00	1,750,000.00	.0
TOTAL CAPITAL GRANTS EXPENDITURE	.00	.00	2,309,000.00	2,309,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	2,309,000.00	2,309,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(285,124.73)
	TOTAL ASSETS		(285,124.73)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(328,574.16)
	REVENUE OVER EXPENDITURES - YTD		43,449.43
	BALANCE - CURRENT DATE		43,449.43
	TOTAL FUND EQUITY	(285,124.73)
	TOTAL LIABILITIES AND EQUITY	(285,124.73)

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL FUND CONTINGENCIES REV</u>						
70-25-4090	WILDLANDS REV - CONTINGENCY	.00	.00	75,000.00	75,000.00	.0
70-25-4295	EXCESS SALES TAX- MISC	.00	49,152.00	2,382,500.00	2,333,348.00	2.1
	TOTAL GENERAL FUND CONTINGENCIES RE	.00	49,152.00	2,457,500.00	2,408,348.00	2.0
	TOTAL FUND REVENUE	.00	49,152.00	2,457,500.00	2,408,348.00	2.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND CONTINGENCIES EXP</u>					
70-25-6276 WILDLANDS EXP - CONTINGENCY	.00	1,611.48	75,000.00	73,388.52	2.2
70-25-6295 EXPENSE - GF CONTINGENCIES	4,091.09	4,091.09	2,382,500.00	2,378,408.91	.2
TOTAL GENERAL FUND CONTINGENCIES EXP	4,091.09	5,702.57	2,457,500.00	2,451,797.43	.2
TOTAL FUND EXPENDITURES	4,091.09	5,702.57	2,457,500.00	2,451,797.43	.2
NET REVENUE OVER EXPENDITURES	(4,091.09)	43,449.43	.00	(43,449.43)	.0

TOWN OF JEROME
BALANCE SHEET
NOVEMBER 30, 2023

Item A.

UTILITIES CONTINGENCIES FUND

<u>ASSETS</u>			
80-00-1000	CASH - COMBINED FUND	320,000.00	
	TOTAL ASSETS		320,000.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
80-00-3002	ENDING FUND BALANCE	320,000.00	
	TOTAL FUND EQUITY		320,000.00
	TOTAL LIABILITIES AND EQUITY		320,000.00

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

UTILITIES CONTINGENCIES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>UTILITIES CONTINGENCIES REV</u>					
80-55-4295 REVENUE - UF CONTINGENCIES	.00	.00	200,000.00	200,000.00	.0
TOTAL UTILITIES CONTINGENCIES REV	.00	.00	200,000.00	200,000.00	.0
TOTAL FUND REVENUE	.00	.00	200,000.00	200,000.00	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

UTILITIES CONTINGENCIES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITIES CONTINGENCIES EXP</u>					
80-55-6295 EXPENSE - UF CONTINGENCIES	.00	.00	200,000.00	200,000.00	.0
TOTAL UTILITIES CONTINGENCIES EXP	.00	.00	200,000.00	200,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

TOWN OF JEROME
 BALANCE SHEET
 NOVEMBER 30, 2023

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	(770,455.63)	
90-00-1021	OAZ CAPITAL IMPROVEMENTS		71,170.84	
90-00-1023	ONEAZ WWTP CHECKING		656,173.32	
			<u> </u>	
	TOTAL ASSETS			(43,111.47)
				<u> </u>

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE		85,414.61	
	REVENUE OVER EXPENDITURES - YTD	(<u>128,526.08)</u>	
	BALANCE - CURRENT DATE	(<u>128,526.08)</u>	
	TOTAL FUND EQUITY			(43,111.47)
				<u> </u>
	TOTAL LIABILITIES AND EQUITY			(43,111.47)
				<u> </u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL FUND REVENUES</u>					
90-57-4300 BANK INTEREST - CAPITAL FUND	21.80	120.27	200.00	79.73	60.1
90-57-4303 INTEREST - WWTP	54.46	302.28	500.00	197.72	60.5
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	76.26	422.55	2,000,700.00	2,000,277.45	.0
TOTAL FUND REVENUE	76.26	422.55	2,000,700.00	2,000,277.45	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>					
90-57-7027 WASTEWATER TREATMENT DESIGN EX	15,815.58	121,631.13	.00	(121,631.13)	.0
90-57-7030 INTERIM WWTP LOAN EXP	2,310.00	7,317.50	2,000,700.00	1,993,382.50	.4
TOTAL CAPITAL FUND EXPENDITURES	18,125.58	128,948.63	2,000,700.00	1,871,751.37	6.5
TOTAL FUND EXPENDITURES	18,125.58	128,948.63	2,000,700.00	1,871,751.37	6.5
NET REVENUE OVER EXPENDITURES	(18,049.32)	(128,526.08)	.00	128,526.08	.0

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1000	#1 FOOD STORE	111523MS1	Fuel for Oct 2023 Fire	1	11/15/2023	401.62	.00	401.62	100760	11/15/2023
		111523MS1	Fuel for Oct 2023 Parking	2	11/15/2023	26.79	.00	26.79	100760	11/15/2023
		111523MS1	Fuel for Oct 2023 Water Tr	3	11/15/2023	77.36	.00	77.36	100760	11/15/2023
Total 1000:						505.77	.00	505.77		
1031	ALL-MED EQUIPMENT &	111523MS2	Inv 758952 Monthly Tank R	1	11/15/2023	109.12	.00	109.12	100761	11/15/2023
Total 1031:						109.12	.00	109.12		
1050	APS	110123KM8	Acct 4246290000 WWTP	1	11/01/2023	171.90	.00	171.90	100729	11/01/2023
		110123KM8	Acct 3216010000 Hotel	2	11/01/2023	39.16	.00	39.16	100729	11/01/2023
		110123KM8	Acct 3601574879 Park Pan	3	11/01/2023	56.76	.00	56.76	100729	11/01/2023
		110123KM8	Acct 2839800000 Ghost P	4	11/01/2023	69.30	.00	69.30	100729	11/01/2023
		110123KM8	Acct 1976520000 Co-op	5	11/01/2023	191.16	.00	191.16	100729	11/01/2023
		110123KM8	Acct 6109570000 Perkinsvi	6	11/01/2023	97.19	.00	97.19	100729	11/01/2023
		110123KM8	Acct 56143490000 Upper	7	11/01/2023	56.31	.00	56.31	100729	11/01/2023
		110123KM8	Acct 2383901000 Upper P	8	11/01/2023	50.81	.00	50.81	100729	11/01/2023
		110123KM8	Acct 8468241000 Middle P	9	11/01/2023	39.52	.00	39.52	100729	11/01/2023
		110123KM8	Acct 0024240000 Lower P	10	11/01/2023	45.25	.00	45.25	100729	11/01/2023
		110123KM8	Acct 6506951000 PD	11	11/01/2023	195.84	.00	195.84	100729	11/01/2023
		110123KM8	Acct 8061950000 Sunshin	12	11/01/2023	37.85	.00	37.85	100729	11/01/2023
		110123KM8	Acct 2353720000 FD Gulc	13	11/01/2023	41.87	.00	41.87	100729	11/01/2023
		110123KM8	Acct 0421621000 FD	14	11/01/2023	412.71	.00	412.71	100729	11/01/2023
		110123KM8	Acct 7575770000 Town Hal	15	11/01/2023	988.25	.00	988.25	100729	11/01/2023
		110123KM8	Acct 7575770000 Solar Cr	16	11/01/2023	312.50-	.00	312.50-	100729	11/01/2023
		112923MS10	Acct 1490440000 Street Li	1	11/29/2023	1,141.03	.00	1,141.03	100780	11/29/2023
		112923MS10	Acct 2839800000 Ghost P	2	11/29/2023	76.80	.00	76.80	100780	11/29/2023
		112923MS10	Acct 1976520000 Co-op	3	11/29/2023	149.93	.00	149.93	100780	11/29/2023
		112923MS10	Acct 6506951000 PD	4	11/29/2023	154.12	.00	154.12	100780	11/29/2023
		112923MS10	Acct 3216010000 Hotel Jer	5	11/29/2023	35.50	.00	35.50	100780	11/29/2023
		112923MS10	Acct 2383901000 Upper P	6	11/29/2023	46.99	.00	46.99	100780	11/29/2023
		112923MS10	Acct 7575770000 Town Hal	7	11/29/2023	834.20	.00	834.20	100780	11/29/2023
		112923MS10	Acct 7575770000 Solar Cr	8	11/29/2023	312.50-	.00	312.50-	100780	11/29/2023
		112923MS10	Acct 6109570000 Perkinsvi	9	11/29/2023	99.14	.00	99.14	100780	11/29/2023
		112923MS10	Acct 2353720000 FD Gulc	10	11/29/2023	95.50	.00	95.50	100780	11/29/2023
		112923MS10	Acct 5613490000 Upper P	11	11/29/2023	53.33	.00	53.33	100780	11/29/2023
		112923MS10	Acct 0421621000 FD	12	11/29/2023	340.54	.00	340.54	100780	11/29/2023
		112923MS10	Acct 4246290000 WWTP	13	11/29/2023	173.88	.00	173.88	100780	11/29/2023
		112923MS10	Acct 0024240000 Lower P	14	11/29/2023	38.25	.00	38.25	100781	11/29/2023
112923MS10	Acct 8061950000 Sunshin	15	11/29/2023	34.31	.00	34.31	100781	11/29/2023		
112923MS10	Acct 8468241000 Middle P	16	11/29/2023	35.50	.00	35.50	100781	11/29/2023		
11823KM11	Acct 9438060000 Hull St R	1	11/08/2023	14.04	.00	14.04	100737	11/08/2023		
Total 1050:						5,191.94	.00	5,191.94		
1053	ARCHIVESOCIAL	11823KM16	Inv. AS29866 Social Media	1	11/08/2023	5,988.00	.00	5,988.00	100738	11/08/2023
Total 1053:						5,988.00	.00	5,988.00		
1060	ARIZONA DEPT OF REVE	11823KM12	Inv. 2024-137 Integrated Ta	1	11/08/2023	369.77	.00	369.77	100739	11/08/2023
Total 1060:						369.77	.00	369.77		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1088	AT&T	110123KM5	INV. 287307080989X1026	1	11/01/2023	246.21	.00	246.21	100730	11/01/2023
		110123KM5	INV. 287307080989X1026	2	11/01/2023	246.21	.00	246.21	100730	11/01/2023
Total 1088:						492.42	.00	492.42		
1135	BLUE 360 MEDIA	11823KM9	Inv. IN2309203692 Crimina	1	11/08/2023	74.95	.00	74.95	100740	11/08/2023
		Total 1135:						74.95	.00	74.95
1158	CANDACE GALLAGHER	11823KM6	INV. Nov. 1- Codification fo	1	11/08/2023	500.00	.00	500.00	100741	11/08/2023
		Total 1158:						500.00	.00	500.00
1170	CASELLE	11823KM21	INV. 128742 Support & Mai	1	11/08/2023	808.65	.00	808.65	100742	11/08/2023
		11823KM21	INV. 128742 Support & Mai	2	11/08/2023	269.55	.00	269.55	100742	11/08/2023
		11823KM21	INV. 128742 Support & Mai	3	11/08/2023	269.55	.00	269.55	100742	11/08/2023
		11823KM21	INV. 128742 Support & Mai	4	11/08/2023	269.55	.00	269.55	100742	11/08/2023
		11823KM21	INV. 128742 Support & Mai	5	11/08/2023	89.85	.00	89.85	100742	11/08/2023
		11823KM21	INV. 128742 Support & Mai	6	11/08/2023	89.85	.00	89.85	100742	11/08/2023
Total 1170:						1,797.00	.00	1,797.00		
1174	CDW GOVERNMENT, INC	112223MS1	Inv CB00458400 M365 Bu	1	11/22/2023	757.74	.00	757.74	100773	11/22/2023
		Total 1174:						757.74	.00	757.74
1178	CENTURY LINK	111523MS13	Inv 664474605 Phone Serv	1	11/15/2023	2.95	.00	2.95	100762	11/15/2023
		112923MS9	ACCT J-520-111-3806 829	1	11/29/2023	77.68	.00	77.68	100782	11/29/2023
		112923MS9	ACCT J-520-111-3806 829	2	11/29/2023	136.52	.00	136.52	100782	11/29/2023
		112923MS9	ACCT J-520-111-3806 829	3	11/29/2023	177.27	.00	177.27	100782	11/29/2023
		112923MS9	ACCT J-520-111-3806 829	4	11/29/2023	84.23	.00	84.23	100782	11/29/2023
		112923MS9	ACCT J-520-111-3806 829	5	11/29/2023	263.50	.00	263.50	100782	11/29/2023
Total 1178:						742.15	.00	742.15		
1195	CITY OF COTTONWOOD	111523MS3	Inv 0006487 PD Dispatchin	1	11/15/2023	3,652.69	.00	3,652.69	100763	11/15/2023
		Total 1195:						3,652.69	.00	3,652.69
1213	CONTRACT WASTEWATE	11823KM20	Inv. 1015695 Water Syste	1	11/08/2023	1,025.00	.00	1,025.00	100743	11/08/2023
		11823KM20	Inv. 1015695 WWTP Maint	2	11/08/2023	3,325.00	.00	3,325.00	100743	11/08/2023
		11823KM20	Inv. 1015695 Transport Ch	3	11/08/2023	65.00	.00	65.00	100743	11/08/2023
Total 1213:						4,415.00	.00	4,415.00		
1217	COTTONWOOD EXPRES	111523MS4	Inv 93234 Oil Change - Uni	1	11/15/2023	70.96	.00	70.96	100764	11/15/2023
		Total 1217:						70.96	.00	70.96
1250	DEERE CREDIT, INC.	110123KM4	Acct 510001614248 Stmt 1	1	11/01/2023	21.68	.00	21.68	100731	11/01/2023
		110123KM4	Acct 510001614248 Stmt 1	2	11/01/2023	21.68	.00	21.68	100731	11/01/2023
		110123KM4	Acct 510001614248 Stmt 1	3	11/01/2023	75.88	.00	75.88	100731	11/01/2023
		110123KM4	Acct 510001614248 Stmt 1	4	11/01/2023	75.88	.00	75.88	100731	11/01/2023
		110123KM4	Acct 510001614248 Stmt 1	5	11/01/2023	21.69	.00	21.69	100731	11/01/2023
Total 1250:						216.81	.00	216.81		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1264	DIESEL DIRECT WEST	112923MS3	INV 18583 Diesel Fuil	1	11/29/2023	160.80	.00	160.80	100783	11/29/2023
		112923MS3	INV 18583 Diesel Fuel	2	11/29/2023	20.10	.00	20.10	100783	11/29/2023
		112923MS3	INV 18583 Diesel Fuel	3	11/29/2023	20.10	.00	20.10	100783	11/29/2023
		11823KM13	INV. 85470203 Diesel Fuel	1	11/08/2023	283.82	.00	283.82	100744	11/08/2023
		11823KM13	INV. 85470203 Diesel Fuel	2	11/08/2023	35.48	.00	35.48	100744	11/08/2023
		11823KM13	INV. 85470203 Diesel Fuel	3	11/08/2023	35.48	.00	35.48	100744	11/08/2023
Total 1264:						555.78	.00	555.78		
1322	FOUR-D LLC	110123KM7	Inv. 00000896 Server Upda	1	11/01/2023	371.25	.00	371.25	100732	11/01/2023
		Total 1322:						371.25	.00	371.25
1419	JC CULLEN INC	110123KM2	Inv. 154078 911 Port Serv	1	11/01/2023	35.48	.00	35.48	100733	11/01/2023
		110123KM2	Inv. 154078 911 Port Serv	2	11/01/2023	35.49	.00	35.49	100733	11/01/2023
Total 1419:						70.97	.00	70.97		
1503	LEGEND	110123KM3	Inv. 2314940 Testing Serv	1	11/01/2023	75.00	.00	75.00	100734	11/01/2023
		110123KM3	Inv. 2316317 Testing Serv	2	11/01/2023	75.00	.00	75.00	100734	11/01/2023
		111523MS7	Inv 2317447 WW Testing	1	11/15/2023	75.00	.00	75.00	100766	11/15/2023
		11823KM15	Inv. 2316774 Testing Serv	1	11/08/2023	75.00	.00	75.00	100745	11/08/2023
Total 1503:						300.00	.00	300.00		
1507	LIFE & PROPERTY SAFE	112923MS2	INV 10781 Service Call To	1	11/29/2023	105.00	.00	105.00	100785	11/29/2023
		112923MS2	INV 10781 Smoke Detector	2	11/29/2023	115.00	.00	115.00	100785	11/29/2023
Total 1507:						220.00	.00	220.00		
1576	NAPAAUTO PARTS	111523MS9	Inv 332194 - Raptor Paint	1	11/15/2023	164.76	.00	164.76	100768	11/15/2023
		111523MS9	Inv 333108 Fuel Line for E-	2	11/15/2023	41.03	.00	41.03	100768	11/15/2023
		111523MS9	Inv 333119 Conductors, To	3	11/15/2023	98.81	.00	98.81	100768	11/15/2023
		111523MS9	Inv 333222 Lights for Dodg	4	11/15/2023	303.50	.00	303.50	100768	11/15/2023
		111523MS9	Inv 333398 License Plate L	5	11/15/2023	12.40	.00	12.40	100768	11/15/2023
		111523MS9	Inv 333422 Antifreeze & Th	6	11/15/2023	164.15	.00	164.15	100768	11/15/2023
Total 1576:						784.65	.00	784.65		
1603	ODP BUSINESS SOLUTIO	112923MS8	Inv 342799354001 Envelop	1	11/29/2023	76.41	.00	76.41	100786	11/29/2023
		112923MS8	Inv 342801898001 Report	2	11/29/2023	24.06	.00	24.06	100786	11/29/2023
		112923MS8	Inv 331989385001 File Fol	3	11/29/2023	66.52	.00	66.52	100786	11/29/2023
		11823KM2	Inv. 333776346001 Chocol	1	11/08/2023	16.99	.00	16.99	100746	11/08/2023
		11823KM2	Inv. 337896133001 Binders	2	11/08/2023	43.37	.00	43.37	100746	11/08/2023
		11823KM2	Inv. 337896419001 Paper	3	11/08/2023	93.37	.00	93.37	100746	11/08/2023
Total 1603:						320.72	.00	320.72		
1607	O'REILLY AUTOMOTIVE, I	11823KM18	Trans. 34922229537 Brake	1	11/08/2023	13.82	.00	13.82	100747	11/08/2023
		Total 1607:						13.82	.00	13.82
1611	PACIFIC ADVANCED CIVI	11823KM24	Inv #7835 B614 Jerome W	1	11/08/2023	15,815.58	.00	15,815.58	1008	11/08/2023
		Total 1611:						15,815.58	.00	15,815.58
1615	PARKEON	112923MS4	INV 139751 Flowbird Trx F	1	11/29/2023	46.41	.00	46.41	100787	11/29/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		11823KM4	INV. IV139467 Parkflio for	1	11/08/2023	408.64	.00	408.64	100748	11/08/2023
	Total 1615:					455.05	.00	455.05		
1618	PATRIOT DISPOSAL, INC.	11823KM19	INV. 3901 Trash Dumping	1	11/08/2023	2,101.20	.00	2,101.20	100749	11/08/2023
	Total 1618:					2,101.20	.00	2,101.20		
1637	POSTMASTER	110123KM1	Bulk Mailing Postage for N	1	11/01/2023	75.66	.00	75.66	100735	11/01/2023
	Total 1637:					75.66	.00	75.66		
1647	PROCOPY	11823KM5	Inv. INV4336235 Copier Le	1	11/08/2023	357.51	.00	357.51	100750	11/08/2023
	Total 1647:					357.51	.00	357.51		
1740	SIMS MACKIN, LTD	112223MS3	INV 38222 Legal Services	1	11/22/2023	1,147.50	.00	1,147.50	100775	11/22/2023
		112223MS3	INV 38222 Legal Services	2	11/22/2023	675.00	.00	675.00	100775	11/22/2023
		112223MS3	INV 38222 Legal Services	3	11/22/2023	67.50	.00	67.50	100775	11/22/2023
	Total 1740:					1,890.00	.00	1,890.00		
1751	SOUTHWESTERN ENVIR	11823KM22	Inv. 2023-276 SEC Project	1	11/08/2023	3,440.00	.00	3,440.00	100751	11/08/2023
		11823KM22	Inv. 2023-307 SEC Proj. 23	2	11/08/2023	2,415.00	.00	2,415.00	100751	11/08/2023
		11823KM22	Inv. 2023-307 SEC Proj. 23	3	11/08/2023	2,415.00	.00	2,415.00	100751	11/08/2023
	Total 1751:					8,270.00	.00	8,270.00		
1802	THYSSENKRUPP ELEVAT	11823KM1	INV. 3007505379 Qrtly Mai	1	11/08/2023	1,167.78	.00	1,167.78	100752	11/08/2023
		11823KM1	INV. 5002290136 Repair of	2	11/08/2023	266.20	.00	266.20	100752	11/08/2023
	Total 1802:					1,433.98	.00	1,433.98		
1812	TOWN OF JEROME - UTIL	11823KM7	Acct 7002 Town Hall	1	11/08/2023	208.15	.00	208.15	100753	11/08/2023
		11823KM7	Acct. 7060 Town Yard	2	11/08/2023	194.08	.00	194.08	100753	11/08/2023
		11823KM7	Acct 7054 Police Station	3	11/08/2023	177.32	.00	177.32	100753	11/08/2023
		11823KM7	Acct. 7015 Fire Station	4	11/08/2023	194.08	.00	194.08	100753	11/08/2023
	Total 1812:					773.63	.00	773.63		
1813	TOWN OF JEROME PR	112223MS5	Payroll Transfer - Novemb	1	11/22/2023	90,000.00	.00	90,000.00	100777	11/22/2023
		11823KM3	Payroll Transfer 2 for Nove	1	11/08/2023	90,000.00	.00	90,000.00	100754	11/08/2023
	Total 1813:					180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	111523MS12	4353340000 201 Perkinsvil	1	11/15/2023	59.95	.00	59.95	100772	11/15/2023
		111523MS12	7505930000 600 Clark St	2	11/15/2023	134.18	.00	134.18	100772	11/15/2023
		111523MS12	6937260000 303 Main St	3	11/15/2023	22.10	.00	22.10	100772	11/15/2023
		111523MS12	0559820000 101 N Main St	4	11/15/2023	82.03	.00	82.03	100772	11/15/2023
		111523MS12	2353340000 502 N Main St	5	11/15/2023	26.79	.00	26.79	100772	11/15/2023
	Total 1827:					325.05	.00	325.05		
1828	UNITED FIRE	110123KM6	Inv. 796163 O-Ring & Hydr	1	11/01/2023	829.18	.00	829.18	100736	11/01/2023
	Total 1828:					829.18	.00	829.18		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1836	USDA FOREST SERVICE	112223MS6	2024 Annual Land Use Fee	1	11/22/2023	420.59	.00	420.59	100778	11/22/2023
Total 1836:						420.59	.00	420.59		
1851	VERDE VALLEY HARDWA	11823KM10	Ref. 61333 Bumper E-126	1	11/08/2023	12.05	.00	12.05	100755	11/08/2023
		11823KM10	Ref. 61675 Brass Fitting for	2	11/08/2023	34.01	.00	34.01	100755	11/08/2023
		11823KM10	Ref. 61725 Glass Cleaner	3	11/08/2023	16.18	.00	16.18	100755	11/08/2023
		11823KM10	Ref. 61727 Drill Bits	4	11/08/2023	65.88	.00	65.88	100755	11/08/2023
		11823KM10	Ref. 61767 Wire for Dodge	5	11/08/2023	41.52	.00	41.52	100755	11/08/2023
		11823KM10	Ref. 61819 Shop Towels &	6	11/08/2023	36.42	.00	36.42	100755	11/08/2023
		11823KM10	Ref. 61872 Drum Liners	7	11/08/2023	90.62	.00	90.62	100755	11/08/2023
		11823KM10	Ref. 61958 Drill Bit Set	8	11/08/2023	54.83	.00	54.83	100755	11/08/2023
		11823KM10	Ref. 62065 Line & Valve	9	11/08/2023	55.10	.00	55.10	100755	11/08/2023
		11823KM10	Ref. 62083 Battery Packs	10	11/08/2023	187.63	.00	187.63	100755	11/08/2023
		11823KM10	Ref. 62162 Strap& Coupler	11	11/08/2023	26.02	.00	26.02	100755	11/08/2023
		11823KM10	Ref. 62358 Meter Box & Br	12	11/08/2023	63.44	.00	63.44	100755	11/08/2023
Total 1851:						683.70	.00	683.70		
1854	VERDE VALLEY NEWSPA	11823KM14	INV. 172519 Publishing Not	1	11/08/2023	32.08	.00	32.08	100756	11/08/2023
Total 1854:						32.08	.00	32.08		
1855	VERDE VALLEY RENTAL	112923MS7	INV 95112-2 Jumping Jack	1	11/29/2023	118.20	.00	118.20	100789	11/29/2023
Total 1855:						118.20	.00	118.20		
1859	VERIZON WIRELESS	11823KM17	INV. 9947795953 Phone P	1	11/08/2023	52.23	.00	52.23	100757	11/08/2023
		11823KM17	INV. 9947795953 Phone P	2	11/08/2023	52.23	.00	52.23	100757	11/08/2023
		11823KM17	INV. 9947795953 Phone Ki	3	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795953 Phone Ki	4	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795953 Phone Ki	5	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795953 Phone Ki	6	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone P	7	11/08/2023	40.83	.00	40.83	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone F	8	11/08/2023	56.83	.00	56.83	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone S	9	11/08/2023	40.73	.00	40.73	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone P	10	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone F	11	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone F	12	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone P	13	11/08/2023	40.01	.00	40.01	100757	11/08/2023
		11823KM17	INV. 9947795952 Phone F	14	11/08/2023	40.01	.00	40.01	100757	11/08/2023
Total 1859:						602.94	.00	602.94		
1914	YAVAPAI CO. EDUCATION	11823KM23	Inv. 23-2055 Internet Work	1	11/08/2023	74.10	.00	74.10	100759	11/08/2023
		11823KM23	Inv. 23-2055 Internet FD	2	11/08/2023	74.10	.00	74.10	100759	11/08/2023
		11823KM23	Inv. 23-2055 Internet PD	3	11/08/2023	148.20	.00	148.20	100759	11/08/2023
		11823KM23	Inv. 23-2055 Internet GG	4	11/08/2023	118.56	.00	118.56	100759	11/08/2023
		11823KM23	Inv. 23-2054 Library E-Rate	5	11/08/2023	24.50	.00	24.50	100759	11/08/2023
Total 1914:						439.46	.00	439.46		
1916	YAVAPAI COLLEGE	112223MS7	S0059950 - Commuter Me	1	11/22/2023	747.00	.00	747.00	100779	11/22/2023
Total 1916:						747.00	.00	747.00		
1961	THE REINALT-THOMAS C	111523MS5	Inv. 1335222 Tires 2018 Fo	1	11/15/2023	1,217.26	.00	1,217.26	100771	11/15/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1961:						1,217.26	.00	1,217.26		
1972	Friends of the Verde River	112923MS1	YEARLY MEMBERSHIP IN	1	11/29/2023	500.00	.00	500.00	100784	11/29/2023
Total 1972:						500.00	.00	500.00		
1979	V&V MANUFACTURING, I	112923MS6	INV 58147 Police Badges	1	11/29/2023	307.00	.00	307.00	100788	11/29/2023
Total 1979:						307.00	.00	307.00		
1981	LEXINGTON LAW c/o Pres	112223MS2	INV 7490 Oct 23 FEE FOR	1	11/22/2023	2,000.00	.00	2,000.00	100774	11/22/2023
Total 1981:						2,000.00	.00	2,000.00		
1991	MDC Mobile Drug Collectio	111523MS8	Inv 12527 Pre-employment	1	11/15/2023	105.00	.00	105.00	100767	11/15/2023
Total 1991:						105.00	.00	105.00		
1993	Zachary MacGregor	112923MS5	Reimbursement for Fuel	1	11/29/2023	91.17	.00	91.17	100790	11/29/2023
Total 1993:						91.17	.00	91.17		
1999	Economists.com, LLC	111523MS6	WWTP 2023 Jerome Water	1	11/15/2023	2,310.00	.00	2,310.00	100765	11/15/2023
Total 1999:						2,310.00	.00	2,310.00		
2006	Wired Up Systems LLC	11823KM8	Inv. 97374 Court Security S	1	11/08/2023	52.97	.00	52.97	100758	11/08/2023
Total 2006:						52.97	.00	52.97		
2015	SHIRLEY POWELL	111523MS10	Inv 6636-1-5609-1031385-	1	11/15/2023	16.48	.00	16.48	100769	11/15/2023
Total 2015:						16.48	.00	16.48		
2016	T2 SYSTEMS, INC.	111523MS11	INV MP000002264 Overag	1	11/15/2023	195.09	.00	195.09	100770	11/15/2023
		111523MS11	UPS00051807 - UPSafety	2	11/15/2023	457.30	.00	457.30	100770	11/15/2023
		111523MS11	UPS00051791 UPSafety Tr	3	11/15/2023	17,533.01	.00	17,533.01	100770	11/15/2023
		112223MS4	INV UPS00052272 WiseP	1	11/22/2023	89.48	.00	89.48	100776	11/22/2023
Total 2016:						18,274.88	.00	18,274.88		
Grand Totals:						267,767.08	.00	267,767.08		

Report Criteria:
Detail report type printed

File Attachments for Item:

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilities Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

For the meeting of December 12, 2023

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Conferred with Risk Pool regarding the Chamber's decorative cactus request .
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Participated in the 30% completion on WWTP design status meeting
- Participated in a statewide STR Focus group for potential legislative changes spearheaded by the League.
- Worked with various individuals on their special event requests.
- Met with NACOG and our transit partners for a CAT status follow-up meeting.
- Reviewed and edited first draft of design guidelines.
- Attended a benefits stewardship meeting with the Town's healthcare benefits provider.
- Worked on a CDBG Grant with NACOG.
- Participated in an Electoral College Reform Act update and election scheduling effects in AZ.
- Facilitated multiple public records requests.
- Met with a grant partner to assist in oversight of the Verde Avenue DOT grant.
- Coordinated the staff annual holiday party.
- Met with engineer for project update and ensure approved projects are progressing.
- Solicited bids for the 2023-2024 asphalt paving projects.
- CAT riders for the pilot program are averaging around 10 per week (Thursday).
- Worked on drafting a new dark sky compliant outdoor lighting requirement ordinance along with Michelle.

**** CONGRATULATIONS TO ****

Kerry Lee (Police) on completing 10 years of service effective January 6, 2024.

Judge Angela Bradshaw Napper on completing two years of service effective January 6, 2024.

Following is an accounting of sales tax revenues for October, and a recent water flow report.

TOWN OF JEROME, AZ
 CITY SALES TAXES PER ADOR ONLINE REPORTS
SALES TAX REVENUES

	FY2024 Actual - (based on to-date DOR website)	FY2023 Actual - (based on DOR website)	Actually Received	% of Budget Year / % Actual
July	106,085	104,350	89,433	8.3 / 6.4
August	130,622	74,612	21,622	17 / 7.9***
September	79,411	115,431	151,329	25 / 19
October	115,250	114,937	21,722	33 / 22
November		139,121		
December		96,194		
January		132,403		
February		78,212		
March		97,338		
April		132,605		
May		135,359		
June		113,922		
Total YTD	431,368	1,334,484	284,106	0

*** We have Rec'd \$90,000+ the first two days in October that aren't included

TOWN OF JEROME, AZ

Comparison of Restaurant/Bar, Accommodation and Retail Sales Tax Revenues

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2024 actual	FY2023 actual	+/- Compared to Last Yr	FY2024 actual	FY2023 actual	+/-	FY2024 actual	FY2023 actual	+/-
July	34660	38,001	(3,341)	17969	18,295	(326)	36125	32,588	3,537
August	37999	31,508	6,491	16130	4,896	11,234	65,439	18,230	47,209
September	30,432	32,105	(1,673)	14875	14,925	(50)	27037	33,655	(6,618)
October	43194	39,918	3,276	17207	18,989	(1,782)	39382	36,563	2,819
November	0	48,302			24,809			57,373	
December	0	36,015			18,502			37,136	
January	0	38,684			15,966			53,008	
February	0	28,441			14,328			26,837	
March	0	34,550			16,857			35,868	
April	0	46,274			24,338			45,268	
May	0	48,192			21,152			56,620	
June	0	42,861			19,104			45,228	
Total YTD	146,285	464,852	4,753	66,181	212,161	9,076	167,983	478,374	46,948

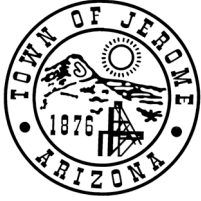
Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,764	2,764
August	2,481	5,245
September	3,163	8,408
October	2,647	11,055
November		
December		
January		
February		
March		
April		
May		
June		

WATER FLOWS REPORT

Item A.

<u>Reading Date</u>	<u>WALNUT GPM</u>	<u>VERDE GPM</u>
2022 25-July	26	212
1-Aug	36	210
8-Aug	40	135
15-Aug	77	148
22-Aug	77	128
29-Aug	61	104
7-Sept	61	148
12-Sept	61	233
19-Sept	52	272
26-Sept	57	266
3-Oct	61	235
10-Oct	57	224
17-Oct	57	225
24-Oct	57	219
31-Oct	57	242
7-Nov	57	244
14-Nov	61	230
21-Nov	61	235
28-Nov	57	235
05-Dec	57	230
12-Dec	57	235
19-Dec	57	229
27-Dec	57	230
2023 03-Jan	57	318
09-Jan	57	87
19-Jan	66	99
24-Jan	66	95
30-Jan	57	98
06-Feb	83	101
14-Feb	71	101
21-Feb	83	100
27-Feb	83	139
06-Mar	95	244
13-Mar	233	326
20-Mar	115	270
27-Mar	71	356
03-Apr	154	253
17-Apr	146	311
24-Apr	115	157
01-May	231	112
08-May	200	92
15-May	172	75
22-May	190	72
29-May	162	64
5-June	154	130
12-June	154	126
19-June	130	114
26-June	137	338
03-July	115	326
10-July	123	331
17-July	115	320
24-July	108	300
31-July	108	300
7-Aug	123	292
14-Aug	110	284
21-Aug	101	174
28-Aug	88	280
5-Sept	88	267
11-Sept	89	267
18-Sept	89	260
25-Sept	89	252
2-Oct	89	266
9-Oct	89	257
17-Oct	95	241
23-Oct	95	242
30-Oct	95	230
6-Nov	101	214
13-Nov	101	206
20-Nov	101	225
27-Nov	89	215
4-Dec	95	214



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Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

December 2023 Staff Report for November Activity submitted by Kristen Muenz, Finance Director & Deputy Town Clerk

- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business, answering general questions, arranging meeting times, and gathering information.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Took the minutes for the regular and special Town Council meetings.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Began preparations for the annual audit, including year-end Journal Entries, gathering information, and working with a CPA to go over accounts.
- ⚙ Permits and Licensing activities for November:
 - Business Licenses**
 - 12 Businesses were sent renewal notices.
 - 6 Businesses sent in their renewal application.
 - 1 Business applied for a NEW Business License.
 - 9 Business License renewals were issued.
 - 12 Business Licenses are pending approval.
 - STR Licenses**
 - 0 new STR/Vacation Rental License applications were received.
 - 0 new STR Licenses were issued.
 - 1 STR License is pending approval.
 - 19 Total STR Licenses issued to date.
 - The owner of the pending STR application stated he was searching for a long-term renter for Unit C as of November. Waiting for confirmation of this.
 - Special Event Permits**
 - 2 new Special Event Permits were issued in November, both for the Chamber of Commerce: Light Up the Mountain & Town Christmas Luau



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Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943

Item A.

December 2023 staff report for November activity submitted by Terri Card.

Utilities

- Current debt (45 days past due):

9 accounts were on the shut-off list at the beginning of October. 6 accounts were sent Yellow Tags, and 0 accounts were shut off because all made payments or paid in full.

Balance owed on shut-off accounts from November billing: \$1944.54

Balance owed at end of October: \$2514.52

- A copy of the November AR Aging report is attached.

Rentals

All renters made their rental payments and are on track.

Report Criteria:

- Include inactive customers
- Include active customers
- Include customers with a credit balance
- Aged using billing periods

Customer Number	Balance	11/30/2023	10/31/2023	09/30/2023	08/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1003.02	105.11	105.11	.00	.00	.00	11/09/23	105.11-		
1006.02	88.29-	155.45-	33.20	33.20	.76	08/14/23	600.00-		
1007.02	132.52	132.52	.00	.00	.00	11/16/23	132.52-		
1008.02	77.74	77.74	.00	.00	.00	11/08/23	77.74-		
1009.05	149.23	56.41	46.41	46.41	.00	09/21/23	164.23-		
1010.01	77.74	77.74	.00	.00	.00	11/16/23	77.74-		
1011.01	231.51-	231.51-	.00	.00	.00	09/18/23	600.00-		
1013.01	77.74	77.74	.00	.00	.00	11/21/23	77.74-		
1014.03	92.82	46.41	46.41	.00	.00	10/23/23	46.41-		
1015.01	77.74	77.74	.00	.00	.00	11/27/23	77.74-		
1016.01	46.41	46.41	.00	.00	.00	11/21/23	46.41-		
1018.03	265.04	132.52	132.52	.00	.00	10/16/23	132.52-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	345.88	77.74	77.74	77.74	112.66	11/06/23	77.74-		
1023.01	155.48	77.74	77.74	.00	.00	10/04/23	121.79-		
1024.01	105.11-	105.11-	.00	.00	.00	11/08/23	105.11-		
1025.01	77.74	77.74	.00	.00	.00	11/14/23	77.74-		
1026.01	77.74	77.74	.00	.00	.00	11/13/23	77.74-		
1027.01	77.74	77.74	.00	.00	.00	11/09/23	77.74-		
1028.04	77.74	77.74	.00	.00	.00	11/20/23	77.74-		
1029.01	132.52	132.52	.00	.00	.00	11/27/23	397.56-		
1030.02	.01	.01	.00	.00	.00	11/27/23	182.85-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.07	310.96-	310.96-	.00	.00	.00	11/07/23	77.74-	Final	11/22/21
1031.10	155.48	77.74	77.74	.00	.00	10/19/23	77.74-		
1032.01	77.74	77.74	.00	.00	.00	11/06/23	77.74-		
1036.09	105.11	105.11	.00	.00	.00	11/20/23	325.33-		
1038.02	69.18	69.18	.00	.00	.00	11/06/23	80.00-		
1040.01	17.34	17.34	.00	.00	.00	11/13/23	17.34-		
1042.01	266.96	266.96	.00	.00	.00	11/15/23	266.96-		
1044.01	105.11	105.11	.00	.00	.00	11/15/23	105.11-		
1051.02	933.54-	933.54-	.00	.00	.00	07/17/23	1,866.48-		
1055.05	252.87	.00	.00	.00	252.87		.00	Final	12/12/19
1055.06	77.74	77.74	.00	.00	.00	11/22/23	77.74-		
1056.02	77.74	77.74	.00	.00	.00	11/09/23	77.74-		
1057.01	77.74	77.74	.00	.00	.00	11/13/23	77.74-		
1058.05	77.74	77.74	.00	.00	.00	11/07/23	77.74-		
1059.02	105.11	105.11	.00	.00	.00	11/06/23	105.11-		
1060.02	77.71	77.71	.00	.00	.00	11/13/23	77.77-		
1061.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
1063.02	243.22	87.74	77.74	77.74	.00	09/21/23	243.22-		
1064.04	434.24	.00	.00	.00	434.24		.00	Final	11/25/13
1064.08	60.18-	60.18-	.00	.00	.00		.00	Final	01/08/18
1064.12	393.22	.00	.00	.00	393.22		.00	Final	04/30/20
1064.15	141.27	141.21	.06	.00	.00	11/20/23	110.52-		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1066.01	10.56-	10.56-	.00	.00	.00	11/20/23	77.74-		
1069.02	105.11	105.11	.00	.00	.00	11/14/23	105.11-		
1071.03	105.11	105.11	.00	.00	.00	11/07/23	105.11-		
1073.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
1075.01	46.41	46.41	.00	.00	.00	11/20/23	93.41-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22

Customer Number	Balance	11/30/2023	10/31/2023	09/30/2023	08/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.04	149.23	56.41	46.41	46.41	.00	09/28/23	149.23-		
1077.01	61.50	61.50	.00	.00	.00	11/13/23	61.50-		
1078.02	61.50	61.50	.00	.00	.00	11/06/23	61.50-		
1079.02	301.60	301.60	.00	.00	.00	11/15/23	225.80-		
1080.01	61.50	61.50	.00	.00	.00	11/15/23	194.50-		
1081.01	62.51	62.51	.00	.00	.00	11/06/23	62.51-		
1082.01	12.48	12.48	.00	.00	.00	10/23/23	100.00-		
1083.05	26.80	26.80	.00	.00	.00	11/14/23	100.00-		
1084.01	40.68	40.68	.00	.00	.00	10/03/23	120.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	90.40	45.20	45.20	.00	.00	10/31/23	135.60-		
1086.02	62.51	62.51	.00	.00	.00	11/30/23	62.51-		
1087.01	45.20	45.20	.00	.00	.00	11/15/23	45.20-		
1088.05	45.20	45.20	.00	.00	.00	11/14/23	60.20-		
1090.04	105.66	98.32	7.34	.00	.00	10/23/23	300.00-		
1091.02	87.28	87.28	.00	.00	.00	11/08/23	87.28-		
1093.02	125.02	62.51	62.51	.00	.00	10/11/23	125.02-		
1094.01	45.20	45.20	.00	.00	.00	11/20/23	45.20-		
1097.03	62.51	62.51	.00	.00	.00	11/16/23	62.51-		
1098.01	42.56	.00	.00	.00	42.56		.00	Final	06/24/13
1098.02	1.84-	1.84-	.00	.00	.00		.00	Final	12/23/21
1098.03	314.16	88.54	98.54	88.54	38.54	11/22/23	50.00-		
1099.01	105.11	105.11	.00	.00	.00	11/15/23	105.11-		
1100.02	62.51	62.51	.00	.00	.00	11/15/23	62.51-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	10.96	31.44-	25.36	17.04	.00	09/18/23	300.00-		
1125.03	114.88-	114.88-	.00	.00	.00	10/23/23	100.00-		
1131.01	138.93	138.93	.00	.00	.00	11/13/23	138.93-		
1132.01	77.74	77.74	.00	.00	.00	11/20/23	77.74-		
1133.01	77.74	77.74	.00	.00	.00	11/22/23	77.74-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	256.14	62.51	72.51	62.51	58.61	09/26/23	99.00-		
1139.01	77.74	77.74	.00	.00	.00	11/27/23	233.22-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.06	45.20	45.20	.00	.00	.00	11/13/23	45.20-		
1151.02	90.40	45.20	45.20	.00	.00	10/16/23	45.20-		
1160.02	210.22	105.11	105.11	.00	.00	10/18/23	210.22-		
1162.03	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
1163.01	163.76	.00	.00	.00	163.76		.00	Final	07/01/15
1165.04	77.74	77.74	.00	.00	.00	11/06/23	77.74-		
1166.02	87.28	87.28	.00	.00	.00	11/20/23	87.28-		
1167.01	3.85	3.85	.00	.00	.00	11/20/23	92.00-		
1167.16	79.75-	79.75-	.00	.00	.00	04/17/23	79.75-	Final	07/01/22
1168.01	77.74	77.74	.00	.00	.00	11/13/23	77.74-		
1169.02	105.22	105.11	.11	.00	.00	11/20/23	105.00-		
1170.01	123.00-	123.00-	.00	.00	.00	11/08/23	246.00-		
1171.05	77.74	77.74	.00	.00	.00	11/21/23	77.74-		
1173.06	155.48	77.74	77.74	.00	.00	10/11/23	77.74-		
1174.02	77.74	77.74	.00	.00	.00	11/14/23	77.74-		
1176.01	105.11-	105.11-	.00	.00	.00	11/13/23	315.33-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	77.74	77.74	.00	.00	.00	11/06/23	77.74-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.09	265.04	.00	132.52	132.52	.00	09/28/23	132.52-	Final	11/15/23
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.09	68.64	68.64	.00	.00	.00	11/22/23	80.00-		
1314.05	62.51	62.51	.00	.00	.00	11/20/23	62.51-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22

Customer Number	Balance	11/30/2023	10/31/2023	09/30/2023	08/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1341.01	261.26-	261.26-	.00	.00	.00		.00	Final	01/01/22
1342.05	87.28	87.28	.00	.00	.00	11/14/23	174.56-		
1343.03	141.21-	141.21-	.00	.00	.00	10/26/23	564.84-		
2000.01	139.75	139.75	.00	.00	.00	11/08/23	139.75-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	505.36	142.52	132.52	132.52	97.80	10/30/23	100.00-		
2002.03	46.41	46.41	.00	.00	.00	11/20/23	46.41-		
2003.02	77.74	77.74	.00	.00	.00	11/07/23	77.74-		
2004.01	210.22	105.11	105.11	.00	.00	10/16/23	210.22-		
2005.01	77.74	77.74	.00	.00	.00	11/21/23	77.74-		
2006.03	105.11	105.11	.00	.00	.00	11/07/23	105.11-		
2007.02	155.48	155.48	.00	.00	.00	11/13/23	155.48-		
2008.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
2009.01	105.11	73.34	31.77	.00	.00	11/07/23	70.07-		
2010.03	105.11	105.11	.00	.00	.00	11/06/23	105.11-		
2011.05	77.74	77.74	.00	.00	.00	11/20/23	77.74-		
2013.01	105.11	105.11	.00	.00	.00	11/08/23	105.11-		
2014.01	105.11	105.11	.00	.00	.00	11/07/23	105.11-		
2015.02	334.47-	334.47-	.00	.00	.00	03/13/23	1,300.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	210.22	105.11	105.11	.00	.00	10/23/23	105.11-		
2017.01	105.11	105.11	.00	.00	.00	11/20/23	105.11-		
2018.01	77.74	77.74	.00	.00	.00	11/20/23	77.74-		
2019.01	105.11	105.11	.00	.00	.00	11/07/23	105.11-		
2020.01	132.52	132.52	.00	.00	.00	11/07/23	132.52-		
2021.06	471.26	.00	.00	.00	471.26		.00	Final	08/30/20
2021.07	105.11	105.11	.00	.00	.00	11/08/23	105.11-		
2022.01	132.52	132.52	.00	.00	.00	11/09/23	132.52-		
2023.03	132.48	105.11	27.37	.00	.00	11/13/23	77.74-		
2024.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
2025.02	120.90	120.90	.00	.00	.00	11/09/23	120.90-		
2026.02	210.22	105.11	105.11	.00	.00	10/30/23	315.33-		
2028.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
2029.01	105.11	105.11	.00	.00	.00	11/20/23	105.11-		
2030.01	77.74	77.74	.00	.00	.00	11/27/23	243.22-		
2031.01	139.75	139.75	.00	.00	.00	11/20/23	139.75-		
2032.03	155.48	77.74	77.74	.00	.00	10/25/23	77.74-		
2034.01	105.11	105.11	.00	.00	.00	11/06/23	105.11-		
2037.03	105.11	105.11	.00	.00	.00	11/07/23	105.11-		
2038.01	77.74	77.74	.00	.00	.00	11/16/23	77.74-		
2042.01	55.29-	55.29-	.00	.00	.00		.00	Final	04/22/21
2042.02	105.11	105.11	.00	.00	.00	11/20/23	210.22-		
2043.03	46.41	46.41	.00	.00	.00	11/13/23	46.41-		
2044.01	77.74	77.74	.00	.00	.00	11/20/23	77.74-		
2046.02	58.60-	58.60-	.00	.00	.00		.00	Final	11/10/12
2046.05	1,457.87	.00	.00	.00	1,457.87		.00	Final	05/27/21
2046.07	46.41	46.41	.00	.00	.00	11/13/23	92.82-		
2047.02	132.52	132.52	.00	.00	.00	11/20/23	132.52-		
2054.01	141.21	141.21	.00	.00	.00	11/22/23	433.63-		
2055.01	77.74	77.74	.00	.00	.00	11/13/23	77.74-		
2058.01	155.48	77.74	77.74	.00	.00	10/23/23	77.74-		
2059.01	210.22	105.11	105.11	.00	.00	10/16/23	210.22-		
2061.02	139.75	139.75	.00	.00	.00	11/13/23	139.75-		
2062.01	62.51	62.51	.00	.00	.00	11/08/23	62.51-		
2063.01	62.51	62.51	.00	.00	.00	11/08/23	62.51-		
2065.04	45.20	45.20	.00	.00	.00	11/13/23	90.40-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	62.51	62.51	.00	.00	.00	11/30/23	62.51-		

Customer Number	Balance	11/30/2023	10/31/2023	09/30/2023	08/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2069.02	90.40	45.20	45.20	.00	.00	10/17/23	60.20-		
2070.01	56.80-	56.80-	.00	.00	.00	11/13/23	62.51-		
2071.01	45.20-	45.20-	.00	.00	.00	11/30/23	135.60-		
2073.02	282.42	141.21	141.21	.00	.00	10/26/23	141.21-		
2077.01	45.20	45.20	.00	.00	.00	11/15/23	45.20-		
2078.01	87.28	87.28	.00	.00	.00	11/13/23	87.28-		
2079.03	90.40	45.20	45.20	.00	.00	10/09/23	135.60-		
2080.01	79.85	79.85	.00	.00	.00	11/16/23	79.85-		
2081.01	137.42-	137.42-	.00	.00	.00	11/16/23	255.70-		
2083.01	393.99-	393.99-	.00	.00	.00	09/11/23	500.00-		
2084.01	105.11	105.11	.00	.00	.00	11/08/23	105.11-		
2085.02	248.71	248.71	.00	.00	.00	11/14/23	74.15-		
2086.01	77.74	77.74	.00	.00	.00	11/13/23	77.74-		
2089.02	77.74	77.74	.00	.00	.00	11/20/23	77.74-		
2093.02	365.70	182.85	182.85	.00	.00	10/30/23	382.10-		
2100.01	60.40	60.40	.00	.00	.00	11/08/23	60.40-		
2102.09	311.78	.00	.00	.00	311.78		.00	Final	07/29/15
2102.12	105.11	105.11	.00	.00	.00	11/06/23	105.11-		
2103.01	210.22	105.11	105.11	.00	.00	10/17/23	105.11-		
2104.07	71.91-	71.91-	.00	.00	.00	11/20/23	105.11-	Final	11/30/23
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	141.21	141.21	.00	.00	.00	11/27/23	141.21-		
2106.01	.26-	.26-	.00	.00	.00	11/08/23	105.11-		
2107.01	56.64	56.64	.00	.00	.00	11/20/23	56.64-		
2109.03	243.22	87.74	77.74	77.74	.00	09/25/23	77.74-		
2110.01	2,533.56-	2,533.56-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	105.11	105.11	.00	.00	.00	11/20/23	105.11-		
2115.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
2119.05	105.11	105.11	.00	.00	.00	11/15/23	105.11-		
2120.01	105.11	105.11	.00	.00	.00	11/22/23	325.33-		
2121.01	62.51	62.51	.00	.00	.00	11/14/23	62.51-		
2122.05	182.85	182.85	.00	.00	.00	11/07/23	182.85-		
2123.01	60.94	60.94	.00	.00	.00	11/20/23	105.11-		
2124.01	105.11	105.11	.00	.00	.00	11/20/23	105.11-		
2125.02	62.51	62.51	.00	.00	.00	11/06/23	62.51-		
2126.06	243.22	87.74	77.74	77.74	.00	09/26/23	77.74-		
2127.06	170.48	77.74	92.74	.00	.00		.00		
2128.02	255.84	105.11	115.11	35.62	.00	11/28/23	175.00-		
2130.06	182.85	182.85	.00	.00	.00	11/06/23	77.74-		
2131.02	583.02	.00	.00	.00	583.02		.00	Final	11/01/11
2131.04	42.56-	42.56-	.00	.00	.00		.00	Final	11/01/12
2131.09	283.93	89.85	79.85	79.85	34.38	10/30/23	140.32-		
2132.02	105.11	105.11	.00	.00	.00	11/14/23	105.11-		
3000.03	166.27	166.27	.00	.00	.00	11/22/23	166.27-		
3001.02	437.87	.00	.00	.00	437.87		.00	Final	05/31/21
3001.04	405.55	.00	.00	.00	405.55		.00	Final	10/31/22
3003.01	77.74	77.74	.00	.00	.00	11/21/23	77.74-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	87.28	87.28	.00	.00	.00	11/14/23	174.56-		
3005.02	105.11	105.11	.00	.00	.00	11/15/23	105.11-		
3007.01	61.50	61.50	.00	.00	.00	11/20/23	61.50-		
3009.01	132.52	132.52	.00	.00	.00	11/16/23	132.47-		
3010.01	105.11	105.11	.00	.00	.00	11/30/23	105.11-		
3011.01	78.48	77.74	.74	.00	.00	11/16/23	77.00-		
3012.03	31.70	72.63-	34.61	34.61	35.11	02/07/23	900.00-		
3013.01	105.11	105.11	.00	.00	.00	11/06/23	105.11-		
3014.01	77.74	77.74	.00	.00	.00	11/20/23	77.74-		
3015.01	77.74	77.74	.00	.00	.00	11/27/23	77.74-		

Customer Number	Balance	11/30/2023	10/31/2023	09/30/2023	08/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3016.01	104.62	104.62	.00	.00	.00	11/06/23	105.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	155.48	77.74	77.74	.00	.00	10/18/23	155.48-		
3018.01	110.11	105.11	5.00	.00	.00	11/20/23	100.11-		
3019.01	88.54	88.54	.00	.00	.00	11/14/23	88.54-		
3021.01	45.20	45.20	.00	.00	.00	11/13/23	45.20-		
3022.03	125.02	62.51	62.51	.00	.00	11/06/23	62.51-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	56.64	56.64	.00	.00	.00	11/16/23	56.64-		
3024.02	46.41	46.41	.00	.00	.00	11/13/23	46.41-		
3025.02	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
3026.01	210.22	105.11	105.11	.00	.00	10/25/23	105.11-		
3029.01	.32	790.69-	71.91	71.91	647.19	12/12/22	1,261.00-		
3030.08	77.74	77.74	.00	.00	.00	11/15/23	77.74-		
3032.11	46.41	46.41	.00	.00	.00	11/15/23	46.41-		
3034.01	85.53	77.74	7.79	.00	.00	11/16/23	69.43-		
3035.01	114.07	105.11	8.96	.00	.00	11/27/23	90.00-		
3038.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
3039.02	266.20-	266.20-	.00	.00	.00		.00	Final	04/01/17
3039.04	184.11	184.11	.00	.00	.00	11/16/23	184.11-		
3040.01	210.00	105.00	105.00	.00	.00	10/17/23	315.00-		
4000.01	141.21	141.21	.00	.00	.00	11/08/23	141.21-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	325.33	115.11	105.11	105.11	.00	09/18/23	210.22-		
5001.01	59.68	160.88-	63.22	78.67	78.67	07/17/23	550.00-		
5005.01	44.72	44.72	.00	.00	.00	11/09/23	44.72-		
5006.01	194.08	194.08	.00	.00	.00	11/13/23	194.08-		
5007.01	507.32	448.64	58.68	.00	.00	11/22/23	531.00-		
5008.03	46.41	46.41	.00	.00	.00	11/27/23	46.41-		
5009.02	223.17	223.17	.00	.00	.00	11/27/23	223.17-		
5010.01	218.78	218.78	.00	.00	.00	11/13/23	218.78-		
5011.02	194.08	194.08	.00	.00	.00	11/13/23	194.08-		
5012.01	194.08	194.08	.00	.00	.00	11/09/23	194.08-		
5013.01	448.02	448.02	.00	.00	.00	11/09/23	448.02-		
5014.01	194.08	194.08	.00	.00	.00	11/09/23	194.08-		
5016.01	450.11	450.11	.00	.00	.00	11/09/23	423.44-		
5017.04	274.08	274.08	.00	.00	.00	11/09/23	371.87-		
5018.03	718.11	718.11	.00	.00	.00	11/14/23	691.47-		
5019.03	402.88	201.44	201.44	.00	.00	10/17/23	201.44-		
5020.01	44.72	44.72	.00	.00	.00	11/16/23	44.72-		
5021.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
5022.01	44.72	44.72	.00	.00	.00	11/13/23	44.72-		
5023.02	194.08	194.08	.00	.00	.00	11/13/23	194.08-		
5025.01	105.11	105.11	.00	.00	.00	11/13/23	105.11-		
5027.01	44.50	44.50	.00	.00	.00	11/20/23	44.50-		
5029.01	357.57	357.57	.00	.00	.00	11/07/23	348.68-		
5031.05	47.96	1.55	46.41	.00	.00	10/04/23	46.41-	Final	11/01/23
5031.06	209.08	209.08	.00	.00	.00		.00		
5039.01	194.08	194.08	.00	.00	.00	11/20/23	194.08-		
5041.03	238.80	238.80	.00	.00	.00	11/06/23	238.80-		
5043.01	1,634.70	1,634.70	.00	.00	.00	11/13/23	1,216.94-		
5046.03	149.36	149.36	.00	.00	.00	11/15/23	149.36-		
5047.01	1,173.14	1,173.14	.00	.00	.00	11/14/23	1,173.14-		
5049.04	194.08	194.08	.00	.00	.00	11/08/23	194.08-		
5052.06	89.44	44.72	44.72	.00	.00	10/23/23	89.44-		
5055.01	1,098.30	1,098.30	.00	.00	.00	11/13/23	3,054.91-		
5057.01	522.04	522.04	.00	.00	.00	11/13/23	522.04-		
5058.02	249.26	249.26	.00	.00	.00	11/14/23	213.70-		

Customer Number	Balance	11/30/2023	10/31/2023	09/30/2023	08/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5059.04	194.08	194.08	.00	.00	.00	11/27/23	360.84-		
5061.01	149.36	149.36	.00	.00	.00	11/20/23	149.36-		
5062.01	318.24	318.24	.00	.00	.00	11/09/23	209.37-		
5064.02	211.42	211.42	.00	.00	.00	11/13/23	211.42-		
5066.03	44.72	44.72	.00	.00	.00	11/06/23	44.72-		
5067.03	194.08	194.08	.00	.00	.00	11/15/23	194.08-		
5074.06	4,027.63-	4,027.63-	.00	.00	.00	11/06/23	450.00-		
5076.01	712.63	712.63	.00	.00	.00	11/14/23	712.63-		
5077.03	194.08	194.08	.00	.00	.00	11/06/23	194.08-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5078.07	120.80-	120.80-	.00	.00	.00	05/31/23	270.10-		
5080.01	388.16	194.08	194.08	.00	.00	10/19/23	574.32-		
5083.08	46.41	46.41	.00	.00	.00	11/06/23	92.82-		
5089.01	28.40	28.40	.00	.00	.00	10/10/23	800.00-		
5092.01	194.08	194.08	.00	.00	.00	11/15/23	198.08-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	1,275.74	337.46	337.46	337.46	263.36	09/26/23	500.00-		
5094.02	211.36	211.36	.00	.00	.00	11/13/23	211.36-		
5095.02	403.94	403.94	.00	.00	.00	11/13/23	403.94-		
5096.03	388.16	492.43-	149.36	149.36	581.87	10/23/23	125.68-		
5097.01	194.08	194.08	.00	.00	.00	11/29/23	194.08-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	105.11	105.11	.00	.00	.00	11/07/23	105.11-		
6000.02	324.78	324.78	.00	.00	.00	11/06/23	324.78-		
6001.01	233.21	233.21	.00	.00	.00	11/15/23	233.21-		
6003.01	282.42	141.21	141.21	.00	.00	10/11/23	141.21-		
6004.02	77.74	77.74	.00	.00	.00	11/15/23	77.74-		
6005.03	105.11	105.11	.00	.00	.00	11/15/23	105.11-		
6006.01	155.48	155.48	.00	.00	.00	11/16/23	155.48-		
6007.02	238.80	238.80	.00	.00	.00	11/14/23	238.80-		
6008.01	581.36	581.36	.00	.00	.00	11/09/23	688.03-		
6009.03	220.12	220.12	.00	.00	.00	11/13/23	220.12-		
6010.03	46.41	46.41	.00	.00	.00	11/13/23	46.41-		
6011.02	166.27	166.27	.00	.00	.00	11/16/23	166.27-		
6012.01	77.74	77.74	.00	.00	.00	11/13/23	77.74-		
6013.02	105.11	105.11	.00	.00	.00	11/06/23	105.11-		
6014.01	132.52	132.52	.00	.00	.00	11/29/23	132.52-		
6015.01	159.70	79.85	79.85	.00	.00	11/06/23	79.85-		
6016.08	77.74	77.74	.00	.00	.00	11/15/23	77.74-		
6017.02	155.48	155.48	.00	.00	.00	11/27/23	155.48-		
6018.01	377.93	377.93	.00	.00	.00	11/06/23	351.26-		
6019.02	266.96	266.96	.00	.00	.00	11/15/23	266.96-		
6021.03	46.41	46.41	.00	.00	.00	11/13/23	15.00-		
6022.02	105.11	105.11	.00	.00	.00	11/21/23	105.11-		
6023.01	10.00-	10.00-	.00	.00	.00	11/22/23	210.22-		
6025.03	140.02	62.51	77.51	.00	.00		.00		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	1,573.13	1,573.13	.00	.00	.00	11/22/23	3,457.37-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17
6027.04	62.51	62.51	.00	.00	.00	11/08/23	197.53-		
6028.08	243.22	87.74	77.74	77.74	.00	09/25/23	243.22-		
6029.01	199.78-	199.78-	.00	.00	.00	11/20/23	80.00-		
6031.02	77.74	77.74	.00	.00	.00	11/15/23	77.74-		
6032.01	220.12	220.12	.00	.00	.00	11/09/23	220.12-		
6033.03	452.84	221.42	211.42	20.00	.00	10/16/23	402.84-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	155.48	77.74	77.74	.00	.00	10/30/23	233.22-		
6041.02	105.11	105.11	.00	.00	.00	11/13/23	105.11-		

Customer Number	Balance	11/30/2023	10/31/2023	09/30/2023	08/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
7001.06	132.52	132.52	.00	.00	.00	11/06/23	132.52-		
7002.01	208.15	208.15	.00	.00	.00	11/09/23	208.15-		
7004.01	77.74	77.74	.00	.00	.00	11/15/23	150.96-		
7005.04	670.09	.00	.00	.00	670.09		.00	Final	05/03/12
7005.05	37.27-	37.27-	.00	.00	.00		.00	Final	11/01/13
7005.09	89.44	44.72	44.72	.00	.00	10/25/23	88.88-		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	127.42	85.77-	33.20	33.20	146.79	03/23/23	500.00-		
7009.01	135.60	45.20	45.20	45.20	.00	09/25/23	135.60-		
7010.01	524.91	524.91	.00	.00	.00	11/09/23	507.12-		
7015.01	194.08	194.08	.00	.00	.00	11/09/23	194.08-		
7017.02	42.27	38.81-	25.36	25.36	30.36	08/07/23	71.08-		
7022.01	44.72	44.72	.00	.00	.00	11/06/23	44.72-		
7024.02	198.83	.00	.00	.00	198.83		.00	Final	12/31/22
7025.01	77.74	77.74	.00	.00	.00	11/22/23	77.74-		
7026.03	325.33	115.11	105.11	105.11	.00	09/21/23	325.33-		
7029.01	26.30	.00	.00	.00	26.30	02/02/23	92.82-	Final	02/17/23
7029.02	105.11	105.11	.00	.00	.00	11/20/23	105.11-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	44.72	44.72	.00	.00	.00	11/06/23	89.44-		
7041.01	.78-	.78-	.00	.00	.00	10/23/23	135.00-		
7044.02	44.72	44.72	.00	.00	.00	11/16/23	44.72-		
7046.02	423.63	141.21	141.21	141.21	.00	11/13/23	141.21-		
7047.01	44.72	44.72	.00	.00	.00	11/08/23	44.72-		
7052.02	77.74	69.07	8.67	.00	.00	11/07/23	77.74-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.05	77.74	77.74	.00	.00	.00	11/07/23	133.22-		
7054.01	177.32	177.32	.00	.00	.00	11/09/23	177.32-		
7057.02	26.04	26.04	.00	.00	.00	11/13/23	26.04-		
7058.01	296.17	.00	.00	.00	296.17		.00	Final	12/01/13
7059.01	46.86-	46.86-	.00	.00	.00		.00	Final	11/01/13
7059.02	463.21	.00	.00	.00	463.21		.00	Final	03/12/20
7059.03	5.41	5.41	.00	.00	.00	11/13/23	47.41-		
7060.01	194.08	194.08	.00	.00	.00	11/09/23	194.08-		
8001.01	2,009.11	2,009.11	.00	.00	.00	11/09/23	212.91-		
8004.03	1,376.80	1,376.80	.00	.00	.00	11/06/23	1,269.30-		
8010.01	175.68-	175.68-	.00	.00	.00	07/06/23	70.00-		
8012.03	52.76	36.74	16.02	.00	.00	10/16/23	61.00-		
8014.03	581.68	290.84	290.84	.00	.00	10/16/23	581.68-		
8015.03	277.20-	277.20-	.00	.00	.00	11/27/23	554.40-		
8022.03	2,844.00	2,844.00	.00	.00	.00	11/07/23	2,844.00-		
8023.02	267.52	267.52	.00	.00	.00	11/09/23	267.52-		
8028.01	347.36	.00	.00	.00	347.36		.00	Final	03/31/12
9999.01	8,784.02-	8,784.02-	.00	.00	.00		.00	Final	01/01/22
Grand Totals:	53,991.61	24,068.32	6,074.09	2,210.52	21,638.68				



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943

Item A.

December 2023 Staff Report for November Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from regular and special Council meetings for November.
- ❖ Assisted Utilities clerk with receiving and posting utility payments.
- ❖ Processed payables and bank reconciliations.
- ❖ Additional Training with Deputy Clerk, Kristen Muenz on various projects.
- ❖ Additional training with Utilities Clerk, Terri Card on meter reading and monthly utility billing process.
- ❖ Assisted Town Manager, Brett Klein with various projects as needed and requested.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Provided rough draft for potential lighting ordinance update.



JEROME MUNICIPAL COURT

Hon. Angela M. Bradshaw Napper, Magistrate

P O Box 335
Jerome, AZ 86331

600 Clark Street
Phone (928) 649-3250

Item A.

TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: November 30, 2023

November seems to have passed in a flash. There were more arrests this month compared to last, so the court calendar has been slightly busier than last as well.

The Court's Security and Emergency Preparedness Committee met this month. We are working in several different areas to improve court safety for employees and members of the public who are court visitors.

A review of the Jerome Town Code was completed, and several possible review suggestions were provided to the town manager for further discussion and possible future action.

Especially during this holiday season, I am grateful to serve the Town of Jerome and be a member of the town team.

MONTHLY REVENUE REMITTANCE

Oct 2023

TOTAL DISBURSEMENT

Item A.

SUBTOTALS:	35.00	3,017.71	3,883.25	19.90	6,955.86
JCEF	35.00		3,803.69	Gen Fund	
FTG	0.00		79.56	Splits	

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZICL	4-13-03	35.00				
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZICLF	4-13-02					
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZICLF	4-13-01					
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03					(S2 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		128.98			128.98 ZADPS & ZDNAS
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05					0.00 ZADRF
Arson Detection Reward Fund	ZADRF	2-11-05					
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33					0.00 ZCAA1, ZDVSF & ZTECH
Citz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		215.17			
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		908.17			
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11					
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECJ	2-11-25					
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05					
DUI Abatement Fnd - 28-1304A, 1382,3 (Extrm DUI, \$250)	ZDUIA	2-15-11					
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34					(S2 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23					36.86 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22					98.00 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		36.86			
FARE Enhanced Dellquency Fee	ZFAR4	2-13-24		98.00			
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		150.60			
Highway Users Rev Fnd (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36					
Jud Collect Enhan Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		55.00			65.00 ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		10.00			
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51					
Medical Srvs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		279.74			
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		159.16			258.62 ZOS 1-89
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		158.00			
Peace Officer Training Equip Fnd (2019-44) 12-116.10, 41-1731	ZPOTE	2-15-42		74.54			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		397.90			
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		117.00			117.00 ZGFDU & ZPSEF
Drug Tech Registration Fnd (Drug lab) 13-3423, 28-737.....	ZTECH	2-15-35					
Victim Rights Penalty (2019 - \$9) 12-116.08 (37.6%)	ZVCAF	2-15-43		63.97			170.28 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		39.78			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		106.31			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01					0.00 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
Court Enhancement Fee	ZCE	4-30-04					2,158.69 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			880.00		
Default Fees - LOCAL	ZDEFF	4-32-01			70.00		95.00 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02			120.00		
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			938.57		
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			206.58		2,158.69 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			83.33		
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20			50.99		
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95					
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07			879.22		
TITLE 22 OTHER FEES (LOCAL JCEF)	ZICLF	4-13-02					
COURT SECURITY FEE	ZMCSF	4-30-25			550.00		
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01					550.00 ZLCL & ZMISC
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02					
2011 Additional Assmt - Citing Agcy Share	ZOS	2-15-03					
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03			79.56		
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02					
Public Defender Fees	ZPUBZ	4-39-71					(S3 WRITE-IN)
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02					
Warrant Fee	ZWARF	4-32-03			25.00		
Jail (Incarceration) Fees	ZJF	4-33-21					
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				19.90	
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		18.53			233.70 ZCEF & ZCEF2

PASS-THROUGH MONIES:		Received
OVERPAYMENT REPORT		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOVR 2-72-01	\$10.00 (SS WRITE-IN)
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
Balance at End of Current Month		\$10.00
UNAPPLIED PAYMENTS REPORT		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$0.00 (SS WRITE-IN)
Allocated During Current month		\$0.00
Balance at End of Current Month		\$0.00
DEFERRED AGENCY ALLOCATIONS REPORT		
Carried Forward from Previous Month		\$0.00
Agency Not Assigned in Current Month	DAA 2-99-02	\$0.00
Allocated During Current month		\$0.00
Balance at End of Current Month		\$0.00
BOND REPORT		
Carried Forward from previous month		\$3,000.00
RECEIVED in current month	ZBND 2-71-01	\$1,000.00
CONVERTED (Exonerated) to Fines/Fees		\$0.00
DISBURSED in current month		\$3,000.00
FORFEITED in current month		\$0.00
Balance at End of Current Month:		\$1,000.00
RESTITUTION REPORT		
Carried Forward from previous month		\$0.00
RECEIVED in current month	ZREST 2-41-01	\$0.00
DISBURSED in current month		\$0.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT		\$6,902.33
JCEF account	\$35.00	
FTG account	\$0.00	
State Revenue	\$3,017.71	
City/Town	\$3,883.25	
Yavapai County	\$19.90	
Other Agencies		
TOTAL DISBURSEMENTS		\$6,955.86
PASS-THROUGH MONIES:		\$1,010.00
Overpayment Refunds	\$10.00	
Unapplied Payments	\$0.00	
Bonds (ZBND)	\$1,000.00	
Restitution (ZREST)	\$0.00	
Agency Not Assigned - not yet allocated	\$0.00	
SABA TOTAL (Total Revenue)		\$7,965.86

I, Micheala Brewer, Court Clerk, of Jerome Municipal Court, Yavapai County, State of Arizona, do hereby certify that the foregoing is a true and correct account of the funds collected by the Court for the month of:

October-23

Signature

Micheala Brewer
 Verified by: Stephanie Wagner

JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45200

TOWN OF JEROME	CODE	GL	AMOUNT	
Forfeited Overpayments		4-91-04	0.00	
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22	0.00	
Defensive Driving School Fee 28-3396	ZDDS	4-31-01	880.00	
Default Fees - LOCAL	ZDEFF	4-32-01	70.00	
Deferred Prosecution Fees	ZDFEE	4-31-02	120.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	938.57	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	206.58	
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	83.33	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	50.99	
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	0.00	
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00	
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	879.22	
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02	0.00	
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02	0.00	
COURT SECURITY FEE	ZMCSF	4-30-25	550.00	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	0.00	
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02		
Non-Refundable Overpayments	ZOVF	4-91-02	0.00	
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02	0.00	
Warrant Fee	ZWARF	4-32-03	25.00	
OTHER CLERK FEES	ZLCL	4-39-09	0.00	
SUBTOTAL - City/Town, General Fund			\$3,803.69	
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	0.00	0.00
Public Defender Fees	ZPUBZ	4-39-71	0.00	
Court Enhancement Fee	ZCE	4-30-04		0.00
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03	79.56	
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03		
SUBTOTAL - City/Town, Split Accounts			\$79.56	
City/Town TOTAL:			\$3,883.25	

October \$\$\$ RECONCILIATION

FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419

Ending Balance from 9/30/2023	\$	80,219.57		
Deposits to account, per bank stmt:	\$	8,142.86	(SABA deposits in AJACS)	(money in transit)
	\$	78,057.38	7,965.86	\$ 177.00

Checks cleared & charge-back debits: date cleared:

#2286	10/3/2023	\$	20.00	Aeron C. Bailly - restitution - st.v.schutz M1349CM2023000003
#2291	10/17/2023	\$	4,755.89	State of Arizona disbursement
#2292	10/12/2023	\$	26.52	Yavapai County disbursement
#2294	10/6/2023	\$	35.00	JCEF - Court disbursement
#2293	10/13/2023	\$	5,467.64	Town of Jerome disbursement
TOTAL:		\$	10,285.05	

Ending Balance from 10/31/23 stmt: \$ **78,057.38**

OFFICER SAFETY EQUIPMENT FUND - PD - Town Revenue (code# 4-23-03)

2020		2021	
		JAN	\$ 92.28
JULY	\$ 176.32	FEB	\$ 85.11
AUG	\$ 129.02	MAR	\$ 199.48
SEPT	\$ 135.16	APR	\$ 242.51
OCT	\$ 109.19	MAY	\$ 249.00
NOV	\$ 81.00	JUNE	\$ 281.34
DEC	\$ 72.88	YTD	\$ 1,853.29

OFFICER SAFETY EQUIPMENT FUND - PD - Town Revenue (code# 4-23-03)

2021		2022	
		JAN	\$ 125.12
JULY	\$ 125.69	FEB	\$ 132.06
AUG	\$ 178.04	MAR	\$ 185.90
SEPT	\$ 181.85	APR	\$ 113.52
OCT	\$ 216.53	MAY	\$ 124.66
NOV	\$ 152.42	JUNE	\$ 132.60
DEC	\$ 106.42	YTD (fiscal)	\$ 1,774.81

OFFICER SAFETY EQUIPMENT FUND - PD - Town Revenue (code# 4-23-03)

2022		2023	
		JAN	\$ 99.35
JULY	\$ 62.98	FEB	\$ 108.97
AUG	\$ 132.10	MAR	\$ 132.86
SEPT	\$ 107.55	APR	\$ 156.99
OCT	\$ 133.29	MAY	\$ 123.14
NOV	\$ 105.80	JUNE	\$ 110.00
DEC	\$ 88.90	YTD (fiscal)	\$ 1,361.93

OFFICER SAFETY EQUIPMENT FUND - PD - Town Revenue (code# 4-23-03)

2023		2024	
		JAN	
JULY	\$ 105.19	FEB	
AUG	\$ 112.05	MAR	
SEPT	\$ 106.00	APR	
OCT	\$ 79.56	MAY	
NOV		JUNE	
DEC		YTD (fiscal)	\$ 402.80

2023-2024

June - May

	<u>Gross</u>	<u>off. safety equip.</u>	<u>ct. security fee</u>	<u>NET to Town</u>
July	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96
August	\$ 5,096.00	\$ 112.05	\$ 663.68	\$ 4,320.27
Sept	\$ 5,467.64	\$ 106.00	\$ 645.32	\$ 4,716.32
October	\$ 3,883.25	\$ 79.56	\$ 550.00	\$ 3,253.69
November				
December				
2024				
January				
February				
March				
April				
May				
June				
TOTAL	\$ 18,821.04	\$ 402.80	\$ 2,465.00	\$ 15,953.24

Court Accounts:

(closing balances as of current month's end)

JCEF	\$ 14,981.50
Fill the Gap	\$ 9,897.74

Jerome Library Staff Report, November 2023

- Reviewed Lost , missing and discarded items. Ordered replacements where appropriate.
- Installed new circulation computer in mail staff area.
- Troubleshoot Printer in Art Room
- Attended Webinar for beginning and struggling readers.
- Reviewed the Science of Reading Resources, including the ABCs of reading and science of managing change for real results.
- Edited the History of Latino culture in Jerome c 1910-1950 for author seeking case material on Jerome's Mexican population.
- Worked on Annual Report for the Arizona State Library.

Respectfully, Kathleen Karvis

Librarian, Jerome Library



Jerome Volunteer Fire Department

Item A.

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
E-mail: blair@jeromefire.us

Fire Chief's Report

Month: November Year: 2023

Calls by Type	Number	Resident	Non-Resident
EMS Calls	18	13	5
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	1	0	1
Still Assignment	2	1	1
Station Staffing	8	8	0
Citizen Assist	9	3	6
Agency Assist	6	3	3
Special Duty	3	2	1
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	1	0	1
HazMat	2	2	0
Dispatch Error	0	0	0
Totals:	50	32	18
Total Calls Chief on Scene	36		
Total JFD Meetings Chief Attended	7		

Department Meetings and Drills	Number
Officer's Meeting	1
Work Session	1
Rope Drill	1
Drills	4

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 646.75
--	---------------------

Fire Chief Meetings	Date
Chief's Meeting	11/1/23
Fire Marshals	11/1/23

Education, Summer Semester:

- Jerome Fire Held a mutual aid training event this month for Rope Rescue. Muma, Lee, Hernandez and Krmptich attended.
- Lee, Whiting, Hernandez, Krmptich, and Jackson all attended and assisted with Allen Muma's week long Operations and Tech rope rescue course this month.

Additional Training:

- On Thursday 5PM November 2nd we had a business meeting with a stop the bleed Overview, conducted by Muma.
- On Thursday 5PM November 9th we conducted A horizontal standpipe Training with Hernandez.
- On Thursday 5PM November 16th we conducted winter Ops training W/ Whiting.
- On Saturday 9 AM November 23rd we conducted training on The Vertex for Rope rescue W/ Lee
- On Thursday 5PM November 30th we conducted training on Fire Attack on 4th St. W/ Giles

Department Affairs and On-going Projects

- Our November call volume is up by 23 calls over last November's 27 calls, totaling 50 calls this month. Our Year-to-Date call volume is 481 compared to last year's 440 calls YTD 2022. Our Fire Department personnel perform their tasks in a professional manner with no injuries occurring.
- We have received a grant for \$120,000, This grant is for Incident Management software as well as laptops. We are currently aiming towards 3AM Innovations and are awaiting finalizations. The software is about \$30,000 and we will be able to purchase the remaining needed hardware such as Laptops, Phones and Vehicle Integration.
- Jerome Fire's New Drone was recently damaged and is being replaced though the initial company. A new one should hopefully be sent to us shortly.
- JFD has received another hazardous fuel grant from the state through PAWUIC as well as Title III Money. The Grant is for 20 acres and will be around the sewage treatment plant and other adjoining drainages. We have until November of 2025 to complete the work. They're hoping to get some of these projects done with the 2 new fuel abatement personnel that was budgeted for.
- We have also Reapplied for The Title III Grant for the next Cycle and hope to hear back on that soon.
- We have finished the setup for making subscriptions available for out-of-town residences and businesses, making it more equitable for residences and businesses for our response. These will be in operation shortly.
- In November from the 12th to the 18th, Allen held a Rope Rescue course, to refresh our crews and teach others throughout the state. This was regarded highly, and we hope to have another maybe around March.
- Rick Hernandez hosted a Thanksgiving Potluck for JFD Members and their Families. This year had a large turnout of over 20 people. This was Rick's Third year of hosting, and he's looking to continue it in the years to come.

Prevention

- We have had a total of 21 Firewise activities and visits to the burn pile in November with 33 loads of trimmings, slash, and brush for a total of 40 combined Jerome's citizen hours as well as 67 total hours from our Fuels Crew and Adult Probation. We are currently managing a crew of 1 Full time and 1 part-time Firewise employees. If you need assistance, and have not filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.
- JFD Performed 7 Business license inspections this month.

Thank you to all Jerome residents and property owners who have helped in the creation of defensible space around their properties by removing dead and overgrown trees, brush, and grasses.

November Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
J-293	11/3/23	10:00	Fri	EMS Resident	47 YOM - Bumped Head - Basic First Aid	2
23-140	11/4/23	10:49	Sat	Wildland	Maid Fire - Mutual Aid	3
J-294	11/4/23	12:30	Sat	Still Assignment Non-Resident	Report of Smoke - Nothing Found	3
J-295	11/4/23	18:00	Sat	Citizen Assist Non-Resident	Disabled Vehicle	1
23-141	11/5/23	8:54	Sun	EMS Resident	49 YOF - Psych Issues	4
J-296	11/5/23	16:30	Sun	Still Assignment Resident	Smell of Gas	4
J-297	11/6/23	9:00	Mon	Citizen Assist Resident	Disabled Vehicle	2
23-142	11/7/23	13:40	Tue	EMS Resident	64 YOF - Unknown Medical	5
23-143	11/7/23	19:30	Tue	EMS Resident	40 YOF - Fainting	6
J-298	11/7/23	20:30	Tue	Citizen Assist Non-Resident	Disabled Vehicle - Jump Start	1
J-299	11/10/23	8:00	Fri	Special Duty Non-Resident	Mutual Aid - Rope Training	6
J-300	11/10/23	15:15	Fri	Citizen Assist Non-Resident	Vehicle Lockout	2
J-301	11/10/23	15:30	Fri	Citizen Assist Non-Resident	Vehicle Lockout	2
J-302	11/12/23	9:00	Sun	Citizen Assist Non-Resident	Disabled Vehicle	3
J-303	11/12/23	8:00	Sun	Station Staffing	Rope Class	5
J-304	11/13/23	8:00	Mon	Station Staffing	Rope Class	6
J-305	11/13/23	15:30	Mon	Hazmat	Clean up Blood	6
23-144	11/14/23	10:30	Tue	EMS Resident	65 YOM - Fall - Unknown Medical	8
J-306	11/14/23	8:00	Tue	Station Staffing	Rope Class	5
J-307	11/14/23	15:30	Tue	Agency Assist Non-Resident	Assist JPD W/ Oversized	3
J-308	11/15/23	8:00	Wed	Station Staffing	Rope Class	7
J-309	11/15/23	14:45	Wed	Citizen Assist Resident	Disabled Vehicle	2
J-310	11/16/23	8:00	Thu	Station Staffing	Rope Class	7
J-311	11/17/23	8:00	Fri	Station Staffing	Rope Class	7
J-312	11/17/23	17:30	Fri	Citizen Assist Resident	Disabled Vehicle - Flat Tire	3
J-313	11/18/23	8:00	Sat	Station Staffing	Rope Class	4
J-314	11/18/23	12:00	Sat	Citizen Assist Non-Resident	Disabled Vehicle - Jump Start	6
J-315	11/19/23	12:00	Sun	EMS Resident	79 YOM - Lift Assist	2
J-316	11/19/23	12:30	Sun	Agency Assist Resident	Water Leak	2
23-145	11/19/23	20:05	Sun	EMS Resident	79 YOM - Unknown Medical	4
23-146	11/20/23	9:53	Mon	EMS Resident	49 YOF - Unknown Medical	7
23-147	11/20/23	13:53	Mon	MVA/Rescue Non-Resident	2 Vehicle Accident	7
J-317	11/21/23	13:30	Tue	Agency Assist Resident	Assist JPW W/ Sewer lines	3
J-318	11/21/23	14:00	Tue	Agency Assist Non-Resident	Assist JPD W/ Oversized	1
23-148	11/22/23	8:13	Wed	EMS Resident	49 YOF - Unknown Medical	6
23-149	11/24/23	14:22	Fri	EMS Non Resident	Nothing Found	4
23-150	11/24/23	14:52	Fri	Agency Assist Non-Resident	JPD W/ Oversized Vehicle	5
J-319	11/23/23	17:00	Thu	Station Staffing	Thanksgiving Staffing	9
23-151	11/24/23	15:11	Fri	EMS Non Resident	13 YOF - Syncope	4
23-152	11/25/23	10:57	Sat	EMS Non Resident	73 YOF - Lightheadedness	6

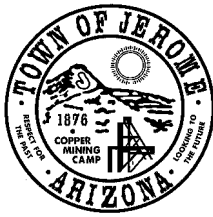
J-320	11/25/23	13:15	Sat	Hazmat	Clean up Oil Spill	4
23-153	11/25/23	15:33	Sat	EMS Non Resident	22 YOF - Sprained Ankle	6
23-154	11/25/23	17:46	Sat	EMS Resident	11 YOF - Broken Wrist	7
J-321	11/25/23	15:00	Sat	Special Duty Resident	Light Up Mountain Event	5
J-322	11/25/23	8:00	Sun	Special Duty Resident	Clean Up Luminaries	3
23-155	11/27/23	12:21	Mon	EMS Resident	46 YOM - Abdominal Pain	5
23-156	11/28/23	14:30	Tue	EMS Resident	78 YOF - Fall	5
23-157	11/28/23	17:14	Wed	EMS Resident	77 YOF - Fall	5
23-158	11/29/23	10:43	Wed	EMS Non Resident	83 YOM - Fall	6
J-323	11/30/23	11:45	Thu	Agency Assist Resident	Assist JPD W/ Oversized	1
Incident	Date	Time	Day of week	Select Type	Additional Info	#

November 2023 Burn Pile Log

JC stands for Jerome citizens.

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# crew	JC# Hrs.	JC Total Hrs.
11/1/2023	Gulch rd.		1	1	1	0			0
11/2/2023	89A		2	7	14				0
11/6/2023	295 Dundee				0	1	1	1	1
11/6/2023	201 Beale				0	4	2	4	8
11/8/2023	402 Main				0	1	12		0
11/10/2023	327 Remington				0	1	2	2	4
11/13/2023	30 Magnolia				0	1	2	2	4
11/13/2023	817 Hampshire				0	1	2	2	4
11/14/2023	752 Gulch Rd.				0	2	1	2	2
11/19/2023	215 Second				0	1	1	2	2
11/19/2023	103 Main				0	1	2	1	2
11/22/2023	875 Gulch Rd.				0	2	2	4	8
11/27/2023	400 Hull Ave.		1	4	4	1			0
11/27/2023	37 Rich St.				0	2	2	2	4
11/28/2023	Main		2	2	4	2			0
11/28/2023	Hull Rd.		2	2	4	2			0
11/28/2023	Clark St.		2	2	4	2			0
11/29/2023	Main/ UVX		1	8	8	3			0
11/30/2023	Hampshire/ Main		2	8	16	3			0
11/30/2023	40 Magnolia				0	1	1	1	1
11/30/2023	Hampshire		4	3	12	2			0
		0	17	37	67	33	30	23	40
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

**Thank you for your continuing support.
Rusty Blair Chief JVFD**



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715 m.boland@jerome.az.gov

Celebrating Our 124th Anniversary
1899 - 2023

March 2023 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

- TRASH: Monday, Wednesday, and Friday.
- PARKS: Clean parks, Weed whip, and Mow.
- RECYCLE: Pickup cardboard Monday, Wednesday, and Friday. The trailer goes to recycle on Thursdays.
- WATER: Read water meters on Thursdays.
- HURF: Clean curb and gutters, Weed whip.
- SEWER: Repair lines.

OTHER PROJECTS

- Had the sewer line on 1st between Charlies and the Reed's water jetted and checked for lining ability.
- Fixed or snaked sewer lines on Hampshire, Center, 3rd, Juarez, Vaqueros, Douglas, and Magnolia.
- Dug up, formed, and poured a new sewer box under the Boardwalk.
- Replace a broken toilet at Puscifer. (we broke it with the power snake)
- Helped a company dig up the regulator on County. We'll order the parts needed for new valves.
- Grade road behind the Mohawk, and clean the gutter on 89a, Cleaned gutters throughout town before the rains.
- Weld a new jack and repair recycle bin on the recycle trailer.
- Strip and rewrap the pipes with insulation and hot tape on Sunshine hill.
- Back fill the waterline to the new bathroom. Coat the walls with waterproofing and backfilled around the bathrooms.
- Patch water leak hole with asphalt patch on 89a.

- Traffic control for surveyors in the Flat Iron district for drainage.
- Replace the gear shift tube on the F-250.
- Take the garbage truck down for a new sensor and brakes.



8723 E Via de Commercio #A-204
Scottsdale, AZ 85258
P: (480) 991-3595 F: (480) 751-1810

MEETING MINUTES

Date: November 13, 2023

PACE Job No. B614

Meeting Date: November 13, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #5

Attendance:

Name	Company	Present
Brett Klein	Town of Jerome	
Marty Boland	Town of Jerome	X
Henry MacVittie	Town of Jerome	X
Jane Moore	Town of Jerome	X
Krishan Ginige	SEC	X
Neil Wilson	SEC	X
Duong Do	PACE	X
Mike Krebs	PACE	X
Nancy Nakaji	PACE	X
Taylor Pierce	PACE	X
Andrea Jaycox	PACE	X
Riley Marget	PACE	

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 60% Design Submittal (Internal Submission Date: 1/9/2024)
 - b. 90% Design Submittal (Internal Submission Date: 2/24/2024)
 - c. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design (60%)	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design e. Structural Design f. Technical Specifications TOC 	PACE, SEC, Wright

5. 30% Design Review Meeting Availability

- Brief overview of the 30% plans.
- Jane Moore to discuss with Brett and the Town staff to present options for design review meeting before 11/22. With a preference towards virtual meeting.

6. Memorandum of Understanding to Verde Exploration

- a. Update from Stratton Law Firm – Expected this week
 - i. Required Easements
 - ii. Construction Access and Equipment Staging at High School property
- MOU shall emphasize that the easements are for items already in place and width will be only what is needed to accomplish the work.

7. Site Information, Surveys, and Constraints

- a. New Sewer Alignment Review
 - i. Depth and slope requirements
 - ii. Manhole count
 - iii. Excavation: cut slope, material storage, hard dig
 - iv. Drainage
 - v. Future access for maintenance by Town
- Width of 10' expected to be minimum width for access.
- No known ordinance for noise, rock blasting, Town to verify. Preference for excavation in this area is hammering due to material and proximity to houses. Work hours of 7am-7pm will be observed.
- Depth and slope to be reviewed for cover w/ construction vehicle traffic.
- b. Easement Review

- i. 30' permanent access road easement with additional slope easement
 - ii. 25' new sewer easements w/ additional construction easement
- 8. Outstanding Items
- 9. Coordination Items
 - a. Pre-AZPDES Meeting – November 22, 2023 @ 1pm
 - i. AZPDES Permit AZ0021804
 - ii. NACOG 208 review
 - b. APP application – Submit early 2024
- 10. Feedback from the Town
 - a. Blower Noise Field Study Results
 - Jane Moore and Marty performed study at WWTP site with 70-75dB leaf blower. Jane contacted nearby residents and noise was not observed over ambient noise at the time (traffic). Additional testing may be done by the Town.
 - Design to move forward with blowers w/ enclosure inside a building. Specified performance to reflect limits observed during the Towns field study.
- 11. Reporting
 - a. Next Consent Order Status Report on or before February 4, 2023
- 12. Action items

ITEM	RESPONSIBLE PARTY	DUE
Maps and Legal Line of Easement	PACE, Mike Krebs	



8723 E Via de Commercio #A-204
Scottsdale, AZ 85258
P: (480) 991-3595 F: (480) 751-1810

MEETING MINUTES

Date: November 27, 2023 **PACE Job No. B614**

Meeting Date: November 27, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #6

Attendance:

Name	Company	Present
Brett Klein	Town of Jerome	X
Marty Boland	Town of Jerome	X
Henry MacVittie	Town of Jerome	X
Krishan Ginige	SEC	X
Neil Wilson	SEC	X
Duong Do	PACE	X
Mike Krebs	PACE	
Nancy Nakaji	PACE	X
Taylor Pierce	PACE	X
Andrea Jaycox	PACE	

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 60% Design Submittal (Internal Submission Date: 1/9/2024)
 - b. 90% Design Submittal (Internal Submission Date: 2/24/2024)
 - c. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design (60%)	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design e. Structural Design f. Technical Specifications TOC 	PACE, SEC, Wright

5. 30% Design Review Meeting Availability this week

- Review Meeting set for Friday 12/1 at 9:30am

6. Memorandum of Understanding to Verde Exploration

- i. Easement request

- Discussed meeting w/ Stratton Law Firm to review easement requests. Draft MOU is underway.

7. Site Information, Surveys, and Constraints

- a. New Sewer Alignment Review (tabled to 30% review)

- i. Depth and slope requirements
- ii. Manhole count
- iii. Excavation: cut slope, material storage, hard dig
- iv. Drainage
- v. Future access for maintenance by Town

- b. Easement Review

- i. 30' permanent access road easement with additional slope easement
- ii. 25' new sewer easements w/ additional construction easement

8. Outstanding Items

- a. **30% Design Review**

9. Coordination Items

- a. AZPDES Meeting Summary – Submit early 2024 (90%)

- briefly summarized meeting with ADEQ and their concurrence with copper and discharge location requests.

- b. APP application – Submit early 2024 (after AZPDES)

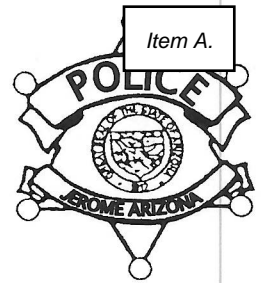
- 10. Feedback from the Town
 - a. Blower Noise Field Study Results
- 11. Reporting
 - a. Next Consent Order Status Report on or before February 4, 2023
- 12. Action items

ITEM	RESPONSIBLE PARTY	DUE
Maps and Legal Line of Easement	PACE, Mike Krebs	



JEROME POLICE DEPARTMENT

ALLEN L. MUMA, CHIEF
305 MAIN STREET
POST OFFICE BOX 335
JEROME, ARIZONA 86331
(928) 634-8992
FAX (928) 649-2776



December 6, 2023

TO: Honorable Mayor and Jerome Town Council

FROM: Allen L. Muma, Chief of Police

Attached please find the police activity reports for November 2023.

During the month of November, the police department responded to 138 calls for service. Of significance, we had one assault at the Grand Hotel involving a disorderly guest. There was a minor assault at Raku Gallery between persons known to each other. We did have an incident where a local fled from police on a motorcycle and was charged with unlawful flight. There were no other significant incidents to report.

Jerome Police Officers and Parking Officers conducted several enforcement actions over the month of May. There were 331 parking citations written. There were 65 citations and 24 warnings for various moving traffic violations.

For the December 2023 status report (November reporting), here are the kiosk totals:

November 2023: \$25,089.75
November 2022: \$29,795.50

Current Fiscal year total (July 1-Nov 30, 2023): \$137,309.10
Previous Fiscal year total (July 1-Nov 30, 2022): \$135,310.70

Respectfully,

Allen L. Muma
Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 12/06/2023
Page : Item A.
Agency : JPD

Calls For Service Totals By Call Type

11/01/2023 to 11/30/2023

Call Type	Totals
10-34 Motorist Assist	1
205 Trespass	1
459 Burglary	1
459A Burglar Alarm	1
475 Dog Bite	1
903 Follow-Up	13
908F Found Property	8
908L Lost or Stolen Property	3
917 Abandoned Vehicle	1
961 Accident - No injuries	1
AA Agency Assist	1
ACP Assist Cottonwood PD	1
ACPD Assist Clarkdale PD	1
ADPS Assist DPS	5
AF Assist Fire Department	13
AYCSO Assist YCSO	7
CA Citizen Assist	1
CO Call Out	1
CSEC Court Security	1
DIS Disorderly Conduct	1
FP Foot Patrol	2
HAR Harrassment	2
HSE Hampshire Speed Enforcement	4
INFO Information	2
IT Impeding Public Throughfare	1
LFA Low Flying Aircraft	1
NOISE Noise Complaint	1
OA Officer Assist	2
OT Oversize Truck	8
PE Parking Enforcement	24
PS Civil Paper Service	3
SC Security Check	10
SLC Street Light Check	4
SS Suspicious Situation	1
T/S Traffic Stop	1
TO Traffic Offense	6
TRN Training	2
VM Vehicle Maintenance	1

Item A.

File Attachments for Item:

A. Report Provided by the Zoning Administrator. Minutes are Provided for Information only and do Not Require any Action



Founded 1876
Incorporated 1899

Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, December 12, 2023
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- The November Planning & Zoning Meeting was again cancelled due to a lack of Agenda items ready.

Design Review Board- The November 28th Regular Meeting of the Design Review Board did not meet, as no Quorum could be met. Multiple members were out sick. Despite this draft copies of the Design Review Guide were handed out to members and public who showed up in order to get comments back.

Board of Adjustment- No meeting of the Board of Adjustment for November.

Code Enforcement- Continued to resolve outstanding code enforcement issues including loose trash, signage problems, and minor infractions.

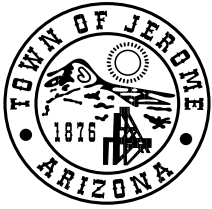
Administrative Approvals- None for the month of November.

Other Business- The first rough draft of the Design Review Guidelines is available for review and mark-up. I will be collecting comments and suggestions, as well as completing the incomplete sections of this draft of the next few months. The final draft will be reviewed by the Design Review Board and once they have approved of the document, it will be recommended to the council for review and adoption as well. In other issues, November into December is proving to be significantly busier this year than the last, with a number of projects and a possible new home construction over the horizon. I have additionally been working with Bill Sims to finalize a Development Agreement approved by the Town Council in 2021 for the Sinclair property (the old pool adjacent to the slide zone) which should be concluded in the next month.

File Attachments for Item:

A. Consider Approval of the November 13th Special Council Meeting Utility Rate Public Hearing, the November 14th Regular Council Meeting and November 30th Special Council Meeting Minutes

Council will consider and may approve the November 13th Special Council Meeting, November 14th Regular Council Meeting and November 30th Special Council Meeting minutes.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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www.jerome.az.gov

MINUTES

SPECIAL COUNCIL MEETING AND PUBLIC HEARING ON PROPOSED UTILITY RATE INCREASE OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

MONDAY, NOVEMBER 13, 2023, AT 6:15 PM

6:15pm (0:35) 1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
Town Clerk to call and record the roll.

Present were Mayor Alex Barber, Vice Mayor Jane Moore, council members Dr. Jack Dillenberg, Sage Harvey and Sonia Sheffield.

Staff present included Town Manager/Clerk Brett Klein, and Accounting Clerk/Administrative Specialist Michele Sharif

2. NEW BUSINESS

Discussion/Possible Action

6:15pm (0:47) A. Public Hearing on the Intent to Increase Water and Wastewater Rates or Rate Components, Fees or Service Charges

Mayor Alex Barber opened the public hearing at 6:15, followed by a brief introduction from Town Manager Brett Klein.

Mr. Klein then introduced Rate Consultant, Dan Jackson from economists.com to present information from their rate study regarding the proposed changes to water and wastewater rates for the Town.

Mr. Jackson addressed Council and Town residents with a power point presentation that outlined current industry trends, increasing costs, comparisons for surrounding communities, Town specific rate study information and proposed water and wastewater rate increases over the course of a 10 year plan.

Dr. Dillenberg shared his thoughts, noting that it is not an easy decision, however the Town is in a good position to implement something that will benefit the community.

Mayor Barber shared her thoughts, noting that the 400 town residents are not the need for an upgrade, it's the 2 million tourists that visit town, which makes it difficult to put the burden on the people that live here.

6:42 (27:08 – 27:20) there was some discussion amongst members of the audience causing Council members to call for order. Audience members were invited to share their thoughts or ask questions, they declined.

Jerome resident Margie Hardy asked a series of questions such as was consideration of our water availability compared to other towns included in the proposal? Were or are there any other sources of income or town subsidy such as using parking meters, increasing the number of meters, or increasing the daily parking costs? She added that seeing the proposal makes the increase not so scary.

Council member Sonia Sheffield expressed her thoughts imparting that commercial rates were changed previously to offset the costs incurred due to the increased load tourists create on the infrastructure. Additionally she is hesitant to put all responsibility onto the businesses, however perhaps there is a way to review commercial rates for businesses using more water/wastewater services than other businesses. Lastly, she is against passing on hardship to residents, however the town water rates have not been increased in over a decade.

Council member Sage Harvey followed with clarification that the Town currently subsidizes water and wastewater rates. Vice Mayor Jane Moore asked to hear from the public what their thoughts and questions and concerns are.

Jerome Resident, Ivy Stearman shared her thoughts regarding Jerome being an aging community, sharing that many families have moved away, and that many residents are on Social Security or may be in more precarious situations such as homes that may require more repairs more frequently. She expressed concern over the impact rate changes could have on the aging community and those that may have problems paying their water bill.

Ms. Hardy questioned if the Town would need more water tanks or additional funding in the future and how would it be funded? Sharing also that she believes that there should be more advertising in the town or outreach regarding the upcoming changes.

It was confirmed that this has been a project in process for a period of time now.

Jerome Resident Nancy Robinson shared with Council and fellow audience members, information from the City of Cottonwood regarding their water services. Based on the information provided by the City of Cottonwood, the city charges every customer a base charge of approximately \$95, then a volume charge per 1,000/gal.

Vice Mayor Moore shared with everyone her math based on her own personal residential water and sewer rates currently as well as at the 5 year proposal mark. Adding that over the course of the first 5 years it appears an increase of roughly \$50 total.

At approximately 6:56p.m. (41:39 – 43:12) Ms. Sheffield left the dais and council chambers for a brief period.

Ms. Moore then shared her thoughts on being a business owner in Town using water. She added businesses make money off the ability to use water and sewer, unlike a resident, so it seems fair that the businesses pay higher water and sewer rates as part of the cost of doing business. She points out in her shop they may use more water making clay, but not nearly as much, for example, as a hotel or a restaurant. Finishing, Ms. Moore acknowledges that it is hard for those retired or on fixed income, and that maybe there is something the Town can look into to assist residents having difficulty paying their utility bill.

Ms. Harvey clarified an earlier question from Ms. Hardy regarding additional water tanks. She shared that there is currently budgeting for additional water storage.

Ms. Barber invited anyone else to share their comments or thoughts.

Jerome resident Mark Krmpotich shared that the community needs to be thinking into the future, the next 50, 75 and 100 years. The town has existed and will continue to exist long after its current residents are gone, so we should be looking not just at the next few years, but more long term.

Ms. Barber asked council for their thoughts and input on 2 letters received from Jerome residents.

Ms. Stearman shared concerns regarding fire hazards, using a neighboring property as an example if water has been shut off to a residence. She was advised to address zoning issues such as trash on a property with the Zoning Administrator.

Ms. Robinson recalled there possibly having been prior conversation regarding a base charge to customers/residents that spend part of their year out of Town, instead of stopping paying for services completely while their homes in town are vacant.

Ms. Moore and Dr. Dillenberg both shared sentiments that it is a good idea.

Dr. Dillenberg reiterated earlier statements that he believes there will be future opportunities to increase revenue from visitors, and asked if there was anything that needed to be decided today.

Mayor Barber closed the public hearing at 7:12p (57:12)

7:12pm (57:20) B. Consideration of New / Increased Water and Wastewater Rates, or Rate Components or Service Charges, and Directing Staff to Take Action for Council to Adopt Water and Wastewater Rates, or Rate Components, or Service Charges at a Future Council Meeting

Following the public hearing, Council will discuss and consider new / increased water and wastewater rates, or rate components, or service charges, and may direct staff to take action for formal adoption at a future meeting.

Mayor Barber asked Council for input

Dr. Dillenberg shared that he believes there will be opportunities in the future to generate future revenue, but this increase is not excessive, and we need to move forward.

Ms. Harvey agreed.

Motion to Place Consideration of Scenario No. 1 on the Agenda of the Regular Council Meeting of December 12, 2023

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER				X		
DILLENBERG	X		X			
HARVEY		X	X			
MOORE			X			
SHEFFIELD			X			

7:15pm (1:00:42) 3. ADJOURNMENT

Motion to Adjourn at 7:15pm

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY			X			
MOORE			X			
SHEFFIELD		X	X			

APPROVE:

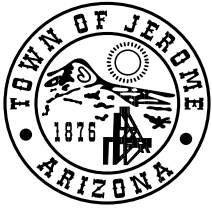
ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager/Clerk

Date

DRAFT



TOWN OF JEROME

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MINUTES

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, NOVEMBER 14, 2023, AT 7:00 PM

7:00pm (0:21) 1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
 Town Clerk to call and record the roll.

Present were Mayor Alex Barber, Vice Mayor Jane Moore, council members Dr. Jack Dillenberg and Sage Harvey. Council member Sonia Sheffield attended via telephone.

Staff present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.

For the convenience of those present it was decided to move up two items. Items 8A and 8B were moved up to follow the Zoning Administrator's report. All remaining items were addressed in the order in which they were appear on the agenda.

7:00pm (0:35) 2. FINANCIAL REPORTS

Discussion/Possible Action

Financial Report and Detail Invoice Register Report for October 2023

Council will consider and may approve the financial reports for month ending October 2023.

Mayor Alex Barber asked if there were any questions regarding the financial reports. There were none. Dr. Dillenberg motioned to approve. Ms. Harvey seconded, and the motion passed unanimously.

Motion to approve the Financial Reports for October 2023

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD			X			

7:01pm (1:00) 3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

Reports by the Town Manager / Clerk, Deputy Clerk, Utilites Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

Town Manager, Brett Klein updated the council on the status of a grant awarded for the planning and design of Verde Avenue.

Vice Mayor Moore asked if the award was only for planning and design.

Mayor Barber asked for confirmation on the amount of the grant, and if the letters of support were helping the Town.

Mr. Klein confirmed the amount of the award and that the letters have been helpful.

Dr. Dillenberg moved to approve the reports. Mayor Barber seconded, and the motion passed unanimously.

Motion to approve Staff and Council Reports

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG	X		X			
HARVEY			X			
MOORE			X			
SHEFFIELD			X			

7:02pm (2:38) 4. ZONING ADMINISTRATOR’S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

Report Provided by the Zoning Administrator. Minutes are Provided for Information only and do Not Require any Action

Zoning Administrator Will Blodgett gave a brief update on the status of the revision of the Design Review guidelines. Mayor Barber inquired about the new management at the Hight School building. Mr. Blodgett said it is going really well, they are desiring to come into compliance, and are headed in the right direction. Mayor Barber questioned who the manager was and if they were a previous employee in Town. Mr. Blodgett confirmed the name of the manager but was unaware of any other history with Town.

7:10pm (10:13) 5. APPROVAL OF MINUTES

Discussion/Possible Action

Consider Approval of the October 10th Regular Council Meeting Minutes

Council will consider and may approve the October 10th Regular Council Meeting minutes. Mayor Barber introduced the minutes, noting she found a couple of typos. She then motioned to approve the minutes with the minor changes as noted. Ms. Harvey seconded the motion, and it was passed unanimously.

Motion to approve Regular Council Meeting Minutes for October 10th With Minor Changes

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
SHEFFIELD			X			

7:11 (11:52) 6. PETITIONS FROM THE PUBLIC

There were no petitions from the public.

7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

7:12pm (12:09) A. Consideration of Resolution No. 662, Approving and Authorizing the Mayor to Execute an Intergovernmental Agreement (IGA) Between the Town of Jerome and the State of Arizona, Department of Revenue, for the Administration, Collection, Audit, and Licensing of Transaction Privilege Taxes, Use Taxes, Severance Taxes, Jet Fuel Excise and Use Taxes and Rental Occupancy Taxes Imposed by the State, Cities or Towns

Council will consider and may approve Resolution No. 662. Mayor Barber introduced the resolution. Mr. Klein summarized the resolution for Council, noting that the current agreement with all cities and towns is set to expire and this is a renewal that has been worked on for years with a statewide taskforce. Ms. Harvey motioned to approve, Dr. Dillenberg seconded the motion and it was passed unanimously.

Motion to approve IGA between Town and State of AZ Dept of Revenue

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD			X			

7:13pm (13:32) B. Consideration of First Reading of Ordinance No. 489, Amending Article 10-3, "Special Events" by Replacing it in its Entirety

Council will consider and may approve Ordinance No. 489. Mayor Barber introduced the first reading noting that this has been talked about and changes were requested. She inquired if everyone’s requested changes were made in the document. Council members answered affirming that changes were made. She then inquired if it would free up staff time and make sure that the Town receives the proper compensation for events. Mr. Klein answered yes, it is inclusive and easy to follow with the new guidebook. Ms. Moore inquired if we needed to make changes to the fee schedule. Mr. Klein confirmed a fee schedule is set currently and any necessary changes can be made in the upcoming budget meetings.

Dr. Dillenberg moved to approve the first reading. Ms. Harvey seconded, and the motion passed unanimously.

Motion to approve First Reading of Ordinance No. 489

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY		X	X			
MOORE			X			
SHEFFIELD			X			

8. NEW BUSINESS

Discussion/Possible Action

7:04pm (4:01) A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Light up the Mountain Event

Council will consider and may approve the special event permit.

Mayor Barber introduced the special event application for the annual Light Up the Mountain event. She noted that it is done every year and signage has already been hung up around town.

Council member Sage Harvey moved to approve the special even permit.

Dr. Dillenberg seconded and the motion passed unanimously.

Council members thanked the Chamber for their hard work, direction, and everything they've been doing for Town.

Motion to approve Jerome Chamber Special Event Permit for Light Up the Mountain Event

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD			X			

7:04pm (4:45) B. Discussion and Possible Consideration of Jerome Chamber of Commerce Request for a Holiday Sidewalk Display

Council will hear a proposal from the Chamber and may consider the request for a holiday sidewalk display - time may have run out this year but they would like to seek Council input for subsequent years.

Mayor Barber introduced the request for sidewalk displays during the holiday season, asking for council input.

Ms. Harvey confirmed the display requested was the same as what was on display during the Council meeting. She additionally noted she doesn't see it being an impediment to the sidewalk. Dr. Dillenberg agreed.

Vice Mayor Moore suggested measurements be taken outside of businesses to make sure they would be not impede the ADA compliance of 36".

Mr. Klein added that any approval should also be conditional based on receiving approval from the Town's risk insurance provider due to the liability sidewalk displays impose on the Town.

Ms. Moore asked for confirmation on the amount of time the displays would be up.

Chamber members requested they be up at the start of the Light up Mountain event until after the holiday season, or otherwise at the direction of the Council. Additionally for safety they also recommend sandbags or something weighted be used to stabilize the base of the cactus tree from falling, and any exposed wiring should be taped down or otherwise covered to eliminate tripping hazards around storefronts and doorways.

Ms. Moore added that she had spoken with the Fire Chief regarding the display who also reiterated that it cannot impede wheelchairs or foot traffic on the sidewalks.

Ms. Barber followed with key points from the staff report, noting that Town Code does not currently allow for sidewalk displays due to safety, accessibility, and liability issues, however the Town Council can approve special circumstances and provide parameters for short in duration displays. She further added that, if approved, this display is a special consideration above and beyond what Council would normally approve.

Dr. Dillenberg motioned to allow the Saguaro Cactus Trees for temporary holiday placement with the conditions of approval from the Fire Department and the Town's Risk Insurance provider. Ms. Harvey seconded the motion, and it passed unanimously.

Motion to Approve the Use of Saguaro Cactus Trees with Restrictions and Contingent on the Approval from Risk Insurance, Fire Department

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY		X	X			
MOORE			X			
SHEFFIELD			X			

7:15pm (15:12) C. Discussion and Possible Staff Direction Regarding the Town of Jerome Anniversary Celebration in 2024, and Level of Town Involvement

Council will discuss and may provide staff direction regarding the upcoming Town anniversary celebration. Ms. Barber notes that in March 2024 Jerome is celebrating 125 years of incorporation. The Historical Society is planning events and inquired what the town is doing. Ms. Barber expressed her desire to support whatever they are planning, including social media notifications.

Ms. Harvey inquired about the possibility of a parade.

Mr. Klein confirmed that Chief Blair has expressed interest to come before Council regarding a parade.

Council agreed that this should be discussed during the January or February meeting if there is no time for it in the December meeting

It was pointed out to Council that there were members of the planning committee in attendance should council have any questions for them directly.

Ms. Barber shared that Historical Society meetings are open to the public and take place on the 3rd Tuesday of the month. She also shared that she would love to see more local residents become members of the Historical Society, as well as to have the Chamber, Historical Society, and the Town all on the same page as friends, not foes.

Ms. Moore directed her question to audience members, Wendy Jones, and Scott Kolu regarding what they currently have planned.

Ms. Jones shared that they've reached out to several business owners, including the Historical Society and Fire Department. Some establishments intend to hire bands, the Historical Society set aside March 8th for a potluck at Spook Hall for local residents. She also shared that March 9th was intended to be open to the public and set to include a potential parade, memorial shrines in the ruins and various other activities around Town, which may include descendants of founding families from Town.

Ms. Moore requested additional clarification on which date the festivities were to be held on.

Mr. Kolu clarified that March 8th was intended as a Jerome celebration private to local residents which may include opening a time capsule, and that Saturday March 9th would be the day for festivities open to the general public.

Ms. Barber made the motion to bring this up again for finalized details in the January or February meeting, if there is no time to get it in the December meeting.

Dr. Dillenberg seconded and the motion passed unanimously.

Motion to discuss further at future council meeting in January or February

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
HARVEY			X			
MOORE			X			
SHEFFIELD			X			

7:21pm (21:22) D. Consider Approval of an Intergovernmental Agreement (IGA) Between the Town of Jerome and Yavapai County Flood Control District for Receiving Funding to Complete the Main Street and Hull Avenue Drainage Improvements and Southwestern Environmental Consultants, Inc., Engineering Proposal for the Main Street and Hull Avenue Drainage Improvements

Council will consider and may approve the IGA and engineering proposal.

Mayor Barber introduced the new business and asked members of council if they had any questions or commentary.

Ms. Barber moved to approve

Dr. Dillenberg seconded, and the motion passed unanimously.

Motion to approve IGA between Town and Yavapai County Flood Control District

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
HARVEY			X			
MOORE			X			
SHEFFIELD			X			

7:22pm (22:28) E. Discussion and Update Regarding the Federal Community Development Block Grant (CDBG) 2024 Funding Cycle, Eligibility Requirements, Timeline and Potential Projects

Council will receive an update on the 2024 CDBG process.

Mr. Klein gave council a brief background on the grant.

Ms. Barber noted that the Town has had an ongoing list of projects to be completed. She asked if a motion was needed.

Mr. Klein advised no motion is necessary because required public hearings will be held.

Ms. Moore inquired if this grant was for projects that still needed to impact low to moderate income homes or could this be used for any public project.

Mr. Klein confirmed that yes this still needs to impact low to moderate income homes.
 Ms. Barber shared some background on other projects that funds had been used for in the past and expressed her thanks to NACOG and other federal agencies for the funds to complete these projects in and around the Town.

7:27pm (27:06) F. Discussion and Possible Staff Direction Regarding Town-Owned "Cemetery" Land in Clarkdale

Council will discuss Town property located within the Town of Clarkdale and may provide staff direction including getting the property ready for sale.
 Mr. Klein indicated that it's been discussed previously for a potential revenue stream for Hotel Jerome and other projects.
 Ms. Barber introduced background information about the last offer, from a previous attempt to sell the property. She motioned to receive an appraisal again, adding that there is more discussion to be had regarding the property.
 Dr. Dillenberg agreed and seconded the motion.
 Ms. Moore requested clarification that the Town will not be selling off the portion of land that still has the cemetery on it. It was confirmed that the portion of land used as the cemetery would not be sold.
 Mr. Blodgett confirmed the area being used as cemetery, noting that there are approximately 29 acres not being used as cemetery currently.
 Ms. Barber shared that because the property was annexed to Town and that some documentation would indicate that the area be used as a Park, she would like the legal information to be further clarified to see if Town is able to sell. She additionally shared that the Town sold a 10 piece of the original parcel in 1996 which was subsequently split up further by the purchaser.
 Ms. Moore asked with the appraisal that they also receive confirmation from legal counsel that the land could be sold. The question was called, and the motion passed unanimously.

Motion to have land appraised again pending Legal guidance

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
HARVEY			X			
MOORE			X			
SHEFFIELD			X			

7:36pm (36:34) G. Consideration of Bids and Awarding a Bid for the Town of Jerome 2023-2024 Asphalt Paving Projects

Council will consider and may award a bid.
 Two bids were presented to Council.
 Mr. Klein gave a brief background on the project and bids received.
 Dr. Dillenberg motioned to award the bid.
 Ms. Harvey seconded the motion.
 Ms. Barber clarified the scope of work to be for the bathroom parking area, Hull Ave. East parking lot and Hull Ave. West parking lot as well as Town Hall.
 Resident Nancy Robinson inquired if the Hull Ave drainage will be completed in conjunction with the paving, as well as if the Town Hall paving was for the whole parking lot or the top half. Her questions were answered directly by Mr. Klein.
 Ms. Moore inquired if the awarded bid is going to use 3" asphalt or 2". It was pointed out that she was viewing 2 different proposals, and that the bid from Specialty Paving indicates the use of 3" asphalt.
 Ms. Barber asked if there was any further dialog or questions. There were none and the motion was passed unanimously.

Motion to approve and award bid to Specialty Paving

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY		X	X			
MOORE			X			
SHEFFIELD			X			

7:41pm (41:04) 9. TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.
 Ms. Barber opened by pointing out the safety hazard when exiting Rich St. for both drivers and pedestrians due to low visibility. She added there is a mirror hung to see traffic coming however sometimes the only safe time to exit the street is as night when you can clearly see headlights coming.
 Ms. Harvey shared a personal experience at the same location noting that a pedestrian was in the road taking photos, a

large SUV was parked obstructing the view in the area and that she didn't see the person in the road until the very last moment.

Ms. Moore added that there is a truck that sticks out on a fairly regular basis near Vaqueros in Town. She inquired if the Town could assess and consider some of the parking spaces for safety.

A member of the audience questioned if the spot could be labeled for compact cars only.

There was some discussion if that would alleviate the problem or if the particular parking spot in question should be changed to a parallel parking space and not an angled one.

Ms. Barber noted that the parking area in front of the Made in Jerome Pottery, Grapes and Coppertown Gelato also frequently has oversized vehicles parked there, many of which stick out into the road. It was mentioned that this area is supposed to be compact cars only.

Ms. Barber asked members of Council if they had anything additional to present, they did not.

7:46pm (46:00) 10. ADJOURNMENT

Ms. Barber made the motion to adjourn the meeting at 7:46.

Ms. Harvey seconded the motion, and the meeting was adjourned.

Motion to Adjourn at 7:46pm

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
SHEFFIELD			X			

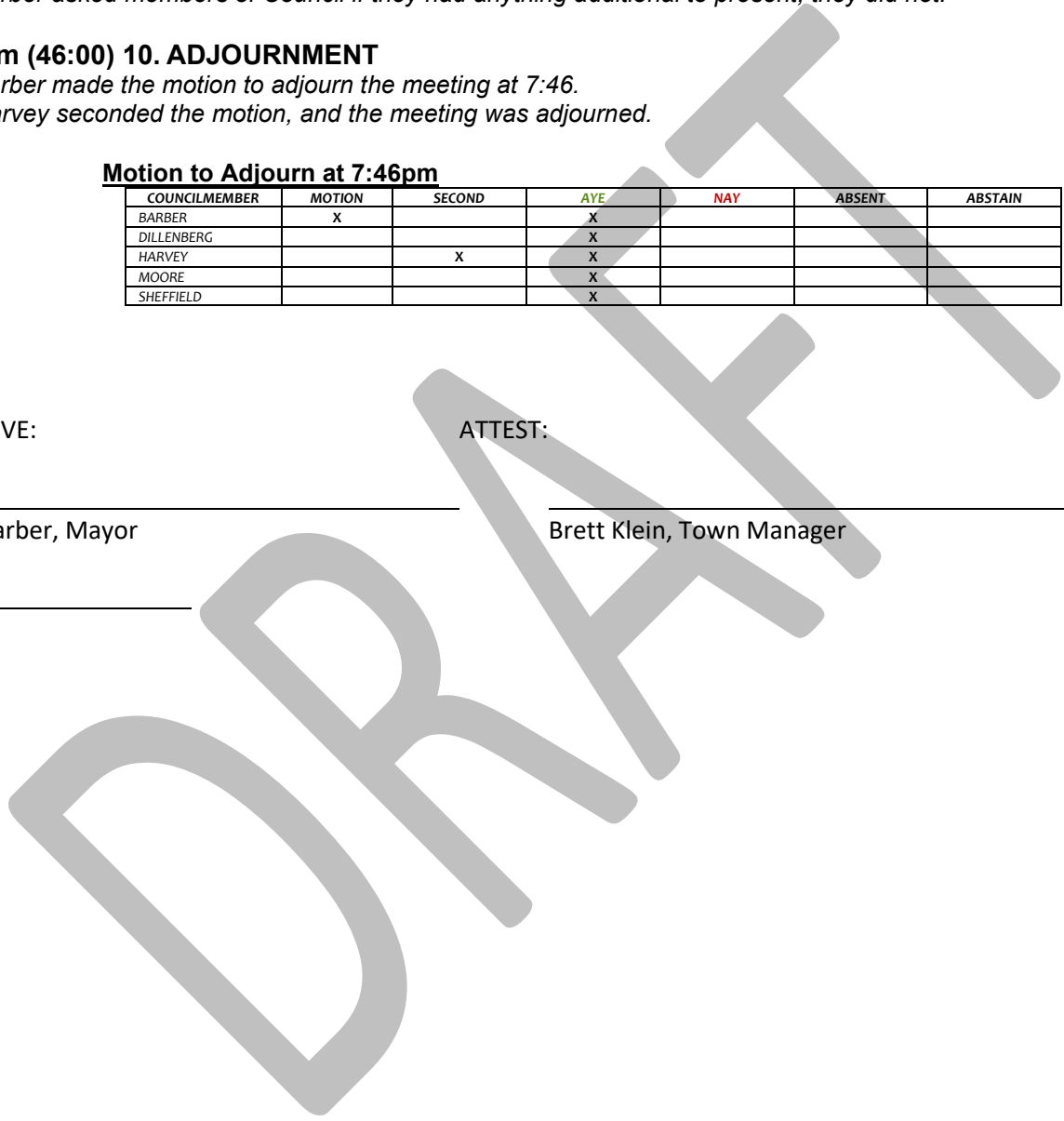
APPROVE:

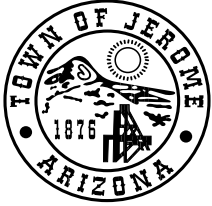
ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

Date





TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943
www.jerome.az.gov

MINUTES

SPECIAL COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

THURSDAY, NOVEMBER 30, 2023, AT 11:30 AM

11:30AM (0:21) 1. CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order

Town Clerk to call and record the roll.

Present were Mayor Alex Barber, Vice Mayor Jane Moore, and Council member Dr. Jack Dillenberg. Council member Sage Harvey joined via telephone.

Staff Present were Town Manager Brett Klein and Deputy Clerk Kristen Muenz

11:30AM (0:36) 2. NEW BUSINESS

Discussion/Possible Action

Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Town Christmas Party at Spook Hall

Council will consider and may approve the special event permit.

Mr. Klein introduced the special event permit application for the Town's annual Christmas Party, which includes a special event liquor license.

Dr. Dillenberg moved to approve the special event, Ms. Moore seconded.

Mayor Barber expressed her reservation about the permit not being completed at least 30 days before the event and inquired about the liquor license for the event.

Chamber of Commerce representative Ginger Mackenzie was present and apologized to council for the latency in the application. She shared that she wasn't aware that a permit was needed, as she was not involved in the holiday activities in years prior. She also shared that alcohol is not being sold, however beer and wine will be present, as well as a receptacle for donations, which entails the need for the liquor license.

Ms. Barber did not recall alcohol being at prior dinners, with it being an all ages event. Ms. Barber shared that she isn't against the annual celebration, her reservation is due to the time frame, and she doesn't want to see issues with other events attempting to turn in late applications expecting an approval.

Ms. Moore shared that she seconded because it's an annual event however she is disappointed that they needed a special meeting to approve, rather than it being presented to Council at the prior regular meeting.

Ms. Harvey reiterated that the Chamber was given leniency because it was a new Chamber, however it's been over a year now, so it is important that they be aware of their deadlines as Council does not want a precedent to be set that last minute events will be approved.

Mr. Klein recapped to Council that due to the new special event regulations taking effect in January situations like this will not arise in the future nor be precedent setting.

Ms. Mackenzie also shared that the Chamber will be appointing someone to know all the rules for applications and special events in Town.

Ms. Barber asked for clarification on what is being approved, the liquor license only or both the special event application and license. Noting that the item number 6 on the application checklist is not checked off.

There was some additional conversation if a liquor license was needed, if donations could be accepted or if the special event could be approved without the liquor license for this year's event.

Dr. Dillenberg restated his motion approving the special event permit including the special event liquor license.

Ms. Moore seconded the motion, adding because it's the Chamber, it's the annual Christmas party, and donations could be helpful.

Mayor Barber called the question with 3 ayes and 1 nay the special event permit was approved.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY				X		
MOORE		X	X			
SHEFFIELD					X	

11:41AM (11:11) 3. ADJOURNMENT

*Ms. Harvey made the motion to adjourn the meeting, Dr. Dillenberg seconded.
The meeting was adjourned at 11:41am*

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD					X	

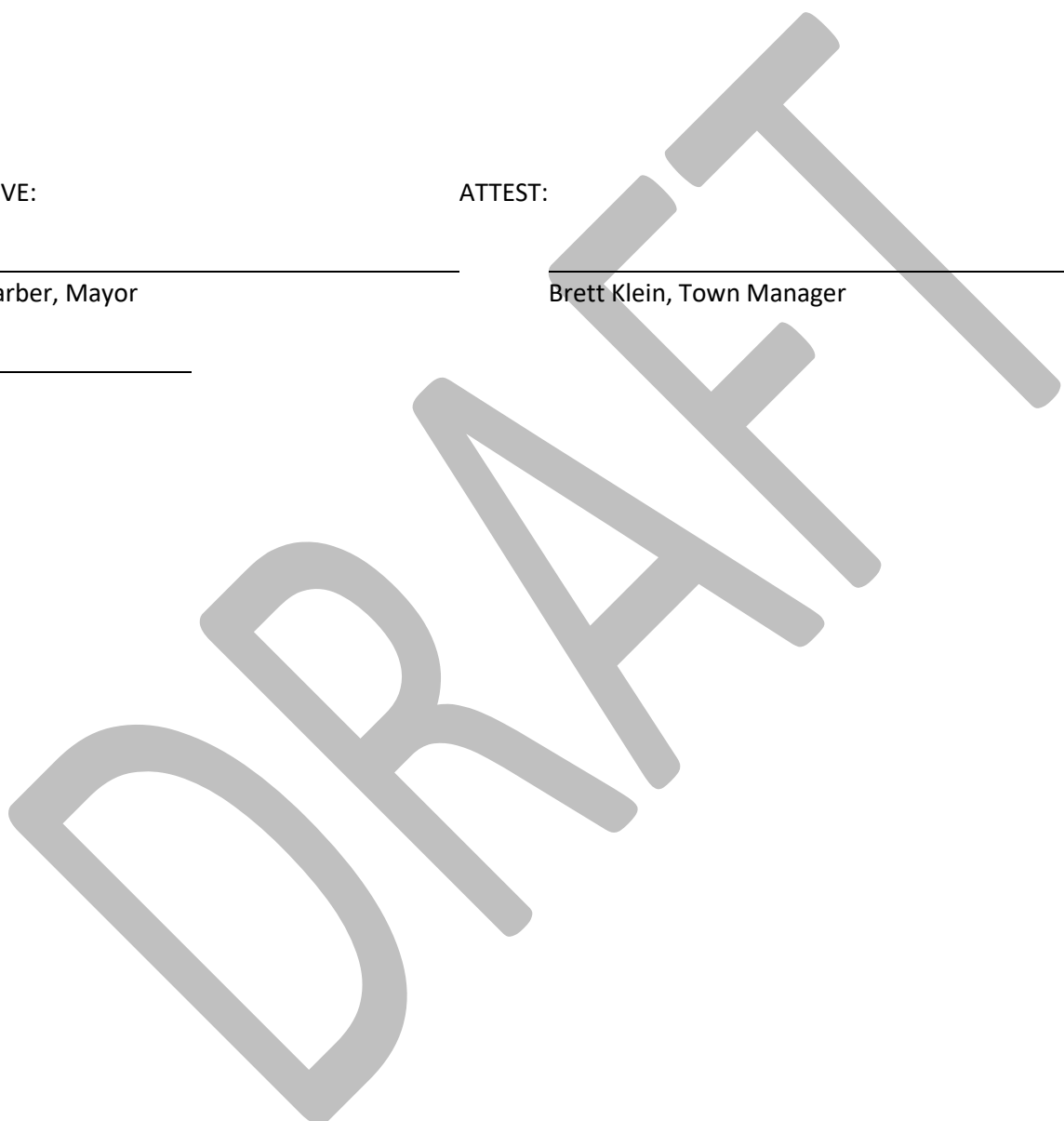
APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

Date



File Attachments for Item:

A. Consideration of Second Reading of Ordinance No. 489, Amending Article 10-3, "Special Events" by Replacing it in its Entirety

Council will consider and may approve the second and final reading Ordinance No. 489.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943

Item A.

ORDINANCE NO. 489

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 10-3, "SPECIAL EVENTS", BY REPLACING IT IN ITS ENTIRETY

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. Article 10-3, is hereby amended to read as follows:

ARTICLE 10-3 **Special Events**

10-3-1 Purpose and Intent

10-3-2 Permit Required

10-3-3 Special Event Permit Application

10-3-4 Restrictions and Limitations

10-3-5 Signage

10-3-6 Fee and Insurance Requirements

10-3-7 Exceptions

10-3-8 Appeals

10-3-9 Violations and Penalty

Section 10-3-1 Purpose and Intent

A. The Purpose of this Article is to provide specific requirements, provisions, limitations, restrictions, and conditions for approval for special events occurring in the Town of Jerome to ensure the general health, safety, and welfare of the community and compatibility of the event with the location and facility.

[Ord. No. 475, 11/9/21]

Section 10-3-2 Permit Required

A. Unless otherwise exempted by Section 10-3-4, a Special Event Permit is required for an event with any of the following components:

1. Occurs on a Town right-of-way or on property owned or leased by the Town;
2. Uses outdoor, amplified sound;
3. Uses tents or canopies;

4. Is advertised for attendance by the general public;
5. Has an admission or registration fee;
6. Offers food, drink, goods, or merchandise for sale or by donation.

[Ord. No. 475, 11/9/21]

Section 10-3-3 Special Event Permit Application

A. Special Event Permit applications shall be submitted to the Town, on forms provided by the Town, for review and approval. Special event permit applications must be submitted at least sixty (60) days prior to the event.

1. All special event applications must be reviewed and approved by the Town Manager, in consultation as needed with the Fire Inspector, Police Chief, Zoning Administrator, Building Inspector, and/or Public Works Director. All special event permit applications that involve serving of any type of alcoholic beverage, cover multiple days, utilize multiple Town-owned venues or amplification of sound and music, are required to be reviewed and approved by the Town Council.
2. Separate permits or approvals may be required by County or State agencies, such as the Yavapai County Environmental Health Department, Arizona Department of Transportation, and Arizona Department of Liquor Licenses and Control. Documentation of such approval, if applicable, must be provided to the Town Clerk at least thirty (30) days prior to the beginning of the event.

B. The Special Event Permit application must include:

1. **Site Plan:** Applicants must submit an event site plan with a Special Event Permit Application that includes the complete area and route. Applications will not be accepted without the event site plan. Electrical panels and fire hydrants must remain accessible from the street at all times. Any changes to the event site plan after initial submittal must immediately be communicated to the Town Hall staff and a new illustrated event site plan must be provided and go through the approval process. Use the following guidelines to submit your event site plan.
 - a. Submit the event site plan on 8 ½” x 11” or 8 ½” x 14” formats.
 - b. Indicate the location of equipment, specific activity areas, locations of fencing or blockage of any area.
 - c. Indicate the location of equipment and parking and include the placement of any vehicles and/or trailers.
 - d. Indicate the location of set up/tear down equipment as well as parking for those setting up the event.
 - e. If the event includes a moving route of any kind, indicate the direction of travel and any street or lane closures.
 - f. Indicate the location of fencing, including type and height, barriers and/or barricades. Indicate any removable fencing for emergency access.

- g. If the event involves the closure of any street, indicate the provision of minimum fifteen feet (15') emergency access lanes throughout the event venue.
- h. Indicate the location of first aid facilities and ambulance staging area, if necessary as ordered by the Fire Chief or his / her designee.
- i. Indicate the location of all stages, amplified stage equipment, generators and/or sources for electricity, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, control access/admission areas, and other temporary structures or activities.
- j. Indicate the direction that speakers will be pointing.
- k. For events that are fenced and/or locations within tents and tent structures, clearly indicate paths of ingress and egress.
- l. Flags may fly on applicant owned flagpole structure if approved on site plan. Flags on applicant owned flagpole structures must not be flown higher than ten feet (10') off the ground.

Town staff have the right to adjust event site plans in order to protect public the well-being of the public, prevent damage to public resources, and not impede the use of public property adjacent to the event location.

2. **Accessibility and Traffic Control Plans:** If applicable as requested by Town staff or as required by Town Code, the event applicant must submit with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades and street closures.
 - a. The Traffic Control Plan must be developed by a licensed and bonded barricade company. Once approved the Traffic Control Plan must be executed by a certified technician from the barricade company.
 - b. Include/indicate the proposed parade/race route, if applicable.
 - c. Traffic Control Plans must be dated and approved for the current year.
 - d. Traffic Control Plans must comply with the current Manual of Uniform Traffic Control Devices.
 - e. The event applicant is responsible for providing all required barricades and traffic control signs.
 - f. Traffic Control Plans must be finalized and approved by the Town of Manager 30 days prior to event.
 - g. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities including without limitation compliance with the American's with Disabilities Act ("ADA").
 - h. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.

- i. Disability access shall include parking, restrooms, clear paths of travel, transportation, signage, accessible vendors and booths.
3. **Community Outreach:** It is recommended that event organizers conduct community outreach in neighborhood(s) surrounding the event location prior to the event and will be required in many instances.
4. **Restrooms Plan:**
 - a. Portable restrooms are required for any event estimating an attendance of 100 or more people. If no permanent restrooms are on-site and the event expects less than 100 attendees, portable restroom requirements may still be required on a case-by-case basis.
 - b. For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event date in order to maintain health and sanitation standards.
 - c. The Americans with Disability Act requires that 5% of all portable toilet units ordered be wheelchair accessible or a minimum of one per order, whichever is greater.
 - d. The town will charge the event applicant for associated costs when the Town of Jerome provided restrooms are not cleaned and restocked following use.
 - e. If a Town site includes permanent restrooms, it is the responsibility of the event applicant to clean and restock the restrooms during the event. Additional portable restrooms may be required.
 - f. Portable restrooms may not be placed on sidewalks or grass areas. The proposed location must be clearly indicated on the site plan.
5. **Trash and Waste Removal Plan:**
 - a. Additional trash and recycling services are required for any event estimating attendance of 100 or more people.
 - b. Event applicant is responsible for removal of all trash generated by the event. If Town staff finds the receptacles full or overflowing, and/or additional waste found within the park(s) or other public venues, after the take-down time stated on the permit, event applicant may be billed an additional service charge to be determined according to time spent cleaning the waste.
 - c. Please contact the Town of Jerome for assistance in determining trash needs when preparing the special event application.
6. **Transaction Privilege Tax License Requirements:** The event applicant must submit a list of all participating vendors to the Town of Jerome Manager prior to the event. List must include vendors' business name(s) (dba), owner(s) name(s), physical

location of business, contact telephone number(s), and vendor's Transaction Sales Tax License number with Jerome listed as a Region Code. Services to register, file and pay are available online at AZTaxes.gov.

7. Alcohol License Required:

- a. If required for the event, Special Event Liquor License applications are available online at:
https://azliquor.gov/forms/lic_specialeventapp_access.pdf
- b. After completing the application, the event applicant must deliver or send the application to the Police Department and Town Clerk for review no later than sixty (60) days prior to the event.

8. Licenses and Permits: Copies of any required State or local licenses, or application submitted for State or local licenses for any business attending, including Town of Jerome Business licenses when required shall be delivered to the Town Manager no later than seven (7) days prior to the start of the special event. See Article 8-3 of the Jerome Town Code.

9. Parades, Walks and Race Routes:

- a. Detailed illustration of event routes must be included in the event site plan. Proposed street closures must include a traffic control plan from a licenses barricade company.
- b. Throwing any items from parade floats or other motorized vehicles is strictly prohibited.
- c. When an event route extends beyond city limits/jurisdiction, written approval for property use is required from the associated agency. (AZ State highways, railroad, National Forest Service, Yavapai County, etc.)
- d. The event applicant is responsible for cleaning the parade, motorcade, walk or race route. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the event producer.

10. Guidebook Provisions: All provisions of the Town of Jerome Special Event Guidebook must be adhered to and included in a special event application.

C. Special events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." This application must be submitted along with the Special Event Permit application at the same time of submission.

[Ord. No. 475, 11/9/21; Ord No. 486, 12/13/22]

Section 10-3-4 Restrictions and Limitations

A. Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.

- B. The Town reserves the right to limit the hours of the special event to avoid unreasonable interference with adjacent properties.
- C. No special event shall be detrimental to the public health, safety, peace, convenience, comfort and general welfare of persons residing or working in the neighborhood of such event or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the Town.
- D. The special event must not disrupt parking access, traffic flow, pedestrian access or landscaped areas.
- E. Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the special event or as otherwise provided for in the Special Event Permit.
- F. No special event shall continue for longer than two consecutive days without explicit permission from the Jerome Town Council.
- G. Any event where attendance is anticipated by more people than the building's current occupancy limit will allow, and where attendees will spill out on the Town's sidewalks or streets, must arrange for a law enforcement officer to provide crowd control. This applies to exempt events described in section 10-3-7 as well as non-exempt events.

[Ord. No. 475, 11/9/21]

Section 10-3-5 Signage

- A. All signage must comply with Section 509 of the Jerome Zoning Ordinance.
- B. A separate sign permit is not required for special event signs.

[Ord. No. 475, 11/9/21]

Section 10-3-6 Fee and Insurance Requirements

- A. The application for a Special Event Permit shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council. No part of the application fee shall be returnable. Payment of the application fee shall be waived when the petitioner is representing Yavapai County, State or Federal Government.
- B. The applicant shall execute an indemnify and hold harmless agreement indemnifying the Town and its officials, officers, employees, and agents, from any liability related to personal injury, death or property damage as a result of the special event.

C. Insurance Requirements as follows:

1. For events and series of events occurring on Town-owned property, the Applicant/Event Organizer must provide a certificate of insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the Town of Jerome as additionally insured.
2. The Certificate of Insurance naming the Town and its officers, officials, agents and employees as additional insured MUST be accompanied by a broad form additional insured endorsement that is acceptable to the Town of Jerome.
3. Insurance coverage must be maintained for the duration of the event including set-up and take-down dates.
4. The certificate must indicate the dates, times and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
5. For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "Town of Jerome is listed as additional insured for any and all events held on Town Property."
6. Certificate of Insurance and Endorsement shall be addressed to the attention of the Town of Jerome and submitted with the Special Event Permit Application.
7. Finalized certificates of insurance and endorsements must be submitted at minimum 30 days prior to the event date.
8. Minimums are as follows:
 - a. \$1,000,000 per occurrence
 - b. \$1,000,000 aggregate
 - c. \$1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
 - d. \$1,000,000 liquor liability insurance (if applicable)
9. Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
 - a. \$100,000 per occurrence for bodily injury
 - b. \$100,000 per employee for bodily injury by disease
10. \$500,000 aggregate for bodily injury by disease
11. Additional limits may be required after review.
12. Providing the above listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnify agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
13. Insurance coverage provided by the applicant must be primary and non-contributory insurance with respect to the Town, its officers, officials, agents and employees. Any insurance or self-insurance maintained by the Town, its officers, officials, agents or employees must be in excess of the coverage provided by the applicant and must not contribute to such coverage.

[Ord. No. 475, 11/9/21]

Section 10-3-7 Exceptions

- A. The following activities shall be considered exempt from the requirements for a Special Event Permit where such activities are conducted entirely on private property or permitted public facilities. Activities listed as exempt are required to be in compliance with all applicable Town codes, ordinances and regulations at all times, including those pertaining to noise, signs, and off-premise activities.
1. Weddings and funeral ceremonies. Weddings, funerals and similar religious ceremonies conducted at churches, cemeteries, private facilities or residences.
 2. Yard and garage sales. Sale Events conducted at residential properties by and for the residents to allow disposal of miscellaneous used personal property, where such events are otherwise in compliance with all applicable Town codes, ordinances and regulations.
 3. Election activities and political rallies. Activities, meetings, and gatherings of a political nature.
 4. Events conducted entirely on private property at a single location that are also otherwise exempt from obtaining a Special Event Permit.
 5. Private events held in a Town park, attended by no more than 20 people, and where no alcohol is served or consumed.
 6. Town-sponsored or Town co-sponsored activities and events.
- B. Regardless of exemption status, any event where attendance is anticipated by more people than the building's current occupancy limit will allow, and where attendees are expected to spill out on the Town's sidewalks or streets, must arrange for a law enforcement officer to provide crowd control.
- C. Regardless of exemption status, for any event having more than 75 attendees, attendees are encouraged to park at the 300 level parking area or arrange to be shuttled in.
- D. Events which would otherwise require a permit, but which are conducted for the exclusive benefit of a non-profit organization, charitable cause or as a fundraiser for a resident in need, may apply to the Town Council for a special exemption.

[Ord. No. 475, 11/9/21; Ord. No. 486, 12/13/22]

Section 10-3-8 Appeals

- A. Any person may file an appeal with the Town Council over any decision of the Town Manager and/or Staff regarding the granting or denying of a Special Event Permit. If no appeal is filed within fifteen (15) days after the Town's action, the action shall be considered final.
- B. A written appeal shall be filed with the Town Clerk who shall then schedule the item for consideration by the Town Council. The Council shall consider the appeal at a public meeting and shall either uphold the action of the Town Manager, reverse that action, or make a decision of its own findings. The Council's decision shall be final.

[Ord. No. 475, 11/9/21]

Section 10-3-9 Violations and Penalty

- A. Special Events requiring a permit as set forth in this Article and occurring without a valid permit shall be subject to immediate cessation pursuant to notice from the Town Manager or designee. It shall be unlawful to continue event activities after notice of a violation has been issued.
- B. Failure to comply with the requirements of this section or with any stipulations of the Special Event Permit is a Class 2 misdemeanor offense and may be punishable by a fine in an amount up to seven hundred fifty dollars (\$750.00) plus applicable surcharges, imprisonment for a period up to four (4) months, and probation for a period up to two (2) years.

[Ord. No. 475, 11/9/21]

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 3. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 4. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS 12th DAY OF DECEMBER, 2023.

Christina R. Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Brett Klein, Town Manager/Clerk

William J. Sims, Esq. Town Attorney

Date of first reading:

Dates of publication:

Date of adoption:

Date of posting:

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
SHEFFIELD						



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943

Item A.

Town of Jerome Special Event Guidebook 2023- 2024

Thank you for choosing Jerome!

Jerome is an ideal environment to hold a special event due to inviting weather, unique historical significance, an abundance of shops and galleries, and year-round attractiveness to our many visitors and residents. Jerome is a dynamic destination with exemplary art, entertainment, and culinary offerings.

Many requests are received from individuals and groups to hold special events within the Town. These events vary in scope, size, purpose, cost, complexity and frequency. The Town recognizes the special events as an important part of Jerome's quality of life and the contribution they make to a sustainable tourism industry. Special events provide economic benefits to the local businesses and residents, while providing a love of our Town. Special events also provide unique civic, cultural, educational, recreational and entertainment opportunities and experiences.

Most special events represent a major investment of time, money and dedication. When well planned and executed, they can bring rewarding dividends to the organizers as well as the Town of Jerome. Successful events require responsible leadership, careful planning, sensitivity to potential impacts, good organization and follow through, plus the ability to anticipate the unexpected. Town staff are available from multiple departments to assist with questions and potential solutions to your specific event and its planning needs.

This guidebook is a planning resource for special event organizers to assist in executing a safe, successful event. It outlines important procedural items, policies, and contact information to ensure event requirements are met. Please be aware that additional requirements, conditions, and/or permits may be required, and all local, state and federal codes, ordinances, laws, policies, and regulations must be followed.

Section 1: Special Event – General Information and Definition

What is a special event?

A Special Event is considered any temporary event or activity or series of temporary events or activities held outdoors on public property or private property that is inconsistent with the legal use of the property under the Town’s Zoning Ordinance and open to the public by advertisement or invitation, with or without charge, or which utilizes amplified outdoor sound; tents; canopies; and signage.

A special event provides a unique organized, civic, cultural, educational, recreational, or entertainment activity or experience. The description of your event is required as part of your application request and shall identify the type of activity the event attendee will experience.

Neighborhood block parties and private parties or celebrations at private residences such as birthdays, weddings, holiday parties, etc. are not considered a special event.

Where may they occur?

Events may occur anywhere within the Town of Jerome. Events may be held on private or public property or in combination and shall be in compliance with the applicable Town ordinances and State and County regulations.

Special events that are organized, sponsored or co-sponsored by the Town may be exempt from these special event permit requirements. Additionally, the following activities also listed as exempt are required to be in compliance with all applicable town codes, including those pertaining to noise, signs and off-premises activities.

1. Weddings and funeral ceremonies. Weddings, funerals and similar religious ceremonies conducted at churches, cemeteries, private facilities or residences.
2. Election activities and political rallies. Activities, meetings, and gatherings of a political nature.
3. Events conducted entirely on private property at a single location that are also otherwise exempt from obtaining a Special Event Permit

Section 2: Special Event Submittal Process & Timelines

When must I submit a permit application?

Applicants shall submit **completed** applications to the Town no later than:

- 60 calendar days before the special event.

How far in advance may I apply?

Applications are accepted no more than one year in advance of the event date.

May I apply for multiple event dates on one application?

Yes, provided the event layout and general timeframe and duration is the same for each event.

If my event is approved, when am I required to pick up the special event permit?

Town staff need assurance that an event is going to occur, to dedicate resources, services and provide proper planning. This assurance is provided with the issuance of a special event permit that indicates the applicant intends to hold the event as requested.

- Permits for events held on private property must be picked up at least five (5) days prior to the event.

Section 3: Special Event Review Requirements**Amplification & Sound**

Sound: Sound mitigation to nearby businesses and residents should be part of the amplification/sound plan. Speakers must be directed towards the event footprint and positioned to help mitigate sound travel to residences or other nearby businesses. A designated person shall be on site throughout the event to monitor sound and volume levels both on and off site. In some instances, even applicants may be required to conduct decibel readings at pre-determined locations during the event to prevent disturbing others. Noise complaints can result in calls for service from the Jerome Police Department. A police officer or Code Enforcement inspector may require the volume to be reduced or turned off based on complaints or unreasonable sound levels.

Stage: Placement of stage should take into consideration surrounding businesses and residents for proximity to sound and/or performances. If stage placement is in the middle of the event footprint, allow for space to accommodate the crowd while creating space for safe, unrestricted passage to avoid crowd clustering and bottlenecks. Dimensions of the stage should be noted in the application site plan and must meet nationally recognized standards, constructions and listings, and not adversely affect surrounding vegetation on public property.

Equipment & Speakers: Details for any proposed sound systems must be included in the event application and speaker locations shown on the site plan with arrows indicating direction of sound. Potentials sound impacts will be evaluated, and the following considered as part of the evaluation: sound mitigating design features; hours of operation; assigned individual to monitor sound levels throughout the duration of the event; direction of sound travel; and history of noise complaints and violations at the site.

Performances: The application shall address the type of performance and name of performers if known at time of submittal. For type of performance, please indicate if it's a disc jockey, a live band and number of musicians, a live artist, a pre-recorded music, dance troupe, performers, speakers, presenters, auctioneer, etc.

Event Production Schedule, Event Hours including Setup & Teardown Details

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood(s). As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and components of your proposed event and mitigate impacts to the community and demonstrate what solutions are in place for anticipated

negative impacts on businesses and residences. The Special Events Administrator is responsible for evaluating the proposals, requesting additional documentation, and conducting outreach, as needed, to businesses and residences to confirm whether impacts can be adequately addressed and adjusted accordingly.

All events will need to include the event schedule and beginning and ending times, noting the various activities with associated times. Times for setup and removal of event items shall be listed for review. For events with multi-day setup and teardown, note the beginning and ending times each day for consideration of impacts to neighboring properties. Please include the schedule for loading, unloading, deliveries, staging of equipment, and onsite event staff with oversight responsibility.

Fire Services, Emergency Medical Services & Tents

Fire Services: The Fire Department reviews several components of the event request. These include:

- Event entry and emergency exiting for patrons
- Emergency vehicle access
- Tents and canopies
- Propane or flammable equipment such as grills or other cooking devices
- Bonfires and performers using fire.
- Establishing an occupant load for the event area
- Fencing height, type and locations
- First aid facilities
- Vehicle displays

The above items need to be clearly identified on the site plan and may require a separate permit. Some events may require a minimum twenty foot (20') wide emergency access lane as determined by the Fire Department

Health Permits (Yavapai County)

If you intend to prepare, sell, serve, give away, or sample food or consumable products, including beverages, at a public event, you must adhere to all County Health Codes. The Yavapai County Environmental Health Unit is the regulatory authority that issues permits for food and beverage concessions at special events. It is the Department's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk. Any vendor that is preparing or selling food must have a permit from the County. Applications and further information can be found by visiting www.Yavapaiaz.gov and search special event permits.

Insurance & Liability Waivers

Insurance: Event activities on Town/public property must be covered by insurance that protects the event sponsor/applicant and the Town of Jerome. Various types and levels of liability insurance are required depending on the event. This guide provides what is generally required. However, the required coverage and limits will be at the discretion of the Safety & Risk Management division depending on the size and scope of the event. Applicants and entities that are approved and permitted to hold a special event on public property must agree to an

indemnity agreement, insurance with the proper endorsements and participant waivers for athletic events.

Indemnity and Hold Harmless: The indemnity agreement in the special event application must be signed by an entity principal or person authorized to contract on behalf of the entity requesting the special event permit. The indemnification provision contained in the application is an agreement that the applicant will take full financial responsibility for any and all liability arising from or related to the special event regardless of insurance coverage.

Commercial General Liability: Commercial general liability which includes contractual liability in the amount of \$1,000,000 per occurrence; \$1,000,000 Products-Completed Operations Aggregate; and \$2,000,000 General Aggregate is the standard minimum requirement.

Commercial Automobile Liability: The standard requirement is \$1,000,000 combined single limit on owned, non-owned, and hired autos. If the only vehicle used for the special event is that of a barricade company or vendor, the vendor's automobile liability may be used to fulfill this need under the following circumstances:

1. A written contract exists between the special event applicant/permit holder and the vendor that indicates the vendor will assume the vehicle liability for the event. And that contract between special event application/permit holder permit holder and the vendor specifically requires that the vendor make the Town of Jerome an additional insured.
2. The vendor provides a certificate of insurance showing the automobile liability insurance and listing the Town of Jerome as additional insured.
3. The 'Description' section of the certificate notes the event name and the dates including the set up and take down.
4. Providing the above-listed insurance and contract does not in any way reduce or eliminate any responsibility the Applicant assumed under the indemnity agreement, described in the Special Event Application or Permit.

Liquor Liability Insurance: Special events held on Town Property that involve serving of any type of liquor require liquor liability insurance. The amount of liquor liability coverage required depends on several factors including but not limited to the focus of the event, expected demographics of attendees, hours of the event, and number of liquor service areas. The standard requirement is for \$2,000,000 per occurrence coverage.

Required Endorsements: The Town of Jerome shall be endorsed and listed as an Additional Insured under Commercial General Liability, Liquor Liability and Automobile Liability insurance. Applicant/permit holder is required to submit a Certificate of Insurance or other evidence of insurance acceptable to the Town of Jerome reflecting the above insurance coverage before a permit will be issued. The certificate must have the name of the event and dates of the event that include set up and removal/tear down noted in the description section of the certificate along with the following statement: A waiver of subrogation applies in favor of the Town of Jerome for all listed policies and coverages. The certificate holder address is Town of Jerome, 600 Clark St, Jerome, AZ 86331 Attn: Special Events. Providing the insurance certificate does not in any way reduce or eliminate any responsibility the applicant assumed under the indemnity agreement, described in the Special Event Application or Permit.

Liquor Control, Management & Licenses

Liquor Control: If liquor is present at your event, state law requires liquor to be contained within the event footprint. Adequate fencing, at a minimum of Four feet (4') in height, and security personnel must be used to prevent alcohol from being removed from your liquor licensed premises. For any event involving liquor, access to alcohol must be controlled. A perimeter with access points, both entrances and exits, should be illustrated (show the liquor service areas, security staffing locations, identification checking areas) and describe the security process. The perimeter for an event needs to be done in a manner to help prevent liquor violations. Use of security personnel (can be volunteers) must be used to ensure compliance with Arizona Liquor Laws and safety of patrons. Applicant must submit a security plan noting or depicting on the site plan the number and location of security staff to ensure compliance with Arizona Liquor Laws.

Liquor Management: For Security, state the company being used, their responsibilities, identification, checking procedures (Identification Logs, if used, and retention period), security or volunteer uniforms if used, and perimeter fencing (height and material). All security personnel must be properly licensed, and volunteers properly trained.

Liquor Licensing/Permit Requirements: For special events held at locations where there is an existing liquor license, an additional special event liquor license is not required, provided the event is completely contained within the existing liquor license footprint.

If the event footprint includes areas for which there is not an existing liquor license, then a Temporary Special Event liquor license is required if: the event is open to the public, if there is a fee for admission or a fee for food or drink, or if any products are being sold. A liquor license must be obtained through the Arizona Department of Liquor License and Control (ADLLC). Applications can be found on the ADLLC website by visiting <https://www.azliquor.gov/index.cfm>. There are two options for obtaining a liquor license to sell or serve alcohol at a special event, which include:

1. Application for Extension of Premises – This application is required to temporarily expand or enlarge the area that is covered by a current state-issued liquor license. Completed applications must be submitted to the Town of Jerome as part of the special event permit application, either electronically or in person. Once the event is approved, the form will be signed by town staff and sent to the applicant. It is the responsibility of the applicant or licensee to bring the signed form to the ADLLC Liquor Board for the issuance of a temporary liquor permit, with a copy subsequently provided to the town no less than five (5) days prior to the event. For questions on the submittal process, please call Town Hall at 928-634-7943.
2. Special Event Liquor License – These temporary licenses are only available to qualified charitable, civic, fraternal, political party/campaign committees, or religious organizations and require 25% of gross event proceeds be donated to the event charity. A charity can submit for this license a maximum of ten (10) days per year. The charity company members or officers must be in good standing with no criminal record(s). Completed ADLLC and Town applications must be submitted to Jerome Town Hall located at 600 Clark St, Jerome, AZ 86331 for review a minimum of 30 days prior to the event. In addition, all charitable organizations must be registered with the state. Once the request is approved, it will be signed by the Town Manager/Clerk and returned to the applicant to be submitted to the ADLLC Liquor Board for issuance of a liquor license, with a copy subsequently provided to the town

no less than five (5) days prior to the event. For questions on the submittal process, call Town Hall at 928-634-7943.

In addition to the two temporary liquor licenses, there are festival licenses that are required when a winery or distillery sells wine or distilled spirits to patrons to drink on site and “to-go” in sealed, original containers. Completed ADLLS Fair/Festival applications for both farm winery and craft distillery must be submitted to the Town of Jerome for review and signature. Town staff will confirm that the event has been approved prior to final signature. Once approved it will need to be submitted to the ADLLC Liquor Board for issuance of a permit, with a copy subsequently provided to the town no less than five (5) days prior to the event.

The ADLLC is located at 800 W. Washington 5th Floor, Phoenix, AZ 85007. Applications and further information can be found on the ADLLC website.

Parking Plan & ADA Requirements

Parking Plan: A written parking plan must be provided to indicate where the event parking will be. This plan may be illustrated by a map. The applicant is responsible for ensuring that adequate parking for attendees, event volunteers, employees, and vendors is available. The Parking Plan serves to demonstrate that parking or traffic impacts to adjacent areas are minimized. The approved parking locations shall be identified on the planned event webpages and social media.

Offsite Parking: Applicant must obtain written approval from an authorized individual for any privately-owned parking areas and a copy of the approval must be included with the application. Off-site directional signage is reviewed as part of the permit application. A map depicting locations, sign types, and sizes is required for review and approval to assist directing event traffic to approved offsite parking locations.

Ride Services (paid or hired): If ride providers are being planned as part of the event (taxis, Uber, Lyft, pedicabs, golf carts, etc.) please indicate the location of passenger loading and unloading areas along with the estimated number of vehicles to be incorporated into the parking plan for event attendance.

Restroom Facilities

Temporary restroom facilities must be provided at an event unless sufficient availability of public restroom facilities in the immediate area are available for public use. If portable restrooms are provided, at least one shall be ADA accessible with proper approach for access. Temporary toilets may not be placed within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves. Delivery and pickup dates, times, and quantities for portable restrooms or trailers shall be provided as part of the event application. If restroom trailers are used that require water and electrical hookups, sources will need to be shown.

Signage

Signs: Signage used to identify the event may be displayed on-site during the event and within event boundaries. The quantity, size, and location for these items must be included on the site plan or a separate signage plan submitted with the application. Inflatables are not permitted on the rooftops of any buildings. Signs may not be hung or affixed to town property unless given permission to do so directly by the Town of Jerome.

Directional Signage: Temporary, off premises directional signage may be permitted to assist with safe traffic flow. Off Premises signage may be necessary due to the anticipated event attendance (large volume of vehicles) or event location (hidden, off major streets). Proposed sign locations shall be submitted for review and decision as part of the application request. Directional signage placement, standards and quantity allowance questions can be directed to the Town of Jerome.

Course Markings: For athletic events, including runs/walks, signage for directional arrows or course identifiers such as mile markers, shall be included on the course map or can be submitted as a separate signage plan. All approved signage shall be installed the day of the event, unless otherwise approved, and removed immediately following the close of the event. If sidewalks, walkways, or asphalt are being marked, only washable chalk may be used. Tape is not permitted.

Site Plan & Course Map

Site Plan: A detailed site plan is required as part of the application. While site plans are not required to be professionally drawn, they must be legible and provide sufficient detail to demonstrate what an event will look like when activated. The site plan should clearly show the entire event footprint, including the names of all streets or areas that are part of the venue and surrounding area. Site plan footprints should be on an aerial view to show the relationship and location of event items with surrounding properties. Colored site plans are preferred but may be accepted in black and white if the footprint is legible and identifiable. The size of the site plan shall not exceed 11" by 17". If multiple site plans are submitted, one key map showing an overall footprint and corresponding sheet number shall be submitted. If applicable, the following must be shown on the site plan as part of the activated event footprint:

- Tables, chairs, bars, furniture, seating, activities, and games
- Barriers and/or barricades
- Stages (location and dimensions), speakers, platforms, scaffolding, bleachers, grandstands
- Canopies, tents, portable tents, booths, beer gardens, trash containers, and dumpsters, and other temporary structures
- Food booths and cooking areas, grills, and flammable gasses
- Event footprint dimensions and exits
- Generator locations and/or source of electricity
- Placement of display vehicles, food trucks, trailers
- Fencing height and type along with entrance and exit locations
- Passenger loading and unloading areas for valet, transport vehicles, ride providers or shuttles
- Signs, banners, elaborate decorations such as inflatables, balloon arches, etc.

- Vendor and merchandise areas or booths

Course Map/Route: A detailed route or racecourse is required for distance events such as walks, runs, rides, and parades. Indicate the direction of travel and all street or lane closures. All event items being placed along the course must be included as part of the event request. This includes any temporary toilets, water stations, aid stations, tables, canopies, signs, etc.

Street Use, Closures & Restrictions

Traffic Control Plan: A traffic control plan is required if the event impedes, obstructs, impairs, interferes, or disrupts normal use of Town streets, facilities, public sidewalks, or right-of-way. The applicant is responsible for hiring a barricade company for any street, alley, lane, or public sidewalk closure. The Town does not provide barricades. Barricades used in the public right-of-way must comply with state and nationally accepted standards, with regard to placement, type, size, and nighttime reflectivity. For road closures, detour routes including necessary detour signs shall be shown on the plan. Homemade devices, vehicles, and/or other objects are not authorized in lieu of barricades. Any street closures and barricade setup/removal shall match the approved barricade plan on file. Oversight of the barricade setup is the responsibility of the event applicant. Discrepancies or safety issues may result in the delay or cancellation of the event.

Barricade Set/Strike: The event applicant must assign a person with sole responsibility for coordinating the barricade and temporary sign setup and ensuring the traffic control is placed correctly before the event start. Placement of barricades can only be performed by a certified temporary traffic control technician employed by the barricade company. Following the event, all barricade devices need to be removed promptly. Post event barricade and signage removal on arterial streets or plans with extensive devices must be removed by certified employees of the barricade company. Event staff can remove barricades and signs on local streets if it is safe to do so, wearing required safety vests and using extreme caution when maneuvering in traffic. Once the devices are placed on the side of the road, arrangements must be made to have the devices removed promptly by the barricade company.

For athletic or moving events, the Police Department will review the setup in the field prior to the start of the event. If it is not set up correctly or there is an obvious hazard created by the setup, Police will not allow the event to begin until the event is setup correctly and/or all hazards have been fixed. If the improper barricade setup delays or impacts the timing of the street or lane closure, the event may be cancelled.

Neighborhood Notification: Business and resident input is required for proposed full street closures, and other circumstances as directed by the Town.

Trash, Recycling & Cleanup Plan

Trash: Plans must be developed that ensure the proper disposal of waste generated from the event, including setup and teardown. At event conclusion, the venue and surrounding areas must be cleaned and returned to a condition equal to or better than the condition prior to the event. If any portion of the event takes place on town property and town personnel perform additional cleaning due to the event, the applicant will be billed by the Town for this service. Dumpster and recycling container rental inquiries can be directed to Town Hall.

Cleanup Plan: A written cleanup plan must be submitted as part of the Special Event application. This plan must include the types and locations of dumpsters, quantities of individual trash receptacles, the names of any hired services responsible for cleaning up during and after the event, and the location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

Event applicants are responsible for prompt cleanup and removal of debris after the event, from all Town streets, sidewalks, rights-of-way, affected property owners' property including parking areas, sidewalks, steps, and landscaped areas. For multi-day events, clean up should take place daily. Applicants are responsible for cleanup from when the set up begins until tear down crews have finished and removed all event items from the event site. Please be thoughtful of the community and those properties surrounding the event to ensure that the event footprint is in the same or better condition than prior to the event occurring. Clean up includes small pieces of trash removal, broom sweeping, and power washing or street sweeping if necessary.

Tape, spray chalk, or spray paint is not permitted to mark locations for event booths and equipment on sidewalks, walkways or asphalt. Only washable chalk may be used. For culinary events or those that are focused on food and beverage, power washing will be required to remove stains and/or spills that result from the event. Should the Town use its personnel, a contractor, or other provider, and schedule power washing to occur following the event, the bill for these services will be forwarded to the event applicant for payment.

Utilities

Electrical: Events must supply their own electrical resources and planned power source, including any generators. If connecting to a building or outside electrical source, any exposed cables shall be covered with a cable ramp for safety and tripping prevention. Generators that are 20kw or greater require an electrical permit and city inspection.

Water: Applicants must provide a plan for water sources and/or services along with the proper disposal of water, if needed, in accordance with Town storm water regulations. For access to water hydrants or other water sources, based on event needs, may require approval and permit.

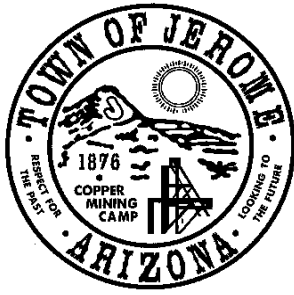
Vendor Sales, Tax & Licensing

Vendors: Vendors who sell products, food or beverages at a special event must obtain a Transaction Privilege Sales Tax License from the Arizona Department of Revenue and have Jerome listed as a region code.

File Attachments for Item:

B. Consideration of Resolution No. 663 Adopting New Water and Sanitary Sewer Rates and Fee Schedule

Council will consider and may approve Resolution No. 663.



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TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Item B.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Resolution No. 663 – Adopting Water and Sanitary Sewer Rates**

MEETING DATE: December 12, 2023

Summary:

Resolution No. 663 utilizes the rates from scenario 1 of the recent rate study provided by Economists.com. This scenario entails the lowest impact to rate payers by continuing to subsidize the utilities through the use of the general fund at the same percentage as is currently applied. The rates cannot go into effect until a minimum of thirty (30) days following adoption of the resolution.

Fiscal Impact:

The new rate structure is needed to fund the utility improvements upcoming while spreading out the impact over five years.

Recommendation:

Staff recommend approval of Resolution No. 663 without modification.



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TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center
600 Clark Street
P.O. Box 335, Jerome, AZ 86331
(928) 634-7943 FAX (928) 634-0715

RESOLUTION NO. 663

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, ESTABLISHING CERTAIN WATER AND SEWER RATES, FEES AND CHARGES

WHEREAS, for the past few years, the Town Council has been examining the reasonableness of its rate structure for water and sewer billing especially in advance of incurring debt for the Town’s new wastewater treatment plant; and

WHEREAS, pursuant to A.R.S. 9-511, the Town commissioned a rate study by Economists.com to examine various rate structures, which study has been made available for review by Town residents; and

WHEREAS, on September 12, 2023, the Town Council approved a “Notice of Intent to Change Billing Method and Set New Rates, Fees or Charges for Water and Wastewater Service,” which notice was published in the Verde Independent; and

WHEREAS, a public hearing to review rate alternatives and solicit input from ratepayers was held on November 13, 2023; and

WHEREAS, it is the desire of the Council to change the billing rates for all utility accounts at this time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Jerome, Arizona, that a new rate plan for all accounts, which plan is attached hereto as Exhibit A and made a part hereof, is hereby adopted, and shall become effective as of February 1, 2024.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the 12th day of December, 2023.

APPROVED:

Christina “Alex” Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

William J. Sims

Brett Klein, Town Manager/Clerk

William J. Sims, Town Attorney

Resolution 663 - Exhibit A: Water and Sanitary Sewer Rates

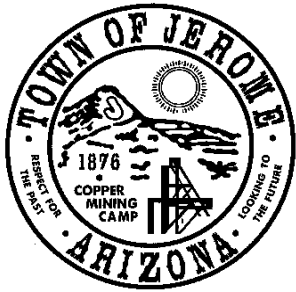
Water Rates	Current	Effective Feb-24	Effective Feb-25	Effective Feb-26	Effective Feb-27	Effective Feb-28
Residential -Single						
Monthly Charge	\$ 25.36	\$ 27.39	\$ 29.58	\$ 31.95	\$ 34.50	\$ 36.92
Residential - Double						
Monthly Charge	33.20	35.86	38.72	41.82	45.17	48.33
Residential -Multi						
Monthly Charge	41.05	44.33	47.88	51.71	55.85	59.76
Residential Outside - Single						
Monthly Charge	28.99	31.31	33.81	36.52	39.44	42.20
Residential Outside - Double						
Monthly Charge	40.90	44.17	47.71	51.52	55.64	59.54
Residential Outside - Multi						
Monthly Charge	51.56	55.68	60.14	64.95	70.15	75.06
Commercial						
Monthly Minimum Charge (Includes 12,000 Gallons)	63.22	68.28	73.74	79.64	86.01	92.03
Volume Rate Per 1,000 Gal 12,000 Above	3.54	3.82	4.13	4.46	4.82	5.15

Wastewater Rates	Current	Effective Feb-24	Effective Feb-25	Effective Feb-26	Effective Feb-27	Effective Feb-28
Residential -Single						
Monthly Charge	\$ 32.54	\$ 37.10	\$ 42.29	\$ 46.94	\$ 52.10	\$ 54.71
Residential - Double						
Monthly Charge	42.60	48.56	55.36	61.45	68.21	71.62
Residential -Multi						
Monthly Charge	52.67	60.04	68.45	75.98	84.34	88.55
Residential Outside - Single						
Monthly Charge	37.19	42.40	48.33	53.65	59.55	62.53
Residential Outside - Double						
Monthly Charge	52.47	59.82	68.19	75.69	84.02	88.22
Residential Outside - Multi						
Monthly Charge	66.15	75.41	85.97	95.43	105.92	111.22
Commercial						
Monthly Minimum Charge (Includes 12,000 Gallons)	79.92	91.11	103.86	115.29	127.97	134.37
Volume Rate/1,000 Gal 12,000 Above	5.00	5.70	6.50	7.21	8.01	8.41

File Attachments for Item:

A. Discussion on New Proposed Lighting Regulations to Comply with Dark Sky Standards

Council will review the initial staff draft and may provide input and direction for future consideration on proposed lighting regulations.



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TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Item A.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk
ITEM: **Item: Discussion on Lighting Regulations**
MEETING DATE: December 12, 2023

Summary:

This is a very rough draft of a proposed code amendment for new and enhanced lighting regulations that are in accordance with Dark Sky regulations and practices. Staff conducted extensive research and we chose the most applicable customization of regulations for the Town of Jerome.

Fiscal Impact:

None.

Recommendation:

This is a discussion item only as this proposed policy is in its initial rough draft form. We have to organize the flow better, but want to first determine we have covered everything Council would like to see in the policy.

Section 502.1 General Provisions – Exterior Lighting

A. Incorporation by Reference

1. A.R.S. Title 49, Chapter 7, Light Pollution is hereby incorporated by reference

B. Purpose

1. This section is intended to establish procedures and standards that ensure minimal light pollution, reduce glare, increase energy conservation, and afford every citizen and business of Jerome the flexibility to engage in the pursuit of safe, inexpensive lighting for the purpose of commerce and private use without detrimentally impacting the pristine nighttime environment free from light pollution, waste, trespass, or clutter.

C. Applicability

1. This chapter shall apply to all outdoor lighting including, but not limited to, search, spot, or floodlights for:
 - a. Buildings and Structures;
 - b. Recreational areas;
 - c. Parking lot lighting;
 - d. Landscape lighting
 - e. Other outdoor lighting
2. New lighting shall meet the requirements of this Code with regard to shielding and lamp type. The total outdoor light output after the new lighting is installed shall not exceed that on the site before the new lighting was installed, or that is permitted by this Code, whichever is greater.
3. If the total cumulative increase in floor area is greater than 50 percent for single family residential or greater than 25 percent for all other uses, or if the total cumulative cost of any exterior modification, alteration or repair is greater than 25 percent of the valuation of the building as determined by the Director, then all exterior lighting fixtures shall comply with this Code. Cumulative modification, replacement, or repair of outdoor lighting constituting 25 percent or more of the permitted lighting output level for the parcel, no matter the actual amount of lighting already on the site, shall require all exterior lighting to comply with this Code.
4. Exemptions
 - a. **Emergency Lighting**
Lighting used only under emergency conditions shall not be subject to this Section 502.01
 - b. **Seasonal Lighting**
Temporary seasonal lighting between the months of October and January 15 shall not be subject to this Section 502.01, provided such lighting does not create glare to motorists or result in light trespass onto adjacent properties.

c. **Lighting Required by FAA or FCC**

Lighting required by the Federal Aviation Administration, or the Federal Communications Commission shall not be subject to this Section 502.01

d. **Special Events**

Special events that have been issued a special even permit shall be allowed temporary lighting for the duration of the event, provided such lighting does not create glare to motorists or result in light trespass onto adjacent properties.

e. **Street Lighting**

With the exception of shielding requirements, this Code does not apply to street lighting within Town and state rights-of-way.

5. **Nonconforming Lighting**

- a. Existing historic nonconforming lighting in use prior to the adoption of this ordinance may continue to be used; if historic fixtures are damaged, they may be restored or repaired in efforts to preserve their historic nature.
- b. Lighting that does not conform to all provisions of this Code shall be brought into compliance. Until this time, no modification or replacement shall be made to a nonconforming fixture unless the fixture thereafter conforms to the provisions of this Code, except that identical lamp replacement is allowed.
- c. In the event that an outdoor lighting fixture is abandoned or damaged to the point of requiring repairs for safe operation, the repaired or replacement fixture shall comply with the provisions of this Code.

D. Definitions

As used in this Code, unless the context clearly indicates otherwise, certain words and phrases shall mean the following:

1. *Abandonment* means the discontinuation of use for a period of six months.
2. *Adaptive Controls* means hardware and/or electronics, used in conjunction with outdoor light fixtures, intended to dynamically alter or adjust the operation of those fixtures. Examples of adaptive controls include, but are not limited to, motion/occupancy sensors, dusk-to-dawn ('astronomical') timers and photocells.
3. *Class 1 Lighting* means all outdoor lighting used for but not limited to outdoor sales or eating areas, assembly or repair areas, advertising and other signs, recreational facilities, and other similar applications where color rendition is important.
4. *Class 2 Lighting* means all outdoor lighting used for but not limited to illumination for walkways, roadways, equipment yards, and parking lots where general illumination of the grounds is the primary concern.
5. *Class 3 Lighting* means any outdoor lighting used for decorative effects, including but limited to architectural illumination, flag monument lighting, and illumination of trees, bushes, etc.
6. *Correlated Color Temperature (CCT)* means the temperature of a source of blackbody radiation whose spectrum best approximates the spectrum of a particular light source, expressed in units of Kelvins. Lamps with a CCT greater than 4000K are considered "cool" sources.
7. *Development Projects* means any residential, commercial, industrial, or mixed used subdivision plan or individual building development or remodeling plan which shall be submitted to the Town for approval.

8. *Direct Illumination* means illumination resulting from light emitted directly from a lamp, luminaire, or reflector, not light diffused through translucent signs, or reflected from other surfaces such as the ground, building faces or luminaire optics.
9. *Footcandle (abbreviated 'fc')* means a unit of illuminance or illumination, equivalent to the illumination produced by a source with luminous intensity of one candela at a distance of one foot and equal to one lumen incident per square foot (approximately 10.764 lux).
10. *Fully Shielded Fixture* means that fixtures are shielded in such a manner that light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.
11. *Initial Lumens* means the lumens rating of a lamp at the time of manufacture, not accounting for losses due to normal lamp aging, or the lumens rating for a brand new light bulb. Initial lumens are measured by manufacturers specifications and usually provided along with product packaging.
12. *Installed* means attached, or fixed in place, whether or not connected to a power source.
13. *Light Trespass* is spill light falling over property lines that illuminates adjacent grounds or buildings in an objectionable manner.
14. *Lumen* is the unit used to measure the actual amount of visible light, which is produced by a lamp as defined by the manufacturer.
15. *Luminaire* means the complete lighting assembly, less the support assembly.
16. *Lux (abbreviated 'lx')* means a unit of illuminance or illumination equal to one lumen per incident square meter (approximately 0.093 fc).
17. *Multi-class Lighting* means any outdoor lighting used for more than one purpose, when the purpose fall under the definitions for two or more lighting classes as defined for Class 1,2 and 3 Lighting above.
18. *Motion Sensing Lighting* means a fixture designed, and properly adjusted, to illuminate an area around a residence or other building by means of switching on a lamp when motion is detected inside an area or perimeter, and switching the lamp off when the detected motion ceases.
19. *Neon Lighting* means lighting using luminous gas filled tubes often formed into text, symbols, or decorative elements. Neon lighting includes tubes with typical diameters of 10 to 20 millimeters filled with neon, argon, xenon, or other gasses and producing various colors of light. Not included are replaceable T-8 (1-inch diameter) and T-12 (1.5-inch diameter) or PL ("compact") fluorescent tubes.
20. *Net Acreage* means the remaining ground area of a parcel after deleting all portions for proposed and existing public right-of-way and undeveloped area.
21. *Opaque* means only that the material must not transmit light from the internal illuminating source: the color of such opaque backgrounds is not restricted.
22. *Outdoor Light Fixtures* means all outdoor illuminating devices, reflective surfaces, lamps, and other devices, either permanently installed or portable, which are used for illumination or advertisement. Such devices shall include, but are not limited to, search, spot, and floodlights for:
 - a. Buildings and structures
 - b. Recreational areas
 - c. Parking lot lighting
 - d. Landscape and architectural lighting
 - e. Billboards and other signs (advertising or other)
 - f. Street lighting

- g. Product display area lighting
- h. Building overhangs and open canopies

23. *Outdoor Recreational Facility* means an area designed for active recreation, whether publicly or privately owned, including but not limited to parks, baseball diamonds, soccer and football fields, golf courses, tennis courts and swimming pools.
24. *Person* includes a corporation, company, partnership, firm association, or society as well as a natural person.
25. *Planning and Zoning Director* means the Director of Planning and Zoning for the Town of Jerome or his or her designated representative.
26. *Temporary Lighting* means lighting which does not conform to the provisions of this Code and which will not be used for more than one thirty (30) day period within a calendar year. Temporary lighting is intended for uses which by their nature are of limited duration; e.g. holiday decorations, civic events, or construction projects.
27. *Total Outdoor Light Output* means the maximum total amount of light measured in lumens, from all outdoor light fixtures on a property. For lamp types that vary their output as they age (such as high pressure sodium and metal halide), the initial output, as defined by the manufacturer, is the value to be considered.
28. *Translucent* means light is transmitted from the internal illumination source.
29. *Unshielded Fixture* means a fixture that allows light to be emitted above the horizontal directly from the lamp or indirectly from the fixture or a reflector.
30. *Watt* is the unit used to measure the electrical power consumption (not the light output) of a lamp.

E. General Requirements

All light fixtures and streetlamps where able, shall be aimed or shielded so that the direct illumination shall be confined to the property boundaries of the source. Particular care is to be taken to assure that the direct illumination does not fall onto or across any public or private street or road. Motion sensing lighting fixtures shall be properly adjusted, according to the manufacturer's instructions, to turn off when detected motion ceases.

1. Class 1 Lighting (High Activity Areas)

Lighting used for outdoor sales or eating areas, assembly or repair areas, signage, recreational facilities, and other similar applications where accurate color rendition is important to preserve the effectiveness of the activity.

2. Class 2 Lighting (Security and Public Safety)

Lighting used for illumination of walkways, roadways, equipment yards, parking lots, and outdoor security where general illumination for safety or security of the grounds is the primary purpose.

3. Class 3 Lighting (Decorative and Accent)

Lighting used for decorative effects such as architectural illumination, flag and monument lighting and illumination of landscaping elements. All Class 3 lighting shall be selected, designed, installed, and aimed so that there is a minimum amount of spill beyond the area(s) to be lighted.

4. **Multi-Class Lighting**

Lighting used for more than one purpose such that the use falls within more than one class as defined for Class 1, 2 or 3 lighting. Multi-class lighting must conform to the standards that apply to the most restrictive included class.

5. **Lighting Plan Submittal Required**

Whenever new exterior lighting is proposed, the applicant shall submit an application, and as part of the application, shall submit sufficient information to enable the Director to determine whether proposed lighting complies with this Code. All applications may be subject to review and action by the Planning and Zoning Commission at the discretion of the Director. The lighting plan shall include information as determined by the Director.

6. **Plan Approval**

If the Director determines that any proposed lighting does not comply with this Code, the associated permit shall not be issued, or the application approved unless an alternative is approved pursuant to Section 502.1.E(7) below.

7. **Discretionary Approval of Lighting Alternatives**

The Director may approve alternative lighting designs, materials, or methods of installation or operation not specifically prescribed by this Code provided the proposed alternative:

- a. Results in approximate equivalence to the applicable specific requirement of this Code; and
- b. Complies with the purpose of this Code as stated in subsection 502.01.B.

8. **Warm Lighting Requirements and Alternatives**

- a. All Class 2 Lighting shall be either low-pressure sodium (LPS) lamps, narrow spectrum amber LEDs, or warm lighting alternatives not to exceed 2,700 Kelvin
- b. For Class 1 Lighting, a development may be eligible for an additional 10 percent increase in the total lighting output level allowed if 50 percent or more of the Class 1 lighting complies with subsection 502.1.E(8)a.

9. **Prohibited Lighting Types and Fixtures**

- a. Outdoor floodlighting by flood light projection above the horizontal is prohibited.
- b. Mercury vapor light bulbs and fixtures.
- c. Lamps emitting a Correlated Color Temperature (CCT) in excess of 4,000 Kelvin
- d. Searchlights, laser source lights, strobe or flashing lights, illusion lights or any similar high intensity light shall not be permitted, except in emergencies by police and fire personnel.
- e. Unshielded lights.
- f. Permanent exposed string lighting for mixed-use and nonresidential uses is prohibited, except as allowed in subsection below
- g. Ambience lighting for outdoor dining/bar areas, interior courtyards, and/or event venues, may be allowed subject to compliance with all other provisions of this Code and with approval by the Director on a case-by-case basis. In reviewing proposals for such lighting, the Director shall consider lighting types, locations, and time of use. Permanent outdoor string lighting shall not flash, blink, fade, or strobe and shall be included in the total partially shielded lumen count for the property. Such lighting, if

allowed by the Director, shall be extinguished immediately after outdoor hours of operation.

10. Shielding and Light Trespass

- a. All light fixtures are required to be fully shielded, unless approved by the Director pursuant to Section 502.01.E.6-7.
- b. Partially shielded light fixtures approved by the Director as part of a lighting alternative pursuant to 502.01.E.7 are limited to a maximum of 3,850 initial lumens per net acre and shall not exceed 1,400 initial lumens per lamp.
- c. All light fixtures shall be aimed and shielded so that the direct illumination shall be confined to the property boundaries of the source. Lighting shall not be aimed onto adjacent properties, except in cases of shared parking, shared pedestrian pathways, or for coordinated development sites spanning multiple parcels.
- d. Light trespass onto adjacent public rights-of-way may be allowed subject to approval of the Director pursuant to subsection 502.01.E.7.

11. Lighting Controls

- a. Motion Sensors
 1. May be used where the sensor is triggered by activity within the property lines and not triggered by activity outside the property lines.
 2. Motion sensing fixtures shall be fully shielded and properly adjusted, according to the manufacturer's instructions, to turn off in a reasonable timeframe after the detected motion ceases.
- b. Lighting Time Limitations
 1. Except for flagpole lighting and landscape lighting, Class 1, and Class 3 lighting shall be extinguished during nonbusiness hours. Lodging businesses are encouraged to reduce lighting during off-peak hours overnight.
 2. Landscape lighting shall be extinguished by close of business or 10:00p.m. whichever is later.
 3. Multi-class lighting shall conform to the time limitations of the strictest class.

F. Uplighting, Exterior Building Lighting and Sign Illumination

1. Subject to the approval of the Director, uplighting or ground-mounted lighting may be allowed to accent unique features of a building and/or surrounding landscaping such as exceptional architectural features, specimen trees with dense year-round foliage, or large native shrub masses, and shall be designed and installed to minimize glare with special consideration to vehicular and pedestrian traffic.
2. All lighting shall be fully shielded to contain and direct the light onto the feature to be illuminated.
3. All uplighting shall be considered partially shielded for the purposes of calculating lighting output levels.

4. All Class 3 lighting shall be selected, designed, installed, and aimed so that there is a minimum amount of spill beyond the area intended to be lighted.
5. Exterior building lighting may be considered Class 1, 2 or 3 Lighting depending on the size, function, illumination, design, and lighting intent.
6. Soffit-mounted light fixtures should be recessed into the soffit or otherwise fully shielded.
7. Architectural lighting shall only be used to highlight special features. The lighting of expansive wall planes or lighting resulting in hot spots on wall or roof planes shall be prohibited.
8. Lighting above entryways or along building perimeters shall use fully shielded fixtures.
9. Lighting used for all externally illuminated signs shall conform to all restrictions of the Code, shall be fully shielded, and shall be turned off at 10:00p.m. or when the business closes, whichever is later.
10. Outdoor internally illuminated advertising signs shall either be constructed with an opaque background and translucent letters and symbols or with a colored (not white, cream, off-white, yellow or other light color) translucent background with either translucent or opaque letters and symbols. Opaque means only that the material must not transmit light from the internal illumination source: the color of such opaque backgrounds is not restricted by this section. Lamps used for internal illumination of such signs shall not be included in the lumens per net acre limit set forth. All internally illuminated signs shall be turned off at 10:00p.m. or when the business closes, whichever is later.

G. Parking Area and Pedestrian Walkway Lighting

1. Considered Class 2 lighting, all parking lot lighting shall use fully shielded fixtures.
2. Parking lot poles shall not exceed 12 feet in height.
3. Low-level pedestrian walkway lighting;
 - a. Considered Class 2 lighting shall utilize fully shielded fixtures;
 - b. Shall use shatterproof lamp coverings;
 - c. Shall not cause the site to exceed the lighting output level established in this Code;
 - d. Shall not be located to present hazards for pedestrians or vehicles.
4. Post or bollard-type walkway lights shall be painted in darker colors such as black, dark brown, dark gray or other dark earth tones.

H. Outdoor Display Lots

Light for outdoor display lots shall be considered Class 1, and shall conform to the lumens per acre limits established except as follows:

1. All such lighting shall be fully shielded, partially shielded fixtures shall be prohibited.
2. If the proposed lumens exceed the per acre limits, the installation shall be designed to achieve no greater than the minimum illuminance levels for the activity as recommended by the Illuminating Engineering Society of North America and shall require approval by the Director pursuant to 502.01.E.7.

3. Outdoor display lot illumination design shall be certified by an Arizona registered engineer as conforming to all applicable restrictions of this Code.
4. Outdoor display lot lighting shall conform to the hours of operation as established under Class 1 lighting standards pursuant to Section 502.01.E.11(b).

I. Installation and Maintenance

1. For all projects where the total initial output of the proposed lighting equals or exceeds 70,000 fixture lumens, or if the Director determines it is necessary, certification that the lighting, as installed, conforms to the approved plans shall be provided by a certified engineer before a Certificate of Occupancy is issued. Until this certification is submitted, approval for the use of a Certificate of Occupancy shall not be issued for the project.
2. Any proposed change to the type of light source after a permit has been issued shall require submitting a change request to the Director for approval prior to the substitution.

J. Temporary Lighting Permits

1. The Planning and Zoning Director may grant a permit for temporary lighting if he or she finds all of the following:
 - a. The purpose of which the lighting is proposed is not intended to extend beyond thirty (30) days;
 - b. The proposed lighting is designed in such a manner as to minimize light as much as feasible;
 - c. The proposed lighting will comply with the general intent of this Code; and
 - d. The permit will be in the public interest.
2. The Planning and Zoning Director shall rule on the application within five (5) business days from the date of submission of the request and notify the applicant in writing of his or her decision. The Director may grant one (1) renewal of the permit for an additional thirty (30) days if he or she finds that, because of an unanticipated change in circumstances, a renewal would be in the public interest. The Director is not authorized to grant more than one temporary permit and one renewal for the same property within one calendar year.

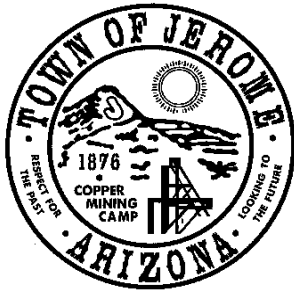
K. Variances

Any person desiring to install an outdoor lighting fixture in violation of this Code may apply to the Planning and Zoning Board for a variance from the regulation in question. Such variances shall be allowed only as provided by Section 105 of Jerome Zoning Ordinance.

File Attachments for Item:

B. Consideration of Sewer Lining Proposal on Center Avenue and First Street

Council will consider the proposal from Mr. Rooter and may approve the proposal and subsequent repair.



Founded 1876
Incorporated 1899

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Item B.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Sewer Lining Proposal – Center and First**

MEETING DATE: December 12, 2023

Summary:

Director of Public Works Marty Boland has been attempting to get a proposal to reline our 4” line for a considerable amount of time, with no vendors capable of completing it on that small of a circumference of piping. Mr. Rooter out of Camp Verde now has the capability and staff feel that the proposal is fair.

Fiscal Impact:

\$28,982.50 which is within the budgeted funds, line item: 20-51-6230.

Recommendation:

Staff recommends approval of the Mr. Rotor proposal to repair the 4” piping using a re-lining system in the amount of \$28,982.50



TOWN OF JEROME

Item B.

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 www.jerome.az.gov

To whom it may concern,

I've contacted all known, local companies about lining a 4" sewer pipe that we have had continuous issues with, but none of them have the capabilities to line anything smaller than a 6" pipe. I found a local company based in Camp Verde, **Mr. Rooter**, who was able to give me a quote on lining this 4" sewer pipe. For the general area, within a 50-mile radius, I consider Mr. Rooter to be the sole source provider based on all the inquiries I've made.

Thank you,

Martin Boland

Public Works Director



Billing Address
 Jerome Public Works
 P.O. Box 335
 Jerome, AZ 86331 USA

Mr. Rooter of Yavapai and Coconino Counties
 PO Box 4380
 Camp Verde, AZ 86322
 (877) 759-7555
 ROC# 260875

Estimate 116785253
 Job 65476
Estimate Date 11/8/2023
 Technician Kyle Carr
 Customer PO

Job Address
 Jerome Public Works
 600 Clark Street
 Jerome, AZ 86331 USA

Estimate Details

Pipe lining sewer main: This is an estimate to pipe line approximately 175ft on Center St between Center and First St beginning at the main access in front of the home at 609 Center St. This estimate includes complimentary video inspection and location of lines to determine location of reinstatement laterals to rejoin branch lines back into the main on specified section of drain. Lateral reinstatement of branch lines will be conducted utilizing a reinstatement cutter to be included in the pricing proposed.

Task #	Description	Quantity	Your Price	Your Total
B25	Advantage Plan Gold Membership - Plumbing 1 year (non-refundable) Next years services are: * Water Heater drain and flush, with proper drain valve * Video Inspection of sewer line with proper access * A treatment of Mr. Rooter BioChoice ES of all drains * Plumbing CheckUp * Inspection of Septic Tank, proper access required * Clean Effluent Filter, proper access required * Annual Backwater Valve Maintenance, proper access required	1.00	\$139.00	\$139.00
C1730	Repair 4" pipe using pipe lining system, each additional foot (15 year WARRANTY on workmanship)	175.00	\$164.82	\$28,843.50
Z9980	Line Locate ***NO CHARGE*** standard rate \$246.98 and member rate \$209.93. Depth and location readings are subject to a variety of circumstances such as utilities, uneven terrain, etc. The exact location and depth may vary from the actual readings.	1.00	\$0.00	\$0.00
Z9968	Video Inspection ***NO CHARGE*** standard rate \$246.98 and member rate \$209.93	1.00	\$0.00	\$0.00
Member Savings				\$2,854.25
Sub-Total				\$28,982.50
Tax				\$0.00
Total				\$28,982.50

Thank you for choosing Mr. Rooter Plumbing!

I agree that the initial price quoted prior to start of work does not include any additional or unforeseen tasks. Nor materials which may be found to be necessary to complete repairs or replacements. I also agree to hold Mr. Rooter or its assigns harmless for parts deemed corroded, unusable or unreliable for completion of stated work to be done. I hereby authorize Mr. Rooter to perform proposed work and agree to all agreement conditions as displayed on this document and further acknowledge that this invoice is due upon receipt. Independently owned and operated franchise. Authorized Amount: \$28,982.50
 Terms and Conditions

TERMS AND CONDITIONS

It is agreed that Mr. Rooter is not responsible for the following:

1. Damage caused to the customer's property as a result of obtaining access to and exposing plumbing and drainage systems.
2. Additional plumbing work beyond that specifically mentioned in this estimate and proposal including, but not limited to, that which may be required because of preexisting plumbing code violations or additional work revealed to be necessary as a result of performing the specified work.
3. Any repairs, installation, removal or replacement on non-plumbing items or activities including but not limited to: concrete, paving, asphalt, slabs, sidewalks, driveways, patios, pools, shrubbery, grass lawns, fences, electrical wiring and fixtures, painting, decorations, plastering, sheetrock and other wall coverings, glass, carpentry, millwork, cabinets, floors, carpeting, floor surfaces and preparation, roofing, flashing, sheet metal gutters, downspouts, brick, stonework, extension walls, steel and other framework.
4. Damage caused to customer's plumbing system by sewer and drain cleaning equipment when such is caused by pre-existing defects in such plumbing systems.

Customer accepts full responsibility for the prompt payment of all costs of this agreement even though customer may intend to obtain reimbursement from others such as landlords, tenants, insurance companies and tortfeasors.

This proposal and said specifications shall not be altered or modified except by written agreement between the parties hereto and verbal understandings and agreements with representatives shall not be binding unless set forth herein.

LIMITED SERVICE WARRANTY

Mr. Rooter warrants, to the extent stated herein, the plumbing repair service and drain cleaning services furnished by it. The stated period of warranty commences upon installation or repair of plumbing or upon cleaning of drains.

Purchaser understands that Mr. Rooter's liability under this warranty is limited to repair, replacement, recleaning or refund of purchaser's money, and does not extend to property damage resulting from drains which become clogged or obstructed or from plumbing work which fails during the agreed upon warranty period.

This warranty gives you specific legal rights. You may also have other rights which vary from state to state.

NOTICE TO OWNER

THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENT IS REQUIRED TO BE MADE TO THE CONTRACTOR.

- 1. Do not sign this contract until you read it or if any spaces intended for the agreed terms, except as to unavailable information, are blank.**
- 2. You are entitled to a copy of this contract at the time you sign it.**
- 3. You may at any time pay off the full unpaid balance due under this contract, and in doing so you may receive a partial rebate of the service charge.**
- 4. You may cancel this contract if it is solicited in person, and you sign it, at a place other than the seller's business address by sending notice of cancellation by certified mail return request receipt requested to the seller at his address which notice shall be postmarked not later than midnight of the third day (excluding Sundays and holidays) following your signing this contract. If you choose to cancel this contract, you must return or make available to the seller at the place of delivery any merchandise, in its original condition, received by you under this contract.**

This contractor is registered to do business in the state in which this work is performed. (See registration number on the front side of this contract.) Where required, this contractor has posted with the State all necessary bonds or cash deposits for the purpose of satisfying claims against the contractor for negligent or improper work or breach of contract in the conduct of the contractor's business. This bond or cash deposit may not be sufficient to cover a claim which might arise from the work done under your contract. If any supplier of materials used in your construction project or any employee of the contractor or subcontractor is not paid by the contractor or subcontractor on your job, your property may be liened to force payment. If you wish

additional protection, you may request the contractor to provide you with the original "lien release" documents from each supplier or subcontractor on your project. The contractor is required to provide you with further information about lien release documents if you request it. General information is also available from the licensing board in your state.

The specific telephone number and address of your governing agency can be found by calling 1-800-583-8003 or by writing Mr. Rooter Corporation, P.O. Box 3146, Waco, Texas 76707.

Arizona Residents Notice to Owner

Property owner has the right to file a written complaint with the registrar for an alleged violation of section 32-1154, subsection A. Complaints must be made to the AZ Registrar of Contractors at (602) 543-1525 or at their website www.azroc.gov within the applicable time period as set forth in section 32-1155, subsection A. This paragraph does not apply to a person who is subject to and complies with section 12-1365.

CALIFORNIA RESIDENTS ONLY NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment. This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property; therefore you need to protect yourself. This will help insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers

working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence of a duplex owned by the individuals, the person signing these releases loses the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete. To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."











File Attachments for Item:

C. Discussion and Possible Staff Direction Regarding Rich Street Turning Issues and Parking Considerations throughout Town

Council will be discussing traffic flow and turning issues on Rich Street, along with parking considerations in certain areas, and may provide staff direction for consideration at a future meeting.

