



TOWN OF JEROME

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

AGENDA

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

TUESDAY, OCTOBER 10, 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. PROCLAMATIONS and PRESENTATIONS

A. Proclamation Proclaiming October as Domestic Violence Awareness Month

Mayor Barber will read or summarize the proclamation. Members from the requesting agency, Verde Valley Sanctuary, will be present.

3. FINANCIAL REPORTS

Discussion/Possible Action

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

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

4. 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.

5. 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**

6. APPROVAL OF MINUTES

Discussion/Possible Action

- A. Consider Approval of the September 12th Regular Council Meeting Minutes**

Council will consider and may approve the September 12th Regular Council Meeting minutes.

7. 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.

8. NEW BUSINESS

Discussion/Possible Action

- A. Consideration of an Agreement to Enter into an Interlocal Contract for Cooperative Purchasing with Houston-Galveston Area Council (HGAC), a Regional Planning Commission and Political Subdivision of the State of Texas, Which Manages a National Government Cooperative Purchasing Program**

Council will consider and may approve entering into the agreement with HGAC Buy.

- B. Consider Planning and Zoning Commission Appointment of Issam Sharif Effective Immediately to Fill the Open Commission Seat Which Expires February 28, 2026**

Council will consider and may appoint Issam Sharif to the Planning and Zoning Commission.

- C. Consideration of Studio 1 Rental Upon Voluntary Termination**

Council will consider the eligible applicant list and may select a new tenant for a 3-year term off of the list from the Studio 2 vacancy interest list.

- D. Consideration of a 3-year Lease Renewal at Hotel Jerome for the Jerome Artists Cooperative**

Council will consider entering into a 3-year lease effective January 1, 2024, with the Jerome Artists Cooperative at their current location, with or without changes in the lease terms.

- E. Discussion and Possible Staff Direction Regarding Changes to Special Event Code Language and the Overall Special Event Process**

Council will review and discuss staff suggestions, and provide input and direction for further consideration at a future Council meeting.

9. TO AND FROM THE COUNCIL

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

10. 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. Proclamation Proclaiming October as Domestic Violence Awareness Month

Mayor Barber will read or summarize the proclamation. Members from the requesting agency, Verde Valley Sanctuary, will be present.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

Proclamation Proclaiming October 2023 as Domestic Violence Awareness Month

WHEREAS, Domestic violence is a pattern of coercive control and abusive behaviors in any intimate or familial relationship that are used to gain and maintain power and control over another.

WHEREAS, Domestic violence can present in many different ways, including: Emotional Abuse, Economic Abuse, Physical Abuse, Using Children, Reproduction Coercion, Isolation, and Sexual Abuse; and

WHEREAS, domestic violence is an issue affecting Arizonans in all communities, regardless of age, race, gender, economic status, religion, nationality, or educational background; and

WHEREAS, more than 12 million women and men are victims of rape, physical violence or stalking by an intimate partner in the United States every year, averaging 24 people per minute; and

WHEREAS, one in four women and one in ten men have experienced contact sexual violence, physical violence, and/or stalking by an intimate partner during their lifetime; and

WHEREAS, 30 percent of children exposed to intimate partner violence had their first exposure before the age of two, and an additional 26 percent had their first exposure between the ages of two and seven; and

WHEREAS, victims of domestic violence are more likely to experience long-term mental and physical health concerns including a higher risk of chronic disease, substance abuse, post-traumatic stress disorder, depression, anxiety, and risky behaviors; and

WHEREAS, promoting healthy, respectful, and nonviolent relationships can help reduce the occurrence of intimate partner violence, support survivors, and lessen short and long-term harm on individuals, families, and communities; and

WHEREAS, Domestic Violence Awareness Month provides an important opportunity to enhance education, prevention and intervention efforts around domestic violence and support organizations and individuals who provide advocacy efforts, services, and assistance to victims.

NOW, THEREFORE, I, Christina "Alex" Barber, Mayor of the Town of Jerome, Arizona, on behalf of the Town Council, do hereby proclaim October 2023 as **DOMESTIC VIOLENCE AWARENESS**

MONTH and call upon all citizens, parents, governmental agencies, public and private institutions, businesses, hospitals, schools, and colleges in the Town of Jerome to support domestic violence survivors and take a stand against all forms of violence and abuse in relationships.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Jerome, Arizona, to be affixed this 10th day of October, 2023.

Christina "Alex" Barber
Mayor of the Town of Jerome

File Attachments for Item:

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

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

TOWN OF JEROME
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2023

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,709.55
99-00-1011	NBA CHECKING	29,330.12
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	433,559.26
99-00-1020	OAZ GENERAL SAVINGS	1,190,149.27
	TOTAL COMBINED CASH	1,654,753.20
99-00-1800	CASH CLEARING - UTILITY MGMT	(109.72)
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,654,643.48)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	411,861.78
20	ALLOCATION TO UTILITY FUND	624,249.94
30	ALLOCATION TO HURF FUND	(434,993.93)
35	ALLOCATION TO PARKING FUND	125,000.29
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	15,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	66,238.31
60	ALLOCATION TO CAPITAL GRANTS FUND	727,371.82
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(312,936.50)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	320,000.00
90	ALLOCATION TO CAPITAL FUND	112,550.37
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,654,643.48
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,654,643.48)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
 BALANCE SHEET
 SEPTEMBER 30, 2023

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	411,861.78	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	93,105.84	
10-00-1008	COURT - JCEF ACCT	14,436.28	
10-00-1009	COURT - FTG ACCT	8,891.93	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1101	AUTO LIEU TAXES	1,369.89	
10-00-1105	CITY SALES TAXES	161,097.72	
10-00-1115	FRANCHISE FEES	3,790.44	
10-00-1120	GF ACCOUNTS RECEIVABLE	11,450.79	
10-00-1135	PROPERTY TAXES	1,309.28	
10-00-1160	STATE SALES TAXES	2,435.52	
	TOTAL ASSETS		710,324.47

LIABILITIES AND EQUITY

LIABILITIES

10-00-2001	ACCOUNTS PAYABLE	973.89	
10-00-2403	UNEMPLOYMENT TAXES	.06	
10-00-2406	HEALTH INSURANCE	4,681.29	
10-00-2409	PSPRS	(812.50)	
10-00-2410	WAGES PAYABLE	38,573.32	
10-00-2411	GANISHMENTS PAYABLE	1,735.51	
10-00-2600	CUSTOMER DEPOSITS	7,116.50	
10-00-2940	COURT LIABILITIES	5,635.31	
10-00-2950	FD PER CALL PAYABLE	17,567.50	
10-00-2999	SUSPENSE ACCOUNT	(618.82)	
	TOTAL LIABILITIES		74,852.06

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	854,634.27	
	REVENUE OVER EXPENDITURES - YTD	(219,161.86)	
	BALANCE - CURRENT DATE	(219,161.86)	
	TOTAL FUND EQUITY		635,472.41
	TOTAL LIABILITIES AND EQUITY		710,324.47

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	139.54	780.63	47,500.00	46,719.37	1.6
10-30-4005	CITY SALES TAXES	21,721.99	111,155.46	1,400,000.00	1,288,844.54	7.9
10-30-4010	STATE SALES TAXES	5,982.47	14,351.81	68,000.00	53,648.19	21.1
10-30-4030	VEHICLE LICENSE TAX	3,396.82	8,195.31	41,000.00	32,804.69	20.0
10-30-4055	FRANCHISE FEES	.00	4,188.14	16,250.00	12,061.86	25.8
	TOTAL TAX REVENUE	31,240.82	138,671.35	1,572,750.00	1,434,078.65	8.8
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	5,491.25	6,245.00	10,000.00	3,755.00	62.5
10-31-4041	PLANNING & ZONING FEES	300.00	300.00	3,000.00	2,700.00	10.0
10-31-4045	BUSINESS LICENSES	340.00	800.00	5,500.00	4,700.00	14.6
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	6,131.25	7,345.00	19,300.00	11,955.00	38.1
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	33,123.94	99,371.82	345,208.00	245,836.18	28.8
	TOTAL INTERGOVERNMENTAL REVENUE	33,123.94	99,371.82	345,208.00	245,836.18	28.8
<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	2,116.08	10,000.00	7,883.92	21.2
10-33-4200	LIBRARY CONTRIBUTIONS	.00	.00	2,000.00	2,000.00	.0
	TOTAL LIBRARY REVENUE	835.56	2,116.08	30,101.00	27,984.92	7.0
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	2,540.09	6,415.85	37,000.00	30,584.15	17.3
10-34-4062	PD REVENUE FROM PARKING FUND	3,250.00	9,750.00	39,000.00	29,250.00	25.0
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	133.58	379.43	2,000.00	1,620.57	19.0
10-34-4065	POLICE SERVICES	320.00	1,900.00	8,000.00	6,100.00	23.8
	TOTAL POLICE DEPT REVENUE	6,243.67	18,445.28	91,250.00	72,804.72	20.2

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	4,320.27	11,574.13	62,000.00	50,425.87	18.7
10-35-4037	COURT SECURITY FUND REVENUE	663.68	1,937.68	10,000.00	8,062.32	19.4
	TOTAL COURT REVENUE	4,983.95	13,511.81	72,000.00	58,488.19	18.8
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	6,607.44	20,702.32	82,000.00	61,297.68	25.3
10-36-4080	UTILITY REIMBURSEMENTS	322.82	1,105.71	5,000.00	3,894.29	22.1
	TOTAL RENTAL REVENUE	6,930.26	21,808.03	87,000.00	65,191.97	25.1
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	64.00	881.08	7,500.00	6,618.92	11.8
10-37-4090	WILDLAND FIRE FEES	.00	3,948.92	55,000.00	51,051.08	7.2
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	.00	12,132.98	32,000.00	19,867.02	37.9
10-37-4092	FIREWISE WAGE REIMBURSEMENT	.00	.00	20,000.00	20,000.00	.0
	TOTAL FIRE DEPT REVENUE	64.00	16,962.98	114,500.00	97,537.02	14.8
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	35,699.00	107,097.00	428,389.00	321,292.00	25.0
10-38-4300	INTEREST	1,102.77	3,393.37	6,000.00	2,606.63	56.6
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	552.94	1,918.89	2,500.00	581.11	76.8
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	97.05	10,000.00	9,902.95	1.0
	TOTAL GENERAL FUND REVENUE	37,354.71	112,506.31	459,389.00	346,882.69	24.5
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,420.00	46,260.00	185,041.00	138,781.00	25.0
	TOTAL ADMINISTRATIVE CHARGES	15,420.00	46,260.00	185,041.00	138,781.00	25.0
	TOTAL FUND REVENUE	142,328.16	476,998.66	2,976,539.00	2,499,540.34	16.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>						
10-41-5001	SALARIES AND WAGES	19,280.20	60,137.49	275,000.00	214,862.51	21.9
10-41-5006	LONGEVITY BONUS	248.00	611.00	1,057.00	446.00	57.8
10-41-5010	FICA MATCH	1,465.13	4,546.55	21,250.00	16,703.45	21.4
10-41-5011	RETIREMENT MATCH	1,470.61	5,060.55	24,475.00	19,414.45	20.7
10-41-5012	HEALTH/LIFE INSURANCE	3,502.68	12,259.38	63,000.00	50,740.62	19.5
10-41-5013	WORKERS COMPENSATION	68.95	219.35	1,475.00	1,255.65	14.9
10-41-5014	UNEMPLOYMENT INSURANCE	2.29	3.40	280.00	276.60	1.2
10-41-6101	ACCOUNTING AND AUDITING	.00	.00	18,000.00	18,000.00	.0
10-41-6105	ADVERTISING, PRINTING, & PUBLI	.00	369.94	6,000.00	5,630.06	6.2
10-41-6110	CONTRACT SERVICES	691.00	2,827.00	36,000.00	33,173.00	7.9
10-41-6115	CONVENTIONS AND SEMINARS	385.00	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	.00	5,916.18	7,500.00	1,583.82	78.9
10-41-6130	ELECTION EXPENSES	.00	.00	2,500.00	2,500.00	.0
10-41-6145	FUEL	(356.78)	156.86	250.00	93.14	62.7
10-41-6155	INSURANCE	.00	12,589.51	22,500.00	9,910.49	56.0
10-41-6170	LEGAL EXP - GEN GOV	292.50	682.50	14,500.00	13,817.50	4.7
10-41-6185	MISCELLANEOUS	.00	484.00	4,000.00	3,516.00	12.1
10-41-6186	BANK FEES - GEN ADMIN	154.31	434.21	2,000.00	1,565.79	21.7
10-41-6188	BANK FEES / MERCH SVCS	145.01	301.88	7,500.00	7,198.12	4.0
10-41-6190	OFFICE SUPPLIES	990.45	2,104.25	8,500.00	6,395.75	24.8
10-41-6191	COPIER & EQUIP LEASE EXPENSE	853.99	1,526.65	7,000.00	5,473.35	21.8
10-41-6192	SOFTWARE SUPPORT EXP - GG	1,391.37	5,838.28	26,000.00	20,161.72	22.5
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	353.81	699.62	4,000.00	3,300.38	17.5
10-41-6220	REP AND MAINT - VEHICLES	.00	.00	500.00	500.00	.0
10-41-6245	SHUTTLE EXPENSES	653.05	1,064.82	3,000.00	1,935.18	35.5
10-41-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265	TELEPHONE	204.41	637.94	2,750.00	2,112.06	23.2
10-41-6275	TRAVEL	.00	.00	1,500.00	1,500.00	.0
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	130,395.99	521,584.00	391,188.01	25.0
	TOTAL GENERAL GOVT EXPENSES	75,261.31	249,459.25	1,110,621.00	861,161.75	22.5

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	5,312.71	18,868.84	66,300.00	47,431.16	28.5
10-42-5006 LONGEVITY BONUS	.00	.00	220.00	220.00	.0
10-42-5010 FICA AND MEDICARE	389.62	1,384.65	5,250.00	3,865.35	26.4
10-42-5011 RETIREMENT	231.00	808.50	3,500.00	2,691.50	23.1
10-42-5012 HEALTH/LIFE INSURANCE	1,339.94	4,689.79	12,000.00	7,310.21	39.1
10-42-5013 WORKER'S COMPENSATION	11.68	41.49	230.00	188.51	18.0
10-42-5014 UNEMPLOYMENT	.00	.00	150.00	150.00	.0
10-42-6037 COURT SECURITY FUND EXPENSES	52.97	450.38	10,000.00	9,549.62	4.5
10-42-6110 CONTRACT SERVICES	.00	550.00	6,000.00	5,450.00	9.2
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	.00	.00	500.00	500.00	.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	69.26	207.78	900.00	692.22	23.1
10-42-6275 TRAVEL	.00	259.90	750.00	490.10	34.7
TOTAL MAGISTRATE COURT EXPENSES	7,407.18	29,055.04	110,550.00	81,494.96	26.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	29,863.41	109,161.83	406,000.00	296,838.17	26.9
10-43-5006 LONGEVITY BONUS	473.00	921.00	1,955.00	1,034.00	47.1
10-43-5010 FICA AND MEDICARE	2,260.00	8,215.98	31,900.00	23,684.02	25.8
10-43-5011 RETIREMENT	2,407.84	8,943.43	43,050.00	34,106.57	20.8
10-43-5012 HEALTH INSURANCE	5,596.56	18,394.79	70,000.00	51,605.21	26.3
10-43-5013 WORKER'S COMPENSATION	1,296.57	4,673.44	22,400.00	17,726.56	20.9
10-43-5014 UNEMPLOYMENT	1.55	7.80	650.00	642.20	1.2
10-43-6105 ADVERTISING, PRINTING, & PUBLI	.00	14.10	.00	(14.10)	.0
10-43-6110 CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
10-43-6116 TRAINING & EDUCATION	.00	.00	7,500.00	7,500.00	.0
10-43-6120 DISPATCH FEES	3,652.69	10,958.07	44,000.00	33,041.93	24.9
10-43-6125 DUES AND SUBSCRIPTIONS	.00	.00	1,250.00	1,250.00	.0
10-43-6145 FUEL	1,111.13	2,214.27	13,500.00	11,285.73	16.4
10-43-6172 PROSECUTOR EXP	.00	2,000.00	24,000.00	22,000.00	8.3
10-43-6185 MISCELLANEOUS	.00	.00	500.00	500.00	.0
10-43-6192 SOFTWARE SERVICE & SUPPORT	352.44	576.55	10,800.00	10,223.45	5.3
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	.00	5,000.00	5,000.00	.0
10-43-6195 OPERATING SUPPLIES - POLICE	72.82	323.33	3,000.00	2,676.67	10.8
10-43-6200 POSTAGE	.00	.00	200.00	200.00	.0
10-43-6220 REP AND MAINT - VEHICLES	.00	59.30	5,000.00	4,940.70	1.2
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	.00	293.73	7,000.00	6,706.27	4.2
10-43-6265 TELEPHONE	433.83	1,855.73	6,000.00	4,144.27	30.9
10-43-6280 UNIFORMS	.00	430.99	2,500.00	2,069.01	17.2
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	.00	19,000.00	19,000.00	.0
TOTAL POLICE DEPT EXPENSES	47,521.84	169,044.34	733,705.00	564,660.66	23.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	13,418.85	55,922.86	249,500.00	193,577.14	22.4
10-44-5002 WILDLAND PERSONNEL	20,595.67	28,802.12	35,000.00	6,197.88	82.3
10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE	1,957.50	5,392.50	35,000.00	29,607.50	15.4
10-44-5006 LONGEVITY BONUS	238.00	676.00	1,360.00	684.00	49.7
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	1,969.66	7,400.00	5,430.34	26.6
10-44-5010 FICA AND MEDICARE	2,194.71	6,131.05	25,350.00	19,218.95	24.2
10-44-5011 RETIREMENT	2,233.88	6,511.28	25,500.00	18,988.72	25.5
10-44-5012 HEALTH INSURANCE	2,784.88	9,051.64	66,500.00	57,448.36	13.6
10-44-5013 WORKER'S COMPENSATION	1,181.60	3,365.80	24,250.00	20,884.20	13.9
10-44-5014 UNEMPLOYMENT	.20	3.09	800.00	796.91	.4
10-44-6116 TRAINING & EDUCATION	.00	.00	7,500.00	7,500.00	.0
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	733.32	1,475.33	9,000.00	7,524.67	16.4
10-44-6170 LEGAL EXP - FIRE	157.50	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	149.78	258.90	5,000.00	4,741.10	5.2
10-44-6185 MISCELLANEOUS	.00	.00	1,000.00	1,000.00	.0
10-44-6192 SOFTWARE SERVICE & SUPPORT	109.58	495.77	1,200.00	704.23	41.3
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	.00	2,500.00	2,500.00	.0
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	.00	290.65	1,500.00	1,209.35	19.4
10-44-6220 REP AND MAINT - VEHICLES	24.15	3,190.50	16,000.00	12,809.50	19.9
10-44-6225 REP AND MAINT - EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
10-44-6250 SMALL TOOLS AND EQUIPMENT	632.15	1,718.36	10,000.00	8,281.64	17.2
10-44-6265 TELEPHONE	299.85	723.58	3,500.00	2,776.42	20.7
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
TOTAL FIRE DEPT EXPENSES	47,274.38	136,781.59	543,360.00	406,578.41	25.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	6,081.99	21,044.05	89,000.00	67,955.95	23.7
10-45-5006	LONGEVITY BONUS	.00	120.00	600.00	480.00	20.0
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	1,923.46	7,200.00	5,276.54	26.7
10-45-5010	FICA AND MEDICARE	506.78	1,764.33	7,400.00	5,635.67	23.8
10-45-5011	RETIREMENT	410.88	1,438.08	6,100.00	4,661.92	23.6
10-45-5012	HEALTH INSURANCE	41.88	146.58	710.00	563.42	20.7
10-45-5013	WORKER'S COMPENSATION	14.59	50.51	350.00	299.49	14.4
10-45-5014	UNEMPLOYMENT	.38	3.75	250.00	246.25	1.5
10-45-6110	CONTRACT SERVICES	.00	139.12	1,250.00	1,110.88	11.1
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	825.56	940.30	4,500.00	3,559.70	20.9
10-45-6205	PRINT AND NON-PRINT MATERIALS	.00	.00	3,000.00	3,000.00	.0
10-45-6225	REP AND MAINT - EQUIPMENT	.00	.00	100.00	100.00	.0
10-45-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-45-6265	TELEPHONE	85.30	249.36	1,250.00	1,000.64	20.0
10-45-6266	E-RATE EXP	25.25	81.20	750.00	668.80	10.8
	TOTAL LIBRARY EXPENSES	8,542.17	27,900.74	123,960.00	96,059.26	22.5
<u>PLANNING & ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,575.57	15,851.12	65,800.00	49,948.88	24.1
10-46-5006	LONGEVITY BONUS	.00	.00	370.00	370.00	.0
10-46-5010	FICA AND MEDICARE	345.69	1,197.44	5,100.00	3,902.56	23.5
10-46-5011	RETIREMENT	388.78	1,360.73	5,200.00	3,839.27	26.2
10-46-5012	HEALTH INSURANCE	928.78	3,250.73	9,100.00	5,849.27	35.7
10-46-5013	WORKER'S COMPENSATION	21.37	71.96	570.00	498.04	12.6
10-46-5014	UNEMPLOYMENT	.48	1.57	125.00	123.43	1.3
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	.00	.00	16,000.00	16,000.00	.0
10-46-6185	MISCELLANEOUS	.00	.00	5,000.00	5,000.00	.0
10-46-6192	SOFTWARE MAINTENANCE & SUPPORT	74.10	1,054.12	1,600.00	545.88	65.9
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	40.70	81.40	600.00	518.60	13.6
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	6,375.47	22,869.07	114,265.00	91,395.93	20.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>						
10-47-5001	SALARIES AND WAGES	550.25	1,864.38	7,600.00	5,735.62	24.5
10-47-5006	LONGEVITY BONUS	5.67	12.90	25.00	12.10	51.6
10-47-5010	FICA AND MEDICARE	40.37	136.11	585.00	448.89	23.3
10-47-5011	RETIREMENT	48.62	173.72	765.00	591.28	22.7
10-47-5012	HEALTH INSURANCE	171.91	601.81	2,400.00	1,798.19	25.1
10-47-5013	WORKER'S COMPENSATION	22.10	74.70	360.00	285.30	20.8
10-47-5014	UNEMPLOYMENT	.04	.09	10.00	9.91	.9
10-47-6145	FUEL	45.72	58.97	1,500.00	1,441.03	3.9
10-47-6170	LEGAL	.00	.00	250.00	250.00	.0
10-47-6185	MISCELLANEOUS	.00	61.25	300.00	238.75	20.4
10-47-6192	SOFTWARE SERVICE & SUPPORT	.00	.00	100.00	100.00	.0
10-47-6195	OPERATING SUPPLIES - PARKS	.00	257.52	300.00	42.48	85.8
10-47-6215	REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220	REP AND MAINT - VEHICLES	58.42	163.24	1,250.00	1,086.76	13.1
10-47-6225	REP AND MAINT - EQUIPMENT	391.47	391.47	750.00	358.53	52.2
10-47-6230	REP AND MAINT - INFRASTRUCTURE	.00	.00	2,000.00	2,000.00	.0
10-47-6250	SMALL TOOLS AND EQUIPMENT	115.33	115.33	1,250.00	1,134.67	9.2
10-47-6280	UNIFORM EXP PARKS	.00	30.66	450.00	419.34	6.8
10-47-6285	UTILITIES	174.75	685.27	2,750.00	2,064.73	24.9
10-47-8040	LEASE PAYMENTS	.00	43.36	275.00	231.64	15.8
	TOTAL PARKS EXPENSES	1,624.65	4,670.78	23,020.00	18,349.22	20.3
<u>PROPERTIES EXPENSES</u>						
10-48-5001	SALARIES AND WAGES	3,407.25	11,542.31	47,000.00	35,457.69	24.6
10-48-5006	LONGEVITY BONUS	35.10	79.86	220.00	140.14	36.3
10-48-5010	FICA AND MEDICARE	249.99	842.34	3,650.00	2,807.66	23.1
10-48-5011	RETIREMENT	301.07	1,075.42	4,750.00	3,674.58	22.6
10-48-5012	HEALTH INSURANCE	1,064.70	3,726.46	13,700.00	9,973.54	27.2
10-48-5013	WORKER'S COMPENSATION	136.97	462.61	2,150.00	1,687.39	21.5
10-48-5014	UNEMPLOYMENT	.30	.60	58.00	57.40	1.0
10-48-6110	CONTRACT SERVICES	146.00	1,413.78	10,000.00	8,586.22	14.1
10-48-6140	ENGINEERING FEES	.00	.00	7,500.00	7,500.00	.0
10-48-6145	FUEL	203.59	216.84	1,500.00	1,283.16	14.5
10-48-6185	MISCELLANEOUS	21.92	21.92	2,000.00	1,978.08	1.1
10-48-6195	OPERATING SUPPLIES - PROPERTIE	298.72	610.71	2,000.00	1,389.29	30.5
10-48-6215	R&M BUILDING - PROPERTIES	12,025.77	24,307.02	40,000.00	15,692.98	60.8
10-48-6220	REP AND MAINT - VEHICLES	58.42	163.25	1,200.00	1,036.75	13.6
10-48-6225	REP AND MAINT - EQUIPMENT	543.45	588.66	500.00	(88.66)	117.7
10-48-6230	REP AND MAINT - INFRASTRUCTURE	.00	.00	35,000.00	35,000.00	.0
10-48-6250	SMALL TOOLS AND EQUIPMENT	132.32	172.14	1,200.00	1,027.86	14.4
10-48-6280	UNIFORM EXP PROPERTIES	.00	30.65	350.00	319.35	8.8
10-48-6285	UTILITIES	3,251.37	11,081.78	44,000.00	32,918.22	25.2
10-48-8040	LEASE PAYMENTS	.00	43.36	280.00	236.64	15.5
	TOTAL PROPERTIES EXPENSES	21,876.94	56,379.71	217,058.00	160,678.29	26.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

	GENERAL FUND				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	215,883.94	696,160.52	2,976,539.00	2,280,378.48	23.4
NET REVENUE OVER EXPENDITURES	(73,555.78)	(219,161.86)	.00	219,161.86	.0

TOWN OF JEROME
 BALANCE SHEET
 SEPTEMBER 30, 2023

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	624,249.94	
20-00-1015	UTILITIES A/R	40,822.41	
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	1,399,746.06	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	205,764.78	
20-00-1540	CONSTRUCTION WIP	300,422.00	
20-00-1550	BUILDINGS-ACC DEPRECIATION	(1,685,397.98)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	(169,992.20)	
	TOTAL ASSETS		<u>2,867,183.88</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2450	ACCRUED PAYROLL	6,056.53	
20-00-2500	SALES TAX PAYABLE	1,248.03	
20-00-2600	CUSTOMER DEPOSITS	29,688.86	
20-00-2700	COMPENSATED ABSENCES	5,621.13	
20-00-2950	OTHER LIABILITIES	2,450.36	
	TOTAL LIABILITIES		45,064.91

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	2,116,046.10	
20-00-3051	UNRESTRICTED FUND BALANCE	776,964.00	
20-00-3052	UNRESTRICTED FUND BALANCE	(149,031.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>78,139.87</u>	
	BALANCE - CURRENT DATE	<u>78,139.87</u>	
	TOTAL FUND EQUITY		<u>2,822,118.97</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,867,183.88</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>						
20-50-4010	FUND BALANCE RESERVES	.00	.00	110,000.00	110,000.00	.0
20-50-4085	WATER USAGE FEES	(38,690.40)	41,883.81	175,000.00	133,116.19	23.9
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	20.00	215.00	2,750.00	2,535.00	7.8
20-50-4900	TRANSFERS IN	27,183.83	81,551.49	326,208.00	244,656.51	25.0
	TOTAL WATER REVENUE	(11,486.57)	123,650.30	618,958.00	495,307.70	20.0
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	(60,977.21)	39,849.89	161,450.00	121,600.11	24.7
20-51-4900	TRANSFERS IN	9,628.00	28,884.00	115,538.00	86,654.00	25.0
	TOTAL SEWER REVENUE	(51,349.21)	68,733.89	282,488.00	213,754.11	24.3
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,607.61	43,914.48	180,000.00	136,085.52	24.4
20-52-4500	MISCELLANEOUS	.00	.00	750.00	750.00	.0
20-52-4900	TRANSFERS IN	5,307.75	15,923.25	63,693.00	47,769.75	25.0
	TOTAL SANITATION REVENUE	19,915.36	59,837.73	244,443.00	184,605.27	24.5
	TOTAL FUND REVENUE	(42,920.42)	252,221.92	1,145,889.00	893,667.08	22.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	6,010.26	20,360.06	83,500.00	63,139.94	24.4
20-50-5006	LONGEVITY BONUS	61.91	140.86	425.00	284.14	33.1
20-50-5010	FICA AND MEDICARE	440.94	1,485.83	6,400.00	4,914.17	23.2
20-50-5011	RETIREMENT	531.08	1,897.00	8,400.00	6,503.00	22.6
20-50-5012	HEALTH INSURANCE	1,878.06	6,572.94	26,000.00	19,427.06	25.3
20-50-5013	WORKER'S COMPENSATION	241.58	816.02	4,675.00	3,858.98	17.5
20-50-5014	UNEMPLOYMENT	.53	1.07	100.00	98.93	1.1
20-50-6110	CONTRACT SERVICES	1,025.00	2,050.00	20,000.00	17,950.00	10.3
20-50-6116	TRAINING AND EDUCATION	.00	.00	500.00	500.00	.0
20-50-6135	PERMIT FEE EXP - WATER	.00	.00	1,250.00	1,250.00	.0
20-50-6140	ENGINEERING FEES	.00	.00	4,000.00	4,000.00	.0
20-50-6145	FUEL	546.04	1,212.30	3,000.00	1,787.70	40.4
20-50-6155	INSURANCE	.00	3,802.35	7,750.00	3,947.65	49.1
20-50-6170	LEGAL EXP - WATER	.00	.00	35,000.00	35,000.00	.0
20-50-6185	MISCELLANEOUS	.00	12.25	800.00	787.75	1.5
20-50-6192	SOFTWARE SUPPORT EXP - WATER	269.55	2,044.46	6,000.00	3,955.54	34.1
20-50-6195	OPERATING SUPPLIES - WATER	2,355.98	2,365.81	5,000.00	2,634.19	47.3
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	294.93	399.75	2,000.00	1,600.25	20.0
20-50-6225	REP AND MAINT - EQUIPMENT	391.47	1,079.92	1,500.00	420.08	72.0
20-50-6230	REP AND MAINT - INFRASTRUCTURE	2,203.18	3,033.61	331,200.00	328,166.39	.9
20-50-6232	SPRINGS SECURITY EXP	120.84	236.18	8,000.00	7,763.82	3.0
20-50-6240	SERVICE TESTS/SYSTEM TESTING	15.00	30.00	750.00	720.00	4.0
20-50-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	2,750.00	2,750.00	.0
20-50-6271	DWR FEE	.00	.00	900.00	900.00	.0
20-50-6280	UNIFORM EXP WATER	.00	30.65	350.00	319.35	8.8
20-50-6285	UTILITIES EXP - WATER	36.67	107.65	500.00	392.35	21.5
20-50-6290	ADMINISTRATIVE CHARGE	5,039.00	14,541.00	57,008.00	42,467.00	25.5
20-50-8040	LEASE PAYMENTS	.00	151.76	950.00	798.24	16.0
	TOTAL WATER EXPENDITURES	21,462.02	62,371.47	618,958.00	556,586.53	10.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>						
20-51-5001	SALARIES AND WAGES	3,259.01	11,040.35	45,000.00	33,959.65	24.5
20-51-5006	LONGEVITY BONUS	33.57	76.38	225.00	148.62	34.0
20-51-5010	FICA AND MEDICARE	239.10	805.67	3,500.00	2,694.33	23.0
20-51-5011	RETIREMENT	287.95	1,028.61	4,550.00	3,521.39	22.6
20-51-5012	HEALTH INSURANCE	1,018.41	3,564.31	14,000.00	10,435.69	25.5
20-51-5013	WORKER'S COMPENSATION	131.01	442.51	2,350.00	1,907.49	18.8
20-51-5014	UNEMPLOYMENT	.29	.58	55.00	54.42	1.1
20-51-6110	CONTRACT SERVICES	3,325.00	6,650.00	50,000.00	43,350.00	13.3
20-51-6135	PERMIT FEE EXP - SEWER	.00	.00	2,000.00	2,000.00	.0
20-51-6140	ENGINEERING FEES	.00	.00	15,000.00	15,000.00	.0
20-51-6145	FUEL	184.25	335.72	3,000.00	2,664.28	11.2
20-51-6155	INSURANCE	.00	3,802.35	10,000.00	6,197.65	38.0
20-51-6170	LEGAL EXP - SEWER	45.00	220.50	1,000.00	779.50	22.1
20-51-6185	MISCELLANEOUS	57.08	126.41	500.00	373.59	25.3
20-51-6192	SOFTWARE SUPPORT EXP - SEWER	269.55	2,044.46	5,750.00	3,705.54	35.6
20-51-6195	OPERATING SUPPLIES - SEWER	1,093.00	1,540.03	12,000.00	10,459.97	12.8
20-51-6220	REP AND MAINT - VEHICLES	58.43	206.58	1,750.00	1,543.42	11.8
20-51-6225	REP AND MAINT - EQUIPMENT	391.47	391.47	250.00	(141.47)	156.6
20-51-6230	REP AND MAINT - INFRASTRUCTURE	89.14	89.14	35,000.00	34,910.86	.3
20-51-6240	SERVICE TESTS/SYSTEM TESTING	647.00	2,336.80	14,000.00	11,663.20	16.7
20-51-6250	SMALL TOOLS & EQUIPMENT (UNDER	.00	.00	1,500.00	1,500.00	.0
20-51-6280	UNIFORM EXP SEWER	.00	30.66	400.00	369.34	7.7
20-51-6285	UTILITIES	216.16	651.66	2,750.00	2,098.34	23.7
20-51-6290	ADMINISTRATIVE CHARGE	4,751.00	14,253.00	57,008.00	42,755.00	25.0
20-51-8040	LEASE PAYMENTS	.00	151.76	900.00	748.24	16.9
	TOTAL SEWER EXPENDITURES	16,096.42	49,788.95	282,488.00	232,699.05	17.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,184.86	17,565.21	72,000.00	54,434.79	24.4
20-52-5006 LONGEVITY BONUS	53.41	121.52	350.00	228.48	34.7
20-52-5010 FICA AND MEDICARE	380.41	1,281.89	5,500.00	4,218.11	23.3
20-52-5011 RETIREMENT	458.14	1,636.58	7,200.00	5,563.42	22.7
20-52-5012 HEALTH INSURANCE	1,620.23	5,670.98	22,200.00	16,529.02	25.5
20-52-5013 WORKER'S COMPENSATION	208.41	703.97	6,700.00	5,996.03	10.5
20-52-5014 UNEMPLOYMENT	.47	.93	85.00	84.07	1.1
20-52-6111 RECYCLING CONTRACT EXP	240.00	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	721.55	1,291.80	9,000.00	7,708.20	14.4
20-52-6155 INSURANCE	.00	3,802.35	10,000.00	6,197.65	38.0
20-52-6165 LANDFILL TIPPING FEES	1,795.20	3,208.40	21,000.00	17,791.60	15.3
20-52-6185 MISCELLANEOUS	.00	59.30	300.00	240.70	19.8
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	269.55	1,302.98	5,500.00	4,197.02	23.7
20-52-6195 OPERATING SUPPLIES - TRASH	.00	9.83	500.00	490.17	2.0
20-52-6220 REP AND MAINT - VEHICLES	125.95	230.77	10,000.00	9,769.23	2.3
20-52-6225 REP AND MAINT - EQUIPMENT	391.47	391.47	500.00	108.53	78.3
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	3,200.00	3,200.00	.0
20-52-6280 UNIFORM EXP TRASH	.00	30.65	350.00	319.35	8.8
20-52-6290 ADMINISTRATIVE CHARGE	4,751.00	14,253.00	57,008.00	42,755.00	25.0
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	16,200.65	61,921.63	244,443.00	182,521.37	25.3
TOTAL FUND EXPENDITURES	53,759.09	174,082.05	1,145,889.00	971,806.95	15.2
NET REVENUE OVER EXPENDITURES	(96,679.51)	78,139.87	.00	(78,139.87)	.0

TOWN OF JEROME
 BALANCE SHEET
 SEPTEMBER 30, 2023

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(434,993.93)	
30-00-1015	HURF ACCOUNTS RECEIVABLE		4,521.44	
30-00-1022	OAZ HURF SAVINGS		729,603.04	
	TOTAL ASSETS			299,130.55

LIABILITIES AND EQUITY

LIABILITIES

30-00-2450	ACCRUED PAYROLL		1,548.18	
	TOTAL LIABILITIES			1,548.18

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		270,217.68	
	REVENUE OVER EXPENDITURES - YTD	27,364.69		
	BALANCE - CURRENT DATE		27,364.69	
	TOTAL FUND EQUITY			297,582.37
	TOTAL LIABILITIES AND EQUITY			299,130.55

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	3,719.74	7,790.81	48,500.00	40,709.19	16.1
30-30-4300	INTEREST AND INVESTMENT EARNIN	298.52	909.18	1,000.00	90.82	90.9
30-30-4900	TRANSFERS IN	16,678.75	50,036.25	200,145.00	150,108.75	25.0
	TOTAL HURF REVENUE	20,697.01	58,736.24	249,645.00	190,908.76	23.5
	TOTAL FUND REVENUE	20,697.01	58,736.24	249,645.00	190,908.76	23.5

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,155.76	13,996.22	39,000.00	25,003.78	35.9
30-30-5006 LONGEVITY BONUS	28.34	329.48	200.00	(129.48)	164.7
30-30-5010 FICA AND MEDICARE	309.27	1,058.08	3,500.00	2,441.92	30.2
30-30-5011 RETIREMENT	243.10	868.46	3,900.00	3,031.54	22.3
30-30-5012 HEALTH INSURANCE	859.67	3,008.93	12,000.00	8,991.07	25.1
30-30-5013 WORKER'S COMPENSATION	135.17	455.47	1,850.00	1,394.53	24.6
30-30-5014 UNEMPLOYMENT	.25	1.44	100.00	98.56	1.4
30-30-6140 ENGINEERING FEES	.00	.00	2,500.00	2,500.00	.0
30-30-6142 EQUIPMENT RENTALS	.00	.00	750.00	750.00	.0
30-30-6145 FUEL	205.74	294.67	1,500.00	1,205.33	19.6
30-30-6155 INSURANCE	.00	2,534.90	5,250.00	2,715.10	48.3
30-30-6185 MISCELLANEOUS	.00	12.25	500.00	487.75	2.5
30-30-6192 SOFTWARE SERVICE & SUPPORT	89.85	269.55	1,600.00	1,330.45	16.9
30-30-6195 OPERATING SUPPLIES - HURF	.00	9.84	500.00	490.16	2.0
30-30-6210 PUBLIC RESTROOM SUPPLIES	.00	.00	3,000.00	3,000.00	.0
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	58.44	163.26	1,500.00	1,336.74	10.9
30-30-6225 REP AND MAINT - EQUIPMENT	391.48	391.48	500.00	108.52	78.3
30-30-6230 REP AND MAINT - INFRASTRUCTURE	1,244.73	2,206.57	140,000.00	137,793.43	1.6
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	650.00	650.00	.0
30-30-6255 STREET LIGHTS	1,141.03	3,423.09	13,750.00	10,326.91	24.9
30-30-6260 STREET SUPPLIES	170.82	170.82	7,500.00	7,329.18	2.3
30-30-6280 UNIFORM EXP - HURF	.00	30.66	400.00	369.34	7.7
30-30-6290 ADMINISTRATIVE CHARGE	701.00	2,103.00	8,420.00	6,317.00	25.0
30-30-8040 LEASE PAYMENTS	.00	43.38	275.00	231.62	15.8
TOTAL HURF EXPENDITURE	9,734.65	31,371.55	249,645.00	218,273.45	12.6
TOTAL FUND EXPENDITURES	9,734.65	31,371.55	249,645.00	218,273.45	12.6
NET REVENUE OVER EXPENDITURES	10,962.36	27,364.69	.00	(27,364.69)	.0

TOWN OF JEROME
 BALANCE SHEET
 SEPTEMBER 30, 2023

Item A.

PARKING FUND

<u>ASSETS</u>			
35-00-1000	CASH - COMBINED FUND	125,000.29	
	TOTAL ASSETS		125,000.29
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
35-00-2450	ACCRUED PAYROLL - PARKING FUND	1,271.65	
	TOTAL LIABILITIES		1,271.65
<u>FUND EQUITY</u>			
35-00-3002	UNRESTRICTED FUND BALANCE	119,409.14	
	REVENUE OVER EXPENDITURES - YTD	4,319.50	
	BALANCE - CURRENT DATE	4,319.50	
	TOTAL FUND EQUITY		123,728.64
	TOTAL LIABILITIES AND EQUITY		125,000.29

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	27,613.10	73,221.85	347,000.00	273,778.15	21.1
TOTAL PARKING FUND REVENUE	27,613.10	73,221.85	347,000.00	273,778.15	21.1
 TOTAL FUND REVENUE	 27,613.10	 73,221.85	 347,000.00	 273,778.15	 21.1

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	1,451.94	4,933.95	40,000.00	35,066.05	12.3
35-35-5006 LONGEVITY BONUS	.00	.00	150.00	150.00	.0
35-35-5010 FICA MATCH	111.08	377.44	2,980.00	2,602.56	12.7
35-35-5013 WORKER'S COMPENSATION	31.84	92.78	1,025.00	932.22	9.1
35-35-5014 UNEMPLOYMENT	.00	.74	168.00	167.26	.4
35-35-6145 FUEL	57.79	106.66	1,000.00	893.34	10.7
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	1,300.32	2,816.23	32,000.00	29,183.77	8.8
35-35-6192 SOFTWARE SERVICE AND SUPPORT	498.49	1,086.83	25,000.00	23,913.17	4.4
35-35-6195 OPERATING SUPPLIES	.00	1,282.19	1,500.00	217.81	85.5
35-35-6265 TELEPHONE	160.04	1,058.53	3,500.00	2,441.47	30.2
35-35-6290 ADMINISTRATIVE CHARGE	466.00	1,398.00	5,597.00	4,199.00	25.0
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	10,000.00	10,000.00	.0
35-35-9500 TRANSFERS OUT	18,583.00	55,749.00	223,000.00	167,251.00	25.0
TOTAL PARKING FUND EXPENDITURE	22,660.50	68,902.35	347,000.00	278,097.65	19.9
TOTAL FUND EXPENDITURES	22,660.50	68,902.35	347,000.00	278,097.65	19.9
NET REVENUE OVER EXPENDITURES	4,952.60	4,319.50	.00	(4,319.50)	.0

TOWN OF JEROME
 BALANCE SHEET
 SEPTEMBER 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	167,081.82	
40-00-1900	DUE FROM OTHER FUNDS	(27,802.32)	
	TOTAL ASSETS		<u>154,580.90</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	179,112.52	
	REVENUE OVER EXPENDITURES - YTD	<u>3,270.70</u>	
	BALANCE - CURRENT DATE	<u>3,270.70</u>	
	TOTAL FUND EQUITY		<u>182,383.22</u>
	TOTAL LIABILITIES AND EQUITY		<u>154,580.90</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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 3 MONTHS ENDING SEPTEMBER 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
 SEPTEMBER 30, 2023

Item A.

OPERATING GRANTS REVENUE

<u>ASSETS</u>			
50-00-1000	CASH - COMBINED FUND	66,238.31	
50-00-1800	INVENTORY	13,193.06	
		<u> </u>	
	TOTAL ASSETS		<u>79,431.37</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
50-00-2755	DEFERRED REVENUE - OPR GRANTS	66,136.59	
		<u> </u>	
	TOTAL LIABILITIES		66,136.59
 <u>FUND EQUITY</u>			
50-00-3002	UNRESTRICTED FUND BALANCE	34,440.91	
	REVENUE OVER EXPENDITURES - YTD	(21,146.13)	
		<u> </u>	
	BALANCE - CURRENT DATE	(21,146.13)	
		<u> </u>	
	TOTAL FUND EQUITY		<u>13,294.78</u>
	TOTAL LIABILITIES AND EQUITY		<u>79,431.37</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

OPERATING GRANTS REVENUE

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<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	21,146.13	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	<u>21,146.13</u>	<u>21,146.13</u>	<u>535,000.00</u>	<u>513,853.87</u>	<u>4.0</u>
TOTAL FUND EXPENDITURES	<u>21,146.13</u>	<u>21,146.13</u>	<u>535,000.00</u>	<u>513,853.87</u>	<u>4.0</u>
NET REVENUE OVER EXPENDITURES	<u>(21,146.13)</u>	<u>(21,146.13)</u>	<u>(10,000.00)</u>	<u>11,146.13</u>	<u>(211.5)</u>

TOWN OF JEROME
 BALANCE SHEET
 SEPTEMBER 30, 2023

Item A.

CAPITAL GRANTS FUND

<u>ASSETS</u>			
60-00-1000	CASH - COMBINED FUND	727,371.82	
60-00-1120	CAP GRANTS RECEIVABLE	251,094.65	
		<hr/>	
	TOTAL ASSETS		978,466.47
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
60-00-2755	DEFERRED REVENUE - CAP GRANTS	646,479.20	
		<hr/>	
	TOTAL LIABILITIES		646,479.20
<u>FUND EQUITY</u>			
60-00-3001	RESTRICTED FUND BALANCE	291,647.29	
60-00-3002	UNRESTRICTED FUND BALANCE	40,339.98	
		<hr/>	
	TOTAL FUND EQUITY		331,987.27
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		978,466.47
			<hr/> <hr/>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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 3 MONTHS ENDING SEPTEMBER 30, 2023

Item A.

CAPITAL GRANTS FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<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	<u>.00</u>	<u>.00</u>	<u>2,309,000.00</u>	<u>2,309,000.00</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>2,309,000.00</u>	<u>2,309,000.00</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

TOWN OF JEROME
 BALANCE SHEET
 SEPTEMBER 30, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(312,936.50)
	TOTAL ASSETS		(312,936.50)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(362,451.34)
	REVENUE OVER EXPENDITURES - YTD		49,514.84
	BALANCE - CURRENT DATE		49,514.84
	TOTAL FUND EQUITY	(312,936.50)
	TOTAL LIABILITIES AND EQUITY	(312,936.50)

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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	39,152.00	49,152.00	2,382,500.00	2,333,348.00	2.1
	TOTAL GENERAL FUND CONTINGENCIES RE	39,152.00	49,152.00	2,457,500.00	2,408,348.00	2.0
	TOTAL FUND REVENUE	39,152.00	49,152.00	2,457,500.00	2,408,348.00	2.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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	1,425.10	(362.84)	75,000.00	75,362.84	(.5)
70-25-6295 EXPENSE - GF CONTINGENCIES	.00	.00	2,382,500.00	2,382,500.00	.0
TOTAL GENERAL FUND CONTINGENCIES EXP	1,425.10	(362.84)	2,457,500.00	2,457,862.84	.0
TOTAL FUND EXPENDITURES	1,425.10	(362.84)	2,457,500.00	2,457,862.84	.0
NET REVENUE OVER EXPENDITURES	37,726.90	49,514.84	.00	(49,514.84)	.0

TOWN OF JEROME
BALANCE SHEET
SEPTEMBER 30, 2023

Item A.

UTILITIES CONTINGENCIES FUND

ASSETS

80-00-1000	CASH - COMBINED FUND	320,000.00	
	TOTAL ASSETS		<u>320,000.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

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

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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 3 MONTHS ENDING SEPTEMBER 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
 SEPTEMBER 30, 2023

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	112,550.37	
90-00-1021	OAZ CAPITAL IMPROVEMENTS	71,126.52	
90-00-1023	ONEAZ WWTP CHECKING	676,727.18	
90-00-1045	PRE-PAID EXP CAPITAL FUND	5,000.00	
	TOTAL ASSETS		865,404.07

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE	971,110.61	
	REVENUE OVER EXPENDITURES - YTD	(105,706.54)	
	BALANCE - CURRENT DATE	(105,706.54)	
	TOTAL FUND EQUITY		865,404.07
	TOTAL LIABILITIES AND EQUITY		865,404.07

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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	21.78	75.95	200.00	124.05	38.0
90-57-4303 INTEREST - WWTP	57.58	190.56	500.00	309.44	38.1
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	79.36	266.51	2,000,700.00	2,000,433.49	.0
TOTAL FUND REVENUE	79.36	266.51	2,000,700.00	2,000,433.49	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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	27,934.00	105,815.55	.00	(105,815.55)	.0
90-57-7030 INTERIM WWTP LOAN EXP	157.50	157.50	2,000,700.00	2,000,542.50	.0
TOTAL CAPITAL FUND EXPENDITURES	28,091.50	105,973.05	2,000,700.00	1,894,726.95	5.3
TOTAL FUND EXPENDITURES	28,091.50	105,973.05	2,000,700.00	1,894,726.95	5.3
NET REVENUE OVER EXPENDITURES	(28,012.14)	(105,706.54)	.00	105,706.54	.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	091323MS1	Monthly Fuel Charges Fire	1	09/13/2023	455.65	.00	455.65	100625	09/13/2023
		091323MS1	Monthly Fuel Charges Park	2	09/13/2023	57.79	.00	57.79	100625	09/13/2023
Total 1000:						513.44	.00	513.44		
1021	AHS RESCUE	90623KM9	Inv. 30773 Carabiners	1	09/06/2023	525.72	.00	525.72	100608	09/06/2023
Total 1021:						525.72	.00	525.72		
1031	ALL-MED EQUIPMENT &	91323MS9	Inv 751637 Monthly Tank R	1	09/13/2023	109.12	.00	109.12	100626	09/13/2023
Total 1031:						109.12	.00	109.12		
1050	APS	90623KM18	Acct. 9438060000 Hull St	1	09/06/2023	14.88	.00	14.88	100609	09/06/2023
		92723MS1	2383901000 - 201 Main St	2	09/27/2023	48.36	.00	48.36	100651	09/27/2023
		92723MS1	0421621000 101 Main St -	3	09/27/2023	460.83	.00	460.83	100651	09/27/2023
		92723MS1	8061950000 Sunshine Hill	4	09/27/2023	36.67	.00	36.67	100651	09/27/2023
		92723MS1	2353720000 970 Gulch Rd	5	09/27/2023	39.19	.00	39.19	100651	09/27/2023
		92723MS1	8468241000 301 Hull Ave -	6	09/27/2023	38.49	.00	38.49	100651	09/27/2023
		92723MS1	6506951000 - 305 Main St	7	09/27/2023	219.91	.00	219.91	100651	09/27/2023
		92723MS1	6109570000 201 Perkinsvil	8	09/27/2023	136.22	.00	136.22	100651	09/27/2023
		92723MS1	2839800000 201 Main St -	9	09/27/2023	83.68	.00	83.68	100651	09/27/2023
		92723MS1	1976520000 201 Main St -	10	09/27/2023	217.39	.00	217.39	100651	09/27/2023
		92723MS1	4246290000 WWTP - 600	11	09/27/2023	216.16	.00	216.16	100651	09/27/2023
		92723MS1	7575770000 - 600 Clark St	12	09/27/2023	1,489.32	.00	1,489.32	100651	09/27/2023
		92723MS1	7575770000 - 600 Clark St	13	09/27/2023	312.50-	.00	312.50-	100651	09/27/2023
		92723MS2	3601574879 201 Main St P	1	09/27/2023	48.17	.00	48.17	100652	09/27/2023
92723MS2	1976520000 201 Main St -	2	09/27/2023	1,141.03	.00	1,141.03	100652	09/27/2023		
92723MS2	3216010000 201 Main St -	3	09/27/2023	37.94	.00	37.94	100652	09/27/2023		
92723MS2	0024240000 308 Queen St	4	09/27/2023	39.73	.00	39.73	100652	09/27/2023		
Total 1050:						3,955.47	.00	3,955.47		
1056	ARIZONA BUG COMPANY	91323MS3	Monthly Pest Control FD	1	09/13/2023	50.00	.00	50.00	100627	09/13/2023
Total 1056:						50.00	.00	50.00		
1142	BOUND TREE MEDICAL,	92723MS3	Inv 85087952	1	09/27/2023	40.66	.00	40.66	100653	09/27/2023
Total 1142:						40.66	.00	40.66		
1158	CANDACE GALLAGHER	90623KM2	INV. Aug 31 for August Cod	1	09/06/2023	500.00	.00	500.00	100610	09/06/2023
Total 1158:						500.00	.00	500.00		
1170	CASELLE	90623KM16	INV. 127479 Support & Mai	1	09/06/2023	808.65	.00	808.65	100611	09/06/2023
		90623KM16	INV. 127479 Support & Mai	2	09/06/2023	269.55	.00	269.55	100611	09/06/2023
		90623KM16	INV. 127479 Support & Mai	3	09/06/2023	269.55	.00	269.55	100611	09/06/2023
		90623KM16	INV. 127479 Support & Mai	4	09/06/2023	269.55	.00	269.55	100611	09/06/2023
		90623KM16	INV. 127479 Support & Mai	5	09/06/2023	89.85	.00	89.85	100611	09/06/2023
		90623KM16	INV. 127479 Support & Mai	6	09/06/2023	89.85	.00	89.85	100611	09/06/2023
Total 1170:						1,797.00	.00	1,797.00		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1178	CENTURY LINK	92023MS6	Inv 656573725	1	09/20/2023	3.37	.00	3.37	100639	09/20/2023
		92723MS4	J-520-111-3806 829M CT	1	09/27/2023	69.26	.00	69.26	100654	09/27/2023
		92723MS4	J-520-111-3806 829M LB	2	09/27/2023	85.30	.00	85.30	100654	09/27/2023
		92723MS4	J-520-111-3806 829M Fire	3	09/27/2023	123.12	.00	123.12	100654	09/27/2023
		92723MS4	J-520-111-3806 829M PD	4	09/27/2023	249.61	.00	249.61	100654	09/27/2023
		92723MS4	J-520-111-3806 829M GG	5	09/27/2023	160.43	.00	160.43	100654	09/27/2023
Total 1178:						691.09	.00	691.09		
1195	CITY OF COTTONWOOD	91323MS10	Inv 0006343 - PD Dispatchi	1	09/13/2023	3,652.69	.00	3,652.69	100628	09/13/2023
		Total 1195:						3,652.69	.00	3,652.69
1213	CONTRACT WASTEWATE	90623KM4	Inv. 1015641 Water Syste	1	09/06/2023	1,025.00	.00	1,025.00	100612	09/06/2023
		90623KM4	WWTP Maintenance	2	09/06/2023	3,325.00	.00	3,325.00	100612	09/06/2023
		90623KM4	Chlorine Tablets Purchased	3	09/06/2023	1,093.00	.00	1,093.00	100612	09/06/2023
		90623KM4	Sample Transport Charges	4	09/06/2023	130.00	.00	130.00	100612	09/06/2023
Total 1213:						5,573.00	.00	5,573.00		
1239	DANA KEPNER CO	90623KM11	INV. 9038280-00 Iron Pipe	1	09/06/2023	560.93	.00	560.93	100613	09/06/2023
		Total 1239:						560.93	.00	560.93
1262	DEWEYS PLUMBING	92723MS5	Inv 25249 - Tub Repair 655	1	09/27/2023	1,689.57	.00	1,689.57	100655	09/27/2023
		92723MS5	Inv 25249 - Tub Repair 655	2	09/27/2023	699.00	.00	699.00	100655	09/27/2023
Total 1262:						2,388.57	.00	2,388.57		
1264	DIESEL DIRECT WEST	91323MS5	INV 85360886 Diesel Fuel	1	09/13/2023	207.79	.00	207.79	100629	09/13/2023
		91323MS5	INV 85360886 Diesel Fuel	2	09/13/2023	25.98	.00	25.98	100629	09/13/2023
		91323MS5	INV 85360886 Diesel Fuel	3	09/13/2023	25.97	.00	25.97	100629	09/13/2023
		92723MS6	INV 85244263 Diesel Fuel	1	09/27/2023	127.04	.00	127.04	100656	09/27/2023
		92723MS6	INV 85244263 Diesel Fuel	2	09/27/2023	15.88	.00	15.88	100656	09/27/2023
		92723MS6	INV 85244263 Diesel Fuel	3	09/27/2023	15.88	.00	15.88	100656	09/27/2023
		92723MS7	INV 85385228 Diesel Fuel	1	09/27/2023	191.59	.00	191.59	100656	09/27/2023
		92723MS7	INV 85385228 Diesel Fuel	2	09/27/2023	23.95	.00	23.95	100656	09/27/2023
		92723MS7	INV 85385228 Diesel Fuel	3	09/27/2023	23.95	.00	23.95	100656	09/27/2023
Total 1264:						658.03	.00	658.03		
1322	FOUR-D LLC	90623KM10	Inv. 00000891 IT Service a	1	09/06/2023	168.75	.00	168.75	100614	09/06/2023
		90623KM10	Inv. 00000891 IT Service a	2	09/06/2023	303.75	.00	303.75	100614	09/06/2023
Total 1322:						472.50	.00	472.50		
1369	HILL BROTHERS CHEMIC	90623KM1	Inv. INV102403 Sodium Hy	1	09/06/2023	2,346.13	.00	2,346.13	100615	09/06/2023
		Total 1369:						2,346.13	.00	2,346.13
1412	JANICE PONTIOUS	91323MS8	Reimbursement For PD Su	1	09/13/2023	72.82	.00	72.82	100630	09/13/2023
		Total 1412:						72.82	.00	72.82
1419	JC CULLEN INC	90623KM6	Inv. 153571 911 IP Port Ser	1	09/06/2023	35.49	.00	35.49	100616	09/06/2023
		90623KM6	Inv. 153571 911 Port Servic	2	09/06/2023	35.48	.00	35.48	100616	09/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1419:						70.97	.00	70.97		
1503	LEGEND	90623KM3	INV. 2313135 TESTING S	1	09/06/2023	75.00	.00	75.00	100617	09/06/2023
		91323MS15	Inv 2313612 WWTP Sink	1	09/13/2023	288.00	.00	288.00	100631	09/13/2023
		91323MS6	Inv 2313461 - Wastewater t	1	09/13/2023	75.00	.00	75.00	100631	09/13/2023
		92023MS8	2314039 Testing Services	1	09/20/2023	75.00	.00	75.00	100642	09/20/2023
		92023MS8	2314001 Testing Services	2	09/20/2023	15.00	.00	15.00	100642	09/20/2023
		92723MS8	Inv 2314493 - Wastewater	1	09/27/2023	277.00	.00	277.00	100657	09/27/2023
		92723MS8	Inv 2314493 WWTP Sink	2	09/27/2023	15.00	.00	15.00	100657	09/27/2023
Total 1503:						820.00	.00	820.00		
1507	LIFE & PROPERTY SAFE	92023MS10	Inv 10378 Fire Alarm Monit	1	09/20/2023	96.00	.00	96.00	100643	09/20/2023
Total 1507:						96.00	.00	96.00		
1576	NAPA AUTO PARTS	92723MS10	Inv 327126 Oxygen & Core	1	09/27/2023	39.79	.00	39.79	100659	09/27/2023
		92723MS10	Inv 3276633 - 2.5 Gal DEF	8	09/27/2023	127.90	.00	127.90	100659	09/27/2023
		92723MS10	Inv 327849 - Freon for C-11	9	09/27/2023	24.15	.00	24.15	100659	09/27/2023
		92723MS10	Inv 327912 - Starter for F3	10	09/27/2023	284.83	.00	284.83	100659	09/27/2023
		92723MS10	Inv 327989 - Warranty & C	11	09/27/2023	48.33-	.00	48.33-	100659	09/27/2023
		92723MS10	Inv 329032 - Penetrant, W	12	09/27/2023	151.98	.00	151.98	100659	09/27/2023
		92723MS10	Inv 329529 Delo Oil	13	09/27/2023	67.52	.00	67.52	100659	09/27/2023
		92723MS10	Inv 327276 Battery, Cleane	14	09/27/2023	41.15	.00	41.15	100660	09/27/2023
		92723MS10	Inv 327276 Battery, Cleane	15	09/27/2023	41.15	.00	41.15	100660	09/27/2023
		92723MS10	Inv 327276 Battery, Cleane	16	09/27/2023	41.15	.00	41.15	100660	09/27/2023
		92723MS10	Inv 327276 Battery, Cleane	17	09/27/2023	41.15	.00	41.15	100660	09/27/2023
		92723MS10	Inv 327276 Battery, Cleane	18	09/27/2023	41.15	.00	41.15	100660	09/27/2023
		92723MS10	Inv 327276 Battery, Cleane	19	09/27/2023	41.16	.00	41.16	100660	09/27/2023
Total 1576:						894.75	.00	894.75		
1603	ODP BUSINESS SOLUTIO	91323MS14	Inv 328547563001 Name B	1	09/13/2023	16.60	.00	16.60	100632	09/13/2023
		91323MS14	Inv 329514662001 Gel Pen	2	09/13/2023	28.90	.00	28.90	100632	09/13/2023
		91323MS14	Inv 329517973001 Floor M	3	09/13/2023	108.59	.00	108.59	100632	09/13/2023
		91323MS14	Inv 327363169001 Window	4	09/13/2023	195.46	.00	195.46	100632	09/13/2023
		92023MS9	Inv 330438865001 Planner	1	09/20/2023	24.32	.00	24.32	100646	09/20/2023
		92723MS11	Inv 331921193001 Copy P	1	09/27/2023	85.98	.00	85.98	100661	09/27/2023
Total 1603:						459.85	.00	459.85		
1611	PACIFIC ADVANCED CIVI	92023MS13	Inv 7631 Project B614 Jero	1	09/20/2023	27,934.00	.00	27,934.00	1006	09/20/2023
Total 1611:						27,934.00	.00	27,934.00		
1615	PARKEON	90623KM7	INV. IV138277 Parkfolio AI	1	09/06/2023	408.64	.00	408.64	100618	09/06/2023
		92723MS12	INV IV138602 Flowbird Trx	1	09/27/2023	35.43	.00	35.43	100662	09/27/2023
Total 1615:						444.07	.00	444.07		
1618	PATRIOT DISPOSAL, INC.	90623KM15	INV. 3849 Trash Dumping	1	09/06/2023	1,795.20	.00	1,795.20	100619	09/06/2023
Total 1618:						1,795.20	.00	1,795.20		
1647	PROCOPY	90623KM5	Inv. INV4234481 Copier Le	1	09/06/2023	357.51	.00	357.51	100620	09/06/2023
		91323MS4	INV4240480 - Copier Use	1	09/13/2023	496.48	.00	496.48	100633	09/13/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1647:						853.99	.00	853.99		
1677	REESE'S TIRE & AUTOTI	90623KM12	Inv. 92791 Backhoe Mount	1	09/06/2023	391.47	.00	391.47	100621	09/06/2023
		90623KM12	Inv. 92791 Backhoe Mount	2	09/06/2023	391.47	.00	391.47	100621	09/06/2023
		90623KM12	Inv. 92791 Backhoe Mount	3	09/06/2023	391.47	.00	391.47	100621	09/06/2023
		90623KM12	Inv. 92791 Backhoe Mount	4	09/06/2023	391.47	.00	391.47	100621	09/06/2023
		90623KM12	Inv. 92791 Backhoe Mount	5	09/06/2023	391.47	.00	391.47	100621	09/06/2023
		90623KM12	Inv. 92791 Backhoe Mount	6	09/06/2023	391.48	.00	391.48	100621	09/06/2023
Total 1677:						2,348.83	.00	2,348.83		
1728	SEDONA RECYCLES, INC	91323MS7	INV #JRME 823 - Recyclin	1	09/13/2023	240.00	.00	240.00	100636	09/13/2023
Total 1728:						240.00	.00	240.00		
1740	SIMS MACKIN, LTD	92023MS4	INV 37682 Legal Services	1	09/20/2023	292.50	.00	292.50	100647	09/20/2023
		92023MS4	INV 37682 Legal Services	2	09/20/2023	45.00	.00	45.00	100647	09/20/2023
		92023MS4	INV 37682 Legal Services	3	09/20/2023	157.50	.00	157.50	100647	09/20/2023
		92023MS4	INV 37682 Legal Services	4	09/20/2023	157.50	.00	157.50	100647	09/20/2023
Total 1740:						652.50	.00	652.50		
1751	SOUTHWESTERN ENVIR	92723MS14	Inv 2023-225 SEC Project	1	09/27/2023	5,957.50	.00	5,957.50	100664	09/27/2023
Total 1751:						5,957.50	.00	5,957.50		
1812	TOWN OF JEROME - UTIL	90623KM14	7002.01 Town Hall Utilities	1	09/06/2023	208.15	.00	208.15	100622	09/06/2023
		90623KM14	7060.01 Public Works Yard	2	09/06/2023	194.08	.00	194.08	100622	09/06/2023
		90623KM14	7054.01 Jerome PD Utilitie	3	09/06/2023	177.32	.00	177.32	100622	09/06/2023
		90623KM14	7015-01 FIRE STATION	4	09/06/2023	194.08	.00	194.08	100622	09/06/2023
Total 1812:						773.63	.00	773.63		
1813	TOWN OF JEROME PR	91323MS2	Payroll Transfer for Septem	1	09/13/2023	90,000.00	.00	90,000.00	100637	09/13/2023
		92723MS15	Payroll Transfer September	1	09/27/2023	90,000.00	.00	90,000.00	100665	09/27/2023
Total 1813:						180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	92023MS5	7505930000 600 Clark St	1	09/20/2023	26.05	.00	26.05	100649	09/20/2023
		92023MS5	0559820000 101 N Main St	2	09/20/2023	.00	.00			
		92023MS5	6937260000 303 Main St	3	09/20/2023	21.75	.00	21.75	100649	09/20/2023
		92023MS5	2353340000 502 N Main St	4	09/20/2023	21.75	.00	21.75	100649	09/20/2023
		92023MS5	4353340000 201 Perkinsvil	5	09/20/2023	21.33	.00	21.33	100649	09/20/2023
Total 1827:						90.88	.00	90.88		
1851	VERDE VALLEY HARDWA	90623KM13	Ref. 59514 Paint & Rollers	1	09/06/2023	122.55	.00	122.55	100623	09/06/2023
		90623KM13	Ref. 59535 Station Supplie	2	09/06/2023	106.43	.00	106.43	100623	09/06/2023
		90623KM13	Ref. 59629 Keys	3	09/06/2023	21.92	.00	21.92	100623	09/06/2023
		90623KM13	Ref. 59730 Galvanized Pip	4	09/06/2023	63.12	.00	63.12	100623	09/06/2023
		90623KM13	Ref. 59898 Wheels and Sc	5	09/06/2023	28.71	.00	28.71	100623	09/06/2023
		90623KM13	Ref. 59958 3/4 Brass Gate	6	09/06/2023	14.27	.00	14.27	100623	09/06/2023
		90623KM13	Ref. 59993 Keys	7	09/06/2023	9.85	.00	9.85	100623	09/06/2023
		90623KM13	Ref. 60255 Start Assembly	8	09/06/2023	115.33	.00	115.33	100623	09/06/2023
		90623KM13	Ref. 60257 Diamond Saw	9	09/06/2023	24.16	.00	24.16	100623	09/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1851:						506.34	.00	506.34		
1859	VERIZON WIRELESS	90623KM17	INV. 9942948748 Telephon	1	09/06/2023	104.20	.00	104.20	100624	09/06/2023
		90623KM17	INV. 9942948748 Parking T	2	09/06/2023	160.04	.00	160.04	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	3	09/06/2023	40.70	.00	40.70	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	4	09/06/2023	56.70	.00	56.70	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	5	09/06/2023	40.61	.00	40.61	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	6	09/06/2023	40.01	.00	40.01	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	7	09/06/2023	40.01	.00	40.01	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	8	09/06/2023	40.01	.00	40.01	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	9	09/06/2023	40.01	.00	40.01	100624	09/06/2023
		90623KM17	INV. 9942948747 Phones	10	09/06/2023	40.01	.00	40.01	100624	09/06/2023
Total 1859:						602.30	.00	602.30		
1914	YAVAPAI CO. EDUCATION	91323MS11	Inv 23-1974 Municipal Inter	1	09/13/2023	74.10	.00	74.10	100638	09/13/2023
		91323MS11	Inv 23-1974 Municipal Inter	2	09/13/2023	74.10	.00	74.10	100638	09/13/2023
		91323MS11	Inv 23-1974 Municipal Inter	3	09/13/2023	148.20	.00	148.20	100638	09/13/2023
		91323MS11	Inv 23-1974 Municipal Inter	4	09/13/2023	118.56	.00	118.56	100638	09/13/2023
		91323MS12	Inv 23-1973 Internet Acces	1	09/13/2023	25.25	.00	25.25	100638	09/13/2023
Total 1914:						440.21	.00	440.21		
1920	YAVAPAI COUNTY EMER	92023MS3	Inv. 92121-6 Emergency S	1	09/20/2023	191.00	.00	191.00	100650	09/20/2023
Total 1920:						191.00	.00	191.00		
1956	MARTIN MARIETTA	92723MS9	Inv 40367853 MAG Aggreg	1	09/27/2023	259.02	.00	259.02	100658	09/27/2023
Total 1956:						259.02	.00	259.02		
1967	SCOTT STAAB	91323MS13	Wildland - Happy Camp Co	1	09/13/2023	5,638.14	.00	5,638.14	100635	09/13/2023
Total 1967:						5,638.14	.00	5,638.14		
1968	COAST TO COAST	92023MS7	Inv A2579742 Toner Cartrid	1	09/20/2023	530.60	.00	530.60	100641	09/20/2023
Total 1968:						530.60	.00	530.60		
1974	MOYER'S HEATING & CO	92023MS2	INV. 18920 FD HVAC 2nd	1	09/20/2023	9,637.20	.00	9,637.20	100645	09/20/2023
Total 1974:						9,637.20	.00	9,637.20		
1990	CivilTec Engineering Inc.	92023MS1	Inv. 49188 Engineering Svc	1	09/20/2023	1,372.00	.00	1,372.00	100640	09/20/2023
Total 1990:						1,372.00	.00	1,372.00		
2006	Wired Up Systems LLC	92723MS16	Inv 94844 - Monthly Securit	1	09/27/2023	52.97	.00	52.97	100666	09/27/2023
Total 2006:						52.97	.00	52.97		
2010	Rebekah Kennedy	91323MS16	LMP Refund #5031-04	1	09/13/2023	137.56	.00	137.56	100634	09/13/2023
Total 2010:						137.56	.00	137.56		
2011	LISA ROJAS	92023MS11	LMP Refund Account No. 5	1	09/20/2023	46.41	.00	46.41	100644	09/20/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2011:						46.41	.00	46.41		
2012	STALKER RADAR	92023MS12	INV. S287839 Stalker MC3	1	09/20/2023	21,146.13	.00	21,146.13	100648	09/20/2023
Total 2012:						21,146.13	.00	21,146.13		
2013	PAVEMENT SEALANTS &	92723MS13	Inv 23219 - High Performa	1	09/27/2023	863.16	.00	863.16	100663	09/27/2023
Total 2013:						863.16	.00	863.16		
Grand Totals:						288,762.38	.00	288,762.38		

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 October 10, 2023

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Conducted onboarding of new part-time fuel abatement employee Cody Wells.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Completed and submitted USDOT Rural Assistance PILOT Grant for Dundee infrastructure, Deception infrastructure and School Street wall.
- Worked with various individuals on their special event requests.
- Met with engineers to discuss options for mitigating the water issue at the co-op / Ghost Pepper during heavy rains and various other drainage challenges throughout Town.
- Attended a current trends in employee benefits seminar.
- Submitted two federal grant applications – Center Avenue and Verde Avenue.
- Instituted the process for busing Town of Jerome MUHS residents to school.
- Facilitated a public records request.
- Met with a structural engineer to discuss retaining walls throughout Town.
- Submitted necessary State financial forms.
- Met with engineer for project update and ensure approved projects are progressing.
- Solicited bids for a new refuse truck.
- CAT riders for the pilot program are averaging around 10 per week (Thursday).
- Facilitated the PFAS monitor / testing, which will be an EPA regulation imposed in the near future.

**** CONGRATULATIONS TO ****

Robert Vega (Public Works) on completing 1 year of service effective October 24, 2023.

Charles Harris (Police) on completing 3 years of service effective October 17, 2023.

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



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

MEETING MINUTES

Date: September 18, 2023 **PACE Job No. B614**

Meeting Date: September 18, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #1

Attendance:

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

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
 - a. N/A
3. Next Deliverable and Upcoming Dates
 - a. 60% Design Submittal (Internal Submission Date: 11/10/2023)
 - b. 100% Design Submittal (Internal Submission Date: 6/22/2024)
4. Current Scope of Work

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design Phase	a. Design Survey b. Geotechnical Investigation c. Collection Line CIPP Feasibility Study d. Hydrologic/Hydraulic Analysis of Bitter Creek e. Cultural Resource Study/Report	PACE
Preliminary Design	a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design	PACE

5. Site Information, Surveys, and Constraints

a. Easements

i. SEC has completed the parcel and title report reviews. The Town does not have easements for the existing sewer. SEC will provide proposal to survey the existing sewer line and establish new easement from the treatment plant to Douglas Rd. Width of the utility easement TBD but needs to include existing alignment and new alignment to the South. SEC will provide option to establish additional easements for laterals from Douglas Rd and Hampshire Ave.

1. Lateral locations are approximately

- a. Between parcel # 1027 and 1028
- b. Between parcel # 1033 and 1035
- c. Near parcel # 1102A and 02B

ii. USDA will need easement for sewer main in hand before authorization to bid project.

b. Site walk on 8/24 with CCTV contractor and CIPP Contractor, review findings and proposal

i. Following a site walk with a CIPP and CCTV contractor it was determined that site conditions will make CIPP challenging. Specific challenges:

- 1. Site access
- 2. 90-degree bend
- 3. Varying pipe sizes and material
- 4. Changes do not occur within structures or accessible points.

ii. Presented the CCTV proposal to the Town. The Town elected to not move forward with CCTY and move forward instead with replacement of the sewer line from the WWTP to the existing crossing at Bitter Creek. PACE will provide CIPP feasibility memo summarizing the process.

c. Site plan and 500-yr Floodplain elevation

d. Construction Access and Equipment Staging Locations

- i. Marty is planning to meet with new management of Verde Exploration owned parcel.

6. Outstanding Items

- a. N/A

7. Coordination Items

- a. Pre-APP Meeting Request
- b. Electrical Panel photos sent to Wright Engineering

8. Feedback from the Town

- a. SBR Location
 - i. The Town's preference is to locate the SBR basins at the South (uphill) site. PACE to proceed with preliminary design at this location.
- b. Major Equipment
 - i. A floating style decanter may be better suited for the Town due to Fats Oils and Grease seen at the existing facility.
- c. Repurposing Reed Beds and Constructed Wetlands

9. Reporting

- a. Next Consent Order Status Report on or before November 4, 2023

10. Action items

ITEM	RESPONSIBLE PARTY	DUE
Sewer Easement Proposal	SEC, Krishan Ginige	
Maps and Legal Line of Easement	PACE, Mike Krebs	
Preliminary Equipment List/Options	PACE, Taylor Pierce	
Electrical Panel photos to Wright Engineer	TOJ, Henry MacVittie	



8723 E Via de Commercio #A-204
 Scottsdale, AZ 85258
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MEETING MINUTES

Date: October 2, 2023 **PACE Job No. B614**

Meeting Date: October 2, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #2

Attendance:

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

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 60% Design Submittal (Internal Submission Date: 11/10/2023)
 - b. 100% Design Submittal (Internal Submission Date: 6/22/2024)
4. Current Scope of Work

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design Phase	<ul style="list-style-type: none"> a. Design Survey b. Geotechnical Investigation c. Collection Line CIPP Feasibility Study d. Hydrologic/Hydraulic Analysis of Bitter Creek e. Cultural Resource Study/Report 	PACE
Preliminary Design	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design 	PACE

5. Site Information, Surveys, and Constraints

- a. Easements - Sewer Easement Proposal from SEC
 - i. Proposal by SEC is ready and expected this week. Survey anticipated to be performed next Tuesday, Marty will walk with SEC field crew.
- b. Collection Line CIPP Feasibility Study – Draft memo submitted to the Town for review.
 - i. A draft of the study has been submitted to the Town. The Town indicated that they agreed with the conclusions. PACE to finalize.
- c. Site plan and 500-yr Floodplain elevation – Uphill site selected.
 - i. Reviewed site location options.
- d. Construction Access and Equipment Staging Locations – Marty meeting with Verde Ex.
 - i. Jerome meeting with Verde Ex this week to discuss construction staging and access easements.

6. Outstanding Items

- a. N/A

7. Coordination Items

- a. Pre-APP Meeting 10/17 @ 10:15am
 - i. Items to review with ADEQ
 - 1. Conceptual site plan
 - 2. Point of Compliance
 - 3. Use of Reed Beds and Wetland Cells
 - 4. Anticipated effluent requirements

- 8. Feedback from the Town
 - a. Major Equipment
 - b. Repurposing Reed Beds and Constructed Wetlands
 - i. Review use of the existing settling tank to be used for sludge management as it is already piped to the reed beds.
 - ii. Access to the reed beds will need minor improvement even without full driveway. Grading and drainage improvements to be considered for section of road from SBR to reed beds as well.
- 9. Reporting
 - a. Next Consent Order Status Report on or before November 4, 2023
- 10. Action items

ITEM	RESPONSIBLE PARTY	DUE
Sewer Survey and Easement Proposal	SEC, Krishan Ginige	This Week
Maps and Legal Line of Easement	PACE, Mike Krebs	After Survey
Preliminary Equipment List	PACE, Taylor Pierce	10/16
Conceptual Site Plan	PACE, Taylor Pierce	10/16

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		115,431		
October		114,937		
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	236,707	1,334,484	111,055	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	0	32,105			14,925			33,655	
October	0	39,918			18,989			36,563	
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	72,659	464,852	3,150	34,099	212,161	10,908	101,564	478,374	50,746

Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,764	2,764
August	2,481	5,245
September		
October		
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 9-May	44	148
16-May	44	153
23-May	40	154
31-May	39	153
21-Jun	36	157
27-Jun	40	162
5-July	39	165
11-July	32	170
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



Founded 1876
Incorporated 1899

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

October 2023 Staff Report for September 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 and transcribed the minutes for all open sessions of Council. This month, Michele Sharif took and transcribed the minutes for the P&Z meeting.
- ⚙ 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.
- ⚙ Continued training Michele Sharif on Payables, Bank Reconciliation, & other duties.
- ⚙ Attended a Kairos Benefits Update meeting in Prescott Valley
- ⚙ Permits and Licensing activities for July:
 - Business Licenses**
 - 11 Businesses were sent renewal notices.
 - 7 Businesses sent in their renewal application.
 - 1 Business applied for a NEW Business License.
 - 12 Business Licenses were issued.
 - 7 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 unlicensed STR is no longer being advertised on AirBnB.
 - Happy to report that 1 STR unit has been converted into Long-Term Rental.
 - Special Event Permits**
 - 1 Special Event permit was issued (Art in the Park).



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

October2023 staff report for September activity submitted by Terri Card.

Utilities

- Current debt (45 days past due):

12 accounts were on the shut-off list at the beginning of September. 9 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 September billing: \$366.13

Balance owed at end of August: \$3354.74

- A copy of the September 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	09/30/2023	08/31/2023	07/31/2023	06/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	155.48	77.74	77.74	.00	.00	07/17/23	233.22-		
1001.03	155.48	155.48	.00	.00	.00	09/18/23	155.48-		
1003.02	105.11	105.11	.00	.00	.00	09/18/23	105.11-		
1006.02	298.51-	299.27-	.76	.00	.00	08/14/23	600.00-		
1007.02	132.52	132.52	.00	.00	.00	09/13/23	132.52-		
1008.02	77.74	77.74	.00	.00	.00	09/11/23	77.74-		
1009.05	46.41	46.41	.00	.00	.00	09/21/23	164.23-		
1010.01	77.74	77.74	.00	.00	.00	09/18/23	77.74-		
1011.01	386.99-	386.99-	.00	.00	.00	09/18/23	600.00-		
1013.01	77.74	77.74	.00	.00	.00	09/25/23	77.74-		
1014.03	46.41	46.41	.00	.00	.00	09/06/23	92.82-		
1015.01	77.74	77.74	.00	.00	.00	09/28/23	77.74-		
1016.01	46.41	46.41	.00	.00	.00	09/18/23	46.41-		
1018.03	132.52	132.52	.00	.00	.00	09/14/23	132.52-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	345.88	77.74	77.74	77.74	112.66	09/06/23	77.74-		
1023.01	121.79	77.74	41.17	.00	2.88	06/14/23	94.58-		
1024.01	105.11-	105.11-	.00	.00	.00	09/20/23	210.22-		
1025.01	77.74	77.74	.00	.00	.00	09/19/23	77.74-		
1026.01	77.74	77.74	.00	.00	.00	09/13/23	77.74-		
1027.01	77.74	77.74	.00	.00	.00	09/11/23	77.74-		
1028.04	77.74	77.74	.00	.00	.00	09/13/23	77.74-		
1029.01	265.04	132.52	132.52	.00	.00	08/28/23	397.56-		
1030.02	.01	.01	.00	.00	.00	09/25/23	182.85-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.07	233.22-	233.22-	.00	.00	.00	09/06/23	77.74-	Final	11/22/21
1031.10	77.74	77.74	.00	.00	.00	09/14/23	77.74-		
1032.01	77.74	77.74	.00	.00	.00	09/13/23	77.74-		
1036.09	210.22	105.11	105.11	.00	.00	08/22/23	210.22-		
1038.02	73.70	73.70	.00	.00	.00	09/11/23	80.00-		
1040.01	17.34	17.34	.00	.00	.00	09/14/23	17.34-		
1042.01	266.96	266.96	.00	.00	.00	09/18/23	42.70-		
1044.01	105.11	105.11	.00	.00	.00	09/18/23	105.11-		
1051.02	1,244.50-	1,244.50-	.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	09/25/23	77.74-		
1056.02	77.74	77.74	.00	.00	.00	09/12/23	77.74-		
1057.01	77.74	77.74	.00	.00	.00	09/11/23	77.74-		
1058.05	77.74	77.74	.00	.00	.00	09/14/23	77.74-		
1059.02	105.11	105.11	.00	.00	.00	08/31/23	105.11-		
1060.02	77.74	77.74	.00	.00	.00	09/13/23	77.71-		
1061.01	105.11	105.11	.00	.00	.00	09/19/23	105.11-		
1063.02	77.74	77.74	.00	.00	.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
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1066.01	10.56-	10.56-	.00	.00	.00	09/19/23	77.74-		
1069.02	105.11	105.11	.00	.00	.00	09/19/23	105.11-		
1071.03	105.11	105.11	.00	.00	.00	09/13/23	105.11-		
1073.01	105.11	105.11	.00	.00	.00	09/13/23	105.11-		
1075.01	47.00	46.41	.59	.00	.00	07/24/23	92.23-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22

Customer Number	Balance	09/30/2023	08/31/2023	07/31/2023	06/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22
1076.03	46.41	.00	.00	.00	46.41	04/11/23	46.41-	Final	04/30/23
1076.04	46.41	46.41	.00	.00	.00	09/28/23	149.23-		
1077.01	61.50	61.50	.00	.00	.00	09/12/23	61.50-		
1078.02	123.00	61.50	61.50	.00	.00	08/30/23	61.50-		
1079.02	301.60	301.60	.00	.00	.00	09/18/23	75.80-		
1080.01	123.00	61.50	61.50	.00	.00	08/03/23	123.00-		
1081.01	62.51	62.51	.00	.00	.00	09/19/23	62.51-		
1082.01	.80-	.80-	.00	.00	.00	09/19/23	100.00-		
1083.05	36.40	36.40	.00	.00	.00	09/13/23	50.00-		
1084.01	70.28	45.20	25.08	.00	.00	07/25/23	100.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	135.60	45.20	45.20	45.20	.00	07/17/23	135.60-		
1086.02	62.51	59.57	2.94	.00	.00	08/31/23	187.53-		
1087.01	45.20	45.20	.00	.00	.00	09/18/23	45.20-		
1090.04	195.44	101.81	93.63	.00	.00	08/28/23	100.00-		
1091.02	87.28	87.28	.00	.00	.00	09/11/23	87.28-		
1093.02	125.02	62.51	62.51	.00	.00	08/09/23	187.53-		
1094.01	135.60	45.20	45.20	45.20	.00	07/12/23	135.60-		
1097.03	62.51	62.51	.00	.00	.00	09/25/23	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	177.08	88.54	88.54	.00	.00	08/24/23	265.62-		
1099.01	105.11	105.11	.00	.00	.00	09/13/23	105.11-		
1100.02	62.51	62.51	.00	.00	.00	09/18/23	62.51-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	144.52-	144.52-	.00	.00	.00	09/18/23	300.00-		
1125.03	107.70-	107.70-	.00	.00	.00	09/19/23	100.00-		
1131.01	138.93	138.93	.00	.00	.00	09/19/23	138.93-		
1132.01	77.74	77.74	.00	.00	.00	09/19/23	77.74-		
1133.01	77.74	77.74	.00	.00	.00	09/28/23	77.74-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	121.12	62.51	58.61	.00	.00	09/26/23	99.00-		
1139.01	155.48	77.74	77.74	.00	.00	08/28/23	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	09/14/23	45.20-		
1151.02	45.20	45.20	.00	.00	.00	09/20/23	45.20-		
1160.02	210.22	105.11	105.11	.00	.00	08/14/23	105.11-		
1162.03	105.11	105.11	.00	.00	.00	09/19/23	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	09/11/23	77.74-		
1166.02	87.28	87.28	.00	.00	.00	09/19/23	87.28-		
1167.01	8.00	8.00	.00	.00	.00	09/19/23	71.85-		
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	09/06/23	77.74-		
1169.02	210.22	105.11	105.11	.00	.00	08/24/23	105.11-		
1171.05	77.74	77.74	.00	.00	.00	09/18/23	77.74-		
1173.06	77.74	77.74	.00	.00	.00	08/09/23	155.48-		
1174.02	77.74	77.74	.00	.00	.00	09/19/23	77.74-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	77.74	77.74	.00	.00	.00	09/11/23	77.74-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.09	132.52	132.52	.00	.00	.00	09/28/23	132.52-		
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.09	73.16	73.16	.00	.00	.00	09/21/23	80.00-		
1314.05	62.51	62.51	.00	.00	.00	09/19/23	62.51-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22
1341.01	261.26-	261.26-	.00	.00	.00		.00	Final	01/01/22

Customer Number	Balance	09/30/2023	08/31/2023	07/31/2023	06/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1342.05	87.28	87.28	.00	.00	.00	09/13/23	174.56-		
1343.03	141.21	141.21	.00	.00	.00	09/11/23	574.84-		
2000.01	139.79	139.75	.04	.00	.00	09/28/23	139.71-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	330.32	132.52	121.42	76.38	.00	06/06/23	600.00-		
2002.03	46.41	46.41	.00	.00	.00	09/06/23	46.41-		
2003.02	77.74	77.74	.00	.00	.00	09/19/23	77.74-		
2004.01	210.22	105.11	105.11	.00	.00	08/22/23	210.22-		
2005.01	77.74	77.74	.00	.00	.00	09/18/23	155.48-		
2006.03	105.11	105.11	.00	.00	.00	09/12/23	105.11-		
2007.02	155.48	155.48	.00	.00	.00	09/19/23	155.48-		
2008.01	105.11	105.11	.00	.00	.00	09/12/23	105.11-		
2009.01	35.04-	35.04-	.00	.00	.00	07/06/23	105.11-		
2010.03	105.11	105.11	.00	.00	.00	08/31/23	105.11-		
2011.05	77.74	77.74	.00	.00	.00	09/06/23	77.74-		
2013.01	105.11	105.11	.00	.00	.00	09/25/23	105.11-		
2014.01	105.11	105.11	.00	.00	.00	09/12/23	105.11-		
2015.02	544.69-	544.69-	.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	315.33	105.11	105.11	105.11	.00	08/21/23	105.11-		
2017.01	105.11	105.11	.00	.00	.00	09/25/23	105.11-		
2018.01	77.74	77.74	.00	.00	.00	09/19/23	77.74-		
2019.01	105.11	105.11	.00	.00	.00	09/11/23	105.11-		
2020.01	132.52	132.52	.00	.00	.00	09/12/23	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	09/19/23	105.11-		
2022.01	132.52	132.52	.00	.00	.00	09/11/23	132.52-		
2023.03	77.74	77.74	.00	.00	.00	09/28/23	77.74-		
2024.01	105.11	105.11	.00	.00	.00	09/28/23	105.11-		
2025.02	141.21	141.21	.00	.00	.00	08/14/23	282.42-		
2026.02	315.33	105.11	105.11	105.11	.00	07/24/23	325.33-		
2028.01	105.11	105.11	.00	.00	.00	09/06/23	105.11-		
2029.01	105.11	105.11	.00	.00	.00	09/21/23	105.11-		
2030.01	155.48	77.74	77.74	.00	.00	08/21/23	155.48-		
2031.01	139.75	139.75	.00	.00	.00	09/25/23	139.75-		
2032.03	77.74	77.74	.00	.00	.00	09/21/23	155.48-		
2034.01	105.11	105.11	.00	.00	.00	09/11/23	105.11-		
2037.03	105.11	105.11	.00	.00	.00	09/19/23	105.11-		
2038.01	77.74	77.74	.00	.00	.00	09/28/23	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	09/18/23	105.11-		
2043.03	46.41	46.41	.00	.00	.00	09/18/23	46.41-		
2044.01	77.74	77.74	.00	.00	.00	09/13/23	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	09/12/23	149.23-		
2047.02	132.52	132.52	.00	.00	.00	09/20/23	132.52-		
2054.01	282.42	141.21	141.21	.00	.00	08/28/23	423.63-		
2055.01	77.74	77.74	.00	.00	.00	09/13/23	77.74-		
2058.01	77.74	77.74	.00	.00	.00	09/25/23	77.74-		
2059.01	210.22	105.11	105.11	.00	.00	08/15/23	210.22-		
2061.02	139.75	139.75	.00	.00	.00	09/18/23	139.75-		
2062.01	62.51	62.51	.00	.00	.00	09/13/23	62.51-		
2063.01	62.51	62.51	.00	.00	.00	09/21/23	62.51-		
2065.04	45.20	45.20	.00	.00	.00	09/07/23	90.40-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	62.51	62.51	.00	.00	.00	09/28/23	62.51-		
2069.02	60.20	60.20	.00	.00	.00		.00		

Town of Jerome

Aging Report - Acct number only

Report Date: 09/30/2023

Oct 02, 2023 9:59AM

Customer Number	Balance	09/30/2023	08/31/2023	07/31/2023	06/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2069.03	60.20	60.20	.00	.00	.00		.00		
2070.01	56.80-	56.80-	.00	.00	.00	09/12/23	62.51-		
2073.02	141.21	141.21	.00	.00	.00	09/28/23	141.20-		
2077.01	79.90	79.85	.05	.00	.00	09/20/23	79.80-		
2078.01	87.28	87.28	.00	.00	.00	09/25/23	87.28-		
2079.03	135.60	45.20	45.20	45.20	.00	07/20/23	90.40-		
2080.01	159.70	79.85	79.85	.00	.00	08/09/23	69.55-		
2081.01	6.74-	6.74-	.00	.00	.00	08/14/23	200.00-		
2083.01	484.39-	484.39-	.00	.00	.00	09/11/23	500.00-		
2084.01	105.11	105.11	.00	.00	.00	09/20/23	105.11-		
2085.02	248.71	248.71	.00	.00	.00	09/13/23	497.42-		
2086.01	77.74	77.74	.00	.00	.00	09/12/23	77.74-		
2089.02	155.48	77.74	77.74	.00	.00	08/16/23	155.48-		
2093.02	382.10	133.80	124.15	124.15	.00	07/24/23	372.45-		
2100.01	60.40	60.40	.00	.00	.00	09/12/23	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	09/11/23	105.11-		
2103.01	210.22	105.11	105.11	.00	.00	08/15/23	105.11-		
2104.07	105.11	105.11	.00	.00	.00	09/19/23	105.11-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	141.21	141.21	.00	.00	.00	09/13/23	141.21-		
2106.01	.26-	.26-	.00	.00	.00	09/12/23	105.11-		
2107.01	56.64	56.64	.00	.00	.00	09/18/23	56.64-		
2109.03	77.74	77.74	.00	.00	.00	09/25/23	77.74-		
2110.01	2,689.04-	2,689.04-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	105.11	105.11	.00	.00	.00	09/20/23	105.11-		
2115.01	105.11	105.11	.00	.00	.00	09/19/23	105.11-		
2119.05	105.11	105.11	.00	.00	.00	09/19/23	105.11-		
2120.01	210.22	105.11	105.11	.00	.00	08/14/23	315.33-		
2121.01	62.51	62.51	.00	.00	.00	09/19/23	62.51-		
2122.05	182.85	182.85	.00	.00	.00	09/14/23	182.85-		
2123.01	60.94	60.94	.00	.00	.00	09/13/23	105.11-		
2124.01	105.11	105.11	.00	.00	.00	09/25/23	105.11-		
2125.02	62.51	62.51	.00	.00	.00	09/11/23	62.51-		
2126.06	77.74	77.74	.00	.00	.00	09/26/23	77.74-		
2127.05	16.60	16.60	.00	.00	.00	09/11/23	105.11-	Final	09/15/23
2128.02	210.62	102.79	71.91	35.92	.00	07/13/23	105.00-		
2130.06	77.74	77.74	.00	.00	.00	09/11/23	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	254.55	79.85	79.85	94.85	.00		.00		
2132.02	105.11	105.11	.00	.00	.00	09/14/23	105.11-		
3000.03	166.27	166.27	.00	.00	.00	09/26/23	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	09/20/23	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	09/13/23	174.56-		
3005.02	105.11	105.11	.00	.00	.00	09/13/23	105.11-		
3007.01	61.50	61.50	.00	.00	.00	09/19/23	61.50-		
3009.01	132.42	132.42	.00	.00	.00	09/14/23	132.62-		
3010.01	210.22	105.11	105.11	.00	.00	08/09/23	315.33-		
3011.01	77.74	77.74	.00	.00	.00	09/28/23	77.74-		
3012.03	178.52-	213.63-	33.29	1.82	.00	02/07/23	900.00-		
3013.01	105.11	105.11	.00	.00	.00	09/12/23	105.11-		
3014.01	77.74	77.74	.00	.00	.00	09/13/23	77.74-		
3015.01	77.74	77.74	.00	.00	.00	09/18/23	77.74-		
3016.01	104.40	104.40	.00	.00	.00	09/18/23	105.00-		

Customer Number	Balance	09/30/2023	08/31/2023	07/31/2023	06/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	155.48	77.74	77.74	.00	.00	08/30/23	155.48-		
3018.01	105.11	105.11	.00	.00	.00	09/21/23	105.11-		
3019.01	177.08	88.54	88.54	.00	.00	08/30/23	45.20-		
3021.01	45.20	45.20	.00	.00	.00	09/14/23	45.20-		
3022.03	125.02	62.51	62.51	.00	.00	09/06/23	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	09/11/23	56.64-		
3024.02	46.41	46.41	.00	.00	.00	09/19/23	46.41-		
3025.02	105.11	105.11	.00	.00	.00	09/21/23	105.11-		
3026.01	105.11	105.11	.00	.00	.00	09/26/23	105.11-		
3029.01	209.90-	857.09-	71.91	71.91	503.37	12/12/22	1,261.00-		
3030.08	77.74	77.74	.00	.00	.00	09/25/23	77.74-		
3032.11	46.41	46.41	.00	.00	.00	09/18/23	46.41-		
3034.01	69.48	69.48	.00	.00	.00	09/18/23	80.00-		
3035.01	73.85	73.85	.00	.00	.00	09/19/23	110.00-		
3038.01	105.11	105.11	.00	.00	.00	09/13/23	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	09/12/23	184.11-		
3040.01	315.00	105.00	105.00	105.00	.00	07/20/23	315.00-		
4000.01	141.21	141.21	.00	.00	.00	09/12/23	141.21-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	105.11	105.11	.00	.00	.00	09/18/23	210.22-		
5001.01	328.48-	407.15-	63.22	15.45	.00	07/17/23	550.00-		
5005.01	44.72	44.72	.00	.00	.00	09/13/23	44.72-		
5006.01	194.08	194.08	.00	.00	.00	09/18/23	194.08-		
5007.01	592.53	592.53	.00	.00	.00	09/19/23	532.99-		
5008.03	46.41	46.41	.00	.00	.00	09/19/23	61.41-		
5009.02	223.17	223.17	.00	.00	.00	09/19/23	223.17-		
5010.01	218.78	218.78	.00	.00	.00	09/11/23	218.78-		
5011.02	194.08	194.08	.00	.00	.00	09/13/23	380.24-		
5012.01	194.08	194.08	.00	.00	.00	09/13/23	194.08-		
5013.01	448.02	448.02	.00	.00	.00	09/13/23	448.02-		
5014.01	194.08	194.08	.00	.00	.00	09/13/23	194.08-		
5016.01	601.22	601.22	.00	.00	.00	09/13/23	574.55-		
5017.04	229.64	229.64	.00	.00	.00	09/11/23	194.08-		
5018.03	815.90	815.90	.00	.00	.00	09/25/23	780.35-		
5019.03	201.44	201.44	.00	.00	.00	09/19/23	201.44-		
5020.01	44.72	44.72	.00	.00	.00	09/28/23	44.72-		
5021.01	105.11	105.11	.00	.00	.00	09/20/23	105.11-		
5022.01	44.72	44.72	.00	.00	.00	09/12/23	44.72-		
5023.02	194.08	194.08	.00	.00	.00	09/19/23	194.08-		
5025.01	105.11	105.11	.00	.00	.00	09/18/23	105.11-		
5027.01	44.50	44.50	.00	.00	.00	09/26/23	44.50-		
5029.01	410.90	410.90	.00	.00	.00	09/12/23	384.23-		
5031.05	46.41	46.41	.00	.00	.00	09/12/23	41.30-		
5039.01	194.08	194.08	.00	.00	.00	09/21/23	194.08-		
5041.03	246.72	238.80	7.92	.00	.00	09/12/23	230.88-		
5043.01	1,270.27	1,270.27	.00	.00	.00	09/18/23	1,225.82-		
5046.03	149.36	149.36	.00	.00	.00	09/18/23	149.36-		
5047.01	1,173.14	1,173.14	.00	.00	.00	09/19/23	1,173.14-		
5049.04	194.08	194.08	.00	.00	.00	09/13/23	194.08-		
5052.06	89.44	44.72	44.72	.00	.00	03/21/23	137.56-		
5055.01	2,116.61	1,080.53	1,036.08	.00	.00	08/14/23	209.70-		
5057.01	522.04	522.04	.00	.00	.00	09/18/23	522.04-		
5058.02	222.60	222.60	.00	.00	.00	09/25/23	213.70-		
5059.04	416.76	194.08	194.08	28.60	.00	08/15/23	180.44-		
5061.01	149.36	149.36	.00	.00	.00	09/12/23	149.36-		

Customer Number	Balance	09/30/2023	08/31/2023	07/31/2023	06/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5062.01	193.81	193.81	.00	.00	.00	09/14/23	186.03-		
5064.02	211.42	211.42	.00	.00	.00	09/14/23	211.42-		
5066.03	44.72	44.72	.00	.00	.00	09/11/23	44.72-		
5067.03	194.08	194.08	.00	.00	.00	09/18/23	194.08-		
5074.06	3,851.83-	3,851.83-	.00	.00	.00	09/12/23	450.00-		
5076.01	712.63	712.63	.00	.00	.00	09/19/23	712.63-		
5077.03	194.08	194.08	.00	.00	.00	09/11/23	194.08-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5078.07	121.38-	121.38-	.00	.00	.00	05/31/23	270.10-		
5080.01	574.32	194.08	194.08	186.16	.00	07/20/23	558.48-		
5083.08	46.41	46.41	.00	.00	.00	09/25/23	149.23-		
5089.01	414.20	207.10	207.10	.00	.00	08/16/23	199.18-		
5092.01	194.08	194.08	.00	.00	.00	09/18/23	194.08-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	600.82	337.46	263.36	.00	.00	09/26/23	500.00-		
5094.02	211.36	211.36	.00	.00	.00	09/18/23	211.36-		
5095.02	378.58	378.58	.00	.00	.00	09/18/23	378.58-		
5096.03	125.68	581.87-	149.36	141.44	416.75	08/09/23	245.76-		
5097.01	46.41	46.41	.00	.00	.00	09/13/23	46.41-		
5098.05	388.16	194.08	194.08	.00	.00	08/16/23	186.16-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	210.22	105.11	105.11	.00	.00	08/29/23	105.11-		
6000.02	324.78	324.78	.00	.00	.00	09/19/23	324.78-		
6001.01	233.21	233.21	.00	.00	.00	09/13/23	233.21-		
6003.01	141.21	141.21	.00	.00	.00	09/19/23	282.42-		
6004.02	77.74	77.74	.00	.00	.00	09/19/23	77.74-		
6005.03	105.11	105.11	.00	.00	.00	09/19/23	105.11-		
6006.01	155.48	155.48	.00	.00	.00	09/18/23	155.48-		
6007.02	238.80	238.80	.00	.00	.00	09/11/23	469.68-		
6008.01	536.91	536.91	.00	.00	.00	09/18/23	536.91-		
6009.03	220.12	220.12	.00	.00	.00	09/19/23	220.12-		
6010.03	46.41	46.41	.00	.00	.00	09/18/23	46.41-		
6011.02	166.27	166.27	.00	.00	.00	09/18/23	166.27-		
6012.01	77.74	77.74	.00	.00	.00	09/14/23	77.74-		
6013.02	105.11	105.11	.00	.00	.00	09/18/23	105.11-		
6014.01	265.04	132.52	132.52	.00	.00	08/28/23	132.52-		
6015.01	159.70	79.85	79.85	.00	.00	09/06/23	79.85-		
6016.08	77.74	77.74	.00	.00	.00	09/18/23	77.74-		
6017.02	155.48	155.48	.00	.00	.00	09/11/23	155.48-		
6018.01	404.59	404.59	.00	.00	.00	09/11/23	342.36-		
6019.02	266.96	266.96	.00	.00	.00	09/18/23	42.70-		
6021.02	155.48	77.74	77.74	.00	.00	08/21/23	77.74-		
6022.02	105.11	105.11	.00	.00	.00	09/19/23	210.22-		
6023.01	210.22	210.22	.00	.00	.00	09/13/23	210.22-		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	1,928.68	1,928.68	.00	.00	.00	09/20/23	3,132.50-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17
6027.04	125.02	62.51	62.51	.00	.00	08/24/23	147.57-		
6028.08	77.74	77.74	.00	.00	.00	09/25/23	243.22-		
6029.01	195.26-	195.26-	.00	.00	.00	09/19/23	80.00-		
6031.02	77.74	77.74	.00	.00	.00	09/13/23	77.74-		
6032.01	220.12	220.12	.00	.00	.00	09/13/23	220.12-		
6033.03	422.84	211.42	211.42	.00	.00	08/28/23	407.00-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	233.22	77.74	77.74	77.74	.00	07/24/23	233.22-		
6041.02	105.11	105.11	.00	.00	.00	09/14/23	105.11-		
7001.06	132.52	132.52	.00	.00	.00	09/06/23	132.52-		
7002.01	208.15	208.15	.00	.00	.00	09/07/23	208.15-		

Customer Number	Balance	09/30/2023	08/31/2023	07/31/2023	06/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
7004.01	73.22	73.22	.00	.00	.00	09/11/23	160.00-		
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	88.88	44.72	44.16	.00	.00	09/14/23	100.00-		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	2.40	144.39-	33.20	33.20	80.39	03/23/23	500.00-		
7009.01	45.20	45.20	.00	.00	.00	09/25/23	135.60-		
7010.01	507.12	507.12	.00	.00	.00	09/13/23	507.12-		
7015.01	194.08	194.08	.00	.00	.00	09/07/23	194.08-		
7022.01	44.72	44.72	.00	.00	.00	09/12/23	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	09/13/23	77.74-		
7026.03	105.11	105.11	.00	.00	.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	09/28/23	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	09/11/23	89.44-		
7041.01	44.78	44.72	.06	.00	.00	07/17/23	134.07-		
7044.02	44.72	44.72	.00	.00	.00	09/21/23	44.72-		
7046.02	423.63	141.21	141.21	141.21	.00	07/17/23	141.21-		
7047.01	44.72	44.72	.00	.00	.00	09/28/23	44.72-		
7052.02	77.74	69.07	8.67	.00	.00	09/18/23	77.74-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.05	55.48	55.48	.00	.00	.00	09/06/23	100.00-		
7054.01	177.32	177.32	.00	.00	.00	09/07/23	177.32-		
7057.02	26.04	26.04	.00	.00	.00	09/12/23	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	7.41	7.41	.00	.00	.00	09/13/23	47.41-		
7060.01	194.08	194.08	.00	.00	.00	09/07/23	194.08-		
8001.01	2,071.88	2,065.96	5.92	.00	.00	09/13/23	256.19-		
8004.03	1,283.68	1,283.68	.00	.00	.00	09/11/23	1,345.24-		
8008.01	56.95	56.95	.00	.00	.00	07/12/23	170.85-		
8010.01	297.24-	297.24-	.00	.00	.00	07/06/23	70.00-		
8012.03	7.82	7.82	.00	.00	.00	09/14/23	70.00-		
8014.03	581.68	290.84	290.84	.00	.00	08/28/23	581.68-		
8015.03	277.20-	277.20-	.00	.00	.00	08/16/23	970.20-		
8022.03	2,844.00	2,844.00	.00	.00	.00	09/06/23	2,844.00-		
8023.02	267.52	267.52	.00	.00	.00	09/11/23	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:									
	52,698.39	23,578.79	6,887.17	1,557.39	20,675.04				



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

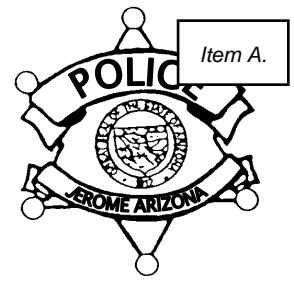
October 2023 Staff Report for September Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Posted notices and meeting agendas for P&Z. (Gulch Rd, Post Office, Town Hall)
- ❖ Took and transcribed minutes for P&Z meeting.
- ❖ Assisted Utilities clerk with utility billing, and receiving and posting utility payments
- ❖ Processed payables and bank reconciliation
- ❖ Additional Training with Deputy Clerk, Kristen Muenz on payables, bank reconciliation and other duties.
- ❖ 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.



JEROME POLICE DEPARTMENT

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



October 3, 2023

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for September 2023.

The September "Calls for Service" report contained no significant single incidents to reports. Call volume for September was above average.

The parking kiosks brought in \$30,337.90 for the month of September 2023. In comparison to last year's revenue of \$24,673.70 for the same time period. Fiscal year to date (7/01/23 through 9/30/2023) kiosk revenue is \$74,914.65.

There were 226 parking citations that were issued for the month of September. There were 20 speed citations, 2 noise violations, 3 criminal speed, 10 traffic related citations and 6 criminal citations (1 assault, 1 disorderly, 3 DUI and 1 criminal damage) and 5 oversize trucks.

I continue working on a \$120,000 incident management grant I wrote for the fire department, we were awarded the grant as a 100%, zero match. This will provide software and hardware for scene management of incidents with the ability to track resources real time.

I am also working on the deployment of new parking enforcement / permitting software.

Respectfully,

Allen L. Muma, Chief of Police

Calls For Service Totals By Call Type

09/01/2023 to 09/30/2023

Call Type	Totals	
215	Drug Related	1
247	Civil Problem	3
415F	Domestic Disturbance	1
647A	Suspicious Person	1
903	Follow-Up	18
906	Back-Up	1
908F	Found Property	4
908L	Lost or Stolen Property	1
961	Accident - No injuries	2
AA	Agency Assist	2
ACPD	Assist Clarkdale PD	5
ADPS	Assist DPS	4
AF	Assist Fire Department	2
AYCSO	Assist YCSO	15
CA	Citizen Assist	2
CSEC	Court Security	2
DIS	Disorderly Conduct	2
DRAL	Dogs Running at Large	1
DUI	Driving Under the Influence	2
HAR	Harrassment	1
HSE	Hampshire Speed Enforcement	1
ME	Medical Emergency	1
MEET	Meeting	1
NOISE	Noise Complaint	2
NV	Noise Violation / Town Code	1
OA	Officer Assist	2
OT	Oversize Truck	4
PARK	Parking Complaint	4
PE	Parking Enforcement	16
PS	Civil Paper Service	1
SC	Security Check	9
SLC	Street Light Check	4
SS	Suspicious Situation	2
SW	Search Warrant Executed	1
TI	Threats & Intimidation	1
TO	Traffic Offense	4

Item A.



Jerome Volunteer Fire Department

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: September Year: 2023

Calls by Type	Number	Resident	Non-Resident
EMS Calls	10	5	5
Residential Fire	1	0	1
Commercial Fire	1	1	0
Wildland	0	0	0
Still Assignment	1	1	0
Station Staffing	2	2	0
Citizen Assist	6	2	4
Agency Assist	3	1	2
Special Duty	8	3	5
Snake Removal	5	5	0
Tech Rope Rescue	1	0	1
MVA/Rescue	2	0	2
HazMat	0	0	0
Dispatch Error	0	0	0
Totals:	40	20	20
Total Calls Chief on Scene	24		
Total JFD Meetings Chief Attended	5		

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: 407.25
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Fire Chief Meetings	Date
Chief's Meeting	10/6/23
Fire Marshals	10/28/23

Education, Summer Semester:

- On the 5th 6th and 7th, Blair, San Felice, Lee, and Doss attended an EMT Refresher to maintain their EMT Status.
- Carl attended and Passed a Live Fire Instructor course on the 27th 28th and 29th. Carl is now able to teach a large amount of Firefighter 1 and 2 courses for Jerome Fire.

- Verde Valley Fire Held a mutual aid training event this month for Rope Rescue Ops. Muma, Whiting and Supple attended.

Additional Training:

- On Thursday 5PM September 7th we had a business meeting with Documentation Training, conducted by Muma.
- On Thursday 5PM September 14th we conducted Hose testing with Muma
- On Thursday 5PM September 21st we conducted Hose testing with Blair
- On Saturday 9AM September 23rd Training on Ropes with Muma.
- On Thursday 5PM September 28th we held our Firewise Community Picnic.

Department Affairs and On-going Projects

- Our September call volume is down by 1 call over last September's 41 calls, totaling 40 calls this month. Our Year-to-Date call volume is 390 compared to last year's 368 calls YTD 2022. Our Fire Department personnel perform their tasks in a professional manner with no injuries occurring.
- Jerome Fire has been working with the Town crew to restore the water tanks and water lines to full capacity due to the right-hand tank on Cleopatra hill having a leak on the bottom of the tank. The Tank has been completed.
- 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 has obtained a new public safety drone. The previous one was having software Issues and the company we originally purchased it from has given us a full replacement drone for cheaper that is separate brand with greater capabilities. This was at no extra cost to us and with the remaining balance we were able to purchase extra batteries, A search and rescue Spotlight, and a speaker allowing us to speak through it.
- 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 September 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 been preparing our new Wildland Truck. The Old Truck has now been out twice this year on wildland assignments, Netting about \$40,000. We will be taking it out of service for the months of September/October due to the in-town activities we have going on. We can take this time to install the rear compartments/ pump and other components on the New Truck to have it ready for service.
- With the spring moisture Arizona is not seeing the normal fire season. But the Pacific Northwest and areas in that region of the country are picking up.
- We have completed our Yearly Hydrant testing. All Hydrants are operational and within expected flow rates.
- 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.
- We have Received a 10x16 ft Shed we will use to store hose, gear, and other Miscellaneous things. Freeport Mc Moran has given us permission to place it out in the town yard. This was purchased with Auxiliary money.

- This month on the 12th we held a free CPR and stop the bleed course for the townsfolk of Jerome. We had a large turnout with many more interested. We hope to be able to host another course in the next few months. A big thanks to Allen for teaching the course.
- JFD attended the Volkswagen Jamboree providing Ems and Fire protection services. They are always quite happy to have us and donated \$2,000 to our Auxiliary as well as \$1,500 to JPD.
- We also held our annual Community picnic/ Firewise day and received great attendance. About 120 people attended and showed support for our department. Thank you to everyone for coming.
- Our Halloween dance is coming up on the 28th of October. We are well into preparations for it and hope for it to be our largest and most successful event yet. This year we have received a generous donation from The Little Daisy Jerome. An overnight stay and a dinner for up to 16 people, worth \$5,000 dollars. We are raffling this off on the night of the dance, with tickets available now for \$20.00 throughout Jerome and at the Fire station

Prevention

- We have had a total of 17 Firewise activities and visits to the burn pile in September with 14 loads of trimmings, slash, and brush for a total of 26 combined Jerome's citizen hours as well as 57 total hours from our Fuels Crew and Adult Probation. We are currently managing a crew of 2 part time Firewise personnel and have 2 Adult Probation Crew that have signed up to help the department with their community service. If you need assistance, and have not filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.

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.

September Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
J-237	9/1/23	9:30	Fri	EMS Resident	24 YOF - BP Check	1
J-238	9/1/23	9:45	Fri	Agency Assist Non-Resident	Oversized Vehicle Escort	1
23-115	9/2/23	18:54	Sat	Tech Rescue Non-Resident	Canceled enroute	9
23-116	9/2/23	19:28	Sat	EMS Non Resident	33 YOF Abdominal Pain	4
J-239	9/3/23	12:30	Sun	Station Staffing	Station Staffing	2
23-117	9/3/23	13:45	Sun	MVA/Rescue Non-Resident	Vehicle into Wall/ Railing	9
J-240	9/3/23	14:45	Sun	Agency Assist Non-Resident	JPD W/ Traffic Control	1
J-241	9/3/23	15:00	Sun	Citizen Assist Non-Resident	Repair Wheelchair	1
23-118	9/4/23	22:25	Mon	EMS Resident	80 YOM - Difficulty Breathing	4
23-119	9/9/23	7:30	Sat	Residential Fire	Fire Investigation	1
J-242	9/10/23	15:00	Sun	Snake Removal & Relocation	2 Ft Blacktail Rattlesnake	2
J-243	9/11/23	8:00	Mon	Citizen Assist Non-Resident	Assist W/ Flat Tire	1
J-244	9/12/23	10:00	Tue	Special Duty Resident	Stop the Bleed/ CPR Training	7
J-245	9/15/23	14:15	Fri	EMS Non Resident	56 YOM Unknown Medical	2
J-246	9/15/23	14:43	Fri	Snake Removal & Relocation	Blacktail Rattlesnake - Nothing Found	2
23-120	9/15/23	18:47	Fri	EMS Resident	38 YOF - Seizures - Unknown Medical	5

J-247	9/16/23	15:15	Sat	Snake Removal & Relocation	3.5 ft Blacktail Rattlesnake	3
J-248	9/16/23	8:00	Sat	Special Duty Resident	Hose Testing	5
23-121	9/16/23	16:40	Sat	EMS Non Resident	69 YOM - Dog Bite	7
J-249	9/16/23	16:45	Sat	Station Staffing	Station Staffing	2
23-122	9/17/23	6:59	Sun	EMS Resident	49 YOM - Psych Issues	5
J-250	9/17/23	7:30	Sun	Snake Removal & Relocation	3 Ft Blacktail Rattlesnake	4
J-251	9/19/23	15:00	Tue	Citizen Assist Resident	Disabled Vehicle	2
J-252	9/20/23	19:20	Wed	Commercial Fire	Activated Alarm	1
J-253	9/21/23	10:00	Thur	Snake Removal & Relocation	3' Blacktail	1
J-254	9/21/23	11:30	Thur	Special Duty Non-Resident	Remove Hazard	1
J-255	9/21/23	14:00	Thur	Citizen Assist Resident	Disabled Vehicle	4
J-256	9/21/23	8:00	Thur	Special Duty Non-Resident	VW Bus Jamboree	2
J-257	9/22/23	8:00	Fri	Special Duty Non-Resident	VW Bus Jamboree	4
J-258	9/23/23	8:00	Sat	Special Duty Non-Resident	VW Bus Jamboree	5
J-259	9/25/23	18:30	Mon	Agency Assist Resident	Assist PD Missing person	2
J-260	9/21/23	15:30	Tue	Special Duty Resident	Hose Testing	4
J-261	9/26/23	13:00	Tue	Still Assignment Resident	Gas Leak	2
23-123	9/27/23	21:06	Wed	MVA/Rescue Non-Resident	Single Vehicle into Guardrail	6
J-262	9/28/23	11:30	Thur	EMS Resident	21 YOM Basic First Aid - cut Wrist	2
J-263	9/30/23	11:30	Sat	Citizen Assist Non-Resident	Vehicle Lockout	2
J-264	9/30/23	8:00	Sat	Special Duty Non-Resident	High Angle Mutual Aid Training	3
J-265	9/30/23	14:00	Sat	Citizen Assist Non-Resident	Disabled Vehicle	4
J-266	9/30/23	14:15	Sat	EMS Non Resident	4 YOF - Basic First Aid - Scraped Elbow	5
23-124	9/30/23	20:13	Sat	EMS Non Resident	29 YOF Syncope	4
Incident	Date	Time	Day of week	Select Type	Additional Info	#

September 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.
9/2/2023	29 Magnolia				0	3	1	2	2
9/4/2023	327 Remington Way				0	1	2	2	4
9/5/2023	27 Rich St.				0	1	2	1	2
9/5/2023	842 Gulch Rd.				0	1	2	1	2
9/7/2023	295 Dundee				0	1	1	2	2
9/7/2023	300 Level helipad		2	7	14				0
9/14/2023	643Clark				0	1	1	2	2

9/14/2023	Douglas Rd				0	1	1	2	2
9/15/2023	668 Main				0	1	1	2	2
9/16/2023	824 Gulch				0	1	1	2	2
9/19/2023	Magnolia				0	1	1	2	2
9/21/2023	Diaz		2	7	14				0
9/26/2023	89A		1	8	8	4			0
9/27/2023	89A		1	7	7	2			0
9/28/2023	Diaz		2	7	14	2			0
9/29/2023	100 Hill St.				0	1	1	2	2
9/30/2023	211 Mine Rd.				0	1	1	2	2
		0	8	36	57	22	15	22	26
	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**



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: September 28, 2023

The Court continues at a steady pace as we move into autumn. Case processing timelines have improved significantly since this time last year; however, we are confident that improved communication will continue to improve case processing and ultimately the administration of justice.

Earlier this month, our court clerk participated in COJET training offered through Yavapai County which included some ethics credits. Court hours will be adjusted slightly in October for additional staff training by the Administrative Office of Courts. Closures have been noted on the Town website, will be posted at the Court, and in the outgoing phone message. As with any anticipated court closure, the clerk will monitor emails, phone calls, and arrests such that no unreasonable delays in service occur.

In addition to updating the policies and procedures, we have begun a project reviewing offenses and penalties in the Town Code for possible future discussion. Sometimes one project has the effect of leading to another.

As always, thank you for the opportunity to serve the Town of Jerome.

MONTHLY REVENUE REMITTANCE

Aug 2023

TOTAL DISBURSEMENT

Item A.

SUBTOTALS: 35.00 4,531.83 5,096.00 63.32
JCEF 35.00 4,323.95 Gen Fund
FTG 0.00 772.05 Splits

9,726.15

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	35.00				
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02					
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01					
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03					(52 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		195.60			195.60 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		334.04			
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,406.85			
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					(52 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23					184.97 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22					170.51 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		184.97			
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		170.51			
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		233.79			
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)	ZJCSP	2-13-51		3.26			
Medical Srvs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		434.24			
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		224.16			364.21 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		175.00			
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		109.19			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		560.30			
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		100.00			100.00 ZGFUDJ & 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		94.72			252.12 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		56.03			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		157.40			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01		660.00			660.00 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
Court Enhancement Fee	ZCE	4-30-04					3,371.53 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01					
Default Fees - LOCAL	ZDEFF	4-32-01			250.00		275.00 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02					
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			759.87		
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			295.28		3,371.53 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			572.21		
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20					
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95			17.03		
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07			1,727.14		
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02			1.41		
COURT SECURITY FEE	ZMCSF	4-30-25			663.68		
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01			12.33		676.01 ZJCL & ZMISC
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02					
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03					
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03			112.05		
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02					
Public Defender Fees	ZPUBZ	4-39-71					(53 WRITE-IN)
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02					
Warrant Fee	ZWARF	4-32-03			25.00		
Jail (incarceration) Fees	ZJF	4-33-21					35.32
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53					28.00
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		26.77			360.81 ZCEF & ZCEF2

PASS-THROUGH MONIES:		Received
OVERPAYMENT REPORT		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOVR 2-72-01	\$0.00
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
Balance at End of Current Month		\$0.00
UNAPPLIED PAYMENTS REPORT		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$0.00
Allocated During Current month		\$228.00
Balance at End of Current Month		-\$228.00
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	
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:		\$0.00
RESTITUTION REPORT		
Carried Forward from previous month		\$0.00
RECEIVED in current month	ZREST 2-41-01	\$20.00
DISBURSED in current month		\$20.00
Balance at End of Current Month		\$20.00

TOTAL REVENUE FOR DISBURSEMENT		\$9,726.15
JCEF account	\$35.00	
FTG account	\$0.00	
State Revenue	\$4,531.83	
City/Town	\$5,096.00	
Yavapai County	\$63.32	
Other Agencies		
TOTAL DISBURSEMENTS		\$9,726.15
PASS-THROUGH MONIES:		(\$208.00)
Overpayment Refunds	\$0.00	
Unapplied Payments	-\$228.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$20.00	
Agency Not Assigned - not yet allocated	\$0.00	

SABA TOTAL (Total Revenue) \$9,518.15

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 **August-23**

Signature

Micheala Brewer

Verified by:

Angelita B. Noyes

JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45139

TOWN OF CLARKDALE	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	660.00	
Default Fees - LOCAL	ZDEFF	4-32-01	250.00	
Deferred Prosecution Fees	ZDFEE	4-31-02	0.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	759.87	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	295.28	
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	572.21	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	0.00	
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	17.03	
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00	
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	1,727.14	
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02	1.41	
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02	0.00	
COURT SECURITY FEE	ZMCSF	4-30-25	663.68	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	12.33	
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			\$4,983.95	
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		112.05
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03		
SUBTOTAL - City/Town, Split Accounts			\$112.05	
City/Town TOTAL:			\$5,096.00	

August \$\$\$ RECONCILIATION

FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419

Ending Balance from 7/31/2023 \$ 77,273.15

Deposits to account, per bank stmt: \$ 10,341.15 (SABA deposits in AJACS) (money in transit)

9,518.15 \$ 823.00

Checks cleared & charge-back debits: date cleared:

#2282	8/21/2023	\$	3,881.52	State of Arizona disbursement
#2283	8/11/2023	\$	95.56	Yavapai County disbursement
#2285	8/3/2023	\$	56.00	JCEF - Court disbursement
#2284	8/14/2023	\$	4,374.15	Town of Jerome disbursement
TOTAL:		\$	8,407.23	

Ending Balance from 8/31/23 stmt: \$ 79,207.07

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	\$ 112.05	FEB	
AUG		MAR	
SEPT		APR	
OCT		MAY	
NOV		JUNE	
DEC		YTD (fiscal)	

2023-2024

June - May

	<u>Gross</u>	<u>off. safety equip.</u>	<u>ct. security fee</u>	<u>NET to Town</u>
		<u>ZOS3 4-23-03</u>	<u>ZMCSF 4-30-25</u>	
2023				
July	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96
August	\$ 5,096.00	\$ 112.05	\$ 663.68	\$ 4,320.27
Sept				
October				
November				
December				
2024				
January				
February				
March				
April				
May				
June				
TOTAL	\$ 9,470.15	\$ 217.24	\$ 1,269.68	\$ 7,983.23

Court Accounts: (closing balances as of current month's end)

JCEF	\$ 14,911.50
Fill the Gap	\$ 9,897.74

Jerome Library Report, September 2023

Yavapai Library Network

- Reviewed structure of Library government report in Yavapai County
Including AZ Statutes pertaining to libraries and the Intellectual Freedom Act.
- Reviewed Public Library Survey requirements for FY23.
- Reviewed Fund Balance report for the Yavapai Library Network (YLN).
- Reviewed YLN August monthly report.
- Reviewed Duplicate Library accounts and Lost and Missing items.

Summer Reading Recap 2023

Libraries are using gaming strategies to entice summer readers.

Jerome Library

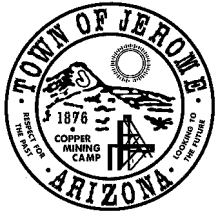
- Ordered new circulation computer for library main circulation desk.
- Reviewed new purchase requisition forms.
- Changed method of payment for Library Amazon account to Brett Klein account.

Jerome Community Art Workshop

- Organized and led paper making workshop.
- Attended monoprinting workshop.

Respectfully submitted,

Library Director, Kathleen Jarvis



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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

September 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

- Fill Cleopatra Hill tank, have it tested and put back online. Paint the bottom outside of the tank.
- Water repair on 3rd St. and top of Gulch.
- Replace all brakes and rotors, rebuild the brake caliper on the single seat side by side. Build brackets and mount new mirror on the water truck.
- Fix the railing at the sliding jail, trim down and grind the broken concrete.
- Help flow Hydrants.
- Grade Dundee and Hooker Ln. between Holly and Douglas.
- Dry wall patch and repair at Passion Cellars.
- Clean the weeds and branches in the flume ditch on School St.
- Dig and pothole for the new sewer connection for the new bathrooms.
- Asphalt patch and pothole throughout town.
- Sewer clog behind Nelly Bly.
- Cut down tree behind town Hall.

Water regulators. In doing the weekly checks, Lyle noticed an issue with the 2” Gulch regulator. He took it apart, cleaned everything up and was able to get it back online.

File Attachments for Item:

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



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Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, October 10, 2023
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- Planning & Zoning Commission meeting for September 19 approved a new segment of retaining wall and stairs for Steve Chiefetz at 139 Juarez.

Design Review Board- The design review board meeting for September was cancelled as no items were ready for review at that time.

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

Code Enforcement- Code enforcement issues continue to be addressed throughout Town yielding mostly positive results.

Administrative Approvals- No administrative approvals for the month of September.

Other Business- September continues to see an increase in calls for information in addition to applications submitted that I am helping the applicants finalize. Attended some meeting with Freeport and a developer who is exploring possibilities for some local adaptive reuse projects. A final draft of the Design review guidelines should be available for official review by the December council meeting, and I encourage everyone to read this and provide me with comments and suggestions. By the time of the October 10th meeting I should have had a meeting with a GIS vendor to explore their products usability.



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TOWN OF JEROME, ARIZONA

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

DRAFT MINUTES

Regular Meeting of the **Planning and Zoning Commission**
Tuesday, September 19, 2023, 6:00 pm
Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

6:04 (0:06) Item 1: Call to order / Roll Call

Present were Chair Jeanie Ready, and Commissioners Lori Riley and Jera Peterson. Vice Chair Lance Schall had a planned absence and was not in attendance.
Staff present included Zoning Administrator Will Blodgett and Accounting Clerk Michele Sharif.

**6:04 (1:05) Item 2: Petitions from the public
Possible Direction to Staff**

There were no petitions from the public.

6:05 (1:13) Item 3: Approval of Minutes - Regular meeting of May 16th, 2023

Chair Ready asked if there were any questions or corrections for the May 16th regular meeting. After a short discussion amongst commissioners there were no comments, corrections or questions regarding the prior meeting minutes. Ms. Ready moved to approve the minutes as submitted.

Motion to approve the Minutes of the Regular Meeting of May 16th, 2023, as submitted.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson		X	X			
Ready	X		X			
Riley			X			
Schall					X	

Old Business: None

New Business:

6:06 (2:10) Item 5: New Retaining Wall & Stairs for 139 Juarez

Applicant/Owner: Steve Cheifetz (In attendance)

Zone: R1-5

Address: 139 Juarez

APN: 401-07-186

Discussion/Possible Action

Zoning Administrator, Will Blodgett provided a recap of the initial phase of this project (partial retaining wall), from April, which has since been completed.

Mr. Blodgett read the background and summary of the project as submitted in the meeting packet.

"The Applicant (Steven Cheifetz) is proposing to replace the remaining section of wooden retaining wall that is failing. The westernmost portion of the old retaining wall which had already failed, has been successfully replaced with a poured concrete wall, and this next step is proposing to continue the replacement along the front of the home. Simultaneously the applicant wishes to widen the stairs to help eliminate the stairs directing water toward his house, and to improve the ease of access for the occupants. In addition to these two changes, the Town crew is intending to replace and repair the storm drain system on Juarez Street in front of the applicant's house and help direct the runoff to this system."

Mr. Blodgett stated the applicant's house is on a down slope, and the stairs make a sharp right angle, making it nearly impossible to move furniture or anything large in or out of the home, and that the intention is to widen the stairs to provide additional turn radius and better access to the home.

Ms. Peterson inquired about the width of the new staircase increasing to 9'4"

Mr. Blodgett confirmed, and noted that steps will be widened, and the retaining wall will continue to wrap around from there.

Ms. Ready questioned if the retaining wall will wrap around as the old wall does where it abuts the staircase.

Mr. Blodgett confirmed.

Ms. Ready then asked "And is that what is being approved tonight, will be the remainder of that section to wrap around the corner."

Mr. Blodgett said yes and added that Mr. Cheifetz was in attendance if there were any questions, they'd like to ask him directly.

Ms. Ready said they'd already seen this project previously and that the previous section of completed wall looks very nice.

Ms. Peterson asked for clarification that what used to be wood will now just be concrete, which was confirmed.

There was conversation regarding the ground erosion around the current wooden wall.

Ms. Peterson asked, "Is it going to go up 4', is that what I am understanding."

Mr. Cheifetz confirmed that the wall height will be 4' but the above ground portion of the wall will be shorter, he also stated would be a railing installed.

Mr. Blodgett added, the railing being installed will be short enough that it doesn't fall under the requirements of fencing review.

Ms. Peterson noted the regulation for the front yard is 3'.

Mr. Blodgett confirmed that the top of the retaining wall will be at ground surface.

Ms. Peterson said "Ok I see what you're saying so the 4' is against the earth."

Mr. Cheifetz responded "right".

Ms. Riley stated this seems straightforward.

Ms. Peterson agreed yes, and added it's going on existing property.

Mr. Blodgett confirmed there are no changes to property ownership, parcel number, etc., and that this is normally 1 project, however one section of wall needed attention faster than the rest, that's why they split this project in half.

Mr. Cheifetz added he also wanted the time to design the stairs.

Ms. Ready asked "Is it my understanding that once the project is completed then that is when the town crew will come in to do improvements to the street drainage, is that the general plan?"

Mr. Cheifetz confirmed he has spoken a few times with the town and added that the main town storm sewer goes under Juarez just past his property.

Mr. Blodgett confirmed that Public Works Director, Marty Boland is aware and has a plan to approach this shortly after or during the project.

Ms. Peterson asked if the drainage was on his property.

Mr. Cheifetz confirmed yes, one is and the other one is probably right near the edge.

Ms. Riley questioned if the drainage is easement property.

Mr. Cheifetz said it might be, but he knows the previous owner put it in.

Ms. Ready inquired if there were any more questions or commentary regarding this.

Ms. Riley commented, anything we can do to make things safer for everybody.

Ms. Ready moved to approve the retaining wall and stairs at 139 Juarez.

Motion to approve retaining wall and stairs as presented for 139 Juarez.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready	X		X			
Riley		X	X			
Schall					X	

Meeting Updates:

6:13 (10:30) Item 6: Updates of recent and upcoming meetings

Mr. Blodgett said he has more applications in the process of being put together and reviewed now, that the board will likely see them on the agenda in the next couple months.

Mr. Blodgett also updated that by the next meeting they will likely be talking to and seating the 5th P&Z board member, the application will go in front of Town Council at the next meeting, and that he has received additional backup applications should another seat vacate.

6:15 (12:37) Item 7: Potential items for October Planning & Zoning meeting, Tuesday October 17

Mr. Blodgett said he didn't have specifics yet, as of right now he is waiting for applicants to gather information and finish their designs to be submitted.

Ms. Peterson inquired about the "Tamale Lady's" property.

Mr. Blodgett stated nothing has been presented yet.

There was additional discussion between Mr. Blodgett and Ms. Peterson regarding the specific property as well as the chimney currently standing on the property.

Ms. Ready called a point of order as this is not an agenda item at this time.

Item 8: Adjourn

Motion to adjourn at 6:18 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready		X	X			
Riley	X		X			
Schall					X	

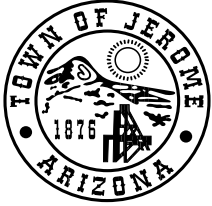
Approved: _____ Date: _____
 Chair Jeanie Ready, Planning & Zoning Commission Chair

Attest: _____ Date: _____
 Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

A. Consider Approval of the September 12th Regular Council Meeting Minutes

Council will consider and may approve the September 12th Regular Council Meeting minutes.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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Item A.

DRAFT MINUTES
REGULAR COUNCIL MEETING OF THE TOWN OF JEROME
COUNCIL CHAMBERS, JEROME TOWN HALL
600 CLARK STREET, JEROME, ARIZONA
TUESDAY, SEPTEMBER 12, 2023, AT 7:00 PM

7:00 (0:01) 1. CALL TO ORDER/ROLL CALL

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

Present at the meeting were Mayor Alex Barber, Vice Mayor Jane Moore, and Council members Jack Dillenberg, Sage Harvey, and Sonia Sheffield.

Staff present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett, Finance Director/Deputy Clerk Kristen Muenz, Accounting Clerk Michele Sharif, and Battalion Chief Carl Whiting.

For the convenience of members of the public who were present at the meeting, it was decided to reorder the agenda items. Following Item 2A, Items 9A and Item 10B were discussed. The items are presented here as originally agendized.

7:00 (0:28) 2. PROCLAMATIONS and PRESENTATIONS

A. Mingus Union High School Superintendent Mike Westcott will be Present to Discuss Student Transportation Issues and Potential Solutions

Mingus Union High School Superintendent Mike Wescott was present to speak regarding transportation of students. Mayor Barber said that she had attended Mr. Wescott's science class as a sophomore. She explained that Mingus High School started in Jerome and that she understood that if we only had 3 or 4 students riding the bus, that we would get cut off from the bus schedule, but she wanted to go on Public Record that it started here. She said she had looked at the bus schedule and it goes to Camp Verde, and was concerned as to why Jerome was cut out, but the bus will go all the way to the casino. She asked Mr. Westcott to explain.

Mr. Wescott introduced himself as the Superintendent of Mingus Union High School in Cottonwood and said this was his 36th year as a teacher, administrator, and now Superintendent. Here said he was there to speak about our transportation woes, including the issue leading to nixing Jerome from the Clarkdale route. He said they started the school year down 2 drivers, and recently lost another; so their transportation folks started scrambling as to how they might be able to still transport the bulk of the students, knowing they were going to have to collapse at least 1 route. He said they collapsed 2 routes into 1, which created a ripple effect on all the routes, forcing them into running earlier in the morning and later in the afternoon. Now they have students, and he said it would have been the case for Jerome, being picked up at 6:25 a.m., far earlier than they would like to. Part of the decision to nix the Jerome route was to avoid doing pick-ups at 6:15. Mr. Wescott said they learned that they will also lose another driver next week, so they are probably going to have to collapse a couple more routes. In anticipation of all that, the transportation folks did their best to impact the fewest students. In reference to the question of Camp Verde, he said the rationale was to provide transport for the kids they move the furthest as opposed to the students that are the closest to the High School. Mr. Wescott said there is a demonstrated need on the Yavapai Apache Reservation for kids who can't get to Mingus any other way. He said they thought they could brainstorm a workable solution for the Jerome route, which they felt would be easier than brainstorming a solution for a longer route. Now they are faced with the potential to have to collapse one of the longer routes. Mr. Wescott said there is talk of asking the board to extend their transportation perimeter to 2 miles, meaning no transport for any students within 2 miles of the High School. They are analyzing all the routes to deal with the issue of losing another driver. He said it is dire straits for them, for the State, and it's a national issue: we can't get drivers. Mr. Wescott described the difficulties of finding more drivers and said that, faced with all that, the Jerome loop was eliminated. He said that he was contacted by Brett Klein, and he appreciated his efforts, and those of his transportation crew who did a good job. Another issue they are experiencing due to the longer routes is that they have teacher drivers, and they try to extend consideration to their hours. If they are on a bus longer in the morning, they are not in their classrooms. He said they try to respect the time of the teachers and try not to add extra time to their routes, and that was

another consideration as to why the route was collapsed. Mr. Wescott said that schools are working outside the box, such as getting parents to drive and then reimbursing them. He said that out of that, grew the idea to utilize a town owned vehicle. He said they will be insuring and fueling the vehicle, and compensating the driver. Mr. Wescott said he thinks it was a good solution, and probably one that is not going to be uncommon soon, given what they are faced with. Ms. Barber commented that it is a wonderful solution, and thanked Mr. Wescott. She said that the factors of teachers, the loss of people living in Jerome, and getting on a bus at 6 o'clock in the morning to be there at 8 o'clock when it's a 20-minute drive; it makes sense.

Ms. Moore asked, why are Camp Verde kids going to Mingus?

Mr. Wescott replied that it was due to open enrollment; kids can opt to attend a High School within their region. He said that if the number becomes large enough and there are extenuating circumstances, they were already running a route to the reservation, they can ask for the route to be extended. Mr. Wescott said they have about 70 Beaver Creek kids attending Mingus, and Camp Verde is right down the road. So, when you have that kind of demand, the transportation crew is weighing the impact on the least number of kids, which is a hard decision. He said they used to take those kids and charge them tuition, but due to open enrollment they now count them as part of their average daily membership, or EDM, and it is the bulk of their funding. He said the buses that run down to that area are jammed full.

Ms. Harvey said that her kids went to Beaver Creek, and that is why she was flooded.

Ms. Barber said she looked to see if the school was still open out there because she wasn't sure what had happened. She said we are lucky to have Carol Anne Teague on the board, and she was happy to see that Mr. Wescott was there. She asked, who better to put the decisions in the hands of than former students? She thanked Mr. Wescott for being her teacher.

Ms. Harvey said she wanted to clarify for anybody who did not know what happened. A couple of weeks ago, there was a post on Facebook from a parent who was upset because she didn't have a ride for her kid the next week. She said she talked to Mr. Klein, and he reached out and the solution is that we are using the old town shuttle. The driver is taking the kids to the #1 Station, where they get picked up from the school bus. Ms. Harvey said it is very important that our kids get to school.

Ms. Barber agreed, and said that Mr. Wescott clarified that it is being reimbursed, and they are working on other creative ideas for the school system. Ms. Barber said, "thank you Teachers, for trying to help our future. We need good people".

Mr. Wescott thanked the council and said he appreciated that opportunity.

Ms. Moore asked if they were advertising for people, or if the pay was not good.

Mr. Wescott replied that they had tried it all: signing bonuses, buses parked with banners, and referring to them as a "company car." He repeated that [the situation] was really dire.

Dr. Dillenberg added that the situation was national, and Mr. Wescott agreed that it was everywhere.

Ms. Moore said that she will push the job with people she knows.

Mr. Wescott said to do that, and that it was a process and that they reimburse most of it. If you start without a CDL it's a couple of months before you are behind the wheel. He said that 8 years ago, they would get 4 or 5 applications every year, but now it was more like getting one every 6 months.

Ms. Moore asked where to find the information and Mr. Wescott told them to go to the website at MingusUnion.com and look for HR/job postings.

Ms. Barber said that her daughter had gone to Mingus Union High School, and the ride was over an hour on the bus. She asked if the current solution was something that could continue for the year, and would it work?

Mr. Klein replied that it should, and we could follow up with any issues.

Ms. Barber thanked Mr. Wescott for attending the meeting and providing an update to council.

7:44 (43:55) 3. FINANCIAL REPORTS

Discussion/Possible Action

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

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

Motion to approve the Financial Report and Detail invoice Register Report for August 2023

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

7:44 (44:23) 4. 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.

Mr. Klein was asked to provide his report. He said, in addition to his written report, he wanted to add that sales tax reports have changed, and he felt they more accurately reflect what we actually took in as opposed to only producing the information on the ADOR website which always has a considerable lag. He said there is so much fluctuation and lag time, so if we are low throughout year, we can compare the categories.

Ms. Barber said that she wanted some clarification because our fiscal year starts in July. She said this is 2024 actual, starting with 2023 actual, and we used to see previous years coming over. Is this different from what we were used to seeing?

Ms. Harvey responded that, no, this is the same.

Mr. Klein explained that what she was pointing out were last year's numbers. He said this is the formula now, and then explained further as to what the report reflected.

Ms. Barber said that she was not used to seeing it like that and thanked Mr. Klein for the clarification. Ms. Barber then offered congratulations to Battalion Chief Carl Whiting, Police Clerk Janice Pontious, and Finance Director Kristen Muenz on their anniversaries of service.

Ms. Harvey said she wanted to mention that the PSPRS meeting was in the reports. She read that inquiries were made about where Chief Muma was in his drop, and said he begins his third year in the drop this December. This leaves him eligible to be our Chief for 2 more years, but they have just changed it and he can choose to stay. She explained to the other council members where to find that information in the reports.

Ms. Barber asked if any council members would like to make a report.

Ms. Sheffield reported that she had gone to the League of Cities & Town's annual conference. She said it was great and all but 1 resolution passed; all 3 concerning Short Term Rentals passed. She said we should rest easy in the fact that there are communities all over the state feeling the impact of STR's and there is a lot of attention on how to regulate them, the density, the distance and putting a cap on the number of them. Ms. Sheffield reiterated that all 3 STR resolutions passed and will be supported by the League. Scottsdale was at 16% of Short-Term Rentals, which was a little higher than ours, but we are not the only ones. Ms. Sheffield said that the things that the League are really inspiring and thought provoking. She explained that she has been on council for a little more than a year, and went to New Council Member training last December and now she has gotten to be a part of what they do again. Ms. Sheffield said it was really inspiring that there are people all over the state working really hard to make things better for all of us. She spoke with Mr. Klein and would love to participate in almost everything they offer. There are a lot of opportunities for us to have more of a presence if we have the time and interest, so she will be doing more and is grateful to have gone. Ms. Sheffield said that we are one of the most unique places and a lot of issues don't apply to us, but ours are important. She thanked the town for the opportunity to go to the conference.

Dr. Dillenberg and Ms. Barber thanked Ms. Sheffield, and Ms. Barber said she thought she saw that someone mentioned a full repeal.

Ms. Sheffield replied, "baby steps."

Ms. Barber commented that she also loved seeing Ms. Sheffield coming out of her shell. She said she knew she had been listening. Ms. Barber relayed that her first year on council, the men used to put her on the spot, and she had told the mayor that she was really new to this. She was trying to do her best for a town that she really cared about. Ms. Barber told Ms. Sheffield that it was amazing to hear how inspired she had been by the League. She explained that she had also gone as a new council member, and went again as the mayor to see how much more she could learn. Ms. Barber said there were so many more women, and though many people may think that Arizona is just cowboys and all men mayors, and there are sometimes inspired ladies like Ms. Sheffield and some of the most smart, amazing people that sit behind this dais. She said, "I say it time and time again, I voted for all of you guys that sit here. I stand behind this council and I think we make good decisions. I love when our public comes and sees what we do and understands the decisions that we make." She thanked Ms. Sheffield again and said she would love for her to attend all of the conferences.

Dr. Dillenberg agreed.

Ms. Barber said that she was bowing out of the meetings and asked Mr. Moore, who replied that she had been to a lot of them.

Ms. Barber said she believed we would be celebrating 18 years of service at the end of Ms. Moore's Vice Mayor seat. She asked if there were any additional reports and, hearing none, called the vote.

Motion to approve the Staff and Council Reports

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

7:53 (53:32) 5. 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

Zoning Administrator Will Blodgett was asked to give his report. He reported that there had been an uptick in activity over the last few months, with a lot of calls for potential buying or modifying property and buildings, and he had gotten busy. Mr. Blodgett said that the GIS equipment is still backordered. He had the software and he just needed to set aside time to learn it, which he hoped to do soon.

Ms. Moore said that, in his report, Mr. Blodgett talked about being approached about building an apartment.

Mr. Blodgett confirmed that he had been approached by someone, and he had a number of ideas. He said he was not sure how viable those ideas were, but he wanted to hear him out. The man had put a meeting together, but many people backed out, so the meeting needed to be rescheduled. Mr. Blodgett said that he did not have any information except that he was exploring different properties, and wanted to know if Jerome had a willingness to assist with some dirt work. Mr. Blodgett explained that would be expensive, so he was not sure Jerome would be interested in subsidizing the project. He repeated that he would hear what he had to say so that the town could be involved early in the process. Mr. Blodgett said it had been an interesting learning experience and, while he was not sure any of the ideas would come to fruition, as things developed, he would let the council know.

Ms. Moore said that the person had also approached her at her place of work, so she hoped that he would keep us updated.

Mr. Blodgett said for anything real, he would provide an update. He said that next month is the AZ Preservation Conference that SHPO puts on. His SHPO contact emailed him and said there may be monies available to pay for his time for classes, as well as a couple of board members if anyone is interested.

Ms. Moore asked where it would be and Mr. Blodgett replied, Tucson. Ms. Moore said that she had gone in the past, and they are usually good. She went to a 3-day workshop in Tempe, and it was really good; there were Historic Preservation people from all over the country.

Mr. Blodgett said that he was looking forward to it.

Ms. Moore agreed that if they would subsidize someone from the boards going, that would be good.

Mr. Blodgett said that if anyone was interested, please reach out.

Ms. Barber suggested the Chair of the Design Review Board would be a wonderful idea, if he wanted to go.

7:58 () 6. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the August 8th Special Council Meeting Minutes and Regular Council Meeting Minutes

Council will consider and may approve the August 8th meeting minutes.

Motion to approve the August 8th Special Council Meeting Minutes

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

Ms. Barber said she would like to point out a confusing sentence on page 3; the word "go," had been left out of the phrase, "go out."

Ms. Muenz confirmed that was a typo and she could retype the sentence.

Ms. Barber said she was very disappointed because, during the meeting when we talked about alcohol at the Film Festival, she had asked Ms. Ross if it would be fenced so that people could not go around, and she had said, 'yes, it will be blocked off with fences and booths.' She said that Ms. Harvey had reported to her that that was not the case.

Ms. Harvey said that she had pictures of the lack of fencing. She explained that she had seen 2 pieces of rope on 1 section, and then a rope on the stairs on the back side, so you could get through anywhere.

Ms. Barber said she did not know what we could do about it, but she was very disappointed in how it went down.

Dr. Dillenberg said he thought there needed to be better judgement if they wanted to do it again.

Ms. Harvey read a section of the minutes in which Ms. Moore asked if there would be any changes and Ms. Harvey had stated that there should not be any changes made after the event was approved, and Ms. Ross agreed by saying, 'right.'

Ms. Harvey said she had stated it is approved the way it is approved and that it is it. She said, both times she was told that, she definitively said, 'right,' and agreed. Ms. Harvey said she would like to point out that the motion; she read the motion verbatim, which included conditions that the Upper Park be family friendly on Sunday only with no alcohol, that there are fences for the alcohol areas with security guards and alcohol checks, and those areas stay within capacity limits. So, Ms. Harvey said, they should not have changed anything, they should have had 3 cops.

Dr. Dillenberg said he agreed with Ms. Harvey.

Ms. Barber repeated that she did not know what we can do about it at this point, but she wanted to point out that the minutes read, "Ms. Harvey said there must not be any changes after this point, and she agreed."

Ms. Harvey said that she would like those comments in the minutes because she would be referring to them next year.

Ms. Harvey played a few seconds of the portion of the meeting's audio recording.

Dr. Dillenberg asked Mr. Klein if there was something that could be put in place for next year to make sure that this doesn't happen again.

Ms. Barber commented that they could make a decision next year that was contrary to the current year.

Ms. Moore said that she was going to bring it up again, to discuss increases to the fee schedule because of the staff time it takes up, because she felt we should discuss it before the next time.

Ms. Harvey said she was sure we would be revamping our ordinance again.

Dr. Dillenberg said that he would want to encourage that.

For clarification, Ms. Muenz asked Council member Harvey if she would like for her to retype that section of the minutes word-for-word, and Ms. Harvey confirmed that she would, starting with Ms. Moore's comments.

Motion to approve the August 8th Regular Council Meeting Minutes with suggested alterations.

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

8:07 (1:07:28) 7. PETITIONS FROM THE PUBLIC

There were no petitions from the public.

8. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

8:07 (1:07:39) A. Consider Resolution No. 660; A Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Adopting a Notice of Intention to Increase Water and / or Wastewater Rates or Rate Components, Fees or Service Charges; Setting a Public Hearing on the Proposed Increase and / or Changes to the Water and / or Wastewater Rates or Rate Components, Fees or Service Charges; and Filing a Written Report Supporting the Proposed Rate Increase or Rate Components, Fees or Service Charges with the Town Clerk
Council will consider and may adopt Resolution No. 660.

Ms. Barber introduced Item 8A; Resolution Number 660.

Mr. Klein explained that the wording had come from State code. He said this is all Council would be voting on tonight; there is no rate discussion, but it is simply a notice of intent and that studies have been done to show that rates may be subject to change.

Dr. Dillenberg moved to accept, and Ms. Harvey seconded the motion.

Ms. Barber explained that it was not saying we are not doing it or doing it, it is just saying that we will be discussing it. Our public hearing on proposed changes would be at a special meeting on Monday, November 13th at 6:15. We have a motion and second to do the public hearing. She asked Ms. Moore if she had questions.

Ms. Moore said it was basically looking at our A and B options, or something else.

Mr. Klein explained that it could be anything you come up with.

Ms. Moore asked if anyone had any comments on the water usage reports.

Ms. Harvey said, "wow," referring to a couple of the accounts.

Ms. Barber said it was interesting because she could not believe the water use for a couple of the accounts. There are some that are a single-person account, but they are using that much water?

Ms. Harvey said that she knew of at least that was listed as a leak in Public Works Director Boland's report.

Ms. Barber said, this is another thing, if we are billing people as single, double, multi... Most municipalities won't tell you if you have a leak. She said she hoped people would be aware of it, but usually what happens is you get a big water bill. They will say they can check on their end, but on your property, you deal with it yourself. Ms. Barber said it would be nice to find out if there are water leaks. She said she would also like to clarify on the Notice of Intent, we could say we want to do Option A, or B, or we could even say we don't want to do it and keep it as is, correct?

Mr. Klein replied, correct.

Ms. Moore said that she tried to get ahold of people who have large gardens, and most of them are not on wastewater. One of them has a huge garden and that may be the person using a lot of water. She said she did not know what to think about that.

Ms. Barber said that we also have Agriculture rates that, per Town Code, are supposed to be on certain parcels. She said she would need to refresh her memory on that, but she was ready to bring it to the table and talk about it.

Ms. Moore said she has told people that we will be having discussions about this, and urged them to come to the meeting.

Ms. Sheffield said that most of the people she mentioned the water rate change to had acknowledged that what we spend on water, trash, and sewer is considerably less than others. She said that everyone seemed to appreciate the tiered rate system; they see it more as a community share of water. She expected people to have questions or be resistant, but everyone she talked to was aware of the need to charge more money for the water system.

Ms. Barber said Ms. Sheffield made her think of community preservation by helping people to be able to afford it.

Motion to approve Resolution No. 660; a Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Adopting a Notice of Intention to Increase Water and / or Wastewater Rates or Rate Components, Fees or Service Charges; Setting a Public Hearing on the Proposed Increase and / or Changes to the Water and / or Wastewater Rates or Rate Components, Fees or Service Charges; and Filing a Written Report Supporting the Proposed Rate Increase or Rate Components, Fees or Service Charges with the Town Clerk

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

8:13 (1:13:23) B. Consider Resolution No. 659; A Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Adopting a PSPRS Pension Funding Policy for Fiscal Year 2024

Council will consider and may approve Resolution No. 659.

Ms. Barber said that 4 years ago, we were fully funded for PSPRS, what happened?

Ms. Harvey explained that Chief Muma took his drop, and we also went a year without a 5th Police Officer. So, even without a person in the 5th position, we have to cover it, and we did not. She said that maybe it was something was missed, and she knew that Mr. Klein was working with PSPRS. All she would say is that she would like to see us do more, faster, to get caught up.

Mr. Klein explained that Councilmember Harvey was correct that it was due to 5th Officer, and to wages. The State sets it we do not, and they base it on our reports from the past year, going with 4 officers. There is a catch up that has to happen, and we don't have a significant liability, but we do need to address it. Mr. Klein said he reached out to PSPRS, and there is a community advocate. Mr. Klein indicated that the system does not allow us to pay a dollar more than what they allow us without working it out with them. We wanted to do it monthly, but they said we could do it, but only annually.

Ms. Harvey said that they want a lump sum.

Mr. Klein said that was okay because at the end of the year, we can look at where we are at with the budget overall. Again, he has seen 60 or 70%, so we are not in dire straits, but is something he would like to alleviate as soon as possible. He said he has a meeting scheduled with them on how to provide the extra payment, they were willing to work with us, and we certainly have a plan to get our unfunded liability eliminated.

Ms. Harvey added for clarification that we are at 88% funded, so only about 12% down, but she would like to get caught up on it as quick as possible just in case someone needs to take it. We were 100% funded, and we were getting a lot of praise for it from other towns.

Jerome resident Mark Krmopotich said you were overfunded.

Ms. Harvey explained that Chief Muma took his drop, and we didn't pay for the 5th officer. Because we told the State we have 5 police officers, they said we had to pay for it whether we had the money in there or not.

Ms. Barber asked, do we have the money there as cushion.

Ms. Harvey replied, yes.

Ms. Barber mentioned that there was an error of the acronym on the first page of the Resolution. She said it needed to be fixed, and we should commit to bringing it to 100% funding. The goal was 2036, but we could do it quicker.

Mr. Klein explained that all municipalities have this state requirement to reach the goal by 2036. He said that you may not know the situation in a month or a year, and would not want to go beyond what the State allows. You pass a Resolution like this every year, so if you want to get to 100% every year, you can do that. Mr. Klein said that we would change the lettering to correct the typo so that the Resolution could be signed.

Ms. Barber said the motion was to commit to maintaining the annual required contribution to the best of our ability.

Motion to approve Resolution No. 659; A Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Adopting a PSPRS Pension Funding Policy for Fiscal Year 2024

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

8:20 (1:20:56) C. Consider Approval of Resolution No. 661; A Resolution Authorizing a Grant Application to the United States Department of Transportation Reconnecting Communities and Neighborhoods (RCN) Program with a Total Project Cost of \$2,250,972, for the Center Avenue Development Project

Council will consider and may approve the Resolution authorizing staff to apply for the grant.

Ms. Barber introduced Resolution Number 661, an application for a grant involving over \$2 million dollars for the Center Avenue Development Project. She moved that we approve the resolution.

Ms. Harvey and Dr. Dillenberg seconded the motion, and Ms. Harvey said that we had already applied for it and thought we thought we were getting the funding.

Motion to approve Resolution No. 661; A Resolution Authorizing a Grant Application to the United States Department of Transportation Reconnecting Communities and Neighborhoods (RCN) Program with a Total Project Cost of \$2,250,972, for the Center Avenue Development Project

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

9. UNFINISHED BUSINESS

Discussion/Possible Action

7:14 (14:11) A. Discussion and Possible Consideration of Street Lighting Options and Alternatives

Representatives from APS will provide updated information with regard to options for the Town's street light possibilities. Council will consider and may provide staff direction.

Ms. Barber introduced Item 9A, a discussion of street lighting, with the option to reuse existing fixtures.

Becky Ruud, the Northwest Key Account Manager for APS, approached the dais to present street light options. She said she was also happy to follow up on questions that she did not immediately have an answer for. Ms. Ruud said she would like to go back a little. In 2017, APS notified the town that the street light option that we had was no longer going to be available and any streetlights owned and maintained by APS were going to be switched to an LED version. She said they have been dealing with this since then, and are at the "end of our rope," or the end of our lights.

Ms. Barber clarified, in reference to the old lights, that there are none left.

Ms. Ruud said that they needed to urge you to make a decision on how you would like to move forward. They had a discussion regarding the streetlights with Brett Klein, and the conversation was that we would have some LED options installed. Ms. Ruud explained there was a 150-watt bulb installed at Town Hall, and the 2nd option, which was a 50-watt bulb, was installed in 2 locations, one by the High School and one at 710 Clark St.

Ms. Harvey said that she liked the second option, but did not like the one by Town Hall because it looked like a city light.

Ms. Barber said that she had asked if they still had the old fixture and could put it back because she knew it wouldn't be "up anyone's alley." She asked if there was an option lower than 50 watts.

Ms. Ruud replied that there was not.

Ms. Barber asked if the bulb was Dark-Sky complaint, and Ms. Ruud confirmed that it was.

Ms. Barber said there are shields that fit on our old bulbs, but do not fit on the new bulbs, so the old shields have to go away.

Ms. Harvey said there was still a half-shield.

Ms. Ruud explained that, if there was already a shield on it, they left it, but they would no longer be putting shields on. She said that APS own and maintain 61 poles and lights within Jerome and they had difficulty getting new options due to delays in manufacturing. Ms. Ruud said that Mr. Klein had asked about an amber option but unfortunately APS has to install an adapter and also rewire for that, so it would cost them more out-of-pocket. She said that the 50-watt bulb is very nice compared to the 150-watt, which is bright, and the LED option shines down versus out, which allows it to focus on the street for safety.

Ms. Barber asked for clarification, if a shield is there, with a new light, the shield stays?

Ms. Ruud confirmed that the shield could stay.

Ms. Harvey asked to add, in reference to the 50-watts, that the average light in a home is 40 to 60 watts per light socket, so it is mellow.

Ms. Moore said that Flagstaff has low lighting due to being a Dark Sky community, and she read that is narrow band amber light, or NBA, which is fairly new.

Ms. Ruud replied that was the one she checked into, but if we would like to maintain the historic fixtures, we would have to rewire and put in an adaptor, which would be a lot of money out-of-pocket. She said that you have the option of purchasing the lights and poles and then putting in anything you would like to add.

Ms. Moore asked how Flagstaff got switched over.

Ms. Ruud replied that she would have to research that as it was not her area.

Ms. Barber clarified that it is Coconino County, no Yavapai.

Ms. Moore said that Tucson is historic and has Dark Sky.

Ms. Barber said that Clarkdale was too, but that was in their Historic District. She said she may need to look into Dark Sky again because technology has changed in the last five years.

Ms. Ruud reiterated that the new bulbs were Dark Sky compliant.

Ms. Harvey asked, for clarification, what wattage do we currently use?

Ms. Ruud explained it is a sulfur light, more specifically a high-pressure sodium incandescent light which is 300-watt, but because of the sodium it gives off a different look.

Ms. Barber described it as "twinkling like Thomas Kinkadee."

Ms. Moore asked a member of the public and Jerome resident Karen Mackenzie, who attended the meeting to discuss the lights, if there was particular light in her neighborhood that was bright.

Ms. Mackenzie said that she lived in the gulch, and asked if any other lightbulbs around Jerome had been replaced with the new options.

Ms. Ruud replied, no, just the 3 she had mentioned.

Ms. Mackenzie said that she lived below the town, and could see the light by the school, and the light goes downhill. She noticed that she had to have the curtains closed because that light intruded.

Ms. Ruud explained that was an old bulb, and once it was replaced, the light should go down instead of out.

Ms. Mackenzie said that LED light disrupts circadian rhythm, which is different from the old sulfur style. She also hoped they would point down because in Jerome, people down the hill are looking up at the lights. She mentioned her concern about replacing all 60-plus lights if shields would not be possible.

Ms. Ruud explained that it damages the fixture itself, so they would rather not put those on and damage historic fixtures. She said they had done it in the past for so many Jerome lights because they treat us as a key account, but they have had so many that have cracked because of the shield. She said that they don't want to take responsibility for damaging them any further.

Ms. Barber expressed hope that when the lights are replaced, people will see a difference. Ms. Barber described a light in her own neighborhood and said the shield is on the neighbors, and she must draw her curtains, but she likes it because she can see what is on the corner. When that light goes out, she is ready to have it replaced. Ms. Barber said that some people don't like lights, but Jerome is a small town, and we only have 61 in the whole town. At this point, she did not think we wanted to take ownership of the lights. She repeated that we would like the old fixture back for the one that looked like a city light and the 50-watt bulbs that are Dark Sky compliant are the best we can do for now.

Ms. Mackenzie said that it will probably be different street by street because we have seen some benefiting from the lights and some having their lifestyle disturbed. She said that she had noticed that there were lights with shields all the way around and asked if it would be an option to fashion something for the fixtures.

Ms. Ruud repeated that they did not want to risk damaging the fixtures any further, but said that if you come up with something and purchase it for them to install, they would be happy to do it.

Ms. Barber said that we should go forward with what we are doing and if we have problematic areas, then we can see what we can do for people to do the best that we can. She mentioned an instance of a resident requesting the removal of the only streetlight in an area, but APS would not allow it and she apologized but said the light was still there. She said that we do the best we can for our people. Ms. Barber said she thought we should go forward with the 50-watts.

Ms. Harvey motioned to request APS to move us to the 50-watt LED and if we have problems from there, we can revisit at another meeting.

Ms. Barber added replacing the light at Town Hall with the old fixture.

Ms. Ruud said she will start to order the lights and will update the council on the time frame.

Ms. Moore asked, "They won't be changed out until they burn out, correct?"

Ms. Barber agreed that would be preferable and asked if it was possible.

Ms. Ruud said that is up to you. If you would like them replaced as they burn out, they can do that, but you could get complaints that it is brighter here rather than there.

Ms. Harvey replied that we will likely get complaints.

Ms. Barber said that the Town Manager can explain the process to people who complain and thanked Becky Ruud for attending the meeting.

Jerome resident Mansel Mathews said there is a bright light behind the building and Ms. Barber asked him to report it to the Town Manager.

Motion to Request that APS Replace the Current Streetlights with the 50-Watt Option, with an Additional Request to Replace the 150-Watt Light at Town Hall with the Old Fixture

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

8:21 (1:21:49) B. Continued Discussion and Possible Staff Direction on Potential Uses of the Hotel Jerome Basement

Council will discuss and may provide staff direction regarding alternative uses for the Hotel Jerome.

Ms. Barber said that Steve Knowlton should be back in town soon. She asked, why is this on the agenda?

Mr. Klein explained that subsequent to the meeting where we had more people who wanted to rent a studio than we had space, he believed that Councilmember Harvey wanted to discuss the potential for using some of that space.

Ms. Barber asked if the Police were not using most of that space.

Ms. Moore asked if they were continuing to use the space and Ms. Barber and Ms. Harvey both said they were.

Ms. Moore asked if the only other space is storage space beneath there, because she felt like there was one big room.

She said she felt there were a couple of good people looking for space and thought that if we could find room in one of those spaces, that would be helpful.

Ms. Barber asked if she would like the council to do another field trip and look at it again.

Ms. Sheffield said that she felt that whatever we do with that space, there will be a lot of preliminary work to be done, regardless of whether we are putting in apartments or just trying to rent storage and studios. Cleaning, making sure the floors are good, the electricity works and the water; those are basics, even for a studio. Regardless of whether we decide exactly what to do with it, there can be some steps towards getting it cleaned up and ready.

Ms. Barber said, from what she understood, the studio spaces have no amenities. There are lights but no sinks. She said the art room used to have sinks. She said that she would be worried about fires.

Ms. Muenz said that she could not speak to the lower storage areas, but the big room did still have an old kitchen. She explained that the concern was that for any space down there, people would need to be able to escape in the event of an emergency. There were stairs leading down to the lower levels, but if we were to chop up the areas into smaller spaces, it would be more difficult for people inside to access an exit.

Ms. Harvey said that she would like to table the item.

Dr. Dillenberg agreed.

Ms. Barber said we will discuss it at a further meeting, but not when. She said that she thought it was wonderful that we were trying to do it, but we had to be careful. She brought up a fire, and said that if you have one person in there doing something dangerous, our whole building burns down and that is not what we want to happen.

Motion to table Item 9B to a later meeting

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

10. NEW BUSINESS**Discussion/Possible Action****8:26 (1:26:05) A. Consideration of an Arizona Liquor License in the Town of Jerome for a Series 07 Beer and Wine Bar License Type, for Wicked City Pub (formerly Wicked City Saloon) Under New Ownership, Located at 403 Clark Street #A3**

Council will consider and may approve a new Series 07 Beer and Wine Bar License for Wicked City Pub.

Ms. Barber explained that Wicked City is under new ownership. The State issues the Liquor License, we just say if we like it. She said that there was no applicant present at the meeting, and she was not familiar with the applicant. Ms. Barber said they were currently running the business, and she had not been there to see if the sign had changed, but it seemed that all the paperwork had been filled out.

Ms. Harvey said it would be nice, and this was not the first time it had happened, if you are going to put a request for a liquor license in front of the council, you might want to show up in case we have questions. She was under the impression that Matt Moore was the owner of the bar, so who is Allen Steffey? Ms. Harvey said she would like to ask them that question, so she will vote no because she needed to ask questions for a liquor license. She said for every liquor license, we always have questions and we have had several where no one shows up. There was one a few years ago that didn't even want to answer questions over the phone; yet they expect us to approve of something that is going to benefit them and affect this town. Ms. Harvey said that she felt it was important for people to understand that it wasn't just to put your application in, they needed to show up.

Dr. Dillenberg agreed.

Ms. Moore agreed as well because she also thought it was Matt Moore. She agreed with Ms. Harvey that she expected them to be there to answer questions. She didn't see any issues with the paperwork except it was someone's name that we didn't expect. She asked if it could be tabled.

Mr. Klein replied that it could be tabled, and a request made for the person to be present. He explained that a lot had happened with the management of the building, and Matt was involved but for various reasons, this gentleman is the one who submitted the application for the license through the State. Per State Statute, Council will vote on that. He said that Police and Fire have reviewed it and have found no issues. If you would like to table it, that can be done, and we can request the presence of the applicant.

Ms. Barber asked if Ms. Moore wanted to make that motion, and Ms. Moore asked how everyone else felt.

Ms. Barber said that we were all under the impression that it was someone else, and we don't know this man. We would like to meet him and, if we approve it, congratulate him. She added that it did not matter what we said if Arizona issues him a liquor license.

Mr. Klein explained that there was a timeline and Ms. Muenz said that she had already been contacted by the state, and they required an answer by the 18th. If the deadline is passed, the applicant may need to resubmit.

Dr. Dillenberg asked if we could vote, "yes, but subject to," so that we could meet the deadline.

Ms. Barber said she did not like that.

Ms. Harvey said that a liquor license is very expensive, and very important for your bar, so she felt it was really important for people to show up to answer questions. It was not the first time, and it was irritating that people just assume we are going to rubber-stamp it.

Ms. Barber agreed.

Ms. Sheffield said that she might know who the applicant was. He may be a good friend of Matt's who was staying in town for a while. She agreed that she felt one of them should have been present. In reference to the business changing hands, she said that she had a friend who had a rental that was taken over by the same management company and there was a lot of confusion, so she had sympathy with some of the things that go on with so much change. Ms. Sheffield said she had been to Wicked City a couple of times, and they hadn't done much differently inside. One thing she liked is it is a comfortable environment and everyone she has seen working there is someone from the town. She said Matt is always there, whether he owns it or not, he is running it. Ms. Sheffield said she felt it was great to have a place for the overflow from the Haunted Hamburger, so people can wait off the sidewalks and street. Whatever hoops they had to jump through, the paperwork involved is extensive, and it looked like all the paperwork was presented the way it needs to be.

She repeated that it would be nice if he was here to answer the council's questions, but that was her take on the situation and she did not see a reason to deny them permission to keep doing what they are doing.

Ms. Moore asked if they are told that the council expects them to be present.

Mr. Klein replied no, but they happen so rarely. He explained that in larger cities they deal with them on a large basis, if applicants don't show up, it is a rubber-stamp situation. But we are smaller, and if Council policy is to talk to them, we will certainly be sure that they understand this.

Dr. Dillenberg said that he did not want to punish them. He thought that they needed to be here, but was it possible to go forward because we do not want them to be penalized for two more months, yet tell them to come to the next meeting and discuss what you are doing. He said we always have the opportunity to do something once we start. Or, once we say yes, is it permanent?

Ms. Harvey replied, once we say yes, it is permanent.

Dr. Dillenberg agreed that he wanted them here to discuss things, but at the same time, did not want to punish them.

Ms. Muenz briefly explained the timeline for submitting a liquor license application.

Ms. Harvey suggested that we go ahead and vote and, in future, make sure that anybody who puts in for a license is told that we expect them to be here. She made a motion to approve.

Dr. Dillenberg said that he felt that was the right strategy.

Motion to approve a Series 07 Beer and Wine Bar License Type for Wicked City Pub at 403 Clark Street, #A3

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

7:30 (30:25) B. Consideration of an Update to the Town's Fee Schedule to Allow for an Emergency Services Agreement with Residential Building Owners Located Outside of Town Limits

Council will consider and may approve the proposed update to the Town's Fee Schedule to add the potential for an Emergency Services Agreement.

Ms. Harvey said that she had several questions. First, in the summary it says that the Fire Department is required to bill properties for services rendered. Of the charges that have been billed, how many remain unpaid?

Battalion Chief Carl Whiting replied that he did not have an exact number, but typically we only see 5% to 10% of the bills getting paid. We use a billing company, and it is pretty typical across the board, for most fire districts; you might see 30% come back, but not much.

Ms. Harvey wanted to comment on the options, referring to the mention of annexation. She said that we have stopped talking about it because she does not believe annexation is beneficial to the town right now. We need to fix our infrastructure before we take anything else on; as to the options, that is her opinion. Ms. Harvey said she would like some clarification on the calculations. She took examples of people on Dundee and Bell Road, and said that the way she read it, it is for all of the services from the Fire Department, which Mr. Whiting said was correct, and it is the amount of your property taxes plus 10%.

Mr. Whiting clarified it was from the Limited Assessed Property Value. He had provided an example of the most expensive property in town, the Little Daisy.

Ms. Harvey said that he pulled the LPA, not the LPV.

Mr. Whiting corrected himself and gave the LPV amount. He said that amount is divided by 100, and it would boil down to Little Daisy paying about \$1,381.89 per year for the subscription. He said he pulled the 3.12%, which is what the Verde Valley district charges as their mill rate, and it is pretty low. Mr. Whiting said he thought the amount he paid for his Camp Verde house is about 3.28% for Copper Canyon Fire District, so that is a pretty low mill rate for the state of Arizona.

Ms. Harvey said that she wanted to make sure she was figuring it correctly. She and Mr. Whiting went over the calculation again. Ms. Harvey said it was hard to follow.

Mr. Whiting said that he "plagiarized" the agreement from the Verde Valley Fire District; he had their billing person walk him through it so that he would have a better knowledge of it because he was getting confused himself.

Ms. Harvey said her other question was, the services for the initial response and each succeeding hour, was that what we would be billing if they did not have a contract?

Mr. Whiting replied, correct.

Ms. Harvey clarified that instead they would pay a flat fee for the year, and would not have to pay the \$250 for the initial response, and the \$125 for additional?

Mr. Whiting replied, yes. He gave the example of an instance wherein 2 engines responded, which would be \$500 for the first hour, whether we are there for a full hour or not. Then, we would also have command vehicles, so the bill keeps increasing. Another example he gave was a small CO2 alarm going off. He said you can have a \$1,500 bill for a 10-minute job, which does not create good public relations with anyone.

Ms. Moore asked how it is charged; does the Town bill them?

Mr. Whiting explained that the Fire Dept has a billing agency; we fill out the paperwork and send it to them, and they send the bill to whoever and we get reimbursed.

Ms. Moore asked, and what if they decide not to pay?

Mr. Whiting replied that he does not have that answer, but he does know other agencies that would put a lien on the property.

Ms. Barber asked Mr. Klein if he knew the answer.

Ms. Harvey said the billing wording was confusing, she said that the 10% would need to be added to the property tax.

Ms. Harvey read the formula aloud, which included a 10% addition for administrative fees. She said that the calculation and the written formula did not match, which was why it was confusing.

Mr. Klein said that we can remove the last sentence of the first paragraph for clarification. He added that the subscription was entirely optional and would be presented to the property owners to provide the opportunity. Some may say they are not going to do it because they have never needed services, and that is their roll of the dice; it is just an option. Mr. Klein said that he thought it provided goodwill rather than hitting them with a big bill if there was a fire. He said we will encourage the Little Daisy to strongly consider it. In terms of if they don't pay for the agreement, they aren't covered. A bill will go out to a billing agency and if they then don't pay, there is a legal process.

Dr. Dillenberg asked, what are we voting on?

Mr. Klein clarified that this would be a new fee to be added to the Fee Schedule if you choose to.

Ms. Harvey commented that it would be beneficial to both the public and the Fire Department.

Dr. Dillenberg agreed with Ms. Harvey.

Ms. Barber said we would be taking the last 10% off.

Ms. Harvey clarified that it was the last sentence we would be taking off.

Mr. Whiting explained that he understood what Ms. Harvey had requested to be clarified and would retype it.

Ms. Barber moved that it be added to the town's fee schedule, which was seconded by Ms. Harvey.

Hearing no further discussion, the vote was taken, and it passed unanimously.

The Council thanked Battalion Chief Carl Whiting for attending the meeting and presenting the agreement.

Motion to add the Fee for an Emergency Services Agreement with Residential Building Owners Located Outside of Town Limits to the Town of Jerome Fee Schedule

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

8:38 (1:38:11) C. Consideration of Updates to the Town's Financial Operations Guide

Council will consider and may approve the staff proposed updates.

Looking at the proposed updates, Ms. Barber asked the council if they liked the additions. She commented that she saw a lot of checks and balances that needed to be here.

Ms. Harvey said the only thing she didn't like was the once a month counting of the cash drawer and petty cash box. She said she thought both should be counted at least once a week.

Ms. Barber agreed that most retail shops count their cash once a day.

Ms. Muenz explained that the cash drawer is supposed to be counted every day it is used. The updated policy to count it once a month would be in addition to the daily count, to act as an audit of the cash.

Mr. Klein explained that it is an audit practice known as imprest basis, and the drawer would be reconciled fully upon each use and transaction, and once a month, by someone who is not usually in contact with the cash drawers. There will be a cash log for balancing every day, but this will be once a month with a second pair of eyes.

Ms. Barber asked Councilmember Harvey if she was okay with that, and Ms. Harvey said that she was.

Motion to approve Update to the Town's Financial Operations Guide

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

8:41 (1:41:14) D. Consideration of a Special Event Permit Application from the Jerome Chamber of Commerce for the September 30, 2023, Art in the Park

Council will consider and may approve, with or without additional conditions and considerations, the Special Event Permit.

Ms. Barber asked if there would be artists in the park again, like they did in the Spring. She said, that was fun and they also said no stage this time.

Ms. Harvey agreed that they said there would be no stage in the park.

Ms. Barber moved to approve the application and Ms. Sheffield seconded the motion.

Ms. Harvey said that she had a condition. At the last event, which she believed was a music festival, there was damage done to the stairs. She said that it was not bad, but she had a meeting with Public Works Director Marty Boland, and he said if it happened repetitively, it would damage our stairs. So, with the condition that they make sure that the dollies do not bounce off the stairs while bringing equipment up and down.

Ms. Barber asked if we could take photos that we keep, and Mr. Klein said yes, and a lot of it had happened because of the stage that was installed.

Ms. Barber said photos would help us to see what is going on.

Ms. Harvey said the marks were consistent up and down the stairs.

Motion to approve a Special Event Permit Application from the Jerome Chamber of Commerce for the September 30, 2023, Art in the Park with the condition that they be sure dollies do not bounce off the stairs while carrying equipment up or down

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

8:42 (1:42:42) 11. TO AND FROM THE COUNCIL

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

Ms. Barber said there are so many signs at the gate, but by the time you are all the way up, you are at the gate. We talked about it at the last regular council meeting, and Ms. Barber read off the suggested signs mentioned at the August 8th meeting. She said right now, we have 8 signs, one just says "closed" but it might be historic. She said she was in her yard and a couple in an RV asked if they could camp there, and she said no you cannot and there is no place for you to turn around. There needs to be a sign that tells people "Road closed ahead," or "dead end."

Ms. Harvey suggested, "no through traffic."

Ms. Barber thanked Ms. Harvey and said she thought we ought to take down the #6 sign and have a "no overnight camping" sign. Where it meets the gulch meets Allen Springs, we need to tell people not to go into the gauntlet.

Ms. Moore said that Mr. Boland had a sign that says, "dead end, no turn," but he didn't know where to put it.

Ms. Barber said she would meet with him and let him know where to install the sign.

Ms. Moore said it would be helpful if Ms. Barber could show him an appropriate place, and a way to attach it.

Ms. Muenz confirmed that we had ordered the suggested signs to be put up.

Ms. Barber then read a list of the existing signs and their messages. She said there are 8 in total, but once you see them you are already at the gate and there isn't a place to turn around. She suggested, "local traffic only," and said she would follow up with Mr. Boland.

Ms. Harvey suggested a, "Dead end," sign.

Ms. Moore explained that we already had the "dead end, no turn around," sign to be installed.

Ms. Moore said she wanted to bring up that we need to have a meeting to talk about events and fees.

Ms. Barber agreed that due to time, we should not allow our staff to do that amount of work for people. Bending over backwards for people who tell us one thing and flinch the rules and think it's a Sunday, no one will check..

Ms. Moore said that most of the events that take place on town property benefit the town in some way, and are not just a commercial enterprise taking up all the public spaces.

Ms. Barber added, for the record, if any people who came for it ate, drank, or anything else, we got a pittance for it from what we charge for a Special Event License. The bottom line is we did a lot of work and didn't make a lot of money from it. Ms. Barber said that on our next agenda, we will have a discussion on Special Event Permits. When we started out, it was a pilot, and after you see how it works you adjust accordingly.

12. ADJOURNMENT

Motion to adjourn at 8:49 P.M.

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/Clerk

Date: _____

File Attachments for Item:

A. Consideration of an Agreement to Enter into an Interlocal Contract for Cooperative Purchasing with Houston-Galveston Area Council (HGAC), a Regional Planning Commission and Political Subdivision of the State of Texas, Which Manages a National Government Cooperative Purchasing Program

Council will consider and may approve entering into the agreement with HGAC Buy.



**INTERLOCAL CONTRACT FOR
COOPERATIVE PURCHASING**

ILC No.:
ILC23-13566
Permanent Number assigned
by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and **Town of Jerome**, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at **600 Clark Street Jerome, AZ 86331**.

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on **10/10/2023** (Date), and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began **07/01/2023** and ends **06/30/2024**. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC’s contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H- GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC’s contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:

Town of Jerome
Name of End User (local government, agency, or non-profit corporation)

600 Clark Street
Mailing Address

Jerome, AZ 86331
City, State ZIP Code

Signature of chief elected or appointed official | **Date**

Brett Klein, Town Manager
Typed Name & Title of Signatory

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120, Houston, TX
77027

By: _____
Executive Director

Date: _____



END USER DATA

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to cpcontractfax@h-gac.com or by faxing it to 713-993-2424. The contract may also be mailed to:

H-GAC Cooperative Purchasing Program
P.O. Box 22777, Houston, TX 77227-2777

Name of End User Agency: **Town of Jerome** County Name: **Yavapai**

Mailing Address: **P.O. Box 335 Jerome, AZ 86331**

Main Telephone Number: **928-634-7943** FAX Number: **928-634-0715**

Physical Address: **600 Clark Street Jerome, AZ >86331**

Web Site Address: **www.jerome.az.gov**

Official Contact: Brett Klein

Mailing Address: **600 Clark Street
Jerome, AZ 86331**

Title: **Town Manager**

Ph No.: **928-634-7943**

FX No.: **928-634-0715**

E-Mail Address: **b.klein@jerome.az.gov**

Authorized Official: Brett Klein

Mailing Address: **600 Clark Street
Jerome, AZ 86331**

Title: **Town Manager**

Ph No.: **928-634-7943**

FX No.: **928-634-0715**

E-Mail Address: **b.klein@jerome.az.gov**

COMPLETING AND EXECUTING THE ILC PROCESS

Step 1 (complete)

Thank you for completing this step. A PDF copy of the ILC document will be delivered to the email address entered.

Step 2

Secure a signature by the individual identified as the Authorized Official to contractually bind your entity.

Step 3

Scan and email a copy of the contract to H-GAC at cpcontractfax@h-gac.com, or fax it to 713-993-2424.

The contract may also be mailed to:

H-GAC Cooperative Purchasing Program

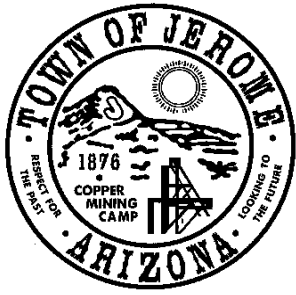
PO Box 22777

Houston, TX 77227-2777

If you require an original signed contract, please print, sign, and mail two (2) sets of the ILC documents.

Step 4

H-GAC will execute the contract and return a copy to you electronically.



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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: Consideration of Entering into an Interlocal Cooperative Purchasing Contract with HGAC**

MEETING DATE: October 10, 2023

Summary:

The Houston-Galveston Area Council manages one of several nationwide cooperative purchasing programs catering solely to units of government. Numerous cities and towns in the State of Arizona are members. Several have purchased refuse and sanitation trucks through HGAC. HGAC meets the cooperative purchasing exemption for multiple bids as they negotiate and seek the lowest prices possible for commodities, similar to the Arizona State Procurement Office. In order to take advantage of the cooperative buying power we must become members.

Fiscal Impact:

None.

Recommendation

Staff recommend that Council approve the agreement in order to provide for more advantageous options when purchasing capital equipment and vehicles.

File Attachments for Item:

B. Consider Planning and Zoning Commission Appointment of Issam Sharif Effective Immediately to Fill the Open Commission Seat Which Expires February 28, 2026

Council will consider and may appoint Issam Sharif to the Planning and Zoning Commission.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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APPLICATION TO SERVE AS MEMBER OF DESIGN REVIEW BOARD, PLANNING & ZONING COMMISSION OR BOARD OF ADJUSTMENT

We understand you are interested in serving on one of the Town boards or commissions. We appreciate your volunteering. Such service is vital to the community and we hope this will reward you with a better understanding of your local government and a sense that, through your efforts, Jerome will be a better place to live. We are delighted to hear of your willingness to help.

Name: Issam (Izzy) Sharif Date: Sept 12, 2023

Mailing Address: PO Box 1162 Jerome, AZ 86331

Physical Address: 116 4th St Jerome, AZ 86331

Home phone: _____ Cell phone: 810-240-7809

Email: izzy.sharif@axis.com

Which board or commission would you prefer to join? planning & zoning

How long have you resided in Jerome? June 1st 2023

Have you read Jerome's present Zoning Ordinance? in process

Have you read Jerome's Comprehensive Plan? Not yet

Do you have previous experience on any of our boards or commissions? If yes, which ones? Have you served on similar committees, councils, boards, etc. in other communities? Which? When? Where? No

~~##~~ I have been on education boards for technology

Please list any or all background information that would enhance your qualifications to serve.
& Project Management for companies as well as Engineering & development.

To help support Jerome as a resident
Briefly state your reasons for wanting to serve at this time.

For Planning & Zoning Commission and Board of Adjustment Applicants only:

The history & maintain living

What attracted you to Jerome?

My concern is that with growth the culture & history will be lost.

What concerns, if any, do you have regarding the impact of growth on the town and its infrastructure?

To restore it to its original status of housing the people that work here. To keep it as a historic town it is known for.

How important or not is the Historic Landmark Status of Jerome?

Extremely important

Minimize short term rentals & allow lower income housing if there were one major change you would like to see happen in this town, what would it be? that work here for residents that work here.

I have been in large cities & small as well as Planning Security What qualities and qualifications do you feel you have that would make you an excellent member of the Planning & Zoning Commission or Board of Adjustment? designs for businesses and cities.

Yes We feel it is very important to be knowledgeable about the laws, concepts and reasoning behind our Zoning Ordinance and general plan. Are you free enough and willing to read published materials and go to occasional conferences to enhance your ability to do a good job on the commission?

Yes Do you understand that your duty as a Commissioner or Board member is to give a fair and impartial hearing to each proposal or appeal based on its meeting the requirements of the Jerome Zoning Ordinance?

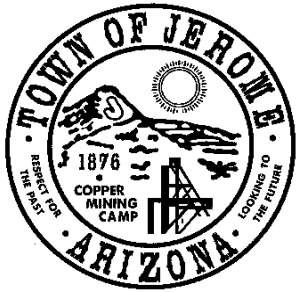
Large planning for a fortune 500 company within 24 hours
Give an example of a situation in which you have had to handle something under pressure that would relate to serving on this board.
to get proper documents for cyber security
testing & fly cross country to discuss with the board of the company which consisted of owners, security, planning & network engineers.

File Attachments for Item:

C. Consideration of Studio 1 Rental Upon Voluntary Termination

Council will consider the eligible applicant list and may select a new tenant for a 3-year term off of the list from the Studio 2 vacancy interest list.

Name	Jerome Resident Y / N	Description of Proposed Use	Anticipated Days / Hours
Grace Carneal - Karima Botterweg	Just outside - abuts Town limits but sharing with a resident	Oil Painting Studio for Fine Arts and share it with	2-3 days / some evenings
Donovan Gibson	Yes	Music studio for various arts projects including teaching kids / adults how to play	Did not mention
Teri Klein	Yes	Office / studio - remote worker who volunteers at the Jerome Humane Society and would like to be close to assist the vet daily	M-F 8-6; and some weekends potentially
Sally Murphy	Yes	Painting, creating and office space	Did not mention
Sarah Beard	No	Creative space for art projects	Did not mention



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TOWN OF JEROME

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(928) 634-7943 FAX (928) 634-0715

Item C.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Studio 1 Rental Applicants and Terms**

MEETING DATE: August 8, 2023

Summary:

The current tenant of Studio 1 has indicated that after many years she no longer needs the space and will be exercising her rights under the current lease agreement to terminate the lease. The recent vacancy for Studio 2 provided a list of interested renters that is greater than the amount of spaces the Town has to accommodate. Therefore, the Council may consider entering into a lease for Studio 1 with one of the recent applicants who were not selected for Studio 2. That list is attached.

Fiscal Impact:

None unless it sits vacant for an unspecified period of time.

Recommendation

Council can select an applicant, set the terms, and authorize the Town Manager to complete and sign the lease on behalf of the Town. Staff recommend setting the rate at the same as Studio 1 and 3, which is .44 per square foot or approximately \$267.52 per month. Staff also recommend continuing the 3-year terms that have been used for most Town properties.

File Attachments for Item:

D. Consideration of a 3-year Lease Renewal at Hotel Jerome for the Jerome Artists Cooperative

Council will consider entering into a 3-year lease effective January 1, 2024, with the Jerome Artists Cooperative at their current location, with or without changes in the lease terms.

LEASE AGREEMENT

This Agreement, made and entered into this 28th day of January, 2021, between the **Town of Jerome**, an Arizona municipal corporation with offices at 600 Clark Street, Jerome, AZ, (hereinafter called "Landlord"), and **the Jerome Artists Cooperative Gallery, LLC**, (hereinafter called "Tenant").

RECITALS

- 1. Landlord is the owner of that certain real property and improvements located at **502 Main Street, Jerome, Arizona, Rooms 101 and 102.**
- 2. The Town Council finds that the public interest will be benefited by leasing a portion of said real property and improvements to Tenant and Tenant desires to lease the premises and improvements on the terms and conditions as set forth herein.

AGREEMENT

In consideration of the mutual covenants contained herein, and good and valuable consideration, the parties agree as to follows:

1. Basic Provisions:

1.1 Premises: Landlord hereby leases to Tenant and Tenant hereby leases from Landlord that certain space (herein called "Premises, located at **502 Main Street, Jerome, Arizona, consisting** of an area of **2,696 square feet.**

1.1.1 Rules and Regulations: Tenant shall faithfully observe and comply with the rules and regulations that Landlord shall from time to time promulgate. Landlord reserves the right from time to time to make any reasonable modifications to said rules. The additions and modifications to those rules shall be binding upon Tenant upon delivery of a copy of them to Tenant. If there is a conflict between the rules and regulations and any of the provisions of this Lease, the provisions of this Lease shall prevail. No such rules and regulations shall require a tenant to pay additional rent under this Lease.

1.2. Agreement to Abide by Terms of Lease: This Lease is subject to the terms, covenants and conditions set forth herein. Landlord and Tenant covenant, as a material part of the consideration for this Lease, that each party will keep and perform each and all of the terms, covenants, and conditions for which it is made responsible by the terms of this Lease.

1.3 Term: The term of this lease shall be for three years, commencing on **January 1, 2021** ("Commencement Date") and ending on **December 31, 2023** ("Expiration Date"), unless sooner terminated pursuant to the provisions of this Lease.

1.4 Rent: Tenant shall pay to Landlord at Town Hall, Jerome, Arizona 86331, without prior notice or demand, on or before the first day of each month, rent for the Premises consisting of monthly payments, each in the amount of **One thousand eight hundred thirty-two dollars and seventy-four cents (\$1,832.74).** It is agreed that any other payments due by Tenant to Landlord under this Lease shall be additional rent charges. The Town reserves the right to increase rent by up to ten percent (10%) per year during the duration of this lease, said increases, if any, to be effective as of January 1,

2022 and/or January 1, 2023. In the event of an increase in rent, at least thirty (30) days written notice shall be provided by Town to lessee.

1.5 **Deposits:** Tenant shall pay a **deposit of \$1,832.74** upon execution of the Lease, representing the final month's rent. Any amounts previously paid by Tenant and held by the Town may be applied to this payment.

1.6 **Permitted Use:** Tenant shall use the Premises for **retail sales** purposes only and shall not use or permit the Premises to be used for any other purpose without prior written consent from Landlord.

2. **Possession of Premises:**

2.1 **Acceptance of Premises:** By taking possession of the Premises, Tenant shall be deemed to have accepted the Premises as being in good, sanitary order, condition and repair and in compliance with all applicable laws. Tenant shall be further deemed to have accepted the Premises as suitable for Tenant's intended use. By taking possession Tenant warrants that it has performed such investigation as it deems necessary to make the above stated determinations. Tenant assumes all responsibility for its acceptance of the Premises "as is" at the time of possession. Landlord has not made any oral or written representations or warranties with respect to the said matters other than as set forth in this Lease.

2.2 **Delay in Possession:** If for any reason whatsoever Landlord cannot deliver possession of the Premises to Tenant as agreed herein, this Lease shall not be voidable. Landlord shall not be liable to Tenant for any loss or damage resulting from said delay and the expiration date of the term of this Lease shall not be extended in any way because of said delay. Should such delay occur, all rent shall be abated during the period between the commencement of the term of the Lease and the time when Landlord delivers possession.

2.3 **Early Possession:** In the event that Landlord permits Tenant to occupy the Premises prior to the commencement date of the term, such occupancy shall be subject to all the provisions of this Lease. Early possession shall not advance the termination date set forth herein.

4. **Use:**

4.1 **Use:** Tenant shall use and occupy the Premises only for the purposes set forth in Paragraph 1.6 and for no other purpose. Tenant shall not use or permit the use of the Premises in a manner that creates waste or a nuisance, or that disturbs owners and/or occupants of or causes damage to neighboring premises or properties. Tenant shall not bring or keep anything on the Premises which will in any way increase the existing rate of or affect any fire or other insurance upon the Building or any of its contents, or cause cancellation of any insurance policy covering said Building or any part thereof or any of its contents.

4.2 **Hazardous Substances:**

4.2.1 **Reportable Uses Require Consent:** "Hazardous Substance" as used in this Lease means any product, substance, chemical, material, or waste whose presence, nature, quality, and/or intensity of existence, use, manufacture, disposal, transportation, spill, release, or effect either by itself or in combination with other materials expected to be on the Premises is either: (i) potentially injurious to the public health, safety, or welfare, the environment, or the Premises, (ii) regulated or monitored by any governmental authority, or (iii) a basis for liability of Landlord to any governmental agency or third party under any applicable statute or common law theory. "Hazardous Substance" shall include, but not be limited to, hydrocarbons, petroleum, gasoline, crude oil, or any products, by-products, or fractions thereof. Tenant shall not engage in any activity in, on, or about the Premises which constitutes a Reportable Use (as hereinafter defined) of Hazardous Substances without the express prior written consent of Landlord and compliance in a timely manner (at Tenant's sole cost and expense) with all Applicable Laws. "Reportable Use" means (i) the installation or use of any above or

below ground storage tank, (ii) the generation, possession, storage, use, transportation, or disposal of a Hazardous Substance that requires a permit from, or with respect to which a report, notice, registration, or business plan is required to be filed with, any governmental authority. Reportable Use shall also include Tenant's being responsible for the presence in, on, or about the Premises of a Hazardous Substance with respect to which any Applicable Law requires that a notice be given to persons entering or occupying the Premises or neighboring properties. Notwithstanding the foregoing, Tenant may, with Landlord's prior consent and in compliance with all Applicable Law, use any ordinary and customary materials reasonably required to be used by Tenant in the normal course of Tenant's business permitted on the Premises, so long as such use is not a Reportable Use and does not expose the Premises or neighboring properties to any meaningful risk of contamination or damage or expose Landlord to liability therefore.

4.2.2 Duty to Inform Landlord: If Tenant knows, or has reasonable cause to believe, that a Hazardous Substance, or a condition involving or resulting from same has come to be located in, on, or about the Premises, Tenant shall immediately give written notice of such fact to Landlord. Tenant shall also immediately give Landlord a copy of any statement, report, notice, registration, application, permit, business plan, license, claim, action, or proceeding given to or received from any governmental authority or private party or persons entering or occupying the Premises concerning the presence, spill, release, discharge of, or exposure to any Hazardous Substance or contamination in, on, or about the Premises, including but not limited to all such documents as may be involved in any Reportable Uses involving Premises.

4.2.3 Indemnification: Tenant shall indemnify, protect, defend, and hold Landlord, its agents, employees, lenders, and ground lessor, if any, of the Premises harmless from and against any and all losses of rents and/or damages, liabilities, judgments, costs, claims, liens, expenses, penalties, permits, and attorneys' and consultants' fees arising out of or involving any Hazardous Substance or storage tank brought onto the Premises by or for Tenant or under Tenant's control. Tenant's obligations under this Paragraph 4.2 shall include, but not be limited to, the effects of any contamination or injury to person, property, or the environment created or suffered by Tenant, and the cost of investigation (including consultants' and attorneys' fees and testing), removal, remediation, restoration, and/or abatement thereof, or of any contamination therein involved, and shall survive the expiration or earlier termination of this Lease. No termination, cancellation, or release agreement entered into by Landlord and Tenant shall release Tenant from its obligations under this Lease with respect to Hazardous Substances or storage tanks, unless specifically so agreed by Landlord in writing at the time of such agreement.

4.3 Tenant's Compliance with Law: Except as otherwise provided in this Lease, Tenant shall, at Tenant's sole cost and expense, fully, diligently, and in a timely manner, comply with all "Applicable Law," which term is used in this Lease to include all laws, rules, regulations, ordinances, directives, covenants, easements, and restrictions of record, permits, the requirements of any applicable fire insurance underwriter or rating bureau, and the recommendations of Landlord's engineer and/or consultants relating in any manner to the Premises (including but not limited to matters pertaining to: (i) industrial hygiene in environmental conditions on, in, under, or about the Premises, including soil and groundwater conditions; (ii) compliance with A.R.S. § 42-6201 *et seq.* ("GPLET Laws") and (iii) the use, generation, manufacture, production, installation, maintenance, removal, transportation, storage, spill, or release of any Hazardous Substance or storage tank), now in effect or which may hereafter come into effect, and whether or not reflecting a change in policy from any previously existing policy. Tenant shall, within five (5) days after receipt of Landlord's written request, provide Landlord with copies of all documents and information, including, but not limited to, permits, registrations, manifests, applications, reports, and certificates, evidencing Tenant's compliance with any Applicable Law specified by Landlord, and shall immediately upon receipt notify Landlord in writing (with copies of any documents involved) of any threatened or actual claim, notice, citation, warning, complaint, or report pertaining to or involving failure by Tenant or the Premises to comply with any Applicable Law. The judgment of any court of competent jurisdiction or the admission of Tenant in any action against Tenant, whether Landlord be a party thereto or not, that Tenant has violated any Applicable Law shall be conclusive of that fact as between Tenant and Landlord.

4.4 Inspection Compliance: Landlord and Landlord's Lender(s), if any, shall have the right to enter the Premises at any time, in the case of an emergency, and otherwise at reasonable times, for the purpose of inspecting the condition of the Premises and for verifying compliance by Tenant with this Lease and all Applicable Laws and to employ experts and/or consultants in connection therewith and/or to advise Landlord with respect to Tenant's activities, including but not limited to the installation, operation, use, monitoring, maintenance, or removal of any Hazardous Substance or storage tank on or from the Premises. The costs and expenses of any such inspections shall be paid by the party requesting the same unless a default or breach of this Lease, violation of Applicable Law, or a contamination caused or materially contributed to by Tenant is found to exist or be imminent, or unless the inspection is requested or ordered by a governmental authority as the result of any such existing or imminent violation or contamination. In any such case, Tenant shall, upon request, reimburse Landlord or Landlord's Lender, as the case may be for the costs and expenses of such inspections.

5. Maintenance, Repairs, Alterations, and Trade Fixtures:

5.1 Tenant's Obligations: Tenant shall, at Tenant's sole cost and expense and at all times, keep the Premises and every part thereof in good order, condition, and repair, including fixtures, interior walls, windows, plate glass, and any signs, but excluding foundations, the exterior roof, and the structural aspects of the Premises. Tenant shall at all times keep all exit ways and passages free of impediments. Tenant, in keeping the Premises in good order, condition, and repair, shall exercise and perform good maintenance practices.

5.2 Landlord's Obligations: Landlord shall, at Landlord's expense, maintain the electrical, plumbing, heating and cooling facilities, boilers, the foundations, exterior roof, and structural aspects of the Premises in good order, condition, and repair. Landlord shall not, however, be obligated to paint or maintain the interior surface of the exterior walls or to maintain the windows, doors or plate glass. Landlord shall not, in any event, have any obligation to make any repairs until Landlord receives written notice from Tenant of the need for such repairs. It is the intention of the Parties that the terms of this Lease govern the respective obligations of the Parties as to maintenance and repair of the Premises. Tenant and Landlord expressly waive the benefit of any statute now or hereafter in effect to the extent that it is inconsistent with the terms of this Lease, or which affords Tenant the right to make repairs at the expense of Landlord.

5.3 Utility Installations, Trade Fixtures, and Alterations:

5.3.1 Definition:

5.3.1.1 "Utility Installations" shall mean all carpeting, window coverings, air lines, gas lines, power panels, electrical distribution, security, fire protection systems, communication systems, lighting fixtures, heating, ventilating, air conditioning equipment, plumbing, and fencing in, on, or about the Premises.

5.3.1.2 "Trade Fixtures" shall mean Tenant's machinery and equipment that can be removed without doing material damage to the Premises.

5.3.1.3 "Alterations" shall mean any modification of the Premises from that which is provided by Landlord under the terms of this Lease, other than Utility Installations or Trade Fixtures, whether by addition or deletion.

5.3.2 Consent Required: Tenant shall not make any Alterations or Utility Installations in, on, or about the Premises without Landlord's prior written consent, which, if given, is conditioned upon the following:

5.3.2.2. Tenant shall provide Landlord with detailed final plans and specifications and working drawings of the proposed Utility Installations and/or Alterations and the name of the contractor who will perform the work at least thirty (30) days before the date it intends to commence the Utility Installations or Alterations.

5.3.2.3. Tenant shall give Landlord two days prior notice of commencement so that Landlord may post notices of non-responsibility on or at the Premises as provided by law.

5.3.2.4. Tenant shall acquire all applicable permits, approvals and licenses required by any and all governmental agencies and shall furnish proof of the same to Landlord.

5.3.2.5. All Utility Installations and Alterations shall be completed with due diligence in compliance with the plans and specifications and working drawings and all Applicable Laws.

5.3.2.6. If the estimated cost of Utility Installations or Alterations exceeds \$5,000.00, before commencement of Utility Installations or Alterations, Tenant, at its cost, shall furnish to Landlord a performance and completion bond issued by an insurance company qualified to do business in Arizona in a sum equal to the cost of the Utility Installation or Alteration guaranteeing the completion of the Utility Installation or Alteration free and clear of all liens and other charges, and in accordance with the plans and specifications.

5.3.2.7. All work shall be performed in a manner that does not interfere with the Town's use of the Building or the quiet enjoyment of other tenants in the Building in which the Premises are located.

5.3.3. Indemnification: Tenant shall pay, when due, all claims for labor or materials furnished or alleged to have been furnished to or for Tenant at or for use on the Premises, which claims are or may be secured by any mechanic's or materialmen's lien against the Premises or any interest therein.

5.4 Ownership, Removal, Surrender, and Restoration:

5.4.1 Ownership and Removal: All Alterations and Utility Installations shall, at the expiration or earlier termination of this Lease, become the property of Landlord and remain upon and be surrendered by Tenant with the Premises, except that Landlord may elect within thirty (30) days before the expiration of the Lease, or within five (5) days after termination of the Lease, to require Tenant to remove any Utility Installations or Alterations that Tenant has made to the Premises. If Landlord so elects, Tenant at its cost shall restore the Premises to the condition designated by Landlord in its election, before the last day of the term, or within thirty (30) days after notice of election is given, whichever is later.

5.4.2. Removal: If Tenant is not then in default of any provisions of this Lease, Tenant shall have the right to remove from the Premises immediately before the expiration of the term, any Trade Fixtures Tenant has made to the premises, as long as the removal will not cause any structural damage to the Premises, and Tenant at its cost promptly restores any damage caused by the removal.

5.4.3 Surrender/Restoration: Tenant shall surrender the Premises by the end of the last day of the Lease term or any earlier termination date with all of the improvements and surfaces thereof clean and free of debris and in good operating order, condition, and state of repair, ordinary wear and tear excepted. "Ordinary Wear and Tear" shall not include any damage or deterioration that would have been prevented by good maintenance practice by Tenant performing its entire obligation under this Lease. The obligation of Tenant shall include the repair of any damage occasioned by the installation, maintenance, or removal of Tenant's Trade Fixtures, furnishings, Alterations, and/or Utility Installations, as well as the removal of any storage tank installed by or for Tenant, and the removal, replacement, or remediation of any soil, material, or ground water contaminated by Tenant, all as may then be required by Applicable Law and/or good practice.

5.5 Maintenance of Public Restrooms.

5.5.1 Tenant shall maintain in good and sanitary order two public restrooms located on the premises. In exchange for such maintenance, Town, as Landlord, will waive charges to the tenant for water and sewer service. Landlord will provide public restroom supplies as needed.

5.5.2 If Tenant opts not to open its restrooms to the public during any month or any portion thereof, Tenant shall be billed and responsible for water and sewer service costs for that month at the Town's then-current rate for a small business, prorated accordingly.

6. Insurance, Indemnity:

6.1 Liability Insurance: Tenant shall, at Tenant's expense obtain and keep in force during the term of this Lease a policy of comprehensive public liability insurance insuring Tenant and Landlord (as an additional insured) against any liability arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence. The limit of said insurance shall not, however, limit the liability of the Tenant hereunder. Tenant may carry said insurance under a blanket policy, providing, however, said insurance by Tenant shall have a Landlord's protective liability endorsement attached thereto.

6.2 Tenant's Property Insurance: Tenant, at its sole cost, shall maintain whatever insurance coverage on Tenant's personal property as Tenant deems necessary. The proceeds from any such insurance shall be used by Tenant for the replacement of personal property.

6.3 Plate Glass Insurance: During the term of the lease, Tenant shall maintain, at Tenant's expense, a policy of insurance covering repair of damage to or replacement of plate glass which is reasonably acceptable to Landlord, not to exceed fair market replacement value. The initial amount of such insurance shall be at least FIVE THOUSAND DOLLARS (\$5,000.00) per incident, and shall be subject to periodic reasonable increases based upon inflation or other relevant factors.

6.4 Insurance Policies: Insurance required hereunder shall be provided by companies duly licensed to transact business in the State of Arizona and rated A+, AAA or better in "Best's Insurance Guide." Tenant shall not do or permit to be done anything which shall invalidate the insurance policies. Prior to occupancy of the Premises under this lease, Tenant shall deliver or cause to be delivered to Landlord copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable claims satisfactory to Landlord. No policy shall be cancelable or subject to modification or reduction of coverage except after thirty (30) days prior written notice to Landlord. At least thirty (30) days prior to the expiration of such policies, Tenant shall furnish Landlord with evidence of renewals or "insurance binder" evidencing renewal thereof. If Tenant fails to procure, maintain, and/or provide evidence of said insurance, Landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant, which amount shall be payable by Tenant to Landlord upon demand.

6.5 Indemnity: Tenant shall indemnify, protect, defend, and hold harmless the Premises, Landlord, and its officials, officers, employees, agents, partners, and lenders, from and against any and all claims, loss of rents, and/or damages, costs, liens, judgments, penalties, permits, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in dealing with the occupancy of the Premises by Tenant, the conduct of Tenant's business, any act, omission, or neglect of Tenant, its agents, contractors, employees, or manner of any obligation on Tenant's part to be performed under this Lease. In case any action or proceeding is brought against Landlord by reason of any of the foregoing matters, Tenant shall defend Landlord at Tenant's expense and Landlord shall cooperate with Tenant in such defense. Landlord need not have first paid any such claim in order to be so indemnified.

6.6 Exemption of Landlord from Liability: Landlord shall not be liable for injury or damage to the person or goods, wares, merchandise, or other property of Tenant, Tenant's employees, contractors, invitees, customers, or any other person in or about the Premises, whether such damage or

injury is caused by or results from fire, steam, electricity, gas, water, or rain, or from the breakage, leakage, obstruction, or other defects of pipes, fire sprinklers, wires, appliances, plumbing, air conditioning, or lighting fixtures, or from any other cause, whether the said injury or damage results from conditions arising upon the Premises or upon other portions of the building of which the Premises are a part, or from other sources or places, and regardless of whether the cause of such damage or injury or the means of repairing the same is accessible or not. Landlord shall not be liable for any damages arising from any act or neglect of any other tenant of Landlord. Landlord shall under no circumstances be liable for injury to Tenant's business or for any loss of income or profit therefrom.

7. Destruction of the Premises: If the Premises is destroyed by fire or other casualty, Landlord shall have the option to either (a) repair or rebuild within one hundred fifty (150) days, or (b) not to repair or rebuild and to cancel this Lease on thirty (30) days notice. If Landlord fails to give Tenant the required written notice of its election as provided herein, or if restoration of the premises cannot be completed within one hundred fifty (150) days from the date of notice, Tenant may cancel this Lease at its option on two (2) days notice. In making repairs Landlord shall be obligated to replace only such glazing as shall have been damaged by fire, and other damaged glazing shall be replaced by Tenant. Landlord shall not be required to rebuild, repair, or replace any part of the partitions, fixtures, additions, or other improvements which may have been placed in or about the Premises by Tenant. A total destruction of the Premises shall, at the option of Landlord, terminate this Lease. If the destruction results from Tenant's negligence, then the Lease shall not terminate nor shall the rental rate be reduced.

8. Taxes: Tenant shall pay, prior to delinquency, all taxes assessed against and levied upon Alterations, Utility Installations, Trade Fixtures, furnishings, and all personal property of Tenant contained in the Premises or elsewhere. The parties acknowledge that this Lease is subject to taxes imposed under the GPLET Laws.

9. Utilities: Unless utilities are separately metered, Tenant shall pay to Landlord, on a monthly basis, Tenant's pro rata share of such utility, based upon the square footage of the building occupied by Tenant pursuant to this Lease. If a utility service is separately metered at any time during this Lease, Tenant shall pay the amount billed for that meter. Tenant shall be responsible for telephone, cable or other telecommunications installation and fees, and any additional utilities Tenant installs or has installed. This provision shall not apply to water and sewer charges, which will be waived in accordance with the provisions of paragraph 5.5 herein.

10. Assignment and Subletting: Tenant shall not, either voluntarily or by operation of law, assign, transfer, mortgage, pledge, hypothecate or encumber this Lease or any interest therein, and shall not sublet the Premises in whole or part, nor shall there be any succession to the interest of Tenant by another.

11. Default, Breach, Remedies:

11.1 Default, Breach: The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Tenant:

- (a) The vacating or abandonment of the Premises by Tenant;
- (b) The failure by Tenant to make any payment of rent or any other payment required to be made by Tenant hereunder, as and when due, where such failure shall continue for a period of three (3) days after written notice thereof by Landlord to Tenant;
- (c) The failure by Tenant to provide Landlord with reasonable evidence of insurance or surety bond required under this Lease; or the failure of Tenant to fulfill any obligation under this Lease which failure endangers or threatens life or property, where such failure continues for a period of five (5) days following written notice thereof by or on behalf of Landlord to Tenant;
- (d) Except as expressly otherwise provided in the Lease, the failure by Tenant to provide Landlord with reasonable written evidence in duly executed original form of any documentation

or information which Landlord may reasonably require of Tenant under the terms of this Lease, where any such failure continues for a period of ten (10) days following written notice by or on behalf of Landlord to Tenant;

(e) A failure by Tenant to comply with any terms, covenants, conditions, or provisions of this Lease, or of the rules hereof, that are to be observed, complied with, or performed by Tenant, other than those described in subparagraphs (a), (b), or (c), above, where such failure continues for a period of fifteen (15) days after written notice thereof by or on behalf of Landlord to Tenant; provided, however, that the Landlord may, at its option, extend this period if Tenant is diligently acting to cure the default;

(f) The making by Tenant of any general arrangement or assignment for the benefit of creditors; or Tenant's becoming a "Debtor" as defined in 11 USC §101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days; or the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Premises of Tenant's interest in this Lease, where possession is not restored to Tenant within thirty (30) days; or the attachment, execution, or other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged within thirty (30) days; provided, however, in the event that any provision of this subparagraph (e) is contrary to any Applicable Law such provision shall be of no force or effect and shall not affect the validity of the remaining provisions;

(g) The discovery by Landlord that any financial statement given to Landlord by Tenant or any Guarantor of Tenant's obligations hereunder was materially false.

11.2 Landlord's Remedies in Default:

11.2.1 If Tenant fails to perform any affirmative duty or obligation required of it under this Lease within the applicable time-frame set forth above after written notice to Tenant (or in the case of an emergency, without notice), Landlord may at its option (but without obligation to do so) perform such duty or obligation on Tenant's behalf, and the costs and expenses of any such performance by Landlord shall be due and payable by Tenant to Landlord upon receipt of the invoice therefore.

11.2.2 If any check given to Landlord by Tenant is not honored by the bank upon which it is drawn, Landlord, at its option, may require all future payments to be made under this Lease by Tenant to be made only by cashier's check.

11.2.3 In the event of a Breach of this Lease by Tenant as defined in Paragraph 11.1, with or without further notice or demand, and without limiting Landlord in the exercise of any right or remedy which Landlord may have by reason of such Breach, Landlord may:

(i) Terminate Tenant's right to possession of the Premises by any lawful means, in which case this Lease and the term hereof shall terminate and Tenant shall immediately surrender possession of the Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant: the worth of the unpaid rent which had been earned at the time of termination; and any other amount necessary to compensate Landlord for all the detriment proximately caused by the Tenant's failure to perform its obligations under this Lease, including but not limited to the cost of recovering possession of the Premises and expenses of re-letting, including necessary renovation and alteration; and

(ii) Pursue any other remedy now or hereafter available to Landlord under the laws or judicial decisions of the State of Arizona; and

(iii) The expiration or termination of this Lease and/or the termination of Tenant's right to possession shall not relieve Tenant from liability under and indemnity provisions of this Lease as to matters occurring or accruing during the term hereof or by reason of Tenant's occupancy of the Premises.

11.3 **Late Charges:** Tenant hereby acknowledges that late payment by Tenant to Landlord of rent and other sums due hereunder will cause Landlord to incur cost not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Accordingly, if any installment of rent or any other sum due from Tenant shall not be received by Landlord within seven (7) days after such amount shall be due, then, without any requirement for notice to Tenant, Tenant shall pay to Landlord a late charge equal to FIVE DOLLARS (\$5.00) a day for every day rent or any other sum is overdue. Acceptance of such late charge by Landlord shall in no event constitute a waiver of Tenant's Default or Breach with respect to such overdue amount nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

11.4 **Breach by Landlord:** Landlord shall not be deemed in breach of this Lease unless Landlord fails within a reasonable time to perform an obligation required to be performed by Landlord. For purposes of this Paragraph, a reasonable time shall in no event be less than thirty (30) days after receipt by Landlord of written notice specifying wherein such obligation of Landlord has not been performed; provided, however, that the nature of Landlord's obligation is such that, if more than thirty (30) days after such notice are reasonably required for its performance, then Landlord shall not be in breach of this Lease if performance is commenced within such thirty (30) day period and thereafter diligently pursued to completion.

12. **Condemnation:** If the Premises or any portion thereof are taken under the power of eminent domain or sold under threat of the exercise of said power (all of which are herein called "condemnation"), this Lease shall terminate on thirty (30) days written notice to Tenant. Any award for the taking of all or any part of the Premises under the power of eminent domain or any payment made under threat of the exercise of such power shall be the property of Landlord, whether such award shall be made as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance damages, provided, however, that Tenant shall be entitled to any compensation, separately awarded to Tenant for Tenant's relocation expenses and/or loss of Tenant's Trade Fixtures.

13. **Tenancy:** If Landlord desires to finance, refinance, or sell the Premises, any part thereof, or the building of which Premises are a part, Tenant and all Guarantors of Tenant's performance hereunder shall deliver to any potential lender or purchaser designated by Landlord such financial statements of Tenant, and such Guarantors as may be reasonably required by such lender or purchaser, including but not limited to Tenant's financial statements for the past three (3) years. All such financial statements shall be received by Landlord and such lender or purchaser in confidence and shall be used only for the purposes herein set forth.

14. **Sale of Premises by Landlord:** In the event of any sale of the Building, Landlord shall be and is hereby entirely freed and relieved of all liability under any and all of its covenants and obligations contained in or derived from this Lease arising out of any act, occurrence or omission occurring after the consummation of such sale; and the purchaser, at such sale or any subsequent sale of the Premises shall be deemed, without any further agreement between the parties or their successors in interest or between the parties and any such purchaser, to have assumed and agreed to carry out any and all of the covenants and obligations of the Landlord under this Lease.

15. **Severability:** The invalidity of any provision of this Lease, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

16. **Interest on Past-Due Obligations:** Any monetary payment due Landlord hereunder, other than late charges, not received by Landlord within thirty (30) days following the date on which it was due, shall bear interest from the thirty-first (31st) day after it was due at the rate of twelve percent (12%) per annum, but not exceeding the maximum rate allowed by law, in addition to the late charge provided for in Paragraph 11.3.

17. **Time of Essence:** Time is of the essence with respect to the performance of all obligations to be performed or observed by the Parties under this Lease.

18. Rent Defined: All monetary obligations of Tenant to Landlord under the terms of this Lease are deemed to be rent.

19. No Prior or Other Agreements: This Lease contains all agreements between the Parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective.

20. Notices: All notices required or permitted by this Lease shall be in writing and sent by mail, return receipt requested, to the other Party at the address listed below. Either Party may by written notice to the other specify a different address for notice purposes. All notices sent certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, the postmark thereon.

Landlord: Attn: Candace Gallagher, Town Manager/Clerk
Town of Jerome
P.O. Box 335
Jerome, AZ 86331

Tenant: Jerome Artists Cooperative Gallery, LLC
P.O. Box 233
Jerome, AZ 86331

21. Waivers: No waiver by Landlord of the Default or Breach of any term, covenant, or condition hereof by Tenant shall be deemed a waiver of any other term, covenant, or condition hereof, or of any subsequent Default or Breach by Tenant of the same or of any other term, covenant or condition hereof. Landlord's consent to or approval of any act shall not be deemed to render unnecessary the obtaining of Landlord's consent to or approval of any subsequent or similar act by Tenant, or be construed as the basis of an estoppel to enforce the provision or provisions of this Lease requiring such consent. Regardless of Landlord's knowledge of a Default or Breach at the time of accepting rent, the acceptance of rent by Landlord shall not be a waiver of any preceding Default or Breach by Tenant of any provision hereof, other than failure of Tenant to pay the particular rent so accepted.

22. DELETED.

23. No Right to Holdover: Tenant has no right to retain possession of the premises or any part thereof beyond the expiration or earlier termination of this Lease. If Tenant does not vacate the Premises as provided by this Lease, Tenant's occupancy shall be on a month-to-month tenancy subject to all the terms and conditions of this Lease with the exception that the total rent charged under this Lease shall be increased on a monthly basis by two percent (2%) per month.

24. Cumulative Remedies: No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

25. Covenants and Conditions: All provisions of this Lease to be observed or performed by Tenant are both covenants and conditions.

26. Binding Effect, Choice of Law: This Lease shall be binding upon the parties, their personal representatives, successors, and assigns and be governed by the laws of the State of Arizona. Any litigation between the Parties hereto concerning this Lease shall be litigated in Yavapai County.

27. Subordination, Attornment, Non-Disturbance:

27.1 Subordination: This Lease and any Option granted hereby shall be subject and subordinate to any ground lease, mortgage, deed of trust, or hypothecation or security device (collectively "Security Device"), now or hereafter placed by Landlord upon the real property of which the Premises are a part, to any and all advances made on the security thereof, and to all renewals, modifications, consolidations, replacements, and extensions thereof. Tenant agrees that the lenders

holding such Security Device shall have no duty, liability, or obligation to perform any of the obligations of Landlord under this Lease.

27.2 **Attornment:** Subject to the non-disturbance provisions of Paragraph 27.3, Tenant agrees to attorn to lender or any other party who acquires ownership of the Premises by reason of a foreclosure of a Security Device, and that in the event of such foreclosure such new owners shall not: (i) be liable for any act or omission of any prior lessor or with respect to events occurring prior to acquisition of ownership, (ii) be subject to any offsets or defenses which Tenant might have against any prior lessor, or (iii) be bound by prepayment of more than one month's rent.

27.3 **Non-Disturbance:** With respect to Security Devices entered into by Landlord after the execution of this Lease, Tenant's subordination of this Lease shall be subject to receiving assurance (a "non-disturbance agreement") from the lender that Tenant's possession and this Lease, including any options to extend the term hereof, will not be disturbed so long as Tenant is not in breach hereof and attorns to the record owner of the Premises.

27.4 **Self Executing:** The agreements contained in this Paragraph 27 shall be effective without the execution of any further documents; provided, however, that upon written request from Landlord or a lender in connection with a sale, financing, or refinancing of the Premises, Tenant and Landlord shall execute such subordination or non-subordination, Attornment, and/or non-disturbance agreement as is provided for herein.

28. **Attorneys' Fees:** If either Party brings an action or proceeding to enforce the terms hereof or declare rights hereunder, the Prevailing Party in any such proceedings, action, or appeal thereon shall be entitled to its reasonable attorneys' fees.

29. **Landlord's Access, Showing Premises, Repairs:** Landlord and Landlord's agents shall have the right to enter the Premises at any time in the case of an emergency, and otherwise at reasonable times for the purpose of showing the same to prospective purchasers, lenders, or lessees, and for making such alterations, repairs, improvements, or additions to the Premises or to the building of which they are a part, as Landlord may reasonably deem necessary.

30. **Offset Statement:** Tenant shall at any time and from time to time, upon not less than ten (10) days prior written notice from Landlord, execute, acknowledge and deliver to Landlord a statement, in writing, (a) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease as so modified, is in full force and effect), and the date to which the rental and other charges are paid in advance, if any, and (b) acknowledging that there are not, to Tenant's knowledge, any uncured defaults on the part of the Landlord hereunder, or specifying such defaults if any are claimed. Any such statement may be relied upon by any prospective purchaser or encumbrance of all or any portion of the real property of which the Premises are a part.

31. **Signs:** Tenant shall not place any sign upon the Premises, except that Tenant may, with Landlord's prior written consent, install such signs as are reasonably required to advertise Tenant's own business subject to all applicable laws and ordinances regarding the same.

32. **Termination, Merger:**

32.1. This agreement may be terminated for any reason by either party with sixty (60) days written notice.

32.2. Unless specifically stated otherwise in writing by Landlord, the voluntary or other surrender of this Lease by Tenant, the mutual termination or cancellation hereof, or a termination hereof by Landlord for Breach by Tenant, shall automatically terminate any sublease or lesser estate in the Premises; provided, however, Landlord shall, in the event of any such surrender, termination, or cancellation, have the option to continue any one or all of the existing sub tenancies.

33. Quiet Possession: Upon payment by Tenant of the rent for the Premises and the observance and performance of all the covenants, conditions, and provisions on Tenant's part to be observed and performed under this Lease, Tenant shall have quiet possession of the Premises for the entire term hereof subject to all the provisions of this Lease.

34. Security Measures: Tenant hereby acknowledges that the rental payable to Landlord hereunder does not include the cost of guard service or other security measures, and that Landlord shall have no obligation whatsoever to provide same. Tenant assumes all responsibility for the protection of the Premises, Tenant, its agents, and invitees and their property from the acts of third parties.

35. Reservations: Landlord reserves to itself the right, from time to time, to grant, without the consent or joinder of Tenant, such easements, rights, and dedications that Landlord deems necessary, and to cause the recordation of parcel maps and restrictions, so long as such easements, rights, dedications, maps, and restrictions do not unreasonably interfere with the use of the Premises by Tenant. Tenant agrees to sign any documents reasonably requested by Landlord to effectuate any easement rights, dedication, map, or restrictions.

36. Authority: If either Party hereto is a limited liability company, corporation, trust, or general or limited partnership, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. If Tenant is a limited liability company, corporation, trust or partnership, Tenant shall, within thirty (30) days after requested by Landlord, deliver to Landlord evidence satisfactory to Landlord of such authority.

37. Amendments: This Lease may be modified only in writing, signed by the parties in interest at the time of the modification. The parties shall amend this Lease from time to time to reflect any adjustments that are made to the Base Rent or other rent payable under this Lease. As long as they do not materially change Tenant's obligations hereunder, Tenant agrees to make such reasonable non-monetary modifications to this Lease as may be reasonably required in connection with the obtaining of normal financing or refinancing of the property of which the premises are a part.

38. Multiple Parties: Except as otherwise expressly provided herein, if more than one person or entity is named herein as either Landlord or Tenant, the obligations of such multiple parties shall be the joint and several responsibility of all persons or entities names herein as such Landlord or Tenant.

39. Cancellation: Pursuant to A.R.S. § 38-511, Landlord may cancel this Lease, without penalty or further obligation within three years after its execution if any person significantly involved in initiating, negotiating, securing, drafting or creating the Lease on behalf of Landlord is, at any time while this Lease or any extension of the Lease is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the Lease with respect to the subject matter of the Lease.

The parties hereto have executed this Lease on the dates specified below.

THE TOWN OF JEROME

JEROME ARTISTS COOPERATIVE GALLERY, LLC

By: _____

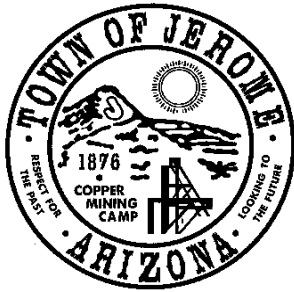
By: _____

Its: Town Manager

Its: _____

Date: _____

Date: _____



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TOWN OF JEROME

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

Item D.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consider Renewal of Expiring Lease – Jerome Artists Cooperative**

MEETING DATE: October 10, 2023

Summary:

The lease for Jerome Artists Cooperative expires December 31st. The incoming Manager would like to continue renting the space. Staff have had zero issues with this tenant.

Fiscal Impact:

There has not been a rental rate change in at least six (6) years. The most recent commercial leases that came up for renewal were given a 10% increase, as they also had not experienced a rate change in six (6) years. However, the Artists Cooperative space is the largest Town property rental space by a considerable margin so a 10% all-at-once increase would be a significant impact.

Recommendation

Staff recommend a 3-year renewal lease with the tenant to include a rate change of five (5) percent, which would change the amount of their monthly lease payment from \$1,832.74 / month to \$1924.37 / month.

File Attachments for Item:

E. Discussion and Possible Staff Direction Regarding Changes to Special Event Code Language and the Overall Special Event Process

Council will review and discuss staff suggestions, and provide input and direction for further consideration at a future Council meeting.



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(928) 634-7943

Item E.

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. Most special event permit applications 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 fifteen (15) days and in most cases 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. Any changes to the plan after initial submittal must immediately be communicated to the Town Hall staff and a new illustrated event site plan must be provided. 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.
- 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 the wellbeing of the public, protect resources, and accommodate facility/park needs.

2. **Accessibility and Traffic Control Plans:** If applicable the event producer 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 producer is responsible for providing all required barricades and traffic control signs.
 - f. Traffic Control Plans must be finalized and approved by the Town of Jerome 30 days prior to event when applicable
 - g. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
 - 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 may 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 producer 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 producer 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 producer 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), after the take-down time stated on the permit, event producer 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.
6. **Transaction Privilege Tax License Requirements:** The event producer must submit a list of all participating vendors to the Town of Jerome Town Hall 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. Special Event Liquor License applications are available online at: https://azliquor.gov/forms/lic_specialeventapp_access.pdf
 - b. After completing the application, the event producer 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. 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, etc.)
 - d. The event producer 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 the County, State or Federal Government.
- B. The applicant shall execute a hold harmless agreement indemnifying the Town 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 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.

[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.

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						



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Item E.

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.