



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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AGENDA

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

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

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.

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 August 8th Special Council Meeting Minutes and Regular Council Meeting Minutes**

Council will consider and may approve the August 8th 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. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

- 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.

- 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.

- 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.

9. UNFINISHED BUSINESS

Discussion/Possible Action

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.

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.

10. NEW BUSINESS

Discussion/Possible Action

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.

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.

C. Consideration of Updates to the Town's Financial Operations Guide

Council will consider and may approve the staff proposed updates.

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.

11. TO AND FROM THE COUNCIL

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

12. ADJOURNMENT

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

CERTIFICATION OF POSTING OF NOTICE

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

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

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

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

TOWN OF JEROME
 COMBINED CASH INVESTMENT
 AUGUST 31, 2023

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,709.55
99-00-1011	NBA CHECKING	43,888.57
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	471,203.32
99-00-1020	OAZ GENERAL SAVINGS	1,189,176.31
		1,705,982.75
	TOTAL COMBINED CASH	1,705,982.75
99-00-1800	CASH CLEARING - UTILITY MGMT	(156.13)
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,705,826.62)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	520,369.26
20	ALLOCATION TO UTILITY FUND	595,245.57
30	ALLOCATION TO HURF FUND	(441,938.03)
35	ALLOCATION TO PARKING FUND	120,047.69
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	15,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	87,384.44
60	ALLOCATION TO CAPITAL GRANTS FUND	727,371.82
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(350,663.40)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	320,000.00
90	ALLOCATION TO CAPITAL FUND	112,707.87
		1,705,826.62
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,705,826.62
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,705,826.62)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
 BALANCE SHEET
 AUGUST 31, 2023

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	520,369.26	
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	11,454.11	
10-00-1135	PROPERTY TAXES	1,309.28	
10-00-1160	STATE SALES TAXES	2,435.52	
	TOTAL ASSETS		818,835.27

LIABILITIES AND EQUITY

LIABILITIES

10-00-2001	ACCOUNTS PAYABLE	973.89	
10-00-2403	UNEMPLOYMENT TAXES	18.34	
10-00-2405	AFLAC	81.72	
10-00-2406	HEALTH INSURANCE	29,129.39	
10-00-2409	PSPRS	(812.50)	
10-00-2410	WAGES PAYABLE	38,573.32	
10-00-2411	GANISHMENTS PAYABLE	1,735.51	
10-00-2413	WORKMAN'S COMP PR LIABILITY	7,968.77	
10-00-2600	CUSTOMER DEPOSITS	7,116.50	
10-00-2940	COURT LIABILITIES	5,635.31	
10-00-2950	FD PER CALL PAYABLE	15,610.00	
10-00-2999	SUSPENSE ACCOUNT	(618.82)	
	TOTAL LIABILITIES		105,411.43

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	867,846.99	
	REVENUE OVER EXPENDITURES - YTD	(154,423.15)	
	BALANCE - CURRENT DATE	(154,423.15)	
	TOTAL FUND EQUITY		713,423.84
	TOTAL LIABILITIES AND EQUITY		818,835.27

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	92.68	641.09	47,500.00	46,858.91	1.4
10-30-4005	CITY SALES TAXES	89,433.47	89,433.47	1,400,000.00	1,310,566.53	6.4
10-30-4010	STATE SALES TAXES	5,076.85	8,369.34	68,000.00	59,630.66	12.3
10-30-4030	VEHICLE LICENSE TAX	3,244.81	4,798.49	41,000.00	36,201.51	11.7
10-30-4055	FRANCHISE FEES	3,110.80	4,188.14	16,250.00	12,061.86	25.8
	TOTAL TAX REVENUE	100,958.61	107,430.53	1,572,750.00	1,465,319.47	6.8
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	403.75	753.75	10,000.00	9,246.25	7.5
10-31-4041	PLANNING & ZONING FEES	.00	.00	3,000.00	3,000.00	.0
10-31-4045	BUSINESS LICENSES	260.00	460.00	5,500.00	5,040.00	8.4
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	663.75	1,213.75	19,300.00	18,086.25	6.3
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	33,123.94	66,247.88	345,208.00	278,960.12	19.2
	TOTAL INTERGOVERNMENTAL REVENUE	33,123.94	66,247.88	345,208.00	278,960.12	19.2
<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	974.16	1,280.52	10,000.00	8,719.48	12.8
10-33-4200	LIBRARY CONTRIBUTIONS	.00	.00	2,000.00	2,000.00	.0
	TOTAL LIBRARY REVENUE	974.16	1,280.52	30,101.00	28,820.48	4.3
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	2,562.50	3,875.76	37,000.00	33,124.24	10.5
10-34-4062	PD REVENUE FROM PARKING FUND	3,250.00	6,500.00	39,000.00	32,500.00	16.7
10-34-4063	POLICE SMART & SAFE AZ FUND	.00	.00	5,250.00	5,250.00	.0
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	126.79	245.85	2,000.00	1,754.15	12.3
10-34-4065	POLICE SERVICES	845.00	1,580.00	8,000.00	6,420.00	19.8
	TOTAL POLICE DEPT REVENUE	6,784.29	12,201.61	91,250.00	79,048.39	13.4

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	3,662.96	7,253.86	62,000.00	54,746.14	11.7
10-35-4037	COURT SECURITY FUND REVENUE	606.00	1,274.00	10,000.00	8,726.00	12.7
	TOTAL COURT REVENUE	4,268.96	8,527.86	72,000.00	63,472.14	11.8
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	7,047.44	14,094.88	82,000.00	67,905.12	17.2
10-36-4080	UTILITY REIMBURSEMENTS	401.43	782.89	5,000.00	4,217.11	15.7
	TOTAL RENTAL REVENUE	7,448.87	14,877.77	87,000.00	72,122.23	17.1
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	477.88	27,699.01	7,500.00	(20,199.01)	369.3
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	3,926.53	32,000.00	28,073.47	12.3
10-37-4092	FIREWISE WAGE REIMBURSEMENT	.00	.00	20,000.00	20,000.00	.0
	TOTAL FIRE DEPT REVENUE	477.88	35,574.46	114,500.00	78,925.54	31.1
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	35,699.00	35,699.00	428,389.00	392,690.00	8.3
10-38-4300	INTEREST	1,142.11	2,290.60	6,000.00	3,709.40	38.2
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	813.95	1,365.95	2,500.00	1,134.05	54.6
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	97.05	10,000.00	9,902.95	1.0
	TOTAL GENERAL FUND REVENUE	37,655.06	39,452.60	459,389.00	419,936.40	8.6
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,420.00	30,840.00	185,041.00	154,201.00	16.7
	TOTAL ADMINISTRATIVE CHARGES	15,420.00	30,840.00	185,041.00	154,201.00	16.7
	TOTAL FUND REVENUE	207,775.52	317,646.98	2,976,539.00	2,658,892.02	10.7

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>						
10-41-5001	SALARIES AND WAGES	17,423.09	40,857.29	275,000.00	234,142.71	14.9
10-41-5006	LONGEVITY BONUS	.00	363.00	1,057.00	694.00	34.3
10-41-5010	FICA MATCH	1,304.09	3,081.42	21,250.00	18,168.58	14.5
10-41-5011	RETIREMENT MATCH	1,441.75	3,589.94	24,475.00	20,885.06	14.7
10-41-5012	HEALTH/LIFE INSURANCE	3,502.68	8,756.70	63,000.00	54,243.30	13.9
10-41-5013	WORKERS COMPENSATION	62.50	150.40	1,475.00	1,324.60	10.2
10-41-5014	UNEMPLOYMENT INSURANCE	1.11	1.11	280.00	278.89	.4
10-41-6101	ACCOUNTING AND AUDITING	.00	.00	18,000.00	18,000.00	.0
10-41-6105	ADVERTISING, PRINTING, & PUBLI	369.94	369.94	6,000.00	5,630.06	6.2
10-41-6110	CONTRACT SERVICES	1,961.00	2,136.00	36,000.00	33,864.00	5.9
10-41-6115	CONVENTIONS AND SEMINARS	.00	.00	3,000.00	3,000.00	.0
10-41-6116	TRAINING & EDUCATION	.00	.00	2,500.00	2,500.00	.0
10-41-6125	DUES, SUBS & MEMBERSHIPS	5,114.18	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	513.64	513.64	250.00	(263.64)	205.5
10-41-6155	INSURANCE	.00	12,589.51	22,500.00	9,910.49	56.0
10-41-6170	LEGAL EXP - GEN GOV	390.00	390.00	14,500.00	14,110.00	2.7
10-41-6185	MISCELLANEOUS	484.00	484.00	4,000.00	3,516.00	12.1
10-41-6186	BANK FEES - GEN ADMIN	139.80	279.90	2,000.00	1,720.10	14.0
10-41-6188	BANK FEES / MERCH SVCS	156.87	156.87	7,500.00	7,343.13	2.1
10-41-6190	OFFICE SUPPLIES	999.53	1,113.80	8,500.00	7,386.20	13.1
10-41-6191	COPIER & EQUIP LEASE EXPENSE	336.33	672.66	7,000.00	6,327.34	9.6
10-41-6192	SOFTWARE SUPPORT EXP - GG	3,519.70	4,446.91	26,000.00	21,553.09	17.1
10-41-6193	COMPUTER HARDWARE & SERVICE	67.50	67.50	1,000.00	932.50	6.8
10-41-6195	OPERATING SUPPLIES - GEN GOV	139.40	139.40	1,500.00	1,360.60	9.3
10-41-6200	POSTAGE	345.81	345.81	4,000.00	3,654.19	8.7
10-41-6220	REP AND MAINT - VEHICLES	.00	.00	500.00	500.00	.0
10-41-6245	SHUTTLE EXPENSES	411.77	411.77	3,000.00	2,588.23	13.7
10-41-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265	TELEPHONE	273.10	433.53	2,750.00	2,316.47	15.8
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	86,930.66	521,584.00	434,653.34	16.7
	TOTAL GENERAL GOVT EXPENSES	82,423.12	174,197.94	1,110,621.00	936,423.06	15.7

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	5,402.31	13,556.13	66,300.00	52,743.87	20.5
10-42-5006 LONGEVITY BONUS	.00	.00	220.00	220.00	.0
10-42-5010 FICA AND MEDICARE	396.47	995.03	5,250.00	4,254.97	19.0
10-42-5011 RETIREMENT	231.00	577.50	3,500.00	2,922.50	16.5
10-42-5012 HEALTH/LIFE INSURANCE	1,339.94	3,349.85	12,000.00	8,650.15	27.9
10-42-5013 WORKER'S COMPENSATION	11.88	29.81	230.00	200.19	13.0
10-42-5014 UNEMPLOYMENT	.00	.00	150.00	150.00	.0
10-42-6037 COURT SECURITY FUND EXPENSES	397.41	397.41	10,000.00	9,602.59	4.0
10-42-6110 CONTRACT SERVICES	550.00	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	1,793.71	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	138.52	900.00	761.48	15.4
10-42-6275 TRAVEL	259.90	259.90	750.00	490.10	34.7
TOTAL MAGISTRATE COURT EXPENSES	10,451.88	21,647.86	110,550.00	88,902.14	19.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	30,812.91	79,298.42	406,000.00	326,701.58	19.5
10-43-5006 LONGEVITY BONUS	.00	448.00	1,955.00	1,507.00	22.9
10-43-5010 FICA AND MEDICARE	2,296.47	5,955.98	31,900.00	25,944.02	18.7
10-43-5011 RETIREMENT	2,506.98	6,535.59	43,050.00	36,514.41	15.2
10-43-5012 HEALTH INSURANCE	5,796.56	12,798.23	70,000.00	57,201.77	18.3
10-43-5013 WORKER'S COMPENSATION	1,317.37	3,376.87	22,400.00	19,023.13	15.1
10-43-5014 UNEMPLOYMENT	1.64	6.25	650.00	643.75	1.0
10-43-6105 ADVERTISING, PRINTING, & PUBLI	14.10	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	7,305.38	7,305.38	44,000.00	36,694.62	16.6
10-43-6125 DUES AND SUBSCRIPTIONS	.00	.00	1,250.00	1,250.00	.0
10-43-6145 FUEL	1,103.14	1,103.14	13,500.00	12,396.86	8.2
10-43-6172 PROSECUTOR EXP	2,000.00	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	283.67	224.11	10,800.00	10,575.89	2.1
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	.00	5,000.00	5,000.00	.0
10-43-6195 OPERATING SUPPLIES - POLICE	250.51	250.51	3,000.00	2,749.49	8.4
10-43-6200 POSTAGE	9.55	.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	268.24	293.73	7,000.00	6,706.27	4.2
10-43-6265 TELEPHONE	1,172.29	1,421.90	6,000.00	4,578.10	23.7
10-43-6280 UNIFORMS	430.99	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	55,569.80	121,522.50	733,705.00	612,182.50	16.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	12,074.38	42,504.01	249,500.00	206,995.99	17.0
10-44-5002 WILDLAND PERSONNEL	.00	.00	35,000.00	35,000.00	.0
10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE	1,957.50	3,435.00	35,000.00	31,565.00	9.8
10-44-5006 LONGEVITY BONUS	.00	438.00	1,360.00	922.00	32.2
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	1,406.90	7,400.00	5,993.10	19.0
10-44-5010 FICA AND MEDICARE	1,557.19	3,936.34	25,350.00	21,413.66	15.5
10-44-5011 RETIREMENT	1,995.89	4,277.40	25,500.00	21,222.60	16.8
10-44-5012 HEALTH INSURANCE	2,784.88	6,266.76	66,500.00	60,233.24	9.4
10-44-5013 WORKER'S COMPENSATION	874.25	2,184.20	24,250.00	22,065.80	9.0
10-44-5014 UNEMPLOYMENT	.07	2.89	800.00	797.11	.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	540.00	540.00	750.00	210.00	72.0
10-44-6145 FUEL	742.01	742.01	9,000.00	8,257.99	8.2
10-44-6170 LEGAL EXP - FIRE	.00	.00	500.00	500.00	.0
10-44-6180 MEDICAL EXPENSES	.00	.00	500.00	500.00	.0
10-44-6181 MEDICAL SUPPLIES EXP	109.12	109.12	5,000.00	4,890.88	2.2
10-44-6185 MISCELLANEOUS	.00	.00	1,000.00	1,000.00	.0
10-44-6192 SOFTWARE SERVICE & SUPPORT	312.09	386.19	1,200.00	813.81	32.2
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	.00	2,500.00	2,500.00	.0
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	290.65	290.65	1,500.00	1,209.35	19.4
10-44-6220 REP AND MAINT - VEHICLES	3,166.35	3,166.35	16,000.00	12,833.65	19.8
10-44-6225 REP AND MAINT - EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
10-44-6250 SMALL TOOLS AND EQUIPMENT	633.69	1,086.21	10,000.00	8,913.79	10.9
10-44-6265 TELEPHONE	299.99	423.73	3,500.00	3,076.27	12.1
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
TOTAL FIRE DEPT EXPENSES	27,900.82	81,300.76	543,360.00	462,059.24	15.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	6,097.02	14,962.06	89,000.00	74,037.94	16.8
10-45-5006	LONGEVITY BONUS	120.00	120.00	600.00	480.00	20.0
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	1,373.90	7,200.00	5,826.10	19.1
10-45-5010	FICA AND MEDICARE	517.10	1,257.55	7,400.00	6,142.45	17.0
10-45-5011	RETIREMENT	410.88	1,027.20	6,100.00	5,072.80	16.8
10-45-5012	HEALTH INSURANCE	41.88	104.70	710.00	605.30	14.8
10-45-5013	WORKER'S COMPENSATION	14.64	35.92	350.00	314.08	10.3
10-45-5014	UNEMPLOYMENT	1.48	3.37	250.00	246.63	1.4
10-45-6110	CONTRACT SERVICES	139.12	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	114.74	114.74	4,500.00	4,385.26	2.6
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	79.03	164.06	1,250.00	1,085.94	13.1
10-45-6266	E-RATE EXP	25.25	55.95	750.00	694.05	7.5
	TOTAL LIBRARY EXPENSES	8,110.70	19,358.57	123,960.00	104,601.43	15.6
<u>PLANNING & ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,541.17	11,275.55	65,800.00	54,524.45	17.1
10-46-5006	LONGEVITY BONUS	.00	.00	370.00	370.00	.0
10-46-5010	FICA AND MEDICARE	343.07	851.75	5,100.00	4,248.25	16.7
10-46-5011	RETIREMENT	388.78	971.95	5,200.00	4,228.05	18.7
10-46-5012	HEALTH INSURANCE	928.78	2,321.95	9,100.00	6,778.05	25.5
10-46-5013	WORKER'S COMPENSATION	20.78	50.59	570.00	519.41	8.9
10-46-5014	UNEMPLOYMENT	.46	1.09	125.00	123.91	.9
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	905.92	980.02	1,600.00	619.98	61.3
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	40.70	600.00	559.30	6.8
10-46-6275	TRAVEL	.00	.00	250.00	250.00	.0
10-46-6310	HISTORIC PRESERVATION EXP	.00	.00	3,000.00	3,000.00	.0
	TOTAL PLANNING & ZONING EXP	7,169.66	16,493.60	114,265.00	97,771.40	14.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	585.67	1,314.13	7,600.00	6,285.87	17.3
10-47-5006 LONGEVITY BONUS	7.23	7.23	25.00	17.77	28.9
10-47-5010 FICA AND MEDICARE	43.22	95.74	585.00	489.26	16.4
10-47-5011 RETIREMENT	52.26	125.10	765.00	639.90	16.4
10-47-5012 HEALTH INSURANCE	171.94	429.90	2,400.00	1,970.10	17.9
10-47-5013 WORKER'S COMPENSATION	23.25	52.60	360.00	307.40	14.6
10-47-5014 UNEMPLOYMENT	.05	.05	10.00	9.95	.5
10-47-6145 FUEL	13.25	13.25	1,500.00	1,486.75	.9
10-47-6170 LEGAL	.00	.00	250.00	250.00	.0
10-47-6185 MISCELLANEOUS	49.00	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	257.52	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	104.82	104.82	1,250.00	1,145.18	8.4
10-47-6225 REP AND MAINT - EQUIPMENT	.00	.00	750.00	750.00	.0
10-47-6230 REP AND MAINT - INFRASTRUCTURE	.00	.00	2,000.00	2,000.00	.0
10-47-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	1,250.00	1,250.00	.0
10-47-6280 UNIFORM EXP PARKS	30.66	30.66	450.00	419.34	6.8
10-47-6285 UTILITIES	510.52	510.52	2,750.00	2,239.48	18.6
10-47-8040 LEASE PAYMENTS	43.36	43.36	275.00	231.64	15.8
TOTAL PARKS EXPENSES	1,892.75	3,046.13	23,020.00	19,973.87	13.2
<u>PROPERTIES EXPENSES</u>					
10-48-5001 SALARIES AND WAGES	3,625.91	8,135.06	47,000.00	38,864.94	17.3
10-48-5006 LONGEVITY BONUS	44.76	44.76	220.00	175.24	20.4
10-48-5010 FICA AND MEDICARE	267.45	592.35	3,650.00	3,057.65	16.2
10-48-5011 RETIREMENT	323.44	774.35	4,750.00	3,975.65	16.3
10-48-5012 HEALTH INSURANCE	1,064.68	2,661.76	13,700.00	11,038.24	19.4
10-48-5013 WORKER'S COMPENSATION	143.96	325.64	2,150.00	1,824.36	15.2
10-48-5014 UNEMPLOYMENT	.30	.30	58.00	57.70	.5
10-48-6110 CONTRACT SERVICES	50.00	1,267.78	10,000.00	8,732.22	12.7
10-48-6140 ENGINEERING FEES	.00	.00	7,500.00	7,500.00	.0
10-48-6145 FUEL	13.25	13.25	1,500.00	1,486.75	.9
10-48-6185 MISCELLANEOUS	.00	.00	2,000.00	2,000.00	.0
10-48-6195 OPERATING SUPPLIES - PROPERTIE	311.99	311.99	2,000.00	1,688.01	15.6
10-48-6215 R&M BUILDING - PROPERTIES	2,644.05	12,281.25	40,000.00	27,718.75	30.7
10-48-6220 REP AND MAINT - VEHICLES	104.83	104.83	1,200.00	1,095.17	8.7
10-48-6225 REP AND MAINT - EQUIPMENT	45.21	45.21	500.00	454.79	9.0
10-48-6230 REP AND MAINT - INFRASTRUCTURE	.00	.00	35,000.00	35,000.00	.0
10-48-6250 SMALL TOOLS AND EQUIPMENT	39.82	39.82	1,200.00	1,160.18	3.3
10-48-6280 UNIFORM EXP PROPERTIES	30.65	30.65	350.00	319.35	8.8
10-48-6285 UTILITIES	7,830.41	7,830.41	44,000.00	36,169.59	17.8
10-48-8040 LEASE PAYMENTS	43.36	43.36	280.00	236.64	15.5
TOTAL PROPERTIES EXPENSES	16,584.07	34,502.77	217,058.00	182,555.23	15.9

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

	GENERAL FUND				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	210,102.80	472,070.13	2,976,539.00	2,504,468.87	15.9
NET REVENUE OVER EXPENDITURES	(2,327.28)	(154,423.15)	.00	154,423.15	.0

TOWN OF JEROME
 BALANCE SHEET
 AUGUST 31, 2023

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	595,245.57	
20-00-1015	UTILITIES A/R	171,566.94	
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>2,968,924.04</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2450	ACCRUED PAYROLL	6,056.53	
20-00-2500	SALES TAX PAYABLE	6,103.11	
20-00-2600	CUSTOMER DEPOSITS	29,894.43	
20-00-2700	COMPENSATED ABSENCES	5,621.13	
20-00-2950	OTHER LIABILITIES	2,450.36	
	TOTAL LIABILITIES		50,125.56

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	2,116,046.10	
20-00-3051	UNRESTRICTED FUND BALANCE	776,964.00	
20-00-3052	UNRESTRICED FUND BALANCE	(149,031.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>174,819.38</u>	
	BALANCE - CURRENT DATE	<u>174,819.38</u>	
	TOTAL FUND EQUITY		<u>2,918,798.48</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,968,924.04</u>

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 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	66,365.18	80,574.21	175,000.00	94,425.79	46.0
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	150.00	195.00	2,750.00	2,555.00	7.1
20-50-4900	TRANSFERS IN	27,183.83	54,367.66	326,208.00	271,840.34	16.7
	TOTAL WATER REVENUE	93,699.01	135,136.87	618,958.00	483,821.13	21.8
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	87,364.95	100,827.10	161,450.00	60,622.90	62.5
20-51-4900	TRANSFERS IN	9,628.00	19,256.00	115,538.00	96,282.00	16.7
	TOTAL SEWER REVENUE	96,992.95	120,083.10	282,488.00	162,404.90	42.5
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,645.83	29,306.87	180,000.00	150,693.13	16.3
20-52-4500	MISCELLANEOUS	.00	.00	750.00	750.00	.0
20-52-4900	TRANSFERS IN	5,307.75	10,615.50	63,693.00	53,077.50	16.7
	TOTAL SANITATION REVENUE	19,953.58	39,922.37	244,443.00	204,520.63	16.3
	TOTAL FUND REVENUE	210,645.54	295,142.34	1,145,889.00	850,746.66	25.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	6,395.78	14,349.80	83,500.00	69,150.20	17.2
20-50-5006	LONGEVITY BONUS	78.95	78.95	425.00	346.05	18.6
20-50-5010	FICA AND MEDICARE	471.77	1,044.89	6,400.00	5,355.11	16.3
20-50-5011	RETIREMENT	570.52	1,365.92	8,400.00	7,034.08	16.3
20-50-5012	HEALTH INSURANCE	1,877.86	4,694.88	26,000.00	21,305.12	18.1
20-50-5013	WORKER'S COMPENSATION	253.95	574.44	4,675.00	4,100.56	12.3
20-50-5014	UNEMPLOYMENT	.54	.54	100.00	99.46	.5
20-50-6110	CONTRACT SERVICES	1,025.00	1,025.00	20,000.00	18,975.00	5.1
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	666.26	666.26	3,000.00	2,333.74	22.2
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	1,505.36	1,774.91	6,000.00	4,225.09	29.6
20-50-6195	OPERATING SUPPLIES - WATER	9.83	9.83	5,000.00	4,990.17	.2
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	104.82	104.82	2,000.00	1,895.18	5.2
20-50-6225	REP AND MAINT - EQUIPMENT	688.45	688.45	1,500.00	811.55	45.9
20-50-6230	REP AND MAINT - INFRASTRUCTURE	830.43	830.43	331,200.00	330,369.57	.3
20-50-6232	SPRINGS SECURITY EXP	115.34	115.34	8,000.00	7,884.66	1.4
20-50-6240	SERVICE TESTS/SYSTEM TESTING	15.00	15.00	750.00	735.00	2.0
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	30.65	30.65	350.00	319.35	8.8
20-50-6285	UTILITIES EXP - WATER	70.98	70.98	500.00	429.02	14.2
20-50-6290	ADMINISTRATIVE CHARGE	4,751.00	9,502.00	57,008.00	47,506.00	16.7
20-50-8040	LEASE PAYMENTS	151.76	151.76	950.00	798.24	16.0
	TOTAL WATER EXPENDITURES	19,614.25	40,909.45	618,958.00	578,048.55	6.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>						
20-51-5001	SALARIES AND WAGES	3,468.36	7,781.34	45,000.00	37,218.66	17.3
20-51-5006	LONGEVITY BONUS	42.81	42.81	225.00	182.19	19.0
20-51-5010	FICA AND MEDICARE	255.82	566.57	3,500.00	2,933.43	16.2
20-51-5011	RETIREMENT	309.37	740.66	4,550.00	3,809.34	16.3
20-51-5012	HEALTH INSURANCE	1,018.38	2,545.90	14,000.00	11,454.10	18.2
20-51-5013	WORKER'S COMPENSATION	137.72	311.50	2,350.00	2,038.50	13.3
20-51-5014	UNEMPLOYMENT	.29	.29	55.00	54.71	.5
20-51-6110	CONTRACT SERVICES	3,325.00	3,325.00	50,000.00	46,675.00	6.7
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	151.47	151.47	3,000.00	2,848.53	5.1
20-51-6155	INSURANCE	.00	3,802.35	10,000.00	6,197.65	38.0
20-51-6170	LEGAL EXP - SEWER	175.50	175.50	1,000.00	824.50	17.6
20-51-6185	MISCELLANEOUS	57.08	69.33	500.00	430.67	13.9
20-51-6192	SOFTWARE SUPPORT EXP - SEWER	1,505.36	1,774.91	5,750.00	3,975.09	30.9
20-51-6195	OPERATING SUPPLIES - SEWER	447.03	447.03	12,000.00	11,552.97	3.7
20-51-6220	REP AND MAINT - VEHICLES	148.15	148.15	1,750.00	1,601.85	8.5
20-51-6225	REP AND MAINT - EQUIPMENT	.00	.00	250.00	250.00	.0
20-51-6230	REP AND MAINT - INFRASTRUCTURE	.00	.00	35,000.00	35,000.00	.0
20-51-6240	SERVICE TESTS/SYSTEM TESTING	1,689.80	1,689.80	14,000.00	12,310.20	12.1
20-51-6250	SMALL TOOLS & EQUIPMENT (UNDER	.00	.00	1,500.00	1,500.00	.0
20-51-6280	UNIFORM EXP SEWER	30.66	30.66	400.00	369.34	7.7
20-51-6285	UTILITIES	435.50	435.50	2,750.00	2,314.50	15.8
20-51-6290	ADMINISTRATIVE CHARGE	4,751.00	9,502.00	57,008.00	47,506.00	16.7
20-51-8040	LEASE PAYMENTS	151.76	151.76	900.00	748.24	16.9
	TOTAL SEWER EXPENDITURES	18,101.06	33,692.53	282,488.00	248,795.47	11.9

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,518.28	12,380.35	72,000.00	59,619.65	17.2
20-52-5006 LONGEVITY BONUS	68.11	68.11	350.00	281.89	19.5
20-52-5010 FICA AND MEDICARE	407.01	901.48	5,500.00	4,598.52	16.4
20-52-5011 RETIREMENT	492.24	1,178.44	7,200.00	6,021.56	16.4
20-52-5012 HEALTH INSURANCE	1,620.31	4,050.75	22,200.00	18,149.25	18.3
20-52-5013 WORKER'S COMPENSATION	219.11	495.56	6,700.00	6,204.44	7.4
20-52-5014 UNEMPLOYMENT	.46	.46	85.00	84.54	.5
20-52-6111 RECYCLING CONTRACT EXP	120.00	120.00	1,750.00	1,630.00	6.9
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	570.25	570.25	9,000.00	8,429.75	6.3
20-52-6155 INSURANCE	.00	3,802.35	10,000.00	6,197.65	38.0
20-52-6165 LANDFILL TIPPING FEES	1,413.20	1,413.20	21,000.00	19,586.80	6.7
20-52-6185 MISCELLANEOUS	59.30	59.30	300.00	240.70	19.8
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	763.88	1,033.43	5,500.00	4,466.57	18.8
20-52-6195 OPERATING SUPPLIES - TRASH	9.83	9.83	500.00	490.17	2.0
20-52-6220 REP AND MAINT - VEHICLES	104.82	104.82	10,000.00	9,895.18	1.1
20-52-6225 REP AND MAINT - EQUIPMENT	.00	.00	500.00	500.00	.0
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	3,200.00	3,200.00	.0
20-52-6280 UNIFORM EXP TRASH	30.65	30.65	350.00	319.35	8.8
20-52-6290 ADMINISTRATIVE CHARGE	4,751.00	9,502.00	57,008.00	47,506.00	16.7
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	16,148.45	45,720.98	244,443.00	198,722.02	18.7
TOTAL FUND EXPENDITURES	53,863.76	120,322.96	1,145,889.00	1,025,566.04	10.5
NET REVENUE OVER EXPENDITURES	156,781.78	174,819.38	.00	(174,819.38)	.0

TOWN OF JEROME
 BALANCE SHEET
 AUGUST 31, 2023

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(441,938.03)	
30-00-1015	HURF ACCOUNTS RECEIVABLE		4,521.44	
30-00-1022	OAZ HURF SAVINGS		725,584.78	
	TOTAL ASSETS			288,168.19

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	16,402.33		
	BALANCE - CURRENT DATE		16,402.33	
	TOTAL FUND EQUITY			286,620.01
	TOTAL LIABILITIES AND EQUITY			288,168.19

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	4,071.07	4,071.07	48,500.00	44,428.93	8.4
30-30-4300	INTEREST AND INVESTMENT EARNIN	306.46	610.66	1,000.00	389.34	61.1
30-30-4900	TRANSFERS IN	16,678.75	33,357.50	200,145.00	166,787.50	16.7
	TOTAL HURF REVENUE	21,056.28	38,039.23	249,645.00	211,605.77	15.2
	TOTAL FUND REVENUE	21,056.28	38,039.23	249,645.00	211,605.77	15.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,332.94	9,840.46	39,000.00	29,159.54	25.2
30-30-5006 LONGEVITY BONUS	301.14	301.14	200.00	(101.14)	150.6
30-30-5010 FICA AND MEDICARE	343.70	748.81	3,500.00	2,751.19	21.4
30-30-5011 RETIREMENT	261.22	625.36	3,900.00	3,274.64	16.0
30-30-5012 HEALTH INSURANCE	859.81	2,149.26	12,000.00	9,850.74	17.9
30-30-5013 WORKER'S COMPENSATION	140.88	320.30	1,850.00	1,529.70	17.3
30-30-5014 UNEMPLOYMENT	.26	1.19	100.00	98.81	1.2
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	88.93	88.93	1,500.00	1,411.07	5.9
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	179.70	1,600.00	1,420.30	11.2
30-30-6195 OPERATING SUPPLIES - HURF	9.84	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	104.82	104.82	1,500.00	1,395.18	7.0
30-30-6225 REP AND MAINT - EQUIPMENT	.00	.00	500.00	500.00	.0
30-30-6230 REP AND MAINT - INFRASTRUCTURE	961.84	961.84	140,000.00	139,038.16	.7
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	650.00	650.00	.0
30-30-6255 STREET LIGHTS	1,141.03	2,282.06	13,750.00	11,467.94	16.6
30-30-6260 STREET SUPPLIES	.00	.00	7,500.00	7,500.00	.0
30-30-6280 UNIFORM EXP - HURF	30.66	30.66	400.00	369.34	7.7
30-30-6290 ADMINISTRATIVE CHARGE	701.00	1,402.00	8,420.00	7,018.00	16.7
30-30-8040 LEASE PAYMENTS	43.38	43.38	275.00	231.62	15.8
TOTAL HURF EXPENDITURE	9,411.30	21,636.90	249,645.00	228,008.10	8.7
TOTAL FUND EXPENDITURES	9,411.30	21,636.90	249,645.00	228,008.10	8.7
NET REVENUE OVER EXPENDITURES	11,644.98	16,402.33	.00	(16,402.33)	.0

TOWN OF JEROME
 BALANCE SHEET
 AUGUST 31, 2023

Item A.

PARKING FUND

<u>ASSETS</u>			
35-00-1000	CASH - COMBINED FUND	120,047.69	
	TOTAL ASSETS		120,047.69
<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	(633.10)	
	BALANCE - CURRENT DATE	(633.10)	
	TOTAL FUND EQUITY		118,776.04
	TOTAL LIABILITIES AND EQUITY		120,047.69

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	22,063.65	45,608.75	347,000.00	301,391.25	13.1
TOTAL PARKING FUND REVENUE	22,063.65	45,608.75	347,000.00	301,391.25	13.1
 TOTAL FUND REVENUE	 22,063.65	 45,608.75	 347,000.00	 301,391.25	 13.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,180.01	3,482.01	40,000.00	36,517.99	8.7
35-35-5006 LONGEVITY BONUS	.00	.00	150.00	150.00	.0
35-35-5010 FICA MATCH	166.77	266.36	2,980.00	2,713.64	8.9
35-35-5013 WORKER'S COMPENSATION	38.15	60.94	1,025.00	964.06	6.0
35-35-5014 UNEMPLOYMENT	.74	.74	168.00	167.26	.4
35-35-6145 FUEL	48.87	48.87	1,000.00	951.13	4.9
35-35-6185 MISCELLANEOUS	.00	.00	1,030.00	1,030.00	.0
35-35-6186 BANK CHARGES	.00	.00	50.00	50.00	.0
35-35-6188 CREDIT CARD PROCESSING FEES	1,515.91	1,515.91	32,000.00	30,484.09	4.7
35-35-6192 SOFTWARE SERVICE AND SUPPORT	89.85	588.34	25,000.00	24,411.66	2.4
35-35-6195 OPERATING SUPPLIES	1,282.19	1,282.19	1,500.00	217.81	85.5
35-35-6265 TELEPHONE	898.49	898.49	3,500.00	2,601.51	25.7
35-35-6290 ADMINISTRATIVE CHARGE	466.00	932.00	5,597.00	4,665.00	16.7
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	10,000.00	10,000.00	.0
35-35-9500 TRANSFERS OUT	18,583.00	37,166.00	223,000.00	185,834.00	16.7
TOTAL PARKING FUND EXPENDITURE	25,269.98	46,241.85	347,000.00	300,758.15	13.3
TOTAL FUND EXPENDITURES	25,269.98	46,241.85	347,000.00	300,758.15	13.3
NET REVENUE OVER EXPENDITURES	(3,206.33)	(633.10)	.00	633.10	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2023

Item A.

FIRE DEPT PENSION & RETIREMENT

ASSETS

40-00-1000	CASH - COMBINED FUND	15,301.40	
40-00-1010	INVESTMENTS - PENISON & RELIEF	167,081.82	
	TOTAL ASSETS		182,383.22

LIABILITIES AND EQUITY

FUND EQUITY

40-00-3002	UNRESTRICTED FUND BALANCE	179,112.52	
	REVENUE OVER EXPENDITURES - YTD	3,270.70	
	BALANCE - CURRENT DATE	3,270.70	
	TOTAL FUND EQUITY		182,383.22
	TOTAL LIABILITIES AND EQUITY		182,383.22

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 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 2 MONTHS ENDING AUGUST 31, 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
AUGUST 31, 2023

Item A.

OPERATING GRANTS REVENUE

<u>ASSETS</u>			
50-00-1000	CASH - COMBINED FUND	87,384.44	
50-00-1800	INVENTORY	13,193.06	
	TOTAL ASSETS		100,577.50
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
50-00-2755	DEFERRED REVENUE - OPR GRANTS	66,136.59	
	TOTAL LIABILITIES		66,136.59
<u>FUND EQUITY</u>			
50-00-3002	UNRESTRICTED FUND BALANCE	34,440.91	
	TOTAL FUND EQUITY		34,440.91
	TOTAL LIABILITIES AND EQUITY		100,577.50

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 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 2 MONTHS ENDING AUGUST 31, 2023

Item A.

OPERATING GRANTS REVENUE

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

TOWN OF JEROME
 BALANCE SHEET
 AUGUST 31, 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 2 MONTHS ENDING AUGUST 31, 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 2 MONTHS ENDING AUGUST 31, 2023

Item A.

CAPITAL GRANTS FUND

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

TOWN OF JEROME
 BALANCE SHEET
 AUGUST 31, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(350,663.40)
	TOTAL ASSETS		(350,663.40)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(362,451.34)
	REVENUE OVER EXPENDITURES - YTD		11,787.94
	BALANCE - CURRENT DATE		11,787.94
	TOTAL FUND EQUITY	(350,663.40)
	TOTAL LIABILITIES AND EQUITY	(350,663.40)

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL FUND CONTINGENCIES REV</u>					
70-25-4090 WILDLANDS REV - CONTINGENCY	.00	.00	75,000.00	75,000.00	.0
70-25-4295 EXCESS SALES TAX- MISC	.00	10,000.00	2,382,500.00	2,372,500.00	.4
TOTAL GENERAL FUND CONTINGENCIES RE	.00	10,000.00	2,457,500.00	2,447,500.00	.4
TOTAL FUND REVENUE	.00	10,000.00	2,457,500.00	2,447,500.00	.4

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 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	(1,787.94)	(1,787.94)	75,000.00	76,787.94	(2.4)
70-25-6295 EXPENSE - GF CONTINGENCIES	.00	.00	2,382,500.00	2,382,500.00	.0
TOTAL GENERAL FUND CONTINGENCIES EXP	(1,787.94)	(1,787.94)	2,457,500.00	2,459,287.94	(.1)
TOTAL FUND EXPENDITURES	(1,787.94)	(1,787.94)	2,457,500.00	2,459,287.94	(.1)
NET REVENUE OVER EXPENDITURES	1,787.94	11,787.94	.00	(11,787.94)	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2023

Item A.

UTILITIES CONTINGENCIES FUND

ASSETS

80-00-1000	CASH - COMBINED FUND	320,000.00	
	TOTAL ASSETS		320,000.00

LIABILITIES AND EQUITY

FUND EQUITY

80-00-3002	ENDING FUND BALANCE	320,000.00	
	TOTAL FUND EQUITY		320,000.00
	TOTAL LIABILITIES AND EQUITY		320,000.00

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 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 2 MONTHS ENDING AUGUST 31, 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
 AUGUST 31, 2023

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND		112,707.87
90-00-1021	OAZ CAPITAL IMPROVEMENTS		71,104.74
90-00-1023	ONEAZ WWTP CHECKING		704,603.60
90-00-1045	PRE-PAID EXP CAPITAL FUND		5,000.00
			<u>893,416.21</u>
	TOTAL ASSETS		<u><u>893,416.21</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE		971,110.61
	REVENUE OVER EXPENDITURES - YTD	(77,694.40)	
	BALANCE - CURRENT DATE	(77,694.40)	
	TOTAL FUND EQUITY		<u>893,416.21</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>893,416.21</u></u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL FUND REVENUES</u>					
90-57-4300 BANK INTEREST - CAPITAL FUND	22.50	54.17	200.00	145.83	27.1
90-57-4303 INTEREST - WWTP	64.54	132.98	500.00	367.02	26.6
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	87.04	187.15	2,000,700.00	2,000,512.85	.0
TOTAL FUND REVENUE	87.04	187.15	2,000,700.00	2,000,512.85	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2023

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>					
90-57-7027 WASTEWATER TREATMENT DESIGN EX	77,881.55	77,881.55	.00	(77,881.55)	.0
90-57-7030 INTERIM WWTP LOAN EXP	.00	.00	2,000,700.00	2,000,700.00	.0
TOTAL CAPITAL FUND EXPENDITURES	77,881.55	77,881.55	2,000,700.00	1,922,818.45	3.9
TOTAL FUND EXPENDITURES	77,881.55	77,881.55	2,000,700.00	1,922,818.45	3.9
NET REVENUE OVER EXPENDITURES	(77,794.51)	(77,694.40)	.00	77,694.40	.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	81623KM1	July Fuel Fire Department	1	08/16/2023	567.92	.00	567.92	100564	08/16/2023
		81623KM1	July Fuel Ranger	2	08/16/2023	48.87	.00	48.87	100564	08/16/2023
Total 1000:						616.79	.00	616.79		
1031	ALL-MED EQUIPMENT &	81623KM15	Inv. 747807 Monthly Tank	1	08/16/2023	109.12	.00	109.12	100565	08/16/2023
Total 1031:						109.12	.00	109.12		
1050	APS	80923KM25	Acct 9438060000 Roof	1	08/09/2023	13.60	.00	13.60	100539	08/09/2023
		80923KM25	Acct 2839800000 Ghost P	2	08/09/2023	136.69	.00	136.69	100539	08/09/2023
		80923KM25	Acct 1976520000 Co-op	3	08/09/2023	223.02	.00	223.02	100539	08/09/2023
		80923KM25	Acct 8468241000 Middle P	4	08/09/2023	35.50	.00	35.50	100539	08/09/2023
		80923KM25	Acct 0024240000 Lower P	5	08/09/2023	37.11	.00	37.11	100539	08/09/2023
		80923KM25	Acct 56143490000 Upper 2	6	08/09/2023	58.11	.00	58.11	100539	08/09/2023
		80923KM25	Acct 3216010000 Hotel	7	08/09/2023	35.50	.00	35.50	100539	08/09/2023
		80923KM25	Acct 4246290000 WWTP	8	08/09/2023	217.08	.00	217.08	100539	08/09/2023
		80923KM25	Acct 8061950000 Sunshin	9	08/09/2023	34.31	.00	34.31	100539	08/09/2023
		80923KM25	Acct 6109570000 Perkinsvi	10	08/09/2023	160.91	.00	160.91	100539	08/09/2023
		80923KM25	Acct 2353720000 Gulch	11	08/09/2023	36.59	.00	36.59	100539	08/09/2023
		80923KM25	Acct 2383901000 Upper P	12	08/09/2023	43.58	.00	43.58	100539	08/09/2023
		80923KM25	Acct 7575770000 Town Hal	13	08/09/2023	2,071.32	.00	2,071.32	100539	08/09/2023
		80923KM25	Acct 7575770000 Solar Cr	14	08/09/2023	312.50-	.00	312.50-	100539	08/09/2023
		80923KM25	Acct 65069510000 Police	15	08/09/2023	231.99	.00	231.99	100539	08/09/2023
		80923KM25	Acct 0421621000 Fire	16	08/09/2023	413.48	.00	413.48	100539	08/09/2023
80923KM26	Acct 3601574879 Main Pa	1	08/09/2023	47.99	.00	47.99	100540	08/09/2023		
82323KM13	Acct 1490440000 Street Li	1	08/23/2023	1,141.03	.00	1,141.03	100580	08/23/2023		
83023MS12	2839800000 Ghost Pepper	1	08/30/2023	145.24	.00	145.24	100596	08/30/2023		
83023MS12	1976520000 Co-op	2	08/30/2023	234.44	.00	234.44	100596	08/30/2023		
83023MS12	3216010000 Hotel	3	08/30/2023	37.94	.00	37.94	100596	08/30/2023		
83023MS12	7575770000 Civic Center	4	08/30/2023	1,879.07	.00	1,879.07	100596	08/30/2023		
83023MS12	7575770000 Solar Credit	5	08/30/2023	312.50-	.00	312.50-	100596	08/30/2023		
83023MS12	2353720000 Gulch Fire	6	08/30/2023	38.86	.00	38.86	100596	08/30/2023		
83023MS12	6109570000 Perkinsville	7	08/30/2023	161.70	.00	161.70	100596	08/30/2023		
83023MS12	042162100 Fire Station	8	08/30/2023	446.44	.00	446.44	100596	08/30/2023		
83023MS12	6506951000 Police Station	9	08/30/2023	249.71	.00	249.71	100596	08/30/2023		
83023MS12	3601574879 Park Panel	10	08/30/2023	45.01	.00	45.01	100596	08/30/2023		
83023MS12	0024240000 Lower Park	11	08/30/2023	39.19	.00	39.19	100596	08/30/2023		
83023MS12	8468241000 Middle Park	12	08/30/2023	37.94	.00	37.94	100596	08/30/2023		
83023MS12	5613490000 Upper Park 2	13	08/30/2023	118.82	.00	118.82	100596	08/30/2023		
83023MS12	2383901000 Upper Park	14	08/30/2023	47.27	.00	47.27	100596	08/30/2023		
83023MS12	8061950000 Sunshine Hill	15	08/30/2023	36.67	.00	36.67	100596	08/30/2023		
83023MS12	4246290000 WWTP	16	08/30/2023	218.42	.00	218.42	100596	08/30/2023		
Total 1050:						8,049.53	.00	8,049.53		
1056	ARIZONA BUG COMPANY	81623KM11	Inv. 199927 Monthly Pest C	1	08/16/2023	50.00	.00	50.00	100566	08/16/2023
Total 1056:						50.00	.00	50.00		
1074	ARIZONA SUPREME COU	83023MS2	2024-00000063 Computer	1	08/30/2023	1,793.71	.00	1,793.71	100597	08/30/2023
Total 1074:						1,793.71	.00	1,793.71		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1088	AT&T	80223KM2	Acct 287307080989 PD Ph	1	08/02/2023	492.31	.00	492.31	100534	08/02/2023
		80223KM2	INV 07262023 Kiosk Phon	2	08/02/2023	492.30	.00	492.30	100534	08/02/2023
		83023MS11	287307080989X08262023	1	08/30/2023	246.15	.00	246.15	100598	08/30/2023
		83023MS11	287307080989X08262023	2	08/30/2023	246.15	.00	246.15	100598	08/30/2023
Total 1088:						1,476.91	.00	1,476.91		
1106	AZ MUNICIPAL RISK RET	80923KM2	Claim No. BCLM GL 00000	1	08/09/2023	936.91	.00	936.91	100541	08/09/2023
Total 1106:						936.91	.00	936.91		
1142	BOUND TREE MEDICAL,	JUNE308232	Inv 84963796 Heartstart S	1	08/23/2023	68.09	.00	68.09	100581	08/23/2023
Total 1142:						68.09	.00	68.09		
1158	CANDACE GALLAGHER	82323KM8	INV. Aug 15 for July Codific	1	08/23/2023	500.00	.00	500.00	100583	08/23/2023
Total 1158:						500.00	.00	500.00		
1165	CARL WHITING	81623KM2	Reimbursement for Truck	1	08/16/2023	1,936.45	.00	1,936.45	100567	08/16/2023
Total 1165:						1,936.45	.00	1,936.45		
1170	CASELLE	80923KM21	INV. 126834 Support & Mai	1	08/09/2023	808.65	.00	808.65	100542	08/09/2023
		80923KM21	INV. 126834 Support & Mai	2	08/09/2023	269.55	.00	269.55	100542	08/09/2023
		80923KM21	INV. 126834 Support & Mai	3	08/09/2023	269.55	.00	269.55	100542	08/09/2023
		80923KM21	INV. 126834 Support & Mai	4	08/09/2023	269.55	.00	269.55	100542	08/09/2023
		80923KM21	INV. 126834 Support & Mai	5	08/09/2023	89.85	.00	89.85	100542	08/09/2023
		80923KM21	INV. 126834 Support & Mai	6	08/09/2023	89.85	.00	89.85	100542	08/09/2023
Total 1170:						1,797.00	.00	1,797.00		
1178	CENTURY LINK	81623KM14	Inv. 652563748 Account 88	1	08/16/2023	4.56	.00	4.56	100568	08/16/2023
		82323KM14	J-520-111-3806 829M PD	1	08/23/2023	33.61	.00	33.61	100584	08/23/2023
		82323KM14	J-520-111-3806 829M GG	2	08/23/2023	160.43	.00	160.43	100584	08/23/2023
		82323KM14	J-520-111-3806 829M PD	3	08/23/2023	176.53	.00	176.53	100584	08/23/2023
		82323KM14	J-520-111-3806 829M LB	4	08/23/2023	79.03	.00	79.03	100584	08/23/2023
		82323KM14	J-520-111-3806 829M PD	5	08/23/2023	39.47	.00	39.47	100584	08/23/2023
		82323KM14	J-520-111-3806 829M Fire	6	08/23/2023	123.26	.00	123.26	100584	08/23/2023
82323KM14	J-520-111-3806 829M CT	7	08/23/2023	69.26	.00	69.26	100584	08/23/2023		
Total 1178:						686.15	.00	686.15		
1195	CITY OF COTTONWOOD	80223KM5	Inv. 0006183 PD Dispatch f	1	08/02/2023	3,652.69	.00	3,652.69	100535	08/02/2023
		81623KM16	Inv. 0006279 PD Dispatch	1	08/16/2023	3,652.69	.00	3,652.69	100569	08/16/2023
Total 1195:						7,305.38	.00	7,305.38		
1213	CONTRACT WASTEWATE	80923KM28	Inv. 1015614 Water Mainte	1	08/09/2023	1,025.00	.00	1,025.00	100545	08/09/2023
		80923KM28	Inv. 1015614 WWTP Maint	2	08/09/2023	3,325.00	.00	3,325.00	100545	08/09/2023
		80923KM28	Inv. 1015614 Chlorine Tabl	3	08/09/2023	437.20	.00	437.20	100545	08/09/2023
		80923KM28	Inv. 1015614 Transport Ch	4	08/09/2023	65.00	.00	65.00	100545	08/09/2023
Total 1213:						4,852.20	.00	4,852.20		
1239	DANA KEPNER CO	81623KM7	INV. 9038162-00 Ford Wra	1	08/16/2023	688.45	.00	688.45	100570	08/16/2023
		83023MS4	9038320-00 Galvanized Ni	1	08/30/2023	189.93	.00	189.93	100599	08/30/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1239:						878.38	.00	878.38		
1250	DEERE CREDIT, INC.	80923KM6	Acct 510001614248 Prop	1	08/09/2023	21.68	.00	21.68	100546	08/09/2023
		80923KM6	Deere Lease-Parks	2	08/09/2023	21.68	.00	21.68	100546	08/09/2023
		80923KM6	Deere Lease-Water	3	08/09/2023	75.88	.00	75.88	100546	08/09/2023
		80923KM6	Deere Lease-Sewer	4	08/09/2023	75.88	.00	75.88	100546	08/09/2023
		80923KM6	Deere Lease-HURF	5	08/09/2023	21.69	.00	21.69	100546	08/09/2023
		83023MS10	510001614248 Properties	1	08/30/2023	21.68	.00	21.68	100600	08/30/2023
		83023MS10	510001614248 Parks	2	08/30/2023	21.68	.00	21.68	100600	08/30/2023
		83023MS10	510001614248 Water	3	08/30/2023	75.88	.00	75.88	100600	08/30/2023
		83023MS10	510001614248 Sewer	4	08/30/2023	75.88	.00	75.88	100600	08/30/2023
		83023MS10	510001614248 HURF	5	08/30/2023	21.69	.00	21.69	100600	08/30/2023
Total 1250:						433.62	.00	433.62		
1264	DIESEL DIRECT WEST	80923KM18	INV. 85258465 & 8529826	1	08/09/2023	276.99	.00	276.99	100547	08/09/2023
		80923KM18	INV. 85258465 & 8529826	2	08/09/2023	34.62	.00	34.62	100547	08/09/2023
		80923KM18	INV. 85258465 & 8529826	3	08/09/2023	34.63	.00	34.63	100547	08/09/2023
		82323KM9	INV. 85325368 Fuel	1	08/23/2023	251.30	.00	251.30	100586	08/23/2023
		82323KM9	INV. 85325368 Fuel	2	08/23/2023	31.41	.00	31.41	100586	08/23/2023
		82323KM9	INV. 85325368 Fuel	3	08/23/2023	31.41	.00	31.41	100586	08/23/2023
Total 1264:						660.36	.00	660.36		
1322	FOUR-D LLC	80923KM9	Inv. 00000887 Work compl	1	08/09/2023	202.50	.00	202.50	100548	08/09/2023
		80923KM9	Inv. 00000887 laptop resea	2	08/09/2023	67.50	.00	67.50	100548	08/09/2023
		80923KM9	Inv. 00000887 Work on Em	3	08/09/2023	67.50	.00	67.50	100548	08/09/2023
		80923KM9	Inv. 00000887 IT for P&Z	4	08/09/2023	337.50	.00	337.50	100548	08/09/2023
Total 1322:						675.00	.00	675.00		
1418	JAYNE "BURT" DOSS	82323KM15	Payout of JFD Pension for	1	08/23/2023	27,802.32	.00	27,802.32	100587	08/23/2023
Total 1418:						27,802.32	.00	27,802.32		
1419	JC CULLEN INC	80923KM10	Inv. 153290 911 Port Servic	1	08/09/2023	35.48	.00	35.48	100549	08/09/2023
		80923KM10	Inv. 153290 911 Port Svcs	2	08/09/2023	35.49	.00	35.49	100549	08/09/2023
Total 1419:						70.97	.00	70.97		
1446	JOHN MCDONALD	82323KM7	Reimbursement for Cleanin	1	08/23/2023	142.00	.00	142.00	100588	08/23/2023
		82323KM7	Reimbursement fo Gas	2	08/23/2023	100.00	.00	100.00	100588	08/23/2023
		82323KM7	Reimbursement for Cat Su	3	08/23/2023	429.00	.00	429.00	100588	08/23/2023
Total 1446:						671.00	.00	671.00		
1473	KERRY LEE	83023MS6	Reimbursement For Gas u	1	08/30/2023	78.78	.00	78.78	100602	08/30/2023
Total 1473:						78.78	.00	78.78		
1501	LEAGUE OF AZ CITIES A	81623KM4	Statement for FY 23-24 Su	1	08/16/2023	4,766.00	.00	4,766.00	100571	08/16/2023
Total 1501:						4,766.00	.00	4,766.00		
1503	LEGEND	80223KM3	Inv 2310820 Testing Servic	1	08/02/2023	75.00	.00	75.00	100537	08/02/2023
		80223KM3	Inv 2310763 Testing Servic	2	08/02/2023	806.40	.00	806.40	100537	08/02/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		80223KM3	Inv 2310763 Sink	3	08/02/2023	15.00	.00	15.00	100537	08/02/2023
		81623KM13	Inv. 2312057 Testing Servic	1	08/16/2023	301.40	.00	301.40	100572	08/16/2023
		82323KM4	Inv. 2312545 Testing Servic	1	08/23/2023	75.00	.00	75.00	100589	08/23/2023
		82323KM4	Inv. 2312228 Testing Servic	2	08/23/2023	292.00	.00	292.00	100589	08/23/2023
		83023MS7	2312839 testing services	1	08/30/2023	75.00	.00	75.00	100603	08/30/2023
		Total 1503:				1,639.80	.00	1,639.80		
1576	NAPA AUTO PARTS	80923KM7	Inv. 324765 324845 32515	1	08/09/2023	48.99	.00	48.99	100550	08/09/2023
		80923KM7	Inv. 324765 324845 32515	2	08/09/2023	49.00	.00	49.00	100550	08/09/2023
		80923KM7	Inv. 324765 324845 32515	3	08/09/2023	48.99	.00	48.99	100550	08/09/2023
		80923KM7	Inv. 324765 324845 32515	4	08/09/2023	49.00	.00	49.00	100550	08/09/2023
		80923KM7	Inv. 324765 324845 32515	5	08/09/2023	48.99	.00	48.99	100550	08/09/2023
		80923KM7	Inv. 324765 324845 32515	6	08/09/2023	49.00	.00	49.00	100550	08/09/2023
		80923KM7	Inv. 325994 A/C System &	7	08/09/2023	43.32	.00	43.32	100550	08/09/2023
		Total 1576:				337.29	.00	337.29		
1584	NEXTCARE URGENT CA	81623KM8	Acct 0001000002586938 D	1	08/16/2023	49.00	.00	49.00	100575	08/16/2023
		Total 1584:				49.00	.00	49.00		
1603	ODP BUSINESS SOLUTIO	80923KM22	Inv. 319218235001 Files	1	08/09/2023	70.45	.00	70.45	100551	08/09/2023
		80923KM22	Inv. 324587025001 USBs	2	08/09/2023	39.07	.00	39.07	100551	08/09/2023
		80923KM22	Inv. 324581563001 Office	3	08/09/2023	34.47	.00	34.47	100551	08/09/2023
		80923KM22	Inv. 324569640001 Boxes	4	08/09/2023	37.99	.00	37.99	100551	08/09/2023
		80923KM22	Inv. 324567913001 Binders	5	08/09/2023	17.73	.00	17.73	100551	08/09/2023
		80923KM22	Inv. 322105202001 Name	6	08/09/2023	16.60	.00	16.60	100551	08/09/2023
		81623KM6	Inv. 325076068001 27 gall	1	08/16/2023	121.61	.00	121.61	100576	08/16/2023
		81623KM6	Inv. 322937742001 Badge	2	08/16/2023	116.23	.00	116.23	100576	08/16/2023
		82323KM12	Inv. 326794714001 Office	1	08/23/2023	180.56	.00	180.56	100592	08/23/2023
		83023MS9	328547562001 peppermint	1	08/30/2023	13.99	.00	13.99	100605	08/30/2023
		83023MS9	327146875001 Binders	2	08/30/2023	29.80	.00	29.80	100605	08/30/2023
		83023MS9	327133374001 Post-its	3	08/30/2023	6.06	.00	6.06	100605	08/30/2023
		83023MS9	327146874001 Binders an	4	08/30/2023	77.73	.00	77.73	100605	08/30/2023
		83023MS9	328542285001 Notes	5	08/30/2023	13.02	.00	13.02	100605	08/30/2023
		83023MS9	326667271001 Name Bad	6	08/30/2023	16.60	.00	16.60	100605	08/30/2023
		Total 1603:				791.91	.00	791.91		
1611	PACIFIC ADVANCED CIVI	80923KM1	Inv. 7178 Project B614 Jer	1	08/09/2023	23,834.45	.00	23,834.45	1005	08/09/2023
		80923KM5	Inv. 7517 Project B614 Jer	1	08/09/2023	77,881.55	.00	77,881.55	1005	08/09/2023
		Total 1611:				101,716.00	.00	101,716.00		
1615	PARKEON	82323KM6	INV. IV137881 Tickets-Blan	1	08/23/2023	1,282.19	.00	1,282.19	100593	08/23/2023
		83023MS8	IV138061 Flowbird transact	1	08/30/2023	39.82	.00	39.82	100606	08/30/2023
		Total 1615:				1,322.01	.00	1,322.01		
1618	PATRIOT DISPOSAL, INC.	80923KM24	INV. 3823 Trash Removal	1	08/09/2023	1,413.20	.00	1,413.20	100552	08/09/2023
		Total 1618:				1,413.20	.00	1,413.20		
1625	PERSONNEL SAFETY EN	80923KM14	INV. 104136 Medical Suppl	1	08/09/2023	139.40	.00	139.40	100553	08/09/2023
		80923KM14	INV. 104137 Medical Suppl	2	08/09/2023	114.74	.00	114.74	100553	08/09/2023
		80923KM14	INV. 104138 Medical Suppl	3	08/09/2023	184.00	.00	184.00	100553	08/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		80923KM14	INV. 104139 Medical Suppl	4	08/09/2023	250.51	.00	250.51	100553	08/09/2023
		80923KM14	INV. 104143 Med Supplies	5	08/09/2023	9.83	.00	9.83	100553	08/09/2023
		80923KM14	INV. 104143 Med Supplies	6	08/09/2023	9.83	.00	9.83	100553	08/09/2023
		80923KM14	INV. 104143 Med Supplies	7	08/09/2023	9.83	.00	9.83	100553	08/09/2023
		80923KM14	INV. 104143 Med Supplies	8	08/09/2023	9.83	.00	9.83	100553	08/09/2023
		80923KM14	INV. 104143 Med Supplies	9	08/09/2023	9.83	.00	9.83	100553	08/09/2023
		80923KM14	INV. 104143 Med Supplies	10	08/09/2023	9.84	.00	9.84	100553	08/09/2023
		Total 1625:				747.64	.00	747.64		
1637	POSTMASTER	83023MS5	Postage for Sept-Oct News	1	08/30/2023	75.66	.00	75.66	100607	08/30/2023
		Total 1637:				75.66	.00	75.66		
1647	PROCOPY	80923KM23	Inv. 4188092 Copier Lease	1	08/09/2023	336.33	.00	336.33	100554	08/09/2023
		Total 1647:				336.33	.00	336.33		
1658	PURSELL LAW FIRM, PLL	80923KM17	TR2023000010 G.	1	08/09/2023	550.00	.00	550.00	100555	08/09/2023
		80923KM3	CM202200019 Anderson	1	08/09/2023	1,100.00	.00	1,100.00	100555	08/09/2023
		80923KM3	TR202200021 Moran	2	08/09/2023	550.00	.00	550.00	100555	08/09/2023
		80923KM3	TR202300003 Buehler	3	08/09/2023	550.00	.00	550.00	100555	08/09/2023
		80923KM3	TR202000018 Felix	4	08/09/2023	550.00	.00	550.00	100555	08/09/2023
		Total 1658:				3,300.00	.00	3,300.00		
1728	SEDONA RECYCLES, INC	82323KM1	JRME 723 July Hauling Se	1	08/23/2023	120.00	.00	120.00	100594	08/23/2023
		Total 1728:				120.00	.00	120.00		
1740	SIMS MACKIN, LTD	81623KM10	INV 37498 Legal Services f	1	08/16/2023	390.00	.00	390.00	100577	08/16/2023
		81623KM10	INV 37498 Legal Services f	2	08/16/2023	175.50	.00	175.50	100577	08/16/2023
		Total 1740:				565.50	.00	565.50		
1774	SUPERIOR COURT YAVA	80923KM4	Inv. 3 2223 J Weekend & H	1	08/09/2023	102.99	.00	102.99	100558	08/09/2023
		Total 1774:				102.99	.00	102.99		
1812	TOWN OF JEROME - UTIL	80923KM11	Acct 7002 Town Hall	1	08/09/2023	200.23	.00	200.23	100559	08/09/2023
		80923KM11	7060.01 Public Works Yard	2	08/09/2023	1,226.37	.00	1,226.37	100559	08/09/2023
		80923KM11	Acct 7054 Police Station	3	08/09/2023	177.32	.00	177.32	100559	08/09/2023
		80923KM11	Acct. 7015 Fire Station	4	08/09/2023	186.16	.00	186.16	100559	08/09/2023
		Total 1812:				1,790.08	.00	1,790.08		
1813	TOWN OF JEROME PR	80223KM1	Payroll Transfer for August	1	08/02/2023	90,000.00	.00	90,000.00	100538	08/02/2023
		82323KM10	2nd Monthly Payroll Transf	1	08/23/2023	90,000.00	.00	90,000.00	100595	08/23/2023
		Total 1813:				180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	81623KM9	4353340000 201 Perkinsvil	1	08/16/2023	21.33	.00	21.33	100578	08/16/2023
		81623KM9	0559820000 101 N Main St	2	08/16/2023	59.51	.00	59.51	100578	08/16/2023
		81623KM9	7505930000 600 Clark St	3	08/16/2023	24.49	.00	24.49	100578	08/16/2023
		81623KM9	6937260000 303 Main St	4	08/16/2023	21.75	.00	21.75	100578	08/16/2023
		81623KM9	2353340000 502 N Main St	5	08/16/2023	21.75	.00	21.75	100578	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1827:						148.83	.00	148.83		
1851	VERDE VALLEY HARDWA	80923KM20	Ref. 58231 Hose	1	08/09/2023	19.96	.00	19.96	100560	08/09/2023
		80923KM20	Ref. 58310 Anchor Bolts	2	08/09/2023	25.25	.00	25.25	100560	08/09/2023
		80923KM20	Ref. 58325 Wire for Truck	3	08/09/2023	55.36	.00	55.36	100560	08/09/2023
		80923KM20	Ref. 58794 Gypsum	4	08/09/2023	70.26	.00	70.26	100560	08/09/2023
		80923KM20	Ref. 58844 Trash Bags	5	08/09/2023	59.30	.00	59.30	100560	08/09/2023
		80923KM20	Ref. 58951 Pipe Insulator	6	08/09/2023	63.57	.00	63.57	100560	08/09/2023
		80923KM20	Ref. 59125 Wasp Spray	7	08/09/2023	43.43	.00	43.43	100560	08/09/2023
		80923KM20	Ref. 59169 Gypsum	8	08/09/2023	96.59	.00	96.59	100560	08/09/2023
Total 1851:						433.72	.00	433.72		
1854	VERDE VALLEY NEWSPA	80923KM15	INV. 170922 Publishing Ser	1	08/09/2023	369.94	.00	369.94	100561	08/09/2023
Total 1854:						369.94	.00	369.94		
1859	VERIZON WIRELESS	80923KM27	Acct 870476021-00002 PD	1	08/09/2023	104.20	.00	104.20	100562	08/09/2023
		80923KM27	Acct 870476021-00002 Kio	2	08/09/2023	160.04	.00	160.04	100562	08/09/2023
		80923KM27	Acct 870476021-0001 PZ	3	08/09/2023	40.70	.00	40.70	100562	08/09/2023
		80923KM27	Acct 870476021-0001 FD	4	08/09/2023	56.70	.00	56.70	100562	08/09/2023
		80923KM27	Acct 870476021-0001 GG	5	08/09/2023	40.61	.00	40.61	100562	08/09/2023
		80923KM27	Acct 870476021-0001 PD	6	08/09/2023	40.01	.00	40.01	100562	08/09/2023
		80923KM27	Acct 870476021-0001 FD	7	08/09/2023	40.01	.00	40.01	100562	08/09/2023
		80923KM27	Acct 870476021-0001 FD	8	08/09/2023	40.01	.00	40.01	100562	08/09/2023
		80923KM27	Acct 870476021-0001 PD	9	08/09/2023	40.01	.00	40.01	100562	08/09/2023
		80923KM27	Acct 870476021-0001 FD	10	08/09/2023	40.01	.00	40.01	100562	08/09/2023
Total 1859:						602.30	.00	602.30		
1914	YAVAPAI CO. EDUCATION	81623KM5	Inv. 23-1934 Internet Pub	1	08/16/2023	74.10	.00	74.10	100579	08/16/2023
		81623KM5	Inv. 23-1934 Internet Fire	2	08/16/2023	74.10	.00	74.10	100579	08/16/2023
		81623KM5	Inv. 23-1934 Internet Police	3	08/16/2023	148.20	.00	148.20	100579	08/16/2023
		81623KM5	Inv. 23-1934 Internet Town	4	08/16/2023	118.56	.00	118.56	100579	08/16/2023
		81623KM5	Inv. 23-1933 Library E-Rate	5	08/16/2023	25.25	.00	25.25	100579	08/16/2023
Total 1914:						440.21	.00	440.21		
1965	CIVIC PLUS LLCC	80923KM12	Inv. 270078 Agenda Manag	1	08/09/2023	1,482.98	.00	1,482.98	100543	08/09/2023
		80923KM12	Inv. 270078 Agenda Manag	2	08/09/2023	494.32	.00	494.32	100543	08/09/2023
		80923KM12	Inv. 270078 Agenda Manag	3	08/09/2023	1,235.81	.00	1,235.81	100543	08/09/2023
		80923KM12	Inv. 270078 Agenda Manag	4	08/09/2023	1,235.81	.00	1,235.81	100543	08/09/2023
		80923KM12	Inv. 270078 Agenda Manag	5	08/09/2023	494.33	.00	494.33	100543	08/09/2023
Total 1965:						4,943.25	.00	4,943.25		
1968	COAST TO COAST	80923KM13	Inv. A2562784 Toner Cartri	1	08/09/2023	207.62	.00	207.62	100544	08/09/2023
Total 1968:						207.62	.00	207.62		
1974	MOYER'S HEATING & CO	81623KM3	INV 0000121178 Quarterly	1	08/16/2023	1,021.00	.00	1,021.00	100574	08/16/2023
		82323KM11	INV. 0000121235 AC Furna	1	08/23/2023	440.00	.00	440.00	100591	08/23/2023
Total 1974:						1,461.00	.00	1,461.00		
1981	LEXINGTON LAW c/o Pres	81623KM12	INV. 7027 Jerome Prosecut	1	08/16/2023	2,000.00	.00	2,000.00	100573	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		JUNE308232	INV. 6811 Fee for Work Per	1	08/23/2023	2,000.00	.00	2,000.00	100590	08/23/2023
	Total 1981:					4,000.00	.00	4,000.00		
1982	Micheala Brewer	83023MS1	Reimbursement for Mileag	1	08/30/2023	259.90	.00	259.90	100604	08/30/2023
	Total 1982:					259.90	.00	259.90		
1990	CivilTec Engineering Inc.	82323KM3	Inv. 48985 Project 2023708	1	08/23/2023	640.50	.00	640.50	100585	08/23/2023
	Total 1990:					640.50	.00	640.50		
2004	GHA Technologies Inc.	80223KM4	Inv. 11314263 Barracuda S	1	08/02/2023	695.58	.00	695.58	100536	08/02/2023
	Total 2004:					695.58	.00	695.58		
2005	Shiloh Shebestor	80923KM8	Reimbursement for HSA D	1	08/09/2023	1,050.84	.00	1,050.84	100557	08/09/2023
	Total 2005:					1,050.84	.00	1,050.84		
2006	Wired Up Systems LLC	80923KM16	Inv. 92310 Control Panel a	1	08/09/2023	291.47	.00	291.47	100563	08/09/2023
		80923KM16	Inv. 93472 Securirty Monitor	2	08/09/2023	105.94	.00	105.94	100563	08/09/2023
	Total 2006:					397.41	.00	397.41		
2007	Richard Davenport	80923KM19	Reimbursement of LMP De	1	08/09/2023	46.40	.00	46.40	100556	08/09/2023
		80923KM19	Reimbursement of overpay	2	08/09/2023	14.66	.00	14.66	100556	08/09/2023
	Total 2007:					61.06	.00	61.06		
2008	Brandon San Felice	82323KM16	Reimbursement for PPE 8-	1	08/23/2023	1,074.62	.00	1,074.62	100582	08/23/2023
	Total 2008:					1,074.62	.00	1,074.62		
2009	Jerome Volunteer Fire Dep	83023MS3	Reimbursement for Ropes	1	08/30/2023	2,000.00	.00	2,000.00	100601	08/30/2023
	Total 2009:					2,000.00	.00	2,000.00		
	Grand Totals:					379,308.86	.00	379,308.86		

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 September 12, 2023

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Closed out fiscal year 2023 in Caselle.
- Conducted onboarding of new employee Michele Sharif for the position of Accounting Clerk / Administrative Specialist.
- 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.
- Finalized all remaining requirements for the water infrastructure SEARCH grant.
- Began work on two additional grants – Center Avenue and Verde Avenue.
- Met with the new Clarkdale – Jerome School Superintendent to discuss transportation-related issues and other collaboration possibilities.
- Facilitated several public records requests.
- Met with multiple engineering firms and discussed strategies for pursuing multiple infrastructure grants.
- Completed partial wrap for the new shuttle.
- Submitted necessary State financial forms.
- Met with engineer for project update and ensure approved projects are progressing.
- Met with Mingus Union High School administration to discuss the discontinuation of bus service pick-up locations within the Town limits and brainstorm possible alternative solutions.
- CAT riders for the pilot program are averaging around 10 per week (Thursday).
- Met with AZDEQ staff to discuss federal funding they've received to analyze small water systems (<3300 pop) for PFAS, which will be an EPA regulation imposed in the near future.

**** CONGRATULATIONS TO ****

Carl Whiting (Fire) on completing 3 years of service effective September 1, 2023.

Janice Pontious (Police) on completing 6 years of service effective September 7, 2023.

Kristen Muenz (Finance) on completing 4 years of service effective September 10, 2023.

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

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

	FY2024 Actual - (based on to-date DOR website)	FY2023 Actual - (based on DOR website)	Actually Received	% of Budget Year / % Actual
July	106,085	104,350	89,433	8.3 / 6.4
August		74,612		
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	106,085	1,334,484	89,433	0

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	+/-	FY2024 actual	FY2023 actual	+/-	FY2024 actual	FY2023 actual	+/-
July	34660	38,001	(3,341)	17969	18,295	(326)	36125	32,588	3,537
August	0	31,508	(31,508)		4,896	(4,896)		18,230	(18,230)
September	0	32,105	(32,105)		14,925	(14,925)		33,655	(33,655)
October	0	39,918	(39,918)		18,989	(18,989)		36,563	(36,563)
November	0	48,302	(48,302)		24,809	(24,809)		57,373	(57,373)
December	0	36,015	(36,015)		18,502	(18,502)		37,136	(37,136)
January	0	38,684	(38,684)		15,966	(15,966)		53,008	(53,008)
February	0	28,441	(28,441)		14,328	(14,328)		26,837	(26,837)
March	0	34,550	(34,550)		16,857	(16,857)		35,868	(35,868)
April	0	46,274	(46,274)		24,338	(24,338)		45,268	(45,268)
May	0	48,192	(48,192)		21,152	(21,152)		56,620	(56,620)
June	0	42,861	(42,861)		19,104	(19,104)		45,228	(45,228)
Total YTD	34,660	464,852	(430,192)	17,969	212,161	(194,192)	36,125	478,374	(442,249)

Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,764	2,764
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

WATER FLOWS REPORT

Item A.

Reading Date	WALNUT GPM	VERDE GPM
2022 4-Apr	52	131
11-Apr	40	163
18-Apr	44	153
25-Apr	40	153
2-May	44	159
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



Founded 1876
Incorporated 1899

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

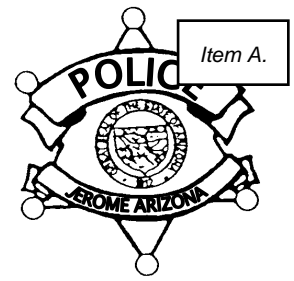
September 2023 Staff Report for August Activity submitted by Kristen Muenz, Finance Director & Deputy Town Clerk

- ⚙ 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, P&Z, and DRB meetings.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes. Continued to work on organizing physical files and maintaining proper records of agendas and drafted minutes.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Started training our new employee, Michele Sharif, in Accounts Payable and Bank Reconciliation.
- ⚙ Permits and Licensing activities for July:
 - Business Licenses**
 - 4 Businesses were sent renewal notices.
 - 6 Businesses sent in their renewal application.
 - 1 Business applied for a NEW Business License.
 - 1 Business License was issued.
 - 11 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.
 - Special Event Permits**
 - 1 Special Event permit was issued.



JEROME POLICE DEPARTMENT

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



August 5, 2023

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for August 2023.

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

The parking kiosks brought in \$20,690.30 for the month of August 2023. In comparison to last year's revenue of \$17,874.50 for the same time period. Fiscal year to date (7/01/23 through 8/31/2023) kiosk revenue is \$44,576.75. The amount of revenue from July 1, 2022 till June 30, 2023 was \$340,518.10 which does not include counter payments.

There were 185 parking citations that were issued for the month of August. There were 24 speed citations, 1 reckless, 4 aggressive driving, 14 traffic related citations and 4 criminal citations (2 disorderly, 1 resist arrest and 1 theft) and 7 oversize trucks.

I have been 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 was on vacation dealing with family matters for the last two months.

Respectfully,

Allen L. Muma, Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 09/01/2023
Page :
Agency : JPD

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Item A.

Calls For Service Totals By Call Type

08/01/2023 to 08/31/2023

Call Type	Totals	
10-34	Motorist Assist	1
487	Theft	3
500	Welfare Check	2
509	Stolen Vehicle	1
647A	Suspicious Person	1
903	Follow-Up	33
908F	Found Property	1
AA	Agency Assist	2
AC	Animal Cruelty	1
ACP	Assist Cottonwood PD	2
ADPS	Assist DPS	3
AF	Assist Fire Department	2
AYCSO	Assist YCSO	17
BI	Background Investigation	3
CA	Citizen Assist	1
CO	Call Out	1
CRT	Court Appearance	1
DIS	Disorderly Conduct	1
DRAL	Dogs Running at Large	1
FP	Foot Patrol	2
HS	Hazardous Situation	1
HSE	Hampshire Speed Enforcement	1
HUC	911 Hang Up Call	1
INFO	Information	2
ME	Medical Emergency	2
MEET	Meeting	1
OA	Officer Assist	1
OT	Oversize Truck	6
PARK	Parking Complaint	1
PE	Parking Enforcement	18
PKM	Parking Kiosk Maintenance	1
PS	Civil Paper Service	1
REC	Reckless Driver	2
SC	Security Check	12
T/S	Traffic Stop	1
TO	Traffic Offense	8
TRN	Training	6
Grand Total for all calls		144

Town of Jerome PSPRS Local Board Meeting

August 31, 2023

Meeting called to order by Chairperson Sage Harvey at 1400 pm.

Attending: Lieutenant Rusty San Felice, Officer Kerry Lee, Ricardo Hernandez, Chairperson Sage Harvey
(Via speakerphone) Mark Krmpotich

Old Business: None

New Business:

1. Motion to accept December 19, 2022 meeting minutes by Ricardo Hernandez 2nd Mark Krmpotich. Motion passed unanimously.
2. Discuss Actuarial report and refer members to online report PSPRS.gov. We are currently only funded at 88.7%. Discuss Town Manager communications with PSPRS. The town is actively attempting to close gap in unfunded liabilities. Town Manager working with PSPRS on how to make additional payments.
3. New employee Zachary Macgregor to be added to PSPRS membership enrollment. Currently in the police academy.
4. Inquiry was made as to where Chief Muma is in the DROP. Chief Muma begins his 3rd year in the DROP this December. This leaves him with 2 more years eligible, unless he extends.
5. Motion to adjourn by Rusty San Felice, 2nd by Ricardo Hernandez. Motion passes unanimous.



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: August Year: 2023

Calls by Type	Number	Resident	Non-Resident
EMS Calls	9	4	5
Residential Fire	1	0	1
Commercial Fire	1	1	0
Wildland	2	0	2
Still Assignment	6	6	0
Station Staffing	2	2	0
Citizen Assist	9	6	3
Agency Assist	11	0	11
Special Duty	6	4	2
Snake Removal	5	5	0
Tech Rope Rescue	2	1	1
MVA/Rescue	4	1	3
HazMat	0	0	0
Dispatch Error	1	0	1
Totals:	59	30	29
Total Calls Chief on Scene	52		
Total JFD Meetings Chief Attended	8		

Department Meetings and Drills	Number
Officer's Meeting	1
Work Session	1
Rope Drill	1
Drills	5

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 427.25
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Fire Chief Meetings	Date
Fire Marshals	8/2/23
Chief's Meeting	8/2/23
Fire Marshals	8/31/23

Education, Summer Semester:

- Rick began attending a Fire Inspection Code Course in August.
- Verde Valley Fire Held a mutual aid training event this month for Rope Rescue Ops. Blair, Muma Lee, Peterson and Supple all attended.

- Freeport McMoran performed a Fire Drill Exercise with Blair

Additional Training:

- On Thursday 5PM August 8th we had a business meeting with Small Tools and Equipment Training, conducted by Blair
- On Thursday 5PM August 10th we conducted a Wildland Pack Deployment Training with Whiting.
- On Thursday 5PM August 17th we conducted Cardiac Overview Training with Ondovchak.
- On Thursday 5PM August 24th we conducted Training on Pumping E-111 with Muma.
- On Saturday 9AM August 27th we conducted Training on The Pike and Pivot with Muma.
- On Thursday 5PM August 31st we conducted Training with a Boardwalk and Center Walkabout with Hernandez.

Department Affairs and On-going Projects

- Our August call volume is up by 10 calls over last August's 49 calls, totaling 59 calls this month. Our Year-to-Date call volume is 350 compared to last year's 327 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 repaired; with only water testing remaining to do.
- We have been monitoring all the water tanks multiple times daily throughout the months. To ensure we have water overflow, in addition to filling the sunshine hill tanks. At this point all the water tanks are full, other than the one that needs repair.
- We have received a grant for \$120,000, This grant is for Incident Management software as well as laptops. We are currently working with the two approved companies for quotes on the services that will be provided. We had demonstrations from both companies, Adashi and 3AM innovations. We're still looking for input from Allen before making our final decision.
- Jerome Fire has purchased a \$11,000 public safety drone using auxiliary funds. This drone has dual Cameras with FLIR (Thermal Imaging) capability. This drone will be able to serve both the Fire department and the Police Department in many different aspects, including Fire spotting, Search and rescue, Patient location and more. A roster of potential Pilots is also being developed to begin training. These include Allen Muma, Carl Whiting, Ricardo Hernandez, Kerry Lee, Jason Supple and John Krmpotich. The drone had some software issues, so the company is sending us a whole new drone. We hope to have it in service this month.
- 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 August 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 received our new Wildland Truck. It is a 2023 Ram 5500 Crew Cab. 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 month of September 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 will be putting our Hydrant testing on hold until we get approval from the public works. With the Right-hand tank still inoperable and Jerome in stage one water restrictions, JFD feels it's in the town's best interest to remain in restrictions until the tanks and water lines have been repaired.

- We are looking into making subscriptions available for out-of-town residences and businesses, making it more equitable for residences and businesses for our response.
- We have Received and housed 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 at the town yard.

Prevention

- We have had a total of 16 Firewise activities and visits to the burn pile in August with 14 loads of trimmings, slash, and brush for a total of 30 combined Jerome’s citizen hours As well as 55 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.
- Yavapai County has lifted burn restrictions as things are green and retaining some water. We were able to burn our burn pile and reopen it for brush drop offs this month.

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

August Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
J-196	8/1/23	11:00	Tue	Agency Assist Non-Resident	Assist JPD W/ Oversized	1
J-197	8/1/23	17:00	Tue	Special Duty Non-Resident	National Night Out	8
J-198	8/2/23	12:30	Wed	Agency Assist Non-Resident	Assist APS W/ Traffic Control	2
23-97	8/4/23	4:52	Fri	MVA/Rescue Resident	Rollover - No Occupants	7
J-199	8/4/23	13:15	Fri	Citizen Assist Resident	Assist Citizen to their home	1
J-200	8/4/23	15:00	Fri	Citizen Assist Resident	Assist W/ Disabled vehicle	2
J-201	8/4/23	21:30	Fri	Snake Removal & Relocation	3.5 Ft Blacktail Rattlesnake	2
23-98	8/5/23	9:10	Sat	EMS Non Resident	26 YOM - Shoulder Injury	6
J-202	8/5/23	14:27	Sat	Agency Assist Non-Resident	Assist PD W/ Dogs in Distress	5
23-99	8/7/23	8:15	Mon	EMS Resident	38 YOF - Unknown Medical -	7
23-100	8/7/23	9:57	Mon	EMS Resident	49 YOF Unknown Medical	7
23-101	8/8/23	13:30	Tue	EMS Non Resident	Canceled Enroute	5
23-102	8/8/23	13:54	Tue	MVA/Rescue Non-Resident	Canceled Enroute	5
23-103	8/8/23	14:36	Tue	Residential Fire	Investigation	2
23-104	8/11/23	16:22	Fri	Wildland	Canceled Enroute	4
J-203	8/11/23	16:00	Fri	Special Duty Resident	Oversee Chainsaw Usage	1
J-204	8/12/23	9:00	Sat	Agency Assist Non-Resident	JPD W/ Oversized	4
23-105	8/12/23	18:26	Sat	MVA/Rescue Non-Resident	22 YOM - Motorcycle down	12
J-205	8/13/23	9:00	Sun	Citizen Assist Non-Resident	Vehicle Lockout	2
J-206	8/12/23	19:00	Sat	Station Staffing	Station Staffing	1

J-207	8/17/23	8:00	Thu	Special Duty Resident	Prepare for Wildland assignment	5
23-106	8/17/23	9:00	Thu	Wildland	Mutual Aid - California Prepositioning	3
J-208	8/17/23	16:30	Thu	Tech Rescue Resident	18 YOM - Motorcycle over Cliff	12
J-209	8/17/23	17:00	Thu	Snake Removal & Relocation	3.5 Ft Blacktail Rattlesnake	9
J-210	8/18/23	8:00	Fri	Special Duty Resident	Removed Road Hazards after storm	1
J-211	8/18/23	8:00	Fri	Special Duty Non-Resident	Mutual Aid Training - Rope	5
J-212	8/19/23	8:00	Sat	Still Assignment Resident	Burnt Burn Pile	4
J-213	8/19/23	11:30	Sat	Station Staffing	Station Staffing	3
J-214	8/19/23	17:00	Sat	Still Assignment Resident	Put out Burn Pile	2
J-215	8/21/23	8:30	Mon	Agency Assist Non-Resident	Assist W/ Oversized Vehicle	1
23-107	8/21/23	12:05	Mon	EMS Non Resident	68 YOF - Sick Person	3
J-216	8/21/23	13:00	Mon	Still Assignment Resident	Put out hotspots on Burn Pile	1
J-217	8/22/23	10:30	Tue	Snake Removal & Relocation	4' Green Mohave	1
J-218	8/22/23	11:00	Tue	Special Duty Resident	Mutual Aid - Training w/ Freeport	1
J-219	8/23/23	8:00	Wed	Agency Assist Non-Resident	Assist Pd W/ Oversized	1
J-220	8/24/23	10:45	Thur	Snake Removal & Relocation	2 Blacktail Rattlesnakes	2
23-108	8/24/23	23:48	Thu	Commercial Fire	False Alarm	4
J-221	8/25/23	9:15	Fri	Citizen Assist Non-Resident	Disabled Vehicle	2
J-222	8/24/23	9:00	Thu	Citizen Assist Resident	Disabled Vehicle	1
23-109	8/26/23	11:02	Sat	EMS Non Resident	34 YOF - Possible Syncope	11
J-223	8/26/23	12:30	Sat	Citizen Assist Resident	Disabled Vehicle	2
J-224	8/26/23	14:00	Sat	Citizen Assist Non-Resident	Disabled Vehicle	3
J-225	8/26/23	14:30	Sat	Agency Assist Non-Resident	Assist JPD W/ Locating Suspect	3
23-110	8/26/23	14:37	Sat	MVA/Rescue Non-Resident	Motorcycle down - Leg injury	5
J-226	8/26/23	18:00	Sat	Snake Removal & Relocation	4 Ft Blacktail Rattlesnake	2
23-111	8/26/23	20:47	Sat	Tech Rescue Non-Resident	Man Stuck on Cliff	8
J-227	8/26/23	21:30	Sat	Agency Assist Non-Resident	Assist + Clean-up TRT Call	8
J-228	8/27/23	12:45	Sun	Dispatch Error	Dispatch Error	2
23-112	8/27/23	13:07	Sun	EMS Non Resident	20 YOF - Syncope	3
J-229	8/27/23	14:00	Sun	Agency Assist Non-Resident	JPD W/ Dogs in Distress	2
J-230	8/28/23	9:00	Mon	Agency Assist Non-Resident	JPD W/ Oversized Vehicle	3
J-231	8/29/23	16:30	Tue	Still Assignment Resident	Smell of Smoke	2
J-232	8/29/23	17:20	Tue	Agency Assist Non-Resident	JPD W/ an Oversized vehicle	1
J-233	8/30/23	11:00	Wed	Citizen Assist Resident	Disabled Vehicle	1

23-113	8/30/23	15:38	Wed	EMS Resident	49 YOF - Unknown Medical - Psych Issues	5
J-234	8/31/23	11:00	Thu	EMS Resident	78 YOM - Fall / Syncope	4
J-235	8/31/23	11:30	Thu	Citizen Assist Resident	Traffic Control	2
J-236	8/31/23	14:45	Thu	Still Assignment Resident	Smoke Detector Check	2
23-114	8/31/23	15:53	Thu	Still Assignment Resident	Agave on Powerlines	5
Incident	Date	Time	Day of week	Select Type	Additional Info	#

August 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.
8/10/2023	89A, Water tanks		2	7	14				0
8/12/2023	119 Jerome Ave.		2	1	2	0			0
8/14/2023	1st, School, Giroux		2	6	12				0
8/19/2023	Burnt Burn Pile		4	6	24				0
8/19/2023	710 Hampshire				0	1	1	2	2
8/21/2023	100 Hill St.				0	1	2	2	4
8/22/2023	880 Hampshire				0	2	2	4	8
8/21/2023	600 Clark				0	1	2	2	4
8/22/2023	300 Block, Hull Ave.				0	1	2	1	2
8/23/2023	110 Dundee				0	1	1	2	2
8/24/2023	103 Main				0	1	1	2	2
8/25/2023	105 3 rd				0	1	1	2	2
8/27/2023	220 First Ave.				0	2	1	2	2
8/28/2023	Giroux		2	1	2	1			0
8/28/2023	105 3 rd				0	1	1	2	2
8/28/2023	902 Hampshire		1	1	1	1			0
		0	13	22	55	14	14	21	30
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

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



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

September 2023 staff report for August activity submitted by Terri Card.

Utilities

- Current debt (45 days past due):

11 accounts were on the shut-off list at the beginning of July. 7 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 August billing: \$85.10

Balance owed at end of July: \$2901.51

- A copy of the June 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	08/31/2023	07/31/2023	06/30/2023	05/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	77.74	77.74	.00	.00	.00	07/17/23	233.22-		
1001.03	155.48	155.48	.00	.00	.00	08/14/23	155.48-		
1003.02	105.11	105.11	.00	.00	.00	08/09/23	105.11-		
1006.02	403.62-	403.62-	.00	.00	.00	08/14/23	600.00-		
1007.02	132.52	132.52	.00	.00	.00	08/21/23	132.52-		
1008.02	77.74	77.74	.00	.00	.00	08/08/23	77.74-		
1009.05	164.23	56.41	46.41	61.41	.00		.00		
1010.01	77.74	77.74	.00	.00	.00	08/16/23	77.74-		
1011.01	135.27	49.16	25.36	25.36	35.39	02/06/23	500.00-		
1013.01	77.74	77.74	.00	.00	.00	08/14/23	78.44-		
1014.03	92.82	46.41	46.41	.00	.00	07/05/23	92.82-		
1015.01	155.48	77.74	77.74	.00	.00	07/25/23	77.74-		
1016.01	46.41	46.41	.00	.00	.00	08/16/23	46.41-		
1018.03	132.52	132.52	.00	.00	.00	08/14/23	132.52-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	345.88	77.74	77.74	77.74	112.66	07/31/23	77.74-		
1023.01	44.05	41.17	.00	.00	2.88	06/14/23	94.58-		
1024.01	105.11	105.11	.00	.00	.00	08/15/23	105.11-		
1025.01	77.74	77.74	.00	.00	.00	08/15/23	77.74-		
1026.01	77.74	77.74	.00	.00	.00	08/15/23	77.74-		
1027.01	77.74	77.74	.00	.00	.00	08/10/23	77.74-		
1028.04	77.74	77.74	.00	.00	.00	08/16/23	77.74-		
1029.01	132.52	132.52	.00	.00	.00	08/28/23	397.56-		
1030.02	.01	.01	.00	.00	.00	08/28/23	182.85-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.07	155.48-	155.48-	.00	.00	.00	07/06/23	77.74-	Final	11/22/21
1031.10	77.74	77.74	.00	.00	.00	08/28/23	186.92-		
1032.01	77.74	77.74	.00	.00	.00	08/07/23	77.74-		
1036.09	105.11	105.11	.00	.00	.00	08/22/23	210.22-		
1038.02	75.96	75.96	.00	.00	.00	08/07/23	79.00-		
1040.01	17.34	17.34	.00	.00	.00	08/15/23	17.34-		
1042.01	266.96	266.96	.00	.00	.00	08/15/23	42.70-		
1044.01	105.11	105.11	.00	.00	.00	08/15/23	105.11-		
1051.02	1,399.98-	1,399.98-	.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	08/21/23	77.74-		
1056.02	77.74	77.74	.00	.00	.00	08/07/23	77.74-		
1057.01	77.74	77.74	.00	.00	.00	08/10/23	77.74-		
1058.05	77.74	77.74	.00	.00	.00	08/16/23	77.74-		
1060.02	77.71	77.71	.00	.00	.00	08/30/23	77.77-		
1061.01	105.11	105.11	.00	.00	.00	08/15/23	105.11-		
1063.02	243.22	87.74	77.74	77.74	.00	06/28/23	92.82-		
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	08/21/23	77.74-		
1069.02	105.11	105.11	.00	.00	.00	08/15/23	105.11-		
1071.03	105.11	105.11	.00	.00	.00	08/09/23	105.11-		
1073.01	105.11	105.11	.00	.00	.00	08/08/23	105.11-		
1075.01	.59	.59	.00	.00	.00	07/24/23	92.23-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22

Customer Number	Balance	08/31/2023	07/31/2023	06/30/2023	05/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1343.03	574.84	151.21	141.21	141.21	141.21	05/23/23	141.21-		
2000.01	139.75	139.75	.00	.00	.00	08/14/23	139.71-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	197.80	121.42	76.38	.00	.00	06/06/23	600.00-		
2002.03	46.41	46.41	.00	.00	.00	08/15/23	46.41-		
2003.02	77.74	77.74	.00	.00	.00	08/14/23	77.74-		
2004.01	105.11	105.11	.00	.00	.00	08/22/23	210.22-		
2005.01	155.48	77.74	77.74	.00	.00	07/17/23	77.74-		
2006.03	105.11	105.11	.00	.00	.00	08/07/23	105.11-		
2007.02	155.48	155.48	.00	.00	.00	08/08/23	155.48-		
2008.01	105.11	105.11	.00	.00	.00	08/15/23	105.11-		
2009.01	35.04-	35.04-	.00	.00	.00	07/06/23	105.11-		
2011.05	77.74	77.74	.00	.00	.00	08/03/23	77.74-		
2013.01	105.11	105.11	.00	.00	.00	08/16/23	105.11-		
2014.01	105.11	105.11	.00	.00	.00	08/10/23	105.11-		
2015.02	649.80-	649.80-	.00	.00	.00	03/13/23	1,300.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	210.22	105.11	105.11	.00	.00	08/21/23	105.11-		
2017.01	105.11	105.11	.00	.00	.00	08/21/23	105.11-		
2018.01	77.74	77.74	.00	.00	.00	08/15/23	77.74-		
2019.01	105.11	105.11	.00	.00	.00	08/09/23	105.11-		
2020.01	132.52	132.52	.00	.00	.00	08/16/23	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	08/07/23	105.11-		
2022.01	132.52	132.52	.00	.00	.00	08/08/23	132.52-		
2023.03	77.74	77.74	.00	.00	.00	08/14/23	77.74-		
2024.01	105.11	105.11	.00	.00	.00	08/14/23	105.11-		
2026.02	210.22	105.11	105.11	.00	.00	07/24/23	325.33-		
2028.01	105.11	105.11	.00	.00	.00	08/09/23	105.11-		
2029.01	105.11	105.11	.00	.00	.00	08/10/23	105.11-		
2030.01	77.74	77.74	.00	.00	.00	08/21/23	155.48-		
2031.01	139.75	139.75	.00	.00	.00	08/21/23	139.75-		
2032.03	155.48	77.74	77.74	.00	.00	07/18/23	77.74-		
2034.01	105.11	105.11	.00	.00	.00	08/08/23	105.11-		
2037.03	105.11	105.11	.00	.00	.00	08/10/23	105.11-		
2038.01	77.74	77.74	.00	.00	.00	08/30/23	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	08/07/23	210.22-		
2043.03	46.41	46.41	.00	.00	.00	08/21/23	46.41-		
2044.01	77.74	77.74	.00	.00	.00	08/15/23	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	149.23	56.41	46.41	46.41	.00	06/26/23	149.23-		
2047.02	132.52	132.52	.00	.00	.00	08/14/23	132.52-		
2054.01	141.21	141.21	.00	.00	.00	08/28/23	423.63-		
2055.01	77.74	77.74	.00	.00	.00	08/15/23	77.74-		
2058.01	77.74	69.74	8.00	.00	.00	07/17/23	155.48-		
2059.01	105.11	105.11	.00	.00	.00	08/15/23	210.22-		
2061.02	139.75	139.75	.00	.00	.00	08/09/23	139.75-		
2062.01	62.51	62.51	.00	.00	.00	08/07/23	62.51-		
2063.01	62.51	62.51	.00	.00	.00	08/16/23	62.51-		
2065.04	90.40	45.20	45.20	.00	.00	07/05/23	135.60-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	62.51	62.51	.00	.00	.00	08/24/23	62.51-		
2069.01	45.20	45.20	.00	.00	.00	08/07/23	45.20-		
2070.01	56.80-	56.80-	.00	.00	.00	08/15/23	62.51-		
2071.01	90.40	45.20	45.20	.00	.00	06/07/23	90.40-		
2073.02	141.20	141.20	.00	.00	.00	08/22/23	156.22-		

Customer Number	Balance	08/31/2023	07/31/2023	06/30/2023	05/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3019.01	88.54	88.54	.00	.00	.00	08/30/23	45.20-		
3021.01	45.20	45.20	.00	.00	.00	08/16/23	45.20-		
3022.03	125.02	62.51	62.51	.00	.00	08/03/23	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	08/09/23	56.64-		
3024.02	46.41	46.41	.00	.00	.00	08/15/23	46.41-		
3025.02	105.11	105.11	.00	.00	.00	08/24/23	105.11-		
3026.01	105.11	105.11	.00	.00	.00	08/21/23	105.11-		
3029.01	315.01-	890.29-	71.91	71.91	431.46	12/12/22	1,261.00-		
3030.08	77.74	77.74	.00	.00	.00	08/14/23	77.74-		
3032.11	46.41	46.41	.00	.00	.00	08/21/23	46.41-		
3034.01	71.74	71.74	.00	.00	.00	08/15/23	80.00-		
3035.01	188.74	105.11	83.63	.00	.00	07/12/23	110.00-		
3038.01	105.11	105.11	.00	.00	.00	08/15/23	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	08/14/23	176.19-		
3040.01	210.00	105.00	105.00	.00	.00	07/20/23	315.00-		
4000.01	141.21	141.21	.00	.00	.00	08/08/23	141.21-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	210.22	105.11	105.11	.00	.00	07/17/23	210.22-		
5001.01	164.24-	179.69-	15.45	.00	.00	07/17/23	550.00-		
5005.01	44.72	44.72	.00	.00	.00	08/14/23	44.72-		
5006.01	194.08	194.08	.00	.00	.00	08/14/23	186.16-		
5007.01	532.99	532.99	.00	.00	.00	08/14/23	559.00-		
5008.02	46.41	.00	.00	46.41	.00	06/29/23	46.41-	Final	07/31/23
5008.03	61.41	61.41	.00	.00	.00		.00		
5009.02	223.17	223.17	.00	.00	.00	08/21/23	223.17-		
5010.01	218.78	218.78	.00	.00	.00	08/31/23	210.86-		
5011.02	380.24	194.08	186.16	.00	.00	07/12/23	186.16-		
5012.01	194.08	194.08	.00	.00	.00	08/09/23	186.16-		
5013.01	448.02	448.02	.00	.00	.00	08/09/23	440.10-		
5014.01	194.08	194.08	.00	.00	.00	08/09/23	186.16-		
5016.01	574.55	574.55	.00	.00	.00	08/09/23	547.23-		
5017.04	194.08	194.08	.00	.00	.00	08/14/23	186.16-		
5018.03	780.35	780.35	.00	.00	.00	08/14/23	666.16-		
5019.03	201.44	201.44	.00	.00	.00	08/15/23	193.52-		
5020.01	44.72	44.72	.00	.00	.00	08/16/23	44.72-		
5021.01	105.11	105.11	.00	.00	.00	08/21/23	105.11-		
5022.01	44.72	44.72	.00	.00	.00	08/14/23	44.72-		
5023.02	194.08	194.08	.00	.00	.00	08/08/23	186.16-		
5025.01	105.11	105.11	.00	.00	.00	08/14/23	105.11-		
5027.01	89.00	44.50	44.50	.00	.00	07/24/23	44.50-		
5029.01	384.23	384.23	.00	.00	.00	08/16/23	379.71-		
5031.04	358.32-	373.77-	15.45	.00	.00	07/17/23	550.00-	Final	08/15/23
5031.05	41.30	41.30	.00	.00	.00		.00		
5039.01	194.08	194.08	.00	.00	.00	08/10/23	186.16-		
5041.03	238.80	238.80	.00	.00	.00	08/07/23	230.88-		
5043.01	1,225.82	1,225.82	.00	.00	.00	08/21/23	1,092.75-		
5046.03	149.36	149.36	.00	.00	.00	08/07/23	141.44-		
5047.01	1,173.14	1,173.14	.00	.00	.00	08/15/23	1,173.14-		
5049.04	194.08	194.08	.00	.00	.00	08/09/23	186.16-		
5052.06	44.72	44.72	.00	.00	.00	03/21/23	137.56-		
5055.01	1,036.08	1,036.08	.00	.00	.00	08/14/23	209.70-		
5057.01	522.04	522.04	.00	.00	.00	08/21/23	514.12-		
5058.02	213.70	213.70	.00	.00	.00	08/15/23	222.57-		
5059.04	222.68	194.08	28.60	.00	.00	08/15/23	180.44-		
5061.01	149.36	149.36	.00	.00	.00	08/03/23	141.44-		
5062.01	186.03	186.03	.00	.00	.00	08/16/23	205.47-		

Customer Number	Balance	08/31/2023	07/31/2023	06/30/2023	05/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
7004.01	155.48	77.74	77.74	.00	.00	07/13/23	155.48-		
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	144.16	54.72	44.72	44.72	.00	06/22/23	88.32-		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	60.11-	173.70-	33.20	33.20	47.19	03/23/23	500.00-		
7009.01	135.60	45.20	45.20	45.20	.00	06/26/23	180.80-		
7010.01	507.12	507.12	.00	.00	.00	08/09/23	499.20-		
7015.01	194.08	194.08	.00	.00	.00	08/10/23	186.16-		
7017.02	25.36-	30.36-	5.00	.00	.00	08/07/23	71.08-		
7022.01	44.72	44.72	.00	.00	.00	08/07/23	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	08/10/23	77.74-		
7026.03	325.33	115.11	105.11	105.11	.00	06/28/23	92.82-		
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	08/28/23	105.11-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	89.44	44.72	44.72	.00	.00	07/17/23	89.44-		
7041.01	.06	.06	.00	.00	.00	07/17/23	134.07-		
7044.02	44.72	44.72	.00	.00	.00	08/21/23	44.72-		
7046.02	282.42	141.21	141.21	.00	.00	07/17/23	141.21-		
7047.01	44.72	44.72	.00	.00	.00	08/14/23	44.72-		
7052.02	77.74	69.07	8.67	.00	.00	05/22/23	233.22-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.05	77.74	77.74	.00	.00	.00	08/03/23	77.74-		
7054.01	177.32	177.32	.00	.00	.00	08/10/23	177.32-		
7057.02	26.04	26.04	.00	.00	.00	08/14/23	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	8.41	8.41	.00	.00	.00	08/15/23	47.41-		
7060.01	194.08	194.08	.00	.00	.00	08/10/23	1,226.37-		
8001.01	2,088.93	1,826.82	262.11	.00	.00	08/14/23	244.77-		
8004.03	1,345.24	1,345.24	.00	.00	.00	08/07/23	1,336.69-		
8010.01	60.78	60.78	.00	.00	.00	07/06/23	70.00-		
8012.03	24.85	24.85	.00	.00	.00	08/09/23	70.00-		
8014.03	290.84	290.84	.00	.00	.00	08/28/23	581.68-		
8015.03	554.40-	554.40-	.00	.00	.00	08/16/23	970.20-		
8022.03	2,844.00	2,844.00	.00	.00	.00	08/03/23	2,844.00-		
8023.02	267.52	267.52	.00	.00	.00	08/10/23	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:									
	<u>183,446.24</u>	<u>154,932.58</u>	<u>6,463.94</u>	<u>1,305.75</u>	<u>20,743.97</u>				

Jerome Library Staff Report, August 2023

- Reviewed Yavapai Library By-laws revised August 10, 2023.
- Reviewed IT support specific to the Jerome Library.

Recommend continuing current level of support.

Updated Firewall firmware, ran disc cleanup and defrag to improve circulation computer performance. Replacement is recommended.

- Received 556.46 from e-rate for GHA technologies Firewall support.
- Updated user profiles for library staff.
- Continued review of Camp Verde library banned book issues.

“The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

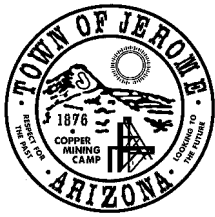
“I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

“II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

“III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

“IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

- *Respectfully submitted, Librarian, Kathleen Jarvis*



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 124th Anniversary
1899 - 2023

March 2023 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Tanks on Cleopatra Hill is completed. The walls we chlorinated, and we filled the tank on 8/30. We flushed the tank and are refilling it this week. Henry will do a test on it once filled, then we can get it back online. **A big THANK YOU to Cashion tank for their hard work and dedication to getting it finished for us. It wasn't an easy task on their part.**
-
- Reset the boulder at the basketball courts and install parking bumper in upper parking.
- Water leak on Clark St. and Juarez.
- Repair dumpster
- Dig, install meter for 776 East Ave. pour and replace two concrete panels in the sidewalk.
- Brakes and oil changes for the side by sides, and new starter on the F-350.
- Dig and replace the service line for 100 Upper bell for pressure issues.
- Water leak at Mary and Sally's
- Drive out and clear a downed tree on Allen Springs Rd.

- Work on and clear sewer line on UVX.
- Crawl under and dig dirt out from under the tank on Cleopatra hill for sand blasting.
- Fix sewer camera.
- Add sewer box/cleanout on Main St. in front of Amore Pin Up Boutique.
- Signs on Allen Springs gate.
- Grease equipment in the yard.



JEROME MUNICIPAL COURT

Hon. Angela M. Bradshaw Napper, Magistrate

P O Box 335
Jerome, AZ 86331

600 Clark Street
Phone (928) 649-3250

TO: Jerome Town Council
FROM: Angela M. Bradshaw Napper, Magistrate
SUBJECT: Monthly Staff Report
DATE: August 3, 2023

A handwritten signature in blue ink, appearing to read "ANBN", is written over the "FROM" and "SUBJECT" lines of the header.

Court business remained slow for July, albeit not substantially slower than last year based upon filings and fines collected.

Some new security measures were recently implemented in the Court. The first meeting of the Court Security and Emergency Preparedness meeting was held on July 13, 2023. Several matters were addressed and resolved. Several others remain works in progress. Our efforts are to improve security and emergency preparedness, not just for the Court, but also for the town hall facility.

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

MONTHLY REVENUE REMITTANCE

Jul 2023

TOTAL DISBURSEMENT

Item A.

SUBTOTALS: 56.00 3,881.52 4,374.15 95.56
 JCEF 56.00 4,215.92 Gen Fund
 FTG 0.00 158.23 SplBs

8,407.23

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	56.00				
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					(S2 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		164.63			166.60 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		277.80			
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,173.02			
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		1.97			
DUI Abatement Fnd - 28-1304A, 1382,3 (Extrm DUI, S250)	ZDUIA	2-15-11					
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34					(S2 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23					128.67 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22					212.84 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		128.67			
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		212.84			
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		194.44			
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		88.00			104.00 ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		16.00			
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51					
Medical Srvs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		361.17			
2011 Additional Assemt (\$8) 12-116.04C	ZOS1	2-15-31		210.39			341.86 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		115.00			
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		100.05			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		525.95			
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		10.00			10.00 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		85.25			226.97 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		52.61			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		141.72			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01			25.72		25.72 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
Court Enhancement Fee	ZCE	4-30-04			27.32		2,771.87 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			330.00		
Default Fees - LOCAL	ZDEFF	4-32-01			243.05		268.05 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02			240.00		
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			966.78		
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			84.37		2,771.87 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			225.29		
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20			81.59		
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95					
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07			1,413.84		
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02					
COURT SECURITY FEE	ZMCSF	4-30-25			606.00		
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01					606.00 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			105.19		
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02					
Public Defender Fees	ZPUBZ	4-39-71					(S3 WRITE-IN)
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02					
Warrant Fee	ZWARF	4-32-03			25.00		
Jail (Incarceration) Fees	ZJF	4-33-21				69.28	
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				26.28	
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		22.01			299.81 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	\$228.00
Allocated During Current month		\$0.00
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	\$0.00
DISBURSED in current month		\$0.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT		\$8,329.22
JCEF account	\$56.00	
FTG account	\$0.00	
State Revenue	\$3,881.52	
City/Town	\$4,374.15	
Yavapai County	\$95.56	
Other Agencies		
TOTAL DISBURSEMENTS		\$8,407.23
PASS-THROUGH MONIES:		\$228.00
Overpayment Refunds	\$0.00	
Unapplied Payments	\$228.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$0.00	
Agency Not Assigned - not yet allocated	\$0.00	
SABA TOTAL (Total Revenue)		\$8,635.23

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:

July-23

Signature

Micheala Brewer

Verified by:

Charles B. Wagner

JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45108

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	330.00	
Default Fees - LOCAL	ZDEFF	4-32-01	243.05	
Deferred Prosecution Fees	ZDFEE	4-31-02	240.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	966.78	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	84.37	
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	225.29	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	81.59	
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	0.00	
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00	
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	1,413.84	
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02	0.00	
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02	0.00	
COURT SECURITY FEE	ZMCSF	4-30-25	606.00	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	0.00	
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02	0.00	
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			\$4,215.92	
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	25.72	25.72
Public Defender Fees	ZPUBZ	4-39-71	0.00	
Court Enhancement Fee	ZCE	4-30-04	27.32	
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03	105.19	
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03	0.00	
SUBTOTAL - City/Town, Split Accounts			\$158.23	
City/Town TOTAL:			\$4,374.15	

July \$\$\$ RECONCILIATION

FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419

Ending Balance from 6/30/2023	\$	78,264.28		
Deposits to account, per bank stmt:	\$	8,340.23	(deposits to AJACS)	(money in transit)
			\$ 8,635.23	\$ 295.00

<u>Checks cleared & charge-back debits:</u>	<u>date cleared:</u>			
#2276	7/28/2023	\$	50.00	restitution St.v.Klein #CM2022000024
#2277	7/31/2023	\$	4,722.10	State of Arizona disbursement
#2278	7/24/2023	\$	120.36	Yavapai County disbursement
#2280	7/6/2023	\$	70.00	JCEF - Court disbursemenet
#2281	7/17/2023	\$	4,368.90	Town of Jerome disbursement
TOTAL:		\$	9,331.36	

Ending Balance from 7/31/23 stmt: \$ **77,273.15**

2023-2024

June - May

	<u>Gross</u>	<u>off. safety equip.</u>	<u>ct. security fee</u>	<u>NET to Town</u>
2023		<u>ZOS3 4-23-03</u>	<u>ZMCSF 4-30-25</u>	
July	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96
August				
Sept				
October				
November				
December				
2024				
January				
February				
March				
April				
May				
June				
TOTAL	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96

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

JCEF	\$ 14,855.50
Fill the Gap	\$ 9,669.23

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

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

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

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

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

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

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

2023		2024	
		JAN	
JULY	\$ 105.19	FEB	
AUG		MAR	
SEPT		APR	
OCT		MAY	
NOV		JUNE	
DEC		YTD (fiscal)	\$ 1,361.93



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: August 31, 2023

The Court was slightly busier in August than July – more filings and more payments received. Court staff has been working with an AOC court assistance program to identify and resolve (when possible) old cases that were sent to collections. Although it is still early in the project, we have already been successful in resolving and closing some matters.

Earlier this month, our court clerk participated in another training sponsored by the Administrative Office of Courts. This session focused on accountability in court performance. We continue to strive to do our very best with the measures and tools available. Indeed, I am proud of my clerk's desire to advance her skill sets and knowledge. Both are substantial assets to our Court.

We also continue to update our policies and procedures, which is a more time-consuming endeavor than originally anticipated. I will advise when we are close to finishing the project.

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



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

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

- ❖ Start Date Monday, August 14, 2023
- ❖ Training on Accounts Payable, Bank Reconciliations, and Cash & Check Deposit batch reconciliation with Kristen Muenz, Finance Director.
- ❖ Training on collection and posting of utility & miscellaneous payments, weekly meter routes and end of month utility billing with Terri Card, Utilities.
- ❖ Answered phones and assisted at office window as needed.

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, September 12, 2023
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- No Planning & Zoning Commission meeting for August.

Design Review Board- No Design Review Board meeting for August.

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

Code Enforcement- I continued to work on code enforcement issues throughout the town, adding violations to be addressed over the Labor day weekend.

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

Other Business- August saw an increase in applications for review that will be coming up in meetings for September. Labor day weekend saw a couple of small code enforcement related issues that are being addressed, and updates will be provided once the parties are in compliance. Additionally, discussions with a developer interested in building an apartment building in Jerome have occurred, and there is possibly a plan to be submitted for preliminary consideration soon.

GIS software has been installed but I am still relearning and familiarizing myself with this newest version.

File Attachments for Item:

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.



TOWN OF JEROME

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DRAFT MINUTES

UTILITY RATE SPECIAL COUNCIL MEETING WORK SESSION OF THE TOWN OF JEROME

COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, AUGUST 08, 2023, AT 6:15 PM

6:16 (0:08) 1. CALL TO ORDER/ROLL CALL

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

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

Staff present included Town Manager/Clerk Brett Klein and Deputy Town Clerk/Staff Accountant Kristen Muenz.

6:17 (0:35) 2. NEW BUSINESS

Discussion/Possible Action

A. Presentation from the Town's Rate Study Consultant on Water and Wastewater Rate Options

Council will hear the water and wastewater rate study results from Economists.com consultants and may provide staff direction.

Dan Jackson, the Town's Rate Study Consultant from Economists.com, conducted a presentation on Utility Rates for the Town. He stated that the residential utility rates have not been adjusted in some time, which was unusual. Mr. Jackson explained that the biggest factors impacting the Rate Plan were inflation, costs, and the total debt created by the Wastewater Treatment Plant debt. He said because of a combination of factors, he did recommend considering a new Rate Plan. Mr. Jackson presented two scenarios, one that preserved the current transfers from the General Fund, and one that did not. He did not suggest changing the transfers from the General Fund at the present time. Mr. Jackson also explained the timeline necessary to adopt a new Rate Plan.

Dr. Dillenberg commented that the presentation was very straightforward and understandable.

Vice Mayor Moore asked if we could wait until we were sure that we are getting the Wastewater Treatment Plant underway and know how much it will cost.

Mr. Klein said that putting it off longer would result in the rates being higher. He said the Plant is definitely happening at this point, and the USDA will go forward with the plan.

Dr. Dillenberg said that he thought we should move forward.

Mayor Alex Barber said that she would like to make a statement. She said, when we were in Covid and the only people who were here were the people who lived here, we did not need a Wastewater Treatment Plant. It is because of the 2 million tourists that come through here that we need a Wastewater Treatment Plant upgrade. She asked if we even have 400 people still living in Jerome. Ms. Barber explained that the reason we are transferring from the General Fund is that we put in paid parking to help us put the burden on the 2 million visitors and not the 400 people who live here. We are a community that, before Covid, houses were selling for under \$400,000 and are now selling for over a million. We are turning

into a vacation rental community. Ms. Barber said it is just a couple of dollars for the 400 residents, but she personally felt that the tourists, the people that made us need these 6 million dollars, should pay for this. She asked, if we raise the commercial rates, are the vacation rentals being charged commercial rates?

Zoning Administrator Will Blodgett said that it depended on the size of the buildings, among other factors, and for many, we must treat them just as any other residential use.

Ms. Barber said that we have already put a rate plan in place for commercial customers and asked if we could just continue to move forward with that and wait another year before changing residential. She said she was not saying that we put it off forever, and she was not making the decision herself because this was a council that made decisions together. But, again, we are losing our people and we are having tourists sent to us from Sedona, so, she will say every time that we need to help our residents still be able to live here. It is only a couple of dollars, but we do have low-income residents.

Councilmember Sage Harvey said she would like to clarify that the money from the transfers come out of the General Fund, and the funds from parking go into a special fund; and so, the two are separate.

Ms. Barber said yes, but the money from parking is then going where we need it to go.

Ms. Harvey explained that the money was going where we said it would, which was infrastructure and Public Service. The General Fund transfers come out of sales taxes that we receive. She asked Mr. Klein if that was correct, and he replied yes, that it was from general fund revenues. She said that she thought \$91 per month was affordable; she was paying that in the 90's for Clarkdale water. She added that our population is not so low-income these days; there are a lot that still are, but we have a growing number that are quite wealthy.

Ms. Barber asked how long it had been since we raised rates for residential users.

Mr. Jackson replied that it had been at least a decade.

Dr. Dillenberg said that it is not a significant amount of money to increase for people.

Ms. Barber agreed that it was not, but the point was that we were raising rates for people who would not need the Plant without the people that are visiting here. She said she was not trying to rob Peter to pay Paul.

Ms. Sheffield said that it is only a couple dollars per month, but if you break it down into percentages, each part increases by almost 10 to 11 percent per month. When you couple that with how everything else is increasing by at least that much, for the average person living and working in Jerome, the impact can be felt a lot more as a whole. Ms. Sheffield said that, without basing it on usage, the people who are conservative with their water do not see any advantage. She said we are obviously not going to change too drastically from the flat rate, but she thought we should give some consideration to how many people are living in each resident. She said she also felt that the single rate should be charged more because a double was housing more people if she was understanding it correctly.

Ms. Harvey and Deputy Clerk Kristen Muenz briefly explained the current occupancy-based utility rate structure for residential units.

Ms. Moore said it looked like the rate would double in about 10 years and that seemed like a lot to her. Also, on the new rate plan scenario, she wanted to know if the additional charge for usage over 12,000 gallons per month would be applied to residential.

Mr. Jackson answered no, that was just for commercial.

Ms. Harvey said that she wanted to ask if there was any way to put more of it onto commercial, but we have already put more on commercial and there are only so many commercial buildings that are using that much water or sewer; many don't even have bathrooms. So, it will put the burden on only a few, mostly the restaurants and the hotels.

Ms. Barber agreed it was a very difficult thing to make work.

Ms. Moore said that the commercial water users are the ones using water to make money from tourists.

Ms. Harvey agreed and repeated the mayor's words that, during Covid, we did not need to do a Wastewater Treatment Plant because we were way below flows. But, as soon as things picked up again, we were over; so, it is difficult to want to put that on our residents.

Ms. Barber said we have the lowest rates in the state. She asked the council how they felt about having the public show up and see if they are okay with paying a few more dollars a year. Ms. Barber said that would be the fair way to do it. The only other way would be to raise our parking fees and put the funds towards it. We need a sewer, so the people who need the parking could pay for the sewer.

Ms. Harvey said that the last time she was in Sedona, it was \$8.00 to park for just a couple of hours.

Dr. Dillenberg said that he thought that we needed to move forward. He said it was not a lot of money, and it was something that we needed to do. He thanked Mr. Jackson for his research and said he felt it was fair, responsible, and reasonable; so, he would like to make a motion that we move forward with Plan 1.

Ms. Sheffield said that she was curious about the usage of each of the categories of rates and Ms. Muenz said that she could provide some usage reports from previous years.

Ms. Harvey asked if we could table the decision until we could look at the reports.

There was a brief discussion about the difference in rates and usage between residential and commercial users and Ms. Sheffield commented that she wanted to do some research because, before she made a decision that could affect everyone she knew and loved, she wanted to be well informed.

Ms. Barber said she felt the growth projection of 3 new users a year was a little high and she was not ready to second Dr. Dillenberg's motion. She said we should look at the information that Ms. Muenz can provide so that we can mull it over and then decide if we are going to move forward. Then, next month our public can come out and decide if they want to pay for 2-million tourist's Wastewater Treatment Plant.

Dr. Dillenberg asked what would happen if we were to delay it.

Dr. Jackson replied that the council could do the Notice of Intent at the next meeting, then a public hearing at the following meeting, and that would still provide enough time to make the changes.

However, if it was delayed past September there would not be.

Ms. Sheffield clarified that the Notice of Intent was simply telling people that we are talking about this.

Mr. Jackson confirmed that, and explained that it also needed to be its own agenda item.

Ms. Harvey said that as an agenda item, it could be discussed, passed, or tabled if we are not comfortable with it.

Ms. Barber suggested it come up again at the next meeting so that there is time to gather information.

3. ADJOURNMENT

Motion to adjourn at 6:56 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: _____



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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DRAFT MINUTES

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

TUESDAY, AUGUST 08, 2023, AT 7:00 PM

7:04 (0:01) 1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order

Town Clerk to call and record the roll.

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

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

For the convenience of those present, the agenda items were reordered. Item #9A was first, then Item #9C, then all other agenda items in order. The items are presented here as originally agendized.

7:26 () 2. PROCLAMATIONS

A. Proclamation: August as Child Support Awareness Month

Mayor Barber will read or summarize / paraphrase the proclamation.

Mayor Alex Barber read the Proclamation in full. She then proclaimed August as Child Support Awareness Month. Ms. Barber said that children are our future, and we need to instill in them that we need people who are not social media influencers, but do blue-collar work. So, the parents need to be there, not only paying for them, but supporting them to have a future in America.

7:30 (26:11) 3. FINANCIAL REPORTS

Discussion/Possible Action

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

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

Motion to approve Financial Report and Detail Invoice Register Report for July 2023

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

7:30 (26:32) 4. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilites Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members

Council will consider and may approve the staff reports.

Town Manager Brett Klein added one item to his written report. He said that APS has installed a 2nd type of light in two places, one is across from High School, and the other is on the way out of town.

Ms. Harvey asked for the location of the 2nd new light and Ms. Moore said it was probably by the old gas station.

Mr. Klein explained that APS did it without telling us to see if there were any complaints, and they have received complaints. We have been waiting for 6 months, and they only have those 2 options that can work with our light fixtures. APS representatives said we had very faint bulbs with a shield and now it is going to LED bulbs, which are bright. APS also said the light fixtures are so old so they will not be able to add any shielding. The options are the one of the 2 bulbs, or the Town must take them over.

Ms. Barber commented that Clarkdale has nice lights in their historic district, and asked if Jerome could have similar lights.

Mr. Blodgett said he can talk to SHPO about that.

There was some discussion about the style and location of light fixtures.

Mr. Klein said that they may be under the impression that we wanted to keep what we had. Also, we would have to pay for anything new.

Ms. Barber asked, if we can't have our historic lights, can we go to Dark Sky? Ms. Barber asked if the lights were Dark Sky, because she thought they were supposed to shine down with no ambient light, and can APS help us with what we have.

Ms. Harvey agreed that Dark Sky is a huge movement now.

Mr. Klein replied that the 2 bulbs they gave us were Dark Sky compliant.

Ms. Barber said that one of them is ugly and shines down, so she did not believe it was Dark Sky. She said she would have to do a field trip and look at lights.

Mr. Klein said it will be on the agenda next month.

Ms. Barber then gave anniversary congratulations to Mr. Boland, Mr. McDonald, Ms. Schall, Mr. Shakespeare, and Lt. San Felice on their years of service.

Ms. Harvey said that she had a couple of questions on the staff reports. She asked Ms. Muenz about a new STR that was listed in her report as not having applied for a license.

Ms. Muenz explained that they had not yet applied for a license and, as it was a code enforcement issue, she had notified Mr. Blodgett about it. She also gave Mr. Blodgett the job of contacting the owner of an STR with a license that was applied for, but not completed.

Ms. Harvey said she would also like to point out that the Police Report included a grant-funded effort to address aggressive driving through town, which she really liked.

Ms. Barber also pointed out the report that someone was cited and released for leaving their dog in a hot, 120-degree car. She said she felt that if you are killing your dog in a car, you should spend a night in jail. Ms. Barber expressed disgust that they would leave their dog in the car while they went sightseeing. She then read the portion of the report on aggressive driving and said she had brought up pull-offs in the past. Ms. Barber commented that people are jeopardizing the lives of the public as well as those of the public servants trying to save them. She advised that people practice common sense.

There was some further discussion about the issue of dangerous drivers.

Ms. Moore reported that Clarkdale has been working on their trails and looking into a walking and bicycling trail coming up from there to Jerome. She said it is on Clarkdale's website, and she and Mr. Klein attended a Zoom meeting about it. There will be more meetings, and they will need to talk to property owners, but it might be in the works. Ms. Moore said one option they were considering was a Rails-to-Trail using the old rail line.

Ms. Barber asked if that would loop around Sunshine Hill, and Ms. Moore said, yes. Ms. Barber had a follow up question; they were doing the Sun Corridor trail where they were trying to make all the trails connect so you could walk all over the state of Arizona. She said that she is sure, even if it's not that, it is going to turn into that. She asked if they had mentioned it and Ms. Moore said they had not.

Ms. Barber said it will jump into that because they are trying to tie them all together.

Ms. Moore said that she did mention there is no trailhead parking for trails, especially down in the gulch and the waterline.

Ms. Barber commented that Ms. Moore brought up the point that when you have a trailhead, they have to get a car there somehow. She said that Sedona is no longer letting people park at the trails, they park somewhere else and bus them around. Ms. Barber added that Sedona is sending so many people over here right now that we have to be careful. She said that Ms. Moore brought up a good point that there is no room at any of those places to put a ton of cars so, if they fill up our parking lot, we don't have anywhere to park.

Motion to approve Staff and Council Reports

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

7:42 (38:32) 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 reported that he is a little behind from where he wanted to be; he is in the process of helping his mother to move. However, he has made some positive progress in the last week or so. Mr. Blodgett met with Justin from Freeport to look at the bulges in the wall below the Catholic Church, and he is also having a conversation with SHPO while trying to assist with looking at grants and loans. He said is trying to help them repair the wall to prevent failure of the wall and blocking the highway. Mr. Blodgett said he is holding off on purchasing the GIS equipment until he can dedicate time to it, but he is eager to start. He has been working on lots of code enforcement things; letters have been going out for abatement, and he is starting to get applications for the fall work boom. There have been a few people looking at some development in residential; questions about how much work will cost. Mr. Blodgett said he and Mr. Wolstencroft have also been working on a couple of properties at the same time to keep it manageable.

Ms. Barber said she wanted to follow up on the wall, and she mentioned the Jerome Landslide Activity Report. She said that in the last 50 years, there have been quite a few walls that have been redone, and the reason she brought it up is there is a diagram that shows the town and the walls. Every one of them that wasn't redone, is now ready to be redone, there is a constant state of creep. Ms. Barber said, as you out from here, you can see a whole piece of wall that was redone because it fell down, so to get in front of the curve would be nice.

Ms. Harvey added that the backside of the wall on Verde was redone but the frontside is pushing out now, into the sidewalk.

Ms. Moore said that the limestone wall by the hogback, where you turn off to go to the State Park, was built by ADOT years ago and whoever did that did a beautiful job.

Ms. Barber said that there was a problem with part of the wall bulging, but Ms. Moore said it wasn't the part that they did.

Mr. Blodgett agreed that there were problems with many walls, but the wall with Freeport is expanding at a rate you can almost physically watch, so it has become a priority.

Ms. Harvey said she has been watching the wall on Verde by the partitioner's house for about a year.

Ms. Moore suggested looking for water build up behind it and seeing where it is draining. She said that ADOT would have to approve whatever was done there. Ms. Moore said she would like to know who built the excellent wall for ADOT, and Mr. Blodgett said he would try to find out.

Ms. Barber said there is a Sk8 for Life event that happens at the courts, and on Sunday, a picture was posted of a big piece of the wall that fell into the parking lot. She said she was sure Mr. Boland had already cleaned it up, and she was pretty sure it says, "park at your own risk." She said she wanted to be sure that we have, "park at your own risk," and we are keeping an eye on that wall.

Ms. Muenz clarified that Mr. Boland had reported the 3,000-pound boulder had been knocked off the wall by a vehicle in the parking lot above the courts, and the Public Works crew had put it back.

7:50 (46:27) 6. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the July 11th Regular Council Meeting Minutes

Council will consider and may approve the July 11th meeting minutes.

Ms. Harvey had one correction on page number 6, item 9. Ms. Muenz had incorrectly listed a member of the public as John Krmptich, but Ms. Harvey pointed out that it was his father, Mark Krmptich. With that correction, Ms. Harvey motioned to approve the minutes.

Motion to approve the Minutes of the Regular Council Meeting of July 11th, 2023, with a Minor Correction

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

7:51 (47:42) 7. PETITIONS FROM THE PUBLIC

There were no petitions from the public.

8. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

7:51 (47:49) A. Consider Resolution No. 657, Amending Resolution No. 656, A Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Levying Upon the Assessed Valuation of Property Within the Town a Certain Sum of Money for Fiscal Year 2023-2024 to be Assessed Against the Valuation of Real Property for Primary Tax Purposes

Council will consider and may approve Resolution No. 657.

Ms. Barber said this is something that we have not changed in quite some time.

Ms. Harvey asked, this is a correction to what we passed previously?

Mr. Klein answered, correct. He said the levy is staying the same; the levy rate had a calculation error that is now corrected.

Motion to approve Resolution No. 657, Amending Resolution No. 656, a Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Levying Upon the Assessed Valuation of Property Within the Town a Certain Sum of Money for Fiscal Year 2023-2024 to be Assessed Against the Valuation of Real Property for Primary Tax Purposes

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

7:53 (49:15) B. Consider Resolution No. 658, Confirming the Town Manager's Promotional Appointment and Setting Certain Staff Wage Rates

The Council will consider and may approve Resolution No. 658.

Motion to approve Resolution No. 658, Confirming the Town Manager's Promotional Appointment and Setting Certain Staff Wage Rates

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

9. NEW BUSINESS

Discussion/Possible Action

7:04 (0:42) A. Consider Special Event Permit Application for the Jerome Indie Film and Music Festival: Jerome Craft Beer Experience

Council will consider and may approve the Special Event Permit.

Mayor Barber asked the applicant how many years the event has taken place.

Applicant Ms. Ross answered it was their 9th year.

Ms. Barber asked if they were allowed to use the Upper Park the prior year.

Ms. Ross said they were allowed the Lower Park but not the Upper Park.

Ms. Barber said that they had utilized Spook Hall and the Bartlett Hotel last year and asked if they would again this year, to which Ms. Ross said "yes." Ms. Barber said that she did not feel that we should have alcohol outdoors, so she felt the alcohol should be in Spook Hall or the Bartlett, but not in the parks.

Ms. Harvey said that she did see some people walking around with open wine in glasses last year. She suggested that if they were going to use the parks, they do what the Fire Department does and fence it in with only certain exits and security guards on those exits to make sure alcohol is not going in or out.

Ms. Barber asked Ms. Ross if it would be an inconvenience to have the alcohol inside the venues and not outside.

Ms. Ross replied that last year, they had signs, "no alcohol beyond this point." Then Ginger Mackenzie told her that she had seen people with wine, so they immediately put guards there to make sure no one came out or in with alcohol.

Ms. Barber asked how the event went last year and Ms. Ross replied it was great.

Ms. Moore lower park, are you talking about the middle?

Ms. Barber asked if they were asking for the Sliding Jail Park, or the Middle Park and Ms. Sheffield and Barber responded that they were asking for all three parks.

Ms. Ross agreed that they wanted to use all three parks, but no alcohol in the middle, just Spook Hall, the Bartlett, and the Lower Park.

Ms. Moore asked if that would be for just one day, on Sunday.

Ms. Ross said yes, for just 4 hours on Sunday.

Ms. Harvey said there should be a capacity limit because people are enclosed in one space. She suggested speaking with Chief Blair because he has used the same area for the Fire Department events. She added that she is still opposed to allowing use of the Upper Park because it has things for kids to play on, it's a family park. To have a festival that might have a lot of people or alcohol up there, and the kids can't play there isn't fair to them. We have allowed the Chamber of Commerce to use Upper Park before, but both times the events had no alcohol and were family friendly.

Ms. Ross said they were thinking of just having a few vendors and musicians up there, and not having alcohol. She said they have people doing henna and these like that, and not a big band, more like acoustic, like a farmers' market.

Ms. Moore said the application says 11 to 4 and Ms. Ross clarified that it was to be 11:30 to 4. Ms. Moore clarified that the alcohol was only going to be in the Sliding Jail Park, and the enclosed areas, which Ms. Ross agreed to. Ms. Moore added that on a weekend day, when we have families in town, she would not like to see alcohol in all 3 areas.

Ms. Barber replied that she would love to see the alcohol all indoors. If everyone else feels it will be secure in the Lower Park, she will go along with it, but there can be issues with it. Ms. Barber suggested approving use of the Upper Park, but keeping the alcohol in enclosed areas like Spook Hall, and use the park for family friendly activities. Or not allowing use of the Upper Park.

Ms. Ross said that the Lower Park worked out great for the wine festival, it was a 21 and older event.

Ms. Harvey asked how many security people they intended to have.

Ms. Ross answered that they will have 3 Police officers between the venues, 1 security guard at each venue, and 1 person at the entrances.

Ms. Barber asked if it would be fenced off so that people could not go around.

Ms. Ross replied that yes, they can only enter where you go down to the courts, everything else will be blocked off with fences and booths.

Ms. Barber commented that the Mongolian throat singer at the last festival was amazing.

Ms. Harvey made a motion to approve, with no alcohol in the Upper Park and with the conditions that they have a fence with security guards, alcohol checks, and make sure the capacity limits are correct with the Fire Department.

Dr. Dillenberg seconded the motion.

Ms. Moore asked if they had insurance in order.
 Ms. Ross said that they will have once the venues are approved.
 Ms. Harvey said there must not be any changes after this point and Ms. Ross agreed.
 Ms. Sheffield asked how many vendors they expected, and Ms. Ross said about 50 or 60.
 Ms. Moore suggested asking people to park in the 300-level parking lot.
 Ms. Ross said she was, and she would talk to the High School about additional parking.
 The vote was taken, and the motion was approved. Ms. Ross then asked for clarification on the conditions on the Upper Park and Ms. Harvey said it must be family friendly, on Sunday only, for the 4 hours.
 Ms. Sheffield asked if everything else for the rest of the festival would be either at the Bartlett or Spook Hall and Ms. Ross confirmed that would be the case.

Motion to approve the Special Event Permit Application for the Jerome Indie Film Festival: Jerome Craft Brew Experience with the Conditions that the Upper Park be Family Friendly with no Alcohol on Sunday Only, that there are Fences for the Alcohol Areas with Security Guards and Alcohol Checks, and those Areas Stay Within Capacity Limits.

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

7:54 (50:11) B. Consideration of Expiring Lease and Possible Renewal and Authorizing the Town Manager to Execute on Behalf of the Town

Council will consider and may approve the renewal of the lease for approximately 806 square feet of certain space at 500 Main Street, Jerome, AZ, with or without changes.

Ms. Barber said she was reminded that we could have had the discussion [during Item #9C] of charging our Librarian more, but there is no way that we should do that. As far as this lease goes, everyone else has had a slight rate increase. She read from the packet that the lease would be expiring, and the owner of Jerome Ghost Pepper would like to continue to rent the space. There has not been a rate change in 6 years, and the most recent lease was renewed at a 10% increase as they also had not experienced a rate change in 6 years. Staff have recommended a 3-year lease renewal with a rate change from \$1,200 a month to \$1,300 a month. Ms. Barber asked if the difference was 10%.

Mr. Klein said it was close; it was a little less than 10%, but it was equitable.

Ms. Moore asked if the owner was aware of a potential rate increase.

Mr. Klein replied that he did mention to the owner that after 6 years there would likely be a modest increase.

Dr. Dillenberg commented that he should be fine with it, and motioned to approve.

Motion to approve Renewal of the Lease with the Recommended Increase and Authorizing the Town Manager to Execute on Behalf of the Town

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

7:16 (12:35) C. Consideration of Jerome Civic Center / Town Hall Studio 2 Rental Space Applicant Interest and Possible Approval of an Applicant and Terms for the Town Manager to Enter into a Lease Agreement on Behalf of the Town

Council will consider applicants and may approve an applicant and authorize the Town Manager to sign a lease with an applicant on behalf of the Town.

Ms. Barber said there were a few people present for Item #9C, which was the possible approval of a renter for Studio 2. She clarified that someone applied after the packets were printed, so there was a total of 6 applicants. She asked, Council, how do we decide with so many worthy applicants?

Ms. Moore said she had questions. Oil painting, for one thing, had flammable, smelly materials. The other thing she wondered about all the applicants was how many people would be coming and going. She would prefer somebody not having a lot of people coming and going due to wear and tear on the road, or things going on that would have smells or inconveniences to Library and staff. So, she was not sure about all of the applicants.

Ms. Barber asked if the council would like to have an applicant come up and speak. She asked if Kathleen Jarvis, town Librarian, would come to the podium.

Ms. Moore asked Ms. Jarvis what kind of things she would be doing, and if she would have people coming and going.

Ms. Jarvis said the people coming and going will be the same people using the current art room: some students and staff. Right now, the staff includes herself and Nancy Driver. Students will primarily be coming in on Saturday during the day and will be gone by 5 p.m. They will primarily be doing fiber arts such as fabrics, wools, and spinning wheels. Ms. Jarvis said they have recently started doing paper and bookbinding. Paper takes up a lot of space, especially letting it dry, so they will be using the room to dry paper and bind books and the books will then be on sale in the library as a fundraiser.

Ms. Barber asked a follow-up question: when the Community Art Workshop is being utilized, do they usually park up here?

Ms. Jarvis replied that they always park at the upper level; no one parks down below. However, they may walk up if they live down below.

Ms. Barber replied that it sounds like it would be the least utilized, because everyone else on the list would be parking in order to use the space.

Ms. Harvey asked if the Art Workshop was not big enough.

Ms. Jarvis explained that making paper has taken over the entire space, and there was no room for anything else. She wanted to increase what they were doing so that they had enough material to do their books.

Ms. Barber said she had been in the classroom; it is a wonderful space, but it was small.

Ms. Jarvis said they have been in that space for 5 years and they are getting crowded. A lot of materials have been donated, such as sewing machines, bins of wool, and fabrics, and they don't have space anymore. If they could move all of that into the new room, it would be better for all of us.

Ms. Barber asked how often the classes were held and Ms. Sheffield asked how many people usually come.

Ms. Jarvis answered the classes are being held just about every Saturday and the class size is never more than 5 people.

Ms. Barber asked if it was child friendly as well and Ms. Jarvis replied, "absolutely." Ms. Barber asked if there were any further questions for Ms. Jarvis and, hearing none, asked the other applicant who was present to approach the podium, Sarah Beard.

Ms. Beard said that she would use the space as her "lady cave." She liked to write, think, stare at the wall; her art is very eclectic and not smelly. She does a lot of refurbished stuff, also with a lot of fabric and sewing. Ms. Beard said it was the first time in her life that she did not have creative space, and everything is in storage, and she would like a place to spread out.

Ms. Barber said that the decision was hard, and she wished we had space for both applicants who had come to the meeting.

Ms. Moore commented that one of the applicants who was not present, Teri Klein, wanted it as an office workspace to be closer to, and help with, the Jerome Humane Society.

Ms. Barber agreed that was also a worthy cause. She repeated that it was a hard decision when we have such qualified applicants.

Ms. Harvey said she would like to go with the librarian, Kathleen, because it sounded like the Workshop will be expanding. She asked Ms. Jarvis, because she said the books would be sold for fundraising, if the funds would be for the library, and Ms. Jarvis confirmed they would be. Ms. Harvey said, then her vote would be for Kathleen Jarvis.

Ms. Barber said the funds would help with budgeting.

Dr. Dillenberg seconded the motion.

After the vote, Ms. Moore said she wished we had more spaces to rent to these good people, and Ms. Harvey suggested that perhaps we could put the discussion on a future agenda.

Motion to approve the Application of Kathleen Jarvis and to Authorize the Town Manager to Sign a Lease with the Applicant on Behalf of the Town

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

7:56 (52:48) D. Consideration of Sewer Charges for Certain Water Usage and a Request from a Commercial User (The Surgeons House)

Council will consider alternatives for sewer charges based on water not entering the Town's wastewater system and may adjust the bill for the Surgeons House, and provide staff direction.

Ms. Barber said we will consider changes to rate charges based on water not entering the sewer system. She said the options were to add the amounts during the off-times and take an average, or they can get an irrigation meter. She asked staff for information on the irrigation meters.

Mr. Klein explained that the irrigation meter is the most equitable and fair way, and it absolutely measures. It will just require quite a bit of time to get the policy into place. He said that the packet includes a sample, but surprisingly, not many communities in Arizona use irrigation meters. Mr. Klein stated that most do the simpler averaging method, and that's what he would suggest for now. The averaging method is a common practice, and it is easy, but it is not as equitable as the meter process. For timing, he would recommend that we do the averaging method; it will lower the bill considerably but is more fair than the method that the property owner drafted. Mr. Klein said that the average usage was 40,000 gallons a month, and the property owner even had a few months where she barely met that average. He explained that if the council took his recommendation to set the averaging method, they would then be setting a precedent for any other commercial user. Mr. Klein said that the topic will then come back for the council's review on an irrigation metered process.

Ms. Barber asked for clarification on whether the council would or would not be setting a precedence.

Ms. Harvey said we would be.

Mr. Klein replied that it would be a precedence, but only for non-sewered, commercial use.

Ms. Harvey motioned to allow the Town Manager to utilize the averaging method when it was clear that the majority of the water usage is not entering the wastewater system, which was seconded by Dr. Dillenberg.

There was a brief discussion of the months used for the averaging method.

Ms. Barber said that there are several months throughout the year when Jerome is much busier than others, such as October. Even if the property owner had a full house in the summer, it was clear that the extra water usage was being used for irrigation. She said, it is a lot of water, but she has one of the most beautiful gardens in Jerome.

Ms. Harvey added that she felt the new rate would be appropriate for a business and Ms. Barber agreed that it was fair.

Motion to approve Allowing the Town Manager to use the Average System, Utilizing November through March for a 3-Year Period in Instances when it is Clear that the Majority of the Water is not Entering the Wastewater System

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

At 8:01, the council took a brief, ten-minute break and resumed the meeting at 8:11.

8:11 (58:02) E. Discussion and Consideration Regarding Direction for the Town's Representative on the League of Arizona Cities and Towns Resolution Committee
Council will review the resolutions and may provide direction based on Council majority input.

Ms. Barber said that Sonia Sheffield has graciously offered to represent the town in Tucson. Usually, if the resolutions are worthy, Jerome backs them. She asked Mr. Klein, is that what we usually do?

Mr. Klein said yes, it is the League, and the League represents all towns and cities, and the ones they push through are the ones they support.

Ms. Barber said there are 3 different ones that are trying to help with Short-Term Rentals, but if you read them, she was not sure how they help Jerome. She said she would support all of them, and all the Short-Term Rental rehabilitation. She also wanted to point out that in their paperwork, they talk about Vacation Rentals hurting towns, and we are in the spreadsheet.

Ms. Harvey added that we are in the top 5.

Ms. Barber said we are also the second smallest town in Arizona, and, per the spreadsheet, 10.6 percent of our community is Short-Term Rentals. The top five include Sedona, which is at 31%. She said it's really killing the children and families living in Jerome. She clarified that she meant killing their opportunity to live in Jerome by taking the real estate out of their hands and putting it into investor's hands. She asked if anyone else on Council wanted to talk about it.

Ms. Harvey said she was very supportive of the things that they are doing for Vacation Rentals. She said she couldn't believe it when she looked at that chart and saw we were in the top 5 by percentage. We are the 2nd smallest town in the state and the 5th worst for Vacation Rentals. She said it is ridiculous, and she loves that they want to put a cap on it.

Mr. Blodgett and Dr. Dillenberg agreed that we should support a resolution that puts some power back into our hands.

Ms. Barber said there was also an Equal Rights Amendment that she was disgusted was never taken care of. Also, a repeal of 1487; she said all of these are worth fighting for.

Ms. Moore said wondered about the impacts of a couple of the items, such as applying for grant money.

Dr. Dillenberg said he would like to let Sonia Sheffield know that we support her and encourage her.

Ms. Moore added, "thank you, and have fun," to Ms. Sheffield.

Ms. Sheffield said that she felt it would be a good learning experience.

Ms. Moore asked about the 10% more on minimum signature thresholds.

Ms. Harvey said it was the Ethos Signature Limitation, and she didn't like that one. She said she felt like we should still be doing everything like we did before to be sure that it was right, but they are probably going to vote for it.

Ms. Barber read a portion from page 134 that explained that the items listed are the only items that will be voted on, the other submissions that did not move forward will be explained. She said she hoped that the majority would "slam-dunk" the Vacation Rental items, and she thanked Ms. Sheffield for representing Jerome and hoped she would have fun.

Ms. Sheffield said that she was looking forward to hearing what other people had to say and expressed that she was always available if anybody wanted to meet with her and share their opinions.

8:17 (1:04:15) 10. TO AND FROM THE COUNCIL

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

Ms. Harvey said she wanted to say that she loved the new "no dogs" parks sign, it is beautiful.

Ms. Barber said that the crew added 3 new park benches in Upper Park.

Ms. Moore asked if there were going to be another bench or two put at the Sliding Jail.

Ms. Barber asked her if she had a chance to look at the Sliding Jail Park yet, and she said she had not.

Ms. Harvey explained that the crew are setting concrete for them to be set in first, so if you see that, the benches are coming.

Mr. Blodgett said there were 7 or 8 benches at the Town Yard, so there should be more coming.

Ms. Moore said she would like to talk about signs. She said there was a vehicle parked for quite a few hours in front of the gate that goes out Allen Springs Road, and she was thinking it might be a good idea to put a sign there. Perhaps 2 signs, “no motor vehicles allowed,” at the gate and “do not block gate.” Ms. Barber asked if we are allowed to have a sign there that says, “no overnight camping.”

Mr. Klein asked if there was a “no motor vehicles” sign currently, and Ms. Moore said there is only a, “road closed” sign. Ms. Moore said she let Fire Chief Blair know about the vehicle blocking it and he said that’s no good because if there is an emergency, they need to get through. She said we have also talked about a sign that says, “dead end- no turnaround,” at both Gulch Crossings.

Ms. Barber agreed with Ms. Moore and said she would like to go on public record and say that we have a camera at that gate. Our Fire Chief gets the rings to his phone, so if you or a neighbor are concerned, the Chief will be able to get pictures. Ms. Moore said that someone took a picture of the license plate and sent it to the Chief.

Ms. Barber explained that we have a lady that lives out there that feels unsafe because of whatever is going on at the end of that road. We want our residents to be able to feel safe, so that is another reason why she thinks it should say, “no overnight camping.” She said that she was not sure if we had a legal right to tell people they cannot camp there.

Dr. Dillenberg replied that she did have the right.

Mr. Blodgett explained that there is no overnight camping allowed within town limits.

Ms. Barber said that Ms. Moore’s idea for the, “dead end-no turnaround” signs were necessary because people try to go up the road trying to figure out how to get through, and some people even cut through. This was a problem because it was a residential area.

Ms. Harvey said she was pretty sure it was illegal to create your own road.

Ms. Barber said they were all valid points, and every time we talk about it she thinks, “signs, signs, everywhere signs,” but if you have a sign, then people can’t say you didn’t have a sign.

Ms. Sheffield said she had a conversation with Shuttle Driver Scott had reported that having benches rather than a picnic table at the shuttle stop was making a big difference because people were not having lunch there and discouraging people from gathering. He also talked about how the shelter itself could stand to be repainted, and a more professional sign that the stick-on numbers.

Ms. Muenz said that we were planning on purchasing more professional signs for the shuttle stop, we just needed to ask the Public Works crew to install it properly.

11. ADJOURNMENT

Motion to adjourn at 8:24 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

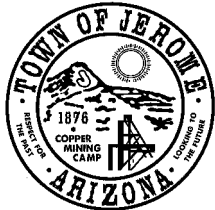
Brett Klein, Town Manager/Clerk

Date: _____

File Attachments for Item:

A. 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.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

RESOLUTION NO. 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

WHEREAS, pursuant to the provisions of A.R.S. § 9-511.01, the Mayor and Town Council of the Town of Jerome, Arizona, may increase water and wastewater rates or rate components, fees or service charges where a written report or data supporting the proposed increase rates or rate components, fees or service charges has been prepared and will be posted to the Town’s website no less than thirty days prior to the public hearing on the proposed increased rate or rate components, fees or service charges; and

WHEREAS, The Town has made available to the public a notice of intention to increase water and wastewater rates or rate components, fees or service charges setting out that a public hearing will be held on the proposed increased rates or rate components, fees or service charges, at least 60-days after adoption of the notice of intention and a copy of the notice of intention showing the date, time and place of such hearing will be published one time in a newspaper of general circulation within the boundaries of the Town not less than twenty days prior to the public hearing date; and

WHEREAS, the Town of Jerome has prepared a written report dated August, 2023, as provided by its rate consultant, which supports the proposed increase in rates and charges (the “Report”); and

WHEREAS, the Mayor and Town Council desire to declare their intention to increase water and wastewater rates and charges consistent with the findings of the report.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Jerome, Arizona as follows:

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. The Notice of Intention as attached, to increase water and wastewater rates, rate components and charges is hereby adopted.

Section 3. A public hearing on the proposed increase in water and wastewater rates, components and charges shall be held before the Mayor and Town Council on Monday, November 13, 2023, beginning at 6:15 p.m. in the Jerome Town Council Chambers, 600 Clark Street, Jerome, Arizona.

Section 4. The Report supporting the proposed increases and changes shall be available to the public beginning September 28, 2023, in the office of the City Clerk, 600 Clark Street, Jerome, Arizona, and on the Town’s official website at www.jerome.az.gov and is attached hereto as Exhibit A and incorporated herein by reference.

Section 5. The Town Clerk shall publish a copy of the Notice one time in the Verde Independent not less than 20 days prior to November 13, 2023.

Section 6. The Mayor and / or Town Manager / Clerk are hereby authorized and directed to execute all documents and take all necessary steps to carry out the purpose and intent of this resolution.

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

APPROVED:

Christina “Alex” Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

William J. Sims

Brett Klein, Town Manager/Clerk

William J. Sims, Town Attorney

Notice of Intention to Increase Water and Wastewater Rates or Rate Components, Fees or Service Charges and Setting a Date for a Public Hearing on the Proposed Increase

Please take note that pursuant to A.R.S. §9-511.01, notice is hereby given that the Jerome Town Council will consider and possibly adopt increase fees and rates for water and wastewater services, and potentially alter the billing method for certain users. The proposed rates, fees or charges and rate components are based on a report provided by the Town's utility rate consultant, Dan Jackson, of Economists.com, which includes annual increases beginning on January 1, 2024.

The Town Council will hold a public hearing on the contemplated proposed changes at a Special Town Council Meeting on Monday, November 13, 2023, at 6:15 p.m. at the Town Council Chambers, 600 Clark Street, Jerome, AZ, 86331. Following the public hearing the Council may consider and approve adopting the proposed rates and changes, or any lesser rates.

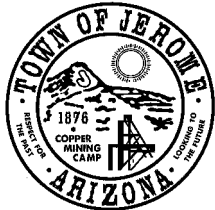
A written report and data supporting the proposed changes will be filed with the Town Clerk at least 30 days prior to the public hearing, and will also be made available on the Town's website, www.jerome.az.gov

Adopting by motion / resolution a notice of intent: September 12, 2023
Publication of Notice: October 1, 2023
Public Hearing: November 13, 2023
Consideration of Adoption: November 13, 2023

File Attachments for Item:

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.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

RESOLUTION NO. 659

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, ADOPTING A PSRPS PENSION FUNDING POLICY FOR FISCAL YEAR 2024

WHEREAS, A.R.S. § 38-863.01 requires that governing bodies annually adopt a funding policy for the Public Safety Personnel Retirement System (PSRPS);

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jerome, Arizona, that the pension funding policy attached hereto as Exhibit A and made a part hereof is hereby adopted and shall be posted on the town’s website and transmitted to the PSRPS Board.

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

APPROVED:

Christina “Alex” Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

William J. Sims

Brett Klein, Town Manager/Clerk

William J. Sims, Town Attorney

Town of Jerome Public Safety Personnel Retirement System Pension Funding Policy

The intent of this policy is to clearly communicate the Council’s pension funding objectives and its commitment to our employees and the sound financial management of the Town and to comply with statutory requirements of Title 38, Chapter 863.01, Article 4, Arizona Revised Statutes (A.R.S.).

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Town’s police employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to combine assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agency’s assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund’s assets, each fund has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Town of Jerome has one trust fund for police employees.

Council formally accepts the assets, liabilities, and current funding ratio of the Town’s PSPRS trust funds from the June 30, 2022, actuarial valuation, which are detailed below.

Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Jerome Police	1,148,492	1,260,379	111,887	91.1%

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

The Council's PSPRS funding ratio goal is to be 100% (fully funded) by June 30, 2036. Council established this goal for the following reasons:

- The PSPRS trust funds represent only the Town of Jerome's liability.
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity.

Council plans to take the following actions to achieve this goal:

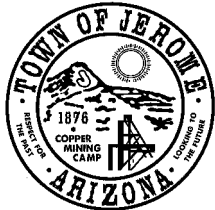
- Maintain annual required contribution (ARC) payment from operating revenues. Council is committed to maintaining the full annual required contribution (ARC) payment (normal cost and unfunded actuarial accrued liability (UAAL) amortization) from operating funds. The estimated combined annual required contribution for FY23 is \$33,480 and will be able to be paid from operating funds without diminishing Town services.

Based on these actions the Council plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, 2022, Actuarial Valuation.

File Attachments for Item:

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.



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Incorporated 1899

TOWN OF JEROME, ARIZONA

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

RESOLUTION NO. 661

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING AND SUPPORTING THE GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION RECONNECTING COMMUNITIES AND NEIGHBORHOODS (RCN) GRANT PROGRAM DUE SEPTEMBER 28, 2023

WHEREAS, the Mayor and Town Council of the Town of Jerome support the grant application to the United States Department of Transportation Reconnecting Communities and Neighborhoods (RCN) Grant Program for the Center Avenue development and reconstruction; and

WHEREAS, the Town of Jerome recognizes there is a 20% match requirement for the federal grant program, and either has secured or will secure the necessary cost share.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Jerome, Arizona, that if the Town of Jerome is awarded a grant by the United States Department of Transportation, the Town agrees to accept the grant award and comply with all applicable provisions of the grant agreement;

BE IT FURTHER RESOLVED by the Mayor and Town Council of the Town of Jerome, Arizona, that Finance Director Kristen Muenz is hereby named as the fiscal agent for the Town of Jerome for the purposes of the grant program.

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

APPROVED:

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

William J. Sims

Brett Klein, Town Manager/Clerk

William J. Sims, Town Attorney

File Attachments for Item:

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.

State of Arizona
Department of Liquor Licenses and Control

Created 07/20/2023 @ 11:54:50 AM

Local Governing Body Report

LICENSE

Number:	07130076	Type:	007 BEER AND WINE BAR
Name:	WICKED CITY PUB		
State:	Pending		
Issue Date:		Expiration Date:	08/31/2024
Original Issue Date:	01/20/1985		
Location:	403 CLARK STREET #A3 JEROME, AZ 86331 USA		
Mailing Address:	PO BOX 1284 JEROME, AZ 86331 USA		
Phone:	(928)274-1329		
Alt. Phone:	[REDACTED]		
Email:	[REDACTED]		

Currently, this license has pending applications.

AGENT

Name:	ALLEN FREDERIC STEFFEY
Gender:	Male
Correspondence Address:	PO BOX 1284 JEROME, AZ 86331 USA
Phone:	[REDACTED]
Alt. Phone:	[REDACTED]
Email:	[REDACTED]

OWNER

Name:	WICKED CITY PUB LLC		
Contact Name:	ALLEN FREDERIC STEFFEY		
Type:	LIMITED LIABILITY COMPANY		
AZ. CC File Number:	23510560	State of Incorporation:	AZ
Incorporation Date:	04/04/2023		
Correspondence Address:	PO BOX 1284 JEROME, AZ 86331 USA		
Phone:	(928)274-6182		
Alt. Phone:	[REDACTED]		
Email:	[REDACTED]		

Officers / Stockholders

Name:	Title:	% Interest:
ALLEN FREDERIC STEFFEY	MEMBER	100.00

WICKED CITY PUB LLC - MEMBER

Name: ALLEN FREDERIC STEFFEY
Gender: Male
Correspondence Address: PO BOX 1284
JEROME, AZ 86331
USA
Phone: [REDACTED]
Alt. Phone:
Email: [REDACTED]

APPLICATION INFORMATION

Application Number: 251651
 Application Type: Owner Transfer
 Created Date: 07/13/2023

QUESTIONS & ANSWERS

007 Beer and Wine Bar

- 1) Are you applying for an Interim Permit (INP)?
 Yes
 A Document of type INTERIM PERMIT (INP) NOTARY PAGE is required.
- 4) Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation?
 No
- 8) Did the Premises phone number change?
 Yes
 What is the new phone number?
 928-274-6182
- 10) Provide name, address, and distance of nearest school. (If less than one (1) mile note footage)
 CLARKDALE ELEMENTARY 1615 MAIN ST CLARKDALE, AZ 86324 5.9 MILES
- 11) Are you one of the following? Please indicate below.
 Property Tenant
 Subtenant
 Property Owner
 Property Purchaser
 Property Management Company
 PROPERTY TENANT
- 12) Is there a penalty if lease is not fulfilled?
 Yes
 What is the penalty?
 DEPOSIT
- 13) What is the total money borrowed for the business not including the lease?
 Please list lenders/people owed money for the business.
 SCOTT STAAB 687 MAIN ST #32 JEROME, AZ 86331 \$45,000.00
- 14) Is there a drive through window on the premises?
 No
- 15) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
 NONE
- 16) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
 No
- 17) Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only)
 \$38,300.00

Item A.

State of Arizona
Department of Liquor Licenses and Control

Created 07/20/2023 @ 11:57:30 AM

Local Governing Body Report

LICENSE

Number: Type: INP INTERIM PERMIT
Name: WICKED CITY PUB
State: Pending
Issue Date: Expiration Date:
Original Issue Date:
Location: 403 CLARK STREET
#A3
JEROME, AZ 86331
USA
Mailing Address: PO BOX 1284
JEROME, AZ 86331
USA
Phone: (928)274-1329
Alt. Phone:
Email:

AGENT

Name: ALLEN FREDERIC STEFFEY
Gender: Male
Correspondence Address: PO BOX 1284
JEROME, AZ 86331
USA
Phone:
Alt. Phone:
Email:

OWNER

Name: WICKED CITY PUB LLC
Contact Name: ALLEN FREDERIC STEFFEY
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: 23510560 State of Incorporation: AZ
Incorporation Date: 04/04/2023
Correspondence Address: PO BOX 1284
JEROME, AZ 86331
USA
Phone: (928)274-6182
Alt. Phone:
Email:

Officers / Stockholders

Name:
ALLEN FREDERIC STEFFEY

Title:
MEMBER

% Interest:
100.00

WICKED CITY PUB LLC - MEMBER

Name: ALLEN FREDERIC STEFFEY
Gender: Male
Correspondence Address: PO BOX 1284
JEROME, AZ 86331
USA
Phone: [REDACTED]
Alt. Phone:
Email: [REDACTED]

APPLICATION INFORMATION

Application Number: 251652
Application Type: New Application
Created Date: 07/13/2023

QUESTIONS & ANSWERS

INP Interim Permit

- 1) Enter License Number currently at location
07130076
- 2) Is the license currently in use?
Yes
- 3) Will you please submit section 5, page 6, of the license application when you reach the upload page?
Yes
A Document of type INTERIM NOTARY PAGE is required.

This Bill of Sale, for Wicked City Brew LLC and the Arizona Series 7 Liquor License, Number 07130076, was signed on April 29th, 2023.

Item A.

23 JUL 12 PM 1:07 AZDILLC

Buyer: Wicked City Pub LLC
Liquor License Agent: Allen Frederick Steffery
Entity Name: Wicked City Pub LLC
Entity Mailing Address: P.O. Box 1284, Jerome Az., 86331
State of Incorporation / Organization: Arizona
Entity Type: Limited Liability Company (LLC)

Seller: The Estate of John Ward Bartell
Entity name: Wicked City Brew LLC
License Type: Arizona Series 7 liquor license, number 07130076
Entity Mailing Address: 1317 Dream Island Blvd, Steamboat Springs, Co.
State of Incorporation / Organization: Arizona
Entity Type: Limited Liability Company (LLC)

The Seller, The Estate of John Ward Bartell give Wicked City Pub LLC, with Agent Allen Frederick Steffey, permission and recommendation, to operate Interim with the Series 7 Liquor License, Number 07130076.

The Purchase Price of \$38,300.00 has been paid in full.


Buyer - Wicked City Pub LLC


Seller - The Estate of John Ward Bartell

SEDONA
〈ELITE〉
PROPERTIES

07/01/2023

To Whom It May Concern,

We are writing to confirm that Wicked City Pub LLC, does in-fact rent the commercial space located at 403 Clark Street, Unit A3, Jerome, AZ 86331.

If you have any questions, please contact us at the phone number or e-mail listed below.

Sincerely,

SEDONA ELITE PROPERTIES MANAGEMENT



Ian M. Kraut
Owner/Broker

Cc: Owner
Tenant File

LC:
Amount:

23 JUL 12 PM 1:08 AZDLLC

Item A.



AGENT/CONTROLLING PERSON QUESTIONNAIRE

DLLC USE ONLY
Job #: 251651
Date Accepted: 07-20-2023
CSR: SG

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with **Black Ink**

805-403

License Number: 07130076

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

Attention local governments: Social security and birth date information is confidential. This information will be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED ACCORDINGLY AND SUBMITTED TO THE DEPARTMENT WITH A BLUE OR BLACK LINED FINGERPRINT CARD AND \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE.

1. Check the Appropriate Box Agent Controlling Person

2. Name: STEFFEY ALLEN FREDERIC Birth Date: [REDACTED] (NOT a public record)

3. Social Security #: [REDACTED] Drivers License #: [REDACTED] State Issued: AZ

4. Place of birth: ORLEANS FRANCE Height: 5'10" Weight: 150 Eyes: BLU Hair: GRY

5. Name of current/most recent spouse: _____ Birth Date: ____/____/____ (NOT a public record)

6. Are you a bonafide resident of Arizona? Yes No If yes, what is your date of residency? 2/22

7. Daytime telephone number: [REDACTED] Email address: [REDACTED]

8. Premises Name: WICKED CITY PUB Business Phone: 928, 274, 1329

9. Premises Address: 403 CLARK ST. #A3 JEROME AZ YAV 86331

10. List your employment or type of business during the past five (5) years, if unemployed, retired, or student, list residence address. (ATTACH ADDITIONAL SHEET IF NECESSARY) Item A.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
	CURRENT	FIRE/AIR ATTACK PILOT	POUNDEROSA AVIATION 4500 AVIATION WAY SAFFORD AZ 85540
5/2010	12/21		

11. Provide your residence address information for the last five (5) years A.R.S. §4-202(D) (ATTACH ADDITIONAL SHEET IF NECESSARY)

FROM Month/Year	To Month/Year	Street	City	State	Zip
10/22	CURRENT	[REDACTED]		AZ	86331
5/10	10/22	1300 N. RABBIT RIDGE RD	DEWEY	AZ	86327
5/17	5/20	4114 E. CALLE REDONDA #56	PHOENIX	AZ	85018

(ATTACH ADDITIONAL SHEET IF NECESSARY)

- 12. As an Agent or Controlling Person, will you be managing the day to day operation of the licensed premises? If you answered YES, then answer #13 below. If NO, skip to #14 Yes No
- 13. Have you attended a DLLC approved Basic and Management Liquor Law Training Course within the past 3 years? **MUST** attach copies of both training certificates. Yes No
- 14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
- 15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summons pending against you? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210 Yes No
- 16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
- 17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
- 18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

I, (Print Full Name) ALLEN FREDERICK STEFFEY hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: Allen Steffey Date: 7/10/23

23 JUL 12 PM 1 08 AZDLLC

Certificate of Completion For Title 4 BASIC Liquor Law Training

<input type="checkbox"/>	On-sale
<input type="checkbox"/>	Off-sale
<input checked="" type="checkbox"/>	On- and off-sale

Item A.

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.

The State requires BASIC Title 4 training only as a prerequisite for MANAGEMENT Title 4 training or as a result of a liquor law violation. Persons required to have BASIC Title 4 training are listed on the base of this Certificate. Licensees sometimes require BASIC Title 4 Training a condition of employment.

A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

DITAT DEUS

Allen Steffey

Full Name (please print)

Allen Steffey
Signature

5/4/2023

Training Completion Date

1912

5/4/2024

Certificate Expiration Date

(three years from completion date)

Training Provider Information

ABC - Arizona Business Council for Alcohol Education

Company Name

8155 North 24th Avenue, Suite A; Phoenix, Arizona 85021

Mailing Address

(602) 285-1396

Daytime Contact Phone Number

I, Jesus Altamirano, certify that the above named individual did successfully complete
Instructor Name (please print)

Title 4 BASIC Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.)R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).

Jesus Altamirano
Instructor Signature

4 / 5 / 2023
Day Mo Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)
Conveyance (series 8)
Restaurant (series 12)

Government (series 5)
Liquor Store (series 9)
In-state Farm Winery (series 13)

Bar (series 6)
Private Club (series 14)

Beer & Wine Bar (series 7)
Hotel/Motel w/restaurant (series 11)
Beer & Wine Store (series 10)

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

Certificate of Completion For Title 4 MANAGEMENT Liquor Law Training

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.

Basic Title 4 training is a prerequisite for MANAGEMENT title 4 training. A valid Certificate of Completion for BASIC Title 4 training must be on file at the Department of Liquor and satisfactory completion of a State-approved BASIC Title 4 course must be verified by the training provider prior to issuing a Certificate of Completion for MANAGEMENT Title 4 training.

A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

Allen Steffey

Full Name (please print)

Allen Steffey
Signature

5/4/2023

Training Completion Date

5/4/2024

Certificate Expiration Date
(three years from completion date)

Training Provider Information

ABC - Arizona Business Council for Alcohol Education

Company Name

8155 North 24th Avenue, Suite A; Phoenix, Arizona 85021

Mailing Address

(602) 285-1396

Daytime Contact Phone Number

I, Jesus Altamirano, certify that the above named individual did successfully complete
Instructor Name (please print)

Title 4 MANAGEMENT Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.)R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).

Jesus Altamirano
Instructor Signature

4 / 5 / 2023
Day Mo Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

- | | | | |
|----------------------------------|----------------------------------|--------------------------|--------------------------------------|
| In-state Microbrewery (series 3) | Government (series 5) | Bar (series 6) | Beer & Wine Bar (series 7) |
| Conveyance (series 8) | Liquor Store (series 9) | Private Club (series 14) | Hotel/Motel w/restaurant (series 11) |
| Restaurant (series 12) | In-state Farm Winery (series 13) | | Beer & Wine Store (series 10) |

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.
The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.



ALIEN STATUS

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with **Black Ink**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) ALLEN FREDERICK STEFFEY

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? Yes No - If yes, indicate place of birth:

City ORLEANS State _____ COUNTRY FRANCE

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Name of document: CONSULAR REPORT OF BIRTH ABROAD

If you answered **No**, you must complete Sections III.

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

Item A.

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification card.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

2023 7 13 12:44 PM EDT

SECTION III - QUALIFIED ALIEN DECLARATION

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

Name of document provided

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))

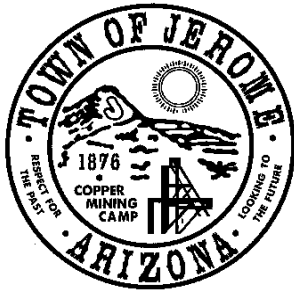
- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 etseq.];
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §

ALLEN FREDERICK STEFFEY
Print Name

Allen Steffey
Signature

7/10/23
Date



Founded 1876
Incorporated 1899

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 a Series 07 Beer and Wine Liquor License for Wicked City Pub**

MEETING DATE: September 12, 2023

Summary:

Wicked City Pub (formerly Wicked City Saloon) is under new ownership but retaining the location and a similar name. The new owners have applied for an Arizona Series 07 Beer and Wine Bar Liquor License for the same location.

Fiscal Impact:

None.

Recommendation

Staff recommend that Council approve the liquor license application.

File Attachments for Item:

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.

TOWN OF JEROME

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jerome Fire Department

Date: 08/15/2023

Meeting Date: 9-12-23

TITLE: Emergency services agreement

RECOMMENDED ACTION: Add to the existing Fee Schedule allowing for property owners outside of the Town of Jerome's incorporated area, the option to enter into an Emergency Services Agreement with the Jerome Fire Department to reduce the potential for an extremely costly bill for emergency services.

ACTION SUMMARY:

Update the fee schedule to provide fire, rescue, and emergency services based on limited property value for certain areas outside of Town limits.

DISCUSSION:

Areas to be included would be Perkinsville Rd, parts of Douglas Rd., Lower Bell, Upper Bell, parts of Dundee, and structures on top of Mingus Mountain. These bills can be quite substantial absent an agreement.

Creating an agreement like this is common practice with other fire agencies in the area.

Background/History:

Jerome Fire department responds to the properties outside Town of Jerome's incorporated area on a regular basis. Per the Town of Jerome's town code, the Jerome Fire Department is required to bill these properties for services rendered.

Key Considerations:

Billing the property owner for services has the potential of creating extremely large bills and negative relationships.

Without having agreements in place other agencies responding to the incident may also charge for services.

We as the Fire Department do our best to create and maintain positive working relationships with the residents of Jerome and the surrounding area.

Community Benefits and Considerations:

The key benefit to the community is that the response agreement would cover the cost of the fire department's replacement of consumables used at the incident and significantly reduce the charge for services rendered.

Financial Implications:

The extra financial income would supplement the Fire Department's budget assisting with the wages of the new fuels personnel as well as other budgetary needs.

Options and Alternatives:

The first option would be to do nothing and continue the billing.

Second would be to annex the areas. By doing this the town would gain extra tax revenue.

The last one would be the possibility of the property being annexed or absorbed by our neighboring fire district.

Attachments/Exhibits:

See attached.



Jerome Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
e-mail: adminjeromefd.org

Jerome Fire Department

Emergency Services Agreement Estimate Worksheet

Property owners outside the boundaries of the Town of Jerome may apply for a Fire Protection Services Agreement. This Out-of-District Fire Protection Services Agreement would allow the Fire Department to provide fire/emergency services to you on a contractual basis. The annual cost for this Agreement is the amount of your property taxes as calculated if your property was within the jurisdictional boundaries of the Town, plus a 10% administrative fee.

Your property assessment and tax information can be found at Interactive Map (yavapaiaz.gov).

Assessed Limited Property Value or Assessed LPV _____

Assess LPV is the assessment ratio or percentage (10% for Residential, 15% for Vacant Land and 17.5 for Commercial) of the Limited Property Value or Limited Value (Primary) of your property assessment or evaluation.

Divided by 100

X

The most current tax levy for the Verde Valley Fire Protection District is \$3.21. Jerome Fire will adhere to this. The Jerome fire Department charge is \$3.21 per \$100 of the Assessed LPV, note the division by 100 Above

X

Ten percent (10%) or 1.10 (Administrative fee)

=

Your Estimated Jerome Fire Department Emergency Services Agreement for one year.

This contract is a fiscally equitable solution to provide residents and businesses outside of the town of Jerome limits with fire and emergency services at a lesser cost than an al-la-carte billing that has the potential to be a high cost to the property owner.

The proceeds of the distributions from these funds are used to supplement the fire department's budget.

Transport to the hospital by ambulance is billed separately as required and regulated by the Arizona Department of Health.

[Ord. 369, 4/13/10]

Section 4-2-8 Providing Fire, Rescue and EMS Services for Non-Residents

The Jerome Town Council may enter into agreements or contracts to furnish fire, rescue, and EMS medical protection outside the Town, and may enter into aid agreements. The fire department is authorized to render fire, rescue, and EMS services pursuant to the terms of such agreement or contract. The fire department is further authorized to answer fire alarms and fight fires beyond the Town limits, whenever the Fire Chief, in his/her discretion, shall deem it necessary to protect lives and property.

The following fees are established to compensate the Town for rendered service. Unless otherwise provided, all contracts, except with the State Land Department, and other mutual aid agreements will be charged at the following rates:

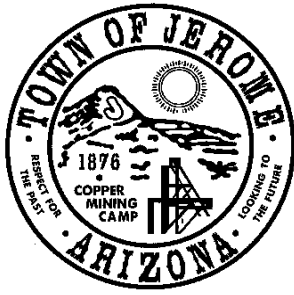
Services	Initial Response	Each Succeeding Hour
Base Rate Fire Apparatus (per vehicle)	\$ 250.00	\$ 125.00
Rescue Vehicle	\$ 250.00	\$ 125.00
Brush Truck	\$ 175.00	\$ 100.00
Trail Rescue Vehicle	\$ 100.00	\$ 75.00
Command Officer	\$ 75.00 (\$50.00)	\$ 35.00 (\$25.00)
Personnel (per responder)	\$ 40.00 (\$30.00)	\$ 25.00 (\$20.00)
HazMat Surcharge	\$1,500.00 plus supplies	
Extrication	\$ 750.00 per person	
Wash Down	\$ 100.00	
Technical Rope Rescue	\$ 1,500.00 per person	
Fire Extinguishment	\$1,500.00 per building	
Vehicle Extinguishment	\$500.00 per vehicle	

Outside Town Limits Fire Protection Services Agreement is based on the following formula: Assessed Limited Property Value divided by (/) 100; multiplied by the current year tax levy; multiplied by 1.10 (10%)

File Attachments for Item:

C. Consideration of Updates to the Town's Financial Operations Guide

Council will consider and may approve the staff proposed updates.



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TOWN OF JEROME

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

Item C.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Updates to the Town’s Financial Operations Guide**

MEETING DATE: September 12, 2023

Summary:

The Town’s Financial Operations Guide was adopted in 2016. It is a comprehensive manual and mostly still applicable to government accounting and financial management best practices. A few updates were needed to be made based on long-standing Town procedures, and updated best practices. In addition, it is proposed that the Town Manager review threshold is raised from \$50.00 to \$500.00 to encourage greater department head ownership and eliminate unnecessary bureaucracy. There are still appropriate, and actually enhanced checks and balances. The new proposed language is in red font. There are not many proposed changes, but the entire manual was provided for your review to keep you up-to-date on the Town’s financial policies and procedures.

Fiscal Impact:

None.

Recommendation

Staff recommend that Council approve the proposed updates to the Town’s Financial Operations Guide.

**TOWN OF JEROME
FINANCIAL OPERATIONS MANUAL**

August 2023

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INTRODUCTION

PURPOSE: The purpose of this manual is to set forth those policies and procedures established to govern and to implement fiscal policy and financial management related to the Town of Jerome. The general purpose of this document is to provide a working guide for established financial policies and procedures.

I. RESPONSIBILITIES

Jerome's Town Code charges the Town Clerk and/or the Town Manager with implementing the financial policies of the Town Council. All matters discussed in this operations manual shall be carried out within applicable laws and regulations, and with generally recognized principles of good financial management and accounting.

Town employees not following the policies and procedures set forth in this manual may be subject to discipline as set forth in the Town's adopted Personnel Policies.

II. AMENDMENTS

This manual is written in sections, by subject, allowing flexibility for revision. The revision number and the effective date of the revision will be noted at the top right-hand corner of each page.

III. COMMENTS/CLARIFICATION OF POLICY

All comments and requests for clarification of this manual should be addressed to the Finance Department.

IV. OTHER TOWN POLICIES

For additional policy information, see the Town's separate policies as follows:

1. Jerome Town Code
2. Town of Jerome Personnel Policies

SECTION ONE PAYROLL

PURPOSE: To establish standard procedures for the disbursement of funds to employees of the Town of Jerome for work performed for the Town and to ensure that all financial accounting practices are authorized and accounted for properly.

I. INITIATION, STATUS CHANGES and PAYROLL WITHHOLDINGS

Original authority for placing an employee on the payroll, authority to execute any change of employee status, or authority to remove an employee from the payroll will be provided in writing by the Town Manager. Authority for initial federal and state income tax withholdings and subsequent changes will be recorded on a properly executed Federal W-4 and Arizona A-4 form. The original authority for court ordered withholdings shall be by copy of the court order. The Payroll Clerk shall enter the initial or change in status and the initial or change in withholding information into the computer payroll program and mark each document as entered. The documents shall then be placed on file in the Finance Office, and in the employee's personnel file.

II. RECORDS

A. Payroll/Financial Files

The Payroll Clerk maintains the following documents in the Finance Office and in the employee's personnel file:

- Employee timesheets
- Copies of paychecks or direct deposit stubs
- Miscellaneous payroll/status change forms
- Federal Withholding Form (W-4)
- Arizona Withholding Form (A-4)
- Employment Verification Form (I-9)
- Court Orders
- Health Insurance Enrollment
- Any miscellaneous authorized deductions or financial documents

B. Personnel Files

The Town Manager maintains a Personnel File for each employee, which may be kept securely in the Finance Office and contain at a minimum:

- Application for employment
- Basic employee information
- Medical and Workers Comp forms (In a separate confidential file)
- Annual reviews and disciplinary records
- Miscellaneous other records and correspondence

III. PAY PERIODS

All Town of Jerome employees have a bi-weekly pay period running from 12:01 a.m. Sunday of one week through midnight Saturday of the following week.

IV. TIME CARDS

A Timecard shall be completed according to department policy and entered in the Town's electronic time keeping service.

V. LEAVE TIME

For policies regarding Holidays, Paid Time Off (PTO), and other leave time, refer to the Town of Jerome Personnel Policies Manual.

VI. POLICY FOR ON CALL PAY

'On Call' pay is a specific class of automatic pay for non-exempt employees who may be assigned On Call duty in order to respond to critical situations that might arise outside of scheduled work hours. This is intended to address the need to provide 24/7 readiness including emergency response capabilities to the citizens of Jerome. On Call assignments will be made at the discretion of the Town Manager, Department Head or his or her designee. These provisions and guidelines do not apply to exempt classifications.

Guidelines for On Call:

- Employee must be easily reachable by telephone or other acceptable and previously agreed upon means of communication;
- Employee must be able to effectively respond by phone to all emergency calls within ten (10) minutes and capable of reaching any emergency site within thirty (30) minutes;
- During the period that Employee is "on call," Employee must not consume substances (including but not limited to alcohol and drugs), which may impair the ability to promptly, effectively and safely carry out duties;
- If a call out event lasts until the beginning of a scheduled workday, the call out time will cease and the regular workday will begin;
- Employee may otherwise use On Call time as their own.

Failure to respond to calls as described above or reporting to work unfit for duty will result in disciplinary actions up to and including termination.

A call out is considered to be the act by the On Call person of physically travelling to respond to an issue or emergency.

For On Call time other than scheduled work time or time spent responding to an emergency, a fixed amount of On Call pay will be paid to non-exempt employees. A public works employee On Call will be compensated one hundred dollars (\$100.00) for each full week spent On Call.

Employees are paid at their regular rate of pay for regularly scheduled work time and/or time spent responding to an emergency while On Call. An employee who receives a call out will be compensated a minimum of two (2) hours regular pay for each call out event. After forty (40) hours worked in any one (1) workweek, regular overtime is paid at time and one half (1.5) of employee's regular rate of pay.

On Call pay is a separate compensation class and, as such, is to be designated on a separate line of the employee's time sheet as it is not combined with regular workweek hours for purposes of calculating overtime. On Call time cannot be converted to regular work time or compensatory time. On Call time will be calculated and paid on a separate line of the employee's regular pay stub.

VII. CHECK RUN, SIGNING AND DISBURSEMENT

The Payroll Clerk generates the payroll checks and/or direct deposit stubs. The direct deposit stubs and checks are forwarded to the Town Manager for review, along with copies of the Timecards.

After distribution to employees, the Timecards are attached to copies of the direct deposit stub or check and filed in the Finance Department.

VIII. FISCAL YEAR END PROCEDURES

When the final fiscal year end payroll crosses both fiscal years, the applicable expenditures are reported in accrued payroll and recorded in the adjusting entries.

IX. QUARTERLY REPORTS AND YEAR END W-2 PROCEDURES

Quarterly reports are prepared by the Payroll Clerk. Once the fourth quarter reports have been prepared and balanced, the Payroll Clerk reconciles final W-2 amounts to the quarterly reports and then prints the W-2s for distribution to employees and the IRS.

X. PAYROLL LIABILITY ACCOUNTS

The Payroll Clerk reconciles the payroll liability accounts and prepares any necessary adjustments at least quarterly. The Finance Director reviews these reconciliations and approves any required adjustments.

SECTION TWO TRAVEL & TRAINING

PURPOSE: The policy of the Town of Jerome is to encourage training opportunities for employees and supervisors so that their services rendered to the Town shall be made more effective, and that employees may become, at the same time, qualified for promotion to higher level positions. The Department Heads and Town Manager, consistent with the budget and this policy, shall authorize attendance at conferences, seminars, meetings and conventions that directly benefit the Town of Jerome.

- I. Eligible Individuals
 - A. Town employees
 - B. Others - Members of Town Council and Town boards, commissions, and committees.

- II. General Travel Principles - The Town shall authorize employee travel in accordance to the following principles:
 - A. Employees may attend educational or training seminars if funds for that purpose are available, **department staffing allows**, and such training is directly job related.
 - B. The most economical method of transportation shall be selected in terms of expense to the Town and the employee's time away from the office.
 - C. Travel shall be approved prior to departure by the Department Head and Town Manager.
 - D. Any travel claims shall be submitted to the Finance Department within five (5) working days after the end of the trip.

- III. Travel Compensation Guidelines
 - A. Lodging shall be compensated on the basis of actual expenses incurred. Meals shall be compensated for food and non-alcoholic beverages only, to include gratuities therefore. Detailed receipts must be provided in order for compensation to be granted.
 - B. The Town shall compensate expenses only when the expenses are incurred during the performance of official duties of the Town employee and for the Town's benefit.
 - C. Expenses will not be compensated when the training received is for the direct benefit of the employee and not required by the job.
 - D. An employee who extends the travel for his own convenience or enjoyment, when such is not required by the Town, will not be entitled to reimbursement for that meal or, if applicable, lodging.

IV. Transportation

A. Requirements for using Town owned vehicle

1. Authorization - by the Town Manager prior to use.
2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town vehicle or rental vehicle on Town business.
3. Vehicle reservation – to assure availability, reserve a vehicle with the Front Desk at least 48 hours before it is needed.
4. Reporting - All pertinent information must be provided in the vehicle log, including name of user, beginning and ending mileage, total miles traveled, and fuel level.
5. Returning of vehicle - fuel level must be full upon return from an out of town trip and any problems or incidents with the vehicle must be reported to the Town Manager or his/her designee. The vehicle shall be returned in a clean state (all soda cans, paper & trash shall be removed).
6. NO SMOKING in Town vehicles.

B. Requirements for using personal vehicle

1. Driver's license - a valid Arizona driver's license is required if the employee is driving a personal vehicle on Town business.
2. Current Vehicle Insurance - liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident.
 - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the Town's insurance will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of their employment.
 - b. If a traveler driving a privately owned vehicle on Town business is involved in an accident, regardless of fault, the Town will not reimburse for any physical damage to the motor vehicle.
3. Compensation Basis
 - a. Compensation is based on "Map Mileage" using official state highway maps or mapping programs.
 - b. Beginning address and ending location address must be submitted for compensation.

9

- c. Compensation will be calculated using the most direct route. Mileage from the employee's home to the employee's designated work space within the Town shall be deducted unless travel is on a non-working day.
- d. Mileage compensation shall be at the Federal rate per map mile. This rate includes all travel and maintenance expenses of the vehicle.

V. Miscellaneous Travel Issues

A. Communication Expenses

1. Business communication charges, including faxes, WiFi charges and copies, are reimbursable if documented by receipts.
2. Business calls are reimbursable and should be noted as such on the hotel receipt. The number called should be visible.
3. No personal calls will be reimbursed.

B. Extending Business Trips with Leave Time

1. With the Department Head's approval, traveler may extend a business trip using leave time.
2. The Town will cover the lodging, map mileage and meals for the period the traveler is conducting Town business.
3. Additional costs will be borne by the traveler.

C. Local Transportation, Tolls and Parking

Local transportation fares, tolls and parking fees are reimbursable to the extent that receipts are provided.

SECTION THREE CASH RECEIPTS

PURPOSE: To describe the procedure for obtaining and receipting all revenues received by the Town of Jerome.

I. PROCEDURES

- A. All Town revenues will be receipted daily through the front desk.
- B. Water, Trash, Sewer, and rental payments will be recorded in the Utility Billing software system and balanced at the end of each business day. The Utility Department cash drawer will open daily with a \$250.00 change fund.
- C. Police Department-related revenue will be turned in to the front desk weekly and as needed.
- D. Court-related revenue will be received by the Court and paid to the Town monthly.
- E. Funds deposited directly to Town bank accounts will be recorded as received and entered into the General Ledger.
- F. All other payments received will be receipted through the Front Desk and those not assigned an account will be entered as "Miscellaneous Revenue." The receipts will be balanced daily and all supporting documents will be placed in a locked cabinet in the Finance Department.
- G. Revenue received through the Bill Master program at the Front Desk will be transferred to CYMA once a week and a weekly bank deposit will be made from the transfer by the Finance office. Each import/export, transfer and bank deposit is reconciled and verified by the Deputy Clerk.
- H. The Finance Department will perform a weekly bank deposit of all revenues and each import / export, transfer and bank deposit will be reconciled and verified by the Deputy Clerk or Accounting Clerk.
- I. All bank accounts will be reconciled monthly by the Deputy Clerk or Accounting Clerk, reviewed by the Town Manager, and filed according to the Town's Record Retention Schedule.

II. CASH HANDLING

- A. The cash drawer will open each day with a change fund of \$250.00.
- B. The front desk clerk will, or other employee in his / her absence, will receive cash payments throughout the day and create supporting documents to record the purpose of the payment if documentation is not provided by the payee.

- C. At the end of the business day, all cash payments received will be recorded in the financial billing software and transferred to a locked cabinet in the Finance Department with the daily payments and all supporting documentation.
- D. The cash drawer will be counted and must maintain the \$250.00 change fund balance. If any discrepancy is found, the daily cash payments received must be reconciled in an attempt to remedy the discrepancy. The Finance Director and Town Manager must be notified immediately of any discrepancies.
- E. At least once monthly the Finance Director will audit the cash drawer to ensure it has maintained the \$250.00 change balance. The Finance Director will count the cash by denomination and note the total of each. The audit record will be filed and maintained in the Finance Department.
- F. The Police Department will turn coins collected throughout the month into the Finance Department monthly, or more frequently if needed. The coins will be secured in the Finance Department until they can be deposited into the Town bank account. The Finance Director or designee will deposit the coins with the bank and then submit the receipt to the Front Desk Clerk who will record appropriately in the financial billing software. The Finance Department will make a journal entry of any fee applied and file the journal entry with the monthly bank record.
- G. A petty cash fund will be kept and maintained on an imprest basis for the purpose of receiving miscellaneous cash payments for non-utilities (copies and faxes, etc.) and making small change when applicable. The balance of the petty cash fund will be maintained at \$50.00 including cash on hand and logbook entries. If the cash on hand falls below \$25.00, the Finance Director will make a journal entry and bring the cash on hand back to \$50.00. A log is to be kept of all incoming and outgoing cash.
- H. At least once monthly, the Finance Director will audit the petty cash box and ensure there are no discrepancies. Any discrepancies will be reported to the Town Manager without delay. The audit record will be kept on file in the Finance Department.

SECTION FOUR

DEBT COLLECTION AND WRITE OFF OF UNCOLLECTIBLE ACCOUNTS

I. PURPOSE

- A. To ensure that all service fees, rentals and other accounts receivable are collected in a timely, humane and cost efficient manner.
- B. To provide authorization and guidelines for write-off of uncollectible revenues.

II. SCOPE

- A. Receivables include utility billings, fines, fees, rental payments and other miscellaneous accounts receivable, and any related penalties and interest.
- B. Under the Model City Tax Code, sales tax receivables may not be written off.
- C. On occasion, after all reasonable effort is expended, certain accounts receivable will be deemed as uncollectible.

III. BILLING AND COLLECTION EFFORTS

- A. The Finance Department, along with the originating department, must ensure that due diligence has been exercised in the collection process.
- B. Rental accounts will be handled in accordance with the lease agreement on file.
- C. Utility accounts will be handled in accordance with the provisions of the Jerome Town Code.
- D. For all other (non-utility) receivables:
 - 1. An invoice with all pertinent information, such as customer name, address, service provided, date provided and fee, should be provided to the customer on a timely basis.
 - 2. If payment of an invoice is not received within 30 days, a past due notice should be mailed requesting immediate payment.
 - 3. If an invoice remains unpaid, staff should make every effort to contact the customer to arrange payment.
 - 4. After 120 days outstanding, an uncollected receivable should be referred to a third party collection agency, if economically feasible to do so.
 - 5. All collection efforts should be documented.
- E. Settlement Arrangements
 - 1. Customers wishing to arrange for the settling of their accounts will be handled by the Town Manager on a case by case basis. The Manager, at his or her own discretion,

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may enter into a written agreement with the debtor for repayment of the debt via a payment plan.

2. If a payment plan is implemented, additional late fees will be suspended during the period covered by the plan.
3. If a payment plan is implemented, and the debtor fails to make any payment by the agreed upon date, then further action may be taken without additional notice to the debtor.

F. Criteria for Write-off

1. The Town may consider receivables unrecoverable and recommend the amounts for write-off based on the following criteria:
 - a. Cost of further recovery actions will exceed estimated recovery amounts.
 - b. Inability to locate debtors after a minimum of two years.
 - c. Forgiveness of debts as approved by Council.
 - d. Amounts less than \$500.00 (Five Hundred Dollars) which have been delinquent for over one year.
 - e. Accounts that have been with an outside collection agency for at least one year where the likelihood of collections is very low or for which no other collection remedies are possible or prudent.
 - f. Debtors have declared a Chapter 7 bankruptcy.
 - g. Accounts owed by companies no longer in business and for which collection efforts have failed.
 - h. Accounts of deceased persons where there is no estate.
 - i. Other reasons to be considered on a case-by-case basis.

G. Write-off Procedure

1. Periodically, the Finance Office will identify accounts receivable which may be deemed unrecoverable and qualified for write-off based on the criteria set forth in paragraph D above. The scope of these efforts should reflect the relative size and importance of the asset recommended for write-off.
2. The Finance Office will submit an Accounts Receivable Write-Off Request Form to the Town Manager. The request must include an itemized list of the uncollectible accounts to be written off, the justification for the write-off including documentation of collection efforts, and the account names and numbers.
3. The Town Manager will review the request and supporting information to ensure that adequate documentation is provided or cited to demonstrate due diligence efforts and that the rationale for the write-off is sound. If the Town Manager

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determines that the amounts are uncollectible or that further collection efforts would not be in the best interest of the Town, he or she will submit a request for write off of those accounts to the Town Council. If approved by Council, the Finance Office will adjust the appropriate system accounts.

H. Denial of Write-off Requests

1. Accounts Receivable write-off requests may be denied by the Town Manager or the Town Council based on the criteria listed below.
 - a. Insufficient collection efforts have been made or demonstrated.
 - b. Existence of a lien where future collection is possible.
 - c. Knowledge that the debt will be collected in the future.

SECTION FIVE PROCUREMENT

PURPOSE: To establish standard procedures for the procurement of supplies, materials, equipment and services and to ensure that all expenditures relating thereto, which are authorized in the Town’s budget, are properly encumbered and accounted for, and that a complete history of each expenditure transaction is established. The Jerome Town Code provides that the Town Manager shall be the Purchasing Officer for the Town. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the Town, shall be made by the Purchasing Officer, or any employee or agent of the Town, except in the manner set forth below, and unless said purchase is in accordance with the adopted Town budget.

I. PROCEDURE

A. Purchasing - The Town of Jerome shall procure all supplies, materials, equipment and services, deemed necessary for the delivery of quality services to its citizens, using competitive bids, vendor quotations or direct purchase. Every effort will be made to obtain all supplies, materials, equipment and services at the most economical prices available, utilizing local vendors whenever possible.

B. Purchasing Standards - All Town employees authorized to incur a debt for the Town of Jerome through the purchase of goods, such as supplies, materials, equipment or services, shall comply with the following purchasing standards:

1. The authority to incur a debt on behalf of the Town of Jerome is a public trust and each purchase shall be treated in a manner that will not in any way be adverse to the interest of the Town.
2. Each purchase shall be made impartially, fairly and without benefit, hint of benefit, or financial interest to the Town representative who is making the purchase.
3. No employee of the Town shall demand or accept a gratuity of any kind in return for making a purchase for the Town.
4. All vendors shall be dealt with in a fair, courteous and honest manner.
5. Under no circumstance will the acquisition of supplies, materials, equipment, or services be knowingly divided to circumvent the purchasing procedures.

C. Purchasing Procedure - All purchases shall be made in accordance with the provisions of Article 3-3, “Purchasing System,” of the Jerome Town Code.

III. CHANGE ORDERS

This policy is applicable to contracts requiring Council approval (over \$25,000).

1. Change orders to the original contract cumulatively totaling up to 5% of the original price and not to exceed \$25,000 may be approved by the Town Manager.

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2. Additional authority may be granted by the Council as they feel warranted depending on the project.

IV. PURCHASE REQUISITIONS

A "Purchase Requisition" shall be written for all purchases. Department Heads shall prepare the requisition and forward it to the Town Manager for approval **when over \$500.00 or when making the necessary purchase would place the particular line-item account over budget.**

V. EXPENDITURE OF CONTINGENCY REVENUES

No contingency revenues shall be expended for any purpose until the Town Council has specifically authorized their expenditure.

SECTION SIX

RECEIVING GOODS

PURPOSE: To establish standard procedures for the accurate receipting of all purchases or services received by the Town of Jerome.

I. PROCEDURES

- A. All items purchased by the Town shall require a written receipt of the items at the time of delivery.
- B. A title or deed shall act as the receiving document for the purchase of vehicles, land or buildings. The sales contract shall act as the invoice.
- C. Items purchased with petty cash shall be documented by the purchaser as being received by the purchaser's signature and by describing the items purchased, on the cash register tape or written receipt. It shall then be placed in the petty cash drawer as proof of the use of funds and the petty cash drawer shall be reimbursed on an imprest basis when needed in accordance with Section 3 of this Financial Operations Guide.
- D. Items purchased and paid for at the time of receipt with a Town check or a Town credit card shall include an itemized receipt that shall be signed by the purchaser and forwarded to the Finance office.
- E. All other items received shall be documented on a packing slip, bill of lading or a vendor invoice.
 1. Items received will be signed for and dated by the Department Head or their designee upon inspection by that person that all items on the receiving document are indeed delivered to the Town in good condition.
 2. Receiving documents for items purchased with a Purchase Requisition shall include the Purchase Requisition number.
 3. Items received via a parcel shipping company shall be signed for at the time of receipt from the delivery company as receipt of a number of boxes or envelopes. Upon delivery of the parcel(s) to the appropriate department, the department head or his/her designate shall inspect the contents of the delivery, sign and date the accompanying packing slip or invoice and note the amount and the condition (if necessary) of the items received.
 4. All receiving documents shall be attached to the payment request / purchase requisition with an invoice and the proper line-item budget account numbers coded, and submitted to the Town Manager for payment approval when exceeding \$500.00 or when purchasing the item(s) will place a particular line-item budget account over budget.

SECTION SEVEN CASH DISBURSEMENTS

PURPOSE: To establish standard procedures for the disbursement of funds to vendors for purchases by the Town of Jerome in accordance with the approved budget, to ensure that all services and items delivered were authorized and accounted for properly, and to maintain accurate vendor files.

I. PROCEDURES

- A. All invoices shall be reviewed by the Department Head to ensure compliance with the approved department budget. A payment request shall be signed by the Department Head and coded based upon the account numbers in the respective budget.
- B. All approved and coded invoices shall be forwarded to the Finance office the same week it was expended along with applicable receiving documents and purchase / payment requests. The Accounts Payable Clerk batches invoices for payment based on due date and date of items received. If an emergency check is required, the Town Manager may approve processing of a check outside the normal batch timelines.
- C. The Accounts Payable Clerk shall match all invoices with the receiving documents and payment requests.
- D. All vendors, other than corporations, must have a “Request for Taxpayer Identification Number and Certification Form” (W-9) on file with the Finance Department prior to payment of an invoice. If there is no W-9 form on file, a letter of request along with a copy of the W-9 form is sent by the Finance Office to the vendor for completion. Upon receipt of the completed W-9 form, the vendor is added to the vendor files and the payment process for the invoice is completed.
- E. The Accounts Payables Clerk shall enter all invoice information into the Accounts Payable module of the Town’s software. Checks will be processed and submitted to the Town Manager for review and signing.
- F. The Town Manager shall review the checks and check register, note any exceptions, and sign the register. The register and checks shall then be forwarded to the Mayor, Vice-Mayor, or other signatory approved by Council for the second approval. The checks and register shall then be forwarded to the Finance office for processing.
- G. The Accounting Clerk shall separate the signed checks from the supporting documentation and mail the original check to the payee. The Accounts Payables Clerk shall attach the invoices and any supporting documentation to a check copy and file

the documents in the appropriate vendor file. A second copy of the check shall be filed numerically.

- H. If a check has been outstanding for six months, an attempt will be made to contact the payee. All checks outstanding for 18 months or longer will, at the end of a fiscal year, be voided and the invoice deleted.
- I. Other checks shall be voided as needed when an error has occurred.

SECTION EIGHT CREDIT CARDS

PURPOSE: Credit card use is principally intended for the purchase of gasoline for Town vehicles, online purchases, training and business expenses or other purchases where the vendor requires such use. Credit card purchases are intended to be small in scope and of a ‘non-capital’ nature. Other methods of procurement (purchase orders or invoicing) are preferred and should be used whenever practicable.

I. **Cardholders**

- A. Town employees and officials may be Cardholders in accordance with this policy. All requests for Town credit cards will be made to and approved by the Town Manager.
- B. All purchases over \$500 must be pre-approved by the Town Manager in accordance with Section Five, “Procurement,” of this Manual.

II. **Use of Credit Card**

- A. The credit card is to be used for Town purchases only.
- B. No person other than the Cardholder is authorized to use the card unless prior authorization is obtained from the Cardholder.
- C. Questions regarding credit card accounts and procedures should be directed to the Finance Director.
- D. Cardholder shall take all necessary precautions to keep the card and card number in secure location.

III. **Telephone, Web, and Facsimile Orders**

- A. When placing a telephone, web, or facsimile order, confirm that the vendor agrees to charge the card when shipment is made and not sooner. The receipt charge date should coincide with the shipping date.
- B. Print, or request that the Vendor send via facsimile or email, a copy of the invoice. The original invoice is still required by the Finance Department for reconciliation purposes.

IV. **Documentation**

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- A. Documentation must be retained and attached to a purchase requisition form as a proof of purchase any time a purchase is made using the card. These documents are submitted to the Finance Department promptly to be used to verify the purchases on the Monthly Statement of Account.
- B. If, for any reason, the Cardholder does not have documentation for a transaction, the Cardholder must attach a Statement of Missing Documentation Form, which provides: a description of the item, Vendor's name, reason for missing documentation, and the action that will be taken to insure proper documentation in the future. In addition, the Cardholder and the Town Manager's signature are required on the form.

V. **Card Restrictions**

- A. The following uses of a Credit Card are **prohibited**:
 - 1. Cash Advances.
 - 2. Personal purchases. A Cardholder may not charge any personal items on the Town Credit Card.
 - 3. Vehicle repairs unless outside the service area and/or in an emergency. Documentation will be required.
 - 4. Alcoholic Beverage purchases.
- B. Cardholders shall comply with any applicable departmental restrictions on usage.
- C. A Cardholder may not violate any procurement requirements, where it pertains to obtaining quotes, when using the Town Credit Card.

VI. **Reconciliation and Payment**

- A. All receipts and approvals must be turned in to the Finance Office promptly. Attach any additional documentation necessary, complete all forms fully and ensure that all necessary signatures have been obtained.
- B. Receipts will be reconciled with the Monthly Statement of Account by the Finance Department.
- C. If a charge has been made for which you are unable to submit the required documentation, you must contact the Finance Department as soon as possible.
- E. Payment will be made promptly and before the due date to avoid any service or finance charges.
- F. Any department not responding promptly to the request for information from the Finance Department or in any way delaying the timely monthly payment of the Credit Card Account will be assessed the finance charges imposed by the issuing financial institution.

VII. Disputes

A disputed item could result from numerous circumstances, including defective purchases and unauthorized use. All disputed items and unauthorized charges should be reported to the Finance Director immediately.

VIII. Lost or Stolen Cards

Should any Cardholder lose, suspect having lost, or have their Credit Card stolen, it is their responsibility to immediately notify the Town Manager, who will report the loss immediately to the Credit Card issuer.

IX. Termination / Resigning Employees

- A. All efforts will be made by the Town to obtain the Credit Card, any receipts and other related forms when a Cardholder employee or official is terminated or resigns.
- B. The Town Manager will notify the card issuer of any changes.

X. Policy Violations

Failure to follow this policy may result in loss of Cardholder privileges and, for employees, may result in disciplinary action, including termination of employment.

SECTION NINE FUND BALANCE

The Town of Jerome recognizes the importance of maintaining an appropriate level of Unrestricted Fund Balance. After evaluating the Town's operating characteristics, diversity of tax base, reliability of non-property tax revenue sources, working capital needs, impact on bond rating, State and local economic outlooks, emergency and disaster risk, and other contingent issues, the Town establishes the following goals regarding the Unrestricted Fund Balance of the General Fund of the Town of Jerome, Arizona.

The level of fund balance the Town strives to maintain as unreserved is an amount equal to 25% of the Town's General Fund Budget, i.e. an amount equal to three month(s) operating expenses from the then current operating budget.

Once the Town achieves its goal of an appropriate level of Unrestricted Fund Balance, any excess funds may be utilized for other municipal fiscal purposes, including, without limitation, additional capital improvement needs or tax rate stabilization or reduction purposes. For example, by utilizing excess fund balances for capital improvements, the Town will reduce the need to incur long-term debt and will avoid creating an operating fund gap for subsequent fiscal years.

This policy has been adopted by the Town to recognize the financial importance of a stable and sufficient level of Unrestricted Fund Balance. However, the Town reserves the right to appropriate funds from the Unrestricted Fund Balance for emergencies and other requirements the Town believes to be in the best interest of the Town.

SECTION TEN INVESTMENTS

The Town shall use the Local Government Investment Pool to invest excess funds in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35-323. Excess funds will be determined by the Town Council on an annual basis.

SECTION ELEVEN CAPITAL ASSETS

I. PURPOSE

This policy is established to provide guidelines to ensure adequate stewardship over Town resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital assets information required for preparation of financial statements in accordance with generally accepted accounting principles.

II. DEFINITIONS

Fixed Assets

Fixed assets are tangible, non-consumable items including, but not limited to: land, buildings, machinery, equipment, and vehicles owned by the Town valued at \$5,000 or more with a life expectancy of over one year. The value of the fixed asset includes the purchase price plus sales tax, as well as costs to acquire (shipping and handling), install, secure, and prepare an item for its intended use. The original purchase of a software program is considered a fixed asset if it meets the \$5,000 threshold. Improvements to an existing asset that extends the life of the asset are capitalized and depreciated over the remaining useful life of the related asset. Projects with an aggregate of \$5,000 or over may be capitalized a single item and will be booked at the completion of the project.

Small & Attractive Assets

Assets valued at less than \$5,000 that are defined as high risk for theft. These assets are not normally consumed within one year. These assets may include items in one or more of the following categories:

- a. Portable and marketable, either alone or as a component unit, such as laptop computers, tablets, cell phones, GPS units, cameras, and specialized departmentally specific items.
- b. Assets that can be utilized for personal gain.
- c. Assets repeatedly reported as lost and/or stolen within the industry and society.

III. INVENTORIES

The purpose of the physical inventory is to verify the existence, location, and condition of Fixed Assets in order to validate the accuracy of the Town's accounting records. Physical inventories of Fixed Assets are conducted on an annual basis. Personnel conducting the inventory shall report any material unresolved differences to the department head for resolution. A final asset report for each fiscal year shall be required from the following departments: General Administration (which will include Town Hall, Jerome Magistrate Court, Library, Planning & Zoning and Properties), Police Department, Fire Department, and Public Works (which will include Parks, Water, Sewer, Trash and HURF), and should be submitted to the Finance office no later than August 31st of the subsequent fiscal year.

IV. CAPITALIZATION THRESHOLD

All assets with a cost of \$5,000 or more shall be capitalized. Although *Small & Attractive Assets* (assets costing less than \$5,000) do not meet the Town's capitalization threshold, they are considered assets for purposes of marking and identification, recordkeeping, and tracking.

V. IMPROVEMENT/REPAIR/MAINTENANCE EXPENSES

Routine repair and maintenance costs will be expensed as they are incurred and will not be capitalized. Major repairs will be capitalized if they result in betterments/ improvements to the Town's capital assets. To the extent that a project replaces the "old" part of a capital asset, outlays will not be capitalized; and to the extent that the project is betterment/improvement, outlays will be capitalized.

VI. DEPRECIATION METHOD AND EXPECTED USEFUL LIFE OF ASSETS

All assets are depreciated using the straight-line method of depreciation.

Type of Asset	Estimated Useful Life (years)
Land	N/A
Building & Improvements	05-30
Machinery & Equipment	03-20
Computer Software	03-05
Vehicles	05-10
Water System & Improvements	15-50
Wastewater Treatment Plant	15-50

VII. REVISION OF EXPECTED USEFUL LIFE

As the Town uses its capital assets, it may need to revise the expected useful life of some of them. Any such changes should be applied prospectively; that is, the rate should be recalculated based on the remaining useful life at the time of the revision, and the new rate should be applied in the present and future accounting periods. No changes should be made to financial records of previous years for revised estimates.

VIII. TAGGING NEW ASSETS

All assets fitting descriptions of a fixed asset or small and attractive asset (other than infrastructure, vehicles and small tools) shall be recorded on asset listings maintained by the Town Clerk and a numbered asset tag attached thereto.

All assets that are sold, traded in, or otherwise disposed of shall be removed from the fixed asset inventory and the tag listing.

IX. DISPOSAL OF SURPLUS ITEMS

Before an asset is sold or otherwise disposed of, it must first be determined if the asset had originally been purchased with grant monies. If this is the case, the Town must refer to the grant agreement and follow prescribed procedures for disposition.

The Town Council must first declare an asset surplus before it can be sold, or otherwise disposed of. If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order and cannot reasonably be repaired for resale, the department head, along with one other member of the department, will properly dispose of the asset. The department head and witness will sign an Affidavit of Destruction/Disposition. The Town Clerk, who shall remove the asset from any listings, will notify the Finance office and retain the Affidavit of Destruction/Disposition.

X. LOST, STOLEN, OR MISSING PROPERTY

When suspected or known losses of capital assets or small and attractive items occur, staff should conduct a search for the missing property. If the missing property is not found:

- a. The individual deemed to be primarily responsible for the asset shall notify the Town Clerk.
- b. The individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, shall complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.

SECTION TWELVE FRAUD

PURPOSE: To establish policies and procedures to maintain an ethical environment as a top priority for the Town of Jerome (Town). The Town of Jerome recognizes the importance of protecting the organization, its taxpayers, its employees, and its assets against financial risks, operational breaches and unethical activities. The Town’s Fraud Policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Jerome is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or misuse of the Town of Jerome’s assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

- A. The impact of misconduct and dishonesty may include:
 - 1. The actual financial loss incurred
 - 2. Damage to the reputation of the Town and our employees
 - 3. Negative publicity
 - 4. The cost of investigation
 - 5. Loss of employees
 - 6. Loss of public confidence
 - 7. Damaged relationships with our contractors and suppliers
 - 8. Litigation
 - 9. Damaged employee morale
- C. The Town’s goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.
- D. The Town is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.
- E. Definitions.

As used in this policy, the terms listed below shall have the following definitions:

1. Assets – the entire property of the Town of Jerome. Assets include, but are not limited to, all Town vehicles, building properties, office equipment, software, cash receivables, wages and benefits, equipment, and tools.
2. Corruption – the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity.
3. Embezzlement – any loss resulting from the misappropriation of the Town’s assets.
4. Employee(s) – all Town employees, independent contractors, consultants, temporary workers, and volunteers.
5. Fraud – the intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity.
6. Loss – the Town losing possession or control of any type of asset through fraudulent activities.
7. Misappropriate – to take or make use of any item without authority or right.
8. Misapplication – illegal or improper use of lawfully held funds or property.

F. ZERO TOLERANCE POLICY

1. The Town of Jerome has adopted a zero tolerance policy regarding fraud. No employee of the Town shall remove any Town asset from the property, misuse any Town asset for one’s personal gain, or willfully misappropriate any Town asset. Any evidence supporting fraud, theft, or embezzlement of Town assets and equipment may be subject to the following actions including, but not limited to: suspension, termination, restitution, and criminal charges. Any Town employee who is aware of fraud being committed against the Town by anyone shall report such activity to the Town Manager.

G. PROHIBITED ACTS

1. Fraud is defined as an intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:
 - a. Falsification of expenses and invoices.
 - b. Authorizing or receiving compensation for goods not received or services not performed.
 - c. Theft of cash or any assets.
 - d. Forgery, unauthorized alteration or falsification of records.
 - e. Improprieties in the handling or reporting of money transactions.
 - f. Knowingly providing false information on job applications.
 - g. Authorizing or receiving compensation for hours not worked.
 - h. Embezzlement, bribery or conspiracy.

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- i. Misappropriation, misapplication, destruction, removal, or concealment of Town property.
- j. Misrepresentation of fact.
- k. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
- l. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

H. DETERRING FRAUD AND CORRUPTION

1. The Town has established internal controls and policies and procedures in an effort to deter, prevent, and detect fraud and corruption. The Town may verify job applicants' employment history, education and personal references prior to making an offer of employment.
2. All vendors, contractors, and suppliers must be in good standing and be authorized to transact business in the Town. Vendors, contractors, and suppliers may be subject to screening, including verification of the individual or company's status as a debarred party.
3. When necessary, contractual agreements with the Town may contain a provision prohibiting fraudulent or corruptive acts and information about reporting fraud and corruption.
4. All Town employees will receive a copy of this policy. Annual fraud and corruption awareness training (ethics training) will be made available to employees if practicable.
5. Each department is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

I. REPORTING OF FRAUD OR CORRUPTION

1. Allegations and concerns about fraudulent or corrupt activity may come from various sources including employees, vendors, members of the public, results of internal and external audit reviews, or from any other interested parties.
2. All employees and officers have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any officer, employee, vendor, or any other party with any association with the Town. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.
3. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall, as a result of the reported activity:
 - a. Dismiss or threaten to dismiss the employee,
 - b. Discipline, suspend, or threaten to discipline or suspend the employee,

- c. Impose any penalty upon the employee, or
- d. Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including termination.

Misuse of the whistle-blower protection (i.e., false allegations of suspected fraud with the intent to disrupt or cause harm to another) will not be tolerated, and will result in discipline up to and including termination.

4. Concerns should be reported to the employee's immediate supervisor and/or the Town Manager.

5. Reporting Procedures

a. Mayor and Town Council Responsibilities

- 1) If the Mayor or a Town Councilmember has reason to suspect that a fraud has occurred, he or she shall immediately contact the Town Manager (or contact the Town Attorney if the Town Manager is involved).
- 2) The Mayor or Town Councilmember shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Town Manager (Town Attorney if the Town Manager is involved).
- 3) The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the Town Manager in consultation with the Town Attorney.

b. Middle Management Responsibilities

- 1) "Middle Management" or "Middle Manager" is defined as any employee, other than the Town Manager, acting in a supervisory capacity, whether on a permanent or temporary basis.
- 2) Middle management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2) Each middle manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is, or was, in existence in his or her area.
- 3) When an improper activity is detected or suspected, middle management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4) If middle management determines a suspected activity may involve fraud or related dishonest activity, they should contact the Town Manager (or contact the Town Attorney if the Town Manager is involved).

- 6) Middle management should not attempt to conduct individual investigations, interviews, or interrogations. However, middle management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions, provided that this prohibition shall not restrict the investigative duties of law enforcement personnel.
- 7) Middle management should support the Town's responsibilities and cooperate fully with the Town's administration, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- 8) Middle management must give full and unrestricted access to all necessary records and personnel. All Town furniture, equipment and contents, including desks, computers and cell phones, are open to inspection at any time. There is no assumption of privacy.
- 9) In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, middle management should avoid the following:
 - a) Incorrect accusations.
 - b) Alerting suspected individuals that an investigation is underway.
 - c) Treating employees unfairly.
 - d) Making statements that could lead to claims of false accusations or other offenses.
- 10) In handling dishonest or fraudulent activities, middle management has the responsibility

to:

- a) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc., except that law enforcement personnel may conduct investigations in the course of their official duties.
- b) Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney or in connection with law enforcement investigations.
- c) Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the Town Manager, Town Attorney, or law enforcement personnel.
- d) Direct all inquiries from the suspected individual, or his or her representative, to the Town Manager or Town Attorney. All inquiries by an attorney of the suspected individual should be directed to the Town Attorney. All inquiries from the media should be directed to the Town Manager.

- e) The Town Manager or Town Council, as appropriate, shall take appropriate corrective and disciplinary action, up to and including dismissal, in conformance with the Town's Personnel Policies and the Jerome Town Code.

c. Employee Responsibilities

- 1) A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- 2) When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the Town Manager (or contact the Town Attorney if the Town Manager is involved).
- 3) The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Town Manager, Town Attorney, or law enforcement personnel.

d. Town Manager Responsibilities

- 1) The Town Manager will promptly investigate the purported fraud.
- 2) In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Town Manager, in consultation with the Town Attorney, will contact the Police Department.
- 3) The Town Manager shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- 4) If evidence is uncovered showing possible dishonest or fraudulent activities, the Town Manager will proceed as follows:
 - a) Discuss the findings with the appropriate management/supervisor and the department head.
 - b) Advise middle management, if the case involves staff members, to meet with the Town Manager to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town's adopted Personnel Policies.
 - c) Report to the External Auditor such activities in order to assess the effect of the illegal activity on the Town's financial statements.
 - d) Coordinate with the Town's Risk Management insurer regarding notifications to insurers and filing of insurance claims.
 - e) Take immediate action, in consultation with the Town Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:

- i. Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - ii. Preventing the individual suspected of committing the fraud from having access to the records.
- 5) In consultation with the Town Attorney and the Police Department, the Town Manager may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
 - 6) If the Town Manager is contacted by the media regarding an alleged fraud or audit investigation, the Town Manager will consult the Town Attorney, as appropriate, before responding to a media request for information or interview.
 - 7) At the conclusion of the investigation, the Town Manager will document the results in a confidential memorandum report to the Town Council and the Town Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the Police Department for subsequent transfer to the County Attorney for disposition.
 - 8) Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Town Manager no later than seven calendar days after notice is received.
 - 9) The Town Manager will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
 - 10) Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material obtained from the department under investigation will be returned by the Town Manager to that department.

J. FALSE ALLEGATIONS

- a. Knowingly false allegations of suspected fraud may be subject to disciplinary action up to and including termination of employment.

K. CORRECTIVE ACTION AND DISCIPLINE

- a. Final determination regarding action against an employee, vendor, recipient or other person found to have committed fraud or corruption will be made by the Town Manager (or Town Council if the Town Manager is involved).
- b. Offenders at all levels of the Town will be treated equally regardless of their position or years of service with the Town. Determinations will be made based on a finding of facts in each case, actual or potential damage to the Town, cooperation by the offender and legal requirements.
- c. Appropriate and timely action will be taken against those proven to have committed fraudulent acts. These remedial actions may include, but are not limited to:
 - 1) Disciplinary action (up to and including immediate termination of employment).

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- 2) Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
- 3) Forwarding information to the appropriate authorities for criminal prosecution.
- 4) Institution of civil action to recover losses.
- 5) The Town may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

L. CONFIDENTIALITY

- a. All investigations will be conducted in confidence insofar as reasonably possible. The names of those communicating information about a fraudulent act or the names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.

File Attachments for Item:

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.



Permit # _____

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- Application and all supporting information **must** be submitted at least **30 days prior** to the event.
- There will be a Fee due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Town Use Only

Date Submitted: 8/30/2023 Fee: 25.00 Date Paid: _____
 Paid via: Check # _____ C.C. Cash

Special Event Approvals

Town Manager:
 Approve Deny Date: _____ Comments: _____

*Fire Inspector:
 Approve Deny Date: _____ Comments: _____

*Zoning Administrator:
 Approve Deny Date: _____ Comments: _____

*Police Chief:
 Approve Deny Date: _____ Comments: _____

*Building Inspector/Public Works:
 Approve Deny Date: _____ Comments: _____

**Other approvals as needed based on scope of event.*

Applicant Information

Name of Applicant (Individual Person)	<u>Dylan Jung</u>	Date:	<u>8/28/23</u>
Name of Organization/Sponsor	<u>Jerome Chamber of Commerce</u>		
Federal Tax or 501 (c)(3) Number	<u>82-5165468 (VnoZone for Art Sales)</u>		
Applicant's Mailing Address	<u>PO Box K</u>		
City	<u>Jerome</u>	State	<u>AZ</u> Zip <u>86331</u>
Applicant's Contact Information			
Email	<u>dylan-jeromechamber@gmail.com</u>		
Business Phone #	<u>928-634-2900</u>	Cell Phone #	<u>928-202-8144</u>
Emergency Contact for Date of Event			
Name	<u>Ginger Mackenzie</u>	Phone #	<u>928-284-8053</u>

Event Information

Name of Event	<u>Art in the Park</u>		
Date/Dates of Event- if event is longer than two (2) consecutive days, formal approval by Town Council will be required:	<u>Sept. 30th</u>		
Set-Up Date/Time:	From <u>Sept. 30th 9am</u>	To	<u> </u>
Tear-Down Date/Time:	From <u>Sept. 30th 6pm</u>	To	<u> </u>
Number of expected Participants	<u>100 - 300</u>		
Will an admission or registration fee be charged?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Fee <u> </u>
Please describe the event:			
<u>This will be the 3rd Art in the Park event. A dozen or so Artists painting live in the park. Live music with 2 bands. Stilt walker for kids. Food truck (Mad Honey) planned for spot across from Connor Hotel. Event runs Noon - 5pm.</u>			

Event Information Continued

Will the Special Event take place on property owned or leased by the Town of Jerome?

YES NO If yes, which property? Upper Park

If no, what is the physical address for the event? _____

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." Please complete and submit along with the Special Event Permit Application.

Special Event Access

Please include a description of the primary access routes to the property and available parking for the crowds anticipated. Special traffic control may be required for larger events.
main steps to and from the upper park. Normal parking is expected for any crowd, with direction towards 300 level lot and town shuttle -

Food and Beverage

Will Alcohol be Sold? YES NO
If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.
Will Food be Sold? YES NO (*Food truck already approved*)
If yes, please submit approval documents from the Yavapai County Health Services Department.
Separate permits or approvals may be required by County or State agencies. Documentation of all applicable approvals must be provided prior to event.

Provisions for Noise, Trash, and Signs

Will there be outdoor, amplified sound at the event? YES NO

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Please describe outdoor/amplified sound to be used: Minimal amplification and no use of staging this time around.

Will there be outdoor lighting, or other electrical needs? YES NO

Please describe: Only use of central electrical box in the park.

Will trash be created during the Special Event? YES NO

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. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Will the Special Event require signage? YES NO

All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit is not required for Special Event signs.

Please describe all needed signage: Use of a couple banners to be hung along the fence of the park with zip ties.

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

DS (initials) I acknowledge that I have read and understood the Special Event Ordinance for the Town of Jerome and will comply with all applicable regulations.

Checklist of Requirements

- 1. Completed Special Event Permit Application.
- 2. Completed Application for Facility Use (if applicable).
- 3. Completed Hold Harmless Agreement of Indemnification.
- 4. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- 5. List of all businesses (dba), contact information and proof of Transaction Privilege Tax License (TPT) or exemption status for every vendor that will be attending the Special Event for the purpose of selling food, drink, or retail sales of any kind, or promotion of their own business or another.
- 6. Liquor License (if applicable).
- 7. Health Department Approval (if applicable).
- 8. All other permits required by County or State Agencies.
- 9. Permit filing fee.
- 10. Written approval from Police Chief/Fire Inspector (if applicable).

*St-11 need
as of 9/4/2023*

*St-11 need
as of 9/4/2023*

SPECIAL EVENT HOLD HARMLESS AGREEMENT

I, Dylan Jung (representing Jerome (Cabel)), shall, through the signing of this Agreement, indemnify, hold harmless and defend the Town of Jerome, Arizona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property during the Special Event named (from page 2 of the Special Event Permit Application) Act in the Park in the Town of Jerome during the period Sept. 30th thru Sept. 30th.

Signed this 28th day of August, 2023.

Signature: 

Name (print): Dylan Jung

Witness: _____



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Application for Facility Use

Please complete and return this application and Hold Harmless Agreement (attached) to the office of the Town Clerk, P.O. Box 335, Jerome, AZ 86331, together with a CERTIFICATE OF INSURANCE, if required by the Town, naming the Town of Jerome as an Additional Insured with respect to this event.

YOUR APPLICATION MUST BE APPROVED BY THE TOWN BEFORE A PERMIT CAN BE ISSUED and must be submitted at least 30 days prior to the event.

Name of Applicant: Dylan Jung (Jerome Chamber of Commerce)

Address: 1579 E. Sierra Dr. Cottonwood, AZ 86326

Telephone: 928-202-8144

If applicant is an organization, list officers:

Name	Address	Telephone
Dylan Jung	"same"	" "
Ginger Nuckezic		928-284-8053

Requesting the use of:

- UPPER PARK (Parcel 401-06-156) 300 LEVEL PARKING LOT (Parcel 401-03-015L)
- LOWER PARK/SLIDING JAIL (Parcel 401-06-075) MIDDLE PARK (Parcel 401-06-015)
- UPPER PARK HORSESHOE AREA (Parcel 401-06-147A)

Date of Use: Sept 30th Rain Date: _____

Hours of Use: 9am - 6pm Approximate # of people: 300

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Town of Jerome and the laws of the State of Arizona which govern such usage.

[Signature]
Signature

Dylan Jung
Print Name

8/28/23
Date of application

1579 E. Sierra Dr. Cottonwood, AZ
Address

928-202-8144
Telephone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/29/2023

Item D.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Butler-Leavitt Insurance Agency 405 South Main Street Cottonwood AZ 86326		CONTACT NAME: CLC PHONE (A/C, No, Ext): (928) 634-5521 FAX (A/C, No): (866) 298-7798 E-MAIL ADDRESS: Broker																						
INSURED Jerome Chamber of Commerce Drawer K Jerome AZ 86331		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Hartford Casualty Insurance Company</td> <td>29424</td> </tr> <tr> <td>INSURER B:</td> <td>Security National Insurance Company</td> <td>19879</td> </tr> <tr> <td>INSURER C:</td> <td>Twin City Fire Insurance Company</td> <td>29459</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hartford Casualty Insurance Company	29424	INSURER B:	Security National Insurance Company	19879	INSURER C:	Twin City Fire Insurance Company	29459	INSURER D:			INSURER E:			INSURER F:		
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INSURER E:																								
INSURER F:																								

COVERAGES

CERTIFICATE NUMBER: 23/24 GL 22/23 WC DO

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			59SBABV5100	08/10/2023	08/10/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employment Practices \$ 5,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	SWC1406115	10/08/2022	10/08/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers			59KM0342325-22	10/15/2022	10/15/2023	Each Occurrence \$1,000,000 General Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Art in the Park, Sept. 30, 2023

Certificate holder is listed as an additional insured in regards to the general liability policy, form to follow.

CERTIFICATE HOLDER**CANCELLATION**

Town of Jerome 600 Clark Street PO Box 335 Jerome AZ 86331	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Janya V. Bokamen</i>
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