



TOWN OF JEROME

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AGENDA

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

TUESDAY, SEPTEMBER 08, 2026, 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.

We acknowledge we are on the traditional lands of the Yavapai and Apache People and we, the Town of Jerome, pay respect to the elders both past and present.

1. CALL TO ORDER/ROLL CALL

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

2. PROCLAMATIONS

A. Proclamation: Proclaiming September as Ovarian Cancer Awareness Month

Mayor Barber will read or summarize / paraphrase the proclamation.

3. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for August, 2026

Council will consider and may approve the financial reports for month ending August, 2026.

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 6, 2026, Special and August 11, 2026, Regular Council Meeting Minutes**

Council will consider and may approve the August 6th, Special and August 11th Regular Council Meeting minutes.

7. PETITIONS FROM THE PUBLIC

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

8. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

- A. Consider Resolution No. 695; A Resolution in Support of the Yavapai County Intergovernmental Water Resources and Open Space Committee Stormwater Infiltration and Recharge Projects**

Council will consider Resolution No. 695 and may approve.

9. NEW BUSINESS

Discussion/Possible Action

- A. Consider Approval of Quote from Longfellow Excavating LLC, in the Amount of \$21,000, to Repair / Replace Waterline at Walnut Springs**

Council will consider and may approve the quote.

- B. Consideration of the Jerome Historical Society Sponsored Mariachi Band Special Event Permit Application**

Council will consider and may approve the special event permit.

- C. Discussion / Possible Staff Direction Regarding Park Closure Times, Dogs and Alcohol in the Parks and on the Steps, and Other Park and Noise Ordinance Policy Considerations**

Council will discuss and consider alternatives, and may provide staff direction.

- D. Discussion Regarding the Installation of Security Cameras on Public Safety Facilities**

Council will discuss staff's proposal regarding the installation of security cameras.

E. Consider Approval of the Revised Employee Handbook Dated September, 2026

Council will consider and may approve the revised employee handbook.

10. TO AND FROM THE COUNCIL

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

11. EXECUTIVE SESSION

On a Public Majority Vote of Council Members Constituting a Quorum, the Town Council May Enter into an Executive Session pursuant to ARS § 38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body. Upon such motion, the Council may discuss the following matter(s) in executive session:

Notice of Claim against the Town by Steven W. Cheifetz and Karen D. Cheifetz as trustees of the Steven W. Cheifetz and Karen K. Cheifetz Revocable Living Trust and China Cat Investments LLC

A. Return to Open Session

Consideration of any action items from E-Session. Council will make a separate motion for any item to be acted upon as a result of the E-Session.

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. Proclamation: Proclaiming September as Ovarian Cancer Awareness Month

Mayor Barber will read or summarize / paraphrase the proclamation.

PROCLAMATION

PROCLAMING SEPTEMBER AS OVARIAN CANCER AWARENESS MONTH

WHEREAS, Ovarian cancer is the 5th leading cause of death among women, and the American Cancer Society estimates over 21,000 women will be diagnosed with ovarian cancer in 2026 and 12,740 individuals will die from the disease nationwide, including 460 new cases and 310 deaths in Arizona;

WHEREAS, in the United States, a woman's lifetime risk of being diagnosed with ovarian cancer is about 1 in 87;

WHEREAS, due to vague symptoms and the lack of reliable early detection test most women are not diagnosed until Stage III or later, when the cancer has already begun to spread to the lymph nodes and outside of the pelvis;

WHEREAS, although the five-year survival rate for Stage I ovarian cancer is over 90 percent, only 15 percent of ovarian cancers are diagnosed at this early stage, and the five-year survival rate for late-stage ovarian cancer is below 30 percent;

WHEREAS, while a mammogram can detect breast cancer and a pap smear can detect cervical cancer, there is no reliable early detection test for ovarian cancer;

WHEREAS, women's lives can be saved through increased public awareness of ovarian cancer and its risk factors, signs, and symptoms;

WHEREAS, this month, the Town of Jerome, joins all those who are battling ovarian cancer, those who have lost their lives to the disease, their loved ones, and our state's many dedicated healthcare workers in spreading awareness, committing to public education, and embracing hope for better diagnoses, treatments and a cure.

NOW, THEREFORE, I, Mayor Alex Barber, do hereby proclaim September, 2026, as Ovarian Cancer Awareness Month in the Town of Jerome, Arizona.

AND, I encourage all residents of the Town of Jerome to observe Ovarian Cancer Awareness Month and support the cause that so deeply impacts families in every community across our country.

CHILD SUPPORT AWARENESS MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Jerome, Arizona to be affixed this 8th day of September, 2026.

**SEAL OF THE
(CITY/TOWN)**

Christina "Alex" Barber, Mayor

Brett Klein Town Manager / Clerk

File Attachments for Item:

A. Financial Report and Detail Invoice Register Report for August, 2026

Council will consider and may approve the financial reports for month ending August, 2026.

TOWN OF JEROME
COMBINED CASH INVESTMENT
AUGUST 31, 2026

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,963.97
99-00-1011	NBA CHECKING	10,053.96
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	306,824.84
99-00-1020	OAZ GENERAL SAVINGS	697,182.14
99-00-1050	XPRESS DEPOSIT ACCOUNT	25,668.17
	TOTAL COMBINED CASH	1,041,698.08
99-00-1800	CASH CLEARING - UTILITY MGMT	(650.83)
99-00-1810	CASH CLEARING - BUSINESS LICEN	50.00
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,041,097.25)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	814,161.75
20	ALLOCATION TO UTILITY FUND	129,973.42
30	ALLOCATION TO HURF FUND	(688,205.35)
35	ALLOCATION TO PARKING FUND	308,151.36
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	15,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	46,078.78
60	ALLOCATION TO CAPITAL GRANTS FUND	872,973.28
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(331,455.01)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	75,480.48
90	ALLOCATION TO CAPITAL FUND	(201,362.86)
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,041,097.25
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,041,097.25)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	814,161.75	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	82,043.89	
10-00-1008	COURT - JCEF ACCT	14,613.13	
10-00-1009	COURT - FTG ACCT	10,981.71	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1115	FRANCHISE FEES	4,223.74	
10-00-1120	GF ACCOUNTS RECEIVABLE	2,416.54	
10-00-1135	PROPERTY TAXES	764.22	
10-00-1175	ACCOUNTS RECEIVABLE LEASES	181,939.00	
	TOTAL ASSETS		1,111,718.98

LIABILITIES AND EQUITY

LIABILITIES

10-00-2401	FEDERAL WH & FICA	(	.03)	
10-00-2403	UNEMPLOYMENT TAXES		156.54	
10-00-2406	HEALTH INSURANCE		110.55	
10-00-2409	PSPRS		97.49	
10-00-2410	WAGES PAYABLE		.01	
10-00-2412	HDHP SAVINGS		236.30	
10-00-2413	WORKMAN'S COMP PR LIABILITY		7,804.35	
10-00-2600	CUSTOMER DEPOSITS		8,299.18	
10-00-2940	COURT LIABILITIES		5,741.47	
10-00-2950	FD PER CALL PAYABLE		16,635.00	
10-00-2975	DEFERRED INFLOW LEASES		181,939.00	
	TOTAL LIABILITIES			221,019.86

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE		926,394.16	
	REVENUE OVER EXPENDITURES - YTD	(	35,695.04)	
	BALANCE - CURRENT DATE	(	35,695.04)	
	TOTAL FUND EQUITY			890,699.12
	TOTAL LIABILITIES AND EQUITY			1,111,718.98

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	883.08	883.08	47,500.00	46,616.92	1.9
10-30-4005	CITY SALES TAXES	75,182.92	75,182.92	1,480,000.00	1,404,817.08	5.1
10-30-4010	STATE SALES TAXES	5,794.06	9,758.07	70,000.00	60,241.93	13.9
10-30-4030	VEHICLE LICENSE TAX	3,180.17	5,013.92	40,000.00	34,986.08	12.5
10-30-4055	FRANCHISE FEES	.00	3,876.72	17,800.00	13,923.28	21.8
	TOTAL TAX REVENUE	85,040.23	94,714.71	1,655,300.00	1,560,585.29	5.7
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	128.75	470.00	10,000.00	9,530.00	4.7
10-31-4041	PLANNING & ZONING FEES	.00	.00	3,000.00	3,000.00	.0
10-31-4045	BUSINESS LICENSES	695.00	1,315.00	5,500.00	4,185.00	23.9
10-31-4071	FEES-SHORT TERM RENTAL LICENSE	150.00	150.00	300.00	150.00	50.0
	TOTAL LICENSES, PERMITS&OTHER FEES	973.75	1,935.00	18,800.00	16,865.00	10.3
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	26,228.27	52,456.54	315,750.00	263,293.46	16.6
	TOTAL INTERGOVERNMENTAL REVENUE	26,228.27	52,456.54	315,750.00	263,293.46	16.6
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	.00	.00	18,750.00	18,750.00	.0
10-33-4070	RENTS-LIBRARY	862.00	1,724.00	10,750.00	9,026.00	16.0
10-33-4200	LIBRARY CONTRIBUTIONS	.00	.00	2,500.00	2,500.00	.0
	TOTAL LIBRARY REVENUE	862.00	1,724.00	32,000.00	30,276.00	5.4
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	3,751.50	8,921.50	48,000.00	39,078.50	18.6
10-34-4062	PD REVENUE FROM PARKING FUND	12,916.67	25,833.34	155,000.00	129,166.66	16.7
10-34-4063	POLICE SMART & SAFE AZ FUND	.00	.00	11,000.00	11,000.00	.0
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	131.47	242.17	2,000.00	1,757.83	12.1
10-34-4065	POLICE SERVICES	716.00	866.00	2,500.00	1,634.00	34.6
	TOTAL POLICE DEPT REVENUE	17,515.64	35,863.01	218,500.00	182,636.99	16.4

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	3,917.78	7,578.03	55,000.00	47,421.97	13.8
10-35-4037	COURT SECURITY FUND REVENUE	680.00	1,400.00	9,500.00	8,100.00	14.7
	TOTAL COURT REVENUE	4,597.78	8,978.03	64,500.00	55,521.97	13.9
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	8,066.04	16,925.42	90,000.00	73,074.58	18.8
10-36-4080	UTILITY REIMBURSEMENTS	443.88	888.47	5,000.00	4,111.53	17.8
	TOTAL RENTAL REVENUE	8,509.92	17,813.89	95,000.00	77,186.11	18.8
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	3,085.00	3,085.00	9,000.00	5,915.00	34.3
10-37-4090	WILDLAND FIRE FEES	8,624.74	8,624.74	77,000.00	68,375.26	11.2
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	9,484.02	9,484.02	63,000.00	53,515.98	15.1
	TOTAL FIRE DEPT REVENUE	21,193.76	21,193.76	149,000.00	127,806.24	14.2
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	3,333.33	6,666.66	40,000.00	33,333.34	16.7
10-38-4300	INTEREST	641.27	1,286.77	12,000.00	10,713.23	10.7
10-38-4400	SALE OF ASSETS	.00	1,932.00	15,000.00	13,068.00	12.9
10-38-4500	MISCELLANEOUS REVENUES	106,585.14	108,435.58	14,000.00	(94,435.58)	774.5
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	.00	10,000.00	10,000.00	.0
	TOTAL GENERAL FUND REVENUE	110,559.74	118,321.01	91,000.00	(27,321.01)	130.0
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	17,487.50	34,975.00	209,850.00	174,875.00	16.7
	TOTAL ADMINISTRATIVE CHARGES	17,487.50	34,975.00	209,850.00	174,875.00	16.7
	TOTAL FUND REVENUE	292,968.59	387,974.95	2,849,700.00	2,461,725.05	13.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	22,885.82	45,949.32	308,533.00	262,583.68	14.9
10-41-5006 LONGEVITY BONUS	238.00	408.00	1,207.00	799.00	33.8
10-41-5010 FICA MATCH	1,738.76	3,485.93	23,695.00	20,209.07	14.7
10-41-5011 RETIREMENT MATCH	2,671.54	5,316.04	32,813.00	27,496.96	16.2
10-41-5012 HEALTH/LIFE INSURANCE	6,309.54	12,619.08	72,250.00	59,630.92	17.5
10-41-5013 WORKERS COMPENSATION	78.04	158.96	1,650.00	1,491.04	9.6
10-41-5014 UNEMPLOYMENT INSURANCE	.00	.00	280.00	280.00	.0
10-41-6101 ACCOUNTING AND AUDITING	.00	.00	26,000.00	26,000.00	.0
10-41-6105 ADVERTISING, PRINTING, & PUBLI	.00	365.75	4,000.00	3,634.25	9.1
10-41-6110 CONTRACT SERVICES	525.00	1,556.22	30,000.00	28,443.78	5.2
10-41-6115 CONVENTIONS AND SEMINARS	927.65	927.65	3,250.00	2,322.35	28.5
10-41-6116 TRAINING & EDUCATION	.00	.00	2,750.00	2,750.00	.0
10-41-6125 DUES, SUBS & MEMBERSHIPS	418.66	1,980.66	8,500.00	6,519.34	23.3
10-41-6130 ELECTION EXPENSES	1,056.78	1,056.78	1,000.00	(56.78)	105.7
10-41-6145 FUEL	.00	.00	800.00	800.00	.0
10-41-6155 INSURANCE	.00	13,558.07	37,000.00	23,441.93	36.6
10-41-6170 LEGAL EXP - GEN GOV	1,400.00	1,400.00	15,500.00	14,100.00	9.0
10-41-6185 MISCELLANEOUS	.00	.00	5,000.00	5,000.00	.0
10-41-6186 BANK FEES - GEN ADMIN	170.11	335.04	2,000.00	1,664.96	16.8
10-41-6188 BANK FEES / MERCH SVCS	328.10	328.10	3,350.00	3,021.90	9.8
10-41-6190 OFFICE SUPPLIES	1,303.72	1,521.68	9,250.00	7,728.32	16.5
10-41-6191 COPIER & EQUIP LEASE EXPENSE	357.51	715.02	5,750.00	5,034.98	12.4
10-41-6192 SOFTWARE SUPPORT EXP - GG	915.50	21,265.97	31,500.00	10,234.03	67.5
10-41-6193 COMPUTER HARDWARE & SERVICE	.00	.00	3,500.00	3,500.00	.0
10-41-6195 OPERATING SUPPLIES - GEN GOV	733.15	733.15	1,750.00	1,016.85	41.9
10-41-6200 POSTAGE	466.38	466.38	4,250.00	3,783.62	11.0
10-41-6220 REP AND MAINT - VEHICLES	.00	540.00	2,000.00	1,460.00	27.0
10-41-6245 SHUTTLE EXPENSES	357.76	357.76	3,000.00	2,642.24	11.9
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	4,585.00	4,585.00	.0
10-41-6265 TELEPHONE	191.11	357.80	2,750.00	2,392.20	13.0
10-41-6275 TRAVEL	174.57	174.57	1,500.00	1,325.43	11.6
10-41-6285 TOURISM 1% BED TAX	.00	.00	11,000.00	11,000.00	.0
10-41-6286 COMMUNITY HEALTH	.00	.00	1,000.00	1,000.00	.0
10-41-6288 OUTSIDE AGENCY REQUEST	.00	.00	1,500.00	1,500.00	.0
10-41-9500 TRANSFERS OUT	14,166.67	28,333.34	170,000.00	141,666.66	16.7
TOTAL GENERAL GOVT EXPENSES	57,414.37	143,911.27	832,913.00	689,001.73	17.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	5,406.18	10,913.05	79,000.00	68,086.95	13.8
10-42-5006 LONGEVITY BONUS	.00	.00	90.00	90.00	.0
10-42-5010 FICA AND MEDICARE	413.56	834.82	6,070.00	5,235.18	13.8
10-42-5011 RETIREMENT	337.02	674.04	4,400.00	3,725.96	15.3
10-42-5013 WORKER'S COMPENSATION	11.89	24.01	260.00	235.99	9.2
10-42-5014 UNEMPLOYMENT	.00	.00	115.00	115.00	.0
10-42-6037 COURT SECURITY FUND EXPENSES	(109.40)	2.66	7,000.00	6,997.34	.0
10-42-6101 ACCOUNTING AND AUDITING	.00	.00	6,000.00	6,000.00	.0
10-42-6110 CONTRACT SERVICES	.00	455.85	10,500.00	10,044.15	4.3
10-42-6115 CONVENTIONS AND SEMINARS	.00	.00	600.00	600.00	.0
10-42-6116 TRAINING & EDUCATION	.00	.00	600.00	600.00	.0
10-42-6125 DUES AND SUBSCRIPTIONS	.00	25.00	600.00	575.00	4.2
10-42-6185 MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-42-6190 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
10-42-6191 COPIER & EQUIP LEASE EXP	.00	.00	4,500.00	4,500.00	.0
10-42-6195 OPERATING SUPPLIES - COURT	.00	.00	500.00	500.00	.0
10-42-6265 TELEPHONE	74.20	148.14	750.00	601.86	19.8
10-42-6275 TRAVEL	.00	.00	500.00	500.00	.0
TOTAL MAGISTRATE COURT EXPENSES	6,133.45	13,077.57	121,885.00	108,807.43	10.7

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	37,478.93	73,475.65	468,000.00	394,524.35	15.7
10-43-5006 LONGEVITY BONUS	.00	.00	1,925.00	1,925.00	.0
10-43-5010 FICA AND MEDICARE	2,782.58	5,462.33	35,975.00	30,512.67	15.2
10-43-5011 RETIREMENT	4,862.31	9,453.97	57,000.00	47,546.03	16.6
10-43-5012 HEALTH INSURANCE	6,699.90	13,149.80	60,000.00	46,850.20	21.9
10-43-5013 WORKER'S COMPENSATION	1,652.64	3,274.37	32,000.00	28,725.63	10.2
10-43-5014 UNEMPLOYMENT	3.38	9.21	515.00	505.79	1.8
10-43-6105 ADVERTISING, PRINTING, & PUBLI	56.93	56.93	300.00	243.07	19.0
10-43-6110 CONTRACT SERVICES	.00	495.00	1,250.00	755.00	39.6
10-43-6116 TRAINING & EDUCATION	.00	375.00	4,000.00	3,625.00	9.4
10-43-6120 DISPATCH FEES	4,228.43	8,491.43	51,000.00	42,508.57	16.7
10-43-6125 DUES AND SUBSCRIPTIONS	.00	.00	3,000.00	3,000.00	.0
10-43-6145 FUEL	1,150.63	1,150.63	12,000.00	10,849.37	9.6
10-43-6172 PROSECUTOR EXP	2,000.00	4,000.00	24,000.00	20,000.00	16.7
10-43-6185 MISCELLANEOUS	.00	.00	550.00	550.00	.0
10-43-6192 SOFTWARE SERVICE & SUPPORT	912.57	3,118.57	13,000.00	9,881.43	24.0
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	.00	5,500.00	5,500.00	.0
10-43-6195 OPERATING SUPPLIES - POLICE	429.79	429.79	2,000.00	1,570.21	21.5
10-43-6200 POSTAGE	15.75	15.75	200.00	184.25	7.9
10-43-6220 REP AND MAINT - VEHICLES	146.92	1,373.58	9,000.00	7,626.42	15.3
10-43-6225 REP AND MAINT - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-43-6234 POLICE OFFICER SAFETY EQUIP EX	.00	.00	2,750.00	2,750.00	.0
10-43-6250 SMALL TOOLS AND EQUIPMENT	39.29	39.29	2,750.00	2,710.71	1.4
10-43-6265 TELEPHONE	626.94	934.39	7,250.00	6,315.61	12.9
10-43-6280 UNIFORMS	2,211.57	3,078.16	4,000.00	921.84	77.0
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	.00	21,000.00	21,000.00	.0
TOTAL POLICE DEPT EXPENSES	65,298.56	128,383.85	821,465.00	693,081.15	15.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	20,891.90	39,506.20	283,000.00	243,493.80	14.0
10-44-5002 WILDLAND PERSONNEL	.00	13,348.69	39,000.00	25,651.31	34.2
10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE	795.00	2,070.00	17,000.00	14,930.00	12.2
10-44-5006 LONGEVITY BONUS	.00	.00	510.00	510.00	.0
10-44-5010 FICA AND MEDICARE	1,557.24	3,967.82	18,565.00	14,597.18	21.4
10-44-5011 RETIREMENT	1,796.27	4,122.73	22,000.00	17,877.27	18.7
10-44-5012 HEALTH INSURANCE	5,198.22	9,413.62	52,000.00	42,586.38	18.1
10-44-5013 WORKER'S COMPENSATION	989.08	2,507.33	19,800.00	17,292.67	12.7
10-44-5014 UNEMPLOYMENT	4.95	29.31	505.00	475.69	5.8
10-44-5015 RETIREMENT - VOLUNTEER CONTRIB	.00	.00	15,000.00	15,000.00	.0
10-44-6116 TRAINING & EDUCATION	1,390.45	1,390.45	7,000.00	5,609.55	19.9
10-44-6120 DISPATCH FEES	751.00	1,536.56	8,800.00	7,263.44	17.5
10-44-6125 DUES AND SUBSCRIPTIONS	.00	50.00	750.00	700.00	6.7
10-44-6145 FUEL	942.97	942.97	5,500.00	4,557.03	17.1
10-44-6170 LEGAL EXP - FIRE	.00	.00	1,500.00	1,500.00	.0
10-44-6180 MEDICAL EXPENSES	50.00	50.00	1,000.00	950.00	5.0
10-44-6181 MEDICAL SUPPLIES EXP	268.10	268.10	4,000.00	3,731.90	6.7
10-44-6185 MISCELLANEOUS	72.47	72.47	1,000.00	927.53	7.3
10-44-6192 SOFTWARE SERVICE & SUPPORT	358.56	1,006.56	4,250.00	3,243.44	23.7
10-44-6193 COMPUTER HARDWARE AND SERVICE	330.64	330.64	2,000.00	1,669.36	16.5
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	316.75	316.75	1,000.00	683.25	31.7
10-44-6220 REP AND MAINT - VEHICLES	1,391.78	1,391.78	12,000.00	10,608.22	11.6
10-44-6225 REP AND MAINT - EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
10-44-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	9,000.00	9,000.00	.0
10-44-6265 TELEPHONE	364.59	531.28	6,000.00	5,468.72	8.9
10-44-6270 TRAINING CENTER ASSESSMENT	.00	.00	6,000.00	6,000.00	.0
10-44-6276 MISCELLANEOUS WILDLAND	102.78	102.78	10,000.00	9,897.22	1.0
TOTAL FIRE DEPT EXPENSES	37,572.75	82,956.04	550,180.00	467,223.96	15.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
10-45-5001 SALARIES AND WAGES	6,994.86	13,928.79	101,000.00	87,071.21	13.8
10-45-5006 LONGEVITY BONUS	190.00	190.00	760.00	570.00	25.0
10-45-5007 LIBRARY BENEFIT STIPEND	549.56	1,099.12	7,215.00	6,115.88	15.2
10-45-5010 FICA AND MEDICARE	591.17	1,163.16	8,750.00	7,586.84	13.3
10-45-5011 RETIREMENT	553.34	1,106.68	8,500.00	7,393.32	13.0
10-45-5012 HEALTH INSURANCE	43.88	87.76	575.00	487.24	15.3
10-45-5013 WORKER'S COMPENSATION	16.76	33.38	455.00	421.62	7.3
10-45-5014 UNEMPLOYMENT	3.34	8.68	280.00	271.32	3.1
10-45-6110 CONTRACT SERVICES	.00	.00	3,000.00	3,000.00	.0
10-45-6125 COUNTY MEMBERSHIP DUES	.00	.00	1,875.00	1,875.00	.0
10-45-6185 MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-45-6190 OFFICE SUPPLIES	.00	.00	400.00	400.00	.0
10-45-6195 OPERATING SUPPLIES - LIBRARY	531.67	531.67	4,750.00	4,218.33	11.2
10-45-6205 PRINT AND NON-PRINT MATERIALS	99.75	99.75	2,500.00	2,400.25	4.0
10-45-6225 REP AND MAINT - EQUIPMENT	.00	.00	200.00	200.00	.0
10-45-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	750.00	750.00	.0
10-45-6265 TELEPHONE	66.67	133.35	1,000.00	866.65	13.3
10-45-6266 E-RATE EXP	24.00	72.00	750.00	678.00	9.6
TOTAL LIBRARY EXPENSES	9,665.00	18,454.34	143,010.00	124,555.66	12.9

PLANNING & ZONING EXP

10-46-5001 SALARIES AND WAGES	4,362.58	9,284.86	76,975.00	67,690.14	12.1
10-46-5006 LONGEVITY BONUS	.00	.00	428.00	428.00	.0
10-46-5010 FICA AND MEDICARE	329.66	702.15	5,900.00	5,197.85	11.9
10-46-5011 RETIREMENT	436.26	872.52	7,050.00	6,177.48	12.4
10-46-5012 HEALTH INSURANCE	982.82	1,965.64	10,000.00	8,034.36	19.7
10-46-5013 WORKER'S COMPENSATION	10.48	30.75	695.00	664.25	4.4
10-46-5014 UNEMPLOYMENT	.00	1.29	112.00	110.71	1.2
10-46-6105 ADVERTISING, PRINTING, & PUBLI	.00	.00	150.00	150.00	.0
10-46-6110 CONTRACT SERVICES	.00	.00	100.00	100.00	.0
10-46-6116 TRAINING AND EDUCATION	.00	.00	1,000.00	1,000.00	.0
10-46-6170 LEGAL EXP - P&Z	300.00	300.00	10,500.00	10,200.00	2.9
10-46-6185 MISCELLANEOUS	.00	.00	7,500.00	7,500.00	.0
10-46-6192 SOFTWARE MAINTENANCE & SUPPORT	324.00	2,372.54	4,750.00	2,377.46	50.0
10-46-6195 OPERATING SUPPLIES	25.45	25.45	.00	(25.45)	.0
10-46-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	100.00	100.00	.0
10-46-6265 TELEPHONE	56.76	56.76	850.00	793.24	6.7
10-46-6275 TRAVEL	.00	.00	250.00	250.00	.0
10-46-6310 HISTORIC PRESERVATION EXP	.00	.00	3,000.00	3,000.00	.0
TOTAL PLANNING & ZONING EXP	6,828.01	15,611.96	129,360.00	113,748.04	12.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	579.56	1,163.09	9,100.00	7,936.91	12.8
10-47-5006 LONGEVITY BONUS	8.01	8.01	40.00	31.99	20.0
10-47-5010 FICA AND MEDICARE	44.14	87.97	695.00	607.03	12.7
10-47-5011 RETIREMENT	63.97	126.88	1,100.00	973.12	11.5
10-47-5012 HEALTH INSURANCE	206.36	433.13	2,300.00	1,866.87	18.8
10-47-5013 WORKER'S COMPENSATION	17.91	35.94	450.00	414.06	8.0
10-47-5014 UNEMPLOYMENT	.08	.29	10.00	9.71	2.9
10-47-6145 FUEL	87.36	87.36	800.00	712.64	10.9
10-47-6170 LEGAL	.00	.00	500.00	500.00	.0
10-47-6185 MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-47-6192 SOFTWARE SERVICE & SUPPORT	.00	.00	500.00	500.00	.0
10-47-6195 OPERATING SUPPLIES - PARKS	11.79	11.79	250.00	238.21	4.7
10-47-6215 REP AND MAINT - BUILDING	.00	.00	200.00	200.00	.0
10-47-6220 REP AND MAINT - VEHICLES	202.25	202.25	2,500.00	2,297.75	8.1
10-47-6225 REP AND MAINT - EQUIPMENT	.00	.00	850.00	850.00	.0
10-47-6230 REP AND MAINT - INFRASTRUCTURE	.00	.00	1,000.00	1,000.00	.0
10-47-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	550.00	550.00	.0
10-47-6280 UNIFORM EXP PARKS	16.46	16.46	550.00	533.54	3.0
10-47-6285 UTILITIES	270.14	270.14	3,000.00	2,729.86	9.0
TOTAL PARKS EXPENSES	1,508.03	2,443.31	24,645.00	22,201.69	9.9

PROPERTIES EXPENSES

10-48-5001 SALARIES AND WAGES	3,590.05	7,203.24	56,000.00	48,796.76	12.9
10-48-5006 LONGEVITY BONUS	49.59	49.59	225.00	175.41	22.0
10-48-5010 FICA AND MEDICARE	273.40	544.79	4,310.00	3,765.21	12.6
10-48-5011 RETIREMENT	396.25	785.65	6,760.00	5,974.35	11.6
10-48-5012 HEALTH INSURANCE	1,278.38	2,682.44	14,000.00	11,317.56	19.2
10-48-5013 WORKER'S COMPENSATION	110.92	222.59	2,500.00	2,277.41	8.9
10-48-5014 UNEMPLOYMENT	.52	1.78	47.00	45.22	3.8
10-48-6110 CONTRACT SERVICES	365.00	515.00	10,500.00	9,985.00	4.9
10-48-6140 ENGINEERING FEES	.00	.00	5,500.00	5,500.00	.0
10-48-6145 FUEL	261.02	261.02	1,750.00	1,488.98	14.9
10-48-6185 MISCELLANEOUS	172.45	172.45	1,250.00	1,077.55	13.8
10-48-6192 SOFTWARE SERVICE & SUPPORT	.00	.00	1,000.00	1,000.00	.0
10-48-6195 OPERATING SUPPLIES - PROPERTIE	44.52	44.52	1,000.00	955.48	4.5
10-48-6215 R&M BUILDING - PROPERTIES	1,070.35	1,070.35	50,000.00	48,929.65	2.1
10-48-6220 REP AND MAINT - VEHICLES	239.45	239.45	2,750.00	2,510.55	8.7
10-48-6225 REP AND MAINT - EQUIPMENT	.00	.00	1,100.00	1,100.00	.0
10-48-6230 REP AND MAINT - INFRASTRUCTURE	.00	.00	17,500.00	17,500.00	.0
10-48-6250 SMALL TOOLS AND EQUIPMENT	100.84	100.84	1,500.00	1,399.16	6.7
10-48-6280 UNIFORM EXP PROPERTIES	16.46	16.46	550.00	533.54	3.0
10-48-6285 UTILITIES	4,921.48	4,921.48	48,000.00	43,078.52	10.3
TOTAL PROPERTIES EXPENSES	12,890.68	18,831.65	226,242.00	207,410.35	8.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

	GENERAL FUND				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	197,310.85	423,669.99	2,849,700.00	2,426,030.01	14.9
NET REVENUE OVER EXPENDITURES	95,657.74	(35,695.04)	.00	35,695.04	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	129,973.42	
20-00-1015	UTILITIES A/R	171,386.29	
20-00-1080	WWTP REGIONS ACCT	717,397.39	
20-00-1125	MISCELLANEOUS	27.21	
20-00-1190	ALLOWANCE FOR DOUBTFUL ACCTS	(21,000.00)	
20-00-1515	BUILDINGS-PROP, PLANT, EQUIP	2,545,159.57	
20-00-1518	INFRASTRUCTURE	1,553,803.85	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	235,211.78	
20-00-1540	CONSTRUCTION WIP	860,545.05	
20-00-1550	BUILDINGS-ACC DEPRECIATION	(1,932,627.40)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	(198,567.65)	
TOTAL ASSETS			4,061,309.51

LIABILITIES AND EQUITY

LIABILITIES

20-00-2500	SALES TAX PAYABLE	3,913.78	
20-00-2600	CUSTOMER DEPOSITS	37,863.11	
20-00-2700	COMPENSATED ABSENCES	7,272.64	
20-00-2980	WWTP LOAN	1,819,000.00	
TOTAL LIABILITIES			1,868,049.53

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	1,448,006.10	
20-00-3051	UNRESTRICTED FUND BALANCE	810,217.00	
20-00-3052	UNRESTRICTED FUND BALANCE	(175,962.00)	
REVENUE OVER EXPENDITURES - YTD		110,998.88	
BALANCE - CURRENT DATE		110,998.88	
TOTAL FUND EQUITY			2,193,259.98
TOTAL LIABILITIES AND EQUITY			4,061,309.51

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
20-50-4010 FUND BALANCE RESERVES	8,333.33	16,666.66	100,000.00	83,333.34	16.7
20-50-4085 WATER USAGE FEES	53,295.75	68,708.51	232,000.00	163,291.49	29.6
20-50-4100 WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500 MISCELLANEOUS	90.00	134.90	1,750.00	1,615.10	7.7
20-50-4900 TRANSFERS IN	8,333.33	16,666.66	100,000.00	83,333.34	16.7
TOTAL WATER REVENUE	70,052.41	102,176.73	438,750.00	336,573.27	23.3
<u>SEWER REVENUE</u>					
20-51-4085 SEWER USAGE FEES	75,644.15	92,043.02	239,000.00	146,956.98	38.5
20-51-4900 TRANSFERS IN	6,666.67	13,333.34	80,000.00	66,666.66	16.7
TOTAL SEWER REVENUE	82,310.82	105,376.36	319,000.00	213,623.64	33.0
<u>SANITATION REVENUE</u>					
20-52-4085 SANITATION USAGE FEES	14,672.41	29,346.68	190,505.00	161,158.32	15.4
20-52-4900 TRANSFERS IN	10,416.66	20,833.32	125,000.00	104,166.68	16.7
TOTAL SANITATION REVENUE	25,089.07	50,180.00	315,505.00	265,325.00	15.9
TOTAL FUND REVENUE	177,452.30	257,733.09	1,073,255.00	815,521.91	24.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
20-50-5001 SALARIES AND WAGES	6,332.98	12,704.97	99,360.00	86,655.03	12.8
20-50-5006 LONGEVITY BONUS	87.47	87.47	390.00	302.53	22.4
20-50-5010 FICA AND MEDICARE	482.29	960.85	7,600.00	6,639.15	12.6
20-50-5011 RETIREMENT	698.98	1,385.69	11,950.00	10,564.31	11.6
20-50-5012 HEALTH INSURANCE	2,254.95	4,731.20	25,250.00	20,518.80	18.7
20-50-5013 WORKER'S COMPENSATION	195.67	416.10	5,600.00	5,183.90	7.4
20-50-5014 UNEMPLOYMENT	.91	3.14	100.00	96.86	3.1
20-50-6110 CONTRACT SERVICES	1,635.00	1,635.00	16,000.00	14,365.00	10.2
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	7,000.00	7,000.00	.0
20-50-6145 FUEL	331.87	331.87	3,250.00	2,918.13	10.2
20-50-6155 INSURANCE	.00	4,920.00	17,500.00	12,580.00	28.1
20-50-6170 LEGAL EXP - WATER	.00	.00	8,500.00	8,500.00	.0
20-50-6185 MISCELLANEOUS	.00	.00	1,750.00	1,750.00	.0
20-50-6192 SOFTWARE SUPPORT EXP - WATER	.00	8,548.93	10,465.00	1,916.07	81.7
20-50-6195 OPERATING SUPPLIES - WATER	4,478.46	4,478.46	7,750.00	3,271.54	57.8
20-50-6215 R&M BUILDING - WATER	.00	.00	500.00	500.00	.0
20-50-6220 REP AND MAINT - VEHICLES	387.86	387.86	3,100.00	2,712.14	12.5
20-50-6225 REP AND MAINT - EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
20-50-6230 REP AND MAINT - INFRASTRUCTURE	997.32	997.32	130,000.00	129,002.68	.8
20-50-6232 SPRINGS SECURITY EXP	160.75	160.75	10,000.00	9,839.25	1.6
20-50-6240 SERVICE TESTS/SYSTEM TESTING	15.00	15.00	850.00	835.00	1.8
20-50-6250 SMALL TOOLS AND EQUIPMENT	32.69	32.69	2,000.00	1,967.31	1.6
20-50-6271 DWR FEE	.00	.00	1,000.00	1,000.00	.0
20-50-6280 UNIFORM EXP WATER	16.46	16.46	575.00	558.54	2.9
20-50-6285 UTILITIES EXP - WATER	41.11	41.11	575.00	533.89	7.2
20-50-6290 ADMINISTRATIVE CHARGE	5,369.58	10,739.16	64,435.00	53,695.84	16.7
TOTAL WATER EXPENDITURES	23,519.35	52,594.03	438,750.00	386,155.97	12.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>					
20-51-5001 SALARIES AND WAGES	3,434.36	6,890.48	54,000.00	47,109.52	12.8
20-51-5006 LONGEVITY BONUS	47.43	47.43	220.00	172.57	21.6
20-51-5010 FICA AND MEDICARE	261.54	521.14	4,250.00	3,728.86	12.3
20-51-5011 RETIREMENT	379.06	751.54	6,500.00	5,748.46	11.6
20-51-5012 HEALTH INSURANCE	1,222.88	2,565.88	14,000.00	11,434.12	18.3
20-51-5013 WORKER'S COMPENSATION	106.11	224.64	2,850.00	2,625.36	7.9
20-51-5014 UNEMPLOYMENT	.49	1.70	45.00	43.30	3.8
20-51-6110 CONTRACT SERVICES	3,875.00	3,875.00	51,000.00	47,125.00	7.6
20-51-6135 PERMIT FEE EXP - SEWER	7,648.97	7,648.97	3,500.00	(4,148.97)	218.5
20-51-6140 ENGINEERING FEES	.00	.00	14,000.00	14,000.00	.0
20-51-6145 FUEL	198.45	198.45	2,000.00	1,801.55	9.9
20-51-6155 INSURANCE	.00	4,920.00	20,000.00	15,080.00	24.6
20-51-6170 LEGAL EXP - SEWER	200.00	200.00	7,500.00	7,300.00	2.7
20-51-6185 MISCELLANEOUS	.00	.00	2,000.00	2,000.00	.0
20-51-6192 SOFTWARE SUPPORT EXP - SEWER	.00	8,548.94	8,250.00	(298.94)	103.6
20-51-6195 OPERATING SUPPLIES - SEWER	11.80	11.80	12,500.00	12,488.20	.1
20-51-6220 REP AND MAINT - VEHICLES	202.25	202.25	3,000.00	2,797.75	6.7
20-51-6225 REP AND MAINT - EQUIPMENT	.00	.00	650.00	650.00	.0
20-51-6230 REP AND MAINT - INFRASTRUCTURE	64.62	64.62	32,000.00	31,935.38	.2
20-51-6240 SERVICE TESTS/SYSTEM TESTING	2,077.80	2,152.80	11,750.00	9,597.20	18.3
20-51-6250 SMALL TOOLS & EQUIPMENT (UNDER	.00	.00	1,500.00	1,500.00	.0
20-51-6280 UNIFORM EXP SEWER	16.46	16.46	550.00	533.54	3.0
20-51-6285 UTILITIES	156.30	156.30	2,500.00	2,343.70	6.3
20-51-6290 ADMINISTRATIVE CHARGE	5,369.58	10,739.16	64,435.00	53,695.84	16.7
TOTAL SEWER EXPENDITURES	25,273.10	49,737.56	319,000.00	269,262.44	15.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,463.67	10,961.81	86,000.00	75,038.19	12.8
20-52-5006 LONGEVITY BONUS	75.46	75.46	345.00	269.54	21.9
20-52-5010 FICA AND MEDICARE	416.10	829.05	6,750.00	5,920.95	12.3
20-52-5011 RETIREMENT	603.04	1,195.60	10,300.00	9,104.40	11.6
20-52-5012 HEALTH INSURANCE	1,945.45	4,081.94	21,500.00	17,418.06	19.0
20-52-5013 WORKER'S COMPENSATION	168.83	511.41	7,950.00	7,438.59	6.4
20-52-5014 UNEMPLOYMENT	.79	2.71	75.00	72.29	3.6
20-52-6111 RECYCLING CONTRACT EXP	.00	.00	2,900.00	2,900.00	.0
20-52-6116 TRAINING & EDUCATION	.00	.00	250.00	250.00	.0
20-52-6142 EQUIPMENT RENTALS	.00	.00	1,000.00	1,000.00	.0
20-52-6145 FUEL	638.01	638.01	6,000.00	5,361.99	10.6
20-52-6155 INSURANCE	.00	4,920.00	14,000.00	9,080.00	35.1
20-52-6165 LANDFILL TIPPING FEES	1,788.00	1,788.00	26,000.00	24,212.00	6.9
20-52-6185 MISCELLANEOUS	95.00	95.00	8,000.00	7,905.00	1.2
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	.00	6,448.15	6,500.00	51.85	99.2
20-52-6195 OPERATING SUPPLIES - TRASH	191.80	191.80	600.00	408.20	32.0
20-52-6220 REP AND MAINT - VEHICLES	1,874.81	1,874.81	9,500.00	7,625.19	19.7
20-52-6225 REP AND MAINT - EQUIPMENT	.00	.00	600.00	600.00	.0
20-52-6230 R&M TRASH - INFRASTRUCTURE	33.23	33.23	250.00	216.77	13.3
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
20-52-6280 UNIFORM EXP TRASH	16.46	16.46	550.00	533.54	3.0
20-52-6290 ADMINISTRATIVE CHARGE	5,369.59	10,739.18	64,435.00	53,695.82	16.7
20-52-8040 DEBT SERVICE	.00	.00	30,000.00	30,000.00	.0
20-52-9500 TRANSFERS OUT	.00	.00	10,000.00	10,000.00	.0
TOTAL SANITATION EXPENDITURES	18,680.24	44,402.62	315,505.00	271,102.38	14.1
TOTAL FUND EXPENDITURES	67,472.69	146,734.21	1,073,255.00	926,520.79	13.7
NET REVENUE OVER EXPENDITURES	109,979.61	110,998.88	.00	(110,998.88)	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(	688,205.35)	
30-00-1022	OAZ HURF SAVINGS		762,572.31	
	TOTAL ASSETS			74,366.96

LIABILITIES AND EQUITY

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		72,488.56	
	REVENUE OVER EXPENDITURES - YTD	1,878.40		
	BALANCE - CURRENT DATE		1,878.40	
	TOTAL FUND EQUITY			74,366.96
	TOTAL LIABILITIES AND EQUITY			74,366.96

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>HURF REVENUE</u>					
30-30-4010	HURF FUND BALANCE RESERVE	.00	.00	10,000.00	10,000.00	.0
30-30-4020	HURF REVENUE	3,765.48	3,765.48	46,750.00	42,984.52	8.1
30-30-4300	INTEREST AND INVESTMENT EARNIN	318.62	637.10	3,250.00	2,612.90	19.6
30-30-4900	TRANSFERS IN	9,166.67	18,333.34	110,000.00	91,666.66	16.7
	TOTAL HURF REVENUE	13,250.77	22,735.92	170,000.00	147,264.08	13.4
	TOTAL FUND REVENUE	13,250.77	22,735.92	170,000.00	147,264.08	13.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	5,092.65	10,290.92	45,500.00	35,209.08	22.6
30-30-5006 LONGEVITY BONUS	335.04	335.04	450.00	114.96	74.5
30-30-5010 FICA AND MEDICARE	411.16	804.75	3,500.00	2,695.25	23.0
30-30-5011 RETIREMENT	319.97	634.38	5,500.00	4,865.62	11.5
30-30-5012 HEALTH INSURANCE	1,032.14	2,165.73	11,250.00	9,084.27	19.3
30-30-5013 WORKER'S COMPENSATION	127.99	258.08	2,250.00	1,991.92	11.5
30-30-5014 UNEMPLOYMENT	.42	1.45	37.00	35.55	3.9
30-30-6140 ENGINEERING FEES	.00	.00	2,500.00	2,500.00	.0
30-30-6142 EQUIPMENT RENTALS	.00	.00	1,000.00	1,000.00	.0
30-30-6145 FUEL	.00	.00	1,500.00	1,500.00	.0
30-30-6155 INSURANCE	.00	273.00	12,500.00	12,227.00	2.2
30-30-6185 MISCELLANEOUS	.00	.00	1,000.00	1,000.00	.0
30-30-6192 SOFTWARE SERVICE & SUPPORT	.00	1,682.54	1,650.00	(32.54)	102.0
30-30-6195 OPERATING SUPPLIES - HURF	11.80	11.80	500.00	488.20	2.4
30-30-6210 PUBLIC RESTROOM SUPPLIES	.00	.00	7,250.00	7,250.00	.0
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	202.26	202.26	3,000.00	2,797.74	6.7
30-30-6225 REP AND MAINT - EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-30-6230 REP AND MAINT - INFRASTRUCTURE	.00	.00	30,000.00	30,000.00	.0
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	10,158.00	10,158.00	.0
30-30-6255 STREET LIGHTS	1,265.13	2,530.26	14,500.00	11,969.74	17.5
30-30-6260 STREET SUPPLIES	.00	.00	4,000.00	4,000.00	.0
30-30-6280 UNIFORM EXP - HURF	16.47	16.47	550.00	533.53	3.0
30-30-6290 ADMINISTRATIVE CHARGE	825.42	1,650.84	9,905.00	8,254.16	16.7
TOTAL HURF EXPENDITURE	9,640.45	20,857.52	170,000.00	149,142.48	12.3
TOTAL FUND EXPENDITURES	9,640.45	20,857.52	170,000.00	149,142.48	12.3
NET REVENUE OVER EXPENDITURES	3,610.32	1,878.40	.00	(1,878.40)	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

PARKING FUND

ASSETS

35-00-1000	CASH - COMBINED FUND	308,151.36	
	TOTAL ASSETS		308,151.36

LIABILITIES AND EQUITY

FUND EQUITY

35-00-3002	UNRESTRICTED FUND BALANCE	326,735.51	
	REVENUE OVER EXPENDITURES - YTD	(18,584.15)	
	BALANCE - CURRENT DATE	(18,584.15)	
	TOTAL FUND EQUITY		308,151.36
	TOTAL LIABILITIES AND EQUITY		308,151.36

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

		PARKING FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>						
35-35-4042	PARKING KIOSK REVENUE	28,030.00	62,824.75	534,000.00	471,175.25	11.8
	TOTAL PARKING FUND REVENUE	28,030.00	62,824.75	534,000.00	471,175.25	11.8
	TOTAL FUND REVENUE	28,030.00	62,824.75	534,000.00	471,175.25	11.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,946.00	6,101.05	42,000.00	35,898.95	14.5
35-35-5006 LONGEVITY BONUS	.00	110.00	260.00	150.00	42.3
35-35-5010 FICA MATCH	225.36	475.14	3,050.00	2,574.86	15.6
35-35-5013 WORKER'S COMPENSATION	51.55	106.76	950.00	843.24	11.2
35-35-5014 UNEMPLOYMENT	.00	.00	125.00	125.00	.0
35-35-6145 FUEL	.00	.00	1,250.00	1,250.00	.0
35-35-6185 MISCELLANEOUS	340.48	340.48	1,250.00	909.52	27.2
35-35-6186 BANK CHARGES	.00	.00	125.00	125.00	.0
35-35-6188 CREDIT CARD PROCESSING FEES	1,729.72	1,729.72	30,150.00	28,420.28	5.7
35-35-6192 SOFTWARE SERVICE AND SUPPORT	.00	2,091.69	24,000.00	21,908.31	8.7
35-35-6195 OPERATING SUPPLIES	.00	2,640.00	3,000.00	360.00	88.0
35-35-6265 TELEPHONE	.00	40.74	1,200.00	1,159.26	3.4
35-35-6290 ADMINISTRATIVE CHARGE	553.33	1,106.66	6,640.00	5,533.34	16.7
35-35-7000 CAPITAL OUTLAY	.00	.00	20,000.00	20,000.00	.0
35-35-9500 TRANSFERS OUT	33,333.33	66,666.66	400,000.00	333,333.34	16.7
TOTAL PARKING FUND EXPENDITURE	39,179.77	81,408.90	534,000.00	452,591.10	15.3
TOTAL FUND EXPENDITURES	39,179.77	81,408.90	534,000.00	452,591.10	15.3
NET REVENUE OVER EXPENDITURES	(11,149.77)	(18,584.15)	.00	18,584.15	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

FIRE DEPT PENSION & RETIREMENT

ASSETS

40-00-1000	CASH - COMBINED FUND	15,301.40	
40-00-1010	INVESTMENTS - PENSION & RELIEF	210,186.63	
40-00-1011	PENSION FUND CASH	21,564.11	
	TOTAL ASSETS		247,052.14

LIABILITIES AND EQUITY

FUND EQUITY

40-00-3002	UNRESTRICTED FUND BALANCE	247,052.14	
	TOTAL FUND EQUITY		247,052.14
	TOTAL LIABILITIES AND EQUITY		247,052.14

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

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	.00	15,000.00	15,000.00	.0
TOTAL FIRE DEPT P&R REVENUE	.00	.00	32,750.00	32,750.00	.0
TOTAL FUND REVENUE	.00	.00	32,750.00	32,750.00	.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

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	32,750.00	32,750.00	.0
TOTAL FIRE DEPT P&R EXPENDITURE	.00	.00	32,750.00	32,750.00	.0
TOTAL FUND EXPENDITURES	.00	.00	32,750.00	32,750.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

OPERATING GRANTS REVENUE

ASSETS

50-00-1000	CASH - COMBINED FUND	46,078.78	
50-00-1120	OPR GRANTS RECEIVABLE	35,039.75	
50-00-1800	INVENTORY	13,193.06	
	TOTAL ASSETS		94,311.59

LIABILITIES AND EQUITY

LIABILITIES

50-00-2755	DEFERRED REVENUE - OPR GRANTS	75,489.42	
	TOTAL LIABILITIES		75,489.42

FUND EQUITY

50-00-3002	UNRESTRICTED FUND BALANCE	26,031.45	
	REVENUE OVER EXPENDITURES - YTD	(7,209.28)	
	BALANCE - CURRENT DATE	(7,209.28)	
	TOTAL FUND EQUITY		18,822.17
	TOTAL LIABILITIES AND EQUITY		94,311.59

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

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	12,000.00	12,000.00	.0
50-40-4067	POLICE DEPT REV - OPR GRANTS	.00	.00	30,000.00	30,000.00	.0
50-40-4068	FIRE DEPT REV - OPR GRANTS	.00	.00	67,500.00	67,500.00	.0
50-40-4101	WATER TOWER SITING GRANT	.00	.00	45,000.00	45,000.00	.0
50-40-4102	YAVAPAI COUNTY STORM DRAINAGE/	.00	.00	50,000.00	50,000.00	.0
50-40-4105	COMMUNITY & FOUNDATION GRANT R	.00	.00	20,000.00	20,000.00	.0
50-40-4185	MISCELLANEOUS GRANTS	.00	.00	500,000.00	500,000.00	.0
	TOTAL OPERATING GRANTS REVENUE	.00	.00	724,500.00	724,500.00	.0
	TOTAL FUND REVENUE	.00	.00	724,500.00	724,500.00	.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

OPERATING GRANTS REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING GRANTS EXPENDITURE</u>					
50-40-6101 WATER TOWER SITING GRANT	.00	.00	45,000.00	45,000.00	.0
50-40-6102 YAVAPAI COUNTY STORM DRAINAGE/	.00	.00	50,000.00	50,000.00	.0
50-40-6105 COMMUNITY INVESTMENT	.00	.00	20,000.00	20,000.00	.0
50-40-6111 WIFA WATER CONSERVATION EXP	.00	29.28	.00	(29.28)	.0
50-40-6185 USE OF MISCELLANEOUS GRANTS	4,442.50	7,180.00	500,000.00	492,820.00	1.4
50-40-6236 RICO EXP - OPR GRANTS	.00	.00	12,000.00	12,000.00	.0
50-40-6237 POLICE DEPT EXP - OPR GRANTS	.00	.00	30,000.00	30,000.00	.0
50-40-6238 FIRE DEPT EXP - OPR GRANTS	.00	.00	67,500.00	67,500.00	.0
TOTAL OPERATING GRANTS EXPENDITURE	4,442.50	7,209.28	724,500.00	717,290.72	1.0
TOTAL FUND EXPENDITURES	4,442.50	7,209.28	724,500.00	717,290.72	1.0
NET REVENUE OVER EXPENDITURES	(4,442.50)	(7,209.28)	.00	7,209.28	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

CAPITAL GRANTS FUND

ASSETS

60-00-1000	CASH - COMBINED FUND	872,973.28	
60-00-1120	CAP GRANTS RECEIVABLE	18,001.25	
	TOTAL ASSETS		890,974.53

LIABILITIES AND EQUITY

LIABILITIES

60-00-2755	DEFERRED REVENUE - CAP GRANTS	726,409.29	
	TOTAL LIABILITIES		726,409.29

FUND EQUITY

60-00-3001	RESTRICTED FUND BALANCE	291,647.29	
60-00-3002	UNRESTRICTED FUND BALANCE	(125,602.05)	
	REVENUE OVER EXPENDITURES - YTD	(1,480.00)	
	BALANCE - CURRENT DATE	(1,480.00)	
	TOTAL FUND EQUITY		164,565.24
	TOTAL LIABILITIES AND EQUITY		890,974.53

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL GRANTS REVENUE</u>					
60-70-4105 CDBG DECEPTIOWATERLINE REVENUE	.00	.00	200,000.00	200,000.00	.0
60-70-4107 YAVAPAI APACHE GAMING DONATION	.00	.00	10,500.00	10,500.00	.0
60-70-4108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-4109 BROWNFIELDS GRANT:HOTEL JEROME	.00	.00	1,000,000.00	1,000,000.00	.0
60-70-4111 GRANTS-CENTER AVE	.00	.00	3,000,000.00	3,000,000.00	.0
60-70-4112 CONGRESSIONAL FUNDING	.00	.00	2,500,000.00	2,500,000.00	.0
60-70-4113 WIFA GRANT-MESCAL SCHOOL	700.00	700.00	800,000.00	799,300.00	.1
60-70-4114 WIFA GRANT VERDE CENTRAL & DEC	720.00	720.00	1,250,000.00	1,249,280.00	.1
60-70-4185 MISCELLANEOUS CAPITAL GRANTS	.00	.00	3,500,000.00	3,500,000.00	.0
60-70-4200 FEDERAL GRANTS	.00	.00	3,500,000.00	3,500,000.00	.0
 TOTAL CAPITAL GRANTS REVENUE	 1,420.00	 1,420.00	 15,785,500.00	 15,784,080.00	 .0
 TOTAL FUND REVENUE	 1,420.00	 1,420.00	 15,785,500.00	 15,784,080.00	 .0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL GRANTS EXPENDITURE</u>					
60-70-6105 CDBG DECEPTIWATERLINE EXPENSES	.00	.00	200,000.00	200,000.00	.0
60-70-6107 YAVAPAI APACHE GRANT EXPENSES	.00	.00	10,500.00	10,500.00	.0
60-70-6108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-6109 BROWNFIELDS GRANT:HOTEL JEROME	.00	.00	1,000,000.00	1,000,000.00	.0
60-70-6111 GRANT- CENTERAVE	.00	.00	3,000,000.00	3,000,000.00	.0
60-70-6112 CONGRESSIONAL FUNDING	.00	.00	2,500,000.00	2,500,000.00	.0
60-70-6113 WIFA GRANT EXP-MESCAL SCHOOL	700.00	1,400.00	800,000.00	798,600.00	.2
60-70-6114 WIFA GRANT VERDE CENTRAL & DEC	750.00	1,500.00	1,250,000.00	1,248,500.00	.1
60-70-6185 MISC EXP - CAP GRANTS	.00	.00	3,500,000.00	3,500,000.00	.0
60-70-6200 FEDERAL GRANT EXP	.00	.00	3,500,000.00	3,500,000.00	.0
TOTAL CAPITAL GRANTS EXPENDITURE	1,450.00	2,900.00	15,785,500.00	15,782,600.00	.0
TOTAL FUND EXPENDITURES	1,450.00	2,900.00	15,785,500.00	15,782,600.00	.0
NET REVENUE OVER EXPENDITURES	(30.00)	(1,480.00)	.00	1,480.00	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(331,455.01)	
	TOTAL ASSETS		(331,455.01)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(331,455.01)	
	TOTAL FUND EQUITY		(331,455.01)
	TOTAL LIABILITIES AND EQUITY		(331,455.01)

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND CONTINGENCIES FND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
GENERAL FUND CONTINGENCIES REV						
70-25-4090	WILDLANDS REV - CONTINGENCY	.00	.00	75,000.00	75,000.00	.0
70-25-4295	EXCESS SALES TAX- MISC	.00	.00	2,350,000.00	2,350,000.00	.0
TOTAL GENERAL FUND CONTINGENCIES RE		.00	.00	2,425,000.00	2,425,000.00	.0
TOTAL FUND REVENUE		.00	.00	2,425,000.00	2,425,000.00	.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

GENERAL FUND CONTINGENCIES FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GNERLA FUND CONTINGENCIES EXP</u>					
70-25-6276 WILDLANDS EXP - CONTINGENCY	.00	.00	75,000.00	75,000.00	.0
70-25-6295 EXPENSE - GF CONTINGENCIES	.00	.00	2,350,000.00	2,350,000.00	.0
TOTAL GNERLA FUND CONTINGENCIES EXP	.00	.00	2,425,000.00	2,425,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	2,425,000.00	2,425,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

UTILITIES CONTINGENCIES FUND

<u>ASSETS</u>		
80-00-1000	CASH - COMBINED FUND	75,480.48
	TOTAL ASSETS	75,480.48
<u>LIABILITIES AND EQUITY</u>		
<u>FUND EQUITY</u>		
80-00-3002	ENDING FUND BALANCE	75,480.48
	TOTAL FUND EQUITY	75,480.48
	TOTAL LIABILITIES AND EQUITY	75,480.48

TOWN OF JEROME
BALANCE SHEET
AUGUST 31, 2026

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	(	201,362.86)	
90-00-1021	OAZ CAPITAL IMPROVEMENTS		74,354.10	
90-00-1023	ONEAZ WWTP CHECKING		2.26	
TOTAL ASSETS			(	127,006.50)

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE	(	127,275.95)	
	REVENUE OVER EXPENDITURES - YTD		269.45	
	BALANCE - CURRENT DATE		269.45	
TOTAL FUND EQUITY			(	127,006.50)
TOTAL LIABILITIES AND EQUITY			(	127,006.50)

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

		CAPITAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
CAPITAL FUND REVENUES						
90-57-4300	BANK INTEREST - CAPITAL FUND	134.87	269.45	.00	(269.45)	.0
90-57-4515	INTERIM WWTP LOAN	.00	.00	801,250.00	801,250.00	.0
TOTAL CAPITAL FUND REVENUES		134.87	269.45	801,250.00	800,980.55	.0
TOTAL FUND REVENUE		134.87	269.45	801,250.00	800,980.55	.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Item A.

		CAPITAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>						
90-57-7030	INTERIM WWTP LOAN EXP	.00	.00	801,250.00	801,250.00	.0
	TOTAL CAPITAL FUND EXPENDITURES	.00	.00	801,250.00	801,250.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	801,250.00	801,250.00	.0
	NET REVENUE OVER EXPENDITURES	134.87	269.45	.00	(269.45)	.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	081926KM1	FY27 July Fuel-Fire Dept.	1	08/19/2026	690.54	.00	690.54	103157	08/19/2026
		081926KM1	FY27 July Fuel-Police Dept	2	08/19/2026	112.40	.00	112.40	103157	08/19/2026
		081926KM1	FY27 July Fuel-Properties	3	08/19/2026	261.02	.00	261.02	103157	08/19/2026
		081926KM1	FY27 July Fuel-Sewer	4	08/19/2026	98.05	.00	98.05	103157	08/19/2026
Total 1000:						1,162.01	.00	1,162.01		
1015	ADEQ	081226KM1	INV. 0000453871X July Wa	1	08/12/2026	3,735.00	.00	3,735.00	103137	08/12/2026
		081226KM1	INV. 0000455333X August	2	08/12/2026	1,935.00	.00	1,935.00	103137	08/12/2026
		081926KM2	INV. 0000455455X WQL W	1	08/19/2026	1,978.97	.00	1,978.97	103158	08/19/2026
Total 1015:						7,648.97	.00	7,648.97		
1031	ALL-MED EQUIPMENT &	081926KM3	Inv. 864484 Monthly Tank F	1	08/19/2026	99.20	.00	99.20	103159	08/19/2026
Total 1031:						99.20	.00	99.20		
1050	APS	080526KM1	Acct 7575770000 - Town H	1	08/05/2026	2,318.95	.00	2,318.95	103123	08/05/2026
		080526KM1	Acct 7575770000 - Town H	2	08/05/2026	312.50-	.00	312.50-	103123	08/05/2026
		080526KM1	Acct 2353720000 - Gulch F	3	08/05/2026	44.36	.00	44.36	103123	08/05/2026
		080526KM1	Acct 0421621000 Fire Stati	4	08/05/2026	647.36	.00	647.36	103123	08/05/2026
		080526KM1	Acct 6506951000 Police St	5	08/05/2026	301.93	.00	301.93	103123	08/05/2026
		080526KM1	Acct 0024240000 Lower P	6	08/05/2026	43.35	.00	43.35	103123	08/05/2026
		080526KM1	Acct 8468241000 Middle P	7	08/05/2026	42.56	.00	42.56	103123	08/05/2026
		080526KM1	Acct 5613490000 Upper P	8	08/05/2026	63.27	.00	63.27	103123	08/05/2026
		080526KM1	Acct 3216010000 Hotel Jer	9	08/05/2026	42.56	.00	42.56	103123	08/05/2026
		080526KM1	Acct 4246290000 WWTP	10	08/05/2026	156.30	.00	156.30	103123	08/05/2026
		080526KM1	Acct 2383901000 Upper P	11	08/05/2026	65.08	.00	65.08	103123	08/05/2026
		080526KM1	Acct 8061950000 Sunshin	12	08/05/2026	41.11	.00	41.11	103123	08/05/2026
		080526KM1	Acct 6109570000 Perkinsvi	13	08/05/2026	290.49	.00	290.49	103123	08/05/2026
		080526KM1	Acct 3601574879 Park Pan	14	08/05/2026	55.88	.00	55.88	103123	08/05/2026
		080526KM1	Acct 1976520000 - Co-op	15	08/05/2026	242.20	.00	242.20	103123	08/05/2026
		080526KM1	Acct 2839800000 - Mockin	16	08/05/2026	171.55	.00	171.55	103123	08/05/2026
		081226KM2	Acct. 4533627223 Restroo	1	08/12/2026	50.33	.00	50.33	103138	08/12/2026
		081226KM2	Acct. 9438060000 Hull Roo	2	08/12/2026	15.87	.00	15.87	103138	08/12/2026
		082626KM1	Acct. 1490440000 Street	1	08/26/2026	1,265.13	.00	1,265.13	103175	08/26/2026
		Total 1050:						5,545.78	.00	5,545.78
1056	ARIZONA BUG COMPANY	080526KM2	Inv. 33627 Pest Control To	1	08/05/2026	70.00	.00	70.00	103124	08/05/2026
		080526KM2	Inv. 33979 Pest Control Hot	2	08/05/2026	70.00	.00	70.00	103124	08/05/2026
		081926KM4	Inv. 34049 502 Main Termit	1	08/19/2026	175.00	.00	175.00	103160	08/19/2026
		081926KM4	Inv. 34054 621 Main Outsid	2	08/19/2026	50.00	.00	50.00	103160	08/19/2026
Total 1056:						365.00	.00	365.00		
1142	BOUND TREE MEDICAL,	FY26082626	Inv. 86247842 FY26 Catch-	1	08/26/2026	4.02	.00	4.02	103176	08/26/2026
		FY26082626	Inv. 86139485 FY26 Catch-	2	08/26/2026	40.53	.00	40.53	103176	08/26/2026
		FY26082626	Inv. 86192428 FY26 Catch-	3	08/26/2026	124.35	.00	124.35	103176	08/26/2026
Total 1142:						168.90	.00	168.90		
1158	CANDACE GALLAGHER	081226KM3	INV. July 2026 Codification	1	08/12/2026	525.00	.00	525.00	103139	08/12/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1158:						525.00	.00	525.00		
1178	CENTURY LINK	081926KM6	Acct. 88707005 Phone line	1	08/19/2026	5.54	.00	5.54	103162	08/19/2026
		082626KM2	ACCT 333832741 Phone S	1	08/26/2026	74.20	.00	74.20	103177	08/26/2026
		082626KM2	ACCT 333832741 Phone S	2	08/26/2026	166.68	.00	166.68	103177	08/26/2026
		082626KM2	ACCT 333832741 Phone S	3	08/26/2026	266.69	.00	266.69	103177	08/26/2026
		082626KM2	ACCT 333832741 Phone S	4	08/26/2026	166.68	.00	166.68	103177	08/26/2026
		082626KM2	ACCT 333832741 Phone S	5	08/26/2026	66.67	.00	66.67	103177	08/26/2026
Total 1178:						746.46	.00	746.46		
1179	CHAD HEMBROUGH	082626KM3	Acct. 6000-02 Closing LMP	1	08/26/2026	78.56	.00	78.56	103178	08/26/2026
Total 1179:						78.56	.00	78.56		
1195	CITY OF COTTONWOOD	081226KM4	Inv. 0011313 August Dispat	1	08/12/2026	4,228.43	.00	4,228.43	103140	08/12/2026
		081226KM4	Inv. 0011313 August Dispat	2	08/12/2026	751.00	.00	751.00	103140	08/12/2026
Total 1195:						4,979.43	.00	4,979.43		
1213	CONTRACT WASTEWATE	081226KM5	Inv. 1016683 July 2026 Mai	1	08/12/2026	1,275.00	.00	1,275.00	103141	08/12/2026
		081226KM5	Inv. 1016683 July 2026 Mai	2	08/12/2026	3,875.00	.00	3,875.00	103141	08/12/2026
		081226KM5	Inv. 1016683 July 2026 Mai	3	08/12/2026	75.00	.00	75.00	103141	08/12/2026
		081226KM5	Inv. 1016683 July 2026 Mai	4	08/12/2026	360.00	.00	360.00	103141	08/12/2026
		081226KM5	Inv. 1016683 July 2026 Su	5	08/12/2026	172.50	.00	172.50	103141	08/12/2026
Total 1213:						5,757.50	.00	5,757.50		
1217	COTTONWOOD EXPRES	081226KM6	Inv. 117097 Unit 27 Oil Cha	1	08/12/2026	40.50	.00	40.50	103143	08/12/2026
		081226KM6	Inv. 117097 Unit 27 Oil Cha	2	08/12/2026	32.96	.00	32.96	103143	08/12/2026
		082626KM4	Ticket 117496 Unit 31 Oil C	1	08/26/2026	40.50	.00	40.50	103179	08/26/2026
		082626KM4	Ticket 117496 Unit 31 Oil C	2	08/26/2026	32.96	.00	32.96	103179	08/26/2026
Total 1217:						146.92	.00	146.92		
1226	CRIMESTAR CORPORATI	070826KM5	Inv. 3581 FY27 Annual Pro	1	07/08/2026	1,200.00	.00	.00	103047	Multiple
		070826KM5	Inv. 3581 FY27 Annual Pro	2	07/08/2026	1,200.00-				
Total 1226:						.00	.00	.00		
1237	DALTON'S A/C HEATING	081226KM7	Inv. 20134 Service Call for	1	08/12/2026	161.00	.00	161.00	103144	08/12/2026
Total 1237:						161.00	.00	161.00		
1239	Core & Main	081926KM7	INV. Z506771 PVC & Clam	1	08/19/2026	403.15	.00	403.15	103163	08/19/2026
		081926KM7	INV. Z430503 Water Parts f	2	08/19/2026	504.66	.00	504.66	103163	08/19/2026
		FY26081226	FY26 Inv. Z263795 Lead-Fr	1	08/12/2026	1,148.38	.00	1,148.38	103142	08/12/2026
		FY26081226	FY26 Inv. Z309987 Brass	2	08/12/2026	357.56	.00	357.56	103142	08/12/2026
Total 1239:						2,413.75	.00	2,413.75		
1264	DIESEL DIRECT WEST	080526KM4	INV. 87446534 July Fuel	1	08/05/2026	228.53	.00	228.53	103126	08/05/2026
		080526KM4	INV. 87446534 July Fuel	2	08/05/2026	28.57	.00	28.57	103126	08/05/2026
		080526KM4	INV. 87446534 July Fuel	3	08/05/2026	28.57	.00	28.57	103126	08/05/2026
		082626KM6	INV. 87488828 Diesel in Au	1	08/26/2026	210.11	.00	210.11	103181	08/26/2026
		082626KM6	INV. 87488828 Diesel in Au	2	08/26/2026	26.26	.00	26.26	103181	08/26/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		082626KM6	INV. 87488828 Diesel in Au	3	08/26/2026	26.26	.00	26.26	103181	08/26/2026
	Total 1264:					548.30	.00	548.30		
1322	FOUR-D LLC	080526KM7	Inv. 968 IT Services for Jul	1	08/05/2026	412.50	.00	412.50	103129	08/05/2026
		080526KM7	Inv. 968 IT Services for Jul	2	08/05/2026	375.00	.00	375.00	103129	08/05/2026
	Total 1322:					787.50	.00	787.50		
1369	HILL BROTHERS CHEMIC	081226KM8	Inv. INV13160473 July Wat	1	08/12/2026	4,294.16	.00	4,294.16	103145	08/12/2026
	Total 1369:					4,294.16	.00	4,294.16		
1412	JANICE PONTIOUS	082626KM9	Reimbursement For Statio	1	08/26/2026	232.61	.00	232.61	103184	08/26/2026
	Total 1412:					232.61	.00	232.61		
1419	JC CULLEN INC	080526KM8	Inv. 161236 911 Port Servic	1	08/05/2026	34.57	.00	34.57	103130	08/05/2026
		080526KM8	Inv. 161236 911 Port Servic	2	08/05/2026	34.56	.00	34.56	103130	08/05/2026
	Total 1419:					69.13	.00	69.13		
1473	KERRY LEE	082626KM10	Reimburse For Coolant	1	08/26/2026	26.34	.00	26.34	103185	08/26/2026
		082626KM10	Reimburse For Shelf Suppl	2	08/26/2026	39.29	.00	39.29	103185	08/26/2026
	Total 1473:					65.63	.00	65.63		
1503	LEGEND	080526KM9	Inv. 2613067 Testing Servic	1	08/05/2026	401.40	.00	401.40	103131	08/05/2026
		080526KM9	Inv. 2612475 Testing Servic	2	08/05/2026	75.00	.00	75.00	103131	08/05/2026
		080526KM9	Inv. 2612265 Testing Servic	3	08/05/2026	1,376.40	.00	1,376.40	103131	08/05/2026
		080526KM9	Inv. 2612265 Sink	4	08/05/2026	15.00	.00	15.00	103131	08/05/2026
		081226KM9	Inv. 2613636 July 30th Test	1	08/12/2026	75.00	.00	75.00	103146	08/12/2026
		082626KM11	Inv. 2614532 Testing Servic	1	08/26/2026	75.00	.00	75.00	103186	08/26/2026
	Total 1503:					2,017.80	.00	2,017.80		
1532	MARTIN BOLAND	081226KM10	Reimburse Marty for NextC	1	08/12/2026	95.00	.00	95.00	103147	08/12/2026
	Total 1532:					95.00	.00	95.00		
1576	NAPA AUTO PARTS	080526KM12	Ref. 411775 DEF for Trash	1	08/05/2026	50.51	.00	50.51	103132	08/05/2026
		080526KM12	Ref. 412287 PO 127431 Oi	2	08/05/2026	154.06	.00	154.06	103132	08/05/2026
		080526KM12	Ref. 412287 PO 127431 Oi	3	08/05/2026	154.07	.00	154.07	103132	08/05/2026
		080526KM12	Ref. 412287 PO 127431 Oi	4	08/05/2026	154.06	.00	154.06	103132	08/05/2026
		080526KM12	Ref. 412287 PO 127431 Oi	5	08/05/2026	154.07	.00	154.07	103132	08/05/2026
		080526KM12	Ref. 412287 PO 127431 Oi	6	08/05/2026	154.06	.00	154.06	103132	08/05/2026
		080526KM12	Ref. 412287 PO 127431 Oi	7	08/05/2026	154.07	.00	154.07	103132	08/05/2026
		080526KM12	Ref. 412623 Flow Sensor	8	08/05/2026	185.62	.00	185.62	103132	08/05/2026
		080526KM12	Ref. 412929 Halmatro	9	08/05/2026	161.47	.00	161.47	103132	08/05/2026
		080526KM12	Ref. 413073 E-126 Struts	10	08/05/2026	799.62	.00	799.62	103132	08/05/2026
	Total 1576:					2,121.61	.00	2,121.61		
1603	ODP BUSINESS SOLUTIO	080526KM10	Inv. 475693289001 Ink Car	1	08/05/2026	330.64	.00	330.64	103133	08/05/2026
		080526KM10	Inv. 474087279001 Signs	2	08/05/2026	12.62	.00	12.62	103133	08/05/2026
		080526KM10	Inv. 474087277001 Stirring	3	08/05/2026	3.72	.00	3.72	103133	08/05/2026
		080526KM10	Inv. 474087278001 Envelo	4	08/05/2026	229.11	.00	229.11	103133	08/05/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		080526KM10	Inv. 472937760001 Wrist R	5	08/05/2026	16.36	.00	16.36	103133	08/05/2026
		080526KM10	Inv. 472926754001 Plates	6	08/05/2026	46.12	.00	46.12	103133	08/05/2026
		080526KM10	Inv. 476773403001 Binder	7	08/05/2026	22.62	.00	22.62	103133	08/05/2026
		080526KM10	Inv. 475937763001 Large	8	08/05/2026	14.27	.00	14.27	103133	08/05/2026
		081226KM11	Inv. 476292950001 Paper	1	08/12/2026	39.52	.00	39.52	103148	08/12/2026
		081226KM11	Inv. 476292294001 Folders	2	08/12/2026	53.58	.00	53.58	103148	08/12/2026
		081226KM11	Inv. 473971534001 Large	3	08/12/2026	76.65	.00	76.65	103148	08/12/2026
		081226KM11	Inv. 474149550001 CR for	4	08/12/2026	14.27	.00	14.27	103148	08/12/2026
		081926KM10	Inv. 478777619001 PD Ink	1	08/19/2026	637.71	.00	637.71	103166	08/19/2026
		081926KM10	Inv. 478778649001 Binders	2	08/19/2026	42.28	.00	42.28	103166	08/19/2026
		082626KM12	Inv. 479829735001 Tissues	1	08/26/2026	136.05	.00	136.05	103187	08/26/2026
Total 1603:						1,646.98	.00	1,646.98		
1625	PERSONNEL SAFETY EN	081226KM12	INV. 106605 PD First Aid R	1	08/12/2026	197.18	.00	197.18	103149	08/12/2026
Total 1625:						197.18	.00	197.18		
1626	PETE'S DIESEL SERVICE	082626KM13	Ticket 754289 Power Steer	1	08/26/2026	760.00	.00	760.00	103188	08/26/2026
		082626KM13	Ticket 754289 Power Steer	2	08/26/2026	870.63	.00	870.63	103188	08/26/2026
Total 1626:						1,630.63	.00	1,630.63		
1637	POSTMASTER	082626KM14	Bulk Postage for Sept-Oct	1	08/26/2026	99.59	.00	99.59	103189	08/26/2026
Total 1637:						99.59	.00	99.59		
1643	PRESCOTT LAW GROUP,	080526KM11	INV. 10950 Prosecutor Ser	1	08/05/2026	2,000.00	.00	2,000.00	103134	08/05/2026
Total 1643:						2,000.00	.00	2,000.00		
1647	FlexPrint, LLC	080526KM6	Inv. INV307198-F Copier L	1	08/05/2026	357.51	.00	357.51	103128	08/05/2026
Total 1647:						357.51	.00	357.51		
1812	TOWN OF JEROME - UTIL	080526KM13	Acct 7015.01 - Town Utilitie	1	08/05/2026	249.74	.00	249.74	103135	08/05/2026
		080526KM13	Acct 7054.01 - Town Utilitie	2	08/05/2026	179.91	.00	179.91	103135	08/05/2026
		080526KM13	Acct 7060.01 - Town Utilitie	3	08/05/2026	249.74	.00	249.74	103135	08/05/2026
		080526KM13	Acct 7002.01 - Town Utilitie	4	08/05/2026	264.51	.00	264.51	103135	08/05/2026
Total 1812:						943.90	.00	943.90		
1813	TOWN OF JEROME PR	080426KM1	Payroll Transfer for PPE 8-	1	08/04/2026	75,000.00	.00	75,000.00	103122	08/04/2026
		081326KM1	Payroll Transfer for PPE 8-	1	08/13/2026	10,000.00	.00	10,000.00	103156	08/13/2026
		082726KM1	Payroll Transfer for Kairos	1	08/27/2026	20,000.00	.00	20,000.00	103191	08/27/2026
		82426KM2	Payroll Transfer for PPE 8-	1	08/24/2026	90,000.00	.00	90,000.00	103174	08/24/2026
Total 1813:						195,000.00	.00	195,000.00		
1827	UNISOURCE ENERGY SE	081226KM14	Acct. 4353340000 Town Ya	1	08/12/2026	30.22	.00	30.22	103151	08/12/2026
		081226KM14	Acct. 0559820000 Town Ya	2	08/12/2026	38.83	.00	38.83	103151	08/12/2026
		081226KM14	Acct. 7505930000 Civic Ce	3	08/12/2026	33.79	.00	33.79	103151	08/12/2026
		081226KM14	Acct. 6937260000 Police D	4	08/12/2026	30.82	.00	30.82	103151	08/12/2026
		081226KM14	Acct. 2353340000 Co-op	5	08/12/2026	30.82	.00	30.82	103151	08/12/2026
Total 1827:						164.48	.00	164.48		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1851	VERDE VALLEY HARDWA	081226KM15	Ref. 91495 Pipes	1	08/12/2026	20.49	.00	20.49	103152	08/12/2026
		081226KM15	Ref. 91653 Tools	2	08/12/2026	32.69	.00	32.69	103152	08/12/2026
		081226KM15	Ref. 91703 Paint	3	08/12/2026	8.78	.00	8.78	103152	08/12/2026
		081226KM15	Ref. 91887 Water Supplies	4	08/12/2026	19.63	.00	19.63	103152	08/12/2026
		081226KM15	Ref. 92047 Paint	5	08/12/2026	72.47	.00	72.47	103152	08/12/2026
		081226KM15	Ref. 92085 Key Valve Fuse	6	08/12/2026	29.62	.00	29.62	103152	08/12/2026
		081226KM15	Ref. 92271 Nipples	7	08/12/2026	31.82	.00	31.82	103152	08/12/2026
Total 1851:						215.50	.00	215.50		
1859	VERIZON WIRELESS	080526KM14	Acct 870476021-00001 FY	1	08/05/2026	18.89	.00	18.89	103136	08/05/2026
		080526KM14	Acct 870476021-00001 FY	2	08/05/2026	18.89	.00	18.89	103136	08/05/2026
		080526KM14	Acct 870476021-00002 FY	3	08/05/2026	49.97	.00	49.97	103136	08/05/2026
		080526KM14	Acct 870476021-00003 FY	4	08/05/2026	310.28	.00	310.28	103136	08/05/2026
		080526KM14	Acct 870476021-00003 FY	5	08/05/2026	197.91	.00	197.91	103136	08/05/2026
		080526KM14	Acct 870476021-00003 FY	6	08/05/2026	37.87	.00	37.87	103136	08/05/2026
Total 1859:						633.81	.00	633.81		
1903	WM CORPORATE SERVI	081226KM17	Inv. 0000847-4655-1 Cust.	1	08/12/2026	1,788.00	.00	1,788.00	103154	08/12/2026
Total 1903:						1,788.00	.00	1,788.00		
1914	YAVAPAI CO. EDUCATION	081226KM18	Inv. 26-1038 September Int	1	08/12/2026	503.00	.00	503.00	103155	08/12/2026
		081226KM18	Inv. 26-1038 September Int	2	08/12/2026	503.00	.00	503.00	103155	08/12/2026
		081226KM18	Inv. 26-1038 September Int	3	08/12/2026	324.00	.00	324.00	103155	08/12/2026
		081226KM18	Inv. 26-1038 September Int	4	08/12/2026	324.00	.00	324.00	103155	08/12/2026
		081226KM18	Inv. 26-1037 Library E-Rate	5	08/12/2026	24.00	.00	24.00	103155	08/12/2026
Total 1914:						1,678.00	.00	1,678.00		
1919	YAVAPAI COUNTY ELECT	082626KM15	Inv. for Election 7-21-2026	1	08/26/2026	1,056.78	.00	1,056.78	103190	08/26/2026
Total 1919:						1,056.78	.00	1,056.78		
1950	BRETT KLEIN	081926KM5	Mileage Reimbursement fo	1	08/19/2026	170.24	.00	170.24	103161	08/19/2026
Total 1950:						170.24	.00	170.24		
1954	GUST ROSENFELD PLC	081926KM8	Inv. 482544 FY27 July Leg	1	08/19/2026	1,400.00	.00	1,400.00	103164	08/19/2026
		081926KM8	Inv. 482544 FY27 July Leg	2	08/19/2026	200.00	.00	200.00	103164	08/19/2026
		081926KM8	Inv. 482544 FY27 July Leg	3	08/19/2026	300.00	.00	300.00	103164	08/19/2026
Total 1954:						1,900.00	.00	1,900.00		
1955	KRISTEN MUENZ	081926KM9	Reimbursement for Meetin	1	08/19/2026	25.22	.00	25.22	103165	08/19/2026
		081926KM9	Reimbursement for Mileag	2	08/19/2026	4.33	.00	4.33	103165	08/19/2026
Total 1955:						29.55	.00	29.55		
1969	SHAWN MAPLES	081926KM12	REIMBURSE FOR PANTS-	1	08/19/2026	16.46	.00	16.46	103169	08/19/2026
		081926KM12	REIMBURSE FOR PANTS-	2	08/19/2026	16.46	.00	16.46	103169	08/19/2026
		081926KM12	REIMBURSE FOR PANTS-	3	08/19/2026	16.46	.00	16.46	103169	08/19/2026
		081926KM12	REIMBURSE FOR PANTS-	4	08/19/2026	16.46	.00	16.46	103169	08/19/2026
		081926KM12	REIMBURSE FOR PANTS-	5	08/19/2026	16.46	.00	16.46	103169	08/19/2026
		081926KM12	REIMBURSE FOR PANTS-	6	08/19/2026	16.47	.00	16.47	103169	08/19/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
						98.77	.00	98.77		
1998	Crimestar USA LLC	082626KM5	Inv. 3581 Annual Product S	1	08/26/2026	1,200.00	.00	1,200.00	103180	08/26/2026
						1,200.00	.00	1,200.00		
2006	Wired Up Systems LLC	081226KM16	Inv. 140177 Security Monit	1	08/12/2026	82.96	.00	82.96	103153	08/12/2026
						82.96	.00	82.96		
2013	PAVEMENT SEALANTS &	FY26081926	Inv. 27432 FY26 Asphalt P	1	08/19/2026	1,010.19	.00	1,010.19	103167	08/19/2026
						1,010.19	.00	1,010.19		
2023	GOOD CREATIONS LLC	082626KM7	Inv. 8-JeromeWSDF-2026	1	08/26/2026	250.00	.00	250.00	103182	08/26/2026
		082626KM7	Inv. 8-JeromeWSDF-2026	2	08/26/2026	500.00	.00	500.00	103182	08/26/2026
		082626KM7	Inv. 8-JeromeWSDF-2026	3	08/26/2026	150.00	.00	150.00	103182	08/26/2026
		082626KM7	Inv. 8-JeromeWSDF-2026	4	08/26/2026	550.00	.00	550.00	103182	08/26/2026
						1,450.00	.00	1,450.00		
2034	Yavapai County	081926KM13	Reimbursement for PANT	1	08/19/2026	140.95	.00	140.95	103170	08/19/2026
						140.95	.00	140.95		
2053	ISSAM SHARIF	082626KM8	Reimbursement for LACT	1	08/26/2026	902.43	.00	902.43	103183	08/26/2026
						902.43	.00	902.43		
2097	Big Brand Tire & Service	080526KM3	Inv. 3038-9892581 2018 C	1	08/05/2026	215.00	.00	215.00	103125	08/05/2026
		080526KM3	Inv. 3038-9892581 Material	2	08/05/2026	163.22	.00	163.22	103125	08/05/2026
						378.22	.00	378.22		
2121	JLS Marketing, Inc.	82426KM1	Inv. 51655 Town Apparel fo	1	08/24/2026	672.31	.00	672.31	103173	08/24/2026
						672.31	.00	672.31		
2126	The Planning Center	081226KM13	Inv. 4487 Zoning Code Pla	1	08/12/2026	4,442.50	.00	4,442.50	103150	08/12/2026
		FY26080326	FY26 Inv. 4263 Zoning Upd	1	08/03/2026	7,972.50	.00	7,972.50	103121	08/03/2026
		FY26080326	FY26 Inv. 4325 Zoning Upd	2	08/03/2026	4,312.50	.00	4,312.50	103121	08/03/2026
		FY26080326	FY26 Inv. 4362 Zoning Upd	3	08/03/2026	495.00	.00	495.00	103121	08/03/2026
						17,222.50	.00	17,222.50		
2143	Epic Motor Sports	080526KM5	Repair Order 26469 2022	1	08/05/2026	1,893.27	.00	.00	103127	Multiple
		080526KM5	Repair Order 26469 2022	2	08/05/2026	1,893.27-				
						.00	.00	.00		
2144	Samantha Brogdon	081926KM11	Reimburse for Chargeback	1	08/19/2026	301.55	.00	301.55	103168	08/19/2026
						301.55	.00	301.55		
						273,002.25	.00	273,002.25		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
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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 9, 2026

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Met with a final ERP candidate in our pursuit of transitioning away from Caselle, and to a more customer service and financially friendlier system.
- Participated in NACOG's TSC Meeting in which we were informed we were awarded the \$3.4M~ RPPL grant for the construction of Verde Avenue, pending legislative concurrence.
- Held a pre-construction meeting with the contractor, engineer and staff for the School Street Regulator project.
- Coordinated and participated in a Verde Avenue near final design utility conflicts resolution meeting.
- Sought out Brad Lancaster about procuring his services for middle park planning focusing on rain water harvesting and runoff mitigation, etc.
- Received the \$100,000 funding from the Richard J Martin Revocable Trust for the Middle Park and met with Kristen re restricting / designating these funds and the accounting of these funds.
- Continued extensive work on the zoning code update.
- Worked with our auditors and scheduled our FY 2026 Audit.
- Attended the League of Arizona Cities and Towns annual conference.
- Participated in a kick-off meeting for conversion to an upgraded version, at the same cost, of our agenda management software.
- Conducted a further PSPRS analysis, along with our FY 2026 budget to actual report, and initiated a third catch-up payment in the amount of \$10,000 for the PSPRS plan to reach our funding goals.
- Submitted for grant reimbursements for six of our ongoing grants. Managed our six grant-funded projects.
- Conducted the orientation and onboarding of a new fire dept. part-time employee.
- Coordinated and participated in the annual AZDOR Confidentiality Training.
- Worked with legal counsel and our risk / liability carrier on a citizen's lawsuit threat and began to collect documentation.
- Worked with Michele on completing a much-needed employee policy manual / handbook draft.

**** CONGRATULATIONS TO ****

Carl Whiting (Fire) on completing 6 years of service effective September 1, 2026.

Janice Pontious (Police) on completing 9 years of seasonal service effective September 7, 2026.

Kristen Muenz (Town Hall) on completing 7 years of service effective September 10, 2026.

Kelly Randazzo (Library) on completing 2 years of service effective September 23, 2026

[Following is an accounting of sales tax revenues for July, and a recent water flow report.](#)

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

	FY2026 Actual Funds Rec'd To- Date	FY2027 Actual - (based on DOR website)	Actual Funds Received Thus Far
July	11,933	104,898	75,183
August	145,492		
September	190,314		
October	295,632		
November	479,086		
December	537,409		
January	634,156		
February	779,019		
March	840,061		
April	991,633		
May	1,180,633		
June	1,303,411		
June - Late	1,309,044		
Total YTD	1,309,044	104,898	75,183

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)		
	FY2026 actual	FY 2027 Actual	+/- Compared to Last Yr	FY2026 actual	FY2027 actual	+/-	FY2026 actual	FY2027 actual	+/-
July	38302	37944	(358)	16719	14665	(2,054)	39902	35440	(4,462)
August	35053			15495			30560		
September	38469			18570			25196		
October	40220			17090			45030		
November	45587			25020			54553		
December	40137			16021			33812		
January	36643			15354			43836		
February	40291			15443			29130		
March	39051			16360			28280		
April	53934			22888			54546		
May	47188			19292			43382		
June	45329			18493			32525		
Total YTD	500,204	37,944		216,745	14,665		460,752	35,440	

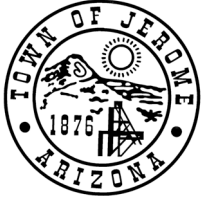
Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,256	2,256
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

WATER FLOWS REPORT

Item A.

Reading Date		WALNUT GPM	VERDE GPM
2025	4-Aug	29	250
	11-Aug	32	245
	18-Aug	32	265
	25-Aug	36	265
	2-Sept	32	234
	8-Sept	36	255
	15-Sept	32	252
	22-Sept	36	258
	29-Sept	36	250
	6-Oct	36	265
	13-Oct	40	265
	20-Oct	40	248
	27-Oct	40	250
	3-Nov	40	240
	10-Nov	48	246
	17-Nov	40	255
	24-Nov	48	200
	1-Dec	44	165
	8-Dec	44	138
	15-Dec	40	230
	22-Dec	48	232
	29-Dec	36	180
	5-Jan	40	210
	12-Jan	40	184
	20-Jan	36	185
	26-Jan	40	161
	2-Feb	40	174
	9-Feb	39	180
	17-Feb	44	171
	23-Feb	44	177
	2-Mar	44	186
	9-Mar	36	180
	16-Mar	32	173
	23-Mar	36	170
	30-Mar	32	168
	6-April	32	175
	13-April	29	170
	20-April	29	170
	27-April	26	248
	4-May	26	250
	11-May	23	242
	18-May	23	233
	27-May	23	242
	1-June	21	240
	8-June	21	242
	15-June	21	238
	22-June	21	233
	29-June	18	221
	6-July	16	224
	13-July	16	222
	20-July	16	185
	27-July	9	98
	3-Aug	11	165
	10-Aug	11	250
	17-Aug	10	246
	24-Aug	10	248
	31-Aug	10	240



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

Item A.

September 2026 Report for August 2026 by Kristen Muenz, Finance Director & Deputy Clerk

- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Performed notarizations for several members of the community and staff.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Processed all License Applications & performed file updates and adjustments.
- ⚙ Maintained files from FY's 2026 & 2027 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Performed property management tasks including scheduling AC repair at 600 Clark Street.
- ⚙ Attended a virtual meeting with Springbrook to watch and discuss a tutorial of their software.
- ⚙ Completed and submitted the required Annual Indebtedness worksheet before the deadline.

⚙ Permits and Licensing activities for August:

Business Licenses

- 6 Businesses were sent renewal notices.
- 3 Businesses were sent 2nd reminders to renew.
- 6 Businesses sent in their renewal application.
- 3 Businesses applied for a NEW business license.
- 10 Business License renewals were issued.
- 25 Business Licenses are pending approval.
- Spreadsheet of Tour & Mobile Food Vendor License updates attached.

STR Licenses

- No new STR applications were received in August.
- 1 new STR/Vacation Rental License was issued.
- 1 new STR was sent a violation notice for operating without a license.
- 16 Total STR Licenses are currently issued and/or active.
- 1 STR license is still in pending status.
- 4 STR licenses are still ACTIVE (license was approved and property has not changed hands) but the units are currently long-term or unused.
- A total of 23+ dwelling units are currently used as licensed STRs.

In town	CC	Name of FOOD VENDOR Business	T#	Business Type	Expires	App submitted	Scanned/ HC to Fire Insp.	Inspect FIRE	Inspect BUILD	Inspect ZONING	\$ received	Payment Rcvd Y/N	Certificate to Manager	Color/Y ear	Issued	Late 1	Late 2	Late 3	Notes
0	V 23	Dog Town USA and Beyond	#	Food Truck	Sep	8/13/2025	8/19/2025	1/0/1900	1/0/1900	1/0/1900	9/24/2025	\$50.00	9/25/2025	Blue	9/25/2025	0	0	0	Received COI, Provisional Health License (exp 10-31-25)
0	E 24	Frosty Cauldron	#	Food Truck	Sep	1/0/1900	1/0/1900	0-Jan	0-Jan	0-Jan	1/0/1900	\$0.00	9/24/2024	Beige	9/25/2025	0	0	0	Unsuspending in Feb-25/REVOKED 9-15-25
0	1 #	Mad Honey Food Truck	#	Food Truck	June	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	\$0.00	9/9/2024	Beige	9/10/2024	0	0	0	Expired 6-2025-did not renew-Closing license 6-2026
0	E #	Nora Jean's Koffee Koach	#	Food Truck	Sep	9/8/2025	9/8/2025	0-Jan	0-Jan	0-Jan	9/8/2025	\$50.00	9/23/2025	Blue	23-Sep	0	0	0	Recvd: COI, TPT, Health License, Food Handlers, Fire, Payment

In town	CC	Name of TOUR Business	T#	Business Type	Expires	App submitted	Scanned/ HC to Fire Insp.				\$ received	Payment Rcvd Y/N	Certificate to Manager	Color/Y ear	Issued				Notes
0	1 #	Elevated Sedona Wine & Brew Tours	na	TOUR	May	5/27/2026	5/28/2026	1/0/1900	1/0/1900	1/0/1900	5/27/2026	\$50.00	7/20/2026	Grey	7/20/2026	0	0	0	Tour Co- app. by Council 5-9-23 NEED NEW COI
x	2 #	Haunted Tours of Jerome	#	TOUR	June	7/14/2026	7/15/2026	1/0/1900	BW	1/0/1900	7/20/2026	\$50.00	1/21/2025	Beige Su	1/22/2025	0	0	0	States no change to routes 2026
0	2 #	Wine Tours of Sedona	na	TOUR	June	8/13/2026	NA	NA	NA	NA	TBD	TBD	12/29/2025	Beige	12/29/2025	X	X	0	Has not paid annual fee-cannot complete issuance
0	16	Ma & Pa Tours (Great West Tours)	#	TOUR	July	6/29/2026	7/15/2026	NA	NA	NA	7/14/2026	\$20.00	7/15/2026	Grey	7/15/2026	0	0	0	Council Approval 7-14-26
x	1 24	Jerome Ghost Tours	#	TOUR	Dec	12/31/2025	1/6/2026	CW	BW	CW	12/31/2025	\$50.00	5/5/2026	Gray	5-May	0	0	0	States the approved routes have not changed
0	14	US Ghost Adventures (new app)	#	TOUR	NA	9/8/2025	NA	NA	NA	NA	10/15/2025	\$20.00	na	na	na	0	0	0	1st App denied-Jan 2025-No TPT/2nd App Denied 4/14/26
0	N 23	Capt. Ron's Magical Mystery Tour	#	TOUR	TBD	12/30/2024	na	NA	NA	NA	12/30/2024	X	TBD	TBD	TBD	0	0	0	Approved 1-14-25/Never recvd COI-CLOSING

KEY:
Current
Due to Renew or:
Monthly Activity
Pending
Expired
Closed or Denied
Food Truck
Tour Company
0=No OR No Data
X=Yes



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TOWN OF JEROME, ARIZONA

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

September 2026 Staff Report for August 2026 Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director.
 - ❖ Monthly reconciliation of petty cash and cash drawer.
 - ❖ Answered phones and assisted at office window as needed.
 - ❖ Upkeep/organization of both office and public bulletin boards.
 - ❖ Download all batch reconciliation documentation from Xpress Bill Pay for August.
 - ❖ Auction items re-listed: None – No Sales, Bids or Releases for August.
 - ❖ Assisted with JFD Bylaw draft update. To be presented to Council in October.
 - ❖ Completed Public Records Requests: Cedargale – FOIA request sent to PD for completion
- Cheifetz – Flash drive provided.
- ❖ Attended LCRI Meetings regarding updates requirements for 2027.
 - ❖ Completed Personnel Policy drafts, turned in to T.M. for legal and Council review and approval.
 - ❖ Updates to Caselle for opt-out meter installations completed.
 - ❖ Verify Ziptility, WaterScope and Caselle data all match for completed water meter installations.
 - ❖ Compiled staff and council Summer apparel order. Order received 8/31 and distributed to all parties.
 - ❖ Completed and submitted Title III grant for JFD to Fire Chief. Fire Chief submitted grant, awards and recipients to be notified of grant results in December.
 - ❖ Attended Annual League of Arizona Cities and Towns (LACT) Conference in Phoenix.
 - ❖ Attended demonstrations for Springbrook and Tyler Technologies ERP systems.
 - ❖ Reviewed and submitted Application for Special Event – Mariachi on Town Steps.
 - ❖ Drafted Town Potluck and JFD Halloween Dance posters, turned into Fire Chief.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

September staff report for August activity submitted by Terri Card.

- Current debt (45 days past due):
7 accounts were on the shut-off list at the beginning of July. 3 accounts were sent Yellow Tags, and 0 accounts were shut off because accounts were paid in full or payments were made.

Balance owed on shut-off accounts from September billing: \$619.24

Balance owed at end of August: \$2142.83

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

Rentals

All renters made their rental payments and are on track.

Town of Jerome

Aging Report - Acct number only

Report Date: 08/31/2026

Sep 01, 2026 9:01AM

Report Criteria:

Include inactive customers

Include active customers

Include customers with a credit balance

Aged using billing periods

Customer Number	Balance	08/31/2026	07/31/2026	06/30/2026	05/31/2026	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	100.50	94.54	5.96	.00	.00	08/19/26	100.00-		
1001.03	200.50	200.50	.00	.00	.00	08/06/26	200.50-		
1003.02	134.72	134.72	.00	.00	.00	08/12/26	134.72-		
1006.02	134.72	134.72	.00	.00	.00	08/15/26	134.72-		
1007.02	169.28	169.28	.00	.00	.00	08/03/26	169.28-		
1008.02	100.25	100.25	.00	.00	.00	08/13/26	100.25-		
1009.06	338.56	169.28	169.28	.00	.00	07/15/26	512.62-		
1010.01	100.25	100.25	.00	.00	.00	08/17/26	100.25-		
1011.01	100.25	100.25	.00	.00	.00	08/15/26	100.25-		
1013.01	134.72	134.72	.00	.00	.00	08/08/26	134.72-		
1014.03	19.71	.00	.00	.00	19.71	05/07/26	46.41-	Final	05/14/26
1014.04	46.41	46.41	.00	.00	.00	08/20/26	92.82-		
1015.01	99.88	99.88	.00	.00	.00	08/25/26	100.00-		
1016.01	100.25	100.25	.00	.00	.00	08/20/26	100.25-		
1018.03	169.28	169.28	.00	.00	.00	08/13/26	169.28-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	46.41	46.41	.00	.00	.00	08/13/26	46.41-		
1024.01	32.97-	32.97-	.00	.00	.00	08/31/26	124.00-		
1025.01	27.26-	27.26-	.00	.00	.00	08/18/26	99.38-		
1027.01	200.50	100.25	100.25	.00	.00	07/06/26	99.38-		
1028.04	100.25	100.25	.00	.00	.00	08/10/26	100.25-		
1029.01	338.56	169.28	169.28	.00	.00	07/30/26	335.08-		
1030.02	237.14	234.97	2.17	.00	.00	08/13/26	232.80-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.11	134.72	134.59	.13	.00	.00	08/19/26	134.72-		
1032.01	100.25	100.25	.00	.00	.00	08/17/26	100.25-		
1036.11	100.25	95.90	4.35	.00	.00	08/05/26	.87-		
1038.02	76.92-	76.92-	.00	.00	.00	08/12/26	100.00-		
1040.01	18.21	18.21	.00	.00	.00	08/17/26	18.21-		
1042.01	275.06	275.06	.00	.00	.00	08/17/26	275.06-		
1044.02	356.80	178.40	178.40	.00	.00	07/23/26	176.23-		
1051.02	200.50	200.50	.00	.00	.00	08/14/26	200.50-		
1055.05	252.87	.00	.00	.00	252.87		.00	Final	12/12/19
1055.08	200.50	100.25	100.25	.00	.00	07/22/26	114.38-		
1056.02	96.78	96.78	.00	.00	.00	08/10/26	100.00-		
1057.01	100.25	100.25	.00	.00	.00	08/17/26	100.25-		
1058.05	100.25	100.25	.00	.00	.00	08/26/26	100.25-		
1059.02	45.50-	45.50-	.00	.00	.00	08/14/26	123.94-		
1060.02	100.25	100.25	.00	.00	.00	08/12/26	100.25-		
1061.01	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
1062.03	100.25	100.25	.00	.00	.00	08/05/26	100.25-		
1063.02	46.41	68.18-	46.41	46.41	21.77	08/13/26	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
1064.15	178.40	178.40	.00	.00	.00	08/20/26	354.63-		
1065.01	78.78-	78.78-	.00	.00	.00		.00	Final	07/01/26
1066.01	59.74	59.74	.00	.00	.00	08/11/26	92.13-		
1069.02	35.32-	35.32-	.00	.00	.00	08/18/26	133.42-		
1071.05	269.44	134.72	134.72	.00	.00	07/14/26	133.42-		
1073.01	137.48-	137.48-	.00	.00	.00	08/31/26	133.43-		
1074.01	100.25	100.25	.00	.00	.00	08/10/26	100.25-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22

Town of Jerome

Aging Report - Acct number only

Report Date: 08/31/2026

Sep 01, 2026 9:01AM

Customer Number	Balance	08/31/2026	07/31/2026	06/30/2026	05/31/2026	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22
1076.04	149.23	.00	.00	.00	149.23	09/28/23	149.23-	Final	12/01/23
1076.05	169.28	169.28	.00	.00	.00	08/15/26	336.82-		
1077.01	72.74	71.26	1.48	.00	.00	08/07/26	69.78-		
1078.02	255.70	127.85	127.85	.00	.00	07/28/26	126.37-		
1079.02	315.06	315.06	.00	.00	.00	08/17/26	315.06-		
1080.01	69.78	.00	1.22	68.56	.00	06/17/26	69.78-	Final	07/01/26
1080.02	101.07	101.07	.00	.00	.00	08/17/26	45.33-		
1081.01	73.27	73.27	.00	.00	.00	08/05/26	73.27-		
1082.01	37.85-	37.85-	.00	.00	.00	08/06/26	200.00-		
1083.05	66.21	53.31	12.90	.00	.00	07/15/26	100.00-		
1084.01	31.15	31.15	.00	.00	.00	08/12/26	110.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	53.31	53.31	.00	.00	.00	08/15/26	53.31-		
1086.02	69.37-	69.37-	.00	.00	.00	07/27/26	143.94-		
1087.01	53.31	53.31	.00	.00	.00	08/17/26	53.31-		
1088.06	53.31	49.71	3.60	.00	.00	08/17/26	53.31-		
1090.06	269.44	134.72	134.72	.00	.00	07/07/26	139.53-		
1091.02	101.07	101.07	.00	.00	.00	08/10/26	101.07-		
1093.02	73.27	73.27	.00	.00	.00	08/03/26	145.24-		
1094.02	53.31	53.31	.00	.00	.00	08/14/26	53.31-		
1096.03	106.62	53.18	53.31	.13	.00	07/21/26	52.44-		
1097.04	73.27	73.27	.00	.00	.00	08/25/26	73.27-		
1098.01	42.56	.00	.00	.00	42.56		.00	Final	06/24/13
1098.02	1.84-	1.84-	.00	.00	.00		.00	Final	12/23/21
1098.03	197.60	.00	.00	.00	197.60	02/26/24	100.00-	Final	03/31/24
1098.04	111.50	53.31	53.31	4.88	.00	08/31/26	100.00-		
1099.03	482.04	482.04	.00	.00	.00	08/04/26	82.04-		
1100.02	73.27	73.27	.00	.00	.00	08/17/26	73.27-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	101.39-	101.39-	.00	.00	.00	08/10/26	250.00-		
1125.03	183.35-	183.35-	.00	.00	.00	08/06/26	200.00-		
1131.01	71.26	71.26	.00	.00	.00	08/21/26	71.26-		
1132.01	101.12	100.25	.87	.00	.00	08/12/26	99.38-		
1133.01	200.50	100.25	100.25	.00	.00	07/30/26	99.38-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	479.58	83.27	73.27	81.97	241.07	08/31/26	60.00-		
1139.01	200.50	100.25	100.25	.00	.00	07/30/26	198.76-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.06	53.31	53.31	.00	.00	.00	08/06/26	53.31-		
1151.02	53.31	53.31	.00	.00	.00	08/05/26	105.75-		
1160.03	46.41	11.15-	46.41	11.15	.00	08/06/26	8.29-		
1161.01	42.24	42.24	.00	.00	.00	08/10/26	42.24-		
1162.03	21.56	21.56	.00	.00	.00	08/17/26	123.94-		
1163.01	163.76	.00	.00	.00	163.76		.00	Final	07/01/15
1165.04	100.25	100.25	.00	.00	.00	08/10/26	100.25-		
1166.02	101.07	101.07	.00	.00	.00	08/12/26	101.07-		
1167.01	15.84-	15.84-	.00	.00	.00	08/19/26	95.00-		
1167.16	82.44-	82.44-	.00	.00	.00	08/19/24	82.44-	Final	07/01/22
1168.01	100.25	100.25	.00	.00	.00	08/10/26	100.25-		
1169.02	134.72	134.72	.00	.00	.00	08/17/26	134.72-		
1170.01	66.82-	66.82-	.00	.00	.00	07/27/26	279.12-		
1171.05	101.12	100.25	.87	.00	.00	08/06/26	99.38-		
1173.06	1.36-	1.36-	.00	.00	.00	08/06/26	100.00-		
1174.02	100.25	100.25	.00	.00	.00	08/19/26	100.25-		
1176.01	40.78	40.78	.00	.00	.00	06/10/26	400.00-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	75.25	75.25	.00	.00	.00	08/17/26	125.25-		

Town of Jerome

Aging Report - Acct number only

Report Date: 08/31/2026

Sep 01, 2026 9:01AM

Customer Number	Balance	08/31/2026	07/31/2026	06/30/2026	05/31/2026	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.10	134.72	134.72	.00	.00	.00	08/24/26	134.72-		
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.10	3.81	.00	.00	.00	3.81	10/14/24	57.00-	Final	10/01/24
1313.11	134.72	134.72	.00	.00	.00	08/13/26	268.14-		
1314.07	46.41	46.41	.00	.00	.00	08/17/26	46.41-		
1332.01	100.25	100.25	.00	.00	.00	08/13/26	100.25-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22
1341.01	261.26-	261.26-	.00	.00	.00		.00	Final	01/01/22
1342.05	56.60	56.60	.00	.00	.00	08/13/26	56.60-		
1343.04	134.72	134.72	.00	.00	.00	08/28/26	1.30-		
2000.02	308.02	110.23	100.25	97.54	.00	07/29/26	100.00-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	516.10	179.28	169.28	162.99	4.55	07/28/26	167.54		
2002.03	46.41	46.41	.00	.00	.00	08/13/26	46.41-		
2003.02	100.25	100.25	.00	.00	.00	08/19/26	100.25-		
2004.02	134.72	134.72	.00	.00	.00	08/17/26	134.72-		
2005.01	101.12	100.25	.87	.00	.00	08/06/26	99.38-		
2006.03	134.72	134.72	.00	.00	.00	08/15/26	134.72-		
2007.03	269.46	269.46	.00	.00	.00	08/11/26	269.46-		
2008.01	134.72	132.65	2.07	.00	.00	08/21/26	1.30-		
2010.03	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
2011.05	100.25	100.25	.00	.00	.00	08/25/26	100.25-		
2012.01	.25-	.25-	.00	.00	.00	08/14/26	169.27-		
2013.01	134.72	134.72	.00	.00	.00	08/20/26	134.72-		
2014.01	134.72	134.72	.00	.00	.00	08/12/26	.72-		
2015.02	813.01-	813.01-	.00	.00	.00	03/03/26	1,600.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	134.72	134.72	.00	.00	.00	08/13/26	401.56-		
2017.01	100.25	100.25	.00	.00	.00	08/14/26	100.25-		
2018.01	1.74	1.74	.00	.00	.00	08/07/26	99.38-		
2019.03	89.25	46.41	42.84	.00	.00		.00		
2020.01	169.28	169.28	.00	.00	.00	08/13/26	169.28-		
2021.06	471.26	.00	.00	.00	471.26		.00	Final	08/30/20
2021.07	134.72	134.72	.00	.00	.00	08/25/26	134.72-		
2022.01	169.28	169.28	.00	.00	.00	08/10/26	169.28-		
2023.03	100.25	100.25	.00	.00	.00	08/05/26	100.25-		
2024.01	134.72	134.72	.00	.00	.00	08/15/26	134.72-		
2025.02	134.72	134.72	.00	.00	.00	08/13/26	134.72-		
2026.02	269.44	134.72	134.72	.00	.00	07/27/26	308.14-		
2028.01	135.95	134.72	1.23	.00	.00	08/07/26	133.43-		
2029.01	134.72	134.72	.00	.00	.00	08/14/26	134.72-		
2030.01	415.26	207.63	207.63	.00	.00	08/05/26	206.76-		
2031.01	169.26	169.26	.00	.00	.00	08/17/26	169.26-		
2032.03	100.25	100.25	.00	.00	.00	08/11/26	100.25-		
2034.01	100.25	100.25	.00	.00	.00	08/13/26	100.25-		
2037.03	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
2038.01	100.25	100.25	.00	.00	.00	08/25/26	100.25-		
2042.01	55.29-	55.29-	.00	.00	.00		.00	Final	04/22/21
2042.02	134.72	134.08	.64	.00	.00	08/15/26	134.72-		
2043.03	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
2044.01	101.03	100.25	.78	.00	.00	08/05/26	99.38-		
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	348.16	92.04	82.04	82.04	92.04	06/15/26	256.12-		
2047.02	169.28	169.28	.00	.00	.00	08/10/26	169.28-		
2054.01	277.95	178.40	99.55	.00	.00	08/11/26	255.00-		
2055.01	46.41	46.41	.00	.00	.00	08/17/26	46.41-		

Town of Jerome

Aging Report - Acct number only

Report Date: 08/31/2026

Sep 01, 2026 9:01AM

Customer Number	Balance	08/31/2026	07/31/2026	06/30/2026	05/31/2026	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2058.02	46.41	46.41	.00	.00	.00	08/14/26	46.41-		
2059.01	269.44	134.72	134.72	.00	.00	07/08/26	267.04-		
2061.02	169.26	169.26	.00	.00	.00	08/14/26	169.26-		
2062.01	73.27	73.27	.00	.00	.00	08/13/26	73.27-		
2063.01	73.27	73.27	.00	.00	.00	08/11/26	73.27-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	73.27	73.27	.00	.00	.00	08/27/26	73.18-		
2070.01	23.56-	23.56-	.00	.00	.00	08/19/26	65.43-		
2071.01	5.84	5.84	.00	.00	.00	02/19/26	400.00-		
2073.02	1,103.49	132.79	132.79	132.79	705.12	08/13/26	100.00-		
2077.01	248.01	83.27	73.27	81.97	9.50	08/10/26	50.00-		
2078.01	202.14	101.07	101.07	.00	.00	07/20/26	98.95-		
2079.03	53.31	53.31	.00	.00	.00	08/12/26	53.31-		
2080.02	92.82	44.96	46.41	1.45	.00	07/27/26	46.41-		
2081.01	21.26	21.26	.00	.00	.00	05/11/26	300.00-		
2083.02	53.31	53.31	.00	.00	.00	08/13/26	53.31-		
2084.01	134.72	134.72	.00	.00	.00	08/17/26	134.72-		
2085.02	392.69	392.69	.00	.00	.00	08/13/26	392.69-		
2086.01	100.25	100.25	.00	.00	.00	08/10/26	100.25-		
2089.04	100.25	100.25	.00	.00	.00	08/14/26	100.25-		
2093.02	397.02	.00	.00	.00	397.02	10/30/24	605.53-	Final	12/01/24
2093.03	169.28	169.28	.00	.00	.00	08/03/26	336.92-		
2100.01	82.04	82.04	.00	.00	.00	08/05/26	82.04-		
2102.09	311.78	.00	.00	.00	311.78		.00	Final	07/29/15
2103.01	134.72	134.72	.00	.00	.00	08/06/26	134.72-		
2104.08	200.50	100.23	100.23	.04	.00	08/03/26	99.38-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	177.95	173.99	3.96	.00	.00	08/10/26	175.00-		
2106.01	145.50	134.72	10.78	.00	.00	07/30/26	123.94-		
2107.01	71.35	71.35	.00	.00	.00	08/17/26	71.35-		
2109.03	100.25	100.25	.00	.00	.00	08/14/26	100.25-		
2110.01	745.91-	745.91-	.00	.00	.00	12/31/25	1,200.00-		
2113.01	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
2115.01	136.02	134.72	1.30	.00	.00	08/12/26	133.42-		
2119.05	134.72	134.72	.00	.00	.00	08/26/26	134.72-		
2120.01	134.72	134.72	.00	.00	.00	08/13/26	134.72-		
2121.02	73.27	73.27	.00	.00	.00	08/17/26	73.27-		
2122.05	234.97	234.97	.00	.00	.00	08/17/26	234.97-		
2123.01	38.71	38.71	.00	.00	.00	08/10/26	133.43-		
2124.01	134.72	134.72	.00	.00	.00	08/17/26	134.72-		
2125.02	73.27	73.27	.00	.00	.00	08/06/26	73.27-		
2126.06	100.25	100.25	.00	.00	.00	08/18/26	100.25-		
2127.07	36.85	.00	.00	.00	36.85	09/28/25	92.13-	Final	09/12/25
2127.08	100.25	100.25	.00	.00	.00	08/10/26	115.25-		
2128.02	735.83	.00	.00	.00	735.83	09/29/25	122.88-	Final	08/01/26
2128.03	35.10	35.10	.00	.00	.00		.00		
2130.06	100.25	100.25	.00	.00	.00	08/05/26	100.25-		
2131.02	583.02	.00	.00	.00	583.02		.00	Final	11/01/11
2131.04	42.56-	42.56-	.00	.00	.00		.00	Final	11/01/12
2131.09	89.87	.00	.00	.00	89.87	01/02/24	283.93-	Final	03/31/24
2131.10	73.27	73.27	.00	.00	.00	08/17/26	145.24-		
2132.03	100.25	100.25	.00	.00	.00	08/06/26	100.25-		
3000.03	200.50	199.63	.87	.00	.00	08/15/26	200.50-		
3001.02	437.87	.00	.00	.00	437.87		.00	Final	05/31/21
3001.04	195.33	.00	.00	.00	195.33		.00	Final	10/31/22
3003.01	100.25	100.25	.00	.00	.00	08/10/26	100.25-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	56.60	56.60	.00	.00	.00	08/13/26	56.60-		

Town of Jerome

Aging Report - Acct number only

Report Date: 08/31/2026

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Customer Number	Balance	08/31/2026	07/31/2026	06/30/2026	05/31/2026	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3005.02	134.72	134.72	.00	.00	.00	08/15/26	134.72-		
3007.01	71.26	71.26	.00	.00	.00	08/17/26	71.26-		
3009.01	169.28	169.28	.00	.00	.00	08/13/26	169.28-		
3010.01	269.44	134.72	134.72	.00	.00	07/14/26	266.84-		
3011.01	100.25	100.25	.00	.00	.00	08/27/26	134.72-		
3012.03	97.74	97.48	.26	.00	.00	07/07/26	331.78-		
3013.01	134.72	134.72	.00	.00	.00	08/13/26	134.72-		
3014.01	101.91	101.91	.00	.00	.00	08/07/26	133.43-		
3015.01	100.25	100.25	.00	.00	.00	08/12/26	100.25-		
3016.01	134.48	134.48	.00	.00	.00	08/17/26	134.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	100.26	100.25	.01	.00	.00	08/03/26	100.24-		
3018.01	134.72	134.72	.00	.00	.00	08/17/26	134.72-		
3019.01	102.42	102.42	.00	.00	.00	08/12/26	102.42-		
3021.01	53.31	53.31	.00	.00	.00	08/13/26	53.31-		
3022.03	73.47	73.27	.20	.00	.00	08/13/26	73.07-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	71.35	71.35	.00	.00	.00	08/13/26	71.35-		
3024.02	46.41	46.41	.00	.00	.00	08/18/26	46.41-		
3025.02	134.72	134.72	.00	.00	.00	08/05/26	134.72-		
3026.02	571.32	.00	.00	.00	571.32	02/24/26	180.00-	Final	05/01/26
3026.03	100.25	100.25	.00	.00	.00	08/31/26	314.01-		
3029.01	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
3030.09	252.86	118.45	134.41	.00	.00	08/13/26	150.00-		
3032.12	178.40	178.40	.00	.00	.00	08/17/26	177.63-		
3035.01	269.86	134.72	134.72	.42	.00	07/21/26	123.00-		
3038.01	136.02	134.72	1.30	.00	.00	08/12/26	133.42-		
3039.02	266.20-	266.20-	.00	.00	.00		.00	Final	04/01/17
3039.04	98,301.27	98,301.27	.00	.00	.00	08/13/26	239.27-		
3040.01	128.14	128.14	.00	.00	.00	08/31/26	254.78-		
4000.01	178.40	178.40	.00	.00	.00	08/17/26	178.40-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	265.57-	265.57-	.00	.00	.00	08/19/26	737.11-		
5001.01	384.39	.00	.00	.00	384.39	10/15/24	210.83-	Final	11/07/24
5001.02	251.98	249.74	2.24	.00	.00	08/15/26	247.50-		
5005.01	46.96	46.96	.00	.00	.00	08/15/26	46.96-		
5006.01	249.74	249.74	.00	.00	.00	08/17/26	249.74-		
5007.01	549.23	549.23	.00	.00	.00	08/17/26	621.52-		
5008.03	257.40	257.40	.00	.00	.00	08/14/26	257.40-		
5009.02	276.09	276.09	.00	.00	.00	08/10/26	276.09-		
5010.01	296.70	296.70	.00	.00	.00	08/13/26	296.70-		
5011.02	249.74	249.74	.00	.00	.00	08/05/26	497.24-		
5012.01	249.74	249.74	.00	.00	.00	08/17/26	249.74-		
5013.01	540.27	540.27	.00	.00	.00	08/17/26	540.27-		
5014.01	249.74	249.74	.00	.00	.00	08/17/26	249.74-		
5015.01	100.25	100.25	.00	.00	.00	08/11/26	299.01-		
5016.01	296.69	296.69	.00	.00	.00	08/17/26	296.69-		
5016.03	100.25	100.25	.00	.00	.00	08/17/26	100.25-		
5016.04	100.25	100.25	.00	.00	.00	08/13/26	100.25-		
5016.05	134.72	134.72	.00	.00	.00	08/20/26	134.72-		
5017.04	249.74	249.74	.00	.00	.00	08/10/26	249.74-		
5018.03	928.16	928.16	.00	.00	.00	08/31/26	994.39-		
5019.03	257.46	257.46	.00	.00	.00	08/07/26	257.46-		
5020.02	93.92	46.96	46.96	.00	.00	07/08/26	89.44-		
5021.01	136.02	134.72	1.30	.00	.00	08/07/26	133.42-		
5022.01	46.96	46.96	.00	.00	.00	08/20/26	46.96-		
5023.02	249.74	249.74	.00	.00	.00	08/17/26	249.74-		
5025.01	134.72	134.72	.00	.00	.00	08/25/26	134.72-		

Town of Jerome

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Customer Number	Balance	08/31/2026	07/31/2026	06/30/2026	05/31/2026	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5027.01	46.73	46.73	.00	.00	.00	08/13/26	46.73-		
5029.01	444.35	444.35	.00	.00	.00	08/13/26	643.01-		
5031.06	249.74	221.89	27.85	.00	.00	08/09/26	249.74-		
5039.01	249.74	249.74	.00	.00	.00	08/14/26	249.74-		
5041.03	343.66	343.66	.00	.00	.00	08/13/26	343.66-		
5043.01	1,030.25	1,030.25	.00	.00	.00	08/10/26	1,085.43-		
5046.03	202.78	202.78	.00	.00	.00	08/25/26	202.78-		
5047.01	1,015.55	1,015.55	.00	.00	.00	08/07/26	806.86-		
5049.04	249.74	249.74	.00	.00	.00	08/19/26	249.74-		
5052.06	46.96	46.96	.00	.00	.00	08/19/26	46.96-		
5055.01	671.15-	671.15-	.00	.00	.00	08/19/26	3,600.00-		
5057.01	803.85	803.85	.00	.00	.00	08/10/26	859.04-		
5058.02	270.34	270.34	.00	.00	.00	08/13/26	270.34-		
5059.04	249.74	249.74	.00	.00	.00	08/12/26	249.74-		
5061.01	202.78	202.78	.00	.00	.00	08/05/26	202.78-		
5062.01	189.49	189.49	.00	.00	.00	08/18/26	189.49-		
5064.02	267.95	267.95	.00	.00	.00	08/13/26	267.95-		
5066.03	44.72	.00	.00	.00	44.72	12/16/24	44.72-	Final	01/01/25
5067.04	499.48	231.20	249.74	18.54	.00	07/07/26	752.50-		
5074.06	519.44-	519.44-	.00	.00	.00	08/04/26	300.00-		
5076.01	958.07	473.39	479.04	5.64	.00	07/15/26	456.23-		
5077.03	284.84	284.84	.00	.00	.00	08/06/26	284.84-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5080.01	499.48	249.74	249.74	.00	.00	07/13/26	752.50-		
5083.11	1,660.96	.00	2.65	274.84	1,383.47	02/25/26	50.00-	Final	07/01/26
5089.01	351.68-	351.68-	.00	.00	.00	04/13/26	2,000.00-		
5092.01	517.12	258.56	258.56	.00	.00	07/27/26	752.50-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.05	249.74	249.69	.05	.00	.00	08/19/26	238.71-		
5094.02	249.95	249.95	.00	.00	.00	08/10/26	249.95-		
5095.02	609.31	609.31	.00	.00	.00	08/10/26	613.44-		
5096.03	499.48	249.74	249.74	.00	.00	08/19/26	247.50-		
5097.02	249.74	249.74	.00	.00	.00	08/06/26	338.03-		
5098.06	258.56	258.56	.00	.00	.00	08/05/26	514.46-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.07	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
6000.03	305.62	305.62	.00	.00	.00		.00		
6001.01	335.22	335.22	.00	.00	.00	08/12/26	335.22-		
6003.01	356.80	178.40	178.40	.00	.00	07/28/26	538.69-		
6004.02	101.12	100.25	.87	.00	.00	08/06/26	99.38-		
6005.03	136.02	134.72	1.30	.00	.00	08/14/26	133.42-		
6006.01	401.00	200.50	200.50	.00	.00	07/27/26	198.76-		
6007.02	296.70	296.70	.00	.00	.00	08/10/26	296.70-		
6008.01	692.76	692.76	.00	.00	.00	08/12/26	712.26-		
6009.03	277.08	277.08	.00	.00	.00	08/17/26	277.08-		
6010.03	265.24	265.24	.00	.00	.00	08/10/26	265.24-		
6011.02	269.44	134.72	134.72	.00	.00	07/27/26	133.42-		
6012.01	100.25	100.25	.00	.00	.00	08/13/26	100.25-		
6013.02	134.72	134.72	.00	.00	.00	08/10/26	134.72-		
6014.01	169.28	169.28	.00	.00	.00	08/13/26	156.36-		
6015.01	93.30	93.30	.00	.00	.00	08/13/26	93.30-		
6017.02	200.50	200.50	.00	.00	.00	08/10/26	200.50-		
6018.01	306.89	306.89	.00	.00	.00	08/13/26	306.89-		
6019.02	275.06	275.06	.00	.00	.00	08/17/26	275.06-		
6020.05	134.72	134.72	.00	.00	.00	08/12/26	134.72-		
6021.04	200.50	100.25	100.25	.00	.00	07/16/26	99.38-		
6022.02	46.41	46.41	.00	.00	.00	08/13/26	46.41-		
6023.04	1,200.25	1,200.25	.00	.00	.00	08/05/26	1,200.25-		

Town of Jerome

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Customer Number	Balance	08/31/2026	07/31/2026	06/30/2026	05/31/2026	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
6023.05	534.72	534.72	.00	.00	.00	08/06/26	534.72-		
6025.03	87.51	.00	.00	.00	87.51	01/09/24	125.02-	Final	01/01/24
6025.04	129.29	129.29	.00	.00	.00	05/12/26	97.40-		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.05	748.13	748.13	.00	.00	.00	08/10/26	681.92-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17
6027.04	122.45	73.27	49.18	.00	.00	08/19/26	100.00-		
6028.08	200.50	100.25	100.25	.00	.00	07/13/26	198.76-		
6029.01	147.87	100.25	47.62	.00	.00	08/14/26	80.00-		
6031.02	100.25	100.25	.00	.00	.00	08/15/26	100.25-		
6032.01	277.08	277.08	.00	.00	.00	08/17/26	277.08-		
6033.04	452.50	452.50	.00	.00	.00	08/13/26	452.50-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	100.25	100.25	.00	.00	.00	08/27/26	299.01-		
6041.02	136.02	134.72	1.30	.00	.00	08/13/26	133.42-		
7001.06	13.88-	13.88-	.00	.00	.00	08/31/26	176.22-		
7002.01	264.51	264.51	.00	.00	.00	08/06/26	264.51-		
7004.01	100.25	100.25	.00	.00	.00	08/26/26	100.25-		
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
7006.01	62.51-	62.51-	.00	.00	.00		.00	Final	09/08/11
7006.12	73.26	73.26	.00	.00	.00	08/12/26	73.28-		
7007.02	4.48	4.48	.00	.00	.00	08/13/26	44.72-		
7010.01	434.70	434.70	.00	.00	.00	08/17/26	434.70-		
7012.08	100.25	100.25	.00	.00	.00	08/17/26	100.25-		
7015.01	249.74	249.74	.00	.00	.00	08/06/26	249.74-		
7017.03	31.95	31.95	.00	.00	.00	08/10/26	31.95-		
7022.01	46.96	46.96	.00	.00	.00	08/13/26	46.96-		
7024.02	198.83	.00	.00	.00	198.83		.00	Final	12/31/22
7025.01	100.25	100.25	.00	.00	.00	08/13/26	100.25-		
7026.04	412.86	144.72	134.72	133.42	.00	06/11/26	410.26-		
7029.01	26.30	.00	.00	.00	26.30		.00	Final	02/17/23
7029.02	134.72	134.72	.00	.00	.00	08/15/26	134.72-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7041.01	4.48	4.48	.00	.00	.00	07/13/26	134.16-		
7044.02	144.16	.00	.00	.00	144.16	12/26/24	44.72-	Final	03/01/25
7044.03	88.08	46.96	41.12	.00	.00	08/19/26	50.00-		
7046.02	356.80	178.40	178.40	.00	.00	07/30/26	548.69-		
7047.01	93.92	46.96	46.96	.00	.00	07/06/26	44.72-		
7052.02	100.25	85.03	15.22	.00	.00	08/19/26	100.25-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.07	134.72	134.72	.00	.00	.00	08/14/26	134.72-		
7054.01	179.91	179.91	.00	.00	.00	08/06/26	179.91-		
7057.02	27.34	27.34	.00	.00	.00	08/20/26	27.34-		
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	46.41	46.41	.00	.00	.00	08/17/26	92.82-		
7060.01	249.74	249.74	.00	.00	.00	08/06/26	249.74-		
8001.01	2,096.58	2,096.58	.00	.00	.00	08/15/26	2,105.78-		
8004.04	1,527.00	1,527.00	.00	.00	.00	08/17/26	1,518.51-		
8014.03	634.56	317.28	317.28	.00	.00	08/01/26	317.28-		
8015.03	277.53	277.20	.33	.00	.00	07/30/26	554.06-		
8022.03	2,844.00	2,844.00	.00	.00	.00	08/10/26	2,844.00-		
8023.03	267.52	267.52	.00	.00	.00	08/03/26	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
10100.01	134.72	134.72	.00	.00	.00	08/13/26	134.72-		

Town of Jerome

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Grand Totals:					
	171,381.89	138,964.49	6,590.72	1,204.78	24,621.90



JEROME MUNICIPAL COURT

Hon. Angela M. Bradshaw Napper, Magistrate

P. O. Box 335 / 600 Clark Street

Jerome, AZ 86331

Phone (928) 649-3250

Item A.

TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: August 27, 2026

Court business in July and August has been steady, with a slight up-tick in civil traffic citations in early August. We have noticed a slight trend, albeit unscientific, that folks are paying their fines in full and a surprising number of defendants have recently been successful in restoring their driving privileges.

Our quarterly Security and Emergency Preparedness Committee (SEPC) meeting was held in July. A proposed new Administrative Order has been adopted, the SEPC committee having no objection to that which was proposed. A copy is attached for the Council's review. Work has commenced and should be completed next week to improve the court's video security system funded by the FY27 AOC grant.

Jerome hosted the Yavapai County Limited Jurisdiction Court Administrators quarterly meeting in July. The meeting was well-attended by court administrators from around the county and representatives from Superior Court. Several important topics were covered and good information was shared between these court leaders to continue to improve court services and best align practices with the expectations of the Supreme Court.

We are looking forward to the upcoming Town of Jerome shredding day – lots and lots of files to destroy and clean up our space.

As always, I welcome council members to come visit the Court. I am grateful for the opportunity to serve the Town of Jerome.

MONTHLY REVENUE REMITTANCE

Jul 2026

TOTAL DISBU Item A.

SUBTOTALS: 47.86 4,193.16 4,729.25 181.91

JCEF 47.86 4,497.78 Gen Fund

FTG 8.00 211.47 Splits

9,152.16

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZICL	4-13-03	47.86			
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZICLF	4-13-02				
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZICLF	4-13-01				
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03				(S2 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		168.85		174.68 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		290.10		
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,222.91		
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		5.83		
DUI Abatement Fnd - 28-1304A, 1382.3 (Extrn DUI, \$250)	ZDUIA	2-15-11				
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34				(S2 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23		57.68		175.64 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22		35.00		148.87 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		117.96		
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		113.87		
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		203.08		
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	ZICS	2-13-52		75.21		88.88 ZICS 52 & ZICS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Tmg) 12-116	ZICS	2-13-53		13.67		
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZICSF	2-13-51				
Medical Srvs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		377.13		
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		255.07		#REF! ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13				
Peace Officer Training Equip Fnd (2019-44) 12-116.10, 41-1731	ZPOTE	2-15-42		127.25		
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		657.57		
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14				0.00 ZGFDU & ZPSEF
Drug Tech Registration Fnd (Drug lab) 13-3423, 28-737.....	ZTECH	2-15-35				
Victim Rights Penalty (2019 - \$9) 12-116.08 (37.6%)	ZVCAF	2-15-43		107.67		286.67 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$4) 12-116.09, 41-1722	ZVREA	2-15-37		117.93		
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		179.00		
Forfeited Overpayments		4-91-04				
Installment Payment Fee		4-39-08				
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01		80.00		80.00 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22				
Court Enhancement Fee	ZCE	4-30-04				3,075.74 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01		460.00		
Default Fees - LOCAL	ZDEFF	4-32-01		97.82		97.82 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02		120.00		
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10		620.20		
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30		0.57		3,075.74 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10				
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20		119.44		
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95		70.65		
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04		1.59		
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07		2,263.29		
TITLE 22 OTHER FEES (LOCAL JCEF)	ZICLF	4-13-02				
COURT SECURITY FEE	ZMCSF	4-30-25		680.00		
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01				47.86 ZICL & 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		131.47		
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32				
Non-Refundable Overpayments	ZOMF	4-91-02		50.00		
Public Defender Fees	ZPUBZ	4-39-71				(S3 WRITE-IN)
License Plate Violation (Susp/Display) 28-4139	ZSLPX/ZHRFC	4-23-02		14.22		
Warrant Fee	ZWARF	4-32-03				
Jail (incarceration) Fees	ZIF	4-33-21				150
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				31.91
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		27.38		317.48 ZCEF & ZCEF

Alternate Dispute Resolution 12-135, 22-281C2, 12-284.03A5	ZADR					
Confidential Intermediary Fund 08-135, 12-284.03A8	ZCIF					
Drug & Gang Enforcement 12-284.03A1; 41-2402H	ZDGEF					
DUI, OUI Assmnt 12-1381.3 (Addtl \$500-\$1500)	ZGFDU					
Forfeited Overpayments		4-91-04				
G&F Wildlife Theft Prevention Fund - 17-313A, 17-315	ZGF					
Officer Safety Equip - MVD/ADOT 12-116.04C	ZOS6					
Officer Safety Equip - JEROME PD						
Officer Safety Equip - US BID Yavapai Apache Ntn Tribal PD						
Registrar of Contractors 32-1107, 32-1166, 32-1124	ZRCA					
Suspended Plates (100%) 28-4139-FR	ZSLPC					
ZLCL OTHER CLERK FEES	ZLCL	4-39-09			20	
\$20 First Responders Death Benefit	ZSSBF	2-15-47		40.00		

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

TOTAL REVENUE FOR DISBURSEMENT		\$9,016.94
JCEF account	\$47.86	
FTG account	\$0.00	
State Revenue	\$4,193.16	
City/Town	\$4,729.25	
Yavapai County	\$181.91	
Other Agencies		
TOTAL DISBURSEMENTS		\$9,152.18
PASS-THROUGH MONIES:		\$0.00
Overpayment Refunds	\$0.00	
Unapplied Payments	\$0.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$0.00	
Agency Not Assigned - not yet allocated	\$0.00	

SABA TOTAL (Total Revenue) \$9,152.18

I, Chelsey Lennon, 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-26**

Second Verification:

Town Staff

Signature

Chelsey Lennon
Verified by: *[Signature]*

JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

46204

TOWN OF JEROME	CODE	GL	AMOUNT
Forfeited Overpayments		4-91-04	0.00
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22	0.00
Defensive Driving School Fee 28-3396	ZDDS	4-31-01	460.00
Default Fees - LOCAL	ZDEFF	4-32-01	97.82
Deferred Prosecution Fees	ZDFEE	4-31-02	120.00
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	620.20
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	0.57
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	0.00
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	119.44
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	70.65
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	1.59
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	2,263.29
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	680.00
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	50.00
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02	14.22
Warrant Fee	ZWARF	4-32-03	0.00
OTHER CLERK FEES	ZLCL	4-39-09	20.00

SUBTOTAL - City/Town, General Fund

\$4,517.78

Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	80.00	
Public Defender Fees	ZPUBZ	4-39-71	0.00	
Court Enhancement Fee	ZCE	4-30-04		0.00
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03		131.47
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03		0.00

SUBTOTAL - City/Town, Split Accounts

\$211.47

City/Town TOTAL:

\$4,729.25

JULY 2026 \$\$\$ RECONCILIATION

FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419

beginning balance as of 7/1/2026	\$	77,789.33	
Deposits to account, per bank stmt:	\$	9,895.18	(SABA deposits in AJACS) (money in transit)
		\$	9,148.18 \$747.00

<u>Checks cleared & charge-back debits:</u>		<u>date cleared:</u>	
#2449	7/1/2026	\$	2,449.00 Jerome JCEF
#2448	7/20/2026	\$	4,490.95 Town of Jerome
#2443	7/1/2026	\$	31.33 Yavapai County
#2447	7/13/2026	\$	27.67 Yavapai County
#2446	7/28/2026	\$	3,374.88 State of Arizona
TOTAL:		\$	10,373.83

ending balance on 7/31/26: \$ **79,738.68**

Other Court Accounts:	(closing balances as of current month's end)
JCEF	\$18,300.59
Fill the Gap	\$11,570.62

2025-2026

	<u>Gross</u>	<u>ZOS3 4-23-03</u> <u>off. safety equip.</u>	<u>ZMCSF 4-30-25</u> <u>ct. security fee</u>	<u>ZSSBF - 02-15-47</u> <u>1st responder fee</u>	<u>June - May</u> <u>NET to Town</u>
July	\$ 5,369.50	\$ 118.72	\$ 739.50		\$ 4,511.28
August	\$ 4,423.41	\$ 81.52	\$ 591.13		\$ 3,750.76
Sept	\$ 4,768.08	\$ 98.67	\$ 700.00		\$ 3,969.41
October	\$ 4,283.78	\$ 112.11	\$ 696.53		\$ 3,475.14
November	\$ 3,602.98	\$ 89.44	\$ 530.00		\$ 2,983.54
December	\$ 2,869.11	\$ 59.31	\$ 350.00		\$ 2,459.80
2026					
January	\$ 3,405.94	\$ 98.01	\$ 505.00	\$ 26.67	\$ 2,776.26
February	\$ 4,351.90	\$ 131.36	\$ 700.00		\$ 3,520.54
March	\$ 5,161.91	\$ 104.84	\$ 775.00		\$ 4,282.07
April	\$ 4,688.27	\$ 127.83	\$ 825.98		\$ 3,734.46
May	\$ 5,195.98	\$ 125.34	\$ 715.86		\$ 4,354.78
June	\$ 4,490.95	\$ 110.70	\$ 720.00		\$ 3,660.25
TOTAL	\$ 52,611.81	\$ 1,257.85	\$ 7,849.00	\$ 26.67	\$ 43,478.29

2026-2027

	<u>Gross</u>	<u>ZOS3 4-23-03</u> <u>off. safety equip.</u>	<u>ZMCSF 4-30-25</u> <u>ct. security fee</u>	<u>ZSSBF - 02-15-47</u> <u>1st responder fee</u>	<u>June - May</u> <u>NET to Town</u>
July	\$ 4,729.25	\$ 131.47	\$ 680.00		\$ 3,917.78
August					
Sept					
October					
November					
December					
2027					
January					
February					
March					
April					
May					
June					
TOTAL	\$ 4,729.25	\$ 131.47	\$ 680.00	\$ -	\$ 3,917.78

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

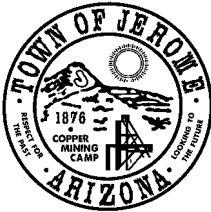
2024		2025	
		JAN	\$ 123.56
JULY	\$ 125.26	FEB	\$ 69.38
AUG	\$ 91.39	MAR	\$ 187.59
SEPT	\$ 123.13	APR	\$ 124.65
OCT	\$ 156.94	MAY	\$ 97.47
NOV	\$ 78.03	JUNE	\$ 152.60
DEC	\$ 58.18	YTD (fiscal)	\$ 1,388.18

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

2025		2026	
		JAN	\$ 98.01
JULY	\$ 118.72	FEB	\$ 131.36
AUG	\$ 81.52	MAR	\$ 104.84
SEPT	\$ 98.67	APR	\$ 127.83
OCT	\$ 112.11	MAY	\$ 125.34
NOV	\$ 89.44	JUNE	\$ 110.70
DEC	\$ 59.31	YTD (fiscal)	\$ 1,257.85

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

2026		2027	
		JAN	
JULY	\$ 131.47	FEB	
AUG		MAR	
SEPT		APR	
OCT		MAY	
NOV		JUNE	
DEC		YTD (fiscal)	\$ 131.47



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 124nd Anniversary
1899 - 2026

August 2026 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

- Traffic and help spotting for core samples on East Ave above ADOT's retaining wall.
- Finish up oil changes on vehicles.
- Installing opt out meters, lids and fixing antennas.
- Fix falling cable in the Council Chambers.
- Fix the handrail below the CO-OP.
- Fix the road patch below the Methodist church.
- Fix the green side by side with a new belt, clutch spring and spring. Pull off old tires from the rims and put new tires for this SXS.
- Fix drains in the Gulch
- Grade the Gulch Rd.
- Install a regulator on Gulch School Rd.
- Paint stripes in town.
- Start work on the wall above the basketball courts
- Water leak near the Flat Iron.
- Cut out and replace pipe out at Walnut. Get quotes to replace the old pipe.

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JEROME POLICE DEPARTMENT

RUSSELL SAN FELICE, CHIEF
305 MAIN STREET
POST OFFICE BOX 335
JEROME, ARIZONA 86331
(928) 634-8992
FAX (928) 649-2776



September 1, 2026

TO: Honorable Mayor and Jerome Town Council

FROM: Russell J. San Felice, Chief of Police

Attached please find the police activity reports for August 2026.

During the month of August, the police department responded to 163 calls for service. There were no significant incidents over the month of August. There were several incidents involving criminal traffic behavior, including several reckless driving, DUI and criminal speeding cases. Jerome Police handled transition to a new mobile pay vendor for the pay to park areas. This has involved several hours of training and administrative work by Janice Pontious, Tamara Lee and Kirt DeMichiel. They have all worked hard to ensure a smooth transition.

Jerome Police Officers and Parking Officers conducted several enforcement actions over the month of August. There were 248 parking citations written and 9 parking violation warnings. There were 112 citations and 64 warnings for various moving traffic violations.

For the August 2026 status report, here are the kiosk totals:

August 2026: \$29,447.50

August 2026: \$25,139.70

Current Fiscal year total (July 1, 2026-June 30, 2027): \$61,305.00

Respectfully,

A handwritten signature in black ink, appearing to read "Russell J. San Felice".

Russell J. San Felice
Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 09/01/2026 Item A.
Page : 1
Agency : JPD

Calls For Service Totals By Call Type

08/01/2026 to 08/31/2026

Call Type	Totals
476 Animal Control Problem	2
487 Theft	1
500 Welfare Check	4
585 Traffic Hazard	2
692 DUI	2
903 Follow-Up	36
908F Found Property	6
908L Lost or Stolen Property	3
961 Accident - No injuries	1
962 Accident - With Injuries	2
AA Agency Assist	3
AC Animal Cruelty	1
ACP Assist Cottonwood PD	1
ADPS Assist DPS	1
AF Assist Fire Department	1
AYCSO Assist YCSO	6
BI Background Investigation	3
CA Citizen Assist	7
CSEC Court Security	2
CV Cerfew Violation	1
ES Escort Services	5
FIP False Information to Police Officer	1
FP Foot Patrol	4
HAR Harrassment	2
HR Hit & Run Accident	2
HSE Hampshire Speed Enforcement	2
INFO Information	7
OA Officer Assist	1
OT Oversize Truck	3
PARK Parking Complaint	2
PE Parking Enforcement	26
REC Reckless Driver	3
SC Security Check	5
SS Suspicious Situation	1
T/S Traffic Stop	6
TO Traffic Offense	2
TRN Training	3
VCO Violate Court Order	1

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CrimeStar® Law Enforcement Records Management System
Licensed to: JEROME POLICE DEPARTMENT

CFS-002

80

JEROME POLICE DEPARTMENT
305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 09/01/2026 Item A.
Page : 2
Agency : JPD

Calls For Service Totals By Call Type

08/01/2026 to 08/31/2026

Call Type		Totals
VTC	Violation of Town Code	1
WA	Warrant Arrest	1
Grand Total for all calls		163



Jerome Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039

E-mail: admin@jeromefd.org

Fire Chief's Report

Month: August Year: 2026

Incident breakdown	Number	Resident	Non-Resident
EMS	5	4	1
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	1	1	0
Still Assignment	1	1	0
Station Staffing	6	6	0
Citizen Assist	13	8	5
Agency Assist	0	0	0
Special Duty	2	2	0
Snake Removal & Relocation	6	6	0
Tech Rescue	1	1	0
MVA/Rescue	2	0	2
Hazmat	0	0	0
Dispatch Error	0	0	0
Total Number of Calls	37	29	8
Total Calls Chief On Scene	23		

Department Meetings and Drills	Number
Officer's Meeting	0
Rope Drill	1
Drills	5

Weekly Training:

- Thursday August 6th– Krmpotich – Splinting
- Thursday August 13th – Brigante – Electric Vehicle fires
- Thursday August 20th – Lee/Krmpotich – Knots
- Saturday August 22nd – Lee – Ropes, Steep Angle
- Thursday August 27th – Whiting – MCI

Department Affairs and Ongoing Projects

- We Have been working on updating the bylaws and departments policies. This has been needed for some time as they have several areas that were unclear and repetitive. We will start working on SOP's and SOG's soon.
- We had a complicated rescue call on the Bug Hollow trail this month. This was a hiker that had an injured ankle. We were able to hike in with the necessary equipment to stabilize her ankle, load her in a stokes basket with a big wheel. We hiked her out to the ambulance and transported her to Verde Valley Medical center. Our last update was that she is doing well, she suffered from three fractures in her ankle. She is recovering and doing well.
- The Fire Department Auxiliary is preparing for the fire safety picnic and the Halloween dance. This year the auxiliary has decided to move the picnic back the potluck style gathering. Flyers are posted.
- August 20th was Riley Callans last day; he is back in school studying and preparing for his transition to the military. Joe Lee is in his EMT class starting the beginning of September and once he finishes the class JPD enrolled him in the police academy. After the academy Joe will transition to a part-time position. This will take the fire department down to critical staffing again. We are working on hiring another person, this will be a part-time position. With the lack of volunteer response having the full-time positions is necessary for the proper response for emergency calls.
- There have been two Ropes That Rescue classes held at the Fire Station this last month. We have enrolled John Krmpotich in one of them to further his skills in technical rescue.
- Verde Exploration and the Fire department duty staff have been working together on building familiarization of all the old high school buildings. We have been going through the old high School floor by floor. This has proven beneficial for both parties. The fire crews are learning what every room has and the concerns. The property managers have been able to enforce the lease agreement with the tenants to help with the fire and safety concerns.
We have also been able to work with the little Daisy and tour all the building on upper Bell Road. We learned of passageways and other parts of the buildings that have never been passed along to emergency crews. It is nice that the caretakers are former firefighters and understand the concerns of responders.
- I have been working with a machine shop in Chino Valley to rebuild/remanufacture a part for the town siren. I am still trying to find a company that can remanufacture the other parts needed. This will take some time, and I am hopeful that the siren will be able to work again.

August Fire Department Activities and Run Report:

Incident #	Date	Time	Day	Event	Additional Info	# per
J-91	8/1/26	10:00	Sat	Station Staffing Resident	Station Staffing	5
J-92	8/1/26	15:30	Sat	Citizen Assist Resident	Lift Assist	6
J-93	8/1/26	19:30	Sat	Citizen Assist Resident	Flat Tire	1
J-94	8/3/26	11:00	Mon	Citizen Assist Resident	Tire Change	4
J-95	8/3/26	15:00	Mon	Citizen Assist Resident	Vitals Check	3
J-96	8/4/26	10:00	Tue	Snake Removal & Relocation - R	Snake Removal	1
J-97	8/4/26	16:50	Tue	Citizen Assist Resident	Lift Assist	3
26-92	8/4/26	18:15	Tue	EMS Resident	80 YOF Cardiac	4
J-98	8/5/26	15:00	Wed	Citizen Assist Resident	Vitals Check	3
26-93	8/5/26	21:34	Wed	Citizen Assist Resident	Lift Assist	4
26-94	8/6/26	10:54	Thu	Tech Rescue Resident	YOF Ankle injury	8
26-95	8/6/26	16:32	Thu	Special Duty Resident	Lightning Strike	8
	8/6/26	17:00	Thu	Meeting/Training	Splinting	11
J-99	8/7/26	9:00	Fri	Station Staffing Resident	Admin Work	1
26-96	8/8/26	17:51	Sat	Citizen Assist Non-Resident	Vehicle Lockout	5
26-97	8/8/26	22:38	Sat	EMS Non-Resident	61 YOF Confused	5
26-98	8/10/26	15:26	Mon	EMS Resident	90 YOF Fall	6
J-100	8/11/26	19:31	Tue	Still Assignment Resident	Smoke Investigation	2
J-101	8/13/26	8:30	Thu	Snake Removal & Relocation - R	Raccoon and Skunk Relocate	5
J-102	8/13/26	12:30	Thu	Citizen Assist Non-Resident	Out of gas vehicle	5
	8/13/26	17:00	Thu	Meeting/Training	EV Fires	12
J-103	8/14/26	7:50	Fri	Snake Removal & Relocation - R	Raccoon relocate	1
J-104	8/15/26	13:00	Sat	Citizen Assist Non-Resident	Vehicle Lockout	6
J-105	8/15/26	15:00	Sat	Citizen Assist Non-Resident	Stuck Vehicle	7
J-106	8/15/26	15:30	Sat	Citizen Assist Non-Resident	Medical Check	6
J-107	8/15/26	16:00	Sat	Wildland Resident	Unable to locate	4
26-99	8/17/26	16:54	Mon	MVA/Rescue Non-Resident	Cancelled Enroute	7
	8/20/26	17:00	Thu	Meeting/Training	Lee - Knots	11
	8/22/26	9:00	Sat	Meeting/Training	Rope Training	7
J-108	8/22/26	12:00	Sat	Station Staffing Resident	Moving Gym	5
J-109	8/23/26	8:20	Sun	Special Duty Resident	Water Leak	3
26-100	8/23/26	8:37	Sun	Snake Removal & Relocation - R	Snake Removal	4
26-101	8/23/26	9:44	Sun	EMS Resident	Possible Suicide	3
	8/24/26	8:00	Mon	Station Staffing Resident	Station Staffing	1
26-102	8/24/26	19:17	Mon	EMS Resident	66 YOF Abdominal pain	3
26-103	8/24/26	19:55	Mon	Citizen Assist Resident	Vehicle Lockout	3
26-104	8/25/26	15:08	Tue	MVA/Rescue Non-Resident	Motorcycle down	1

	8/26/26	8:00	Wed	Station Staffing Resident	Station Staffing	1
	8/27/26	8:00	Thu	Station Staffing Resident	Station Staffing	1
	8/27/26	17:00	Thu	Meeting/Training	Weekly Training MCI	13
26-105	8/28/26	15:50	Fri	Snake Removal & Relocation - R	Snake Removal	2
26-106	8/28/26	16:58	Fri	Snake Removal & Relocation - R	Snake Removal	2

Jerome Volunteer Fire Department Attendance Report						
Member Name	Meeting Attendance	08/01/26 Alarm Call Attendance	Through After Hours Alarms	08/31/26 JFD Call Attendance	Total Calls & Meetings Attended	Member Type
TOTAL POSSIBLE	5	14	1	23	42	
Whiting, Carl	4	10	1	13	27	Chief - FF - EMT
San Felice, Rusty	3	2	-	-	5	Officer - EMT
Doss, Jayne	2	-	-	-	2	Officer - EMT
Giles, Jacob	-	-	-	-	0	Officer - FF
Lee, Kerry	5	9	1	4	18	Officer - EMT
Krmpotich, John	5	12	1	12	29	FTE - FF - EMT
Lee, Joesph	5	8	-	10	23	FTE
Callan, Riley	5	5	-	9	10	PTE - EMT
Brigante James	4	4	-	8	8	FTE - FF - EMT
Ondovchak, Lee	3	1	-	6	10	Member - FF
San Felice, Brandon	-	-	-	-	0	Member - FF
Sharif, Michele	3	1	-	1	5	Member - EMT
Carlos, Godina	-	2	-	-	2	Member/PD
Hutchinson, Sierra	1	-	-	-	1	Member - EMT
Alexander, Adam	2	0	-	2	4	Member - EMT
James, Irwin	2	2	-	7	11	Member - Support
Stan, Marty	2	1	-	-	3	Member - EMT
Stan, Launa	2	-	-	-	2	Member - EMT
Staab, Scott	-	-	-	-	0	Member - Support
Miller, Rebecca	-	-	-	-	0	Member - Swiftwater
Higginson, Michael	1	-	-	-	1	Member - Support
Supple, Jason	1	1	-	-	2	Member - Support
Hembrough, Chad	1	2	1	-	3	Member - Support
Adsluf, Gregory	2	1	-	2	5	Member - WLFF

Membership Attendance Percentages				
Member Name	Meeting Attendance	Alarm Call Attendance	In town	Notes
Dictated per bylaws	33.00%			Officers must maintain 50%
Whiting, Carl *	100.00%	71%	Y	Officer
San Felice, Rusty *	75.00%	14%	N	Officer
Doss, Jayne *	50.00%	0%	Y	Officer
Giles, Jacob *	0.00%	0%	Y	Officer
Lee, Kerry *	100.00%	64%	Y	Officer
Krmpotich, John	100.00%	86%	Y	
Joseph, Lee	100.00%	57%	N	
Callan, Riley	100.00%	36%	N	
Brigante, James	100.00%	29%	N	
Ondovchak, Lee	75.00%	7%	N	
San Felice, Brandon	0.00%	0%	Y	
Sharif, Michele	75.00%	7%	Y	
Carlos, Godina	0.00%	14%	N	
Hutchinson, Sierra	25.00%	0%	N	
Alexander, Adam	50.00%	0%	N	
James, Irwin	25.00%	14%	N	
Stan, Marty	50.00%	7%	N	
Stan, Launa	50.00%	0%	N	
Staab, Scott	0.00%	0%	Y	
Miller, Rebecca	0.00%	0%	y	
Higginson, Michael	25.00%	0%	Y	
Supple, Jason	0.00%	7%	N	
Hembrough, Chad	25.00%	14%	Y	
Adsluf, Gregory	50.00%	7%	N	

Thank you for your continuing support.
Jerome Fire Department
Carl Whiting
Fire Chief

File Attachments for Item:

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



Founded 1876
Incorporated 1899

Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, September 08, 2026
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission-

- Conducted 1st Public meeting to review and receive comments on proposed ZO updates at JFD with consultants from the Planning Center.

Design Review Board- The regular meeting of Tuesday 8.25.26 was cancelled.

Board of Adjustment- The Board of Adjustment did not meet this month.

Code Enforcement-

- 710 Clark Street- Ongoing
- 889 Hampshire- Ongoing
- 896 Hampshire- Ongoing
- 801 Hampshire- Ongoing
- 214 Gulch Crossing- Red-tagged, Ongoing
- 300 Queen Street- Ongoing
- 1st Avenue, dog waste on public ROW
- Utility disputes (based on location and use of building)
- STR operations without an active license (x2 instances)
- Possible overnight vehicular camping

Administrative Approvals- None for August 2026

Other Business-

- Brownfields Grant
- Zoning Ordinance Revisions
- Recruiting for x3 open Board seats
- Section 106 and Historic Preservation Changes
- Three Residential Lot-Splits
- Verde Ave. Archaeological Monitoring Report
- Business License Inspections (multiple)



TOWN OF JEROME

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

DRAFT MINUTES

SPECIAL JOINT WORK SESSION MEETING OF THE PLANNING AND ZONING COMMISSION AND TOWN COUNCIL - ZONING CODE UPDATE PUBLIC INFORMATION MEETING OF THE TOWN OF JEROME

JEROME FIRE DEPARTMENT SECOND FLOOR ASSEMBLY
ROOM 101 MAIN STREET JEROME, ARIZONA

600 CLARK STREET, JEROME, ARIZONA

TUESDAY, AUGUST 18, 2026, AT 4:00 PM

(0:01) 4:00 P.M. 1. CALL TO ORDER

Council and Commissioners present include Mayor Alex Barber, Vice Mayor Jane Moore, Councilmember Sonia Sheffield P&Z Chair Lance Schall, P&Z Vice Chair Becca Miller, Commissioner Jera Peterson, and Commissioner Jeanie Ready.

Staff present included Zoning Administrator Will Blodgett, Deputy Clerk Kristen Muenz, Fire Chief Carl Whiting, and Firefighters James Brigante and Riley Callan.

2. NEW BUSINESS

Representatives from the Town's Consultants at The Planning Center will Present the Process and Revisions To-Date to the Council and Planning and Zoning Commission, and then Facilitate the Public Input Process; and Finally, Receive Direction from the Council and Commission

Conduct an informal and all-inclusive discussion for the updates and revisions to the Town's Zoning Code.

Zoning Administrator Will Blodgett introduced the representatives of The Planning Center, Brian Underwood and Garette Aldrete. Mr. Underwood and Mr. Aldrete then explained the purpose of the meeting, a public information and input meeting to discuss potential updates to the Town of Jerome Zoning Ordinance.

Members of the public present at the meeting included (in alphabetic order) Lonnie and Renee Anderson, Cynthia Barber, Rainbow Bernheim, Mike Blodgett, Tyler Christensen, Margie Hardie, Scott Hudson, Eric Jurisin, Jay Kinsella, Lori Leachman, Karen MacKenzie, Mike McDonald, Suzy Mound, Leslie Mouriquand, Wendy Olson, Wendy Schall, Carol Anne Teague, and Mary Wills.

A brief break was taken at 5:51 P.M., during which Commissioner Jeanie Ready needed to exit the meeting. The meeting resumed at 6:05 P.M.

3. ADJOURNMENT 7:33 P.M.

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

File Attachments for Item:

A. Consider Approval of the August 6, 2026, Special and August 11, 2026, Regular Council Meeting Minutes

Council will consider and may approve the August 6th, Special and August 11th Regular Council Meeting minutes.



TOWN OF JEROME

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Item A.

DRAFT MINUTES SPECIAL MEETING - PRIMARY ELECTION CANVASS OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA THURSDAY, AUGUST 06, 2026, AT 2:00 PM

2:00 (0:01) 1. CALL TO ORDER/ROLL CALL

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

Present were Mayor Alex Barber, Vice Mayor Jane Moore, and Councilmember Sonia Sheffield.
Absent were Councilmember Dr. Jack Dillenberg, and Councilmember Issam "Izzy" Sharif.

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

2:00 (0:40) 2. NEW BUSINESS

Discussion/Possible Action

A. Consider Resolution No. 692: A Resolution of the Mayor and Council of the Town of Jerome, Yavapai County, Arizona, Declaring and Adopting the Results of the Primary Election Held on July 21, 2026 (Official Canvass)

Council will consider and may approve Resolution No. 692.

Mayor Barber introduced Item 2A, Resolution Number 692, declaring and adopting the results of the Primary Election held on July 21st, 2026. Mayor Barber then moved to approve the resolution.

Councilmember Sheffield seconded the motion.

Mayor Barber called the question, and Resolution Number 692 passed unanimously.

Motion to approve Resolution No. 692, A Resolution of the Mayor and Council of the Town of Jerome, Yavapai County, Arizona, Declaring and Adopting the Results of the Primary Election Held on July 21, 2026 (Official Canvass)

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

3. ADJOURNMENT

Motion to adjourn at 2:01 P.M.

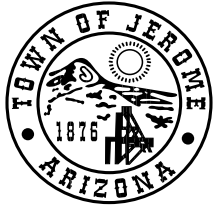
COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG					X	
MOORE		X	X			
SHARIF					X	
SHEFFIELD			X			

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager



TOWN OF JEROME

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

DRAFT MINUTES REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, AUGUST 11, 2026, AT 7:00 PM

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

Mayor/Chairperson to call meeting to order

Town Clerk to call and record the roll.

Present were Mayor Alex Barber, Vice Mayor Jane Moore, Councilmembers Dr. Jack Dillenberg, Issam "Izzy" Sharif, and Sonia Sheffield.

Staff present included Town Manager Brett Klein, Zoning Administrator Will Blodgett, Fire Chief Carl Whiting, and Deputy Clerk Kristen Muenz.

7:00 (0:41) 2. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for July, 2026

Council will consider and may approve the financial reports for month ending July, 2026.

Mayor Barber moved to approve the financial reports which were seconded by Councilmember Sharif. The motion passed unanimously.

Motion to approve Financial Report and Detail Invoice Register Report for July, 2026

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

7:01 (1:04) 3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

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

Council will consider and may approve the staff reports.

Town Manager Brett Klein gave a reminder of the upcoming Zoning Code Joint Session to be held on Tuesday, the 18th. He and Michele Sharif will soon be attending the annual LACT conference and offered to take any input from Council. Mayor Barber asked about the process of Covid Grant, and if we received funding and Mr. Klein confirmed that we had. Mayor Barber then congratulated employees who had an August employment anniversary: Marty Boland, John McDonald, Wendy Schall, Michele Sharif, Leo Shakespeare, and Russell San Felice. There was a round of applause and Mayor Barber expressed thanks to everyone who worked for Jerome, both staff and volunteers.

Vice Mayor Moore reported that she attended the county-wide water resources and open space committee and will have a document for the next meeting on storm water.

Mayor Barber said Arizona is growing water smart and trying to do something with every drop; we have to figure out how to harness storm water. She moved to approve the reports, which was seconded by Councilmember Dillenberg.

Motion to approve Staff and Council Reports

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

7:05 (5:49) 4. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW**BOARD MINUTES****Information/Council Review****A. Report Provided by the Zoning Administrator. Minutes are Provided for Information Only and do Not Require any Action**

Zoning Administrator Will Blodgett reported that we are wildly busy with a number of things.

Mayor Barber asked if there were any questions.

Councilmember Sheffield asked for information on a meeting he mentioned about Section 106.

Mr. Blodgett responded that he had met with MPS, State Parks, and historical societies of the Verde Valley. They are trying to bridge gaps and get to know each other because of potential changes coming.

7:07 (7:22) 5. APPROVAL OF MINUTES**Discussion/Possible Action****A. Consider Approval of the July 14th, 2026, Regular Council Meeting Minutes**

Council will consider and may approve the July 14th, Regular Council Meeting minutes.

Councilmember Dillenberg moved to approve the minutes, which was seconded by Vice Mayor Moore. The motion was approved unanimously.

Motion to approve the Regular Meeting Minutes of July 14, 2026

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

7:08 (8:11) 6. PETITIONS FROM THE PUBLIC

Jerome resident Mark Krmpotich spoke as a volunteer on behalf of the Fire Auxiliary, inviting members of council and the public to the annual Firewise Community Picnic, and asking the community to get involved with the potluck.

Bob Francisco spoke on behalf of the Jerome NA meetings that had been had at the Fire Station, respectfully requesting to continue having their meetings in the space.

For clarification, Mayor Barber asked if the meetings were still being held, and Mr. Klein confirmed that they were.

Gary Babcock spoke, who is also a member of the NA group. He expressed appreciation for many years of sponsoring a meeting, and while he understood that some felt it should move to another space due to conflict with operating the Fire House, he feels it hasn't been a problem for the last 26 years.

Mayor Barber clarified that we have a new Fire Chief and for petitions, we can't make action, but we can bring up later.

Councilmember Dillenberg replied that he would like to speak about it at a future meeting.

7:16 (16:32) 7. ORDINANCES AND RESOLUTIONS**Discussion/Possible Action****A. Consider Resolution No. 691; A Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Adopting a PSPRS Pension Funding Policy for Fiscal Year 2027**

Council will consider and may approve Resolution No. 691.

Mayor Barber read the title of Resolution No. 691 and added clarification that it is a pension system and the formula for calculating it had changed, so now we are playing catch-up.

Mr. Klein explained that the state wanted everyone to be fully funded by 2036, which is a moving target goal based on funding formulas affected by number of staff and tenure. The current rates are based on FY ending 2025 so there is a lag. As long as we stay over 80% we are deemed well-funded. Klein added that we are doing well, and we are at 88% this year. Council can choose to set aside more funding if it wishes to do so.

Mayor Barber asked if this fund was just for the Police Department and Mr. Klein confirmed this.

Mayor Barber moved to approve Resolution No. 691, which was seconded by Councilmember Sharif.

Motion to approve Resolution No. 691; Adopting a PSPRS Pension Funding Policy for Fiscal Year 2027

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

7:20 (20:17) B. Consider Resolution No. 693, A Resolution of the Town of Jerome, Arizona, Authorizing and Obligating Terms of a Loan from USDA, for the Wastewater Treatment Plant Upgrade Project

Council will consider and may approve Resolution No. 693.

Councilmember Sharif commented that this has been a long time coming and moved to approve the resolution.

Councilmember Dillenberg seconded the motion.

Mayor Barber explained that there were a loan and a grant. We are going to pay back more than 3 million, why did it go up?

Mr. Klein explained that there was the original loan amount that council had pledged, and also the loan, which is called a grant because it's on USDA's terms. The project was originally going to be between 5 and 6 million and has grown exponentially to 14 million dollars over the years following Covid. We do get to amortize this over 40 years at a very low rate. You will be discussing user rates in the future, with a hope to mitigate as much as possible. But again, it is 8 million more than the original price tag. You are pledging that amount in order to get the USDA funding, and we have stated the need, so they are stepping up with the grant loan. Mayor Barber replied that it's a lot. She asked the Vice Mayor how much the upgrade was years ago.

Vice Mayor Moore replied that 20-some years ago it was \$750,000.

Jerome resident Mark Krmpotich commented that you now have a mile of EPA restrictions when the federal government is involved. He then asked about the parts of the loan.

Mayor Barber said it was partially what was funded, and also the part that is Jerome's expense. Yes, USDA gave us a huge chunk of money. If we wait it will cost a couple more million, we need to get this done, every day is more money.

Mr. Krmpotich suggested that council lock in the price.

Vice Mayor Moore clarified that the upgrade is needed due to exceeding ammonia levels.

Motion to approve Resolution No. 693, Authorizing and Obligating Terms of a Loan from USDA, for the Wastewater Treatment Plant Upgrade Project

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

7:26 (25:58) C. Consider Resolution No. 694; A Resolution of the Town Council of the Town of Jerome Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, And / Or Extending the Town's Wastewater Treatment Plant

Council will consider and may approve Resolution No. 694.

Mayor Barber read the title of Resolution No. 694 and moved to approve it, which was seconded by Councilmember Sharif.

The motion was approved unanimously.

Motion to approve Resolution No. 694, Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, And/or Extending the Town's Wastewater Treatment Plant

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

7:26 (26:41) 8.NEW BUSINESS

Discussion/Possible Action

A. Consideration of Expiring Lease and Possible Renewal for Kathleen Jarvis

Council will consider and may approve the renewal of the lease for Studio 2, with or without changes.

Mayor Barber commented that Librarian Kathleen Jarvis is our wonderful, long-standing department head of the library, and she moves to approve the lease.

Councilmember Sharif seconded the motion.

Mayor Barber explained that we used to have a kid's art program in the summer, but it has turned into an art program for all. You can sign up through the library and do all kinds of cool art projects if you are interested. She thanked Kathleen Jarvis.

The motion was approved unanimously.

Motion to approve Renewal of the Lease for Studio 2 for Kathleen Jarvis

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

7:27 (27:50) B. 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.

Mayor Barber explained the town's representative is Izzy Sharif, and Brett Klein, Michele Sharif, and Izzy will be attending the annual conference.

Councilmember Sharif commented that he enjoyed attending. He said he had already viewed the packet and was ready for voting when he got there. When you see what the resolutions are, it's good for us. As we are perusing the LACT conference, we are going to be filling gaps and seeing what the conversations are and bringing that back with us.

Mayor Barber asked if everyone had viewed the resolutions because we are providing a majority input to Izzy. She said I don't have a problem with any of them, so she would say full support of them from Jerome.

Mr. Klein explained that municipalities have different needs, but they are still our fellow communities, so unless there was something that would be detrimental to Jerome, we should support them all.

Councilmember Sharif then relayed his comments at a panel he joined along with the representative from Sedona, Scott Jablow. He told those present that it takes people to run communities, and to run businesses, and people need houses.

Mayor Barber said there is an outfit called the Neighborhood Alliance with figures about how much Arizona lost due to STRs. She thanked Councilmember Sharif and said she believed council had given majority input.

7:32 (32:04) C. Consider Approval of a Heat Illness Prevention Plan Policy

Council will consider and may approve the Heat Illness Prevention Plan.

Mayor Barber asked if we have had anyone on our Town Crew or Fire Department experience something like this.

Chief Whiting had left the meeting due to an emergency call, so on behalf of the Fire Department, Mark Krmpotich replied that no, we are just trying to protect them.

Mayor Barber stated that it was something we needed for everyone who worked in this heat.

Councilmember Sharif moved to approve the policy, which was seconded by Mayor Barber. It was approved unanimously.

Motion to approve of a Heat Illness Prevention Plan Policy

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

7:33 (33:05) D. Consider Request from Connor Hotel (Anne Conlin) to Designate a Loading and Unloading Zone at Jerome Avenue and Main Street

Council will consider and may approve, approve with conditions, or deny the request.

Mayor Barber asked if the parking spaces in question were the first 2 on the corner.

Anne Conlin of the Connor Hotel confirmed this.

Councilmember Sheffield explained that she will not be voting, but she did have thoughts. Thirty feet might be a bit much. A lot of people will pull up on the end to unload, mostly musicians, and you can get about 4 or 5 feet from the corner. She said she felt if you used the space near the corner, plus one parking space, it would probably be enough. Also, she expressed concern for the enforcement of it, as she can see what happens with the 20-minute areas. Who is responsible for enforcing or reporting; the front desk? Councilmember Sheffield suggested a space beside the recycling bin as a loading zone instead, as people would be less inclined to leave their car there.

Vice Mayor Moore said that it is contingent on ADOT approval; What if we try one space and see what they say?

Councilmember Sharif asked if the loading zone would be a safety feature. Were they having Issues with bands and beer trucks?

The applicant replied, all the above; it will be easier for drop-off and pick-up. The guests are always looking for place to unload their luggage and that way they don't have to park in the street.

Councilmember Sharif said he could appreciate that, and if it's a safety concern, you wouldn't want people trying to cross the street. His thought would be if you paint it red, that will block it out, and he would approve one space. Then the Police Department could assist with enforcement. If safety is the primary goal, putting it on the same side is closer and you are avoiding members losing equipment.

Councilmember Sheffield said she had mentioned a loading zone at the Post Office to the front desk, and they were not certain guests could use that space to drop their luggage. As for enforcement, people do a good job staying out of Post Office spaces. Would it be okay to suggest they use that space?

Councilmember Sharif agreed that the Post Office loading zone was not far from the Connor, and it is safer to keep them on that side. He felt it would be more band members and patrons that would park there.

Mayor Barber commented they want it for loading and unloading rather than the practice of double-parking and blocking the lane. She said she also felt, if they have a lot of luggage, that we should make them go across the street. The Connor Hotel is one of the longest running businesses in Arizona. Mayor Barber added that if she wanted to check her mail, she would like to continue to use the space in front of the Post Office. So, she thought we should entertain letting them have one front space if ADOT approves it. She thanked Connor Hotel and commented that it will make it easier for older people to get out of their vehicles as well.

Councilmember Sharif said he would vote in favor of that and suggested painting it red instead of yellow to prevent people from parking on it.

Mayor Barber explained that if it is red, that means no parking at all instead of a loading zone.

There was some further discussion on the striping color, and it was confirmed that red is for emergency vehicles.

Mayor Barber stated that it will be dependent on the Arizona Department of Transportation, so she moved to allow designation of one space along the front conditional on approval from ADOT.

Councilmember Sharif seconded the motion, and it passed by majority with one abstention.

Motion to approve Designating a Loading and Unloading Zone at Jerome Avenue and Main Street of one space with approval from ADOT

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

7:49 (49:17) E. Consideration of Amendment No. 4 to the Owner - Engineer Agreement for the Wastewater Treatment Plant Upgrade

Council will consider and may approve Amendment No. 4.

Mayor Barber introduced the item and asked if there were any questions.

Councilmember Sharif made a motion to approve, which was seconded by Vice Mayor Moore.

The amendment passed unanimously.

Motion to approve Amendment No. 4 to the Owner-Engineer Agreement for the Wastewater Treatment Plant Upgrade

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

7:49 (49:53) F. Consideration of a Special Event Liquor License Application for Jerome Fire Department's Auxiliary Halloween Dance on October 31, 2026

Council will consider and may approve the Special Event Liquor License.

Mayor Barber introduced the item a Special Event Liquor License for the Halloween Dance and expressed happiness that it would be taking place on Halloween night.

Councilmember Dillenberg moved to approve, which was seconded by Councilmember Sharif.

The application passed unanimously.

Motion to approve a Special Event Liquor License Application for Jerome Fire Department's Auxiliary Halloween Dance on October 31, 2026

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

7:50 (50:48) 9. TO AND FROM THE COUNCIL

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

Councilmember Sheffield said she would like to discuss opening and closing times of parks. There were some discrepancies between the signs versus what is in code, so she would like to verify for our residents. She said the code talks about restrictions on alcohol after 10 pm and noise after 10 pm and she felt that was adequate to regulate shenanigans. She explained that are not many places in town to be after 10 pm and it was brought to her attention that a guest at the hotel was threatened with criminal charges for sitting on a picnic table at midnight. We need to be sure we have clear ordinances.

Councilmember Dillenberg expressed thanks to all folks present and said he will no longer be on council at the end of the term. Councilmember Dillenberg added that it has been an incredible number of years for him, and he appreciated it, and he looked forward to the Council continuing to do its great work. There was a round of applause from all present. Vice Mayor Moore said she had the same suggestion as Councilmember Sheffield.

Councilmember Sharif said he would like, and he has had a conversation with the Police Department about this, to see them patrol the neighborhoods. There are a lot of challenges with people leaving vehicles in certain areas, and he would like them to go through and stop people from parking illegally. Also, he has been talking with NACOG as a representative, along with ADOT on the 89A corridor, and they suggested RPD patrolling on 89A for slow people. We have posted signs with varying miles per hour. We all know where the signs are and 90 percent of the time there is someone in front of us going slower. We have a wonderful PD, and he would love to see them patrolling. Lastly, there have been a couple of challenges that have occurred on the mountain. Odle and San Felice asked if he could help, and one to the cameras he had previously installed was able to capture a hit and run on the mountain. They were able to make an arrest, so he wanted to bring up public safety cameras because they have also been hit and unable to prosecute. Because of the camera, we were able to capture the hit-and-run and also destruction of property when someone's truck bed flew off and smashed another vehicle. So, he would like to have the conversation asking about keeping us protected. He added that this is not Flock, this is just a camera on PD giving them a view of the front.

10. ADJOURNMENT**Motion to adjourn at 7:57 P.M.**

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

APPROVE:

ATTEST:

 Alex Barber, Mayor

 Brett Klein, Town Manager

File Attachments for Item:

A. Consider Resolution No. 695; A Resolution in Support of the Yavapai County Intergovernmental Water Resources and Open Space Committee Stormwater Infiltration and Recharge Projects

Council will consider Resolution No. 695 and may approve.



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TOWN OF JEROME, ARIZONA

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

Item A.

RESOLUTION NO. 695

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, IN SUPPORT OF THE YAVAPAI COUNTY INTERGOVERNMENTAL WATER RESOURCES AND OPEN SPACE COMMITTEE STORMWATER INFILTRATION AND RECHARGE PROJECTS

WHEREAS, stormwater is a valuable asset that, when managed at a local and regional level, can help positively impact the hydrologic resources in Yavapai County; and

WHEREAS, precipitation that becomes stormwater is the only freely delivered water resource in Northern Arizona that is currently not utilized to its full potential; and

WHEREAS, local and regional stormwater infiltration and recharge projects, as well as grassland restoration projects, serve important roles in improving aquifers and surface waters while mitigating the potential negative impacts of erosion and flooding; and

WHEREAS, local and regional stormwater projects can significantly reduce pollution of our water resources, improve water quality, and the overall health of the watershed environment; and

WHEREAS, grassland restoration projects that increase soil organic matter serve an important role in improving the health of the landscape and watersheds; and

WHEREAS, collaborative planning, funding and executing of watershed restoration projects across jurisdictions and in coordination with land managers and local stewards are essential tools in restoring and maintaining watershed health across Yavapai County.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Jerome, Yavapai County, Arizona, that the Town of Jerome hereby actively supports the development and implementation of local and regional stormwater and grassland restoration projects that positively impact our aquifers, rivers, and watersheds.

APPROVED AND ADOPTED in open session of the Jerome Town Council on this 8th day of September, 2026.

Christina Barber, Mayor

ATTEST:

APPROVED AS TO FORM:



Brett Klein, Town Manager/Clerk

Gust Rosenfeld, PLC, BY: John A. Gaylord,
Town Attorney

File Attachments for Item:

A. Consider Approval of Quote from Longfellow Excavating LLC, in the Amount of \$21,000, to Repair / Replace Waterline at Walnut Springs

Council will consider and may approve the quote.



Licensed/Bonded/Insured

Roc#353893

Josh Longfellow
P.O Box 98, Rimrock Arizona 86335
(928)-300-3792
Longfellowgroup@gmail.com

INVOICE # 1745
DATE: 8/06/2026

EXPIRATION DATE
8/28/2026

To: Town of Jerome

LAYOUT	JOB	PAYMENT TERMS	TERMS
Layout needs to be done by surveyor	Water main replacement	Will be invoiced as the work is completed	Price subject to change due to hammer/ripper being required, ground water is met or price of materials changes.

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
300lf	Dig and install 6in c900 water main from outside of spring vault to existing mainline valve (all materials will be provided by town of Jerome)	70.00	21,000.00
	Hammer cost per hr		250.00
	Mobilization		0.00
		Subtotal	21,000.00
		Total	21,000.00

Quotation prepared by: Josh Longfellow

This is a quotation on the goods named, subject to the conditions noted below: Contractor is due all profit and overhead costs on job if developer stops production for any reason. "Termination for Convenience/ or funding," contractor will request the cost incurred for work performed through the date of termination, as well as termination costs, and reasonable overhead and profit on work not yet executed

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

View Estimate

Print

PDF

Decline

Accept

Central Arizona Contracting LLC
P.O. box 3211
Chino Valley AZ 86323



Town of Jerome
P.O. Box 335
Jerome AZ 86331

ESTIMATE

Estimate # 0000368

Estimate Date 08/05/2026

Item	Description	Unit Price	Quantity	Amount
	Mobilization	3000.00	1.00	3,000.00
	Connection to existing system	1200.00	2.00	2,400.00
	Trench install and backfill town provided materials per foot	56.00	300.00	16,800.00
	If hard rock excavation is needed a hammer on our machine will be hourly charged	350.00	0.00	0.00

NOTES: Exclusions: tax, bond, permits, engineering, staking, compaction testing, unforeseen utility conflicts, export, traffic control, asphalt and concrete replacement, Public Relations, Hard Rock Excavation. Anything not specifically included is excluded. Town of Jerome is to provide all parts necessary for completion of the job including shade and bedding

Subtotal	22,200.00
Total	22,200.00
Amount Paid	0.00
Estimate	\$22,200.00



6708 Corsair Ave., Suite A • Prescott, AZ 86301 • Phone: 928-778-5335 • Fax: 928-778-5870 • ROC-A-206365 • ROC B-249529

One Stop Environmental Solutions

August 21, 2026

Mr. Marty Boland
Public Works Director
Town of Jerome, AZ

RE: 6" waterline work at Walnut Creek

Mr. Boland,

Per our discussion and site walk on 8-19-2026 Fann Environmental is pleased to offer the Town of Jerome the following quote for the installation of approx. 280' of 6" waterline in the location shown on the attached google earth screenshot.

Scope of Work:

- Pothole beginning and end locations for your procurement of fittings and materials and to review grade needed between the tie-in locations.
- Install 6" waterline between the two tie-in locations using Town of Jerome supplied materials including bedding and shading materials.
- Pressure test installed line prior to final connections.
- Restore existing trail to as-is condition

Inclusions:

- All equipment, labor and fuel to perform the work.

Exclusions:

- All material to perform the work – by Town of Jerome
- Bond
- Rock Excavation

If rock excavation or hard dig conditions are found where Fann Environmental's progress with a E-42 mini excavator is slowed to less than 15l.f of 6' deep trench per hour, FE and the Town of Jerome will come to agreement on the added cost of the problem area prior to continuing or procurement of larger equipment or rock breaking equipment. The below quote is based on normal digging conditions without any inclusion of rock breaking or abnormal digging conditions.

Quote for the above work: \$38,700.00

Thirty-Eight Thousand, Seven Hundred Dollars and no/100

Thank you for the opportunity to quote this work for the Town of Jerome.

Sincerely,

Paul Johnson
Director of Operations
Fann Environmental
6708 Corsair Ave. STE A
Prescott AZ, 86301

Legend



File Attachments for Item:

B. Consideration of the Jerome Historical Society Sponsored Mariachi Band Special Event Permit Application

Council will consider and may approve the special event permit.

POST OFFICE BOX 719 JEROME, ARIZONA 85331
720-834-7919

$\sigma_{\text{max}} = 100 \text{ MPa}$ and $\sigma_{\text{min}} = 0 \text{ MPa}$.

Permit # J26-0055

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Form W-9

Date: 8/5/96

Name: [] [] []

Address: [] [] []

City: [] [] []

State: [] [] []

Zip: [] [] []

Special Event Fee Schedule

720-457-1000

1-800-457-1000

See back page for details

Page 1 of 1

JHS is requesting to split the cost 3 ways @ approx \$533/ea.

Special Event Permit Application

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. Completed Site Plan in 8 1/2" x 11" or 8 1/2" x 14" format that includes:
 - a. A map of the event area(s) including the location(s) for stage(s), performers, vendors, barriers/fencing (including type), sound amplification equipment and speakers, race/run routes, tents/canopies, and any points of entry and exit where applicable.
 - b. List of all participating vendor(s)/businesses (if applicable).
 - c. Accessibility, parking and/or traffic control plan.
 - d. Restroom plan.
 - e. Trash and waste removal plan.
 - f. Community outreach (if applicable)
- ☒ 5. 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).
- ☒ 6. Liquor License (if applicable).
- ☒ 7. Liquor Liability Insurance (if applicable).
- ☒ 8. Health Department Approval (if applicable).
- ☒ 9. All other permits required by County or State Agencies.
- ☒ 10. Permit filing fee.
- ☒ 11. Written approval from Police Chief/Fire Inspector (if applicable).

Applicant Information

Applicant's Contact Information	
Name of Applicant	<u>Scott Hudson</u> Date: <u>8/5/26</u>
Name of Organization/Sponsor	<u>Jerome Historical Society</u>
Federal Tax or 501 (c)(3) Number	_____
Business Mailing Address	<u>P.O. Box</u>
City	<u>Jerome</u> State <u>AZ</u> Zip <u>86331</u>
Business Email	<u>Scott@JeromeHistoricalSociety.com</u>
Business Phone #	_____ Cell Phone # _____

Authorized Contacts for Event

Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one **must** be provided.

Name	<u>Scott Hudson</u>	Phone	_____
Name	<u>Mary Beth Barr</u>	Phone	_____
Emergency contact for Event*			
Name	<u>if</u>	Phone	_____

*Emergency contact should be a party available for duration of event including set up and tear down.

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

Event Information

Name of Event Mariachi

Date(s) / Time(s) of Event – If multiple dates (Not including set-up/tear-down time)

Start: Date: 10/10/26 Time 12:00am End: Date 10/10/26 Time 1 pm

Start: Date: _____ Time _____ End: Date _____ Time _____

Start: Date: _____ Time _____ End: Date _____ Time _____

Set-Up Date/Time: From 10/10/26 10^{am} To 10/10/26 1:30pm

Tear-Down Date/Time: From _____ To _____

Number of expected/estimated Participants 150

Will an admission or registration fee be charged? YES ☒ NO ☐ Fee \$ _____

Please briefly describe the event:

Event Details

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.

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

☒ YES ☐ NO

If yes, which property? Steps

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

*Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.*

Will the Special Event require the use of temporary signage?

☐ YES ☒ NO

**All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.*

Event Details Continued

Will Alcohol be Sold?

☐ YES☒ NO☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event.

Will Food be Sold?

☐ YES☒ NO☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year.

Will there be outdoor, amplified sound at the event?

☒ YES☐ NO

Please provide a brief description of outdoor/amplified sound to be used:

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.

Will there be outdoor lighting, or other electrical needs?

☒ YES☐ NO

Please provide a brief description of the electrical requirements for the event:

Power from the park to run PA system

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☐ YES☒ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors' TPT license number.

Will the event require the use of tents or canopies or other temporary structures? *

☐ YES☒ NO

*Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure – Please note set-up and tear-down time(s) must be indicated on Page 4.

Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? *

☒ YES ☐ NO

**Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used.*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☒ YES ☐ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Block off parking spots in front of shop

Will the use of portable restrooms be necessary during the event?

☐ YES ☒ NO

Please note the use of portable restrooms may be required on a case-by-case basis.

Will trash be created during the special event?

☐ YES ☒ NO

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

Cleanup of the site(s), 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 refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Has any community outreach been completed in regard to this special event?

☐ YES ☒ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.



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TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
PHONE (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 should be submitted at least 60 days prior to the event.

Name of Applicant: Jerome Historical Society - Scott Hudson

Address: Po Box Jerome, AZ 86331

Telephone: _____

If applicant is an organization, list officers:

Name	Address	Telephone
Mary Beth Barr		
Scott Hudson		

Requesting the use of:

☒ UPPER PARK (Parcel 401-06-156)

☐ 300 LEVEL PARKING LOT (Parcel 401-03-0151)

☐ LOWER PARK/SLIDING JAIL (Parcel 401-06-075)

☐ MIDDLE PARK (Parcel 401-06-015)

☐ COUNCIL CHAMBERS (Parcel 401-10-002)

☒ ALL OTHER TOWN RIGHT OF WAY

Town Steps

Date(s) of Use: 10/10/2026

Rain Date: _____

Hours of Use: 10:00AM - 1:30PM

Approximate # of people: 150

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

Signature

Date of Application

Scott Hudson

Print Name

PO Box Jerome, AZ 86331

Address

Telephone

Special Event Hold Harmless and Indemnification Agreement

I, Jerome Historical Society ([Insert Company Name] ("Permittee"), shall, through the signing of this Special Event Hold Harmless and Indemnification Agreement ("Agreement"), in consideration for the issuance of a Special Event Permit for [Insert description of event] ("Special Event") and to the furthest extent allowed by law, agree to indemnify, hold harmless and defend the Town of Jerome, Arizona and its elected officials, officers, agents, employees and volunteers (collectively "Indemnitee") from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by any Indemnitee, from any and all claims, demands, and actions in law or equity (including attorney's fees and all costs of litigation), arising or alleged to have arisen directly or indirectly out of the Special Event (collectively, "Claims") Permittee's obligations under this Agreement shall apply regardless of whether Town or its elected officials, officers, employees, agents, or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages to the extent caused solely by the gross negligence, or caused by the willful misconduct of Town or its officers, officials, employees, agents or volunteers.

Permittee acknowledges the contagious nature of communicable diseases and voluntarily assumes the risk that Permittee, its officials, officers, employees, agents, volunteers, or invitees may be exposed to, or infected by, by participating in the Special Event, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Permittee understands that the risk of becoming exposed or infected at the Special Event may result from the actions, omissions, or negligence of Permittee and others, including but not limited to, Town employees, volunteers and participants and their families.

Prior to and throughout the duration of the Special Event, Permittee shall pay for and maintain in full force and effect all insurance as required in the application submitted by the Permittee for the Special Event, which is incorporated into and part of this Agreement, or as may be authorized or required in writing by Town Manager or his/her designee at any time and in his/her sole discretion.

Permittee shall conduct all defense of any Claims at his/her/its sole cost. The fact that insurance required under this Agreement is obtained shall not be deemed to release or diminish the liability of Permittee, including without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any such insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. The policy limits of any such insurance do not act as limitation upon the amount of defense and/or indemnification to be provided by the Permittee. Approval and or purchase of any insurance contracts or policies shall in no way relieve Permittee from liability nor limit the liability of the Permittee, its officials, officers, employees, agents, volunteers, or invitees.

The Town of Jerome shall be reimbursed for all costs and attorney's fees incurred by Town in enforcing this Agreement.

Signed this 5 day of August, 2026.

Signature: _____

Printed Name: Scott Hudson

Witness Signature: _____

Printed Name: Michele Sharif

File Attachments for Item:

C. Discussion / Possible Staff Direction Regarding Park Closure Times, Dogs and Alcohol in the Parks and on the Steps, and Other Park and Noise Ordinance Policy Considerations

Council will discuss and consider alternatives, and may provide staff direction.

Park Enforcement Protocols and Unauthorized Signage Removal

- **Submitted By:** Council member **Sonia Sheffield**
- **Summary/Background:** Jerome Town Code Section 10-1-11(C) states that it is unlawful to remain in a town park during hours of closure "as established by the Town Council." Currently, the Town Council has not legislated or enacted any official operational hours or nightly curfews for municipal parks. However, legacy signage remains posted in certain areas stating that town parks are closed from 10:00 PM to 7:00 AM, leading to inconsistent enforcement, public confusion, and potential town liability. This item proposes to direct the Public Works Department to remove the legally unauthorized curfew signs, reaffirming that Jerome parks remain open 24/7 for peaceful public recreation. Crucially, this policy shift does not diminish the Jerome Police Department's ability to manage public safety or remove individuals who should not be there. Instead, it clarifies that law enforcement should actively enforce existing, behavioral-based Town Code provisions rather than a non-existent curfew. These include:
 - **Town Code Section 10-1-11(E) (Camping Ban):** Maintaining the town-wide, zero-tolerance ban on unauthorized camping, tents, and lodging on public property at any hour of the day or night.
 - **Town Code Section 10-1-25 (Alcohol Restrictions):** Enforcing strict bans and misdemeanor violations regarding alcohol possession and consumption in the Upper Park between 10:00 PM and 8:00 AM, and at all times in Middle and Lower parks
 - **Town Noise Ordinances:** Intervening when individuals disrupt the peace or generate unlawful noise levels.

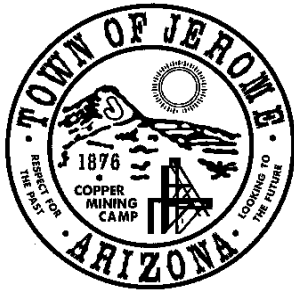
This action ensures that local residents can enjoy public spaces peacefully without arbitrary time limits, while giving our police department the precise legal tools needed to swiftly address illegal encampments and late-night troublemakers.

- **Fiscal Impact:** Minimal; restricted solely to minor Public Works staff time required to remove existing physical signage
- **Recommended Motion:** *"I move to direct the Public Works Department to remove all unauthorized park closure signs, and to direct the Town Manager and Police Chief to align night-shift park enforcement protocols with existing Town Code behavioral restrictions, specifically Section 10-1-11-E regarding camping and Section 10-1-25 regarding alcohol."*

File Attachments for Item:

D. Discussion Regarding the Installation of Security Cameras on Public Safety Facilities

Council will discuss staff's proposal regarding the installation of security cameras.



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TOWN OF JEROME

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

Item D.

STAFF SUMMARY REPORT

FROM: Michael Odle, Deputy Chief of Police

ITEM: **Item: Consideration of the Installation of Security Cameras on Public Safety Buildings**

MEETING DATE: September 8, 2026

Summary:

The cameras would be used for visual security and to assist with criminal investigations. We do not intend to continually monitor the cameras, as staffing for that is neither available, reasonable, nor necessary. Additionally, the police department does not intend to monitor specific areas (the steps, the park, etc.) unless there is an explicit need (a report of criminal activity, heavy pedestrian traffic during events, etc.).

One camera would be installed on the front of the police station, facing Main Street with a 180-degree view of Main. Two cameras would be installed on the Fire Station: one on the front facing the intersection of Clark Street and Main Street, and another on the back of the station with a view of the station parking lot and Perkinsville Road.

Visual Security: The area around police and fire vehicles can be monitored for vandalism or motor vehicle accidents. In the past, two Jerome Police Department vehicles were struck, and the driver failed to remain at the scene. The ability to search by time and date could help identify violators and potentially recoup repair costs for the Town.

Assisting with Criminal Investigations: The cameras will not store beyond a recording cycle (usually 3-30 days, depending on the secure digital (SD) memory card). Searches will be based on “date and time” only; there will be no other search methods (e.g., license plate number, vehicle description, etc.). We have had several crimes in Town that could have been solved if images had been available. Conversely, the use of images and video could refute certain criminal allegations – both scenarios are advantages for the Town and its residents.

Fiscal Impact:

Initial hardware costs (3 cameras, mounting brackets, wiring, etc.) and labor are estimated at \$7,500.00. SD cards will be provided at no charge. Staff will obtain three quotes to identify the option that best benefits the Town.

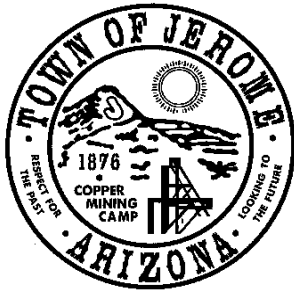
Recommendation

Staff recommends approval to remain consistent with best practices and permit the police department to provide crucial investigative follow-up services.

File Attachments for Item:

E. Consider Approval of the Revised Employee Handbook Dated September, 2026

Council will consider and may approve the revised employee handbook.



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TOWN OF JEROME

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

Item E.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of an Updated Employee Handbook**

MEETING DATE: September 8, 2026

Summary:

One of the priorities for the past 7+ years that keeps getting pushed aside in lieu of other higher priorities is to update and bring all elements of our employee handbook in compliance with the latest employment law.

The latest version is quite similar to the current one, but clarifies quite a few policies, brings into compliance with current law and best practices many others, and adds some policies that are vital to mitigating risk.

Included in the agenda packet is the current version and the proposed new draft. The updates were too comprehensive to utilize the mark-up function as that would have only caused confusion and made it difficult to follow.

The proposed handbook has undergone extensive legal and HR review.

Fiscal Impact:

There will be no fiscal impact.

Recommendation

Staff recommend approval in order to be consistent with best practices and changes in employment law.

PERSONNEL POLICY HANDBOOK

September 2026



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SECTION 1: GENERAL PROVISIONS

A. PURPOSE. The Town of Jerome adopts these Personnel Policies to establish a policy system that (1) provides structure for attracting, retaining and developing competent, cooperative and responsive employees; (2) establishes an organizational framework in which personnel actions are free of unlawful and political considerations; and (3) formulates fair and consistent standards for personnel administration.

B. NO CONTRACT. Employment with the Town is “At-Will”. Either the Town or any employee may terminate the employment relationship for any reason or for no reason at all. These personnel policies do not create an employment contract or guarantee employment to any employee. No individual or representative has the express or implied authority to enter into any agreement to the contrary.

C. RULES SUBJECT TO CHANGE. These personnel policies are subject to change at any time at the discretion of the Town Council.

D. SEVERABILITY. Should any article, paragraph, sentence, clause or phrase of these personnel policies (or application of same to any circumstance, group or individual) be declared illegal, unconstitutional or invalid for any reason, the remainder of these policies shall not be affected.

E. APPLICABILITY. These personnel policies shall apply to all paid Town employees, including full-time, part-time, permanent, temporary or emergency employees, unless otherwise expressly provided in these policies. These personnel policies shall not be applicable to members of the Town Council, its boards and commissions or to contract officials, or volunteers.

F. EQUAL OPPORTUNITY EMPLOYER. The Town of Jerome is an equal opportunity employer. It is the policy of the Town that decisions regarding recruitment, hiring, compensation, benefits, transfers, training, promotions, layoff, recall and other employment decisions shall be made on the basis of the qualifications of applicants and employees without regard to race, religion, color, age, sex, national origin, veteran’s status, or non-disqualifying disability. The Town prohibits discrimination and harassment on the basis of any classification protected by applicable federal or state law.

SECTION 2: DEFINITIONS

Adverse personnel action – means verbal or written warnings, suspension with or without pay, and/or demotions, but not terminations.

Confidential information – means information obtained, created, received, or maintained through Town employment or service that is not authorized for public disclosure or must be protected by law, policy, privilege, privacy interest, security requirement, personnel rule, medical confidentiality rule, law enforcement sensitivity, litigation hold, or other legitimate Town interest.

Contract official – means any of the following: Town Attorney, Town Magistrate, Town Engineer and any other independent contractor providing services pursuant to a written contract. This term does not include employees who may have a written employment agreement with the Town.

Council-appointed employee – means any one of the following: Town Manager, Chief of Police, Fire Chief and Town Clerk.

Cybersecurity incident – means any actual or suspected event that compromises, disrupts, misuses, damages, or threatens the confidentiality, integrity, availability, security, or lawful use of Town technology resources, data, records, networks, devices, accounts, or electronic communications, including phishing,

malware, ransomware, unauthorized access, lost or stolen devices, compromised passwords, or accidental disclosure.

Emergency employee – means an employee hired by the Town Manager for up to ten (10) working days without regard to minimum qualifications of the position or examination.

Employee – means a person employed by the Town in a paid position, including full-time, part-time, regular, trial, provisional, temporary, seasonal, or emergency employees, unless a policy expressly provides otherwise. The term does not include elected officials, members of boards or commissions, independent contractors, contract officials, applicants, or volunteers except where a specific policy expressly applies to those persons.

Essential Functions of a job – means the fundamental, non-marginal, core job duties crucial to a position and is characterized by the fact that the job exists to perform the function, which an employee must be able to perform with or without a reasonable accommodation.

Exempt employee – means an employee who meets the requirements for exemption from the overtime provisions of the Fair Labor Standards Act and applicable regulations. Exempt status is determined by the Town based on job duties, compensation, and applicable law, not by job title alone.

Full-time – means forty (40) hours per week on a continuing and indefinite basis, or otherwise under an applicable Fair Labor Standards Act public safety work period or Town-approved schedule. For insurance coverage purposes an employee who works an average of 30 hours per week (130 hours per month) in accordance with provisions of ACA (Affordable Care Act).

Full-time employee – means an employee hired to work forty (40) hours each week on a regular basis and for an indefinite period of time or falls under a FLSA public safety exception.

Gendered terms – Words that refer to one gender include all genders (for example, “he” includes “she,” and “his” includes “hers”).

Lateral Reclassification – is a change to a job description at the same level without an accompanying salary adjustment.

Non-exempt employee – means an employee who is not exempt from the overtime requirements of the Fair Labor Standards Act and who is eligible for overtime compensation or compensatory time when required by law and Town policy.

Paid Time Off or PTO – means accrued paid leave provided by the Town that may be used for vacation, personal time, illness, medical appointments, family needs, or other approved purposes, subject to the eligibility, accrual, scheduling, use, carryover, and payout rules in these Personnel Policies.

Part-time employee – means an employee hired to work fewer than thirty (30) hours per week.

Provisional employee – means an employee who does not meet the minimum training and experience qualifications for a particular position and who is considered a “trial employee” until such time as the minimum requirements of the position are met, as determined by the Town Manager.

Public record – means any record made, received, maintained, or used by the Town in connection with the transaction of public business, regardless of physical form or format, including paper records, electronic records, emails, text messages, photographs, recordings, databases, and other information that may be subject to Arizona public records and records-retention requirements.

Reclassification – occurs when an employee changes job description.

Regular employee – means an employee who has successfully completed a trial period. A regular employee may be either a full-time employee or a part-time employee.

Retaliation – means any adverse action, threat, intimidation, interference, coercion, discipline, change in work conditions, or other conduct that would discourage a reasonable person from reporting a concern, participating in an investigation, opposing conduct believed in good faith to be unlawful or contrary to Town policy, requesting accommodation, using protected leave, or exercising any right protected by law or Town policy.

Seasonal employee – means an employee hired or assigned to perform work during a recurring season, peak workload period, special event period, weather-related period, or other limited operational period, whether full-time or part-time, and whose employment is not intended to be continuous or indefinite.

Substantial interest – means an interest that is not a remote interest and that is defined, interpreted, or applied under Arizona conflict-of-interest law. Employees and officials should seek guidance from the Town Manager, Mayor, or Town Attorney when there is uncertainty about whether an interest is substantial or requires disclosure and recusal.

Temporary assignment – means an assignment of a current employee on a temporary basis to a position other than is normally covered by his job description.

Temporary employee – means an employee hired to work for the duration of specific projects or assignments, either part-time or full-time for a period not to exceed ninety (90) calendar days.

Town – means The Town of Jerome.

Town Council or **Council** – means the Town Council of the Town of Jerome.

Town resources – means Town funds, facilities, vehicles, equipment, supplies, uniforms, badges, official titles, records, data, technology systems, software, networks, communications tools, work time, purchasing authority, and any other property or resource owned, leased, maintained, controlled, or provided by the Town.

Town technology resources – means Town-owned, leased, licensed, managed, or authorized computers, mobile devices, phones, networks, internet access, email, software, applications, cloud services, databases, data, electronic communications systems, security tools, access credentials, and related technology used for Town business.

Transfer – is when an employee moves from one department to another within the Town.

Trial employee – means an employee serving a trial period.

SECTION 3: RECRUITMENT AND HIRING

A. RECRUITMENT AND FILLING JOB OPENINGS.

All employment openings shall be submitted to the Town Manager as soon as the need is known. Advertisements for jobs will be based on job descriptions and Town's needs.

1. **Applications for Employment:** The Town will maintain employment applications to be completed by applicants. The Town Manager may reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position. Defective applications may be returned to the applicant with notice to amend the same, providing the time limit for receiving applications has not expired. No question in any application form shall be so framed as to attempt to elicit information concerning race, color, national origin, or religious or political opinion or affiliations of an applicant. Applications will be kept on file by the Town for a period of one (1) year.
2. **Minimum Qualifications:** the minimum qualifications for a job position shall be reasonably related to the duties of the position, utilizing the established job descriptions.
3. **Internal Posting of Job Openings:** All vacancies will be publicized for internal applicants only prior to solicitation to the general public. All vacancies will be posted for internal applicants only for three (3) working days.
 - a. The Town Manager will make available information on employment to all Town departments and shall post vacancies on the Town Hall bulletin boards. Vacancy announcements shall specify the title and pay for the positions and minimum qualifications.
 - b. Existing employees interested in a vacant position shall complete all application materials and submit them for consideration.

B. METHOD OF FILLING VACANCIES FROM THE GENERAL PUBLIC.

When a vacancy is not filled through existing employees or applications on file, the town will conduct an appropriate search.

1. The Town Manager will make information on employment openings available to the public and all other Town departments and shall post vacancies on the Town Hall bulletin boards and may advertise vacancies locally, state-wide, or nationally. Vacancy announcements shall specify the title and pay range for the positions, minimum qualifications, the closing date, and instructions concerning where to file an application.
2. The hiring procedures may include review of applications, interviews of qualified applicants by supervisors and/or the Town Manager, job-related testing and a final decision regarding the hiring of an applicant by the Department Head, as may be approved by the Town Manager, and or Council where applicable.

C. EMPLOYMENT.

Only the Town Manager is authorized to hire Town employees, except for volunteer firefighters and Council appointed positions. The Town Manager and Department Heads will review applications on file, seek new additional applications, if necessary, and arrange for applicants to be interviewed. The hiring of Police and Fire personnel shall be by joint decisions of the respective Department heads, the Police Chief and Fire Chief (with regard to budgetary, employee salary, and human resources matters of the Town). The Police Chief, Fire Chief and Town Manager may be involved in interviews and research of police officer and firefighter applicants.

D. PROMOTIONS AND TRANSFERS.

It is the policy of the Town to promote from within when practical and feasible. Vacant positions within a department should generally be filled in the following order of preference: First consideration should be given to promotion of a qualified employee within the department; second consideration should be given to promotion of a qualified employee from another department of the Town.

E. JOB DESCRIPTIONS.

The Town Manager or his designee shall prepare job descriptions for all job positions in the Town. Job descriptions shall set forth the job duties and responsibilities of the position, essential functions of the job, minimum qualifications and required knowledge and skills. These descriptions shall be updated periodically to reflect the actual nature and skills and requirements to perform the duties of the position. The addition of new classes of job positions shall require approval by the Town Council.

Classes of Job Positions:

1. Regular full-time employees
2. Regular part-time employees
3. Trial employees
4. Provisional employees
5. Temporary employees
6. Emergency employees

F. BACKGROUND AND CRIMINAL CHECKS.

The Town of Jerome reserves the right to perform background and criminal record checks on all new employees.

G. EXAMINATIONS AND TESTING.

1. **PHYSICAL EXAMINATION.** If required by a job description, or a position requirement, a prospective employee shall undergo a physical examination and submit a statement of health prior to commencement of employment, but only after securing a conditional offer of employment.
2. **FIRE DEPARTMENT EXAMINATIONS AND TESTING.** All applicants for positions with the Fire Department (career and volunteer) may be required to pass examinations and/or other selection processes as determined by the Fire Chief. The Fire Chief shall be responsible for establishing qualification requirements and procedures for filling Fire Department positions in accordance with applicable state and local laws, guidelines, and standards, as well as applicable NFPA and OSHA standards. Selection techniques used in the examination process shall be impartial, practical in nature, and related to the duties of the position.

Examinations may include, but are not limited to, written tests, personal interviews, performance or skills tests, physical ability/agility tests, illegal drug test, evaluation of work history, medical/fitness-for-duty evaluations, background checks, or any combination of these or other lawful tests.

3. **POLICE DEPARTMENT EXAMINATIONS AND TESTING.** All applicants for positions with the Police Department shall be required to pass an examination given by the Chief of Police. The Chief of Police shall be responsible for setting all qualification and requirements and for the filling of all sworn positions in accordance with AZPOST standards. The selection techniques used in the examination process shall be impartial, of a practical nature, and relate to those subjects which, in the opinion of the Chief of Police, fairly measure the relative capacities of the class to which an applicant seeks to be appointed. Examinations shall consist of selection techniques which will test fairly the qualifications of candidates such as, but not necessarily

limited to, achievement and aptitude tests, other written tests, personal interviews, performance tests, integrity tests, physical agility tests, evaluation of daily work performance, work records, medical tests, illegal drug tests, or any combination of these or other tests.

4. **NOTIFICATION OF EXAMINATION RESULTS.** Each candidate who undergoes an examination shall be given notice of the results, including the candidates final earned score and/or rank on the employment or promotion list.
5. **REVIEW OF EXAMINATION PAPERS.** Any candidate shall have the right to request to inspect their own examination papers within five (5) working days after the date the exam was scored. Any error in computation shall be corrected.
6. **JOB RELATED TESTING.** Integrity tests, medical examinations, drug and alcohol tests, background checks, and credit checks are conducted only after a conditional offer of employment has been issued. The conditional offer clearly states the conditions that must be met. The conditional offer is provided to a candidate after an objective screening indicates that the candidate appears qualified for the position and is being considered contingent on successful results from further job-related testing.

SECTION 4: EMPLOYMENT AND CONDITIONS OF EMPLOYMENT

A. AT-WILL EMPLOYMENT.

All employees of the Town are “at-will” employees. Either the Town or any employee may terminate the employees relationship for any reason or for no reason. Nothing in these personnel policies shall be interpreted to be a statement of contractual rights, or to create a contract of employment whether express or implied.

B. PROVISIONAL EMPLOYEE.

A provisional appointment of an employee may be made even if the employee does not meet the minimum training and experience qualifications for a particular position. The employee who has received a provisional appointment shall be a trial employee until such a time as he or she meets the minimum requirements of the position, as determined by the Town Manager.

C. TRIAL PERIOD.

The trial period is a part of the hiring and testing process and shall be utilized for closely observing the trial employee’s work and for securing the most effective adjustment of the employee to the position. All appointments, except as otherwise provided in these policies, shall be subject to a trial period of six (6) months. The Town Manager may establish a longer trial period for specified classes of employees. The trial period for police officers shall be one year. The trial period of a trial employee may be extended three additional months by the Town Manager. During the trial period, the employee may be subject to monthly reviews and a heightened level of supervision, or both.

D. SEASONAL APPOINTMENT.

When conditions of employment such as summer work or other seasonal variations warrant, the Town Manager may compensate hourly or salaried employees at an hourly rate of pay. Such hourly rates are established by the Town Manager.

E. PART-TIME EMPLOYEES.

Part-time employees shall be paid an hourly rate for the number of hours worked. Part-time employees are not eligible for PTO, except as set forth in Section 8 of these Personnel Policies.

F. TEMPORARY EMPLOYEES.

If the Town Manager determines in writing that a temporary employee is needed by the Town, he may hire a temporary employee for a period of not more than ninety (90) calendar days, plus one extension not to exceed ninety (90) calendar days. Temporary employees are not eligible for PTO, holidays, vacation leave or insurance benefits, except for worker's compensation. Hiring temporary employees shall not be used to circumvent the normal recruitment and hiring process of the Town.

1. A temporary employee who was appointed after advertising to the general public shall be eligible for consideration for a regular position through internal recruitment.
2. A temporary employee who was appointed without advertising to the general public shall be ineligible for consideration for a regular position through internal recruitment and shall be required to submit their qualifications through the public recruitment process.

G. TEMPORARY ASSIGNMENT.

Upon approval by the Town Manager, an employee may be assigned, on a temporary basis, to a higher-level position than that normally covered by the employee's job description. When applicable and when the budget allows, the employee shall be paid, while on temporary assignment, at the rate of the new position or receive an increase of ten percent (10%), whichever is greater.

H. EMERGENCY EMPLOYEES.

To ensure job coverage in emergency situations, the Town Manager may hire an emergency employee for up to ten (10) working days without regard to the minimum qualifications of the position or examination. No emergency employee shall work more than sixty (60) days in any twelve (12) month period. Emergency employees are not eligible for paid sick leave, PTO, holidays, vacation leave or insurance benefits except for worker's compensation. Emergency employees are not eligible for merit increases.

I. LOYALTY OATH.

All employees are required to sign a loyalty oath as required by Arizona state law.

J. POLITICAL ACTIVITY PROHIBITED.

Town employees may be a member of a political party, attend political meetings, cast votes in elections and contribute money to a political party or candidate. Except as herein provided, employees are prohibited from engaging in any political activity relation to Town elections or taking part in Town political issues beyond the private expression of personal opinion, registering to vote, and voting in any special, primary, or general election. No employee in his or her official capacity with the Town shall solicit any contributions in cash or services from any Town employee to support any candidate for public office.

Town employees may not serve as members of the Board of Adjustment, Design Review Board, Planning and Zoning Commission, or Town Council while employed by the Town of Jerome; however, volunteer firefighters who receive per-call pay from the Town may serve as Council, Board, or Commission members, provided that they refrain from voting when required by Title 38 of the Arizona Revised Statutes.

Town employees shall not, while on duty or acting in an official capacity;

1. Engage in political activity related to Town elections or political issues;
2. Use Town facilities, equipment, vehicles, uniforms, electronic systems, or other resources for political purposes; or
3. Coerce, pressure, or solicit political contributions or support from another Town employee.

Nothing in this section is intended to prohibit lawful off-duty political activity or personal expression of political views, provided that such activity does not interfere with job performance or create the appearance that the employee is acting on behalf of the Town.

K. RESIDENCY REQUIREMENT.

All employees are required to live within one (1) hour driving time of their place of work. Other residency requirements for certain Council-appointed employees are set forth in Section 3-1-1 of the Jerome Town Code.

L. FITNESS FOR DUTY EXAMINATIONS.

The Town may require a fitness for duty examination by a physician selected by the Town at any time after employment. The Town will pay all reasonable costs associated with fitness for duty examinations in accordance with the current budget. Prior to employment, the Town may only require a fitness for duty examination as the last stage in the application process, after providing a written conditional offer of employment. All examinations shall be conducted with the prior consent of the employee. Failure to grant consent may result in adverse employment action.

M. OUTSIDE EMPLOYMENT.

The Town recognizes that employees may engage in outside employment or self-employment in addition to their employment with the Town. Outside employment is permitted provided that it does not interfere with the employee's ability to perform the duties of their Town position, create an actual or perceived conflict of interest, adversely affect the Town's operations, or violate applicable law or Town policy.

1. Employees shall devote their full working time, attention and efforts to the performance of their assigned Town duties during scheduled work hours.
2. Prior to accepting or engaging in outside employment that could reasonably present a conflict of interest or interfere with Town employment, an employee shall notify their Supervisor or Department Head and obtain written approval from the Town Manager. Employees shall promptly notify the Town Manager of any material change in their outside employment.
3. Outside employment shall not:
 - a. Interfere with an employee's scheduled work hours, overtime assignments, emergency call-back responsibilities, or on-call obligations;
 - b. Result in excessive fatigue or otherwise impair the employee's ability to safely and effectively perform Town duties;
 - c. Create an actual or apparent conflict of interest with the employee's official duties;
 - d. Involve the use of Town equipment, vehicles, facilities, supplies, confidential information, uniforms, logos, or other Town resources without express authorization;
 - e. Involve work for any individual or entity when such employment could reasonably compromise the employee's impartiality or independence in performing official Town duties; or
 - f. Violate any federal, state, or local law or Town policy.
4. Employees remain responsible for reporting to work as scheduled, performing assigned duties and fulfilling all work-related obligations.
5. The Town Manager may deny or revoke approval for outside employment whenever it is determined that the outside employment interferes with Town operations, creates an actual or perceived conflict of interest, negatively affects employee performance, or otherwise is inconsistent with the best interests of the Town.
6. Employees who engage in outside employment without required approval or who fail to comply with this policy may be subject to disciplinary action, up to and including termination.

7. Authorized Public Service and Intergovernmental Assignments. Nothing in this policy is intended to prohibit employees from participating in authorized law enforcement, public safety, emergency management, emergency response, mutual aid, intergovernmental, grant-funded, or other public service assignments approved by the Town Manager or designee. Such assignments may include services performed for or in cooperation with federal, state, tribal, county, regional or other government agencies.

When approved, these assignments shall be considered an extension of the employee's public service responsibilities and not prohibited outside employment, regardless of whether the employee, the Town, or another governmental entity receives reimbursement for the services performed.

Employees participating in such assignments shall remain subject to all applicable Town policies, department policies, grant requirements, and applicable laws.

8. Private security or traffic control assignments performed while representing the Town or utilizing Town uniforms, vehicles, equipment or authority must be approved in advance by the Police chief and/or Town Manager and shall comply with all applicable departmental policies.

N. WIRELESS DEVICES.

1. Employees whose position require regular Town-related mobile phone use may be assigned a Town-issued mobile device, or when approve by the Town, may use their personal mobile device and receive a monthly cellular phone stipend in accordance with the Town's approved reimbursement policy. The Town reserves the right to determine eligibility for either option based on the operational needs, job responsibilities, and budget considerations.
2. Employees receiving a cellular phone stipend are responsible for maintaining an active service plan and ensuring their device is available for work-related communications as required by their position.
3. Employees using a personal device for Town business must comply with all applicable Town policies regarding records retention, confidentiality, cyber security, and public records.
4. Employees are not eligible to receive both a Town-issued device and a phone stipend. A cellular phone stipend is intended to offset a portion of the cost of using a personal mobile device for Town Business. The stipend is not a reimbursement of actual expenses and shall be treated as taxable compensation in accordance with applicable federal and state tax laws. Applicable payroll taxes and withholdings will be deducted from the stipend.
5. Town issued mobile devices are provided primarily for official Town business. Limited (de minimis) personal use is permitted, provided such use is infrequent, incidental, incurs no additional cost to the Town, does not interfere with the employee's job performance or Town operations, and complies with all applicable Town policies. Employees should have no expectation of privacy when using Town-issued devices, as the devices, data, and communications may be subject to monitoring, inspection, retention, and disclosure in accordance with applicable law and Town policy.

SECTION 5: CLASSIFICATION AND COMPENSATION

A. PURPOSE. The Town's classification and compensation policies are intended to support fair, consistent, fiscally responsible, and legally compliant administration of employee pay, position classification, and related personnel actions. Compensation shall be administered within the limits of the

adopted budget, approved pay schedules, applicable law, and the authority granted to the Town Manager and Town Council.

B. CLASSIFICATION and COMPENSATION PLAN. The Town Manager shall maintain a classification plan covering Town positions, and may periodically review job descriptions, classifications, duties and organizational needs. The Town Council may establish, modify or abolish classifications through the budget process, and may create or amend a compensation plan, pay schedule, salary range, or other pay structure for Town positions. The compensation plan may identify position classifications, pay grades, pay ranges, hourly rates, salary rates, and other authorized forms of compensation. No employee shall be paid outside the applicable approved range or budgeted amount unless approved by the Town Council or otherwise authorized by these policies.

C. PAY ADMINISTRATION. The Town Manager shall administer employee compensation in accordance with the adopted budget, approved pay schedules, job descriptions, position classifications, applicable law, and these Personnel Policies. The Town Manager may recommend changes to the compensation plan when necessary to address recruitment, retention, market conditions, internal equity, operational needs, or budgetary considerations.

D. STARTING PAY. Starting pay for a new employee shall normally be set within the approved pay range for the position, based on the applicant's qualifications, experience, training, internal equity, market conditions, recruitment needs and available budgeted funds. Starting pay above the minimum of the approved range requires approval by the Town Manager and must be supported by the employee's qualifications, recruitment needs, or other Town business reasons.

E. EMPLOYEE EVALUATIONS. Department Heads, Supervisors, Town Manager or the Town Council, in the case of a Council-appointed employee, may conduct performance evaluations during the employee's trial period and annually thereafter. Evaluations should address performance, conduct, attendance, responsibilities, duties, skills, and job-related contributions. Evaluation records shall be maintained in the employee's personnel file.

F. PAY ADJUSTMENTS. Pay adjustments may include cost-of-living adjustments, merit increases, market adjustments, promotion increases, reclassification adjustments, equity adjustments, or other increases approved by the Town Council or authorized in the adopted budget. Pay adjustments are not automatic and depend on budget availability, Council authorization, performance, position duties, and the needs of the Town.

G. MERIT INCREASES. Merit increases are not automatic and may be granted when approved by the Town Manager, when funds are available. Consideration may include employee's performance evaluations, conduct, attendance, training, certifications, increased responsibilities, and other job-related factors. Completion of a trial period, length of service, or receipt of a satisfactory evaluation does not guarantee a merit increase.

H. PROMOTION, RECLASSIFICATION, and TRANSFER PAY. When an employee is promoted, reclassified, laterally reclassified, demoted, or transferred, the employee's rate of pay shall be determined by the Town Manager within the approved pay range for the position and consistent with the adopted budget. The Town Manager may consider the employee's qualifications, current pay, new duties, internal equity, and the circumstances of the personnel action.

1. Promotions may include a salary increase.
2. Transfers to positions at the same grade or classification generally will not result in a salary increase unless approved by the Town Manager or Council for documented business reasons.

3. Reclassifications, demotions, and other pay changes shall be determined by the Town Manager within the approved pay range and adopted budget.
4. The Town Manager may require a trial period following a substantial reclassification or promotion.
5. An employee involuntarily transferred or reclassified to a lower-paying position may use the appeal procedure provided in Section 12.

I. TEMPORARY ASSIGNMENT or ACTING PAY. When an employee is temporarily assigned to perform the duties of a higher-level positions for a substantial period, the employee may receive temporary assignment or acting pay as approved by the Town Manager. Such pay does not change the employee's regular classification, does not create a right to promotion and will remain within the adopted budget. Temporary assignment or acting pay is not guaranteed and ends when the temporary assignment ends.

J. SPECIALTY, STANDBY, CALL-BACK, or OTHER ADDITIONAL PAY. The Town may authorize specialty pay, standby pay, call-back pay, certification pay, shift differential, or other additional compensation when approved by the Town Council, included in the adopted budget, required by law, or specifically authorized by Town policy. Eligibility, amount, and conditions for any additional pay shall be determined by the Town Manager and approved by Town Council unless otherwise established by the Town Council.

K. PAYROLL PRACTICES. Employees shall be paid on the regular payroll schedule established by the Town. Regular payroll is 26 pay periods equaling 52 weeks of pay. Employees are responsible for accurately reporting time worked, leave used, holidays worked, and any other payroll information required by the Town. Supervisors and Department Heads shall review and approve time records before payroll is processed. Falsification of time records or payroll information may result in disciplinary action, up to an including termination.

L. DEDUCTIONS AND WITHHOLDINGS. The Town shall make payroll deductions required by law and may make authorized deductions for benefits, retirement, insurance, taxes, garnishments, or other lawful purposes. It is the responsibility of the employee to notify the payroll department of any additional deductions or withholdings outside of what is legally required. Improper deductions should be reported promptly to the Town Manager so that the matter can be reviewed and corrected when appropriate.

M. CLOTHING ALLOWANCE and UNIFORMS. Clothing allowances, uniform allowances, uniform privileges, or Town-provided uniforms may be authorized when required for identification, safety, professional appearance, regulatory compliance, or department operations. Any clothing or uniform allowance shall be established by the Town Manager, approved department policy, or the Town Council through the adopted budget. No allowance or uniform purchase may exceed the amount authorized in the adopted budget unless approved in accordance with Town purchasing and budget procedures. If a uniform purchase exceeds the authorized amount, the employee shall be responsible for the difference.

N. UNIFORM STANDARDS and EMPLOYEE RESPONSIBILITY. Departments may establish reasonable uniform or clothing standards for positions that require uniforms, protective clothing, safety apparel, or identifying apparel. Employees issued Town-provided clothing or uniforms are responsible for maintaining those items in a clean, professional, and serviceable condition and for using them only as authorized. Town-provided uniforms, badges, insignia, equipment, and other items remain Town property unless otherwise approved by the Town Manager and must be surrendered at the time of separation from employment or upon request.

O. NO CONTRACT or VESTED RIGHT. Nothing in this section creates a contract of employment, a guarantee of continued employment, a guarantee of any specific wage increase, or a vested right to any

compensation, allowance, benefit, or pay practice. Compensation policies may be amended, suspended, or discontinued by the Town Council or Town Manager as permitted by law and these Personnel Policies.

SECTION 6: HOURS OF WORK AND OVERTIME COMPENSATION

A. SCOPE. The Town establishes a standard work week of forty (40) total hours. Work schedules are assigned by department and may vary to support operational needs and service delivery. For example, five (5) eight-hour days, or four (4) ten-hour days. Fire and Police Department personnel may have alternative schedules based on staffing availability and the nature of their operations.

B. DEFINITION. A standard work week is defined as beginning at 12:00:00 a.m. on Sunday and ending at 11:59:59p.m. the following Saturday. Work periods for Fire and Police Department public safety personnel are established by departmental policy and are administered in compliance with the Fair Labor Standards Act (FLSA).

C. ATTENDANCE. Employees are required to maintain consistent and reliable attendance and perform their assigned duties in accordance with all applicable Town policies governing work schedules, holidays, and leave usage. Each department shall maintain accurate daily attendance records for all employees and submit such records to the Town Manager.

Attendance is an essential function of employment; therefore, patterns of attendance issues, or abuse, including abuse of paid time off (PTO), excessive unpaid absences, or similar conduct, may result in progressive disciplinary action, up to immediate discharge. An employee who is absent without approved leave and fails to return to duty within two (2) working days may be considered to have abandoned their position and may be subject to immediate discharge. Employees are prohibited from being absent without paid leave.

D. The provision in this section apply to non-exempt employees only, as that term is defined in the Fair Labor Standards Act. Overtime shall be paid in accordance with the Fair Labor Standards Act.

E. Overtime shall be paid to non-exempt employees after forty (40) hours physically worked in any week, with the exception of Section 6, subsection I. Leave hours shall not be considered to be "hours worked" for purposes of determining overtime compensation.

F. It is the Town's policy to manage staffing and schedules to avoid overtime whenever practicable, except when operational needs, emergencies, or other extraordinary circumstances require additional hours. Non-exempt employees may not work overtime unless it is authorized in advance by the Town Manager or the appropriate Department Manager(s). Prior to authorizing overtime, the approving authority shall verify with the Town Manager that sufficient budgeted funds are available.

G. When an employee is required to work overtime, he or she shall be compensated for overtime in accordance with the FLSA. When overtime is worked, compensation will be paid at one and one-half (1.5) times the employee's regular rate of pay for each overtime hour worked. Compensatory time ("comp time") is provided in lieu of cash overtime as permitted by law and may be granted only pursuant to an agreement reached, at the request of the employee, before work is performed. Employees may not waive their right to overtime compensation required by law.

H. Refusal to work overtime when required may be grounds for disciplinary action.

I. Police and Fire Department staff shall comply with overtime compensation policies as established by departmental work periods in compliance with the Fair Labor Standards Act.

All overtime compensation, compensatory time accruals, payouts, and maximum accumulation limits shall be administered in compliance with the Fair Labor Standards Act (FLSA) and applicable federal regulations. In the event of any conflict between this policy and federal law, federal law shall control.

SECTION 7: REMOTE WORK, FLEXIBLE SCHEDULES, AND ALTERNATIVE WORK ARRANGEMENTS

- A. PURPOSE.** The Town may allow remote work, flexible schedules, hybrid work, compressed workweeks, or other alternative work arrangements when such arrangements serve Town operations, maintain public service levels, protect confidential information, comply with wage and hour laws, and are approved in advance. Remote work and flexible schedules are management tools and are not guaranteed employee benefits.
- B. ELIGIBILITY.** Eligibility depends on the nature of the position, essential job duties, staffing needs, performance, attendance, reliability, ability to work independently, availability for public service, cybersecurity requirements, records-management requirements, equipment needs, and the Town's operational needs. Positions requiring in-person public service, field work, emergency response, supervision of on-site staff, secure records handling, physical presence, or direct operation of Town equipment may be unsuitable for remote work.
- C. APPROVAL REQUIRED.** Employees must obtain written approval from the Town Manager before beginning any remote work, hybrid work, flexible schedule, or compressed schedule. Approval may be granted, denied, modified, suspended, or revoked at any time based on operational needs, performance, staffing, service delivery, legal compliance, technology limitations, budget considerations, or other Town business reasons.
- D. WRITTEN AGREEMENT.** Approved arrangements should be documented in a written agreement identifying the work schedule, remote work location, required availability, communication expectations, equipment issued, cybersecurity requirements, records-handling requirements, timekeeping obligations, expense limitations, and any department-specific conditions. The agreement should be reviewed periodically and at least annually if the arrangement continues.
- E. WORK HOURS, AVAILABILITY, and TIMEKEEPING.** Remote and flexible work employees must remain available and responsive during approved work hours, attend required meetings, maintain service levels, and comply with all attendance, leave, overtime, call-back, and timekeeping policies. Non-exempt employees must accurately record all time worked and may not work outside approved hours, work overtime, or perform off-the-clock work without prior authorization. Leave must be requested and approved in the same manner as for on-site employees.
- F. WORK LOCATION and SAFETY.** Employees approved for remote work are responsible for maintaining a safe, secure, and professional remote work location suitable for performing assigned duties. Employees must promptly report work-related injuries occurring during approved work time and must cooperate with any workers' compensation or safety review. Approval to work remotely does not authorize employees to conduct in-person Town meetings at a private residence.
- G. EQUIPMENT, EXPENSES, and RECORDS.** Town equipment, software, records, supplies, and access credentials may be used only for authorized Town business. Employees may not store Town records on unauthorized personal devices, personal email accounts, or unauthorized cloud services. The Town will reimburse only those remote-work expenses approved in advance and required by law or Town policy. Employees must return all Town property immediately upon request or separation from employment.

H. NO CHANGE IN EMPLOYMENT STATUS. Remote work, hybrid work, flexible schedules, or compressed schedules do not change an employee's classification, compensation, benefits, at-will employment status, performance expectations, essential job functions, workers' compensation coverage, confidentiality obligations, public records obligations, or obligation to comply with all Town policies and applicable laws.

SECTION 8: PAID TIME OFF AND LEAVE

A. PAID TIME OFF (PTO).

1. **Purpose.** The Purpose of Paid Time off (PTO) is to provide employees with flexible paid time off from work that can be used for a variety of needs such as vacation, personal or family illness, medical appointments, school, volunteerism and other activities of the employee's choice.
2. **Applicability.** Regular full-time employees and employees of the municipal court will accrue PTO in accordance with this policy. Paid Time Off will replace all vacation and sick time allotted under prior policies. Temporary employees and part time employees are not eligible to accrue PTO.
3. **General Provisions.**
 - a. PTO is added to the employees PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank.
 - b. Eligibility to accrue PTO at the accrual rates specified in Sections 8(A)(4) and 8 (A)(5) is contingent on the employee either working or utilizing paid leave for the entire bi-weekly pay period.
 - c. Town-recognized holidays that occur during an employee's PTO leave will not be counted against PTO leave and will be considered a holiday taken.
 - d. Employees may not use PTO in the same pay period in which it was earned. PTO accrued during a biweekly pay period becomes available for use only after the pay period has ended and the accrued hours have been credited to the employee's PTO balance.
4. **Accrual of PTO hours – Regular full-time employees.** Each regular full-time employee will accrue PTO bi-weekly in hourly increments according to the following schedule, based on a 40-hour work week:

After sixty (60) days: 88 working hours per year, earned at the rate of 1.69 hours for each full work week in a calendar year.

After two (2) years: 128 working hours per year, earned at a rate of 2.46 hours for each full work week in a calendar year.

After five (5) years: 192 working hours per year, earned at a rate of 3.69 hours for each full work week in a calendar year.

After ten (10) years: 220 working hours per year, earned at a rate of 4.23 hours for each full work week in a calendar year.

After fifteen (15) years: 250 working hours per year, earned at a rate of 4.81 hours for each full work week in a calendar year.

For regular full-time employees, a "full year of service" is 12 months of full-time service, calculated from the first day of full-time employment.

5. **Accrual of PTO hours – Municipal Court Employees.** For the purposes of this section, the Town of Jerome acknowledges that employees of the municipal court work full time during the hours that the court offices are open. Each employee of the municipal courts, other than employees working under separate contract, will accrue PTO bi-weekly in hourly increments, according to the following schedule, based on a 24-hour work week:

After sixty (60) days: 53 working hours per year, earned at a rate of 1.02 hours for each full work week in a calendar year. In the event that an employee works more than 30 hours in any given week, additional PTO shall be accrued for that week at the rate of 0.033 hours for each hour worked above 30. For employees hired after July 1, 2017, this accrual shall begin at the inception of employment.

After two (2) years: 77 working hours per year, earned at a rate of 1.48 hours for each full work week in a calendar year.

After five (5) years: 115 working hours per year, earned at a rate of 2.21 hours for each full work week in a calendar year.

After ten (10) years: 132 working hours per year, earned at a rate of 2.54 hours for each full work week in a calendar year.

After fifteen (15) years: 150 working hours per year, earned at a rate of 2.88 hours for each full work week in a calendar year.

For municipal court employees, a “full year of service” is 12 months of service averaging 24 hours per week, calculated from the first day of employment.

6. **Use of Paid Time Off.**

- a. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include Town paid holidays, bereavement leave, required jury duty, and military or wildland service leave.
- b. To take PTO requires advance approval by the employee’s supervisor and the Town Manager, unless the PTO is used for legitimate unexpected illness or emergencies.
- c. PTO leave for the Town Manager in excess of three consecutive days, other than PTO used for legitimate, unexpected illness or emergencies, or scheduled medical and/or dental appointments, must be communicated to the Mayor and Council.
- d. Failure to report for work without any paid leave, thereby being in a status of Absent Without Pay (AWOP) or Absent Without Leave (AWOL) is subject to progressive disciplinary action.

7. **Carryover of accrued leave time.** Each employee may carry over unused accrued PTO into a new calendar year. No employee may carry over more than 480 hours of PTO leave into the succeeding year. Any hours exceeding 480 will be paid out to the employee at the end of the calendar year at 100% of the employee's current rate of pay.

8. **Leave without notice.** Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

9. **Donation of Paid Time Off.** Donations of PTO from one employee to another will be permitted under the following conditions:

- a. Request for donation of PTO must be made in writing on a form to be provided by the Town Manager.
- b. Donated hours may be used only for legitimate medical or other emergencies involving the employee or his/her immediate family, as determined by the Town Manager.
- c. Recipient must have utilized all of his/her available PTO.

- d. Donated hours are not subject to reimbursement by the Town.
- e. Donor may not donate more than 50% of his or her available PTO bank.
- f. Donated hours must be approved by the supervisors of both donor and recipient, and by the Town Manager.
- g. Donor must have a PTO balance exceeding 80 hours. Only PTO hours exceeding 80 will be available for donation.
- h. An employee receiving any amount of donated time does not accrue PTO for that pay period.

10. Buyback by Town of unused PTO.

- a. Employees may, at their option, receive reimbursement during December of any year for up to 50% of their accrued PTO, up to a maximum of 40 hours. Requests for same must be made in writing no later than November 1 of that year.
- b. At the end of employment with the Town, employees will be paid for 100% of the PTO remaining in their time bank, up to a maximum payout of 600 hours.

B. WORKER'S COMPENSATION.

Employees are covered by the Town under the Arizona State Workmen's Compensation Act against most injuries and illnesses occurring in the course of Town employment. The law provides for payment of most medical expenses and under certain circumstances, compensation for loss of income. To establish entitlement, it is mandatory that every job-related injury or illness, regardless of the severity, be immediately reported to the employee's supervisor and a written report prepared and submitted to the Town Manager. In most instances the occupational health practitioner's report will suffice.

Workmen's Compensation benefits, except for payment of medical expenses, shall not be paid for the first seven (7) days after injury or illness. If the disability extends beyond the seven-day period, Workmen's Compensation benefits shall begin on the eighth day. If this continues beyond the thirteenth day, Workmen's Compensation benefits shall be computed and made retroactive to the date of injury or illness. These are standards set by State Law and may be modified from time to time.

C. MILITARY LEAVE.

Military leave shall be granted in accordance with the provisions of State and Federal law.

D. LEAVE OF ABSENCE WITHOUT PAY.

The Town Manager may grant any employee a leave of absence without pay for not more than three months. Failure of an employee on leave to report promptly upon expiration of leave shall be cause for discharge. No PTO benefits will accrue during periods of leave without pay. The employee may, solely at his or her expense, maintain insurance benefits during a period of approved leave without pay.

E. JURY DUTY.

Every employee of Town who is called or required to serve as a juror shall be entitled to be absent from his or her duties with the Town during the period of such service or while necessarily being present in court as a result of such call.

- 1. Jury leave covers only time spent while actually engaged in jury duty, the jury selection process in person and travel time to and from. No provision is made or intended to cover payment of lost time outside of jury hours.
- 2. Each employee is expected to report daily to work before and after jury service, when possible, in order to give as much attention as possible to regular duties.

3. All pay received by an employee for serving on jury duty will be deposited with the Town Manager. The employee will receive regular pay from the Town. Reimbursement for mileage by the court need not be reported to the Town. The employee will thus receive his or her regular rate of pay. This procedure prevents payment from two public bodies for the same amount of time in the public service.

F. ADMINISTRATIVE LEAVE.

Administrative leave is a privilege, granted solely at the discretion of the Town Manager. Approval or denial of a request for such leave is not subject to appeal. Administrative leave shall be permitted for the following:

1. Appearance in court as a witness in the employee's own defense.
2. Attendance at an authorized instruction directly related to the employee's duties.
3. Other work-related purposes, at the sole discretion of the Town Manager.

G. BEREAVEMENT LEAVE.

Following the death of an immediate family member, a regular, provisional or trial employee may be granted bereavement leave. Immediate family shall be defined to include mother, father, mother-in-law, father-in-law, spouse, domestic partner, civil union partner (as based on the State of Celebration), child, stepchild, grandchild, grandparent, niece, nephew, aunt or uncle. Bereavement leave may be granted for up to three (3) days for in-state funerals, and up to five (5) days for out-of-state funerals. In the event of the death of a spouse, domestic partner, civil union partner, child or stepchild, up to five (5) days of leave shall be granted for in-state funerals, and up to seven (7) days for out-of-state funerals.

H. PARENTAL LEAVE.

Parental leave with pay shall be granted to all regular full-time employees immediately following the birth or adoption of a child. Parental leave with pay shall not be granted to regular part-time, provisional, temporary and emergency employees. Parental leave is not a form of additional vacation leave. Parental leave with pay is limited to a period of two weeks. At the request of the employee, and with the consent of the Town Manager, an additional ten (10) weeks of unpaid leave may be granted.

Accrued vacation and/or PTO leave may be used for the additional ten (10) weeks of parental leave. In order to receive compensation while on leave, the employee shall notify the Town Manager as soon as possible prior to the beginning of the leave period.

I. SICK LEAVE.

1. All employees not eligible for Paid Time Off (PTO) shall earn sick leave at the rate of one hour accrued for every 30 hours worked, up to a maximum of 40 hours per year.
2. Sick leave may be used as soon as it is accrued. Any accrued, unused sick leave, up to 40 hours at the end of a calendar year, shall be rolled over to the following year; however, employees not eligible for PTO may use only 40 hours of sick leave per year.
3. A request to use earned paid sick leave may be made orally, in writing, by electronic means, or by any other means acceptable to the employer. When and where possible, the request to use earned paid sick time must include the expected duration of the absence. When foreseeable, an employee must make a good faith effort to provide notice of the need to use earned paid sick leave in advance and should schedule the leave in a manner that does not unduly disrupt the employer's operations.

4. Sick leave shall be used for any reason permitted under Arizona's paid sick time laws, including:
 - a. The employee's own physical or mental illness;
 - b. Care for the employee's family member who has a physical or mental illness;
 - c. A public health emergency;
 - d. Absence due to domestic violence, sexual violence, or stalking of the employee or the employee's family member.
5. The Town Manager will require reasonable medical documentation from the employee after three (3), or more consecutive workdays of paid sick leave used.
6. Misuse of sick leave may result in disciplinary action, up to and including termination. Misuse includes, but is not limited to:
 - a. Requesting or taking paid sick leave when no leave is available, or otherwise misreporting an absence as sick leave;
 - b. Providing false, incomplete, or misleading information or documentation in connection with sick leave;
 - c. Failing to follow required notice, call-in, or reporting procedures for an absence when able to do so;
 - d. Using sick leave for purposes not permitted by policy or applicable law;
 - e. Engaging in activities inconsistent with the stated reason for the absence while using sick leave;
 - f. Demonstrating a pattern of call-offs that appears intended to extend weekends, holidays, scheduled leave, or other non-work periods.
7. Unused sick leave is subject to buyback by the Town and will be compensated at the end of employment at 50%.
8. Employees earning Paid Time Off (PTO) are not eligible to accrue sick leave in addition to PTO, as sick leave is accounted for in PTO.
Employees shall not be retaliated against for requesting or using earned paid sick leave for purposes permitted by the law. Disciplinary action may be imposed only for misuse or abuse of sick leave, not for the lawful exercise of earned paid sick time, and includes employees earning PTO instead of Sick Leave.

SECTION 9: HOLIDAYS

- A.** All full-time and regularly scheduled part-time personnel are given the following paid holidays:

New Year's Day	January 1	Memorial Day	May
Martin Luther King Day	January	Juneteenth	June 19
President's Day	February	Independence Day	July 4
Labor Day	September	Christmas Eve	December 24 (1/2 Day)
Veteran's Day	November 11	Christmas Day	December 25
Thanksgiving	November	New Year's Eve	December 31 (1/2 Day)
Day After Thanksgiving	November		

- B.** When a holiday falls on a Saturday, the preceding workday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. For employees working Monday thru Thursday, when a holiday falls on a Friday, it will be considered a “floating holiday” and may be taken on any day selected by the employee or will be observed for all eligible employees on Thursday as determined by the Town Manager.
- C.** Police, Fire or other emergency personnel may be required to be on duty on holidays as set forth in the Police Department Policies and Procedures Manual.
- D.** If a holiday occurs while on Paid Time Off, the day will be paid as a holiday and not as PTO.
- E.** Holiday pay is computed and paid on the employee’s typical scheduled work day. An employee’s typical scheduled work day will be determined as of the effective date of this policy, or at the time of hiring, whichever is later, and will be recalculated if the employee’s scheduled hours change.
- F.** Additional holidays may be declared from time to time by the Town Council.
- G.** An employee who is required to work on a Town-recognized holiday shall be paid for the hours actually worked in addition to any holiday pay for which the employee is eligible. Regular non-exempt employees shall be paid at one and one-half (1.5) times their regular rate of pay for hours actually worked on the holiday, unless a greater rate is approved by the Town Council or required by law. FLSA employees, including eligible Police and Fire Department personnel assigned to an established FLSA work period, shall be compensated for holiday hours actually worked in accordance with the applicable departmental work period, the Fair Labor Standards Act, and these Personnel Policies. Holiday hours actually worked shall count as hours worked for purposes of determining overtime eligibility; holiday pay for hours not worked shall not count as hours worked for overtime purposes unless required by law or approved Town policy.

SECTION 10: DISCIPLINE

The examples of disciplinary actions and procedures described in this section are guidelines only. The Town retains the discretion to determine the appropriate level of discipline, including termination, based on the circumstances of each situation.

- A. COUNCIL-APPOINTED EMPLOYEES.** The following employees shall serve at the pleasure and at the will of the Town Council and may be disciplined or removed at any time by the Town Council, with or without cause, without a statement of reasons, and without right of appeal or grievance. However, at the request of the employee, a statement of reasons for dismissal, if any, will be provided.
1. Town Manager
 2. Town Clerk
 3. Police Chief
 4. Fire Chief
 5. Such other positions as the Town Council shall designate from time to time.
- B. DISCIPLINARY ACTION.** Disciplinary action taken for violations of these Personnel Policies may result in rejection of a personnel application and/or adverse personnel action. Every allegation of misconduct and alleged violation of these Policies shall be investigated.
- C. DISCIPLINARY GROUNDS.** Grounds for adverse personnel actions include, but are not necessarily limited to, the following:

1. Falsification of application for employment;
2. Unauthorized absenteeism;
3. Unauthorized tardiness;
4. Malingering;
5. Insubordination;
6. Conviction of crime involving moral turpitude;
7. Incompetence;
8. Participating in prohibited political activities;
9. Discrimination or failure to abide by Equal Employment Opportunity regulation;
10. Any action, on or off the job, bringing discredit to the Town;
11. Drug and/or alcohol abuse;
12. Violation of any sections of these regulations, Town ordinances or State or Federal law;
13. Negligence;
14. Two written reprimands or other disciplinary actions in twelve (12) consecutive months;
15. Other reasons deemed valid by Town officials;
16. Sexual harassment;
17. Such other act, error, or omission detrimental to the mission of the Town;
18. Discourtesy to another employee or member of the public;
19. Gambling, drinking intoxicating liquor or beer, or taking non-prescription illegal drugs, and disorderly conduct of any kind are forbidden during working hours and breaks;
20. Theft, destruction, or abuse of Town property or money; or
21. Violation of Police or Fire Department policy or procedure by a police officer or firefighter.

NOTHING IN SECTION 10 (C) IS INTENDED TO OR DOES MODIFY THE “AT-WILL” EMPLOYMENT RELATIONSHIP DESCRIBED IN SECTION 1, PARAGRAPH B OR SECTION 4, PARAGRAPH A. THE TOWN MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON.

D. PROCEDURE. The Town may use a progressive sequence of disciplinary actions but is not required to do so. That sequence may include the following:

1. **Counseling.** Counseling in a broad sense includes any informal discussion with an employee designed to assist him or her to fully develop skills and abilities. Usually, the Department Head counsels the employee. The discussion may clarify standards, evaluate the employee’s strengths and weaknesses, seek information, or solve problems. When there is a discipline problem, counseling is usually the first action taken to assist the employee in clarifying and remedying the problem. Ideally, counseling will resolve the problem early and avoid the need to escalate the punitive approach. When it becomes necessary to use this first approach in the disciplinary process, documentation of the counseling shall be entered into the employee’s personnel record.
2. **Oral Reprimand.** This is a step up from counseling and a more formal disciplinary action. The Department Head may document the oral reprimand in his or her own records.
3. **Written Reprimand.** The content of the written reprimand is essentially the same as the oral reprimand. The written reprimand shall describe the unacceptable conduct or performance and the rule, policy or contract provision violated. The employee shall be advised in writing of the consequences of failing to improve his or her performance or behavior. A copy of the written reprimand shall be placed in the employee’s personnel file.
4. **Suspension.** An employee may be suspended without pay only with the approval of the Department Head and the Town Manager. A written letter of suspension documenting the suspension and the reasons for it shall be placed in the employee’s personnel file.

- 5. Demotion.** An employee may be demoted in grade or classification to a lesser position and/or lower rate of pay by the Town Manager.

E. Documentation. All disciplinary action more severe than an oral reprimand requires documentation in writing. Such documentation will be placed in the employee's personnel file. Prior to the effective date of the demotion or suspension without pay, a pre-disciplinary conference must be held between the employee and the Department Head and Town Manager, or, in the case of a Council-appointed employee, the Town Manager and Town Council. In all cases, the employee shall be advised of the basis for discipline and given an opportunity to rebut.

SECTION 11: APPEAL PROCEDURE

The appeal process described herein is an internal administrative procedure intended to promote fair consideration of employee concerns. Nothing in this section creates a property interest in employment or limits the Town's at-will employment authority.

A. APPLICABILITY. This appeals procedure applies to regular employees, including Council-appointed employees. Only adverse personnel actions may be appealed.

B. FORMAL APPEAL PROCEDURE. The Town considers the fair and impartial treatment of all employees essential to organizational effectiveness. An employee may file a written grievance with his Department Head within seven (7) working days after receiving notice of the adverse personnel action giving rise to the complaint. The Department Head shall render a written decision regarding the grievance within five (5) working days of receiving the grievance, unless the employee and the Department Head agree on a longer time or unless the investigation requires more time, in which case the decision shall be made as soon as practical. In Most cases the Department Head will be able to handle the problem. If the Department Head is not able to resolve the problem within five (5) working days, or it has been resolved in a way the employee finds unsatisfactory, the employee may appeal the matter to the Town Manager. Such appeal shall be in writing and filed with the Town Manager within five (5) working days of the written decision of the Department Head. The Town Manager shall render a written decision within five (5) working days of receiving the grievance, unless the employee and Town Manager agree on a longer time or unless investigation of the grievance requires more time, in which case the decision shall be made as soon as practical. The Town Manager has the final authority over all employee complaints.

C. INFORMAL SETTLEMENT. Nothing contained in this policy shall be construed as limiting the right of an employee to discuss the matter informally with his immediate supervisor and having the matter informally settled. In the event that the matter is settled without a formal determination, the settlement shall not create a precedent for the Town.

D. FREEDOM FROM REPRISAL. Employees shall be assured freedom from reprisal for using the grievance procedures except for repeated, clearly frivolous complains.

E. NO MODIFICATION OF AT-WILL EMPLOYMENT RELATIONSHIP. NOTHING IN THESE APPEAL PROCEDURES SHALL BE INTERPRETED TO MODIFY THE AT-WILL EMPLOYMENT RELATIONSHIP CREATED IN SECTION 1, PARAGRAPH B OR SECTION 4, PARAGRAPH A.

SECTION 12: SEPARATION FROM TOWN EMPLOYMENT

A. VOLUNTARY TERMINATION. An employee terminating employment voluntarily, in order to terminate in good standing, is expected to give the Town advance notice of a minimum of two weeks.

The Town, in turn, will provide equal notice in writing when an employee is terminated as a result of a reduction in force.

B. REDUCTION IN FORCE.

1. Employees selected for a reduction in force will be chosen based on the Town's operational needs, without regard to age, race, color, disability, national origin, sex, religion, or any other protected class or status.
2. Employees on layoff status, rehired within six months, will be reinstated with no reduction of longevity benefits.

C. RETIREMENT. Retirement of an employee is considered to be a voluntary termination by the employee.

D. EXIT INTERVIEW. All terminating full-time employees shall be referred to the Town Manager or his designee for an exit interview, at the request of the employee or Town Manager. The purpose of the exit interview is to:

1. Document the circumstances of termination for unemployment compensation claims files;
2. Obtain the individual's suggestions concerning Town operations and policies;
3. Assist departments in severing relationships with terminating staff members on an amicable basis; and
4. Explain all rights, privileges, and benefits of a continuing nature.

SECTION 13: INSURANCE BENEFITS

The Town provides a benefits program intended to support employee health, financial security, recruitment, and retention. Benefits are subject to the terms of the applicable plan documents, insurance contracts, carrier requirements, enrollment forms, Internal Revenue Code requirements, federal and state law, and Town budget approval. If there is a conflict between this policy and the applicable plan document or insurance contract, the plan document or insurance contract will control.

A. MEDICAL, DENTAL, AND VISION COVERAGE. The Town offers eligible employees medical, dental, and vision insurance coverage. Subject to the terms of the applicable plans and annual budget approval, the Town pays the full cost of employee-only medical, dental, and vision coverage and pays a percentage of the cost of eligible dependent coverage. Employees are responsible for any employee contribution, dependent contribution, premium share, co-payments, deductibles, coinsurance, out-of-pocket expenses, or costs not covered by the applicable plan.

B. ELIGIBILITY AND ENROLLMENT. Eligibility for insurance benefits, effective dates of coverage, dependent eligibility, enrollment deadlines, required documentation, waiting periods, and continuation rights are governed by the applicable plan documents and law. Employees must complete all required enrollment forms and provide requested documentation within the time established by the Town or plan administrator. Coverage changes may be made only during open-enrollment or following a qualifying life event, as permitted by the applicable plan and law.

C. MEDICAL PLAN OPTIONS AND HEALTH SAVINGS ACCOUNT. The Town may offer more than one medical plan option, including a high-deductible health plan. When an eligible employee enrolls in a qualifying high-deductible health plan, the employee may be eligible to open or maintain an HSA (Health Saving's Account). Subject to annual budget approval and applicable law, the Town may contribute money to an eligible employee's HSA each pay period in an amount established by the Town, approved

by Council. HSA eligibility and contribution limits are governed by federal law, and employees are responsible for determining whether they are eligible to make or receive HSA contributions.

1. **Supplemental and voluntary benefits.** The Town may make available additional benefits such as short-term disability, supplemental life insurance, and other voluntary or supplemental offerings. Availability, eligibility, coverage levels, premiums, employee contributions, underwriting requirements, evidence of insurability, exclusions, limitations, and benefit amounts are determined by the applicable plan documents and carriers. Unless otherwise approved by the Town, voluntary or supplemental benefits are paid by the employee through authorized payroll deductions.
2. **Payroll deductions.** Employee premium shares, dependent coverage costs, voluntary benefit premiums, retirement deferrals, HSA contributions, and other authorized benefit-related deductions may be withheld from pay as permitted by law and the applicable benefit election. Employees are responsible for reviewing pay statements and promptly reporting any suspected deduction or enrollment error.
3. **Continuation, conversion, and portability.** When coverage ends, or an employee experiences a qualifying event, continuation, conversion, or portability rights, if any, will be administered in accordance with applicable law and plan documents. Employees are responsible for timely completing required forms and paying any required premiums to continue coverage when continuation coverage is available.
4. **No guarantee of tax treatment.** Certain benefit elections, HSA contributions, retirement deferrals, and reimbursements may have tax consequences. The Town does not provide tax advice, and employees are responsible for consulting their own tax advisor regarding individual tax questions.

D. WORKERS' COMPENSATION INSURANCE. The Town provides workers' compensation coverage at no cost to employees for covered work-related injuries and illnesses, subject to Arizona workers' compensation law and the requirements of the Town's workers' compensation carrier or administrator. Employees must report any work-related injury, illness, accident, exposure, or near-miss immediately to their supervisor or Department Head and complete all required reports. Workers' compensation benefits are administered under applicable law and are not a substitute for required accident reporting, safety compliance, or disciplinary rules.

E. 457(b) RETIREMENT PLAN. The Town provides eligible Town employees participation in a 457(b) deferred compensation retirement plan, subject to the terms of the applicable plan documents, federal contribution limits, payroll procedures, and Town Council budget approval. Subject to annual budget approval and plan requirements, the Town contributes a percentage of each eligible employee's pay into the employee's 457(b) account each pay period in an amount established by the Town. Employees are also encouraged to make voluntary contributions to their 457(b) accounts through authorized payroll deductions, subject to applicable contribution limits and plan rules. Police Department personnel participate in the Public Safety Personnel Retirement System (PSPRS) when required by law or applicable plan rules. Police Department personnel who participate in PSPRS do not receive an additional Town contribution to a 457(b) account. Vesting, investment options, distributions, loans, withdrawals, beneficiary designations, employee contributions, employer contributions, and account administration are governed by the applicable retirement system or plan documents. Participation in any retirement plan does not create a guarantee of investment performance, continued employment, or any vested right beyond the terms of the applicable plan.

F. The Town reserves the right to modify, amend, suspend, or discontinue any insurance, HSA contribution, supplemental benefit, retirement contribution, or other benefit offering at any time, subject to applicable law, plan documents, insurance contracts, and Town Council budget authority. Benefits

described in this section do not create a contract of employment, do not alter the at-will employment relationship, and do not guarantee continued employment or continuation of any specific benefit.

SECTION 14: SAFETY, OSHA AND ACCIDENT REPORTING PROCEDURES

It is the purpose of this Policy to outline the Town's policy on safety and the Occupational Safety and Health Act (OSHA).

A. POLICY.

1. **Safety.** Employees are responsible for the safety and protection of themselves and fellow workers and shall perform their duties safely and carefully. Employees will report immediately to the Department Head and/or Town Manager equipment needing repair, any area needing lighting, or any condition of the Town which is likely to cause an accident. Should an employee have an accident, it should be reported to the Town Manager.
2. Department Heads shall be responsible for on-site safety and shall:
 - a. Make available all necessary personal protective equipment, job safety materials, and first aid equipment within budget limitations; and
 - b. Instruct supervisors and employees that they are not to require or permit employees to take chances, but rather, that all employees be instructed in proper and safe procedures; and
 - c. Review all accidents and near accidents with the immediate supervisor or if there is none, directly with the employee, file full reports with the appropriate agencies, and see that corrective action is taken immediately; and
 - d. Make copies of federal and state regulations available to employees; and
 - e. Remain familiar with the laws pertaining to safety and their basic requirements.
3. All employees shall:
 - a. Work according to good safety practices as posted, instructed, and discussed; and
 - b. Refrain from any unnecessary unsafe act that might endanger the employee or others; and
 - c. Use all safety devices provided for protection; and
 - d. Report any unsafe situation or act to the supervisor immediately.

B. TOWN VEHICLE USE.

1. **Purpose.** Town-owned vehicles are provided to support municipal operations and shall be operated in a safe, responsible, and lawful manner. Employees entrusted with Town vehicles are responsible for protecting Town property, ensuring public safety, and complying with all applicable laws and Town policies. Misuse of a Town vehicle is considered to be a serious offense and shall be sufficient cause for disciplinary action.
2. **Authorized Drivers.** Only the employees authorized by the Town may operate Town-owned vehicles. Employees must possess and maintain a valid driver's license approved for the vehicle being operated. Employees shall immediately notify their Department Head of any suspension, revocation, restriction or change in driving status.

3. **Authorized Use.** Town vehicles shall be used only for official Town business unless otherwise authorized by the Town Manager. Unauthorized personal use of a Town vehicle is prohibited. Employees shall not permit unauthorized persons to operate or ride in a Town vehicle unless required for official Town business. Employees shall comply with all federal, state and local traffic laws and shall operate vehicles in a safe and courteous manner. Employees are responsible for any traffic citations, parking violations, or fines resulting from their operation of a Town vehicle.
4. **Vehicle Inspection and Condition.** Prior to operating a Town vehicle, employees shall conduct a visual inspection of the vehicle and report any unsafe condition, damage or mechanical deficiency to their supervisor.

At minimum the inspection should include:

- Tires and visible damage;
- Lights, turn signals, and brake lights;
- Windshield, mirrors, and wipes;
- Fluid leaks or other obvious mechanical concerns;
- Fuel level; and
- Required safety equipment.

Upon completion of use, employees shall:

- Remove trash and personal items;
- Secure the vehicle and remove keys as required;
- Report any damage, maintenance issues, or safety concerns;
- Document mileage, and fuel levels on the vehicle mileage log; and
- Ensure the vehicle is left in a clean and serviceable condition for the next driver.

5. **Safety Requirements.** Seat belts shall be worn by all occupants whenever the vehicle is in operation. Employees shall not operate a vehicle while impaired by alcohol, drugs, medications, fatigue, or any condition affecting safe operation. The use of handheld mobile devices while driving is prohibited except as permitted by law for emergency situations. Employees shall exercise additional caution during adverse weather, road or traffic conditions.

C. ACCIDENT REPORTING. Any accident involving a Town vehicle shall be reported immediate to the employee's supervisor and the appropriate law enforcement agency when required. The Supervisor or Department Head shall report every accident to the Town Manager or their designee within twelve (12) hours.

Employees involved in an accident shall:

- Stop immediately and assess injuries;
- Request emergency medical assistance when necessary;
- Obtain identifying and insurance information from involved parties;
- Cooperate with law enforcement;
- Refrain from admitting fault or liability; and
- Complete all require Town accident reports.
- Not move the vehicle from the accident scene unless directed to do so by law enforcement or necessary for safety.

Any accident requiring medical attention must be reported to the Department Head and/or the Town Manager (or designee) as soon as practicable, and the Town's Occupational Health provider must be contacted. Reports must be made promptly; however, employees should not delay emergency medical

treatment when needed. The Town Manager shall insure that all required forms are complete and submitted. Any accident involving damage to Town equipment, vehicles, or buildings, or injury to personnel, shall be investigated to determine cause and corrective actions and to ensure compliance with applicable safety requirements. Employees shall cooperate with the investigation, including providing statements and completing required reports. The Police Department shall investigate incidents involving Town equipment, vehicles, buildings, and/or personnel in accordance with its standard operating policies and procedures. The Police Department shall submit a written report to the Town Manager within seven (7) working days.

Any accident after normal working hours shall be reported the morning of the next working day to the Town Manager, unless circumstances require earlier notification.

Any serious injury or accident involving damage to Town equipment, vehicles, buildings, or any personnel, occurring after normal working hours or weekends.

D. POLICE CONTACT/TRAFFIC STOP. Any employee who is contacted, cited, detained, arrested, or otherwise involved in a traffic stop by a law enforcement agency while operating a Town vehicle, conducting Town business, or while off duty shall conduct themselves in a professional, respectful, and cooperative manner. Employees shall comply with all lawful orders and requests of law enforcement officers and shall not interfere with, obstruct, or attempt to influence any law enforcement action.

Employees shall not use, reference, or imply their position, title, authority or employment with the Town in an attempt to obtain preferential treatment, avoid enforcement action, influence the outcome of a stop or investigation, or otherwise gain personal advantage. This prohibition applies whether the employee is on duty, off duty, operating a Town vehicle, or operating a personal vehicle.

Any employee who is issued a citation, receives a criminal traffic complaint, is arrested, or is the subject of a law enforcement investigation arising from a police officer contact or traffic stop shall notify their immediate supervisor as soon as practicable, but no later than the end of the employee's next scheduled workday. The supervisor shall promptly notify the Department Head, if applicable, and the Town Manager. If the supervisor is unavailable, the employee shall notify the Department Head or Town Manager directly.

Nothing in this section shall prohibit an employee from truthfully identifying themselves as a Town employee when requested by law enforcement. Failure to comply with this policy, including failure to report a qualifying police officer contact or traffic stop, may result in disciplinary action up to and including termination.

SECTION 15: EDUCATION, TRAINING, AND TUITION REIMBURSEMENT

A. PURPOSE. The Town encourages employee training, professional development, and continuing education that improve job performance, support safe and effective municipal operations, maintain required certifications or licenses, and prepare employees for advancement or other reasonably attainable positions within the Town.

B. REQUIRED TOWN TRAINING. Employees shall attend and successfully complete training required by the Town, by a Department Head, by the Town Manager, by law, or by a licensing or certification authority. Required training may include orientation, safety training, harassment prevention, ethics, public records, emergency response, equipment operation, software systems, and department-

specific training. Time spent in required training shall be treated as work time in accordance with applicable law.

C. OPTIONAL TRAINING AND PROFESSIONAL DEVELOPMENT. Subject to operational needs and available funds, the Town Manager may approve attendance at schools, seminars, workshops, conferences, certification programs, and other training opportunities that are directly related to an employee's current duties or reasonably related to future Town needs. Approval may be denied when the training is not job-related, is not cost effective, interferes with staffing needs, or is not included in the adopted budget.

D. APPROVAL PROCEDURE. Employees must obtain written approval from their Department Head and the Town Manager before enrolling in or attending training for which Town work time, reimbursement, travel, lodging, registration fees, tuition assistance, or other Town resources are requested. The request should identify the course or program, provider, dates, costs, relationship to the employee's position or career path within the Town, and any expected impact on the employee's work schedule.

E. TRAINING EXPENSES. Approved training expenses may be paid or reimbursed only when authorized in advance and within the adopted budget. Eligible expenses may include registration fees, required course fees, and other costs approved by the Town Manager. Travel, meals, lodging, and mileage associated with approved training shall be governed by the Town's travel and expense policies. Employees are responsible for any costs not approved in advance.

F. TUITION REIMBURSEMENT PROGRAM. The Town may provide tuition reimbursement to encourage employees to maintain and improve job-related skills through formal education at accredited colleges, universities, community colleges, or technical schools. Tuition reimbursement is a discretionary benefit, subject to annual budget appropriation and availability of funds, and may be modified, suspended, or discontinued at any time.

G. ELIGIBILITY FOR TUITION REIMBURSEMENT. Regular full-time employees who have successfully completed the applicable trial period and who are meeting performance, attendance, and conduct expectations may apply for tuition reimbursement. Temporary, emergency, seasonal, volunteer, and contract personnel are not eligible unless specifically approved by the Town Council. Employees must remain employed by the Town and in good standing at the time reimbursement is requested and paid.

H. COURSE CRITERIA. Courses must be approved in advance, must be offered by an accredited institution, and must be related to the employee's current position, required certification, or a logical career path within the Town. Degree programs, individual courses, and job-related certifications may be considered. Courses taken solely for personal interest, courses unrelated to Town employment, and courses started before approval are not eligible for reimbursement.

I. REIMBURSABLE COSTS AND LIMITS. Reimbursement may be approved for tuition and required course fees only, unless otherwise authorized by the Town Manager. Books, supplies, parking, technology fees, late fees, testing fees, licensing fees, travel, meals, lodging, and similar expenses are not eligible for tuition reimbursement unless specifically approved in advance under another Town policy. The Town Manager may establish an annual maximum reimbursement amount per employee within the adopted budget.

J. GRADE AND COMPLETION REQUIREMENTS. To qualify for reimbursement, the employee must complete the approved course and receive a grade of "C" or better for undergraduate coursework, "B" or better for graduate coursework, or a passing grade in a pass/fail course. The employee must

submit proof of completion, final grade, itemized proof of payment, and any other documentation required by the Town Manager.

K. OTHER FUNDING SOURCES. Employees must disclose scholarships, grants, veterans' benefits, outside reimbursements, or other educational assistance received for the same course or program. The Town will not reimburse amounts paid by another source, and reimbursement shall not exceed the employee's actual eligible out-of-pocket cost.

L. SCHEDULING AND WORK TIME. Employees are expected to schedule voluntary education outside regular working hours whenever practicable. Attendance during scheduled work hours requires prior approval and may be approved only when it serves a Town purpose and staffing needs allow. Required training assigned by the Town shall be treated as work time as required by applicable law.

M. REPAYMENT OBLIGATION. The Town may require an employee to repay all or a portion of any tuition reimbursement, training costs, certification expenses, course fees, or other educational expenses paid or reimbursed by the Town if the employee voluntarily separates from Town employment before fulfilling the required service commitment associated with the educational benefit.

For tuition reimbursement, an employee who voluntarily separates from Town employment within twelve (12) months after receiving reimbursement, may be required to repay the reimbursed amount, unless the Town Manager waives repayment due to unusual or extenuating circumstances.

For Town-paid training, certification, or professional development programs, the employee may be required to repay the Town if the employee voluntarily separates from Town employment within the period specified in a written repayment agreement. Unless otherwise approved by the Town Manager, the required service commitment for Town-paid certification or training programs shall be two (2) years following successful completion of the course or program.

Any repayment obligation or service commitment shall be documented in a written agreement executed before the Town pays or reimburses the educational expense and shall comply with all applicable federal and state laws.

N. RECORDS. Documentation of completed required training, certifications, licenses, approved education, and tuition reimbursement shall be maintained in the employee's personnel or training file as appropriate. Employees are responsible for providing proof of completion and maintaining any licenses or certifications required for their position.

SECTION 16: CONVENTIONS, SEMINARS AND TRAVEL

A. PURPOSE AND SCOPE. This section applies to employee attendance at conventions, conferences, seminars, meetings, special training courses, and other work-related events that require travel, registration, Town-paid expenses, or time away from regular duties. This section is intended to support professional development and effective municipal operations while ensuring that attendance and travel are approved, budgeted, and documented. The Town Manager may establish administrative procedures and forms necessary to implement this section and may interpret its provisions in a manner consistent with applicable federal and state law, the Arizona State Accounting Manual (SAAM) and the federal travel reimbursement practices outlined in the Joint Travel Regulations (JTR). Nothing in this section creates an entitlement to reimbursement, absent prior approval and compliance with Town procedures.

- B. ADVANCE APPROVAL REQUIRED.** Employees must obtain advance approval from the Town Manager before attending any convention, seminar, training, meeting, or similar event for which leave, work time, registration fees, travel expenses, lodging, meals, mileage, or other Town resources are requested. Requests should be submitted before registration, or travel arrangements are made whenever practicable.
- C. APPROVAL CRITERIA.** Approval may be granted when the event is directly related to the employee's current position, required certification, department operations, or a reasonable Town business need. Approval is subject to available budgeted funds, staffing needs, workload considerations, anticipated benefit to the Town, and compliance with applicable Town policies.
- D. REQUEST INFORMATION.** A request for approval should identify the event name, sponsor or provider, date and location, estimated cost, requested work time or leave, travel requirements, and the relationship between the event and the employee's job duties or Town responsibilities. The Town Manager may require additional information before approving the request.
- E. TRAVEL AND REIMBURSABLE EXPENSES.** Employees traveling on authorized Town business may be reimbursed for reasonable and necessary travel expenses incurred in the performance of official duties. Approved expenses may include registration fees, lodging, transportation, mileage, meals, or other costs authorized in advance and permitted by Town policy.
- Employees are responsible for expenses that are not approved in advance or that exceed approved limits. Reimbursement shall require appropriate receipts or documentation and shall be subject to the adopted budget and any applicable travel or purchasing procedures.
- F. TOWN MANAGER ATTENDANCE.** The Town Manager may attend conventions, seminars, training, educational courses, or similar events related to the Town Manager's position when funds have been included in the approved budget. If sufficient funds have not been pre-approved or budgeted, the Town Manager shall obtain Town Council approval before incurring registration, travel, or related expenses.
- G. WORK TIME AND LEAVE.** Attendance during an employee's regular working hours may be treated as work time when the attendance is approved by the Town Manager and serves a Town business purpose. Voluntary attendance outside regular working hours shall be handled in accordance with applicable law and Town policy. Employees may be required to use approved leave for time away from work that is not treated as work time.
- H. EMPLOYEE CONDUCT WHILE TRAVELING OR ATTENDING EVENTS.** Employees attending approved events or traveling on Town business remain subject to all Town personnel policies, including standards of conduct, harassment, substance abuse, vehicle use, safety, and ethics policies. Employees are expected to represent the Town professionally and use Town funds responsibly.
- I. DOCUMENTATION AND RECORDS.** Employees may be required to provide proof of attendance, completion, certification, receipts, agendas, or other documentation requested by the Town Manager. Records of approved attendance, travel expenses, training, and reimbursement shall be maintained by the Town as appropriate.
- J. TRAVEL REIMBURSEMENT.**
- 1. Local Travel and Radius Threshold.** Travel occurring within a fifty (50) mile radius of the employee's regular office location, or Town Hall, shall generally be considered local travel and is not eligible for per diem or lodging reimbursement unless specifically approved by the Town

Manager due to exceptional circumstances or operational necessity. Approved reimbursable expenses within this radius threshold are taxable according to IRS rules and regulations and will be treated as such.

- 2. Per Diem and Meals.** The Town shall utilize the State of Arizona Accounting Manual (SAAM) Meal Reimbursement Table for guidance on maximum allowable per diem rates by area, unless a lower amount is authorized by the Town Council or Town Manager. Meal reimbursement shall be limited to meals incurred while in approved travel status and may not exceed the applicable per diem amount for the travel destination. Meals that are reimbursed to an employee when there is no overnight stay, and the venue is less than 50 miles away, is taxable income to the employee. Meals are not reimbursable when:

- a. The meal is provided at no cost as part of a conference, seminar, registration fee, or event.
- b. The employee is not approved for travel.
- c. The expense is personal in nature.
- d. The meal is incurred during routine commuting or local travel unless specifically authorized.

For days the employee is actually traveling, the employee is reimbursed for meals based on a partial day reimbursement. An employee may not claim more than three meals in any single calendar day or travel day. For example, if an employee purchases meals at 10:00 a.m., 2:00 p.m., and 7:00 p.m. during an approved travel day, any additional meal claimed at any other time during that same day would not be eligible for reimbursement.

If the employee does not purchase a meal or is provided a meal in the cost for other travel related expenses, such as included with a hotel stay, conference or airfare, the employee is not eligible for reimbursement for that meal.

- 3. Lodging.** Lodging expenses may be reimbursed when overnight travel is authorized and/or required for official Town Business. Lodging reimbursements shall not exceed the applicable federal lodging rate for the destination unless:

- a. Conference or event lodging is required and exceeds standard rate;
- b. Comparable lodging is unavailable within the applicable rate; or
- c. The Town Manager approves an exception in advance.

Original itemized lodging receipts are required for reimbursement. Employees are expected to exercise reasonable prudence in selecting accommodations and shall utilize government, conference and/or other discounted rates whenever available.

- 4. Transportation Expenses.** Transportation shall be selected based upon cost-effectiveness, safety, operational needs, and the best interest of the Town. Authorized transportation expenses may include:

- a. Commercial Airfare
- b. Ground Transportation
- c. Rental Vehicles, only when approved
- d. Parking fees
- e. Toll charges, if applicable
- f. Mileage Reimbursement

- 5. Travel Advances.** Employees traveling on approved Town business may request a travel advance when anticipated out-of-pocket expenses for lodging, meals, registration fees, or other authorized

travel expenses would create a financial hardship or when otherwise determined appropriate by the Town Manager.

- a. Requests for travel advances shall be submitted on approved forms and approved by the Department Head and Town Manager prior to the advance being issued.
- b. Travel advances shall be limited to the estimated amount of authorized travel expenses and shall not include expenses that can be reasonably paid directly by the Town.
- c. Within fifteen (15) calendar days following completion of travel, the employee shall submit a travel reimbursement request with all required receipts and supporting documentation. Any unused portion of the travel advance shall be returned to the Town at the time the reimbursement request is submitted.
- d. If the amount of the travel advance exceeds the allowable reimbursement expenses, the employee shall reimburse the Town for the difference. If the allowable expenses exceed the amount advanced, the employee shall be reimbursed in accordance with this policy.
- e. Failure to timely reconcile a travel advance or repay any outstanding balance may result in payroll deduction to the extent permitted by applicable law and may affect eligibility for future travel advances.

6. **Mileage Reimbursement.** Employees authorized to use a privately owned vehicle (POV) for official Town business shall be reimbursed at the mileage rate established periodically by the Internal Revenue Service (IRS) or such rates as may be adopted by the Town Council.

Mileage reimbursement is intended to compensate for:

- a. Fuel
- b. Vehicle Maintenance
- c. Wear and Tear
- d. Insurance
- e. Ordinary operating costs of the privately owned vehicle.

Mileage reimbursement shall not be paid for an employee's normal commute between home and their regular work place.

Mileage claims must identify:

- a. Date of Travel
- b. Destination
- c. Purpose of Travel
- d. Beginning and ending odometer readings or total mileage traveled.
- e. Any required supporting documentation.
- f. Subtract miles from employee's home to the employee's normal worksite

7. **Personally Owned Vehicle vs. Town-Owned Vehicle (TOV)** Employees shall utilize a Town-owned vehicle whenever one is reasonably available, and its use is practical and cost effective. Fuel, maintenance, and authorized operating expenses for Town-owned vehicles shall be paid by the Town in accordance with established procedures.

Use of a privately owned vehicle for official travel requires prior approval when a Town-owned vehicle is available unless otherwise authorized by the Town Manager. Mileage reimbursement may be denied or limited if any employee elects to use a privately owned vehicle when a Town-owned vehicle was available and would have resulted in lower overall costs to the Town.

Employees operating privately owned vehicles on Town business are responsible for maintaining a valid driver's license, insurance coverage required by Arizona law, and compliance with all

applicable traffic laws.

The Town assumes no responsibility for damage to an employee's privately owned vehicle except as may otherwise be provided by law or Town insurance coverage.

8. Travel Time and Compensation. Travel during an employee's regular work schedule for approved Town Business shall be considered compensable work time.

For non-exempt employees, travel time shall be compensated in accordance with the Fair Labor Standards Act (FLSA) and applicable Arizona law, including:

- a. Travel required during normal working hours, including corresponding hours on non-working days when applicable.
- b. Travel between job sites during the workday.
- c. Required travel that is integral and indispensable to the employee's assigned duties.
- d. Travel time is not generally granted for training in accordance with Section 15 (I) of this policy, nor is the time spent considered work time.

Ordinary commuting time between home and the employee's regular work area is not compensable.

Travel outside an employee's normal working hours may or may not be compensable depending upon the purpose of the travel, whether work is performed while traveling, and applicable federal wage and hour requirements.

Non-exempt employees shall not work unauthorized overtime while traveling. The Town Manager and or Department Heads are responsible for approving travel schedules that minimize unnecessary overtime whenever practicable.

9. Non-Reimbursable Expenses. The following expenses are generally not reimbursable unless expressly authorized in writing by the Town Manager.

- a. Alcoholic beverages.
- b. Entertainment expenses.
- c. Personal expenses or purchases.
- d. Traffic citations or parking violations.
- e. Personal vehicle repairs or maintenance.
- f. Expenses incurred by spouses, family members, or guests.
- g. Additional hotel charges unrelated to official travel.
- h. Luxury or upgraded transportation or lodging accommodations.
- i. Travel insurance purchase for personal convenience.
- j. Expenses incurred without required approval or documentation.
- k. Airline clubs.
- l. Passport and/or Visa expenses.
- m. Currency conversion, check cashing fees or travelers checks.
- n. Magazines or guides.

10. Documentation Requirements. Employees requesting reimbursement shall submit required reimbursement forms and all supporting documentation, including receipts, within thirty (30) calendar days of completing travel unless an extension is approved by the Town Manager. Incomplete or untimely submissions may result in denial or delay or reimbursement. Required documentation may include:

- a. Itemized receipts.
- b. Conference or event agendas.
- c. Lodging receipts.
- d. Mileage logs.
- e. Proof of registration or attendance.
- f. Any other records reasonably required for audit or accounting purposes.
- g. Reconciliation of any travel advance received, including repayment of unused funds, if applicable.

SECTION 17: PROFESSIONAL ORGANIZATIONS

In certain instances, employees may find it to be in the Town's best interest to join a professional and/or technical organization to increase employee knowledge and awareness of issues facing the Town and to establish contacts with other professionals in the field. If the Town Manager determines such membership to be of benefit to the Town, the Town Manager may authorize payment by the Town to pay the membership dues or fees for the Town or an employee.

SECTION 18: CHARITIES, DONATIONS, SOLICITATION, AND ADVERTISING

Employees are encouraged to donate to the charities of their choice. Employees shall not, during working hours or on Town property, solicit other employees for donations to charities or sales of any kind, nor shall employees use Town facilities, offices or equipment to post notices, advertising or display merchandise for sale to other employees or the public, unless permission to do so has been requested in writing and approved by the Town Manager.

SECTION 19: ACCESS TO PERSONNEL RECORDS

A. Originals of all official personnel records will be maintained in the official personnel file of each Town employee. The Town will take all necessary steps to maintain the confidentiality of personnel records as specified in this policy.

B. Duplicate files may also be maintained in an employee's department; however, the records contained in duplicate files are subject to all access restrictions specified in this policy. In no case will operating departments maintain official personnel records, as set forth in this policy, that have not been made part of the employee's Official Personnel File in the Personnel Department.

C. There are three types of files within the employee's Official Personnel File, with three distinct access permissions: The Basic File, the Restricted File, and the Medical File.

D. The Basic File:

- 1. Contains basic employee information including:
 - a. Name of employee
 - b. Job title(s) and date(s), current and previous
 - c. Employment dates (start and end)
 - d. Salary ranges or grades
 - e. Name(s) of Supervisor(s)
 - f. Completed awards, commendations and disciplinary actions

2. Access to the Basic File is allowed as follows:

- a. Information contained in the employee's Basic File will be provided to any person who requests the information pursuant to the Arizona Public Records Law.
- b. In some cases, confidential information may be listed on the same document as basic information. In such cases, information not specifically permitted to be released in accordance with Arizona Public Records Law will be redacted from the document before it is released.

E. The Restricted File: is a separate section of the Basic File.

1. It contains confidential employee information, including:

- a. Personal employee information (e.g. address and phone number)
- b. Performance reviews and progress reports
- c. Allegations made against an employee which are either under investigation or which, after investigation, have been dismissed or dropped.

2. Access to the Confidential File is as follows:

- a. The contents of an employee's Confidential File may be reviewed by the Town Manager, the Town Attorney, department heads and supervisors who directly or indirectly supervise the employee.
- b. Supervisors considering an employee for transfer or promotion may likewise review the employee's Confidential File.
- c. An employee's file may be reviewed by any individual who has written authorization from the employee to do so.
- d. No other person is authorized to review and/or receive copies of documents contained in the employee's Confidential File.
- e. Records in the Restricted access file may still be subject to disclosure if required by law or court order.

F. The Medical File: contains information relating to an employee and must be maintained separately from the Basic File and Confidential File.

1. Medical information includes, but is not limited to:

- a. Results of pre-employment physical examinations;
- b. Results of independent medical examinations performed for worker's compensation eligibility; and Results of fitness for duty medical examinations.

2. Access to the Medical File is restricted to the Town Manager and/or Town supervisors who have a reasonable "need-to-know", as may be determined by the Town Manager in consultation with the Town Attorney.

- a. No access to medical file records shall be provided without authorization by the Town Manager or his designee.
- b. Except for work status reports provided by an employee's physician or health care provider to justify a request for work modification or employee absence, no departments shall maintain duplicate departmental medical records on employees.

G. Employee Access to Employee's Own Personnel File. An employee has a right to inspect his or her own personnel file upon request and under the supervision of the Town Manager or their designee.

This right includes the ability to receive copies of any of the items included in the employee's Basic File, Confidential File, and/or Medical File. This right to inspect expires two weeks following termination. If an employee desires to provide his attorney or a prospective employer with a copy of documents contained in his Confidential File or Medical File, he shall request a personal copy and provide the information to these outside parties himself. A reasonable copying fee may be charged for such copies.

H. Unrestricted access to the Basic File and Confidential File will be provided to the representatives of law enforcement or judicial agencies in response to court orders, subpoenas, and/or official law enforcement investigations. Information contained in an employee's Medical File is subject to release in response to a court order, subpoena or official law enforcement investigation only upon authorization by the Town Manager or his designee, or by the Town Attorney.

I. The Town Manager or designee may disclose individual employee payroll history information to lenders, provided the request is submitted in writing. Payroll history information will only be provided to creditors when accompanied by a written request from the employee. Payroll history will be provided to judicial, regulatory or law enforcement agencies in accordance with specific court orders, subpoenas, and/or regulatory or law enforcement investigations.

J. In the event that an employee disagrees with a determination to release or not release records, the employee may utilize the procedures set forth in Section 11 (B), Formal Appeal Procedure.

SECTION 20: ANTI-DISCRIMINATION

A. Policy. It is the policy of the Town to abide by the provisions of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the state and federal anti-discrimination laws. These laws prohibit discrimination against every qualified individual with a disability in hiring, compensation, training, advancement, and the terms, conditions and privileges of employment because of his disability and require that employers provide reasonable accommodation for disabled employees and applicants.

It is the policy of the Town to hire, compensate, train, promote, and provide regular employment benefits to qualified individuals, who can, with or without reasonable accommodation, perform the essential functions of the job. It is also the policy of the Town to provide reasonable accommodation to qualified individuals with a disability in accordance with the guidelines set forth in the Americans with Disabilities Act, and to protect employees and applicants from being denied a job, a promotion, or other employment advantage specifically because of their relationship or association with a disabled individual.

B. This policy covers qualified employees and applicants with a disability. A qualified individual with a disability is a person who meets the qualification standards of a job and can satisfactorily perform its essential functions with or without reasonable accommodation, and who:

1. Has been diagnosed with a non-temporary physical or mental disability which substantially limits one or more major life activities;
2. Has a known record of such impairment; or
3. Is regarded as having such impairment.

C. This policy does not protect employees or applicants who are currently engaged in the illegal use of drugs or in on-the-job substance abuse of any kind. Likewise, this policy does not protect disabled employees from the consistent application of discipline for unsatisfactory performance or behavior.

D. The Town will attempt to provide reasonable accommodation to any individual with a disability. A reasonable accommodation is one which is consistent with business necessity, does not impose an undue hardship on the Town (i.e. significant difficulty, service deterioration, expense, or fundamental

alteration in the nature of the service, program or activity), and does not pose a direct threat to the employee or others with whom the employee regularly comes in contact.

E. If an employee identifies himself as having been diagnosed with a disability for which accommodation is necessary to perform the essential functions of the job, the following steps shall be taken:

1. To the extent possible, the employee shall fully inform the Town Manager, or their designee of the disability and accommodation needs and shall submit documentation from his or her physician or health care provider to substantiate the work restrictions or limitations imposed by the disability. All medical documentation shall be submitted to and maintained by the Town Manager.
2. The Town Manager or their designee shall make a determination regarding the employee's status as a qualified individual with a disability and what, if any, accommodation can reasonably be made. The Town's designated physician, in consultation with the employee's health care practitioner, shall conduct an independent medical evaluation as necessary to guide this determination.
3. The Town Manager or their designee shall communicate to the employee what accommodation has been determined to be reasonable and shall include documentation of the accommodation offer in the employee's personnel file.
4. Periodic documentation (from the employee's health care provider) of the continued need for accommodation shall be a condition of continued accommodation and shall be provided by the employee upon request.
5. If the employee is dissatisfied with the accommodation decision, he or she may use the appeal process outlined in Section 11 (B), Formal Appeal Procedure, in these Personnel Policies to appeal the accommodation decision to the Town Manager.

SECTION 21: ETHICS POLICY

A. It is the policy of the Town that all town activities shall be compliant with applicable federal state and local laws and regulations. Employees are required, as a condition of employment, to comply with applicable laws and cooperate with all federal, state and local jurisdictions to enforce such laws and regulations.

B. Each employee and new employee, prior to commencing service with the Town, shall submit to his supervisor or the Town Manager a written report of any incident or activity of which he is aware or becomes aware which he believes may violate any federal, state or local law or regulation. The supervisor shall immediately transmit any such report to the Town Manager. Upon receiving such report, the Town Manager shall immediately investigate the report and, if it appears there is a violation of federal state or local law or regulation, take steps to cure such violation and, if appropriate, notify the relevant law enforcement agency. Failure of an employee to immediately report any such incident or activity may result in termination of employment.

C. If an employee's supervisor is unavailable, or if the supervisor is the subject of the report, the employee shall report the matter directly to the Town Manager. If the report concerns the Town Manager, the employee shall report the matter directly to the mayor.

SECTION 22: NEPOTISM AND CONFLICT OF INTEREST

- A. PURPOSE.** The Town is committed to public trust, impartial decision-making, fair employment practices, and compliance with applicable Arizona conflict-of-interest laws. Employees and public officers shall avoid actual conflicts of interest, apparent conflicts of interest, favoritism, improper influence, and misuse of Town position, authority, resources, or confidential information for personal benefit.
- B. SCOPE.** This policy applies to all Town employees, applicants, volunteers, elected and appointed officials when acting on Town matters, Department Heads, Council-appointed employees, temporary employees, emergency employees, and any person serving the Town in an official or employment-related capacity.
- C. DEFINITIONS.** For purposes of this policy, “relative” should be interpreted consistently with applicable Arizona law and may include a spouse, child, child’s child, parent, grandparent, brother or sister of the whole or half blood, and their spouses, and the parent, brother, sister, or child of a spouse. The Town may also require disclosure of domestic partners, household members, romantic relationships, or other close personal relationships when the relationship could reasonably affect employment decisions, supervision, contracting, purchasing, discipline, scheduling, evaluations, access to confidential information, or public confidence in Town operations.
- D. NEPOTISM.** The Town may employ relatives or persons in close personal relationships only when the employment arrangement does not create a direct or indirect supervisory relationship, conflict of interest, appearance of favoritism, compromise of confidentiality, or disruption to Town operations. No employee shall directly supervise, evaluate, discipline, promote, transfer, schedule, assign work to, approve leave for, approve overtime for, approve payroll for, or otherwise make or influence employment decisions involving a relative or person with whom the employee has a close personal, romantic, financial, or household relationship. All Town Manager relative hires must be approved by Council.
- E. REQUIRED DISCLOSURE.** Employees and applicants must promptly disclose to the Town Manager any relationship, financial interest, outside employment, business interest, gift, contract, procurement matter, appointment, or other circumstance that may create an actual or apparent conflict of interest. If the matter involves the Town Manager, disclosure shall be made to the Mayor or Town Attorney as appropriate. Disclosure must occur before the employee participates in any decision, recommendation, vote, approval, review, investigation, contract, purchase, sale, hiring process, promotion, discipline, evaluation, or other Town action affected by the potential conflict.
- F. RECUSAL AND NONPARTICIPATION.** An employee or public officer who has, or whose relative has, a substantial interest in a Town contract, sale, purchase, service, employment decision, or other Town decision shall disclose the interest in the official records of the Town and shall refrain from voting upon, recommending, influencing, approving, investigating, negotiating, administering, or otherwise participating in the matter, except as permitted by law. The employee shall follow any direction from the Town Manager, Town Attorney, Mayor, or Council regarding recusal, reassignment, screening, documentation, or other safeguards.
- G. GIFTS, GRATUITIES, AND USE OF POSITION.** Employees shall not solicit or accept gifts, favors, services, loans, travel, entertainment, discounts, or anything of value that could reasonably appear to influence the employee’s official judgment or create an obligation to a vendor, contractor, applicant, regulated party, or person doing business with the Town. Employees shall not use Town position, badge, title, equipment, records, confidential information, purchasing authority, or official influence for private gain or to benefit a relative, business associate, outside employer, or personal interest.

H. CORRECTIVE ACTION. If a conflict, nepotism concern, or appearance of favoritism exists, the Town may take appropriate action, including reassignment of duties, change in reporting relationships, removal from a selection panel, transfer, modification of approval authority, screening from confidential information, denial or revocation of outside employment approval, or other lawful action. Violation of this policy may result in disciplinary action, up to and including termination, and may also result in referral for legal review when required or appropriate.

SECTION 23: WORKPLACE HARASSMENT

A. PURPOSE. The purpose of this policy is to maintain a professional, respectful, safe, and inclusive workplace for all employees of the Town. The Town is committed to providing a work environment that supports efficient, productive, and effective public service and that is free from unlawful discrimination, harassment, retaliation, bullying, and other inappropriate workplace conduct. The Town prohibits discrimination and harassment based on any protected characteristic under applicable federal, state, or local law, including but not limited to:

1. Race
2. Color
3. Religion or creed
4. Sex
5. Pregnancy, childbirth, breastfeeding, or related medical conditions
6. Sexual orientation
7. Gender identify or gender expression
8. National origin or ancestry
9. Age
10. Physical or mental disability
11. Genetic information
12. Marital status
13. Veteran or military status
14. Citizenship status, where protected by law
15. Any other legally protected classification

This policy:

1. Defines prohibited conduct, including various forms of harassment;
2. Establishes reporting and investigation procedures;
3. Prohibits retaliation against individuals who report concerns or participate in investigations; and
4. Ensures that violations are addressed promptly and appropriately.

B. APPLICATION. This policy applies to all Town employees, including full-time, part-time, temporary seasonal, probationary, emergency and volunteer personnel. It also applies to:

1. Elected and appointed officials;
2. Supervisors and managers;
3. Applicants for employment;
4. Interns and trainees;
5. Independent contractors and consultants while performing work for the Town; and
6. Third parties interacting with Town employees, including vendors, suppliers, customers, residents, and members of the public.

C. DEFINITIONS.

1. **“Harassment”** is unwelcome conduct based on a protected characteristic that:
 - a. Has the purpose or effect of creating an intimidating, hostile, abusive, degrading, or offensive work environment;
 - b. Unreasonably interferes with an employee’s work performance; or
 - c. Adversely affects an individual’s employment opportunities.

Harassment may be verbal, physical, visual, written, electronic, psychological, or environmental in nature.

Conduct may constitute harassment even if:

- a. It was not intended to offend;
- b. The conduct occurs outside the workplace but affects the work environment;
- c. The conduct is directed at someone other than the complainant; or
- d. A series of incidents, which individually may appear minor, collectively create a hostile work environment.

Harassment can occur between individuals of any gender, identity, or position and may involve supervisors, coworkers, subordinates, elected officials, contractors, vendors, residents, or members of the public.

Examples of prohibited harassment may include, but are not limited to:

- a. Slurs, insults, epithets, or derogatory comments;
- b. Offensive jokes, memes, cartoons, or stereotypes;
- c. Mocking a person’s accent, appearance, disability, age, religion, or cultural practices;
- d. Repeated unwelcome comments or conduct after being asked to stop;
- e. Intimidation, threats, or deliberate humiliation;
- f. Displaying offensive images, graffiti, or materials;
- g. Sending offensive emails, text messages, or social media content; or
- h. Deliberately excluding individuals from work activities because of protected characteristic.

2. **“Sexual harassment”** is a form of unlawful harassment that includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, physical, or electronic conduct or a sexual nature when:

- a. Submission to the conduct is made explicitly or implicitly a term or condition of employment;
- b. Submission to or rejection of the conduct is used as the basis for employment decisions; or
- c. The conduct is sufficiently severe or pervasive to create an intimidating, hostile, or offensive work environment or to unreasonably interfere with an individual’s work performance.

Sexual harassment includes both:

- a. **Quid Pro Quo Harassment:** Occurs when employment benefits, opportunities, assignments, scheduling, promotions, compensation, or continued employment are conditioned upon submission to sexual conduct.

Examples include:

1. Promising favorable treatment in exchange for sexual favors;
2. Threatening discipline, demotion, reduced hours, or termination for rejecting sexual advances;
3. Conditioning promotions, training opportunities, or preferred assignments on romantic or sexual cooperation; or

4. Suggesting that compliance with sexual requests will improve employment status.
- b. **Hostile Work Environment Sexual Harassment:** Occurs when unwelcome sexual conduct becomes severe or pervasive enough to create an intimidating, hostile, humiliating, or offensive workplace.
Examples include:
 1. Repeated sexual comments, jokes, innuendo, or stories;
 2. Unwanted flirting or repeated requests for dates after rejections;
 3. Sexually suggestive gestures, sounds, facial expressions, or staring;
 4. Comments about a person's body, clothing, attractiveness or sexual activity;
 5. Sharing sexually explicit images, videos, messages, memes, or materials;
 6. Displaying pornography or sexually explicit materials in the workplace or on Town equipment;
 7. Sending sexually suggestive emails, texts, or social media messages;
 8. Unwelcome touching, hugging, rubbing, cornering, blocking movement, or brushing against another person;
 9. Sexual assault, coercion, indecent exposure, or attempted assault;
 10. Rumors or gossip regarding an employee's sexual activity or relationships; or
 11. Harassment based on pregnancy, sexual orientation, gender identity, or gender expression.

Sexual harassment may occur regardless of the gender, sexual orientation, or gender identity of the individuals involved. A harasser may be a supervisor, coworker, subordinate, elected official, contractor, vendor, resident, or third party.

3. **"Discriminatory Harassment"** is harassment based on a protected characteristic other than sex and includes conduct that demeans, stereotypes, humiliates, or marginalizes an individual because of that characteristic.

Examples may include:

- a. Racial slurs or racially offensive remarks;
- b. Mocking accents, language patterns, or cultural traditions;
- c. Anti-religious comments or ridicule of religious dress or practices;
- d. Disability-related insults or imitation of a person's physical or mental condition;
- e. Age-related insults or stereotypes;
- f. Derogatory comments regarding gender identity or sexual orientation; or
- g. Offensive graffiti, symbols, or images targeting protected groups.

4. **"Bullying"** or **"abusive conduct"** means repeated unreasonable conduct directed toward an employee that a reasonable person would find intimidating, threatening, humiliating, or sabotaging to workplace performance, even if the conduct does not rise to the level of unlawful harassment.

Examples include:

- a. Repeated verbal abuse or yelling;
- b. Deliberate humiliation or public ridicule;
- c. Persistent intimidation or threats;
- d. Sabotaging another employee's work performance;
- e. Deliberately withholding necessary work information; or
- f. Repeated exclusion from meetings or workplace activities for improper reasons.

Ordinary workplace disagreements, constructive criticism, performance management, disciplinary actions, scheduling decisions, and supervisory direction, when conducted appropriately and in good faith, do not constitute bullying or harassment.

5. “**Retaliation**” means any adverse action taken against an individual because the individual:

- a. Reported discrimination, harassment, or other misconduct;
- b. Participated in an investigation;
- c. Opposed conduct reasonably believed to violate this policy; or
- d. Requested an accommodation or exercised a legal right.

Examples of retaliation include:

- a. Termination or demotion;
- b. Unwarranted discipline;
- c. Reduction in hours or undesirable reassignment;
- d. Threats or intimidation;
- e. Social or professional ostracism;
- f. Negative performance evaluations without legitimate basis; or
- g. Increased scrutiny or hostility because of protected activity.

Retaliation is strictly prohibited, even if the underlying complaint is not substantiated, provided the complaint was made in good faith.

D. STANDARDS OF CONDUCT AND NON-HARASSMENT POLICY.

1. General Prohibition.

The Town prohibits discrimination, harassment, retaliation, bullying, and other inappropriate workplace conduct by or against any employee, supervisor, elected official, contractor, vendor, resident, or other third party.

No individual shall engage in conduct that:

- a. Harasses, intimidates, humiliates, or demeans another person;
- b. Unreasonably interferes with another employee’s work performance;
- c. Disrupts workplace operations; or
- d. Creates an intimidating, hostile, abusive, or offensive work environment.

Employees are prohibited from ridiculing, mocking, belittling, threatening, or intentionally humiliating another individual based on a protected characteristic or through other abusive workplace conduct.

2. Employee Responsibility.

All employees share responsibility for maintaining a workplace that is professional, respectful, and free from discrimination, harassment, retaliation, and bullying.

Employees are expected to:

- a. Refrain from engaging in prohibited conduct;
- b. Report conduct that may violate this policy;
- c. Cooperate honestly in investigations; and
- d. Treat coworkers, supervisors, subordinates, and members of the public with professionalism and respect.

3. **Off-Duty and Off-Site Conduct.**

This policy applies to conduct occurring:

- a. On Town property;
- b. At off-site work locations or Town-sponsored events;
- c. During work-related travel;
- d. Through electronic communications or social media connected to the workplace; and
- e. Outside working hours when the conduct affects the workplace or employment relationship.

Employees are prohibited from engaging in harassment or retaliation regardless of whether the conduct occurs on Town premises or during working hours.

4. **Prohibited Discriminatory Harassment.**

Employees shall not engage in offensive, derogatory, discriminatory, or hostile comments, gestures, actions, communications, or conduct directed toward another individual because of a protected characteristic.

Prohibited conduct includes direct or indirect conduct, including conduct communicated through:

- a. Verbal statements;
- b. Written communications;
- c. Emails, text messages, or social media;
- d. Images, symbols, or displays; or
- e. Physical actions or gestures.

Such conduct is prohibited under this policy and may violate applicable federal, state, or local law.

5. **Sexual Harassment Prohibited.**

No employee shall be subjected to sexual harassment by another employee, supervisor, elected official, contractor, vendor, resident, or other third party.

Employment actions, including hiring, assignment, evaluation, discipline, compensation, scheduling, promotion, or termination, shall not be based upon submission to or rejection of sexual conduct.

Retaliation against any individual for reporting sexual harassment, participating in an investigation, or opposing prohibited conduct is strictly prohibited.

6. **Consensual Workplace Relationships.**

The Town recognizes that consensual personal or romantic relationships may be pre-established prior to employment or develop between employees. However, relationships that create an actual or perceived conflict of interest, favoritism, coercion, or misuse of authority are prohibited.

Employees are prohibited from engaging in a romantic or sexual relationship when one employee:

- a. Directly or indirectly supervises the other employee;
- b. Influences the other employee's pay, scheduling, assignments, discipline, promotion, evaluation, or employment status; or
- c. Exercises managerial or supervisory authority over the other employee.

Employees involved in a consensual relationship that may create a conflict of interest must promptly disclose the relationship to the Town Manager or Human Resources, if applicable, so appropriate administrative action may be considered.

E. RESPONSIBILITIES OF EMPLOYEES.

1. Reporting Responsibilities.

Any employee who believes they have experienced or witnessed harassment, discrimination, retaliation, bullying, or other inappropriate conduct should report the conduct promptly.

An employee who believes they have been subjected to prohibited conduct is encouraged, but not required, to:

a. Communicate Objection to the Conduct. Inform the individual engaging in the conduct that the behavior is unwelcome and must stop, when the employee feels safe and comfortable doing so.

b. Document the Conduct. Maintain a written record of relevant information, including:

1. Dates and times of incidents;
2. Locations;
3. Names of witnesses;
4. Description of the conduct; and
5. Copies of related communications or materials.

c. Report the Conduct. Report the incident to any of the following:

1. A supervisor;
2. Department Head;
3. Human Resources, if applicable;
4. The Town Manager or designee; or
5. The Town Attorney.

An employee is not required to report concerns to a supervisor who may be involved in the alleged conduct.

- 2. Duty to Report and Good Faith Requirement.** Employees are encouraged to report all suspected violations of this policy regardless of the perceived severity of the conduct. Reports and complaints must be made in good faith. Knowingly false accusations, intentionally misleading statements, or bad-faith complaints may result in disciplinary action. However, a complaint made in good faith will not result in discipline merely because an investigation does not substantiate the allegation.

Employees are expected to respect the integrity and confidentiality of the investigative process and should avoid unnecessary disclosure of allegations except as needed to report concerns, participate in the investigation, obtain advice, or comply with legal obligations.

F. RESPONSIBILITIES OF SUPERVISORS AND DEPARTMENT HEADS.

Supervisors and Department Heads are responsible for maintaining a workplace free from prohibited conduct and must act promptly and appropriately upon becoming aware of possible violations of this policy.

Supervisors and Department Heads shall:

1. Take all complaints and observed conduct seriously;
2. Promptly report allegations or observed misconduct to the Town Manager, Human Resources, or other designated official;

3. Act immediately to address or stop conduct that may violate this policy;
4. Cooperate fully in investigations;
5. Maintain confidentiality to the extent reasonably possible;
6. Take reasonable measures to prevent retaliation; and
7. Implement corrective action when directed.

A supervisor or manager who fails to report known or suspected harassment, discrimination, or retaliation may be subject to disciplinary action.

G. RESPONSIBILITIES OF TOWN MANAGER OR DESIGNEE.

The Town Manager or designated official shall:

1. Ensure that complaints are addressed promptly, fairly, and impartially;
2. Explain applicable policies and procedures to the complainant and respondent;
3. Assess whether interim protective measures are necessary;
4. Determine whether informal resolution is appropriate under the circumstances;
5. Refer individuals to available support resources, including the Employee Assistance Program, if applicable;
6. Notify law enforcement when allegations may involve criminal conduct;
7. Arrange for a prompt and impartial investigation;
8. Ensure appropriate documentation of investigative findings and recommendations; and
9. Ensure appropriate corrective or disciplinary action is considered upon completion of the investigation.

H. COMPLAINT AND RESOLUTION PROCEDURES.

1. **Reporting.** Employees are encouraged to report prohibited conduct as soon as possible to allow the Town to respond promptly and effectively.
Reports may be made orally or in writing.
2. **Informal Resolution.** In some circumstances, concerns may be resolved informally through communication, coaching, mediation, or corrective intervention.
Employees are not required to confront the alleged offender before making a complaint.
Informal resolution is not appropriate in all situations, particularly where allegations involve severe misconduct, threats, coercion, retaliation, or potential criminal conduct.
3. **Formal Complaint Process.** To initiate a formal investigation, an employee may file a complaint with:
 - The Town Manager or designee;
 - A supervisor or Department Head;
 - Human Resources, if applicable; or
 - The Town Attorney.
 The Town may initiate an investigation without a formal written complaint if it becomes aware of possible policy violations.
4. **Timing of Complaint.** Complaints should be made as soon as reasonably possible after the alleged conduct occurs. Delayed reporting will not automatically prevent investigation.
The Town will provide reasonable assistance to individuals making complaints, including assistance in preparing written statements when appropriate.
5. **Information Requested.** To assist in a prompt and thorough investigation, complainants should provide, when available:

- a. Identification of Respondent: The name, department, position, or identifying information of the individual(s) alleged to have engaged in the conduct.
- b. Description of Conduct: A description of the conduct, including dates, times, locations, frequency, and witnesses.
- c. Impact on Employment: Information regarding how the conduct affected the complainant's work environment, job performance, employment opportunities, or other terms and conditions of employment.
- d. Other Potential Witnesses or Affected Individuals: The names of individuals who may have witnessed the conduct or experienced similar conduct.
- e. Prior Efforts to Address the Conduct: Any actions taken to stop, report, or address the conduct.
- f. Supporting Materials: Any documents, messages, photographs, recordings, or other materials relevant to the complaint.

I. INVESTIGATION PROCEDURES.

1. **Timing and Standard of Investigation.** The Town shall promptly conduct or initiate an impartial investigation upon receiving a complaint or otherwise being made aware of potential violations of this policy.

The Town will make reasonable efforts to:

- a. Begin the investigation promptly;
- b. Complete the investigation within a reasonable timeframe; and
- c. Keep the parties informed regarding the status of the investigation, as appropriate.

Except in unusual circumstances, the Town should attempt to begin an investigation within ten (10) working days of receiving a complaint.

Investigation timelines may vary depending on the complexity of the allegations, witness availability, and other operational or legal considerations.

2. **Investigator Authority and Process.**

Investigations may be conducted by:

- a. The Town Attorney;
- b. The Town Manager or designee;
- c. Human Resources personnel; or
- d. An external investigator retained by the Town.

The Town may use an outside investigator where necessary to ensure impartiality, avoid conflicts of interest, or address complex allegations.

The investigator may:

- a. Interview the complainant, respondent, and witnesses;
- b. Review documents, communications, electronic records, and other evidence; and
- c. Prepare written findings and recommendations.

The Town may assign an additional representative or witness during investigative interviews when appropriate to preserve the integrity of the investigation.

3. **Notice to Respondent.** The respondent shall be informed of the allegations and given an opportunity to respond.

The respondent may:

- a. Provide information and evidence;
- b. Identify witnesses; and
- c. Obtain representation or legal counsel, as permitted by law or applicable policy.

The investigator shall provide the respondent with sufficient information regarding the allegations to allow a meaningful response.

4. **Confidentiality.** The Town will maintain confidentiality to the extent reasonably possible consistent with conducting a thorough investigation, complying with legal obligations, and taking appropriate corrective action.
5. **Interim Measures.** The Town may implement interim measures during the investigation process when necessary to protect employees or maintain workplace operations. Such measures may include schedule changes, temporary reassignment, administrative leave, no-contact directives, or other appropriate actions.

J. INVESTIGATIVE REPORT AND FINDINGS.

1. **Written Report.** Upon the completion of the investigation, the investigator shall prepare a written report summarizing the investigation, findings, and recommendations. The report should be completed as promptly as reasonably practicable following completion of the investigation.

2. Contents of Report.

The investigative report may include:

- a. Summary of Complaint: A summary of the allegations raised by the Complainant.
- b. Summary of Response: A summary of the respondent's response to the allegations.
- c. Summary of Evidence: A summary of witness statements, documents, electronic communications, and other evidence considered during the investigation.
- d. Findings: A determination regarding whether this policy or applicable law was violated, including the basis for the findings.
- e. Severity Assessment: An assessment regarding the seriousness, frequency, or impact of any substantiated conduct.
- f. Prior Relevant Conduct: When legally permissible and relevant, consideration of prior substantiated violations or disciplinary history.
- g. Recommendations: Recommendations regarding corrective action, disciplinary measures, training, monitoring, or other remedial action.
- h. Remedial Measures: Recommendations concerning restoration of employment opportunities, workplace protections, or other corrective measures, when appropriate.
- i. Supporting Documentation: Relevant statements, records, and evidentiary materials maintained in accordance with applicable records retention requirements.

3. **Review and Determination.** The Town Manager or designated decision-maker shall review the investigative findings and determine appropriate action.

After review, the Town may:

- Sustain the complaint and impose corrective or disciplinary action;
- Request additional investigation or clarification; or
- Determine that insufficient evidence exists to substantiate a policy violation.

A complaint determined to be unsubstantiated shall not, by itself, result in discipline against the complainant.

However, knowingly false statements, intentionally fabricated allegations, or bad-faith complaints may result in disciplinary action.

4. **Notification of Outcome.** The Town shall provide appropriate notice to the complainant and respondent regarding the outcome of the investigation consistent with applicable privacy laws and personnel confidentiality requirements.
5. **Appeals.** Either party may utilize any appeal procedures available under applicable Town personnel policies, collective bargaining agreements, or governing law.

K. **MONITORING AND COMPLIANCE.**

Supervisors and Department Heads shall monitor compliance with corrective actions, workplace expectations, and remedial measures arising from investigations under this policy.

The Town shall take reasonable steps to:

1. Prevent recurrence of prohibited conduct;
2. Prevent retaliation;
3. Address ongoing workplace concerns; and
4. Ensure compliance with disciplinary or corrective directives.

L. **DISCIPLINE AND CORRECTIVE ACTION.**

Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Corrective or disciplinary action may include:

1. Verbal counseling;
2. Written reprimand;
3. Mandatory training;
4. Reassignment;
5. Suspension;
6. Demotion;
7. Loss of supervisory responsibilities; or
8. Termination of employment.

The level of discipline imposed shall depend on the nature and severity of the conduct, prior violations, risk to employees or the workplace, and other relevant circumstances.

M. **CONFIDENTIALITY AND RECORDS.**

1. **Confidential Handling of Complaints.** The Town shall make reasonable efforts to maintain confidentiality regarding complaints, investigations, and related records.
Information shall be shared only with individuals who have a legitimate business, operational, or legal need to know.
2. **Limits of Confidentiality.** Complete confidentiality cannot be guaranteed because disclosure may be necessary to:
 - Conduct a thorough investigation;
 - Comply with legal obligations;
 - Implement corrective action; or
 - Protect employee safety.

The identity of the complainant may be disclosed to the respondent and witnesses when necessary for investigative fairness or due process.

3. **Personnel Records.** Investigation records and disciplinary findings shall be maintained in accordance with applicable law, records retention requirements, and Town Policy. Substantiated findings resulting in discipline may be placed in the respondent's personnel file consistent with Town Policy and applicable law.
4. **Protection Against Retaliation.** The Town shall take reasonable measures to protect complainants, witnesses, and participants from retaliation.
5. **Secure Maintenance of Records.** Investigation materials and related records shall be maintained in secure files by the Town Manager, Human Resources, legal counsel or other designated custodian.
6. **Communication of Procedures.** The Town shall provide employees with information regarding complaint procedures, investigation processes, and employee rights and responsibilities under this policy.

N. OTHER RIGHTS AND REMEDIES.

The procedures established under this policy are intended to supplement, and not replace, any rights or remedies available under federal law, state law, local ordinance, collective bargaining agreements, or other Town policies.

Employees retain the right to file complaints with external governmental agencies or pursue other legal remedies as permitted by law.

The Town prohibits retaliation against any individual who exercises such rights in good faith.

SECTION 24: DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE POLICY

A. PURPOSE.

The Town is committed to maintaining a safe, healthy, productive, and drug-free workplace. Employees are expected to report to work fit for duty and able to perform their job responsibilities safely and effectively.

This policy is intended to:

1. Promote workplace safety and public trust;
2. Reduce the risk of accidents, injuries, absenteeism, and impaired job performance;
3. Comply with the federal Drug-Free Workplace Act of 1988;
4. Comply with applicable federal and Arizona law; and
5. Establish standards regarding the use of drugs, alcohol, cannabis, controlled substances, and impairing medications.

Nothing in this policy is intended to interfere with rights protected under federal or state law.

B. SCOPE.

This policy applies to all employees of the Town, including full-time, part-time, temporary, seasonal, emergency, probationary, and volunteer personnel.

Additional testing or regulatory requirements applicable to commercial drivers, law enforcement personnel, safety-sensitive positions, federally regulated employees, or employees operating Town vehicles or equipment shall continue to apply.

C. DEFINITIONS.

1. **Controlled Substance:** Controlled substance means any drug or substance regulated under federal or Arizona law.
2. **Prohibited Drug means:**
 - a. Any illegal controlled substance;
 - b. Any controlled substance use unlawfully or without a valid prescription;
 - c. Any medication used in a manner inconsistent with a lawful prescription or manufacturer instructions;
 - d. Synthetic or designer drugs prohibited by law; or
 - e. Any substance that impairs an employee's ability to safely and effectively perform job duties.

For purposes of this policy, cannabis or marijuana remains prohibited in the workplace and during working time to the extent permitted by law, including where impairment, possession or use violates Town policy, federal law, safety regulations, or job requirements.

3. **Under the Influence/Impairment**
 "Under the influence" or "impaired" means that an employee's ability to safely, effectively, or professionally perform job duties is adversely affected by alcohol, cannabis, controlled substances, medication, or other intoxicating substances.

Indicators of impairment may include, but are not limited to:

- a. Slurred speech;
- b. Impaired coordination;
- c. Unsafe operation of equipment or vehicles;
- d. Unusual behavior;
- e. Delayed reactions;
- f. Odor of alcohol or marijuana;
- g. Confusion or disorientation; or
- h. Other observable signs of impairment.

D. DRUG-FREE WORKPLACE POLICY.

1. **General Policy.** The Town shall maintain a drug-free workplace in compliance with the federal Drug-Free Workplace Act of 1988 and other applicable laws and regulations.
 The unlawful manufacture, distribution, dispensation, possession, sale, transfer, or use of controlled substances in the workplace is prohibited.
 Employees are prohibited from reporting to work or remaining on duty while impaired by alcohol, cannabis, illegal drugs, misused prescription medication, or other intoxicating substances.
2. **Condition of Employment.** Compliance with this policy is a condition of employment. Violations may result in disciplinary action up to and including termination of employment.
3. **Prohibited Conduct.**
 Employees are prohibited from:
 - a. **Use or Possession:** Using, possessing, manufacturing, distributing, dispensing, selling, purchasing, transferring, or being under the influence of prohibited drugs or alcohol:
 1. In the workplace;

2. On Town property;
 3. While operating Town vehicles or equipment;
 4. While conducting Town business; or
 5. During working time.
- b.** Off-Duty Impairment Affecting Work: Using alcohol, cannabis, or other substances during non-working time in a manner that results in on-duty impairment, unsafe performance, reduced effectiveness, or risk to employees or the public.
- c.** Unauthorized Storage: Storing prohibited drugs, drug paraphernalia, or alcohol on Town property or in Town vehicles except as specifically authorized.
- d.** Impairment at Work: Reporting to work or remaining at work while impaired.
- e.** Tampering with Testing: Falsifying, altering, adulterating, substituting, or attempting to interfere with any drug or alcohol test or testing process.
- f.** Refusal to Test: Refusing to submit to testing authorized by this policy or applicable law.
- g.** Failure to Cooperate with Treatment Requirements: Failing to comply with required evaluations, treatment, counseling, return-to-duty conditions, or follow-up testing when such requirements are imposed as a condition of continued employment
- h.** Criminal Drug Convictions: Failing to notify the Town within five (5) calendar days of a criminal drug conviction occurring in the workplace or otherwise affecting the employee's ability to perform job duties safely or lawfully.
- i.** Violation of Testing Procedures: Failing to comply with lawful testing procedures or related Town regulations.

E. MARIJUANA AND CANNABIS.

1. **Compliance with Arizona Law.** Arizona law permits certain lawful medical and recreational marijuana use. However, marijuana remains illegal under federal law.

The Town prohibits and will discipline employees for:

- a. Possession or use of marijuana in the workplace;
- b. Working while impaired by marijuana;
- c. Possession of marijuana on Town property where prohibited;
- d. Violations of federal regulations or grant requirements;
- e. Violations involving safety-sensitive positions; or
- f. Conduct that creates a safety risk or interferes with job performance.

2. **Medical Marijuana.** The Town will comply with applicable protections under the Arizona Medical Marijuana Act.

Employees authorized to use medical marijuana are not permitted to:

- a. Possess or use marijuana while working;
- b. Be impaired during working time; or
- c. Perform safety-sensitive duties while impaired.

A positive marijuana test alone will not automatically result in disciplinary action where prohibited by Arizona law. However, employees may be disciplined for workplace use,

possession, impairment, safety violations, or other conduct inconsistent with this policy or applicable law.

3. **Safety Sensitive Positions.** Employees in safety-sensitive positions may be subject to additional restrictions and testing requirements permitted by Arizona law, federal law, or applicable regulations.

F. DRUG AND ALCOHOL TESTING.

1. **Pre-Employment Testing.** Applicants for designated positions, including safety-sensitive positions or positions involving operation of Town vehicles or equipment, may be required to undergo pre-employment drug and alcohol testing consistent with applicable law. Applicants shall be informed in advance of testing requirements. Testing shall be conducted by qualified medical providers or laboratories designated by the Town.

2. **Reasonable Suspicion Testing.** The Town may require an employee to undergo drug or alcohol testing when there is reasonable suspicion that the employee is impaired or has violated this policy.

Reasonable suspicion may be based on:

- a. Observable signs of impairment;
- b. Unsafe conduct;
- c. Workplace accidents;
- d. Credible witness reports;
- e. Possession of prohibited substances; or
- f. Other specific and articulable facts.

3. **Post-Accident Testing.** Employees involved in workplace accidents, vehicle collisions, injuries, or safety incidents while conducting Town business may be required to undergo testing when permitted by law.
4. **Follow-up or Return-to-Duty Testing.** The Town may require follow-up, return-to-duty, or unannounced testing where permitted by law and consistent with disciplinary agreements, treatment plans, or regulatory requirements.
5. **Disclosure of Medications.** Employees may be required to disclose the use of prescription or over-the-counter medications that could impair their ability to safely perform essential job functions. Medical information shall be handled confidentially consistent with applicable law.
6. **Consent and Release.** Employees and applicants subject to testing may be required to provide written consent for testing and release of results to authorized Town representatives. Refusal to provide required consent may result in withdrawal of a conditional offer of employment or disciplinary action.
7. **Opportunity to Explain Results.** Applicants and employees shall be provided an opportunity to provide lawful explanations or medical documentation regarding positive test results before final employment action is taken, consistent with applicable law.
8. **Regulatory Compliance.** The Town may establish additional testing procedures necessary to comply with federal or state law, including Department of Transportation requirements.

G. AUTHORIZED USE OF PRESCRIPTION MEDICATION.

Employees using prescription medication or other lawful substances that may impair judgment, coordination, alertness, or job performance must notify their supervisor or designated management representative when the impairment may affect workplace safety or job duties.

The Town may require a fitness-for-duty evaluation or temporary modification of job duties where necessary to maintain workplace safety.

Medical information shall be maintained confidentially.

H. CONSEQUENCES OF POLICY VIOLATIONS.

Violations of this policy may result in disciplinary action up to and including termination of employment.

The level of discipline shall depend upon:

1. The nature and severity of the violation;
2. Safety risks involved;
3. Prior disciplinary history;
4. Applicable legal requirements; and
5. Other relevant circumstances.

Nothing in this policy requires progressive discipline where immediate termination is otherwise warranted.

I. CONFIDENTIALITY.

Information relating to drug or alcohol testing, medical disclosures, investigations, and treatment shall be treated as confidential to the extent required by law.

1. **Restricted Access:** Testing records and related medical information shall be shared only with authorized individuals who have a legitimate business or legal need to know.
2. **Private Administration:** Investigations, searches, and testing shall be conducted privately and respectfully as reasonably practicable.
3. **Records Maintenance:** Drug and alcohol testing records shall be maintained separately from personnel files in confidential medical or investigatory records consistent with applicable law.
4. **Confidentiality Expectations:** Supervisors and managers shall not improperly disclose confidential information concerning testing, investigations, or medical matters.

J. EMPLOYEE ASSISTANCE AND REHABILITATION.

Employees may voluntarily seek assistance for substance abuse concerns through available treatment resources or employee assistance programs, if available. The Town reserves the right to require evaluation, treatment, counseling, or monitoring as a condition of continued employment where permitted by law. Voluntary requests for assistance made before policy violations or testing events may be considered in determining appropriate corrective action.

K. OTHER RIGHTS AND LEGAL COMPLIANCE.

This policy shall be interpreted and applied consistent with:

1. The federal Drug-Free Workplace Act;
2. The Arizona Medical Marijuana Act;
3. Applicable Arizona employment laws;
4. Americans with Disabilities Act requirements;
5. Department of Transportation regulations; and
6. Other applicable federal, state, or local laws.

Nothing in this policy creates a contract of employment or limits the Town's authority to take lawful disciplinary or corrective action.

SECTION 25: WORKPLACE VIOLENCE PREVENTION

The Town of Jerome is committed to providing a safe, secure and respectful workplace for employees, elected officials, volunteers, contractors, and members of the public. Violence, threats of violence, intimidation, and other disruptive behavior have no place in Town government and will not be tolerated. The purpose of this policy is to establish expectations for preventing workplace violence, encourage the prompt reporting of concerns, and provide procedures for responding to incidents in a manner that protects employees, the public and Town property.

A. SCOPE. This policy applies to all Town employees, elected officials, volunteers, interns, temporary employees, seasonal employees, contract personnel while performing services for the Town, and any individual conducting business on Town property or while engaged in Town business. This policy applies to conduct occurring on Town property, while operating Town vehicles or equipment, while conducting Town business at other locations, while attending Town-sponsored events or while acting within the course and scope of employment.

B. PROHIBITED CONDUCT. The Town prohibits any act or threatened act of workplace violence, whether committed by an employee or by any other person while conducting business with the Town. Prohibited conduct includes, but is not limited to:

1. Physical assault or attempted assault;
2. Fighting or aggressive physical contact;
3. Threats of physical harm, whether verbal, written, electronic, implied or communicated through gestures;
4. Intimidation, coercion, stalking, or conduct intended to place another person in reasonable fear of bodily harm;
5. Deliberate destruction of Town property or personal property in a manner intended to intimidate or threaten another person;
6. Possession, display, or use of a weapon in violation of applicable law or Town policy;
7. Any conduct that creates a reasonable concern for the safety of employees, elected officials, contractors, volunteers, or members of the public.

C. EMPLOYEE RESPONSIBILITIES.

Employees are expected to:

1. Conduct themselves in a professional and respectful manner.
2. Avoid behavior that could reasonably be interpreted as threatening, intimidating, or violent.
3. Immediately report acts or threats of violence, suspicious behavior, or safety concerns.
4. Cooperate fully in any investigation conducted by the Town.
5. Follow all safety instructions issued during an emergency or security incident.
6. De-escalation. Employees whose duties involve interaction with members of the public are encouraged to use de-escalation techniques when responding to hostile, disruptive, or confrontational behavior. Employees should avoid escalating situations, disengage when it is safe and practical to do so, maintain awareness of their surroundings, and promptly request assistance from a supervisor or law enforcement rather than attempting to resolve potentially violent confrontations alone. Employees are not expected to place themselves at unreasonable risk in an effort to resolve a threatening situation.

Employees should not attempt to physically intervene in a violent situation unless doing so is necessary to protect themselves or another person from imminent harm and is consistent with their official duties.

D. REPORTING WORKPLACE VIOLENCE. Employees shall immediately report any act, threat or reasonable suspicion of workplace violence to their supervisor, Department Head, or the Town Manager.

If the supervisor is involved in the incident or unavailable, the employee shall report the matter directly to the Town Manager or, if appropriate, another member of management. If there is an immediate threat to life or safety, employees shall first contact emergency services by calling 9-1-1 or notify the Jerome Police Department before making internal notifications when circumstances permit.

Employees are encouraged to report concerns in good faith, even if it is later determined that no violation occurred.

E. DOMESTIC VIOLENCE IN THE WORKPLACE. The Town recognizes that domestic violence may affect workplace safety. Employees who are subject to domestic violence, harassment, stalking, protective orders, or similar circumstances that could affect the safety of the workplace are encouraged to notify their supervisor or the Town Manager so that reasonable workplace safety measures may be considered and where applicable implemented. Information concerning domestic violence shall be handled as confidentially as practicable, consistent with the Town's legal obligations and the need to protect workplace safety.

F. INVESTIGATION AND INTERIM MEASURES. Reports of workplace violence shall be promptly reviewed and investigated by the Town. During an investigation, the Town may implement temporary measures reasonably necessary to protect employees, members of the public, Town operations, or Town property, including administrative leave, temporary reassignment, modified work assignments, restricted access to Town facilities, or other appropriate actions.

G. EMERGENCY OPERATIONS. During a workplace violence incident or other security emergency, employees shall immediately follow the directions of law enforcement, emergency responders, supervisors, or other authorized Town officials.

Depending on the circumstances, employees may be directed to:

1. Shelter in place;
2. Lock down or secure a facility or work area;
3. Evacuate a building or worksite;
4. Relocate to a designated safe location; or
5. Follow other protective measures as directed.

Employees are expected to familiarize themselves with emergency procedures applicable to their work location and to participate in workplace safety or emergency preparedness training as required.

H. TRAINING. The Town may provide workplace violence prevention training to employees as appropriate for their assigned duties. Training may include recognizing warning signs of potentially violent behavior, methods for reporting safety concerns, de-escalation techniques, emergency response procedures, and other workplace safety practices. Supervisors may receive additional training regarding their responsibilities for responding to and reporting workplace violence incidents.

I. WEAPONS. Except as authorized by law, collective bargaining agreement, or departmental policy, employees shall not possess, carry, brandish, or use firearms or other dangerous weapons while engaged in Town business or on Town property in violation of applicable law or Town policy. Nothing in this policy is intended to restrict the lawful possession or use of firearms by sworn law enforcement officers acting within the scope of their official duties or by an individual whose possession of a firearm is otherwise authorized by Arizona law and applicable Town policy.

J. NO RETALIATION. The Town prohibits retaliation against any employee who, in good faith;

1. Reports a concern under this policy;
2. Requests assistance regarding a workplace safety concern;

3. Participates in an investigation; or
4. Cooperates in the resolution of a reported incident.

An employee who knowingly makes a false report or intentionally provides false information during an investigation may be subject to disciplinary actions.

K. CORRECTIVE ACTION. Violation of this policy may result in disciplinary action, up to an including termination of employment, exclusion from Town property, referral to law enforcement, or any other action authorized by law.

L. RELATIONSHIP TO OTHER POLICIES. This policy shall be administered in conjunction with the Town's policies regarding workplace harassment, ethics, employee conduct, emergency procedures, safety, drug and alcohol use, and applicable departmental policies. Nothing in this policy alters the at-will employment relationship established elsewhere in this personnel policy.

SECTION 26: CONFIDENTIALITY AND PROTECTION OF TOWN INFORMATION

A. PURPOSE. Employees of the Town of Jerome routinely have access to information that may be confidential, privileged, protected by law, or otherwise sensitive in nature. The Town is committed to conducting its business in an open and transparent manner consistent with the Arizona Public Records Law, Arizona Open Meeting Law, and all other applicable federal, state and local laws. At the same time, the Town has a legal obligation to safeguard confidential information entrusted to it. The purpose of this policy is to establish employee responsibilities for the proper use, protection, disclosure, and handling of Town information while ensuring compliance with all applicable legal requirements.

B. SCOPE. This policy applies to all Town employees, regardless of full-time, part-time, temporary, seasonal, probationary, volunteer, intern, or contract personnel status when applicable, and includes all Council-appointed employees.

C. COMPLIANCE WITH ARIZONA LAW. Nothing in this policy shall be interpreted to:

1. Restrict access to public records as required by Arizona Public Records Law;
2. Limit compliance with Arizona Open Meeting Law;
3. Prevent an employee from reporting violations of law, fraud, waste, abuse, or misconduct to an appropriate governmental authority;
4. Prohibit cooperation with law enforcement agencies, regulatory agencies, or other governmental entities acting within their lawful authority;
5. Restrict disclosures required by subpoena, court order, statute, or other legal process; or
6. Limit any employee rights protected under applicable federal or state laws or protections.

D. PUBLIC RECORDS REQUESTS. Employees shall not independently determine whether Town records are subject to public disclosure. Any request for public records, inspection of records, copies of records, or other requests made pursuant to Arizona Public Records Law shall be immediately referred to the Town Clerk or other employee designated by the Town Manager as the Town's records custodian. Only authorized personnel may release official Town records unless otherwise authorized by law.

E. CONFIDENTIAL INFORMATION. For purposes of this policy, confidential information includes information that is exempt from public disclosure, legally protected, privileged, or designated as confidential by law or Town policy, including but not limited to:

1. Personnel records and employment-related information protected by law;
2. Medical records and protected health information;
3. Criminal justice information and law enforcement sensitive information;
4. Executive Session discussions and materials protected under Arizona law;
5. Attorney-client privileged communications and attorney work product;
6. Pending litigation strategies, settlement discussions, and legal advice;
7. Information relating to active investigations;
8. Security plans, emergency response plans, and critical infrastructure information protected by law;
9. Usernames, passwords, encryption keys, access credentials, cybersecurity information, and information technology security measures;
10. Financial account numbers, payment information and other confidential financial information;
11. Procurement information that is confidential under applicable law; and
12. Any other information specifically protected from disclosure by federal law, Arizona law, court order, or Town policy.

F. EMPLOYEE RESPONSIBILITIES.

Employees shall:

1. Use confidential information only as necessary to perform their official job duties
2. Protect confidential information from unauthorized access, disclosure, alteration, or destruction;
3. Exercise reasonable care in securing paper records, electronic records, mobile devices, passwords and other Town property;
4. Discuss confidential information only with individuals authorized to receive such information;
5. Promptly report any known or suspected unauthorized disclosure, data breach, loss of records, or compromise of confidential information to their supervisor and the Town Manager.
6. Return all Town records, documents, electronic devices, identification, keys, passwords, and other Town property upon separation from employment or upon request; and
7. Comply with all applicable records retention and records destruction requirements established by Arizona Law and Town policy.

G. ELECTRONIC INFORMATION AND TECHNOLOGY. Employees shall safeguard confidential electronic information by complying with all Town technology, cybersecurity, and records management policies. Confidential Town information shall not be stored, transmitted, copied, or shared through personal email accounts, unauthorized cloud storage services, personal devices, or other unauthorized systems except as specifically authorized by the Town Manager or designee. Employees shall protect passwords, authentication credentials, and access devices and shall not share such credentials except as authorized for official Town purposes.

H. EXECUTIVE SESSION CONFIDENTIALITY. Employees who attend, participate in, or otherwise receive information from Executive Sessions conducted pursuant to the Arizona Open Meeting Law shall maintain the confidentiality of Executive Session discussions, documents, legal advice, and deliberations except as authorized by law. Unauthorized disclosure of Executive Session information may result in disciplinary action and may subject the employee to penalties provided under applicable law.

I. CONTINUING DUTY. The obligation to protect confidential information continues during and after employment with the Town. Former employees shall not disclose or use confidential information obtained during their employment except as authorized by law.

J. QUESTIONS REGARDING CONFIDENTIALITY. Employees who are uncertain whether information is confidential or may be released shall consult their Department Head, the Town Clerk, the Town Manager, or the Town Attorney, as appropriate, before disclosing the information. Employees shall not make independent legal determinations regarding the release of Town information.

K. VIOLATIONS. Violation of this policy may result in disciplinary action, up to and including termination of employment. Employees may also be subject to civil liability, criminal penalties, administrative sanctions, or other remedies provided by applicable federal or Arizona law.

L. NO PRIVATE RIGHT OF ACTION. This policy is adopted solely for the internal administration of Town operations and personnel. Nothing contained in this policy creates a contract of employment, guarantees continued employment, creates any property right or entitlement, or establishes any private cause of action against the Town, its officers, employees, or agents.

SECTION 27: TECHNOLOGY ACCEPTABLE USE AND CYBERSECURITY

A. PURPOSE. The Town provides technology systems, electronic communications, networks, devices, software, internet access, data, and information resources to support official Town business. Employees are responsible for using these resources lawfully, securely, professionally, and in a manner that protects Town operations, public records, confidential information, cybersecurity, and public trust.

B. AUTHORIZED USE. Town technology resources may be used only for official Town business and limited incidental personal use that does not interfere with work, consume significant resources, create risk, violate law, or violate Town policy. The Town may restrict or prohibit personal use at any time. Employees have no expectation of privacy when using Town technology resources, except as otherwise provided by law.

C. SECURITY REQUIREMENTS. Employees shall protect usernames, passwords, authentication codes, access cards, devices, and other credentials. Employees shall not share passwords or access credentials, bypass security controls, install unauthorized software, disable security tools, connect unauthorized devices, use unauthorized cloud storage, or access Town systems for any purpose outside the employee's assigned duties. Multi-factor authentication, encryption, security updates, and other safeguards required by the Town must be used when directed.

D. PUBLIC RECORDS, RETENTION, AND CONFIDENTIALITY. Electronic communications, text messages, emails, files, photographs, recordings, databases, and other electronic records created, received, or maintained in connection with Town business may be public records and must be retained, produced, or destroyed only in accordance with Arizona law, Town records-retention schedules, litigation holds, public records procedures, and Town policy. Employees shall not use personal accounts, personal devices, or unauthorized messaging platforms to conduct Town business unless expressly authorized and subject to records-retention requirements.

E. PROHIBITED USES. Employees shall not use Town technology resources to access, create, transmit, store, or display harassing, discriminatory, threatening, obscene, malicious, fraudulent, politically campaign-related, commercial, or otherwise inappropriate materials. Employees shall not use Town systems for personal business, outside employment, unauthorized fundraising, gambling, cryptocurrency mining, unauthorized recordings, copyright infringement, or any activity that creates security, legal, reputational, or operational risk to the Town.

F. CYBERSECURITY INCIDENT REPORTING. Employees must promptly report suspected phishing, malware, ransomware, lost or stolen devices, unauthorized access, accidental disclosure, suspicious system activity, compromised passwords, misdirected emails, data breaches, or other cybersecurity concerns to their supervisor, the Town Manager, and the Town's designated technology or security contact. Employees shall not attempt to investigate, delete, conceal, or remediate a suspected incident unless directed by authorized personnel.

G. MONITORING AND ACCESS. To the extent permitted by law, the Town may monitor, access, review, preserve, disclose, or audit use of Town technology resources, including emails, internet activity, files, devices, logs, systems, and communications, for legitimate business, security, legal, records-management, disciplinary, or operational purposes. Employees must cooperate with authorized audits, investigations, public records searches, litigation holds, and security reviews.

H. TRAINING AND COMPLIANCE. Employees may be required to complete cybersecurity, records-management, confidentiality, privacy, acceptable-use, and phishing-awareness training. Failure to comply with this policy, security requirements, records obligations, or lawful instructions regarding Town technology may result in suspension of access, corrective action, disciplinary action up to and including termination, and referral to law enforcement or regulatory authorities when appropriate.

Town of Jerome Personnel Policies

current thru May 2022

TOWN OF JEROME PERSONNEL POLICIES

SECTION 1: GENERAL PROVISIONS

A. Purpose. The Town of Jerome adopts these Personnel Policies to establish a personnel system that (1) provides a lawful structure for attracting, retaining and developing competent, cooperative and responsive employees; (2) establishes an organizational framework in which personnel actions are free of unlawful and political considerations; and (3) formulates fair and consistent standards for personnel administration.

B. NO CONTRACT. EMPLOYMENT WITH THE TOWN IS "AT-WILL". EITHER THE TOWN OR ANY EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP FOR ANY REASON OR FOR NO REASON AT ALL. THESE PERSONNEL POLICIES DO NOT CREATE AN EMPLOYMENT CONTRACT OR GUARANTEE EMPLOYMENT TO ANY EMPLOYEE. NO INDIVIDUAL OR REPRESENTATIVE HAS THE EXPRESS OR IMPLIED AUTHORITY TO ENTER INTO ANY AGREEMENT TO THE CONTRARY. BY SIGNING THE ACKNOWLEDGEMENT OF RECEIPT OF THESE PERSONNEL POLICIES, THE EMPLOYEE ACCEPTS AND AGREES TO THE "AT-WILL" EMPLOYMENT RELATIONSHIP DESCRIBED IN THIS PARAGRAPH.

C. Rules Subject to Change. These Personnel Policies are subject to change at any time at the discretion of the Town Council.

D. Severability. Should any article, paragraph, sentence, clause or phrase of these personnel policies (or application of same to any circumstance, group or individual) be declared illegal, unconstitutional or invalid for any reason, the remainder of these policies shall not be affected.

SECTION 2: APPLICABILITY

These Personnel Policies shall apply to all Town employees, whether full-time, part-time, permanent, temporary or emergency employees, unless otherwise expressly provided in these Policies. These Personnel Policies shall not be applicable to members of the Town Council, its boards and commissions or to contract officials.

SECTION 3: EQUAL OPPORTUNITY EMPLOYER

The Town of Jerome is an equal opportunity employer. It is the policy of the Town that decisions regarding recruitment, hiring, compensation, benefits, transfers, training, promotions, layoff, recall and other employment decisions shall be made on the basis of the qualifications of applicants and employees without regard to race, religion, color, age, sex, national origin, veteran's status, or non-disqualifying disability.

SECTION 4: DEFINITIONS

"Adverse personnel action" means verbal or written warnings, suspension with or without pay, and/or demotions, but not terminations.

"Council-appointed employee" means any one of the following: Town Manager, Chief of Police, and Town Clerk.

"Contract official" means any of the following: Town Attorney, Town Magistrate, Town Engineer and any other independent contractor providing services pursuant to a written contract. This term does not include employees who may have a written employment contract with the Town.

"Emergency employee" means an employee hired by the Town Manager for up to ten (10) working days without regard to minimum qualifications of the position or examination.

"Essential functions of a job" means the fundamental duties of the position and is characterized by the fact that the job exists to perform the function.

"Full-time employee" means an employee hired to work forty (40) hours each week on a regular basis and for an indefinite period of time.

"He" includes "she"; "his" includes "hers."

"Lateral Reclassification" is a change to a job description at the same level without an accompanying salary adjustment.

"Part-time employee" means an employee working less than forty (40) hours per week.

"Promotion" is a change to a job description at a higher grade level, normally with an accompanying salary increase.

"Provisional employee" means an employee who does not meet the minimum training and experience qualifications for a particular position and who is considered a "trial employee" until such time as he meets the minimum requirements of the position, as determined by the Town Manager.

"Reclassification" occurs when an employee changes job description.

"Regular employee" means an employee who has successfully completed a trial period. A regular employee may be either a full-time employee or a part-time employee.

"Temporary assignment" means an assignment of a current employee on a temporary basis to a position other than is normally covered by his job description.

"Temporary employee" means an employee hired to work for the duration of specific projects or assignments, either part-time or full-time for a period not to exceed ninety (90) calendar days.

"Town" means the Town of Jerome.

"Town Council" or "Council" means the Town Council of the Town.

"Transfer" is when an employee moves from one department to another within the Town.

"Trial employee" means an employee serving a trial period.

"Trial period" means, for all employees except employees of the Police Department, the first six - months of employment with the Town; for employees of the Police Department, the first twelve months of employment with the Town. The term "trial period" includes any extension of the initial trial period.

SECTION 5: RECRUITMENT AND HIRING

A. Employment: Only the Town Manager is authorized to hire Town employees, except for Council-appointed employees. The Town Manager and Department Heads will review applications on file, seek new additional applications, if necessary, and arrange for applicants to be interviewed. The hiring of Police personnel shall be by joint decision of the Police Chief (with regard to law enforcement qualification and needs of the Police Department) and the Town Manager (with regard to budgetary, employee salary, and human resources matters of the Town). The Police Chief and Town Manager may both be involved in interviews and research of police officer applicants.

B. Promotions and Transfers: It is the policy of the Town to promote from within when practical and feasible. Vacant positions within a department should generally be filled in the following order of preference: First consideration should be given to promotion of a qualified employee within the department; second consideration should be given to promotion of a qualified employee from another department of the Town.

C. Job Descriptions: The Town Manager or his designee shall prepare job descriptions for all job positions in the Town. Job descriptions shall set forth the job duties and responsibilities of the position, essential functions of the job, minimum qualifications and required knowledge and skills. The addition of new classes of job positions shall require approval by the Town Council.

Classes of Job Positions:

1. Regular full-time employees
2. Regular part-time employees
3. Trial employees
4. Provisional employees
5. Temporary employees
6. Emergency employees

D. Procedures for Posting and Filling Job Openings:

1. Except for Council-appointed employees, all employment openings shall be submitted to the Town Manager as soon as the need is known.
2. Applications for Employment: The Town will maintain employment applications to be completed by applicants. The Town Manager may reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position. Defective applications may be returned to the applicant with notice to amend the same, providing the time limit for receiving applications has not expired. No question in any application form shall be so framed as to attempt to elicit information concerning race, color, sex, age, national origin, or religious or political opinion or affiliations of an applicant.
3. Applications will be kept on file by the Town for a period of six months.

E. Internal Posting of Job Openings: All vacancies will be publicized for internal applicants only prior to solicitation to the general public. All vacancies will be posted for internal applicants only for three (3) working days.

1. The Town Manager will make available information on employment to all Town departments and shall post vacancies on the Town Hall bulletin boards. Vacancy announcements shall specify the title and pay for the positions, minimum qualifications and the date the vacancy will be advertised to the general public if not filled internally.
2. Existing employees interested in a vacant position shall complete an application and submit it as required in the notice prior to the date of public advertisement.

F. Method of Filling Vacancies from the General Public: When a vacancy is not filled through existing employees or applications on file, the Town will conduct an appropriate search.

1. The Town Manager will make information on employment openings available to the public and all other Town departments and shall post vacancies on the Town Hall bulletin boards and may advertise vacancies locally, state-wide, or nationally. Vacancy announcements shall specify the title and pay for the positions, minimum qualifications, the closing date, and instructions concerning where to file an application.
2. The hiring procedure may include review of applications, interviews of qualified applicants by supervisors and/or the Town Manager, and a final decision regarding the hiring of an applicant by the Department Head, as may be approved by the Town Manager.

G. Minimum Qualifications: The minimum qualifications for a job position shall be reasonably related to the duties of the position.

H. **Background and Criminal Checks:** The Town of Jerome reserves the right to perform background and criminal record checks on all new employees. Any employee required to drive or operate a Town vehicle shall provide his Department of Motor Vehicle record at his own expense.

I. **Examinations and Testing:**

1. **Physical examination:** If required by a job description, a prospective employee shall, as the last stage in the application process, undergo a physical examination and submit a statement of health prior to commencement of employment.
2. **Police Department examinations and testing:** All applicants for positions with the Police Department shall be required to pass an examination given by the Chief of Police. The Chief of Police shall be responsible for setting all qualifications and requirements and for the filling of all sworn positions in accordance with AZPOST standards. The selection techniques used in the examination process shall be impartial, of a practical nature, and relate to those subjects which, in the opinion of the Chief of Police, fairly measure the relative capacities of the class to which an applicant seeks to be appointed. Examinations shall consist of selection techniques which will test fairly the qualifications of candidates such as, but not necessarily limited to, achievement and aptitude tests, other written tests, personal interviews, performance tests, physical agility, evaluation of daily work performance, work records, medical tests, or any combination of these or other tests.
3. **Notification of Examination Results:** Each candidate who undergoes an examination shall be given written notice of the results, including the candidate's final earned score and/or rank on the employment or promotion list.
4. **Review of Examination Papers:** Any candidate shall have the right to inspect his own examination papers within five working days after the date the exam was scored. Any error in computation shall be corrected.

SECTION 6: EMPLOYMENT

A. **AT-WILL EMPLOYMENT:** ALL EMPLOYEES OF THE TOWN ARE "AT-WILL" EMPLOYEES. EITHER THE TOWN OR ANY EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP FOR ANY REASON OR FOR NO REASON. NOTHING IN THESE PERSONNEL POLICIES SHALL BE INTERPRETED TO BE A STATEMENT OF CONTRACTUAL RIGHTS OR TO CREATE A CONTRACT OF EMPLOYMENT, WHETHER EXPRESS OR IMPLIED.

B. **Provisional Appointment:** A provisional appointment of an employee may be made even if the employee does not meet the minimum training and experience qualifications for a particular position. The employee who has received a provisional appointment shall be a trial employee until such time as he meets the minimum requirements of the position, as determined by the Town Manager.

C. **Trial Period:** The trial period is a part of the testing process and shall be utilized for closely observing the trial employee's work and for securing the most effective adjustment of a trial employee to

the position. All appointments, except as otherwise provided in these Policies, shall be subject to a trial period of six (6) months. The Town Manager may establish a longer trial period for specified classes of employees. The trial period for police officers shall be one year. The trial period of a trial employee may be extended three additional months by the Town Manager. During the trial period, the employee may be subject to monthly reviews and a heightened level of supervision.

D. **Seasonal Appointment:** When conditions of employment such as summer work or other seasonal variations warrant, the Town Manager may compensate hourly or salaried employees at an hourly rate of pay. Such hourly rates shall be established by the Town Manager.

E. **Part-Time Employees:** Part-time employees shall be paid an hourly rate for the number of hours worked. Part-time employees are not eligible for sick leave and do not accrue vacation leave, except as set forth in Section 13(D) of these Personnel Policies.

F. **Temporary Employees:** If the Town Manager determines in writing that a temporary employee is needed by the Town, he may hire a temporary employee for a period of not more than ninety (90) calendar days, plus one extension not to exceed ninety (90) calendar days. Temporary employees are not eligible for paid sick leave, holidays, vacation leave or insurance benefits, except for worker's compensation. Hiring temporary employees shall not be used to circumvent the normal recruitment process of the Town.

1. A temporary employee who was appointed after advertising to the general public shall be eligible for consideration for a regular position through internal recruitment.
2. A temporary employee who was appointed without advertising to the general public shall be ineligible for consideration for a regular position through internal recruitment.

G. **Temporary Assignment:** Upon the approval of the Town Manager, an employee may be assigned, on a temporary basis, to a higher position than that normally covered by his job description. While on temporary assignment, the employee shall be paid at the rate of the new position or an increment of ten percent (10%), whichever is greater.

H. **Emergency Employees:** To insure job coverage in emergency situations, the Town Manager may hire an emergency employee for up to ten (10) working days without regard to minimum qualifications of the position or examination. NO emergency employee shall work more than sixty (60) days in any twelve (12) month period. Emergency employees are not eligible for paid sick leave, holidays, vacation leave or insurance benefits, except for worker's compensation. Emergency employees are not eligible for merit increases.

SECTION 7: CONDITIONS OF EMPLOYMENT

A. **Loyalty Oath:** All employees are required to sign a loyalty oath as required by state law.

B. **Political Activity Prohibited:** Town employees may be a member of a political party, attend political meetings, cast votes in elections and contribute money to a political party or candidate. Except as herein

provided, employees are prohibited from engaging in any political activity relating to Town elections or taking part in Town political issues beyond the private expression of personal opinion, registering to vote, and voting in any special, primary, or general election. No employee in his official capacity with the Town shall solicit any contributions in cash or services from any Town employee to support any candidate for public office.

Town employees may not serve as members of Council while employed by the Town of Jerome; however, volunteer firefighters who receive per call pay from the town of Jerome may serve as Council members, provided that they refrain from voting if and as required by title 38 of the Arizona Revised Statutes.

C. **Residence Requirement:** All employees are required to live within one hour driving time of their place of work. Other residency requirements are set forth in Section 3-1-1 of the Jerome Town Code.

D. **Fitness for Duty Examinations:** The Town may require a fitness for duty examination by a physician selected by the Town at any time after employment. The Town will pay all reasonable costs associated with fitness for duty examinations in accordance with the current budget. Prior to employment, the Town may only require a fitness for duty examination as the last stage in the application process. All examinations shall be conducted with the prior consent of the employee. Failure to grant consent may result in an adverse employment action.

SECTION 8: COMPENSATION PAY PLAN

A. **Preparation of Plan:** The Town Manager shall prepare a pay plan covering all job positions in the Town for consideration by the Town Council.

B. **Adoption, Amendment, or Revisions of the Plan:** The Town Council shall adopt a pay plan for all job positions in the Town and may amend the pay plan in its discretion and in accordance with the adopted budget of the Town.

C. **Application of Rates:** Town employees shall be paid compensation in accordance with the pay plan. The lowest rate of pay designated for a position shall normally be paid upon appointment to the position. Initial compensation at a rate higher than the minimum rate for the position must be approved by the Town Manager.

D. **Employee Evaluations:** Department directors, or, in the case of Council-appointed employees, the Town Council, shall review with each employee monthly during the trial period and annually in April of each year thereafter, the employee's performance and the responsibilities, duties, and skill required to successfully perform the employee's duties. An evaluation form shall be completed and signed and dated by the employee and supervisor. A copy of the evaluation shall be made available to the employee upon request. Evaluations shall be maintained in the employee's personnel file. The Town Manager will be responsible for the administration of this program and will perform a continual review of each job position.

E. Merit Increases: Advancement shall not be automatic but shall depend upon increased service value of an employee to the Town as exemplified by the recommendation of the employee's supervisor, performance record, special training undertaken, or other pertinent evidence, within the advancement policy established by the pay plan.

F. Timing of Merit Increases: Each Employee is eligible for a merit increase after completion of the trial period. Annual increases shall be based on the employee's merit, on the availability of funds, and upon approval of the Town Manager. The Town Manager must approve all changes of status involving salary or position changes.

G. Compensation Adjustments: Any adjustment shall be a percentage of the total budget for salaries and shall be dispersed to each respective employee based on the summary evaluation rating of that employee's annual performance review. If an increase or decrease is recommended, it shall be based on the following formula:

Increase: Rating 1= Whole Increase
 Rating 2 = 75%
 Rating 3 = 25%
 Rating 4 = 0 and may suggest possible termination

Decrease: Rating 1= No Decrease
 Rating 2 = 25%
 Rating 3 = 75%
 Rating 4 = 100%

H. Clothing allowance and uniforms: Clothing and uniform allowances, if any, shall be set by the Town Manager, or by Police Department Policy as related to Police Department matters, and shall be within the adopted budget amount.

SECTION 9: HOURS OF WORK AND WORK WEEK

A. An eight hour work day, forty hour week, is basic for most Town departments. Hours in certain departments may be scheduled to meet operation requirements.

B. The standard work week begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. The standard work period for the Fire and Police Department Public Safety Personnel is established by department policy and in compliance with the Fair Labor Standards Act.

C. A rest period of fifteen minutes will normally be provided during each half of an eight hour shift for all employees. Break times will be scheduled and monitored by the immediate supervisor.

D. Employees shall be in attendance at their work in accordance with the policy regarding hours of work, holidays, and leaves. All departments will keep daily attendance records of employees, which shall be reported to the Town Manager. Failure of an employee, absent without leave, to return to duty within 48 hours shall be cause for immediate discharge.

SECTION 10: OVERTIME COMPENSATION

- A. The provisions in this section apply to non-exempt employees only, as that term is defined in the Fair Labor Standards Act. Overtime shall be paid in accordance with the Fair Labor Standards Act.
- B. Overtime shall be paid to non-exempt employees after forty (40) hours worked in any week. Leave hours shall not be considered to be "hours worked" for purposes of determining overtime compensation.
- C. Work shall be organized so that overtime is avoided except in extreme or emergency conditions, and then should be kept to a minimum. All overtime shall receive prior approval of the Town Manager or Police Chief, as to Police Department employees, after consultation with the Town Manager to determine whether funding is available for the overtime.
- D. When an employee is required to work overtime, he will receive one and one-half hours of compensatory time off for each hour of overtime worked. Overtime pay instead of compensatory time may be granted at the discretion of the Town Manager or Police Chief. Compensatory time may not be accumulated beyond ninety (90) days after the pay period in which the overtime compensatory time was earned, without approval of the Town Manager or Police Chief. Overtime hours will be calculated in compliance with the Fair Labor Standards Act.
- E. Refusal to work overtime when required shall be grounds for disciplinary action.
- F. Police Officers shall comply with overtime compensation policies as established by departmental work periods in compliance with the Fair Labor Standards Act.

SECTION 11: LEAVE

A. Paid Time Off

- 1. Purpose. The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, medical appointments, school, volunteerism, and other activities of the employee's choice.
- 2. Applicability. Regular full-time employees and employees of the municipal court will accrue PTO in accordance with this policy from its effective date forward. Paid Time Off will replace all vacation and sick time that was allotted under prior policies, except for hours accrued prior to January 1, 2014. (See paragraph 5, "Carryover of Accrued Leave Time," below.) Temporary employees and part time employees are not eligible to accrue PTO, except as specified herein.
- 3. General Provisions.
 - a. PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank.

- b. Eligibility to accrue PTO at the accrual rates specified in Sections 11 (A)(4) and 11 (A)(5) is contingent on the employee either working or utilizing paid leave for the entire bi-weekly pay period. In pay periods during which unpaid leave or short term or long term disability is taken, PTO will accrue at the rate of one hour for every 30 hours worked. For example, if an employee who typically works 80 hours in a pay period takes unpaid time off, but still works 15 hours in the pay period, the employee would receive 0.5 hours of PTO. Employees utilizing accrued PTO leave will continue to accrue PTO at the accrual rates specified in Sections 11 (A)(4) and 11 (A)(5) during their absence.
 - c. Town-recognized holidays that occur during an employee's PTO leave will not be counted against PTO leave.
4. Accrual of PTO hours – Regular full-time employees. Each regular full-time employee will accrue PTO bi-weekly in hourly increments according to the following schedule, based on a 40-hour work week:

After 60 full days of service: 88 working hours per year, earned at a rate of 1.69 hours for each full work week in a calendar year. For employees hired after July 1, 2017, this accrual shall begin at the inception of employment.

After two full years of service: 128 working hours per year, earned at a rate of 2.46 hours for each full work week in a calendar year.

After five full years of service: 192 working hours per year, earned at a rate of 3.69 hours for each full work week in a calendar year.

After ten full years of service: 220 working hours per year, earned at a rate of 4.23 hours for each full work week in a calendar year.

After fifteen full years of service: 250 working hours per year, earned at a rate of 4.81 hours for each full work week in a calendar year.

For regular full-time employees, a "full year of service" is 12 months of full-time service, calculated from the first day of full-time employment.

5. Accrual of PTO hours – Municipal Court employees. For the purposes of this section, the Town of Jerome acknowledges that employees of the municipal court work full time during the hours that the court offices are open. Each employee of the municipal court, other than employees working under separate contract, will accrue PTO bi-weekly in hourly increments according to the following schedule, based on a 24-hour work week:

After 60 full days of service: 53 working hours per year, earned at a rate of 1.02 hours for each full work week in a calendar year. In the event that an employee works more than 30 hours in any given week, additional PTO shall be accrued for that week at the rate of 0.033

hour for each hour worked above 30. For employees hired after July 1, 2017, this accrual shall begin at the inception of employment.

After two full years of service: 77 working hours per year, earned at a rate of 1.48 hours for each full work week in a calendar year.

After five full years of service: 115 working hours per year, earned at a rate of 2.21 hours for each full work week in a calendar year.

After ten full years of service: 132 working hours per year, earned at a rate of 2.54 hours for each full work week in a calendar year.

After fifteen full years of service: 150 working hours per year, earned at a rate of 2.88 hours for each full work week in a calendar year.

For municipal court employees, a "full year of service" is 12 months of service averaging 24 hours per week, calculated from the first day of employment.

6. Use of Paid Time Off

- a. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, required jury duty, family medical leave and military service leave.
- b. To take PTO requires advance approval by the employee's supervisor and the Town Manager, unless the PTO is used for legitimate, unexpected illness or emergencies, or scheduled medical and/or dental appointments.
- c. PTO leave for the Town Manager, other than PTO used for legitimate, unexpected illness or emergencies, or scheduled medical and/or dental appointments, must be approved by the Mayor and/or Vice Mayor.

7. Carryover of accrued leave time

- a. Any vacation leave and sick leave accrued prior to the effective date of this policy will carry over, in excess of the PTO policy, in accordance with the Town's policies as of the employee's hire date. Leave time taken will be charged first to any prior accrued balances.
- b. Each employee may carry over unused accrued PTO into a new calendar year. No employee may carry over more than 480 hours of PTO leave into the succeeding year. Any hours exceeding 480 will be paid out to the employee at the end of the calendar year at 60% of the employee's current rate of pay.

8. Leave without notice. Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

9. Donation of Paid Time Off. Donations of PTO from one employee to another will be permitted under the following conditions:

- Requests for donation of PTO must be made in writing on a form to be provided by the Town Manager.
- Donated hours may be used only for legitimate medical or other emergencies involving the employee or his/her immediate family, as determined by the Town Manager.
- Recipient must have utilized all of his/her available PTO.
- Donated hours are not subject to reimbursement by the Town.
- Donor may not donate more than 50% of his or her available PTO bank.
- Donated hours must be approved by the supervisors of both donor and recipient, and by the Town Manager.
- Donor must have a PTO balance exceeding 80 hours. Only PTO hours exceeding 80 will be available for donation.

10. Buyback by Town of unused PTO

- a. Employees may, at their option, receive reimbursement during December of any year for up to 50% of their accrued PTO, up to a maximum of 40 hours. Requests for same must be made in writing no later than November 1 of that year.
- b. At the end of employment with the Town, employees will be paid for 60% of the PTO remaining in their time bank, up to a maximum payout of 180 hours. If an employee who separates from the Town is re-hired within nine months of separation, and if at separation, the employee was paid for less than 40 hours of the PTO remaining their time bank, the employee shall have reinstated the difference between the hours paid and (a) 40 hours or (b) the amount of leave in the employee's PTO time bank at the time of separation, whichever is less. For example, if, at the time of separation, an employee had 60 hours of PTO in her or his time bank, the employee would have been paid for 36 hours of PTO upon separation. If the employee is reinstated within nine months of separation, four hours of PTO would be reinstated to the employee's time bank. As another example, if, at the time of separation, an employee had 24 hours of PTO in her or his time bank, the employee would have been paid for 14.4 hours upon separation. If the employee is reinstated within nine months of separation, 9.6 hours of PTO would be reinstated to the employee's time bank.

- c. If an employee has used PTO time not yet accrued, and employment terminates, the PTO taken will be deducted from the employee's final paycheck.

B. Workmen's Compensation

Employees are covered by the Town under the Arizona State Workmen's Compensation Act against most injuries and illnesses occurring in the course of Town employment. The law provides for payment of medical expenses and under certain circumstances, compensation for loss of income. To establish entitlement, it is mandatory that every job related injury or illness, regardless of the severity, be immediately reported to the employee's supervisor and a written report prepared and submitted to the Town Manager. Workmen's Compensation benefits, except for payment of medical expenses, shall not be paid for the first seven (7) days after injury or illness. If the disability extends beyond the seven-day period, Workmen's Compensation benefits shall begin on the eighth day. If this continues beyond the thirteenth day, Workmen's Compensation benefits shall be computed and made retroactive to the date of injury or illness. These are standards set by State law, and may be modified from time to time.

C. Military Leave

Military leave shall be granted in accordance with the provisions of State and Federal law. All employees entitled to military leave shall give their supervisors an opportunity, within the limits of military regulation, to determine whether such leave shall be taken.

D. Leave of Absence without Pay

The Town Manager may grant any employee a leave of absence without pay for not more than three months. Failure of an employee on leave to report promptly upon expiration of leave shall be cause for discharge. No PTO benefits will accrue during periods of leave without pay. The employee may, at his or her expense, maintain insurance benefits during a period of approved leave without pay.

E. Jury Leave

Every employee of the Town who is called or required to serve as a juror shall be entitled to be absent from his duties with the Town during the period of such service or while necessarily being present in court as a result of such call.

1. Jury leave covers only time spent while actually engaged on jury duty and no provision is made or intended to cover payment of lost time outside of jury hours.
2. Each employee is expected to report daily to work before and after jury service when possible, in order to give as much attention as possible to his regular duties.
3. All pay received by an employee for serving on jury duty will be deposited with the Town Manager. The employee will receive regular pay from the Town. Reimbursement for mileage by the Court need not be reported to the Town. The employee will thus receive his/her regular rate of pay. This procedure prevents payment from two public bodies for the same amount of time in the public service.

F. **Administrative Leave.** Administrative leave is a privilege, granted solely at the discretion of the Town Manager. Approval or denial of a request for such leave is not subject to appeal. Administrative leave shall be permitted for the following:

1. Appearance in court as a witness in the employee's own defense.
2. Attendance at an authorized instruction directly related to the employee's duties.
3. Other work-related purposes, at the sole discretion of the Town Manager.

G. **Bereavement Leave**

1. Following the death of an immediate family member, a regular, provisional or trial employee may be granted bereavement leave. Immediate family shall be defined to include mother, father, mother-in-law, father-in-law, spouse, domestic partner, civil union partner (as based on the State of Celebration), child, stepchild, grandchild, grandparent, niece, nephew, aunt or uncle.
2. Bereavement leave may be granted by the Town Manager for up to three days for in-state funerals, and up to five days for out-of-state funerals. In the event of the death of a spouse, domestic partner, civil union partner (as based on the State of Celebration), child or stepchild, up to five days of leave shall be granted for in-state funerals, and up to seven days for out-of-state funerals.

H. **Maternity/paternity Leave.** Maternity/paternity leave with pay shall be granted to all regular full-time employees immediately following the birth or adoption of a child. Maternity/paternity leave with pay shall not be granted to regular part-time, provisional, temporary, and emergency employees. Maternity/paternity leave is not a form of additional vacation leave. Maternity/paternity leave for eligible employees is available only to employees who have completed at least one year of full-time employment with the Town, exclusive of the trial period. Maternity/paternity leave with pay is limited to a period of two weeks. At the request of the employee, and with the consent of the Town Manager, an additional ten weeks of unpaid leave may be granted. Accrued vacation and/or PTO leave may be used for maternity/paternity leave. In order to receive compensation while on maternity leave, the employee shall notify the Town Manager as soon as possible prior to beginning the leave period.

I. **Family Medical Leave (Federal).** Under the Federal Family Medical Leave Act (FMLA), eligible employees of the Town of Jerome may take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

1. **Eligibility**

An employee who has worked for the Town of Jerome for at least twelve (12) months (whether or not consecutive) and for at least 1,250 hours during the previous twelve (12) months is entitled to take Family Medical Leave under the circumstances described herein.

2. Length and Purpose of Leave

Eligible employees may take Family Medical Leave as follows:

- a. Up to twelve workweeks of leave during a forward looking 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- b. Up to twenty-six work weeks of leave during a forward looking 12-month period to care for a covered military service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

The most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate the employee or the employee's family member for more than three consecutive days and require ongoing medical treatment;
- Chronic conditions that cause occasional periods when the employee or the employee's family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

A "forward looking 12-month period" is defined by the Town of Jerome to be the 12-month period going forward from the first day of any Family Medical Leave used by an employee.

Family Medical Leave need not be taken all at one time. It may be taken on an intermittent basis or used to reduce your work schedule during the period of the serious illness, if there is a medical need for such leave and that need can best be accommodated through an intermittent or reduced leave schedule. An employee needing intermittent Family Medical Leave or a reduced schedule must attempt to schedule the Leave so as not to disrupt the operations of the Town of Jerome. The Town of Jerome may assign the employee to an

alternative position with equivalent pay and benefits that better accommodates the employee's intermittent leave or reduced schedule.

3. Payment for Family Medical Leave (FMLA). Family Medical Leave will be unpaid unless the employee chooses to use accrued paid vacation time, sick leave and / or paid time off (PTO). Employees have the right to use any amount of accrued, unused paid leave for any part of the 12-week period. However, accrued paid leave may not be used to extend FMLA Leave. FMLA Leave will run concurrently with absences from work covered by workers' compensation and disability plans.
4. Notices. Employees are required to give reasonable notice of the need to take FMLA Leave to the Town of Jerome when it is foreseeable. "Reasonable notice" means notice that is given as soon as is practicable. If the necessity for Family Medical Leave is based on planned medical treatment, the employee must provide at least thirty (30) days' notice and make a reasonable effort to schedule the treatment so as to not unduly disrupt the Town's operations, subject to the approval of the health care provider.
5. Certifications.
 - a. The Town of Jerome requires that any Family Medical Leave request that is based on the serious illness of an employee or family member, or that is for an intermittent or reduced schedule, be supported by the certification of a health care provider on the form provided by the Town of Jerome for that purpose. Copies of the Certification of Health Care Provider form are available from the finance department. A re-certification of the need for leave will be required every thirty (30) days or at the end of the predicted minimum period of absence (whichever is later) in order to establish the continuing need for Family Medical Leave.
 - b. Any employee returning to work following Family Medical Leave taken due to the employee's serious illness must first present certification from his or her health care provider indicating that he or she is able to return to work.
6. Updates While On Leave. Any employee on Family Medical Leave must report to the Town of Jerome periodically, but at least once per month, regarding his/her status and intent to return to work. Additionally, an employee must notify the Town of Jerome as soon as possible when he/she is able to return to work so that the organization may make the appropriate arrangements to reinstate the employee.
7. Return from Leave. Upon returning from leave, an employee will be returned to his/her previous position, or a comparable position with equal pay, benefits, seniority, and other terms and conditions of employment, and will be credited for benefits and other terms and conditions of employment during the time they were on Family Medical Leave, unless one of the following exceptions applies.

- If, during the period of Family Medical Leave, the Town of Jerome would have ended the employee's employment or the employee would have been laid off for reasons unrelated to the leave, the Town of Jerome will not reinstate the employee to his/her previous position.
- If the employee performed unique services and hiring a permanent replacement during the leave was necessary to prevent substantial and grievous economic injury to the Town of Jerome, the Town will notify the employee of the Town of Jerome's intent not to reinstate him/her after the expiration of his/her Family Medical Leave.

J. Sick Leave.

1. All employees not eligible for Paid Time Off (PTO) shall earn sick leave at the rate of one hour accrued for every 30 hours worked, up to a maximum of 40 hours per year, beginning July 1, 2017 or at the inception of employment, whichever is later.
2. Sick leave may be used as soon as it is accrued. Any accrued, unused sick leave, up to 40 hours at the end of a calendar year, shall be rolled over to the following year; however, employees not eligible for PTO may use only 40 hours of sick leave per year.
3. A request to use earned paid sick leave may be made orally, in writing, by electronic means, or by any other means acceptable to the employer. When possible, the request to use earned paid sick time must include the expected duration of the absence. When foreseeable, an employee must make a good faith effort to provide notice of the need to use earned paid sick leave in advance and should schedule the leave in a manner that does not unduly disrupt the employer's operations.
4. Sick leave shall be used for any reason permitted under Arizona's paid sick time laws, including:
 - a. The employee's own physical or mental illness;
 - b. Care for the employee's family member who has a physical or mental illness;
 - c. A public health emergency;
 - d. Absence due to domestic violence, sexual violence, or stalking of the employee or the employee's family member.
5. The Town Manager may, after three (3) or more consecutive work days of paid sick leave used, require reasonable documentation from the employee that the earned paid sick time was used for purposes permitted by Arizona's earned paid sick time laws.
6. Misuse of sick leave is cause for disciplinary action.

7. Unused sick leave is not subject to buyback by the Town and will not be compensated at the end of employment.
8. Any employee who separates employment with the Town, and is re-hired within nine months of separation, shall have any unused, accrued sick time reinstated, up to a maximum of 40 hours.
9. Employees earning Paid Time Off (PTO) are not eligible to accrue sick leave in addition to PTO, as sick leave is accounted for in PTO.

SECTION 12: HOLIDAYS

- A. All full-time and regularly scheduled part-time personnel are given the following paid holidays:

New Year's Day	January 1
Martin Luther King Day	January
President's Day	February
Memorial Day	May
Juneteenth*	June 19
Independence Day	July 4
Labor Day	September
Veteran's Day	November
Thanksgiving Day	November
Day after Thanksgiving	November
Christmas Day	December 25

** Approved by Council on 5/10/22*

- B. When a holiday falls on a Saturday, the preceding workday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. For employees working Monday thru Thursday, when a holiday falls on a Friday, it will be considered a "floating holiday" and may be taken on any day selected by the employee, subject to approval by the Town Manager.

- C. Police Department or other emergency personnel may be required to be on duty on holidays as set forth in the Police Department Policies and Procedures Manual.

- D. If a holiday occurs while on Paid Time Off, the day will be paid as a holiday and not as PTO.

- E. Holiday pay is computed and paid on the employee's typical scheduled work day. An employee's typical scheduled work day will be determined as of the effective date of this policy, or at the time of hiring, whichever is later, and will be recalculated if the employee's scheduled hours change.

- F. Additional holidays may be declared from time to time by the Town Council.

SECTION 13: DISCIPLINE

A. Council-appointed employees: The following employees shall serve at the pleasure and at the will of the Town Council and may be disciplined or removed at any time by the Town Council, with or without cause, without a statement of reasons, and without right of appeal or grievance. However, at the request of the employee, a statement of reasons for dismissal, if any, will be provided.

1. Chief of Police
2. The Town Clerk
3. The Town Manager
4. Such other positions as the Town Council shall designate from time to time.

B. Disciplinary action taken for violations of these Personnel Policies may result in rejection of a personnel application and/or adverse personnel action, as defined in Section 4, above. Every allegation of misconduct and alleged violation of these Policies shall be investigated.

C. Grounds for adverse personnel actions include, but are not necessarily limited to, the following:

1. Falsification of application for employment;
2. Unauthorized absenteeism;
3. Unauthorized tardiness;
4. Malingering;
5. Insubordination;
6. Conviction of crime involving moral turpitude;
7. Incompetence;
8. Participating in prohibited political activities;
9. Discrimination or failure to abide by Equal Employment Opportunity regulation;
10. Any action, on or off the job, bringing discredit to the Town;
11. Drug and/or alcohol abuse;
12. Violation of any sections of these regulations, Town ordinances or State or Federal law;
13. Negligence;
14. Two written reprimands or other disciplinary actions in twelve (12) consecutive months;
15. Other reasons deemed valid by Town officials;
16. Sexual harassment;
17. Such other act, error, or omission detrimental to the mission of the Town;
18. Discourtesy to another employee or member of the public;
19. Gambling, drinking intoxicating liquor or beer, or taking non-prescription illegal drugs, and disorderly conduct of any kind are forbidden during working hours and breaks;
20. Theft, destruction, or abuse of Town property or money; or
21. Violation of Police Department policy or procedure by a police officer.

NOTHING IN THIS PARAGRAPH C IS INTENDED TO OR DOES MODIFY THE "AT- WILL" EMPLOYMENT RELATIONSHIP DESCRIBED IN SECTION 1, PARAGRAPH B OR SECTION 6, PARAGRAPH A. THE TOWN MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON.

D. Procedure. A typical progressive sequence of disciplinary actions which may, but is not required to, be used by the Town may include the following:

1. Counseling.

Counseling in a broad sense includes any informal discussion with an employee designed to assist him to fully develop his skills and abilities. Usually, the Department Head counsels the employee. The discussion may clarify standards, evaluate the employee's strengths and weaknesses, seek information, or solve problems. When there is a discipline problem, counseling is usually the first action taken to assist the employee in clarifying and remedying the problem. Ideally, counseling will resolve the problem early and avoid the need to escalate the punitive approach. When it becomes necessary to use this first approach in the disciplinary process, documentation of the counseling shall be entered into the employee's personnel record.

2. Oral Reprimand.

The oral reprimand should not become part of the employee's personnel file unless subsequent action is necessary. The Department Head may document the oral reprimand in his own records.

3. Written Reprimand.

The content of the written reprimand is essentially the same as the oral reprimand. The written reprimand shall describe the unacceptable conduct or performance and the rule, policy or contract provision violated. The employee shall be advised in writing of the consequences of failing to improve his performance or behavior. A copy of the written reprimand shall be placed in the employee's personnel file.

4. Suspension.

- a. Suspension with Pay: An employee may be suspended with pay by a Department Head for no more than one day without the approval of the Town Manager. Suspensions with pay lasting longer than one day must be approved by the Town Manager. On the employee's return to work, a written reprimand documenting the suspension and the reasons for it shall be placed in the employee's personnel file.
- b. Suspension without Pay: An employee may be suspended without pay only with the approval of the Department Head and the Town Manager. If the employee returns to work, a written reprimand documenting the suspension and the reasons for it shall be placed in the employee's personnel file. If the employee does not return to work, the circumstances under which the employee was placed on suspension without pay shall be recorded and placed in the employee's personnel file.

5. Demotion.

An employee may be demoted in grade or classification to a lesser position and/or lower rate of pay by the Town Manager.

E. Documentation. All disciplinary action except an oral reprimand requires documentation in writing. Such documentation will be placed in the employee's personnel file. Prior to the effective date of demotion or suspension without pay, a pre-disciplinary conference must be held between the employee and the Department Head and Town Manager, or, in the case of a Council-appointed employee, the Town Manager and Town Council. In all cases, the employee shall be advised of the basis for discipline and given an opportunity to rebut.

SECTION 15: APPEAL PROCEDURE

A. Applicability. This appeals procedure applies to regular employees, including Council-appointed employees. Only adverse personnel actions may be appealed.

B. Formal Appeal Procedure. The Town considers the fair and impartial treatment of all employees essential to organizational effectiveness. An employee may file a written grievance with his Department Head within seven (7) working days of an occurrence giving rise to the complaint. The Department Head shall render a written decision regarding the grievance within five (5) working days of receiving the grievance, unless the employee and the Department Head agree on a longer time or unless the investigation requires more time, in which case the decision shall be made as soon as practicable. In most cases the Department Head will be able to handle the problem. If the Department Head is not able to resolve the problem within five (5) working days, or it has been resolved in a way the employee finds unsatisfactory, the employee may appeal the matter to the Town Manager. Such appeal shall be in writing and filed with the Town Manager within five (5) working days of the written decision of the Department Head. The Town Manager shall render a written decision within five (5) working days of receiving the grievance, unless the employee and the Town Manager agree on a longer time or unless investigation of the grievance requires more time, in which case the decision shall be made as soon as practicable. The Town Manager has the final authority over all employee complaints.

C. Informal Settlement. Nothing contained in this policy shall be construed as limiting the right of an employee to discuss the matter informally with his immediate supervisor and having the matter informally settled. In the event that the matter is settled without a formal determination, the settlement shall not create a precedent for the Town.

D. Freedom from Reprisal. Employees shall be assured freedom from reprisal for using the grievance procedures except for repeated, clearly frivolous complaints.

E. NO MODIFICATION OF AT-WILL EMPLOYMENT RELATIONSHIP: NOTHING IN THESE APPEAL PROCEDURES SHALL BE INTERPRETED TO MODIFY THE AT-WILL EMPLOYMENT RELATIONSHIP CREATED IN SECTION 1, PARAGRAPH B OR SECTION 6, PARAGRAPH A.

SECTION 16: SEPARATION FROM TOWN EMPLOYMENT

A. **Voluntary Termination.** An employee terminating employment voluntarily, in order to terminate in good standing, is expected to give the Town advance notice of two weeks. The Town, in turn, will provide equal notice in writing when an employee is terminated as a result of a reduction in force.

B. **Reduction in Force.**

1. Selection of an employee for a reduction in force, resulting in separation from Town employment, shall be based upon the Town's needs and shall not be based upon the employee's age, race, color, disability, national origin, sex, or religion.
2. An employee whose separation from Town employment is the result of a reduction in force shall not be considered to have voluntarily terminated his employment. The employee may apply for other positions with the Town in accordance with the procedures outlined in Section 5 of these Personnel Policies.
3. In the case of a reduction in force, if advance notice by the Town cannot be given, the employee's pay shall be given in lieu of notice.
4. Employees on layoff status, rehired within six months, will be reinstated with no reduction of longevity benefits.

C. **Retirement.** Retirement of an employee is considered to be a voluntary termination by the employee.

D. **Exit Interview.** All terminating full-time employees shall be referred to the Town Manager or his designee for an exit interview. The purpose of the exit interview is to:

1. Document the circumstances of termination for unemployment compensation claims files;
2. Obtain the individual's suggestions concerning Towns operations and policies;
3. Assist departments in severing relationships with terminating staff members on an amicable basis; and
4. Explain all rights, privileges, and benefits of a continuing nature.

SECTION 17: TRANSFER AND RECLASSIFICATION

A. Salary increases may be given to an individual transferred between departments only when the person is promoted to a job with a higher job classification or grade level. No salary increase will be given when transferring to a position with the same classification or grade level.

B. The department accepting the services of the transferred employee assumes the responsibility for benefits earned through longevity, i.e., vacation, and sick leave.

C. A reclassified employee is subject to a six month trial period in the new position. If the individual is transferred to a position with the same job classification, a trial period is not necessary.

D. Should an employee be transferred involuntarily to a position with a lower salary, he may avail himself of the appeal procedure outlined in Section 15 of these Personnel Policies.

SECTION 18: INSURANCE BENEFITS

All insurance benefits are subject to change at any time. If a benefit is changed, the Town Manager will provide employees advance notice to the greatest extent reasonably practicable.

A. Hospitalization Insurance

All regular full time employees and their dependents are eligible for paid coverage under the Town's group insurance program as outlined in the Town's plan document, after completion of the trial period. All regular full-time employees shall participate in this program but may elect not to include their dependents in this program. Copies of coverage and other information are available at the Town Hall. It shall be mandatory for all employees covered by the Town health insurance plan to participate in any preventive health exams conducted by the Town.

Any employee may choose to opt out of medical benefits, dental benefits or both. Proof of other coverage is required in order for the employee to opt out of medical benefits. A flat rate stipend for those opting out will be provided at the rate of 50 percent of the average of the Town's cost for single and single + spouse coverage. The stipend will be included in the biweekly paycheck along with other pay but will not constitute part of the employee's pay rate for overtime or percentage increases. *(Approved by Council on 6/25/19)*

B. Workmen's Compensation Insurance

All Town employees are covered at no cost to the employee. Workmen's Compensation provides medical and hospitalization expense benefits, as well as partial payments in lieu of salary for most workers injured on the job.

SECTION 19: POSITION EVALUATION

A. It is the purpose of this policy to establish and outline the position evaluation program as a supplement to wage and salary administration.

B. Policy:

1. Position evaluation is utilized to determine the responsibilities, duties, and skills, etc., of each job position. Each position shall be given a classification and grade level and a flow chart shall be developed.
2. The Town Manager shall administer the position evaluation program.

3. For each job position, a minimum starting salary and maximum salary progression shall be established.
4. Salary ranges shall be based upon and relate to the responsibility level and duties of a position, and not to any individual occupying the position. Adjustments for individual salaries within the range for a particular position may be made for individuals based upon such factors as experience, training, knowledge related to the position, performance, diligence, work ethic and attitude. An employee's progression within a salary range will be based on individual merit and not just the passage of time alone. Regular full-time and part-time employees may be eligible for merit pay increases at the discretion of the Town Manager.
5. When it is necessary to add a new position in a department, the department head should notify the Town Manager and assist the Town Manager in developing a job description, classification, level, and salary range for the new position. Recruitment for a new position shall not begin until such evaluation is completed.
6. If the salary range for a new position is not within the adopted budget, approval for the new position must be granted by the Town Council.

SECTION 20: SAFETY AND OSHA

A. It is the purpose of this Policy to outline the Town's policy on safety and the Occupational Safety and Health Act.

B. Policy

1. Safety

Employees are responsible for the safety and protection of themselves and fellow workers and shall perform their duties safely and carefully. Employees will report immediately to the Department Head and/or Town Manager equipment needing repair, any area needing lighting, or any condition of the Town which is likely to cause an accident. Should an employee have an accident, it shall be reported to the Town Manager.

2. Department Heads shall be responsible for on-site safety and shall:

- a. Make available all necessary personal protective equipment, job safety materials, and first aid equipment within budget limitations; and
- b. Instruct supervisors and employees that they are not to require or permit employees to take chances, but rather, that all employees shall be instructed in proper and safe procedures; and

- c. Review all accidents and near accidents with the immediate supervisor or, if there is none, directly with the employee, file full reports with the appropriate agencies, and see that corrective action is taken immediately; and
 - d. Make copies of federal and state regulations available to employees; and
 - e. Remain familiar with the laws pertaining to safety and their basic requirements.
3. All employees shall:
- a. Work according to good safety practices as posted, instructed, and discussed; and
 - b. Refrain from any unnecessary unsafe act that might endanger the employee or others; and
 - c. Use all safety devices provided for protection; and
 - d. Report any unsafe situation or act to the supervisor immediately.

4. Town Vehicles

Town vehicles are furnished for official Town business and may not be used for purposes other than that prescribed unless approval is obtained from the Town Manager prior to such use. Misuse of a Town vehicle is considered to be a serious offense and shall be sufficient cause for disciplinary action.

Any employee involved in a motor vehicle accident while driving a Town vehicle shall adhere to the following procedures:

- a. Obtain pertinent data from all other parties involved, including name, address, license number, and insurance information; and
- b. Notify the immediate supervisor and police department; and
- c. Refrain from moving the vehicle until instructed to do so by the police officer attending the accident.

SECTION 21: ACCIDENT REPORTING PROCEDURES

- A. Every accident involving Town personnel or equipment shall be reported to the relevant Department Head or Town Manager as soon as practicable.
- B. The Department Head shall report every accident to the Town Manager or his designee within twelve (12) hours.
- C. Any accident in which an employee requires medical attention shall be reported to the Department Head and/or Town Manager or his designee as soon as practicable.

- D. The Town Manager shall insure that all required forms are complete and submitted.
- E. Every injury or accident involving damage to Town equipment, vehicles, buildings, or personnel, shall be investigated by the Police Department.
- F. The Police Department shall handle investigations involving Town equipment, vehicles, buildings, and/or personnel according to standard operating policies and procedures. A written report shall be submitted to the Town Manager within seven (7) working days.
- G. Any accident after normal working hours shall be reported the morning of the next working day to the Town Manager, unless circumstances require earlier notification.
- H. Any serious injury or accident involving damage to Town equipment, vehicles, buildings, or any personnel, occurring after normal working hours or weekends, shall be reported as soon as practicable to the Town Manager.

SECTION 22: CONTINUING EDUCATION

- A. It is the policy of the Town to encourage each employee to continue with his or her education.
- B. Approval of specific courses or curriculum may be granted in advance by the Town Manager after written justification is presented to the Town Manager. All continuing education paid for by the Town shall be job-related or shall enhance the employee's job-related skills and/or knowledge.
- C. Upon successful completion of such course work, the Town shall reimburse the employee the costs of the tuition and books. Successful completion will be defined as a letter grade of "C" or better, or "B" or better for graduate students. In courses where no letter grade is given, a report of successful completion signed by the instructor or an official of the institution must be obtained.

SECTION 23: SCHOOLS AND TRAINING

- A. On-the-job training will be provided by the supervisor and Department Head of the department to which the employee is assigned. Schools and training courses that are mandatory for a particular job will be paid for by the Town, including reasonable associated costs.
- B. Special courses that are related to an employee's work and deemed to be of benefit to the employee and the Town will be paid by the Town upon completion of such course. All such schooling shall be approved by the Department Head and Town Manager prior to the employee beginning the course. Special schools and training will be provided for out of the budget of the requesting department.

SECTION 24: CONVENTIONS, SEMINARS, AND TRAVEL

Leave will be granted by the Town Manager for attendance at conventions, seminars, and special training courses that relate to an employee's job and work. With respect to the Town Manager's

attendance at conventions, seminars, and training or educational courses related to his position, the Town Manager shall first obtain Town Council approval.

SECTION 25: PROFESSIONAL ORGANIZATIONS

In certain instances, employees may find it to be in the Town's best interest to join a professional and/or technical organization to increase employee knowledge and awareness of issues facing the Town and to establish contacts with other professionals in the field. If the Town Manager determines such membership to be of benefit to the Town, the Town Manager may authorize payment by the Town to pay the membership dues for the Town or an employee.

SECTION 26: CHARITIES, DONATIONS, SOLICITATION, AND ADVERTISING

Employees are encouraged to donate to the charities of their choice. Employees shall not, during working hours or on Town property, solicit other employees for donations to charities or sales of any kind, nor shall employees use Town facilities, offices or equipment to post notices, advertising, or display merchandise for sale to other employees or the public, unless permission to do so has been requested in writing and approved by the Town Manager.

SECTION 27: ACCESS TO PERSONNEL RECORDS

A. Originals of all official personnel records will be maintained in the official personnel file of each Town employee. The Town will take all necessary steps to maintain the confidentiality of personnel records as specified in this policy.

B. Duplicate files may also be maintained in an employee's department; however, the records contained in duplicate files are subject to all access restrictions specified in this policy. In no case will operating departments maintain official personnel records, as set forth in this policy, that have not been made part of the employee's Official Personnel File in the Personnel Department.

C. There are three types of files within the employee's Official Personnel File, with three distinct access permissions: the Basic File, the Confidential File, and the Medical File.

D. The Basic File:

1. Contains basic employee information, including:
 - a. Name of employee.
 - b. Job title(s) and date(s), current and previous.
 - c. Employment dates (start and end).
 - d. Salary ranges or grades.
 - e. Name(s) of supervisor(s).
 - f. Completed awards, commendations and disciplinary actions.

2. Access to the Basic File is allowed as follows:

- a. Information contained in the employee's Basic File will be provided without restriction to any person who requests the information pursuant to the Arizona Public Records Law.
- b. In some cases confidential information may be listed on the same document as basic information. In such cases, information not specifically noted above will be redacted from the document before it is released.

E. The Confidential File is a separate section of the Basic File.

1. It contains confidential employee information, including:

- a. Personal employee information (e.g., address and phone number).
- b. Performance reviews and progress reports.
- c. Allegations made against an employee which are either under investigation or which, after investigation, have been dismissed or dropped.

2. Access to the Confidential File is as follows:

- a. The contents of an employee's Confidential Files may be reviewed by the Town Manager, the Town Attorney, department heads and supervisors who directly or indirectly supervise the employee.
- b. Supervisors considering an employee for transfer or promotion may likewise review the employee's Confidential File.
- c. An employee's file may be reviewed by any individual who has written authorization from the employee to do so.
- d. No other person is authorized to review and/or receive copies of documents contained in the employee's Confidential File.

F. The Medical File: Medical information relating to an employee must be maintained separately from the Basic File and Confidential File.

1. Medical information includes, but is not limited to:

- a. Results of pre-employment physical examinations;
- b. Results of independent medical examinations performed for worker's compensation eligibility; and
- c. Results of fitness for duty medical examinations.

2. Access to the Medical File is restricted to the Town Manager and/or Town supervisors who have a reasonable "need-to-know," as may be determined by the Town Manager in consultation with the Town Attorney.
 - a. No access to medical file records shall be provided without the authorization by the Town Manager or his designee.
 - b. Except for work status reports provided by an employee's physician or health care provider to justify a request for work modification or employee absence, no departments shall maintain duplicate departmental medical records on employees.

G. **Employee Access to Employee's Own Personnel File:** An employee has a right to inspect his own personnel file upon request and under the supervision of the Town Manager or his designee. This right includes the ability to receive copies of any of the items included in the employee's Basic File, Confidential File, and/or Medical File. This right to inspect expires two weeks following termination. If an employee desires to provide his attorney or a prospective employer with a copy of documents contained in his Confidential File or Medical File, he shall request a personal copy and provide the information to these outside parties himself. A reasonable copying fee may be charged for such copies.

H. Unrestricted access to the Basic File and Confidential File will be provided to representatives of law enforcement or judicial agencies in response to court orders, subpoenas, and/or official law enforcement investigations. Information contained in an employee's Medical File is subject to release in response to a court order, subpoena or official law enforcement investigation only upon authorization by the Town Manager or his designee, or by the Town Attorney.

I. The Town Manager or his designee may disclose individual employee payroll history information to lenders, provided the request is submitted in writing. Payroll history information will only be provided to creditors when accompanied by a written request from the employee. Payroll history will be provided to judicial, regulatory or law enforcement agencies in accordance with specific court orders, subpoenas, and/or regulatory or law enforcement investigations.

J. In the event that an employee disagrees with a determination to release or not to release records, the employee may utilize the procedures set forth in Section 15, Appeal Procedure, subsection B, Formal Appeal Procedure of these Personnel Policies.

SECTION 28: ANTI-DISCRIMINATION AGAINST PERSONS WITH DISABILITIES AND REASONABLE ACCOMMODATION PROCEDURES FOR DISABILITIES

A. Policy:

1. It is the policy of the Town to abide by the provisions of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the state and federal anti-discrimination laws. These laws prohibit discrimination against every qualified individual with a disability in hiring, compensation, training, advancement, and the terms, conditions and privileges of

employment because of his disability, and require that employers provide reasonable accommodation for disabled employees and applicants.

2. It is the policy of the Town to hire, compensate, train, promote and provide regular employment benefits to qualified individuals, who can, with or without reasonable accommodation, perform the essential functions of the job. It is also the policy of the Town to provide reasonable accommodation to qualified individuals with a disability in accordance with the guidelines set forth in the Americans with Disabilities Act, and to protect employees and applicants from being denied a job, a promotion, or other employment advantage specifically because of their relationship or association with a disabled individual.

B. This policy covers qualified employees and applicants with a disability. A *qualified individual with a disability* is a person who meets the qualification standards of a job and can satisfactorily perform its essential functions with or without reasonable accommodation, and who:

1. Has been diagnosed with a non-temporary physical or mental disability which substantially limits one or more major life activities;
2. Has a known record of such impairment; or
3. Is regarded as having such impairment.

C. This policy does not protect employees or applicants who are currently engaged in the illegal use of drugs or in on-the-job substance abuse of any kind. Likewise, this policy does not protect disabled employees from the consistent application of discipline for unsatisfactory performance or behavior.

D. The Town will attempt to provide reasonable accommodation to any individual with a disability. A reasonable accommodation is one which is consistent with business necessity, does not impose an undue hardship on the Town (i.e., significant difficulty, service deterioration, expense, or fundamental alteration in the nature of the service, program or activity), and does not pose a direct threat to the employee or others with whom the employee regularly comes in contact.

E. If an employee identifies himself as having been diagnosed with a disability for which accommodation is necessary for him to perform the essential functions of the job, the following steps shall be taken:

1. To the extent possible, the employee shall fully inform the Town Manager or her designee of his disability and accommodation needs, and shall submit documentation from his physician or health care provider to substantiate the work restrictions or limitations imposed by the disability. All medical documentation shall be submitted to and maintained by the Town Manager.
2. The Town Manager or her designee shall make a determination regarding the employee's status as a qualified individual with a disability and what, if any, accommodation can reasonably be made. The Town's designated physician, in consultation with the employee's

health care practitioner, shall conduct an independent medical evaluation as necessary to guide this determination.

3. The Town Manager or her designee shall communicate to the employee what accommodation has been determined to be reasonable, and shall include documentation of the accommodation offer in the employee's personnel file.
4. Periodic documentation (from the employee's health care provider) of the continued need for accommodation shall be a condition of continued accommodation and shall be provided by the employee upon request.
5. If the employee is dissatisfied with the accommodation decision, he or she may use the appeal process outlined in Section 15, Appeal Procedure, subsection B, Formal Appeal Procedure, in these Personnel Policies to appeal the accommodation decision to the Town Manager.

SECTION 29: ETHICS POLICY

A. It is the policy of the Town that all Town activities shall be in compliance with applicable federal, state and local laws and regulations. Employees are required, as a condition of employment, to comply with applicable laws and cooperate with all federal, state and local jurisdictions to enforce such laws and regulations.

B. Each employee and new employee, prior to commencing service with the Town, shall submit to his supervisor or the Town Manager a written report of any incident or activity of which he is aware or becomes aware which he believes may violate any federal, state or local law or regulation. The supervisor shall immediately transmit any such report to the Town Manager. Upon receiving such report, the Town Manager shall immediately investigate the report and, if it appears there is a violation of federal, state or local law or regulation, take steps to cure such violation and, if appropriate, notify the relevant law enforcement agency. Failure of an employee to immediately report any such incident or activity may result in termination of employment.

SECTION 30: WORKPLACE HARASSMENT

A. The purpose of this policy is to provide all employees of the Town, male and female, with an environment that encourages efficient, productive and creative work, and which is free of discrimination, including all forms of harassment based upon race, color, religion, age, sex, national origin or handicap. This policy defines harassment, provides procedures for the investigation of harassment claims, and ensures that violations are remedied fully.

B. This policy applies to all employees (including temporary and emergency employees).

C. Definitions:

1. "Harassment" is unwanted attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted.

Harassment may be physical and/or psychological in nature. An aggregation of a series of incidents may constitute harassment even if one of the incidents considered alone would not be harassment.

2. "Sexual Harassment" includes sexually-oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- a. Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request;
- b. Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request;
- c. Denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request;
- d. Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome;
- e. Displaying, storing, or transmitting pornographic or sexually-oriented materials using the Town's equipment or facilities;
- f. Engaging in indecent exposure; or
- g. Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.

Sexual harassment may involve males or females being harassed by members of either gender. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also may be found responsible for engaging in prohibited harassment. Third parties, such as customers or suppliers, may also be involved in sexual harassment of a Town employee.

D. Non-Harassment Policy

1. The Town will not tolerate discrimination or verbal or physical conduct by any person, employee or non-employee, male or female, which harasses, disrupts, or interferes with another person's work performance or which creates an intimidating, offensive, or hostile environment. No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any other person.
2. Each employee has a responsibility to maintain an environment that is free of discrimination and harassment whether by himself, another employee or a non-employee.

3. Employees are prohibited from harassing other employees whether or not the incident of harassment occurs on the Town's premises and whether or not the incident occurs during working hours.
4. Workplace harassment: Employees shall not make offensive or derogatory comments, gestures, actions, or similar types of conduct based on race, color, sex, religion, or national origin, either directly or indirectly, to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is considered misconduct subject to disciplinary action by the Town.
5. Sexual harassment: No employee shall be harassed by another employee, supervisor, or non-employee on the basis of sex and no personnel action shall be taken affecting an employee (either favorable or unfavorable) on the basis of such conduct, or in retaliation for a complaint about such conduct.
6. Consensual sexual or romantic relationships between employees are deemed unwise and are strongly discouraged. Such relationships are strictly prohibited between employees if one involved employee has supervisory authority over the other involved employee.

E. Responsibilities of Employees:

1. If an employee believes he has been subject to harassment or inappropriate conduct, sexual or otherwise, or any unwanted sexual attention, he shall:
 - a. Make his unease and/or disapproval directly and immediately known to the alleged harasser;
 - b. Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
 - c. Report the incident to his Supervisor, Department Head, Town Manager, or the Town Attorney.
2. Every incident of harassment or inappropriate conduct shall be reported, regardless of its seriousness. Publicizing information about alleged harassment without following the reporting procedures or filing a formal complaint may be considered evidence of vexatious intent on part of the accuser.

F. Responsibilities of Supervisors and Department Heads:

1. The Supervisor or Department Head shall deal expeditiously and fairly with allegations of harassment or inappropriate conduct, sexual or otherwise, within their departments whether or not there has been a written or formal complaint. The Supervisor or Department Head shall:
 - a. Act promptly to initiate investigation of any harassment or inappropriate conduct, sexual or otherwise;

- b. Ensure that harassment or inappropriate conduct, sexual or otherwise, is reported to the Town Manager or her designee; and
 - c. Take corrective action to prevent prohibited conduct from reoccurring.
- 2. Any Supervisors or Department Head who knowingly allows or tolerates any type of harassment, sexual or otherwise, is in violation of this policy and subject to discipline.
- G. Responsibilities of Town Manager: The Town Manager or her designee shall:
 - 1. Ensure that the individual filing the complaint (the "Complainant") and the accused individual (the "Respondent") are aware of the seriousness of a harassment complaint;
 - 2. Explain the Town's harassment policy and investigation procedures to the Complainant and the Respondent;
 - 3. Explore informal means of resolving all harassment complaints;
 - 4. Refer the Complainant and/or the Respondent to the Town's Employee Assistance Program for counseling and referral services, if appropriate;
 - 5. Notify the police if criminal activities are alleged; and
 - 6. Arrange for an investigation of the alleged harassment and preparation of a written report and recommendation to be submitted to the Town Manager.
- H. Resolution Procedures
 - 1. Reporting: All incidents of harassment or inappropriate conduct, sexual or otherwise, shall be reported as provided in Section E.
 - 2. Informal Resolution Process: An employee may be able to stop or prevent harassment or inappropriate conduct, sexual or otherwise, by immediately and directly expressing her disapproval of an individual's harassing attention or conduct. In any case, an employee shall report every incident of harassment or inappropriate conduct, sexual or otherwise, to the Town Manager or her designee, Supervisor, or her Department Head.

 A supervisor's informal warning to an alleged harasser, combined with appropriate follow-up supervision and monitoring of the employee's behavior may be sufficient to prevent or stop harassment or inappropriate conduct.
 - 3. Formal Resolution Process: To initiate a formal investigation into an alleged violation of this policy, an employee must file a harassment complaint with the Town Manager or her designee, the employee's supervisor or the Town Attorney.

4. A Complaint shall be filed as soon as possible after an incident of alleged harassment or inappropriate conduct. The Town Manager or other person designated to receive complaints shall assist the Complainant in completing a Harassment Complaint.
 5. Form. To ensure the prompt and thorough investigation of a harassment complaint, the Complainant shall provide as much of the following information as is possible:
 - a. The name, department, and position of the person or persons allegedly causing the harassment;
 - b. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses;
 - c. The alleged effect of the incident(s) on the Complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment;
 - d. The names of other employees who might have been subject to the same or similar harassment;
 - e. Steps the Complainant took to try to stop the harassment; and
 - f. Any other information the Complainant believes to be relevant to the harassment complaint.
- G. Investigation
1. The Town Manager shall ensure that an impartial investigation begins within ten (10) working days after a complaint has been filed. The Town shall attempt to complete the investigation within fifteen (15) working days. Except in the most unusual circumstances, investigations shall be completed within thirty (30) working days.
 2. In most cases, the Town Attorney will conduct the investigation. However, the Town Manager or his designee may conduct the investigation or appoint an independent outside investigator to lead the investigation, if necessary to expedite the resolution of a complaint or resolve any potential conflict of interest. In any case, a second person shall accompany the primary investigator during all interviews with the Complainant, Respondent, and witnesses to corroborate information obtained during the interviews.
 3. The investigator shall contact the Respondent, give him or her a copy of the complaint, solicit the Respondent's account of the alleged incidents, inform the Respondent that a recommendation and report will be prepared, and advise the Respondent of his or her right to be represented by legal counsel.
- H. Report and Recommendation

1. The investigator shall prepare a written report and recommendation immediately following completion of the investigation. Except in the most unusual circumstances, the report shall be completed within fifteen (15) working days after the completion of the investigation.
2. The report and recommendation shall include:
 - a. A summary of the complaint;
 - b. A summary of the response by the individual charged with harassment;
 - c. A summary of the statements and evidence obtained during the investigation;
 - d. A finding of whether a violation of this policy occurred and an explanation supporting the finding;
 - e. A statement about the severity of the violation if a violation was found to have occurred;
 - f. A summary of prior settlements or substantiated complaints against the Respondent;
 - g. A recommendation of a sanction or disciplinary action, if appropriate;
 - h. A recommendation as to the restoration of any employment terms, conditions, or opportunities the Complainant might have lost as a result of sexual harassment; and
 - i. An appendix containing the complaint, statements of the Complainant and the Respondent, witness statements, and other tangible evidence obtained during the investigation.

NOTE: Policy violations may include prohibited harassment as well as a reckless, frivolous, or vexatious filing of a harassment complaint.

3. A copy of the report and recommendation shall be sent to members of a decision-making panel consisting of the Town Manager or her designee and the Respondent's Department Head. After consideration of the report, the panel must agree to one of the following:
 - a. Sustain the complaint, order the harassment to stop, impose appropriate sanctions on the harasser, recommend the restoration of any employment benefits the Complainant lost because of the harassment, and provide any other relief necessary to remedy the situation; or
 - b. Order further investigation, for a period not to exceed ten (10) working days, and require a supplementary report and recommendation; or
 - c. Dismiss the complaint, if it is found to be without merit. The decision-making panel shall impose discipline against the Complainant if it agrees with the investigation's findings that the complaint was reckless, frivolous, or vexatious.

4. Once the recommendation and report have been approved, copies shall be provided to the Complainant and the Respondent. The Town Manager or her designee shall meet with the Complainant to explain the decision and the Respondent's Department Head shall meet with the Respondent to explain the decision and implement any corrective action or discipline.
5. Either party may respond in writing to the report and decision within ten (10) working days to begin an appeal under the Town's appeals process.

I. Monitoring Compliance

The Department Head of an individual found to have violated this policy shall monitor the individual's compliance with any mediation agreement or recommendation approved by the decision-making panel. The Department Head shall ensure that the harassment does not reoccur and that the Complainant is not subject to retaliation.

J. Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for a very serious violation or repeat violations is termination of employment.

K. Confidentiality

1. All inquiries, complaints, and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis.
2. Information contained in a formal complaint is kept confidential. However, the identity of the Complainant may be revealed to the Respondent and witnesses. The Town Manager or her designee shall take adequate steps to protect the Complainant from retaliation.
3. A copy of the investigation report and the final decision shall become part of the Respondent's personnel file only if the investigation and decision-making panel conclude that the Respondent engaged in prohibited conduct.
4. No record of a complaint shall be kept in the Complainant's personnel file, unless the investigation concludes that the complaint was reckless, frivolous, or vexatious.
5. All information pertaining to a sexual harassment complaint or investigation is maintained by the Town Manager or her designee in secure files.
6. The Town Manager or her designee shall explain the procedures for handling information related to sexual harassment complaints and investigations to Complainants and Respondents.

L. Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under state or federal law.

SECTION 31: DRUG-FREE WORKPLACE

A. Drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers. The purpose of this policy is to institute and maintain a program for achieving a workplace free from drug and alcohol abuse. This is necessary to assure a safe workplace for employees and to provide safe, efficient services to the public.

B. This policy applies to all applicants for employment (including rehires) and all current employees (including temporary and emergency employees).

C. Definitions

1. "Prohibited Drug" means
 - a. Any controlled substance that is not legally obtainable in the United States; and
 - b. Any controlled substance whose use is legal in the United States, but which has not legally been obtained by the user or possessor.
 - c. Examples include street drugs such as cocaine, heroin, marijuana and phencyclidine and controlled substances such as amphetamines, methamphetamines and barbiturates.
2. "Substance Abuse" includes both drug and alcohol abuse.
3. "Drug Abuse" includes abuse of Prohibited Drugs and prescribed drugs not used for prescribed purposes or in a prescribed manner.
4. "Workplace" includes:
 - a. The offices and premises of the Town;
 - b. Vehicles owned by or operated while conducting Town business (may include the employee's personal vehicle if used for Town business); and
 - c. Any other location where an employee is engaged in Town business.
5. "Town" refers to the Town of Jerome and includes the employee's immediate Supervisor, Department Head and/or Town Manager.

D. Drug-Free Workplace Policy

1. It is the policy of the Town to comply with the Drug-Free Workplace Act of 1988, which was enacted by the U.S. Congress and requires every organization receiving Federal grants to

maintain a drug-free workplace. The Act prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the Workplace.

2. As a condition of employment, each employee of the Town is required to abide by this policy and maintain a Drug-Free Workplace. A violation of the Drug-Free Workplace is grounds for discipline, including dismissal.
3. Prohibited Conduct: The Drug-Free Workplace Policy prohibits the following:
 - a. Use, possession, manufacture, distribution, dispensation, or sale of Prohibited Drugs in the Workplace or during non-working time to the extent that such conduct during non-working time impairs the employee's ability to perform on the job.
 - b. Storing any Prohibited Drug or alcohol in the Workplace.
 - c. Being under the influence of a Prohibited Drug or alcohol in the Workplace.
 - d. Falsifying, or causing a drug or alcohol test to be falsified, including switching or adulterating any urine sample submitted for testing.
 - e. Refusing consent to drug or alcohol testing required pursuant to this-policy.
 - f. Failing, when requested by the Town, to enroll in any alcohol or drug treatment or counseling program or failing to adhere to the requirements of the program.
 - g. Being convicted under any criminal drug statute for a violation of a criminal drug statute, which violation occurs in the Workplace or during non-working time to the extent that such conviction impairs the employee's ability to perform on the job.
 - h. Failing to notify the Town of any criminal drug statute conviction for a violation within five (5) days after that conviction.
 - i. Failing to comply with rules and regulations promulgated under any testing programs maintained by the Town pursuant to such rules and regulations.
4. Testing
 - a. The Town requires every newly hired and rehired employee be fit for duty and free from Substance Abuse. Each offer of employment for a position in which the employee regularly operates a motorized Town vehicle or powered equipment as a part of his job, whether a new hire or rehire, may be conditioned upon the successful completion of a drug and alcohol test dependent upon the department. If required, the test will be paid for by the Town and will be performed by an independent physician or laboratory designated by the Town. The prospective employee will be informed in advance that the drug and alcohol test will be performed. If the results of the drug and alcohol test are positive, a second confirming test will be done. Any applicant who tests positive in the pre-employment drug and alcohol tests shall

not be eligible for employment unless the applicant adequately establishes a legal basis for the use of the drug or controlled substance with respect to which the applicant tested positive.

- b. Wherever the Town has reasonable suspicion that an employee used a Prohibited Drug or alcohol in the Workplace, the Town may require the employee to submit to a drug or alcohol test. The test will be paid for by the Town and shall be performed by an independent physician or laboratory designated by the Town. If the results of the drug and alcohol test are positive, a second confirming test will be done.
 - c. The Town will afford applicants and employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used and to explain the circumstances surrounding the use of such drugs. Failure of any employee to adequately establish a legal basis for the use of any drug with respect to which the employee tests positive shall constitute a violation of this policy.
 - d. Applicants and employees subject to testing shall, prior to testing, agree in writing to the testing and authorize the release of test results to the Town Manager or his designee.
 - e. The Town, prior to taking any action, will give all employees who test positive the opportunity to explain in writing the test results. Failure of any employee to adequately establish a legal basis for the use of any drug with respect to which the employee tests positive shall constitute a violation of this policy.
 - f. The Town shall establish and maintain any and all additional testing programs and requirements that may be necessary or appropriate to comply with applicable rules and regulations of all federal and state government agencies.
 - g. Employees, engaged in Town business, involved in a vehicular accident involving another person or vehicle while driving may be subject to a drug and alcohol test pending a review of the incident by the Town Manager or his designee.
4. Authorized Use of Prescribed Medicine: An employee undergoing prescribed medical treatment with any drug or controlled substance that may impair his or her physical or mental ability shall report this treatment to his or her Supervisor or Department Head, so that a determination can be made as to whether or not the employee's job assignment during the period of treatment should be temporarily changed. The employee's Supervisor and/or Department Head will make the determination in consultation with appropriate medical personnel.
5. Consequences for Violation of the Drug-Free Workplace Policy:
- a. Violation of this policy may result in severe disciplinary action, including termination.
 - b. Employees found in possession of prohibited drugs will be terminated.

- c. After successful completion of all requirements of this section, employees will again be subject to the testing program applicable to all employees.
- 6. Confidentiality: Information generated in association with alcohol or drug testing is inherently sensitive and will be treated as confidential. In implementing this policy, care shall be taken to comply with the following requirements:
 - a. All investigations, searches, and testing shall be conducted as privately as is practicable.
 - b. Investigations and searches shall be conducted by the Town Manager or his designee. Information should normally be limited to the Town Manager or his designee, and the Department Head.
 - c. Supervisory personnel shall be cautioned not to communicate confidential information about such searches, investigations or the results of alcohol or drug tests to persons not authorized to receive it, including family members, friends, etc.
 - d. Test results shall be kept as part of an employee's Medical File as that term is used in these Personnel Policies.