



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, NOVEMBER 14, 2023, AT 7:00 PM

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

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

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

1. CALL TO ORDER/ROLL CALL

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

2. FINANCIAL REPORTS

Discussion/Possible Action

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

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

3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

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

Council will consider and may approve the staff reports.

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

Information/Council Review

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

5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the October 10th Regular Council Meeting Minutes

Council will consider and may approve the October 10th Regular Council Meeting minutes.

6. PETITIONS FROM THE PUBLIC

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

7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

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

Council will consider and may approve Resolution No. 662.

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

Council will consider and may approve Ordinance No. 489.

8. NEW BUSINESS

Discussion/Possible Action

A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Light up the Mountain Event

Council will consider and may approve the special event permit.

B. Discussion and Possible Consideration of Jerome Chamber of Commerce Request for a Holiday Sidewalk Display

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

C. Discussion and Possible Staff Direction Regarding the Town of Jerome Anniversary Celebration in 2024, and Level of Town Involvement

Council will discuss and may provide staff direction regarding the upcoming Town anniversary celebration.

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

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

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

Council will receive an update on the 2024 CDBG process.

F. Discussion and Possible Staff Direction Regarding Town-Owned "Cemetery" Land in Clarkdale

Council will discuss Town property located within the Town of Clarkdale and may provide staff direction including getting the property ready for sale.

G. Consideration of Bids and Awarding a Bid for the Town of Jerome 2023-2024 Asphalt Paving Projects

Council will consider and may award a bid.

9. TO AND FROM THE COUNCIL

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

10. ADJOURNMENT

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

CERTIFICATION OF POSTING OF NOTICE

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

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

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

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

TOWN OF JEROME
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2023

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,709.55
99-00-1011	NBA CHECKING	64,311.69
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	499,249.05
99-00-1020	OAZ GENERAL SAVINGS	1,191,155.48
	TOTAL COMBINED CASH	1,756,430.77
99-00-1800	CASH CLEARING - UTILITY MGMT	(109.72)
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,756,321.05)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	501,707.23
20	ALLOCATION TO UTILITY FUND	623,340.31
30	ALLOCATION TO HURF FUND	(438,087.72)
35	ALLOCATION TO PARKING FUND	142,810.15
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	15,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	66,238.31
60	ALLOCATION TO CAPITAL GRANTS FUND	727,371.82
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(314,910.82)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	320,000.00
90	ALLOCATION TO CAPITAL FUND	112,550.37
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,756,321.05
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,756,321.05)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	501,707.23	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	93,105.84	
10-00-1008	COURT - JCEF ACCT	14,436.28	
10-00-1009	COURT - FTG ACCT	8,891.93	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1101	AUTO LIEU TAXES	1,369.89	
10-00-1105	CITY SALES TAXES	161,097.72	
10-00-1115	FRANCHISE FEES	3,790.44	
10-00-1120	GF ACCOUNTS RECEIVABLE	11,373.13	
10-00-1135	PROPERTY TAXES	1,309.28	
10-00-1160	STATE SALES TAXES	2,435.52	
	TOTAL ASSETS		800,092.26

LIABILITIES AND EQUITY

LIABILITIES

10-00-2001	ACCOUNTS PAYABLE	973.89	
10-00-2401	FEDERAL WH & FICA	(.03)	
10-00-2403	UNEMPLOYMENT TAXES	6.69	
10-00-2406	HEALTH INSURANCE	2,875.94	
10-00-2409	PSPRS	(812.50)	
10-00-2410	WAGES PAYABLE	38,573.32	
10-00-2411	GANISHMENTS PAYABLE	1,735.51	
10-00-2413	WORKMAN'S COMP PR LIABILITY	3,016.69	
10-00-2600	CUSTOMER DEPOSITS	7,116.50	
10-00-2940	COURT LIABILITIES	5,635.31	
10-00-2950	FD PER CALL PAYABLE	19,195.00	
10-00-2999	SUSPENSE ACCOUNT	(618.82)	
	TOTAL LIABILITIES		77,697.50

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	818,935.27	
	REVENUE OVER EXPENDITURES - YTD	(96,540.51)	
	BALANCE - CURRENT DATE	(96,540.51)	
	TOTAL FUND EQUITY		722,394.76
	TOTAL LIABILITIES AND EQUITY		800,092.26

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	278.84	1,059.47	47,500.00	46,440.53	2.2
10-30-4005	CITY SALES TAXES	151,329.41	262,484.87	1,400,000.00	1,137,515.13	18.8
10-30-4010	STATE SALES TAXES	4,920.81	19,272.62	68,000.00	48,727.38	28.3
10-30-4030	VEHICLE LICENSE TAX	3,165.80	11,361.11	41,000.00	29,638.89	27.7
10-30-4055	FRANCHISE FEES	539.44	4,727.58	16,250.00	11,522.42	29.1
	TOTAL TAX REVENUE	160,234.30	298,905.65	1,572,750.00	1,273,844.35	19.0
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	635.00	6,880.00	10,000.00	3,120.00	68.8
10-31-4041	PLANNING & ZONING FEES	.00	300.00	3,000.00	2,700.00	10.0
10-31-4045	BUSINESS LICENSES	320.00	1,120.00	5,500.00	4,380.00	20.4
10-31-4050	COMMERCIAL FILMING FEES	.00	.00	500.00	500.00	.0
10-31-4071	FEES-SHORT TERM RENTAL LICENSE	.00	.00	300.00	300.00	.0
	TOTAL LICENSES, PERMITS&OTHER FEES	955.00	8,300.00	19,300.00	11,000.00	43.0
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	33,123.94	132,495.76	345,208.00	212,712.24	38.4
	TOTAL INTERGOVERNMENTAL REVENUE	33,123.94	132,495.76	345,208.00	212,712.24	38.4
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	.00	.00	18,101.00	18,101.00	.0
10-33-4070	RENTS-LIBRARY	835.56	2,951.64	10,000.00	7,048.36	29.5
10-33-4200	LIBRARY CONTRIBUTIONS	.00	.00	2,000.00	2,000.00	.0
	TOTAL LIBRARY REVENUE	835.56	2,951.64	30,101.00	27,149.36	9.8
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	2,919.00	9,334.85	37,000.00	27,665.15	25.2
10-34-4062	PD REVENUE FROM PARKING FUND	3,250.00	13,000.00	39,000.00	26,000.00	33.3
10-34-4063	POLICE SMART & SAFE AZ FUND	.00	.00	5,250.00	5,250.00	.0
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	148.66	528.09	2,000.00	1,471.91	26.4
10-34-4065	POLICE SERVICES	95.00	1,995.00	8,000.00	6,005.00	24.9
	TOTAL POLICE DEPT REVENUE	6,412.66	24,857.94	91,250.00	66,392.06	27.2

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	4,716.32	16,290.45	62,000.00	45,709.55	26.3
10-35-4037	COURT SECURITY FUND REVENUE	645.32	2,583.00	10,000.00	7,417.00	25.8
	TOTAL COURT REVENUE	5,361.64	18,873.45	72,000.00	53,126.55	26.2
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	7,107.44	27,809.76	82,000.00	54,190.24	33.9
10-36-4080	UTILITY REIMBURSEMENTS	282.21	1,387.92	5,000.00	3,612.08	27.8
	TOTAL RENTAL REVENUE	7,389.65	29,197.68	87,000.00	57,802.32	33.6
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	64.00	945.08	7,500.00	6,554.92	12.6
10-37-4090	WILDLAND FIRE FEES	25,693.20	29,642.12	55,000.00	25,357.88	53.9
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	22,769.42	34,902.40	32,000.00	(2,902.40)	109.1
10-37-4092	FIREWISE WAGE REIMBURSEMENT	.00	.00	20,000.00	20,000.00	.0
	TOTAL FIRE DEPT REVENUE	48,526.62	65,489.60	114,500.00	49,010.40	57.2
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	35,699.00	142,796.00	428,389.00	285,593.00	33.3
10-38-4300	INTEREST	1,142.34	4,535.71	6,000.00	1,464.29	75.6
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	569.57	2,488.46	2,500.00	11.54	99.5
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	97.05	10,000.00	9,902.95	1.0
	TOTAL GENERAL FUND REVENUE	37,410.91	149,917.22	459,389.00	309,471.78	32.6
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,420.00	61,680.00	185,041.00	123,361.00	33.3
	TOTAL ADMINISTRATIVE CHARGES	15,420.00	61,680.00	185,041.00	123,361.00	33.3
	TOTAL FUND REVENUE	315,670.28	792,668.94	2,976,539.00	2,183,870.06	26.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	19,121.62	79,259.11	275,000.00	195,740.89	28.8
10-41-5006 LONGEVITY BONUS	.00	611.00	1,057.00	446.00	57.8
10-41-5010 FICA MATCH	1,434.02	5,980.57	21,250.00	15,269.43	28.1
10-41-5011 RETIREMENT MATCH	1,438.15	6,498.70	24,475.00	17,976.30	26.6
10-41-5012 HEALTH/LIFE INSURANCE	3,502.68	15,762.06	63,000.00	47,237.94	25.0
10-41-5013 WORKERS COMPENSATION	231.70	451.05	1,475.00	1,023.95	30.6
10-41-5014 UNEMPLOYMENT INSURANCE	2.20	5.60	280.00	274.40	2.0
10-41-6101 ACCOUNTING AND AUDITING	.00	.00	18,000.00	18,000.00	.0
10-41-6105 ADVERTISING, PRINTING, & PUBLI	.00	369.94	6,000.00	5,630.06	6.2
10-41-6110 CONTRACT SERVICES	500.00	3,327.00	36,000.00	32,673.00	9.2
10-41-6115 CONVENTIONS AND SEMINARS	.00	385.00	3,000.00	2,615.00	12.8
10-41-6116 TRAINING & EDUCATION	.00	.00	2,500.00	2,500.00	.0
10-41-6125 DUES, SUBS & MEMBERSHIPS	300.00	6,216.18	7,500.00	1,283.82	82.9
10-41-6130 ELECTION EXPENSES	.00	.00	2,500.00	2,500.00	.0
10-41-6145 FUEL	188.72	345.58	250.00	(95.58)	138.2
10-41-6155 INSURANCE	2,965.77	15,555.28	22,500.00	6,944.72	69.1
10-41-6170 LEGAL EXP - GEN GOV	202.50	885.00	14,500.00	13,615.00	6.1
10-41-6185 MISCELLANEOUS	145.00	629.00	4,000.00	3,371.00	15.7
10-41-6186 BANK FEES - GEN ADMIN	202.48	636.69	2,000.00	1,363.31	31.8
10-41-6188 BANK FEES / MERCH SVCS	176.22	478.10	7,500.00	7,021.90	6.4
10-41-6190 OFFICE SUPPLIES	303.97	2,408.22	8,500.00	6,091.78	28.3
10-41-6191 COPIER & EQUIP LEASE EXPENSE	378.69	1,905.34	7,000.00	5,094.66	27.2
10-41-6192 SOFTWARE SUPPORT EXP - GG	1,357.62	7,195.90	26,000.00	18,804.10	27.7
10-41-6193 COMPUTER HARDWARE & SERVICE	.00	67.50	1,000.00	932.50	6.8
10-41-6195 OPERATING SUPPLIES - GEN GOV	.00	139.40	1,500.00	1,360.60	9.3
10-41-6200 POSTAGE	273.95	973.57	4,000.00	3,026.43	24.3
10-41-6220 REP AND MAINT - VEHICLES	.00	.00	500.00	500.00	.0
10-41-6245 SHUTTLE EXPENSES	361.57	1,426.39	3,000.00	1,573.61	47.6
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265 TELEPHONE	221.01	858.95	2,750.00	1,891.05	31.2
10-41-6275 TRAVEL	25.94	25.94	1,500.00	1,474.06	1.7
10-41-6285 TOURISM 1% BED TAX	.00	.00	10,000.00	10,000.00	.0
10-41-6286 COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-9500 TRANSFERS OUT	43,465.33	173,861.32	521,584.00	347,722.68	33.3
TOTAL GENERAL GOVT EXPENSES	76,799.14	326,258.39	1,110,621.00	784,362.61	29.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	5,096.68	23,965.52	66,300.00	42,334.48	36.2
10-42-5006 LONGEVITY BONUS	.00	.00	220.00	220.00	.0
10-42-5010 FICA AND MEDICARE	373.09	1,757.74	5,250.00	3,492.26	33.5
10-42-5011 RETIREMENT	231.00	1,039.50	3,500.00	2,460.50	29.7
10-42-5012 HEALTH/LIFE INSURANCE	1,339.94	6,029.73	12,000.00	5,970.27	50.3
10-42-5013 WORKER'S COMPENSATION	30.18	71.67	230.00	158.33	31.2
10-42-5014 UNEMPLOYMENT	.00	.00	150.00	150.00	.0
10-42-6037 COURT SECURITY FUND EXPENSES	52.97	503.35	10,000.00	9,496.65	5.0
10-42-6110 CONTRACT SERVICES	110.71	660.71	6,000.00	5,339.29	11.0
10-42-6115 CONVENTIONS AND SEMINARS	.00	.00	500.00	500.00	.0
10-42-6116 TRAINING & EDUCATION	.00	.00	500.00	500.00	.0
10-42-6125 DUES AND SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
10-42-6185 MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-42-6190 OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
10-42-6191 COPIER & EQUIP LEASE EXP	.00	1,793.71	3,000.00	1,206.29	59.8
10-42-6195 OPERATING SUPPLIES - COURT	.00	.00	200.00	200.00	.0
10-42-6265 TELEPHONE	77.40	285.18	900.00	614.82	31.7
10-42-6275 TRAVEL	229.97	489.87	750.00	260.13	65.3
TOTAL MAGISTRATE COURT EXPENSES	7,541.94	36,596.98	110,550.00	73,953.02	33.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	29,862.24	139,024.07	406,000.00	266,975.93	34.2
10-43-5006 LONGEVITY BONUS	.00	921.00	1,955.00	1,034.00	47.1
10-43-5010 FICA AND MEDICARE	2,223.73	10,439.71	31,900.00	21,460.29	32.7
10-43-5011 RETIREMENT	2,425.79	11,369.22	43,050.00	31,680.78	26.4
10-43-5012 HEALTH INSURANCE	5,596.56	23,991.35	70,000.00	46,008.65	34.3
10-43-5013 WORKER'S COMPENSATION	4,344.76	9,018.20	22,400.00	13,381.80	40.3
10-43-5014 UNEMPLOYMENT	1.45	9.25	650.00	640.75	1.4
10-43-6105 ADVERTISING, PRINTING, & PUBLI	.00	14.10	.00	(14.10)	.0
10-43-6110 CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
10-43-6116 TRAINING & EDUCATION	.00	.00	7,500.00	7,500.00	.0
10-43-6120 DISPATCH FEES	3,652.69	14,610.76	44,000.00	29,389.24	33.2
10-43-6125 DUES AND SUBSCRIPTIONS	.00	.00	1,250.00	1,250.00	.0
10-43-6145 FUEL	931.30	3,145.57	13,500.00	10,354.43	23.3
10-43-6172 PROSECUTOR EXP	.00	2,000.00	24,000.00	22,000.00	8.3
10-43-6185 MISCELLANEOUS	.00	.00	500.00	500.00	.0
10-43-6192 SOFTWARE SERVICE & SUPPORT	305.70	882.25	10,800.00	9,917.75	8.2
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	.00	5,000.00	5,000.00	.0
10-43-6195 OPERATING SUPPLIES - POLICE	117.32	440.65	3,000.00	2,559.35	14.7
10-43-6200 POSTAGE	.25	.25	200.00	199.75	.1
10-43-6220 REP AND MAINT - VEHICLES	324.06	383.36	5,000.00	4,616.64	7.7
10-43-6225 REP AND MAINT - EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
10-43-6234 POLICE OFFICER SAFETY EQUIP EX	.00	.00	2,500.00	2,500.00	.0
10-43-6250 SMALL TOOLS AND EQUIPMENT	502.78	796.51	7,000.00	6,203.49	11.4
10-43-6265 TELEPHONE	693.56	2,549.29	6,000.00	3,450.71	42.5
10-43-6280 UNIFORMS	836.00	1,266.99	2,500.00	1,233.01	50.7
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	.00	19,000.00	19,000.00	.0
TOTAL POLICE DEPT EXPENSES	51,818.19	220,862.53	733,705.00	512,842.47	30.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	14,961.00	70,883.86	249,500.00	178,616.14	28.4
10-44-5002 WILDLAND PERSONNEL	.00	28,802.12	35,000.00	6,197.88	82.3
10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE	1,627.50	7,020.00	35,000.00	27,980.00	20.1
10-44-5006 LONGEVITY BONUS	.00	676.00	1,360.00	684.00	49.7
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	2,532.42	7,400.00	4,867.58	34.2
10-44-5010 FICA AND MEDICARE	1,150.24	7,281.29	25,350.00	18,068.71	28.7
10-44-5011 RETIREMENT	1,364.10	7,875.38	25,500.00	17,624.62	30.9
10-44-5012 HEALTH INSURANCE	2,784.88	11,836.52	66,500.00	54,663.48	17.8
10-44-5013 WORKER'S COMPENSATION	2,941.82	6,307.62	24,250.00	17,942.38	26.0
10-44-5014 UNEMPLOYMENT	.68	3.77	800.00	796.23	.5
10-44-6116 TRAINING & EDUCATION	282.20	282.20	7,500.00	7,217.80	3.8
10-44-6120 DISPATCH FEES	.00	7,413.00	7,000.00	(413.00)	105.9
10-44-6125 DUES AND SUBSCRIPTIONS	.00	540.00	750.00	210.00	72.0
10-44-6145 FUEL	1,030.44	2,505.77	9,000.00	6,494.23	27.8
10-44-6170 LEGAL EXP - FIRE	.00	157.50	500.00	342.50	31.5
10-44-6180 MEDICAL EXPENSES	.00	.00	500.00	500.00	.0
10-44-6181 MEDICAL SUPPLIES EXP	105.60	364.50	5,000.00	4,635.50	7.3
10-44-6185 MISCELLANEOUS	.00	.00	1,000.00	1,000.00	.0
10-44-6192 SOFTWARE SERVICE & SUPPORT	74.10	569.87	1,200.00	630.13	47.5
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	.00	2,500.00	2,500.00	.0
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	.00	290.65	1,500.00	1,209.35	19.4
10-44-6220 REP AND MAINT - VEHICLES	84.41	3,274.91	16,000.00	12,725.09	20.5
10-44-6225 REP AND MAINT - EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
10-44-6250 SMALL TOOLS AND EQUIPMENT	246.17	1,964.53	10,000.00	8,035.47	19.7
10-44-6265 TELEPHONE	313.12	1,036.70	3,500.00	2,463.30	29.6
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
TOTAL FIRE DEPT EXPENSES	27,529.02	164,310.61	543,360.00	379,049.39	30.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	6,164.81	27,208.86	89,000.00	61,791.14	30.6
10-45-5006	LONGEVITY BONUS	.00	120.00	600.00	480.00	20.0
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	2,473.02	7,200.00	4,726.98	34.4
10-45-5010	FICA AND MEDICARE	513.13	2,277.46	7,400.00	5,122.54	30.8
10-45-5011	RETIREMENT	410.88	1,848.96	6,100.00	4,251.04	30.3
10-45-5012	HEALTH INSURANCE	41.88	188.46	710.00	521.54	26.5
10-45-5013	WORKER'S COMPENSATION	49.72	100.23	350.00	249.77	28.6
10-45-5014	UNEMPLOYMENT	.08	3.83	250.00	246.17	1.5
10-45-6110	CONTRACT SERVICES	200.00	339.12	1,250.00	910.88	27.1
10-45-6185	MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-45-6190	OFFICE SUPPLIES	.00	.00	250.00	250.00	.0
10-45-6195	OPERATING SUPPLIES - LIBRARY	577.28	1,517.58	4,500.00	2,982.42	33.7
10-45-6205	PRINT AND NON-PRINT MATERIALS	298.42	298.42	3,000.00	2,701.58	10.0
10-45-6225	REP AND MAINT - EQUIPMENT	.00	.00	100.00	100.00	.0
10-45-6250	SMALL TOOLS AND EQUIPMENT	1,295.90	1,295.90	1,000.00	(295.90)	129.6
10-45-6265	TELEPHONE	83.51	332.87	1,250.00	917.13	26.6
10-45-6266	E-RATE EXP	25.25	106.45	750.00	643.55	14.2
TOTAL LIBRARY EXPENSES		10,210.42	38,111.16	123,960.00	85,848.84	30.7
<u>PLANNING & ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,455.20	20,306.32	65,800.00	45,493.68	30.9
10-46-5006	LONGEVITY BONUS	.00	.00	370.00	370.00	.0
10-46-5010	FICA AND MEDICARE	336.50	1,533.94	5,100.00	3,566.06	30.1
10-46-5011	RETIREMENT	388.78	1,749.51	5,200.00	3,450.49	33.6
10-46-5012	HEALTH INSURANCE	928.78	4,179.51	9,100.00	4,920.49	45.9
10-46-5013	WORKER'S COMPENSATION	67.84	139.80	570.00	430.20	24.5
10-46-5014	UNEMPLOYMENT	.40	1.97	125.00	123.03	1.6
10-46-6105	ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	100.00	.0
10-46-6115	CONVENTIONS AND SEMINARS	.00	.00	250.00	250.00	.0
10-46-6116	TRAINING AND EDUCATION	.00	.00	1,000.00	1,000.00	.0
10-46-6170	LEGAL EXP - P&Z	.00	.00	16,000.00	16,000.00	.0
10-46-6185	MISCELLANEOUS	.00	.00	5,000.00	5,000.00	.0
10-46-6192	SOFTWARE MAINTENANCE & SUPPORT	96.06	1,150.18	1,600.00	449.82	71.9
10-46-6195	OPERATING SUPPLIES	.00	.00	100.00	100.00	.0
10-46-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	100.00	100.00	.0
10-46-6265	TELEPHONE	40.80	122.20	600.00	477.80	20.4
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		6,314.36	29,183.43	114,265.00	85,081.57	25.5

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	553.77	2,418.15	7,600.00	5,181.85	31.8
10-47-5006 LONGEVITY BONUS	.00	12.90	25.00	12.10	51.6
10-47-5010 FICA AND MEDICARE	40.08	176.19	585.00	408.81	30.1
10-47-5011 RETIREMENT	55.37	229.09	765.00	535.91	30.0
10-47-5012 HEALTH INSURANCE	196.05	797.86	2,400.00	1,602.14	33.2
10-47-5013 WORKER'S COMPENSATION	59.50	134.20	360.00	225.80	37.3
10-47-5014 UNEMPLOYMENT	.04	.13	10.00	9.87	1.3
10-47-6145 FUEL	59.92	118.89	1,500.00	1,381.11	7.9
10-47-6170 LEGAL	.00	.00	250.00	250.00	.0
10-47-6185 MISCELLANEOUS	.00	61.25	300.00	238.75	20.4
10-47-6192 SOFTWARE SERVICE & SUPPORT	.00	.00	100.00	100.00	.0
10-47-6195 OPERATING SUPPLIES - PARKS	20.21	277.73	300.00	22.27	92.6
10-47-6215 REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220 REP AND MAINT - VEHICLES	320.87	484.11	1,250.00	765.89	38.7
10-47-6225 REP AND MAINT - EQUIPMENT	31.25	422.72	750.00	327.28	56.4
10-47-6230 REP AND MAINT - INFRASTRUCTURE	37.52	37.52	2,000.00	1,962.48	1.9
10-47-6250 SMALL TOOLS AND EQUIPMENT	41.73	157.06	1,250.00	1,092.94	12.6
10-47-6280 UNIFORM EXP PARKS	132.63	163.29	450.00	286.71	36.3
10-47-6285 UTILITIES	.00	685.27	2,750.00	2,064.73	24.9
10-47-8040 LEASE PAYMENTS	21.68	65.04	275.00	209.96	23.7
TOTAL PARKS EXPENSES	1,570.62	6,241.40	23,020.00	16,778.60	27.1
<u>PROPERTIES EXPENSES</u>					
10-48-5001 SALARIES AND WAGES	3,428.59	14,970.90	47,000.00	32,029.10	31.9
10-48-5006 LONGEVITY BONUS	.00	79.86	220.00	140.14	36.3
10-48-5010 FICA AND MEDICARE	248.12	1,090.46	3,650.00	2,559.54	29.9
10-48-5011 RETIREMENT	342.87	1,418.29	4,750.00	3,331.71	29.9
10-48-5012 HEALTH INSURANCE	1,214.30	4,940.76	13,700.00	8,759.24	36.1
10-48-5013 WORKER'S COMPENSATION	347.52	810.13	2,150.00	1,339.87	37.7
10-48-5014 UNEMPLOYMENT	.29	.89	58.00	57.11	1.5
10-48-6110 CONTRACT SERVICES	150.00	1,563.78	10,000.00	8,436.22	15.6
10-48-6140 ENGINEERING FEES	.00	.00	7,500.00	7,500.00	.0
10-48-6145 FUEL	145.25	362.09	1,500.00	1,137.91	24.1
10-48-6185 MISCELLANEOUS	130.96	152.88	2,000.00	1,847.12	7.6
10-48-6195 OPERATING SUPPLIES - PROPERTIE	20.21	630.92	2,000.00	1,369.08	31.6
10-48-6215 R&M BUILDING - PROPERTIES	3,724.20	28,031.22	40,000.00	11,968.78	70.1
10-48-6220 REP AND MAINT - VEHICLES	320.86	484.11	1,200.00	715.89	40.3
10-48-6225 REP AND MAINT - EQUIPMENT	.00	588.66	500.00	(88.66)	117.7
10-48-6230 REP AND MAINT - INFRASTRUCTURE	76.99	76.99	35,000.00	34,923.01	.2
10-48-6250 SMALL TOOLS AND EQUIPMENT	41.19	213.33	1,200.00	986.67	17.8
10-48-6280 UNIFORM EXP PROPERTIES	132.63	163.28	350.00	186.72	46.7
10-48-6285 UTILITIES	919.58	12,001.36	44,000.00	31,998.64	27.3
10-48-8040 LEASE PAYMENTS	21.68	65.04	280.00	214.96	23.2
TOTAL PROPERTIES EXPENSES	11,265.24	67,644.95	217,058.00	149,413.05	31.2

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	193,048.93	889,209.45	2,976,539.00	2,087,329.55	29.9
NET REVENUE OVER EXPENDITURES	122,621.35	(96,540.51)	.00	96,540.51	.0

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	623,340.31	
20-00-1015	UTILITIES A/R	43,298.27	
20-00-1125	MISCELLANEOUS	27.21	
20-00-1190	ALLOWANCE FOR DOUBTFUL ACCTS	(15,000.00)	
20-00-1515	BUILDINGS-PROP, PLANT, EQUIP	2,166,541.66	
20-00-1518	INFRASTRUCTURE	1,399,746.06	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	205,764.78	
20-00-1540	CONSTRUCTION WIP	300,422.00	
20-00-1550	BUILDINGS-ACC DEPRECIATION	(1,685,397.98)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	(169,992.20)	
	TOTAL ASSETS		<u>2,868,750.11</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2450	ACCRUED PAYROLL	6,056.53	
20-00-2500	SALES TAX PAYABLE	1,226.23	
20-00-2600	CUSTOMER DEPOSITS	29,738.27	
20-00-2700	COMPENSATED ABSENCES	5,621.13	
20-00-2950	OTHER LIABILITIES	2,450.36	
	TOTAL LIABILITIES		45,092.52

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	2,079,379.44	
20-00-3051	UNRESTRICTED FUND BALANCE	776,964.00	
20-00-3052	UNRESTRICED FUND BALANCE	(149,031.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>116,345.15</u>	
	BALANCE - CURRENT DATE	<u>116,345.15</u>	
	TOTAL FUND EQUITY		<u>2,823,657.59</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,868,750.11</u>

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>						
20-50-4010	FUND BALANCE RESERVES	36,666.66	36,666.66	110,000.00	73,333.34	33.3
20-50-4085	WATER USAGE FEES	13,874.82	55,758.63	175,000.00	119,241.37	31.9
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	127.43	342.43	2,750.00	2,407.57	12.5
20-50-4900	TRANSFERS IN	27,183.83	108,735.32	326,208.00	217,472.68	33.3
	TOTAL WATER REVENUE	77,852.74	201,503.04	618,958.00	417,454.96	32.6
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	13,271.72	53,121.61	161,450.00	108,328.39	32.9
20-51-4900	TRANSFERS IN	9,628.00	38,512.00	115,538.00	77,026.00	33.3
	TOTAL SEWER REVENUE	22,899.72	91,633.61	282,488.00	190,854.39	32.4
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,751.94	58,666.42	180,000.00	121,333.58	32.6
20-52-4500	MISCELLANEOUS	.00	.00	750.00	750.00	.0
20-52-4900	TRANSFERS IN	5,307.75	21,231.00	63,693.00	42,462.00	33.3
	TOTAL SANITATION REVENUE	20,059.69	79,897.42	244,443.00	164,545.58	32.7
	TOTAL FUND REVENUE	120,812.15	373,034.07	1,145,889.00	772,854.93	32.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	6,047.55	26,407.61	83,500.00	57,092.39	31.6
20-50-5006	LONGEVITY BONUS	.00	140.86	425.00	284.14	33.1
20-50-5010	FICA AND MEDICARE	437.61	1,923.44	6,400.00	4,476.56	30.1
20-50-5011	RETIREMENT	604.75	2,501.75	8,400.00	5,898.25	29.8
20-50-5012	HEALTH INSURANCE	2,141.79	8,714.73	26,000.00	17,285.27	33.5
20-50-5013	WORKER'S COMPENSATION	738.32	1,554.34	4,675.00	3,120.66	33.3
20-50-5014	UNEMPLOYMENT	.52	1.59	100.00	98.41	1.6
20-50-6110	CONTRACT SERVICES	1,025.00	3,075.00	20,000.00	16,925.00	15.4
20-50-6116	TRAINING AND EDUCATION	.00	.00	500.00	500.00	.0
20-50-6135	PERMIT FEE EXP - WATER	.00	.00	1,250.00	1,250.00	.0
20-50-6140	ENGINEERING FEES	.00	.00	4,000.00	4,000.00	.0
20-50-6145	FUEL	439.86	1,652.16	3,000.00	1,347.84	55.1
20-50-6155	INSURANCE	988.59	4,790.94	7,750.00	2,959.06	61.8
20-50-6170	LEGAL EXP - WATER	.00	.00	35,000.00	35,000.00	.0
20-50-6185	MISCELLANEOUS	.00	12.25	800.00	787.75	1.5
20-50-6192	SOFTWARE SUPPORT EXP - WATER	269.55	2,314.01	6,000.00	3,685.99	38.6
20-50-6195	OPERATING SUPPLIES - WATER	20.20	2,386.01	5,000.00	2,613.99	47.7
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	320.86	720.61	2,000.00	1,279.39	36.0
20-50-6225	REP AND MAINT - EQUIPMENT	.00	1,079.92	1,500.00	420.08	72.0
20-50-6230	REP AND MAINT - INFRASTRUCTURE	28,937.40	31,971.01	331,200.00	299,228.99	9.7
20-50-6232	SPRINGS SECURITY EXP	93.37	329.55	8,000.00	7,670.45	4.1
20-50-6240	SERVICE TESTS/SYSTEM TESTING	15.00	45.00	750.00	705.00	6.0
20-50-6250	SMALL TOOLS AND EQUIPMENT	11.48	11.48	2,750.00	2,738.52	.4
20-50-6271	DWR FEE	.00	.00	900.00	900.00	.0
20-50-6280	UNIFORM EXP WATER	132.63	163.28	350.00	186.72	46.7
20-50-6285	UTILITIES EXP - WATER	.00	107.65	500.00	392.35	21.5
20-50-6290	ADMINISTRATIVE CHARGE	4,751.00	19,292.00	57,008.00	37,716.00	33.8
20-50-8040	LEASE PAYMENTS	75.88	227.64	950.00	722.36	24.0
	TOTAL WATER EXPENDITURES	47,051.36	109,422.83	618,958.00	509,535.17	17.7

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>						
20-51-5001	SALARIES AND WAGES	3,279.19	14,319.54	45,000.00	30,680.46	31.8
20-51-5006	LONGEVITY BONUS	.00	76.38	225.00	148.62	34.0
20-51-5010	FICA AND MEDICARE	237.28	1,042.95	3,500.00	2,457.05	29.8
20-51-5011	RETIREMENT	327.93	1,356.54	4,550.00	3,193.46	29.8
20-51-5012	HEALTH INSURANCE	1,161.38	4,725.69	14,000.00	9,274.31	33.8
20-51-5013	WORKER'S COMPENSATION	382.49	825.00	2,350.00	1,525.00	35.1
20-51-5014	UNEMPLOYMENT	.28	.86	55.00	54.14	1.6
20-51-6110	CONTRACT SERVICES	3,325.00	9,975.00	50,000.00	40,025.00	20.0
20-51-6135	PERMIT FEE EXP - SEWER	1,485.94	1,485.94	2,000.00	514.06	74.3
20-51-6140	ENGINEERING FEES	.00	.00	15,000.00	15,000.00	.0
20-51-6145	FUEL	128.43	464.15	3,000.00	2,535.85	15.5
20-51-6155	INSURANCE	988.59	4,790.94	10,000.00	5,209.06	47.9
20-51-6170	LEGAL EXP - SEWER	.00	220.50	1,000.00	779.50	22.1
20-51-6185	MISCELLANEOUS	.00	126.41	500.00	373.59	25.3
20-51-6192	SOFTWARE SUPPORT EXP - SEWER	269.55	2,314.01	5,750.00	3,435.99	40.2
20-51-6195	OPERATING SUPPLIES - SEWER	512.28	2,052.31	12,000.00	9,947.69	17.1
20-51-6220	REP AND MAINT - VEHICLES	320.86	527.44	1,750.00	1,222.56	30.1
20-51-6225	REP AND MAINT - EQUIPMENT	.00	391.47	250.00	(141.47)	156.6
20-51-6230	REP AND MAINT - INFRASTRUCTURE	111.71	200.85	35,000.00	34,799.15	.6
20-51-6240	SERVICE TESTS/SYSTEM TESTING	667.40	3,004.20	14,000.00	10,995.80	21.5
20-51-6250	SMALL TOOLS & EQUIPMENT (UNDER	.00	.00	1,500.00	1,500.00	.0
20-51-6280	UNIFORM EXP SEWER	132.63	163.29	400.00	236.71	40.8
20-51-6285	UTILITIES	.00	651.66	2,750.00	2,098.34	23.7
20-51-6290	ADMINISTRATIVE CHARGE	4,751.00	19,004.00	57,008.00	38,004.00	33.3
20-51-8040	LEASE PAYMENTS	75.88	227.64	900.00	672.36	25.3
	TOTAL SEWER EXPENDITURES	18,157.82	67,946.77	282,488.00	214,541.23	24.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,217.50	22,782.71	72,000.00	49,217.29	31.6
20-52-5006 LONGEVITY BONUS	.00	121.52	350.00	228.48	34.7
20-52-5010 FICA AND MEDICARE	377.56	1,659.45	5,500.00	3,840.55	30.2
20-52-5011 RETIREMENT	521.74	2,158.32	7,200.00	5,041.68	30.0
20-52-5012 HEALTH INSURANCE	1,847.86	7,518.84	22,200.00	14,681.16	33.9
20-52-5013 WORKER'S COMPENSATION	912.80	1,616.77	6,700.00	5,083.23	24.1
20-52-5014 UNEMPLOYMENT	.45	1.38	85.00	83.62	1.6
20-52-6111 RECYCLING CONTRACT EXP	.00	360.00	1,750.00	1,390.00	20.6
20-52-6116 TRAINING & EDUCATION	.00	.00	300.00	300.00	.0
20-52-6142 EQUIPMENT RENTALS	.00	.00	1,000.00	1,000.00	.0
20-52-6145 FUEL	430.12	1,721.92	9,000.00	7,278.08	19.1
20-52-6155 INSURANCE	988.59	4,790.94	10,000.00	5,209.06	47.9
20-52-6165 LANDFILL TIPPING FEES	1,510.00	4,718.40	21,000.00	16,281.60	22.5
20-52-6185 MISCELLANEOUS	59.30	118.60	300.00	181.40	39.5
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	269.55	1,572.53	5,500.00	3,927.47	28.6
20-52-6195 OPERATING SUPPLIES - TRASH	20.20	30.03	500.00	469.97	6.0
20-52-6220 REP AND MAINT - VEHICLES	320.87	551.64	10,000.00	9,448.36	5.5
20-52-6225 REP AND MAINT - EQUIPMENT	.00	391.47	500.00	108.53	78.3
20-52-6230 R&M TRASH - INFRASTRUCTURE	37.52	37.52	.00	(37.52)	.0
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	3,200.00	3,200.00	.0
20-52-6280 UNIFORM EXP TRASH	132.63	163.28	350.00	186.72	46.7
20-52-6290 ADMINISTRATIVE CHARGE	4,751.00	19,004.00	57,008.00	38,004.00	33.3
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	17,397.69	79,319.32	244,443.00	165,123.68	32.5
TOTAL FUND EXPENDITURES	82,606.87	256,688.92	1,145,889.00	889,200.08	22.4
NET REVENUE OVER EXPENDITURES	38,205.28	116,345.15	.00	(116,345.15)	.0

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(438,087.72)	
30-00-1015	HURF ACCOUNTS RECEIVABLE		4,521.44	
30-00-1022	OAZ HURF SAVINGS		733,878.31	
	TOTAL ASSETS			300,312.03

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		270,217.68	
	REVENUE OVER EXPENDITURES - YTD	28,546.17		
	BALANCE - CURRENT DATE		28,546.17	
	TOTAL FUND EQUITY			298,763.85
	TOTAL LIABILITIES AND EQUITY			300,312.03

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	3,965.01	11,755.82	48,500.00	36,744.18	24.2
30-30-4300	INTEREST AND INVESTMENT EARNIN	310.26	1,219.44	1,000.00	(219.44)	121.9
30-30-4900	TRANSFERS IN	16,678.75	66,715.00	200,145.00	133,430.00	33.3
	TOTAL HURF REVENUE	20,954.02	79,690.26	249,645.00	169,954.74	31.9
	TOTAL FUND REVENUE	20,954.02	79,690.26	249,645.00	169,954.74	31.9

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,117.41	18,113.63	39,000.00	20,886.37	46.5
30-30-5006 LONGEVITY BONUS	.00	329.48	200.00	(129.48)	164.7
30-30-5010 FICA AND MEDICARE	303.53	1,361.61	3,500.00	2,138.39	38.9
30-30-5011 RETIREMENT	276.84	1,145.30	3,900.00	2,754.70	29.4
30-30-5012 HEALTH INSURANCE	980.38	3,989.31	12,000.00	8,010.69	33.2
30-30-5013 WORKER'S COMPENSATION	340.74	796.21	1,850.00	1,053.79	43.0
30-30-5014 UNEMPLOYMENT	.24	1.68	100.00	98.32	1.7
30-30-6140 ENGINEERING FEES	.00	.00	2,500.00	2,500.00	.0
30-30-6142 EQUIPMENT RENTALS	.00	.00	750.00	750.00	.0
30-30-6145 FUEL	181.99	476.66	1,500.00	1,023.34	31.8
30-30-6155 INSURANCE	659.06	3,193.96	5,250.00	2,056.04	60.8
30-30-6185 MISCELLANEOUS	.00	12.25	500.00	487.75	2.5
30-30-6192 SOFTWARE SERVICE & SUPPORT	89.85	359.40	1,600.00	1,240.60	22.5
30-30-6195 OPERATING SUPPLIES - HURF	20.20	30.04	500.00	469.96	6.0
30-30-6210 PUBLIC RESTROOM SUPPLIES	1,200.46	1,200.46	3,000.00	1,799.54	40.0
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	320.85	484.11	1,500.00	1,015.89	32.3
30-30-6225 REP AND MAINT - EQUIPMENT	.00	391.48	500.00	108.52	78.3
30-30-6230 REP AND MAINT - INFRASTRUCTURE	9,284.65	11,491.22	140,000.00	128,508.78	8.2
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	650.00	650.00	.0
30-30-6255 STREET LIGHTS	1,141.03	4,564.12	13,750.00	9,185.88	33.2
30-30-6260 STREET SUPPLIES	.00	170.82	7,500.00	7,329.18	2.3
30-30-6280 UNIFORM EXP - HURF	132.62	163.28	400.00	236.72	40.8
30-30-6290 ADMINISTRATIVE CHARGE	701.00	2,804.00	8,420.00	5,616.00	33.3
30-30-8040 LEASE PAYMENTS	21.69	65.07	275.00	209.93	23.7
TOTAL HURF EXPENDITURE	19,772.54	51,144.09	249,645.00	198,500.91	20.5
TOTAL FUND EXPENDITURES	19,772.54	51,144.09	249,645.00	198,500.91	20.5
NET REVENUE OVER EXPENDITURES	1,181.48	28,546.17	.00	(28,546.17)	.0

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

PARKING FUND

<u>ASSETS</u>			
35-00-1000	CASH - COMBINED FUND	142,810.15	
	TOTAL ASSETS		142,810.15
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
35-00-2450	ACCRUED PAYROLL - PARKING FUND	1,271.65	
	TOTAL LIABILITIES		1,271.65
<u>FUND EQUITY</u>			
35-00-3002	UNRESTRICTED FUND BALANCE	119,409.14	
	REVENUE OVER EXPENDITURES - YTD	22,129.36	
	BALANCE - CURRENT DATE	22,129.36	
	TOTAL FUND EQUITY		141,538.50
	TOTAL LIABILITIES AND EQUITY		142,810.15

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	41,750.65	114,972.50	347,000.00	232,027.50	33.1
TOTAL PARKING FUND REVENUE	41,750.65	114,972.50	347,000.00	232,027.50	33.1
 TOTAL FUND REVENUE	 41,750.65	 114,972.50	 347,000.00	 232,027.50	 33.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	1,819.74	6,753.69	40,000.00	33,246.31	16.9
35-35-5006 LONGEVITY BONUS	.00	.00	150.00	150.00	.0
35-35-5010 FICA MATCH	139.20	516.64	2,980.00	2,463.36	17.3
35-35-5013 WORKER'S COMPENSATION	158.12	250.90	1,025.00	774.10	24.5
35-35-5014 UNEMPLOYMENT	.00	.74	168.00	167.26	.4
35-35-6145 FUEL	35.11	141.77	1,000.00	858.23	14.2
35-35-6185 MISCELLANEOUS	.00	.00	1,030.00	1,030.00	.0
35-35-6186 BANK CHARGES	.00	.00	50.00	50.00	.0
35-35-6188 CREDIT CARD PROCESSING FEES	1,782.68	4,598.91	32,000.00	27,401.09	14.4
35-35-6192 SOFTWARE SERVICE AND SUPPORT	498.49	1,585.32	25,000.00	23,414.68	6.3
35-35-6195 OPERATING SUPPLIES	52.26	1,334.45	1,500.00	165.55	89.0
35-35-6265 TELEPHONE	406.19	1,464.72	3,500.00	2,035.28	41.9
35-35-6290 ADMINISTRATIVE CHARGE	466.00	1,864.00	5,597.00	3,733.00	33.3
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	10,000.00	10,000.00	.0
35-35-9500 TRANSFERS OUT	18,583.00	74,332.00	223,000.00	148,668.00	33.3
TOTAL PARKING FUND EXPENDITURE	23,940.79	92,843.14	347,000.00	254,156.86	26.8
TOTAL FUND EXPENDITURES	23,940.79	92,843.14	347,000.00	254,156.86	26.8
NET REVENUE OVER EXPENDITURES	17,809.86	22,129.36	.00	(22,129.36)	.0

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

FIRE DEPT PENSION & RETIREMENT

<u>ASSETS</u>			
40-00-1000	CASH - COMBINED FUND		15,301.40
40-00-1010	INVESTMENTS - PENISON & RELIEF		167,081.82
40-00-1900	DUE FROM OTHER FUNDS	(27,802.32)
			<u>154,580.90</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2990	DUE TO OTHER FUNDS	(27,802.32)
			<u>(27,802.32)</u>
<u>FUND EQUITY</u>			
40-00-3002	UNRESTRICTED FUND BALANCE		179,112.52
	REVENUE OVER EXPENDITURES - YTD	<u>3,270.70</u>	
	BALANCE - CURRENT DATE		<u>3,270.70</u>
	TOTAL FUND EQUITY		<u>182,383.22</u>
	TOTAL LIABILITIES AND EQUITY		<u>154,580.90</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

FIRE DEPT PENSION & RETIREMENT

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

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

FIRE DEPT PENSION & RETIREMENT

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

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

OPERATING GRANTS REVENUE

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

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

OPERATING GRANTS REVENUE

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

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

OPERATING GRANTS REVENUE

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

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

CAPITAL GRANTS FUND

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

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

CAPITAL GRANTS FUND

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

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

CAPITAL GRANTS FUND

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

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(314,910.82)
	TOTAL ASSETS		(314,910.82)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(362,451.34)
	REVENUE OVER EXPENDITURES - YTD		47,540.52
	BALANCE - CURRENT DATE		47,540.52
	TOTAL FUND EQUITY	(314,910.82)
	TOTAL LIABILITIES AND EQUITY	(314,910.82)

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

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

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND CONTINGENCIES EXP</u>					
70-25-6276 WILDLANDS EXP - CONTINGENCY	1,974.32	1,611.48	75,000.00	73,388.52	2.2
70-25-6295 EXPENSE - GF CONTINGENCIES	.00	.00	2,382,500.00	2,382,500.00	.0
TOTAL GENERAL FUND CONTINGENCIES EXP	1,974.32	1,611.48	2,457,500.00	2,455,888.52	.1
TOTAL FUND EXPENDITURES	1,974.32	1,611.48	2,457,500.00	2,455,888.52	.1
NET REVENUE OVER EXPENDITURES	(1,974.32)	47,540.52	.00	(47,540.52)	.0

TOWN OF JEROME
BALANCE SHEET
OCTOBER 31, 2023

Item A.

UTILITIES CONTINGENCIES FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

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

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

UTILITIES CONTINGENCIES FUND

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

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

UTILITIES CONTINGENCIES FUND

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

TOWN OF JEROME
 BALANCE SHEET
 OCTOBER 31, 2023

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND		112,550.37
90-00-1021	OAZ CAPITAL IMPROVEMENTS		71,149.04
90-00-1023	ONEAZ WWTP CHECKING		671,934.44
90-00-1045	PRE-PAID EXP CAPITAL FUND		5,000.00
			<u>860,633.85</u>
	TOTAL ASSETS		<u><u>860,633.85</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE		971,110.61
	REVENUE OVER EXPENDITURES - YTD	(110,476.76)	
	BALANCE - CURRENT DATE	(110,476.76)	
	TOTAL FUND EQUITY		<u>860,633.85</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>860,633.85</u></u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL FUND REVENUES</u>					
90-57-4300 BANK INTEREST - CAPITAL FUND	22.52	98.47	200.00	101.53	49.2
90-57-4303 INTEREST - WWTP	57.26	247.82	500.00	252.18	49.6
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	79.78	346.29	2,000,700.00	2,000,353.71	.0
TOTAL FUND REVENUE	79.78	346.29	2,000,700.00	2,000,353.71	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>					
90-57-7027 WASTEWATER TREATMENT DESIGN EX	.00	105,815.55	.00	(105,815.55)	.0
90-57-7030 INTERIM WWTP LOAN EXP	4,850.00	5,007.50	2,000,700.00	1,995,692.50	.3
TOTAL CAPITAL FUND EXPENDITURES	4,850.00	110,823.05	2,000,700.00	1,889,876.95	5.5
TOTAL FUND EXPENDITURES	4,850.00	110,823.05	2,000,700.00	1,889,876.95	5.5
NET REVENUE OVER EXPENDITURES	(4,770.22)	(110,476.76)	.00	110,476.76	.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	102523KM6	Fuel for Sept 2023-Fire	1	10/25/2023	724.65	.00	724.65	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-Ranger	2	10/25/2023	35.11	.00	35.11	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-Old Shu	3	10/25/2023	115.00	.00	115.00	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-Water T	4	10/25/2023	96.96	.00	96.96	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-PWALL	5	10/25/2023	9.74	.00	9.74	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-PWALL	6	10/25/2023	9.74	.00	9.74	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-PWALL	7	10/25/2023	9.74	.00	9.74	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-PWALL	8	10/25/2023	9.74	.00	9.74	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-PWALL	9	10/25/2023	9.74	.00	9.74	100718	10/25/2023
		102523KM6	Fuel for Sept 2023-PWALL	10	10/25/2023	9.75	.00	9.75	100718	10/25/2023
Total 1000:						1,030.17	.00	1,030.17		
1015	ADEQ	101123KM12	Inv. 394224X WQL Water	1	10/11/2023	357.00	.00	357.00	100692	10/11/2023
		101123KM12	Inv. 393218X MAP Monitori	2	10/11/2023	1,128.94	.00	1,128.94	100692	10/11/2023
Total 1015:						1,485.94	.00	1,485.94		
1031	ALL-MED EQUIPMENT &	101823KM1	Inv. 755587 Monthly Tank	1	10/18/2023	105.60	.00	105.60	100705	10/18/2023
Total 1031:						105.60	.00	105.60		
1050	APS	100423MS1	9438060000 - 504 Hull St	1	10/04/2023	14.04	.00	14.04	100667	10/04/2023
		102523KM8	Acct 1490440000 Street Li	1	10/25/2023	1,141.03	.00	1,141.03	100719	10/25/2023
Total 1050:						1,155.07	.00	1,155.07		
1056	ARIZONA BUG COMPANY	100423MS2	Inv 202033 - Quarterly Gen	1	10/04/2023	100.00	.00	100.00	100668	10/04/2023
		101823KM6	Inv. 202532 Monthly Pest C	1	10/18/2023	50.00	.00	50.00	100706	10/18/2023
Total 1056:						150.00	.00	150.00		
1088	AT&T	100423MS8	INV 287307080989X09262	1	10/04/2023	246.15	.00	246.15	100687	10/05/2023
		100423MS8	INV 287307080989X09262	2	10/04/2023	246.15	.00	246.15	Multiple	Multiple
Total 1088:						492.30	.00	492.30		
1106	AZ MUNICIPAL RISK RET	100423MS3	INV 40001406-10032023 A	1	10/04/2023	2,965.77	.00	2,965.77	100670	10/04/2023
		100423MS3	INV 40001406-10032023 A	2	10/04/2023	988.59	.00	988.59	100670	10/04/2023
		100423MS3	INV 40001406-10032023 A	3	10/04/2023	988.59	.00	988.59	100670	10/04/2023
		100423MS3	INV 40001406-10032023 A	4	10/04/2023	988.59	.00	988.59	100670	10/04/2023
		100423MS3	INV 40001406-10032023 A	5	10/04/2023	659.06	.00	659.06	100670	10/04/2023
Total 1106:						6,590.60	.00	6,590.60		
1158	CANDACE GALLAGHER	101123KM2	Codification Services 09-20	1	10/11/2023	500.00	.00	500.00	100694	10/11/2023
Total 1158:						500.00	.00	500.00		
1170	CASELLE	101123KM10	INV. 128100 Maintenance	1	10/11/2023	808.65	.00	808.65	100695	10/11/2023
		101123KM10	INV. 128100 Maintenance	2	10/11/2023	269.55	.00	269.55	100695	10/11/2023
		101123KM10	INV. 128100 Maintenance	3	10/11/2023	269.55	.00	269.55	100695	10/11/2023
		101123KM10	INV. 128100 Maintenance	4	10/11/2023	269.55	.00	269.55	100695	10/11/2023
		101123KM10	INV. 128100 Maintenance	5	10/11/2023	89.85	.00	89.85	100695	10/11/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		101123KM10	INV. 128100 Maintenance	6	10/11/2023	89.85	.00	89.85	100695	10/11/2023
Total 1170:						1,797.00	.00	1,797.00		
1178	CENTURY LINK	101823KM13	Inv. 88707005 Phone Servi	1	10/18/2023	3.60	.00	3.60	100707	10/18/2023
		102523KM7	ACCT J-520-111-3806 829	1	10/25/2023	37.69	.00	37.69	100720	10/25/2023
		102523KM7	ACCT J-520-111-3806 829	2	10/25/2023	176.71	.00	176.71	100720	10/25/2023
		102523KM7	ACCT J-520-111-3806 829	3	10/25/2023	181.76	.00	181.76	100720	10/25/2023
		102523KM7	ACCT J-520-111-3806 829	4	10/25/2023	83.51	.00	83.51	100720	10/25/2023
		102523KM7	ACCT J-520-111-3806 829	5	10/25/2023	43.54	.00	43.54	100720	10/25/2023
		102523KM7	ACCT J-520-111-3806 829	6	10/25/2023	136.29	.00	136.29	100720	10/25/2023
		102523KM7	ACCT J-520-111-3806 829	7	10/25/2023	77.40	.00	77.40	100720	10/25/2023
Total 1178:						740.50	.00	740.50		
1195	CITY OF COTTONWOOD	101123KM9	Inv. 0006437 PD Dispatchi	1	10/11/2023	3,652.69	.00	3,652.69	100696	10/11/2023
Total 1195:						3,652.69	.00	3,652.69		
1213	CONTRACT WASTEWATE	100423MS4	Inv 1015668 - Water Maint	1	10/04/2023	1,025.00	.00	1,025.00	100671	10/04/2023
		100423MS4	Inv 1015668 WWTP Mainte	2	10/04/2023	3,325.00	.00	3,325.00	100671	10/04/2023
		100423MS4	Inv 1015668 Sample Trans	3	10/04/2023	65.00	.00	65.00	100671	10/04/2023
		100423MS4	Inv 1015668 Cholorine Tabl	4	10/04/2023	492.08	.00	492.08	100671	10/04/2023
Total 1213:						4,907.08	.00	4,907.08		
1239	DANA KEPNER CO	100423MS5	INV 9038617-00 - Sewer R	1	10/04/2023	74.19	.00	74.19	100672	10/04/2023
Total 1239:						74.19	.00	74.19		
1250	DEERE CREDIT, INC.	100423MS10	510001614248 Deere Leas	1	10/04/2023	21.68	.00	21.68	100688	10/05/2023
		100423MS10	510001614248 Deere Leas	2	10/04/2023	21.68	.00	21.68	100688	10/05/2023
		100423MS10	510001614248 Deere Leas	3	10/04/2023	75.88	.00	75.88	100688	10/05/2023
		100423MS10	510001614248 Deere Leas	4	10/04/2023	75.88	.00	75.88	100688	10/05/2023
		100423MS10	510001614248 Deere Leas	5	10/04/2023	21.69	.00	21.69	Multiple	Multiple
Total 1250:						216.81	.00	216.81		
1264	DIESEL DIRECT WEST	100423MS6	INV 85409466 Diesel Fuel	1	10/04/2023	201.23	.00	201.23	100674	10/04/2023
		100423MS6	INV 85409466 Diesel Fuel	2	10/04/2023	25.15	.00	25.15	100674	10/04/2023
		100423MS6	INV 85409466 Diesel Fuel	3	10/04/2023	25.15	.00	25.15	100674	10/04/2023
		101823KM9	INV. 85436022 Fuel	1	10/18/2023	183.58	.00	183.58	100708	10/18/2023
		101823KM9	INV. 85436022 Fuel	2	10/18/2023	22.94	.00	22.94	100708	10/18/2023
		101823KM9	INV. 85436022 Fuel	3	10/18/2023	22.95	.00	22.95	100708	10/18/2023
Total 1264:						481.00	.00	481.00		
1288	ELITE PERFORMANCE C	101823KM8	Inv. 9-5-23 Concrete Walls	1	10/18/2023	9,030.00	.00	9,030.00	100709	10/18/2023
Total 1288:						9,030.00	.00	9,030.00		
1322	FOUR-D LLC	100423MS9	Inv 00000893 IT Service an	1	10/04/2023	270.00	.00	270.00	100675	10/04/2023
Total 1322:						270.00	.00	270.00		
1503	LEGEND	10112023KM	Inv. 2315077 WW Testing	1	10/11/2023	75.00	.00	75.00	100697	10/11/2023
		102523KM4	Inv. 2315969 WW Testing	1	10/25/2023	527.40	.00	527.40	100721	10/25/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		102523KM4	Inv. 2315969 Sink in WWT	2	10/25/2023	15.00	.00	15.00	100721	10/25/2023
Total 1503:						617.40	.00	617.40		
1507	LIFE & PROPERTY SAFE	100423MS12	Inv 10446 Annual Alarm &	1	10/04/2023	732.25	.00	732.25	100689	10/05/2023
		100423MS12	Inv 10463 - Service Call	2	10/04/2023	95.00	.00	95.00	Multiple	Multiple
Total 1507:						827.25	.00	827.25		
1564	MINGUS ELECTRIC	102523KM2	Inv. 1434 Install 4 ft LED La	1	10/25/2023	2,300.00	.00	2,300.00	100723	10/25/2023
		102523KM2	Inv. 1434 Truck Supplies-M	2	10/25/2023	75.00	.00	75.00	100723	10/25/2023
Total 1564:						2,375.00	.00	2,375.00		
1576	NAPA AUTO PARTS	100423MS14	Inv 330978 - Welding Supp	1	10/04/2023	167.75	.00	167.75	100690	10/05/2023
		100423MS14	Inv 331789 - Mirror PW	2	10/04/2023	4.21	.00	4.21	100690	10/05/2023
		100423MS14	Inv 331789 - Mirror PW	3	10/04/2023	4.21	.00	4.21	100690	10/05/2023
		100423MS14	Inv 331789 - Mirror PW	4	10/04/2023	4.21	.00	4.21	100690	10/05/2023
		100423MS14	Inv 331789 - Mirror PW	5	10/04/2023	4.21	.00	4.21	100690	10/05/2023
		100423MS14	Inv 331789 - Mirror PW	6	10/04/2023	4.21	.00	4.21	100690	10/05/2023
		100423MS14	Inv 331789 - Mirror PW	7	10/04/2023	4.20	.00	4.20	Multiple	Multiple
Total 1576:						193.00	.00	193.00		
1578	NATIONAL LEAGUE OF CI	101123KM1	INV. 185279 Annual Memb	1	10/11/2023	300.00	.00	300.00	100698	10/11/2023
Total 1578:						300.00	.00	300.00		
1598	NORTHERN CHEMICAL C	100423MS13	Inv 702898-00 Toilet Paper	1	10/04/2023	1,200.46	.00	1,200.46	100679	10/04/2023
Total 1598:						1,200.46	.00	1,200.46		
1603	ODP BUSINESS Solutio	100423MS15	Inv 328548257001 - Staple	1	10/04/2023	68.80	.00	68.80	100691	10/05/2023
		100423MS15	Inv 328624006001 - Teleph	2	10/04/2023	9.21	.00	9.21	100691	10/05/2023
		100423MS15	Inv 331920157001 Office C	3	10/04/2023	51.19	.00	51.19	100691	10/05/2023
		100423MS15	Inv 331210458001 Town S	4	10/04/2023	65.43	.00	65.43	Multiple	Multiple
		101823KM10	Inv. 333963654001 Envelo	1	10/18/2023	35.83	.00	35.83	100712	10/18/2023
		101823KM10	Inv. 333183810001 Certific	2	10/18/2023	38.29	.00	38.29	100712	10/18/2023
		102523KM9	Inv. 333729539001 Prong	1	10/25/2023	17.15	.00	17.15	100724	10/25/2023
		102523KM9	Inv. 333776305001 Cardst	2	10/25/2023	16.39	.00	16.39	100724	10/25/2023
Total 1603:						302.29	.00	302.29		
1615	PARKEON	101823KM4	INV. IV138876 Parkfolio AI	1	10/18/2023	408.64	.00	408.64	100713	10/18/2023
		102523KM10	INV. IV139217 Flowbird Tra	1	10/25/2023	41.19	.00	41.19	100725	10/25/2023
Total 1615:						449.83	.00	449.83		
1618	PATRIOT DISPOSAL, INC.	100423MS16	INV 3875 Monthly Trash D	1	10/04/2023	1,510.00	.00	1,510.00	100681	10/04/2023
Total 1618:						1,510.00	.00	1,510.00		
1625	PERSONNEL SAFETY EN	101823KM7	INV. 104312 Medicine Cabi	1	10/18/2023	117.32	.00	117.32	100714	10/18/2023
		101823KM7	INV. 104310 Medicine Cabi	2	10/18/2023	80.36	.00	80.36	100714	10/18/2023
		101823KM7	INV. 104311 Medicine Cabi	3	10/18/2023	20.20	.00	20.20	100714	10/18/2023
		101823KM7	INV. 104311 Medicine Cabi	4	10/18/2023	20.20	.00	20.20	100714	10/18/2023
		101823KM7	INV. 104311 Medicine Cabi	5	10/18/2023	20.20	.00	20.20	100714	10/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		101823KM7	INV. 104311 Medicine Cabi	6	10/18/2023	20.21	.00	20.21	100714	10/18/2023
		101823KM7	INV. 104311 Medicine Cabi	7	10/18/2023	20.21	.00	20.21	100714	10/18/2023
		101823KM7	INV. 104311 Medicine Cabi	8	10/18/2023	20.20	.00	20.20	100714	10/18/2023
		Total 1625:				318.90	.00	318.90		
1647	PROCOPY	100423MS17	Inv 4283288 Copier Lease	1	10/04/2023	357.51	.00	357.51	100682	10/04/2023
		102523KM3	Inv. 4283288 Base Charge	1	10/25/2023	21.18	.00	21.18	100726	10/25/2023
		Total 1647:				378.69	.00	378.69		
1694	ROKZOO SCREEN PRINT	101123KM13	Inv. 6391 Fall Shirts & Hats	1	10/11/2023	122.10	.00	122.10	100700	10/11/2023
		101123KM13	Inv. 6391 Fall Shirts & Hats	2	10/11/2023	122.10	.00	122.10	100700	10/11/2023
		101123KM13	Inv. 6391 Fall Shirts & Hats	3	10/11/2023	122.10	.00	122.10	100700	10/11/2023
		101123KM13	Inv. 6391 Fall Shirts & Hats	4	10/11/2023	122.10	.00	122.10	100700	10/11/2023
		101123KM13	Inv. 6391 Fall Shirts & Hats	5	10/11/2023	122.10	.00	122.10	100700	10/11/2023
		101123KM13	Inv. 6391 Fall Shirts & Hats	6	10/11/2023	122.09	.00	122.09	100700	10/11/2023
		Total 1694:				732.59	.00	732.59		
1740	SIMS MACKIN, LTD	101823KM11	INV. 38018 September Leg	1	10/18/2023	202.50	.00	202.50	100715	10/18/2023
		Total 1740:				202.50	.00	202.50		
1774	SUPERIOR COURT YAVA	101123KM8	Inv. 1 2324 J Weekend Jus	1	10/11/2023	110.71	.00	110.71	100701	10/11/2023
		Total 1774:				110.71	.00	110.71		
1811	TOWN OF JEROME	101823KM3	Petty Cash Drawer Beginn	1	10/18/2023	145.00	.00	145.00	100716	10/18/2023
		Total 1811:				145.00	.00	145.00		
1812	TOWN OF JEROME - UTIL	100423MS19	7002.01 Town Hall Utilities	1	10/04/2023	208.15	.00	208.15	100683	10/04/2023
		100423MS19	7060.01 Public Works Yard	2	10/04/2023	194.08	.00	194.08	100683	10/04/2023
		100423MS19	7054.01 Jerome PD Utilitie	3	10/04/2023	177.32	.00	177.32	100683	10/04/2023
		100423MS19	7015.01 Jerome FD Utilitie	4	10/04/2023	194.08	.00	194.08	100683	10/04/2023
		Total 1812:				773.63	.00	773.63		
1813	TOWN OF JEROME PR	100423MS18	Payroll Transfer October 2	1	10/04/2023	90,000.00	.00	90,000.00	100684	10/04/2023
		102523KM1	Payroll Transfer for Novem	1	10/25/2023	90,000.00	.00	90,000.00	100728	10/25/2023
		Total 1813:				180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	101823KM12	4353340000 201 Perkinsvil	1	10/18/2023	21.33	.00	21.33	100717	10/18/2023
		101823KM12	2353340000 502 N Main St	2	10/18/2023	21.75	.00	21.75	100717	10/18/2023
		101823KM12	6937260000 303 Main St	3	10/18/2023	21.75	.00	21.75	100717	10/18/2023
		101823KM12	7505930000 600 Clark St	4	10/18/2023	32.40	.00	32.40	100717	10/18/2023
		101823KM12	0559820000 101 N Main St	5	10/18/2023	34.68	.00	34.68	100717	10/18/2023
		Total 1827:				131.91	.00	131.91		
1851	VERDE VALLEY HARDWA	100423MS20	INV 60364 Trash Bags	1	10/04/2023	59.30	.00	59.30	100685	10/04/2023
		100423MS20	INV 60538 Weed Eater Re	2	10/04/2023	31.25	.00	31.25	100685	10/04/2023
		100423MS20	INV 60539 Hose Cap, Galv	3	10/04/2023	13.15	.00	13.15	100685	10/04/2023
		100423MS20	INV 60797 Gypsum	4	10/04/2023	70.27	.00	70.27	100685	10/04/2023
		100423MS20	INV 61039 Mop Bucket Kit,	5	10/04/2023	62.13	.00	62.13	100685	10/04/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		100423MS20	INV 61117 Weed Eater Stri	6	10/04/2023	41.73	.00	41.73	100685	10/04/2023
Total 1851:						277.83	.00	277.83		
1859	VERIZON WIRELESS	101123KM11	INV. 9945357711 Phone S	1	10/11/2023	40.80	.00	40.80	100702	10/11/2023
		101123KM11	INV. 9945357711 Phone S	2	10/11/2023	56.80	.00	56.80	100702	10/11/2023
		101123KM11	INV. 9945357711 Phone S	3	10/11/2023	40.70	.00	40.70	100702	10/11/2023
		101123KM11	INV. 9945357711 Phone S	4	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357711 Phone S	5	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357711 Phone S	6	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357711 Phone S	7	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357711 Phone S	8	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357712 Phone S	9	10/11/2023	52.20	.00	52.20	100702	10/11/2023
		101123KM11	INV. 9945357712 Phone S	10	10/11/2023	52.20	.00	52.20	100702	10/11/2023
		101123KM11	INV. 9945357712 Phone S	11	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357712 Phone S	12	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357712 Phone S	13	10/11/2023	40.01	.00	40.01	100702	10/11/2023
		101123KM11	INV. 9945357712 Phone S	14	10/11/2023	40.01	.00	40.01	100702	10/11/2023
Total 1859:						602.79	.00	602.79		
1914	YAVAPAI CO. EDUCATION	101123KM6	Inv. 23-2014 Library E-Rate	1	10/11/2023	25.25	.00	25.25	100704	10/11/2023
		101123KM6	Inv. 23-2015 Internet for P	2	10/11/2023	74.10	.00	74.10	100704	10/11/2023
		101123KM6	Inv. 23-2015 Internet for FD	3	10/11/2023	74.10	.00	74.10	100704	10/11/2023
		101123KM6	Inv. 23-2015 Internet for P	4	10/11/2023	148.20	.00	148.20	100704	10/11/2023
		101123KM6	Inv. 23-2015 Internet for G	5	10/11/2023	118.56	.00	118.56	100704	10/11/2023
Total 1914:						440.21	.00	440.21		
1918	YAVAPAI COUNTY EDUCA	100423MS21	Inv 23-566 Annual Consulti	1	10/04/2023	200.00	.00	200.00	100686	10/04/2023
Total 1918:						200.00	.00	200.00		
1955	KRISTEN MUENZ	100423MS11	Travel Reimbursement 9/2	1	10/04/2023	25.94	.00	25.94	100676	10/04/2023
Total 1955:						25.94	.00	25.94		
1956	MARTIN MARIETTA	102523KM5	Inv. 40511326 Aggregate O	1	10/25/2023	37.52	.00	37.52	100722	10/25/2023
		102523KM5	Inv. 40511326 Aggregate O	2	10/25/2023	37.52	.00	37.52	100722	10/25/2023
		102523KM5	Inv. 40511326 Aggregate O	3	10/25/2023	37.52	.00	37.52	100722	10/25/2023
		102523KM5	Inv. 40511326 Aggregate O	4	10/25/2023	37.52	.00	37.52	100722	10/25/2023
		102523KM5	Inv. 40511326 Aggregate O	5	10/25/2023	37.52	.00	37.52	100722	10/25/2023
		102523KM5	Inv. 40511326 Aggregate O	6	10/25/2023	37.51	.00	37.51	100722	10/25/2023
Total 1956:						225.11	.00	225.11		
1969	SHAWN MAPLES	102523KM11	REIMBURSE FOR PANTS-	1	10/25/2023	8.23	.00	8.23	100727	10/25/2023
		102523KM11	REIMBURSE FOR PANTS-	2	10/25/2023	8.23	.00	8.23	100727	10/25/2023
		102523KM11	REIMBURSE FOR PANTS-	3	10/25/2023	8.23	.00	8.23	100727	10/25/2023
		102523KM11	REIMBURSE FOR PANTS-	4	10/25/2023	8.23	.00	8.23	100727	10/25/2023
		102523KM11	REIMBURSE FOR PANTS-	5	10/25/2023	8.23	.00	8.23	100727	10/25/2023
		102523KM11	REIMBURSE FOR PANTS-	6	10/25/2023	8.22	.00	8.22	100727	10/25/2023
Total 1969:						49.37	.00	49.37		
1982	Micheala Brewer	101823KM2	Mileage Reimbursement fo	1	10/18/2023	229.97	.00	229.97	100711	10/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1982:						229.97	.00	229.97		
1984	AZ Municipal Risk Retentio	101123KM3	WC 7-1-23 to 9-30-23 Adm	1	10/11/2023	164.68	.00	164.68	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 Cour	2	10/11/2023	18.97	.00	18.97	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 PD	3	10/11/2023	3,059.05	.00	3,059.05	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 FD	4	10/11/2023	2,244.01	.00	2,244.01	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 Libra	5	10/11/2023	34.91	.00	34.91	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 PZ	6	10/11/2023	48.57	.00	48.57	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 Park	7	10/11/2023	37.19	.00	37.19	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 Prop	8	10/11/2023	209.45	.00	209.45	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 Wat	9	10/11/2023	494.79	.00	494.79	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 WW	10	10/11/2023	250.43	.00	250.43	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 Tras	11	10/11/2023	702.72	.00	702.72	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 HUR	12	10/11/2023	205.66	.00	205.66	100693	10/11/2023
		101123KM3	WC 7-1-23 to 9-30-23 Park	13	10/11/2023	118.39	.00	118.39	100693	10/11/2023
Total 1984:						7,588.82	.00	7,588.82		
1999	Economists.com, LLC	100423MS7	WWTP 2023 Jerome Water	1	10/04/2023	4,850.00	.00	4,850.00	1007	10/04/2023
Total 1999:						4,850.00	.00	4,850.00		
2001	Paul R. Peterson Construct	101123KM4	Inv. 2-Final Billing Cleopat	1	10/11/2023	28,848.30	.00	28,848.30	100699	10/11/2023
Total 2001:						28,848.30	.00	28,848.30		
2006	Wired Up Systems LLC	101123KM7	Inv. 96012 Court Security	1	10/11/2023	52.97	.00	52.97	100703	10/11/2023
Total 2006:						52.97	.00	52.97		
2014	GREGORY WORTH	101823KM5	LMP Deposit Refund for Ac	1	10/18/2023	46.40	.00	46.40	100710	10/18/2023
Total 2014:						46.40	.00	46.40		
Grand Totals:						266,685.82	.00	266,685.82		

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 November 14, 2023

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Conducted onboarding of new Fuels Abatement Technician Eric Jackson.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Participated in a pre-application meeting with the Town's design team and ADEQ for the WWTP.
- Worked with various individuals on their special event requests.
- Met with NACOG and our transit partners for a CAT status follow-up meeting.
- Developed with NACOG and CAT, and circulated a transit survey for Jerome.
- Attended a benefits stewardship meeting with the Town's healthcare benefits provider.
- Worked on a CDBG Grant with NACOG.
- Participated in Regional Clerks meeting and will be hosting the in-person meeting in April.
- Processed two On the Job (OTJ) injuries and risk management follow-up.
- Participated in an Electoral College Reform Act update and election scheduling effects in AZ.
- Facilitated multiple public records request.
- Participated in an AZ DOT Planning meeting for the Verde Avenue project and the vote from the PPAC Committee was to approve our grant application.
- Participated in a cyber readiness grant informational meeting. We already have the State funding for these items. It was to discuss which programs are beneficial and logistics / cost for set-up.
- Met with engineer for project update and ensure approved projects are progressing.
- Solicited bids for the 2023-2024 asphalt paving projects.
- CAT riders for the pilot program are averaging around 10 per week (Thursday).
- Worked on drafting a new dark sky compliant outdoor lighting requirement ordinance along with Michelle.

**** CONGRATULATIONS TO ****

Tamara Penn (Police) on completing 3 years of service effective November 27, 2023.

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

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

	FY2024 Actual - (based on to-date DOR website)	FY2023 Actual - (based on DOR website)	Actually Received	% of Budget Year / % Actual
July	106,085	104,350	89,433	8.3 / 6.4
August	130,622	74,612	21,622	17 / 7.9***
September	79,411	115,431	151,329	25 / 19
October		114,937		
November		139,121		
December		96,194		
January		132,403		
February		78,212		
March		97,338		
April		132,605		
May		135,359		
June		113,922		
Total YTD	316,118	1,334,484	262,384	0

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

TOWN OF JEROME, AZ

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

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2024 actual	FY2023 actual	+/- Compared to Last Yr	FY2024 actual	FY2023 actual	+/-	FY2024 actual	FY2023 actual	+/-
July	34660	38,001	(3,341)	17969	18,295	(326)	36125	32,588	3,537
August	37999	31,508	6,491	16130	4,896	11,234	65,439	18,230	47,209
September	30,432	32,105	(1,673)	14875	14,925	(50)	27037	33,655	(6,618)
October	0	39,918			18,989			36,563	
November	0	48,302			24,809			57,373	
December	0	36,015			18,502			37,136	
January	0	38,684			15,966			53,008	
February	0	28,441			14,328			26,837	
March	0	34,550			16,857			35,868	
April	0	46,274			24,338			45,268	
May	0	48,192			21,152			56,620	
June	0	42,861			19,104			45,228	
Total YTD	103,091	464,852	1,477	48,974	212,161	10,858	128,601	478,374	44,129

Added 1% Bed Tax

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

WATER FLOWS REPORT

Item A.

<u>Reading Date</u>	<u>WALNUT GPM</u>	<u>VERDE GPM</u>
2022 21-Jun	36	157
27-Jun	40	162
5-July	39	165
11-July	32	170
25-July	26	212
1-Aug	36	210
8-Aug	40	135
15-Aug	77	148
22-Aug	77	128
29-Aug	61	104
7-Sept	61	148
12-Sept	61	233
19-Sept	52	272
26-Sept	57	266
3-Oct	61	235
10-Oct	57	224
17-Oct	57	225
24-Oct	57	219
31-Oct	57	242
7-Nov	57	244
14-Nov	61	230
21-Nov	61	235
28-Nov	57	235
05-Dec	57	230
12-Dec	57	235
19-Dec	57	229
27-Dec	57	230
2023 03-Jan	57	318
09-Jan	57	87
19-Jan	66	99
24-Jan	66	95
30-Jan	57	98
06-Feb	83	101
14-Feb	71	101
21-Feb	83	100
27-Feb	83	139
06-Mar	95	244
13-Mar	233	326
20-Mar	115	270
27-Mar	71	356
03-Apr	154	253
17-Apr	146	311
24-Apr	115	157
01-May	231	112
08-May	200	92
15-May	172	75
22-May	190	72
29-May	162	64
5-June	154	130
12-June	154	126
19-June	130	114
26-June	137	338
03-July	115	326
10-July	123	331
17-July	115	320
24-July	108	300
31-July	108	300
7-Aug	123	292
14-Aug	110	284
21-Aug	101	174
28-Aug	88	280
5-Sept	88	267
11-Sept	89	267
18-Sept	89	260
25-Sept	89	252
2-Oct	89	266
9-Oct	89	257
17-Oct	95	241
23-Oct	95	242
30-Oct	95	230
6-Nov	101	214



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

P: (480) 991-3595 F: (480) 751-1810

MEETING MINUTES

Date: October 16, 2023

PACE Job No. B614

Meeting Date: October 16, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #3

Attendance:

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

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 30% Design Submittal (Internal Submission Date: 11/10/2023)
 - b. 60% Design Submittal (Internal Submission Date: 1/9/2024)
 - c. 90% Design Submittal (Internal Submission Date: 2/24/2024)
 - d. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design (30%)	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design e. Technical Specifications TOC 	PACE, SEC, Wright

5. Site Information, Surveys, and Constraints

- a. Survey of Existing Sewer – SEC, in field 10/10
 - i. **Field survey completed. SEC to provide processed survey data next week.**
- b. Establish Sewer Easements – SEC tbd.
 - i. **PACE and SEC to schedule meeting to discuss easement approach next week.**
- c. Construction Access and Equipment Staging Locations – Marty meeting with Verde Ex.
 - i. **Marty discussed with Verde Ex. They foresee no issue with using the high school as a temporary staging location for the project.**
 - ii. **PACE and the Town to prepare MOU to notify and document overall project needs to Verde Exploration.**

6. Outstanding Items

- a. N/A

7. Coordination Items

- a. Pre-APP Meeting 10/17 @ 10:15am Agenda items:
 - i. **Meeting with ADEQ 10/17. PACE to provide agenda by COB 10/16**
 - ii. Facility Description
 - iii. Project Timeline
 - iv. Other Permits
 - v. Design Status
 - vi. Discharge Limits
 - vii. Point of Compliance
 - 1. **Potentially move from wetlands to fenced in area**
 - 2. **Trickling filter will remain but not operate**
 - 3. **Abandoned sand filter tanks will be removed for SBR**

8. Feedback from the Town

- a. Projected plant energy use: 700 kW per day at Max flow
 - i. The town would like to explore options w/ APS to discuss rebates and potential PV system.
 - ii. PV will not be part of this project but design consideration will be given to future solar projects.
- b. Blower noise concerns
 - i. Canyon could amplify noise back to Town
 - ii. Blower enclosures and blower building considerations to minimize impact to neighbors
 - iii. Town willing to consider more expensive blower options for noise and efficiency savings.
 - iv. Town to perform field sampling to verify noise levels at neighboring properties.

9. Reporting

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

10. Action items

ITEM	RESPONSIBLE PARTY	DUE
Maps and Legal Line of Easement	PACE, Mike Krebs	
Blower Noise Field Study Results	Jerome, Jane Moore	



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

MEETING MINUTES

Date: October 30, 2023 **PACE Job No. B614**

Meeting Date: October 30, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #4

Attendance:

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

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 30% Design Submittal (Internal Submission Date: 11/10/2023)
 - b. 60% Design Submittal (Internal Submission Date: 1/9/2024)
 - c. 90% Design Submittal (Internal Submission Date: 2/24/2024)
 - d. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design (30%)	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design e. Technical Specifications TOC 	PACE, SEC, Wright

5. Site Information, Surveys, and Constraints

a. New Sewer Alignment Review

- Reviewed preliminary alignment. Manhole count exceeds the estimate made in the PER. PACE will meet with Geotech to review slope stability requirements and then the alignment will be refined to limit the manholes, depth and/or excavation needed. 25 ft easement appears to be adequate.

b. Easement Review

i. Width of the new access road easements

- 30 ft permanent access road easement for a dump truck with a slope easement.
 - Access road design will stop at SBR location for 30% design package.

ii. Width of the new sewer easements

- 25 ft utility easement with additional construction easement tbd.

6. Outstanding Items

a. Memorandum of Understanding to Verde Exploration

i. Required Easements

- draft letter and preliminary maps to be prepared for MOU from Town.

ii. Construction Access and Equipment Staging at High School

7. Coordination Items

a. Pre-AZPDES Meeting – TBD

b. APP application – Early 2024

i. Closure Plan

ii. Wetlands and Reed Beds

- Replace wetland basin liners and convert to overflow storage. More than adequate capacity is available to be utilized, the overflow will have a small pump to direct back to the plant drain system for metering back through the process. Drain system will also have overflow back to the emergency storage.

8. Feedback from the Town

a. Blower Noise Field Study Results

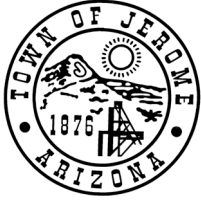
- Town is preparing testing plan to test various dB levels from 40-90 at the site and record near residential properties to determine acceptable noise levels at the site. The results are for information only and will not establish limits of new equipment. Town plans to use a leaf blower.

9. Reporting

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

10. Action items

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



Founded 1876
Incorporated 1899

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

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

- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business, answering general questions, arranging meeting times, and gathering information.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Took and transcribed the minutes for all open sessions of Council. This month, Michele Sharif took and transcribed the minutes for the P&Z meeting.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Began training in Caselle end-of-year processes. Mailed W-9s to all new non-employees who provided services during 2023 in preparation for end-of-year and updated vendor information.
- ⚙ Permits and Licensing activities for October:
 - Business Licenses**
 - 8 Businesses were sent renewal notices.
 - 11 Businesses sent in their renewal application.
 - 2 Businesses applied for a NEW Business License.
 - 2 Business License renewals were issued.
 - 16 Business Licenses are pending approval.
 - STR Licenses**
 - 0 new STR/Vacation Rental License applications were received.
 - 0 new STR Licenses were issued.
 - 1 STR License is pending approval.
 - 19 Total STR Licenses issued to date.
 - The owner of the pending STR application stated he was searching for a long-term renter for Unit C as of November. Waiting for confirmation of this.
 - Special Event Permits**
 - No new Special Event Permits were issued in October.



Founded 1876
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TOWN OF JEROME, ARIZONA

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

Item A.

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

Utilities

- Current debt (45 days past due):

12 accounts were on the shut-off list at the beginning of October. 7 accounts were sent Yellow Tags, and 0 accounts were shut off because all made payments or paid in full.

Balance owed on shut-off accounts from October billing: \$793.73

Balance owed at end of September: \$3991.44

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

Rentals

All renters made their rental payments and are on track

Report Criteria:

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

Customer Number	Balance	10/31/2023	09/30/2023	08/31/2023	07/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	77.74-	77.74-	.00	.00	.00	10/30/23	320.96-		
1001.03	155.48-	155.48-	.00	.00	.00	10/11/23	466.44-		
1003.02	105.11	105.11	.00	.00	.00	10/09/23	105.11-		
1006.02	193.40-	227.36-	33.20	.76	.00	08/14/23	600.00-		
1007.02	132.52	132.52	.00	.00	.00	10/16/23	132.52-		
1008.02	77.74	77.74	.00	.00	.00	10/19/23	77.74-		
1009.05	92.82	46.41	46.41	.00	.00	09/21/23	164.23-		
1010.01	77.74	77.74	.00	.00	.00	10/16/23	77.74-		
1011.01	309.25-	309.25-	.00	.00	.00	09/18/23	600.00-		
1013.01	77.74	77.74	.00	.00	.00	10/19/23	77.74-		
1014.03	46.41	46.41	.00	.00	.00	10/23/23	46.41-		
1015.01	77.74	77.74	.00	.00	.00	10/30/23	77.74-		
1016.01	46.41	46.41	.00	.00	.00	10/19/23	46.41-		
1018.03	132.52	132.52	.00	.00	.00	10/16/23	132.52-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	345.88	77.74	77.74	77.74	112.66	10/03/23	77.74-		
1023.01	77.74	77.74	.00	.00	.00	10/04/23	121.79-		
1024.01	105.11-	105.11-	.00	.00	.00	10/09/23	105.11-		
1025.01	77.74	77.74	.00	.00	.00	10/17/23	77.74-		
1026.01	77.74	77.74	.00	.00	.00	10/11/23	77.74-		
1027.01	77.74	77.74	.00	.00	.00	10/11/23	77.74-		
1028.04	77.74	77.74	.00	.00	.00	10/09/23	77.74-		
1029.01	397.56	132.52	132.52	132.52	.00	08/28/23	397.56-		
1030.02	.01	.01	.00	.00	.00	10/23/23	182.85-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.07	233.22-	233.22-	.00	.00	.00	09/06/23	77.74-	Final	11/22/21
1031.10	77.74	77.74	.00	.00	.00	10/19/23	77.74-		
1032.01	77.74	77.74	.00	.00	.00	10/09/23	77.74-		
1036.09	325.33	115.11	105.11	105.11	.00	08/22/23	210.22-		
1038.02	71.44	71.44	.00	.00	.00	10/04/23	80.00-		
1040.01	17.34	17.34	.00	.00	.00	10/16/23	17.34-		
1042.01	266.96	266.96	.00	.00	.00	10/16/23	42.70-		
1044.01	105.11	105.11	.00	.00	.00	10/16/23	105.11-		
1051.02	1,089.02-	1,089.02-	.00	.00	.00	07/17/23	1,866.48-		
1055.05	252.87	.00	.00	.00	252.87		.00	Final	12/12/19
1055.06	77.74	77.74	.00	.00	.00	10/26/23	77.74-		
1056.02	77.74	77.74	.00	.00	.00	10/11/23	77.74-		
1057.01	77.74	77.74	.00	.00	.00	10/12/23	77.74-		
1058.05	77.74	77.74	.00	.00	.00	10/10/23	77.74-		
1059.02	105.11	105.11	.00	.00	.00	10/03/23	105.11-		
1060.02	77.74	77.74	.00	.00	.00	10/23/23	77.74-		
1061.01	105.11	105.11	.00	.00	.00	10/12/23	105.11-		
1063.02	155.48	77.74	77.74	.00	.00	09/21/23	243.22-		
1064.04	434.24	.00	.00	.00	434.24		.00	Final	11/25/13
1064.08	60.18-	60.18-	.00	.00	.00		.00	Final	01/08/18
1064.12	393.22	.00	.00	.00	393.22		.00	Final	04/30/20
1064.15	110.58	110.58	.00	.00	.00		.00		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1066.01	10.56-	10.56-	.00	.00	.00	10/23/23	77.74-		
1069.02	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
1071.03	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
1073.01	105.11	105.11	.00	.00	.00	10/18/23	105.11-		
1075.01	93.41	46.41	46.41	.59	.00	07/24/23	92.23-		

Customer Number	Balance	10/31/2023	09/30/2023	08/31/2023	07/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22
1076.03	46.41	.00	.00	.00	46.41	04/11/23	46.41-	Final	04/30/23
1076.04	92.82	46.41	46.41	.00	.00	09/28/23	149.23-		
1077.01	61.50	61.50	.00	.00	.00	10/11/23	61.50-		
1078.02	61.50	61.50	.00	.00	.00	10/05/23	123.00-		
1079.02	301.60	301.60	.00	.00	.00	10/16/23	75.80-		
1080.01	194.50	71.50	61.50	61.50	.00	08/03/23	123.00-		
1081.01	62.51	62.51	.00	.00	.00	10/09/23	62.51-		
1082.01	44.16-	44.16-	.00	.00	.00	10/23/23	100.00-		
1083.05	81.60	45.20	36.40	.00	.00	09/13/23	50.00-		
1084.01	4.52-	4.52-	.00	.00	.00	10/03/23	120.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	45.20	45.20	.00	.00	.00	10/31/23	135.60-		
1086.02	62.51	62.51	.00	.00	.00	10/09/23	62.51-		
1087.01	45.20	45.20	.00	.00	.00	10/16/23	45.20-		
1088.05	60.20	60.20	.00	.00	.00		.00		
1090.04	.55	.55	.00	.00	.00	10/23/23	300.00-		
1091.02	87.28	87.28	.00	.00	.00	10/09/23	87.28-		
1093.02	62.51	62.51	.00	.00	.00	10/11/23	125.02-		
1094.01	45.20	45.20	.00	.00	.00	10/30/23	135.60-		
1097.03	62.51	62.51	.00	.00	.00	10/16/23	62.51-		
1098.01	42.56	.00	.00	.00	42.56		.00	Final	06/24/13
1098.02	1.84-	1.84-	.00	.00	.00		.00	Final	12/23/21
1098.03	275.62	98.54	88.54	88.54	.00	08/24/23	265.62-		
1099.01	105.11	105.11	.00	.00	.00	10/03/23	105.11-		
1100.02	62.51	62.51	.00	.00	.00	10/16/23	62.51-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	66.78-	83.82-	17.04	.00	.00	09/18/23	300.00-		
1125.03	161.29-	161.29-	.00	.00	.00	10/23/23	100.00-		
1131.01	138.93	138.93	.00	.00	.00	10/11/23	138.93-		
1132.01	77.74	77.74	.00	.00	.00	10/23/23	77.74-		
1133.01	77.74	77.74	.00	.00	.00	10/23/23	77.74-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	193.63	72.51	62.51	58.61	.00	09/26/23	99.00-		
1139.01	233.22	77.74	77.74	77.74	.00	08/28/23	233.22-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.06	45.20	45.20	.00	.00	.00	10/16/23	45.20-		
1151.02	45.20	45.20	.00	.00	.00	10/16/23	45.20-		
1160.02	105.11	105.11	.00	.00	.00	10/18/23	210.22-		
1162.03	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
1163.01	163.76	.00	.00	.00	163.76		.00	Final	07/01/15
1165.04	77.74	77.74	.00	.00	.00	10/19/23	77.74-		
1166.02	87.28	87.28	.00	.00	.00	10/17/23	87.28-		
1167.01	16.00	16.00	.00	.00	.00	10/19/23	71.85-		
1167.16	79.75-	79.75-	.00	.00	.00	04/17/23	79.75-	Final	07/01/22
1168.01	77.74	77.74	.00	.00	.00	10/17/23	77.74-		
1169.02	105.11	105.11	.00	.00	.00	10/10/23	210.22-		
1170.01	61.50	2.97	28.99	28.99	.55	07/13/23	246.00-		
1171.05	77.74	77.74	.00	.00	.00	10/19/23	77.74-		
1173.06	77.74	77.74	.00	.00	.00	10/11/23	77.74-		
1174.02	77.74	77.74	.00	.00	.00	10/16/23	77.74-		
1176.01	105.11	64.03	33.20	7.88	.00	08/16/23	315.33-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	77.74	77.74	.00	.00	.00	10/09/23	77.74-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.09	265.04	132.52	132.52	.00	.00	09/28/23	132.52-		
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12

Customer Number	Balance	10/31/2023	09/30/2023	08/31/2023	07/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1313.09	70.90	70.90	.00	.00	.00	10/12/23	80.00-		
1314.05	62.51	62.51	.00	.00	.00	10/23/23	62.51-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22
1341.01	261.26-	261.26-	.00	.00	.00		.00	Final	01/01/22
1342.05	174.56	87.28	87.28	.00	.00	09/13/23	174.56-		
1343.03	282.42-	282.42-	.00	.00	.00	10/26/23	564.84-		
2000.01	139.75	139.75	.00	.00	.00	10/11/23	139.79-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	362.84	132.52	132.52	97.80	.00	10/30/23	100.00-		
2002.03	46.41	46.41	.00	.00	.00	10/16/23	46.41-		
2003.02	77.74	77.74	.00	.00	.00	10/12/23	77.74-		
2004.01	105.11	105.11	.00	.00	.00	10/16/23	210.22-		
2005.01	77.74	77.74	.00	.00	.00	10/19/23	77.74-		
2006.03	105.11	105.11	.00	.00	.00	10/09/23	105.11-		
2007.02	155.48	155.48	.00	.00	.00	10/10/23	155.48-		
2008.01	105.11	105.11	.00	.00	.00	10/11/23	105.11-		
2009.01	70.07	70.07	.00	.00	.00	07/06/23	105.11-		
2010.03	105.11	105.11	.00	.00	.00	10/03/23	105.11-		
2011.05	77.74	77.74	.00	.00	.00	10/05/23	77.74-		
2013.01	105.11	105.11	.00	.00	.00	10/11/23	105.11-		
2014.01	105.11	105.11	.00	.00	.00	10/09/23	105.11-		
2015.02	439.58-	439.58-	.00	.00	.00	03/13/23	1,300.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	105.11	105.11	.00	.00	.00	10/23/23	105.11-		
2017.01	105.11	105.11	.00	.00	.00	10/26/23	105.11-		
2018.01	77.74	77.74	.00	.00	.00	10/17/23	77.74-		
2019.01	105.11	105.11	.00	.00	.00	10/11/23	105.11-		
2020.01	132.52	132.52	.00	.00	.00	10/10/23	132.52-		
2021.06	471.26	.00	.00	.00	471.26		.00	Final	08/30/20
2021.07	105.11	105.11	.00	.00	.00	10/11/23	105.11-		
2022.01	132.52	132.52	.00	.00	.00	10/11/23	132.52-		
2023.03	182.85	105.11	77.74	.00	.00	09/28/23	77.74-		
2024.01	210.22	105.11	105.11	.00	.00	09/28/23	105.11-		
2025.02	120.90	120.90	.00	.00	.00	10/09/23	141.21-		
2026.02	105.11	105.11	.00	.00	.00	10/30/23	315.33-		
2028.01	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
2029.01	105.11	105.11	.00	.00	.00	10/09/23	105.11-		
2030.01	243.22	87.74	77.74	77.74	.00	08/21/23	155.48-		
2031.01	139.75	139.75	.00	.00	.00	10/18/23	139.75-		
2032.03	77.74	77.74	.00	.00	.00	10/25/23	77.74-		
2034.01	105.11	105.11	.00	.00	.00	10/12/23	105.11-		
2037.03	105.11	105.11	.00	.00	.00	10/11/23	105.11-		
2038.01	77.74	77.74	.00	.00	.00	10/23/23	77.74-		
2042.01	55.29-	55.29-	.00	.00	.00		.00	Final	04/22/21
2042.02	210.22	105.11	105.11	.00	.00	09/18/23	105.11-		
2043.03	46.41	46.41	.00	.00	.00	10/11/23	46.41-		
2044.01	77.74	77.74	.00	.00	.00	10/17/23	77.74-		
2046.02	58.60-	58.60-	.00	.00	.00		.00	Final	11/10/12
2046.05	1,457.87	.00	.00	.00	1,457.87		.00	Final	05/27/21
2046.07	92.82	46.41	46.41	.00	.00	09/12/23	149.23-		
2047.02	132.52	132.52	.00	.00	.00	10/23/23	132.52-		
2054.01	433.63	151.21	141.21	141.21	.00	08/28/23	423.63-		
2055.01	77.74	77.74	.00	.00	.00	10/17/23	77.74-		
2058.01	77.74	77.74	.00	.00	.00	10/23/23	77.74-		
2059.01	105.11	105.11	.00	.00	.00	10/16/23	210.22-		
2061.02	139.75	139.75	.00	.00	.00	10/09/23	139.75-		
2062.01	62.51	62.51	.00	.00	.00	10/09/23	62.51-		
2063.01	62.51	62.51	.00	.00	.00	10/11/23	62.51-		

Customer Number	Balance	10/31/2023	09/30/2023	08/31/2023	07/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2065.04	90.40	45.20	45.20	.00	.00	09/07/23	90.40-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	62.51	62.51	.00	.00	.00	10/31/23	62.51-		
2069.02	45.20	45.20	.00	.00	.00	10/17/23	60.20-		
2070.01	56.80-	56.80-	.00	.00	.00	10/12/23	62.51-		
2071.01	45.20	45.20	.00	.00	.00	09/11/23	135.60-		
2073.02	141.21	141.21	.00	.00	.00	10/26/23	141.21-		
2077.01	45.20	45.20	.00	.00	.00	10/25/23	79.90-		
2078.01	87.28	87.28	.00	.00	.00	10/11/23	87.28-		
2079.03	45.20	45.20	.00	.00	.00	10/09/23	135.60-		
2080.01	79.85	79.85	.00	.00	.00	10/16/23	159.70-		
2081.01	55.77	55.33	.44	.00	.00	08/14/23	200.00-		
2083.01	439.19-	439.19-	.00	.00	.00	09/11/23	500.00-		
2084.01	105.11	105.11	.00	.00	.00	10/30/23	105.11-		
2085.02	74.15	74.15	.00	.00	.00	10/17/23	423.27-		
2086.01	77.74	77.74	.00	.00	.00	10/09/23	77.74-		
2089.02	77.74	77.74	.00	.00	.00	10/12/23	155.48-		
2093.02	182.85	182.85	.00	.00	.00	10/30/23	382.10-		
2100.01	60.40	60.40	.00	.00	.00	10/09/23	60.40-		
2102.09	311.78	.00	.00	.00	311.78		.00	Final	07/29/15
2102.12	105.11	105.11	.00	.00	.00	10/18/23	105.11-		
2103.01	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
2104.07	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	141.21	141.21	.00	.00	.00	10/11/23	141.21-		
2106.01	.26-	.26-	.00	.00	.00	10/17/23	105.11-		
2107.01	56.64	56.64	.00	.00	.00	10/23/23	56.64-		
2109.03	155.48	77.74	77.74	.00	.00	09/25/23	77.74-		
2110.01	2,611.30-	2,611.30-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	105.11	105.11	.00	.00	.00	10/23/23	105.11-		
2115.01	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
2119.05	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
2120.01	325.33	115.11	105.11	105.11	.00	08/14/23	315.33-		
2121.01	62.51	62.51	.00	.00	.00	10/11/23	62.51-		
2122.05	182.85	182.85	.00	.00	.00	10/10/23	182.85-		
2123.01	60.94	60.94	.00	.00	.00	10/17/23	105.11-		
2124.01	105.11	105.11	.00	.00	.00	10/31/23	105.11-		
2125.02	62.51	62.51	.00	.00	.00	10/12/23	62.51-		
2126.06	155.48	77.74	77.74	.00	.00	09/26/23	77.74-		
2127.06	92.74	92.74	.00	.00	.00		.00		
2128.02	325.73	115.11	102.79	71.91	35.92	07/13/23	105.00-		
2130.06	77.74	77.74	.00	.00	.00	10/09/23	77.74-		
2131.02	583.02	.00	.00	.00	583.02		.00	Final	11/01/11
2131.04	42.56-	42.56-	.00	.00	.00		.00	Final	11/01/12
2131.09	194.08	79.85	79.85	34.38	.00	10/30/23	140.32-		
2132.02	105.11	105.11	.00	.00	.00	10/19/23	105.11-		
3000.03	166.27	166.27	.00	.00	.00	10/23/23	166.27-		
3001.02	437.87	.00	.00	.00	437.87		.00	Final	05/31/21
3001.04	405.55	.00	.00	.00	405.55		.00	Final	10/31/22
3003.01	77.74	77.74	.00	.00	.00	10/18/23	77.74-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	174.56	87.28	87.28	.00	.00	09/13/23	174.56-		
3005.02	105.11	105.11	.00	.00	.00	10/09/23	105.11-		
3007.01	123.00	61.50	61.50	.00	.00	09/19/23	61.50-		
3009.01	132.47	132.47	.00	.00	.00	10/12/23	132.47-		
3010.01	105.11	105.11	.00	.00	.00	10/05/23	210.22-		
3011.01	77.74	77.74	.00	.00	.00	10/25/23	77.74-		
3012.03	73.41-	143.13-	34.61	33.29	1.82	02/07/23	900.00-		

Customer Number	Balance	10/31/2023	09/30/2023	08/31/2023	07/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3013.01	105.11	105.11	.00	.00	.00	10/05/23	105.11-		
3014.01	77.74	77.74	.00	.00	.00	10/17/23	77.74-		
3015.01	77.74	77.74	.00	.00	.00	10/19/23	77.74-		
3016.01	104.51	104.51	.00	.00	.00	10/11/23	105.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	77.74	77.74	.00	.00	.00	10/18/23	155.48-		
3018.01	105.11	105.11	.00	.00	.00	10/19/23	105.11-		
3019.01	88.54	88.54	.00	.00	.00	10/11/23	88.54-		
3021.01	45.20	45.20	.00	.00	.00	10/16/23	45.20-		
3022.03	125.02	62.51	62.51	.00	.00	10/03/23	62.51-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	56.64	56.64	.00	.00	.00	10/05/23	56.64-		
3024.02	46.41	46.41	.00	.00	.00	10/17/23	46.41-		
3025.02	105.11	105.11	.00	.00	.00	10/10/23	105.11-		
3026.01	105.11	105.11	.00	.00	.00	10/25/23	105.11-		
3029.01	104.79-	823.89-	71.91	71.91	575.28	12/12/22	1,261.00-		
3030.08	77.74	77.74	.00	.00	.00	10/23/23	77.74-		
3032.11	46.41	46.41	.00	.00	.00	10/23/23	46.41-		
3034.01	77.22	77.22	.00	.00	.00	10/23/23	70.00-		
3035.01	98.96	98.96	.00	.00	.00	10/30/23	80.00-		
3038.01	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
3039.02	266.20-	266.20-	.00	.00	.00		.00	Final	04/01/17
3039.04	184.11	184.11	.00	.00	.00	10/12/23	184.11-		
3040.01	105.00	105.00	.00	.00	.00	10/17/23	315.00-		
4000.01	141.21	141.21	.00	.00	.00	10/11/23	141.21-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	210.22	105.11	105.11	.00	.00	09/18/23	210.22-		
5001.01	134.40-	291.74-	78.67	63.22	15.45	07/17/23	550.00-		
5005.01	44.72	44.72	.00	.00	.00	10/05/23	44.72-		
5006.01	194.08	194.08	.00	.00	.00	10/16/23	194.08-		
5007.01	589.68	549.76	39.92	.00	.00	10/30/23	552.61-		
5008.03	46.41	46.41	.00	.00	.00	10/26/23	46.41-		
5009.02	223.17	223.17	.00	.00	.00	10/17/23	223.17-		
5010.01	218.78	218.78	.00	.00	.00	10/12/23	218.78-		
5011.02	194.08	194.08	.00	.00	.00	10/10/23	194.08-		
5012.01	194.08	194.08	.00	.00	.00	10/12/23	194.08-		
5013.01	448.02	448.02	.00	.00	.00	10/12/23	448.02-		
5014.01	194.08	194.08	.00	.00	.00	10/12/23	194.08-		
5016.01	423.44	423.44	.00	.00	.00	10/12/23	601.22-		
5017.04	371.87	371.87	.00	.00	.00	10/10/23	229.64-		
5018.03	1,507.36	691.46	815.90	.00	.00	09/25/23	780.35-		
5019.03	201.44	201.44	.00	.00	.00	10/17/23	201.44-		
5020.01	44.72	44.72	.00	.00	.00	10/25/23	44.72-		
5021.01	105.11	105.11	.00	.00	.00	10/23/23	105.11-		
5022.01	44.72	44.72	.00	.00	.00	10/18/23	44.72-		
5023.02	194.08	194.08	.00	.00	.00	10/10/23	194.08-		
5025.01	105.11	105.11	.00	.00	.00	10/16/23	105.11-		
5027.01	44.50	44.50	.00	.00	.00	10/23/23	44.50-		
5029.01	348.68	348.68	.00	.00	.00	10/10/23	410.90-		
5031.05	46.41	46.41	.00	.00	.00	10/04/23	46.41-		
5039.01	194.08	194.08	.00	.00	.00	10/09/23	194.08-		
5041.03	238.80	238.80	.00	.00	.00	10/05/23	15.84-		
5043.01	1,216.94	1,216.94	.00	.00	.00	10/11/23	1,270.27-		
5046.03	149.36	149.36	.00	.00	.00	10/12/23	149.36-		
5047.01	1,173.14	1,173.14	.00	.00	.00	10/11/23	1,173.14-		
5049.04	194.08	194.08	.00	.00	.00	10/12/23	194.08-		
5052.06	44.72	44.72	.00	.00	.00	10/23/23	89.44-		
5055.01	3,054.91	938.30	1,080.53	1,036.08	.00	08/14/23	209.70-		

Customer Number	Balance	10/31/2023	09/30/2023	08/31/2023	07/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5057.01	522.04	522.04	.00	.00	.00	10/11/23	522.04-		
5058.02	213.70	213.70	.00	.00	.00	10/17/23	222.60-		
5059.04	360.84	194.08	166.76	.00	.00	10/11/23	250.00-		
5061.01	149.36	149.36	.00	.00	.00	10/16/23	149.36-		
5062.01	209.37	209.37	.00	.00	.00	10/04/23	193.81-		
5064.02	211.42	211.42	.00	.00	.00	10/16/23	211.42-		
5066.03	44.72	44.72	.00	.00	.00	10/03/23	44.72-		
5067.03	194.08	194.08	.00	.00	.00	10/16/23	194.08-		
5074.06	3,939.73-	3,939.73-	.00	.00	.00	10/09/23	450.00-		
5076.01	712.63	712.63	.00	.00	.00	10/11/23	712.63-		
5077.03	194.08	194.08	.00	.00	.00	10/12/23	194.08-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5078.07	120.80-	120.80-	.00	.00	.00	05/31/23	270.10-		
5080.01	194.08	194.08	.00	.00	.00	10/19/23	574.32-		
5083.08	92.82	46.41	46.41	.00	.00	09/25/23	149.23-		
5089.01	178.70-	178.70-	.00	.00	.00	10/10/23	800.00-		
5092.01	198.08	194.08	4.00	.00	.00	10/12/23	190.08-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	938.28	337.46	337.46	263.36	.00	09/26/23	500.00-		
5094.02	211.36	211.36	.00	.00	.00	10/11/23	211.36-		
5095.02	403.94	403.94	.00	.00	.00	10/11/23	378.58-		
5096.03	194.08	537.15-	149.36	149.36	432.51	10/23/23	125.68-		
5097.01	194.08	194.08	.00	.00	.00	10/12/23	46.41-		
5098.05	388.16	194.08	194.08	.00	.00	10/12/23	194.08-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	105.11	105.11	.00	.00	.00	10/04/23	210.22-		
6000.02	324.78	324.78	.00	.00	.00	10/04/23	324.78-		
6001.01	233.21	233.21	.00	.00	.00	10/11/23	233.21-		
6003.01	141.21	141.21	.00	.00	.00	10/11/23	141.21-		
6004.02	77.74	77.74	.00	.00	.00	10/17/23	77.74-		
6005.03	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
6006.01	155.48	155.48	.00	.00	.00	10/17/23	155.48-		
6007.02	238.80	238.80	.00	.00	.00	10/11/23	238.80-		
6008.01	688.03	688.03	.00	.00	.00	10/09/23	536.91-		
6009.03	220.12	220.12	.00	.00	.00	10/10/23	220.12-		
6010.03	46.41	46.41	.00	.00	.00	10/11/23	46.41-		
6011.02	166.27	166.27	.00	.00	.00	10/17/23	166.27-		
6012.01	77.74	77.74	.00	.00	.00	10/16/23	77.74-		
6013.02	105.11	105.11	.00	.00	.00	10/09/23	105.11-		
6014.01	132.52	132.52	.00	.00	.00	10/23/23	132.52-		
6015.01	159.70	79.85	79.85	.00	.00	10/03/23	79.85-		
6016.08	77.74	77.74	.00	.00	.00	10/12/23	77.74-		
6017.02	155.48	155.48	.00	.00	.00	10/16/23	155.48-		
6018.01	351.26	351.26	.00	.00	.00	10/12/23	404.59-		
6019.02	266.96	266.96	.00	.00	.00	10/16/23	42.70-		
6022.02	105.11	105.11	.00	.00	.00	10/19/23	105.11-		
6023.01	210.22	210.22	.00	.00	.00	10/17/23	210.22-		
6025.03	77.51	77.51	.00	.00	.00		.00		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	3,457.37	1,528.69	1,928.68	.00	.00	09/20/23	3,132.50-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17
6027.04	197.53	72.51	62.51	62.51	.00	08/24/23	147.57-		
6028.08	155.48	77.74	77.74	.00	.00	09/25/23	243.22-		
6029.01	197.52-	197.52-	.00	.00	.00	10/17/23	80.00-		
6031.02	77.74	77.74	.00	.00	.00	10/09/23	77.74-		
6032.01	220.12	220.12	.00	.00	.00	10/12/23	220.12-		
6033.03	231.42	211.42	20.00	.00	.00	10/16/23	402.84-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11

Customer Number	Balance	10/31/2023	09/30/2023	08/31/2023	07/31/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
6040.04	77.74	77.74	.00	.00	.00	10/30/23	233.22-		
6041.02	105.11	105.11	.00	.00	.00	10/11/23	105.11-		
7001.06	132.52	132.52	.00	.00	.00	10/05/23	132.52-		
7002.01	208.15	208.15	.00	.00	.00	10/05/23	208.15-		
7004.01	150.96	77.74	73.22	.00	.00	09/11/23	160.00-		
7005.04	670.09	.00	.00	.00	670.09		.00	Final	05/03/12
7005.05	37.27-	37.27-	.00	.00	.00		.00	Final	11/01/13
7005.09	44.72	44.72	.00	.00	.00	10/25/23	88.88-		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	64.91	115.08-	33.20	33.20	113.59	03/23/23	500.00-		
7009.01	90.40	45.20	45.20	.00	.00	09/25/23	135.60-		
7010.01	507.12	507.12	.00	.00	.00	10/12/23	507.12-		
7015.01	194.08	194.08	.00	.00	.00	10/05/23	194.08-		
7017.02	25.36	30.36-	25.36	25.36	5.00	08/07/23	71.08-		
7022.01	44.72	44.72	.00	.00	.00	10/05/23	44.72-		
7024.02	198.83	.00	.00	.00	198.83		.00	Final	12/31/22
7025.01	77.74	77.74	.00	.00	.00	10/25/23	77.74-		
7026.03	210.22	105.11	105.11	.00	.00	09/21/23	325.33-		
7029.01	26.30	.00	.00	.00	26.30	02/02/23	92.82-	Final	02/17/23
7029.02	105.11	105.11	.00	.00	.00	10/17/23	105.11-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	89.44	44.72	44.72	.00	.00	09/11/23	89.44-		
7041.01	45.50-	45.50-	.00	.00	.00	10/23/23	135.00-		
7044.02	44.72	44.72	.00	.00	.00	10/19/23	44.72-		
7046.02	423.63	141.21	141.21	141.21	.00	10/03/23	141.21-		
7047.01	44.72	44.72	.00	.00	.00	10/11/23	44.72-		
7052.02	77.74	69.07	8.67	.00	.00	10/12/23	77.74-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.05	133.22	77.74	55.48	.00	.00	09/06/23	100.00-		
7054.01	177.32	177.32	.00	.00	.00	10/05/23	177.32-		
7057.02	26.04	26.04	.00	.00	.00	10/18/23	26.04-		
7058.01	296.17	.00	.00	.00	296.17		.00	Final	12/01/13
7059.01	46.86-	46.86-	.00	.00	.00		.00	Final	11/01/13
7059.02	463.21	.00	.00	.00	463.21		.00	Final	03/12/20
7059.03	6.41	6.41	.00	.00	.00	10/17/23	47.41-		
7060.01	194.08	194.08	.00	.00	.00	10/05/23	194.08-		
8001.01	2,045.65	2,045.65	.00	.00	.00	10/05/23	2,071.88-		
8004.03	1,269.30	1,269.30	.00	.00	.00	10/03/23	1,283.68-		
8008.01	56.95-	56.95-	.00	.00	.00	10/11/23	170.85-		
8010.01	236.46-	236.46-	.00	.00	.00	07/06/23	70.00-		
8012.03	.21-	.21-	.00	.00	.00	10/16/23	61.00-		
8014.03	290.84	290.84	.00	.00	.00	10/16/23	581.68-		
8022.03	2,844.00	2,844.00	.00	.00	.00	10/03/23	2,844.00-		
8023.02	267.52	267.52	.00	.00	.00	10/11/23	267.52-		
8028.01	347.36	.00	.00	.00	347.36		.00	Final	03/31/12
9999.01	8,784.02-	8,784.02-	.00	.00	.00		.00	Final	01/01/22
Grand Totals:	55,096.59	22,794.26	8,402.93	3,047.63	20,851.77				



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

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

- ❖ Took and transcribed minutes for Design Review Board Meeting.
- ❖ Assisted Utilities clerk with utility billing and receiving and posting utility payments.
- ❖ Processed payables and bank reconciliation.
- ❖ Additional Training with Deputy Clerk, Kristen Muenz on payables, bank reconciliation and other duties.
- ❖ Additional training with Utilities Clerk, Terri Card on meter reading and monthly utility billing process.
- ❖ Assisted Town Manager, Brett Klein with various projects as needed and requested.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Conducted initial background research for potential lighting ordinance update.



JEROME MUNICIPAL COURT

Hon. Angela M. Bradshaw Napper, Magistrate

P O Box 335
Jerome, AZ 86331

600 Clark Street
Phone (928) 649-3250

Item A.

TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: October 26, 2023

The Court calendar was quite busy this month; however, receipt of citations has seemed slower than previous months – a positive trend, signaling law-abiding community members and visitors. The court anticipates working with the police department as the new parking system is implemented. We stand at the ready to process parking violations as needed to fully benefit from the new system.

From a review of the recent first quarter FY 23/24 budget report, the Court is on pace with revenue and spending compared to that which was budgeted. At least two expense categories appear to be high, but since the expenses in question are bi-annual, the second quarter numbers for FY 23/24 are expected to reflect actual expenses more accurately compared to budgeted expenses.

We continue to review, albeit at a slower pace, the policies and procedures and the Town Code.

Serving the Town of Jerome is a unique privilege, and I am grateful for the opportunity.

MONTHLY REVENUE REMITTANCE

Sep 2023

Item A.

TOTAL DISBURSEMENTS

SUBTOTALS: 35.00 4,755.89 5,467.64 26.52
 JCEF 35.00 5,279.57 Gen Fund
 FTG 0.00 188.07 Splits

10,285.05

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	35.00				
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02					
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01					
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03					(52 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		157.47			189.27 ZADPS & ZIDNAS
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		315.66			
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,352.36			
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11					
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECI	2-11-25					
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05		31.80			
DUI Abatement Fnd - 28-1304A, 1382,3 (Extrm DUI, \$250)	ZDUJA	2-15-11					
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34					(52 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23					129.26 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22					49.00 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		129.26			
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		49.00			
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		220.97			
Highway Users Rev Fnd (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36					
Jud Collect Enhan Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		55.00			65.00 ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		10.00			
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51					
Medical Srvs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		410.38			
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		212.09			344.61 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		283.00			
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		94.85			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		530.17			
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		600.00			600.00 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		86.24			229.58 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		53.01			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		143.34			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01		54.75			54.75 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
Court Enhancement Fee	ZCE	4-30-04		27.32			3,401.48 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01		990.00			
Default Fees - LOCAL	ZDEFF	4-32-01		161.77			240.77 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02					
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10		1,852.90			
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30		388.82			3,401.48 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10		337.28			
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20					
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95					
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07		822.48			
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02					
COURT SECURITY FEE	ZMCSF	4-30-25		645.32			
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01					645.32 ZJCL & ZMISC
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02					
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03					
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03		106.00			
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02		2.00			
Public Defender Fees	ZPUBZ	4-39-71					(53 WRITE-IN)
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02					
Warrant Fee	ZWARF	4-32-03		79.00			
Jail (Incarceration) Fees	ZJF	4-33-21					
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				26.52	
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		21.29			



PASS-THROUGH MONIES:		Received
OVERPAYMENT REPORT		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOVR 2-72-01	\$35.60 (S5 WRITE-IN)
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
Balance at End of Current Month		\$35.60
UNAPPLIED PAYMENTS REPORT		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$0.00 (S5 WRITE-IN)
Allocated During Current month		\$0.00
Balance at End of Current Month		\$0.00
DEFERRED AGENCY ALLOCATIONS REPORT		
Carried Forward from Previous Month		\$0.00
Agency Not Assigned in Current Month	DAA 2-99-02	\$0.00
Allocated During Current month		\$0.00
Balance at End of Current Month		\$0.00
BOND REPORT		
Carried Forward from previous month		\$3,000.00
RECEIVED in current month	ZBND 2-71-01	
CONVERTED (Exonerated) to Fines/Fees		\$0.00
DISBURSED in current month		\$3,000.00
FORFEITED in current month		\$0.00
Balance at End of Current Month:		\$0.00
RESTITUTION REPORT		
Carried Forward from previous month		\$0.00
RECEIVED in current month	ZREST 2-41-01	\$20.00
DISBURSED in current month		\$20.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT		\$10,228.76
JCEF account	\$35.00	
FTG account	\$0.00	
State Revenue	\$4,755.89	
City/Town	\$5,467.64	
Yavapai County	\$26.52	
Other Agencies		
TOTAL DISBURSEMENTS		\$10,285.05
PASS-THROUGH MONIES:		\$55.60
Overpayment Refunds	\$35.60	
Unapplied Payments	\$0.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$20.00	
Agency Not Assigned - not yet allocated	\$0.00	

SABA TOTAL (Total Revenue) \$10,340.65

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

September-23

Signature

 Verified by:


JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45170

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	990.00	
Default Fees - LOCAL	ZDEFF	4-32-01	161.77	
Deferred Prosecution Fees	ZDFEE	4-31-02	0.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	1,852.90	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	388.82	
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	337.28	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	0.00	
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	0.00	
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00	
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	822.48	
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	645.32	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	0.00	
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02		
Non-Refundable Overpayments	ZOVF	4-91-02	2.00	
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02	0.00	
Warrant Fee	ZWARF	4-32-03	79.00	
OTHER CLERK FEES	ZLCL	4-39-09	0.00	
SUBTOTAL - City/Town, General Fund			\$5,279.57	
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	54.75	54.75
Public Defender Fees	ZPUBZ	4-39-71	0.00	
Court Enhancement Fee	ZCE	4-30-04		27.32
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03		106.00
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03		
SUBTOTAL - City/Town, Split Accounts			\$188.07	
City/Town TOTAL:			\$5,467.64	

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

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

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

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

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

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

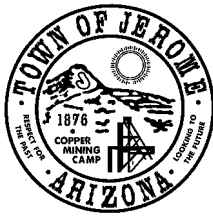
OFFICER SAFETY EQUIPMENT FUND - PD - Town Revenue (code# 4-23-03)

2023		2024	
		JAN	
JULY	\$ 105.19	FEB	
AUG	\$ 112.05	MAR	
SEPT	\$ 106.00	APR	
OCT		MAY	
NOV		JUNE	
DEC		YTD (fiscal)	\$ 323.24

2023-2024		June - May		
	<u>Gross</u>	<u>off. safety equip.</u>	<u>ct. security fee</u>	NET to Town
		<u>ZOS3 4-23-03</u>	<u>ZMCSF 4-30-25</u>	
2023				
July	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96
August	\$ 5,096.00	\$ 112.05	\$ 663.68	\$ 4,320.27
Sept	\$ 5,467.64	\$ 106.00	\$ 645.32	\$ 4,716.32
October				
November				
December				
2024				
January				
February				
March				
April				
May				
June				
TOTAL	\$ 14,937.79	\$ 323.24	\$ 1,915.00	\$ 12,699.55

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

JCEF	\$ 14,946.50
Fill the Gap	\$ 9,897.74



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 124th Anniversary
1899 - 2023

October 2023 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Dug a trench from the garden to the new bathrooms and installed a new water line.
- Sewer snake by the Reeds, Lazano land, walk and snake the main trunk line.
- Process ab to grade on Beale St. (Shawn is learning to run the Gannon for grading the roads). North Dr., Gulch and Dundee.
- Used the water truck for Dust control and compaction on the road already graded.
- Weed eat throughout the town and sidewalks.
- Patch potholes asphalt throughout town.
- Work on brakes for the dump truck.
- Take the garbage truck to Pete's for diagnosis.
- Replace lights at Town Hall.
- Run new air lines at the town yard shop and new wire for the air compressor.
- Run new water line and electric for the Ice machine at the town yard.

- Rebuild parts of the road to Verde central and cleared brush around the meter box.
- Cleaned the gutter on 89a at County rd.
- Repair water leak on Hampshire.
- Replaced the thermostat on the garbage truck.
- Brake light repair and rewired sewer truck.
- Installed the new Kiosk at the police station and new signs in every parking areas.

REGULATORS

Giroux St.

10/16/23 4" rebuild- Replaced the copper line, seated the next day.

10/17/23 2" rebuild- No parts replaced.

Verde St.

10/17/23 4" rebuild- No parts replaced.

10/18/23 2 ½" rebuild- Repaired a copper line.

Dundee Ave. (upper/new regulator)

10/18/23 2" Rebuild- No parts replaced.

10/19/23 4" Rebuild- No parts replaced.

County Rd.

10/19/23 2" rebuild- No parts replaced.

Dundee Ave. (At Gary's house)

10/19/23 2" rebuild- Replaced the disc retainer.



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TOWN OF JEROME, ARIZONA

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Celebrating Our 124nd Anniversary
1899 - 2023

Gulch Rd.

9/21/23 2” rebuild- Replaced the stem, seat, and cover bearing (Had and issue when they were testing hydrants). The 2” came unseated again 10/3. Lyle pulled it apart, rebuilt it, but the issue continued. He realized the issue seemed to be the same as an issue we had with the Giroux St. regulator a few years ago, so he rebuilt and replaced a CRD and put a new copper line on. Once he did that, the issue seemed to go away.

10/16/23 4” rebuild- No parts replaced.

School St.

10/24/23 Lower 2” rebuild- No parts replaced.

10/24/23 2” rebuild- Replaced needle valve gasket.

10/24/23 4” rebuilt- No parts replaced.

This was Shawn’s first time learning how to rebuild regulators with Lyle. He will have one more session next April when we do the next round, but he will start doing weekly checks.



Jerome Volunteer Fire Department

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

Fire Chief's Report

Month: October Year: 2023

Calls by Type	Number	Resident	Non-Resident
EMS Calls	13	7	6
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	3	0	3
Still Assignment	2	2	0
Station Staffing	1	1	0
Citizen Assist	5	0	5
Agency Assist	6	1	5
Special Duty	6	5	1
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	4	0	4
HazMat	1	1	0
Dispatch Error	0	0	0
Totals:	41	17	24
Total Calls Chief on Scene	27		
Total JFD Meetings Chief Attended	6		

Department Meetings and Drills	Number
Officer's Meeting	1
Work Session	1
Rope Drill	0
Drills	4

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 545
--	------------------

Fire Chief Meetings	Date
Chief's Meeting	10/4/23
Fire Marshals	10/5/23

Education, Summer Semester:

- Verde Valley Fire Held a mutual aid training event this month for Swiftwater Rescue. Whiting and Lee attended.
- Whiting, Hernandez, Krmptich, and Jackson all assisted with Mutual Aid Fires with Prescott National Forest this month.

Additional Training:

- On Thursday 5PM October 5th we had a business meeting with an EMS Overview, conducted by Muma.
- On Thursday 5PM October 12th we conducted A rehab and support Training with Whiting.
- On Thursday 5PM October 19th we conducted Stairway Ops W/ Giles.
- On Thursday 5PM October 26th we set up for our Annual Halloween Dance.

Department Affairs and On-going Projects

- Our October call volume is down by 4 calls over last October's 45 calls, totaling 41 calls this month. Our Year-to-Date call volume is 431 compared to last year's 413 calls YTD 2022. Our Fire Department personnel perform their tasks in a professional manner with no injuries occurring.
- We have received a grant for \$120,000, This grant is for Incident Management software as well as laptops. We are currently aiming towards 3AM Innovations and are awaiting finalizations. The software is about \$30,000 and we will be able to purchase the remaining needed hardware such as Laptops, Phones and Vehicle Integration.
- Jerome Fire's New Drone was recently damaged and is being replaced through the initial company. A new one should hopefully be sent to us shortly.
- JFD has received another hazardous fuel grant from the state through PAWUIC as well as Title III Money. The Grant is for 20 acres and will be around the sewage treatment plant and other adjoining drainages. We have until October of 2025 to complete the work. They're hoping to get some of these projects done with the 2 new fuel abatement personnel that was budgeted for.
- One of the Fuels positions has been applied for and Jerome Fire accepted, we are happy to welcome Eric Jackson to the team.
- We have also Reapplied for The Title III Grant for the next Cycle and hope to hear back on that soon.
- We have finished the setup for making subscriptions available for out-of-town residences and businesses, making it more equitable for residences and businesses for our response. These will be in operation shortly.
- In November from the 12th to the 18th, Allen will be holding a Rope Rescue course, to refresh our crews and teach others throughout the state.
- Our Halloween dance was a great success. Jerome Fire hosted over 800 People this year, our highest yet by over 200. This led to a great return, and combined with the Raffle, net the Auxiliary over \$24,000. Sally Murphy was our big Raffle Winner, and she now has A night at the Little Daisy for a Group of up to 16 people.
- Jerome Fire has completed our new wildland truck. It has now been out on a prescription burn in Prescott national forest and has assisted with the Maid Fire in the Flagstaff area.



Prevention

- We have had a total of 16 Firewise activities and visits to the burn pile in October with 36 loads of trimmings, slash, and brush for a total of 24 combined Jerome’s citizen hours as well as 48 total hours from our Fuels Crew and Adult Probation. We are currently managing a crew of 1 part-time Firewise personnel and have just hired one Fuels crew member full time. If you need assistance, and have not filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.

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

October Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
J-267	10/1/23	17:15	Sun	Citizen Assist Non-Resident	Disabled Vehicle	4
23-125	10/3/23	14:21	Tue	EMS Non Resident	83 YOM - Unknown Medical	4
J-268	10/4/23	16:30	Wed	Still Assignment Resident	Check for smell of smoke	1

J-269	10/5/23	13:45	Thu	EMS Resident	52 YOM - BP Check - basic First Aid	3
23-126	10/6/23	8:57	Fri	EMS Resident	49 YOF - Psych Issues	3
23-127	10/6/23	9:17	Fri	EMS Non Resident	Male - Fall - Refusal of treatment	3
J-270	10/6/23	12:45	Fri	EMS Non Resident	48 YOF - Cut Forearm - Basic First Aid	2
J-271	10/7/23	14:00	Sat	Hazmat	Clean up Antifreeze	2
J-272	10/7/23	14:45	Sat	MVA/Rescue Non-Resident	Vehicle Vs Building	3
J-273	10/7/23	17:30	Sat	Agency Assist Resident	Assist W/ Cows next to the Rd.	1
23-128	10/10/23	12:29	Tue	EMS Non Resident	75 YOF - Fall	6
J-274	10/10/23	7:00	Tue	Wildland	RX W/ Forest Service	3
J-275	10/11/23	7:00	Wed	Wildland	RX W/ Forest Service	1
23-129	10/11/23	20:23	Wed	MVA/Rescue Non-Resident	Motorcycle down - Nothing Found	10
23-130	10/13/23	10:21	Fri	MVA/Rescue Non-Resident	Motorcycle down - Canceled Enroute	6
23-131	10/13/23	19:32	Fri	EMS Resident	69 YOF - Difficulty Breathing	6
J-276	10/14/23	7:00	Sat	Agency Assist Non-Resident	Assist JPD W/ Oversized Vehicle	2
J-277	10/14/23	8:00	Sat	Agency Assist Non-Resident	JPD W/ Oversized Tow and Escort	4
J-278	10/17/23	11:30	Tue	Citizen Assist Non-Resident	Vehicle Lockout	2
23-132	10/17/23	18:03	Tue	Still Assignment Resident	Smoke Alarm - False Alarm	4
23-133	10/18/23	12:18	Wed	EMS Resident	37 YOF - Asthma Attack	5
23-134	10/19/23	11:20	Thu	Agency Assist Non-Resident	JPD W/ Oversized Vehicle	6
23-135	10/21/23	16:00	Sat	EMS Resident	49 YOF - Psych Issues	8
J-279	10/21/23	14:00	Sat	Station Staffing	Station Staffing	3
J-280	10/23/23	7:00	Mon	Special Duty Non-Resident	Swiftwater Training	2
J-281	10/23/23	12:00	Mon	Citizen Assist Non-Resident	Vehicle Lockout	1
J-282	10/25/23	9:00	Wed	Agency Assist Non-Resident	JPD W/ Oversized	4
J-283	10/25/23	12:45	Wed	Agency Assist Non-Resident	JPD W/ Oversized	3
23-136	10/25/23	13:14	Wed	EMS Non Resident	74YOF - Fall	6
23-137	10/25/23	15:07	Wed	EMS Resident	80 YOF - fall	7
23-138	10/26/23	12:22	Thu	MVA/Rescue Non-Resident	Canceled Enroute	8
J-284	10/26/23	8:00	Thu	Special Duty Resident	Dance Prep	6
J-285	10/26/23	10:00	Thu	EMS Resident	21 YOM - Cut Finger - basic First Aid	4
J-286	10/27/23	8:00	Fri	Special Duty Resident	Dance Prep	3
J-287	10/28/23	8:00	Sat	Special Duty Resident	Dance Prep	13
J-288	10/28/23	14:45	Sat	Citizen Assist Non-Resident	Disabled Vehicle	3
J-289	10/29/23	7:00	Sun	Special Duty Resident	Tear Down Dance	5
J-290	10/28/23	7:00	Sat	Special Duty Resident	Event: Dance	13
J-291	10/31/23	14:15	Tue	Citizen Assist Non-Resident	Disabled Vehicle	2
23-139	10/28/23	22:00	Sat	EMS Non Resident	YOF - Syncope - Refusal	13

J-292	10/30/23	7:00	Mon	Wildland	132 RX Burn	3
Incident	Date	Time	Day of week	Select Type	Additional Info	#

October 2023 Burn Pile Log

JC stands for Jerome citizens.

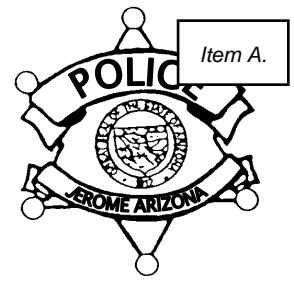
Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# crew	JC# Hrs.	JC Total Hrs.
10/3/2023	Diaz St		1	6	6	5			0
10/4/2023	Diaz St		1	5	5	4			0
10/5/2023	123 Beale St				0	2	2	4	8
10/5/2023	Diaz St		1	3	3	2			0
10/6/2023	327 Remington Way				0	2	2	2	4
10/6/2023	Diaz St		1	6	6	9			0
10/12/2023	89A		2	7	14				0
10/17/2023	150 North				0	2	2	4	8
10/19/2023	89A		2	7	14				0
10/20/2023	29 Magnolia				0	2	2	2	4
10/21/2023	29 Magnolia				0	2	2	2	4
10/22/2023	29 Magnolia				0	2	2	2	4
10/25/2023	East Ave				0	1	1	2	2
10/25/2023	105 3rd St.				0	1	1	2	2
10/25/2023	713 Main				0	1	1	2	2
10/25/2023	100 Hill				0	1	1	2	2
		0	8	34	48	36	16	24	40
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

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



JEROME POLICE DEPARTMENT

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



November 3, 2023

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for October 2023.

The October "Calls for Service" report contained several significant incidents to include an aggravated assault with a firearm, a search warrant for weapons on a prohibited possessor, a number of trip and falls, and a number of disorderly conduct cases. Call volume for October was above average, as is typical for a October in Jerome.

The parking kiosks brought in \$40,349.50 for the month of October 2023 (which includes \$3,045.50 in text to park payments for the same period). In comparison to last year's revenue of \$40,487.75 for the same time period. Fiscal year to date (7/01/23 through 10/31/2023) kiosk revenue is \$115,264.35 This now includes a new feature called "Text to Park" which allows visitors to scan a 3-D barcode on signs placed in the parking areas, and pay directly from their phones. This has helped curtail the lines at the parking kiosks.

There were 153 parking citations that were issued for the month of October. There were 7 speed citations, 3 criminal citations (1 assault, 1 disorderly, 1 narcotic related) and 4 oversize trucks.

We deployed the upgraded parking enforcement system in October. There are aa few bugs to work out but it appears to do everything we set out to accomplish. There will now be one platform (rather than 3) to manage parking enforcement from which reduced errors and personnel hours spent auditing cash across multiple software platforms. We will also be moving to a completely digital residential parking permit management system in the near future.

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

Respectfully,

Allen L. Muma, Chief of Police

JEROME POLICE DEPARTMENT
305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 11/08/2023
Page :
Agency : Item A.

Calls For Service Totals By Call Type

10/01/2023 to 10/31/2023

Call Type	Totals
10-34 Motorist Assist	3
205 Trespass	1
245 Assault with Weapon	1
459A Burglar Alarm	1
476 Animal Control Problem	1
54A Intoxicated Individual	1
585 Traffic Hazard	3
666A Suicide Attempt / Report	1
901B Sick Person	1
901H Death Investigation	1
903 Follow-Up	16
908F Found Property	9
961 Accident - No injuries	3
962 Accident - With Injuries	1
AA Agency Assist	2
AAMB Assist Ambulance	1
AC Animal Cruelty	1
ACP Assist Cottonwood PD	1
ACPD Assist Clarkdale PD	3
AYCSO Assist YCSO	13
BI Background Investigation	1
DIS Disorderly Conduct	2
DRAL Dogs Running at Large	1
FP Foot Patrol	1
HR Hit & Run Accident	1
HSE Hampshire Speed Enforcement	4
ME Medical Emergency	2
NOISE Noise Complaint	2
NR Narcotics Related Incident	3
OA Officer Assist	2
OT Oversize Truck	3
PARK Parking Complaint	1
PE Parking Enforcement	24
PS Civil Paper Service	2
PV Violation of Park Rules	1
REC Reckless Driver	1
SC Security Check	14
SLC Street Light Check	4

Printed By/On: 804 / 11/08/2023 09:44:35

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

CFS-002

JEROME POLICE DEPARTMENT
305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 11/08/2023
Page :
Agency : Item A.

Calls For Service Totals By Call Type

10/01/2023 to 10/31/2023

Call Type		Totals
SS	Suspicious Situation	5
TF	Trip & Fall / Slip & Fall	3
TO	Traffic Offense	2
TRN	Training	2
VTC	Violation of Town Code	1
Grand Total for all calls		146

Jerome Library Staff Report, October 2023

- Reviewed updated State Data Report file.
- Reviewed Town of Jerome Budget Report
- Reviewed Lost and Missing items with Holds.

Library IT staff installed new circulation computer, reconfigured the old computer for redeployment to the Arts Workshop which will be set up with WIFI and a new printer.

Received a generous donation from Kate Roberge and Steve Harris.

Kates Books has been selling their entire book store which has been in storage for the past year. Proceeds went to the Library and the Humane Society.

Thank you Kate and Steve!

Book Banning issues are continuing in Yavapai County.

Corey Christians ,director of the Yavapai County Library Network has responded by issuing a public letter to Library patrons .

Respectfully submitted, Kathleen Jarvis, Town Librarian

Dear library patron,

Thank you for making me aware of your concerns regarding materials in Yavapai County libraries.

First, a little bit of information regarding the Yavapai County Free Library District (YCFLD). The YCFLD is countywide special district that has fifteen library branches throughout (mostly) unincorporated Yavapai County and operates the Yavapai Library Network. A complete list of our branch libraries is available at <https://ycfld.gov/locations>. The YCFLD does not have any authority over the large municipal libraries such as Prescott and Prescott Valley. As a result of this, the YCFLD has no say over their library operations, including what items they purchase or what book displays they choose to exhibit.

Regarding school libraries in Yavapai County, the Library District does provide funds, received through grants via the Bring on the Books program (<http://www.bringonthebooks.info/>), to purchase books for school libraries. The YCFLD also provides a list of the most circulated materials. This list is available at https://yln.libguides.com/ld.php?content_id=66679774. While the Library District does provide this list as a starting point, the school determines which books they purchase. Generally, these books accompany their curriculum, are age-level appropriate fiction and non-fiction, and help students plan for their future. To reiterate, the school always selects the books for purchase, and we buy them on their behalf. However, schools can also purchase items independently without our assistance.

Yavapai Library Network (YLN) members also share items. Many of these items may not be age appropriate for students depending on their age. School library staff always act as a gatekeeper to receiving items through the YLN. Should school staff deem an item inappropriate, they can either not circulate the item, contact the parent to make sure they are okay with the student checking out the item, or provide a form for parents to sign giving their consent. All of these scenarios do not allow a child to check out a YLN-provided item at their school library without intervention. School library staff are all dedicated to making sure students receive appropriate materials.

I also read your concerns regarding the Prescott Valley Public Library (PVPL). As stated previously, the YCFLD does not have any authority over PVPL. The Town of Prescott Valley is its own governing authority and not a branch of the Library District. The proper avenue for requests of the Prescott Valley Public Library would be through the avenues you are already taking. All I can do is suggest that you continue your discussion with Town staff.

Lastly, most libraries classify materials into age-appropriate groups such as adult, young adult, and children. These items are then physically placed into age-appropriate areas. This helps to ensure patrons are finding materials appropriate to them and makes the discovery process faster. This is certainly the case with the Prescott Valley Public Library as with all public libraries in Yavapai County.

I hope this letter helps to provide some answers to the questions you are asking and helps to set your mind at ease regarding the Library District and the Library Network.

Regards,

Corey Christians

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, November 14, 2023
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- The October regular meeting of the Planning & Zoning Commission was cancelled.

Design Review Board- The October 24th regular meeting of the Design Review Board reviewed and approved minor changes to the Cornish Pasty sign.

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

Code Enforcement- Continued to resolve outstanding code enforcement issues, and began to address additional code enforcement issues as time has allowed.

Administrative Approvals- None for the month of October.

Other Business- Spent a large amount of time in October assisting applicants on making their projects ready for upcoming reviews. Continued to wrap up my first draft of the Design Review Guidelines, and met repeatedly with the management at the Jerome High School to address parking design, window replacement and other maintenance and repair items throughout the buildings.

File Attachments for Item:

A. Consider Approval of the October 10th Regular Council Meeting Minutes

Council will consider and may approve the October 10th Regular Council Meeting minutes.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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DRAFT MINUTES

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, OCTOBER 10, 2023, AT 7:00 PM

7:00pm (0:20) 1. CALL TO ORDER/ROLL CALL

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

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

Staff present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett, Deputy Clerk Kristen Muenz, Accounting Clerk/Administrative Specialist Michele Sharif.

For the convenience of those present it was decided to move up several items. Items 8B and 8C were moved up to follow the Proclamation. All remaining items were addressed in the order in which they were agendized.

7:01pm (1:12) 2. PROCLAMATIONS and PRESENTATIONS

Proclamation Proclaiming October as Domestic Violence Awareness Month

Councilmembers alternated reading the proclamation.

Councilmember Dr. Jack Dillenberg posed question "What are we doing as leaders in our community to help prevent it, and control it besides just proclaiming it Domestic Violence Awareness Month?"

Ms. Barber answered take care of neighbors, have an ear open. Women sometimes feel trapped, men too, thinking they can't get out and won't do or say anything. Be a listening ear and help each other.

Vice Mayor Jane Moore inquired if there is a phone number or agency that can be called and is it on the town website.

Town Manager Brett Klein advised that we do have partners and information on the website.

Ms. Barber clarified that we do have information for the Verde Valley Sanctuary, and thanked Dr. Dillenberg for the question.

7:11pm (11:24) 3. FINANCIAL REPORTS

Discussion/Possible Action

Financial Report and Detail Invoice Register Report for September 2023

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

Ms. Barber introduced the Financial reports.

Councilmember Sage Harvey motioned to approve the financial reports.

Dr. Dillenberg seconded the motion.

Ms. Barber asked if there was any further discussion. There was none

Motion to approve the Financial Reports for September 2023

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

7:13pm (13:45) 4. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

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

Council will consider and may approve the staff reports.

Mr. Klein started his update sharing that for the first time in his career in Jerome that the town is off water restrictions and that town residents were notified via email and text blasts. He then highlighted the sales tax report noting it's the best we've been the last couple years, especially in retail. This is good news based on what has been received and continues to go up.

Mr. Klein also advised the council they will be receiving status report updates for the design phase of the WWTP plant, followed by a reminder of the upcoming Special Council Meeting for Monday November 13th at 6:15pm regarding the potential increased utility rates.

Teri Klein arrived in the audience at approximately 7:15 (15:30), at which time Ms. Barber relayed that she was chosen as next potential tenant for the upcoming studio vacancy. Ms. Barber thanked Ms. Klein for coming to the meeting and all the work she does with the Humane Society and the community. Ms. Klein thanked the council for their consideration and was excused by Ms. Barber.

Ms. Barber noted information in the PACE meeting notes and a discussion was had regarding how to inform local businesses, with signs or letters outlining items that should not be flushed down drains.

Mr. Klein noted the Town can't mandate signage, but they could encourage signs and impose fines when in violation if necessary.

Ms. Moore added especially for employees who don't know, or people visiting Town using the restrooms.

Mayor Barber inquired if Mr. Klein was able to meet with the new Verde Exploration management when Town Crew Manager, Marty Boland did?

Mr. Klein answered no he had not but would be scheduling a meeting.

Dr. Dillenberg requested Mr. Klein to send the council members a reminder for the Special Council Meeting.

Ms. Barber asked if there was anything further regarding staff and council reports, and then shared her award from the League of City and Towns, congratulating her dedication to 8 years of strong effective local government.

Motion to accept Staff and Council Reports

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

7:21pm (21:07) 5. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

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

Zoning Administrator Will Blodgett briefly read his report regarding the retaining wall work on Juarez, also adding that there was no Design Review Board or Board of Adjustment Meeting for September. He added code enforcement continues and has been yielding positive results. Mr. Blodgett shared that has seen an increase in activity for things that will need to be reviewed, however that he is waiting for resolution of incomplete items. He confirmed there will be items for the Design Review Board this month, as well as Planning and Zoning moving into November.

Mr. Blodgett shared that he met with Verde Exploration personnel as well as someone with development ideas for the Town, however nothing in stone yet. He imparted knowledge that Verde Exploration is interested in adaptive reuse of some of their buildings; they aren't looking to sell property but partner up with someone, and based on conversations they seem be keeping the nature of the Town in mind. Additionally, they do have plans to mitigate the liability of the buildings also expressing their hope to salvage features such as doors and other building parts that could be stored by Marty for use on other buildings in town. So far nothing concrete has been set.

Mr. Blodgett finished his update with information regarding an upcoming application to review for a potential new residential build at the old swimming pool. It was approved previously, and had timed out, therefore the property owner is bringing a new application and starting the process over again.

Ms. Barber thanked Mr. Blodgett for his updates and imparted that Freeport owns all those buildings, they can do what they want with their stuff however it is sad to see parts of Jerome history just go away. So, anything that can be reused locally, "adaptive reuse projects", she likes the sound of and believes the rest of council would agree with her.

7:26pm (26:32) 6. APPROVAL OF MINUTES

Consider Approval of the September 12th Regular Council Meeting Minutes

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

- Ms. Barber introduced minutes from the September 12th Council Meeting.*
- Ms. Harvey made the motion to approve the minutes.*
- Dr. Dillenberg seconded the motion.*
- Ms. Barber asked if there was any further discussion. There was none.*

Motion to Approve Minutes of the September 12th Regular Council Meeting

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

7:26pm (26:55) 7. PETITIONS FROM THE PUBLIC

Petition – Water Rate Increase (Mansel Mathews)

- Ms. Barber introduced a petition from the public to speak regarding the potential increase in utility rates.*
- Ms. Barber invited Mr. Mathews, Jerome Resident, to the microphone, as he approached the front of the room he questioned if it was good to speak now or wait to speak at the special meeting.*
- Ms. Barber invited Mr. Mathews to speak at this time and at the special meeting. She added the meeting is a public hearing and that nothing is set in stone. The town has had water studies, a discussion needs to be had and the council wants to hear from the people of Jerome, who are paying their utilities, about why or why we should not do this.*
- Mr. Mathews approached the microphone and presented the following: “Regarding raising the town’s utility rates: Why? The only argument I’ve heard is that our rate is low compared to other municipalities. So? It is the townspeople of Jerome not the commercial interests that have sacrificed to hold this place together for over 50 years. We are the poor people of Jerome and not the new rich. This increase would affect us disproportionately. What happened to charge by meter use? There should be tons of money coming in from parking, where has that gone?”*
- The council thanked Mr. Mathews for sharing his thoughts.*

8. NEW BUSINESS

Discussion/Possible Action

7:28pm (28:55) A. Consideration of an Agreement to Enter into an Interlocal Contract for Cooperative Purchasing with Houston-Galveston Area Council (HGAC), a Regional Planning Commission and Political Subdivision of the State of Texas, Which Manages a National Government Cooperative Purchasing Program

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

- Ms. Barber posits there is no fiscal impact to the town and will give the town better buying power.*
- Mr. Klein confirmed and added that it gives the town another option for seeking the best possible prices. He explained this is one of several national public purchasing cooperatives, and the closest to Arizona. Many communities in Arizona already use this option, along with the Arizona Procurement office, or both. Certain things are hard to get and getting bids can become cumbersome, whereas they already go through the competitive pricing, and have information prepared and prices set in stone.*
- Ms. Moore thanked Mr. Klein for explaining, adding that she had received phone calls from Town residents who didn’t understand why we would partner with Texas.*
- Ms. Harvey shared the same reaction and added that after reading, it makes sense and is akin to using fleet services and partner up to get better deals. She then made the motion to approve.*
- Dr. Dillenberg seconded the motion.*
- Ms. Barber reiterated that there is no fiscal impact on the town.*

Motion to approve agreement to enter into interlocal contract for Coop Purchasing with HGAC

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

7:06pm (6:20) B. Consider Planning and Zoning Commission Appointment of Issam Sharif Effective Immediately to Fill the Open Commission Seat Which Expires February 28, 2026

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

Ms. Barber starts by opening the floor to the council to question Mr. Sharif.

Ms. Moore thanked Mr. Sharif for volunteering and hopes he will read the Zoning Ordinance, stating that it needs updating from time to time but has served Jerome well since 1977. She also imparted that part of the reason the Town has retained its character and why people want to live here, and visit is because they came together and agreed to protect the Town.

Councilmember Sonia Sheffield questioned if he would be seated right away.

Ms. Harvey answered candidates are usually seated right away and if they choose to go for next term then the council can then reseal them.

Dr. Dillenberg motioned to approve.

Ms. Barber seconded the motion to seat and asked Mr. Sharif if he had any children.

Mr. Sharif answered yes and gave a brief family history.

Ms. Barber asked if Mr. Sharif was provided with copies of the General Plan and the Zoning Ordinance.

Mr. Sharif confirmed he does have copies and has already started reading, reviewing, and taking notes in them.

Ms. Barber asked if there was any additional discussion and thanked Mr. Sharif for volunteering.

Motion to approve seating Mr. Sharif to the Planning and Zoning Commission

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

7:09pm (9:09) C. Consideration of Studio 1 Rental Upon Voluntary Termination

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

Ms. Barber questioned if anyone on the list was present that would like to talk about this.

Mr. Klein answered they were invited however it was somewhat last minute, and they may not have been able to make it.

Ms. Harvey suggested Teri Klein be the next tenant. She added there isn't going to be a lot of people coming and going, nor the use of any paints or anything to cause fire hazards, and that she will be close by to help humane society, which she feels is an extension of the Town Hall.

Ms. Barber agreed and added that Ms. Klein was the runner up when they decided to award Studio 2 to the library.

Ms. Harvey motioned to approve Teri Klein as the next tenant selected for Studio 1.

Motion to approve Teri Klein as the next tenant of Studio 1 upon Voluntary Termination of current lease

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

7:31pm (31:08) D. Consideration of a 3-year Lease Renewal at Hotel Jerome for the Jerome Artists Cooperative

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

Ms. Barber introduced suggestions from staff of how not to negatively impact the gallery and still make a small increase, as there hasn't been a rental rate increase in 6 yrs.

Dr. Dillenberg inquired if the increase was 5%.

Ms. Barber adds that everywhere else has seen increases near 10%, this is a big space, but is also the life blood of town featuring a lot of local artists. She added kudos to Mimi as she also has local artists in her gallery right next door.

Dr. Dillenberg confirmed that his wife has pottery in the gallery and moved to approve the renewal with a 5% increase.

Ms. Barber added the co-op also has a public restroom and is an additional reason they are not charged a high rate since they keep that bathroom accessible to the public.

Ms. Moore seconded the motion to approve in addition to inquiring "are they aware of this?"

Mr. Klein confirmed to the council that they are aware, and they are grateful if the council will go along with 5%. The new contact, Sarah Harms, will take over officially January 1, but she is working with Rex while they transition.

Ms. Barber how many artists are currently in the gallery.

Dr. Dillenberg shared around 23.

Motion to approve with a 5% rent rate increase

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

7:34pm (34:00) E. Discussion and Possible Staff Direction Regarding Changes to Special Event Code Language and the Overall Special Event Process

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

Mr. Klein shared that this is a recent ordinance created in the past few years. Every year the town sees something new and has now become reactionary. Staff wanting to be proactive sat down, looked at other communities, considered our community and tried to think of any possible issue as well as what has caused the staff undue hardship and extra work. The proposal presented extends some time limits and if we as the town go forward with this, or make some changes, depending on the input the council may have, it's a fresh start.

Ms. Harvey presented several questions to Mr. Klein, seeking clarification on possible redundancies in the proposal Mr. Klein provided clarification on sections and phrasing under question.

Ms. Harvey thanked him for the clarification and adds other than that, I like it.

Council members expressed their gratitude to staff for putting the new proposal together.

Ms. Moore asked for additional clarification on the same section regarding a place of business holding an event.

Mr. Klein provided clarification again, and further added that the final revision of the proposal to be presented to the council will have further clarity on items such as timelines, TPT licenses list, etc.

Ms. Moore and other council members expressed their gratitude.

Ms. Barber recaps and gives congratulations to Robert Vega with public works for 1 year of service as well as Charles Harris with the Jerome PD for 3 years of service.

7:45pm (45:45) 9. TO AND FROM THE COUNCIL

Dr. Dillenberg left the dais to field a phone call (45:01) and returned 2 minutes later (47:01)

Ms. Barber asked if anyone else on the council had anything to share.

Ms. Moore inquired about the Amazon delivery issue, also clarifying that she was not aware if it is Town business.

Ms. Harvey imparted that it is Town business now that all packages are being delivered to Jerome Police Department.

There was a brief discussion amongst council members regarding Amazon deliveries

Ms. Harvey shared clarifying information after having spoken with Chief Allen Muma. Mr. Muma is asking if anyone is having issues getting items delivered from Amazon to file a fraud report. In order for the Town to get any packages delivered, Mr. Muma initially requested they all be dropped off at the Police Station until a resolution is found. As it stands right now, anyone who pays for Amazon service that is not getting their deliveries needs go to the FTC website and file a fraud report, call the Attorney General, and file a police report with Jerome PD.

7:51pm (51:31) 10. ADJOURNMENT

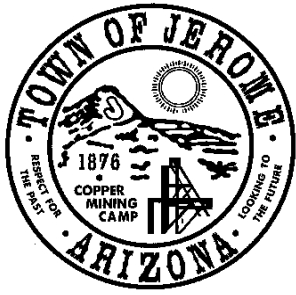
Motion to Adjourn at 7:51PM

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

File Attachments for Item:

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

Council will consider and may approve Resolution No. 662.



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TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consider Resolution No. 662 Approving Intergovernmental Agreement with ADOR for TPT Administration**

MEETING DATE: November 14, 2023

Summary:

This intergovernmental agreement (the 2023 IGA) was negotiated with the Department of Revenue (DOR) and Attorney General's office by the City Tax Administrators Council (CTAC) Rulings Group, which includes the League of Arizona Cities and Towns, and with the assistance of several city attorneys and a multitude of tax and IT experts from many municipalities.

Local Transaction Privilege Tax (TPT) administration is governed by A.R.S. § 42-6001. This statute requires the Arizona Department of Revenue (DOR) to administer the transaction privilege and use taxes imposed by all cities and towns and to enter into an intergovernmental agreement (IGA) with each city and town to clearly define the working relationship between the DOR and Arizona cities and towns.

This IGA establishes the framework for collaboration between the Department and the cities and towns for every aspect of TPT administration. It provides the principles, requirements, and responsibilities of both the City/Town and the Department, and it defines the many specific operational processes related to tax collection, the protection of taxpayer confidentiality, and information security.

The 2023 IGA replaces the 2019 and represents a complete rewrite of the prior Agreement. Great emphasis was placed on improving the thoroughness and consistency of the Agreement as well as minimizing the need to look through multiple sections to answer a single question or resolve a specific issue.

This is a high-level summary of the most notable changes compared to the 2019 IGA:

The new IGA adds or clarifies the definitions of various terms including City Services, Collection, Development Fees, Options Chart, Primary Point of Contact (PPOC), Profile, Independent Contractor, State Tax, Tax Information, Authorized Access Lists, and Qualified

Recipients of Information, and all defined terms are now capitalized throughout the Agreement for easy recognition.

Taxpayer confidentiality measures have been significantly strengthened, placing additional emphasis on the protection of Tax Information provided under Arizona statutes, and refining the details surrounding authorized access, disclosure restrictions, and remedies for improper disclosure such as the possible suspension of Tax Information sharing.

New procedures have been established for both the cities and the Department to regularly maintain the Authorized Access Lists that control who can see detailed taxpayer information, including clarifying confidentiality training requirements and adding that all responsibilities and restrictions apply to Independent Contractors in the same manner as they apply to regular employees.

The new IGA addresses the developing scope of city assistance offered to the Department with the addition of delinquent tax collection activities and new collections reports along with new language that covers cities assisting with reviews of selected refund claims. In addition to the services that have long been provided by city and town auditors, these new areas expand the ways that we can partner with the Department, leveraging our personnel to help the DOR achieve more efficient operations.

The 2023 IGA also provides new or improved coverage for several miscellaneous topics including the City/Town's responsibility for reviewing its City Profile and the Model City Tax Code website; workers' compensation issues when sharing office space with other jurisdictions; the expiration, termination, or amendment of the Agreement; and the disclosure of aggregated financial information.

Finally, this version rewrote much of Appendix A regarding the handling and protection of confidential taxpayer information. Changes were made relative to identifying retention requirements and authorized disposal methods, critical information security protocols, and various software system requirements that cities and towns must follow to protect any confidential taxpayer data stored on their computer systems.

Fiscal Impact:

None.

Recommendation:

Recommend the approval of the attached resolution and intergovernmental agreement between the Town of Jerome and the Arizona Department of Revenue regarding the uniform administration, licensing, collection, and auditing of transaction privilege tax, use tax, severance tax, jet fuel excise and use tax, and rental occupancy taxes imposed by the State or cities or towns.

RESOLUTION NO. 662

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE TOWN OF JEROME AND THE STATE OF ARIZONA DEPARTMENT OF REVENUE FOR THE ADMINISTRATION, COLLECTION, AUDIT, AND LICENSING OF TRANSACTION PRIVILEGE TAXES, USE TAXES, SEVERANCE TAXES, JET FUEL EXCISE AND USE TAXES AND RENTAL OCCUPANCY TAXES IMPOSED BY THE STATE, CITIES OR TOWNS.

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services if authorized by their legislative or governing bodies; and

WHEREAS, A.R.S. § 42-6001 et seq. was amended effective January 1, 2015, to provide that the Arizona Department of Revenue, hereinafter referred to as ADOR, shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State, cities or towns; and

WHEREAS, representatives of ADOR and representatives of Arizona cities and towns, with support from the League of Arizona Cities and Towns, have negotiated the terms of a new IGA to take effect as described within that document, which can be adopted individually by each Arizona city and town, and is the subject of this Resolution.

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Jerome, Arizona hereby approves the Intergovernmental Agreement between the Town of Jerome, and the Arizona Department of Revenue for the administration, collection, audit and licensing of transaction privilege taxes, use taxes, severance taxes, jet fuel excise and use taxes and rental occupancy taxes imposed by the State, cities or towns, and authorizes the following:

1. The Mayor, or their duly authorized agent, shall notify ADOR of the Town's desire to enter into an IGA as required by ARS §42-6001, with an effective date as described within that document, together with the encapsulated provisions for annual renewals.

2. The Mayor may enter into the proposed IGA on behalf of the Town of Jerome and execute all such other documents, contracts, amendments and agreements with ADOR as may be necessary to effectuate this agreement.

PASSED AND ADOPTED by the Town Council of the Town of Jerome, Arizona this 14th day of November, 2023.

MAYOR

ATTEST:

Town Manager / Clerk

APPROVED AS TO FORM:

City Attorney

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE ARIZONA DEPARTMENT OF REVENUE AND
THE TOWN OF JEROME**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into this 14th day of November, 2023, by and between the Arizona Department of Revenue (“Department”) and the Town of Jerome, an Arizona municipal corporation (“Town”). This Agreement shall supersede and replace all previous intergovernmental agreements, including amendments thereto, entered into by the Department and Town regarding the administration, collection, audit, and/or licensing of transaction privilege tax, use tax, severance tax, jet fuel excise and use taxes, and rental occupancy taxes (collectively referred to as “Taxes”) imposed by the State, Town, and other Arizona municipalities.

RECITALS

WHEREAS, A.R.S. Title 11, Chapter 7, Article 3 (A.R.S. § 11-952 *et seq.*) authorizes two (2) or more public agencies to enter into intergovernmental agreements to contract for services, if authorized by their legislative or governing bodies.

WHEREAS, A.R.S. § 42-6001 *et seq.* was amended effective January 1, 2015 to provide that the Department shall collect and administer any transaction privilege and affiliated excise taxes imposed by any Arizona municipality and that the Department and each municipality shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit, and licensing of transaction privilege and affiliated excise taxes imposed by the State and Arizona municipalities.

WHEREAS, City/Town has taken appropriate action by ordinance, resolution, or otherwise, pursuant to the laws applicable to the governing body of City/Town, to approve and authorize City/Town to enter into this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing, the Department and City/Town enter into this Agreement as follows:

1. Definitions

1.1 A.R.S. means the Arizona Revised Statutes.

1.2 Adoption of an Ordinance means final approval by majority vote of the City/Town council.

- 1.3 Ambassador Program** means the Department’s provided structure and support of curriculum related to tax administration and compliance education.
- 1.4 Arizona Management System** means the State’s professional, results-driven management system that focuses on customer value and vital mission outcomes for citizens. The system is based on principles of Lean, a proven people-centered approach that has delivered effective results in both public and private sectors. Lean focuses on customer value, continuous improvement and engaged employees to improve productivity, quality, and service.
- 1.5 Audit** means an examination and verification of accounts and records to determine taxpayer compliance with A.R.S. Title 42 and the Model City Tax Code, or any other assessment issued pursuant to A.R.S. § 42-1108.
- 1.6 City Services** means the Department’s team or successor unit thereof that assists Arizona municipalities with administrative functions and all other activities related to transaction privilege tax licensing, collection, and compliance of any kind. In this Agreement, all references to electronic communications with City Services shall be directed to the team’s address at citiesunit@azdor.gov.
- 1.7 Closing Agreement** means an agreement to settle a tax liability pursuant to A.R.S. § 42-1113.
- 1.8 Collection** means activities to collect established liabilities for transaction privilege taxes, fees, and related penalties and interest that are due and owing.
- 1.9 Confidentiality Standards** means the standards set forth in A.R.S. § 42-2001 *et seq.*, Model City Tax Code § 510, Appendix A of this Agreement, and such other written standards mutually agreed to by the Department and City/Town, and which will be incorporated into Appendix A of this Agreement.
- 1.10 Development Fees** has the same meaning prescribed in A.R.S. § 42-5075(B).
- 1.11 Desk Review** means any assessment issued pursuant to A.R.S. § 42-1109(B).
- 1.12 Federal Tax Information (“FTI”)** means Federal income tax returns or return information the Department receives from the Internal Revenue Service, including any information created by the Department derived from that information. Documents obtained from a taxpayer or State income tax returns are not considered Federal Tax Information. The scope of this Agreement does not permit the Department to share FTI with any Arizona municipality.
- 1.13 Independent Contractor** means any individual or entity with which City/Town may enter into an agreement to perform transaction privilege tax administration, collection, audit, licensing, and any other related duties described in this Agreement or A.R.S. § 42-6001 *et seq.*
- 1.14 Model City Tax Code** means the document defined in A.R.S. § 42-6051.

- 1.15 Municipal Tax or Municipal Taxes** means collectively the transaction privilege and affiliated excise taxes, including use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax imposed by City/Town in accordance with the Model City Tax Code and similar taxes imposed by City/Town pursuant to a City/Town code section outside the Model City Tax Code that are collected via the standard transaction privilege tax return. Unless the context provides otherwise, this definition includes municipal privilege tax, municipal privilege tax license fees, and all related penalties, interest and other similar charges collected by the Department on behalf of an Arizona municipality.
- 1.16 Options Chart** means any chart contained in a section of the Model City Tax Code which identifies the various approved standard Options adopted by an Arizona municipality.
- 1.17 Primary Point of Contact (“PPOC”)** means a designated City/Town representative with the primary responsibility for communicating with the Department and their respective staff on any matters described within this Agreement. The PPOC must be an individual qualified to receive Tax Information under Section 2.1 of this Agreement and be included on the Master Authorization List referenced in Section 2.3 of this Agreement.
- 1.18 Profile** means a dedicated section of the Model City Tax Code that provides specific information for each Arizona municipality, including contact information, applicable tax rates, and amendments and provisions unique to City/Town.
- 1.19 Standard Audit Life Cycle Process Map** means a document containing the decisions and procedures adopted by the Department and Arizona municipalities from the assignment of audits through final resolution consistent with this Agreement and the Arizona Management System principle of continuous improvement. This document shall be reviewed by the Department and Arizona municipalities as needed, not less than annually, with any changes memorialized in a revised map. In the event of a disagreement regarding proposed changes, the Standard Audit Life Cycle Process Map shall be referred to SMART for resolution.
- 1.20 Standard Authorization List Update Process Map** means a document containing the decisions and procedures adopted by the Department and Arizona municipalities to keep an updated list of current employees and contractors who are authorized to receive Tax Information consistent with this Agreement and with the Arizona Management System principle of continuous improvement. This document shall be reviewed by the Department and Arizona municipalities as needed, not less than annually, with any changes memorialized in a revised map. In the event of a disagreement regarding proposed changes, the Standard Authorization List Update Process Map shall be referred to SMART for resolution.
- 1.21 Standard Inter-Jurisdictional Transfer Process Map** means a document containing the decisions and procedures adopted by the Department and Arizona municipalities to document and authorize the transfer of erroneously reported or

allocated tax from one (1) municipality to another based upon a municipality's request or during the audit process consistent with this Agreement and with the Arizona Management System principle of continuous improvement. This document shall be reviewed by the Department and Arizona municipalities as needed, not less than annually, with any changes memorialized in a revised map. In the event of a disagreement regarding proposed changes, the Standard Inter-Jurisdictional Transfer Process Map shall be referred to SMART for resolution.

- 1.22 State** means the State of Arizona.
- 1.23 State & Municipal Audit Resolution Team (“SMART”)** means an advisory committee responsible for resolving issues as set forth in Section 15 of this Agreement.
- 1.24 State Tax or State Taxes** means transaction privilege tax and affiliated excise taxes, including use tax, severance tax, and jet fuel excise and use taxes imposed by the State of Arizona or its counties.
- 1.25 Tax Information** means information deemed confidential taxpayer information protected from disclosure pursuant to A.R.S. § 42-2001 *et seq.* or Model City Tax Code § 510 concerning the business financial affairs or operations of a taxpayer as it relates to Municipal Taxes or State Taxes. Tax Information includes all financial information related to transaction privilege taxes obtained from any source related to an individual taxpayer and all such aggregate financial information related to any group of identified or identifiable taxpayers.
- (a) Examples of Tax Information include without limitation:
- (1) Any information provided by the Department to City/Town derived from any source including tax returns, reports, tax license applications, and the New License Report or License Update Report; and
 - (2) Any information received by, recorded by, prepared by, furnished to, or collected by the Department or City/Town with respect to a transaction privilege tax return or the termination or possible existence of liability of any person for any transaction privilege tax and related penalty or interest, such as the taxpayer's identity; the nature, source, or amount of the taxpayer's income, payments, receipts, deductions, exemptions, credits, assets, liabilities, net worth, tax liability, taxes withheld, deficiencies, over-assessments, or tax payments; or whether the taxpayer's account was, is being, or will be examined or subject to audit, desk review, investigation, collection, or processing.
- (b) Taxpayer identifying information obtained by City/Town from any source not identified in Section 1.25(a) of this Agreement is not Tax Information for purposes of this Agreement.

1.26 Voluntary Disclosure Agreement means a document used in a voluntary disclosure program designed for eligible taxpayers with exposure for tax liability and/or civil penalties arising from a failure to report and/or pay all Taxes due which allows the taxpayer to come into voluntary compliance.

2. Authorized Access Lists

2.1 Statutory Authority: The disclosure of information relating to State Taxes and Municipal Taxes is governed by A.R.S. § 42-2001 *et seq.*, and, for reporting periods prior to January 1, 2015, by Model City Tax Code § 510.

2.2 Qualified Recipients of Information: The Department and City/Town shall only disclose Tax Information related to State Tax and Municipal Tax pursuant to this Agreement to individuals authorized by law as described in Section 2.1 of this Agreement, including those authorized persons listed on the Authorized Access Lists provided by the Department and Arizona municipalities. Questions related to a listed Department recipient may be directed to City Services at citiesunit@azdor.gov. Questions related to a listed Arizona municipal recipient may be directed to the PPOC of the pertinent Arizona municipality.

2.3 Department's Authorized Access List: Pursuant to Section 2.4(c) of this Agreement, the Department shall maintain, update, and provide a current statewide Master Authorization List of names, job titles, and contact information of the Department staff and Arizona municipal representatives who are authorized by law as described in Section 2.1 of this Agreement to receive State Tax and Municipal Tax information from the Department or Arizona municipalities, as defined in the Standard Authorization List Update Process Map. Updates shall be provided on not less than a monthly basis. The Department shall promptly notify Arizona municipalities of any individual whose authorization to receive State Tax and Municipal Tax information has been revoked for any reason.

2.4 City/Town's Authorized Access List: City/Town shall maintain, update, and provide a current Authorized Access List of names, job titles, and contact information for all persons acting on behalf of City/Town authorized by law as described in Section 2.1 of this Agreement to receive State Tax and Municipal Tax information as defined in the Standard Authorization List Update Process Map.

(a) City/Town shall indicate one PPOC on the Authorized Access List to resolve any administrative issues with the Authorized Access List. At its discretion, City/Town may also indicate an additional individual as a back-up or alternate PPOC.

(b) City/Town shall ensure all personnel on the Authorized Access List meet the requirements indicated in the Confidentiality Standards (Appendix A) including completing all required confidentiality training certification and recertification as required from time to time, within the time required by the Department.

- (c) Upon execution of this Agreement and on the first day of each calendar quarter thereafter, City/Town shall email to City Services at citiesunit@azdor.gov a current Authorized Access List of its staff and representatives authorized to receive State Tax and Municipal Tax information from the Department and Arizona municipalities, including additions and deletions, changes in job titles, and contact information. City/Town's PPOC shall promptly notify the Department of any person whose authorization to receive State Tax and Municipal Tax information is revoked for any reason.
- (d) The Department shall review City/Town's Authorized Access List. If the Department finds that any person on the list has not completed the required confidentiality training in a timely manner or does not meet the Confidentiality Standards in Appendix A of this Agreement, the Department shall notify the City/Town PPOC to resolve the issue. The Department shall not include that person on the Master Authorization List until the issues have been resolved to the satisfaction of the Department.

2.5 Independent Contractors:

- (a) City/Town may at times choose to enter into a contract with an Independent Contractor to perform the transaction privilege tax administration, collection, audit, desk review, licensing, and other duties described in this Agreement or A.R.S. § 42-6001 *et seq.*
- (b) In accordance with A.R.S. §§ 42-1004 and 42-6002, no contract with an Independent Contractor may be entered into on a contingency fee basis for the performance of any transaction privilege tax related functions, including but not limited to license inspections, audits, desk reviews, or collections.
- (c) Within ten (10) business days of ratification of this Agreement, or subsequent execution of such a contract between City/Town and an Independent Contractor, City/Town shall provide a copy of each such contract to the City Services electronically at citiesunit@azdor.gov.
- (d) City/Town shall notify the Department of the expiration, termination, or amendment of any agreement with such Independent Contractors within ten (10) business days of such event.
- (e) In this Agreement it is presumed that any reference to a municipal employee such as a license inspector, auditor, desk reviewer, collector, supervisor, etc., also refers to an Independent Contractor performing that function on behalf of the Department or City/Town.
- (f) An Independent Contractor is subject to all training requirements, authorization limitations, and other privileges and restrictions incorporated into this Agreement or provided in statute in the same form and manner as

such conditions apply to an employee performing the same function on behalf of the Department or City/Town.

- (g) When an Independent Contractor issues any correspondence to a taxpayer on behalf of the Department or City/Town, the Independent Contractor shall expressly identify all of the following on such correspondence: the Independent Contractor's name; the name of the Independent Contractor's firm, if applicable; the Independent Contractor's status as a license inspector, auditor, desk reviewer, or collector acting on behalf of the Department or City/Town; the Independent Contractor's mailing address, telephone number, and e-mail address; and the telephone number and e-mail address of a specific person who is an employee of the Department or City/Town capable of responding to the issues raised in the correspondence for the Department or City/Town.
- (h) The Department and/or City/Town may pursue any remedy authorized by this Agreement or by statute for a violation of this Section by an Independent Contractor.

2.6 Sharing of Authorized Access Lists: The Department shall share the Department's Authorized Access List and the Authorized Access Lists for all Arizona municipalities provided to the Department on the Core SFTP site. The Department shall update the lists on a monthly basis with information provided by each Arizona municipality, or as needed to immediately remove any person whose authorized access has been revoked by the Department or an Arizona municipality.

3. Disclosure of Information by City/Town to the Department or Another Arizona Municipality

3.1 Disclosure and Use of Municipal Tax Information: Any Tax Information released by City/Town to the Department or another Arizona municipality may only be used by persons authorized to receive such Tax Information for tax administration and collection purposes and may not be disclosed to the public in any manner that does not comply with A.R.S. § 42-2003, and/or Model City Tax Code § 510 for reporting periods prior to January 1, 2015. All Tax Information shall be stored and destroyed in accordance with the Confidentiality Standards (Appendix A).

3.2 Municipal Ordinances: City/Town shall provide the Department with a copy of its Municipal Tax Code or any City/Town ordinances imposing the taxes to be collected hereunder within ten (10) calendar days of a request for such information from the Department. This information shall be sent to City Services electronically at citiesunit@azdor.gov.

- (a) **Tax Code Changes:** City/Town shall provide notice to the Department of any tax code change with a copy of any ordinance adopted by City/Town that imposes or modifies the Municipal Taxes or municipal privilege tax

license fees to be collected hereunder within ten (10) calendar days of adoption of the ordinance. This information shall be sent to City Services electronically at citiesunit@azdor.gov.

- (1) City/Town agrees that any ordinance that changes a tax rate, Option selection, or includes the addition or removal of a unique Model City Tax Code exception shall take effect on the first day of the month that is at least sixty (60) calendar days after the City/Town council adopts the change. City/Town and the Department recognize there may be occasions when the City/Town council establishes an effective date less than sixty (60) calendar days after adoption. If City/Town chooses to propose an ordinance with an effective date that is less than sixty (60) calendar days after adoption, City/Town shall notify the Department as soon as possible after that choice is made.
 - (2) The Department shall incorporate all ordinance changes into the official copy of the Model City Tax Code within ten (10) calendar days of receipt of notice from City/Town. The copy provided to the Department may be an electronic copy but shall reflect the identical language contained in the version adopted by the City/Town and shall contain the required signatures indicating council approval.
 - (3) The Department shall notify City/Town when the tax code change has been incorporated and City/Town is responsible for confirming the change has been correctly entered in the official copy of the Model City Tax Code.
 - (4) Pursuant to A.R.S. § 42-6052, if City/Town fails to notify the Department of a tax code change within ten (10) calendar days after City/Town council approval, the ordinance shall be considered null and void. All tax code changes described in this Section shall have no effect until reflected in the official copy of the Model City Tax Code.
- (b) Annexation Ordinances: Within fifteen (15) calendar days following the adoption of an annexation ordinance, one (1) copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at GIS@azdor.gov and City Services at citiesunit@azdor.gov. City/Town may provide the Department with a list of businesses subject to Municipal Taxes known to be located in the annexed area.
- (c) Review of the Model City Tax Code: City/Town shall be responsible for reviewing the information contained on its Profile, the Options Charts, tax rates for City/Town, and other information specific to City/Town contained in the official copy of the Model City Tax Code and ensuring it is correct.

City/Town affirms that it has an ongoing obligation to notify City Services of any changes needed to such information at citiesunit@azdor.gov.

- 3.3 **Development Fees:** Upon request by the Department to City/Town's PPOC, City/Town shall provide to the Department any information regarding Development Fees imposed by City/Town under A.R.S. § 9-463.05 to assist the Department with the auditing of taxpayers and the ordinary billing and collection of taxes.
- 3.4 **Prior Audits:** Upon request by the Department, City/Town shall allow inspections and copies of any City/Town tax audits conducted prior to January 1, 2015.
- 3.5 **Other Information:** City/Town shall provide other relevant information necessary for tax administration and collection purposes as requested by the Department.

4. **Disclosure of Information by Department to City/Town**

- 4.1 **Statutory Authority:** The Department may disclose information relating to State Taxes and Municipal Taxes to City/Town pursuant to A.R.S. § 42-2003 if the information relates to a taxpayer who is or may be taxable by a county, city, or town or who may be subject to audit by the Department pursuant to A.R.S. § 42-6002.
- 4.2 **Restrictions on Use and Disclosure to Unauthorized Parties:** Any Tax Information disclosed by the Department to City/Town is subject to all restrictions provided for in A.R.S. § 42-2003. Tax Information shall only be used by persons authorized to receive such Tax Information for internal tax administration purposes, including audit, desk review, collection, and licensing activity, and may not be disclosed to the public or any unauthorized party in any manner that does not comply with the Confidentiality Standards (Appendix A).
- 4.3 **Liability for Improper Disclosure:** The disclosure of confidential information concerning Arizona taxes is governed by A.R.S. § 42-2001 *et seq.*, which strictly controls the accessibility and use of this information. Individuals who receive confidential information relating to State Taxes and Municipal Taxes from the Department are subject to the penalties provided in A.R.S. § 42-2004 and other applicable statutes if they misuse or improperly disclose this information to unauthorized individuals.
- 4.4 **Reporting Potential Disclosure Violations/Incidents:** The Department shall not withhold Tax Information from City/Town provided that City/Town complies with A.R.S. § 42-2001 *et seq.*, and the Confidentiality Standards (Appendix A).
 - (a) If City/Town or the Department has information to suggest City/Town or any of its duly authorized representatives has violated A.R.S. § 42-2001 *et seq.* or the Confidentiality Standards (Appendix A), City/Town or the Department shall immediately notify City Services at citiesunit@azdor.gov, the Department's Disclosure Officer at DisclosureOfficer@azdor.gov, and the Department's Information Security Team at InfoSec@azdor.gov.

- (b) City/Town and the Department shall fully cooperate with the Department's Disclosure Officer and Information Security Team in investigating the alleged violation and shall promptly address any identified issues.
- (c) The Department's Disclosure Officer and Information Security Team:
 - (1) Shall send written notice to City/Town's PPOC detailing the alleged breach as understood by the Department and request a response to the allegation within twenty (20) calendar days of the date of the letter, and
 - (2) May inspect City/Town's records, facilities, and equipment to determine whether there has been a violation, and
 - (3) Shall review the written response from City/Town and consider the information contained therein and all relevant circumstances surrounding the alleged violation prior to issuing any determination, and
 - (4) Shall issue a written determination delivered by certified mail to City/Town regarding the alleged violation within sixty (60) calendar days of the date of City/Town's response letter. If the Department determines that a violation has occurred, the Department shall indicate whether a suspension of information is warranted and the length of the suspension. During the period of suspension, City/Town shall not access information maintained or created by the Department related to City/Town.
- (d) If the Department makes a written determination to suspend sharing of information, City/Town may, within ten (10) calendar days of receiving the written determination, submit a written request to SMART requesting the group review the determination as provided in Section 15 of this Agreement.
- (e) If there is a suspension of Tax Information sharing with City/Town, the Department shall maintain all information collected or created during the suspension period related to City/Town that would otherwise have been shared with City/Town and shall assist City/Town with accessing the accumulated information for City/Town immediately upon termination of the suspension.
- (f) Under no circumstances shall the suspension of any right to receive Tax Information adversely impact the Department's delivery or transfer of any City/Town revenues in any manner.

4.5 Information to be Provided: The Department shall provide information pursuant to A.R.S. § 42-6001(B). The Department shall provide such information as outlined

in Appendix B and elsewhere in this Agreement, which shall only be modified in accordance with Section 4.7 of this Agreement.

- (a) The Department shall not provide Federal Tax Information to City/Town.
- (b) In addition to the information detailed in Appendix B of this Agreement, the Department shall disclose, upon request, the following information to City/Town:
 - (1) Department tax audits, including all information related to all Arizona municipalities included in the tax audit; and
 - (2) Other relevant information necessary for City/Town's tax administration and collection purposes, including all information necessary to verify that City/Town received all revenues collected by the Department on behalf of City/Town.

4.6 Storage and Destruction of Tax Information: All Tax Information provided by the Department to City/Town shall be managed, stored, protected, and destroyed in accordance with the Confidentiality Requirements (Appendix A).

4.7 Specificity of Data: Pursuant to A.R.S. § 42-6001, the Department and City/Town agree that the data fields identified in Appendix B of this Agreement and the JT-1, TPT-2, and TPT-EZ forms in Appendix C of this Agreement (also provided online at www.azdor.gov) meet the specificity requirements of City/Town. The data fields identified in Appendix B and the forms in Appendix C may be revised or replaced only by mutual agreement of the Department and Arizona municipalities, with any unresolved issues being referred to SMART for final determination.

4.8. Notwithstanding any provision to the contrary, nothing in this Section shall prevent the Department from complying with state information security requirements in the situation of a data breach or similar event.

5. Audit

The Department shall administer audit functions with City/Town in accordance with the Standard Audit Life Cycle Process Map and with the following provisions.

5.1 Training: All auditors, desk reviewers, and supervisors shall be trained in accordance with the policies of the Department. Auditors and desk reviewers who have not completed the training may only work in conjunction with a trained auditor or supervisor and cannot be the only auditor or desk reviewer assigned to the audit or desk review. The Department shall do all the following:

- (a) Provide semi-annual audit and desk review training in accordance with A.R.S. § 42-6002(C) and be responsible for the costs of the training, limited to any cost for procuring the site and training materials;

- (b) Notify City/Town of any training sessions at least thirty (30) calendar days before the date of the training session;
- (c) Permit City/Town auditors, desk reviewers, and supervisors to attend any scheduled training as space permits at any designated training location;
- (d) Provide additional training, as needed, to inform auditors, desk reviewers, and supervisors regarding changes in State law, the Model City Tax Code, audit and desk review procedures, or Department policy.

5.2 Conflicts of Interest:

- (a) An auditor, desk reviewer, supervisor, or Independent Contractor trained and authorized to conduct an audit or desk review, in addition to the restrictions provided under A.R.S. Title 38, Chapter 3, Article 8, § 38-501 *et seq.*, shall not conduct any of the following prohibited acts:
 - (1) Represent a taxpayer in any tax matter against the Department or City/Town while employed by or in an Independent Contractor relationship with the Department or City/Town.
 - (2) Attempt to use his/her official position to secure any valuable thing or valuable benefit for himself/herself or his/her family members.
 - (3) Represent a taxpayer before the Department or City/Town concerning any matter in which he/she personally participated for a period of one year after he/she ends employment or the Independent Contractor relationship with the Department or City/Town.
 - (4) Use information he/she acquires in the course of the official duties as an auditor, desk reviewer, supervisor, or Independent Contractor in a manner inconsistent with his/her official duties without prior written approval from the Department.
 - (5) For a period of one (1) calendar year after he/she ends employment by or an Independent Contractor relationship with the Department or City/Town, work in the same firm as a person who represents a taxpayer against the Department or City/Town unless the firm institutes a formal screen or ethical wall to prevent any sharing of information between the person and the remainder of the firm. Documentation of such formal screen or ethical wall shall be provided by the firm to the Department or City/Town upon request.
 - (6) Receive compensation from a source other than City/Town or pursuant to an agreement with City/Town for the performance of any work or transaction performed expressly on behalf of City/Town.

- (7) Make any representation of being an employee or contractor of City/Town or the Department in marketing and promotional materials soliciting work or transactions to be performed on behalf of a taxpayer or potential taxpayer.
- (b) In addition to any other remedies available to the Department and City/Town by statute and under the terms of this Agreement, the Department may revoke an individual's authority to audit or perform desk reviews on behalf of the Department or City/Town and prohibit the use of any auditor, desk reviewer, supervisor, or Independent Contractor who violates this provision.

5.3 Audits and Desk Reviews:

- (a) City/Town may request the Department conduct an audit or desk review of any taxpayer engaged in business in City/Town, including a taxpayer whose business activity is subject to tax by City/Town but is not subject to tax by the State. The Department and Arizona municipalities shall collaboratively establish and maintain minimum justification standards and procedures. City/Town shall adhere to when submitting an audit or desk review request.
- (b) City/Town may conduct an audit or desk review of a taxpayer engaged in business only in City/Town. Before commencing such audit, City/Town shall submit a Field Audit Request Form. Before commencing such desk review, City/Town shall submit the request using the Desk Review Approval Excel Sheet. The Department shall provide City/Town with a determination of approval or denial of the request within ten (10) calendar days of the notice from City/Town.
- (c) Except as permitted below, the Department shall conduct all audits and desk reviews of taxpayers having locations in two (2) or more Arizona municipalities. A City/Town auditor may participate in any audit or desk review City/Town requested the Department to perform.
- (d) City/Town shall notify the Department if it wants to conduct an audit or desk review of a taxpayer having locations in two (2) or more Arizona municipalities and whose business activity is subject to tax by City/Town but is not subject to tax by the State. The Department shall authorize such audits or desk reviews, to be overseen by the Department, unless there is already an audit or desk review of the taxpayer in process, scheduled, or planned, or the Department determines the audit or desk review selection is discriminatory, an abuse of process, or poses other similar defects. The Department shall notify City/Town of its determination within ten (10) calendar days. No initial audit or desk review contact may occur between City/Town and a taxpayer until the Department approves the audit or desk review notice.

- (e) In the case of taxpayers doing business in more than one (1) Arizona municipality:
 - (1) City/Town may request the Department conduct an audit or desk review of a taxpayer having locations in two (2) or more Arizona municipalities and whose primary business is subject to both Municipal Taxes and State Taxes.
 - (2) City/Town may request authorization from the Department for City/Town to conduct an audit or desk review of a taxpayer having locations in two (2) or more Arizona municipalities and whose primary business is subject to both Municipal Taxes and State Taxes.
 - (3) Requests pursuant to (e)(1) or (e)(2) shall be made using the Department's Field Audit Request Form or the Desk Review Approval Excel Sheet, as appropriate. The Department shall notify City/Town of its decision regarding the request within ten (10) calendar days of receipt of the request.
- (f) The Department may deny, in writing, City/Town's request for the Department to conduct an audit or desk review within ten (10) calendar days of receiving the request for any of the following reasons:
 - (1) An audit or desk review is already in process or is scheduled or planned for the taxpayer within six (6) months of the request;
 - (2) The requested audit or desk review would interfere with strategic tax administration planning;
 - (3) The audit or desk review selection is discriminatory, an abuse of process, or poses other similar defects;
 - (4) The request lacks sufficient information for the Department to determine whether it is appropriate;
 - (5) The Taxpayer was audited within the previous two (2) years;
 - (6) The Department lacks sufficient resources to conduct the audit or desk review;
 - (7) The scope or subject of the audit or desk review does not justify the use of Department resources.
- (g) If the Department denies a request to conduct an audit or desk review for the reasons provided in (f)(6) or (f)(7), and the audit or desk review is not for a taxpayer that only has a business location in City/Town, then City/Town may request to conduct the audit or desk review itself under the

supervision of the Department. No initial audit or desk review contact may occur between City/Town and a taxpayer until City/Town receives written Department approval.

- (h) Any decision by the Department denying City/Town's request to conduct any audit or desk review may be referred to SMART in accordance with Section 15 of this Agreement.
- (i) All audits or desk reviews conducted by City/Town shall be in accordance with standard audit procedures defined in the Department audit manual and the Standard Audit Life Cycle Process Map. All auditors and desk reviewers shall be trained in accordance with Section 5.1 of this Agreement.
- (j) The Department may appoint a Department manager to supervise any audit or desk review conducted by City/Town.
- (k) All audits shall include all taxing jurisdictions in the State regardless of which jurisdiction's auditors participate in the audit. All desk reviews must include all taxing jurisdictions for which there is information provided by the taxpayer.
- (l) The Department shall issue all audit or desk review assessments on behalf of all affected taxing jurisdictions in a single notice to the taxpayer.
- (m) The Department shall issue amendments to audit or desk review assessments on behalf of all affected taxing jurisdictions in a single notice to the taxpayer.

5.4 Claims for Refund:

- (a) When a taxpayer files a request for refund, including refunds requested by filing amended returns, the Department shall process the request and review it for mathematical errors or for the failure of the taxpayer to properly compute the tax based on the taxable income reported on the return or refund request.
- (b) The Department shall notify City/Town of all refund requests that are reviewed and approved involving City/Town's Municipal Taxes within thirty (30) calendar days of processing the refund. City/Town may request an audit of the taxpayer as set forth in Section 5.3 of this Agreement.
- (c) The Department may assign a Department auditor to review requests for refunds. The Department shall notify City/Town of all refunds under review by an auditor pertaining to a taxpayer who engages in business within City/Town within thirty (30) calendar days of initiating the review and may request that City/Town assist with such reviews, with acceptance of such request at the discretion of City/Town. The Department may assign a refund request to a City/Town for review, with acceptance of such assignment at

the discretion of City/Town. The Department may only assign refund requests to City/Town if taxes paid to City/Town are included in the refund request.

- (d) City/Town is responsible for payment of all amounts to be refunded to taxpayers for Municipal Tax incorrectly paid to City/Town. The Department may offset a remittance to City/Town under this Agreement to cover the amounts of allowed Municipal Tax refunds paid by the Department.
- (e) The Department shall issue refund approvals/denials on behalf of all taxing jurisdictions in a single notice to the taxpayer. City/Town may request copies of such determinations.

5.5 Protests: Taxpayer protests of audit assessments, desk review assessments, and refund denials shall be directed to the Department. Protests of audit assessments, desk review assessments, and refund denials shall be administered pursuant to A.R.S. Title 42, Chapter 1, Article 6. The Department shall notify City/Town of any protests within thirty (30) calendar days of receipt of the protest.

5.6 Status Reports: The Department shall keep all Arizona municipalities apprised of the status of each protested matter involving the imposition of Municipal Taxes. City/Town may request to be on a distribution list for monthly status reports by contacting City Services at citiesunit@azdor.gov.

6. Voluntary Disclosure Agreements

The Department may enter into a Voluntary Disclosure Agreement with a taxpayer. A Voluntary Disclosure Agreement may limit the years subject to audit and waive penalties. If the taxpayer discloses to the Department that it owes Municipal Taxes to City/Town, the Department shall notify City/Town of the Department's intent to enter into a Voluntary Disclosure Agreement and the Department shall provide the taxpayer's identity within thirty (30) calendar days of the identity being disclosed to Department. City/Town may subsequently request an audit of a taxpayer subject to a Voluntary Disclosure Agreement pursuant to Section 5.3 of this Agreement.

7. License Compliance

7.1 License Issuance and Renewal: The Department shall issue new municipal privilege tax licenses and shall annually renew such licenses for City/Town Municipal Tax. The Department shall provide City/Town with information about all persons obtaining and renewing municipal privilege tax licenses as set forth in Appendix B of this Agreement.

7.2 License Checks: The Department and City/Town shall coordinate efforts to conduct mutual tax license compliance checks through canvassing and other compliance methods.

- 7.3 Confidentiality:** Any tax license information City/Town obtains from the Department is confidential and may only be disclosed as authorized by A.R.S. § 42-2003. Any tax license information City/Town obtains through its own efforts may be disclosed as allowed by City/Town ordinance or policy.
- 7.4 Changes to License Fees:** Within ten (10) business days following the adoption of an ordinance (or official acknowledgment of an ordinance approved by voters in an election) creating or modifying a municipal privilege tax license fee, one (1) copy of the ordinance and notification of the effective date of such ordinance shall be sent to City Services at citiesunit@azdor.gov. The Department shall not be obligated to begin collection of the new or modified tax license fee any sooner than sixty (60) calendar days after the date the Department received the ordinance from City/Town.

8. Closing Agreements

The Department shall notify City/Town before entering into a Closing Agreement and shall seek a range of settlement authority from City/Town related to the tax levied and imposed by City/Town in accordance with the Standard Audit Life Cycle Process.

9. Responsibility for Representation in Litigation

- 9.1 Administrative Proceedings:** Pursuant to A.R.S. § 42-6002, the Department shall coordinate the litigation and defense of assessments and refund denials in any administrative appeals before the Office of Administrative Hearings or the Director of the Department regardless of the jurisdiction that conducted the audit, desk review, or refund review in accordance with the Standard Audit Life Cycle Process Map. The Department shall diligently defend the interests of City/Town and City/Town shall assist the Department in such representation as requested by either party.
- 9.2 Further Appeals:** The Arizona Attorney General is responsible for defending the assessment or refund denial at the Board of Tax Appeals, the Arizona Tax Court, and all higher courts. City/Town shall assist the Attorney General in such representation and litigation as requested by the Attorney General's Office in accordance with the Standard Audit Life Cycle Process Map.
- 9.3 Mutual Cooperation:** The Department and City/Town agree they shall cooperate in the appeal and litigation processes and shall ensure their auditors, desk reviewers, supervisors, and other necessary employees are available to assist the Department and the Attorney General through informal interviews, providing documents and records, preparing for depositions, attending depositions and trial as witnesses, and assisting in trial/hearing preparation, as needed.
- 9.4 Administrative Decisions:** The Department shall provide a copy of all administrative hearing level decisions regarding State Taxes and Municipal Taxes, including Director's decisions issued by the Department, to City/Town within ten (10) business days after issuance of the decision if City/Town requests to be

included on a distribution list created by the Department for the purposes of disseminating such decisions. City/Town may request to be on the distribution list by contacting City Services at citiesunit@azdor.gov. Administrative decisions contain Tax Information and must be stored and destroyed in accordance with the Confidentiality Standards (Appendix A).

10. Collection of Municipal Taxes

- 10.1 Tax Returns:** Taxpayers who are subject to City/Town Municipal Taxes are required to pay such taxes to the Department utilizing a form prescribed by the Department.
- 10.2 Delinquent Tax Collections:** Pursuant to A.R.S. § 42-6001, the Department shall collect any delinquent Municipal Tax imposed by City/Town recorded on the Department's tax accounting system. In the event this Agreement is terminated, the Department shall continue to collect delinquent Municipal Taxes recorded on the Department's accounting system on behalf of City/Town and distribute any such amounts collected to City/Town.
- 10.3 City/Town Assistance in Delinquent Tax Collections:** To expand the Department's State Tax and Municipal Tax collection efforts by leveraging City/Town resources, City/Town may choose to provide collection efforts by deploying City/Town collectors to work in conjunction with the Department on the following terms:
- (a) **Training:** All City/Town collectors authorized to collect obligations in cooperation with the Department shall be trained in accordance with the policies of the Department. Training shall be provided in the same manner as set forth in Section 5.1 of this Agreement.
 - (b) **Conflict of Interest:** A collector trained and authorized under this provision to perform collections activity shall not conduct any of the following prohibited acts:
 - (1) Represent a taxpayer in any tax matter against the Department or City/Town while employed by City/Town.
 - (2) Attempt to use his/her official position to secure any valuable thing or valuable benefit for himself/herself or his/her family members.
 - (3) Represent a taxpayer before the Department or City/Town concerning any matter in which he/she personally participated for a period of one (1) calendar year after he/she ends employment with City/Town.
 - (4) Use information he/she acquires in the course of the official duties as a collector in a manner inconsistent with his/her official duties without prior written approval from the Department.

- (5) For a period of one (1) calendar year after he/she ends employment with City/Town, work in the same firm as a person who represents a taxpayer against the Department or City/Town unless the firm institutes formal barriers to prevent any sharing of information between the trained collector and the remainder of the firm.
- (c) **Revocation:** The Department may revoke the authorization of City/Town or of any individual City/Town employee to collect obligations under this Section. A revocation determination may be subject to review by SMART upon request by the individual or City/Town.
- 10.4 State of Arizona Liquor License Affidavit:** City/Town may request that the Department issue a liquor license affidavit. The Department shall respond to the request via secured e-mail to indicate the status of completion of the request with a note stating complete, in-process, or unable to complete.
- 10.5 Uncollectible/Discretionary Write-offs:** The Department shall share the annual list of uncollectible/discretionary write-offs of City/Town's Municipal Taxes prior to the write-off event at the end of the fiscal year. City/Town shall have forty-five (45) calendar days to submit feedback.
- 10.6 Remittance:** All amounts collected by the Department for City/Town's Municipal Taxes under this Agreement shall be remitted to City/Town weekly on the basis of actual collections. To the extent possible, the Department shall initiate the electronic payment by Noon on the Monday after the end of the week in which the collections were received by the Department. If the Monday falls on a holiday, payment will be initiated by Noon on the Tuesday after the end of the week in which the collections were received by the Department. Remittance shall be made in the form of immediately available funds transferred electronically to the bank account designated by City/Town.
- 10.7 Abatement:** Pursuant to A.R.S. § 42-1004, the Department, with the approval of the Attorney General, may abate tax under certain circumstances including Municipal Taxes. During the ordinary course of business, the Department may determine that certain taxpayer accounts shall be closed or cancelled. The Department shall seek input from City/Town or SMART before abating Municipal Taxes or closing accounts with Municipal Taxes due. The Department may request a telephonic meeting of SMART if time or circumstances require immediate action.
- 10.8 Funds Owed to City/Town:** At all times and under all circumstances, payments remitted by a taxpayer to the Department for City/Town Municipal Taxes shall be considered property of City/Town. The Department may not retain or fail to remit such funds to City/Town for any reason not specifically set forth in this Agreement including, but not limited to, during the course of a dispute between City/Town and the Department.

10.9 Adjustments to Reported Taxes: If the Department determines that a payment remitted by a taxpayer incorrectly identifies the city or town to which the payment should be made, the Department may temporarily hold the payment until the distribution of the payment is corrected to ensure the appropriate city or town receives the payment. If a payment by the Department has been made to an incorrect City/Town, the Department and affected Arizona municipalities shall follow the Standard Inter-Jurisdictional Transfer Process Map.

10.10 Collection Reports: The Department shall keep all Arizona municipalities apprised of the status of every open case in a collection status involving the imposition of Municipal Taxes. City/Town may request to be on a distribution list for monthly status reports by contacting Cities Collections at citiescollection@azdor.gov.

11. Taxpayer Rulings and Uniformity

The Department shall be responsible for issuing the official responses to taxpayer ruling requests and requests for interpretation of the Model City Tax Code. City/Town acknowledges that pursuant to A.R.S. § 42-6005(B), when the state statutes and Model City Tax Code are the same and where the Department has issued written guidance, the Department's interpretation is binding on Arizona municipalities and interpretation of Model City Tax Code. The Department acknowledges that in all other situations, interpretation of the Model City Tax Code is the sole purview of Municipal Tax Code Commission or its designee. This Section is not intended to affect procedures for appeals and litigation as outlined in Section 5.5 and Section 9 of this Agreement.

12. Financing Collection of Taxes

The costs incurred by the Department in administering this Agreement shall be financed through the State general fund appropriation to the Department. This provision does not relieve City/Town of any financial obligation imposed by statute.

13. Inter-Jurisdictional Transfers (“IJTs”)

The Department shall administer Inter-Jurisdictional Transfers of Municipal Tax monies in accordance with the Standard Inter-Jurisdictional Transfer Process Map. The affected Arizona municipalities shall agree on any amounts to be transferred before notifying the Department of such amounts to be transferred under this Section.

14. Education and Outreach Efforts

To further its focus on serving taxpayers and its commitment to funding Arizona’s future through enhanced customer service, continuous improvement, and innovation, the Department is expanding its outreach and education program to connect with all citizens of Arizona by strategically working with taxpayer and industry groups, tax practitioners, and Arizona’s municipalities to ensure consistent tax education is widely available.

Any City/Town may further this mission, at its own expense, in providing education and outreach to taxpayers. Education and outreach programs and content shall be consistent with applicable law and the Department's written guidance.

Increased education and outreach efforts undertaken by the Department and Arizona municipalities will ensure collaborative partnerships beneficial to both parties, emphasize an ongoing two-way exchange of information, enhance communication on issues of common interest, and promote cooperation in areas of overlapping special projects. Therefore, upon request, City/Town shall provide information to the Department concerning such education and outreach efforts.

The Department shall implement an Ambassador Program, whereby the Department provides curriculum, structure, and support for education related to tax administration and compliance. City/Town shall be provided a standard work process when participating in Department-led educational events.

15. State & Municipal Audit Resolution Team ("SMART")

15.1 Members: The SMART committee shall consist of four (4) primary (voting) members representing municipal taxing jurisdictions and four (4) primary (voting) members representing the Department. There shall also be two (2) alternate members representing each party, who are non-voting representatives unless required to vote due to the absence, recusal, or disqualification of a primary (voting) member. All primary and alternate members are required to attend all meetings unless excused.

15.2 Selection: The Director of the Department shall appoint Department employees to serve as primary and alternate members representing the Department. Arizona municipalities shall collectively appoint municipal employees to serve as primary and alternate members representing the Arizona municipalities. The members representing either party may be changed at any time following the standard work process agreed upon by both parties.

15.3 Meetings: SMART shall meet monthly unless there is no business to be conducted. Additional meetings can be scheduled as necessary to timely discuss issues presented.

15.4 Issues: The Department or City/Town may refer issues to SMART for resolution including but not limited to:

- (a) Decisions by the Department to not audit a taxpayer;
- (b) Amendments to Department audit procedures or manuals;
- (c) Closing Agreements or a range of settlement authority;
- (d) Abatement or account closure in collections;

- (e) Suspension of disclosure of Tax Information to City/Town;
- (f) Disagreements regarding proposed changes to the process maps defined in Sections 1.19, 1.20, and 1.21 of this Agreement;
- (g) Revocation of collection authority; and
- (h) Other issues as authorized by the Director of the Department or agreed upon by the parties, subject to the limitations described in Section 29 of this Agreement.

15.5 Recommendations: SMART shall make recommendations to the Director of the Department or Director's designee. If the recommendation is approved by at least five (5) members of SMART, the Director shall accept the recommendation of SMART. If SMART cannot reach a recommendation agreeable to at least five (5) members of the group, the Director or Director's designee may act as they deem to be in the best interests of all parties. Notwithstanding the above, upon request by City/Town, the Director shall submit their decision to the Attorney General's Office for review.

15.6 Voting: Any voting member of the committee may request the vote be held by secret ballot.

15.7 Procedures: SMART shall develop procedures concerning the operation of the committee consistent with this Agreement.

16. Funding of Additional Auditors by City/Town

16.1 Funding: At the sole discretion of City/Town, City/Town may contribute funding to the Department to pay for additional auditors to assist the Department in the performance of audits of Municipal Tax owed to City/Town. Such additional auditors funded by City/Town shall at all times be deemed to be employees of the Department and under no circumstances shall be deemed to be employees or agents of City/Town. It is the Parties' intention that any City/Town funding provided pursuant to this Section shall be used to increase the resources and capabilities of the Department to perform Municipal Tax audits and not to subsidize or replace State funding required for audit and collection of taxes.

16.2 Use of Funds: City/Town funding for additional auditors under this Section shall be used to fund the auditors' salaries and related expenses and shall not be used to pay for Department office space, utilities, equipment, supplies, or similar kinds of overhead.

16.3 Pool of Funds: The Department may pool any City/Town funding with any other similar funding provided by other Arizona municipalities to pay for additional auditors dedicated to serving those jurisdictions. The Department shall separately account for such funds in its annual budget.

16.4 Accounting: The Department shall provide an annual accounting to City/Town, by August 31 each year describing how City/Town funding was used during the prior fiscal year.

17. Satellite Offices for Department Auditors

17.1 Funding: City/Town, at its own expense and at its sole discretion, may provide one (1) or more satellite offices and associated amenities for use by Department employees to provide audit and/or customer service to taxpayers. Use of such facilities by Department employees shall be at the sole discretion of the Department. Nothing in this Section shall require the Department to make use of such facilities provided by City/Town.

17.2 Requirements: Any Department employee using a City/Town satellite office must meet reasonable requirements of City/Town related to the use of the facility. City/Town shall be responsible for notifying the Department of any concerns and the Department shall be responsible for taking appropriate actions to resolve those concerns.

17.3 Termination: Once a satellite office is established, City/Town shall provide at least one hundred eighty (180) calendar days' written notice to the Department prior to the termination or relocation of a satellite office. The Department may discontinue the use of a satellite office at any time upon notice to City/Town and shall promptly remove all Department property.

17.4 License: All requirements of City/Town and the Department related to the satellite office shall be outlined in a mutually acceptable form of license and subject to separate approval.

17.5 Workers' Compensation for Satellite Offices and Certain Site Visits: If employees of City/Town or Department are working at the facility of the other public agency pursuant to this Agreement, it is agreed that:

- (a) Each employee will be deemed an employee of both public agencies for the purposes of A.R.S. § 23-1022(D) and Arizona workers' compensation laws.
- (b) Each employee's primary employer (*i.e.*, the State of Arizona for a Department employee, and City/Town for a City/Town employee or Independent Contractor) shall be solely liable for the payment of workers' compensation benefits.
- (c) Each public agency for which employees of City/Town or Department are working at the facility of the other public agency under this Agreement shall post a notice complying with A.R.S. § 23-1022(E).
- (d) In all circumstances other than as provided in the foregoing, nothing in this Agreement shall be construed to result in any person being the officer,

agent, employee, or servant of either party when such person, absent this Agreement and the performance thereof, would not in law have such status.

18. Non-availability of Funds

Every payment obligation of the Department and City/Town pursuant to this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation, except for the rendering of funds to City/Town paid by a taxpayer for Municipal Taxes or municipal privilege tax license fees of City/Town. If funds are not appropriated, allocated, and available, or if the appropriation is changed resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated at the end of the period for which funds are available. No liability shall accrue to the State or City/Town, as applicable, in the event this provision is exercised and the State or City/Town, as applicable, shall not be obligated or liable for any future payments or for any damages as a result of termination under this Section. The termination of this Agreement shall not entitle the Department to retain any Municipal Tax collected on behalf of City/Town pursuant to this Agreement.

19. Waiver

Nothing in this Agreement should be interpreted as City/Town relinquishing its legal rights under the Arizona Constitution or other applicable law, nor that City/Town is conceding the administration and collection of its Municipal Tax is not of a local interest or should not be under local control.

20. Cancellation

The requirements of A.R.S. § 38-511 apply to this Agreement. The Department or City/Town may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Department or City/Town is, at any time while this Agreement or any extension is in effect, an employee, agent, or consultant of the other party with respect to the subject matter of this Agreement. The obligation of the Department to remit City/Town taxes shall survive cancellation.

21. Notice

- (a) When any Notice to Town is required under the terms of this Agreement, such Notice shall be sent by electronic correspondence to:
Brett Klein, Town Manager
- (b) When any Notice to the Department is required under the terms of this Agreement, such Notice shall be sent by electronic correspondence to City Services at citiesunit@azdor.gov.

22. Non-discrimination

ADOR and City/Town shall comply with Executive Order 2023-01, which prohibits discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status, by persons performing state contracts or subcontracts. ADOR and City/Town also agree to comply with Executive Orders 2003-22 and 2009-09 as amended by Executive Order 2023-01, all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act of 1990. ADOR and the City/Town shall also comply with Executive Order 2023-09 prohibiting race-based hair discrimination.

23. Compliance with Immigration Laws and A.R.S. § 41-4401

23.1 The Department and City/Town shall comply with all Federal immigration laws and regulations relating to employees and warrants compliance with A.R.S. § 23-214 which reads in part: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.”

23.2 A breach of compliance with immigration laws and regulations shall be deemed a material breach of this Agreement and may be grounds for the immediate termination of this Agreement.

23.3 The Department and City/Town retain the legal right to confirm the authorized presence and work authorization of any employee who works under this Agreement to ensure the Department and City/Town are complying with the applicable Federal immigration laws and regulations, and State statutes as set forth above.

24. Audit of Records

City/Town and the Department shall retain all data, books, and other records (“Records”) relating to this Agreement for at least six (6) years

(a) after termination of this Agreement, and

(b) following each annual renewal thereof.

All Records shall be subject to inspection by the Department at reasonable times. Upon request, the Department and City/Town shall produce any or all such records. This Agreement is subject to A.R.S. § 35-214 and A.R.S. § 35-215.

25. Amendments

Any amendments to the enumerated provisions or Appendices A, B, and C of this Agreement must be executed in writing in accordance with the provisions of this

Agreement. The Standard Process Maps described within certain enumerated provisions are not themselves part of this Agreement.

26. Mutual Cooperation

In the event of a disagreement between the parties regarding the terms, provisions, and requirements of this Agreement, or in the event of the occurrence of any circumstances bearing upon or affecting this Agreement, parties hereby agree to mutually cooperate to resolve the said disagreement or deal with the said circumstance.

27. Arbitration

To the extent required by A.R.S. § 12-1518 and as provided for in A.R.S. § 12-133, the parties agree to resolve any dispute arising out of this Agreement by arbitration. The parties agree that any lawsuit filed by City/Town relating to the issues outlined in Section 19 of this Agreement is not considered to be a dispute arising out of this Agreement.

28. Implementation

The implementation and execution of the provisions of this Agreement shall be the responsibility of the Director of the Department or his/her designee and the Mayor of City/Town, his/her designee, or another party with designated authority pursuant to applicable law or City/Town charter to act on behalf of City/Town.

29. Limitations

Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties in performing functions beyond those granted to them by law, or as requiring the parties to expend any sum in excess of their appropriations.

30. Duration

30.1 The term of this Agreement shall commence from the latest date as indicated in Section 33 of this Agreement and continue in force through December 31st of the following calendar year unless canceled or terminated as provided herein. The term of this Agreement shall automatically be extended for successive one (1) year terms commencing on January 1st and ending on December 31st of each year thereafter unless canceled or terminated as provided herein.

30.2 Amendments to this Agreement that are negotiated and agreed to by a simple majority of the review committee referenced in Section 30.9 of this Agreement shall thereafter be executed by the parties hereto by a separate signed amendment and incorporated herein to be effective during the term of this Agreement and any extensions.

30.3 This Agreement may be canceled or terminated effective on December 31st of any year by either party by providing written notice no later than sixty (60) calendar days prior to the expiration of the term then in effect.

- 30.4** This Agreement shall expire on December 31st of any year the Department is subject to sunset review by the legislature. Upon expiration, cancellation, or termination, any subsequent Agreement must be ratified through signature by both parties.
- 30.5** If State legislation enacted subsequent to the date of this Agreement substantially affects the performance of this Agreement by either party or substantially diminishes the benefits either party would receive under this Agreement, either party may then terminate this Agreement by giving at least thirty (30) calendar days' notice to the other party. The termination shall become effective immediately upon the expiration of the notice period unless otherwise agreed to by the parties.
- 30.6** Notwithstanding any provision to the contrary herein, both parties may by mutual agreement provide for the termination of this Agreement upon such terms and at such time as is mutually agreeable to them.
- 30.7** Any notice of termination shall be mailed and served on the other party in accordance with Section 21 of this Agreement.
- 30.8** In the event of a partial or complete termination of this Agreement, if the parties have shared or exchanged property the parties will return the property to its original owner or dispose of it in a manner required by the original owner as described in this Agreement.
- 30.9** During the term of this Agreement, the terms and conditions of this Agreement shall undergo an annual review to be initiated no later than June 1st of each year. The review shall be performed by a committee made up of equal parts representatives of the Department and representatives of the municipal taxing jurisdictions entering into an IGA with the Department for the administration and collection of Municipal Taxes.
- 31. Choice of Law**
- The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement, and any disputes arising from this Agreement.
- 32. Entire Agreement**
- This document, including the specific appendices attached hereto, and any approved subcontracts, amendments, and modifications made thereto, shall constitute the entire Agreement between the parties and shall supersede all other understandings, oral or written.
- 33. Signature Authority**

33.1 By signing below, the signer certifies he or she has the authority to enter into this Agreement on behalf of his or her respective party, and he or she has read the foregoing and agrees to accept the provisions herein on said party's behalf.

33.2 This Agreement may be executed in counterpart.

For the Department:

For Town:

Signature			Date			Signature			11/14/23		
Robert Woods, Director											
Arizona Department of Revenue						Christina Barber, Mayor					
1600 W. Monroe St.						Town of Jerome					
Phoenix Arizona 85007						600 Clark Street					
City			State			Zip			Jerome AZ 86331		
RESERVED FOR THE ATTORNEY GENERAL:						RESERVED FOR CITY/TOWN ATTORNEY:					
<p>This agreement between public agencies has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Department of Revenue represented by the Attorney General.</p> <p style="text-align: center;">KRIS MAYES The Attorney General</p> <p>BY: _____ Signature Assistant Attorney General</p> <p>Date: _____</p>						<p>This agreement between public agencies has been reviewed pursuant to A.R.S. § 11-952 by the undersigned City/Town Attorney who has determined, on behalf of the City/Town only, that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the City/Town.</p> <p>APPROVED AS TO FORM AND AUTHORITY:</p> <p>BY: _____ CITY/TOWN ATTORNEY</p> <p>Date: _____</p>					

APPENDIX A

ARIZONA DEPARTMENT OF REVENUE CONFIDENTIALITY REQUIREMENTS

1. Confidential Information

- 1.1 “Confidential Information” is defined in A.R.S. § 42-2001. Confidential Information may not be disclosed except as provided by statute. A.R.S. §§ 42-2001 through 42-2004.
- 1.2 “Tax Information” as defined in this Agreement is Confidential Information.
- 1.3 **Disclosure of aggregated financial information.** Under no circumstance shall aggregated financial information related to transaction privilege taxes allow any person who is not authorized to receive Tax Information to identify or discover the financial information of an individual taxpayer.
- (a) Except as provided in Section 1.3(b) of this Appendix, City/Town will disclose aggregated financial information in accordance with the Department’s standard:
- (1) City/Town shall only disclose aggregated financial information from not less than ten (10) taxpayers within the political boundaries of City/Town.
 - (2) No individual taxpayer’s financial information should be discernible due to its relative size compared to other members of the aggregated group. For example, if one of the taxpayers in the data set represents 90% or more of the data point, then that data point must not be disclosed, regardless of the number of taxpayers.
- (b) City/Town may disclose its aggregated financial information from less than ten (10) taxpayers provided City/Town first determines the aggregated data could not potentially reveal the financial information of an individual taxpayer. Such a determination shall take all the following into consideration:
- (1) *Ownership.* All taxpayers with common ownership entities shall be considered a single taxpayer for aggregation purposes; and
 - (2) *Proportionality.* No individual taxpayer’s financial information should be discernible due to its relative size compared to other members of the aggregated group; and

- (3) Any other factor that might allow any person who is not authorized to receive Tax Information to identify or discover the financial information of an individual taxpayer.

2. **Protecting Information**

- 2.1 City/Town must identify all places, both physical and logical, where City/Town receives, processes, and stores Tax Information and create a plan to adequately secure those areas.
- 2.2 Tax Information must be protected during transmission, storage, use, and destruction. City/Town must have written policies, standards, and procedures to document how it protects its information systems, including Tax Information so that it conforms to the State of Arizona statutes A.R.S. §§ 42-2001 through 42-2004 and policies, standards, and procedures found on the Arizona Strategic Enterprise Technology (“ASET”) website at aset.az.gov/resources/policies-standards-and-procedures or ASET’s successor agency or website and Arizona Department of Homeland Security’s website at <https://azdohs.gov/information-security-policies-standards-and-procedures>.
- 2.3 Department staff and authorized City/Town staff are prohibited from inspecting Tax Information unless they have a business reason. Browsing through Tax Information concerning friends, neighbors, family members, or people in the news is strictly prohibited.
- 2.4 All removable media, including paper and CDs, containing Tax Information must be secured when not in use and after normal business hours by placing all materials in a locked drawer or cabinet. During use, Tax Information must be protected so that it is not visible to members of the public or anyone without a business need for the information.
- 2.5 All individuals accessing or storing Tax Information from an alternative work site must enter into a signed agreement that specifies how the Tax Information will be protected while at that site. Only trusted employees shall be permitted to access Tax Information from alternative sites. Tax Information may not be accessed while in public places such as restaurants, lounges, or pools.
- 2.6 Tax Information may not be discussed in elevators, restrooms, the cafeteria, or other public areas. Terminals should be placed in such a manner that prohibits public viewing of Tax Information.
- 2.7 When transporting confidential materials, the materials should be covered so that others cannot see the Tax Information. When sending Tax Information by fax, a cover sheet should always be used.
- 2.8 Any person with unsupervised access to Tax Information shall receive training on the confidentiality laws and requirements to protect such information before being given access to such information and annually thereafter. They must sign

certificates after the training acknowledging that they understand their responsibilities. City/Town must keep records to document this training and certification and submit a copy of the certification to the Department.

3. Disclosure of Information

- 3.1 Tax Information may only be disclosed as permitted by A.R.S. § 42-2003.
- 3.2 Tax Information is protected by statute and, therefore, shall not be disclosed in response to a public records request except as authorized by law. A state agency, including political subdivisions (City/Town), may deny inspection of public records if the records are deemed confidential by statute. *Berry v. State*, 145 Ariz. 12, 13 699 P.2d 387, 388 (App. 1985).
- 3.3 A taxpayer may designate a person to whom Tax Information may be disclosed by completing an [Arizona Department of Revenue Form 285](#) or [Form 285B](#), or such other form that contains the authorizing information included in those forms. City/Town may contact the Department's Disclosure Officer at DisclosureOfficer@azdor.gov if there are any questions concerning this requirement.

4. Retention and Disposal of Information

- 4.1 All records received from the Department must be kept for the duration of the records retention period as listed in the official records retention schedules approved by the Secretary of State Library Archives and Public Records Division ("LAPR") published on the LAPR website.
 - (a) The Department's custom records retention schedule is published on the LAPR website at apps.azlibrary.gov/records/schedules.aspx.
 - (b) In the event of a legal hold (such as a litigation hold or investigative hold), Department and/or City/Town may be required to retain records beyond the retention period.
- 4.2 The Department and City/Town shall follow the legal requirements for reporting the disposition and destruction of records to the Arizona State Library Archives, & Public Records Division under A.R.S. § 41-151.19. Certificate of Records Destruction Forms are found at: azlibrary.gov/arm/forms.
- 4.3 All removable media containing Tax Information must be returned to the Department or sanitized before disposal or release from the control of City/Town.
- 4.4 Tax Information must be destroyed by shredding or burning the materials when the retention period has been met and no legal holds are in place. Tax Information may not be disposed of by placing the materials in the garbage or recycle bins. Destruction of Tax Information may be performed by a third-party vendor.

City/Town must take appropriate actions to protect the Tax Information in transit and storage before it is destroyed, such as periodic inspections of the vendor.

- 4.5 Computer system components and devices, such as copiers and scanners, which have been used to store or process Tax Information may not be repurposed for non-tax administration uses unless the memory or hard drive of the device is sanitized to ensure under no circumstances Tax Information can be restored or recovered.

5. **Information Security**

- 5.1 Systems containing Tax Information must be protected in accordance with the State of Arizona Policies, Standards, and Procedures that govern State data found at <https://azdohs.gov/information-security-policies-standards-and-procedures>, particularly Policies and Standards 8000-8410 and the Arizona NIST Security Baseline Controls.
- 5.2 City/Town is responsible for creating architectural diagrams of any systems connecting to the Department's systems and depicting the flow of State Tax Information. Architectural diagrams for systems connecting to the ADOR shall be shared with the ADOR and updated after any architectural changes.
- 5.3 Incident Reporting. City/Town is required to notify the Department in the event of a suspected or actual unauthorized disclosure of Tax Information, data loss, breach, or other security concern regarding Tax Information by reporting the incident to the Department's: 1) City Services Manager by email at citiesunit@azdor.gov, 2) Disclosure Officer by email at DisclosureOfficer@azdor.gov, and 3) Chief Information Security Officer's Information Security Team by email at InfoSec@azdor.gov.
- 5.4 The Department may send employees or auditors to inspect any of City/Town information systems and/or facilities used to process, store, or transmit any Department data at any time to ensure that Department information is adequately protected. City/Town shall provide audit records and evidence of system and application hardening to the department's information security team upon request. Hardening evidence can include, but is not limited to: RiskSense, CIS benchmarks, SCSEMs, STIGs, or other security best practices. If City/Town hires a third-party for any system or information support, all security provisions apply.

6. **Wireless Access (if accessing State Confidential Information from a wireless network)**

City/Town must:

- 6.1 Establish restrictions, configuration/connection requirements, and implementation guidance for wireless access.
- 6.2 Authorize wireless access to the information system prior to allowing such connections.

- 6.3 Employ a wireless intrusion detection system to identify rogue wireless devices and to detect attack attempts and potential compromises/breaches to the information system.

APPENDIX B

REQUIRED REPORTS AND DATA FIELDS

At a minimum, the Department of Revenue shall provide the following reports which display all of fields identified below, per report:

NEW LICENSE REPORT and LICENSE UPDATE REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- Update Date
- ID Type
- ID
- Account ID
- Entity Name
- Ownership Type
- License ID
- OTO/Applied For indicator
- Bankruptcy Indicator
- Filing Frequency
- Issue Date
- Account Start Date
- Business Start Date
- Arizona Start Date
- Doc Loc Nbr
- Accounting Method
- Close Date
- Close Code
- Business Description
- NAICS1
- NAICS2
- NAICS3
- NAICS4
- Mailing Street1
- Mailing Street2
- Mailing Street3
- Mailing City
- Mailing State
- Mailing ZIP
- Mailing Country
- Mailing Phone Number
- Mailing Address Add date
- Mailing Address End Date

- Audit Street1
- Audit Street 2
- Audit Street 3
- Audit City
- Audit State
- Audit Zip
- Audit Country
- Audit Phone Number
- Audit Address Add Date
- Audit Address End Date
- Location Code
- Business Codes
- Location Name (DBA)
- Number of Units
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- Location Phone Number
- Location Start Date
- Location End Date
- Primary Location Street 1
- Primary Location Street 2
- Primary Location Street 3
- Primary Location City
- Primary Location State
- Primary Location Zip Code
- Primary Location Country
- Primary Location Phone Number
- Primary Location Start Date
- Primary Location End Date
- Owner Name
- Owner Title
- Owner Name 2
- Owner Title 2
- Owner Name 3
- Owner Title 3

CITY PAYMENT JOURNAL

- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period

- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype
- Rev Type

CITY PAYMENT JOURNAL SUMMARY

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Business Code
- Number of Accounts
- Collections

NO MONEY REPORT

- Region Code
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date

- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype

DEDUCTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Deduction Code
- Deduction Amount
- Tran Type
- Tran Subtype
- Rev Type

FUND DISTRIBUTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment Received Date
- Return Received Date
- Payment Processed Date
- Return Processed Date
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Fund Allocation Code
- Amount Distributed

FUND DISTRIBUTION SUMMARY REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Fund Allocation Code
- Amount Distributed

APPENDIX C

REQUIRED FORMS

1. **JT-1 Joint Tax Application for a TPT License**

[ADOR Form 10196](#)

2. **TPT-2 Transaction Privilege, Use and Severance Tax Return (filing periods beginning on or AFTER June 1, 2016)**

[ADOR Form 11249](#)

3. **TPT-EZ Transaction Privilege, Use and Severance Tax Return**

[ADOR Form 11263](#)

File Attachments for Item:

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

Council will consider and may approve Ordinance No. 489.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item B.

ORDINANCE NO. 489

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

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

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

ARTICLE 10-3 **Special Events**

10-3-1 Purpose and Intent

10-3-2 Permit Required

10-3-3 Special Event Permit Application

10-3-4 Restrictions and Limitations

10-3-5 Signage

10-3-6 Fee and Insurance Requirements

10-3-7 Exceptions

10-3-8 Appeals

10-3-9 Violations and Penalty

Section 10-3-1 Purpose and Intent

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

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

Section 10-3-2 Permit Required

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

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

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

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

Section 10-3-3 Special Event Permit Application

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

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

B. The Special Event Permit application must include:

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

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

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

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

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

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

7. Alcohol License Required:

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

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

9. Parades, Walks and Race Routes:

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

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

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

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

Section 10-3-4 Restrictions and Limitations

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

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

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

Section 10-3-5 Signage

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

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

Section 10-3-6 Fee and Insurance Requirements

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

C. Insurance Requirements as follows:

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

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

Section 10-3-7 Exceptions

- A. The following activities shall be considered exempt from the requirements for a Special Event Permit where such activities are conducted entirely on private property or permitted public facilities. Activities listed as exempt are required to be in compliance with all applicable Town codes, ordinances and regulations at all times, including those pertaining to noise, signs, and off-premise activities.
 - 1. Weddings and funeral ceremonies. Weddings, funerals and similar religious ceremonies conducted at churches, cemeteries, private facilities or residences.
 - 2. Yard and garage sales. Sale Events conducted at residential properties by and for the residents to allow disposal of miscellaneous used personal property, where such events are otherwise in compliance with all applicable Town codes, ordinances and regulations.
 - 3. Election activities and political rallies. Activities, meetings, and gatherings of a political nature.
 - 4. Events conducted entirely on private property at a single location that are also otherwise exempt from obtaining a Special Event Permit.
 - 5. Private events held in a Town park, attended by no more than 20 people, and where no alcohol is served or consumed.
 - 6. Town-sponsored or Town co-sponsored activities and events.

- B. Regardless of exemption status, any event where attendance is anticipated by more people than the building's current occupancy limit will allow, and where attendees are expected to spill out on the Town's sidewalks or streets, must arrange for a law enforcement officer to provide crowd control.

- C. Regardless of exemption status, for any event having more than 75 attendees, attendees are encouraged to park at the 300 level parking area or arrange to be shuttled in.

- D. Events which would otherwise require a permit, but which are conducted for the exclusive benefit of a non-profit organization, charitable cause or as a fundraiser for a resident in need, may apply to the Town Council for a special exemption.

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

Section 10-3-8 Appeals

- A. Any person may file an appeal with the Town Council over any decision of the Town Manager and/or Staff regarding the granting or denying of a Special Event Permit. If no appeal is filed within fifteen (15) days after the Town's action, the action shall be considered final.

- B. A written appeal shall be filed with the Town Clerk who shall then schedule the item for consideration by the Town Council. The Council shall consider the appeal at a public meeting and shall either uphold the action of the Town Manager, reverse that action, or make a decision of its own findings. The Council's decision shall be final.

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

Section 10-3-9 Violations and Penalty

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

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

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS.

Christina R. Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Brett Klein, Town Manager/Clerk

William J. Sims, Esq. Town Attorney

Date of first reading:

Dates of publication:

Date of adoption:

Date of posting:

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
SHEFFIELD						



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item B.

Town of Jerome Special Event Guidebook 2023- 2024

Thank you for choosing Jerome!

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

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

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

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

Section 1: Special Event – General Information and Definition

What is a special event?

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

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

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

Where may they occur?

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

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

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

Section 2: Special Event Submittal Process & Timelines

When must I submit a permit application?

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

- 60 calendar days before the special event.

How far in advance may I apply?

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

May I apply for multiple event dates on one application?

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

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

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

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

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

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

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

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

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

Event Production Schedule, Event Hours including Setup & Teardown Details

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

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

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

Fire Services, Emergency Medical Services & Tents

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

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

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

Health Permits (Yavapai County)

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

Insurance & Liability Waivers

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

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

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

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

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

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

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

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

Liquor Control, Management & Licenses

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

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

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

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

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

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

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

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

Parking Plan & ADA Requirements

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

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

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

Restroom Facilities

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

Signage

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

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

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

Site Plan & Course Map

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

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

- Vendor and merchandise areas or booths

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

Street Use, Closures & Restrictions

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

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

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

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

Trash, Recycling & Cleanup Plan

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

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

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

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

Utilities

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

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

Vendor Sales, Tax & Licensing

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

File Attachments for Item:

A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Light up the Mountain Event

Council will consider and may approve the special event permit.



Permit #

Special Event Permit Application

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

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

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

Town Use Only

Date Submitted: 10/23/2023 Fee: _____ Date Paid: _____
 Paid via: Check # _____ C.C. Cash

Special Event Approvals

Town Manager:
 Approve Deny Date: _____ Comments: _____

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

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

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

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

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

Applicant Information

Name of Applicant Dylan Jung Date: 10/24/23
 (Individual Person)
 Name of Organization/Sponsor Jerome Chamber of Commerce
 Federal Tax or 501 (c)(3) Number _____
 Applicant's Mailing Address 1 _____ r.
 City Cottonwood State AZ Zip 86326

Applicant's Contact Information

Email dylan.jeromechamber@gmail.com
 Business Phone # _____ Cell Phone # _____

Emergency Contact for Date of Event
 Name Ginger Mackenzie Phone # _____

Event Information

Name of Event Light Up the Mountain

Date/Dates of Event- if event is **longer than two (2) consecutive days**, formal approval by Town Council will be required:
Nov. 26th

Set-Up Date/Time: From Nov. 26th To 10am
 Tear-Down Date/Time: From _____ To 9pm

Number of expected Participants 300

Will an admission or registration fee be charged? YES NO Fee _____

Please describe the event:

Light Up the Mountain will hold to the tradition of lighting up the Upper Park area with Christmas decorations as in years past. Santa and Mrs. Clause will make their usual appearance as well. We will have the Mingus Choir as well as a small band performing on the upper step area.

All lighting will be hung in accordance to town regulations with the help of Fire Chief Rusty to make sure we're in compliance.

Event Information Continued

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

YES NO If yes, which property? Upper Park

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

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Special Event Access

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

Normal access will be allowed into the upper park area as well as surrounding steps. We will help direct traffic flow towards the 300 level parking and use of town shuttle via any promotions, press releases, and social media.

Food and Beverage

Will Alcohol be Sold? YES NO

If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.

Will Food be Sold? YES NO

If yes, please submit approval documents from the Yavapai County Health Services Department.

Separate permits or approvals may be required by County or State agencies. Documentation of all applicable approvals must be provided prior to event.

Provisions for Noise, Trash, and Signs

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

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

Please describe outdoor/amplified sound to be used:

Light amplification will be used for announcements as well as the small band.

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

Please describe:

Christmas lights, as well as led lights (during event only).

Will trash be created during the Special Event? YES NO

Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Will the Special Event require signage? YES NO

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

Please describe all needed signage:

2-3 banners will be hung along the Upper Park fence leading up to the event.

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

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

Checklist of Requirements

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

SPECIAL EVENT HOLD HARMLESS AGREEMENT

I, Dylan Jung (Jerome Chamber of Commerce), shall, through the signing of this Agreement, indemnify, hold harmless and defend the Town of Jerome, Arizona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property during the Special Event named (from page 2 of the Special Event Permit Application) Light Up the Mountain in the Town of Jerome during the period Nov. 26th Noon thru Nov. 26th 8pm.

Signed this 24th day of October, 2023.

Signature: *Dylan Jung*

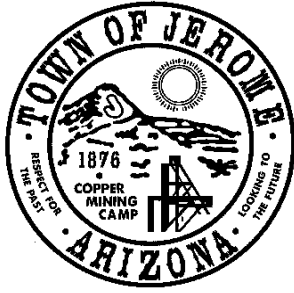
Name (print): Dylan Jung

Witness: _____

File Attachments for Item:

B. Discussion and Possible Consideration of Jerome Chamber of Commerce Request for a Holiday Sidewalk Display

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



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Incorporated 1899

TOWN OF JEROME

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

Item B.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Chamber Request for a Holiday Sidewalk Display in the Downtown Area**

MEETING DATE: November 14, 2023

Summary:

We have received a request from the Jerome Chamber of Commerce to provide businesses with a holiday cactus to display in front of their business within the public sidewalk. It was reported that the cacti will be approximately five feet in height and narrow. Town Code does not allow for temporary displays within the public sidewalk due to accessibility and liability concerns. However, for instances such as these the Town Council can grant authority and provide parameters for the display. A representative from the Chamber will be on hand to provide details regarding their request and guidance for either this year or next.

Fiscal Impact:

None.

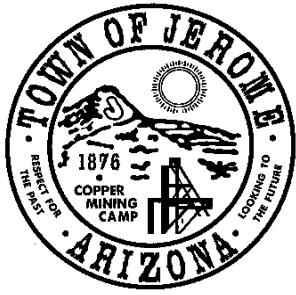
Recommendation:

Staff have not seen the potential display, but in almost all instances it is not recommended to permit a moveable display within the public right-of-way outside of an approved and short in duration sidewalk type sale.

File Attachments for Item:

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

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



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

Item D.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consider Approval of an Intergovernmental Agreement (IGA) for Flood Control Funding from Yavapai County for Main Street and Hull Avenue Drainage Improvements**

MEETING DATE: November 14, 2023

Summary:

We have requested and were awarded funding from the Yavapai County Flood Control District for drainage improvements to the corner of Main and Hull. The funding will be able to cover all the design work and permitting, and some of the construction work which will mostly be completed by Town personnel. In order to receive the funding we must enter into an intergovernmental agreement (IGA) with the Yavapai County Flood Control District.

Fiscal Impact:

None at this time. During the construction phase there may need to be some budgeted funds utilized for completing the construction.

Recommendation:

Recommend the approval of the enclosed (IGA) with the Yavapai County Flood Control District and subsequent approval of the engineering proposal from Southwestern Environmental Consultants, Inc.

INTERGOVERNMENTAL AGREEMENT
 BETWEEN
 THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
 TOWN OF JEROME
 FOR THE FISCAL YEAR 2023-2024 FINANCIAL CONTRIBUTION
 FROM THE DISTRICT TO THE TOWN FOR FLOOD CONTROL
 IMPROVEMENTS

THIS INTERGOVERNMENTAL AGREEMENT BETWEEN THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE TOWN OF JEROME FOR THE FISCAL YEAR 2023-2024 FINANCIAL CONTRIBUTION TO THE TOWN FOR FLOOD CONTROL IMPROVEMENTS (the “Agreement”) is entered into, effective this 15th day of November 2023, between the Yavapai County Flood Control District, a political subdivision of the State of Arizona (the “DISTRICT”), and the Town of Jerome, Arizona, a municipal corporation of the State of Arizona (the “TOWN”). The District and the Town are sometimes collectively referred to as the “Parties” or individually as a “Party.”

RECITALS

WHEREAS:

- A. The DISTRICT is a special taxing district legally created in the State of Arizona and organized by Yavapai County to include and govern its jurisdiction.
- B. The DISTRICT administers the Federal Emergency Management Agency (“FEMA”) Regulations under the National Flood Insurance Program.
- C. The Yavapai County Board of Supervisors is the Board of Directors of the DISTRICT.
- D. The TOWN lies within the legal boundaries of the DISTRICT.
- E. The DISTRICT, the TOWN, and Yavapai County (“County”) are separate and distinct political subdivisions, but each can provide for the benefit of the other(s), for the benefit of public health, safety, and welfare, and other public purposes.
- F. The DISTRICT and the TOWN have authority to enter into Intergovernmental Agreements pursuant to Arizona Revised Statutes (“A.R.S.”) § 11-952, § 48-3603, and § 9-240, and TOWN’s Code.
- G. Among other things, the DISTRICT receives tax proceeds as general funding for the planning, construction, and maintenance of flood control improvements.
- H. Under the budgeting process for the DISTRICT, a category of “Contributions” (hereinafter “Funds”) has been established, setting aside monies that may be utilized by the various political subdivisions located within the boundaries of Yavapai County.

- I. The DISTRICT has approved and budgeted Funds to provide funding assistance for flood mitigation work and is authorized to expend such Funds for flood control projects (including storm water control) to political subdivisions for projects so long as the projects are flood or drainage related, cost-effective, a benefit to the County, the DISTRICT, and the political subdivision and are in accordance with FEMA regulations.
- J. The TOWN has experienced storm water control and flooding problems for a number of years in various locations and seeks to mitigate such problems to increase safety and protect public and private property and persons within the TOWN.
- K. The TOWN seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by constructing any or all of the following drainage improvements within the Incorporated Town limits (hereinafter collectively referred to as the “Project”):
- Drainage Improvements to Corner of Main St. and Hull St.
 - General Drainage Improvements as determined by the Town
- L. The TOWN desires to receive DISTRICT Funds for the 2023-2024 fiscal year to be used for its Project.
- M. The DISTRICT has budgeted Funds to support the Project in an amount not to exceed **THIRTY THOUSAND DOLLARS (\$30,000.00)** for fiscal year 2023-2024 which begins on July 1, 2023.

AGREEMENTS

NOW THEREFORE, for good and valuable consideration, including consideration of the mutual promises, terms, and conditions hereinafter set forth, including the mutual promises and obligations to be performed by the Parties hereto, IT IS AGREED BETWEEN THE TOWN AND THE DISTRICT AS FOLLOWS:

I. PURPOSE

The purpose of this Agreement is to authorize the DISTRICT to pay and contribute to the TOWN Funds in support of the TOWN’s Project. Such funding for fiscal year 2023-2024 shall not exceed **THIRTY THOUSAND DOLLARS (\$30,000.00)**.

II. COMMENCEMENT, DURATION, AND TERMINATION

The effective date is as set forth on page one (1) of this Agreement. Performance under this Agreement shall commence following the effective date and shall terminate upon the earliest of:

- A. The completion of the Project as determined by the TOWN;
- B. The exhaustion of the Funds allocated to the TOWN for the Project;
- C. June 30, 2024; (however, the TOWN shall have until July 31, 2024, to request Funds and the DISTRICT shall provide Funds as described in this Agreement); or
- D. The mutual agreement of the Parties.

If this Agreement terminates for any reason, any unused portion of the Funds shall not be available to the TOWN without further agreement of the Parties.

III. RESPONSIBILITIES OF PARTIES

A. The TOWN shall:

1. Be solely responsible for the design, engineering, bidding, right-of-way acquisition, supervision, construction, inspection, administration, and project management of the Project and for contracting directly for all Project work.
2. If plans are used to bid, provide the DISTRICT a copy of the final Project plans.
3. Use the Funds for the Project in fiscal year 2023-2024.
4. Use the Funds exclusively for costs associated with the Project described above.
5. When requesting Funds from the DISTRICT, provide detailed invoices with supporting documentation for the request(s).
6. Request Funds from the DISTRICT on or before July 31, 2024 (for work completed in fiscal year 2023-2024).
7. Be responsible for the proper disbursement of the Funds provided by the DISTRICT.
8. Be responsible for maintaining the Project and the resulting improvements.

B. The DISTRICT shall:

1. Make Funds available to the TOWN for the Project as approved by the Board of Directors.
2. Provide funding as available and appropriate upon proper request(s) by the TOWN.
3. Pay properly invoiced requests monthly or on an alternate schedule as agreed to by the TOWN and DISTRICT.
4. Pay properly invoiced requests for work completed by the TOWN in fiscal year 2023-2024 so long as TOWN's requests are received by the DISTRICT on or before July 31, 2024.

C. The DISTRICT and TOWN mutually agree:

1. That they recognize the Funds to be used by Parties pursuant to this Agreement are tax funds. The agreements herein for funding are based upon projected tax funds to be received. In the event the projected income is not received, there is the possibility that some or all of the Funds anticipated by this Agreement and set forth herein will not be available. All monetary obligations under this agreement shall be subject to annual budget approval of the respective governing bodies of the parties. A failure of either party's governing body to approve funding for payment of any obligation hereunder shall constitute grounds for termination of this agreement.
2. The Project is the sole responsibility of the TOWN, and not of the DISTRICT or the County. All real property upon which the Project work will occur is within the TOWN limits and not owned or under the control of the DISTRICT or County.

VII. INDEMNIFICATION

To the fullest extent permitted by law, the TOWN agrees to defend, indemnify, and hold harmless the DISTRICT, its Board of Directors, officers, employees, agents, or other representatives, the County, its Board of Supervisors, officers, employees, agents, or other representatives from any and all claims for damages or otherwise arising under this Agreement and from any negligent acts of the Town, its officers, employees, agents, or other representatives. This Indemnification provision shall survive the termination of this Agreement.

VIII. OTHER PROVISIONS

- A. NOTICE. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by certified mail, return receipt requested, addressed as follows:

TOWN OF JEROME
Town Manager
600 Clark Street
P. O. Box 335
Jerome, AZ 86331

DISTRICT
Yavapai County Flood Control District Director
1120 Commerce Drive
Prescott, AZ 86305

- B. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties with respect to the subject matters herein, and may be amended, modified, or waived only by written instrument signed by both Parties.
- C. CONFLICT OF INTEREST. This contract is subject to the cancellation provisions of A.R.S. § 38-511.
- D. SEVERABILITY. In case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained therein.
- E. NON-DISCRIMINATION. The Parties shall comply with Executive Order 2023-01, which mandates that all persons, regardless of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status.

F. EMPLOYMENT VERIFICATION. Both parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. § 23-214 and § 41-4401 (together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach of this Agreement, and the parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor or subcontractor employee of either who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

G. LAWS. The Parties shall each be fully responsible for compliance with all statutes ordinances, codes, regulations, rules, court decrees, or other laws (hereinafter “Laws”) applicable to it as part of fully performing the Project with regards to their respective roles. This Agreement shall not relieve either Party of any obligation or responsibility imposed upon it by Laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year specified below.

YAVAPAI COUNTY
FLOOD CONTROL DISTRICT

TOWN OF JEROME

James Gregory, Chairman Date
Board of Directors
Yavapai County Flood Control District

Christina “Alex” Barber, Mayor Date
Town of Jerome

ATTEST:

Kim Kapin Date
Clerk of the Board of Directors

Bret Klein Date
Town Manager/Clerk

DETERMINATIONS OF COUNSEL
 FOR THE
 INTERGOVERNMENTAL AGREEMENT
 BETWEEN
 THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
 TOWN OF JEROME.
 FOR THE FISCAL YEAR 2023-2024 FINANCIAL CONTRIBUTION
 FROM THE DISTRICT TO THE TOWN FOR FLOOD CONTROL
 IMPROVEMENTS

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the undersigned Attorney for the Town of Jerome. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona and the Town of Jerome.

 Town Attorney Date
 Town of Jerome

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the undersigned Attorney for the Yavapai County Flood Control District, Arizona. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Yavapai County Flood Control District.

 Deputy County Attorney Date
 Flood Control District



**SOUTHWESTERN
ENVIRONMENTAL
CONSULTANTS, INC.**

www.sec-landmgt.com
info@sec-landmgt.com

SEC
825 COVE PARK
COTTONWOOD, ARIZONA 86326
(928) 634-5889

Item D.

Brett Klein
Town of Jerome Manager
VIA Email: b.klein@jerome.az.gov

October 26, 2023

RE: Town of Jerome Engineering – Main Street and Hull Avenue Drainage Improvements

Dear Brett,

Based on recent discussions and correspondence SEC is pleased to provide you with the below services:

- Gather topography at the intersection. No blue stake or boundary survey are part of this proposal.
- Review drainage patterns and develop contributing flows.
- Develop options for drainage mitigation.
- Coordinate with Town of Jerome and ADOT to finalize a mitigation method.
- ADOT coordination.
- Issue final plans.
- Develop cost estimate.
- ROW permit assistance with ADOT.

Geotechnical engineering, structural engineering are excluded from this proposal. Utility relocation or any other service which is not identified in the above scope of work are excluded from this proposal.

We propose to complete the above mentioned scope of work for an estimated cost of **\$22,256.00**. Additional work will be charged at current Time & Materials basis per the attached rate sheet. Enclosed is a Work Order for this project. We will proceed with the work once you have returned a signed copy. Therefore, please review the enclosed Work Order and Schedules A & B. If it meets with your approval, sign and date on the lines indicated and return to us.

Thank you for the opportunity to provide you with this proposal and an estimate of costs for surveying services on this project. If you have any questions, please do not hesitate to contact me at (928) 634-5889 or kginige@sec-landmgt.com. Thank you and we look forward to assisting you with your surveying, engineering, and planning needs.

Sincerely,

Krishan Ginige, P.E.
President
SEC Project # 23-0102CE

RATE SCHEDULE - SCHEDULE A

Professional Services
(effective January 1, 2012)

The cost of services, provided by SEC, Inc., are determined as basic direct wages times a cost multiplier for overhead expenses. Hourly charges for different disciplines are as follows:

<u>Functions</u>	<u>Hourly Rate (\$)</u>
Principal Engineer / Company Officer	175.00
Project Engineer	145.00
Senior Civil Engineer / Planner Level VI.....	135.00
CE Level IV / Registered Land Surveyor II.....	120.00
CE Level III / Registered Land Survey I or / Technician Level V / Planner Level V	105.00
CE Level II / Survey Chief III / Technician Level IV / Planner Level IV	95.00
CE Level I / Survey Chief II / Technician Level III / Planner Level III	85.00
Survey Chief I / Technician Level II / Planner Level II.....	75.00
Technician Level I / Planner Level I	60.00
Laborer	50.00
CADD Designer Level II	87.00
CADD Designer Level I	70.00
GIS – Level II	85.00
GIS - Level I	70.00
CADD Drafter	65.00
Secretary / Non-professional Research (min 1 hour)	50.00

See Natural Resource Rate SCHEDULE A, if applicable

Overtime/Expert Witness

Overtime for all disciplines will be charged at the rate of 1.5 times the hourly rate and 2.0 times the hourly rate for Sundays and holidays. Expert Witness will be charged at 2.0 times the hourly rate for that professional.

Equipment and Materials

Vehicles	0.70/mile
Field Materials	Cost plus 20%
Robotic Total Station.....	\$22/hr
GPS Receiver	\$26/hr
Special Service(s) & Equipment Rental	Cost plus 20%
Blackline Prints:	0.25/sf (Public 1.00/sf)
Color Prints: 11" x 17"	3.50 each
Mylar: 18" x 24"	7.50 each
24" x 36"	12.50 each
Xerox Copies, Letter & Legal: single/double sided	0.15/0.20 each
Xerox Copies: 11" x 17" or Color 8½" x 11"	0.75 each
Color Prints/Plots (24" x 36").....	15.00 each
Check Plots20¢/sf
CD copy	\$20.00 each
Miscellaneous	Cost plus 20%

Note: Above fee schedule rates are subject to change without notice. Equipment and material costs are subject to change without prior notice, to reflect supplier price changes.

On projects that require a field crew(s) to stay out of town, *per diem* expenses (meals, lodging) will be billed on basis of "costs" plus 20%. On all survey jobs, a **minimum** charge of 2 hours at the current rates will be applied to each job for field work.

**TERMS AND CONDITIONS OF AGREEMENT
BETWEEN CLIENT AND SEC, INC.**

Item D.

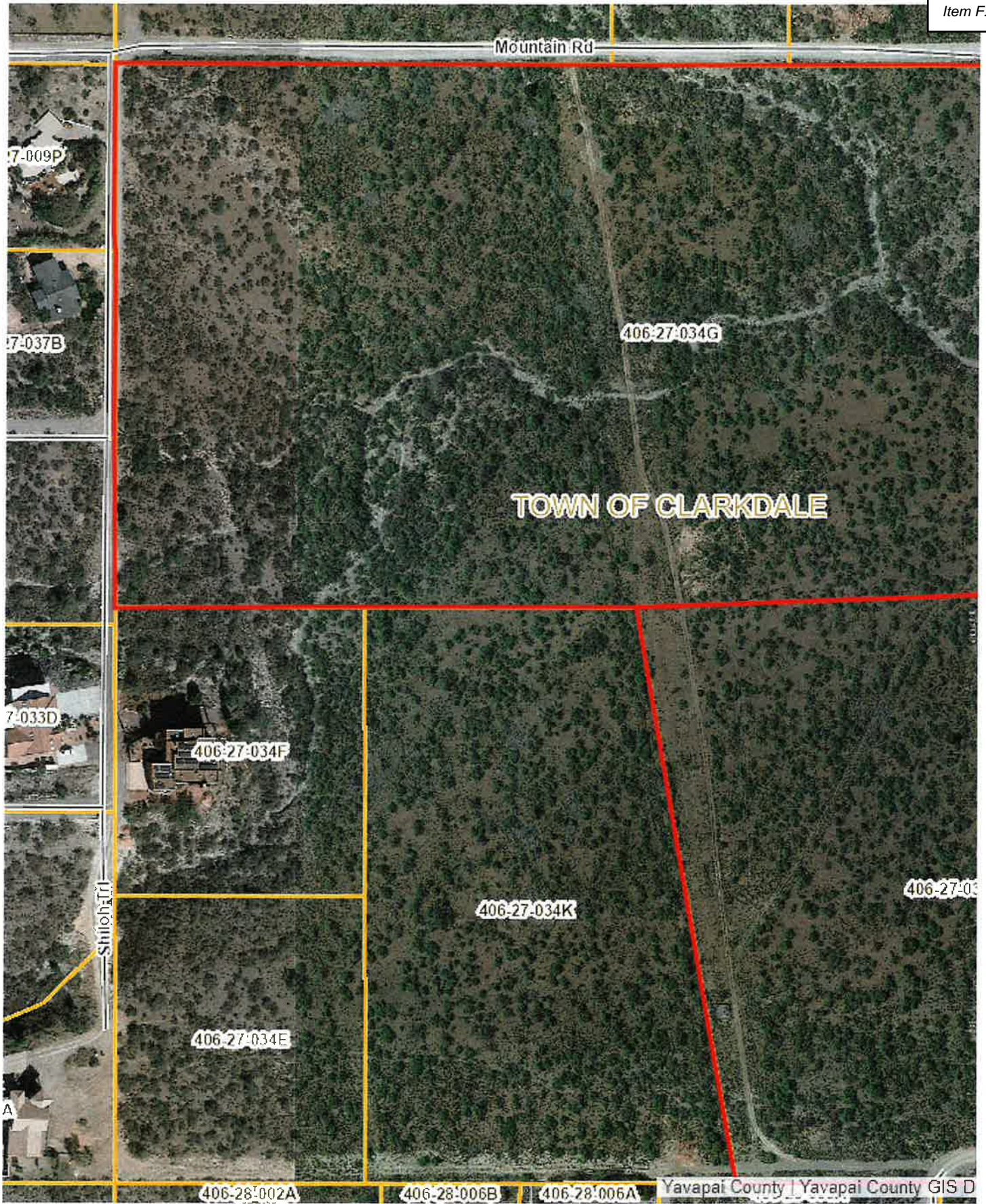
(SCHEDULE B)

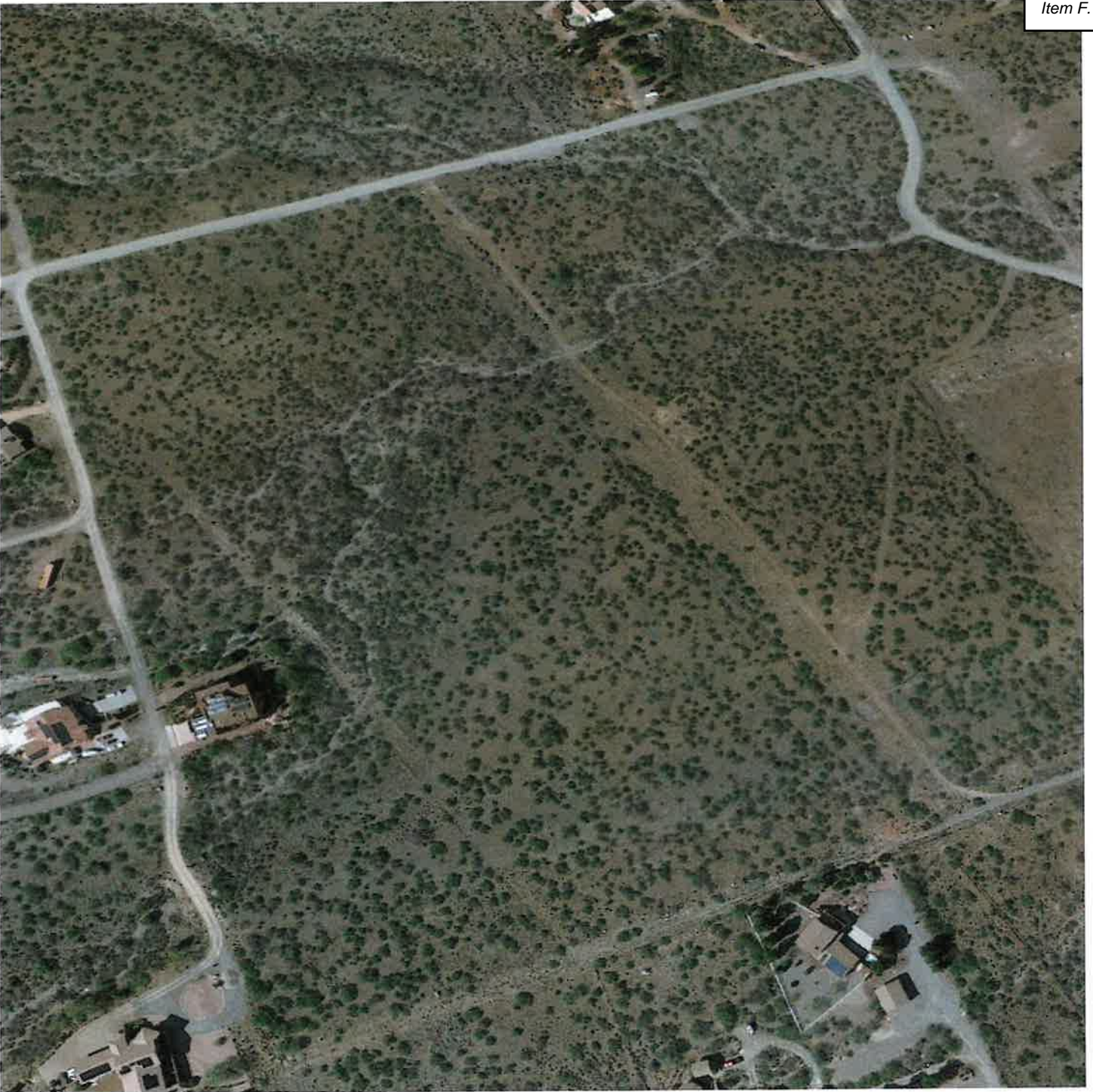
1. **AUTHORIZATION TO PROCEED.** Client's signing of this Work Order constitutes authorization for SEC to proceed with the described services and also constitutes acknowledgment and ratification of services previously rendered at Client's request to the extent they fall within the scope of services described on the Work Order.
2. **RETAINER.** Before SEC begins rendering services, Client shall pay a retainer in the amount set forth on the Work Order. As the retainer is depleted, additional funds will be requested to replenish the retainer balance. Any credit balance in retainer will be adjusted in the final invoice and any amounts due to the Client will be refunded at that time.
3. **INVOICES.** SEC will submit invoices to Client from time to time as services are provided. Invoices are due and payable upon receipt. Client shall promptly review invoices and notify SEC of any objection thereto; absent such objection in writing within ten (10) days of the date of the invoice, the invoice shall be deemed proper and acceptable.
4. **FEES.** Fees are based either on an estimate, quote, or on a time and material (T&M) basis as so stated on the Work Order. Rates are based on the current SEC Rate Schedule (Schedule A). Client shall pay the costs of all materials and direct expenses such as fees, permits, bond premiums, title company charges, delivery charges, travel, lodging, subsistence, blueprints and reproductions, and all other charges and expenses related to completion of the project not specifically covered by the terms of this agreement. In the event such reimbursable items are paid directly by SEC, then such charges and expenses will be invoiced to the Client at direct cost plus twenty (20) percent for handling. A minimum charge of two hours at current rates will be assessed to each survey job.
5. **LIMITATION OF FEES.** SEC's fees shall be limited to the amount set forth in the Work Order. SEC's estimate of the total fees is not a guarantee that all the described services can be performed for that amount but represents its good faith estimation of the approximate total fees that will be earned, based on the information available at the time. However, should the estimated fee amount be reached prior to the limit of services under this Agreement, SEC can limit its services to that amount. If all the services described are not completed, SEC shall provide Client with a revised estimate and proceed to completion only upon Client's authorization (either written or verbal).
6. **EXTRAS.** Client shall pay for any additional work agreed to be performed by SEC at the request of Client, in addition to those set forth herein. The additional work will be charged as extras based on the current SEC hourly rate schedule.
7. **PAYMENT.** Payment for invoices tendered by SEC, are net due upon receipt of the invoice. In the event any invoice is not paid within thirty (30) days, it shall commence bearing compound interest. Beginning on the date the invoice was rendered, compound interest will be calculated at the rate 1.75% per month, (twenty-one (21) percent per annum -- or such rates as may be maximum interest permissible under applicable law, -- whichever is lower). Client agrees to pay all accrued interest together with the charges for services rendered. SEC reserves the right to terminate work on the project until any amounts outstanding are paid in full.
8. **TERMINATION.** Either party may terminate this Agreement with or without cause, upon ten (10) working days written notice to the other. In the event any invoice submitted under this Agreement or under any other agreement between Client and SEC, is not paid in full within forty-five (45) days after rendering, Client agrees that SEC shall have the right to consider said default a material breach of this Agreement. Client shall have ten (10) days thereafter in which to cure said default. If said default is not cured by Client, SEC shall have the right, in addition to all other available rights and remedies, to terminate this Agreement even if the default is in payment of an invoice submitted under another agreement, and to terminate all other agreements between Client and SEC. Upon early termination, Client shall then promptly pay SEC for all of the fees and charges for all services rendered and costs incurred by SEC to the effective date of termination.
9. **CLIENT RESPONSIBILITIES.** Client shall cooperate with SEC by providing everything reasonably necessary for SEC to be able to provide its services., including but not limited to, all necessary information concerning the project and Clients requirements including design criteria, necessary access to public and private lands, legal accounting, insurance services required for the project, necessary permits, and approval of governmental authorities and other individuals.
10. **OWNERSHIP OF DOCUMENTS.** All documents prepared by SEC pursuant to this Agreement are prepared specifically for use in connection with this project. Originals of all such documents are and remain the property of SEC. SEC shall furnish Client with sufficient copies of such documents for its purposes at associated costs. All such documents are not intended or represented to be suitable for reuse by the Client or others on extensions of this project or on any other work. The Client may use such documents for other purposes without further compensation to SEC; however, any reuse without written verification or adaptation by SEC for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to SEC. Client agrees to indemnify and hold harmless SEC from all claims, damage, losses, and expenses, including attorney's fees, arising out of or resulting from the Client's use of the documents for any purpose other than in connection with this project. Any verification or adaptation of the documents by SEC for other purposes will entitle SEC to further compensation as agreed upon between the parties.
11. **CONSTRUCTION COST ESTIMATES.** SEC has no control over actual project construction costs and estimates of such probable costs represent SEC's good faith estimation only of the approximate, probable cost to construct the project, based on the information available at the time. SEC cannot and does not represent or guarantee that actual project construction costs will not vary substantially from its estimate of probable costs.
12. **ARBITRATION AND LEGAL EXPENSES.** Any controversy of claim relating to this Agreement will be settled by arbitration upon the mutual agreement of the parties. Such arbitration shall be conducted in accordance with the rules of the American Arbitration Association in effect at the time of the arbitration, unless the parties mutually agree to conduct such arbitration by a different procedure. Judgment on the award or decision rendered may be entered in any court having jurisdiction over the matter. In the event of any legal action between the parties to enforce any of the terms of this Agreement, the party in whose favor judgment is rendered, shall be paid by the non-successful party, all costs and expenses incurred, including a reasonable attorney's fee.
13. **LIMITATION OF LIABILITY.** SEC's liability to the Client for any cause or combination of causes is, in the aggregate, limited to an amount no greater than the fee earned under this Agreement.
14. **BINDING EFFECT.** The terms and conditions of this Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, successors, and assigns. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. If any of the provisions of this Agreement are declared invalid, such declarations shall not affect the validity of the remainder of this Agreement.
15. **CAPTIONS.** The paragraph captions used in this Agreement are for convenience only; they are not construed as part of this Agreement; and they in no way define, limit or amplify the provision of this Agreement.

File Attachments for Item:

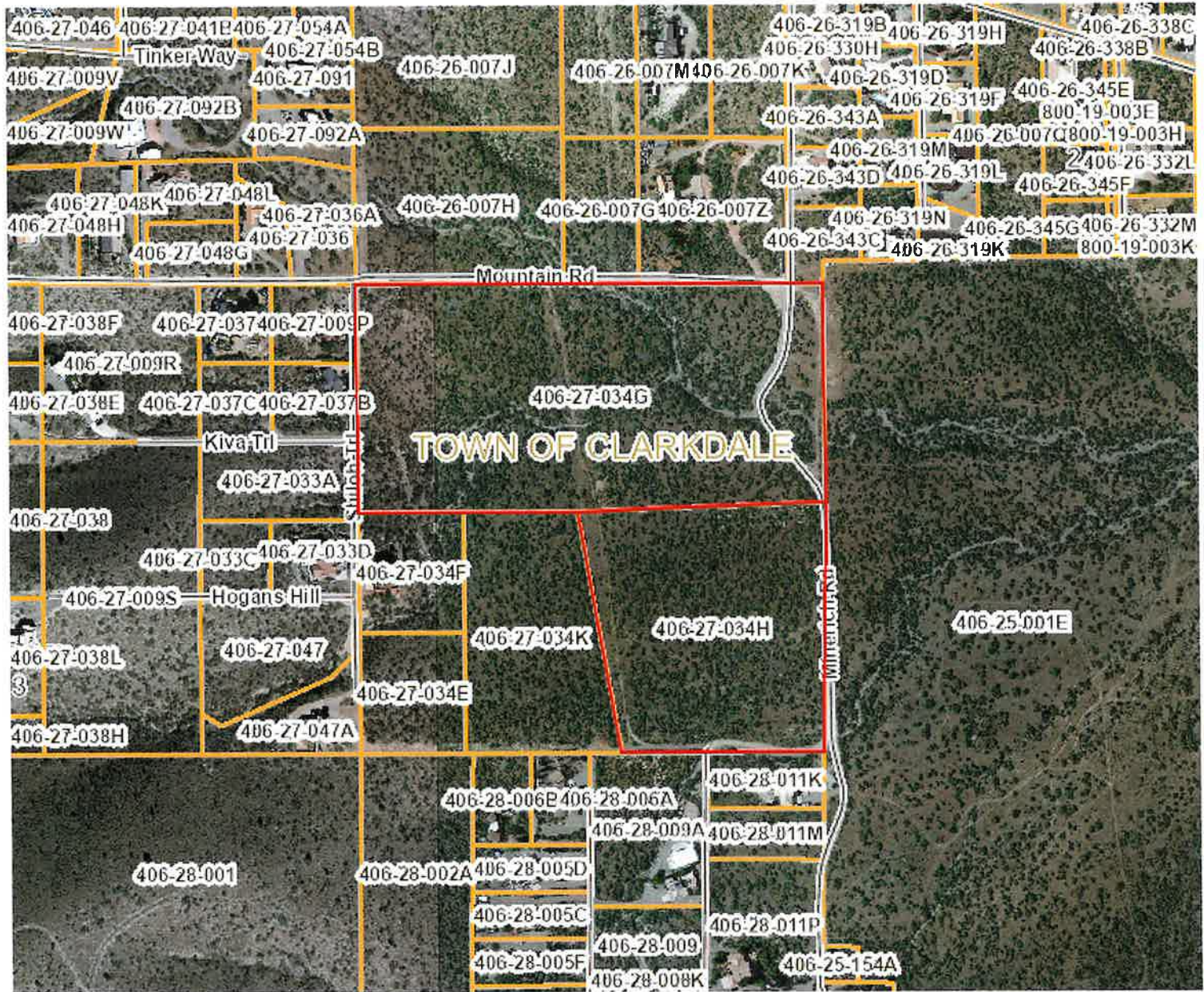
F. Discussion and Possible Staff Direction Regarding Town-Owned "Cemetery" Land in Clarkdale

Council will discuss Town property located within the Town of Clarkdale and may provide staff direction including getting the property ready for sale.





This email and any attachments are confidential and are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please destroy it and notify the sender immediately. The Town of Clarkdale is subject to Arizona statutes relating to public records. Emails sent or received by Town employees are subject to these laws. If you are not the intended addressee, any disclosure, copying, distribution, or use of the contents of this message is prohibited.



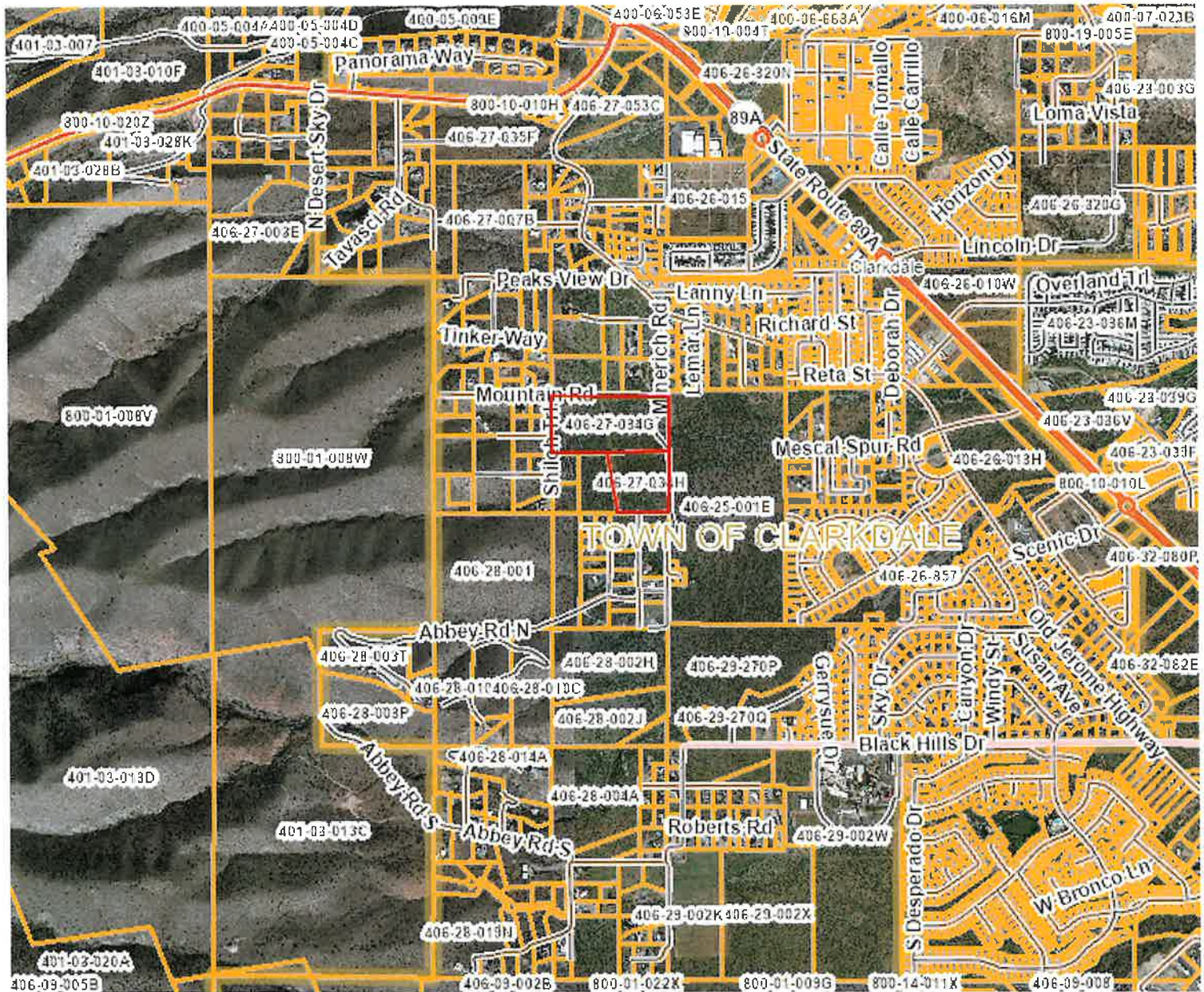
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Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 6.13.2023



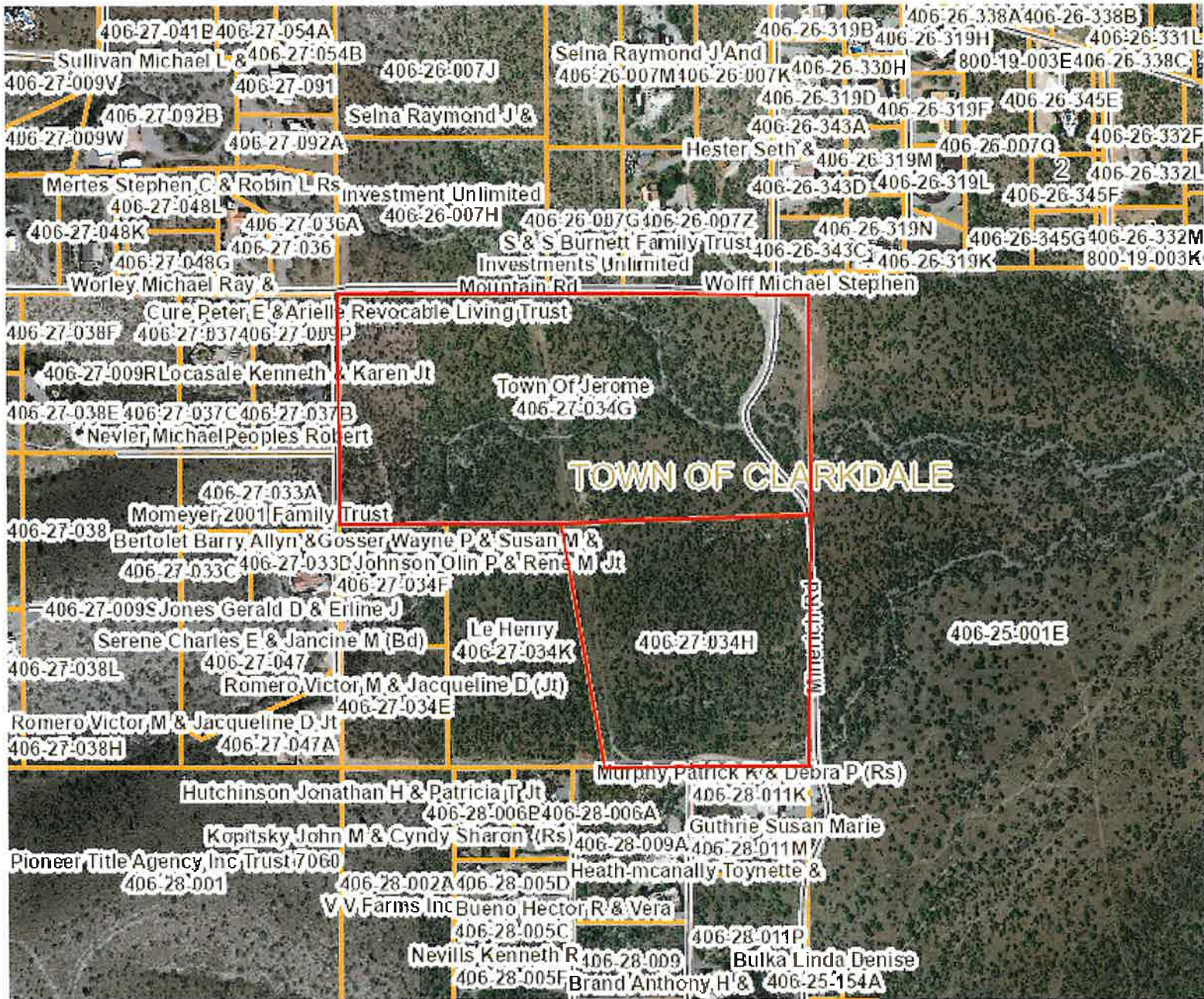
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Map printed on: 5/13/2023



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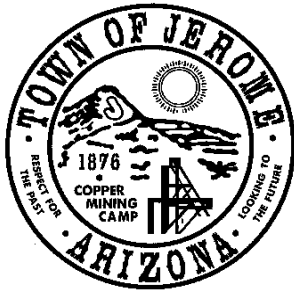


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File Attachments for Item:

G. Consideration of Bids and Awarding a Bid for the Town of Jerome 2023-2024 Asphalt Paving Projects

Council will consider and may award a bid.



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

Item G.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Bids and Awarding the 2023-2024 Asphalt Paving Project Bid**

MEETING DATE: November 14, 2023

Summary:

Jerome Town Code sets a \$50,000 threshold for issuing a formal bidding process. State Code sets the threshold at \$150,000. Due to the cost involved in the formal bid process, the time it takes and most importantly the likely lower amount of responses and need to facilitate the project in a timely manner, it was deemed not practical to solicit bids in that manner. Instead, staff reached out to every vendor within a 50+ mile radius and invited them on site to see exactly what they would be bidding on. We received three (3) initial bids during FY 2024 budget preparation time. Recently we invited the bidders on site again, asked them to resubmit based on the timing, and include a 10% bid bond. Hardrives was not responsive after numerous attempts at contacting, and staff were not comfortable with the original bid in the first place. Prime Asphalt Services bid came in at \$110,252.00 and Specialty Paving's bid was \$105,131.71, and included a bid bond. Staff have also had a positive working relationship with Specialty Paving in addition to being the lowest bid.

Fiscal Impact:

\$105,131.71, which is within the budgeted amount for fiscal year 2024 of \$115,000.

Recommendation:

Staff recommend the approval of the Specialty Paving Bid for the 2023-2024 asphalt paving projects.



Specialty Paving & Grading LLC
 Physical: 503 E Z Street Prescott, AZ 86301
 Mailing: PO Box 10460 Prescott, AZ 86304
 Telephone: 928-777-8411
 Fax: 928-777-8557
 office@specialtypaving.net
 License: ROC-308631

To: Marty Boland	Contact: Marty Boland
Address: 600 Clark Street Jerome, AZ 86331	Phone: 520-904-5272
Project Name: Jerome Parking Lots	Fax:
Project Location: Jerome, AZ	Bid Number: 2021 - 1002
	Bid Date: 9/14/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	Bathroom Parking Area -Pave Parking Lot Prepped By Customer 3" Thick Using C-1/2" Asphalt, Roll And Compact To Smooth Finish	187.00	SY	\$28.06	\$5,247.22
	Hull Ave East Parking Lot - Pave Parking Lot Prepped By Customer 3" Thick Using C-1/2" Asphalt, Roll And Compact To Smooth Finish	1,249.00	SY	\$26.75	\$33,410.75
	Hull Ave West Parking Lot -Pave Parking Lot Prepped By Customer 3" Thick Using C-1/2" Asphalt, Roll And Compact To Smooth Finish	1,133.00	SY	\$26.37	\$29,877.21
	Town Hall - Pave Parking Lot Prepped By Customer 3" Thick Using C-1/2" Asphalt, Roll And Compact To Smooth Finish	1,034.00	SY	\$26.15	\$27,039.10
	10 Percent Bid Bond	1.00	LS	\$9,557.43	\$9,557.43

Total Bid Price: \$105,131.71

Notes:

- This proposal may be withdrawn by Specialty Paving in 30 days if not accepted.
- Specialty Paving and Grading is a Licenses, Bonded and Insured Contractor
- All materials are guaranteed to be as specified.
- Bid Excludes:Permits, Testing & Survey
- Any additional work will be done via written order(s) only and will incur an additional cost to this original proposal.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Specialty Paving And Grading, LLC

Authorized Signature: _____

Estimator: Zach Martin



Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Specialty Paving and Grading L.L.C.

503 E Z St., Prescott, AZ 86301

as principal, hereinafter called the Principal, and Granite Re, Inc., 14001 Quailbrook Drive, Oklahoma City, OK 73134,
a corporation duly organized under the laws of the State of Minnesota as Surety, hereinafter called the Surety, are held
and firmly bound unto Town of Jerome

P.O. Box 335, Jerome, AZ 86331

as Obligee, hereinafter called the Obligee, in the sum of **** Ten Percent of Bid Amount (10%) ****

for payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Project: Town of Jerome Parking Lot Improvements

Bid Date: 10/23/2023


The conditions of this Bond are such that if the Obligee accepts the bid of the Principal within the time specified in the bid documents or within such time period as may be agreed to by the Obligee and Principal, and the Principal either (1) enters into a contract with the Obligee in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Obligee, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Obligee the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Obligee and Principal to extend the time in which the Obligee may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids, and the Obligee and Principal shall obtain the Surety's consent for an extension beyond sixty (60) days.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 10/23/2023



Witness

Specialty Paving and Grading L.L.C.


Title (SEAL)

Granite Re, Inc.


Kenneth D. Whittington, Attorney-in-Fact (SEAL)

GRANITE RE, INC. GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

KENNETH D. WHITTINGTON; KYLE MCDONALD its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:


To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

KENNETH D. WHITTINGTON; KYLE MCDONALD may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 31st day of July, 2023.

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)





Kenneth D. Whittington, President


Kyle P. McDonald, Assistant Secretary

On this 3rd day of January, 2020, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:
April 21, 2027
Commission #: 11003620




Notary Public

GRANITE RE, INC. Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

“RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking.”

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this
October 23, 2023.




Kyle P. McDonald, Assistant Secretary

PRIME ASPHALT SERVICES

PROPOSAL

AZ ROC #288414
 PO BOX 3985 Cottonwood AZ 86326
 PHONE: (928) 399-6272
 Email: info@primeasphaltservices.com

Date: March 27, 2023

JOB# 20230327-A1

Job Location:
 Town of Jerome
 600 Clark St
 Jerome AZ 86331

Attention: Rusty Blair
 Marty Boland
 Email: blair@jeromefire.us
 m.boland@jerome.az.gov
 Phone: (928) 300-8701

SALESPERSON	JOB	PAYMENT TERMS	Price valid for 30 days
Steve	angi: 263555469	Deposit to be Determined Balance due Upon Completion	

ITEM	DESCRIPTION	LINE TOTAL
Asphalt Paving	Furnish and machine lay approximately 33,835 sq.ft. of asphalt, 5 locations, 1/2" mix, 2" Roll for compaction (2" compacted) Stripe parking lots per owner Clean up job site	\$ 84,502.00
OPTION initial to accept___	Install 3" of asphalt in lieu of 2"	\$ 110,252.00
Note	Striping is included at no charge	
MOVES	Job to be performed: 1 move-in for transportation of equipment 2 move-ins for paving	
Excludes	Plans, permits, fees, specific insurance verbiage/requirements, colored curbs unless specified in contract	

License # 288414
 Per Arizona Law, Customer has three business days to nullify contract

Accepted by:
 Signature _____ Title _____
 Printed Name _____ Date _____

Please remit payment to

Prime Asphalt Services
 PO Box 3985
 Cottonwood AZ 86326