



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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AGENDA

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

TUESDAY, JANUARY 09, 2024, 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 December, 2023

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

3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

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

Council will consider and may approve the staff reports.

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

Information/Council Review

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

5. APPROVAL OF MINUTES

Discussion/Possible Action

- A. Consider Approval of the November 13th Special Council Meeting Utility Rate Public Hearing; the November 14th Regular Council Meeting; November 30th Special Council Meeting; December 11th Special Council Meeting; December 12th Special Council Meeting / CDBG Public Hearing; and December 12th Regular Council Meeting Minutes**

Council will consider and may approve the November 13th Special Council Meeting, November 14th Regular Council Meeting, November 30th Special Council Meeting, December 11th Special Council Meeting, December 12th Special Council Meeting and the December 12th 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. Consider Resolution No. 664; Authorization to Submit Applications and Implement CDBG Projects**

Council will consider and may approve Resolution No. 664.

8. UNFINISHED BUSINESS

Discussion/Possible Action

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

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

- B. Discussion and Possible Staff Direction Regarding Rich Street Turning Issues and Parking Considerations throughout Town**

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

9. NEW BUSINESS

Discussion/Possible Action

- A. Consider Proposal from Southwestern Environmental Consultants (SEC) for Engineering and Surveying of the Town's Structural Retainin Walls (Phase 1)**

Council will consider and may approve the proposal from SEC.

B. Consideration of Request to Relocate Shuttle Stop Number 4 from its Current Location to the Pull-in Area in Front of Hotel Jerome

Council will consider and may approve the request to relocate Shuttle Stop Number 4.

C. Consideration of a Conditional Use Permit (CUP) for Three (3) Residential Apartment Units at 310 Queen Street

Council will consider and may approve a CUP for 310 Queen Street.

10. TO AND FROM THE COUNCIL

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

11. ADJOURNMENT

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

CERTIFICATION OF POSTING OF NOTICE

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

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

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

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

TOWN OF JEROME
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2023

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,776.46
99-00-1011	NBA CHECKING	68,586.96
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	503,808.25
99-00-1020	OAZ GENERAL SAVINGS	1,193,137.95
		1,767,314.62
	TOTAL COMBINED CASH	1,767,314.62
99-00-1800	CASH CLEARING - UTILITY MGMT	(181.63)
99-00-1810	CASH CLEARING - BUSINESS LICEN	100.00
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,767,232.99)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	452,340.06
20	ALLOCATION TO UTILITY FUND	1,513,658.99
30	ALLOCATION TO HURF FUND	(428,046.25)
35	ALLOCATION TO PARKING FUND	126,054.30
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	15,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	93,260.31
60	ALLOCATION TO CAPITAL GRANTS FUND	730,745.71
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(285,625.90)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	320,000.00
90	ALLOCATION TO CAPITAL FUND	(770,455.63)
		1,767,232.99
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,767,232.99
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,767,232.99)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2023

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	452,340.06	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	78,239.28	
10-00-1008	COURT - JCEF ACCT	14,785.50	
10-00-1009	COURT - FTG ACCT	9,669.23	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1115	FRANCHISE FEES	4,188.14	
10-00-1120	GF ACCOUNTS RECEIVABLE	25,125.65	
	TOTAL ASSETS		584,922.86

LIABILITIES AND EQUITY

LIABILITIES

10-00-2401	FEDERAL WH & FICA	(.03)	
10-00-2406	HEALTH INSURANCE	(1,441.29)	
10-00-2409	PSPRS		118.86	
10-00-2410	WAGES PAYABLE		44,689.03	
10-00-2411	GANISHMENTS PAYABLE		1,735.51	
10-00-2600	CUSTOMER DEPOSITS		7,116.50	
10-00-2940	COURT LIABILITIES		4,842.46	
10-00-2950	FD PER CALL PAYABLE		22,427.50	
10-00-2999	SUSPENSE ACCOUNT		340.25	
	TOTAL LIABILITIES			79,828.79

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	518,991.38		
	REVENUE OVER EXPENDITURES - YTD	(13,897.31)	
	BALANCE - CURRENT DATE	(13,897.31)	
	TOTAL FUND EQUITY			505,094.07
	TOTAL LIABILITIES AND EQUITY			584,922.86

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	5,013.19	24,250.48	47,500.00	23,249.52	51.1
10-30-4005	CITY SALES TAXES	90,946.38	493,819.52	1,400,000.00	906,180.48	35.3
10-30-4010	STATE SALES TAXES	5,942.60	31,898.34	68,000.00	36,101.66	46.9
10-30-4030	VEHICLE LICENSE TAX	3,205.09	17,841.87	41,000.00	23,158.13	43.5
10-30-4055	FRANCHISE FEES	.00	8,847.78	16,250.00	7,402.22	54.5
	TOTAL TAX REVENUE	105,107.26	576,657.99	1,572,750.00	996,092.01	36.7
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	.00	7,321.25	10,000.00	2,678.75	73.2
10-31-4041	PLANNING & ZONING FEES	350.00	700.00	3,000.00	2,300.00	23.3
10-31-4045	BUSINESS LICENSES	570.00	2,050.00	5,500.00	3,450.00	37.3
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	920.00	10,071.25	19,300.00	9,228.75	52.2
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	33,123.94	198,743.64	345,208.00	146,464.36	57.6
	TOTAL INTERGOVERNMENTAL REVENUE	33,123.94	198,743.64	345,208.00	146,464.36	57.6
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	10,842.09	10,842.09	18,101.00	7,258.91	59.9
10-33-4070	RENTS-LIBRARY	568.04	4,355.24	10,000.00	5,644.76	43.6
10-33-4200	LIBRARY CONTRIBUTIONS	.00	1,256.00	2,000.00	744.00	62.8
	TOTAL LIBRARY REVENUE	11,410.13	16,453.33	30,101.00	13,647.67	54.7
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	2,047.51	14,760.36	37,000.00	22,239.64	39.9
10-34-4062	PD REVENUE FROM PARKING FUND	3,250.00	19,500.00	39,000.00	19,500.00	50.0
10-34-4063	POLICE SMART & SAFE AZ FUND	5,289.09	5,289.09	5,250.00	(39.09)	100.7
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	137.99	755.67	2,000.00	1,244.33	37.8
10-34-4065	POLICE SERVICES	110.00	2,205.00	8,000.00	5,795.00	27.6
	TOTAL POLICE DEPT REVENUE	10,834.59	42,510.12	91,250.00	48,739.88	46.6

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	4,342.79	23,886.93	62,000.00	38,113.07	38.5
10-35-4037	COURT SECURITY FUND REVENUE	704.68	3,837.68	10,000.00	6,162.32	38.4
	TOTAL COURT REVENUE	5,047.47	27,724.61	72,000.00	44,275.39	38.5
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	7,147.44	41,779.74	82,000.00	40,220.26	51.0
10-36-4080	UTILITY REIMBURSEMENTS	506.41	2,147.50	5,000.00	2,852.50	43.0
	TOTAL RENTAL REVENUE	7,653.85	43,927.24	87,000.00	43,072.76	50.5
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	64.00	27,939.01	7,500.00	(20,439.01)	372.5
10-37-4090	WILDLAND FIRE FEES	11,588.16	37,281.36	55,000.00	17,718.64	67.8
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	11,157.14	42,133.01	32,000.00	(10,133.01)	131.7
10-37-4092	FIREWISE WAGE REIMBURSEMENT	.00	.00	20,000.00	20,000.00	.0
	TOTAL FIRE DEPT REVENUE	22,809.30	107,353.38	114,500.00	7,146.62	93.8
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	35,699.00	214,194.00	428,389.00	214,195.00	50.0
10-38-4300	INTEREST	1,147.50	6,785.02	6,000.00	(785.02)	113.1
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	(485.84)	7,677.12	2,500.00	(5,177.12)	307.1
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	97.05	10,000.00	9,902.95	1.0
	TOTAL GENERAL FUND REVENUE	36,360.66	228,753.19	459,389.00	230,635.81	49.8
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,420.00	92,520.00	185,041.00	92,521.00	50.0
	TOTAL ADMINISTRATIVE CHARGES	15,420.00	92,520.00	185,041.00	92,521.00	50.0
	TOTAL FUND REVENUE	248,687.20	1,344,714.75	2,976,539.00	1,631,824.25	45.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	21,487.51	119,994.05	275,000.00	155,005.95	43.6
10-41-5006 LONGEVITY BONUS	.00	611.00	1,057.00	446.00	57.8
10-41-5010 FICA MATCH	1,438.18	8,849.20	21,250.00	12,400.80	41.6
10-41-5011 RETIREMENT MATCH	1,805.80	10,073.62	24,475.00	14,401.38	41.2
10-41-5012 HEALTH/LIFE INSURANCE	4,736.64	25,235.34	63,000.00	37,764.66	40.1
10-41-5013 WORKERS COMPENSATION	220.96	740.88	1,475.00	734.12	50.2
10-41-5014 UNEMPLOYMENT INSURANCE	.00	5.60	280.00	274.40	2.0
10-41-6101 ACCOUNTING AND AUDITING	.00	.00	18,000.00	18,000.00	.0
10-41-6105 ADVERTISING, PRINTING, & PUBLI	251.19	653.21	6,000.00	5,346.79	10.9
10-41-6110 CONTRACT SERVICES	1,521.00	11,336.00	36,000.00	24,664.00	31.5
10-41-6115 CONVENTIONS AND SEMINARS	.00	385.00	3,000.00	2,615.00	12.8
10-41-6116 TRAINING & EDUCATION	497.06	497.06	2,500.00	2,002.94	19.9
10-41-6125 DUES, SUBS & MEMBERSHIPS	.00	6,716.18	7,500.00	783.82	89.6
10-41-6130 ELECTION EXPENSES	.00	.00	2,500.00	2,500.00	.0
10-41-6145 FUEL	102.80	448.38	250.00	(198.38)	179.4
10-41-6155 INSURANCE	11,770.20	27,325.48	22,500.00	(4,825.48)	121.5
10-41-6170 LEGAL EXP - GEN GOV	450.00	2,482.50	14,500.00	12,017.50	17.1
10-41-6185 MISCELLANEOUS	724.47	1,723.24	4,000.00	2,276.76	43.1
10-41-6186 BANK FEES - GEN ADMIN	152.06	932.25	2,000.00	1,067.75	46.6
10-41-6188 BANK FEES / MERCH SVCS	150.10	803.85	7,500.00	6,696.15	10.7
10-41-6190 OFFICE SUPPLIES	1,455.21	4,200.63	8,500.00	4,299.37	49.4
10-41-6191 COPIER & EQUIP LEASE EXPENSE	(171.87)	2,090.98	7,000.00	4,909.02	29.9
10-41-6192 SOFTWARE SUPPORT EXP - GG	1,851.37	10,506.14	26,000.00	15,493.86	40.4
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	222.87	1,470.10	4,000.00	2,529.90	36.8
10-41-6220 REP AND MAINT - VEHICLES	.00	.00	500.00	500.00	.0
10-41-6245 SHUTTLE EXPENSES	230.57	2,059.50	3,000.00	940.50	68.7
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265 TELEPHONE	222.21	1,302.11	2,750.00	1,447.89	47.4
10-41-6275 TRAVEL	.00	25.94	1,500.00	1,474.06	1.7
10-41-6285 TOURISM 1% BED TAX	.00	.00	10,000.00	10,000.00	.0
10-41-6286 COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-9500 TRANSFERS OUT	43,465.33	260,791.98	521,584.00	260,792.02	50.0
TOTAL GENERAL GOVT EXPENSES	92,583.66	501,467.12	1,110,621.00	609,153.88	45.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>						
10-42-5001	SALARIES AND WAGES	5,033.12	34,171.55	66,300.00	32,128.45	51.5
10-42-5006	LONGEVITY BONUS	.00	.00	220.00	220.00	.0
10-42-5010	FICA AND MEDICARE	368.24	2,504.91	5,250.00	2,745.09	47.7
10-42-5011	RETIREMENT	364.03	1,634.53	3,500.00	1,865.47	46.7
10-42-5012	HEALTH/LIFE INSURANCE	1,339.94	8,709.61	12,000.00	3,290.39	72.6
10-42-5013	WORKER'S COMPENSATION	28.46	111.51	230.00	118.49	48.5
10-42-5014	UNEMPLOYMENT	.00	.00	150.00	150.00	.0
10-42-6037	COURT SECURITY FUND EXPENSES	52.97	609.29	10,000.00	9,390.71	6.1
10-42-6110	CONTRACT SERVICES	.00	660.71	6,000.00	5,339.29	11.0
10-42-6115	CONVENTIONS AND SEMINARS	.00	.00	500.00	500.00	.0
10-42-6116	TRAINING & EDUCATION	.00	.00	500.00	500.00	.0
10-42-6125	DUES AND SUBSCRIPTIONS	.00	74.95	500.00	425.05	15.0
10-42-6185	MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-42-6190	OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
10-42-6191	COPIER & EQUIP LEASE EXP	.00	1,793.71	3,000.00	1,206.29	59.8
10-42-6195	OPERATING SUPPLIES - COURT	.00	.00	200.00	200.00	.0
10-42-6265	TELEPHONE	77.68	440.54	900.00	459.46	49.0
10-42-6275	TRAVEL	.00	489.87	750.00	260.13	65.3
	TOTAL MAGISTRATE COURT EXPENSES	7,264.44	51,201.18	110,550.00	59,348.82	46.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	34,855.33	210,895.03	406,000.00	195,104.97	51.9
10-43-5006 LONGEVITY BONUS	.00	921.00	1,955.00	1,034.00	47.1
10-43-5010 FICA AND MEDICARE	2,605.70	15,816.37	31,900.00	16,083.63	49.6
10-43-5011 RETIREMENT	3,031.42	16,811.84	43,050.00	26,238.16	39.1
10-43-5012 HEALTH INSURANCE	5,596.56	35,184.47	70,000.00	34,815.53	50.3
10-43-5013 WORKER'S COMPENSATION	4,341.87	14,992.11	22,400.00	7,407.89	66.9
10-43-5014 UNEMPLOYMENT	.78	11.48	650.00	638.52	1.8
10-43-6105 ADVERTISING, PRINTING, & PUBLI	.00	14.10	.00	(14.10)	.0
10-43-6110 CONTRACT SERVICES	246.34	418.84	1,000.00	581.16	41.9
10-43-6116 TRAINING & EDUCATION	.00	747.00	7,500.00	6,753.00	10.0
10-43-6120 DISPATCH FEES	3,652.69	21,916.14	44,000.00	22,083.86	49.8
10-43-6125 DUES AND SUBSCRIPTIONS	316.36	316.36	1,250.00	933.64	25.3
10-43-6145 FUEL	614.92	4,759.02	13,500.00	8,740.98	35.3
10-43-6172 PROSECUTOR EXP	6,000.00	10,000.00	24,000.00	14,000.00	41.7
10-43-6185 MISCELLANEOUS	.00	93.70	500.00	406.30	18.7
10-43-6192 SOFTWARE SERVICE & SUPPORT	588.68	2,570.40	10,800.00	8,229.60	23.8
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	.00	5,000.00	5,000.00	.0
10-43-6195 OPERATING SUPPLIES - POLICE	110.01	550.66	3,000.00	2,449.34	18.4
10-43-6200 POSTAGE	38.65	10.10	200.00	189.90	5.1
10-43-6220 REP AND MAINT - VEHICLES	4,352.94	6,024.52	5,000.00	(1,024.52)	120.5
10-43-6225 REP AND MAINT - EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
10-43-6234 POLICE OFFICER SAFETY EQUIP EX	.00	.00	2,500.00	2,500.00	.0
10-43-6250 SMALL TOOLS AND EQUIPMENT	.00	1,021.69	7,000.00	5,978.31	14.6
10-43-6265 TELEPHONE	694.19	3,937.67	6,000.00	2,062.33	65.6
10-43-6280 UNIFORMS	854.29	2,428.28	2,500.00	71.72	97.1
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	.00	19,000.00	19,000.00	.0
TOTAL POLICE DEPT EXPENSES	67,900.73	349,440.78	733,705.00	384,264.22	47.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	20,002.04	119,549.07	249,500.00	129,950.93	47.9
10-44-5002 WILDLAND PERSONNEL	.00	38,177.50	35,000.00	(3,177.50)	109.1
10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE	1,402.50	10,252.50	35,000.00	24,747.50	29.3
10-44-5006 LONGEVITY BONUS	.00	676.00	1,360.00	684.00	49.7
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	3,657.94	7,400.00	3,742.06	49.4
10-44-5010 FICA AND MEDICARE	1,517.76	11,732.89	25,350.00	13,617.11	46.3
10-44-5011 RETIREMENT	1,810.52	11,762.62	25,500.00	13,737.38	46.1
10-44-5012 HEALTH INSURANCE	2,784.88	17,406.28	66,500.00	49,093.72	26.2
10-44-5013 WORKER'S COMPENSATION	2,985.67	10,771.68	24,250.00	13,478.32	44.4
10-44-5014 UNEMPLOYMENT	1.80	9.32	800.00	790.68	1.2
10-44-6116 TRAINING & EDUCATION	.00	282.20	7,500.00	7,217.80	3.8
10-44-6120 DISPATCH FEES	.00	7,413.00	7,000.00	(413.00)	105.9
10-44-6125 DUES AND SUBSCRIPTIONS	.00	540.00	750.00	210.00	72.0
10-44-6145 FUEL	404.70	3,526.15	9,000.00	5,473.85	39.2
10-44-6170 LEGAL EXP - FIRE	45.00	202.50	500.00	297.50	40.5
10-44-6180 MEDICAL EXPENSES	.00	.00	500.00	500.00	.0
10-44-6181 MEDICAL SUPPLIES EXP	105.60	579.22	5,000.00	4,420.78	11.6
10-44-6185 MISCELLANEOUS	.00	183.39	1,000.00	816.61	18.3
10-44-6192 SOFTWARE SERVICE & SUPPORT	109.59	789.05	1,200.00	410.95	65.8
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	.00	2,500.00	2,500.00	.0
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	.00	536.91	1,500.00	963.09	35.8
10-44-6220 REP AND MAINT - VEHICLES	99.94	4,282.27	16,000.00	11,717.73	26.8
10-44-6225 REP AND MAINT - EQUIPMENT	.00	829.18	4,000.00	3,170.82	20.7
10-44-6250 SMALL TOOLS AND EQUIPMENT	1,622.69	4,550.19	10,000.00	5,449.81	45.5
10-44-6265 TELEPHONE	313.45	1,663.53	3,500.00	1,836.47	47.5
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
TOTAL FIRE DEPT EXPENSES	33,768.90	252,065.39	543,360.00	291,294.61	46.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	6,832.31	40,266.40	89,000.00	48,733.60	45.2
10-45-5006	LONGEVITY BONUS	.00	120.00	600.00	480.00	20.0
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	3,572.14	7,200.00	3,627.86	49.6
10-45-5010	FICA AND MEDICARE	564.18	3,359.37	7,400.00	4,040.63	45.4
10-45-5011	RETIREMENT	513.60	2,773.44	6,100.00	3,326.56	45.5
10-45-5012	HEALTH INSURANCE	41.88	272.22	710.00	437.78	38.3
10-45-5013	WORKER'S COMPENSATION	48.40	163.58	350.00	186.42	46.7
10-45-5014	UNEMPLOYMENT	.04	3.95	250.00	246.05	1.6
10-45-6110	CONTRACT SERVICES	.00	339.12	1,250.00	910.88	27.1
10-45-6185	MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-45-6190	OFFICE SUPPLIES	.00	.00	250.00	250.00	.0
10-45-6195	OPERATING SUPPLIES - LIBRARY	250.40	1,992.21	4,500.00	2,507.79	44.3
10-45-6205	PRINT AND NON-PRINT MATERIALS	266.54	564.96	3,000.00	2,435.04	18.8
10-45-6225	REP AND MAINT - EQUIPMENT	.00	.00	100.00	100.00	.0
10-45-6250	SMALL TOOLS AND EQUIPMENT	.00	1,295.90	1,000.00	(295.90)	129.6
10-45-6265	TELEPHONE	90.45	507.55	1,250.00	742.45	40.6
10-45-6266	E-RATE EXP	49.00	179.95	750.00	570.05	24.0
TOTAL LIBRARY EXPENSES		9,206.36	55,410.79	123,960.00	68,549.21	44.7
<u>PLANNING & ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,489.59	29,701.65	65,800.00	36,098.35	45.1
10-46-5006	LONGEVITY BONUS	.00	.00	370.00	370.00	.0
10-46-5010	FICA AND MEDICARE	339.12	2,244.02	5,100.00	2,855.98	44.0
10-46-5011	RETIREMENT	388.78	2,554.07	5,200.00	2,645.93	49.1
10-46-5012	HEALTH INSURANCE	928.78	6,037.07	9,100.00	3,062.93	66.3
10-46-5013	WORKER'S COMPENSATION	64.40	227.27	570.00	342.73	39.9
10-46-5014	UNEMPLOYMENT	.42	2.92	125.00	122.08	2.3
10-46-6105	ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	100.00	.0
10-46-6115	CONVENTIONS AND SEMINARS	.00	.00	250.00	250.00	.0
10-46-6116	TRAINING AND EDUCATION	.00	.00	1,000.00	1,000.00	.0
10-46-6170	LEGAL EXP - P&Z	922.50	1,597.50	16,000.00	14,402.50	10.0
10-46-6185	MISCELLANEOUS	.00	.00	5,000.00	5,000.00	.0
10-46-6192	SOFTWARE MAINTENANCE & SUPPORT	96.06	1,342.30	1,600.00	257.70	83.9
10-46-6195	OPERATING SUPPLIES	.00	.00	100.00	100.00	.0
10-46-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	100.00	100.00	.0
10-46-6265	TELEPHONE	40.83	203.86	600.00	396.14	34.0
10-46-6275	TRAVEL	.00	.00	250.00	250.00	.0
10-46-6310	HISTORIC PRESERVATION EXP	.00	.00	3,000.00	3,000.00	.0
TOTAL PLANNING & ZONING EXP		7,270.48	43,910.66	114,265.00	70,354.34	38.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	615.07	3,584.56	7,600.00	4,015.44	47.2
10-47-5006 LONGEVITY BONUS	.00	18.57	25.00	6.43	74.3
10-47-5010 FICA AND MEDICARE	44.77	261.28	585.00	323.72	44.7
10-47-5011 RETIREMENT	61.51	346.30	765.00	418.70	45.3
10-47-5012 HEALTH INSURANCE	196.17	1,190.18	2,400.00	1,209.82	49.6
10-47-5013 WORKER'S COMPENSATION	58.85	215.28	360.00	144.72	59.8
10-47-5014 UNEMPLOYMENT	.00	.13	10.00	9.87	1.3
10-47-6145 FUEL	.00	229.67	1,500.00	1,270.33	15.3
10-47-6170 LEGAL	.00	.00	250.00	250.00	.0
10-47-6185 MISCELLANEOUS	.00	119.25	300.00	180.75	39.8
10-47-6192 SOFTWARE SERVICE & SUPPORT	.00	.00	100.00	100.00	.0
10-47-6195 OPERATING SUPPLIES - PARKS	15.65	293.38	300.00	6.62	97.8
10-47-6215 REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220 REP AND MAINT - VEHICLES	905.90	1,390.01	1,250.00	(140.01)	111.2
10-47-6225 REP AND MAINT - EQUIPMENT	.00	422.72	750.00	327.28	56.4
10-47-6230 REP AND MAINT - INFRASTRUCTURE	.00	37.52	2,000.00	1,962.48	1.9
10-47-6250 SMALL TOOLS AND EQUIPMENT	.00	157.06	1,250.00	1,092.94	12.6
10-47-6280 UNIFORM EXP PARKS	33.33	196.62	450.00	253.38	43.7
10-47-6285 UTILITIES	51.23	1,159.22	2,750.00	1,590.78	42.2
10-47-8040 LEASE PAYMENTS	21.46	108.18	275.00	166.82	39.3
TOTAL PARKS EXPENSES	2,003.94	9,729.93	23,020.00	13,290.07	42.3
<u>PROPERTIES EXPENSES</u>					
10-48-5001 SALARIES AND WAGES	3,805.96	22,189.13	47,000.00	24,810.87	47.2
10-48-5006 LONGEVITY BONUS	.00	114.96	220.00	105.04	52.3
10-48-5010 FICA AND MEDICARE	276.97	1,616.99	3,650.00	2,033.01	44.3
10-48-5011 RETIREMENT	380.59	2,143.61	4,750.00	2,606.39	45.1
10-48-5012 HEALTH INSURANCE	1,214.25	7,369.23	13,700.00	6,330.77	53.8
10-48-5013 WORKER'S COMPENSATION	345.09	1,292.70	2,150.00	857.30	60.1
10-48-5014 UNEMPLOYMENT	.00	.89	58.00	57.11	1.5
10-48-6110 CONTRACT SERVICES	216.00	2,947.56	10,000.00	7,052.44	29.5
10-48-6140 ENGINEERING FEES	1,991.50	4,406.50	7,500.00	3,093.50	58.8
10-48-6145 FUEL	216.10	792.92	1,500.00	707.08	52.9
10-48-6185 MISCELLANEOUS	95.97	573.16	2,000.00	1,426.84	28.7
10-48-6195 OPERATING SUPPLIES - PROPERTIE	15.65	646.57	2,000.00	1,353.43	32.3
10-48-6215 R&M BUILDING - PROPERTIES	309.25	29,744.09	40,000.00	10,255.91	74.4
10-48-6220 REP AND MAINT - VEHICLES	905.90	1,390.01	1,200.00	(190.01)	115.8
10-48-6225 REP AND MAINT - EQUIPMENT	.00	588.66	500.00	(88.66)	117.7
10-48-6230 REP AND MAINT - INFRASTRUCTURE	136.16	213.15	35,000.00	34,786.85	.6
10-48-6250 SMALL TOOLS AND EQUIPMENT	99.61	558.00	1,200.00	642.00	46.5
10-48-6280 UNIFORM EXP PROPERTIES	33.33	196.61	350.00	153.39	56.2
10-48-6285 UTILITIES	2,183.00	18,493.29	44,000.00	25,506.71	42.0
10-48-8040 LEASE PAYMENTS	21.46	108.18	280.00	171.82	38.6
TOTAL PROPERTIES EXPENSES	12,246.79	95,386.21	217,058.00	121,671.79	44.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	232,245.30	1,358,612.06	2,976,539.00	1,617,926.94	45.6
NET REVENUE OVER EXPENDITURES	16,441.90	(13,897.31)	.00	13,897.31	.0

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2023

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	1,513,658.99	
20-00-1015	UTILITIES A/R	47,985.46	
20-00-1016	BOND ACCOUNT	(900,000.00)	
20-00-1125	MISCELLANEOUS	27.21	
20-00-1190	ALLOWANCE FOR DOUBTFUL ACCTS	(15,000.00)	
20-00-1515	BUILDINGS-PROP, PLANT, EQUIP	2,166,541.66	
20-00-1518	INFRASTRUCTURE	1,811,983.15	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	235,211.78	
20-00-1540	CONSTRUCTION WIP	53,193.16	
20-00-1550	BUILDINGS-ACC DEPRECIATION	(1,757,985.78)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	(180,365.18)	
	TOTAL ASSETS		<u>2,975,250.45</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2450	ACCRUED PAYROLL	7,406.39	
20-00-2500	SALES TAX PAYABLE	1,277.32	
20-00-2600	CUSTOMER DEPOSITS	29,819.84	
20-00-2700	COMPENSATED ABSENCES	5,751.97	
20-00-2950	OTHER LIABILITIES	745.84	
	TOTAL LIABILITIES		45,001.36

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	2,188,765.28	
20-00-3051	UNRESTRICTED FUND BALANCE	735,636.33	
20-00-3052	UNRESTRICTED FUND BALANCE	(177,665.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>183,512.48</u>	
	BALANCE - CURRENT DATE	<u>183,512.48</u>	
	TOTAL FUND EQUITY		<u>2,930,249.09</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,975,250.45</u>

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>						
20-50-4010	FUND BALANCE RESERVES	9,166.66	54,999.98	110,000.00	55,000.02	50.0
20-50-4085	WATER USAGE FEES	13,517.01	83,600.85	175,000.00	91,399.15	47.8
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	205.00	705.00	2,750.00	2,045.00	25.6
20-50-4900	TRANSFERS IN	27,183.83	163,102.98	326,208.00	163,105.02	50.0
	TOTAL WATER REVENUE	50,072.50	302,408.81	618,958.00	316,549.19	48.9
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	12,805.09	79,425.25	161,450.00	82,024.75	49.2
20-51-4900	TRANSFERS IN	9,628.00	57,768.00	115,538.00	57,770.00	50.0
	TOTAL SEWER REVENUE	22,433.09	137,193.25	282,488.00	145,294.75	48.6
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,727.40	88,172.49	180,000.00	91,827.51	49.0
20-52-4500	MISCELLANEOUS	.00	.00	750.00	750.00	.0
20-52-4900	TRANSFERS IN	5,307.75	31,846.50	63,693.00	31,846.50	50.0
	TOTAL SANITATION REVENUE	20,035.15	120,018.99	244,443.00	124,424.01	49.1
	TOTAL FUND REVENUE	92,540.74	559,621.05	1,145,889.00	586,267.95	48.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	6,713.05	39,139.61	83,500.00	44,360.39	46.9
20-50-5006	LONGEVITY BONUS	.00	202.77	425.00	222.23	47.7
20-50-5010	FICA AND MEDICARE	488.55	2,852.17	6,400.00	3,547.83	44.6
20-50-5011	RETIREMENT	671.30	3,781.11	8,400.00	4,618.89	45.0
20-50-5012	HEALTH INSURANCE	2,141.66	12,998.09	26,000.00	13,001.91	50.0
20-50-5013	WORKER'S COMPENSATION	723.64	2,520.50	4,675.00	2,154.50	53.9
20-50-5014	UNEMPLOYMENT	.00	1.59	100.00	98.41	1.6
20-50-6110	CONTRACT SERVICES	1,025.00	5,125.00	20,000.00	14,875.00	25.6
20-50-6116	TRAINING AND EDUCATION	.00	.00	500.00	500.00	.0
20-50-6135	PERMIT FEE EXP - WATER	.00	420.59	1,250.00	829.41	33.7
20-50-6140	ENGINEERING FEES	.00	.00	4,000.00	4,000.00	.0
20-50-6145	FUEL	58.55	2,017.94	3,000.00	982.06	67.3
20-50-6155	INSURANCE	3,923.40	8,714.34	7,750.00	(964.34)	112.4
20-50-6170	LEGAL EXP - WATER	472.50	472.50	35,000.00	34,527.50	1.4
20-50-6185	MISCELLANEOUS	.00	70.25	800.00	729.75	8.8
20-50-6192	SOFTWARE SUPPORT EXP - WATER	269.55	2,853.11	6,000.00	3,146.89	47.6
20-50-6195	OPERATING SUPPLIES - WATER	15.65	2,401.66	5,000.00	2,598.34	48.0
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	905.90	1,626.51	2,000.00	373.49	81.3
20-50-6225	REP AND MAINT - EQUIPMENT	64.35	1,144.27	1,500.00	355.73	76.3
20-50-6230	REP AND MAINT - INFRASTRUCTURE	686.75	32,954.94	331,200.00	298,245.06	10.0
20-50-6232	SPRINGS SECURITY EXP	95.19	507.13	8,000.00	7,492.87	6.3
20-50-6240	SERVICE TESTS/SYSTEM TESTING	30.00	75.00	750.00	675.00	10.0
20-50-6250	SMALL TOOLS AND EQUIPMENT	.00	50.36	2,750.00	2,699.64	1.8
20-50-6271	DWR FEE	.00	.00	900.00	900.00	.0
20-50-6280	UNIFORM EXP WATER	33.33	196.61	350.00	153.39	56.2
20-50-6285	UTILITIES EXP - WATER	.00	179.81	500.00	320.19	36.0
20-50-6290	ADMINISTRATIVE CHARGE	4,751.00	28,794.00	57,008.00	28,214.00	50.5
20-50-8040	LEASE PAYMENTS	75.15	378.67	950.00	571.33	39.9
	TOTAL WATER EXPENDITURES	23,144.52	149,478.53	618,958.00	469,479.47	24.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>						
20-51-5001	SALARIES AND WAGES	3,640.11	21,223.42	45,000.00	23,776.58	47.2
20-51-5006	LONGEVITY BONUS	.00	109.95	225.00	115.05	48.9
20-51-5010	FICA AND MEDICARE	264.91	1,546.52	3,500.00	1,953.48	44.2
20-51-5011	RETIREMENT	364.02	2,050.31	4,550.00	2,499.69	45.1
20-51-5012	HEALTH INSURANCE	1,161.37	7,048.41	14,000.00	6,951.59	50.4
20-51-5013	WORKER'S COMPENSATION	376.00	1,332.50	2,350.00	1,017.50	56.7
20-51-5014	UNEMPLOYMENT	.00	.86	55.00	54.14	1.6
20-51-6110	CONTRACT SERVICES	3,325.00	16,625.00	50,000.00	33,375.00	33.3
20-51-6135	PERMIT FEE EXP - SEWER	.00	1,485.94	2,000.00	514.06	74.3
20-51-6140	ENGINEERING FEES	.00	.00	15,000.00	15,000.00	.0
20-51-6145	FUEL	117.10	718.46	3,000.00	2,281.54	24.0
20-51-6155	INSURANCE	3,923.40	8,714.34	10,000.00	1,285.66	87.1
20-51-6170	LEGAL EXP - SEWER	.00	220.50	1,000.00	779.50	22.1
20-51-6185	MISCELLANEOUS	122.96	307.37	500.00	192.63	61.5
20-51-6192	SOFTWARE SUPPORT EXP - SEWER	269.55	2,853.11	5,750.00	2,896.89	49.6
20-51-6195	OPERATING SUPPLIES - SEWER	1,327.26	3,379.57	12,000.00	8,620.43	28.2
20-51-6220	REP AND MAINT - VEHICLES	905.89	1,563.53	1,750.00	186.47	89.3
20-51-6225	REP AND MAINT - EQUIPMENT	.00	391.47	250.00	(141.47)	156.6
20-51-6230	REP AND MAINT - INFRASTRUCTURE	1,416.12	1,616.97	35,000.00	33,383.03	4.6
20-51-6240	SERVICE TESTS/SYSTEM TESTING	2,139.80	5,509.00	14,000.00	8,491.00	39.4
20-51-6250	SMALL TOOLS & EQUIPMENT (UNDER	.00	.00	1,500.00	1,500.00	.0
20-51-6280	UNIFORM EXP SEWER	33.33	196.62	400.00	203.38	49.2
20-51-6285	UTILITIES	.00	997.44	2,750.00	1,752.56	36.3
20-51-6290	ADMINISTRATIVE CHARGE	4,751.00	28,506.00	57,008.00	28,502.00	50.0
20-51-8040	LEASE PAYMENTS	75.15	378.67	900.00	521.33	42.1
	TOTAL SEWER EXPENDITURES	24,212.97	106,775.96	282,488.00	175,712.04	37.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,792.20	33,767.93	72,000.00	38,232.07	46.9
20-52-5006 LONGEVITY BONUS	.00	174.93	350.00	175.07	50.0
20-52-5010 FICA AND MEDICARE	421.52	2,460.77	5,500.00	3,039.23	44.7
20-52-5011 RETIREMENT	579.21	3,262.18	7,200.00	3,937.82	45.3
20-52-5012 HEALTH INSURANCE	1,847.94	11,214.67	22,200.00	10,985.33	50.5
20-52-5013 WORKER'S COMPENSATION	877.16	2,703.17	6,700.00	3,996.83	40.4
20-52-5014 UNEMPLOYMENT	.00	1.38	85.00	83.62	1.6
20-52-6111 RECYCLING CONTRACT EXP	240.00	600.00	1,750.00	1,150.00	34.3
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	615.15	3,025.51	9,000.00	5,974.49	33.6
20-52-6155 INSURANCE	3,923.40	8,714.34	10,000.00	1,285.66	87.1
20-52-6165 LANDFILL TIPPING FEES	1,535.60	8,355.20	21,000.00	12,644.80	39.8
20-52-6185 MISCELLANEOUS	.00	176.60	300.00	123.40	58.9
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	269.55	2,111.63	5,500.00	3,388.37	38.4
20-52-6195 OPERATING SUPPLIES - TRASH	15.66	136.31	500.00	363.69	27.3
20-52-6220 REP AND MAINT - VEHICLES	3,302.06	4,017.85	10,000.00	5,982.15	40.2
20-52-6225 REP AND MAINT - EQUIPMENT	.00	391.47	500.00	108.53	78.3
20-52-6230 R&M TRASH - INFRASTRUCTURE	.00	37.52	.00	(37.52)	.0
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	3,200.00	3,200.00	.0
20-52-6280 UNIFORM EXP TRASH	33.34	196.62	350.00	153.38	56.2
20-52-6290 ADMINISTRATIVE CHARGE	4,751.00	28,506.00	57,008.00	28,502.00	50.0
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	24,203.79	119,854.08	244,443.00	124,588.92	49.0
TOTAL FUND EXPENDITURES	71,561.28	376,108.57	1,145,889.00	769,780.43	32.8
NET REVENUE OVER EXPENDITURES	20,979.46	183,512.48	.00	(183,512.48)	.0

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2023

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(428,046.25)	
30-00-1015	HURF ACCOUNTS RECEIVABLE		4,787.72	
30-00-1022	OAZ HURF SAVINGS		737,715.82	
	TOTAL ASSETS			314,457.29

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		265,178.23	
	REVENUE OVER EXPENDITURES - YTD	47,212.87		
	BALANCE - CURRENT DATE		47,212.87	
	TOTAL FUND EQUITY			312,391.10
	TOTAL LIABILITIES AND EQUITY			314,457.29

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	3,862.41	19,424.94	48,500.00	29,075.06	40.1
30-30-4300	INTEREST AND INVESTMENT EARNIN	314.02	1,835.30	1,000.00	(835.30)	183.5
30-30-4900	TRANSFERS IN	16,678.75	100,072.50	200,145.00	100,072.50	50.0
	TOTAL HURF REVENUE	20,855.18	121,332.74	249,645.00	128,312.26	48.6
	TOTAL FUND REVENUE	20,855.18	121,332.74	249,645.00	128,312.26	48.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,385.24	26,695.81	39,000.00	12,304.19	68.5
30-30-5006 LONGEVITY BONUS	.00	357.82	200.00	(157.82)	178.9
30-30-5010 FICA AND MEDICARE	324.00	1,997.34	3,500.00	1,502.66	57.1
30-30-5011 RETIREMENT	307.34	1,731.04	3,900.00	2,168.96	44.4
30-30-5012 HEALTH INSURANCE	980.37	5,950.13	12,000.00	6,049.87	49.6
30-30-5013 WORKER'S COMPENSATION	335.12	1,267.57	1,850.00	582.43	68.5
30-30-5014 UNEMPLOYMENT	.00	1.68	100.00	98.32	1.7
30-30-6140 ENGINEERING FEES	.00	2,415.00	2,500.00	85.00	96.6
30-30-6142 EQUIPMENT RENTALS	.00	.00	750.00	750.00	.0
30-30-6145 FUEL	.00	557.24	1,500.00	942.76	37.2
30-30-6155 INSURANCE	2,615.60	5,809.56	5,250.00	(559.56)	110.7
30-30-6185 MISCELLANEOUS	.00	70.25	500.00	429.75	14.1
30-30-6192 SOFTWARE SERVICE & SUPPORT	89.85	539.10	1,600.00	1,060.90	33.7
30-30-6195 OPERATING SUPPLIES - HURF	15.66	45.70	500.00	454.30	9.1
30-30-6210 PUBLIC RESTROOM SUPPLIES	.00	1,200.46	3,000.00	1,799.54	40.0
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	952.89	1,437.00	1,500.00	63.00	95.8
30-30-6225 REP AND MAINT - EQUIPMENT	.00	391.48	500.00	108.52	78.3
30-30-6230 REP AND MAINT - INFRASTRUCTURE	64.79	11,674.21	140,000.00	128,325.79	8.3
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	650.00	650.00	.0
30-30-6255 STREET LIGHTS	1,141.03	6,846.18	13,750.00	6,903.82	49.8
30-30-6260 STREET SUPPLIES	450.63	621.45	7,500.00	6,878.55	8.3
30-30-6280 UNIFORM EXP - HURF	33.34	196.62	400.00	203.38	49.2
30-30-6290 ADMINISTRATIVE CHARGE	701.00	4,206.00	8,420.00	4,214.00	50.0
30-30-8040 LEASE PAYMENTS	21.47	108.23	275.00	166.77	39.4
TOTAL HURF EXPENDITURE	12,418.33	74,119.87	249,645.00	175,525.13	29.7
TOTAL FUND EXPENDITURES	12,418.33	74,119.87	249,645.00	175,525.13	29.7
NET REVENUE OVER EXPENDITURES	8,436.85	47,212.87	.00	(47,212.87)	.0

TOWN OF JEROME
BALANCE SHEET
DECEMBER 31, 2023

Item A.

PARKING FUND

ASSETS

35-00-1000	CASH - COMBINED FUND	126,054.30	
	TOTAL ASSETS		126,054.30

LIABILITIES AND EQUITY

FUND EQUITY

35-00-3002	UNRESTRICTED FUND BALANCE	120,680.79	
	REVENUE OVER EXPENDITURES - YTD	5,373.51	
	BALANCE - CURRENT DATE	5,373.51	
	TOTAL FUND EQUITY		126,054.30
	TOTAL LIABILITIES AND EQUITY		126,054.30

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	21,020.70	167,739.25	347,000.00	179,260.75	48.3
TOTAL PARKING FUND REVENUE	21,020.70	167,739.25	347,000.00	179,260.75	48.3
 TOTAL FUND REVENUE	 21,020.70	 167,739.25	 347,000.00	 179,260.75	 48.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,556.21	12,036.18	40,000.00	27,963.82	30.1
35-35-5006 LONGEVITY BONUS	90.00	90.00	150.00	60.00	60.0
35-35-5010 FICA MATCH	202.41	927.61	2,980.00	2,052.39	31.1
35-35-5013 WORKER'S COMPENSATION	160.91	471.47	1,025.00	553.53	46.0
35-35-5014 UNEMPLOYMENT	.00	.74	168.00	167.26	.4
35-35-6145 FUEL	73.66	242.22	1,000.00	757.78	24.2
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	2,118.81	9,506.04	32,000.00	22,493.96	29.7
35-35-6192 SOFTWARE SERVICE AND SUPPORT	187.35	20,261.47	25,000.00	4,738.53	81.1
35-35-6195 OPERATING SUPPLIES	834.86	2,258.79	1,500.00	(758.79)	150.6
35-35-6265 TELEPHONE	406.25	2,277.22	3,500.00	1,222.78	65.1
35-35-6290 ADMINISTRATIVE CHARGE	466.00	2,796.00	5,597.00	2,801.00	50.0
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	10,000.00	10,000.00	.0
35-35-9500 TRANSFERS OUT	18,583.00	111,498.00	223,000.00	111,502.00	50.0
TOTAL PARKING FUND EXPENDITURE	25,679.46	162,365.74	347,000.00	184,634.26	46.8
TOTAL FUND EXPENDITURES	25,679.46	162,365.74	347,000.00	184,634.26	46.8
NET REVENUE OVER EXPENDITURES	(4,658.76)	5,373.51	.00	(5,373.51)	.0

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 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	199,397.14	
40-00-1180	DUE FROM STATE PENSION	3,270.70	
40-00-1900	DUE FROM OTHER FUNDS	(27,802.32)	
	TOTAL ASSETS		<u>190,166.92</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2990	DUE TO OTHER FUNDS	(27,802.32)	
	TOTAL LIABILITIES		(27,802.32)
<u>FUND EQUITY</u>			
40-00-3002	UNRESTRICTED FUND BALANCE	214,698.54	
	REVENUE OVER EXPENDITURES - YTD	<u>3,270.70</u>	
	BALANCE - CURRENT DATE	<u>3,270.70</u>	
	TOTAL FUND EQUITY		<u>217,969.24</u>
	TOTAL LIABILITIES AND EQUITY		<u>190,166.92</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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 6 MONTHS ENDING DECEMBER 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
 DECEMBER 31, 2023

Item A.

OPERATING GRANTS REVENUE

<u>ASSETS</u>			
50-00-1000	CASH - COMBINED FUND	93,260.31	
50-00-1800	INVENTORY	13,193.06	
		<hr/>	
	TOTAL ASSETS		106,453.37
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
50-00-2755	DEFERRED REVENUE - OPR GRANTS	73,672.58	
		<hr/>	
	TOTAL LIABILITIES		73,672.58
<u>FUND EQUITY</u>			
50-00-3002	UNRESTRICTED FUND BALANCE	31,474.15	
	REVENUE OVER EXPENDITURES - YTD	1,306.64	
		<hr/>	
	BALANCE - CURRENT DATE	1,306.64	
		<hr/>	
	TOTAL FUND EQUITY		32,780.79
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		106,453.37
			<hr/> <hr/>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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
50-40-4067	POLICE DEPT REV - OPR GRANTS	22,452.77	22,452.77	.00 (22,452.77)	.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	22,452.77	22,452.77	525,000.00	502,547.23	4.3
	TOTAL FUND REVENUE	22,452.77	22,452.77	525,000.00	502,547.23	4.3

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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	22,452.77	1,306.64	(10,000.00)	(11,306.64)	13.1

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2023

Item A.

CAPITAL GRANTS FUND

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

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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 6 MONTHS ENDING DECEMBER 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
 DECEMBER 31, 2023

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(285,625.90)
	TOTAL ASSETS		(285,625.90)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(328,574.16)
	REVENUE OVER EXPENDITURES - YTD		42,948.26
	BALANCE - CURRENT DATE		42,948.26
	TOTAL FUND EQUITY	(285,625.90)
	TOTAL LIABILITIES AND EQUITY	(285,625.90)

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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 6 MONTHS ENDING DECEMBER 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	501.17	2,112.65	75,000.00	72,887.35	2.8
70-25-6295 EXPENSE - GF CONTINGENCIES	.00	4,091.09	2,382,500.00	2,378,408.91	.2
TOTAL GENERAL FUND CONTINGENCIES EXP	501.17	6,203.74	2,457,500.00	2,451,296.26	.3
TOTAL FUND EXPENDITURES	501.17	6,203.74	2,457,500.00	2,451,296.26	.3
NET REVENUE OVER EXPENDITURES	(501.17)	42,948.26	.00	(42,948.26)	.0

TOWN OF JEROME
BALANCE SHEET
DECEMBER 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 6 MONTHS ENDING DECEMBER 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 6 MONTHS ENDING DECEMBER 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
 DECEMBER 31, 2023

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	(770,455.63)	
90-00-1021	OAZ CAPITAL IMPROVEMENTS		71,193.38	
90-00-1023	ONEAZ WWTP CHECKING		588,256.22	
			<u>588,256.22</u>	
	TOTAL ASSETS			(111,006.03)
				<u><u>111,006.03</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE		85,414.61	
	REVENUE OVER EXPENDITURES - YTD	(<u>196,420.64</u>)	
	BALANCE - CURRENT DATE		<u>196,420.64</u>	
	TOTAL FUND EQUITY			(111,006.03)
				<u><u>111,006.03</u></u>
	TOTAL LIABILITIES AND EQUITY			(111,006.03)
				<u><u>111,006.03</u></u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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	22.54	142.81	200.00	57.19	71.4
90-57-4303 INTEREST - WWTP	55.70	357.98	500.00	142.02	71.6
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	78.24	500.79	2,000,700.00	2,000,199.21	.0
TOTAL FUND REVENUE	78.24	500.79	2,000,700.00	2,000,199.21	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 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	67,972.80	189,603.93	.00	(189,603.93)	.0
90-57-7030 INTERIM WWTP LOAN EXP	.00	7,317.50	2,000,700.00	1,993,382.50	.4
TOTAL CAPITAL FUND EXPENDITURES	67,972.80	196,921.43	2,000,700.00	1,803,778.57	9.8
TOTAL FUND EXPENDITURES	67,972.80	196,921.43	2,000,700.00	1,803,778.57	9.8
NET REVENUE OVER EXPENDITURES	(67,894.56)	(196,420.64)	.00	196,420.64	.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	121323KM18	Fuel for Nove 2023 Fire	1	12/13/2023	225.19	.00	225.19	100816	12/13/2023
		121323KM18	Fuel for Nov 2023 Ranger	2	12/13/2023	73.66	.00	73.66	100816	12/13/2023
Total 1000:						298.85	.00	298.85		
1021	AHS RESCUE	122023KM7	Order 12941 Rope Rescue	1	12/20/2023	1,565.58	.00	1,565.58	100835	12/20/2023
		Total 1021:						1,565.58	.00	1,565.58
1031	ALL-MED EQUIPMENT &	121323KM11	Inv. 763250Monthly Tank R	1	12/13/2023	105.60	.00	105.60	100817	12/13/2023
		Total 1031:						105.60	.00	105.60
1050	APS	120623KM1	Acct 9438060000 504 Hull	1	12/06/2023	15.25	.00	15.25	100791	12/06/2023
		120623KM1	Acct 3601574879 201 Main	2	12/06/2023	51.23	.00	51.23	100791	12/06/2023
		122723KM9	Acct 1490440000 Street Li	1	12/27/2023	1,141.03	.00	1,141.03	100852	12/27/2023
Total 1050:						1,207.51	.00	1,207.51		
1056	ARIZONA BUG COMPANY	121323KM5	Inv 204654 December Pest	1	12/13/2023	50.00	.00	50.00	100818	12/13/2023
		122023KM13	Inv. 205136 Quarterly Gen	1	12/20/2023	70.00	.00	70.00	100836	12/20/2023
Total 1056:						120.00	.00	120.00		
1088	AT&T	120623KM2	287307080989X08262023	1	12/06/2023	246.21	.00	246.21	100792	12/06/2023
		120623KM2	287307080989X08262023	2	12/06/2023	246.21	.00	246.21	100792	12/06/2023
Total 1088:						492.42	.00	492.42		
1106	AZ MUNICIPAL RISK RET	121323KM4	INV. 40001406-12042023	1	12/13/2023	11,770.20	.00	11,770.20	100819	12/13/2023
		121323KM4	INV. 40001406-12042023	2	12/13/2023	3,923.40	.00	3,923.40	100819	12/13/2023
		121323KM4	INV. 40001406-12042023	3	12/13/2023	3,923.40	.00	3,923.40	100819	12/13/2023
		121323KM4	INV. 40001406-12042023	4	12/13/2023	3,923.40	.00	3,923.40	100819	12/13/2023
		121323KM4	INV. 40001406-12042023	5	12/13/2023	2,615.60	.00	2,615.60	100819	12/13/2023
Total 1106:						26,156.00	.00	26,156.00		
1158	CANDACE GALLAGHER	120623KM8	INV. Dec 4 Coding and We	1	12/06/2023	500.00	.00	500.00	100793	12/06/2023
		Total 1158:						500.00	.00	500.00
1170	CASELLE	120623KM4	INV. 129502 Billing Softwar	1	12/06/2023	808.65	.00	808.65	100794	12/06/2023
		120623KM4	INV. 129502 Billing Softwar	2	12/06/2023	269.55	.00	269.55	100794	12/06/2023
		120623KM4	INV. 129502 Billing Softwar	3	12/06/2023	269.55	.00	269.55	100794	12/06/2023
		120623KM4	INV. 129502 Billing Softwar	4	12/06/2023	269.55	.00	269.55	100794	12/06/2023
		120623KM4	INV. 129502 Billing Softwar	5	12/06/2023	89.85	.00	89.85	100794	12/06/2023
		120623KM4	INV. 129502 Billing Softwar	6	12/06/2023	89.85	.00	89.85	100794	12/06/2023
Total 1170:						1,797.00	.00	1,797.00		
1178	CENTURY LINK	122023KM17	Inv. 668472810 Telephone	1	12/20/2023	4.21	.00	4.21	100837	12/20/2023
		122723KM10	ACCT J-520-111-3806 829	1	12/27/2023	77.68	.00	77.68	100854	12/27/2023
		122723KM10	ACCT J-520-111-3806 829	2	12/27/2023	177.27	.00	177.27	100854	12/27/2023
		122723KM10	ACCT J-520-111-3806 829	3	12/27/2023	263.50	.00	263.50	100854	12/27/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		122723KM10	ACCT J-520-111-3806 829	4	12/27/2023	90.45	.00	90.45	100854	12/27/2023
		122723KM10	ACCT J-520-111-3806 829	5	12/27/2023	136.59	.00	136.59	100854	12/27/2023
Total 1178:						749.70	.00	749.70		
1195	CITY OF COTTONWOOD	121323KM10	Inv. 0006594 PD Dispatch f	1	12/13/2023	3,652.69	.00	3,652.69	100820	12/13/2023
Total 1195:						3,652.69	.00	3,652.69		
1213	CONTRACT WASTEWATE	120623KM5	Inv. 1015724 Water & Wast	1	12/06/2023	130.00	.00	130.00	100796	12/06/2023
		120623KM5	Inv. 1015724 Water & Wast	2	12/06/2023	1,025.00	.00	1,025.00	100796	12/06/2023
		120623KM5	Inv. 1015724 Water & Wast	3	12/06/2023	3,325.00	.00	3,325.00	100796	12/06/2023
		120623KM5	Inv. 1015724 Water & Wast	4	12/06/2023	1,311.61	.00	1,311.61	100796	12/06/2023
Total 1213:						5,791.61	.00	5,791.61		
1217	COTTONWOOD EXPRES	120623KM6	Ticket 93830 Tahoe Oil Ch	1	12/06/2023	64.00	.00	64.00	100797	12/06/2023
		120623KM6	Ticket 93830 Tahoe Oil Ch	2	12/06/2023	39.91	.00	39.91	100797	12/06/2023
Total 1217:						103.91	.00	103.91		
1250	DEERE CREDIT, INC.	120623KM9	Account 510001614248 De	1	12/06/2023	21.46	.00	21.46	100798	12/06/2023
		120623KM9	Account 510001614248 De	2	12/06/2023	21.46	.00	21.46	100798	12/06/2023
		120623KM9	Account 510001614248 De	3	12/06/2023	75.15	.00	75.15	100798	12/06/2023
		120623KM9	Account 510001614248 De	4	12/06/2023	75.15	.00	75.15	100798	12/06/2023
		120623KM9	Account 510001614248 De	5	12/06/2023	21.47	.00	21.47	100798	12/06/2023
Total 1250:						214.69	.00	214.69		
1264	DIESEL DIRECT WEST	121323KM3	INV. 85532872 Fuel	1	12/13/2023	186.40	.00	186.40	100821	12/13/2023
		121323KM3	INV. 85532872 Fuel	2	12/13/2023	23.30	.00	23.30	100821	12/13/2023
		121323KM3	INV. 85532872 Fuel	3	12/13/2023	23.30	.00	23.30	100821	12/13/2023
		122723KM7	Inv. 85564759 Fuel	1	12/27/2023	282.03	.00	282.03	100856	12/27/2023
		122723KM7	Inv. 85564759 Fuel	2	12/27/2023	35.25	.00	35.25	100856	12/27/2023
		122723KM7	Inv. 85564759 Fuel	3	12/27/2023	35.25	.00	35.25	100856	12/27/2023
Total 1264:						585.53	.00	585.53		
1301	EXPRESS AUTOMOTIVE	121323KM17	ORepair 041016 2014 Ford	1	12/13/2023	1,910.00	.00	1,910.00	100822	12/13/2023
		121323KM17	Repair 041016 2014 Ford	2	12/13/2023	758.81	.00	758.81	100822	12/13/2023
Total 1301:						2,668.81	.00	2,668.81		
1322	FOUR-D LLC	120623KM7	Inv. 00000897 IT Services	1	12/06/2023	405.00	.00	405.00	100799	12/06/2023
		120623KM7	Inv. 00000897 IT Services	2	12/06/2023	708.75	.00	708.75	100799	12/06/2023
Total 1322:						1,113.75	.00	1,113.75		
1343	GO AZ MOTORCYCLES C	122023KM9	Repair Order 8749 Polaris	1	12/20/2023	258.33	.00	258.33	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	2	12/20/2023	258.33	.00	258.33	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	3	12/20/2023	258.34	.00	258.34	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	4	12/20/2023	258.33	.00	258.33	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	5	12/20/2023	258.33	.00	258.33	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	6	12/20/2023	258.34	.00	258.34	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	7	12/20/2023	617.12	.00	617.12	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	8	12/20/2023	617.11	.00	617.11	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	9	12/20/2023	617.12	.00	617.12	100838	12/20/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		122023KM9	Repair Order 8749 Polaris	10	12/20/2023	617.12	.00	617.12	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	11	12/20/2023	617.12	.00	617.12	100838	12/20/2023
		122023KM9	Repair Order 8749 Polaris	12	12/20/2023	617.12	.00	617.12	100838	12/20/2023
Total 1343:						5,252.71	.00	5,252.71		
1376	HRDIRECT	122023KM15	INV. INV14980725 Posters	1	12/20/2023	99.13	.00	99.13	100839	12/20/2023
		122023KM15	INV. INV14980724 Posters	2	12/20/2023	99.13	.00	99.13	100839	12/20/2023
		122023KM15	INV. INV14980726	3	12/20/2023	99.13	.00	99.13	100839	12/20/2023
Total 1376:						297.39	.00	297.39		
1419	JC CULLEN INC	120623KM10	Inv. 154302 911 Port Serv	1	12/06/2023	35.48	.00	35.48	100800	12/06/2023
		120623KM10	Inv. 154302 911 Port Serv	2	12/06/2023	35.49	.00	35.49	100800	12/06/2023
Total 1419:						70.97	.00	70.97		
1446	JOHN MCDONALD	120623KM11	Reimbursement to John for	1	12/06/2023	421.00	.00	421.00	100801	12/06/2023
		120623KM11	REIMBURSE John for Mai	2	12/06/2023	250.00	.00	250.00	100801	12/06/2023
		120623KM11	REIMBURSE John for Fuel	3	12/06/2023	50.00	.00	50.00	100801	12/06/2023
Total 1446:						721.00	.00	721.00		
1473	KERRY LEE	120623KM25	Reimburse For Office Supp	1	12/06/2023	28.01	.00	28.01	100802	12/06/2023
		120623KM25	Reimburse For Auto Zone	2	12/06/2023	59.30	.00	59.30	100802	12/06/2023
		120623KM25	Reimburse For Home Dep	3	12/06/2023	25.49	.00	25.49	100802	12/06/2023
		121323KM15	Reimbursement For Office	1	12/13/2023	39.80	.00	39.80	100824	12/13/2023
		72623KM9	Reimburse For Office Depo	1	07/26/2023	28.01	.00	.00	100527	Multiple
		72623KM9	Reimburse Auto Zone Wip	2	07/26/2023	59.30	.00	.00	100527	Multiple
		72623KM9	Reimburse Home Depot R	3	07/26/2023	25.49	.00	.00	100527	Multiple
		72623KM9	Reimburse For Office Depo	4	07/26/2023	28.01-				
		72623KM9	Reimburse Auto Zone Wip	5	07/26/2023	59.30-				
		72623KM9	Reimburse Home Depot R	6	07/26/2023	25.49-				
Total 1473:						152.60	.00	152.60		
1503	LEGEND	120623KM12	Inv. 2318396 Water Testing	1	12/06/2023	75.00	.00	75.00	100803	12/06/2023
		121323KM1	Inv. 2318975 Testing Serv	1	12/13/2023	1,507.80	.00	1,507.80	100825	12/13/2023
		121323KM1	Inv. 2318975 Sink	2	12/13/2023	15.00	.00	15.00	100825	12/13/2023
		121323KM1	Inv. 2318629 Testing Serv	3	12/13/2023	75.00	.00	75.00	100825	12/13/2023
		122723KM3	Inv. 2319502 Testing Serv	1	12/27/2023	277.00	.00	277.00	100858	12/27/2023
		122723KM3	Inv. 2319502 Sink	2	12/27/2023	15.00	.00	15.00	100858	12/27/2023
		122723KM3	Inv. 2319665 Testing Serv	3	12/27/2023	75.00	.00	75.00	100858	12/27/2023
Total 1503:						2,039.80	.00	2,039.80		
1507	LIFE & PROPERTY SAFE	122723KM8	Inv. 10915 Fire Alarm Moni	1	12/27/2023	96.00	.00	96.00	100859	12/27/2023
Total 1507:						96.00	.00	96.00		
1520	LYLE KEITH	122023KM3	Reimbuse Lyle for Boots P	1	12/20/2023	33.34	.00	33.34	100840	12/20/2023
		122023KM3	Reimbuse Lyle for Boots P	2	12/20/2023	33.33	.00	33.33	100840	12/20/2023
		122023KM3	Reimbuse Lyle for Boots P	3	12/20/2023	33.33	.00	33.33	100840	12/20/2023
		122023KM3	Reimbuse Lyle for Boots P	4	12/20/2023	33.34	.00	33.34	100840	12/20/2023
		122023KM3	Reimbuse Lyle for Boots P	5	12/20/2023	33.33	.00	33.33	100840	12/20/2023
		122023KM3	Reimbuse Lyle for Boots P	6	12/20/2023	33.33	.00	33.33	100840	12/20/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1520:						200.00	.00	200.00		
1576	NAPA AUTO PARTS	120623KM13	Acct 31380 Ref 335805 La	1	12/06/2023	10.97	.00	10.97	100804	12/06/2023
		120623KM13	Acct 31380 Ref3355941 Br	2	12/06/2023	99.94	.00	99.94	100804	12/06/2023
		120623KM13	Acct 31380 Ref 335943 Sh	3	12/06/2023	32.60	.00	32.60	100804	12/06/2023
		120623KM13	Acct 31380 Ref 336169, 33	4	12/06/2023	30.45	.00	30.45	100804	12/06/2023
		120623KM13	Acct 31380 Ref 336169, 33	5	12/06/2023	30.45	.00	30.45	100804	12/06/2023
		120623KM13	Acct 31380 Ref 336169, 33	6	12/06/2023	30.45	.00	30.45	100804	12/06/2023
		120623KM13	Acct 31380 Ref 336169, 33	7	12/06/2023	30.45	.00	30.45	100804	12/06/2023
		120623KM13	Acct 31380 Ref 336169, 33	8	12/06/2023	30.45	.00	30.45	100804	12/06/2023
		120623KM13	Acct 31380 Ref 336169, 33	9	12/06/2023	30.45	.00	30.45	100804	12/06/2023
		120623KM13	Acct 30380 Ref 336969 Ox	10	12/06/2023	48.58	.00	48.58	100804	12/06/2023
		120623KM13	Acct 31380 Ref 337034 Fu	11	12/06/2023	408.29	.00	408.29	100804	12/06/2023
Total 1576:						783.08	.00	783.08		
1603	ODP BUSINESS SOLUTIO	120623KM14	Inv. 344198694001 Tissues	1	12/06/2023	14.14	.00	14.14	100805	12/06/2023
		120623KM14	Inv. 344198356001 Office	2	12/06/2023	93.45	.00	93.45	100805	12/06/2023
		121323KM9	Inv. 341638534001 HP-CC	1	12/13/2023	132.48	.00	132.48	100828	12/13/2023
		121323KM9	Inv. 344198695001 Plates	2	12/13/2023	22.25	.00	22.25	100828	12/13/2023
		121323KM9	Inv. 341665846001 Paper	3	12/13/2023	60.17	.00	60.17	100828	12/13/2023
		122023KM16	Inv. 343867082001 Battery	1	12/20/2023	30.36	.00	30.36	100843	12/20/2023
		122023KM16	Inv. 345032091001 Folders	2	12/20/2023	58.08	.00	58.08	100843	12/20/2023
		122723KM6	Inv. 345533225001 Erasabl	1	12/27/2023	28.50	.00	28.50	100861	12/27/2023
		122723KM6	Inv. 345534349001 Storang	2	12/27/2023	39.09	.00	39.09	100861	12/27/2023
		122723KM6	Inv. 345525086001 Candy	3	12/27/2023	57.49	.00	57.49	100861	12/27/2023
		122723KM6	Inv. 345449622001 Printer	4	12/27/2023	162.74	.00	162.74	100861	12/27/2023
Total 1603:						698.75	.00	698.75		
1611	PACIFIC ADVANCED CIVI	121323KM20	Inv. 7936 Proj. B614 Jerom	1	12/13/2023	67,972.80	.00	67,972.80	1010	12/13/2023
Total 1611:						67,972.80	.00	67,972.80		
1615	PARKEON	122023KM14	INV. IV140352 Flowbird Trx	1	12/20/2023	31.03	.00	31.03	100844	12/20/2023
Total 1615:						31.03	.00	31.03		
1618	PATRIOT DISPOSAL, INC.	122023KM10	INV. 3928 Trash Dumping	1	12/20/2023	1,535.60	.00	1,535.60	100845	12/20/2023
Total 1618:						1,535.60	.00	1,535.60		
1625	PERSONNEL SAFETY EN	121323KM19	INV. 104455 Medical Suppl	1	12/13/2023	15.65	.00	15.65	100830	12/13/2023
		121323KM19	INV. 104455 Medical Suppl	2	12/13/2023	15.65	.00	15.65	100830	12/13/2023
		121323KM19	INV. 104455 Medical Suppl	3	12/13/2023	15.66	.00	15.66	100830	12/13/2023
		121323KM19	INV. 104455 Medical Suppl	4	12/13/2023	15.65	.00	15.65	100830	12/13/2023
		121323KM19	INV. 104455 Medical Suppl	5	12/13/2023	15.65	.00	15.65	100830	12/13/2023
		121323KM19	INV. 104455 Medical Suppl	6	12/13/2023	15.66	.00	15.66	100830	12/13/2023
Total 1625:						93.92	.00	93.92		
1626	PETE'S DIESEL SERVICE	122023KM8	Inv. 332331 Replace ICP S	1	12/20/2023	840.00	.00	840.00	100846	12/20/2023
		122023KM8	Inv. 332331 Replace ICP S	2	12/20/2023	1,431.00	.00	1,431.00	100846	12/20/2023
Total 1626:						2,271.00	.00	2,271.00		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1647	PROCOPY	120623KM15	Account PC_TOJ00 Copy	1	12/06/2023	453.97	.00	453.97	100806	12/06/2023
Total 1647:						453.97	.00	453.97		
1711	RUSSEL BLAIR	121323KM12	Reimbursement for lock re-	1	12/13/2023	20.00	.00	20.00	100831	12/13/2023
Total 1711:						20.00	.00	20.00		
1723	SCOTT KOLU	120623KM17	Reimbursement for Key Co	1	12/06/2023	3.72	.00	3.72	100807	12/06/2023
Total 1723:						3.72	.00	3.72		
1725	SEAN BAUER	120623KM18	Repayment of Per-Call Rev	1	12/06/2023	237.13	.00	237.13	100808	12/06/2023
Total 1725:						237.13	.00	237.13		
1728	SEDONA RECYCLES, INC	122023KM4	INV. JRME 1123 Hauling S	1	12/20/2023	240.00	.00	240.00	100848	12/20/2023
Total 1728:						240.00	.00	240.00		
1740	SIMS MACKIN, LTD	121323KM8	INV. 38526 Legal Services	1	12/13/2023	450.00	.00	450.00	100832	12/13/2023
		121323KM8	INV. 38526 Legal Services	2	12/13/2023	45.00	.00	45.00	100832	12/13/2023
		121323KM8	INV. 38526 Legal Services	3	12/13/2023	922.50	.00	922.50	100832	12/13/2023
		121323KM8	INV. 38526 Legal Services	4	12/13/2023	472.50	.00	472.50	100832	12/13/2023
Total 1740:						1,890.00	.00	1,890.00		
1751	SOUTHWESTERN ENVIR	122023KM11	SEC Project 23-0102CE In	1	12/20/2023	590.00	.00	590.00	100849	12/20/2023
		122023KM11	SEC Project 23-1204CE In	2	12/20/2023	1,401.50	.00	1,401.50	100849	12/20/2023
Total 1751:						1,991.50	.00	1,991.50		
1812	TOWN OF JEROME - UTIL	120623KM20	7015-01 Fire Station	1	12/06/2023	194.08	.00	194.08	100810	12/06/2023
		120623KM20	7002.01 Town Hall Utilities	2	12/06/2023	208.15	.00	208.15	100810	12/06/2023
		120623KM20	7060.01 Public Works Yard	3	12/06/2023	194.08	.00	194.08	100810	12/06/2023
		120623KM20	7054.01 Jerome PD Utilitie	4	12/06/2023	177.32	.00	177.32	100810	12/06/2023
Total 1812:						773.63	.00	773.63		
1813	TOWN OF JEROME PR	120623KM19	Payroll Transfer 1 for Dece	1	12/06/2023	90,000.00	.00	90,000.00	100811	12/06/2023
		122023KM2	Year-End Payroll Transfer	1	12/20/2023	90,000.00	.00	90,000.00	100850	12/20/2023
Total 1813:						180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	122023KM5	2353340000 502 N Main St	1	12/20/2023	184.68	.00	184.68	100851	12/20/2023
		122023KM5	6937260000 303 Main St	2	12/20/2023	32.74	.00	32.74	100851	12/20/2023
		122023KM5	7505930000 600 Clark St	3	12/20/2023	619.05	.00	619.05	100851	12/20/2023
		122023KM5	Acct. 0559820000 101 Mai	4	12/20/2023	245.29	.00	245.29	100851	12/20/2023
		122023KM5	4353340000 201 Perkinsvil	5	12/20/2023	312.36	.00	312.36	100851	12/20/2023
Total 1827:						1,394.12	.00	1,394.12		
1851	VERDE VALLEY HARDWA	120623KM23	Ref 62479 Shop Supplies	1	12/06/2023	18.85	.00	18.85	100812	12/06/2023
		120623KM23	Ref 62621 Roofcoat and G	2	12/06/2023	136.16	.00	136.16	100812	12/06/2023
		120623KM23	Ref 62826 Black Emulsion	3	12/06/2023	64.79	.00	64.79	100812	12/06/2023
		120623KM23	Ref 63083 Heat Cable	4	12/06/2023	64.35	.00	64.35	100812	12/06/2023
		120623KM23	Ref 63266 Couplings	5	12/06/2023	62.55	.00	62.55	100812	12/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		120623KM23	Ref 63303 Tapper Bit	6	12/06/2023	14.93	.00	14.93	100812	12/06/2023
	Total 1851:					361.63	.00	361.63		
1854	VERDE VALLEY NEWSPA	120623KM21	Statement 172868 Publicat	1	12/06/2023	251.19	.00	251.19	100813	12/06/2023
	Total 1854:					251.19	.00	251.19		
1859	VERIZON WIRELESS	120623KM22	INV. 9950233966 Phones	1	12/06/2023	40.83	.00	40.83	100814	12/06/2023
		120623KM22	INV. 9950233966 Phones	2	12/06/2023	56.83	.00	56.83	100814	12/06/2023
		120623KM22	INV. 9950233966 Phones	3	12/06/2023	40.73	.00	40.73	100814	12/06/2023
		120623KM22	INV. 9950233966 Phones	4	12/06/2023	40.01	.00	40.01	100814	12/06/2023
		120623KM22	INV. 9950233966 Phones	5	12/06/2023	40.01	.00	40.01	100814	12/06/2023
		120623KM22	INV. 9950233966 Phones	6	12/06/2023	40.01	.00	40.01	100814	12/06/2023
		120623KM22	INV. 9950233966 Phones	7	12/06/2023	40.01	.00	40.01	100814	12/06/2023
		120623KM22	INV. 9950233966 Phones	8	12/06/2023	40.01	.00	40.01	100814	12/06/2023
		120623KM22	INV. 9950233967 Phones	9	12/06/2023	104.46	.00	104.46	100814	12/06/2023
		120623KM22	INV. 9950233967 Phones	10	12/06/2023	160.04	.00	160.04	100814	12/06/2023
	Total 1859:					602.94	.00	602.94		
1914	YAVAPAI CO. EDUCATION	120623KM24	Inv. 23-2100 Internet Servic	1	12/06/2023	118.56	.00	118.56	100815	12/06/2023
		120623KM24	Inv. 23-2100 Internet Servic	2	12/06/2023	74.10	.00	74.10	100815	12/06/2023
		120623KM24	Inv. 23-2100 Internet Servic	3	12/06/2023	74.10	.00	74.10	100815	12/06/2023
		120623KM24	Inv. 23-2100 Internet Servic	4	12/06/2023	148.20	.00	148.20	100815	12/06/2023
		120623KM24	Inv. 23-2099 Library E-Rate	5	12/06/2023	49.00	.00	49.00	100815	12/06/2023
	Total 1914:					463.96	.00	463.96		
1956	MARTIN MARIETTA	121323KM14	Inv. 40709665 Aggregate B	1	12/13/2023	117.15	.00	117.15	100827	12/13/2023
		122023KM6	Inv. 41161885 Aggregate B	1	12/20/2023	177.96	.00	177.96	100841	12/20/2023
	Total 1956:					295.11	.00	295.11		
1961	THE REINALT-THOMAS C	120623KM16	Inv. 1337552 2014 Chev Ta	1	12/06/2023	1,028.15	.00	1,028.15	100809	12/06/2023
		120623KM16	Inv. 1337552 2014 Chev Ta	2	12/06/2023	88.00	.00	88.00	100809	12/06/2023
	Total 1961:					1,116.15	.00	1,116.15		
1968	COAST TO COAST	120623KM3	Inv. A2605018 PO 127177	1	12/06/2023	461.39	.00	461.39	100795	12/06/2023
	Total 1968:					461.39	.00	461.39		
1974	MOYER'S HEATING & CO	122723KM2	INV. 0000123053 Quarterly	1	12/27/2023	1,021.00	.00	1,021.00	100860	12/27/2023
	Total 1974:					1,021.00	.00	1,021.00		
1981	LEXINGTON LAW c/o Pres	121323KM7	INV. 725 Legal Services for	1	12/13/2023	2,000.00	.00	2,000.00	100826	12/13/2023
		121323KM7	INV. 712 Legal Services for	2	12/13/2023	2,000.00	.00	2,000.00	100826	12/13/2023
		121323KM7	INV. 704 Legal Services for	3	12/13/2023	2,000.00	.00	2,000.00	100826	12/13/2023
	Total 1981:					6,000.00	.00	6,000.00		
1984	AZ Municipal Risk Retentio	122723KM1	Q4 2023 Workers Comp P	1	12/27/2023	150.95	.00	150.95	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	2	12/27/2023	17.39	.00	17.39	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	3	12/27/2023	2,804.08	.00	2,804.08	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	4	12/27/2023	2,056.97	.00	2,056.97	100853	12/27/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		122723KM1	Q4 2023 Workers Comp P	5	12/27/2023	32.00	.00	32.00	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	6	12/27/2023	44.52	.00	44.52	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	7	12/27/2023	34.09	.00	34.09	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	8	12/27/2023	191.99	.00	191.99	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	9	12/27/2023	453.55	.00	453.55	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	10	12/27/2023	229.56	.00	229.56	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	11	12/27/2023	644.15	.00	644.15	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	12	12/27/2023	188.52	.00	188.52	100853	12/27/2023
		122723KM1	Q4 2023 Workers Comp P	13	12/27/2023	108.52	.00	108.52	100853	12/27/2023
Total 1984:						6,956.29	.00	6,956.29		
1985	Precise Polygraph	122023KM12	Inv. 2023-112021 Polygrap	1	12/20/2023	200.00	.00	200.00	100847	12/20/2023
		122023KM12	Inv. 2023-112021 Traveling	2	12/20/2023	46.34	.00	46.34	100847	12/20/2023
Total 1985:						246.34	.00	246.34		
2001	Paul R. Peterson Construct	121323KM2	Inv. 3-Final Billing with Corr	1	12/13/2023	686.75	.00	686.75	100829	12/13/2023
Total 2001:						686.75	.00	686.75		
2006	Wired Up Systems LLC	121323KM6	Inv. 98847 Monthly Securit	1	12/13/2023	52.97	.00	52.97	100834	12/13/2023
Total 2006:						52.97	.00	52.97		
2009	Jerome Volunteer Fire Dep	121323KM16	Reimbursement for food for	1	12/13/2023	497.06	.00	497.06	100823	12/13/2023
Total 2009:						497.06	.00	497.06		
2016	T2 SYSTEMS, INC.	121323KM13	INV. UPS00052493 Autom	1	12/13/2023	97.50	.00	97.50	100833	12/13/2023
		121323KM13	INV. MP000002337 T2 Mo	2	12/13/2023	834.86	.00	834.86	100833	12/13/2023
		121323KM13	INV. MP000002338 Gatew	3	12/13/2023	125.61	.00	125.61	100833	12/13/2023
Total 2016:						1,057.97	.00	1,057.97		
2017	Michele Sharif	122023KM1	Reimbursement for purcha	1	12/20/2023	2,139.00	.00	2,139.00	100842	12/20/2023
Total 2017:						2,139.00	.00	2,139.00		
2018	KEITH LARSON	122723KM4	LMP Refund for Utility Acct	1	12/27/2023	71.91	.00	71.91	100857	12/27/2023
Total 2018:						71.91	.00	71.91		
2019	CHRISTY FISHER	122723KM5	Refund of Key Deposit and	1	12/27/2023	71.00	.00	71.00	100855	12/27/2023
Total 2019:						71.00	.00	71.00		
Grand Totals:						338,697.03	.00	338,697.03		

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 January 9, 2024

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Conferred with Risk Pool regarding the Chamber's decorative cactus request .
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Participated in a follow-up to the 30% completion on WWTP design status meeting
- Participated in a statewide STR Focus group for potential legislative changes spearheaded by the League.
- Worked with various individuals on their special event requests.
- Met with consultants for the Cottonwood Area Transit study.
- Coordinated and participated in the annual employee holiday appreciation luncheon.
- Attended the Yavapai County Supervisors, Managers and Mayors Update Luncheon and Meeting.
- Worked on a CDBG Grant with NACOG.
- Participated in an Electoral College Reform Act update and election scheduling effects in AZ.
- Facilitated multiple public records requests.
- Met with a grant partner to assist in oversight of the Verde Avenue DOT grant.
- Coordinated the staff annual holiday party.
- Met with engineer for project update and ensure approved projects are progressing.
- Created the contract for the 2023-2024 asphalt paving projects.
- Developed the new election candidate packets.
- 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 ****

William Lionberger (Police) on completing 13 years of service effective January 26, 2024.

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

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

	FY2024 Actual - (based on to-date DOR website)	FY2023 Actual - (based on DOR website)	Actually Received	% of Budget Year / % Actual
July	106,085	104,350	89,433	8.3 / 6.4
August	130,622	74,612	21,622	17 / 7.9
September	79,411	115,431	151,329	25 / 19
October	115,250	114,937	21,722	33 / 22
November	78,059	139,121	90,946	41 / 28 **
December		96,194		
January		132,403		
February		78,212		
March		97,338		
April		132,605		
May		135,359		
June		113,922		
Total YTD	509,428	1,334,484	375,052	0

** We have just received over \$108,000 that was not included in Column D

TOWN OF JEROME, AZ

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

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2024 actual	FY2023 actual	+/- Compared to Last Yr	FY2024 actual	FY2023 actual	+/-	FY2024 actual	FY2023 actual	+/-
July	34660	38,001	(3,341)	17969	18,295	(326)	36125	32,588	3,537
August	37999	31,508	6,491	16130	4,896	11,234	65,439	18,230	47,209
September	30,432	32,105	(1,673)	14875	14,925	(50)	27037	33,655	(6,618)
October	43194	39,918	3,276	17207	18,989	(1,782)	39382	36,563	2,819
November	52665	48,302	4,363	24990	3,844	21,146	42307	57,373	(15,066)
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	198,950	464,852	9,116	91,171	191,196	30,222	210,290	478,374	31,882

Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,764	2,764
August	2,481	5,245
September	3,163	8,408
October	2,647	11,055
November	3,844	14,899
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 22-Aug	77	128
29-Aug	61	104
7-Sept	61	148
12-Sept	61	233
19-Sept	52	272
26-Sept	57	266
3-Oct	61	235
10-Oct	57	224
17-Oct	57	225
24-Oct	57	219
31-Oct	57	242
7-Nov	57	244
14-Nov	61	230
21-Nov	61	235
28-Nov	57	235
05-Dec	57	230
12-Dec	57	235
19-Dec	57	229
27-Dec	57	230
2023 03-Jan	57	318
09-Jan	57	87
19-Jan	66	99
24-Jan	66	95
30-Jan	57	98
06-Feb	83	101
14-Feb	71	101
21-Feb	83	100
27-Feb	83	139
06-Mar	95	244
13-Mar	233	326
20-Mar	115	270
27-Mar	71	356
03-Apr	154	253
17-Apr	146	311
24-Apr	115	157
01-May	231	112
08-May	200	92
15-May	172	75
22-May	190	72
29-May	162	64
5-June	154	130
12-June	154	126
19-June	130	114
26-June	137	338
03-July	115	326
10-July	123	331
17-July	115	320
24-July	108	300
31-July	108	300
7-Aug	123	292
14-Aug	110	284
21-Aug	101	174
28-Aug	88	280
5-Sept	88	267
11-Sept	89	267
18-Sept	89	260
25-Sept	89	252
2-Oct	89	266
9-Oct	89	257
17-Oct	95	241
23-Oct	95	242
30-Oct	95	230
6-Nov	101	214
13-Nov	101	206
20-Nov	101	225
27-Nov	89	215
4-Dec	95	214
11-Dec	108	220
18-Dec	101	222
26-Dec	101	223
2024 02-Jan	101	226



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

MEETING MINUTES

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

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

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #7

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	
Neil Wilson	SEC	X
Duong Do	PACE	X
Mike Krebs	PACE	
Nancy Nakaji	PACE	X
Taylor Pierce	PACE	X
Andrea Jaycox	PACE	X

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 60% Design Submittal (Internal Submission Date: 1/9/2024)
 - i. Currently off track due to holidays and delayed 30% review.
 - b. 90% Design Submittal (Internal Submission Date: 2/24/2024)
 - c. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

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

5. 60% Design Progress

a. Updated Civil Site Plan

i. Reviewed update to site plan w/ lengthwise basin

1. Operations and Blower bldg. to be east of WWTP
2. Effluent surge basin located on north side of WWTP
3. Access walkways on T sections above basin walls to reach all equipment and valves.
4. Headworks screening to dump to southside of basins w/ 5 ft pathway.
5. The sludge effluent will be pumped. This frees up the relative elevations between WWTP and dewatering pad and also the top elevation of the WWTP. (The elevation of the dewatering pad can be adjusted to fit the site if it helps reduce walls, etc.).
6. Dewatering equipment to be at grade w/ WWTP w/ 20ft driveway.
7. Chlorine contact chamber to be level below WWTP to allow for full drainage of WWTP basins.
8. SES and Generator to be located away from treatment and operations bldg.

b. Aqua-Aerobic Revised Proposal

- i. Expected this week. TOJ to provide any input on extra control options required for operation of facility.

c. Sewer line to WWTP route

- i. Easement wider than 30' from existing line in some areas
- ii. Access now from entrance road not from the plant
- iii. Turn around or outlet to Douglas Rd will be required at West end of the sewer main to be reviewed by TOJ.

6. Memorandum of Understanding to Verde Exploration
 - i. Draft MOU to Verde in progress.
7. Site Information, Surveys, and Constraints
 - a. New Sewer Alignment Review
 - i. Depth and slope requirements
 - ii. Manhole count
 - iii. Excavation: cut slope, material storage, hard dig
 - iv. Drainage
 - v. Future access for maintenance by Town
 1. Concern was raised on maintenance of access road in winter months and future replacement of guardrails.
 - b. Easement Review
 - i. 30' permanent access road easement with additional slope easement
 1. Access road cross section to be reduced to 18' drivable section with 2' shoulder. Switchback turns to remain wide. Guardrails to remain.
 2. PACE to verify dimensions and turning radius of concrete trucks.
 - ii. Update width of new sewer easements w/ additional construction easement
8. Outstanding Items
9. Coordination Items
 - a. AZPDES Meeting Summary – Submit early 2024 (90%)
 - b. APP application – Submit early 2024 (after AZPDES)
10. Feedback from the Town
 - a. Blower Noise Field Study Results Ongoing
11. Reporting
 - a. Next Consent Order Status Report on or before February 4, 2023
12. Action items

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



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

January 2024 staff report for December activity submitted by Terri Card.

- Current debt (45 days past due):

17 accounts were on the shut-off list at the beginning of December. 10 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 December billing: \$2193.13

Balance owed at end of November: \$5825.24

- A copy of the December 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	12/31/2023	11/30/2023	10/31/2023	09/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	77.74	75.94	1.80	.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	12/11/23	105.11-		
1006.02	16.82	83.54-	33.20	33.20	33.96	08/14/23	600.00-		
1007.02	132.52	132.52	.00	.00	.00	12/07/23	132.52-		
1008.02	77.74	77.74	.00	.00	.00	12/11/23	77.74-		
1009.05	75.64	46.41	29.23	.00	.00	12/18/23	20.00-		
1010.01	77.74	77.74	.00	.00	.00	12/18/23	77.74-		
1011.01	153.77-	153.77-	.00	.00	.00	09/18/23	600.00-		
1013.01	77.74	77.74	.00	.00	.00	12/26/23	77.74-		
1014.03	149.23	56.41	46.41	46.41	.00	10/23/23	46.41-		
1015.01	77.74	77.74	.00	.00	.00	12/27/23	77.74-		
1016.01	92.82	46.41	46.41	.00	.00	11/21/23	46.41-		
1018.03	407.56	142.52	132.52	132.52	.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	12/11/23	77.74-		
1023.01	77.74	77.74	.00	.00	.00	12/12/23	155.48-		
1024.01	105.11-	105.11-	.00	.00	.00	12/11/23	105.11-		
1025.01	77.74	77.74	.00	.00	.00	12/14/23	77.74-		
1026.01	155.48	77.74	77.74	.00	.00	11/13/23	77.74-		
1027.01	155.48	77.74	77.74	.00	.00	11/09/23	77.74-		
1028.04	77.74	77.74	.00	.00	.00	12/11/23	77.74-		
1029.01	265.04	132.52	132.52	.00	.00	11/27/23	397.56-		
1030.02	.01	.01	.00	.00	.00	12/28/23	182.85-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1032.01	77.74	77.74	.00	.00	.00	12/14/23	77.74-		
1036.09	105.11	105.11	.00	.00	.00	12/12/23	105.11-		
1038.02	66.92	66.92	.00	.00	.00	12/05/23	80.00-		
1040.01	17.34	17.34	.00	.00	.00	12/18/23	17.34-		
1042.01	266.96	266.96	.00	.00	.00	12/14/23	266.96-		
1044.01	77.74	77.74	.00	.00	.00	12/14/23	105.11-		
1051.02	778.06-	778.06-	.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	12/28/23	77.74-		
1056.02	77.74	77.74	.00	.00	.00	12/07/23	77.74-		
1057.01	77.74	77.74	.00	.00	.00	12/18/23	77.74-		
1058.05	77.74	77.74	.00	.00	.00	12/21/23	77.74-		
1059.02	105.11	105.11	.00	.00	.00	12/05/23	105.11-		
1060.02	155.45	77.74	77.71	.00	.00	11/13/23	77.77-		
1061.01	105.11	105.11	.00	.00	.00	12/21/23	105.11-		
1063.02	220.96	77.74	87.74	55.48	.00	12/07/23	100.00-		
1064.04	434.24	.00	.00	.00	434.24		.00	Final	11/25/13
1064.08	60.18-	60.18-	.00	.00	.00		.00	Final	01/08/18
1064.12	393.22	.00	.00	.00	393.22		.00	Final	04/30/20
1064.15	141.21	141.21	.00	.00	.00	12/20/23	141.27-		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1066.01	67.18	59.57	7.61	.00	.00	11/20/23	77.74-		
1069.02	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
1071.03	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
1073.01	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
1075.01	.59-	.59-	.00	.00	.00	12/20/23	46.41-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22

Customer Number	Balance	12/31/2023	11/30/2023	10/31/2023	09/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.04	149.23	.00	56.41	46.41	46.41	09/28/23	149.23-	Final	12/01/23
1076.05	61.41	61.41	.00	.00	.00		.00		
1077.01	61.50	61.50	.00	.00	.00	12/11/23	61.50-		
1078.02	61.50	61.50	.00	.00	.00	12/19/23	61.50-		
1079.02	301.60	301.60	.00	.00	.00	12/14/23	301.60-		
1080.01	61.50	61.50	.00	.00	.00	12/19/23	61.50-		
1081.01	62.51	62.51	.00	.00	.00	12/20/23	62.51-		
1082.01	30.88-	30.88-	.00	.00	.00	12/18/23	100.00-		
1083.05	72.00	45.20	26.80	.00	.00	11/14/23	100.00-		
1084.01	85.88	45.20	40.68	.00	.00	10/03/23	120.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	145.60	55.20	45.20	45.20	.00	10/31/23	135.60-		
1086.02	62.51	62.51	.00	.00	.00	12/26/23	62.51-		
1087.01	45.20	45.20	.00	.00	.00	12/18/23	45.20-		
1088.05	45.20	45.20	.00	.00	.00	12/19/23	45.20-		
1090.04	210.77	98.32	105.11	7.34	.00	10/23/23	300.00-		
1091.02	87.28	87.28	.00	.00	.00	12/07/23	87.28-		
1093.02	197.53	72.51	62.51	62.51	.00	10/11/23	125.02-		
1094.01	45.20	45.20	.00	.00	.00	12/14/23	45.20-		
1097.03	62.51	62.51	.00	.00	.00	12/07/23	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	302.70	88.54	88.54	98.54	27.08	12/26/23	100.00-		
1100.02	62.51	62.51	.00	.00	.00	12/14/23	62.51-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	211.30-	211.30-	.00	.00	.00	12/11/23	300.00-		
1125.03	168.47-	168.47-	.00	.00	.00	12/18/23	100.00-		
1131.01	138.93	138.93	.00	.00	.00	12/12/23	138.93-		
1132.01	77.74	77.74	.00	.00	.00	12/19/23	77.74-		
1133.01	77.74	77.74	.00	.00	.00	12/19/23	77.74-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	178.65	62.51	62.51	53.63	.00	12/21/23	140.00-		
1139.01	155.48	77.74	77.74	.00	.00	11/27/23	233.22-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.06	45.20	45.20	.00	.00	.00	12/12/23	45.20-		
1151.02	145.60	55.20	45.20	45.20	.00	10/16/23	45.20-		
1160.02	105.11	105.11	.00	.00	.00	12/12/23	210.22-		
1162.03	105.11	105.11	.00	.00	.00	12/18/23	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	12/26/23	77.74-		
1166.02	87.28	87.28	.00	.00	.00	12/19/23	87.28-		
1167.01	11.85	11.85	.00	.00	.00	12/19/23	71.85-		
1167.16	79.75-	79.75-	.00	.00	.00	04/17/23	79.75-	Final	07/01/22
1168.01	155.48	77.74	77.74	.00	.00	11/13/23	77.74-		
1169.02	105.11	105.11	.00	.00	.00	12/26/23	105.22-		
1170.01	61.50-	61.50-	.00	.00	.00	11/08/23	246.00-		
1171.05	155.48	77.74	77.74	.00	.00	11/21/23	77.74-		
1173.06	155.48-	182.50-	27.02	.00	.00	12/07/23	77.74-		
1174.02	155.48	77.74	77.74	.00	.00	11/14/23	77.74-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	77.74	77.74	.00	.00	.00	12/11/23	77.74-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.10	120.11	120.11	.00	.00	.00		.00		
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.09	66.38	66.38	.00	.00	.00	12/18/23	80.00-		
1314.05	62.51	62.51	.00	.00	.00	12/19/23	62.51-		
1332.01	77.74	77.74	.00	.00	.00	08/07/23	77.74-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22

Customer Number	Balance	12/31/2023	11/30/2023	10/31/2023	09/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1341.01	261.26-	261.26-	.00	.00	.00		.00	Final	01/01/22
1342.05	174.56	87.28	87.28	.00	.00	11/14/23	174.56-		
2000.01	139.75	139.75	.00	.00	.00	12/11/23	139.75-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	537.88	132.52	142.52	132.52	130.32	12/27/23	100.00-		
2002.03	46.41	46.41	.00	.00	.00	12/19/23	46.41-		
2003.02	77.74	77.74	.00	.00	.00	12/14/23	77.74-		
2004.01	105.11	105.11	.00	.00	.00	12/19/23	210.22-		
2005.01	155.48	77.74	77.74	.00	.00	11/21/23	77.74-		
2006.03	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
2007.02	155.48	155.48	.00	.00	.00	12/19/23	155.48-		
2008.01	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
2009.01	105.11	76.61	28.50	.00	.00	12/05/23	105.11-		
2010.03	105.11	105.11	.00	.00	.00	12/05/23	105.11-		
2011.05	77.74	77.74	.00	.00	.00	12/14/23	77.74-		
2013.01	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
2014.01	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
2015.02	229.36-	260.06-	30.70	.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	12/07/23	210.22-		
2017.01	105.11	105.11	.00	.00	.00	12/27/23	105.11-		
2018.01	77.74	77.74	.00	.00	.00	12/19/23	77.74-		
2019.01	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
2020.01	132.52	132.52	.00	.00	.00	12/11/23	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	12/11/23	105.11-		
2022.01	132.52	132.52	.00	.00	.00	12/12/23	132.52-		
2023.03	105.11	105.11	.00	.00	.00	12/06/23	132.48-		
2024.01	105.11	105.11	.00	.00	.00	12/06/23	105.11-		
2026.02	325.33	115.11	105.11	105.11	.00	10/30/23	315.33-		
2028.01	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
2029.01	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
2030.01	77.74	77.74	.00	.00	.00	12/28/23	77.74-		
2031.01	139.75	139.75	.00	.00	.00	12/21/23	139.75-		
2032.03	155.48	77.74	77.74	.00	.00	12/04/23	77.74-		
2034.01	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
2037.03	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
2038.01	77.74	77.74	.00	.00	.00	12/26/23	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	11/20/23	210.22-		
2043.03	46.41	46.41	.00	.00	.00	12/11/23	46.41-		
2044.01	77.74	77.74	.00	.00	.00	12/18/23	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	11/13/23	92.82-		
2047.02	132.52	132.52	.00	.00	.00	12/20/23	132.52-		
2054.01	282.42	141.21	141.21	.00	.00	11/22/23	433.63-		
2055.01	77.74	77.74	.00	.00	.00	12/18/23	77.74-		
2058.01	77.74	77.74	.00	.00	.00	12/07/23	155.48-		
2059.01	325.33	115.11	105.11	105.11	.00	10/16/23	210.22-		
2061.02	139.75	139.75	.00	.00	.00	12/11/23	139.75-		
2062.01	62.51	62.51	.00	.00	.00	12/11/23	62.51-		
2063.01	62.51	62.51	.00	.00	.00	12/11/23	62.51-		
2065.04	90.40	45.20	45.20	.00	.00	11/13/23	90.40-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	62.51	62.51	.00	.00	.00	12/28/23	62.51-		
2069.02	45.20	45.20	.00	.00	.00	12/05/23	90.40-		
2070.01	56.80-	56.80-	.00	.00	.00	12/14/23	62.51-		

Customer Number	Balance	12/31/2023	11/30/2023	10/31/2023	09/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2073.02	231.64	99.22	132.42	.00	.00	12/07/23	150.00-		
2077.01	45.20	45.20	.00	.00	.00	12/14/23	45.20-		
2078.01	87.28	87.28	.00	.00	.00	12/18/23	87.28-		
2079.03	45.20	45.20	.00	.00	.00	12/07/23	90.40-		
2080.01	159.70	79.85	79.85	.00	.00	11/16/23	79.85-		
2081.01	74.91-	74.91-	.00	.00	.00	11/16/23	255.70-		
2083.01	348.79-	348.79-	.00	.00	.00	09/11/23	500.00-		
2084.01	105.11	105.11	.00	.00	.00	12/20/23	105.11-		
2085.02	497.42	248.71	248.71	.00	.00	11/14/23	74.15-		
2089.02	77.74	77.74	.00	.00	.00	12/14/23	77.74-		
2093.02	558.55	192.85	182.85	182.85	.00	10/30/23	382.10-		
2100.01	60.40	60.40	.00	.00	.00	12/11/23	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	12/14/23	105.11-		
2103.01	210.22	105.11	105.11	.00	.00	12/18/23	105.11-		
2104.08	92.74	92.74	.00	.00	.00		.00		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	282.42	141.21	141.21	.00	.00	11/27/23	141.21-		
2106.01	.26-	.26-	.00	.00	.00	12/11/23	105.11-		
2107.01	56.64	56.64	.00	.00	.00	12/18/23	56.64-		
2109.03	77.74	77.74	.00	.00	.00	12/18/23	87.74-		
2110.01	2,455.82-	2,455.82-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	105.11	105.11	.00	.00	.00	12/20/23	105.11-		
2115.01	105.11	105.11	.00	.00	.00	12/19/23	105.11-		
2119.05	105.11	105.11	.00	.00	.00	12/19/23	105.11-		
2120.01	210.22	105.11	105.11	.00	.00	11/22/23	325.33-		
2121.01	62.51	62.51	.00	.00	.00	12/14/23	62.51-		
2122.05	182.85	182.85	.00	.00	.00	12/12/23	182.85-		
2123.01	60.94	60.94	.00	.00	.00	12/18/23	105.11-		
2124.01	105.11	105.11	.00	.00	.00	12/21/23	105.11-		
2125.02	62.51	62.51	.00	.00	.00	12/14/23	62.51-		
2126.06	77.74	77.74	.00	.00	.00	12/14/23	243.22-		
2127.06	77.74-	77.74-	.00	.00	.00	12/21/23	325.96-		
2128.02	105.11	105.11	.00	.00	.00	12/21/23	255.84-		
2130.06	182.85	182.85	.00	.00	.00	12/07/23	182.85-		
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	373.78	89.85	89.85	79.85	114.23	10/30/23	140.32-		
2132.02	105.11	105.11	.00	.00	.00	12/07/23	105.11-		
3000.03	332.54	166.27	166.27	.00	.00	11/22/23	166.27-		
3001.02	437.87	.00	.00	.00	437.87		.00	Final	05/31/21
3001.04	405.55	.00	.00	.00	405.55		.00	Final	10/31/22
3003.01	77.74	77.74	.00	.00	.00	12/20/23	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	11/14/23	174.56-		
3005.02	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
3007.01	123.00	61.50	61.50	.00	.00	11/20/23	61.50-		
3009.01	132.52	132.52	.00	.00	.00	12/11/23	132.52-		
3010.01	210.22	105.11	105.11	.00	.00	11/30/23	105.11-		
3011.01	77.74	77.74	.00	.00	.00	12/19/23	78.48-		
3012.03	105.11	2.13-	34.61	34.61	38.02	12/07/23	31.70-		
3013.01	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
3014.01	77.74	77.74	.00	.00	.00	12/18/23	77.74-		
3015.01	155.48	77.74	77.74	.00	.00	11/27/23	77.74-		
3016.01	104.73	104.73	.00	.00	.00	12/07/23	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	12/26/23	77.74-		
3018.01	105.11	105.11	.00	.00	.00	12/18/23	110.11-		

Customer Number	Balance	12/31/2023	11/30/2023	10/31/2023	09/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3019.01	88.54	88.54	.00	.00	.00	12/28/23	88.54-		
3021.01	45.20	45.20	.00	.00	.00	12/11/23	45.20-		
3022.03	125.03	62.51	62.49	.03	.00	12/04/23	62.50-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	56.64	56.64	.00	.00	.00	12/11/23	56.64-		
3024.02	46.41	46.41	.00	.00	.00	12/18/23	46.41-		
3025.02	105.11	105.11	.00	.00	.00	12/12/23	105.11-		
3026.01	325.33	115.11	105.11	105.11	.00	10/25/23	105.11-		
3029.01	105.11	757.49-	71.91	71.91	718.78	12/07/23	.32-		
3030.08	77.74	77.74	.00	.00	.00	12/14/23	77.74-		
3032.11	46.41	46.41	.00	.00	.00	12/18/23	46.41-		
3034.01	77.74	77.74	.00	.00	.00	12/19/23	85.53-		
3035.01	219.18	105.11	105.11	8.96	.00	11/27/23	90.00-		
3038.01	105.11	105.11	.00	.00	.00	12/18/23	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	12/18/23	184.11-		
3040.01	325.00	115.00	105.00	105.00	.00	10/17/23	315.00-		
4000.01	141.21	141.21	.00	.00	.00	12/14/23	141.21-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	105.11	105.11	.00	.00	.00	12/21/23	325.33-		
5001.01	194.08	30.02-	63.22	63.22	97.66	12/07/23	59.68-		
5005.01	44.72	44.72	.00	.00	.00	12/11/23	44.72-		
5006.01	194.08	194.08	.00	.00	.00	12/18/23	194.08-		
5007.01	815.98	308.66	448.64	58.68	.00	11/22/23	531.00-		
5008.03	92.82	46.41	46.41	.00	.00	11/27/23	46.41-		
5009.02	223.17	223.17	.00	.00	.00	12/12/23	223.17-		
5010.01	218.78	218.78	.00	.00	.00	12/14/23	218.78-		
5011.02	194.08	194.08	.00	.00	.00	12/06/23	194.08-		
5012.01	194.08	194.08	.00	.00	.00	12/11/23	194.08-		
5013.01	448.02	448.02	.00	.00	.00	12/11/23	448.02-		
5014.01	194.08	194.08	.00	.00	.00	12/11/23	194.08-		
5016.01	405.66	405.66	.00	.00	.00	12/11/23	450.11-		
5017.04	194.08	194.08	.00	.00	.00	12/11/23	274.08-		
5018.03	602.58	602.58	.00	.00	.00	12/14/23	718.11-		
5019.03	201.44	201.44	.00	.00	.00	12/18/23	402.88-		
5020.01	44.72	44.72	.00	.00	.00	12/20/23	44.72-		
5021.01	105.11	105.11	.00	.00	.00	12/27/23	105.11-		
5022.01	44.72	44.72	.00	.00	.00	12/12/23	44.72-		
5023.02	194.08	194.08	.00	.00	.00	12/11/23	194.08-		
5025.01	105.11	105.11	.00	.00	.00	12/18/23	105.11-		
5027.01	44.50	44.50	.00	.00	.00	12/18/23	44.50-		
5029.01	295.34	295.34	.00	.00	.00	12/11/23	357.57-		
5031.06	194.08-	194.08-	.00	.00	.00	12/21/23	597.24-		
5039.01	194.08	194.08	.00	.00	.00	12/11/23	194.08-		
5041.03	238.80	238.80	.00	.00	.00	12/11/23	238.80-		
5043.01	1,314.71	1,314.71	.00	.00	.00	12/11/23	1,634.70-		
5046.03	1.28-	1.28-	.00	.00	.00	12/26/23	300.00-		
5047.01	1,173.14	1,173.14	.00	.00	.00	12/14/23	1,173.14-		
5049.04	194.08	194.08	.00	.00	.00	12/14/23	194.08-		
5052.06	144.16	54.72	44.72	44.72	.00	10/23/23	89.44-		
5055.01	266.65-	266.65-	.00	.00	.00	12/11/23	2,196.60-		
5057.01	522.04	522.04	.00	.00	.00	12/11/23	522.04-		
5058.02	462.96	213.70	249.26	.00	.00	11/14/23	213.70-		
5059.04	194.08	194.08	.00	.00	.00	12/12/23	194.08-		
5061.01	149.36	149.36	.00	.00	.00	12/19/23	149.36-		
5062.01	189.92	189.92	.00	.00	.00	12/19/23	318.24-		
5064.02	211.42	211.42	.00	.00	.00	12/11/23	211.42-		
5066.03	41.24	41.24	.00	.00	.00	12/11/23	48.20-		

Customer Number	Balance	12/31/2023	11/30/2023	10/31/2023	09/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5067.03	194.08	194.08	.00	.00	.00	12/14/23	194.08-		
5074.06	4,115.53-	4,115.53-	.00	.00	.00	12/11/23	450.00-		
5076.01	712.63	712.63	.00	.00	.00	12/14/23	712.63-		
5077.03	194.08	194.08	.00	.00	.00	12/14/23	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	12/18/23	388.16-		
5083.08	92.82	46.41	46.41	.00	.00	11/06/23	92.82-		
5089.01	235.50	207.10	28.40	.00	.00	10/10/23	800.00-		
5092.01	194.08	194.08	.00	.00	.00	12/14/23	194.08-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	1,113.20	337.46	337.46	337.46	100.82	12/27/23	500.00-		
5094.02	211.36	211.36	.00	.00	.00	12/11/23	211.36-		
5095.02	403.94	403.94	.00	.00	.00	12/11/23	403.94-		
5096.03	592.24	437.71-	149.36	149.36	731.23	10/23/23	125.68-		
5097.01	388.16	194.08	194.08	.00	.00	11/29/23	194.08-		
5098.05	194.08	191.26	2.82	.00	.00	11/20/23	388.16-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	210.22	105.11	105.11	.00	.00	11/07/23	105.11-		
6000.02	324.78	324.78	.00	.00	.00	12/11/23	324.78-		
6001.01	233.21	233.21	.00	.00	.00	12/14/23	233.21-		
6003.01	141.21	141.21	.00	.00	.00	12/20/23	282.42-		
6004.02	77.74	77.74	.00	.00	.00	12/19/23	77.74-		
6005.03	105.11	105.11	.00	.00	.00	12/19/23	105.11-		
6006.01	183.33	183.33	.00	.00	.00	12/12/23	155.48-		
6007.02	238.80	238.80	.00	.00	.00	12/12/23	238.80-		
6008.01	536.91	536.91	.00	.00	.00	12/11/23	581.36-		
6009.03	220.12	220.12	.00	.00	.00	12/11/23	220.12-		
6010.03	46.41	46.41	.00	.00	.00	12/11/23	46.41-		
6011.02	106.22	106.22	.00	.00	.00	12/12/23	166.27-		
6012.01	77.74	77.74	.00	.00	.00	12/11/23	77.74-		
6013.02	105.11	105.11	.00	.00	.00	12/11/23	105.11-		
6014.01	265.04	132.52	132.52	.00	.00	11/29/23	132.52-		
6015.01	159.70	79.85	79.85	.00	.00	12/04/23	79.85-		
6016.08	77.74	77.74	.00	.00	.00	12/18/23	77.74-		
6017.02	155.48	155.48	.00	.00	.00	12/14/23	155.48-		
6018.01	333.47	333.47	.00	.00	.00	12/11/23	377.93-		
6019.02	266.96	266.96	.00	.00	.00	12/14/23	266.96-		
6021.03	46.41	46.41	.00	.00	.00	12/07/23	46.41-		
6022.02	105.11	105.11	.00	.00	.00	12/14/23	105.11-		
6023.01	164.97	164.97	.00	.00	.00	11/22/23	210.22-		
6025.03	212.53	72.51	62.51	77.51	.00		.00		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	1,359.80	1,359.80	.00	.00	.00	12/07/23	1,573.13-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17
6027.04	125.02	62.51	62.51	.00	.00	11/08/23	197.53-		
6028.08	77.74	77.74	.00	.00	.00	12/14/23	243.22-		
6029.01	202.04-	202.04-	.00	.00	.00	12/19/23	80.00-		
6031.02	77.74	77.74	.00	.00	.00	12/11/23	77.74-		
6032.01	220.12	220.12	.00	.00	.00	12/11/23	220.12-		
6033.03	211.42	211.42	.00	.00	.00	12/21/23	452.84-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	77.74	77.74	.00	.00	.00	12/26/23	155.48-		
6041.02	105.22	105.11	.11	.00	.00	12/18/23	105.00-		
7001.06	132.52	132.52	.00	.00	.00	12/05/23	132.52-		
7002.01	208.15	208.15	.00	.00	.00	12/11/23	208.15-		
7004.01	80.34	2.60	77.74	.00	.00	11/15/23	150.96-		
7005.04	670.09	.00	.00	.00	670.09		.00	Final	05/03/12

Customer Number	Balance	12/31/2023	11/30/2023	10/31/2023	09/30/2023	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
7005.05	37.27-	37.27-	.00	.00	.00		.00	Final	11/01/13
7005.09	144.16	54.72	44.72	44.72	.00	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	310.07-	310.07-	.00	.00	.00	12/11/23	500.00-		
7009.01	45.20	45.20	.00	.00	.00	12/26/23	135.60-		
7010.01	507.12	507.12	.00	.00	.00	12/11/23	524.91-		
7015.01	194.08	194.08	.00	.00	.00	12/11/23	194.08-		
7017.02	52.27	45.72-	16.91	25.36	55.72	08/07/23	71.08-		
7022.01	44.72	44.72	.00	.00	.00	12/11/23	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	12/14/23	77.74-		
7026.03	330.44	105.11	115.11	105.11	5.11	12/07/23	100.00-		
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	12/27/23	105.11-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	44.72	44.72	.00	.00	.00	12/18/23	44.72-		
7041.01	89.44-	89.44-	.00	.00	.00	12/18/23	133.38-		
7044.02	44.72	44.72	.00	.00	.00	12/14/23	44.72-		
7046.02	141.23	141.21	.02	.00	.00	12/20/23	141.21-		
7047.01	44.72	44.72	.00	.00	.00	12/11/23	44.72-		
7052.02	77.74	69.07	8.67	.00	.00	12/14/23	77.74-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.05	155.48	77.74	77.74	.00	.00	11/07/23	133.22-		
7054.01	177.32	177.32	.00	.00	.00	12/11/23	177.32-		
7057.02	26.04	26.04	.00	.00	.00	12/12/23	26.04-		
7058.01	296.17	.00	.00	.00	296.17		.00	Final	12/01/13
7059.01	46.86-	46.86-	.00	.00	.00		.00	Final	11/01/13
7059.02	463.21	.00	.00	.00	463.21		.00	Final	03/12/20
7059.03	4.41	4.41	.00	.00	.00	12/18/23	47.41-		
7060.01	194.08	194.08	.00	.00	.00	12/11/23	194.08-		
8001.01	2,204.71	2,204.71	.00	.00	.00	12/11/23	176.37-		
8004.03	1,434.44	1,434.44	.00	.00	.00	12/11/23	1,376.80-		
8008.01	56.95	56.95	.00	.00	.00	10/11/23	170.85-		
8010.01	114.90-	114.90-	.00	.00	.00	07/06/23	70.00-		
8012.03	59.27-	59.27-	.00	.00	.00	12/14/23	165.00-		
8014.03	290.84	290.84	.00	.00	.00	12/21/23	581.68-		
8022.03	2,844.00	2,844.00	.00	.00	.00	12/06/23	2,844.00-		
8028.01	347.36	.00	.00	.00	347.36		.00	Final	03/31/12
9999.01	8,784.02-	8,784.02-	.00	.00	.00		.00	Final	01/01/22
Grand Totals:									
	53,695.82	22,276.38	7,153.48	2,541.38	21,724.58				



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: December 20, 2023

It is the holiday season, and as I write this knowing that you'll see it in January, I happily look forward to 2024. A new year, new beginnings, and new goals for the Jerome Municipal Court.

We have already begun working collaboratively with the Yavapai County Superior Court to improve access to services, administer justice timely and efficiently, and enhance the public's trust and confidence in the court. We also hope to improve employee efficiency and court infrastructure.

Specially, a few of the goals we have identified are as follows:

- Explore e-filing for use in a small LJ court.
- Confirm that paper copy and on-line forms provided in Spanish are correct/accurate.
- Continue efforts to route old cases through FARE/CAP to improve collections.
- Improve consistency of use of automatic hearing reminders.
- Install docking station for judge for courtroom use.
- Obtain training for judicial officer's use of judicial dashboard on AJACS.
- Explore possible use of digital evidence.
- Create procedure for electronic case transmission for appeals to superior court.

All council members are invited to stop by the court for a tour, to see completed upgrades, and discuss action items on our wish list. I sincerely wish the Town of Jerome and its public servants, peace and prosperity in the coming year.

MONTHLY REVENUE REMITTANCE

Nov 2023

TOTAL DISBURSED

Item A.

SUBTOTALS: 42.00 5,705.37 5,177.20 32.43
 JCEF 42.00 5,047.47 Gen Fund
 FTG 0.00 129.73 Splits

10,957.00

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	42.00				
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		215.74			215.74 ZADPS & ZDNAS
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05					0.00 ZADRF
Arson Detection Reward Fund	ZADRF	2-11-05					
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33					0.00 ZCAA1, ZDVSF & ZTECH
Citz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		359.71			
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCEF	2-14-01		1,511.08			
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11					
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECJ	2-11-25					
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05					
DUI Abatement Fnd - 28-1304A, 1382,3 (Extrm DUI, \$250)	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					0.00 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					
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		251.81			
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		66.00			78.00 ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		12.00			
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		467.68			
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		259.53			421.69 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		743.00			
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		129.75			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		648.77			
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		109.67			291.93 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		64.87			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		182.26			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01					0.00 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
Court Enhancement Fee	ZCE	4-30-04					3,887.47 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			330.00		
Default Fees - LOCAL	ZDEFF	4-32-01					5.32 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02		120.00			
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10		1,085.84			
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30					3,887.47 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			972.52		
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20			4.92		
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95					
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07			1,824.19		
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02					
COURT SECURITY FEE	ZMCSF	4-30-25			704.68		
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01					704.68 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			129.73		
2011 Additional Assmt - State Citing Agencies	ZOSS	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02					
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			5.32		
Jail (Incarceration) Fees	ZJF	4-33-21					
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				32.43	
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		34.50			

304 21 170FF & 700FF

PASS-THROUGH MONIES:		Received
OVERPAYMENT REPORT		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOVR 2-72-01	\$0.00
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
Balance at End of Current Month		\$0.00
UNAPPLIED PAYMENTS REPORT		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$0.00
Allocated During Current month		\$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	\$45.00
DISBURSED in current month		\$45.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT		\$10,880.50
JCEF account	\$42.00	
FTG account	\$0.00	
State Revenue	\$5,705.37	
City/Town	\$5,177.20	
Yavapai County	\$32.43	
Other Agencies		
TOTAL DISBURSEMENTS		\$10,957.00
PASS-THROUGH MONIES:		\$45.00
Overpayment Refunds	\$0.00	
Unapplied Payments	\$0.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$45.00	
Agency Not Assigned - not yet allocated	\$0.00	
SABA TOTAL (Total Revenue)		\$11,002.00

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:

November-23

Signature



Verified by:



JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45231

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	330.00	
Default Fees - LOCAL	ZDEFF	4-32-01	0.00	
Deferred Prosecution Fees	ZDFEE	4-31-02	120.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	1,085.84	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	0.00	
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	972.52	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	4.92	
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	0.00	
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00	
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	1,824.19	
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	704.68	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	0.00	
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02		
Non-Refundable Overpayments	ZOVF	4-91-02	0.00	
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02	0.00	
Warrant Fee	ZWARF	4-32-03	5.32	
OTHER CLERK FEES	ZLCL	4-39-09	0.00	
SUBTOTAL - City/Town, General Fund			\$5,047.47	
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	0.00	0.00
Public Defender Fees	ZPUBZ	4-39-71	0.00	
Court Enhancement Fee	ZCE	4-30-04		0.00
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03	129.73	
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03		
SUBTOTAL - City/Town, Split Accounts			\$129.73	
City/Town TOTAL:			\$5,177.20	

November \$\$\$ RECONCILIATION

FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419

Ending Balance from 10/31/2023	\$	78,057.38		
Deposits to account, per bank stmt:	\$	9,744.00	(SABA deposits in AJACS)	(money in transit)
	\$	87,801.38	\$	11,002.00
				\$
				1,258.00

Checks cleared & charge-back debits: date cleared:

#2298	11/2/2023	\$	35.00
#2295	11/9/2023	\$	3,017.71
#2296	11/10/2023	\$	19.90
#2297	11/10/2023	\$	3,883.25
TOTAL:		\$	6,955.86

Ending Balance from 11/30/23 stmt: \$ **80,845.52**

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

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

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

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

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

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

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

2023		2024	
		JAN	
JULY	\$ 105.19	FEB	
AUG	\$ 112.05	MAR	
SEPT	\$ 106.00	APR	
OCT	\$ 79.56	MAY	
NOV	\$ 129.73	JUNE	
DEC		YTD (fiscal)	\$ 532.53

2023-2024

June - May

	<u>Gross</u>	<u>off. safety equip.</u>	<u>ct. security fee</u>	<u>NET to Town</u>
July	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96
August	\$ 5,096.00	\$ 112.05	\$ 663.68	\$ 4,320.27
Sept	\$ 5,467.64	\$ 106.00	\$ 645.32	\$ 4,716.32
October	\$ 3,883.25	\$ 79.56	\$ 550.00	\$ 3,253.69
November	\$ 5,177.20	\$ 129.73	\$ 704.68	\$ 4,342.79
December				
2024				
January				
February				
March				
April				
May				
June				
TOTAL	\$ 23,998.24	\$ 532.53	\$ 3,169.68	\$ 20,296.03

Court Accounts:

(closing balances as of current month's end)

JCEF	\$ 15,016.50
Fill the Gap	\$ 9,897.74



Founded 1876
Incorporated 1899

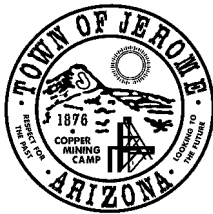
TOWN OF JEROME, ARIZONA

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

Item A.

January 2024 Staff Report for December Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

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



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

December 2023 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Dig up, pull and replace, backfill sewer line on Gulch School Rd.
- Fix and prep the snowplow for the season. New cutting edge, bolts and fluid.
- Brakes and air leaks on the garbage truck. New back air regulator.
- Patch roads, and repair driveway at the old town yard.
- Install drainpipe and Backfill at the new bathrooms.
- Make a new lid for the new sewer box on the Boardwalk.
- Oil changes on all vehicles, and a new belt on the blue side by side.
- Sewer repair and installation near Gary Shapiros.
- Replace water pump on the sewer truck.



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

Item A.

2023 Year End Chief's Report in Accordance with Town Code 4-2-4 H and G

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Calls By Type													
EMS	6	8	6	6	11	19	9	9	10	13	18	14	129
Residential Fire	0	0	3	1	3	0	1	1	1	0	0	0	10
Commercial Fire	2	1	1	0	2	0	0	1	1	0	0	0	8
Wildland	0	0	0	1	1	1	4	2	0	3	1	0	13
Still Assignment	0	3	1	3	2	0	2	6	1	2	2	4	26
Station Staffing	0	0	7	0	8	2	4	2	2	1	8	2	36
Citizen Assist	3	5	8	5	4	6	4	9	6	5	9	10	74
Agency Assist	5	6	6	9	6	10	10	11	3	6	6	3	81
Special Duty	11	4	6	3	3	3	15	6	8	6	3	8	76
Snake Removal	0	0	0	1	2	1	0	5	5	0	0	0	14
Tech Rescue	1	0	2	1	1	1	0	2	1	0	0	0	9
Rescue MVA	3	1	2	3	3	3	7	4	2	4	1	0	33
Haz-Mat	0	1	1	2	4	2	0	0	0	1	2	3	16
Dispatch Error	0	0	0	0	0	0	0	1	0	0	0	0	1
Total Calls	31	29	44	35	50	48	55	59	40	41	50	44	526
Officer's meeting	2	0	1	1	1	1	1	1	1	1	1	1	12
Work session	1	1	2	1	1	1	1	1	1	1	1	1	13
Rope Drill	1	1	1	1	1	1	1	1	1	0	1	1	11
Drill's	4	4	5	4	4	5	4	5	4	4	4	4	51
Fire Chief on Scene	29	24	38	25	38	41	44	52	24	27	36	32	410
Chiefs JFD & local meetings	10	9	11	11	6	12	8	11	7	8	18	8	119
HOURS													
Volunteer Calls & Meetings	152	238	830	457	556.5	388	369	428	407	545	647	348	5365.5
Chief's and Staff's Hours	320	320	320	320	302	302	302	302	302	302	366	366	3824
Total Hours													
Volunteer Hours are equivalent to 2.5 full time personnel													
Resident Calls	9	20	26	15	27	27	36	30	20	17	32	30	289
Non-resident Calls	13	9	18	20	23	21	19	29	20	24	18	14	228



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

Item A.



Jerome Fire Department
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 e-mail: blair@jeromefire.us

Item A.

Spring Semester 2023		Fall Semester 2023
Education is in addition to in house training		
Class	Personnel	Personnel
YCC EMT Training		
YCC Fire Education	Hernandez, Whiting,	
Fire Behavior	Hernandez	
Fire Investigation	Hernandez, Whiting	
Initial Attack	Hernandez	
Fire Prevention	Hernandez	
Department Co. Officer	Hernandez	
EMT Refresher	Whiting, Muma, Stans, Hutchinson, Hembrough	Blair, Doss, Lee, San Felice
Wildland Fire Training	Whiting, Stabb, Peterson, Krpmotich	
Wildland Refresher	Hernandez, Whiting	
Hazmat		
Rope Rescue Reed		
Rope Rescue Ops		Krpmotich, Blair, Muma, Whiting, Hernandez, Lee, Supple
Rope Rescue Tech		Krpmotich, Blair, Muma, Whiting, Hernandez, Lee, Supple
Swiftwater Training Tech	Muma, Whiting, Supple, Lee	Muma, Whiting, Lee, Supple
Swiftwater Training Ops	Blair, Stans, Muma, Whiting, Supple, Lee, Peterson, Irwin Hernandez, Krpmotich	
YCC Fire Academy		
AZ State Fire School		
Drone Pilot	Supple	
NFPA Live Fire Instructor	Whiting	

Additional Training

Jerome Fire hosted Ropes Operations and Tech courses in March and November. Allen Muma is our lead instructor with help from Chief Blair and Kerry Lee. This class is offered as free training to all Jerome Fire Department personnel, with a fee of \$300 being charged to other participating agencies, this included both Tech and Ops certifications. Jerome Fire Department now has 18 certified rope personnel. The fire department also host a rope drill every 4th Saturday of the month free to all agencies.

We are fortunate to have the continued help and support from EMT and Jerome Police Chief Allen Muma. Allen was recognized by Jerome FD as someone who consistently goes above and beyond the call of duty. Allen provides most of our EMS trainings, these trainings include Stop the Bleed, NARCAN administration and draw up Epinephrine injections.

He also heads up our Rope Ops & Tech training. Allen donates any tuition paid by other agencies for the rope training back to the Jerome FD Auxiliary for the purchase of new rope, hardware, etc.

All Jerome FD personnel have access to this important training, free of charge to them or the department. Thanks Allen. Allen has been acting as Assistant Fire Chief since September 2019 and was appointed to Assistant Chief in March 2020

Education is one of the most valuable line items in the fire department budget. Without trained personnel we would not be able to maintain the professional service that the fire department is expected to provide for the Town of Jerome.

We also provide a wide variety of scenario-based training, as well as classroom training every Thursday at 5 PM available to all our personnel. In addition to a fourth Saturday rope and work session every second Saturday.

Carl Whiting was hired on the fire department in September of 2020 as a duty officer and has since been promoted to battalion chief this year. He has been in the fire department service for 18 years and is very knowledgeable in emergency situations. He is a valued asset providing wildland training and able to certify personnel for wildland related certifications.

Prevention Program

The prevention program has come a long way since I started as Chief (we were using the 1991 IFC in 2008), with the adoption of new fire codes and ordinances. Jerome Town Council and Jerome Fire Department adopted the 2018 version of the fire code in 2022. The adoption of more current standards and laws will help Jerome keep up with the State of Arizona's minimum standards. These minimum standards keep the Town of Jerome from falling behind on more recent fire codes for any new construction projects and existing buildings requirements.

The Jerome Fire Department was once again recognized as a Firewise Community! Jerome joins many communities throughout the United States that have earned the Firewise USA Designation. Each year we hold a Community Awareness Day so that we may continue with education and our outreach efforts. This year it was hosted in September along with our community picnic. Due to a successful turnout and comments from attendees we will keep this trend going forward.

The Fire Department has burned at the slash pile 4 times within the last year. In addition to the fires at the burn pile, the Fire Department has also issued 4 burn permits and burned in place 0 times this year. There was a total of 437 loads of brush going to the burn pile. Because of the drought conditions last summer, the Fire Department had to close the burn pile down for approximately 1 month, as it became too full to receive any more fuel.

The Fire Department has done a lot of fuel abatement this year removing brush from the Gulch area, Giroux Street, Douglas Road, Clark Street, Dundee, County Road, Highway 89A and other residential properties. We have made these great strides with help from the Firewise crew. The Adult Probation Department also worked for a total of 266 hours with 28 personnel for the year.

Burn Pile Log for December 2023

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# crew	# Hrs.	JC Total Hrs.
12/5/2023	Clark St		2	5.5	11	3			0
12/6/2023	Clark St		1	6	6	4			0
12/7/2023	School ST, 89A,Hull Ave		2	7.5	15	4			0
12/8/2023	Clark St		4	3	12	4			0
12/11/2023	Hampshire/Main		1	7	7	4			0
12/12/2023	4 th St, Hampshire		1	8	8	3			0
12/13/2023	Hampshire ,Giroux		1	7	7	2			0
12/14/2023	101 County RD				0	1	1	1	1
12/14/2023	Douglas Rd		1	6	6	6			0
12/15/2023	880 Hampshire				0	2	2	2	4
12/15/2023	321 Remington Way				0	2	2	4	8
12/15/2023	Douglas		1	6	6	6			0
12/16/2023	Unknown				0	1	3	1	3
12/18/2023	880 Hampshire				0	2	2	4	8
12/18/2023	Hull, Douglas		2	7	14	5			0
12/19/2023	School, Main		2	7	14	6			0
12/21/2023	Douglas		1	5	5	6			0
12/24/2023	Douglas		1	5	5	6			0
12/26/2023	Douglas		2	6	12	10			0
12/27/2023	218 5 th St				0	2	2	4	8
12/27/2023	Douglas		2	7	14	12			0
12/28/2023	880 Hampshire				0	2	2	4	8
12/28/2023	Douglas		3	7	21	12			0
12/29/2023	105 Third St				0	2	1	4	4
	TOTALS	0	27	100	163	104	15	24	44
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# Crew	# Hrs.	JC Total Hrs.

Grants

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.

We received a grant from Northern Arizona Emergency Medical Services. NAEMS receives funding from the Arizona Department of Health Services that provides grants for education, equipment, and supplies. This year

we received \$3,020.00. We will be resubmitting another grant this year. NAEMS operates with a board of directors and a steering committee.

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 June 30, 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. So far, we have only been able to hire 1 of the personnel needed for this and other projects. These grants help supplement their wages.

The Fire Department continues looking for and writing grants to increase our ability to better serve the town of Jerome and its visitors. These grants help the fire department equip and protect our Firefighters when they respond to the numerous calls that we get throughout each year. These grants could not have been possible without the town's participation in matching funds, along with the auxiliary's help as well. This is truly a team effort, and we are grateful.

Firefighter Wellness

The job of Firefighter/EMT can be stressful. Our men and women can be subjected to death, traumatic injuries, motor vehicle rollovers, motorcycles over the edge, gunshot wounds, etc. This past year Jerome has lost many longtime residents and friends. Jerome FD in conjunction with Spectrum Health Services, offers free Mental Health Awareness training to personnel. This training is very valuable, and we are grateful to be able to provide these services.

Inter-Agency Agreements

We currently have IGAs with Arizona Department of Forestry and Fire, Yavapai County, The Training Center, Verde Valley Medical Center, Cottonwood Fire, Verde Valley Fire District, Copper Canyon Fire District, Sedona Fire District, Verde Valley Ambulance and The Prescott National Forest.

Budget

For the fiscal year of 23-24, the Town Manager’s budget, with Council approval, allotted the Fire Department \$543,360.00 We are halfway through our current budget year for FY 23-24, and we have only spent \$136,949.34 so far. This budget includes the volunteer per call, wildland personnel wages and Fuels crew wages and all other line items.

The FD budget is broken down into different line items with each one having a running list of all expenditures. Copies of each purchase receives a purchase order. Every purchase order is retained in the department files and a copy goes to Town Hall.

This running expenditure list allows the staff to see how much of the budget has been spent, as well as the remaining budgeted totals.

The Fire Department will begin the budget process for fiscal year 24-25 in January and should have the first draft for the Town Manager by the First of February.

The Jerome Fire Department has a vast amount of equipment that we keep a close inventory on, with maintenance schedules to ensure that equipment is always in good operational condition and ready to be utilized in the event of an emergency, as well as keeping in good standings with NFPA and ISO standards.

The Fire Department and its personnel clean and maintain the building, the apparatus, equipment, and the property to help keep costs down and reduce the need for additional monies from the town budget.

We have teamed up with Recovery USA to help with our Motor Vehicle Accident incident expenses. These fees are paid by the vehicle drivers' insurance company. In 2023 we have recouped \$891 from insurance companies 6 claims, with 4 claims pending in the amount of \$2,556.00. The only time we submit for billing on an MVA is when we feel we have a chance to recover some monies and the insured is not a citizen of the Town of Jerome.

The Fire Department Auxiliary has done very well this year, through donations, retail sales and our annual Halloween Dance. Helping the Fire Department purchase items not budgeted for such as station supplies, uniforms for the personnel, disaster supplies and numerous other projects.

The fire department is very grateful when we receive any donation, without these donations from the community it would be difficult for us to purchase the necessary equipment needed.

Department Affairs and On-going Projects

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.



The Fire Department has maintained an ISO rating of a 4. Our scheduled reinspection occurred last February. This involved flowing hydrants, fire hose testing, response times, pump testing, rate on our communication center, water system, training records, and organizing all our data. We will be informed of the results hopefully within the next few months. The meeting on the 17th of February 2022 went very well, the representative from ISO was very impressed with our thoroughness of our report.

Jerome Fire and our Engine Boss Carl Whiting were requested for 3 different assignments this year. We invoiced \$ 105,965.30 and have received all payments with the fire department netting \$48,098.03 after expenses. This has been a great help in meeting the Fire Department revenue budget of \$114,500.00.

This year Jerome Fire was able to assist Prescott National Forest with two prescribed burns, assisting with these prescribed fires our Wildland firefighters get extra training and experience. We appreciate all that our wildland crew does to keep themselves and others safe when fighting wildland fires.

For JFD The months of September and October are very busy for the Fire Department. Labor Day weekend, the Volkswagen club, our Fire Department town picnic, and our Halloween dance.

It is nice to have some personnel to help with the workload and this will allow me to take some time off. With the Fire Departments call volume being over 520 calls, 88 Meetings a year and me being on duty 24 hours a day 365 days a year for the last 16 years.

I now have Rick doing NFIRS (National Fire Incident Reporting System) to keep the Fire Department eligible for government grants.

Carl attends Yavapai Firewise community (PAWUIC) meetings to keep the Fire Department eligible for fuel abatement money and to keep our Firewise status. He is also attending the Verde Valley Fire Chief's Safety committee, Verde Valley training Committee, Verde Valley Life and Safety public Education group, Arizona State wildland qualifications committee.

As Fire Chief, my crew and I work closely with the public works department. We assist with many different projects that may include the repair of water and sewer leaks, cleaning out storm drains. We worked with the town crew this year to repair the cantilevered sidewalk.

Rick and I also work closely with the Building Department and Zoning Administrator doing 89 business license inspections and covering for the building inspector. I also did 4 building inspections when the building inspector was unavailable this year. This past year I assisted the town crew with the flushing of numerous sewer manholes.

The Fire Department annually tests all fire hydrants and hose, keeping accurate records of their flow pressures and status.

We also schedule annual maintenance on all vehicles, extrication equipment, air packs, SCBA compressor, turnout inspections, Ladders and Biannually rotates all the batteries in all the small equipment. Flashlights, medical equipment, radios and too many things to list

This year the Fire Department self-dispatched to over 350 calls. If it is not a 911 call and someone calls the Fire Department or Chief Blair direct and if we do not need additional resources, The Fire Department just takes care of it. Only running one call through Cottonwood alarm cost the Town of Jerome about \$60.00 a call for dispatch. By being self-dispatched, it has saved the town \$21,000.00 this year.

Community Outreach

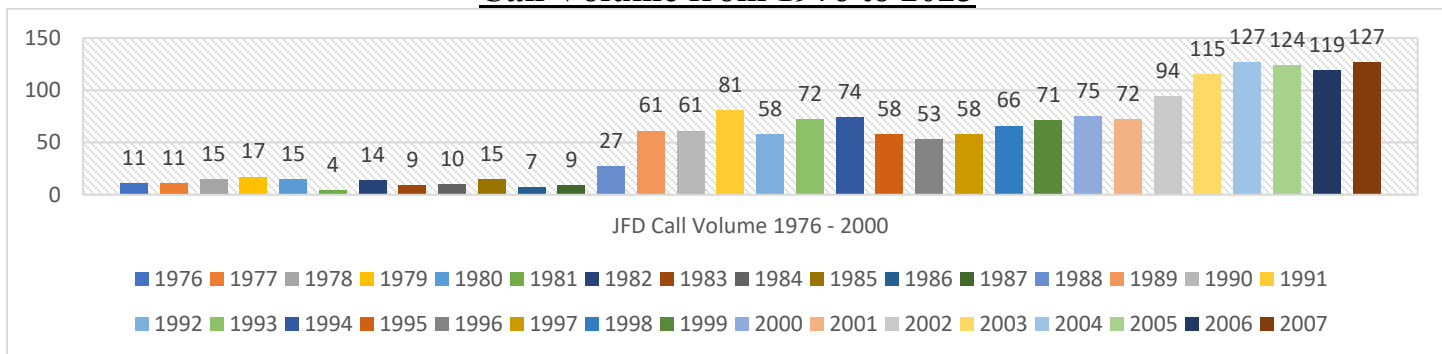
Our Fire Station is used by several groups throughout the year. This year our fire station served as a meeting place for Yavapai County Probation, the Jerome Chamber of Commerce, the Yavapai County Fire Chiefs association and 2 NA groups.

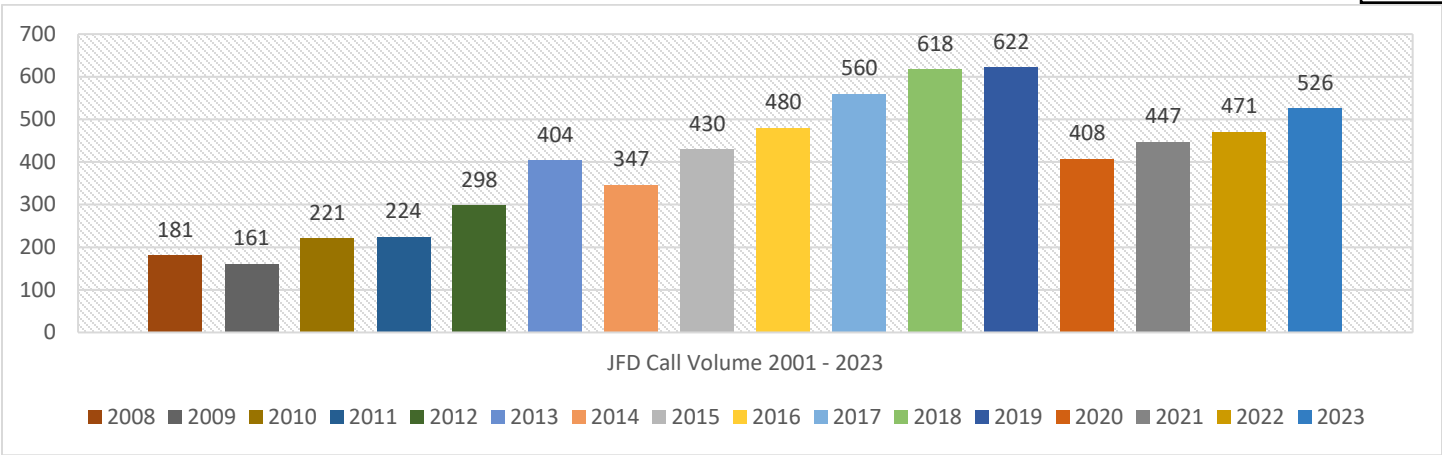
Call Volume

Upon researching the number of calls our department has had over the years and the great increase in volume, we found that the increase was quite significant. The yearly numbers show that our department, though volunteer, is quite busy compared to paid departments in our area. The number of personnel on our roster and the number of personnel responding has not really increased, but our call volume has. Below is a list of calls per year from 1976 through 2023. Based on the numbers below, it appears that the Jerome Fire Department did not take on EMS until the late 80s.

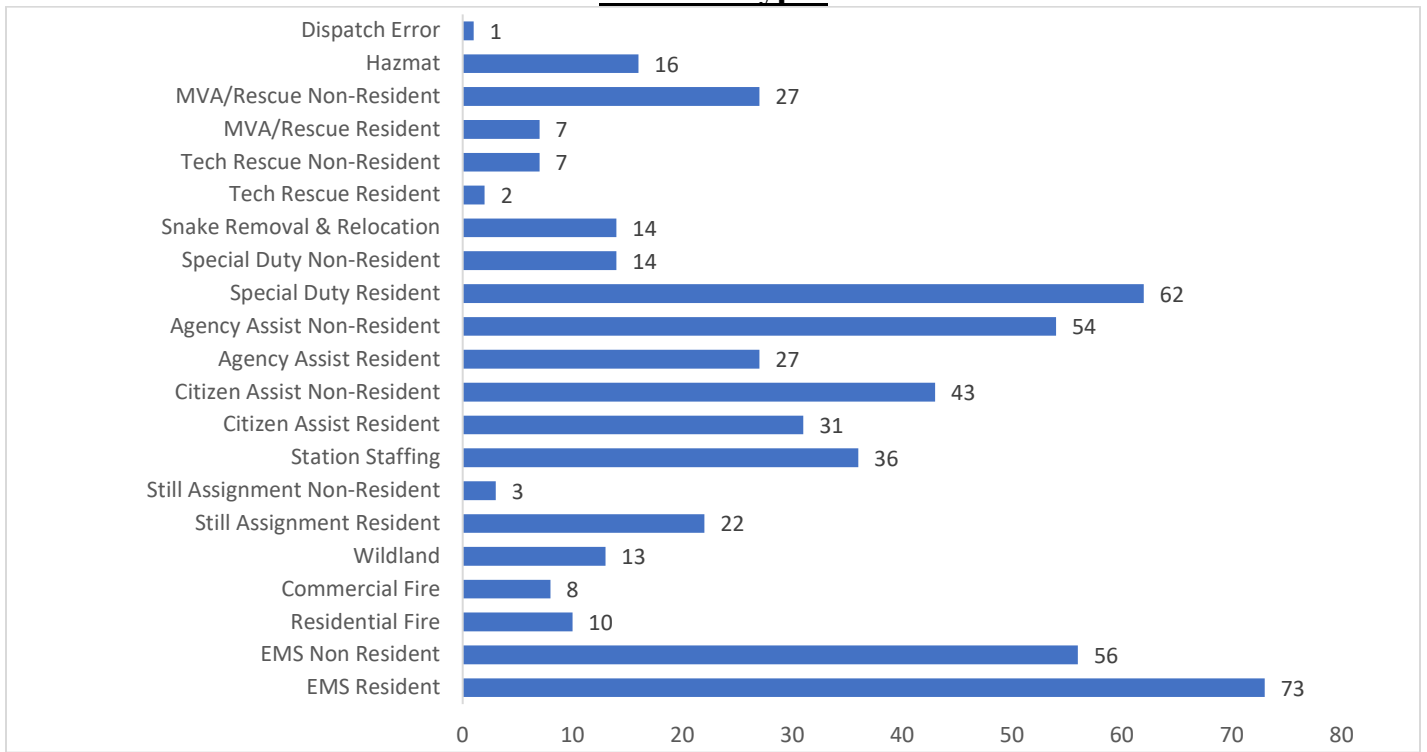
December 2023 Calls

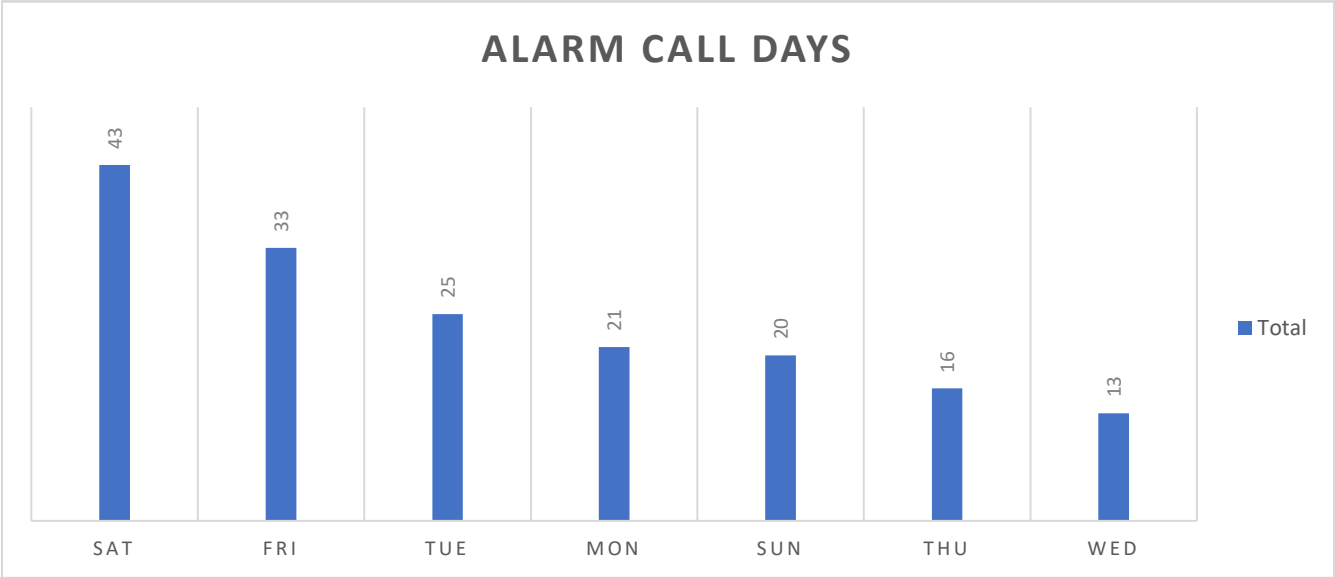
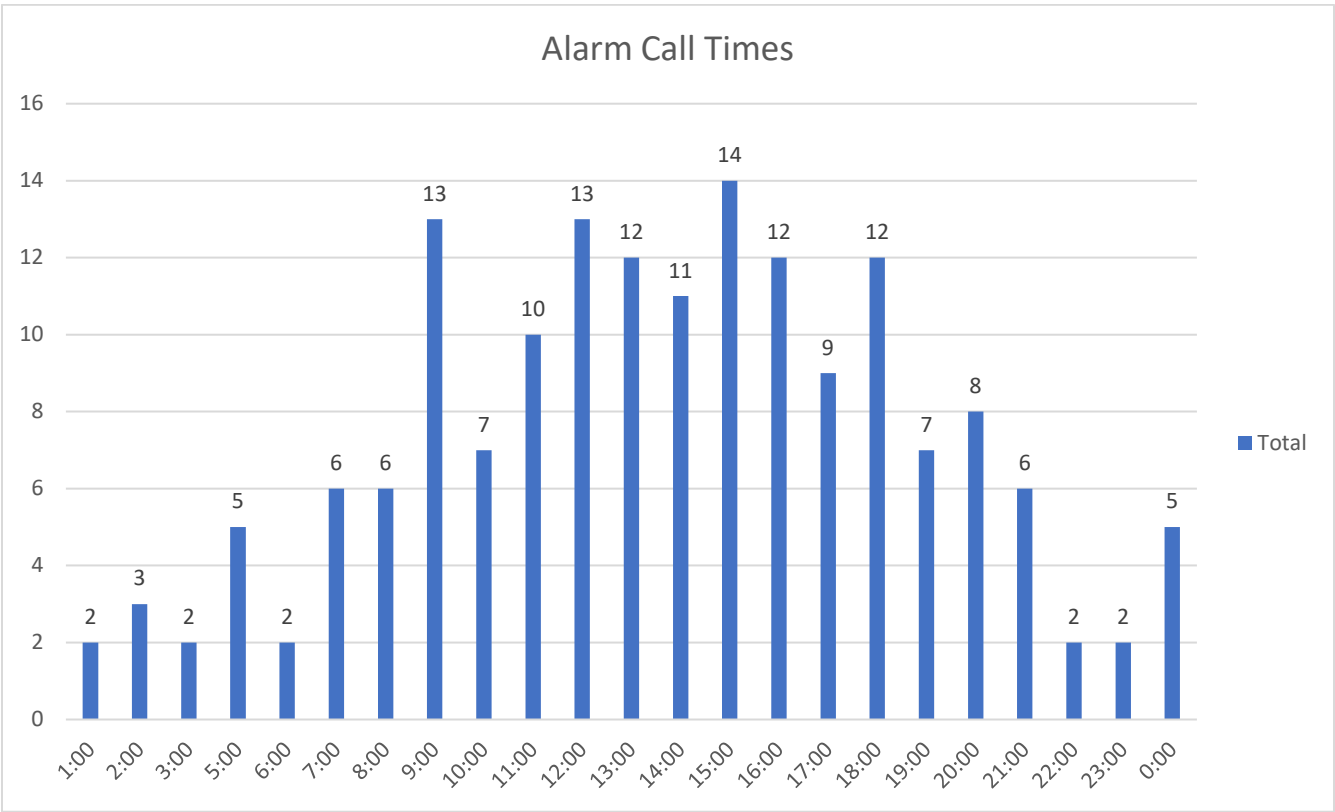
Call Volume from 1976 to 2023





All Call Types





In addition to the calls, we run on, each call has an activity sheet filled out, a 2-to-10-page written report depending upon the nature of the call, they get logged in on 3 separate spreadsheets and a report sent to DHS. The Fire Department also fills out an activity sheet for each training, work session, rope drill and meeting which also get logged in on three different spreadsheets.

Volunteer Personnel

The official name for our department is the Jerome Volunteer Fire Department, although we are a combination department, consisting of volunteers and paid staff. Paid staff include the Fire Chief and 2 Duty Officers. The

remainder of the personnel is paid-on-call. Paid-on-call members of the Fire Department receive a flat \$15 when they respond to a call, regardless of the amount of time required to complete the assignment. Our recruit members are paid \$7.50 per training and call attendance. Our Associate Member program allows a Firefighter or EMT to come train with us and staff when they are available at no cost to the Fire Department.

Members of the Jerome Volunteer Fire Department responded to over 520 calls for service this year, 221 of which were outside of normal working hours. In addition to the calls, 84 meetings, training sessions and work session were attended after work hrs. For a total of 303 incidents or events after normal working hours.

We now have three additional personnel excluding the chief. One of them being a fuels crew member who, just started the 1st of November, Eric Jackson. A normal week is 40 hrs. per week with 2 days off for weekends, which is 2080 hours a year, minus an additional 13-8hrs paid holiday and whatever PTO personnel have. The Fire Department staffs 24/7 with a total of 9605 hours needed a year per person to meet 24/7 staffing.

In 2023 the total amount paid to the Volunteer Firefighters was \$20,460.00. Budgeted was \$35,000. This amount represents payment for participation in 614 different events including Calls, trainings, drills, and meetings and includes \$6,263.00 for pure volunteers and \$14,198.00 for town employees volunteering in their time off hours.

The Town is very fortunate to receive the generous services of these volunteers. It would be an impossible financial burden for the town to match the salaries paid for comparable work in the surrounding towns of the Verde Valley.

The paid-on-call personnel are, by far, the heart of the Jerome Volunteer Fire Department. Being a paid-on-call member of the Fire Department means that you carry a pager and/or a radio, and when a call comes in you drop whatever you are doing and respond to the fire station, 24 hours a day, 7 days a week, if you are available. Calls range from simple EMS to heart problems, rescue assignments with extrication, to commercial, residential, Wildland working fires.

When these calls come in, members of the Fire Department leave their families and businesses and respond to assist their community. Most do not do this for the pay, obviously. Some do it because they care about their community. Others do it because they want to help people. And others even do it to further their education and careers with other departments. But we all do it because of the camaraderie and the fact that we know that we are members of the last Volunteer Fire Department in the Verde Valley.

Although it is economical for the town to try to maintain a volunteer agency with four full-time employees, it is very challenging to maintain the highest standards of administration and operations. There is a large amount of paperwork including tracking budgets, equipment, apparatus, personnel, hydrants, station maintenance and the 161 businesses that need to be inspected yearly in accordance with adopted Town codes.

The town budgets about \$543,360.00 for wages, salaries, fuel abatement wages, wildland personnel wages, workmen's comp, and all other benefits for 26 Fire Department personnel. I would like to express my gratitude to those who make it possible to respond 24 hours a day, 7 days a week to calls for help in and around Jerome.

We assist other agencies with many automatic aid calls. Our personnel, though volunteers, have the same certifications as any other paid personnel in the fire service. Many of our volunteers have been hired by other agencies and still provide volunteer service to the town. Time after time, I hear from the other Chiefs, officers, and crews on scene how happy they are to see us when we respond.

We are a small group of people that make up one of the best equipped, best trained, fastest responding fire departments in the State of Arizona.

Rank	Name	Total Meetings Members Officers	Total Calls and Meetings 614	Total JFD Calls 355	Total Alarm Calls 171	Since
Fire Chief – FF1&2,EMT, TRT,WLFF2, Swift water OPS	Rusty Blair	81	491	267	143	01/98
Assistant Fire Chief – TRT Tech Instructor -EMT, Swift water tech	Allen Muma	54	179	53	72	07/15
EMS Captain - EMT – TRT	Burt Doss	41	59	6	12	07/96
Battalion Chief – FF1&2, EMT, TRT TECH, HZMT, ENGB. TFLD, ICT4 Instructor1&2, Swift water Tech, Live Fire Instructor	Carl Whiting	69	276	131	76	8/20
Captain – FF1&2, TRT TECH	Jay Kinsella	0	1	0	1	08/12
Captain-FF1&2, EMT, TRT TECH, WLFF2, Swift water OPS	Rick Hernandez	71	422	207	144	1/10
Captain -FF1&2, TRT Tech	Jacob Giles	36	69	9	24	4/20
Captain-TRT TECH, EMT, Swift water Tech	Kerry Lee	65	235	57	113	02/13
FF1&2,EMT	Sean Bauer	0	13	9	4	10/16
WLFF1, FF1, TRT TECH	Eric Jackson	8	51	31	12	11/23
EMT, TRT Tech	Brigham Peterson	44	101	35	22	2/23
FF1&2 – EMT, TRT TECH	Lee Ondovchak	18	29	6	5	1/18
EMT	Sierra Hutchinson	30	57	13	14	11/22
TRT Tech, EMT, Swift water OPS	Marty Stan	29	54	15	10	5/15
TRT Tech, EMT, Swift water OPS	Lana Stan	23	39	10	6	7/17
First responder CPR	Chad Hembrough	27	45	7	11	8/20
TRT,EMT	Rusty San Felice	41	111	25	45	7/19
TRT TECH, WLFF2,	Zech MacGregor	14	34	3	17	6/23
TRT TECH, WLFF2,	Scott Staab	32	70	10	28	5/22
TRT TECH, WLFF2, Swift water OPS	John Krpmotich	54	233	58	121	5/22
TRT TECH, Swift water Tech	Jason Supple	38	87	23	26	7/17

Recruits

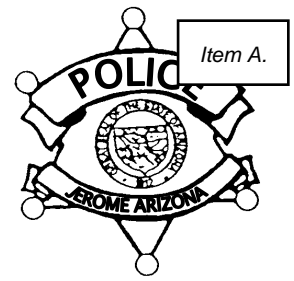
First responder CPR	Will Blodgett	20	43	10	13	11/22
	John Moser	3	16	4	9	1/23
	Chuck Romburger	24	40	6	10	4/23
	Mimi Romburger	4	7	2	1	11/23

Thanks for your continuing support.
 Fire Chief Blair
 Jerome Volunteer Fire Department



JEROME POLICE DEPARTMENT

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



January 3, 2024

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for December 2023.

The December “Calls for Service” report contained several incidents to include an assault, criminal damage, and a number of disorderly conduct cases. Call volume for December was above average.

The paid parking brought in \$27,205.45 (\$10,744.75 in text to park, \$16,460.70 in kiosks) for the month of December 2023. In comparison to last year’s revenue of \$23,531.45 for the same time period. Fiscal year to date (7/01/23 through 12/31/2023) kiosk revenue is \$172,800.25 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 147 parking citations that were issued for the month of December. There were 21 speed citations, 6 criminal citations (1 assault, 1 disorderly, 2 trespass and 2 criminal damage) and 4 oversize trucks.

Since we deployed the upgraded parking enforcement system in October, we have seen an increase in parking citations paid within the 10-day period. We are currently running about 60% who pay within that period. We have also instituted a “text to park” application that has reduced the congestion on the parking kiosks. We continue our move to a completely digital residential parking permit management system in the near future.

Our newest police officer, Zach MacGregor, graduated the police academy December 7, 2023. He is now in his FTO program learning his job in Jerome. Zach is also an EMT, wildland firefighter and technical rope rescue technician. He is living in Jerome.

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

I am also currently working on the transition from Uniform Crime Reporting (UCR) to the National Incident Based Reporting System (NIBRS) within our records maintenance system. This transition requires a more detailed data collection format for crimes that occur in Jerome and are reported to the FBI.

Respectfully,

Allen L. Muma, Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 01/03/2024

Page :

Agency :

1
JPD Item A.

Calls For Service Totals By Call Type

12/01/2023 to 12/31/2023

Call Type	Totals
240 Assault	1
410 Criminal Damage	2
415B Vandalism	2
415C Juvenile Disturbance	1
585 Traffic Hazard	1
647A Suspicious Person	1
666A Suicide Attempt / Report	1
903 Follow-Up	6
908F Found Property	6
908L Lost or Stolen Property	5
961 Accident - No injuries	1
AA Agency Assist	3
ACPD Assist Clarkdale PD	1
ADPS Assist DPS	1
AF Assist Fire Department	4
AYCSO Assist YCSO	3
CO Call Out	2
DIS Disorderly Conduct	1
DRAL Dogs Running at Large	1
FP Foot Patrol	3
FPF Fingerprinting	1
HS Hazardous Situation	3
HSE Hampshire Speed Enforcement	5
HUC 911 Hang Up Call	1
INFO Information	1
LIT Littering	1
ME Medical Emergency	1
NOISE Noise Complaint	1
OA Officer Assist	1
OT Oversize Truck	2
PARK Parking Complaint	2
PARKV Parking Violation	1
PE Parking Enforcement	17
PS Civil Paper Service	2
REC Reckless Driver	2
SC Security Check	21
SLC Street Light Check	3
SS Suspicious Situation	4
T/S Traffic Stop	1

Calls For Service Totals By Call Type

12/01/2023 to 12/31/2023

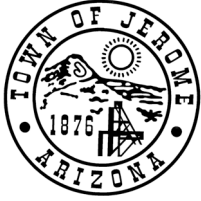
Call Type		Totals
TF	Trip & Fall / Slip & Fall	1
TO	Traffic Offense	2
TRN	Training	4
Grand Total for all calls		123

Jerome Library Staff Report, December 2023

- Completed the AZ State Library 2022/2023 Annual Report,
- Completed response to Public Library Association Library Technology Survey regarding challenges rural libraries face in providing technology services.
- Reviewed December 2023 circulation meeting minutes.
- Online payments are now available for Lost, Damaged and other fees.
- Lost, Missing and Discarded items with Holds have been moved to another BIB record or additional copies have been ordered.
- Reviewed the 2024 Arizona Author Series, Free, Virtual and Open to the Public. Subscribe to [Youtube.com/stateofarizonaresearchLibr2662](https://www.youtube.com/stateofarizonaresearchLibr2662)
- Continued to troubleshoot Jerome Art Room Printer,
- Contacted The YLN Help Desk for additional IT support.

Respectfully Submitted

Librarian, Kathleen Jarvis



Founded 1876
Incorporated 1899

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

January 2024 Staff Report for December Activity submitted by Kristen Muenz, Finance Director & Deputy 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).
- ⚙ Assembled packets for and attended some regular and special Town Council meetings.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Began preparations for the Year-End reporting, including Quarterly and Annual Fed & State Reporting, Month-End Reporting, and FY23 Payroll Reporting
- ⚙ Permits and Licensing activities for December:
 - Business Licenses**
 - 15 Businesses were sent renewal notices.
 - 10 Businesses sent in their renewal application.
 - 0 Businesses applied for a NEW Business License.
 - 6 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. Mr. Blodgett is aware that this is still pending.
 - Special Event Permits**
 - There were no applications for Special Event Permits in December.

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, January 09, 2024
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- Regular Meeting of December 19 2023

Three Items were approved at the December 19 Regular meeting of the Planning & Zoning Commission. Renovations for Tom Bouquet (778 East Ave.) were approved, and head to DRB next. Lori Riley (211 Mine Road) also had remodels approved (including a wheelchair lift or elevator) and is headed to DRB next. Finally P&Z recommends approval for a Residential CUP in the Commercial District (310 Queen Street).

Design Review Board- Regular Meeting of December 26 2023

Meeting was Cancelled due to conflicts with the Holiday.

Code Enforcement-

Minor issues continue to be addressed, as well as the first use of our Short Term Rental Ordinance to penalize an infraction.

Administrative Approvals-

Nothing to report at this time.

Other Business-

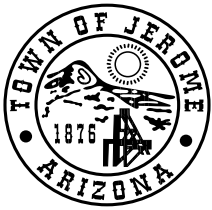
On December 26-27 two members of the Design Review Board have resigned, leaving the Board with three (3) active board members. We are seeking two additional applicants to fill these positions as soon as is possible.

The new year is starting with a complete inventory and reorganization of the Planning & Zoning Office, focused currently on the maps and surveys which currently had no method of organization or recordation. Coinciding with this efforts is a full audit of digital and physical parcel files, which will likely take a few weeks to complete.

File Attachments for Item:

A. Consider Approval of the November 13th Special Council Meeting Utility Rate Public Hearing; the November 14th Regular Council Meeting; November 30th Special Council Meeting; December 11th Special Council Meeting; December 12th Special Council Meeting / CDBG Public Hearing; and December 12th Regular Council Meeting Minutes

Council will consider and may approve the November 13th Special Council Meeting, November 14th Regular Council Meeting, November 30th Special Council Meeting, December 11th Special Council Meeting, December 12th Special Council Meeting and the December 12th Regular Council Meeting Minutes.



TOWN OF JEROME

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

MINUTES

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

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

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

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

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

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

2. NEW BUSINESS

Discussion/Possible Action

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

Mayor Alex Barber opened the public hearing at 6:15. She thanked the public for being present and asked who would like to speak first.

Town Manager Brett Klein recaps, the Town sought proposals for a rate study. Of all proposals the Council selected economists.com, who has done rate studies for Town in the past and is also currently under contract with other communities in the Verde Valley. He introduces Dan Jackson, Rate Consultant, from economists.com to present information from the rate study and the proposed changes to water and wastewater rates for the Town.

Mr. Jackson introduces himself as the Vice President of economist.com and gives a brief historical background on the company and also lists other communities he's worked with. Mr. Jackson continues his presentation to Council and Town residents with a Power Point, first outlining current industry trends, such as utility rate increases on an average of 5-6% per year across the country. He also adds that the American Water Works Association forecasts that water and sewer costs across the country are going to triple in the next 15 years. He also shares, keep in mind that 30-40% of Utilities or Cities charge rates below their costs, adding that just because rates are lower does not mean costs are lower, and they might be subsidizing rates from their General Fund. He then shares, many reasons why costs in the water industry are increasing are reasons beyond consumers' or Councils' ability to control, adding that the cost of everything goes up 3-4% a year just based on inflation. However when you look at the significant costs that go into running a water system, things like chemicals, electricity, insurance, and workers' compensation, are all increasing at rates higher than inflation. He shares another important factor in place is that it costs millions of dollars to build a water system; to push water through your town to get it to your customers. Remember you have to have water system that will operate anytime day or night. For example if someone wants to get up at 3am and get a drink of water, when they turn that tap on, water has to come out of it. Mr. Jackson goes on to say the same goes for wastewater. When we treat our wastewater, it needs to meet state and federal standards and doesn't pollute our environment. All of that cost's money. Systems cost millions of dollars to build and like any system they wear out over time. He adds, the prudently run utility has to balance the desire to keep rates as low as possible with the need to invest in the systems to make sure it runs properly, and that results in some very difficult decisions.

Jerome resident Ivy Stearman interjects, "we don't have the issue here, but in Arizona they were looking at salaries of the CEOs of APS and the people weren't happy. In general you have not addressed any of that here."

Mr. Jackson states that he just started his presentation.

Ms. Stearman responds, "Oh you have that covered already, sorry."

Mr. Jackson inserts, the important thing to know is APS is a private utility regulated by the state of Arizona, so whatever they pay their people has to be approved by the Arizona Corporation Commission. I don't really know much about APS, but I do know they are a regulated utility.

Mr. Jackson's presentation then addresses the Town of Jerome in general. Sharing he's had the privilege to work with

the Town for over a decade, adding that in that time the town has not raised their rates. He imparts that most cities in Arizona have raised their rates every year, adding that in that time Jerome has not raised their residential rates. He shares that he thinks that is extraordinary, continuing, it shows a commitment on the part of Town to do everything in their power to keep the rates as low as possible. He points out; however, you can't repeal the laws of economics, and costs continue to go up over time. The General Fund right now is supporting the water and sewer fund and that is very important to keep in mind. Inflation will keep increasing costs, and at the same time there are plans to fund a very large wastewater treatment plant expansion that is necessary and important for the environment, adding that most of it is going to be grant funded. The state and feds will fund a vast majority of the project, but they will only do so if the Town agrees to fund their part of it. Mr. Jackson says that an important component of this rate plan is paying for the wastewater plant expansion, and all of these factors contribute to the need for the Town to evaluate a new rate plan. Mr. Jackson's next addresses the utility rate system in Town. He says that Jerome is one of the only towns he's worked with in that doesn't charge a volume rate, we just charge a flat rate. For example for a single residential unit you pay \$25.36 a month for water service, a double unit \$33.20 and a multi-unit \$41.05. He shares that most cities charge a combination of a base charge and then a rate per thousand gallons. He adds, same thing on the wastewater side, a residential customer pays \$32.54 if they're a single unit, \$42.60 if they're a double unit, and \$52.67 for a multi-unit. On the commercial side, he points out that the Town did do a revision of its commercial rates a few years ago. Town used to charge particularly on the wastewater side to buy something called fixture units, which is an archaic system and replaced it with a volume-metric rate for commercial customers. He then shares the question commonly asked in these public hearings is how do our rates compare to other communities; do we pay more or less? He points to a chart in his presentation, summarizing that the comparisons are based on an average use of 10,000 gallons a month, a general national average. He stresses to keep in mind the word average means some people could use more, some people could use less. He shares here in the Town of Jerome for 10,000 gallons of water and wastewater service you pay about \$57.90, as can be seen on the chart we are the lowest in the area. He notes several surrounding communities and their rates adding that he hasn't found a rate lower than Jerome. Sharing that he works for many of the cities and that all of them are raising their rates this year. He notices a hand up on the council dais and defers to Vice Mayor Jane Moore.

Ms. Moore says she'd like to point out that these other communities are pumping from aquifers whose levels are dropping. Arsenic is more concentrated as you drop those aquifer levels, so they are having to treat for arsenic; their costs are higher than ours.

Mr. Jackson follows that is a very important thing to keep in mind, adding not all water systems are the same. He shares that one of his clients is the city of North Chicago, IL. Noting that they are located next to the largest source of fresh water on earth, Lake Michigan, so their rates are pretty low. He also says geography means a lot, using the town of Denton, TX as his next example. He says it's flat as a pancake so it's very easy to pump water through town, adding in other areas it's not so easy. An audience member has their hand raised so he defers to her.

Jerome Resident Margie Hardie inquires, "Just curious, the difference in rates that most towns have for example Clarkdale, is trying to cut back on consumption, that's why their rates are the way they are. Are we trying to do the same thing, or do we have a different objective?"

Mr. Jackson adds their rates are inverted log rates. He shares that was his idea for Clarkdale, adding that's what a lot of towns are doing these days. He says what they do is charge per thousand gallons but the more water you use the more you pay, the idea is to encourage conservation.

Ms. Hardie replies, "but we are different."

Mr. Jackson responds, right, right now Town is still charging just a flat rate. One of the reasons is that there has to be very detailed usage data, meters on all the houses, and Town has to know exactly how much water people are using. Adding that's been something that the Town has been struggling with the last few years. So at this time, he doesn't feel that it's appropriate to move to a volume-metric rate for residential. He believes it's something to work towards in the future, but Jerome just is not there yet.

Ms. Hardie says "That isn't what I meant. I'm sorry, I meant they have one objective because they have no water. We have some water but is our objective to reduce consumption or is this just the money?"

Mr. Jackson responds he thinks it's a good policy for any city to try and minimize extraneous water usage. Water is a precious and diminishing natural resource and we don't want to waste it. He adds Jerome might not have as much of a need to do a conservation rate as other communities but it's always another thing to consider at least. He shares that he believes ratemaking is an art not a science. There's a lot of different ways to charge for water, it just depends on what your goals might be. If conservation is a critical goal, then the inverted log rate is a great idea, if conservation is not as important then it's not something you should consider. Every community will be different and unique and town councils have great discretion to decide what they think is in the best interest of their communities. Mr. Jackson then gives background information on current utility accounts, sharing that there are about 347 water accounts, and 256 wastewater accounts. He says when they developed the rate plan, they did a forecast of 10 years of revenues, expenses, and growth. One of the most important components of the forecast is how much growth they anticipate, but they anticipate very little growth in Jerome, not more than a handful of new accounts.

Mr. Jackson then touches on costs; he notes he is not an operations guy but a finance guy, adding he has had a chance to review the Town budget saying he didn't see anything out of the ordinary, but rather he noticed that our costs are pretty low for a town of our size. He says nonetheless our costs are going up at a rate of 3-5% a year but other items like

chemicals and electricity are going up at higher rates. He says the biggest factor impacting the rate plan is the debt required to fund the wastewater plant expansion. He communicates that debt in capital projects that improve the quality of service impact rates in 3 ways; how much do you have to fund, when do you fund it, and how do you finance it? Those three questions factor into what the plan ultimately is. He then shares the wastewater plant expansion is right now forecast to cost \$6,679,000, adding believe it or not that it's a very competitive number, and that he's seen projects of similar size be a lot more expansive. He states, those systems breakdown over time, they have to be replaced or the quality of service will deteriorate, and the environment will be severely challenged. He points out the good news is that a vast majority of the project is due to be funded from grants. He shares there are two grants, one for \$4.8 million and a second for \$30,000. Which means out of a \$6.6 million dollar project, only \$1.8 million dollars is to be funded by the Town. He reiterates grant money comes with strings attached, saying the government will not give Jerome this grant money if they aren't willing to show the commitment that they are willing to fund the project too. He shares details of a loan to the Town over a 40 year term with a very low interest rate of 1.25%. Next, using a bar chart from his Power Point, he shares that the purple bar reflects operating expenses, the gray are transfers, and beige is debt service. He points to operating costs slowly increasing over the next 10 years, but also that when the debt is issued the cost of service increases significantly, and then keeps going up. He shares the two challenges are 1. To fund the continued increasing operating expenses and 2. To fund the debt payment that Town will be required to make, which is what the rate plan is intended to fulfill. Mr. Jackson then moves to the projected rate plan for Town. What they recommend Town consider is adopting a multi-year rate plan, a 5 year plan with adjustments in January 2024, '25, '26, '27 and 2028. So it would be annual rate adjustments over the next 5 years. He shares that one thing he's learned over time is that rate payers don't like big sudden increases. A lot of times Towns think they're doing the rate payers a favor by holding rates down year after year, but then they need to do a big project and need to do a 30% rate increase. He says what happens is that people forget that rates have been low for so many years. They open their bill to see it's higher and then say to council why didn't you just do gradual increases for the last several years, that way we could gradually adjust our household budgets to fund that. That is exactly what they are suggesting Jerome does here, to make gradual increases every year, to cover the operating cost increases and be able to fund the debt service. No change to the rate structure, and it will fund \$6.6 million dollars of capital improvements. He adds nobody wants to pay more, but one of the advantages of running water and sewer utility is the money that is collected by the town goes right back into the town. This is going to fund a \$6.6 million dollar investment into the future of the Town of Jerome. Because this project is not just going to serve you, but your children, your grandchildren and maybe even your great grandchildren. In other words, future generations of residents here. So it's not easy to ask people to pay more, but what are they paying for, they are investing in the future of the community by building a facility that will be in operation 50 years from now.

Mr. Jackson then presents the recommended rate plan for the water customers. He shares as a single customer it's about a \$2 a month increase from \$25.36 to 27.39 for the first year, and similar increases over the next 4 years. He adds, double and multi rate customers are a little more at about \$3-4 a month each year. He then shares the wastewater adjustments, adding they need to be a little bit higher since most of the spending is on the wastewater side because of the plant. On the wastewater rate it's about a 4 ½ dollar increase each year, from \$32.54 to \$37.10 for a single residential customer. He knows this is a lot of numbers, and then changes to a different chart reflecting the impact on an average monthly bill. He says the average single residential customer that sees a bill of \$57.90 a month would see their bill go up about \$6.5 a month in the first year, then it would go up about \$7 a month for years 2-4, and then go up by about \$5 a month in year five (2028). So a customer who pays \$57.90 today would see their bill go to \$64.48 in 2024, to \$71.87 in 2025, \$78.89 in 2026, and all the way up to \$91.63 in 2028. He then refers back to the rate comparison slide, which compares rates among surrounding communities, and points out that even five years from now in year 2028 Jerome's rates will still be lower than the current lowest rate of all the comparison communities today. He adds further that all of those communities' rates will be significantly higher five years from now.

Moving to the last chart in his presentation, he emphasizes he's done these rate studies for 30 plus years. He shares that he's never had an audience member or council member come to him after his presentation and say, "Hey Dan thank you very much for raising my rates. I really appreciate it." But what he has had is people say, "I don't like it, but I understand why it needs to be done." He shares this is not an easy thing the Town is asking, and it's not a popular thing to do, but often the right decisions are not the popular one and it's not always the easy one. He shares this rate plan brings a lot of benefit to the Town of Jerome. It will enable the Town to fund the water and wastewater maintenance, operating and construction costs. It will enable the Town to invest \$6 million dollars to maintain and improve the system, and continue to provide safe drinking water and wastewater service that meets state and federal standards and does not negatively impact the environment. While it's never easy to ask people to pay more, what this plan does is improve the quality of service and results in an overall better, stronger and healthier utility. He finishes by sharing that he strongly recommends seriously considering implementing this long term rate plan. He finishes saying he'd be happy to answer any questions from Council and audience members.

Council and audience members thank Mr. Jackson for his presentation.

Council member Dr. Jack Dillenberg starts by saying "It's not an excessive amount of money, like \$5 more a month." He continues, "It's not an easy thing Mayor, but I think that we are in a great position to implement something that's going to benefit this community for the next 10 years, and beyond. I think we may have other opportunities to raise revenue for the town, put this aside, whether the parking rate goes up or other things increase. I think the fact that we're getting the

sewer plant done is phenomenal. And getting the grants, we were able to get the recognition to build these sewer plants. It's going to be huge for our children and grandchildren in a big way. I know it's more money, but Mayor I think we're in a good position."

Mayor Alex Barber thanks Dr. Dillenberg says she is going to make a statement about what was talked about. "The wastewater treatment plant, that the 400 people who live in Jerome do not need an upgrade on; it's the 2 million tourists that come through our town that make us need this wastewater treatment plant. In these graphs and tables we have 256 people that, actually customers that use the wastewater, we have 347 that use the water. The water we don't use we all heard it pouring down off the side. We need trees, we need things, I mean a couple dollars. Again it's just really hard for me to..."

At 6:42 (27:07) there was some discussion amongst audience members and Council member Sage Harvey calls for a point of order.

Ms. Barber continues "...put this burden on the 400 people that live here."

Ms. Moore queries the audience members if they would like to say something.

Ms. Barber invites them to ask questions, they declined. She continues her statement, "So again, I just feel that this is something that the people are making us need to have to pay, which would be the 2 million tourists." She then asks if anyone else has questions or statements for Mr. Jackson.

Ms. Hardie asks, "Are you taking into consideration the difference between our water availability as opposed to all those other towns?"

Mr. Jackson replies, "Every town is unique, and you're never going to get a 1 to 1 comparison. There's always going to be caveats and qualifiers. But everybody asks the question how do our rates compare to others?"

Ms. Hardie then asks, "What about using other sources of income? For example, our parking meters are bringing in more money now. And I presume if we bump it up to add more meters, we'll have more money, and I was wondering how that could be applied to the costs?" She shares "I actually don't think that rate increase is very scary, but what is scary is what happens in years 6, 7, 8, 9 and 10? Or is it just flat out?"

Mr. Jackson says "There will be increases required every year. Always keep this in mind whenever you look into a long term financial forecast, once you get beyond five years, you're really kind of throwing darts at a dartboard. It's really hard to predict. What I can predict is it will cost more, how much more, we can't really tell."

Ms. Hardie asks "when is, according to that plan when will we be done paying it back? The million dollars."

Mr. Jackson replies, 2063

Ms. Barber adds that it's a 40 year loan.

Ms. Hardie asks, "But what about my suggestion about using money from other sources?"

Ms. Barber adds that she's brought that up every time we talk about this, putting it on the tourists rather the 400 dwindling people.

Dr. Dillenberg adds "I agree mayor, you're 100% right. I think increasing parking, maybe start to charge parking at the 300 level where we don't charge anything."

Ms. Hardie adds "We can't, can we?"

Dr. Dillenberg shares that he doesn't know.

Ms. Barber adds "we don't own that."

Dr. Dillenberg responds "well we can ask".

Council member Sonia Sheffield makes a statement, adding because it's on topic and makes it more a conversation "Everybody is curious and wants to pass all of this this onto the commercial businesses because of the visitors being the ones that are causing us, putting the more wear and tear on our system, the water systems and the infrastructure. We have raised the commercial rates within the last few years, so that has already been restructured. We passed on some of that cost to the commercial users already. Working for 2 businesses here in town I am hesitant to just throw the responsibility of this onto commercial because I need them to be able to afford to pay me a living wage. I do think the way the commercial rates are done, it could maybe be looked at, and maybe the ones that are using three to four times as much as another commercial location could actually pay for the amount they are using. But you know the visitation. Putting it on residential with just a couple bucks a month. I am against, you know, passing on hardship to the residents. I get that, but this hasn't been done in over a decade. So for us to be stodgy about wanting to throw in an extra couple of bucks to support our town so that it can support us. Um, I mean I just think it's; you know we can't expect not to have increases and stuff after over a decade. Water rates have been the same for the decade and the reason they're going up is so that the cost of providing and processing water pays for itself. I mean if we don't raise our rates slightly, at least for the residential, then it seems like the amount of money we are bringing in versus the amount of money we're spending is just going to get greater and greater and greater. And I think it would be irresponsible of the Town to not try to thwart that to some degree. So I feel like doing something is better than doing nothing and having a few dollar a month increase for the residential gives us a chance to start working towards covering the debt that we're incurring because of the wastewater treatment plant. But it's like 75% funded, which is huge, huge. The amount of money that we are trying to cover to do this, that's going to be good for decades to come, is a very small percentage of what it actually costs. So I mean that's one thing to be proud of in and of itself, and as the community, if we have to chip in a few bucks here and there, I feel like that's reasonable."

Dr. Dillenberg shares his agreement.

Ms. Sheffield continues, "I think it's reasonable. I mean look at what we pay for you know a burger to go at restaurants here in town, that charges to-go fees and credit card processing fees. We don't boycott them or refuse to contribute to that because it's the way it is. And so I don't feel like we should be so resistant to help the town help us." Council member Sage Harvey shares, "Just a little follow up there, and a little bit of clarification for anybody that doesn't know. Currently we subsidize our water and wastewater treatment, now. Even with the monies we get from the paid parking, we're still subsidizing our water and our sewer by the General Fund. So the reason we have the wastewater treatment plant being fixed is because it's at capacity when we're full. It's at capacity for ammonia levels for effluent. So this has to be done. If people are going to continue to live here and businesses are going to continue to have business here, this has to be done or the town is going to go bankrupt subsidizing their water and wastewater."

Ms. Sheffield follows, "Also there's one more thing that I'm not entirely sure, like when the last time we had a huge wastewater treatment plant overhaul was. So if you figure we haven't put any money into that in the last 20-30 years, and now all of the sudden we're having to do it. Then maybe we should have thought about that 15 years ago to cover it. And so maybe now making some sort of effort and taking some sort of action will alleviate this happening again in the future. We will already have been prepared."

Dr. Dillenberg adds "and it'll last 25 years. It'll last over 20 years whatever we do."

Ms. Barber shares "Our last one was I think about 25 years. And that's what they say they have a life of about 25. But we're going to pay on it for 40 years, how's that math working out?" then defers to Ms. Hardie.

Ms. Hardie asks, "How much does the Town want our lifestyle to change? Based on the ongoing increase. And now that I've seen what the rate increase is or suggested, I don't see that being a real impact on, if you know, if I want to water my grass or not. But otherwise it could be kind of deadly, but in that case at those rates I don't see that being an issue really."

Ms. Barber asks if Ms. Sheffield or Ms. Harvey have follow up, they both responded no. She defers to Ms. Moore.

Ms. Moore says she'd really like to hear from the public that came. She says "I want to hear from the people instead of waiting until, you know a week after the meeting and then hearing, they did this, they were arrogant they didn't listen to anybody. I'd really like to hear from the public what you think. That's what this hearing is about."

Ms. Barber calls on resident Ivy Stearman.

Ms. Stearman shares, "As a retired public health nurse we have to address the fact that this is an aging community. You know, there is not gentrification going on. You know a lot of our kids have left, and you've got a lot of people on social security, really. And living already with the economy downsizing. Is this a lot of money? Not really, but it worries me when you look at the current and then the five year. That's a big jump to some people in more precarious situations that may own old houses that need a lot of repairs constantly. I just wanted to point out that this community, not only does the water run down the hill, but none of the communities that you mentioned are the same. We're aging, people aren't working as much and making the money they made in your youth. So, I agree of course we have to raise the rates, and we have to have the wastewater. I'm just concerned, look at now compared to the five-year. And it's not the water, it's the wastewater where we're getting hit. So, that's my comment, I don't really have a solution, but I just needed to speak up for the old folks."

Ms. Barber thanks Ms. Stearman for her input and defers conversation back to Ms. Hardie.

Ms. Hardie asks, "A couple of things first of all, as time goes on, are we going to need more water tanks and does that come into this at all? It looks like there is no flexibility, I mean I just wonder as time goes on for water and wastewater, how will we fund things like that? Are we going to? Maybe not because the population goes up but because of the tourism going up? Or whatever, and also, I don't know anything about how this whole water system works. Isn't that a way to save water or keep water in our system, like that summer before last was it, when we really ran out of water? I'm just saying, are we going to need more money than that?"

Dr. Dillenberg answers no, and Ms. Harvey answers yes.

Ms. Hardie then says, "Last comment is if we could possibly get more advertising out there in the town about what is going on here. I just feel like on our water bill with black letters you know we're going to be doing something with. I don't know if this is the last meeting or not, but I sometimes think the outreach publicly could be better."

Ms. Stearman is heard saying "the software can't handle it."

Ms. Harvey asks Mr. Jackson "How many years have we been working on this Dan? How many years have we been working on this?"

Ms. Barber responds with 2, 4

Ms. Harvey follows up, "A couple at least, open meeting, to the public."

Mr. Jackson responds, "At least a couple, since 19 or 20."

Ms. Harvey thanks Mr. Jackson for his response. Then Mr. Jackson adds, "And even in my prior work before that in 2014."

Dr. Dillenberg interjects "we have a new water storage right, we have 3 now."

Ms. Barber says "So if you are a customer and you have water and wastewater. Your bill is not going to go up significantly in the first year but again by the fifth year it is going up significantly."

Ms. Sheffield adds, "That's over a 5 year period though, and I feel like if there was anything that we saw how much it would increase over a 5 year period whether it was a loaf of bread or a gallon of gas we would probably have a similar reaction. It might be that much from year to year but when you look at it 5 years down the road it's a little more threatening."

Ms. Harvey shares her agreement.

Ms. Barber shares, "If it goes up as fast as these last two years of COVID its going to make all of our head's spin, because everything has gone through the roof and it's unsustainable. Ivy pointed out that the kids that grew up in Jerome can't even afford to live here, not even an apartment let alone buy a house."

Ms. Harvey says, "There is not affordable housing in the entire Verde Valley I can vouch for that right now."

Ms. Moore points out another audience member to speak. Ms. Barber defers to Resident Nancy Robinson.

Ms. Robinson shares, "I stopped into the city of Cottonwood to get information from their water/building department, and before a customer even uses the water or the sewer treatment plant their base bill is about \$95 in surcharges. So put that into perspective for those of us that live in Jerome."

Mr. Jackson affirms, "that's what many cities do. they charge a base charge and then they charge a volume charge per 1,000 gallons on top of that."

Vice Mayor Moore shares, "So I did the math for my household. For water and sewer right now is \$76 dollars and that's not including the trash, and it will be \$120 approximately, I'm rounding it off, in 5 years. So that's about a little less than \$50 more. And yeah, that's not as bad, cause when I first looked at it, I thought oh it's going to double. No it's not."

Ms. Barber reiterates, "so you're talking about like a \$10 increase over the next 5 years to make it the full \$50."

Ms. Moore answers, "Yeah that's about right. So that doesn't seem..."

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

Ms. Moore continues her statement, "And the other thing as a businessperson, you know having been in business for almost 50 years in this town and using water. It seems to me that businesses make money using water in the business. I feel like the business is making money off the ability to use the water and sewer, and it's not like a resident. A resident is not making money of the use of the water and sewer whereas the business is. And that seems fair to me, and is the cost of doing business, to be able to pay higher rates as a business. Because you're making more money doing whatever you're doing. We're making clay, washing our hands after making pots, and things like that, we do use water. So that does not seem unfair to me that the commercial is paying higher rates than the residential. And I don't think the shops that aren't using much water should. We probably use more than quite a few shops but not as much as a restaurant or hotel. Cause they're making money off that ability, people taking showers, washing the dishes etc. I don't know, I think it's time that we're all paying a little more. It's hard for retired people on fixed incomes so maybe there is something we can do with people that are having a hard time as a residential customer paying their bills. I don't know."

Ms. Barber asks, "Are you talking about some kind of low income stuff that we would fill out here at town hall and get a break on your bill because you can't afford it? It's an interesting concept"

Ms. Stearman added, "they do that with taxes."

Ms. Harvey clarifies an earlier point from Ms. Hardie, "We already have in the plans we've already budgeted; I think we were doing one of those SEARCH grants. Budgeting towards getting another tank up there."

Ms. Moore follows, "the other thing I wanted to mention, there is money. There's the net revenue requirement and then there is the total cost of service and that does allow for upgrade, correct Brett?"

Mr. Klein confirmed yes.

Ms. Moore adds, "Such as water tanks, so it's not just paying for the service."

Ms. Hardies says "in relation to what Sonia was saying about her salaries contingent on how much money the business makes."

Ms. Sheffield clarifies "that's not exactly what I said. I was trying to state that our local business owners and operators shouldn't put so much of the, you know, automatically want to put the burden of extra costs onto the commercial sector. For those of us trying to live and work here you know it's just community vibe."

Ms. Hardie finishes, "This is a very personal opinion of mine is that there is a lot in this country of skimming from the bottom and not the top. So if you want people to work for you and you need to be able to afford it, and there's bills to be paid, water and sewer. Perhaps the benefit to the pot comes down a bit instead of from the bottom. If you understand what I mean."

Ms. Sheffield points out, "The commercial rates was what 3 years ago?"

Ms. Harvey responds "Just the water." She then asks for confirmation from Mr. Jackson.

Mr. Jackson confirms it was both water and sewer.

Ms. Barber defers conversation back to Ms. Stearman.

Ms. Stearman says, "I like the idea about having something for people who are having a hard time paying their bills. But I have got to tell you it's so complicated, involving private financial information. I don't know the solution to help subsidize people that can't afford the increase but you're getting into deep waters with that."

Ms. Hardie adds, "there's been a time in my life where, this is really awful. But if you own a property, the town in the past would put a lien on it. And get their money when the property is sold. That's just another way of getting paid back. If somebody were desperate enough and couldn't afford the water or sewer and they owned property, then I don't think it's that complicated to put a lien."

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

Jerome resident Mark Kmpotich shares we need to be looking 50, 75 years out, we need to be looking at the next 100 years. Because this town will continue to be here, it's been here since 1876 there's no reason why it can't continue. But we need to be thinking about that as well. We've got a 40 years loan for this. He adds that "there isn't a week that goes by that there isn't a broken water main. We need to be thinking long term not just 25 years out. He adds if you want to live

here and to survive then we need the water.”

Ms. Barber asked council for their thoughts and input on 2 letters received from Jerome residents. She adds there is a lot of interesting points, sharing “what is seen as fair and equal for humans is not always right for nature’s water cycle.” “Please consider your impact upon a community that is less than 450 residents.” “This is a way for you to give water and wastewater rates a way forward to create a more resilient Jerome.” She adds the way she read the letters was, ‘no don’t raise these,’ she asks how other council members feel about them. She reiterates there is no decision being made tonight; this was a consideration and direction to staff to take action for what is adopted.

Ms. Moore inquires what is the next step.

Mr. Klein informs council often time you would pass the rate, but he knew there would be some questions and discussion. He adds the rate consultants won’t have jobs if they don’t come back with the minimum rate’s proposed to cover the debt, operations, and maintenance. The rate proposed is the lowest possible rate that can meet the obligations that are coming. He says oftentimes it is done within the same meeting. But staff will need direction from council at an open and public meeting.

Ms. Barber says to move forward the public hearing has to be closed; however she notices a hand in the audience.

Ms. Stearman shares “This isn’t about increasing revenue. I have a neighbor whose land sits there with all their junk on there, and one time there was a fire and we found out he forgot to pay his water bill. His water was turned off. So I did speak to the town. So what about making people, because it’s a fire hazard, keep their water turned on on their property. Where’s the legality of that because that’s just ridiculous. I’m sorry, you got property in the town, maybe you’re not there, maybe it’s empty, maybe it’s 2 acres full of junk, but why can’t they pay the dang water bill. And that would create revenue, and it will be safer fire wise for this community. Make sure that every fire hookup is on, and somebody is paying the bill. I don’t know what legal thing that would take but I feel very strongly about this.”

Ms. Barber responds, “I don’t know how we can make people have to have their water on if they can’t afford it, and their water get’s shut off.”

Ms. Stearman says “It’s not always can’t afford. It’s just oh I’m not there, no one’s living there, the property’s empty. Fire hazards all over the property. This could be other properties too I’m not just talking about my neighbor. There’re tons of properties sitting there, fire hazards, dead wood, all kinds of crap. And the water’s there, I’m not saying hookup water I’m saying there is a hookup. what’s the big deal to have some hoses hooked up and make sure that if there’s a fire, we’ve got water access in other places. And it can create revenue. Can’t even keep the water turned on and the hookup is right there. That’s something to think about.”

Ms. Robinson mentions, “A couple years ago the town council was discussing this. My husband and I leave for the summer. We shut the water off in our house, so that nothing in our house happens if a pipe blew up. But the Town at the time was considering, still having people that leave still get bills. So that’s something to think about. We go to Alaska in the summer, but we have a fire hydrant on the corner. Maybe the council can possibly discuss that for those of us that do leave and still bill us for utilities even though we aren’t using it.”

Mr. Jackson follows, “The concept is called water availability. The water has to be available for us whether a person uses it or not. There are many communities out there where people who leave for part of the year still pay at least a minimum water bill. Because remember the vast majority of the costs of a water system are not the molecules of water, it is the system that makes the water available.”

Ms. Moore adds, “It seems like that is a good idea, because they are being provided with that water service the town still has to pay for it.”

Ms. Hardie retouches on Ms. Stearman’s comments about garbage and property maintenance.

Ms. Harvey advises them to contact the Zoning Administrator. Ms. Barber confers that this is definitely not the utility rate increase being discussed.

Dr. Dillenberg adds, “I’m just curious, great discussion, great points. The thing is it’s an awful lot of money we’re going to be doing over the next 5 years for sure. I believe that there will be opportunities to increase revenue from visitors that come to town that are either going to be staying here, eating here or whatever. I don’t know what we can do today. Is there anything we need to decide today? Or just say, ‘yeah good idea, thanks Dan,’ and then have another meeting? I mean at some point we have to move forward.”

Ms. Barber says they are moving to direction but they have to close the public hearing first.

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

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

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

Mayor Barber asked Council for input.

Dr. Dillenberg says, “I think we should go forward. The rates, everything Dan has described makes a lot of sense, it’s not excessive funds. And we’ve got 5 years to put together other programs for revenue. I think we can increase parking fees, expand the parking. I think there will be other opportunities that will emerge that will give us a chance to generate more revenue. This is not excessive, 5 dollars a month, 10 dollars a month, over the next 5 years. No it’s not excessive at all. I

think we need to go forward and let the citizens know we are moving forward. I think the sewer plant thing, we are fortunate to get the grant money we've gotten, and I don't want to jeopardize that in any way. So I'd really like to see us Mayor, do the best we can. And Brett, I don't know what we can do to go forward even if it's a baby step to go forward in the direction we've talked about today."

Ms. Barber confirms, "So Jack, you're talking about at a future council meeting us talking about scenario 1. Which is on page 36. Where a resident right now pays, a single residential water \$25.36, it would go up to \$27.39, \$29.58, \$31.95, \$34.50 and \$36.92. So like 5 year rate, this plan here."

She asks how the rest of the council feels about that.

Ms. Harvey shares, "I think we absolutely have to do it. "

Ms. Barber says, "So the direction is, let's look at this page 36 at a future council meeting." She asks Mr. Klein if they are going to tack this onto the December Meeting.

Mr. Klein confirmed he can and will.

Dr. Dillenberg motions to put this before council at the December meeting.

Ms. Harvey seconds the motion.

Ms. Barber calls the question.

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

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

Ms. Barber says, "I did not say aye. I'm going to say nay but I'm the only one, so we'll take it to a future council meeting in December." She says, "We need to do it, but it's hard to do this to the 400 people that live here. I know it needs to happen, but again thank you to the 4 that are pushing it forward. I am again going to say no, I'm the squeaky wheel."

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

Ms. Barber motions to adjourn the meeting.

Ms. Sheffield seconds the motion. The meeting adjourned at 7:15pm.

Motion to Adjourn at 7:15pm

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

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager/Clerk

Date



TOWN OF JEROME

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MINUTES

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

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

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

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

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

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

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

Discussion/Possible Action

Financial Report and Detail Invoice Register Report for October 2023

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

Mayor Alex Barber asked if there were any questions regarding the financial reports. There were none. Council member Sage Harvey motioned to approve.

Council member Dr. Jack Dillenberg seconded, and the motion passed unanimously.

Motion to approve the Financial Reports for October 2023

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

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

Discussion/Possible Action

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

Council will consider and may approve the staff reports.

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

Council thanked Mr. Klein.

Ms. Barber noted some of the terrible streets hopefully in the next few years will get some much needed repair. She then inquired if anyone else wanted to make a report.

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

Mr. Klein confirmed yes it was just for planning.

Ms. Barber asked for confirmation of the amount of the grant.

Mr. Klein confirmed around \$235,000 but awaiting the final award.

Ms. Barber asked if we received letters of support from everyone we needed.

Mr. Klein confirmed yes, we did from Chamber, Legislatures, etc.

Ms. Barber asked if that helps us with the letters of support?

Mr. Klein confirmed.

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

Motion to approve Staff and Council Reports

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

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

Information/Council Review

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

Zoning Administrator Will Blodgett gave a brief update on the status of the revision of the Design Review guidelines. Mayor Barber inquired about the new management at the Hight School building.

Mr. Blodgett said it is going really well, they are desiring to come into compliance, adding that he’s made himself as accessible to them as possible and he believes they are headed in the right direction.

Mayor Barber questioned who the manager was and if they were a previous employee in Town.

Mr. Blodgett confirmed the name of the manager but was unaware of any other history with Town.

Ms. Barber noted there was no action for this item and then moved items 8A and 8B were moved up to follow this report.

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

Discussion/Possible Action

Consider Approval of the October 10th Regular Council Meeting Minutes

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

Mayor Barber introduced the minutes, noting she found a couple of typos. She then motioned to approve the minutes with the minor changes as noted. Ms. Harvey seconded the motion, and it was passed unanimously.

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

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

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

There were no petitions from the public.

7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

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

Council will consider and may approve Resolution No. 662.

Mayor Barber introduced the resolution.

Mr. Klein summarized the resolution for Council, noting that the current agreement with all cities and towns is set to expire and this is a renewal that has been worked on for years with a statewide taskforce.

Ms. Harvey motioned to approve, Dr. Dillenberg seconded the motion, and it passed unanimously.

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

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

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

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

Motion to approve First Reading of Ordinance No. 489

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

8. NEW BUSINESS

Discussion/Possible Action

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

Council will consider and may approve the special event permit.
 Mayor Barber introduced the special event application for the annual Light Up the Mountain event. She noted that it is done every year and signage has already been hung up around town.
 Council member Sage Harvey moved to approve the special even permit.
 Dr. Dillenberg seconded and the motion passed unanimously.
 Council members thanked the Chamber for their hard work, direction, and everything they've been doing for Town.

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

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

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

Council will hear a proposal from the Chamber and may consider the request for a holiday sidewalk display - time may have run out this year but they would like to seek Council input for subsequent years.
 Mayor Barber introduced item 8B and pointed out the staff report says this is probably not what we should do right now, but may consider the request for sidewalk display, time may have run out this year, but they would like to see Council input for subsequent years. She then asks for council input and how they feel about it.
 Ms. Harvey points to a display present in Council chambers, she asked for confirmation the display requested was the same as what was present.
 Members of the Chamber confirmed.
 Ms. Harvey adds that she doesn't see it as impeding the sidewalk. She states her first concern reading the request was, "no impeding the sidewalks", but she believes they should be able to be tucked up against the buildings far enough. Adding they won't stick out any farther than the potters in front of the Mile High.
 Ms. Barber interjected or the sandwich boards that are put on the sidewalks.
 Dr. Dillenberg agreed.
 Chamber representative Ginger Mackenzie adds that there has to be at least 32" for wheelchair access.
 Vice Mayor Jane Moore questioned if it was 32" or 36".
 Clarification confirmed ADA compliance is 36".
 Ms. Moore suggested measurements be taken and to be sure that it wouldn't stick out where someone might trip over it.
 Ms. Throne, representative from the Chamber presented Council members with handouts regarding the display.
 Ms. Harvey added she thinks it will add to the feel of the Light Up the Mountain event.

Dr. Dillenberg agreed.

Mr. Klein says it's fairly benign, but you open up the Town to liability, if the motion could say pending approval from our risk insurance provider would probably be in all of our best interests.

Ms. Moore asked how long the displays would be up, like 2 weeks or something else?

Ms. Mackenzie responds roughly about that, from the light up the mountain until after Christmas.

Ms. Harvey asked would they be taking them down after Christmas or New Year's?

Ms. Mackenzie reaffirms after Christmas; Ms. Throne interjects that the handout says January 2nd or another date to be determined by the Chamber. Adding for safety it is also recommended to use sandbags or something weighted to stabilize the base of the cactus tree from falling, and any exposed wiring should be taped down or otherwise covered to eliminate tripping hazards around storefronts and doorways.

Ms. Moore adds that she had spoken with the Fire Chief about the display who also reiterated that it cannot impede the sidewalk for wheelchairs getting through, so you need to make sure there is 36".

Ms. Barber followed up by reading points from the staff summary, "Town Code does not currently allow for temporary displays within the public sidewalk due to accessibility and liability concerns. 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". It does say "for instances such as these the Town Council can grant authority and provide parameters for the display". She reiterates that a rep from the Chamber will be present to give details. She adds, if anyone does want to make a motion on this, we just need to make sure as far as liability concerns, because this is not normally something that we do. We love the Chamber, we love what's happening, so if we make a special consideration just realize that we're going above and beyond to do something like this for you folks, because it's not something that we would normally do. Plus the staff report says we probably shouldn't do it, but I'm not saying that we shouldn't.

Dr. Dillenberg motioned to allow the Saguaro Cactus Trees for temporary holiday placement with the conditions of receiving approval from the Fire Department and the Town's risk insurance provider.

Ms. Harvey seconded the motion, and it passed unanimously.

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

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

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

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

Ms. Barber notes that in March 2024 Jerome is celebrating 125 years of incorporation. The Historical Society is planning events and inquired what the town is doing. Ms. Barber expressed her desire to support whatever they are planning, including social media notifications.

Ms. Harvey inquired about the possibility of a parade.

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

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

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

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

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

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

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

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

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

Dr. Dillenberg seconded and the motion passed unanimously.

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

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

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

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

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

Ms. Barber moved to approve.

Dr. Dillenberg seconded, and the motion passed unanimously.

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

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

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

Council will receive an update on the 2024 CDBG process.

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

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

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

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

Mr. Klein confirmed that yes this still needs to impact low to moderate income homes.

Ms. Barber shared some background on other projects that funds had been used for in the past and expressed her thanks to NACOG and other federal agencies for the funds to complete these projects in and around the Town.

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

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

Mr. Klein indicated that it's been discussed previously for a potential revenue source for Hotel Jerome, low to moderate income house, or other projects. He adds Clarkdale is building right up to it, adding that council does not have to accept a bid or an offer for purchase.

Dr. Dillenberg shares that he thinks it's a good idea and feels we should try to sell it for at least \$1M or \$1.5M and put it into the Hotel Jerome.

Ms. Barber shares that it would be nice to fix up the hotel Jerome. She shared, the last offer received on the property was \$484,000 and adds there is no way that it's not worth \$1M now.

Ms. Harvey and Dr. Dillenberg both agree not with the prices of things now.

Ms. Barber continues, when you pass away and you live in Jerome where do you get planted, in Cottonwood or Clarkdale. She says that it is a lot of legalese to try and turn it into a cemetery again, so when people die in Jerome they actually get buried in our cemetery. Adding, if we wanted to get an appraisal again, we could do that, but when there is talk about selling, she's the one who says no, let's not do it. Referring to documentation, Ms. Barber points out that we are the only open space left with surrounding parcels getting so thick. She shares it was given to the Town to be used as a cemetery, noting on her paperwork it states, "if the cemetery is the property of a municipal corporation is vacated or partially vacated the cemetery shall be used as a public park". She conveys there is a lot more discussion to be had, and she is not ready to just let it go, especially not for less than \$1M. She shares that she would motion to receive an appraisal again and see what they say that it's worth. She adds that Clarkdale annexed it at one point and called it Lower Jerome. To conclude her statement, she shares that she will read more on it and have more to talk about once an

appraisal is received.

Ms. Barber then makes a motion to get an appraisal.

Dr. Dillenberg seconded Ms. Barber's motion.

Ms. Moore requested clarification that the Town will not be selling off the portion of land that still has the cemetery on it.

Ms. Barber and Dr. Dillenberg both agree absolutely not.

She asks if Mr. Blodgett surveyed the property and believes there is still room for people to be buried in it.

Mr. Blodgett answers that he completed a perimeter survey and is satisfied that there are no burials outside of the area.

There is a lot of work to be done and that in his opinion that it would be appropriate that some of the proceeds be set aside to repair and maintain the cemetery.

Ms. Moore adds it might be something to consider if some of it could be kept continuing the use of the cemetery. She asks Mr. Blodgett if he knows offhand how much of the acreage has graves.

Mr. Blodgett confirms that there are at least 29 acres that have no graves. He believes it is about 11 acres that is cemetery.

Ms. Moore suggests that we could keep 20 and sell 20.

Ms. Barber follows up with additional information sharing, Jerome Valley Cemetery also known as Lower Jerome Cemetery; in 1996 the 40 acre property was divided into 3 parcels; 1 that's a little over 19 acres, 1 that is a little over 10 acres and the other a little over 10 and says including the cemetery. According to Ms. Barber's documentation the Town tried to sell the property a couple of times including putting it into a land auction. She points out a map saying it indicates where people are buried but she thought it was more towards the road. She reiterates she will look all of it over again and have more to share.

Ms. Moore inquires which road, Ms. Barber names Minerich Rd.

Mr. Blodgett shared that when Mr. Jay Kinsella was involved years ago the process of selling needed to be stopped because Clarkdale's subdivision code needed to be abided by.

Ms. Barber adds that the her paperwork does say that they need to work with Sr. Planning Director Beth Escobar, who is no longer with Clarkdale. She adds we would need to talk to a new department head, and because the property was annexed, plus it's been divided, that we have to work with them to do anything with it. Stating that she has no problem working with them. She shares additionally that her question at the very beginning was that it was given to us as a cemetery, are we even allowed to sell it? From what she understood but could not locate, that it was an ok thing, but wants it fully clarified because it was given to us by the State or the Feds.

Ms. Harvey adds a lot of the time they won't allow you to.

Ms. Barber responds then it would be a park, and wouldn't it be nice to have a park instead of a bunch more houses.

Ms. Moore says along with the appraisal, adding that she is assuming since the Town tried to sell twice, that the attorneys have advised that it's ok to sell.

Mr. Klein asks if that could be included in the motion.

Ms. Moore says it would be nice to have town funds to put not only into the cemetery but also in the Hotel Jerome.

Dr. Dillenberg agrees and restates we have a motion and a second.

Ms. Barber returns with additional clarification, reading "the town sold 10 acres of the parcel in 1997, which was subsequently subdivided into 3 parcels by the purchaser", as reported by the Verde Independent September 17, 2012.

She recaps, we have in 1996 sold a 10-acre piece, it has already been split up; noting any splits after 2001 must be

judged on the basis of how the original parcel existed in 1986. She then asks if there is any further discussion to be had.

The question was called, and the motion passed unanimously.

Motion to have land appraised again pending Legal guidance

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

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

Council will consider and may award a bid.

Two bids were presented to Council.

Mr. Klein gave a brief background on the project and bids received, also noting it is within budget. He adds that the most responsive was Specialty Paving, adding that Public Works already has a good working relationship with them as well.

They are ready to go, and his recommendation was to award the bid to Specialty paving.

Dr. Dillenberg motioned to award the bid.

Ms. Harvey seconded the motion.

Dr. Dillenberg shared that he read their bid, and it was the best deal.

Ms. Barber comments the more we fix the better off for all of us.

Ms. Harvey shared that Mr. Klein mentioned the bathrooms, after she asked about the finances, she recalled the paving was supposed to get done before that. She adds for this price to get all of this work done is reasonable and will help with the parking situations, it will make it more park-able, clearer and will cut down on the dust.

Ms. Barber clarified the scope of work to be completed is the bathroom parking area, Hull Ave. East parking lot, Hull Ave. West parking lot as well as Town Hall.

Ms. Barber acknowledges a member of the audience with their hand up.

Resident Nancy Robinson inquired if the Hull Ave drainage improvement would be happening before the paving or was this a different Hull Ave. address and she was confusing two different addresses?

Mr. Klein answered that the Hull Ave. drainage planning will be done before it likely, but the construction hasn't been considered yet.

Ms. Robinson then asks if the Town Hall parking paving was for the whole parking lot or the top half?

Mr. Klein responded the whole parking lot.

She states further that she knows it had been on the wish list a year or so ago, but that Marty did not want to get involved because of the drainage. She asks, "has the drainage been addressed"?

Mr. Klein answered that yes staff are planning, feathering, and will be getting everything all ready.

Ms. Robinson ends with "so he trusts himself now to do it then"?

Mr. Klein said yes.

Ms. Barber notes it will be nice to not have this big chunk when you come in here. Adding, anyone that comes from the state level or anyone that comes here it will be nice to have it more welcoming for lower cars. Sharing that a lot of people in Jerome all drive four-wheel drive cars because of the state of our roads. It is really nice to try and get stuff fixed and is something that needs to happen.

Ms. Harvey points out that Jane has a question.

Ms. Moore asked if the awarded bid is going to use 3" asphalt or 2". It was pointed out that she was viewing 2 different bids, and that the bid from Specialty Paving indicates the use of 3". She asks, "then it is 3" asphalt"?

Mr. Klein answered yes, adding that our staff will do curbs and gutters.

Ms. Barber asked if there was any further dialog or questions. There was none and the motion was passed unanimously.

Motion to approve and award bid to Specialty Paving

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

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

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

Ms. Barber opens, pointing out the safety hazard at the mouth of Rich St. She describes an old garage piece with a red mark saying you can't park in front of it, also noting it has sunflowers growing up. She states when people park there you cannot see coming out of Rich St. She states we need to have that be a red zone, you need to be able to see coming out of Rich St. and not worry about getting T boned.

Ms. Harvey adds or be able to see people standing there, or that are already in the road.

Ms. Barber offers that if needed she will walk around town with whoever, Marty, or Police, adding that she took pictures of it. She states as far as safety goes you cannot park right there; it makes it to where you cannot see out of Rich St. She shares there are mirrors hung to see traffic coming, however the only safe time to exit the street is as night when you can clearly see headlights coming. Otherwise it seems like to go left you should just loop around town.

Ms. Harvey shared a personal experience at the same location, noting that a pedestrian was partway in the road taking photos, a large SUV was parked obstructing the view in the area and that she didn't see the person in the road until the very last moment.

Ms. Barber states she really wishes people would realize you can't stop in a state highway in the dark and take pictures. Further stating, it needs to happen because it's dangerous, noting there are fire department personnel and aging people that live down that road and it's a residential area that needs to be made safer.

Ms. Moore added that there is a truck that sticks out on a fairly regular basis near Vaqueros in Town. She inquires about assessing and considering some of the parking spaces for safety. Sharing there isn't a white line showing that they've parked out too far, so you have to swerve around them since they stick out too far into the road.

Audience member, Ms. Robinson questioned if the spot could be labeled for compact cars only.

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

Ms. Barber noted that the parking area in front of the Made in Jerome Pottery, Grapes and Coppertown Gelato also frequently has oversized vehicles parked there, many of which stick out into the road.

It was shared that this area is supposed to be compact cars only.
Ms. Barber asked members of Council if they had anything additional to present, they did not.

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

Ms. Barber made the motion to adjourn the meeting at 7:46.
Ms. Harvey seconded the motion, and the meeting was adjourned.

Motion to Adjourn at 7:46pm

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

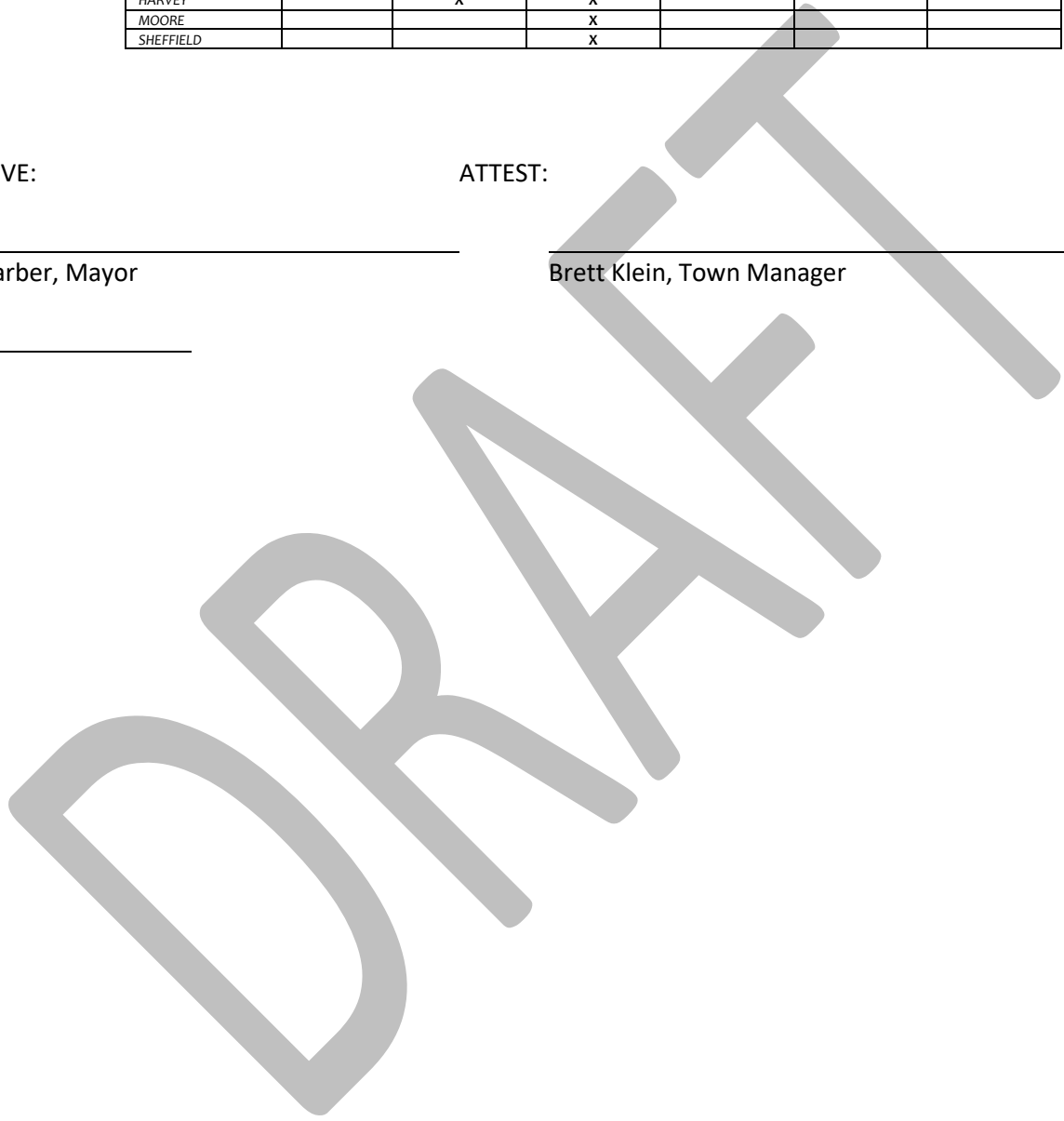
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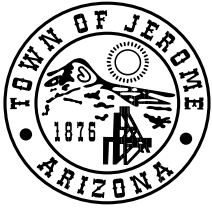
ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

Date





TOWN OF JEROME

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MINUTES

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

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

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

Town Clerk to call and record the roll.

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

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

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

Discussion/Possible Action

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

Council will consider and may approve the special event permit.

Mr. Klein introduced the special event permit application for the Town's annual Christmas Party, which includes a special event liquor license. He noted that there have been changes to the event over the years and informed council that a representative for the Chamber, Ginger Mackenzie, was also present to answer any questions from Council.

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

Mayor Barber starts, saying she loves everything the chamber is doing. Her one reservation is that the application was not filled out in time, noting it is not a full 30 days before the event. She also notes the other piece of the pie is the liquor license. She asks if it is to sell liquor or just accept donation.

Ms. Mackenzie answers it is just for donation. She imparts to Council that she was told it was not technically needed, however if they wanted to accept donations, then they should go ahead and get one. She adds that she was not aware that a special event permit was needed for non-Town owned property, however Mr. Klein had informed her that if there was attendance of over 75 people, which there likely would be, then a special event permit was needed. She apologized to council sharing additionally that she was not involved in the holiday activities in years prior.

Ms. Moore interjects, in reference to needing a special event permit, "plus the alcohol, correct?"

Mr. Klein confirmed this.

Ms. Barber adds that there aren't as many kids in town as there used to be, and that it being an all-ages event she didn't recall there being any alcohol at these Christmas dinners.

Ms. Harvey replied, "No, ma'am."

Ms. Mackenzie answered that there has been, adding it will be beer and wine, no cocktails.

Ms. Barber shares her reservation about approving this, stating if we approve this, and it is our Chamber, but anyone who does special events will say we don't have to have our stuff in on time because you'll just let us do it anyway. She said she is on the record that she isn't against it, it's just the time frame. She points out there is already a motion and a second on the floor and then defers to Ms. Moore.

Ms. Moore shares that she seconded because it's an annual event for the town, however, she is disappointed that it was so late and they needed a special meeting to approve it, rather than it being presented to Council at the prior regular meeting. She said, if this happens again next year...

Dr. Dillenberg agreed, adding we learn from this.

Ms. Harvey asked to reiterate, adding that it's a big part of why she called in, that it is really important at this point. The Chamber was given leniency on timeframes because it was a new Chamber, however it's been over a year now. So, if we keep letting them do last the minute things, then we will end up in legal trouble with other vendors like the Indy Film Festival later because they will come back noting that Council let the Chamber do it without the right amount of time. She adds that this can of worms needs to be closed.

Ms. Barber thanks Ms. Harvey for her input and defers conversation to Mr. Klein.

Mr. Klein notes the points of council members, sharing that the good news is that in January the new ordinance and guide will roll out. He points out that staff won't even bring this decision to Council in the future to have to make. Adding if it's not done on time, then it's just not going to happen, and Council won't be put in that position.

Dr. Dillenberg thanked Mr. Klein.

Ms. Mackenzie adds that the Chamber will also be appointing someone to know all the rules and make sure they stay on track with their timeframes.

Ms. Barber inquires what in the special permit is being approved? Is it the whole thing that wasn't done? Sharing she thought it was just adding the liquor license.

Mr. Klein replied that Council would be approving the special permit along with the liquor license application.

Dr. Dillenberg shares that he thinks they are in overall agreement that we won't want to do this again next year. Adding that he doesn't have a problem moving forward with this at this time.

Ms. Barber revisits the special event application, asking why on page 5 with the checklist of requirements that item number 6 on the application checklist is not checked off. She points out that the checklist says 1. Completed special event permit application, checked. 3. Completed hold harmless agreement, checked. If we are talking about a liquor license, why is it not in front of her on her paperwork?

Ms. Mackenzie answers that she thought that particular checklist was for her personally.

Ms. Barber asks Council how they are proceeding or if there is any further discussion.

Ms. Moore asks if they were thinking to not approve it.

Ms. Barber responds that she wants to have the Town Christmas party. She adds, she didn't think that if they didn't approve the liquor license it wouldn't be that they couldn't do the party; it would be that they're going to do the alcohol with donations.

Ms. Moore and Dr. Dillenberg both answer that's what they are doing now.

Ms. Mackenzie explained that they don't really have to have a liquor license if they aren't selling alcohol.

Ms. Barber seeks clarification asking, so the liquor license piece of the pie is completely off now?

Mr. Klein answers that Town's contacts would say differently than who Ms. Mackenzie contacted. He adds that if there is something put out accepting donations then it needs a liquor license.

Ms. Mackenzie replies that they don't have to accept donations.

Mr. Klein responds irrespective of the alcohol, with more than 75 people a special event permit is needed. He outlines for council they can choose to approve the special event permit as is, that includes the liquor license, approve only the special event and not the liquor license or disapprove.

Ms. Barber asked if they can approve the special event permit without the liquor license because it was late, and include the liquor next year?

Dr. Dillenberg expresses that they aren't selling, it's by donation.

Ms. Mackenzie shares that they don't have to accept donations that way it is a private party, like a wedding.

Ms. Barber seeks Mr. Kleins' staff recommendation to cover the Town against future liability.

Mr. Klein advised with the new policies and procedures coming in January, either way could be approved without exposing the town. If you don't approve the liquor license, they can offer it for free.

Ms. Moore interjects that the liquor application needs to be turned in to the State at least 10 days prior to the event, adding that she doesn't know honestly if they even said no if the state would care.

Ms. Mackenzie shared that we are at 16 days.

Dr. Dillenberg says, "Let's just do it, we aren't giving anything up by approving it."

Ms. Barber asked for clarification of Dr. Dillenberg's motion.

Dr. Dillenberg restated his motion approving the special event permit including the special event liquor license. He adds that this will only be in effect for this one event as the new changes take effect in January, so he has no problem voting for it.

Ms. Moore explains that she seconded the motion originally for discussion, but she will go ahead and say yes now, adding because it's the Chamber, it's the annual Christmas party, and donations could be helpful, even though she doesn't really want to do it.

Ms. Barber states that there is going to be alcohol, but it is not going to be sold, if we all vote aye, but they would be able to get donations.

Mayor Barber thanked council for the clarification and called the question. With 3 ayes and 1 nay the special event permit was approved.

Motion to Approve Special Event Permit for Annual Town Christmas Party, with Special Event Liquor License

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

Mayor Barber thanked Ms. Mackenzie adding, "Do realize that Council goes above and beyond for the Chamber in these instances, and please do not put us this position anymore".

Ms. Mackenzie thanked council and apologized sharing that she didn't mean to and didn't know for over 75 people a permit was needed.

Mr. Klein notes that Ms. Harvey made a motion to adjourn the meeting.

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

Ms. Harvey made the motion to adjourn the meeting, Dr. Dillenberg seconded.

The meeting was adjourned at 11:41am

Motion to Adjourn at 11:41am

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

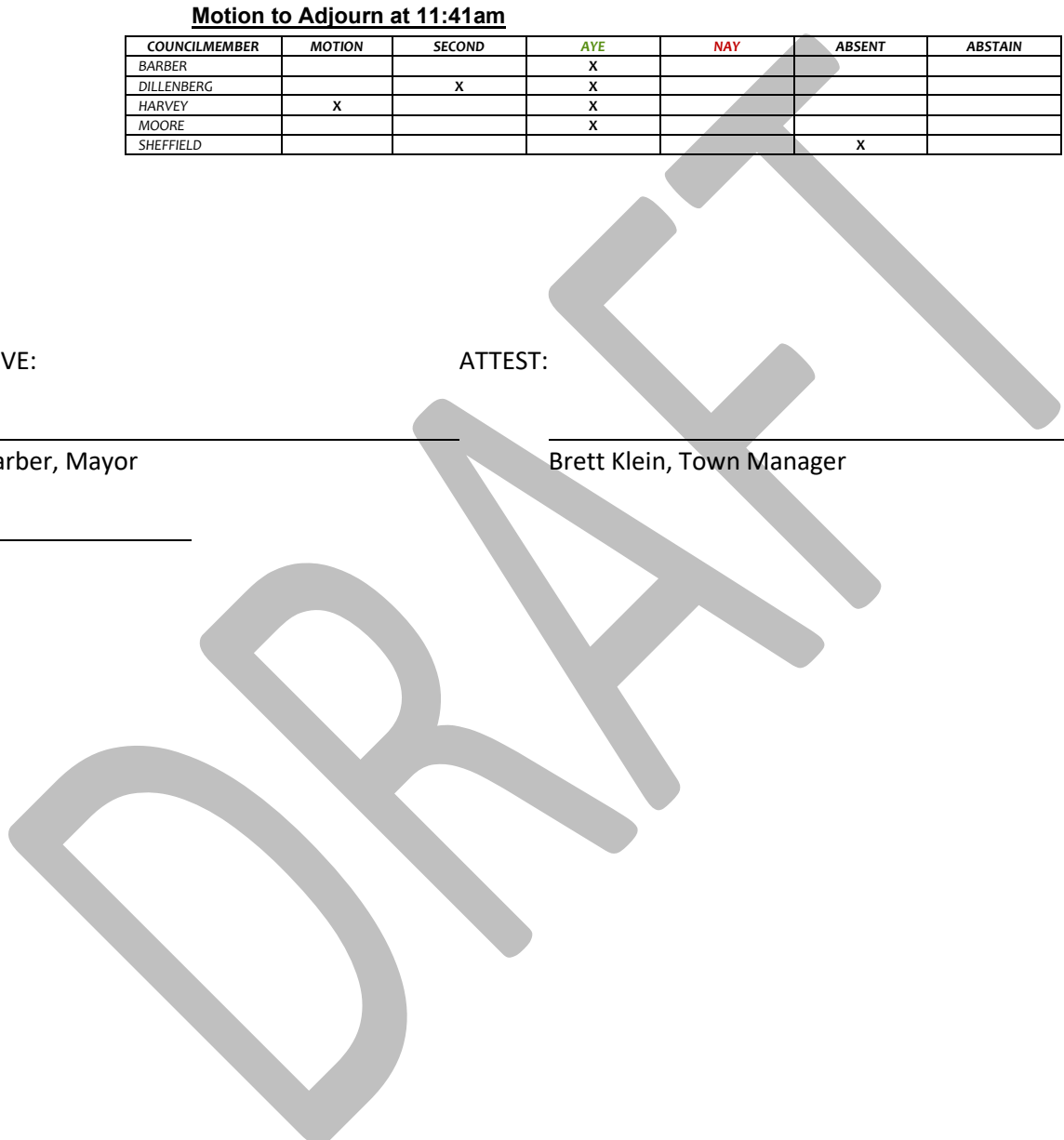
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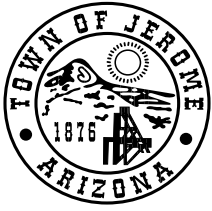
ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

Date





TOWN OF JEROME

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DRAFT MINUTES

SPECIAL COUNCIL MEETING - CAPITAL BUDGET ITEM WORK SESSION OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

MONDAY, DECEMBER 11, 2023, AT 6:15 PM

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

6:15PM (0:26) 1. CALL TO ORDER/ROLL CALL

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

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

Staff Present were Town Manager/Clerk Brett Klein and Administrative Specialist/Accounting Clerk Michele Sharif.

2. NEW BUSINESS

Discussion/Possible Action

6:15PM (0:38) A. Discussion, Consideration and Possible Staff Direction Regarding the Council Prioritization of Capital Improvements for Potential Inclusion in Fiscal Year 2025 Budget

Council will engage in a work session type discussion and may prioritize capital projects for budget purposes and provide staff direction regarding the same.

Town Manager Brett Klein opens by recapping the positive feedback of the budget process last year, stating this year the schedule is the same, however last year's goal setting meeting was in November whereas this year is in December. A list of prioritized projects from last year was presented to the council with Mr. Klein pointing out that each of the line items have capitalized and bolded commentary of their current status. Additionally, Mr. Klein presented council with other items as requested from department Managers to be considered for possible prioritization.

Mayor Barber opened the floor to council members.

Council member Sage Harvey asked about the bathrooms on First Ave. Noting the update states they are completed and awaiting final phase. She asks what are we waiting for and how close are they to being done? She says this is the longest bathroom project in history of the world, adding that it's been 2 years.

Council member Dr. Jack Dillenberg sharing the sentiments also asks what is holding it up?

Mr. Klein answered that the product is here, plumbing and construction finishing is needed. He shares the contractors have finished their projects, and it now rests on Town staff to be completed. He adds that staff in charge has been pulled away in different directions.

Dr. Dillenberg asked if the project can be reassigned to someone else to get it completed.

Mr. Klein states that the Council is certainly welcome to make that decision. If they say it's a priority to be completed by X date, then it will get done.

Ms. Harvey stressed that it has been 2 years to get this project completed.

Dr. Dillenberg added that people have been asking.

Mr. Klein suggested June 1st.

Dr. Dillenberg comments that it needs to get done quick, everybody has been asking for it.

Mayor Barber agreed with June 1st, adding that the structure is currently a concrete shell with plywood, there are no doors, and it has no roof. She asked if there was plumbing in the concrete?

Mr. Klein confirmed there is plumbing, that it needs to be finished up.

Vice Mayor Jane Moore interjected that she would like to see it completed before the influx of people in the Spring.

Dr. Dillenberg agreed with Ms. Moore that June is too far out.

Ms. Harvey suggested maybe March, noting that mid-March is the start of Spring Break.

Dr. Dillenburg agreed suggesting March 1st.

Mr. Klein confirmed it can be done with reassignment of staff.

Mayor Barber reiterated to have it completed before Spring break would be ideal, June 1st at the latest.

Council agreed that March 1st is the priority deadline for finishing the bathrooms.

Ms. Harvey noted a typo in the update to the Waste Water Treatment Plant.

Ms. Harvey then inquired about the drainage improvements near the sliding jail, asking if we are working on grants for that?

Mr. Klein answered yes, adding presently the Town crew is currently working on grading in advance of asphalt, in addition to working on grants just like we received for Hull and Main.

Ms. Harvey then states that she has highlighted and question marked the Caselle upgrade. She recalls the Town spent quite a bit of money for it, approximately \$25,000.

Mr. Klein agreed the cost was at least that much. He shares with council that Caselle has an upgrade coming out. He shared his displeasure with the current service, noting that he wasn't the Manager at the time of implementation and that staff isn't pleased with it either. He says he's looked around and it's huge, it was at least 2 ½ years of preliminary work. Adding now that we have staff on board, bringing in a new system is a possibility, but not before the budget year we are going into, however certainly working toward that. Whether it's a Caselle upgrade or an entirely new system.

Ms. Harvey next inquired about the Police Department request of a new vehicle. She states that usually when requesting a new vehicle, it is replacing one.

Mr. Klein confirmed this is a replacement. This is their bi-annual purchase.

Ms. Harvey asked for confirmation that Town has been setting money aside for that.

Mr. Klein confirmed.

Ms. Harvey indicated that was all she has for questions, but that she wants to talk about the windows in the library. She acknowledges that Town Hall needs them, and that there aren't a whole lot of people that will work on stuff like that, however watching the mayor's house be redone, she knows that there is a local gentleman, while he may be slow, he is really good at restoring the historic windows in town.

Mayor Barber confirmed.

Mr. Klein requested his name.

Ms. Harvey and Ms. Barber shared the name Oaken Burnheim.

Mr. Klein notes that as a municipal building they would still have to go through the bid process.

Ms. Harvey added that she isn't sure if he's licensed or not.

Ms. Barber responded he is not, he is a handyman.

Using Ms. Harvey's window topic as a segway, Ms. Barber asked what happened with the big windows that need to be replaced in Hotel Jerome. They are being eaten out by termites and if they fall out it's going to be a horrible thing.

Mr. Klein shared that they are looking for a CDBG grant funds for that. He notes that Steve Knowlton with his plans has an idea, but it is very complex. Mr. Klein can talk to him in advance or request him to come before the council to discuss the possibilities. They are challenging but Mr. Knowlton believes there is a way. It will cost a lot of money, but it has to get done.

Ms. Barber then asked with the police vehicle, besides putting funds aside doesn't the Police Department receive RICO or other funds for that.

Mr. Klein confirmed the department does receive funds. However, what they do is purchase almost new. In doing this they get a good deal, instead of \$75,000 to completely outfit it's about half that cost.

Ms. Barber says about the Caselle upgrade, what we had before wasn't the greatest and this is not the greatest, so we'll see what the impact of something better is with the upgrade. So that means that we need to spend how much to get it upgraded, which is always every couple of years?

Mr. Klein informed the Council that he was with a competitor of theirs for many years and you could stay at one level without upgrade for a period of time but at some point, they stop taking calls for and servicing it, and that is where we are at. If we stick with Caselle, it's a far superior product than we had before, but if we stick with them, we won't have to see an upgrade for some time. We just had bad timing and are at the tail end of the life expectancy on the product that they have.

Ms. Harvey notes that they didn't bother to mention that.

Mr. Klein agrees they should have told us that, but we also started this 4 years ago. He indicates that he has already put out inquiries with communities between 500 and 5,000 to see what they're using and there are some that are happy, but there are a couple of options to explore.

Ms. Barber asked if Ms. Harvey was done, apologizing for interrupting with her segway.

Ms. Harvey said that was fine. She thinks the chimney needs to be addressed. More pieces have fallen off since she looked at it last, and she just looked at it Sunday and it looks like more pieces are missing.

Mr. Klein said when this was looked at last year the only economical way was to wrap it in place, but it seemed like no one was fond of that.

Ms. Harvey inquired if it could be restored from what it is and make it look like it's still historical? She understands that means we may also need to re-stucco it.

Mr. Klein answered if Council knows a contractor that does good quality historic preservation restorations. He advised that Zoning Administrator Will Blodgett can reach out to his SHPO contacts and see who is coming up to Town and who is willing to work on this building without giving a list of other items that need to be done before the chimney. He says that this has serviced the community well but it's time to sink 7 figures into it if it's going to continue to serve the community.

Ms. Harvey clarified this building?

Mr. Klein confirmed.

Ms. Harvey says going over the other things on the list, she's ok with most all of it, she's not opposed to any of it, but there are some things she feels like we really need to do though. She questioned the P25 compliant radios, she thought it was put in the budget last year.

Mr. Klein advised the Chief says it's not been mandated or a necessity yet. He also feels like it's not going to be a massive expense because of the size of our department.

Ms. Harvey notes it could come out of contingency if it needed to. She then says she has a feeling there is a reason that Planning and Zoning has requested a large format scanner.

Mr. Klein responds so as not to go to the county all the time but also for upcoming potential.

Ms. Harvey says she doesn't want to say she's opposed to it, but a zoning code consultant for a rewrite? She asks Vice Mayor Moore if she would like to also jump in on this. Ms. Moore responded with yes. Ms. Harvey continues that she's not keen on this. She says we've tried to bring in consultants for many different things in this town, noting one of them was just for signs. She adds that people that come to consult this Town don't understand this Town. So it makes it hard for them to understand where we want to go. It is her understanding that a big part of having the Planning and Zoning board is to help with rewriting things like this.

Ms. Moore adds, or to point out what is working and what is not.

Mr. Klein advises that we can continue to piecemeal and find the holes in the zoning code, which are many. He says he knows many communities that have tried but nobody has successfully done a zoning code rewrite without hiring a consultant. He points out it doesn't have to be an expensive consultant and then mentions that Candace Gallagher does codification and has clients she does this for. He adds that she is not a zoning code consultant but between staff and somebody who knows the community we can get a little committee going and give it a try.

Ms. Harvey responds they definitely need worked on. Adding that they've joked that our ordinance is clear as mud, but to bring an outside consultant in, she is not too keen on that idea.

Mayor Barber adds that Candace worked for the town for quite a while, so that's not an outside consultant. She adds that it perked up her ears a little bit.

Ms. Harvey says if she'd be interested in heading a committee that would be cool.

Ms. Moore adds that we've had 2 different outside consultants come in and do a bunch of changes. She says that someone that did not understand this town at all did this. Noting the pocket parking on the road near the state park from a previous consultant.

Mr. Klein says he thinks Candace would do well but doesn't know if she'd be interested. He thinks she could do it at a fraction of the cost. He says the smaller the committee the better because within that there will be tons of public input within the process. He adds that there is a lot of inherent public participation in it, suggesting that a councilmember or two, a zoning board member or two and a staff member should be about it.

Ms. Moore adds that with all the canceled meetings the board could have been pointing out what wasn't working well and doing a lot of the legwork.

Mr. Klein agreed and confirmed if we were kicking this off, they would never have a missed meeting because there would always be something to do.

Ms. Barber agreed, saying both Sage and Jane brought it up. They could be breaking off little pieces, they are the board that does that and should all be fluent in the code. When something comes up, they can pull out their books and look them up and find the codes and when you see the clear as mud, then you have an idea of how you could make it clearer. She agreed with no missed meetings.

Ms. Harvey says public works, everything on their list, they need what they need. As well as the police department. She states they aren't excessive and only ask for what they need, and if we can afford it, we would like to give it to them.

Dr. Dillenberg imparted information regarding the chimney. He's used Aaron Chimney Sweep and says they might be able to do the repairs. He says he's used them for years for repairs and cleaning, whatever safety things need to be done. He might do historic repairs and if he doesn't then he might know someone who would.

Mayor Barber acknowledges an audience member with their hand up. Resident, Nancy Robinson, asks about the chimney, does it need to be relined? Is it actually used for venting of anything?

Mr. Klein answered no, and Ms. Harvey answered it's breaking off, Dr. Dillenberg answered it's aesthetics.

Ms. Robinson responds, so it's not used for anything but just the look of it.

Ms. Barber says we're just trying not to have it taken away completely, because when you talk about getting rid of things like that everyone in town says no. But pieces are falling off and that's not good because we have a house down next to this building.

Ms. Harvey notes that at the very top almost all the pieces are gone now.

Ms. Barber asked if that was the pretty tile. Ms. Harvey confirmed.

Ms. Barber agrees that the department heads usually ask for what they need. She goes into a little more on the windows. She says "The windows that we're looking at from here you can see that they're trimmed in, it looks like from here with wood on this side, are they the glazing on the outside or is there a wood trim around all of them? We're not talking about these right now, we're talking those. She asks are the broken windows over there too, besides the fact that they're very thin and probably very drafty?"

Mr. Klein answers mostly broken seals or panes, but no broken windows. He adds it's freezing in the library, and people are wearing winter coats.

Ms. Barber asks about what kind of heat they have going on?

Mr. Klein says that was fixed, and certainly helped, when they started their maintenance agreement this year. Adding nothing was working over there. Now it helps that they have heat but we're throwing money out with our energy costs.

Ms. Harvey asked if they are still wearing winter jackets?

Mr. Klein says it's been much better.

Ms. Barber adds that these windows are easy to get to, but on the far side is several stories.

Ms. Harvey interjects that it would entail scaffolding.

Mr. Klein added that the Librarian didn't want to ask for it during their meeting. She said the whole Town Hall needs them and Mr. Klein added they do but we have to start somewhere, and it really should be the library given the situation.

Ms. Harvey says she thinks they should make that a priority.

Ms. Barber says fixing this building up little by little along with the other buildings, she's watched for the last 10 years lists go from here to here, we cross off a couple and keep going with the list. It never seems like the list gets too new it's just the things we didn't get to 10 years ago, so little by little just keep going. She asks if council member Sonia Sheffield has any input or if she's good with what she sees.

Ms. Sheffield confirms.

Ms. Barber then asks if Ms. Moore has anything further.

Ms. Moore answers oh yeah.

Ms. Moore asked about the commercial parking inventory, if it will be complete this year and if Will is doing that?

Mr. Klein confirmed and said he has on his list to put closure to it. He adds that every space was measured, and calculations are done for each place. Mr. Klein says he's at the point now that we want to see what they think they have, what we show in our records they're supposed to have and then we'll reconcile it and bring it to council who has years and years of that knowledge, because there will be discrepancies. In terms of getting it done, there isn't a lot left just the GIS piece to identify the parking spots.

Ms. Moore says she's not sure where to fit it in, but there is a side road behind the Chamber building coming up Hull.

There's a side road where there's parking. She adds if we fix that road, she thinks that having diagonal parking behind there would be a good place to provide a little more parking that doesn't seem to be used.

Ms. Barber notes the condition of the road is horrible.

Ms. Moore agrees and says she thinks that is why not many people go there. She was thinking that would not be a bad place to keep it free parking that not many people know about.

Ms. Barber adds that the road never used to go all the way through, it kind of stopped. There are old concrete structures in there and that is why it has never been fully utilized. It's interesting how cars get in there.

Ms. Moore notes its easier with a 4-wheel drive car.

Ms. Barber adds that any small car that goes down there and sees how you're supposed to go around they end up turning around and going out the way you're not supposed to.

Ms. Moore imparts that she thinks it would be problematic if it were paved because of the runoff. It should probably stay dirt but could be better and more utilized.

Ms. Moore says definitely townwide signage but particularly the two white bus signs should be replaced. She says we should have better signage for parking out by the open pit, and a better place to put them where they are more visible. So, people see them and use that parking lot instead of driving around and around. She asks if the money from the Short-Term Rentals is used for the town shuttle?

Mr. Klein answers it is a small amount, but yes, it's used for tourism activities.

Ms. Moore asks if signage could be?

Mr. Klein confirmed certainly.

Dr. Dillenberg interjects with the improvements on East and Holly, and notes 'no action.' He says that is crazy

Mr. Klein answered we are waiting on funding.

Ms. Moore says renovating Hotel Jerome and housing is number one. She then says one of the things that needs to be checked into for that is there was an issue with how many more splits could be done as far as Clarkdale goes. That was one other thing she forgot to ask about.

Mr. Klein advised when they had their meeting it was said they could do 1 acre lots.

Ms. Moore says she went back to when they originally tried to sell part of it off 20 years ago, the Town was told no we can't split anymore we've already done 2 splits.

Mr. Klein states in talking to their current Mayor and Town Manager he didn't see that would be a problem, but didn't want to get too far along in case there was a recorded document. He added that legal is currently looking into if we can even

sell the land. Adding then upon that we'll go to Clarkdale, then we'll get the appraisal, but we'll just keep the ball rolling. Ms. Moore touches on the conference space for the court. She says when she looked at it with the judge and noted it's sort of where there had been talk about a nurse's office. She asked if the space is enough that we'll be able to do both, because she saw the update about beginning discussions with Northern Arizona Healthcare.

Mr. Klein says yes whether it's them or any other medical clinic there is room up there. He says we need a better file room; they need conference rooms for attorney meetings, and there would still be room for a clinic. In speaking with the interim CEO and a couple of medical professionals, there's licensing and other requirements to be met. But they all feel there is potential to get audio/video in there to have private teleconferencing and even have access to other specialists instead of just a nurse practitioner. In the most recent meeting with the CEO, Mr. Klein notes he's very energetic and dynamic and would like to work with us on that, also that of course there are any number of other healthcare systems we can look into for that.

Ms. Barber adds she likes that he mentioned the telecare. That could be more than just the self-help clinic. So, if nurses couldn't come but we had that that could be helpful.

Ms. Harvey shared that during COVID everything other than tests and surgeries for her husband were done over zoom.

Ms. Barber adds you don't have to drive, to wait or be in an area where there's germs.

Ms. Moore asks if they're talking about having a space to do that here?

Mr. Klein adds that you would still need the space because of the technology.

Ms. Harvey adds because of HIPPA it would need to be a private space.

Ms. Moore clarifies so it wouldn't be someone coming to do blood pressure readings and referrals?

Mr. Klein added it could be that too. You could have a once-a-month blood pressure reading clinic, and it would be a clean antiseptic space.

Ms. Barber adds it's conceptual now, but when you bring up the conference room space were good with doing that according to Mr. Klein and still having this room.

Ms. Moore inquired about the asphalt overlay on the first section of County Rd. She asks if that is the asphalt that is already there, they're not talking about increasing that?

Mr. Klein confirms no they're doing a simple overlay it's in rough shape. He adds they found money in the budget for these asphalt projects and would like to keep it going and keep it allocated to that.

Ms. Harvey inquired where we are with the asphalt project.

Mr. Klein answered that legal is reviewing the contract, but the contractor won't be starting now. He advised that our guys will be working on the drainage and the curb installation so it's all ready for them and will be completed likely before the restrooms.

Ms. Moore says last thing she wondered is if we should consider the use of the cemetery in Clarkdale. She mentions green burials. Which is followed by discussion among council members regarding what that is.

Ms. Moore clarifies that she is referring to making it a usable cemetery.

Ms. Barber asks when people in Jerome die now where are they buried.

Ms. Harvey answered Clarkdale or Cottonwood.

Ms. Barber adds this is land that we own that is in Clarkdale.

Ms. Moore says her basic question is considering the use of the cemetery as a cemetery.

Ms. Barber asks if she can segway from that. She says if legal says we can't sell it because it was given to us as a cemetery then we should use it as a cemetery. She says the last thing she remembers from that information from before is that it says if the land is not going to be used as a cemetery, then it needs to be a park or a green space. We need legal to tell us and it also talked about talking to a senior planner who is no longer with the city of Clarkdale. We have long discussions about this cemetery property.

Mr. Klein says there could be a legal document that was says we can't use it for anything other than a park that was created 80 years ago; however, it really wouldn't matter because there's a thing there no council can tie the hands of another council with an agreement, it becomes kind of null and void. There are still legal variables and considerations we'll have to check into, and that's what we're in the process of now.

Ms. Harvey thanks Mr. Klein

Dr. Dillenberg says great good job and thank you.

6:52PM (36:39) 3. ADJOURNMENT

Ms. Harvey motioned to adjourn

Ms. Barber asked if there was anything else to add to the list or if there was any additional discussion.

Ms. Sheffield seconded the motion.

Mayor Barber called the question and the meeting adjourned at 6:52pm.

Motion to Adjourn at 6:52pm

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

APPROVE:

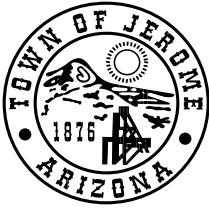
ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

Date

DRAFT



TOWN OF JEROME

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MINUTES

SPECIAL COUNCIL MEETING - PUBLIC HEARING REGARDING USE OF CDBG FUNDS OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, DECEMBER 12, 2023, AT 6:00 PM

6:00PM (0:22) 1. CALL TO ORDER/ROLL CALL 6:00 P.M.

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 were Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett and Finance Director/Deputy Clerk Kristen Muenz.

6:00PM (0:35) 2. NEW BUSINESS

Discussion/Possible Action

A. CDBG Program Introduction and Overview - Brooke Driskell (NACOG)

Ms. Driskell will provide an overview of the CDBG program including national objectives, qualifying funding activities, the amount of funds expected to be available, anticipated schedule and past CDBG funded projects for Jerome, etc.

Town Manager Brett Klein briefly introduces Brooke Driskell, representative from Northern Arizona Council of Governments (NACOG)

Ms. Driskell shares that NACOG works with local communities for grant funding through the AZ Dept of Housing, whose funding is passed down from the Department of Housing and Urban Developments. She shares that Community Development Block Grants, or CDBG is a housing and urban development small cities program. They provide funds for housing and community development activities in rural Arizona. The Arizona Department of Housing is the state agency that administers the funds, NACOG administers the planning of annual allocations and provides technical assistance for application preparation for Northern Arizona. She says CDBG can fund many types of projects, adding that all projects need to be brought up on the record at this first hearing. To be eligible for the funding projects must meet at least 1 of the 3 national objectives. 1. At least 51% of the persons who benefit must be low to moderate income 2. the project must Aid in prevention or elimination of slums or blight, or 3. the project must solve an urgent need health hazard. She shares historically most projects have met the 51% low to moderate income objective, it should also be noted that Congress has designated target populations which are considered to automatically meet those criteria such as; older adults age 62 and over, adults with severe disabilities age 16 or older that are unable to perform functional or daily living activities, persons who are homeless, abused children, battered spouses, persons who are illiterate, persons living with AIDS and migrant farm workers. And how many dollars are available this funding cycle. She shares NACOG, with input from Yavapai County communities has established a schedule for each city and town to apply for funding on a 4 year rotation. Jerome is up for funding in 2024 and set to receive approximately \$400,000 in funding. She also shared that 15% of the state funds are set aside for state special projects funding round, adding those applications are competitive state-wide. She points out that there are 2 separate things, a regional account for the \$400,000 and also a special projects funding which can be in addition but needs to be discussed at this first public hearing to be on the record. All communities may compete for the state funds whether it is their turn in the funding schedule or not. Actual funding levels are not determined until early 2024 and are determined by the Arizona Department of Housing. She lists the types of activities that can be funded include public works and safety projects, water system and wastewater system improvements, road and street improvements, flood and drainage improvements, fire protection facilities and equipment, community and supportive housing facilities and removal of architectural barriers for ADA compliance, noting many projects are homeless shelters and senior centers. She adds that CDBG funds can also be used for public services, such as job training programs services for senior citizens, homeless, meals on wheels, and also housing projects, for owner occupied housing rehabilitation and home ownership assistance. Other projects the funding can be used for are, neighborhood revitalization and redevelopment for historic preservation and clearance or demolition of buildings, planning, and capacity building, designing comprehensive plans, community development plans, housing plans or other functional plans. Administration of these grants can be up to 18% of that total grant amount. To give everyone an idea

of the history of Jerome and the CDBG grant funds, she shares a list of prior CDBG grant projects that include sewer line improvements, purchase of a fire truck, water line improvements, community center renovations, Clark street improvements, water tank rehabilitation, an owner occupied housing rehabilitation program, water line improvements and hydrant installation. She shares the anticipated schedule for this grant funding round. The deadline for firm commitment for other than CDBG funds, if there will be any matching funds for particular projects, will need to be determined by December 31, 2023, and January 31st, 2024, is the deadline to select prioritized projects and send a letter of intent for ADOH for that selected project. April 14, 2024, will be deadline for the submittal of the application forms to NACOG, and on April 25, 2024, NACOG regional council will approve the applications to be submitted to ADOH. May 31, 2024, NACOG will submit applications and anticipate grant awards and funding contracts to be sent out in October or November of 2024. She shares the reason for this public hearing is a call to the public. She adds the Town Council has the final authority and responsibility to select the project that most fits the Town's housing and development needs. The Town council may not apply for a project that is not discussed at a public hearing, so projects not eligible under CDBG could be brought up just to make sure they make it onto the list. The public, Council and staff have the opportunity to identify housing and development needs and to present projects for potential funding. She asks to please state your name, organization, and project with a brief background of the need you are addressing, and to please get a preapplication form, located on the table within chambers. She points out that applications are due no later than January 2, 2024, at 5pm and they are to be turned into Town Manager, Brett Klein.

Dr. Dillenberg queries from Ms. Driskell "You mentioned that the applications have to be in by November or something, when do the projects have to be completed by?" He rephrases and says "You gave us the date to when we have to submit final applications to get the funds. So if we get the funds in November how long do you have to get the project done?"

Ms. Driskel answers "November of 2024 is the start date to receive the funds and it's usually two years."

Mr. Klein adds with the schedule for 2024 we modified to our council's schedule, so we will be doing the second public hearing at the regularly scheduled January council meeting date.

Mayor Alex Barber queries, "The last time we did improvements down Dundee, correct?"

Mr. Klein confirmed it was, but it was not finished.

Ms. Barber says the next part is the public hearing, getting public input on the use of the funds.

6:10 PM (10:35) B. The Town Council of the Town of Jerome will Hold a Public Hearing Regarding the Use of CDBG Funds to Gather Citizen Input on the Use of the CDBG Funds

The Town is expected to receive approximately \$402,110 in FY24 Federal CDBG Funds from the Arizona Department of Housing Regional Account and the Town intends to apply for up to \$500,000 in FY23 or 24 CDBG Funds from the State Special Projects account. Council will gather citizen input and consider potential uses for the CDBG funds that must be used to benefit low-income persons and areas, alleviate slum and blight, or address an urgent need.

Ms. Barber opens the public hearing at 6:10pm. She notes there are people from the public in the audience asking who wants to speak first and what they have. She asks if the public doesn't have any input do we close the public hearing. She defers to Mr. Klein.

Mr. Klein shares that staff has created a list of potential projects and if council has something, or if council would like to present first.

Councilmember Sage Harvey says, "I would like to hear staff's list first."

Ms. Barber says "we would absolutely like to see the list. I was wondering, because usually what we do is we have this big list, and we cross it off what we've done and what we need to do. So I was thinking where is that list of where we are?"

Mr. Klein shares that he was following NACOG's direction. He says we will make this list now, then in the meantime the decision will be made at the next public hearing. He adds you'll have that list then and that's when you'll decide on which project to fund. He then shares the staff list, starting with 1. Finish Dundee, the funds did not even cover Dundee, and if you recall it was going to be Dundee, Holly, and Deception. He adds, hopefully this year we would be able to use some budgeted funds to finish Dundee and move on to Holly, finishing the water line improvements and pipe insulations. 2. Center Avenue, we've been trying to get grant money for that. Mr. Klein shares that he feels comfortable we will get grant funding, but we would have a match and would still be short and could certainly use this as supplement to that. 3. Verde Avenue. Mr. Klein shares we have the design grant, so we are most likely get the construction grant in '25-'26. 4. Retaining walls, adding that finally after years a structural engineer has come to Town and provided an informal analysis, and would now like to engage a scope of services to tell us what is needed. 5. The wastewater treatment plant, and then 6. Hotel Jerome. Mr. Klein shares these are some of the ideas, unsure if he's missed anything he asks for input from Kristen Muenz or Will Blodgett.

Council member Dr. Jack Dillenberg says, "but we only have \$300,000?"

Mr. Klein corrects "It could be \$400,000 and we are hoping to get some of the SSP funds as well."

Zoning Administrator Will Blodgett refers to a previous meeting and says it was mentioned that previous grant money was put into a fund for locals to utilize for home repairs. He shares "Believe it or not I've got people calling me about such things." He adds that he is unsure of the legality of it, he's not 100% clear, and is sure that we have to make su

it's an appropriate use of the funds, but if we could do something like that with some of these funds it would probably be beneficial.

Mr. Klein shares that that is a highly difficult program.

Ms. Baber shares "The last low income homeowner housing rehabilitation served a lot of families here. We have a building inspector that said if we do that again we will not have him anymore."

Ms. Barber acknowledges a hand in the public, resident Mark Krmpotich, as well as Ms. Harvey.

Mr. Krmpotich shares he's only been fully engaged in the latter part of this year. He is unsure what projects the Town and Council have planned or what are the priorities. He notes that he's sat through meetings and heard projects on the renovation of Hotel Jerome to apartments or housing and is unsure about what happened with that. He's heard about water pipelines needing to be done. He finalizes that it would be nice if the public could understand what the priorities are and how that works.

Ms. Barber recounts when Mr. Klein referred to Dundee and Holly and Deception it was for better fire protection, having good water lines and working hydrants. She adds what is usually done is that there is a big list of what needs to be done and it's usually done in what is the most needed. She thanks NACOG immensely for the funds and all the projects we have been able to complete. She then defers to Ms. Harvey.

Ms. Harvey asks about the Hotel Jerome. "It kind of seems to me like Hotel Jerome might fall underneath two of these things. Although they specifically said under community in support of housing facilities that it's for senior centers and homeless shelters. Would that apply to affordable housing?"

Ms. Driskell asks, "for seniors specifically?"

Ms. Harvey answers, "No, just in general, affordable housing."

Ms. Driskell says, "yes, I do believe it can."

Ms. Harvey states, "So it would fall under that and the historic preservation of neighborhood revitalization. And we've been looking for money for Hotel Jerome. Although, the other things are definitely important. We are always looking for something for Hotel Jerome and this might be a good place to start."

Ms. Barber adds, "I know our Fire Department really wants to get the lines and hydrants installed, and like Brett pointed out, we have 3 projects, and the last round funding didn't even cover one of the three."

Ms. Harvey comments, "The retaining walls. A lot in town are really getting bad and actually some places in the road that are starting to concern me."

Ms. Barber defers conversation to Vice Mayor Jane Moore.

Ms. Moore says she agrees with the Hotel Jerome. She adds, "In listening to the public, who are not here. That seems to be one of the biggest things I hear. Is that there is no affordable housing and that the people that have low paying jobs here, which is most of the jobs here, cannot afford rents. They can't afford to be here, not all of them have transportation. It would be handy to fix that up for so many reasons. But \$400,000 won't go very far but it would be a start."

Mr. Klein points out that the exact use of the funds has to be identified. Like windows or something like that, adding that everything that has been done will likely have to be retrofitted and redone.

Ms. Barber confirms the windows are still good.

Mr. Klein answers yes that was just used as an example.

Ms. Harvey clarifies that we don't have to specify this meeting, we are discussing it so that Hotel Jerome could be a possibility regardless of what we're going to do.

Ms. Barber adds, "And for clarification, Jack is talking about we're calling it the Hotel Jerome. It used to be a hotel, right now one floor, the street floor, is used as a Co-op and the Ghost Pepper. The top floors are not used at all. We were trying to turn it into housing, community housing. So we're trying to figure out how to do that. We don't want to have it section 8 housing because we don't want to have everyone from the whole state come. We want to have it to be Jerome. We have pointed out we are losing our residents, no one said to vacation rentals, but it is a huge fight in Jerome that our community is becoming a bunch of hotel rooms instead of places people can live. We do need owner occupied housing rehabilitation as well, I know there's a few people that would step up to that. So, I don't know what to say, council, besides all of these are worthy causes. We have to figure out where we're going to go with it."

Ms. Harvey adds "It would be great if more public would show up and voice their opinion."

Ms. Barber "So as far as CDBG we definitely have some worthy projects. And then the SSP, the special projects, we have worthy projects for that too. So I hope we can pinpoint what we need to do and get all the funds available. Utilize them, every little bit helps."

Dr. Dillenberg directs to Ms. Driskell, "Thank you very much for coming tonight. We appreciate the opportunity. This will certainly be a great help to us here in town to meet the needs you're hearing about."

Mr. Klein addresses Ms. Driskell about the deadline schedule.

Ms. Driskell notes this is a public brainstorming session.

Ms. Moore poses a question to Ms. Driskell, "There are a few uninhabited houses, there's one right next to Town hall. There are a few scattered around town that could use work. Is that something that might qualify for town purchase, say for affordable housing, or low income housing."

Ms. Driskell responds, "There has been land and property purchases using CDBG funds in the past."

Council members thank Ms. Moore for asking that question.
 She adds some of the housing she's thinking of might accommodate two family rentals.
 Ms. Barber recaps that this is preliminary talk, not making any decisions right now as this is the public hearing. She notes it will be talked about again and asks if there is any further discussion.
 Deputy Clerk adds that there are a few houses occupied in town that shouldn't be. And one of the things mentioned was the demolition of hazards. She acknowledges that it's a lower priority than affordable housing, but it is also an option.
 Ms. Harvey asks how does the homeownership assistance work.
 Ms. Driskell says she'll have to check, she is unaware of any programs.
 Ms. Barber notes that they are putting that on public record.
 Mr. Klein gives an example of funding larger cities, he uses Prescott Valley as an example, might receive compared to the funds we might receive noting the amount Jerome receives would be less and funds wouldn't go as far.
 Ms. Barber thanks Mr. Klein for the clarification adding "The money we get is per capita so our pot would be smaller than other communities. Then again to clarify, this is town wide, it doesn't have to just go into certain areas because of the, at least 51% of the persons who benefit must be low to moderate income. So we qualify again, when we had that anomaly that we did for town wide correct?"
 Mr. Klein confirmed yes, we are town wide.
 Ms. Barber asks any further questions or clarifications.
 Council member Sonia Sheffield, "I was under the impression that one of the first things we needed to do for Hotel Jerome was some sort of fire suppression. To have the sprinklers and whatever Rusty needed in there. I feel like that's what he said to me, I might be wrong about that."
 Ms. Muenz adds "I think it was a fire escape."
 Ms. Harvy adds, "It also needs water pipes fixed in the building. On the top floor."
 Ms. Barber shares, "It needs lots of things, fire escape, fire suppression, all yes."
 Ms. Sheffield shares, "I like the idea of putting money into the Hotel Jerome, but I feel like there are a lot of things that would have a more immediate benefit. It just seems like a long ongoing project and doesn't seem like we have a clear starting point with it either."
 Ms. Barber follows, "I know it's a preventative, and we wouldn't see how bad it is unless something happened, and we don't want to see it happen, to get those hydrants and the rest of the water lines. I am going to continue to beat that horse."
 Mr. Klein adds the staff's recommendation would likely be the continuation of the water lines and hydrants.
 Ms. Barber closed the public hearing at 6:27

6:27PM (27:03) 3. ADJOURNMENT

Ms. Harvey motioned to adjourn the meeting.
 Dr. Dillenberg seconded.
 Meeting was adjourned at 6:27pm.

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

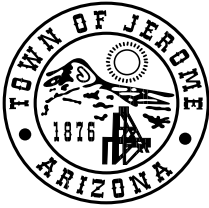
APPROVE:

ATTEST:

 Alex Barber, Mayor

 Brett Klein, Town Manager

 Date



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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AGENDA

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

7:00PM (0:14) 1. CALL TO ORDER/ROLL CALL

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

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

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

7:00PM (0:26) 2. FINANCIAL REPORTS

Discussion/Possible Action

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

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

Mayor Barber asks if there are any questions or comments. There were none.

Councilmember Sage Harvey motioned to approve.

Councilmember Dr. Jack Dillenberg seconded.

Ms. Barber notes she saw budgeted items on the report that were high.

Mr. Klein confirms that there were some items that needed to be moved from one line item to another, and should see that corrected on the next report.

Motion to Approve Financial Reports

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

7:01PM (1:10) 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.

Mr. Klein says council has his written report, he adds there is nothing much to highlight except we do have participation in statewide STR legislative changes. He shares other cities also involved such as Phoenix, Sedona, Jerome, and a couple of others. He adds that they are trying to anticipate what legislature might do and provide input on Town stance as counterpoints. He shares that now that everything has been in place over a year, they can make some small changes for those that are getting complaints.

Ms. Barber thanks Mr. Klein for his hard work. She then shares congratulations to Kerry Lee for 10 years of service as of January 6th, and to the Judge, Angela for 2 years of service also on January 6th. She then points out our sales tax revenues, adding it is part of why she asked the question about the budget, because they look like they are in the red.

Mr. Klein provides clarification, sharing we are doing well and that there is a delay in how long it takes to get the funds from the state. He advises to look at the second page done by category.

Deputy Clerk Kristen Muenz, says there was also sales tax from October that came in after the end of that month.

Mr. Klein follows, the second page is a snapshot of what is going to happen, and the first page reflects just what we have.

Ms. Barber answers that there are 4 different months on the second page. She points out that one has one red, one has three red, and one has two red, adding it's not as bad as she has seen it, but when she sees red, she hopes we can

do better. She says we can't really tell what's going to happen in the next year it's a forecast and then do what we can. She asks if Council has any reports?

Vice Mayor Jane Moore shares details on the wastewater treatment plant. She says, some things are changing, but still moving along pretty well. She was wondering why a 30 ft wide road was needed, but now it's down to 18 ft. She asks Mr. Klein for confirmation of that.

Mr. Klein confirmed yes, it is.

Ms. Moore then shares there was an issue with the manholes and how deep they will be, and that there will be a little building for Henry (MacVittie) to do lab work. She also shares that she found out from Henry, the blowers will not run 24/7. She was under the understanding that the noise was going to be 24/7, but it's not.

Ms. Barber asks if they will be contained in structures and not outside.

Ms. Moore confirmed yes.

Ms. Barber asks for clarification that the 30 ft down road has gone down to 18'. Saying she doesn't think there are any roads in town that big.

Ms. Moore shares the idea was to get big trucks down there, and out of there with the waste. She says, hopefully one of the waste companies will cooperate with us.

Ms. Barber asks for confirmation if that is the route Town is still trying to go.

Mr. Klein confirmed yes.

Ms. Barber says she'd like to point out on the reports, the volunteer Fire Department November call volume is up by 23 calls from this time last November. This year they have had 50 calls, last year were 27. They've had 481 calls year to date compared to 440 last year. She continues, they help everyone, residents, and tourists. She also shares that the Police Department has responded to 138 calls for service. She adds our departments are working hard and efficiently. We are lucky to have these gentlemen. She thanks everyone for their time and effort, adding we have people that live here and volunteer and so thank you.

Ms. Barber says she doesn't have anything else to report on except that she rode in the parade, as well as council member Sage Harvey.

Ms. Harvey shares that for the Christmas parade it has always been a tradition, if she's in the parade, she waves, blows kisses to babies and makes sure there is enough candy until the end of the parade.

Ms. Barber points out there is a young gentleman that lives here, who was out there handing out candy. She continues, that we have some young faces at the Fire Department, and she would like to know them better.

Motion to Approve Staff and Council Reports

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

7:08PM (8:44) 4. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

A. Report Provided by the Zoning Administrator.

Minutes are Provided for Information only and do Not Require any Action.

Zoning Administrator Will Blodgett shares that December has proved to be busier than anticipated. He shared there have been a lot of projects brought before Planning and Zoning this month and there are more for review likely next month. He shared with Council that the first draft of the new Design Review Guideline is available for comments, and that it will be coming before Council as a finalized draft.

Ms. Barber says it was brought up at last month's special Council meeting about a Zoning Code rewrite. It was also brought up instead of not having meetings if there isn't enough, that the Planning and Zoning board could bite off chunks of that. She further shares that something was said about hiring someone for that, noting outsiders don't understand Jerome. She says that Mr. Klein mentioned maybe Candace Gallagher. Ms. Barber said the hope is that Candace would be on board, and that the boards and commissions could start working within their boards to see what sticks out like a sore thumb and start biting off little pieces and working through those parts and then bring them to Council. She shares anytime they've hired someone outside of Jerome they just don't understand Town or what we are trying to do, but Candace being the prior Town Manager and having lived in Jerome for many years she would likely know exactly which direction we are trying to go in.

Mr. Blodgett shared that he has additional resources to draw from. He also shares it was intended to have a work session on the Design Review Guidelines however due to illnesses the planned meeting was canceled.

Ms. Barber says, the Design Guidelines one thing, but the zoning ordinance rewrite was the other piece. She notes that Ms. Moore and Ms. Harvey both brought up that they hoped our boards would be able to help doing that. She adds it's definitely something we can do with our boards and commissions; we can find the sore spots and start working on them.

It makes it baby steps and small pieces rather than a whole rewrite which sounds like a nightmare. She says that it needs a whole re-write but at this point we have to start somewhere.

Ms. Moore says she noticed all the canceled meetings, and the times without a lot on your plate would be good for workshops with the boards to talk about what works and what doesn't.

Ms. Barber follows, she understands if people are sick, and you can't have a quorum would be a reason why a meeting would be cancelled. She continues, that part of stepping up to boards and commissions is you have to be available. If you're not available for 3 meetings we can kick you out and find someone who will be available for meetings. She imparts that it's a volunteer thing and it's a really hard balancing act we play with people, we need them, they need to do it and life happens. She says, in extenuating circumstances we try not to be too harsh, but on the other hand if you're a volunteer and step up, we expect you to do your job. She further notes to Mr. Blodgett that they are not criticizing him or his job.

Mr. Blodgett acknowledges and says you are absolutely correct.

Ms. Barber says to Mr. Blodgett, we are really lucky to have you.

7:13PM (13:17) 5. APPROVAL OF MINUTES

Discussion/Possible Action

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

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

Ms. Barber introduces the approval of minutes. She defers the conversation to council member Sage Harvey.

Ms. Harvey says she was running out of places to make notes, because they are so bad. She adds she doesn't want to be mean, and she knows Michele is doing the minutes now, and is just starting out. She says this Council, since she's been on it has been very particular, that when they make a statement that it's reflected verbatim. She shares that even if one word is wrong this Town has tendency to use words against you. She says she doesn't know if they can go over everything that needs to be fixed.

Ms. Barber asks if it is in all of them.

Ms. Harvey responds yes ma'am. Or she can give Kristen a copy and she can get a gist for it. She adds literally she was running out of places to write what needs to be fixed. She shares to the point, on the Nov. 30th meeting was missing the motion that was voted on above the box on page 102. She says there were a lot of places where something was paraphrased, and in her opinion, she feels like Jane and Alex may feel the same, but when Council makes a statement about something it's because they want it in the minutes and want to be able to refer to it. She states "I have literally actually said that I'm saying something because I want it to be in the minutes when I refer to it next year. So, I think it's really important for this Council that things not be paraphrased. That when we make a statement that it is verbatim, and when questions are asked and answers are given about things in particular, especially legalities, that they need to be in here." She shared that she read the minutes twice, the second time while listening the audio, noting that was when she text about how unhappy she was with the minutes. Ms. Harvey finishes by making a motion to not approve any of the minutes until they are redone.

Councilmember Dr. Jack Dillenberg seconded the motion.

Ms. Barber shares so that is a little clarification of why there was an email from Mr. Klein about who was doing the minutes, and that they would be done as best as they can.

Mr. Klein shares it was a text. He adds that that those 3 meetings could take 10-12 hours to get the level of content that Council would like, noting Kristen no longer has that time available, that's why Michele is doing them now. He shares that he reviewed Michele's minutes and it's consistent with what he's seen in 20 years of his career, but understands Council wants more content. He says he agrees when the minutes read "council member says..." it should be verbatim. Ms. Harvey interjects, "And there was a lot in here that's not. And there were questions that were asked specifically, and you answered specific questions. Some of it was legalities, some of it was just people wanting to know things. But there's several places where that's not in the minutes. And I think it's important, 1. because we have a lot of people that live in this town that don't do the internet, so they don't go and listen to the audio. They want to read the minutes and when they read this, they're like, "wait, what are they doing?""

Ms. Barber adds, "it doesn't make sense. So, if you're going to pick out a statement at least make the full statement." Ms. Harvey notes there are even places where it's out of context. Where something was said, and then something else was said, but that something else wasn't in the minutes until further down, so it's out of the conversation.

Mr. Klein shares, we can work on that. He adds you can summarize it a lot less than this or do verbatim, which is basically transcribing the minutes. He shares that it's rather lengthy to transcribe and your minutes become many pages. He adds that most cities and towns are going to action minutes along with the audio and video recordings, but he understands our citizenry and will do better next time.

Ms. Harvey asks Kristen if she'd like a copy to go over with Michele.

Ms. Muenz says yes.

Ms. Barber shares that she sees Jane also has some highlights.

Ms. Moore says her comment was something that Sage mentioned. It was the award for planning and design of Verde Ave. I asked if money was only for planning and design, and you answered “yes, that’s correct”, but not in the minutes. She says, “to me, I’m not as detail oriented, I guess as Sage. But I would want the gist of what is going on, not a whole verbatim minutes.”

Ms. Harvey asks to clarify, she says “I don’t think all the minutes are verbatim. But when the mayor makes a statement, or when you make a statement or when council member Sheffield makes a statement, and it has to do with something that we’re dealing with. It should be accurate what we say. And when questions are asked of the Town Manager and answers are given, and especially when it’s a legality of something and someone wants to know that legality and he answers, and it’s not in the minutes. I mean how is someone supposed to figure out what we’re talking about and what we’re doing if they’re not seeing that at least you know.”

Ms. Barber, Dr. Dillenberg and Ms. Moore all agree.

Ms. Moore goes on to share, that it’s important that someone in the public that reads these should be able to understand what happened and why.

Dr. Dillenberg follows with the good news is that it is correctable.

Ms. Barber says one thing I am going to point out, on all of this is the Regular Meeting of Tuesday, November 14th, pg. 100, “Ms. Barber shared that because the property was annexed to Town, that some of the documentation would indicate that the area be used as a park. To Town, not Jerome, Clarkdale. Clarkdale annexed that. So, if someone was reading this, they would think that I said that Jerome annexed this when it’s Clarkdale. So, to the Town of Clarkdale, so again clarification.” She says thank you and that was all she had to point out. Noting if you are reading it, you don’t understand, this was discussion and possible staff direction regarding the town owned cemetery land in Clarkdale. At this point, would go with not approving. She confirmed that Ms. Harvey made that motion and Dr. Dillenberg seconded. She called the question and minutes were not approved until corrections are made.

Motion to NOT Approve minutes from Nov. 13th Special Council Meeting, Nov. 14th Regular Council Meeting and Nov. 30th Special Council Meeting Until Corrections are made

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

Ms. Barber shares that she knows Michele isn’t there, but she’s doing a great job.

Dr. Dillenberg interjects it’s going to get better, just needs a little focus and direction.

Ms. Barber continues, we’re not trying to criticize, we’re just trying to say that for the people that are not on the internet or aren’t going to listen to the whole meeting that this makes sense. That they can read it and not be confused or question any of the statements made, motions passed, or questions asked and answered in the meetings.

Dr. Dillenberg comments those are great points, and he feels staff are talented enough to get it corrected.

Ms. Moore shares her gratitude to Michele.

Ms. Barber finishes saying we’re lucky to have her.

7:23PM (23:00) 6. PETITIONS FROM THE PUBLIC

There were none.

7:23PM 7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

7:23pm (23:07) A. Consideration of Second Reading of Ordinance No. 489, Amending Article 10-3, "Special Events" by Replacing it in its Entirety.

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

Ms. Barber introduces the new ordinance for special events, replacing the old special events ordinance in its entirety. She queries from council if it has reached the final point, they want it at?

Ms. Harvey motions to approve the new ordinance.

Ms. Sheffield seconds the motion.

She thanks the hard work of staff, noting that special events have turned into a lot of work. She hopes that this will get us to where we the Town of Jerome is compensated for how much work is being done. She calls the question, and the new ordinance is passed unanimously.

Motion to Approve Ordinance No. 489, Amending Article 10-3 by Replacing it in its Entirety.

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

7:24PM (24:00) B. Consideration of Resolution No. 663 Adopting New Water and Sanitary Sewer Rates and Fee Schedule

Council will consider and may approve Resolution No. 663.

Ms. Barber introduces the Resolution for new water and sanitary rates. She then defers to Ms. Moore for a question. Ms. Moore shares, we discussed the rates at the last meeting. She then asks, "It does not have to stick to this schedule, correct?"
Mr. Klein confirms, "Correct, it's a 5-year schedule, you can review it next year."
Ms. Moore adds, she would like to figure out another way to deal with it. She furthers that she would like to look at it and compare sewer usage again. She finishes, so we are basically adopting the first year of it going up the amount it is.
Mr. Klein adds if it's not brought back up then it won't come up again, and it will follow this plan, but you can revisit it anytime you choose to.
Ms. Barber points out that resolution 663, on the back shows exhibit A; the exact amount of how this is going to work. She adds this was one of the least impactful, as far as hurting low-income residents, because it's not a really steep increase. She then asks if she hears a motion and a second.
Dr. Dillenberg motions, and Ms. Harvey seconds.
Ms. Barber calls the questions receiving 4 ayes. She says "I will say nay again. I know we need it, but I just don't think town should have to pay for it." She adds that the motion is approved and that we do need it.
The motion is approved with 4 ayes and 1 nay.

Motion to Approve Resolution No. 663 Adopting New Water and Sanitary Sewer Rates and Fee Schedule

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

7:26PM (26:00) 8. UNFINISHED BUSINESS

Discussion/Possible Action

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

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

Ms. Barber starts by asking what ideas council came up with.
Ms. Muenz updates on behalf of Scott Kolu. She shares that Scott talked to Chief Blair, and Chief Blair was concerned with disrupting traffic with a later parade around 2pm, but he willing to have one at 11 am.
It was discussed when parades normally take place through town and confirmed that the only parade through town currently is the 4th of July parade.
Ms. Barber says she things parades are nice. She asks if anyone else has anything to add to it.?
Dr. Dillenberg shares that works.
Ms. Barber shares the Chamber has lots of ideas, so we will work together and do what we can on our part to push out media, adding it's pretty exciting.
Dr. Dillenberg shares he thinks it will be very successful.
Jane shares she's always bah humbug.
Ms. Barber follows, saying she heard Ms. Moore was asked to make a speech but didn't want to, so she will do it instead.
Dr. Dillenberg asks what action needs to be taken, if any.
Mr. Klein shares that committees will look for help coming up soon, and that he put this on the agenda so that it remained in the forefront.
Ms. Barber confirms that there is no motion to approve needed. She then defers to Mr. Blodgett for further information.
Mr. Blodgett shares the gentlemen currently running the State Park are planning to work with the Chamber as well.
Council expressed their thanks and moved on to the next item on the agenda.

7:28PM 9. NEW BUSINESS

Discussion/Possible Action

7:28PM (28:02) A. Discussion on New Proposed Lighting Regulations to Comply with Dark Sky Standards

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

Ms. Barber shares she likes most of this. She points out that a lot of people throughout town like string lights. She shares that she has an old Jerome house, and that is how she has lighting out in the front of her house, noting they

aren't always on. She doesn't think it would be in noncompliance, but she also knows other people have little trees with solar lights and wants to make sure everyone is still able to do that kind of thing. She says the one other thing is lighting needing the shades. Adding according to APS if we want to do anything to those lights then we get to own the pole and do the work. She shares they were replacing the bulbs in town because the old bulbs are no longer available. They said if it is not already shielded, they cannot put a shield on it, if it has a shield then they will use it.

Ms. Harvey says that's for us, we're talking about people putting lighting on their businesses.

Ms. Barber adds she thought it was for town lighting as well.

Ms. Harvey confirms no, not for the Town lights, and Ms. Moore adds there are exemptions on public rights of way.

Ms. Barber asks if anyone else has any comments. She then defers to Ms. Harvey.

Ms. Harvey shares the only thing that she questioned was page 136, under Lighting Controls, B3, "multiclass lighting shall conform to the time limitations of strictest class". She was unsure what that meant, and asks if it's talking about the class 1, class 2, class 3?

Bk confirms yes.

Ms. Harvey then asks what the time limit would be?

Ms. Klein confirms the time limit is 10pm.

Ms. Harvey asks if that can be made a little more clear?

Mr. Klein answers yes.

Ms. Harvey shares other than that she likes it.

Ms. Moore says that it's very wordy.

Dr. Dillenberg and Ms. Harvey expressed their agreement, including Ms. Harvey who comments the first time she picked it up she read one page and put it down.

Mr. Klein says do you want to hear something funny about that?

Council says yes.

Mr. Klein says Michele did this. So, she can be very thorough.

Council members expressed she is smart and coachable.

Ms. Moore inserts, if it is condensable and more understandable to the general public.

Mr. Blodgett adds that when he initially wrote the first draft of his new Design Review Guidelines, this lighting didn't exist so his next is to condense it for the Design Review Guidelines.

Ms. Moore adds the only other thing is seasonal lighting, she reads "temporary seasonal lighting between the months of October and January 15th." She asks if we're putting Christmas lights up in October now?

Other councilmembers all share, no Halloween lights.

Ms. Barber says this is discussion and possible action. She asks, "So we are going to have a future revisit of this, correct?"

Mr. Klein confirms yes, we will make more concise. He adds this was more of a throw everything out there, with hundreds of samples brought it in. So, we are going to work on making it a little more concise and chronological, more user friendly and easy to understand. We now have changes to incorporate so we will get it updated and bring it back.

Ms. Moore says there is a certain house that has what she believes is a mercury vapor light, that lights up the whole hillside. She asks, if somehow with this that would not be allowable?

Ms. Barber asks if the house is in her neck of the woods?

Ms. Moore answers yes. Adding it doesn't really light up adjoining properties.

Mr. Klein answers that this is for new lighting and modifications.

Ms. Harvey adds the old stuff grandfathered in like anything else in town.

7:33PM (33:53) B. Consideration of Sewer Lining Proposal on Center Avenue and First Street

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

Ms. Barber introduces the new business and asks what sewer lining is. She further asks if they put a pipe in the pipe.

Mr. Klein confirms yes.

Ms. Moore adds it's like a sleeve.

Ms. Barber says she understands, points out the photos and says it looks like this is a good area. She then confirms the amount of the proposal.

Ms. Harvey shares the total is \$28,982.50.

Ms. Barber asks if this is within budget.

Mr. Klein confirms yes, in the operations and maintenance budget. He adds the years go by so fast and we don't end up spending money. He shared that Marty was going to bring it to next budget, but he thought it was a great opportunity to utilize our current budgeted funds available.

Ms. Barber expresses her thanks to Mr. Rooter. She adds it's hard to get people to come up to address Jerome when anything is failing. She defers to Ms. Harvey.

Ms. Harvey imparts, there is a reason that Mr. Rooter is the one, the only one, because he is the one who works on everything up here. He is the one that works on the restaurants, houses, and buildings. She adds anytime you see plumbing problems that our Town crew cannot handle, these are the guys that are hired and come up here and deal with the pipes broken, the clogs, and the roots from the trees in them. They are the ones that understand Jerome and

are not afraid of it. She shares they used to do it at the Mile High and The Mine Café, adding there are couple of businesses on Main Street in the last couple years that have had to use them. She finishes, they are really good and are really knowledgeable about our plumbing in Jerome.

Dr. Dillenberg says he seconds that.

Ms. Barber shares that she thinks they also helped the Historical Society with their major thing this last year. She notes there was a motion to approve and a second. She calls the question, and the proposal is approved unanimously.

Motion to Approve Sewer Lining Proposal for Center Ave and First St.

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

7:36PM (36:27) C. Discussion and Possible Staff Direction Regarding Rich Street Turning Issues and Parking Considerations throughout Town

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

Ms. Barber says it was brought up in a To and From the Council that her father, who drives a very low vehicle, lives down this road. She points to a map saying she doesn't know who this is that parks in a specific spot. She then points to where it is a red zone, and where the concrete parking pad is as you come into Rich Street. She then shares that Ms. Harvey pointed out where a large vehicle was parked, so that she couldn't see the pedestrian standing in the road taking pictures until it was almost too late. She notes there are couple of mirrors in one area, adding that those mirrors are hard to see, sometimes because of the lighting, or older eyes.

Jerome resident Mark Krmpotich adds the mirrors are practically useless. He shares that he lives right there so he sees everyone who makes illegal turns there.

Ms. Barber points out there is a little parking pad that she thinks is for Ghost City Inn parking or Vino Zona.

Mr. Krmpotich corrects that one is for Ghost City Inn, and the other is for the Miner's cottage. He notes one of them says private parking.

Mr. Barber points out the direction in which parking is marked, adding it's not exactly parallel. She shares that there is a line in one spot and not in another, so it's not spelled out that is not a spot. She adds when you try to come out of Rich St. and it is not evening, she notes in the evening you can see the lights making it safer. She says if you want to come out at Rich St. to go down the hill and there is a car parked there, in the middle of the day the safest way is to go all the way through town and come around, otherwise it is very dangerous to make that turn. She proposes the first spot be red striped to make it not a spot so that people coming out of Rich St. can see the road enough to make a safe turn.

Ms. Harvey says she would second that proposal.

Ms. Sheffield continues that she agrees.

Ms. Harvey adds that Ms. Sheffield used to live down that road.

Ms. Sheffield confirms and shares it was rough even before they had parking spots. Adding she's only been down there a couple of times since then.

Ms. Barber points to an area on the map, adding that the parking pad is an old garage, and it sticks up high. She says there is a part that is painted red and doesn't understand why people don't understand that you can't park there when it's red; it's because it's not spelled out with a bunch of lines. She shares when the area is lined with big trucks you have to come out of the street far enough to see past the trucks.

Ms. Harvey adds not only can you not see coming out, but if all those big vehicles are parked there you also can't see if someone is coming out.

Ms. Barber agrees and says if staff needs to go look, she is ready to put boots on the ground to walk around the area. She adds the other part they are talking about is turning issues. She points out at the end of Rich St. there is a Historical Society owned lot, and Town owned lot. She says it looks like, based on the picture, that the people that live here have blocked it off so that there is no turnaround. She adds it would be nice to be able to have a turnaround, adding that she doesn't know how turning around could be made easier. She shares if you go in past the parking lot for Hotel Jerome, there's a big wide-open area, you come down to Rich St. there is a big wide-open area. She shares that she visits her father and points to where she backs out. Again, pointing to the picture, she shares that she notices people in big cars, like you see parked, they turn around and back in so they can forward out. She points to the area that is privately owned, which area are houses, and which area is residential. She shares that the whole area is being used as peoples' parking spots when it's Town and Historical Society owned. She states, "we could do a little bit of "you can't park like this anymore" and try to make a parking turnaround." She adds that she doesn't think anyone there would have an issue with it, or that they might be more upset being told they can't park there anymore and making a turnaround than just dealing with it. She shares that she doesn't know if anyone else, the Fire Department or who else wants to make a turnaround but she wants to make it safer to come out of the road.

Ms. Moore asks what part of the area is private property?

Ms. Barber points to the private property.

Ms. Moore asks what about the turnaround area.

Ms. Barber points to what she believes is a piece owned by John McDonald, a piece owned by the Town, and a piece owned by the Historical Society.

Ms. Moore asks if you would have to cross private property to access that area. Adding property ownership may have to be checked.

Ms. Barber points out the road, saying that no one can own the road.

Ms. Moore points to an area and says it's on the edge of the slide zone property.

Ms. Harvey adds just so everyone knows, they are talking about the northern side of Rich St. at the end closer to the park.

Ms. Moore says if it's public property, or the road leading to Town property, and you're not crossing any private property then you could definitely make a turnaround and say no parking there. She then points to a different area and asks if you can tell somebody about the private property?

Ms. Barber clarifies that she is not talking about that lot, she's pointing to one right next to the state highway. She then points out two parking spots and shares that they are turned into three spots by another vehicle parking in a specific spot. She says it's someone from Jerome or believes it is because they have the copper plate. She further adds it's someone who works in those businesses on the corner.

Ms. Harvey asks if it's a black Jeep.

Ms. Barber says yes, it is, most of the time. She adds sometimes it's there when she leaves for work and still there when she comes home.

Ms. Harvey shares there are two businesses right there with owners who drive black Jeeps, adding it could be two different people using that spot.

Mr. Krmpotich interjects, one is the caretaker/cleaning lady at Ghost City the other is the lady that runs Vino Zona.

Ms. Barber says it's just that it makes it very dangerous and that's a state highway right there. She adds she knows that part of the area is privately owned and that's why they were able to piecemeal the parking to lease it. She shares we had it surveyed and she points out they are encroaching on our survey marks. She further shares they pulled a couple of the property pins/stakes out and put up their parking signs anyway. She adds that she brought it to previous Zoning Administrator, John Knight's attention but he was on his way out, so he didn't do anything about it. She adds you give them an inch and they take a mile. You let them do it for too long and they say it's our property because you never said that it wasn't. She adds it was definitely spelled out, clarifying what the Historical Society owns and what Jerome owns. She was told by the historical society at the very beginning that, that was their parking, and we could never utilize it. She adds we had a survey done and they have a little piece of the pie with the rest of it belonging to the Town of Jerome. She shares right now it's being used as public parking because nothing is being done with it. She also points out that there are a couple of dead vehicles and trailers on there right now that don't even move anymore.

Ms. Muenz brings up a Google map of the area of Rich St. being discussed. Ms. Harvey points out the area that should all be red.

Ms. Barber points to the map to a spot where cars will park where it is not lined as if it's a spot. She notes two lines indicating a parking spot but there is not another line to mark the other area as a parking spot. She adds that spot needs to go away for safety.

Ms. Harvey adds it should be red lined just like the front of the garage.

Mr. Krmpotich adds you should put a red stripe on the other side of the white line showing no parking there.

Ms. Barber adds it sucks to lose a parking space but as far as safety it needs to happen. That is not safe for anyone coming out of Rich St. to have a car parked there.

Ms. Muenz points out that the property lines on the map are slightly skewed so we must be absolutely sure that that area is in an easement and can be red lined before we can do it.

Mr. Blodgett shares that he can inquire if ADOT has surveys that are more accurate.

Ms. Harvey asks if he can check with ADOT, he confirmed yes.

Ms. Sheffield proposes can we make it compact cars only?

Ms. Barber answers the Jeep is short but makes it so you can't see coming out.

Ms. Harvey points to in the picture, a vehicle parked by the garage, saying that causes the same problem. She shares the black car in the photo is also a problem to see when coming out. She further adds when they started using the area as parking, they were parking all the way forward, but it was decided it was not safe for them to park there, so they moved it back, which creates more of a problem. Adding the end spot at the garage is going to impede the line of vision for people pulling out of there.

Ms. Krmpotich suggests making it a right turn only.

Ms. Harvey says good idea.

Ms. Barber says that is hard on a busy Saturday. She shares that she has had to do that and loop through town, when doing so she met traffic at the top of the Gulch Road and experienced stop and go all the way up, she adds it doesn't happen a lot, but that area can get really congested. She points out from the picture Ms. Muenz pulled up on screen in Council chambers, there is a truck, she says there is a black truck that impedes so much that it's hard to get cars

through. The other spots that are spelled out as required parking for businesses needs to be compact only, because when you put a bunch of big trucks there now you have a road the fire trucks or a visitor or resident can get a car down. Ms. Muenz adds that google maps has not gone down a lot of the Jerome side streets.

Ms. Harvey points out on the google map displayed onscreen an area that was previously talked about making into no parking. She adds now there's a bunch of parking spaces there like its private property.

Ms. Muenz notes she can see a sign that says private road, and no parking.

Ms. Harvey shares that they had previously talked about making it a red zone because the Fire Department was having a trouble getting in and out of there for calls. She shares there's not a lot of people that live down that road but most of them are elderly, and they're going to need medical assistance from our Fire Department, and our trucks need to be able to access all our roads.

Ms. Barber agrees.

Jerome Resident Jera Peterson asks, the red part that has the stripes is that private property or Historical property?

Ms. Harvey confirms its private property that's been leased by the businesses across the street, so they can have off street parking.

Ms. Peterson adds too bad they couldn't make it parallel.

Ms. Harvey continues, they impeded what was being worked on in making red zones there by doing that and stopped us in our tracks. She adds like the mayor said we had a Zoning Administrator at the time that didn't care and ignored us. (inaudible conversation)

Ms. Barber says it is privately owned.

Mr. Dillenberg notes a couple that bought the house and redid the garage.

Ms. Barber says she knows the Town did a survey down in there, but she's not sure the people that own that property actually had a survey done to spell out where their pieces are.

Ms. Harvey answers they pulled some of our survey stakes out.

Ms. Barber says they absolutely did in the area you pointed out.

Dr. Dillenberg asks, "the bottom line is what's our next step?"

Ms. Barber asks Mr. Klein what can we do about it?

Mr. Klein says we'll start by getting to a T the rights of way, making sure we're talking about public and private property. We'll bring that back as Unfinished Business in next month's meeting. Then we'll work the process in code for making a parking area. Then if we need to talk to private entities, we will do that and see what can be done in trades, or working with, to see what can be done to make a safer intersection for public safety access. He shares he thinks the first step really is to identify parcels.

Dr. Dillenberg says yes accurate borders.

Ms. Barber says yes, you can look up in the last couple years that we had that surveyed. She adds that she will point out where that the asphalt that goes into the dirt, she says that thing is so bad. She says it looks like they did a little bit of patch it seems in the last year or so, but that street is really in disrepair right now. She then defers to Vice Mayor Moore.

Ms. Moore starts by saying Verde Exploration owns some prop across from town lot.

Ms. Barber tries to locate the property on the map.

Ms. Moore continues that she believes it's above Steve Cheifetz's property and was wondering if maybe we could work with them to have two parallel spaces across from the town owned lot.

Ms. Barber shares that she thought we had property stakes that went down into his yard. She then points out on the map all the places that were staked.

Ms. Moore notes it was supposed to go with the Hunter Bachrach House.

Ms. Barber says our survey said we pretty much owned this whole area, and the Historical Society owns a little tiny triangle piece in here.

Dr. Dillenberg shares that Mr. Blodgett will get the accurate information.

Ms. Barber has a brief conversation pointing out to Dr. Dillenberg the stakes Ms. Harvey pointed out that were pulled out.

Dr. Dillenberg adds it's a great spot if we can get it straightened out how it's supposed to be.

Ms. Moore says what a mess that looks like.

Ms. Barber notes you must get a surveyor up here to find the corners because it's all wrong.

Sage points to a piece, which she says is actually most of the end of the road, is the Verde Exploration.

Mr. Blodgett shares that with GIS there is as much as 25-30 feet of potential discrepancy. He shares that he can get pretty accurate surveys along the highways from ADOT, and there are a number of properties we do have surveys for. There was a discussion about locations on the map about Verde Exploration property.

Ms. Moore adds, she just wondered if you're taking away a couple of spots could you add more parallel spots if you widen the area a little bit if able.

Ms. Harvey says you might be able to get two spots if you make them parallel. She further adds if you make it compact only, most of the people that live on the street drive small cars.

Dr. Dillenberg says maybe see the availability is of some of the land adjacent to it, there might be an opportunity to do some good there.

Ms. Barber shares so we'll have more discussion on this next month?

Mr. Klein shares yes.

Dr. Dillenberg and Mr. Blodgett both agree we need accurate information.

Dr. Dillenberg says there is an opportunity to get some good out of this.

Ms. Moore adds there are other problematic areas that we talked about at the last meeting, like the one spot.

Ms. Harvey asks if it's in front of Vaqueros.

Ms. Barber says she agrees with what Ms. Moore is talking about.

Ms. Moore says it should be either parallel or compact parking only.

Ms. Harvey add also the stretch of private in front of grapes should be compact parking only.

There is discussion about where the parking is located.

Ms. Peterson adds there's a truck that always sticks out right there.

Ms. Harvey confirms that is what they are talking about. Adding it's a gray truck.

Ms. Muenz shares other areas in town it also happens in.

Ms. Harvey shares it was her understanding after talking with the Chief of Police, when that building was reconstructed, they were supposed to put compact only parking signs there. She says there's a reason for it, trucks don't fit there, and if it's a long bed they're a good 2 or 3 feet in the road, and if they have a hitch there's a good chance, they're talking up half of the road.

Ms. Moore shares she thought about another thing in that area; those spaces should be diagonal and not straight in.

Ms. Sheffield adds it would make it a lot easier to get in and out of them.

Ms. Peterson adds they wouldn't go as far over the sidewalk either.

Ms. Muenz points out that some of the spaces are also in a major blind spot because of where they are located near curves in the road.

Ms. Barber shares when they tried to revamp some of the parking, she notes they have a one way, and says instead of making the spots straight it's a little more angled. It was done to force you to go one way rather than turn around.

Adding by the way you are parked you would have to do some finagling to go the wrong way. She adds that this area was private parking and that's why it was not made diagonal. She adds it's privately owned but it butts up to a state highway. There's a line that shows the parking and the State Highway if you're not in the line you can't park there. She adds she knows that its common sense, but common sense is not common anymore. She points out the parking that has been changed to diagonal adding it was all done to force you to go the way we want you to go and not come up the wrong way.

Ms. Harvey suggests approaching the owners of those stores and see if they'd be willing to change the lineage.

Ms. Moore shares that she's been fighting it for years.

Dr. Dillenberg shares we have the authority to do that if we want to, they may own it, but we could change it.

Ms. Barber says she doesn't about that.

Mr. Klein interjects for safety and welfare.

Ms. Harvey adds they need to not be in the road.

Dr. Dillenberg says, yes for safety and welfare we should be able to change that. Adding if we could get collaboration that would be ideal, but we clearly have the rights for safety to change that to more diagonal.

Ms. Harvey says more diagonal or compact cars.

Ms. Peterson asks what direction diagonally would you go, people coming?

Multiple parties expressed agreement that it would be coming down, or people coming from Prescott.

Ms. Moore says the way it is now you have to back up across two lanes to get out now. If it's diagonal, you'll only be backing into one lane. Noting you're not supposed to be backing out into a highway anyway.

Ms. Barber points out that instead of being straight they would be angled.

Ms. Sheffield says ever so slightly. You wouldn't have to make them extremely angled.

Ms. Barber adds, it sounds like a majority of that work would be painting new lines.

Ms. Sheffield says you might lose a space.

Ms. Harvey says if you look at the photo now, what's parked in there, those are all sedan cars or small trucks. Adding nothing looks like it's hanging out in the road and that's how that parking needs to be.

Dr. Dillenberg and Ms. Barber express their agreement.

Dr. Dillenberg then says we'll start with will getting the accurate reality of the layout.

Mr. Blodgett shares he will start to clean up the information.

Dr. Dillenberg adds he thinks we have an opportunity to make a difference there.

Ms. Sheffield says it's important, somebody will be t-boned there. She then adds, Verde is tricky too; if anyone is going over the speed limit you are very likely to get hit. She shares that a neighbor had suggested a sign beforehand for a "blind drive" to make observant drivers aware there could be somebody coming out into the street.

Ms. Harvey adds we may have to address ADOT for that because it's on their roadway.

Ms. Barber says Verde St. is hard place to come out of, but the thing about Verde is there is not a bunch of street parking blocking your view, just oncoming traffic.

Ms. Barber gives direction to staff to investigate and get options for sake of public safety.

Ms. Moore adds Rusty (Blair), and Allen (Muma) may have some input.

Ms. Barber says she agrees adding this is probably something that Rusty finds out will agree.
 Ms. Harvey adds that Rusty was on board with us, when they made parking on Rich, what we were going make into a to red zone. She thinks he will be alright with this as well.
 Ms. Barber says we'll see what we can do; private property opposed to public safety along a state highway.

8:03PM (1:03:31) 10. TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.
 Ms. Barber shares some announcements, The Town Christmas party, this upcoming Saturday December 16th. She asks what time it starts.
 Ms. Muenz shares the kids Christmas with Santa is at 10AM and the and Town Luau dinner is at 6PM.
 Ms. Barber adds, the Town Dinner is potluck still, people bring a dish.
 Ms. Muenz answers she believes it is bringing a dish.
 Ms. Barber says kids that live in Jerome or work in Jerome get to sit on Santa's lap and get a present at 10 o'clock in the morning. Ride around on our 1928 parade truck through town and have a lot of fun.
 Ms. Harvey adds it was extended to employees in Jerome who have kids because there aren't a lot of kids left living in Jerome.

8:05 (1:05:00) 11. ADJOURNMENT

Ms. Barber motions to adjourn, she receives several seconds, and the meeting adjourned at 8:05pm

Motion to Adjourn at 8:05pm

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

APPROVE:

ATTEST:

 Alex Barber, Mayor

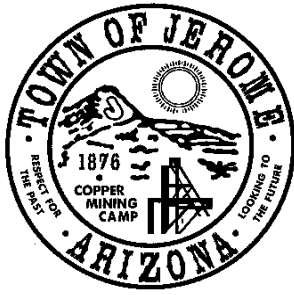
 Brett Klein, Town Manager/Clerk

 Date

File Attachments for Item:

A. Consider Resolution No. 664; Authorization to Submit Applications and Implement CDBG Projects

Council will consider and may approve Resolution No. 664.



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TOWN OF JEROME

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

Item A.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consider Resolution No. 664; Authorization to Submit Applications and Implement CDBG Projects**

MEETING DATE: January 9, 2024

Summary:

This resolution is a requirement for the federal CDBG grant program through the Arizona Department of Housing's Regional Account (RA). When making the motion, please include the project the Council has chosen for utilizing CDBG funds. **The selected project must be one of the projects delineated in the attached public hearing notice #2.**

Fiscal Impact:

None at this point.

Recommendation:

Approve Resolution No. 664.



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TOWN OF JEROME, ARIZONA

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

RESOLUTION NO. 664

AUTHORIZATION TO SUBMIT APPLICATIONS AND IMPLEMENT CDBG PROJECTS

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FY24 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.

WHEREAS, the Town of Jerome is desirous of undertaking community development activities; and

WHEREAS, the State of Arizona is administering the Community Development Block Grant Program; and

WHEREAS, the State CDBG Program requires that CDBG funds requested address one of the three Congressionally mandated National Objectives; and

WHEREAS, the activities within this application address the community's identified housing and community development needs, including the needs of low- and moderate-income persons; and

WHEREAS, an Applicant of State CDBG funds is required to comply with the program guidelines and Federal Statutes and regulations:

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council of the Town of Jerome authorizes application to be made to the State of Arizona, Department of Housing for FY24 CDBG funds, and authorizes the Mayor or Town Manager to sign the application and contract or grant documents for receipt and use of these funds for: _____

(insert Council identified project), and authorizes the Town Manager to take all actions necessary to implement and complete the activities submitted in said application; and

BE IT RESOLVED THAT this application for State CDBG funds meets the requirements of low- and moderate-income benefit for activities justified as benefiting low- and moderate-income persons, aids in the prevention or elimination of slum and blight or addresses an urgent need which poses a threat to health; and

THAT, the Town of Jerome will comply with all State CDBG Program guidelines, Federal Statutes and regulations applicable to the State CDBG Program and the certifications contained in the application.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the 9th day of January, 2024.

APPROVED:

Christina “Alex” Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

William J. Sims

Brett Klein, Town Manager/Clerk

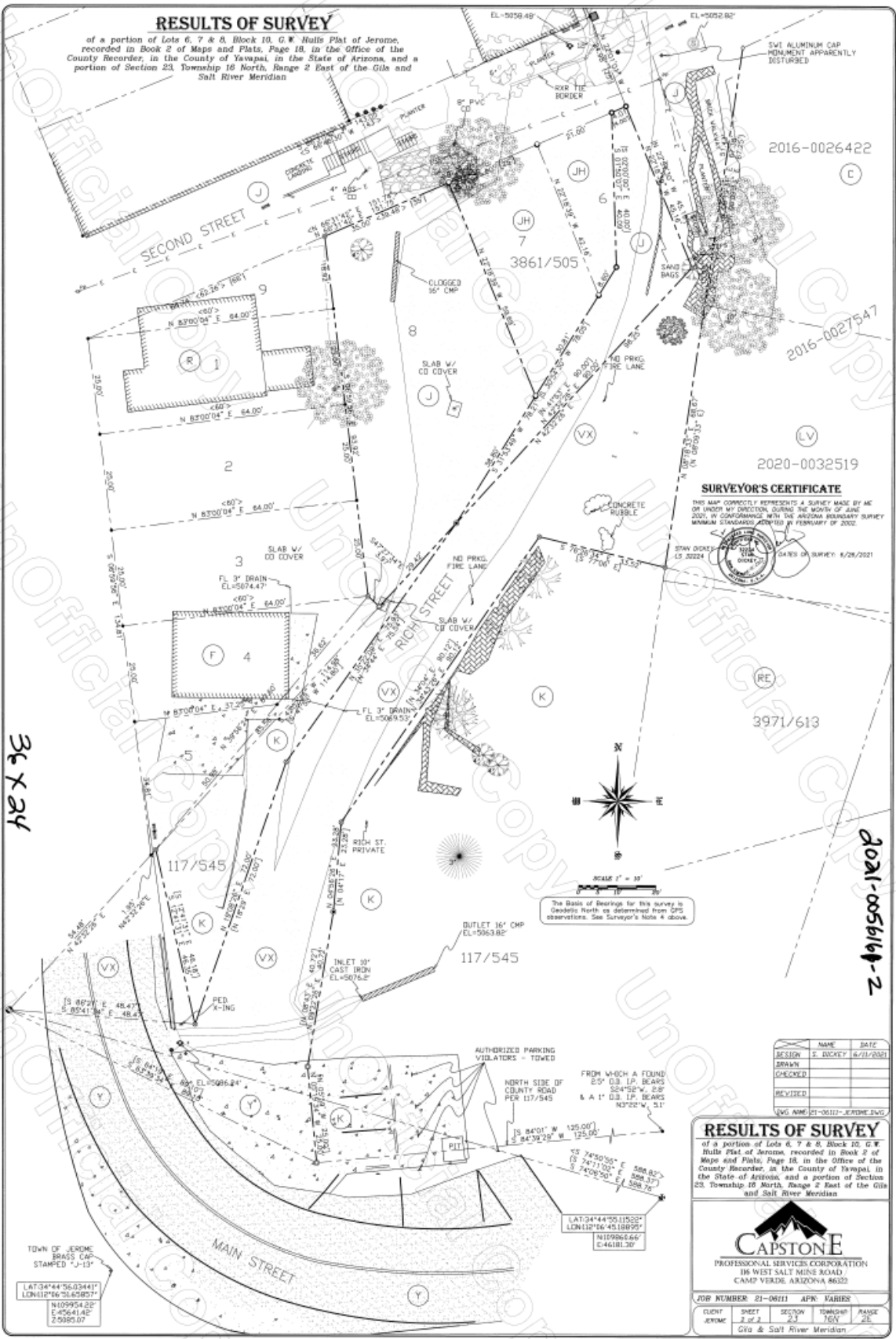
William J. Sims, Town Attorney

File Attachments for Item:

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

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





Professional Survey of the Rich St./ Main. St. intersection.

RESULTS OF SURVEY

of a portion of Lots 6, 7 & 8, Block 10, G.W. Hills Plat of Jerome, recorded in Book 2 of Maps and Plats, Page 18, in the Office of the County Recorder, in the County of Yavapai, in the State of Arizona, and a portion of Section 23, Township 16 North, Range 2 East of the Gila and Salt River Meridian

COORDINATE SYSTEM DEFINITION
LINEAR UNIT - INTERNATIONAL FEET
GEODETIC DATUM - NAD83 (2011)
VERTICAL DATUM - NAVD 88
SYSTEM - CAPSTONE-VLDF
ZONE - MOKO VALLEY

PROJECTION:
TRANSVERSE MERCATOR
LATITUDE OF GRID ORIGIN - 34°40'N
LONGITUDE OF CENTRAL MERIDIAN - 112°00'W
NORTHING AT GRID ORIGIN - 80,000.00 FT
EASTING AT CENTRAL MERIDIAN - 1,000,000.00 FT
CENTRAL MERIDIAN SCALE FACTOR - 1.000185 EXACT

LEGEND

- - Calculated point - nothing found or set - unless noted
- - Found 5/8 inch rebar with plastic cap stamped "LS 38284"
- - Found 1" O.D. Iron Pipe & Affixed Brass tag stamped "LS 38284"
- - Set Magnet with brass tag stamped "PLS 38284"
- - Set 1/2 inch rebar with aluminum cap stamped "LS 38284"
- - Found 2 inch O.D. Iron pipe in concrete at Corner Number 3 FLORENCE MS #10784
- - Set 8" MAD Splice with aluminum tag stamped "LS 38284"
- - Found 1/2 inch rebar with plastic cap stamped "LS 37401"
- <> - Record Dimensions per unrecorded map by Kneeling & Johns dated 4-12-1827
- || - Record Dimensions per Book 2 of Maps, Page 18 (highly illegible)
- () - Record Dimensions per Instrument 2016-007547
- [] - Record Dimensions per Book 117 of Official Records, Page 545
- || - Record Dimensions per Book 3661 of Official Records, Page 605
- ⊙ - Gas Meter
- ⊙ - Fire Hydrant with elevation as noted on top nut of Fire Hydrant
- ⊙ - Water Meter Box
- ⊙ - Water Valve Handhole
- ⊙ - Sewer Manhole - Rim Elevation as Noted
- ⊙ - Sewer Cleanout as Noted
- ⊙ - Decorative Lamp Post
- ⊙ - Power Pole
- ⊙ - Railroad Ball protruding from the ground
- ⊙ - Sign as Noted
- ⊙ - Ballast
- - - - - Indicates Building Line
- - - - - Hatch Indicates Pavement
- - - - - Hatch Indicates Concrete
- - - - - Hatch Indicates Gravel
- - - - - Hatch Indicates Rock/Paver/Concrete Wall
- - - - - Hatch Indicates Boulder Landscaping
- - - - - Indicates Overhead Electric Line
- - - - - Indicates Visible 4" ABS Sewer Line
- - - - - Indicates Electric Service Cabinet
- ⊙ - Control Point as Noted
- - - - - Disappearing Metal Scrap Fence
- - - - - Storm Drain Grate
- ⊙ - Paradise Tree - Diameter as Noted
- ⊙ - Pine Tree - Diameter as Noted
- ⊙ - Deciduous Tree - Diameter as Noted
- ⊙ - Walnut Tree - Diameter as Noted
- ⊙ - Elm Tree - Diameter as Noted
- ⊙ - Locust Tree - Diameter as Noted
- C - Indicates Ownership by Stephen & Karen Cheliffa per 2016-008442
- F - Indicates Ownership by Donald & Mary Fisher per 2020-006888
- J - Indicates Ownership by Town of Jerome per 2283/288 & Y.C.A.O.
- JH - Indicates Ownership by Jerome Historical Society per 2061/505
- K - Indicates Ownership by Stephanie Ann Kelly per 4881/475
- LV - Indicates Ownership by Lereby View LLC per 2020-0038519
- R - Indicates Ownership by Abura Robles per 1008/187 & 1080/107
- RE - Indicates Ownership by Ann & Elizabeth Row per 3971/813
- VX - Indicates Ownership by Verde Exploration per Y.C.A.O. No Document Found
- Y - Indicates Ownership by Yavapai County Public Works per Y.C.A.O. No Document Found

Surveyor's Notes

- (1) This plot was prepared for the sole benefit of the Town of Jerome, it was prepared for specific users and for a specific purpose pursuant to an agreement with the client and as such its purpose may be misleading to others. For these reasons, use by others is forbidden without the express written consent of the certifier signed hereon.
- (2) The Surveyor's Certification is subject to a limitation of liability. The General Public are on notice that this Results of Survey is subject to a limitation of liability not to exceed the price of the original proposal dated 3/16/2021 between Capstone Professional Services Corporation, an Arizona Corporation, and the Town of Jerome, by release the acceptance of these terms is effectuated. Copies of the original proposal are available upon request.
- (3) Bracketed dimensions represent record dimensions as defined in legend. All unbracketed dimensions represent measured dimensions.
- (4) All measured bearings and distances shown hereon are grid values based upon the projection definition shown hereon. The projection was defined such that grid distances are nearly equivalent to ground distances in the project area. The scale of bearings is Geodetic North. However, measured grid bearings shown hereon (or implied by grid coordinates) do not equal geodetic bearings due to meridian convergence.
- (5) This survey is subject to all conditions, restrictions, reservations, assessments, rights of way, and of other matters which may be revealed by a current title report.
- (6) Ownership of all parcels shown hereon was not verified unless a document is noted for the ownership called out. The Yavapai County GIS was utilized to determine the ownership where no document could be found.
- (7) The base benchmark for this survey is AZE - PD DMS786, Having an MSLD 88 elevation of 4830.24 feet per the National Geodetic Survey Data Sheet. Elevations shown hereon were derived using RTK GPS measurements.
- (8) Only trees with 4" diameter or larger trunks (at chest height) were located for this survey.
- (9) Only visible above ground utilities are shown hereon.
- (10) See sheet 2 of 2 for topography and boundary.

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION, DURING THE MONTH OF JUNE 2021, IN CONFORMANCE WITH THE ARIZONA BOUNDARY SURVEY MINIMUM STANDARDS ADOPTED IN FEBRUARY 2002.

STAN BICKEY
LS 32224
DATE OF SURVEY: 6/26/2021



NAME	DATE
DESIGN	S. BICKEY 6/21/2021
DRAWN	S. BICKEY 7/25/2021
CHECKED	S. BICKEY 7/26/2021
REVISED	
VNS-NPC-21-0811--CRDME.DWG	

ABBREVIATIONS USED

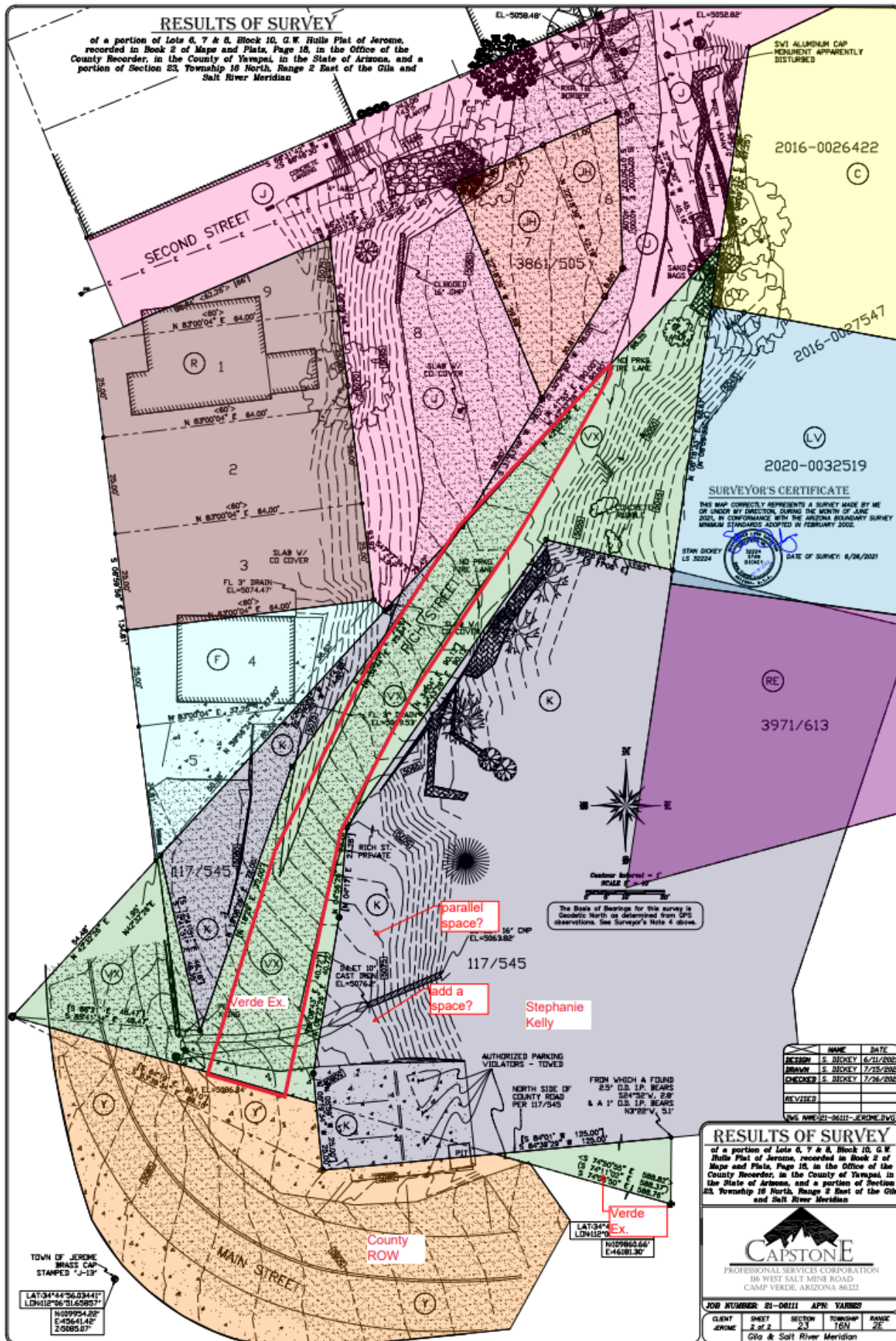
- LS - OUTSIDE SURVEYOR
- LS - LAND SURVEYOR
- N - NORTHING COORDINATE
- E - EASTING COORDINATE
- Z - ELEVATION (SEE NOTE 7)
- LAT - LATITUDE - NORTH
- LONG - LONGITUDE - WEST
- P.P. - POWER POLE
- ABO - ACRYLONITRILE BUTADIENE STYRENE
- PVC - POLY VINYL CHLORIDE
- CD - CLEANOUT
- PRNG - PARKING
- ROR - RAILROAD
- PEB - PEDESTRIAN
- X-ING - CROSSING
- EL - ELEVATION
- M/ - MET
- MMN/NNN - BOOK/PAGE OF YAVAPAI COUNTY OFFICIAL RECORDS
- NNN-NNNNNN - INSTRUMENT NUMBER PER YAVAPAI COUNTY RECORDS

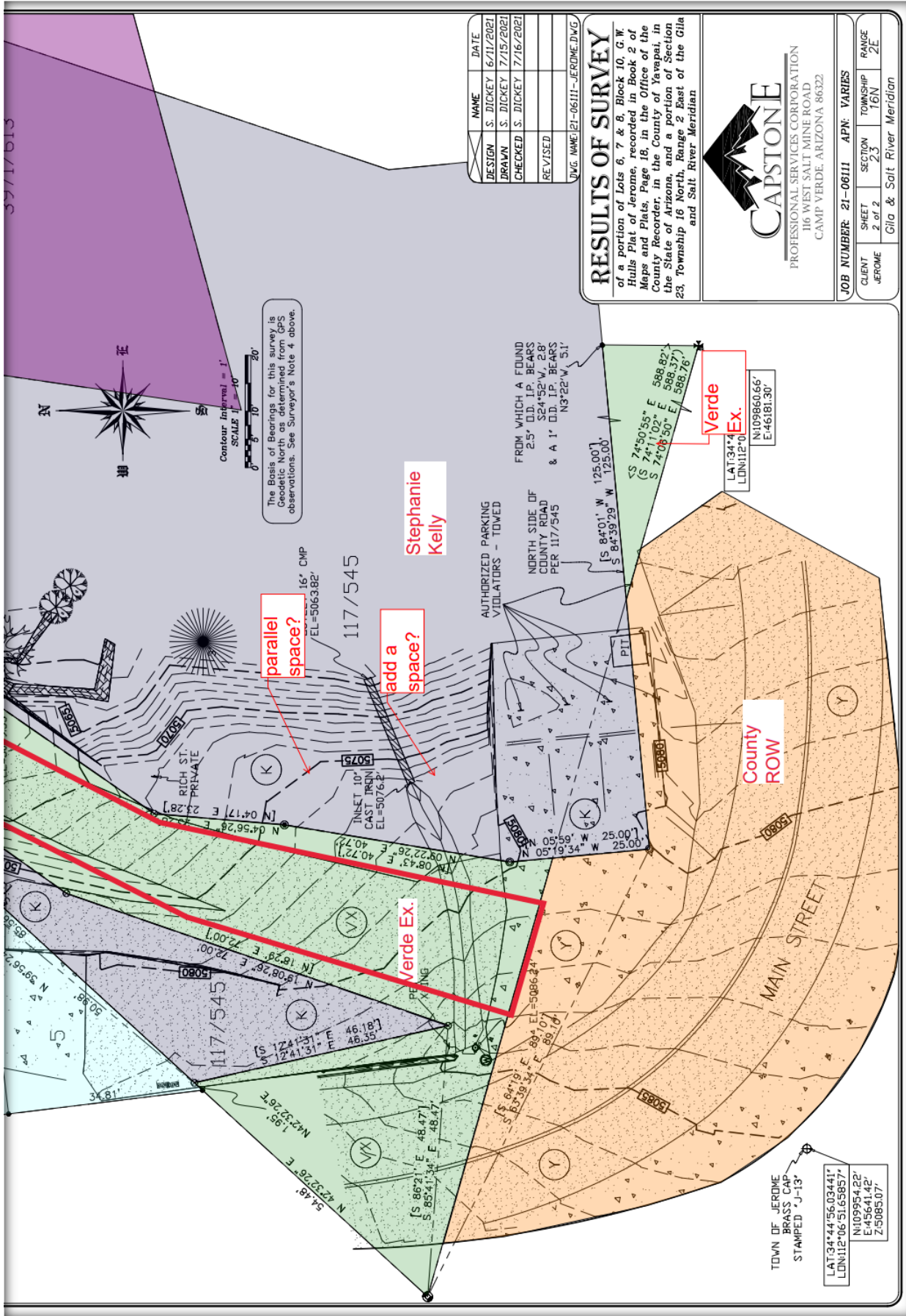
RESULTS OF SURVEY

of a portion of Lots 6, 7 & 8, Block 10, G.W. Hills Plat of Jerome, recorded in Book 2 of Maps and Plats, Page 18, in the Office of the County Recorder, in the County of Yavapai, in the State of Arizona, and a portion of Section 23, Township 16 North, Range 2 East of the Gila and Salt River Meridian



JOB NUMBER	21-0811	APN	VARIES
CLIENT	SHEET	SECTION	TOWNSHIP
CRONE	1 OF 2	23	16N
			RANGE
			2E
Gila & Salt River Meridian			





DESIGN	NAME	DATE
✓	S. DICKEY	6/11/2021
✓	S. DICKEY	7/15/2021
✓	S. DICKEY	7/16/2021
✓	REVISD	

DWG. NAME: 21-06111 - E-RODME.DWG

RESULTS OF SURVEY
of a portion of Lots 6, 7 & 8, Block 10, G.W. Hulls Plat of Jerome recorded in Book 2 of Maps and Plats, Page 18, in the Office of the County Recorder, in the County of Yavapai, in the State of Arizona, and a portion of Section 23, Township 18 North, Range 2 East of the Gila and Salt River Meridian

CAPSTONE
PROFESSIONAL SERVICES CORPORATION
116 WEST SALT MINE ROAD
CAMP VERDE, ARIZONA 86322

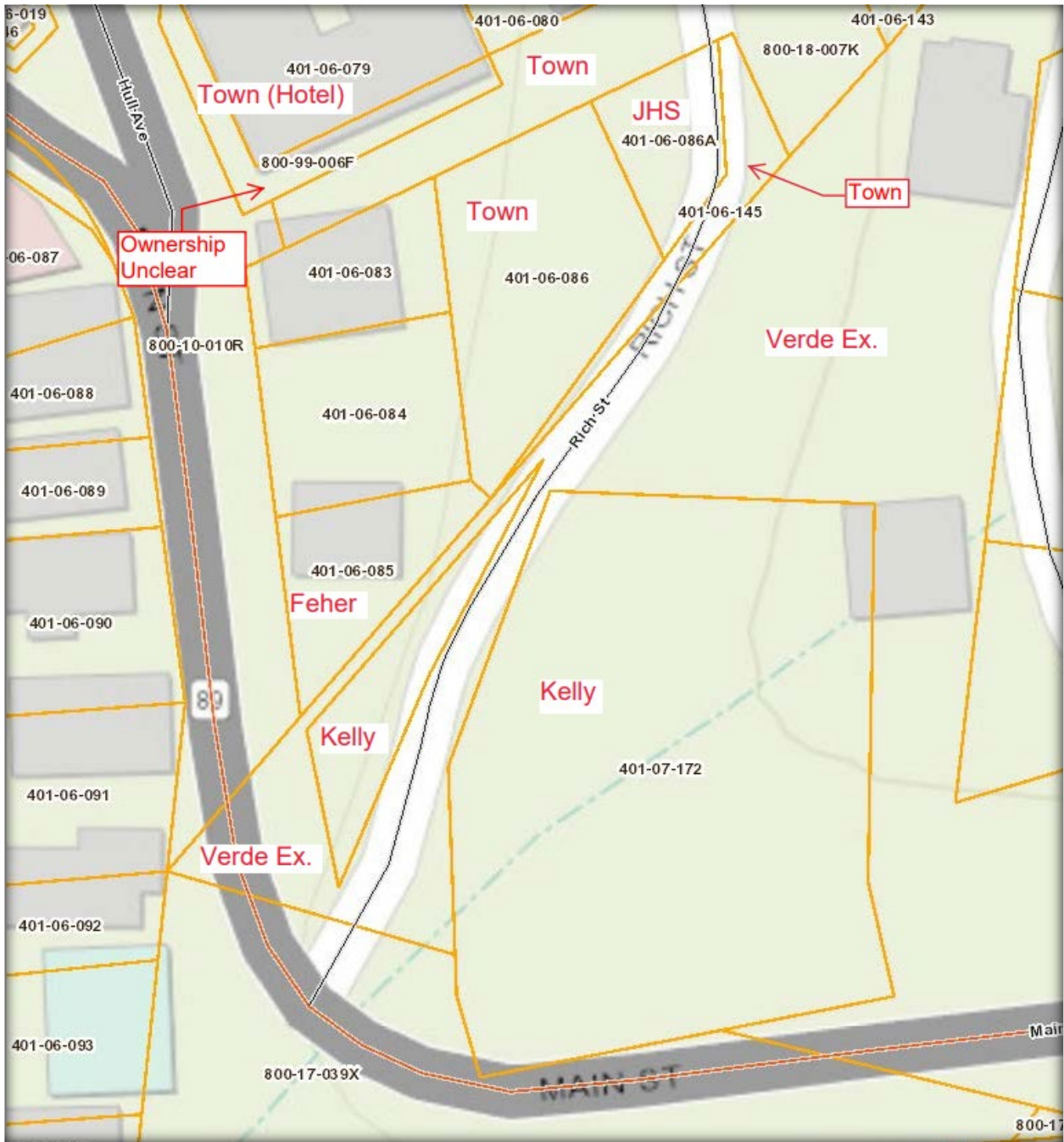
JOB NUMBER: 21-06111 APN: VARIES

CLIENT	SHEET	SECTION	TOWNSHIP	RANGE
JEROME	2 of 2	23	16N	2E

Gila & Salt River Meridian

TOWN OF JEROME
BRASS CALL
STAMPED - J-13

LAT: 34°44'56.03441"
LON: 112°06'51.65857"
N: 109954.22'
E: 456641.42'
Z: 5085.07'

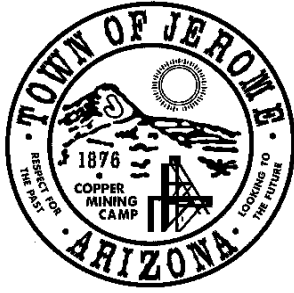


Parcel map from Yavapai County GIS with property ownership overlaid onto the Parcels.

File Attachments for Item:

A. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering and Surveying of the Town's Structural Retainin Walls (Phase 1)

Council will consider and may approve the proposal and agreement from SEC.



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TOWN OF JEROME

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

Item A.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consider Engineering and Surveying Proposal for Structural Retaining Walls Throughout Town from SEC, Inc.**

MEETING DATE: January 9, 2024

Summary:

For many years the Town has been attempting to have a structural engineer come and examine our structural retaining walls and provide a plan of action for ensuring the walls are stable and remain stable. SEC, Inc. will be working with Ethos Engineering, LLC, for providing the plan of action. With the difficulty in identifying a structural engineering partner, staff feel the Town should take advantage of this opportunity.

Fiscal Impact:

\$34,146 out of the contingency budget. There would be no further expenses that could be made out of the contingency budget without corresponding contingency revenues.

Recommendation:

Staff recommend approval of the SEC proposal in light of the difficulty in obtaining a structural engineering partner in Jerome.



SEC, INC.
825 COVE PARKWAY, SUITE A
COTTONWOOD, AZ 86326

Item A.

WORK ORDER

Date Opened 12/7/2023 Date Required ASAP

Project Name TOJ/Structural Walls Engineering Project No. 23-0102CE PH 1

Ordered by Brett Klein - Town Manger/Clerk Email b.klein@jerome.az.gov

Bill to TOJ C/O Brett Klein Phone (928) 634-7943

Street PO Box 335 City Jerome State AZ Zip 86331

Received by Krishan Ginige Office Letter Phone Other

PROJECT LOCATION Yavapai County Town of Jerome

PROJECT DESCRIPTION Town of Jerome Engineering and Surveying – Structural Walls

- 1) Per attached SEC Proposal Letter, dated 12/7/2023, attached hereto and made a part of this Work Order.
- 2) Any additional requests will be billed as "extra" items at current Time & Materials rates. Prior approval will be obtained before proceeding.
- 3) Retainer to be applied to final Invoice, or after 70% of the work has been completed.

SEC, Inc. agrees to perform the work outlined herein under the terms and conditions set forth in Schedules A and B, attached hereto and made a part hereof. Client agrees to pay an estimated fee of **\$ 34,146.00** plus any direct expenses. This is an estimated fee only, based upon information provided to SEC, Inc. by client, and in the event the information is inaccurate, or in the event of unforeseen circumstances, this estimate may change. Estimate may become void if Work Order is not received by 3/7/2024.

If additional work is requested during the project agreed to be performed under this agreement, fees will be based on the current SEC, Inc., hourly rate schedule. A retainer is to be remitted with this Work Order in the amount of \$__. The balance due SEC, Inc., shall be paid upon completion, or in payments during the course of the project. All past due accounts after deducting current payments and credits, shall bear interest at the rate of 1¾ percent per month, compounded, which is an annual percentage rate of 21 percent. Client agrees to pay all costs of collection, including reasonable attorney fees. Liability for errors and omissions in the work is limited to the amount of the fee.

Acknowledgement and authorization:

Client Signature

Date

825 COVE PARKWAY, SUITE A • COTTONWOOD, AZ 86326 • PHONE 928-634-5889 •



**SOUTHWESTERN
ENVIRONMENTAL
CONSULTANTS, INC.**

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

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

December 7, 2023

RE: Town of Jerome Engineering and Surveying – Structural Walls (Phase 1)

Dear Brett,

SEC is pleased to present this proposal and estimate to provide surveying and engineering services on the above referenced project. Due to the extent of work and the time constraints, the Design Team consists of SEC Inc and Ethos Engineering, LLC. The evaluation consists of many unknowns. Therefore, the project is divided into two phases. Phase 1 will be the preliminary investigation and review possible options for mitigation. This approach will provide the ability for the Town to be a part of the design development process. After Phase 1 is completed and a mitigation approach is agreed upon, the design team will work on final design (Phase 2 – Not a part of this proposal). Below is a brief description of our understanding of the challenges facing the Town.

- Wall No. 1 – This wall is located just east of the Town Hall (on Clark Street) and provides grade separation from the Town Hall parking lot (to the buildings south side) and the lower lot which surrounds the building on its other three sides. The wall, in the area of concern, appears to be 10 to 15 feet in height. The wall appears to be a gravity masonry rock wall, much of which is covered with a thin coating of shotcrete. At the distressed location the wall appears to have bulged some, the shotcrete coating is absent with the rock exposed and the binding mortar appears to be absent.
- Wall No. 2 – Located along the northside of School Road, this approximate 60-foot long section of wall constructed of stacked rock provides approximately 8 to 9 feet of grade separation to the backyard of a residence. Though screened to some extent by vegetation, there is a concern this wall may be unstable and in need of repair.
- Wall No. 3 – This approximate 10- to 12-foot-tall wall is located along the south side of School Road and provides grade separation between the Town Hall north side parking lot and the adjacent street. A portion of this wall is leaning outward from the top and has full-height cracks at the ends of the observed distress. Though the wall appears to contain steel reinforcement, the wall type is not currently known.

STRUCTURAL ASSESSMENT

- Our structural scope of work would include the development of preliminary structural options to fix or replace Walls No. 2 and 3 as applicable. Evaluations for distress of gravity masonry walls will be covered under the geotechnical assessment section below. Our structural recommendations for walls 2 and 3 will assess work area requirements during construction to assess if traffic could be maintained or if a road closure is needed. Cost estimates will be prepared for the alternatives being considered. The results of our preliminary structural assessment will be included in the geotechnical letter report.

GEOTECHNICAL ASSESSMENT

- Our proposed geotechnical assessment will include further visual observation of Wall Nos. 1 and 2. Additionally, the Town has agreed to provide a backhoe to excavate 2 to 3 test

pits along the back (high) side of Wall No. 3. The intent of the excavations will be to provide information as to the wall construction and the backfill. This one (1) day site visit will be made by Mr. Dahlen and will include observation of the five walls.

The results of our field assessment will be provided in a letter report. We will note the wall types, observations regarding stability, distress, drainage conditions.

STRUCTURAL AND GEOTECHNICAL FEES

- Our services will be performed under the direction of an Arizona-registered Professional Civil Engineer. Based on the proposed scope of work and our understanding of the project, we propose to complete the design for the scope of work presented above on a lump-sum amount of **\$18,621.00**.

Based on our understanding of the project, the tasks to be accomplished include:

TOPOGRAPHY BASE MAP AND ROW REVIEW:

- Establish School Street ROW line where it is common with the South line of Block 11 of Jerome Subdivision.
- Gather topography approximately 20' North of the same ROW line.
- Gather topography as needed in portions of 401-07-176 and 401-10-002 (Town of Jerome "School" parcels).
- Gather topography in a portion of School Street that is more or less in between the two above described areas.

We propose to complete the above mentioned survey work for an estimated cost of **\$15,525.00**

We propose to complete the above mentioned scope of work for an estimated cost of **\$34,146.00**. 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.

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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.**

(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.

pits along the back (high) side of Wall No. 3. The intent of the excavations will be to provide information as to the wall construction and the backfill. This one (1) day site visit will be made by Mr. Dahlen and will include observation of the five walls.

The results of our field assessment will be provided in a letter report. We will note the wall types, observations regarding stability, distress, drainage conditions.

STRUCTURAL AND GEOTECHNICAL FEES

- Our services will be performed under the direction of an Arizona-registered Professional Civil Engineer. Based on the proposed scope of work and our understanding of the project, we propose to complete the design for the scope of work presented above on a lump-sum amount of **\$18,621.00**.

Based on our understanding of the project, the tasks to be accomplished include:

TOPOGRAPHY BASE MAP AND ROW REVIEW:

- Establish School Street ROW line where it is common with the South line of Block 11 of Jerome Subdivision.
- Gather topography approximately 20' North of the same ROW line.
- Gather topography as needed in portions of 401-07-176 and 401-10-002 (Town of Jerome "School" parcels).
- Gather topography in a portion of School Street that is more or less in between the two above described areas.

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Sincerely,

DRAFT

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



File Attachments for Item:

B. Consideration of Request to Relocate Shuttle Stop Number 4 from its Current Location to the Pull-in Area in Front of Hotel Jerome

Council will consider and may approve the request to relocate Shuttle Stop Number 4.

Scott would like to know if it is okay to move Shuttle Stop #4 from the dangerous corner by Ghost City Rich St. Item B.



Imagery ©2023 Airbus, Maxar Technologies, Map data ©2023 Google 20 ft

To the loading zone in front of Hotel Jerome.

shuttle stop sign

Jerome, Arizona
Google Street View
Mar 2021 See more dates



Image capture: Mar 2021 © 2023 Google

Shuttle van can't fit in this space, forcing Scott to stop on the highway for pick-up

If the sign is here, people can rest on bench while waiting for pick-up

Item B.



Image capture: Oct 2016 © 2023 Google

This is a loading zone, making it a convenient spot to pull over for picking up people.