



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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www.jerome.az.gov

AGENDA

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

TUESDAY, MARCH 14, 2023, AT 7:00 PM

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

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

A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall during normal business hours, and on the Town's website at www.jerome.az.gov.

1. CALL TO ORDER/ROLL CALL

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

2. PROCLAMATIONS and PRESENTATIONS

A. Members of the Upper Verde Wild and Scenic River Coalition will be Providing a Presentation

3. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Reports for February, 2023

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

4. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

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

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

Information/Council Review

A. Minutes are provided for information only and do not require any action.

6. APPROVAL OF MINUTES

Discussion/Possible Action

- A.** Consider Approval of the February 20, 2023, Rescheduled Regular Council Meeting Minutes

7. PETITIONS FROM THE PUBLIC

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

8. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

- A.** Consideration and Possible Action on Second Reading of Ordinance No. 488, Use of Public Sewers and Sewer Pre-treatment Plan and to Adopt and Publish

Council will consider and may approve the second and final reading of Ordinance No. 488.

- B.** Consider Resolution No. 650, A Resolution Designating the Chief Fiscal Officer for Officially Submitting the Fiscal Year 2023 Expenditure Limitation Report to the Arizona Auditor General

Council will consider and may approve Resolution No. 650.

9. UNFINISHED BUSINESS

Discussion/Possible Action

- A.** Discussion on a drip system, electrical access and shed.

Council will discuss improvements needed to the community garden and may provide staff direction.

10. NEW BUSINESS

Discussion/Possible Action

- A.** Presentations from Potential FA Consultants - (Mark Reader of Stifel); (Darren Hodge of PFM Financial Advisors LLC)

Discussion Only - Council will make a decision at a subsequent Council Meeting.

- B.** Consideration and Possible Action of Board and Commission Appointments (Design Review; Board of Adjustment; Planning and Zoning Commission)

Council will consider and may make appointments effective retroactively to March 1, 2023

- C.** Consideration and Possible Action on a Wage Adjustment for the Deputy Clerk

Council will consider and may approve a wage adjustment for the Deputy Clerk retroactive to February 1st.

D. Consideration of Proposed Fire Department Bylaw Changes

Council will consider and may approve the proposed bylaw changes

E. Discussion and Possible Direction Regarding Staff Wage Adjustments and Health Insurance for FY 2024 Budget Formulation

This is a discussion only item with Council potentially providing staff direction

11. TO AND FROM THE COUNCIL

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

12. ADJOURNMENT

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

CERTIFICATION OF POSTING OF NOTICE

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

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

A. Financial Reports for February, 2023

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

TOWN OF JEROME
COMBINED CASH INVESTMENT
FEBRUARY 28, 2023

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,709.55
99-00-1011	NBA CHECKING	57,222.72
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	540,664.61
99-00-1020	OAZ GENERAL SAVINGS	1,183,226.27
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	TOTAL COMBINED CASH	1,782,828.15
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,782,828.15)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	771,361.24
20	ALLOCATION TO UTILITY FUND	468,230.36
30	ALLOCATION TO HURF FUND	(476,706.19)
35	ALLOCATION TO PARKING FUND	113,484.64
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	12,030.70
50	ALLOCATION TO OPERATING GRANTS REVENUE	92,559.73
60	ALLOCATION TO CAPITAL GRANTS FUND	752,397.33
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(169,077.57)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	213,333.36
90	ALLOCATION TO CAPITAL FUND	5,214.55
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	TOTAL ALLOCATIONS TO OTHER FUNDS	1,782,828.15
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,782,828.15)
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	ZERO PROOF IF ALLOCATIONS BALANCE	.00
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TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2023

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	771,361.24	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	93,105.84	
10-00-1008	COURT - JCEF ACCT	14,436.28	
10-00-1009	COURT - FTG ACCT	8,891.93	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1101	AUTO LIEU TAXES	1,369.89	
10-00-1105	CITY SALES TAXES	161,097.72	
10-00-1115	FRANCHISE FEES	3,790.44	
10-00-1120	GF ACCOUNTS RECEIVABLE	12,218.67	
10-00-1135	PROPERTY TAXES	1,309.28	
10-00-1160	STATE SALES TAXES	2,435.52	
	TOTAL ASSETS		1,070,591.81

LIABILITIES AND EQUITY

LIABILITIES

10-00-2001	ACCOUNTS PAYABLE	973.89	
10-00-2401	FEDERAL WH & FICA	10,620.18	
10-00-2402	ARIZONA WITHHOLDING	1,160.65	
10-00-2403	UNEMPLOYMENT TAXES	127.25	
10-00-2405	AFLAC	27.24	
10-00-2406	HEALTH INSURANCE	7,673.02	
10-00-2408	457G RETIREMENT	3,840.21	
10-00-2409	PSPRS	1,027.20	
10-00-2410	WAGES PAYABLE	75,643.80	
10-00-2411	GANISHMENTS PAYABLE	1,735.51	
10-00-2412	HDHP SAVINGS	1,728.04	
10-00-2413	WORKMAN'S COMP PR LIABILITY	6,599.56	
10-00-2600	CUSTOMER DEPOSITS	7,116.50	
10-00-2940	COURT LIABILITIES	5,635.31	
10-00-2950	FD PER CALL PAYABLE	3,805.00	
10-00-2999	SUSPENSE ACCOUNT	(2,414.92)	
	TOTAL LIABILITIES		125,298.44

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	1,474,028.61	
	REVENUE OVER EXPENDITURES - YTD	(528,735.24)	
	BALANCE - CURRENT DATE	(528,735.24)	
	TOTAL FUND EQUITY		945,293.37
	TOTAL LIABILITIES AND EQUITY		1,070,591.81

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	3,068.18	35,530.05	47,500.00	11,969.95	74.8
10-30-4005	CITY SALES TAXES	75,065.05	875,453.43	1,400,000.00	524,546.57	62.5
10-30-4010	STATE SALES TAXES	6,686.87	44,627.49	66,415.00	21,787.51	67.2
10-30-4030	VEHICLE LICENSE TAX	3,387.51	24,695.64	41,033.00	16,337.36	60.2
10-30-4055	FRANCHISE FEES	1,264.70	12,382.55	15,000.00	2,617.45	82.6
TOTAL TAX REVENUE		89,472.31	992,689.16	1,569,948.00	577,258.84	63.2
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	150.00	1,960.10	10,500.00	8,539.90	18.7
10-31-4041	PLANNING & ZONING FEES	.00	650.00	5,000.00	4,350.00	13.0
10-31-4045	BUSINESS LICENSES	510.00	4,820.00	4,500.00	(320.00)	107.1
10-31-4050	COMMERCIAL FILMING FEES	.00	.00	500.00	500.00	.0
TOTAL LICENSES, PERMITS&OTHER FEES		660.00	7,430.10	20,500.00	13,069.90	36.2
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	23,712.69	189,701.52	289,513.00	99,811.48	65.5
TOTAL INTERGOVERNMENTAL REVENUE		23,712.69	189,701.52	289,513.00	99,811.48	65.5
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	.00	12,617.43	25,235.00	12,617.57	50.0
10-33-4070	RENTS-LIBRARY	810.36	1,620.72	9,750.00	8,129.28	16.6
10-33-4200	LIBRARY CONTRIBUTIONS	.00	1,878.00	1,100.00	(778.00)	170.7
TOTAL LIBRARY REVENUE		810.36	16,116.15	36,085.00	19,968.85	44.7
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	2,048.50	22,978.75	36,000.00	13,021.25	63.8
10-34-4062	PD REVENUE FROM PARKING FUND	3,125.00	25,000.00	37,500.00	12,500.00	66.7
10-34-4063	POLICE SMART & SAFE AZ FUND	.00	5,220.92	5,000.00	(220.92)	104.4
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	120.40	1,004.49	2,250.00	1,245.51	44.6
10-34-4065	POLICE SERVICES	110.50	3,936.89	10,000.00	6,063.11	39.4
TOTAL POLICE DEPT REVENUE		5,404.40	58,141.05	90,750.00	32,608.95	64.1

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	4,580.32	37,768.42	61,000.00	23,231.58	61.9
10-35-4037	COURT SECURITY FUND REVENUE	720.00	5,110.00	10,000.00	4,890.00	51.1
TOTAL COURT REVENUE		5,300.32	42,878.42	71,000.00	28,121.58	60.4
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	7,047.44	55,862.68	80,500.00	24,637.32	69.4
10-36-4071	RENTS-SHORT TERM RENTAL	150.00	1,050.00	.00	(1,050.00)	.0
10-36-4080	UTILITY REIMBURSEMENTS	2,371.17	3,941.15	4,500.00	558.85	87.6
TOTAL RENTAL REVENUE		9,568.61	60,853.83	85,000.00	24,146.17	71.6
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	64.00	2,340.00	2,000.00	(340.00)	117.0
10-37-4090	WILDLAND FIRE FEES	.00	19,805.00	70,000.00	50,195.00	28.3
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	.00	10,272.99	41,000.00	30,727.01	25.1
10-37-4092	FIREWISE WAGE REIMBURSEMENT	.00	8,239.05	36,000.00	27,760.95	22.9
TOTAL FIRE DEPT REVENUE		64.00	40,657.04	149,000.00	108,342.96	27.3
<u>GENERAL FUND REVENUE</u>						
10-38-4200	CONTRIBUTIONS	.00	.00	2,500.00	2,500.00	.0
10-38-4300	INTEREST	1,034.44	6,008.62	1,600.00	(4,408.62)	375.5
10-38-4400	SALE OF ASSETS	.00	161.75	5,000.00	4,838.25	3.2
10-38-4500	MISCELLANEOUS REVENUES	8,730.11	7,479.75	2,500.00	(4,979.75)	299.2
TOTAL GENERAL FUND REVENUE		9,764.55	13,650.12	11,600.00	(2,050.12)	117.7
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	14,681.00	117,448.00	176,172.00	58,724.00	66.7
TOTAL ADMINISTRATIVE CHARGES		14,681.00	117,448.00	176,172.00	58,724.00	66.7
TOTAL FUND REVENUE		159,438.24	1,539,565.39	2,499,568.00	960,002.61	61.6

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	19,203.20	180,996.63	261,497.00	80,500.37	69.2
10-41-5006 LONGEVITY BONUS	.00	363.00	1,057.00	694.00	34.3
10-41-5007 PAYMENT IN LIEU OF MEDICAL BEN	.00	595.36	595.00	(.36)	100.1
10-41-5010 FICA MATCH	1,411.71	13,480.17	20,131.00	6,650.83	67.0
10-41-5011 RETIREMENT MATCH	1,426.20	12,954.23	17,462.00	4,507.77	74.2
10-41-5012 HEALTH/LIFE INSURANCE	4,479.18	37,915.07	61,933.00	24,017.93	61.2
10-41-5013 WORKERS COMPENSATION	64.84	898.81	1,365.00	466.19	65.9
10-41-5014 UNEMPLOYMENT INSURANCE	5.98	71.44	416.00	344.56	17.2
10-41-6101 ACCOUNTING AND AUDITING	.00	8,535.00	17,000.00	8,465.00	50.2
10-41-6105 ADVERTISING, PRINTING, & PUBLI	243.39	1,770.59	7,000.00	5,229.41	25.3
10-41-6110 CONTRACT SERVICES	500.00	9,179.00	16,500.00	7,321.00	55.6
10-41-6115 CONVENTIONS AND SEMINARS	.00	1,021.88	4,000.00	2,978.12	25.6
10-41-6116 TRAINING & EDUCATION	40.00	1,009.79	2,500.00	1,490.21	40.4
10-41-6125 DUES, SUBS & MEMBERSHIPS	.00	6,080.00	7,000.00	920.00	86.9
10-41-6126 TPT COLLECTION FEE EXP	.00	.00	1,200.00	1,200.00	.0
10-41-6130 ELECTION EXPENSES	.00	995.50	3,100.00	2,104.50	32.1
10-41-6145 FUEL	54.75	122.03	.00	(122.03)	.0
10-41-6155 INSURANCE	.00	8,888.12	17,500.00	8,611.88	50.8
10-41-6156 INSURANCE DEDUCTIBLE EXP	.00	.00	500.00	500.00	.0
10-41-6170 LEGAL EXP - GEN GOV	.00	3,841.50	20,000.00	16,158.50	19.2
10-41-6185 MISCELLANEOUS	679.28	5,085.45	2,707.00	(2,378.45)	187.9
10-41-6186 BANK FEES - GEN ADMIN	144.73	1,125.21	1,800.00	674.79	62.5
10-41-6188 BANK FEES / MERCH SVCS	422.96	4,127.37	9,000.00	4,872.63	45.9
10-41-6190 OFFICE SUPPLIES	318.75	6,743.94	8,000.00	1,256.06	84.3
10-41-6191 COPIER & EQUIP LEASE EXPENSE	336.33	3,499.30	7,000.00	3,500.70	50.0
10-41-6192 SOFTWARE SUPPORT EXP - GG	1,329.21	15,697.88	22,478.00	6,780.12	69.8
10-41-6193 COMPUTER HARDWARE & SERVICE	742.50	5,259.67	10,000.00	4,740.33	52.6
10-41-6195 OPERATING SUPPLIES - GEN GOV	79.65	863.47	1,500.00	636.53	57.6
10-41-6200 POSTAGE	183.27	1,925.43	4,000.00	2,074.57	48.1
10-41-6220 REP AND MAINT - VEHICLES	.00	70.00	500.00	430.00	14.0
10-41-6245 SHUTTLE EXPENSES	249.45	2,131.90	3,000.00	868.10	71.1
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	5,981.43	12,500.00	6,518.57	47.9
10-41-6265 TELEPHONE	48.26	1,453.58	3,000.00	1,546.42	48.5
10-41-6275 TRAVEL	.00	906.32	2,000.00	1,093.68	45.3
10-41-6285 TOURISM 1% BED TAX	.00	10,000.00	10,000.00	.00	100.0
10-41-6286 COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-6287 ALLOWANCE FOR PRESERVATION OF	.00	.00	60,000.00	60,000.00	.0
10-41-9500 TRANSFERS OUT	93,333.32	746,666.72	1,120,000.00	373,333.28	66.7
TOTAL GENERAL GOVT EXPENSES	125,296.96	1,100,255.79	1,738,741.00	638,485.21	63.3

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>						
10-42-5001	SALARIES AND WAGES	4,991.62	39,468.86	68,721.00	29,252.14	57.4
10-42-5006	LONGEVITY BONUS	.00	50.00	200.00	150.00	25.0
10-42-5010	FICA AND MEDICARE	381.86	3,031.62	5,272.00	2,240.38	57.5
10-42-5011	RETIREMENT	176.00	1,588.00	4,094.00	2,506.00	38.8
10-42-5012	HEALTH/LIFE INSURANCE	.00	.00	8,577.00	8,577.00	.0
10-42-5013	WORKER'S COMPENSATION	10.98	119.24	227.00	107.76	52.5
10-42-5014	UNEMPLOYMENT	3.49	17.11	144.00	126.89	11.9
10-42-6037	COURT SECURITY FUND EXPENSES	.00	.00	10,000.00	10,000.00	.0
10-42-6110	CONTRACT SERVICES	1,100.00	2,889.17	7,000.00	4,110.83	41.3
10-42-6116	TRAINING & EDUCATION	.00	220.00	500.00	280.00	44.0
10-42-6125	DUES AND SUBSCRIPTIONS	.00	455.63	350.00	(105.63)	130.2
10-42-6185	MISCELLANEOUS	150.00	288.04	200.00	(88.04)	144.0
10-42-6190	OFFICE SUPPLIES	70.06	276.00	200.00	(76.00)	138.0
10-42-6191	COPIER & EQUIP LEASE EXP	.00	1,211.52	2,400.00	1,188.48	50.5
10-42-6265	TELEPHONE	.00	501.16	800.00	298.84	62.7
10-42-6275	TRAVEL	.00	.00	1,000.00	1,000.00	.0
TOTAL MAGISTRATE COURT EXPENSES		6,884.01	50,116.35	109,685.00	59,568.65	45.7
<u>POLICE DEPT EXPENSES</u>						
10-43-5001	SALARIES AND WAGES	24,123.86	243,486.04	373,917.00	130,430.96	65.1
10-43-5006	LONGEVITY BONUS	.00	1,041.00	1,727.00	686.00	60.3
10-43-5010	FICA AND MEDICARE	1,764.50	18,119.51	28,737.00	10,617.49	63.1
10-43-5011	RETIREMENT	2,426.75	15,160.32	38,366.00	23,205.68	39.5
10-43-5012	HEALTH INSURANCE	4,498.58	40,487.22	77,406.00	36,918.78	52.3
10-43-5013	WORKER'S COMPENSATION	1,074.04	13,331.08	24,792.00	11,460.92	53.8
10-43-5014	UNEMPLOYMENT	2.61	73.06	654.00	580.94	11.2
10-43-5020	PAYROLL ADJUSTMENT-POLICE	.00	(9,862.11)	.00	9,862.11	.0
10-43-6110	CONTRACT SERVICES	.00	1,000.00	500.00	(500.00)	200.0
10-43-6116	TRAINING & EDUCATION	.00	.00	2,000.00	2,000.00	.0
10-43-6120	DISPATCH FEES	3,478.75	27,830.00	42,000.00	14,170.00	66.3
10-43-6125	DUES AND SUBSCRIPTIONS	50.00	793.25	1,200.00	406.75	66.1
10-43-6145	FUEL	542.22	6,148.52	15,000.00	8,851.48	41.0
10-43-6172	PROSECUTOR EXP	2,000.00	12,020.50	20,000.00	7,979.50	60.1
10-43-6185	MISCELLANEOUS	.00	101.05	600.00	498.95	16.8
10-43-6192	SOFTWARE SERVICE & SUPPORT	220.83	6,358.27	8,450.00	2,091.73	75.3
10-43-6193	COMPUTER HARDWARE & SERVICE	236.25	16,893.72	25,000.00	8,106.28	67.6
10-43-6195	OPERATING SUPPLIES - POLICE	152.28	1,804.28	2,500.00	695.72	72.2
10-43-6200	POSTAGE	25.05	94.30	200.00	105.70	47.2
10-43-6220	REP AND MAINT - VEHICLES	17.80	980.73	6,000.00	5,019.27	16.4
10-43-6225	REP AND MAINT - EQUIPMENT	.00	(9,052.65)	5,000.00	14,052.65	(181.1)
10-43-6234	POLICE OFFICER SAFETY EQUIP EX	.00	575.86	2,250.00	1,674.14	25.6
10-43-6250	SMALL TOOLS AND EQUIPMENT	197.42	5,956.44	5,000.00	(956.44)	119.1
10-43-6265	TELEPHONE	371.34	3,839.70	6,750.00	2,910.30	56.9
10-43-6280	UNIFORMS	1,440.00	2,970.33	1,500.00	(1,470.33)	198.0
10-43-7025	VEHICLES, CAP OUTLAY, POLICE	.00	38,178.14	37,500.00	(678.14)	101.8
TOTAL POLICE DEPT EXPENSES		42,622.28	438,328.56	727,049.00	288,720.44	60.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>						
10-44-5001	SALARIES AND WAGES	13,061.53	116,641.73	179,346.00	62,704.27	65.0
10-44-5002	WILDLAND PERSONNEL	.00	10,272.99	35,000.00	24,727.01	29.4
10-44-5003	VOLUNTEER-EMPLOYEE PER CALL PE	1,095.00	10,335.00	34,000.00	23,665.00	30.4
10-44-5004	FIREWISE PERSONNEL	.00	11,841.85	31,000.00	19,158.15	38.2
10-44-5006	LONGEVITY BONUS	238.00	466.00	894.00	428.00	52.1
10-44-5007	PAYMENT IN LIEU OF BENEFITS	562.76	5,064.84	7,316.00	2,251.16	69.2
10-44-5010	FICA AND MEDICARE	1,009.73	8,737.72	20,698.00	11,960.28	42.2
10-44-5011	RETIREMENT	1,025.48	8,747.13	13,176.00	4,428.87	66.4
10-44-5012	HEALTH INSURANCE	2,567.90	23,111.10	36,300.00	13,188.90	63.7
10-44-5013	WORKER'S COMPENSATION	616.90	11,038.00	21,777.00	10,739.00	50.7
10-44-5014	UNEMPLOYMENT	3.31	71.98	888.00	816.02	8.1
10-44-5015	RETIREMENT - VOLUNTEER CONTRIB	.00	15,000.00	15,000.00	.00	100.0
10-44-6110	CONTRACT SERVICES	.00	.00	500.00	500.00	.0
10-44-6116	TRAINING & EDUCATION	2,338.93	5,148.32	8,000.00	2,851.68	64.4
10-44-6120	DISPATCH FEES	588.33	4,678.64	6,750.00	2,071.36	69.3
10-44-6125	DUES AND SUBSCRIPTIONS	.00	210.00	700.00	490.00	30.0
10-44-6145	FUEL	573.39	5,142.11	9,000.00	3,857.89	57.1
10-44-6170	LEGAL EXP - FIRE	.00	331.50	500.00	168.50	66.3
10-44-6180	MEDICAL EXPENSES	.00	105.41	1,000.00	894.59	10.5
10-44-6181	MEDICAL SUPPLIES EXP	313.21	3,217.13	4,500.00	1,282.87	71.5
10-44-6185	MISCELLANEOUS	.00	176.06	1,423.00	1,246.94	12.4
10-44-6192	SOFTWARE SERVICE & SUPPORT	145.81	919.20	900.00	(19.20)	102.1
10-44-6193	COMPUTER HARDWARE AND SERVICE	.00	.00	2,500.00	2,500.00	.0
10-44-6195	OPERATING SUPPLIES - FIRE DEPT	147.82	710.53	1,500.00	789.47	47.4
10-44-6220	REP AND MAINT - VEHICLES	273.15	3,608.77	20,000.00	16,391.23	18.0
10-44-6225	REP AND MAINT - EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
10-44-6250	SMALL TOOLS AND EQUIPMENT	2,843.60	7,399.82	10,000.00	2,600.18	74.0
10-44-6265	TELEPHONE	176.75	2,129.27	3,500.00	1,370.73	60.8
10-44-6270	TRAINING CENTER ASSESSMENT	.00	2,692.00	2,700.00	8.00	99.7
TOTAL FIRE DEPT EXPENSES		27,581.60	257,797.10	473,868.00	216,070.90	54.4

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
10-45-5001 SALARIES AND WAGES	5,495.65	48,554.89	72,537.00	23,982.11	66.9
10-45-5006 LONGEVITY BONUS	408.00	408.00	558.00	150.00	73.1
10-45-5007 LIBRARY BENEFIT STIPEND	549.56	4,946.04	7,144.00	2,197.96	69.2
10-45-5010 FICA AND MEDICARE	493.15	4,140.52	6,138.00	1,997.48	67.5
10-45-5011 RETIREMENT	322.30	2,632.63	4,370.00	1,737.37	60.2
10-45-5012 HEALTH INSURANCE	41.22	370.98	492.00	121.02	75.4
10-45-5013 WORKER'S COMPENSATION	13.19	175.54	289.00	113.46	60.7
10-45-5014 UNEMPLOYMENT	2.55	44.55	241.00	196.45	18.5
10-45-6110 CONTRACT SERVICES	.00	755.76	1,250.00	494.24	60.5
10-45-6185 MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-45-6190 OFFICE SUPPLIES	.00	274.52	250.00	24.52	109.8
10-45-6195 OPERATING SUPPLIES - LIBRARY	130.89	2,704.24	4,500.00	1,795.76	60.1
10-45-6205 PRINT AND NON-PRINT MATERIALS	491.75	1,699.74	3,000.00	1,300.26	56.7
10-45-6225 REP AND MAINT - EQUIPMENT	.00	.00	100.00	100.00	.0
10-45-6250 SMALL TOOLS AND EQUIPMENT	227.33	546.22	1,500.00	953.78	36.4
10-45-6265 TELEPHONE	.00	604.41	1,100.00	495.59	55.0
10-45-6266 E-RATE EXP	42.95	(101.01)	800.00	901.01	(12.6)
TOTAL LIBRARY EXPENSES	8,218.54	67,757.03	104,519.00	36,761.97	64.8

PLANNING & ZONING EXP

10-46-5001 SALARIES AND WAGES	4,073.78	38,327.24	62,133.00	23,805.76	61.7
10-46-5006 LONGEVITY BONUS	218.00	218.00	358.00	140.00	60.9
10-46-5010 FICA AND MEDICARE	323.99	2,922.35	4,781.00	1,858.65	61.1
10-46-5011 RETIREMENT	310.70	2,656.78	3,890.00	1,233.22	68.3
10-46-5012 HEALTH INSURANCE	921.80	8,296.20	11,916.00	3,619.80	69.6
10-46-5013 WORKER'S COMPENSATION	15.94	242.57	536.00	293.43	45.3
10-46-5014 UNEMPLOYMENT	2.04	21.91	144.00	122.09	15.2
10-46-6105 ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	100.00	.0
10-46-6115 CONVENTIONS AND SEMINARS	.00	.00	500.00	500.00	.0
10-46-6116 TRAINING AND EDUCATION	.00	.00	2,000.00	2,000.00	.0
10-46-6170 LEGAL EXP - P&Z	390.00	7,524.00	*18,000.00	10,476.00	41.8
10-46-6185 MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-46-6192 SOFTWARE MAINTENANCE & SUPPORT	75.00	970.75	1,544.00	573.25	62.9
10-46-6195 OPERATING SUPPLIES	.00	.00	200.00	200.00	.0
10-46-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	200.00	200.00	.0
10-46-6265 TELEPHONE	40.72	384.14	600.00	215.86	64.0
10-46-6275 TRAVEL	.00	.00	500.00	500.00	.0
TOTAL PLANNING & ZONING EXP	6,371.97	61,563.94	107,602.00	46,038.06	57.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>						
10-47-5001	SALARIES AND WAGES	530.34	4,320.46	7,329.00	3,008.54	59.0
10-47-5010	FICA AND MEDICARE	36.86	314.73	561.00	246.27	56.1
10-47-5011	RETIREMENT	42.44	303.74	586.00	282.26	51.8
10-47-5012	HEALTH INSURANCE	191.88	1,241.10	1,883.00	641.90	65.9
10-47-5013	WORKER'S COMPENSATION	16.12	185.48	344.00	158.52	53.9
10-47-5014	UNEMPLOYMENT	.25	2.33	9.00	6.67	25.9
10-47-6145	FUEL	45.35	738.21	2,000.00	1,261.79	36.9
10-47-6170	LEGAL	.00	.00	250.00	250.00	.0
10-47-6185	MISCELLANEOUS	18.50	77.66	300.00	222.34	25.9
10-47-6195	OPERATING SUPPLIES - PARKS	35.80	123.95	350.00	226.05	35.4
10-47-6215	REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220	REP AND MAINT - VEHICLES	38.63	324.87	1,500.00	1,175.13	21.7
10-47-6225	REP AND MAINT - EQUIPMENT	.00	524.62	500.00	(24.62)	104.9
10-47-6230	REP AND MAINT - INFRASTRUCTURE	.00	.00	2,000.00	2,000.00	.0
10-47-6250	SMALL TOOLS AND EQUIPMENT	.00	1,282.39	1,000.00	(282.39)	128.2
10-47-6280	UNIFORM EXP PARKS	1.86	200.49	400.00	199.51	50.1
10-47-6285	UTILITIES	247.85	1,591.04	2,800.00	1,208.96	56.8
10-47-8040	LEASE PAYMENTS	21.68	151.76	261.00	109.24	58.2
TOTAL PARKS EXPENSES		1,227.56	11,382.83	22,173.00	10,790.17	51.3
<u>PROPERTIES EXPENSES</u>						
10-48-5001	SALARIES AND WAGES	3,282.15	26,701.26	45,382.00	18,680.74	58.8
10-48-5010	FICA AND MEDICARE	228.15	1,948.62	3,472.00	1,523.38	56.1
10-48-5011	RETIREMENT	262.55	1,880.51	3,631.00	1,750.49	51.8
10-48-5012	HEALTH INSURANCE	1,187.28	7,682.48	11,662.00	3,979.52	65.9
10-48-5013	WORKER'S COMPENSATION	99.81	1,065.97	2,065.00	999.03	51.6
10-48-5014	UNEMPLOYMENT	1.57	14.47	58.00	43.53	25.0
10-48-6110	CONTRACT SERVICES	50.00	3,866.36	10,500.00	6,633.64	36.8
10-48-6140	ENGINEERING FEES	2,320.00	2,910.00	5,000.00	2,090.00	58.2
10-48-6145	FUEL	45.35	440.37	1,500.00	1,059.63	29.4
10-48-6170	LEGAL SERVICES	.00	.00	100.00	100.00	.0
10-48-6185	MISCELLANEOUS	28.91	1,823.19	1,000.00	(823.19)	182.3
10-48-6195	OPERATING SUPPLIES - PROPERTIE	35.80	793.48	2,000.00	1,206.52	39.7
10-48-6215	R&M BUILDING - PROPERTIES	4,218.36	2,853.65	50,000.00	47,146.35	5.7
10-48-6220	REP AND MAINT - VEHICLES	38.63	324.87	1,500.00	1,175.13	21.7
10-48-6225	REP AND MAINT - EQUIPMENT	.00	315.05	250.00	(65.05)	126.0
10-48-6230	REP AND MAINT - INFRASTRUCTURE	.00	.00	115,000.00	115,000.00	.0
10-48-6250	SMALL TOOLS AND EQUIPMENT	.00	245.32	1,200.00	954.68	20.4
10-48-6280	UNIFORM EXP PROPERTIES	1.86	233.43	350.00	116.57	66.7
10-48-6285	UTILITIES	5,248.78	27,848.24	42,000.00	14,151.76	66.3
10-48-8040	LEASE PAYMENTS	21.68	151.76	261.00	109.24	58.2
TOTAL PROPERTIES EXPENSES		17,070.88	81,099.03	296,931.00	215,831.97	27.3
TOTAL FUND EXPENDITURES		235,273.80	2,068,300.63	3,580,568.00	1,512,267.37	57.8

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(75,835.56)	(528,735.24)	(1,081,000.00)	(552,264.76)	(48.9)

TOWN OF JEROME
BALANCE SHEET
FEBRUARY 28, 2023

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	468,230.36	
20-00-1015	UTILITIES A/R	41,023.27	
20-00-1125	MISCELLANEOUS	27.21	
20-00-1190	ALLOWANCE FOR DOUBTFUL ACCTS	(15,000.00)	
20-00-1515	BUILDINGS-PROP, PLANT, EQUIP	2,166,541.66	
20-00-1518	INFRASTRUCTURE	1,399,746.06	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	205,764.78	
20-00-1540	CONSTRUCTION WIP	300,422.00	
20-00-1550	BUILDINGS-ACC DEPRECIATION	(1,685,397.98)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	(169,992.20)	
	TOTAL ASSETS		<u>2,711,365.16</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2450	ACCRUED PAYROLL	6,056.53	
20-00-2500	SALES TAX PAYABLE	1,318.58	
20-00-2600	CUSTOMER DEPOSITS	28,952.93	
20-00-2700	COMPENSATED ABSENCES	5,621.13	
20-00-2950	OTHER LIABILITIES	2,450.36	
	TOTAL LIABILITIES		44,399.53

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	1,651,744.47	
20-00-3051	UNRESTRICTED FUND BALANCE	776,964.00	
20-00-3052	UNRESTRICTED FUND BALANCE	(149,031.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>387,288.16</u>	
	BALANCE - CURRENT DATE	<u>387,288.16</u>	
	TOTAL FUND EQUITY		<u>2,666,965.63</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,711,365.16</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
20-50-4085 WATER USAGE FEES	12,868.95	107,419.68	182,000.00	74,580.32	59.0
20-50-4100 WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500 MISCELLANEOUS	(1,462.18)	1,651.00	2,500.00	849.00	66.0
20-50-4900 TRANSFERS IN	49,166.66	393,333.36	590,000.00	196,666.64	66.7
TOTAL WATER REVENUE	60,573.43	502,404.04	779,500.00	277,095.96	64.5
<u>SEWER REVENUE</u>					
20-51-4050 CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085 SEWER USAGE FEES	11,947.43	102,555.89	182,000.00	79,444.11	56.4
20-51-4900 TRANSFERS IN	7,500.00	60,000.00	90,000.00	30,000.00	66.7
TOTAL SEWER REVENUE	19,447.43	162,555.89	277,500.00	114,944.11	58.6
<u>SANITATION REVENUE</u>					
20-52-4085 SANITATION USAGE FEES	14,812.36	117,467.20	188,000.00	70,532.80	62.5
20-52-4500 MISCELLANEOUS	.00	449.00	750.00	301.00	59.9
20-52-4900 TRANSFERS IN	2,500.00	20,000.00	30,000.00	10,000.00	66.7
TOTAL SANITATION REVENUE	17,312.36	137,916.20	218,750.00	80,833.80	63.1
TOTAL FUND REVENUE	97,333.22	802,876.13	1,275,750.00	472,873.87	62.9

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
20-50-5001 SALARIES AND WAGES	5,789.01	47,187.12	80,053.00	32,865.88	58.9
20-50-5010 FICA AND MEDICARE	402.41	3,437.18	6,124.00	2,686.82	56.1
20-50-5011 RETIREMENT	463.12	3,317.08	6,404.00	3,086.92	51.8
20-50-5012 HEALTH INSURANCE	2,094.12	13,550.82	20,571.00	7,020.18	65.9
20-50-5013 WORKER'S COMPENSATION	197.03	2,429.91	4,474.00	2,044.09	54.3
20-50-5014 UNEMPLOYMENT	2.75	25.52	102.00	76.48	25.0
20-50-6110 CONTRACT SERVICES	900.00	8,656.22	32,000.00	23,343.78	27.1
20-50-6116 TRAINING AND EDUCATION	.00	.00	500.00	500.00	.0
20-50-6135 PERMIT FEE EXP - WATER	.00	411.90	1,800.00	1,388.10	22.9
20-50-6140 ENGINEERING FEES	.00	.00	1,500.00	1,500.00	.0
20-50-6145 FUEL	208.61	1,867.45	3,000.00	1,132.55	62.3
20-50-6155 INSURANCE	.00	2,080.05	7,500.00	5,419.95	27.7
20-50-6170 LEGAL EXP - WATER	2,831.00	3,456.50	43,000.00	39,543.50	8.0
20-50-6185 MISCELLANEOUS	18.50	77.66	795.00	717.34	9.8
20-50-6192 SOFTWARE SUPPORT EXP - WATER	326.69	3,664.27	5,628.00	1,963.73	65.1
20-50-6195 OPERATING SUPPLIES - WATER	35.80	645.76	3,400.00	2,754.24	19.0
20-50-6215 R&M BUILDING - WATER	.00	.00	200.00	200.00	.0
20-50-6220 REP AND MAINT - VEHICLES	38.63	898.07	2,000.00	1,101.93	44.9
20-50-6225 REP AND MAINT - EQUIPMENT	.00	358.01	1,500.00	1,141.99	23.9
20-50-6230 REP AND MAINT - INFRASTRUCTURE	813.68	5,380.77	524,000.00	518,619.23	1.0
20-50-6232 SPRINGS SECURITY EXP	54.93	3,567.61	10,000.00	6,432.39	35.7
20-50-6240 SERVICE TESTS/SYSTEM TESTING	30.00	135.00	750.00	615.00	18.0
20-50-6250 SMALL TOOLS AND EQUIPMENT	.00	1,938.82	1,250.00	688.82	155.1
20-50-6271 DWR FEE	.00	.00	900.00	900.00	.0
20-50-6280 UNIFORM EXP WATER	1.86	200.49	350.00	149.51	57.3
20-50-6285 UTILITIES EXP - WATER	43.13	262.84	500.00	237.16	52.6
20-50-6290 ADMINISTRATIVE CHARGE	4,524.00	36,192.00	54,288.00	18,096.00	66.7
20-50-8040 LEASE PAYMENTS	75.88	531.16	911.00	379.84	58.3
TOTAL WATER EXPENDITURES	18,851.15	140,272.21	813,500.00	673,227.79	17.2

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>					
20-51-5001 SALARIES AND WAGES	3,139.80	25,588.44	43,409.00	17,820.56	59.0
20-51-5010 FICA AND MEDICARE	218.26	1,863.92	3,321.00	1,457.08	56.1
20-51-5011 RETIREMENT	251.18	1,798.76	3,473.00	1,674.24	51.8
20-51-5012 HEALTH INSURANCE	1,135.68	7,348.15	11,155.00	3,806.85	65.9
20-51-5013 WORKER'S COMPENSATION	105.95	1,246.22	2,237.00	990.78	55.7
20-51-5014 UNEMPLOYMENT	1.49	13.83	55.00	41.17	25.2
20-51-6110 CONTRACT SERVICES	3,200.00	22,400.00	54,600.00	32,200.00	41.0
20-51-6135 PERMIT FEE EXP - SEWER	.00	1,378.94	1,375.00	3.94	100.3
20-51-6140 ENGINEERING FEES	.00	.00	17,500.00	17,500.00	.0
20-51-6145 FUEL	163.68	1,281.78	3,000.00	1,718.22	42.7
20-51-6155 INSURANCE	.00	2,357.39	10,000.00	7,642.61	23.6
20-51-6170 LEGAL EXP - SEWER	.00	.00	1,100.00	1,100.00	.0
20-51-6185 MISCELLANEOUS	18.50	197.30	498.00	300.70	39.6
20-51-6192 SOFTWARE SUPPORT EXP - SEWER	326.69	3,664.27	5,628.00	1,963.73	65.1
20-51-6195 OPERATING SUPPLIES - SEWER	35.80	5,092.58	8,000.00	2,907.42	63.7
20-51-6215 R&M BUILDING - SEWER	.00	.00	300.00	300.00	.0
20-51-6220 REP AND MAINT - VEHICLES	38.63	405.82	1,900.00	1,494.18	21.4
20-51-6225 REP AND MAINT - EQUIPMENT	.00	101.62	2,400.00	2,298.38	4.2
20-51-6230 REP AND MAINT - INFRASTRUCTURE	.00	16,251.17	48,000.00	31,748.83	33.9
20-51-6240 SERVICE TESTS/SYSTEM TESTING	1,882.60	7,134.80	14,000.00	6,865.20	51.0
20-51-6250 SMALL TOOLS & EQUIPMENT (UNDER	123.72	894.21	2,000.00	1,105.79	44.7
20-51-6280 UNIFORM EXP SEWER	1.86	204.85	350.00	145.15	58.5
20-51-6285 UTILITIES	219.38	1,368.52	2,500.00	1,131.48	54.7
20-51-6290 ADMINISTRATIVE CHARGE	4,524.00	40,716.00	54,288.00	13,572.00	75.0
20-51-8040 LEASE PAYMENTS	75.88	531.16	911.00	379.84	58.3
TOTAL SEWER EXPENDITURES	15,463.10	141,839.73	292,000.00	150,160.27	48.6

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	4,994.79	40,708.83	69,060.00	28,351.17	59.0
20-52-5010 FICA AND MEDICARE	347.19	2,965.27	5,283.00	2,317.73	56.1
20-52-5011 RETIREMENT	399.58	2,861.71	5,525.00	2,663.29	51.8
20-52-5012 HEALTH INSURANCE	1,806.83	11,690.96	17,746.00	6,055.04	65.9
20-52-5013 WORKER'S COMPENSATION	306.21	3,513.66	6,367.00	2,853.34	55.2
20-52-5014 UNEMPLOYMENT	2.39	21.98	88.00	66.02	25.0
20-52-6111 RECYCLING CONTRACT EXP	120.00	1,080.00	1,500.00	420.00	72.0
20-52-6116 TRAINING & EDUCATION	.00	95.00	500.00	405.00	19.0
20-52-6142 EQUIPMENT RENTALS	.00	950.20	800.00	150.20	118.8
20-52-6145 FUEL	847.06	4,693.09	10,500.00	5,806.91	44.7
20-52-6155 INSURANCE	.00	2,773.40	10,000.00	7,226.60	27.7
20-52-6165 LANDFILL TIPPING FEES	1,726.80	11,514.00	21,600.00	10,086.00	53.3
20-52-6185 MISCELLANEOUS	18.50	187.88	265.00	77.12	70.9
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	326.69	3,108.19	5,628.00	2,519.81	55.2
20-52-6195 OPERATING SUPPLIES - TRASH	107.55	255.02	750.00	494.98	34.0
20-52-6220 REP AND MAINT - VEHICLES	257.20	5,164.25	10,000.00	4,835.75	51.6
20-52-6225 REP AND MAINT - EQUIPMENT	28.35	28.35	500.00	471.65	5.7
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	6,000.00	6,000.00	.0
20-52-6280 UNIFORM EXP TRASH	1.86	196.24	350.00	153.76	56.1
20-52-6290 ADMINISTRATIVE CHARGE	4,524.00	31,668.00	54,288.00	22,620.00	58.3
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	15,815.00	133,476.03	236,750.00	103,273.97	56.4
TOTAL FUND EXPENDITURES	50,129.25	415,587.97	1,342,250.00	926,662.03	31.0
NET REVENUE OVER EXPENDITURES	47,203.97	387,288.16	(66,500.00)	(453,788.16)	582.4

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2023

Item A.

HURF FUND

<u>ASSETS</u>			
30-00-1000	CASH - COMBINED FUND	(476,706.19)	
30-00-1015	HURF ACCOUNTS RECEIVABLE	4,521.44	
30-00-1022	OAZ HURF SAVINGS	699,866.16	
	TOTAL ASSETS		<u>227,681.41</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-00-2450	ACCRUED PAYROLL	1,548.18	
	TOTAL LIABILITIES		1,548.18
<u>FUND EQUITY</u>			
30-00-3002	UNRESTRICTED FUND BALANCE	102,311.86	
	REVENUE OVER EXPENDITURES - YTD	123,821.37	
	BALANCE - CURRENT DATE	123,821.37	
	TOTAL FUND EQUITY		<u>226,133.23</u>
	TOTAL LIABILITIES AND EQUITY		<u>227,681.41</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

		HURF FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	3,746.31	31,255.00	48,454.00	17,199.00	64.5
30-30-4300	INTEREST AND INVESTMENT EARNIN	245.46	1,001.52	500.00	(501.52)	200.3
30-30-4900	TRANSFERS IN	19,708.33	157,666.68	236,500.00	78,833.32	66.7
TOTAL HURF REVENUE		23,700.10	189,923.20	285,454.00	95,530.80	66.5
TOTAL FUND REVENUE		23,700.10	189,923.20	285,454.00	95,530.80	66.5

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

		HURF FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>						
30-30-5001	SALARIES AND WAGES	3,631.30	31,083.88	51,458.00	20,374.12	60.4
30-30-5010	FICA AND MEDICARE	259.30	2,303.11	3,937.00	1,633.89	58.5
30-30-5011	RETIREMENT	212.06	1,518.43	2,932.00	1,413.57	51.8
30-30-5012	HEALTH INSURANCE	958.73	6,203.49	9,416.00	3,212.51	65.9
30-30-5013	WORKER'S COMPENSATION	97.75	1,066.85	2,110.00	1,043.15	50.6
30-30-5014	UNEMPLOYMENT	1.93	18.61	119.00	100.39	15.6
30-30-6140	ENGINEERING FEES	.00	.00	2,500.00	2,500.00	.0
30-30-6142	EQUIPMENT RENTALS	.00	.00	800.00	800.00	.0
30-30-6145	FUEL	117.89	546.45	1,800.00	1,253.55	30.4
30-30-6155	INSURANCE	.00	1,386.70	5,000.00	3,613.30	27.7
30-30-6185	MISCELLANEOUS	18.50	77.68	631.00	553.32	12.3
30-30-6192	SOFTWARE SERVICE & SUPPORT	108.90	912.45	1,594.00	681.55	57.2
30-30-6195	OPERATING SUPPLIES - HURF	35.81	124.02	500.00	375.98	24.8
30-30-6210	PUBLIC RESTROOM SUPPLIES	.00	1,110.02	3,000.00	1,889.98	37.0
30-30-6215	REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220	REP AND MAINT - VEHICLES	38.61	324.84	1,500.00	1,175.16	21.7
30-30-6225	REP AND MAINT - EQUIPMENT	.00	250.03	500.00	249.97	50.0
30-30-6230	REP AND MAINT - INFRASTRUCTURE	.00	505.58	165,000.00	164,494.42	.3
30-30-6250	SMALL TOOLS AND EQUIPMENT	.00	404.21	500.00	95.79	80.8
30-30-6255	STREET LIGHTS	.00	7,373.40	13,000.00	5,626.60	56.7
30-30-6260	STREET SUPPLIES	938.27	5,175.77	5,000.00	(175.77)	103.5
30-30-6280	UNIFORM EXP - HURF	1.86	200.48	350.00	149.52	57.3
30-30-6290	ADMINISTRATIVE CHARGE	670.50	5,364.00	8,046.00	2,682.00	66.7
30-30-7000	CAPITAL OUTLAY - PUBLIC RESTRO	.00	.00	25,000.00	25,000.00	.0
30-30-8040	LEASE PAYMENTS	21.69	151.83	261.00	109.17	58.2
TOTAL HURF EXPENDITURE		7,113.10	66,101.83	305,454.00	239,352.17	21.6
TOTAL FUND EXPENDITURES		7,113.10	66,101.83	305,454.00	239,352.17	21.6
NET REVENUE OVER EXPENDITURES		16,587.00	123,821.37	(20,000.00)	(143,821.37)	619.1

TOWN OF JEROME
BALANCE SHEET
FEBRUARY 28, 2023

PARKING FUND

<u>ASSETS</u>			
35-00-1000	CASH - COMBINED FUND	113,484.64	
	TOTAL ASSETS		113,484.64
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
35-00-2450	ACCRUED PAYROLL - PARKING FUND	1,271.65	
	TOTAL LIABILITIES		1,271.65
<u>FUND EQUITY</u>			
35-00-3002	UNRESTRICTED FUND BALANCE	192,333.34	
	REVENUE OVER EXPENDITURES - YTD	(80,120.35)	
	BALANCE - CURRENT DATE	(80,120.35)	
	TOTAL FUND EQUITY		112,212.99
	TOTAL LIABILITIES AND EQUITY		113,484.64

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

		PARKING FUND				
		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>PARKING FUND REVENUE</u>						
35-35-4042	PARKING KIOSK REVENUE	23,276.05	207,574.95	400,000.00	192,425.05	51.9
	TOTAL PARKING FUND REVENUE	23,276.05	207,574.95	400,000.00	192,425.05	51.9
	TOTAL FUND REVENUE	23,276.05	207,574.95	400,000.00	192,425.05	51.9

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,586.00	25,242.51	37,072.00	11,829.49	68.1
35-35-5006 LONGEVITY BONUS	.00	60.00	.00	(60.00)	.0
35-35-5010 FICA MATCH	197.84	1,947.94	2,836.00	888.06	68.7
35-35-5013 WORKER'S COMPENSATION	45.26	623.64	973.00	349.36	64.1
35-35-5014 UNEMPLOYMENT	1.82	27.03	184.00	156.97	14.7
35-35-6145 FUEL	48.52	332.37	2,000.00	1,667.63	16.6
35-35-6185 MISCELLANEOUS	.00	.00	640.00	640.00	.0
35-35-6186 BANK CHARGES	.00	33.80	.00	(33.80)	.0
35-35-6188 CREDIT CARD PROCESSING FEES	1,781.54	20,778.62	45,500.00	24,721.38	45.7
35-35-6192 SOFTWARE SERVICE AND SUPPORT	517.51	4,420.43	10,494.00	6,073.57	42.1
35-35-6195 OPERATING SUPPLIES	.00	635.13	3,000.00	2,364.87	21.2
35-35-6265 TELEPHONE	347.12	1,978.16	3,200.00	1,221.84	61.8
35-35-6290 ADMINISTRATIVE CHARGE	438.50	3,508.00	5,262.00	1,754.00	66.7
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	12,107.67	7,000.00	(5,107.67)	173.0
35-35-9500 TRANSFERS OUT	27,000.00	216,000.00	336,500.00	120,500.00	64.2
TOTAL PARKING FUND EXPENDITURE	32,964.11	287,695.30	454,661.00	166,965.70	63.3
TOTAL FUND EXPENDITURES	32,964.11	287,695.30	454,661.00	166,965.70	63.3
NET REVENUE OVER EXPENDITURES	(9,688.06)	(80,120.35)	(54,661.00)	25,459.35	(146.6)

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	1123MA12	Fuel FD	1	01/11/2023	554.84	.00	554.84	100094	01/11/2023		
		1123MA12	Fuel PARKING	2	01/11/2023	29.19	.00	29.19	100094	01/11/2023		
Total 1000:						584.03	.00	584.03				
1021	AHS RESCUE	1523MA13	Inv 11142 WATER ROPE R	1	01/05/2023	980.53	.00	980.53	100074	01/05/2023		
		Total 1021:						980.53	.00	980.53		
1031	ALL-MED EQUIPMENT &	11123MA3	Inv #723185 MONTHLY TA	1	01/11/2023	143.84	.00	143.84	100095	01/11/2023		
		Total 1031:						143.84	.00	143.84		
1040	AMERIGAS	11123MA6	Inv 3145162277 500 GALL	1	01/11/2023	133.29	.00	133.29	100096	01/11/2023		
		Total 1040:						133.29	.00	133.29		
1050	APS	12523MA2	149044 JEROME STREET	1	01/25/2023	1,050.84	.00	1,050.84	100118	01/25/2023		
		1523MA7	943806 HULL STREET RO	1	01/05/2023	13.41	.00	13.41	100075	01/05/2023		
Total 1050:						1,064.25	.00	1,064.25				
1063	ARIZONA EMERGENCY P	12523MA5	INV #0029810 SINGLE W	1	01/25/2023	502.86	.00	502.86	100119	01/25/2023		
		Total 1063:						502.86	.00	502.86		
1088	AT&T	1523MA3	INV 287307080989X12262	1	01/05/2023	187.08	.00	187.08	100076	01/05/2023		
		1523MA3	INV 287307080989X12262	2	01/05/2023	187.08	.00	187.08	100076	01/05/2023		
Total 1088:						374.16	.00	374.16				
1158	CANDACE GALLAGHER	1523MA17	CODIFICATION/WEB SER	1	01/05/2023	500.00	.00	500.00	100077	01/05/2023		
		Total 1158:						500.00	.00	500.00		
1170	CASELLE	11823MA7	INV #122330 MONTHLY H	1	01/18/2023	847.35	.00	847.35	100107	01/18/2023		
		11823MA7	INV #122330 MONTHLY H	2	01/18/2023	282.45	.00	282.45	100107	01/18/2023		
		11823MA7	INV #122330 MONTHLY H	3	01/18/2023	282.45	.00	282.45	100107	01/18/2023		
		11823MA7	INV #122330 MONTHLY H	4	01/18/2023	282.45	.00	282.45	100107	01/18/2023		
		11823MA7	INV #122330 MONTHLY H	5	01/18/2023	94.15	.00	94.15	100107	01/18/2023		
		11823MA7	INV #122330 MONTHLY H	6	01/18/2023	94.15	.00	94.15	100107	01/18/2023		
		12523MA9	INV 111505 REMAINDER	1	01/25/2023	5,266.58	.00	5,266.58	100120	01/25/2023		
		12523MA9	INV 111505 REMAINDER	2	01/25/2023	1,755.53	.00	1,755.53	100120	01/25/2023		
		12523MA9	INV 111505 REMAINDER	3	01/25/2023	1,755.53	.00	1,755.53	100120	01/25/2023		
		12523MA9	INV 111505 REMAINDER	4	01/25/2023	1,755.53	.00	1,755.53	100120	01/25/2023		
		12523MA9	INV 111505 REMAINDER	5	01/25/2023	585.18	.00	585.18	100120	01/25/2023		
		12523MA9	INV 111505 REMAINDER	6	01/25/2023	585.15	.00	585.15	100120	01/25/2023		
		Total 1170:						13,586.50	.00	13,586.50		
		1174	CDW GOVERNMENT, INC	12523MA8	Inv CB00233641 BUS BAS	1	01/25/2023	1,163.89	.00	1,163.89	100121	01/25/2023
Total 1174:						1,163.89	.00	1,163.89				

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1178	CENTURY LINK	11823MA9	Inv 624463989 PHONE, G	1	01/18/2023	9.60	.00	9.60	100108	01/18/2023
		12523MA1	ACCT J-520-111-3806 829	1	01/25/2023	34.70	.00	34.70	100122	01/25/2023
		12523MA1	ACCT J-520-111-3806 829	2	01/25/2023	164.95	.00	164.95	100122	01/25/2023
		12523MA1	ACCT J-520-111-3806 829	3	01/25/2023	179.36	.00	179.36	100122	01/25/2023
		12523MA1	ACCT J-520-111-3806 829	4	01/25/2023	86.22	.00	86.22	100122	01/25/2023
		12523MA1	ACCT J-520-111-3806 829	5	01/25/2023	40.60	.00	40.60	100122	01/25/2023
		12523MA1	ACCT J-520-111-3806 829	6	01/25/2023	127.01	.00	127.01	100122	01/25/2023
		12523MA1	ACCT J-520-111-3806 829	7	01/25/2023	71.52	.00	71.52	100122	01/25/2023
Total 1178:						713.96	.00	713.96		
1195	CITY OF COTTONWOOD	1523MA4	Inv 5685 FD DISPATCH FE	1	01/05/2023	588.33	.00	588.33	100078	01/05/2023
		1523MA4	Inv 5707 PD DISPATCH F	2	01/05/2023	3,478.75	.00	3,478.75	100078	01/05/2023
Total 1195:						4,067.08	.00	4,067.08		
1213	CONTRACT WASTEWATE	11123MA1	Inv #1015429 SPRINGS M	1	01/11/2023	900.00	.00	900.00	100097	01/11/2023
		11123MA1	Inv #1015429 WWTP MAI	2	01/11/2023	3,200.00	.00	3,200.00	100097	01/11/2023
		11123MA1	Inv #1015429 SAMPLE TR	3	01/11/2023	130.00	.00	130.00	100097	01/11/2023
		11123MA1	Inv #1015429 CHLORINE	4	01/11/2023	874.40	.00	874.40	100097	01/11/2023
Total 1213:						5,104.40	.00	5,104.40		
1239	DANA KEPNER CO	12523MA11	INV #9035374 SEWER PV	1	01/25/2023	300.45	.00	300.45	100123	01/25/2023
Total 1239:						300.45	.00	300.45		
1250	DEERE CREDIT, INC.	1523MA8	JD 210L PARKS	1	01/05/2023	21.68	.00	21.68	100079	01/05/2023
		1523MA8	JD 210L PROPERTIES	2	01/05/2023	21.68	.00	21.68	100079	01/05/2023
		1523MA8	JD 210L WATER	3	01/05/2023	75.88	.00	75.88	100079	01/05/2023
		1523MA8	JD 210L SEWER	4	01/05/2023	75.88	.00	75.88	100079	01/05/2023
		1523MA8	JD 210L HURF	5	01/05/2023	21.69	.00	21.69	100079	01/05/2023
Total 1250:						216.81	.00	216.81		
1264	DIESEL DIRECT WEST	11823MA10	INV #84926207 FUEL, WA	1	01/18/2023	30.35	.00	30.35	100110	01/18/2023
		11823MA10	INV #84926207 FUEL, SE	2	01/18/2023	30.35	.00	30.35	100110	01/18/2023
		11823MA10	INV #84926207 FUEL, TR	3	01/18/2023	242.88	.00	242.88	100110	01/18/2023
Total 1264:						303.58	.00	303.58		
1322	FOUR-D LLC	11823MA5	Inv #866 WORK ON NEW	1	01/18/2023	4,755.57	.00	4,755.57	100111	01/18/2023
		1523MA18	Inv 868 IT WORK COMPL	1	01/05/2023	718.75	.00	718.75	100080	01/05/2023
Total 1322:						5,474.32	.00	5,474.32		
1419	JC CULLEN INC	11123MA10	Inv #151813 PORT SERVI	1	01/11/2023	35.49	.00	35.49	100098	01/11/2023
		11123MA10	Inv #151813 PORT SERVI	2	01/11/2023	35.48	.00	35.48	100098	01/11/2023
Total 1419:						70.97	.00	70.97		
1428	JEROME CHAMBER OF C	1523MA19	CHAMBER OF COMMERC	1	01/05/2023	10,000.00	.00	10,000.00	100081	01/05/2023
Total 1428:						10,000.00	.00	10,000.00		
1446	JOHN MCDONALD	11823MA13	REIMBURSE FOR CLEAN	1	01/18/2023	128.94	.00	128.94	100112	01/18/2023
		11823MA13	REIMBURSE FOR KITCH	2	01/18/2023	338.84	.00	338.84	100112	01/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1446:						467.78	.00	467.78		
1462	KAIROS HEALTH ARIZON	11123MA5	MONTHLY HEALTH ISUR	1	01/11/2023	22,484.67	.00	22,484.67	100099	01/11/2023
Total 1462:						22,484.67	.00	22,484.67		
1503	LEGEND	11823MA4	INV #2300728 TESTING, S	1	01/18/2023	75.00	.00	75.00	100113	01/18/2023
		11823MA4	INV #2300735 TESTING, S	2	01/18/2023	75.00	.00	75.00	100113	01/18/2023
		11823MA4	INV #2300563 TESTING, S	3	01/18/2023	75.00	.00	75.00	100113	01/18/2023
		1523MA10	INV 2300070 SEWER TES	1	01/05/2023	75.00	.00	75.00	100082	01/05/2023
Total 1503:						300.00	.00	300.00		
1520	LYLE KEITH	11823MA12	REIMBURSEMENT FOR P	1	01/18/2023	50.00	.00	50.00	100114	01/18/2023
		11823MA12	REIMBURSEMENT FOR P	2	01/18/2023	50.00	.00	50.00	100114	01/18/2023
		11823MA12	REIMBURSEMENT FOR P	3	01/18/2023	50.00	.00	50.00	100114	01/18/2023
		11823MA12	REIMBURSEMENT FOR P	4	01/18/2023	50.00	.00	50.00	100114	01/18/2023
		11823MA12	REIMBURSEMENT FOR P	5	01/18/2023	50.00	.00	50.00	100114	01/18/2023
		11823MA12	REIMBURSEMENT FOR P	6	01/18/2023	50.00	.00	50.00	100114	01/18/2023
Total 1520:						300.00	.00	300.00		
1564	MINGUS ELECTRIC	11123MA8	Inv 1359 FIX HALL LIGHT	1	01/11/2023	405.00	.00	405.00	100100	01/11/2023
		11123MA8	Inv 1359 FIX HALL LIGHT	2	01/11/2023	218.25	.00	218.25	100100	01/11/2023
Total 1564:						623.25	.00	623.25		
1576	NAPA AUTO PARTS	1523MA14	Inv 307737 BATTERY FOR	1	01/05/2023	135.10	.00	135.10	100084	01/05/2023
		1523MA14	Inv 308451 BRAKE PADS	2	01/05/2023	120.81	.00	120.81	100084	01/05/2023
		1523MA14	308452 BRAKE TOOL	3	01/05/2023	10.97	.00	10.97	100084	01/05/2023
		1523MA14	Inv 308780 OIL, ICE SCRA	4	01/05/2023	96.95	.00	96.95	100084	01/05/2023
Total 1576:						363.83	.00	363.83		
1603	ODP BUSINESS SOLUTIO	11823MA8	INV #286327974001 ENVE	1	01/18/2023	58.98	.00	58.98	100115	01/18/2023
		12523MA4	INV #286609367001 COFF	1	01/25/2023	21.76	.00	21.76	100124	01/25/2023
		12523MA4	INV #279681207003 MEM	2	01/25/2023	2.42	.00	2.42	100124	01/25/2023
Total 1603:						83.16	.00	83.16		
1611	PACIFIC ADVANCED CIVI	11823MA2	Inv #6801 B614 JEROME	1	01/18/2023	34,054.48	.00	34,054.48	1000	01/18/2023
Total 1611:						34,054.48	.00	34,054.48		
1615	PARKEON	12523MA10	INV IV133964 FLOWBIRD	1	01/25/2023	28.56	.00	28.56	100125	01/25/2023
Total 1615:						28.56	.00	28.56		
1618	PATRIOT DISPOSAL, INC.	11123MA2	INV #3641 MUNICIPAL WA	1	01/11/2023	1,231.20	.00	1,231.20	100101	01/11/2023
Total 1618:						1,231.20	.00	1,231.20		
1643	PRESCOTT LAW GROUP,	12523MA6	INV 6162 PROSECUTOR	1	01/25/2023	1,297.50	.00	1,297.50	100126	01/25/2023
Total 1643:						1,297.50	.00	1,297.50		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1647	PROCOPY	1523MA11	Inv 3850210 COPIER LEA	1	01/05/2023	336.33	.00	336.33	100085	01/05/2023
Total 1647:						336.33	.00	336.33		
1677	REESE'S TIRE & AUTOTI	12523MA12	Inv 87767 TIRES AND MO	1	01/25/2023	255.00	.00	255.00	100127	01/25/2023
		12523MA12	Inv 87767 TIRES AND MO	2	01/25/2023	2,066.07	.00	2,066.07	100127	01/25/2023
Total 1677:						2,321.07	.00	2,321.07		
1728	SEDONA RECYCLES, INC	11123MA9	INV #JRME 122	1	01/11/2023	240.00	.00	240.00	100102	01/11/2023
Total 1728:						240.00	.00	240.00		
1740	SIMS MACKIN, LTD	11823MA14	INV 35796 LEGAL, GG	1	01/18/2023	195.00	.00	195.00	100116	01/18/2023
		11823MA14	INV 35796 LEGAL, PZ	2	01/18/2023	78.00	.00	78.00	100116	01/18/2023
Total 1740:						273.00	.00	273.00		
1774	SUPERIOR COURT YAVA	11823MA6	Inv 2 2223 J PRO TEM Q2	1	01/18/2023	72.35	.00	72.35	100117	01/18/2023
Total 1774:						72.35	.00	72.35		
1801	THOMSON REUTERS - W	12523MA7	Inv 847700204 AZ RULES	1	01/25/2023	216.40	.00	216.40	100128	01/25/2023
Total 1801:						216.40	.00	216.40		
1802	THYSSENKRUPP ELEVAT	1523MA9	INV 3007016663 QUARTE	1	01/05/2023	1,167.78	.00	1,167.78	100086	01/05/2023
Total 1802:						1,167.78	.00	1,167.78		
1812	TOWN OF JEROME - UTIL	1523MA12	7002.01 TOWN HALL	1	01/05/2023	194.51	.00	194.51	100087	01/05/2023
		1523MA12	7060.01 TOWN YARD	2	01/05/2023	180.44	.00	180.44	100087	01/05/2023
		1523MA12	7054.01 POLICE STATION	3	01/05/2023	177.32	.00	177.32	100087	01/05/2023
		1523MA12	7015.01 FIRE STATION	4	01/05/2023	180.44	.00	180.44	100087	01/05/2023
Total 1812:						732.71	.00	732.71		
1813	TOWN OF JEROME PR	11123MA4	Monthly Payroll Transfer	1	01/11/2023	90,000.00	.00	90,000.00	100104	01/11/2023
Total 1813:						90,000.00	.00	90,000.00		
1827	UNISOURCE ENERGY SE	12523MA3	693726 Police Station	1	01/25/2023	66.63	.00	66.63	100129	01/25/2023
		12523MA3	750593 TOWN HALL	2	01/25/2023	1,112.25	.00	1,112.25	100129	01/25/2023
		12523MA3	2353340 CO-OP	3	01/25/2023	375.56	.00	375.56	100129	01/25/2023
		12523MA3	055982 FIRE DEPT	4	01/25/2023	374.84	.00	374.84	100129	01/25/2023
		12523MA3	435334 Town Yard	5	01/25/2023	467.12	.00	467.12	100129	01/25/2023
Total 1827:						2,396.40	.00	2,396.40		
1851	VERDE VALLEY HARDWA	11123MA11	ACCT 2860 INV 51000 TR	1	01/11/2023	43.42	.00	43.42	100105	01/11/2023
		11123MA11	ACCT 2860 INV 51299 RA	2	01/11/2023	32.94	.00	32.94	100105	01/11/2023
		11123MA11	ACCT 2860 INV 51389 PAI	3	01/11/2023	17.57	.00	17.57	100105	01/11/2023
		11123MA11	ACCT 2860 INV 51408 BA	4	01/11/2023	228.28	.00	228.28	100105	01/11/2023
		11123MA11	ACCT 2860 INV 51603 TR	5	01/11/2023	59.30	.00	59.30	100105	01/11/2023
		11123MA11	ACCT 2860 INV 51810 PO	6	01/11/2023	21.51	.00	21.51	100105	01/11/2023
		11123MA11	ACCT 2860 INV 51927 GY	7	01/11/2023	65.87	.00	65.87	100105	01/11/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1851:						468.89	.00	468.89		
1854	VERDE VALLEY NEWSPA	1523MA1	INV 167478 LEGAL NOTIC	1	01/05/2023	243.40	.00	243.40	100088	01/05/2023
Total 1854:						243.40	.00	243.40		
1859	VERIZON WIRELESS	1523MA5	INV 9923878887 PHONE	1	01/05/2023	40.70	.00	40.70	100089	01/05/2023
		1523MA5	INV 9923878887 PHONE	2	01/05/2023	56.70	.00	56.70	100089	01/05/2023
		1523MA5	INV 9923878887 PHONE	3	01/05/2023	40.61	.00	40.61	100089	01/05/2023
		1523MA5	INV 9923878887 PHONE	4	01/05/2023	40.01	.00	40.01	100089	01/05/2023
		1523MA5	INV 9923878887 PHONE	5	01/05/2023	40.01	.00	40.01	100089	01/05/2023
		1523MA5	INV 9923878887 PHONE	6	01/05/2023	40.01	.00	40.01	100089	01/05/2023
		1523MA5	INV 9923878887 PHONE	7	01/05/2023	40.01	.00	40.01	100089	01/05/2023
		1523MA5	INV 9923878887 PHONE	8	01/05/2023	40.01	.00	40.01	100089	01/05/2023
		1523MA6	INV 9923878888 PHONE	1	01/05/2023	52.10	.00	52.10	100090	01/05/2023
		1523MA6	INV 9923878888 PHONE	2	01/05/2023	52.10	.00	52.10	100090	01/05/2023
		1523MA6	INV 9923878888 PHONE P	3	01/05/2023	40.01	.00	40.01	100090	01/05/2023
		1523MA6	INV 9923878888 PHONE P	4	01/05/2023	40.01	.00	40.01	100090	01/05/2023
		1523MA6	INV 9923878888 PHONE P	5	01/05/2023	40.01	.00	40.01	100090	01/05/2023
		1523MA6	INV 9923878888 PHONE P	6	01/05/2023	40.01	.00	40.01	100090	01/05/2023
Total 1859:						602.30	.00	602.30		
1909	XEROX FINANCIAL SERV	1523MA16	INV 3701011 COPIER LEA	1	01/05/2023	321.03	.00	321.03	100092	01/05/2023
Total 1909:						321.03	.00	321.03		
1914	YAVAPAI CO. EDUCATION	1523MA15	Inv 22-1655 INTERNET AC	1	01/05/2023	120.00	.00	120.00	100093	01/05/2023
		1523MA15	Inv 22-1655 INTERNET AC	2	01/05/2023	75.00	.00	75.00	100093	01/05/2023
		1523MA15	Inv 22-1655 INTERNET AC	3	01/05/2023	75.00	.00	75.00	100093	01/05/2023
		1523MA15	Inv 22-1655 INTERNET AC	4	01/05/2023	150.00	.00	150.00	100093	01/05/2023
		1523MA15	Inv 22-1656 E-RATE LB	5	01/05/2023	42.95	.00	42.95	100093	01/05/2023
Total 1914:						462.95	.00	462.95		
1951	BUSINESS SOLUTIONS G	11823MA11	INV #16242 250 COUNT C	1	01/18/2023	160.34	.00	160.34	100106	01/18/2023
Total 1951:						160.34	.00	160.34		
1956	MARTIN MARIETTA	1523MA2	Inv 37722917 MAG ABC	1	01/05/2023	208.95	.00	208.95	100083	01/05/2023
Total 1956:						208.95	.00	208.95		
1973	Sonia Sheffield	11123MA7	REIMBURSEMENT FOR L	1	01/11/2023	339.96	.00	339.96	100103	01/11/2023
Total 1973:						339.96	.00	339.96		
1976	W.S. DARLEY & CO.	1523MA20	INV 17473561 2.5" GATE V	1	01/05/2023	687.90	.00	687.90	100091	01/05/2023
Total 1976:						687.90	.00	687.90		
1978	COPPER CANYON FIRE	11823MA3	INV 886 PUMP TEST AND	1	01/18/2023	10.00	.00	10.00	100109	01/18/2023
		11823MA3	INV 886 PUMP TEST AND	2	01/18/2023	435.00	.00	435.00	100109	01/18/2023
Total 1978:						445.00	.00	445.00		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Grand Totals:						<u>208,216.11</u>	<u>.00</u>	<u>208,216.11</u>		

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

For the meeting of March 14, 2022

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Kristen is receiving training on Caselle financial management software, including payroll functions. She is also being trained on the new agenda management software.
- Lined up the contractor and engineer for water tank #2 repair. They should have the final schedule in the next couple of weeks.
- Worked with STRs on licenses and implementing the new regulations, including sending out a final notice via registered mail.
- Transitioned to a new credit card processing company (Professional Solutions NCMIC) and monitoring costs, which thus far have saved the Town 50% monthly.
- Continued attendance at various meetings and webinars with local officials and others including the transportation advisory committee.
- Scheduled presentations for potential financial advisors.
- Worked on and submitted grant initiatives for Center Avenue Improvements and Water system improvements. The deadline is coming up in a couple of weeks and there is considerable work to be completed that is ongoing. The water systems improvement grant is a \$35,000 planning study grant and the Center Avenue Grant is a RAISE grant that is now up to \$1.7M the Town will be seeking.
- Implemented the new agenda management system and will be conducting training for staff who will be able to upload their own items.
- Met with engineer for project update and ensure approved projects are progressing.
- Discussed with Mayor Jablow STR issues regionally and in Jerome in advance of his meeting with Rep. Toma and the Lake Havasu Mayor to discuss the bill being held up currently on capping STRs.
- Posted the finance director job vacancy in numerous periodicals and online.
- CAT riders for the pilot program are averaging around 11 per week (Thursday)

**** CONGRATULATIONS TO ****

Terri Card on completing 1 year of service effective March 14, 2023.

Following is an accounting of sales tax revenues through December, and a water flow report.

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

	FY2023 BUDGET	FY2023 actual	Budget +/-	FY2022 actual	Compared to prior year +/-
July	111,000	104,350	(6,650)	117,605	(13,255)
August	111,000	74,612	(36,388)	118,436	(43,824)
September	78,000	115,431	37,431	81,826	33,605
October	132,000	114,937	(17,063)	140,055	(25,118)
November	150,000	139,121	(10,879)	160,051	(20,930)
December	117,000	96,194	(20,806)	124,708	(28,514)
January	116,000	132,403	16,403	123,149	9,254
February	81,000			85,855	
March	100,000			105,343	
April	148,000			157,557	
May	141,000			149,917	
June	115,000			121,930	
Total YTD	1,400,000	777,048	(37,952)	1,486,432	(88,782)

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)		
	FY2023 actual	FY2022 actual	+/-	FY2023 actual	FY2022 actual	+/-	FY2023 actual	FY2022 actual	+/-
July	38,001	38,281	(280)	18,295	18,467	(172)	32,588	47,339	(14,751)
August	31,508	41,580	(10,072)	4,896	18,024	(13,128)	18,230	47,731	(29,501)
September	32,105	26,920	5,185	14,925	14,684	241	33,655	28,573	5,082
October	39,918	45,726	(5,808)	18,989	20,051	(1,062)	36,563	58,351	(21,788)
November	48,302	53,186	(4,884)	24,809	25,622	(813)	57,373	68,645	(11,272)
December	36,015	42,240	(6,225)	18,502	19,769	(1,267)	37,136	51,239	(14,103)
January	38,684	36,189	2,495	15,966	17,289	(1,323)	53,008	48,750	4,258
February		28,416			12,954			32,562	
March		33,497			19,946			41,523	
April		57,834			25,878			57,920	
May		47,889			24,239			69,268	
June		43,530			17,059			53,014	
Total YTD		495,288	(19,589)		233,982	(17,524)		604,915	(82,075)

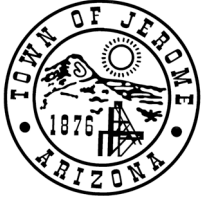
Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,815	2,815
August	753	3,568
September	2,296	5,864
October	1,909	7,773
November	3,817	11,590
December	2,865	14,455
January	2,456	16,911
February		
March		
April		
May		
June		

WATER FLOWS REPORT

Item A.

Reading Date		WALNUT GPM	VERDE GPM
2021	23-Dec	71	142
	27-Dec	71	144
2022	3-Jan	71	140
	18-Jan	68	145
	24-Jan	71	150
	31-Jan	77	141
	7-Feb	77	137
	14-Feb	57	134
	28-Feb	57	139
	14-Mar	52	148
	21-Mar	48	135
	28-Mar	48	129
	4-Apr	52	131
	11-Apr	40	163
	18-Apr	44	153
	25-Apr	40	153
	2-May	44	159
	9-May	44	148
	16-May	44	153
	23-May	40	154
	31-May	39	153
	21-Jun	36	157
	27-Jun	40	162
	5-July	39	165
	11-July	32	170
	25-July	26	212
	1-Aug	36	210
	8-Aug	40	135
	15-Aug	77	148
	22-Aug	77	128
	29-Aug	61	104
	7-Sept	61	148
	12-Sept	61	233
	19-Sept	52	272
	26-Sept	57	266
	3-Oct	61	235
	10-Oct	57	224
	17-Oct	57	225
	24-Oct	57	219
	31-Oct	57	242
	7-Nov	57	244
	14-Nov	61	230
	21-Nov	61	235
	28-Nov	57	235
	05-Dec	57	230
	12-Dec	57	235
	19-Dec	57	229
	27-Dec	57	230
2023	03-Jan	57	318
	09-Jan	57	87
	19-Jan	66	99
	24-Jan	66	95
	30-Jan	57	98
	06-Feb	83	101
	14-Feb	71	101
	21-Feb	83	100
	27-Feb	83	139
	06-Mar	95	244



Founded 1876
Incorporated 1899

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

March 2023 Staff Report for February activity

Respectfully submitted by Kristen Muenz, Deputy Town Clerk

- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business, answering general questions, arranging meeting times, and gathering information.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Prepared agenda packets for P&Z and DRB meeting with support from Will Blodgett and assisted in preparing the Council meeting agenda packets. Took and transcribed the minutes for all open sessions of Council, P&Z, BOA, and DRB meetings (P&Z and DRB cancelled).
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes. Continued to work on organizing physical files and maintain proper records of agendas and drafted minutes.
- ⚙ Attended a Zoom meeting with the League of Arizona Cities and Towns for training on the Basics of Municipal Budget Preparation in Arizona.
- ⚙ Cross-trained with Finance Manager Melanie Atkin on Payroll, Journal Entries, Accounts Payable, and Daily Bank Reconciliation.
- ⚙ Permits and Licensing activities for February:
 - Business Licenses
 - 12 Businesses were sent renewal notices.
 - 9 Businesses sent in their renewal application.
 - 0 Business applied for a NEW Business License.
 - 0 Business Licenses were issued.
 - 19 Business Licenses are pending approval.
 - STR Licenses
 - 1 new STR/Vacation Rental License application was received.
 - 2 STR Licenses were issued.
 - 2 STR Licenses are pending approval.
 - 15 Total STR License Permits issued to date. (See Excel Spreadsheet)
 - Special Event Permits
 - No Special Event permits were issued.



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TOWN OF JEROME, ARIZONA

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

Item A.

March 2023 staff report for February activity submitted by Terri Card.

Utilities

- Current debt (45 days past due):

13 accounts were on the shut-off list at the beginning of March. 9 accounts were sent Yellow Tags, and 0 accounts was shut off because all made payments or paid in full.

Balance owed on shut-off accounts from March billing: \$1663.08

Balance owed at end of February: \$6595.10

- A copy of the March 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	02/28/2023	01/31/2023	12/31/2022	11/30/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	77.74	77.74	.00	.00	.00	01/24/23	77.74-		
1001.03	155.48	155.48	.00	.00	.00	02/14/23	155.48-		
1003.02	105.11	105.11	.00	.00	.00	02/14/23	105.11-		
1006.02	434.28-	434.28-	.00	.00	.00	02/15/23	600.00-		
1007.01	159.85-	159.85-	.00	.00	.00		.00	Final	10/31/22
1008.02	78.48	77.74	.74	.00	.00	02/21/23	77.00-		
1009.04	44.72	44.72	.00	.00	.00	02/09/23	44.72-		
1010.01	77.74	77.74	.00	.00	.00	02/14/23	77.74-		
1011.01	331.17-	331.17-	.00	.00	.00	02/06/23	500.00-		
1013.01	155.48	77.74	77.74	.00	.00	01/17/23	77.74-		
1014.03	46.41	46.41	.00	.00	.00	02/07/23	46.41-		
1015.01	77.72	77.72	.00	.00	.00	02/27/23	77.50-		
1016.01	46.41	46.41	.00	.00	.00	02/09/23	46.41-		
1018.03	132.52	132.52	.00	.00	.00	02/15/23	132.52-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	345.88	77.74	77.74	77.74	112.66	02/06/23	77.74-		
1023.01	90.86	13.90-	52.38	52.38	.00		.00		
1024.01	105.11	105.11	.00	.00	.00	02/08/23	105.11-		
1025.01	77.74	77.74	.00	.00	.00	02/16/23	77.74-		
1026.01	77.74	77.74	.00	.00	.00	02/08/23	77.74-		
1027.01	77.74	77.74	.00	.00	.00	02/09/23	77.74-		
1028.04	77.74	77.74	.00	.00	.00	02/06/23	77.74-		
1029.01	132.52	132.52	.00	.00	.00	02/23/23	407.56-		
1030.02	.02	.02	.00	.00	.00	02/27/23	182.84-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.10	243.22	87.74	77.74	77.74	.00	12/27/22	225.44-		
1032.01	77.74	77.74	.00	.00	.00	02/14/23	77.74-		
1036.09	105.11	105.11	.00	.00	.00	02/06/23	210.22-		
1038.02	77.77	77.74	.03	.00	.00	02/06/23	77.71-		
1040.01	17.34	17.34	.00	.00	.00	02/21/23	17.34-		
1042.01	266.96	266.96	.00	.00	.00	02/16/23	224.26-		
1044.01	77.74	77.74	.00	.00	.00	02/23/23	77.74-		
1051.02	466.38-	780.65-	104.76	104.76	104.75		.00		
1055.05	252.87	.00	.00	.00	252.87		.00	Final	12/12/19
1055.06	77.74	77.74	.00	.00	.00	02/21/23	77.74-		
1056.02	77.74	77.74	.00	.00	.00	02/08/23	77.74-		
1057.01	77.74	77.74	.00	.00	.00	02/14/23	77.74-		
1058.05	77.74	77.74	.00	.00	.00	02/15/23	77.74-		
1059.02	105.11	105.11	.00	.00	.00	01/31/23	105.11-		
1060.02	77.71	77.71	.00	.00	.00	02/21/23	77.77-		
1061.01	105.11	105.11	.00	.00	.00	02/14/23	105.11-		
1063.02	44.87	44.87	.00	.00	.00	02/27/23	220.00-		
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
1064.14	203.68-	272.32-	68.64	.00	.00	01/12/23	182.85-		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1066.01	10.56-	10.56-	.00	.00	.00	02/21/23	77.74-		
1069.02	105.11	105.11	.00	.00	.00	02/16/23	105.11-		
1071.03	105.11	105.11	.00	.00	.00	02/06/23	105.11-		
1073.01	105.11	105.11	.00	.00	.00	02/14/23	105.11-		
1075.01	92.82	46.41	46.41	.00	.00	01/11/23	92.82-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22

Customer Number	Balance	02/28/2023	01/31/2023	12/31/2022	11/30/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22
1076.03	92.82	46.41	46.41	.00	.00	01/18/23	46.41-		
1077.01	61.50	61.50	.00	.00	.00	02/16/23	71.50-		
1078.02	123.00	61.50	61.50	.00	.00	01/24/23	61.50-		
1079.02	301.60	301.60	.00	.00	.00	02/16/23	225.80-		
1080.01	61.50	61.50	.00	.00	.00	02/08/23	61.50-		
1081.01	62.51	62.51	.00	.00	.00	02/13/23	62.51-		
1082.01	2.72	2.72	.00	.00	.00	02/08/23	100.00-		
1083.05	116.40	55.20	45.20	16.00	.00	01/04/23	60.00-		
1084.01	6.12-	6.12-	.00	.00	.00	02/07/23	68.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	90.40	45.20	45.20	.00	.00	01/11/23	145.60-		
1086.02	125.02	62.51	62.51	.00	.00	02/02/23	62.51-		
1087.01	45.20	45.20	.00	.00	.00	02/15/23	45.20-		
1090.03	105.11	105.11	.00	.00	.00	02/14/23	210.22-		
1091.02	87.28	87.28	.00	.00	.00	02/14/23	87.28-		
1093.02	197.53	72.51	62.51	62.51	.00	12/07/22	197.53-		
1094.01	90.40	45.20	45.20	.00	.00	01/26/23	45.20-		
1096.02	125.02	62.51	62.51	.00	.00	02/16/23	62.51-		
1097.02	62.51	62.51	.00	.00	.00	02/08/23	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	162.70	88.54	74.16	.00	.00	02/23/23	200.00-		
1099.01	105.11	105.11	.00	.00	.00	02/13/23	105.11-		
1100.02	62.51	62.51	.00	.00	.00	02/16/23	62.51-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	77.74	79.40-	52.38	52.38	52.38		.00		
1125.03	32.57-	32.57-	.00	.00	.00	02/08/23	100.00-		
1131.01	138.93	123.48	15.45	.00	.00	02/21/23	138.93-		
1132.01	77.74	77.74	.00	.00	.00	02/21/23	77.74-		
1133.01	77.74	77.74	.00	.00	.00	02/27/23	77.74-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	142.55	72.51	62.51	7.53	.00	02/06/23	190.00-		
1139.01	77.74	77.74	.00	.00	.00	02/23/23	243.22-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.05	79.85	79.85	.00	.00	.00	02/23/23	79.85-		
1151.02	90.40	45.20	45.20	.00	.00	01/04/23	90.40-		
1160.02	200.22	105.11	95.11	.00	.00	01/04/23	220.22-		
1162.03	105.11	105.11	.00	.00	.00	01/10/23	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	02/27/23	77.74-		
1166.02	87.28	87.28	.00	.00	.00	02/21/23	87.28-		
1167.01	8.09-	8.09-	.00	.00	.00	01/18/23	79.75-		
1168.01	77.74	77.74	.00	.00	.00	02/13/23	77.74-		
1169.02	105.11	105.11	.00	.00	.00	02/27/23	105.11-		
1170.01	61.50	36.03-	32.51	32.51	32.51		.00		
1171.05	77.74	77.74	.00	.00	.00	02/09/23	77.74-		
1174.02	155.48	77.74	77.74	.00	.00	01/25/23	77.74-		
1176.01	105.11-	105.11-	.00	.00	.00	02/08/23	315.33-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	77.74	77.74	.00	.00	.00	02/06/23	77.74-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.09	265.04	132.52	132.52	.00	.00	01/19/23	132.52-		
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.09	63.98	63.98	.00	.00	.00	02/09/23	80.00-		
1314.05	62.51	62.51	.00	.00	.00	02/21/23	62.51-		
1332.01	155.48	77.74	77.74	.00	.00	02/06/23	77.74-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22

Customer Number	Balance	02/28/2023	01/31/2023	12/31/2022	11/30/2022	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	87.28	87.28	.00	.00	.00	02/23/23	87.28-		
1343.03	141.21	141.21	.00	.00	.00	02/15/23	141.21-		
1344.01	246.71-	246.71-	.00	.00	.00	12/12/22	300.00-		
2000.01	139.75	139.75	.00	.00	.00	02/07/23	139.75-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	532.68	142.52	142.52	132.52	115.12	02/27/23	170.00-		
2002.03	46.41	46.41	.00	.00	.00	02/09/23	46.41-		
2003.02	78.48	77.74	.74	.00	.00	02/27/23	77.00-		
2004.01	105.11	105.11	.00	.00	.00	02/07/23	105.11-		
2005.01	77.74	77.74	.00	.00	.00	02/09/23	77.74-		
2006.02	105.11	105.11	.00	.00	.00	02/13/23	105.11-		
2007.02	141.21	141.21	.00	.00	.00	02/08/23	141.21-		
2008.01	105.11	105.11	.00	.00	.00	02/21/23	105.11-		
2009.01	105.11	105.11	.00	.00	.00	02/06/23	105.11-		
2010.03	105.11	105.11	.00	.00	.00	01/31/23	105.11-		
2011.05	77.74	77.74	.00	.00	.00	02/16/23	77.74-		
2013.01	105.11	105.11	.00	.00	.00	02/16/23	105.11-		
2014.01	105.11	105.11	.00	.00	.00	02/07/23	105.11-		
2015.02	19.54	196.19-	71.91	71.91	71.91		.00		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	105.11	105.11	.00	.00	.00	02/21/23	210.22-		
2017.01	105.11	105.11	.00	.00	.00	02/27/23	105.11-		
2018.01	77.74	77.74	.00	.00	.00	02/21/23	77.74-		
2019.01	105.11	105.11	.00	.00	.00	02/07/23	105.11-		
2020.01	132.52	132.52	.00	.00	.00	02/09/23	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	02/13/23	105.11-		
2022.01	132.52	132.52	.00	.00	.00	02/16/23	132.52-		
2023.03	77.74	77.74	.00	.00	.00	02/15/23	77.74-		
2024.01	105.11	105.11	.00	.00	.00	02/15/23	105.11-		
2025.02	141.21	141.21	.00	.00	.00	01/09/23	282.42-		
2026.02	325.33	115.11	105.11	105.11	.00	12/28/22	440.44-		
2028.01	105.11	105.11	.00	.00	.00	02/13/23	105.11-		
2029.01	105.11	105.11	.00	.00	.00	02/08/23	105.11-		
2030.01	155.48	77.74	77.74	.00	.00	01/30/23	77.74-		
2031.01	139.75	139.75	.00	.00	.00	02/27/23	139.75-		
2032.03	243.22	87.74	77.74	77.74	.00	12/22/22	77.74-		
2034.01	105.11	105.11	.00	.00	.00	02/09/23	105.11-		
2037.03	105.11	105.11	.00	.00	.00	02/08/23	105.11-		
2038.01	77.74	77.74	.00	.00	.00	02/21/23	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	01/25/23	120.11-		
2044.01	77.74	77.74	.00	.00	.00	02/21/23	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	01/10/23	46.41-		
2047.02	132.52	132.52	.00	.00	.00	02/14/23	132.52-		
2054.01	126.05	126.05	.00	.00	.00	02/27/23	340.00-		
2055.01	77.74	77.74	.00	.00	.00	02/13/23	77.74-		
2058.01	.10	.10	.00	.00	.00	12/27/22	233.22-		
2059.01	105.11	105.11	.00	.00	.00	02/16/23	210.22-		
2061.02	139.75	139.75	.00	.00	.00	02/08/23	139.75-		
2062.01	62.51	62.51	.00	.00	.00	02/06/23	62.51-		
2063.01	62.51	62.51	.00	.00	.00	02/21/23	62.51-		
2065.04	45.20	45.20	.00	.00	.00	02/23/23	145.60-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	125.02	62.51	62.51	.00	.00	01/26/23	62.51-		

Customer Number	Balance	02/28/2023	01/31/2023	12/31/2022	11/30/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2069.01	45.20	45.20	.00	.00	.00	02/06/23	45.20-		
2070.01	56.80-	56.80-	.00	.00	.00	02/13/23	62.51-		
2071.01	90.40	45.20	45.20	.00	.00	01/09/23	90.40-		
2073.01	46.41	46.41	.00	.00	.00	02/16/23	46.41-		
2077.01	159.70	79.85	79.85	.00	.00	01/17/23	79.85-		
2078.01	87.28	87.28	.00	.00	.00	02/16/23	87.28-		
2079.03	145.60	55.20	45.20	45.20	.00	12/22/22	145.60-		
2080.01	90.15-	90.15-	.00	.00	.00	02/23/23	170.00-		
2081.01	14.31-	79.56-	33.20	32.05	.00	12/20/22	230.00-		
2083.01	300.79-	360.31-	19.84	19.84	19.84		.00		
2084.01	105.11	105.11	.00	.00	.00	02/21/23	105.11-		
2085.02	248.71	248.71	.00	.00	.00	02/23/23	248.71-		
2086.01	77.74	77.74	.00	.00	.00	02/09/23	77.74-		
2089.02	155.48	155.48	.00	.00	.00	02/21/23	155.48-		
2093.02	248.30	124.15	124.15	.00	.00	01/24/23	139.23-		
2100.01	60.40	60.40	.00	.00	.00	02/13/23	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	02/21/23	105.11-		
2103.01	105.11	105.11	.00	.00	.00	02/21/23	105.11-		
2104.07	105.11	105.11	.00	.00	.00	02/16/23	105.11-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	105.63	105.63	.00	.00	.00	01/11/23	141.21-		
2106.01	.26-	.26-	.00	.00	.00	02/13/23	105.11-		
2107.01	56.64	56.64	.00	.00	.00	02/14/23	56.64-		
2109.03	77.74	77.74	.00	.00	.00	02/27/23	77.74-		
2110.01	221.70	77.74	77.74	66.22	.00	02/14/23	50.00-		
2113.01	105.11	105.11	.00	.00	.00	02/14/23	105.11-		
2115.01	105.11	105.11	.00	.00	.00	02/13/23	105.11-		
2119.05	105.11	105.11	.00	.00	.00	02/21/23	105.11-		
2120.01	105.11	105.11	.00	.00	.00	02/28/23	210.22-		
2121.01	62.51	62.51	.00	.00	.00	02/13/23	62.51-		
2122.05	182.85	182.85	.00	.00	.00	02/09/23	182.85-		
2123.01	60.94	60.94	.00	.00	.00	02/21/23	105.11-		
2124.01	105.11	105.11	.00	.00	.00	02/21/23	105.11-		
2125.02	62.51	62.51	.00	.00	.00	02/14/23	62.51-		
2126.06	155.48	77.74	77.74	.00	.00	01/24/23	77.74-		
2127.05	92.82	46.41	46.41	.00	.00	01/12/23	46.41-		
2128.02	516.85	115.11	105.11	105.11	191.52	02/07/23	120.00-		
2130.06	182.85	182.85	.00	.00	.00	02/06/23	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
2131.08	45.20	45.20	.00	.00	.00	02/21/23	45.20-		
2132.02	105.11	105.11	.00	.00	.00	02/14/23	105.11-		
3000.03	210.22	210.22	.00	.00	.00	02/21/23	210.22-		
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	02/21/23	77.74-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	87.28	87.28	.00	.00	.00	02/23/23	102.28-		
3005.02	210.22	105.11	105.11	.00	.00	01/19/23	105.11-		
3007.01	123.00	61.50	61.50	.00	.00	01/18/23	61.50-		
3009.01	132.52	132.52	.00	.00	.00	02/14/23	132.52-		
3010.01	210.22	105.11	105.11	.00	.00	01/30/23	105.11-		
3011.01	77.74	77.74	.00	.00	.00	01/25/23	155.48-		
3012.03	777.44-	777.44-	.00	.00	.00	02/07/23	900.00-		
3013.01	105.11	105.11	.00	.00	.00	02/09/23	105.11-		
3014.01	77.74	77.74	.00	.00	.00	02/21/23	77.74-		
3015.01	10.00-	10.00-	.00	.00	.00	02/06/23	253.22-		

Customer Number	Balance	02/28/2023	01/31/2023	12/31/2022	11/30/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3016.01	104.63	104.63	.00	.00	.00	02/08/23	105.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	182.85	77.74	105.11	.00	.00	01/04/23	210.22-		
3018.01	105.11	105.11	.00	.00	.00	02/21/23	105.11-		
3019.01	90.40	45.20	45.20	.00	.00	01/26/23	45.20-		
3021.01	45.20	45.20	.00	.00	.00	02/16/23	45.20-		
3022.03	125.02	62.51	62.51	.00	.00	02/02/23	62.51-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	56.64	56.64	.00	.00	.00	02/06/23	56.64-		
3024.02	46.41	46.41	.00	.00	.00	02/21/23	92.82-		
3025.02	105.11	105.11	.00	.00	.00	02/09/23	105.11-		
3026.01	210.22	105.11	105.11	.00	.00	02/09/23	105.11-		
3029.01	945.67-	1,089.49-	71.91	71.91	.00	12/12/22	1,261.00-		
3030.08	77.74	77.74	.00	.00	.00	02/13/23	77.74-		
3032.10	210.22	105.11	105.11	.00	.00	01/31/23	325.33-		
3034.01	77.74	77.74	.00	.00	.00	02/13/23	88.22-		
3035.01	98.08	98.08	.00	.00	.00	02/27/23	110.00-		
3038.01	50.37-	50.37-	.00	.00	.00	02/21/23	155.48-		
3039.02	266.20-	266.20-	.00	.00	.00		.00	Final	04/01/17
3039.04	170.47	170.47	.00	.00	.00	02/14/23	170.47-		
3040.01	105.00	105.00	.00	.00	.00	02/27/23	456.12-		
4000.01	141.21	141.21	.00	.00	.00	02/14/23	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	02/14/23	210.22-		
5001.01	360.88	6.44-	122.44	122.44	122.44		.00		
5005.01	44.72	44.72	.00	.00	.00	02/08/23	44.72-		
5006.01	260.44	180.44	80.00	.00	.00	02/14/23	100.44-		
5007.01	197.79	197.79	.00	.00	.00	02/16/23	205.85-		
5008.02	46.41	46.41	.00	.00	.00	02/01/23	92.82-		
5009.02	223.17	223.17	.00	.00	.00	02/13/23	223.17-		
5010.01	222.48	222.48	.00	.00	.00	02/16/23	222.48-		
5011.02	180.44	180.44	.00	.00	.00	02/06/23	180.44-		
5012.01	180.44	180.44	.00	.00	.00	02/09/23	180.44-		
5013.01	434.38	434.38	.00	.00	.00	02/09/23	434.38-		
5014.01	180.44	180.44	.00	.00	.00	02/09/23	180.44-		
5016.01	365.35	365.35	.00	.00	.00	02/09/23	373.41-		
5017.04	180.44	180.44	.00	.00	.00	02/13/23	180.44-		
5018.03	525.88	4.57-	474.27	56.18	.00	02/27/23	542.02-		
5019.03	187.80	187.80	.00	.00	.00	02/13/23	187.80-		
5020.01	44.72	44.72	.00	.00	.00	01/25/23	89.44-		
5021.01	105.11	105.11	.00	.00	.00	02/16/23	105.11-		
5022.01	44.72	44.72	.00	.00	.00	02/09/23	44.72-		
5023.02	180.44	180.44	.00	.00	.00	02/08/23	180.44-		
5025.01	105.11	105.11	.00	.00	.00	02/14/23	105.11-		
5027.01	44.50	44.50	.00	.00	.00	02/13/23	44.50-		
5029.01	281.70	281.70	.00	.00	.00	02/09/23	281.70-		
5031.04	360.88	6.44-	122.44	122.44	122.44		.00		
5039.01	180.44	180.44	.00	.00	.00	02/08/23	180.44-		
5041.03	225.16	225.16	.00	.00	.00	02/09/23	225.16-		
5043.01	962.24	962.24	.00	.00	.00	02/14/23	1,091.37-		
5046.03	135.72	135.72	.00	.00	.00	02/08/23	135.72-		
5047.01	1,173.14	1,173.14	.00	.00	.00	02/16/23	46.00-		
5049.04	180.44	180.44	.00	.00	.00	02/08/23	180.44-		
5052.06	1,162.20-	1,162.20-	.00	.00	.00	02/27/23	137.56-		
5055.01	753.20	34.85	674.15	44.20	.00	02/06/23	1,669.72-		
5057.01	508.40	508.40	.00	.00	.00	02/14/23	508.40-		
5058.02	200.06	200.06	.00	.00	.00	02/21/23	200.06-		
5059.04	180.44	180.44	.00	.00	.00	02/13/23	180.44-		

Customer Number	Balance	02/28/2023	01/31/2023	12/31/2022	11/30/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5061.01	135.72	135.72	.00	.00	.00	02/21/23	135.72-		
5062.01	160.86	160.86	.00	.00	.00	02/07/23	160.86-		
5064.02	197.78	197.78	.00	.00	.00	02/16/23	197.78-		
5066.03	44.72	44.72	.00	.00	.00	02/06/23	44.72-		
5067.03	180.44	180.44	.00	.00	.00	02/16/23	180.44-		
5074.06	2,996.93-	3,368.31-	290.46	80.92	.00	01/11/23	500.00-		
5076.01	712.63	712.63	.00	.00	.00	02/13/23	712.63-		
5077.03	180.44	180.44	.00	.00	.00	02/14/23	180.44-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5078.07	17.34	17.34	.00	.00	.00		.00		
5080.01	370.88	180.44	190.44	.00	.00	02/07/23	360.88-		
5083.08	149.23	56.41	46.41	46.41	.00	12/22/22	149.23-		
5089.01	386.92	193.46	193.46	.00	.00	01/10/23	383.92-		
5092.01	180.44	180.44	.00	.00	.00	02/16/23	180.44-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	1,198.20	333.82	333.82	323.82	206.74	02/16/23	550.00-		
5094.02	209.81	209.81	.00	.00	.00	02/14/23	209.81-		
5095.02	378.58	378.58	.00	.00	.00	02/14/23	378.58-		
5096.03	266.20	180.44	85.76	.00	.00	02/27/23	137.56-		
5097.01	92.82	46.41	46.41	.00	.00	01/17/23	270.66-		
5098.05	180.44	180.44	.00	.00	.00	02/16/23	180.44-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	210.22	105.11	105.11	.00	.00	01/26/23	105.11-		
6000.02	311.14	311.14	.00	.00	.00	02/07/23	311.14-		
6001.01	233.21	233.21	.00	.00	.00	02/08/23	233.21-		
6003.01	282.42	141.21	141.21	.00	.00	01/25/23	141.21-		
6004.02	77.74	77.74	.00	.00	.00	02/16/23	77.74-		
6005.03	105.11	105.11	.00	.00	.00	02/16/23	105.11-		
6006.01	233.21	233.21	.00	.00	.00	02/16/23	233.21-		
6007.02	225.16	225.16	.00	.00	.00	02/07/23	225.16-		
6008.01	523.27	523.27	.00	.00	.00	02/14/23	579.76-		
6009.03	206.48	206.48	.00	.00	.00	02/08/23	206.48-		
6010.02	196.44	196.44	.00	.00	.00	02/21/23	196.44-		
6011.02	210.22	210.22	.00	.00	.00	02/16/23	210.22-		
6012.01	77.74	77.74	.00	.00	.00	02/16/23	77.74-		
6013.02	105.11	105.11	.00	.00	.00	02/06/23	105.11-		
6014.01	265.04	132.52	132.52	.00	.00	01/10/23	425.86-		
6015.01	159.70	79.85	79.85	.00	.00	02/02/23	79.85-		
6016.08	77.74	77.74	.00	.00	.00	02/16/23	77.74-		
6017.02	155.48	155.48	.00	.00	.00	02/14/23	155.48-		
6018.01	272.11	272.11	.00	.00	.00	02/09/23	264.05-		
6019.02	266.96	266.96	.00	.00	.00	02/16/23	224.26-		
6021.02	77.74	77.74	.00	.00	.00	02/16/23	77.74-		
6022.02	105.11	105.11	.00	.00	.00	02/13/23	105.11-		
6023.01	237.55	210.22	27.33	.00	.00	02/27/23	185.00-		
6025.02	88.54	88.54	.00	.00	.00	02/23/23	127.08-		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	1,142.18	1,142.18	.00	.00	.00	02/21/23	1,109.90-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17
6027.04	125.02	62.51	62.51	.00	.00	01/18/23	197.53-		
6028.08	155.48	77.74	77.74	.00	.00	01/26/23	77.74-		
6029.01	179.44-	179.44-	.00	.00	.00	02/21/23	80.00-		
6031.02	155.48	77.74	77.74	.00	.00	01/19/23	77.74-		
6032.01	206.48	206.48	.00	.00	.00	02/09/23	206.48-		
6033.03	395.56	197.78	197.78	.00	.00	01/11/23	395.56-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	155.48	77.74	77.74	.00	.00	01/30/23	243.22-		
6041.02	105.11	105.11	.00	.00	.00	02/14/23	105.11-		

Customer Number	Balance	02/28/2023	01/31/2023	12/31/2022	11/30/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
7001.06	132.52	132.52	.00	.00	.00	02/06/23	132.52-		
7002.01	194.51	194.51	.00	.00	.00	02/09/23	194.51-		
7005.04	670.09	.00	.00	.00	670.09		.00	Final	05/03/12
7005.05	37.27-	37.27-	.00	.00	.00		.00	Final	11/01/13
7005.09	144.16	54.72	44.72	44.72	.00	01/12/23	44.72-		
7006.11	64.83	23.10-	29.31	29.31	29.31		.00		
7009.01	45.20	45.20	.00	.00	.00	02/23/23	135.60-		
7010.01	493.48	493.48	.00	.00	.00	02/09/23	493.48-		
7015.01	180.44	180.44	.00	.00	.00	02/09/23	180.44-		
7017.02	55.72-	55.72-	.00	.00	.00		.00		
7022.01	44.72	44.72	.00	.00	.00	02/09/23	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	02/27/23	77.74-		
7026.03	124.15	46.41	77.74	.00	.00	02/28/23	77.74-		
7029.01	26.30	26.30	.00	.00	.00	02/02/23	92.82-	Final	02/17/23
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	89.44	44.72	44.72	.00	.00	01/09/23	89.44-		
7041.01	.01	.01	.00	.00	.00	12/13/22	134.16-		
7044.01	1.49	1.49	.00	.00	.00	12/14/22	44.72-	LL Disc	
7044.02	41.74	41.74	.00	.00	.00	02/23/23	89.44-		
7046.02	141.21	141.21	.00	.00	.00	02/27/23	141.21-		
7047.01	44.72	44.72	.00	.00	.00	02/07/23	44.72-		
7052.02	77.74	77.74	.00	.00	.00	02/15/23	77.74-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.05	150.96	77.74	73.22	.00	.00	01/24/23	160.00-		
7054.01	177.32	177.32	.00	.00	.00	02/09/23	177.32-		
7057.02	26.04	26.04	.00	.00	.00	02/09/23	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	14.41	14.41	.00	.00	.00	02/13/23	47.41-		
7060.01	180.44	180.44	.00	.00	.00	02/09/23	180.44-		
8001.01	2,380.90	2,380.90	.00	.00	.00	02/08/23	602.80-		
8004.03	1,440.83	1,440.83	.00	.00	.00	02/06/23	1,471.59-		
8010.01	377.70-	377.70-	.00	.00	.00	02/07/23	70.00-		
8012.03	52.97	52.97	.00	.00	.00	02/08/23	52.97-		
8014.03	581.68	290.84	290.84	.00	.00	01/11/23	581.68-		
8015.02	252.00	252.00	.00	.00	.00	02/01/23	252.00-		
8022.03	2,844.00	2,844.00	.00	.00	.00	02/06/23	2,844.00-		
8023.02	267.52	267.52	.00	.00	.00	02/09/23	267.52-		
8028.01	347.36	.00	.00	.00	347.36		.00	Final	03/31/12
9999.01	8,784.02-	8,784.02-	.00	.00	.00		.00	Final	01/01/22
Grand Totals:									
	53,691.79	23,028.71	7,913.58	2,081.60	20,667.90				



Jerome Volunteer Fire Department

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

Fire Chief's Report

Month: February Year: 2023

Calls by Type	Number	Resident	Non-Resident
EMS Calls	8	4	4
Residential Fire	0	0	0
Commercial Fire	1	0	1
Wildland	0	0	0
Still Assignment	3	3	0
Station Staffing	0	0	0
Citizen Assist	5	3	2
Agency Assist	6	4	2
Special Duty	4	4	0
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	1	1	0
HazMat	1	1	0
Dispatch Error	0	0	0
Totals:	29	20	9
Total Calls Chief on Scene	24		
Total JFD Meetings Chief Attended	6		

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

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 238.25
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Fire Chief Meetings	Date
Fire Marshals Meeting	2/1/23
Verde Valley Chief's Meeting	2/1/23
Yavapai Chief's Meeting	2/14/23

Education, Summer Semester:

- Rick has begun his semester at Southern Colombia University, taking courses on Fire Behavior and Fire Investigation, as well as Local workshops on Leadership and Initial Attack on wildfires.
- Carl Whiting attended a Firewise Advisor Class on February 27th. Recertifying him as a Firewise Advisor.

- Carl Whiting attended a six-hour training on FLSA for volunteer and combination fire departments.
- Carl Whiting is currently working on achieving a certification through the NFPA as a Community Wildland Fire Mitigation Specialist.
- We have signed up 3 for the Arizona Wildland Academy, Carl Whiting, Brigham Peterson, and John Krmpotich.
- We will be attempting to host a Rope Ops and Tech class on the 19th of March through the 25th.
- We had six members attend a 24-hour EMT refresher course, Allen Muma, Carl Whiting, Marty and Lana Stan, Sierra Hutchinson, and Chad Hembrough.

Additional Training:

- On Thursday 5PM February 2nd we had a business meeting with an Epinephrine Refresher, conducted by Muma.
- On Thursday 5PM February 9th we conducted Truck Pumping Training with Giles.
- On Thursday 5PM February 16th we conducted an Extrication Overview Training with Muma.
- On Thursday 5PM February 23rd we conducted training on ICS-100 with Whiting.
- On Saturday 9AM February 25th we conducted Training on Personal Rope Skills with Muma and Lee.

Department Affairs and On-going Projects

- Our February call volume is down by 5 calls over last February's 34 calls, totaling 29 calls this month. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- Jerome Fire has been working with the Town crew to restore the water tanks and water lines to full capacity due to the right-hand tank on Cleopatra hill having a leak on the bottom of the tank. We are looking into getting the tank repaired. Continued work should be beginning sometime in March.
- I've been monitoring all the water tanks daily throughout the months. To ensure we have water overflow, in addition to filling the sunshine hill tanks. At this point all the water tanks are full, other than the one that needs repair.
- Jerome Fire and the Town Crew have Also been working together on addressing the problems with the Cantilevered Sidewalk on Hampshire Ave. The holes have been patched and we are repairing sections of the sidewalk. We will be continuing efforts as soon as it warms up.
- We met with a coordinator for a new grant from the state. If our application is accepted, we will receive a new program to organize calls among agencies and units on the fireground, 3 PCs for the program for command vehicles as well as have our subscription paid by the state. We are in the final stages and hoping to hear updates shortly.
- Jerome Fire has purchased a \$10,000 public safety drone using auxiliary funds. This drone has dual Cameras with FLIR (Thermal Imaging) capability. This drone will be able to serve both the Fire department and the Police Department in many different aspects, including Fire spotting, Search and rescue, Patient location and more. A roster of potential Pilots is also being developed to begin training. 3-5 Pilots total between both FD and PD.
- Jerome Fire Department Auxiliary has contributed over \$80,000 Dollars for equipment to the Department over this last fiscal year. We greatly appreciate our Auxiliary and all their continued efforts supporting us. Some of the items purchased include the new Polaris, Mobil Radios for our apparatus and Portable radios, Swift water rescue equipment, Rope equipment.
- In February we held our annual Fire extinguisher servicing on the 8th and 9th. This is available to all our residents and businesses, and many of them utilized this service.
- We have begun our new budget process for the upcoming year.
- The Annual NAEMS Grant is coming up shortly and we are beginning our application process. We use this grant to assist in restocking our needed medical supplies as well as mitigating the cost of EMT refresher

training. This year we're hoping to use some of the funding to replace the AED Pads throughout town, as they are expiring soon.

- JFD has received information on the PAWUIC grant. It has been granted to us and we have till 2025 to make full use of it for fuels mitigation of 20 Acres near the Sewage plant.
- We have recently had a meeting with Cottonwood Dispatch regarding our future with them.
- JFD is Hoping to update its bylaws to extend membership to areas beyond Jerome, based off of attendance. This is in hopes of increasing retention and participation in JFD's Volunteers.
- We have received some information back on our new Dodge F550 for Wildland. Unfortunately, some parts have been recalled and it has been delayed until at least April. We hope to hear more soon.

Prevention

- We have had a total of 14 Firewise activities and visits to the burn pile in February with 17 loads of trimmings, slash, and brush for a total of 71 combined Jerome's citizen hours. As well as 2 total hours from our Fuels Crew and Adult Probation. We are currently managing a crew of 2 Firewise personnel. If you need assistance, and have not filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.

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

February Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
J-20	2/1/23	4:30:00 PM	Thur	Citizen Assist Resident	69 YOM - Lift Assist	2
23-13	2/4/23	11:45:00 PM	Sat	MVA/Rescue Resident	Single Vehicle Collision - Noninjury	3
J-21	2/5/23	1:00:00 PM	Sun	Citizen Assist Non-Resident	Vehicle Lockout	2
23-14	2/7/23	7:33:00 PM	Tue	EMS Non-Resident	Unknown Medical - Syncope	6
23-15	2/10/23	12:24:00 PM	Fri	EMS Non-Resident	45 YOM - Unknown Medical - Leg pain	5
J-22	2/10/23	2:00:00 PM	Fri	Hazmat	Clean Up Biohazard	1
J-23	2/14/23	6:30:00 PM	Tue	Special Duty Resident	Prepare Vehicles for Winter Storm	2
23-16	2/14/23	7:05:00 PM	Tue	Still Assignment Resident	Power Line Arcing	5
J-24	2/14/23	10:00:00 PM	Tue	Still Assignment Resident	Monitor Arcing Powerline	2
23-17	2/15/23	4:58:00 AM	Wed	EMS Non-Resident	~60 YOF - Unknown Medical	4
J-25	2/15/23	8:00:00 AM	Wed	Special Duty Resident	Remove Ice Hazard	2
J-26	2/15/23	10:00:00 AM	Wed	Agency Assist Non-Resident	Assist W/ Oversized Vehicle	3
J-27	2/16/23	8:00:00 AM	Thur	Special Duty Resident	Ice Hazard Removal	2
J-28	2/16/23	12:00:00 PM	Thur	Citizen Assist Resident	Flooding Conditions	2
J-29	2/16/23	1:00:00 PM	Thur	EMS Resident	45 YOM - Blood Glucose	2
J-30	2/16/23	5:00:00 PM	Thur	Citizen Assist Resident	Flooding Conditions	2
J-31	2/16/23	7:15:00 PM	Thur	Agency Assist Resident	Assist JPW W/ Broken Water Line	2
23-18	2/17/23	8:43:00 AM	Fri	Commercial Fire	Canceled Enroute	4
23-19	2/18/23	3:13:00 PM	Sat	EMS Non-Resident	26 YOF - Syncope - Unknown Medical	7

23-20	2/19/23	5:33:00 PM	Sun	Special Duty Resident	Water Leak - Burst Pipe	3
J-32	2/21/23	1:45:00 PM	Tue	EMS Resident	78 YOM - Lift Assist	1
23-21	2/21/23	6:49:00 PM	Tue	EMS Resident	78 YOM - Fall	4
J-33	2/23/23	10:15:00 AM	Thur	Citizen Assist Non-Resident	Vehicle Lockout	2
J-34	2/23/23	1:30:00 PM	Thur	Agency Assist Resident	Assist W/ Trash before Storm	2
J-35	2/23/23	2:30:00 PM	Thur	Agency Assist Resident	JPW Sinkhole at Town Hall	2
J-36	2/23/23	3:00:00 PM	Thur	Agency Assist Resident	JPW Assisted with Backhoe Blocking Clark St.	2
J-37	2/24/23	3:45:00 PM	Fri	Still Assignment Resident	Downed Power Line	2
23-22	2/27/23	1:50:00 PM	Mon	EMS Resident	77 YOF Possible Stroke	5
J-38	2/28/23	12:00:00 PM	Tue	Agency Assist Non-Resident	Assist JPD W/ Vehicle Escort	1
Incident	Date	Time	Day of week	Select Type	Additional Info	#

February 2023 Burn Pile Log

JC stands for Jerome citizens

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# crew	JC# Hrs.	JC Total Hrs.
2/1/2023	209 3rd St				0	1	1	2	2
2/6/2023	400 Lower Bell				0	1	2	3	6
2/7/2023	209 3rd St				0	1	1	2	2
2/7/2023	400 Lower Bell				0	1	2	3	6
2/8/2023	400 Lower Bell				0	2	2	5	10
2/9/2023	400 Lower Bell				0	2	3	3	9
2/10/2023	40 Rich St.				0	1	2	4	8
2/10/2023	105 Douglas Rd.				0	1	1	2	2
2/16/2023	300 Lower Bell				0	1	2	2	4
2/16/2023	500 Douglas Rd.				0	1	2	3	6
2/17/2023	209 3rd St				0	1	2	3	6
2/20/2023	619 Center				0	1	1	2	2
2/23/2023	200 Diaz		1	2	2	1			0
2/28/2023	110 Dundee				0	2	2	4	8
		0	1	2	2	17	23	38	71
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

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

Jerome Library Staff Report, February 2023

Reviewed outdated Non Fiction items.

Shifted multiple categories of Library items.

Reviewed New Search engine on the Yavapai Library Network Portal.

Facilitated Network and Computer system's updates.

Serviced Library equipment that had been shut down during snow storm.

Reviewed Cataloging Meeting Minutes regarding subject headings and updated to the Instruction Manual.

Created Budget report for the 23/24 Library Budget.

Reviewed E-rate Licensing document for new Firewall.

Created class descriptions for March/April Community Art Classes.

Respectfully submitted

Kathleen Jarvis, Jerome Library



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: March 6, 2023

More and more snow, but the courts stayed busy for February. Due to the snowstorm last week, financials are one week behind, but will be available for the Council's review next month.

As anticipated, the updated civil traffic information sheet is now in use. Other templates and court information continues to be updated and improved for use by the public in-person and on our website.

Also due to last week's snowstorm, the court security assessment scheduled for Thursday, March 2 was rescheduled to Friday, March 10. In addition to the goals for this review discussed in last month's report, I hope to evaluate the court's readiness to apply for an AOC sponsored Court Security Improvement Grant for fiscal year 2024. If we are not prepared for this grant cycle, my hope is that we will be well postured for an application in 2025.

Adjustments to the court's budget were discussed with and submitted to the town manager. I look forward to completing the process and remain available for discussion as the budget process continues.

Although the court was closed for the holiday, court staff spent a portion of President's Day with police staff engaged in a thoughtful presentation from a vendor offering possible solutions to move the parking ticket enforcement project forward. I am grateful to have been included in the discussion and welcome continued collaboration with the police department and establishing a new timeline for implementation.

While the snowstorm seemed to stall some things, we are happy to report that the snow did not cause any scheduled hearings to be delayed or postponed, thanks to our upgraded court technology. Defendants, attorneys, and court staff successfully navigated the remote appearance platforms allowing cases to move forward without unnecessary delay.

We are grateful to be part of a caring community and endeavor to always put service and justice first.



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

February 2023 PUBLIC WORKS MONTHLY REPORT

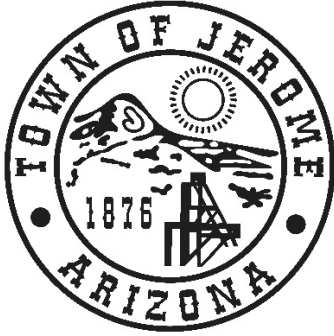
NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Paint parking stripes through "Downtown" area.
- Wash and clean vehicles.
- Fix lights at Town Hall.
- Fix sewer line on Gulch School.
- Patchwork on Second, Fifth, and School St.
- Pothole for water valve on Lower Bell.
- Fix rock wall on Hull St.
- Sewer issue on Third St. (took a couple of days).
- Reinstall new meter and meter box on Douglas Rd. for United Verde Exploration.
- Chainsaw safety class (for some)
- Oil changes on town vehicles and side by sides.
- Check for frozen pipes Wand thaw frozen pipes.
- We did a lot of "drives through town" checking storm drains and fallen rocks during these wet times.

- Fix a water break from a frozen pipe.
- A lot of plowing, salting, and shoveling sidewalks for snow removal.



TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME,
ARIZONA 86331

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

FEBRARY 2023 STAFF REPORT

From: Melanie Atkin, Finance Manager

To: The Mayor and Council

Accounting Duties:

- ❖ Worked with Kristen to process the weekly imports, which accounts for A/R transactions made with checks, credit cards, and cash.
- ❖ Worked with Kristen to process two payrolls through our new software, Caselle.
- ❖ Worked with Kristen to make the necessary monthly postings for Admin Charges and supplemented Water, Sewer, Police, and HURF departments with transfers from the Parking and General Funds.
- ❖ Worked with Kristen to run monthly fund, departmental, and vendor reports.
- ❖ Worked with Kristen to run daily bank statements, making the necessary journal entries to balance the daily bank reconciliations.
- ❖ Worked with Kristen to complete accounts payable invoices, checks, and reports.

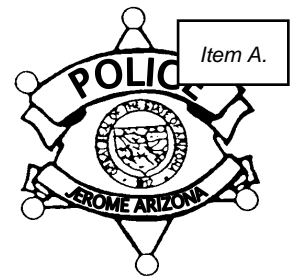
HR Duties:

- ❖ Helped some employees with benefit related questions.



JEROME POLICE DEPARTMENT

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



March 5, 2023

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for February 2023.

The February "Calls for Service" report contained no significant single incidents to reports. Call volume for February was slightly above average. We did encounter a motorcycle that committed several serious traffic offenses, including felony endangerment charges, who fled from officers with the chase ending when the motorcycle struck our police car in Clarkdale.

The parking kiosks brought in \$23,077.95 for the month of February 2023. In comparison to last year's revenue of \$24,832.95 for the same time period. The reduced amount is likely related to the significant number of bad weather days we encountered this year. Fiscal year to date (7/01/22 through 2/28/2023) kiosk revenue is \$208,662.45 (which does not include cash taken at office in the amount of \$480.00).

There were 286 parking citations that were issued for the month of February. There were 34 speed citations, 1 DUI, 1 reckless, 25 traffic related citations and 5 criminal citations (2 disorderly and 2 assaults).

Respectfully,

Allen L. Muma, Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 03/08/2023

Page :

Agency :

1

Item A.

Calls For Service Totals By Call Type

02/01/2023 to 02/28/2023

Call Type	Totals	
205	Trespass	2
410	Criminal Damage	1
459A	Burglar Alarm	1
470	Fraud	1
500	Welfare Check	1
647B	Suspicious Vehicle	1
903	Follow-Up	13
908F	Found Property	2
908L	Lost or Stolen Property	1
909	House Check	1
961	Accident - No injuries	1
AA	Agency Assist	1
ACPD	Assist Clarkdale PD	1
AF	Assist Fire Department	1
AYCSO	Assist YCSO	7
CA	Citizen Assist	1
CO	Call Out	3
CRT	Court Appearance	1
DRAL	Dogs Running at Large	1
DUI	Driving Under the Influence	1
ES	Escort Services	2
FF	Family Fight	1
HR	Hit & Run Accident	1
HS	Hazardous Situation	1
HSE	Hampshire Speed Enforcement	9
INFO	Information	3
LIT	Littering	1
ME	Medical Emergency	3
NOISE	Noise Complaint	1
OA	Officer Assist	2
OT	Oversize Truck	10
PARK	Parking Complaint	2
PE	Parking Enforcement	22
PS	Civil Paper Service	1
REC	Reckless Driver	2
SC	Security Check	9
SLC	Street Light Check	2
SS	Suspicious Situation	2
TRN	Training	2

Item A.

File Attachments for Item:

A. Minutes are provided for information only and do not require any action.



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Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, March 14, 2023

Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- Regular Meeting of February 21st, 2023

Meeting was postponed in order to repost the site after having been notified that the site posting at 121 3rd Street was gone or removed.

Design Review Board- Regular Meeting of February 28, 2023

Meeting was cancelled due to no agenda items.

Board of Adjustment- Nothing to report, no meeting for February 2023.

Code Enforcement- Small matters regarding signage were looked into, as well as possible road obstructions and code enforcement issue on Dundee Ave.

Administrative Approvals-

Nothing to report for January 2023.

Other Business-

Completed the Parking Inventory survey for the Commercial (C-1) district, and was able to digitally represent the data using Google Earth. The map contains highlighted sections organized by the type of parking, with the actual counts overlaid. Began distribution of the first rough draft of the Jerome Design review guidelines. Despite sections that are still being written, I am requesting comments on the content that is currently completed or nearing so. I am still working with the Historical Society to wrap up additional sections. GIS software purchase is delayed, as I am sorting out the spec's for the computer that is required to run the software, but data collection continues regardless. I have been planning a day, with Chief Blair and Barry Wolstencroft, to explore a list that Chief Blair made, of a dozen properties that could possibly be threatened. The intention is to identify, and then assist residents and property owners to abate hazards and do meaningful repairs that align with SOI standards to maintain and preserve these properties.

Lastly a number of items are nearing completion that have been delayed for many months. Cornish Pasty has submitted their designs for the new wall signage, and this item should be up for review this month.

File Attachments for Item:

A. Consider Approval of the February 20, 2023, Rescheduled Regular Council Meeting Minutes



TOWN OF JEROME

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

Item A.

DRAFT MINUTES

Rescheduled Regular Meeting of the Jerome Town Council Council Chambers, Jerome Town Hall 600 Clark Street, Jerome, Arizona Monday, February 20, 2023, AT 7:00 P.M.

<p>ITEM #1: 7:00 (0:01)</p>	<p>CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 7:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Brett Klein called the roll. Present were Mayor Alex Barber, Vice Mayor Jane Moore, and Councilmembers Jack Dillenberg, Sage Harvey, and Sonia Sheffield</i> <i>Staff Present included Town Manager/Clerk Brett Klein and Deputy Clerk Kristen Muenz.</i></p> <p><i>Mayor Barber explained that the meeting was rescheduled from the original date of February 14, 2023, due to adverse weather and a power outage.</i> <i>For the convenience of those present, it was decided that item #9, the Executive Session, would be moved up. The items appear here in their original order.</i></p>																																										
<p>ITEM #2: 7:00 0:48</p>	<p>PROCLAMATIONS <i>Teen Dating Violence Awareness Month (Mayor Barber will read or summarize the proclamation provided by the Verde Valley Sanctuary)</i> <i>Mayor Barber read a summary of the proclamation, which highlighted statistics on the number of young people in abusive relationships and the importance of raising awareness and providing education. Establishing a Teen Dating Awareness month will benefit young people, their communities, and schools. Ms. Barber proclaimed February 2023 as National Teen Dating Violence Awareness and Prevention month. She called the question to approve the proclamation and it was unanimously approved.</i> <i>Vice Mayor Jane Moore mentioned the proclamation was sponsored by the Verde Valley Sanctuary, and they have both a website and phone number for contact.</i> <i>Ms. Barber said she would like to summarize by saying we all need to be nice to each other and keep an eye on our people to be sure everyone is treating each other correctly.</i> <i>Councilmember Jack Dillenberg said he is glad they are focusing on youth, but let's not put aside the fact that in the news there is horror at all age levels. He said it is sad where we are as a country, picking on people for sexual preferences or whatever the difference. He said he is in full support of this proclamation to make sure teenagers can be in a secure and protected environment.</i> <i>Ms. Moore said, stop the violence.</i> <i>Ms. Barber agreed with Dr. Dillenberg and Ms. Moore.</i> <i>Councilmember Sage Harvey said that bullying in any way, shape, or form is unacceptable.</i></p> <p>Motion to approve proclaiming February as National Teen Dating Violence Awareness Month</p> <table border="1" data-bbox="380 1530 1382 1661"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SHEFFIELD</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY			X				MOORE			X				SHEFFIELD			X			
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SHEFFIELD			X																																								
<p>ITEM #3: 7:20 6:12</p>	<p>FINANCIAL REPORTS Financial Reports for January 2023 <i>Ms. Harvey said she had one question. For clarification she asked if the Short-term rental item on page 4 referred to fees for STR licenses, which was confirmed. There were no other questions and Ms. Harvey motioned to approve the Financial Reports.</i></p> <p>Motion to approve Financial Reports for January 2023</p> <table border="1" data-bbox="380 1864 1382 1992"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SHEFFIELD</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				SHEFFIELD			X			
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SHEFFIELD			X																																								
<p>ITEM #4: 7:20 (6:50)</p>	<p>STAFF AND COUNCIL REPORTS</p>																																										

Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, Fire Chief, and Council members.

Mr. Klein highlighted some items on his report. He said we transitioned to a new credit card processor and our costs are down 50%. The mayor and staff met with representatives of APS and soon we should see some samples of fixtures; there will be 2 different types of fixtures in the locations closest to Town Hall so people can see them. On STR licenses, Mr. Klein explained that Attorney Sims said we have bent over backward in fairness and now it is time to enforce the ordinance.

Reading from Mr. Klein's report, Ms. Harvey added congratulations to Kathleen Jarvis for 20 years of service, Will Blodgett for 1, and Ricardo Hernandez for 3 years. She said she will point out that we are down every month except September, it is a downhill trend for retail, restaurants, and bars.

Ms. Harvey wished to comment on her concern about the CAT transport sign that was installed across the street from the Historical Society. She said it confuses handicap, they pull in and back out because they are not sure if or when they should park there. Ms. Harvey said she also does not think they are picking any people up at that location. When the program started, she said Ms. Sheffield mentioned concerns with people using the transport to come up and hang out. Ms. Harvey said that an elderly gentleman is doing that and one time, he came up and was stuck here, so he began harassing people for rides. She also wanted to bring to everyone's attention that Public Works had reported they welded holes on the back of garbage truck. She said we budgeted for a garbage truck and asked for an update.

Mr. Klein briefly explained the bidding process for procuring a garbage truck. He said that we are on a waiting list to get a truck within our budget.

Councilmember Sonia Sheffield asked for clarification as to whether the 11 riders per week on the CAT transport meant for the entire route, or just to and from Jerome.

Mr. Klein replied yes, that is to and from Jerome, they are keeping eye on the new line. We are averaging about 10 to 12 each week per month, which was more than expected. There is a lot of ridership otherwise, but those numbers are just for Jerome.

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			

ITEM #5:
7:27 (13:33)

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

Minutes are provided for the information of Council and do not require action.

Zoning Administrator Will Blodgett was not present at the meeting.

Mr. Klein said that something to note, that would impact the petition and the regularly planned P&Z meeting for the next day, was confirmation from Attorney Sims that the meeting would have to be postponed. Staff posted the site previous to the meeting, but that sign has gone missing.

There was some general discussion as how best to post the signage.

Ms. Harvey wanted to bring to everyone's attention that she was present at the last DRB meeting, and the Tamale Ladies house will be demolished. She said it was a hard decision for several of the commissioners to make that decision, but we have known it needed to be fixed for about 15 years and it came down to safety. Ms. Harvey said she wanted everyone in town to know that it will happen so that they are not shocked when it happens.

Ms. Barber said it is a sad state of affairs that our Fire Department wrote a letter saying the Tamale Ladies house is ready to be demolished. She mentioned a list of other properties that need help and said that if property owners do not take care of things, we have historic preservation funds that we can put into place. However, it is only \$50,000 and we cannot do anything for these properties with that amount. She asked for people to take care of their properties before they become unsavable.

Ms. Moore said that she had a question for Mr. Blodgett: could letters be sent to these properties? Several councilmembers agreed with this suggestion.

Mr. Klein responded that staff had discussed it at the Department Head meeting. He said that we are making a point of sending a First Notice and following procedures from there.

Ms. Moore suggested asking for plans, and Dr. Dillenberg suggested giving them a time limit of up to 90 days to respond.

Mr. Klein explained that there are guidelines to be followed.

Ms. Moore said that she had read in the ZA report where somebody had abstained from voting without giving a reason. She asked if it was possible that a reminder of the rules regarding abstentions could go out to the boards?

Mr. Klein replied that it would be a great time because we may get new appointments to some boards.

Ms. Muenz asked if Ms. Moore was referring to recent minutes and said that she would have included specific reason for abstention if one had been given.
 Ms. Moore brought up Revised Statutes and Roberts Rules. She said that usually someone will abstain because they were not at the last meeting or did not have enough information, and although it is not made clear in the law, it would be helpful.
 Ms. Harvey said she believed that at one time, we could not abstain from a vote without a valid reason because we wanted clear yes and no votes.
 (20:08) Jerome resident Nancy Robinson said that she was present at the DRB Special meeting, and she said that obviously, letters were not sent to property owners before they were mentioned publicly. Also, she wanted to know how much pressure would be on the Town because the Chief submitted the list. Ms. Robinson said she was taken aback that list was in the public record. She said she understood the Chief talking about the Tamale Ladies house, put mentioning these other properties she fears will put the town in a time restraint; she felt it was putting the cart before the horse. She said that the properties should get notification before becoming public knowledge. Ms. Robinson said she wanted to mention her concern that now the town is more liable.
 Ms. Moore thanked Ms. Robinson for her input.

ITEM #6:
7:35 (21:46)

APPROVAL OF MINUTES
December 13 Regular Meeting

Motion to approve Minutes as submitted

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

ITEM #7:
7:36 (22:20)

PETITIONS FROM THE PUBLIC

Jerome resident Mandy Worth submitted a petition to speak but was unable to attend the meeting. She asked that her letter be verbally read and entered into the public record. Mayor Barber asked Vice Mayor Moore to read the letter to which Ms. Moore agreed. The letter was addressed to the mayor and council members and dated February 20th. It contained Ms. Worth’s concerns on Staff, Council, and Boards maintaining consistent levels of enforcement of policies and procedures. She also recommended more oversight for Staff. The full draft of this letter will be entered into the public record.
 Ms. Moore said that council cannot address this, but she wanted some clarification or specific instances that Ms. Worth might be referring to.
 Ms. Barber said that we are allowed to respond to criticism. As to pushing items to vote without full vetting, Ms. Barber said she does not think we do that. She commented that Ms. Worth lives in Michigan now and wondered if people had been contacting her. She thanked Ms. Worth for her time being Vice Mayor, on the council, and for her petition.

ITEM #8:
7:41 (27:38)

ORDINANCES AND RESOLUTIONS

ITEM #8A: CONSIDER FIRST READING OF ORDINANCE NO. 488, USE OF PUBLIC SEWERS AND SEWER PRETREATMENT PLAN
 Council may conduct first reading of Ordinance No. 488

Ms. Barber read the ordinance in title only.
 Mr. Klein explained that this was a proactive response to the WWTP that won’t exist for 18 to 24 months. Many provisions and stipulations contained in this ordinance will be requirements of any lending agency, as we continue to seek money including the interim loan and bonds. He said that this one was taken from several different communities that have worked with Pace, and it has been vetted by legal and by engineers, and has very similar plans to the one we will be constructing.
 Ms. Moore said that she had talked to Henry McVittie because he runs our sewer treatment facility, and she was happy to hear what he had to say. We don’t have much industrial waste, but we might in the future, so she thinks it is a great thing. We also don’t have recreational vehicles dumping sewage, but you never know about the future, so we are being proactive. Ms. Moore said the other thing she talked about with Mr. Klein and Mr. McVittie was to change the wording that the Public Works Director is the one that can OK different things. She thought it should probably, at the very least, be in conjunction with the person running the sewer facility and is responsible for signing off legally for us. Ms. Moore said that even if it read Town Manager, it needs to be stated in there, “in conjunction with the Sewer Treatment Operator.”
 Mr. Klein confirmed that we can update the wording, but we should definitely leave the Public Works Director in because he or she is a town employee, and we can anticipate contracting the wastewater operations for the foreseeable future.

Ms. Moore said that a Public Works Director may not have the credentials to approve things like licensing. She said she made note of all the places to update; she then listed sections that she would like edited.

Ms. Harvey said that she has a couple things. First, in 11 4 8 F, she read in part, “no person shall discharge...” and she said she had written, examples? But then saw examples in 11 49, and suggested it say “as described in. She then asked about the “unusual” wording in section 11 4 9 24 B, and asked if there can be some clarification as to what is unusual. Referencing section 11 4 8 H, Ms. Harvey said she does not believe anyone should be pumping into our treatment plant, period, even after we get a new one. There are facilities for that in the valley, and sewage pumpers should do their dumping at their business locations.

Mr. Klein responded that it was there as a potential source of revenue, it doesn’t eliminate, but says it could be an option. He does not foresee it happening and could remove it, but wanted to explain the rationale for having it in. He said the treatment plant won’t be used at capacity in the beginning so allowing it could be a source of revenue.

Dr. Dillenberg clarified that just because it was included, we do not have to do it.

Ms. Harvey mentioned that she also felt there was a conflict between parts d and f in section 11 4 12, about coming into compliance. She read a portion of the section about grease trap standards.

Ms. Barber commented that would be nice to have on Main Street so that our manholes do not blow out.

Mr. Klein replied that he will work on the wording of the ordinance, and we will bring it back for a second reading.

Dr. Dillenberg asked to clarify that we have held the first reading, based on the discussion we just held.

Mr. Klein confirmed that it had been read and he had received direction.

Ms. Moore pointed out that, referring to Ms. Harvey’s comment on unusual BOD’s, there is a level.

Ms. Harvey looked at the section Ms. Moore mentioned and agreed that the level was clarified.

7:53 (38:58)

ITEM #8B: CONSIDER RESOLUTION NO. 649, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, APPROVING THE DESIGNATION OF APPLICANT’S AUTHORIZED REPRESENTATIVE AND ALTERNATE AUTHORIZED REPRESENTATIVE FORMS SUBMISSION TO THE ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS, WHICH DESIGNATES THE CITY’S REPRESENTATIVES FOR APPLYING FOR CERTAIN PUBLIC ASSISTANCE; AND AUTHORIZING THE APPLICANT’S AUTHORIZED REPRESENTATIVES TO EXECUTE AND DELIVER SAID APPLICATION ON BEHALF OF THE TOWN OF JEROME

Council may consider and approve Resolution No. 649

Ms. Barber read the resolution in title only.

Mr. Klein asked if council would like some background information. He explained this is provided by the Federal Government so that we can utilize their forms. Briefly, he said we are about to get our share of ARPA funds, and someone needs to sign off as our representative. Other times there may be site investigations or field examinations and it would be most appropriate for our Public Works Director to be the Alternative Representative, so that is why Mr. Klein was listed as the Representative and Marty Boland as the Alternative.

Motion to approve Resolution No. 649, the Designation of the Applicant’s Authorized Representative as Brett Klein and Alternate Authorized Representative as Martin Boland

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

ITEM #9:

UNFINISHED BUSINESS

7:05 (5:25)

EXECUTIVE SESSION – CONSIDERATION OF THE POTENTIAL RECEIVING OF BIDS FOR THE POSSIBLE SALE OF TOWN PROPERTY

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03(A)(3);(4); and (7)

It was decided to move item #9 up for the convenience of the Town Attorney and those present.

Motion to enter Executive Session at 7:06 p.m.

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

Council moved out of Executive Session at 7:20 p.m.

7:54 (40:53)

ITEM #9A: CONSIDER NOTICE TO SELL TOWN PROPERTY

Council may discuss and provide direction /approval for staff to list a section of a parcel of Town-owned property for sale following the legal requirements for municipalities to sell land / accepting of bids and proposals.

Mr. Klein explained briefly that the Town is considering selling part of parcel that is adjacent to the Haunted Hamburger restaurant. As the property is Town owned, this notice is required by Arizona Revised Statutes, it must be published twice and made available to anyone. He said we will also make it available on our website and, if it should pass the vote, it has to be available to anyone, not just residents of Jerome. He explained that if we choose to move forward, the Notice of Intent to Sell will get published.

Dr. Dillenberg said that he would like to motion.

Ms. Barber said she would like to provide direction to sell it at fair market value.

Mr. Klein replied that will all be done later; this is just for receiving proposals.

Ms. Moore asked, what is the monetary limit for selling Town property before a public hearing?

Mr. Klein answered that he believes it is \$500,000 or \$1.5 million, either way, we are well short of that amount.

Ms. Moore said that she just wanted to be sure that was clear to people because it used to be only \$100,000.

Ms. Barber said that we can make it public that we are considering selling a piece of Town Property and asked if any members of the public would like to speak. Hearing no public comments, the vote was taken.

Motion to approve listing a section of a parcel of Town-owned property for sale

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

7:57 (43:07)

ITEM #9B: DISCUSSION ON CENTER AVENUE COBBLESTONES AND FUTURE USE

Council may discuss and provide direction /approval for staff in terms of what they would like to see done with the cobblestones in relation to the construction improvements project for the Center Avenue Project.

Ms. Barber introduced the item and said that we had money set aside, originally \$750,000 before Covid, to work on Center Avenue. She asked Mr. Klein for the current estimate for the work.

Mr. Klein responded that the estimate is now at 2 million, plus; we would be seeking further grants.

Ms. Barber said we have historic cobblestones, and we are not sure how deep the cobblestones are. Stonemasons in the 1800's they did a beautiful job with the cobblestones but now we don't have anyone willing to work on them. We want to save and keep them somehow; I do not think we should throw them away, we should do something with them.

Ms. Harvey said that in her opinion, Center Street is shot and saving the road as cobblestone is not going to be valid. She said she spoke with her general manager who went to Italy and watched people installing cobble roads with much smaller stones. She said it will cost us 10 times as much to reset them correctly. If we are going to pull them up, fix the infrastructure underneath and pave the road normally, we should save the cobblestones to repair other streets or rock walls. They should be kept in town and used, but she said she was pretty sure that Center will need to be paved once everything is pulled up.

Dr. Dillenberg agreed with Ms. Harvey's points and said the issue becomes, what is the safest thing for the town? Building the road in a safe manner is important. He said he loves the idea of saving the stones, and we may be able to use them for a special wall or monument. But his top priority is a safe road.

Ms. Muenz explained the Public Works Director Martin Boland had mentioned ways to use the stones.

Ms. Harvey suggested using them to repair the stairs.

Ms. Moore said that she would like them saved, and we can use them for the streets we've identified that we would prefer remain cobblestone. The history of the safety of cobblestone on those steep roads is good, those should not be paved over.

Ms. Harvey agreed and, referencing the streets between Center and Verde, said the cobblestones should be kept for repairs to those streets.

Ms. Moore suggested that perhaps we could identify someone who is able to do this type of work.

Ms. Barber said she would like to give direction to save the cobblestones and move forward with the Center Avenue project.

Jerome resident Mark Krmpotich suggested that we make sure that whoever paves Center Avenue works on the transition between the asphalt to the cobblestones because that will fall apart the fastest. The project may require some engineering construction.

Council thanked Mr. Krmpotich for his input.

Motion to direct Staff to save the cobblestones and move forward with the improvements to Center Avenue						
COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
SHEFFIELD	X		X			

ITEM #10: NEW BUSINESS

8:03 (49:25) ITEM #10A: CONSIDER APPROVAL OF A HVAC PREVENTATIVE MAINTENANCE AGREEMENT FOR JEROME TOWN HALL

Council may approve an annual preventative maintenance agreement for the HVAC system at Town Hall.
Ms. Harvey said she was amazed that we did not already have an agreement and Dr. Dillenberg said that he would move we go forward with Moyer's.

Motion to approve an annual preventative maintenance agreement for the HVAC system with Moyer's

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

8:04 (49:58) ITEM #10B: CONSIDER APPROVAL OF A PROPOSAL FOR A WATER RATE UPDATE AND WASTEWATER RATE STUDY

Council may approve a proposal for a water / wastewater rate update and study.
Mr. Klein explained that it is important to point out that this is fully funded by the USDA grant. In two years, whatever formula the council chooses and whatever burden will be put commercial and residential users, it is going to increase. The sooner this rate study is done, using real world numbers giving you different scenarios, the sooner we can start adjusting the rates and not have it hit all at one time.
Ms. Barber asked, when we had the last rate study done, didn't we have a forecast for how much it should go up each year?
Mr. Klein replied that most of this is due to the wastewater, there is an update because of that. Most of the impact of wastewater is geared off water usage.
Ms. Harvey clarified that when we had Pace do the commercial rate study, they also looked at residential. Why are we having to put out between \$18,000 to \$30,00 to do it again?
Ms. Barber agreed that we recently had Dan Jackson of Willdan do a study.
Mr. Klein responded that it is because of the Wastewater Treatment Plant, which will have an impact on wastewater rates.
Ms. Harvey asked, can you tell me how much of the grant is set aside for this?
Mr. Klein explained that there were discretionary funds of about \$600,000 for fees, studies, and Financial Advisory services.
Ms. Harvey said then it will easily cover either option. She pointed out that staff preferred going with Economist.com because they were less expensive.
Mr. Klein said that is Dan Jackson that the town has worked with before, it is his own company.
Ms. Harvey said that it seems like Willdan is more explanatory, and they cover more things. She said she would like to go with the cheaper of the two options to be fiscally responsible, but she can also see the value in their service.
Mr. Klein said that Mr. Jackson's proposal looked almost identical to Willdan's, which would have been confusing, so it was changed before the council meeting. He said that Clarkdale just hired him under Economist.com and he does good work and knows the town. His proposal is the stock proposal.
Ms. Barber clarified that his proposal was for the \$18,000 as opposed to the other option. She expressed concerns about spending more money for a study, despite them being USDA funds.
Ms. Moore replied that she would also have expressed similar concerns, but she spoke to Mr. Klein prior to the meeting.

Motion to approve listing a Proposal for a Water Rate Update and Wastewater Rate Study with Economist.com

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

8:09 (55:11) ITEM #10C: CONSIDER BOARD AND COMMISSION APPOINTMENTS
 Council may consider and make appointments / reappointments to fill seats on the Planning and Zoning Commission; Design Review Board; and Board of Adjustment

Mr. Klein explained that subsequent to his staff report, he was informed that Board member Carol Wittner will continue to serve if council chooses. That leaves all others that are incumbents desirous to serve other than Chris Babbage.

Ms. Harvey said that she spoke with Chris Babbage, and he said he gave a verbal resignation. He has no intention to come back to the board, he has been doing it for over 25 years and is done.

Mr. Klein said we have received one application, and the applicant is eager to serve if you so choose.

Ms. Barber commented that we would be lucky to have her.

Ms. Harvey expressed concern that she hasn't read the Town Code, Zoning Ordinance, or General Plan. When you are going to be sitting on board and making a decision, it would behoove the person, the board, and this town, to be familiar.

Ms. Barber asked, can we put a stipulation in that we didn't like that she said she hasn't read it and if she reads them, she can be put on a board?

Mr. Klein explained that she was talking to Will Blodgett one day and volunteered, and that was months ago so perhaps she has read them since.

Dr. Dillenberg asked if she could be interviewed.

Mr. Klein responded that we cannot add requirements that we do not put on any other candidate.

Ms. Moore said that there used to be a lengthier application. She mentioned that Joni Savage once said she would serve on a board, have we received an application from her?

Mr. Klein said we had not.

Ms. Harvey said that she would like to bring up again that, looking through Planning & Zoning, that we have one member that has technically missed 4 meetings and another that has missed 3 in 12 months. If they volunteered and we put them in the position with good faith, she said she would appreciate that they finish out their terms and show up for meetings because we need a quorum for people to vote.

Ms. Moore added that it is not up to the manager to appoint board members, it is up to council. She said usually they are at the meeting if they would like to be appointed.

Ms. Barber asked if there was a Board of Adjustment meeting scheduled for this month and Ms. Muenz said there currently was not.

Ms. Harvey asked which board the applicant had applied to, perhaps DRB?

Ms. Barber said it looked like it was for all 3. She asked Mr. Klein to reach out to her, ask if she has read the documents, and ask her to be present at the next meeting so we can appoint her. She asked, who will reach out to the other board members and thank them for continuing to serve? For the new member, it would be nice if she could be present at the next meeting. Let's invite her to join us next month. Ms. Barber said Jera Peterson, Chuck Romberger, Tyler Christensen, Brice Wood, Carol Wittner, and Margie Hardie would all like to be reappointed. If the new applicant could join us next month, we can congratulate her.

8:15
(1:01:45)

ITEM #10D: CONSIDER APPROVAL OF AN ENGINEERING SERVICES AGREEMENT WITH CIVILTEC ENGINEERING, INC.

Council may approve an engineering services agreement for the repair of Water Tank #2.

Ms. Barber introduced the item and said it is for the repair of Water Tank #2. She asked about the time frame.

Mr. Klein explained that there is a delay because some training must be completed first.

The councilmembers expressed that we want to get the project moving forward.

Motion to enter approve an Engineering Service Agreement with Civiltec Engineering Inc.

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

8:16
(1:02:52)

ITEM #10E: CONSIDERATION OF FINANCIAL ADVISOR PROPOSALS

Council may approve a proposal for a Town Financial Advisor or provide direction to staff.

Ms. Barber asked, is this something we really need? Could we save \$30,000? She asked Mr. Klein to explain why we need a Financial Advisor.

Ms. Harvey said the PFM is only \$15,000 a year, and that is what we pay for parking enforcement. To have someone to financially advise us for things like the Wastewater Treatment Plant, and on water rates, in the long run, it is going to save us money from having to hire.

Dr. Dillenberg said he believes it is worth the investment to try it, perhaps for a 6-month commitment.

Ms. Sheffield asked, wasn't a Financial Advisor someone we determined could help put some part of the Hotel Jerome into use?

Mr. Klein said that yes, their job is to provide advice to save the town money.

Ms. Moore said that her understanding is that we need to have a Financial Advisor as part of the WWTP grant.

Mr. Klein said they have to both review our bond issue and set up interim loan financing.

Ms. Harvey commented that it would be much cheaper to have them as staff than to try and contract them later. Ms. Moore asked to clarify that the grant funds for the Sewer Plant would cover part of cost. She said there are 2 options, do we need to interview them?
 Mr. Klein said it is difficult to compare the two options. They will be able to explain it better, one is a Financial Advisor, and one is an Underwriter. He briefly explained the differences and said that it is not a rush decision. We can have them come and give a short presentation.
 Ms. Moore asked, we could make our decision after interviews?
 Mr. Klein said that if that is the way we want it to go, it would be appropriate to table the item until we can set up interviews with the council.

Motion to table the item until Interviews can be set up with Council

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

8:21
(1:01:14)

ITEM #10F: CONSIDER PROVIDING AUTHORIZATION TO STAFF TO APPLY FOR A RAISE GRANT FOR THE CENTER AVENUE PROJECT

Council may provide authorization for staff to apply for a RAISE grant including working with a grant writer.
 Ms. Barber introduced the item and Ms. Harvey motioned to approve.
 Ms. Barber said this decision is a no-brainer, we need Center Avenue and the monies to complete it.

Motion to approve providing Authorization to Staff to Apply for a Raise Grant for the Center Avenue Project

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

8:22
(1:07:57)

ITEM #10G: CONSIDER A RATE OF PAY CHANGE FOR THE TOWN ATTORNEY

Council will consider and may approve a rate of pay increase for the Town Attorney.
 Ms. Barber explained that Town Attorney Bill Sims has been at same rate of pay for last 10 years. She said she read in the Verde Independent that from 2020 to 2023, the housing market has gone up by 60% in the Verde Valley. This man has had the same hourly rate for 10 plus years and he will probably leave if we do not.
 Dr. Dillenberg asked what the rate change would be.
 Ms. Harvey pointed out the information in the Staff Report and said it will be a \$50 per hour raise.
 Ms. Moore asked, when is the contract coming before us again?
 Mr. Klein replied that it can come before us at any time. Sometimes it is beneficial for the community to not lock in for a period of time, but if you would like agreement, that is fine. Otherwise, he is operating under the same agreement with this term change for compensation should you choose. Mr. Klein said that if there are other terms to be adjusted or revisited, he would be happy to provide the agreement so that you can determine if we would like to make changes. Under this method, he could leave with limited notice other than professional courtesy and you could also make a change should you so choose.
 Ms. Barber, asked what was the original term?
 Mr. Klein answered that it was originally for 2 years, and then continued. This would just be for the rate of pay.
 Dr. Dillenberg said we are talking a \$50 rate of pay raise, that is 40% raise.
 Ms. Harvey reminded him that Mr. Sims has not had a raise in 10 years.
 Mr. Klein said it works out to 3% per year.
 Ms. Moore asked, do we have an estimate of how many hours we use him and how and how much this will increase the budget?
 Mr. Klein replied that we have not utilized his services much recently and we are under budget in all legal items.

Motion to approve a Rate of Pay Increase for the Town Attorney

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

8:26
(1:12:05)

ITEM #10H: CONSIDER AMENDMENT NO. 1 TO OWNER ENGINEER AGREEMENT IN THE AMOUNT OF \$37,231.00 FOR APPROVING A SCOPE OF WORK FOR A CLASS III CULTURAL SURVEY WITH LOGAN SIMPSON DESIGN CONTINGENT ON USDA-RD CONCURRENCE

Council will consider approval of the agreement amendment and requisite Class III Cultural Survey for the WWTP Upgrade site.

Ms. Barber introduced the item and said this is also for the Sewer project.
 Mr. Klein explained that USDA RD needs to provide concurrent approval. We were lucky that they had an opening, and it could have cost us 6 to 12 months in delay, so they are on-site with all entities.
 Ms. Harvey asked, this is also covered by the grant?
 Mr. Klein confirmed it was covered with the grant contingency. As soon as the grant is finalized, you will get updated reports. Right now, we have more than enough to cover these items that are planned for.
 Ms. Harvey said that we did suspect that it would have to happen at their request in order to move forward, so she will make a motion to approve.

Motion to approve the Agreement Amendment and Requisite Class III Cultural Survey for the WWTP Upgrade Site

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

8:28
(1:14:00)

ITEM #10I: EXECUTIVE SESSION – CONSIDERATION OF A WAGE ADJUSTMENT FOR THE DEPUTY CLERK

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03(A)(1)

Motion to enter Executive Session at 8:28 p.m.

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

Council moved out of Executive Session at 8:42 p.m.

ITEM #11:
8:43
(1:14:28)

TO AND FROM THE COUNCIL

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

Ms. Moore wanted to talk about some of the new bills in legislature. She mentioned Senate Bill 1117 which she said was about changing zoning; it negates some residential zoning and could allow buildings to be built that don't go before design review. She said she could forward the information to Mr. Klein. She asked Ms. Barber if she had emailed about it.

Ms. Barber confirmed that she sent emails to all legislators on the list sent by the League of Cities and Towns because the League said they are against this and highly recommended contacting the Senator. She said it was about larger cities, and sometimes when they blanket the laws, it can be bad for the small towns.

Ms. Moore said it would be something she would like the entire council weighing in on. It has the potential to impact all towns, taking away cities and town's ability to do what is best. Also, Ms. Moore said that Nikki Check would like to present to council on having the Upper Verde given wild and scenic designation.

Mr. Klein confirmed that she would like 10 minutes to present before Council.

There was some further discussion about wild and scenic designation and how it is done.

Dr. Dillenberg asked, is there a cost to the town?

Ms. Moore said no. Ms. Check already has approval from others and just wants to present to the town what the designation means. She said there may be some opposition, but she thinks it is good to hear her out. She asked, how would we go about weighing in on the bills?

Mr. Klein briefly explained how we might respond when we see a bill that causes concern.

Ms. Moore commented that when they eat away at municipalities ability to decide what is best for us, it is bad.

Ms. Barber said that when they blanket a law, we are different than any other town, so it hurts us every time. In the last 5 years they are reaching out more and more.

There was more general discussion about contacting legislators about concerns.

Dr. Dillenberg said he is going to be looking at some health issues that we have talked about for a while. He said that things have been crazy at Northern Arizona Health, he spoke with the CEO, and he would like to do some homework and see what they can do. He said he wants us to be able to take care of our citizens. We have space and we can get donations, and volunteers and that would be a wonderful service for our citizens. Dr. Dillenberg said he will start focusing on that in April.

Ms. Sheffield and Ms. Harvey said they did not have items to add.

ITEM #12: ADJOURNMENT

Motion to adjourn at 8:53 p.m.

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

APPROVE:

ATTEST:

Alex Barber, Mayor

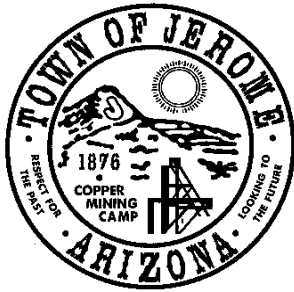
Brett Klein, Town Manager/Clerk

Date: _____

File Attachments for Item:

A. Consideration and Possible Action on Second Reading of Ordinance No. 488, Use of Public Sewers and Sewer Pre-treatment Plan and to Adopt and Publish

Council will consider and may approve the second and final reading of Ordinance No. 488.



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TOWN OF JEROME

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Item A.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #8A: Consider Second Reading of Ordinance No. 488 Use of Public Sewers and Sewer Pretreatment Plan – Adopt and Publish**

MEETING DATE: March 14, 2023

Summary:

The construction of the new wastewater treatment plant is on the horizon and could be completed as early as 2024. The proposed ordinance amendment takes into consideration the new plant and items that the Town has intended to add to the wastewater code. Lenders have certain requirements that must be outlined and this seeks to proactively address any concerns and provide a framework for future considerations. This ordinance has been reviewed by engineers, staff, contracted staff and has evolved from and received input from other communities. All proposed Council Member changes from the first reading have been implemented.

Fiscal Impact:

None at this time.

Recommendation

Staff recommends approval of the Wastewater Code Amendment, Ordinance No. 488.

ORDINANCE NO. 488

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 11-4, “USE OF PUBLIC SEWERS” OF THE JEROME TOWN CODE

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

Section 1. Article 11-4, is hereby amended and replaced in its entirety with the following:

11-4: Use of Public Sewers and Sewer Pretreatment Plan

Chapter 11

Sewer

Article 11-4

Use of Public Sewers and Sewer Pretreatment Plan

Article 11-4 Use of Public Sewers and Sewer Pretreatment Plan

- 11-4-1 Purpose
- 11-4-2 Intent
- 11-4-3 Administration
- 11-4-4 Authority to Enforce
- 11-4-5 Enforcement Jurisdiction of Town
- 11-4-6 Abbreviations
- 11-4-6 Definitions
- 11-4-7 User Requirements
- 11-4-8 Prohibited Discharges
- 11-4-9 Local Limits
- 11-4-10 Town’s Right of Revision
- 11-4-11 Pretreatment Facilities
- 11-4-12 Disposal of Pretreatment Sludge
- 11-4-13 Significant Non-Compliance a Civil Violation
- 11-4-14 Severe Non-Compliance a Criminal Violation
- 11-4-15 Interference with Enforcement Procedure

Article 11 – 4 Use of Sewers and Sewer Pretreatment

11-4-1 Purpose

This article sets forth uniform requirements for users of the Publicly Owned Treatment Works for the Town of Jerome, hereinafter referred to as "town" and enables the town to comply with all applicable state and federal laws, including the Clean Water Act (33 United States Code §1 251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations, Part 403). The objectives of this article are to:

- A. Prevent the introduction of pollutants into the Publicly Owned Treatment Works that will interfere with its operation and efficient functioning of its parts;
- B. Prevent the introduction of pollutants that are inadequately treated into the Publicly Owned Treatment Works, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- C. Protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- D. Promote reuse and recycling of industrial wastewater and sludge away from the Publicly Owned Treatment Works;
- E. Enable the town to comply with its Arizona Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other federal or state laws to which the Publicly Owned Treatment Works is subject;
- F. Promote waste minimization and pollution prevention; and,
- G. Protect the environment.

This article shall apply to all persons discharging to the Publicly Owned Treatment Works. This article establishes discharge prohibitions/limitations; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; established administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

11-4-2 Intent

This chapter is intended to:

- A. Establish pollutant discharge limits for wastewater discharged into the Publicly Owned Treatment Works;
- B. Establish the authority for the Town Manager to designate a Director of Public Works in conjunction with the Wastewater Operator to implement and enforce the provisions of this code;
- C. Establish a requirement for the pretreatment of wastewater that does not meet the pollutant limitations;
- D. Establish steps the town will use to monitor and enforce the discharge limitations to

protect water and bio-solids resources; and,

- E. Establish special procedures for receiving and processing discharges from septic pumpers.

11-4-3 Administration

- A. The provisions of this code shall be administered and enforced by the Town Manager or the designated Director of Public Works in conjunction with the Wastewater Operator, and such other officers or employees of the town as the Town Manager may approve, direct, or designate.
- B. The designated Director of Public Works in conjunction with the Wastewater Operator shall be responsible to develop, implement and enforce policies, procedures, and/or guidelines to ensure the water reclamation facility pretreatment design, permitting, and discharge limitation requirements are met by all users of sewer system.
- C. As such, a written inventory or survey of each significant industrial user will be conducted to determine permit status.
- D. Results of the survey or inventory will be analyzed and appropriate measures will be established, in the form of an industrial wastewater permit, to ensure the Publicly Owned Treatment Works is protected.

11-4-4 Authority to Enforce

Authorization for the regulations set forth in this chapter is granted to the Town of Jerome pursuant to Arizona Revised Statutes §9-240(B)(5)(a) as such may be amended from time to time.

11-4-5 Enforcement Jurisdiction of Town

Jurisdiction for enforcement of the regulations set forth in this chapter is granted to the Town of Jerome pursuant to Arizona Revised Statutes §9-240(B)(25)(b) as such may be amended from time to time and all proceedings to enforce the provisions of this article, whether civil or criminal, shall be in the Town of Jerome Magistrate Court.

11-4-6 Abbreviations

The following abbreviations, when used in this chapter, shall have the designated meanings:

- ADEQ - Arizona Department of Environmental Quality
- AZPDES - Arizona Pollutant Discharge Elimination System
- BMPS - Best Management Practices
- BOD - Biochemical Oxygen Demand
- CFR - Code of Federal Regulations
- COD - Chemical Oxygen Demand
- EPA - U.S. Environmental Protection Agency
- Gpd - gallons per day
- IU - Industrial User
- mg/l - milligrams per liter
- NPDES - National Pollutant Discharge Elimination System

- POTW - Publicly Owned Treatment Works
- RCRA - Resource Conservation and Recovery Act
- SIU - Significant Industrial User
- TSS - Total Suspended Solids
- ug/l - micrograms per liter
- U.S.C. - United States Code

11-4-7 Definitions

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the following definitions/meanings hereinafter designated.

Act or “the Act” means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. § 1251 *et seq.*

Alert level means the concentration or loading at which a contaminate in the liquid or solid products of the POTW must be reported to regulators prior to a violation in the permit.

AZPDES means the Arizona Pollutant Discharge Elimination System.

Best Management Practices or BMPS means schedules of activities, pollution treatment practices or devices, prohibitions of practices, good housekeeping practices, pollution prevention, waste minimization, educational practices, maintenance procedures, or other management practices or devices to prevent or reduce the amount of pollutants entering the Publicly Owned Treatment Works.

Biochemical Oxygen Demand or BOD means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20° centigrade, usually expressed as a concentration (e.g., mg/l).

By-pass means the intentional diversion of wastewater flows from any portion of a treatment process or the POTW.

Categorical Pretreatment Standard or Categorical Standard means any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. § 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

Clean Water Act means the Federal Water Pollution Control Act, as amended, 33 United States Code § 1251 *et seq.*

Concentration means the chemical and physical results indicating the amount of a characteristic in a defined unit of mass.

Contaminant means any chemical, biologic mass, metal or non-metal that at some concentration may become a pollutant or combine with any other characteristic of the wastewater to become a pollutant.

Control Manhole means an access point into the sanitary sewer for the purpose of collecting a representative sample of wastewater discharge to determine compliance with this chapter. Access points used as control manholes will be approved by the water

utilities manager.

Discharge means the disposal of sewage, pollutants, suspended solids, wastewater or any liquid from any user into the wastewater sewer and treatment system of the town.

Discharge Limit means the concentration or loading defining the limitation of acceptable discharge of a contaminant in the liquid or solid products to a POTW.

Environmental Protection Agency or EPA means the U.S. Environmental Protection Agency, the federal agency charged with enforcement of the Clean Water Act.

Existing Source means any source of discharge, the construction or operation of which commenced prior to the publication by EPA of proposed categorical pretreatment standards, which will be applicable to such source if the standard is thereafter promulgated in accordance with Section 307 of the Act.

Garbage means solid wastes from the preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

Grab Sample means a sample which is taken from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.

Grease Trap or Interceptor means a device used to separate oil, grease, and sand or any flammable wastes from wastewater.

Indirect/ Discharge or Discharge means the introduction of pollutants into the POTW from any Nondomestic Source regulated under any laws, rules or regulations of the United States, the State of Arizona or any political subdivision thereof.

Industrial Process Water. means any liquid, pollutants, regulated substance, free-flowing waste, including polluted cooling water, resulting from any industrial or manufacturing process or from the development, recovery or processing of natural resources, with or without suspended solids, discharged from any non-single-family residential source.

Industrial User means any facility that discharges wastewater into the town's sewer system, including industrial facilities, commercial businesses, government agencies, food service and medical facilities, wastewater haulers, multi-family housing units consisting of five or more units, and or any other facility that is not designated as a single-family residential user.

Interference means a discharge, which alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of any applicable NPDES or AZPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent state or local regulations: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

Nondomestic Source means discharges of any substances other than human excrement and household gray water derived from the ordinary living process of residential family homes.

Pass Through means a contaminant or pollutant that may pass through and exit the POTW in concentrations that result in a violation or an alert of any end disposition of the liquid or solid products of the POTW. This shall include any contaminant or pollutant that may combine with any other characteristic of the wastewater and pass through the POTW that results in a violation of any end disposition of the liquid or solid products of the POTW.

Person means any individual, partnership, co-partnership, firm, company, corporation, limited liability company, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all users and all federal, state, and local governmental entities.

pH means a measure of the acidity or alkalinity of a solution, expressed in standard units.

Pollutant means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, commercial food waste including but not limited to fats, oils, and grease, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

Pretreatment means any concentration of contaminants that exceeds the established discharge limits, including but not limited to: solid waste; incinerator residue; sewage screenings; sewage sludge; chemical wastes; biological materials; radioactive materials; pesticides; herbicides; fertilizers and other agricultural chemicals; munitions; petroleum products; heat, rock, sand, and industrial, municipal and agricultural garbage; wrecked or discarded equipment; cellar dirt and mining waste; industrial, municipal and agricultural wastes; or any other liquid, solid, gaseous, or any other hazardous substances discharged into the POTW.

Pretreatment Device means equipment, material or structures to reduce, eliminate, or alter the nature of pollutant properties in wastewater before, or in lieu of, introducing pollutants into the POTW.

Pretreatment Sludge means the waste byproduct from a commercial or manufacturing process that is removed as the result of cleaning the pretreatment device, including but not limited to plating sludge, decant water, silt, sand, fats, oil and grease and solids.

Pretreatment Standards or Standards means prohibited discharge standards, categorical pretreatment standards, and local limits as may have been established pursuant to the laws or regulations of the United States, the State of Arizona, or of the town.

Prohibited Discharge Standards or Prohibited Discharges means absolute prohibitions against the discharge of certain substances and limitations on others; these prohibitions appear in Section 12-8-9 of this chapter.

Properly Shredded Garbage means garbage that has been shredded to a degree that all particles will be carried freely under the flow conditions normally prevailing in sanitary sewers, with no particle greater than one-quarter inch in any dimension.

Publicly Owned Treatment Works or POTW means a “treatment works,” as defined by Section 212 of the Act (33 U.S.C. § 1292) in which the town owns an interest. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.

Septic Pumps means any mobile wastewater collection provider or contractor in the business of removing and disposing of septic waste.

Septic Tank Waste means any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

Severer Non-Compliance means any willful, negligent or major violation of this code, or the documented, habitual failure of any sewer system user to comply with the meaning or intent of this code.

Sewer means a pipe or conduit that carries sewage to the publicly owned treatment works.

Significant Industrial User means:

- Any industrial user that is designated as such and required to obtain a permit by the Director of Public Works in conjunction with the Wastewater Operator, on the basis that the industrial user has the potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement; or
- Any industrial user that is subject to Categorical Pretreatment Standards as established by the EPA; or
- Any industrial user that discharges an average of 25,000 gallons per day or more of process wastewaters; or
- Any industrial user that contributes a process waste stream that makes up 5% or more of the average dry weather hydraulic or organic capacity of the POTW.

Significant Non-Compliance means any single, accidental discharge resulting in an upset, or bypass caused by a user of the sewer system, or any minor failure of any sewer system user to comply with the meaning or intent of this chapter.

Severe Non-Compliance means multiple, meaning more than two, accidental discharges resulting in an upset, or bypass caused by a user of the sewer system, or minor failures of any sewer system user to comply with the meaning or intent of this chapter.

Storm Water means any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

Suspended Solids means the total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering or measurable by laboratory process.

Upset means any incident in which there is unintentional and temporary noncompliance with discharge limits or alert limits because of factors beyond the reasonable control of

the user. An upset is the chemical, biochemical, biological or physical failure of a process to properly treat or control the quality of the wastewater discharged to a sewer, or the liquid and solid products discharged from a POTW. An *upset* does not include a failure due to consistent operational error, improper design of treatment facilities, inadequate treatment facilities, inadequate preventative maintenance, or careless operation.

User or Industrial User or Nondomestic User means a source of discharge into the POTW from a nondomestic use.

Wastewater means liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

Wastewater, Sludge or Biosolid means the solids or semisolids, residues and precipitate separated from or created in wastewater.

Wastewater Treatment Plant or Treatment Plant means that portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

11-4-8 User Requirements

- A. No person shall uncover, make any connections with, open into, use, alter or disturb any part of the POTW, or appurtenance thereof, without first obtaining written approval from the town.
- B. No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any part of the POTW, or appurtenance thereof.
- C. All users of the POTW within the town shall be in compliance with the requirements of this chapter.
- D. Users of the sewer system will be required to follow, at their own expense, any policies, procedures or guidelines established by the town to ensure adherence to the proper pretreatment and discharge limitation requirements.
- E. No person shall discharge, or cause to be discharged, any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water, swimming pool water, or unpolluted industrial process waters to any sanitary sewer, without complying with the requirements of this chapter.
- F. No person shall discharge, or cause to be discharged, any pollutant or wastewater that causes pass-through or interference of the treatment process as outlined in Section 11-4-9..
- G. Any person considered a non-residential or industrial user shall not discharge, or cause to be discharged, any industrial wastewater directly or indirectly to the POTW, without first meeting with town staff to complete an inventory or survey of discharges and potential discharges, then staff shall determine if the user shall be categorized as:
 - 1. Non-significant industrial user:

After conducting the survey, if town staff determines the user to be a non-significant industrial user, the user may discharge wastewater into the POTW, providing they remain in compliance with this chapter in its entirety; or,

2. Significant industrial user:
 - a. After conducting the survey, if Town staff determine the user to be a significant industrial user, the user will be required to comply with all pretreatment requirements before discharge of wastewater into the POTW can occur; and,
 - b. Additionally, any costs associated with adhering to the permit, such as testing, pretreatment, maintenance of facility equipment, and reporting shall be at the user's expense.

- H. No wastewater hauler or septic pumper shall discharge septic waste or other wastes into the POTW without first obtaining approval from the town based upon the following:
 1. If permitted, wastewater haulers or septic pumpers shall be required to discharge hauled waste at town-designated disposal points only;
 2. The Director of Public Works in conjunction with the Wastewater Operator shall develop and administer specific guidelines as to the procedure that shall be followed by wastewater haulers; and,
 3. Guidelines shall include, at a minimum, the current fee schedule, disposal procedure, testing requirements, and designation of a disposal site.

- I. It shall be a violation of this chapter for anyone to discharge wastewater, industrial wastes, industrial process waters, or hauled wastewater anywhere within the town limits other than at a designated POTW disposal site or connection.

11-4-9 Prohibited Discharges

- A. General Prohibitions. No person shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all persons discharging to the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.

- B. Specific Prohibitions. No person shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
 1. Any liquid or vapor having a temperature higher than 150° F at the point of discharge, or 104° F at the treatment plant headworks.
 2. Any water or waste that may contain more than 100 milligrams per liter by weight, including: fat, mineral, organic oil, grease, or any waste that may form persistent oil emulsions.
 3. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gases:
 - a. Waste streams with a closed cup flashpoint of less than 140° F (or 60° C),

- using the test methods specified in 40 C.F.R. pt. 261.61; or,
- b. Pollutants that exceed 10% of the lower explosive limit at any point within the POTW for any single reading, or more than 5% for any two consecutive readings.
4. Any solid waste or viscous matter:
 - a. Any garbage or vegetable parings of any kind; not to include discharges from domestic garbage disposals; or,
 - b. Any ashes, cinder, sand, mud, straw, shavings, metal, glass, rags, feathers, tar plastic, wood, paunch manure, grits such as brick, cement, stone carbide or any other solid or viscous substance capable of causing obstruction to the flow in sewers, or other interference with the proper operation of wastewater treatment facilities.
 5. Any waters or wastes having a pH lower than 5.5 or higher than 9, or having other corrosive property capable of causing damage or hazard to structures, equipment and personnel of wastewater treatment facilities.
 6. Any pollutant, including oxygen-demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or concentration that, either singly or by interaction with other pollutants, that will cause interference with the POTW.
 7. Any water or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, or create any hazard in the receiving waters of the wastewater treatment facilities. This includes noxious or malodorous liquids, solids or gases that, either singly or by interaction with other wastes:
 - a. Are sufficient to create a public nuisance or a hazard to life; or
 - b. Are sufficient to prevent entry into the sewers for maintenance and repair; or
 - c. May result in the presence of toxic gases, vapors or fumes within the POTW in a quantity that may cause acute worker health and safety problems; or
 - d. Are sufficient to cause the effluent (alone or in conjunction with other sources) to fail a toxicity test.
 8. Any waters or wastes containing suspended solids of a character or quantity that requires unusual attention or expense for their handling in the wastewater treatment facilities.
 9. Any noxious or malodorous gas or substance capable of creating a public nuisance.
 10. Any waters or wastes containing strong acid, pickling wastes or concentrated plating solutions whether neutralized or not.

11. Any wastewater, pollutants or septage tracked or hauled at discharge points that have not been designated and permitted by the Department of Public Works.
12. Any waste or water containing metals, such as copper, lead, mercury, chromium and cadmium, that cannot be destroyed or broken down through treatment.
13. Any waste or water containing toxic organic chemicals, such as solvents, pesticides, dioxins and polychlorinated biphenyl chemicals (PCB s), that cause interference or pass-through.
14. Wastewater imparting color that cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently impart color and/or unsetttable solids to the treatment plant's effluent, thereby violating any applicable NPDES or AZPDES permit.
15. Wastewater containing any radioactive wastes or isotopes, except in compliance with applicable state or federal regulations.
16. Detergents, surface-active agents or other substances that may cause excessive foaming in the POTW.
17. Pollutants that will cause excessive corrosive structural damage to the POTW beyond that which is normally associated with the treatment of wastewater.
18. Any of the following prohibited substances:
 - a. BHC-Alpha.
 - b. BHC-Beta
 - c. BHC-Gamma (Lindane)
 - d. Chrysene
 - e. Heptachlor Epoxide.
 - f. Polychlorinated Biphenyl Compounds (PCBs).
 - g. Phenanthrene.

19. More than the maximum allowable daily discharge limits of the following substances: (This subsection modifies 13.09.100)

Pollutant	Mass Concentration	Sampling Method
Arsenic	100 ug/1	Composite
Barium	10 mg/1	Composite
Benzene	130 ug/1	Grab
Boron	5000 ug/l	Composite
Cadmium	47 ug/1	Composite
Chlorine (total)	10 mg/l	Grab
Chloroform	420 ug/l	Grab
Chromium	1200 ug/1	Composite
Copper	100 ug/l	Composite
Cyanide	d00 ug/l	Grab
Cyanide (amenable to chlorination)	50 ug/l	Grab
Iron	1500 ug/l	Composite
Lead	500 ug/1	Composite
Manganese	83 mg/l	Composite
Mercury	4.6 ug/1	Composite
Methylene Chloride	4200 ug/l	Composite
Nickel	3980 ug/1	Composite
Oil and Grease (TPH)	100 mg/l	Grab
Phenols	0.05 mg/1	Grab
Selenium	100 ug/1	Composite
Silver	500 ug/1	Composite
Sulfides	10.0 mg/1	Grab
Sulfides (dissolved)	500 ug/l	Grab
Sulfides (total)	2.0 mg/1	Composite
Tetrachloroethylene	530 ug/1	Grab
Trichloroethylene	700 ug/1	Grab
Zinc	5400 ug/l	Composite

20. Based on fume toxicity, more than the discharge limits for the following substances (all grab samples):

Pollutant	Mass Concentration (mg/l)
1, 1,1-Trichloroethane	1.55
1, 1-Dichloroethane	4.58
1,2,4-Trichlorobenzene	0.43
1,2-Dichlorobenzene	3.74
1,2-Dichloropropene	3.65
1,3-Dichloropropene	0.09
1,4-Dichlorobenzene	3.54
Acrylonitrile	1.24
Aroclor 1242	0.01
Aroclor 1254	0.005
Benzene	0.13
Bromomethane	0.002
Carbon Disulfide	0.06
Carbon Tetrachloride	0.03
Chlorobenzene	2.35
Chloromethane	0.42
Chloroform	0.42
Chloromethane	0.007
Dichlorodifluoromethane	0.04
Ethyl Benzene	1.59
Ethylene dichloride	1.05
Heptachlor	0.003
Hexachloro-1,3-butadiene	0.0002
Hexachloroethane	0.96
Methyl ethyl ketone (2-butanone)	249
Methylene chloride	4.15
Tetrachloroethylene	0.53
Toluene	1.35
Trans-1,2-Dichloroethylene	0.28
Trichloroethylene	0.71
Trichlorofluoromethane	1.22
Vinyl chloride	0.003
Vinylidene chloride	0.003

21. Based on nitrification inhibition, the following substances shall not exceed the discharge limits below from a composite sample:

*ND=Not detectable

Pollutant	Mass* Concentration (mg/1)
0-Cresol	.12
1-Naphthylamine	45
2,2'-Bipyridine	23
2,4-Dinitrophenol	ND
8-Hydroxyquinoline	7.5
Acetone	220
Allyl alcohol	1.9
Allyl chloride	18
Allyl isothiocyanate	ND
Aniline	ND
Benzidine diHCl	12
Benzocaine	ND
Benzothiazole disulfide	.38
Benzylamine	ND
Carbon disulfideCarbon disulfide	.35
Chloroform	.18
Diallyl ether	10
Dicyandiamide	25
Diguanide	S
Dimethylgloxime	ND
Dithiooximide	ND
Dodecylamine	ND
Ethanol	240
Ethylenediamine	41
Guanidine carbonate	.16
Hexamethylene diamine	20
Hydazine	5.8
Mercaptobenzothiazole	.03
Methyl isothiocyanate	ND
Methyl thiuronium sulfate	.06
Methylamine hydrochloride	155
Monoethanolamine	ND
Naphylethylenediamine diHCl	29
Ninhydrin	31
Nitrapyrin	ND
n-Methylaniline	71
O-ethyl potassium carbonodithioate	ND

p-Aminopropiophenone	22
Phenol	.05
p-Nitroaniline	46
p-Nitrobenzaldehyde	29
Potassium thiocyanate	30
p-Phenylazoaniline	ND
Skatol	.07
Sodium dimethyl dithiocarbamate	ND
Sodium methyl dithiocarbamate	1.3
Tannic Acid	ND
Tetramethyl thiuram disulfide	3.0
Thioacetamide	ND
Thiosemicarbazide	ND
Thiourea	ND
Triethylamine	ND
Trihalomethyl-1,3,5-triazine	ND
Trimethylamine	11.8

22. Water or wastes that exceed the categorical pretreatment limits listed in 40 C.F.R. Ch. 1, Subch. N, pt. 405-471.
23. Biochemical Oxygen Demand greater than 300 mg/1 and/or Total Suspended Solids greater than 350 mg/1 by weight, unless approved by the Public Works Director through an industrial wastewater discharge permit.
24. Materials which exert or cause:
- a. Unusual concentration of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate); or,
 - b. Unusual BOD, chemical oxygen demand, or chlorination requirements in such quantities as to constitute a significant load on the sewage treatment plant.
25. Other Prohibited Pollutants:
- a. Inflows of any storm water, runoff, ground water, street drainage, root drainage, yard drainage, water from fountains, ponds, pools, and lawn sprays are not permitted to be discharged with the POTW; or,
 - b. Any single-pass cooling or heating water, any blow-down or bleed water from HVAC, which causes problems with hydraulic loading are not permitted.

26. An increase in process water or any attempt to dilute a discharge, as a partial or complete substitute for adequate treatment, to achieve compliance with a discharge limit, unless expressly authorized by an applicable pretreatment standard or requirement.
27. Any item containing any combined quantity of substances having any characteristics described in this section.
28. Healthcare-related waste that shall not be discharged to the sewer system by any means:
 - a. Any potential liquid wastes generated in the rooms of patients who are isolated because of a suspected or diagnosed communicable disease; or,
 - b. Recognizable portions of the human anatomy; or,
 - c. Equipment, instruments, utensils and other materials of a disposable nature that may harbor or transmit pathogenic organisms, and that are used in the rooms of patients with a suspected or diagnosed communicable disease, which by its nature requires their isolation by public health agencies; or,
 - d. Wastes excluded by the other provisions of this code, state laws and or federal regulations.
29. Any person engaged in a manufacture or process, including deactivation of processes, in which cyanide or cyanogen compounds are used, shall have each and every room where said compounds are stored or used so constructed that none of said compounds can escape therefrom by means of any building sewer or drain or otherwise enter, either directly or indirectly, any sanitary sewer or storm sewer except as specifically permitted in this section. Any person wishing to discharge cyanide or cyanogen compound-bearing wastes to a sanitary sewer shall submit detailed plans of the waste collection system and, where necessary of a pretreatment system to the Director of Public Works in conjunction with the Wastewater Operator for his approval. Subsequent to receiving the approval of the Director and to the issuance of a permit to the town for said applicant by the Arizona Department of Environmental Quality (A.D.E.Q.) certain dilute wastes may be discharged to the sanitary sewer providing the cyanide and cyanogen compound in the waste does not at any time exceed the concentrations set forth in this section. The maximum rate at which such wastes may be discharged to the sewer shall be fixed by a specific agreement between the town and such person. Discharge without such agreement is prohibited.
30. Recreational vehicle wastewater shall be tested and treated as necessary to meet the requirements in this section.
31. Future revisions in state or federal law regarding the operation and protection of POTWs that may also affect the provisions of 11-4-9 shall supersede any requirements of this section, and will become enforceable under the provisions of this section, and will become enforceable under the provisions of this chapter.
32. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail a toxicity test.

11-4-10 Local Limits

- A. All persons owning or operating facilities or engaged in activities that will or may reasonably be expected to result in pollutants entering the Town of Jerome sanitary sewer system or affecting the sanitary sewer system or affecting the POTW, shall undertake all practicable best management practices identified by the Director of Public Works in conjunction with the Wastewater Operator to minimize the discharge of pollutants. Such measures shall include the requirements imposed by this chapter, any applicable NPDES or AZPDES permits, and any written guidelines promulgated for general use by the Director of Public Works in conjunction with the Wastewater Operator.
- B. The Director of Public Works in conjunction with the Wastewater Operator shall have the authority to:
1. Establish limitations for individual users or classes of users for various pollutants, materials, waters or wastes that can be accepted into the sanitary sewer system;
 2. Specify those pollutants, materials, waters, or wastes that are prohibited from entering the sanitary sewer;
 3. Identify those pollutants, materials, waters, or wastes that shall be controlled with best management practices; and
 4. Require individual users or classes of users to implement best management practices for any pollutant.
- C. All affected individual users or classes of users shall comply with the prohibitions and effluent limitations established pursuant to this section, and with any best management practices required by the Director of Public Works in conjunction with the Wastewater Operator.
- D. All prohibitions and effluent limitations so established and all best management practices identified by the Director of Public Works in conjunction with the Wastewater Operator must be adhered to.

11-4-11 Town's Right of Revision

The town reserves the right to establish new, additional or more stringent standards or requirements on discharges to the POTW.

11-4-12 Pretreatment Facilities

- A. Pretreatment Facilities.
1. Users shall provide wastewater treatment as necessary to comply with this article and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Section 11-4-9 of this chapter within the time limitations specified by EPA, the state, or the Director of Public Works in conjunction with the Wastewater Operator, whichever is more stringent.
 2. Where necessary, as determined by the Director of Public Works in conjunction with the Wastewater Operator, the owner shall provide, at his or her expense, the pretreatment needed resulting from the following:
 - a. BOD of over 300 mg/1 and suspended solids over 350 mg/1 by weight;

- b. Objectionable constituents above the levels listed under the discharge limitations; and/or,
 - c. Excessive quantities and rates of discharges of such waters or wastes.
 - 3. Whenever deemed necessary, the Director of Public Works in conjunction with the Wastewater Operator may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial waste streams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this article.
 - 4. The Director of Public Works in conjunction with the Wastewater Operator may require any user discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. A wastewater discharge permit may be issued solely for flow equalization.
- B. Pretreatment method and plans:
- 1. The method of pretreatment and plans, specifications, and any other pertinent information relating to proposed pretreatment facilities shall be prepared and sealed by a professional engineer familiar with such treatment, and registered in the state;
 - 2. Two copies shall be submitted to the Town's Public Works Department, who shall review each submittal and shall be the sole approving authority;
 - 3. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge in compliance with the provisions of this article; and,
 - 4. Installation shall be at the user's expense unless the town has been contracted for treating the wastes.
- C. Maintenance and inspection of pretreatment facilities:
- 1. Where pretreatment facilities are provided for any industrial waters or wastes, the owner shall maintain them continuously in satisfactory and effective operation, at the owner's expense; and,
 - 2. Any such pretreatment facilities may also be subject to inspection by the town.
- D. Grease traps and grease interceptors:
- 1. The Director of Public Works in conjunction with the Wastewater Operator may require users to install grease, lint, sand/oil interceptors, oil/water separators, hair or grease trap(s) as needed for the proper handling of wastewater containing excessive amounts of fats, oils, grease, lint or sand; except that such interceptors or traps shall not be required for residential users. Requirements for the proper handling of fats, oils, grease, lint, sand and solids in wastewater are as follows:
 - a. Grease interceptors and grease traps shall be required, installed, and maintained as specified in this chapter and the Director of Public Work's

policies and procedures for the sizing and cleaning of interceptors and traps for the food service industry.

- b. Grease traps and grease interceptors shall be provided by all new and or existing laundries, restaurants, service stations, auto repair shops, car washes and other industrial users when, in the opinion of the town, grease traps or interceptors are necessary.
 - c. Generally, no facility shall discharge into the POTW any wastewater containing any fat, mineral, organic oil, grease or any waste that may form persistent oil emulsions more than 100 milligrams per liter by weight, or any sand or flammable wastes.
 - d. Such grease traps and grease interceptors shall not be required for domestic users.
 - e. Facilities established prior to the execution of this chapter amendment will have one (1) year, from the execution date of this chapter, to conform with the requirements to have or install a grease trap or grease interceptor, as deemed necessary by the Director of Public Works in conjunction with the Wastewater Operator. provided they comply with the discharge limitations established herein.
 - f. Facilities that cannot meet these standards, however, must install grease traps immediately, or arrange for offsite disposal of their grease.
 - g. All grease traps and grease interceptors shall be of a type and capacity approved by the town, and in compliance with the International Plumbing Code and shall be so located as to be readily and easily accessible for cleaning and inspection.
 - h. Where installed, all grease traps and grease interceptors shall be maintained by the industrial user, at his or her expense, in efficient operating condition at all times.
 - i. The owner shall keep written records and documentation of all cleaning, repair, calibration and maintenance required to demonstrate compliance. Such records shall be available for inspection by the Director of Public Works in conjunction with the Wastewater Operator upon request.
2. The method for determining the size of traps or interceptors is the drainage fixture unit value. The minimum size for all interceptors is a capacity of fifteen hundred (1,500) gallons and the maximum size for all interceptors is a capacity of twenty-five hundred (2,500) gallons. Interceptors must be constructed with at least three (3) chambers. Sizing for all traps is a minimum of a fifty (50) gallon per minute one hundred (100) pound capacity with the flow control valve installed in a manner that provides access at all times. The appropriate size for interceptors and traps is determined as follows:
- a. *Interceptor Sizing.* The interceptor shall be sized using the drainage fixture-unit value as defined in the following table. Using the drain outlet or trap size, these sizes are converted to discharge rates on the basis that one fixture-unit equals 7.5 gpm.

Fixture Outlet or Trap Size (Inches)	Drainage Fixture-Unit Value	Gpm Equivalent
1 1/4	1	7.5
1 1/2	2	15.0
2	3	22.0
2 1/2	4	30.0
3	5	37.5
4	6	45.0
Floor Drains (All Sizes)	2	15.0
Dishwashers	Double Size	

- b. *Calculating Interceptor Size.* The formula to calculate the size of the interceptor is:
- 1) Determine total fixture-unit value by multiplying fixture type count by drainage value;
 - 2) Total all values;
 - 3) Determine total flow by multiplying total value by flow rate of 3 gpm;
 - 4) Multiply total flow by 12; and
 - 5) Round up to the next nearest size interceptor.
- c. *Requirements for Interceptors.* The interceptor shall be:
- 1) Constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature;
 - 2) They shall be of substantial construction, watertight, and equipped with easily removable covers;
 - 3) Constructed with the appropriate traffic rated cover. The cover(s) shall be gastight and watertight and must not be marked with any wording indicating it is owned by the Town of Jerome;
 - 4) A minimum of fifteen hundred (1500) gallon capacity, three (3) chamber concrete container (fiber glass and/or other type material must be approved by the Director of Public Works in conjunction with the Wastewater Operator);
 - 5) Constructed with inlet piping with a ninety-degree (90°) elbow and minimum of an eighteen (18) inch down spout;
 - 6) Constructed with outlet piping with a tee connection and a threaded cover with a minimum of an eighteen (18) inch down spout; and
 - 7) Installed with a two (2) way clean-out within five (5) feet before

and five (5) feet after the interception.

- d. *Grease Trap Installation and Sizing.* Grease traps are allowed only when there are four (4) or fewer than four (4) fixtures used for food preparation. Any facility installing a dishwasher shall install a grease interceptor. For the purpose of sizing a grease trap, a fixture means the entire unit, e.g., a three (3) compartment sink is considered one unit. Grease traps must be installed as follows;
- 1) A grease trap shall be installed whenever a three (3) compartment sink is required by Yavapai County;
 - 2) The minimum size grease trap to be installed shall be rated no smaller than fifty (50) gallon-per-minute with a one hundred (100) pound grease capacity; and,
 - 3) A flow restriction valve shall be installed upstream of the grease trap and vented properly. If placed below floor level the flow restriction valve must be installed in a manner which allows for inspection and maintenance.
- e. Except for domestic sources, users shall not install or replace equipment designed to convert garbage or solid waste into liquefied waste and introduce such waste into the POTW by means of a garbage grinder/disposal. Disposal of garbage and solid waste shall be disposed of as solid waste.
- f. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

E. Grit interceptors:

1. The Director of Public Works in conjunction with the Wastewater Operator may require users to install grease, lint, sand/oil interceptors, oil/water separators, hair or grease trap(s) as needed for the proper handling of wastewater containing excessive amounts of fats, oils, grease, lint or sand; except that such interceptors or traps shall not be required for residential users. Requirements for the proper handling of fats, oils, grease, lint, sand and solids in wastewater are as follows:
 - a. Grit interceptors shall be provided by all new and or existing laundries, service stations, auto repair shops, car washes and other industrial users when, in the opinion of the town, grit interceptors are necessary.
 - b. All grit interceptors shall be of a type and capacity approved by the town, and in compliance with the International Plumbing Code and shall be so located as to be readily and easily accessible for cleaning and inspection;
 - c. Where installed, all grit interceptors shall be maintained by the industrial user, at his or her expense, in efficient operating condition at all times; and
 - d. The owner shall keep written records and documentation of all cleaning,

repair, calibration and maintenance required to demonstrate compliance. Such records shall be available for inspection by the Director of Public Works in conjunction with the Wastewater Operator upon request.

F. Control manholes:

1. Where required by the town and to facilitate observation and sampling of wastes, the owner of any property served by a building sewer carrying industrial wastes shall install a suitable control manhole in the building sewer;
2. When required, the manhole shall be accessible and safely located, and shall be constructed in accordance with plans approved by the town;
3. The manhole shall be installed by the owner at the owner's expense, and shall be maintained by the owner so as to be safe and accessible at all times.

11-4-13 Disposal of Pretreatment Sludge

Any sludge or other material removed from the industrial waste by a pretreatment facility shall be disposed of in accordance with applicable federal, state and local laws.

11-4-14 Significant Non-Compliance a Civil Violation

- A. It shall be a civil infraction punishable pursuant to the Code of the Town of Jerome for any person, enterprise, or corporation to violate any of the requirement of this Chapter which shall be considered significant non-compliance.
- B. Significant non-compliance shall be considered any single, accidental discharge, upset, bypass or toxic overload caused by a user of the sewer system, or any single failure of any sewer system user to comply with the meaning or intent of this chapter, including failure to maintain any required pretreatment device, such as a grease trap or grease interceptor, upon first inspection by the town.
- C. If a user of the sewer system is identified as being in significant non-compliance, the town may decide, at the discretion of the Director of Public Works in conjunction with the Wastewater Operator, to implement compliance remedies commensurate to the violation.
- D. Measures may include, but are not limited to:
 1. Notice of violation;
 2. Right of the town to suspend a business license;
 3. Suspension or revocation of discharge permit;
 4. Consent order;
 5. Cease and desist order;
 6. Emergency suspension;
 7. Right to bring civil suits, including but not limited to injunctive relief and/or damages; and

8. A fine up to \$500.
- E. If a user originally identified as a non-significant industrial user during the initial survey or inventory becomes non-compliant, the town may direct such user to comply with the permitting requirements of a significant industrial user, until such time that the Director of Public Works in conjunction with the Wastewater Operator deems this action no longer necessary.

11-4-15 Severe Non-Compliance a Criminal Violation

- A. Severe non-compliance shall be considered any willful violation of this code and any person who commits a violation of this chapter after having previously been found responsible by the Town Magistrate for committing two (2) or more civil violations of this chapter within a twenty-four (24) month period, whether by admission, by payment of the fine, by default, or by judgment after hearing shall be guilty of a class one misdemeanor. The Town Attorney is authorized to file a criminal misdemeanor complaint in the Magistrate Court against a habitual or severe non-compliance offender who violate this chapter. In applying the twenty-four (24) month provision, the dates of which the offender was found responsible shall be the determining factor, irrespective of the sequence of the commission of the offense.
- B. Those POTW users identified as habitual non-compliers or in severe non-compliance shall be subject to the following remedies:
1. Reimbursement to the town for repairs;
 2. Liens imposed on the property;
 3. Removal of sewer connection;
 4. Right to bring civil suits, including but not limited to, injunctive relief and/or damages;
 5. Cease and desist order (immediate closure of facility); and
 6. Criminal charges, including a fine of \$2,500 for each uncorrected occurrence or failed inspection 30 days after the initial inspection, each day constituting a separate violation.

11-4-16 Interference with Enforcement Procedure

Any person who interferes, prevents, or attempts to interfere or prevent, an individual employed by the Town or other person contracted for by the Town, front investigating an alleged violation of this article or from correcting or abating a violation of this article shall be guilty of a class three misdemeanor and shall be subject to thirty (30) days in jail, 1-year probation and \$500.00 fine plus surcharge.

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS 13TH DAY OF DECEMBER, 2022.

Christina R. Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Brett Klein, Town Manager/Clerk

William J. Sims, Esq. Town Attorney

File Attachments for Item:

B. Consider Resolution No. 650, A Resolution Designating the Chief Fiscal Officer for Officially Submitting the Fiscal Year 2023 Expenditure Limitation Report to the Arizona Auditor General

Council will consider and may approve Resolution No. 650.

RESOLUTION NO. 650

A RESOLUTION OF THE TOWN OF JEROME, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2023 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL

RECITALS:

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year’s annual expenditure limitation report (AELR) on the governing body’s behalf; and

WHEREAS, the Town of JEROME Mayor and Council desires to designate BRETT KLEIN, as the Town’s Chief Fiscal Officer.

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF JEROME MAYOR AND COUNCIL as follows:

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

SECTION 2. BRETT KLEIN is hereby designated as the Town’s Chief Fiscal Officer for purposes of submitting the fiscal year 2023 AELR to the Arizona Auditor General on the governing body’s behalf.

PASSED AND ADOPTED by the Town of JEROME, Arizona Mayor and Council, this 14th day of March, 2023.

Attested to:

Christina Barber, Mayor

Kristen Muenz, Town Clerk

Reviewed by:

Approved as to form:

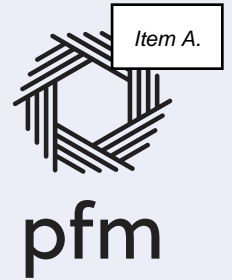
Brett Klein, Town Manager

William Sims, Town Attorney

File Attachments for Item:

A. Presentations from Potential FA Consultants - (Mark Reader of Stifel); (Darren Hodge of PFM Financial Advisors LLC)

Discussion Only - Council will make a decision at a subsequent Council Meeting.



Town of Jerome, Arizona

March 14, 2023

Darren Hodge

Jaime Trejo

Matt Stoffel

Fred Dilly



Lead Day-to-Day Contacts



Darren Hodge

Managing Director

Experience

18 years in industry

Specializes in local government finance for cities, public utilities, and transportation agencies throughout the Western United States

Former investment banker with over \$30 billion in completed transactions

Education

B.S. in Computer Science, University of California, Santa Barbara

M.A. in Economics, University of California, Santa Barbara

Professional Designations or Licenses

Municipal Advisor Representative (Series 50)



Jaime Trejo

Senior Managing Consultant

Experience

11 years in industry

Specializes in transaction management, including debt structuring, credit rating strategy and legal document review

Formerly a credit rating analyst with S&P

Education

B.A. in History, University of California, Berkeley

M.P.P., Harvard University

Professional Designations or Licenses

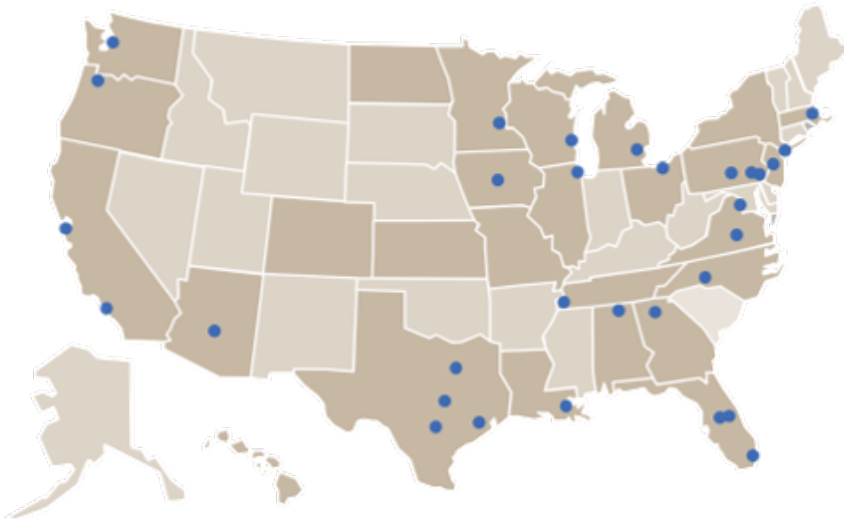
Municipal Advisor Representative (Series 50)



Who We Are

- ◆ PFM was founded in 1975 and now has 31 offices and over 350 employees nationwide
- ◆ PFM has been the number one financial advisor every year since 1998
- ◆ We combine small firm local knowledge and focus with national firm resources

PFM's National Presence

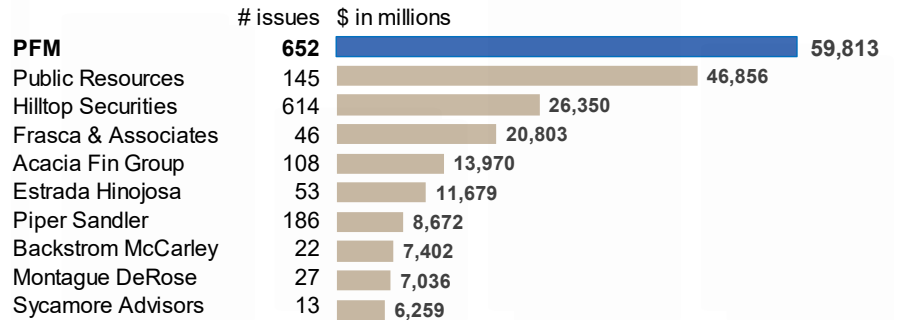


*According to PFM Internal Resources as of September 1, 2022

2022 Full Year Overall Long Term Municipal New Issues

Municipal Financial Advisory Ranking - Full Credit to Each Financial Advisor

Source: Ipreo





What Specifically Differentiates PFM?

◆ Independence

- We do not underwrite bonds – we only provide municipal advisory services

◆ Market presence

- No firm is more active in the municipal market providing financial advisory services for bond transactions

◆ Services

- One-stop shop for municipal advisory services

◆ Client Service

- We listen to the needs of our clients and do everything with their best interests in mind, serving in a fiduciary capacity

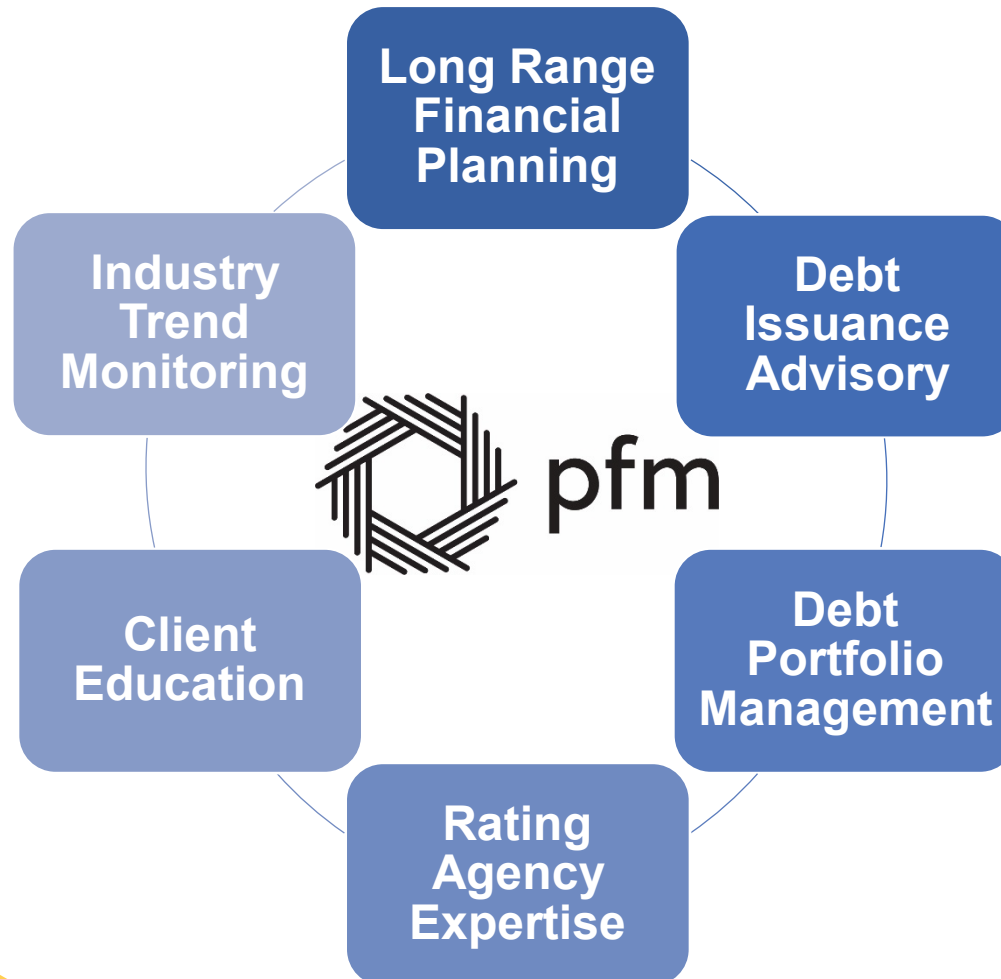
◆ Resources

- Access to public finance information, industry data and research similar to that of Wall Street banks



PFM Provides Market Leading Financial Advisory Services

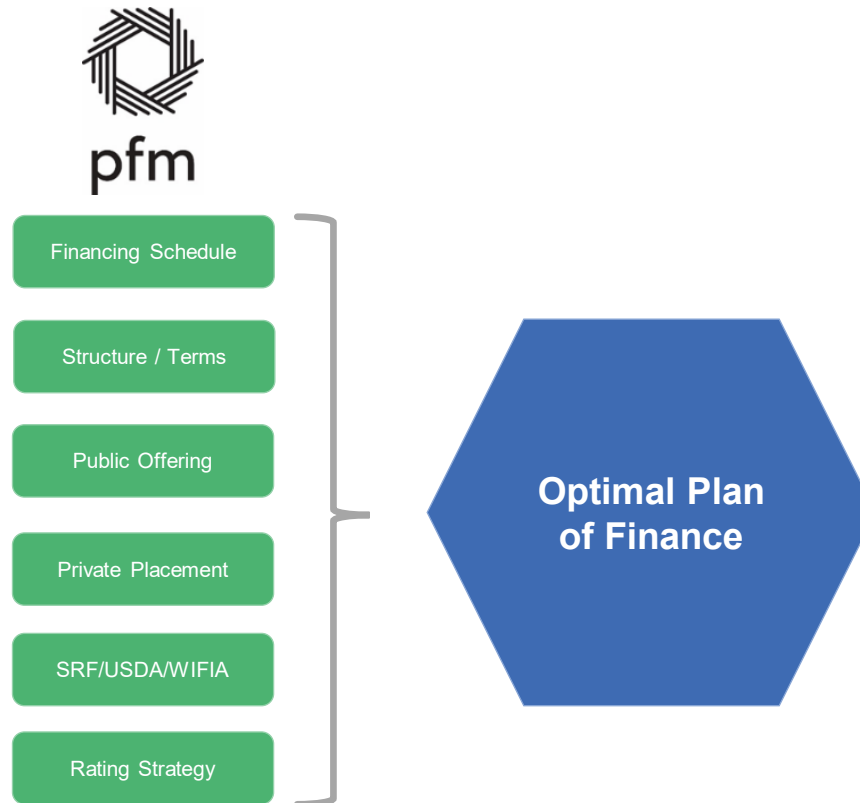
- PFM is an independent financial advisor with market-leading experience, expertise, resources, and capabilities required to navigate today's municipal environment





Developing Borrowing Strategies to Fund Specific Needs

- While the goal is to avoid debt, when borrowing is beneficial, PFM will develop a plan of finance customized to the specific needs of the Town





Comparison of Funding Sources

	Public Market	Private Placement	Federal/State Loans
Benefits	<ul style="list-style-type: none">• Borrowing terms more customizable• Predictability of receipt of funds	<ul style="list-style-type: none">• Lower issuance expenses• No need for ratings/disclosure• Time efficient	<ul style="list-style-type: none">• Attractive interest rates• Draw down structure of many loans provides funding efficiency• Potential for grant funding and/or forgiveness
Considerations	<ul style="list-style-type: none">• Disclosure requirements• Issuance expenses	<ul style="list-style-type: none">• Terms and covenants may be more restrictive• Term of loans may be constrained• Market demand less predictable	<ul style="list-style-type: none">• Terms and covenants may be restrictive• Structuring flexibility• Issuance timeline• Ongoing reporting requirements• Potential impacts of “federalizing” project



USDA Loans

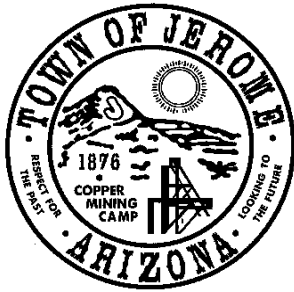
- ◆ USDA loans can be a cost-effective means of project funding for certain entities
- ◆ USDA loans provide secured long-term financing, but require secured interim financing for construction costs
 - ◆ USDA loans are only able to be drawn upon once construction is completed
- ◆ Interim financing has traditionally been secured through either:
 - ◆ Bank loans / secured lines of credit
 - ◆ Public note issuances
- ◆ USDA has communicated that a waiver of secured interim financing is available “when interim financing is cost prohibitive or unavailable”



File Attachments for Item:

B. Consideration and Possible Action of Board and Commission Appointments (Design Review; Board of Adjustment; Planning and Zoning Commission)

Council will consider and may make appointments effective retroactively to March 1, 2023



TOWN OF JEROME

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STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10B: Consideration and Possible Action on Board and Commission Appointments**

MEETING DATE: March 14, 2023

Summary:

The following Board members' terms are expiring as of February 28, 2023, along with an indication if they are willing to be reappointed:

Planning and Zoning Commission:

Jera Petersen has indicated a desire to be reappointed.

Chuck Romberger has indicated a desire to be reappointed.

Design Review Board:

Tyler Christensen has indicated a desire to be reappointed.

Carol Wittner has indicated a desire to be reappointed.

Brice Wood has indicated a desire to be reappointed.

Board of Adjustment:

Chris Babbage has not responded yet but has indicated a desire to no longer continue.

Margie Hardie has indicated a desire to be reappointed

Fiscal Impact:

None.

Recommendation

Staff recommend approval of those willing to be reappointed and applicant, Karima Botterweg, to fill the vacancy on the Board of Adjustment. See attached application.



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TOWN OF JEROME

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APPLICATION TO SERVE AS MEMBER OF DESIGN REVIEW BOARD, PLANNING & ZONING COMMISSION OR BOARD OF ADJUSTMENT

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

Name: Karina Botterweg Date: _____

Mailing Address: P.O. Box 251

Physical Address: 987 Gulch School Rd

Home phone: _____ Cell phone: 928-593-0515

Email: botterweg@gmail.com

Which board or commission would you prefer to join? Design review board / Board of Adjustment

How long have you resided in Jerome? + 25 years

Have you read Jerome's present Zoning Ordinance? yes

Have you read Jerome's Comprehensive Plan? yes

Do you have previous experience on any of our boards or commissions? If yes, which ones? Have you served on similar committees, councils, boards, etc. in other communities? Which? When? Where?

I am on the Jerome Humane Society board
as Recording Secretary

Please list any or all background information that would enhance your qualifications to serve

I have a Bachelor in Fine Arts

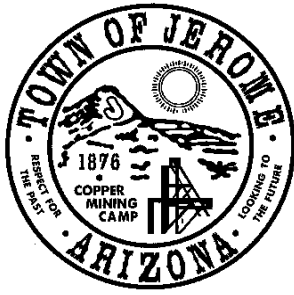
Briefly state your reasons for wanting to serve at this time.

To be more involved in the community
and because will asked me.

File Attachments for Item:

C. Consideration and Possible Action on a Wage Adjustment for the Deputy Clerk

Council will consider and may approve a wage adjustment for the Deputy Clerk retroactive to February 1st.



TOWN OF JEROME

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STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10C: Consideration and Possible Action on a Wage Adjustment for the Deputy Clerk**

MEETING DATE: March 14, 2023

Summary:

Due to the sudden and untimely announced resignation of Finance Manager, Melanie Atkin, Deputy Clerk Kristen Muenz has seen her duties increase significantly along with learning the new software that has been introduced this year. This is proposed to be a permanent wage adjustment because even upon hiring a new Finance Director, Kristen will need to retain and keep up-to-date on that position's duties, in addition to being a stabilizing presence at Town Hall. Moreover, in the near future the roll of the Deputy Clerk will change into a Deputy Clerk / Accounting Clerk position to ensure there is continued cross training and a succession plan.

Fiscal Impact:

None. It should be a net of zero with the savings from outgoing employee Melanie Atkin until her replacement can be hired and having completed more than 50% of the budget year already.

Recommendation

Staff recommends increasing Deputy Clerk Kristen Muenz' wage rate from \$21.18 per hour to \$24.04 per hour retroactive to February 1st.

File Attachments for Item:

D. Consideration of Proposed Fire Department Bylaw Changes

Council will consider and may approve the proposed bylaw changes

TOWN OF JEROME

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jerome Fire Department

Date: 3-5-2023

Meeting Date 3-14-2023

TITLE: Jerome Fire Bylaws Update

RECOMMENDED ACTION: Council Approve Bylaw changes.

ACTION SUMMARY: Updating the current JFD Bylaws to increase the range of membership and change required attendance to include a percentage of calls.

DISCUSSION: JFD has had difficulty with Volunteer retention and participation in recent years. We hope that allowing members to live outside of town limits will increase the number of volunteers we have. Changing the required membership attendance to include calls will assist in increasing participation to not just attend meetings but assist our staff with incidents. Members will still be required to meet attendance minimums in order to maintain membership and pension. In the future we hope to implement 12- or 24- hour volunteer shifts. These will allow us to compensate those who wish to stay in town and assist us during busy times when staff may be limited.

Background/History: see attached Attendance reports. In the last two years we've seen a significant drop in Volunteer attendance, with most responding to incidents already on staff for the town of Jerome. With less open rentals and housing for younger generations within the town, volunteer applicants have begun applying from as far as Tucson to become members of the department.

Key Considerations: Responding to Emergency Incidents is the primary focus of the Jerome Fire Department. With only 3 staffed members, it's important to supplement the paid staff and compensate our dedicated volunteers. This will also assist our staff in allowing for further training, preventing staff burnout, and allowing for greater control of emergency incidents. Often incidents require more than one or two personnel due to the unique situations we encounter within Jerome and surrounding areas. These calls can require multiple personnel to safely protect our crew, provide EMS, extricate patients and transport.

Community Benefits and Considerations: To create better retention and participation for volunteers of JFD, increasing the safety of the town and our personnel.

Community Involvement: None

Staff Report

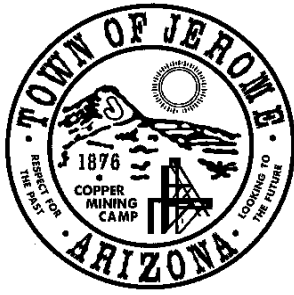
Financial Implications: None (already budgeted for). Last year we budgeted approximately \$30,000 for our Volunteer per call payouts, and we only paid out about \$16,000 total.

Attachments/Exhibits:

File Attachments for Item:

E. Discussion and Possible Direction Regarding Staff Wage Adjustments and Health Insurance for FY 2024 Budget Formulation

This is a discussion only item with Council potentially providing staff direction



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STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk
ITEM: **Item #10E: Discussion on FY 2023-2024 Budget Considerations**
MEETING DATE: March 14, 2023

Summary:

At this early point there was no need for a full Council Budget Work Session. However, in advance of the first budget work session, there is a need for staff to obtain some information. Attached is the Social Security Administration’s Cost of Living Adjustment (SSA COLA) for 2023. Council policy is to provide staff wage adjustments for staff identical to the SSA COLA, but with the ability to modify it depending on the state of the budget, projected revenues, other priority expense requests, etc. We have also received our budget expense numbers for next year’s health insurance, which came in at only a 1% overall increase.

I have reviewed the Council capital project goal prioritization exercise from a few months ago, and with our grant applications and prior designation of funds, we are doing well and making good progress. The first work session will focus on staff capital improvement proposals and how they relate to Council priorities in order to obtain Council direction for budget preparation on the higher cost items and needs. This agenda item will focus on wage and benefit adjustments for FY’24. In addition, another item to consider is that the Town is now and will be in the coming years recruiting for crucial staff members.

Fiscal Impact:


In order to recruit and retain qualified applicants and employees, along with expanding the candidate pool, the Town should consider increasing the amount it covers toward dependent health care premium costs. Currently the Town pays 50% of the dependent health insurance premiums, whereas most communities around us pay 70-90% + of dependent care in addition to the 100% employee coverage. If the Town provided a modest 5% wage adjustment in lieu of the SSA COLA of 8.7% and raised the dependent health care coverage from 50 to 65%, we would expand the candidate pool for positions open now and in the future, and still save the Town nearly \$20,000 / year.

Recommendation

This is a discussion / direction item only that staff will be seeking Council input and direction to proceed with the FY’24 budget formulation.

i What should I do if I get a call claiming there's a problem with my Social Security number account?

Item E.

 An official website of the United States government
[Here's how you know](#)



Social Security

ESPAÑOL

ACCOUNT

MENU

Press Release

Thursday, October 13, 2022
For Immediate Release



Mark Hinkle, Press Officer
press.office@ssa.gov

News Release

SOCIAL SECURITY

Social Security Announces 8.7 Percent Benefit Increase for 2023

Social Security and Supplemental Security Income (SSI) benefits for approximately 70 million Americans will increase 8.7 percent in 2023, the Social Security Administration announced today. On average, Social Security benefits will increase by more than \$140 per month starting in January.

The 8.7 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 65 million Social Security beneficiaries in January 2023. Increased payments to more than 7 million SSI beneficiaries will begin on December 30, 2022. (Note: some people receive both Social Security and SSI benefits). The Social Security Act ties the annual COLA to the increase in the Consumer Price Index as determined by the Department of Labor's Bureau of Labor Statistics.

"Medicare premiums are going down and Social Security benefits are going up in 2023, which will give seniors more peace of mind and breathing room. This year's substantial Social Security cost-of-living adjustment is the first time in over a decade that Medicare premiums are not rising and shows that we can provide more support to older Americans who count on the benefits they have earned," Acting Commissioner Kilolo Kijakazi said.

To view a COLA message from Acting Commissioner Kijakazi, please visit www.youtube.com/watch?v=Vgm5q4YT1AM.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$160,200 from \$147,000.

Item E.

Social Security and SSI beneficiaries are normally notified by mail starting in early December about their new benefit amount. The fastest way to find out their new benefit amount is to access their personal *my* Social Security account to view the COLA notice online. It's secure, easy, and people find out before the mail arrives. People can also opt to receive a text or email alert when there is a new message from Social Security--such as their COLA notice--waiting for them, rather than receiving a letter in the mail. People may create or access their *my* Social Security account online at www.ssa.gov/myaccount.

Information about Medicare changes for 2023 is available at www.medicare.gov. For Social Security beneficiaries enrolled in Medicare, their new higher 2023 benefit amount will be available in December through the mailed COLA notice and *my* Social Security's Message Center.

The Social Security Act provides for how the COLA is calculated. To read more, please visit www.ssa.gov/cola.

NOTE TO CORRESPONDENTS: Here is a [fact sheet](#) showing the effect of the various automatic adjustments.

To get more Social Security news, follow the Press Office on Twitter [@SSAPress](#).

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