



TOWN OF JEROME

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

AGENDA

SPECIAL COUNCIL MEETING AND BUDGET WORK SESSION OF THE TOWN OF JEROME

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

FRIDAY, MARCH 31, 2023, AT 11:00 AM

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

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

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. NEW BUSINESS

Discussion/Possible Action

A. Discussion and Possible Direction for the Potential Design, Layout Options and Plan for Renovations to the Hotel Jerome

Council will discuss with and may respond to questions from the design team for potential Hotel Jerome renovations.

B. Council Will Begin Discussions on their FY 2023-2024 Budget Priorities

Staff may present and Council may provide direction related to personnel and capital improvements, along with all budget funds and functions possibly being discussed.

C. Discussion Regarding the Code Enforcement Process for Dilapidated Buildings

Council may discuss and provide staff direction on the nuisance and dilapidated building abatement process

3. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

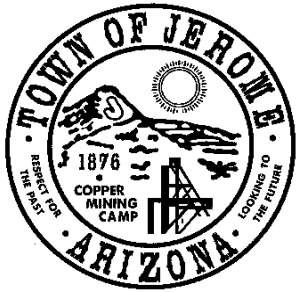
The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600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

B. Council Will Begin Discussions on their FY 2023-2024 Budget Priorities

Staff may present and Council may provide direction related to personnel and capital improvements, along with all budget funds and functions possibly being discussed.



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

Founded 1876
Incorporated 1899

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk
ITEM: **Item #2B Discussion on FY 2023-2024 Budget Priorities**
MEETING DATE: March 31, 2023

Summary:

During this initial budget work session staff is seeking Council input and direction on the two largest budgetary expense items of capital projects and personnel-related costs. In terms of personnel-related costs, staff’s proposed theme this year is recruitment and retention of qualified and valued employees.

Consideration #1: Jerome is one of only 12 municipalities statewide that do not participate in the Arizona State Retirement System (AZRS). AZRS is a defined benefit plan meaning participating employees receive a set amount of money once eligible for retirement based on their rate of pay when employed and years of service for as long as they live. AZRS is managed by a professional investment team with fund managers and actuaries. The Town of Jerome offers a defined contribution plan, meaning there is not a set, fixed amount and is not guaranteed to last the employee’s full life. Moreover, it is not managed by an investment / fund management team, therefore exposing the employees more to the fluctuations and uncertainty of the market. This makes attracting employees with previous municipal work experience who do not already have a substantial defined benefit plan challenging. It is not feasible at this point to change plans as that would be too costly and would not make sense for most of the current Town employees. However, a small bump in the amount the Town contributes toward the defined contribution plan would be good for retention and could help attract employees and expand the recruitment pool. The Town currently contributes 8% toward the plan. The State AZRS requires employers to contribute 12.29%. Staff recommend increasing the amount of the Town contribution to 10% for eligible employees.

Consideration #2: Jerome currently has a modest longevity plan providing a one-time \$218 bonus after year one and then that plus \$10.00 each year in a one-time payment that is not added to the employee’s wage rate. Most longevity incentives are added to the wage rate to continue to incentivize retention. Staff are proposing the continuation of this modest anniversary bonus while adding a longevity retainment scale added to the employee’s wage rate as follows: After the 2nd year: \$500; after the 5th year: \$1,000; after the 10th year: \$2,000; after the 15th year: \$3,000; after the 20th year: \$4,000; after the 25th year: \$5,000.

Consideration #3: Capital Improvement Projects --- Staff will follow-up from the November 21st Council goal setting session providing a prioritization from staff's perspective along with proposals, quotes and estimates for the projects and items. Items / projects to be reviewed include, but are not limited to: GIS / GPS software and tools for asset mapping; Zoning Code update; Fire Station re-roof; Fire Station condensing unit; P-25 compliant radios (annual set aside); fuel abatement employees (2 full-time); asphalt parking improvements (Town Hall, Sliding Jail, restroom area, middle park); Town Hall Council Chambers flooring; Town Hall repairs; cantilevered sidewalk; Inclinator; retaining wall below School Street; Center Avenue improvements; Hotel Jerome renovations; Verde Central syphon line; Mescal Canyon syphon line (FMI??); Infrastructure improvements to Holly and Deception; and an update on several already funded or near funded projects and commodities.

Fiscal Impact:

Upon receiving input and direction from the Council regarding personnel-related costs and capital project priorities, staff will complete a first draft budget for review by the Council.

Recommendation

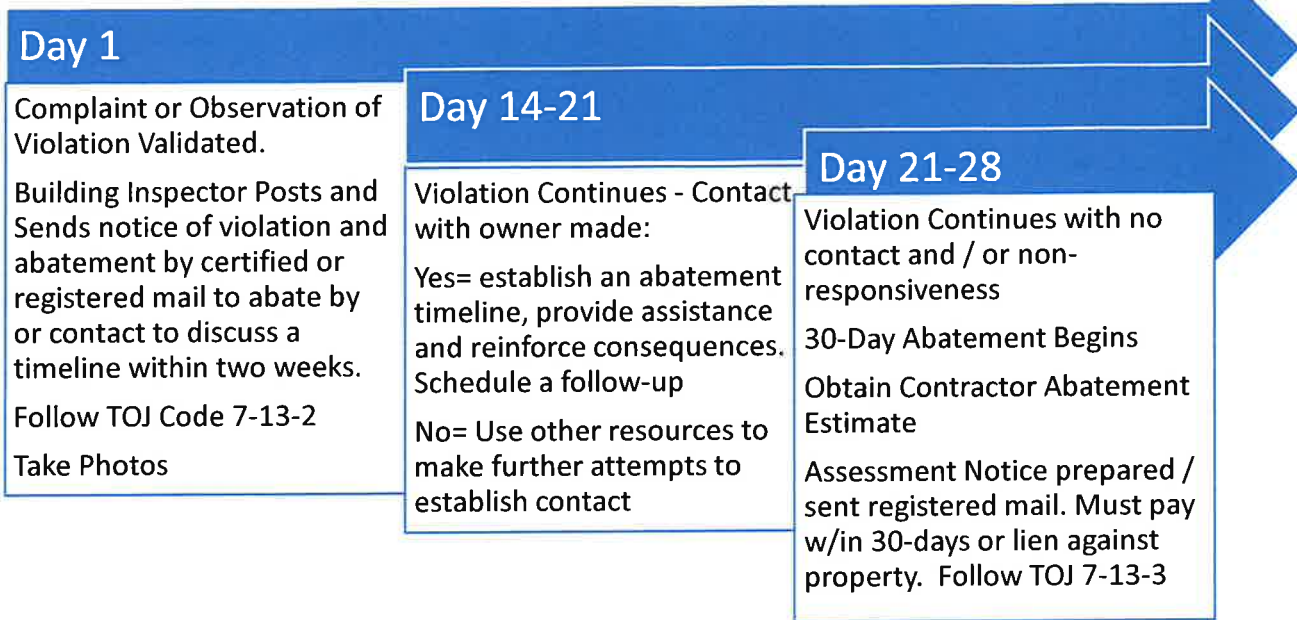
This is a discussion / direction item only that staff will be seeking Council input and direction to proceed with the FY'24 budget formulation.

File Attachments for Item:

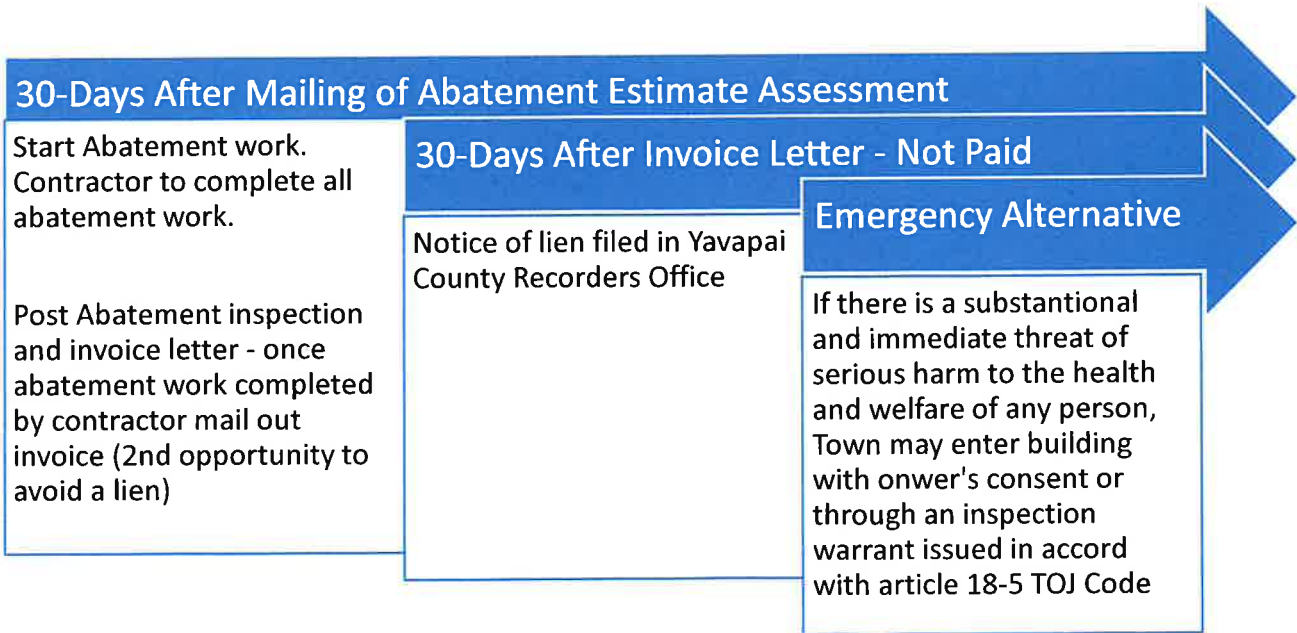
C. Discussion Regarding the Code Enforcement Process for Dilapidated Buildings

Council may discuss and provide staff direction on the nuisance and dilapidated building abatement process

Town of Jerome Nuisance and Dilapidated Building Abatement Process



*****DOCUMENT ALL PHASES WITH PHOTGRAPHS*****



March 2022

Resolution No. 635 of the Town of Jerome, Arizona, is hereby adopted as the Fire Code for the incorporated areas of the Town of Jerome and is made a part of this chapter as though said code was specifically set forth in full herein.

[Ord. 244, 11/13/1990; Ord. 254, 9/10/1991; Ord. 358, 7/9/2009; Ord. 418, 6/14/16; Ord. 481, 3/8/22]

ARTICLE 7-10 **Fee Schedule**

The fees to be charged by the Town with respect to the Codes set forth in this Article shall be as defined and set forth by Resolution of the Town Council.

[Ord. 196, 12/13/1983; Ord. 227, 8/08/1989; Ord. 244, 11/13/1990; Ord. 250, 5/14/1991; Ord. 358, 7/9/2009; Ord. 473, 8/10/2021].

ARTICLE 7-11 **Building Official**

The building official and administrative authority as such may be referenced in any section of this chapter for all matters pertaining to any building, plumbing, electrical, or other building or safety codes or inspections shall be vested in the office of the Town Clerk, and Council may further authorize such deputies as needed to perform any inspection work or other functions that may be required by this chapter.

[Ord. 174 3/20/1976, Ord. 196, 12/13/1983; Ord. 244, 11/13/1990]

Reviser's Note: Ordinance 174 added Article 7-7 Building Moratorium, establishing a moratorium on construction of new commercial and residential buildings until September 16, 1976. Ord. 174 was repealed by the adoption of Ord. 196.

ARTICLE 7-12 **Fire District**

The entire incorporated area of the Town is hereby established as a Fire District. The entire incorporated area of the Town shall be known and designated as Fire District 3.

ARTICLE 7-13 **Abatement of Public Nuisances**

Section 7-13-1. It is hereby declared to be a public nuisance, fire hazard, and hazard to public health and safety to allow the accumulation of rubbish, trash, filth, debris, abandoned inoperable vehicles, dilapidated buildings and structures, litter, garbage, dead animals, brush, street cleaning, industrial wastes, or other unsanitary matter of any kind on any property, buildings, lots, grounds, tracts of land and the contiguous sidewalks, streets, and alleys.

- a. No use or structure shall be operated or maintained in such a manner as to be an explosive or fire hazard; nor cause smoke, soot, dust, radiation, odor, noise, vibration, heat, glare, toxic fumes or other negative impact on the community to be emitted into the atmosphere at any time to such an extent as to constitute a nuisance; contribute to neighborhood deterioration; nor divert water-carried waste or pollutants into any open water course or groundwater supply. Any such condition determined by the Town to

constitute imminent peril to public health, safety or welfare shall be ceased immediately.

- b. Trash and garbage must be kept contained prior to off-site disposal so as not to be a nuisance. Open garbage must not be stored in any residential or commercial lot for more than seven days. Commercial dumpsters must be kept clean, emptied regularly, kept in good repair, and continuously covered.
- c. The property owner shall be responsible for the removal of dry grasses and weeds exceeding six inches in height AND deemed to constitute a fire hazard by the Fire Chief or the Zoning Administrator.
- d. The dispensing, handling, or disposal of fuels, paint thinner, or similar explosive or fire-producing materials shall comply with Underwriters Laboratories, Inc. standards or better.
- e. To avoid negative impact on the community, graffiti must be removed at the request of the Town pursuant to this Article.
- f. Unclaimed publications shall not be allowed to accumulate on a property owner's property. If the publication is subscribed to by the property owner or by a tenant on the property, the property owner or tenant shall be responsible for the unclaimed publications. If the material is unsolicited, the publisher shall be responsible for the unclaimed publications.
- g. Dangerous buildings shall be subject to this Article 7-13.
- h. All fences, screen walls and retaining walls on the premises shall be safe and structurally sound. They shall be maintained so that they do not constitute a blighting, or deteriorated condition.

Section 7-13-2. Written notice of any violation of Section 7-13-1 shall be either personally served or sent to the owner, lessee, and occupant of the property at her or his last known address by registered or certified mail, or the address to which the tax bill for the property was last mailed. If the owner does not reside on such property, a duplicate notice shall also be sent to him at his last known address. The notice shall be dated, signed by the Code Enforcement Officer or Building Official, have attached a copy of this Article 7-13 and include, at minimum, the following items: property description/address; description of the violation; required mitigation and cost thereof; and consequences. The notice of violation and the assessment lien provided for under this Article 7-13 shall run with the land. The Town, in its sole option, may record a notice of violation with the county recorder and thereby cause compliance by any entity thereafter acquiring such property. The non-filing of any notice of violation shall in no way affect the validity of such notice as to the entities so notified. A satisfaction of a notice of violation or assessment lien shall be filed when the property is brought into compliance by the owner, occupant or lessee. Where multiple ownership exists of a property in violation of this chapter, the Town may serve any one (1) owner of record and such service shall be deemed to be service upon any party having or claiming an ownership interest in the property. After

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service upon any one (1) owner, the Town may fully proceed under this Article 7-13 the same as if all owners had been served.

Section 7-13-3. When any owner, lessee or occupant to whom notice has been given pursuant to Section 7-13-2 fails, neglects or refuses to abate the prohibited violation from such property by the date set for compliance within the notice, the Town Manager, or his or her duly authorized representative, may abate such violation. Upon abatement of the violation, the Town Manager, or his or her duly authorized representative, shall prepare an assessment containing a verified statement of the actual cost of such removal or abatement. The owner, lessee or occupant shall be required to pay the actual cost, plus an additional twenty (20) percent of such cost, to the Town within thirty (30) calendar days after the assessment has been mailed to the last known address of record of the owner, lessee or occupant. A duplicate copy of such assessments shall be mailed to the person or persons to whom the original notice of removal was mailed in the manner heretofore prescribed for service of the notice of removal. If the total assessment, including the twenty (20) percent additional charge as set out above, is not paid within thirty (30) calendar days after mailing of the assessment, the Town shall apply a lien to the property in the amount of the original assessment, including the twenty (20) percent additional charge, plus the cost of title search, recording fees, legal fees and other related fees. Failure to comply will result in civil court action.

Section 7-13-4. When a violation of this Town Code or Zoning Ordinance poses a substantial and immediate threat of serious harm to the health or safety of any person, then the Town may immediately enter the subject property and take the minimum action necessary to relieve the threat of serious harm. Prior to entering the property, the Town shall obtain either the consent of a person who owns, leases, rents, occupies, controls, or has the right to control the property, or an inspection warrant pursuant to Article 18-5 of this Town Code from the Town Magistrate court authorizing the Town to enter the property. The Town Magistrate Court may issue such an order only upon a showing that probable cause exists to believe that a violation of this Town Code or Zoning Ordinance, which poses a substantial and immediate threat of serious harm to the health or safety of any person, exists on the property. Any person who owns, leases, rents, occupies, controls, or has the right to control the property that is found to be in violation of this Town Code or Zoning Ordinance will be issued a citation for all violations causing the emergency abatement. The Magistrate Court may impose monetary reimbursement orders as justified by the violations and as permitted by A.R.S. § 9-499, as may be amended.

Section 7-13-5. The Town may record an assessment levied pursuant to Section 7-13-3 in the office of the County Recorder of Yavapai County, Arizona, and from the date of its recording shall be a lien on such lot, tract of land or premises described in the assessment, until paid. Such liens shall be subject to and inferior to the lien for general taxes and shall be prior to all other liens, obligations, mortgages and other encumbrances. A sale of the property to satisfy a lien obtained under the provisions of this Section 7-13-5 shall be made upon judgment of foreclosure or order of sale. The Town shall have the right to bring an action to enforce the lien in the Superior Court of Yavapai County, at any time after the recording of the assessment, but failure to enforce the lien by such action shall not affect its validity. The recorded assessment shall be prima facie evidence of the truth of all matters recited therein, and of the regularity of all proceedings prior to the recording thereof. A prior assessment for the purposes provided in this Section 7-13-5 shall not be a bar to a subsequent assessment or assessments for such purposes and any number of liens on the same premises may be enforced in the same action. All assessment liens filed with the county recorder shall bear interest at the highest rate of interest permitted by law. If the lot subject to the assessment is unimproved, permit issuance for any improvements will be denied until such charges are paid in full.

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Section 7-13-6. The transfer of any and all property interests in any manner, including, but not limited to, the sale, trade, lease, gift or assignment of any real property against which an assessment has been levied pursuant to this Article 7-13 shall not relieve the party(ies) initially subject to the assessment.

Section 7-13-7. Any person who interferes with, prevents, or attempts to interfere with or prevent an individual employed by the Town or other person contracted by the Town from investigating an alleged violation of this Article 7-13, or from correcting or abating a violation of this Article 7-13, is guilty of a Class 1 misdemeanor.

Section 7-13-8. In addition to any cost incurred, any person, firm or corporation found guilty of violating any of the provisions of this Article 7-13 shall be guilty of a Class 1 misdemeanor. Each occurrence or day the violation shall continue shall be a separate offense, punishable as described herein.

(Ord. 243, 11/13/1990; Ord. 437, 2/13/2018]

ARTICLE 7-14 Americans and Arizonans with Disabilities Guidelines for Buildings and Facilities

- A. Standards and specifications set forth in Title 41, Chapter 9, Article 8, Arizona Revised Statutes (Arizonans with Disabilities Act), and its implementing rules, including “Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities” declared a public record by Resolution #324, as applying to public entities, are hereby adopted and incorporated as an amendment to the Uniform Building Code and made part thereof as though fully set forth therein. Such standards and specifications shall apply to new construction and alterations and are not required in buildings or portions of existing buildings that do not meet the standards and specifications.
- B. Standards and specifications set forth in Title 41, Chapter 9, Article 8, Arizona Revised Statutes (Arizonans with Disabilities Act), and its implementing rules, including “Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities” declared a public record by Resolution #325, as applying to public accommodations and commercial facilities, are hereby adopted and incorporated as an amendment to the Uniform Building Code and made part thereof as though fully set forth therein. Such standards and specifications shall apply to new construction and alterations commenced after September 3, 1996.
- C. If any section, subsection, sentence, clause, phrase or portion or part of the above amendments to the Uniform Building Code adopted by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

[Ord. 291, ___/___/1996 – Approved in 1996, Signed by Mayor John Bouwman and Clerk Al Palmieri, August 6, 2007]