



TOWN OF JEROME

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

AGENDA – RESCHEDULED (from 2/14/2023) AND AMENDED (Added 8B)

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.

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.

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
ITEM #2:	PROCLAMATIONS Teen Dating Violence Awareness Month (Mayor Barber will read or summarize the proclamation provided by the Verde Valley Sanctuary)	Discussion
ITEM #3:	FINANCIAL REPORTS Financial Reports for January, 2023	Discussion/Possible Action
ITEM #4:	STAFF AND COUNCIL REPORTS 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.	Discussion/Possible Action
ITEM #5:	ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #6:	APPROVAL OF MINUTES December 13 Regular Meeting	Discussion/Possible Action
ITEM #7:	PETITIONS FROM THE PUBLIC <i>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.</i>	Discussion/Possible Direction
ITEM #8:	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	Discussion/Possible Action
	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	Discussion/Possible Action
ITEM #9:	UNFINISHED BUSINESS	
	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)	Discussion/Possible Action

	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.	Discussion/Possible Action
	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.	Discussion/Possible Action
ITEM #10:	NEW BUSINESS	
	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.	Discussion/Possible Action
	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.	Discussion/Possible Action
	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	Discussion/Possible Action
	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.	Discussion/Possible Action
	ITEM #10E: CONSIDERATION OF FINANCIAL ADVISOR PROPOSALS Council may approve a proposal for a Town Financial Advisor or provide direction to staff.	Discussion/Possible Action
	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.	Discussion/Possible Action
	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.	Discussion/Possible Action
	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.	Discussion/Possible Action
	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)	Discussion/Possible Action
ITEM #11:	TO AND FROM THE COUNCIL Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
ITEM #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



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

A Proclamation on National Teen Dating Violence Awareness and Prevention Month

WHEREAS, This February, during National Teen Dating Violence Awareness and Prevention Month, we stand with those who have known the pain and isolation of an abusive relationship, and we recommit to ending the cycle of teen dating violence that affects too many of our young people.

WHEREAS, Together, it's on all of us to raise regional awareness about teen dating violence and promote safe and healthy relationships.

WHEREAS, females between the ages 16-24 are more vulnerable to intimate partner violence, experiencing abuse at a rate almost triple the national average; and

WHEREAS, one in three adolescent girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner, a figure that far exceeds victimization rates for other types of violence affecting youth; and

WHEREAS, high school students who experience physical violence in a dating relationship are more likely to use drugs and alcohol, are at greater risk of suicide and are much more likely to carry patterns of abuse into future relationships; and

WHEREAS, young people victimized by a dating partner are more likely to engage in risky sexual behavior and unhealthy dieting behaviors and the experience may disrupt normal development of self-esteem and body image; and

WHEREAS, nearly half of teens who experience dating violence report that incidents of abuse took place in a school building or on school grounds; and

WHEREAS, only 33% of teens who are in an abusive relationship ever tell anyone about the abuse, and 81% of parents surveyed either believe teen dating violence is not an issue or admit they do not know if it is one; and

WHEREAS, by providing young people with education about healthy relationships and relationship skills and by changing attitudes that support violence, we recognize that dating violence can be prevented; and

WHEREAS, it is essential to raise community awareness and to provide training for teachers, counselors and school staff so that they may recognize when youth are exhibiting signs of dating violence; and

WHEREAS, the establishment of Teen Dating Violence Awareness and Prevention Month will benefit young people, their families, schools, and communities regardless of socioeconomic status, gender, sexual orientation or ethnicity; and

WHEREAS, everyone has the right to a safe and healthy relationship and to be free from abuse.

WHEREAS, Dating violence transcends gender, race, religion, ethnicity, sexual orientation, and socioeconomic status. It takes many forms, among them physical, sexual, and emotional abuse, bullying, and shaming, which can occur in person or through electronic communication and social media.

WHEREAS, The spiral of violent dating relationships can lead to depression, anxiety, drug and alcohol use, as well as suicidal thoughts. Victims, especially young women, transgender, and gender nonconforming youth who face higher rates of violence, may suffer lifelong consequences. The pattern of abuse often continues to future relationships.

WHEREAS, If you or someone you know is involved in an abusive relationship of any kind, immediate and confidential support is available by visiting loveisrespect.org or calling Verde Valley Sanctuary at (928) 634-2511.

NOW, THEREFORE, BE IT RESOLVED, that I, Christina “Alex” Barber, Mayor of the Town of Jerome, Arizona, on behalf of the Town Council, do hereby proclaim February 2023 as National Teen Dating Violence Awareness and Prevention Month. I call upon all citizens to support efforts in their communities and schools, and in their own families, to empower young people to develop healthy relationships throughout their lives and to prevent and respond to teen dating violence. It’s on all of us.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Jerome, Arizona, to be affixed this 14th day of February, 2023.

Christina “Alex” Barber, Mayor of the Town of Jerome

TOWN OF JEROME
COMBINED CASH INVESTMENT
JANUARY 31, 2023

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,709.55
99-00-1011	NBA CHECKING	96,362.39
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	504,613.44
99-00-1020	OAZ GENERAL SAVINGS	1,182,323.41
		<hr/>
	TOTAL COMBINED CASH	1,785,013.79
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,785,013.79)
		<hr/>
TOTAL UNALLOCATED CASH		.00
		<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	843,634.59
20	ALLOCATION TO UTILITY FUND	420,246.54
30	ALLOCATION TO HURF FUND	(289,301.42)
35	ALLOCATION TO PARKING FUND	123,172.70
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	12,030.70
50	ALLOCATION TO OPERATING GRANTS REVENUE	91,946.71
60	ALLOCATION TO CAPITAL GRANTS FUND	572,146.96
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(142,410.91)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	186,666.70
90	ALLOCATION TO CAPITAL FUND	(33,118.78)
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,785,013.79
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,785,013.79)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		.00
		<hr/>

TOWN OF JEROME
BALANCE SHEET
JANUARY 31, 2023

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	843,634.59	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	93,105.84	
10-00-1008	COURT - JCEF ACCT	14,436.28	
10-00-1009	COURT - FTG ACCT	8,891.93	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1101	AUTO LIEU TAXES	1,369.89	
10-00-1105	CITY SALES TAXES	161,097.72	
10-00-1115	FRANCHISE FEES	3,790.44	
10-00-1120	GF ACCOUNTS RECEIVABLE	11,880.10	
10-00-1135	PROPERTY TAXES	1,309.28	
10-00-1160	STATE SALES TAXES	2,435.52	
	TOTAL ASSETS		1,142,526.59

LIABILITIES AND EQUITY

LIABILITIES

10-00-2001	ACCOUNTS PAYABLE	973.89	
10-00-2401	FEDERAL WH & FICA	9,728.21	
10-00-2402	ARIZONA WITHHOLDING	1,084.06	
10-00-2403	UNEMPLOYMENT TAXES	95.07	
10-00-2405	AFLAC	27.24	
10-00-2406	HEALTH INSURANCE	9,169.42	
10-00-2408	457G RETIREMENT	3,545.39	
10-00-2409	PSPRS	866.48	
10-00-2410	WAGES PAYABLE	73,047.00	
10-00-2411	GANISHMENTS PAYABLE	1,735.51	
10-00-2412	HDHP SAVINGS	1,728.04	
10-00-2413	WORKMAN'S COMP PR LIABILITY	3,935.54	
10-00-2600	CUSTOMER DEPOSITS	7,116.50	
10-00-2940	COURT LIABILITIES	5,635.31	
10-00-2950	FD PER CALL PAYABLE	2,710.00	
	TOTAL LIABILITIES		121,397.66

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	1,474,028.61	
	REVENUE OVER EXPENDITURES - YTD	(452,899.68)	
	BALANCE - CURRENT DATE	(452,899.68)	
	TOTAL FUND EQUITY		1,021,128.93
	TOTAL LIABILITIES AND EQUITY		1,142,526.59

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	4,161.70	32,461.87	47,500.00	15,038.13	68.3
10-30-4005	CITY SALES TAXES	169,412.81	800,388.38	1,400,000.00	599,611.62	57.2
10-30-4010	STATE SALES TAXES	4,941.08	37,940.62	66,415.00	28,474.38	57.1
10-30-4030	VEHICLE LICENSE TAX	2,727.63	21,308.13	41,033.00	19,724.87	51.9
10-30-4055	FRANCHISE FEES	3,119.90	11,117.85	15,000.00	3,882.15	74.1
TOTAL TAX REVENUE		184,363.12	903,216.85	1,569,948.00	666,731.15	57.5
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	50.00	1,810.10	10,500.00	8,689.90	17.2
10-31-4041	PLANNING & ZONING FEES	.00	650.00	5,000.00	4,350.00	13.0
10-31-4045	BUSINESS LICENSES	(130.00)	4,310.00	4,500.00	190.00	95.8
10-31-4050	COMMERCIAL FILMING FEES	.00	.00	500.00	500.00	.0
TOTAL LICENSES, PERMITS&OTHER FEES		(80.00)	6,770.10	20,500.00	13,729.90	33.0
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	23,712.69	165,988.83	289,513.00	123,524.17	57.3
TOTAL INTERGOVERNMENTAL REVENUE		23,712.69	165,988.83	289,513.00	123,524.17	57.3
<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	810.36	9,750.00	8,939.64	8.3
10-33-4200	LIBRARY CONTRIBUTIONS	.00	1,878.00	1,100.00	(778.00)	170.7
TOTAL LIBRARY REVENUE		810.36	15,305.79	36,085.00	20,779.21	42.4
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	2,790.00	20,930.25	36,000.00	15,069.75	58.1
10-34-4062	PD REVENUE FROM PARKING FUND	3,125.00	21,875.00	37,500.00	15,625.00	58.3
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	109.41	884.09	2,250.00	1,365.91	39.3
10-34-4065	POLICE SERVICES	360.00	3,826.39	10,000.00	6,173.61	38.3
TOTAL POLICE DEPT REVENUE		6,384.41	52,736.65	90,750.00	38,013.35	58.1

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	4,150.09	33,188.10	61,000.00	27,811.90	54.4
10-35-4037	COURT SECURITY FUND REVENUE	500.00	4,390.00	10,000.00	5,610.00	43.9
	TOTAL COURT REVENUE	4,650.09	37,578.10	71,000.00	33,421.90	52.9
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	6,507.44	48,815.24	80,500.00	31,684.76	60.6
10-36-4071	RENTS-SHORT TERM RENTAL	900.00	900.00	.00	900.00)	.0
10-36-4080	UTILITY REIMBURSEMENTS	.00	1,569.98	4,500.00	2,930.02	34.9
	TOTAL RENTAL REVENUE	7,407.44	51,285.22	85,000.00	33,714.78	60.3
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	64.00	2,276.00	2,000.00	276.00)	113.8
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	40,593.04	149,000.00	108,406.96	27.2
<u>GENERAL FUND REVENUE</u>						
10-38-4200	CONTRIBUTIONS	.00	.00	2,500.00	2,500.00	.0
10-38-4300	INTEREST	1,127.92	4,974.18	1,600.00	3,374.18)	310.9
10-38-4400	SALE OF ASSETS	.00	161.75	5,000.00	4,838.25	3.2
10-38-4500	MISCELLANEOUS REVENUES	(161.45)	(1,250.36)	2,500.00	3,750.36	(50.0)
	TOTAL GENERAL FUND REVENUE	966.47	3,885.57	11,600.00	7,714.43	33.5
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	14,681.00	102,767.00	176,172.00	73,405.00	58.3
	TOTAL ADMINISTRATIVE CHARGES	14,681.00	102,767.00	176,172.00	73,405.00	58.3
	TOTAL FUND REVENUE	242,959.58	1,380,127.15	2,499,568.00	1,119,440.85	55.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
GENERAL GOVT EXPENSES					
10-41-5001 SALARIES AND WAGES	18,505.36	161,793.43	261,497.00	99,703.57	61.9
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	1,358.31	12,068.46	20,131.00	8,062.54	60.0
10-41-5011 RETIREMENT MATCH	1,370.38	11,528.03	17,462.00	5,933.97	66.0
10-41-5012 HEALTH/LIFE INSURANCE	4,479.18	33,435.89	61,933.00	28,497.11	54.0
10-41-5013 WORKERS COMPENSATION	64.37	833.97	1,365.00	531.03	61.1
10-41-5014 UNEMPLOYMENT INSURANCE	11.33	65.46	416.00	350.54	15.7
10-41-6101 ACCOUNTING AND AUDITING	.00	8,535.00	17,000.00	8,465.00	50.2
10-41-6105 ADVERTISING, PRINTING, & PUBLI	243.40	1,527.20	7,000.00	5,472.80	21.8
10-41-6110 CONTRACT SERVICES	500.00	8,679.00	16,500.00	7,821.00	52.6
10-41-6115 CONVENTIONS AND SEMINARS	.00	1,021.88	4,000.00	2,978.12	25.6
10-41-6116 TRAINING & EDUCATION	339.96	969.79	2,500.00	1,530.21	38.8
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	.00	67.28	.00	(67.28)	.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	195.00	3,841.50	20,000.00	16,158.50	19.2
10-41-6185 MISCELLANEOUS	3,013.69	4,406.17	2,707.00	(1,699.17)	162.8
10-41-6186 BANK FEES - GEN ADMIN	129.33	980.48	1,800.00	819.52	54.5
10-41-6188 BANK FEES / MERCH SVCS	519.28	3,704.41	9,000.00	5,295.59	41.2
10-41-6190 OFFICE SUPPLIES	441.28	6,425.19	8,000.00	1,574.81	80.3
10-41-6191 COPIER & EQUIP LEASE EXPENSE	336.33	3,162.97	7,000.00	3,837.03	45.2
10-41-6192 SOFTWARE SUPPORT EXP - GG	7,523.92	14,368.67	22,478.00	8,109.33	63.9
10-41-6193 COMPUTER HARDWARE & SERVICE	718.75	4,517.17	10,000.00	5,482.83	45.2
10-41-6195 OPERATING SUPPLIES - GEN GOV	338.84	783.82	1,500.00	716.18	52.3
10-41-6200 POSTAGE	323.55	1,742.16	4,000.00	2,257.84	43.6
10-41-6220 REP AND MAINT - VEHICLES	.00	70.00	500.00	430.00	14.0
10-41-6245 SHUTTLE EXPENSES	207.74	1,882.45	3,000.00	1,117.55	62.8
10-41-6250 SMALL TOOLS AND EQUIPMENT	4,755.57	5,981.43	12,500.00	6,518.57	47.9
10-41-6265 TELEPHONE	215.16	1,405.32	3,000.00	1,594.68	46.8
10-41-6275 TRAVEL	.00	906.32	2,000.00	1,093.68	45.3
10-41-6285 TOURISM 1% BED TAX	10,000.00	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	653,333.40	1,120,000.00	466,666.60	58.3
TOTAL GENERAL GOVT EXPENSES	148,924.05	974,958.83	1,738,741.00	763,782.17	56.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	4,838.84	34,477.24	68,721.00	34,243.76	50.2
10-42-5006 LONGEVITY BONUS	50.00	50.00	200.00	150.00	25.0
10-42-5010 FICA AND MEDICARE	374.01	2,649.76	5,272.00	2,622.24	50.3
10-42-5011 RETIREMENT	180.00	1,412.00	4,094.00	2,682.00	34.5
10-42-5012 HEALTH/LIFE INSURANCE	.00	.00	8,577.00	8,577.00	.0
10-42-5013 WORKER'S COMPENSATION	10.64	108.26	227.00	118.74	47.7
10-42-5014 UNEMPLOYMENT	3.42	13.62	144.00	130.38	9.5
10-42-6037 COURT SECURITY FUND EXPENSES	.00	.00	10,000.00	10,000.00	.0
10-42-6110 CONTRACT SERVICES	72.35	1,789.17	7,000.00	5,210.83	25.6
10-42-6116 TRAINING & EDUCATION	.00	220.00	500.00	280.00	44.0
10-42-6125 DUES AND SUBSCRIPTIONS	216.40	455.63	350.00	(105.63)	130.2
10-42-6185 MISCELLANEOUS	.00	138.04	200.00	61.96	69.0
10-42-6190 OFFICE SUPPLIES	.00	205.94	200.00	(5.94)	103.0
10-42-6191 COPIER & EQUIP LEASE EXP	.00	1,211.52	2,400.00	1,188.48	50.5
10-42-6265 TELEPHONE	71.52	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	5,817.18	43,232.34	109,685.00	66,452.66	39.4

POLICE DEPT EXPENSES

10-43-5001 SALARIES AND WAGES	24,652.65	219,362.18	373,917.00	154,554.82	58.7
10-43-5006 LONGEVITY BONUS	448.00	1,041.00	1,727.00	686.00	60.3
10-43-5010 FICA AND MEDICARE	1,839.24	16,355.01	28,737.00	12,381.99	56.9
10-43-5011 RETIREMENT	2,549.77	12,733.57	38,366.00	25,632.43	33.2
10-43-5012 HEALTH INSURANCE	4,498.58	35,988.64	77,406.00	41,417.36	46.5
10-43-5013 WORKER'S COMPENSATION	1,109.53	12,257.04	24,792.00	12,534.96	49.4
10-43-5014 UNEMPLOYMENT	16.30	70.45	654.00	583.55	10.8
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	24,351.25	42,000.00	17,648.75	58.0
10-43-6125 DUES AND SUBSCRIPTIONS	393.25	743.25	1,200.00	456.75	61.9
10-43-6145 FUEL	603.31	5,606.30	15,000.00	9,393.70	37.4
10-43-6172 PROSECUTOR EXP	1,297.50	10,020.50	20,000.00	9,979.50	50.1
10-43-6185 MISCELLANEOUS	.00	101.05	600.00	498.95	16.8
10-43-6192 SOFTWARE SERVICE & SUPPORT	238.09	6,137.44	8,450.00	2,312.56	72.6
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	16,657.47	25,000.00	8,342.53	66.6
10-43-6195 OPERATING SUPPLIES - POLICE	39.52	1,652.00	2,500.00	848.00	66.1
10-43-6200 POSTAGE	7.85	69.25	200.00	130.75	34.6
10-43-6220 REP AND MAINT - VEHICLES	.00	962.93	6,000.00	5,037.07	16.1
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	502.86	5,759.02	5,000.00	(759.02)	115.2
10-43-6265 TELEPHONE	625.96	3,468.36	6,750.00	3,281.64	51.4
10-43-6280 UNIFORMS	.00	1,530.33	1,500.00	(30.33)	102.0
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	38,178.14	37,500.00	(678.14)	101.8
TOTAL POLICE DEPT EXPENSES	42,301.16	395,706.28	727,049.00	331,342.72	54.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	13,643.95	103,580.20	179,346.00	75,765.80	57.8
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	.00	9,240.00	34,000.00	24,760.00	27.2
10-44-5004 FIREWISE PERSONNEL	.00	11,841.85	31,000.00	19,158.15	38.2
10-44-5006 LONGEVITY BONUS	.00	228.00	894.00	666.00	25.5
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	4,502.08	7,316.00	2,813.92	61.5
10-44-5010 FICA AND MEDICARE	1,036.10	7,727.99	20,698.00	12,970.01	37.3
10-44-5011 RETIREMENT	1,039.70	7,721.65	13,176.00	5,454.35	58.6
10-44-5012 HEALTH INSURANCE	2,567.90	20,543.20	36,300.00	15,756.80	56.6
10-44-5013 WORKER'S COMPENSATION	644.57	10,421.10	21,777.00	11,355.90	47.9
10-44-5014 UNEMPLOYMENT	9.68	68.67	888.00	819.33	7.7
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	273.62	2,809.39	8,000.00	5,190.61	35.1
10-44-6120 DISPATCH FEES	588.33	4,090.31	6,750.00	2,659.69	60.6
10-44-6125 DUES AND SUBSCRIPTIONS	210.00	210.00	700.00	490.00	30.0
10-44-6145 FUEL	1,005.33	4,568.72	9,000.00	4,431.28	50.8
10-44-6170 LEGAL EXP - FIRE	.00	331.50	500.00	168.50	66.3
10-44-6180 MEDICAL EXPENSES	105.41	105.41	1,000.00	894.59	10.5
10-44-6181 MEDICAL SUPPLIES EXP	143.84	2,903.92	4,500.00	1,596.08	64.5
10-44-6185 MISCELLANEOUS	17.57	176.06	1,423.00	1,246.94	12.4
10-44-6192 SOFTWARE SERVICE & SUPPORT	110.48	773.39	900.00	126.61	85.9
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	.00	2,500.00	2,500.00	.0
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	.00	562.71	1,500.00	937.29	37.5
10-44-6220 REP AND MAINT - VEHICLES	711.88	3,335.62	20,000.00	16,664.38	16.7
10-44-6225 REP AND MAINT - EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
10-44-6250 SMALL TOOLS AND EQUIPMENT	2,185.41	4,556.22	10,000.00	5,443.78	45.6
10-44-6265 TELEPHONE	303.74	1,952.52	3,500.00	1,547.48	55.8
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,700.00	8.00	99.7
TOTAL FIRE DEPT EXPENSES	25,160.27	230,215.50	473,868.00	243,652.50	48.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
10-45-5001 SALARIES AND WAGES	5,333.18	43,059.24	72,537.00	29,477.76	59.4
10-45-5006 LONGEVITY BONUS	.00	.00	558.00	558.00	.0
10-45-5007 LIBRARY BENEFIT STIPEND	549.56	4,396.48	7,144.00	2,747.52	61.5
10-45-5010 FICA AND MEDICARE	449.51	3,647.37	6,138.00	2,490.63	59.4
10-45-5011 RETIREMENT	289.66	2,310.33	4,370.00	2,059.67	52.9
10-45-5012 HEALTH INSURANCE	41.22	329.76	492.00	162.24	67.0
10-45-5013 WORKER'S COMPENSATION	12.80	162.35	289.00	126.65	56.2
10-45-5014 UNEMPLOYMENT	4.13	42.00	241.00	199.00	17.4
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	236.85	2,573.35	4,500.00	1,926.65	57.2
10-45-6205 PRINT AND NON-PRINT MATERIALS	215.19	1,207.99	3,000.00	1,792.01	40.3
10-45-6225 REP AND MAINT - EQUIPMENT	.00	.00	100.00	100.00	.0
10-45-6250 SMALL TOOLS AND EQUIPMENT	.00	318.89	1,500.00	1,181.11	21.3
10-45-6265 TELEPHONE	86.22	604.41	1,100.00	495.59	55.0
10-45-6266 E-RATE EXP	42.95	143.96	800.00	943.96	(18.0)
TOTAL LIBRARY EXPENSES	7,261.27	59,538.49	104,519.00	44,980.51	57.0

PLANNING & ZONING EXP

10-46-5001 SALARIES AND WAGES	4,318.58	34,253.46	62,133.00	27,879.54	55.1
10-46-5006 LONGEVITY BONUS	.00	.00	358.00	358.00	.0
10-46-5010 FICA AND MEDICARE	326.04	2,598.36	4,781.00	2,182.64	54.4
10-46-5011 RETIREMENT	293.26	2,346.08	3,890.00	1,543.92	60.3
10-46-5012 HEALTH INSURANCE	921.80	7,374.40	11,916.00	4,541.60	61.9
10-46-5013 WORKER'S COMPENSATION	20.23	226.63	536.00	309.37	42.3
10-46-5014 UNEMPLOYMENT	3.02	19.87	144.00	124.13	13.8
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	78.00	7,134.00	18,000.00	10,866.00	39.6
10-46-6185 MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-46-6192 SOFTWARE MAINTENANCE & SUPPORT	75.00	895.75	1,544.00	648.25	58.0
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	40.70	343.42	600.00	256.58	57.2
10-46-6275 TRAVEL	.00	.00	500.00	500.00	.0
TOTAL PLANNING & ZONING EXP	6,076.63	55,191.97	107,602.00	52,410.03	51.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	426.55	3,790.12	7,329.00	3,538.88	51.7
10-47-5010 FICA AND MEDICARE	29.54	277.87	561.00	283.13	49.5
10-47-5011 RETIREMENT	34.13	261.30	586.00	324.70	44.6
10-47-5012 HEALTH INSURANCE	192.03	1,049.22	1,883.00	833.78	55.7
10-47-5013 WORKER'S COMPENSATION	13.23	169.36	344.00	174.64	49.2
10-47-5014 UNEMPLOYMENT	.30	2.08	9.00	6.92	23.1
10-47-6145 FUEL	90.82	692.86	2,000.00	1,307.14	34.6
10-47-6170 LEGAL	.00	.00	250.00	250.00	.0
10-47-6185 MISCELLANEOUS	.00	59.16	300.00	240.84	19.7
10-47-6195 OPERATING SUPPLIES - PARKS	.00	88.15	350.00	261.85	25.2
10-47-6215 REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220 REP AND MAINT - VEHICLES	.00	286.24	1,500.00	1,213.76	19.1
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	32.94	1,282.39	1,000.00	(282.39)	128.2
10-47-6280 UNIFORM EXP PARKS	88.77	198.63	400.00	201.37	49.7
10-47-6285 UTILITIES	.00	1,343.19	2,800.00	1,456.81	48.0
10-47-8040 LEASE PAYMENTS	21.68	130.08	261.00	130.92	49.8
TOTAL PARKS EXPENSES	929.99	10,155.27	22,173.00	12,017.73	45.8
<u>PROPERTIES EXPENSES</u>					
10-48-5001 SALARIES AND WAGES	2,640.71	23,419.11	45,382.00	21,962.89	51.6
10-48-5010 FICA AND MEDICARE	182.84	1,720.47	3,472.00	1,751.53	49.6
10-48-5011 RETIREMENT	211.26	1,617.96	3,631.00	2,013.04	44.6
10-48-5012 HEALTH INSURANCE	1,187.36	6,495.20	11,662.00	5,166.80	55.7
10-48-5013 WORKER'S COMPENSATION	81.87	966.16	2,065.00	1,098.84	46.8
10-48-5014 UNEMPLOYMENT	1.84	12.90	58.00	45.10	22.2
10-48-6110 CONTRACT SERVICES	1,167.78	3,816.36	10,500.00	6,683.64	36.4
10-48-6140 ENGINEERING FEES	.00	590.00	5,000.00	4,410.00	11.8
10-48-6145 FUEL	54.92	395.02	1,500.00	1,104.98	26.3
10-48-6170 LEGAL SERVICES	.00	.00	100.00	100.00	.0
10-48-6185 MISCELLANEOUS	277.64	1,794.28	1,000.00	(794.28)	179.4
10-48-6195 OPERATING SUPPLIES - PROPERTIE	128.94	757.68	2,000.00	1,242.32	37.9
10-48-6215 R&M BUILDING - PROPERTIES	804.44	(1,364.71)	50,000.00	51,364.71	(2.7)
10-48-6220 REP AND MAINT - VEHICLES	.00	286.24	1,500.00	1,213.76	19.1
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	57.08	245.32	1,200.00	954.68	20.4
10-48-6280 UNIFORM EXP PROPERTIES	88.77	231.57	350.00	118.43	66.2
10-48-6285 UTILITIES	3,275.81	22,599.46	42,000.00	19,400.54	53.8
10-48-8040 LEASE PAYMENTS	21.68	130.08	261.00	130.92	49.8
TOTAL PROPERTIES EXPENSES	10,182.94	64,028.15	296,931.00	232,902.85	21.6
TOTAL FUND EXPENDITURES	246,653.49	1,833,026.83	3,580,568.00	1,747,541.17	51.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(3,693.91)	(452,899.68)	(1,081,000.00)	(628,100.32)	(41.9)

TOWN OF JEROME
BALANCE SHEET
JANUARY 31, 2023

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	420,246.54	
20-00-1015	UTILITIES A/R	41,747.54	
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			2,664,105.61

LIABILITIES AND EQUITY

LIABILITIES

20-00-2450	ACCRUED PAYROLL	6,056.53	
20-00-2500	SALES TAX PAYABLE	1,418.48	
20-00-2600	CUSTOMER DEPOSITS	28,797.45	
20-00-2700	COMPENSATED ABSENCES	5,621.13	
20-00-2950	OTHER LIABILITIES	2,450.36	
TOTAL LIABILITIES			44,343.95

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		340,084.19	
BALANCE - CURRENT DATE		340,084.19	
TOTAL FUND EQUITY			2,619,761.66
TOTAL LIABILITIES AND EQUITY			2,664,105.61

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
20-50-4085 WATER USAGE FEES	12,800.85	94,550.73	182,000.00	87,449.27	52.0
20-50-4100 WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500 MISCELLANEOUS	999.39	3,113.18	2,500.00	613.18	124.5
20-50-4900 TRANSFERS IN	49,166.66	344,166.70	590,000.00	245,833.30	58.3
TOTAL WATER REVENUE	62,966.90	441,830.61	779,500.00	337,669.39	56.7
<u>SEWER REVENUE</u>					
20-51-4050 CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085 SEWER USAGE FEES	12,066.63	90,608.46	182,000.00	91,391.54	49.8
20-51-4900 TRANSFERS IN	7,500.00	52,500.00	90,000.00	37,500.00	58.3
TOTAL SEWER REVENUE	19,566.63	143,108.46	277,500.00	134,391.54	51.6
<u>SANITATION REVENUE</u>					
20-52-4085 SANITATION USAGE FEES	14,812.01	102,654.84	188,000.00	85,345.16	54.6
20-52-4500 MISCELLANEOUS	.00	449.00	750.00	301.00	59.9
20-52-4900 TRANSFERS IN	2,500.00	17,500.00	30,000.00	12,500.00	58.3
TOTAL SANITATION REVENUE	17,312.01	120,603.84	218,750.00	98,146.16	55.1
TOTAL FUND REVENUE	99,845.54	705,542.91	1,275,750.00	570,207.09	55.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
20-50-5001 SALARIES AND WAGES	4,657.21	41,398.11	80,053.00	38,654.89	51.7
20-50-5010 FICA AND MEDICARE	322.45	3,034.77	6,124.00	3,089.23	49.6
20-50-5011 RETIREMENT	372.58	2,853.96	6,404.00	3,550.04	44.6
20-50-5012 HEALTH INSURANCE	2,093.80	11,456.70	20,571.00	9,114.30	55.7
20-50-5013 WORKER'S COMPENSATION	161.59	2,232.88	4,474.00	2,241.12	49.9
20-50-5014 UNEMPLOYMENT	3.28	22.77	102.00	79.23	22.3
20-50-6110 CONTRACT SERVICES	900.00	7,756.22	32,000.00	24,243.78	24.2
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	124.66	1,658.84	3,000.00	1,341.16	55.3
20-50-6155 INSURANCE	.00	2,080.05	7,500.00	5,419.95	27.7
20-50-6170 LEGAL EXP - WATER	.00	625.50	43,000.00	42,374.50	1.5
20-50-6185 MISCELLANEOUS	.00	59.16	795.00	735.84	7.4
20-50-6192 SOFTWARE SUPPORT EXP - WATER	2,037.98	3,337.58	5,628.00	2,290.42	59.3
20-50-6195 OPERATING SUPPLIES - WATER	.00	609.96	3,400.00	2,790.04	17.9
20-50-6215 R&M BUILDING - WATER	.00	.00	200.00	200.00	.0
20-50-6220 REP AND MAINT - VEHICLES	.00	859.44	2,000.00	1,140.56	43.0
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	52.60	4,567.09	524,000.00	519,432.91	.9
20-50-6232 SPRINGS SECURITY EXP	54.93	3,512.68	10,000.00	6,487.32	35.1
20-50-6240 SERVICE TESTS/SYSTEM TESTING	.00	105.00	750.00	645.00	14.0
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	88.77	198.63	350.00	151.37	56.8
20-50-6285 UTILITIES EXP - WATER	.00	219.71	500.00	280.29	43.9
20-50-6290 ADMINISTRATIVE CHARGE	4,524.00	31,668.00	54,288.00	22,620.00	58.3
20-50-8040 LEASE PAYMENTS	75.88	455.28	911.00	455.72	50.0
 TOTAL WATER EXPENDITURES	 15,469.73	 121,421.06	 813,500.00	 692,078.94	 14.9

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>					
20-51-5001 SALARIES AND WAGES	2,525.70	22,448.64	43,409.00	20,960.36	51.7
20-51-5010 FICA AND MEDICARE	174.87	1,645.66	3,321.00	1,675.34	49.6
20-51-5011 RETIREMENT	202.05	1,547.58	3,473.00	1,925.42	44.6
20-51-5012 HEALTH INSURANCE	1,135.51	6,212.47	11,155.00	4,942.53	55.7
20-51-5013 WORKER'S COMPENSATION	86.90	1,140.27	2,237.00	1,096.73	51.0
20-51-5014 UNEMPLOYMENT	1.76	12.34	55.00	42.66	22.4
20-51-6110 CONTRACT SERVICES	3,200.00	19,200.00	54,600.00	35,400.00	35.2
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	181.71	1,118.10	3,000.00	1,881.90	37.3
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	.00	178.80	498.00	319.20	35.9
20-51-6192 SOFTWARE SUPPORT EXP - SEWER	2,037.98	3,337.58	5,628.00	2,290.42	59.3
20-51-6195 OPERATING SUPPLIES - SEWER	874.40	5,056.78	8,000.00	2,943.22	63.2
20-51-6215 R&M BUILDING - SEWER	.00	.00	300.00	300.00	.0
20-51-6220 REP AND MAINT - VEHICLES	.00	367.19	1,900.00	1,532.81	19.3
20-51-6225 REP AND MAINT - EQUIPMENT	21.51	101.62	2,400.00	2,298.38	4.2
20-51-6230 REP AND MAINT - INFRASTRUCTURE	300.45	16,251.17	48,000.00	31,748.83	33.9
20-51-6240 SERVICE TESTS/SYSTEM TESTING	430.00	5,252.20	14,000.00	8,747.80	37.5
20-51-6250 SMALL TOOLS & EQUIPMENT (UNDER	91.00	770.49	2,000.00	1,229.51	38.5
20-51-6280 UNIFORM EXP SEWER	88.77	202.99	350.00	147.01	58.0
20-51-6285 UTILITIES	.00	1,149.14	2,500.00	1,350.86	46.0
20-51-6290 ADMINISTRATIVE CHARGE	9,048.00	36,192.00	54,288.00	18,096.00	66.7
20-51-8040 LEASE PAYMENTS	75.88	455.28	911.00	455.72	50.0
TOTAL SEWER EXPENDITURES	20,476.49	126,376.63	292,000.00	165,623.37	43.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	4,018.58	35,714.04	69,060.00	33,345.96	51.7
20-52-5010 FICA AND MEDICARE	278.24	2,618.08	5,283.00	2,664.92	49.6
20-52-5011 RETIREMENT	321.48	2,462.13	5,525.00	3,062.87	44.6
20-52-5012 HEALTH INSURANCE	1,806.93	9,884.13	17,746.00	7,861.87	55.7
20-52-5013 WORKER'S COMPENSATION	251.17	3,207.45	6,367.00	3,159.55	50.4
20-52-5014 UNEMPLOYMENT	2.82	19.59	88.00	68.41	22.3
20-52-6111 RECYCLING CONTRACT EXP	240.00	960.00	1,500.00	540.00	64.0
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	416.78	3,846.03	10,500.00	6,653.97	36.6
20-52-6155 INSURANCE	.00	2,773.40	10,000.00	7,226.60	27.7
20-52-6165 LANDFILL TIPPING FEES	1,231.20	9,787.20	21,600.00	11,812.80	45.3
20-52-6185 MISCELLANEOUS	59.30	169.38	265.00	95.62	63.9
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	2,037.98	2,781.50	5,628.00	2,846.50	49.4
20-52-6195 OPERATING SUPPLIES - TRASH	.00	147.47	750.00	602.53	19.7
20-52-6220 REP AND MAINT - VEHICLES	2,461.44	4,907.05	10,000.00	5,092.95	49.1
20-52-6225 REP AND MAINT - EQUIPMENT	.00	.00	500.00	500.00	.0
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	6,000.00	6,000.00	.0
20-52-6280 UNIFORM EXP TRASH	88.77	194.38	350.00	155.62	55.5
20-52-6290 ADMINISTRATIVE CHARGE	.00	27,144.00	54,288.00	27,144.00	50.0
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	13,214.69	117,661.03	236,750.00	119,088.97	49.7
TOTAL FUND EXPENDITURES	49,160.91	365,458.72	1,342,250.00	976,791.28	27.2
NET REVENUE OVER EXPENDITURES	50,684.63	340,084.19	(66,500.00)	(406,584.19)	511.4

TOWN OF JEROME
BALANCE SHEET
JANUARY 31, 2023

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(289,301.42)	
30-00-1015	HURF ACCOUNTS RECEIVABLE		4,521.44	
30-00-1022	OAZ HURF SAVINGS		495,874.39	
TOTAL ASSETS				211,094.41

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		102,311.86	
	REVENUE OVER EXPENDITURES - YTD	107,234.37		
	BALANCE - CURRENT DATE		107,234.37	
TOTAL FUND EQUITY				209,546.23
TOTAL LIABILITIES AND EQUITY				211,094.41

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

		HURF FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	4,303.60	27,508.69	48,454.00	20,945.31	56.8
30-30-4300	INTEREST AND INVESTMENT EARNIN	209.54	756.06	500.00	(256.06)	151.2
30-30-4900	TRANSFERS IN	19,708.33	137,958.35	236,500.00	98,541.65	58.3
TOTAL HURF REVENUE		24,221.47	166,223.10	285,454.00	119,230.90	58.2
TOTAL FUND REVENUE		24,221.47	166,223.10	285,454.00	119,230.90	58.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

		HURF FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>						
30-30-5001	SALARIES AND WAGES	3,265.20	27,452.58	51,458.00	24,005.42	53.4
30-30-5010	FICA AND MEDICARE	234.31	2,043.81	3,937.00	1,893.19	51.9
30-30-5011	RETIREMENT	170.57	1,306.37	2,932.00	1,625.63	44.6
30-30-5012	HEALTH INSURANCE	958.89	5,244.76	9,416.00	4,171.24	55.7
30-30-5013	WORKER'S COMPENSATION	85.91	969.10	2,110.00	1,140.90	45.9
30-30-5014	UNEMPLOYMENT	2.28	16.68	119.00	102.32	14.0
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	88.48	428.56	1,800.00	1,371.44	23.8
30-30-6155	INSURANCE	.00	1,386.70	5,000.00	3,613.30	27.7
30-30-6185	MISCELLANEOUS	.00	59.18	631.00	571.82	9.4
30-30-6192	SOFTWARE SERVICE & SUPPORT	679.33	803.55	1,594.00	790.45	50.4
30-30-6195	OPERATING SUPPLIES - HURF	.00	88.21	500.00	411.79	17.6
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	.00	286.23	1,500.00	1,213.77	19.1
30-30-6225	REP AND MAINT - EQUIPMENT	172.28	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	1,050.84	7,373.40	13,000.00	5,626.60	56.7
30-30-6260	STREET SUPPLIES	69.56	4,237.50	5,000.00	762.50	84.8
30-30-6280	UNIFORM EXP - HURF	88.75	198.62	350.00	151.38	56.8
30-30-6290	ADMINISTRATIVE CHARGE	670.50	4,693.50	8,046.00	3,352.50	58.3
30-30-7000	CAPITAL OUTLAY - PUBLIC RESTRO	.00	.00	25,000.00	25,000.00	.0
30-30-8040	LEASE PAYMENTS	21.69	130.14	261.00	130.86	49.9
TOTAL HURF EXPENDITURE		7,558.59	58,988.73	305,454.00	246,465.27	19.3
TOTAL FUND EXPENDITURES		7,558.59	58,988.73	305,454.00	246,465.27	19.3
NET REVENUE OVER EXPENDITURES		16,662.88	107,234.37	(20,000.00)	(127,234.37)	536.2

TOWN OF JEROME
BALANCE SHEET
JANUARY 31, 2023

PARKING FUND

<u>ASSETS</u>			
35-00-1000	CASH - COMBINED FUND	123,172.70	
	TOTAL ASSETS		123,172.70
<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	(70,432.29)	
	BALANCE - CURRENT DATE	(70,432.29)	
	TOTAL FUND EQUITY		121,901.05
	TOTAL LIABILITIES AND EQUITY		123,172.70

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

		PARKING FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>						
35-35-4042	PARKING KIOSK REVENUE	23,659.35	184,298.90	400,000.00	215,701.10	46.1
	TOTAL PARKING FUND REVENUE	23,659.35	184,298.90	400,000.00	215,701.10	46.1
	TOTAL FUND REVENUE	23,659.35	184,298.90	400,000.00	215,701.10	46.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

		PARKING FUND			
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001	SALARIES AND WAGES	2,587.50	22,656.51	37,072.00	14,415.49 61.1
35-35-5006	LONGEVITY BONUS	.00	60.00	.00	60.00) .0
35-35-5010	FICA MATCH	197.95	1,750.10	2,836.00	1,085.90 61.7
35-35-5013	WORKER'S COMPENSATION	45.28	578.38	973.00	394.62 59.4
35-35-5014	UNEMPLOYMENT	1.80	25.21	184.00	158.79 13.7
35-35-6145	FUEL	29.19	283.85	2,000.00	1,716.15 14.2
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	2,011.67	18,997.08	45,500.00	26,502.92 41.8
35-35-6192	SOFTWARE SERVICE AND SUPPORT	707.86	3,902.92	10,494.00	6,591.08 37.2
35-35-6195	OPERATING SUPPLIES	.00	635.13	3,000.00	2,364.87 21.2
35-35-6265	TELEPHONE	347.12	1,631.04	3,200.00	1,568.96 51.0
35-35-6290	ADMINISTRATIVE CHARGE	438.50	3,069.50	5,262.00	2,192.50 58.3
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	189,000.00	336,500.00	147,500.00 56.2
TOTAL PARKING FUND EXPENDITURE		33,366.87	254,731.19	454,661.00	199,929.81 56.0
TOTAL FUND EXPENDITURES		33,366.87	254,731.19	454,661.00	199,929.81 56.0
NET REVENUE OVER EXPENDITURES		(9,707.52)	(70,432.29)	(54,661.00)	15,771.29 (128.9)

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	121522MA1	Fuel FD	1	12/15/2022	332.62	.00	332.62	100000	12/15/2022
		121522MA1	Fuel for PD Vehicles	2	12/15/2022	99.57	.00	99.57	100000	12/15/2022
		121522MA1	Fuel GG	3	12/15/2022	67.28	.00	67.28	100000	12/15/2022
Total 1000:						499.47	.00	499.47		
1005	AACOP	121522MA35	INV 2329 MEMBERSHIP R	1	12/15/2022	350.00	.00	350.00	100001	12/15/2022
Total 1005:						350.00	.00	350.00		
1019	AFLAC	122222MA11	INV 943682 DECEMBER B	1	12/22/2022	54.48	.00	54.48	100041	12/22/2022
Total 1019:						54.48	.00	54.48		
1031	ALL-MED EQUIPMENT &	121522MA2	MONTHLY TANK RENTAL	1	12/15/2022	139.20	.00	139.20	100002	12/15/2022
Total 1031:						139.20	.00	139.20		
1042	AMRRP - WC	122822MA12	ACCT 40000598 WC ADMI	1	12/28/2022	316.00	.00	316.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC COU	2	12/28/2022	37.00	.00	37.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC PD	3	12/28/2022	5,881.00	.00	5,881.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC FD	4	12/28/2022	4,314.00	.00	4,314.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC LB	5	12/28/2022	67.00	.00	67.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC PZ	6	12/28/2022	94.00	.00	94.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC PAR	7	12/28/2022	71.00	.00	71.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC PRO	8	12/28/2022	402.00	.00	402.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC WAT	9	12/28/2022	951.00	.00	951.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC SEW	10	12/28/2022	482.00	.00	482.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC TRA	11	12/28/2022	1,351.00	.00	1,351.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC HUR	12	12/28/2022	395.00	.00	395.00	100061	12/28/2022
		122822MA12	ACCT 40000598 WC PAR	13	12/28/2022	229.00	.00	229.00	100061	12/28/2022
Total 1042:						14,590.00	.00	14,590.00		
1050	APS	121522MA29	9438060 HULL ST ROOF	1	12/15/2022	15.16	.00	15.16	100003	12/15/2022
		122222MA14	149044 JEROME STREET	1	12/22/2022	1,055.81	.00	1,055.81	100042	12/22/2022
		122822MA2	610957 PERKINSVILLE R	1	12/28/2022	170.90	.00	170.90	100062	12/28/2022
		122822MA2	235372 GULTCH FD	2	12/28/2022	130.24	.00	130.24	100062	12/28/2022
		122822MA2	7468241 MIDDLE PARK	3	12/28/2022	37.93	.00	37.93	100062	12/28/2022
		122822MA2	3601574879 MAIN ST PAR	4	12/28/2022	59.31	.00	59.31	100062	12/28/2022
		122822MA2	002424 LOWER PARK	5	12/28/2022	37.93	.00	37.93	100062	12/28/2022
		122822MA2	424629 WWTP	6	12/28/2022	205.09	.00	205.09	100062	12/28/2022
		122822MA3	0421621 FD	1	12/28/2022	571.43	.00	571.43	100063	12/28/2022
		122822MA3	806195 SUNSHINE HILL	2	12/28/2022	40.69	.00	40.69	100063	12/28/2022
		122822MA3	321601 HOTEL JEROME	3	12/28/2022	37.93	.00	37.93	100063	12/28/2022
		122822MA3	6506951 PD	4	12/28/2022	242.76	.00	242.76	100063	12/28/2022
		122822MA3	2383901 UPPER PARK	5	12/28/2022	60.53	.00	60.53	100063	12/28/2022
		122822MA3	757577 TOWN HALL	6	12/28/2022	841.51	.00	841.51	100063	12/28/2022
		122822MA3	757577 TOWN HALL SOL	7	12/28/2022	312.50-	.00	312.50-	100063	12/28/2022
		122822MA3	561349 UPPER PARK 2	8	12/28/2022	55.92	.00	55.92	100063	12/28/2022
		122822MA3	238398 GHOST PEPPER	9	12/28/2022	255.99	.00	255.99	100063	12/28/2022
		122822MA3	197652 CO-OP	10	12/28/2022	197.28	.00	197.28	100063	12/28/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1050:						3,703.91	.00	3,703.91		
1056	ARIZONA BUG COMPANY	121522MA33	Inv 190980 MONTLHY BU	1	12/15/2022	50.00	.00	50.00	100004	12/15/2022
Total 1056:						50.00	.00	50.00		
1088	AT&T	121522MA27	INV 287307080989X11262	1	12/15/2022	187.08	.00	187.08	100005	12/15/2022
		121522MA27	INV 287307080989X11262	2	12/15/2022	187.08	.00	187.08	100005	12/15/2022
Total 1088:						374.16	.00	374.16		
1106	AZ MUNICIPAL RISK RET	121522MA32	INV 40001406-12052022 Y	1	12/15/2022	5,269.46	.00	5,269.46	100006	12/15/2022
		121522MA32	INV 40001406-12052022 Y	2	12/15/2022	2,080.05	.00	2,080.05	100006	12/15/2022
		121522MA32	INV 40001406-12052022 Y	3	12/15/2022	2,357.39	.00	2,357.39	100006	12/15/2022
		121522MA32	INV 40001406-12052022 Y	4	12/15/2022	2,773.40	.00	2,773.40	100006	12/15/2022
		121522MA32	INV 40001406-12052022 Y	5	12/15/2022	1,386.70	.00	1,386.70	100006	12/15/2022
Total 1106:						13,867.00	.00	13,867.00		
1144	BRANDI M. SUDA	121522MA22	INV 111 AUDIT PREP FY2	1	12/15/2022	3,535.00	.00	3,535.00	100007	12/15/2022
Total 1144:						3,535.00	.00	3,535.00		
1158	CANDACE GALLAGHER	121522MA26	CODIFICATION SERVICE	1	12/15/2022	500.00	.00	500.00	100008	12/15/2022
Total 1158:						500.00	.00	500.00		
1178	CENTURY LINK	122222MA10	Inv 620616757 PHONE G	1	12/22/2022	8.53	.00	8.53	100044	12/22/2022
		122822MA1	ACCT J-520-111-3806 829	1	12/28/2022	34.27	.00	34.27	100064	12/28/2022
		122822MA1	ACCT J-520-111-3806 829	2	12/28/2022	163.15	.00	163.15	100064	12/28/2022
		122822MA1	ACCT J-520-111-3806 829	3	12/28/2022	178.05	.00	178.05	100064	12/28/2022
		122822MA1	ACCT J-520-111-3806 829	4	12/28/2022	86.00	.00	86.00	100064	12/28/2022
		122822MA1	ACCT J-520-111-3806 829	5	12/28/2022	40.15	.00	40.15	100064	12/28/2022
		122822MA1	ACCT J-520-111-3806 829	6	12/28/2022	125.11	.00	125.11	100064	12/28/2022
		122822MA1	ACCT J-520-111-3806 829	7	12/28/2022	70.62	.00	70.62	100064	12/28/2022
Total 1178:						705.88	.00	705.88		
1195	CITY OF COTTONWOOD	122222MA12	Inv 5562 DISPATCH FD	1	12/22/2022	588.33	.00	588.33	100045	12/22/2022
		122222MA12	Inv 5585 DISPATCH PD	2	12/22/2022	3,478.75	.00	3,478.75	100045	12/22/2022
Total 1195:						4,067.08	.00	4,067.08		
1206	COLBY & POWELL, PLC	122222MA9	PREPARATION OF AUDIT	1	12/22/2022	5,000.00	.00	5,000.00	100046	12/22/2022
Total 1206:						5,000.00	.00	5,000.00		
1213	CONTRACT WASTEWATE	121522MA30	Inv #1015402 SPRING MA	1	12/15/2022	900.00	.00	900.00	100009	12/15/2022
		121522MA30	INV #1015402 WWTP MAI	2	12/15/2022	3,200.00	.00	3,200.00	100009	12/15/2022
		121522MA30	Inv #1015402 TRANSPOR	3	12/15/2022	130.00	.00	130.00	100009	12/15/2022
Total 1213:						4,230.00	.00	4,230.00		
1217	COTTONWOOD EXPRES	122822MA11	Inv 82891 OIL CHANGE U	1	12/28/2022	61.07	.00	61.07	100065	12/28/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1217:						61.07	.00	61.07		
1239	DANA KEPNER CO	121522MA17	INV #9033131 AUTO GUN	1	12/15/2022	1,890.40	.00	1,890.40	100010	12/15/2022
		122822MA8	INV 9035125 ROMAC CO	1	12/28/2022	638.22	.00	638.22	100066	12/28/2022
Total 1239:						2,528.62	.00	2,528.62		
1264	DIESEL DIRECT WEST	121522MA6	INV #84870591 FUEL, WA	1	12/15/2022	38.02	.00	38.02	100011	12/15/2022
		121522MA6	INV #84870591 FUEL, SE	2	12/15/2022	38.02	.00	38.02	100011	12/15/2022
		121522MA6	INV #84870591 FUEL, TR	3	12/15/2022	304.17	.00	304.17	100011	12/15/2022
		122822MA6	INV 84896166, WATER	1	12/28/2022	11.41	.00	11.41	100067	12/28/2022
		122822MA6	INV 84896166, SEWER	2	12/28/2022	11.41	.00	11.41	100067	12/28/2022
		122822MA6	INV 84896166, TRASH	3	12/28/2022	91.30	.00	91.30	100067	12/28/2022
Total 1264:						494.33	.00	494.33		
1322	FOUR-D LLC	121522MA23	Inv #865 IT WORK COMPL	1	12/15/2022	230.00	.00	230.00	100013	12/15/2022
		121522MA23	Inv #865 IT WORK COMPL	2	12/15/2022	632.50	.00	632.50	100013	12/15/2022
		122222MA17	Inv 867 WORK DONE ON	1	12/22/2022	747.50	.00	747.50	100047	12/22/2022
Total 1322:						1,610.00	.00	1,610.00		
1376	HRDIRECT	122222MA19	INV 12844109 YEARLY C	1	12/22/2022	93.36	.00	93.36	100049	12/22/2022
		122222MA19	INV 12844107 YEARLY C	2	12/22/2022	93.36	.00	93.36	100049	12/22/2022
		122222MA19	INV 12844108 YEARLY C	3	12/22/2022	93.36	.00	93.36	100049	12/22/2022
Total 1376:						280.08	.00	280.08		
1388	IKE'S LOCK & SAFE	122822MA10	INV 447080 REKEY SERVI	1	12/28/2022	169.00	.00	169.00	100068	12/28/2022
Total 1388:						169.00	.00	169.00		
1412	JANICE PONTIOUS	121522MA7	Reimbursement For PD Su	1	12/15/2022	74.97	.00	74.97	100014	12/15/2022
Total 1412:						74.97	.00	74.97		
1417	JAY KINSELLA	121522MA41	LMP REFUND ACCT #213	1	12/15/2022	27.33	.00	27.33	100015	12/15/2022
Total 1417:						27.33	.00	27.33		
1419	JC CULLEN INC	121522MA20	Inv #151585 PORT SERVI	1	12/15/2022	35.49	.00	35.49	100016	12/15/2022
		121522MA20	Inv #151585 PORT SERVI	2	12/15/2022	35.48	.00	35.48	100016	12/15/2022
Total 1419:						70.97	.00	70.97		
1462	KAIROS HEALTH ARIZON	121522MA34	HEALTH INSURANCE DE	1	12/15/2022	18,699.58	.00	18,699.58	100017	12/15/2022
Total 1462:						18,699.58	.00	18,699.58		
1464	KATHLEEN JARVIS	121522MA11	REIMBURSE FOR ART W	1	12/15/2022	729.70	.00	729.70	100018	12/15/2022
Total 1464:						729.70	.00	729.70		
1503	LEGEND	121522MA15	INV #2217289	1	12/15/2022	75.00	.00	75.00	100019	12/15/2022
		121522MA15	INV #2217720	2	12/15/2022	75.00	.00	75.00	100019	12/15/2022
		121522MA15	INV #2218130	3	12/15/2022	75.00	.00	75.00	100019	12/15/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		122822MA13	INV 2218502 TESTING, W	1	12/28/2022	15.00	.00	15.00	100069	12/28/2022
		122822MA13	INV 2218502 TESTING, S	2	12/28/2022	277.00	.00	277.00	100069	12/28/2022
	Total 1503:					517.00	.00	517.00		
1507	LIFE & PROPERTY SAFE	122822MA4	Inv 8850 MONTHLY FIRE	1	12/28/2022	96.00	.00	96.00	100070	12/28/2022
	Total 1507:					96.00	.00	96.00		
1532	MARTIN BOLAND	122222MA16	Reimbursement for Gloves	1	12/22/2022	8.54	.00	8.54	100050	12/22/2022
		122222MA16	Reimbursement for Gloves	2	12/22/2022	8.54	.00	8.54	100050	12/22/2022
		122222MA16	Reimbursement for Gloves	3	12/22/2022	8.54	.00	8.54	100050	12/22/2022
		122222MA16	Reimbursement for Gloves	4	12/22/2022	8.54	.00	8.54	100050	12/22/2022
		122222MA16	Reimbursement for Gloves	5	12/22/2022	8.59	.00	8.59	100050	12/22/2022
		122222MA16	Reimbursement for Gloves	6	12/22/2022	8.54	.00	8.54	100050	12/22/2022
	Total 1532:					51.29	.00	51.29		
1550	MICHAEL HIGGINSON	121522MA25	YEARLY PENSION WITHD	1	12/15/2022	1,000.00	.00	1,000.00	100020	12/15/2022
	Total 1550:					1,000.00	.00	1,000.00		
1576	NAPA AUTO PARTS	121522MA5	Inv #304992 BRAKE CON	1	12/15/2022	12.50	.00	12.50	100021	12/15/2022
		121522MA5	Inv #306606 WIRE KIT, BL	2	12/15/2022	40.07	.00	40.07	100021	12/15/2022
	Total 1576:					52.57	.00	52.57		
1603	ODP BUSINESS SOLUTIO	111622MA12	63266436, Inv2759274670	1	11/16/2022	40.78	.00	40.78	13245	11/16/2022
		111622MA12	63266436, Inv2759248980	2	11/16/2022	27.78	.00	27.78	13245	11/16/2022
		111622MA12	63266436, Inv2758146490	3	11/16/2022	132.24	.00	132.24	13245	11/16/2022
		111622MA12	63266436, Inv2751607420	4	11/16/2022	14.77	.00	14.77	13245	11/16/2022
		111622MA12	63266436, Inv2751604880	5	11/16/2022	7.16	.00	7.16	13245	11/16/2022
		111622MA12	63266436, Inv2750781420	6	11/16/2022	64.64	.00	64.64	13245	11/16/2022
		111622MA12	63266436, Inv2750806100	7	11/16/2022	16.16	.00	16.16	13245	11/16/2022
		111622MA12	63266436, Inv2750806150	8	11/16/2022	22.15	.00	22.15	13245	11/16/2022
		112222MA9	63266436, Inv2781041800	1	11/22/2022	50.73	.00	50.73	13261	11/22/2022
		11222KM2	63266436, Inv. 274327427	1	11/02/2022	56.46	.00	56.46	13200	11/02/2022
		113022MA6	63266436, Inv 2758086940	1	11/30/2022	13.27	.00	13.27	13274	11/30/2022
		113022MA6	63266436, Inv 2757883970	2	11/30/2022	216.71	.00	216.71	13274	11/30/2022
		113022MA6	63266436, Inv 2781418280	3	11/30/2022	16.93	.00	16.93	13274	11/30/2022
		11822MA1	63266436, Inv2718457900	1	11/08/2022	32.87	.00	32.87	13224	11/08/2022
		11822MA1	63266436, Inv2730104230	2	11/08/2022	24.48	.00	24.48	13224	11/08/2022
		11822MA1	63266436, Inv2730116220	3	11/08/2022	7.11	.00	7.11	13224	11/08/2022
		121522MA13	INV #280556457001 MINT	1	12/15/2022	16.64	.00	16.64	100022	12/15/2022
		121522MA13	INV #280552500001 CHRI	2	12/15/2022	124.28	.00	124.28	100022	12/15/2022
		121522MA13	INV #280184218001 BATT	3	12/15/2022	36.79	.00	36.79	100022	12/15/2022
		121522MA13	INV #277685983001 WIPE	4	12/15/2022	17.25	.00	17.25	100022	12/15/2022
		121522MA13	INV #277652278001 TISS	5	12/15/2022	22.15	.00	22.15	100022	12/15/2022
		121522MA13	INV #281999427001 TONE	6	12/15/2022	366.40	.00	366.40	100022	12/15/2022
		121522MA13	INV #282001858001 STEN	7	12/15/2022	25.12	.00	25.12	100022	12/15/2022
		122222MA13	WINDOW ENVELOPES IN	1	12/22/2022	222.83	.00	222.83	100053	12/22/2022
		122822MA7	INV 279681207002 COFF	1	12/28/2022	12.74	.00	12.74	100071	12/28/2022
		122822MA7	INV 279681207001 OFFIC	2	12/28/2022	53.53	.00	53.53	100071	12/28/2022
	Total 1603:					1,641.97	.00	1,641.97		
1607	O'REILLY AUTOMOTIVE, I	121522MA4	REF #3492-159477 MAF-R	1	12/15/2022	132.30	.00	132.30	100023	12/15/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1607:						132.30	.00	132.30		
1615	PARKEON	121522MA10	INV #IV133313 PARKING	1	12/15/2022	12,107.67	.00	12,107.67	100024	12/15/2022
		122222MA18	INV IV133491 FLOWBIRD	1	12/22/2022	35.43	.00	35.43	100054	12/22/2022
		122822MA5	INV IV133707 PARKFOLIO	1	12/28/2022	408.64	.00	408.64	100072	12/28/2022
Total 1615:						12,551.74	.00	12,551.74		
1618	PATRIOT DISPOSAL, INC.	121522MA28	INV 3617 GARBAGE DISP	1	12/15/2022	1,851.20	.00	1,851.20	100025	12/15/2022
Total 1618:						1,851.20	.00	1,851.20		
1625	PERSONNEL SAFETY EN	121522MA31	INV #103593 PW FIRST AI	1	12/15/2022	23.23	.00	23.23	100026	12/15/2022
		121522MA31	INV #103593 FIRST AID KI	2	12/15/2022	23.23	.00	23.23	100026	12/15/2022
		121522MA31	INV #103593 FIRST AID KI	3	12/15/2022	23.23	.00	23.23	100026	12/15/2022
		121522MA31	INV #103593 FIRST ADI KI	4	12/15/2022	23.23	.00	23.23	100026	12/15/2022
		121522MA31	INV #103593 FIRST AID KI	5	12/15/2022	23.25	.00	23.25	100026	12/15/2022
		121522MA31	INV #10593 FIRST AID KIT	6	12/15/2022	23.23	.00	23.23	100026	12/15/2022
Total 1625:						139.40	.00	139.40		
1637	POSTMASTER	122222MA20	Postage for Newsletter	1	12/22/2022	69.87	.00	69.87	100055	12/22/2022
Total 1637:						69.87	.00	69.87		
1643	PRESCOTT LAW GROUP,	121522MA9	INV #6043 PROSECUTOR	1	12/15/2022	1,881.00	.00	1,881.00	100027	12/15/2022
Total 1643:						1,881.00	.00	1,881.00		
1647	PROCOPY	121522MA19	Inv #3807920 COPIER US	1	12/15/2022	413.42	.00	413.42	100028	12/15/2022
		121522MA19	Inv #3807921 COPIER LE	2	12/15/2022	336.33	.00	336.33	100028	12/15/2022
Total 1647:						749.75	.00	749.75		
1677	REESE'S TIRE & AUTOTI	122222MA8	RE-SURFACE ROTORS 2	1	12/22/2022	8.95	.00	8.95	100056	12/22/2022
		122222MA8	RE-SURFACE ROTORS 2	2	12/22/2022	8.95	.00	8.95	100056	12/22/2022
		122222MA8	RE-SURFACE ROTORS 2	3	12/22/2022	8.95	.00	8.95	100056	12/22/2022
		122222MA8	RE-SURFACE ROTORS 2	4	12/22/2022	8.95	.00	8.95	100056	12/22/2022
		122222MA8	RE-SURFACE ROTORS 2	5	12/22/2022	9.00	.00	9.00	100056	12/22/2022
		122222MA8	RE-SURFACE ROTORS 2	6	12/22/2022	8.95	.00	8.95	100056	12/22/2022
Total 1677:						53.75	.00	53.75		
1707	RUGGED DEPOT	121522MA8	INV #68998 STANDARD B	1	12/15/2022	333.60	.00	333.60	100029	12/15/2022
Total 1707:						333.60	.00	333.60		
1712	RUSSELL SAN FELICE	121522MA14	REIMBURSE FOR FUEL U	1	12/15/2022	51.45	.00	51.45	100030	12/15/2022
Total 1712:						51.45	.00	51.45		
1718	SALTUS TECHNOLOGIES	122822MA9	INV 2212-56 4" PRE-PRIN	1	12/28/2022	1,140.00	.00	1,140.00	100073	12/28/2022
Total 1718:						1,140.00	.00	1,140.00		
1728	SEDONA RECYCLES, INC	121522MA21	INV #JRME 1122	1	12/15/2022	120.00	.00	120.00	100031	12/15/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1728:						120.00	.00	120.00		
1740	SIMS MACKIN, LTD	121522MA37	Inv 35461 LEGAL SERVIC	1	12/15/2022	312.00	.00	312.00	100033	12/15/2022
		121522MA37	Inv 35461 LEGAL SERVIC	2	12/15/2022	19.50	.00	19.50	100033	12/15/2022
Total 1740:						331.50	.00	331.50		
1751	SOUTHWESTERN ENVIR	122222MA4	HURF EXCHANGE-DRAIN	1	12/22/2022	30,516.91	.00	30,516.91	100058	12/22/2022
Total 1751:						30,516.91	.00	30,516.91		
1812	TOWN OF JEROME - UTIL	121522MA18	7002-01 TOWN HALL	1	12/15/2022	194.51	.00	194.51	100035	12/15/2022
		121522MA18	7060-01 TOWN YARD	2	12/15/2022	180.44	.00	180.44	100035	12/15/2022
		121522MA18	7054-01 POLICE STATION	3	12/15/2022	177.32	.00	177.32	100035	12/15/2022
		121522MA18	7015-01 FIRE STATION	4	12/15/2022	180.44	.00	180.44	100035	12/15/2022
Total 1812:						732.71	.00	732.71		
1813	TOWN OF JEROME PR	122222MA1	Payroll Transfer	1	12/22/2022	90,000.00	.00	90,000.00	100059	12/22/2022
Total 1813:						90,000.00	.00	90,000.00		
1827	UNISOURCE ENERGY SE	121522MA12	7133613001 HOLLY AVE	1	12/15/2022	29.69	.00	29.69	100036	12/15/2022
		121522MA12	750593 TOWN HALL	2	12/15/2022	763.52	.00	763.52	100036	12/15/2022
		121522MA12	693726 POLICE STATION	3	12/15/2022	58.85	.00	58.85	100036	12/15/2022
		122222MA2	2353340 CO-OP	1	12/22/2022	266.28	.00	266.28	100060	12/22/2022
		122222MA2	435334 TOWN YARD	2	12/22/2022	363.55	.00	363.55	100060	12/22/2022
		122222MA2	055982 FIRE DEPT	3	12/22/2022	298.63	.00	298.63	100060	12/22/2022
Total 1827:						1,780.52	.00	1,780.52		
1851	VERDE VALLEY HARDWA	121522MA3	REF #50031 WASP SPRA	1	12/15/2022	30.71	.00	30.71	100037	12/15/2022
		121522MA3	REF #50068 WEED EATE	2	12/15/2022	384.46	.00	384.46	100037	12/15/2022
		121522MA3	REF #50070 WASP SPRA	3	12/15/2022	28.96	.00	28.96	100037	12/15/2022
		121522MA3	REF #50143 EXTENSION	4	12/15/2022	152.65	.00	152.65	100037	12/15/2022
		121522MA3	REF #50199 WINDOW GL	5	12/15/2022	17.11	.00	17.11	100037	12/15/2022
		121522MA3	REF #50373 TRASH BAG	6	12/15/2022	59.30	.00	59.30	100037	12/15/2022
		121522MA3	REF #50496 ASPHALT RE	7	12/15/2022	395.20	.00	395.20	100037	12/15/2022
		121522MA3	REF #50617 SPRAYER, P	8	12/15/2022	56.00	.00	56.00	100037	12/15/2022
		121522MA3	REF #50889 FISH, ELECT	9	12/15/2022	53.79	.00	53.79	100037	12/15/2022
		121522MA3	REF #50917 CORD COVE	10	12/15/2022	101.02	.00	101.02	100037	12/15/2022
		121522MA3	REF #50954 FANWHEEL	11	12/15/2022	47.20	.00	47.20	100037	12/15/2022
Total 1851:						1,326.40	.00	1,326.40		
1859	VERIZON WIRELESS	121522MA38	INV 9921494845 PHONE	1	12/15/2022	40.78	.00	40.78	100038	12/15/2022
		121522MA38	INV 9921494845 PHONE	2	12/15/2022	176.81	.00	176.81	100038	12/15/2022
		121522MA38	INV 9921494845 PHONE	3	12/15/2022	40.67	.00	40.67	100038	12/15/2022
		121522MA38	INV 9921494845 PHONE	4	12/15/2022	80.02	.00	80.02	100038	12/15/2022
		121522MA39	INV 9921494846 PHONE	1	12/15/2022	104.36	.00	104.36	100039	12/15/2022
		121522MA39	INV 9921494846 PHONE P	2	12/15/2022	160.04	.00	160.04	100039	12/15/2022
Total 1859:						602.68	.00	602.68		
1914	YAVAPAI CO. EDUCATION	121522MA24	Inv #22-1616 INTERNET A	1	12/15/2022	120.00	.00	120.00	100040	12/15/2022
		121522MA24	Inv #22-1616 INTERNET A	2	12/15/2022	75.00	.00	75.00	100040	12/15/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		121522MA24	Inv #22-1616 INTERNET A	3	12/15/2022	75.00	.00	75.00	100040	12/15/2022
		121522MA24	Inv #22-1616 INTERNET A	4	12/15/2022	150.00	.00	150.00	100040	12/15/2022
		121522MA24	Inv #22-1615 E-RATE	5	12/15/2022	42.95	.00	42.95	100040	12/15/2022
	Total 1914:					462.95	.00	462.95		
1950	BRETT KLEIN	122222MA6	Mileage Reimbursement El	1	12/22/2022	125.00	.00	125.00	100043	12/22/2022
	Total 1950:					125.00	.00	125.00		
1958	MULCAIRE & SON CONT	122222MA3	HURF EXCHANGE-DRAIN	1	12/22/2022	144,335.09	.00	144,335.09	100052	12/22/2022
	Total 1958:					144,335.09	.00	144,335.09		
1969	SHAWN MAPLES	121522MA16	REIMBURSE FOR PANTS	1	12/15/2022	4.32	.00	4.32	100032	12/15/2022
		121522MA16	REIMBURSE FOR PANTS	2	12/15/2022	4.32	.00	4.32	100032	12/15/2022
		121522MA16	REIMBURSE FOR PANTS	3	12/15/2022	4.32	.00	4.32	100032	12/15/2022
		121522MA16	REIMBURSE FOR PANTS	4	12/15/2022	4.32	.00	4.32	100032	12/15/2022
		121522MA16	REIMBURSE FOR PANTS	5	12/15/2022	4.36	.00	4.36	100032	12/15/2022
		121522MA16	REIMBURSE FOR PANTS	6	12/15/2022	4.32	.00	4.32	100032	12/15/2022
	Total 1969:					25.96	.00	25.96		
1970	ELCO Industries LLC	121522MA36	SHIELD BADGE PATCHE	1	12/15/2022	698.00	.00	698.00	100012	12/15/2022
	Total 1970:					698.00	.00	698.00		
1971	Thomas Brownlee	121522MA40	LMP REFUND ACCT #300	1	12/15/2022	61.50	.00	61.50	100034	12/15/2022
	Total 1971:					61.50	.00	61.50		
1972	Friends of the Verde River	122222MA5	YEARLY MEMBERSHIP IN	1	12/22/2022	500.00	.00	500.00	100048	12/22/2022
	Total 1972:					500.00	.00	500.00		
1974	MOYER'S HEATING & CO	122222MA15	INV 117518 AC/FURNANC	1	12/22/2022	95.00	.00	95.00	100051	12/22/2022
	Total 1974:					95.00	.00	95.00		
1977	The Stratton Law Firm, PL	11823MA1	INV #11 2022 LEGAL PRE	1	01/18/2023	19,500.00	.00	19,500.00	1001	01/18/2023
	Total 1977:					19,500.00	.00	19,500.00		
	Grand Totals:					389,938.94	.00	389,938.94		

For the meeting of February 14, 2022

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Finalized transition to Caselle financial management software.
- Worked with ADOT, NACOG and contractors regarding drainage improvements project and closed out that project. We will be receiving the final payment in the next couple of weeks
- Worked on creating a scope of work with engineer for water tank #2 repair.
- Worked with STRs on licenses and implementing the new regulations. NOTE: we have 2-3 who we are going to have to send a final letter to comply or take the actions outlined in the new Code language.
- Transitioned to a new credit card processing company (Professional Solutions NCMIC).
- Continued attendance at various meetings and webinars with local officials and others including the transportation advisory committee.
- Received proposals for potential financial advisors.
- Forwarded a scope of work / work plan to FMI for Tank #2 and the Verde Central syphon line
- Worked with the Chamber on potential grant initiatives and started the grant processes 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. We are seeking \$1.2M~
- Received training on the new agenda management system and will be implementing.
- Met with engineer for project update and ensure approved projects are progressing.
- Met with the Mayor and representatives from APS for some LED lamp options to retain our historic street light pole fixtures.
- CAT riders for the pilot program are averaging around 11 per week (Thursday)

**** CONGRATULATIONS TO ****

Kathleen Jarvis on completing **20 years** of service effective February 1, 2023.

William Blodgett on completing 1 year of service effective February 7, 2023.

Ricardo Hernandez on completing 3 years of service effective February 24, 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

					Compared to prior year
	FY2023 BUDGET	FY2023 actual	Budget +/-	FY2022 actual	+/-
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			123,149	
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	644,645	(54,355)	1,486,432	(98,036)

TOWN OF JEROME, AZ

Comparison of Restaurant/Bar, Accomodation 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		36,189			17,289			48,750	
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	(22,084)		233,982	(16,201)		604,915	(86,333)

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		
February		
March		
April		
May		
June		

WATER FLOWS REPORT

Reading Date		<u>WALNUT GPM</u>	<u>VERDE GPM</u>
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



Founded 1876
Incorporated 1899

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

February 2023 Staff Report for January 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, setting up a Zoom call, 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.
- ⚙ 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 Zoom meetings with representatives from Civic Plus, for the agenda management software Municode and completed training homework for Municode.
- ⚙ Permits and Licensing activities for January:
 - Business Licenses
 - 14 Businesses were sent renewal notices.
 - 16 Businesses sent in their renewal application.
 - 2 Business applied for a NEW Business License.
 - 15 Business Licenses were issued.
 - 10 Business Licenses are pending approval.
 - STR Licenses
 - 1 STR/Vacation Rental License application was received.
 - 1 STR Licenses was issued.
 - 3 STR Licenses are pending approval.
 - 13 Total STR License Permits issued to date. (See Excel Spreadsheet)
 - Special Event Permits
 - 1 Special Event permit was issued.



JEROME MUNICIPAL COURT

Hon. Angela M. Bradshaw Napper, Magistrate

P O Box 335
Jerome, AZ 86331

600 Clark Street
Phone (928) 649-3250

TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: February 2, 2023

January was a quiet, albeit snowy month. Our docket of cases appears similar to that from this time last year. Revenues were slightly higher for the month. Attached for your review is the January 2023 Monthly Revenue Remittance.

The court has been working to update the civil traffic information sheet which is distributed by law enforcement at the time citations issued. The new form, which we anticipate circulating no later than February 9, 2023, will include information for defendants to utilize remote appearance technology.

A court security assessment is scheduled for Thursday, March 2. Staff from Yavapai County Superior Court Administration will review our court procedures and facilities and make recommendations about how court security can be improved. Based upon my review of the last assessment and the fact that few changes were made based upon that assessment, I anticipate beginning discussions with the town manager regarding building security issues and with facilities and the police department about installation of a gun locker.

The court completed and timely submitted our Minimum Account Standards Report to the Superior Court. It was approved at that level and passed on to the Administration Office of Courts for further review. To date, only receipt of the report has been acknowledged by AOC. No comments or suggestions have been returned.

Preparations have begun for the proposed 2023/2024 budget. Since my clerk remains a part-time employee, I anticipate being under budget this year for salaries and wages and do not foresee a substantial uptick for the next year.

Council members are welcome to visit the Court anytime to tour the facility, view technology upgrades in use, or observe proceedings. Thanks to each of you for your dedicated service to the community.

MONTHLY REVENUE REMITTANCE

Jan 2023

TOTAL DISBURSEMENTS

SUBTOTALS: 91.00 4,001.74 5,399.67 154.85
 ZCEF 91.00 5,300.32 Gen Fund
 FTG 0.00 99.35 Splits

9,647.26

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	91.00			
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02				
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01				
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03				
ADPS Forensic Fund	ZADPS	2-14-08		169.19		
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05				
Arson Detection Reward Fund	ZADRF	2-11-05				
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33				
Citz Clean Elect Fund (10% Base)- 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		284.39		
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,195.61		
ZCEF2 1% CLEAN ELECTIONS FUND	ZCEF2	2-14-09		7.69		
Drug & Gang Enforcement Acct- 13-34xx, 13-811C	ZDECJ	2-11-25				
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05		1.35		
DUI Abatement Fnd - 28-1304A, 1382.3 (Extrm DUI, \$250)	ZDUIA	2-15-11		50.00		
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34				
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23				
FARE Delinquency Fee (\$35.00 Fee) AC 2003-126	ZFAR2	2-13-22				
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		231.27		
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		259.47		
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		199.05		
Highway Users Rev Fnd (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36				
Jud Collect Enhan Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		143.00		
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		26.00		
Jud Collect Enhan Fnd (CVL.TP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51				
Medical Svcs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		369.67		
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		198.78		
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13				
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		98.38		
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		496.88		
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14				
Drug Tech Registration Fnd (Drug lab) 13-3423, 28-737.....	ZTECH	2-15-35				
Victim Rights Penalty (2019 - \$9) 12-116.08 (37.6%)	ZVCAF	2-15-43		83.11		
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		49.69		
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		138.21		
Forfeited Overpayments		4-91-04				
Installment Payment Fee		4-39-08				
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01				
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22				
Court Enhancement Fee	ZCE	4-30-04				
Defensive Driving School Fee 28-3396	ZDDS	4-31-01		1,210.00		
Default Fees - LOCAL	ZDEFF	4-32-01		373.68		
Deferred Prosecution Fees	ZDFEE	4-31-02				
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10		1,229.31		
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30				
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10		442.99		
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20		253.94		
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95		22.49		
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04				
Fines - CV Penalties - 13-811A & 28-1554B	ZFINE	4-49-07		1,047.91		
OTHER CLERK FEES	ZLCL	4-39-09				
COURT SECURITY FEE	ZMCSF	4-30-25		720.00		
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01				
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02				
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03				
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03		99.35		
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32				
Non-Refundable Overpayments	ZOVF	4-91-02				
Public Defender Fees	ZPUBZ	4-39-71				
License Plate Violation (Susp/Display) 28-4139	ZSLPX/ZHRFC	4-23-02				
Warrant Fee	ZWARF	4-32-03				
Jail (incarceration) Fees	ZJF	4-33-21				130.00
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				24.85

(S2 WRITE-IN)

170.54 ZADPS & ZDNAS

0.00 ZADRF

0.00 ZCAA1 ZDVSF & ZTECH

(S2 WRITE-IN)

231.27 ZFAR 1 & 3

259.47 ZFAR 2 & 4

169.00 ZJCS 52 & ZJCS 53

322.98 ZOS 1-99

221.32 ZVCAF & ZVRF

0.00 ZATT & ZPUBZ

2,996.64 ZCAA2 & ZFINES

373.68 ZDEFF & ZWARF

2,996.64 ALL ZFINES

720.00 ZLCL & ZMISC

(S3 WRITE-IN)

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

TOTAL REVENUE FOR DISBURSEMENT \$9,556.26

JCEF account \$91.00
 FTG account \$0.00
 State Revenue \$4,001.74
 City/Town \$5,399.67
 Yavapai County \$154.85
 Other Agencies

TOTAL DISBURSEMENTS \$9,647.26

PASS-THROUGH MONIES: \$0.00

Overpayment Refunds \$0.00
 Unapplied Payments \$0.00
 Bonds (ZBND) \$0.00
 Restitution (ZREST) \$0.00
 Agency Not Assigned - not yet allocated \$0.00

SABA TOTAL (Total Revenue) \$9,647.26

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

2022-2023

Signature

Micheala Brewer

Verified by:

Angel M. Wagoner



TOWN OF JEROME, ARIZONA

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

Founded 1876
Incorporated 1899

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

Utilities

- Current debt (45 days past due):

13 accounts were on the shut-off list at the beginning of February. 4 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 February billing: \$615.45

Balance owed at end of January: \$3159.09

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

Rentals

All renters made their rental payments and are on track.

Report Criteria:

Include active customers

Include customers with a credit balance

Aged using billing periods

Customer Number	Balance	01/31/2023	12/31/2022	11/30/2022	10/31/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1001.03	155.48	155.48	.00	.00	.00	01/17/23	155.48-		
1003.02	105.11	105.11	.00	.00	.00	01/11/23	105.11-		
1006.02	60.61	83.21-	71.91	71.91	.00		.00		
1008.02	77.74	77.74	.00	.00	.00	01/11/23	77.74-		
1009.04	44.72	44.72	.00	.00	.00	01/17/23	44.72-		
1010.01	77.74	77.74	.00	.00	.00	01/09/23	77.74-		
1011.01	91.09	13.67-	52.38	52.38	.00	02/06/23	500.00-		
1013.01	77.74	77.74	.00	.00	.00	01/17/23	77.74-		
1014.03	46.41	46.41	.00	.00	.00	01/09/23	46.41-		
1015.01	77.48	77.48	.00	.00	.00	01/30/23	78.00-		
1016.01	46.41	46.41	.00	.00	.00	01/17/23	46.41-		
1018.03	132.52	132.52	.00	.00	.00	12/21/22	265.04-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	345.88	77.74	77.74	190.40	.00	02/06/23	77.74-		
1023.01	13.12	39.26-	52.38	.00	.00		.00		
1024.01	105.11	105.11	.00	.00	.00	12/12/22	92.82-		
1025.01	77.74	77.74	.00	.00	.00	01/18/23	77.74-		
1026.01	77.74	77.74	.00	.00	.00	01/17/23	77.74-		
1027.01	77.74	77.74	.00	.00	.00	01/09/23	77.74-		
1028.04	77.74	77.74	.00	.00	.00	02/06/23	77.74-		
1029.01	407.56	142.52	132.52	132.52	.00		.00		
1030.02	.01	.01	.00	.00	.00	01/24/23	182.84-		
1031.10	155.48	77.74	77.74	.00	.00	12/27/22	225.44-		
1032.01	77.74	77.74	.00	.00	.00	01/24/23	77.74-		
1036.09	210.22	105.11	105.11	.00	.00	02/06/23	210.22-		
1038.02	77.74	77.74	.00	.00	.00	02/06/23	77.71-		
1040.01	17.34	17.34	.00	.00	.00	01/17/23	17.34-		
1042.01	266.96	266.96	.00	.00	.00	01/24/23	224.26-		
1044.01	77.74	77.74	.00	.00	.00	01/19/23	77.74-		
1051.02	621.86-	831.37-	104.76	104.75	.00		.00		
1055.06	77.74	77.74	.00	.00	.00	01/24/23	77.74-		
1056.02	77.74	77.74	.00	.00	.00	01/09/23	77.74-		
1057.01	77.74	77.74	.00	.00	.00	01/17/23	77.74-		
1058.05	77.74	77.74	.00	.00	.00	01/09/23	77.74-		
1060.02	155.48	77.74	77.74	.00	.00	02/06/23	77.74-		
1061.01	105.11	105.11	.00	.00	.00	01/24/23	105.11-		
1063.02	218.46	56.41	56.41	78.92	26.72	01/18/23	100.00-		
1064.14	308.79-	308.79-	.00	.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	01/18/23	77.74-		
1069.02	105.11	105.11	.00	.00	.00	01/18/23	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	01/17/23	105.11-		
1075.01	46.41	46.41	.00	.00	.00	01/11/23	92.82-		
1076.03	46.41	46.41	.00	.00	.00	01/18/23	46.41-		
1077.01	133.00	61.50	71.50	.00	.00	01/18/23	61.50-		
1078.02	61.50	61.50	.00	.00	.00	01/24/23	61.50-		
1079.02	301.60	301.60	.00	.00	.00	01/24/23	225.80-		
1080.01	61.50	61.50	.00	.00	.00	01/24/23	123.00-		
1081.01	62.51	62.51	.00	.00	.00	01/10/23	62.51-		
1082.01	46.08	46.08	.00	.00	.00	12/20/22	100.00-		
1083.05	61.20	45.20	16.00	.00	.00	01/04/23	60.00-		
1084.01	46.68	41.13	5.55	.00	.00	02/01/23	30.00-		
1085.04	45.20	45.20	.00	.00	.00	01/11/23	145.60-		

Customer Number	Balance	01/31/2023	12/31/2022	11/30/2022	10/31/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1086.02	125.02	62.51	62.51	.00	.00	02/02/23	62.51-		
1087.01	45.20	45.20	.00	.00	.00	01/17/23	45.20-		
1090.03	210.22	105.11	105.11	.00	.00	12/12/22	105.11-		
1091.02	87.28	87.28	.00	.00	.00	01/11/23	87.28-		
1093.02	125.02	62.51	62.51	.00	.00	12/07/22	197.53-		
1094.01	45.20	45.20	.00	.00	.00	01/26/23	45.20-		
1096.02	125.02	62.51	62.51	.00	.00	01/18/23	62.51-		
1097.02	62.51	62.51	.00	.00	.00	01/11/23	62.51-		
1098.03	274.16	98.54	88.54	87.08	.00	01/10/23	100.00-		
1099.01	105.11	105.11	.00	.00	.00	01/17/23	120.11-		
1100.02	62.51	62.51	.00	.00	.00	01/24/23	62.51-		
1125.03	21.02	21.02	.00	.00	.00	12/20/22	100.00-		
1131.01	138.93	61.74	77.19	.00	.00	12/21/22	277.86-		
1132.01	77.74	77.74	.00	.00	.00	01/18/23	77.74-		
1133.01	77.74	77.74	.00	.00	.00	01/24/23	77.74-		
1135.03	260.04	62.51	72.51	91.82	33.20	02/06/23	190.00-		
1139.01	243.22	87.74	77.74	77.74	.00		.00		
1150.05	79.85	79.85	.00	.00	.00	01/30/23	79.85-		
1151.02	45.20	45.20	.00	.00	.00	01/04/23	90.40-		
1160.02	95.11	95.11	.00	.00	.00	01/04/23	220.22-		
1165.04	77.74	77.74	.00	.00	.00	01/09/23	77.74-		
1166.02	87.28	87.28	.00	.00	.00	01/18/23	87.28-		
1167.01	87.94-	87.94-	.00	.00	.00	01/18/23	79.75-		
1168.01	77.74	77.74	.00	.00	.00	01/10/23	77.74-		
1169.02	105.11	105.11	.00	.00	.00	01/26/23	105.11-		
1171.05	77.74	77.74	.00	.00	.00	01/17/23	77.74-		
1174.02	77.74	77.74	.00	.00	.00	01/25/23	77.74-		
1176.01	105.11	38.71-	71.91	71.91	.00		.00		
1178.01	77.74	77.74	.00	.00	.00	02/06/23	77.74-		
1312.09	132.52	132.52	.00	.00	.00	01/19/23	132.52-		
1313.09	66.24	66.24	.00	.00	.00	01/17/23	80.00-		
1314.05	62.51	62.51	.00	.00	.00	01/18/23	62.51-		
1332.01	155.48	77.74	77.74	.00	.00	02/06/23	77.74-		
1342.05	87.28	87.28	.00	.00	.00	01/11/23	87.28-		
1343.03	141.21	141.21	.00	.00	.00	01/19/23	282.42-		
1344.01	293.12-	293.12-	.00	.00	.00	12/12/22	300.00-		
2000.01	139.75	139.75	.00	.00	.00	01/17/23	139.75-		
2001.02	560.16	142.52	132.52	285.12	.00	12/27/22	120.00-		
2002.03	46.41	46.41	.00	.00	.00	01/11/23	46.41-		
2003.02	77.74	77.74	.00	.00	.00	01/19/23	77.74-		
2004.01	105.11	105.11	.00	.00	.00	01/10/23	210.22-		
2005.01	77.74	77.74	.00	.00	.00	01/17/23	77.74-		
2006.02	105.11	105.11	.00	.00	.00	01/11/23	105.11-		
2007.02	141.21	141.21	.00	.00	.00	01/12/23	141.21-		
2008.01	105.11	105.11	.00	.00	.00	01/18/23	105.11-		
2009.01	105.11	105.11	.00	.00	.00	02/06/23	105.11-		
2011.05	77.74	77.74	.00	.00	.00	01/24/23	77.74-		
2013.01	105.11	105.11	.00	.00	.00	01/18/23	105.11-		
2014.01	105.11	105.11	.00	.00	.00	01/09/23	105.11-		
2015.02	85.57-	229.39-	71.91	71.91	.00		.00		
2016.06	210.22	105.11	105.11	.00	.00	12/21/22	105.11-		
2017.01	105.11	105.11	.00	.00	.00	01/24/23	105.11-		
2018.01	77.74	77.74	.00	.00	.00	01/18/23	77.74-		
2019.01	105.11	105.11	.00	.00	.00	01/12/23	105.11-		
2020.01	132.52	132.52	.00	.00	.00	01/17/23	132.52-		
2021.07	105.11	105.11	.00	.00	.00	01/10/23	105.11-		
2022.01	132.52	132.52	.00	.00	.00	01/09/23	132.52-		
2023.03	77.74	77.74	.00	.00	.00	01/12/23	77.74-		

Customer Number	Balance	01/31/2023	12/31/2022	11/30/2022	10/31/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2024.01	105.11	105.11	.00	.00	.00	01/12/23	105.11-		
2026.02	210.22	105.11	105.11	.00	.00	12/28/22	440.44-		
2028.01	105.11	105.11	.00	.00	.00	01/10/23	105.11-		
2029.01	105.11	105.11	.00	.00	.00	01/17/23	105.11-		
2030.01	77.74	77.74	.00	.00	.00	01/30/23	77.74-		
2031.01	139.75	139.75	.00	.00	.00	01/12/23	139.75-		
2032.03	155.48	77.74	77.74	.00	.00	12/22/22	77.74-		
2034.01	105.11	105.11	.00	.00	.00	01/12/23	105.11-		
2037.03	105.11	105.11	.00	.00	.00	01/17/23	105.11-		
2038.01	77.74	77.74	.00	.00	.00	01/12/23	77.74-		
2042.02	105.11	105.11	.00	.00	.00	01/25/23	120.11-		
2044.01	77.74	77.74	.00	.00	.00	01/11/23	77.74-		
2046.07	46.41	46.41	.00	.00	.00	01/10/23	46.41-		
2047.02	132.52	132.52	.00	.00	.00	01/17/23	132.52-		
2054.01	324.84	151.21	141.21	32.42	.00	12/29/22	250.00-		
2055.01	77.74	77.74	.00	.00	.00	01/11/23	77.74-		
2058.01	77.64-	77.64-	.00	.00	.00	12/27/22	233.22-		
2059.01	210.22	105.11	105.11	.00	.00	12/27/22	225.33-		
2061.02	139.75	139.75	.00	.00	.00	01/10/23	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	01/31/23	62.51-		
2065.04	145.60	55.20	45.20	45.20	.00		.00		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	62.51	62.51	.00	.00	.00	01/26/23	62.51-		
2069.01	45.20	45.20	.00	.00	.00	02/06/23	45.20-		
2070.01	56.80-	56.80-	.00	.00	.00	01/18/23	62.51-		
2071.01	45.20	45.20	.00	.00	.00	01/09/23	90.40-		
2073.01	46.41	46.41	.00	.00	.00	01/12/23	149.23-		
2077.01	79.85	79.85	.00	.00	.00	01/17/23	79.85-		
2078.01	87.28	87.28	.00	.00	.00	01/12/23	87.28-		
2079.03	90.40	45.20	45.20	.00	.00	12/22/22	145.60-		
2080.01	159.70	79.85	79.85	.00	.00	12/15/22	79.70-		
2081.01	76.82-	108.87-	32.05	.00	.00	12/20/22	230.00-		
2083.01	345.99-	385.67-	19.84	19.84	.00		.00		
2084.01	105.11	105.11	.00	.00	.00	01/30/23	105.11-		
2085.02	248.71	248.71	.00	.00	.00	01/11/23	248.71-		
2086.01	77.74	77.74	.00	.00	.00	01/11/23	77.74-		
2089.02	155.48	155.48	.00	.00	.00	01/17/23	155.48-		
2093.02	124.15	124.15	.00	.00	.00	01/24/23	139.23-		
2100.01	60.40	60.40	.00	.00	.00	01/11/23	60.40-		
2102.12	105.11	105.11	.00	.00	.00	01/12/23	105.11-		
2103.01	105.11	105.11	.00	.00	.00	01/24/23	105.11-		
2104.07	105.11	105.11	.00	.00	.00	01/18/23	105.11-		
2105.04	35.58-	35.58-	.00	.00	.00	01/11/23	141.21-		
2106.01	.26-	.26-	.00	.00	.00	01/11/23	105.11-		
2107.01	56.64	56.64	.00	.00	.00	01/17/23	56.64-		
2109.03	77.74	77.74	.00	.00	.00	01/17/23	77.74-		
2110.01	193.96	77.74	77.74	38.48	.00	01/17/23	60.00-		
2113.01	105.11	105.11	.00	.00	.00	01/17/23	105.11-		
2115.01	105.11	105.11	.00	.00	.00	01/18/23	105.11-		
2119.05	105.11	105.11	.00	.00	.00	01/24/23	105.11-		
2120.01	210.22	105.11	105.11	.00	.00	12/14/22	335.33-		
2121.01	62.51	62.51	.00	.00	.00	01/18/23	62.51-		
2122.05	182.85	182.85	.00	.00	.00	01/09/23	182.85-		
2123.01	60.94	60.94	.00	.00	.00	01/10/23	105.11-		
2124.01	105.11	105.11	.00	.00	.00	01/17/23	105.11-		
2125.02	62.51	62.51	.00	.00	.00	01/17/23	62.51-		
2126.06	77.74	77.74	.00	.00	.00	01/24/23	77.74-		

Customer Number	Balance	01/31/2023	12/31/2022	11/30/2022	10/31/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2127.05	46.41	46.41	.00	.00	.00	01/12/23	46.41-		
2128.02	521.74	105.11	105.11	311.52	.00	01/05/23	105.11-		
2130.06	182.85	182.85	.00	.00	.00	02/06/23	182.85-		
2131.08	45.20	45.20	.00	.00	.00	01/17/23	25.80-		
2132.02	105.11	105.11	.00	.00	.00	01/10/23	105.11-		
3000.03	210.22	210.22	.00	.00	.00	01/31/23	210.22-		
3003.01	77.74	77.74	.00	.00	.00	01/24/23	77.74-		
3004.07	102.28	102.28	.00	.00	.00		.00		
3005.02	105.11	105.11	.00	.00	.00	01/19/23	105.11-		
3007.01	61.50	61.50	.00	.00	.00	01/18/23	61.50-		
3009.01	132.52	132.52	.00	.00	.00	01/17/23	132.52-		
3010.01	105.11	105.11	.00	.00	.00	01/30/23	105.11-		
3012.03	44.82	97.96-	142.78	.00	.00		.00		
3013.01	105.11	105.11	.00	.00	.00	01/04/23	105.11-		
3014.01	77.74	77.74	.00	.00	.00	01/18/23	77.74-		
3015.01	165.48	77.74	87.74	.00	.00	02/06/23	253.22-		
3016.01	104.52	104.52	.00	.00	.00	01/11/23	105.00-		
3017.03	105.11	105.11	.00	.00	.00	01/04/23	210.22-		
3018.01	105.11	105.11	.00	.00	.00	01/19/23	105.11-		
3019.01	45.20	45.20	.00	.00	.00	01/26/23	45.20-		
3021.01	45.20	45.20	.00	.00	.00	01/12/23	45.20-		
3022.03	125.02	62.51	62.51	.00	.00	02/02/23	62.51-		
3023.05	56.64	56.64	.00	.00	.00	02/06/23	56.64-		
3024.02	92.82	46.41	46.41	.00	.00	12/13/22	92.82-		
3025.02	105.11	105.11	.00	.00	.00	01/12/23	105.11-		
3026.01	210.22	105.11	105.11	.00	.00	12/12/22	210.22-		
3029.01	1,050.78-	1,122.69-	71.91	.00	.00	12/12/22	1,261.00-		
3030.08	77.74	77.74	.00	.00	.00	01/24/23	155.48-		
3032.10	105.11	105.11	.00	.00	.00	01/31/23	325.33-		
3034.01	88.22	77.74	10.48	.00	.00	01/18/23	70.00-		
3035.01	102.97	102.97	.00	.00	.00	01/24/23	110.00-		
3038.01	105.11	105.11	.00	.00	.00	01/11/23	105.11-		
3039.04	170.47	170.47	.00	.00	.00	01/17/23	170.47-		
3040.01	456.12	115.00	105.00	236.12	.00		.00		
4000.01	141.21	141.21	.00	.00	.00	01/11/23	141.21-		
5000.04	210.22	105.11	105.11	.00	.00	12/12/22	105.11-		
5001.01	180.44	64.44-	122.44	122.44	.00		.00		
5005.01	44.72	44.72	.00	.00	.00	01/17/23	44.72-		
5006.01	180.44	180.44	.00	.00	.00	01/17/23	180.44-		
5007.01	205.85	205.85	.00	.00	.00	01/30/23	351.12-		
5008.02	92.82	46.41	46.41	.00	.00	02/01/23	92.82-		
5009.02	223.17	223.17	.00	.00	.00	01/18/23	223.17-		
5010.01	222.48	222.48	.00	.00	.00	01/24/23	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	01/12/23	180.44-		
5013.01	434.38	434.38	.00	.00	.00	01/12/23	434.38-		
5014.01	180.44	180.44	.00	.00	.00	01/12/23	180.44-		
5016.01	373.41	373.41	.00	.00	.00	01/12/23	478.33-		
5017.04	180.44	180.44	.00	.00	.00	01/11/23	180.44-		
5018.03	542.02	56.18-	479.10	119.10	.00	01/24/23	437.11-		
5019.03	187.80	187.80	.00	.00	.00	01/18/23	187.80-		
5021.01	105.11	105.11	.00	.00	.00	01/24/23	105.11-		
5022.01	44.72	44.72	.00	.00	.00	01/11/23	44.72-		
5023.02	180.44	180.44	.00	.00	.00	01/12/23	180.44-		
5025.01	105.11	105.11	.00	.00	.00	01/17/23	105.11-		
5027.01	44.50	44.50	.00	.00	.00	01/18/23	44.50-		
5029.01	281.70	281.70	.00	.00	.00	01/17/23	281.70-		
5031.04	180.44	64.44-	122.44	122.44	.00		.00		

Customer Number	Balance	01/31/2023	12/31/2022	11/30/2022	10/31/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5039.01	180.44	180.44	.00	.00	.00	01/17/23	180.44-		
5041.03	225.16	225.16	.00	.00	.00	01/04/23	225.16-		
5043.01	1,091.37	1,091.37	.00	.00	.00	01/11/23	1,002.59-		
5046.03	135.72	135.72	.00	.00	.00	01/24/23	135.72-		
5047.01	1,219.14	1,173.14	46.00	.00	.00	01/18/23	1,127.14-		
5049.04	180.44	180.44	.00	.00	.00	01/17/23	180.44-		
5052.06	1,069.36-	1,069.36-	.00	.00	.00	01/10/23	137.56-		
5055.01	1,669.72	44.20-	683.44	1,030.48	.00	02/06/23	1,669.72-		
5057.01	508.40	508.40	.00	.00	.00	01/11/23	508.40-		
5058.02	200.06	200.06	.00	.00	.00	01/18/23	200.06-		
5059.04	180.44	180.44	.00	.00	.00	01/18/23	180.44-		
5061.01	135.72	135.72	.00	.00	.00	01/24/23	135.72-		
5062.01	160.86	160.86	.00	.00	.00	01/09/23	171.56-		
5064.02	197.78	197.78	.00	.00	.00	01/12/23	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	01/24/23	180.44-		
5074.06	3,345.39-	3,426.31-	80.92	.00	.00	01/11/23	500.00-		
5076.01	712.63	712.63	.00	.00	.00	01/18/23	712.63-		
5077.03	180.44	180.44	.00	.00	.00	01/17/23	180.44-		
5080.01	551.32	190.44	180.44	180.44	.00		00		
5083.08	92.82	46.41	46.41	.00	.00	12/22/22	149.23-		
5089.01	193.46	193.46	.00	.00	.00	01/10/23	383.92-		
5092.01	180.44	180.44	.00	.00	.00	01/17/23	180.44-		
5093.04	1,414.38	333.82	323.82	756.74	.00	12/27/22	550.00-		
5094.02	209.81	209.81	.00	.00	.00	01/11/23	209.81-		
5095.02	378.58	378.58	.00	.00	.00	01/11/23	378.58-		
5096.03	223.32	180.44	42.88	.00	.00	01/10/23	137.56-		
5097.01	46.41	46.41	.00	.00	.00	01/17/23	270.66-		
5098.05	180.44	180.44	.00	.00	.00	01/04/23	360.88-		
5100.06	105.11	105.11	.00	.00	.00	01/26/23	105.11-		
6000.02	311.14	311.14	.00	.00	.00	01/11/23	311.14-		
6001.01	233.21	233.21	.00	.00	.00	01/12/23	233.21-		
6003.01	141.21	141.21	.00	.00	.00	01/25/23	141.21-		
6004.02	77.74	77.74	.00	.00	.00	01/18/23	77.74-		
6005.03	105.11	105.11	.00	.00	.00	01/18/23	105.11-		
6006.01	233.21	233.21	.00	.00	.00	01/12/23	155.48-		
6007.02	225.16	225.16	.00	.00	.00	01/19/23	225.16-		
6008.01	579.76	579.76	.00	.00	.00	01/11/23	644.32-		
6009.03	206.48	206.48	.00	.00	.00	01/12/23	206.48-		
6010.02	196.44	196.44	.00	.00	.00	01/12/23	196.44-		
6011.02	210.22	210.22	.00	.00	.00	01/12/23	105.11-		
6012.01	77.74	77.74	.00	.00	.00	01/12/23	77.74-		
6013.02	105.11	105.11	.00	.00	.00	02/06/23	105.11-		
6014.01	132.52	132.52	.00	.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	01/11/23	77.74-		
6017.02	155.48	155.48	.00	.00	.00	01/17/23	155.48-		
6018.01	264.05	264.05	.00	.00	.00	01/12/23	288.24-		
6019.02	266.96	266.96	.00	.00	.00	01/24/23	224.26-		
6020.05	27.41-	27.41-	.00	.00	.00	01/18/23	105.11-		
6021.02	153.22	77.74	75.48	.00	.00	01/18/23	77.74-		
6022.02	105.11	105.11	.00	.00	.00	01/18/23	105.11-		
6023.01	212.33	210.22	2.11	.00	.00	01/24/23	150.00-		
6025.02	127.08	88.54	38.54	.00	.00	01/05/23	50.00-		
6026.04	1,109.90	1,109.90	.00	.00	.00	01/12/23	1,219.18-		
6027.04	62.51	62.51	.00	.00	.00	01/18/23	197.53-		
6028.08	77.74	77.74	.00	.00	.00	01/26/23	77.74-		
6029.01	177.18-	177.18-	.00	.00	.00	01/18/23	80.00-		

Customer Number	Balance	01/31/2023	12/31/2022	11/30/2022	10/31/2022	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
6031.02	77.74	77.74	.00	.00	.00	01/19/23	77.74-		
6032.01	206.48	206.48	.00	.00	.00	01/12/23	206.48-		
6033.03	197.78	197.78	.00	.00	.00	01/11/23	395.56-		
6040.04	77.74	77.74	.00	.00	.00	01/30/23	243.22-		
6041.02	105.11	105.11	.00	.00	.00	01/17/23	105.11-		
7001.06	132.52	132.52	.00	.00	.00	02/06/23	132.52-		
7002.01	194.51	194.51	.00	.00	.00	01/05/23	194.51-		
7005.09	89.44	44.72	44.72	.00	.00	01/12/23	44.72-		
7006.11	2.32	56.30-	29.31	29.31	.00		.00		
7009.01	135.60	45.20	45.20	45.20	.00		.00		
7010.01	493.48	493.48	.00	.00	.00	01/12/23	493.48-		
7015.01	180.44	180.44	.00	.00	.00	01/05/23	180.44-		
7017.02	55.72-	55.72-	.00	.00	.00		.00		
7022.01	44.72	44.72	.00	.00	.00	01/04/23	44.72-		
7025.01	77.74	77.74	.00	.00	.00	01/26/23	77.74-		
7026.03	155.48	77.74	77.74	.00	.00	12/29/22	155.48-		
7029.01	92.82	46.41	46.41	.00	.00	02/02/23	92.82-		
7040.05	44.72	44.72	.00	.00	.00	01/09/23	89.44-		
7041.01	44.71-	44.71-	.00	.00	.00	12/13/22	134.16-		
7046.02	141.21	141.21	.00	.00	.00	01/24/23	141.21-		
7047.01	44.72	44.72	.00	.00	.00	01/17/23	44.72-		
7052.02	77.74	77.74	.00	.00	.00	01/17/23	92.74-		
7053.05	73.22	73.22	.00	.00	.00	01/24/23	160.00-		
7054.01	177.32	177.32	.00	.00	.00	01/05/23	177.32-		
7057.02	26.04	26.04	.00	.00	.00	01/11/23	26.04-		
7059.03	15.41	15.41	.00	.00	.00	01/11/23	47.41-		
7060.01	180.44	180.44	.00	.00	.00	01/05/23	180.44-		
8001.01	2,435.54	2,435.54	.00	.00	.00	02/02/23	1,832.74-		
8004.03	1,471.59	1,471.59	.00	.00	.00	02/06/23	1,471.59-		
8008.01	56.95-	56.95-	.00	.00	.00	01/11/23	170.85-		
8010.01	368.48-	368.48-	.00	.00	.00	01/11/23	70.00-		
8012.03	52.97	52.97	.00	.00	.00	01/04/23	52.97-		
8014.03	290.84	290.84	.00	.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	01/09/23	267.52-		
Grand Totals:									
	44,436.55	33,710.91	6,259.53	4,406.19	59.92				



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

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

JANUARY 2023 STAFF REPORT

From: Melanie Atkin, Finance Manager

To: The Mayor and Council

Accounting Duties:

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

HR Duties:

- ❖ Helped some employees with benefit related questions.
- ❖ Completed and sent out 1099 NECs and Rs, 1094 and 1095 Bs, and 945 tax filings and paperwork.



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: January Year: 2023

Calls by Type	Number	Resident	Non-Resident
EMS Calls	6	5	1
Residential Fire	0	0	0
Commercial Fire	2	2	0
Wildland	0	0	0
Still Assignment	0	0	0
Station Staffing	0	0	0
Citizen Assist	3	1	2
Agency Assist	5	0	5
Special Duty	11	11	0
Snake Removal	0	0	0
Tech Rope Rescue	1	1	0
MVA/Rescue	3	2	1
HazMat	0		
Dispatch Error	0		
Totals:	31	19	12
Total Calls Chief on Scene	29		
Total JFD Meetings Chief Attended	8		

Department Meetings and Drills	Number
Officer's Meeting	2
Work Session	1
Rope Drill	1
Drills	4

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 220.5
--	--------------------

Fire Chief Meetings	Date
Fire Marshals Meeting	1/4/23
Verde Valley Chief's Meeting	1/9/23
Communications Meeting	1/18/23
Communications Meeting	1/30/23

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.

- We have signed up 2 for the Arizona Wildland Academy, Carl Whiting and Brigham Peterson. Looking to maybe add one or two more before that begins in March.

Additional Training:

- On Thursday 5PM January 5th we had a business meeting with Helicopter Ops, conducted by Whiting.
- On Thursday 5PM January 12th we conducted an Ambulance Overview and Patient Packaging with Hernandez
- On Thursday 5PM January 19th we conducted Training on Neighborhood familiarization with Giles
- On Thursday 5PM January 26th we conducted training on Rope Slings, uses and familiarization with Lee and Evans
- On Saturday 9AM January 27th we conducted Training on Rope Systems with Muma and Lee.

Department Affairs and On-going Projects

- Our January call volume is up by 9 calls over last January's 22 calls, totaling 31 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.
- 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 is in need of 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 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 is looking into purchasing 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.
- In February we are also making our annual Fire extinguisher servicing on the 8th and 9th. This is available to all our residents and businesses.
- February is also the beginning of our budget process.
- 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.
- We have recently had a meeting with Cottonwood Dispatch in regard to our future with them.

Prevention

- We have had a total of 13 Firewise activities and visits to the burn pile in January with 32 loads of trimmings, slash, and brush for a total of 62 combined Jerome's citizen hours. As well as 42.5 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.

- 15 Business license inspections were performed.

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.

January Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
J-01	1/1/23	7:00:00 PM	Sun	Special Duty Resident	Chain Up R-111 and E-116	1
J-02	1/3/23	8:30:00 AM	Tue	Special Duty Resident	Ice Hazard Removal	2
J-03	1/5/23	5:45:00 PM	Thu	Citizen Assist Resident	Disabled Vehicle	2
23-01	1/7/23	7:00:00 PM	Sat	EMS Resident	80 YOM - Fall	5
23-02	1/8/23	12:04:00 AM	Sun	Tech Rescue Resident	Canceled Enroute	6
J-04	1/10/23	1:30:00 PM	Tue	Agency Assist Non-Resident	JPD Theft	2
J-05	1/12/23	12:25:00 PM	Thu	Agency Assist Non-Resident	Assist JPD W/ Oversized	4
J-06	1/12/23	1:00:00 PM	Thu	Agency Assist Non-Resident	Assist JPD W/ Oversized	2
23-03	1/13/23	6:23:00 PM	Fri	MVA/Rescue Non-Resident	Vehicle Into Guardrail	5
23-04	1/14/23	8:58:00 AM	Sat	Commercial Fire	Fire Alarm - False Alarm	6
23-05	1/14/23	10:31:00 AM	Sat	Commercial Fire	Fire Alarm - False Alarm	4
23-06	1/14/23	3:41:00 PM	Sat	EMS Non Resident	70 YOF - Fall	4
23-07	1/14/23	11:31:00 PM	Sat	EMS Resident	Canceled Enroute	4
J-07	1/15/23	9:30:00 AM	Sun	Special Duty Resident	Clear Road hazards	2
23-08	1/16/23	7:27:00 AM	Mon	MVA/Rescue Resident	Canceled Enroute Per DPS	3
23-09	1/16/23	7:58:00 PM	Mon	MVA/Rescue Resident	Single Vehicle Collision	7
J-08	1/16/23	9:00:00 PM	Mon	Special Duty Resident	Prepare for Winter Storm	7
J-09	1/19/23	10:30:00 AM	Thu	Agency Assist Non-Resident	Oversized Escort	2
J-10	1/20/23	8:00:00 AM	Fri	Special Duty Resident	Ice Hazard Removal	2
J-11	1/20/23	12:00:00 PM	Fri	Citizen Assist Non-Resident	Vehicle Stuck in Snow	2
23-10	1/21/23	9:15:00 PM	Sat	EMS Resident	43 YOM - Back Pain	4
J-12	1/23/23	7:15:00 AM	Mon	Special Duty Resident	Remove Ice Hazards	2
J-13	1/23/23	8:00:00 AM	Mon	Special Duty Resident	Prepare Vehicles for Icy Weather	2
J-14	1/23/23	2:15:00 PM	Mon	Citizen Assist Non-Resident	Assist W/ Stuck Box Truck	3
23-11	1/23/23	4:08:00 PM	Mon	EMS Resident	Check for 901H	5
J-15	1/24/23	7:30:00 AM	Tue	Special Duty Resident	Remove Ice Hazards	1
23-12	1/24/23	9:43:00 AM	Tue	EMS Resident	74 YOM - Seizures	6
J-16	1/24/23	10:30:00 AM	Tue	Special Duty Resident	Remove Ice Hazards	2
J-17	1/24/23	12:30:00 PM	Tue	Special Duty Resident	Remove Ice Hazards	2
J-18	1/24/23	1:30:00 PM	Tue	Special Duty Resident	Remove Road Hazard	1
J-19	1/26/23	11:15:00 AM	Thu	Agency Assist Non-Resident	Assist JPD W/ 2 Oversized Vehicle	3

Incident	Date	Time	Day of week	Select Type	Additional Info	#
----------	------	------	-------------	-------------	-----------------	---

January 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.
1/5/2023	Jerome		1	6	6	3			0
1/9/2023	300 Upper Bell				0	1	1	1	1
1/10/2023	310 Park				0	1	2	1	2
1/12/2023	Jerome Upper Park		1	7.5	7.5				0
1/19/2023	Audrey Headframe		2	7.5	15	5			0
1/19/2023	110 Dundee				0	2	1	2	2
1/19/2023	150 Douglas				0	5	3	7	21
1/21/2023	875 Gulch				0	2	3	4	12
1/26/2023	151 Douglas				0	5	2	7	14
1/26/2023	Audrey Headframe		2	7	14	5			0
1/28/2023	209 3rd St.				0	1	1	4	4
1/29/2023	209 3rd St.				0	1	1	4	4
1/30/2023	105 3rd St.				0	1	1	2	2
	Totals	0	6	28	42.5	32	15	32	62
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

Thank you for your continuing support,
Rusty Blair Chief JVFD



JEROME POLICE DEPARTMENT

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



January 2, 2023

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for January 2023.

The January "Calls for Service" report contained no significant single incidents to reports. Call volume for January was slightly above average.

The parking kiosks brought in \$20,695.45 for the month of January 2023. In comparison to last year's revenue of \$20,817.90 for the same time period. Fiscal year to date (7/01/22 through 1/31/2023) kiosk revenue is \$179,537.60 (which does not include cash taken at office).

There were 286 parking citations that were issued for the month of January. There were 25 speed citations, 31 traffic related citations and 11 criminal citations.

Allen L. Muma, Chief of Police

JEROME POLICE DEPARTMENT
305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 02/07/2023
Page : 1
Agency : JPD

Calls For Service Totals By Call Type

01/01/2023 to 01/31/2023

Call Type		Totals
240	Assault	1
459A	Burglar Alarm	1
470	Fraud	1
476	Animal Control Problem	1
487	Theft	3
500	Welfare Check	1
901H	Death Investigation	1
903	Follow-Up	19
908F	Found Property	3
908L	Lost or Stolen Property	5
ACPD	Assist Clarkdale PD	4
ADPS	Assist DPS	4
AF	Assist Fire Department	2
AYCSO	Assist YCSO	5
BI	Background Investigation	7
CA	Citizen Assist	2
CO	Call Out	1
CRT	Court Appearance	2
DUI	Driving Under the Influence	1
FPF	Fingerprinting	2
HS	Hazardous Situation	1
HSE	Hampshire Speed Enforcement	7
INFO	Information	2
ME	Medical Emergency	2
OT	Oversize Truck	6
PE	Parking Enforcement	27
PKM	Parking Kiosk Maintenance	1
PS	Civil Paper Service	1
REC	Reckless Driver	2
SC	Security Check	8
SL	Shoplifting	1
SLC	Street Light Check	3
SS	Suspicious Situation	1
TF	Trip & Fall / Slip & Fall	1
TO	Traffic Offense	2
WA	Warrant Arrest	1
Grand Total for all calls		132

Jerome Library Staff Report, January 2023

In January of every year I like to take a snapshot comparison of Jerome Library statistics as compared to our closest public library in Clarkdale.

So here we go...

Jerome owns 14,299 items, that includes books, audio, and DVD's.

Clarkdale owns 9,159.

Jerome has 203 active users.

Clarkdale has 537.

Jerome circulated 208 items in January compared to Clarkdale's 394

(Jerome population is 467, Clarkdale is 4,424) 2022 Census Statistics.

What better time to report that Jerome loves its Library than in February.

Jerome Community Art Workshop

Now that the chill of Winter is calming down the Art Workshop is busy planning our early Spring activities.

We encourage everyone to make sure you are signed up to receive e-mail notification for our amazing Art classes.

Thank you Library users,

Librarian Kathleen Jarvis



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 124th Anniversary
1899 - 2023

January 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

- Asphalt patch on roads.
- Digging for and installing sewer pipe below Gulch Rd.
- Work on drainage on 5th St.
- Clean the ditch line on Douglas Rd.
- Fix the sewer camera.
- Stripe lower parking spots.
- Clean and weld holes on the back of the garbage truck.
- A lot of snow removal, shoveling and salting sidewalks.
- Fix and replace the lid on the glass recycle bin.
- Inspect, checked with APS about a sink hole on Verde. Everything was ok and we filled it.
- Check the brakes on the town van.
- Grade the Gulch Rd.
- Checking roads from look out to the Mohawk, Douglas and UVX for fallen rocks throughout all the storms.

REGULATORS

The regulator for the Grand Hotel was put in and maintained by them for years but is technically on our side. they asked us to come and look when they were having issues with it. Lyle took a look and decided what was needed. He went ahead and rebuilt it.

Grand Hotel 2” 1/19/2023. Rebuilt the regulator. Replaced the rubber disc for the seat, needle valve, and the restriction fitting.



Founded 1876
Incorporated 1899

Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, February 14, 2023
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- Regular Meeting of January 17th, 2023

Approved the remodel of 538 School Street for Janet Bustrin. No other items.

Design Review Board- Regular Meeting of January 24, 2023

Approved a new Community Garden sign and tabled for additional information the Garden shed as well as a window sign application for Ghostflower at 405 Hull Ave. and tabled the demolition permit for 21 North drive "the Tamale Lady's House".

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

Code Enforcement- Nothing significant to report for January 2023.

Administrative Approvals-

Nothing to report for January 2023.

Other Business-

Completed the field data collection for the Building inventory surveys, and continuing to finalize the first draft of the Design Review Guidelines. Issued a Notice of Violation letter for a Tour company operating against Town Code regulations. A special Design Review Board meeting is being held Thursday February 9th to discuss the demolition Permit for the Tamale Lady's house in further detail. Worked with residents and UVX that were dealing with a lot-line issue off of Gulch Road as they work out a deal to fix the erroneous lot lines. Additional applications for PNZ or DRB review are coming in, and work is picking up. I am preparing to spend a day finishing the Cemetery survey on the lower pioneer cemetery with the assistance of the Police & Fire public safety drones.

There are a number of small projects always moving along in the background, and many of these small projects are starting up again after a holiday/winter break.



TOWN OF JEROME

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

DRAFT MINUTES

Regular Meeting of the Planning and Zoning Commission

Tuesday, Jan 17, 2023, 6:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

6:03 (0:05) Item 1: Call to order

Vice Chair Lance Schall called the meeting to order at 6:03 p.m.

Present were Vice Chair Schall, Commissioners Jera Peterson, Lori Riley, and Chuck Romberger. Absent was Chair Jeanie Ready. Staff present included Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.

6:03 (0:50) Item 2: Petitions from the public -There were no petitions from the public.

6:04 (0:59) Item 3: Approval of Minutes – Regular meeting of November 15, 2022

The minutes of the P&Z regular meeting of November 15, 2022 were approved as presented.

Motion to approve the minutes of the regular meeting of November 15, 2022

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready					X	
Riley		X	X			
Romberger						X
Schall	X		X			

Old (continued) Business: none

New Business:

6:05 (1:56) Item 4: Seeking approval for Remodel

Applicant/Owner: Janet Bustrin (Copperstar Remodeling)

Zone: R1-5

Address: 538 School Street

APN: 401-06-092

Applicant is seeking approval for remodels to the home at 538 School Street.

Discussion/Possible Action

ZA Will Blodgett read a brief analysis of the proposed project. The contractor, Scott Hudson, is working for property owner Janet Bustrin. They would like to gut 2 lower-level bedrooms, pour new foundation of approximately 30 feet, install new floor joists, new 2x6 stud framing, windows, updated electrical, hardy siding, and then new drywall, paint, flooring, etcetera once that work is completed. Mr. Blodgett then read some background history of building, which was built in 1900, is a 2-story home supported on the east end by a concrete retaining wall. Clapboard siding sheaths all sides including the gable ends. Remodeling has replaced all windows with sliding aluminum or other types of units and the roof is composite shingle. Mr. Blodgett then explained that the purpose of the site plan review is to provide for the public health, safety, and general welfare and to protect the environment and historical character of the town of Jerome. The plan review will include site work, excavation, regulations, slopes, and soils, also a review of potential impact on surrounding properties. He said that most of this does not apply, as this is not new construction, and the majority of the work is on the interior. However, some of the work is structural, which is why it is being reviewed. Mr. Blodgett explained that the work will not result in the addition of dwelling space and thus, no additional parking spaces will be required. The foundation work will replace the existing foundation work, which is crumbling. After the foundation is poured, new floor joists will be installed, followed by framing and the installation of windows. Mr. Blodgett pointed out sketch maps included in the packet, and gave a brief explanation of the items by page.

(8:02) Commissioner Jera Peterson said that she had a question. She asked, is the brown part going to be dealt with? She said she had walked past the building and saw rubble underneath that area and wondered if that was where the work would take place.

Mr. Blodgett said that was located on the exterior and, if we look at the exhibits, the foundation work on page 3 is only on the second bedroom, which is more towards the interior of the structure.

Ms. Peterson replied that when she looked at the house, there was some rubble-type structure and wondered if it would be worked on.

Contractor Scott Hudson responded that the front side of home has been rebuilt, and that part of the foundation had been redone, so he wasn't sure what she was referring to.

Ms. Peterson pointed to an area on the front of the building, and said that when you look behind the brown [siding], there were rocks. That is fine?

Mr. Hudson answered, yes.

Ms. Peterson asked, so you're basically just dealing with the first level.

Mr. Hudson confirmed this, and said the entire home had been redone except for that level.

Mr. Blodgett apologized that there weren't more exterior photos in the packet.
 Commissioner Lori Riley asked if the foundation in the center had collapsed.
 Mr. Hudson explained that originally it had been of wood with rocks underneath, and the rocks moved.
 Ms. Riley agreed that needed to be taken care of.
 Mr. Schall commented that the address said School Street, which had thrown him off.
 Mr. Hudson said that the building was on Main Street, but it had 2 addresses.
 Ms. Riley asked, how can it have 2 addresses?
 Ms. Muenz explained that was not uncommon for buildings in that area.
 Mr. Schall said that it did not bother him, he was just wondering. He explained that historically, some of those houses were apartments that may have been accessed from the top floor.
 Ms. Peterson asked if this house has access from School Street.
 Mr. Schall replied that it did have a staircase. He then pointed out a typo on the agenda that showed the contractor as Copperstone Remodeling.
 Mr. Hudson clarified that it was supposed to be Copperstar.
 Ms. Riley agreed that the hand-written application did say Copperstar.
 Mr. Blodgett explained that was a typo on his end, and thanked the commissioners for catching it.
 Mr. Schall said that other than the clarifying questions from the commissioners, he does not see any issues. We're not changing the footprint, we are not looking for easements, not changing the parking requirements, and the building is not getting taller.
 Ms. Peterson asked if there were any issues with neighbors because that is one of the things to be considered.
 Mr. Schall asked Ms. Peterson, for instance, if it was a change of use, the neighbors might complain?
 Ms. Peterson responded that we should consider if it is going to disrupt the neighborhood; however, this seemed pretty straightforward.
 Mr. Schall asked if there were any other questions or issues.
 Ms. Riley commented that it did seem like something that needed to be done.
 Mr. Schall responded that it would not be the first house in Jerome that had a rock foundation. He made a motion to approve the remodel and improvement as presented.
 Ms. Riley seconded the motion, and the item was approved.

Motion to approve the remodel at 538 School Street

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready					X	
Riley		X	X			
Romberger			X			
Schall	X		X			

Meeting Updates:

6:17 (14:27) Item 5: Updates of recent and upcoming meetings

- **Tue Dec 13 Council regular meeting-** Second reading of Ordinances #485, #486 and #487, regarding Water reduction, special event permits, and exemptions from Town Code respectively. Removed from the table resolution #647, which would designate 2nd street a one-way street. Had follow-up discussion about the Hotel Jerome project and approved the ARAVAIPA race/event in May. Considered the appointment of an ad hoc water committee, then held an executive session.
- **Tue Nov 29 DRB regular meeting –** Approved new paint for 405 Hull Avenue (Flagg) and 665 Main Street (Bingaman) and approved a new fence construction at 841 Gulch Road (Keller).

Mr. Blodgett read a summary of recent meetings, which included approval of a Special Event held by Aravaipa Running.

Mr. Schall asked if that was the foot race that came through town.

Ms. Muenz confirmed that it was, and was called the Cocodona250.

There was discussion as to the race's route, and Ms. Riley expressed concern about the racers coming down her road early in the morning.

Ms. Muenz replied that she was not positive on the full route, but the route map was available in the council meeting packet.

Mr. Schall commented that the other way to get the route is to enter the race.

6:20 (17:00) Item 6: Potential items for Februarys Planning & Zoning meeting, Tuesday Feb 21, 2023 – TBD

Mr. Schall asked if there were any potential items yet.

Mr. Blodgett answered, not at this time.

Mr. Schall commented that the commission try to be efficient, while giving everyone enough time to speak.

Item 7: Adjourn

Motion to adjourn at 6:21 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson		X	X			
Ready					X	
Riley			X			
Romberger			X			
Schall	X		X			

Approved: _____ Date: _____
Chair Ready, Planning & Zoning Commission Chair

Attest: _____ Date: _____
Kristen Muenz, Deputy Town Clerk

DRAFT



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Tuesday, January 24, 2023, 6:00 pm

Via ZOOM

DRAFT MINUTES

6:17 (0:02) Item 1: Call to Order/Roll Call

Vice Chair Tyler Christensen called the meeting to order at 6:17 p.m.

Deputy Town Clerk Kristen Muenz called the roll. Present were Vice Chair Christensen and Board members John McDonald, Mimi Romberger, and Carol Wittner. Chari Brice Wood experienced technical difficulties but was able to join the meeting at 6:24 p.m.

Staff present included Zoning Administrator Will Blodgett and Deputy Clerk Muenz.

Members of the public present included Scott Hudson of Copperstar Remodeling and Mac, a Contractor of Crested Construction.

6:18 (0:53) Item 2: Petitions from the public – There were no petitions from the public.

Possible Direction to Staff

6:18 (1:01) Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, November 25, 2022.

Discussion/Possible Action

Motion to approve the minutes of the regular meeting of November 25, 2022

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD	X		X			
ROMBERGER		X	X			
WITTNER			X			
WOOD					X	

Continued Items/Old Business:

No Items

(1:41) Before discussing Item #4, Mr. Christensen said he would like to make a motion to move Item #8 up on the agenda, taking place after item numbers 4, 5, and 6.

Motion to move up Item #8 on the agenda to take place after Item #6

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
MCDONALD		X	X			
ROMBERGER			X			
WITTNER			X			
WOOD				X		

New Business:

6:20 (2:25) Item 4: Seeking Approval for New Signage

Applicant/Owner: Lizabeth Lord / Flagg Properties

Zone: C-1

Address: 405 Hull Avenue

APN: 401-06-020

Applicant is seeking approval to install a new projecting-hanging sign for the opening of their new business.

Discussion/Possible Action

Vice Chair Christensen introduced the item: new signage by applicant Lizabeth Lord in the C-1 zone.

Zoning Administrator Will Blodgett explained it is a new business going into the location at 405 Hull Avenue that was previously the Rickeldoris candy shop. The applicants are seeking approval to install a projecting sign and a window sign, which our ZO calls a wall sign. He said the wall sign will be applied to the main window of the façade; it will be professionally designed and printed, and the graphic is shown in packet. It will be a vinyl decal with the dimensions of 5.3 ft by 2.3 ft, a total of 12 sf, which is well within the maximum of 16 sf. The 2nd sign, a projected hanging sign, will be laser cut MDF wood with the dimensions of 3 ft by 3ft, 9 sf of surface, which is also well under the 16 sf max. Pictures of the building show a photoshopped image of the window sign in relation to the windows. They also photoshopped an image of the projecting sign in place, utilizing the existing sign mount. Mr. Blodgett asked if there were any questions.

Mr. Christensen asked, looking at the image of the single-word window sign imposed over the mullioned window, if the "ghost" will be on one side of the window and "flower" on the other.

Mr. Blodgett said that the applicant had not given him that specific information. Mr. Blodgett asked if anyone was present on behalf of the item but he applicant was not present at the meeting.

Mr. Christensen said his other question was regarding to second sign. If it was wood, would it be a vinyl decal on top of the wood?

Mr. Blodgett replied that he believed it would be a vinyl decal applied to the wood and sealed.

Mr. Christensen asked if it would be possible to get some clarification on how exactly the window decal would be divided amongst the panes. He said that if they must cut it in half, it looked like it would be okay.

(6:24) At this point in the meeting, Chair Brice Wood was able to join.

Chair Wood said he had a question. He said that it looks like the window facing the street has a mullion and the graphic goes right over it. He asked, how does that work?

Mr. Christensen explained that he had the same question, and the applicant was not present. We assume the word would be divided in two, but do not have a final answer on that.

Mr. Wood said he had concerns about the stability of the projecting sign because it can be windy in that location and wanted to know if the applicants had taken that into account.

Mr. Blodgett responded that the existing mount was previously in use; if the previous sign did not have any issues, there shouldn't be problems with this one. He added that nature can take its course and we can adjust it needed.

Board member Carol Wittner asked if we should wait until we receive more information.

Mr. Wood replied that we can table items, and wait for input from the applicant.

Ms. Wittner asked if that was what Mr. Wood would like, and he said that we should table this.

Motion to table the item for clarification on the placement of the window sign

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD			X			
ROMBERGER			X			
WITTNER		X	X			
WOOD	X		X			

6:28 (10:42) Item 5: Seeking Approval for new Garden Signage

Applicant/Owner: Town of Jerome

Zone: C-1

Address: 301 Hull Avenue

APN: 401-06-015

Applicant is seeking approval to post a permanent garden sign in the Town of Jerome community garden.

Discussion/Possible Action

Mr. Christensen introduce the item, a new sign in the C-1 zone, and said with the applicant being the Town of Jerome, he assumed this was a courtesy review.

Mr. Blodgett confirmed the sign was for the community garden, and as he was not certain the garden had its own organization, he filed the application for review under the Town of Jerome. He said that if you look at the image in the packet, you will see a beautiful sign created by Mimi Romberger. Mr. Blodgett said there were two proposed locations for mounting the sign. One option is to mount on a shed that has yet to be approved, but there is intention to place a shed there. The other option would be to mount it on the fence. The dimensions are well within the max square footage requirements of the ZO. He also explained that it is not fully a rectangle, because of the corner containing the image of a bird.

As the creator of the sign, Board member Mimi Romberger explained that she had used wood that she had on hand, that is why she put the bird in there for fun. She said it has been sealed with 3 coats of water sealant on both sides and it was of 3/4-inch plywood painted with acrylic.

Mr. Christensen commented that it looked good, and he liked it.

Ms. Wittner said she loved the sign and thought it looked great.

Mr. Blodgett asked if there were any questions or comments.

In reference to location, Mr. Christensen said he would prefer it mounted on the fence, he felt that would be more visible.

Ms. Wittner responded that she agreed.

Mr. Christensen asked if the other board members agreed and Mr. Wood replied, yes.

Ms. Romberger said that she personally preferred the fence as well.

Mr. Christensen asked if there was a motion.

Board member John McDonald made motion to approve the sign as presented at to mount it on the fence.

Ms. Romberger asked to abstain from the vote because she had created the sign.

Motion to approve the new Garden Sign as presented with recommendation to mount on the fence

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD	X		X			
ROMBERGER						X
WITTNER		X	X			
WOOD			X			

6:32 (15:19) Item 6: Seeking Approval for new Garden Tool Shed.

Applicant/Owner: Town of Jerome

Zone: C-1

Address: 301 Hull Avenue

APN: 401-06-015

Applicant is seeking approval to build a tool shed for the Town of Jerome community garden.

Discussion/Possible Action

Mr. Christensen introduced Item #6 and said that the applicant is the Town of Jerome, and this will be a courtesy review. The applicant is seeking approval to build a new shed for the community garden.

Mr. Blodgett explained that the previous Zoning Administrator had been working with a resident to come up with designs for a shed, but this was not that shed. This is prefabricated shed, akin to a vinyl shed for an average yard. He said that he does have the first shed paperwork and designs, but he did not include them in the packet because this is what was presented to him by Councilmember Sage Harvey. So, there is an alternative option if this not approved. This shed is 8 ft by 4 ft and is called a lean-to style. It comes with a foundation, but it must be assembled. Mr. Blodgett explained the purpose of the shed would be to secure tools and equipment intended to be used in the community garden.

Mr. Christensen said he was curious about to know what the foundation was made of.

Mr. Blodgett said that it looks like an aluminum frame that you drop particle board into, but he can't confirm that from the specs.

Mr. Christensen said that he had also looked at the specs and the main thing that caught his eye is that the product weight was 126 pounds. He asked if we knew the cost of the shed.

Mr. Blodgett responded that he did not know.

Mimi Romberger said that she believed the cost was under \$1,000.

Mr. Christensen continued, the material is vinyl, the weight is 100-plus pounds, everything is made of plastic, including the roof. Looking at pictures of the door, and having assembled similar sheds in the past, he would say it is not a secure shed and is probably vulnerable to vandalism. He commented that if he was motivated, he could see pulling the door hard enough to open, even with a locking mechanism. He said he felt it would also be possible to pry the walls apart.

Mr. Blodgett asked, if the Board would like to table the item, if we would like to have him add the information for the design of the other shed.

Ms. Wittner replied that she thought we should do that.

Mr. Christensen said that he does like the lean-to style, except for the materials, the weight, and the fact that it doesn't seem secure. He thought that plastic would not fit in that area and if it were wood or metal, or a combination of those two, it would be much better. Also, though it is described as wind resistant up to 100 mph, he could not help but feel it could be torn apart. If it was okay with the Board, he would like to make a motion to table the item and request other options.

Ms. Wittner said she would second that.

Jerome resident Mark Krmpotich said we should look into having a concrete pad. Because of the weather here, he said a shed should be bolted onto a concrete pad.

Ms. Wittner replied to Mr. Krmpotich that she agreed.

Ms. Muenz asked to add a comment from personal experience. She said without a level foundation, the doors will not stay shut on a vinyl shed.

Mr. Krmpotich responded that would be the reason for a concrete pad, with metal anchors, for whatever design we have.

Mr. Christensen agreed that it did not seem strong enough.

Motion to table the item with direction to staff to gather information on a second option

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
MCDONALD			X			
ROMBERGER			X			
WITTNER		X	X			
WOOD			X			

6:43 (26:13) Item 7: Seeking Approval for Demolition permit for the historic "Tamale Lady's House".

Applicant/Owner: Crested Construction / McWhirter Robert James & Huerta Maria Regina Trust.

Zone: R1-5

Address: 21 North Drive

APN: 401-11-008

Applicant is seeking approval to demolish the house at

Discussion/Possible Action

Mr. Christensen introduced Item #7, an application to demolish a house. He asked Mr. Blodgett for an update.

First, Mr. Blodgett wanted the board to know that Building Inspector Barry Wolstencroft wished to take part in the meeting but had been unable to. He went on to explain that the Tamale Ladies house, while historic, is falling apart and is proving to be a health, safety, and fire hazard. Fire Chief Blair and Barry Wolstencroft both agreed that it poses those risks; in fact, many months ago, he and Mr. Wolstencroft talked about recommending condemnation for the building. He said the property owners reached out through the contractor, Mac, and asked that the property be demolished and then rebuilt. Mr. Blodgett said that he did not believe it would be rebuilt to the Federal requirements of a reconstruction; however, those designs have yet to be made and they are proceeding one step at a time. As it is, there is very little that is salvageable, perhaps some exterior treatments that could be used for the façade and maybe décor. Mr. Blodgett acknowledged that the house itself is famous. He said he looked, but did not find a property inventory survey from the Arizona Historic Properties for that building, so he and Scott from the Historic Society have discussed this and, if one is not found, he will make one. He said that he has already gathered some basic information and photographs of the exterior of the building and will continue to do so as the demolition progresses, which from what he understands will be more of a methodical dismantling. He asked Mac if that was correct.

Mac, the contractor representing the project, replied that it will be as safe as they can do it.

Mr. Blodgett added that Mac has kindly agreed to allow him to gather more information and historic date so that he can get all the historic gather he can gather for archaeological record standards. He said we will know open the item for discussion.

Ms. Wittner said it breaks my heart to see that building go down, especially with the history and the Tamale Ladies. She said she understands

what is going on, but it is a heartbreaker.

Mr. Wood said that he agreed with Ms. Wittner. He said we are a national historic monument, we are supposed to preserve things, not tear them down. This building was occupied recently, that it isn't on the historic survey is irrelevant, we know the people who lived there. Mr. Wood said that what he would like to do is table this progress so that we can have some other considerations. One of which, is that he would like to see what is going to be put in its place, if that is what happens. Also, he would like time for the community to hear about this. He said this will be a big issue in town, we are historic, so this is not trivial; we need further information about what will happen. He said we need drawings. This is one of a dozen buildings in Jerome, and Mr. Wood said that he has seen worse restored, fixed up, and made livable. He expressed amazement that Chief Blair said it was a hazard. He would like to put this off until we know more of what the plan is. It is easy to destroy something, if that is what we are going to do, but it is not that easy to put something in that will look appropriate for our historic town.

Mr. Blodgett briefly responded that, in terms of the final building that is going to be there, it shouldn't weigh-in with our decision at this point. Technically, if the property owner was worried about the fire and health hazard, they could demolish it simply to remove the liability the building is accruing without ever replacing it, and they would be well within their legal rights to do so.

Mr. Wood said that obviously we are having this discussion because you need a permit to demolish a building.

Mr. Blodgett answered, yes sir.

Mr. Wood continued by saying the fact that they, through neglect, have been demolishing this building is perhaps something we should look at; this is irresponsible. He said that he does not understand it being "non historic."

Mr. Blodgett replied that we are not saying it is not historic, we are just saying the record is not there, so we are going to rectify that. He said that he understands it has great local, cultural significance, that is not lost on him, but from planning perspective, and the health and safety perspective, these are things he must consider. Even though we are a federally protected archaeologic district, historic buildings and archaeology do not have to be in a time capsule. If something needs to be destroyed all it means is that there are requirements for data collection and gathering so that the information survives. As long as we follow all the requirements from a historical perspective, as heartbreaking as it is, they are well within their legal rights to demolish the building and even leave a vacant lot simply to remove their liability. Mr. Blodgett said that the time for it to have been rehabbed was probably 10 or 15 years ago. As to the particulars of how bad the interior is, Mac could probably give you a better description.

Mac said that the whole objective is to rebuild the structure. Externally it will be redone with metal very similar to what is there. He explained that it can't be exact because that metal is not made anymore, but it will be wrapped in metal and structurally almost a replicate. From talking to the homeowners, he understands it will be just a little bigger and still multilevel. He said structurally, the building is not sound. He said he has been in it a few times, and is not sure how to structurally support it in a manner to leave it all there and rebuild it like he has on a Center Street house. He can't figure out a way to do it without someone getting hurt, because everything is so rotted, and worn out, it is not safe at all.

Mr. Christensen thanked Mac, and said he had a couple of questions for Will Blodgett. He read from a portion of the Property Standards, subsection B, that the Design Review Board can postpone for up to a permit for up to 180 days. He asked if that was correct.

Mr. Blodgett said that is correct.

Mr. Christensen said that he thinks we should take full advantage of that time. This board would like to see multiple things, and what he would like to see in writing from the Fire Chief and Building Inspector, the fire hazard, and structural problems, so that it is on the record. Also, depending on how appropriate it is, a letter of intent from the contractor or owners. We would like to see some drawing of what this building will look like.

Mr. Blodgett commented that we need to be careful, we are reaching too far with that requirement on this aspect. We cannot take into account what they are going to do in the future for this particular consideration because the projects are not connected at this time.

Mr. Wood asked to speak. He said that in 1979, he bought the Rosie Salas House above Main Street. That house was condemned, and he bought it for \$10,000. It had been saved through community action; it was due to be torn down and enough people from Jerome took action that they could not do that. He suggested that could be another possibility, and said that house had at least the structural issues you see here. It was a lot of work, but it is a perfectly good house that was the piano teacher's house in those days. This was the Tamale Ladies' house; these things have history. He said he has seen restoration for worse. Mr. Wood said we need to see what the plan is.

Ms. Wittner said she also agreed with that, we should see more.

Mr. Christensen said we definitely want more details. He knows we cannot go into full plans, drawings, and numbers but he would like to know what the materials will look like, how many stories will it be, and how much bigger in square footage by percentage.

Mr. Blodgett responded that the problem is, while that might be the intention of the homeowner in the end, the project that is in front of us, legally, is the demolition. We need to keep our minds focused on the fact that this is the legal issue in front of us and that the new construction, as a separate project, is not in front of us yet, so we can't consider it at this point. We need to talk about the demolition and whether we want to allow it to proceed or whether we want delay it and what we would like to see happen if it was delayed. Mr. Blodgett explained that we must stay narrowly focused on this.

Ms. Wittner said she does not think we should demolish the building yet.

Mr. Christensen agreed, and said he would like to see, in writing from the Fire Chief and Building Inspector, so we have it on record, and it is not just word of mouth. We would like to take all steps at our disposal to delay demolition and make sure we are doing our due diligence to preserve as much as we can.

To which, Ms. Wittner said yes. She asked, should we make a motion?

The contractor, Mac, said what he does know is that the structure will be rebuilt, he is under contract to rebuild the structure. In order to do that safely and in a manner that does not cause harm to himself or anyone who works for him, or create any issue with any neighboring properties or City property because of its location, it needs to be taken down to be rebuilt. He said that is no way to safely do that right now. From what he has been told, there is a hole in the roof that has been there 10 to 15 years and all the water and exposure has caused everything to be dry rotted and unsafe. What he is trying to do is take it down before it falls down and we can't use anything that is there now. Mac said that structurally, the metal can be reused, and the homeowner plans to use it as a fence around the property. The intent is to use metal on the exterior that is very similar to

what is there now and not change it that much. It is not the plan to build an elegant large castle, they want to maintain a similar size and structure. He said that, right now, we are just trying to move forward to get things so up so that when we do have the rest of the plans finished, which are being worked on now, we can proceed with the other parts of the process.

Ms. Wittner asked, is there any way that we can see those plans?

Mac replied that they are not done and, like Mr. Blodgett said, it is irrelevant right now. Right now, the only legal aspect is the fact that the building, which he cannot believe has not fallen over after being inside, is not structurally safe.

Mr. Wood commented that neither was the Rosie Salas house. He thinks we can combine our concerns into a motion to table this matter until we have the information that Mr. Christensen is asking for. Mr. Wood said he would like to make a motion that we table the matter until we have satisfied Mr. Christensen's questions.

Mac made a point of order, he said he wanted to know exactly what the board is asking for before we move forward with the vote. He said that, by law, he can ask for.

Mr. Christensen replied that first would be Fire Chief Blair's concerns with fire safety and structural concerns in terms with people being around it during destruction, and the Building Inspector concerns with general structural integrity. Then, if possible, a letter of intent from the owner. He asked Mr. Blodgett to look into the appropriateness of that.

Mr. Blodgett responded that he is not sure that would be legally appropriate, but he will check with the town attorney.

Mac said you are trying to make a requirement of someone with private property rights, you are trying to dictate what can and can't happen with a private property. Just because you don't want to see a building be torn down that is going to fall over if we don't do something with it. And the intention of the owners is to rebuild the structure.

Mr. Wood replied that you understand, we have an ordinance here, we have rules. We are trying to follow the Secretary of the Interior's guidelines in this matter.

Mac said, but you also can't dictate private property rights.

Mr. Wood replied that he is not in a hurry to do this. Is that relevant to me, that you are in a hurry?

Mac repeated that private property rights come into play to which Mr. Wood replied that private property also has rules attached. You are working in a community, in a state, please.

Mac said he will make it clear right now, because he is under contract with the homeowners, that no one is allowed on the property, in any way, shape or form, without the express written permission from himself. He repeated that no one is allowed on the premises and, if there are trespassers, he will press charges to the fullest extent of the law.

Mr. Wood asked if he thought that would help him.

Mac answered that it does not matter, he is just making sure that no one goes on the property so that none gets here because there is liability associated with the structural integrity of the building. It is not safe. He said that the board was trying to condemn the building prior to his starting this process. So, he is trying to eliminate a problem, through the town, by being able to take down a building, use as much of the material in the new structure as he can, and rebuild a building that looks very similar that is usable. Mac said, you are saying that I can't do that for people who are willing to pay for it to be done.

Mr. Wood said that what he was saying is that he would like to table this issue for a later time. He explained that we do this, we take our time.

(46:26) Mr. Blodgett asked to interject and clarify exactly what they wanted.

Mr. Christensen said that, based on the letters from Rusty Blair and Barry Wolstencroft, we will be able to make a better decision when it comes to potentially granting a permit. He said the motion would be to table the item with a request to get letters from Blair and Wolstencroft regarding the safety of the structure prior to granting a permit.

Ms. Wittner said she would second that.

Mr. Christensen asked if there was any more discussion. He clarified that we want to make sure we are doing due diligence and that this building is indeed unsafe in its current condition and the best option moving forward is to potentially grant a permit for demolition with the idea to rebuild it best as possible. And the best way to do that, like you said, is to take it apart as fast as possible before it falls down and we lose even more historical data. Mr. Christensen asked again if there were any more comments and, hearing none, he called the vote.

Ms. Muenz asked for confirmation that Mr. Blodgett had Mac's contact information, which he confirmed.

Mr. Christensen said that he knows this is a very contentious item, no one in this town likes to see a building demolished. We all, from the bottom of our heart, if it is demolished would like to see it brought back to a state that reminds us of what it once was. Obviously, we do not want to see a completely different structure here, but he does not think that is the intent at all. We just want to make sure we do our due diligence because, as Mr. Wood said, our role is to preserve. So, we do not want to miss an opportunity to fulfill that duty. Mr. Christensen thanked Mac for joining the meeting.

Mac replied, you're welcome.

Mr. Blodgett offered to answer any questions, historical or otherwise, about the house that people may have going forward. He expressed hope to discover historical building techniques if or when the project moves forward and, while the potential destruction may symbolize the end of an era, it is an opportunity to learn more about the house.

Mr. Christensen added that hopefully, this will be a very beautiful property in Jerome.

Motion to table to a future meeting with directions to get a letter from Fire Chief Rusty Blair and Building Inspector Barry Wolstencroft regarding the safety of the structure.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD			X			
ROMBERGER			X			
WITTNER		X	X			
WOOD	X		X			

6:38 (21:32) Item 8: Seeking approval for new windows

Applicant/Owner: Janet Bustrin (Copperstar Remodeling/ Scott Hudson)

Zone: R1-5

Address: 538 School Street

APN: 401-06-092

Applicant is seeking approval for remodels to the home at 538 School Street that involve a change in the windows.

Discussion/Possible Action

Mr. Christensen introduce the item, saying the applicant sought to install new windows at 538 School Street.

Mr. Blodgett explained it was a small remodel project that Scott Hudson has been working on. Last week it went before Planning & Zoning and was approved and he had to add the item as an addendum because the windows, being on the exterior, require DRB review. He said there will be some siding replaced in the project, but the exterior is going to be like for like replacement. He said there will be two windows being installed, and asked Mr. Hudson if that was correct.

Mr. Hudson replied that was correct.

Mr. Blodgett continued that they are Anderson double-hung windows, and there was an example from manufacture showing the intended color of forest green. He pointed out the intended location and dimensions of the proposed windows in the application and asked if there were any questions.

Mr. Christensen asked the applicant, Scott Hudson, if he would like to have a word for the record.

Mr. Hudson said the windows that are going in are same brand, type, and color as rest that have already been replaced on the house. He said there is a French door on the front that will be removed and replaced with one window; that will be the major change. The other window to be replaced is located on the side of the building, which is not visible from the street.

Mr. Christensen said we will open the item up for discussion.

Ms. Wittner stated that she thought we should approve.

Mr. Christensen commented that he liked the presentation and does not have any questions or concerns.

Ms. Wittner motioned to approve the item as presented.

Motion to approve new windows at 538 School Street

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD			X			
ROMBERGER			X			
WITTNER	X		X			
WOOD		X	X			

Meeting Updates:

7:09 (52:02) Item 9: Updates of recent and upcoming meetings

- **January 10 regular Council meeting-** Tabled a meeting regarding the community garden until March, to await DRB's final decision for the tool shed and sign review. Resolutions focused on one-way streets failed due to a lack of motion. Approved an agreement with Lexington Law Firm PLC for prosecution services. Discussed possible regulations for mobile food vendors, and held an E-session to consider taking bids for town owned property.
- **January 17th regular meeting of Planning & Zoning Commission –** To be held.

Mr. Blodgett read the updates of recent meetings to the members of the board.

7:10 (53:01) Item 10: Future DRB Agenda Items for Tuesday, February 28, 2023: TBD

Mr. Blodgett said the Tamale Ladies house would likely appear on the next regularly scheduled meeting agenda unless we decide to schedule a special meeting.

Mr. Christensen said he was not sure yet, it may be on the agenda for the next month's meeting unless that agenda is already very full. We will make that decision as the time approaches. He thanked everyone for joining the Zoom call meeting and apologized for the technical difficulties at the beginning. He said we have some work going forward and we want to do our due diligence. He thanked Mac for his contribution and Mr. Wood for his experience.

Item 11: Adjourn***Motion to adjourn at 7:11 p.m.***

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD			X			
ROMBERGER		X	X			
WITTNER	X		X			
WOOD			X			

Approved: _____ Date: _____
Brice Wood, Design Review Board Chair

Attest: _____ Date: _____
Kristen Muenz, Deputy Town Clerk

DRAFT MINUTES

Regular Meeting of the Jerome Town Council

Council Chambers, Jerome Town Hall

600 Clark Street, Jerome, Arizona

Tuesday, January 10, 2023, AT 7:00 P.M.

<div>ITEM #1: 7:00 (0:01)</div>	<div>CALL TO ORDER/ROLL CALL</div> <div>Mayor/Chairperson to call meeting to order.</div> <div>Mayor Alex Barber called the meeting to order at 7:00 p.m.</div> <div>Town Clerk to call and record the roll.</div> <div>Town Manager/Clerk Brett Klein called the roll. Present were Mayor Alex Barber, Vice Mayor Jane Moore, and Council members Sage Harvey, Jack Dillenberg, and Sonia Sheffield.</div> <div>Staff Present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett, Finance Manager Melanie Atkin, and Deputy Clerk Kristen Muenz.</div> <div>Mayor Barber welcomed everyone and apologized for missing the last meeting. Before moving on, she wished to mention that Jim Rome had recently passed away, and we lost Lew Currier on Christmas Day. We also lost Midge Steuber the day after Christmas. She asked for a few moments of silence to honor those we lost.</div> <div>The room was silent for several moments.</div> <div>Ms. Barber said that Lew wore many hats in this town. He was her neighbor, a former mayor, had many great things to say, and he was always spot-on with the financials. Midge had not lived in Jerome long, but she wrote some amazing books that can be purchased at the museum. She said that Jim Rome, who was an artist, was instrumental to the town as well. Ms. Barber said we are losing long-time residents so fast that her heart, and many hearts, are hurting. She asked if anyone else would like to say something.</div> <div>Vice Mayor Moore said that Jim had a gallery next to the Connor Hotel when she first moved to Jerome, and he was an incredible artist and person. She said Lew also lived here when she first arrived, and he served as the Town Clerk for a while.</div> <div>Ms. Moore said we have lost a lot of long-time residents and for her, it's very sad as she misses all of them. She suggested that if you are thinking of a person, the next thing you know they may be gone, so don't wait.</div> <div>Ms. Barber explained that the Verde Independent ran an article on Lew Currier. Also, in condolence of his passing, the town sent his wife flowers, and we had the flag at half-staff for a few days.</div> <div>Councilmember Sage Harvey clarified that the flag was kept at half-staff for a week.</div>																																										
<div>ITEM #2: 7:04 (4:01)</div>	<div>FINANCIAL REPORTS</div> <div>Financial Reports for December 2022</div> <div>Ms. Barber asked if anyone had any questions on the financial reports.</div> <div>Ms. Harvey said that she had had questions, but she already spoke to Finance Manager Melanie Atkin for clarification. She asked if anyone else had questions because she or Ms. Atkin could clear them up. Ms. Harvey also mentioned that the reports look different, but a lot of the information is the same. She noticed that we missed budgeting fuel for Town Hall when we were budgeting fuel for Police and Fire, so we are over budget for that, and there are a couple things that are incorrect because we are still working with Caselle. It looks like we are down this month, but it is not right and will be fixed to come up.</div> <div>Ms. Atkin confirmed that the numbers will be up in next month's reports.</div> <div>Ms. Moore asked if everyone was okay with the vertical style of the reports.</div> <div>Ms. Barber responded that she did prefer them in landscape because they were easier to read.</div> <div>Mr. Klein said that we will see if we can make changes to the style of the reports for next month.</div> <div>Motion to approve Financial Reports for December 2022</div> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				SHEFFIELD			X			
COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN																																					
BARBER			X																																								
DILLENBERG		X	X																																								
HARVEY	X		X																																								
MOORE			X																																								
SHEFFIELD			X																																								
<div>ITEM #3: 7:06 (6:18)</div>	<div>STAFF AND COUNCIL REPORTS</div> <div>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.</div> <div>Mr. Klein briefly summarized his report and explained that retail sales numbers have been down due to the economy, but everything else is doing well. We had a meeting with Freeport McMorran, and he will update everyone on that. There is an upcoming meeting for Managers and Mayors, and they will be looking for the next CEO of NAH. Finally, he drew attention to the STR report. Mr. Klein said we have received substantial cooperation; there are a few that we are still working with, but we have touched base with almost everyone. For the few that are still pending, most of them are waiting on getting their TPT numbers, and he has tried to assist them with recommendations on getting those.</div>																																										

Ms. Barber thanked Mr. Klein and said that she would like to make note of the anniversaries on his report. She read that Kerry Lee has 9 years of service as of January 6th, Angela Bradshaw Napper has 1 year, and William Lionberger has 12 years of service as of January 26th. She congratulated them. Also, she commented that the water flows look amazing. Ms. Barber said she wanted to say something about the Fire Department report. Chief Allen Muma recently had a death in the family, and Allen and Fire Chief Rusty Blair work together. She read a section of the report in which Chief Blair lists all of Chief Muma's contributions and said that she had to read it because Chief Blair is thanking Allen Muma for all that he does, and she does not think everyone realizes just how much he does. She said it will be hard for the town to lose either of these men and both could go at any time since they are nearing retirement. She said that during budget season, we may reach out to Chief Blair about trying to add personnel. In the meantime, Rusty and Allen, without whom the town would not run the way it does, are amazing.

Dr. Dillenberg said that he would be interested to hear if anyone has ideas on how to demonstrate to them how much they are appreciated.

7:11 (11:43) Ms. Harvey said that she wanted to follow up that by pointing out that the Fire Department received a generous donation of \$70,000. She thanked whoever made the donation, which allowed the Fire Department to purchase another Polaris and radios.

Ms. Barber said that she attended the Historical Society meeting, and Roberto Rabago's kids gave a donation to the Historical Society; she is not sure if it is same person, but it could be.

Ms. Harvey asked for an update on the credit card processing fees.

Mr. Klein said that he has been extensively communicating with the representatives of the new processor, who he has worked with in the past. He said they will save us a considerable amount of money, but we want to make sure the process is seamless so that the end user, people using the kiosks etcetera, do not experience any interruptions. The change is days away and no one will know there's a difference except for the lesser cost on the invoice.

Ms. Harvey asked about the search for a financial advisor.

Mr. Klein said it is going well and he was able to reach out to other communities to expand the search. He said there were capable and competent individuals representing large firms with extensive experience and, at the next meeting, we will have their proposals and biographies. From there, we can pick one or can choose some to meet.

Ms. Harvey thanked Mr. Klein and asked for an update on a project engineer and project processing.

Mr. Klein said it went okay; we've expanded the scope of the project on Center Avenue because we need to, for one, because what it was engineered at is now easily \$1.5 million. We don't have that much money but there are grants we can apply for. He said that Ginger Mackenzie has helped connect us with a grant writer. With the expansion in scope, it will probably end as a \$2.5 to \$3 million project, with no more out-put from the town than was planned because of the grants. This has slowed down the progress, but it will make a better overall project.

Ms. Moore wanted to comment on what a fabulous report we had from the Fire Department, and hoped the residents read it and realize how lucky we are to have those guys and how important it is to have full time residents that want to help the town.

Ms. Barber said that if anyone would like to volunteer for the Fire Department, they can join the weekly meetings.

Motion to approve Staff and Council Reports

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

ITEM #4: 7:16 (16:25)

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 read his report and explained that he did not hold P&Z or DRB meetings in December due to illness and holiday travel. At their last meeting, the Board of Adjustment selected a new chair, Margie Hardie. Mr. Blodgett said that December had been slow and gave him time to work on Design Review guidelines and he should have his initial draft done by the end of the month. Also, he met with representatives from Yavapai County GIS, and he is working with them to give council vendor options to look at. He was also able to begin collecting information for utilization in the commercial district.

Ms. Barber commented that it was a lot of work.

Dr. Dillenberg said, thank you, and we are glad you are feeling better because we know you were very sick.

Ms. Barber said that quite a few people in town have gotten sick. She gave direction to Mr. Blodgett to keep working on other businesses and said she is also glad he is feeling better.

ITEM #5: 7:18 (18:20)

APPROVAL OF MINUTES

December 13 Regular Meeting

Ms. Barber said that she would abstain from the vote as she was absent at the meeting.

Ms. Harvey asked about a note on the minutes regarding the audio recording.

Ms. Muenz explained that there had been an issue with the sound mixer and the equipment had only picked up rustling and static sounds. Also, due to having the plastic dividers back in place, the recorder was not able to capture ambient sounds, so no discernible audio had been caught. She said that she had tested the equipment prior to the current meeting to be sure it was functioning properly this time.

Motion to approve Minutes for the regular meeting of December 13, 2022

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

ITEM #6:
7:19 (19:35)**PETITIONS FROM THE PUBLIC***Margie Hardie- 2nd Street.**Aaron Swenson- 2nd Street.**Both petitions regarded an agenda item; it was decided that they would be allowed to speak during the discussion of that item.***ITEM #7:****7:20 20:11****ORDINANCES AND RESOLUTIONS****ITEM #7A: CONSIDER TAKING FROM THE TABLE RESOLUTION NO. 647 DESIGNATING THE ENTIRETY OF SECOND STREET AS A ONE-WAY STREET**

Council may take previously tabled Resolution No. 647 from the table; Motion to remove Resolution No. 647 from the table.

*Ms. Barber said we will consider taking the item from the table. She asked Ms. Harvey to speak first.**Ms. Harvey clarified that first, we consider taking it from the table, after which we consider the item. She said she would like to say that this item was an attempt to deter tourists and delivery trucks from going up 2nd Street and to be proactive in saving our cobblestone roads. There was a petition passed around, and it is here for people to see. Ms. Harvey said that none of the people listed in the petition use that road except for one, who only travels part-way down. She said the situation has been blown out of proportion and repeated that it was an attempt to get tourists and delivery trucks to quit going up; if there was a "do not enter" sign at the bottom, they might pay attention to it. Referring to the maps included in the agenda, she stated that the first was from the 1984 General Plan circulation map, and the second from the 2018 General Plan circulation map when, she believes, Ms. Hardie was on the commission; she said to note that for close to 40 years the General Plan showed it as a down, one-way road. She was only trying to help and to save our cobblestone roads which everyone in town seems to want to do when we talk about fixing infrastructure. When we pull lines up, she guesses we can get rid of the cobblestones?**Ms. Barber replied that she hopes not. She pointed out that the old maps were missing road names.**Ms. Harvey said that she labeled her copy of the map because the names were not listed. She explained to Ms. Barber which streets were shown on the map and said she wanted everyone to be clear on the streets because there were questions about which streets were which.**Referencing the petition, Dr. Dillenberg said every homeowner on that street doesn't want to change it.**Ms. Harvey clarified that her landlord was the exception, and he doesn't care.**Dr. Dillenberg replied that all the others don't want to make a change, and that got his attention.**Ms. Harvey said what was interesting to her is that none of them use it the wrong or right way, so it feels to her that they are simply standing their ground in not wanting a one-way road. For her, it comes down to the cobblestones and what is happening to them. She wondered how many of them have walked or driven down that road and looked to see what is happening from the vehicles traveling up at a 32-degree incline.**Ms. Barber said that she does not drive down any of those roads because if she goes down Verde it is a nightmare for her to get out. She said that the petition includes a statement from Rusty Blair. He said he has lived there since 1987 and, in that time, has only seen one cobblestone move. Chief Blair also said he had an idea on how to fix it. Ms. Barber said that a petition with signatures from two department heads, one of whom lives on that street, saying no, she is hesitant. The staff recommendation would be to either officially designate it a one-way street or install something to the effect of 'no-truck traffic' signs. She feels that all of Verde Street should say 'residential only.' She relayed an instance when someone drove in a truck so big, they had to hold up the power lines to keep from ripping them off. For those that wish to move to Jerome, Ms. Barber suggested planning on how to get your belongings into the areas where trucks do not fit.**Ms. Harvey said she would like to finish her statement. She is not intent on the change; it was purely an attempt to try to keep the street and there were personal attacks towards herself. She said that she wanted people to know that there was no malice in this, it was about taking care of our streets, and if owners on that street want to allow people to tear it up, that is fine.**Councilmember Jack Dillenberg replied that he supported Ms. Harvey, and she should not receive negative energy for her comments on the street.**Ms. Harvey commented that the road causes rocks to be slung against her house.**Dr. Dillenberg said that he understood that and appreciated it very much. He thanked Ms. Harvey.**Ms. Barber asked to make a statement. She said the people who sit behind this dais are volunteers, we do it because we care about the town. When we come up with ideas that we believe are for the betterment of the town, we should not be attacked until we make a determination of what we are going to do. She said, "come speak about it, these are ideas, I don't come in here with an agenda in my head besides to keep this town something that I want to continue to live in and to continue to fight for this town." From her understanding, at first some department heads said the idea was okay, but things changed.**Sometimes people can sway other people, which is why we are a democratic council that will allow people to talk. If you want to talk about an agenda item, please come here and talk, and don't just criticize us after we made the determination. If you read the agenda and did not write a letter or come to the meeting, you are not being part of the community that you say you care about. Ms. Barber finished by saying that she is not pushing to make it a one-way street.**Ms. Harvey said that we should leave it tabled.*

Dr. Dillenberg asked Ms. Barber if she wanted to leave it as two-way.

Ms. Barber responded that she thinks we should leave it as-is, but put a "no truck traffic" sign. She asked if there was a residential-only sign on Verde.

(28:10) Ms. Harvey responded that she believed there was a residential parking sign near First Avenue.

Ms. Moore asked to speak and said, when we first started talking about this, she had mentioned that people who live on streets that are being discussed to be turned to one-way should be notified so they know personally, and not just expect them to notice it is on an agenda. She said that is how she would feel if we wanted to do that on Gulch Road. On another note, she said it took a while, but Gulch Road used to be a short-cut and people would race around to beat traffic. They still do, but now it's not as bad. She said they still drive too fast on Gulch, but she doesn't think that will be an issue on 2nd Street. Ms. Moore also said that you can call if a street says, "residential only" or "no trucks."

Ms. Harvey replied that there is no sign that says local-traffic only, the sign says permit-parking only.

Ms. Moore said that if there are signs saying it is residential traffic only, hopefully no one else will be going up it but the residents.

Ms. Barber said she would like to recap why people don't like to come out at Verde. She said that when you approach 89-A, the mirrors are so weird that a lot of homeowners would rather drive up 5th or they will go up 2nd Street to go out. Ms. Barber agreed you can see traffic a little better from that area.

Ms. Harvey said that there is only one person left who goes up that way.

Dr. Dillenberg commented that sometimes the people that are coming down the hill [on 89-A] go 40 mph, and it is dangerous.

Ms. Harvey agreed, and said that she can feel it in her house when people hit the dips at high speed.

Ms. Barber said, if all these people who live on these streets feel safer coming out at the top, she is not going to tell them they have to go out at Verde Street. She repeated that she will not even drive on Verde Avenue, she prefers to park and walk into that neighborhood. She asked if the petitioners would like to speak.

Jerome resident, Aaron Swenson, said he has been living on 2nd Street and Verde for 10 years. He didn't know about this until yesterday and he has never seen a problem with people hitting each other on that street or any of that kind of thing. He said he does know his landlady is pretty hotheaded about this particular issue, but she does not live in town, so she wanted him here tonight. His neighbor who had a stroke used to use that road all the time, Michael Thompson, if I'm going to speak for him to say that, no, we don't want that a one-way street. The reason that he would drive up that road, like Alex Barber was saying, is when you get to the Verde Street mirrors. He said that has always been his biggest issue, he has never come to a council meeting to address it, but he has always wondered why it is not a main thing. Mr. Swenson said the one-way thing is ridiculous compared to that; it is the most unsafe intersection in Arizona. Everyone he and everybody he knows takes a chance because there is no way to tell who is coming and he has seen cars coming around the curve going 35 mph. Mr. Swenson said he was shaking imagining what it is like at that intersection when the sun is blinding you in the mirrors and you can't see and don't know if you are going to be hit.

Ms. Harvey said that was true.

Mr. Swenson said that he uses Third Street, a one-way street, and he and his neighbors use it the wrong way.

Ms. Harvey commented that a lot of the locals do.

Mr. Swenson said that GPS sends people down Verde Street, they are lost, and for them to be forced out at that intersection is a safety issue. He said it is such a dangerous intersection, that it needs to be addressed.

Several council members thanked Aaron Swenson for speaking.

Ms. Barber wanted to add that they have had problems on Gulch Road with GPS as well. There are signs on both ends saying your GPS is wrong. Verde Street is town owned, ADOT owns the state highway. Our town just happens to have all the little streets right off the state highway and our hands are tied. When we want to have those roads fixed, we must talk to them. If we wanted to fix them, we would still need to be involved, but we would rather the state fix the highway because the state has more money than the town. She asked if anyone else on council wanted to make a statement or motion.

Ms. Harvey said let's leave it tabled to which Ms. Barber said that would be fine.

Dr. Dillenberg said he agreed with that, and would encourage Will Blodgett or others to get together with ADOT and monitor the situation to see the reality of the risk and to engage the neighborhood with the discussion if we move forward. He feels we should leave it tabled for a period to gather information and make a good decision.

Ms. Moore asked, if we leave it tabled, will it be on our agenda every month?

Ms. Barber asked for staff knowledge.

Mr. Klein said he had talked with the attorney. Following the rules of procedure, if we did not want to see this again, let it die from lack of a motion and then instruct staff if you should ever like to see it again. He explained that involving the public was an oversite, and certainly it will be done moving forward in any similar situation.

Ms. Moore asked if we should do some direction about signage.

Mr. Klein said that could be discussed during to-from.

Ms. Harvey said that, because we are not untabling this, we shouldn't do direction here.

Ms. Barber agreed it was not on the agenda.

Dr. Dillenberg said we will gather data on it, and he suggested addressing signage at next meeting.

Jerome resident, Mansel Mathews spoke. He said he lives on School Street, and no one sees the signs. There are 3 big one-way signs, they turn around right in front of them; forget signs. He said a gate is the only thing that is going to work. To Ms. Harvey, he said it is horrible your house is getting hit with rocks, and he asked if it was Amazon trucks. He mentioned that Amazon is offering opening a distribution site for \$30,000 and somehow you make the money back. If someone in Jerome wanted to do that, you could get rid of all their vans.

7:38 (38:16)	<p>Ms. Barber said the Town Manager recommended that we let the item die from lack of a motion. Do we want to rescind the motion to table? She asked council if that is how we will proceed.</p> <p>Dr. Dillenberg said he suggests that as well.</p>
	<p>ITEM #7B: CONSIDER RESOLUTION NO. 647 DESIGNATING THE ENTIRETY OF SECOND STREET AS A ONE-WAY STREET</p> <p>Council May Consider /Approve Resolution No. 647, which designates Second Street as a one-way street.</p> <p>Ms. Barber asked if there was a motion on this item and, hearing none, the meeting moved on to the next agenda item.</p>
ITEM #8:	<p>UNFINISHED BUSINESS</p>
7:38 (38:29)	<p>ITEM #8A: FOLLOW-UP DISCUSSION REGARDING THE TOWN OF JEROME COMMUNITY GARDEN</p> <p>Council may discuss and provide direction related to the community garden, including but not limited to the yard tool shed, design and maintenance.</p> <p>Jerome resident Wendy Irving-Mills said that she has been involved with the Community Garden since the beginning. She had developed some drawings, one of which was of a tool shed, so that they could be sure to leave enough room in the garden design. She said she would be happy to share those drawings.</p> <p>Ms. Barber asked Ms. Irving-Mills to send them to Mr. Klein for distribution.</p> <p>Ms. Irving-Mills said that originally, they were looking at a shed that was 8' by 12' long.</p> <p>Dr. Dillenberg commented that we had a shed that we were considering.</p> <p>Ms. Moore replied that she didn't think that one was as big.</p> <p>Ms. Harvey agreed that it wasn't as big, she explained that the shed council had considered was 4' by 8'.</p> <p>Ms. Harvey offered to show the shed to Ms. Irving-Mills.</p> <p>Mr. Blodgett explained the shed was on the agenda of the next DRB meeting, along with Mimi's sign for the Community Garden.</p> <p>Dr. Dillenberg directed Mr. Blodgett to keep in contact with Mimi and Ms. Irving-Mills and Mr. Blodgett offered to give her his contact information.</p> <p>Ms. Moore explained that it is not a done deal until it goes before DRB; there have been issues with prefab sheds in the past.</p> <p>Ms. Barber asked if the shed was plastic, to which Ms. Harvey replied that it is vinyl, but it looks fitting.</p> <p>Ms. Moore suggested it could be hidden and Ms. Harvey added that it could be painted.</p> <p>Ms. Irving-Mills said that if that option does not go through, she does have drawings for something else that will be site built with siding that blends in with Jerome.</p> <p>Ms. Moore asked if she would be interested in going to the DRB meeting.</p> <p>Ms. Irving-Mills thanked council for making the Community Garden happen. She said not all the garden beds are used yet, but it's coming. Now that the fence is in place, more people are developing it.</p> <p>Council thanked Ms. Irving-Mills and Ms. Barber added that if she is interested in doing more work for the garden, she can be included in further discussions.</p> <p>Ms. Moore reminded everyone that we also should discuss tree placement.</p> <p>Ms. Harvey agreed, and said we were going to go there to decide; she still has the voucher for the trees.</p> <p>Jerome resident Lacy Ritter said she had a question. She asked, who is responsible for the area outside of the garden boxes. Is it us?</p> <p>Ms. Harvey responded that when we decided to put in the Community Garden, we didn't want to put any additional burdens on the town crew. She suggested that they could each keep the area clean around their box, and perhaps get together every few months to weed as a group.</p> <p>Ms. Ritter asked about the possibility of a weed whacker donation or purchase.</p> <p>Someone in attendance said that they have a weed whacker, but they were waiting for the storage shed to be installed before they brought it to the garden.</p> <p>Jerome resident, Chuck Romberger, said there was also no power available to use the weed whacker, and asked if it was possible for the town crew to give them access to the power box located nearby.</p> <p>Ms. Harvey said that was a good suggestion.</p> <p>A member of the public asked if they could take weeds to the burn pile and Ms. Harvey suggested they contact the Fire Department.</p> <p>Jerome resident Mansel Mathews said that he has lost his windshield to weed whackers, in reference to cars that may be parked nearby.</p> <p>Ms. Barber said the garden is a small distance from the parking area. She said it seems there are a few people interested in maintaining the garden and, while she has not seen the sign yet, she is sure it will be wonderful.</p> <p>Ms. Harvey commented that some of them did a cleanup recently and it looks much better; thank you.</p> <p>Ms. Barber asked if we have talked about sprinklers or how people can water individual beds.</p> <p>Ms. Harvey said, as part of this discussion, we can talk about possibly adding a drip system so that people can water their plants by a timer.</p> <p>At this point of the meeting, Dr. Dillenberg asked to step away from dais momentarily.</p> <p>Ms. Barber said if we can get electricity and a drip system it would be nice. She asked if there is just a hose in there right now.</p>

Members of the public confirmed there are 4 hose connections; people can use hose timers and soaker hoses in the beds work well.

Ms. Barber suggested that we talk again in the spring to have a follow-up discussion.

Ms. Harvey said that for now, get an electrical outlet in there for the weed whacker.

Ms. Barber said it would be better if the electrical outlet was closer to the shed.

Ms. Muenz explained that might have been former ZA, John Knight's original thought. The electrical could be run to an outlet inside the shed and that way, it could be kept locked up.

Ms. Barber suggested we follow-up after we find out if the 4' by 8' shed is approved. She asked if there is enough room for a bigger shed.

Ms. Harvey replied that they left enough room for a shed, enough that they could walk around it if we put in the smaller one.

Ms. Barber made a motion to table the item until March, which was seconded by Ms. Harvey. Ms. Barber said thank you to everyone that works on the garden, including the Rombergers, and she is looking forward to seeing Mimi's sign.

Motion to table the follow-up discussion to the March meeting

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

ITEM #9:

NEW BUSINESS

7:51 (50:56)

ITEM #9A: CONSIDER TAKING FROM THE TABLE CONSIDERATION OF ESTABLISHING AND APPOINTMENT TO A COUNCIL AD HOC WATER COMMITTEE

Council may take this previously tabled item from the table for consideration

Ms. Barber introduced the item and asked council for thoughts on the Ad Hoc water committee, which would involve herself and Jane Moore.

Ms. Moore added, along with some staff.

Dr. Dillenberg asked if there was someone in town who might offer some expertise.

Ms. Moore said that decisions must be made on maintenance and things of that nature. She is thinking maybe Tyler, Henry, Rusty, Marty, and Brett.

Dr. Dillenberg suggested Will Blodgett.

Ms. Barber agreed to include whoever we need from staff, as well as two people from council. If she and Ms. Moore couldn't be at a meeting, perhaps someone else from council will step in, so long as there are only 2 councilmembers in a meeting. She explained that we would mostly be doing foot work and if anything needed to come back for changes, we would talk about it at a meeting and the whole council would be involved.

Dr. Dillenberg said it covers a large area from tanks, to pipes, to other issues.

Ms. Moore said she also thought that Brett Klein would be involved; Mr. Klein was asked for input.

Mr. Klein recommended that the best course was to give direction that council are supportive of the process.

Ms. Barber agreed that council were supportive of the process.

7:53 (53:29)

ITEM #9B: CONSIDER ESTABLISHING AND APPOINTMENT OF A COUNCIL AD HOC WATER COMMITTEE

Council may consider the creation of, and appointment to, an ad hoc water committee.

Ms. Barber asked if there was a motion on this item and, hearing none, the meeting moved on to the next agenda item.

7:53 (53:40)

ITEM #9C: CONSIDER NEW LEGAL SERVICES AGREEMENT FOR PROSECUTION SERVICES WITH LEXINGTON LAW FIRM PLC

Council may consider / approve a legal services agreement with Lexington Law Firm

Ms. Barber said that we have already been utilizing this law firm. She asked if the Judge and staff were pleased with the services they have received, and asked about Andy Jolly.

Mr. Klein explained it was still Prosecutor Andy Jolly, but a different law group; this is his group.

Ms. Barber said it is more than we were paying him originally, but he came down from what he wanted to a reasonable amount. She asked, is he good with that?

Mr. Klein answered yes, he has agreed to that for a two-year term.

Ms. Barber replied, then staff are happy, the Police are happy, and the Judge is happy; so long as he will be happy with this amount, which is a little more of a fiscal impact.

Ms. Harvey said it is only a little more, about \$100, which is similar to C.O.L.A. for Social Security.

Ms. Barber agreed and said we are lucky to have him, referring to Mr. Jolly.

Dr. Dillenberg thanked Mr. Klein for the information.

Motion to approve a legal services agreement with Lexington Law Firm

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

7:55 (55:18)

ITEM #9D: DISCUSSION REGARDING ARTICLE 8.6 OF THE JEROME TOWN CODE RELATED TO MOBILE FOOD VENDORS AND POSSIBLE DIRECTION

Council may provide staff direction regarding future amendments to Article 8.6 of the Jerome Town Code

Ms. Barber introduced the topic. She read that council may provide direction on future amendments and said that, usually when we see it spelled out like this, we see strikeouts.

Ms. Harvey clarified the meanings of the red and blue strikeouts we usually see.

Mr. Klein said there were no proposed changes from staff. He explained that, due to a hot dog vendor, there had been a lot of questions. Because it was brought up, he put it on the agenda for discussion should council want to see any changes. Mr. Klein said that if a concessioner should follow the ordinance to the letter of the law, there is virtually no place on main street they could set up, except for the end spot near the recycling, which would be both safe and appropriate. They are allowed to set up in a private spot provided they have approval, but they are not usually going to see the opportunity for that. Outside of that, there's nothing on Main Street, so if we wanted to expand on it, we could consider it. Council could specify or clarify parking, or leave it as-is.

Ms. Harvey said, in reference to Main Street, the reason we worded it that way is the road is tight already, so people would be standing in the road to try to order food. Also, it would be too much obstruction on the sidewalks. She said she believes that Arizona state law requires there not be anything on the highway or impeding sidewalks. Ms. Harvey said the hot dogs are great, by the way, and the vendor paid for three spaces to park his vehicles and his cart. Also, he has a sandwich board with all his licenses visible.

Dr. Dillenberg asked, would that still be permissible?

Ms. Harvey said yes, it is still satisfactory. It has not been long since we put this into effect.

Ms. Barber said she remembered that Candace had spoken with the state, and you are not allowed to put any vendors in spots abutting the highway. The only places vendors could go were in our parking areas. She has noticed that is where they go, in our parking area across from the Spirit Room. According to this, I thought they could only operate out of one legal parking space. She asked if anyone wanted to tweak the ordinance because she does not have a problem with food trucks coming into town and paying for parking in that area.

Ms. Harvey repeated that he paid for the space for the hot dog cart, and for his and his wife's personal vehicle.

Dr. Dillenberg said we have the opportunity to evaluate it over time.

Ms. Harvey commented that the parking area under discussion is safe to stand in unless someone has a motorcycle or wants to pull up to do recycling, but there is still room on the end.

Ms. Barber pointed out that Chapter 8, page 31, states that a mobile food unit, including any semi-permanent structure associated with the unit, may use no more than 1 legal parking space unless they have an agreement. She said he is going into 3 spaces and paying \$15 for parking to sell hot dogs.

Ms. Harvey said it is talking about semi-permanent structures, not vehicles. She said the ordinance also mentions Arizona Revised Statutes having been updated because originally, this came to us as a law and we could only regulate certain things, like keeping them out of residential zones. If they want to pull up and sell right in the middle of town, they can compete with all the restaurants, but it does not seem like they are coming up here much anymore.

Ms. Muenz said there are currently only two mobile food vendors with licenses, one of which uses the very spot that Mr. Klein mentioned. That could be an issue if they were both in town at the same time; there are not many safe parking spots. She suggested coming up with a map of recommended spots, and explained that there have been other vendors interested in getting a license, so there is the possibility of having several at the same time.

Ms. Barber said it could be a question for legal, can we tell them these are the spots you have to park in?

Ms. Harvey said she didn't think so.

Ms. Moore asked, looking at the wording on parking restrictions in A.R.S., does it mean you can, or you are prohibited?

Ms. Harvey replied that it says you may, she read a portion of the statute.

Ms. Moore said, so we could prohibit them from certain spots. She thought the area of Middle Park might also be good.

Ms. Harvey asked to make a clarification, and read that the statute includes certain items we cannot restrict.

Ms. Moore asked about congestion or issues with streets and sidewalks being blocked.

Ms. Harvey replied that we can restrict the vehicle size and the parking duration.

Ms. Moore said that if this does become more popular, it could become a problem.

Dr. Dillenberg commented that we should think about an area we want to designate for these food trucks. He said that our town will continue to get visitors with more events, including those held by the Chamber. We need to look at where can we have more than one food truck for an event and set it aside as a designated food truck area. It could be free parking when it is not being used and closed off when it is.

Ms. Harvey said the president of the Chamber of Commerce was planning to do events with multiple food trucks.

Dr. Dillenberg said she mentioned one event at the High School with food trucks. We don't have to decide anything, but he said he thinks we will need more space.

Ms. Moore commented that the congestion by the Spirit Room is bad; people use one lane as if it was a sidewalk.

Dr. Dillenberg said he does not know where the ideal space is.

Ms. Harvey commented that Jerome does not have an ideal space.

Mr. Klein said that staff believe Middle Park is logical. State statute does not allow council to do too much, by virtue of being located on the state highway; they do allow us to talk about safety and security. Because of that, we could steer them towards Middle Park. Also, staff have brought up that the vendors are paying \$5 dollars a day for parking, and eliminating potential turnover, which is something to consider.

8:13 (1:13:18)

Ms. Harvey said she has watched parking from her place of business, and she has sometimes seen turnover of 20 to 30 times a day.

Ms. Barber reiterated that, as far as food truck go, ADOT says not on highways, so we are limited to our parking. Clarkdale has had a food truck festival and if something like that were to happen here, they would have to go to the Lower Park area or to the parking lot past the Fire Station because there is nowhere in town that can handle more trucks except those two areas. She also explained that food trucks at the High school would not be our business because that is private property. She asked if anyone had any direction to give.

Dr. Dillenberg said we direct staff to find the best options.

Mr. Klein said that if you are pleased with it now, nothing is needed. However, that gentleman in question had all his paperwork in order and was very courteous, but technically we could have closed him up because he did not fit within the legal space. And virtually nobody who is running a mobile food truck is going to fit. That is why we are asking do we want to make changes. Do we want to designate spots and say they are the only legal spots?

Ms. Harvey said that, in her opinion, it's a mobile food truck and they are taking their chances driving into any town and finding parking. In Jerome, it's a more extensive issue because we are limited on parking.

Dr. Dillenberg suggested having a discussion with the Chamber and see what ideas they have for some spaces.

Ms. Harvey commented that it is hard for anyone to come here on the weekend.

Ms. Barber suggested that when vendors come in to get their license, we tell them these are the three spots you can park in. She asked, is that within our legal rights?

Mr. Klein answered that it would be, we could show them the legal spaces. We are not dictating, but we can say these are the legal spaces because of our geographical challenges.

Ms. Barber said she thinks it is a good idea; we are talking about the lot across from the Spirit Room, the lot past the Fire Station, and Middle Park. She commented that some of the parking spaces are small.

Ms. Harvey suggested that they could pay for a second spot if they needed more room.

Mr. Klein said there is also the payment issue of \$5 for a whole day.

Ms. Harvey asked, can we charge them more by law for parking? Or could we increase their business license?

Mr. Klein confirmed that we could approach it that way.

Ms. Muenz explained that it does take up more staff time to process the application for a mobile food vendor business license because there are more elements involved.

Ms. Harvey asked if we could add a parking fee to the process and Mr. Klein replied that it wouldn't be as safe as an increase in the business license to cover administrative time. He said an increase of \$10 to \$20 would be appropriate and would be the equivalent to 2 to 4 parking turnovers.

Dr. Dillenberg suggested that trucks could park at the basketball court, to which Ms. Harvey replied that there are rocks there so you can't drive up on the basketball court.

Ms. Barber added that she does not think anyone wants to drive a food truck down those roads, they are too small. We have direction for staff, so we are moving on.

ITEM #9E: 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)

Ms. Barber asked if the other members of council would like to take a brief break. The meeting was paused for a few minutes. (13:52) The meeting continued, and Ms. Barber motioned to enter E-Session at 8:20 p.m.

Motion to enter Executive Session

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

(1:14:18) Council moved out of Executive Session at 8:41 p.m. Regarding the E-session, Ms. Barber explained that we will be getting a market analysis and will now move on to the next agenda item.

ITEM #10:
8:41 (1:14:33)

TO AND FROM THE COUNCIL

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

Ms. Barber said Clarkdale now states that they are on the grounds of the Yavapai and Apache people and respect their elders, past and present. She said that she has looked at maps and could not find any Apache in Yavapai, but she would like to speak with the tribe and then talk about it next month. She said that as Jerome, we could state that we are on their lands and respect their elders. Further, she would not include the Apache with Yavapai without speaking to them; they may ask to be included because the tribes were forced to combine when they were marched to San Carlos.

Ms. Moore said that after the meeting she attended with Freeport, she feels we should have an E-Session on water so that council can be brought up to speed on certain things with the water attorney. She mentioned that our water attorney may be turning the business over to his son. Also, she would like an update on the Gila River Adjudication. Ms. Moore asked about nondisclosure agreements for new council members.

Mr. Klein replied that the document to be signed by the mayor would cover all officers.

Ms. Moore said that it looks like we are going forward with some of the repairs on water lines that are needed. However, the crew will have to receive training on safety procedures through Freeport. Ms. Moore said she would like to ask them if they have expertise to lend to the town.

Mr. Klein explained that Mr. Boland had already reached out to them for help, and they seem willing.

Ms. Barber commented that she thought the meeting went wonderfully.

Ms. Moore said we should make sure the work moves forward smoothly.

Ms. Harvey said that she and Ms. Moore have talked about pushing for the possibility of 2 apartments in the lower level of Hotel Jerome. She suggested a special meeting and another walk-through. Ms. Harvey said she thought we could start housing people in that location much sooner, and we need affordable housing for staff and residents.

Ms. Barber agreed that location would not require a fire escape or elevator.

Mr. Klein asked if council would like to wait until Mr. Knowlton was able to provide drawings.

Ms. Harvey said that we had asked him to do a drawing, which Ms. Barber confirmed.

Jerome resident Nancy Robinson suggested that if you do a walk-through, perhaps take Steve Knowlton with you. She explained that she and Steve could have visited over the holiday, but they have been very busy.

Ms. Barber said that someone on staff could let them in, or we could do a walk-through. She said that there's an area of that level that is not desirable, and we could keep some space there for utilities. Also, it was mentioned that if that area is revamped, it may need to be changed later to add more space, but she was okay with that.

Ms. Robinson suggested checking with the Building Inspector on whether a certificate of occupancy can be done for individual apartments rather than the whole building.

Council thanked Ms. Robinson for the helpful suggestion.

Ms. Moore wondered if we should talk about musicians on the sidewalks. She said one person looked like they were amplified in front of the Bartlett and people were unable to get around him.

Ms. Barber said she thought there were permits to allow amplification.

Ms. Muenz said that there is a portion of the Special Event Permit application regarding amplification, but Mr. Klein clarified that this person was not part of a special event.

Ms. Moore brought up the code sections regarding noise, sidewalks, amplification, and town rights-of-way.

Ms. Harvey pointed out that it says you must go to the Police Chief to get a permit. She said that she knows of only one person who has a permit and makes sure not to block the sidewalk. The person Ms. Moore was referencing tends to be very loud and rude with his amplification.

Ms. Moore said this person selected a very bad spot to set up in, because the steps are there, and people could not get around.

Mr. Blodgett said that sidewalk may be owned by the Historical Society, and he needs to investigate the wording regarding private property.

Ms. Moore replied that it is still a public right-of-way, you may own it, but it can't be blocked because a wheelchair could not get through. She suggested that Mr. Blodgett talk to Chief Blair or the Police.

There were a few more comments about the issue and Mr. Blodgett suggested that if someone is causing a hazard, to contact him for Code Enforcement.

Dr. Dillenberg asked if we have set up a meeting with the Chamber of Commerce yet, because that is one thing he would like to get done soon.

Ms. Barber said the president wanted to do a dinner if council would like.

Dr. Dillenberg suggested we reach out to her on it. Also, he is concerned about the area of town near the Mexican restaurant and leather shop being too dark at night. He is worried about safety and said we should put it on agenda. Perhaps we could add preventative lighting to make the area safer.

Ms. Barber thanked Dr. Dillenberg, and Ms. Sheffield said that she did not have anything to add at this time.

ITEM #11:**ADJOURNMENT****Motion to adjourn at 8:56 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: _____



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

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

MEETING DATE: February 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.

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 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, 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 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, lint, 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, 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.
- 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 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, naptha, 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 unsettlable 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	0.7 l
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
Naphthylethylenediamine diHCl	29
Ninhydrin	31
Nitrapyrin	ND
n-Methylaniline	71
O-ethy1 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 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 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.
- B. The Director of Public Works 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.
- D. All prohibitions and effluent limitations so established and all best management practices identified by the Director of Public Works 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, whichever is more stringent.
 - 2. Where necessary, as determined by the Director of Public Works, 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 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 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 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. 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 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);
- 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 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 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, 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 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.

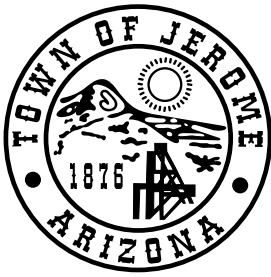
Christina R. Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Brett Klein, Town Manager/Clerk

William J. Sims, Esq. Town Attorney



TOWN OF JEROME

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

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

BE IT RESOLVED by the Mayor and Town Council of the Town of Jerome, Arizona, as follows:

Section 1. The Designation of Authorized Representative's form to the Arizona Department of Emergency and Military Affairs, which designates BRETT KLEIN, the Town Manager of the Town of Jerome, and MARTY BOLAND, the Director of Public Works, as Authorized Representative and Alternate Authorized Representative, respectively, to execute applications on behalf of the Town of Jerome for the purpose of obtaining financial assistance under the Disaster Relief Act, is hereby approved in the form attached hereto.

Section 2. BRETT KLEIN, the TOWN MANAGER, and MARTY BOLAND, the DIRECTOR OF PUBLIC WORKS, are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADPOTED by the Mayor and Town Council of the Town of Jerome, Arizona, this 20th Day of February, 2023.

Approved:

Mayor

Attest:

Approved as to Form:

Brett Klein, Town Manager / Clerk

William Sims, Town Attorney

ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DESIGNATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE FORM

The intent of this **DESIGNATION** is to appoint an **APPLICANT'S AUTHORIZED REPRESENTATIVE** for the following:

Select program(s) ☐ Public Assistance ☐ HMA Mitigation Program ☐ SEC Mitigation

Select duration ☐ Until further notice ☐ Only Event _____ ☐ From _____ to _____

Applicant: _____

CERTIFICATION

I, _____, duly appointed and _____ of
(Authorizing Official's Name) (Title)

_____, do hereby certify that the information below is true and correct,
(Applicant)

based on a resolution passed and approved (**attached**) by the _____
(Governing Body)

of _____ on the _____ day of _____,
(Applicant) (day) (month) (year)

_____ has been designated as the Applicant's Authorized Representative
(Name of Designated Applicant's Authorized Representative)

to act on behalf of _____.
(Applicant)

(Authorizing Official's Signature) (Title) (Date)

*This document **MUST** be accompanied by a copy of the Resolution or Meeting Minutes by
your governing board which designated the Applicant's Authorized Representative.*

Designated Applicant's Authorized Representative

Name _____

Title/Official Position _____

Full Mailing Address _____

Email Address _____

Daytime Telephone Number _____ Cell _____
(Please include area code and extension if not a direct number)

For DEMA Use Only

Received By: _____
(Initials & Date)

January 2023

Form #AZ PA 204-4

ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DESIGNATION OF ALTERNATE APPLICANT'S AUTHORIZED REPRESENTATIVE FORM

The intent of this **DESIGNATION** is to appoint an ALTERNATE APPLICANT'S AUTHORIZED REPRESENTATIVE for the following:

Select program(s) ☐ Public Assistance ☐ HMA Mitigation Program ☐ SEC Mitigation

Select duration ☐ Until further notice ☐ Only Event _____ ☐ From _____ to _____

Applicant: _____

CERTIFICATION

I, _____, duly appointed and _____ of
(Authorizing Official's Name) (Title)

_____, do hereby certify that the information below is true and correct,
(Applicant)

based on a resolution passed and approved (**attached**) by the _____
(Governing Body)

of _____ on the _____ day of _____,
(Applicant) (day) (month) (year)

_____ has been designated as the Alternate Applicant's Authorized
(Name of Designated **Alternate** Applicant's Authorized Representative)

Representative to act on behalf of _____.
(Applicant)

(Authorizing Official's Signature) (Title) (Date)

*This document **MUST** be accompanied by a copy of the Resolution or Meeting Minutes by your governing board which designated the Alternate Applicant's Authorized Representative.*

Designated Alternate Applicant's Authorized Representative

Name _____

Title/Official Position _____

Full Mailing Address _____

Email Address _____

Daytime Telephone Number _____ Cell _____
(Please include area code and extension if not a direct number)

For DEMA Use Only

Received By: _____
(Initials & Date)

January 2023

Form #AZ PA 204-4

NOTICE OF INTENT TO SELL TOWN PROPERTY

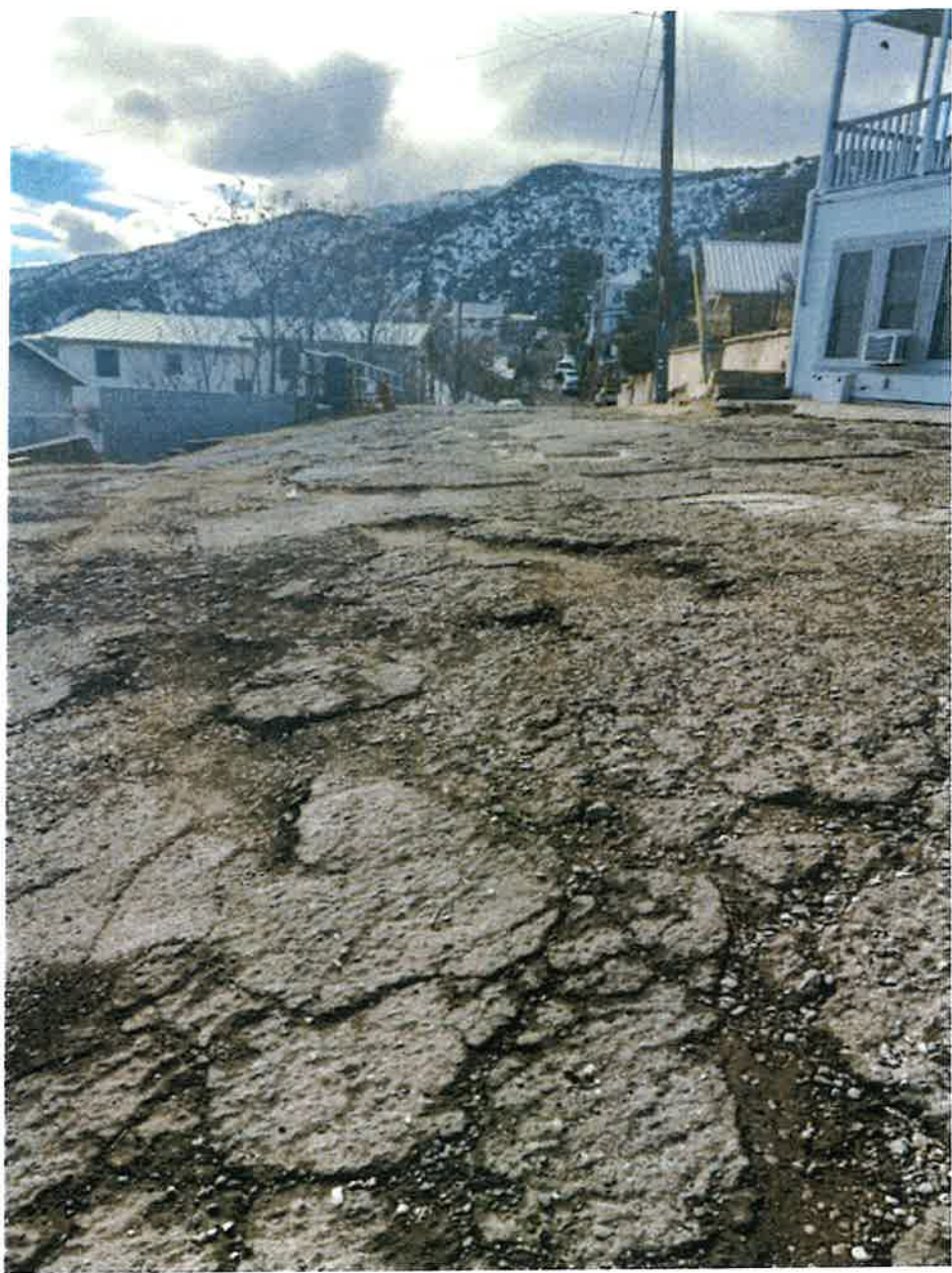
The Town of Jerome intends to sell a portion of a parcel of vacant land with a local address of 201 Main Street, Jerome, Arizona, 86331. The portion of this parcel is located in the southwest section of the parcel. An aerial graphic depicting the approximate boundary of this new parcel is available for review at the Jerome Town Hall, 600 Clark Street, Jerome, Arizona, 86331, or by reference to the aerial graphic on the Town website.

The Jerome Town Council will consider approving this real property sale no sooner than its March 14, 2023, meeting, to be held at the Town of Jerome Council Chambers at 600 Clark Street, Jerome, Arizona.

The Town Council reserves the right to reject all bids and proposals and resolicit. For questions please contact Jerome Town Manager Brett Klein at (928) 634-7943.







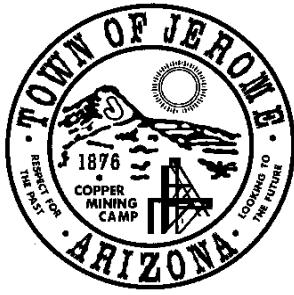












Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10A: Consider Approval of Town Hall HVAC Preventative Services Maintenance Agreement**

MEETING DATE: February 14, 2023

Summary:

Throughout Town Hall there are heating and colling issues not only consistent with a building of this age but also due to the different operating parts, age, and condition of the HVAC systems. In order to extend the life of the existing systems and operate as efficiently as possible, regular, annual preventative maintenance is recommended. Staff solicited proposals from numerous providers in and around the Verde Valley. Two reputable companies came on site and provided a recommendation and proposal. Those two companies are Verde Sol-Air out of Camp Verde, AZ and Moyer's Heating and Cooling, Inc. out of Prescott Valley

Fiscal Impact:

The two separate proposals were very similar. Although Moyer's proposal is \$184 more than Verde Sol-Air, it includes changing filters quarterly as needed. That makes it a far better value than Verde Sol-Air who would charge us separately in addition to the annual maintenance cost. Moyer's proposal is for \$4,084.

Recommendation

Staff recommends approval of the proposal for HVAC Preventative Maintenance Service Agreement with Moyer's Heating and Colling, Inc.



LICENSED ☐ BONDED ☐ INSURED ☐ COMMERCIAL ☐ RESIDENTIAL

MOYER'S HEATING & COOLING, INC.
PREVENTATIVE MAINTENANCE SERVICE AGREEMENT
COMMERCIAL ACCOUNT

PHONE- 928-634-7943

CUSTOMER NAME- **Kristen Muenz**

BILLING ADDRESS- **Town of Jerome 600 Clark Steet, Jerome, AZ 86331**

SERVICE ADDRESS- **Town of Jerome 600 Clark Steet, Jerome, AZ 86331**

TERMS AND CONDITIONS

1. Moyer's Heating & Cooling, Inc. agrees to perform preventative maintenance service and repair on the equipment listed in this agreement. As a PM customer, you are a preferred customer. This entitles you to priority scheduling and discounted rates on labor and materials.
2. This agreement is based on the covered equipment being in maintainable condition. Upon executing a new agreement, an initial service inspection or initial seasonal start-up should indicate if repairs are needed. Moyer's will submit a work order in writing for the Customer's approval. If repairs are needed, Customer authorization is needed.
3. **While this agreement is binding, Customer agrees to only allow Moyer's & its agents to service and/or repair the applicable equipment.**
4. Service shall be performed during Moyer's regular business hours: Monday-Friday, 7:30am to 4:00pm
5. The cost of parts and labor needed to repair an abnormal condition are not included in this agreement. Additional charges will be billed to the Customer.
6. **Terms for payment is 10 days.** If payment is not received in 30 days, Agreement work shall cease until account is paid and current.

8146 ASHLEY DRIVE
PRESCOTT VALLEY, AZ 86314
PH: (928) 772-4346
FX: (928) 772-9566



LICENSED ☐ BONDED ☐ INSURED ☐ COMMERCIAL ☐ RESIDENTIAL

SERVICES

All heating, ventilating, air conditioning systems are to be inspected and serviced:

(Equipment inspections based on Seasonal operations)

Twice Yearly Inspections and Maintenance on 13 Units.

A) 13 Split Systems in

a. NOTE: Upon inspection 1 Unit was determined inoperable (14 total units)

B) Change filters quarterly Filter sizes & quantity.

Filters:

1) Qty. 11_ 16x25x1

2) Qty. 2_ 20x25x1

8146 ASHLEY DRIVE
PRESCOTT VALLEY, AZ 86314
PH: (928) 772-4346
FX: (928) 772-9566



LICENSED ☐ BONDED ☐ INSURED ☐ COMMERCIAL ☐ RESIDENTIAL

SERVICE EQUIPMENT- Inspect equipment, perform seasonal maintenance semi-annually on all HVAC equipment. Change filters quarterly.

AIR CONDITIONING

- Inspect and service air conditioning units, Check and adjust controls, breakers, fuses , and wiring
- Tighten all electrical connections
- Inspect and service compressors and refrigeration systems; check and adjust refrigerant charges as required
- Inspect indoor and outdoor fan motors; lubricating as required.
- Inspect condenser and evaporative coils; clean as needed price not included in agreement

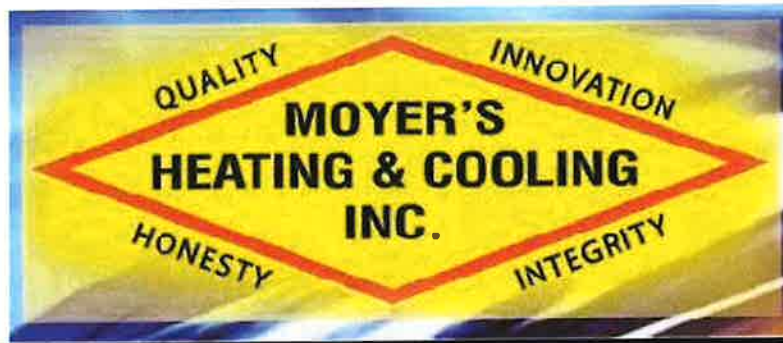
HEATING

- Check heating operations during heating season, including kitchen make up heaters
- Check gas valves, pilots and safety limits
- Service heat-pumps using AC guidelines
- Oil bearing for blower motor(s) (as required)
- Check gas pressures and set for elevation
- Inspect burners
- Clean flame sensors
- Check for gas and carbon monoxide leaks
- Check heat exchanger
- Check amperage on motors
- Test capacitors
- Check belts (if need replacement quoted and additional charge

SUMMARY

- Standard Pricing for PM Agreement Accounts is as follows:

8146 ASHLEY DRIVE
PRESCOTT VALLEY, AZ 86314
PH: (928) 772-4346
FX: (928) 772-9566



LICENSED ☐ BONDED ☐ INSURED ☐ COMMERCIAL ☐ RESIDENTIAL

- **\$4084 (Yearly) includes service on 4 Arcoaire Units.**

- The customer shall be furnished with detailed inspection reports upon completion of services, discrepancies and repair recommendations shall accompany service reports.
- Does not include coil cleanings, replacement parts or refrigerants. All hourly rates/repairs to be billed at "Preferred" pricing. Customers have priority over Non-PM Customers. All repairs are Flat Rate Priced as per the current pricing book, book prices may change during the year due to fluctuations in the commodities markets.
- Normal Service hours are Monday through Friday 7:30 am to 4:00 pm. A diagnostic fee for dispatches during normal service hours shall be rated at **\$95** (included 1st half hour). Unscheduled Service calls dispatched after hours, or on weekends and holidays shall include the **\$150** diagnostic fee, and Regular pricing shall be applied.
- **This is an ongoing agreement with automatic renewal; if there are required pricing increases the customer shall be notified in writing within 45 days prior to them taking effect.**
- **This contract may be cancelled within 30 days written notice.**

PRICING FOR THIS CONTRACT; Perform Equipment Preventative Maintenance Quarterly.

\$1021 to be billed QUARTERLY

Moyer's will schedule all twice-yearly maintenance and quarterly PM appointments and advise Lone Spur of the dates we will be on site completing the Preventive Maintenance services.

Tracy M. Arnold

Tracy Arnold – Office Manager

Customer

12/19/2022

Date

Date

8146 ASHLEY DRIVE
PRESCOTT VALLEY, AZ 86314
PH: (928) 772-4346
FX: (928) 772-9566

Verde SOL-AIR Services

724 N. Industrial Dr (#1), Camp Verde, AZ, 86322

- HEATING - A/C
- GEOTHERMAL
- PLUMBING
- SOLAR WATER

www.VerdeSolAir.com

experts@verdesolair.com

928-567-5315

fax: 928-567-0165

Licensed • Bonded • Insured

ROC: 057904 ... 231432 ... 074291 ... 265433

Submitted to: — Jerome Town Hall	Date: — 01-10-2023
Billing Address: — PO Box 335	Telephone: — 928-634-7943
City-State-Zip: — Jerome AZ 86331	Cell / Fax: —
Job Address: — 600 Clark Street	VSA Rep: — Richard
E-mail: — b.klein@jerome.AZ.gov	

We propose to provide and Install the following:

Option 1: Bi-annual service (2 seasonal visits) on 13 units.
Includes 15% discount on repairs, Same day (within 24 hours) service,
and no over time or after hours fee's. Normal service charge applies.

\$3,900.00 per year.
OR \$1,950.00 per visit.
OR \$325.00 monthly w/ CC on file.

Option2: Single visit agreement on 13 units.
Includes 15% discount on repairs, same day (with in 24 hours) service,
and no over time or after hours fees.

\$2,600.00 per year.
OR \$1,300.00 per visit.
OR \$216.66 monthly w/ CC on file.

Notes: 1. Upon inspection (2) units were noted as broken and disassembled.
Repair of these units will be quoted separately.

2. Air filters are not included and will be billed desperately if needed.

*If Applicable: For systems with 10 year parts & labor warranties, there will be a \$149.00 Service Charge/Deductible for diagnostics done on these systems.

Payment to be made as follows: With signed proposal:



Credit card purchase may require a 3% processing fee if not included in proposal.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized
Signature _____

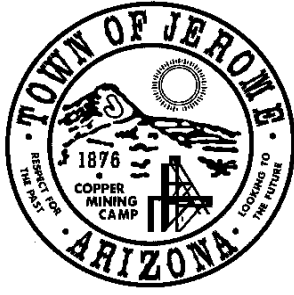
Note: This proposal may be
withdrawn by us if not accepted within 20 days.

I have authority to order the work to be performed as outlined above. It is agreed that the seller will retain title to any equipment or material that may be furnished until final payment is made, and if settlement is not made as agreed, the seller shall have the right to same and the seller will be held harmless for any damages resulting from removal thereof. In the event seller is required to employ legal counsel to enforce sellers rights under this agreement, I agree to pay sellers attorney's fees and court costs.
1 1/2% finance charge per month on all past due accounts.

Printed Name _____

Signature _____

HOME COMFORT PROPOSAL



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10B: Consider Proposal / Agreement for a Water Rate Update and Wastewater Rate Study**

MEETING DATE: February 14, 2023

Summary:

The construction of the new wastewater treatment plant is on the horizon and could be completed as early as 2024. It is important for Council to have a comprehensive understanding of rate options in order to cover the required debt service, operations and maintenance, so any resulting increases are not all bore upon completion of the new treatment plant. Staff were able to identify two widely used and highly reputable consultants who perform this process, including the one the Town most used on its most recent water rate study.

Fiscal Impact:

\$18,000, which is an eligible USDA grant expense.

Recommendation

Staff recommends approval of the proposal for an updated water rate and wastewater rate study from Economists.com.



February 1 2023

Mr. Brett Klein
Town Manager
Town of Jerome
600 Clark Street
Jerome AZ 86331

Re: Letter Agreement to Provide Water/Wastewater Rate Analysis and Update

Dear Mr. Klein:

Economists.com is pleased to present the following scope of services and budget to assist the Town of Jerome in providing an update of our water and wastewater long-term financial plan and rate recommendations. We are an economic and financial consulting firm, with offices in Plano, Texas and throughout the United States. Our principal clients are national, state and local governments. Our firm contains professionals with decades of experience in water and wastewater utility operations and economic/financial management.

Scope of Services

We want to ensure that our scope of services is responsive to the Town's needs. We will work with the Town to tailor our proposed scope based on input prior to approval of this letter agreement, and as needed during the course of the project.

Task 1: Rate Comparison

Description: We will provide a detailed analysis and comparison of the Town's current and proposed rates to the state average as well as to other surrounding communities.

Task 2: Acquire and Analyze Data for Analysis

Description: The project team will work with Town staff to acquire the data required for the study. This will include customer and volume data, budgets, operating expenses, capital improvement plans and debt service schedules. We will thoroughly analyze all acquired data to ensure that it meets the requirements for our study and will follow up with Town staff as necessary.

Task 3: Update Rate Model

Description: The project team will use acquired current budget, volume and CIP data to update our previously-prepared ten-year water and wastewater cost of service forecast model. The model will identify current and forecast operating expenses, capital outlays and debt service for the period FY 2023 – FY 2032. The model adheres to AWWA ratemaking standards to ensure that the cost of service for each customer class is just, reasonable and accurate. The project team will also install a dashboard onto the model for ease of use by the project team and the client.

Task 4: Prepare Alternative Rate Plans, PowerPoint Summary and Final Report

Description: Based on the findings and results from prior tasks, the project team will prepare several alternative water and wastewater proposed rate structures for the Town Council to consider. Importantly, this will include the development of a volume-based rate and the ability to fund the Town's wastewater treatment plant expansion. Each alternative will enable the Town to recover sufficient revenues to fund operating and capital costs. The project team will prepare additional scenarios should the staff or council so choose in determining which is the most just and reasonable.

The project team will summarize its findings into a PowerPoint presentation. The project team will also prepare draft and final rate study reports.

Task 5: Meetings

Description: The project team will conduct the following meetings:

- a) *One meeting with Town staff to review preliminary results*
- b) *One workshop with the Town Council to discuss our findings and recommendations*
- c) *One final Council meeting at which the preferred rate plan is to be decided upon by the Council.*

Budget

Economists.com will perform the tasks described in the Scope of Services section for the ***lump sum fee of \$18,000.***

Authorization

If the terms of this engagement are acceptable, please sign where indicated and email this letter back me.

We appreciate this opportunity to serve the Town of Jerome. If you have any questions regarding the proposed services, please contact me directly at (972) 998-0417 or via email at djackson@economists.com.

Very Truly Yours,



Dan V. Jackson
Managing Director

Town of Jerome

Signature

Date

Print Name

December 8, 2022

Mr. Brett Klein
Town Manager
Town of Jerome
600 Clark Street
P.O. Box 335
Jerome, AZ 86331

Re: Letter Proposal to Provide a Water and Sewer Utility Rate Study to the Town of Jerome

Dear Mr. Klein;

Willdan Financial Services ("Willdan") appreciates this opportunity to present our proposal to conduct a Water and Sewer Utility Rate Study to the Town of Jerome ("Town"). We understand that the primary purpose of the study is to independently assess and evaluate the Town's water and sewer utility rates through a 10-year financial plan.

Willdan is one of the largest public sector financial consulting firms in the United States. Our company has helped over 800 public agencies successfully address a broad range of financial objectives, such as financing the costs of growth and generating revenues to fund desired services. Our firm includes professionals with decades of experience in water and wastewater utility operations and economic/financial management, and the Willdan Team is highly qualified for this engagement.

Scope of Services

Project Understanding

The Town is looking to complete a new 10-year financial plan for water and sewer utility services.

We understand that the broad objective of the study is to understand the Town's operating, maintenance, and capital needs, and recommend rates and fees to adequately fund water and sewer operations, capital costs, and bonded debt with rates and fees that will recover sufficient revenues in an equitable and defensible manner, while minimizing the impact on ratepayers to the greatest degree possible.

This project will use our Microsoft Excel-based model, populated with the Town's data

Project Approach

As described herein, and detailed in our work plan, our approach to this utility rate study and analysis is ***built around a primary objective; working collaboratively with the Town to develop a comprehensive financial plan and model for the Town's water and sewer utilities, using the model to develop and evaluate various rate, financial and capital funding scenarios, to arrive at final plans and sets of recommended rates that have a clear rationale and basis.***

Our consultants understand the importance of an approach that integrates elements of utilities planning, engineering, and finance.

Willdan's interactive approach will result in a tailored analysis of the current utility rates, revenues, funds, capital and operational expenditures, debt commitments, miscellaneous charges, and other financial data. The baseline financial assessment is the first step in the development of a forward-looking plan geared toward the development of updated rates and charges that ensure stable, sufficient funding for utility operations, and target Town policy and practical considerations.

The culmination of our analysis will be a comprehensive financial management plan that develops projected system operating results for the next ten years.

The culmination of our analysis will be a comprehensive financial management plan that develops projected system operating results for the next ten years.

Our rate study analysis will include comprehensive financial management plan alternatives for the next ten years. .

We will employ our proven interactive approach, supported with advanced financial modeling techniques and graphical interfaces, to develop a sophisticated and flexible financial model to guide the Town through operating and financial scenarios, while evaluating the impact of policy assumptions and reserve and capital financing alternatives, and performing sensitivity analysis on utility rate strategies.

As part of this analysis, Willdan will develop a comprehensive financial analysis — incorporating revenue requirements such as operating expenses, transfers, reserve requirements, minor capital expenses, cash-funded major capital expenditures and annual debt service expenses — and we will also provide a functional cost breakdown consistent with industry standards.

The culmination of the revenue requirements analysis, which will include capital project financing plans, and the cost-of-service allocations will be alternative rate plans. The alternatives will provide sufficient revenue to meet the ongoing funding needs of the system while recovering costs from customers in a manner that is fair, equitable and within reasonable customer impact parameters, given the magnitude of revenue required to fund system costs.

During this project, we will utilize Microsoft Excel-based model, with an interactive dashboard, as a comprehensive financial tool to allow planning and evaluation of variable inputs and assumptions, thereby creating a thorough analysis of revenue requirements. These analyses are then seamlessly integrated with the rate development component of the model to demonstrate and project various rate design alternatives, and the effects they would have on the Town's financial outlook.

The model is used in meetings, in order to efficiently cycle through rate scenarios and establish the most viable rate plans for the Town. During these interactive meetings, ***we invite Town staff to participate in scenario planning / “what-if” sessions*** where we use the dashboard to demonstrate and evaluate the financial/rate impact of alternative data (CIP, operating costs, etc.) and assumptions (interest rates, customer growth, cost escalation, etc.) in real-time to focus on the most critical drivers of the analysis. This ensures the resulting rate plan alternatives are viable from a financial, operational, managerial, and political perspective, by demonstrating the future financial impacts of current management decisions to the rate study team, so that only viable rate plan alternatives are considered.

Interactive, “What-If” Model Capability

Our Excel-based rate model has all of the elements necessary to conduct a full financial planning analysis and rate study. The comprehensive analysis model allows us to develop various scenarios regarding such things as

An Excel version of the model will be provided to Town of Jerome for use by Town staff

- i) Capital financing alternatives;
- ii) Debt service coverage tests; and
- iii) Liquidity tests (cash reserves) and modeling of rate structure alternatives to test “what-if” scenarios, to address such questions that may arise during project team meetings with staff or elected officials. This process helps to gain consensus regarding the rate and financial plan which best addresses your needs.

Features of the analysis model include the ability to incorporate line-item data and assumptions that are then summarized in a graphic dashboard to show key financial indicators for the utility systems. The sample dashboard, shown below, illustrates how we can summarize data, assumptions, and calculations into an easy-to-understand graphical interface that updates with each alternative scenario evaluated.

To summarize, rate model development is an integral part of the Willdan consulting process, and one in which staff and other stakeholders play a collaborative role.

At the completion of the analysis, the model will be customized to generate the financial metrics and targets desired by the Town. The ultimate goal is to develop an effective, efficient, and interactive working relationship that will carry forward into future rate-setting processes.



Work Plan

Within this subsection are the general tasks necessary to facilitate the Town's Water and Sewer Rate Study. The following activities are based on Willdan's current understanding of the services requested and are subject to revision based on further discussions with the Town. ***The Town's input on how we proceed through these tasks is paramount; this is our preliminary schedule based on our experience.***

Task 1 – Data Evaluation and Validation

Based on our experience, it is most effective to obtain and review documentary information prior to the first meeting. Willdan's consultants are experienced professionals who can quickly interpret and evaluate utility documents, operating reports, financial reports, and statistics. Typically, questions can be resolved via telephone or e-mail. This approach respects your staff's time and ensures that Willdan is completely prepared for a productive first meeting.

Activities:

- Prepare and transmit data and information request;
- Follow-up via telephone and/or e-mail to resolve questions;
- Document the nature, form and quality of the data and information received; and
- Based on documentary information, initialize Willdan's financial planning model and prepare a baseline scenario.

Deliverables:

- Documenting of the data and information received, with comments regarding quality and a list of outstanding issues and questions; and
- Pro-forma results, with graphics, of the baseline financial planning scenario and a financial forecast model prepared for initial review with staff.

Task 2 – Initial Staff Planning Workshop

After Willdan has developed a sound understanding of the information provided, we will schedule an initial staff workshop, which will have three purposes:

1. Review and resolve (or develop a plan for resolving) remaining data issues and questions;
2. Conduct a financial policies and planning workshop to develop assumptions for refining the financial forecast and identifying rate design options; and
3. Conduct a detailed review of the data used in the baseline financial forecast.

Activities:

- **Prepare presentation and resource materials for the workshop;**
- **Conduct the workshop.** *These meeting(s) may require a half day, with a morning or afternoon session. At that time, we anticipate we could prepare a “game plan” with Staff for the remainder of the project; and*
- **Deliver a master project schedule.**

Deliverables:

- Presentation and resource materials; and
- Documentation of the results of the workshop:
 - Resolution of data issues;
 - Assumptions and policies, including a range of rate design options, which will serve as a basis for the study;
 - Results of the first interactive session with the financial forecast model and action items for further refinement and corrections; and
 - A refined master project plan for proceeding with the project, based on collaboration between staff and the Willdan Team.

Task 3 – Development of an Optimized Financial Management Plan

Willdan will refine the customized financial planning model as a tool for the Town to analyze the utilities current and projected flow of funds and financial position of both the water and sewer utilities under various scenarios. The model will include the following:

- Revenue analysis;
- Customer growth and demand projections;
- Operating expense projections;
- CIP funding, including the use of any impact/capacity fees;
- Other revenue requirements. Non-operating revenue requirements will be identified and projected over the forecast period. A major component of these non-operating revenue requirements is principal and interest payments associated with outstanding and anticipated debt. We will also incorporate pertinent Town fiscal policies, such as reserve requirements; and
- Bond compliance analysis.

It is important that a credible financial planning foundation be established.
One of the first things stakeholders want to know is “have we done everything we can to make all this work without a rate increase?” It is essential to put a financial management plan on the table that assures top management, elected officials, and the public that the Town has prepared an optimal plan, balancing creativity, and responsibility.

Once the revenue sufficiency model has been developed and calibrated, we will facilitate a decision support workshop with Town representatives. During this meeting, we will review the baseline modeling results and interactively test various “what-if” scenarios to ensure that the model reflects the Town’s future financial position under the most realistic assumptions.

At the workshop, we will review the underlying data and assumptions in the model and begin testing various alternative assumptions. This will be accomplished using a “dashboard” of the model projected on screen, with the entire group observing and participating.

This real-time feedback, with the use of clear graphical displays, allows the entire team to quickly understand the implications of alternative assumptions and either pursue the idea further or discard it and move on to another idea.

The process allows full participation by stakeholders in simulation exercises that quickly and effectively demonstrate the effect of alternative financial plans on the Town’s financial condition. Changes in various parameters such as operating and capital expenditures, reserve requirements, or customer growth rates can be evaluated in terms of resulting rate increases. Alternatively, certain levels of rate increases can be evaluated in terms of the resulting effect on the Town to meet budgeted and projected costs, maintain reserves, comply with debt service coverage requirements, and maintain a generally sound financial condition.

In the context of a revenue bond issue (if needed), this process will be carried out with the financing team. We will work with appropriate parties to ensure that the financial feasibility of the issue is fully supported.

Activities:

- Develop a preliminary set of financial planning scenarios in the customized financial model;
- Prepare presentation and resource materials for the workshop; and
- Conduct the decision support workshop. The workshop meeting may require a full day, with morning and afternoon sessions.

Deliverables:

- Presentation and resource materials;
- Documentation of the results of the workshop:
 - Results and discussion of experimental scenarios;
 - Evaluation of scenarios; and
 - Identification of a relevant set of scenarios for presentation to top management, elected officials and other stakeholders.
- A calibrated customized financial model for use by staff to begin the process of developing and refining financial planning skills using the model as a tool; and
- Customized reports in the financial model based on the requirements of schedules for bond feasibility studies.

Task 4 – Cost of Service Analysis

Willdan will perform a cost-of-service analysis to ensure that the costs associated with water and sewer operations are allocated equitably to each customer class, to support the development of cost-based rates, and to aid in the development of financial plans for the future. The cost-of-service activities will be coupled with the revenue sufficiency and rate modeling tasks, so that the impact of changes in capital expenditures, O&M expenditures, growth projections, and other parameters on the cost-of-service can be determined.

This analysis will include gathering cost information associated with water and sewer rates and allocation to functions, classification, and each existing customer class (single family, commercial). We will also review the number and type of existing customer classes and make recommendations to add customer classes, if necessary.

The allocation of water and sewer rates to customer classes will be conducted to estimate the cost of serving each customer class and to enable rate restructuring, as necessary, based on the service requirements. Costs will be allocated in accordance with industry standards.

Classification of Costs

Operating and non-operating costs will be classified into functional components. Classification of costs into functional components will allow costs (including general and administrative costs) to be allocated between:

- Functional components;

- Current and future customers;
- Separate geographic services areas, such as in/outside the Town;
- Charges for special services (“miscellaneous fees and charges”) and user fees; and
- Each customer class.

Activities:

- Enter cost data into Willdan’s cost-of-service worksheets;
- Adjust and calibrate allocation factors consistent with the Town’s system characteristics; and
- Prepare and review cost-of-service allocations.

Deliverables:

- Cost-of-service allocation tables and summaries; and
- Draft Report under development at this time, documenting the results of the cost-of-service study.

Task 5 – Rate Design Analysis

This task will involve modeling several alternative rate structures using the Town’s financial data and billing statistics to demonstrate the resulting customer impacts and to identify key issues associated with the new rates and charges.

Basic standards for rate design accepted by the industry are:

- **Revenue sufficiency** – rate revenue should provide sufficient income so that, when combined with other sources of funds, total system costs are covered.
- **Fairness and equity** – based on cost responsibility as reflected in cost-of-service allocations, in accordance with industry standards.
- **Administrative simplicity** – so that rates are understandable to customers and efficiently administered by staff.
- **Customer acceptance** – customers understand the rates, view them as fair, and consider them to be reasonable compared to other costs and other utilities.

Objectives such as equity and cost recovery are a given in this type of analysis, but additional items such as customer acceptance and simplicity are often key concerns for stakeholders. While there are many common objectives, some objectives vary by utility, due to different operating conditions, such as previous responses to rate increases, customer class demographics, resource availability, growth pressures and socioeconomic conditions. Our analysis will help the Town align rates in support of overall goals. Through the rate design process, we will develop two (2) +rate structure alternatives.

Rate classes to be examined may include:

- Residential
- Commercial

Activities:

- Obtain and test billing system data;
- Incorporate billing system data into rate design model;
- Calibrate and validate the model by replicating current revenue at current rates; and
- Develop initial set of rate design scenarios based on project initiation workshop with the Town.

Deliverables:

- Presentation and resource materials for the rate design workshop;
 - Results and discussion of experimental scenarios;
 - Identification of fixed versus variable costs;
 - Evaluation of scenarios; and
 - Identification of a relevant set of scenarios for presentation to top management, elected officials and other stakeholders.

Task 6 – Reports, Presentations, and Public Information and Educational Assistance

Taking a proactive role in communicating with stakeholders increases trust in the utility provider, improves the stakeholders' understanding of utility operations and services, and establishes a foundation for future positive relations within the community. Willdan envisions an outreach program that utilizes an effective combination of communication tools, reaching numerous people with a message that accurately reflects the Town's goals.

The extent of our program will be determined by the Town's decision about stakeholder involvement. During this task, we will develop presentation formats specifically tailored to the needs of the audience.

We stress clear, concise presentation of findings, using easily understandable terminology and clear, colorful graphics. Assigned staff is trained, skilled and experienced in managing difficult presentation environments at all organizational levels in a manner that results in the satisfaction of the audience's need for information. We recognize that the presentation of recommendations for rate increases and significant changes in rate structure can be difficult and must be managed with tact, confidence, and honesty.

Activities:

- Prepare reports, public information communications, and presentations that will be reviewed with staff and revised;
- Make presentations to top management, elected officials (up to 4 meetings), and other stakeholders; and
- Review and approve rate ordinances/resolutions for consistency with adopted rate recommendations.

Deliverables:

- PowerPoint presentation for public meetings;
- Executive summary report for top management, Town Council, and the public;
- Comparison of rates and fees to comparable communities; and
- Complete technical report, including a description of the methodology utilized, justification for the underlying forecast assumptions, and documentation of the decision-making process, to act as documentation of the work performed.

Town Staff Responsibilities

Willdan recommends that the Town assign a key individual as project manager. As our analyses is developed, it is expected that the Town's appointed project manager will:

- 1) Coordinate responses to informational requests;
- 2) Coordinate review of work products; and
- 3) Identify appropriate staff members for participation in meetings and facilitate in scheduling.

We will ask for responses to initial information, follow-up requests, and comments on reports. If there are delays, the project manager will follow up with the parties involved to establish an estimated date for the delivery of information and/or feedback. To ensure continued progression, the project manager will reconvene with the rest of the Willdan Team to identify tasks that can be started while waiting for requested data.

Willdan will rely on the validity and accuracy of the Town's data and documentation to complete our analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and that we will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

Municipal Advisor Project Disclaimer

The Town of Jerome further represents, acknowledges, and agrees that:

- (i) The Town uses the services of one or more municipal advisors registered with the U.S. Securities and Exchange Commission (“SEC”) to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The Town is not looking to Willdan to provide, and Town shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues);
- (iii) The provisions of this proposal and the services to be provided hereunder as outlined in the scope of services are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the “Exchange Act”), and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the Town with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the Town, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the Town, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto; and
- (v) Notwithstanding all of the foregoing, the Town recognizes that interpretive guidance regarding municipal advisory activities is currently quite limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the Town will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided by Willdan hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the Town is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Key Project Staff and Resumes

Project Team

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the Town, on time and on budget. With that philosophy in mind, we have selected experienced professionals for this engagement. We are confident that our team possesses the depth of experience that will successfully fulfill your desired work performance.

Town of Jerome Project Team		
Team Member	Project Role	Responsibility to the Rate Study Engagement
Kevin Burnett, MA Senior Project Manager	Project Manager	<ul style="list-style-type: none"> Model development; Produce key elements of the analyses; Responsible for project deliverables; Model development; Quality assurance & control; Report preparation; Stakeholder outreach; and Meeting and presentation attendance.
Jeffrey McGarvey Managing Principal	Technical Advisor - QA / QC	<ul style="list-style-type: none"> Technical guidance; Project oversight; Quality assurance & control; Oversee key elements of the analyses; Third party reviewer; and Report evaluation.

Staff Continuity

Mr. Burnett has been assigned to serve as the Town's representative; and has been selected for this role due to his extensive experience, which includes the preparation and supervision of numerous utility rate studies, as well as his experience presenting to governing bodies, stakeholders, and industry groups.

Willdan is composed of over 1,500 employees, including a cadre of public finance experts.

Resumes

Profiles and resumes for the proposed team members are provided on the following pages.

Kevin Burnett, MA

Project Manager

Education

*Master of Arts,
Economics, State
University of
New York, Buffalo*

*Bachelor of Arts,
University of
Waterloo, Ontario*

Areas of Expertise

Financial Planning

Cost of Service Studies

Rate Design

Impact Fees

Bond Feasibility

Affiliations

*American Water Works
Association*

Additional Qualifications

*Municipal Advisor
Representative (Series 50)*

21 Years' Experience

Mr. Burnett is a Senior Project Manager with 21 years of utility analysis experience. Mr. Burnett maintains extensive experience with utility rate and cost of service studies for retail and wholesale use. His project experience includes water, wastewater, reuse, stormwater, and solid waste rate studies using state-of-the-art utility financial planning tools. He has developed both short and long-term financial plans for utilities of all sizes – including regional water authorities and regional sewer providers with individual wholesale service contracts.

Select Relevant Experience

City of Chandler, AZ – Water and Sewer Cost of Service Rate Study: Mr. Burnett served as lead analyst for the City's first comprehensive water and wastewater cost-of-service rate study in 15 years. The project involved a citizen advisory committee which met four times and reached a unanimous decision on new water and sewer rate structures.

Town of Gilbert, AZ – Water, Sewer, and Environmental Services Cost of Service Rate Study: Mr. Burnett served as project manager and lead analyst for a comprehensive cost-of-service rate study for the Town's water and sewer utility as well as environmental services. The study represented the first time the Town had adjusted utility rates in nine years. In addition to identifying revenue increase needs, changes in customer class distribution and usage patterns were analyzed with recommendations made to modify the rate structures to better match how the systems are used and to be more in line with industry trends. The project involved public outreach meetings (four) to provide education of why the rate revenue increases were needed and why the changes to the rate structures were being proposed.

City of Lake Havasu City, AZ – Water and Sewer Rate Study: Mr. Burnett served as co-project manager on the City's most recent water and sewer rate study. Several rate options were developed and presented to staff and City Council for consideration. Mr. Burnett also participated in community outreach forums to present proposed findings to members of the public to solicit their feedback. Major goals of the study included developing rates to mitigate the loss of revenue from the Irrigation and Drainage District and rates that encouraged conservation.

City of El Mirage, AZ – Water, Sewer, and Solid Waste Rate Study: Served as lead analyst on a study to update the City's water, sewer and solid waste financial plans and recommended changes to the existing rate structures. The study examined the cost of recharging the State aquifer through the City's sewer system and determining an appropriate cost allocation between the water and sewer utilities. The implementation of a recycling program in addition to the solid waste collection service was explored.

City of Flagstaff, AZ – Water, Wastewater and Reclaimed Water Rate Study: Mr. Burnett served as lead financial analyst for the City's utility rate analysis. The proposed rates developed by Willdan reversed the City's trajectory of a falling operating reserve and provided sufficient revenue to cover existing and future operations, maintenance, and debt service; all while being financially prudent and responsive to the concerns of the City's Water Commission. The proposed residential inclining block rate appropriately spreads the burden of increased costs based on a comprehensive analysis of customer demands.

City of Fruita, CO – Sewer Rate Study: Mr. Burnett served as the project manager for the City's comprehensive sewer rate study. The study sought to determine the costs of operating the utility for a five-year period while equitably recovering costs from each customer class. An evaluation of changing the current flat rate approach for residential customers to a volume based average winter consumption approach was also evaluated.

K. Burnett
Resume Continued

City of Brighton, CO — Water, Wastewater and Storm Drainage Comprehensive Fee and Rate Study: Served as project manager responsible for the identification and prioritization of financial objectives and desired rate goals. Mr. Burnett led a team that reviewed existing rates and made recommendations that sought to effectively meet project goals. A comprehensive multi-year capital financial analysis was developed, culminating in a rate and financial management plan projecting operating results for each of the utility systems. The study also included a review and update of the City's plant investment fees (tap fees).

City and County of Denver, CO – Sanitary Sewer and Storm Drainage Rate, Connection Fee and Bond Feasibility Study: Mr. Burnett served as project manager and lead analyst for a six-year financial analysis of the City's Wastewater Enterprise Fund. The study included projection of rate increases to maintain the financial viability of the Enterprise Fund. Mr. Burnett worked closely with City staff and the City's financial advisor to conduct a bond feasibility analysis in support of a \$50 million revenue bond debt issuance to refund a prior debt issue and provide new money for future capital needs. The City's sanitary sewer connection fees were reviewed and updated to reflect the City's cost of providing new infrastructure to provide service to new connectors.

The City and County of Denver recently engaged Willdan to conduct a new study to review the operations of the sanitary sewer and storm drainage utilities and complete a benchmarking analysis to other front range and national entities in terms of rate structures and billings. The purpose of the study was to identify refinements or improvements to the City's current approach to billing. A second study to develop feasibility of the City's potential first time storm drainage impact fees was undertaken in conjunction with the benchmarking study.

Woodmen Hills Metropolitan District, CO — Water and Sewer Cost of Service Rate Study: Mr. Burnett served as project manager and lead analyst for the District's comprehensive water and sewer cost of service rate study. The project involved a reviewing the proportionate cost to serve each customer class as well as the costs to provide wholesale sewer service to a neighboring entity.

Metro Wastewater Reclamation District, CO — Sewer Connection Charge Review Study: Served as lead analyst on a study to review the Metro Wastewater Reclamation District's sewer connection charge methodology. The study involved an in depth review and challenge of assumptions, data, assessment schedule and overall philosophies and methodology in calculating and assessing sewer connection charges.

City of Durango, CO — Rate Study for Water and Wastewater Services: Served as project manager to provide long-term financial plan, cost of service-based rates and an update to the City's plant investment fees (tap fees). The City was required to complete an estimated \$50 million in improvements to the lone wastewater treatment plant in order to comply with CDPHE requirements. In addition to developing a balanced financial plan, incorporating rate increases and anticipated debt to fully fund requirements, rates were designed to provide equity amongst customer classes and minimize customer impact. Water rates developed for the City sought to meet cost of service as well as strike a balance between encouraging conservation while maintaining adequate revenue stability. Sewer rates were developed to meet class cost of service and provide revenue stability for the utility.

Widefield Water and Sanitation District, CO — Water and Sewer Utility Rate Study: As project manager and lead analyst, Mr. Burnett provided analytical support for this engagement, gathered, and verified necessary data, and assisted in the development of the model and completion of the report. A comprehensive multi-year capital financial analysis was developed, culminating in a rate and financial management plan projecting operating results for each utility system.

Jeffrey McGarvey

Technical Advisor, Quality Control/Quality Assurance

Education

*Bachelor of Science,
Finance, University of
Central Florida*

Areas of Expertise

Alternatives Analysis

Strategic Planning

Rate Studies

Cost of Service Studies

Revenue Bonds

Feasibility Analyses

Capital Funding

Acquisitions

Valuation Analyses

Affiliations

*American Water
Works Association*

*The Water
Environment
Federation*

*The Utility
Management
Conference*

*The WaterReuse
Foundation*

28 Years' Experience

Mr. McGarvey is a managing principal in Willdan's Financial Consulting Services group, and for more than 28 years has provided professional consulting services to municipal water, wastewater, solid waste, electric, and natural gas utilities throughout the country. He possesses a broad range of municipal utility systems' experience, including special expertise in complex alternatives analyses; utility rate analyses; utility valuations and acquisitions; regionalization and consolidation studies; debt issuance support, such as the preparation of financial feasibility analyses associated with revenue bond issuance; capital financing analyses; strategic planning; rate and regulatory assistance; and instituting financial mechanisms to provide the sufficient recovery of operating and capital costs.

Rate and Cost of Service Studies

Mr. McGarvey has extensive experience in utility rates and cost of service studies for water, wastewater, solid waste, stormwater, electric and natural gas systems. This experience generally relates to performing budget analyses, customer and usage analyses, development of revenue requirements, cost of service allocations and sensitivity analyses related to the implementation of rate structures designed to promote desired usage characteristics.

Revenue Bonds, Feasibility Analyses and Capital Funding

Mr. McGarvey has been involved in the preparation of capital financing plans and feasibility studies associated with the issuance of several hundred million dollars in municipal revenue bonds and bond anticipation notes (BANs). The funding proceeds have been utilized for such purposes as utility acquisitions, expansion of facilities and various other capital improvement needs. In addition, Mr. McGarvey has developed capital funding strategies utilizing various combinations of bonds, bank loans, government assistance loans (i.e., State Revolving Funds) and grants. As financial feasibility consultant, Mr. McGarvey has made numerous presentations on behalf of clients to various bond insurers and rating agencies (Moody's, Standard & Poor's, and Fitch).

Business and Strategic Planning

Mr. McGarvey has experience in developing complex financial and economic evaluation models for water, wastewater, solid waste, electric and natural gas systems throughout the country. Such experience generally relates to the development of business and strategic plans as well as performing structured alternatives analyses and sensitivity analyses related to the evaluation and implementation of system modifications such as service and operational changes, as well as planning for customer growth and capital expenditures.

Acquisitions and Valuation Analyses

Mr. McGarvey has been involved in numerous acquisitions and valuation analyses for utility systems. Acquisition projects generally involve financial due diligence, valuations, negotiations and financing activities associated with such transactions. He has performed valuation analyses utilizing various generally accepted methodologies including cost approach (value of the cash flows generated by the system), original cost less depreciation (book value), comparable sales (actual transactions for other systems), replacement cost new less depreciation and reproduction cost new less depreciation (value of system assets).

Select Relevant Experience

City of Durango, CO — Water and Wastewater Rate Study: Mr. McGarvey led the preparation of a long-term financial plan, cost of service-based rates and updated plant investment fees.

J. McGarvey
Resume Continued

The City needed to perform \$50 million in improvements to the wastewater treatment plant to comply with State wastewater treatment standards and to provide available capacity for new growth. A balanced financial plan was developed incorporating rate increases and anticipated debt to fully fund requirements and minimize customer impact.

City of Flagstaff, AZ — Water, Wastewater and Reclaimed Water Rate Study: Mr. McGarvey served as the technical advisor of the City of Flagstaff's utility rate analysis. In the wake of six water main breaks, the City was faced with decreasing revenues and increasing capital and operational costs. The proposed rates developed by Willdan reversed the City's trajectory of a falling operating reserve and provide the City with sufficient revenue to cover existing and future operations, maintenance, and debt service; all while being financially prudent and responsive to the concerns of the City's Water Commission. The proposed residential inclining block rate appropriately spreads the burden of increased costs based on a comprehensive analysis of customer demands.

City of Brentwood, TN — Water and Sewer Rate Study and Fee Update: Mr. McGarvey served as principal-in-charge for this engagement, which included a comprehensive review of water and sewer rates as well as updating the City's water and sewer development charges (tap-on fees). One of the project objectives included the maintenance of their high bond rating, as such, the initial phase of this engagement involved assisting the City to develop best management practices with regard to the financial management of the utility, including fund reserves, debt service coverage targets, and the frequency of future bond issues.

City of Lee's Summit, MO — Water Utilities Department Strategic Plan: Mr. McGarvey assisted the City of Lee's Summit, Water Utilities Department (WUD) with the development of a comprehensive strategic plan, identifying needs and recommending changes based on customer expectations and the desire of WUD staff to be an effectively managed utility. The foundation of the approach is the ten attributes described in "Effective Utility Management – A Primer for Water and Wastewater Utilities." This tool was developed by the U.S. Environmental Protection Agency (EPA) and six national water and wastewater associations to measure, assess, and prioritize strategic plans around ten attributes.

One of the project objectives is to maintain their high bond rating, as such, the initial phase of this engagement involved assisting the City develop best management practices with regard to the financial management of the utility, including fund reserves, debt service coverage targets, and the frequency of future bond issues. This engagement was completed using Willdan's facilitated interactive financial modeling approach.

Phelan Piñon Hills Community Services District (CSD), CA — Water Rate and Fee Study: Mr. McGarvey served in the role of technical advisor for this comprehensive revenue requirement analysis and financial plan, which provided targeted rate and fee structure recommendations. A comprehensive proforma financial analysis was prepared focusing on primary rate and financial objectives. The analysis resulted in rate structures that provided adequate revenue to fund operations; and created a secure and reliable funding source for future capital improvements.

City of Lancaster, CA — CCA Feasibility Study: As part of the Willdan/EnerNex team, Mr. McGarvey was responsible for the development of the financial model and pro forma analysis for the City's Feasibility Study. The overall study was a joint effort between Willdan and EnerNex to complete a comprehensive feasibility analysis and implementation plan for the City's proposed CCA. Mr. McGarvey's work included the development of a comprehensive financial model that was able to dynamically examine operating and capital costs, including staffing and debt, costs of procuring energy under multiple scenarios, provide cash flow analysis, and perform sensitivity and alternatives analysis.

Project Budget

Willdan Financial Services will perform the tasks described within our scope of services for a **Not-to-Exceed Fixed Fee of \$29,630**.

Town of Jerome Water & Sewer Rate Study Fee Proposal				
		K. Burnett Project Manager	J. McGarvey QA/QC	Total
		\$185	\$240	Hours Cost
Scope of Services				
Task 1 – Data Evaluation and Validation	12.0	2.0	14.0	\$ 2,700
Task 2 – Initial Staff Planning Workshop	8.0	-	8.0	\$ 1,480
Task 3 – Develop Optimized Financial Management Plan	20.0	4.0	24.0	\$ 4,660
Task 4 – Cost of Service Analysis	30.0	4.0	34.0	\$ 6,510
Task 5 – Rate Design Analysis	32.0	2.0	34.0	\$ 6,400
Task 6 – Reports, Presentations & Public Information	40.0	2.0	42.0	\$ 7,880
Total Willdan Labor Costs	142.0	14.0	156.0	\$ 29,630
Total Cost			\$	29,630

Notes:

- The fee denoted above includes meeting fees for the Project Team.
- The Town will be invoiced on a monthly percentage-completion basis. Invoices will include a description of services, as well as a summary of costs to date by task.
- We will perform additional tasks, outside our scope of services, as requested and authorized by the Town for an additional fee using our current hourly rate schedule. Hourly rates are noted below.
- The Town shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to the Town or relating to this particular project. Reimbursement shall be at Willdan's rates in effect at the time of such response.

Hourly Rates

Additional services may be authorized by the Town and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are listed below.

Willdan Financial Services Hourly Rate Schedule			
Position	Hourly Rate	Position	Hourly Rate
Group Director	\$250	Managing Principal	\$240
Principal Consultant	\$210	Senior Project Manager	\$185
Project Manager	\$165	Senior Project Analyst	\$135
Senior Analyst	\$125	Analyst II	\$110

We have a proven track record of completing projects on time and staying within the quoted budget. We encourage you to contact our references for feedback on our performance, commitment to our clients and adherence to project milestones.

We are excited about this opportunity to use our skills and expertise to serve the Town of Jerome. To discuss any aspect of this submittal, please contact Senior Project Manager Kevin Burnett directly, his contact information is included in the table below.

Contact Information
Project Manager
Kevin Burnett, MA
Senior Project Manager
3190 S. Vaughn Way, Suite 550, Office 523
Aurora, Colorado 80014
Tel#: (303) 990-4616 Email: KBurnett@Willdan.com

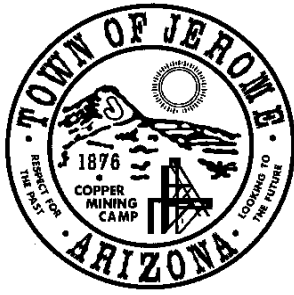
As a Vice President of Willdan Financial Services, I am authorized to bind the firm to the terms of this proposal, as well as the subsequent agreement.

Sincerely,

WILLDAN FINANCIAL SERVICES



Chris Fisher
Vice President / Director



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10C: Consider Board and Commission Appointments**

MEETING DATE: February 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 does not wish to continue to serve and will not seek reappointment.

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.

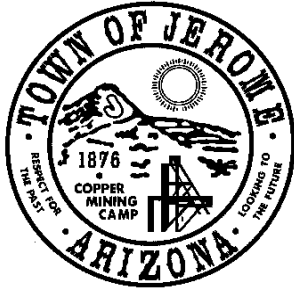
Margie Hardie has indicated a desire to be reappointed

Fiscal Impact:

None.

Recommendation

Staff recommend approval of those willing to be reappointed and will continue to solicit for volunteers. Staff believe the two that have not responded yet are interested in continuing. We have one applicant, Karima Botterweg, willing to serve on the Design Review Board. See attached application.



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10D: Consider Approval of Engineering Services Agreement with Civiltec Engineering, Inc.**

MEETING DATE: February 14, 2023

Summary:

At the January Town Council meeting the Town approved the Tank #2 repair proposal from PRPC for the much needed repairs to Cleopatra Hill Tank #2. The selected contractor submitted their proposal contingent on the Council agreeing to work with Civiltec Engineering, Inc., and more specifically, Principal Engineer Richard Aldridge, due to their past relationship and prior successful work on this same tank.

Fiscal Impact:

It is an hourly scope of services with the engineer's best guesstimate of \$12,000 being sufficient to budget for their services. Between this proposal and the construction proposal, we are still under the expense budget for this project.

Recommendation

Staff recommends approval of the proposal for engineering services with Civiltec Engineering, Inc.



*Civil, Water, Wastewater, Drainage, Transportation and
Electrical/Controls Engineering • Construction Management • Surveying
California • Arizona*

January 24, 2023

Town of Jerome
600 Clark Street
Post Office Box 335
Jerome, Arizona 86331

Sent Via Email: b.klein@jerome.az.gov

ATTN: Mr. Brett Klein | Town Manager

**RE: Proposal for Cleopatra Tank Rehabilitation
Jerome, Arizona
Civiltec Proposal No. PP23009.00**

Dear Brett,

Civiltec engineering, inc. (Civiltec) appreciates the opportunity to provide professional surveying and engineering services to The Town of Jerome (Client) for the above referenced project. We understand this project is for the rehabilitation of the 2nd existing 100,000 potable water tank located on Cleopatra Hill in Jerome, Arizona. The project will consist of providing weld plates to seal the interior of the tank, sand blast and recoat the interior and provide any other rehabilitation determined to be required during the process. Civiltec will provide oversight of the repairs and technical guidance as necessary to the Contractor.

SCOPE OF SERVICES

Based on our project understanding and professional experience, we have identified the following scope of services.

Phase 1. Construction Oversight

Civiltec Engineering, Inc., will provide periodic construction observations and engineering assistance as needed for the repair/rehabilitation of the 2nd Cleopatra Hill water tank as identified in the Paul Peterson scope of work for the Town of Jerome, dated September 13, 2022 and attached by reference to this proposal.

Task 1 – Engineering Support

Civiltec will visit the site and provide quality control observations of the work in progress on an as-needed basis. We will also provide engineering support as needed to address issues discovered during the rehabilitation process.



SCHEDULE

Civiltec is available to commence this project immediately. Our services will be provided on an on-call basis as needed during the course of the tank rehabilitation, anticipated to be performed in the spring of 2023.

FEE DISTRIBUTION SCHEDULE

Professional fees for the above-described services will be billed on a Time and Materials basis as requested by Client. Our 2023 hourly rate schedule is included as Attachment A.

Fee Estimate for Professional Services Hourly Rate Billing

Any work not authorized within 3 months of the date of this proposal will be subject to renegotiations based on current rates. All fees associated with review and application filings shall be the responsibility of the Client. Additional services may be authorized by the Client through a change order or contract addendum. Civiltec will bill monthly for all work performed and expenses incurred on behalf of the project.

STANDARD TERMS AND CONDITIONS

Unless otherwise indicated, Civiltec will provide services as described in our standard terms and conditions included as Attachment B.

If this proposal is acceptable, please return a signed copy to our office. Again, thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Please contact the undersigned directly with any comments or questions.

Sincerely,

Civiltec engineering, inc.

A handwritten signature in blue ink, appearing to read 'R. Aldridge', is written over a faint, rectangular stamp.

Richard E. Aldridge, PE, MBA (raldridge@civiltec.com)
Principal Engineer / Branch Manager

Attachment(s): A – Civiltec 2023 Hourly Rate Schedule
B – Standard Terms and Conditions

Attachment A

Hourly Rate Schedule



*Civil, Water, Wastewater, Drainage, Transportation and
Electrical/Controls Engineering • Construction Management • Surveying
California • Arizona*

ATTACHMENT A

Town of Jerome Cleopatra Hill Water
Tank Rehabilitation
Civiltec Proposal PP23009.00
January 17, 2023

AZ RATE SCHEDULE 2023

Principal Engineer (PE).....	\$215.00
Principal Electrical Engineer (PE)	\$209.00
Senior Project Manager.....	\$197.00
Project Manager	\$189.00
Senior Engineer (PE).....	\$182.00
Senior Project Engineer (PE)	\$170.00
Project Engineer (PE).....	\$166.00
Senior Designer.....	\$164.00
Senior Staff Engineer (EIT)	\$157.00
Staff Engineer (EIT).....	\$152.00
Designer	\$150.00
Designer/CAD Operator.....	\$132.00
CAD Operator	\$125.00
Junior Engineer (Intern)	\$84.00
Construction Observer	\$151.00
Two Person Survey Crew.....	\$200.00
One Person Survey Crew	\$156.00
Survey Manager (RLS)	\$163.00
Staff Land Surveyor (RLS)	\$156.00
Survey Technician.....	\$126.00
Planning Technician.....	\$132.00
Administrative Assistant/Clerical.....	\$84.00
Subcontracted Services	Cost plus 15%
Mileage	\$0.585/mile

NOTE: All rates are effective until December 31, 2023. Any increases in rates after that date will be limited to 5% maximum.
W:\Documents\Corporate\Rate Schedules\2023 AZ Rate Schedule.docx

Attachment B

Terms and Conditions



Proposal Acceptance Sheet

Project Name: Cleopatra Tanks Rehabilitation

Project Address: 105 Main Street
Jerome, Arizona 86331

Date: January 24, 2023

Client Information:

Name: Town of Jerome

Address: 600 Clark Street
Post Office Box 335
Jerome, Arizona 86331

Contact: Mr. Brett Klein
Phone #: 928.634.7943
Email: b.klein@jerome.az.gov

SPECIAL INSTRUCTIONS: Per attached Civiltec Proposal No. PP23009.00

SCOPE OF SERVICES: Per attached Proposal

CONTRACT AMOUNT: Hourly Rate Billing

PROPOSAL ACCEPTANCE:

The Terms and Conditions of the Proposal and this page, including the TERMS AND CONDITIONS on the attached pages are:

Accepted this _____ day of _____ 2023.

Accepted by Authorized Client Representative:

Name and Title

Date



TERMS AND CONDITIONS

1. **SERVICES TO BE PROVIDED.** Civiltec Engineering, Inc. (hereinafter Civiltec) is an independent consultant and agrees to provide Client, for its sole benefit and exclusive use, consulting services set forth in our proposal. Civiltec reserves the right to terminate services at any time. Payment for services rendered prior to the time of termination of services shall be due pursuant to the payment terms as described.

2. **PAYMENT TERMS.** Client agrees to pay our invoice for services performed upon receipt. If payment is not received within 30 days from the invoice date, Client agrees to pay a service charge on the past due amount at the prevailing legal rate (1 ½ percent monthly), including reasonable attorney's fees if collected by an attorney, and Civiltec reserves the right to suspend all work until payment is received. No deduction for services performed shall be made from our invoice on amount of liquidated damages or other sums withheld from payments to Contractor or others. These payment terms may be amended in the Proposal.

Either party may terminate this Agreement without cause upon 30 days written notice. In the event Client requests termination prior to completion of the proposed services, Client agrees to pay Civiltec for all costs incurred plus reasonable charges associated with the termination of the work. In this event, Client also agrees to release Civiltec from all liability for services rendered.

In the event all or any portion of the services or work product prepared or partially prepared by Civiltec be suspended, abandoned, or terminated, Client shall pay Civiltec for all fees, charges, and services provided for the project, not to exceed any contract limit specified herein. Client acknowledges if the project services are suspended and restarted, there may be additional charges due to suspension of the services, which shall be paid for by Client as extra services.

3. **STANDARD OF CARE.** Civiltec will perform its services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. NO OTHER WARRANTY, EXPRESS OR IMPLIED, IS MADE OR INTENDED BY OUR PROPOSAL OR BY OUR ORAL OR WRITTEN REPORTS.

4. **INSURANCE.** Civiltec maintains insurance coverage as follows:

- a) Worker's Compensation - Statutory; Employers' Liability \$1,000,000 each accident/disease/policy limit;
- b) Professional Liability - \$5,000,000 per claim, \$5,000,000 aggregate;
- c) Commercial General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate;
- d) Umbrella Liability - \$5,000,000 per occurrence, \$5,000,000 aggregate;
- e) Automobile Liability Insurance - \$1,000,000 each accident.

5. **PROFESSIONAL LIABILITY.** Client agrees that Civiltec's liability to Client or any third party due to any negligent professional acts, errors or omissions or negligent breach of contract will be limited to an aggregate of \$50,000 or our total fee, whichever is greater. If Client prefers to have higher limits of professional liability, we agree to increase the limit up to a maximum of \$5,000,000 upon Client's written request at the time of accepting our proposal, provided Client agrees to pay an additional consideration of ten percent of our total fee, or \$1,000, whichever is greater. The additional charge for the higher liability limit is because of the greater risk assumed by us and is not a charge for additional professional liability insurance.

6. **SITE OPERATIONS AND SOIL CONDITIONS.** Client will arrange for right-of-entry to the property that is the subject of the Proposal ("Property") for the purpose of performing studies, tests and evaluations pursuant to the agreed services. Client represents that it possesses necessary permits and licenses required for its activities at the site.

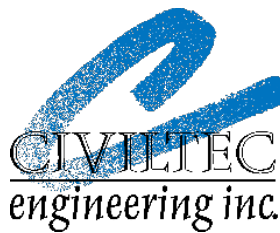
Civiltec makes no representations concerning soil conditions and is not responsible for any liability that may arise out of the making or failure to make soil surveys, or sub-surface soil tests, or general soil testing.

If a contractor (not a subcontractor of Civiltec) is involved in the project, Client agrees, in accordance with generally accepted construction practices, that the contractor will be solely and completely responsible for the working conditions on the job site, including the safety of all persons and property during performance of the work, and compliance with OSHA regulations. These requirements will apply continuously and will not be limited to normal working hours. It is agreed that Civiltec will not be responsible for job or site safety on the project, notwithstanding the foregoing, Civiltec shall be responsible for the safety of its employees and subcontractors.

Client acknowledges that Civiltec is not responsible for the performance of work by third parties including, but not limited to, the construction contractor and the contractor's subcontractors. Client further agrees to defend, indemnify and hold Civiltec harmless to the extent of any liability, real or alleged, in connection therewith, excepting liability to the extent arising from the negligence of Civiltec.

7. **UNFORESEEN CONDITIONS OR OCCURRENCES.** It is possible that unforeseen conditions or occurrences may be encountered, which could substantially alter the necessary services or the risks involved in completing our services. If this occurs, we will promptly notify and consult with Client, but will act based on our reasonable judgment where risk to our personnel is involved. Possible actions could include:

- a) Complete the original Scope of Services in accordance with the procedures originally intended in our Proposal, if practical in our judgment;
- b) Agree with Client to modify the Scope of services and the estimate of charges to include study of the unforeseen conditions or occurrences, with such revision agreed to in writing;
- c) Terminate the services effective on the date specified by us in writing.

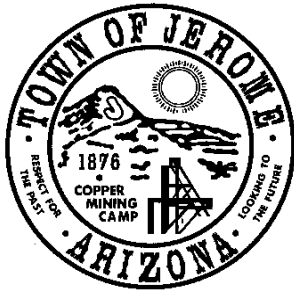


8. **CLIENT DISCLOSURE.** Client agrees to advise Civiltec upon execution of this Agreement of any hazardous substance or any condition, known or that reasonably should be known by Client, existing in, on, or near the site that present a potential danger to human health, the environment, or equipment. By virtue of entering into this Agreement or providing services hereunder, we do not assume control of or responsibility for the site or the person in charge of the site, or undertake responsibility for reporting to any federal, state or local public agencies any conditions at the site that may present a potential danger to public health, safety or the environment except for responsibility for the actions or inactions of Civiltec and its employees.
9. **INDEMNITY.** To the fullest extent permitted by law, the Client shall indemnify and hold harmless Civiltec, Civiltec's officers, employees, directors, shareholders, subconsultants, and subcontractors from and against all claims, damages, losses, expenses, and other costs, including costs of defense and reasonable attorney's fees to the extent resulting from the active, passive, or comparative neglect of the Client. In connection with toxic or hazardous substances or constituents and to the maximum extent permitted by law, Client agrees to defend, hold harmless and indemnify Civiltec from and against any and all claims and liabilities unless caused by our negligence or willful misconduct, resulting from:
- a) Client's violation of any federal, state or local statute, regulation or ordinance relating to the management or disposal of toxic or hazardous substances or constituents;
 - b) Client's undertaking of or arrangement for the handling, removal, treatment, storage, transportation or disposal of toxic or hazardous substances or constituents found or identified at the site;
 - c) Toxic or hazardous substances or constituents introduced at the site by Client or third persons (other than subcontractors of Civiltec) before or after the completion of services herein; and
 - d) Allegations that Civiltec is a handler, generator, operator, treated, storer, transporter, or disposer under the Resource Conservation and Recovery Act of 1976 as amended or any other similar federal, state or local regulation or law due to the services provided under this Agreement provided that such allegation does not arise out of Civiltec bringing any hazardous waste to the Property.
10. **DOCUMENTS.** Civiltec will furnish to Client the electronic reports and supporting documents. These instruments of services are furnished for Client's exclusive internal use and reliance in connection with the project or services provided for in this Agreement, not for advertising or other type of distribution or general publication, and are subject to the following:
- a) For any other purposes, all documents generated by Civiltec under this Agreement shall remain the sole property of Civiltec. Upon request and payment of the costs involved, Client is entitled to copies of all papers, documents and drawings provided Client's account is paid current. Client agrees to obtain Civiltec's written permission for any exception for use not described here. Any unauthorized use or distribution shall be at Client's and recipients' sole risk and without liability of Civiltec;
 - b) Client shall furnish documents or information reasonably within Client's control and deemed necessary by Civiltec for proper performance of our services. Civiltec may rely upon Client-provided documents in performing the services required under this Agreement; however, Civiltec assumes no responsibility or liability for their accuracy. Client-provided documents will remain the property of Client.
11. **CLAIMS.** The parties agree to attempt to resolve any dispute without resort to litigation. However, in the event a claim is made that results in litigation, and the claimant does not prevail at trial, then the claimant shall pay all costs incurred in defending the claim, including all reasonable attorney's fees of both parties. The claim will be considered proven if the judgment obtained and retained through any applicable appeal is at least ten percent greater than the sum offered to resolve the matter prior to the commencement of trial.
12. **OPINIONS OF COST.** If requested, Civiltec will use its best efforts and experience on similar projects to provide realistic opinions or estimates of costs for installation of materials, remediation or construction as appropriate based on reasonably available data, our designs or our recommendations. However, such opinions are intended primarily to provide information on the order of magnitude or scale of such costs and are not intended for use in firm budgeting or negotiation unless specifically agreed otherwise in advance, in writing with Civiltec. Client understands actual costs of such work depend heavily on regional economics, local construction practices, material availability, site conditions, weather conditions, Contractor skills, and many other factors beyond our control.
13. **CONFIDENTIALITY.** Civiltec will maintain as confidential any documents or information provided by Client indicated to be confidential and will not release, distribute, or publish to any third party without prior permission from Client, except as compelled by order of a court or regulatory body of competent jurisdiction and then only after notice to Client.
14. **SEVERABILITY.** In the event that any provision of this Agreement is found to be unenforceable, the other provisions shall remain in full force and effect.
15. **SURVIVAL.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and Civiltec shall survive the completion of the services and their termination of this Agreement.
16. **INTEGRATION.** This Agreement, the attached Proposal and documents and those incorporated herein constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by both parties.



17. GOVERNING LAW. This Agreement shall be governed in all respects by the laws of the State of Arizona. This Agreement is subject to termination pursuant to A.R.S. § 38-511, as may be amended. Pursuant to A.R.S. § 35-394, as may be amended, unless exempt, the Civiltec hereby certifies that it does not use, and agrees not to use during the term of this Agreement, any of the following: forced labor of ethnic Uyghurs in the People's Republic of China; any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

18. FEES. Client shall pay the costs of outside checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soil testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprint and reproductions, and all other charges not specifically covered by the terms of this Agreement. ****END OF DOCUMENT****



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10E: Consider Selection of a Financial Advisor**

MEETING DATE: February 14, 2023

Summary:

The Town will be undertaking a USDA grant / loan which entails interim financing and an obligation to USDA. In addition, there are a variety of projects that may necessitate borrowing in the near future, such as Hotel Jerome renovations. It is recommended that the Town procure the services of a municipal finance advisor. Staff researched reputable individuals and firms in the State of Arizona and identified three. Two have submitted a proposal for providing financial advisory services to the Town of Jerome.

Fiscal Impact:

It varies and for the USDA loan there is contingency money to cover these services.

Recommendation

Staff feels that either of these firms / individuals would do a good job for the Town. There is a significant difference between an underwriter and an advisor and staff will discuss the differences with Council at the meeting. Council can decide to select one of the proposals or bring them in for an in-person meeting to decide later in the month or at next month's Council meeting.



January 12, 2023

Memorandum

To: Brett Klein, Town Manager / Clerk, Town of Jerome

From: Darren Hodge, Managing Director, PFM
Matthew Stoffel, Senior Managing Consultant, PFM
Jaime Trejo, Senior Managing Consultant, PFM

RE: PFM Fee Proposal and Scope of Work

PFM Financial Advisors LLC ("PFM") welcomes the opportunity to submit proposed fees and a proposed scope of work to the Town of Jerome (the "Town") for municipal advisory services. We welcome the opportunity to serve the Town and below present a very brief summary of our proposed team and qualifications/resources available to our clients.

PFM's proposed team, while led in-State by **Darren Hodge**, a Managing Director in our Chandler, AZ office, is comprised of a diverse team of professionals. Working closely with Darren will be **Jaime Trejo**, Senior Managing Consultant, **Matt Stoffel**, Senior Managing Consultant, and **Fred Dilly**, Senior Analyst. Jaime and Fred work with Darren on a day-to-day basis with many of our Arizona clients while Matt provides a continuity of relationship as well as additional USDA loan expertise. The Town should rest assured **this is priority engagement for the firm** and we will bring forth the necessary resources to ensure your needs are met.

As it relates to our experience and capabilities, we believe one our most valuable assets to our clients is our experience advising clients with their funding needs, an area in which PFM leads our competitors. Evidence for this lies in the fact that PFM has been the **#1 ranked financial advisory firm for the last 24 years¹** and maintains market leading resources, experience and capabilities to assist our municipal clients with their financial planning and project funding needs.

More specifically within the water and wastewater sector, PFM has been similarly dominant. In fact, in 2022 alone, PFM served as financial advisor on 62 water and wastewater issuances nationally with a combined par value exceeding \$8.4 billion, making us the **#1 ranked financial advisor for water and wastewater** issuances by par amount. Our experience in the water and wastewater sector covers all facets of long-term financial planning and borrowings.

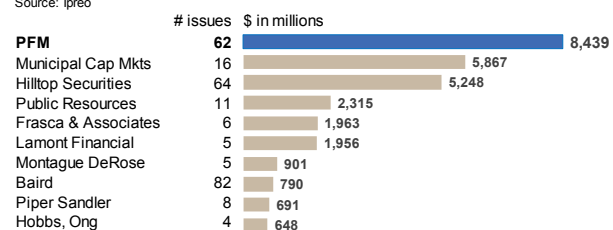
From "traditional" long-term bonds to federal loans such as USDA and WIFIA, PFM is able to assist our clients in analyzing borrowing solutions to determine which best meets their needs and objectives.

PFM is also well versed in advising our clients outside of live transactions. We regularly assist our clients in reviewing and updating their financial policies including debt and reserve policies. In addition, we often build and/or maintain long-term financial models for our clients and assist them in updating these models periodically and analyzing "what-if" scenarios to assist them with strategic rate and CIP planning.

2022 Full Year Water Sewer & Gas Long Term Municipal New Issues

Municipal Financial Advisory Ranking - Full Credit to Each Financial Advisor

Source: Ipreo



¹. Source: Ipreo. Based on par amount and number of transactions.



PFM will act as an **independent Municipal Advisor** with a fiduciary duty to the Town. PFM is registered with the MSRB and SEC and does not engage in the underwriting or trading of financial products or securities. This is an important distinction as this ensures we will never be in a position of having a real or perceived conflict of interest with underwriters involved in the Town's debt financings. When a firm provides both underwriting and financial advisory services in the same market, situations may arise in which Firm A is serving as advisor and Firm B is serving as underwriter, roles of which may be flipped on a transaction for another borrower which can create real or perceived conflicts of interest. Given PFM only provides financial advisory services, we will never be in this position, allowing you to remain confident our advice is always provided with the Town's best interest in mind. Our goal and obligation is to serve one interest and one interest only, that of the Town.

Given our preliminary understanding of the Town's current and anticipated needs related to municipal advisory services, we have included a broad proposed scope of services and fee schedule to encompass all potential undertakings the Town may encounter during the duration of our engagement, if we are fortunate enough to be engaged. However, in 2023, our understanding is that the Town will be negotiating and executing a USDA loan agreement. In connection with this USDA loan agreement the Town will need to secure interim construction financing which is anticipated to be refunded/paid at substantial completion of the project through draws on the USDA loan. Proceeds from the USDA loan will be used to design, purchase and install necessary equipment and components to address high ammonia and copper levels along with line improvements to the aging Wastewater System. For this direct purchase transaction to provide interim construction funding, we propose an estimated fixed fee of \$30,000.

We do not want fees alone to preclude our working with the Town and as such, we would welcome the opportunity to discuss our fees in greater detail should the Town so desire.

If the Town wishes PFM to serve as its municipal advisor, our services can be secured by way of a municipal advisory contract with the Town. We thank the Town for the opportunity to provide this proposal and look forward to hearing from you.



ATTACHMENT 1: Proposed Scope of Work

PFM Financial Advisors proposed the following Scope of Services:

Non-Transaction Services

- Assist the Town of Jerome ("Town" or "Client") in forming and/or reviewing Financial and Debt Policies.
- Review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to maximize ability to finance future capital needs. This will include, but not be limited to, reviewing existing debt for the possibility of refunding that debt to provide the Client with savings.
- Analyze future debt capacity to determine the Client's ability to raise future debt capital.
- Assist the Client in the development of the Client's Capital Improvement Program by identifying sources of capital funding.
- Assist the Client with the development of the Client's financial planning efforts and process by assessing capital needs, identifying potential revenue sources, analyze financing alternatives such as pay-as-you-go, lease/purchasing, short-term vs. long-term financings, assessments, user fees, impact fees, developer contributions, public/private projects, and grants and provide analysis of each alternative as required as to the budgetary and financial impact.
- As requested, develop, manage, and maintain computer models for long-term capital planning which provide for inputs regarding levels of ad valorem and non-ad valorem taxation, growth rates by operating revenue and expenditure item, timing, magnitude and cost of debt issuance, and project operating and capital balances, selected operating and debt ratios and other financial performance measures as may be determined by the Client.
- Conduct strategic modeling and planning and related consulting as requested by Client.
- Attend meetings with Client's board, staff, consultants and other professionals and the Client.
- Provide other financial services as requested by the Client.

Transaction-Related Services

Upon the request of the Client:

- Assist the Client by recommending the best method of sale, either as a negotiated sale, private placement, federal/state loan or a public sale. In a competitive sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, prepare solicitation RFP, distribute RFP, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection. In connection with private placement, prepare solicitation RFP, distribute RFP, review and evaluate responses and provide advice and information necessary to aid in such selection.



- Advise as to the various financing alternatives available to the Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cash flow requirements.
- Evaluate benefits of bond insurance and/or security insurance for debt reserve fund.
- As appropriate, develop credit rating presentation and coordinate with the Client the overall presentation to rating agencies.
- Assist the Client in the procurement of other services relating to debt issuance such as printing, trustee/paying agent, bond counsel, registrar, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond indentures, resolutions or other governing documents regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond governing documents.
- Review the requirements and submit analysis to bond insurers, rating agencies and other professionals as they pertain to the Client's obligation.
- Review the terms, conditions and structure of any proposed debt offering undertaken by the Client and provide suggestions, modifications, and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors regarding data for offering documents, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents.
- As applicable, advise the Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise the Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering and make recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Working with Bond Counsel, arrange for the closing of the transaction including, but not limited, to bond printing, signing and final delivery of the bonds.
- Preparation of a post-closing summary of the financing, including a description of market dynamics at the time of pricing, an overview of marketing efforts, analysis of underwriter performance, pricing wires, and copies of rating and marketing materials, among other pertinent transaction-related information.



ATTACHMENT 2: Proposed Fees

For work not associated with a live transaction (non-transaction work), PFM proposes either a retainer based or hourly fee structure, based on Client's preference.

Retainer (Non-Transaction Related). For general advice between financings, Consultant shall receive an annual fee in the amount of \$15,000 ("Retainer"). The Retainer may be reviewed and revised upon mutual agreement to reflect the amount of activity actually incurred. In the event the Client requests that Consultant perform significant special projects, fees will be negotiated in advance of the project based on the agreed upon scope and the anticipated level of effort.

Hourly Project Fees (Non-Transaction Related). Consultant will not charge for general advice between financings. In the event the Client requests that Consultant perform significant special projects, fees will be negotiated in advance of the project generally based upon the following hourly rates and the agreed upon scope and the anticipated level of effort.

<u>Experience Level</u>	<u>Hourly Rate</u>
Managing Director	\$375
Director	\$350
Senior Managing Consultant	\$325
Senior Analyst	\$300
Analyst	\$275

Transaction Fees. Fees for Services Related to Debt Transactions will based on a fixed fee to be negotiated on a transaction-by-transaction basis in a separate written agreement or engagement letter.



Town of Jerome, Arizona

January 12, 2023

Darren Hodge

Jaime Trejo

Matt Stoffel

Fred Dilly



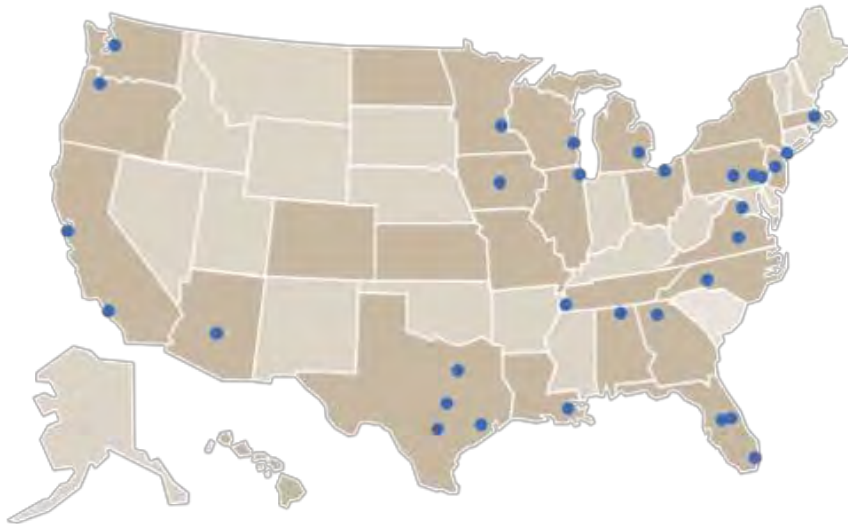
PFM Overview



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

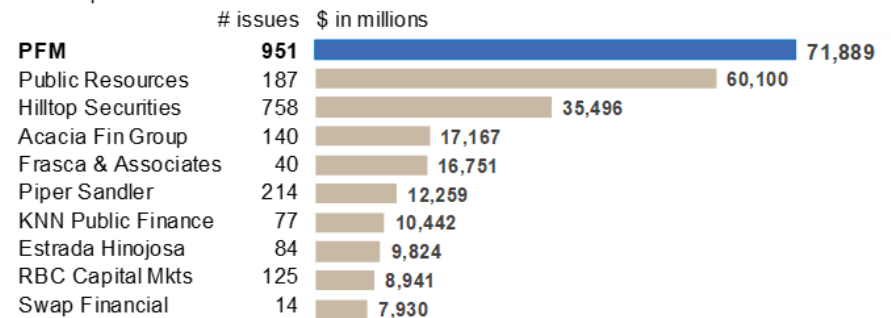


**According to PFM Internal Resources as of September 1, 2022*

2021 Full Year Overall Long Term Municipal New Issues

Municipal Financial Advisory Ranking - Full Credit to Each Financial Advisor

Source: Ipreo





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

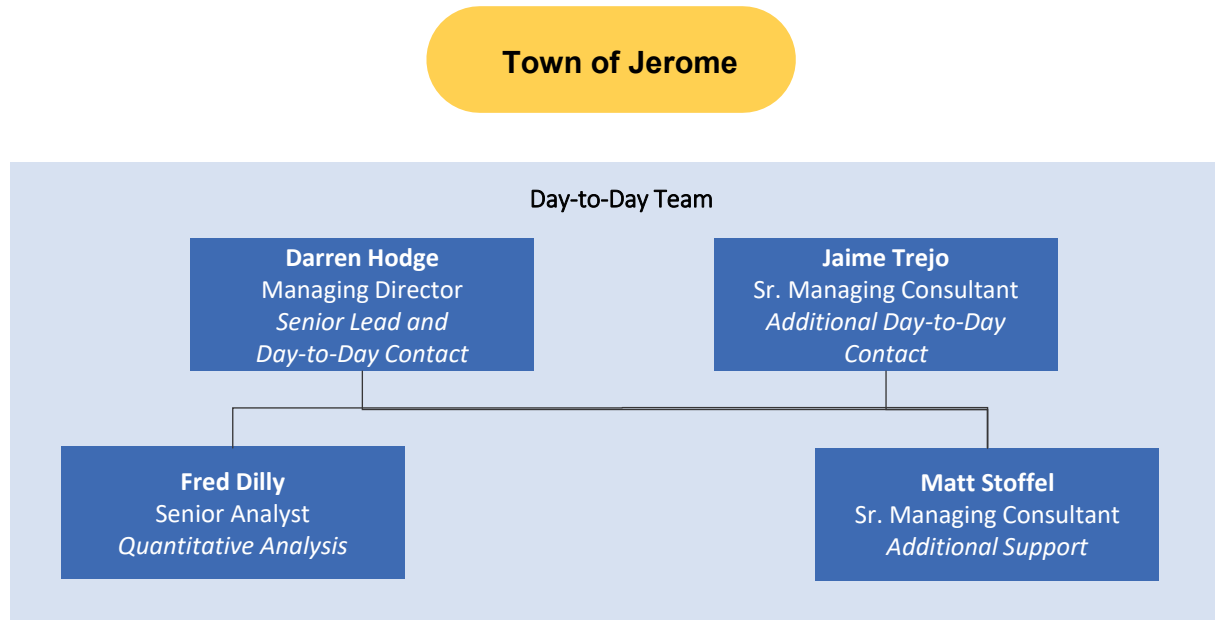
M.P.P., Harvard University

Professional Designations or Licenses

Municipal Advisor Representative (Series 50)



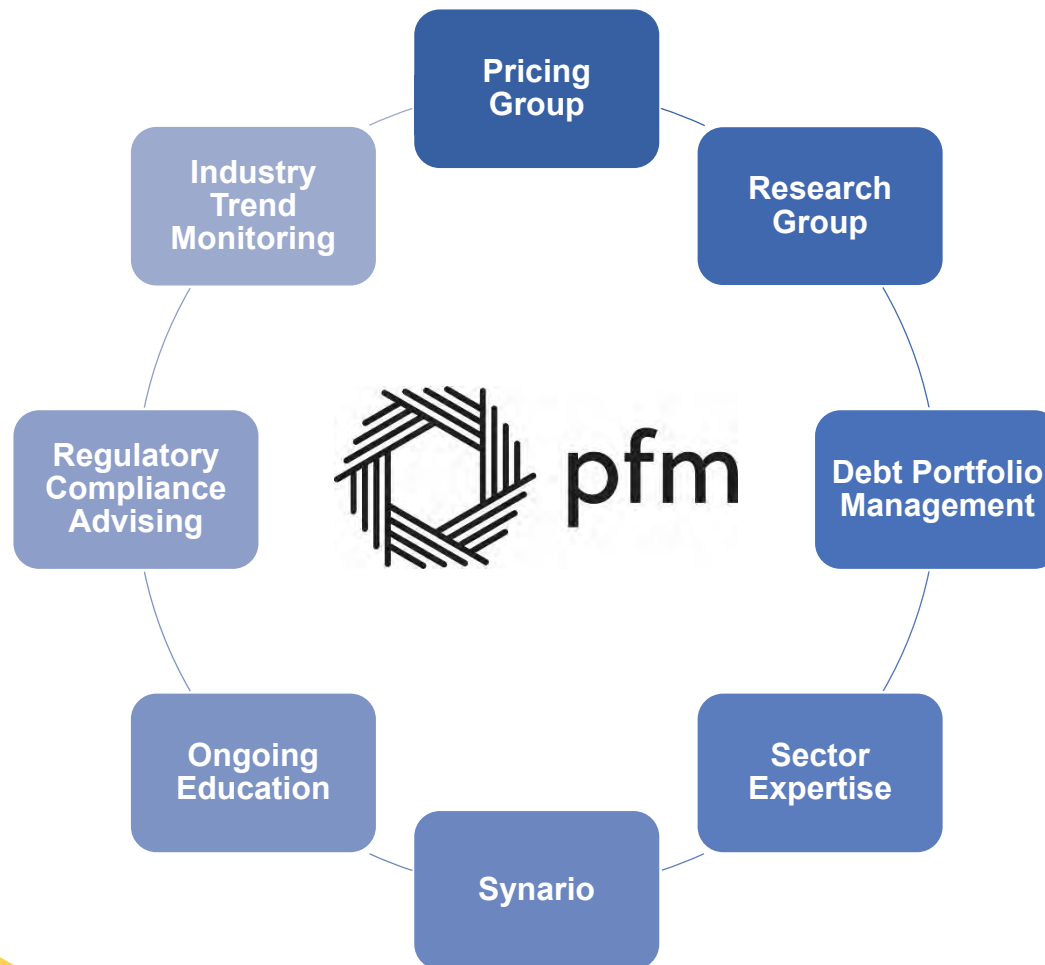
The Town Will Have Access to the Full Resources of the Firm in Addition to PFM's Proposed Day-to-Day Team





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





What Specifically Differentiates PFM?

◆ Independence

- We are not an underwriter

◆ 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 Pricing Group

- PFM has an independent in-house bond pricing group
 - Constant access to market information and trends
 - Leverage our national footprint and firm-wide knowledge

In 2021, PFM averaged four pricings daily. Our Pricing Group serves the same role as comparable investment bank groups; however, PFM is not engaged in any trading or market making activities

- Provide aggressive and informed representation to our clients in the pricing of securities
- Our clients can rest assured their pricings secured the lowest borrowing costs





Team Experience



Active in the Arizona Market

- PFM is well versed in providing financial advisory services within Arizona
- Our work includes everything from long range financial planning (and building models for LRFP) to planning and executing debt transactions
- Our work has included engagements with the following entities, among others



City of Casa Grande



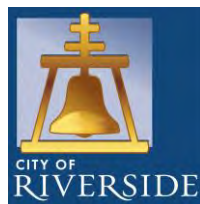
City of Phoenix





Active in the Water and Wastewater Market

- PFM is the number one water and wastewater financial advisor by both par amount and number of transactions
- PFM has provided financial advisory services to numerous water and wastewater utility clients throughout the Western United States, some of which are shown below
- Our work includes financial planning, capital financing, credit rating strategies, and investor strategies





Funding for Water and Wastewater Projects



Funding Avenues for Water and Wastewater

- Given the importance of water and wastewater in the Western US, funding opportunities for capital improvement projects have expanded:
 - Local funding
 - State SRF funding
 - Federal funding (WIFIA, USDA, etc.)
- IIJA also expanded funding for water, however, much of the funding is an expansion of existing sources (such as SRF funding)



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• Time efficient market access	<ul style="list-style-type: none">• Lower issuance costs• Pricing can be attractive• No need for ratings/disclosure	<ul style="list-style-type: none">• Attractive interest rates
Considerations	<ul style="list-style-type: none">• Borrowing costs can be higher than private market• Disclosure requirements• Restrictive covenants• Tax law constraints	<ul style="list-style-type: none">• Legal terms and covenants may be more restrictive• Term of loans may be constrained• Market demand less predictable• Tax law constraints	<ul style="list-style-type: none">• Not all projects are eligible• Terms and covenants may be restrictive• Lengthy issuance timeline• Documentation• Potential impacts of “federalizing” project
Examples	<ul style="list-style-type: none">• Bonds• Notes	<ul style="list-style-type: none">• Obligation placed with single investor• Bank loan	<ul style="list-style-type: none">• WIFIA• WIFA• USDA

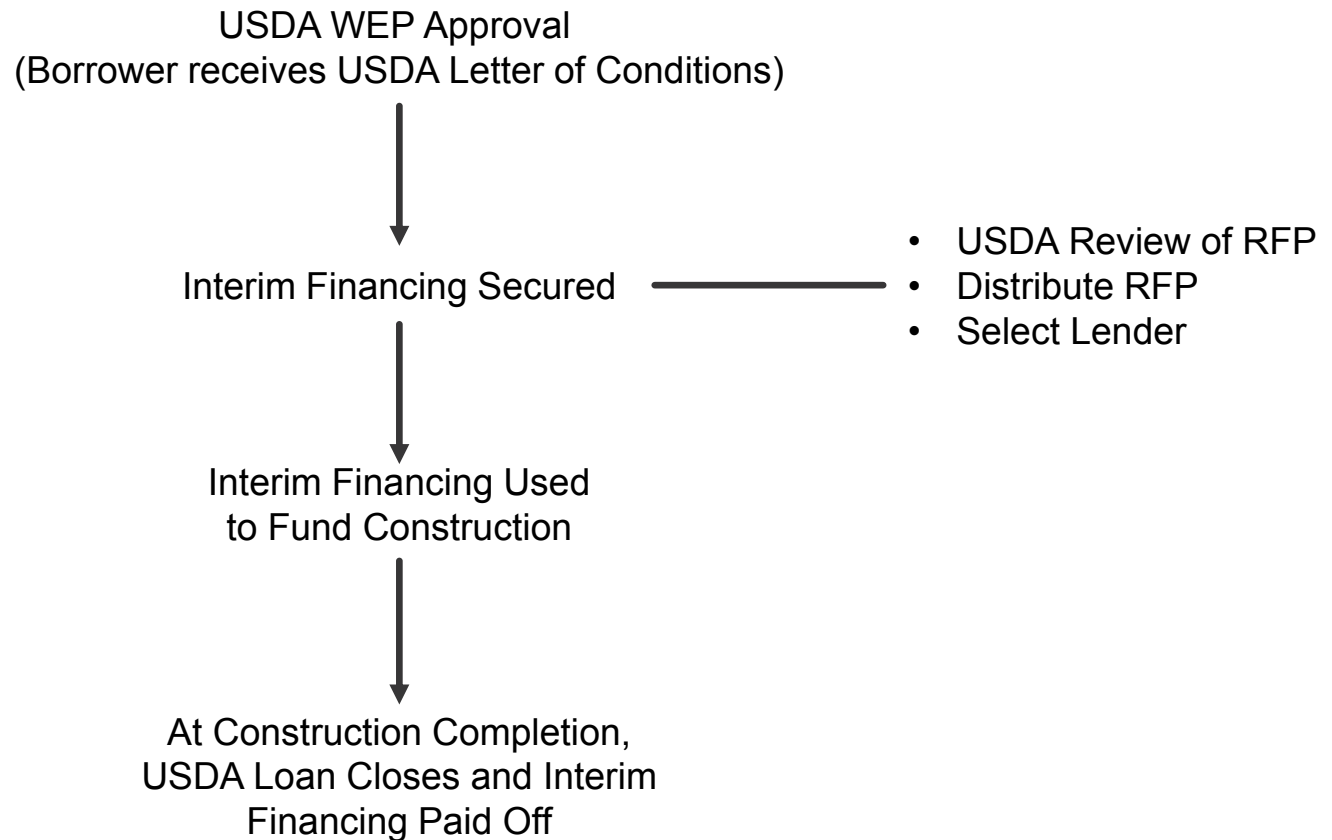


USDA Loans – Interim Financing

- 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”



USDA Loan Process (Financing Element)



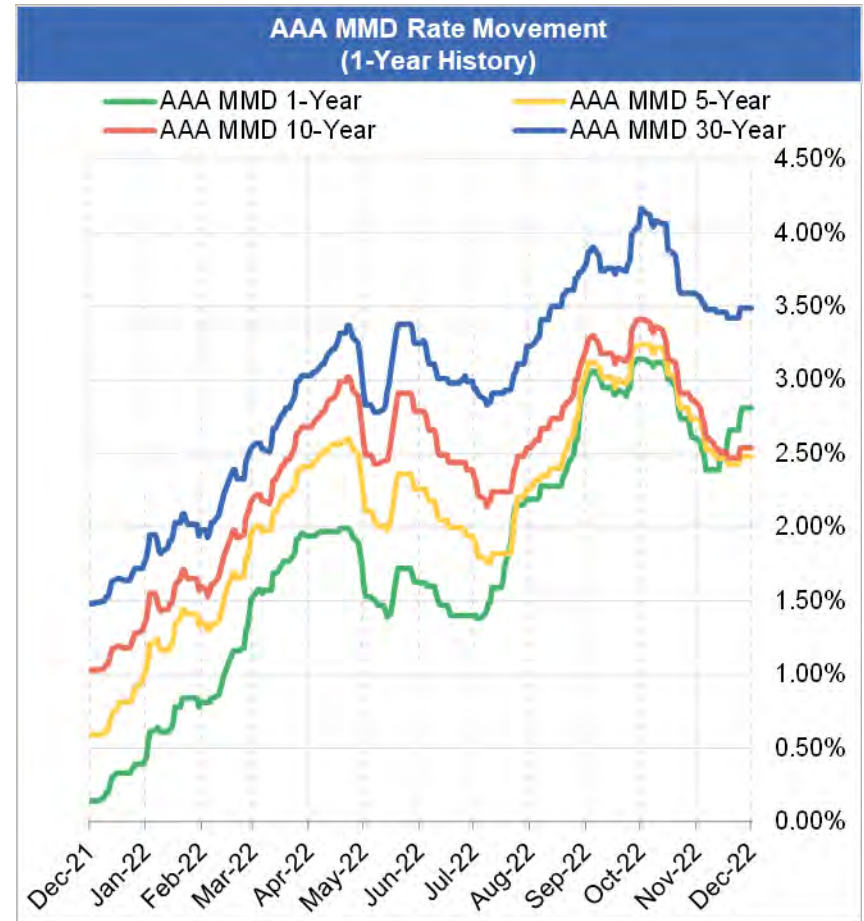


Appendix: Key Market Trends



Key Market Trends

- For much of 2021, interest rates remained at or near historic lows
- Since the beginning of 2022, interest rates have begun increasing
 - 30-Year AAA MMD (01/03/2022): 1.50%
 - 30-Year AAA MMD (12/30/2022): 3.58%
- After increasing for the first half of 2022, interest rates have entered a period of volatility
 - 30-Year AAA MMD Year-to-Date High (10/27/2022): 4.16%
 - Since reaching a year-to-date high on October 27, 30-year MMD decreased by 0.58% to today's rate (as of December 31)





Interest Rate Forecasts

Below are relevant taxable and tax-exempt interest rate forecasts through December 2023

MMD Yields	12/30/2022	1Q2023	2Q2023	3Q2023	4Q2023
2-Year	2.60%	3.10%	2.95%	2.75%	2.35%
5-Year	2.52%	3.15%	3.05%	2.80%	2.45%
10-Year	2.63%	3.25%	3.10%	2.90%	2.60%
30-Year	3.58%	3.90%	3.80%	3.65%	3.40%

Treasury Yields	12/30/2022	1Q2023	2Q2023	3Q2023	4Q2023
2-Year Treasury	4.40%	4.50%	4.30%	4.10%	3.80%
5-Year Treasury	3.96%	4.15%	4.00%	3.80%	3.45%
10-Year Treasury	3.83%	4.00%	3.90%	3.70%	3.40%
30-Year Treasury	3.94%	4.00%	4.00%	3.85%	3.75%

Source: J.P. Morgan Municipal Issuers Market Update – January 3, 2023



pfm



January 4, 2023

Mr. Brett Klein, Town Manager/Clerk

Town of Jerome

600 Clark Street, P.O. Box 335

Jerome, AZ 86331

b.klein@jerome.az.gov

Re: Credentials to Represent the Town of Jerome and Pricing Proposal – Utility Revenue Bonds/Grants, and Other Public Works Projects

Dear Mr. Klein:

I enjoyed communicating with you recently and learning more about the Town of Jerome, Arizona (the “Town”) and the public policy goals as it relates to the wastewater and water utility systems and other public works projects important to the Town. Due to Stifel’s (the “Firm” or “Stifel”) representation of a significant number of smaller and medium sized cities and towns in Arizona and our related experience, we are excited about the prospect of working closely with you, staff and your Town Council in reviewing all alternatives and executing a successful plan of finance in a timely manner for the Town.

We pledge to work closely with the Town and all professionals/agencies/financial institutions in a collaborative manner and provide a high level of technical expertise and customer service to the Town. Our goal is to maximize the efficiency of the transaction and we have the specialized rural utility financing experience to represent the Town.

The Firm represents virtually all of the local governments in the Verde Valley, including the Town of Clarkdale, Town of Camp Verde, City of Cottonwood, City of Sedona, Verde Valley Fire District and Yavapai County where we have assisted with a wide variety of utility and public infrastructure projects. Other clients in the area include the City of Flagstaff, Coconino County, Town of Prescott Valley and the Town of Chino Valley.

Since the Town is interested in retaining a firm to assist with its utility improvements and potential interim financing needs, we have summarized below our unique and extensive experience in Arizona with rural utility finance – a technical specialty we have developed over many years through the completion of numerous successful rural utility revenue (new money and refunding) transactions.

Representative Sample of Arizona Rural Infrastructure USDA-RD and WIFA Transactions Managed by Stifel (a)							
Year	AZ Client	Type of Project	WIFA Loan	WIFA Grant	USDA Loan	USDA Grant	Type of Financing Structure
2023	T. of Clarkdale	WWTP Expansion	TBD	TBD	TBD	TBD	Utility Revenue Bonds/Maximum Grant Funds – Transaction in Process
2023	T. of Camp Verde	\$15 m, WWTP and Collection Lines – Improvement District	TBD	TBD	TBD	TBD	Commercial Improvement District (ID) – I-17 and 260 Assessment Area – in process of structuring and forming in 2023. Possible EPA Grant. WIFA grant discussions in process.
2022	T. of Camp Verde	Water Utility Acquisition	\$9.275	\$900k			Bullard Water Company Acquisition / Negotiated Transaction, Utility Revenue Loan Agreement
2018	T. of Camp Verde	WW Utility Improvements	\$3.5 m	\$1.0m			WW Utility Revenue Loan/Negotiated Grant
2018	T. of Clifton	WWTP & Collection System	\$3.6 m	\$1.8 m			Pivot to WIFA due to new USDA/RD Requirements. Utility Revenue Loan
2018	T. of Quartzsite	WWTP			\$3.4 m	\$3.0 m	Revenue Promissory Note / Conduit Corp. (MPC)
2017	C. of Willcox	WWTP			\$2.0 m	\$5.3 m	Revenue Promissory Note / Conduit Corporation (MPC).
2017	C. of Somerton	Water/WW			\$2.6 m	\$0	Revenue Promissory Note / Conduit Corp (MPC)

Representative Sample of Arizona Rural Infrastructure USDA-RD and WIFA Transactions Managed by Stifel (a)							
Year	AZ Client	Type of Project	WIFA Loan	WIFA Grant	USDA Loan	USDA Grant	Type of Financing Structure
2016	Buckskin Sanitary (La Paz County, AZ)	Collection Lines			\$2.5 m	\$5.8 m	Special Assessment Revenue Bonds, Assessment District No. 4
2016	Town of Miami	Collection System Improvements			\$4.8 m	\$19.3 m [includes Colonia]	Revenue Promissory Note / Conduit (MPC)
2006	City of Bisbee	WWTP and Collection Lines			\$3.0 m	\$3.0 m	Revenue Promissory Note / Conduit (MPC) Additional Funding: \$10.2 million NAF Grant, \$11.0 million Water Infrastructure Finance Authority and \$2.0 million Contribution

(a) Financings which, without USDA-RD (Grants and Loans) and WIFA (loans and possible forgivable principal) assistance, would likely may not have been feasible or would have resulted in significantly higher utility rates within the municipal jurisdiction. Mr. Reader was a key financing team participant in the development of the above conduit legal structure for Arizona City/Town clients that enabled transactions to be completed in Arizona as a result of complying with both USDA and state law requirements. The structure has been utilized accordingly over the past 20-years by numerous Arizona cities/towns as a result.

The above case studies represent our significant experience with new money wastewater/water utility projects working closely with USDA and WIFA, including assistance and strategy to maximize Grant funds for clients we work with. As indicated above, we have assisted our clients with securing over \$40 million from just the projects outlined above which does not include \$2 million of Grant Funds from WIFA in connection with our recent representation of Bullhead City on a separate water and wastewater financings.

Since of the Town's debt structure will likely be repaid from net utility revenues (although not uncommon for some cities and towns to subsidize if necessary), we have outlined below several revenue bonding rural utility case studies which we thought would help outline our significant experience with regard to utility revenue and special tax (excise tax) secured bonds. As is the case with the new money component outlined above, the refunding/restructuring process is a very specialized area and our experience, we believe, would be of significant value to the Town of Jerome – relative to the multitude of alternatives to thoroughly analyze and discuss.

As outlined in the attached, the Stifel Arizona Team has extensive experience serving cities and towns throughout the State. The following highlights our unique skill sets and market leading credentials:

- ♦ Eight senior banking professionals - leader in virtually all sectors of the market – including sectors and specific transactions relevant to the Town of Jerome
- ♦ Extensive Arizona bond experience over the past (3) years completing 271 financings totaling \$7.735 billion (see Appendix A in Overview of Credentials to serve as Financial Advisor)
- ♦ Extensive water and wastewater utility new money and restructuring bond experience
- ♦ Extensive general obligation bond election and bond structuring expertise
- ♦ Significant experience and knowledge of WIFA CW and DW and USDA financing programs – including significant experience in refunding and restructuring such obligations – as appropriate for savings or other purposes
- ♦ Extensive experience with general government public infrastructure projects and finance such as flood control, roads, parks and open space

We believe the Financing Team members assigned to the Town have specialized areas of expertise in a number of financial and public policy disciplines that differentiate us from other Firms.

On behalf of Stifel, we appreciate the opportunity to present our *specialized credentials* to represent the Town. For the reasons indicated herein and our specialized area of expertise with rural cities and towns and our rural utility financing experience, we strongly believe Stifel would be the best firm for the Town to work with to carry out the public policy goals and objectives of the Town. If retained, we will develop in a timely manner a utility financing analyses and alternatives for review and discussion – working hard to make each financing as efficient as possible with the goal of lowering utility rates and charges for the Jerome community.

If we can answer any questions or provide additional information, please don't hesitate to contact us. We very much look forward to hearing from you soon.

Sincerely,

Stifel, Nicolaus & Company, Incorporated



Mark Reader
Managing Director
(602) 794-4011
(602) 794-4046 (fax)
mreader@stifel.com



Randie Stein
Managing Director
(602) 794-4002
(602) 794-4046 (fax)
rstein@stifel.com



Ken Cherevka
Assistant Vice President
(602) 794-4014
(602) 794-4046 (fax)
kcherevka@stifel.com

Encl.: Appendix A – Compensation

Attach: Overview of Credentials to Serve as Financial Advisor

APPENDIX A
Compensation
Town of Jerome, Arizona

Based on par, see below an additional fee may be negotiated and approved by the issuer as follows:

Principal Amount of Issue Fee (See Chart Below for Breakdown)

	Less than 2 Million (Estimate Interim Construction Loan)	\$6.7 Million (Est)
New Revenue Bonds/Loan and Grant Funds		
Fee for Financial Advisor	\$25,000	\$35,000

Additional information & adjustment to fees:

For assistance with complex financings in any role or unique requests outside traditional value added services, the Firm would negotiate a fair amount of additional compensation with the issuer. Complex financings include, but not limited to: (1) title or real estate issues, (2) utility company acquisitions, (3) tax increment or land based security (special districts), (4) public/private partnerships (for-profit, non-profit, governmental purpose facilities), (5) unusual time consuming negotiations including transactions with Federal or State agencies, or (6) other circumstances requiring a significantly higher degree of complexity, credit challenges or effort (e.g., requests to attend an unusually large number of meetings).

Stifel will provide the Town with significant on-going professional services such as legislative matters, development analysis, GPLETs, property tax analysis (i.e., how do legislative changes impact the Town), continuing disclosure and rating agency assistance at no additional costs as part of our advisory fees. The Stifel team is always available to prepare analyses, presentation materials and attending meetings as required by the Town. Additionally, the Town has access to our Firm resources such as our economists, fixed income portfolio strategist and bond underwriter (Mike Imhoff) on an as needed basis. The Firm resources are substantial. As our Firm typically underwrites more Arizona issued bonds than any other firm, our underwriters know the market well and we see this as an advantage to our advisory clients when they issue bonds.

Stifel willing to negotiate fees as required. Stifel does not want to lose the engagement over price. As mentioned herein, Stifel pledges to provide the Town with a high level of customer services (of which we are known for) and technical experience. After a successful financing, we remain a trusted resource for the Town for many years to come.



Overview of Credentials to Serve as Financial Advisor

January 4, 2023

Presented by:
Mark Reader
Managing Director
mreader@stifel.com
(602) 794-4011

STIFEL | Public Finance

Table of Contents

- I. Introduction to Stifel Financing Team Assigned to the Town of Jerome
- II. Town Public Policy Goals & Objectives
 - Financial Advisor Scope of Services Summary
- III. Arizona City/Town/Special District Rural Finance Case Studies:
 - 1. Town of Clifton, AZ
 - 2. Town of Miami, AZ
 - 3. Buckskin Sanitary District (La Paz County, AZ)
 - 4. Town of Camp Verde, AZ
 - 5. Lake Havasu City, AZ
 - 6. Verde Valley Northern Arizona References

Appendix

- A. Stifel Experience List

Disclosure

I. Town of Jerome Financial Advisory Team



Mark Reader
Managing Director
(Lead)

- 34 years of Arizona Public Finance experience
- Specialty/Focus: Arizona Cities & Towns, CFDs/IDs (land secured) and Counties
- Clients include: Town of Camp Verde, Town of Clarkdale, City of Sedona, City of Flagstaff and Verde Valley Fire District
- Significant Arizona financing experience includes: water/wastewater, excise tax secured, ID, water utility acquisitions, GO bonds and Economic Development Transactions
- Rural utility financing expert & focus
- PSRS and ASRS Public Pension Assistance
- Licenses: Series 7, 50 and 63



Randie Stein
Managing Director

- 20 years of Arizona Public Finance experience
- Previous experience 10 years as key fiscal analyst for the State Senate and 5 years as a public policy consultant
- Areas of expertise include: Arizona revenue and taxation, State land trust, property taxation, GPLET and substantial Arizona legislative experience
- Clients include City of Phoenix, Maricopa County Hospital and Arizona School Facilities Board
- Member Arizona Public Safety Personnel Retirement System Board of Trustees
- Licenses: Series 50, 52, 53 and 60



Ken Cherevka
Assistant Vice President

- 5+ years of Underwriting Public Finance experience
- Technical support including quantitative analysis, preparation and distribution of offering documents and client rating, investor presentations
- Recent Arizona Clients: City of Yuma, City of Peoria, Northwest Fire District, Drexel Heights Fire District
- Licenses: Series 50, 52 and 63

II. Town Public Policy Goals and Objectives

1. Complete Improvements to the Town's Utility Systems – maximize Grant funds to the extent possible and minimize, to the extent possible, utility rate increases
2. Economic Development related projects – as appropriate for the Town
3. Retain a Financial Advisor to assist the Town with a variety of services – as required

Summary of Financial Advisor Services – Utility Revenue Bond/Loan and Grant Transaction 2023

Type/Scope of Services	Responsibilities/Comments
<p>Review April 8, 2022 USDA Letter of Conditions and Provide Comments</p> <p>Stifel congratulates the Town of Jerome on the substantial amount of work completed and the grant/loan percentage currently incorporated in the Letter of Conditions.</p> <p>Stifel would take a lead role in managing the financings ensuring a high level of customer service and collaboration with all parties involved – to efficiently move towards a closing and the subsequent commencement of the construction.</p>	<p>Update throughout the process the sources and uses of funds and sample amortization schedules – working closely with Utility Rate Consultant to include in the financial model always ensuring integrity of the rate plan and ability to repay and maintain compliance with financing covenants over the years.</p> <p>Advise the Town on the proposed bond/loan covenants including the debt service coverage ratio, additional bonds test requirements, debt service reserve and capital replacement reserve requirements and amortization. Advise on the possible utilization of capitalized interest during the development of the final utility rate structure financial model. Review outstanding debt obligations and covenants, if any.</p> <p>Consider, if necessary, the utilization of other pledged revenues as a way to manage the utility rate plan with the public policy objectives of the Town. For example, it is not uncommon to have a combined water and wastewater utility net revenue pledge.</p> <p>Assist with the evaluation / review of all financing options under Arizona law and additional revenue sources which might be helpful. Always work in the best interest of the Town and provide advice accordingly.</p>
Assistance with Interim Construction Financing as Required by USDA	Advice and review of interim construction financing alternatives, interest rate negotiation and review of all transaction documents on behalf of the Town – working closely with the Town's bond attorney, agencies and interim investor(s).
Utility Rate Study Review	Participate in the review of the financial model/report – providing assistance with regard to the debt covenants and pledged revenue alternatives. Stifel will provide value added services during this important process.
Assistance with the refinancing or take-out of the Interim Construction Loan with proceeds of the USDA-RD source of funds	Assistance with all financial and legal review aspects of the transaction working closely with the Town's bond attorney.
Attend Town Council meetings	Provide summary overview of the terms and conditions of each transaction and address all questions Town Council might have and continue the education process – working closely with bond counsel and other financing team participants.
Completion of closing letters for both the Interim Construction and Permanent Financings	Stifel will take the lead in drafting these important letters to ensure a smooth closing process.
On-Going Annual Assistance	Stifel will always be available to answer questions and be available to the Town as questions arise.

III. Arizona City/Town/Special Rural District Finance Case Studies: Representative Sample of Arizona Rural Infrastructure USDA-RD and WIFA Transactions by Stifel ^(a)

Year	AZ Client	Type of Project	WIFA Loan	WIFA Grant	USDA Loan	USDA Grant	Type of Financing Structure
2023	T. of Clarkdale	WWTP Expansion	TBD	TBD	TBD	TBD	Utility Revenue Bonds / Maximum Grant Funds – Transaction in process.
2023	T. of Camp Verde	\$15 m, WWTP and Collection Lines – Improvement District	TBD	TBD	TBD	TBD	Commercial Improvement District (ID) – I-17 and 260 Assessment Area – in process of structuring and forming in 2023. Possible EPA Grant. WIFA Grant discussions in process.
2022	T. of Camp Verde	Water Utility Acquisition	\$9.725 m	\$900k	N/A/	N/A	Bullard Water Company Acquisition / Negotiated Transaction, Utility Revenue Loan Agreement.
2018	T. of Camp Verde	WW Utility Improvements	\$3.5 m	\$1.0 m	N/A	N/A	WW Utility Revenue Loan / Negotiated Grant.
2018	T. of Clifton (in process)	WWTP & Collection System			\$2.0 m	\$3.0 m	Revenue Promissory Note / Conduit Corp. (MPC).
2018	T. of Quartzsite	WWTP			\$3.4 m	\$3.0 m	Revenue Promissory Note / Conduit Corp. (MPC)
2017	C. of Willcox	WWTP			\$2.0 m	\$5.3 m	Revenue Promissory Note / Conduit Corporation (MPC).
2017	C. of Somerton	Water/WW			\$2.6 m	\$0	Revenue Promissory Note / Conduit Corp (MPC).
2016	Buckskin Sanitary District (La Paz County, AZ)	Collection Lines			\$2.5 m	\$5.8 m	Special Assessment Revenue Bonds, Assessment District No. 4.
2016	T. of Miami	Collection System Improvements			\$4.8 m	\$19.3 m [includes Colonia]	Revenue Promissory Note / Conduit Corp (MPC).

a) *Financings which, without USDA-RD (Grants and Loans) and WIFA (loans and possible forgivable principal) assistance, would likely may not have been feasible or would have resulted in significantly higher utility rates within the municipal jurisdiction. Mr. Reader was a key financing team participant in the development of the above conduit legal structure for Arizona City/Town clients that enabled transactions to be completed in Arizona as a result of complying with both USDA and state law requirements. The structure has been utilized accordingly over the past 15-years by numerous Arizona cities/towns as a result.*

Town of Camp Verde, AZ

Public Infrastructure Projects and Refundings Recently Completed or Underway

1. \$7.0 million, Excise Tax Revenue Bonds, Series 2017 – Parks/Open Space Project – New Money
2. \$2.5 million, General Obligation Refunding Bonds, Series 2017 – Refunded (2) WIFA wastewater loans resulting in secondary tax rate reduction of \$0.32 per \$100 of assessed valuation decrease
3. \$3.5 million WIFA WW Utility Improvements New Money (2018): \$1.0 million Grant (forgivable principal)
4. \$2.8 million, WIFA Refunding of USDA-RD Special Assessment Bonds (treatment plant and collection system improvements) resulting in savings of approximately \$450,000 – in process
5. Economic Development Improvement District (2023) – I-17 and 260 ADOT – Private property owners considering participation to help pay for wastewater utility improvements to attract additional retail
6. \$3,015,000 PSPRS Bond Refinancing of Unfunded Pension Liability – see attached Case Study, Series 2022

STIFEL

[illegible]

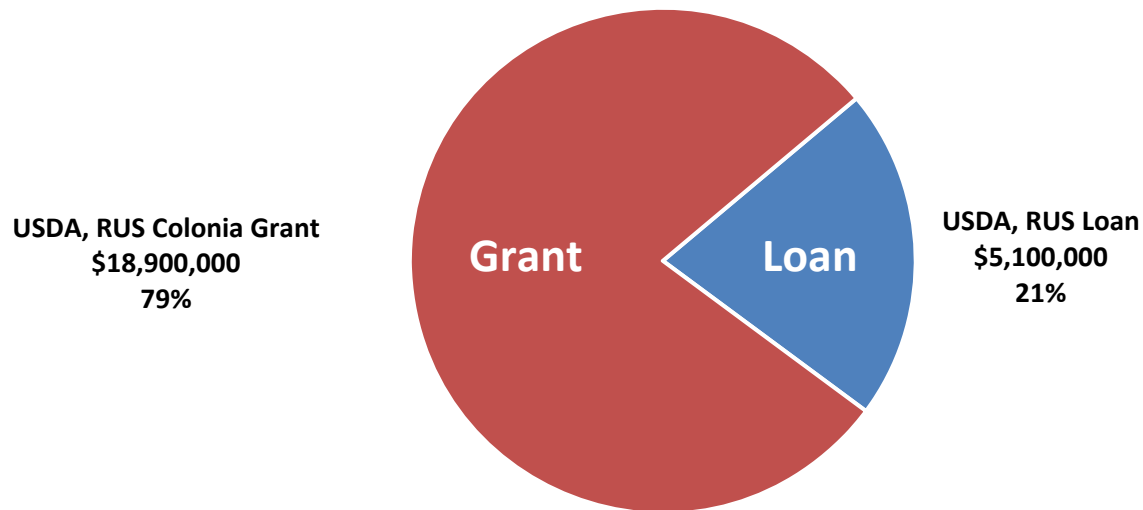
STIFEL | Public Finance

Town of Miami, AZ Municipal Property Corporation / USDA-RD Financing Partnership

\$26.0 million, Wastewater Utility Revenue Promissory Note and Grant Agreement Series 2014, Series 2015, Series 2016 (Phased Financing Program)

- Complete replacement of sewer collection lines (constructed in the 1920s)
- \$5.4 million wastewater treatment plant in-kind donation from Freeport-McMoRan Copper Company
- Colonia designation
- WIFA funded 1% short-term design and engineering promissory note – taken out with RD financings

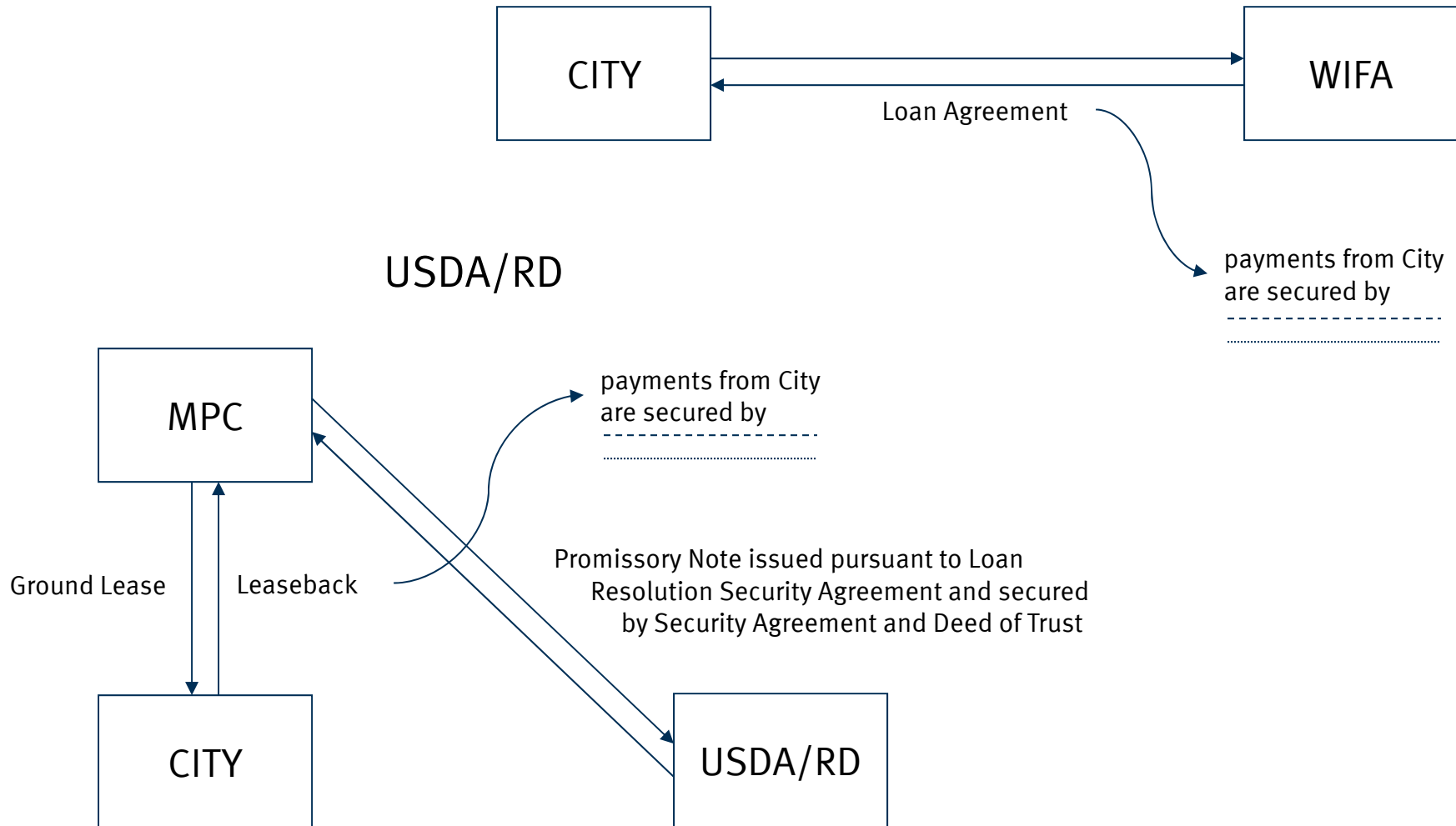
Loan / Grant Allocations:



- USDA promissory note secured by net WW revenues: 1.625%, 40-year amortization, early-prepayments, DSRF
- Phase USDA/RD financing to accommodate significant grant funds
- Town – very appreciative and pleased with USDA partnership
- Role of Stifel: Financial Advisor

Purpose of forming the Town of Miami Municipal Property Corporation (MPC)

Transaction Structures

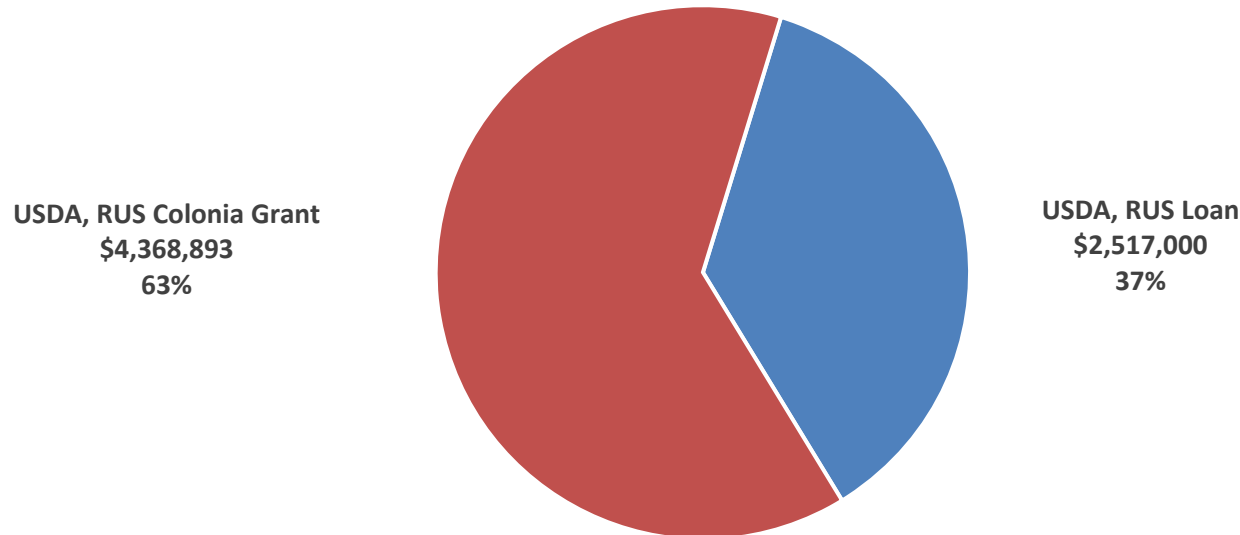


Buckskin Sanitary District (La Paz County, AZ) USDA-RD Financing Partnership

\$6.9 million, Special Assessment Bonds and Grant Agreement, Special Assessment Area 4, Series 2016
[Colorado River Environmental Clean Up Project]

- Collection line improvements to connect 700 residential customers (5.5 miles of lines)
- WWTP Upgrades
- Special assessment capital cost allocated to each property owner based on equitable benefit

Loan / Grant Allocations:



- Additional \$1.5 million USDA grant provided to assist with connecting residential customers
- USDA loan: 1.625%, 40-year amortization, early-prepayments, DSRF not required (state law prohibitive)
- Prior Assessment Area 1 and Assessment Area 3 financed by USDA-RD through Grant/Loan Program – AA 5 & 6 in Process
- District/Community – very appreciative and pleased with USDA Partnership
- Role of Stifel: Financial Advisor

Buckskin Sanitary District Construction Project Assessment Area No. 4



Town of Camp Verde, AZ

\$3,015,000 Pledged Revenue Obligations, Series 2022

Executive Summary

Faced with substantially increasing annual contributions associated with legacy unfunded Tier 1 and Tier 2 public safety marshals employee pension liabilities totaling \$2.7 million, the Town placed its Pledged Revenue Obligations (the "Obligations") to refinance 100% of its Unfunded Actuarial Liability (UAL) with the Arizona Public Safety Personnel Retirement System (PSPRS).

Due to the relatively small size of the transaction, rural nature of the Town (population: 12,216), expected investment grade credit rating (AA range) and changing market conditions between the public sale (bond market) and private placement market alternatives, Stifel took a very thoughtful approach and evaluated both markets carefully with the Town - selecting the alternative that was most efficient for the Town. The Town was able to secure a 2.77% bid from a regional financial institution with a significant Arizona presence along with the ability to prepay the Obligations at any time with no penalty – a very attractive feature and very low interest rate. Accordingly, the Town selected the private placement financing option.

At an all-in borrowing rate of 3.3%, the expected budgetary savings to the Town from the financing are approximately \$2.1 million (\$1.6 million expected net present value). On the date of delivery of the Obligations (February 28, 2022), net proceeds will be used to make a deposit to PSPRS which will result in the Town being at or around 100% funded on their Tier 1 and Tier 2 unfunded liability.

Town Public Policy Objectives and Accomplishments:

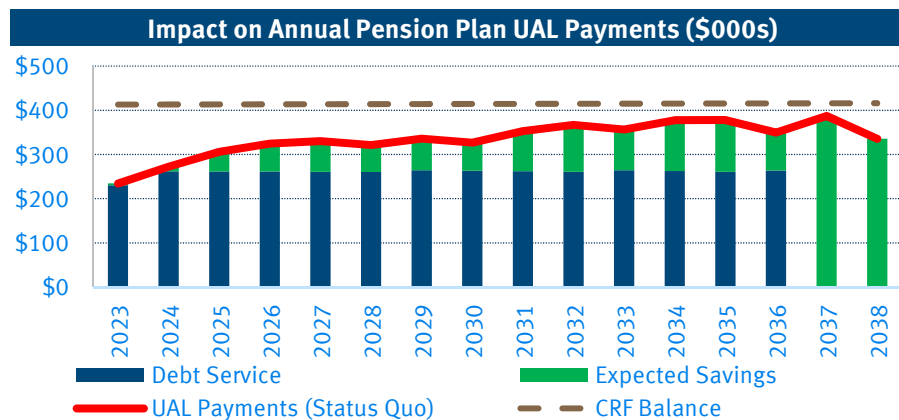
- ✓ "Chopped down the mountain" of escalating UAL Tier 1 and 2 payments to PSPRS with fixed annual level debt service payments and shortened the amortization by two years (14-year amortization on Series 2022 transaction). See graph below titled Impact on Annual Pension Plan UAL Payments
- ✓ Private placement transaction (versus public sale) resulted in reduced costs of issuance
- ✓ Regional financial institution submitted a bid of 2.77% and the ability to prepay with 30 days' notice at par (no prepayment penalty)
- ✓ Adopted a PSPRS Contingency Reserve Fund (CRF) policy which included a \$412,632 deposit from obligations (CRF not a required bond covenant but as asset to manage the on-going liability over the next 14-years)
- ✓ Achieved \$1.6 million in expected present value savings

Unique Features

- The Loan may be prepaid, in whole or in part, anytime at par plus accrued interest with 30 days' prior written notice
- In conjunction with the borrowing, the Town will establish a \$412,632 Contingency Reserve Fund, to mitigate the impact of investment return volatility and changes in select actuarial assumptions made within the Plan

Analysis Results

Targeting a nearly level annual debt service structure of \$260,000, the Town refinanced its UAL with the low interest rate taxable Obligations, resulting in expected reduced annual budget volatility and significant expected cash flow and net present value savings.



Summary Statistics	
Pricing Date	2/15/22
Dated Date / Delivery Date	2/28/22
All-In True Interest Cost	3.30%
Average Life	7.440 years
Par Amount	\$3,015,000
Expected Cash Flow Benefit	\$2,135,000
NPV of Expected Savings @ 2.77% (the Arb. Yield) ¹	\$1,583,315
Total Expected NPV Benefit (%)	52.51%
Funding Status after Pension Obligations ²	100.00%

1. Discounted at 2.77%, the Arbitrage Yield of the Certificates.
2. Calculated as current AVA plus Pension Fund Deposit, divided by AAL plus Timing Adjustment plus Unrecognized Liability. Given the practice of amortizing unrecognized liabilities, the actuarial funded ratio immediately following the issuance will likely be greater.

Lake Havasu City, AZ - \$348 Million WW System Overview

1. Largest City in the western U.S. without a comprehensive wastewater system (approx. 50,000 population)
2. \$463 million bond election held on November 6, 2001 (78% of voters approved)
3. All projects completed between 2003 and November 2011 [construction commenced in 2002]:
 - Approximately \$348 million in debt issued (\$115 million under budget)
 - 21,135 connections, 274 miles of gravity sewer mains; 286 miles of sewer laterals; 3,891 manholes
 - 8.2 MGD of WWTP capacity (added 4.6 MGD); 30 WW pump stations
4. \$348 million financed through SRLF (WIFA) and GADA (State financing programs)
 - 90% debt funded (not grant eligible); WIFA required 20-year amortization on certain loans
 - WIFA required credit ratings and bond insurance
5. Great recession resulted in City's desire to restructure debt due to changing economics
6. Stifel's Role: Financial Advisor

Lake Havasu City 2015 Public Policy City Goals to Restructure Debt

1. City Goals/Objectives

- Reduce annual debt service from \$21m to \$14m – level debt service structure (see chart herein)
- Create efficient financing structure through public offering and WIFA refunding of GADA 5% loan agreement
- Negotiate WIFA call features resulting in \$14,000,000 benefit to the city
- Improve the economic model of the City's Wastewater Enterprise System and impact on WW rates
- Increase average life of debt from 11-year to 18-years to more closely match useful life of assets and spread benefits to future generations
- Limit present value loss associated with the restructuring

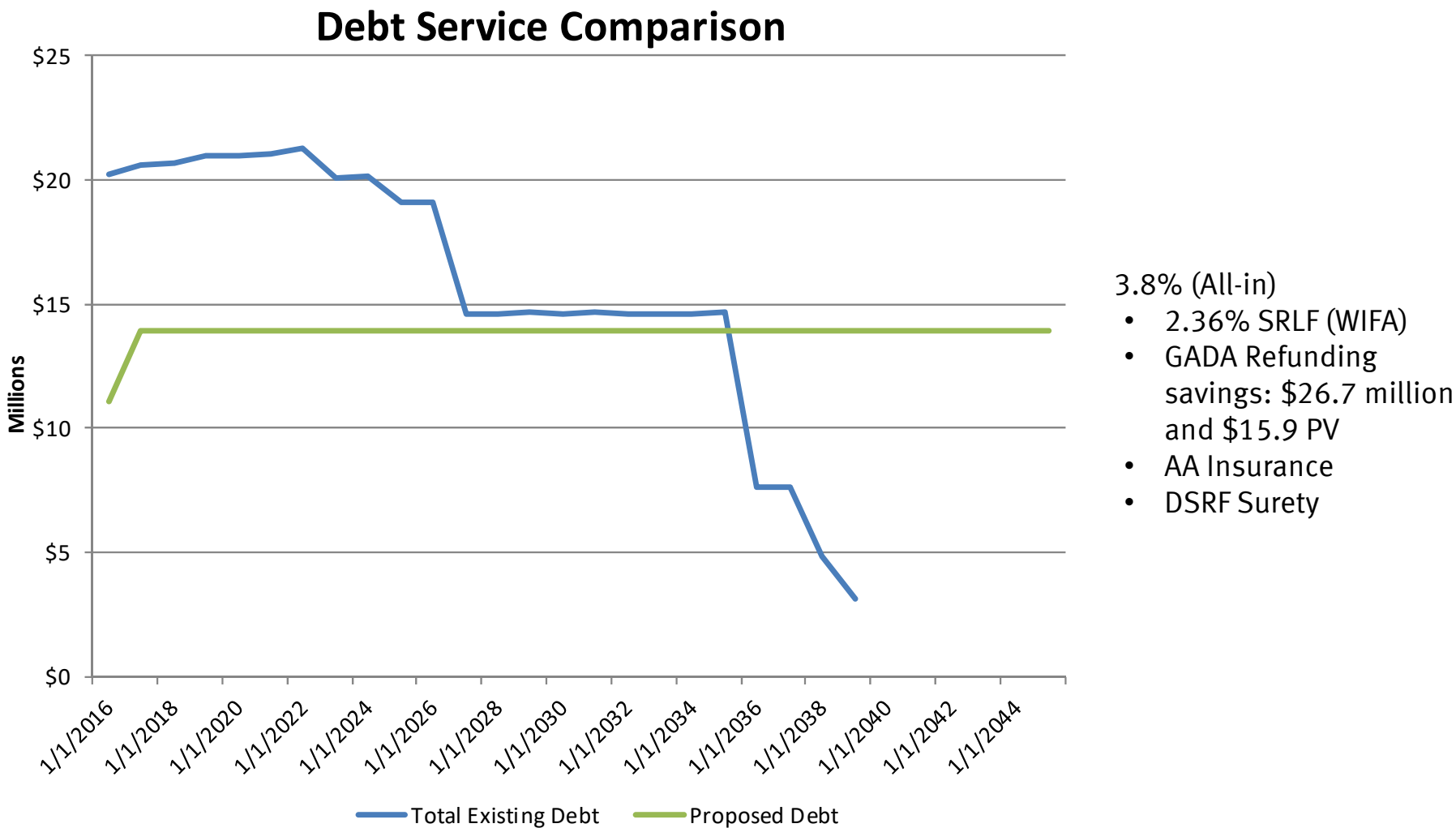
2. Current Outstanding Debt [Series 2002 – Series 2009] and City Cash Used to Redeem / Payoff Outstanding Debt

WIFA Loan Payoffs on July 1, 2015 (Includes Principal & Interest)	\$23,354,854	De-Leverage
Additional Cash to be Contributed by the City	\$6,500,000	De-Leverage
Par Amount of Remaining WIFA and GADA Loans to be Refunded	\$245,164,587	[Reduced \$93m]
Average Life	11.7 Years	Strong Asset Cond
Average Cost of Capital	3.75%	WIFA and GADA

3. Financing Structure, Series 2015 [Public Sale and SRLF (WIFA) Participation]

	<u>Est. Proceeds</u>	<u>Type of Sale / Rating</u>
Series A: Senior Lien Wastewater System Revenue Bonds / Ad Valorem Secured	\$71,775,000	Public, AA- / Aa3
Series B: Senior Lien Wastewater Utility System Revenue Bonds	\$98,300,000	Public, A- / A2
Series A-1: WIFA Refunding Loan Repayment Agreement / Sr. WW Lien / Ad Valorem	\$58,972,736	WIFA, AA- / Aa3
Series A-2: WIFA New Money, Loan Repayment Agreement / Sr. WW Lien / Ad Valorem	\$1,297,000	WIFA, AA- / Aa3
Preliminary Estimated Total	<u>\$230,344,736</u>	

Lake Havasu City Old Debt – New 2015 Refunding Debt



Verde Valley Northern Arizona References

Northern Arizona References	
Mr. Rudy Rodriguez, Deputy Finance Director City of Cottonwood (928) 340-2710 rrodriguez@cottonwoodaz.gov	Mr. Michael Showers, Finance Director Ms. Gayle Mabery, Interim Town Manager Town of Camp Verde (928) 554-0811 / (928) 567-6631 michael.showers@campverdeaz.gov / gayle.mabery@campverdeaz.gov
Mr. Rick Tadder, Management Services Director City of Flagstaff (918) 213-2205 rtadder@flagstaffaz.gov	Mr. Joe Duffy, Finance Director Town of Chino Valley (928) 636-2646 jduffy@chinoaz.net
Ms. Karen Osburn, City Manager Ms. Cherie White, CPA, Finance Director City of Sedona (928) 204-7127 / (928) 203-5193 kosburn@sedonaaz.gov / cwhite@sedonaaz.gov	Ms. Susan Guthrie, Town Manager Town of Clarkdale (928) 639-2415 susan.guthrie@clarkdale.az.gov
Mr. Danny Johnson, Fire Chief Ms. Lisa Elliott, Administrative Manager Verde Valley Fire District (928) 634-2758 djohnson@verdevalleyfire.org / lelliott@verdevalleyfire.org	

Appendix

Appendix A

Stifel Arizona Underwriting Experience in 2020 - 2022

Stifel Arizona Underwriting Experience in 2020-2022				
Dated Date	Issuer	Issue Description	Par	Role of Stifel
12/21/2022	Paradise Valley Unified School District No. 69	School Improvement Bonds, Project of 2019, Series 2022D	\$86,585,000	FA
12/20/2022	Town of Florence	Merrill Ranch Community Facilities District No. 1 Special Assessment Lien Bonds, Series 2022	721,000	PA
12/9/2022	Bullhead City	Utility Revenue Obligations, Series 2022	5,268,000	PA
12/8/2022	City of Sedona	Excise Tax Revenue Obligation, Second Series 2022	10,148,000	PA
12/8/2022	Lake Havasu Unified School District No. 1	School Improvement Bonds, Project of 2016, Series 2022C	13,765,000	SOLE
11/16/2022	Pima County	Sewer System Revenue and Revenue Refunding Obligations, Series 2022	68,225,000	CO-MGR
10/28/2022	Sahuarita Town of,	Wastewater System Revenue Obligations, Series 2022	5,800,000	FA
10/27/2022	Marana, Town of	Gladden Farms (Phase II) Community Facilities District General Obligation Bonds, Series 2022 (Bank Qualified)	6,220,000	FA
10/27/2022	Buckeye Elementary School District No. 33	School Improvement Bonds, Projects of 2015 and 2019, Series 2022	8,615,000	SOLE
10/27/2022	Liberty Elementary School District No. 25	School Improvement Bonds, Project of 2019, Series D (2022) (Bank Qualified)	9,100,000	SOLE
10/21/2022	Bullhead City	Utility Revenue Obligations, Series 2022	5,295,000	PA
10/20/2022	Glendale Union High School District No. 205	School Improvement Bonds, Project of 2020, Series 2022B	57,905,000	SOLE
10/6/2022	Coconino County	Pledged Revenue Obligations, Taxable Series 2022	53,170,000	SOLE
9/26/2022	Florence, Town Of	Merrill Ranch Community Facilities District No. 2 General Obligation Bonds, Taxable Series 2019 (Defeasance)	94,621	FA
9/22/2022	Yuma County	Pledged Revenue Obligations, Series 2022	57,175,000	FA
9/20/2022	Tolleson Union High School District No. 214	School Improvement Bonds, Project of 2021, Series 2022A	39,710,000	LEAD
9/14/2022	Pinal County	Pledged Revenue Obligations, Taxable Series 2018 (Defeasance)	31,358,244	FA
8/25/2022	Mesa, City Of	Utility Systems Revenue Refunding Obligations, Series 2022C	57,655,000	CO-MGR
8/18/2022	Window Rock Unified School District No. 8	Impact Aid Revenue Bonds, Series 2022	21,665,000	SOLE
8/18/2022	Window Rock Unified School District No. 8	Impact Aid Revenue Refunding Bonds, Taxable Series 2022	1,975,000	SOLE
8/4/2022	Pinal County	Pledged Revenue Obligations, Taxable Series 2022 (Green Bonds)	115,655,000	SOLE
7/14/2022	Avondale, City of	Alamar Community Facilities District General Obligation Bonds, Series 2022	3,675,000	FA
7/7/2022	Buckeye, City of	Festival Ranch Community Facilities District General Obligation Bonds, Series 2022	6,075,000	SOLE
7/7/2022	Apache Junction, City of	Pledged Revenue Obligations, Taxable Series 2022	26,780,000	SOLE
7/1/2022	Town of Florence	Special Assessment Bonds of Merrill Ranch Community Facilities District No. 1 (Defeasance)	30,000	FA
6/29/2022	Sierra Vista, City of	Pledged Revenue Obligations, Series 2022	24,000,000	PA
6/22/2022	Mesa, City of	Utility System Revenue Obligations, Series 2022A	54,705,000	CO-MGR
6/22/2022	Mesa, City of	Utility System Revenue Obligations, Taxable Series 2022B	16,075,000	CO-MGR
6/15/2022	Crown King Fire District	General Obligation Bonds, Series 2022	207,489	PA
6/9/2022	Buckeye, City of	Tartesso West Community Facilities District General Obligation Bonds, Series 2022 (Bank Qualified)	6,960,000	SOLE
6/8/2022	Littleton Elementary School District No. 65	School Improvement Bonds, Project of 2021, Series 2022A	14,140,000	SOLE
6/2/2022	Eloy Fire District	Lease Purchase Agreement, Series 2022 (PSPRS)	1,116,798	PA
6/2/2022	Bisbee, City of	Pledged Revenue Obligations, Taxable Series 2022	21,650,000	SOLE
6/2/2022	Coolidge Unified School District No. 21	School Improvement Bonds, Project of 2019, Series 2022B (Bank Qualified)	6,970,000	SOLE
6/2/2022	Union Elementary School District No. 62	School Improvement Bonds, Project of 2015, Series 2022C (Bank Qualified)	4,410,000	SOLE
5/26/2022	Sahuarita, Town of	Rancho Sahuarita Community Facilities District General Obligation Bonds and Refunding Bonds, Series 2022	25,004,000	FA
5/19/2022	Golder Ranch Fire District	General Obligation bonds, Series 2022	3,000,000	PA
5/19/2022	Kyrene Elementary School District No. 28	School Improvement Bonds, Project of 2017, Series 2022C	30,105,000	SOLE
5/13/2022	Flagstaff, City of	Utility Revenue Obligations, Series 2022 (Storm Water Project) (WIFA Loan)	20,000,000	FA
5/12/2022	Fry Fire District	General Obligation Bonds, Project of 2018 Series 2022B (Bank Qualified)	2,915,000	SOLE
5/11/2022	Flagstaff, City of	Utility System Revenue Obligation, Series 2022A	4,092,000	FA
5/11/2022	Flagstaff, City of	Utility System Revenue Refunding Obligation, Series 2022B	4,930,000	FA
5/5/2022	Goodyear, City of	General Obligation Bonds, Series 2022	23,475,000	SOLE
4/27/2022	Arizona Board of Regents	Arizona State University System Revenue Bonds, Series 2022A (Green Bonds)	68,190,000	CO
4/27/2022	Arizona Board of Regents	Arizona State University System Revenue Bonds, Series 2022B (Green Bonds)	24,760,000	CO
4/27/2022	Arizona Board of Regents	Arizona State University System Revenue Bonds, Taxable Series 2022C (Green Bonds)	79,230,000	CO

Appendix A

Stifel Arizona Underwriting Experience in 2020 - 2022

Stifel Arizona Underwriting Experience in 2020-2022				
Dated Date	Issuer	Issue Description	Par	Role of Stifel
4/21/2022	Mesa Unified School District No. 4	School Improvement Bonds, Project of 2018, Series 2022E	83,135,000	LEAD-SNR
4/21/2022	Quartzsite, Town of	Excise Tax Revenue Refunding Obligation, Series 2022	4,615,000	PA
4/20/2022	El Mirage, City of	General Obligation Refunding Bonds, Series 2022	11,575,000	SOLE
4/14/2022	Buckeye Valley Fire District	General Obligation Bonds, Project of 2017, Series 2022B	4,895,000	SOLE
4/7/2022	Cartwright Elementary School District No. 83	School Improvement Bonds, Project of 2020, Series 2022B	15,000,000	SOLE
4/7/2022	Cartwright Elementary School District No. 83	Refunding Bonds, Series 2022	7,970,000	SOLE
4/7/2022	Pinetop Fire District	Certificated of Participation, Taxable Series 2022	7,785,000	SOLE
4/7/2022	Bullhead City	Excise Taxes Revenue Obligations, Series 2022	18,750,000	SOLE
4/5/2022	Paradise Valley Unified School District No. 69	Refunding Bonds, Series 2022	33,555,000	FA
4/5/2022	Paradise Valley Unified School District No. 69	School Improvement Bonds, Project of 2019, Series 2022C	43,300,000	FA
4/4/2022	Sedona, City of	Excise Tax Revenue Refunding Obligation, Series 2021-2	8,890,000	PA
3/31/2022	Safford, City of	Excise Tax Revenue Obligations, Taxable Series 2022	12,745,000	SOLE
3/17/2022	Avondale Elementary School District No. 44	School Improvement Bonds, Project of 2013, Series 2022F (Bank Qualified)	8,850,000	SOLE
3/10/2022	Sedona, City of	Excise Tax Revenue Obligations, Series 2022	21,640,000	SOLE
3/9/2022	Deer Valley Unified School District No. 97	School Improvement Bonds, Project of 2019, Series 2022B	35,000,000	CO-MGR
2/28/2022	Town of Camp Verde	Pledged Revenue Obligations, Taxable Series 2022 (PSPRS Refinancing)	3,015,000	PA
2/17/2022	Gilbert Unified School District No. 41	School Improvement Bonds, Project of 2019, Series 2022B	43,750,000	SOLE
2/15/2022	Sedona-Oak Creek Airport Authority	Airport Improvement Revenue Bond, Series 2022 (Taxable)	4,003,000	PA
2/3/2022	Agua Fria Union High School District No. 216	Lease Purchase (Solar & Imps Projects), Series 2022	29,785,012	PA
12/30/2021	Mesa, City of	General Obligation Bonds, Series 2021	\$9,955,000	SOLE
12/30/2021	Northern Arizona Fire District	Certificates of Participation, Taxable Series 2021	3,995,000	SOLE
12/29/2021	Buckskin Fire District	Certificates of Participation, Taxable Series 2021	6,005,000	SOLE
12/28/2021	Yuma, City of	Utility System Revenue Obligations, Series 2021	71,040,000	SOLE
12/23/2021	Hellsgate Fire District	Certificates of Participation, Taxable Series 2021	2,205,000	SOLE
12/23/2021	Avondale, City of	Pledged Revenue Obligations, Series 2021	11,770,000	FA
12/23/2021	Hellsgate Fire District	Certificates of Participation, Series 2021	490,000	SOLE
12/23/2021	Avondale, City of	Pledged Revenue Obligation, Series 2021	7,765,000	FA
12/16/2021	Avondale, City of	General Obligation Bonds, Series 2021	13,670,000	FA
12/15/2021	Chandler, City of	General Obligation Bonds, Series 2021	33,375,000	SOLE
12/10/2021	Camp Verde, Town of	Water Utility Revenue Bond, Series 2021 (WIFA)	8,000,000	PA
12/2/2021	Chandler, City of	Excise Tax Revenue Refunding Obligations, Taxable Series 2021	85,460,000	CO-MGR
11/18/2021	Sahuarita, Town of	Excise Tax Revenue Refunding Obligations, Taxable Series 2021	6,378,000	FA
11/10/2021	Chino Valley, Town of	Pledged Revenue Obligations, Series 2021	6,155,000	SOLE
11/10/2021	Fry Fire District	Certificates of Participation, Taxable Series 2021	17,360,000	SOLE
11/10/2021	Mesa, City of	Cadence Community Facilities District General Obligation Bonds, Series 2021 (Bank Qualified)	1,580,000	SOLE
11/10/2021	Summit Fire District	Certificates of Participation, Taxable Series 2021	7,820,000	SOLE
11/10/2021	Florence, Town of	Pledged Excise Tax Revenue Obligations, Series 2021	4,757,000	FA
11/10/2021	Chino Valley, Town of	Pledged Revenue Refunding Obligations, Series 2021	7,250,000	SOLE
11/9/2021	Daisy Mountain Fire District	Certificates of Participation, Taxable Series 2021	11,285,000	SOLE
11/9/2021	Willcox, City of	Pledged Revenue Obligations, Tax-Exempt Series 2021 (Bank Qualified)	1,533,650	PA
11/4/2021	Show Low, City of	Excise Tax Revenue Obligation, Second Series 2021	4,757,500	PA
11/4/2021	Oro Valley, Town of	Excise Tax and Parks and Recreation Tax Revenue Obligations, Tax-Exempt Series 2021	21,120,000	FA
11/3/2021	Sun City Fire District	Certificates of Participation, Taxable Series 2021	44,665,000	SOLE
10/28/2021	Buckeye Elementary School District No. 33	School Improvement Bonds, Projects of 2015 and 2019, Series 2021	5,410,000	SOLE
10/26/2021	Navajo County	Pledged Revenue Obligations, Taxable Series 2021	16,560,000	SOLE
10/21/2021	Goodyear, City of	Estrella Mountain Ranch Community Facilities District Montecito Assessment District No. 3 Special Assessment Revenue Bonds, Series 2021	598,000	SOLE
10/21/2021	Liberty Elementary School District No. 25	School Improvement Bonds, Project of 2019, Series 2021C	5,570,000	SOLE

Appendix A

Stifel Arizona Underwriting Experience in 2020 - 2022

Stifel Arizona Underwriting Experience in 2020-2022				
Dated Date	Issuer	Issue Description	Par	Role of Stifel
10/19/2021	Tolleson Union High School District No. 214	School Improvement Bonds, Project of 2019, Series 2021B	60,730,000	SOLE
10/14/2021	Litchfield Park, City of	Pledged Revenue Obligations, Series 2021	14,815,000	SOLE
10/14/2021	Litchfield Park, City of	Pledged Revenue Refunding Obligations, Series 2021	2,385,000	SOLE
9/30/2021	Buckeye, City of	Tartesso West Community Facilities District General Obligation Bonds, Series 2021 (Bank Qualified)	7,310,000	SOLE
9/29/2021	Marana, Town of	Gladden Farms (Phase II) Community Facilities District General Obligation Bonds, Series 2021 (Bank Qualified)	4,080,000	FA
9/23/2021	Willcox, City of	Pension Obligations, Taxable Series 2021	4,975,000	PA
9/23/2021	Buckeye, City of	Festival Ranch Community Facilities District General Obligation Bonds, Series 2021 (Bank Qualified)	5,790,000	SOLE
9/22/2021	Marana, Town of	Saguaro Springs Community Facilities District General Obligation Bonds, Series 2021 (Bank Qualified)	2,720,000	FA
9/16/2021	Central Arizona Fire and Medical Authority	Certificates of Participation, Taxable Series 2021	53,365,000	SOLE
9/14/2021	Arizona Fire & Medical Authority	Certificates of Participation, Taxable Series 2021	38,145,000	SOLE
9/14/2021	Arizona Fire & Medical Authority	Certificates of Participation, Tax-exempt Refunding Series 2021 (Bank Qualified)	6,500,000	SOLE
9/9/2021	Peoria, City of	Vistancia North Community Facilities District General Obligation Bonds, Series 2021 (Taxable)	16,020	PA
9/9/2021	Peoria, City of	Mystic at Lake Pleasant Heights Community Facilities District General Obligation Bonds, Series 2021 (Taxable)	56,690	PA
9/7/2021	Avondale, City of	Alamar Community Facilities District General Obligation Bonds, Series 2021	15,000	FA
9/2/2021	Carefree Utilities Community Facilities District	Water System Revenue Bonds, Series 2021	18,535,000	SOLE
8/26/2021	Bullhead City	Excise Tax Revenue Obligations, Second Series 2021	89,255,000	SOLE
8/26/2021	Casa Grande, City of	Pledged Revenue Obligations, Taxable Series 2021	63,260,000	CO
8/19/2021	Bullhead City Fire District	Certificates of Participation, Taxable Series 2021	34,980,000	SOLE
8/13/2021	Sedona, City of	Excise Tax Revenue Refunding Obligation, Taxable Series 2021-1	8,890,000	PA
8/12/2021	Santa Cruz Valley Unified School District No. 35	School Improvement Bonds, Project of 2019, Series 2021 B (Bank Qualified)	5,355,000	SOLE
8/5/2021	Copper Canyon Fire & Medical District	Certificates of Participation, Taxable Series 2021	6,840,000	SOLE
7/29/2021	Superstition Fire and Medical District	Certificates of Participation, Taxable Series 2021	29,360,000	SOLE
7/22/2021	Highlands Fire District	Certificates of Participation, Refunding Series 2021	1,545,000	SOLE
7/16/2021	Show Low, City of	Excise Tax Revenue Obligation, Second Series 2021 (Private Placement)	2,136,000	PA
7/15/2021	Highlands Fire District	Certificates of Participation, Taxable Series 2021	8,510,000	SOLE
7/8/2021	Littleton Elementary School District No. 65	School Improvement Bonds, Project of 2017, Series 2021D	12,610,000	SOLE
7/1/2021	Kingman, City of	Excise Tax Revenue Obligations, Taxable Series 2021	38,755,000	SOLE
7/1/2021	Verde Valley Fire District	Certificates of Participation, Taxable Series 2021	9,495,000	SOLE
7/1/2021	Oro Valley, Town of	Excise Tax Revenue Obligations, Taxable Series 2021	17,975,000	FA
6/29/2021	City of Douglas, Arizona	Pledged Revenue Obligations, Taxable Series 2021	38,885,000	LEAD
6/29/2021	Cottonwood, City of	Pledged Revenue Obligations, Taxable Series 2021	20,380,000	SOLE
6/17/2021	Mesa, City of	Utility System Revenue Obligations, Series 2021	14,015,000	SOLE
6/17/2021	Bullhead City Fire District	General Obligation Bonds, Project of 2017, Series 2021B (Bank Qualified)	5,375,000	SOLE
6/10/2021	Catalina Foothills Unified School District No. 16	Refunding Bonds, Series 2021	2,800,000	PA
6/10/2021	Valleywise Health	Maricopa County Special Health Care District General Obligation Bonds, Series 2021D	244,070,000	FA
6/10/2021	Litchfield Elementary School District No. 79	School Improvement Bonds, Series 2021	7,000,000	PA
6/3/2021	Liberty Elementary School District No. 25	School Improvement Bonds, Project of 2019, Series 2021B	6,890,000	SOLE
6/3/2021	Roosevelt Elementary School District No. 66	School Improvement Bonds, Project of 2020, Series 2021A	26,065,000	SOLE
6/3/2021	Rincon Valley Fire District	General Obligation Refunding Bonds, Series 2021 (Bank Qualified)	2,135,000	SOLE
5/27/2021	Wellton, Town of	Excise Tax Revenue Obligations, Taxable Series 2021	2,250,000	PA
5/27/2021	Blue Ridge Unified School District No. 32	Refunding Bonds, Series 2021 (Bank Qualified)	8,100,000	SOLE
5/27/2021	Sahuarita Unified School District No. 30	Refunding Bonds, Series 2021	15,985,000	PA
5/27/2021	Pima County	Pledged Revenue Obligations, Taxable Series 2021	\$300,000,000	CO
5/26/2021	Amphitheater Unified School District No. 10	Refunding Bonds, Series 2021	15,440,000	PA
5/25/2021	Saddle Mountain Unified School District No. 90	Refunding Bonds, Series 2021	4,465,000	PA
5/20/2021	Golder Ranch Fire District	Certificates of Participation, Taxable Series 2021	28,000,000	SOLE
5/20/2021	Mesa Unified School District No. 4	School Improvement Bonds, Project of 2018, Series 2021D	48,140,000	LEAD

Appendix A

Stifel Arizona Underwriting Experience in 2020 - 2022

Stifel Arizona Underwriting Experience in 2020-2022				
Dated Date	Issuer	Issue Description	Par	Role of Stifel
5/19/2021	Vail Unified School District No. 20	Refunding Bonds, Series 2021 (Bank Qualified)	4,335,000	SOLE
5/13/2021	Chandler Unified School District No. 80	School Improvement Bonds, Project of 2019, Series 2021B	60,020,000	SOLE
5/13/2021	Alhambra Elementary School District #68	School Improvement Bonds, Project of 2017, Series 2021C	13,380,000	SOLE
5/6/2021	Goodyear, City of	General Obligation Bonds, Series 2021	39,530,000	SOLE
5/6/2021	Goodyear, City of	Taxable Excise Tax Revenue Refunding Obligations, Series 2021	25,520,000	SOLE
5/5/2021	Flowing Wells USD	School Improvement Bonds, Project of 2017, Series 2021B	8,905,000	SOLE
4/30/2021	Florence, Town of	Utility Revenue Loan (WIFA), Series 2021 Clean Water	5,059,900	FA
4/29/2021	Phoenix Union High School District No. 210	School Improvement Bonds, Project of 2017, Series 2021E	40,500,000	FA
4/29/2021	Queen Creek Unified School District No. 95	Lease Purchase Agreement, Series 2021	50,000,000	PA
4/29/2021	Humboldt Unified School District No. 22	Refunding Bonds, Tax-Exempt Series 2021 (Bank Qualified)	5,915,000	SOLE
4/29/2021	Humboldt Unified School District No. 22	Refunding Bonds, Taxable Series 2021	13,200,000	SOLE
4/27/2021	Osborn Elementary School District No. 8	School Improvement Bonds, Project of 2017, Series 2021C	3,000,000	PA
4/21/2021	Coconino County	Pledged Revenue Obligations, Taxable Series 2021	18,160,000	SOLE
4/21/2021	Flagstaff Unified School District No. 1	School Improvement Bonds, Project of 2018 Series B 2021B	30,000,000	SOLE
4/15/2021	Bullhead City	Pledged Revenue Obligations, Series 2021 (Bridge Improvement Project)	4,600,000	PA
4/8/2021	San Luis, City of	Pledged Excise Tax Revenue Obligations, Taxable Series 2021	9,215,000	SOLE
4/6/2021	Green Valley Fire District	General Obligation Bonds, Series 2021	11,245,000	SOLE
3/25/2021	Apache County	Pledged Revenue Obligations, Taxable Series 2021	15,190,000	SOLE
3/25/2021	Navajo County	Pledged Revenue Refunding Obligations, Series 2021	9,535,000	SOLE
3/24/2021	Paradise Valley Unified School District No. 69	School Improvement Bonds, Project of 2015, Series 2021E	19,485,000	FA
3/18/2021	Rio Verde Fire District	General Obligation Bonds, Series 2021A (Bank Qualified)	4,130,000	SOLE
3/18/2021	Cartwright Elementary School District No. 83	School Improvement Bonds, Project of 2020, Series 2021A	14,770,000	SOLE
3/18/2021	Amphitheater Unified School District No. 10	School Improvement Bonds, Project of 2016, Series 2021C	14,500,000	PA
3/18/2021	Rio Verde Fire District	General Obligation Bonds, Taxable Series 2021B	255,000	SOLE
3/11/2021	Tanque Verde Unified School District No. 13	School Improvement Bonds, Series 2021	6,100,000	PA
3/4/2021	Crane Elementary School District No. 13	2021 Energy Savings Projects Lease Purchase	1,160,000	PA
3/3/2021	Tucson, City of	Certificates of Participation, Taxable Series 2021A	658,055,000	CO
2/25/2021	Florence, Town of	Merril Ranch CFD No. 2 Special Assessment Bonds, Series 2021	598,500	PA
2/24/2021	Scottsdale Unified School District No. 48	School Improvement Bonds, Project of 2016, Series 2021D	61,655,000	SOLE
2/19/2021	Yuma, City of	Pledged Revenue Refunding Obligations, Series 2021	11,765,000	SOLE
2/19/2021	Yuma, City of	Pledged Revenue Obligations, Taxable Series 2021	159,475,000	SOLE
2/10/2021	Scottsdale, City of	General Obligation Bonds, Project of 2019, Taxable Series 2021	20,100,000	LEAD
2/10/2021	Scottsdale, City of	General Obligation Bonds, Projects of 2019, Series 2021	30,000,000	SOLE
1/28/2021	Glendale Union High School District No. 205	School Improvement Bonds, Project of 2020, Series A (2021)	59,955,000	SOLE
1/26/2021	Golder Ranch Fire District	General Obligation Bonds, Series 2021	12,880,000	SOLE
1/22/2021	Florence, Town of	Utility Revenue Loan (WIFA), Series 2021 Drinking Water	8,880,000	FA
1/20/2021	Oro Valley, Town of	Water Utility Rev Ref, Series 2021A	1,951,000	PA
1/20/2021	Oro Valley, Town of	Water Utility Rev Ref, Taxable Series 2021B	3,631,000	PA
1/14/2021	Mesa, City of	Eastmark Community Facilities District No. 1 Assessment District No. 12 Special Assessment Revenue Bonds, Series 2021	4,469,000	SOLE
12/30/2020	Scottsdale, City of	General Obligation Refunding Bonds, Taxable Series 2020	\$168,220,000	CO
12/29/2020	Yuma County	Pledged Revenue Obligations, Taxable Series 2020	35,070,000	SOLE
12/17/2020	Tucson Unified School District No. 1	Tax-Exempt Equipment Lease/Purchase Agreement (Private Placement)	21,330,000	FA
12/17/2020	Paradise Valley Unified School District No. 69	School Improvement Bonds, Second Series 2020	49,565,000	FA
12/3/2020	Queen Creek Unified School District No. 95	School Improvement Bonds, Second Series 2020	11,450,000	SOLE
12/1/2020	Tucson, City of	Water System Revenue Refunding Obligations, Taxable Series 2020	53,985,000	LEAD
11/24/2020	Arlington Elementary School District No. 47	School Improvement Bonds, Project of 2013, Series 2020B	500,000	PA
11/19/2020	Prescott Valley, Town of	Pledged Revenue Refunding Obligations, Series 2020A	20,730,000	SOLE
11/19/2020	Tucson Unified School District No. 1	Lease-Purchase Agreement, Series 2020	2,100,000	FA
11/19/2020	Prescott Valley, Town of	Pledged Revenue Refunding Obligations, Series 2020B	4,460,000	SOLE
11/18/2020	Pinal County	Pledged Revenue Obligations, Taxable Series 2020	89,055,000	S
11/18/2020	Kingman Unified School District No. 20	2020 Energy Savings Project Lease Purchase	21,627,000	PA

Appendix A

Stifel Arizona Underwriting Experience in 2020 - 2022

Stifel Arizona Underwriting Experience in 2020-2022				
Dated Date	Issuer	Issue Description	Par	Role of Stifel
11/17/2020	Gila County	Pledged Revenue Obligations, Taxable Series 2020	16,855,000	SOLE
11/12/2020	Buckeye, City of	Festival Ranch Community Facilities District General Obligation Bonds, Series 2020 (Bank Qualified)	5,315,000	SOLE
11/3/2020	Kyrene Elementary School District No. 28	School Improvement Bonds, Project of 2017, Series 2020B	28,005,000	SOLE
10/29/2020	Buckeye Elementary School District No. 33	School Improvement Bonds, Projects of 2015 and 2019, Series 2020	3,840,000	SOLE
10/29/2020	Marana, Town of	Gladden Farms CFD General Obligation Bonds, Series 2020	4,155,000	FA
10/22/2020	Mesa, City of	Eastmark Community Facilities District No.2, General Obligation Bonds, Series 2020 (Bank Qualified)	2,315,000	SOLE
10/22/2020	Mesa, City of	Cadence Community Facilities District General Obligation Bonds, Series 2020 (Bank Qualified)	5,935,000	SOLE
10/22/2020	Mesa, City of	Eastmark Community Facilities District No.1, General Obligation Bonds, Series 2020	14,000,000	SOLE
10/20/2020	Metropolitan Domestic Water Improvement District	Senior Lien Water Utility System Revenue Refunding Obligations, Series 2020	9,265,000	SOLE
9/30/2020	Peoria, City of	Vistancia Community Facilities District General Obligation Bonds, Series 2020	22,725,000	SOLE
9/30/2020	Surprise, City of	General Obligation Bonds, Series of 2020	17,454,000	SOLE
9/16/2020	Golder Ranch Fire District	Lease Purchase, Series 2020	1,100,000	PA
8/26/2020	Dysart Unified School District No. 89	Energy Savings Projects Lease 2020	19,104,199	PA
8/20/2020	Gilbert Unified School District No. 41	School Improvement Bonds, Project of 2015 and 2019, Series 2020	34,345,000	SOLE
8/19/2020	Tucson, City of	Water System Revenue Obligations, Series 2020	45,765,000	CO
8/18/2020	Willcox, City of	Excise Tax Revenue Obligations, Series 2020	1,300,000	PA
8/13/2020	Parker, Town of	Excise Tax Revenue Refunding Obligations, Taxable Series 2020	\$625,000	PA
8/6/2020	Pinal County	Pledged Revenue Refunding Obligations, Series 2020	7,085,000	SOLE
8/5/2020	Flagstaff, City of	Certificates of Participation Series 2020A (Taxable)	131,000,000	SOLE
7/29/2020	Cave Creek Unified School District	Lease 2020 (Energy Savings Equipment Project)	6,242,654	PA
7/24/2020	Clifton Town	Wastewater Utility Revenue Grant and Loan Agreement, Series 2020	1,806,250	PA
7/24/2020	Arizona Fire & Medical Authority	Lease 2020	7,484,554	PA
7/16/2020	Mohawk Valley Elementary School District No. 17	School Improvement Bonds, Project of 2019, Series 2020A	1,500,000	PA
7/15/2020	Camp Verde, Town of	Pledged Revenue and Revenue Refunding Obligations, Series 2020	2,897,000	PA
7/9/2020	Roosevelt Elementary School District No. 66	School Improvement Bonds, Project of 2017, Series 2020B	13,345,000	SOLE
7/9/2020	Florence, Town of	Merrill Ranch Community Facilities District, General Obligation Refunding Bonds Series 2020	2,679,000	FA
7/7/2020	Mesa, City of	Cadence Community Facilities District Assessment District No. 3 Special Assessment Revenue Bonds, Series 2020	2,803,000	SOLE
6/18/2020	Santa Cruz Valley Union High School District No. 84	School Improvement Bonds, Project of 2016, Series 2020B	2,445,000	SOLE
6/17/2020	Oracle Elementary School District No. 2	School Improvement Bonds, Project of 2019, Series 2020A	11,410,000	SOLE
6/11/2020	Maricopa Unified School District No. 20	General Obligation Refunding Bonds, Series 2020	2,780,000	SOLE
6/11/2020	Maricopa Unified School District No. 20	Taxable Refunding Bonds, Series 2020	2,145,000	SOLE
6/9/2020	Chandler Unified School District No. 80	School Improvement Bonds, Project of 2019, Series 2020A	104,785,000	SOLE
6/4/2020	Yavapai, County of	Pledged Revenue Obligations, Series 2020	57,050,000	SOLE
6/3/2020	Deer Valley Unified School District No. 97	School Improvement Bonds, Project of 2019, Series 2020A	33,520,000	CO
5/28/2020	Prescott Unified School District No. 1	School Improvement Bonds, Project of 2015, Series 2020C	3,365,000	SOLE
5/28/2020	Buckeye Union High School District No. 201	Refunding Taxable Series 2020	10,205,000	PA
5/27/2020	Phoenix Union High School District No. 210	School Improvement Bonds Project of 2017, Series 2020C	17,745,000	FA
5/27/2020	Goodyear, City of	Subordinate Lien Water & Sewer Revenue Obligations, Refunding Series 2020	12,290,000	SOLE
5/27/2020	Goodyear, City of	Sub Lien Water & Sewer Taxable Refunding Series 2020	13,540,000	SOLE
5/27/2020	Goodyear, City of	Sub Lien Water & Sewer Revenue Obligations Series 2020	30,950,000	SOLE
5/27/2020	Phoenix Union High School District No. 210	School Improvement Bonds, Project of 2017, Taxable Series 2020D	31,400,000	FA
5/22/2020	Buckeye Elementary School District No. 33	Lease-Purchase Financing, Series 2020	25,463,000	PA
5/13/2020	La Paz, County of	Excise Tax Rev Obligations, Taxable Series 2020	4,250,000	PA
5/12/2020	Nadaburg Unified School District	School Improvement Bonds, Series 2020	2,436,000	PA
5/7/2020	Saddle Mountain Unified School District No. 90	School Improvement Bonds, Series 2020	41,510,000	SOLE
5/7/2020	Goodyear, City of	General Obligation Refunding Bonds, Series 2020	9,250,000	SOLE
5/7/2020	J.O. Combs Unified School District No. 44	Lease Purchase Obligation Series 2020	12,319,180	PA

Appendix A

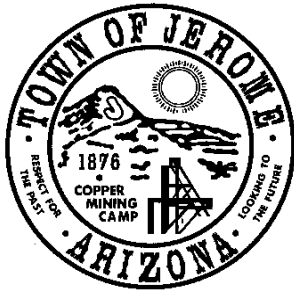
Stifel Arizona Underwriting Experience in 2020 - 2022

Stifel Arizona Underwriting Experience in 2020-2022				
Dated Date	Issuer	Issue Description	Par	Role of Stifel
5/6/2020	Scottsdale Unified School District No. 48	Refunding Bonds, Series 2020	9,020,000	SOLE
5/6/2020	Santa Cruz Valley Unified School District No. 35	School Improvement Bonds, Project of 2019, Series 2020A	14,480,000	SOLE
5/6/2020	Mesa Unified School District No. 4	School Improvement Bonds, Project of 2018, Series 2020C	40,630,000	LEAD
5/6/2020	Mesa Unified School District No. 4	School Improvement Bonds, Project of 2018, Taxable Series 2020B	30,000,000	PA
5/5/2020	Northwest Fire District	General Obligation Refunding Bonds, Series 2020	6,575,000	FA
5/5/2020	Littleton Elementary School District No. 65	School Improvement Bonds, Taxable Series 2020C	2,950,000	PA
4/29/2020	Liberty Elementary School District No. 25	School Improvement Bonds, Project of 2019, Series 2020A	20,465,000	SOLE
4/28/2020	Vail Unified School District No. 20	School Improvement and Refunding Bonds, Series 2020	15,210,000	SOLE
4/23/2020	Goodyear, City of	Subordinate Lien Water and Sewer Revenue Obligations, Series 2020	77,530,000	SOLE
4/23/2020	Catalina Foothills Unified School District No. 16	Refunding Series 2020	3,840,000	SOLE
4/23/2020	Catalina Foothills Unified School District No. 16	School Improvement Bonds, Project of 2015 Series 2020A	4,395,000	SOLE
4/9/2020	Phoenix Civic Improvement Corporation	Jnr Lien Water System Revenue Bonds, Series 2020A	165,115,000	CO
4/9/2020	Phoenix Civic Improvement Corporation	Jnr Lien Water System Revenue Bonds, Series 2020B	228,015,000	CO
4/8/2020	Sahuarita, Town of	Rancho Sahuarita Community Facilities District, General Obligation Bonds, Series 2020	3,500,000	FA
4/7/2020	Coolidge Unified School District No. 21	School Improvement Bonds, Project of 2019 Series 2020A	4,455,000	SOLE
4/2/2020	Queen Creek Unified School District No. 95	School Improvement Bonds Series 2020	23,280,000	SOLE
4/2/2020	Queen Creek Unified School District No. 95	Refunding General Obligation Bonds	6,060,000	SOLE
3/26/2020	Golder Ranch Fire District	General Obligation Bonds Series 2020	6,900,000	SOLE
3/26/2020	Town of Paradise Valley, Arizona	Excise Tax Revenue Obligation, Series 2020	8,140,000	PA
3/19/2020	Tolleson Union High School District No. 214	School Improvement Bonds, Series 2020	59,360,000	SOLE
3/19/2020	Buckeye, City of	Watson Road Community Facilities District, Series 2020	21,024,021	PA
3/12/2020	Avondale Elementary School District No. 44	School Improvement Bonds, Project of 2013, Series 2020E	5,600,000	SOLE
3/5/2020	Pima County	Certificates of Participation, Series 2020A	43,045,000	LEAD
3/3/2020	Paradise Valley Unified School District No. 69	School Improvement Bonds, Series 2020	50,075,000	FA
2/27/2020	Mesa, City of	Eastmark Community Facilities District No. 2 Assessment District, Special Assessment Revenue Bonds, Series 2020	707,000	SOLE
2/20/2020	Agua Fria Union High School District No. 216	School Improvement Bonds, Series 2020	50,360,000	SOLE
2/11/2020	Arizona Transportation Board	Highway User Revenue Refunding Bonds, Taxable Series 2020	510,275,000	CO
2/5/2020	Flagstaff, City of	General Obligation Bonds, Series 2020	11,090,000	FA
2/5/2020	Flagstaff, City of	Certificates of Participation, Series 2020	3,845,000	FA
2/4/2020	Maricopa, County of	Certificates of Participation, Series 2020	133,440,000	LEAD
1/29/2020	Arizona Board of Regents	Northern Arizona University System Revenue Refunding Bonds, Taxable Series 2020A	34,205,000	CO
1/29/2020	Arizona Board of Regents	Northern Arizona University System Revenue Refunding Bonds, Tax-Exempt Series 2020B	78,520,000	CO
1/24/2020	Flagstaff, City of	WIFA Loan, Series 2020	5,000,000	FA
Total :			\$7,735,912,282	
Number of Transactions :			271	

Disclosure

Pursuant to revised Municipal Securities Rulemaking Board (“MSRB”) Rule G-23, a broker, dealer, or municipal securities dealer (“dealer”) is prohibited from acting as a Municipal Advisor, as defined in Section 15B of the Exchange Act of 1934 (as amended), to an issuer for a particular issue sold on a negotiated or competitive bid basis and subsequently switching roles to act as underwriter or placement agent with respect to the same issue. In compliance with the rules set forth by the MSRB, Stifel, Nicolaus & Company, Inc. (“Stifel”) is acting as a Municipal Advisor in connection with all services proposed and/or provided to Issuer herein. As such, Stifel will provide municipal advisory or consultant services including advice and other assistance regarding the structure, timing, terms and other similar matters concerning the issuance. Stifel is declaring that it has done so within the regulatory framework of MSRB Rule G-23 as a municipal advisor, as defined therein, and not an underwriter to the issuer for this proposed issuance of municipal securities. A “municipal advisory relationship” shall be deemed to exist when a firm enters into an agreement to render municipal advisory or consultant services to or on behalf of an issuer with respect to the issuance of municipal securities, including advice with respect to the structure, timing, terms and other similar matters. Accordingly, any services provided by Stifel as they relate to our role as municipal advisor should not be construed as those of an underwriter or placement agent.

Issuer is aware of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Securities and Exchange Commission’s adopted rule commonly known as the “Municipal Advisor Rule” (SEC Rule 15Ba1-1 to 15Ba1-8 - “the Rule”). Stifel Nicolaus will be serving as a municipal advisor to the Town under the Rule and this agreement documents the municipal advisory relationship between Stifel Nicolaus and the Town.



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10F: Consider Approval Authorizing Town Staff to Apply for a RAISE Grant.**

MEETING DATE: February 14, 2023

Summary:

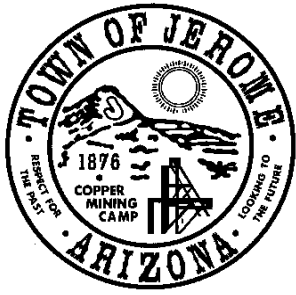
The Town of Jerome intends to apply for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program for 2023, for Central Avenue improvements. This popular program helps communities around the country carry out projects with significant local or regional impact, such as the Central Avenue Development project proposed by the Town of Jerome. This grant request for \$1,207,911 will complete funding needed for street resurfacing and subsurface utility replacement on Central Ave between First St and Hull Rd. This grant will leverage State-funded match of \$520,000, and is due on February 28, 2023. The Town requests Town Council approval to process this grant request, which is expected to receive award notification or denial in October, 2023.

Fiscal Impact:

There is no fiscal impact to apply for the grant.

Recommendation

Staff recommends approval of providing authorization to apply for the RAISE grant.



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item #10G: Consider Rate Adjustment for the Town Attorney**

MEETING DATE: February 14, 2023

Summary:

The Town Attorney, Bill Sims, has been operating at the same hourly rate of pay for the past 10+ years. With the cost of doing business increasing significantly the last few years, he is proposing a new hourly rate of pay.

Fiscal Impact:

Varied and negligible depending on need and usage.

Recommendation

Staff recommends approval of the proposal for an increase in pay for the Town Attorney to \$225.00 / hour.

This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **July 28, 2022**.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1

The Effective Date of this Amendment is: February 02, 2023

Background Data

Effective Date of Owner-Engineer Agreement: July 28, 2022

Owner: Town of Jerome

Engineer: PACE

Project: Town of Jerome WWTP Improvements

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- ☐ Additional Services to be performed by Engineer
- ☒ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☒ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Logan Simpson previously completed the Class I cultural resources inventory (Task 1) for this undertaking (Lloyd 2022). After review, SHPO wanted to see a Class III survey based on these Class I findings. This scope of work addresses the requirements for completing a Class III cultural resources inventory (intensive, pedestrian) and historical resources assessment, which will require three additional tasks.

Class III Cultural Survey

1. Coordination

PACE will contract Logan Simpson Design to perform the Class II activities described below and manage its efforts for the project.

2. Class III Cultural Survey

The Town of Jerome, in coordination with the U.S. Department of Agriculture (USDA), is planning improvements to the existing wastewater treatment plant (WWTP) within the Town of Jerome (Town), Yavapai County, Arizona. The project would consist of constructing a two-basin sequential batch reactor (SBR) adjacent to the existing trickling filter treatment plant, improving site access with a new road, repairing/replacing the collection main into the facility, providing new maintenance access to each constructed wetland cell, and new electrical service to the facility. The existing WWTP site is located on parcel 401-03-001L, which encompasses 18.2 acres located both on municipal land owned by the Town (5.9 acres) and private land (12.3 acres). The existing WWTP currently operates with major deficiencies that include an inability to treat water in compliance with the Arizona Department of Environmental Quality (ADEQ) standard limits for ammonia. The purpose of the wastewater system expansion therefore is to improve effluent quality so that it meets current standards and regulations while also minimizing environmental impacts. The proposed work would occur within an undeveloped area between the Jerome State Historic Park and the historic Town cemetery, north of the existing WWTP site.

The WWTP improvements work is partially funded by the U.S. Department of Agriculture (USDA). Therefore, planned improvements constitute a federal undertaking subject to compliance with Section 106 (54 USC § 306108) of the National Historic Preservation Act (NHPA; 54 USC § 300101 et seq.) and its implementing regulations (36 CFR Part 800). The Area of Potential Effects (APE) for the undertaking will consist of the 18.2-acre parcel within which the improvements will occur. The USDA will serve as the lead for Section 106 consultation. In addition to Section 106, because the fiber optic line corridor is located on Town municipal land, it is also subject to compliance with the Arizona Antiquities Act (AAA) (A.R.S. § 15-1631 and § 41-841 et seq.) and the Town's historic preservation ordinance. In accordance with federal, state, and local legal requirements, the cultural investigation will require formal consultation with USDA, Arizona State Historic Preservation Office (SHPO), Arizona State Museum (ASM), Town Historic Preservation Office (HPO), and the Native American Tribes (Tribes) that claim traditional associations with the land in the APE vicinity. Logan Simpson's key personnel involved with the undertaking will be listed as qualified individuals on Logan Simpson's AAA blanket permit for non-collection surveys on state land (2023-033bl).

Class III Cultural Resources Inventory

In the Class I report for this undertaking, Logan Simpson recommended that a Class III survey be completed prior to starting ground-disturbing construction within the APE. The entire APE is located within the boundary of multicomponent site AZ N:8:4(ASM)/Historic Jerome Townsite, which encompass the historic limits of the Town, as well as prehistoric occupation components associated with the Southern Sinagua cultural tradition. AZ N:8:4(ASM) is determined eligible for listing on the National Register of Historic Places (NRHP) under Criteria A (event), C (artistic/architectural style), and D (research potential). The APE is also located within the NRHP-listed Jerome Historic District. The boundaries for AZ N:8:4(ASM) and the Jerome Historic District are slightly different, but both refer to the historic townsite of Jerome. The Jerome Historic District was listed as a National Historic Landmark in 1996. Although the APE is located within a previously defined site and district, most of the land within the APE has not been formally surveyed for cultural resources in accordance with current SHPO standards. The Class III survey will result in an update of the ASM site record for AZ N:8:4(ASM).

Using the Class I inventory information (Lloyd 2022), the boundaries of previous archaeological projects and site, as well as features depicted on historic maps that are within the APE, will be

uploaded into Trimble GPS units to provide useful data for archaeologists during the field survey. Prior to fieldwork, Logan Simpson will submit a Notification of Intent (NOI) to ASM. During the Class III pedestrian survey, field crews will adhere to parallel pedestrian transects spaced not more than 20 m apart to assure complete coverage of the APE. All cultural resources identified during the pedestrian survey will be evaluated according to the ASM site criteria, as defined in the 1995 Revised Site Definition Policy. Cultural resources meeting ASM site criteria will be documented according to standards outlined in the ASM site-recording manual, which is accepted by SHPO. For each site, field crews will complete the ASM site form and produce a detailed site map; describe all site attributes, such as features and environment in detail; conduct an intensive in-field analysis of artifacts; and photograph the site area and environment, surface features, diagnostic artifacts, and any areas of disturbance.

Logan Simpson also anticipates identifying and documenting historical resources within the APE during the Class III survey. The proposed undertaking is not expected to have a direct effect on the historic cemetery, which was active from 1897 until 1942. However, it is possible that the undertaking will result in *indirect* effects to the cemetery, which will be evaluated as part of this study. As such, Logan Simpson will not document the individual historical features and structures associated with the historic cemetery. Rather, the field crew will only map the current visible limits of the cemetery based on surface evidence. However, unmarked interments associated with the cemetery may be present that are not visible at the surface grade. The survey field crew will also document any additional historical features and structures within the APE located outside the cemetery.

All cultural and historical resources within the APE will be evaluated for NRHP/Arizona Register of Historic Properties (ARHP)-eligibility based on their integrity and significance under the four criteria outlined in 36 CFR 60 and per guideline presented in National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation*. These resources will be evaluated based on an appropriate time-place-theme historic context.

Overall, the pedestrian survey and field documentation of sites and historic resources is expected to require two (2) 10-hour days of fieldwork with a 2-person crew. This fieldwork will be mobilized from Logan Simpson's Tempe office.

Historical and Archival Research

Logan Simpson will complete archival research using primary and secondary documents to develop a general history of the Town cemetery and any other unique historical resources within the APE, as well as address how they relate to the Jerome Historic District. The historic Town cemetery encompasses much of the block area at the eastern end of the APE. During the Class I inventory, one historic structure near the west end of the APE and two abandoned roads were also identified within the APE. The archival research will largely focus on the cemetery, structure, the two roads, and possible other historic resources identified during the Class III survey and review of primary and secondary documents.

In addition, oral tradition includes stories of the dumping of the bodies of socially undesirable persons within an area that encompasses the APE to the west of the cemetery (William Blodgett, Historic Preservation Officer for the Town of Jerome, personal communication, September 26, 2022). Logan Simpson was not able to identify any primary historical records or secondary sources that corroborate this practice during the Class I inventory. Although not anticipated, targeted

archival research could shed light on this question and, if identified, provide valuable information concerning its possible location and extent within the APE. If information regarding this practice is identified through archival research, a discussion will be included within the report.

Logan Simpson will collect archival information using historical newspapers, photographs, directories, and pertinent historical maps. Resources to be consulted will be at the Arizona Historical Society (Tempe Campus); Arizona State Library, Archives, and Public Records; Arizona State University's Hayden Library (Greater Arizona Collection); the Town archives and the HPO files; and general online research and various secondary resources relating to the development of Jerome. Please note that other avenues of research may come to light during investigations. A historic context for evaluating historic resources within the APE will be developed as a product of this research and for relating them to the NRHP-listed Jerome Historic District.

Logan Simpson will summarize the results of the archival research as well as the field documentation of the cemetery and other historic resources. Any additional historic resources within the APE will be documented as appropriate using SHPO Historic Property Inventory Forms (HPIF) or Historic In-use Structure Forms (HISF). We assume that no more than three HISFs will be required for this undertaking.

Technical Report and Curation

Upon completion of the survey, Logan Simpson will prepare a draft technical report that addresses the results of the Class III survey (Task 2) and archival research (Task 3). This document will summarize the methods and results of the field survey and archival research and provide cultural resources management recommendations for the resources identified within the APE. We anticipate submitting the draft report to the client within approximately six weeks (30 business days) after completing the survey fieldwork.

Logan Simpson will revise the report based on comments from USDA, SHPO, ASM, and other consulting agencies and Tribes. Following formal acceptance of the report by consulting agencies and Tribes, the final report will be provided to the client and consulting agencies and curated with the ASM. Note that ASM charges a mandatory registration fee for all projects, plus additional fees for box storage, documentation, and digital curation. A formal quote will need to be requested from ASM to obtain the total fee. However, we estimate that the total ASM fee will be approximately \$600.

PROPOSED SCHEDULE:

- Mobilization: ~2 weeks
- Survey fieldwork: ~1 week
- Archival research: ~4 weeks
- Report preparation: ~4 weeks
- Agency review: ~4 – 6 weeks
- Compliance/curation: ~1 week

Estimated time to completion: Approximately 16-18 weeks

ASSUMPTIONS:

- The project will require pedestrian survey of no more than approximately 18 acres. If additional survey acreage is required adjacent to or outside the APE (e.g., for temporary

construction easements), then a modification to this Scope of Work and Fee will be required.

- The Scope of Work and Fee does not include the development of a Historic Properties Treatment Plan, site flagging, archaeological construction monitoring, archaeological testing, archaeological data recovery, detailed inventories of historic buildings and structures (including the historic cemetery), HAER or HABS documentation, tribal outreach, or ethnographic research.
- This undertaking involves municipal land; therefore, it must be conducted and curated with the ASM. As such, Logan Simpson will incur ASM registration and curation fees, the total for which we estimate to be approximately \$600.
- The client is responsible for submitting the technical report to the USDA, which in turn is responsible for submitting the documentation to SHPO and other consulting parties.
- Logan Simpson assumes that the client will secure the necessary permissions from private landowners for the survey crew to access the private land within the APE.
- No more than one cultural resources site (AZ N:8:4[ASM]/Historic Jerome Townsite) will need to be updated as a result of the Class III survey. If one cultural resources site is updated as a result of the Class III survey, then a modification to this Scope of Work and Fee will be required.
- No more than three (3) HISFs will be required for this undertaking. If more than three (3) HISFs are needed, then a modification to this Scope of Work and Fee will be required.
- This scope does not include full documentation or re-evaluation of the district/landmark. Archival research and reporting will focus on those cultural resources located within the APE, their relationship to the significance of the district, and recommended contributor status to the district. A district update based on the results of the current inventory is not included within this scope of work.
- In order to provide recommendations on the need for further work, Logan Simpson will need a project description that includes details regarding proposed impacts to specific areas of the APE.
- A one-day in-person archival research visit is planned to Jerome to access files. It is assumed any materials held by Yavapai County will be provided electronically.

A Job Estimate worksheet is attached for reference.

Agreement Summary:

Original agreement amount:	\$ <u>1,306,119.00</u>
Net change for prior amendments:	\$ <u>0.00</u>
This amendment amount:	\$ <u>37,231.00</u>
Adjusted Agreement amount:	\$ <u>1,343,350.00</u>

Change in time for services (days or date, as applicable): N/A

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

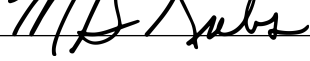
OWNER:

ENGINEER:

By: _____
Print
name: _____

Title: _____

Date Signed: _____

By:  _____
Print
name: Michael G. Krebs

Title: Vice President of Environmental Water

Date Signed: 02/02/23



ENGINEERING FEE ESTIMATE PROJECT WORKSHEET

Project Data	
Project Name:	Jerome WWTP Improvements
Client:	Town of Jerome
PACE Job Number:	B614
Estimate Date:	02/02/2023

PACE Hourly Rate Schedule	
Description	Hourly Rate
Principal	\$265
Sr. Proj. Mgr./Sr. Consulting Engr.	\$235
Sr. Electrical Engineer / Sr. GIS Analyst	\$225
Project Manager /Consulting Engr./Sr. I&C Specialist	\$220
Sr. Proj. Engr./Sr. Design Engr.	\$200
Instrumentation & Controls Specialist	\$165
Proj. Engr/Design Engineer II	\$170
Design Engineer	\$135
Sr. CAD Designer	\$150
CAD Designer/GIS Analyst	\$115
Graphic Designer	\$115
Project Coordinator	\$95
Administrative Support	\$90
Assistant Designer	\$80
G.P.S. Survey Unit (w/Operator)	\$250
Expert Witness/Legal Consultation	\$350 + Exp.

Total Fee Amount	\$37,231
------------------	----------

Labor Breakdown for Amendment #1

Item No.	Work Item Description	Estimated Manhours									Man-Power Subtotal	Subconsultant Cost	Reimburs. Expenses	Total Task Costs
		Principal	Sr. Project Manager/Sr. Consulting Engr.	Sr. Electrical Engineer/Sr. GIS Analyst	Project Mgr./ Consulting Engr./ Sr. I&C Specialist	Instrumentation & Controls Specialist	Design Engineer	Sr. CAD Designer	CAD Designer /GIS Analyst	Project Coordinator				
		265	235	225	220	165	135	150	115	95				
PRELIMINARY DESIGN PHASE														
20.6	Class III Cultural Survey										\$4,240	\$32,991	\$0	\$37,231
20.6.1	Class III Cultural Survey										\$0	\$32,991	\$0	\$32,991
20.6.2	Coordination	16									\$4,240	\$0	\$0	\$4,240
TOTALS		16	0	0	0	0	0	0	0	0	\$4,240	\$32,991	\$0	\$37,231