



TOWN OF JEROME

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

AGENDA

REGULAR MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, SEPTEMBER 13, 2022, 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:	FINANCIAL REPORTS Financial reports for August 2022	Discussion/Possible Action
ITEM #3:	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 #4:	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 #5:	APPROVAL OF MINUTES August 9th regular meeting; August 9th Executive Session; August 23rd Special Meeting	Discussion/Possible Action
ITEM #6:	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 #7:	ORDINANCES AND RESOLUTIONS	
	ITEM #7A: RESOLUTION No. 646; A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY ARIZONA, AMENDING AND ADOPTING USER FEES AND CHARGES FOR PERMITS, LICENSES, DEVELOPMENT RELATED SERVICES AND OTHER TOWN SERVICES. Council may approve the master user fee schedule as amended and as may be amended from time to time.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #7B: FIRST READING – ORDINANCE NO. 484, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 8-7, "SHORT TERM RENTAL REGULATIONS," OF THE JEROME TOWN CODE Council may conduct the first reading of Ordinance No. 484.	Sponsored by Councilmember Sage Harvey Discussion/Possible Direction
ITEM #8:	UNFINISHED BUSINESS	
	ITEM #8A: ANNEXATION Council will continue discussing the process of annexation and consider whether to begin that process and for which areas.	Sponsored by Councilmember Sage Harvey Discussion/Possible Direction
	ITEM #8B: MICROBREWERY REGULATIONS Council will continue discussions regarding regulations for microbreweries and may direct staff regarding preparation of an ordinance to amend the Jerome Town Code in that regard.	Sponsored by Councilmember Sage Harvey Discussion/Possible Direction

ITEM #9:	NEW BUSINESS	
	ITEM #9A: CONSIDER PROPOSALS FOR CONSULTING SERVICES – COUNCIL GOAL SETTING FACILITATION Council may approve a proposal for a consultant to facilitate a goal setting strategy session	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #9B: CONSIDER POLICY AMENDMENT TO THE PERSONNEL POLICY MANUAL ADDING A NON-DISCLOSURE AGREEMENT IN CERTAIN CIRCUMSTANCES COVERING CERTAIN INDIVIDUALS Council may approve a personnel policy manual amendment adding a section for non-disclosure agreements.	Sponsored by Councilmember Sage Harvey Discussion/Possible Action
	ITEM #9C: CONSIDER RENEWAL OF A LEASE AGREEMENT BETWEEN THE TOWN OF JEROME AND PASSION CELLARS (Current lease ends September 14, 2022, and was for a five-year period) Council may approve a renewal lease with similar terms or different terms.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #9D: LEAGUE CONFERENCE UPDATE Mayor Dillenberg and Town Manager Klein attended the League’s annual conference and will provide an update based on sessions they attended.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #9E: DISCUSSION ON THE PURCHASE OF AN AGENDA MANAGEMENT SYSTEM The Council will view proposals and hear recommendations from staff for future consideration.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
ITEM #10:	TO AND FROM THE COUNCIL Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
ITEM #11:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

Kristen Muenz, Deputy Town Clerk

Town of Jerome
Budget to Actual Summary
22-Aug

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 246,980.90	\$ 208,297.33	\$ 38,683.57	\$ 391,673.91	\$ 416,594.66	\$ (24,920.75)
	Total	\$ 246,980.90	\$ 208,297.33	\$ 38,683.57	\$ 391,673.91	\$ 416,594.66	\$ (24,920.75)
		Expense	Budget	Variance	Expense	Budget	Variance
	11 Admin	\$ 143,207.96	\$ 143,912.16	\$ 704.20	\$ 274,394.40	\$ 299,619.32	\$ 25,224.92
	12 Court	\$ 6,941.25	\$ 8,425.68	\$ 1,484.43	\$ 12,242.23	\$ 16,851.36	\$ 4,609.13
	13 Police	\$ 41,371.95	\$ 60,587.44	\$ 19,215.49	\$ 82,415.44	\$ 121,174.88	\$ 38,759.44
	14 Fire	\$ 50,676.50	\$ 55,714.00	\$ 5,037.50	\$ 72,360.91	\$ 93,728.00	\$ 21,367.09
	15 Library	\$ 8,100.52	\$ 8,709.91	\$ 609.39	\$ 14,310.21	\$ 17,419.82	\$ 3,109.61
	16 P&Z	\$ 6,831.02	\$ 8,966.86	\$ 2,135.84	\$ 12,569.62	\$ 17,933.72	\$ 5,364.10
	17 Parks	\$ 1,493.57	\$ 1,847.75	\$ 354.18	\$ 2,159.68	\$ 3,695.50	\$ 1,535.82
	18 Properties	\$ 5,045.97	\$ 24,744.23	\$ 19,698.26	\$ 10,515.22	\$ 49,488.46	\$ 38,973.24
	Total	\$ 263,668.74	\$ 312,908.03	\$ 49,239.29	\$ 480,967.71	\$ 619,911.06	\$ 138,943.35
General	Net Income (Loss)	\$ (16,687.84)	\$ (104,610.70)	\$ 87,922.86	\$ (89,293.80)	\$ (203,316.40)	\$ 114,022.60
		Revenue	Budget	Variance	Revenue	Budget	Variance
	50 Water	\$ 62,858.46	\$ 64,958.34	\$ (2,099.88)	\$ 126,729.96	\$ 129,916.68	\$ (3,186.72)
	51 Sewer	\$ 20,578.34	\$ 23,125.00	\$ (2,546.66)	\$ 42,356.73	\$ 46,250.00	\$ (3,893.27)
	52 Trash	\$ 17,117.72	\$ 18,229.17	\$ 1,111.45	\$ 34,578.95	\$ 36,458.34	\$ (1,879.39)
	Total	\$ 100,554.52	\$ 106,312.51	\$ (3,535.09)	\$ 203,665.64	\$ 212,625.02	\$ (8,959.38)
		Expense	Budget	Variance	Expense	Budget	Variance
	50 Water	\$ 14,681.72	\$ 67,791.68	\$ 53,109.96	\$ 28,980.96	\$ 135,583.36	\$ 106,602.40
	51 Sewer	\$ 18,129.82	\$ 24,333.34	\$ 6,203.52	\$ 26,738.60	\$ 48,666.68	\$ 21,928.08
	52 Trash	\$ 26,290.03	\$ 28,895.83	\$ 2,605.80	\$ 37,369.87	\$ 47,791.66	\$ 10,421.79
	Total	\$ 59,101.57	\$ 121,020.85	\$ 61,919.28	\$ 93,089.43	\$ 232,041.70	\$ 138,952.27
Utilities	Net Income (Loss)	\$ 41,452.95	\$ (14,708.34)	\$ 58,384.19	\$ 110,576.21	\$ (19,416.68)	\$ 129,992.89
		Revenue	Budget	Variance	Revenue	Budget	Variance
	30 HURF	\$ 23,607.69	\$ 23,787.83	\$ (180.14)	\$ 47,877.50	\$ 47,575.66	\$ 301.84
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 7,309.46	\$ 25,454.51	\$ 18,145.05	\$ 13,352.07	\$ 50,909.02	\$ 37,556.95
Road	Net Income (Loss)	\$ 16,298.23	\$ (1,666.68)	\$ 17,964.91	\$ 34,525.43	\$ (3,333.36)	\$ 37,858.79
		Revenue	Budget	Variance	Revenue	Budget	Variance
	35 Parking	\$ 21,055.75	\$ 33,333.33	\$ (12,277.58)	\$ 41,549.20	\$ 66,666.66	\$ (25,117.46)
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 35,618.78	\$ 37,888.41	\$ 2,269.63	\$ 69,715.74	\$ 75,776.82	\$ 6,061.08
Parking	Net Income (Loss)	\$ (14,563.03)	\$ (4,555.08)	\$ (10,007.95)	\$ (28,166.54)	\$ (9,110.16)	\$ (19,056.38)
		Current Month			Year To Date		
	Total Revenue	\$ 392,198.86			\$ 684,766.25		
	Less Total Expense	\$ 365,698.55			\$ 657,124.95		
	Net Income (Loss)	\$ 26,500.31			\$ 27,641.30		

9/6/22
8:45:04 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (10) Revenues & General Fund

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Property Taxes	\$19.42	\$3,958.33	\$(3,938.91)	(99.5)%	\$1,309.28	\$7,916.66	\$(6,607.38)	(83.5)%
City Sales Taxes	146,353.07	116,666.67	29,686.40	25.4	220,410.33	233,333.34	(12,923.01)	(5.5)
State Sales Taxes	4,511.68	5,534.58	(1,022.90)	(18.5)	9,954.79	11,069.16	(1,114.37)	(10.1)
Urban Revenue Share	23,712.69	24,126.08	(413.39)	(1.7)	47,425.38	48,252.16	(826.78)	(1.7)
Yavapai County for Library	0.00	2,102.92	(2,102.92)	(100.0)	0.00	4,205.84	(4,205.84)	(100.0)
Vehicle License Tax	3,330.63	3,419.42	(88.79)	(2.6)	6,163.20	6,838.84	(675.64)	(9.9)
Fines and Forfeitures	4,202.46	5,083.33	(880.87)	(17.3)	10,115.33	10,166.66	(51.33)	(0.5)
Court Security Fund Revenue	430.00	833.33	(403.33)	(48.4)	1,230.00	1,666.66	(436.66)	(26.2)
Building Permits	50.00	875.00	(825.00)	(94.3)	495.10	1,750.00	(1,254.90)	(71.7)
Planning & Zoning Fees	0.00	416.67	(416.67)	(100.0)	325.00	833.34	(508.34)	(61.0)
Business Licenses	200.00	375.00	(175.00)	(46.7)	370.00	750.00	(380.00)	(50.7)
Commercial Filming Fees	0.00	41.67	(41.67)	(100.0)	0.00	83.34	(83.34)	(100.0)
Fire Dept Services Rev	80.00	166.67	(86.67)	(52.0)	692.00	333.34	358.66	107.6
Franchise Fees	3,790.44	1,250.00	2,540.44	203.2	3,790.44	2,500.00	1,290.44	51.6
PD Parking Citation Revenue	3,213.10	3,000.00	213.10	7.1	5,915.10	6,000.00	(84.90)	(1.4)
PD Revenue From Parking Fund	3,125.00	3,125.00	0.00	0.0	6,250.00	6,250.00	0.00	0.0
Police Smart & Safe AZ Fund	0.00	416.67	(416.67)	(100.0)	0.00	833.34	(833.34)	(100.0)
Police Officer Safety Equip Rev	74.38	187.50	(113.12)	(60.3)	241.18	375.00	(133.82)	(35.7)
Police Services	428.00	833.33	(405.33)	(48.6)	1,503.00	1,666.66	(163.66)	(9.8)
Rents	6,639.80	7,520.83	(881.03)	(11.7)	13,274.60	15,041.66	(1,767.06)	(11.7)
Utility Reimbursements	347.11	375.00	(27.89)	(7.4)	647.35	750.00	(102.65)	(13.7)
Wildland Fire Fees	19,805.00	5,833.33	13,971.67	239.5	19,805.00	11,666.66	8,138.34	69.8
Wildlands Wage Reimbursement	10,272.99	3,416.67	6,856.32	200.7	10,272.99	6,833.34	3,439.65	50.3
Firewise Wage Reimbursement	0.00	3,000.00	(3,000.00)	(100.0)	0.00	6,000.00	(6,000.00)	(100.0)
Contributions	0.00	208.33	(208.33)	(100.0)	0.00	416.66	(416.66)	(100.0)
Library Contributions	1,028.00	91.67	936.33	1021.4	1,028.00	183.34	844.66	460.7
Interest	563.87	133.33	430.54	322.9	953.58	266.66	686.92	257.6
Sale of Assets	0.00	416.67	(416.67)	(100.0)	0.00	833.34	(833.34)	(100.0)
Miscellaneous Revenues	122.26	208.33	(86.07)	(41.3)	140.26	416.66	(276.40)	(66.3)
Administrative Charges	14,681.00	14,681.00	0.00	0.0	29,362.00	29,362.00	0.00	0.0
Net Revenues	\$246,980.90	\$208,297.33	\$38,683.57	18.6 %	\$391,673.91	\$416,594.66	\$(24,920.75)	(6.0)%
Net Income (Loss)	\$246,980.90	\$208,297.33	\$38,683.57	18.6%	\$391,673.91	\$416,594.66	\$(24,920.75)	(6.0)%

9/6/22
9:58:05 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (11) Administration

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Accounting and Auditing	\$0.00	\$1,416.67	\$1,416.67	100.0%	\$0.00	\$2,833.34	\$2,833.34	100.0%
Advertising, Printing, & Publishing	566.81	583.33	16.52	2.8	566.81	1,166.66	599.85	51.4
Contract Services	500.00	1,375.00	875.00	63.6	6,488.00	2,750.00	(3,738.00)	(135.9)
Conventions and Seminars	691.16	333.33	(357.83)	(107.4)	691.16	666.66	(24.50)	(3.7)
Training & Education	304.83	208.33	(96.50)	(46.3)	304.83	416.66	111.83	26.8
Dues, Subs & Memberships	5,028.00	583.33	(4,444.67)	(761.9)	5,580.00	1,166.66	(4,413.34)	(378.3)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	0.00	1,200.00	1,200.00	100.0
Election expenses	0.00	258.33	258.33	100.0	0.00	516.66	516.66	100.0
Insurance	95.00	1,458.33	1,363.33	93.5	295.00	2,916.66	2,621.66	89.9
Insurance Deductible Exp	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Legal Exp - Gen Gov	1,053.00	1,666.67	613.67	36.8	1,053.00	3,333.34	2,280.34	68.4
Miscellaneous	376.98	225.58	(151.40)	(67.1)	376.98	451.16	74.18	16.4
Bank Fees - Gen Admin	134.98	150.00	15.02	10.0	267.98	300.00	32.02	10.7
Bank Fees / Merch Svcs	655.19	750.00	94.81	12.6	1,556.28	1,500.00	(56.28)	(3.8)
Office Supplies	1,463.07	666.67	(796.40)	(119.5)	1,936.23	1,333.34	(602.89)	(45.2)
Copier & Equip Lease Expense	336.18	583.33	247.15	42.4	672.36	1,166.66	494.30	42.4
Software Support Exp - GG	1,529.48	1,873.17	343.69	18.3	2,094.54	3,746.34	1,651.80	44.1
Computer Hardware & Service	316.25	833.33	517.08	62.0	316.25	1,666.66	1,350.41	81.0
Operating Supplies - Gen Gov	0.00	125.00	125.00	100.0	60.91	250.00	189.09	75.6
Postage	180.00	333.33	153.33	46.0	180.00	666.66	486.66	73.0
Rep and Maint - Vehicles	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Shuttle Expenses	340.00	250.00	(90.00)	(36.0)	340.00	500.00	160.00	32.0
Small Tools and Equipment	0.00	1,041.67	1,041.67	100.0	0.00	2,083.34	2,083.34	100.0
Telephone	195.53	250.00	54.47	21.8	369.80	500.00	130.20	26.0
Travel	281.26	166.67	(114.59)	(68.8)	320.70	333.34	12.64	3.8
Tourism 1% Bed Tax	0.00	0.00	0.00	0.0	0.00	10,000.00	10,000.00	100.0
Community Health	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Preservation of Historic Buildings	0.00	5,000.00	5,000.00	100.0	0.00	10,000.00	10,000.00	100.0
Transfers Out	93,333.32	93,333.33	0.01	0.0	186,666.80	186,666.66	(0.14)	0.0
Total Program Expenses	\$107,381.04	\$113,590.41	\$6,209.37	5.5 %	\$210,137.63	\$238,380.82	\$28,243.19	11.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$28,756.93	\$21,791.42	\$(6,965.51)	(32.0)%	\$49,892.96	\$43,582.84	\$(6,310.12)	(14.5)%
Longevity Bonus	0.00	88.08	88.08	100.0	125.00	176.16	51.16	29.0
Payment in Lieu of Medical Benefits	0.00	0.00	0.00	0.0	595.36	595.00	(0.36)	(0.1)
FICA Match	2,164.79	1,677.58	(487.21)	(29.0)	3,800.70	3,355.16	(445.54)	(13.3)

9/6/22
9:58:05 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (11) Administration

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Retirement Match	1,641.85	1,455.17	(186.68)	(12.8)	3,234.42	2,910.34	(324.08)	(11.1)
Health/Life Insurance	3,240.76	5,161.08	1,920.32	37.2	6,560.72	10,322.16	3,761.44	36.4
Workers Compensation	0.00	113.75	113.75	100.0	0.00	227.50	227.50	100.0
Unemployment Insurance	22.59	34.67	12.08	34.8	47.61	69.34	21.73	31.3
Total General & Administrative Expenses	\$35,826.92	\$30,321.75	\$(5,505.17)	(18.2)%	\$64,256.77	\$61,238.50	\$(3,018.27)	(4.9)%
Total Expenses	\$143,207.96	\$143,912.16	\$704.20	0.5%	\$274,394.40	\$299,619.32	\$25,224.92	8.4%
Net Income (Loss)	\$(143,207.96)	\$(143,912.16)	\$704.20	0.5%	(\$274,394.40)	\$(299,619.32)	\$25,224.92	8.4%

9/6/22
9:13:42 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (12) Court

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Court Security Fund Expenses	\$0.00	\$833.33	\$833.33	100.0%	\$0.00	\$1,666.66	\$1,666.66	100.0%
Contract Services	0.00	583.33	583.33	100.0	0.00	1,166.66	1,166.66	100.0
Training & Education	220.00	41.67	(178.33)	(428.0)	220.00	83.34	(136.66)	(164.0)
Dues and Subscriptions	0.00	29.17	29.17	100.0	50.00	58.34	8.34	14.3
Miscellaneous	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
Office Supplies	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
Copier & Equip Lease Exp	1,211.52	200.00	(1,011.52)	(505.8)	1,211.52	400.00	(811.52)	(202.9)
Telephone	72.72	66.67	(6.05)	(9.1)	145.46	133.34	(12.12)	(9.1)
Travel	0.00	83.33	83.33	100.0	0.00	166.66	166.66	100.0
Total Program Expenses	\$1,504.24	\$1,870.84	\$366.60	19.6 %	\$1,626.98	\$3,741.68	\$2,114.70	56.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,887.14	\$5,726.75	\$839.61	14.7%	\$9,525.80	\$11,453.50	\$1,927.70	16.8%
Longevity Bonus	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
FICA and Medicare	373.87	439.33	65.46	14.9	728.72	878.66	149.94	17.1
Retirement	176.00	341.17	165.17	48.4	352.00	682.34	330.34	48.4
Worker's Compensation	0.00	18.92	18.92	100.0	0.00	37.84	37.84	100.0
Unemployment	0.00	12.00	12.00	100.0	8.73	24.00	15.27	63.6
Total General & Administrative Expenses	\$5,437.01	\$6,554.84	\$1,117.83	17.1 %	\$10,615.25	\$13,109.68	\$2,494.43	19.0 %
Total Expenses	\$6,941.25	\$8,425.68	\$1,484.43	17.6%	\$12,242.23	\$16,851.36	\$4,609.13	27.4%
Net Income (Loss)	\$(6,941.25)	\$(8,425.68)	\$1,484.43	17.6%	\$(12,242.23)	\$(16,851.36)	\$4,609.13	27.4%

9/6/22
10:01:03 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (13) Police

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$800.00	\$41.67	\$(758.33)	(1819.8)%	\$1,000.00	\$83.34	\$(916.66)	(1099.9)%
Training & Education	0.00	166.67	166.67	100.0	0.00	333.34	333.34	100.0
Dispatch Fees	0.00	3,500.00	3,500.00	100.0	3,478.75	7,000.00	3,521.25	50.3
Dues and Subscriptions	0.00	100.00	100.00	100.0	0.00	200.00	200.00	100.0
Fuel	1,122.31	1,250.00	127.69	10.2	1,122.31	2,500.00	1,377.69	55.1
Prosecutor Exp	1,023.00	1,666.67	643.67	38.6	1,023.00	3,333.34	2,310.34	69.3
Miscellaneous	0.00	50.00	50.00	100.0	0.00	100.00	100.00	100.0
Software Service & Support	280.47	704.17	423.70	60.2	1,515.95	1,408.34	(107.61)	(7.6)
Computer Hardware & Service	3,260.71	2,083.33	(1,177.38)	(56.5)	3,260.71	4,166.66	905.95	21.7
Operating Supplies - Police	0.00	208.33	208.33	100.0	134.57	416.66	282.09	67.7
Postage	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
Rep and Maint - Vehicles	474.52	500.00	25.48	5.1	474.52	1,000.00	525.48	52.5
Rep and Maint - Equipment	0.00	416.67	416.67	100.0	0.00	833.34	833.34	100.0
Police Officer Safety Equip Exp	0.00	187.50	187.50	100.0	0.00	375.00	375.00	100.0
Small Tools and Equipment	64.00	416.67	352.67	84.6	64.00	833.34	769.34	92.3
Telephone	349.67	562.50	212.83	37.8	605.43	1,125.00	519.57	46.2
Uniforms	0.00	125.00	125.00	100.0	0.00	250.00	250.00	100.0
Vehicles, Cap Outlay, Police	0.00	3,125.00	3,125.00	100.0	0.00	6,250.00	6,250.00	100.0
Total Program Expenses	\$7,374.68	\$15,120.85	\$7,746.17	51.2 %	\$12,679.24	\$30,241.70	\$17,562.46	58.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$25,204.39	\$31,159.75	\$5,955.36	19.1%	\$51,280.75	\$62,319.50	\$11,038.75	17.7%
Longevity Bonus	0.00	143.92	143.92	100.0	438.00	287.84	(150.16)	(52.2)
FICA and Medicare	1,847.15	2,394.75	547.60	22.9	3,794.50	4,789.50	995.00	20.8
Retirement	2,440.81	3,197.17	756.36	23.7	5,213.36	6,394.34	1,180.98	18.5
Health Insurance	4,498.58	6,450.50	1,951.92	30.3	8,997.16	12,901.00	3,903.84	30.3
Worker's Compensation	0.00	2,066.00	2,066.00	100.0	0.00	4,132.00	4,132.00	100.0
Unemployment	6.34	54.50	48.16	88.4	12.43	109.00	96.57	88.6
Total General & Administrative Expenses	\$33,997.27	\$45,466.59	\$11,469.32	25.2 %	\$69,736.20	\$90,933.18	\$21,196.98	23.3 %
Total Expenses	\$41,371.95	\$60,587.44	\$19,215.49	31.7%	\$82,415.44	\$121,174.88	\$38,759.44	32.0%
Net Income (Loss)	\$(41,371.95)	\$(60,587.44)	\$19,215.49	31.7%	\$(82,415.44)	\$(121,174.88)	\$38,759.44	32.0%

9/6/22
9:45:12 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (14) Fire

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$41.67	\$41.67	100.0%	\$0.00	\$83.34	\$83.34	100.0%
Training & Education	2,535.77	666.67	(1,869.10)	(280.4)	2,535.77	1,333.34	(1,202.43)	(90.2)
Dispatch Fees	0.00	562.50	562.50	100.0	560.33	1,125.00	564.67	50.2
Dues and Subscriptions	0.00	58.33	58.33	100.0	0.00	116.66	116.66	100.0
Fuel	832.74	750.00	(82.74)	(11.0)	832.74	1,500.00	667.26	44.5
Legal Exp - Fire	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Medical Expenses	0.00	83.33	83.33	100.0	0.00	166.66	166.66	100.0
Medical Supplies Exp	1,609.96	375.00	(1,234.96)	(329.3)	1,929.25	750.00	(1,179.25)	(157.2)
Miscellaneous	0.00	118.58	118.58	100.0	76.99	237.16	160.17	67.5
Software Service & Support	110.49	75.00	(35.49)	(47.3)	220.98	150.00	(70.98)	(47.3)
Computer Hardware and Service	0.00	208.33	208.33	100.0	0.00	416.66	416.66	100.0
Operating Supplies - Fire Dept	397.96	125.00	(272.96)	(218.4)	397.96	250.00	(147.96)	(59.2)
Rep and Maint - Vehicles	743.09	1,666.67	923.58	55.4	743.09	3,333.34	2,590.25	77.7
Rep and Maint - Equipment	0.00	416.67	416.67	100.0	0.00	833.34	833.34	100.0
Small Tools and Equipment	965.94	833.33	(132.61)	(15.9)	965.94	1,666.66	700.72	42.0
Telephone	308.46	291.67	(16.79)	(5.8)	437.35	583.34	145.99	25.0
Training Center Assessment	0.00	2,700.00	2,700.00	100.0	0.00	2,700.00	2,700.00	100.0
Total Program Expenses	\$7,504.41	\$9,014.42	\$1,510.01	16.8 %	\$8,700.40	\$15,328.84	\$6,628.44	43.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$10,722.14	\$14,945.50	\$4,223.36	28.3%	\$21,495.08	\$29,891.00	\$8,395.92	28.1%
Wildland Personnel	10,272.99	2,916.67	(7,356.32)	(252.2)	10,272.99	5,833.34	(4,439.65)	(76.1)
Volunteer-Employee Per Call Personnel	1,732.50	2,833.33	1,100.83	38.9	3,397.50	5,666.66	2,269.16	40.0
Firewise Personnel	2,389.15	2,583.33	194.18	7.5	5,387.40	5,166.66	(220.74)	(4.3)
Longevity Bonus	0.00	74.50	74.50	100.0	0.00	149.00	149.00	100.0
Payment in Lieu of Benefits	562.76	609.67	46.91	7.7	1,125.52	1,219.34	93.82	7.7
FICA and Medicare	(939.85)	1,724.83	2,664.68	154.5	105.98	3,449.66	3,343.68	96.9
Retirement	15,851.50	16,098.00	246.50	1.5	16,713.33	17,196.00	482.67	2.8
Health Insurance	2,567.90	3,025.00	457.10	15.1	5,135.80	6,050.00	914.20	15.1
Worker's Compensation	0.00	1,814.75	1,814.75	100.0	0.00	3,629.50	3,629.50	100.0
Unemployment	13.00	74.00	61.00	82.4	26.91	148.00	121.09	81.8
Total General & Administrative Expenses	\$43,172.09	\$46,699.58	\$3,527.49	7.6 %	\$63,660.51	\$78,399.16	\$14,738.65	18.8 %
Total Expenses	\$50,676.50	\$55,714.00	\$5,037.50	9.0%	\$72,360.91	\$93,728.00	\$21,367.09	22.8%
Net Income (Loss)	\$(50,676.50)	\$(55,714.00)	\$5,037.50	9.0%	\$(72,360.91)	\$(93,728.00)	\$21,367.09	22.8%

9/6/22
9:46:57 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (15) Library

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$104.17	\$104.17	100.0%	\$0.00	\$208.34	\$208.34	100.0%
Miscellaneous	0.00	20.83	20.83	100.0	0.00	41.66	41.66	100.0
Office Supplies	0.00	20.83	20.83	100.0	0.00	41.66	41.66	100.0
Operating Supplies - Library	859.09	375.00	(484.09)	(129.1)	938.24	750.00	(188.24)	(25.1)
Print and Non-Print Materials	200.74	250.00	49.26	19.7	200.74	500.00	299.26	59.9
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	0.00	16.66	16.66	100.0
Small Tools and Equipment	0.00	125.00	125.00	100.0	0.00	250.00	250.00	100.0
Telephone	87.47	91.67	4.20	4.6	173.56	183.34	9.78	5.3
E-Rate Exp	42.95	66.67	23.72	35.6	85.90	133.34	47.44	35.6
Total Program Expenses	\$1,190.25	\$1,062.50	\$(127.75)	(12.0)%	\$1,398.44	\$2,125.00	\$726.56	34.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$5,542.82	\$6,044.75	\$501.93	8.3%	\$10,268.07	\$12,089.50	\$1,821.43	15.1%
Longevity Bonus	0.00	46.50	46.50	100.0	0.00	93.00	93.00	100.0
Library Benefit Stipend	549.56	595.33	45.77	7.7	1,099.12	1,190.66	91.54	7.7
FICA and Medicare	465.54	511.50	45.96	9.0	868.58	1,023.00	154.42	15.1
Retirement	298.83	364.17	65.34	17.9	572.37	728.34	155.97	21.4
Health Insurance	41.22	41.00	(0.22)	(0.5)	82.44	82.00	(0.44)	(0.5)
Worker's Compensation	0.00	24.08	24.08	100.0	0.00	48.16	48.16	100.0
Unemployment	12.30	20.08	7.78	38.7	21.19	40.16	18.97	47.2
Total General & Administrative Expenses	\$6,910.27	\$7,647.41	\$737.14	9.6 %	\$12,911.77	\$15,294.82	\$2,383.05	15.6 %
Total Expenses	\$8,100.52	\$8,709.91	\$609.39	7.0%	\$14,310.21	\$17,419.82	\$3,109.61	17.9%
Net Income (Loss)	\$(8,100.52)	\$(8,709.91)	\$609.39	7.0%	(\$14,310.21)	\$(17,419.82)	\$3,109.61	17.9%

9/6/22
9:50:01 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (16) P & Z

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$8.33	\$8.33	100.0%	\$0.00	\$16.66	\$16.66	100.0%
Conventions and Seminars	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Training & Education	0.00	166.67	166.67	100.0	0.00	333.34	333.34	100.0
Legal Exp - P&Z	939.00	1,500.00	561.00	37.4	939.00	3,000.00	2,061.00	68.7
Miscellaneous	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
Software Maintenance & Support	75.00	128.67	53.67	41.7	150.00	257.34	107.34	41.7
Operating Supplies - P&Z	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
Small Tools and Equipment	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
Telephone	27.94	50.00	22.06	44.1	27.94	100.00	72.06	72.1
Travel	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Total Program Expenses	\$1,041.94	\$1,987.02	\$945.08	47.6 %	\$1,116.94	\$3,974.04	\$2,857.10	71.9 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,235.51	\$5,177.75	\$942.24	18.2%	\$8,382.78	\$10,355.50	\$1,972.72	19.0%
Longevity Bonus	0.00	29.83	29.83	100.0	0.00	59.66	59.66	100.0
FICA and Medicare	319.69	398.42	78.73	19.8	632.64	796.84	164.20	20.6
Retirement	309.60	324.17	14.57	4.5	586.52	648.34	61.82	9.5
Health Insurance	921.80	993.00	71.20	7.2	1,843.60	1,986.00	142.40	7.2
Worker's Compensation	0.00	44.67	44.67	100.0	0.00	89.34	89.34	100.0
Unemployment	2.48	12.00	9.52	79.3	7.14	24.00	16.86	70.3
Total General & Administrative Expenses	\$5,789.08	\$6,979.84	\$1,190.76	17.1 %	\$11,452.68	\$13,959.68	\$2,507.00	18.0 %
Total Expenses	\$6,831.02	\$8,966.86	\$2,135.84	23.8%	\$12,569.62	\$17,933.72	\$5,364.10	29.9%
Net Income (Loss)	\$(6,831.02)	\$(8,966.86)	\$2,135.84	23.8%	\$(12,569.62)	\$(17,933.72)	\$5,364.10	29.9%

9/6/22
9:51:16 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (17) Parks

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Fuel	\$185.87	\$166.67	\$(19.20)	(11.5)%	\$185.87	\$333.34	\$147.47	44.2%
Legal Exp - Parks	0.00	20.83	20.83	100.0	0.00	41.66	41.66	100.0
Miscellaneous	18.50	25.00	6.50	26.0	18.50	50.00	31.50	63.0
Operating Supplies - Parks	43.74	29.17	(14.57)	(49.9)	43.74	58.34	14.60	25.0
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	16.66	16.66	100.0
Rep and Maint - Vehicles	51.25	125.00	73.75	59.0	51.25	250.00	198.75	79.5
Rep and Maint - Equipment	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Rep and Maint - Infrastructure	0.00	166.67	166.67	100.0	0.00	333.34	333.34	100.0
Small Tools and Equipment	0.00	83.33	83.33	100.0	0.00	166.66	166.66	100.0
Uniform Exp Parks	0.00	33.33	33.33	100.0	0.00	66.66	66.66	100.0
Utilities	441.50	233.33	(208.17)	(89.2)	441.50	466.66	25.16	5.4
Lease Payments	43.36	21.75	(21.61)	(99.4)	43.36	43.50	0.14	0.3
Total Program Expenses	\$784.22	\$955.08	\$170.86	17.9 %	\$784.22	\$1,910.16	\$1,125.94	58.9 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$494.23	\$610.75	\$116.52	19.1%	\$951.07	\$1,221.50	\$270.43	22.1%
FICA and Medicare	36.04	46.75	10.71	22.9	69.21	93.50	24.29	26.0
Retirement	39.54	48.83	9.29	19.0	76.09	97.66	21.57	22.1
Health Insurance	139.54	156.92	17.38	11.1	279.08	313.84	34.76	11.1
Worker's Compensation	0.00	28.67	28.67	100.0	0.00	57.34	57.34	100.0
Unemployment	0.00	0.75	0.75	100.0	0.01	1.50	1.49	99.3
Total General & Administrative Expenses	\$709.35	\$892.67	\$183.32	20.5 %	\$1,375.46	\$1,785.34	\$409.88	23.0 %
Total Expenses	\$1,493.57	\$1,847.75	\$354.18	19.2%	\$2,159.68	\$3,695.50	\$1,535.82	41.6%
Net Income (Loss)	\$(1,493.57)	\$(1,847.75)	\$354.18	19.2%	\$(2,159.68)	\$(3,695.50)	\$1,535.82	41.6%

9/6/22
9:52:27 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (1) General
Department: (18) Property

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$50.00	\$875.00	\$825.00	94.3%	\$1,274.29	\$1,750.00	\$475.71	27.2%
Engineering Fees	0.00	416.67	416.67	100.0	0.00	833.34	833.34	100.0
Fuel	92.60	125.00	32.40	25.9	92.60	250.00	157.40	63.0
Legal Exp - Properties	0.00	8.33	8.33	100.0	0.00	16.66	16.66	100.0
Miscellaneous	18.50	83.33	64.83	77.8	18.50	166.66	148.16	88.9
Operating Supplies - Properties	43.74	166.67	122.93	73.8	43.74	333.34	289.60	86.9
R&M Building - Properties	(5,604.64)	4,166.67	9,771.31	234.5	(5,604.64)	8,333.34	13,937.98	167.3
Rep and Maint - Vehicles	51.25	125.00	73.75	59.0	51.25	250.00	198.75	79.5
Rep and Maint - Equipment	18.66	20.83	2.17	10.4	18.66	41.66	23.00	55.2
Rep and Maint - Infrastructure	0.00	9,583.33	9,583.33	100.0	0.00	19,166.66	19,166.66	100.0
Small Tools and Equipment	103.78	100.00	(3.78)	(3.8)	103.78	200.00	96.22	48.1
Uniform Exp Properties	0.00	29.17	29.17	100.0	0.00	58.34	58.34	100.0
Utilities	5,836.27	3,500.00	(2,336.27)	(66.8)	5,956.49	7,000.00	1,043.51	14.9
Lease Payments	43.36	21.75	(21.61)	(99.4)	43.36	43.50	0.14	0.3
Total Program Expenses	\$653.52	\$19,221.75	\$18,568.23	96.6 %	\$1,998.03	\$38,443.50	\$36,445.47	94.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,060.42	\$3,781.83	\$721.41	19.1%	\$5,889.29	\$7,563.66	\$1,674.37	22.1%
FICA and Medicare	223.14	289.33	66.19	22.9	428.56	578.66	150.10	25.9
Retirement	244.83	302.58	57.75	19.1	471.14	605.16	134.02	22.1
Health Insurance	864.06	971.83	107.77	11.1	1,728.12	1,943.66	215.54	11.1
Worker's Compensation	0.00	172.08	172.08	100.0	0.00	344.16	344.16	100.0
Unemployment	0.00	4.83	4.83	100.0	0.08	9.66	9.58	99.2
Total General & Administrative Expenses	\$4,392.45	\$5,522.48	\$1,130.03	20.5 %	\$8,517.19	\$11,044.96	\$2,527.77	22.9 %
Total Expenses	\$5,045.97	\$24,744.23	\$19,698.26	79.6%	\$10,515.22	\$49,488.46	\$38,973.24	78.8%
Net Income (Loss)	\$(5,045.97)	\$(24,744.23)	\$19,698.26	79.6%	\$(10,515.22)	\$(49,488.46)	\$38,973.24	78.8%

9/6/22

10:05:35 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 8/1/2022 Through 8/31/2022

Fund: (2) Utilities
 Department: (50) Water

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Connection Fees	\$0.00	\$416.67	\$(416.67)	(100.0)%	\$0.00	\$833.34	\$(833.34)	(100.0)%
Water Usage Fees	13,576.80	15,166.67	(1,589.87)	(10.5)	27,960.56	30,333.34	(2,372.78)	(7.8)
Miscellaneous	115.00	208.33	(93.33)	(44.8)	436.00	416.66	19.34	4.6
Transfers In	49,166.66	49,166.67	(0.01)	0.0	98,333.40	98,333.34	0.06	0.0
Net Revenues	\$62,858.46	\$64,958.34	\$(2,099.88)	(3.2)%	\$126,729.96	\$129,916.68	\$(3,186.72)	(2.5)%
<u>Program Expenses</u>								
Contract Services	\$900.00	\$2,666.67	\$1,766.67	66.3%	\$3,256.22	\$5,333.34	\$2,077.12	38.9%
Training & Education	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	0.00	300.00	300.00	100.0
Engineering Fees	0.00	125.00	125.00	100.0	0.00	250.00	250.00	100.0
Fuel	327.07	250.00	(77.07)	(30.8)	354.32	500.00	145.68	29.1
Insurance	0.00	625.00	625.00	100.0	0.00	1,250.00	1,250.00	100.0
Legal Exp - Water	370.50	3,583.33	3,212.83	89.7	370.50	7,166.66	6,796.16	94.8
Miscellaneous	18.50	66.25	47.75	72.1	18.50	132.50	114.00	86.0
Software Support Exp - Water	61.68	469.00	407.32	86.8	122.80	938.00	815.20	86.9
Operating Supplies - Water	67.90	283.33	215.43	76.0	67.90	566.66	498.76	88.0
R&M Building - Water	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0
Rep and Maint - Vehicles	51.25	166.67	115.42	69.3	51.25	333.34	282.09	84.6
Rep and Maint - Equipment	0.00	125.00	125.00	100.0	0.00	250.00	250.00	100.0
Rep and Maint - Infrastructure	128.25	43,666.67	43,538.42	99.7	182.95	87,333.34	87,150.39	99.8
Springs Security Exp	230.46	833.33	602.87	72.3	230.46	1,666.66	1,436.20	86.2
Service Tests/System Testing	30.00	62.50	32.50	52.0	30.00	125.00	95.00	76.0
Small Tools and Equipment	0.00	104.17	104.17	100.0	0.00	208.34	208.34	100.0
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	150.00	150.00	100.0
Uniform Exp Water	0.00	29.17	29.17	100.0	0.00	58.34	58.34	100.0
Utilities Exp - Water	72.16	41.67	(30.49)	(73.2)	72.16	83.34	11.18	13.4
Administrative Charge	4,524.00	4,524.00	0.00	0.0	9,048.00	9,048.00	0.00	0.0
Lease Payments	151.76	75.92	(75.84)	(99.9)	151.76	151.84	0.08	0.1
Total Program Expenses	\$6,933.53	\$57,981.02	\$51,047.49	88.0 %	\$13,956.82	\$115,962.04	\$102,005.22	88.0 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$5,398.49	\$6,671.08	\$1,272.59	19.1%	\$10,388.54	\$13,342.16	\$2,953.62	22.1%
FICA and Medicare	393.62	510.33	116.71	22.9	755.98	1,020.66	264.68	25.9
Retirement	431.88	533.67	101.79	19.1	831.09	1,067.34	236.25	22.1
Health Insurance	1,524.20	1,714.25	190.05	11.1	3,048.39	3,428.50	380.11	11.1

9/6/22

10:05:35 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 8/1/2022 Through 8/31/2022

Fund: (2) Utilities
 Department: (50) Water

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Worker's Compensation	0.00	372.83	372.83	100.0	0.00	745.66	745.66	100.0
Unemployment	0.00	8.50	8.50	100.0	0.14	17.00	16.86	99.2
Total General & Administrative Expenses	\$7,748.19	\$9,810.66	\$2,062.47	21.0 %	\$15,024.14	\$19,621.32	\$4,597.18	23.4 %
Total Expenses	\$14,681.72	\$67,791.68	\$53,109.96	78.3%	\$28,980.96	\$135,583.36	\$106,602.40	78.6%
Net Income (Loss)	\$48,176.74	\$(2,833.34)	\$51,010.08	1800.4%	\$97,749.00	\$(5,666.68)	\$103,415.68	1825.0%

9/6/22
10:07:49 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (2) Utilities
Department: (51) Sewer

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Connection Fees	\$0.00	\$458.33	\$(458.33)	(100.0)%	\$0.00	\$916.66	\$(916.66)	(100.0)%
Sewer Usage Fees	13,078.34	15,166.67	(2,088.33)	(13.8)	27,356.73	30,333.34	(2,976.61)	(9.8)
Transfers In	7,500.00	7,500.00	0.00	0.0	15,000.00	15,000.00	0.00	0.0
Net Revenues	\$20,578.34	\$23,125.00	\$(2,546.66)	(11.0)%	\$42,356.73	\$46,250.00	\$(3,893.27)	(8.4)%
<u>Program Expenses</u>								
Contract Services	\$3,200.00	\$4,550.00	\$1,350.00	29.7%	\$3,200.00	\$9,100.00	\$5,900.00	64.8%
Permit Fee Exp - Sewer	0.00	114.58	114.58	100.0	0.00	229.16	229.16	100.0
Engineering Fees	0.00	1,458.33	1,458.33	100.0	0.00	2,916.66	2,916.66	100.0
Fuel	252.33	250.00	(2.33)	(0.9)	279.58	500.00	220.42	44.1
Insurance	0.00	833.33	833.33	100.0	0.00	1,666.66	1,666.66	100.0
Legal Exp - Sewer	0.00	91.67	91.67	100.0	0.00	183.34	183.34	100.0
Miscellaneous	75.58	41.50	(34.08)	(82.1)	75.58	83.00	7.42	8.9
Software Support Exp - Sewer	61.68	469.00	407.32	86.8	122.80	938.00	815.20	86.9
Operating Supplies	3,611.88	666.67	(2,945.21)	(441.8)	3,611.88	1,333.34	(2,278.54)	(170.9)
R&M Building - Sewer	0.00	25.00	25.00	100.0	0.00	50.00	50.00	100.0
Rep and Maint - Vehicles	76.92	158.33	81.41	51.4	76.92	316.66	239.74	75.7
Rep and Maint - Equipment	0.00	200.00	200.00	100.0	0.00	400.00	400.00	100.0
Rep and Maint - Infrastructure	340.61	4,000.00	3,659.39	91.5	340.61	8,000.00	7,659.39	95.7
Service Tests/System Testing	1,256.40	1,166.67	(89.73)	(7.7)	1,307.40	2,333.34	1,025.94	44.0
Small Tools & Equipment (under \$5,000)	0.00	166.67	166.67	100.0	0.00	333.34	333.34	100.0
Uniform Exp Sewer	0.00	29.17	29.17	100.0	0.00	58.34	58.34	100.0
Utilities	377.19	208.33	(168.86)	(81.1)	377.19	416.66	39.47	9.5
Administrative Charge	4,524.00	4,524.00	0.00	0.0	9,048.00	9,048.00	0.00	0.0
Lease Payments	151.76	75.92	(75.84)	(99.9)	151.76	151.84	0.08	0.1
Total Program Expenses	\$13,928.35	\$19,029.17	\$5,100.82	26.8 %	\$18,591.72	\$38,058.34	\$19,466.62	51.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,927.36	\$3,617.42	\$690.06	19.1%	\$5,633.25	\$7,234.84	\$1,601.59	22.1%
FICA and Medicare	213.44	276.75	63.31	22.9	409.93	553.50	143.57	25.9
Retirement	234.19	289.42	55.23	19.1	450.66	578.84	128.18	22.1
Health Insurance	826.48	929.58	103.10	11.1	1,652.96	1,859.16	206.20	11.1
Worker's Compensation	0.00	186.42	186.42	100.0	0.00	372.84	372.84	100.0
Unemployment	0.00	4.58	4.58	100.0	0.08	9.16	9.08	99.1
Total General & Administrative Expenses	\$4,201.47	\$5,304.17	\$1,102.70	20.8 %	\$8,146.88	\$10,608.34	\$2,461.46	23.2 %

9/6/22
10:07:49 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (2) Utilities
Department: (51) Sewer

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$18,129.82	\$24,333.34	\$6,203.52	25.5%	\$26,738.60	\$48,666.68	\$21,928.08	45.1%
Net Income (Loss)	\$2,448.52	\$(1,208.34)	\$3,656.86	302.6%	\$15,618.13	\$(2,416.68)	\$18,034.81	746.3%

9/6/22
10:10:14 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (2) Utilities
Department: (52) Sanitation

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sanitation Usage Fees	\$14,617.72	\$15,666.67	\$(1,048.95)	(6.7)%	\$29,183.95	\$31,333.34	\$(2,149.39)	(6.9)%
Miscellaneous	0.00	62.50	(62.50)	(100.0)	395.00	125.00	270.00	216.0
Transfers In	2,500.00	2,500.00	0.00	0.0	5,000.00	5,000.00	0.00	0.0
Net Revenues	\$17,117.72	\$18,229.17	\$(1,111.45)	(6.1)%	\$34,578.95	\$36,458.34	\$(1,879.39)	(5.2)%
<u>Program Expenses</u>								
Recycling Contract Exp	\$0.00	\$125.00	\$125.00	100.0%	\$0.00	\$250.00	\$250.00	100.0%
Training & Education	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Equipment Rentals	950.20	66.67	(883.53)	(1325.2)	950.20	133.34	(816.86)	(612.6)
Fuel	812.06	875.00	62.94	7.2	1,030.01	1,750.00	719.99	41.1
Insurance	0.00	833.33	833.33	100.0	0.00	1,666.66	1,666.66	100.0
Landfill Tipping Fees	1,629.20	1,800.00	170.80	9.5	1,629.20	3,600.00	1,970.80	54.7
Miscellaneous	69.40	22.08	(47.32)	(214.3)	69.40	44.16	(25.24)	(57.2)
Software Support Exp - Trash	61.68	469.00	407.32	86.8	122.80	938.00	815.20	86.9
Operating Supplies - Trash	43.74	62.50	18.76	30.0	43.74	125.00	81.26	65.0
Rep and Maint - Vehicles	1,515.59	833.33	(682.26)	(81.9)	1,515.59	1,666.66	151.07	9.1
Rep and Maint - Equipment	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Small Tools and Equipment	0.00	500.00	500.00	100.0	0.00	1,000.00	1,000.00	100.0
Uniform Exp Trash	0.00	29.17	29.17	100.0	0.00	58.34	58.34	100.0
Administrative Charge	4,524.00	4,524.00	0.00	0.0	9,048.00	9,048.00	0.00	0.0
Transfers Out	10,000.00	10,000.00	0.00	0.0	10,000.00	10,000.00	0.00	0.0
Total Program Expenses	\$19,605.87	\$20,223.42	\$617.55	3.1 %	\$24,408.94	\$30,446.84	\$6,037.90	19.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,657.16	\$5,755.00	\$1,097.84	19.1%	\$8,961.95	\$11,510.00	\$2,548.05	22.1%
FICA and Medicare	339.55	440.25	100.70	22.9	652.15	880.50	228.35	25.9
Retirement	372.57	460.42	87.85	19.1	716.95	920.84	203.89	22.1
Health Insurance	1,314.88	1,478.83	163.95	11.1	2,629.77	2,957.66	327.89	11.1
Worker's Compensation	0.00	530.58	530.58	100.0	0.00	1,061.16	1,061.16	100.0
Unemployment	0.00	7.33	7.33	100.0	0.11	14.66	14.55	99.2
Total General & Administrative Expenses	\$6,684.16	\$8,672.41	\$1,988.25	22.9 %	\$12,960.93	\$17,344.82	\$4,383.89	25.3 %
Total Expenses	\$26,290.03	\$28,895.83	\$2,605.80	9.0%	\$37,369.87	\$47,791.66	\$10,421.79	21.8%
Net Income (Loss)	\$(9,172.31)	\$(10,666.66)	\$1,494.35	14.0%	\$(2,790.92)	\$(11,333.32)	\$8,542.40	75.4%

9/6/22
10:12:17 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (3) Road
Department: (30) HURF

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
HURF Revenue	\$3,818.75	\$4,037.83	\$(219.08)	(5.4)%	\$8,340.19	\$8,075.66	\$264.53	3.3%
Interest and Investment Earnings	80.61	41.67	38.94	93.4	120.61	83.34	37.27	44.7
Transfers In	19,708.33	19,708.33	0.00	0.0	39,416.70	39,416.66	0.04	0.0
Net Revenues	\$23,607.69	\$23,787.83	\$(180.14)	(0.8)%	\$47,877.50	\$47,575.66	\$301.84	0.6 %
<u>Program Expenses</u>								
Engineering Fees	\$0.00	\$208.33	\$208.33	100.0%	\$0.00	\$416.66	\$416.66	100.0%
Equipment Rentals - HURF	0.00	66.67	66.67	100.0	0.00	133.34	133.34	100.0
Fuel	92.60	150.00	57.40	38.3	92.60	300.00	207.40	69.1
Insurance	0.00	416.67	416.67	100.0	0.00	833.34	833.34	100.0
Miscellaneous	18.50	52.58	34.08	64.8	18.50	105.16	86.66	82.4
Software Service & Support	20.55	132.83	112.28	84.5	40.91	265.66	224.75	84.6
Operating Supplies - HURF	43.78	41.67	(2.11)	(5.1)	43.78	83.34	39.56	47.5
Public Restroom Supplies	0.00	250.00	250.00	100.0	0.00	500.00	500.00	100.0
R&M Building - HURF	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Rep and Maint - Vehicles	51.25	125.00	73.75	59.0	51.25	250.00	198.75	79.5
Rep and Maint - Equipment	77.75	41.67	(36.08)	(86.6)	77.75	83.34	5.59	6.7
Rep and Maint - Infrastructure	0.00	13,750.00	13,750.00	100.0	0.00	27,500.00	27,500.00	100.0
Small Tools and Equipment	0.00	41.67	41.67	100.0	0.00	83.34	83.34	100.0
Street Lights	1,053.35	1,083.33	29.98	2.8	2,106.70	2,166.66	59.96	2.8
Street Supplies	290.98	416.67	125.69	30.2	290.98	833.34	542.36	65.1
Uniform Exp - HURF	0.00	29.17	29.17	100.0	0.00	58.34	58.34	100.0
Administrative Charge	670.50	670.50	0.00	0.0	1,341.00	1,341.00	0.00	0.0
Capital Outlay	0.00	2,083.33	2,083.33	100.0	0.00	4,166.66	4,166.66	100.0
Lease Payments	43.38	21.75	(21.63)	(99.4)	43.38	43.50	0.12	0.3
Total Program Expenses	\$2,362.64	\$19,623.51	\$17,260.87	88.0 %	\$4,106.85	\$39,247.02	\$35,140.17	89.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,771.76	\$4,288.17	\$516.41	12.0%	\$6,950.26	\$8,576.34	\$1,626.08	19.0%
FICA and Medicare	279.67	328.08	48.41	14.8	513.95	656.16	142.21	21.7
Retirement	197.69	244.33	46.64	19.1	380.42	488.66	108.24	22.2
Health Insurance	697.70	784.67	86.97	11.1	1,395.40	1,569.34	173.94	11.1
Worker's Compensation	0.00	175.83	175.83	100.0	0.00	351.66	351.66	100.0
Unemployment	0.00	9.92	9.92	100.0	5.19	19.84	14.65	73.8
Total General & Administrative Expenses	\$4,946.82	\$5,831.00	\$884.18	15.2 %	\$9,245.22	\$11,662.00	\$2,416.78	20.7 %

9/6/22

10:12:17 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 8/1/2022 Through 8/31/2022

Fund: (3) Road
Department: (30) HURF

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$7,309.46	\$25,454.51	\$18,145.05	71.3%	\$13,352.07	\$50,909.02	\$37,556.95	73.8%
Net Income (Loss)	\$16,298.23	\$(1,666.68)	\$17,964.91	1077.9%	\$34,525.43	\$(3,333.36)	\$37,858.79	1135.8%

9/6/22

10:13:38 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 8/1/2022 Through 8/31/2022

Fund: (3) Road
 Department: (35) Parking

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Parking Kiosk Revenue	\$21,055.75	\$33,333.33	\$(12,277.58)	(36.8)%	\$41,549.20	\$66,666.66	\$(25,117.46)	(37.7)%
Net Revenues	\$21,055.75	\$33,333.33	\$(12,277.58)	(36.8)%	\$41,549.20	\$66,666.66	\$(25,117.46)	(37.7)%
<u>Program Expenses</u>								
Fuel	\$74.29	\$166.67	\$92.38	55.4%	\$74.29	\$333.34	\$259.05	77.7%
Miscellaneous	0.00	53.33	53.33	100.0	0.00	106.66	106.66	100.0
Bank Charges	16.04	0.00	(16.04)	0.0	16.04	0.00	(16.04)	0.0
Credit Card Processing Fees	3,480.64	3,791.67	311.03	8.2	7,129.70	7,583.34	453.64	6.0
Software Service and Support	429.20	874.50	445.30	50.9	449.56	1,749.00	1,299.44	74.3
Operating Supplies	635.13	250.00	(385.13)	(154.1)	635.13	500.00	(135.13)	(27.0)
Telephone	160.04	266.67	106.63	40.0	160.04	533.34	373.30	70.0
Administrative Charge	438.50	438.50	0.00	0.0	877.00	877.00	0.00	0.0
Allow for Additional Capital Purchases	0.00	583.33	583.33	100.0	0.00	1,166.66	1,166.66	100.0
Transfers Out	27,000.00	28,041.67	1,041.67	3.7	54,000.00	56,083.34	2,083.34	3.7
Total Program Expenses	\$32,233.84	\$34,466.34	\$2,232.50	6.5 %	\$63,341.76	\$68,932.68	\$5,590.92	8.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,141.47	\$3,089.33	\$(52.14)	(1.7)%	\$5,912.60	\$6,178.66	\$266.06	4.3%
FICA Match	240.33	236.33	(4.00)	(1.7)	452.33	472.66	20.33	4.3
Worker's Compensation	0.00	81.08	81.08	100.0	0.00	162.16	162.16	100.0
Unemployment	3.14	15.33	12.19	79.5	9.05	30.66	21.61	70.5
Total General & Administrative Expenses	\$3,384.94	\$3,422.07	\$37.13	1.1 %	\$6,373.98	\$6,844.14	\$470.16	6.9 %
Total Expenses	\$35,618.78	\$37,888.41	\$2,269.63	6.0%	\$69,715.74	\$75,776.82	\$6,061.08	8.0%
Net Income (Loss)	\$(14,563.03)	\$(4,555.08)	\$(10,007.95)	(219.7)%	\$(28,166.54)	\$(9,110.16)	\$(19,056.38)	(209.2)%

9/6/22
12:20:57 PM

Town of Jerome
Balance Sheet
As of 8/31/2022
Fund: (1) General

Assets

Current Assets

LGIP	\$1,705.08	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,703.09	
City Sales Taxes	159,335.89	
Franchise Fees	3,806.58	
GF Accounts Receivable	(2,981.85)	
Property Taxes	2,314.93	
State Sales Taxes	2,658.34	
Court - Checking & Bond Acct	99,163.31	
Court - JCEF Acct	13,793.90	
Court - FTG Acct	8,060.05	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
General Fund PrePaid Exp	(2,782.47)	
NBA Checking	39,065.57	
OAZ Checking	622,099.13	
OAZ General Savings	2,078,930.82	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$3,027,452.37

Other Assets

Due From Other Funds	\$2,559,068.72	
Total Other Assets		2,559,068.72

Total Assets

\$5,586,521.09

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$3,576.61	
Federal WH & FICA	(10,843.42)	
Arizona Withholding	(1,257.58)	
Unemployment Taxes	(13.75)	
Health Insurance	(2,122.09)	
457G Retirement	(0.01)	
PSPRS	(33.54)	
Customer Deposits	6,760.72	
FD Per Call Payable	13,549.50	
Ganishments Payable	1,735.51	
Wages Payable	(6,097.01)	
Due To Other Funds	4,065,191.36	
Court Liabilities	10,404.08	
Total Current Liabilities		\$4,080,850.38
Total Liabilities		\$4,080,850.38

Net Assets

Unrestricted Funds	1,069,991.99	
Current Year Net Assets	435,678.72	
Total Net Assets		1,505,670.71
Total Liabilities and Net Assets		\$5,586,521.09

9/6/22
12:22:25 PM

Town of Jerome
Balance Sheet
As of 8/31/2022

Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	49,963.53	
Miscellaneous	27.21	
Construction WIP	72,959.00	
Total Current Assets		\$107,949.74

Property, Plant & Equipment

Buildings-Prop, Plant, Equip	\$2,166,541.66	
Operating Equipment-Prop, Plant, Equip	205,764.78	
Buildings-Acc Depreciation	(1,615,986.98)	
Operating Equipment-Acc Depreciation	(162,494.20)	
Infrastructure	1,399,746.06	
Total Property, Plant & Equipment		1,993,571.32

Other Assets

Due From Other Funds	\$987,347.46	
Total Other Assets		987,347.46

Total Assets

\$3,088,868.52

Liabilities and Net Assets

Current Liabilities

Sales Tax Payable	\$573.62	
Customer Deposits	27,215.33	
Compensated Absences	5,461.24	
Other Liabilities	4,040.76	
Due To Other Funds	800,932.82	
Accrued Payroll	4,996.84	
Total Current Liabilities		\$843,220.61

Total Liabilities

\$843,220.61

Net Assets

Unrestricted Fund Balance	(12,839.60)	
Unrestricted Fund Balance	736,695.23	
Unrestricted Fund Balance	(147,629.79)	
Unrestricted Fund Balance	1,601,903.59	
Current Year Net Assets	67,518.48	
Total Net Assets		2,245,647.91
Total Liabilities and Net Assets		\$3,088,868.52

9/6/22
12:41:01 PM

Town of Jerome
Balance Sheet
As of 8/31/2022

Fund: (3) Road
Department: (30) HURF

Assets

Current Assets

HURF Accounts Receivable	\$3,934.32	
OAZ HURF Savings	476,070.44	
Total Current Assets		\$480,004.76

Other Assets

Due From Other Funds	\$162,381.10	
Total Other Assets		162,381.10

Total Assets

\$642,385.86

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$503,301.93	
Accrued Payroll	1,287.17	
Total Current Liabilities		\$504,589.10

Total Liabilities

\$504,589.10

Net Assets

Unrestricted Fund Balance	108,751.94	
Current Year Net Assets	29,044.82	
Total Net Assets		137,796.76
Total Liabilities and Net Assets		\$642,385.86

9/6/22
12:41:33 PM

Town of Jerome
Balance Sheet
As of 8/31/2022

Fund: (3) Road
Department: (35) Parking

Assets

Other Assets

Due From	\$501,674.95	
Total Other Assets		\$501,674.95
Total Assets		\$501,674.95

Liabilities and Net Assets

Current Liabilities

Due To	\$452,175.27	
Wages Payable	387.54	
Total Current Liabilities		\$452,562.81
Total Liabilities		\$452,562.81

Net Assets

Current Year Net Assets	\$49,112.14	
Total Net Assets		49,112.14
Total Liabilities and Net Assets		\$501,674.95

9/6/22
10:25:31 AM

Town of Jerome
Balance Sheet
As of 8/31/2022

Fund: (4) Firefighters Pension & Relief

Assets

Current Assets

Investments - Pension & Relief	\$206,837.23	
Total Current Assets		\$206,837.23

Other Assets

Due From Other Funds	\$62,276.91	
Total Other Assets		62,276.91

Total Assets		\$269,114.14
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$45,020.66	
Total Current Liabilities		\$45,020.66

Total Liabilities		\$45,020.66
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Net Assets

Unrestricted Fund Balance	221,072.32	
Current Year Net Assets	3,021.16	

Total Net Assets		224,093.48
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Total Liabilities and Net Assets		\$269,114.14
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9/6/22
10:25:57 AM

Town of Jerome

Balance Sheet

As of 8/31/2022

Fund: (5) Operating Grants

Assets

Current Assets

Opr Grants Receivable	\$2,431.47	
Inventory	13,193.06	
Total Current Assets		\$15,624.53

Other Assets

Due From Other Funds	\$149,785.64	
Total Other Assets		149,785.64

Total Assets

\$165,410.17

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$66,950.51	
Deferred Revenue - Opr Grants	51,303.51	
Total Current Liabilities		\$118,254.02

Total Liabilities

\$118,254.02

Net Assets

Unrestricted Fund Balance	32,585.67	
Current Year Net Assets	14,570.48	
Total Net Assets		47,156.15

Total Liabilities and Net Assets

\$165,410.17

9/6/22
12:42:01 PM

Town of Jerome
Balance Sheet
As of 8/31/2022

Fund: (6) Capital Grants

Assets

Current Assets

Cap Grants Receivable	\$74,159.08	
Total Current Assets		\$74,159.08

Other Assets

Due From Other Funds	\$1,244,252.74	
Total Other Assets		1,244,252.74

Total Assets		\$1,318,411.82
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Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$109,069.87	
Due To Other Funds	540,936.38	
Accounts Payable - Cap Grants	89.56	
Total Current Liabilities		\$650,095.81

Total Liabilities		\$650,095.81
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Net Assets

Restricted Fund Balance	\$291,647.29	
Unrestricted Fund Balance	(280,403.17)	
Current Year Net Assets	657,071.89	

Total Net Assets		668,316.01
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Total Liabilities and Net Assets		\$1,318,411.82
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9/6/22
10:27:29 AM

Town of Jerome

Balance Sheet

As of 8/31/2022

Fund: (7) GF Contingencies

Assets

Current Assets

Wildland Fees Receivable	\$44,766.74	
Total Current Assets		\$44,766.74

Other Assets

Due From Other Funds	\$177,707.13	
Total Other Assets		177,707.13

Total Assets		\$222,473.87
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$184,716.55	
Total Current Liabilities		\$184,716.55

Total Liabilities		\$184,716.55
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Net Assets

Unrestricted Fund Balance	\$94,258.74	
Current Year Net Assets	(56,501.42)	

Total Net Assets		37,757.32
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Total Liabilities and Net Assets		\$222,473.87
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9/6/22
10:27:50 AM

Town of Jerome

Balance Sheet

As of 8/31/2022

Fund: (8) UF Contingencies

Assets

Other Assets

Due From Other Funds	\$129,313.88	
Total Other Assets		\$129,313.88
Total Assets		\$129,313.88

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$500.00	
Total Current Liabilities		\$500.00
Total Liabilities		\$500.00

Net Assets

Current Year Net Assets	\$128,813.88	
Total Net Assets		128,813.88
Total Liabilities and Net Assets		\$129,313.88

9/6/22
12:42:24 PM

Town of Jerome
Balance Sheet
As of 8/31/2022

Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements	\$70,806.25	
Total Current Assets		\$70,806.25

Other Assets

Due From Other Funds	\$994,742.27	
Total Other Assets		994,742.27

Total Assets		\$1,065,548.52
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$308,147.57	
Total Current Liabilities		\$308,147.57

Total Liabilities		\$308,147.57
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Net Assets

Unrestricted Fund Balance	\$77,812.73	
Current Year Net Assets	679,588.22	

Total Net Assets		757,400.95
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Total Liabilities and Net Assets		\$1,065,548.52
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Town of Jerome

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description				Account							
VENDOR: 1002 - XEROX FINANCIAL SERVICES											\$0.00
83022MA2	08/30/22	08/30/22	09/29/22								
020-0098114-001, Inv 3454432 Copier				1.10.1045 - General Fund PrePaid Exp	\$671.28	\$0.00	\$671.28	08/30/22	13029	ASCUCK	\$0.00
				INVOICE 83022MA2 TOTALS:	\$671.28	\$0.00	\$671.28				\$0.00
				XEROX FINANCIAL SERVICES TOTALS:	\$671.28	\$0.00	\$671.28				\$0.00
VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)											\$0.00
81722MA6	08/17/22	08/17/22	09/16/22								
Inv 2022-215 Proj #20-0213CE Hurf E				6.70.6106 - HURF Exchange Drainage Expe	\$18,309.50	\$0.00	\$18,309.50	08/17/22	12995	ASCUCK	\$0.00
				INVOICE 81722MA6 TOTALS:	\$18,309.50	\$0.00	\$18,309.50				\$0.00
				SOUTHWESTERN ENVIRON (SEC) TOTALS:	\$18,309.50	\$0.00	\$18,309.50				\$0.00
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											\$460.07
832MA16	08/03/22	08/03/22	09/02/22								
Inv 22-1459 Internet Access GG				1.11.6192 - Software Support Exp - GG	\$120.00	\$0.00	\$120.00	08/03/22	12956	ASCUCK	\$0.00
Inv 22-1459 Internet Access PW				1.16.6192 - Software Maintenance & Suppor	\$75.00	\$0.00	\$75.00	08/03/22	12956	ASCUCK	\$0.00
Inv 22-1459 Internet Access FD				1.14.6192 - Software Service & Support	\$75.00	\$0.00	\$75.00	08/03/22	12956	ASCUCK	\$0.00
Inv 22-1459 Internet Access PD				1.13.6192 - Software Service & Support	\$150.00	\$0.00	\$150.00	08/03/22	12956	ASCUCK	\$0.00
Inv 22-1458 E-Rate LB				1.15.6266 - E-Rate Exp	\$42.95	\$0.00	\$42.95	08/03/22	12956	ASCUCK	\$0.00
				INVOICE 832MA16 TOTALS:	\$462.95	\$0.00	\$462.95				\$0.00
				YAVAPAI CO. EDUCATION TECH TOTALS:	\$462.95	\$0.00	\$462.95				\$460.07
VENDOR: 1038 - AZ JUSTICE OF THE PEACE ASSOC											\$0.00
81022KM6	08/10/22	08/10/22	09/09/22								
Inv. 2023 AMA Conference				1.12.6115 - Conventions and Seminars	\$220.00	\$0.00	\$220.00	08/10/22	12980	ASCUCK	\$0.00
				INVOICE 81022KM6 TOTALS:	\$220.00	\$0.00	\$220.00				\$0.00
				AZ JUSTICE OF THE PEACE ASSOC TOTALS:	\$220.00	\$0.00	\$220.00				\$0.00
VENDOR: 1054 - PARKEON											\$0.00
8322MA4	08/03/22	08/03/22	09/02/22								
S0131335, Inv IV130751 Parkfolio Fe				3.35.6192 - Software Service and Support	\$408.64	\$0.00	\$408.64	08/03/22	12957	ASCUCK	\$0.00
				INVOICE 8322MA4 TOTALS:	\$408.64	\$0.00	\$408.64				\$0.00
83022MA7	08/30/22	08/30/22	09/29/22								
S0131335, Inv IV131423 Ticket Rolls				3.35.6195 - Operating Supplies	\$635.13	\$0.00	\$635.13	08/30/22	13030	ASCUCK	\$0.00
				INVOICE 83022MA7 TOTALS:	\$635.13	\$0.00	\$635.13				\$0.00
				PARKEON TOTALS:	\$1,043.77	\$0.00	\$1,043.77				\$0.00
VENDOR: 1067 - KRISTEN MUENZ											\$0.00
8322MA13	08/03/22	08/03/22	09/02/22								

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
Mileage Reimbursement Election Trai		1.11.6275 - Travel			\$139.38	\$0.00	\$139.38	08/03/22	12958	ASCUCK	\$0.00
INVOICE 8322MA13 TOTALS:					\$139.38	\$0.00	\$139.38				\$0.00
81722MA2	08/17/22	08/17/22	09/16/22								
Reimburse Lodging Municipal Clerk C		1.11.6116 - Training & Education			\$143.85	\$0.00	\$143.85	08/17/22	12996	ASCUCK	\$0.00
INVOICE 81722MA2 TOTALS:					\$143.85	\$0.00	\$143.85				\$0.00
KRISTEN MUENZ TOTALS:					\$283.23	\$0.00	\$283.23				\$0.00
VENDOR: 1073 - WM CORPORATE SERVICES, INC.											\$0.00
8322MA11	08/03/22	08/03/22	09/02/22								
Inv 2332533-1586-2 Dumpster Rental		2.52.6142 - Equipment Rentals			\$950.20	\$0.00	\$950.20	08/03/22	12959	ASCUCK	\$0.00
INVOICE 8322MA11 TOTALS:					\$950.20	\$0.00	\$950.20				\$0.00
WM CORPORATE SERVICES, INC. TOTALS:					\$950.20	\$0.00	\$950.20				\$0.00
VENDOR: 1085 - CARL WHITING											\$0.00
82422KM18	08/24/22	08/24/22	09/23/22								
Reimbursement for Texas Initial Att		7.25.6276 - Wildlands Exp - Contingency			\$51.33	\$0.00	\$51.33	08/24/22	13008	ASCUCK	\$0.00
INVOICE 82422KM18 TOTALS:					\$51.33	\$0.00	\$51.33				\$0.00
CARL WHITING TOTALS:					\$51.33	\$0.00	\$51.33				\$0.00
VENDOR: 109 - AFLAC											\$0.00
82422KM1	08/24/22	08/24/22	08/24/22								
Acct # DN513, Inv. 468507 Monthly b		1.10.2405 - AFLAC			\$103.20	\$0.00	\$103.20	08/24/22	13009	ASCUCK	\$0.00
INVOICE 82422KM1 TOTALS:					\$103.20	\$0.00	\$103.20				\$0.00
AFLAC TOTALS:					\$103.20	\$0.00	\$103.20				\$0.00
VENDOR: 1098 - PROCOPY											\$0.00
83022MA4	08/30/22	08/30/22	09/29/22								
Inv 3618011 August Copier Usage		1.11.6191 - Copier & Equip Lease Expense			\$336.18	\$0.00	\$336.18	08/30/22	13031	ASCUCK	\$0.00
INVOICE 83022MA4 TOTALS:					\$336.18	\$0.00	\$336.18				\$0.00
PROCOPY TOTALS:					\$336.18	\$0.00	\$336.18				\$0.00
VENDOR: 1108 - FITZGIBBONS LAW OFFICES, PLC											\$0.00
82422KM11	08/24/22	08/24/22	09/23/22								
Inv. 165380 Law Services		1.16.6170 - Legal Exp - P&Z			\$315.00	\$0.00	\$315.00	08/24/22	13010	ASCUCK	\$0.00
INVOICE 82422KM11 TOTALS:					\$315.00	\$0.00	\$315.00				\$0.00
FITZGIBBONS LAW OFFICES, PLC TOTALS:					\$315.00	\$0.00	\$315.00				\$0.00
VENDOR: 1109 - TIANA CHEYENNE LOZANO											\$0.00

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
8322MA14	08/03/22	08/03/22	09/02/22								
2022 Texas Initial Attack Fire		7.25.6276 - Wildlands Exp - Contingency			\$4,385.22	\$0.00	\$4,385.22	08/03/22	12960	ASCUCK	\$0.00
INVOICE 8322MA14 TOTALS:					\$4,385.22	\$0.00	\$4,385.22				\$0.00
TIANA CHEYENNE LOZANO TOTALS:					\$4,385.22	\$0.00	\$4,385.22				\$0.00
VENDOR: 1114 - MARTIN MARIETTA											\$0.00
JUN3081722MA1	08/17/22	08/17/22	09/16/22								
Inv 25407562 Sand		3.30.6260 - Street Supplies			\$102.50	\$0.00	\$102.50	08/17/22	12997	ASCUCK	\$0.00
Inv 35407543 ABC		3.30.6260 - Street Supplies			\$186.05	\$0.00	\$186.05	08/17/22	12997	ASCUCK	\$0.00
INVOICE JUN3081722MA1 TOTALS:					\$288.55	\$0.00	\$288.55				\$0.00
82422KM10	08/24/22	08/24/22	09/23/22								
Inv. 36416321 Asphalt		3.30.6260 - Street Supplies			\$215.60	\$0.00	\$215.60	08/24/22	13011	ASCUCK	\$0.00
INVOICE 82422KM10 TOTALS:					\$215.60	\$0.00	\$215.60				\$0.00
83022MA6	08/30/22	08/30/22	09/29/22								
Inv 36505324 Mag ABC		3.30.6260 - Street Supplies			\$75.38	\$0.00	\$75.38	08/30/22	13032	ASCUCK	\$0.00
INVOICE 83022MA6 TOTALS:					\$75.38	\$0.00	\$75.38				\$0.00
MARTIN MARIETTA TOTALS:					\$579.53	\$0.00	\$579.53				\$0.00
VENDOR: 1117 - GUST ROSENFELD PLC											\$0.00
JUN308322MA2	08/03/22	08/03/22	09/02/22								
Inv395193 File030675-00001 WWTP Des		9.57.7027 - Wastewater Treatment Design E			\$10,304.00	\$0.00	\$10,304.00	08/03/22	12961	ASCUCK	\$0.00
INVOICE JUN308322MA2 TOTALS:					\$10,304.00	\$0.00	\$10,304.00				\$0.00
GUST ROSENFELD PLC TOTALS:					\$10,304.00	\$0.00	\$10,304.00				\$0.00
VENDOR: 1118 - BRETT KLEIN											\$0.00
8322MA12	08/03/22	08/03/22	09/02/22								
Mileage Reimbursement Election Trai		1.11.6275 - Travel			\$141.88	\$0.00	\$141.88	08/03/22	12962	ASCUCK	\$0.00
INVOICE 8322MA12 TOTALS:					\$141.88	\$0.00	\$141.88				\$0.00
BRETT KLEIN TOTALS:					\$141.88	\$0.00	\$141.88				\$0.00
VENDOR: 1119 - WILLIAM BLODGETT											\$0.00
83022MA13	08/30/22	08/30/22	09/29/22								
Reimbursement for Holly Ave Toilet/		9.57.7026 - Housing Purchase Expense			\$160.37	\$0.00	\$160.37	08/30/22	13033	ASCUCK	\$0.00
INVOICE 83022MA13 TOTALS:					\$160.37	\$0.00	\$160.37				\$0.00
WILLIAM BLODGETT TOTALS:					\$160.37	\$0.00	\$160.37				\$0.00
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES											\$0.00
81022KM10	08/10/22	08/10/22	08/10/22								
Inv. 705194 Tank Rental Fee		1.14.6181 - Medical Supplies Exp			\$119.04	\$0.00	\$119.04	08/10/22	12981	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 81022KM10 TOTALS:				\$119.04	\$0.00	\$119.04				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:				\$119.04	\$0.00	\$119.04				\$0.00
VENDOR: 119 - APS										\$0.00
8322MA2	08/03/22	08/03/22	08/18/22							
757577 Civic Center		1.18.6285 - Utilities		\$1,555.08	\$0.00	\$1,555.08	08/03/22	12964	ASCUCK	\$0.00
757577 Civic Center Solar Credit		1.18.6285 - Utilities		(\$312.50)	\$0.00	(\$312.50)	08/03/22	12964	ASCUCK	\$0.00
INVOICE 8322MA2 TOTALS:				\$1,242.58	\$0.00	\$1,242.58				\$0.00
8322MA3	08/03/22	08/03/22	08/18/22							
0024240 Lower Park		1.17.6285 - Utilities		\$37.05	\$0.00	\$37.05	08/03/22	12963	ASCUCK	\$0.00
5613490 Upper Park 2		1.17.6285 - Utilities		\$53.93	\$0.00	\$53.93	08/03/22	12963	ASCUCK	\$0.00
6109570 Perkinsville Rd		1.18.6285 - Utilities		\$146.61	\$0.00	\$146.61	08/03/22	12963	ASCUCK	\$0.00
0421621 Fire Station		1.18.6285 - Utilities		\$494.56	\$0.00	\$494.56	08/03/22	12963	ASCUCK	\$0.00
3216010 Hotel Jerome		1.18.6285 - Utilities		\$36.72	\$0.00	\$36.72	08/03/22	12963	ASCUCK	\$0.00
6506951 Police Station		1.18.6285 - Utilities		\$183.30	\$0.00	\$183.30	08/03/22	12963	ASCUCK	\$0.00
4246290 WWTP		2.51.6285 - Utilities		\$165.99	\$0.00	\$165.99	08/03/22	12963	ASCUCK	\$0.00
8468241 Middle Park		1.17.6285 - Utilities		\$36.72	\$0.00	\$36.72	08/03/22	12963	ASCUCK	\$0.00
2383901 Upper Park		1.17.6285 - Utilities		\$39.21	\$0.00	\$39.21	08/03/22	12963	ASCUCK	\$0.00
2353720 Gulch Fire Station		1.18.6285 - Utilities		\$37.72	\$0.00	\$37.72	08/03/22	12963	ASCUCK	\$0.00
8061950 Sunshine Hill Water Tank		2.50.6285 - Utilities Exp - Water		\$35.49	\$0.00	\$35.49	08/03/22	12963	ASCUCK	\$0.00
2839800 Ghost Pepper		1.18.6285 - Utilities		\$128.96	\$0.00	\$128.96	08/03/22	12963	ASCUCK	\$0.00
1976250 Co-Op		1.18.6285 - Utilities		\$196.39	\$0.00	\$196.39	08/03/22	12963	ASCUCK	\$0.00
9438060 Hull St Roof		1.18.6285 - Utilities		\$13.93	\$0.00	\$13.93	08/03/22	12963	ASCUCK	\$0.00
3601574879 Main St Panel Park		1.17.6285 - Utilities		\$49.26	\$0.00	\$49.26	08/03/22	12963	ASCUCK	\$0.00
INVOICE 8322MA3 TOTALS:				\$1,655.84	\$0.00	\$1,655.84				\$0.00
82422KM3	08/24/22	08/24/22	09/08/22							
Inv. 1490440000 Street Lights		3.30.6255 - Street Lights		\$1,053.35	\$0.00	\$1,053.35	08/24/22	13012	ASCUCK	\$0.00
INVOICE 82422KM3 TOTALS:				\$1,053.35	\$0.00	\$1,053.35				\$0.00
83022MA11	08/30/22	08/30/22	09/14/22							
7575770 Civic Center		1.18.6285 - Utilities		\$1,488.09	\$0.00	\$1,488.09	08/30/22	13035	ASCUCK	\$0.00
7575770 Civic Center Solar Credit		1.18.6285 - Utilities		(\$312.50)	\$0.00	(\$312.50)	08/30/22	13035	ASCUCK	\$0.00
2383901 Upper Park		1.14.6285 - Utilities		\$47.38	\$0.00	\$47.38	08/30/22	13035	ASCUCK	\$0.00
INVOICE 83022MA11 TOTALS:				\$1,222.97	\$0.00	\$1,222.97				\$0.00
83022MA12	08/30/22	08/30/22	09/14/22							
5613490 Upper Park 2		1.17.6285 - Utilities		\$57.18	\$0.00	\$57.18	08/30/22	13034	ASCUCK	\$0.00
3216010 Hotel Jerome		1.18.6285 - Utilities		\$37.93	\$0.00	\$37.93	08/30/22	13034	ASCUCK	\$0.00
6506951 Police Station		1.18.6285 - Utilities		\$178.24	\$0.00	\$178.24	08/30/22	13034	ASCUCK	\$0.00
8061950 Sunshine Hill Water Tank		2.50.6285 - Utilities Exp - Water		\$36.67	\$0.00	\$36.67	08/30/22	13034	ASCUCK	\$0.00
0421621 Fire Station		1.18.6285 - Utilities		\$496.69	\$0.00	\$496.69	08/30/22	13034	ASCUCK	\$0.00
4246290 WWTP		2.51.6285 - Utilities		\$211.20	\$0.00	\$211.20	08/30/22	13034	ASCUCK	\$0.00
6109570 Perkinsville RD		1.18.6285 - Utilities		\$134.51	\$0.00	\$134.51	08/30/22	13034	ASCUCK	\$0.00
8468241 Middle Park		1.17.6285 - Utilities		\$37.93	\$0.00	\$37.93	08/30/22	13034	ASCUCK	\$0.00

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
0024240 Lower Park		1.17.6285 - Utilities		\$38.09	\$0.00	\$38.09	08/30/22	13034	ASCUCK	\$0.00
0070528763 Holly Ave House		1.18.6285 - Utilities		\$11.96	\$0.00	\$11.96	08/30/22	13034	ASCUCK	\$0.00
2353720 Gulch Fire Station		1.18.6285 - Utilities		\$38.93	\$0.00	\$38.93	08/30/22	13034	ASCUCK	\$0.00
1976520 Co-Op		1.18.6285 - Utilities		\$409.24	\$0.00	\$409.24	08/30/22	13034	ASCUCK	\$0.00
2839800 Ghost Pepper		1.18.6285 - Utilities		\$110.81	\$0.00	\$110.81	08/30/22	13034	ASCUCK	\$0.00
3601574879 Main St Panel Parks		1.17.6285 - Utilities		\$44.75	\$0.00	\$44.75	08/30/22	13034	ASCUCK	\$0.00
INVOICE 83022MA12 TOTALS:				\$1,844.13	\$0.00	\$1,844.13				\$0.00
APS TOTALS:				\$7,018.87	\$0.00	\$7,018.87				\$0.00
VENDOR: 141 - ARIZONA SUPREME COURT										\$0.00
82422KM4	08/24/22	08/24/22	08/24/22							
Inv. 2023-00000431 Laser Printer Co		1.12.6191 - Copier & Equip Lease Exp		\$1,211.52	\$0.00	\$1,211.52	08/24/22	13013	ASCUCK	\$0.00
INVOICE 82422KM4 TOTALS:				\$1,211.52	\$0.00	\$1,211.52				\$0.00
ARIZONA SUPREME COURT TOTALS:				\$1,211.52	\$0.00	\$1,211.52				\$0.00
VENDOR: 157 - BOUND TREE MEDICAL, LLC										\$0.00
82422KM5	08/24/22	08/24/22	09/23/22							
103795, Inv. 84638676 Pediatape		1.14.6181 - Medical Supplies Exp		\$40.09	\$0.00	\$40.09	08/24/22	13014	ASCUCK	\$0.00
103795, Inv. 84636563 Canister and		1.14.6181 - Medical Supplies Exp		\$1,259.78	\$0.00	\$1,259.78	08/24/22	13014	ASCUCK	\$0.00
INVOICE 82422KM5 TOTALS:				\$1,299.87	\$0.00	\$1,299.87				\$0.00
BOUND TREE MEDICAL, LLC TOTALS:				\$1,299.87	\$0.00	\$1,299.87				\$0.00
VENDOR: 167 - ODP BUSINESS SOLUTIONS										\$0.00
8322MA7	08/03/22	08/03/22	10/02/22							
63266436, Inv256928037001 Supplies		1.11.6190 - Office Supplies		\$25.25	\$0.00	\$25.25	08/03/22	12965	ASCUCK	\$0.00
63266436, Inv253828848001 Copy Pape		1.11.6190 - Office Supplies		\$245.39	\$0.00	\$245.39	08/03/22	12965	ASCUCK	\$0.00
INVOICE 8322MA7 TOTALS:				\$270.64	\$0.00	\$270.64				\$0.00
81022KM14	08/10/22	08/10/22	10/09/22							
63266436, Inv. 257342458001 Toner		1.11.6190 - Office Supplies		\$303.66	\$0.00	\$303.66	08/10/22	12982	ASCUCK	\$0.00
63266436, Inv. 259593306001 Folders		1.11.6190 - Office Supplies		\$58.45	\$0.00	\$58.45	08/10/22	12982	ASCUCK	\$0.00
63266436, Inv. 259594154001 Folders		1.11.6190 - Office Supplies		\$53.07	\$0.00	\$53.07	08/10/22	12982	ASCUCK	\$0.00
63266436, Inv. 259594153001 Folders		1.11.6190 - Office Supplies		\$36.04	\$0.00	\$36.04	08/10/22	12982	ASCUCK	\$0.00
INVOICE 81022KM14 TOTALS:				\$451.22	\$0.00	\$451.22				\$0.00
81722MA3	08/17/22	08/17/22	10/16/22							
63266436, Inv 258746419001 Supplies		1.11.6190 - Office Supplies		\$55.99	\$0.00	\$55.99	08/17/22	12998	ASCUCK	\$0.00
63266436, Inv 259594156001 Stamp		1.11.6190 - Office Supplies		\$21.72	\$0.00	\$21.72	08/17/22	12998	ASCUCK	\$0.00
63266436, Inv 260539537001 Coffee		1.11.6190 - Office Supplies		\$16.71	\$0.00	\$16.71	08/17/22	12998	ASCUCK	\$0.00
63266436, Inv 258866961001 Supplies		1.11.6190 - Office Supplies		\$30.69	\$0.00	\$30.69	08/17/22	12998	ASCUCK	\$0.00
INVOICE 81722MA3 TOTALS:				\$125.11	\$0.00	\$125.11				\$0.00
82422KM8	08/24/22	08/24/22	10/23/22							
63266436, Inv. 260830192001		1.11.6190 - Office Supplies		\$556.43	\$0.00	\$556.43	08/24/22	13015	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 82422KM8 TOTALS:					\$556.43	\$0.00	\$556.43				\$0.00
83022MA10	08/30/22	08/30/22	10/29/22								
63266436, Inv261043633001 Supplies		1.11.6190 - Office Supplies			\$9.51	\$0.00	\$9.51	08/30/22	13036	ASCUCK	\$0.00
63266436, Inv260879889001 Tissues		1.11.6190 - Office Supplies			\$16.90	\$0.00	\$16.90	08/30/22	13036	ASCUCK	\$0.00
63266436, Inv261043634001 File Fold		1.11.6190 - Office Supplies			\$33.26	\$0.00	\$33.26	08/30/22	13036	ASCUCK	\$0.00
INVOICE 83022MA10 TOTALS:					\$59.67	\$0.00	\$59.67				\$0.00
ODP BUSINESS SOLUTIONS TOTALS:					\$1,463.07	\$0.00	\$1,463.07				\$0.00
VENDOR: 168 - CENTURY LINK											\$0.00
82422KM2	08/24/22	08/24/22	09/08/22								
Inv. 304632656 Phone GG		1.11.6265 - Telephone			\$4.56	\$0.00	\$4.56	08/24/22	13016	ASCUCK	\$0.00
INVOICE 82422KM2 TOTALS:					\$4.56	\$0.00	\$4.56				\$0.00
83022MA9	08/30/22	08/30/22	09/14/22								
928 634 2245 PD		1.13.6265 - Telephone			\$35.28	\$0.00	\$35.28	08/30/22	13037	ASCUCK	\$0.00
928 634 7943 GG		1.11.6265 - Telephone			\$167.35	\$0.00	\$167.35	08/30/22	13037	ASCUCK	\$0.00
928 634 8992 PD		1.13.6265 - Telephone			\$179.25	\$0.00	\$179.25	08/30/22	13037	ASCUCK	\$0.00
928 639 0574 LB		1.15.6265 - Telephone			\$87.47	\$0.00	\$87.47	08/30/22	13037	ASCUCK	\$0.00
928 649 2776 PD		1.13.6265 - Telephone			\$41.20	\$0.00	\$41.20	08/30/22	13037	ASCUCK	\$0.00
928 649 3034 FD		1.14.6265 - Telephone			\$131.53	\$0.00	\$131.53	08/30/22	13037	ASCUCK	\$0.00
928 649 3250 CT		1.12.6265 - Telephone			\$72.72	\$0.00	\$72.72	08/30/22	13037	ASCUCK	\$0.00
INVOICE 83022MA9 TOTALS:					\$714.80	\$0.00	\$714.80				\$0.00
CENTURY LINK TOTALS:					\$719.36	\$0.00	\$719.36				\$0.00
VENDOR: 218 - VERIZON WIRELESS											\$0.00
8322MA19	08/03/22	08/03/22	08/28/22								
870476021 928 300 5987 PZ		1.16.6265 - Telephone			\$27.94	\$0.00	\$27.94	08/03/22	12967	ASCUCK	\$0.00
870476021 928 300 8701 PD		1.14.6265 - Telephone			\$56.90	\$0.00	\$56.90	08/03/22	12967	ASCUCK	\$0.00
870476021 928 821 0133 Shuttle		1.11.6265 - Telephone			\$23.62	\$0.00	\$23.62	08/03/22	12967	ASCUCK	\$0.00
870476021 928 821 3155 PD		1.13.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12967	ASCUCK	\$0.00
870476021 928 821 4154 FD		1.14.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12967	ASCUCK	\$0.00
870476021 928 821 4392 FD		1.14.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12967	ASCUCK	\$0.00
870476021 928 821 6402 PD		1.13.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12967	ASCUCK	\$0.00
870476021 928 963 4958 PD		1.14.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12967	ASCUCK	\$0.00
INVOICE 8322MA19 TOTALS:					\$308.51	\$0.00	\$308.51				\$0.00
8322MA20	08/03/22	08/03/22	08/28/22								
870476021 928 301 4380 PD		1.13.6265 - Telephone			\$52.30	\$0.00	\$52.30	08/03/22	12966	ASCUCK	\$0.00
870476021 928 301 9672 PD		1.13.6265 - Telephone			\$52.30	\$0.00	\$52.30	08/03/22	12966	ASCUCK	\$0.00
870476021 928 451 2174 Kiosk		3.35.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12966	ASCUCK	\$0.00
870476021 928 451 2402 Kiosk		3.35.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12966	ASCUCK	\$0.00
870476021 928 451 2436 Kiosk		3.35.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12966	ASCUCK	\$0.00
870476021 928 821 0736 Kiosk		3.35.6265 - Telephone			\$40.01	\$0.00	\$40.01	08/03/22	12966	ASCUCK	\$0.00
INVOICE 8322MA20 TOTALS:					\$264.64	\$0.00	\$264.64				\$0.00

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Description		Account									
VERIZON WIRELESS TOTALS:					\$573.15	\$0.00	\$573.15				\$0.00
VENDOR: 223 - LEAGUE OF AZ CITIES AND TOWNS											\$0.00
81722MA5	08/17/22	08/17/22	08/17/22								
FY23 Membership Dues			1.11.6125 - Dues, Subs & Memberships		\$4,555.00	\$0.00	\$4,555.00	08/17/22	12999	ASCUCK	\$0.00
INVOICE 81722MA5 TOTALS:					\$4,555.00	\$0.00	\$4,555.00				\$0.00
LEAGUE OF AZ CITIES AND TOWNS TOTALS:					\$4,555.00	\$0.00	\$4,555.00				\$0.00
VENDOR: 224 - LEGEND											\$0.00
81022KM12	08/10/22	08/10/22	09/09/22								
Acct 00-0001475, Inv. 2210881 Dunde			2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	08/10/22	12983	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2210882 Tests			2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	08/10/22	12983	ASCUCK	\$0.00
INVOICE 81022KM12 TOTALS:					\$90.00	\$0.00	\$90.00				\$0.00
82422KM15	08/24/22	08/24/22	09/23/22								
Acct 00-0001475, Inv. 2211359 Water			2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	08/24/22	13017	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2211359			2.51.6240 - Service Tests/System Testing		\$766.40	\$0.00	\$766.40	08/24/22	13017	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2211780			2.51.6240 - Service Tests/System Testing		\$275.00	\$0.00	\$275.00	08/24/22	13017	ASCUCK	\$0.00
INVOICE 82422KM15 TOTALS:					\$1,056.40	\$0.00	\$1,056.40				\$0.00
83022MA5	08/30/22	08/30/22	09/29/22								
Acct 00-0001475, Inv. 2212132			2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	08/30/22	13038	ASCUCK	\$0.00
INVOICE 83022MA5 TOTALS:					\$75.00	\$0.00	\$75.00				\$0.00
LEGEND TOTALS:					\$1,221.40	\$0.00	\$1,221.40				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES											\$0.00
81722MA1	08/17/22	08/17/22	09/06/22								
435334 Town Yard			1.18.6285 - Utilities		\$21.34	\$0.00	\$21.34	08/17/22	13000	ASCUCK	\$0.00
750593 Town Hall			1.18.6285 - Utilities		\$25.53	\$0.00	\$25.53	08/17/22	13000	ASCUCK	\$0.00
693726 Police Dept			1.18.6285 - Utilities		\$21.76	\$0.00	\$21.76	08/17/22	13000	ASCUCK	\$0.00
235334 Co-Op			1.18.6285 - Utilities		\$21.76	\$0.00	\$21.76	08/17/22	13000	ASCUCK	\$0.00
055982 Fire Dept			1.18.6285 - Utilities		\$27.81	\$0.00	\$27.81	08/17/22	13000	ASCUCK	\$0.00
INVOICE 81722MA1 TOTALS:					\$118.20	\$0.00	\$118.20				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:					\$118.20	\$0.00	\$118.20				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE											\$0.00
81022KM2	08/10/22	08/10/22	08/25/22								
2860 Inv. 45624 Sewer supplies			2.51.6230 - Rep and Maint - Infrastructure		\$193.92	\$0.00	\$193.92	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 45679 Drain Pipe Kit			1.18.6215 - R&M Building - Properties		\$17.30	\$0.00	\$17.30	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 45687 All thread and fast			2.51.6220 - Rep and Maint - Vehicles		\$25.67	\$0.00	\$25.67	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 45808 Fasteners			3.30.6225 - Rep and Maint - Equipment		\$77.75	\$0.00	\$77.75	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 45833 Paint			1.18.6215 - R&M Building - Properties		\$138.73	\$0.00	\$138.73	08/10/22	12984	ASCUCK	\$0.00

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Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
2860 Inv. 45895 Weatherproofing		1.18.6215 - R&M Building - Properties		\$124.03	\$0.00	\$124.03	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 45898 Deadbolts		1.18.6215 - R&M Building - Properties		\$104.34	\$0.00	\$104.34	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 45936 Graffiti remover		1.18.6215 - R&M Building - Properties		\$106.49	\$0.00	\$106.49	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 46024 Tire repair kit		1.14.6220 - Rep and Maint - Vehicles		\$159.03	\$0.00	\$159.03	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 46025 Wires		1.14.6220 - Rep and Maint - Vehicles		\$94.39	\$0.00	\$94.39	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 46494 Trash cans and lids		2.52.6185 - Miscellaneous		\$50.90	\$0.00	\$50.90	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 46303 Springs batteries		2.50.6232 - Springs Security Exp		\$172.38	\$0.00	\$172.38	08/10/22	12984	ASCUCK	\$0.00
2860 Inv. 46504 Sewer		2.51.6195 - Operating Supplies		\$108.71	\$0.00	\$108.71	08/10/22	12984	ASCUCK	\$0.00
INVOICE 81022KM2 TOTALS:				\$1,373.64	\$0.00	\$1,373.64				\$0.00
VERDE VALLEY HARDWARE TOTALS:				\$1,373.64	\$0.00	\$1,373.64				\$0.00
VENDOR: 252 - NAPA AUTO PARTS										\$0.00
8322MA1	08/03/22	08/03/22	08/23/22							
31380 Inv 294766 Brake Pads for Tah		1.13.6220 - Rep and Maint - Vehicles		\$60.41	\$0.00	\$60.41	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 294981, 295197 Oil, Hoses		1.17.6220 - Rep and Maint - Vehicles		\$51.25	\$0.00	\$51.25	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 294981, 295197 Oil, Hoses		1.18.6220 - Rep and Maint - Vehicles		\$51.25	\$0.00	\$51.25	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 294981, 295197 Oil, Hoses		2.50.6220 - Rep and Maint - Vehicles		\$51.25	\$0.00	\$51.25	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 294981, 295197 Oil, Hoses		2.51.6220 - Rep and Maint - Vehicles		\$51.25	\$0.00	\$51.25	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 294981, 295197 Oil, Hoses		2.52.6220 - Rep and Maint - Vehicles		\$51.26	\$0.00	\$51.26	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 294981, 295197 Oil, Hoses		3.30.6220 - Rep and Maint - Vehicles		\$51.25	\$0.00	\$51.25	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 296645 Brake Valve, Coupl		2.52.6220 - Rep and Maint - Vehicles		\$395.59	\$0.00	\$395.59	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 296786 Core Deposit Credi		2.52.6220 - Rep and Maint - Vehicles		(\$57.12)	\$0.00	(\$57.12)	08/03/22	12968	ASCUCK	\$0.00
31380 Inv 296710 Car Battery PD		1.13.6220 - Rep and Maint - Vehicles		\$186.73	\$0.00	\$186.73	08/03/22	12968	ASCUCK	\$0.00
INVOICE 8322MA1 TOTALS:				\$893.12	\$0.00	\$893.12				\$0.00
NAPA AUTO PARTS TOTALS:				\$893.12	\$0.00	\$893.12				\$0.00
VENDOR: 254 - VERDE VALLEY NEWSPAPERS										\$0.00
8322MA5	08/03/22	08/03/22	08/13/22							
11366, Inv 164872 Legal Notices		1.11.6105 - Advertising, Printing, & Publishin		\$90.57	\$0.00	\$90.57	08/03/22	12969	ASCUCK	\$0.00
INVOICE 8322MA5 TOTALS:				\$90.57	\$0.00	\$90.57				\$0.00
81022KM9	08/10/22	08/10/22	08/20/22							
11366 Inv. 164716 July publication		1.11.6105 - Advertising, Printing, & Publishin		\$476.24	\$0.00	\$476.24	08/10/22	12985	ASCUCK	\$0.00
INVOICE 81022KM9 TOTALS:				\$476.24	\$0.00	\$476.24				\$0.00
VERDE VALLEY NEWSPAPERS TOTALS:				\$566.81	\$0.00	\$566.81				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS										\$0.00
8322MA18	08/03/22	08/03/22	08/28/22							
Inv 1015295 Springs Maintenance Jul		2.50.6110 - Contract Services		\$900.00	\$0.00	\$900.00	08/03/22	12970	ASCUCK	\$0.00
Inv 1015295 WWTP Maintenance July 2		2.51.6110 - Contract Services		\$3,200.00	\$0.00	\$3,200.00	08/03/22	12970	ASCUCK	\$0.00
Inv 1015295 Sample Tansport		2.51.6240 - Service Tests/System Testing		\$65.00	\$0.00	\$65.00	08/03/22	12970	ASCUCK	\$0.00
Inv 1015295 Weatherseal Cleopatra H		2.50.6195 - Operating Supplies - Water		\$24.16	\$0.00	\$24.16	08/03/22	12970	ASCUCK	\$0.00
Inv 1015295 Chlorine Tabs		2.51.6195 - Operating Supplies		\$437.20	\$0.00	\$437.20	08/03/22	12970	ASCUCK	\$0.00

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 8322MA18 TOTALS:					\$4,626.36	\$0.00	\$4,626.36				\$0.00
CONTRACT WASTEWATER OPERATIONS TOTALS:					\$4,626.36	\$0.00	\$4,626.36				\$0.00
VENDOR: 270 - KATHLEEN JARVIS											\$0.00
82422KM7	08/24/22	08/24/22	08/31/22								
Dharma Trading Reimbursement		1.15.6195	- Operating Supplies - Library		\$373.39	\$0.00	\$373.39	08/24/22	13018	ASCUCK	\$0.00
Caddy Supply Reimbursement		1.15.6195	- Operating Supplies - Library		\$236.33	\$0.00	\$236.33	08/24/22	13018	ASCUCK	\$0.00
INVOICE 82422KM7 TOTALS:					\$609.72	\$0.00	\$609.72				\$0.00
KATHLEEN JARVIS TOTALS:					\$609.72	\$0.00	\$609.72				\$0.00
VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS											\$0.00
83022MA1	08/30/22	08/30/22	09/29/22								
Inv 82394 Tire for Trash Truck Labo		2.52.6220	- Rep and Maint - Vehicles		\$145.00	\$0.00	\$145.00	08/30/22	13039	ASCUCK	\$0.00
Inv 82394 Tire for Trash Truck Part		2.52.6220	- Rep and Maint - Vehicles		\$980.86	\$0.00	\$980.86	08/30/22	13039	ASCUCK	\$0.00
INVOICE 83022MA1 TOTALS:					\$1,125.86	\$0.00	\$1,125.86				\$0.00
REESE'S TIRE & AUTOTIRE PROS TOTALS:					\$1,125.86	\$0.00	\$1,125.86				\$0.00
VENDOR: 375 - PERSONNEL SAFETY ENTERPRISES											\$0.00
82422KM16	08/24/22	08/24/22	09/23/22								
80001143, Inv. 103286 Medical Water		2.50.6195	- Operating Supplies - Water		\$43.74	\$0.00	\$43.74	08/24/22	13019	ASCUCK	\$0.00
80001143, Inv. 103286 Medical Sewer		2.51.6195	- Operating Supplies		\$43.74	\$0.00	\$43.74	08/24/22	13019	ASCUCK	\$0.00
80001143, Inv. 103286 Medical Trash		2.52.6195	- Operating Supplies - Trash		\$43.74	\$0.00	\$43.74	08/24/22	13019	ASCUCK	\$0.00
80001143, Inv. 103286 Medical Parks		1.17.6195	- Operating Supplies - Parks		\$43.74	\$0.00	\$43.74	08/24/22	13019	ASCUCK	\$0.00
80001143, Inv. 103286 Medical Prope		1.18.6195	- Operating Supplies - Properties		\$43.74	\$0.00	\$43.74	08/24/22	13019	ASCUCK	\$0.00
80001143, Inv. 103286 Medical Stree		3.30.6195	- Operating Supplies - HURF		\$43.78	\$0.00	\$43.78	08/24/22	13019	ASCUCK	\$0.00
INVOICE 82422KM16 TOTALS:					\$262.48	\$0.00	\$262.48				\$0.00
PERSONNEL SAFETY ENTERPRISES TOTALS:					\$262.48	\$0.00	\$262.48				\$0.00
VENDOR: 384 - USA BLUE BOOK											\$0.00
81022KM3	08/10/22	08/10/22	09/09/22								
959133 Inv. 045953 Sewage Pump		2.51.6195	- Operating Supplies		\$3,022.23	\$0.00	\$3,022.23	08/10/22	12986	ASCUCK	\$0.00
INVOICE 81022KM3 TOTALS:					\$3,022.23	\$0.00	\$3,022.23				\$0.00
USA BLUE BOOK TOTALS:					\$3,022.23	\$0.00	\$3,022.23				\$0.00
VENDOR: 387 - NEXTCARE URGENT CARE											\$0.00
81722MA7	08/17/22	08/17/22	09/16/22								
1084654, Acct 1000002969432 Maples		1.17.6185	- Miscellaneous		\$18.50	\$0.00	\$18.50	08/17/22	13001	ASCUCK	\$0.00
1084654, Acct 1000002969432 Maples		1.18.6185	- Miscellaneous		\$18.50	\$0.00	\$18.50	08/17/22	13001	ASCUCK	\$0.00
1084654, Acct 1000002969432 Maples		2.50.6185	- Miscellaneous		\$18.50	\$0.00	\$18.50	08/17/22	13001	ASCUCK	\$0.00
1084654, Acct 1000002969432 Maples		2.51.6185	- Miscellaneous		\$18.50	\$0.00	\$18.50	08/17/22	13001	ASCUCK	\$0.00

Town of Jerome

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
1084654, Acct 1000002969432 Maples		2.52.6185 - Miscellaneous		\$18.50	\$0.00	\$18.50	08/17/22	13001	ASCUCK	\$0.00
1084654, Acct 1000002969432 Maples		3.30.6185 - Miscellaneous		\$18.50	\$0.00	\$18.50	08/17/22	13001	ASCUCK	\$0.00
INVOICE 81722MA7 TOTALS:				\$111.00	\$0.00	\$111.00				\$0.00
NEXTCARE URGENT CARE TOTALS:				\$111.00	\$0.00	\$111.00				\$0.00
VENDOR: 450 - #1 FOOD STORE										\$0.00
82422KM14	08/24/22	08/24/22	08/24/22							
PD Gas		1.13.6145 - Fuel		\$15.15	\$0.00	\$15.15	08/24/22	13020	ASCUCK	\$0.00
Gas for Parking Enforcement		3.35.6145 - Fuel		\$74.29	\$0.00	\$74.29	08/24/22	13020	ASCUCK	\$0.00
FD Gas		1.14.6145 - Fuel		\$566.88	\$0.00	\$566.88	08/24/22	13020	ASCUCK	\$0.00
INVOICE 82422KM14 TOTALS:				\$656.32	\$0.00	\$656.32				\$0.00
#1 FOOD STORE TOTALS:				\$656.32	\$0.00	\$656.32				\$0.00
VENDOR: 502 - DANA KEPNER CO										\$0.00
JUN3081022KM1	08/10/22	08/10/22	09/09/22							
5124, Inv. 9032483-00 Romac Repair		2.50.6230 - Rep and Maint - Infrastructure		\$463.10	\$0.00	\$463.10	08/10/22	12987	ASCUCK	\$0.00
INVOICE JUN3081022KM1 TOTALS:				\$463.10	\$0.00	\$463.10				\$0.00
DANA KEPNER CO TOTALS:				\$463.10	\$0.00	\$463.10				\$0.00
VENDOR: 548 - JC CULLEN INC										\$0.00
8322MA8	08/03/22	08/03/22	09/02/22							
Inv 150629 Port Services PD		1.13.6192 - Software Service & Support		\$35.48	\$0.00	\$35.48	08/03/22	12971	ASCUCK	\$0.00
Inv 150629 Port Services FD		1.14.6192 - Software Service & Support		\$35.49	\$0.00	\$35.49	08/03/22	12971	ASCUCK	\$0.00
INVOICE 8322MA8 TOTALS:				\$70.97	\$0.00	\$70.97				\$0.00
JC CULLEN INC TOTALS:				\$70.97	\$0.00	\$70.97				\$0.00
VENDOR: 691 - CANDACE GALLAGHER										\$0.00
83022MA3	08/30/22	08/30/22	09/29/22							
August 2022 Codification/Web Servc		1.11.6110 - Contract Services		\$500.00	\$0.00	\$500.00	08/30/22	13040	ASCUCK	\$0.00
INVOICE 83022MA3 TOTALS:				\$500.00	\$0.00	\$500.00				\$0.00
CANDACE GALLAGHER TOTALS:				\$500.00	\$0.00	\$500.00				\$0.00
VENDOR: 711 - NATIONAL LEAGUE OF CITIES										\$0.00
81722MA4	08/17/22	08/17/22	09/16/22							
53260 Inv 179954 League Dues		1.11.6125 - Dues, Subs & Memberships		\$283.00	\$0.00	\$283.00	08/17/22	13002	ASCUCK	\$0.00
INVOICE 81722MA4 TOTALS:				\$283.00	\$0.00	\$283.00				\$0.00
NATIONAL LEAGUE OF CITIES TOTALS:				\$283.00	\$0.00	\$283.00				\$0.00
VENDOR: 725 - DIESEL DIRECT WEST										\$0.00

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
81022KM13	08/10/22	08/10/22	08/25/22							
18583, Inv. 84675727 Fuel Water		2.50.6145 - Fuel		\$22.29	\$0.00	\$22.29	08/10/22	12988	ASCUCK	\$0.00
18583, Inv. 84675727 Fuel Sewer		2.51.6145 - Fuel		\$22.29	\$0.00	\$22.29	08/10/22	12988	ASCUCK	\$0.00
18583, Inv. 84675727 Fuel Trash		2.52.6145 - Fuel		\$178.38	\$0.00	\$178.38	08/10/22	12988	ASCUCK	\$0.00
INVOICE 81022KM13 TOTALS:				\$222.96	\$0.00	\$222.96				\$0.00
82422KM9	08/24/22	08/24/22	09/08/22							
18583, Inv. 84697674 Water		2.50.6145 - Fuel		\$35.47	\$0.00	\$35.47	08/24/22	13021	ASCUCK	\$0.00
18583, Inv. 84697674 Sewer		2.51.6145 - Fuel		\$35.47	\$0.00	\$35.47	08/24/22	13021	ASCUCK	\$0.00
18583, Inv. 84697674 Trash		2.52.6145 - Fuel		\$283.74	\$0.00	\$283.74	08/24/22	13021	ASCUCK	\$0.00
INVOICE 82422KM9 TOTALS:				\$354.68	\$0.00	\$354.68				\$0.00
DIESEL DIRECT WEST TOTALS:				\$577.64	\$0.00	\$577.64				\$0.00
VENDOR: 735 - FOUR-D LLC										\$0.00
8322MA10	08/03/22	08/03/22	09/02/22							
Inv 850 IT Work Completed July 2022		1.11.6193 - Computer Hardware & Service		\$316.25	\$0.00	\$316.25	08/03/22	12972	ASCUCK	\$0.00
Inv 850 IT Work Completed July 2022		1.11.6193 - Computer Hardware & Service		\$3,260.71	\$0.00	\$3,260.71	08/03/22	12972	ASCUCK	\$0.00
INVOICE 8322MA10 TOTALS:				\$3,576.96	\$0.00	\$3,576.96				\$0.00
FOUR-D LLC TOTALS:				\$3,576.96	\$0.00	\$3,576.96				\$0.00
VENDOR: 747 - TOWN OF JEROME PR										\$0.00
81722MA8	08/17/22	08/17/22	08/17/22							
Payroll Transfer		1.10.2999 - Suspense Account		\$90,000.00	\$0.00	\$90,000.00	08/17/22	13003	ASCUCK	\$0.00
INVOICE 81722MA8 TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00
TOWN OF JEROME PR TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00
VENDOR: 748 - SIMS MACKIN, LTD										\$0.00
JUN3081722MA3	08/17/22	08/17/22	09/16/22							
Inv 34383 Legal, GG		1.11.6170 - Legal Exp - Gen Gov		\$624.00	\$0.00	\$624.00	08/17/22	13004	ASCUCK	\$0.00
Inv 34383 Legal, PZ		1.16.6170 - Legal Exp - P&Z		\$643.50	\$0.00	\$643.50	08/17/22	13004	ASCUCK	\$0.00
Inv 34383 Legal, Water		2.50.6170 - Legal Exp - Water		\$565.50	\$0.00	\$565.50	08/17/22	13004	ASCUCK	\$0.00
INVOICE JUN3081722MA3 TOTALS:				\$1,833.00	\$0.00	\$1,833.00				\$0.00
82422KM19	08/24/22	08/24/22	09/23/22							
Inv. 34772 Law Services GG		1.11.6170 - Legal Exp - Gen Gov		\$1,053.00	\$0.00	\$1,053.00	08/24/22	13027	ASCUCK	\$0.00
Inv. 34772 Law Services Sewer		2.51.6170 - Legal Exp - Sewer		\$3,217.50	\$0.00	\$3,217.50	08/24/22	13027	ASCUCK	\$0.00
Inv. 34772 Law Services P&Z		1.16.6170 - Legal Exp - P&Z		\$624.00	\$0.00	\$624.00	08/24/22	13027	ASCUCK	\$0.00
Inv. 34772 Law Services Water		2.50.6170 - Legal Exp - Water		\$370.50	\$0.00	\$370.50	08/24/22	13027	ASCUCK	\$0.00
INVOICE 82422KM19 TOTALS:				\$5,265.00	\$0.00	\$5,265.00				\$0.00
SIMS MACKIN, LTD TOTALS:				\$7,098.00	\$0.00	\$7,098.00				\$0.00
VENDOR: 754 - ARIZONA BUG COMPANY										\$0.00

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
8322MA15	08/03/22	08/03/22	09/02/22								
Inv 186237 Pest Control, 10101 prop		1.18.6110 - Contract Services			\$50.00	\$0.00	\$50.00	08/03/22	12973	ASCUCK	\$0.00
INVOICE 8322MA15 TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
ARIZONA BUG COMPANY TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
VENDOR: 773 - AZ MUNICIPAL RISK RET POOL P&C											\$0.00
81022KM11	08/10/22	08/10/22	08/10/22								
40001406, Inv. 40001406-08032022		1.11.6155 - Insurance			\$95.00	\$0.00	\$95.00	08/10/22	12989	ASCUCK	\$0.00
INVOICE 81022KM11 TOTALS:					\$95.00	\$0.00	\$95.00				\$0.00
AZ MUNICIPAL RISK RET POOL P&C TOTALS:					\$95.00	\$0.00	\$95.00				\$0.00
VENDOR: 793 - TOWN OF JEROME - UTILITIES											\$0.00
8322MA9	08/03/22	08/03/22	09/02/22								
7002-01 Civic Center		1.18.6285 - Utilities			\$194.51	\$0.00	\$194.51	08/03/22	12974	ASCUCK	\$0.00
7060-01 Town Yard		1.18.6285 - Utilities			\$44.72	\$0.00	\$44.72	08/03/22	12974	ASCUCK	\$0.00
7054-01 Police Station		1.18.6285 - Utilities			\$177.32	\$0.00	\$177.32	08/03/22	12974	ASCUCK	\$0.00
7015-01 Fire Station		1.18.6285 - Utilities			\$180.44	\$0.00	\$180.44	08/03/22	12974	ASCUCK	\$0.00
1014-03 Holly Ave Property		1.18.6285 - Utilities			\$46.41	\$0.00	\$46.41	08/03/22	12974	ASCUCK	\$0.00
INVOICE 8322MA9 TOTALS:					\$643.40	\$0.00	\$643.40				\$0.00
TOWN OF JEROME - UTILITIES TOTALS:					\$643.40	\$0.00	\$643.40				\$0.00
VENDOR: 801 - TD AMERITRADE											\$0.00
81022KM1	08/10/22	08/10/22	08/10/22								
Town Contribution		4.60.6235 - Retirement Exp FD P&R			\$15,000.00	\$0.00	\$15,000.00	08/10/22	12990	ASCUCK	\$0.00
State Contribution		4.60.6235 - Retirement Exp FD P&R			\$2,647.77	\$0.00	\$2,647.77	08/10/22	12990	ASCUCK	\$0.00
INVOICE 81022KM1 TOTALS:					\$17,647.77	\$0.00	\$17,647.77				\$0.00
TD AMERITRADE TOTALS:					\$17,647.77	\$0.00	\$17,647.77				\$0.00
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											\$0.00
82422KM12	08/24/22	08/24/22	09/23/22								
2011-00019 Inv. 5586 Prosecutor Ser		1.13.6172 - Prosecutor Exp			\$1,023.00	\$0.00	\$1,023.00	08/24/22	13022	ASCUCK	\$0.00
INVOICE 82422KM12 TOTALS:					\$1,023.00	\$0.00	\$1,023.00				\$0.00
PRESCOTT LAW GROUP, PLC TOTALS:					\$1,023.00	\$0.00	\$1,023.00				\$0.00
VENDOR: 839 - DIGITAL-ALLY											\$0.00
JUN3082422KM1	08/24/22	08/24/22	09/23/22								
Inv. 1120848 Strong Magnet Mount		1.13.6250 - Small Tools and Equipment			\$64.00	\$0.00	\$64.00	08/24/22	13023	ASCUCK	\$0.00
INVOICE JUN3082422KM1 TOTALS:					\$64.00	\$0.00	\$64.00				\$0.00
DIGITAL-ALLY TOTALS:					\$64.00	\$0.00	\$64.00				\$0.00

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

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Description		Account									
VENDOR: 866 - DEERE CREDIT, INC.											\$0.00
8322MA17	08/03/22	08/03/22	09/02/22								
510001614248 JD 210L Parks		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	08/03/22	12975	ASCUCK	\$0.00	
510001614248 JD 210L Prop		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	08/03/22	12975	ASCUCK	\$0.00	
510001614248 JD 210L Water		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	08/03/22	12975	ASCUCK	\$0.00	
510001614248 JD 210L Sewer		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	08/03/22	12975	ASCUCK	\$0.00	
510001614248 JD 210L HURF		3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	08/03/22	12975	ASCUCK	\$0.00	
INVOICE 8322MA17 TOTALS:				\$216.81	\$0.00	\$216.81				\$0.00	
83022MA8	08/30/22	08/30/22	09/29/22								
510001614248 JD 210L Parks		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	08/30/22	13041	ASCUCK	\$0.00	
510001614248 JD 210L Prop		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	08/30/22	13041	ASCUCK	\$0.00	
510001614248 JD 210L Water		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	08/30/22	13041	ASCUCK	\$0.00	
510001614248 JD 210L Sewer		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	08/30/22	13041	ASCUCK	\$0.00	
510001614248 JD 210L HURF		3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	08/30/22	13041	ASCUCK	\$0.00	
INVOICE 83022MA8 TOTALS:				\$216.81	\$0.00	\$216.81				\$0.00	
DEERE CREDIT, INC. TOTALS:				\$433.62	\$0.00	\$433.62				\$0.00	
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											\$0.00
81022KM5	08/10/22	08/10/22	09/09/22								
Health Insurance - August Billing		1.10.2406 - Health Insurance		\$17,753.75	\$0.00	\$17,753.75	08/10/22	12991	ASCUCK	\$0.00	
INVOICE 81022KM5 TOTALS:				\$17,753.75	\$0.00	\$17,753.75				\$0.00	
KAIROS HEALTH ARIZONA, INC. TOTALS:				\$17,753.75	\$0.00	\$17,753.75				\$0.00	
VENDOR: 968 - PATRIOT DISPOSAL, INC.											\$0.00
81022KM4	08/10/22	08/10/22	09/09/22								
0040, Inv. 3510 Trash disposal		2.52.6165 - Landfill Tipping Fees		\$1,629.20	\$0.00	\$1,629.20	08/10/22	12992	ASCUCK	\$0.00	
INVOICE 81022KM4 TOTALS:				\$1,629.20	\$0.00	\$1,629.20				\$0.00	
PATRIOT DISPOSAL, INC. TOTALS:				\$1,629.20	\$0.00	\$1,629.20				\$0.00	
VENDOR: 983 - YAVAPAI CONTRACTING, LLC											\$0.00
82422MA1	08/24/22	08/24/22	08/24/22								
Inv DAWL-002 CDBG Dundee Waterline		6.70.6105 - CDBG Dundee Waterline Expen		\$115,023.14	\$0.00	\$115,023.14	08/24/22	13028	ASCUCK	\$0.00	
INVOICE 82422MA1 TOTALS:				\$115,023.14	\$0.00	\$115,023.14				\$0.00	
YAVAPAI CONTRACTING, LLC TOTALS:				\$115,023.14	\$0.00	\$115,023.14				\$0.00	
VENDOR: ONETIM - BRETT JURISIN											\$0.00
81022KM7	08/10/22	08/10/22	09/09/22								
LMP Refund for account 5017-03		2.00.2600 - Customer Deposits		\$137.56	\$0.00	\$137.56	08/10/22	12993	ASCUCK	\$0.00	
INVOICE 81022KM7 TOTALS:				\$137.56	\$0.00	\$137.56				\$0.00	

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Description		Account									
BRETT JURISIN TOTALS:					\$137.56	\$0.00	\$137.56				\$0.00
VENDOR: ONETIM - DALLACQUA PSYCHOLOGY											\$0.00
8322MA21	08/03/22	08/03/22	09/02/22								
Inv SLPD072022 Pre-Employment Test		1.13.6110 - Contract Services			\$500.00	\$0.00	\$500.00	08/03/22	12976	ASCUCK	\$0.00
INVOICE 8322MA21 TOTALS:					\$500.00	\$0.00	\$500.00				\$0.00
DALLACQUA PSYCHOLOGY TOTALS:					\$500.00	\$0.00	\$500.00				\$0.00
VENDOR: ONETIM - GEORGE PRICE											\$0.00
81022KM8	08/10/22	08/10/22	09/09/22								
LMP Refund for account 7052-01		2.00.2600 - Customer Deposits			\$13.34	\$0.00	\$13.34	08/10/22	12994	ASCUCK	\$0.00
INVOICE 81022KM8 TOTALS:					\$13.34	\$0.00	\$13.34				\$0.00
GEORGE PRICE TOTALS:					\$13.34	\$0.00	\$13.34				\$0.00
VENDOR: ONETIM - HELIOS HEALTH AZ											\$0.00
8322MA22	08/03/22	08/03/22	09/02/22								
Inv 1064 AZ POST Physical		1.13.6110 - Contract Services			\$195.00	\$0.00	\$195.00	08/03/22	12977	ASCUCK	\$0.00
INVOICE 8322MA22 TOTALS:					\$195.00	\$0.00	\$195.00				\$0.00
HELIOS HEALTH AZ TOTALS:					\$195.00	\$0.00	\$195.00				\$0.00
VENDOR: ONETIM - JAMES NEWBERRY											\$0.00
81722MA10	08/17/22	08/17/22	09/16/22								
LMP Refund Acct #1031-09		2.00.2600 - Customer Deposits			\$114.02	\$0.00	\$114.02	08/17/22	13005	ASCUCK	\$0.00
INVOICE 81722MA10 TOTALS:					\$114.02	\$0.00	\$114.02				\$0.00
JAMES NEWBERRY TOTALS:					\$114.02	\$0.00	\$114.02				\$0.00
VENDOR: ONETIM - KIVA TINSLEY											\$0.00
8322MA23	08/03/22	08/03/22	09/02/22								
LMP Refund Account 2131-06		2.00.2600 - Customer Deposits			\$96.80	\$0.00	\$96.80	08/03/22	12978	ASCUCK	\$0.00
INVOICE 8322MA23 TOTALS:					\$96.80	\$0.00	\$96.80				\$0.00
KIVA TINSLEY TOTALS:					\$96.80	\$0.00	\$96.80				\$0.00
VENDOR: ONETIM - MDC-MOBILE DRUG COLLECTIONS LL											\$0.00
82422KM13	08/24/22	08/24/22	09/23/22								
Inv. 11194 Drug Collection Service		1.13.6110 - Contract Services			\$105.00	\$0.00	\$105.00	08/24/22	13024	ASCUCK	\$0.00
INVOICE 82422KM13 TOTALS:					\$105.00	\$0.00	\$105.00				\$0.00
MDC-MOBILE DRUG COLLECTIONS LL TOTALS:					\$105.00	\$0.00	\$105.00				\$0.00
VENDOR: ONETIM - NANCY DRIVER											\$0.00

Town of Jerome

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 8/1/2022 to 8/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
82422KM6	08/24/22	08/24/22	09/23/22								
Art Supply Reimbursement		1.15.6195 - Operating Supplies - Library			\$56.75	\$0.00	\$56.75	08/24/22	13025	ASCUCK	\$0.00
INVOICE 82422KM6 TOTALS:					\$56.75	\$0.00	\$56.75				\$0.00
NANCY DRIVER TOTALS:					\$56.75	\$0.00	\$56.75				\$0.00
VENDOR: ONETIM - NEXTCARE URGENT CARE											\$0.00
JUN308322MA1	08/03/22	08/03/22	09/02/22								
#1000002969432 Maples HepB Shot PWA		1.17.6185 - Miscellaneous			\$18.50	\$0.00	\$18.50	08/03/22	12979	ASCUCK	\$0.00
#1000002969432 Maples HepB Shot PWA		1.18.6185 - Miscellaneous			\$18.50	\$0.00	\$18.50	08/03/22	12979	ASCUCK	\$0.00
#1000002969432 Maples HepB Shot PWA		2.50.6185 - Miscellaneous			\$18.50	\$0.00	\$18.50	08/03/22	12979	ASCUCK	\$0.00
#1000002969432 Maples HepB Shot PWA		2.51.6185 - Miscellaneous			\$18.50	\$0.00	\$18.50	08/03/22	12979	ASCUCK	\$0.00
#1000002969432 Maples HepB Shot PWA		2.52.6185 - Miscellaneous			\$18.50	\$0.00	\$18.50	08/03/22	12979	ASCUCK	\$0.00
#1000002969432 Maples HepB Shot PWA		3.30.6185 - Miscellaneous			\$18.50	\$0.00	\$18.50	08/03/22	12979	ASCUCK	\$0.00
INVOICE JUN308322MA1 TOTALS:					\$111.00	\$0.00	\$111.00				\$0.00
NEXTCARE URGENT CARE TOTALS:					\$111.00	\$0.00	\$111.00				\$0.00
VENDOR: ONETIM - RUSS DODGE											\$0.00
81722MA9	08/17/22	08/17/22	09/16/22								
Inv 20220810001 Swiftwater Rescue T		1.14.6116 - Training & Education			\$1,400.00	\$0.00	\$1,400.00	08/17/22	13006	ASCUCK	\$0.00
INVOICE 81722MA9 TOTALS:					\$1,400.00	\$0.00	\$1,400.00				\$0.00
RUSS DODGE TOTALS:					\$1,400.00	\$0.00	\$1,400.00				\$0.00
VENDOR: ONETIM - SWIFT GROUP LLC											\$0.00
JUN3081722MA2	08/17/22	08/17/22	09/16/22								
Inv 1140 Custom Energy Gear		5.40.6238 - Fire Dept Exp - Opr Grants			\$16,092.51	\$0.00	\$16,092.51	08/17/22	13007	ASCUCK	\$0.00
INVOICE JUN3081722MA2 TOTALS:					\$16,092.51	\$0.00	\$16,092.51				\$0.00
SWIFT GROUP LLC TOTALS:					\$16,092.51	\$0.00	\$16,092.51				\$0.00
LEDGER TOTALS:					\$345,619.19	\$0.00	\$345,619.19				\$460.07

For the meeting of September 13, 2022

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Worked on a non-disclosure agreement and policy.
- Worked on Councilmember Harvey's draft short-term rental regulation ordinance.
- Worked with ADOT, NACOG and contractors regarding drainage improvements project and waterline/hydrant project on Dundee.
- Amended the lease at 655 Holly per the Council motion at the August meeting and worked to get the tenant moved in.
- Met with and worked on proposals for the facilitation of the Town Council goal setting session.
- Provided new Councilmember Sheffield a tablet, keys and updated orientation manual.
- Worked with staff on implementing the new clerk and financial management software.
- Continued attendance at various virtual meetings and webinars with local officials and others.
- Worked on updates to the Town's master fee schedule.
- Attended the League's annual conference with Mayor Dillenberg.
- Worked on a public record request.
- Began work as a panelist for the Arizona Community Foundation Grant program.
- Worked on streamlining processes regarding the agenda packet creation and began work on a grant for technology for the same, plus enhanced technology in the Town Council chambers.
- Worked with the Chamber on two different special event requests.

**** CONGRATULATIONS TO ****

Wendy Schall, who has completed 15 years of service as of August 14th.

Leo Shakespeare, who has completed 5 years of service as of August 16th.

Melanie Atkin, who has completed 5 years of service as of August 21st.

Rusty San Felice, who has completed 10 years of service as of August 27th.

Carl Whiting, who has completed 2 years of service as of September 1st.

Janice Pontius, who has completed 5 years of service as of September 7th.

Kristen Muenz, who has completed 3 years of service as of September 10th.

Following is an accounting of sales tax revenues through July, and a water flows report.

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

	FY2023 BUDGET	FY2023 actual	Budget +/-	FY2022 actual	Compared to prior year +/-
July	111,000	104,350	(6,650)	117,605	(13,255)
August	111,000			118,436	
September	78,000			81,826	
October	132,000			140,055	
November	150,000			160,051	
December	117,000			124,708	
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	104,350	(6,650)	1,486,432	(13,255)

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		41,580			18,024			47,731	
September		26,920			14,684			28,573	
October		45,726			20,051			58,351	
November		53,186			25,622			68,645	
December		42,240			19,769			51,239	
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	(280)		233,982	(172)		604,915	(14,751)

Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,815	2,815
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

WATER FLOWS REPORT

Reading Date		WALNUT GPM	VERDE GPM
2021	6-July	52	248
	12-July	57	240
	14-July	48	243
	19-July	52	180
	28-July	83	177
	2-Aug	101	108
	11-Aug	77	175
	16-Aug	172	180
	23-Aug	72	175
	30-Aug	66	170
	8-Sept	61	168
	13-Sept	57	170
	20-Sept	57	148
	27-Sept	61	162
	4-Oct	57	160
	11-Oct	61	162
	18-Oct	71	165
	25-Oct	71	160
	1-Nov	66	152
	8-Nov	61	159
	19-Nov	71	158
	22-Nov	71	155
	29-Nov	61	158
	6-Dec	66	155
	14-Dec	71	156
	20-Dec	71	144
	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



JEROME POLICE DEPARTMENT

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



August 2, 2022

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for August 2022.

The August "Calls for Service" report contained no significant single incidents to reports. We did complete a death investigation and a number of follow ups for other activity. The result of the death investigation was that the coroner listed cause of death as "fentanyl poisoning" from illicit fentanyl. I cannot emphasize it enough, you never know what you are buying on the street. Call volume for August was slightly above average.

The parking kiosks brought in \$17,874.50 for the month of August 2022. In comparison to last year's revenue of \$19,891.80 for the same time period. Fiscal year to date (7/01/22 through 7/31/2023) kiosk revenue is \$40,353.75 (which does not include cash taken at office).

There were 304 parking citations that were issued for the month of August.

The speed feedback signs currently installed indicated approximately 29,408 vehicles southbound and 60,634 vehicles northbound on Highway 89A for the month of August.

The new patrol car has been order as authorized by the 22-23 budget, and I have been advised it should be ready by mid October.

We are in process of updating the PDs server and most of the equipment has been acquired. We feel this will be completed by end of October.

The parking kiosk for the PD lobby has been ordered, an ETA is not yet available. Programming has been ordered for the kiosks for the proposed October 1 rate change.

We have hired a new part-time officer. His name is Cory McKinney, he is a six year veteran of Casa Grand PD and decided to go back to school and wanted to stay in law enforcement part-time.

I am still seeking a full-time police officer replacement.

Allen L. Muma, Chief of Police



JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 09/13/2022

Page : 1

Agency : JPD

Calls For Service Totals By Call Type

08/01/2022 to 08/31/2022

Call Type		Totals
10-34	Motorist Assist	1
205	Trespass	3
247	Civil Problem	1
410	Criminal Damage	5
415F	Domestic Disturbance	1
459	Burglary	1
470	Fraud	2
487	Theft	1
500	Welfare Check	2
666A	Suicide Attempt / Report	1
667	Missing Person Adult	1
903	Follow-Up	20
906	Back-Up	1
908F	Found Property	6
908L	Lost or Stolen Property	1
961	Accident - No injuries	1
AA	Agency Assist	3
AC	Animal Cruelty	1
ACPD	Assist Clarkdale PD	3
ADPS	Assist DPS	1
AF	Assist Fire Department	2
AYCSO	Assist YCSO	9
BI	Background Investigation	9
CRT	Court Appearance	2
DIS	Disorderly Conduct	1
DRAL	Dogs Running at Large	1
ES	Escort Services	1
FP	Foot Patrol	1
FPF	Fingerprinting	1
HAR	Harrassment	2
HSE	Hampshire Speed Enforcement	1
HUC	911 Hang Up Call	1
IE	Indecent Exposure	2
INFO	Information	2
ME	Medical Emergency	1
OA	Officer Assist	2
OT	Oversize Truck	7
PARK	Parking Complaint	2

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CrimeStar® Law Enforcement Records Management System

Licensed to: JEROME POLICE DEPARTMENT

CFS-002



JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : **09/13/2022**

Page : **2**

Agency : **JPD**

Calls For Service Totals By Call Type

08/01/2022 to 08/31/2022

Call Type		Totals
PE	Parking Enforcement	30
PKM	Parking Kiosk Maintenance	4
PS	Civil Paper Service	1
REC	Reckless Driver	2
SC	Security Check	18
SLC	Street Light Check	3
SS	Suspicious Situation	7
TO	Traffic Offense	3
TRN	Training	2
XX5	Public Works Complaints	1
Grand Total for all calls		174



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

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

AUGUST 2022 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.
- ❖ Processed weekly A/P checks.
- ❖ Made the weekly bank deposits.
- ❖ Processed two payrolls through ADP, ran payroll reports, completed various ledgers with the report's information, and posted payroll into the general ledger.
- ❖ Made necessary monthly postings for Admin Charges and supplemented Water, Sewer, Police, and HURF departments with transfers from the Parking and General Fund.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created an August summary budget to actual report for General, Utility, Road, and Parking funds.
- ❖ Ran daily bank statements, making the necessary journal entries to balance the daily bank reconciliations.
- ❖ Continuing to work on audit preparations.

HR Duties:

- ❖ Helped some employees with benefit related questions.
- ❖ Attended a PSPRS webinar about certain Tier members receiving a refund for being overcharged for years by PSPRS. Two employees from Jerome were affected. The Town will receive credits toward future PSPRS bills to reimburse us for the refunds paid through our payroll and A/P accounts.



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: August 25, 2022

The Court continues to address and resolve matters in the normal course of business.

I had the pleasure of swearing in Brett Klein as the new Town Manager; look forward to meeting with Chief Muma soon after his summer travels; and continue to become acquainted with members of the community and Town staff.

Wiring in the courtroom has been completed to accommodate our new laptop computers and docking stations. The installation date is September 8; my clerk will be the point of contact on that day, as I will be attending the AJPA/AMA Conference in Prescott. Thereafter, our new recording system will be installed on September 22. We will receive training the same day and look forward to keeping improved court records and thereby better serving the public. I am sincerely grateful to the Town Manager and facilities staff for their assistance in our project.

Upcoming projects and goals for the court include the following:

- drafting an administrative order adopting presumptive standards regarding which hearings types should be held remotely and which should be held in-person in our jurisdiction;
- reviewing the most recent AOC Operational Evaluation (2017) to determine whether recommended changes were adopted by my predecessor;
- and continuing my review of court policies and procedures in order to ensure state statutory and town code compliance.

Attached for your review is the July 2022 financial report.

I remain ever grateful for the opportunity to serve the citizens of the Town of Jerome and am always available to discuss the Court's role in the community.

MONTHLY REVENUE REMITTANCE

Jul 2022

TOTAL DISBURSEMENTS

SUBTOTALS: 56.00 4,177.75 4,695.44 37.17

8,966.36

JCEF 56.00 4,553.89 Gen Fund
FTG 0.00 141.55 Splits

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	56.00			
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		119.21		
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				
Citiz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		222.93		
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		948.34		
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11				
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECJ	2-11-25				
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05		14.51		
DUI Abatement Fnd - 28-1304A, 1382.3 (Extrm DUI, \$250)	ZDUJA	2-15-11				
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34				
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23		87.58		
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22		12.66		
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		8.16		
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		176.00		
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		156.03		
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		88.00		
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		16.00		
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51				
Medical Srvs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		289.77		
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		126.01		
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		500.00		
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		53.27		
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		314.97		
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		884.00		
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		48.41		
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		31.49		
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		80.41		
Forfeited Overpayments		4-91-04				
Installment Payment Fee		4-39-08				
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01			78.57	
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			550.00	
Default Fees - LOCAL	ZDEFF	4-32-01			399.23	
Deferred Prosecution Fees	ZDFEE	4-31-02			240.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			495.63	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			143.82	
Fines - CR T (DUI) Penalties - 13-811A & 28-15543	ZFINE	4-22-10			641.81	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20				
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95			83.67	
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04				
Fines - CV Penalties - 13-811A & 28-1554B	ZFINE	4-49-07			819.46	
Registration Violations (HURF-LOCAL) 28-2533 REG	ZHRFX/C	4-23-01				
COURT SECURITY FEE	ZMCSF	4-30-25			430.00	
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			62.98	
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32				
Non-Refundable Overpayments	ZFORF	4-91-03			500.00	
Public Defender Fees	ZPUBZ	4-39-71				
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02			250.27	
Warrant Fee	ZWARF	4-32-03				
Jail (Incarceration) Fees	ZJF	4-33-21				21.43
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				15.74

(S2 WRITE-IN)

ZADPS & ZDNAS

ZADRF

ZCAA1, ZDVSF & ZTECH

(S2 WRITE-IN)

ZFAR 1 & 3

ZFAR 2 & 4

ZJCS 52 & ZJCS 53

ZOS 1-99

ZVCAF & ZVRF

ZATT & ZPUBZ

ZCAA2 & ZFINES

ZDEFF & ZWARF

ALL ZFINES

ZMCSF & 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		\$3,000.00
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		\$500.00
Balance at End of Current Month:		\$2,500.00
RESTITUTION REPORT		
Carried Forward from previous month		\$0.00
RECEIVED in current month	ZREST 2-41-01	\$1,040.00
DISBURSED in current month		\$1,040.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT	\$8,910.36
JCEF account	\$56.00
FTG account	\$0.00
State Revenue	\$4,177.75
City/Town	\$4,695.44
Yavapai County	\$37.17
Other Agencies	
TOTAL DISBURSEMENTS	\$8,966.36
PASS-THROUGH MONIES:	\$540.00
Overpayment Refunds	\$0.00
Unapplied Payments	\$0.00
Bonds (ZBND)	-\$500.00
Restitution (ZREST)	\$1,040.00
Agency Not Assigned - not yet allocated	\$0.00

SABA TOTAL (Total Revenue) \$9,506.36

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:

July-22

Signature

Micheala Brewer

Verified by:

Angelali B. Napper

U. Brewer
8/4/22

8/4/22



TOWN OF JEROME, ARIZONA

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

Founded 1876
Incorporated 1899

September 2022 staff report for August activity submitted by Terri Card.

Utilities

- Current debt (45 days past due):

14 accounts were on the shut-off list at the beginning of August. 9 accounts were sent Yellow Tags, and 0 account was shut off because they either made a payment or paid in full.

Balance owed on shut-off accounts from July billing: \$4,359.02

Balance owed at end of August: \$1402.83

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

Rentals

All renters made their rental payments and are on track.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$637.56)	(\$687.56)	(\$137.56)	(\$637.56)	(\$3,889.60)	(\$5,989.84)
Water	\$0.00	\$4,413.69	\$649.82	\$42.24	\$0.00	\$270.39	\$5,376.14
Sewer	\$0.00	\$5,474.53	\$801.00	\$72.00	\$0.00	\$522.58	\$6,870.11
Trash	\$0.00	\$7,982.50	\$826.36	\$75.64	\$0.00	\$848.07	\$9,732.57
Tax	\$0.00	\$435.01	\$61.99	\$4.17	\$0.00	\$39.24	\$540.41
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$20.00	\$10.00	\$0.00	\$0.00	\$2,190.00	\$2,220.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)-----							
Subtotal --->	\$0.00	\$17,688.17	\$1,661.61	\$56.49	(\$637.56)	(\$19.32)	\$18,749.39
UserType: Residential							
Credit	\$0.00	(\$1,282.97)	(\$1,938.51)	(\$334.67)	(\$182.85)	(\$1,710.69)	(\$5,449.69)
Water	\$0.00	\$7,468.55	\$1,298.68	\$388.03	\$58.56	\$2,204.08	\$11,417.90
Sewer	\$0.00	\$6,265.10	\$975.25	\$368.44	\$75.14	\$3,802.13	\$11,486.06
Trash	\$0.00	\$5,188.99	\$918.37	\$290.14	\$43.38	\$2,201.98	\$8,642.86
Tax	\$0.00	\$729.10	\$122.74	\$27.84	\$5.77	\$298.22	\$1,183.67
Misc	\$0.00	\$0.00	\$15.00	\$15.00	\$0.00	\$38.55	\$68.55
Late Fee	\$0.00	\$200.00	\$140.00	\$130.00	\$110.00	\$5,644.89	\$6,224.89
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)-----							
Subtotal --->	\$0.00	\$18,568.77	\$1,531.53	\$884.78	\$110.00	\$12,479.16	\$33,574.24
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$168.72	\$0.00	\$0.00	\$0.00	\$0.00	\$168.72
Sewer	\$0.00	\$211.64	\$0.00	\$0.00	\$0.00	\$0.00	\$211.64
Trash	\$0.00	\$141.20	\$0.00	\$0.00	\$0.00	\$0.00	\$141.20
Tax	\$0.00	\$16.64	\$0.00	\$0.00	\$0.00	\$0.00	\$16.64
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)-----							
Subtotal --->	\$0.00	\$538.20	\$0.00	\$0.00	\$0.00	\$0.00	\$538.20

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
=====							
UserType: Commercial							
Credit	\$0.00	(\$95.15)	\$0.00	(\$144.47)	\$0.00	(\$97.91)	(\$337.53)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$6,429.10	\$290.84	\$290.84	\$0.00	\$347.36	\$7,358.14
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$323.66	\$0.00	\$0.00	\$0.00	\$0.00	\$323.66
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)-----							
Subtotal --->	\$0.00	\$6,679.37	\$290.84	\$146.37	\$0.00	\$249.45	\$7,366.03
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,734.02)	\$0.00	(\$8,734.02)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Default (3)-----							
Subtotal --->	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,734.02)	\$0.00	(\$8,734.02)
Grand Total (35)=====							
=====>	\$0.00	\$43,474.51	\$3,483.98	\$1,087.64	(\$9,261.58)	\$12,709.29	\$51,493.84

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$2,015.68)	(\$2,626.07)	(\$616.70)	(\$9,554.43)	(\$5,698.20)	(\$20,511.08)
Water	\$0.00	\$12,050.96	\$1,948.50	\$430.27	\$58.56	\$2,474.47	\$16,962.76
Sewer	\$0.00	\$11,951.27	\$1,776.25	\$440.44	\$75.14	\$4,324.71	\$18,567.81
Trash	\$0.00	\$13,312.69	\$1,744.73	\$365.78	\$43.38	\$3,050.05	\$18,516.63
Tax	\$0.00	\$1,180.75	\$184.73	\$32.01	\$5.77	\$337.46	\$1,740.72
Misc	\$0.00	\$0.00	\$15.00	\$15.00	\$0.00	\$38.55	\$68.55
Late Fee	\$0.00	\$220.00	\$150.00	\$130.00	\$110.00	\$7,834.89	\$8,444.89
Rent	\$0.00	\$6,429.10	\$290.84	\$290.84	\$0.00	\$347.36	\$7,358.14
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$323.66	\$0.00	\$0.00	\$0.00	\$0.00	\$323.66
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total (12)	=====	=====	=====	=====	=====	=====	=====
=====>	\$0.00	\$43,474.51	\$3,483.98	\$1,087.64	(\$9,261.58)	\$12,709.29	\$51,493.84

Customer Count = 379



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: August Year: 2022

Calls by Type	Number	Resident	Non-Resident
EMS Calls	9	5	4
Residential Fire	1	1	0
Commercial Fire	0	0	0
Wildland	0	0	0
Still Assignment	6	6	0
Station Staffing	2	2	0
Citizen Assist	2	2	0
Agency Assist	8	3	5
Special Duty	2	1	1
Snake Removal	13	13	0
Tech Rope Rescue	0	0	0
MVA/Rescue	1	0	1
HazMat	5	5	0
Dispatch Error	0	0	0
Totals:	49	38	11
Total Calls Chief on Scene	44		
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: 460
--	------------------

Fire Chief Meetings	Date
Fire Marshals Meeting	8/3/22
Town Meeting	8/9/22
Staff Meeting	8/11/22
Grant Program Meeting	8/16/22
Board Of Supervisors Meeting	8/17/22

Education, Summer Semester:

- We are sending Rick Hernandez down to the Arizona fire academy for Fire Inspector II and Carl Whiting to Rural Station Management this September.

- From August 10th through the 12th Allen Muma, Carl Whiting, Kerry Lee and Jason Supple traveled to Laughlin for a Swiftwater rescue course. As we are mutual aid partners and seen as having a degree of rope expertise in our area, we are often called out to assist with Swiftwater rescues within the Verde Valley.

Additional Training:

- On Thursday 5PM August 4th we held our business meeting and truck checks with Blair.
- On Thursday 5PM August 11th we conducted Hose testing with Kinsella.
- On Thursday 5PM August 18th we conducted Hose testing with Hernandez
- On Thursday 5PM August 25th we conducted Hose testing with Whiting
- On Saturday 9AM August 27th we conducted Rope Training on Multipoint Anchors with Muma.

Department Affairs and On-going Projects

- Our August call volume is down by 10 calls over last August's 59 calls, totaling 49 calls this month. Our year-to-date call volume is 327 compared with 289 calls YTD 2021. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- Last year's E-126 Wildland incidents Invoiced \$211,534 with E-126 making \$119,230 for the town.
- 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 four times daily throughout the month. 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 are repairing section of sidewalk.
- We have received the turnouts that we had ordered on the grant we were awarded from Firehouse Subs, as well as received our 10 New Radios and 3 mobile radios we were able to order through the help of the Fire Department Auxiliary.
- Allen Muma and I 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 hope to hear back on this new program soon.
- We have finished all the hose testing for the year. We test approximately 3 miles of hose every year. Each hose has a history log from the date of in service to the date out of service.
- We have also started the process of hydrant testing, so far we have done about 5. We have 36 hydrants that test all together.
- We will be spending time this month setting up for the Firewise day / picnic on September 22nd, we hope to see all of the council there. This event helps us keep our Firewise status and brings the community together for a good meal and fun.

Wildland Fiscal Year 2021-2022					
Assignment	Assignment Date	Payment Date	E-126 Total	Total Invoiced	
Mescal Fire	6/5/21-6/20/21	7/15/2021	\$ 24,353.00	\$ 44,766.74	
Pack Creek Fire	6/29/21-7/14/21	8/16/2021	\$ 24,892.00	\$ 46,651.33	
OSC2021 Staging	8/19/21-9/19/21	10/13/2021	\$ 686.00		Paid
2021 ANF OSC Preposition	8/19/21-8/20/21	10/13/2021	\$ 1,323.00	\$ 3,103.30	Together
French Fire	8/20/21-9/4/21	10/28/2021	\$ 24,500.00	\$ 37,105.33	
2022 Initial Attack	3/16/22-3/31/22	4/14/2022	\$ 23,714.00	\$ 42,507.11	
Foster Fire	5/30/22-6/2/22	6/27/2022	\$ 3,230.00		Paid
Calf Canyon Fire	6/2/22-6/14/22	6/27/2022	\$ 16,532.50	\$ 37,400.74	Together
Totals			\$ 119,230.50	\$ 211,534.55	

Prevention

- We have had a total of 34 Firewise activities and visits to the burn pile in August with 49 loads of trimmings, slash, and brush for a total of 99 combined Jerome's citizen hours. As well as 159 total hours from our Fuels Crew. If you need assistance, and have not filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department. Right now we are maintaining a 3 man crew, 2 times a week, for fuel abatement efforts.
- 4 Business license inspections were performed.
- 2 Building 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.

August Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
22-117	8/2/22	10:45:00 AM	Tue	Citizen Assist Resident	Assist W/ Disabled Vehicle	2
22-178	8/2/22	4:00:00 PM	Tue	Special Duty Non-Resident	Assist W/ National Night Out Event	8
103	8/3/22	11:44:00 AM	Wed	EMS Resident	48 YOF - unknown medical	6
22-179	8/4/22	9:00:00 AM	Thurs	Still Assignment Resident	Burnt Burn Pile	6
22-180	8/4/22	10:30:00 AM	Thurs	Agency Assist Non-Resident	Assist JPD W/ Oversized vehicle	2
104	8/6/22	12:10:00 PM	Sat	EMS Non Resident	42 YOF- Unknown medical	9
105	8/7/22	2:52:00 PM	Sun	EMS Resident	79 YOM - Unknown Medical – Covid	4
22-181	8/8/22	10:00:00 AM	Mon	Still Assignment Resident	Put out Hotspots on Burn Pile	2
106	8/9/22	5:20:00 AM	Tue	Still Assignment Resident	Fire Alarm - Nothing found	8
22-182	8/8/22	4:30:00 PM	Mon	Snake Removal & Relocation	4' Diamondback	2
22-183	8/10/22	4:00:00 PM	Wed	EMS Non Resident	28 YOM -Lightheaded- Basic First aid	2
22-184	8/11/22	11:30:00 AM	Thurs	Hazmat	Fuel Spill Cleanup	2
22-185	8/11/22	4:00:00 PM	Thurs	Agency Assist Non-Resident	JPD W/ Vehicle W/ Broken Axle	1
22-186	8/11/22	4:15:00 PM	Thurs	EMS Non Resident	Bandage foot – Basic First Aid	2
22-187	8/11/22	4:30:00 PM	Thurs	Agency Assist Non-Resident	Assist JPD W/ Vehicle Stuck over edge	1

107	8/12/22	6:58:00 PM	Fri	Snake Removal & Relocation	4ft Diamondback Rattlesnake	3
22-188	8/13/22	10:00:00 AM	Sat	Snake Removal & Relocation	4ft Blacktail Rattlesnake	3
108	8/13/22	10:49:00 AM	Sat	Residential Fire	Lightning Strike on house investigation	4
22-189	8/14/22	12:00:00 PM	Sun	Snake Removal & Relocation	5' Blacktail Rattlesnake	2
109	8/14/22	2:32:00 PM	Sun	MVA/Rescue Non-Resident	Unknown Injuries - Canceled Enroute	10
22-190	8/14/22	4:00:00 PM	Sun	Special Duty Resident	Clear Rd Hazards after Storm	3
22-191	8/14/22	4:15:00 PM	Sun	Agency Assist Resident	Clear Storm Drains	2
22-192	8/15/22	1:00:00 PM	Mon	Agency Assist Non-Resident	JPD W/ Disabled Vehicle - Nothing found.	1
22-193	8/15/22	2:30:00 PM	Mon	Snake Removal & Relocation	4' Blacktail	1
22-194	8/15/22	7:15:00 PM	Mon	Citizen Assist Resident	Disabled Vehicle Blocking East Ave.	2
22-195	8/16/22	11:00:00 AM	Tue	Snake Removal & Relocation	3' Blacktail Rattlesnake	3
22-196	8/16/22	5:30:00 PM	Tue	Snake Removal & Relocation	3.5' Blacktail Rattlesnake	2
22-197	8/18/22	8:00:00 AM	Thurs	Snake Removal & Relocation	3 Ft King Snake	1
22-198	8/18/22	7:00:00 PM	Thurs	Snake Removal & Relocation	5Ft Bullsake	1
110	8/19/22	9:02:00 AM	Fri	Still Assignment Resident	Smoke Reported - Nothing found	8
22-199	8/19/22	5:00:00 PM	Fri	Agency Assist Resident	Assist JPW W/ Water Leak	1
111	8/20/22	1:52:00 PM	Sat	EMS Resident	66 YOF - Delayed Fall	4
22-200	8/21/22	8:30:00 AM	Sun	Agency Assist Resident	Assist JPW W/ Road Hazard	3
112	8/21/22	5:00:00 PM	Sun	EMS Non Resident	23 YOF - Unknown Medical / Panic attack	6
22-201	8/22/22	10:30:00 AM	Mon	Still Assignment Resident	Alarm Sounding - Accidental Turn on	1
113	8/23/22	4:45:00 PM	Tue	Still Assignment Resident	Activated Alarm	2
22-202	8/25/22	12:00:00 PM	Thurs	Station Staffing	Staffing Station 11	5
22-203	8/25/22	10:00:00 PM	Thurs	Snake Removal & Relocation	3 Ft Diamondback Rattlesnake	1
22-204	8/28/22	12:00:00 PM	Sun	Station Staffing	Staffing Station 11	3
22-205	8/28/22	12:38:00 PM	Sun	Hazmat	Clean up Fuel Spill	3
22-206	8/29/22	2:30:00 PM	Mon	Hazmat	Clean Up Biohazard	2
22-207	8/29/22	3:00:00 PM	Mon	Hazmat	Clean Up Cooking Grease	2
114	8/29/22	7:23:00 PM	Mon	EMS Resident	75 YOF - Heart Problem	4
22-208	8/30/22	11:00:00 AM	Tue	Agency Assist Non-Resident	Assist JPD W/ Stuck Box Truck	1
115	8/30/22	4:20:00 PM	Tue	EMS Resident	76 YOF - Medical Alarm	6
22-209	8/30/22	5:00:00 PM	Tue	Snake Removal & Relocation	4' Blacktail Rattlesnake.	2
22-210	8/30/22	5:30:00 PM	Tue	Snake Removal & Relocation	4' Blacktail Rattlesnake.	2

22-211	8/31/22	11:00:00 AM	Wed	Hazmat	Clean Up Antifreeze	2
22-212	8/31/22	12:30:00 PM	Wed	Snake Removal & Relocation	3' Diamondback Rattlesnake.	4
Incident	Date	Time	Day of week	Select Type	Additional Info	#

August 2022 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.
8/1/2022	208 5th St.				0	4	3	4	12
8/3/2022	89A		3	6	18				0
8/3/2022	89A		3	6	18				0
8/8/2022	100 UVX -Burn Pile Hotspots		2	2	4				0
8/10/2022	228 Dundee				0	2	2	2	4
8/10/2022	228 Diaz				0	3	2	2	4
8/10/2022	89A		3	6	18				0
8/11/2022	Douglas Rd.		3	6	18				0
8/12/2022	Hampshire		3	6	18				0
8/15/2022	Clarkdale Cemetery				0	1	2	1	2
8/15/2022	659 Giroux				0	1	1	1	1
8/16/2022	446 Clark				0	2	1	2	2
8/16/2022	103 Main				0	2	1	2	2
8/16/2022	700 East				0	1	2	2	4
8/17/2022	Town Parks				0	2	2	2	4
8/18/2022	103 3rd St.				0	4	4	4	16
8/18/2022	659 Giroux				0	2	2	2	4
8/18/2022	State Parks				0	4	1	4	4
8/21/2022	State Parks				0	4	2	4	8
8/22/2022	731 East Ave.				0	2	2	2	4
8/22/2022	105 Third				0	2	1	4	4
8/23/2022	224 Fifth St.				0	1	1	2	2
8/24/2022	89A		3	3	9				0
8/24/2022	Remington Way		3	3	9				0
8/25/2022	100 Dundee Ln.		5	3	15	4			0
8/25/2022	Clarkdale Cemetery				0	1	2	2	4
8/25/2022	105 Third				0	1	2	2	4
8/26/2022	597 Main				0	2	2	2	4
8/26/2022	599 Main				0	2	2	2	4
8/26/2022	875 Gulch Rd.				0	1	1	2	2
8/29/2022	Main St.		1	4	4				
8/30/2022	Hull Ave.		1	4	4				0
8/31/2022	Sliding Jail		4	6	24				0
8/31/2022	Parks				0	1	2	2	4

	Totals		34	55	159	49	40	52	99
	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**



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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 123rd Anniversary
1899 - 2022

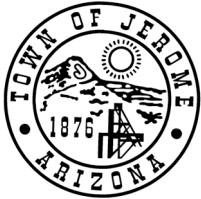
August 2022 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Dig up Cornish Pasty's sewer and hook it up to the main line. Replace the concrete sidewalk.
- Water line and issues on Dundee.
- Graffiti removal through town
- Help the fire department pour concrete on Hampshire cantilevered sidewalk.
- Asphalt patch in the highway and throughout the town.
- Painting curb and parking.
- Grade North Dr., Dundee, and Gulch Rd.
- Help with new hydrant on 1st Ave.
- Snake sewer issue on 1st St.
- Repair windows at the co-op to keep water from seeping through.
- Run wire for the courts.
- Replace the broken fuel line on the garbage truck.



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September 2022 Staff Report for August activity

Respectfully submitted by Kristen Muenz, Deputy Town Clerk

- ⚙ Continued to support new Utilities and Customer Service Clerk, Terri Card, with training and advice.
- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business, answering general questions, arranging meeting times, and gathering information.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, post office, town hall).
- ⚙ Prepared agenda packets for the P&Z 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, 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.
- ⚙ Continued to cross-train with Finance Manager Melanie Atkin to learn how to update and balance bank records in Cyma and how to review, input, and process Accounts Payables.
- ⚙ Worked on compiling, editing, and printing the September-October "Point of View" newsletter.
- ⚙ Restarted processing the Business Licenses at Brett Klein's suggestion. For August:
 - 5 Businesses were sent renewal notices for August.
 - 4 Businesses sent in their renewal application.
 - 5 Renewed licenses were issued.
 - 6 Business Licenses are pending approval.

We also received 1 new Business License application for an existing business that will be changing location in September.

Library Staff Report, August 2022

- Completed the Summer Reading Program final report.
- Attended Staff Meeting with library employees.
- Attended Webinar How to Audit your collection.
- Attended Webinar FY22 Public Libraries Survey.
- Updated and Trouble shoot patron computers.
- Searched for Claims Returned items.
- Posted Art Workshops for September – November 2022.
- We now have 5 New Databases for public library patrons to use:

Hobbies and Crafts Reference Center

Home Improvement Reference Center

Gale Presents Udemy Business and technology video courses

Gale Business Entrepreneurship

Gale Business Plan Builder

Respectfully, Kathleen Jarvis



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Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, September 06, 2022
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- Regular Meeting of August 16 2022

Item 4, a Garage remodel for Kelly Foy, was tabled until the next meeting in September.

Planning & Zoning Commission- Special Meeting of August 30 2022

Meeting was Cancelled

Design Review Board- Regular Meeting of August 23 2022

Meeting was Cancelled

Board of Adjustment-

Nothing to report at this time.

Code Enforcement-

Nothing to report at this time.

Administrative Approvals-

Nothing to report at this time.

Other Business-

The Zoning Administrator's response to the STR petition has been sent, and I am awaiting a response to schedule a Board of Adjustment meeting accordingly. I have spent a large amount of time on the 121 Third Street analysis, with Bill Sims and hope to be able to discuss it at the next P&Z meeting. The Archaeological survey of the old Pioneer Cemetery has started, and there will be an update for the council and the public at this meeting, and meetings to follow.



TOWN OF JEROME
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DRAFT MINUTES

Regular Meeting of the Planning and Zoning Commission

Tuesday, Aug 16, 2022, 6:00 pm

CONDUCTED VIA ZOOM

6:02 (0:10) Item 1: Call to order

Chair Ready called the meeting to order at 6:02 p.m.

Deputy Town Clerk Kristen Muenz called the roll. Present were Chair Ready, Vice Chair Schall, Commissioner Peterson, Commissioner Riley, and Commissioner Ready. Members of staff present included Zoning Administrator Will Blodgett and Ms. Muenz.

6:02 (0:51) Item 2: Petitions from the public – There were no petitions from the public.

Possible Direction to Staff

6:03 (1:10) Item 3: Approval of Minutes – Regular meeting of April 19, 2022, Regular meeting of July 19, 2022

Chair Ready and Vice Chair Schall said the April 19th, 2022, Regular Meeting Minutes looked fine and had no problems.

Vice Chair Schall asked that a minor change be made to the July 19th, 2022, Regular Meeting Minutes: Vice Chair Schall pointed out that as they began to motion for approval of the April 19th minutes, Commissioner Romberger said he must abstain from the vote. There would not be enough Commissioners present for an approval to carry, so staff were directed to table the minutes to the next meeting. Vice Chair Schall said he would motion to approve the July 19th minutes with a request to edit the wording to "tabled." Chair Ready chose to abstain from voting for the July 19th minutes because she was not present at the July meeting, while Commissioner Peterson chose to abstain from voting for the April and July minutes because she had not had the opportunity to read them.

Motion to approve the minutes of the regular meeting of April 19, 2022

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

Motion to approve the minutes of the regular meeting of July 19, 2022, with a minor change

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

Old (continued) Business: none

New Business:

6:12 (9:55) Item 4: Seeking reapproval for Garage Remodel

Applicant/Owner: Kelly Foy

Zone: R1-5

Address: 121 Third Street

APN: 401-08-040

Applicant is seeking reapproval to remodel their Garage on 121 Third Street.

Discussion/Possible Action

Chair Ready asked Zoning Administrator Will Blodgett for updates on the reapproval.

Mr. Blodgett requested that the Commission table the item because he had received a lot of new information over the last 24 hours. He added that the additional information is important enough that the packets need to be updated. He stated that he would like to expedite the process for the applicant and therefore also requested that they try to meet again in 2 weeks.

The applicant, Kelley Foy, said it was the second time the item had been tabled and wanted some explanation.

Mr. Blodgett explained that he now had additional information that he had not had time to review, analyze, and address. He wanted to be sure they had a clear view of the full project so that they could treat it as fairly as possible.

Ms. Foy replied that she appreciated that.

Chair Ready said she felt that the Commission needed to have the full picture because it is impossible to make a decision without it. She asked Mr. Blodgett if he was working with the applicant to get everything needed.

At this point, the Zoom meeting ended abruptly due to technical difficulties. The meeting was restarted at 6:13 p.m.

(2nd half-1:00) Mr. Blodgett apologized for the interruption. In response to Ms. Ready, he said that he will need more time. Mr. Blodgett said that he would like to meet with the applicant and go over a checklist of specific items to be sure he has all the needed information. To expedite the process for applicant, he would like to hold a special meeting rather than waiting until the next regularly scheduled meeting in a month's time.

Commissioner Riley asked about the date for the special meeting.

There was general discussion about scheduling the special meeting.

Chair Ready began to motion to table the item until a later date when Vice Chair Schall made a point of order and recommended that they not pin the motion to a particular date to be sure that there were no conflicts of scheduling.

Motion to table the reapproval for Garage Remodel to a special meeting at a later date

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

Meeting Updates:

6:20 (4:30) Item 5: Updates of recent and upcoming meetings

- July 26 DRB meeting –
- Aug 09 Council meeting –

Ms. Muenz read updates from the most recent DRB and Council meetings.

6:24 (8:20) Item 6: Potential items for September's Planning & Zoning meeting, Tuesday Sept. 20, 2022 – Nothing Planned
Zoning Administrator Blodgett confirmed that he had not received any items for the September meeting yet.

Item 7: Adjourn

Motion to adjourn at 6:26 p.m.

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

Approved: _____ Date: _____

Chair Ready, Planning & Zoning Commission Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk



TOWN OF JEROME

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DRAFT MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, AUGUST 9, 2022, AT 7:00 P.M.

ITEM #1: 7:00 (0:04)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 7:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Brett Klein called the roll. Present were Mayor Dillenberg, Vice Mayor Alex Barber, and Council members Sage Harvey and Jane Moore.</i> <i>Staff present included Mr. Klein, Finance Manager Melanie Atkin, Zoining Administrator Will Blodgett, and Deputy Town Clerk Kristen Muenz.</i> <i>It was agreed that the order of the agenda items would be changed to accommodate those present. Items #1, #2, #3, #4, and #5 were addressed first, followed by Item #9G, and #9C. Then items #6, #7, #8A, #8B, #8C, #9A, #9B, #9D, #9E, #9F, #10, and #11 were addressed. The Items are presented here in the order they were itemized on the original agenda.</i>																																			
ITEM #2: 7:01 (1:06)	FINANCIAL REPORTS Financial reports for July 2022 <i>Ms. Harvey requested that the financial reports be printed in landscape form because portrait form is too hard to read. Ms. Barber added that the invoices should also be printed in landscape form.</i> <u>Motion to approve July 2022 Financial Reports</u> <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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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ITEM #3: 7:02 (2:07)	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. <i>Ms. Moore asked for the status on negotiating the credit card processing fees.</i> <i>Mr. Klein responded that the processor has done a rate review at our request. The Town should be realizing a savings of at least \$1,500 a month, possibly up to \$24,000 in a year. The processor explained that, if you don't have a rate review every so often, fees progressively increase over time. Mr. Klein said that he is going to get some other quotations to see how competitive the current rates are.</i> <i>Ms. Harvey thanked Mr. Klein for the update.</i> <i>Ms. Barber congratulated Candace Gallagher, who recently retired after working for the Town for 13 years. She also congratulated John McDonald for 16 years of service, and Public Works Director Martin Boland for 5 years of service. There was a round of applause.</i> <u>Motion to approve August 2022 Staff and Council Reports</u> <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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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ITEM #4: 7:05 (4:55)	ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES Minutes are provided for the information of Council and do not require action. <i>Mr. Blodgett read his report, explaining the results of recent DRB and P&Z meetings. He said that he has continued working on his interpretation of the Zoning Ordinance for the STR analysis and will be putting energy back into the Design Review guidelines.</i> <i>Ms. Barber asked Ms. Harvey how many times you can be absent from a DRB or P&Z regular meeting before you have voluntarily stepped down.</i> <i>Ms. Harvey replied that the Ordinance states that if you are absent from 4 consecutive meetings, you are vacating your seat and are off the board.</i>																																			

	<p>Ms. Barber said that, according to the draft minutes, 2 people were absent and she was concerned about people from the boards not showing up. She also noticed that one of the meetings was going to be held via Zoom because someone was not going to be in town, which she felt was a good compromise so that enough members are present to have a quorum. Ms. Harvey pointed out an error in the P&Z drafted minutes, where Mr. Schall was mentioned as the chair instead of Ms. Ready.</p>																																			
<p>ITEM #5: 7:08 (8:22)</p>	<p>APPROVAL OF MINUTES</p> <p>July 12 regular meeting; July 25 special meeting</p> <p>Ms. Harvey wanted to bring attention to the fact that, as written in the drafted minutes for the July 12, 2022, regular meeting, she had questioned the credit card processing fees.</p> <p><u>Motion to minutes from the July 12, 2022, Regular Meeting and the July 25, 2022, Special Meeting</u></p> <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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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<p>ITEM #6: 7:21 (20:34)</p>	<p>PETITIONS FROM THE PUBLIC</p> <p>Jerome resident Joe Lazaro said his concern is about the water leak in the main tank above the pit. His understanding is that it was an ongoing leak, and his question is how soon will the other tank be repaired so that we can fill it. Secondly, the Allen Springs line, over tailings at the Verde Central line: those tailings are hot and reactive, if you lay an iron or steel pipe on top of them, they corrode. 5 or 6 years ago, Freeport was discussing dealing with those tailings because they were leaching into Deception Gulch. They never followed through with that. My proposal at that point was to get our line, which was a temporary fix that Gary Felix put in because the extension up to Walnut Springs, 3/8th of a mile, was not worth repairing. They put in a bypass there and ran it down the tailings, so it's a very high-pressure line. I request that the Town do an inspection on that at the soonest possible time and determine how corroded that pipe is. Because I know 5 years ago, when they came up and looked at it, there was significant corrosion on that pipe.</p> <p>Dr. Dillenberg thanked Mr. Lazaro for speaking.</p> <p>Ms. Moore said, that although there can be no back-and-forth dialogue during petitions from the public, she would like to say that that was a discussion we had during budget meetings and it has been dealt with.</p>																																			
<p>ITEM #7: 7:23 (22:42)</p>	<p>ORDINANCES AND RESOLUTIONS</p> <p>ITEM #7A: RESOLUTION No. 644; A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, LEVYING UPON THE ASSESSED VALUATION OF PROPERTY WITHIN THE TOWN A CERTAIN SUM OF MONEY FOR FISCAL YEAR 2022-23 TO BE ASSESSED AGAINST THE VALUATION OF REAL PROPERTY FOR PRIMARY TAX PURPOSES.</p> <p>Council may approve the property tax levy for the Town of Jerome for the fiscal year ending June 30, 2023. No increase in the tax levy has been proposed.</p> <p>Dr. Dillenberg read the resolution in title only.</p> <p>Ms. Barber confirmed the levy hasn't been raised from last year and no increase has been proposed.</p> <p>Mr. Klein replied that was correct.</p> <p><u>Motion to approve Resolution No. 644</u></p> <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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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<p>ITEM #8: 7:24 (23:44)</p>	<p>UNFINISHED BUSINESS</p> <p>ITEM #8A: ANNEXATION</p> <p>Council will continue discussing the process of annexation and consider whether to begin that process and for which areas.</p> <p>Dr. Dillenberg said this will be an ongoing discussion and there is no action needed.</p> <p>Ms. Harvey said staff found the maps of what was discussed previously by councils in the past. There are large maps for viewing and copies in the packets. The maps will help with getting an idea of who owns everything and what we might want to consider, keeping in mind not to overextend ourselves.</p> <p>Dr. Dillenberg asked Ms. Muenz to make the large maps available for viewing. He asked Mr. Klein if he had any follow-up.</p> <p>Mr. Klein responded that Ms. Gallagher, the retired Town Manager, had provided a summary of annexation procedures, and there is a full text version of the manual that the League of Cities and Towns puts out included in the agenda packet.</p>																																			
<p>7:25 (25:27)</p>	<p>ITEM #8B: MICROBREWERY REGULATIONS</p> <p>Council will continue discussions regarding regulations for microbreweries and may direct staff regarding preparation of an ordinance to amend the Jerome Town Code in that regard.</p> <p>Ms. Harvey explained that we will table Item #8B because there is no further information at this time.</p> <p>Dr. Dillenberg said that it will be tabled to the September meeting.</p>																																			

7:26 (25:47)

ITEM #8C: PAINTING OF CROSSWALK

Council will continue to discuss the possibility of painting a crosswalk in Pride colors.

Dr. Dillenberg said a meeting has been set up with ADOT and we cannot do anything before we have that discussion.

Ms. Barber requested to be notified when that meeting takes place because she would like to be present.

Mr. Klein said that he had spoken to a representative from ADOT and let them know Ms. Barber would like to participate.

ITEM #9:

NEW BUSINESS

7:26 (26:15)

ITEM #9A: AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – DESIGN OF WASTEWATER TREATMENT PLANT IMPROVEMENTS

Council may approve an agreement with PACE Engineering for the design of wastewater treatment plant improvements, contingent upon USDA concurrence.

Mike Krebs, engineer for Pace, joined the meeting to answer questions that had been brought up by Councilmember Moore.

Dr. Dillenberg commented that this is an exciting opportunity for the town.

Ms. Moore said the agreement represents a grant and loan to upgrade the sewer treatment plant. She then asked about a section of the agreement that mentions a potential lack of data, and how they would deal with a discrepancy in the data.

Mr. Krebs replied that, with the approach they were taking, he does not believe they will have many issues. Mr. Krebs stated that there will be more unknowns as you excavate, but we're not reusing anything, so I don't anticipate problems.

Ms. Moore asked if differing ammonia levels in the treatment process will matter.

Mr. Krebs said they won't matter; the new facility will be able to handle it.

Ms. Moore then asked Mr. Krebs to explain about undisclosed constituents and notifying property owners of intent, including property downstream.

(30:42) Mr. Krebs replied that he does not anticipate finding constituents of concern. The key is to be sure to get what is at the current treatment facility site cleaned out and part of the contractor's scope of work will be to take the filter down and clean it out. Any notifications to adjacent owners would be a team effort, and the engineers will also keep in contact with ADEQ.

Ms. Moore asked about noise concerns from generators or other mechanical devices.

Mr. Krebs said that ADEQ has noise limit requirements for generators on treatment facilities, and this one is small.

Ms. Moore said that it is an important document that they could be agreeing to so she wants to know, if issues come up, can we modify it as we move along.

Mr. Krebs said it may be possible.

Dr. Dillenberg commented that we must work together, and Mr. Krebs agreed a good working relationship is key.

Ms. Moore then asked what is meant by, "accessibility standards?"

Mr. Krebs explained it has to do with handicap access requirements, but it does not apply to this project.

Ms. Moore asked about the technical report Class 1 Survey requirements.

Mr. Krebs explained that, to fulfill USDA requirements, they put together an environmental assessment. They received an exemption, so only a Class 1 survey must be done. They also consult with SHPO and if a Class 1 survey does not cover the scope of the property that must be assessed, a Class 3 survey may be required. We've hired Logan Simpson to do the environmental assessment.

Ms. Moore asked if that assessment includes the cemetery and Mr. Krebs confirmed it did.

(39:50) Zoning Administrator Will Blodgett said that, as an archeologist, he would like to see that documentation. He does not feel that SHPO would give an exemption because we have federal landmark status and there may be human remains located around the cemetery.

Mr. Krebs explained that the exemption wasn't from SHPO. USDA classified the area as category X, pre-disturbed, that's why they want a Class 1 evaluation. He said he would provide Mr. Blodgett with a copy of the Class 1 report.

Ms. Moore asked if we will need sign-offs from adjacent property owners.

Mr. Krebs said they may need approval of easements for the main line. He said we will need to pull information from the County to determine if that's the case. If an easement is necessary, the Town will need to communicate with the owners.

Ms. Moore then pointed out that the appendix mentioned paving the access road, and we have not talked about paving. She asked if that could be changed.

Mr. Krebs said we could strike it. Another approach would be to have it as an add/alternate option, depending on total cost of the project, because they may find that it is beneficial for parts of the road to be paved.

Ms. Moore then pointed out that North Drive was incorrectly listed as Perkinsville Road, which Mr. Krebs said he would change. She also asked if there would be someone to oversee the project.

Mr. Krebs said that USDA requires a project representative that is an engineer on site. Pace will tell the Town Manager who was chosen, and that person will also put information together for approval by USDA.

Ms. Moore asked if there would be documentation of the project as it progresses, and Mr. Krebs said they will be taking photos and perhaps videos to document the process.

Motion to approve the Agreement for Professional Engineering Services-Design of the WWTP contingent upon USDA concurrence

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

<p>7:52 (52:11)</p>	<p>ITEM #9B DISCUSSION ON TERMS OF POTENTIAL RENTAL AGREEMENT – 655 HOLLY</p> <p>Council may provide direction on the terms of a rental agreement for 655 Holly Avenue.</p> <p><i>Mr. Klein provided some background information for the benefit of all present. The town purchased property to provide housing for key staff members especially for those that must reside within Town limits. The house will need a lot of work to make it habitable. We have an employee who has a need, based on an hour-long commute, and has the skill set to deal with several of the issues that need to be remedied. Mr. Klein has discussed it with the town attorney, Bill Simms. Mr. Klein stated that the Town must be sure we set a fair, hourly amount for labor. There will also be a “not to exceed,” section in the rental agreement so that Council and the public can be assured there are checks and balances. Also, there was discussion on the amount for rent. He talked to realtors and also Attorney Simms, and they agreed \$1,000 per month for a 1 bedroom house was acceptable. From that \$1,000 there will be a deduction for in-kind labor, and in the first few months that deduction will be considerable, though gradually it will be less. He reminded everyone that soon, some key staff positions will need to be filled and they are required to live in town. He said that he did not want to draft the rental agreement until we have discussed the options.</i></p> <p><i>Ms. Harvey asked, if the tenant is not a staff member that must reside within the Town, can we make it month-to-month or a 6-month lease? She said we need to keep it open if something happens and we need a Police Chief sooner than we expect.</i></p> <p><i>Mr. Klein responded that it would be appropriate to make it a 6-months lease, with a potential out on the part of the town and lessee. The tenant will also need an out if he finds other suitable housing, so there will be an out for both entities.</i></p> <p><i>Mr. Blodgett interjected that, should the town immediately require the addition of a new Fire or Police Captain, he would happily make accommodation for that.</i></p> <p><i>Dr. Dillenberg said he is good with moving forward and gave direction to begin drafting the rental agreement.</i></p> <p><i>Mr. Klein said he anticipates there being a special meeting soon to consider this item.</i></p>
<p>7:15 (14:45)</p>	<p>ITEM #9C: DISCUSSION AND FUTURE GUIDANCE ON 21 NORTH DRIVE</p> <p>Council will discuss building code violations, the historic significance and possible future action.</p> <p><i>Fire Chief Rusty Blair was asked about the condition of the house at 21 North Drive. Chief Blair explained that parts of the roof is gone on the back side of the house and over the porch. Chief Blair said that the house is dangerous at this point and should probably be condemned. He said he is an advocate of saving buildings and feels it is important to preserve our history, but that process should have started 15 years ago when it was savable. At this point, we will need an engineer to see if it is safe enough to put on a new roof to preserve it. Another issue is we will need permission to go on the property.</i></p> <p><i>Dr. Dillenberg said we would love to restore it because of the history, but the safety factor overrides everything else.</i></p> <p><i>Chief Blair said it is a shame that it's gone this far. There are other structures that could use help to be saved, but he thinks this one is beyond the tipping point.</i></p> <p><i>Ms. Harvey thanked Chief Blair for speaking and Ms. Barber agreed that it is sad but thanked the Chief as well.</i></p> <p><i>Ms. Moore asked if it would be up to the Building Inspector to request that the owners fence the house off.</i></p> <p><i>Chief Blair responded that we probably need to red tag it, which is something he's had to do in the past with another house.</i></p> <p><i>(17:14) Dr. Dillenberg thanked the Chief and said, while they would love to preserve the house, it was just too dangerous.</i></p> <p><i>Ms. Moore suggested there could be negotiations with the owner about elements that could be saved.</i></p> <p><i>Zoning Administrator Will Blodgett responded that there is limited potential. He and the Building Inspector looked at it, and the building is problematic. It is salvageable but would require significant investment on the part of the owners. It is a tough decision, but he tends to agree that not much is possible without a significant investment.</i></p> <p><i>Ms. Moore asked if Mr. Blodgett could speak to SHPO and the owners and see if there are elements that can be saved.</i></p> <p><i>Mr. Blodgett said that, if it must go, there is a lot we can do to record it. We have some options.</i></p> <p><i>Dr. Dillenberg and Ms. Barber said they will rely on Mr. Blodgett to report back once he has communicated with the owners and SHPO.</i></p> <p><i>Mr. Blodgett said that a lot depends on what the property owner is willing to do.</i></p>
<p>7:57 (56:38)</p>	<p>ITEM #9D: RECOGNITION OF RETIRED TOWN MANAGER / CLERK CANDACE GALLAGHER</p> <p>Council will recognize the service of retiring Town Manager / Clerk Candace Gallagher</p> <p><i>Dr. Dillenberg read a letter to Ms. Gallagher from the Council and Staff, thanking her for her many years of loyal, exceptional, and dedicated service to the town of Jerome, and presented her with a gift certificate. He said that we will also be planning an event to celebrate her retirement.</i></p> <p><i>There was a round of applause.</i></p> <p><i>Ms. Gallagher thanked Council and said, “when I first set foot in Jerome 13 years ago, I knew it was home. We love you all.”</i></p>
<p>8:09 (59:24)</p>	<p>ITEM #9E: CONSIDERATION OF SPECIAL EVENT PERMIT FOR JEROME INDIE FILM AND MUSIC FESTIVAL ON OCTOBER 1, 2022 (APPLICANT TONI ROSS)</p> <p>Council will consider and may approve a special event permit</p> <p><i>Applicant Toni Ross was invited to speak. She introduced her associate Taylor Roper. Ms. Ross said we're the founders of the Jerome Indie Film & Music Festival and we are going into our 9th year. We have asked for the use of some venues and are happy to answer questions.</i></p> <p><i>Ms. Barber asked, did this use to be the Jerome and Sedona Festival?</i></p> <p><i>Ms. Ross replied, “it has always just been Jerome.”</i></p> <p><i>Ms. Barber said that historically, the festival has not been held on town property, it's been on Historical Society property.</i></p> <p><i>Ms. Ross confirmed that last year, they did not ask to use town property, but they did in 2019.</i></p>

Ms. Barber said that we have never had a request like this to use the Council chambers, and she is 100% against using the chambers for this type of event.

Ms. Moore explained that the chambers have only been used for town sponsored functions.

Ms. Ross said that she understands.

Ms. Barber said that she would say yes to the Lower Park, but not the Upper Park or chambers. She said that the Lower Park has parking and would be more cohesive for this type of venue. She asked if the Historic Society was allowing them to use the Bartlett Hotel this time.

Ms. Ross answered that the Society were allowing them to use the Hotel and Spook Hall this year.

Ms. Harvey said the Upper Park is already going to be busy with tourists in October. "Absolutely not" to using the chambers. Council chambers should not be used for anything but government.

Ms. Moore asked if they could utilize the area by the Sliding Jail.

Ms. Ross said she would like to use the Sliding Jail area. She asked if she could use the Upper Park for discussions, Women in Wine are coming to talk about breaking into the industry. Just chairs and a table for the speaker.

Ms. Harvey commented that will still be taking the park away from the kids, it is the kid's park.

There was some discussion about the different areas of the Upper Park. It was suggested that Ms. Ross consider the causeway area to the right side of the park, with tables and benches.

Ms. Ross agreed the causeway would be great, along with the Lower Park and Sliding Jail areas.

Mr. Klein added that the applicant would need to provide proof of insurance for the event and provide an updated application with the changes.

Motion to approve the Special Event Permit for Jerome Indie Film and Music Festival on October 1, 2022, allowing access to the Lower Park/Sliding Jail area and the causeway between the Upper Park and horseshoes, contingent upon receiving proof of insurance and proof of Liquor License for the event.

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

8:16
(1:06:48)

ITEM #9F: CONSIDERATION OF SPECIAL EVENT PERMIT FOR JEROME CHAMBER OF COMMERCE JEROME ART IN THE PARK PROJECT (APPLICANT JEROME CHAMBER)

Council will consider and may approve a special event permit

Mimi Romberger, representative for the Jerome Chamber of Commerce, asked if there are any questions about the intent of application. She said the Chamber is trying to pivot more to the community and to the artists.

Dr. Dillenberg commented that it was an exciting change. He reminded everyone that we need to send the Chamber the grant match that we agreed to.

Ms. Harvey said that she takes issue with putting holes in the grout in the commemorative wall. She said she does not think it's structurally sound enough for that; the Fire Department doesn't even put anything in the wall for the Christmas decorations, it's all hung from rope.

Ms. Romberger said that she had mentioned to Ginger, the Chamber President, that they might need a secondary plan. We could hang something from above?

Ms. Harvey explained that ropes are hung from the handrails to attach the holiday signs, so they aren't affecting the wall.

Ms. Romberger said the art will only be up a certain amount of time, and they will be paying the artists and try to get Jerome Artists involved.

Ms. Moore asked why there were two dates listed, September 24th and the 25th.

Ms. Romberger said Saturday, the 24th, would be the set-up day. And Ginger has told her the insurance paperwork has come. She explained that this is the first time for the event, so they may have some issues to work out at first, but they are hoping to start doing it every year.

Jerome resident, Jera Peterson, said that weekend is the same weekend as the V.W. Jamboree event, which is Thursday through Sunday, and there is also a memorial for Jeanne Moss.

Ms. Harvey said that the Jamboree is usually done by Sunday morning.

Motion to approve the Special Event Permit for Jerome Chamber of Commerce Jerome Art in the Park Project contingent upon finding an alternative solution to putting holes in the wall grout

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

7:09 (9:14)

ITEM #9G: DISCUSSION ON POSSIBLE FUTURE CODE AMENDMENT PERTAINING TO STAGE 1 WATER ALERT STRATEGIES

Council will discuss and may direct Town of Jerome Code Amendments related to Stage 1 Water Strategies

Fire Chief Rusty Blair said the current Stage 1 Water Restrictions do not limit time or amount of use and he would like to tighten the restrictions. Some users are still using as much as 150,000 gallons a month, so he is having issues with water systems at times. He said it would be nice to save water when we go to Stage 1, so we don't get caught behind a curve. The current restrictions only limit watering between 9 a.m. and 5 p.m. and do not have limits on how much can be used. He said that he thinks 2 hours of watering per day seems reasonable. Stage 2 has more stringent restrictions, with days of use, and certain numbers of gallons. He asked Council for their thoughts on water restriction times and amounts.

Ms. Moore asked how he would control, for instance, businesses needing to wash dishes or people wanting to take showers, and how would he limit that.

Chief Blair responded that they could look at the average use to determine the answer. He said he would like to deter those that abuse the system; 150,000 gallons of watering a month is excessive. We would regulate that by looking at usage per month and fining them if they went over the allotment. He wanted to show them examples so that they could consider it. They could also get more information from Public Works Director Martin Boland, and look at average use for restaurants, households, and yards.

Dr. Dillenberg said that he would like to get more information and then vote on it at the next meeting.

Chief Blair said it's hard to do because we don't charge per gallon.

Ms. Moore explained that we do charge by usage for commercial users. She said that low flow of the springs would be a factor. She figured that there's enough for 20,000 gallons per user a month, based on the total amount of water at the lowest flow.

Dr. Dillenberg said that is a lot and Ms. Moore replied that it's not a lot for some businesses.

Chief Blair said that, at low flow, we would be in Stage 2 Water Restrictions, which has different parameters.

Motion to table Item #9G until the September meeting for more information

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

8:23
(1:13:09)

ITEM #9H: CONSIDERATION OF A CONDITIONAL USE PERMIT (CUP) TO CONTINUE RESIDENTIAL USE OF 511 SCHOOL STREET

Council will consider and may approve a Conditional Use Permit for 511 School Street for continued residential use

Zoning Administrator Will Blodgett read his report on 511 School Street.

Ms. Barber asked about the parking situation.

Ms. Kaldor, the applicant, said her guests park on the end of her driveway. Ms. Harvey said that she has seen them do this.

Motion to table Item #9G until the September meeting for more information

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

8:25
(1:14:52)

ITEM #9I: DISCUSSION ON POSSIBLE FUTURE TOWN CODE AMENDMENT PERTAINING TO SHORT- TERM RENTAL REGULATIONS (ARTICLE 8-7)

Council will discuss and may direct Town of Jerome Code Amendments related to Short-term Rental Regulations

Zoning Administrator Will Blodgett explained that the discussion is ongoing and the exciting news is there is a new State law that gives some regulatory responsibilities back to the cities. He said that Councilmember Harvey has put many hours into working on it.

Dr. Dillenberg commended Ms. Harvey for taking it on, and done an incredible job, putting together potential regulations on behalf of the Jerome that will be in sync with the new State laws that take effect in September. He thanked Mr. Blodgett as well.

Ms. Barber asked to make a statement. "The census never said this, but we were at about 500 people before S.B. 1350 said we could not regulate vacation rentals. We are down to 417 people; it has almost taken 100 people out of our community."

Ms. Harvey said that she has almost completed a first draft of the ordinance and wanted to get it in front of Council so they could be ready for the next Council meeting. She wants to get it right for the first reading and would like to see us move quickly to put it in effect as closely as possible to the State laws. "Other than infrastructure, this has been my passion since I got on this dais." She said she has been waiting for a law to give us some regulatory authority. She thanked the legislators.

Ms. Moore said it is a definitely good start.

Dr. Dillenberg said we finally have an opportunity to make a difference and we are all in agreement.

Ms. Barber clarified that we are going to edit Ms. Harvey's draft and do the first reading at the next meeting.

ITEM #10:
8:28
(1:18:10)

TO AND FROM THE COUNCIL

Ms. Barber said Jerome does not rent dune buggy, other towns do. We are a national historic landmark and I think that we should talk about not letting them drive through our municipality. In Colorado, a couple of towns have been successful at regulating them, they must trailer them to go through. I will do some digging and see what I can find about regulating them.

Ms. Harvey agreed that they are loud.

Dr. Dillenberg said the issue is we have a state highway, and he doesn't know that we can prohibit people from driving through. He suggested going after the companies that rent them, and telling them if your vehicle is pulled over, you pay the fine.

Ms. Barber pointed out that they call them off-road vehicles.

Dr. Dillenberg said I agree with you on the volume, they should be muffled. They drive by my house every day.

Ms. Moore said if they are licensed to be on the road, we can investigate other avenues and sound is one.

Ms. Harvey said we had a payment out for signs and asked if they were the signs for Center and Fifth. I would really like those signs up because the cobblestone is getting torn up.

Ms. Moore asked for an update from the person working on the designs for apartments in Hotel Jerome.

Ms. Harvey said the only way to contact him is via satellite phone because he is in Alaska.

	<p>Ms. Moore would like further discussion about ways to address affordable housing. Also, Ms. Moore inquired about appointing someone to council to fill the vacant spot?</p> <p>There was some discussion on the recent election, the results of which are not yet final.</p> <p>Ms. Moore would also like to discuss having Vince Randall come to talk about Yavapai Apache Nation history. We did it once before and it would be nice for other people to hear the history.</p> <p>Dr. Dillenberg suggested they could perhaps set up a special meeting for that.</p> <p>Ms. Moore then asked for an update on the Gila water adjudication.</p> <p>Mr. Klein said that he spoke with the attorney earlier in the day and that there are currently no updates.</p> <p>Resident Mimi Romberger asked if there were any updates on the bathrooms to be built on Hull Avenue.</p> <p>Ms. Harvey replied that they might be delayed a little but will hopefully be done before Christmas.</p> <p>Dr. Dillenberg said he would rather they were done before Thanksgiving or Halloween; we can check with Chief Muma and see if something can be done to speed it along.</p> <p>There was some discussion of when the project is going to be started and possibly completed.</p>																																			
ITEM #11:	<div>ADJOURNMENT</div> <div><u>Motion to adjourn at 8:35 p.m.</u></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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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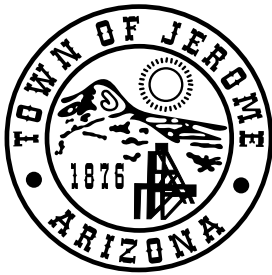
APPROVE:

ATTEST:

 Dr. Jack Dillenberg, Mayor

 Brett Klein, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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

DRAFT MINUTES
SPECIAL MEETING OF THE JEROME TOWN COUNCIL
COUNCIL CHAMBERS, JEROME TOWN HALL
600 CLARK STREET, JEROME, ARIZONA
TUESDAY, AUGUST 9, 2022, AT 6:00 P.M.

ITEM #1: 6:00 (0:05)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 6:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Brett Klein called the roll. Present were Mayor Dillenberg, Vice Mayor Alex Barber, and Council members Sage Harvey and Jane Moore.</i> <i>Staff present included Mr. Klein and Deputy Town Clerk Kristen Muenz. Town Attorney Bill Simms joined the meeting later via telephone conference.</i>																																			
ITEM #2: 6:00 (0:35)	EXECUTIVE SESSION Council may enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), to receive legal advice from and give instruction to the Town Attorney regarding: <ul style="list-style-type: none">• PACE Engineering Agreement; USDA Letter of Conditions Motion to enter into executive session 6:01 p.m. <table border="1"><thead><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr></thead><tbody><tr><td>BARBER</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</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></tbody></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X			
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ITEM #3:	EXECUTIVE SESSION Council may enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(9), to receive legal consultation / advice from the Town Attorney regarding: A non-disclosure agreement relating to the security or safety of facilities, operations and critical infrastructure Motion to enter into executive session 6:40 p.m. <table border="1"><thead><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr></thead><tbody><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></tbody></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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ITEM #4:	ADJOURNMENT Motion to adjourn at 6:46 p.m. <table border="1"><thead><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr></thead><tbody><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></tbody></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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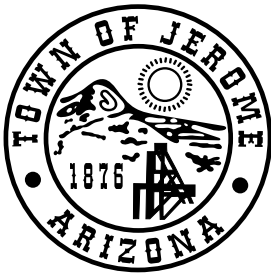
APPROVE:

ATTEST:

Dr. Jack Dillenberg, Mayor

Brett Klein, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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DRAFT MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL
COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ
TUESDAY, AUGUST 23, 2022 AT 6:00 P.M.

ITEM #1: 6:00 (0:05)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 6:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Brett Klein called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey, and Councilmember Jane Moore.</i> <i>Staff present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett, and Deputy Town Clerk Kristen Muenz</i>																																			
ITEM #2: 6:01 (0:32)	RESOLUTION #645, A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, DECLARING AND ADOPTING THE RESULTS OF THE PRIMARY ELECTION HELD ON AUGUST 2, 2022 (Official Canvass) Council may approve Resolution #645, declaring and adopting the results of the primary election held on August 2, 2022. This Resolution will be provided once election results have been certified. <i>Dr. Dillenberg read Resolution No. 645 in title only.</i> <i>Vice Mayor Barber congratulated her fellow councilmembers and there was a round of applause.</i> <u>Motion to approve Resolution No. 645, Declaring and Adopting the Results of the Primary Election</u> <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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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HARVEY	X		X																																	
MOORE			X																																	
ITEM #3: 6:01 (1:13)	CONSIDERATION OF APPOINTMENT TO FILL A COUNCILMEMBER VACANCY FOR THE UNEXPIRED TERM Council may appoint Sonia Sheffield to fill a Council vacancy for the unexpired term due to the resignation of a former member. <i>Dr. Dillenberg said he would like to make a motion to appoint Sonia Sheffield to fill the council vacancy for the unexpired term due to resignation of former member.</i> <i>The members of Council congratulated Ms. Sheffield.</i> <u>Motion to appoint Sonia Sheffield to fill a Council vacancy for the unexpired term due to the resignation of a former member</u> <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>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</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></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X			
COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN																														
BARBER			X																																	
DILLENBERG	X		X																																	
HARVEY		X	X																																	
MOORE			X																																	
ITEM #4: 6:02 (2:10)	ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY APPOINTED TOWN COUNCIL MEMBER If there is a newly appointed Council member, that member will take and subscribe to the loyalty oath of office. <i>Mr. Klein led Ms. Sheffield in taking and subscribing to the loyalty oath of office.</i> <i>There was a round of applause.</i>																																			
ITEM #5: 6:04 (3:45)	CONSIDERATION OF A RESIDENTIAL LEASE AGREEMENT WITH TOWN EMPLOYEE FOR TOWN-OWNED PROPERTY																																			

Council may approve a lease agreement effective August 24, 2022, for Town-owned property at 655 Holly with Town employee Will Blodgett.

Dr. Dillenberg said some members of Council have had a chance to look at the house for the first time. He said we are fortunate to have Will Blodgett to care for the property. He asked if there were any questions.

Ms. Harvey stated that, though there is an exclusion in the Landlord-Tenant Act for renting to employees, she would like to be fair and see that Mr. Blodgett is treated like any other lessee. First, she felt that with right-of-entry to enter the house at any time is not fair. She said that statute 33 says to give 48 hours' notice, which she thinks is fair, so she would like that to be changed. Also, she would prefer that whoever leases the property has the utilities in their name. Then, Ms. Harvey said that under the regular Landlord-Tenant Act, you are to give 5 days' notice in the event of an eviction, not 3. She would rather see 5 to 7 days.

Ms. Barber agreed that a week's notice is better as 3 days isn't much notice.

Ms. Moore said she would like to discuss adding a period of time, perhaps 30 to 60 days, in the event of separation of employment. She felt that might be an adequate amount of time from when the tenant is no longer employed so that they have enough time to vacate.

Ms. Harvey said she would like to see them add at least 60 days because of the difficulty in finding housing.

Ms. Moore agreed with Ms. Harvey on providing advance notification of 48 hours before entering the property.

Mr. Blodgett wished to say that he would absolutely agree to them entering the property, especially for studies to be made with engineering or anything else vital.

Ms. Harvey replied that he would also have the right to approve entry in any situation. Also, any normal lessee should have the right to 48 hours' notice, and she didn't think he should be treated differently.

Ms. Barber pointed out that section 12 of the lease does say 'not less than 2 days' notice.'

Mr. Klein explained that the section on right-of-entry is referring to an emergency.

(11:02) Mr. Klein referenced Exhibit B and said there is a lot of work the town will need to do to make the house habitable. There is a budget to get that work done and Mr. Blodgett will be able to assist with a lot of that work. He pointed out that the town attorney wanted to be sure there was a "not to exceed" amount in the lease.

Ms. Harvey stated that, for the record, there were certain things with the house that she would like dealt with. She said the carpet needs to be cleaned but not replaced as it appears new. She said that the wood floors also appear to be in good condition.

Mr. Blodgett agreed that the floors will not require as much work as Council had initially thought.

Ms. Harvey stated that the bathtub needs to be replaced, as it does not fit properly in the bathroom. She suggested either a smaller tub or a regular shower be installed. Ms. Harvey then asked which set of stairs were going to be replaced.

Mr. Blodgett replied to Ms. Harvey he would be repairing some of the stairs leading up to the front door. Most of the stairs in the house are in better shape than he had initially suspected, so only a few of the stairs would be replaced.

Ms. Harvey also wanted to mention that the ceiling is not asbestos; they had 2 carpenters who looked at the ceiling and said it is fiberboard. Although, there are serious ceiling repairs needed, including replacing the vents which are the incorrect type. Ms. Harvey said she would like to plan to get a safety check on the electrical and the sewer pipe downstairs also needs to be checked. She said Council is planning to buy a stove. She will volunteer her time to service the swamp cooler; it needs pads and a wrap so that it can be covered in winter. She added that the drywall is in good condition, but it has not been taped and textured, and Mr. Harvey would donate his time to help with that.

Mr. Blodgett replied that he is grateful for the help.

Ms. Moore added that the electrical definitely needs to be looked at; the wiring, gas lines, everything on the lower level needs to be checked.

Ms. Barber asked if an electrician had looked at it yet and what he had said.

Mr. Blodgett said it has been a couple of months, but he still has the report. The report notations say that it needed smoke detectors.

Ms. Barber asked Mr. Blodgett to do a follow up with the electrician. She thanked Councilmembers Harvey and Moore for meeting to view the house and for their input and help. She asked Mr. Blodgett if he was happy about the situation.

Mr. Blodgett responded. "I am so excited." He expressed appreciation to everyone on Council.

Ms. Moore said that she would also like to say that this is a brand-new situation for the town. It will be a trial-and-error situation and they will check as things are done to make sure that they are done right.

Ms. Harvey agreed that there would be oversight on the project.

There was some additional discussion about the work needing to be done on the lower level.

Dr. Dillenberg said that people in the neighborhood are excited that the house is going to be improved.

Motion to approve a Residential Lease Agreement with a Town Employee for Town-Owned Property

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

ITEM #6:	ADJOURNMENT					
	<u><i>Motion to adjourn at 6:22 p.m.</i></u>					
	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT
	BARBER		X	X		
	DILLENBERG			X		
	HARVEY	X		X		
	MOORE			X		

APPROVE:

ATTEST:

Dr. Jack Dillenberg, Mayor

Brett Klein, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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

Petition to Speak

Name: Joe Lazaro

Address: 224 5th St

Signature: [Handwritten Signature] Date: 8-23-22

Topic/Comments: When will our main water tank be repaired?

When will Allen Springs line at Verde Central be inspected?

Will the Off-Street Parking on School St remove two Permitted street spaces?

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 commission. 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 commission'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.

for September KM



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

RESOLUTION NO. 646

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING AND ADOPTING USER FEES AND CHARGES FOR PERMITS, LICENSES, DEVELOPMENT RELATED SERVICES AND OTHER TOWN SERVICES

WHEREAS, pursuant to State law, and the Town Code of the Town of Jerome, Arizona, the Town Council may set and emend fees and charges for service rendered in connection with building safety and permitting; business licenses; liquor licenses; planning and development; water, sewer and other public works services; engineering; fire prevention and compliance; clerical services and other services provided by the Town so as to allow for recovery of reasonable costs incurred in providing the services; and

WHEREAS, by Resolution No. 621, the Town consolidated all fees into a master Fee Schedule on July 13, 2021, and the Town adopted such Fee Schedule, amending it from time to time as may be necessary; and

WHEREAS, by Resolution No. 624 adopted September 14, 2022, and Resolution No. 634, adopted February 8, 2022, the Town Council made certain amendments to the Fee Schedule; and

WHEREAS, there are current fees and charges that are not recovering the costs incurred and the Town Council finds that the fees and charges set forth herein are appropriate and consistent with the amounts necessary to recover the costs of providing the services; and

WHEREAS, the Town Council desires to adopt the fees and charges necessary to recover the costs of providing services.

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

1. The Town of Jerome Official Fee Schedule attached herein is hereby adopted by reference and incorporated in this Resolution as if fully set forth herein, of which said amendments are highlighted in red for the purpose of identifying such.
2. The user fees amended and adopted by this Resolution shall be effective beginning 12:00 a.m., October 10, 2022. All current user fees and charges of the Town under the Official Fee Schedule shall remain in full force and effect until 11:59 p.m., October 9, 2022.

3. That this resolution shall be in full force and effect immediately upon its adoption.

APPROVED AND ADOPTED in open session of the Jerome Town Council on this 13th day of September, 2022.

Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Brett Klein, Town Manager / Clerk

William Sims, Town Attorney

TOWN OF JEROME
OFFICIAL FEE SCHEDULE
CURRENT THRU OCTOBER, 2022

Fee for:	Amount
<i>Providing Fire, Rescue and EMS Services for non-residents:</i>	
Base Rate Fire Apparatus (per vehicle)	\$250 Initial, \$125 each succeeding hour
Rescue Vehicle	\$250 Initial, \$125 each succeeding hour
Brush Truck	\$175 Initial, \$100 each succeeding hour
Trail Rescue Vehicle	\$100 Initial, \$75 each succeeding hour
Command Officer	\$75 Initial, \$35 each succeeding hour
Personnel (per responder)	\$40 Initial, \$25 each succeeding hour
HazMat Surcharge	\$1,500 plus supplies
Extrication	\$750 per person
Wash Down	\$100
Technical Rope Rescue	\$1,500 per person
Fire Extinguishment	\$1,500 per building
Vehicle Extinguishment	\$500 per vehicle
<i>Police Services Fees:</i>	
Vehicle impound Hearing Administrative Fee	\$50.00
Parking Bureau Citations – Late Fee	\$25.00
Administrative Charge for Oversize Vehicles	\$175 per hour
Police Report	\$10
Police Video	\$25
<i>Magistrate Court Fees:</i>	
Deferred Prosecution Fee	\$120
Court Security Fee	\$20
Default Judgment Fee	\$70 per charge
Warrant Issuance Fee	\$100
<i>Parking related fees:</i>	
Fee to allow parking beyond permitted hours on street or in municipal lot	\$10/month
Fee to park trailers in designated areas	Not yet set
Fee for additional residential parking permits	NO FEE
Temporary residential parking permits	NO FEE
Physically Impaired Parking Only sign	\$120
Pay-To-Park (kiosk parking)	\$4/day
<i>Animal related fees:</i>	
Impounding Fee	\$15 per animal + \$2.50/day
Dog License Fee	\$5/year
Animal-Drawn Conveyance Fee	\$200/year

Encroachment Permits:

Initial review - up to ten hours of staff time	\$410
Additional review (each staff hour over ten, or for second review)	\$35/hr.
Annual fee for Enjoyment of Public Property	"calculated using standard methodology based on appraised value of property."

Right-of-Way work Permit Fee

Not yet set

Liquor License Applications:

Liquor License	\$100
Special Event Liquor License	\$75

Film Permits:

Application Fee (all categories)	\$100
Promotional Production	No daily charge
Documentary Production	\$250/day
Editorial Production	\$500/day
Commercial Production	\$1,000/day
Feature Production	\$7,500/day
Other Production	Set by Council on case-by-case basis

Business License Fees:

Gross Income >\$10,001/year	\$50/year
Gross Income \$2,501 - \$10,001/year	\$20/year
Gross Income \$0 - \$2,500/year	EXEMPT FROM LICENSING
Retail liquor	\$50/year

Sexually Oriented Businesses Fees:

License Application Fee (non-refundable)	\$500
Annual License Fee (non-refundable)	\$500
Business Employee License Application Fee (non-refundable)	\$100

Mobile Food Vendors:

Daily trash fee	Not yet set
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Planning and Zoning:

Petition to Amend Zoning Boundaries	\$1,000
Petition to Amend Zoning Regulations	\$300
Conditional Use Permit Fee	\$500
Preliminary Site Plan Application Fee	\$300
Ads for New Construction	Cost/not to exceed \$351
Neighborhood Meeting	\$50 plus cost of mailings & staff time
Short-Term Rental (Vacation Rental – Transient Lodging) License Permit Fee	\$150

Design Review Board:

Paint colors/roofing of same material	\$25
---------------------------------------	------

New Construction of Accessory Features (304 F.I)	\$50
New Construction of Residential Buildings	\$250
New Construction of Commercial Buildings	\$500
Demolition of Accessory Features (304 F.I)	\$50
Demolition of Residential Buildings (in addition to other fees)	\$200
Demolition of Commercial Buildings (in addition to other fees)	\$200
Large Alterations:	
Under \$500 in value	\$50
\$501 - \$10,000 in value	\$100
> \$10,000 in value	1% of value
Ads for New Construction	Cost/not to exceed \$351
Sign Permit	\$50

Board of Adjustment:

Appeals	\$300 (refundable if upheld)
Variances (fee per each provision for which variance is sought)	\$300
Ads for Appeals and Variances	No fee

Other Planning/Zoning/Design Review Related Fees:

Administrative Review of Temporary Signs	\$25
Extensions of Approval:	
First extension	\$25
Subsequent extensions	\$200
Work without approval	Double application fee
Appeals to Council	\$50

Subdivisions:

Preliminary Plat (in town)	\$45 plus \$2/lot or acre, whichever is greater
Preliminary Plat (outside town)	\$25 plus \$1/lot or acre, whichever is greater
Final Plat	\$1/lot (min. \$10)
Final Plat recording fee	\$10/sheet
Deed restrictions recording fee	\$2/sheet
Plat abandonment	\$50
Amended plat	\$50 or \$10/sheet, whichever is greater

Building Department Fees

See attached **SCHEDULE A-1.**

Copy Fees:

Zoning Ordinance	\$25 (hard copy), \$10 (CD)
Comprehensive Plan	\$25 (hard copy), \$10 (CD)
Town Code	\$35 (hard copy), \$10 (CD)
Copies - B/W	\$.25/page
Copies - Color	\$1.00/page
Copies - Audio Tapes/CD's	\$5.00

Fax Fees:

Within U.S. (Send or Receive)
Outside U.S. (Send or Receive)

\$4.00 first page, \$.50/page thereafter
\$6.00 first page, \$1.00/page thereafter

Water Rates and Fees:

Monthly Service Rates

See attached **SCHEDULE A-2.**

Hook Up Fees/Charges (equipment & labor to be charged also)

Residential	\$5,000 per connection
Small Business	\$5,800 per connection
Medium Business	\$6,200 per connection
Large Business	\$7,000 per connection
Small Industry	\$6,200 per connection
Medium Industry	\$7,000 per connection
Large Industry	\$11,000 per connection
Vineyards	\$7,000 per parcel

New Account:

Setup fee	\$15
Service inspection/Bldg. inspection/Turn-on	\$50

Customer Maintenance/Support:

Turn on/Turn off (at customer's request)	\$25
Disconnect/Reconnect (for lack of payment)	\$25

Delinquency Charges:

Returned check	\$25 plus actual charges by bank
Delinquent payment - per 30 days	\$10

Construction or outside of town water trucks, etc.:

0-5,000 gallons	\$25 per 1,000 gallons
5,001 - 10,000 gallons	\$30 per 1,000 gallons
10,001 - 50,000 gallons	\$35 per 1,000 gallons
50,001 gallons and over	\$40 per 1,000 gallons

Sewer Rates and Fees:

Monthly Service Rates

See attached **SCHEDULE A-2.**

Hook Up Fees/Charges (equipment & labor to be charged also)

Residence	\$5,500 per connection
Bar or restaurant	\$550 per seat
Hotel/Motel/B&B	\$5,500 per connection
Manufacturing - Per connection	\$5,500 per connection
Public Restroom	\$550 per fixture
Office - Per 100 sq. ft.	\$150 per 100 sq. ft.
Retail shop	\$5,500 per connection

Sanitation Rates and Fees:

Residential/Commercial/Industrial pickup rates

See attached **SCHEDULE A-3.**

Non-scheduled small business or residential pickup

\$54

Yard Waste (with regular pickup)

\$2.50/bag

Type A Dumpster (short term rental)

\$150 per month (no proration)

Type A Dumpster Pickup/Emptying

\$114

Dumpster Surcharge for prohibited materials	\$240 per dumpster per pickup
Type B Dumpster (sanitation accounts)	Billed at sanitation rates

Miscellaneous Other Fees:

Privilege Fee (for taxi stands, vendors, bus stops, etc. on public streets)	<i>Not yet set</i>
Bicycle License	\$1.00
Publicity Pamphlet Ballot Questions (arguments for or against)	\$250
District Sign, per slat (price)	\$10
Notary Public Fee	\$2.00
Civil Union Filing Fee	\$73

**SCHEDULE A-1
BUILDING PERMIT FEES**

VALUATION AND FEE SCHEDULE

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1.00 TO \$500.00	\$50.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00 plus \$2.75 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$91.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$378.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$603.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$916.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,916.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00 or fraction thereof, up to and including \$1,000,000.00
\$1,000,001 and up	\$5,041.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00 or fraction thereof

INSPECTIONS AND OTHER FEES

<u>DESCRIPTION</u>	<u>FEE</u>
Inspections outside of normal business hours (minimum charge two hours)	\$50.00 per hour*
Reinspection fees assessed under provisions of Section 108.8	\$50.00 per hour*
Inspections for which no fee is specifically indicated (minimum charge one-half hour)	\$50.00 per hour*
Additional plan review required by changes, additions or revisions to plans (minimum charge one-half hour)	\$50.00 per hour*
Use of outside consultants for plan checking and inspection, or both	Actual costs**

* Or the total hourly cost to the town, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

SPECIFIC FEES

<u>DESCRIPTION</u>	<u>FEE</u>
Re-Roof	\$50.00
New electrical service	\$50.00
Combination permits for electrical, plumbing or mechanical- valuations up to \$3,000	\$50.00 for each trade
Combination permits for electrical, plumbing or mechanical- valuations over \$3,000	Use Valuation and Fee Schedule
Retaining walls over 4 feet high	Use Valuation and Fee Schedule; valued at \$10.00 per each sq. ft. above 4 ft. high
Minimum permit fee	\$50.00
All other permit fees to be determined by the Valuation and Fee Schedule	

**TOWN OF JEROME FEE SCHEDULE
CURRENT THRU DECEMBER 2021**

SCHEDULE A-2

Fee for:	Amount
<i>Monthly Water Rates:</i>	
In Town Residential:	
Single resident	25.36
Double resident	33.20
Multi resident	41.05
Artist studio	25.36
Out of Town Residential:	
Single resident	28.99
Double resident	40.90
Multi resident	51.56
Artist studio	25.36
Non-Residential (valid thru Dec 2022):	
Monthly minimum charge (includes up to 12,000 gallons)	58.00
Rate per 1,000 gals above 12,000	3.25
<i>Monthly Sewer Rates:</i>	
In Town Residential:	
Single resident	32.54
Double resident	42.60
Multi resident	52.67
Artist studio	32.54
Out of Town Residential:	
Single resident	37.19
Double resident	52.47
Multi resident	66.15
Artist studio	32.54
Non-Residential (valid thru Dec 2022):	
Monthly minimum charge (includes up to 12,000 gallons)	72.00
Rate per 1,000 gals above 12,000	4.50

**TOWN OF JEROME FEE SCHEDULE
CURRENT THRU DEC 2021
SCHEDULE A-3**

Monthly Sanitation Service Rates

	<u>In Town</u>
<u>1. Residential Rates</u>	
a. Single Resident	17.34
b. Double Resident	26.04
c. Triple Resident	34.75
d. Multi Resident	43.44

	<u>Out of Town</u>
Single Resident	29.66
Double Resident	42.35
Triple Resident	55.03
Multi Resident	67.72

<u>2. Commercial Rates</u>	
a. Business (includes specialty tasting +/- food)	<u>In Town</u>
1. Small Business (0-5 employees)	44.72
2. Medium Business (6-10 employees)	51.76
3. Large Business (11 or more employees)	58.79
4. Mall*	
Base Rate	44.72
Plus charge per participant/business	8.40

* A mall, for purposes of sanitation charges, is defined as two or more businesses located under one roof, and sharing a common exterior entrance/exit.

	<u>Out of Town</u>
Small Park and/or Museum (0-5 employees)	67.48
Medium Park and/or Museum (6-10 employees)	81.54
Large Park and/or Museum (11 or more employees)	95.60

TRASH COLLECTION FOR ALL OTHER OUT OF TOWN COMMERCIAL ENTI
will be considered by the governing body on a case by case basis,
and, if approved, rates will be set individually by contract.

b. Bar (includes specialty bar)	
Base rate	117.82
Plus charge per every 6 units* of occupancy	3.52
*number of units ÷ 6, then rounded to nearest whole number	
c. Restaurant without bar	
1. 0-19 seats	
Base rate	81.12
Plus charge per every 2 seats*	3.52
2. 20 - 39 seats	
Base rate	112.32
Plus charge per every 2 seats*	3.52
3. 40 - 59 seats	
Base rate	146.88
Plus charge per every 2 seats*	3.52
4. 60 - 79 seats	
Base rate	181.44

Monthly Sanitation Service Rates

Plus charge per every 2 seats*	3.52
5. 80 - 99 seats	
Base rate	216.00
Plus charge per every 2 seats*	3.52
6. 100 or more seats	
Base rate	250.56
Plus charge per every 2 seats*	3.52

**number of seats ÷ 2, then rounded to nearest whole number*

d. Restaurant & Bar (including specialty bar/restaurant)

1. 0-19 seats	
Base rate	108.01
Plus charge per every 2 seats*	3.52
2. 20 - 39 seats	
Base rate	149.38
Plus charge per every 2 seats*	3.52
3. 40 - 59 seats	
Base rate	195.30
Plus charge per every 2 seats*	3.52
4. 60 - 79 seats	
Base rate	241.30
Plus charge per every 2 seats*	3.52
5. 80 - 99 seats	
Base rate	287.27
Plus charge per every 2 seats*	3.52
6. 100 or more seats	
Base rate	333.23
Plus charge per every 2 seats*	3.52

**number of seats ÷ 2, then rounded to nearest whole number*

e. Lodging*

1. Hotels/Rooms/B&B (per unit)	
Base rate	12.56
Plus surcharge per (# rooms x 60%, rounded to nearest whole number)	3.52
2. B&B 4 rooms	
Base rate	37.69

Monthly Sanitation Service Rates

Plus surcharge per (# rooms x 60%, rounded to nearest whole number)	3.52
3. Hotel 6 or 7 rooms	
Base rate	50.26
Plus surcharge per (# rooms x 60%, rounded to nearest whole number)	3.52
4. Hotel 12 rooms	
Base rate	150.77
Plus surcharge per (# rooms x 60%, rounded to nearest whole number)	3.52
5. Hotel 32 rooms	
Base rate	402.05
Plus surcharge per (# rooms x 60%, rounded to nearest whole number)	3.52



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

ORDINANCE NO. 484

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 8-7, "SHORT-TERM RENTAL REGULATIONS," 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 8-7 is hereby amended as follows:

8-7-1: Unchanged.

8-7-2: Unchanged.

8-7-3: Definitions.

Amended as follows:

"Emergency Point of Contact" definition is amended to read: means the owner or owner's designee of the vacation rental, short-term rental, or transient lodging establishment and who is available 24 hours per day, seven days per week, for the purpose of responding in person telephonically, or by electronic mail to complaints, emergencies, or other incidents at the property in a timely manner.

"Online Lodging Marketplace" definition is added, to read: means a person that provides a digital platform for compensation through which an unaffiliated third party offers to rent lodging accommodations in this town to an occupant, including transient as defined in this Article, and the accommodations are not classified for property tax purposes under A.R.S. 42-12001.

"Transient" definition is unchanged.

"Transient Lodging" definition is amended to read: means the business of operating for occupancy by transients a hotel or motel, including an inn, tourist home or house, dude ranch, resort, campground, studio or bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure, and also including a space, lot, or slab that is occupied or intended or designed for occupancy by transients in a mobile home or trailer furnished by them for such occupancy. Transient lodging does not include those exceptions identified in A.R.S. 42-5070(B) as may be amended from time to time.

“Vacation Rental or Short-term Rental” definition is amended to read: means any individually or collectively owned single-family or one-to-four family house or dwelling unit or any unit or group of units in a condominium, or cooperative that is also a transient public lodging establishment or owner-occupied residential home offered for transient use if the accommodations are not classified for property taxation under A.R.S. 42-12001. This does not include a unit that is used for any nonresidential use including retail, restaurant, banquet space, event center or other similar use.

“Verified Violation” definition is added, to read: means a finding of guilt or civil responsibility for violating any state law or local ordinance relating to a purpose prescribed in subsection B or K of A.R.S. 9-500.39 as may be amended from time to time.

8-7-4: Emergency Contact is amended as follows:

Title: **Emergency Point of Contact**

The following is added to this section while the remainder of this section remains unchanged as a result of this ordinance:

The contact information for the Emergency Point of Contact shall be posted in a prominent and visible location inside the short-term rental, vacation rental, or transient lodging establishment.

All persons holding a permit issued pursuant to this Article shall provide prior written notice to the Town Manager or designee of any change to the Emergency Point of Contact information not less than ten (10) days prior to the effective date of the change.

8-7-5: Use Regulations is amended by being replaced in its entirety with the following:

- A. The Jerome Zoning Ordinance district regulations shall be applied to a short-term rental, vacation rental, or transient lodging establishments in the same manner as other property classified under A.R.S. 42-12003 and 42-12004. The use of any short-term rental, vacation rental, or transient lodging establishment in any single-family residential district shall be limited to the uses identified in the Jerome Zoning Ordinance for that particular Zoning District. No vacation rental, short-term rental, or transient lodging establishment in any residential district shall be used for non-residential uses, including for any special event that would require a permit or license pursuant to Section 10-3 of the Jerome Town Code, or as a retail establishment, restaurant, banquet space or any other similar use.
- B. The owner of any vacation rental, short-term rental or transient lodging establishment shall be responsible to ensure that the property complies with all applicable fire, building, health and safety codes and all applicable state and local laws. No vacation rental, short-term rental, or transient lodging establishment shall be rented or offered

for rent without a current, valid Town of Jerome Short-term / Vacation Rental License.

- C. It is prohibited for the owner, or their designee, of any vacation rental, short-term rental, or transient lodging establishment to be rented for the purpose of housing sex offenders, operating or maintaining a sober living home, selling illegal drugs, liquor control or pornography, obscenity, nude or topless dancing and other adult-oriented businesses.

8-7-6: Is amended and replaced in its entirety with the following

8-7-6: Operational / Licensing Requirements

- A. It is unlawful for the owner or their designee of any vacation rental, short-term rental, or transient lodging establishments to rent or offer for rent a vacation rental, short-term rental, or transient lodging establishment that does not meet the requirements of this Article.
- B. It is unlawful for the owner or their designee of any vacation rental, short-term rental, or transient lodging establishments to rent or offer for rent a vacation rental, short-term rental, or transient lodging establishment without first obtaining a Town of Jerome Short-Term / Vacation Rental License.
- C. All vacation rental, short-term rental, or transient lodging establishments must be licensed by the Town of Jerome to conduct business in accordance with Article 8-3 of the Jerome Town Code.
- D. No vacation rental, short-term rental, or transient lodging establishment shall operate within the jurisdiction of the Town of Jerome unless it has first provided acceptable evidence of liability insurance of no less than \$500,000 or advertise and offer each vacation rental, short-term rental, or transient lodging through an online lodging marketplace without providing equal or greater coverage.
- E. No vacation rental, short-term rental, or transient lodging establishment shall operate within the jurisdiction of the Town of Jerome without proof it is in compliance with Arizona Revised Statutes, 42-5005, holding a valid Transaction Privilege Tax license.
- F. Before offering for rent any vacation rental, short-term rental, or transient lodging establishments, the owner or their designee must complete a Town of Jerome Short-Term / Vacation Rental License application, which includes but is not limited to the following:

1. Proof of notification to all single-family residential properties adjacent to, and directly and diagonally across the street from the establishment. Notice shall be deemed sufficient in a multi-family residential building if given to residents on the same building floor. The owner or their designee shall demonstrate compliance with this section by providing the Town with an attestation of notification of compliance that includes the following:
 - a) The license number of the vacation rental, short-term rental, or transient lodging establishment.
 - b) The address of each property notified
 - c) A description of the manner in which the owner or their designee chose to provide notification to each property subject to notification.
 - d) The name and contact information of the person attesting to compliance.
2. Emergency Point of Contact in accordance with Section 8-7-4 of this Article.
3. Complete address of the location for which the owner or their designee is applying for a license.
4. Identification of the visible location inside the rental unit where the Emergency Point of Contact information and Town-issued license are prominently displayed.
5. Proof of insurance in accordance with this section.
6. Agreement to comply with all applicable laws, regulations and ordinances

G. All owners or their designee of any vacation rental, short-term rental, or transient lodging establishment shall conduct a sex offender background check of every guest and retain the records of the full background check for a minimum of 12 months. The owner or designee must provide a copy of the background check upon request by a police officer. This provision shall be waived if an online lodging marketplace performs a background check of the booking guest.

H. The Town shall issue or deny the license application within seven (7) business days of receipt of the required information.

I. The Town may deny issuance of a Short-Term / Vacation Rental License for any of the following reasons:

1. Failure to provide the name, address, phone number and email address for the owner or the owner's designee.
2. Failure to provide the address of the vacation rental, short-term rental or transient lodging establishment.
3. Failure to provide Point of Contact information required by this Article.

4. Failure to provide acknowledgement of an agreement to comply with all applicable laws, regulations and ordinances.
5. Failure to pay the fee for the license that shall be determined by resolution of the Town Council that shall not exceed the actual cost of issuing the license or \$250, whichever is less.

8-7-7: Is hereby added to Article 8-7 as follows:

8-7-7: Penalties

- A. Failure to comply with this Article shall subject the owner of the short-term rental, vacation rental, or transient lodging establishment to the following civil penalties:
 1. Up to \$500, or up to an amount equal to one nights rent for that vacation rental, short-term rental, or transient lodging establishment as advertised, whichever is greater, for the first verified violation.
 2. Up to \$1,000 or up to an amount equal to one nights rent for that vacation rental, short-term rental, or transient lodging establishment as advertised, whichever is greater for the second verified violation within a 12-month period of the first verified violation.
 3. Up to \$3,500 or up to an amount equal to one nights rent for that vacation rental, short-term rental, or transient lodging establishment as advertised, whichever is greater for the third verified violation within a 12-month period of the first verified violation and suspension of license for 12 consecutive months for the third violation within a 12-month period of the first violation, not including and verified violation based on an aesthetic, solid waste disposal or vehicle parking violation that is not also a serious threat to public health and safety.
- B. There shall be a 12-month suspension of a short-term / vacation license for one verified violation of any of the following:
 1. A felony offense committed at or in the vicinity of a vacation rental, short-term rental or transient lodging establishment by the owner or the owner's designee.
 2. A serious physical injury or wrongful death at or related to a vacation rental, short-term rental or transient lodging establishment resulting from the knowing, intentional or reckless conduct of the owner or owner's designee.
 3. An owner or owner's designee that knowingly or intentionally houses a sex offender, allowing offenses related to adult-oriented businesses, sexual offenses or prostitution, or operating or maintaining a sober living home in violation of this Article.

Section 8-7-8 is hereby added:

8-7-8: Appeals

- A. Any person aggrieved by any decision with respect to the denial of or a refusal to issue a vacation rental license, the suspension of a vacation rental license, or penalty imposed pursuant to this Article may appeal the decision by filing a written notice of appeal with the Town Manager no later than thirty (30) days from the date of the decision letter.
- B. An appeal under this section does not operate as a stay of the permit suspension.
- C. This section is not applicable to judicial actions brought pursuant to this Article or to penalties including fines imposed by a court.

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 _____ DAY OF _____ 2022.

Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Brett Klein, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney

Date of first reading: 9/13/2022

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECOND ED	AYE	NAY	ABSENT	ABSTAI N
BARBER						
DILLENBERG						
HARVEY						
MOORE						
SHEFFIELD						

Town of Jerome

Strategic Plan Proposal





Letter of Introduction	2
Company Background	3
Bailey Strategic Innovation Group Pricing Philosophy	3
A Unique Approach	3
A Unique Method	3
The 10 Hour Strategic Plan™ Retreat	5
Educational and Organizational Outcomes:	5
Sample Agenda	6
Always Included in a Bailey Strategic Innovation Group Engagement	7
Meet Eric Bailey	8
About Bailey Strategic Innovation Group	8
Other members of the BSIG Team	9
Services Offered	9
Home Office Location	9
Section 3. Organizational Philosophy	10
The Philosophy	10
Our Mission: Serve Those Who Serve	10
Our Vision: We Will Change the Way The World Communicates	10
Small Business. Big Sustainable Ideas	11
Fee Proposal	12
Engagement 1: The 10 Hour Strategic Plan™	12



Letter of Introduction

We Do Business Differently. Intentionally.

The world is moving at an increasingly rapid pace, and far too often we do not take the time to connect. We often don't take the time to connect our work with our organization's goals; we often don't take the time to connect with our fellow council members; we often don't take the time to connect with ourselves. The Bailey Strategic Innovation team has been working across the United States to shift the focus of organizations from the demanding world of "What we need to do" to the world of "Why we do it." This temporary focus shift helps managers, leaders, teams, and organizations find common purpose and achieve more, together.

The Town of Jerome requires multi-faceted, highly effective, and objective facilitation to guide the organization through a refreshed, engaging, participatory and high-value strategic planning process. Additionally, the oncoming changes to the organization indicates that a strong change management education would be infinitely valuable to the team as well as to leadership. The unique breadth of required services makes this engagement a perfect fit for the BSIG team.

Combining our experiences of international change management for Fortune Global 100 companies and direct service in various nonprofits and local government agencies, the BSIG team collaborates as co-facilitators to bring both practical knowledge of how to accomplish meaningful work for organizations as well as the most up-to-date best practices and neuroscience behind effective goal setting and teamwork.

Our mission is to Serve Those Who Serve. We sincerely look forward to serving the Town of Jerome.

A handwritten signature in black ink, appearing to read "Eric M. Bailey".

Eric M. Bailey
President, Bailey Strategic Innovation Group



Company Background

A Unique Approach

We do business differently. Intentionally.

Albert Einstein said, "We cannot solve our problems with the same thinking we used when we created them." To us at Bailey Strategic Innovation Group, that means that if you want different outcomes, the process must be different. Our strategic planning process is intentionally unique so that we can provide your organization with better outcomes.

The BSIG team's research has uncovered that organizations typically need a functional actionable strategic plan but, more importantly, that the facilitation and learning along the way is as important as the final documents. The process as we will ultimately design in partnership with TOJ will be both a roadmap for achievement, and it will also positively impact the culture of the organization.

A Unique Method

With decades of experience in organizational leadership and organizational psychology, the Bailey Strategic Innovation Group team understands that there is infrequently a silver bullet solution to optimal effectiveness. To that end, we will customize an approach that will have lasting impact over the course of time to help the Town of Jerome easily transition to a new budget method. The following summary outlines the method and different elements of our approach and includes descriptions of the overall experience of each.

Our method is based on the model of the most successful educational programs in the world, where students are taught *how* to learn in addition to *what* to learn. During the strategic planning process, we work with everyone involved to teach principles and best practices of *how* to be more effective in addition to actually building the strategic plan.

For TOJ, we recommend our unique 10-Hour Strategic Plan™, a two-day option which provides adequate time for in-depth work to define and refine the work of both the strategic plan and an accompanying draft action plan. This proposal serves as a preliminary explanation of the sessions with the understanding that we will work together with TOJ leadership to build the ultimate experience.

We are ready to equip the TOJ team with critical principles to ensure effectiveness and provide dynamic facilitation to draw out the highest-value input from participants to meet your objectives.



Who Should Attend?

If TOJ does not already have a pre-selected list of attendees for this retreat, the BSIG team has a recommendation for maximum effectiveness.

In our experience, if an organization has not already gone through the process of identifying attendees, the strategic planning retreat is most effective with a group of 15-25 people representing a “diagonal slice” of the organization. The non-leadership attendees will be selected by a Blind Application Process so we do not end up with the “usual suspects.”

The BSIG Blind Application

Our unique Blind Application process consists of the invitation to apply, application review, and Strategic Planning Retreat Attendee Selection. The process of the Blind Application is as follows:

- ⇒ Establish a blind application, managed by BSIG, to draw out passion for the organization and develop a new cross-departmental, fully-representative coalition to lead the change initiative
- ⇒ Invite every member of the staff to apply to attend the retreat (require no one - outside of previously identified leadership and council members)
- ⇒ All applications will come directly to the BSIG team for processing and blinding
- ⇒ Demographic information is stripped from each of the applications and then randomized before being presented to a selection committee.
- ⇒ Ranking of attendees will be made by a selection committee WITHOUT knowledge of identifying demographic information from the application
- ⇒ Once selections have been made, the applications will be unblinded and the list of potential attendees will be checked by HR for unique scenarios (recently submitted separation notice, recent corrective actions, etc.)
- ⇒ All non-selected attendees will be notified by personal phone call from the CM and/or other executives. BSIG will provide a sample script for these calls.
- ⇒ All selected attendees will be notified via Email no less than 2-weeks prior to the Strategic Planning Retreat.



The 10 Hour Strategic Plan™ Retreat

Recommended Attendees: Day 1 - City Council, Leadership, and Key Staff | Day 2 - Leadership and Key Staff (Council Optional - but recommended)

Team Time Commitment: Two (2) Six Hour Sessions on consecutive days (1 hour break for lunch each day)

Why Two Six Hour Sessions? Why consecutive days?

In our research, we understand that adult learners have a limit on how much information they can take in, and how much meaningful effort they can deliver in a strategy retreat. The retreat is designed as such for the following reasons:

- ➡ A single five hour session allows the participants enough time to learn the underlying principles that aid in rapid authentic dialogue, while still providing enough time to use the skills and get work done.
- ➡ The five hour session length allows for greater understanding of the fellow attendees on a personal and professional level.
- ➡ The five hour time limit reduces the likelihood of cognitive overload or mental exhaustion.
- ➡ The overnight break allows for deeper absorption of the content and allows comments and ideas to pass through additional mental filters that possibly were not available in the retreat room.
- ➡ The consecutive day format allows the group to develop purpose, uncover alignment, and most importantly build actionable deliverables the organization can use immediately.

Educational and Organizational Outcomes:

At the conclusion of the Strategic Plan Retreat, attendees will:

- ➡ Develop a **Strategic Plan** and a draft **Action Plan**
- ➡ Have clear agreement of the strategic direction and purpose of TOJ
- ➡ Have identified **Key Focus Areas**
- ➡ Have clear definitions for each of the **Key Focus Areas** in the **Strategic Plan**
- ➡ Have developed properly structured **Goals**, which will serve as the frame of the **Strategic Plan**
- ➡ Understand how staff will use the **Strategic Plan** to guide the direction of their work
- ➡ Understand how the **Strategic Plan** fits in with other guiding documents
- ➡ Understand the difference between highly effective teams and highly effective individuals
- ➡ Create a silo-busting **Results-Oriented Statement (ROSE)** that unifies the overall direction of the city
- ➡ Recognize and remove barriers that exist to delay teamwork and cooperation
- ➡ Understand some of the reasons that humans naturally resist new ideas and how to overcome them
- ➡ Have a collection of shared experiences that can be drawn upon to reinforce their individual learning
- ➡ Learn methods for having more effective strategic conversations, and put those methods into action



Sample Agenda

Note: Agenda will be finalized only after expectation interviews have been completed. This is a preliminary sample of a session. For details and explanations of these sessions, see the Engagement Details page.
(PHU = Principles of Human Understanding)

Please note that BSIG Facilitates Strategic Planning Retreats both Virtually and In Person. As it turns out, Virtual Strategic Planning Retreats move swiftly, and can usually be accomplished in fewer than 10 hours.

Prior to the retreat, the BSIG team will conduct and interpret:

An online demographic-blind application process to help the city select a representative “diagonal slice” of the organization to participate in the retreat

Phone interviews with key executives and/or council members

Online survey interviews with staff, leadership, and council members (if applicable)

Retreat Day 1

Gather

Welcome to the Day

Welcome Exercise (Certainty)

Rules of the Day and Agenda (Polarities)

Ideastorm™

Key Strategic Planning Principles

Finding Mutual Purpose (The ROSE)

Uncovering & Defining Key Focus Areas

Draft Goals and Actions

Adjourn

Retreat Day 2

Gather

Recap of the Previous Day

Welcome Exercise (Certainty)

Continued Goal Setting

Deep Dive in Focus Area Goal Setting

Creating an Action Plan

Adjourn

After the retreat, the BSIG team will send the Town of Jerome:

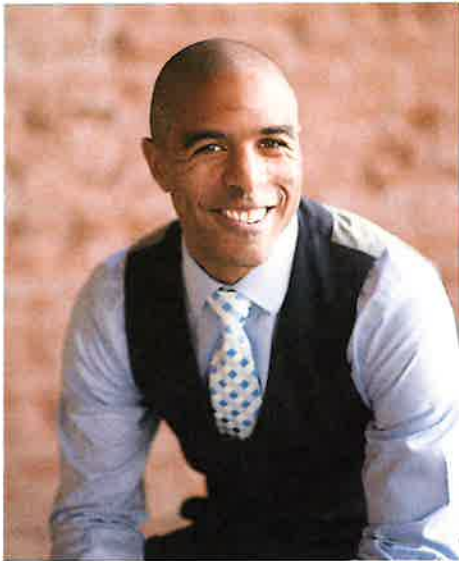
The Draft Strategic Plan

The Draft Action Plan



Always Included in a Bailey Strategic Innovation Group Engagement

Principles of Human Understanding	In his #1 bestselling book, <i>The Cure for Stupidity: Using Brain Science to Explain Irrational Behavior</i> , Eric M. Bailey introduces The Principles of Human Understanding™, a proprietary framework for improving communication, leadership, and interpersonal relationships. The Principles are rooted in neuroscience and psychology. They help us understand what our barriers are, how to recognize their effects, and how to overcome them.
Anti-Cortisol	Based on a study at Drexel University, this exercise accomplishes a reduction of cortisol (the stress-causing hormone) which helps participants feel more present in the session. The additional consequence is that the team finds deeper understanding of one another.
Polarities	Adult learners have a unique way of receiving information. Our methodology takes this into consideration and, wherever possible, we manage the expectations of adult learners. This session is brief, but tremendously important. The Polarities exercise is designed to help keep the power and energy around the objectives and on the pace of the day rather than on derailing conversations or dominating personalities. Additionally, this exercise establishes the role of the facilitator and the group grants authority for facilitation.
Knowledge	In many retreats, there is an overwhelming number of people that walk in believing that they know what to expect. This isn't arrogance, it is a human trait known as the illusion of knowledge or the illusion of certainty by which the brain projects certainty where there may be none. This exercise walks participants through this phenomenon and the implications of it in a work environment.
Distinction	As humans, our interpretation of the world is based on language and a series of distinctions that we have learned over the course of our lives. The problem is that we don't explicitly learn ABOUT the power of distinction. This experience walks participants through a glaring example of what can go wrong when distinction is not present and how to create distinctions in teams.
Perception	This session begins as a lesson on perception and reality and transforms into a lesson on assumptions (misassumptions) and why it is more important to understand the perception of others rather than reinforce the reality of what you said.



Meet Eric M. Bailey

Eric M. Bailey is the President of Bailey Strategic Innovation Group. He operates at the unique intersection of passion and analysis, able to captivate data-driven thinkers and emotion-driven feelers alike. With his model, The Principles of Human Understanding™, he is able to translate complex brain science concepts into experiences and lessons that everyone can understand and put into practice. Speaking, facilitating, and coaching across North America, he has a deep passion for helping people move beyond the hurdles that they didn't even know were there.

Because of unfortunate events, Eric was homeless at the age of 5. He will tell you that he doesn't remember being homeless. He remembers his mom taking him to the Seattle Public Library every day. He remembers learning to play baseball at the Boys & Girls club and YMCA in Tacoma, WA. He remembers going to the Bite of Seattle festival. He remembers Mrs. Mathern, his first-grade teacher. Now as an adult, Eric realizes that it was volunteers, non-profit staff, and civil servants, and teachers that run the services, libraries, parks, clubs, classrooms, and events that changed his life. It was these people that saved his life. Eric has decided to dedicate a bulk of Bailey Strategic Innovation Group's engagement calendar to working with and serving nonprofit and municipal client partners. We are honored to serve those who serve.

About Bailey Strategic Innovation Group

Bailey Strategic Innovation Group (BSIG) is one of the fastest-growing communication consulting firms in the United States, working with organizations from Google, to Zelle, to the United States Air Force, to cities and small businesses. The BSIG team is supremely focused on teaching people complex concepts in fun and unique ways so they grow in both knowledge and in wisdom. Their vision is to change the way the world communicates; to accomplish this, they are driven to serve those who serve.

Learn more about BSIG online at: www.baileyinnovationgroup.com

Other members of the BSIG Team

Jamie Bailey: Chief Financial and Operations Officer

Michelle Carreon: Logistics Ninja / Executive Assistant

Brooke Hamilton: Principal Consultant for Physical Spaces

Amy Bradbury: Strategic Planning and Municipal Leadership Consultant

Ashley Marslender: Lead Coaching Consultant



Services Offered

In addition to Strategic Planning, the team at Bailey Strategic Innovation Group handles a number of organizational services including but not limited to:

- ➡ ACES (Adverse Childhood Experiences) and Resilience Training
- ➡ Action Planning
- ➡ Alignment and Visioning
- ➡ Bias Conversations
- ➡ City Council Retreats/ Training
- ➡ Change Management
- ➡ Community Engagement / Extraordinary Dialogue for Communities
- ➡ Conflict Resolution
- ➡ Creativity Workshops
- ➡ Crucial Conversations / Extraordinary Dialogue
- ➡ Customer Service Training
- ➡ Diversity and Inclusion
- ➡ Empathy Training
- ➡ Equity and Inclusion in Public Projects
- ➡ Executive Team Retreats
- ➡ Executive Coaching
- ➡ Individual Coaching
- ➡ Keynote Presentations
- ➡ Law Enforcement Workshops
- ➡ Leadership Development Courses
- ➡ Mindfulness
- ➡ Selfcare is a Superpower
- ➡ Silo Busting
- ➡ Space as a Proxy for Culture (City/Town Hall Redesign)
- ➡ Strategic Direction Conversations
- ➡ Team Dynamics Facilitation
- ➡ Team Coaching
- ➡ Teamwork Building
- ➡ Trust Development
- ➡ Women's Leadership Workshops
- ➡ Work Life / Homelife Integration

Home Office Location

4939 West Ray Road Suite 4-350
Chandler, AZ 85226

Bailey Strategic Innovation Group Pricing Philosophy

The team at BSIG has a deep passion for providing the same strategy consulting that our Fortune 100 partners use, at fees that are within reach of our non-profit and municipal partners. We have a deep belief that the work we do is so unique and meaningful to our partners, that we are purpose-driven to share our work with the world. In practice, this means we are focused more on helping our partners than we are in hitting any bottom line numbers.

We Are Building Partnerships

Negotiation over fees puts two parties at opposite sides of a proverbial table, as adversaries, attempting to win the best position for their organization. The BSIG mission of service is in direct contrast with trying to win a



negotiation. We are building partnerships, not victories. So if our fees are outside of the budget of a potential partner, then we will always continue the conversation. Every year, we reserve a portion of our engagement calendar for non-profit and municipal clients that do not have the budget available for our standard fees. If we have philosophical alignment and we can do powerful work together, let's find a way to make it work.

Organizational Philosophy

The Philosophy

Bailey Strategic Innovation Group is a learning organization. Our methods are rooted in years of perpetual learning and research on neuroscience, organizational psychology, team dynamics, and other fields that weave together a unique experience unlike any other. With a focus on science and real-world application, the BSIG method appeals to people on both sides of the analytical / emotional continuum.

An BSIG engagement is custom designed by an educational designer with the express purpose of providing the desired outcomes.

Our Mission: Serve Those Who Serve

Most of the work of volunteers, non-profit staff, and civil servants is invisible to the people receiving the services. And yet, they continue to work. They have dedicated their lives to serving. BSIG is intentionally saying thank you to as many organizations serving the public as possible. We are honored to serve those who serve.

Our Vision: We Will Change the Way The World Communicates

With each passing day, our world is becoming ever more divisive. Even in apolitical situations, politics has become a source of contention. The word "unfriend" is now in the Oxford English Dictionary, a word that indicates the action of removing someone from a list of social media "friends." This unfriending happens typically because of some ideological debate. Armed with the Principles of Human Understanding, the humans of the world will be able to better recognize the humanity in one another. We will be able to regain the ability for healthy conflict and productive debate.



Small Business, Big Sustainable Ideas

Paper

In the hundreds of experiential elements of the many Bailey Strategic Innovation Group engagement options, there are only three that require paper to be consumed. We built the company from the ground up as a paperless organization with the intent of having a negative carbon footprint from day one. Rather than client appreciation gift baskets, the Bailey Strategic Innovation Group team has made it a practice to plant new trees in the name of our client partners. As a small business partner of the National Forest Foundation, we are part of the 50,000,000 tree project. To date we have planted over 200 trees.

Solar

Even though we are a small business, the roof of the Bailey Strategic Innovation Group home office is covered in a solar array which produces an average of over 15,000 kWh per week. Far more than we consume. To date our solar array has produced over 228,500 kWh of electricity.

Gasoline / CO₂

While travel is a large part of the nature of consulting, the Bailey Strategic Innovation Group team has intentionally tried to limit the amount of carbon dioxide from car travel. When possible, we hold virtual meetings, carpool or use local public transit. In the Phoenix Area we use Valley Metro busses and Light Rail. When public transportation is not feasible, our primary vehicle is a Zero Emissions Plug-In Battery Electric Vehicle (BEV). Over the life of the vehicle, we have saved over 150,000 pounds of CO₂ emissions from gasoline so far.



Fee Proposal

The 10 Hour Strategic Plan™

Base Fee	Engagement
	Engagement 1
\$1,000 (Included)	Pre-Planning interviews and electronic survey and processing
\$40,000	The 10 Hour Strategic Plan™ Retreat
\$3,000 (Included)	Strategic Plan Draft document
\$1,500 (Included)	Action Plan Draft document
	Sub-total \$45,500 (Before included services and discounts)
	Included Services \$5,500
	Discounts TOJ Qualifies for:
	- Municipal / Civil Servant Discount
	- "Serve Those Who Serve" Discount
	- New Partner Discount
	- Special Consideration Discount
	Total Fee will be determined based on conversation with Town of Jerome Leadership regarding the breadth and depth of applicable discounts
Travel Fees:	<p>If the engagement is virtual or local, no travel fees will be assessed.</p> <p>If in person, travel will be paid by The Client at the following flat rates for two facilitators:</p> <p>0-1 Overnight: \$2200;</p> <p>2 Overnights: \$2625;</p> <p>3 Overnights: \$3150;</p> <p>4 Overnights: \$3675;</p>

- Municipal / Civil Servant Discount
- "Serve Those Who Serve" Discount
- New Partner Discount
- Special Consideration Discount

Total Fee will be determined based on conversation with Town of Jerome Leadership regarding the breadth and depth of applicable discounts



The best time to plant a tree is 25 years ago.
The second best time is right now.



partnering with



Council Strategy Session Proposal



Letter of Introduction

Dear Mayor and Members of the Jerome Town Council,

My name is Nicole Lance, and I am excited to submit this proposal to you for a Council strategy session. I've included my standard proposal detailing my professional background and approach to strategic planning and other services for municipalities, but I wanted to introduce myself a bit less formally here.

I am an Arizona native from Lake Havasu City, and I've spent the last 17 years working in and with municipalities across Arizona, North America, and Canada. I have served in municipal roles as an Assistant City Manager, Public Works Director, Parks, Recreation and Libraries Director, Intergovernmental Relations Director, Budget Manager, and Management Assistant for a Planning & Community Development Department. I sat through a lot of boring, ineffective facilitations across the 12 years I spent working as a staff member in the City of Surprise, Town of Gilbert, and City of Maricopa.

I started my consulting practice to bring high-quality facilitation and consulting services that are efficient and effective uses of time and provide top-tier results for any community with whom I work. You are busy people with big agendas and high demands on your time. I've served the 5th largest city in the country, and I've done in-depth work with communities with very small populations. I've served both Sedona and Clarkdale in the Verde Valley, and I've also worked with Prescott Valley and Chino Valley near that area. There's a more extensive list of communities I've served a bit later in this document if you're interested.

Please review the attached proposal for more information about me. If it feels like too much detail and you want to get right to the good stuff about what I'm proposing for your community, skip right to page 8!

Regardless of whether or not I am selected to partner with you in these efforts, thank you for the time and attention you are paying to be strategic with your community's future.

Respectfully,

A handwritten signature in black ink, appearing to read "Nicole M. Lance".

Nicole M. Lance



Experience & Qualifications

Company History

Lance Strategies, LLC was formally incorporated in 2015 and has been in business for 7 years. However, the work of Lance Strategies has its foundation in CEO Nicole Lance's entry into local government work beginning in 2006. After almost a decade and a half in local government work, Nicole decided to respond to the many requests she was getting from other agencies for executive coaching, strategic planning, and team development work. Lance Strategies was formed with a mission of serving those who serve. In 2018, Nicole left her full-time local government position to focus exclusively on Lance Strategies and has since developed an international clientele. She has an expansive executive coaching portfolio, has worked with cities, towns, and Counties across the United States and in Canada, and is a frequently requested conference speaker both in the U.S. and with international audiences in both the public and private sectors.

Nicole has been providing these services in multiple forums since the beginning of her public sector career. However, with the full-time focus on Lance Strategies since 2018, Nicole has truly expanded her Executive Coaching portfolio and has served over 70 different individual clients with more requesting agreements each month.

Nicole Lance of Lance Strategies has performed contract and consulting work including facilitation, executive coaching, strategic planning, and team retreats for the following sample list of local government organizations:

Atascadero, CA
Arizona City and County
Management Association
Avondale, AZ
Cal Cities (League of
Cities/Towns/Counties)
Calgary, Alberta, Canada

Chandler, AZ
Chino Valley, AZ
Clarkdale, AZ
Coconino County, AZ
Douglas, AZ
El Mirage, AZ
Encinitas, CA



Flagstaff, AZ
Globe, AZ
Henderson, NV
Mesa, AZ
Michigan County Administrators
Assoc.
Michigan Parks Association (mParks)
North Las Vegas, NV
Oshkosh, WI
Palmdale, CA
Phoenix, AZ
Pinal County, AZ

Prescott Valley, AZ
Sahuarita, AZ
Santa Barbara, CA
Sedona, AZ
Sierra Vista, AZ
Springerville, AZ
Tempe, AZ
Tolleson, AZ
Tucson, AZ
Ventura, CA
Washtenaw County, MI
Wickenburg, AZ

Key Personnel

Nicole Lance will be the principal provider of services for this engagement. Depending on the engagement, a co-facilitator may be enlisted. Any co-facilitator will be submitted to the City of Peoria for consideration. Recommendation and/or selection of a co-facilitator will be dependent upon the scope, size, and specialty of the facilitation agreement being requested. I have a pool of facilitators I engage with when needed, from all backgrounds, including: Diversity, Equity & Inclusion; LGBTQIA+; Human Resources; long-range strategic planning; workforce planning; and community engagement.

Nicole has an extensive background in local government, with almost 13 years of direct service in local government entities, including the City of Surprise, Town of Gilbert, and City of Maricopa. She served directly as a staff member in roles such as Assistant City Manager; Deputy City Manager; Public Works Director; Intergovernmental Relations Director; Parks, Recreation & Libraries Director; Budget Manager; Budget & Long-range Financial Planning Analyst; and Assistant to the City Manager.

Nicole is a Coach with the International City and County Management Association's CoachConnect program and is also a certified life coach through the International Coaching Federation and the Martha Beck Institute for



Wayfinder Life Coaches. Nicole is a certified DISC behavioral assessment

facilitator. She is a former President of the Arizona City and County Management Association and the co-founder of Arizona Women Leading Government.

Nicole has been the primary facilitator for engagements ranging from groups of over 500 to public meetings of 200, Councils and Executive teams, and even mediated facilitations between two individuals who are having challenges working together.

Nicole has a reputation for authenticity, high-energy, high-engagement, humor, and efficient outcomes. Leaning on her extensive government expertise, she brings the best of all disciplines, current practices, neuroscience, and coaching principles to accelerate individual and team outcomes. She considers herself to be an all-around good human, and pretty darn fun to work with, to boot.

Method of Approach

Description of Additional Services

Though the terms Strategic Planning and “Group and Team Building Facilitation Services” can make some people roll their eyes - HARD - I believe it’s completely possible to have an effective, engaging, and efficient facilitation approach that drives outcomes in a way that best meets the needs of the City and its participants without boring everyone to death and taking forever.

My approach to delivering these services - from team building to trust building, strategic planning, facilitating Courageous Conversations, and everything in between - starts with the end in mind. What are we hoping will be different as a result of this engagement? From there, we can co-create a session, approach, or workshop that actually delivers these results. Too many facilitators and corporations rely on canned content that often gets force-fit to allegedly meet the needs of the organization. While I have an entire library of already-curated



content, slide decks, exercises, and engagement activities, the magic lies in how these are cultivated and woven together and expanded upon in direct response to the needs of the specific facilitation being requested.

I start by meeting with the key stakeholders involved in the facilitation request. In my experience, often we will find that the thing being requested (We need a strategic plan! We need team building! We need more communication!) is only one component of what's actually required for the engagement to be successful. This is where my local government background comes into direct play and acts as a key asset for you. I'm able to take 13 years as a local government staff member and combine that with 8+ years as a professional facilitator to create an engagement that both meets your needs and exceeds your expectations. I sat through a whoooooooole lot of boring facilitations to build my approach. No canned content, reading from wordy slides, forced fun, or putting participants to sleep in my engagements!

Three of the most common pieces of feedback I hear after an engagement with my local government clients are:

- 1) I wish this were longer! We had so much fun!
- 2) I've never had a consultant who truly listened and delivered EXACTLY what I was asking for. You nailed every single aspect of it.
- 3) We'd like you to come back out for...

I specialize in building long-term relationships with my clients, and it shows in the repeat engagements I've had.

After the initial meeting to understand desired outcomes and get the lay of the land as far as participants, state of affairs for the groups participating in the engagement, and an understanding of any political (internal or external) concerns, I get to work crafting a proposed agenda and approach to present to you. I want my client-partners to feel like they truly have their arms around what I'm going to be doing with their group. We'll go over the exercises and content I'm proposing, and we can adjust as needed.



Typically, I like to touch base for a 15-minute check-in a week or so prior to the event to make sure there have been no significant changes in personnel or environmental surprises that will impact the group.

Day-of the event, I'll be there an hour early for tech-checks and room set-up so we can troubleshoot anything needed prior to participants arriving. I want to have a comfortable, confident, professional and warm environment for participants - if we want different outcomes, it needs to FEEL different from the beginning. I bring along my speaker and high-energy song playlist made up of the greatest sing-along hits and road trip music! I've yet to have a single engagement where I didn't get every single person in the room to bop along to the music at least at some point!

Post-event, I'll deliver any promised materials within 10 business days. Depending on the engagement, I'll also often schedule a follow-up meeting to go over these materials and provide coaching and recommendations on next steps to optimize implementation.

A note on Strategic Planning

Strategic Planning is a specific area of facilitation where I am highly experienced. Over my years in local government, I sat through entirely too many of these processes that took way too long, involved far too few people, and produced results that were often disconnected from the reality of the organization at the operational level.

I have co-created and honed a process called the 10-Hour Strategic Plan™ and have used it with clients across the country. It is a fully-inclusive, streamlined methodology to produce a full, multi-year strategic plan with an accompanying action plan in only 10 working hours. This keeps the process meaningful, relevant, and engaging for participants while producing meaningful results for the organization. The method is based on the model of the most successful educational programs in the world, where students are taught *how* to learn in addition to *what* to learn. During the strategic planning process, I work with everyone involved to teach principles and best practices of how to be more effective in addition to actually building the strategic leadership plan.



Prior to a strategic planning engagement, I will meet with key stakeholders virtually or telephonically to build a rapport, understand their expectations for the meeting, and lay the groundwork so we can hit the ground running. The first day of the engagement focuses on the team dynamic and establishes common communication principles and a facilitation framework so the group has an agreed-upon method of interacting. This accelerates the process and gives me the authority I need to effectively facilitate. We complete an iterative process of identifying individual ideas and recommendations which are distilled into key focus areas, and we establish the framework for goal-setting. The second day continues to teach principles through the process itself, and we finish goal-setting and identify initial recommendations for an action plan. Depending on the unique dynamics of the group, we can weave in education on the Council/Manager form of government (I used to teach City and County Management for Arizona State University's MPA program), create a results-oriented statement for the group to clearly identify alignment, or delve deeper into the team dynamics and specifically address challenges.

In just two, 5-hour sessions, the group collectively creates a full strategic plan with measurable goals and meaningful actions. Alignment is clear, skills have been developed, and the entire process becomes not only a bonding experience but a touchstone event that can be referenced for years to come.



Proposal for Jerome's Council Strategy Session

Strategy Session Engagement

Based on the identified outcome of clear strategic priorities and associated action items, I am proposing one, 4-hour session for the Council and executive staff members. I do not believe a full, two-day strategic planning session is needed. In four hours, we can include the voices of each Council member and staff participant, readily identify strategic focus areas, and outline action plans in each area with the full consensus of the group. I often find it is helpful to speak 1:1 with Council members in 20-minute phone conversations prior to the engagement, and I am recommending that approach for this engagement as well. This helps me understand individual viewpoints and priorities, co-create objectives for the session, build trust, and accelerate the time we have working together to ensure it is optimally efficient.

Fee

My standard facilitation rate for half-day workshops in Arizona is \$6,500 flat rate. As a new partner, I am offering a 15% new partner discount for a final, flat rate fee of \$5,525. There will be no additional fees for travel, printing, reimbursements, etc.



This letter signifies the proposal between the Town of Jerome ("Jerome") and ClearComm Consulting, LLC ("ClearComm"). The letter encompasses the meeting facilitation services of ClearComm principal Cary Pfeffer for a Jerome planning session in September 2022.

The focus of the facilitation services will emphasize goal setting and priorities for Jerome's leadership, Mayor and Council. Interaction will consist of one to two prep meetings handled by phone or video link and a half day of in-person meeting facilitation. The goal for the session is to get input and thoughts from all participants to guide the future decision making of the town. Mr. Pfeffer has provided similar services for many communities and has worked as a consultant to government and business leaders in Arizona and around the United States for twenty years.

The Jerome team will provide ClearComm with background information and a meeting agenda to plan his work. The fee for the facilitation planning and meeting will be billed at \$2500.00 plus travel expenses, billed at the IRS per mile standard.

No further business relationship is inferred or assumed as a result of this agreement between Jerome and ClearComm. All ideas, concepts or matters of business and strategy provided to ClearComm by Jerome in connection with this engagement will remain confidential.

Signed and agreed:

Brett Klein
Town of Jerome, AZ

Cary Pfeffer
Principal
ClearComm Consulting, LLC

Town of Jerome Policy Manual Amendment

Section 7: Conditions of Employment

Add subsection E. Confidentiality and Non-Disclosure Agreement

In certain positions with the Town of Jerome you may acquire, process, and / or maintain non-public, private, or confidential information related to the safety and security of public facilities, including utility infrastructure. It is the policy of the Town of Jerome to enter into a confidentiality and non-disclosure agreement with any employee who, during the course of their employment, would likely acquire private or confidential information. This information includes, but is not limited to, information that is of a nature which may allow a person to identify areas of structural or operational security and safety vulnerability, which if disclosed, could permit unlawful disruption to, or interference with, the services provided by the Town of Jerome.

The approved 'Confidentiality and Non-Disclosure Agreement' is a requirement for all contracted staff and vendors who during their engagement with the Town of Jerome are also likely to acquire private or confidential information related to the safety and security of public facilities.

**Town of Jerome, Arizona
Water and Sewer Department**

**CONFIDENTIALITY AND NON-DISCLOSURE
AGREEMENT**

This Confidentiality and Non-Disclosure Agreement ("Agreement") is made effective as of the ____ day of _____, 2022, with { _____ } ("Recipient").

WHEREAS, the Town of Jerome ("Discloser") possesses certain utility infrastructure information which is confidential ("Confidential Information"); and

WHEREAS, the Confidential Information is of a nature which may allow a person to identify areas of structural or operational security and safety vulnerability of Discloser or that would permit unlawful disruption to, or interference with, the services provided by Discloser; and

WHEREAS, the Recipient is willing to receive disclosure of, or by virtue of their work relationship with the Discloser possesses knowledge of, the Confidential Information;

NOW THEREFORE, in consideration of receiving and / or retaining the aforementioned or ongoing Confidential Information, the Recipient agrees to the below terms as follows:

1. Disclosure. The Recipient acknowledges to having received, or agrees to receive the Confidential Information.
2. Confidentiality.
 - 2.1 *No Use*. The Recipient agrees not to use or duplicate the Confidential Information in any way except for purposes authorized by the Discloser.
 - 2.2 *No Disclosure*. The Recipient agrees to prevent and protect the Confidential Information, or any part of the Confidential Information, which includes, but is not limited to: Water and Sewer infrastructure locations, security information, operational capabilities, and system vulnerabilities from disclosure to any person other than the Recipient's employees or co-workers who have a need for disclosure in connection with the Recipient's authorized use of the Confidential Information, and who already have a Confidentiality and Non-Disclosure Agreement on file with the Discloser. Recipient shall not directly or indirectly disclose, display, provide, transfer or otherwise make available all or any part of the Confidential Information to any person not authorized by the Discloser. Authorized individuals include Town of Jerome elected officials, Town Attorney, Town Manager, Chief of Police, Fire Chief, Director of Public Works and any individual with a valid Town of Jerome Water and Sewer Department Confidentiality and Non-Disclosure Agreement in effect. Disclosure to any other person, including (without limitation) any independent contractor or consultant of the Recipient is strictly prohibited without the prior written consent of Discloser.

3. Protection of Secrecy. The Recipient agrees to take all steps necessary to protect the secrecy of the Confidential Information and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons.
4. Limits on Confidential Information. The Recipient shall have no obligation with respect to Confidential Information when the information:
 - (a) Has become publicly known through no wrongful act of the Recipient; or
 - (b) Was ordered to be publicly released by the requirement of a government agency, court, or operation of law.
5. Ownership of Confidential Information. The Recipient agrees that all Confidential Information shall remain the property of Discloser and that the Discloser may use such Confidential Information for any purpose without obligation to Recipient. Nothing contained herein shall be construed as granting or implying to the Recipient any transfer of rights, any patents, or any other intellectual property pertaining to the Confidential Information.
6. Return of Confidential Information. Immediately upon demand by the Discloser, the Recipient shall deliver to the Discloser all of the Discloser's Confidential Information and copies which are then in the possession of the Recipient. At the request of the Discloser, the Recipient shall certify in writing that the Recipient has destroyed or turned over to the Discloser all documents containing such Confidential Information.
7. Term and Termination. The obligations of this Agreement shall be continuing until the Confidential Information disclosed to the Recipient is no longer confidential.
8. Survival of Rights and Obligations. This Agreement inures to the benefit of, and shall be enforceable by the Discloser, the Discloser's successors and assignees; and shall be binding upon the Recipient, the Recipient's successors and assignees.
9. Governing Law. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Arizona, regardless of choice of law. For the purposes of any dispute arising out of the subject matter of this Agreement, the parties agree that they shall submit solely to the jurisdiction of the courts of Yavapai County, Arizona.
10. Required Disclosure. If the Recipient becomes legally compelled to disclose any Confidential Information, the Recipient shall immediately notify the Discloser to the extent legally permissible, so that the Discloser may, at the Discloser's option, seek a protective order or other appropriate remedy or waive compliance with the provisions of this Agreement. In the event Recipient becomes legally compelled to disclose any Confidential Information, Recipient, after compliance with the requirements of this paragraph, may disclose only such portion of the Confidential Information as is necessary to comply with the legal requirement compelling such disclosure.
11. Waiver. No failure or delay by a party in exercising any right, power, or privilege under this

Agreement shall operate as a waiver of said right, power, or privilege, nor shall any single or partial exercise of said right, power, or privilege preclude any other or further exercise of said right, power, or privilege or the exercise of any other of said right, power, or privilege in this Agreement.

IN WITNESS WHEREOF, the Recipient has caused this Agreement to be executed.

{Recipient}

Signature: _____

Name: _____

Title: _____

Date: _____

Approved
Town of Jerome, Arizona

By: _____

Title: _____

Date: _____



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 113th Anniversary
1899 - 2012

LEASE AGREEMENT

This Agreement, made and entered into this 12 day of Sept, 2017, between the **TOWN OF JEROME**, an Arizona municipal corporation, (hereinafter called "Landlord"), and **Passion Cellars**, (hereinafter called "Tenant").

RECITALS

1. Landlord is the owner of that certain real property and improvements located at **301 Main Street, Jerome, Arizona**.
2. The Town Council finds that the public interest will be benefited by leasing a portion of said real property and improvements to Tenant and Tenant desires to lease the premises and improvements on the terms and conditions as set forth herein.

AGREEMENT

In consideration of the mutual covenants contained herein, and good and valuable consideration, the parties agree as to follows:

1. Basic Provisions:

1.1 Premises: Landlord hereby leases to Tenant and Tenant hereby leases from Landlord that certain space (herein called "Premises") located at **301 Main Street, Jerome, Arizona** and consisting of an internal area of **1,051 square feet** and an external area (patio) of **218 square feet**.

1.1.1 Rules and Regulations: Tenant shall faithfully observe and comply with the rules and regulations that Landlord shall from time to time promulgate. Landlord reserves the *right from time to time to make any reasonable modifications to said rules. The additions and* modifications to those rules shall be binding upon Tenant upon delivery of a copy of them to Tenant. If there is a conflict between the rules and regulations and any of the provisions of this Lease, the provisions of this Lease shall prevail. No such rules and regulations shall require a tenant to pay additional rent under this Lease.

1.2. Agreement to Abide by Terms of Lease: This Lease is subject to the terms, covenants and conditions set forth herein. Landlord and Tenant covenant, as a material part of

the consideration for this Lease, that each party will keep and perform each and all of the terms, covenants, and conditions for which it is made responsible by the terms of this Lease.

1.3 Term: The term of this lease shall be for five (5) year(s), commencing on **September 15, 2017** ("Commencement Date") and ending on **September 14, 2022** ("Expiration Date"), unless sooner terminated pursuant to the provisions of this Lease.

1.4 Rent: Tenant shall pay to Landlord at Town Hall, Jerome, Arizona 86331, without prior notice or demand, on or before the fifteenth day of each month, rent for the Premises consisting of monthly payments, each in the amount of **Two Thousand Five Hundred and Eighty-Six (\$2,586.00) Dollars**. It is agreed that any other payments due by Tenant to Landlord under this Lease shall be additional rent charges.

1.5 Deposit: Tenant shall pay a **deposit of \$2,586.00** upon execution of the Lease, representing the last month's rent.

1.6 Permitted Use: Tenant shall use the Premises for **wine tasting/sale and ancillary wine-related retail activity** only and shall not use or permit the Premises to be used for any other purpose without prior written consent from Landlord.

2. Possession of Premises:

2.1 Acceptance of Premises: By taking possession of the Premises, Tenant shall be deemed to have accepted the Premises as being in good, sanitary order, condition and repair and in compliance with all applicable laws. Tenant shall be further deemed to have accepted the Premises as suitable for Tenant's intended use. By taking possession Tenant warrants that it has performed such investigation as it deems necessary to make the above stated determinations. Tenant assumes all responsibility for its acceptance of the Premises "as is" at the time of possession. Landlord has not made any oral or written representations or warranties with respect to the said matters other than as set forth in this Lease.

2.2 Delay in Possession: If for any reason whatsoever Landlord cannot deliver possession of the Premises to Tenant as agreed herein, this Lease shall not be voidable. Landlord shall not be liable to Tenant for any loss or damage resulting from said delay and the expiration date of the term of this Lease shall not be extended in any way because of said delay. Should such delay occur, all rent shall be abated during the period between the commencement of the term of the Lease and the time when Landlord delivers possession.

2.3 Early Possession: In the event that Landlord permits Tenant to occupy the Premises prior to the commencement date of the term, such occupancy shall be subject to all the provisions of this Lease. Early possession shall not advance the termination date set forth herein.

4. Use and Parking:

4.1 Use: Tenant shall use and occupy the Premises only for the purposes set forth in Paragraph 1.6 and for no other purpose. Use of the Premises is subject to Tenant's acquiring all

necessary approvals by the Town's zoning department and/or Commission, and Premises shall not be utilized except in compliance with same. Tenant shall not use or permit the use of the Premises in a manner that creates waste or a nuisance, or that disturbs owners and/or occupants of, or causes damage to, neighboring premises or properties. Tenant shall not bring or keep anything on the Premises which will in any way increase the existing rate of or affect any fire or other insurance upon the Building or any of its contents, or cause cancellation of any insurance policy covering said Building or any part thereof or any of its contents.

4.2 Hazardous Substances:

4.2.1 Reportable Uses Require Consent: "Hazardous Substance" as used in this Lease means any product, substance, chemical, material, or waste whose presence, nature, quality, and/or intensity of existence, use, manufacture, disposal, transportation, spill, release, or effect either by itself or in combination with other materials expected to be on the Premises is either: (i) potentially injurious to the public health, safety, or welfare, the environment, or the Premises, (ii) regulated or monitored by any governmental authority, or (iii) a basis for liability of Landlord to any governmental agency or third party under any applicable statute or common law theory. "Hazardous Substance" shall include, but not be limited to, hydrocarbons, petroleum, gasoline, crude oil, or any products, by-products, or fractions thereof. Tenant shall not engage in any activity in, on, or about the Premises which constitutes a Reportable Use (as hereinafter defined) of Hazardous Substances without the express prior written consent of Landlord and compliance in a timely manner (at Tenant's sole cost and expense) with all Applicable Laws. "Reportable Use" means (i) the installation or use of any above or below ground storage tank, (ii) the generation, possession, storage, use, transportation, or disposal of a Hazardous Substance that requires a permit from, or with respect to which a report, notice, registration, or business plan is required to be filed with, any governmental authority. Reportable Use shall also include Tenant's being responsible for the presence in, on, or about the Premises of a Hazardous Substance with respect to which any Applicable Law requires that a notice be given to persons entering or occupying the Premises or neighboring properties. Notwithstanding the foregoing, Tenant may, with Landlord's prior consent and in compliance with all Applicable Law, use any ordinary and customary materials reasonably required to be used by Tenant in the normal course of Tenant's business permitted on the Premises, so long as such use is not a Reportable Use and does not expose the Premises or neighboring properties to any meaningful risk of contamination or damage or expose Landlord to liability therefore.

4.2.2 Duty to Inform Landlord: If Tenant knows, or has reasonable cause to believe, that a Hazardous Substance, or a condition involving or resulting from same has come to be located in, on, or about the Premises, Tenant shall immediately give written notice of such fact to Landlord. Tenant shall also immediately give Landlord a copy of any statement, report, notice, registration, application, permit, business plan, license, claim, action, or proceeding given to or received from any governmental authority or private party or persons entering or occupying the Premises concerning the presence, spill, release, discharge of, or exposure to any Hazardous Substance or contamination in, on, or about the Premises, including but not limited to all such documents as may be involved in any Reportable Uses involving Premises.

4.2.3 Indemnification: Tenant shall indemnify, protect, defend, and hold Landlord, its agents, employees, lenders, and ground lessor, if any, of the Premises harmless from and against any and all losses of rents and/or damages, liabilities, judgments, costs, claims, liens, expenses, penalties, permits, and attorneys' and consultants' fees arising out of or involving any Hazardous Substance or storage tank brought onto the Premises by or for Tenant or under Tenant's control. Tenant's obligations under this Paragraph 4.2 shall include, but not be limited to, the effects of any contamination or injury to person, property, or the environment created or suffered by Tenant, and the cost of investigation (including consultants' and attorneys' fees and testing), removal, remediation, restoration, and/or abatement thereof, or of any contamination therein involved, and shall survive the expiration or earlier termination of this Lease. No termination, cancellation, or release agreement entered into by Landlord and Tenant shall release Tenant from its obligations under this Lease with respect to Hazardous Substances or storage tanks, unless specifically so agreed by Landlord in writing at the time of such agreement.

4.3 Tenant's Compliance with Law: Except as otherwise provided in this Lease, Tenant shall, at Tenant's sole cost and expense, fully, diligently, and in a timely manner, comply with all "Applicable Law," which term is used in this Lease to include all laws, rules, regulations, ordinances, directives, covenants, easements, and restrictions of record, permits, the requirements of any applicable fire insurance underwriter or rating bureau, and the recommendations of Landlord's engineer and/or consultants relating in any manner to the Premises (including but not limited to matters pertaining to: (i) industrial hygiene in environmental conditions on, in, under, or about the Premises, including soil and groundwater conditions and (ii) the use, generation, manufacture, production, installation, maintenance, removal, transportation, storage, spill, or release of any Hazardous Substance or storage tank), now in effect or which may hereafter come into effect, and whether or not reflecting a change in policy from any previously existing policy. Tenant shall, within five (5) days after receipt of Landlord's written request, provide Landlord with copies of all documents and information, including, but not limited to, permits, registrations, manifests, applications, reports, and certificates, evidencing Tenant's compliance with any Applicable Law specified by Landlord, and shall immediately upon receipt notify Landlord in writing (with copies of any documents involved) of any threatened or actual claim, notice, citation, warning, complaint, or report pertaining to or involving failure by Tenant or the Premises to comply with any Applicable Law. The judgment of any court of competent jurisdiction or the admission of Tenant in any action against Tenant, whether Landlord be a party thereto or not, that Tenant has violated any Applicable Law shall be conclusive of that fact as between Tenant and Landlord.

4.4 Inspection Compliance: Landlord and Landlord's Lender(s), if any, shall have the right to enter the Premises at any time in the case of an emergency, and otherwise at reasonable times, for the purpose of inspecting the condition of the Premises and for verifying compliance by Tenant with this Lease and all Applicable Laws, and to employ experts and/or consultants in connection therewith and/or to advise Landlord with respect to Tenant's activities, including but not limited to the installation, operation, use, monitoring, maintenance, or removal of any Hazardous Substance or storage tank on or from the Premises. The costs and expenses of any such inspections shall be paid by the party requesting the same unless a default or breach of this Lease, violation of Applicable Law, or a contamination caused or materially contributed to by

Tenant is found to exist or be imminent, or unless the inspection is requested or ordered by a governmental authority as the result of any such existing or imminent violation or contamination. In any such case, Tenant shall, upon request, reimburse Landlord or Landlord's Lender, as the case may be, for the costs and expenses of such inspections.

4.5 Parking: Tenant shall be entitled and is hereby granted a license to use one (1) parking space in any of the following Town-owned parking facilities: ~~300 Level parking area;~~ Middle Park parking area.



5. Maintenance, Repairs, Alterations, and Trade Fixtures:

5.1 Tenant's Obligations: Tenant shall, at Tenant's sole cost and expense and at all times, keep the Premises and every part thereof in good order, condition, and repair, including fixtures, interior walls, windows, plate glass, and any signs, but excluding foundations, the exterior roof, and the structural aspects of the Premises. Tenant shall at all times keep all exit ways and passages free of impediments. Tenant, in keeping the Premises in good order, condition, and repair, shall exercise and perform good maintenance practices.

5.2 Landlord's Obligations: Landlord shall, at Landlord's expense, maintain the electrical, plumbing, heating and cooling facilities, boilers, the foundations, exterior roof, and structural aspects of the Premises in good order, condition, and repair. Landlord shall not, however, be obligated to paint or maintain the interior surface of the exterior walls or to maintain the windows, doors or plate glass. Landlord shall not, in any event, have any obligation to make any repairs until Landlord receives written notice from Tenant of the need for such repairs. It is the intention of the Parties that the terms of this Lease govern the respective obligations of the Parties as to maintenance and repair of the Premises. Tenant and Landlord expressly waive the benefit of any statute now or hereafter in effect to the extent that it is inconsistent with the terms of this Lease, or which affords Tenant the right to make repairs at the expense of Landlord.

5.3 Utility Installations, Trade Fixtures, and Alterations:

5.3.1 Definition:

5.3.1.1 "Utility Installations" shall mean all carpeting, window coverings, air lines, gas lines, power panels, electrical distribution, security, fire protection systems, communication systems, lighting fixtures, heating, ventilating, air conditioning equipment, plumbing, and fencing in, on, or about the Premises.

5.3.1.2 "Trade Fixtures" shall mean Tenant's machinery and equipment that can be removed without doing material damage to the Premises.

5.3.1.3 "Alterations" shall mean any modification of the Premises from that which is provided by Landlord under the terms of this Lease, other than Utility Installations or Trade Fixtures, whether by addition or deletion.

5.3.2 Consent Required: Tenant shall not make any Alterations or Utility Installations in, on, or about the Premises without Landlord's prior written consent, which, if given, is conditioned upon the following:

5.3.2.2. Tenant shall provide Landlord with detailed final plans and specifications and working drawings of the proposed Utility Installations and/or Alterations and the name of the contractor who will perform the work at least thirty (30) days before the date it intends to commence the Utility Installations or Alterations;

5.3.2.3. Tenant shall give Landlord two days prior notice of commencement so that Landlord may post notices of non-responsibility on or at the Premises as provided by law.

5.3.2.4. Tenant shall acquire all applicable permits, approvals and licenses required by any and all governmental agencies and shall furnish proof of the same to Landlord.

5.3.2.5. All Utility Installations and Alterations shall be completed with due diligence in compliance with the plans and specifications and working drawings and all Applicable Laws.

5.3.2.6. If the estimated cost of Utility Installations or Alterations exceeds \$5,000.00, before commencement of Utility Installations or Alterations, Tenant, at its cost, shall furnish to Landlord a performance and completion bond issued by an insurance company qualified to do business in Arizona in a sum equal to the cost of the Utility Installation or Alteration guaranteeing the completion of the Utility Installation or Alteration free and clear of all liens and other charges, and in accordance with the plans and specifications.

5.3.2.7. All work shall be performed in a manner that does not interfere with the Town's use of the Building or the quiet enjoyment of other tenants in the Building in which the Premises are located.

5.3.3. Indemnification: Tenant shall pay, when due, all claims for labor or materials furnished or alleged to have been furnished to or for Tenant at or for use on the Premises, which claims are or may be secured by any mechanic's or materialmen's lien against the Premises or any interest therein.

5.4 Ownership, Removal, Surrender, and Restoration:

5.4.1 Ownership and Removal: All Alterations and Utility Installations shall, at the expiration or earlier termination of this Lease, become the property of Landlord and remain upon and be surrendered by Tenant with the Premises, except that Landlord may elect within thirty (30) days before the expiration of the Lease, or within five (5) days after termination of the Lease, to require Tenant to remove any Utility Installations or Alterations that Tenant has made to the Premises. If Landlord so elects, Tenant at its cost shall restore the Premises to the condition designated by Landlord in its election, before the last day of the term, or within thirty (30) days after notice of election is given, whichever is later.

5.4.2. Removal: If Tenant is not then in default of any provisions of this Lease, Tenant shall have the right to remove from the Premises, immediately before the expiration of the term, any Trade Fixtures Tenant has made to the premises, as long as the removal will not cause any structural damage to the Premises and Tenant at its cost promptly restores any damage caused by the removal.

5.4.3 Surrender/Restoration: Tenant shall surrender the Premises by the end of the last day of the Lease term or any earlier termination date with all of the improvements and surfaces thereof clean and free of debris and in good operating order, condition, and state of repair, ordinary wear and tear excepted. "Ordinary Wear and Tear" shall not include any damage or deterioration that would have been prevented by good maintenance practice by Tenant performing its entire obligation under this Lease. The obligation of Tenant shall include the repair of any damage occasioned by the installation, maintenance, or removal of Tenant's Trade Fixtures, furnishings, Alterations, and/or Utility Installations, as well as the removal of any storage tank installed by or for Tenant, and the removal, replacement, or remediation of any soil, material, or ground water contaminated by Tenant, all as may then be required by Applicable Law and/or good practice.

6. Insurance, Indemnity:

6.1 Liability Insurance: Tenant shall, at Tenant's expense obtain and keep in force during the term of this Lease a policy of comprehensive public liability insurance insuring Tenant and Landlord (as an additional insured) against any liability arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence. The limit of said insurance shall not, however, limit the liability of the Tenant hereunder. Tenant may carry said insurance under a blanket policy, providing, however, said insurance by Tenant shall have a Landlord's protective liability endorsement attached thereto.

6.2 Tenant's Property Insurance: Tenant, at its sole cost, shall maintain whatever insurance coverage on Tenant's personal property as Tenant deems necessary. The proceeds from any such insurance shall be used by Tenant for the replacement of personal property.

6.3 Plate Glass Insurance: During the term of the lease, Tenant shall maintain, at Tenant's expense, a policy of insurance covering repair of damage to or replacement of plate glass which is reasonably acceptable to Landlord, not to exceed fair market replacement value. The initial amount of such insurance shall be at least FIVE THOUSAND DOLLARS (\$5,000.00) per incident, and shall be subject to periodic reasonable increases based upon inflation or other relevant factors.

6.4 Insurance Policies: Insurance required hereunder shall be provided by companies duly licensed to transact business in the State of Arizona and rated A+, AAA or better in "Best's Insurance Guide." Tenant shall not do or permit to be done anything which shall invalidate the insurance policies. Prior to occupancy of the Premises under this lease, Tenant shall deliver or

cause to be delivered to Landlord copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable claims satisfactory to Landlord. No policy shall be cancelable or subject to modification or reduction of coverage except after thirty (30) days prior written notice to Landlord. At least thirty (30) days prior to the expiration of such policies, Tenant shall furnish Landlord with evidence of renewals or "insurance binder" evidencing renewal thereof. If Tenant fails to procure, maintain, and/or provide evidence of said insurance, Landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant, which amount shall be payable by Tenant to Landlord upon demand.

6.5 Indemnity: Tenant shall indemnify, protect, defend, and hold harmless the Premises, Landlord, and its officials, officers, employees, agents, partners, and lenders, from and against any and all claims, loss of rents, and/or damages, costs, liens, judgments, penalties, permits, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in dealing with the occupancy of the Premises by Tenant, the conduct of Tenant's business, any act, omission, or neglect of Tenant, its agents, contractors, employees, or manner of any obligation on Tenant's part to be performed under this Lease. In case any action or proceeding is brought against Landlord by reason of any of the foregoing matters, Tenant shall defend Landlord at Tenant's expense and Landlord shall cooperate with Tenant in such defense. Landlord need not have first paid any such claim in order to be so indemnified.

6.6 Exemption of Landlord from Liability: Landlord shall not be liable for injury or damage to the person or goods, wares, merchandise, or other property of Tenant, Tenant's employees, contractors, invitees, customers, or any other person in or about the Premises, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water, or rain, or from the breakage, leakage, obstruction, or other defects of pipes, fire sprinklers, wires, appliances, plumbing, air conditioning, or lighting fixtures, or from any other cause, whether the said injury or damage results from conditions arising upon the Premises or upon other portions of the building of which the Premises are a part, or from other sources or places, and regardless of whether the cause of such damage or injury or the means of repairing the same is accessible or not. Landlord shall under no circumstances be liable for injury to Tenant's business or for any loss of income or profit therefrom.

7. Destruction of the Premises: If the Premises is destroyed by fire or other casualty, Landlord shall have the option to either (a) repair or rebuild within one hundred fifty (150) days, or (b) not to repair or rebuild and to cancel this Lease on thirty (30) days notice. If Landlord fails to give Tenant the required written notice of its election as provided herein, or if restoration of the premises cannot be completed within one hundred fifty (150) days from the date of notice, Tenant may cancel this Lease at its option on two (2) days notice. Landlord shall not be required to rebuild, repair, or replace any part of the partitions, fixtures, additions, or other improvements which may have been placed in or about the Premises by Tenant. A total destruction of the Premises shall, at the option of Landlord, terminate this Lease. If the destruction results from Tenant's negligence, then the Lease shall not terminate nor shall the rental rate be reduced.

8. Personal Property Taxes: Tenant shall pay, prior to delinquency, all taxes assessed against and levied upon Alterations, Utility Installations, Trade Fixtures, furnishings, and all personal property of Tenant contained in the Premises or elsewhere.

9. Utilities: Tenant shall be responsible for all utilities servicing the property, and shall maintain in good standing water, sewer and trash accounts with the Town of Jerome.

10. Assignment and Subletting: Tenant shall not, either voluntarily or by operation of law, assign, transfer, mortgage, pledge, hypothecate or encumber this Lease or any interest therein, and shall not sublet the Premises in whole or part, nor shall there be any succession to the interest of Tenant by another.

11. Default, Breach, Remedies:

11.1 Default, Breach: The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Tenant:

(a) The vacating or abandonment of the Premises by Tenant;

(b) The failure by Tenant to make any payment of rent or any other payment required to be made by Tenant hereunder, as and when due, where such failure shall continue for a period of three (3) days after written notice thereof by Landlord to Tenant;

(c) The failure by Tenant to provide Landlord with reasonable evidence of insurance or surety bond required under this Lease; or the failure of Tenant to fulfill any obligation under this Lease which failure endangers or threatens life or property, where such failure continues for a period of five (5) days following written notice thereof by or on behalf of Landlord to Tenant;

(d) Except as expressly otherwise provided in the Lease, the failure by Tenant to provide Landlord with reasonable written evidence in duly executed original form of any documentation or information which Landlord may reasonably require of Tenant under the terms of this Lease, where any such failure continues for a period of ten (10) days following written notice by or on behalf of Landlord to Tenant;

(e) A failure by Tenant to comply with any terms, covenants, conditions, or provisions of this Lease, or of the rules hereof, that are to be observed, complied with, or performed by Tenant, other than those described in subparagraphs (a), (b), or (c), above, where such failure continues for a period of fifteen (15) days after written notice thereof by or on behalf of Landlord to Tenant; provided, however, that the Landlord may, at its option, extend this period if Tenant is diligently acting to cure the default;

(f) The making by Tenant of any general arrangement or assignment for the benefit of creditors; or Tenant's becoming a "Debtor" as defined in 11 USC §101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days; or the appointment of a trustee or receiver to take possession of

substantially all of Tenant's assets located at the Premises of Tenant's interest in this Lease, where possession is not restored to Tenant within thirty (30) days; or the attachment, execution, or other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged within thirty (30) days; provided, however, in the event that any provision of this subparagraph (e) is contrary to any Applicable Law such provision shall be of no force or effect and shall not affect the validity of the remaining provisions;

(g) The discovery by Landlord that any financial statement given to Landlord by Tenant or any Guarantor of Tenant's obligations hereunder was materially false.

11.2 Landlord's Remedies in Default:

11.2.1 If Tenant fails to perform any affirmative duty or obligation required of it under this Lease within the applicable time-frame set forth above after written notice to Tenant (or in the case of an emergency, without notice), Landlord may at its opinion (but without obligation to do so) perform such duty or obligation on Tenant's behalf, and the costs and expenses of any such performance by Landlord shall be due and payable by Tenant to Landlord upon receipt of the invoice therefore.

11.2.2 If any check given to Landlord by Tenant is not honored by the bank upon which it is drawn, Landlord, at its option, may require all future payments to be made under this Lease by Tenant to be made only by cashier's check.

11.2.3 In the event of a Breach of this Lease by Tenant as defined in Paragraph 11.1, with or without further notice or demand, and without limiting Landlord in the exercise of any right or remedy which Landlord may have by reason of such Breach, Landlord may:

(i) Terminate Tenant's right to possession of the Premises by any lawful means, in which case this Lease and the term hereof shall terminate and Tenant shall immediately surrender possession of the Premises to Landlord. In such event, Landlord shall be entitled to recover from Tenant: the worth of the unpaid rent which had been earned at the time of termination; and any other amount necessary to compensate Landlord for all the detriment proximately caused by the Tenant's failure to perform its obligations under this Lease, including but not limited to the cost of recovering possession of the Premises and expenses of re-letting, including necessary renovation and alteration; and

(ii) Pursue any other remedy now or hereafter available to Landlord under the laws or judicial decisions of the State of Arizona; and

(iii) The expiration or termination of this Lease and/or the termination of Tenant's right to possession shall not relieve Tenant from liability under and indemnity provisions of this Lease as to matters occurring or accruing during the term hereof or by reason of Tenant's occupancy of the Premises.

11.3 Late Charges: Tenant hereby acknowledges that late payment by Tenant to Landlord of rent and other sums due hereunder will cause Landlord to incur cost not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Accordingly, if any installment of rent or any other sum due from Tenant shall not be received by Landlord within seven (7) days after such amount shall be due, then, without any requirement for notice to Tenant, Tenant shall pay to Landlord a late charge equal to FIVE DOLLARS (\$5.00) per day for every day rent or any other sum is overdue. Acceptance of such late charge by Landlord shall in no event constitute a waiver of Tenant's Default or Breach with respect to such overdue amount nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

11.4 Breach by Landlord: Landlord shall not be deemed in breach of this Lease unless Landlord fails within a reasonable time to perform an obligation required to be performed by Landlord. For purposes of this Paragraph, a reasonable time shall in no event be less than thirty (30) days after receipt by Landlord of written notice specifying wherein such obligation of Landlord has not been performed; provided, however, that the nature of Landlord's obligation is such that, if more than thirty (30) days after such notice are reasonably required for its performance, then Landlord shall not be in breach of this Lease if performance is commenced within such thirty (30) day period and thereafter diligently pursued to completion.

12. Condemnation: If the Premises or any portion thereof are taken under the power of eminent domain or sold under threat of the exercise of said power (all of which are herein called "condemnation"), this Lease shall terminate on thirty (30) days written notice to Tenant. Any award for the taking of all or any part of the Premises under the power of eminent domain or any payment made under threat of the exercise of such power shall be the property of Landlord, whether such award shall be made as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance damages, provided, however, that Tenant shall be entitled to any compensation, separately awarded to Tenant for Tenant's relocation expenses and/or loss of Tenant's Trade Fixtures.

13. Tenancy: If Landlord desires to finance, refinance, or sell the Premises, any part thereof, or the building of which Premises are a part, Tenant and all Guarantors of Tenant's performance hereunder shall deliver to any potential lender or purchaser designated by Landlord such financial statements of Tenant, and such Guarantors as may be reasonably required by such lender or purchaser, including but not limited to Tenant's financial statements for the past three (3) years. All such financial statements shall be received by Landlord and such lender or purchaser in confidence and shall be used only for the purposes herein set forth.

14. Sale of Premises by Landlord: In the event of any sale of the Building, Landlord shall be and is hereby entirely freed and relieved of all liability under any and all of its covenants and obligations contained in or derived from this Lease arising out of any act, occurrence or omission occurring after the consummation of such sale; and the purchaser, at such sale or any subsequent sale of the Premises, shall be deemed, without any further agreement between the parties or their successors in interest or between the parties and any such purchaser, to have assumed and agreed to carry out any and all of the covenants and obligations of the Landlord under this Lease.

15. Severability: The invalidity of any provision of this Lease, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

16. Interest on Past-Due Obligations: Any monetary payment due Landlord hereunder, other than late charges, not received by Landlord within thirty (30) days following the date on which it was due, shall bear interest from the thirty-first (31st) day after it was due at the rate of twelve percent (12%) per annum, but not exceeding the maximum rate allowed by law, in addition to the late charge provided for in Paragraph 11.3.

17. Time of Essence: Time is of the essence with respect to the performance of all obligations to be performed or observed by the Parties under this Lease.

18. Rent Defined: All monetary obligations of Tenant to Landlord under the terms of this Lease are deemed to be rent.

19. No Prior or Other Agreements: This Lease contains all agreements between the Parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective.

20. Notices: All notices required or permitted by this Lease shall be in writing and sent by mail, return receipt requested, to the other Party at the address listed below. Either Party may by written notice to the other specify a different address for notice purposes. All notices sent certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, the postmark thereon.

Landlord: Attn: Candace Gallagher, Town Manager/Clerk
Town of Jerome
P.O. Box 335
Jerome, AZ 86331

Tenant: **Passion Cellars**

P.O. Box
Jerome AZ 86331

21. Waivers: No waiver by Landlord of the Default or Breach of any term, covenant, or condition hereof by Tenant shall be deemed a waiver of any other term, covenant, or condition hereof, or of any subsequent Default or Breach by Tenant of the same or of any other term, covenant or condition hereof. Landlord's consent to or approval of any act shall not be deemed to render unnecessary the obtaining of Landlord's consent to or approval of any subsequent or similar act by Tenant, or be construed as the basis of an estoppel to enforce the provision or provisions of this Lease requiring such consent. Regardless of Landlord's knowledge of a *Default or Breach at the time of accepting rent, the acceptance of rent by Landlord shall not be a*

waiver of any preceding Default or Breach by Tenant of any provision hereof, other than failure of Tenant to pay the particular rent so accepted.

22. Recording: Neither Landlord nor Tenant shall record this Lease or a short form memorandum hereof without the prior written consent of the other party.

23. No Right to Holdover: Tenant has no right to retain possession of the premises or any part thereof beyond the expiration or earlier termination of this Lease. If Tenant does not vacate the Premises as provided by this Lease, Tenant's occupancy shall be on a month-to-month tenancy subject to all the terms and conditions of this Lease with the exception that the total rent charged under this Lease shall be increased on a monthly basis by two percent (2%) per month.

24. Cumulative Remedies: No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

25. Covenants and Conditions: All provisions of this Lease to be observed or performed by Tenant are both covenants and conditions.

26. Binding Effect, Choice of Law: This Lease shall be binding upon the parties, their personal representatives, successors, and assigns and be governed by the laws of the State of Arizona. Any litigation between the Parties hereto concerning this Lease shall be litigated in Yavapai County.

27. Subordination, Attornment, Non-Disturbance:

27.1 Subordination: This Lease and any Option granted hereby shall be subject and subordinate to any ground lease, mortgage, deed of trust, or hypothecation or security device (collectively "Security Device"), now or hereafter placed by Landlord upon the real property of which the Premises are a part, to any and all advances made on the security thereof, and to all renewals, modifications, consolidations, replacements, and extensions thereof. Tenant agrees that the lenders holding such Security Device shall have no duty, liability, or obligation to perform any of the obligations of Landlord under this Lease.

27.2 Attornment: Subject to the non-disturbance provisions of Paragraph 27.3, Tenant agrees to attorn to lender or any other party who acquires ownership of the Premises by reason of a foreclosure of a Security Device, and that in the event of such foreclosure, such new owners shall not: (i) be liable for any act or omission of any prior lessor or with respect to events occurring prior to acquisition of ownership, (ii) be subject to any offsets or defenses which Tenant might have against any prior lessor, or (iii) be bound by prepayment of more than one month's rent.

27.3 Non-Disturbance: With respect to Security Devices entered into by Landlord after the execution of this Lease, Tenant's subordination of this Lease shall be subject to receiving assurance (a "non-disturbance agreement") from the lender that Tenant's possession and this Lease, including any options to extend the term hereof, will not be disturbed so long as Tenant is not in breach hereof and attorns to the record owner of the Premises.

27.4 Self Executing: The agreements contained in this Paragraph 27 shall be effective without the execution of any further documents; provided, however, that upon written request from Landlord or a lender in connection with a sale, financing, or refinancing of the Premises, Tenant and Landlord shall execute such subordination or non-subordination, Attornment, and/or non-disturbance agreement as is provided for herein.

28. Attorneys' Fees: If either Party brings an action or proceeding to enforce the terms hereof or declare rights hereunder, the Prevailing Party in any such proceedings, action, or appeal thereon shall be entitled to its reasonable attorneys' fees.

29. Landlord's Access, Showing Premises, Repairs: Landlord and Landlord's agents shall have the right to enter the Premises at any time in the case of an emergency, and otherwise at reasonable times, for the purpose of showing the same to prospective purchasers, lenders, or lessees, and for making such alterations, repairs, improvements, or additions to the Premises or to the building of which they are a part, as Landlord may reasonably deem necessary.

30. Offset Statement: Tenant shall at any time and from time to time, upon not less than ten (10) days prior written notice from Landlord, execute, acknowledge and deliver to Landlord a statement, in writing, (a) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease, as so modified, is in full force and effect), and the date to which the rental and other charges are paid in advance, if any, and (b) acknowledging that there are not, to Tenant's knowledge, any uncured defaults on the part of the Landlord hereunder, or specifying such defaults if any are claimed. Any such statement may be relied upon by any prospective purchaser or encumbrance of all or any portion of the real property of which the Premises are a part.

31. Signs: Tenant shall not place any sign upon the Premises, except that Tenant may, with Landlord's prior written consent, install such signs as are reasonably required to advertise Tenant's own business subject to all applicable laws and ordinances regarding the same.

32. Termination, Merger:

32.1 This Lease may be terminated for any reason by either party with sixty (60) days written notice.

32.2 Unless specifically stated otherwise in writing by Landlord, the voluntary or other surrender of this Lease by Tenant, the mutual termination or cancellation hereof, or a termination hereof by Landlord for Breach by Tenant, shall automatically terminate any sublease or lesser estate in the Premises; provided, however, Landlord shall, in the event of any such surrender, termination, or cancellation, have the option to continue any one or all of the existing sub tenancies.

33. Quiet Possession: Upon payment by Tenant of the rent for the Premises and the observance and performance of all of the covenants, conditions, and provisions on Tenant's part

to be observed and performed under this Lease, Tenant shall have quiet possession of the Premises for the entire term hereof subject to all of the provisions of this Lease.

34. Security Measures: Tenant hereby acknowledges that the rental payable to Landlord hereunder does not include the cost of guard service or other security measures, and that Landlord shall have no obligation whatsoever to provide same. Tenant assumes all responsibility for the protection of the Premises, Tenant, its agents and invitees, and their property from the acts of third parties.

35. Reservations: Landlord reserves to itself the right, from time to time, to grant, without the consent or joinder of Tenant, such easements, rights, and dedications that Landlord deems necessary, and to cause the recordation of parcel maps and restrictions, so long as such easements, rights, dedications, maps, and restrictions do not unreasonably interfere with the use of the Premises by Tenant. Tenant agrees to sign any documents reasonably requested by Landlord to effectuate any easement rights, dedication, map, or restrictions.

36. Authority: If either Party hereto is a limited liability company, corporation, trust, or general or limited partnership, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. If Tenant is a limited liability company, corporation, trust or partnership, Tenant shall, within thirty (30) days after requested by Landlord, deliver to Landlord evidence satisfactory to Landlord of such authority.

37. Amendments: This Lease may be modified only in writing, signed by the parties in interest at the time of the modification. The parties shall amend this Lease from time to time to reflect any adjustments that are made to the Base Rent or other rent payable under this Lease. As long as they do not materially change Tenant's obligations hereunder, Tenant agrees to make such reasonable non-monetary modifications to this Lease as may be reasonably required in connection with the obtaining of normal financing or refinancing of the property of which the premises are a part.

38. Multiple Parties: Except as otherwise expressly provided herein, if more than one person or entity is named herein as either Landlord or Tenant, the obligations of such multiple parties shall be the joint and several responsibility of all persons or entities named herein as such Landlord or Tenant.

39. Cancellation: Pursuant to A.R.S. § 38-511, Landlord may cancel this Lease, without penalty or further obligation within three years after its execution if any person significantly involved in initiating, negotiating, securing, drafting or creating the Lease on behalf of Landlord is, at any time while this Lease or any extension of the Lease is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the Lease with respect to the subject matter of the Lease.

40. GPLET: Pursuant to A.R.S. § 42-6206, notice is hereby given that the Premises will be subject to the government property lease excise tax under A.R.S. § 42-6201 through § 42-6209 ("GPLET"). Pursuant to A.R.S. § 42-6206 notice is hereby given that Tenant must pay, prior to



Meeting and Agenda Management Solutions

Quote for Jerome, Arizona

8/25/2022

Jordan Cairns

Manhattan, Kansas HQ

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Contents

02	Contents
03	Company Profile
04	Product Features
06	Product Options
07	Meetings Hub Features (Recommended) & Board Management Features (Optional)
08	Project Timeline and Approach
11	Hosting and Support
12	Project Costs
14	Your Integrated Product Discount
15	Payment Schedule & Product Details Selection

Company Profile

Powering and Empowering Local Governments

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations. We are proud to have earned the trust of our over 7,300 local government customers and their 100,000+ administrative users.

In addition, 340 million citizens in North America are connected with their local government via our solutions and services.

Knowing that our tools help so many individuals find local information, apply for jobs, stay informed during times of disaster, request civic services, and be active in their communities pushes us to continually evolve our solutions as the needs of local governments evolve.



70

years of gov experience



7,300+

Local government clients



340

Million citizens connected with
their local government

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. With it, municipalities increase revenue and operate more efficiently while fostering trust among Customers.

Feature

Premium

Ultimate

Native Microsoft Word™ based agenda solution
Ease-of-use with minimal use of HTML fields

✓

✓

Create agendas (HTML and PDF versions)

✓

✓

Integration with Meetings Hub, Website, and Codification Services
Optional Meetings webpage with meetings, calendar, search integration

✓

✓

Unlimited meetings

✓

✓

Unlimited users

✓

✓

Create meetings

✓

✓

Create agenda packets

✓

✓

Automatically publish to the website
Optional meetings webpage with meetings, calendar, search, agenda, agenda packet, minutes

✓

✓

Attach agenda item files with no limit on number or file size

✓

✓

Submit/add agenda items

✓

✓

Public In-Meeting Display
Presentation screen to display current agenda item and voting results

✓

✓

Roll Call

✓

✓

Self-service video timestamping of agenda items to meeting videos

✓

✓

Predefined User Roles and Permissions

✓

✓

Feature

Premium

Ultimate

Minutes Support

Includes clerk-controlled voting

✓

✓

Minutes Support

Includes electronic legislator voting

✓

One-step workflow for agenda items

Approved | Not Approved

✓

✓

Ability to route

Approve agenda items between five people

✓

Board and Committees

Meeting Bodies, i.e. Council and Planning Commission

2

Up to 5

Meeting agenda and minutes templates

Choose from a list of fonts, headers and section; subsections are customer

Create 1

Create 2

Custom staff report with bookmarking for automation

✓

60-minute training sessions

4

8

Telephone support 7 a.m. – 7 p.m. ET

✓

✓

Email support with 4-hour response time during working hours

✓

✓

Emergency 24x7 support

✓

✓

Product Support Help Center

Online Tutorials and More

✓

✓

Options

	Premium	Ultimate
Meetings Hub Public-facing; advanced search and historical meeting capabilities	\$1,000 / year	\$1,000 / year
Email Subscriptions Requires Meetings Hub	\$600 / year	\$600 / Year
Auto-Import Historical Meeting Files Requires Meetings Hub, includes agendas, minutes, and search indexing	\$1,500 one-time	\$1,500 one-time
Additional Meetings Bodies	\$300 per meeting body per year	\$300 per meeting body / year
Custom Meeting Agenda and Minutes Templates and Sections	\$1,000 one-time / template	\$1,000 one-time / template
Customized Agenda Item Approval Workflows	\$500 per workflow / year	\$500 per workflow / year
Custom User Roles and Permissions – Including Departments	\$1,000 one-time	\$1,000 one-time
Video Timestamping	Up to 36 meetings \$2,520 / year	Up to 36 meetings \$2,520 / year

Meetings Hub Features (Recommended)

Base

- Public Meetings Portal
 - ADA Compliant HTML/CSS (WCAG 2.1 AA)
 - Custom header with logo, choice of colors, and customizable menu links
 - A best-in-class search engine that indexes the contents of PDF agendas and minutes
 - Video integrations with Vimeo, YouTube, SuiteOne Media, Cablecast Communications, custom third-party video providers
 - Meeting calendar
 - Create meetings and upload PDF agendas and minutes
 - Integrations with web search Municode Next | Online Code
 - Telephone support 7 a.m. – 7 p.m. ET
 - Email support with 4-hour response time during working hours
 - 24 x 7 Emergency support
-

Optional

- Auto-import for historical agendas and minutes and search indexing
 - Email Notifications
 - Board Management
-

Board Management Features (Optional)

Base

- Unlimited Boards and Committees
- Manage term start/stop dates
- Export member data
- Online board application form
- Board member approvals
- Term expiration report
- Term expiration email notifications
- Auto-expiration option for expiring terms
- Public web page for each board and committee
- Create custom links/buttons on each board page
- Custom web header (logo/colors)
- Free integration with Municode Meetings

NOTE: Requires Municode Website or Municode Portal

Project Timeline and Approach



Phase 1 – Introduction and Initial Configuration

Customer Responsibility

- Before introduction call:
 - Complete the design survey
 - Provide Word versions of your agendas and item reports
- During introduction call:
 - Confirm agenda template design
 - Confirm agenda content (e.g., sections, items)
 - Confirm workflow option

CivicPlus Responsibility

- Schedule introduction call
 - Conduct introduction call:
 - Confirm design selections
 - Present draft agenda based on design
 - Schedule Kickoff Call
 - Configure System
-

Phase 2 – Initial Review

Customer Responsibility

- Kickoff Call
 - Review templates
 - Approve site configuration

CivicPlus Responsibility

- Complete site configuration
 - Provide training materials and login info for primary users
 - Schedule training sessions
-

Phase 3 – Training and Final Configuration and Review

Customer Responsibility

- Attend training sessions at agreed-upon times
- Complete all assigned tasks (e.g., practice packets, adding users, watching training videos)

CivicPlus Responsibility

- Lead training sessions (number of sessions dependent on solution tier)
 - Configure publishing option
-

Phase 4 – Additional Services as Needed

Customer Responsibility

- Supply any supporting documents or communication for additional contracted work

CivicPlus Responsibility

- Complete any custom/additional contracted work
-

Hosting and Support

24x7 Emergency Support

We will be available from Monday to Friday, 7 a.m. to 7 p.m. CT via email and phone to handle routine questions from staff. In addition, we will provide you with contact numbers to reach us for after-hours emergency issues.

System Monitoring and Recovery

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after detecting an issue.



Award-Winning

CivicPlus' customer service team has been honored with two Silver Stevie® Awards and four Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.



2021 Support Metrics

- Total Tickets – 103,759
 - Average Chat Response – 3.48 Minutes
 - Average Phone Response – 7:57 Minutes
 - Customer Satisfaction Score – 95.7%
 - Solved in One Touch – 71.2%
-



Project Costs

	Premium Agenda Management	Ultimate Agenda Management
One-Time Build Fee	No Fee	No Fee
Subscription	<input type="checkbox"/> 20% Discount on annual fees If a CivicPlus Customer for Website <u>AND</u> Codification	<input type="checkbox"/> 20% Discount on annual fees If a CivicPlus Customer for Website <u>AND</u> Codification
	<input type="checkbox"/> 10% Discount on annual fees If a CivicPlus Customer for Website <u>OR</u> Codification	<input type="checkbox"/> 10% Discount on annual fees If a CivicPlus Customer for Website <u>OR</u> Codification
	<input checked="" type="checkbox"/> \$3,600/year (\$2,600/year + \$1,000/year) Standalone meetings management + Recommended Meetings Hub (See Meetings Hub Features page & below for Meetings Hub opt out.)	<input checked="" type="checkbox"/> \$4,600/year (\$3,600/year + \$1,000/year) Standalone meetings management + Recommended Meetings Hub (See Meetings Hub Features page & below for Meetings Hub opt out.)



Add-Ons

Optional Add-Ons to Premium or Ultimate Agenda Package

- ☐ **Email Subscriptions | \$600 / year**
Requires Meetings Hub or website Purchase
- ☐ **Auto-Import Historical Meeting Files | \$1,500 one-time**
Agendas, minutes, and search indexing
Requires Meetings Hub or website purchase
- ☐ **Additional Meetings Bodies | \$300 per meeting / year**
Premium includes two
Ultimate includes up to five
Requested Number of Additional Meetings Bodies _____
- ☐ **Custom Agenda or Minutes Templates | \$1,000 one-time / template**
Number of Custom Meetings Templates _____
- ☐ **Customized Agenda Item Approval Workflows | \$500 per workflow / year**
Number of Custom Workflows _____
- ☐ **Custom User Roles & Permissions | \$1,000 one-time**
- ☐ **Video Time-Stamping Service | \$2,520 / year up to 36 Meetings**
- ☐ **Board Management | \$1,000 / year**
Requires Meetings Hub or website Purchase
- ☐ **Meetings Hub | \$1,000 / year - OPT OUT OF RECOMMENDATION**
Public-facing Page with advanced search and historical meeting capabilities
10% discount if Meetings purchase is bundled with codification

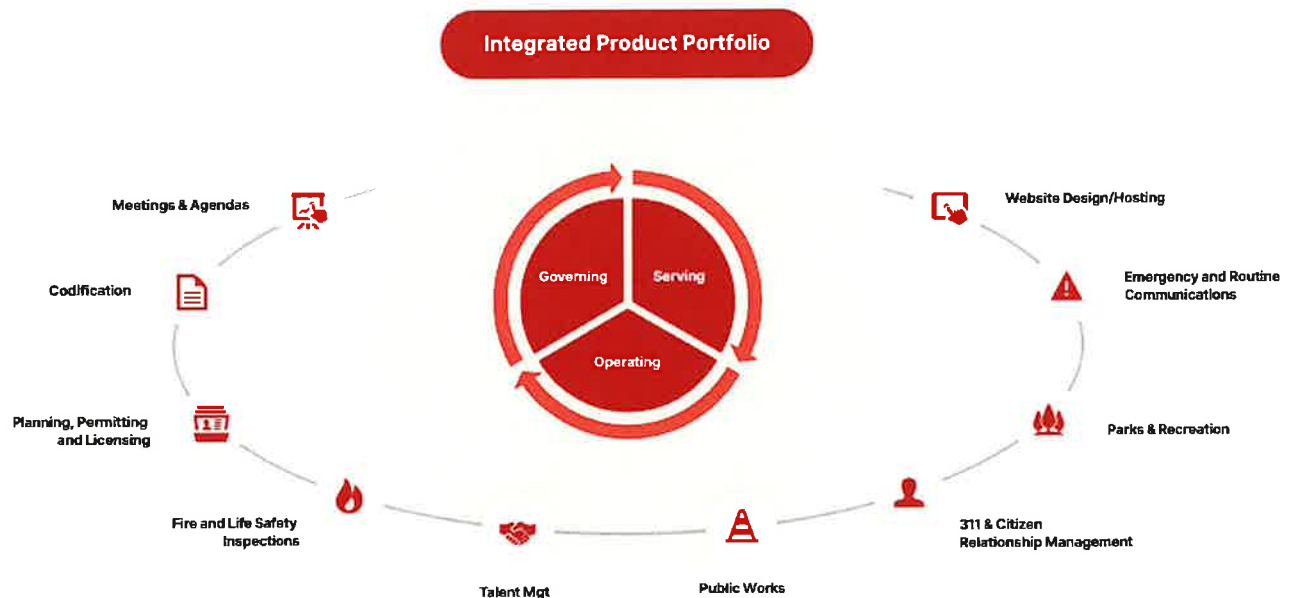
Your Integrated Product Discount

We will apply the appropriate discount to your future purchases of a **1) Drupal website**, **2) our integrated agenda and meeting management solution**, and **3) Municode codification**.

- **Meetings Management:** See previous page.
- **Drupal Website:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees.
- **Codification:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees for Self-Publishing Software or On-line Code Hosting Platform (MunicodeNEXT and Premium Features).

The Civic Experience Platform from CivicPlus

CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern through the use of our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams.



Payment Schedule & Product Details Selection

Upon signing of contract	100% of Year-1 costs
--------------------------	----------------------

Notes

- Upon receipt of your selections associated with this document, with special attention to the **project costs page** and the **add-ons page**, we will then create a formal summarized statement of work that delineates each item you have select for your final signature by a signing authority.
- Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service. Client will pay all invoices within 30 days of the date of such invoice.
- If the payment schedule and terms noted above do not meet your needs, please discuss with us so that we can try to accommodate your goals.
- This document is marketing material and does not form a legal agreement with CivicPlus. This document shall not be incorporated into, nor form part of, the final agreement. Final pricing may be subject to change based on the actual line items agreed upon between the parties.

- ☐ We have made our selections by checking the desired boxes on the project cost and add-ons page and would like a formal statement of work for our final signature for this product. *(These selections, and our initials below, do not constitute a contract or intent to buy, but provide the information needed create the formal purchase document for final signature.)*

Initials _____

See Previous Page

- Let us know if you would like more information regarding any of the following:
 - ☐ Website Design
 - ☐ Codification
 - ☐ Emergency and Routine Communications
 - ☐ Parks, Facilities and Recreation Management
 - ☐ 311 and Citizens Relationship Management
 - ☐ Public Works
 - ☐ Talent Management
 - ☐ Fire and Life Safety Inspections
 - ☐ Planning, Permitting, Licensing, Code Enforcement



Our Web-Based Agenda Management System For



August 2022

Contents

SYSTEM DESIGN 3

QUICK OVERVIEW..... 3

CREATING TEMPLATES 5

CREATING AGENDA ITEMS 6

ATTACHING DOCUMENTS 7

ADDING FISCAL INFORMATION 8

ROUTING AND APPROVAL..... 9

MONITORING THE STATUS OF ITEMS 11

CREATING THE AGENDA 12

VIEW MEETINGS FEATURE..... 13

UPDATING FINALIZED AGENDAS 14

PRINTING AGENDA PACKETS..... 15

PUBLISHING TO THE WEB..... 16

ROLL CALL..... 18

SEARCH ENGINE 21

SECURITY SETUP 22

TRACKING TOOLS 23

TASK TRACKER..... 24

REFERENCES 26

PRICING..... 27

SYSTEM DESIGN

AgendaQuick™ is a Web-based agenda software application designed to simplify the agenda management process from start to finish. You might call it an electronic agenda or e-agenda, but no matter what you call it, AgendaQuick™ will make creating and distributing agendas quick and easy.

QUICK OVERVIEW

- AgendaQuick is our easy-to-use web-based Agenda Management product and it is offered as either a Client Installed or a Hosted solution.
- It is easy to set up, simple to use, yet powerful enough to handle all of your meeting types. Several of our city clients have over 30 different meeting types in the system.
- It was designed for and inspired by city & county clerks. It's loaded with the kind of time-saving features that are important to those who prepare agendas and minutes.
- AgendaQuick is easy to maintain. You control virtually every aspect of the look and feel of the program as well as the ability to make changes whenever you want – without the need for additional programming costs.
- Our training is thorough but done in an easygoing, slow-paced manner that makes it enjoyable to learn the system. Most admin training is completed within 4 to 5 weeks by conducting very manageable 60 to 90 minutes sessions once or twice a week – all centered on your schedule.
- You'll never feel neglected or left to figure out things on your own. We encourage our clients to contact us with any questions or concerns. Our customer support is designed to immediately deal with any issue presented and we are often able to resolve all concerns in that first call.
- And, when coupled with our own video service or integrated with other video providers, AgendaQuick becomes your single source for accessing all of your agendas, minutes and video recordings.

We are exceptionally proud of what our clients have to say:

"The City of Billings has been using AgendaQuick since late in 2009. Of course before that time agendas were prepared manually and was a very cumbersome process. AgendaQuick has saved the clerk's office many hours through automation and aided in keeping information and form consistent. It is very user-friendly and the customer service from Destiny Software is unparalleled! They can walk us through anything and do so happily. We have been so pleased with our experience that we are looking forward to adding the Public Records Requests tracking feature soon."

– The City of Billings, MT

"[Destiny Software] will work inordinately hard to make sure you're happy with your end product. Their support doesn't end when you're up and running. They work with a lot of agencies, but it seems like you're their only customer due to the patience, care, and attention they give you."

– City of Flagstaff, AZ

"AgendaQuick has saved our office so much time in both agenda and minutes preparation. What once took days to accomplish now takes a few hours. The customer service provided by Destiny Software is second to none. We highly recommend the program."

– Town of Greenburgh, NY

We love our Agenda Quick system and Destiny Software provides the best support that I have ever experienced! The software did everything they promised and seamlessly integrates with our website and video hosting program. We now use the software for all of our Boards and Committees.

– Fort Pierce, FL

"The program is very easy to use and staff acceptance and utilization has been terrific. What used to take 2 people several very long days to complete one agenda now takes a few hours... It's been a huge time saver made creating agendas much easier on everyone."

– Collin County, TX

"Gila County has been using the AgendaQuick system from Destiny Software Inc. for the past six years. The wonderful features of the system can be viewed on Destiny's website, but I want everyone to know that it is the excellent customer provided by the owners and employees of this company that shines above all other companies. There has never been a time when I couldn't immediately reach someone on the phone to answer a question or solve a problem, and I always feel like I am their most important customer!"


– Gila County, AZ



CREATING TEMPLATES

To begin, AgendaQuick™ is a web-based and very customizable application. You create the look and feel of each template to match your needs. It is designed so that you can minimize training and transition time by replicating your current paper form.

Levels	Category/Sub-cat	Agenda	DELETE
---- Header Area (header level indicators will not display on the printed agenda) ----			
1		City Council Meeting Monday, <@DATE@> 7:00 PM 123 Main Street	<input type="checkbox"/>
---- End Header ----			
1		CALL TO ORDER	<input type="checkbox"/>
2		ROLL CALL	<input type="checkbox"/>
3		INVOCATION	<input type="checkbox"/>
4		PLEDGE OF ALLEGIANCE	<input type="checkbox"/>
5	Consent	CONSENT AGENDA Items listed on the Consent Agenda may be enacted by one motion and one vote. If discussion is required by members of the governing body, the item will be removed...	<input type="checkbox"/>
6		PUBLIC COMMENT	<input type="checkbox"/>
7		NEW BUSINESS	<input type="checkbox"/>
8		INFORMATIONAL	<input type="checkbox"/>
9		CURRENT EVENTS	<input type="checkbox"/>
10		ADJOURN	<input type="checkbox"/>


DESTINY SOFTWARE
© 2005-2020, Destiny Software, Inc.

CREATING AGENDA ITEMS

Once your agenda item templates are created, users simply log onto the system and begin entering information into the template for a particular meeting date. You can even create mandatory fields that require information before the form can be routed!

Create New Agenda Item

PRINT, NO SAVE

PRINT

WORD

PDF

Agenda Item: 2452

SEARCH Q

STATUS

HISTORY

*Meeting Date: 10/30/2020 - Destiny City Council Meeting Type: Destiny City Council

DELETE

Submitted For: Linda Whalen Submitted By: Steve Contreras, Project Administration

Department: Administration Services

Title:

Agenda Category:

PowerPoint?: ☐ Yes ☐ No

Thru:

SUBMIT

SAVE

PHRASES

RETURN

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

Information

Click on the LABEL or the TEXT to get to the Editor Box to edit the contents.

Show

 Click on the SHOW button to VIEW the full contents.

Open All

 Click on the OPEN ALL button to open all of the Editor Boxes at once.

* **SUBJECT:** (text will appear on the agenda)
RECOMMENDATION:
BACKGROUND:
ANALYSIS:
FISCAL IMPACT:
COUNCIL GOAL(S) ADDRESSED:

Agenda Item Template: Destiny City Council SR

ATTACHING DOCUMENTS

Supporting documents in a variety of formats can easily be attached to the agenda item for any meeting type with the 'Attachment' feature. The system allows you to define the type permitted; such as .doc, .xls, .jpg, .pdf and others.

You can add any number of attachments and order them in the sequence you'd like to have them presented on the agenda by using the 'Sort Sequence' feature.

There is also a 'Confidentiality' feature that can be used to limit access to certain documents. You determine the labels to be used as well as who has access.

You can track expiration dates of contracts and other time sensitive documents within the Attachment feature.

Create New Agenda Item

Form is in routing

PRINT NO SAVE

PRINT

WORD

PDF

Agenda Item: 2461

STATUS

HISTORY

*Meeting Date: 10/30/2020 - Destiny City Council

Meeting Type: Destiny City Council

Submitted For: Linda Whalen

Submitted By: Destiny Software

Project Administrator

Department: Public Works

Title: Map

Agenda Category: Consent

PowerPoint?: ☐ Yes ☒ No

SAVE

SAVE & RETURN

RETURN

PHRASES

☐ Edits Done

☐ Print Fiscal Impact on Agenda

Agenda Item Contains: Attachment Information

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

Attachments

Use the button below to select a document to be attached to this form, then press the ADD button to add it to the list of documents. Once a document is selected to be attached, it is uploaded to the server when this form is Saved or Submitted.

Select file(s) to be attached:

Choose File No file chosen

*Link Name:

Short name for hyperlink to file

ADD

Confidentiality:

Sort Sequence:

Document Type:

Expiration Date:

Click on an Attachment Sort Sequence Number to update the Link Name, Confidentiality Group or Sort Sequence. Click on the Attachment Link Name to view the attachment. If you do not have access to the associated Confidentiality Group, these links will not be available.

To update a document which has already been automatically converted to PDF format, click on the Original Document Name in the Original Document column. Make changes to the document, then remove the existing attachment line and reattach the document.

Sort	Link Name	PDF Attachment	Confidentiality	Original Document	REMOVE
0	Vicinity Map	Vicinity_Map.pdf Last Updated Date: 10/27/2020 By: destiny Attached Date: 10/27/2020 By: destiny			<input type="checkbox"/>

ADDING FISCAL INFORMATION

Additionally, we have an optional separate area for presenting fiscal information – called the ‘Fiscal Impact’ tab. Like the other areas of the application, this is also something that can be customized to reflect your needs. Below is an example:

Within this ‘Fiscal Impact’ area you can have a variety of layouts with custom labels. Again, the idea is to provide the user with a very intuitive, easy to use layout that doesn’t require a lot of training.

Fiscal Impact

Fiscal Year:2020-2021

Budgeted Y/N:Y

Account(s):695851

Amount Requested:\$9,650

Labels and layout are determined by you

FINANCIAL IMPLICATIONS:

A11yFirsSourceAAadaAaHeading / Paragraph

Charact.FontSize

B

I

An Appropriation from the General Fund reserve balance the amount of \$9 650 will be required as a result of the amended employment agreement which will be included in the FY 2020-2021 mid-year budget adjustments that will be brought forward to the City Council in the first quarter of 2021.

UPDATE

Edit	Fiscal Year	Budgeted Y/N	Account(s)	Amount Requested	FINANCIAL IMPLICATIONS	REMOVE
1	2020-2021	Y	695851	\$9,650	An Appropriation...	<input type="checkbox"/>

ROUTING AND APPROVAL

Once the information has been entered, it's time to send it to those that need to see it. **The routing of an agenda item can follow a predetermined route as well as allow the User to determine the routing.** Subsequently, any person in the approval process can modify the routing sequence by adding additional stops or send it back to the Originator.

Create New Agenda Item

Form is in routing

PRINT NO SAVE

PRINT

WORD

PDF

Agenda Item: 2461

STATUS

HISTORY

*Meeting Date: 10/30/2020 - Destiny City Council Meeting Type: Destiny City Council

Submitted For: Linda Whalen Submitted By: Destiny Software

Project Administrator

Department: Public Works

Title: Map

Agenda Category: Consent

PowerPoint?: ☐ Yes ☒ No

SAVE

SAVE & RETURN

RETURN

PHRASES

☐ Edits Done ☐ Print Fiscal Impact on Agenda

Agenda Item Contains: Attachment Information

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

EMAIL INFO

Routing Status

STATUS
CREATED
NEW *

INBOX

APPRVL DATE

ARRIVAL DATE

BY
destiny

Public Works Director

Finance Director

Attorney

City Manager

* indicates current Inbox

Variable Stop

Fixed Stop

ALTER ROUTING

ADD INBOXES

Alter Route Map

ALTER MAP

RESET

FINALIZE

Enter a number in the box(es) to indicate the sort order for routing.

SAVE VARIABLE

Currently Selected Inboxes.

Public Works Director

1

Finance Director

2

Attorney

3

City Manager

4

5

Attorney

City Manager - Planning

County Manager

Finance Director

Information Technology Director

Linda Whalen

PW

Public Records

Public Works Supervisor

Term Tracker

destiny

City Manager

Clerk

Deputy Clerk

Human Resources Director

Jim Perkins

Manager

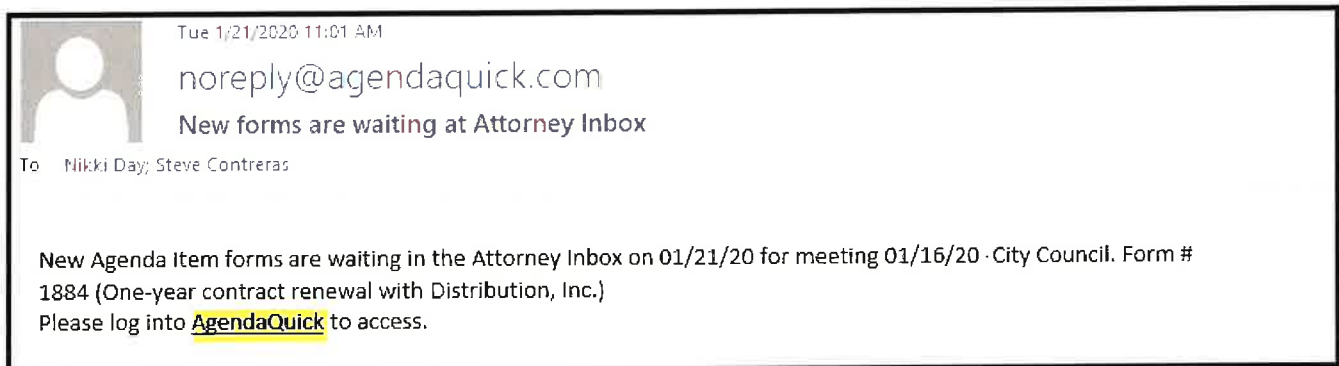
Police Chief

Public Works Director

Steve Contreras

admin

When a form is in routing, the individuals in the routing process receive an email through your regular email system, indicating that a form is in their **"Forms Inbox"** for review



There is a hyperlink in the text of the email that directs them to the login screen of the application. After logging in, they simply click on the form they want to review, and the system brings it up. Depending on authorization levels and your procedures, the form can be edited or made to be read only.

INBOX FEATURES

After reviewing, the form is then 'Approved' and sent to the next approval stop, or 'Returned' to the sender for further clarification or changes.



You can also add additional route stops to the routing and approval process when you open forms from within your Inbox.

Inboxes can be shared by several people or access can be granted to others by the Inbox owner. This allows agenda items to be reviewed and approved by others in the event the primary Inbox owner is ill, on vacation or simply not available.

In the event of a problem, Inboxes can be accessed through an administrative login.

MONITORING THE STATUS OF ITEMS

The system provides a 'Status' feature that tracks the approval process and indicates where the item is at any point in time. It's not only good information, but it can help speed up that process by showing exactly where the items are held up and then giving the administrator of the program the information they need so they can contact those individuals to complete the routing process.

Edit New Agendas - Create New Agenda Item

PRINT, NO SAVE

PRINT

WORD

PDF

Form is in routing

Agenda Item: 2461 **STATUS** HISTORY

Meeting Date: 10/30/2020 - Destiny City Council

Meeting Type: Destiny City Council

Submitted For: Linda Whalen

Submitted By: Destiny Software

Department: Public Works

Agenda Item Routing Status, Form: 2461
10/30/2020 Destiny City Council (DSI)

STATUS	SIGNATURE	INBOX	ARRIVAL DATE	SUBMIT/APPROVAL DATE & TIME	DAYS IN INBOX	APPROVED BY
CREATED				10/19/2020 08:47 AM		destiny
NEW		Public Works Director-ID: 10 SEQ: 1 Finance Director-ID: 4 SEQ: 2 Attorney-ID: 8 SEQ: 3 City Manager-ID: 3 SEQ: 4 -ID: 26 SEQ: 5				

PowerPoint?:

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

Information

Click on the LABEL or the TEXT to get to the Editor Box to edit the contents.

Show Click on the SHOW button to VIEW the full contents

Open All Click on the OPEN ALL button to open all of the Editor Boxes at once

CREATING THE AGENDA

As agenda items are created, they flow automatically to the agenda template for that meeting date. The

5		<input type="checkbox"/>	Consent Agenda	Consent Agenda				TASK
5	A	<input type="checkbox"/>	Consent Agenda	Consideration of and action on minutes of the Regular Meeting on September 15, 2020 and the Workshop Meeting on September 22, 2020 (City Secretary) Submitted By: Desktop Software	AI-2476	<input type="checkbox"/>	ATT	TASK
5	B	<input type="checkbox"/>	Consent Agenda	Consideration of and action on authorization of the proposed installation of speed humps on Avenue R between Avenue P and Tobolski Street. (Executive Director of Public Services) Submitted By: Desktop Software	AI-2477	<input type="checkbox"/>	ATT	TASK
6		<input type="checkbox"/>	Consider a Reso	Consider a Resolution				TASK
6	A	<input type="checkbox"/>	Consider a Reso	Consideration of and action on Resolution No. R-2020-24 Resolution adopting certain Procurement Policies and Procedures for Federal Grants as a requirement of the Community Development Block Grant - Mitigation (CDBG-MIT) application process Submitted By: Desktop Software	AI-2475	<input type="checkbox"/>	ATT	TASK
7		<input type="checkbox"/>	Consider an Ord	Consider an Ordinance				TASK
7	A	<input type="checkbox"/>	Consider an Ord	Consideration of and action on Ordinance No. 2020-24 an Ordinance approving the creation of Fort Bend County Municipal Utility District No. 231 within the Extrajurisdictional Jurisdiction of the City of Rosenberg, Texas as further provided for Submitted By: Desktop Software	AI-2474	<input type="checkbox"/>	ATT	TASK
8		<input type="checkbox"/>	Councilmembers	Councilmembers' Reports				TASK
9		<input type="checkbox"/>	Mayor's Reports	Mayor's Reports				TASK
10		<input type="checkbox"/>		Adjourn				TASK

agenda items are placed on the agenda based on template settings. **Red** text tells you that the form is in routing; **blue** that the item is approved.

Agenda Items are automatically placed in the proper sections of your agenda template. For instance, Consent items would flow to the 'Consent Calendar' section of the agenda where they can be re-numbered and re-ordered. Same thing applies with 'Public Hearings' or any other fixed agenda topic. When a user initiates an agenda item, the agenda item template will provide these agenda sub-areas in drop down tables for them to select. You can even make these mandatory fields to complete!


VIEW MEETINGS FEATURE

AgendaQuick has several features that give individuals **access** to the agendas as they are being created and after they are finalized. 'View All Agendas' allows anyone with the appropriate security level access the ability to get a 'Heads Up' on upcoming agendas.

View All Agendas

Meeting: 10/15/2020 - Destiny City Council ▼

STATUS

PRINT 

PRELIMINARY AGENDA
Agenda has not been finalized

City Council Meeting
Monday, OCTOBER 15, 2020
7:00 PM
123 Main Street

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

CONSENT AGENDA
Items listed on the Consent Agenda may be enacted by one motion and one vote. If discussion is required by members of the governing body, the item will be removed from the Consent Agenda for discussion, and determination will be made if the item will be considered separately.

PUBLIC COMMENT

UPDATING FINALIZED AGENDAS

The 'Update Finalized Agenda' feature allows for those last-minute changes to the agenda that always come up - to be made quickly and without the need for routing. **These changes are immediately made to your website as well** – so you don't have to keep worrying about having the latest copy on the web.

With the 'Publish Agenda' button, **you** control when agendas get posted to your website.

Update Finalized Agendas

Meeting: 10/30/2020 - City Council Regular Meeting

Agenda Template: City Council Regular Meeting

Meeting Name: City Council Regular Meeting

Published on 10/27/2020 at 12:52 PM

UNPUBLISH AGENDA

PUBLISH PACKET

NOTIFY PUBLIC

STATUS

PRINT

WORD

PDF

AGENDA ITEMS

EXTERNAL LINKS

OPTIONS

AGENDA PADDING

TASK TRACKER

Agenda Items

Agenda Level

L 1 L 2 L 3 L 4

Size Medium Bold Display Level Color Ln?

Video Link

Header Ln? Footer Ln? Left Justify?

Category | Sub-category:

PHRASES

NEW Create New Agenda Item

SAVE ITEM

SAVE ITEM

Don't remember

Last minute items can be quickly and easily added

Red text indicates that the Agenda Item has not had final approval.
Green highlight indicates that final edits have been done on the Agenda Item.
Blue highlight indicates the item is pending additional work.
Orange background of an Agenda Item number indicates that the item is a copied version.

SELECT ALL

APPLY

COPY

Agenda

AI #

Copy

Att

Tasks

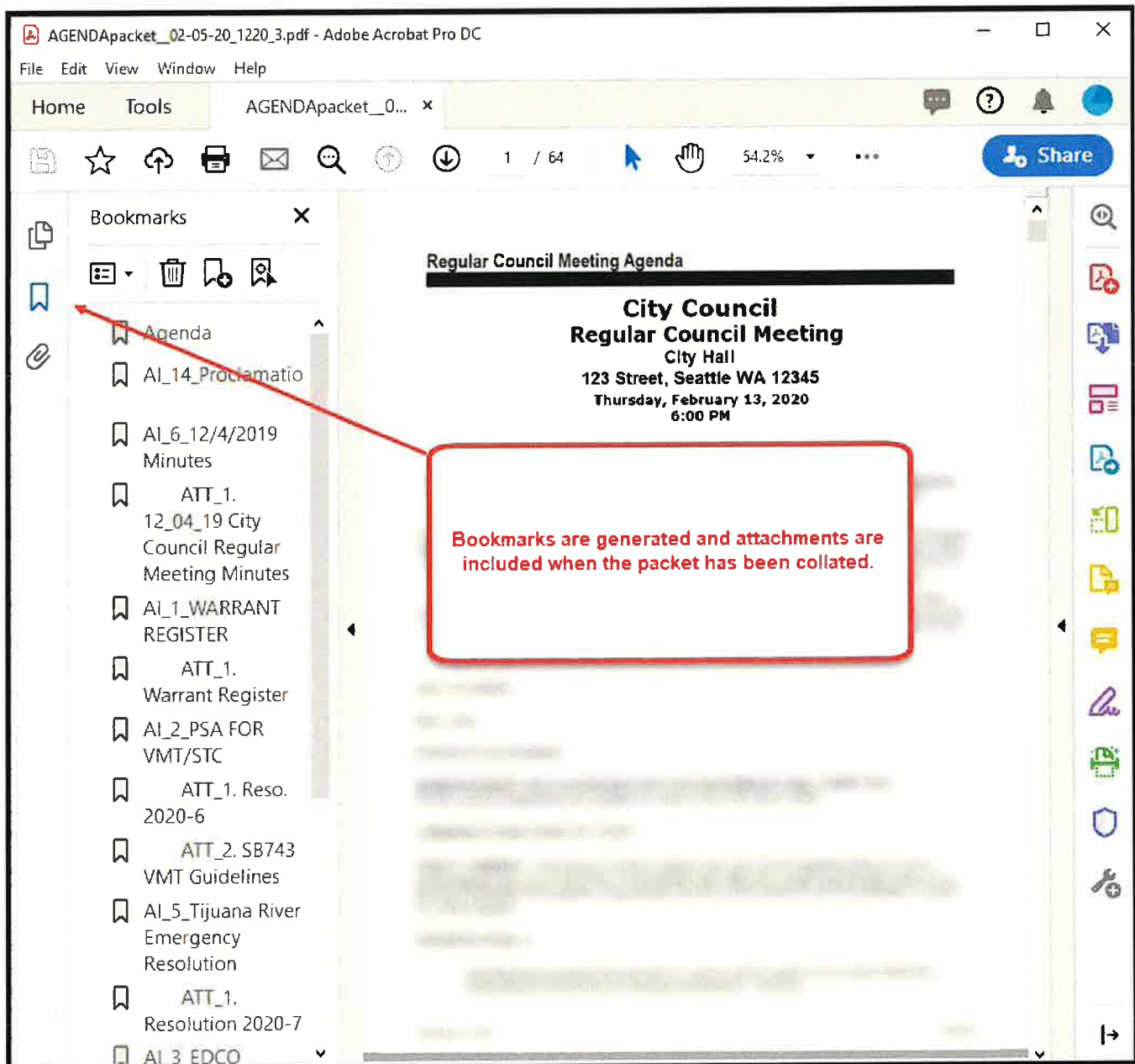
2			Agenda				TASK
--- End Header ---							
1			Call to Order				TASK
2			Roll Call, Invocation, Pledge to the U.S. Flag, Pledge to the Texas Flag (Honor the Texas flag.) Pledge allegiance to thee, Texas, one state under God, on and Indivisible.)				TASK
1			Proclamation Designating October as Dyslexia Awareness Month				TASK
1			Public Comments				TASK
1			Consent Agenda				TASK
1	A		Consideration of and action on minutes of the Regular Meeting on September 15, 2020 and the Workgroup Meeting on September 22, 2020. (City Secretary) Submitted By: Desany Software	AI-2470		ATT	TASK
1	B		Consideration of and action on authorization of the proposed installation of speed bumps on Avenue B between Avenue P and Tobala Street. (Executive Director of Public Services) Submitted By: Desany Software	AI-2477		ATT	TASK
1			Consider a Resolution				TASK

PRINTING AGENDA PACKETS

Once the agenda is completed, you can prepare to print the entire packet with the **Packet Collator** feature. This feature creates a file where the agenda, the individual agenda items and their corresponding documents are collated for you. This file is then converted to a single PDF and completely bookmarked – all with a single click.

The PDF generated in AgendaQuick works great with iPads and tablets. PDF readers such as iAnnotate and others can easily read the bookmarks and make it easy to navigate through the document.

And when you do have to make more of those last-minute changes, the Packet Collator makes it easy to re-produce your PDF packet – as many times as needed.




PUBLISHING TO THE WEB

You control when agendas get published and when they become available to staff. With a simple click, agendas and supporting documentation are available on your website or removed just as easily.

Public access is easy to understand and it quickly allows the person to select the month and meeting date of the meeting they wish to see. They get the choice of viewing the agenda in HTML or downloading a PDF.

Latest COVID-19 update
Business Resource Page
Community Resource Page

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by Destiny Software, Inc.

Our City Business Government How Do I...

Calendar

City Council

2018 City-Port ILA

+ Councilmembers

+ Council Meeting Information

Online Agendas and Packets

Council Packet

Council Actions

+ Ordinances & Resolutions

Council Vouchers

Council Meeting Minutes Archive

City Council Meetings


+ Council Committees

Council Expenditure Reports

Community Conversations with City Council on Public Safety

Government » City Council »

ONLINE AGENDAS AND PACKETS

Font Size  [Share & Bookmark](#) [Feedback](#) [Print](#)

View Meetings

Select Meeting Type Select Month Select Year

ALL October 2020

Previous Period Current Month and Year Next Period

Find Meetings

October, 2020

Agendas	Meeting
October 27, 2020	Regular Council Meeting
October 16, 2020	Budget Workshop 4
October 13, 2020	Regular Council Meeting
October 10, 2020	Budget Workshop 3
October 6, 2020	Budget Workshop 1 & 2

Search Agenda Items


From Month From Year To Month To Year

October 2020 October 2020


Text to search for

Start Search

GO TO PREVIOUS PAGE GO TO THE TOP OF THE PAGE


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AgendaQuick can fit nicely within the framework of your existing website or your webmaster can elect to have users be directed to a new page – you have the choice.



AgendaQuick

by Destiny Software, Inc.

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Agendas & Minutes

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[Download PDF Packet](#) [PDF](#) [Print Agenda](#) [Return](#)

Regular Council Meeting Agenda

City Council
Regular Council Meeting
City Hall
123 Street, Seattle WA 12345
Thursday, February 13, 2020
6:00 PM

[HTML View](#)

Members of the City Council may attend either in person or by telephone conference call.

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. MEETING MINUTES - Vice Mayor
 - A. Approval of City Council Meeting Minutes
 1. [City Council Work Study Session - March 21, 2019](#)
 2. [City Council Executive Sessions - June 20, 2019, June 27, 2019, and July 31, 2019](#)
 - B. Acceptance of Board, Commission and Committee Meeting Minutes
 1. [Aviation Commission - November 12, 2019](#)
4. REPORTS AND ANNOUNCEMENTS
 - A. Mayor's Reports and Announcements
 1. [Board and Commission Appointments](#)
 - B. City Manager's Reports and Announcements
 - A. Miscellaneous Items
 1. [Approve appointments to City Boards and Commissions](#)

ROLL CALL

AgendaQuick allows you to move seamlessly into the actual meeting and take minutes. The 'Roll Call' feature is accessed through the '**Minutes Module**'. The Roll Call window appears when you click on the 'Roll Call' button.

Name	<input type="text"/>	Title	<input type="text"/>	Sort	<input type="text"/>	Votes?	<input type="checkbox"/>	ADD
------	----------------------	-------	----------------------	------	----------------------	--------	--------------------------	-----

Roll Call

Present	<input type="checkbox"/>	<input type="checkbox"/>	Voter Name	<input type="text"/>	Title	<input type="text"/>	Sort	<input type="text"/>	Del	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Mike Smith	<input type="text"/>	Mayor	<input type="text"/>	1	<input type="text"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Jeff Michaels	<input type="text"/>	Vice Mayor	<input type="text"/>	2	<input type="text"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rick Cardenas	<input type="text"/>	Councilmember	<input type="text"/>	3	<input type="text"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Jim Diaz	<input type="text"/>	Councilmember	<input type="text"/>	4	<input type="text"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Carl Wolfe	<input type="text"/>	Councilmember	<input type="text"/>	5	<input type="text"/>		<input type="checkbox"/>

UPDATE

Staff Name	<input type="text"/>	Title	<input type="text"/>	Sort	<input type="text"/>	ADD
------------	----------------------	-------	----------------------	------	----------------------	-----

Staff Present

Name	<input type="text"/>	Title	<input type="text"/>	Sort	<input type="text"/>	DELETE
------	----------------------	-------	----------------------	------	----------------------	--------

UPDATE

Additional Meeting Attendees

Name	<input type="text"/>	Purpose	<input type="text"/>	Sort	<input type="text"/>	ADD
------	----------------------	---------	----------------------	------	----------------------	-----

This list of attendees is a table which you maintain by meeting type. A flag on each entry will determine if their name appears in the VOTE window. Notice that you can record unlimited additional meeting attendees at the bottom of the screen. Your attendance is automatically displayed in your meeting minutes.

The '**Roll Call**' feature also determines who is available to make motions, second and vote on agenda items. The meeting attendees who were flagged as present are now in the list of persons who may make a motion or a second, as well as vote: Aye, Nay, and Abstains. You can enter the Minutes during the meeting for quick summaries or wait until you have the time to add all of the detail.

Vote Tally Screen

Vote Tally

Record Time: ☐ CLEAR CLEAR

Name	Motion	Second	AYE	NAY	Other	Explanation	Sort
Mayor Mike Smith	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1
Vice Mayor Jeff Michaels	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		2
Councilmember Rick Cardenas	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		3
Councilmember Jim Diaz	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		4
Councilmember Carl Wolfe	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		5

ADD VOTE/MOTION

Motion Information

Motion/Second	Time	Status	Description	DELETE
Mike Smith, Mayor Jeff Michaels, Vice Mayor	10/27/2020 04:41 PM	AYE-5 NAY-0	to approve minutes	<input type="checkbox"/>

You can create your own custom layouts by choosing from a variety of options:

Vote/Motion

SAVE

Text Size: Agenda Default Text Size

Position: Indented

Display Vote? ☒ Yes ☐ No

Print Vote? ☒ Yes ☐ No

Vote Label:

Width Percentage for Vote Print on PDF: 100%

Display Vote Time Stamps? ☐ Yes ☒ No

Print Vote Time Stamps? ☐ Yes ☒ No

Display Motion? ☒ Yes ☐ No

Print Motion? ☒ Yes ☐ No

Motion By Label: Moved by

Second By Label: seconded by

Motion By Label Format: Medium Size ☐ Bold ☐ Underline

Motion Text Follows? ☐ Motion ☒ Second ☐ Neither

Motion TextBox Size

Display Time Stamps? ☐ Yes ☒ No

Print Time Stamps? ☐ Yes ☒ No

Use: ☐ Name ☐ Title ☒ Both

Approval Status?

Motion/Second Format: ☒ Horizontal

Motion By: Meeting Official 1, Second By: Meeting Official 2

☐ Stacked

Motion By: Meeting Official 1

Second By: Meeting Official 2

Format

Summary Only ☐

Vote 3 - 1 Passed

Horizontal ☐

Ayes: County Judge Dan A. Gatto, Commissioner, Precinct 1 Lisa Berkman, Commissioner, Precinct 2 Cynthia Long

Nays: Commissioner, Precinct 3 Valerie Covey

Other: Commissioner, Precinct 4 Ron Morrison

Passed

Once the Minutes of the individual agenda items are complete, clicking the “PDF” button automatically generates a PDF of all your minutes. This document can then be printed and/or archived. You can publish directly to your website by clicking the ‘Publish Minutes’ button.

Update Finalized Minutes

Meeting: 10/30/2020 - City Council Regular Meeting

ROLL CALL STATUS PRINT

DELETE PDF WORD

Document Directory: 2020/KATY/20201030_2977/ Minutes # 235 Agenda # 2971

PUBLISH

MINUTES OF REGULAR CITY COUNCIL MEETING

1. Call to Order
2. Roll Call, Invocation, Pledge to the U.S. Flag, Pledge to the Texas Flag
(Honor the Texas flag, I Pledge allegiance to thee, Texas, one state under God, on and Indivisible.)
Present: Bill Hastings, Mayor
Chris Harris, Mayor Pro Tem
Frank O. Carroll III, Councilmember
Janet Corte, Councilmember
Duran C. Dowdle, Councilmember
Jennifer Jordan Stockdick, Councilmember
Staff Present: Art Pertile, III, City Attorney
Byron J. Hebert, City Administrator
Andrew Vasquez, City Finance Director
Becky L. McGrew, City Secretary
3. Proclamation Designating October as Dyslexia Awareness Month
4. Public Comments
All were given the opportunity to be heard and there were no public comments.
5. Consent Agenda

Moved by Mayor Bill Hastings, seconded by Mayor Pro Tem Chris Harris to approve the consent agenda listed below.
 - Approve New 2020 Consumer Price Index (CPI) Adjustment to Municipal Telecommunications Right-of-Way Access Line Rates**AYE:** Mayor Bill Hastings
Mayor Pro Tem Chris Harris
Councilmember Frank O. Carroll III

opportunity to be heard and there were no public...

Consent Agenda Consent Agenda

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The Minutes feature can also integrate with other systems if you have a Minutes program currently in use that you would like to keep.

SEARCH ENGINE

The search engine allows searching through the agenda items and attachments of your agendas. Based on the directory the document is found in, you can quickly determine which meeting agenda item to review. This is a very powerful and quick search tool.

View Meetings Month: Oct ▼ Year: 2020 ▼ GO Meeting Type: ALL ▼

← PREVIOUS CURRENT NEXT → VIEW SUBSCRIPTION LIST

October, 2020

Agendas	Meeting	Minutes	Other Links
October 7, 2020 (P)	City Council Meeting	Minutes	Video
October 30, 2020 (P)	City Council Meeting	Minutes	Video

Search Agenda Items and Minutes

Selection Criteria
☒ Agendas ☐ Minutes

Starting: Month: Oct ▼ Year: 2020 ▼

Ending: Month: Oct ▼ Year: 2020 ▼

Search text /

Covid

Search Supporting Documents / Attachments

Selection Criteria
☒ Agendas ☐ Minutes

Starting: Month: Oct ▼ Year: 2020 ▼

Ending: Month: Oct ▼ Year: 2020 ▼

Search For:

GO

Keyword Search

Search Results

[Return to Search Parameters](#)

Displaying 1 to 1 of 1 Records

Submitted By	Meeting Date/Type	Title	Department	Submitted For
Destiny Software	10/16/2020	Resolution No. 20-39	Administration Services	

ie covid-19 r

And, it can be used for searching non-agenda documents; such as resolutions, ordinances and other important documents.

SECURITY SETUP

Security and access levels are created and controlled at the administrative level. Individuals and departments throughout the organization can be given access to all parts of the application – meaning all meeting types, confidential documents, all meeting dates etc. **Or they can be restricted** to various sections of the application depending upon what it is they need to see and do or the specific meeting type they are involved with.

An example of this might be department heads. They could have access to all document and meeting types. Conversely, a particular individual might only need access to 1 or 2 types of meetings and they might be restricted to just seeing documentation from their department. The system allows for a great deal of access flexibility.

User Security

GROUP SECURITYUSER SECURITYMENU SECURITYAL&F MENU SECURITY

INSERT

*Username:

▼ Username

Password

Confirm

*Employee:

First Name

Last Name

Title:

*Department | Division:

Please select...

Default Inbox:

Please select (New: Type inbox and press ENTER)

Email:

Phone:

Ext.

Editor Toolbar:

Default

▼

Editor:

Select One

▼

☐ Super User

Select the Signature Image:

Choose File

No file chosen

Always Require Password Entry?

☒ Yes

☐ No

☐ Remove Image

Current Image

☐ Change Signature Password Next Login

☐ Include in All Depts Submit For List

☐ Include in their Dept Submit For List

☐ Not in Submit For List

☐ Include in Review List

☐ Originates for Other Departments

☐ Originates for Other Divisions

☐ Cannot Change Dept/Div

☐ Can Always View Comments

☐ Can Skip Required Fields

☐ Has access to use the Pending Flag

☐ Has access to Recall Feature

Application Access

Application	Admin	All	Dept	Div	User	Alter Map
<input type="checkbox"/> Agenda						
<input type="checkbox"/> Consistent Tracking System						
<input type="checkbox"/> Other Forms						
<input type="checkbox"/> Help Desk						
<input type="checkbox"/> Public Records						
<input type="checkbox"/> Task Tracker						

Meeting Type Permission

Manager

Variable Routing Options

Meeting Type	Mtg Mgr	All	Dept	Div	None
<input type="checkbox"/> Destiny City Council					
<input type="checkbox"/> Katy City Council					

A meeting type must be enabled before a User may add Agenda Items

User Group

Confidentiality

☐ ADMIN

☐ USER

☐ NOTE

☐ SUPER!

☐ MTGMGR

☐ TERM

☐ COUNCIL

☐ ANALYST

☐ BOARD

☐ Confidential

☐ EDC President

☐ Executive Session

☐ No Print

☐ Purchasing

TRACKING TOOLS

Term Tracker

Term Tracker allows you to input background information about all your meeting officials, including when their terms are due to expire. The system can even send you an email reminder shortly before their terms are due to end.

Manage Terms

ACTIVE OFFICIALS INACTIVE OFFICIALS NOTIFY TERM SETUP

Meeting Officials

***Meeting Type(s):**
Select One

District/Position:

First Name:

Term Starts:

Address 1:

City:

DELETE

Active: ☐ Yes ☐ No

Title:

***Last Name:**

Term Ends:

Address 2:

State/Zip: AK

ADD

You can then run a detailed report about your officials:

Term Tracker Report

Meeting Type: City Council

Date From:

To:

Active: ☒ Yes ☐ No ☐ All
☐ Applicants

QUICK LIST

Column Label

Filters

Include in Report?

First Name:

Last Name:

Title:

Address 1:

Address 2:

City:

☒

☒

☒


☒

☒

☒

Quick List

Meeting Type	Position	Name / Title	Start	End	Active?
City Council		Mayor			Y
City Council		Mayor Pro Tem			Y
City Council		Councilmember			Y
City Council		Councilmember			Y
City Council		Councilmember			Y

 DESTINY SOFTWARE

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TASK TRACKER

Often during the course of a meeting or even beforehand a request comes up that requires follow up action on the part the clerk or a staff member. The Task Tracker is designed to provide you with a tool for initiating, tracking and recording the outcome of various tasks. Utilizing the routing feature of AgendaQuick, you can send attachments, add comments and even email requested information. It can be used for items related to specific agenda items or for anything that comes up during the meeting.

Update Finalized Agendas

Meeting: 10/30/2020 - City Council Regular Meeting STATUS PRINT

Agenda Template: City Council Regular Meeting WORD PDF

Meeting Name: City Council Regular Meeting

Default Document Directory: 2020/KATY/20201030_2977/ Agenda Form 2977

Published on 10/27/2020 at 12:52 PM UNPUBLISH AGENDA PUBLISH PAPER

NOTIFY PUBLIC

AGENDA ITEMS **EXTERNAL LINKS** **OPTIONS** **AGENDA PADDING** **TASK TRACKER**

Agenda Items

Agenda Level: L1 L2 L3 L4 ☐ Header Ln? ☐ Footer Ln? ☐ Left Justify? Category | Sub-category: PHRASES

Size: Medium ☐ Bold ☒ Display Level ☐ Color Ln?

View Link

Available Templates: Agenda Item NEW Create New Agenda Item SAVE ITEM

Description: SAVE ITEM

Task Tracker helps you organize your 'To Do List' before and after each meeting

Levels **PgBr** **Category/Sub-cat** **Agenda** **AI-#** **Copy** **Att** **Task**

Header Area (header level indicators will not display on the printed agenda) --- End Header ---

1			Call to Order			TAS
2			Roll Call, Invocation, Pledge to the U.S. Flag, Pledge to the Texas Flag (Honor the Texas flag, I Pledge allegiance to thee, Texas, one state under God, on and indivisible.)			TAS
2			Proclamation Designating October as Dyslexia Awareness Month			TAS
3			Public Comments			TAS
3		Consent Agenda	Consent Agenda			TAS
5	A	Consent Agenda	Consideration of and action on minutes of the Regular Meeting on September 15, 2020 and the Workshop Meeting on September 22, 2020. (City Secretary) Submitted By: Destiny Software	AI-2476	<input type="checkbox"/>	ATT TAS
5	B	Consent Agenda	Consideration of and action on authorization of the proposed installation of speed bumps on Avenue B between Avenue D and Tobole Street. (Executive Director of Public Services) Submitted By: Destiny Software	AI-2477	<input type="checkbox"/>	ATT TAS

Task Tracker (New)

Meeting: 06/22/2021 - Cortez City Council

2. d. Form: 2697 Approval of a renewal Hotel and Restaurant Liquor License with Optional Premises for Rudosky Golf LLC, DBA Conquistador Golf Course, located at 2018 North Dolores Road, Cortez

Form #:

Department:

Division:

Task:

Start Date:

Due Date:

Task Status:

Reminder Date:

Reminder Email:

Description:

Required Action:

ATTACHMENTS

ROUTING

COMMENTS

EMAIL

REFERENCES

Goodyear, AZ	Darcie McCracken – City Clerk	623.882.7827
Page, AZ	Kim Larson – City Clerk	628.645.4221
Yuma County, AZ	Christy Isbell – Clerk of the Board	928.373.1107
Casa Grande, AZ	Gloria Leija – City Clerk	520.421.8639
Gila County, AZ	Marian Sheppard – Chief Clerk	928.402.8757
El Mirage, AZ	Sharon Antes – City Clerk	623.876.2943
Fountain Hills, AZ	Linda Mendenhall – Town Clerk	480.816.5115

PRICING

AgendaQuick – Hosted Plans		
HOSTED – UNLIMITED MEETING TYPES – UNLIMITED USERS – SITE LICENSE		
<i>Item and Description</i>	<i>QTY</i>	<i>Up-Front Cost</i>
Annual Hosting Fee- Unlimited Meeting Types	1	\$3,600
Installation and Setup	1	\$1,750
Initial Admin & User Training (Online)	1	Included*

AgendaQuick – Yearly Service			
YEARLY HOSTING, MAINTENANCE & SERVICE			
<i>Item and Description</i>	<i>Average Monthly Cost</i>		<i>Yearly Cost</i>
Year 2 of Hosting, Maintenance & Service	\$300		\$3,600
Year 3 of Hosting, Maintenance & Service	\$300		\$3,600
Year 4 of Hosting, Maintenance & Service	\$300		\$3,600
Year 5 of Hosting, Maintenance & Service	\$300		\$3,600
Unlimited Meeting Types refers to the ability to use AgendaQuick for all of your boards, committees, commissions, and council meetings. We have several clients using the program for over 30 meeting types.			

Optional Modules	
MODULES THAT CAN BE ADDED TO AGENDAQUICK	
<i>Item and Description</i>	<i>Yearly Cost</i>
Public Records Module	TBD



Proposal for: Town of Jerome, Arizona

Prepared for: Brett Klein

Date: August 30, 2022

Prepared by: Evan Joyner
eGovernance Advisor
ejoyner@diligent.com
980.318.2752

Table of Contents

Overview.....	3
Why choose Diligent Community	4
Summary of Key Capabilities	5
Security	5
Support.....	5
About Diligent	6
Pricing	7



Overview

Diligent Community: the leading modern governance and civic engagement solution designed exclusively to meet the needs of public boards.

Many organizations are relying on paper-bound processes or outdated technologies that no longer meet the needs of today's digital age. Consequently, they are facing serious governance gaps, and struggling with poor meeting efficiency, issues with inclusion, transparency and security, and lack of access to real-time information. Diligent Community, alongside forward-thinking public leaders, addresses these pressing governance gaps.

Diligent Community enables K-12 leaders and administrators to achieve excellence in modern governance. It supports responsiveness to their constituencies through an integrated set of technologies, insights and processes. Building on Diligent's deep experience in offering digital governance solutions to organizations of all types and sizes around the globe, Community provides school districts with the same streamlined approach to modern governance, but tailored to the specific needs of school boards.

Diligent Community is the next-generation modern governance and civic engagement solution for public organizations simplifying the end-to-end agenda and meeting management processes. Easily manage complex governance tasks in live or remote environments and significantly reduce prep time to focus on what's important.

Our unified experience empowers board administrators and leaders to advocate for their mission while seamlessly connecting with the public to address critical community issues.



Drive **efficiency** and save time to focus on what matters most



Facilitate stakeholder and community **engagement** in hybrid settings



An **inclusive** and dependable solution to connect with your community anywhere, anytime

Why choose Diligent Community



Drives efficiency – School districts, first and foremost, must prioritize serving their constituents, and only then can they turn their focus to improving governance. Community leaders are required to drive results with fewer resources and limited time. Our Community solution facilitates a fully secure, digital and streamlined process for meetings, including agenda management, document collation with status updates, and publication of final meeting materials and minutes. Our solution gives leaders the ability to manage the workflow of building and sharing meeting materials and agendas in a predictable and transparent manner. And, it's intuitive and easy to use.



Facilitates engagement – It's becoming increasingly important for public sector leaders to provide visibility into meeting agendas and related materials that are securely stored, easily accessible, and drive collaboration amongst board members and the community they serve. That's why our Diligent Community solution is designed to mitigate disparate processes, and instead share collaborative documents ready for annotation and communication in real-time. Having a single place to perform agenda and meeting preparation important—serving your community.



Promotes inclusivity – Ease of engagement and inclusion are critical. Whether you're talking about geographically diverse districts, people who are differently abled, single parent households, housebound seniors or constituents who are employed in a shift work environment, these are everyday scenarios. More and more, public boards are being publicly challenged to provide inclusive opportunities for citizen participation and engagement that address these scenarios.

Diligent is committed to expanding engagement for all citizens using technology. By using technology to reduce barriers and make it easier to engage, all members of our community can play a full and active role in the governance process and the entire community benefits. Community is built on a foundational commitment to be inclusive for all users.

Summary of Key Capabilities

- Agenda and book creation
 - Flexible Workflow and Agenda item submission
 - Board member cross-device annotations
 - One-click download and print capabilities
 - ADA and WCAG2.1AA compliant
 - Live Meeting and Minutes
 - Fewer clicks and more productivity
 - Powerful search capabilities
 - SMS and email notifications
- Localized community-specific user interface

Security

Diligent's 360° safety measures include safeguards against internal, external and unknown threats.

The core of the technology for Community is deployed through an open, flexible, enterprise-grade cloud computing platform housed in world-class hosting data centers that maintain various globally recognized security certifications. The data centers also provide physical and environmental controls to ensure access is controlled 24x7. Data is secured using industry-standard encryption methods.

Support

We take pride in delighting our clients.

We pride ourselves on delivering best-in-class customer support to our clients. Our customer support team is available 24/7. The team is here as your resource, free of charge.

As part of our commitment to the success of your community, you'll receive support as part of our service:

- 24/7 Support
- Implementation onboarding
- Unlimited storage for agendas and board-related documents
- Online user guides, tips/tricks and videos
- Regular customer webinars

By the Numbers

Your satisfaction is our number one priority, and our clients have proven that we continue to deliver on it. Here are the latest Net Promoter Scores across our other products:

- **BoardDocs**
 - Promoters (loyal enthusiasts)
= 494 (80%)
 - Passives (satisfied) = 93
(15%)
- **BoardEffect**
 - Promoters = 230 (58%)
 - Passives = 128 (32%)
- **iCompass**
 - Promoters= 183 (37%)
 - Passives = 193 (39%)

About Diligent

Diligent Community is the next-generation modern governance and civic engagement solution for public organizations that simplifies the end-to-end agenda and meeting management process. Easily manage complex governance tasks in remote and live environments and significantly reduce prep time to focus on what's important.

Our unified experience empowers board administrators and leaders to advocate for their mission while seamlessly connecting with the public to address critical community issues.

Diligent is the global leader in modern governance, providing SaaS solutions across governance, risk, compliance and ESG. Serving more than 1 million users from over 25,000 customers around the world, we empower transformational leaders with technology, insights and confidence to drive greater impact and lead with purpose. Learn more at diligent.com.

Miscellaneous

- In our demo I had misspoken about the ability to sort data after keyword search. Our system does have that capability to sort by date and relevance on the public facing site and back end

- Back-End Example



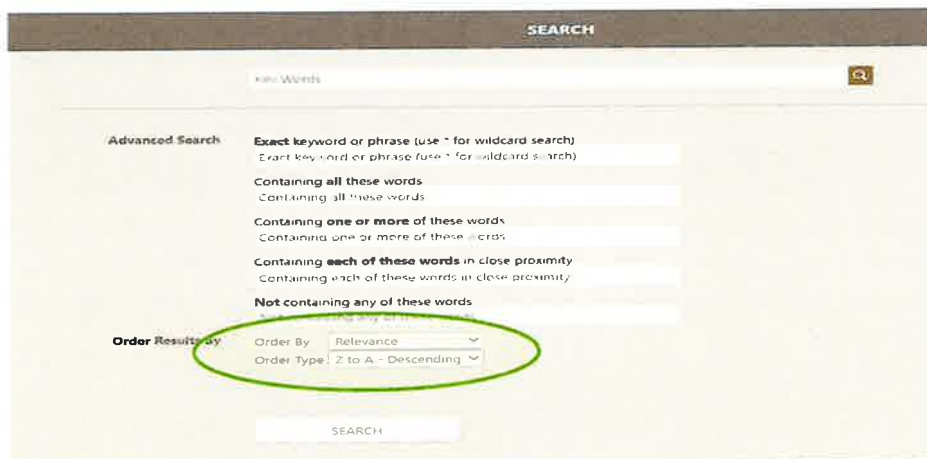
Search

File type Date range

☒ All (66) ☐ Agendas (12) ☐ Minutes (2) ☐ Agenda items (1) ☐ Goals (0) ☐ RTS (0) ☐ Public site (1)

☐ Attendance & Voting

- Front End/Public Facing Example



SEARCH

Keywords

Advanced Search

Exact keyword or phrase (use * for wildcard search)
Exact keyword or phrase (use * for wildcard search)

Containing all these words
Containing all these words

Containing one or more of these words
Containing one or more of these words

Containing each of these words in close proximity
Containing each of these words in close proximity

Not containing any of these words
Not containing any of these words

Order Results by

Order By: Relevance

Order Type: Z to A - Descending

SEARCH

Pricing

	One-time Fee
Setup & Implementation*	\$1,000
Includes setup and implementation of Diligent Community	
	Annual Fee
Diligent Community	\$5,000
<ul style="list-style-type: none"> • Includes agenda management, publishing book materials, board member annotations and more • Unlimited agendas & minutes templates • Unlimited storage for meeting related content excluding large video files • Unlimited support, training sessions and coaching sessions • Unlimited users within your organization 	
Transparency Portal	Included
<ul style="list-style-type: none"> • Meeting schedules, agendas, minutes, voting and attendance records are all included • Citizens can subscribe to receive automatic email updates • Automatically refreshes with the latest information once it is complete 	
Optional Add- Ons	
<ul style="list-style-type: none"> • Policy • Individual Committee Management <ul style="list-style-type: none"> ◦ Committee Manager w/ 5 Committees – \$2,500 annual ◦ Committee Manager w/ 10 Committees - \$3,750 annual • BoxCast Streaming Video Integration <ul style="list-style-type: none"> ◦ Community Video Manager Powered by Boxcast - \$3,600 annual ◦ Boxcast Video Streaming Storage - \$1,000 annual ◦ Boxcast Pro Encoder - \$3,495 one time ◦ Community Boxcast Automated Live Captioning - \$1,250 annual 	

****Implementation timeline is 5 to 6 weeks due to high demand in the months of August, September, and October***

About Our Pricing

- The annual fees outlined herein are guaranteed for thirty (30) calendar days from the date of issuance
- The annual fees outlined herein are based on a one-year auto renew contract
- The annual fees include hosting, technical support (e-mail and 1-800 support), maintenance, online training sessions, regular upgrades to the software and storage space
- All annual fees are payable up front
- Your license will include unlimited users from your organization