



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, JULY 12, 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.

MEET AND GREET NEW TOWN MANAGER/CLERK BRETT KLEIN

5 - 7 p.m. in Council Chambers at Jerome Town Hall

Light refreshments will be served.

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 June 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 May 31 special meeting; June 13 special meeting; June 14 regular meeting; June 27 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:	2022-23 BUDGET	
	ITEM #7A: APPROVAL OF TENTATIVE BUDGET FOR 2022-23 Council will review and may approve a tentative budget for the Town of Jerome for the fiscal year ending June 30, 2023. If approved, the public hearing on the budget and tax levy and final adoption of the budget would take place at a special meeting to be held on July 25, 2022.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action

ITEM #8:	ORDINANCES AND RESOLUTIONS	
	ITEM #8A: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 483, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 12-1, “TRAFFIC CODE,” OF THE JEROME TOWN CODE Council may conduct the second reading of, and may adopt, Ordinance No. 483.	Sponsored by Councilmember Sage Harvey Discussion/Possible Action
	ITEM #8B: RESOLUTION NO. 642, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, RELATING TO REPRODUCTIVE HEALTH CARE; DECLARING MAYOR AND COUNCIL’S OPPOSITION TO THE U.S. SUPREME COURT’S OVERTURNING OF ROE V. WADE; DENOUNCING SENATE BILL 1164 AND OTHER PROVISIONS OF ARIZONA LAW CRIMINALIZING ABORTION; AND SUPPORTING THE CONSTITUTIONAL RIGHTS OF PREGNANT PERSONS INCLUDING THEIR ACCESS TO REPRODUCTIVE HEALTH CARE AND ABORTIONS Council may approve Resolution No. 642.	Sponsored by Vice Mayor Alex Barber Discussion/Possible Action
ITEM #9:	UNFINISHED BUSINESS	
	ITEM #9A: 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 #9B: 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 #10:	NEW BUSINESS	
	ITEM #10A: 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.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #10B: AUCTION OF SURPLUS ITEMS Council may approve the sale at auction of various surplus items.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #10C: PROCLAMATION: CHILD SUPPORT AWARENESS MONTH Council may approve a proclamation declaring the month of August 2022 as Child Support Awareness Month.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #10D: PAINTING OF CROSSWALK Council will discuss the possibility of painting a crosswalk in Pride colors.	Sponsored by Vice Mayor Alex Barber Discussion/Possible Action
ITEM #11:	TO AND FROM THE COUNCIL Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
ITEM #12:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

Kristen Muenz, Deputy Town Clerk

Town of Jerome
Budget to Actual Summary
22-Jun

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 173,497.54	\$ 197,109.59	\$ (23,612.05)	\$ 2,435,240.64	\$ 2,057,411.00	\$ 377,829.64
	Total	\$ 173,497.54	\$ 197,109.59	\$ (23,612.05)	\$ 2,435,240.64	\$ 2,057,411.00	\$ 377,829.64
		Expense	Budget	Variance	Expense	Budget	Variance
	11 Admin	\$ 46,058.61	\$ 47,361.86	\$ 1,303.25	\$ 513,580.00	\$ 613,334.00	\$ 99,754.00
	12 Court	\$ 4,708.80	\$ 9,028.29	\$ 4,319.49	\$ 81,301.12	\$ 112,855.00	\$ 31,553.88
	13 Police	\$ 47,893.89	\$ 54,514.40	\$ 6,620.51	\$ 600,389.11	\$ 653,327.00	\$ 52,937.89
	14 Fire	\$ 28,824.34	\$ 37,153.28	\$ 8,328.94	\$ 371,808.26	\$ 459,869.00	\$ 88,060.74
	15 Library	\$ 9,571.27	\$ 7,495.70	\$ (2,075.57)	\$ 93,703.46	\$ 94,633.00	\$ 929.54
	16 P&Z	\$ 5,650.90	\$ 9,314.36	\$ 3,663.46	\$ 71,243.73	\$ 116,107.00	\$ 44,863.27
	17 Parks	\$ 1,500.76	\$ 1,921.28	\$ 420.52	\$ 15,696.50	\$ 22,238.00	\$ 6,541.50
	18 Properties	\$ 29,477.83	\$ 19,535.30	\$ (9,942.53)	\$ 153,592.96	\$ 230,658.00	\$ 77,065.04
	Total	\$ 173,686.40	\$ 186,324.47	\$ 12,638.07	\$ 1,901,315.14	\$ 2,303,021.00	\$ 401,705.86
General	Net Income (Loss)	\$ (188.86)	\$ 10,785.12	\$ (10,973.98)	\$ 533,925.50	\$ (245,610.00)	\$ 779,535.50
		Revenue	Budget	Variance	Revenue	Budget	Variance
	50 Water	\$ 17,932.04	\$ 18,833.32	\$ (901.28)	\$ 218,819.91	\$ 226,000.00	\$ (7,180.09)
	51 Sewer	\$ 16,304.16	\$ 19,212.48	\$ (2,908.32)	\$ 212,175.26	\$ 230,550.00	\$ (18,374.74)
	52 Trash	\$ 14,611.07	\$ 15,833.33	\$ (1,222.26)	\$ 177,074.80	\$ 190,000.00	\$ (12,925.20)
	Total	\$ 48,847.27	\$ 53,879.13	\$ (5,031.86)	\$ 608,069.97	\$ 646,550.00	\$ (38,480.03)
		Expense	Budget	Variance	Expense	Budget	Variance
	50 Water	\$ 29,983.14	\$ 34,051.74	\$ 4,068.60	\$ 224,641.70	\$ 308,000.00	\$ 83,358.30
	51 Sewer	\$ 19,975.96	\$ 18,571.26	\$ (1,404.70)	\$ 211,540.46	\$ 279,550.00	\$ 68,009.54
	52 Trash	\$ 18,763.94	\$ 16,494.93	\$ (2,269.01)	\$ 200,731.45	\$ 223,000.00	\$ 22,268.55
	Total	\$ 68,723.04	\$ 69,117.93	\$ 394.89	\$ 636,913.61	\$ 810,550.00	\$ 173,636.39
Utilities	Net Income (Loss)	\$ (19,875.77)	\$ (15,238.80)	\$ (4,636.97)	\$ (28,843.64)	\$ (164,000.00)	\$ 135,156.36
		Revenue	Budget	Variance	Revenue	Budget	Variance
	30 HURF	\$ 10,260.94	\$ 15,652.83	\$ (5,391.89)	\$ 131,290.89	\$ 139,434.00	\$ (8,143.11)
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 10,260.94	\$ 12,137.58	\$ 1,876.64	\$ 131,290.89	\$ 221,934.00	\$ 90,643.11
Road	Net Income (Loss)	\$ -	\$ 3,515.25	\$ (3,515.25)	\$ -	\$ (82,500.00)	\$ 82,500.00
		Revenue	Budget	Variance	Revenue	Budget	Variance
	35 Parking	\$ 23,734.40	\$ 20,833.33	\$ 2,901.07	\$ 335,684.00	\$ 250,000.00	\$ 85,684.00
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 17,983.25	\$ 17,859.47	\$ (123.78)	\$ 257,824.00	\$ 250,000.00	\$ (7,824.00)
Parking	Net Income (Loss)	\$ 5,751.15	\$ 2,973.86	\$ 2,777.29	\$ 77,860.00	\$ -	\$ 77,860.00
		Current Month			Year To Date		
	Total Revenue	\$ 256,340.15			\$ 3,510,285.50		
	Less Total Expense	\$ 270,653.63			\$ 2,927,343.64		
	Net Income (Loss)	\$ (14,313.48)			\$ 582,941.86		

7/5/22

11:16:10 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Property Taxes	\$2,905.35	\$0.00	\$2,905.35	0.0%	\$48,011.28	\$47,500.00	\$511.28	1.1%
City Sales Taxes	91,719.49	121,400.00	(29,680.51)	(24.4)	1,484,141.76	1,100,000.00	384,141.76	34.9
State Sales Taxes	6,596.36	4,452.00	2,144.36	48.2	65,601.82	53,424.00	12,177.82	22.8
Urban Revenue Share	16,485.43	16,309.50	175.93	1.1	197,473.30	195,714.00	1,759.30	0.9
Yavapai County for Library	10,592.20	12,360.50	(1,768.30)	(14.3)	22,945.39	24,721.00	(1,775.61)	(7.2)
Vehicle License Tax	3,509.57	2,901.33	608.24	21.0	37,718.27	34,816.00	2,902.27	8.3
Fines and Forfeitures	5,607.69	6,083.33	(475.64)	(7.8)	66,115.78	73,000.00	(6,884.22)	(9.4)
Court Security Fund Revenue	840.00	833.33	6.67	0.8	10,481.01	10,000.00	481.01	4.8
Building Permits	128.75	666.66	(537.91)	(80.7)	10,964.68	8,000.00	2,964.68	37.1
Planning & Zoning Fees	875.00	416.66	458.34	110.0	5,100.00	5,000.00	100.00	2.0
Business Licenses	270.00	416.66	(146.66)	(35.2)	4,674.75	5,000.00	(325.25)	(6.5)
Commercial Filming Fees	0.00	29.16	(29.16)	(100.0)	500.00	350.00	150.00	42.9
Fire Dept Services Rev	72.00	833.33	(761.33)	(91.4)	1,608.00	10,000.00	(8,392.00)	(83.9)
Franchise Fees	0.00	0.00	0.00	0.0	16,779.06	15,000.00	1,779.06	11.9
PD Parking Citation Revenue	3,519.50	1,666.66	1,852.84	111.2	39,725.85	20,000.00	19,725.85	98.6
PD Revenue From Parking Fund	2,500.00	2,500.00	0.00	0.0	30,000.00	30,000.00	0.00	0.0
Police Smart & Safe AZ Fund	5,012.18	0.00	5,012.18	0.0	5,012.18	0.00	5,012.18	0.0
Police Officer Safety Equip Rev	140.64	166.66	(26.02)	(15.6)	2,133.85	2,000.00	133.85	6.7
Police Services	1,870.00	1,666.66	203.34	12.2	13,226.09	20,000.00	(6,773.91)	(33.9)
Rents	6,603.51	6,543.50	60.01	0.9	78,982.12	78,522.00	460.12	0.6
Utility Reimbursements	267.47	375.00	(107.53)	(28.7)	4,417.43	4,500.00	(82.57)	(1.8)
Wildland Fire Fees	0.00	0.00	0.00	0.0	70,000.00	70,000.00	0.00	0.0
Wildlands Wage Reimbursement	0.00	0.00	0.00	0.0	40,000.00	40,000.00	0.00	0.0
Firewise Wage Reimbursement	0.00	2,500.00	(2,500.00)	(100.0)	6,210.00	30,000.00	(23,790.00)	(79.3)
Contributions	0.00	125.00	(125.00)	(100.0)	2,713.00	1,500.00	1,213.00	80.9
Library Contributions	0.00	83.33	(83.33)	(100.0)	1,524.00	1,000.00	524.00	52.4
Interest	243.74	125.00	118.74	95.0	1,933.58	1,500.00	433.58	28.9
Sale of Assets	0.00	625.00	(625.00)	(100.0)	0.00	7,500.00	(7,500.00)	(100.0)
Miscellaneous Revenues	0.00	291.66	(291.66)	(100.0)	2,383.31	3,500.00	(1,116.69)	(31.9)
Administrative Charges	13,738.66	13,738.66	0.00	0.0	164,864.13	164,864.00	0.13	0.0
Net Revenues	\$173,497.54	\$197,109.59	\$(23,612.05)	(12.0)%	\$2,435,240.64	\$2,057,411.00	\$377,829.64	18.4 %
Net Income (Loss)	\$173,497.54	\$197,109.59	\$(23,612.05)	(12.0)%	\$2,435,240.64	\$2,057,411.00	\$377,829.64	18.4%

7/5/22

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Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 6/1/2022 Through 6/30/2022

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	\$2,000.00	\$2,000.00	100.0%	\$14,700.00	\$17,000.00	\$2,300.00	13.5%
Advertising, Printing, & Publishing	615.66	0.00	(615.66)	0.0	14,117.71	4,500.00	(9,617.71)	(213.7)
Contract Services	0.00	409.09	409.09	100.0	5,244.20	9,400.00	4,155.80	44.2
Conventions and Seminars	0.00	281.81	281.81	100.0	3,344.30	4,000.00	655.70	16.4
Training & Education	0.00	229.16	229.16	100.0	779.00	2,750.00	1,971.00	71.7
Dues, Subs & Memberships	0.00	75.00	75.00	100.0	6,719.08	6,000.00	(719.08)	(12.0)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	0.00	1,200.00	1,200.00	100.0
Fuel	66.12	0.00	(66.12)	0.0	111.40	0.00	(111.40)	0.0
Insurance	7,178.96	0.00	(7,178.96)	0.0	21,718.90	17,500.00	(4,218.90)	(24.1)
Insurance Deductible Exp	0.00	83.33	83.33	100.0	200.00	1,000.00	800.00	80.0
COVID Expenses	0.00	75.00	75.00	100.0	0.00	900.00	900.00	100.0
Legal Exp - Gen Gov	0.00	1,166.66	1,166.66	100.0	13,398.00	14,000.00	602.00	4.3
Miscellaneous	1,000.00	472.16	(527.84)	(111.8)	1,884.40	5,666.00	3,781.60	66.7
Bank Fees - Gen Admin	138.47	150.00	11.53	7.7	1,659.12	1,800.00	140.88	7.8
Bank Fees / Merch Svcs	864.47	833.33	(31.14)	(3.7)	8,815.43	10,000.00	1,184.57	11.8
Office Supplies	389.62	165.00	(224.62)	(136.1)	7,837.96	6,000.00	(1,837.96)	(30.6)
Copier & Equip Lease Expense	752.87	625.00	(127.87)	(20.5)	6,497.86	7,500.00	1,002.14	13.4
Software Support Exp - GG	487.70	918.66	430.96	46.9	18,338.18	17,662.00	(676.18)	(3.8)
Computer Hardware & Service	3,306.96	833.33	(2,473.63)	(296.8)	9,991.80	10,000.00	8.20	0.1
Operating Supplies - Gen Gov	0.00	83.33	83.33	100.0	1,326.13	1,000.00	(326.13)	(32.6)
Postage	64.46	416.66	352.20	84.5	2,925.36	5,000.00	2,074.64	41.5
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Shuttle Expenses	444.41	125.00	(319.41)	(255.5)	4,720.05	1,500.00	(3,220.05)	(214.7)
Small Tools and Equipment	0.00	583.33	583.33	100.0	0.00	7,000.00	7,000.00	100.0
Telephone	193.96	250.00	56.04	22.4	2,440.49	3,000.00	559.51	18.7
Travel	0.00	0.00	0.00	0.0	896.67	500.00	(396.67)	(79.3)
Tourism 1% Bed Tax	0.00	0.00	0.00	0.0	10,126.33	10,000.00	(126.33)	(1.3)
Community Health	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Preservation of Historic Buildings	0.00	4,166.66	4,166.66	100.0	0.00	50,000.00	50,000.00	100.0
Vehicles, Cap Outlay, Gen Gov	0.00	0.00	0.00	0.0	0.00	10,000.00	10,000.00	100.0
Transfers Out	6,640.73	5,784.71	(856.02)	(14.8)	44,085.95	59,500.00	15,414.05	25.9
Total Program Expenses	\$22,144.39	\$19,810.54	\$(2,333.85)	(11.8)%	\$201,878.32	\$285,378.00	\$83,499.68	29.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$17,250.14	\$19,828.83	\$2,578.69	13.0%	\$228,262.40	\$237,946.00	\$9,683.60	4.1%
Longevity Bonus	0.00	130.00	130.00	100.0	829.00	1,412.00	583.00	41.3

7/5/22

12:03:39 PM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Payment in Lieu of Medical Benefits	533.46	577.91	44.45	7.7	6,934.98	6,935.00	0.02	0.0
FICA Match	1,325.73	1,570.08	244.35	15.6	17,601.90	18,841.00	1,239.10	6.6
Retirement Match	1,278.62	1,456.50	177.88	12.2	16,503.66	17,478.00	974.34	5.6
Health/Life Insurance	3,230.34	3,646.00	415.66	11.4	39,976.36	43,752.00	3,775.64	8.6
Workers Compensation	289.00	314.00	25.00	8.0	1,218.00	1,256.00	38.00	3.0
Unemployment Insurance	6.93	28.00	21.07	75.3	375.38	336.00	(39.38)	(11.7)
Total General & Administrative Expenses	\$23,914.22	\$27,551.32	\$3,637.10	13.2 %	\$311,701.68	\$327,956.00	\$16,254.32	5.0 %
Total Expenses	\$46,058.61	\$47,361.86	\$1,303.25	2.8%	\$513,580.00	\$613,334.00	\$99,754.00	16.3%
Net Income (Loss)	\$(46,058.61)	\$(47,361.86)	\$1,303.25	2.8%	\$(513,580.00)	\$(613,334.00)	\$99,754.00	16.3%

7/5/22

12:15:23 PM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 6/1/2022 Through 6/30/2022

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	\$10,000.00	\$10,000.00	100.0%
Accounting and Auditing	0.00	0.00	0.00	0.0	2,500.00	2,200.00	(300.00)	(13.6)
Contract Services	0.00	583.33	583.33	100.0	2,418.97	7,000.00	4,581.03	65.4
Training & Education	0.00	43.75	43.75	100.0	375.00	525.00	150.00	28.6
Dues and Subscriptions	0.00	26.66	26.66	100.0	333.64	320.00	(13.64)	(4.3)
Miscellaneous	0.00	25.00	25.00	100.0	18.99	300.00	281.01	93.7
Office Supplies	0.00	16.66	16.66	100.0	112.48	200.00	87.52	43.8
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	2,363.91	2,310.00	(53.91)	(2.3)
Operating Supplies - Court	0.00	0.00	0.00	0.0	138.80	0.00	(138.80)	0.0
Telephone	70.30	75.00	4.70	6.3	785.30	900.00	114.70	12.7
Travel	0.00	75.00	75.00	100.0	203.72	900.00	696.28	77.4
Total Program Expenses	\$70.30	\$1,678.73	\$1,608.43	95.8 %	\$9,250.81	\$24,655.00	\$15,404.19	62.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,091.63	\$6,569.66	\$2,478.03	37.7%	\$64,089.76	\$78,836.00	\$14,746.24	18.7%
Longevity Bonus	0.00	0.00	0.00	0.0	529.00	529.00	0.00	0.0
FICA and Medicare	313.01	505.91	192.90	38.1	4,942.47	6,071.00	1,128.53	18.6
Retirement	176.00	192.33	16.33	8.5	2,131.84	2,308.00	176.16	7.6
Worker's Compensation	45.00	65.50	20.50	31.3	204.00	262.00	58.00	22.1
Unemployment	12.86	16.16	3.30	20.4	153.24	194.00	40.76	21.0
Total General & Administrative Expenses	\$4,638.50	\$7,349.56	\$2,711.06	36.9 %	\$72,050.31	\$88,200.00	\$16,149.69	18.3 %
Total Expenses	\$4,708.80	\$9,028.29	\$4,319.49	47.8%	\$81,301.12	\$112,855.00	\$31,553.88	28.0%
Net Income (Loss)	\$(4,708.80)	\$(9,028.29)	\$4,319.49	47.8%	(\$81,301.12)	\$(112,855.00)	\$31,553.88	28.0%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0%	\$99.00	\$0.00	\$(99.00)	0.0%
Contract Services	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Training & Education	0.00	83.33	83.33	100.0	982.00	1,000.00	18.00	1.8
Dispatch Fees	3,478.75	3,106.87	(371.88)	(12.0)	39,496.68	36,855.00	(2,641.68)	(7.2)
Dues and Subscriptions	0.00	0.00	0.00	0.0	743.25	1,200.00	456.75	38.1
Fuel	1,281.87	750.00	(531.87)	(70.9)	11,351.92	9,000.00	(2,351.92)	(26.1)
Prosecutor Exp	1,309.00	2,000.00	691.00	34.6	13,926.00	24,000.00	10,074.00	42.0
Miscellaneous	171.00	50.00	(121.00)	(242.0)	598.43	600.00	1.57	0.3
Software Service & Support	1,554.62	558.33	(996.29)	(178.4)	4,969.74	6,700.00	1,730.26	25.8
Computer Hardware & Service	0.00	291.66	291.66	100.0	1,443.71	3,500.00	2,056.29	58.8
Operating Supplies - Police	0.00	208.33	208.33	100.0	3,989.38	2,500.00	(1,489.38)	(59.6)
Postage	0.00	16.66	16.66	100.0	161.49	200.00	38.51	19.3
Rep and Maint - Vehicles	2,613.77	625.00	(1,988.77)	(318.2)	10,281.46	7,500.00	(2,781.46)	(37.1)
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	7,879.63	7,500.00	(379.63)	(5.1)
Police Officer Safety Equip Exp	0.00	0.00	0.00	0.0	3,197.38	2,000.00	(1,197.38)	(59.9)
Small Tools and Equipment	428.52	583.33	154.81	26.5	9,664.36	7,000.00	(2,664.36)	(38.1)
Telephone	434.19	433.33	(0.86)	(0.2)	6,487.26	5,200.00	(1,287.26)	(24.8)
Uniforms	0.00	125.00	125.00	100.0	182.33	1,500.00	1,317.67	87.8
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	38,104.00	37,300.00	(804.00)	(2.2)
Total Program Expenses	\$11,271.72	\$8,873.50	\$(2,398.22)	(27.0)%	\$153,558.02	\$154,055.00	\$496.98	0.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$23,474.49	\$28,606.00	\$5,131.51	17.9%	\$314,627.59	\$343,272.00	\$28,644.41	8.3%
Longevity Bonus	268.00	268.00	0.00	0.0	1,577.00	1,845.00	268.00	14.5
FICA and Medicare	1,737.58	2,200.08	462.50	21.0	23,074.87	26,401.00	3,326.13	12.6
Retirement	1,955.83	2,635.16	679.33	25.8	26,109.65	31,622.00	5,512.35	17.4
Health Insurance	4,281.72	6,012.50	1,730.78	28.8	60,795.15	72,150.00	11,354.85	15.7
Worker's Compensation	4,897.00	5,881.00	984.00	16.7	20,516.00	23,524.00	3,008.00	12.8
Unemployment	7.55	38.16	30.61	80.2	356.74	458.00	101.26	22.1
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(225.91)	0.00	225.91	0.0
Total General & Administrative Expenses	\$36,622.17	\$45,640.90	\$9,018.73	19.8 %	\$446,831.09	\$499,272.00	\$52,440.91	10.5 %
Total Expenses	\$47,893.89	\$54,514.40	\$6,620.51	12.1%	\$600,389.11	\$653,327.00	\$52,937.89	8.1%
Net Income (Loss)	\$(47,893.89)	\$(54,514.40)	\$6,620.51	12.1%	(\$600,389.11)	\$(653,327.00)	\$52,937.89	8.1%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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	\$41.66	\$41.66	100.0%	\$0.00	\$500.00	\$500.00	100.0%
Training & Education	0.00	500.00	500.00	100.0	3,506.48	6,000.00	2,493.52	41.6
Dispatch Fees	560.33	537.50	(22.83)	(4.2)	6,723.96	6,450.00	(273.96)	(4.2)
Dues and Subscriptions	468.00	125.00	(343.00)	(274.4)	1,081.21	1,500.00	418.79	27.9
Fuel	1,234.97	416.66	(818.31)	(196.4)	7,323.20	5,000.00	(2,323.20)	(46.5)
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Medical Expenses	0.00	83.33	83.33	100.0	162.58	1,000.00	837.42	83.7
Medical Supplies Exp	119.04	284.09	165.05	58.1	3,884.16	4,500.00	615.84	13.7
Miscellaneous	37.33	125.00	87.67	70.1	616.57	1,500.00	883.43	58.9
Software Service & Support	406.43	75.00	(331.43)	(441.9)	1,373.39	900.00	(473.39)	(52.6)
Operating Supplies - Fire Dept	0.00	125.00	125.00	100.0	755.92	1,500.00	744.08	49.6
Rep and Maint - Vehicles	1,474.47	1,666.66	192.19	11.5	14,463.53	20,000.00	5,536.47	27.7
Rep and Maint - Equipment	0.00	416.66	416.66	100.0	3,003.75	5,000.00	1,996.25	39.9
Small Tools and Equipment	0.00	0.00	0.00	0.0	10,167.00	10,000.00	(167.00)	(1.7)
Telephone	302.07	333.33	31.26	9.4	3,091.35	4,000.00	908.65	22.7
Training Center Assessment	0.00	0.00	0.00	0.0	2,692.00	2,700.00	8.00	0.3
Total Program Expenses	\$4,602.64	\$4,771.55	\$168.91	3.5 %	\$58,845.10	\$71,050.00	\$12,204.90	17.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$9,420.49	\$14,338.91	\$4,918.42	34.3%	\$138,103.22	\$172,067.00	\$33,963.78	19.7%
Wildland Personnel	0.00	0.00	0.00	0.0	35,000.00	35,000.00	0.00	0.0
Volunteer-Employee Per Call Personnel	1,417.50	2,583.33	1,165.83	45.1	15,093.50	31,000.00	15,906.50	51.3
Firewise Personnel	2,245.75	3,333.33	1,087.58	32.6	22,580.75	40,000.00	17,419.25	43.5
Longevity Bonus	418.00	418.00	0.00	0.0	864.00	864.00	0.00	0.0
FICA and Medicare	1,645.46	1,682.58	37.12	2.2	15,966.77	20,191.00	4,224.23	20.9
Retirement	787.07	947.58	160.51	16.9	23,083.11	23,371.00	287.89	1.2
Health Insurance	3,389.44	3,699.00	309.56	8.4	44,062.72	44,388.00	325.28	0.7
Worker's Compensation	4,886.00	5,326.25	440.25	8.3	17,915.00	21,305.00	3,390.00	15.9
Unemployment	11.99	52.75	40.76	77.3	294.09	633.00	338.91	53.5
Total General & Administrative Expenses	\$24,221.70	\$32,381.73	\$8,160.03	25.2 %	\$312,963.16	\$388,819.00	\$75,855.84	19.5 %
Total Expenses	\$28,824.34	\$37,153.28	\$8,328.94	22.4%	\$371,808.26	\$459,869.00	\$88,060.74	19.1%
Net Income (Loss)	\$(28,824.34)	\$(37,153.28)	\$8,328.94	22.4%	(\$371,808.26)	\$(459,869.00)	\$88,060.74	19.1%

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Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$1,250.00	\$104.16	\$(1,145.84)	(1100.1)%	\$1,250.00	\$1,250.00	\$0.00	0.0%
Miscellaneous	289.68	20.83	(268.85)	(1290.7)	341.14	250.00	(91.14)	(36.5)
Office Supplies	206.60	20.83	(185.77)	(891.8)	309.21	250.00	(59.21)	(23.7)
Operating Supplies - Library	1,006.79	0.00	(1,006.79)	0.0	4,335.45	3,000.00	(1,335.45)	(44.5)
Print and Non-Print Materials	298.06	325.00	26.94	8.3	1,979.52	3,900.00	1,920.48	49.2
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	287.44	100.00	(187.44)	(187.4)
Small Tools and Equipment	0.00	0.00	0.00	0.0	1,313.30	1,500.00	186.70	12.4
Telephone	78.25	75.00	(3.25)	(4.3)	975.98	900.00	(75.98)	(8.4)
E-Rate Exp	42.95	66.66	23.71	35.6	715.40	800.00	84.60	10.6
Total Program Expenses	\$3,172.33	\$620.81	\$(2,551.52)	(411.0)%	\$11,507.44	\$11,950.00	\$442.56	3.7 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$5,052.78	\$5,416.66	\$363.88	6.7%	\$64,478.92	\$65,000.00	\$521.08	0.8%
Longevity Bonus	0.00	0.00	0.00	0.0	708.00	708.00	0.00	0.0
Library Benefit Stipend	533.46	577.91	44.45	7.7	6,934.98	6,935.00	0.02	0.0
FICA and Medicare	426.83	463.08	36.25	7.8	5,510.78	5,557.00	46.22	0.8
Retirement	273.54	296.33	22.79	7.7	3,556.02	3,556.00	(0.02)	0.0
Health Insurance	41.22	41.00	(0.22)	(0.5)	535.86	492.00	(43.86)	(8.9)
Worker's Compensation	60.00	65.50	5.50	8.4	249.00	262.00	13.00	5.0
Unemployment	11.11	14.41	3.30	22.9	222.46	173.00	(49.46)	(28.6)
Total General & Administrative Expenses	\$6,398.94	\$6,874.89	\$475.95	6.9 %	\$82,196.02	\$82,683.00	\$486.98	0.6 %
Total Expenses	\$9,571.27	\$7,495.70	\$(2,075.57)	(27.7)%	\$93,703.46	\$94,633.00	\$929.54	1.0%
Net Income (Loss)	\$(9,571.27)	\$(7,495.70)	\$(2,075.57)	(27.7)%	(\$93,703.46)	\$(94,633.00)	\$929.54	1.0%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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	\$25.00	\$25.00	100.0%	\$54.03	\$300.00	\$245.97	82.0%
Contract Services	0.00	0.00	0.00	0.0	400.00	0.00	(400.00)	0.0
Conventions and Seminars	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Training & Education	0.00	166.66	166.66	100.0	0.00	2,000.00	2,000.00	100.0
Legal Exp - P&Z	45.00	1,125.00	1,080.00	96.0	16,299.25	18,000.00	1,700.75	9.4
Map Upgrades and Materials	0.00	20.83	20.83	100.0	0.00	250.00	250.00	100.0
Miscellaneous	0.00	9.33	9.33	100.0	0.00	112.00	112.00	100.0
Software Maintenance & Support	75.00	226.25	151.25	66.9	900.00	2,715.00	1,815.00	66.9
Operating Supplies - P&Z	0.00	20.83	20.83	100.0	0.00	250.00	250.00	100.0
Small Tools and Equipment	0.00	20.83	20.83	100.0	0.00	250.00	250.00	100.0
Telephone	27.89	54.16	26.27	48.5	501.16	650.00	148.84	22.9
Travel	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Total Program Expenses	\$147.89	\$1,752.21	\$1,604.32	91.6 %	\$18,154.44	\$25,527.00	\$7,372.56	28.9 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,931.53	\$5,713.16	\$1,781.63	31.2%	\$42,263.71	\$68,558.00	\$26,294.29	38.4%
Longevity Bonus	0.00	0.00	0.00	0.0	358.00	358.00	0.00	0.0
FICA and Medicare	296.40	439.33	142.93	32.5	3,249.58	5,272.00	2,022.42	38.4
Retirement	276.92	370.58	93.66	25.3	1,816.55	4,447.00	2,630.45	59.2
Health Insurance	895.96	965.00	69.04	7.2	4,927.78	11,580.00	6,652.22	57.4
Worker's Compensation	99.00	65.50	(33.50)	(51.1)	339.00	262.00	(77.00)	(29.4)
Unemployment	3.20	8.58	5.38	62.7	134.67	103.00	(31.67)	(30.7)
Total General & Administrative Expenses	\$5,503.01	\$7,562.15	\$2,059.14	27.2 %	\$53,089.29	\$90,580.00	\$37,490.71	41.4 %
Total Expenses	\$5,650.90	\$9,314.36	\$3,663.46	39.3%	\$71,243.73	\$116,107.00	\$44,863.27	38.6%
Net Income (Loss)	\$(5,650.90)	\$(9,314.36)	\$3,663.46	39.3%	(\$71,243.73)	\$(116,107.00)	\$44,863.27	38.6%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Fuel	\$184.79	\$108.33	\$(76.46)	(70.6)%	\$1,209.52	\$1,300.00	\$90.48	7.0%
Legal Exp - Parks	0.00	20.83	20.83	100.0	0.00	250.00	250.00	100.0
Miscellaneous	10.97	23.58	12.61	53.5	107.66	283.00	175.34	62.0
Software Service & Support	0.00	0.00	0.00	0.0	79.81	0.00	(79.81)	0.0
Operating Supplies - Parks	38.69	29.16	(9.53)	(32.7)	144.89	350.00	205.11	58.6
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	100.00	100.00	100.0
Rep and Maint - Vehicles	0.00	125.00	125.00	100.0	1,117.64	1,500.00	382.36	25.5
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	297.58	500.00	202.42	40.5
Rep and Maint - Infrastructure	0.00	333.33	333.33	100.0	869.70	4,000.00	3,130.30	78.3
Small Tools and Equipment	36.98	25.00	(11.98)	(47.9)	105.41	300.00	194.59	64.9
Uniform Exp Parks	67.60	25.00	(42.60)	(170.4)	294.32	300.00	5.68	1.9
Utilities	394.32	233.33	(160.99)	(69.0)	2,230.86	2,800.00	569.14	20.3
Lease Payments	43.36	21.75	(21.61)	(99.4)	260.16	261.00	0.84	0.3
Total Program Expenses	\$776.71	\$995.30	\$218.59	22.0 %	\$6,717.55	\$11,944.00	\$5,226.45	43.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$478.02	\$558.41	\$80.39	14.4%	\$6,052.26	\$6,701.00	\$648.74	9.7%
FICA and Medicare	34.84	42.75	7.91	18.5	430.46	513.00	82.54	16.1
Retirement	32.48	44.25	11.77	26.6	457.79	531.00	73.21	13.8
Health Insurance	113.22	177.66	64.44	36.3	1,764.86	2,132.00	367.14	17.2
Worker's Compensation	65.00	102.25	37.25	36.4	266.00	409.00	143.00	35.0
Unemployment	0.49	0.66	0.17	25.8	7.58	8.00	0.42	5.3
Total General & Administrative Expenses	\$724.05	\$925.98	\$201.93	21.8 %	\$8,978.95	\$10,294.00	\$1,315.05	12.8 %
Total Expenses	\$1,500.76	\$1,921.28	\$420.52	21.9%	\$15,696.50	\$22,238.00	\$6,541.50	29.4%
Net Income (Loss)	\$(1,500.76)	\$(1,921.28)	\$420.52	21.9%	(\$15,696.50)	\$(22,238.00)	\$6,541.50	29.4%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$239.00	\$875.00	\$636.00	72.7%	\$5,430.50	\$10,500.00	\$5,069.50	48.3%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	5,000.00	5,000.00	100.0
Fuel	79.23	108.33	29.10	26.9	631.46	1,300.00	668.54	51.4
Legal Exp - Properties	0.00	25.00	25.00	100.0	0.00	300.00	300.00	100.0
Miscellaneous	10.00	100.00	90.00	90.0	796.32	1,200.00	403.68	33.6
Software Service & Support	0.00	0.00	0.00	0.0	79.81	0.00	(79.81)	0.0
Operating Supplies - Properties	38.69	0.00	(38.69)	0.0	1,933.28	800.00	(1,133.28)	(141.7)
R&M Building - Properties	19,500.96	3,333.33	(16,167.63)	(485.0)	39,951.32	40,000.00	48.68	0.1
Rep and Maint - Vehicles	38.95	125.00	86.05	68.8	1,156.59	1,500.00	343.41	22.9
Rep and Maint - Equipment	0.00	20.83	20.83	100.0	396.81	250.00	(146.81)	(58.7)
Rep and Maint - Infrastructure	89.00	5,250.00	5,161.00	98.3	6,407.05	63,000.00	56,592.95	89.8
Small Tools and Equipment	406.06	0.00	(406.06)	0.0	1,552.54	500.00	(1,052.54)	(210.5)
Uniform Exp Properties	67.60	25.00	(42.60)	(170.4)	294.32	300.00	5.68	1.9
Utilities	4,518.87	3,500.00	(1,018.87)	(29.1)	39,704.12	42,000.00	2,295.88	5.5
Lease Payments	43.36	21.75	(21.61)	(99.4)	260.16	261.00	0.84	0.3
Total Program Expenses	\$25,031.72	\$13,800.90	\$(11,230.82)	(81.4)%	\$98,594.28	\$166,911.00	\$68,316.72	40.9 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,960.08	\$3,458.08	\$498.00	14.4%	\$37,019.12	\$41,497.00	\$4,477.88	10.8%
FICA and Medicare	215.78	264.58	48.80	18.4	2,665.62	3,175.00	509.38	16.0
Retirement	201.11	274.08	72.97	26.6	2,834.79	3,289.00	454.21	13.8
Health Insurance	701.10	1,100.25	399.15	36.3	10,929.10	13,203.00	2,273.90	17.2
Worker's Compensation	365.00	633.25	268.25	42.4	1,503.00	2,533.00	1,030.00	40.7
Unemployment	3.04	4.16	1.12	26.9	47.05	50.00	2.95	5.9
Total General & Administrative Expenses	\$4,446.11	\$5,734.40	\$1,288.29	22.5 %	\$54,998.68	\$63,747.00	\$8,748.32	13.7 %
Total Expenses	\$29,477.83	\$19,535.30	\$(9,942.53)	(50.9)%	\$153,592.96	\$230,658.00	\$77,065.04	33.4%
Net Income (Loss)	\$(29,477.83)	\$(19,535.30)	\$(9,942.53)	(50.9)%	(\$153,592.96)	\$(230,658.00)	\$77,065.04	33.4%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Connection Fees	\$0.00	\$416.66	\$(416.66)	(100.0)%	\$5,800.00	\$5,000.00	\$800.00	16.0%
Water Usage Fees	13,462.71	15,000.00	(1,537.29)	(10.2)	169,587.87	180,000.00	(10,412.13)	(5.8)
Miscellaneous	1,136.00	83.33	1,052.67	1263.3	3,432.00	1,000.00	2,432.00	243.2
Transfers In	3,333.33	3,333.33	0.00	0.0	40,000.04	40,000.00	0.04	0.0
Net Revenues	\$17,932.04	\$18,833.32	\$(901.28)	(4.8)%	\$218,819.91	\$226,000.00	\$(7,180.09)	(3.2)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0%	\$36.02	\$0.00	\$(36.02)	0.0%
Contract Services	900.00	900.00	0.00	0.0	10,230.00	10,800.00	570.00	5.3
Training & Education	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	500.00	1,800.00	1,300.00	72.2
Engineering Fees	0.00	250.00	250.00	100.0	0.00	3,000.00	3,000.00	100.0
Fuel	317.11	166.66	(150.45)	(90.3)	1,735.24	2,000.00	264.76	13.2
Insurance	2,833.80	0.00	(2,833.80)	0.0	7,632.84	7,500.00	(132.84)	(1.8)
Legal Exp - Water	0.00	145.83	145.83	100.0	2,854.25	1,750.00	(1,104.25)	(63.1)
Miscellaneous	63.69	0.00	(63.69)	0.0	514.41	299.00	(215.41)	(72.0)
Software Support Exp - Water	0.00	0.00	0.00	0.0	5,159.30	5,017.00	(142.30)	(2.8)
Operating Supplies - Water	38.69	250.00	211.31	84.5	2,571.90	3,000.00	428.10	14.3
R&M Building - Water	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Rep and Maint - Vehicles	67.00	166.66	99.66	59.8	1,305.34	2,000.00	694.66	34.7
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	3,503.29	2,500.00	(1,003.29)	(40.1)
Rep and Maint - Infrastructure	13,044.82	16,708.33	3,663.51	21.9	35,909.96	83,500.00	47,590.04	57.0
Springs Security Exp	60.42	416.66	356.24	85.5	1,006.03	15,000.00	13,993.97	93.3
Service Tests/System Testing	30.00	83.33	53.33	64.0	468.00	1,000.00	532.00	53.2
Small Tools and Equipment	0.00	125.00	125.00	100.0	445.24	1,500.00	1,054.76	70.3
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	900.00	900.00	100.0
Uniform Exp Water	67.60	25.00	(42.60)	(170.4)	294.32	300.00	5.68	1.9
Utilities Exp - Water	73.34	41.66	(31.68)	(76.0)	441.13	500.00	58.87	11.8
Administrative Charge	4,272.93	4,272.91	(0.02)	0.0	51,275.20	51,275.00	(0.20)	0.0
Lease Payments	151.76	75.91	(75.85)	(99.9)	910.56	911.00	0.44	0.0
Total Program Expenses	\$21,921.16	\$23,936.27	\$2,015.11	8.4 %	\$126,793.03	\$195,552.00	\$68,758.97	35.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$5,221.50	\$6,099.91	\$878.41	14.4%	\$65,233.35	\$73,199.00	\$7,965.65	10.9%
FICA and Medicare	380.62	466.66	86.04	18.4	4,702.00	5,600.00	898.00	16.0
Retirement	354.76	483.41	128.65	26.6	5,000.52	5,801.00	800.48	13.8
Health Insurance	1,236.74	1,940.83	704.09	36.3	19,278.82	23,290.00	4,011.18	17.2

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Worker's Compensation	863.00	1,117.25	254.25	22.8	3,551.00	4,469.00	918.00	20.5
Unemployment	5.36	7.41	2.05	27.7	82.98	89.00	6.02	6.8
Total General & Administrative Expenses	\$8,061.98	\$10,115.47	\$2,053.49	20.3 %	\$97,848.67	\$112,448.00	\$14,599.33	13.0 %
Total Expenses	\$29,983.14	\$34,051.74	\$4,068.60	11.9%	\$224,641.70	\$308,000.00	\$83,358.30	27.1%
Net Income (Loss)	\$(12,051.10)	\$(15,218.42)	\$3,167.32	20.8%	\$(5,821.79)	\$(82,000.00)	\$76,178.21	92.9%

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Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 6/1/2022 Through 6/30/2022

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)%	\$5,500.00	\$5,500.00	\$0.00	0.0%
Sewer Usage Fees	12,970.83	15,416.66	(2,445.83)	(15.9)	166,675.22	185,000.00	(18,324.78)	(9.9)
Interest and Investment Earnings	0.00	4.16	(4.16)	(100.0)	0.00	50.00	(50.00)	(100.0)
Transfers In	3,333.33	3,333.33	0.00	0.0	40,000.04	40,000.00	0.04	0.0
Net Revenues	\$16,304.16	\$19,212.48	\$(2,908.32)	(15.1)%	\$212,175.26	\$230,550.00	\$(18,374.74)	(8.0)%
<u>Program Expenses</u>								
Contract Services	\$3,200.00	\$3,200.00	\$0.00	0.0%	\$35,200.00	\$38,400.00	\$3,200.00	8.3%
Permit Fee Exp - Sewer	1,000.00	0.00	(1,000.00)	0.0	8,324.41	1,150.00	(7,174.41)	(623.9)
Engineering Fees	0.00	1,239.99	1,239.99	100.0	16,762.27	25,000.00	8,237.73	33.0
Fuel	207.61	166.66	(40.95)	(24.6)	1,876.99	2,000.00	123.01	6.2
Insurance	3,211.64	0.00	(3,211.64)	0.0	8,650.56	10,000.00	1,349.44	13.5
Legal Exp - Sewer	0.00	100.00	100.00	100.0	370.50	1,200.00	829.50	69.1
Miscellaneous	0.00	26.58	26.58	100.0	139.52	319.00	179.48	56.3
Software Support Exp - Sewer	0.00	0.00	0.00	0.0	5,159.30	5,020.00	(139.30)	(2.8)
Operating Supplies - Sewer	1,869.10	833.33	(1,035.77)	(124.3)	6,381.62	10,000.00	3,618.38	36.2
R&M Building - Sewer	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Rep and Maint - Vehicles	0.00	166.66	166.66	100.0	1,117.64	2,000.00	882.36	44.1
Rep and Maint - Equipment	0.00	333.33	333.33	100.0	164.09	4,000.00	3,835.91	95.9
Rep and Maint - Infrastructure	0.00	1,250.00	1,250.00	100.0	6,001.51	48,000.00	41,998.49	87.5
Service Tests/System Testing	1,212.40	812.50	(399.90)	(49.2)	12,317.60	12,000.00	(317.60)	(2.6)
Small Tools & Equipment (under \$5,000)	0.00	291.66	291.66	100.0	1,351.52	3,500.00	2,148.48	61.4
Uniform Exp Sewer	67.60	25.00	(42.60)	(170.4)	294.32	300.00	5.68	1.9
Utilities	441.26	250.00	(191.26)	(76.5)	2,268.31	3,000.00	731.69	24.4
Administrative Charge	4,272.93	4,272.91	(0.02)	0.0	51,275.20	51,275.00	(0.20)	0.0
Lease Payments	151.76	75.91	(75.85)	(99.9)	910.56	911.00	0.44	0.0
Total Program Expenses	\$15,634.30	\$13,086.19	\$(2,548.11)	(19.5)%	\$158,565.92	\$218,575.00	\$60,009.08	27.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,831.38	\$3,307.75	\$476.37	14.4%	\$35,413.45	\$39,693.00	\$4,279.55	10.8%
FICA and Medicare	206.39	253.00	46.61	18.4	2,549.68	3,036.00	486.32	16.0
Retirement	192.37	262.16	69.79	26.6	2,711.54	3,146.00	434.46	13.8
Health Insurance	670.62	1,052.41	381.79	36.3	10,453.86	12,629.00	2,175.14	17.2
Worker's Compensation	438.00	605.75	167.75	27.7	1,801.00	2,423.00	622.00	25.7
Unemployment	2.90	4.00	1.10	27.5	45.01	48.00	2.99	6.2
Total General & Administrative Expenses	\$4,341.66	\$5,485.07	\$1,143.41	20.8 %	\$52,974.54	\$60,975.00	\$8,000.46	13.1 %

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$19,975.96	\$18,571.26	\$(1,404.70)	(7.6)%	\$211,540.46	\$279,550.00	\$68,009.54	24.3%
Net Income (Loss)	\$(3,671.80)	\$641.22	\$(4,313.02)	(672.6)%	\$634.80	\$(49,000.00)	\$49,634.80	101.3%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sanitation Usage Fees	\$14,549.70	\$15,750.00	\$(1,200.30)	(7.6)%	\$176,653.43	\$189,000.00	\$(12,346.57)	(6.5)%
Miscellaneous	61.37	83.33	(21.96)	(26.4)	421.37	1,000.00	(578.63)	(57.9)
Net Revenues	\$14,611.07	\$15,833.33	\$(1,222.26)	(7.7)%	\$177,074.80	\$190,000.00	\$(12,925.20)	(6.8)%
<u>Program Expenses</u>								
Recycling Contract Exp	\$0.00	\$208.33	\$208.33	100.0%	\$360.00	\$2,500.00	\$2,140.00	85.6%
Training & Education	0.00	66.66	66.66	100.0	0.00	800.00	800.00	100.0
Equipment Rentals	0.00	83.33	83.33	100.0	0.00	1,000.00	1,000.00	100.0
Fuel	794.01	541.66	(252.35)	(46.6)	7,022.16	6,500.00	(522.16)	(8.0)
Insurance	3,778.40	0.00	(3,778.40)	0.0	10,177.13	10,000.00	(177.13)	(1.8)
Landfill Tipping Fees	2,016.80	2,041.66	24.86	1.2	19,392.60	24,500.00	5,107.40	20.8
Miscellaneous	359.17	29.00	(330.17)	(1138.5)	584.29	348.00	(236.29)	(67.9)
Software Support Exp - Trash	0.00	0.00	0.00	0.0	3,891.23	5,020.00	1,128.77	22.5
Operating Supplies - Trash	38.69	41.66	2.97	7.1	532.37	500.00	(32.37)	(6.5)
Rep and Maint - Vehicles	0.00	0.00	0.00	0.0	10,261.63	7,750.00	(2,511.63)	(32.4)
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	465.67	500.00	34.33	6.9
Small Tools and Equipment	0.00	416.66	416.66	100.0	68.50	5,000.00	4,931.50	98.6
Uniform Exp Trash	67.60	25.00	(42.60)	(170.4)	294.44	300.00	5.56	1.9
Administrative Charge	4,272.93	4,272.91	(0.02)	0.0	51,275.20	51,275.00	(0.20)	0.0
Transfers Out	0.00	0.00	0.00	0.0	10,000.00	10,000.00	0.00	0.0
Total Program Expenses	\$11,327.60	\$7,768.53	\$(3,559.07)	(45.8)%	\$114,325.22	\$125,993.00	\$11,667.78	9.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,504.46	\$5,262.25	\$757.79	14.4%	\$56,287.34	\$63,147.00	\$6,859.66	10.9%
FICA and Medicare	328.36	402.58	74.22	18.4	4,056.32	4,831.00	774.68	16.0
Retirement	306.05	417.08	111.03	26.6	4,313.80	5,005.00	691.20	13.8
Health Insurance	1,066.86	1,674.33	607.47	36.3	16,631.18	20,092.00	3,460.82	17.2
Worker's Compensation	1,226.00	963.75	(262.25)	(27.2)	5,046.00	3,855.00	(1,191.00)	(30.9)
Unemployment	4.61	6.41	1.80	28.1	71.59	77.00	5.41	7.0
Total General & Administrative Expenses	\$7,436.34	\$8,726.40	\$1,290.06	14.8 %	\$86,406.23	\$97,007.00	\$10,600.77	10.9 %
Total Expenses	\$18,763.94	\$16,494.93	\$(2,269.01)	(13.8)%	\$200,731.45	\$223,000.00	\$22,268.55	10.0%
Net Income (Loss)	\$(4,152.87)	\$(661.60)	\$(3,491.27)	(527.7)%	(\$23,656.65)	\$(33,000.00)	\$9,343.35	28.3%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
HURF Revenue	\$3,581.87	\$3,277.83	\$304.04	9.3%	\$46,082.49	\$39,334.00	\$6,748.49	17.2%
Interest and Investment Earnings	38.34	50.00	(11.66)	(23.3)	444.78	600.00	(155.22)	(25.9)
Transfers In	6,640.73	12,325.00	(5,684.27)	(46.1)	84,763.62	99,500.00	(14,736.38)	(14.8)
Net Revenues	\$10,260.94	\$15,652.83	\$(5,391.89)	(34.4)%	\$131,290.89	\$139,434.00	\$(8,143.11)	(5.8)%
<u>Program Expenses</u>								
Engineering Fees	\$0.00	\$416.66	\$416.66	100.0%	\$0.00	\$5,000.00	\$5,000.00	100.0%
Equipment Rentals - HURF	0.00	83.33	83.33	100.0	0.00	1,000.00	1,000.00	100.0
Fuel	79.23	108.33	29.10	26.9	998.31	1,300.00	301.69	23.2
Insurance	1,889.20	0.00	(1,889.20)	0.0	5,088.58	5,000.00	(88.58)	(1.8)
COVID Expenses - Portajohns	0.00	1,250.00	1,250.00	100.0	9,928.00	15,000.00	5,072.00	33.8
Miscellaneous	127.60	38.91	(88.69)	(227.9)	246.90	467.00	220.10	47.1
Software Service & Support	0.00	0.00	0.00	0.0	757.56	1,108.00	350.44	31.6
Operating Supplies - HURF	372.47	58.33	(314.14)	(538.6)	504.01	700.00	195.99	28.0
Public Restroom Supplies	0.00	233.33	233.33	100.0	1,611.17	2,800.00	1,188.83	42.5
R&M Building - HURF	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Rep and Maint - Vehicles	0.00	125.00	125.00	100.0	1,117.64	1,500.00	382.36	25.5
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	164.09	500.00	335.91	67.2
Rep and Maint - Infrastructure	0.00	1,666.66	1,666.66	100.0	13,514.63	35,000.00	21,485.37	61.4
Small Tools and Equipment	0.00	41.66	41.66	100.0	106.67	500.00	393.33	78.7
Street Lights	1,053.35	1,083.33	29.98	2.8	12,236.62	13,000.00	763.38	5.9
Street Supplies	1,051.47	0.00	(1,051.47)	0.0	14,945.24	10,000.00	(4,945.24)	(49.5)
Uniform Exp - HURF	67.63	25.00	(42.63)	(170.5)	294.35	300.00	5.65	1.9
Administrative Charge	919.87	919.83	(0.04)	0.0	11,038.53	11,038.00	(0.53)	0.0
Capital Outlay	0.00	0.00	0.00	0.0	0.00	50,000.00	50,000.00	100.0
Lease Payments	43.38	21.75	(21.63)	(99.4)	260.28	261.00	0.72	0.3
Total Program Expenses	\$5,604.20	\$6,155.44	\$551.24	9.0 %	\$72,812.58	\$154,974.00	\$82,161.42	53.0 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,316.38	\$3,958.66	\$642.28	16.2%	\$42,650.13	\$47,504.00	\$4,853.87	10.2%
FICA and Medicare	245.09	302.83	57.74	19.1	3,130.88	3,634.00	503.12	13.8
Retirement	162.40	221.33	58.93	26.6	2,288.99	2,656.00	367.01	13.8
Health Insurance	566.12	888.41	322.29	36.3	8,824.76	10,661.00	1,836.24	17.2
Worker's Compensation	358.00	603.25	245.25	40.7	1,489.00	2,413.00	924.00	38.3
Unemployment	8.75	7.66	(1.09)	(14.2)	94.55	92.00	(2.55)	(2.8)
Total General & Administrative Expenses	\$4,656.74	\$5,982.14	\$1,325.40	22.2 %	\$58,478.31	\$66,960.00	\$8,481.69	12.7 %

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$10,260.94	\$12,137.58	\$1,876.64	15.5%	\$131,290.89	\$221,934.00	\$90,643.11	40.8%
Net Income (Loss)	\$0.00	\$3,515.25	\$(3,515.25)	(100.0)%	\$0.00	\$(82,500.00)	\$82,500.00	100.0%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2022 Through 6/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Parking Kiosk Revenue	\$23,734.40	\$20,833.33	\$2,901.07	13.9%	\$335,684.00	\$250,000.00	\$85,684.00	34.3%
Net Revenues	\$23,734.40	\$20,833.33	\$2,901.07	13.9 %	\$335,684.00	\$250,000.00	\$85,684.00	34.3 %
<u>Program Expenses</u>								
Miscellaneous	\$0.00	\$20.00	\$20.00	100.0%	\$0.00	\$240.00	\$240.00	100.0%
Bank Charges	0.00	0.00	0.00	0.0	55.64	0.00	(55.64)	0.0
Credit Card Processing Fees	5,150.95	3,333.33	(1,817.62)	(54.5)	47,847.72	40,000.00	(7,847.72)	(19.6)
Software Service and Support	414.41	447.50	33.09	7.4	5,374.82	6,108.00	733.18	12.0
Operating Supplies	0.00	250.00	250.00	100.0	626.46	3,000.00	2,373.54	79.1
Telephone	160.04	166.66	6.62	4.0	2,843.98	2,000.00	(843.98)	(42.2)
Capital Outlay	0.00	0.00	0.00	0.0	20,441.70	15,000.00	(5,441.70)	(36.3)
Allow for Additional Capital Purchases	0.00	166.66	166.66	100.0	0.00	2,000.00	2,000.00	100.0
Transfers Out	9,166.66	10,712.50	1,545.84	14.4	150,000.00	150,000.00	0.00	0.0
Total Program Expenses	\$14,892.06	\$15,096.65	\$204.59	1.4 %	\$227,190.32	\$218,348.00	\$(8,842.32)	(4.0)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,663.99	\$2,384.08	\$(279.91)	(11.7)%	\$27,656.57	\$28,609.00	\$952.43	3.3%
FICA Match	203.80	182.41	(21.39)	(11.7)	2,123.32	2,189.00	65.68	3.0
Worker's Compensation	209.00	187.75	(21.25)	(11.3)	709.00	751.00	42.00	5.6
Unemployment	14.40	8.58	(5.82)	(67.8)	144.79	103.00	(41.79)	(40.6)
Total General & Administrative Expenses	\$3,091.19	\$2,762.82	\$(328.37)	(11.9)%	\$30,633.68	\$31,652.00	\$1,018.32	3.2 %
Total Expenses	\$17,983.25	\$17,859.47	\$(123.78)	(0.7)%	\$257,824.00	\$250,000.00	\$(7,824.00)	(3.1)%
Net Income (Loss)	\$5,751.15	\$2,973.86	\$2,777.29	93.4%	\$77,860.00	\$0.00	\$77,860.00	0.0%

7/5/22
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Town of Jerome
Balance Sheet
As of 6/30/2022
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	(3,563.53)	
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	(15,088.75)	
NBA Checking	64,458.94	
OAZ Checking	825,940.76	
OAZ General Savings	2,078,225.43	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$3,243,094.02

Other Assets

Due From Other Funds	\$1,686,766.19	
Total Other Assets		1,686,766.19

Total Assets

\$4,929,860.21

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$3,036.10	
Federal WH & FICA	3.83	
Health Insurance	697.23	
457G Retirement	(0.01)	
PSPRS	(0.07)	
Customer Deposits	6,760.72	
FD Per Call Payable	9,180.00	
Ganishments Payable	1,735.51	
Wages Payable	30,589.12	
Due To Other Funds	3,387,718.82	
Court Liabilities	10,404.08	
Total Current Liabilities		\$3,450,125.33
Total Liabilities		\$3,450,125.33

Net Assets

Unrestricted Funds	638,873.64	
Current Year Net Assets	840,861.24	
Total Net Assets		1,479,734.88
Total Liabilities and Net Assets		\$4,929,860.21

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Town of Jerome
Balance Sheet
As of 6/30/2022

Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	51,508.00	
Miscellaneous	27.21	
Construction WIP	72,959.00	
Total Current Assets		\$109,494.21

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	\$779,600.07	
Total Other Assets		779,600.07

Total Assets

\$2,882,665.60

Liabilities and Net Assets

Current Liabilities

Sales Tax Payable	\$555.22	
Customer Deposits	27,974.06	
Compensated Absences	5,461.24	
Other Liabilities	4,040.76	
Due To Other Funds	691,351.69	
Accrued Payroll	4,996.84	
Total Current Liabilities		\$734,379.81

Total Liabilities

\$734,379.81

Net Assets

Unrestricted Fund Balance	768,669.00	
Unrestricted Fund Balance	(142,984.00)	
Unrestricted Fund Balance	1,556,567.24	
Current Year Net Assets	(33,966.45)	
Total Net Assets		2,148,285.79
Total Liabilities and Net Assets		\$2,882,665.60

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Town of Jerome
Balance Sheet
As of 6/30/2022

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

Assets

Current Assets

HURF Accounts Receivable	\$3,934.32	
OAZ HURF Savings	467,609.64	
Total Current Assets		\$471,543.96

Other Assets

Due From Other Funds	\$119,145.65	
Total Other Assets		119,145.65

Total Assets

\$590,689.61

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$481,245.07	
Accrued Payroll	1,287.17	
Total Current Liabilities		\$482,532.24

Total Liabilities

\$482,532.24

Net Assets

Unrestricted Fund Balance	153,174.00	
Current Year Net Assets	(45,016.63)	
Total Net Assets		108,157.37
Total Liabilities and Net Assets		\$590,689.61

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Town of Jerome
Balance Sheet
As of 6/30/2022

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

Assets

Other Assets

Due From	\$576,715.69	
Total Other Assets		\$576,715.69
Total Assets		\$576,715.69

Liabilities and Net Assets

Current Liabilities

Due To	\$382,529.38	
Wages Payable	387.54	
Total Current Liabilities		\$382,916.92
Total Liabilities		\$382,916.92

Net Assets

Current Year Net Assets	\$193,798.77	
Total Net Assets		193,798.77
Total Liabilities and Net Assets		\$576,715.69

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Town of Jerome
Balance Sheet
As of 6/30/2022

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	\$42,051.36	
Total Other Assets		42,051.36

Total Assets

\$248,888.59

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$27,372.89	
Total Current Liabilities		\$27,372.89

Total Liabilities

\$27,372.89

Net Assets

Unrestricted Fund Balance	163,876.90	
Current Year Net Assets	57,638.80	

Total Net Assets

221,515.70

Total Liabilities and Net Assets

\$248,888.59

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Town of Jerome

Balance Sheet

As of 6/30/2022

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	\$147,013.03	
Total Other Assets		147,013.03

Total Assets

\$162,637.56

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$50,187.25	
Deferred Revenue - Opr Grants	51,303.51	
Total Current Liabilities		\$101,490.76

Total Liabilities

\$101,490.76

Net Assets

Unrestricted Fund Balance	32,586.67	
Current Year Net Assets	28,560.13	

Total Net Assets

61,146.80

Total Liabilities and Net Assets

\$162,637.56

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Town of Jerome
Balance Sheet
As of 6/30/2022

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	\$803,399.96	
Total Other Assets		803,399.96

Total Assets

\$877,559.04

Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$109,069.87	
Due To Other Funds	177,163.00	
Accounts Payable - Cap Grants	89.56	
Total Current Liabilities		\$286,322.43

Total Liabilities

\$286,322.43

Net Assets

Restricted Fund Balance	\$141,447.16	
Unrestricted Fund Balance	(128,623.24)	
Current Year Net Assets	578,412.69	

Total Net Assets

591,236.61

Total Liabilities and Net Assets

\$877,559.04

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Town of Jerome

Balance Sheet

As of 6/30/2022

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	\$165,965.16	
Total Other Assets		165,965.16

Total Assets

\$210,731.90

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$116,016.18	
Total Current Liabilities		\$116,016.18

Total Liabilities

\$116,016.18

Net Assets

Unrestricted Fund Balance	\$80,916.63	
Current Year Net Assets	13,799.09	

Total Net Assets

94,715.72

Total Liabilities and Net Assets

\$210,731.90

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Town of Jerome

Balance Sheet

As of 6/30/2022

Fund: (8) UF Contingencies

Assets

Other Assets

Due From Other Funds	\$75,980.48	
Total Other Assets		\$75,980.48
Total Assets		\$75,980.48

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	\$75,480.48	
Total Net Assets		75,480.48
Total Liabilities and Net Assets		\$75,980.48

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Town of Jerome
Balance Sheet
As of 6/30/2022

Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements	\$60,792.75	
Total Current Assets		\$60,792.75

Other Assets

Due From Other Funds	\$923,124.44	
Total Other Assets		923,124.44

Total Assets

\$983,917.19

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$5,000.00	
Total Current Liabilities		\$5,000.00

Total Liabilities

\$5,000.00

Net Assets

Unrestricted Fund Balance	\$77,812.73	
Current Year Net Assets	901,104.46	

Total Net Assets

978,917.19

Total Liabilities and Net Assets

\$983,917.19

Town of Jerome

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 1002 - XEROX FINANCIAL SERVICES										\$0.00
6122KM6	06/01/22	06/01/22	07/01/22							
020-0098114-001, 3277904		1.10.1045 - General Fund PrePaid Exp		\$321.03	\$0.00	\$321.03	06/01/22	12804	ASCUCK	\$0.00
INVOICE 6122KM6 TOTALS:				\$321.03	\$0.00	\$321.03				\$0.00
XEROX FINANCIAL SERVICES TOTALS:				\$321.03	\$0.00	\$321.03				\$0.00
VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)										\$0.00
62222KM5	06/22/22	06/22/22	07/22/22							
Inv. 2022-149 Project #20-0213CE Hu		6.70.6106 - HURF Exchange Drainage Expe		\$6,235.00	\$0.00	\$6,235.00	06/22/22	12852	ASCUCK	\$0.00
Inv. 2022-150 Project #20-0510CE CD		6.70.6105 - CDBG Dundee Waterline Expen		\$5,776.50	\$0.00	\$5,776.50	06/22/22	12852	ASCUCK	\$0.00
INVOICE 62222KM5 TOTALS:				\$12,011.50	\$0.00	\$12,011.50				\$0.00
SOUTHWESTERN ENVIRON (SEC) TOTALS:				\$12,011.50	\$0.00	\$12,011.50				\$0.00
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH										\$460.07
6822KM2	06/08/22	06/08/22	07/08/22							
Inv. 21-1378 e-rate library		1.15.6266 - E-Rate Exp		\$42.95	\$0.00	\$42.95	06/08/22	12815	ASCUCK	\$0.00
Inv. 21-1379 internet GG		1.11.6192 - Software Support Exp - GG		\$120.00	\$0.00	\$120.00	06/08/22	12815	ASCUCK	\$0.00
Inv. 21-1379 internet PW		1.16.6192 - Software Maintenance & Suppor		\$75.00	\$0.00	\$75.00	06/08/22	12815	ASCUCK	\$0.00
Inv. 21-1379 internet JFD		1.14.6192 - Software Service & Support		\$75.00	\$0.00	\$75.00	06/08/22	12815	ASCUCK	\$0.00
Inv. 21-1379 internet JPD		1.13.6192 - Software Service & Support		\$150.00	\$0.00	\$150.00	06/08/22	12815	ASCUCK	\$0.00
INVOICE 6822KM2 TOTALS:				\$462.95	\$0.00	\$462.95				\$0.00
YAVAPAI CO. EDUCATION TECH TOTALS:				\$462.95	\$0.00	\$462.95				\$460.07
VENDOR: 1033 - BROWN & BROWN LAW OFFICES										\$0.00
62222KM6	06/22/22	06/22/22	07/22/22							
Inv. JEROME-3344 Phone calls .4 hou		6.70.6105 - CDBG Dundee Waterline Expen		\$160.00	\$0.00	\$160.00	06/22/22	12853	ASCUCK	\$0.00
INVOICE 62222KM6 TOTALS:				\$160.00	\$0.00	\$160.00				\$0.00
BROWN & BROWN LAW OFFICES TOTALS:				\$160.00	\$0.00	\$160.00				\$0.00
VENDOR: 1054 - PARKEON										\$0.00
6822KM13	06/08/22	06/08/22	07/08/22							
S0131335, Inv. IV129464 Flowbird		3.35.6192 - Software Service and Support		\$38.72	\$0.00	\$38.72	06/08/22	12816	ASCUCK	\$0.00
INVOICE 6822KM13 TOTALS:				\$38.72	\$0.00	\$38.72				\$0.00
62222KM19	06/22/22	06/22/22	07/22/22							
S0131335, Inv. IV129612 Parkfolio F		3.35.6192 - Software Service and Support		\$375.69	\$0.00	\$375.69	06/22/22	12854	ASCUCK	\$0.00
INVOICE 62222KM19 TOTALS:				\$375.69	\$0.00	\$375.69				\$0.00
PARKEON TOTALS:				\$414.41	\$0.00	\$414.41				\$0.00
VENDOR: 109 - AFLAC										\$0.00
62222KM22	06/22/22	06/22/22	06/22/22							

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
Acct # DN513, Inv. 714022		1.10.2405 - AFLAC			\$103.20	\$0.00	\$103.20	06/22/22	12855	ASCUCK	\$0.00
INVOICE 62222KM22 TOTALS:					\$103.20	\$0.00	\$103.20				\$0.00
AFLAC TOTALS:					\$103.20	\$0.00	\$103.20				\$0.00
VENDOR: 1095 - MIKE MULCAIRE EXCAVATING, INC											
6822KM11	06/08/22	06/08/22	07/08/22								\$0.00
Inv. 522223 Hull Ave & UVX Waterlin		2.50.6230 - Rep and Maint - Infrastructure			\$7,075.00	\$0.00	\$7,075.00	06/08/22	12817	ASCUCK	\$0.00
INVOICE 6822KM11 TOTALS:					\$7,075.00	\$0.00	\$7,075.00				\$0.00
MIKE MULCAIRE EXCAVATING, INC TOTALS:					\$7,075.00	\$0.00	\$7,075.00				\$0.00
VENDOR: 1098 - PROCOPY											
6822KM3	06/08/22	06/08/22	07/08/22								\$0.00
Inv. INV3532805 Lease		1.11.6191 - Copier & Equip Lease Expense			\$336.18	\$0.00	\$336.18	06/08/22	12818	ASCUCK	\$0.00
Inv. INV3532806 Usage		1.11.6191 - Copier & Equip Lease Expense			\$416.69	\$0.00	\$416.69	06/08/22	12818	ASCUCK	\$0.00
INVOICE 6822KM3 TOTALS:					\$752.87	\$0.00	\$752.87				\$0.00
PROCOPY TOTALS:					\$752.87	\$0.00	\$752.87				\$0.00
VENDOR: 1104 - SCOTT KOLU											
6822KM5	06/08/22	06/08/22	07/08/22								\$0.00
Mileage Reimbursement		1.11.6245 - Shuttle Expenses			\$14.38	\$0.00	\$14.38	06/08/22	12819	ASCUCK	\$0.00
INVOICE 6822KM5 TOTALS:					\$14.38	\$0.00	\$14.38				\$0.00
SCOTT KOLU TOTALS:					\$14.38	\$0.00	\$14.38				\$0.00
VENDOR: 1108 - FITZGIBBONS LAW OFFICES, PLC											
62222KM7	06/22/22	06/22/22	07/22/22								\$0.00
Inv. 164584 Legal-16		1.16.6170 - Legal Exp - P&Z			\$45.00	\$0.00	\$45.00	06/22/22	12856	ASCUCK	\$0.00
INVOICE 62222KM7 TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
FITZGIBBONS LAW OFFICES, PLC TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 1109 - TIANA CHEYENNE LOZANO											
62222KM2	06/22/22	06/22/22	07/22/22								\$0.00
JFD Foster Fire 37 Hours		7.25.6276 - Wildlands Exp - Contingency			\$583.12	\$0.00	\$583.12	06/22/22	12857	ASCUCK	\$0.00
JFD Calf Canyon Fire 187 Hours		7.25.6276 - Wildlands Exp - Contingency			\$3,853.32	\$0.00	\$3,853.32	06/22/22	12857	ASCUCK	\$0.00
INVOICE 62222KM2 TOTALS:					\$4,436.44	\$0.00	\$4,436.44				\$0.00
TIANA CHEYENNE LOZANO TOTALS:					\$4,436.44	\$0.00	\$4,436.44				\$0.00
VENDOR: 1110 - SERVPRO OF YAVAPAI COUNTY											
61422KM6	06/14/22	06/14/22	07/14/22								\$0.00
Inv. JFD0419 FD Plumbing Reconstruc		1.18.6215 - R&M Building - Properties			\$19,500.96	\$0.00	\$19,500.96	06/14/22	12846	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 : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 61422KM6 TOTALS:				\$19,500.96	\$0.00	\$19,500.96				\$0.00
SERVPRO OF YAVAPAI COUNTY TOTALS:				\$19,500.96	\$0.00	\$19,500.96				\$0.00
VENDOR: 1112 - THE REINALT-THOMAS CORPORATION										\$0.00
6822KM17	06/08/22	06/08/22	07/08/22							
Inv. 1284548 Tires 2014 Taurus		1.13.6220 - Rep and Maint - Vehicles		\$1,248.30	\$0.00	\$1,248.30	06/08/22	12820	ASCUCK	\$0.00
Inv. 1284548 Tires 2014 Taurus Labo		1.13.6220 - Rep and Maint - Vehicles		\$88.00	\$0.00	\$88.00	06/08/22	12820	ASCUCK	\$0.00
Inv. 1284864 Tires 2014 Tahoe Labor		1.13.6220 - Rep and Maint - Vehicles		\$44.00	\$0.00	\$44.00	06/08/22	12820	ASCUCK	\$0.00
Inv. 1284864 Tires 2014 Tahoe		1.13.6220 - Rep and Maint - Vehicles		\$523.34	\$0.00	\$523.34	06/08/22	12820	ASCUCK	\$0.00
INVOICE 6822KM17 TOTALS:				\$1,903.64	\$0.00	\$1,903.64				\$0.00
THE REINALT-THOMAS CORPORATION TOTALS:				\$1,903.64	\$0.00	\$1,903.64				\$0.00
VENDOR: 1113 - FRIENDS OF JEROME										\$0.00
6822KM16	06/08/22	06/08/22	07/08/22							
Inv. 1000 Startup Costs		1.11.6185 - Miscellaneous		\$1,000.00	\$0.00	\$1,000.00	06/08/22	12821	ASCUCK	\$0.00
INVOICE 6822KM16 TOTALS:				\$1,000.00	\$0.00	\$1,000.00				\$0.00
FRIENDS OF JEROME TOTALS:				\$1,000.00	\$0.00	\$1,000.00				\$0.00
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES										\$0.00
6822KM24	06/08/22	06/08/22	06/08/22							
Inv. 697800 Monthly Tank Rental Fee		1.14.6181 - Medical Supplies Exp		\$119.04	\$0.00	\$119.04	06/08/22	12822	ASCUCK	\$0.00
INVOICE 6822KM24 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
6122KM1	06/01/22	06/01/22	06/16/22							
7575770000 Civic Center		1.18.6285 - Utilities		\$790.12	\$0.00	\$790.12	06/01/22	12806	ASCUCK	\$0.00
7575770000 Center Civic Solar Credi		1.18.6285 - Utilities		(\$312.50)	\$0.00	(\$312.50)	06/01/22	12806	ASCUCK	\$0.00
INVOICE 6122KM1 TOTALS:				\$477.62	\$0.00	\$477.62				\$0.00
6122KM2	06/01/22	06/01/22	06/16/22							
2383901000 Upper Park		1.17.6285 - Utilities		\$39.15	\$0.00	\$39.15	06/01/22	12805	ASCUCK	\$0.00
0421621000 Fire Station		1.18.6285 - Utilities		\$411.97	\$0.00	\$411.97	06/01/22	12805	ASCUCK	\$0.00
2839800000 Ghost Pepper		1.18.6285 - Utilities		\$75.32	\$0.00	\$75.32	06/01/22	12805	ASCUCK	\$0.00
8061950000 Sunshine Hill		2.50.6285 - Utilities Exp - Water		\$37.85	\$0.00	\$37.85	06/01/22	12805	ASCUCK	\$0.00
8468241000 Middle Park		1.17.6285 - Utilities		\$39.15	\$0.00	\$39.15	06/01/22	12805	ASCUCK	\$0.00
4246290000 WWTP		2.51.6285 - Utilities		\$220.82	\$0.00	\$220.82	06/01/22	12805	ASCUCK	\$0.00
5613490000 Upper Park 2		1.17.6285 - Utilities		\$57.80	\$0.00	\$57.80	06/01/22	12805	ASCUCK	\$0.00
2353720000 Gulch Fire Station		1.18.6285 - Utilities		\$79.37	\$0.00	\$79.37	06/01/22	12805	ASCUCK	\$0.00
6506951000 Police Station		1.18.6285 - Utilities		\$148.29	\$0.00	\$148.29	06/01/22	12805	ASCUCK	\$0.00
1976520000 Co-op		1.18.6285 - Utilities		\$164.20	\$0.00	\$164.20	06/01/22	12805	ASCUCK	\$0.00
0024240000 Lower Park		1.17.6285 - Utilities		\$41.62	\$0.00	\$41.62	06/01/22	12805	ASCUCK	\$0.00
6109570000 Perkinsville		1.18.6285 - Utilities		\$109.02	\$0.00	\$109.02	06/01/22	12805	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 : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
3601574879 Parks		1.17.6285 - Utilities		\$49.36	\$0.00	\$49.36	06/01/22	12805	ASCUCK	\$0.00
3216010000 Hotel Jerome		1.18.6285 - Utilities		\$39.15	\$0.00	\$39.15	06/01/22	12805	ASCUCK	\$0.00
INVOICE 6122KM2 TOTALS:				\$1,513.07	\$0.00	\$1,513.07				\$0.00
6822KM8	06/08/22	06/08/22	06/23/22							
9438060000 504 Hull Street Roof		1.18.6285 - Utilities		\$13.91	\$0.00	\$13.91	06/08/22	12823	ASCUCK	\$0.00
INVOICE 6822KM8 TOTALS:				\$13.91	\$0.00	\$13.91				\$0.00
62822KM5	06/28/22	06/28/22	07/13/22							
Inv. 1490440000 Street Lights		3.30.6255 - Street Lights		\$1,053.35	\$0.00	\$1,053.35	06/28/22	12878	ASCUCK	\$0.00
INVOICE 62822KM5 TOTALS:				\$1,053.35	\$0.00	\$1,053.35				\$0.00
62822KM6	06/28/22	06/28/22	07/13/22							
Inv. 7575770000 CC		1.18.6285 - Utilities		\$1,501.36	\$0.00	\$1,501.36	06/28/22	12877	ASCUCK	\$0.00
Inv. 7575770000 CC Solar Credit		1.18.6285 - Utilities		(\$312.50)	\$0.00	(\$312.50)	06/28/22	12877	ASCUCK	\$0.00
Inv. 238391000 Upper Park		1.17.6285 - Utilities		\$36.72	\$0.00	\$36.72	06/28/22	12877	ASCUCK	\$0.00
Inv. 6506951000 PD		1.18.6285 - Utilities		\$169.23	\$0.00	\$169.23	06/28/22	12877	ASCUCK	\$0.00
Inv. 4246290000 WWTP		2.51.6285 - Utilities		\$220.44	\$0.00	\$220.44	06/28/22	12877	ASCUCK	\$0.00
Inv. 2353720000 FD Gulch		1.18.6285 - Utilities		\$37.88	\$0.00	\$37.88	06/28/22	12877	ASCUCK	\$0.00
Inv. 5613490000 Upper Park 2		1.17.6285 - Utilities		\$56.08	\$0.00	\$56.08	06/28/22	12877	ASCUCK	\$0.00
Inv. 3216010000 Hotel Jerome		1.18.6285 - Utilities		\$36.72	\$0.00	\$36.72	06/28/22	12877	ASCUCK	\$0.00
Inv. 0421621000 Fire Station		1.18.6285 - Utilities		\$428.34	\$0.00	\$428.34	06/28/22	12877	ASCUCK	\$0.00
Inv. 8061950000 Sunshine Hill WT		2.50.6285 - Utilities Exp - Water		\$35.49	\$0.00	\$35.49	06/28/22	12877	ASCUCK	\$0.00
Inv. 0024240000 Lower Park		1.17.6285 - Utilities		\$37.72	\$0.00	\$37.72	06/28/22	12877	ASCUCK	\$0.00
Inv. 609570000 Perkinsville Road		1.18.6285 - Utilities		\$130.76	\$0.00	\$130.76	06/28/22	12877	ASCUCK	\$0.00
Inv. 8468241000 Middle Park		1.17.6285 - Utilities		\$36.72	\$0.00	\$36.72	06/28/22	12877	ASCUCK	\$0.00
Inv. 1976520000 Co-op		1.18.6285 - Utilities		\$183.30	\$0.00	\$183.30	06/28/22	12877	ASCUCK	\$0.00
Inv. 2839800000 Ghost Pepper		1.18.6285 - Utilities		\$95.18	\$0.00	\$95.18	06/28/22	12877	ASCUCK	\$0.00
INVOICE 62822KM6 TOTALS:				\$2,693.44	\$0.00	\$2,693.44				\$0.00
APS TOTALS:				\$5,751.39	\$0.00	\$5,751.39				\$0.00
VENDOR: 135 - AMRRP - WC										\$0.00
62822KM9	06/28/22	06/28/22	06/28/22							
AZWC016318, WC GG		1.11.5013 - Workers Compensation		\$289.00	\$0.00	\$289.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC CT		1.12.5013 - Worker's Compensation		\$45.00	\$0.00	\$45.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC PD		1.13.5013 - Worker's Compensation		\$4,897.00	\$0.00	\$4,897.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC FD		1.14.5013 - Worker's Compensation		\$4,886.00	\$0.00	\$4,886.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC LB		1.15.5013 - Worker's Compensation		\$60.00	\$0.00	\$60.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC PZ		1.16.5013 - Worker's Compensation		\$99.00	\$0.00	\$99.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC Parks		1.17.5013 - Worker's Compensation		\$65.00	\$0.00	\$65.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC Properties		1.18.5013 - Worker's Compensation		\$365.00	\$0.00	\$365.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC Water		2.50.5013 - Worker's Compensation		\$863.00	\$0.00	\$863.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC Sewer		2.51.5013 - Worker's Compensation		\$438.00	\$0.00	\$438.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC Trash		2.52.5013 - Worker's Compensation		\$1,226.00	\$0.00	\$1,226.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC HURF		3.30.5013 - Worker's Compensation		\$358.00	\$0.00	\$358.00	06/28/22	12879	ASCUCK	\$0.00
AZWC016318, WC Parking		3.35.5013 - Worker's Compensation		\$209.00	\$0.00	\$209.00	06/28/22	12879	ASCUCK	\$0.00
INVOICE 62822KM9 TOTALS:				\$13,800.00	\$0.00	\$13,800.00				\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
AMRRP - WC TOTALS:					\$13,800.00	\$0.00	\$13,800.00				\$0.00
VENDOR: 151 - BEDROCK LANDSCAPE MATERIALS											\$0.00
6822KM28	06/08/22	06/08/22	07/08/22								
Inv. 156834 Concrete Trailers		3.30.6260 - Street Supplies			\$362.51	\$0.00	\$362.51	06/08/22	12824	ASCUCK	\$0.00
INVOICE 6822KM28 TOTALS:					\$362.51	\$0.00	\$362.51				\$0.00
BEDROCK LANDSCAPE MATERIALS TOTALS:					\$362.51	\$0.00	\$362.51				\$0.00
VENDOR: 157 - BOUND TREE MEDICAL, LLC											\$0.00
62222KM18	06/22/22	06/22/22	07/22/22								
103795, Inv. 84546321 NAEMS Suppli		5.40.6238 - Fire Dept Exp - Opr Grants			\$89.56	\$0.00	\$89.56	06/22/22	12858	ASCUCK	\$0.00
103795, Inv. 84547932 NAEMS Suppli		5.40.6238 - Fire Dept Exp - Opr Grants			\$449.27	\$0.00	\$449.27	06/22/22	12858	ASCUCK	\$0.00
103795, Inv. 84526261 NAEMS Suppli		5.40.6238 - Fire Dept Exp - Opr Grants			\$374.58	\$0.00	\$374.58	06/22/22	12858	ASCUCK	\$0.00
103795, Inv. 84526260 NAEMS Suppli		5.40.6238 - Fire Dept Exp - Opr Grants			\$2,562.88	\$0.00	\$2,562.88	06/22/22	12858	ASCUCK	\$0.00
103795, Inv. 84533736 NAEMS Suppli		5.40.6238 - Fire Dept Exp - Opr Grants			\$133.79	\$0.00	\$133.79	06/22/22	12858	ASCUCK	\$0.00
103795, Inv. 84523892 NAEMS Suppli		5.40.6238 - Fire Dept Exp - Opr Grants			\$186.76	\$0.00	\$186.76	06/22/22	12858	ASCUCK	\$0.00
103795, Inv. Credit NAEMS Grant		5.40.6238 - Fire Dept Exp - Opr Grants			(\$37.16)	\$0.00	(\$37.16)	06/22/22	12858	ASCUCK	\$0.00
INVOICE 62222KM18 TOTALS:					\$3,759.68	\$0.00	\$3,759.68				\$0.00
BOUND TREE MEDICAL, LLC TOTALS:					\$3,759.68	\$0.00	\$3,759.68				\$0.00
VENDOR: 167 - ODP BUSINESS SOLUTIONS											\$0.00
6122KM7	06/01/22	06/01/22	07/31/22								
63266436, 24552073001 Tissues Index		1.11.6190 - Office Supplies			\$27.75	\$0.00	\$27.75	06/01/22	12807	ASCUCK	\$0.00
63266436, 246949791001 Coffee Recei		1.11.6190 - Office Supplies			\$28.12	\$0.00	\$28.12	06/01/22	12807	ASCUCK	\$0.00
63266436, 246952951001 Coffee		1.11.6190 - Office Supplies			\$11.60	\$0.00	\$11.60	06/01/22	12807	ASCUCK	\$0.00
INVOICE 6122KM7 TOTALS:					\$67.47	\$0.00	\$67.47				\$0.00
6822KM25	06/08/22	06/08/22	08/07/22								
63266436, Inv. 244590820001 GG		1.11.6190 - Office Supplies			\$130.81	\$0.00	\$130.81	06/08/22	12825	ASCUCK	\$0.00
INVOICE 6822KM25 TOTALS:					\$130.81	\$0.00	\$130.81				\$0.00
61422KM5	06/14/22	06/14/22	08/13/22								
63266436, Inv. 246565123001 highlig		1.11.6190 - Office Supplies			\$8.44	\$0.00	\$8.44	06/14/22	12847	ASCUCK	\$0.00
INVOICE 61422KM5 TOTALS:					\$8.44	\$0.00	\$8.44				\$0.00
62822KM4	06/28/22	06/28/22	08/27/22								
63266436, Inv. 249278976001 Post-it		1.11.6190 - Office Supplies			\$21.71	\$0.00	\$21.71	06/28/22	12880	ASCUCK	\$0.00
63266436, Inv. 249280082001 GG Coff		1.11.6190 - Office Supplies			\$13.75	\$0.00	\$13.75	06/28/22	12880	ASCUCK	\$0.00
INVOICE 62822KM4 TOTALS:					\$35.46	\$0.00	\$35.46				\$0.00
ODP BUSINESS SOLUTIONS TOTALS:					\$242.18	\$0.00	\$242.18				\$0.00
VENDOR: 168 - CENTURY LINK											\$0.00
62822KM3	06/28/22	06/28/22	07/13/22								

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Inv. 296868334 GG Phone		1.11.6265 - Telephone		\$7.88	\$0.00	\$7.88	06/28/22	12882	ASCUCK	\$0.00
INVOICE 62822KM3 TOTALS:				\$7.88	\$0.00	\$7.88				\$0.00
62822KM7	06/28/22	06/28/22	07/13/22							
Inv. J5201113806829M Phone PD		1.13.6265 - Telephone		\$34.10	\$0.00	\$34.10	06/28/22	12881	ASCUCK	\$0.00
Inv. J5201113806829M Phone GG		1.11.6265 - Telephone		\$162.51	\$0.00	\$162.51	06/28/22	12881	ASCUCK	\$0.00
Inv. J5201113806829M Phone PD		1.13.6265 - Telephone		\$175.64	\$0.00	\$175.64	06/28/22	12881	ASCUCK	\$0.00
Inv. J5201113806829M Phone LB		1.15.6265 - Telephone		\$78.25	\$0.00	\$78.25	06/28/22	12881	ASCUCK	\$0.00
Inv. J5201113806829M Phone PD		1.13.6265 - Telephone		\$39.99	\$0.00	\$39.99	06/28/22	12881	ASCUCK	\$0.00
Inv. J5201113806829M Phone FD		1.14.6265 - Telephone		\$125.22	\$0.00	\$125.22	06/28/22	12881	ASCUCK	\$0.00
Inv. J5201113806829M Phone CT		1.12.6265 - Telephone		\$70.30	\$0.00	\$70.30	06/28/22	12881	ASCUCK	\$0.00
INVOICE 62822KM7 TOTALS:				\$686.01	\$0.00	\$686.01				\$0.00
CENTURY LINK TOTALS:				\$693.89	\$0.00	\$693.89				\$0.00
VENDOR: 185 - COTTONWOOD EXPRESS LUBE										\$0.00
62222KM23	06/22/22	06/22/22	06/22/22							
Inv. 77998 Vehicle Service Unit 25		1.13.6220 - Rep and Maint - Vehicles		\$55.00	\$0.00	\$55.00	06/22/22	12859	ASCUCK	\$0.00
Inv. 77998 Vehicle Service Unit 25		1.13.6220 - Rep and Maint - Vehicles		\$34.63	\$0.00	\$34.63	06/22/22	12859	ASCUCK	\$0.00
INVOICE 62222KM23 TOTALS:				\$89.63	\$0.00	\$89.63				\$0.00
COTTONWOOD EXPRESS LUBE TOTALS:				\$89.63	\$0.00	\$89.63				\$0.00
VENDOR: 190 - HUGHES SUPPLY										\$0.00
6822KM10	06/08/22	06/08/22	06/18/22							
Acct 151128 Inv. S164822600.001 se		2.50.6230 - Rep and Maint - Infrastructure		\$227.61	\$0.00	\$227.61	06/08/22	12826	ASCUCK	\$0.00
INVOICE 6822KM10 TOTALS:				\$227.61	\$0.00	\$227.61				\$0.00
HUGHES SUPPLY TOTALS:				\$227.61	\$0.00	\$227.61				\$0.00
VENDOR: 218 - VERIZON WIRELESS										\$0.00
6822KM4	06/08/22	06/08/22	07/03/22							
870476021 Inv. 9907418317		1.13.6265 - Telephone		\$52.22	\$0.00	\$52.22	06/08/22	12828	ASCUCK	\$0.00
870476021 Inv. 9907418317		1.13.6265 - Telephone		\$52.22	\$0.00	\$52.22	06/08/22	12828	ASCUCK	\$0.00
870476021 Inv. 9907418317 Device 1		3.35.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12828	ASCUCK	\$0.00
870476021 Inv. 9907418317 Dept. 2		3.35.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12828	ASCUCK	\$0.00
870476021 Inv. 9907418317 Dept. 3		3.35.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12828	ASCUCK	\$0.00
870476021 Inv. 9907418317		3.35.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12828	ASCUCK	\$0.00
INVOICE 6822KM4 TOTALS:				\$264.48	\$0.00	\$264.48				\$0.00
6822KM7	06/08/22	06/08/22	07/03/22							
870476021 Inv. 9907418316 P&Z		1.16.6265 - Telephone		\$27.89	\$0.00	\$27.89	06/08/22	12827	ASCUCK	\$0.00
870476021 Inv. 9907418316 Fire		1.14.6265 - Telephone		\$56.82	\$0.00	\$56.82	06/08/22	12827	ASCUCK	\$0.00
870476021 Inv. 9907418316 Shuttle		1.11.6265 - Telephone		\$23.57	\$0.00	\$23.57	06/08/22	12827	ASCUCK	\$0.00
870476021 Inv. 9907418316 PD		1.13.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12827	ASCUCK	\$0.00
870476021 Inv. 9907418316 Fire		1.14.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12827	ASCUCK	\$0.00
870476021 Inv. 9907418316 Fire		1.14.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12827	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 : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
870476021 Inv. 9907418316 PD		1.13.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12827	ASCUCK	\$0.00
870476021 Inv. 9907418316 Fire		1.14.6265 - Telephone		\$40.01	\$0.00	\$40.01	06/08/22	12827	ASCUCK	\$0.00
INVOICE 6822KM7 TOTALS:				\$308.33	\$0.00	\$308.33				\$0.00
VERIZON WIRELESS TOTALS:				\$572.81	\$0.00	\$572.81				\$0.00
VENDOR: 222 - WASTE MANAGEMENT OF ARIZONA										\$0.00
62222KM21	06/22/22	06/22/22	06/22/22							
19-35120-63008, Inv. 2328962-1586-9		2.52.6185 - Miscellaneous		\$359.17	\$0.00	\$359.17	06/22/22	12860	ASCUCK	\$0.00
INVOICE 62222KM21 TOTALS:				\$359.17	\$0.00	\$359.17				\$0.00
WASTE MANAGEMENT OF ARIZONA TOTALS:				\$359.17	\$0.00	\$359.17				\$0.00
VENDOR: 224 - LEGEND										\$0.00
6122KM3	06/01/22	06/01/22	07/01/22							
Acct 00-0001475, Inv. 2207301		2.51.6240 - Service Tests/System Testing		\$527.40	\$0.00	\$527.40	06/01/22	12808	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2207301		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	06/01/22	12808	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2207300		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	06/01/22	12808	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2207303		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	06/01/22	12808	ASCUCK	\$0.00
INVOICE 6122KM3 TOTALS:				\$692.40	\$0.00	\$692.40				\$0.00
6822KM1	06/08/22	06/08/22	07/08/22							
Acct 00-0001475, Inv. 2208078		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	06/08/22	12829	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2207928		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	06/08/22	12829	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2207928		2.51.6240 - Service Tests/System Testing		\$245.00	\$0.00	\$245.00	06/08/22	12829	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2207929		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	06/08/22	12829	ASCUCK	\$0.00
INVOICE 6822KM1 TOTALS:				\$410.00	\$0.00	\$410.00				\$0.00
62222KM13	06/22/22	06/22/22	07/22/22							
Acct 00-0001475, Inv. 2208535		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	06/22/22	12861	ASCUCK	\$0.00
INVOICE 62222KM13 TOTALS:				\$75.00	\$0.00	\$75.00				\$0.00
LEGEND TOTALS:				\$1,177.40	\$0.00	\$1,177.40				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES										\$0.00
62222KM24	06/22/22	06/22/22	07/12/22							
Acct. 0559820000 Town Yard		1.18.6285 - Utilities		\$30.07	\$0.00	\$30.07	06/22/22	12862	ASCUCK	\$0.00
Acct. 7505930000 Civic Center		1.18.6285 - Utilities		\$30.86	\$0.00	\$30.86	06/22/22	12862	ASCUCK	\$0.00
Acct. 6937260000 PD		1.18.6285 - Utilities		\$21.76	\$0.00	\$21.76	06/22/22	12862	ASCUCK	\$0.00
Acct. 4353340000 Town Yard		1.18.6285 - Utilities		\$28.31	\$0.00	\$28.31	06/22/22	12862	ASCUCK	\$0.00
Acct. 2353340000 Co-op		1.18.6285 - Utilities		\$21.76	\$0.00	\$21.76	06/22/22	12862	ASCUCK	\$0.00
INVOICE 62222KM24 TOTALS:				\$132.76	\$0.00	\$132.76				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:				\$132.76	\$0.00	\$132.76				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE										\$0.00
6822KM31	06/08/22	06/08/22	06/23/22							

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
2860 Inv. 43587 Helmets Fire		7.25.6276 - Wildlands Exp - Contingency		\$177.94	\$0.00	\$177.94	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 43619 Miscellaneous Tools		7.25.6276 - Wildlands Exp - Contingency		\$136.31	\$0.00	\$136.31	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 43719 Striping Paint PW		3.30.6260 - Street Supplies		\$104.98	\$0.00	\$104.98	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 43726 Padlocks Fire		7.25.6276 - Wildlands Exp - Contingency		\$114.21	\$0.00	\$114.21	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 43840 Batteries PW		2.50.6230 - Rep and Maint - Infrastructure		\$102.09	\$0.00	\$102.09	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 43941, 43943, 43945 Faste		3.30.6260 - Street Supplies		\$122.94	\$0.00	\$122.94	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 44118 Throttle PW		1.17.6185 - Miscellaneous		\$10.97	\$0.00	\$10.97	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 44146 Dry Mop Heads Fire		1.14.6185 - Miscellaneous		\$37.33	\$0.00	\$37.33	06/08/22	12830	ASCUCK	\$0.00
2860 Inv. 44211 Blacktop Repair		3.30.6260 - Street Supplies		\$461.04	\$0.00	\$461.04	06/08/22	12830	ASCUCK	\$0.00
INVOICE 6822KM31 TOTALS:				\$1,267.81	\$0.00	\$1,267.81				\$0.00
VERDE VALLEY HARDWARE TOTALS:				\$1,267.81	\$0.00	\$1,267.81				\$0.00
VENDOR: 249 - POSTMASTER										\$0.00
6822KM26	06/08/22	06/08/22	06/08/22							
Post Box Library Yearly Fee		1.15.6185 - Miscellaneous		\$226.00	\$0.00	\$226.00	06/08/22	12831	ASCUCK	\$0.00
INVOICE 6822KM26 TOTALS:				\$226.00	\$0.00	\$226.00				\$0.00
62222KM8	06/22/22	06/22/22	06/22/22							
Postage Bulk Newsletter July-Aug		1.11.6200 - Postage		\$64.46	\$0.00	\$64.46	06/22/22	12863	ASCUCK	\$0.00
INVOICE 62222KM8 TOTALS:				\$64.46	\$0.00	\$64.46				\$0.00
POSTMASTER TOTALS:				\$290.46	\$0.00	\$290.46				\$0.00
VENDOR: 252 - NAPA AUTO PARTS										\$0.00
6822KM18	06/08/22	06/08/22	06/28/22							
31380 Inv. 290323 JPD		1.13.6220 - Rep and Maint - Vehicles		\$83.01	\$0.00	\$83.01	06/08/22	12832	ASCUCK	\$0.00
31380 Inv. 290645 JPD		1.13.6220 - Rep and Maint - Vehicles		\$106.54	\$0.00	\$106.54	06/08/22	12832	ASCUCK	\$0.00
31380 Inv. 291487 PW		1.18.6220 - Rep and Maint - Vehicles		\$38.95	\$0.00	\$38.95	06/08/22	12832	ASCUCK	\$0.00
31380 Inv. 291795 PW		2.50.6220 - Rep and Maint - Vehicles		\$67.00	\$0.00	\$67.00	06/08/22	12832	ASCUCK	\$0.00
31380 Inv. 291873 JFD		1.14.6220 - Rep and Maint - Vehicles		\$331.81	\$0.00	\$331.81	06/08/22	12832	ASCUCK	\$0.00
31380 Inv. 291885 JFD		1.14.6220 - Rep and Maint - Vehicles		\$67.38	\$0.00	\$67.38	06/08/22	12832	ASCUCK	\$0.00
INVOICE 6822KM18 TOTALS:				\$694.69	\$0.00	\$694.69				\$0.00
NAPA AUTO PARTS TOTALS:				\$694.69	\$0.00	\$694.69				\$0.00
VENDOR: 255 - CITY OF COTTONWOOD										\$0.00
61422KM4	06/14/22	06/14/22	06/14/22							
Inv. 0005132 Dispatch fees FD		1.14.6120 - Dispatch Fees		\$560.33	\$0.00	\$560.33	06/14/22	12848	ASCUCK	\$0.00
Inv. 0005122 Dispatch fees PD		1.13.6120 - Dispatch Fees		\$3,478.75	\$0.00	\$3,478.75	06/14/22	12848	ASCUCK	\$0.00
INVOICE 61422KM4 TOTALS:				\$4,039.08	\$0.00	\$4,039.08				\$0.00
CITY OF COTTONWOOD TOTALS:				\$4,039.08	\$0.00	\$4,039.08				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS										\$0.00
6822KM6	06/08/22	06/08/22	07/03/22							
Inv. 1015244 Services Water		2.50.6110 - Contract Services		\$900.00	\$0.00	\$900.00	06/08/22	12833	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 : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Inv. 1015244 Services Sewer		2.51.6110 - Contract Services		\$3,200.00	\$0.00	\$3,200.00	06/08/22	12833	ASCUCK	\$0.00
Inv. 1015244 Transport Charges		2.51.6240 - Service Tests/System Testing		\$65.00	\$0.00	\$65.00	06/08/22	12833	ASCUCK	\$0.00
Inv. 1015244 Tablets & Sealant		2.51.6195 - Operating Supplies - Sewer		\$1,760.73	\$0.00	\$1,760.73	06/08/22	12833	ASCUCK	\$0.00
INVOICE 6822KM6 TOTALS:				\$5,925.73	\$0.00	\$5,925.73				\$0.00
CONTRACT WASTEWATER OPERATIONS TOTALS:				\$5,925.73	\$0.00	\$5,925.73				\$0.00
VENDOR: 270 - KATHLEEN JARVIS										\$0.00
62222KM9	06/22/22	06/22/22	06/29/22							
Library Art Supplies Clay and Yarn		1.15.6195 - Operating Supplies - Library		\$879.04	\$0.00	\$879.04	06/22/22	12864	ASCUCK	\$0.00
Library Office Supplies Chair		1.15.6190 - Office Supplies		\$206.60	\$0.00	\$206.60	06/22/22	12864	ASCUCK	\$0.00
INVOICE 62222KM9 TOTALS:				\$1,085.64	\$0.00	\$1,085.64				\$0.00
KATHLEEN JARVIS TOTALS:				\$1,085.64	\$0.00	\$1,085.64				\$0.00
VENDOR: 273 - TAPCO										\$0.00
68222KM19	06/08/22	06/08/22	07/08/22							
Inv. I728074 Signs for PD		3.30.6195 - Operating Supplies - HURF		\$333.80	\$0.00	\$333.80	06/08/22	12834	ASCUCK	\$0.00
INVOICE 6822KM19 TOTALS:				\$333.80	\$0.00	\$333.80				\$0.00
62222KM3	06/22/22	06/22/22	07/22/22							
Inv. I728764 Parking Signs		3.30.6185 - Miscellaneous		\$127.60	\$0.00	\$127.60	06/22/22	12865	ASCUCK	\$0.00
INVOICE 62222KM3 TOTALS:				\$127.60	\$0.00	\$127.60				\$0.00
TAPCO TOTALS:				\$461.40	\$0.00	\$461.40				\$0.00
VENDOR: 295 - GRAFIX SHOPPE										\$0.00
62222KM4	06/22/22	06/22/22	07/22/22							
Inv. 145168 JFD Graphics for Chevy		7.25.6276 - Wildlands Exp - Contingency		\$565.00	\$0.00	\$565.00	06/22/22	12866	ASCUCK	\$0.00
INVOICE 62222KM4 TOTALS:				\$565.00	\$0.00	\$565.00				\$0.00
GRAFIX SHOPPE TOTALS:				\$565.00	\$0.00	\$565.00				\$0.00
VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS										\$0.00
6122KM9	06/01/22	06/01/22	07/01/22							
80073 Tire Labor 2008 Ford PD		1.13.6220 - Rep and Maint - Vehicles		\$44.00	\$0.00	\$44.00	06/01/22	12809	ASCUCK	\$0.00
80073 Tire 2008 Ford PD		1.13.6220 - Rep and Maint - Vehicles		\$269.56	\$0.00	\$269.56	06/01/22	12809	ASCUCK	\$0.00
INVOICE 6122KM9 TOTALS:				\$313.56	\$0.00	\$313.56				\$0.00
6822KM27	06/08/22	06/08/22	07/08/22							
Inv. 80492 Tires 2002 Ford F550 Lab		1.14.6220 - Rep and Maint - Vehicles		\$64.00	\$0.00	\$64.00	06/08/22	12835	ASCUCK	\$0.00
Inv. 80492 Tires 2002 Ford F550		1.14.6220 - Rep and Maint - Vehicles		\$1,011.28	\$0.00	\$1,011.28	06/08/22	12835	ASCUCK	\$0.00
INVOICE 6822KM27 TOTALS:				\$1,075.28	\$0.00	\$1,075.28				\$0.00
REESE'S TIRE & AUTOTIRE PROS TOTALS:				\$1,388.84	\$0.00	\$1,388.84				\$0.00

Town of Jerome

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description				Account							
VENDOR: 375 - PERSONNEL SAFETY ENTERPRISES											\$0.00
62222KM12	06/22/22	06/22/22	07/22/22								
80001143, Inv. 103142 Parks				1.17.6195 - Operating Supplies - Parks	\$38.69	\$0.00	\$38.69	06/22/22	12867	ASCUCK	\$0.00
80001143, Inv. 103142 Properties				1.18.6195 - Operating Supplies - Properties	\$38.69	\$0.00	\$38.69	06/22/22	12867	ASCUCK	\$0.00
80001143, Inv. 103142 Water				2.50.6195 - Operating Supplies - Water	\$38.69	\$0.00	\$38.69	06/22/22	12867	ASCUCK	\$0.00
80001143, Inv. 103142 Sewer				2.51.6195 - Operating Supplies - Sewer	\$38.69	\$0.00	\$38.69	06/22/22	12867	ASCUCK	\$0.00
80001143, Inv. 103142 Trash				2.52.6195 - Operating Supplies - Trash	\$38.69	\$0.00	\$38.69	06/22/22	12867	ASCUCK	\$0.00
80001143, Inv. 103142 HURF				3.30.6195 - Operating Supplies - HURF	\$38.67	\$0.00	\$38.67	06/22/22	12867	ASCUCK	\$0.00
INVOICE 62222KM12 TOTALS:					\$232.12	\$0.00	\$232.12				\$0.00
PERSONNEL SAFETY ENTERPRISES TOTALS:					\$232.12	\$0.00	\$232.12				\$0.00
VENDOR: 383 - VERDE SOL-AIR SERVICES											\$0.00
6822KM12	06/08/22	06/08/22	07/08/22								
Inv. 35275 Inspection 655 Holly Ave				1.18.6110 - Contract Services	\$189.00	\$0.00	\$189.00	06/08/22	12836	ASCUCK	\$0.00
INVOICE 6822KM12 TOTALS:					\$189.00	\$0.00	\$189.00				\$0.00
VERDE SOL-AIR SERVICES TOTALS:					\$189.00	\$0.00	\$189.00				\$0.00
VENDOR: 450 - #1 FOOD STORE											\$0.00
61422KM1	06/14/22	06/14/22	06/14/22								
Fuel PD				1.13.6145 - Fuel	\$135.99	\$0.00	\$135.99	06/14/22	12849	ASCUCK	\$0.00
Fuel FD				1.14.6145 - Fuel	\$337.23	\$0.00	\$337.23	06/14/22	12849	ASCUCK	\$0.00
INVOICE 61422KM1 TOTALS:					\$473.22	\$0.00	\$473.22				\$0.00
#1 FOOD STORE TOTALS:					\$473.22	\$0.00	\$473.22				\$0.00
VENDOR: 502 - DANA KEPNER CO											\$0.00
6822KM29	06/08/22	06/08/22	07/08/22								
5124, Inv. 9032256-00 Fire Hydrant				2.50.6230 - Rep and Maint - Infrastructure	\$3,596.42	\$0.00	\$3,596.42	06/08/22	12837	ASCUCK	\$0.00
INVOICE 6822KM29 TOTALS:					\$3,596.42	\$0.00	\$3,596.42				\$0.00
DANA KEPNER CO TOTALS:					\$3,596.42	\$0.00	\$3,596.42				\$0.00
VENDOR: 548 - JC CULLEN INC											\$0.00
6822KM14	06/08/22	06/08/22	07/08/22								
Inv. 150136 Port Services and Base				1.13.6192 - Software Service & Support	\$35.49	\$0.00	\$35.49	06/08/22	12838	ASCUCK	\$0.00
Inv. 150136 Port Services and Base				1.14.6192 - Software Service & Support	\$35.48	\$0.00	\$35.48	06/08/22	12838	ASCUCK	\$0.00
INVOICE 6822KM14 TOTALS:					\$70.97	\$0.00	\$70.97				\$0.00
JC CULLEN INC TOTALS:					\$70.97	\$0.00	\$70.97				\$0.00
VENDOR: 656 - ADEQ											\$0.00
6822KM23	06/08/22	06/08/22	07/08/22								
Inv. 0000365721X Water Quality				2.51.6135 - Permit Fee Exp - Sewer	\$1,000.00	\$0.00	\$1,000.00	06/08/22	12839	ASCUCK	\$0.00

Town of Jerome

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 6822KM23 TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
ADEQ TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
VENDOR: 685 - SALTUS TECHNOLOGIES, LLC											\$0.00
6122KM10	06/01/22	06/01/22	06/21/22								
2206-03 Digi-ticket Software Mainte		1.13.6192 - Software Service & Support			\$1,269.00	\$0.00	\$1,269.00	06/01/22	12810	ASCUCK	\$0.00
INVOICE 6122KM10 TOTALS:					\$1,269.00	\$0.00	\$1,269.00				\$0.00
SALTUS TECHNOLOGIES, LLC TOTALS:					\$1,269.00	\$0.00	\$1,269.00				\$0.00
VENDOR: 725 - DIESEL DIRECT WEST											\$0.00
6822KM21	06/08/22	06/08/22	06/23/22								
18583, Inv. 84575759 Fuel		2.50.6145 - Fuel			\$35.12	\$0.00	\$35.12	06/08/22	12840	ASCUCK	\$0.00
18583, Inv. 84575759 Fuel		2.51.6145 - Fuel			\$35.12	\$0.00	\$35.12	06/08/22	12840	ASCUCK	\$0.00
18583, Inv. 84575759 Fuel		2.52.6145 - Fuel			\$280.99	\$0.00	\$280.99	06/08/22	12840	ASCUCK	\$0.00
INVOICE 6822KM21 TOTALS:					\$351.23	\$0.00	\$351.23				\$0.00
62222KM11	06/22/22	06/22/22	07/07/22								
18583, Inv. 84597668 Fuel Water		2.50.6145 - Fuel			\$32.75	\$0.00	\$32.75	06/22/22	12868	ASCUCK	\$0.00
18583, Inv. 84597668 Fuel Sewer		2.51.6145 - Fuel			\$32.75	\$0.00	\$32.75	06/22/22	12868	ASCUCK	\$0.00
18583, Inv. 84597668 Fuel Trash		2.52.6145 - Fuel			\$262.02	\$0.00	\$262.02	06/22/22	12868	ASCUCK	\$0.00
INVOICE 62222KM11 TOTALS:					\$327.52	\$0.00	\$327.52				\$0.00
DIESEL DIRECT WEST TOTALS:					\$678.75	\$0.00	\$678.75				\$0.00
VENDOR: 735 - FOUR-D LLC											\$0.00
6822KM15	06/08/22	06/08/22	07/08/22								
Inv. 00000845 IT Work completed May		1.11.6193 - Computer Hardware & Service			\$884.06	\$0.00	\$884.06	06/08/22	12841	ASCUCK	\$0.00
INVOICE 6822KM15 TOTALS:					\$884.06	\$0.00	\$884.06				\$0.00
FOUR-D LLC TOTALS:					\$884.06	\$0.00	\$884.06				\$0.00
VENDOR: 747 - TOWN OF JEROME PR											\$0.00
61422KM3	06/14/22	06/14/22	06/14/22								
Payroll Transfer		1.10.2999 - Suspense Account			\$90,000.00	\$0.00	\$90,000.00	06/14/22	12850	ASCUCK	\$0.00
INVOICE 61422KM3 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: 754 - ARIZONA BUG COMPANY											\$0.00
62222KM10	06/22/22	06/22/22	07/22/22								
pest control, 10101 prop (FD) Inv.		1.18.6110 - Contract Services			\$50.00	\$0.00	\$50.00	06/22/22	12869	ASCUCK	\$0.00
INVOICE 62222KM10 TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
ARIZONA BUG COMPANY TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00

*V - Denotes Voided Check Entries

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

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Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 773 - AZ MUNICIPAL RISK RET POOL P&C										\$0.00
6822KM20	06/08/22	06/08/22	06/08/22							
40001406, Inv. 40001406-06032022		1.11.6155 - Insurance		\$7,178.96	\$0.00	\$7,178.96	06/08/22	12842	ASCUCK	\$0.00
40001406, Inv. 40001406-06032022		2.50.6155 - Insurance		\$2,833.80	\$0.00	\$2,833.80	06/08/22	12842	ASCUCK	\$0.00
40001406, Inv. 40001406-06032022		2.51.6155 - Insurance		\$3,211.64	\$0.00	\$3,211.64	06/08/22	12842	ASCUCK	\$0.00
40001406, Inv. 40001406-06032022		2.52.6155 - Insurance		\$3,778.40	\$0.00	\$3,778.40	06/08/22	12842	ASCUCK	\$0.00
40001406, Inv. 40001406-06032022		3.30.6155 - Insurance		\$1,889.20	\$0.00	\$1,889.20	06/08/22	12842	ASCUCK	\$0.00
INVOICE 6822KM20 TOTALS:				\$18,892.00	\$0.00	\$18,892.00				\$0.00
AZ MUNICIPAL RISK RET POOL P&C TOTALS:				\$18,892.00	\$0.00	\$18,892.00				\$0.00
VENDOR: 793 - TOWN OF JEROME - UTILITIES										\$0.00
6122KM11	06/01/22	06/01/22	07/01/22							
7060-01 Public Works Town Yard		1.18.6285 - Utilities		\$180.44	\$0.00	\$180.44	06/01/22	12811	ASCUCK	\$0.00
7002-01 Jerome Civic Center		1.18.6285 - Utilities		\$58.79	\$0.00	\$58.79	06/01/22	12811	ASCUCK	\$0.00
7054-01 Jerome Police Station		1.18.6285 - Utilities		\$177.32	\$0.00	\$177.32	06/01/22	12811	ASCUCK	\$0.00
7015-01 Jerome Fire Station		1.18.6285 - Utilities		\$180.44	\$0.00	\$180.44	06/01/22	12811	ASCUCK	\$0.00
INVOICE 6122KM11 TOTALS:				\$596.99	\$0.00	\$596.99				\$0.00
TOWN OF JEROME - UTILITIES TOTALS:				\$596.99	\$0.00	\$596.99				\$0.00
VENDOR: 806 - PRESCOTT LAW GROUP, PLC										\$0.00
62222KM17	06/22/22	06/22/22	07/22/22							
2011-00019 Inv. 5385 Prosecutor Ser		1.13.6172 - Prosecutor Exp		\$1,309.00	\$0.00	\$1,309.00	06/22/22	12870	ASCUCK	\$0.00
INVOICE 62222KM17 TOTALS:				\$1,309.00	\$0.00	\$1,309.00				\$0.00
PRESCOTT LAW GROUP, PLC TOTALS:				\$1,309.00	\$0.00	\$1,309.00				\$0.00
VENDOR: 854 - ROKZOO SCREEN PRINTERS										\$0.00
61422KM2	06/14/22	06/14/22	07/14/22							
Inv. 5858 Shirts Parks		1.17.6280 - Uniform Exp Parks		\$63.27	\$0.00	\$63.27	06/14/22	12851	ASCUCK	\$0.00
Inv. 5858 Shirts Properties		1.18.6280 - Uniform Exp Properties		\$63.27	\$0.00	\$63.27	06/14/22	12851	ASCUCK	\$0.00
Inv. 5858 Shirts Water		2.50.6280 - Uniform Exp Water		\$63.27	\$0.00	\$63.27	06/14/22	12851	ASCUCK	\$0.00
Inv. 5858 Shirts Sewer		2.51.6280 - Uniform Exp Sewer		\$63.27	\$0.00	\$63.27	06/14/22	12851	ASCUCK	\$0.00
Inv. 5858 Shirts Trash		2.52.6280 - Uniform Exp Trash		\$63.27	\$0.00	\$63.27	06/14/22	12851	ASCUCK	\$0.00
Inv. 5858 Shirts HURF		3.30.6280 - Uniform Exp - HURF		\$63.32	\$0.00	\$63.32	06/14/22	12851	ASCUCK	\$0.00
INVOICE 61422KM2 TOTALS:				\$379.67	\$0.00	\$379.67				\$0.00
ROKZOO SCREEN PRINTERS TOTALS:				\$379.67	\$0.00	\$379.67				\$0.00
VENDOR: 856 - YAVAPAI COUNTY LIBRARY DIST										\$0.00
62222KM14	06/22/22	06/22/22	07/22/22							
Inv. 2074 Technology Support Librar		1.15.6110 - Contract Services		\$1,250.00	\$0.00	\$1,250.00	06/22/22	12871	ASCUCK	\$0.00
INVOICE 62222KM14 TOTALS:				\$1,250.00	\$0.00	\$1,250.00				\$0.00
YAVAPAI COUNTY LIBRARY DIST TOTALS:				\$1,250.00	\$0.00	\$1,250.00				\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 866 - DEERE CREDIT, INC.											\$0.00
6122KM8	06/01/22	06/01/22	07/01/22								
510001614248 JD210L Prop		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/01/22	12812	ASCUCK	\$0.00	
510001614248 JD210L Parks		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/01/22	12812	ASCUCK	\$0.00	
510001614248 JD210L Water		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/01/22	12812	ASCUCK	\$0.00	
510001614248 JD210L Sewer		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/01/22	12812	ASCUCK	\$0.00	
510001614248 JD210L HURF		3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	06/01/22	12812	ASCUCK	\$0.00	
INVOICE 6122KM8 TOTALS:				\$216.81	\$0.00	\$216.81				\$0.00	
62822KM8	06/28/22	06/28/22	07/28/22								
510001614248 Inv. JD 210-L Propert		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/28/22	12883	ASCUCK	\$0.00	
510001614248 Inv. JD 210-L Parks		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/28/22	12883	ASCUCK	\$0.00	
510001614248 Inv. JD 210-L Water		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/28/22	12883	ASCUCK	\$0.00	
510001614248 Inv. JD 210-L Sewer		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/28/22	12883	ASCUCK	\$0.00	
510001614248 Inv. JD 210-L HURF		3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	06/28/22	12883	ASCUCK	\$0.00	
INVOICE 62822KM8 TOTALS:				\$216.81	\$0.00	\$216.81				\$0.00	
DEERE CREDIT, INC. TOTALS:				\$433.62	\$0.00	\$433.62				\$0.00	
VENDOR: 905 - RED ROCK COLLISION											\$0.00
62222KM20	06/22/22	06/22/22	07/22/22								
Inv. 37679 1194 Toyota Towing		1.13.6185 - Miscellaneous		\$171.00	\$0.00	\$171.00	06/22/22	12872	ASCUCK	\$0.00	
INVOICE 62222KM20 TOTALS:				\$171.00	\$0.00	\$171.00				\$0.00	
RED ROCK COLLISION TOTALS:				\$171.00	\$0.00	\$171.00				\$0.00	
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											\$0.00
6822KM22	06/08/22	06/08/22	07/08/22								
Health Insurance - June 2022		1.10.2406 - Health Insurance		\$17,276.62	\$0.00	\$17,276.62	06/08/22	12843	ASCUCK	\$0.00	
INVOICE 6822KM22 TOTALS:				\$17,276.62	\$0.00	\$17,276.62				\$0.00	
KAIROS HEALTH ARIZONA, INC. TOTALS:				\$17,276.62	\$0.00	\$17,276.62				\$0.00	
VENDOR: 968 - PATRIOT DISPOSAL, INC.											\$0.00
6822KM9	06/08/22	06/08/22	07/08/22								
0040, Inv. 3457 265420		2.52.6165 - Landfill Tipping Fees		\$401.20	\$0.00	\$401.20	06/08/22	12844	ASCUCK	\$0.00	
0040, Inv. 3457 265890		2.52.6165 - Landfill Tipping Fees		\$385.20	\$0.00	\$385.20	06/08/22	12844	ASCUCK	\$0.00	
0040, Inv. 3457 266386		2.52.6165 - Landfill Tipping Fees		\$403.20	\$0.00	\$403.20	06/08/22	12844	ASCUCK	\$0.00	
0040, Inv. 3457 266888		2.52.6165 - Landfill Tipping Fees		\$435.60	\$0.00	\$435.60	06/08/22	12844	ASCUCK	\$0.00	
0040, Inv. 3457 267311		2.52.6165 - Landfill Tipping Fees		\$391.60	\$0.00	\$391.60	06/08/22	12844	ASCUCK	\$0.00	
INVOICE 6822KM9 TOTALS:				\$2,016.80	\$0.00	\$2,016.80				\$0.00	
PATRIOT DISPOSAL, INC. TOTALS:				\$2,016.80	\$0.00	\$2,016.80				\$0.00	
VENDOR: 977 - DEWEYS PLUMBING											\$0.00

Town of Jerome

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
6122KM5	06/01/22	06/01/22	06/01/22								
20620 Plumbing Inspection		1.18.6230 - Rep and Maint - Infrastructure			\$89.00	\$0.00	\$89.00	06/01/22	12813	ASCUCK	\$0.00
INVOICE 6122KM5 TOTALS:					<u>\$89.00</u>	<u>\$0.00</u>	<u>\$89.00</u>				<u>\$0.00</u>
DEWEYS PLUMBING TOTALS:					<u>\$89.00</u>	<u>\$0.00</u>	<u>\$89.00</u>				<u>\$0.00</u>
VENDOR: 983 - YAVAPAI CONTRACTING, LLC											\$0.00
6822KM30	06/08/22	06/08/22	06/08/22								
Inv. DAWL-001 CDBG Dundee Waterline		6.70.6105 - CDBG Dundee Waterline Expen			\$75,724.03	\$0.00	\$75,724.03	06/08/22	12845	ASCUCK	\$0.00
INVOICE 6822KM30 TOTALS:					<u>\$75,724.03</u>	<u>\$0.00</u>	<u>\$75,724.03</u>				<u>\$0.00</u>
YAVAPAI CONTRACTING, LLC TOTALS:					<u>\$75,724.03</u>	<u>\$0.00</u>	<u>\$75,724.03</u>				<u>\$0.00</u>
VENDOR: ONETIM - FIRST DATA MERCHANT SERVICES											\$0.00
62222KM1	06/22/22	06/22/22	07/22/22								
Lease 052-1521198-000 Credit Card B		1.11.6188 - Bank Fees / Merch Svcs			\$162.10	\$0.00	\$162.10	06/22/22	12873	ASCUCK	\$0.00
INVOICE 62222KM1 TOTALS:					<u>\$162.10</u>	<u>\$0.00</u>	<u>\$162.10</u>				<u>\$0.00</u>
FIRST DATA MERCHANT SERVICES TOTALS:					<u>\$162.10</u>	<u>\$0.00</u>	<u>\$162.10</u>				<u>\$0.00</u>
VENDOR: ONETIM - HP INC											\$0.00
6122KM4	06/01/22	06/01/22	07/01/22								
9016269359 computer monitors and ha		1.11.6193 - Computer Hardware & Service			\$2,422.90	\$0.00	\$2,422.90	06/01/22	12814	ASCUCK	\$0.00
INVOICE 6122KM4 TOTALS:					<u>\$2,422.90</u>	<u>\$0.00</u>	<u>\$2,422.90</u>				<u>\$0.00</u>
HP INC TOTALS:					<u>\$2,422.90</u>	<u>\$0.00</u>	<u>\$2,422.90</u>				<u>\$0.00</u>
VENDOR: ONETIM - NANCY DRIVER											\$0.00
62222KM15	06/22/22	06/22/22	07/22/22								
Library Art Program Supplies Reimbu		1.15.6195 - Operating Supplies - Library			\$91.99	\$0.00	\$91.99	06/22/22	12874	ASCUCK	\$0.00
INVOICE 62222KM15 TOTALS:					<u>\$91.99</u>	<u>\$0.00</u>	<u>\$91.99</u>				<u>\$0.00</u>
NANCY DRIVER TOTALS:					<u>\$91.99</u>	<u>\$0.00</u>	<u>\$91.99</u>				<u>\$0.00</u>
VENDOR: ONETIM - PHILLIP DOMINGUEZ											\$0.00
62222KM16	06/22/22	06/22/22	07/22/22								
Refund Portion of Parking Citation		1.10.4061 - PD Parking Citation Revenue			\$12.50	\$0.00	\$12.50	06/22/22	12875	ASCUCK	\$0.00
INVOICE 62222KM16 TOTALS:					<u>\$12.50</u>	<u>\$0.00</u>	<u>\$12.50</u>				<u>\$0.00</u>
PHILLIP DOMINGUEZ TOTALS:					<u>\$12.50</u>	<u>\$0.00</u>	<u>\$12.50</u>				<u>\$0.00</u>
VENDOR: ONETIM - PRESCOTT UTILITY LOCATING											\$0.00
62822KM2	06/28/22	06/28/22	07/28/22								
Inv. 859203 Leak Investigation		2.50.6230 - Rep and Maint - Infrastructure			\$420.00	\$0.00	\$420.00	06/28/22	12885	ASCUCK	\$0.00
INVOICE 62822KM2 TOTALS:					<u>\$420.00</u>	<u>\$0.00</u>	<u>\$420.00</u>				<u>\$0.00</u>

*V - Denotes Voided Check Entries

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

Ledger as of : 6/1/2022 to 6/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
PRESCOTT UTILITY LOCATING TOTALS:				\$420.00	\$0.00	\$420.00				\$0.00
VENDOR: ONETIM - SHAWN MAPLES										\$0.00
62822KM1	06/28/22	06/28/22	07/28/22							
PW Jeans Reimbursement		2.50.6280 - Uniform Exp Water		\$4.33	\$0.00	\$4.33	06/28/22	12884	ASCUCK	\$0.00
PW Jeans Reimbursement Sewer		2.51.6280 - Uniform Exp Sewer		\$4.33	\$0.00	\$4.33	06/28/22	12884	ASCUCK	\$0.00
PW Jeans Reimbursement Trash		2.52.6280 - Uniform Exp Trash		\$4.33	\$0.00	\$4.33	06/28/22	12884	ASCUCK	\$0.00
PW Jeans Reimbursement Properties		1.18.6280 - Uniform Exp Properties		\$4.33	\$0.00	\$4.33	06/28/22	12884	ASCUCK	\$0.00
PW Jeans Reimbursement Parks		1.17.6280 - Uniform Exp Parks		\$4.33	\$0.00	\$4.33	06/28/22	12884	ASCUCK	\$0.00
PW Jeans Reimbursement HURF		3.30.6280 - Uniform Exp - HURF		\$4.31	\$0.00	\$4.31	06/28/22	12884	ASCUCK	\$0.00
INVOICE 62822KM1 TOTALS:				\$25.96	\$0.00	\$25.96				\$0.00
SHAWN MAPLES TOTALS:				\$25.96	\$0.00	\$25.96				\$0.00
VENDOR: ONETIM - YAVAPAI TITLE AGENCY										\$0.00
62322MA1	06/23/22	06/23/22	07/23/22							
Earnest Deposit 655 Holly Ave		9.57.7026 - Housing Purchase Expense		\$5,000.00	\$0.00	\$5,000.00	06/23/22	12876	ASCUCK	\$0.00
INVOICE 62322MA1 TOTALS:				\$5,000.00	\$0.00	\$5,000.00				\$0.00
YAVAPAI TITLE AGENCY TOTALS:				\$5,000.00	\$0.00	\$5,000.00				\$0.00
LEDGER TOTALS:				\$315,925.82	\$0.00	\$315,925.82				\$460.07

For the meeting of July 12, 2022

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Former Town Manager/Clerk

Welcome to my final staff report! And welcome to new Town Manager/Clerk Brett Klein!

The past month has been largely consumed with budget preparations and work with transitioning to our new Town Manager/Clerk.

My other activities have included:

- With Vice Mayor Barber, attended meeting with staff of Senator Sinema regarding infrastructure needs for the town.
- With Councilmember Jane Moore, participated in Zoom call with water attorney David Brown about various water issues.
- Continued work with ADOT, NACOG and contractors regarding drainage improvements project and waterline/hydrant project on Dundee.
- Work toward finalizing the purchase of the home at 655 Holly.
- Finalized documentation for IGA with ADOT for Center Avenue improvements. The funds (\$560,000) have been received.
- Prepared and compiled materials for Council meeting packets.
- Continued attendance at various virtual meetings and webinars with local officials and others.
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention.

**** CONGRATULATIONS TO ****

Police Chief Allen Muma, who completed 23 years of service as of July 1.

Officer Kerry Lee, who completed 8 years of full-time service as of July 1.

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

Candace

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

	FY2022 BUDGET	FY2022 actual	Budget +/-	FY2021 actual	Compared to prior year +/-
July	80,500	117,605	37,105	84,065	33,540
August	78,000	118,436	40,436	81,343	37,093
September	74,100	81,826	7,726	77,127	4,699
October	85,600	140,055	54,455	89,557	50,498
November	101,700	160,051	58,351	107,091	52,960
December	97,000	124,708	27,708	102,005	22,703
January	69,600	123,149	53,549	72,290	50,859
February	71,300	85,855	14,555	74,062	11,793
March	92,700	105,343	12,643	97,302	8,041
April	113,900	157,557	43,657	133,377	24,180
May	114,200	149,917	35,717	133,613	16,304
June	121,400			141,472	
Total YTD	1,100,000	1,364,502	385,902	1,193,304	312,670

TOWN OF JEROME, AZ

Comparison of Restaurant/Bar, Accomodation and Retail Sales Tax Revenues
FY2022 vs FY2021

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2022 actual	FY2021 actual	+/-	FY2022 actual	FY2021 actual	+/-	FY2022 actual	FY2021 actual	+/-
July	38,281	30,997	7,284	18,467	12,545	5,922	47,339	31,882	15,457
August	41,580	27,677	13,903	18,024	12,215	5,809	47,731	26,169	21,562
September	26,920	28,733	(1,813)	14,684	12,548	2,136	28,573	27,630	943
October	45,726	29,686	16,040	20,051	14,078	5,973	58,351	37,015	21,336
November	53,186	39,092	14,094	25,622	17,604	8,018	68,645	41,909	26,736
December	42,240	31,036	11,204	19,769	17,514	2,255	51,239	43,545	7,694
January	36,189	20,729	15,460	17,289	12,071	5,218	48,750	30,776	17,974
February	28,416	26,693	1,723	12,954	12,132	822	32,562	24,068	8,494
March	33,497	34,952	(1,455)	19,946	13,831	6,115	41,523	38,250	3,273
April	57,834	49,265	8,569	25,878	21,947	3,931	57,920	50,849	7,071
May	47,889	39,869	8,020	24,239	21,324	2,915	69,268	60,061	9,207
June		54,832			20,516			54,061	
Total YTD		413,561	93,029		188,325	49,114		466,215	139,747

Added 1% Bed Tax

		<u>TOTAL TO DATE</u>
July	2,841	2,841
August	2,773	5,614
September	2,259	7,873
October	3,085	10,958
November	3,942	14,900
December	3,041	17,941
January	2,660	20,601
February	1,993	22,594
March	3,068	25,662
April	4,002	29,664
May	3,729	33,393
June		

WATER FLOWS REPORT

Reading Date	WALNUT GPM	VERDE GPM
2021 1-June	66	182
8-June	60	250
15-June	57	248
21-June	57	242
28-June	57	244
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



Founded 1876
Incorporated 1899

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

July 2022 Staff Report for June activity

Respectfully submitted by Kristen Muenz, Deputy Town Clerk

- ⚙ Continued to support new Utilities and Customer Service Clerk, Terri Card, with training and advice. This month we concentrated on payment reversals and other corrections.
- ⚙ 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 DRB meeting with support from Will Blodgett and assisted in preparing the Council meeting agenda packets. Took and transcribed the minutes for all open sessions of Council 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.
- ⚙ Cross-trained with Finance Manager Melanie Atkin to learn how to update and balance bank records in Cyma. Also, how to review, input, and process Accounts Payables.



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: June 30, 2022

I recently attended the 2022 Judicial Conference held in Tucson, Arizona. Training of note included sessions on legislative and case law updates relevant to limited jurisdiction courts, and three different sessions on mental health and the courts. One session was focused on become a trauma-responsive court, rather merely than trauma informed. The second was a presentation from persons living with mental health diagnoses and their experiences with the justice system. The third was training from law enforcement officers on de-escalation strategies. I intend to implement tools gained from these sessions, as well as other session, into our local court practice, procedure, and culture. During my time in Tucson, our court clerk attended continuing education classes on situational awareness and distinguishing between giving legal advice versus legal information. We are both grateful for the learning opportunities.

I have renewed my membership in the Arizona Magistrates Association and am looking forward to making professional connections with other magistrates around the state and taking advantage of other learning opportunities.

Attached for your review is the May 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

May 2022

TOTAL DISBURSEMENTS

SUBTOTALS: 35.00 6,740.02 6,572.35 31.16

13,378.53

JCEF 35.00 6,447.69 Gen Fund
FTG 0.00 124.66 Splits

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhanc Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	35.00				
Jud Collect Enhanc Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02					
Jud Collect Enhanc Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01					
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03					(S2 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		174.41			234.56 ZADPS & ZDNAS
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05					0.00 ZADRF
Arson Detection Reward Fund	ZADRF	2-11-05					
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33					0.00 ZCAA1 ZDVSF & ZTECH
Citiz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		404.10			
Crim Jstc Enhanc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,753.84			
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11					
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECJ	2-11-25		348.00			
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05		60.15			
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					(S2 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23		314.45			322.61 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22		46.50			149.82 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		8.16			
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		103.32			
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		282.85			
Highway Users Rev Fnd (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36					
Jud Collect Enhanc Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		55.00			65.00 ZJCS 52 & ZJCS 53
Jud Collect Enhanc Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		10.00			
Jud Collect Enhanc Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51					
Medical Svcs Enhanc Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		525.29			
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		249.33			405.15 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		634.00			
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		122.75			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		643.32			
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		666.00			
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		103.74			276.17 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		62.38			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		172.43			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01					0.00 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
Court Enhancement Fee	ZCE	4-30-04					4,019.17 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			1,320.00		
Default Fees - LOCAL	ZDEFF	4-32-01			171.52		221.52 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02					
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			1,122.70		
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30					4,019.17 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			530.86		
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20			205.15		
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95			878.69		
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - CV Penalties - 13-811A & 28-1554B	ZFINE	4-49-07			1,281.77		
Registration Violations (HURF-LOCAL) 28-2533 REG	ZHRFX/C	4-23-01					
Court Security Fee	ZMCSF	4-30-25			840.00		
Other Clerk Fees	ZLCL	4-39-09			47.00		887.00 ZMCSF ZLCL & ZMISC
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02					
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03					
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03			124.66		
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02					
Public Defender Fees	ZPUBZ	4-39-71					(S3 WRITE-IN)
License Plate Violation (Susp/Display) 28-4139	ZSLPX/ZHRFC	4-23-02					
Warrant Fee	ZWARF	4-32-03			50.00		
Jail (incarceration) Fees	ZJF	4-33-21					
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53					31.16

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		\$2,500.00
RECEIVED in current month	ZBND 2-71-01	\$500.00
CONVERTED (Exonerated) to Fines/Fees		\$0.00
DISBURSED in current month		\$0.00
FORFEITED in current month		\$0.00
Balance at End of Current Month:		\$3,000.00
RESTITUTION REPORT		
Carried Forward from previous month		\$0.00
RECEIVED in current month	ZREST 2-41-01	\$0.00
DISBURSED in current month		\$0.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT **\$13,343.53**

JCEF account \$35.00
 FTG account \$0.00
 State Revenue \$6,740.02
 City/Town \$6,572.35
 Yavapai County \$31.16
 Other Agencies

TOTAL DISBURSEMENTS **\$13,378.53**

PASS-THROUGH MONIES: **\$500.00**

Overpayment Refunds \$0.00
 Unapplied Payments \$0.00
 Bonds (ZBND) \$500.00
 Restitution (ZREST) \$0.00
 Agency Not Assigned - not yet allocated \$0.00

SABA TOTAL (Total Revenue) **\$13,878.53**

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: **APRIL May** **2022**



Signature



Verified by:





Founded 1876
Incorporated 1899

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

July 2022 staff report for June activity submitted by Terri Card.

Utilities

- Current debt (45 days past due):

18 accounts were on the shut-off list at the beginning of June. 9 accounts were sent Yellow Tags, and no accounts were shut off due to every account either paid off or made payments.

Balance owed on shut-off accounts from May billing: \$5512.68

Balance owed at end of June: \$1783.59

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

Business Licenses

Applications submitted: 6

Issued: 12

In process: 5

Renewal reminders went out to 3 businesses whose licenses expire at the end of July.

Rentals

All renters have made their rental payments and are on track.

Charge Item Summary By Billing Group and User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
UserType: Municipal (8)-----							
Subtotal --->	\$0.00	\$610.82	\$0.00	\$0.00	\$0.00	\$0.00	\$610.82
BillingGroup: Utilities-1 (24) -----							
Subtotal --->	\$0.00	\$807,053,337.11	\$3,231.59	\$1,471.68	(\$946.14)	\$11,977.64	\$807,069,071.88
 BillingGroup: Rentals-2							
UserType: Commercial							
Credit	\$0.00	(\$331.99)	\$0.00	(\$120.00)	\$0.00	(\$99.47)	(\$551.46)
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	\$6,257.44	\$0.00	\$0.00	\$0.00	\$347.36	\$6,604.80
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$278.48	\$0.00	\$0.00	\$0.00	\$0.00	\$278.48
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	\$6,225.69	\$0.00	(\$120.00)	\$0.00	\$247.89	\$6,353.58
BillingGroup: Rentals-2 (8)-----							
Subtotal --->	\$0.00	\$6,225.69	\$0.00	(\$120.00)	\$0.00	\$247.89	\$6,353.58
 BillingGroup: Miscellaneous-3							
UserType: Default							
Credit	\$0.00	\$0.00	(\$8,734.02)	\$0.00	\$0.00	\$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	(\$8,734.02)	\$0.00	\$0.00	\$0.00	(\$8,734.02)
BillingGroup: Miscellaneous-3 (3)-----							
Subtotal --->	\$0.00	\$0.00	(\$8,734.02)	\$0.00	\$0.00	\$0.00	(\$8,734.02)
Grand Total (35)=====							
=====	\$0.00	\$807,059,562.80	(\$5,502.43)	\$1,351.68	(\$946.14)	\$12,225.53	\$807,066,691.44

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$1,214.42)	(\$9,927.75)	(\$360.67)	(\$1,328.14)	(\$5,900.63)	(\$18,731.61)
Water	\$0.00	\$325,013,154.9	\$1,459.63	\$511.95	\$57.16	\$2,462.56	\$325,017,646.2
Sewer	\$0.00	\$450,013,342.8	\$1,354.21	\$583.81	\$143.49	\$4,253.79	\$450,019,678.1
Trash	\$0.00	\$13,631.46	\$1,290.37	\$403.95	\$68.85	\$3,031.55	\$18,426.18
Tax	\$0.00	\$32,013,770.33	\$141.11	\$47.09	\$2.50	\$337.46	\$32,014,298.49
Misc	\$0.00	\$30.00	\$0.00	\$15.00	\$0.00	\$38.55	\$83.55
Late Fee	\$0.00	\$290.00	\$180.00	\$150.55	\$110.00	\$7,654.89	\$8,385.44
Rent	\$0.00	\$6,257.44	\$0.00	\$0.00	\$0.00	\$347.36	\$6,604.80
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$278.48	\$0.00	\$0.00	\$0.00	\$0.00	\$278.48
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	\$807,059,562.80	(\$5,502.43)	\$1,351.68	(\$946.14)	\$12,225.53	\$807,066,691.44

Customer Count = 386



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: June Year: 2022

Calls by Type	Number	Resident	Non-Resident
EMS Calls	15	11	4
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	0	0	0
Still Assignment	2	2	0
Station Staffing	2	2	0
Citizen Assist	3	2	1
Agency Assist	10	8	2
Special Duty	7	7	0
Snake Removal	3	3	0
Tech Rope Rescue	0	0	0
MVA/Rescue	2	1	1
HazMat	0	0	0
Dispatch Error	0	0	0
Totals:	44	36	8
Total Calls Chief on Scene	35		
Total JFD Meetings Chief Attended	5		

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

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 330.5
--	--------------------

Fire Chief Meetings	Date
VV Chiefs Meeting	6/8/22
Fire Marshals Meeting	6/8/22
Budget Meeting	6/27/22
Freeport McMoRan	6/28/22

Education, Summer Semester:

- We are looking into sending Rick Hernandez down to the Arizona fire academy for Fire Inspector II this September.

Additional Training:

- On Thursday 5PM June 2nd we held our business meeting and preformed truck checks with Blair.
- On Thursday 5PM June 9th we conducted a Wildland Overview training with Kinsella.
- On Thursday 5PM June 16th we conducted training on Wildland Fire Tactics with Whiting
- On Thursday 5PM June 23rd we conducted Training on Knot Basics with Lee
- On Saturday 9AM June 25th we conducted Rope Training on Fundamentals with Lee.
- On Thursday 5PM June 30th we put a hold on our training just to be safe, due to a few members being out with Covid.

Department Affairs and On-going Projects

- Our June call volume is up by 8 calls over last June's 36 calls, totaling 44 calls this month. Our year-to-date call volume is 237 compared with 188 calls YTD 2021. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- On May 30th We sent our wildland crew and E-126 (formerly B-111) on a mutual aid assignment in New Mexico. They remained on the Foster Fire for a few days before being reassigned to the Calf Fire. They returned on the 14th of June, with the truck making over \$19,500 for the Town of Jerome
- 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 as well as leaks throughout the town earlier in the month. As of June 30th. three of the four tanks are still operational and full, with the right hand tank on Cleopatra hill remaining empty for repair . Water line leaks throughout town have been 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.
- 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 a presentation has been prepared for ADOT addressing the need for their assistance on repairing that entire section of sidewalk.
- We should be receiving the turnouts that we had ordered soon on the grant we were awarded from Firehouse Subs, as well as hopefully receiving our new 2022 XP 1000 Polaris and 10 New Radios and 3 mobile radios we were able to order though the help of the Fire Department Auxiliary.
- On June 28th a Few members of the Department were diagnosed with Covid-19. They have since been quarantined at home and there has been no further spread though the department as of today. They are expected to be back on duty after Saturday the 2nd.

Prevention

- We have had a total of 38 Firewise activities and visits to the burn pile in June with 64 loads of trimmings, slash, and brush for a total of 119 combined Jerome's citizen hours. As well as 226 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.
- Supervised, the adult probation crews on the 9th and 23rd of June with six personnel each day.
- 12 Business license inspections were performed. As well as 1 Building inspector Inspection.
- Starting May 26th Jerome joined Prescott National Forest in beginning Stage 2 Fire restrictions. This means no campfires or burning allowed other than Gas fireplaces with a shutoff and approved heating devices.
- Jerome Fire Fuels Crews have been concentrating their efforts on the main and side roads in town in order to create fire breaks throughout the town and surrounding area. Debris has also been cleared from the sides of the road from Clarkdale into town.

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.

June Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
67	6/2/22	11:34:00 AM	Thurs	EMS Non Resident	Unknown Medical 34 YOF	11
22-128	6/2/22	12:00:00 PM	Thurs	EMS Resident	87 YOM - Lift Assist	4
22-129	6/2/22	5:45:00 PM	Thurs	Citizen Assist Resident	Replace Smoke Detector	2
68	6/3/22	3:19:00 PM	Fri	EMS Resident	67 YOF - Fall W/ Injuries	7
22-130	6/4/22	9:00:00 AM	Sat	Station Staffing	Station Staffing	5
22-131	6/4/22	4:30:00 PM	Sat	Special Duty Resident	Smoke Detector Check	1
69	6/5/22	1:21:00 AM	Sun	MVA/Rescue Resident	Single Vehicle Rollover 1 Pt.	4
70	6/5/22	8:17:00 AM	Sun	EMS Resident	Possible 666 Attempt. Stage for PD	8
22-132	6/5/22	7:45:00 PM	Sun	Snake Removal & Relocation	3.5 Ft Rattlesnake Diamondback	2
71	6/6/22	12:16:00 PM	Mon	EMS Resident	62 YOF - Unknown Medical	6
72	6/6/22	12:31:00 PM	Mon	EMS Resident	TOD Check	6
73	6/6/22	6:03:00 PM	Mon	EMS Resident	48 YOF Fall W/ Injuries	6
74	6/8/22	4:33:00 AM	Wed	EMS Resident	72 YOM - Difficulty Breathing	6
22-133	6/8/22	10:00:00 AM	Wed	EMS Resident	62 YOF Welfare Check	1
22-134	6/10/22	10:30:00 AM	Fri	Agency Assist Non-Resident	Oversized Truck	1
75	6/11/22	6:33:00 PM	Sat	Special Duty Resident	Water Main Break	6
22-135	6/11/22	8:00:00 AM	Sat	Agency Assist Resident	JPW W/ Water main, Cleopatra Hill Tank Drain.	1
22-136	6/11/22	3:00:00 PM	Sat	Agency Assist Resident	JPW W/ Water main, Cleopatra Hill Tank Drain.	1
22-137	6/11/22	6:00:00 PM	Sat	Agency Assist Resident	JPW W/ Water main, Loss Of pressure	1
22-138	6/12/22	8:00:00 AM	Sun	Agency Assist Resident	JPW W/ Water main, Cleopatra Hill Tank Drain.	1
22-139	6/12/22	6:00:00 PM	Sun	Agency Assist Resident	JPW W/ Water main Cleopatra Loss Of pressure	2
22-140	6/14/22	7:00:00 AM	Wed	Agency Assist Resident	JPW W/ Water leak Repair	3
22-141	6/14/22	11:00:00 AM	Wed	Still Assignment Resident	Check for Co Inside the Structure.	2
76	6/17/22	10:55:00 AM	Fri	Special Duty Resident	Check water Leak	2
77	6/17/22	2:14:00 PM	Fri	EMS Resident	76 YOF - Fall	6
22-142	6/18/22	10:00:00 AM	Sat	Station Staffing	Staffing	2
22-143	6/19/22	1:15:00 PM	Sun	Snake Removal & Relocation	Snake	2
78	6/21/22	5:35:00 PM	Tue	EMS Non Resident	30 YOM- Vital Assessment	5
22-144	6/21/22	6:26:00 PM	Tue	EMS Non Resident	Invalid Assist	1
22-145	6/23/22	3:30:00 PM	Thurs	Special Duty Resident	Clean Storm Drains after Rain	2
79	6/24/22	12:11:00 AM	Fri	MVA/Rescue Non-Resident	Single Vehicle Rollover	7
22-146	6/23/22	8:00:00 AM	Thurs	Agency Assist Resident	Assist JPW W/ Water leak repair	3

22-147	6/24/22	7:00:00 AM	Fri	Agency Assist Resident	JPW W/ trash	1
22-148	6/24/22	7:30:00 AM	Fri	Special Duty Resident	Clean Storm Drains after Rain	2
22-149	6/24/22	10:00:00 AM	Fri	Agency Assist Non-Resident	JPD W/ Oversized.	3
80	6/24/22	11:38:00 AM	Fri	Still Assignment Resident	Power Line Down	3
22-150	6/25/22	9:15:00 AM	Sat	Snake Removal & Relocation	5' Bullsnake	1
22-151	6/26/22	10:30:00 AM	Sun	Citizen Assist Resident	Disabled Vehicle	2
22-152	6/26/22	12:00:00 PM	Sun	Citizen Assist Non-Resident	Disabled Vehicle	2
81	6/26/22	8:16:00 PM	Sun	EMS Resident	72 YOF - Fall	2
82	6/28/22	10:31:00 AM	Tue	EMS Resident	Possible 666 Ideations	7
83	6/29/22	1:30:00 PM	Wed	EMS Non Resident	23 YOM - Eye Injury- Burn	5
22-153	6/30/22	7:00:00 AM	Thurs	Special Duty Resident	Remove Rd. Hazards	1
22-154	6/30/22	8:30:00 AM	Thurs	Special Duty Resident	Clean Up Gutters after storm	4
Incident	Date	Time	Day of week	Select Type	Additional Info	#

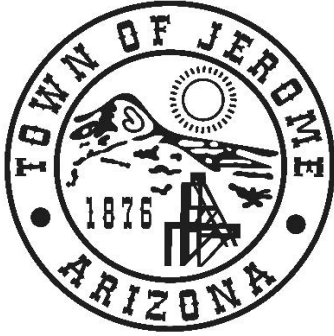
June 2022 Burn Pile Log

JC stands for Jerome citizens

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# crew	JC# Hrs.	JC Total Hrs.
6/1/2022	Deception Ln		1	4	4				0
6/2/2022	714 Main				0	1	1	2	2
6/2/2022	327 Allen Springs Rd.				0	1	1	2	2
6/1/2022	Conglomerate				0	2	2	2	4
6/2/2022	Conglomerate		1	8	8				0
6/4/2022	First Ave.		1	2	2	3			0
6/5/2022	650 Holly				0	2	2	4	8
6/6/2022	Upper Bell Rd.				0	3	1	5	5
6/7/2022	815 Gulch				0	4	3	6	18
6/7/2022	School St				0	2	2	2	4
6/8/2022	815 Gulch				0	2	2	2	4
6/8/2022	Sunshine Hill		3	3	9	2			0
6/8/2022	Nellie Bly Ln.		3	3	9	3			0
6/8/2022	Clarkdale/ Jerome Cemetery				0	3	2	2	4
6/9/2022	Gulch Rd.		3	8	24	1			0
6/10/2022	713 East.				0	3	2	4	8
6/13/2022	Gulch Rd.				0	1	2	2	4
6/13/2022	597 Main				0	2	2	4	8
6/13/2022	Verde Central		2	6	12				0
6/9/2022	89A	6		6	36				0
6/14/2022	Walnut Springs		3	6	18				0
6/14/2022	778 East Ave.				0	2	2	4	8
6/16/2022	233 Allen Springs Rd.				0	3	3	3	9
6/18/2022	604 Clark				0	3	1	4	4

6/18/2022	40 Magnolia				0	4	1	4	4
6/20/2022	29 Magnolia				0	3	3	4	12
6/19/2022	Perkinsville Rd.				0	1	1	4	4
6/20/2022	Perkinsville Rd.				0	1	1	1	1
6/21/2022	201 Main				0	1	1	2	2
6/22/2022	Sunshine Hill		2	8	16				0
6/23/2022	89A	6		6	36				
6/24/2022	Main, Clark, Hampshire		2	5	10	5			0
6/24/2022	150 North Dr.				0	1	1	2	2
6/28/2022	295 Dundee				0	1	1	2	2
6/28/2022	Gulch Rd.		2	3	6	4			0
6/29/2022	Perkinsville Rd.		3	3	9				0
6/29/2022	Walnut Springs		3	3	9				0
6/30/2022	Perkinsville Rd.		3	6	18				0
	Totals	12	32	80	226	64	37	67	119
	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**



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

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

JUNE 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.
- ❖ 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, and Police departments with transfers from the Parking Fund. HURF was supplemented by the General Fund.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a June 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.
- ❖ Processed weekly A/P checks. Started cross-training Kristen to help with A/P.

HR Duties:

- ❖ Helped some employees with benefit related questions.
- ❖ Updated health insurance premiums for all eligible employees.

Library Staff Report, June 2022

Library

- Attended Budget meeting with Candace, made adjustments to line items in Library budget.
- Facilitated pay adjustment for library employee Nancy Driver.
- Trained new volunteer Kristin Jay at the circulation desk.
- Reviewed online resources for collection development.
- Reviewed proposed changes to Yavapai Library District bylaws.
- Worked on ongoing printer issues with Network and systems specialist Sherryl Masterman.
- Reviewed YLN policy for Lost and Discard items.

Community Art Workshop

- Created Class Schedule for Art Room Classes.
- Planned and designed Intro to broom making class.
- Prepared and presented art classes.

Respectfully, Librarian ,Kathleen Jarvis



Founded 1876
Incorporated 1899

Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, July 12, 2022

Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission-

Meeting Cancelled, No items

Design Review Board-

During the regular meeting of the Town of Jerome Design Review Board the board approved repainting the ground floor of 367 main street with some suggestions, and also approved the replacement of the awning with a red/white striped awning. The board also approved a change in the exterior paint colors to the home at 141 North Drive.

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-

Finalizing a draft of the Zoning Administrators interpretation of the Town of Jerome's Short-term Rental regulations and the R1-5 Zoning district. The document is currently under review by the town attorney.

Paused on the Parking study as other items became higher priority, but am waiting an opportunity to pick back up where i left off.

Continued work on the design review guidelines, which i hope to spend more time with after the Short-Term Rental issue at hand allows the time to do so.

Researching brewery and microbrewery wastewater discharge and possible impacts to the town's infrastructure as well as possible solutions.



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Tuesday, June 28, 2022, 6:00 pm

600 Clark Street

DRAFT MINUTES

6:00 (0:08) Item 1: Call to order

Chair Brice Wood called the meeting to order at 6:00 p.m.

Deputy Town Clerk Kristen Muenz called the roll. Present were Chair Wood, Vice Chair Tyler Christensen, and board members John McDonald, Mimi Romberger, and Carol Wittner.

6:00 0:24) Item 2: Petitions from the public – There were no petitions from the public.

Possible Direction to Staff

6:01 (1:07) Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, May 24, 2022.

Discussion/Possible Action

Motion to approve the minutes of the regular meeting of May 24, 2022

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

Continued Items/Old Business:

6:01 (1:50) Item 4: Election of new officers, chair and vice chair

This item was a typographical error, the Design Review Board chair and vice chair were elected in May. No action was taken.

New Business:

6:01 (1:59) Item 5a: Request approval for change of paint color for ground level façade.

Applicant/Owner: Artis Roque & Thomas Blosser

Zone: C-1

Address: 367 Main street

APN: 401-06-026N

Applicant is seeking approval to change the paint colors on the façade of the ground floor of the building.

Discussion/Possible Action

Zoning Administrator Will Blodgett read his report on 367 Main Street, highlighting the history of the building. He commented that he had not asked the applicant for physical samples and apologized for the oversight.

Chair Wood asked the board members if they had any comment or questions.

Mr. McDonald asked, "the second, third, and fourth floors would remain as they are, it's just the ground floor and awning, correct?"

One applicant, Mr. Blosser replied, "correct."

Ms. Wittner said that there were usually paint samples to accompany the photographs.

Mr. Wood commented that the rendering appears textured.

The other applicant, Ms. Roque, replied that she had colored the drawing in, that's why it appeared textured; it will be solid colors.

Mr. Blosser added that he had taken the drawing to Sherwin Williams, and they pulled the exact colors from it.

Mr. Wood said it was unusual to have three bright colors together. Frequently, the trim is a bright color, but the background is neutral.

Mr. Christensen agreed and said it is rare to have three bright, contrasting colors on Main Street.

Mr. Wood described them as primary red, yellow, and blue.

Ms. Roque explained the current candy store is blue, red, and white. She wanted to keep the blue and red that people are used to and add the yellow to make it pop, it's going to be the new candy store and that is why they chose those colors. She added that the buildings on either side are pink on one side, and then red and black on the other.

Mr. Christensen asked if they are moving the candy shop from Hull St. and Ms. Roque confirmed they were.

Mr. Christensen said it's not up to the board to say whether they can or can't use certain paint colors, because they're not a permanent fixture, and can be changed later. "It is our job to make sure it is aesthetically applicable to area. My suggestion is to keep the red and blue but swap the yellow for white to match the awning."

Ms. Wittner said that she agrees with Mr. Christensen that they can't say no, but the blue, red, and yellow is a bit much in her opinion.

Ms. Romberger suggested that they make it a softer yellow, as all three colors are the same intensity, to be not quite as “blasting.”
 (11:01) Mr. Christensen said the yellow is fine on its own, but it’s having all three colors next to each other that makes it strange for that area of town.
 Mr. Wood thanked everyone for their input and said the motion could include a suggestion.
 Mr. Christensen made a motion that they approve the application as presented with a suggestion to replace the yellow with white or soften the yellow. He reiterated that it isn’t the board’s decision to make and is ultimately up to the applicant to decide.
 Ms. Wittner asked, if they were to change the color, how would the board know?
 Mr. Wood explained that the motion was a suggestion and not a requirement, they do not have a set of colors that are allowed or not allowed.
 Ms. Roque said she appreciated their suggestions.

Motion to approve the change of paint color for ground level facade with the recommendation of replacing or softening the yellow color

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

6:16 (16:56) Item 5b: Request approval for a change to the colors of the fabric awning.

Applicant/Owner: Artis Roque & Thomas Blosser

Zone: C-1

Address: 367 Main Street

APN: 401-06-026N

Applicant is seeking approval to change the colors of the fabric awning at ground level.

Discussion/Possible Action

Mr. Blodgett explained that this application is for the same building as the previous item, and the applicant wishes to replace the fabric awning. He read his report which described some applicable portions of the Zoning Ordinance and pointed out that the awning itself is not historic.
 Mr. Wood said he is a big advocate of awnings for shade and energy purposes, so he is glad they plan to redo the awning.
 Ms. Romberger asked if the red and white stripe on the flap, shown in the drawing, would go all the way up.
 Mr. Blosser replied that the stripes would go all the way up the awning.
 Mr. Christensen stated that he liked it. He added that it might not be a historic awning but historically buildings did have awnings, so it does fit.
 Ms. Romberger commented that it has the feel of a, “happy candy store.”

Motion to approve the change of color of the fabric awning

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

6:20 (20:47) Item 5c: Request approval for a change in paint color to Home exterior.

Applicant/Owner: Brett Jurisin

Zone: R1-5

Address: 141 North Drive

APN: 401-11-022

Applicant is seeking approval to repaint and change color to the exterior of his home.

Discussion/Possible Action

Mr. Blodgett read his report on the proposed paint changes on the North Drive home. He showed photographs of the house to the board members and also the paint samples provided by the applicant.
 Mr. Wood said that it seems to be a good change, “I have no problems at all.”
 Ms. Wittner commented that she thinks it is nice and the applicants have good taste.
 Mr. Christensen said it is very simple and very fitting.

Motion to approve the change of paint color

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

Meeting Updates:

Item 6: Updates of Recent and Upcoming Meetings

- a) **June 14 Council meeting** – Conducted the first reading of Ordinance No. 483 amending the traffic code. Approved an intergovernmental agreement with Yavapai County flood control district for drainage improvements. Approved a second intergovernmental agreement with Arizona Department of Transportation for Center Ave. improvements. Approved an agreement with Verde Exploration regarding the use of Town water. The Annexation item was tabled for the July meeting.
- b) **May 17 P&Z meeting** – The Regular meeting of the Town of Jerome Planning & Zoning Commission was cancelled.

Mr. Blodgett shared highlights from recent meetings.

Mr. Wood thanked Mr. Blodgett and said that the other business in town is always interesting and usually has something to do with what they do too.

Item 7: Future DRB Agenda Items for Tuesday, July 26, 2022: Nothing currently scheduled

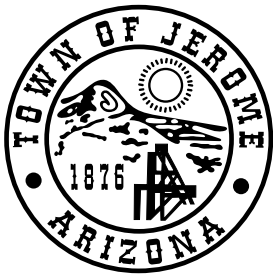
Item 8: Adjourn

Motion to adjourn at 6:24 p.m.

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

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

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



TOWN OF JEROME

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

MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL
COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ
TUESDAY, MAY 31, 2022 AT 11:00 A.M.

ITEM #1: 11:00 (0:03)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 11:00 a.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey and Councilmember Jane Moore. Other staff present were Zoning Administrator Will Blodgett Deputy Town Clerk Kristen Muenz, Fire Chief Rusty Blair and Public Works Director Marty Boland. Also present for the budget discussion were Henry MacVittie and Tyler Christensen of Contract Wastewater Operations, LLC.</i>
ITEM #2: 11:00 (0:38)	CONDITIONAL USE PERMIT – 511 MAIN STREET Council will review and may approve a Conditional Use Permit for the use of three residential apartments at 511 Main Street in the C-1 Zone. This CUP was recommended for approval by Council by the Planning & Zoning Commission on March 16, 2022. <i>Zoning Administrator Will Blodgett read his report on 511 Main Street. Mr. Blodgett said that the applicant, Caden Williams, was present at the meeting, and that he and Building Inspector Barry Wolstencroft joined Mr. Williams on a walkthrough of the building where they did not find any unpermitted work.</i> <i>Councilmember Moore said that there had been a problem with parking in relation to retail space size.</i> <i>Mr. Blodgett said that the parking estimate was based on maximum build out allowable, but the useable space after the build out would determine the actual number of spaces needed and the demand should be less than the maximum required.</i> <i>Vice Mayor Barber read a portion of the parking ordinance. Ms. Barber said that there is a major issue with parking and there needs to be enough room for people who live in town to park.</i> <i>Councilmember Harvey said that she had spoken to the prior tenant of the top floor, who confirmed that there was a tiny sink and shower, so it would appear there was just a change of fixtures.</i> <i>(8:27) Mayor Dillenberg asked Mr. Blodgett for his thoughts and he responded that he would like to hear from the applicant.</i> <i>Caden Williams introduced himself and said they had only done cosmetic renovation in the interior. Regarding concerns on parking, he said that he wanted to be flexible and requested the use of three parking spots for his units.</i> <i>Ms. Harvey stated that, due to change of use for the top floor, he would need to provide off-street parking.</i> <i>Mr. Williams said he was not in Jerome to displace people. He asked where overnight parking spaces are located and how he can make it work.</i> <i>Ms. Moore said that, because the middle floors would remain apartments, the way to make it work is to keep the top floor commercial.</i> <i>There was some discussion as to possible solutions for the parking situation. Mr. Williams asked about the paid parking spaces and Dr. Dillenberg explained the purpose of the paid parking hours and that there are also free parking areas.</i> <i>Mr. Williams asked if there could be a paid parking pass attached to the property.</i> <i>Mr. Blodgett briefly explained the parking permit ordinance and the requirements to qualify.</i> <i>Mr. Williams asked if paid parking could be an option for moving forward and Ms. Barber reiterated that the top floor would still be a change of use.</i> <i>Ms. Moore explained that the top floor had been commercial for some time, and if it changed use, it would require provided parking. Whether it was a long-term or short-term rental did not matter, it would still be considered a residential use.</i>

	<p>(19:12) Mr. Williams said they would work on providing parking for the top floor and asked if the middle two floors are okay to move forward.</p> <p>Dr. Dillenberg thanked Mr. Williams for his willingness to work with the town to find a solution.</p> <p><u>Motion to approve the conditional use permit for residential use of the middle two floors of 511 Main Street and residential use of the top floor with the condition that one additional off-street parking space be provided for that floor.</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></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>X</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				HARVEY		X	X				MOORE	X		X			
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<p>ITEM #3: 11:27 (27:03)</p>	<p>PURCHASE OF REAL PROPERTY FOR STAFF HOUSING</p> <p>Council will discuss the possibility of purchasing a home at 655 Holly Avenue for use by Town staff. A portion of this discussion may take place in executive session pursuant to A.R.S. (A)(3), (A)(4) and (A)(7).</p> <p>Will Blodgett read his report and gave updates on the inspections on the property at 655 Holly Avenue.</p> <p>Dr. Dillenberg asked Mr. Blodgett if he was satisfied with the quality of the property.</p> <p>Mr. Blodgett replied that there were some minor concerns, the largest being that the ceiling tiles on the interior may be asbestos.</p> <p>Ms. Harvey said that, after looking at the photos, she also thought they might be asbestos.</p> <p>Dr. Dillenberg said the ceiling could be replaced.</p> <p>Ms. Barber pointed out some wood miscoloring and asked when it was remediated. She said that it looked like it had flooded and wanted to know when and if monsoons would be an issue.</p> <p>Ms. Moore said she believed it had happened when people were leaving a hose running above the property and asked whether the back wall had been waterproofed.</p> <p>Mr. Blodgett replied that a contractor stated he had dug out the earth behind the wall and applied a mold resistant exterior.</p> <p>Dr. Dillenberg said that it needs work, but it could suit their needs. He explained that the council had been given first right of refusal from the homeowners and asked Ms. Gallagher how to move forward.</p> <p>11:31 (31:51) Ms. Gallagher replied that the sellers had requested general confirmation that Council wants to move forward.</p> <p>Ms. Harvey said that she doesn't think the house is worth the asking price, and for the cost she does not believe it would be affordable living.</p> <p>Fire Chief Rusty Blair said that, in his opinion, the housing market is going to go down.</p> <p>Dr. Dillenberg said they must make up their mind if they feel \$325,000 is too much.</p> <p>Ms. Harvey asked if they could counteroffer; she asked how they felt about \$275,000.</p> <p>There was some discussion of various pricing.</p> <p>Mr. Blodgett reminded council that the homeowner had offered to take the cost of any remediation work that needed to be done out of asking price.</p> <p>Ms. Harvey asked how much the remediation work had cost for Hotel Jerome and Ms. Gallagher replied that it was a large job and was quite costly.</p> <p>Dr. Dillenberg expressed appreciation to the homeowner for wanting to do the right thing to help the town.</p> <p>There was some discussion of the Hotel Jerome, and Dr. Dillenberg said that they could do both projects.</p> <p>Ms. Moore said that they could rent out the house to someone besides a department head.</p> <p>Ms. Gallagher briefly explained the options for doing so.</p> <p>Ms. Harvey said she would like to make a motion of a \$250,000 counteroffer.</p> <p>Ms. Barber added there should be a contingency that any major work to be done, comes out of the offer.</p> <p><u>Motion to direct staff to offer \$250,000, less cost of repairs, for the purchase of the home at 655 Holly Avenue.</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></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>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X			
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MOORE		X	X																																	
<p>ITEM #4: (44:23)</p>	<p>2022-23 BUDGET</p> <p>Council will continue their discussions regarding the 2022-23 budget. All aspects of the budget may be discussed.</p> <p>Ms. Gallagher reviewed changes made to the budget document as directed by Council at the previous meeting. She noted that she also made the following changes:</p> <ul style="list-style-type: none">• Included as revenue \$25,235 in county funding for the library.• Utilized \$50,000 of accumulated surplus in the parking fund as revenue in that fund to allow larger transfers to water, sewer and HURF.• Included provisions for a sixth crew member and a fifth full-time police officer, each of which were budgeted last year and never hired, and had not been included on the first draft of the budget.																																			

She provided a recap of what is included in the budget in this draft, as detailed in the excerpt below from her memo:

CAPITAL AND ONE-TIME EXPENDITURES:

In addition to routine maintenance expenses, this second draft of the budget now includes the following capital and one-time expenditures:

- System to live stream Council and Board meetings - \$6,000
- Purchase and installation of PBX phone system for Town Hall - \$5,000
- Purchase of a patrol car to replace a 2008 vehicle - \$37,500
- Upgrade of police department network and computers - \$25,000
- Replacement of street level windows at Hotel Jerome - \$30,000
- Restoration of the School Street access to Town Hall - \$100,000 plus \$61,000 in grant monies received in prior years
- Appraisal of town-owned property in Clarkdale - \$5,000
- Reserve for purchase of real property to house future staff - \$390,000
- Security cameras for springs - \$6,000
- Live taps for Clark Street regulator - \$25,500
- Refurbishment of water tank on Cleopatra Hill - \$300,000
- Design/engineering/preliminary expenses related to construction of a new water tank - \$75,000
- Design/engineering/preliminary expenses related to wastewater treatment plant upgrade - \$900,000 (funded by a bridge loan)
- Sewer line replacement at Hull and Jerome - \$33,000
- Sewer line mapping - \$15,000
- Purchase of new dumpsters - \$6,000
- Completion of the public restrooms - \$25,000 (plus \$15,000 in Prop 202 funds under grants)
- Design/engineering/preliminary expenses related to repairs to School Street (includes water, sewer and roadway) - \$100,000
- Purchase of parking kiosk for use at police station - \$7,000
- Purchase of new shuttle van (trade in) - \$35,000

CONTINGENCIES:

We budget for contingencies so that if funds that are not anticipated in the regular budget are received, they can be spent. Revenues from excess sales tax, additional donations, sale or lease of real property and connection fees are included, as well as the use of additional fund balance if necessary. Expenditures provided for in the contingency budgets include:

- Design work for upper floor of the Hotel Jerome - \$20,000
- Repairs to the rock wall below School Street - \$100,000
- Hampshire Avenue sidewalk repair - \$60,000
- Purchase of flatbed truck - \$50,000
- Repairs to cobblestone streets - \$50,000
- Utility work on Center Avenue (prior to road repairs) - \$250,000
- Other utility work as needed - \$50,000

GRANTS:

The operating and capital grants portion of our budget remains a work in progress. We want to be sure to include any grant that is a possibility during the coming year, so that if received, it can be spent.

Some of the included grants are already confirmed. They are:

- Carryover of funding from prior grants from Freeport-McMoRan for restoration of the School Street access to Town Hall and for water planning - \$98,000
- Carryover of CDBG funding for Dundee water line improvements and hydrant installation (project in progress) - \$300,000
- American Rescue Plan Act funds (carryover of fy22 funds plus fy23 allotment) – used in part to supplement Dundee waterline project - \$151,780
- Legislative funding for Center Avenue improvements - \$560,000
- HURF Exchange funding – Drainage improvements construction (project in progress) - \$500,000
- Yavapai County Flood Control funding – Drainage improvements - \$130,000
- Carryover of prior year Prop 202 funding from the Yavapai-Apache nation - \$37,000

Other grants are included as well, in the hopes that they will be received.

PERSONNEL:

As in the first draft, this budget includes an across-the-board COLA increase of 5.9%, consistent with that of the Social Security Administration for 2022.

In addition, it anticipates the following additional hires/schedule changes:

- Hiring of sixth crew member (also budgeted in FY22 but no hire was made)
- Hiring of fifth full-time police officer (also budgeted in FY22 but no hire was made)
- Additional hours (4 per week) for library employee for STEM program
- Transition for part-time to full-time (with benefits) for court clerk as of January 1, 2023

	<ul style="list-style-type: none"> ○ <i>Hiring of additional part-time administrative aide in police department (16 hrs/wk)</i> <p><i>Discussion ensued, with input from Chief Blair, Mr. Boland, Mr. MacVittie and Mr. Christensen. It was agreed that the following changes would be made to the budget, which will be discussed again on June 13:</i></p> <ul style="list-style-type: none"> ● <i>Add \$20,000 to allow for weekend staffing at the fire department.</i> ● <i>Increase appropriations for fuel in all departments in light of increased gas prices.</i> ● <i>Discuss budget for operating supplies with Librarian and increase if needed.</i> ● <i>Under Parks, increase appropriation for Small Tools & Equipment to \$1,000 to allow for purchase of electric mower.</i> ● <i>Under Water:</i> <ul style="list-style-type: none"> ○ <i>Add \$40,000 to R&M for refurbishment of the Walnut Spring tank.</i> ○ <i>Increase appropriation for Springs Security to \$10,000</i> ○ <i>Add a placeholder for a Leak Detection Study (\$ tbd)</i> ○ <i>Add a placeholder for siphon repair (\$ tbd)</i> ● <i>Under HURF, add \$35,000 to R&M for paving First Avenue and the Town Hall parking area.</i> ● <i>Under Parking, provide for increased kiosk fee as of October 1.</i> ● <i>In the Capital Fund, reduce the appropriation for purchase of housing to \$350,000 and remove the line item for design of a third water tank.</i> ● <i>Under Utilities Fund contingencies, add \$20,000 as contribution toward the cost of the State's replacement of a water line.</i>
ITEM #5:	<p>ADJOURNMENT</p> <p><i>Upon motion by Councilmember Harvey, seconded by Councilmember Barber and unanimously approved, the meeting was adjourned at 1:37 p.m.</i></p>

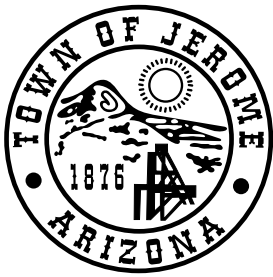
APPROVE:

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

MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ MONDAY, JUNE 13, 2022 AT 2:00 PM

Notice is hereby given pursuant to A.R.S. 38-431.02 that members of the Town Council will attend this meeting.

ITEM #1: 2:08 (0:01)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 2:08 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey and Councilmember Jane Moore. Other staff present were Town Finance Manager Melanie Atkin, Public Works Director Marty Boland and Deputy Town Clerk Kristen Muenz.</i>
ITEM #2: 2:08 (0:25)	PURCHASE OF REAL PROPERTY FOR STAFF HOUSING Council will discuss the possibility of purchasing a home at 655 Holly Avenue for use by Town staff. A portion of this discussion may take place in executive session with the Town Attorney pursuant to A.R.S. (A)(3), (A)(4) and (A)(7). <i>Mayor Dillenberg said that they had reached the deadline, and Council needed to decide whether to purchase the property for \$295,000.</i> <i>Ms. Gallagher said that the price was firm, but it could be subject to an appraisal. Ms. Harvey asked, "and if it appraises higher?" Ms. Gallagher answered that the seller said they would not raise the price.</i> <i>Ms. Barber commented that a competitive market appraisal should suffice. She stressed the need to have employee housing.</i> <i>Dr. Dillenberg said the house will be an investment and the value will go up over time.</i> <i>(3:05) Ms. Harvey said that she was still on the fence over the price, considering the time and resources needed to pay off the investment. Her other issue was the size of the home, as she feels that it would not be feasible for a whole family to live there.</i> <i>There was some discussion of the Hotel Jerome project, and the housing market in general.</i> <i>Mayor Dillenberg said that he thinks the house will sell quickly at any appraised price. He feels that, if we bought the house and then decided to sell it, we would recoup the \$295,000. The Zoning Administrator and Building Inspector have said that it was in decent shape, so he does not think we would lose money. He said it could also be used as temporary housing.</i> <i>Ms. Moore commented that the house was bigger than an apartment.</i> <i>(8:16) Ms. Harvey asked, minus the few thousand in repairs outlined in the inspections, did that number include the possibility of an asbestos ceiling?</i> <i>Ms. Gallagher answered that she did not believe the ceiling was included, but the seller had lowered the price from \$300,000 because of needed repair.</i> <i>Ms. Harvey said that she had concerns about how much the needed repairs could cost.</i> <i>Mayor Dillenberg asked how much cash they would need upfront.</i> <i>Ms. Harvey replied that she would rather buy it outright, without financing.</i> <i>Ms. Moore said she believed property values are going to hold because there is so little housing available.</i> <i>Ms. Harvey said that Council has put \$350,000 in the budget for this for the next fiscal year, and if they purchase at \$295,000 that would leave \$55,000 to put into the house.</i> <i>Ms. Barber asked, other than the minor repairs outlined, if they had a list. Ms. Gallagher noted that the inspectors listed needed repairs in their reports.</i> <i>Ms. Barber said that the market could go down. She felt that Council has been saving money and being frugal, but with the potential that two employees could be leaving soon, we are facing a difficult situation.</i>

	<p>Ms. Harvey mentioned that we may need employee housing sooner than expected.</p> <p>Mayor Dillenberg said that he didn't believe there was much risk of the home losing value, and it would assure that we have somewhere for someone to live, at least temporarily.</p> <p>(16:29) Ms. Barber asked Ms. Gallagher for her input.</p> <p>Ms. Gallagher replied that she felt there were pros and cons. She agrees with Dr. Dillenberg that we probably would not lose money and could sell it for at least what we paid. We may also be able to find other uses for the property, she said, and while it does not appeal to her personally, it could be improved.</p> <p>Ms. Harvey said that we would need to discuss who would maintain the property.</p> <p>There was some discussion of property maintenance, rental options, and needed renovations.</p> <p>Ms. Barber spoke about the Verde Valley Housing Coalition, and the efforts Cottonwood was taking to add more housing. She believes that Jerome is taking a first step to address the housing situation.</p> <p><u>Motion to approve the purchase of 655 Holly Avenue for \$295,000</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></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>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X			
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ITEM #3:	<p>2022-23 BUDGET</p> <p>Council will continue their discussions regarding the 2022-23 budget. All aspects of the budget may be discussed.</p> <p><i>Ms. Gallagher reviewed changes made to the budget as directed by Council at the last budget meeting and noted that she also made minor corrections to the wages and benefits spreadsheet. She provided a recap of expenditures included in this update of the budget (and detailed in her report as part of the meeting packet).</i></p> <p><i>Discussion ensued, with input from Mr. Boland, and it was agreed that:</i></p> <ul style="list-style-type: none"><i>• Rental income from the home that we are purchasing on Holly Avenue will be included at \$1,000 per month.</i><i>• An estimate of \$20,000 will be included for the leak detection study.</i><i>• An estimate of \$100,000 will be included for the siphon repair.</i><i>• \$75,000 will once again be included for the design of a new water tank.</i> <p><i>Replacement of the rubber material in the playground at Upper Park was discussed briefly, and it was decided to leave that in place for now and possibly address it in the FY24 budget.</i></p> <p><i>Councilmember Moore noted that the sales tax revenue that we are bringing in covers the expenditures of our police and fire departments combined.</i></p> <p><i>She also pointed out that the expenses for our parking kiosk program are about \$107,000, but the parking revenues exceed that and allow us to make transfers to other funds for infrastructure¹.</i></p> <p><i>The next budget meeting will take place on June 27. Judge Napper will be invited to attend to explain her request that the Court Clerk become a full-time employee in January, and Chief Blair will be asked to attend to discuss the possibility of including funds for the hiring of an Assistant Fire Chief.</i></p>																																			
ITEM #4:	<p>ADJOURNMENT</p> <p><i>Upon motion by Vice Mayor Barber, seconded by Councilmember Harvey and unanimously approved, the meeting was adjourned at approximately 3:30 p.m.</i></p>																																			

APPROVE:

ATTEST:

Dr. Jack Dillenberg, Mayor

Brett Klein, Town Manager/Clerk

Date: _____

¹ In this draft of the budget, transfers from the parking fund to other funds are: General Fund: \$37,500; HURF: \$106,500; Water: \$90,000; Sewer: \$90,000; allowance for additional transfers: \$12,500.



TOWN OF JEROME

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MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL

CONDUCTED VIA ZOOM

TUESDAY, JUNE 14, 2022, AT 7:00 P.M.

ITEM #1: 7:00 (1:25)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Vice Mayor Alex Barber called the meeting to order at 7:00 p.m. Town Clerk to call and record the roll. Town Manager/Clerk Candace Gallagher called the roll. Present were Vice Mayor Alex Barber, Councilmember Jane Moore, and Councilmember Sage Harvey. Mayor Jack Dillenberg was unable to attend, and for that reason, Vice Mayor Barber chaired the meeting. Other staff present included Zoning Administrator Will Blodgett, Finance Manager Melanie Atkin and Deputy Town Clerk Kristen Muenz. It was agreed that the order of the agenda items would be changed to accommodate those present. Item #2 was addressed first, followed by Item #8C, then Items #3, #4, #5, #6, #7A, #8A, #8B, #8D, #8E, #9, and #10. The items are presented here in the order originally agendized.																																			
	* MOMENT OF SILENCE * for lives lost through gun violence																																			
ITEM #2: 7:01 (2:53)	FINANCIAL REPORTS Financial reports for May 2022 Councilmember Harvey explained that, if anyone questioned why they had gone over budget for advertising, printing, and publishing, it was because of advertisements to hire new employees. She asked Ms. Gallagher if there was still an ad on the Indeed website. Ms. Gallagher replied that there was one ad still on the website, but there had been several other positions advertised over the course of the year. Motion to approve May 2022 Financial Reports <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td></td><td></td><td>X</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>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG					X		HARVEY	X		X				MOORE		X	X			
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ITEM #3: 7:09 (10:05)	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. Ms. Gallagher reviewed her report. She mentioned that the water tanks had been low, and the town would be entering Stage 2 Water Restrictions. Motion to approve May 2022 Staff and Council Reports <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>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td></td><td></td><td>X</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		X				DILLENBERG					X		HARVEY		X	X				MOORE			X			
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ITEM #4: 7:11 (12:27)	ZONING ADMINISTRATOR’S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES Minutes are provided for the information of Council and do not require action. Zoning Administrator Will Blodgett read from his report which included the elections of the new chair and vice chair for the Design Review Board and the approvals of repainting projects. Ms. Moore asked about progress on the new design review guidelines. Mr. Blodgett replied that it has been a slow process; he was working on defining a new historic period which required specific attributes. He noted that he has an arrangement with Jay Kinsella to do some research, and to conduct personal interviews. Ms. Moore asked Mr. Blodgett about the pre-1950 period and Mr. Blodgett replied that he had found the work for that period that was previously completed by Brice Wood, which he stated was quite good. Ms. Barber asked for some clarification on a withdrawn application mentioned in the minutes. Mr. Blodgett explained that the applicant had withdrawn that application in order to redesign the project, and the project would be brought back for review once the redesign was completed.																																			

<div>ITEM #5: 7:16 (17:47)</div>	<div>APPROVAL OF MINUTES</div> <div>April 27, 2022 special meeting; May 5, 2022 special meeting; May 10, 2022 regular meeting; May 17, 2022 special meeting</div> <div>Motion to approve the minutes of the April 27, 2022, May 5, 2022, and May 17, 2022 special Council meetings and the minutes of the May 10, 2022 regular Council meeting</div> <table><tr><td>COUNCILMEMBER</td><td>MOTION</td><td>SECOND</td><td>AYE</td><td>NAY</td><td>ABSENT</td><td>ABSTAIN</td></tr><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></td><td></td><td>X</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		X				DILLENBERG					X		HARVEY		X	X				MOORE			X			
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<div>ITEM #6: 7:17 (18:42)</div>	<div>PETITIONS FROM THE PUBLIC</div> <div>There were no petitions from the public.</div>																																			
<div>ITEM #7: 7:18 (18:53)</div>	<div>ORDINANCES AND RESOLUTIONS</div> <div>ITEM #7A: FIRST READING – ORDINANCE NO. 483, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 12-1, “TRAFFIC CODE,” OF THE JEROME TOWN CODE</div> <div>Council may conduct the first reading of Ordinance No. 483.</div> <div>Ms. Barber read the ordinance in title only.</div> <div>Ms. Gallagher said that one change was suggested by the Chief of Police, the addition of, “within a 24-hour period.”</div> <div>Ms. Moore asked if there were any comments from the public.</div> <div>Resident Suzy Mound said that she thought it was a good move because many businesses put their advertisements on their vehicle and then leave them where parking is needed for tourists, and that will be eliminated.</div> <div>Ms. Moore said the ordinance is the result of people complaining for years about sign clutter and distractions, which is not something they wish to promote, so she is in support.</div> <div>Ms. Barber commented that it is a step forward at reducing visual clutter.</div> <div>Ms. Gallagher noted that the second reading will take place at the July regular meeting.</div>																																			
<div>ITEM #8: 7:21 (22:22)</div>	<div>NEW BUSINESS</div> <div>ITEM #8A: INTERGOVERNMENTAL AGREEMENT WITH YAVAPAI COUNTY FLOOD CONTROL DISTRICT – DRAINAGE IMPROVEMENTS</div> <div>Council may approve an intergovernmental agreement with the Yavapai County Flood Control District that will provide \$130,000 in funding for drainage improvements.</div> <div>Ms. Barber said that we have had money set aside for this project and we are, “finally getting boots on the ground.”</div> <div>Ms. Gallagher explained that these funds will help pay for the current drainage improvement project.</div> <div>Ms. Moore asked if there were going to be notices for the work because she felt it was important for areas impacted by the traffic to be made aware.</div> <div>Ms. Gallagher replied that Public Works had already distributed notices to homeowners in the impacted areas.</div> <div>Ms. Moore said that the work is much needed.</div> <div>Ms. Barber commented that funding for this project was a wonderful gift from the AZ Dept of Transportation and she was looking forward to the project’s completion.</div> <div>Motion to approve the Intergovernmental Agreement with Yavapai County Flood Control District-Drainage Improvements</div> <table><tr><td>COUNCILMEMBER</td><td>MOTION</td><td>SECOND</td><td>AYE</td><td>NAY</td><td>ABSENT</td><td>ABSTAIN</td></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td></td><td></td><td>X</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>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG					X		HARVEY	X		X				MOORE		X	X			
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<div>7:23 (24:18)</div>	<div>ITEM #8B: INTERGOVERNMENTAL AGREEMENT WITH ARIZONA DEPARTMENT OF TRANSPORTATION – CENTER AVENUE IMPROVEMENTS</div> <div>Council may approve an intergovernmental agreement with the Arizona Department of Transportation that will provide \$560,000 in funding for Center Avenue improvements.</div> <div>Ms. Barber read the agreement title and said it was much needed work for the town.</div> <div>Ms. Moore commented that many repairs to Center Avenue that required digging up the street had been postponed, hoping that this funding would become available, and now those could be completed.</div> <div>Ms. Barber said that Center Avenue is an important alternative route in an emergency, and the repair funds are a gift to the town for \$560,000.</div> <div>Suzy Mound asked, being a resident of Center and watching it slowly deteriorate, if she could be updated on what would be done.</div> <div>Ms. Gallagher replied that improvements will first involve fixing the utilities under the street, and then fixing the street itself.</div> <div>Ms. Mound asked if they would lose all the cobblestones during the repairs and Ms. Gallagher replied that they will preserve as much as they can.</div> <div>Ms. Mound said that it will be wonderful to keep some of the cobblestones; she is excited for the work although she noticed that people drive faster on the repaired streets. She thanked Council for working on Center Avenue.</div>																																			

Motion to approve Intergovernmental Agreement with Arizona Department of Transportation-Center Avenue Improvements

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

7:03 (4:17)**ITEM #8C: AGREEMENT WITH VERDE EXPLORATION REGARDING USE OF TOWN WATER**

Council may approve an agreement with Verde Exploration regarding terms for provision of town water to certain Verde Ex owned properties.

Ms. Gallagher pointed out two small changes to the term sheet requested by the Town, and said that the Town Attorney has been working on the agreement with Verde Exploration.

Ms. Harvey said that the agreement was straightforward, and she had no questions.

Ms. Moore asked if the agreement was satisfactory to Verde Ex.

Stephen Polk, attorney on behalf of Verde Ex, replied that the agreement was satisfactory, including the changes. He explained that he had the opportunity to meet with the Mayor, Councilmember Moore, Public Works Director Marty Boland, and Ms. Gallagher to go over this, and the intent is to reconnect some of the historic buildings.

Vice Mayor Barber asked for clarification on if it would be three properties and three water meters.

Mr. Polk explained there were two separate parcels, one of which was quite large. The water connections would be to the historic engineer's building, the assay office, and the mine yard.

Ms. Barber thanked Mr. Polk for the clarification.

Ms. Moore asked if there were three buildings, including one at the mine yard.

Mr. Polk answered that the mine yard building is not currently functional, the connection would be at the edge of the property and they would extend it to the building.

Motion to approve Agreement with Verde Exploration with Minor Changes to language

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

7:27 (27:50)**ITEM #8D: ANNEXATION**

Council will discuss the process of annexation and consider whether to begin that process and for which areas.

Ms. Barber asked the Councilmembers if they wanted to have the discussion without Dr. Dillenberg, or table the discussion to a later date to include him.

Ms. Moore said she thought Dr. Dillenberg would be interested in looking at where they would draw the lines for annexation. She mentioned Dundee, Bell Road properties, and the sewer treatment plant, and said it should be possible to put together a map showing the areas they have talked about.

Ms. Gallagher explained that, if they are not contiguous areas, the recommendation from the League would be a separate ordinance for each area.

Ms. Moore replied that she thought the areas could be contiguous, and that they had considered it 20 years ago.

Ms. Harvey said her concern is having the Jerome State Park in Jerome, as she had not found any information on including State Parks, and she would like clarification.

Ms. Gallagher commented that county parks and state land have special treatment, but the State Park may not be considered to be in either of those categories.

Ms. Moore explained that when they considered this last time, the State Park could not weigh in and had to remain neutral.

Ms. Gallagher asked if they could be annexed, to which Ms. Moore replied "yes."

Ms. Harvey added that was also her question, whether it could be annexed.

Ms. Gallagher said that she would find out.

Ms. Barber said they will continue the discussion at the next meeting.

7:31 (31:48)**ITEM #8E: MICROBREWERY REGULATIONS**

Council will review regulations established in other towns for microbreweries and may direct staff regarding preparation of an ordinance to include similar regulations in the Jerome Town Code.

Ms. Gallagher explained that the regulations from Patagonia, provided by engineer Mike Pace, was the only example they could find. She asked Henry MacVittie to review it, and he said that the regulations were extensive, and not all would apply to Jerome, but he would like them worked into a plan. He also said that a microbrewery's B.O.D. numbers can be high and put incredible stress on small treatment plants like ours in Jerome, so he was in favor of setting some regulations.

Zoning Administrator Will Blodgett said that he had investigated microbreweries as well and he was not able to find many specific regulations. He investigated how they were zoned, and what applies to them, and they are generally zoned as industrial or heavy commercial. Many cities require permits for them to discharge their sewage. He spoke on several issues that are involved with sewage discharge and said that a lot of the solids can be removed through pretreatment. There are self-contained systems or other ways to mitigate the problems, but we would need to regulate them.

Ms. Barber pointed out that the town is due for sewer upgrades, and she asked Ms. Gallagher how much the planned upgrade will cost, to which Ms. Gallagher replied "\$6.6 million."

	<p>(35:39) Ms. Harvey clarified that Mr. MacVittie had said that he read the numbers, which can be astronomically high and “put incredible stress on wastewater plants like the one in Jerome, both existing and future facilities,” so, even though the plant will be upgraded, a microbrewery could hurt it. She thanked Mr. Blodgett for his research.</p> <p>Ms. Gallagher asked if Council had direction for staff or if they would like to continue gathering information.</p> <p>Ms. Moore said she has legal questions about how to go about this as we will probably have other applicants for breweries and should be able to answer their questions. Also, she said, a microbrewery is different from a wine tasting room because they would be manufacturing. She said she has concerns about consistency on water and would like some questions answered before addressing it.</p> <p>Mr. Blodgett said he researched how several cities addressed the problem of fitting brewing and consuming into commercial types. Some towns limited production, similar to limits on wine tasting rooms, while other cities limited them to industrial areas. He offered to do a comparative analysis.</p> <p>Ms. Harvey said she was willing to volunteer some time to work with Mr. Blodgett.</p> <p>Ms. Barber said they will need clarification on whether a microbrewery was a commercial or industrial endeavor, and on how to protect the wastewater treatment plant.</p> <p>Ms. Harvey said it is very important to start this discussion.</p> <p>Ms. Moore asked if there was any public comment.</p> <p>7:39 (40:32) Suzy Mound said that it is important to protect residents and existing businesses because if infrastructure shuts down, everyone suffers. It is a high priority to protect infrastructure and water and to make decisions based on what is best for the community.</p> <p>Jera Peterson said that the issue of a microbrewery is a big endeavor, and we need to safeguard ourselves, because it is not meant for smaller systems created at the turn of the century. She said she agrees with the need to protect the town.</p> <p>Ms. Moore clarified that they tabled the recent microbrewery application for more information, it was not denied. She said things like this do need to be discussed publicly as there can be misunderstandings, and it is nice to be able to inform the public when there are reasons for denial. Ms. Moore said that Mr. MacVittie is better at giving numbers than she had been at the last meeting and, while a microbrewery may sound great on the surface, they need to be discussed to consider their impact.</p> <p>Ms. Barber said that public participation is nice because it allows Council to know how the voters feel. The people who volunteer to sit behind the dais try to do what is best for the town and the community. She explained that the report from Mr. MacVittie is part of the meeting and will be public record for people for anyone to see. They will have another discussion of the topic at the next meeting.</p>																																			
ITEM #9: 7:44 (45:26)	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff regarding items to be placed on a future agenda.</p> <p>Ms. Moore mentioned that they had discussed having the next budget meeting at a later hour so that the public could attend and make comments. Also, at the last meeting they voted to purchase a house on Holly Avenue for the purpose of providing housing to town staff temporarily, and she was happy that they had begun dealing with housing.</p>																																			
ITEM #10:	<p>ADJOURNMENT</p> <p><u>Motion to adjourn at 7:46 p.m.</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>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td></td><td></td><td>X</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		X				DILLENBERG					X		HARVEY		X	X				MOORE			X			
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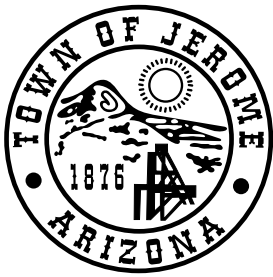
APPROVE:

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

MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL
COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ
MONDAY, JUNE 27, 2022 AT 6:00 PM

<div>ITEM #1:</div> <div>6:00 (0:01)</div>	<div>CALL TO ORDER/ROLL CALL</div> <div>Mayor/Chairperson to call meeting to order.</div> <div>Mayor Jack Dillenberg called the meeting to order at 6:00 p.m.</div> <div>Town Clerk to call and record the roll.</div> <div>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey, and Councilmember Jane Moore.</div> <div>Other staff present included Finance Manager Melanie Atkin, Judge Angela Bradshaw Napper, Fire Chief Rusty Blair, and Deputy Town Clerk Kristen Muenz.</div> <div>Mayor Dillenberg began by explaining that this budget meeting was scheduled for 6:00 p.m. so that members of the public and future Council candidates could attend and comment.</div> <div>Vice Mayor Barber stated that in years past, members of the public had requested that budget meetings take place in the evening rather than in the middle of the day so that they could attend. No members of the public were in attendance at this meeting, and she thanked them for their faith in the Council.</div>																																			
<div>ITEM #2:</div> <div>6:02 (1:45)</div>	<div>RESOLUTION NO. 641, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING SIGNATORIES ON TOWN BANKING ACCOUNTS</div> <div>Council may adopt Resolution No. 641, authorizing signatories on Town banking accounts.</div> <div>Mayor Dillenberg read Resolution 641 in title only. He commented that he thought it was good move because the new Town Manager was coming in and the new Vice Mayor was accessible. The Resolution would authorize three individuals as signatories effective July 1: Mayor Dillenberg, Vice Mayor Barber and Town Manager Brett Klein.</div> <div>Motion to adopt Resolution No. 641</div> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></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>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X			
COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN																														
BARBER			X																																	
DILLENBERG			X																																	
HARVEY	X		X																																	
MOORE		X	X																																	
<div>ITEM #3:</div>	<div>2022-23 BUDGET</div> <div>Council will continue their discussions regarding the 2022-23 budget. All aspects of the budget may be discussed.</div> <div>Ms. Gallagher reviewed changes made to the budget based on Council's direction at the prior meeting:</div> <div><div><div></div><div>Under Properties revenues, added rental income from Holly Avenue house at \$1,000 per month (she noted that she included this for 11 months).</div></div><div><div></div><div>Under Water, included \$20,000 for a leak detection study and \$100,000 for siphon repair</div></div><div><div></div><div>In the Capital Fund, included \$75,000 for design of new water tank</div></div></div> <div>Additionally, she said, after discussion with the town's water attorney, she added \$40,000 to legal expenses in the Water budget in light of upcoming adjudication hearings. Together with prior appropriations in the water and grants budgets, there is now about \$80,000 budgeted for legal costs.</div> <div>She also noted that she updated the anticipated general fund surplus for FY22 in the general fund, utilities fund and parking funds, increasing anticipated fund balances going into FY23 in each.</div> <div>Ms. Gallagher noted that Judge Napper was present in order to discuss her request that the Court Clerk become a full-time position as of January 1, and that Chief Blair was present at Council's request to discuss the possibility of providing funding for an Assistant Fire Chief.</div> <div>Judge Angela Bradshaw-Napper was invited to speak to explain her request that the current part-time court clerk become full-time as of January 1.</div>																																			

Judge Napper noted that the 2021-2022 budget included funding for a second part-time employee, intending sixteen hours per week at fifteen dollars per hour. Her understanding was that the second clerk position was requested to assist in processing uncollected parking citations. The anticipated revenue added to the previous budget by her predecessor was \$15,000. She said that she met with Chief Muma to discuss necessary system modifications and integration and, once the modifications are worked out, they will be better able to process the citations. The specifics and timelines are yet to be resolved, but they will resume once the Chief has returned. Chief Muma did share with her that in the first quarter of 2022, 38.7 percent of parking citations were unpaid, which translates to \$5,800. In terms of processing, that would be an average of an additional 77 tickets per month. With improved data processing, she does not believe it's realistic to assume that more than 16 additional hours would be needed by the court.

Judge Napper said that the new clerk, Micheala Brewer, has been making changes to increase efficiency, and she believes they are building their capacity to assist in things like parking citations. Separate from her doubts that the court requires an additional 16 hours of work per week, there is also the problem of sourcing quality, part-time work. Therefore, she believes it makes more sense to invest in a good employee she already has by placing her in a full-time position to fill the hours. Finally, the Judge mentioned Ms. Brewer's qualifications and said it would allow the court more opportunity to serve the community.

(14:31) Ms. Harvey said that her question had been, "Why do we need a full-time clerk when we have a part-time court?" and Ms. Moore agreed that was also her question.

Judge Napper answered that it is hard to tell how many hours will be needed, but Council had been willing to fund 46 hours of work a week, more than full-time, and the difference is the cost of benefits.

Dr. Dillenberg said that he wants to do what we can to maintain having a quality employee.

Ms. Moore mentioned that in the past, the clerk helped in Town Hall occasionally.

Judge Napper responded that she would be comfortable with the clerk helping in Town Hall, so long as it is appropriate.

For clarification, Ms. Harvey asked if the Judge was asking to eventually bump her clerk up to full-time over the course of the fiscal year.

Judge Napper answered that, yes, she had set the goal for mid-year so that she had more predictability in budget funding. Also, at that point the clerk will most certainly have passed her six-month evaluation as long as she continues to exhibit her high quality of work.

(19:32) Ms. Barber asked what the financial implication to the year's budget would be.

Ms. Gallagher explained that the transition to full-time at mid-year has already been included in the budget and compared to the part-time position, the added cost for the year is less than \$2,000.

Dr. Dillenberg said that it is a good decision.

Judge Napper said that the two part-time positions would be \$51,668, while the single full-time position would be \$53,276, with a goal of capturing revenue from unpaid tickets.

Ms. Harvey said it was a good idea to open the court to the public for the same hours that Town Hall is open. She said that they just needed clarification on why a full-time position was needed.

Ms. Moore asked how to answer the question, "Wouldn't it be less expensive to share [court services]?"

Dr. Dillenberg answered that we need a Jerome judge.

Judge Napper said that in her experience, consolidated courts often have more problems rather than fewer.

Ms. Moore wanted everyone to know that when Council first decided that Jerome should get its own judge, it was because we were sharing with Clarkdale, but we were paying more.

Council agreed to retain the budget provision that will allow the Court Clerk to become full-time as of January 1.

Chief Blair was invited to comment regarding the possibility of hiring an Assistant Fire Chief. He stated that Police Chief Allen Muma is already his Assistant Fire Chief, with no pay, and he doesn't plan to replace him. He said that Chief Muma is planning to stay for at least three more years, and he himself plans to stay for two more years. He added that he has been grooming his two current employees to take over for him when he retires. He would prefer not to hire additional personnel in these uncertain economic times.

Mr. Blair added that they are still hoping to have more police personnel cross-trained as firefighters and EMTs. Currently three officers have EMT certifications. He said that he would like to see how weekend staffing at the station works out (Council had appropriated \$20,000 toward this), and that perhaps it can be revisited next budget year.

Rather than budget for an Assistant Chief, Chief Blair requested a \$2/hour allowance for the possibility of appointing an existing employee as Battalion Chief.

Council was agreeable to Chief Blair's recommendations.

Discussion continued, and Ms. Gallagher was asked to make the following changes to the budget:

- Under General Government:

	<ul style="list-style-type: none"> ○ Increase appropriation for legal services to \$20,000. ○ Increase allowance for preservation of historic buildings to \$60,000. • Under Fire wages, add \$2/hr. allowance for the possible designation of a Battalion Chief. • Under Water, add \$15,000 for work on the County Road regulator. • Under Water and Sewer, increase appropriations for Contract Services to allow for a fee increase requested by Contract Wastewater Operations, LLC. <p><i>It was agreed that no further budget meetings would be necessary. The adoption of the tentative budget is scheduled for July 12, 2022. Ms. Gallagher noted that, following tentative adoption, the final budget may be reduced but not increased.</i></p>
ITEM #4:	<p>ADJOURNMENT</p> <p><i>Upon motion by Vice Mayor Barber, seconded by Councilmember Harvey and unanimously approved, the meeting was adjourned at 6:44 p.m.</i></p>

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 FAX (928) 634-0715

Founded 1876
Incorporated 1899

MEMO

FROM: Candace Gallagher
TO: Mayor and Council
SUBJECT: 2022-23 Town budget for tentative adoption
DATE: July 1, 2022
MEETING DATE: July 12, 2022

Here is the fifth draft of our 2022-23 budget, ready for tentative approval.

In response to Council's direction at the last budget meeting, I made the following changes:

- Under General Government:
 - Increased appropriation for legal services to \$20,000.
 - Increased allowance for preservation of historic buildings to \$60,000.
- Under Fire wages, added \$2/hr. allowance for possible designation of Battalion Chief.
- Under Water, included \$15,000 for work on the County Road regulator.
- Under Water and Sewer, increased appropriations for Contract Services to allow for fee increase by Contract Wastewater Operations, LLC.

As now drafted:

- We are using \$1,081,000 of our estimated \$1,767,000 unrestricted general fund balance, leaving \$686,000 in reserve, constituting 29% of general fund operating expenses.
- The budget utilizes \$63,500 of our accumulated utility fund balance, \$20,000 of accumulated fund balance in our HURF fund and \$50,000 of accumulated fund balance in our Parking fund.
- The General Fund is subsidizing other funds as follows:
 - Water budget - \$500,000
 - Sanitation budget - \$30,000
 - HURF fund - \$130,000
 - Capital fund - \$460,000
- The budget anticipates a \$1/day increase in the parking fee as of October 1. No increases in sales tax or property tax are anticipated.
- The parking fund is transferring \$324,000 to other funds to support infrastructure and public safety as follows:
 - General Fund (public safety): \$37,500
 - Water budget: \$90,000
 - Sewer budget: \$90,000
 - HURF budget: \$106,500
- The Sanitation budget once again includes a \$10,000 transfer to the Capital Fund toward the eventual purchase of a garbage truck. After this transfer, we will have accumulated \$70,000, enough for a substantial downpayment.

RECAP

CAPITAL AND ONE-TIME EXPENDITURES:

In addition to routine maintenance expenses, this third draft of the budget now includes the following capital and one-time expenditures:

- System to live stream Council and Board meetings - \$6,000
- Purchase and installation of PBX phone system for Town Hall - \$5,000
- Purchase of a patrol car to replace a 2008 vehicle - \$37,500
- Upgrade of police department network and computers - \$25,000
- Replacement of street level windows at Hotel Jerome - \$30,000
- Restoration of the School Street access to Town Hall - \$100,000 plus \$61,000 in grant monies received in prior years
- Appraisal of town-owned property in Clarkdale - \$5,000
- Purchase of real property to house future staff - \$350,000
- Security cameras for springs - \$10,000
- Live taps for Clark Street regulator - \$25,500
- Refurbishment of water tank on Cleopatra Hill - \$300,000
- Design/engineering for new water tank (location tbd) - \$75,000
- Design/engineering/preliminary expenses related to wastewater treatment plant upgrade - \$900,000 (funded by a bridge loan)
- Water leak detection study - \$20,000
- Repair to siphon at Mescal Canyon - \$100,000
- Sewer line replacement at Hull and Jerome - \$33,000
- Sewer line mapping - \$15,000
- Purchase of new dumpsters - \$6,000
- Completion of the public restrooms - \$25,000 (plus \$15,000 in Prop 202 funds under grants)
- Design/engineering/preliminary expenses related to repairs to School Street (includes water, sewer and roadway) - \$100,000
- Purchase of parking kiosk for use at police station - \$7,000
- Purchase of new shuttle van (trade in) - \$35,000

CONTINGENCIES:

We budget for contingencies so that if funds that are not anticipated in the regular budget are received, they can be spent. Revenues from excess sales tax, additional donations, sale or lease of real property and connection fees are included, as well as the use of additional fund balance if necessary. Expenditures provided for in the contingency budgets include:

- Design work for upper floor of the Hotel Jerome - \$20,000
- Repairs to the rock wall below School Street - \$100,000
- Hampshire Avenue sidewalk repair - \$60,000
- Purchase of flatbed truck – \$50,000
- Repairs to cobblestone streets - \$50,000
- Utility work on Center Avenue (prior to road repairs) - \$250,000
- Other utility work as needed - \$50,000

GRANTS:

The operating and capital grants portion of our budget remains a work in progress. We want to be sure to include any grant that is a possibility during the coming year, so that if received, it can be spent.

Some of the included grants are already confirmed. They are:

- Carryover of funding from prior grants from Freeport-McMoRan for restoration of the School Street access to Town Hall and for water planning - \$98,000
- Carryover of CDBG funding for Dundee water line improvements and hydrant installation (project in progress) - \$300,000

- American Rescue Plan Act funds (carryover of fy22 funds plus fy23 allotment) – used in part to supplement Dundee waterline project - \$151,780
- Legislative funding for Center Avenue improvements - \$560,000
- HURF Exchange funding – Drainage improvements construction (project in progress) - \$500,000
- Yavapai County Flood Control funding – Drainage improvements - \$130,000
- Carryover of prior year Prop 202 funding from the Yavapai-Apache nation - \$37,000

Other grants are included as well, in the hopes that they will be received. This includes \$1,134,000 in Congressional funding for waterline and hydrant work on Deception, Holly and the remainder of Dundee.

PERSONNEL:

As in the prior drafts, this budget includes an across-the-board COLA increase of 5.9%, consistent with that of the Social Security Administration for 2022.

In addition, it anticipates the following additional hires/schedule changes:

- Hiring of sixth crew member (also budgeted in FY22 but no hire was made)
- Hiring of fifth full-time police officer (also budgeted in FY22 but no hire was made)
- Additional hours (4 per week) for library employee for STEM program
- Transition for part-time to full-time (with benefits) for court clerk as of January 1, 2023
- Hiring of additional part-time administrative aide in police department (16 hrs/wk)
- Weekend staffing at the Fire Station (\$20,000 appropriated for this)

Once this tentative budget is approved, it may be reduced but not increased prior to its final adoption.

A public hearing on the budget and tax levy will be scheduled for Monday evening, July 25 at 7 p.m., after which the final budget may be adopted.

My thanks to Council and staff for their work in creating this budget!

FUND BALANCE RECAP:

UNRESTRICTED general fund balance @ 7/1/21, per audited financial statements	1,217,014
Plus: Anticipated surplus FY21	550,000
NET ESTIMATED UNRESTRICTED FUND BALANCE @ 7/1/22	1,767,014

2021-22 GENERAL FUND OPERATING EXPENSES (per draft):	2,385,568
net of capital expenditures and subsidies to other funds	

FUND BALANCE PERCENTAGE	74%
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Minimum fund balance per Financial Operations Manual adopted by Council: 25% of general fund operating expenses	596,392
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Potentially available for use*	1,170,622
Used in this draft (excluding contingencies)	(1,081,000)

General Fund Balance remaining available for use	89,622
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Total General fund balance remaining	686,014
Percentage of GF operating expenses	29%

Utilities Fund Balance @ 7/1/21	114,641
Less: Anticipated deficit FY22	(20,000)
TOTAL ESTIMATED UTILITIES FUND BALANCE @ 7/1/22	94,641
Utilized in this draft	63,500

Utilities Fund Balance remaining for use	31,141
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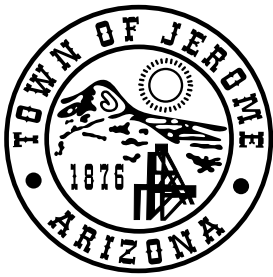
HURF Fund Balance @ 7/1/21	108,158
Less: Anticipated deficit FY22	(82,500)
TOTAL ESTIMATED HURF FUND BALANCE @ 7/1/21	25,658
Utilized in this draft	20,000

HURF Fund Balance remaining for use	5,658
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PARKING fund Estimated surplus, FY22	75,000
Utilized in this draft	50,000

PARKING Fund Balance remaining for use	25,000
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IF ALL UNFUNDED CONTINGENCIES WERE SPENT:	
Additional fund balance used	250,000
Remaining Fund Balance would be	436,014
Remaining fund balance percentage would be	18%



TOWN OF JEROME

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MEMO

FROM: Candace Gallagher
TO: Mayor and Council
CC: Brett Klein; Melanie Atkin
SUBJECT: Minor change to tentative budget
DATE: July 12, 2022

It was just discovered that there was a minor error in the parking fund budget. One parking enforcement officer was budgeted at one HOUR per week instead of one DAY per week (six hours). We have made that correction. Only the parking fund is affected, and the changes are as follows:

Line item	Original amount:	New amount:	Difference
PARKING FUND REVENUE:			
Use of parking fund balance	\$50,000	\$54,661	\$4,661
TOTAL PARKING FUND REVENUES	\$450,000	\$454,661	\$4,661
PARKING FUND EXPENSES:			
Salaries & Wages	\$32,875	\$37,072	\$4,197
FICA Match	\$2,515	\$2,836	\$321
Workers Compensation	\$863	\$973	\$110
Unemployment insurance	\$151	\$184	\$33
TOTAL PARKING FUND EXPENSES		\$454,628	\$4,661
REVENUE TOTALS	\$13,274,052	\$13,278,713	\$4,661
EXPENSE TOTALS	\$13,274,052	\$13,278,713	\$4,661

If Council agrees with this change, please use these figures when approving the tentative budget.

My apologies for this oversight!

				ADOPTED 2021-22	PROPOSED 2022-23
Fund	Dept	Acct#			
1	10		Use of General Fund fund balance	245,610	1,081,000
1	10	4001	Primary & Personal Prop. Tax	47,500	47,500
1	10	4005	City Sales Tax	1,100,000	1,400,000
1	10	4010	State Sales Tax	53,424	66,415
1	10	4015	State Urban Revenue Sharing	195,714	289,513
1	10	4030	Vehicle License Tax	34,816	41,033
1	10	4045	Business License Revenue	5,000	4,500
1	10	4050	Commercial Filming Fees	350	500
1	10	4055	Utility Franchises / Licenses	15,000	15,000
1	10	4300	Interest Earned	1,500	1,600
1	10	4400	Sale of Assets	7,500	5,000
1	10	4500	Miscellaneous Revenue	3,500	2,500
1	10	4200	Contributions	1,500	2,500
1	10	4600	Administration Charge to Utilities Fund	153,826	162,864
1	10	4600	Administration Charge to Parking	0	5,262
1	10	4600	Administration Charge to Streets	11,038	8,046
Total General Government Revenues				1,876,278	3,133,233
1	10	4035	Fines & Forfeitures	58,000	61,000
1	10	4035	Fines & Forfeitures - Parking Tickets	15,000	0
1	10	4037	Court Security Fund Revenue	10,000	10,000
Total Court Revenue				83,000	71,000
1	10	4061	Parking Citation Revenue	20,000	36,000
1	10	4062	Transfer from Parking Fund	30,000	37,500
1	10	4063	Smart and Safe AZ fund	0	5,000
1	10	4064	Dedicated PD Revenue from court fees	2,000	2,250
1	10	4065	Police Services Revenue	20,000	10,000
Total Police Department Revenue				72,000	90,750
1	10	4090	Fire Department Wildlands Revenue - Truck	70,000	70,000
1	10	4091	Fire Department Wildlands Revenue - Wage reimbursement	40,000	41,000
1	10	4092	Fire Department Firewise Reimbursements	30,000	36,000
1	10	4053	Fire Department Services Revenue	10,000	2,000
Total Fire Department Revenue				150,000	149,000
1	10	4020	Library Funds From Yavapai Co	24,721	25,235
1	10	4070	Civic Center Rents (bottom floor)	9,115	9,750
1	10	4200	Contributions and Miscellaneous	1,000	1,100
Total Library Revenue				34,836	36,085
1	10	4041	Planning & Zoning Fees	5,000	5,000
1	10	4040	Building Permits	8,000	10,500
Total Planning & Zoning Revenue				13,000	15,500
1	10	4080	Utility Reimbursements	4,500	4,500
1	10	4070	Property Rental - Holly Avenue	-	11,000
1	10	4070	Property Rentals	69,407	69,500
Total Properties Revenue				73,907	85,000
Total General Fund Revenues				\$ 2,303,021	3,580,568
Total Standard and Contingency Revenue					
			General Government Expenses		
1	11	5001	Salaries & Wages	237,946	261,497
1	11	5006	Longevity Bonus	1,412	1,057
1	11	5007	Payt in lieu of medical benefits	6,935	595
1	11	5010	FICA Match	18,841	20,131
1	11	5011	Retirement Match	17,478	17,462
1	11	5012	Health / Life Insurance	43,752	61,933
1	11	5013	Workers Compensation	1,256	1,365
1	11	5014	Unemployment Insurance	336	416
1	11	6101	Accounting & Auditing	17,000	17,000
1	11	6105	Advertising, Printing & Publishing	4,500	7,000
1	11	6110	Contract Services - ArchiveSocial	4,800	6,000
1	11	6110	Contract Services - City of Phoenix tax data	100	0
1	11	6110	Contract Services - Cottonwood Area Transit	4,500	4,500
1	11	6110	Contract Services - Codification and Web	0	6,000
1	11	6115	Conventions and Seminars	4,000	4,000
1	11	6116	Training and Education	2,750	2,500
1	11	6125	Dues, Subs. & Memberships	6,000	7,000
1	11	6126	TPT Collection Fee expense (ADOR)	1,200	1,200
1	11	6130	Election Expenses	0	3,100
1	11	6155	Property & Liability Insurance	17,500	17,500
1	11	6156	Insurance Deductibles	1,000	500
1	11	6160	COVID Expenses	900	0
1	11	6170	Legal	14,000	20,000

				ADOPTED 2021-22	PROPOSED 2022-23
1	11	6185	Miscellaneous	4,666	2,707
1	11	6185	Miscellaneous - FRIENDS OF JEROME startup costs	1,000	0
1	11	6186	Bank charges	1,800	1,800
1	11	6188	Bank fees/Merch services	10,000	9,000
1	11	6190	Office Supplies	6,000	8,000
1	11	6191	Copier and Equip Lease	7,500	7,000
1	11	6192	Software and Web Expenses	17,662	22,478
1	11	6193	Computer Hardware and Service	10,000	10,000
1	11	6195	Operating Supplies	1,000	1,500
1	11	6200	Postage	5,000	4,000
1	11	6220	Rep and Maint - Vehicles	500	500
1	11	6245	Shuttle Expenses	1,500	3,000
1	11	6250	Small Tools & Minor Equipment (under \$5,000)	1,000	1,500
1	11	6250	Small Tools & Minor Equipment (under \$5,000) - A/V for streaming meetings	6,000	6,000
1	11	6250	Small Tools & Minor Equipment - Phone system upgrade	0	5,000
1	11	6265	Telephone	3,000	3,000
1	11	6275	Travel	500	2,000
1	11	6285	Tourism (from bed tax)	10,000	10,000
1	11	6286	Community Health	500	500
1	11	6287	Allowance for preservation of historic buildings	50,000	60,000
1	11	7025	Capital outlay - UTV	10,000	0
1	11	9500	Transfer to Utilities Fund - Water	0	500,000
1	11	9500	Transfer to Utilities Fund - Sewer	0	0
1	11	9500	Transfer to Utilities Fund - Sanitation	0	30,000
1	11	9500	Transfer to Capital Fund	0	460,000
1	11	9500	Transfer to HURF	59,500	130,000
Total General Government Expenses				613,334	1,738,741
			Magistrate Court Expenses		
1	12	5001	Salaries & Wages	78,836	68,721
1	12	5006	Longevity bonus	529	200
1	12	5010	FICA	6,071	5,272
1	12	5011	Retirement	2,308	4,094
1	12	5012	Health/Life Insurance	0	8,577
1	12	5013	Workmen's Comp	262	227
1	12	5014	Unemployment	194	144
1	12	6037	Court Security Fund	10,000	10,000
1	12	6101	Accounting and Auditing	2,200	0
1	12	6110	Contract Services	7,000	7,000
1	12	6116	Training and Education	525	500
1	12	6125	Dues and Subscriptions	320	350
1	12	6185	Miscellaneous Expense	300	200
1	12	6190	Office Supplies	200	200
1	12	6191	Copier and Equipment Lease	2,310	2,400
1	12	6265	Telephone	900	800
1	12	6275	Travel	900	1,000
Total Magistrate Court Expenses				112,855	109,685
			Police Department Expenses		
1	13	5001	Salaries & Wages	334,952	365,597
1	13	5006	Longevity bonus	1,845	1,727
1	13	5001	EMT/Firefighter Stipend	8,320	8,320
1	13	5010	FICA	26,401	28,737
1	13	5011	Retirement Match	31,622	38,366
1	13	5012	Health / Life Insurance	72,150	77,406
1	13	5013	Workers Compensation	23,524	24,792
1	13	5014	Unemployment	458	654
1	13	6110	Contract Services	500	500
1	13	6116	Training and Education	1,000	2,000
1	13	6120	Dispatch	36,855	42,000
1	13	6125	Dues and Subscriptions	1,200	1,200
1	13	6145	Fuel	9,000	15,000
1	13	6172	Prosecutor	24,000	20,000
1	13	6185	Miscellaneous	600	600
1	13	6192	Software Service & Support (Internet, Crimestar,+)	6,700	8,450
1	13	6193	Computer Hardware & Service	3,500	25,000
1	13	6195	Operating Supplies	2,500	2,500
1	13	6200	Postage	200	200
1	13	6220	Rep and Maint - Vehicles	7,500	6,000
1	13	6225	Rep and Maint -Equipment	7,500	5,000
1	13	6234	Police Dept Safety Equipment	2,000	2,250
1	13	6250	Small Tools & Equipment (under \$5,000)	7,000	5,000
1	13	6265	Telephone	5,200	6,750
1	13	6280	Uniforms	1,500	1,500
1	13	7025	Capital Outlay - Vehicles	37,300	37,500
Total Police Department Expenses				653,327	727,049
			Fire Department Expenses		
1	14	5001	Salaries & Wages - Chief, Duty officers	172,067	161,846
1	14	5006	Longevity bonus	864	894
1	14	5007	Payt in lieu of medical benefits	0	7,316

				ADOPTED 2021-22	PROPOSED 2022-23
1	14	5002	Wildlands wages	35,000	35,000
1	14	5003	Volunteer-Employee Per Call Personnel	31,000	34,000
1	14	5004	Fuel abatement wages	40,000	31,000
1	14	5001	Allowance for weekend staffing	0	17,500
1	14	5010	FICA Match	20,191	20,698
1	14	5011	Retirement	11,371	13,176
1	14	5011-A	Retirement - Volunteer Contribution	12,000	15,000
1	14	5012	Health Insurance	44,388	36,300
1	14	5013	Workers Compensation	21,305	21,777
1	14	5014	Unemployment	633	888
1	14	6110	Contract Services	500	500
1	14	6116	Education and Training	6,000	8,000
1	14	6120	Dispatch	6,450	6,750
1	14	6125	Dues and Subscriptions	1,500	700
1	14	6145	Fuel	5,000	9,000
1	14	6170	Legal	500	500
1	14	6180	Medical Expenses	1,000	1,000
1	14	6181	Medical Supplies	4,500	4,500
1	14	6185	Miscellaneous	1,500	1,423
1	14	6192	Software Support and Maintenance (Internet)	900	900
1	14	6193	Computer Hardware and Service	0	2,500
1	14	6195	Operating Supplies	1,500	1,500
1	14	6220	Rep and Maint - Vehicles	20,000	20,000
1	14	6225	Rep and Maint - Equipment	5,000	5,000
1	14	6250	Small Tools & Equipment (under \$5000)	10,000	10,000
1	14	6265	Telephone	4,000	3,500
1	14	6270	Training Center Assessment	2,700	2,700
Total Fire Department Expenses				459,869	473,868
			Library Expenses		
1	15	5001	Salaries & Wages	65,000	72,537
1	15	5006	Longevity bonus	708	558
1	15	5007	Payt in lieu of medical benefits	6,935	7,144
1	15	5010	FICA Match	5,557	6,138
1	15	5011	Retirement	3,556	4,370
1	15	5012	Health Insurance	492	492
1	15	5013	Workers Compensation	262	289
1	15	5014	Unemployment	173	241
1	15	6110	Contract services	1,250	1,250
1	15	6185	Miscellaneous	250	250
1	15	6190	Office Supplies	250	250
1	15	6195	Operating Supplies	3,000	4,500
1	15	6205	Print and Non-Print Materials	3,900	3,000
1	15	6225	R&M - Equipment	100	100
1	15	6250	Small Tools & Equipment (under \$5,000)	1,500	1,500
1	15	6265	Telephone (net of County contribution)	900	1,100
1	15	6266	E-Rate (Internet)	800	800
Total Library Expenses				94,633	104,519
			Planning & Zoning Expenses		
1	16	5001	Salaries & Wages	68,558	62,133
1	16	5006	Longevity bonus	358	358
1	16	5010	FICA Match	5,272	4,781
1	16	5011	Retirement Match	4,447	3,890
1	16	5012	Health / Life Insurance	11,580	11,916
1	16	5013	Workers Compensation	262	536
1	16	5014	Unemployment Insurance	103	144
1	16	6105	Advertising, Printing & Publishing	300	100
1	16	6110	Contract Services	0	0
1	16	6115	Conventions and Seminars	500	500
1	16	6116	Training and Education	2,000	2,000
1	16	6170	Legal	18,000	18,000
1	16	6175	Map Upgrades / Copies	250	0
1	16	6185	Miscellaneous	112	200
1	16	6192	Software Maintenance & Support	2,715	1,544
1	16	6195	Operating Supplies	250	200
1	16	6250	Small Tools & Equipment (under \$5,000)	250	200
1	16	6265	Telephone	650	600
1	16	6275	Travel	500	500
Total Planning & Zoning Expenses				116,107	107,602
			Parks Expenses		
1	17	5001	Salaries & Wages (incl longevity)	6,701	7,329
1	17	5010	FICA Match	513	561
1	17	5011	Retirement Match	531	586
1	17	5012	Health Insurance	2,132	1,883
1	17	5013	Workers Compensation	409	344
1	17	5014	Unemployment Insurance	8	9
1	17	6145	Fuel	1,300	2,000
1	17	6185	Misc. Expenses	283	300
1	17	6195	Operating Supplies	350	350
1	17	6170	Legal	250	250

				ADOPTED 2021-22	PROPOSED 2022-23
1	17	6215	Rep and Maint - Building	100	100
1	17	6220	Rep and Maint - Vehicles	1,500	1,500
1	17	6225	Rep and Maint - Equipment	500	500
1	17	6230	Rep and Maint - Infrastructure (routine)	2,000	1,500
1	17	6230	Rep and Maint - Infrastructure (grass in Upper Park)	2,000	500
1	17	6250	Small Tools & Equipment (under \$5,000)	300	1,000
1	17	6280	Uniforms	300	400
1	17	6285	Utilities	2,800	2,800
1	17	8040	Lease Payments	261	261
Total Parks Expenses				22,238	22,173
			Properties Expenses		
1	18	5001	Salaries & Wages (incl longevity)	41,497	45,382
1	18	5010	FICA Match	3,175	3,472
1	18	5011	Retirement Match	3,289	3,631
1	18	5012	Health / Life Insurance	13,203	11,662
1	18	5013	Workers Compensation	2,533	2,065
1	18	5014	Unemployment Insurance	50	58
1	18	6110	Contract Services	10,500	10,500
1	18	6140	Engineering Fees	5,000	5,000
1	18	6145	Fuel	1,300	1,500
1	18	6170	Legal Services	300	100
1	18	6185	Miscellaneous Expense	1,200	1,000
1	18	6195	Operating Supplies	800	2,000
1	18	6215	Rep and Maint - Buildings (routine)	20,000	20,000
1	18	6215	Rep and Maint - Buildings (special)	20,000	30,000
1	18	6220	Rep and Maint - Vehicles	1,500	1,500
1	18	6225	Rep and Maint - Equipment	250	250
1	18	6230	Rep and Maint - Infrastructure (routine)	3,000	5,000
1	18	6230	Rep and Maint - Infrastructure (repair to overflow ditch)	10,000	10,000
1	18	6230	Rep and Maint - Infrastructure (School Street access - wall and steps repair)	50,000	100,000
1	18	6250	Small Tools & Equipment (under \$5,000)	500	1,200
1	18	6280	Uniforms	300	350
1	18	6285	Utilities	42,000	42,000
1	18	8040	Lease Payments	261	261
Total Properties Expenses				230,658	296,931
Total General Fund Expenses				2,303,021	3,580,568
			Water Department Revenue		
2	50	4085	Water Usage Fees	180,000	182,000
2	50	4100	Water Connection Fees	5,000	5,000
			Transfer from PARKING FUND	40,000	90,000
			Use of UTILITY FUND BALANCE	82,000	34,000
2	50	4900	TRANSFER from General Fund	0	500,000
2	50	4500	Miscellaneous Water Revenue	1,000	2,500
Total Water Department Revenue				308,000	813,500
			Water Department Expenses		
2	50	5001	Salaries & Wages (incl longevity)	73,199	80,053
2	50	5010	FICA Match	5,600	6,124
2	50	5011	Retirement Match	5,801	6,404
2	50	5012	Health / Life Insurance	23,290	20,571
2	50	5013	Workers Compensation	4,469	4,474
2	50	5014	Unemployment Insurance	89	102
2	50	6110	Contract Services	10,800	12,000
2	50	6110	Contract Services - Leak Detection	0	20,000
2	50	6116	Training and Education	500	500
2	50	6135	Permit Fees	1,800	1,800
2	50	6140	Engineering Fees	3,000	1,500
2	50	6145	Fuel	2,000	3,000
2	50	6155	Property & Liability Insurance	7,500	7,500
2	50	6170	Legal	1,750	43,000
2	50	6185	Miscellaneous Expense	299	795
2	50	6192	Software Maintenance & Support	5,017	5,628
2	50	6195	Operating Supplies	3,000	3,400
2	50	6215	Rep and Maint - Building	500	200
2	50	6220	Rep and Maint - Vehicles	2,000	2,000
2	50	6225	Rep and Maint - Equipment	2,500	1,500
2	50	6230	Rep and Maint - Infrastructure (routine)	20,000	20,000
2	50	6230	Rep and Maint - Refurbishment of 2nd water tank on Cleopatra Hill	0	300,000
2	50	6230	Rep and Maint - Water line replacement First Avenue	13,000	0
2	50	6230	Rep and Maint - Walnut Springs tank refurbishment	0	40,000
2	50	6230	Rep and Maint - Siphon repair	0	100,000
2	50	6230	Rep and Maint - Live taps for Clark St regulator	25,500	25,500
2	50	6230	Rep and Maint - Infrastructure (regulators routine)	5,000	10,000
2	50	6230	Rep and Maint - Infrastructure (County Road regulator)	0	15,000
2	50	6230	Rep and Maint - Infrastructure (springs)	16,500	9,500
2	50	6230	Rep and Maint - Water tank inspection and cleaning	3,500	4,000
2	50	6232	Springs Security expenses	5,000	10,000

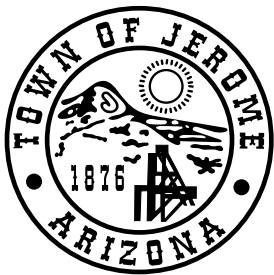
				ADOPTED 2021-22	PROPOSED 2022-23
2	50	6232	Springs Security - Gating	10,000	0
2	50	6240	Service Tests/System Testing	1,000	750
2	50	6250	Small Tools & Equipment (under \$5,000)	1,500	1,250
2	50	6271	DWR Fee	900	900
2	50	6280	Uniforms	300	350
2	50	6285	Utilities	500	500
2	50	6290	Administration charge	51,275	54,288
2	50	8040	Lease Payments	911	911
Total Water Department Expenses				308,000	813,500
			Sewer Department Revenue		
2	51	4085	Sewer Usage Fees	185,000	182,000
			Sewer Connection Fees	5,500	5,500
			Transfer from PARKING FUND	40,000	90,000
			Use of UTILITY FUND BALANCE	49,000	14,500
2	51	4900	TRANSFER from General Fund	0	0
2	51	4300	Interest and Investment Earnings	50	0
Total Sewer Revenue				279,550	292,000
			Sewer Department Expenses		
2	51	5001	Salaries & Wages (incl longevity)	39,693	43,409
2	51	5010	FICA Match	3,036	3,321
2	51	5011	Retirement Match	3,146	3,473
2	51	5012	Health / Life Insurance	12,629	11,155
2	51	5013	Workers Compensation	2,423	2,237
2	51	5014	Unemployment Insurance	48	55
2	51	6110	Contract Services - MacVittie	38,400	39,600
2	51	6110	Contract Services - sewer line mapping	0	15,000
2	51	6135	Permit Fees	1,150	1,375
2	51	6140	Engineering Fees	25,000	17,500
2	51	6145	Fuel	2,000	3,000
2	51	6155	Property & Liability Insurance	10,000	10,000
2	51	6170	Legal	1,200	1,100
2	51	6185	Miscellaneous	319	498
2	51	6192	Software Maintenance and Support	5,020	5,628
2	51	6195	Operating Supplies	10,000	8,000
2	51	6215	Rep and Maint - Building	500	300
2	51	6220	Rep and Maint - Vehicles	2,000	1,900
2	51	6225	Rep and Maint - Equipment	4,000	2,400
2	51	6230	Rep and Maint - Infrastructure (routine)	15,000	15,000
2	51	6230	Rep and Maint - Infrastructure (sewer line replacement Hull & Jerome)	33,000	33,000
2	51	6240	Service Tests/System Testing	12,000	14,000
2	51	6250	Small Tools & Equipment (under \$5,000)	3,500	2,000
2	51	6280	Uniforms	300	350
2	51	6285	Utilities	3,000	2,500
2	51	6290	Administration charge	51,275	54,288
2	51	8040	Lease Payments	911	911
Total Sewer Expenses				279,550	292,000
			Sanitation Department Revenue		
2	52	4085	Sanitation Service Fees	189,000	188,000
			Use of UTILITY FUND BALANCE	33,000	15,000
2	52	4900	TRANSFER from General Fund	-	30,000
2	52	4500	Miscellaneous Sanitation Revenue	1,000	750
Total Sanitation Revenue				223,000	233,750
			Sanitation Department Expense		
2	52	5001	Salaries & Wages (incl longevity)	63,147	69,060
2	52	5010	FICA Match	4,831	5,283
2	52	5011	Retirement Match	5,005	5,525
2	52	5012	Health / Life Insurance	20,092	17,746
2	52	5013	Workers Compensation	3,855	6,367
2	52	5014	Unemployment Insurance	77	88
2	52	6111	Recycling Contract Services	2,500	1,500
2	52	6116	Training & Education	800	500
2	52	6142	Equipment Rental	1,000	800
2	52	6145	Fuel	6,500	7,500
2	52	6155	Property & Liability Insurance	10,000	10,000
2	52	6165	Landfill Tipping Fees	24,500	21,600
2	52	6185	Miscellaneous	348	265
2	52	6192	Software Maintenance and Support	5,020	5,628
2	52	6195	Operating Supplies	500	750
2	52	6220	Rep and Maint - Vehicles	7,750	10,000
2	52	6225	Rep and Maint - Equipment	500	500
2	52	6250	Small Tools & Minor Equipment	5,000	6,000
2	52	6280	Uniforms	300	350
2	52	6290	Administration charge	51,275	54,288
			Transfer to Capital Fund	10,000	10,000
Total Sanitation Expenses				223,000	233,750
			HURF Revenue		

				ADOPTED 2021-22	PROPOSED 2022-23
			Use of HURF Fund Balance (carryover)	82,500	20,000
3	30	4020	Highway User Revenue	39,334	48,454
3	30	4300	HURF Interest	600	500
3	30		Transfer from PARKING FUND	40,000	106,500
3	30	4900	Transfer from General Fund	59,500	130,000
Total HURF Revenue				221,934	305,454
			HURF Expenses		
3	30	5001	Salaries & Wages (incl longevity)	47,504	51,458
3	30	5010	FICA Match	3,634	3,937
3	30	5011	Retirement Match	2,656	2,932
3	30	5012	Health/Life Insurance	10,661	9,416
3	30	5013	Workers Compensation	2,413	2,110
3	30	5014	Unemployment Insurance	92	119
3	30	6140	Engineering Fees	5,000	2,500
3	30	6142	Equipment Rentals	1,000	800
3	30	6145	Fuel	1,300	1,800
3	30	6155	Property & Liability Insurance	5,000	5,000
3	30	6160	COVID Expenses - Portajohns	15,000	0
3	30	6185	Miscellaneous Expense	467	631
3	30	6192	Software Maintenance & Support	1,108	1,594
3	30	6195	Operating Supplies	700	500
3	30	6210	Public Restroom Supplies	2,800	3,000
3	30	6215	Repair & Maintenance - Building	500	500
3	30	6220	Repair & Maintenance - Vehicles	1,500	1,500
3	30	6225	Repair & Maintenance - Equipment	500	500
3	30	6230	Repair & Maintenance - Infrastructure (routine R&M)	10,000	15,000
3	30	6230	Repair & Maintenance - PAVING PARKING LOT ACROSS FROM SPIRIT RO	15,000	0
3	30	6230	Repair & Maintenance - Street patching	10,000	15,000
3	30	6230	Repair & Maintenance - School Street (Phase 1: Incl. Design/Engineering)	0	100,000
3	30	6230	Repair & Maintenance - Paving First Avenue and Town Hall parking	0	35,000
3	30	6250	Small Tools & Equipment	500	500
3	30	6255	Street Lights	13,000	13,000
3	30	6260	Street Supplies	5,000	5,000
3	30	6260	Street Supplies - speed limit sign	5,000	0
3	30	6280	Uniforms	300	350
3	30	6290	Administration Charge	11,038	8,046
3	30	NEW	Capital outlay - Public restrooms	50,000	25,000
3	30	8040	Lease Payments	261	261
Total HURF Expenses				221,934	305,454
			PARKING FUND REVENUE		
			Use of parking fund balance (carryover)		50,000
3	35	4042	Kiosk revenues	250,000	340,000
3	35	4042	Allowance for fee increase October 2022		60,000
Total Parking Fund revenues				250,000	450,000
			PARKING FUND EXPENSES		
3	35	5001	Salaries & Wages (incl longevity)	28,609	32,875
3	35	5010	FICA Match	2,189	2,515
3	35	5013	Workers Compensation	751	863
3	35	5014	Unemployment Insurance	103	151
3	35	6145	Fuel	0	2,000
3	35	6185	Miscellaneous	240	640
3	35	6188	Credit Card processing fees	40,000	45,500
3	35	6192	Software Maintenance and Support (Kiosks)	5,000	8,900
3	35	6192	Software Maintenance and Support (admin)	1,108	1,594
3	35	6195	Operating Supplies	3,000	3,000
3	35	6265	Telephone	2,000	3,200
3	35	6290	Administration Charge	-	5,262
3	35		Capital outlay - Purchase of ATV	15,000	0
3	35	8041	Allowance for additional capital purchases	2,000	7,000
3	35	9500	Allowance for additional transfers to utilities, HURF and/or public safety budgets	-	12,500
3	35	9500	Transfer to General Budget (public safety)	30,000	37,500
3	35	9500	Transfer to HURF Budget	40,000	106,500
3	35	9500	Transfer to Water Budget	40,000	90,000
3	35	9500	Transfer to Sewer Budget	40,000	90,000
Total Parking Fund expenses				250,000	450,000
			Fire Department P&R Revenue		
4	60	4250	Town Contribution	12,000	15,000
4	60	4255	State Pension Contribution	2,500	2,500
4	60	4256	Receipts from Retirement Fund	10,000	10,000
Total Fire P&R Revenue				24,500	27,500
			Fire Department P&R Expenses		
4	60	6110	Contract Services (Admin Fees)	2,000	2,000
4	60	6235	Retirement/Refunds/Distributions	22,500	25,500
Total Fire P&R Expenses				24,500	27,500
			Operating Grants Revenue		
5	40	4067	Police: GOHS Grant	9,000	9,000

				ADOPTED 2021-22	PROPOSED 2022-23
5	40	4066	Police: RICO Revenue	4,500	4,500
5	40	4067	Police: Safety Equipment grant	60,000	0
5	40	NEW	Police: Prop 207 funding	0	8,000
5	40	4068	Fire: FEMA	0	100,000
5	40	4068	Fire: Firehouse Subs Grant	16,000	0
5	40	4068	Fire: 100 Club grant	5,000	5,000
5	40	4068	Fire: NEAMS funding	7,500	7,500
5	40	4068	Fire: Title 3 Fuels	15,000	15,000
5	40	4068	Fire: Rural Fire Assistance	5,000	0
5	40	4104	FMI: Water Planning	41,000	37,000
5	40		FMI: Community Investment 2022	0	40,000
5	40		PZ: SHPO Grant - Design Guidelines	20,000	0
5	40	4101	USDA SEARCH grant (WWTP engineering)	30,000	0
5	40	4185	MISCELLANEOUS grants	300,000	350,000
5	40	4102	Yavapai County Storm Drainage/Flood Control	120,000	0
Total Operating Grants Revenues				633,000	576,000
			Operating Grants Expenses		
5	40	6237	Police: GOHS Grant	9,000	9,000
5	40	6236	Police: RICO Revenue	4,500	4,500
5	40	6237	Police: Safety Equipment grant	60,000	0
5	40	NEW	Police: Prop 207 funding	0	8,000
5	40	6238	Fire: FEMA	0	100,000
5	40	6238	Fire: Firehouse Subs Grant	16,000	0
5	40	6238	Fire: 100 Club grant	5,000	5,000
5	40	6238	Fire: NEAMS funding	7,500	7,500
5	40	6238	Fire: Title 3 Fuels	15,000	15,000
5	40	6238	Fire: Rural Fire Assistance	5,000	0
5	40	6104	FMI: Water Planning	41,000	37,000
5	40		FMI: Community Investment 2022	0	40,000
5	40		PZ: SHPO Grant - Design Guidelines	20,000	0
5	40	6101	USDA SEARCH grant (WWTP engineering)	30,000	0
5	40	6185	Use of MISCELLANEOUS grants	300,000	350,000
5	40	6102	Yavapai County Storm Drainage/Flood Control	120,000	0
Total Operating Grants Expenses				633,000	576,000
			Capital Grants Revenue		
6	70	4105	CDBG Guaranteed DUNDEE Waterline	309,170	300,000
6	70		CDBG Competitive Center Avenue	500,000	0
6	70		Congressional funding - Waterlines/hydrants	0	1,134,000
6	70		Legislative funding - Center Avenue	0	560,000
6	70	4106	HURF Exchange funding - Drainage Project design	80,000	0
6	70	4106	HURF Exchange funding - Drainage Project construction	500,000	500,000
6	70	4106	Yavapai County Flood Control funding - Drainage Project	0	130,000
6	70	4107	Yavapai Apache Nation Prop 202 - Carryover (Comm Garden)	31,000	22,000
6	70	4107	Yavapai Apache Nation Prop 202 Carryover (Restrooms; shuttle)	15,000	15,000
6	70	4107	Yavapai Apache Nation Prop 202 - FY23	0	18,000
6	70	4108	Freeport McMoRan - Social Investment 2015 (School Street access)	31,000	31,000
6	70	4108	Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000	30,000
6	70	4109	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	60,000	0
6	70	4110	Grant for Healthcare Clinic	50,000	50,000
6	70	4195	American Rescue Fund/State of AZ funding	1,000,000	151,780
6	70	4185	Miscellaneous Capital Grants	250,000	500,000
Total Capital Grants Revenue				2,856,170	3,441,780
			Capital Grants Expenses		
6	70	6105	CDBG Guaranteed DUNDEE Waterline	309,170	300,000
6	70		CDBG Competitive Center Avenue	500,000	0
6	70		Congressional funding - Waterlines/hydrants	0	1,134,000
6	70		Legislative funding - Center Avenue	0	560,000
6	70	6106	HURF Exchange funding - Drainage Project design	80,000	0
6	70		HURF Exchange funding - Drainage Project construction	500,000	500,000
6	70	6106	Yavapai County Flood Control funding - Drainage Project	0	130,000
6	70	6107	Yavapai Apache Nation Prop 202 - Carryover (Comm Garden)	31,000	22,000
6	70	6107	Yavapai Apache Nation Prop 202 Carryover (Restrooms; shuttle)	15,000	15,000
6	70	6107	Yavapai Apache Nation Prop 202 - FY23	0	18,000
6	70	6108	Freeport McMoRan - Social Investment 2015 (School Street access)	31,000	31,000
6	70	6108	Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000	30,000
6	70	6109	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	60,000	0
6	70	6110	Grant for Healthcare Clinic	50,000	50,000
6	70	6185	American Rescue Fund/State of AZ funding	1,000,000	151,780
6	70	6185	Miscellaneous Capital Grants	250,000	500,000
Total Capital Grants Expenses				2,856,170	3,441,780
			Capital Fund Revenues		
9	57	NEW	Transfer from General Fund		460,000
9	57	new	Bridge Loan for wastewater plant design - ACF		900,000
9	57	4900	Contribution from Sanitation Account	10,000	10,000
9	57	4520	CARRYOVER Capital Fund	50,000	60,000
Total Capital Fund Revenues				60,000	1,430,000
			Capital Fund Expenses		

				ADOPTED 2021-22	PROPOSED 2022-23
9	57	new	Wastewater treatment plant design	0	900,000
9	57	new	Third water tank design	0	75,000
9	27	7025	New shuttle van (trade)	-	35,000
9	57	new	Purchase of housing for future staff	0	350,000
9	57	7025	Downpayment on new garbage truck	60,000	70,000
Total Capital Fund Expenses				60,000	1,430,000
			General Fund Contingencies Revenue		
7	25	4295	Excess City Sales Tax	219,390	400,000
7	25	4295	Sale or Lease of Real Property	1,000,000	1,000,000
7	25	4295	Additional Library Donations	2,500	2,500
7	25	4295	DEMA/FEMA COVID reimbursement	30,000	30,000
7	25	4295	Budgeted fund balance	360,000	250,000
7	25	4090	Excess Wildlands Fire Fees	100,000	100,000
Total General Fund contingency revenues				1,711,890	1,782,500
			General Fund Contingencies Expenses		
7	25	6295	Additional GRANT MATCH - CDBG Center Avenue	50,000	0
7	25	6295	Utility work on Center Avenue	250,000	0
7	25	6295	Transfer to Utilities Fund contingencies		320,000
7	25	6295	Design work - Hotel Jerome	20,000	20,000
7	25	6295	Purchase of water truck	40,000	0
7	25	6295	Use of proceeds from Sale or Lease of Real Property	1,000,000	1,000,000
7	25	6295	Use of additional library donations	2,500	2,500
7	25	6295	Use of DEMA/FEMA reimbursement	30,000	30,000
7	25	6295	Repairs to rock wall below School Street	75,000	100,000
7	25	6295	Hampshire Avenue sidewalk repairs	50,000	60,000
7	25	6295	Purchase of flatbed truck	50,000	50,000
7	25	6295	Cobblestone repair	-	50,000
7	25	6295	Miscellaneous other expenditures	44,390	50,000
7	25	6276	Use of Excess Wildlands Fire Fees	100,000	100,000
Total General Fund contingency expenses				1,711,890	1,782,500
8	55	4295	Utilities Fund Contingencies Revenue		
			American Rescue Act funds	54,285	0
			Transfer from General Fund contingencies		320,000
			Water connection fees	10,000	10,000
			Sewer connection fees	11,000	11,000
			Design Bridge Loan (Wastewater Engineering Phase Two, if needed)	500,000	0
Total Utilities Fund contingency revenues				575,285	341,000
8	55	6295	Utilities Fund Contingencies Expenses		
			American Rescue Act funds	54,285	0
			Wastewater engineering (Phase Two if needed)	500,000	0
			Various utilities projects	-	300,000
			Contribution toward State's replacement of water line	-	20,000
			Use of proceeds from Water connection fees	10,000	10,000
			Use of proceeds from Sewer connection fees	11,000	11,000
Total Utilities Fund contingency expenses				575,285	341,000
			RECAP:		
			REVENUES:		
			General Government	1,876,278	3,133,233
			Magistrate Court	83,000	71,000
			Police Department	72,000	90,750
			Fire Department	150,000	149,000
			Library	34,836	36,085
			Planning & Zoning	13,000	15,500
			Properties	73,907	85,000
Total General Fund Revenues				2,303,021	3,580,568
			Water Department	308,000	813,500
			Sewer	279,550	292,000
			Sanitation	223,000	233,750
Total Utilities Fund Revenues				810,550	1,339,250
			HURF		
Total HURF Fund Revenue				221,934	305,454
			Parking	250,000	450,000
Total Parking Fund Revenue				250,000	450,000
			Fire Dep't. P & R Fund		
Total Fire Dept P&R Fund Revenue				24,500	27,500
			Operating Grant Fund		
Total Operating Grant Fund Revenue				633,000	576,000
			Capital Grant Fund		
Total Capital Grant Fund Revenue				2,856,170	3,441,780
			General Fund Contingencies		

				ADOPTED 2021-22	PROPOSED 2022-23
			Total General Fund Contingencies Revenue	<u>1,711,890</u>	<u>1,782,500</u>
			Utilities Fund Contingencies		
			Total Utilities Fund Contingencies Revenue	<u>575,285</u>	<u>341,000</u>
			Capital Fund		
			Total Capital Fund Revenue	<u>60,000</u>	<u>1,430,000</u>
			Revenue Totals	<u>9,446,350</u>	<u>13,274,052</u>
			EXPENSES:		
			General Government	613,334	1,738,741
			Magistrate Court	112,855	109,685
			Police Department	653,327	727,049
			Fire Department	459,869	473,868
			Library	94,633	104,519
			Planning & Zoning	116,107	107,602
			Parks	22,238	22,173
			Properties	230,658	296,931
			(Rounding adjustment)		
			Total General Fund Expenses	<u>2,303,021</u>	<u>3,580,568</u>
			Water Department	308,000	813,500
			Sewer	279,550	292,000
			Sanitation	223,000	233,750
			Total Utilities Fund Expenses	<u>810,550</u>	<u>1,339,250</u>
			HURF	221,934	305,454
			Total HURF Fund Expenses	<u>221,934</u>	<u>305,454</u>
			Parking	250,000	450,000
			Total Parking Fund Expenses	<u>250,000</u>	<u>450,000</u>
			Fire Dep't. P & R Fund	24,500	27,500
			Total Fire Dept P&R Expenses	<u>24,500</u>	<u>27,500</u>
			Operating Grant Fund	633,000	576,000
			Total Operating Grant Fund Expenses	<u>633,000</u>	<u>576,000</u>
			Capital Grant Fund	2,856,170	3,441,780
			Total Capital Grant Fund Expenses	<u>2,856,170</u>	<u>3,441,780</u>
			General Fund Contingencies	1,711,890	1,782,500
			Total General Fund Contingencies Expenses	<u>1,711,890</u>	<u>1,782,500</u>
			Utilities Fund Contingencies	575,285	341,000
			Total Utilities Fund Contingencies Expenses	<u>575,285</u>	<u>341,000</u>
			Capital Fund	60,000	1,430,000
			Total Capital Fund Expenses	<u>60,000</u>	<u>1,430,000</u>
			Expense Totals	<u>9,446,350</u>	<u>13,274,052</u>
			Budget (Deficit) excess	<u>-</u>	<u>0</u>
			(Deficit)/excess by fund:		
			General Fund	-	0
			Utilities Fund	-	0
			HURF Special Revenue Fund	-	0
			Parking Special Revenue Fund	-	0
			Fire Dept P&R Fiduciary Fund	-	0
			Operating Grants Fund	-	0
			Capital Grants Fund	-	0
			General Fund Contingencies	-	0
			Utilities Fund Contingencies	-	0
			Capital Fund	-	0
			Total	<u>-</u>	<u>0</u>



TOWN OF JEROME

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

ORDINANCE NO. 483

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 12-1, "TRAFFIC CODE," OF THE JEROME TOWN CODE

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

Section 1. There is hereby added NEW Subsection C. to Section 12-1-9, "Parking for Certain Purposes
Prohibited," of Article 12-1, "Traffic Code" of Chapter 12 "Jerome Traffic Code" of the Jerome Town Code to read
as follows:

C. No vehicle displaying signs with a cumulative size larger than eight (8) square feet may park on public
roadways or in public parking areas within the Town of Jerome for a period of time longer than two (2) hours within
a 24-hour period.

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:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney

Date of first reading: 6/14/2022

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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RESOLUTION NO. 642

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, RELATING TO REPRODUCTIVE HEALTH CARE; DECLARING MAYOR AND COUNCIL'S OPPOSITION TO THE U.S. SUPREME COURT'S OVERTURNING OF *ROE V. WADE*; DENOUNCING SENATE BILL 1164 AND OTHER PROVISIONS OF ARIZONA LAW CRIMINALIZING ABORTION; AND SUPPORTING THE CONSTITUTIONAL RIGHTS OF PREGNANT PERSONS INCLUDING THEIR ACCESS TO REPRODUCTIVE HEALTH CARE AND ABORTIONS

WHEREAS, access to health care promotes the general welfare of Jerome residents; and

WHEREAS, access to reproductive health care is critical to women's physical, psychological, and socioeconomic well-being; and

WHEREAS, abortion is a safe medical intervention that roughly one in four women have had in their lifetime; and

WHEREAS, the right to decide to have an abortion before viability has been United States Supreme Court precedent for nearly 50 years; and

WHEREAS, the United States Supreme Court has overturned *Roe v. Wade*, 410 U.S. 113 (1973), which guaranteed women the constitutional right to abortion as recognized in and reaffirmed in *Planned Parenthood of Southeastern Pennsylvania v. Casey*, 505 U.S. 833 (1992); and

WHEREAS, the Arizona Legislature adopted, and Governor Ducey signed, Senate Bill (S.B.) 1164, which amends Arizona's abortion statutes to add a new article banning abortions after 15 weeks of gestation except in narrowly defined medical emergencies, and also providing that physicians who violate the ban are guilty of a criminal offense and subject to civil penalties; and

WHEREAS, S.B. 1164 follows a history of state laws aimed at limiting or denying access to abortion care, including an even more restrictive law, A.R.S. § 13-3603, that imposes a total ban on abortions and subjects providers to up to five years of imprisonment for performing abortions; and

WHEREAS, the American College of Obstetricians and Gynecologists and other prominent medical organizations have determined that abortion bans will harm, rather than improve, patient health; and

WHEREAS, the narrow medical emergency exception in S.B. 1164, like the Mississippi ban, does not adequately protect patients in instances of serious medical conditions that may not qualify as "medical emergencies;" and

WHEREAS, abortion bans disproportionately target minority and lower-income patients, with up to 75% of those seeking abortion care living at or below 200% of the federal poverty level, and the majority identifying as Black, Hispanic, Asian, or Pacific Islander; and

WHEREAS, forcing patients to continue pregnancy subjects them to complications and a risk of death that is 14 times higher than abortion; and

WHEREAS, research shows that women denied a wanted abortion are less financially secure

Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center

in subsequent years than those who received an abortion and being denied an abortion increases the chances that a woman's existing children live in poverty.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA, AS FOLLOWS:

SECTION 1. The Mayor and Council support the rights of pregnant persons in the Town to obtain access to the full spectrum of reproductive healthcare, including abortion care.

SECTION 2. The Mayor and Council oppose the U.S. Supreme Court's overturning of *Roe v. Wade*.

SECTION 3. The Mayor and Council denounce and oppose the implementation of S.B. 1164 and other Arizona laws that prohibit and criminalize abortions, including A.R.S. §§ 13-3603 through -3605 and A.R.S. § 36-2159, which will harm the autonomy and well-being of pregnant persons.

SECTION 4. The Mayor and Council support Jerome Police Chief Allen Muma in his establishing law enforcement priorities that consider the need to protect the physical, psychological and socioeconomic well-being of pregnant people and their care providers.

SECTION 5. The Town Clerk is instructed to provide copies of this Resolution to the Jerome Police Department and the Yavapai County Attorney's Office.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the ____ day of _____, 2022.

APPROVED:

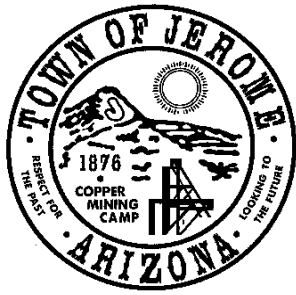
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Brett Klein, Town Manager/Clerk

William J. Sims, Town Attorney



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TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: Item #10B: Auction of Surplus Items

MEETING DATE: July 12, 2022

Staff is seeking permission from Council to declare as surplus the following items and authorize their sale at auction:

<u>Item:</u>	<u>Opening Bid</u>
EZ GO Golf cart (needs new seat, battery and charger)	\$50
Instax Mini 9 camera	\$10
POC bike helmet	\$5
Polaroid camera	\$5
Copper coins	\$10
Small wind chime	\$3
Ray Ban sunglasses	\$5
Two ladies' rings - one 14k gold, one silver	\$40
Elk necklace abalone	\$15
Skull walking cane	\$10
Brushed bronze triple light fixture	\$25
Quad walking cane	\$10
Le Creuset cooking pot	\$25
Amelia Earhart travel case	\$15
Craftsman tool bag	\$15
Ladies' silver and turquoise ring	\$25
Stuhrling men's watch	\$35
Cluse watch	\$15
Two knives (Coast and Timberline)	\$25

Nikon Coolpix camera (white)	\$20
Nikon Coolpix camera (black)	\$20
HD 1080P action camera with case	\$25
Samyang 12mm camera lens	\$20
Three assorted pocketknives	\$10
StarSound acoustic guitar	\$20
Two skateboards	\$25

Following authorization by Council, items will be listed for sale, with photos, on PublicSurplus.com and a notice posted on our website, Facebook page and posting locations.

Items will be available for inspection at our Police Department (and Public Works yard, for the golf cart).



TOWN OF JEROME

Proclamation

CHILD SUPPORT AWARENESS MONTH

WHEREAS, the Town of Jerome joins the Nation in recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Arizona's families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, a child who receives emotional and financial support is more likely to feel safe and secure and is better equipped with the courage to be their very best in life; and

WHEREAS, Arizona's Department of Economic Security, Division of Child Support Services (DCSS), is a strong advocate for shared parenting responsibilities because parents and children benefit when both parents are engaged with their child at every stage, regardless of marital status; and

WHEREAS, strengthening individuals and families with an emphasis on fiscal responsibility promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's future; and

WHEREAS, Child Support Awareness Month salutes diligent parents who spend time with their child and who make regular child support payments to safeguard their children's future.

NOW THEREFORE, I, Dr. Jack Dillenberg, Mayor of the Town of Jerome, do hereby proclaim the month of August 2022 as

CHILD SUPPORT AWARENESS MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Jerome, Arizona to be affixed this 12th day of July, 2022.

Dr. Jack Dillenberg, Mayor



ADDENDUM #2 to 7/12/22 COUNCIL MEETING PACKETS

- ITEM #3: Police staff report
- ITEM #3: Public Works staff report
- ITEM #10A: Draft Agreement for Professional Engineering Services – Design of Wastewater Treatment Plant Improvements



JEROME POLICE DEPARTMENT

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



July 7, 2022

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for June 2022.

The June "Calls for Service" report contained one burglary. This case was closed by an arrest. The suspect was known to the victim. Jerome police officers handled 3 mentally ill persons. These cases were resolved peacefully with good coordination with Spectrum Healthcare to provide for the medical intervention needed.

The parking kiosks brought in \$22,111.85 (which does not include cash taken at office) for the month of June 2022. In comparison to last year's revenue of \$21,585.10 for the same time period. Fiscal year 2021 - 22 kiosk revenue (7/1/21 through 6/30/22) is \$319,842.25 (which does not include cash taken at office).

There were 299 parking citations that were issued for the month of June. I continue to work with our technology providers to establish a solution to the "unpaid" parking citations. Both software providers advise that it is possible and I have already began figuring out the protocols needed for the transmission of data through our RMS provider (Crimestar) the citation provider (Digiticket) and the Arizona Office of Courts (AJACS) system. I hope to have it operational in late August.

I continue to work on the "Text to park" solution with Parkeon, this is just an additional payment method that allows the user to pay via text messaging. We have included the new "all payments" kiosk in the 2021 - 22 budget that would be placed inside the PD so that there is an alternate method that would take all kinds of payments and would not rely on the cellular network.

I am still seeking a candidate for the full-time police officer replacement. We have had an additional candidate for a part-time police officer position which will help until we fill the full-time spot.

While I am on vacation, I have continued to work on police matters to include PD budget, phone calls from citizens and several police issues.

Allen L. Muma, Chief of Police



JEROME POLICE DEPARTMENT 305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 07/07/2022
Page : 1
Agency : JPD

Calls For Service Totals By Call Type

06/01/2022 to 06/30/2022

Call Type	Totals
205 Trespass	1
410 Criminal Damage	1
459 Burglary	1
476 Animal Control Problem	1
487 Theft	1
647A Suspicious Person	2
647B Suspicious Vehicle	1
692 DUI	1
901H Death Investigation	2
903 Follow-Up	52
908F Found Property	5
908L Lost or Stolen Property	2
917 Abandoned Vehicle	2
918 Mentally Ill Person	3
961 Accident - No injuries	3
AA Agency Assist	6
ACPD Assist Clarkdale PD	10
ADPS Assist DPS	1
AF Assist Fire Department	2
AYCSO Assist YCSO	3
BI Background Investigation	3
CA Citizen Assist	4
CO Call Out	3
CRT Court Appearance	1
DIS Disorderly Conduct	2
ES Escort Services	2
FPF Fingerprinting	1
HUC 911 Hang Up Call	1
INFO Information	1
NOISE Noise Complaint	1
OA Officer Assist	3
OT Oversize Truck	7
PARK Parking Complaint	3
PE Parking Enforcement	29
PKM Parking Kiosk Maintenance	1
PS Civil Paper Service	1
REC Reckless Driver	1
SC Security Check	9

Printed By/On: 804 / 07/07/2022 09:56:38

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 : 07/07/2022
Page : 2
Agency : JPD

Calls For Service Totals By Call Type

06/01/2022 to 06/30/2022

Call Type

Totals

SLC	Street Light Check	4
SS	Suspicious Situation	3
SW	Search Warrant Executed	1
T/S	Traffic Stop	2
TF	Trip & Fall / Slip & Fall	1
TO	Traffic Offense	10
TRN	Training	1
VM	Vehicle Maintenance	1
ZV	Zoning Violation	3

Grand Total for all calls

199



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TOWN OF JEROME, ARIZONA

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(928) 634-7943 FAX (928) 634-0715 m.boland@jerome.az.gov

Celebrating Our 123rd Anniversary
1899 - 2022

JUNE 2019 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

- Brakes on the F-150, brakes on the van, and Polaris ranger. Oil change on the ranger and fixed the mower and a few weed eaters.
- Prepare 5th street for and poured 2 yards of concrete to fix potholes.
- Find and fix water leaks on East Ave, Main St., Hampshire Ave., and at the Grand Hotel.
- Repair asphalt at the water leak on Main St.
- Clean storm drains, and rocks on Douglas Rd.
- Dig up and prepare to fix leak on School St. (there was no valve on the line. To fix it correctly, we'll have to shut off the main line. We will wait for a time that is convenient for the tenants of both buildings.)
- Fix and get the cooler at the CO-OP up and running. Pull all the weeds and vines from around the cooler, steps, and walk way.
- After Rusty and the fire department prepared the sidewalk, we mixed and poured the new concrete.
- Grading North Dr.
- Took a few trips out to Allen Springs to check on things.

- Took contractors up to the tanks on Cleopatra to get a quote on repairs to the right tank.

As you all know, we spent a lot of time this last month dealing with the water issue from the tanks. I didn't add much of that to this report on a "step by step" basis.

REGULATORS

6/7/2022 Lower 2" regulator on School St.- rebuilt with no parts needing Replaced.

On a Thursday check, a copper line needed replacing on the gulch Regulator.

AGREEMENT BETWEEN OWNER & ENGINEER

FOR

TOWN OF JEROME WASTEWATER TREATMENT PLANT (WWTP) IMPROVEMENTS

JUNE 24, 2022

DRAFT

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AGREEMENT BETWEEN OWNER AND ENGINEER

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EXHIBIT D DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY OF
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**AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of June 24, 2022 ("Effective Date") between
Town of Jerome ("Owner") and
Pacific Advanced Civil Engineering, Inc. (PACE) ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:
Town of Jerome Wastewater Treatment Plant (WWTP) Improvements ("Project").
Other terms used in this Agreement are defined in Article 7.

Engineer's services under this Agreement are generally identified as follows:
Design, permitting, bidding and construction for the Town of Jerome WWTP improvements outlined in the United States Department of Agriculture – Rural Development (USDA-RD) Preliminary Engineering Report (PER) dated December 2021.

Owner and Engineer further agree as follows:

ARTICLE 1 – SERVICES OF ENGINEER

1.01 *Scope*

- A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 – OWNER'S RESPONSIBILITIES

2.01 *General*

- A. Owner shall have the responsibilities set forth herein and in Exhibit B.
- B. Owner shall pay Engineer as set forth in Article 4 and Exhibit C.
- C. Owner shall be responsible for all requirements and instructions that it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.
- D. Owner shall give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of:
 - 1. any development that affects the scope or time of performance of Engineer's services;
 - 2. the presence at the Site of any Constituent of Concern; or

3. any relevant, material defect or nonconformance in: (a) Engineer's services, (b) the Work, (c) the performance of any Constructor, or (d) Owner's performance of its responsibilities under this Agreement.

ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES

3.01 *Commencement*

- A. Engineer is authorized to begin rendering services as of the Effective Date.

3.02 *Time for Completion*

- A. Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services, or specific dates by which services are to be completed, are provided in Exhibit A, and are hereby agreed to be reasonable.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- C. If Owner authorizes changes in the scope, extent, or character of the Project or Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- D. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Engineer's performance of its services.
- E. If Engineer fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

ARTICLE 4 – INVOICES AND PAYMENTS

4.01 *Invoices*

- A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and the terms of Exhibit C. **Invoices must include a breakdown of services provided.** Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

4.02 *Payments*

- A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.
- B. *Failure to Pay:* If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:
 1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and
 2. Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Owner has paid in full all amounts due for services, expenses, and

other related charges. Owner waives any and all claims against Engineer for any such suspension.

- C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraph 4.01.
- D. *Sales or Use Taxes:* If after the Effective Date any governmental entity takes a legislative action that imposes additional sales or use taxes on Engineer's services or compensation under this Agreement, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit C.

ARTICLE 5 – OPINIONS OF COST

5.01 *Opinions of Probable Construction Cost*

- A. Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate. **Opinions of Probable Cost and any revisions thereof should reflect compliance with American Iron & Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A-Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference.**

5.02 *Designing to Construction Cost Limit*

- A. If a Construction Cost limit is established between Owner and Engineer, such Construction Cost limit and a statement of Engineer's rights and responsibilities with respect thereto will be specifically set forth in Exhibit F to this Agreement.

5.03 *Opinions of Total Project Costs*

- A. The services, if any, of Engineer with respect to Total Project Costs shall be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs. **Opinions of Total Project Costs and any revisions thereof should reflect compliance with American Iron & Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A-Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference.**

ARTICLE 6 – GENERAL CONSIDERATIONS

6.01 *Standards of Performance*

- A. *Standard of Care:* The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.
- B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. *Consultants:* Engineer may retain such Consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.
- D. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- E. *Compliance with Laws and Regulations, and Policies and Procedures:*
 - 1. Engineer and Owner shall comply with applicable Laws and Regulations.
 - 2. Engineer shall comply with any and all policies, procedures, and instructions of Owner that are applicable to Engineer's performance of services under this Agreement and that Owner provides to Engineer in writing, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.
 - 3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. The following may be the basis for modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation:
 - a. changes after the Effective Date to Laws and Regulations;
 - b. the receipt by Engineer after the Effective Date of Owner-provided written policies and procedures;
 - c. changes after the Effective Date to Owner-provided written policies or procedures.
- F. Engineer shall not be required to sign any document, no matter by whom requested, that would result in the Engineer having to certify, guarantee, or warrant the existence of conditions whose existence the Engineer cannot ascertain. Owner agrees not to make resolution of any dispute with the Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such document.

- G. The general conditions for any construction contract documents prepared hereunder are to be EJCDC® C-700 “Standard General Conditions of the Construction Contract” (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, unless expressly indicated otherwise in Exhibit J or elsewhere in this Agreement.
- H. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor’s work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a Constructor to comply with Laws and Regulations applicable to that Constructor’s furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- I. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor’s, failure to furnish and perform the Work in accordance with the Construction Contract Documents.
- J. Engineer shall not be responsible for any decision made regarding the Construction Contract Documents, or any application, interpretation, clarification, or modification of the Construction Contract Documents, other than those made by Engineer or its Consultants.
- K. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- L. Engineer’s services do not include providing legal advice or representation.
- M. Engineer’s services do not include (1) serving as a “municipal advisor” for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.
- N. While at the Site, Engineer, its Consultants, and their employees and representatives shall comply with the applicable requirements of Contractor’s and Owner’s safety programs of which Engineer has been informed in writing.

6.02 *Design Without Construction Phase Services*

- A. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A, Paragraph A1.05. With the exception of such expressly required services, Engineer shall have no design, Shop Drawing review, or other obligations during construction, and Owner assumes all responsibility for the application and interpretation of the Construction Contract Documents, review and response to Contractor claims, Construction Contract administration, processing of Change Orders and submittals, revisions to the Construction Contract Documents during construction, construction observation and review, review of Contractor’s payment applications, and all other necessary Construction Phase administrative, engineering, and professional services. Owner waives all claims against the Engineer that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A.

6.03 *Use of Documents*

- A. All Documents are instruments of service, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed.
- B. If Engineer is required to prepare or furnish Drawings or Specifications under this Agreement, Engineer shall deliver to Owner at least one original printed record version of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations.
- C. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. Engineer grants Owner a limited license to use the Documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the Documents, and subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- D. If Engineer at Owner's request verifies the suitability of the Documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Engineer at rates or in an amount to be agreed upon by Owner and Engineer.

6.04 *Electronic Transmittals*

- A. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- B. If this Agreement does not establish protocols for electronic or digital transmittals, then Owner and Engineer ~~shall~~ **may** jointly develop such protocols.
- C. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

6.05 Insurance

- A. Engineer shall procure and maintain insurance as set forth in Exhibit G. Engineer shall cause Owner to be listed as an additional insured on any applicable general liability insurance policy carried by Engineer.
- B. Owner shall procure and maintain insurance as set forth in Exhibit G. Owner shall cause Engineer and its Consultants to be listed as additional insureds on any general liability policies carried by Owner, which are applicable to the Project.
- C. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- D. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit G. Such certificates shall be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.
- E. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against Engineer or its Consultants. Owner and Engineer waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner and Engineer shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.
- F. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.
- G. At any time, Owner may request that Engineer or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit G. If so requested by Owner, and if commercially available, Engineer shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit G will be supplemented to incorporate these requirements.

6.06 Suspension and Termination

- A. Suspension:
 - 1. *By Owner:* Owner may suspend the Project for up to 90 days upon seven days written notice to Engineer.

2. *By Engineer:* Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay Engineer for invoiced services and expenses, as set forth in Paragraph 4.02.B, or in response to the presence of Constituents of Concern at the Site, as set forth in Paragraph 6.10.D.
- B. *Termination:* The obligation to provide further services under this Agreement may be terminated:
1. For cause,
 - a. by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - b. by Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 6.10.D.
 - 3) Engineer shall have no liability to Owner on account of such termination.
 - c. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 6.06.B.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 2. For convenience, by Owner effective upon Engineer's receipt of notice from Owner.
- C. *Effective Date of Termination:* The terminating party under Paragraph 6.06.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- D. *Payments Upon Termination:*
1. In the event of any termination under Paragraph 6.06, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all Reimbursable Expenses incurred through the effective date of termination. Upon making such payment, Owner shall have the limited

right to the use of Documents, at Owner's sole risk, subject to the provisions of Paragraph 6.03.

2. In the event of termination by Owner for convenience or by Engineer for cause, Engineer shall be entitled, in addition to invoicing for those items identified in Paragraph 6.06.D.1, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's Consultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.

6.07 *Controlling Law*

- A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located.

6.08 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise in this Agreement:
 1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.
 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.
 3. Owner agrees that the substance of the provisions of this Paragraph 6.08.C shall appear in the Construction Contract Documents.

6.09 *Dispute Resolution*

- A. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking the procedures of Exhibit H or other provisions of this Agreement, or exercising their rights at law.
- B. If the parties fail to resolve a dispute through negotiation under Paragraph 6.09.A, then either or both may invoke the procedures of Exhibit H. If Exhibit H is not included, or if no

dispute resolution method is specified in Exhibit H, then the parties may exercise their rights at law.

6.10 *Environmental Condition of Site*

- A. Owner represents to Engineer that as of the Effective Date to the best of Owner's knowledge no Constituents of Concern, other than those disclosed in writing to Engineer, exist at or adjacent to the Site.
- B. If Engineer encounters or learns of an undisclosed Constituent of Concern at the Site, then Engineer shall notify (1) Owner and (2) appropriate governmental officials if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations.
- C. It is acknowledged by both parties that Engineer's scope of services does not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an undisclosed Constituent of Concern, then Owner shall promptly determine whether to retain a qualified expert to evaluate such condition or take any necessary corrective action.
- D. If investigative or remedial action, or other professional services, are necessary with respect to undisclosed Constituents of Concern, or if investigative or remedial action beyond that reasonably contemplated is needed to address a disclosed or known Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until such portion of the Project is no longer affected.
- E. If the presence at the Site of undisclosed Constituents of Concern adversely affects the performance of Engineer's services under this Agreement, then the Engineer shall have the option of (1) accepting an equitable adjustment in its compensation or in the time of completion, or both; or (2) terminating this Agreement for cause on seven days notice.
- F. Owner acknowledges that Engineer is performing professional services for Owner and that Engineer is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer's activities under this Agreement.

6.11 *Indemnification and Mutual Waiver*

- A. *Indemnification by Engineer:* To the fullest extent permitted by Laws and Regulations, Engineer shall indemnify and hold harmless Owner, and Owner's officers, directors, members, partners, agents, consultants, and employees, from losses, damages, and judgments (including reasonable consultants' and attorneys' fees and expenses) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants. **This indemnification provision is subject to and limited by the provisions, if any, agreed to by Owner and Engineer in Exhibit I, "Limitations of Liability."**
- B. *Indemnification by Owner:* Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants as required by

Laws and Regulations **and to the extent (if any) required in Exhibit I, "Limitations of Liability."**

- C. *Environmental Indemnification:* To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, costs, losses, damages, actions, and judgments (including reasonable consultants' and attorneys fees and expenses) caused by, arising out of, relating to, or resulting from a Constituent of Concern at, on, or under the Site, provided that (1) any such claim, cost, loss, damages, action, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.
- D. *No Defense Obligation:* The indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.
- E. *Percentage Share of Negligence:* To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.
- F. *Mutual Waiver:* To the fullest extent permitted by Laws and Regulations, Owner and Engineer waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

6.12 *Records Retention*

- A. Engineer shall maintain on file in legible form, for a period of five years following completion or termination of its services, all Documents, records (including cost records), and design calculations related to Engineer's services or pertinent to Engineer's performance under this Agreement. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost.

6.13 *Miscellaneous Provisions*

- A. *Notices:* Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.
- B. *Survival:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- C. *Severability:* Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid

and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- D. *Waiver*: A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
- E. *Accrual of Claims*: To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

ARTICLE 7 – DEFINITIONS

7.01 *Defined Terms*

- A. Wherever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:
 - 1. *Addenda*—Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bidding requirements or the proposed Construction Contract Documents.
 - 2. *Additional Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 2 of Exhibit A of this Agreement.
 - 3. *Agreement*—This written contract for professional services between Owner and Engineer, including all exhibits identified in Paragraph 8.01 and any duly executed amendments.
 - 4. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Construction Contract.
 - 5. *Basic Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 1 of Exhibit A of this Agreement.
 - 6. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Construction Contract Price or the Construction Contract Times, or other revision to the Construction Contract, issued on or after the effective date of the Construction Contract.
 - 7. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth in the Construction Contract, seeking an adjustment in Construction Contract Price or Construction Contract Times, or both; contesting an initial decision by Engineer concerning the requirements of the Construction Contract Documents or the acceptability of Work under the Construction Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Construction Contract.

8. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. (“CERCLA”); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5501 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. (“RCRA”); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
9. *Construction Contract*—The entire and integrated written contract between the Owner and Contractor concerning the Work.
10. *Construction Contract Documents*—Those items designated as “Contract Documents” in the Construction Contract, and which together comprise the Construction Contract.
11. *Construction Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Construction Contract Documents.
12. *Construction Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve milestones, if any, in the Construction Contract; (b) achieve Substantial Completion; and (c) complete the Work.
13. *Construction Cost*—The cost to Owner of the construction of those portions of the entire Project designed or specified by or for Engineer under this Agreement, including construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Construction Cost does not include costs of services of Engineer or other design professionals and consultants; cost of land or rights-of-way, or compensation for damages to property; Owner’s costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner. Construction Cost is one of the items comprising Total Project Costs.
14. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and Consultants), performing or supporting construction activities relating to the Project, including but not limited to Contractors, Subcontractors, Suppliers, Owner’s work forces, utility companies, other contractors, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
15. *Consultants*—Individuals or entities having a contract with Engineer to furnish services with respect to this Project as Engineer’s independent professional associates and consultants; subcontractors; or vendors.
16. *Contractor*—The entity or individual with which Owner enters into a Construction Contract.

17. *Documents*—Data, reports, Drawings, Specifications, Record Drawings, building information models, civil integrated management models, and other deliverables, whether in printed or electronic format, provided or furnished in appropriate phases by Engineer to Owner pursuant to this Agreement.
18. *Drawings*—That part of the Construction Contract Documents that graphically shows the scope, extent, and character of the Work to be performed by Contractor.
19. *Effective Date*—The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, the date on which this Agreement is signed and delivered by the last of the parties to sign and deliver.
20. *Engineer*—The individual or entity named as such in this Agreement.
21. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Construction Contract Price or the Construction Contract Times.
22. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
23. *Owner*—The individual or entity named as such in this Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning the Project.
24. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under this Agreement are a part.
25. *Record Drawings*—Drawings depicting the completed Project, or a specific portion of the completed Project, prepared by Engineer ~~as an Additional Service~~ and based on Contractor's record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to Engineer and annotated by Contractor to show changes made during construction.
26. *Reimbursable Expenses*—The expenses incurred directly by Engineer in connection with the performing or furnishing of Basic Services and Additional Services for the Project.
27. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site during the Construction Phase. As used herein, the term Resident Project Representative or "RPR" includes any assistants or field staff of Resident Project Representative. The duties and responsibilities of the Resident Project Representative, if any, are as set forth in Exhibit D.

28. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.
29. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Construction Contract Documents.
30. *Site*—Lands or areas to be indicated in the Construction Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by Owner which are designated for the use of Contractor.
31. *Specifications*—The part of the Construction Contract Documents that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.
32. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.
33. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Construction Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.
34. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.
35. *Total Project Costs*—The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Project, including Construction Cost and all other Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of Engineer or other design professionals and consultants, together with such other Project-related costs that Owner furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties, Owner’s costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Project, and the cost of other services to be provided by others to Owner.
36. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Construction Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Construction Contract Documents.

37. *Work Change Directive*—A written directive to Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

38. **Agency – The Rural Utilities Service or any designated representative of Rural Utilities Service, including USDA, Rural Development.**

B. Day:

39. The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.

ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS

8.01 *Exhibits Included:*

- A. Exhibit A, Engineer’s Services.
- B. Exhibit B, Owner’s Responsibilities.
- C. Exhibit C, Payments to Engineer for Services and Reimbursable Expenses.
- D. Exhibit D, Duties, Responsibilities and Limitations of Authority of Resident Project Representative.
- E. Exhibit E, Notice of Acceptability of Work.
- F. Exhibit F, Construction Cost Limit. **[Not Used]**
- G. Exhibit G, Insurance.
- H. Exhibit H, Dispute Resolution.
- I. Exhibit I, Limitations of Liability.
- J. Exhibit J, Special Provisions. **[Not Used]**
- K. Exhibit K, Amendment to Owner-Engineer Agreement.

8.02 *Total Agreement*

- A. This Agreement, (together with the exhibits included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based whenever possible on the format of Exhibit K to this Agreement.

8.03 *Designated Representatives*

- A. With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer’s and Owner’s representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

8.04 *Engineer's Certifications*

- A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.04:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the selection process or in the Agreement execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;
 - 3. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

8.05 *Federal Requirements*

- A. **Agency Concurrence.** Signature of a duly authorized representative of the Agency in the space provided on the signature page of EJCDC form E-500 hereof does not constitute a commitment to provide financial assistance or payments hereunder but does signify that this Agreement conforms to Agency's applicable requirements. This Agreement shall not be effective unless the Funding Agency's designated representative concurs. No amendment to this Agreement shall be effective unless the Funding Agency's designated representative concurs.
- B. **Audit and Access to Records.** Owner, Agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Engineer which are pertinent to the Agreement, for the purpose of making audits, examinations, excerpts, and transcriptions. Engineer shall maintain all required records for three years after final payment is made and all other pending matters are closed.
- C. **Restrictions on Lobbying.** Engineer and each Consultant shall comply with "Restrictions on Lobbying" if they are recipients of engineering services contracts and subcontracts that exceed \$100,000 at any tier. If applicable, Engineer must complete a certification form on lobbying activities related to a specific Federal loan or grant that is a funding source for this Agreement. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other applicable award. Each tier shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Certifications and disclosures are forwarded from tier to tier up to the Owner. Necessary certification and disclosure forms shall be provided by Owner.
- D. **Suspension and Debarment.** Engineer certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. Engineer will not contract with any Consultant for this project if it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal

department or agency. Necessary certification forms shall be provided by the Owner. The Engineer will complete and submit a form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – lower tier transactions," to the Owner who will forward it the USDA, Rural Development processing office.

DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: **Town of Jerome**

Engineer: **PACE**

By: _____
Print name: **Candance Gallagher**
Title: **Town Manager**
Date Signed: _____

By: _____
Print name: **Michael G. Krebs, PE**
Title: **VP of Environmental Water Division**
Date Signed: _____

Engineer License or Firm's Certificate No. (if required):

10084-0

State of: **Arizona**

Address for Owner's receipt of notices:

P.O. Box 335

Jerome, AZ 86331

Designated Representative (Paragraph 8.03.A):

Candance Gallagher

Title: **Town Manager**

Phone Number: **(928) 634-7943**

E-Mail Address: **c.gallagher@jerome.az.gov**

Address for Engineer's receipt of notices:

8723 E Via de Commercio #A-204

Scottsdale, AZ 85258

Designated Representative (Paragraph 8.03.A):

Michael G. Krebs, PE

Title: **VP of Environmental Water Division**

Phone Number: **(602) 741-2115**

E-Mail Address: **mikekrebs@pacewater.com**

This is **EXHIBIT A**, consisting of **17** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.

Engineer's Services

Article 1 of the Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

PART 1 – BASIC SERVICES

A1.01 Study & Report Phase (Not Used)

A1.02 Preliminary Design Phase

- A. After acceptance by Owner **and concurrence by Agency** of the Report and any other Study and Report Phase deliverables; selection by Owner of a recommended solution; issuance by Owner of any instructions of for use of Project Strategies, Technologies, and Techniques, or for inclusion of sustainable features in the design; and indication by Owner of any specific modifications or changes in the scope, extent, character, or design requirements of the Project desired by Owner, (1) Engineer and Owner shall discuss and resolve any necessary revisions to Engineer's compensation (through application of the provisions regarding Additional Services, or otherwise), or the time for completion of Engineer's services, resulting from the selected solution, related Project Strategies, Technologies, or Techniques, sustainable design instructions, or specific modifications to the Project, and (2) upon written authorization from Owner, Engineer shall:
 1. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project.
 2. In preparing the Preliminary Design Phase documents, use any specific applicable Project Strategies, Technologies, and Techniques authorized by Owner **and Agency** during or following the Study and Report Phase, and include sustainable features, as appropriate, pursuant to Owner's instructions.
 3. Provide necessary field surveys and topographic and utility mapping for Engineer's design purposes. Comply with the scope of work and procedure for the identification and mapping of existing utilities selected and authorized by Owner pursuant to advice from Engineer based on ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," as set forth in Paragraph A1.01.A.12 above. If no such scope of work and procedure for utility mapping has been selected and authorized, then at a minimum the utility mapping will include Engineer contacting utility owners and obtaining available information.
 4. Visit the Site as needed to prepare the Preliminary Design Phase documents.
 5. Advise Owner if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist Owner in obtaining such reports, data, information, or services.

Exhibit A – Engineer's Services.

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Page 1

6. Continue to assist Owner with Project Strategies, Technologies, and Techniques that Owner has chosen to implement.
 7. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.
 8. Obtain and review Owner's instructions regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Also obtain and review copies of Owner's design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents or content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in the draft Construction Contract Documents, when applicable. **Engineer must also incorporate all Agency regulations, forms, and design and construction standards applicable to the project in development of the documents indicated in this Article.**
 9. Perform or provide the following other Preliminary Design Phase tasks or deliverables:
 - a. **Detailed scope for the Preliminary Design Phase is included in Appendix 1 of Exhibit A.**
 10. Furnish review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner and review them with Owner. Owner shall submit to Engineer any comments regarding the furnished items.
 11. Revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner **three (3) hard copies and one (1) electronic copy** of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other deliverables **in a timely manner after receipt of Owner's comments to adhere to the Project schedule.**
- B. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

A1.03 *Final Design Phase*

- A. After acceptance by Owner of the Preliminary Design Phase documents, revised opinion of probable Construction Cost as determined in the Preliminary Design Phase, and any other Preliminary Design Phase deliverables, subject to any Owner-directed modifications or

Exhibit A – Engineer's Services.

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changes in the scope, extent, character, or design requirements of or for the Project, and upon written authorization from Owner, Engineer shall:

1. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
2. Visit the Site as needed to assist in preparing the final Drawings and Specifications.
3. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design; assist Owner in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities, as appropriate.
4. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
5. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.
6. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
7. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.
8. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.
9. Perform or provide the following other Final Design Phase tasks or deliverables:
 - a. **The Engineer shall identify the building codes and accessibility standards used in the design and indicate them on the drawings and specifications and certify that the final drawings and specifications comply with those standards.**
 - b. **Detailed scope for the Final Design Phase is included in Appendix 1 of Exhibit A.**
10. Furnish for review by Owner, its legal counsel, **and Agency** and other advisors, copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables,

and review them with Owner. Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.

11. Revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit **three (3) hard copies and one (1) electronic copy** of such final documents to Owner **in a timely manner after receipt of Owner's comments and instructions to adhere to the Project schedule.**
 12. **Provide the Owner and Agency with a written certification that the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables comply with all requirements of Agency. Use the Engineer's Certification of Final Plans and Specifications (Attachment J of the RUS Bulletin 1780-26) for this purpose.**
 13. **Services required to determine and certify that to the best of the Engineer's knowledge and belief all iron and steel products referenced in engineering analysis, the Plans, Specifications, Bidding Documents, and associated Bid Addenda requiring design revisions are either produced in the United States or are the subject of an approved waiver; and services required to determine to the best of the engineer's knowledge and belief that approved substitutes, equals, and all iron and steel products proposed in the shop drawings, Change Orders and Partial Payment Estimates are either produced in the United States or are the subject of an approved waiver under Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference. The term "iron and steel products" means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. ~~The de minimis and minor components waiver (add project specific waivers as applicable) apply to this contract.~~**
- B. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), **and any other Final Design Phase deliverables and all final design phase deliverables have been accepted by Owner.**
- C. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime contract, or if Engineer's services are to be separately sequenced with the work of one or more prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding or Negotiating, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable to the work under such separate prime contracts. This

schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such contracts is to proceed concurrently.

- D. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is **one (1)**. If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

A1.04 *Bidding or Negotiating Phase*

- A. After acceptance by Owner of the final Drawings and Specifications, other Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:
 - 1. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
 - 2. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents. **Obtain Agency concurrence on any addenda that modify the bidding documents. Obtain prior concurrence where possible.**
 - 3. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.
 - 4. Consult with Owner as to the qualifications of prospective contractors.
 - 5. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.
 - 6. **The Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors prior to award of contracts for the Work. Engineer shall issue a bid addendum for any and all approved "or equals" and substitutes. Review of substitutes and "or equals" shall be in accordance with the General Conditions of the Construction Contract and applicable Agency regulations. Services under this paragraph are subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A.**
 - a. **Services required to determine and certify that to the best of the Engineer's knowledge and belief all iron and steel products referenced in Bid Addenda requiring design revisions are either produced in the United States or are the subject of an approved waiver.**

7. Attend the bid opening, prepare bid tabulation sheets to meet Owner's schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts.
 8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
 9. Perform or provide the following other Bidding or Negotiating Phase tasks or deliverables:
 - a. **Upon award of the Construction Contract, the Engineer shall furnish to Owner five executed copies of the Contract Documents and one electronic copy of the signed documents, including Drawings and Specifications.**
 - b. **Detailed scope for the Bidding Phase is included in Appendix 1 of Exhibit A.**
 10. **Provide copies of Manufacturers' Certification letters to the Bidders on any brand name iron and steel products along with the Plans, Specifications and Bidding Documents. Manufacturers' Certification Letters are to be included in the Bidding Documents and must be kept in the engineer's project file and on-site during construction.**
 11. **Provide copies of Manufacturers' Certification letters to the Contractor on any brand name iron and steel products along with the Plans, Specifications, Bidding Documents including any Bid Addenda and Change Orders. Manufacturers' Certification Letters must be kept in the engineer project file and on-site during construction.**
- B. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors (except as may be required if Exhibit F is a part of this Agreement).

A1.05 *Construction Phase*

- A. Upon successful completion of the Bidding and Negotiating Phase, and upon written authorization from Owner, Engineer shall:
1. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in this Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with

Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.

2. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.
3. *Selection of Independent Testing Laboratory:* Assist Owner in the selection of an independent testing laboratory to perform the services identified in Exhibit B, Paragraph B2.01.
4. *Pre-Construction Conference:* Participate **and chair** in a pre-construction conference prior to commencement of Work at the Site.
5. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.
6. *Original Documents:* ~~If requested by Owner to do so~~ Maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.
7. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
8. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
9. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
 - a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of

Exhibit A – Engineer's Services.

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general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.

- b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.
 - c. **The visits described in Article A1.05.A.9.a shall be at least monthly and the Engineer shall document all visits to the project with copies furnished to the Owner and Agency.**
- 10. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.
 - 11. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.
 - 12. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision

on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.

13. *Non-reviewable Matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.
14. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.
15. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
16. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use.
17. *Shop Drawings, Samples, and Other Submittals:* **Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals to ensure compliance with American and Iron Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A-Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference. Any iron and steel products included in any submittal by the General Contractor, must include a Manufacturers' Certification letter to verify the products were produced in the United States. Copies of Manufacturers' Certification letters must be kept in the engineer's project file and on site during construction.** Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
18. *Substitutes and "Or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A. **Review of substitutes and "or equals" shall be in accordance with the General Conditions of the Contract and applicable Agency regulations. Prior to approval of any substitute "or equal" review Manufacturers' Certifications provided by the Contractor to verify the product(s) meet AIS requirements. Manufacturers' Certifications must be kept in the Engineer's project file and on-site during construction to ensure compliance with AIS. Prior to approval**

of any substitute “or equal” obtain a Manufacturers’ Certification letter to verify the products were produced in the United States. Manufacturers’ Certification letters must be kept in the engineer’s project file and on-site during construction to ensure compliance with American and Iron Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference, if applicable.

19. Inspections and Tests:

- a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer’s review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
- b. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.
- c. Pursuant to the terms of the Construction Contract, require special inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.
- d. **Receive and review all Manufacturers’ Certification Letters for materials required to comply with American and Iron Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference to verify the products were produced in the United States. Manufacturers’ Certification letters must be kept in the engineer’s project file and on-site during construction.**

20. *Change Proposals and Claims:* (a) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor’s supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal. (b) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims. **(c) Review Change Proposals to ensure compliance with American and Iron Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference.**

21. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

- a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).
- b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.
- c. Review Change Proposals to ensure compliance with American and Iron Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A-Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference.

22. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples,

Exhibit A – Engineer's Services.

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and other data approved as provided under Paragraph A1.05.A.17. ~~Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.~~ **Receive from Contractor and review the record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The Engineer shall prepare Record Drawings, and furnish such Record Drawings to Owner.**

23. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.
24. Perform or provide the following other Construction Phase tasks or deliverables:
 - a. **Upon Substantial Completion, the Engineer shall provide a copy of the Certificate of Substantial Completion to the Agency.**
 - b. **Detailed scope for the Construction Phase is included in Appendix 1 of Exhibit A.**
25. *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") that the Work is acceptable (subject to the provisions of the Notice and Paragraph A1.05.A.21.b) to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.
 - a. **Obtain the Contractors' Certification letter and copies of Manufacturers' Certification letters for all American Iron and Steel products used in the project. Upon Substantial Completion, provide copies of Engineer's, Contractors', and Manufacturers' Certification letters to the Owner and a copy of Contractor's Certification letter to the Agency. Provide a list of manufacturers of American Iron and Steel products used in the project and include manufacturer's name and location, and product(s) to the Agency.**
26. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

- B. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the Project involves more than one prime contract as indicated in Paragraph A1.03.D, then Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

A1.06 *Post-Construction Phase*

- A. Upon written authorization from Owner during the Post-Construction Phase, Engineer shall:
1. Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.
 2. Together with Owner, visit the Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.
 3. Perform or provide the following other Post-Construction Phase tasks or deliverables:
 - a. **Detailed scope for the Post Construction Phase is included in Appendix 1 of Exhibit A.**
- B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate twelve months after the commencement of the Construction Contract's correction period.

PART 2 – ADDITIONAL SERVICES

A2.01 *Additional Services Requiring Owner's Written Authorization*

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Exhibit C.
1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements; **not including preparation of the Environmental Report defined under Basic Services**, review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.A.1 and 2, **but only if the Owner's request is made after completion of the Study and Report Phase.**
5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
6. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
7. Undertaking investigations and studies including, but not limited to:
 - a. detailed consideration of operations, maintenance, and overhead expenses;
 - b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;
 - c. preparation of appraisals;
 - d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;
 - e. detailed quantity surveys of materials, equipment, and labor; and
 - f. audits or inventories required in connection with construction performed or furnished by Owner.
8. Furnishing services of Consultants for other than Basic Services.
9. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.
10. Providing the following services:

Exhibit A – Engineer's Services.

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- a. Services attributable to more prime construction contracts than specified in Paragraph A1.03.D.
 - b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.
- 11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Part 1 of Exhibit A).
 - 12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
 - 13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.
 - 14. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required by Paragraph 5.02.A and Exhibit F.
 - 15. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.
 - 16. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
 - 17. **[Deleted]**
 - 18. Supplementing Record Drawings with information regarding the completed Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.
 - 19. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
 - 20. Preparation of operation, maintenance, and staffing manuals.
 - 21. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).
 - 22. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.

Exhibit A – Engineer's Services.

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23. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.
24. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
25. Overtime work requiring higher than regular rates.
26. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Paragraph A1.05.A.8; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.
27. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
28. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
29. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

A2.02 *Additional Services Not Requiring Owner's Written Authorization*

- A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner.
 1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.
 2. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; ~~services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project;~~ evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.
 3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
 4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes

during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.

5. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.
6. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.
7. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.
8. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

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Engineer's Services – Detailed Scope of Work

A. Preliminary Design Phase

1. The billing term for this entire phase is Lump Sum
2. Data Gathering
 - a. Design Survey
 - i. Boundary survey for 401-03-001L & 401-03-043C.
 - ii. Topographic survey for road design. The extent of the topo is to be defined by the design team. It is estimated a 100' wide strip would be sufficient to design the road. Due to the extent of the work, it is assumed an aerial topo would be the most efficient method for data collection. This work will be supplemented by a field survey.
 - iii. Topographic survey for WWTP site- The extent of the topo is to be finalized by the design team. It is assumed the extent of the work will closely resemble the existing site. Due to the extent of the work, it is assumed an aerial topo would be the most efficient method for data collection. This work will be supplemented by a field survey.
 - iv. Topographic survey for the sewer line- The extent of the topo is to be defined by the design team. It is estimated a 100' wide strip would be sufficient to design the sewer. Due to the extent of the work, it is assumed an aerial topo would be the most efficient method for data collection. This work will be supplemented by a field survey.
 - b. Geotechnical Investigation
 - i. Purpose. The purpose of our geotechnical engineering services will be to evaluate the subsurface conditions to provide recommendations and/or discussion for the following:
 - Foundation design parameters, including footing types, depths, allowable bearing capacities, and estimated settlements
 - Slabs-on-grade
 - Excavation conditions
 - Earthwork, including backfill placement and suitability of existing soils for backfill materials
 - Cut slopes
 - Lateral earth pressures
 - Corrosivity
 - Aggregate Surfacing
 - ii. Field Exploration. Conduct the following subsurface exploration program that is based on current site access conditions and our knowledge of the general geotechnical conditions in the area:

- Waste Water Line Alignment – Six test pits excavated to depths of about 10 feet below the existing site grades.
- SBR Package Plant Area – Two test pits excavated to depths of about 10 feet below the existing site grades.
- Primary settling and headworks tank Areas – Two test pits excavated to depths of about 10 feet below the existing site grades.
- Access Road Area – Three test pits excavated to depths of about 5 feet below the existing site grades.
- All explorations will be advanced to the depths outlined unless refusal to excavator penetration is encountered. A field engineer will log the test pits, record blow counts of penetration tests, and obtain undisturbed and representative samples of soils encountered as conditions dictate.

iii. Laboratory Testing. A geotechnical engineer will examine the samples and field logs and assign the laboratory tests. The following laboratory tests may be performed:

- Field moisture content
- In-situ soil density
- Remolded expansion potential
- Compression
- Sieve analysis
- Liquid limit and plasticity index
- Soluble salts/sulfates/chlorides
- Corrosivity (ASTM A674)

iv. Analyses and Report. Engineer shall prepare a geotechnical engineering report that includes a description of the project, a discussion of the field and laboratory testing programs, a discussion of the subsurface conditions, and design recommendations as required to satisfy the purpose previously described, including recommendations for further investigation and analysis, if necessary.

c. Collection Line CIPP Feasibility Study

- i. Collection System Main Line Easement determination and clarification for USDA Easement Requirements
- ii. CCTV of 2,400LF Existing Lines
- iii. Review CCTV and existing data to determine if Cast in Place Pipe (CIPP) is a feasible alternative to the Town. This investigation will determine if the existing pipe can accommodate CIPP as a carrier pipe and have the capacity to meet the flow demands of the Town.
- iv. Determine if an easement is needed for the main sewer pipe line. If so, and easement doesn't exist, the surveyor will need to write the easement.
- v. Deliverables

a) Technical Memorandum of Collection Line CIPP Feasibility Study

d. Hydrologic/Hydraulic Analysis of Bitter Creek

i. Watershed/Hydrologic Analysis

- a) Engineer will develop a hydrologic analysis of the local watershed tributary to the WWTP site to develop the 100-year and 500-year storm event peak flowrates for Bitter Creek. Existing and related data to prepare the analysis will be obtained from the Town of Jerome, Yavapai County, or other relevant sources. The hydrologic analysis will be prepared in accordance with the methodology outlined in the Drainage Design Manual for Yavapai County as well as the most current hydrologic procedures.
- b) The hydrologic analysis will involve:
 - i) watershed mapping and delineation in GIS
 - ii) generation of watershed hydrology parameters which include land use and precipitation
 - iii) rational method analysis

ii. Hydraulic Analysis

- a) Engineer will prepare a hydraulic model of Bitter Creek using the latest version of the Army Corps of Engineers HEC-RAS modeling software. The hydraulic analysis will establish the water surface profiles and hydraulic parameters. Both the existing and the proposed project conditions will be modeled. Channel geometric data will be obtained from digital topography for the project area, to be provided by the Client. The proposed project condition will incorporate preliminary project grading. The analysis will extend along Bitter Creek approximately 5,000 feet (approx. 2,500 feet downstream of the project site, and approx. 2,500 feet upstream of the project site) in order to adequately assess the water surface elevations and reduce any impact from boundary conditions. The 100-year and 500-year flowrate data used in the model will be obtained from the hydrologic analysis in Task 1. The purpose of the hydraulic analysis is to determine the limits of flooding for the 100-year storm event, and establish the 500-year water surface elevation for site design.

iii. Technical Memorandum

- a) Engineer will provide engineering services for the coordination and processing of the Hydrologic and Hydraulics Technical Memorandum through the Town of Jerome. Processing will include one round of correspondence.

e. Cultural Resource Study/Report

i. Class I Cultural Resources Survey

- a) Engineer will complete a Class I (records search) cultural resources inventory as requested by USDA during the funding process. The inventory will identify the nature and scope of previous archaeological investigations and documented cultural properties that intersect the project area and a surrounding 1-mile buffer area. Relevant records will be examined from the National Register

Information System (NRIS), an online database of properties that have been listed on NRHP; AZSITE, an online database of cultural resources in Arizona; and through an in-person or virtual appointment with the ASM Archaeological Records Office (ARO) in Tucson, and the PNF supervisor's office. In addition, historical documents such as General Land Office (GLO) and United States Geological Survey (USGS) maps will be evaluated for potentially undocumented cultural properties within the project area.

- b) Preliminary research and review of the AZSITE database indicates that one cultural resource, the Town of Jerome historic district, encompasses the project area. Site AZ N:8:4(ASM) consists of at least two thousand years of artifact scatters, quarries, masonry structures, rock features, adits, mines, tunnels, public and out buildings, house foundations, water control, devices, the original town dump, and tram towers that have been determined as either eligible for inclusion in the NRHP and/or contributing elements to the historic district under unspecified criteria. This includes a mix of Arizona/National Register for Historic Places (A/NRHP) eligible, not eligible, and indeterminate historic properties.

ii. Cultural Resources Technical Report

- a) Engineer will prepare a Survey Report Summary Form (SRSF) that presents the results of the Class I survey. The SRSF will contain maps, NRHP-eligibility recommendations, as appropriate, and recommendations for a Class III pedestrian survey, the treatment, preservation, or avoidance of A/NRHP-eligible cultural resources that could be impacted by ground-disturbing activities. Logan Simpson will also evaluate previous Class III surveys and determine whether an updated Class III pedestrian cultural resources survey in accordance with SHPO Guidance Point No. 5.
- b) The report will be subjected to a three-stage Quality Assurance/Quality Control process, which includes a technical review of all data by the Principal Investigator and a content review to ensure clarity and compliance with ASM and Arizona State Historic Preservation (SHPO) standards. All project-related materials will be curated at ASM at the conclusion of the project.
- c) Assumes that approximately 37 acres and a 1-mile buffer will require background research for the Class I survey. This scope of work does not include consultation assistance; the USDA will be responsible for preparing and distributing consultation letters. PACE assumes that no Class III pedestrian survey will be required. If a Class III pedestrian survey is necessary, a cost modification will be required.

3. Preliminary Design

a. Preliminary Design Management

- i. Overall management of the Preliminary Design Phase will include efforts to ensure quality of the work product, schedule control, and cost control. All

work activities will be monitored and status will be provided to Owner through ongoing communications.

- ii. Engineer shall attend all necessary Town Council and staff meetings for providing updates and addressing any questions or concerns regarding the design efforts.
- iii. Progress Meetings will be held on an as needed basis. These meetings will provide a forum for delivery of project deliverables as well as meeting agendas. Agendas will identify efforts and accomplishments since the last meeting and establish expectations for the next meeting. This task includes the efforts to track time, calculate and prepare monthly invoicing base on a schedule of value format.
- iv. Schedule Management will be provided. Engineer shall develop and maintain current a project schedule that will be provided to Owner and discussed at the Progress Meetings.
- v. Deliverables
 - a) Meeting Agendas & Minutes
 - b) Invoices Schedules

b. WWTP Access Road Design

- i. Engineer shall prepare 60% general/civil design plans for the construction of improvements to the access road to the WWTP. These plans shall include survey control data, paving, grading, earthwork and drainage plans.
 - a) Cover sheet with plan index and from: to station numbers.
 - b) Alignment Plan and Profile (P&P) Sheets with a horizontal scale 1" = 40'. Plan shall depict station numbering at 100' intervals and profiles shall show a ground elevation line for all alignments. Roads will be provided with cross sectional details as needed.
 - c) The upper access road shall be established along the original roadway alignment outside of the Town of Jerome Cemetery.
 - d) The lower access road into the WWTP shall follow the general alignment of the existing road and switchbacks into the facility. The preliminary alignment will be based on the layout originally proposed by Shepard Wesnitzer Inc in 2014.
 - e) It is not anticipated that the plans will require intersection or utility crossing details.

c. Collection Main Line Design

- i. Engineer shall prepare 60% design plans for the construction of the Collection System. These plans shall include:
 - a) Cover sheet with plan index and from: to station numbers.
 - b) Index sheet showing the overall alignment with referencing to an alignment plan and profile sheet for each portion of the collection main line design.
 - c) Alignment Plan and Profile (P&P) Sheets for the individual portion of the collection line alignment design with horizontal scale 1" = 40'

and vertical scale = 1" = 5'. Plan shall depict station numbering at 100' intervals and profiles shall show a ground elevation line for all alignments.

- d) P&P sheets shall depict an accurate placement and depth of all existing utilities. Station numbers shall be shown on the alignment profiles for all identified utilities.
- e) Profile sheets shall show the slope and length of pipe to be constructed along with invert elevations for all new pipes.
- f) Construction call out notes with construction quantities shall be utilized on all plan sheets.
- g) If required, roadway and street repair design can be provided on an allowance basis.

d. WWTP Mechanical & Civil Design

- i. Engineer shall prepare 60% design plans for the construction of the Mechanical and Civil design.
- ii. Process design shall include development of the detailed control and operational schemes for the various processes and process units. The process schematic diagrams and hydraulic profiles will be developed and incorporated into the construction documents. The design will include the mechanical equipment, location and arrangement of the equipment and the associated piping, design of the equipment and the associated piping, and design of the supports for equipment and piping. Construction drawings for equipment and piping will be prepared for the mechanical design.

a) Mechanical and Process Design Drawings

- i) Headworks Modifications
 - ii) Secondary Biological Treatment Process utilizing Sequential Batch Reactors (SBRs)
 - iii) New Biosolids Dewatering Equipment and repurposing of existing Reed Beds
 - iv) Upgraded Chlorine Disinfection System
 - v) If applicable, Engineer shall provide design for a metal operation building for the dewatering and electrical requirements as part of the design plans and specifications.
 - vi) Engineer shall prepare Preliminary Drawings for the construction of the above-mentioned processes and mechanical equipment.
 - vii) Engineer shall prepare a Preliminary Engineering Report, containing the design and process considerations for Client Review.
- iii. General/civil design shall include the, development of plant and survey control, site drainage, paving and grading and site yard piping and connection to the conveyance. Construction drawings to be prepared for general/civil design will include Project location maps, plant flow schematics, plant hydraulic profiles, plant layouts and survey control data, paving, grading and drainage plans, utility plans, site piping plans, plant-

wide miscellaneous structure plans and associated details. The Engineer will incorporate the necessary drainage improvements into the site plans.

e. WWTP Electrical Design

- i. Engineer shall prepare 60% design plans for the construction of the Electrical design.
- ii. Engineer shall prepare Electrical site plan of the expanded facility showing the location of new major electrical equipment as related to the expansion to include conduit and wire between equipment. A more detailed electrical plan of each area will be shown to identify each conduit and equipment fed. The plans will show the wiring to be done by the electrical sub-contractor.
- iii. Engineer shall evaluate and if necessary upgrade the existing Service Entrance Section (SES), Automatic Transfer Switch (ATS), and Main Switchboard (MSB) sufficiently sized to accept the loadings of the new WWTP upgrades. Engineer shall evaluate, and if necessary, design upgrades for the Motor Control Center(s) (MCC) to provide power for the building and new treatment equipment as required.
- iv. Engineer shall prepare a single line diagram and load calculations per Town/County and Utility requirements.
- v. Engineer shall provide design of building electrical to include power and lighting for proposed operations and equipment building(s) (if required).
- vi. If necessary, Engineer shall design a new emergency generator sufficient for the proposed WWTP demand loads.
- vii. Engineer shall review mechanical specifications, system descriptions and mechanical shop drawings to determine required field wiring for the new systems.
- viii. Engineer shall prepare Electrical Specifications.
- ix. Engineer shall provide details for electrical equipment mounting where necessary to clarify the intent of the design.
- x. Engineer shall submit Electrical Design Drawings for process equipment, buildings, and site for submittal to Town/County Building Department.

f. Deliverables

- i. 60% Preliminary Design Package for Town Review

B. Final Design Phase

1. The billing term for this entire phase is Lump Sum.
2. Final Design

a. Final Design Management

- i. Overall management of the Preliminary Design Phase will include efforts to ensure quality of the work product, schedule control, and cost control. All work activities will be monitored and status will be provided to Owner through ongoing communications.

- ii. Engineer shall attend all necessary Town Council and staff meetings for providing updates and addressing any questions or concerns regarding the design efforts.
- iii. Progress Meetings will be held on an as needed basis. These meetings will provide a forum for delivery of project deliverables as well as meeting agendas. Agendas will identify efforts and accomplishments since the last meeting and establish expectations for the next meeting. This task includes the efforts to track time, calculate and prepare monthly invoicing base on a schedule of value format.
- iv. Schedule Management will be provided. Engineer shall develop and maintain current a project schedule that will be provided to Owner and discussed at the Progress Meetings.
- v. Deliverables
 - a) Meeting Agendas & Minutes
 - b) Invoices
 - c) Schedules
- b. WWTP Access Road Design
 - i. Engineer shall prepare 100% general/civil design plans for the construction of improvements to the access road to the WWTP. These plans shall include survey control data, paving, grading, earthwork and drainage plans.
 - a) Cover sheet with plan index and from: to station numbers.
 - b) Alignment Plan and Profile (P&P) Sheets with a horizontal scale 1" = 40'. Plan shall depict station numbering at 100' intervals and profiles shall show a ground elevation line for all alignments. Roads will be provided with cross sectional details as needed.
 - c) The upper access road shall be established along the original roadway alignment outside of the Jerome Cemetery located at Jerome-Perkinsville Road.
 - d) The lower access road into the WWTP shall follow the general alignment of the existing road and switchbacks into the facility. The preliminary alignment will be based on the layout originally proposed by Shepard Wesnitzer Inc in 2014.
 - e) It is not anticipated that the plans will require intersection or utility crossing details.
- c. Collection Main Line Design
 - i. Engineer shall prepare 100% design plans for the construction of the Collection System. These plans shall include:
 - a) Cover sheet with plan index and from: to station numbers.
 - b) Index sheet showing the overall alignment with referencing to an alignment plan and profile sheet for each portion of the collection main line design.
 - c) Alignment Plan and Profile (P&P) Sheets for the individual portion of the collection line alignment design with horizontal scale 1" = 40'

and vertical scale = 1" = 5'. Plan shall depict station numbering at 100' intervals and profiles shall show a ground elevation line for all alignments.

- d) P&P sheets shall depict an accurate placement and depth of all existing utilities. Station numbers shall be shown on the alignment profiles for all identified utilities.
- e) Profile sheets shall show the slope and length of pipe to be constructed along with invert elevations for all new pipes.
- f) Construction call out notes with construction quantities shall be utilized on all plan sheets.
- g) If required, roadway and street repair design can be provided on an allowance basis.

d. WWTP Mechanical & Civil Design

- i. Final Mechanical and Process design shall include scope identified in the Preliminary Design and incorporate any changes or comments provided by the Client and Project Team.

- a) Final Mechanical and Process Design Drawings and Specifications

- i) Engineer shall prepare Final Drawings for the construction of the processes and mechanical equipment.
 - ii) Engineer shall prepare a Final Engineering Report, containing the design and process considerations for submittal to ADEQ, the Client, and Project Team.
 - iii) Engineer shall submit Final Drawings and engineering report as required for review and approval to ADEQ for construction.

- ii. Final General/civil design shall include the scope developed in the Preliminary Design and incorporate any changes or comments provided by the Client or Project Team.

- a) General/ Civil Design and Specifications

- b) Upon completion and review by the project team of the Preliminary Design, Engineer shall prepare Final Design submittal package for Town, Client and Project Team review.
 - c) Engineer shall meet with Client to discuss the status of the final design as well as identify any delays or discrepancies from project schedule or project budget.

e. WWTP Electrical Design

f. Deliverables

- i. 100% Preliminary Design Package for Town/USDA-RD Review

- a) Design Plans
 - b) Technical Specifications
 - c) EJCDC Bid Documents
 - d) Design Report

3. Permitting

- a. Payment of any related permit fees will be the responsibility of the Owner.
- b. ADEQ 4.01 Notice of Intent to Discharge (NOI)
 - i. Engineer review permit application requirements and gather necessary information from Owner.
 - ii. Engineer shall coordinate the ADEQ pre-application meeting and attend meeting with Owner.
 - iii. Engineer shall prepare and submit application with applicable documentation to ADEQ. The application shall be modified one time prior to application based on Owner review comments.
 - iv. Engineer shall respond, after consultation with the Owner, to ADEQ review comments.
- c. ADEQ 4.01 Discharge Authorization (DA)
 - i. Engineer review permit application requirements and gather necessary information from Owner.
 - ii. Engineer shall prepare with Engineer's Certificate of Completion and submit application with applicable documentation to ADEQ. The application shall be modified one time prior to application based on Owner review comments.
 - iii. Engineer shall respond, after consultation with the Owner, to ADEQ review comments.
- d. ADEQ APP
 - i. The APP program is administered by ADEQ and regulates facilities that discharge pollutants to the land surface, underlying soil, or groundwater, where there is a reasonable probability that pollutants could reach the aquifer. Wastewater treatment facilities are required to obtain an individual APP for operation. Per ACC R18-9-A211 (Permit Amendments), material and substantial alterations or additions to a permitted facility will require a significant permit amendment.
 - ii. Engineer will assist Owner with preparing the required application for the Significant Amendment to the existing APP for process and equipment modifications and operation of the WRF.
 - iii. The following activities will be required to achieve the permitting objectives stated above:
 - a) APP Pre-Application Meeting
 - i) The Engineer will meet with the ADEQ to discuss the Project, the permitting schedule and permitting objectives.
 - ii) This will take place early in the design phase.
 - b) APP Application Preparation
 - i) The Engineer will collect all of the data required for the APP under AAC Title 18, Chapter 9. This information will be

compiled into the draft APP application and submitted for final review. This information will include general owner/operator information, demonstrations of financial and technical capability and site-specific characteristics. Engineer will provide Owner with draft copies of the APP Significant Amendment application for review and comment prior to submission to ADEQ. To include an Application pre-submission review meeting with ADEQ.

ii) This will take place at 60% design progress.

c) APP Respond to ADEQ Administrative and Technical Comments

i) Engineer will prepare written responses to ADEQ's administrative and technical comments, as necessary, during the review process. The Engineer will work with Owner to prepare timely, adequate responses to the agency.

e. ADEQ AZPDES

i. The Arizona Pollution Discharge Elimination System (AZPDES) Permit program is administered by ADEQ. Propose to modify the existing AZPDES permit for the increase effluent discharge to Bitter Creek, a Waters of the US. Per Section 402 of the Clean Water Act (CWA) a Major Amendment will be required with an increase capacity that is being discharged into a designated Waters of the US.

ii. Engineer will assist Owner with preparing the required application for the Major Amendment to the existing AZPDES for WRF increase discharge capacity from 0.07 MGD to 0.09 MGD.

iii. The following activities will be required to achieve the permitting objectives stated above:

a) AZPDES Pre-Application Meeting

i) The Engineer will meet with the ADEQ to discuss the Project, the permitting schedule and permitting objectives.

ii) This will take place early in the design phase.

b) AZPDES Application Preparation

i) The Engineer will collect all of the data required for the AZPDES under Section 402 of the CWA. This information will be compiled into the draft AZPDES application and submitted for final review. This information will include general information, and site-specific discharge characteristics. Engineer will provide Owner with draft copies of the AZPDES Major Amendment application for review and comment prior to submission to ADEQ. To include an Application pre-submission review meeting with ADEQ.

ii) This will take place at 60% design progress.

c) AZPDES Response to ADEQ Administrative and Technical Comments

- i) Engineer will prepare written responses to ADEQ's administrative and technical comments, as necessary, during the review process. The Engineer will work with Owner to prepare timely, adequate responses to the agency.

f. Deliverables

- i. ADEQ 4.01 Notice of Intent to Discharge (NOI) Permit Package
- ii. ADEQ 4.01 Discharge Authorization (DA) Permit Package
- iii. ADEQ APP Permit Package
- iv. ADEQ AZPDES Permit Package

C. Bidding Phase

1. The billing term for this entire phase is Lump Sum.
2. Bid services will be performed in close communications with USDA-RD to ensure the proper steps are taken.
3. Bid Package Preparation
 - a. Engineer shall prepare new bid documents according to associated RUS Bulletins and using the required EJCDC documents. Work includes, but may not be limited to the following:
 - i. Associated plans and specifications;
 - ii. Bid instructions and bid form;
 - iii. Construction contract and requirements;
 - b. Bid package to be reviewed by USDA-RD for concurrence and authorization to advertise for bid.
 - c. Electronic Bid Documents shall be posted on Quest CDN (via PACE's account) to allow for plan holder tracking and addendum issuance. Note: Anyone downloading plans will be charged a non-refundable fee of \$15.00.
 - d. Engineer shall track registered bidders and perform any other bid process support activities required.
4. Pre-Bid Conference Coordination & Moderation
 - a. Engineer shall assist Owner in coordinating and facilitating the Pre-Bid Conference, including preparing the agenda and meeting minutes.
5. Response to RFIs & Issue Addendum(s)
 - a. Engineer shall prepare written responses to contractors' questions and prepare bid addendum(s) as required to clarify bid requirements.
6. Bid Evaluations & Recommendation
 - a. Engineer shall review contractor bids received and provide recommendations for the contractor selection. Information shall include all items required by the USDA-RD's authorization to advertise for bid letter.
7. Deliverables

- a. Bid Meeting(s) Agenda & Minutes
- b. Bid Tabulations
- c. Bid Evaluation & Recommendation

D. Construction Phase

1. The billing term for this entire phase is Lump Sum.
2. Construction services will be performed in close communications with USDA-RD to ensure the proper steps are taken.
3. Construction Meetings
 - a. Kickoff and progress Meetings will be held on an as needed basis. Meeting agendas will be provided. These meetings provide a forum for submittal of project deliverables, identify efforts and accomplishments since the last meeting and establish expectations for the next meeting, ensuring that we will be available for advice and consultation.
4. Construction Management
 - a. Overall project management/coordination will be provided as required including, but not limited to ensuring completion and organization of project communication/files, efforts to tracking progress and preparing monthly invoicing base on a schedule of value format, quality assurance and quality control (QAQC) and efforts to finalize invoicing with proper close-out documentation, and obtaining all necessary information for Record Drawings and Operations and Maintenance (O&M) Manual.
 - b. Engineer team will provide support to the RPR with show drawings reviews, responding to requests for information (RFIs), fieldwork and coordination as necessary.
5. Startup & Commissioning
 - a. Engineer will provide start up and training assistance to the Owner and the Contractor. Engineer has provided three (3) working days of onsite start up assistance with up to two (2) personnel. This task includes the following:
6. Substantial / Final Completion
 - a. Engineering Certification of Completion (Substantial & Final)
 - b. Prior to Substantial Completion, Engineer shall perform a final inspection of the construction of the project and prepare punch list.
7. O&M Manual
 - a. Engineer shall prepare a complete, navigable Electronic Operation and Maintenance Manual in PDF format for the treatment facility that will include:
 - i. Description of Normal Operation Sequence for Each Process
 - ii. Description of Emergency Procedure for each process
 - iii. Service Requirements
 - iv. Service Manuals for Major equipment, valves and instrumentations
 - v. Record Drawings

- vi. List and Contracts of Equipment and Processes
- vii. List and Contacts of equipment Suppliers, Vendors and Manufactures
- viii. Additional General Service Catalogs
- ix. Engineer shall instruct Owner on proper use and maintenance of O&M Manual.

8. Record Drawings

- a. Engineer will obtain and review the Contractor(s) record drawings in the field for accuracy and completeness. This review is not a guarantee of accuracy but a check on what has been documented to determine if logical. The Contractor(s) is responsible for the record drawing completeness and accuracy.

9. Deliverables

- a. Substantial Completion and Engineer of Record Certification of Completion
- b. Record Drawings
- c. One (1) Electronic O&M Manual for the Wastewater Treatment Plant

E. Post Construction Phase

- 1. The billing term for this entire phase is Lump Sum.
- 2. Post Construction services will be performed in close communications with USDA-RD to ensure the proper steps are taken.
- 3. 11-Month Warranty Inspection
 - a. Engineer will schedule and prepare for an 11-month warranty inspection that will include the Town staff, Engineer, contractor and USDA-RD. Prior to the inspection, the Town will be asked to prepare a punch list of items to be addressed.

F. Resident Project Representative (RPR) Construction Engineer

- 1. The billing term for this task is Lump Sum.
- 2. See Exhibit D for detailed scope of work.

This is **EXHIBIT B**, consisting of **4** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.

Owner's Responsibilities

Article 2 of the Agreement is supplemented to include the following agreement of the parties.

B2.01 In addition to other responsibilities of Owner as set forth in this Agreement, Owner shall at its expense:

- A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.
- B. Give instructions to Engineer regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Furnish copies (or give specific directions requesting Engineer to use copies already in Engineer's possession) of all design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and draft Construction Contract Documents, when applicable. Owner shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise), and other engineering or technical matters; and Owner shall seek the advice of Owner's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.
- C. Furnish to Engineer any other available information pertinent to the Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.
- D. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Basic and Additional Services. Such additional information or data would generally include the following:
 - 1. Property descriptions.
 - 2. Zoning, deed, and other land use restrictions.

3. Utility and topographic mapping and surveys.
 4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.
 6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.
 7. Data or consultations as required for the Project but not otherwise identified in this Agreement.
- E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under the Agreement.
- F. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, provide, as required for the Project:
1. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.
 2. Legal services with regard to issues pertaining to the Project as Owner requires, Contractor raises, or Engineer reasonably requests.
 3. Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the money paid.
- G. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof. Provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.
- H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by Engineer and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.

- I. Advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructibility review.
- J. If Owner designates a construction manager or an individual or entity other than, or in addition to, Engineer to represent Owner at the Site, define and set forth as an attachment to this Exhibit B the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Engineer.
- K. If more than one prime contract is to be awarded for the Work designed or specified by Engineer, then designate a person or entity to have authority and responsibility for coordinating the activities among the various prime Contractors, and define and set forth the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Engineer as an attachment to this Exhibit B that is to be mutually agreed upon and made a part of this Agreement before such services begin.
- L. Inform Engineer in writing of any specific requirements of safety or security programs that are applicable to Engineer, as a visitor to the Site.
- M. Examine all alternative solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by Engineer (including obtaining advice of an attorney, risk manager, insurance counselor, financial/municipal advisor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.
- N. Inform Engineer regarding any need for assistance in evaluating the possible use of Project Strategies, Technologies, and Techniques, as defined in Exhibit A.
- O. Advise Engineer as to whether Engineer's assistance is requested in identifying opportunities for enhancing the sustainability of the Project.
- P. Place and pay for advertisement for Bids in appropriate publications.
- Q. Furnish to Engineer data as to Owner's anticipated costs for services to be provided by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice) for Owner so that Engineer may assist Owner in collating the various cost categories which comprise Total Project Costs.
- R. Attend and participate in the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job-related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
- S. Authorize Engineer to provide Additional Services as set forth in Part 2 of Exhibit A of the Agreement, as required.
- T. Perform or provide the following: **None.**

B2.02 Owners are ultimately responsible for compliance with Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference and will be responsible for the following:

- A. Signing loan resolutions, grant agreements and letters of intent to meet conditions which include American Iron and Steel language, accepting American Iron and Steel requirements in those documents and in the letter of conditions.**
- B. Signing change orders (i.e. C-941 of EJCDC) and partial payment estimates (i.e. C-620 of EJCDC) and thereby acknowledge responsibility for compliance with American Iron and Steel requirements.**
- C. Obtaining the certification letters from the Engineer upon Substantial Completion of the project and maintaining this documentation for the life of the loan.**
- D. Where the owner provides their own engineering and/or construction services, providing copies of engineers', contractors', and manufacturers' certification letters (as applicable) to the Agency. All certification letters must be kept in the engineer's project file and on-site during construction. For Owner Construction (Force Account), all clauses from Section 17 of RUS Bulletin 1780-35 must be included in the Agreement for Engineering Services.**
- E. Where the Owner directly procures American Iron and Steel products, including American Iron and Steel clauses in the procurement contracts and obtaining manufacturers' certifications letters and providing copies to consulting engineers and contractors.**

This is **EXHIBIT C**, consisting of **3** pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated **June 24, 2022**.

Payments to Engineer for Services and Reimbursable Expenses

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 2 – OWNER’S RESPONSIBILITIES

C2.01 Compensation for Basic Services (*other than Resident Project Representative*) – Lump Sum Method of Payment

- A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:
1. A Lump Sum amount of **\$991,119** based on the following estimated distribution of compensation:

a. Preliminary Design	\$492,035
b. Final Design	\$263,114
c. Bid Services	\$ 44,980
d. Construction Services	\$185,990
e. Post Construction Services	\$ 5,000
 2. **A detailed labor breakdown has been included.**
 3. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner **and Agency**.
 4. The Lump Sum includes compensation for Engineer’s services and services of Engineer’s Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses (other than any expressly allowed Reimbursable Expenses), and Consultant charges.
 - a. **Where efforts and/or Engineer’s Consultant budgets are unknown at the effective date of this contract, a budget allowance has been provided and indicated within Appendix 1 of Exhibit A Engineer’s Services – Detailed Scope of Work and in the included Labor Breakdown.**
 - 1) **Engineer’s allowance tasks and/or subtasks will be billed by hours expended.**
 - 2) **For any Engineer’s Consultant work required, a detailed proposal from the Consultant will be obtained and reviewed by Owner and Agency for**

approval/concurrence prior to use of the allowance budget. The budget billed by the Engineer will be cost plus 10%

5. In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following Reimbursable Expenses (see Appendix 1 for rates or charges) **including, but not limited to (see Appendix 1 for rates or charges): blueprinting, shipping, travel, reproduction, permit fees and other miscellaneous direct project expenses. The budget billed by the Engineer will be cost plus 10%.**
 6. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period. If any Reimbursable Expenses are expressly allowed, Engineer may also bill for any such Reimbursable Expenses incurred during the billing period.
- B. *Period of Service:* The compensation amount stipulated in ~~Compensation Packet BC-1~~ this Exhibit C is conditioned on a period of service not exceeding **twenty-four (24)** months. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted **with concurrence of the Owner and Agency.**

C2.02 Compensation for Resident Project Representative Basic Services – Lump Sum Method of Payment

- A. Owner shall pay Engineer for Resident Project Representative Basic Services as follows:
1. Resident Project Representative Services: For services of Engineer's Resident Project Representative, if any, under Paragraph A1.05 of Exhibit A, the Lump Sum amount of **\$315,000**. The Lump Sum includes compensation for the Resident Project Representative's services. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, and expenses (other than any expressly allowed Reimbursable Expenses) related to the Resident Project Representative's Services. **Changes will not be effective unless and until concurred in by the Owner and Agency.**
 2. Reimbursable Expenses: In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following RPR Reimbursable Expenses (see Appendix 1 for rates or charges) including, but not limited to (see Appendix 1 for rates or charges): blueprinting, shipping, travel, reproduction, permit fees and other miscellaneous direct project expenses. The budget billed by the Engineer will be cost plus 10%.

C2.03 Compensation for Additional Services – Standard Hourly Rates Method of Payment

- A. Owner shall pay Engineer for Additional Services, if any, as follows:
1. *General:* For services of Engineer's personnel engaged directly on the Project pursuant to Paragraph A2.01 or A2.02 of Exhibit A, except for services as a consultant or witness under Paragraph A2.01.A.20, (which if needed shall be separately negotiated based on the nature of the required consultation or testimony) an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Additional Services

performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any.

B. Compensation For Reimbursable Expenses:

1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01 and are directly related to the provision of Additional Services, Owner shall pay Engineer at the rates set forth in Appendix 1 to this Exhibit C.
2. Reimbursable Expenses include the expenses identified in Appendix 1 and the following categories: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be the Additional Services-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such Additional Services, the latter multiplied by a factor of **1.1**.
4. The Reimbursable Expenses Schedule will be adjusted annually (as of January 1, 2022) to reflect equitable changes in the compensation payable to Engineer. **Changes will not be effective unless and until concurred in by the Owner and Agency.**

C. Other Provisions Concerning Payment for Additional Services:

1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of **1.1**.
2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's Factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner ~~at cost~~ **at no cost**.

This is **Appendix 1 to EXHIBIT C**, consisting of **1** page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.

Reimbursable Expenses Schedule

Reimbursable Expenses are subject to review and adjustment per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

	Units	Cost
<u>Travel</u>		
Mileage (Per Mile)	Mile	\$0.59
Airfare, Auto Rental, Hotel		At Cost
Misc. Travel (Parking, tax, tolls, meals, etc.)		At Cost
Per Diem (Contract Rate)	DAY	Contract Rate
<u>Outside Reproduction</u>		At Cost
<u>Shipping (FedEx, UPS, Courier, etc.)</u>		At Cost
<u>Misc. (Review Fees, Specific Charges)</u>		At Cost
<u>Reproduction (In-House)</u>		
Sheet Bond - B/W Prints and Copies – All sizes (8 ½ x 11 to 12 x18)	SF	\$0.16
Sheet - Color Prints and Copies – All sizes	SF	\$1.20
Sheet - Glossy Color Print/Photo – All sizes	SF	\$2.60
Roll - Plots and Copies (Roll Paper)		
- Bond (B/W)	SF	\$0.88
- Bond (Color)	SF	\$1.56
Roll - Vellum or Mylar Plots	SF	\$2.60
Roll - Glossy Color Plot Exhibits (Roll Paper)	SF	\$3.12
Report 3-Ring Binders		
≤ 1.5"	EA	\$10.40
1.5" to 3"	EA	\$15.60
> 3"	EA	\$26.00
Coil or GBC Punch Binding	EA	\$1.04

Standard Hourly Rates Schedule

A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 2 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Article C2.

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

Principal	\$265
Sr. Project Manager / Sr. Consulting Engineer	\$235
Sr. Electrical Engineer / Sr. GIS Analyst	\$225
Project Manager / Consulting Engineer / Sr. I&C Specialist	\$220
Sr. Project Engineer / Sr. Design Engineer	\$200
Instrumentation & Controls Specialist	\$165
Project Engineer / Design Engineer II	\$170
Sr. CAD Designer	\$150
Design Engineer	\$135
Graphic Designer	\$115
CAD Designer / GIS Analyst	\$115
Project Coordinator	\$95
Administrative Support	\$90
Assistant Designer	\$80
G.P.S. Survey Unit (w/ Operator)	\$250
Expert Witness / Legal Consultation	\$350 + Exp.



ENGINEERING FEE ESTIMATE PROJECT WORKSHEET

Project Data	
Project Name:	Jerome WWTP Improvements
Client:	Town of Jerome
PACE Job Number:	B614
Estimate Date:	06/24/2022

PACE Hourly Rate Schedule	
Description	Hourly Rate
Principal	\$265
Sr. Proj. Mgr./Sr. Consulting Engr.	\$235
Sr. Electrical Engineer / Sr. GIS Analyst	\$225
Project Manager /Consulting Engr./Sr. I&C Specialist	\$220
Sr. Proj. Engr./Sr. Design Engr.	\$200
Instrumentation & Controls Specialist	\$165
Proj. Engr./Design Engineer II	\$170
Design Engineer	\$135
Sr. CAD Designer	\$150
CAD Designer/GIS Analyst	\$115
Graphic Designer	\$115
Project Coordinator	\$95
Administrative Support	\$90
Assistant Designer	\$80
G.P.S. Survey Unit (w/Operator)	\$250
Expert Witness/Legal Consultation	\$350 + Exp.

PRELIMINARY DESIGN PHASE	\$492,035
FINAL DESIGN PHASE	\$263,114
BIDDING PHASE	\$44,980
CONSTRUCTION PHASE	\$185,990
POST CONSTRUCTION PHASE	\$5,000
RESIDENT PROJECT REPRESENTATIVE	\$315,000
Total Fee Amount	\$1,306,119

Item No.	Work Item Description	Estimated Manhours									Man-Power Subtotal	Subconsultant Cost	Reimburs. Expenses	Total Task Costs
		Principal	Sr. Project Manager/Sr. Consulting Engr.	Sr. Electrical Engineer/Sr. GIS Analyst	Project Mgr./ Consulting Engr./ Sr. I&C Specialist	Instrumentation & Controls Specialist	Design Engineer	Sr. CAD Designer	CAD Designer /GIS Analyst	Project Coordinator				
		265	235	225	220	165	135	150	115	95				
PRELIMINARY DESIGN PHASE														
20	Data Gathering										\$95,980	\$101,859	\$0	\$197,839
20.1	Design Survey										\$0	\$37,589	\$0	\$37,589
20.3	Geotechnical										\$0	\$8,250	\$0	\$8,250
20.4	Collection Line CIPP Feasibility Study	10	10	32	80		32	72	32	8	\$49,360	\$50,000	\$0	\$99,360
20.5	Hydrologic/Hydraulic Analysis	16			70		116	28	52	12	\$46,620	\$0	\$0	\$46,620
20.6	Cultural Resource Survey/Report										\$0	\$6,020	\$0	\$6,020
30	Preliminary Design										\$252,360	\$39,336	\$2,500	\$294,196
30.1	Preliminary Design Management	40	24		40					24	\$27,320	\$0	\$2,500	\$29,820
30.2	Upper & Lower Access Road Design										\$0	\$39,336	\$0	\$39,336
30.3	Collection Main Line Design	4	8	24	24		24	32	72		\$29,940	\$0	\$0	\$29,940
30.4	WWTP Mechanical & Civil Design	40	80	80	96	84	84	120	320	16	\$150,040	\$0	\$0	\$150,040
30.5	WWTP Electrical Design	4	16	80	32	24		32	56		\$45,060	\$0	\$0	\$45,060
PRELIMINARY DESIGN PHASE TOTAL											\$348,340	\$141,195	\$2,500	\$492,035
FINAL DESIGN PHASE														
40	Final Design										\$167,840	\$26,224	\$1,500	\$195,564
40.1	Design Management	24	16		24					16	\$16,920	\$0	\$1,500	\$18,420
40.2	Upper & Lower Access Road Design										\$0	\$26,224	\$0	\$26,224
40.3	Collection Main Line Design	2	4	16	16		16	24	56		\$20,790	\$0	\$0	\$20,790
40.4	WWTP Mechanical & Civil Design	24	48	48	72	72	32	80	220	16	\$99,300	\$0	\$0	\$99,300
40.5	WWTP Electrical Design	2	8	60	24	16		16	40		\$30,830	\$0	\$0	\$30,830
41	Permitting										\$66,850	\$0	\$700	\$67,550
41.1	ADEQ 4.01 Notice of Intent to Discharge (NOI)	2	4		24		30	4	8	8	\$13,080	\$0	\$150	\$13,230
41.2	ADEQ 4.01 Discharge Authorization (DA)	2	4		24		30	4	8	8	\$13,080	\$0	\$150	\$13,230
41.3	ADEQ APP	4	8		40		38	8	16	24	\$22,190	\$0	\$200	\$22,390
41.4	ADEQ AZPDES	4	6		32		30	8	16	20	\$18,500	\$0	\$200	\$18,700
FINAL DESIGN PHASE TOTAL											\$234,690	\$26,224	\$2,200	\$263,114
BIDDING PHASE														
50	Bid Services										\$42,580	\$0	\$2,400	\$44,980
50.1	Bid Package Preparation	8	4		16		16			40	\$12,540	\$0	\$1,200	\$13,740
50.2	Pre-Bid Conference	8			8					2	\$4,070	\$0	\$1,200	\$5,270
50.3	Response to RFIs & Issue Addenda	8	16		40		40			24	\$22,360	\$0	\$0	\$22,360
50.4	Bid Evaluations & Recommendation	4	4		4		4			2	\$3,610	\$0	\$0	\$3,610
BIDDING PHASE TOTAL											\$42,580	\$0	\$2,400	\$44,980
CONSTRUCTION PHASE														
60	Construction Services										\$172,950	\$0	\$13,040	\$185,990
60.1	Construction Meetings	80	80		96		96			32	\$77,120	\$0	\$6,840	\$83,960
60.2	Construction Management	32	40		96					32	\$42,040	\$0	\$0	\$42,040
60.3	Startup & Commissioning		8		24			24			\$10,760	\$0	\$5,000	\$15,760
60.4	Sub/Final Completion	8			8						\$3,880	\$0	\$1,200	\$5,080
60.5	O&M Manual	2	8		24		80			24	\$20,770	\$0	\$0	\$20,770
60.6	Record Drawings	2	2		16		16	32	60		\$18,380	\$0	\$0	\$18,380
CONSTRUCTION PHASE TOTAL											\$172,950	\$0	\$13,040	\$185,990
POST CONSTRUCTION PHASE														
61	Post Construction Services										\$5,000	\$0	\$0	\$5,000
61.1	11-Month Warranty Inspection										\$5,000	\$0	\$0	\$5,000
POST CONSTRUCTION PHASE TOTAL											\$5,000	\$0	\$0	\$5,000
RESIDENT PROJECT REPRESENTATIVE														
62	Resident Project Representative										\$315,000	\$0	\$0	\$315,000
62	Resident Project Representative (14 Months)										\$315,000	\$0	\$0	\$315,000
RESIDENT PROJECT REPRESENTATIVE PHASE TOTAL											\$315,000	\$0	\$0	\$315,000
TOTALS		330	398	340	930	196	684	484	956	308	\$1,118,560	\$167,419	\$20,140	\$1,306,119

This is **EXHIBIT D**, consisting of **5** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.

Duties, Responsibilities, and Limitations of Authority of Resident Project Representative

Article 1 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 1 - SERVICES OF ENGINEER

D1.01 Resident Project Representative

- A. Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions. **Full time Resident Project Representation is required unless requested in writing by the Owner and waived in writing by the Agency.**
- B. Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A, Paragraph A1.05, of this Agreement are applicable.
- C. The duties and responsibilities of the RPR are as follows:
 - 1. *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 - 2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
 - 3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings

(but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison:*
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's On-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor. ,
7. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
8. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
9. *Review of Work; Defective Work:*
 - a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected,

removed and replaced, or accepted as provided in the Construction Contract Documents.

- b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and
- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

11. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.

- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
 - e. Maintain records for use in preparing Project documentation.
 - f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.
 - g. **Maintain all Manufacturers' Certification letters in the project file and on-site during construction to ensure compliance with American and Iron Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act, 2017) and subsequent statutes mandating domestic preference, as applicable.**
12. *Reports:*
- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
 - b. **[Deleted]**
 - c. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.
13. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
14. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
15. *Completion:*
- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.

- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

D. Resident Project Representative shall not:

- 1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
- 2. Exceed limitations of Engineer's authority as set forth in this Agreement.
- 3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
- 4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
- 5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
- 6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
- 7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
- 8. Authorize Owner to occupy the Project in whole or in part.

This is **EXHIBIT E**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.



NOTICE OF ACCEPTABILITY OF WORK

PROJECT: **Town of Jerome WWTP Improvements**

OWNER: **Town of Jerome**

CONTRACTOR:

OWNER'S CONSTRUCTION CONTRACT IDENTIFICATION: **Town of Jerome WWTP Improvements**

EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:

ENGINEER: **Pacific Advanced Civil Engineering, Inc. (PACE)**

NOTICE DATE:

To: **Town of Jerome**
Owner

And To: _____
Contractor

From: **Pacific Advanced Civil Engineering, Inc. (PACE)**
Engineer

The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor, and that the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated **June 24, 2022**, and the following terms and conditions of this Notice:

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

By: _____

Title: _____

Dated: _____

Insurance

Paragraph 6.05 of the Agreement is supplemented to include the following agreement of the parties:

G6.05 Insurance

A. The limits of liability for the insurance required by Paragraph 6.05.A and 6.05.B of the Agreement are as follows:

1. By Engineer:

- a. Workers' Compensation: Statutory
- b. Employer's Liability --
 - 1) Bodily injury, each accident: **\$1,000,000**
 - 2) Bodily injury by disease, each employee: **\$1,000,000**
 - 3) Bodily injury/disease, aggregate: **\$1,000,000**
- c. General Liability --
 - 1) Each Occurrence (Bodily Injury and Property Damage): **\$1,000,000**
 - 2) General Aggregate: **\$2,000,000**
- d. Excess or Umbrella Liability --
 - 1) Per Occurrence: **\$5,000,000**
 - 2) General Aggregate: **\$5,000,000**
- e. Automobile Liability --Combined Single Limit (Bodily Injury and Property Damage):
\$1,000,000
- f. Professional Liability --
 - 1) Each Claim Made **\$3,000,000**
 - 2) Annual Aggregate **\$6,000,000**

2. By Owner:

- a. Workers' Compensation: Statutory
- b. Employer's Liability --

- | | |
|--|-------------|
| 1) Bodily injury, Each Accident | \$1,000,000 |
| 2) Bodily injury by Disease, Each Employee | \$1,000,000 |
| 3) Bodily injury/Disease, Aggregate | \$1,000,000 |

c. General Liability --

- | | |
|--|-------------|
| 1) General Aggregate: | \$1,000,000 |
| 2) Each Occurrence
(Bodily Injury and Property Damage): | \$2,000,000 |

d. Excess Umbrella Liability

- | | |
|-----------------------|-------------|
| 1) Per Occurrence: | \$5,000,000 |
| 2) General Aggregate: | \$5,000,000 |

e. Automobile Liability – Combined Single Limit (Bodily Injury and Property Damage):

\$1,000,000

B. *Additional Insureds:*

1. The following individuals or entities are to be listed on Owner's general liability policies of insurance as additional insureds:

a. **Pacific Advanced Civil Engineering, Inc. (PACE)**

Engineer

b. **Southwestern Environmental Consultants, Inc.**

Engineer's Consultant

c. **Western Technologies, Inc.**

Engineer's Consultant

2. During the term of this Agreement the Engineer shall notify Owner of any other Consultant to be listed as an additional insured on Owner's general liability policies of insurance.
3. The Owner shall be listed on Engineer's general liability policy as provided in Paragraph 6.05.A.

This is **EXHIBIT H**, consisting of **1** page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.

Dispute Resolution

Paragraph 6.09 of the Agreement is supplemented to include the following agreement of the parties:

H6.09 Dispute Resolution

- B. *Mediation:* Owner and Engineer agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by **[Mediator To Be Determined]**. Owner and Engineer agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 120 days. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

DRAFT

This is **EXHIBIT I**, consisting of **1** page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.

Limitations of Liability

Paragraph 6.11 of the Agreement is supplemented to include the following agreement of the parties:

A. *Limitation of Engineer's Liability*

1. *Engineer's Liability Limited to Amount of Insurance Proceeds:* Engineer shall procure and maintain insurance as required by and set forth in Exhibit G to this Agreement. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted bylaws and Regulations, the total liability, in the aggregate, of Engineer and Engineer's officers, directors, members, partners, agents, employees, and Consultants to Owner and anyone claiming by, through, or under Owner for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied, of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants (hereafter "Owner's Claims"), shall not exceed the total insurance proceeds paid on behalf of or to Engineer by Engineer's insurers in settlement or satisfaction of Owner's Claims under the terms and conditions of Engineer's insurance policies applicable thereto (excluding fees, costs and expenses of investigation, claims adjustment, defense, and appeal), up to the amount of insurance required under this Agreement.

B. *Indemnification by Owner:*

1. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.

This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 24, 2022**.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. _____

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Owner-Engineer Agreement: _____

Owner: _____

Engineer: _____

Project: _____

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- _____ Additional Services to be performed by Engineer
- _____ Modifications to services of Engineer
- _____ Modifications to responsibilities of Owner
- _____ Modifications of payment to Engineer
- _____ Modifications to time(s) for rendering services
- _____ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Here describe the modifications, in as much specificity and detail as needed. Use an attachment if necessary.

Agreement Summary:

Original agreement amount:	\$ _____
Net change for prior amendments:	\$ _____
This amendment amount:	\$ _____
Adjusted Agreement amount:	\$ _____

Change in time for services (days or date, as applicable): _____

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print _____
name: _____

Title: _____

Date Signed: _____

By: _____
Print _____
name: _____

Title: _____

Date Signed: _____

DRAFT

ENGINEER AGREEMENT CERTIFICATION

RUS Bulletin 1780-26
Exhibit C, Attachment 2
Page 1

PROJECT NAME: Jerome WWTP Improvements

The Engineer and Owner hereby concur in the Funding Agency acceptable revisions to E-500 identified in RUS Bulletin 1780-26. In addition, Engineer certifies to the following:


All modifications to E-500 have been made in accordance the terms of the license agreement, which states in part that the Engineer "must plainly show all changes to the Standard EJCDC Text, using 'Track Changes' (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions." Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

SUMMARY OF ENGINEERING FEES

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values on this table. Fees shown in will not be exceeded without the concurrence of the Agency.

Basic Services	\$ <u>991,119</u>
Resident Project Observation	\$ <u>315,000</u>
Additional Services	\$ <u>0</u>
TOTAL:	\$ <u>1,306,119</u>

Any adjustments to engineering fees or changes to maximum estimated values must be approved by the Agency and must include a table of what specific category or categories of fees are being changed, what fees were before and after the change, and the resulting total fee.

 06/24/22
Engineer Date

Michael G. Krebs, PE - Vice President of Environmental Water
Name and Title

Owner Date

Name and Title

Agency Concurrence:

As lender or insurer of funds to defray the costs of this Contract, and without liability for any payments thereunder, the Agency hereby concurs in the form, content, and execution of this Agreement.

Agency Representative Date

Name and Title