



# 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, OCTOBER 11, 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](http://www.jerome.az.gov).

<b>ITEM #1:</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
<b>ITEM #2:</b>	<b>PROCLAMATIONS</b> Proclamation proclaiming October, 2022, as Domestic Violence Awareness Month	Discussion/Possible Action
<b>ITEM #3:</b>	<b>FINANCIAL REPORTS</b> Financial reports for September, 2022	Discussion/Possible Action
<b>ITEM #4:</b>	<b>STAFF AND COUNCIL REPORTS</b> 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
<b>ITEM #5:</b>	<b>ZONING ADMINISTRATOR'S REPORT/PLANNING &amp; ZONING AND DESIGN REVIEW BOARD MINUTES</b> Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
<b>ITEM #6:</b>	<b>APPROVAL OF MINUTES</b> September 13th regular meeting; and September 21 <sup>st</sup> Special Meeting	Discussion/Possible Action
<b>ITEM #7:</b>	<b>PETITIONS FROM THE PUBLIC</b> <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
<b>ITEM #8:</b>	<b>ORDINANCES AND RESOLUTIONS</b>	
	<b>ITEM #8A: RESOLUTION No. 646; A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY ARIZONA, AMENDING AND ADOPTING USER FEES AND CHARGES FOR PERMITS, LICENSES, DEVELOPMENT RELATED SERVICES AND OTHER TOWN SERVICES.</b> Council may approve the master user fee schedule as amended and as may be amended from time to time.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
<b>ITEM #9:</b>	<b>UNFINISHED BUSINESS</b>	
<b>ITEM #10:</b>	<b>NEW BUSINESS</b>	
	<b>ITEM #10A: RECOGNITION OF FIRE CAPTAIN CARL WHITING PROMOTED TO THE RANK OF BATTALION CHIEF</b> Chief Blair will provide background information on this Fire Department promotion.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #10B: CONSIDER PURCHASE OF A NEW FIRE DEPARTMENT BRUSH TRUCK AND TRANSFER EXISTING TO THE PUBLIC WORKS DEPARTMENT</b> Council may approve a quote for purchase of a new cab and chassis for the brush truck replacement.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action

	<b>ITEM #10C: CONSIDER ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT (IGA) FOR FIRE APPARATUS MAINTENANCE AND REPAIRS WITH COPPER CANYON FIRE &amp; MEDICAL DISTRICT</b> Council will consider and may approve the proposed IGA with Copper Canyon.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #10D: DISCUSSION AND DIRECTION ON A POTENTIAL CODE AMENDMENT IN SECTION 13-9 PERTAINING TO DEMAND REDUCTION STRATEGY I</b> The Council will consider and discuss a potential Code amendment and provide direction.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #10E: CONSIDER THE PURCHASE OF AN AGENDA MANAGEMENT SYSTEM</b> The Council will view proposals, hear recommendations from staff and may approve the purchase.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
<b>ITEM #11:</b>	<b>TO AND FROM THE COUNCIL</b> Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
<b>ITEM #12:</b>	<b>ADJOURNMENT</b>	

*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



# Domestic Violence Awareness Month

October 2022

**WHEREAS**, Domestic violence is a pattern of coercive control and abusive behaviors in any intimate or familial relationship that are used to gain and maintain power and control over another.

**WHEREAS**, Domestic violence can present in many different ways, including: Emotional Abuse, Economic Abuse, Physical Abuse, Using Children, Reproduction Coercion, Isolation, and Sexual Abuse; and

**WHEREAS**, domestic violence is an issue affecting Arizonans in all communities, regardless of age, race, gender, economic status, religion, nationality, or educational background; and

**WHEREAS**, more than 12 million women and men are victims of rape, physical violence or stalking by an intimate partner in the United States every year, averaging 24 people per minute; and

**WHEREAS**, one in four women and one in ten men have experienced contact sexual violence, physical violence, and/or stalking by an intimate partner during their lifetime; and

**WHEREAS**, 30 percent of children exposed to intimate partner violence had their first exposure before the age of two, and an additional 26 percent had their first exposure between the ages of two and seven; and

**WHEREAS**, witnessing violence in the home during childhood is an Adverse Childhood Experience, which without proper support may lead to a greater risk of lasting negative effects on health and well-being; and

**WHEREAS**, victims of domestic violence are more likely to experience long-term mental and physical health concerns including a higher risk of chronic disease, substance abuse, post-traumatic stress disorder, depression, anxiety, and risky behaviors; and

**WHEREAS**, promoting healthy, respectful, and nonviolent relationships can help reduce the occurrence of intimate partner violence, support survivors, and lessen short and long-term harm on individuals, families, and communities; and

**WHEREAS**, Domestic Violence Awareness Month provides an important opportunity to enhance education, prevention and intervention efforts around domestic violence and support organizations and individuals who provide advocacy efforts, services, and assistance to victims.



**NOW, THEREFORE,** I, Jack Dillenberg, Mayor of the Town of Jerome, Arizona, on behalf of the Town Council, do hereby proclaim October 2022 as:

**DOMESTIC VIOLENCE AWARENESS MONTH**

and call upon all citizens, parents, governmental agencies, public and private institutions, businesses, hospitals, schools, and colleges in the Town of Jerome to support domestic violence survivors and take a stand against all forms of violence and abuse in relationships.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Jerome, Arizona, to be affixed this 11th day of October, 2022.

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Jack Dillenberg, Mayor of the Town of Jerome

Attest:

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Brett Klein, Town Manager / Clerk



Town of Jerome  
Budget to Actual Summary  
22-Sep

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
General	10 GF Revenue	\$ 145,136.23	\$ 208,297.33	\$ (63,161.10)	\$ 536,810.14	\$ 624,891.99	\$ (88,081.85)
	Total	\$ 145,136.23	\$ 208,297.33	\$ (63,161.10)	\$ 536,810.14	\$ 624,891.99	\$ (88,081.85)
		Expense	Budget	Variance	Expense	Budget	Variance
	11 Admin	\$ 140,690.40	\$ 143,912.16	\$ 3,221.76	\$ 415,084.80	\$ 443,531.48	\$ 28,446.68
	12 Court	\$ 9,683.59	\$ 8,425.68	\$ (1,257.91)	\$ 21,925.82	\$ 25,277.04	\$ 3,351.22
	13 Police	\$ 115,320.70	\$ 60,587.44	\$ (54,733.26)	\$ 197,736.14	\$ 181,762.32	\$ (15,973.82)
	14 Fire	\$ 39,276.21	\$ 38,014.00	\$ (1,262.21)	\$ 111,637.12	\$ 131,742.00	\$ 20,104.88
	15 Library	\$ 11,188.22	\$ 8,709.91	\$ (2,478.31)	\$ 25,498.43	\$ 26,129.73	\$ 631.30
	16 P&Z	\$ 11,078.25	\$ 8,966.86	\$ (2,111.39)	\$ 23,647.87	\$ 26,900.58	\$ 3,252.71
	17 Parks	\$ 1,917.11	\$ 1,847.75	\$ (69.36)	\$ 4,076.79	\$ 5,543.25	\$ 1,466.46
	18 Properties	\$ 10,462.91	\$ 24,744.23	\$ 14,281.32	\$ 20,978.13	\$ 74,232.69	\$ 53,254.56
	Total	\$ 339,617.39	\$ 295,208.03	\$ (44,409.36)	\$ 820,585.10	\$ 915,119.09	\$ 94,533.99
	Net Income (Loss)	\$ (194,481.16)	\$ (86,910.70)	\$ (107,570.46)	\$ (283,774.96)	\$ (290,227.10)	\$ 6,452.14
		Revenue	Budget	Variance	Revenue	Budget	Variance
	50 Water	\$ 62,930.73	\$ 64,958.34	\$ (2,027.61)	\$ 189,660.69	\$ 194,875.02	\$ (5,214.33)
	51 Sewer	\$ 20,474.67	\$ 23,125.00	\$ (2,650.33)	\$ 62,831.40	\$ 69,375.00	\$ (6,543.60)
	52 Trash	\$ 17,051.37	\$ 18,229.17	\$ (1,177.80)	\$ 51,630.32	\$ 54,687.51	\$ (3,057.19)
	Total	\$ 100,456.77	\$ 106,312.51	\$ (5,855.74)	\$ 304,122.41	\$ 318,937.53	\$ (14,815.12)
		Expense	Budget	Variance	Expense	Budget	Variance
	50 Water	\$ 16,180.01	\$ 67,791.68	\$ 51,611.67	\$ 45,160.97	\$ 203,375.04	\$ 158,214.07
	51 Sewer	\$ 15,925.69	\$ 24,333.34	\$ 8,407.65	\$ 42,664.29	\$ 73,000.02	\$ 30,335.73
	52 Trash	\$ 16,306.89	\$ 18,895.83	\$ 2,588.94	\$ 53,676.76	\$ 66,687.49	\$ 13,010.73
	Total	\$ 48,412.59	\$ 111,020.85	\$ 62,608.26	\$ 141,502.02	\$ 343,062.55	\$ 201,560.53
Utilities	Net Income (Loss)	\$ 52,044.18	\$ (4,708.34)	\$ 56,752.52	\$ 162,620.39	\$ (24,125.02)	\$ 186,745.41
		Revenue	Budget	Variance	Revenue	Budget	Variance
	30 HURF	\$ 23,320.47	\$ 23,787.83	\$ (467.36)	\$ 71,197.97	\$ 71,363.49	\$ (165.52)
Road		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 10,568.42	\$ 25,454.51	\$ 14,886.09	\$ 23,920.49	\$ 76,363.53	\$ 52,443.04
	Net Income (Loss)	\$ 12,752.05	\$ (1,666.68)	\$ 14,418.73	\$ 47,277.48	\$ (5,000.04)	\$ 52,277.52
Parking		Revenue	Budget	Variance	Revenue	Budget	Variance
	35 Parking	\$ 25,324.75	\$ 33,333.33	\$ (8,008.58)	\$ 66,873.95	\$ 99,999.99	\$ (33,126.04)
		Expense	Budget	Variance	Expense	Budget	Variance
Parking		\$ 35,598.14	\$ 37,888.41	\$ 2,290.27	\$ 105,313.88	\$ 113,665.23	\$ 8,351.35
	Net Income (Loss)	\$ (10,273.39)	\$ (4,555.08)	\$ (5,718.31)	\$ (38,439.93)	\$ (13,665.24)	\$ (24,774.69)
		Current Month			Year To Date		
	Total Revenue	\$ 294,238.22			\$ 979,004.47		
	Less Total Expense	\$ 434,196.54			\$ 1,091,321.49		
	Net Income (Loss)	\$ (139,958.32)			\$ (112,317.02)		

\*\* There were three pay periods this month, so most department's administrative expenses are over budget. This will work its way out by the end of the fiscal year.

\*\*Police bought a new patrol unit. This will be paid for by the parking fund over the budget year.

\*\*Police received a 50% payment from Clarkdale for the radio receiver equipment bought and installed over the last year. This represents the credit in the PD's R&E Equipment line.

\*\*Police are replacing their network, computers, and other equipment. This represents the computer hardware line amount. \$25,000 was budgeted for the project.

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Property Taxes	\$98.86	\$3,958.33	\$(3,859.47)	(97.5)%	\$1,408.14	\$11,874.99	\$(10,466.85)	(88.1)%
City Sales Taxes	63,988.68	116,666.67	(52,677.99)	(45.2)	284,399.01	350,000.01	(65,601.00)	(18.7)
State Sales Taxes	6,481.67	5,534.58	947.09	17.1	16,436.46	16,603.74	(167.28)	(1.0)
Urban Revenue Share	23,712.69	24,126.08	(413.39)	(1.7)	71,138.07	72,378.24	(1,240.17)	(1.7)
Yavapai County for Library	0.00	2,102.92	(2,102.92)	(100.0)	0.00	6,308.76	(6,308.76)	(100.0)
Vehicle License Tax	3,314.84	3,419.42	(104.58)	(3.1)	9,478.04	10,258.26	(780.22)	(7.6)
Fines and Forfeitures	7,122.72	5,083.33	2,039.39	40.1	17,238.05	15,249.99	1,988.06	13.0
Court Security Fund Revenue	900.00	833.33	66.67	8.0	2,130.00	2,499.99	(369.99)	(14.8)
Building Permits	445.00	875.00	(430.00)	(49.1)	940.10	2,625.00	(1,684.90)	(64.2)
Planning & Zoning Fees	25.00	416.67	(391.67)	(94.0)	350.00	1,250.01	(900.01)	(72.0)
Business Licenses	680.00	375.00	305.00	81.3	1,050.00	1,125.00	(75.00)	(6.7)
Commercial Filming Fees	0.00	41.67	(41.67)	(100.0)	0.00	125.01	(125.01)	(100.0)
Fire Dept Services Rev	560.00	166.67	393.33	236.0	1,252.00	500.01	751.99	150.4
Franchise Fees	0.00	1,250.00	(1,250.00)	(100.0)	3,790.44	3,750.00	40.44	1.1
PD Parking Citation Revenue	3,627.50	3,000.00	627.50	20.9	9,542.60	9,000.00	542.60	6.0
PD Revenue From Parking Fund	3,125.00	3,125.00	0.00	0.0	9,375.00	9,375.00	0.00	0.0
Police Smart & Safe AZ Fund	0.00	416.67	(416.67)	(100.0)	0.00	1,250.01	(1,250.01)	(100.0)
Police Officer Safety Equip Rev	152.03	187.50	(35.47)	(18.9)	393.21	562.50	(169.29)	(30.1)
Police Services	405.00	833.33	(428.33)	(51.4)	1,908.00	2,499.99	(591.99)	(23.7)
Rents	6,659.80	7,520.83	(861.03)	(11.4)	19,934.40	22,562.49	(2,628.09)	(11.6)
Utility Reimbursements	345.42	375.00	(29.58)	(7.9)	992.77	1,125.00	(132.23)	(11.8)
Wildland Fire Fees	0.00	5,833.33	(5,833.33)	(100.0)	19,805.00	17,499.99	2,305.01	13.2
Wildlands Wage Reimbursement	0.00	3,416.67	(3,416.67)	(100.0)	10,272.99	10,250.01	22.98	0.2
Firewise Wage Reimbursement	8,239.05	3,000.00	5,239.05	174.6	8,239.05	9,000.00	(760.95)	(8.5)
Contributions	0.00	208.33	(208.33)	(100.0)	0.00	624.99	(624.99)	(100.0)
Library Contributions	0.00	91.67	(91.67)	(100.0)	1,028.00	275.01	752.99	273.8
Interest	552.47	133.33	419.14	314.4	1,506.05	399.99	1,106.06	276.5
Sale of Assets	0.00	416.67	(416.67)	(100.0)	0.00	1,250.01	(1,250.01)	(100.0)
Miscellaneous Revenues	19.50	208.33	(188.83)	(90.6)	159.76	624.99	(465.23)	(74.4)
Administrative Charges	14,681.00	14,681.00	0.00	0.0	44,043.00	44,043.00	0.00	0.0
<b>Net Revenues</b>	<b>\$145,136.23</b>	<b>\$208,297.33</b>	<b>\$(63,161.10)</b>	<b>(30.3)%</b>	<b>\$536,810.14</b>	<b>\$624,891.99</b>	<b>\$(88,081.85)</b>	<b>(14.1)%</b>
<b>Net Income (Loss)</b>	<b>\$145,136.23</b>	<b>\$208,297.33</b>	<b>\$(63,161.10)</b>	<b>(30.3)%</b>	<b>\$536,810.14</b>	<b>\$624,891.99</b>	<b>\$(88,081.85)</b>	<b>(14.1)%</b>

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Accounting and Auditing	\$0.00	\$1,416.67	\$1,416.67	100.0%	\$0.00	\$4,250.01	\$4,250.01	100.0%
Advertising, Printing, & Publishing	0.00	583.33	583.33	100.0	566.81	1,749.99	1,183.18	67.6
Contract Services	0.00	1,375.00	1,375.00	100.0	6,488.00	4,125.00	(2,363.00)	(57.3)
Conventions and Seminars	124.54	333.33	208.79	62.6	815.70	999.99	184.29	18.4
Training & Education	0.00	208.33	208.33	100.0	304.83	624.99	320.16	51.2
Dues, Subs & Memberships	0.00	583.33	583.33	100.0	5,580.00	1,749.99	(3,830.01)	(218.9)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	0.00	1,200.00	1,200.00	100.0
Election expenses	995.50	258.33	(737.17)	(285.4)	995.50	774.99	(220.51)	(28.5)
Insurance	101.88	1,458.33	1,356.45	93.0	396.88	4,374.99	3,978.11	90.9
Insurance Deductible Exp	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0
Legal Exp - Gen Gov	1,287.00	1,666.67	379.67	22.8	2,340.00	5,000.01	2,660.01	53.2
Miscellaneous	286.44	225.58	(60.86)	(27.0)	663.42	676.74	13.32	2.0
Bank Fees - Gen Admin	136.81	150.00	13.19	8.8	404.79	450.00	45.21	10.0
Bank Fees / Merch Svcs	347.28	750.00	402.72	53.7	1,903.56	2,250.00	346.44	15.4
Office Supplies	1,396.16	666.67	(729.49)	(109.4)	3,332.39	2,000.01	(1,332.38)	(66.6)
Copier & Equip Lease Expense	731.87	583.33	(148.54)	(25.5)	1,404.23	1,749.99	345.76	19.8
Software Support Exp - GG	431.00	1,873.17	1,442.17	77.0	2,525.54	5,619.51	3,093.97	55.1
Computer Hardware & Service	890.03	833.33	(56.70)	(6.8)	1,206.28	2,499.99	1,293.71	51.7
Operating Supplies - Gen Gov	49.44	125.00	75.56	60.4	110.35	375.00	264.65	70.6
Postage	309.87	333.33	23.46	7.0	489.87	999.99	510.12	51.0
Rep and Maint - Vehicles	70.00	41.67	(28.33)	(68.0)	70.00	125.01	55.01	44.0
Shuttle Expenses	375.50	250.00	(125.50)	(50.2)	715.50	750.00	34.50	4.6
Small Tools and Equipment	0.00	1,041.67	1,041.67	100.0	0.00	3,125.01	3,125.01	100.0
Telephone	229.66	250.00	20.34	8.1	599.46	750.00	150.54	20.1
Travel	226.50	166.67	(59.83)	(35.9)	547.20	500.01	(47.19)	(9.4)
Tourism 1% Bed Tax	0.00	0.00	0.00	0.0	0.00	10,000.00	10,000.00	100.0
Community Health	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0
Preservation of Historic Buildings	0.00	5,000.00	5,000.00	100.0	0.00	15,000.00	15,000.00	100.0
Transfers Out	93,333.32	93,333.33	0.01	0.0	280,000.12	279,999.99	(0.13)	0.0
<b>Total Program Expenses</b>	<b>\$101,322.80</b>	<b>\$113,590.41</b>	<b>\$12,267.61</b>	<b>10.8 %</b>	<b>\$311,460.43</b>	<b>\$351,971.23</b>	<b>\$40,510.80</b>	<b>11.5 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$28,213.54	\$21,791.42	\$(6,422.12)	(29.5)%	\$78,106.50	\$65,374.26	\$(12,732.24)	(19.5)%
Longevity Bonus	238.00	88.08	(149.92)	(170.2)	363.00	264.24	(98.76)	(37.4)
Payment in Lieu of Medical Benefits	0.00	0.00	0.00	0.0	595.36	595.00	(0.36)	(0.1)
FICA Match	2,090.50	1,677.58	(412.92)	(24.6)	5,891.20	5,032.74	(858.46)	(17.1)

10/4/22

10:42:20 AM

**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Retirement Match	2,106.76	1,455.17	(651.59)	(44.8)	5,341.18	4,365.51	(975.67)	(22.3)
Health/Life Insurance	6,718.80	5,161.08	(1,557.72)	(30.2)	13,279.52	15,483.24	2,203.72	14.2
Workers Compensation	0.00	113.75	113.75	100.0	0.00	341.25	341.25	100.0
Unemployment Insurance	0.00	34.67	34.67	100.0	47.61	104.01	56.40	54.2
<b>Total General &amp; Administrative Expenses</b>	<b>\$39,367.60</b>	<b>\$30,321.75</b>	<b>\$(9,045.85)</b>	<b>(29.8)%</b>	<b>\$103,624.37</b>	<b>\$91,560.25</b>	<b>\$(12,064.12)</b>	<b>(13.2)%</b>
<b>Total Expenses</b>	<b>\$140,690.40</b>	<b>\$143,912.16</b>	<b>\$3,221.76</b>	<b>2.2%</b>	<b>\$415,084.80</b>	<b>\$443,531.48</b>	<b>\$28,446.68</b>	<b>6.4%</b>
<b>Net Income (Loss)</b>	<b>\$(140,690.40)</b>	<b>\$(143,912.16)</b>	<b>\$3,221.76</b>	<b>2.2%</b>	<b>(\$415,084.80)</b>	<b>\$(443,531.48)</b>	<b>\$28,446.68</b>	<b>6.4%</b>

10/4/22  
10:44:45 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Court Security Fund Expenses	\$0.00	\$833.33	\$833.33	100.0%	\$0.00	\$2,499.99	\$2,499.99	100.0%
Contract Services	1,650.00	583.33	(1,066.67)	(182.9)	1,650.00	1,749.99	99.99	5.7
Training & Education	0.00	41.67	41.67	100.0	220.00	125.01	(94.99)	(76.0)
Dues and Subscriptions	0.00	29.17	29.17	100.0	50.00	87.51	37.51	42.9
Miscellaneous	0.00	16.67	16.67	100.0	0.00	50.01	50.01	100.0
Office Supplies	87.26	16.67	(70.59)	(423.5)	87.26	50.01	(37.25)	(74.5)
Copier & Equip Lease Exp	0.00	200.00	200.00	100.0	1,211.52	600.00	(611.52)	(101.9)
Telephone	72.72	66.67	(6.05)	(9.1)	218.18	200.01	(18.17)	(9.1)
Travel	0.00	83.33	83.33	100.0	0.00	249.99	249.99	100.0
<b>Total Program Expenses</b>	<b>\$1,809.98</b>	<b>\$1,870.84</b>	<b>\$60.86</b>	<b>3.3 %</b>	<b>\$3,436.96</b>	<b>\$5,612.52</b>	<b>\$2,175.56</b>	<b>38.8 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$7,068.84	\$5,726.75	\$(1,342.09)	(23.4)%	\$16,594.64	\$17,180.25	\$585.61	3.4%
Longevity Bonus	0.00	16.67	16.67	100.0	0.00	50.01	50.01	100.0
FICA and Medicare	540.77	439.33	(101.44)	(23.1)	1,269.49	1,317.99	48.50	3.7
Retirement	264.00	341.17	77.17	22.6	616.00	1,023.51	407.51	39.8
Worker's Compensation	0.00	18.92	18.92	100.0	0.00	56.76	56.76	100.0
Unemployment	0.00	12.00	12.00	100.0	8.73	36.00	27.27	75.8
<b>Total General &amp; Administrative Expenses</b>	<b>\$7,873.61</b>	<b>\$6,554.84</b>	<b>\$(1,318.77)</b>	<b>(20.1)%</b>	<b>\$18,488.86</b>	<b>\$19,664.52</b>	<b>\$1,175.66</b>	<b>6.0 %</b>
<b>Total Expenses</b>	<b>\$9,683.59</b>	<b>\$8,425.68</b>	<b>\$(1,257.91)</b>	<b>(14.9)%</b>	<b>\$21,925.82</b>	<b>\$25,277.04</b>	<b>\$3,351.22</b>	<b>13.3%</b>
<b>Net Income (Loss)</b>	<b>\$(9,683.59)</b>	<b>\$(8,425.68)</b>	<b>\$(1,257.91)</b>	<b>(14.9)%</b>	<b>(\$21,925.82)</b>	<b>\$(25,277.04)</b>	<b>\$3,351.22</b>	<b>13.3%</b>

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$41.67	\$41.67	100.0%	\$1,000.00	\$125.01	\$(874.99)	(699.9)%
Training & Education	0.00	166.67	166.67	100.0	0.00	500.01	500.01	100.0
Dispatch Fees	6,957.50	3,500.00	(3,457.50)	(98.8)	10,436.25	10,500.00	63.75	0.6
Dues and Subscriptions	0.00	100.00	100.00	100.0	0.00	300.00	300.00	100.0
Fuel	1,059.53	1,250.00	190.47	15.2	2,181.84	3,750.00	1,568.16	41.8
Prosecutor Exp	1,721.50	1,666.67	(54.83)	(3.3)	2,744.50	5,000.01	2,255.51	45.1
Miscellaneous	101.05	50.00	(51.05)	(102.1)	101.05	150.00	48.95	32.6
Software Service & Support	2,701.02	704.17	(1,996.85)	(283.6)	4,216.97	2,112.51	(2,104.46)	(99.6)
Computer Hardware & Service	9,147.78	2,083.33	(7,064.45)	(339.1)	12,408.49	6,249.99	(6,158.50)	(98.5)
Operating Supplies - Police	48.32	208.33	160.01	76.8	182.89	624.99	442.10	70.7
Postage	44.85	16.67	(28.18)	(169.0)	44.85	50.01	5.16	10.3
Rep and Maint - Vehicles	188.47	500.00	311.53	62.3	662.99	1,500.00	837.01	55.8
Rep and Maint - Equipment	(9,052.65)	416.67	9,469.32	2272.6	(9,052.65)	1,250.01	10,302.66	824.2
Police Officer Safety Equip Exp	0.00	187.50	187.50	100.0	0.00	562.50	562.50	100.0
Small Tools and Equipment	2,021.35	416.67	(1,604.68)	(385.1)	2,085.35	1,250.01	(835.34)	(66.8)
Telephone	440.24	562.50	122.26	21.7	1,045.67	1,687.50	641.83	38.0
Uniforms	388.65	125.00	(263.65)	(210.9)	388.65	375.00	(13.65)	(3.6)
Vehicles, Cap Outlay, Police	37,183.00	3,125.00	(34,058.00)	(1089.9)	37,183.00	9,375.00	(27,808.00)	(296.6)
<b>Total Program Expenses</b>	<b>\$52,950.61</b>	<b>\$15,120.85</b>	<b>\$(37,829.76)</b>	<b>(250.2)%</b>	<b>\$65,629.85</b>	<b>\$45,362.55</b>	<b>\$(20,267.30)</b>	<b>(44.7)%</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$52,325.46	\$31,159.75	\$(21,165.71)	(67.9)%	\$103,606.21	\$93,479.25	\$(10,126.96)	(10.8)%
Longevity Bonus	155.00	143.92	(11.08)	(7.7)	593.00	431.76	(161.24)	(37.3)
FICA and Medicare	3,893.28	2,394.75	(1,498.53)	(62.6)	7,687.78	7,184.25	(503.53)	(7.0)
Retirement	1,208.24	3,197.17	1,988.93	62.2	6,421.60	9,591.51	3,169.91	33.0
Health Insurance	6,747.87	6,450.50	(297.37)	(4.6)	15,745.03	19,351.50	3,606.47	18.6
Worker's Compensation	0.00	2,066.00	2,066.00	100.0	0.00	6,198.00	6,198.00	100.0
Unemployment	9.92	54.50	44.58	81.8	22.35	163.50	141.15	86.3
Payroll Adjustment-Police	(1,969.68)	0.00	1,969.68	0.0	(1,969.68)	0.00	1,969.68	0.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$62,370.09</b>	<b>\$45,466.59</b>	<b>\$(16,903.50)</b>	<b>(37.2)%</b>	<b>\$132,106.29</b>	<b>\$136,399.77</b>	<b>\$4,293.48</b>	<b>3.1 %</b>
<b>Total Expenses</b>	<b>\$115,320.70</b>	<b>\$60,587.44</b>	<b>\$(54,733.26)</b>	<b>(90.3)%</b>	<b>\$197,736.14</b>	<b>\$181,762.32</b>	<b>\$(15,973.82)</b>	<b>(8.8)%</b>
<b>Net Income (Loss)</b>	<b>\$(115,320.70)</b>	<b>\$(60,587.44)</b>	<b>\$(54,733.26)</b>	<b>(90.3)%</b>	<b>\$(197,736.14)</b>	<b>\$(181,762.32)</b>	<b>\$(15,973.82)</b>	<b>(8.8)%</b>



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**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$41.67	\$41.67	100.0%	\$0.00	\$125.01	\$125.01	100.0%
Training & Education	0.00	666.67	666.67	100.0	2,535.77	2,000.01	(535.76)	(26.8)
Dispatch Fees	1,176.66	562.50	(614.16)	(109.2)	1,736.99	1,687.50	(49.49)	(2.9)
Dues and Subscriptions	0.00	58.33	58.33	100.0	0.00	174.99	174.99	100.0
Fuel	870.30	750.00	(120.30)	(16.0)	1,703.04	2,250.00	546.96	24.3
Legal Exp - Fire	253.50	41.67	(211.83)	(508.4)	253.50	125.01	(128.49)	(102.8)
Medical Expenses	0.00	83.33	83.33	100.0	0.00	249.99	249.99	100.0
Medical Supplies Exp	263.84	375.00	111.16	29.6	2,193.09	1,125.00	(1,068.09)	(94.9)
Miscellaneous	0.00	118.58	118.58	100.0	76.99	355.74	278.75	78.4
Software Service & Support	110.48	75.00	(35.48)	(47.3)	331.46	225.00	(106.46)	(47.3)
Computer Hardware and Service	0.00	208.33	208.33	100.0	0.00	624.99	624.99	100.0
Operating Supplies - Fire Dept	0.00	125.00	125.00	100.0	397.96	375.00	(22.96)	(6.1)
Rep and Maint - Vehicles	1,589.47	1,666.67	77.20	4.6	2,332.56	5,000.01	2,667.45	53.3
Rep and Maint - Equipment	0.00	416.67	416.67	100.0	0.00	1,250.01	1,250.01	100.0
Small Tools and Equipment	140.46	833.33	692.87	83.1	1,106.40	2,499.99	1,393.59	55.7
Telephone	306.19	291.67	(14.52)	(5.0)	743.54	875.01	131.47	15.0
Training Center Assessment	2,692.00	0.00	(2,692.00)	0.0	2,692.00	2,700.00	8.00	0.3
<b>Total Program Expenses</b>	<b>\$7,402.90</b>	<b>\$6,314.42</b>	<b>\$(1,088.48)</b>	<b>(17.2)%</b>	<b>\$16,103.30</b>	<b>\$21,643.26</b>	<b>\$5,539.96</b>	<b>25.6 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$19,221.30	\$14,945.50	\$(4,275.80)	(28.6)%	\$40,716.38	\$44,836.50	\$4,120.12	9.2%
Wildland Personnel	0.00	2,916.67	2,916.67	100.0	10,272.99	8,750.01	(1,522.98)	(17.4)
Volunteer-Employee Per Call Personnel	1,755.00	2,833.33	1,078.33	38.1	5,152.50	8,499.99	3,347.49	39.4
Firewise Personnel	2,824.50	2,583.33	(241.17)	(9.3)	8,211.90	7,749.99	(461.91)	(6.0)
Longevity Bonus	228.00	74.50	(153.50)	(206.0)	228.00	223.50	(4.50)	(2.0)
Payment in Lieu of Benefits	844.14	609.67	(234.47)	(38.5)	1,969.66	1,829.01	(140.65)	(7.7)
FICA and Medicare	1,692.45	1,724.83	32.38	1.9	1,798.43	5,174.49	3,376.06	65.2
Retirement	1,450.06	1,098.00	(352.06)	(32.1)	18,163.39	18,294.00	130.61	0.7
Health Insurance	3,851.85	3,025.00	(826.85)	(27.3)	8,987.65	9,075.00	87.35	1.0
Worker's Compensation	0.00	1,814.75	1,814.75	100.0	0.00	5,444.25	5,444.25	100.0
Unemployment	6.01	74.00	67.99	91.9	32.92	222.00	189.08	85.2
<b>Total General &amp; Administrative Expenses</b>	<b>\$31,873.31</b>	<b>\$31,699.58</b>	<b>\$(173.73)</b>	<b>(0.5)%</b>	<b>\$95,533.82</b>	<b>\$110,098.74</b>	<b>\$14,564.92</b>	<b>13.2 %</b>
<b>Total Expenses</b>	<b>\$39,276.21</b>	<b>\$38,014.00</b>	<b>\$(1,262.21)</b>	<b>(3.3)%</b>	<b>\$111,637.12</b>	<b>\$131,742.00</b>	<b>\$20,104.88</b>	<b>15.3%</b>
<b>Net Income (Loss)</b>	<b>\$(39,276.21)</b>	<b>\$(38,014.00)</b>	<b>\$(1,262.21)</b>	<b>(3.3)%</b>	<b>\$(111,637.12)</b>	<b>\$(131,742.00)</b>	<b>\$20,104.88</b>	<b>15.3%</b>

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10:49:11 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$555.76	\$104.17	\$(451.59)	(433.5)%	\$555.76	\$312.51	\$(243.25)	(77.8)%
Miscellaneous	0.00	20.83	20.83	100.0	0.00	62.49	62.49	100.0
Office Supplies	274.52	20.83	(253.69)	(1217.9)	274.52	62.49	(212.03)	(339.3)
Operating Supplies - Library	92.71	375.00	282.29	75.3	1,030.95	1,125.00	94.05	8.4
Print and Non-Print Materials	354.46	250.00	(104.46)	(41.8)	555.20	750.00	194.80	26.0
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	0.00	24.99	24.99	100.0
Small Tools and Equipment	0.00	125.00	125.00	100.0	0.00	375.00	375.00	100.0
Telephone	87.36	91.67	4.31	4.7	260.92	275.01	14.09	5.1
E-Rate Exp	(401.66)	66.67	468.33	702.5	(315.76)	200.01	515.77	257.9
<b>Total Program Expenses</b>	<b>\$963.15</b>	<b>\$1,062.50</b>	<b>\$99.35</b>	<b>9.4 %</b>	<b>\$2,361.59</b>	<b>\$3,187.50</b>	<b>\$825.91</b>	<b>25.9 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$8,201.56	\$6,044.75	\$(2,156.81)	(35.7)%	\$18,469.63	\$18,134.25	\$(335.38)	(1.8)%
Longevity Bonus	0.00	46.50	46.50	100.0	0.00	139.50	139.50	100.0
Library Benefit Stipend	824.34	595.33	(229.01)	(38.5)	1,923.46	1,785.99	(137.47)	(7.7)
FICA and Medicare	689.74	511.50	(178.24)	(34.8)	1,558.32	1,534.50	(23.82)	(1.6)
Retirement	434.49	364.17	(70.32)	(19.3)	1,006.86	1,092.51	85.65	7.8
Health Insurance	61.83	41.00	(20.83)	(50.8)	144.27	123.00	(21.27)	(17.3)
Worker's Compensation	0.00	24.08	24.08	100.0	0.00	72.24	72.24	100.0
Unemployment	13.11	20.08	6.97	34.7	34.30	60.24	25.94	43.1
<b>Total General &amp; Administrative Expenses</b>	<b>\$10,225.07</b>	<b>\$7,647.41</b>	<b>\$(2,577.66)</b>	<b>(33.7)%</b>	<b>\$23,136.84</b>	<b>\$22,942.23</b>	<b>\$(194.61)</b>	<b>(0.8)%</b>
<b>Total Expenses</b>	<b>\$11,188.22</b>	<b>\$8,709.91</b>	<b>\$(2,478.31)</b>	<b>(28.5)%</b>	<b>\$25,498.43</b>	<b>\$26,129.73</b>	<b>\$631.30</b>	<b>2.4%</b>
<b>Net Income (Loss)</b>	<b>\$(11,188.22)</b>	<b>\$(8,709.91)</b>	<b>\$(2,478.31)</b>	<b>(28.5)%</b>	<b>(\$25,498.43)</b>	<b>\$(26,129.73)</b>	<b>\$631.30</b>	<b>2.4%</b>

10/4/22  
10:50:16 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Advertising, Printing, & Publishing	\$0.00	\$8.33	\$8.33	100.0%	\$0.00	\$24.99	\$24.99	100.0%
Conventions and Seminars	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0
Training & Education	0.00	166.67	166.67	100.0	0.00	500.01	500.01	100.0
Legal Exp - P&Z	2,037.00	1,500.00	(537.00)	(35.8)	2,976.00	4,500.00	1,524.00	33.9
Miscellaneous	0.00	16.67	16.67	100.0	0.00	50.01	50.01	100.0
Software Maintenance & Support	75.00	128.67	53.67	41.7	225.00	386.01	161.01	41.7
Operating Supplies - P&Z	0.00	16.67	16.67	100.0	0.00	50.01	50.01	100.0
Small Tools and Equipment	0.00	16.67	16.67	100.0	0.00	50.01	50.01	100.0
Telephone	152.40	50.00	(102.40)	(204.8)	180.34	150.00	(30.34)	(20.2)
Travel	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0
<b>Total Program Expenses</b>	<b>\$2,264.40</b>	<b>\$1,987.02</b>	<b>\$(277.38)</b>	<b>(14.0)%</b>	<b>\$3,381.34</b>	<b>\$5,961.06</b>	<b>\$2,579.72</b>	<b>43.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$6,494.19	\$5,177.75	\$(1,316.44)	(25.4)%	\$14,876.97	\$15,533.25	\$656.28	4.2%
Longevity Bonus	0.00	29.83	29.83	100.0	0.00	89.49	89.49	100.0
FICA and Medicare	490.30	398.42	(91.88)	(23.1)	1,122.94	1,195.26	72.32	6.1
Retirement	439.89	324.17	(115.72)	(35.7)	1,026.41	972.51	(53.90)	(5.5)
Health Insurance	1,382.70	993.00	(389.70)	(39.2)	3,226.30	2,979.00	(247.30)	(8.3)
Worker's Compensation	0.00	44.67	44.67	100.0	0.00	134.01	134.01	100.0
Unemployment	6.77	12.00	5.23	43.6	13.91	36.00	22.09	61.4
<b>Total General &amp; Administrative Expenses</b>	<b>\$8,813.85</b>	<b>\$6,979.84</b>	<b>\$(1,834.01)</b>	<b>(26.3)%</b>	<b>\$20,266.53</b>	<b>\$20,939.52</b>	<b>\$672.99</b>	<b>3.2 %</b>
<b>Total Expenses</b>	<b>\$11,078.25</b>	<b>\$8,966.86</b>	<b>\$(2,111.39)</b>	<b>(23.5)%</b>	<b>\$23,647.87</b>	<b>\$26,900.58</b>	<b>\$3,252.71</b>	<b>12.1%</b>
<b>Net Income (Loss)</b>	<b>\$(11,078.25)</b>	<b>\$(8,966.86)</b>	<b>\$(2,111.39)</b>	<b>(23.5)%</b>	<b>(\$23,647.87)</b>	<b>\$(26,900.58)</b>	<b>\$3,252.71</b>	<b>12.1%</b>

10/4/22  
10:51:11 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Fuel	\$158.24	\$166.67	\$8.43	5.1%	\$344.11	\$500.01	\$155.90	31.2%
Legal Exp - Parks	0.00	20.83	20.83	100.0	0.00	62.49	62.49	100.0
Miscellaneous	24.33	25.00	0.67	2.7	42.83	75.00	32.17	42.9
Operating Supplies - Parks	0.00	29.17	29.17	100.0	43.74	87.51	43.77	50.0
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	24.99	24.99	100.0
Rep and Maint - Vehicles	52.50	125.00	72.50	58.0	103.75	375.00	271.25	72.3
Rep and Maint - Equipment	22.50	41.67	19.17	46.0	22.50	125.01	102.51	82.0
Rep and Maint - Infrastructure	0.00	166.67	166.67	100.0	0.00	500.01	500.01	100.0
Small Tools and Equipment	526.17	83.33	(442.84)	(531.4)	526.17	249.99	(276.18)	(110.5)
Uniform Exp Parks	31.12	33.33	2.21	6.6	31.12	99.99	68.87	68.9
Utilities	170.72	233.33	62.61	26.8	612.22	699.99	87.77	12.5
Lease Payments	21.68	21.75	0.07	0.3	65.04	65.25	0.21	0.3
<b>Total Program Expenses</b>	<b>\$1,007.26</b>	<b>\$955.08</b>	<b>\$(52.18)</b>	<b>(5.5)%</b>	<b>\$1,791.48</b>	<b>\$2,865.24</b>	<b>\$1,073.76</b>	<b>37.5 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$655.13	\$610.75	\$(44.38)	(7.3)%	\$1,606.20	\$1,832.25	\$226.05	12.3%
FICA and Medicare	48.60	46.75	(1.85)	(4.0)	117.81	140.25	22.44	16.0
Retirement	43.79	48.83	5.04	10.3	119.88	146.49	26.61	18.2
Health Insurance	162.33	156.92	(5.41)	(3.4)	441.41	470.76	29.35	6.2
Worker's Compensation	0.00	28.67	28.67	100.0	0.00	86.01	86.01	100.0
Unemployment	0.00	0.75	0.75	100.0	0.01	2.25	2.24	99.6
<b>Total General &amp; Administrative Expenses</b>	<b>\$909.85</b>	<b>\$892.67</b>	<b>\$(17.18)</b>	<b>(1.9)%</b>	<b>\$2,285.31</b>	<b>\$2,678.01</b>	<b>\$392.70</b>	<b>14.7 %</b>
<b>Total Expenses</b>	<b>\$1,917.11</b>	<b>\$1,847.75</b>	<b>\$(69.36)</b>	<b>(3.8)%</b>	<b>\$4,076.79</b>	<b>\$5,543.25</b>	<b>\$1,466.46</b>	<b>26.5%</b>
<b>Net Income (Loss)</b>	<b>\$(1,917.11)</b>	<b>\$(1,847.75)</b>	<b>\$(69.36)</b>	<b>(3.8)%</b>	<b>\$(4,076.79)</b>	<b>\$(5,543.25)</b>	<b>\$1,466.46</b>	<b>26.5%</b>

10/4/22  
10:52:02 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$50.00	\$875.00	\$825.00	94.3%	\$1,324.29	\$2,625.00	\$1,300.71	49.6%
Engineering Fees	0.00	416.67	416.67	100.0	0.00	1,250.01	1,250.01	100.0
Fuel	68.83	125.00	56.17	44.9	161.43	375.00	213.57	57.0
Legal Exp - Properties	0.00	8.33	8.33	100.0	0.00	24.99	24.99	100.0
Miscellaneous	232.08	83.33	(148.75)	(178.5)	250.58	249.99	(0.59)	(0.2)
Operating Supplies - Properties	0.00	166.67	166.67	100.0	43.74	500.01	456.27	91.3
R&M Building - Properties	1,109.36	4,166.67	3,057.31	73.4	(4,495.28)	12,500.01	16,995.29	136.0
Rep and Maint - Vehicles	52.50	125.00	72.50	58.0	103.75	375.00	271.25	72.3
Rep and Maint - Equipment	0.00	20.83	20.83	100.0	18.66	62.49	43.83	70.1
Rep and Maint - Infrastructure	0.00	9,583.33	9,583.33	100.0	0.00	28,749.99	28,749.99	100.0
Small Tools and Equipment	0.00	100.00	100.00	100.0	103.78	300.00	196.22	65.4
Uniform Exp Properties	31.12	29.17	(1.95)	(6.7)	31.12	87.51	56.39	64.4
Utilities	3,263.28	3,500.00	236.72	6.8	9,219.77	10,500.00	1,280.23	12.2
Lease Payments	21.68	21.75	0.07	0.3	65.04	65.25	0.21	0.3
<b>Total Program Expenses</b>	<b>\$4,828.85</b>	<b>\$19,221.75</b>	<b>\$14,392.90</b>	<b>74.9 %</b>	<b>\$6,826.88</b>	<b>\$57,665.25</b>	<b>\$50,838.37</b>	<b>88.2 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,056.77	\$3,781.83	\$(274.94)	(7.3)%	\$9,946.06	\$11,345.49	\$1,399.43	12.3%
FICA and Medicare	300.94	289.33	(11.61)	(4.0)	729.50	867.99	138.49	16.0
Retirement	271.11	302.58	31.47	10.4	742.25	907.74	165.49	18.2
Health Insurance	1,005.24	971.83	(33.41)	(3.4)	2,733.36	2,915.49	182.13	6.2
Worker's Compensation	0.00	172.08	172.08	100.0	0.00	516.24	516.24	100.0
Unemployment	0.00	4.83	4.83	100.0	0.08	14.49	14.41	99.4
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,634.06</b>	<b>\$5,522.48</b>	<b>\$(111.58)</b>	<b>(2.0)%</b>	<b>\$14,151.25</b>	<b>\$16,567.44</b>	<b>\$2,416.19</b>	<b>14.6 %</b>
<b>Total Expenses</b>	<b>\$10,462.91</b>	<b>\$24,744.23</b>	<b>\$14,281.32</b>	<b>57.7%</b>	<b>\$20,978.13</b>	<b>\$74,232.69</b>	<b>\$53,254.56</b>	<b>71.7%</b>
<b>Net Income (Loss)</b>	<b>\$(10,462.91)</b>	<b>\$(24,744.23)</b>	<b>\$14,281.32</b>	<b>57.7%</b>	<b>\$(20,978.13)</b>	<b>\$(74,232.69)</b>	<b>\$53,254.56</b>	<b>71.7%</b>

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Connection Fees	\$0.00	\$416.67	\$(416.67)	(100.0)%	\$0.00	\$1,250.01	\$(1,250.01)	(100.0)%
Water Usage Fees	13,514.07	15,166.67	(1,652.60)	(10.9)	41,474.63	45,500.01	(4,025.38)	(8.8)
Miscellaneous	250.00	208.33	41.67	20.0	686.00	624.99	61.01	9.8
Transfers In	49,166.66	49,166.67	(0.01)	0.0	147,500.06	147,500.01	0.05	0.0
<b>Net Revenues</b>	<b>\$62,930.73</b>	<b>\$64,958.34</b>	<b>\$(2,027.61)</b>	<b>(3.1)%</b>	<b>\$189,660.69</b>	<b>\$194,875.02</b>	<b>\$(5,214.33)</b>	<b>(2.7)%</b>
<b><u>Program Expenses</u></b>								
Contract Services	\$900.00	\$2,666.67	\$1,766.67	66.3%	\$4,156.22	\$8,000.01	\$3,843.79	48.0%
Training & Education	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	0.00	450.00	450.00	100.0
Engineering Fees	0.00	125.00	125.00	100.0	0.00	375.00	375.00	100.0
Fuel	328.01	250.00	(78.01)	(31.2)	682.33	750.00	67.67	9.0
Insurance	0.00	625.00	625.00	100.0	0.00	1,875.00	1,875.00	100.0
Legal Exp - Water	0.00	3,583.33	3,583.33	100.0	370.50	10,749.99	10,379.49	96.6
Miscellaneous	24.33	66.25	41.92	63.3	42.83	198.75	155.92	78.5
Software Support Exp - Water	61.60	469.00	407.40	86.9	184.40	1,407.00	1,222.60	86.9
Operating Supplies - Water	0.00	283.33	283.33	100.0	67.90	849.99	782.09	92.0
R&M Building - Water	0.00	16.67	16.67	100.0	0.00	50.01	50.01	100.0
Rep and Maint - Vehicles	52.50	166.67	114.17	68.5	103.75	500.01	396.26	79.3
Rep and Maint - Equipment	0.00	125.00	125.00	100.0	0.00	375.00	375.00	100.0
Rep and Maint - Infrastructure	125.91	43,666.67	43,540.76	99.7	308.86	131,000.01	130,691.15	99.8
Springs Security Exp	52.80	833.33	780.53	93.7	283.26	2,499.99	2,216.73	88.7
Service Tests/System Testing	30.00	62.50	32.50	52.0	60.00	187.50	127.50	68.0
Small Tools and Equipment	0.00	104.17	104.17	100.0	0.00	312.51	312.51	100.0
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	225.00	225.00	100.0
Uniform Exp Water	31.12	29.17	(1.95)	(6.7)	31.12	87.51	56.39	64.4
Utilities Exp - Water	35.49	41.67	6.18	14.8	107.65	125.01	17.36	13.9
Administrative Charge	4,524.00	4,524.00	0.00	0.0	13,572.00	13,572.00	0.00	0.0
Lease Payments	75.88	75.92	0.04	0.1	227.64	227.76	0.12	0.1
<b>Total Program Expenses</b>	<b>\$6,241.64</b>	<b>\$57,981.02</b>	<b>\$51,739.38</b>	<b>89.2 %</b>	<b>\$20,198.46</b>	<b>\$173,943.06</b>	<b>\$153,744.60</b>	<b>88.4 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$7,156.04	\$6,671.08	\$(484.96)	(7.3)%	\$17,544.58	\$20,013.24	\$2,468.66	12.3%
FICA and Medicare	530.84	510.33	(20.51)	(4.0)	1,286.82	1,530.99	244.17	15.9
Retirement	478.23	533.67	55.44	10.4	1,309.32	1,601.01	291.69	18.2
Health Insurance	1,773.26	1,714.25	(59.01)	(3.4)	4,821.65	5,142.75	321.10	6.2

10/4/22

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**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Worker's Compensation	0.00	372.83	372.83	100.0	0.00	1,118.49	1,118.49	100.0
Unemployment	0.00	8.50	8.50	100.0	0.14	25.50	25.36	99.5
<b>Total General &amp; Administrative Expenses</b>	<b>\$9,938.37</b>	<b>\$9,810.66</b>	<b>\$(127.71)</b>	<b>(1.3)%</b>	<b>\$24,962.51</b>	<b>\$29,431.98</b>	<b>\$4,469.47</b>	<b>15.2 %</b>
<b>Total Expenses</b>	<b>\$16,180.01</b>	<b>\$67,791.68</b>	<b>\$51,611.67</b>	<b>76.1%</b>	<b>\$45,160.97</b>	<b>\$203,375.04</b>	<b>\$158,214.07</b>	<b>77.8%</b>
<b>Net Income (Loss)</b>	<b>\$46,750.72</b>	<b>\$(2,833.34)</b>	<b>\$49,584.06</b>	<b>1750.0%</b>	<b>\$144,499.72</b>	<b>\$(8,500.02)</b>	<b>\$152,999.74</b>	<b>1800.0%</b>

10/4/22  
10:53:41 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Connection Fees	\$0.00	\$458.33	\$(458.33)	(100.0)%	\$0.00	\$1,374.99	\$(1,374.99)	(100.0)%
Sewer Usage Fees	12,974.67	15,166.67	(2,192.00)	(14.5)	40,331.40	45,500.01	(5,168.61)	(11.4)
Transfers In	7,500.00	7,500.00	0.00	0.0	22,500.00	22,500.00	0.00	0.0
<b>Net Revenues</b>	<b>\$20,474.67</b>	<b>\$23,125.00</b>	<b>\$(2,650.33)</b>	<b>(11.5)%</b>	<b>\$62,831.40</b>	<b>\$69,375.00</b>	<b>\$(6,543.60)</b>	<b>(9.4)%</b>
<b><u>Program Expenses</u></b>								
Contract Services	\$3,200.00	\$4,550.00	\$1,350.00	29.7%	\$6,400.00	\$13,650.00	\$7,250.00	53.1%
Permit Fee Exp - Sewer	0.00	114.58	114.58	100.0	0.00	343.74	343.74	100.0
Engineering Fees	0.00	1,458.33	1,458.33	100.0	0.00	4,374.99	4,374.99	100.0
Fuel	194.13	250.00	55.87	22.3	473.71	750.00	276.29	36.8
Insurance	0.00	833.33	833.33	100.0	0.00	2,499.99	2,499.99	100.0
Legal Exp - Sewer	0.00	91.67	91.67	100.0	0.00	275.01	275.01	100.0
Miscellaneous	24.33	41.50	17.17	41.4	99.91	124.50	24.59	19.8
Software Support Exp - Sewer	61.60	469.00	407.40	86.9	184.40	1,407.00	1,222.60	86.9
Operating Supplies	43.88	666.67	622.79	93.4	3,655.76	2,000.01	(1,655.75)	(82.8)
R&M Building - Sewer	0.00	25.00	25.00	100.0	0.00	75.00	75.00	100.0
Rep and Maint - Vehicles	79.23	158.33	79.10	50.0	156.15	474.99	318.84	67.1
Rep and Maint - Equipment	0.00	200.00	200.00	100.0	0.00	600.00	600.00	100.0
Rep and Maint - Infrastructure	75.00	4,000.00	3,925.00	98.1	415.61	12,000.00	11,584.39	96.5
Service Tests/System Testing	1,358.40	1,166.67	(191.73)	(16.4)	2,665.80	3,500.01	834.21	23.8
Small Tools & Equipment (under \$5,000)	679.49	166.67	(512.82)	(307.7)	679.49	500.01	(179.48)	(35.9)
Uniform Exp Sewer	31.12	29.17	(1.95)	(6.7)	31.12	87.51	56.39	64.4
Utilities	189.54	208.33	18.79	9.0	566.73	624.99	58.26	9.3
Administrative Charge	4,524.00	4,524.00	0.00	0.0	13,572.00	13,572.00	0.00	0.0
Lease Payments	75.88	75.92	0.04	0.1	227.64	227.76	0.12	0.1
<b>Total Program Expenses</b>	<b>\$10,536.60</b>	<b>\$19,029.17</b>	<b>\$8,492.57</b>	<b>44.6 %</b>	<b>\$29,128.32</b>	<b>\$57,087.51</b>	<b>\$27,959.19</b>	<b>49.0 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$3,880.39	\$3,617.42	\$(262.97)	(7.3)%	\$9,513.64	\$10,852.26	\$1,338.62	12.3%
FICA and Medicare	287.85	276.75	(11.10)	(4.0)	697.78	830.25	132.47	16.0
Retirement	259.32	289.42	30.10	10.4	709.98	868.26	158.28	18.2
Health Insurance	961.53	929.58	(31.95)	(3.4)	2,614.49	2,788.74	174.25	6.2
Worker's Compensation	0.00	186.42	186.42	100.0	0.00	559.26	559.26	100.0
Unemployment	0.00	4.58	4.58	100.0	0.08	13.74	13.66	99.4
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,389.09</b>	<b>\$5,304.17</b>	<b>\$(84.92)</b>	<b>(1.6)%</b>	<b>\$13,535.97</b>	<b>\$15,912.51</b>	<b>\$2,376.54</b>	<b>14.9 %</b>



10/4/22  
10:53:41 AM

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$15,925.69	\$24,333.34	\$8,407.65	34.6%	\$42,664.29	\$73,000.02	\$30,335.73	41.6%
Net Income (Loss)	\$4,548.98	\$(1,208.34)	\$5,757.32	476.5%	\$20,167.11	\$(3,625.02)	\$23,792.13	656.3%

10/4/22  
10:54:30 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Sanitation Usage Fees	\$14,497.37	\$15,666.67	\$(1,169.30)	(7.5)%	\$43,681.32	\$47,000.01	\$(3,318.69)	(7.1)%
Miscellaneous	54.00	62.50	(8.50)	(13.6)	449.00	187.50	261.50	139.5
Transfers In	2,500.00	2,500.00	0.00	0.0	7,500.00	7,500.00	0.00	0.0
<b>Net Revenues</b>	<b>\$17,051.37</b>	<b>\$18,229.17</b>	<b>\$(1,177.80)</b>	<b>(6.5)%</b>	<b>\$51,630.32</b>	<b>\$54,687.51</b>	<b>\$(3,057.19)</b>	<b>(5.6)%</b>
<b>Program Expenses</b>								
Recycling Contract Exp	\$240.00	\$125.00	\$(115.00)	(92.0)%	\$240.00	\$375.00	\$135.00	36.0%
Training & Education	95.00	41.67	(53.33)	(128.0)	95.00	125.01	30.01	24.0
Equipment Rentals	0.00	66.67	66.67	100.0	950.20	200.01	(750.19)	(375.1)
Fuel	502.31	875.00	372.69	42.6	1,532.32	2,625.00	1,092.68	41.6
Insurance	0.00	833.33	833.33	100.0	0.00	2,499.99	2,499.99	100.0
Landfill Tipping Fees	1,812.80	1,800.00	(12.80)	(0.7)	3,442.00	5,400.00	1,958.00	36.3
Miscellaneous	24.33	22.08	(2.25)	(10.2)	93.73	66.24	(27.49)	(41.5)
Software Support Exp - Trash	61.63	469.00	407.37	86.9	184.43	1,407.00	1,222.57	86.9
Operating Supplies - Trash	0.00	62.50	62.50	100.0	43.74	187.50	143.76	76.7
Rep and Maint - Vehicles	442.08	833.33	391.25	47.0	1,957.67	2,499.99	542.32	21.7
Rep and Maint - Equipment	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0
Small Tools and Equipment	0.00	500.00	500.00	100.0	0.00	1,500.00	1,500.00	100.0
Uniform Exp Trash	31.12	29.17	(1.95)	(6.7)	31.12	87.51	56.39	64.4
Administrative Charge	4,524.00	4,524.00	0.00	0.0	13,572.00	13,572.00	0.00	0.0
Transfers Out	0.00	0.00	0.00	0.0	10,000.00	10,000.00	0.00	0.0
<b>Total Program Expenses</b>	<b>\$7,733.27</b>	<b>\$10,223.42</b>	<b>\$2,490.15</b>	<b>24.4 %</b>	<b>\$32,142.21</b>	<b>\$40,670.26</b>	<b>\$8,528.05</b>	<b>21.0 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$6,173.35	\$5,755.00	\$(418.35)	(7.3)%	\$15,135.30	\$17,265.00	\$2,129.70	12.3%
FICA and Medicare	457.94	440.25	(17.69)	(4.0)	1,110.09	1,320.75	210.66	16.0
Retirement	412.56	460.42	47.86	10.4	1,129.51	1,381.26	251.75	18.2
Health Insurance	1,529.77	1,478.83	(50.94)	(3.4)	4,159.54	4,436.49	276.95	6.2
Worker's Compensation	0.00	530.58	530.58	100.0	0.00	1,591.74	1,591.74	100.0
Unemployment	0.00	7.33	7.33	100.0	0.11	21.99	21.88	99.5
<b>Total General &amp; Administrative Expenses</b>	<b>\$8,573.62</b>	<b>\$8,672.41</b>	<b>\$98.79</b>	<b>1.1 %</b>	<b>\$21,534.55</b>	<b>\$26,017.23</b>	<b>\$4,482.68</b>	<b>17.2 %</b>
<b>Total Expenses</b>	<b>\$16,306.89</b>	<b>\$18,895.83</b>	<b>\$2,588.94</b>	<b>13.7%</b>	<b>\$53,676.76</b>	<b>\$66,687.49</b>	<b>\$13,010.73</b>	<b>19.5%</b>
<b>Net Income (Loss)</b>	<b>\$744.48</b>	<b>\$(666.66)</b>	<b>\$1,411.14</b>	<b>211.7%</b>	<b>\$(2,046.44)</b>	<b>\$(11,999.98)</b>	<b>\$9,953.54</b>	<b>82.9%</b>

10/4/22  
10:55:19 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
HURF Revenue	\$3,533.58	\$4,037.83	\$(504.25)	(12.5)%	\$11,873.77	\$12,113.49	\$(239.72)	(2.0)%
Interest and Investment Earnings	78.56	41.67	36.89	88.5	199.17	125.01	74.16	59.3
Transfers In	19,708.33	19,708.33	0.00	0.0	59,125.03	59,124.99	0.04	0.0
<b>Net Revenues</b>	<b>\$23,320.47</b>	<b>\$23,787.83</b>	<b>\$(467.36)</b>	<b>(2.0)%</b>	<b>\$71,197.97</b>	<b>\$71,363.49</b>	<b>\$(165.52)</b>	<b>(0.2)%</b>
<b><u>Program Expenses</u></b>								
Engineering Fees	\$0.00	\$208.33	\$208.33	100.0%	\$0.00	\$624.99	\$624.99	100.0%
Equipment Rentals - HURF	0.00	66.67	66.67	100.0	0.00	200.01	200.01	100.0
Fuel	68.82	150.00	81.18	54.1	161.42	450.00	288.58	64.1
Insurance	0.00	416.67	416.67	100.0	0.00	1,250.01	1,250.01	100.0
Miscellaneous	24.35	52.58	28.23	53.7	42.85	157.74	114.89	72.8
Software Service & Support	20.52	132.83	112.31	84.6	61.43	398.49	337.06	84.6
Operating Supplies - HURF	0.00	41.67	41.67	100.0	43.78	125.01	81.23	65.0
Public Restroom Supplies	1,110.02	250.00	(860.02)	(344.0)	1,110.02	750.00	(360.02)	(48.0)
R&M Building - HURF	0.00	41.67	41.67	100.0	0.00	125.01	125.01	100.0
Rep and Maint - Vehicles	52.50	125.00	72.50	58.0	103.75	375.00	271.25	72.3
Rep and Maint - Equipment	0.00	41.67	41.67	100.0	77.75	125.01	47.26	37.8
Rep and Maint - Infrastructure	505.58	13,750.00	13,244.42	96.3	505.58	41,250.00	40,744.42	98.8
Small Tools and Equipment	19.75	41.67	21.92	52.6	19.75	125.01	105.26	84.2
Street Lights	1,053.35	1,083.33	29.98	2.8	3,160.05	3,249.99	89.94	2.8
Street Supplies	675.20	416.67	(258.53)	(62.0)	966.18	1,250.01	283.83	22.7
Uniform Exp - HURF	31.13	29.17	(1.96)	(6.7)	31.13	87.51	56.38	64.4
Administrative Charge	670.50	670.50	0.00	0.0	2,011.50	2,011.50	0.00	0.0
Capital Outlay	0.00	2,083.33	2,083.33	100.0	0.00	6,249.99	6,249.99	100.0
Lease Payments	21.69	21.75	0.06	0.3	65.07	65.25	0.18	0.3
<b>Total Program Expenses</b>	<b>\$4,253.41</b>	<b>\$19,623.51</b>	<b>\$15,370.10</b>	<b>78.3 %</b>	<b>\$8,360.26</b>	<b>\$58,870.53</b>	<b>\$50,510.27</b>	<b>85.8 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,915.93	\$4,288.17	\$(627.76)	(14.6)%	\$11,866.19	\$12,864.51	\$998.32	7.8%
FICA and Medicare	368.47	328.08	(40.39)	(12.3)	882.42	984.24	101.82	10.3
Retirement	218.90	244.33	25.43	10.4	599.32	732.99	133.67	18.2
Health Insurance	811.71	784.67	(27.04)	(3.4)	2,207.11	2,354.01	146.90	6.2
Worker's Compensation	0.00	175.83	175.83	100.0	0.00	527.49	527.49	100.0
Unemployment	0.00	9.92	9.92	100.0	5.19	29.76	24.57	82.6
<b>Total General &amp; Administrative Expenses</b>	<b>\$6,315.01</b>	<b>\$5,831.00</b>	<b>\$(484.01)</b>	<b>(8.3)%</b>	<b>\$15,560.23</b>	<b>\$17,493.00</b>	<b>\$1,932.77</b>	<b>11.0 %</b>

10/4/22  
10:55:19 AM

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$10,568.42	\$25,454.51	\$14,886.09	58.5%	\$23,920.49	\$76,363.53	\$52,443.04	68.7%
Net Income (Loss)	\$12,752.05	\$(1,666.68)	\$14,418.73	865.1%	\$47,277.48	\$(5,000.04)	\$52,277.52	1045.5%

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 9/1/2022 Through 9/30/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Parking Kiosk Revenue	\$25,324.75	\$33,333.33	\$(8,008.58)	(24.0)%	\$66,873.95	\$99,999.99	\$(33,126.04)	(33.1)%
<b>Net Revenues</b>	<b>\$25,324.75</b>	<b>\$33,333.33</b>	<b>\$(8,008.58)</b>	<b>(24.0)%</b>	<b>\$66,873.95</b>	<b>\$99,999.99</b>	<b>\$(33,126.04)</b>	<b>(33.1)%</b>
<b><u>Program Expenses</u></b>								
Fuel	\$37.90	\$166.67	\$128.77	77.3%	\$112.19	\$500.01	\$387.82	77.6%
Miscellaneous	0.00	53.33	53.33	100.0	0.00	159.99	159.99	100.0
Bank Charges	0.00	0.00	0.00	0.0	16.04	0.00	(16.04)	0.0
Credit Card Processing Fees	1,729.74	3,791.67	2,061.93	54.4	8,859.44	11,375.01	2,515.57	22.1
Software Service and Support	1,337.90	874.50	(463.40)	(53.0)	1,787.46	2,623.50	836.04	31.9
Operating Supplies	0.00	250.00	250.00	100.0	635.13	750.00	114.87	15.3
Telephone	160.04	266.67	106.63	40.0	320.08	800.01	479.93	60.0
Administrative Charge	438.50	438.50	0.00	0.0	1,315.50	1,315.50	0.00	0.0
Allow for Additional Capital Purchases	0.00	583.33	583.33	100.0	0.00	1,749.99	1,749.99	100.0
Transfers Out	27,000.00	28,041.67	1,041.67	3.7	81,000.00	84,125.01	3,125.01	3.7
<b>Total Program Expenses</b>	<b>\$30,704.08</b>	<b>\$34,466.34</b>	<b>\$3,762.26</b>	<b>10.9 %</b>	<b>\$94,045.84</b>	<b>\$103,399.02</b>	<b>\$9,353.18</b>	<b>9.0 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,482.00	\$3,089.33	\$(1,392.67)	(45.1)%	\$10,394.60	\$9,267.99	\$(1,126.61)	(12.2)%
Longevity Bonus	60.00	0.00	(60.00)	0.0	60.00	0.00	(60.00)	0.0
FICA Match	347.47	236.33	(111.14)	(47.0)	799.80	708.99	(90.81)	(12.8)
Worker's Compensation	0.00	81.08	81.08	100.0	0.00	243.24	243.24	100.0
Unemployment	4.59	15.33	10.74	70.1	13.64	45.99	32.35	70.3
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,894.06</b>	<b>\$3,422.07</b>	<b>\$(1,471.99)</b>	<b>(43.0)%</b>	<b>\$11,268.04</b>	<b>\$10,266.21</b>	<b>\$(1,001.83)</b>	<b>(9.8)%</b>
<b>Total Expenses</b>	<b>\$35,598.14</b>	<b>\$37,888.41</b>	<b>\$2,290.27</b>	<b>6.0%</b>	<b>\$105,313.88</b>	<b>\$113,665.23</b>	<b>\$8,351.35</b>	<b>7.3%</b>
<b>Net Income (Loss)</b>	<b>\$(10,273.39)</b>	<b>\$(4,555.08)</b>	<b>\$(5,718.31)</b>	<b>(125.5)%</b>	<b>\$(38,439.93)</b>	<b>\$(13,665.24)</b>	<b>\$(24,774.69)</b>	<b>(181.3)%</b>

10/4/22  
9:43:05 AM

**Town of Jerome**  
Balance Sheet  
As of 9/30/2022  
Fund: (1) General

**Assets**

**Current Assets**

LGIP	\$1,705.08	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,369.89	
City Sales Taxes	161,097.72	
Franchise Fees	3,790.44	
GF Accounts Receivable	(3,563.53)	
Property Taxes	1,309.28	
State Sales Taxes	2,435.52	
Court - Checking & Bond Acct	93,105.84	
Court - JCEF Acct	14,436.28	
Court - FTG Acct	8,891.93	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
General Fund PrePaid Exp	(2,782.47)	
NBA Checking	95,754.85	
OAZ Checking	749,052.06	
OAZ General Savings	2,079,357.50	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$3,206,540.39

**Other Assets**

Due From Other Funds	\$2,660,665.79	
Total Other Assets		2,660,665.79

**Total Assets**

**\$5,867,206.18**

**Liabilities and Net Assets**

**Current Liabilities**

Accounts Payable	\$3,629.27	
Federal WH & FICA	3.83	
Health Insurance	4,712.78	
457G Retirement	3,350.75	
PSPRS	(3,495.44)	
Customer Deposits	6,760.72	
FD Per Call Payable	15,304.50	
Ganishments Payable	1,735.51	
HDHP Savings	1,728.04	
Wages Payable	38,573.32	
Due To Other Funds	4,609,815.97	
Court Liabilities	5,635.31	
Total Current Liabilities		\$4,687,754.56
Total Liabilities		\$4,687,754.56

**Net Assets**

Unrestricted Funds	945,868.68	
Current Year Net Assets	233,582.94	
Total Net Assets		1,179,451.62
Total Liabilities and Net Assets		<b>\$5,867,206.18</b>

10/4/22  
9:44:25 AM

**Town of Jerome**  
Balance Sheet  
As of 9/30/2022  
  
Fund: (2) Utilities

**Assets**

**Current Assets**

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	52,447.35	
Miscellaneous	27.21	
Construction WIP	115,848.16	
Total Current Assets		\$153,322.72

**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	\$1,086,865.14	
Total Other Assets		1,086,865.14

**Total Assets**

**\$3,233,759.18**

**Liabilities and Net Assets**

**Current Liabilities**

Sales Tax Payable	\$583.44	
Customer Deposits	27,375.53	
Compensated Absences	5,621.13	
Other Liabilities	2,450.36	
Due To Other Funds	851,720.12	
Accrued Payroll	6,056.53	
Total Current Liabilities		\$893,807.11

**Total Liabilities**

**\$893,807.11**

**Net Assets**

Unrestricted Fund Balance	776,964.00	
Unrestricted Fund Balance	(149,031.00)	
Unrestricted Fund Balance	1,592,085.59	
Current Year Net Assets	119,933.48	
Total Net Assets		2,339,952.07
Total Liabilities and Net Assets		<b>\$3,233,759.18</b>

10/4/22  
10:38:06 AM

**Town of Jerome**  
Balance Sheet  
As of 9/30/2022  
  
Fund: (3) Road  
Department: (30) HURF

**Assets**

**Current Assets**

HURF Accounts Receivable	\$4,521.44	
OAZ HURF Savings	479,682.58	
Total Current Assets		\$484,204.02

**Other Assets**

Due From Other Funds	\$185,623.01	
Total Other Assets		185,623.01

**Total Assets**

**\$669,827.03**

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$517,998.50	
Accrued Payroll	1,548.18	
Total Current Liabilities		\$519,546.68

**Total Liabilities**

**\$519,546.68**

**Net Assets**

Unrestricted Fund Balance	108,157.37	
Current Year Net Assets	42,122.98	
Total Net Assets		150,280.35
Total Liabilities and Net Assets		<b>\$669,827.03</b>



10/4/22  
10:38:34 AM

**Town of Jerome**  
Balance Sheet  
As of 9/30/2022  
  
Fund: (3) Road  
Department: (35) Parking

**Assets**

**Other Assets**

Due From	\$643,573.60	
Total Other Assets		\$643,573.60
<b>Total Assets</b>		<b>\$643,573.60</b>

**Liabilities and Net Assets**

**Current Liabilities**

Due To	\$488,408.54	
Wages Payable	1,271.65	
Total Current Liabilities		\$489,680.19
<b>Total Liabilities</b>		<b>\$489,680.19</b>

**Net Assets**

Unrestricted Fund Balance	115,938.77	
Current Year Net Assets	37,954.64	
<b>Total Net Assets</b>		<b>153,893.41</b>
<b>Total Liabilities and Net Assets</b>		<b>\$643,573.60</b>

10/4/22  
10:38:59 AM

**Town of Jerome**  
Balance Sheet  
As of 9/30/2022

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	\$62,276.91	
Total Other Assets		62,276.91

<b>Total Assets</b>		<b>\$269,114.14</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$50,246.21	
Total Current Liabilities		\$50,246.21

<b>Total Liabilities</b>		<b>\$50,246.21</b>
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**Net Assets**

Unrestricted Fund Balance	221,072.32	
Current Year Net Assets	(2,204.39)	

<b>Total Net Assets</b>		<b>218,867.93</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$269,114.14</b>
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10/4/22  
10:39:20 AM

**Town of Jerome**

Balance Sheet

As of 9/30/2022

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	\$149,785.64	
Total Other Assets		149,785.64

**Total Assets**

\$165,410.17

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$69,819.49	
Deferred Revenue - Opr Grants	51,303.51	
Total Current Liabilities		\$121,123.00

**Total Liabilities**

\$121,123.00

**Net Assets**

Unrestricted Fund Balance	32,585.67	
Current Year Net Assets	11,701.50	
Total Net Assets		44,287.17
Total Liabilities and Net Assets		<u>\$165,410.17</u>

10/4/22  
10:39:40 AM

**Town of Jerome**  
Balance Sheet  
As of 9/30/2022  
  
Fund: (6) Capital Grants

**Assets**

**Current Assets**

Cap Grants Receivable	\$74,159.08	
Total Current Assets	<hr/>	\$74,159.08

**Other Assets**

Due From Other Funds	\$1,506,941.61	
Total Other Assets	<hr/>	1,506,941.61

<b>Total Assets</b>		<hr/> <b>\$1,581,100.69</b> <hr/>
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**Liabilities and Net Assets**

**Current Liabilities**

Deferred Revenue - Cap Grants	\$109,069.87	
Due To Other Funds	556,227.99	
Accounts Payable - Cap Grants	89.56	
Total Current Liabilities	<hr/>	\$665,387.42

<b>Total Liabilities</b>		<hr/> <b>\$665,387.42</b> <hr/>
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**Net Assets**

Restricted Fund Balance	\$291,647.29	
Unrestricted Fund Balance	(275,672.93)	
Current Year Net Assets	<hr/>	

<b>Total Net Assets</b>		<hr/> <b>915,713.27</b> <hr/>
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<b>Total Liabilities and Net Assets</b>		<hr/> <b>\$1,581,100.69</b> <hr/>
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10/4/22  
10:40:04 AM

**Town of Jerome**

Balance Sheet

As of 9/30/2022

Fund: (7) GF Contingencies

**Assets**

**Other Assets**

Due From Other Funds	\$177,707.13	
Total Other Assets		\$177,707.13
<b>Total Assets</b>		<b>\$177,707.13</b>

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$212,109.70	
Total Current Liabilities		\$212,109.70
<b>Total Liabilities</b>		<b>\$212,109.70</b>

**Net Assets**

Unrestricted Fund Balance	\$94,258.74	
Current Year Net Assets	(128,661.31)	
<b>Total Net Assets</b>		<b>(34,402.57)</b>
<b>Total Liabilities and Net Assets</b>		<b>\$177,707.13</b>

10/4/22  
10:40:21 AM

Town of Jerome  
Balance Sheet  
As of 9/30/2022

Fund: (8) UF Contingencies

Assets

<b>Other Assets</b>		
Due From Other Funds	\$155,980.54	
Total Other Assets		\$155,980.54
<b>Total Assets</b>		<b>\$155,980.54</b>

Liabilities and Net Assets

<b>Current Liabilities</b>		
Due To Other Funds	\$500.00	
Total Current Liabilities		\$500.00
<b>Total Liabilities</b>		<b>\$500.00</b>

<b>Net Assets</b>		
Current Year Net Assets	\$155,480.54	
<b>Total Net Assets</b>		<b>155,480.54</b>
<b>Total Liabilities and Net Assets</b>		<b>\$155,980.54</b>

10/4/22  
10:40:37 AM

**Town of Jerome**  
Balance Sheet  
As of 9/30/2022  
  
Fund: (9) Capital

**Assets**

**Current Assets**

OAZ Capital Improvements	\$70,815.70	
Total Current Assets		\$70,815.70

**Other Assets**

Due From Other Funds	\$1,038,124.47	
Total Other Assets		1,038,124.47

<b>Total Assets</b>		<b>\$1,108,940.17</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$310,019.57	
Total Current Liabilities		\$310,019.57

<b>Total Liabilities</b>		<b>\$310,019.57</b>
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**Net Assets**

Unrestricted Fund Balance	\$82,861.60	
Current Year Net Assets	716,059.00	

<b>Total Net Assets</b>		<b>798,920.60</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$1,108,940.17</b>
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Town of Jerome

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											\$460.07
9722KM21	09/07/22	09/07/22	10/07/22								
Inv. 22-1499 Internet Town Hall		1.11.6192 - Software Support Exp - GG		\$120.00	\$0.00	\$120.00	09/07/22	13042	ASCUCK		\$0.00
Inv. 22-1499 Internet Public Works		1.16.6192 - Software Maintenance & Support		\$75.00	\$0.00	\$75.00	09/07/22	13042	ASCUCK		\$0.00
Inv. 22-1499 Internet FD		1.14.6192 - Software Service & Support		\$75.00	\$0.00	\$75.00	09/07/22	13042	ASCUCK		\$0.00
Inv. 22-1499 Internet PD		1.13.6192 - Software Service & Support		\$150.00	\$0.00	\$150.00	09/07/22	13042	ASCUCK		\$0.00
Inv. 22-1498 Internet Library		1.15.6266 - E-Rate Exp		\$42.95	\$0.00	\$42.95	09/07/22	13042	ASCUCK		\$0.00
INVOICE 9722KM21 TOTALS:				\$462.95	\$0.00	\$462.95					\$0.00
YAVAPAI CO. EDUCATION TECH TOTALS:				\$462.95	\$0.00	\$462.95					\$460.07
VENDOR: 1054 - PARKEON											\$0.00
9722KM29	09/07/22	09/07/22	10/07/22								
S0131335, Inv. 131481 Alarms		3.35.6192 - Software Service and Support		\$408.64	\$0.00	\$408.64	09/07/22	13043	ASCUCK		\$0.00
S0131335, Inv. 130911 Flowbird		3.35.6192 - Software Service and Support		\$34.05	\$0.00	\$34.05	09/07/22	13043	ASCUCK		\$0.00
S0131335, Inv. 131218 Flowbird		3.35.6192 - Software Service and Support		\$32.96	\$0.00	\$32.96	09/07/22	13043	ASCUCK		\$0.00
INVOICE 9722KM29 TOTALS:				\$475.65	\$0.00	\$475.65					\$0.00
92122KM14	09/21/22	09/21/22	10/21/22								
S0131335, Inv. IV131798 Flowbird		3.35.6192 - Software Service and Support		\$48.61	\$0.00	\$48.61	09/21/22	13088	ASCUCK		\$0.00
S0131335, Inv. IV131680 Media Set U		3.35.6192 - Software Service and Support		\$384.48	\$0.00	\$384.48	09/21/22	13088	ASCUCK		\$0.00
INVOICE 92122KM14 TOTALS:				\$433.09	\$0.00	\$433.09					\$0.00
92722KM2	09/28/22	09/28/22	10/28/22								
S0131335, Inv. IV132034 Parking		3.35.6192 - Software Service and Support		\$408.64	\$0.00	\$408.64	09/28/22	13104	ASCUCK		\$0.00
INVOICE 92722KM2 TOTALS:				\$408.64	\$0.00	\$408.64					\$0.00
PARKEON TOTALS:				\$1,317.38	\$0.00	\$1,317.38					\$0.00
VENDOR: 109 - AFLAC											\$0.00
92122KM11	09/21/22	09/21/22	09/21/22								
Acct # DN513, Inv. 833575		1.10.2405 - AFLAC		\$81.72	\$0.00	\$81.72	09/21/22	13089	ASCUCK		\$0.00
INVOICE 92122KM11 TOTALS:				\$81.72	\$0.00	\$81.72					\$0.00
AFLAC TOTALS:				\$81.72	\$0.00	\$81.72					\$0.00
VENDOR: 1096 - SOUTHWEST RISK											\$0.00
91422MA11	09/14/22	09/14/22	10/14/22								
Inv 55119 Commuter Renewal		1.11.6155 - Insurance		\$101.88	\$0.00	\$101.88	09/14/22	13075	ASCUCK		\$0.00
INVOICE 91422MA11 TOTALS:				\$101.88	\$0.00	\$101.88					\$0.00
SOUTHWEST RISK TOTALS:				\$101.88	\$0.00	\$101.88					\$0.00
VENDOR: 1098 - PROCOPY											\$0.00
9722KM22	09/07/22	09/07/22	10/07/22								
Inv. 3667487 Copies		1.11.6191 - Copier & Equip Lease Expense		\$395.54	\$0.00	\$395.54	09/07/22	13044	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 : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Inv. 3667486 Equipment Lease		1.11.6191 - Copier & Equip Lease Expense		\$336.33	\$0.00	\$336.33	09/07/22	13044	ASCUCK	\$0.00
INVOICE 9722KM22 TOTALS:				\$731.87	\$0.00	\$731.87				\$0.00
PROCOPY TOTALS:				\$731.87	\$0.00	\$731.87				\$0.00
VENDOR: 1101 - INDUSTRIAL COMMISSION OF AZ										\$0.00
92922MA1	09/29/22	09/29/22	10/29/22							
INV-M22-00000109 FY23 FD Cancer Fun		1.11.6155 - Insurance		\$1,201.78	\$0.00	\$1,201.78	09/29/22	13121	ASCUCK	\$0.00
INVOICE 92922MA1 TOTALS:				\$1,201.78	\$0.00	\$1,201.78				\$0.00
INDUSTRIAL COMMISSION OF AZ TOTALS:				\$1,201.78	\$0.00	\$1,201.78				\$0.00
VENDOR: 1105 - ANGELA BRADSHAW NAPPER										\$0.00
92122KM15	09/21/22	09/21/22	10/21/22							
Reimbursement fo External Hard Driv		1.12.6190 - Office Supplies		\$87.26	\$0.00	\$87.26	09/21/22	13090	ASCUCK	\$0.00
INVOICE 92122KM15 TOTALS:				\$87.26	\$0.00	\$87.26				\$0.00
ANGELA BRADSHAW NAPPER TOTALS:				\$87.26	\$0.00	\$87.26				\$0.00
VENDOR: 1108 - FITZGIBBONS LAW OFFICES, PLC										\$0.00
92122KM10	09/21/22	09/21/22	10/21/22							
Inv. 165752 Law Services PZ		1.16.6170 - Legal Exp - P&Z		\$67.50	\$0.00	\$67.50	09/21/22	13091	ASCUCK	\$0.00
INVOICE 92122KM10 TOTALS:				\$67.50	\$0.00	\$67.50				\$0.00
FITZGIBBONS LAW OFFICES, PLC TOTALS:				\$67.50	\$0.00	\$67.50				\$0.00
VENDOR: 1114 - MARTIN MARIETTA										\$0.00
9722KM10	09/07/22	09/07/22	10/07/22							
Inv.36246079 Mag ABC		3.30.6260 - Street Supplies		\$159.40	\$0.00	\$159.40	09/07/22	13045	ASCUCK	\$0.00
INVOICE 9722KM10 TOTALS:				\$159.40	\$0.00	\$159.40				\$0.00
92122KM13	09/21/22	09/21/22	10/21/22							
Inv. 36692789 Aggregate Base		3.30.6260 - Street Supplies		\$164.90	\$0.00	\$164.90	09/21/22	13092	ASCUCK	\$0.00
INVOICE 92122KM13 TOTALS:				\$164.90	\$0.00	\$164.90				\$0.00
MARTIN MARIETTA TOTALS:				\$324.30	\$0.00	\$324.30				\$0.00
VENDOR: 1115 - TRAFFIC LOGIX CORPORATION										\$0.00
9722KM14	09/07/22	09/07/22	10/07/22							
Inv. SIN16738 Speed Tracker		1.13.6250 - Small Tools and Equipment		\$2,021.35	\$0.00	\$2,021.35	09/07/22	13046	ASCUCK	\$0.00
INVOICE 9722KM14 TOTALS:				\$2,021.35	\$0.00	\$2,021.35				\$0.00
TRAFFIC LOGIX CORPORATION TOTALS:				\$2,021.35	\$0.00	\$2,021.35				\$0.00
VENDOR: 1118 - BRETT KLEIN										\$0.00

Town of Jerome

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>9722KM33</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>								
Reimbursement for Travel		1.11.6275 - Travel			\$115.00	\$0.00	\$115.00	09/07/22	13047	ASCUCK	\$0.00
<b>INVOICE 9722KM33 TOTALS:</b>					<b>\$115.00</b>	<b>\$0.00</b>	<b>\$115.00</b>				<b>\$0.00</b>
<b>BRETT KLEIN TOTALS:</b>					<b>\$115.00</b>	<b>\$0.00</b>	<b>\$115.00</b>				<b>\$0.00</b>
<b>VENDOR: 1120 - BUSINESS SOLUTIONS GROUP</b>											<b>\$0.00</b>
<b>91422MA10</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>10/14/22</b>								
Payroll and Payables Checks		1.11.6190 - Office Supplies			\$539.59	\$0.00	\$539.59	09/14/22	13076	ASCUCK	\$0.00
<b>INVOICE 91422MA10 TOTALS:</b>					<b>\$539.59</b>	<b>\$0.00</b>	<b>\$539.59</b>				<b>\$0.00</b>
<b>BUSINESS SOLUTIONS GROUP TOTALS:</b>					<b>\$539.59</b>	<b>\$0.00</b>	<b>\$539.59</b>				<b>\$0.00</b>
<b>VENDOR: 113 - ALL-MED EQUIPMENT &amp; SERVICES</b>											<b>\$0.00</b>
<b>91422MA5</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>09/14/22</b>								
Inv 706126 O2 Cylinder Contents		1.14.6181 - Medical Supplies Exp			\$120.00	\$0.00	\$120.00	09/14/22	13077	ASCUCK	\$0.00
Inv 708514 Monthly Tank Rental Fee		1.14.6181 - Medical Supplies Exp			\$143.84	\$0.00	\$143.84	09/14/22	13077	ASCUCK	\$0.00
<b>INVOICE 91422MA5 TOTALS:</b>					<b>\$263.84</b>	<b>\$0.00</b>	<b>\$263.84</b>				<b>\$0.00</b>
<b>ALL-MED EQUIPMENT &amp; SERVICES TOTALS:</b>					<b>\$263.84</b>	<b>\$0.00</b>	<b>\$263.84</b>				<b>\$0.00</b>
<b>VENDOR: 119 - APS</b>											<b>\$0.00</b>
<b>9722KM31</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>09/22/22</b>								
Inv. 943806000 Power		1.18.6285 - Utilities			\$13.50	\$0.00	\$13.50	09/07/22	13048	ASCUCK	\$0.00
<b>INVOICE 9722KM31 TOTALS:</b>					<b>\$13.50</b>	<b>\$0.00</b>	<b>\$13.50</b>				<b>\$0.00</b>
<b>92722KM3</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>10/13/22</b>								
7575770000 GG Power		1.18.6285 - Utilities			\$1,378.46	\$0.00	\$1,378.46	09/28/22	13106	ASCUCK	\$0.00
7575770000 GG Power Solar Credit		1.18.6285 - Utilities			(\$312.50)	\$0.00	(\$312.50)	09/28/22	13106	ASCUCK	\$0.00
1490440000 Jerome Street Lights		3.30.6255 - Street Lights			\$1,053.35	\$0.00	\$1,053.35	09/28/22	13106	ASCUCK	\$0.00
<b>INVOICE 92722KM3 TOTALS:</b>					<b>\$2,119.31</b>	<b>\$0.00</b>	<b>\$2,119.31</b>				<b>\$0.00</b>
<b>92722KM4</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>10/13/22</b>								
0421621000 Fire Dept		1.18.6285 - Utilities			\$441.56	\$0.00	\$441.56	09/28/22	13105	ASCUCK	\$0.00
8061950000 Sunshine Water Tank		2.50.6285 - Utilities Exp - Water			\$35.49	\$0.00	\$35.49	09/28/22	13105	ASCUCK	\$0.00
235372000 FD Gulch		1.18.6285 - Utilities			\$37.54	\$0.00	\$37.54	09/28/22	13105	ASCUCK	\$0.00
4246290000 WWTP		2.51.6285 - Utilities			\$189.54	\$0.00	\$189.54	09/28/22	13105	ASCUCK	\$0.00
0070528763 655 Holly		1.18.6285 - Utilities			\$113.47	\$0.00	\$113.47	09/28/22	13105	ASCUCK	\$0.00
6506951000 PD		1.18.6285 - Utilities			\$172.37	\$0.00	\$172.37	09/28/22	13105	ASCUCK	\$0.00
2383901000 Upper Park		1.17.6285 - Utilities			\$42.35	\$0.00	\$42.35	09/28/22	13105	ASCUCK	\$0.00
0024240000 Lower Park		1.17.6285 - Utilities			\$36.88	\$0.00	\$36.88	09/28/22	13105	ASCUCK	\$0.00
8468241000 Middle Park		1.17.6285 - Utilities			\$36.72	\$0.00	\$36.72	09/28/22	13105	ASCUCK	\$0.00
6109570000 Perkinsville		1.18.6285 - Utilities			\$117.80	\$0.00	\$117.80	09/28/22	13105	ASCUCK	\$0.00
5613490000 Upper Park 2		1.17.6285 - Utilities			\$54.77	\$0.00	\$54.77	09/28/22	13105	ASCUCK	\$0.00
3216010000 Hotel Jerome		1.18.6285 - Utilities			\$36.72	\$0.00	\$36.72	09/28/22	13105	ASCUCK	\$0.00
2839800000 Ghost Pepper		1.18.6285 - Utilities			\$111.44	\$0.00	\$111.44	09/28/22	13105	ASCUCK	\$0.00

Town of Jerome

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description			Account								
1976520000 Co-op			1.18.6285 - Utilities		\$193.91	\$0.00	\$193.91	09/28/22	13105	ASCUCK	\$0.00
INVOICE 92722KM4 TOTALS:					\$1,620.56	\$0.00	\$1,620.56				\$0.00
APS TOTALS:					\$3,753.37	\$0.00	\$3,753.37				\$0.00
VENDOR: 151 - BEDROCK LANDSCAPE MATERIALS											\$0.00
9722KM12	09/07/22	09/07/22	10/07/22								
Inv. 158871 1 Yard 5 Sack			3.30.6230 - Rep and Maint - Infrastructure		\$181.25	\$0.00	\$181.25	09/07/22	13049	ASCUCK	\$0.00
INVOICE 9722KM12 TOTALS:					\$181.25	\$0.00	\$181.25				\$0.00
BEDROCK LANDSCAPE MATERIALS TOTALS:					\$181.25	\$0.00	\$181.25				\$0.00
VENDOR: 167 - ODP BUSINESS SOLUTIONS											\$0.00
9722KM3	09/07/22	09/07/22	11/06/22								
63266436, Inv. 262156005001 Cash Bo			1.11.6190 - Office Supplies		\$74.17	\$0.00	\$74.17	09/07/22	13050	ASCUCK	\$0.00
63266436, Inv. 2621661300001 Copy H			1.11.6190 - Office Supplies		\$38.32	\$0.00	\$38.32	09/07/22	13050	ASCUCK	\$0.00
INVOICE 9722KM3 TOTALS:					\$112.49	\$0.00	\$112.49				\$0.00
91422MA13	09/14/22	09/14/22	11/13/22								
63266436, Inv264897773001 Supplies			1.11.6190 - Office Supplies		\$17.03	\$0.00	\$17.03	09/14/22	13078	ASCUCK	\$0.00
63266436, Inv264908302001 Envelopes			1.11.6190 - Office Supplies		\$19.45	\$0.00	\$19.45	09/14/22	13078	ASCUCK	\$0.00
INVOICE 91422MA13 TOTALS:					\$36.48	\$0.00	\$36.48				\$0.00
92722KM14	09/28/22	09/28/22	11/27/22								
63266436, Inv. 262886039001 Coffee			1.11.6190 - Office Supplies		\$147.51	\$0.00	\$147.51	09/28/22	13107	ASCUCK	\$0.00
63266436, Inv. 262863972001 Filters			1.11.6190 - Office Supplies		\$11.46	\$0.00	\$11.46	09/28/22	13107	ASCUCK	\$0.00
INVOICE 92722KM14 TOTALS:					\$158.97	\$0.00	\$158.97				\$0.00
ODP BUSINESS SOLUTIONS TOTALS:					\$307.94	\$0.00	\$307.94				\$0.00
VENDOR: 168 - CENTURY LINK											\$0.00
92122KM9	09/21/22	09/21/22	10/06/22								
Inv. 601278884 Telephone Svcs GG			1.11.6265 - Telephone		\$8.77	\$0.00	\$8.77	09/21/22	13093	ASCUCK	\$0.00
INVOICE 92122KM9 TOTALS:					\$8.77	\$0.00	\$8.77				\$0.00
92722KM6	09/28/22	09/28/22	10/13/22								
September Phone PD			1.13.6265 - Telephone		\$35.28	\$0.00	\$35.28	09/28/22	13108	ASCUCK	\$0.00
September Phone GG			1.11.6265 - Telephone		\$167.35	\$0.00	\$167.35	09/28/22	13108	ASCUCK	\$0.00
September Phone PD			1.13.6265 - Telephone		\$179.40	\$0.00	\$179.40	09/28/22	13108	ASCUCK	\$0.00
September Phone LB			1.15.6265 - Telephone		\$87.36	\$0.00	\$87.36	09/28/22	13108	ASCUCK	\$0.00
September Phone PD			1.13.6265 - Telephone		\$41.20	\$0.00	\$41.20	09/28/22	13108	ASCUCK	\$0.00
September Phone FD			1.14.6265 - Telephone		\$129.26	\$0.00	\$129.26	09/28/22	13108	ASCUCK	\$0.00
September Phone CT			1.12.6265 - Telephone		\$72.72	\$0.00	\$72.72	09/28/22	13108	ASCUCK	\$0.00
INVOICE 92722KM6 TOTALS:					\$712.57	\$0.00	\$712.57				\$0.00
CENTURY LINK TOTALS:					\$721.34	\$0.00	\$721.34				\$0.00

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description				Account							
<b>VENDOR: 185 - COTTONWOOD EXPRESS LUBE</b>											<b>\$0.00</b>
<b>92722KM15</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>09/28/22</b>								
Inv. 81200 2014 Ford Taurus PD				1.13.6220 - Rep and Maint - Vehicles	\$98.40	\$0.00	\$98.40	09/28/22	13109	ASCUCK	\$0.00
<b>INVOICE 92722KM15 TOTALS:</b>					<b>\$98.40</b>	<b>\$0.00</b>	<b>\$98.40</b>				<b>\$0.00</b>
<b>COTTONWOOD EXPRESS LUBE TOTALS:</b>					<b>\$98.40</b>	<b>\$0.00</b>	<b>\$98.40</b>				<b>\$0.00</b>
<b>VENDOR: 190 - HUGHES SUPPLY</b>											<b>\$0.00</b>
<b>9722KM27</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>09/17/22</b>								
Acct 151128 Inv. S165831028.001				2.50.6230 - Rep and Maint - Infrastructure	\$125.91	\$0.00	\$125.91	09/07/22	13051	ASCUCK	\$0.00
<b>INVOICE 9722KM27 TOTALS:</b>					<b>\$125.91</b>	<b>\$0.00</b>	<b>\$125.91</b>				<b>\$0.00</b>
<b>HUGHES SUPPLY TOTALS:</b>					<b>\$125.91</b>	<b>\$0.00</b>	<b>\$125.91</b>				<b>\$0.00</b>
<b>VENDOR: 204 - SEDONA RECYCLES, INC</b>											<b>\$0.00</b>
<b>91422MA7</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>09/14/22</b>								
Recycling Services, Inv JRME 722				2.52.6111 - Recycling Contract Exp	\$120.00	\$0.00	\$120.00	09/14/22	13079	ASCUCK	\$0.00
Recycling Services, Inv JRME 822				2.52.6111 - Recycling Contract Exp	\$120.00	\$0.00	\$120.00	09/14/22	13079	ASCUCK	\$0.00
<b>INVOICE 91422MA7 TOTALS:</b>					<b>\$240.00</b>	<b>\$0.00</b>	<b>\$240.00</b>				<b>\$0.00</b>
<b>SEDONA RECYCLES, INC TOTALS:</b>					<b>\$240.00</b>	<b>\$0.00</b>	<b>\$240.00</b>				<b>\$0.00</b>
<b>VENDOR: 218 - VERIZON WIRELESS</b>											<b>\$0.00</b>
<b>9722KM5</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/02/22</b>								
870476021 Inv. 9914383672 Phone PD				1.13.6265 - Telephone	\$52.30	\$0.00	\$52.30	09/07/22	13053	ASCUCK	\$0.00
870476021 Inv. 9914383672 Phone PD				1.13.6265 - Telephone	\$52.30	\$0.00	\$52.30	09/07/22	13053	ASCUCK	\$0.00
870476021 Inv. 9914383672 Phone Kio				3.35.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13053	ASCUCK	\$0.00
870476021 Inv. 9914383672 Phone Kio				3.35.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13053	ASCUCK	\$0.00
870476021 Inv. 9914383672 Phone Kio				3.35.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13053	ASCUCK	\$0.00
870476021 Inv. 9914383672 Phone Kio				3.35.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13053	ASCUCK	\$0.00
<b>INVOICE 9722KM5 TOTALS:</b>					<b>\$264.64</b>	<b>\$0.00</b>	<b>\$264.64</b>				<b>\$0.00</b>
<b>9722KM6</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/02/22</b>								
870476021 Inv. 9914383671 Phone PZ				1.16.6265 - Telephone	\$152.40	\$0.00	\$152.40	09/07/22	13052	ASCUCK	\$0.00
870476021 Inv. 9914383671 Phone FD				1.14.6265 - Telephone	\$56.90	\$0.00	\$56.90	09/07/22	13052	ASCUCK	\$0.00
870476021 Inv. 9914383671 Phone Shu				1.11.6265 - Telephone	\$53.54	\$0.00	\$53.54	09/07/22	13052	ASCUCK	\$0.00
870476021 Inv. 9914383671 Phone PD				1.13.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13052	ASCUCK	\$0.00
870476021 Inv. 9914383671 Phone FD				1.14.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13052	ASCUCK	\$0.00
870476021 Inv. 9914383671 Phone FD				1.14.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13052	ASCUCK	\$0.00
870476021 Inv. 9914383671 Phone PD				1.13.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13052	ASCUCK	\$0.00
870476021 Inv. 9914383671 Phone FD				1.14.6265 - Telephone	\$40.01	\$0.00	\$40.01	09/07/22	13052	ASCUCK	\$0.00
<b>INVOICE 9722KM6 TOTALS:</b>					<b>\$462.89</b>	<b>\$0.00</b>	<b>\$462.89</b>				<b>\$0.00</b>
<b>VERIZON WIRELESS TOTALS:</b>					<b>\$727.53</b>	<b>\$0.00</b>	<b>\$727.53</b>				<b>\$0.00</b>
<b>VENDOR: 224 - LEGEND</b>											<b>\$0.00</b>

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>91422MA2</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>10/14/22</b>							
Acct 00-0001475, Inv. 2212764		2.51.6240 - Service Tests/System Testing		\$363.00	\$0.00	\$363.00	09/14/22	13080	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2212765		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	09/14/22	13080	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2212765		2.51.6240 - Service Tests/System Testing		\$503.40	\$0.00	\$503.40	09/14/22	13080	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2212996		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	09/14/22	13080	ASCUCK	\$0.00
<b>INVOICE 91422MA2 TOTALS:</b>				<b>\$956.40</b>	<b>\$0.00</b>	<b>\$956.40</b>				<b>\$0.00</b>
<b>92122KM4</b>	<b>09/21/22</b>	<b>09/21/22</b>	<b>10/21/22</b>							
Acct 00-0001475, Inv. 2209478-IN		2.51.6230 - Rep and Maint - Infrastructure		\$75.00	\$0.00	\$75.00	09/21/22	13094	ASCUCK	\$0.00
<b>INVOICE 92122KM4 TOTALS:</b>				<b>\$75.00</b>	<b>\$0.00</b>	<b>\$75.00</b>				<b>\$0.00</b>
<b>92722KM9</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>10/28/22</b>							
Acct 00-0001475, Inv. 2213778		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	09/28/22	13110	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2213779		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	09/28/22	13110	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2213779		2.51.6240 - Service Tests/System Testing		\$277.00	\$0.00	\$277.00	09/28/22	13110	ASCUCK	\$0.00
<b>INVOICE 92722KM9 TOTALS:</b>				<b>\$367.00</b>	<b>\$0.00</b>	<b>\$367.00</b>				<b>\$0.00</b>
<b>LEGEND TOTALS:</b>				<b>\$1,398.40</b>	<b>\$0.00</b>	<b>\$1,398.40</b>				<b>\$0.00</b>
<b>VENDOR: 237 - UNISOURCE ENERGY SERVICES</b>										<b>\$0.00</b>
<b>92122KM1</b>	<b>09/21/22</b>	<b>09/21/22</b>	<b>10/11/22</b>							
UNS gas 4353340000 PW		1.18.6285 - Utilities		\$21.68	\$0.00	\$21.68	09/21/22	13095	ASCUCK	\$0.00
UNS gas 0559820000 FD		1.18.6285 - Utilities		\$33.78	\$0.00	\$33.78	09/21/22	13095	ASCUCK	\$0.00
UNS gas 7133613001 Holly		1.18.6285 - Utilities		\$53.37	\$0.00	\$53.37	09/21/22	13095	ASCUCK	\$0.00
UNS gas 7505930000 GG		1.18.6285 - Utilities		\$26.84	\$0.00	\$26.84	09/21/22	13095	ASCUCK	\$0.00
UNS gas 6937260000 PD		1.18.6285 - Utilities		\$22.11	\$0.00	\$22.11	09/21/22	13095	ASCUCK	\$0.00
UNS gas 2353340000 Co-op		1.18.6285 - Utilities		\$22.11	\$0.00	\$22.11	09/21/22	13095	ASCUCK	\$0.00
<b>INVOICE 92122KM1 TOTALS:</b>				<b>\$179.89</b>	<b>\$0.00</b>	<b>\$179.89</b>				<b>\$0.00</b>
<b>UNISOURCE ENERGY SERVICES TOTALS:</b>				<b>\$179.89</b>	<b>\$0.00</b>	<b>\$179.89</b>				<b>\$0.00</b>
<b>VENDOR: 238 - VERDE VALLEY HARDWARE</b>										<b>\$0.00</b>
<b>9722KM7</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>09/22/22</b>							
2860 Ref. 46571 Weedeater Heads		1.14.6250 - Small Tools and Equipment		\$96.62	\$0.00	\$96.62	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 46834 Graffiti remover		1.18.6185 - Miscellaneous		\$34.24	\$0.00	\$34.24	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 46853 Cement		3.30.6260 - Street Supplies		\$9.44	\$0.00	\$9.44	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 46877 Concrete		3.30.6230 - Rep and Maint - Infrastructure		\$72.39	\$0.00	\$72.39	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 46949 Paint		1.18.6185 - Miscellaneous		\$103.24	\$0.00	\$103.24	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 46986 Flat Bar		3.30.6230 - Rep and Maint - Infrastructure		\$52.70	\$0.00	\$52.70	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 47151 Bolts		1.17.6225 - Rep and Maint - Equipment		\$22.50	\$0.00	\$22.50	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 47188 Weedeater String		1.17.6250 - Small Tools and Equipment		\$54.91	\$0.00	\$54.91	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 47282 Chain Saw Parts		1.14.6250 - Small Tools and Equipment		\$43.84	\$0.00	\$43.84	09/07/22	13054	ASCUCK	\$0.00
2860 Ref. 47443 Red Paint		1.18.6185 - Miscellaneous		\$70.27	\$0.00	\$70.27	09/07/22	13054	ASCUCK	\$0.00
<b>INVOICE 9722KM7 TOTALS:</b>				<b>\$560.15</b>	<b>\$0.00</b>	<b>\$560.15</b>				<b>\$0.00</b>
<b>VERDE VALLEY HARDWARE TOTALS:</b>				<b>\$560.15</b>	<b>\$0.00</b>	<b>\$560.15</b>				<b>\$0.00</b>

Town of Jerome

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>VENDOR: 249 - POSTMASTER</b>										<b>\$0.00</b>
<b>9722KM32</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>09/07/22</b>							
Postage for Sept-Oct Newsletter		1.11.6200 - Postage		\$69.87	\$0.00	\$69.87	09/07/22	13055	ASCUCK	\$0.00
<b>INVOICE 9722KM32 TOTALS:</b>				<b>\$69.87</b>	<b>\$0.00</b>	<b>\$69.87</b>				<b>\$0.00</b>
<b>POSTMASTER TOTALS:</b>				<b>\$69.87</b>	<b>\$0.00</b>	<b>\$69.87</b>				<b>\$0.00</b>
<b>VENDOR: 252 - NAPA AUTO PARTS</b>										<b>\$0.00</b>
<b>9722KM17</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>09/27/22</b>							
31380 Inv. 297255 Fuel Filter		2.52.6220 - Rep and Maint - Vehicles		\$61.49	\$0.00	\$61.49	09/07/22	13056	ASCUCK	\$0.00
31380 Inv. 298578 Oil Service E-126		1.14.6220 - Rep and Maint - Vehicles		\$363.54	\$0.00	\$363.54	09/07/22	13056	ASCUCK	\$0.00
31380 Inv. 298624 Delo 15W40		2.52.6220 - Rep and Maint - Vehicles		\$103.20	\$0.00	\$103.20	09/07/22	13056	ASCUCK	\$0.00
31380 Inv. 298678 Hose Fillings		2.52.6220 - Rep and Maint - Vehicles		\$76.85	\$0.00	\$76.85	09/07/22	13056	ASCUCK	\$0.00
31380 Inv. 298951 10W 30 oil		2.52.6220 - Rep and Maint - Vehicles		\$148.04	\$0.00	\$148.04	09/07/22	13056	ASCUCK	\$0.00
31380 Inv. 299010 Disc Pad PD		1.13.6220 - Rep and Maint - Vehicles		\$90.07	\$0.00	\$90.07	09/07/22	13056	ASCUCK	\$0.00
<b>INVOICE 9722KM17 TOTALS:</b>				<b>\$843.19</b>	<b>\$0.00</b>	<b>\$843.19</b>				<b>\$0.00</b>
<b>NAPA AUTO PARTS TOTALS:</b>				<b>\$843.19</b>	<b>\$0.00</b>	<b>\$843.19</b>				<b>\$0.00</b>
<b>VENDOR: 255 - CITY OF COTTONWOOD</b>										<b>\$0.00</b>
<b>91422MA9</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>09/14/22</b>							
Inv 5332 Dispatch Fees FD Aug 2022		1.14.6120 - Dispatch Fees		\$588.33	\$0.00	\$588.33	09/14/22	13081	ASCUCK	\$0.00
Inv 5370 Dispatch Fees FD Sept 2022		1.14.6120 - Dispatch Fees		\$588.33	\$0.00	\$588.33	09/14/22	13081	ASCUCK	\$0.00
Inv 5355 Dispatch Fees PD Aug 2022		1.13.6120 - Dispatch Fees		\$3,478.75	\$0.00	\$3,478.75	09/14/22	13081	ASCUCK	\$0.00
Inv 5393 Dispatch Fees PD Sept 2022		1.13.6120 - Dispatch Fees		\$3,478.75	\$0.00	\$3,478.75	09/14/22	13081	ASCUCK	\$0.00
<b>INVOICE 91422MA9 TOTALS:</b>				<b>\$8,134.16</b>	<b>\$0.00</b>	<b>\$8,134.16</b>				<b>\$0.00</b>
<b>CITY OF COTTONWOOD TOTALS:</b>				<b>\$8,134.16</b>	<b>\$0.00</b>	<b>\$8,134.16</b>				<b>\$0.00</b>
<b>VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS</b>										<b>\$0.00</b>
<b>9722KM4</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/02/22</b>							
Inv. 1015320 Operator Services		2.50.6110 - Contract Services		\$900.00	\$0.00	\$900.00	09/07/22	13057	ASCUCK	\$0.00
Inv. 1015320 Operation and Maintena		2.51.6110 - Contract Services		\$3,200.00	\$0.00	\$3,200.00	09/07/22	13057	ASCUCK	\$0.00
Inv. 1015320 Transport Charges		2.51.6240 - Service Tests/System Testing		\$65.00	\$0.00	\$65.00	09/07/22	13057	ASCUCK	\$0.00
<b>INVOICE 9722KM4 TOTALS:</b>				<b>\$4,165.00</b>	<b>\$0.00</b>	<b>\$4,165.00</b>				<b>\$0.00</b>
<b>CONTRACT WASTEWATER OPERATIONS TOTALS:</b>				<b>\$4,165.00</b>	<b>\$0.00</b>	<b>\$4,165.00</b>				<b>\$0.00</b>
<b>VENDOR: 300 - REESE'S TIRE &amp; AUTOTIRE PROS</b>										<b>\$0.00</b>
<b>92122KM6</b>	<b>09/21/22</b>	<b>09/21/22</b>	<b>10/21/22</b>							
Inv. 836685 Tires for Suburban FD L		1.14.6220 - Rep and Maint - Vehicles		\$88.00	\$0.00	\$88.00	09/21/22	13096	ASCUCK	\$0.00
Inv. 836685 Tires for Suburban FD		1.14.6220 - Rep and Maint - Vehicles		\$1,137.93	\$0.00	\$1,137.93	09/21/22	13096	ASCUCK	\$0.00
<b>INVOICE 92122KM6 TOTALS:</b>				<b>\$1,225.93</b>	<b>\$0.00</b>	<b>\$1,225.93</b>				<b>\$0.00</b>
<b>REESE'S TIRE &amp; AUTOTIRE PROS TOTALS:</b>				<b>\$1,225.93</b>	<b>\$0.00</b>	<b>\$1,225.93</b>				<b>\$0.00</b>

Town of Jerome

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description			Account								
<b>VENDOR: 310 - VERDE VALLEY CHIEFS ASSOC</b>											<b>\$0.00</b>
<b>9722KM28</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>09/07/22</b>								
Inv. 13 Annual Member Dues			1.14.6270 - Training Center Assessment		\$2,692.00	\$0.00	\$2,692.00	09/07/22	13058	ASCUCK	\$0.00
<b>INVOICE 9722KM28 TOTALS:</b>					<b>\$2,692.00</b>	<b>\$0.00</b>	<b>\$2,692.00</b>				<b>\$0.00</b>
<b>VERDE VALLEY CHIEFS ASSOC TOTALS:</b>					<b>\$2,692.00</b>	<b>\$0.00</b>	<b>\$2,692.00</b>				<b>\$0.00</b>
<b>VENDOR: 375 - PERSONNEL SAFETY ENTERPRISES</b>											<b>\$0.00</b>
<b>92122KM3</b>	<b>09/21/22</b>	<b>09/21/22</b>	<b>10/21/22</b>								
80001143, Inv. 103356 Safety Equip			1.11.6195 - Operating Supplies - Gen Gov		\$49.44	\$0.00	\$49.44	09/21/22	13097	ASCUCK	\$0.00
80001143, Inv. 103357 Safety Equip			1.15.6195 - Operating Supplies - Library		\$92.71	\$0.00	\$92.71	09/21/22	13097	ASCUCK	\$0.00
<b>INVOICE 92122KM3 TOTALS:</b>					<b>\$142.15</b>	<b>\$0.00</b>	<b>\$142.15</b>				<b>\$0.00</b>
<b>PERSONNEL SAFETY ENTERPRISES TOTALS:</b>					<b>\$142.15</b>	<b>\$0.00</b>	<b>\$142.15</b>				<b>\$0.00</b>
<b>VENDOR: 389 - KUSTOM SIGNALS, INC</b>											<b>\$0.00</b>
<b>92122KM12</b>	<b>09/21/22</b>	<b>09/21/22</b>	<b>10/21/22</b>								
305710 Inv. 377976 AZ NASPO Contrac			5.40.6237 - Police Dept Exp - Opr Grants		\$2,868.98	\$0.00	\$2,868.98	09/21/22	13098	ASCUCK	\$0.00
<b>INVOICE 92122KM12 TOTALS:</b>					<b>\$2,868.98</b>	<b>\$0.00</b>	<b>\$2,868.98</b>				<b>\$0.00</b>
<b>KUSTOM SIGNALS, INC TOTALS:</b>					<b>\$2,868.98</b>	<b>\$0.00</b>	<b>\$2,868.98</b>				<b>\$0.00</b>
<b>VENDOR: 450 - #1 FOOD STORE</b>											<b>\$0.00</b>
<b>92722KM1</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>09/28/22</b>								
Fuel for Fire Dept			1.14.6145 - Fuel		\$358.46	\$0.00	\$358.46	09/28/22	13111	ASCUCK	\$0.00
Fuel for Police Dept August			1.13.6145 - Fuel		\$59.69	\$0.00	\$59.69	09/28/22	13111	ASCUCK	\$0.00
Fuel for Parking August			3.35.6145 - Fuel		\$37.90	\$0.00	\$37.90	09/28/22	13111	ASCUCK	\$0.00
<b>INVOICE 92722KM1 TOTALS:</b>					<b>\$456.05</b>	<b>\$0.00</b>	<b>\$456.05</b>				<b>\$0.00</b>
<b>#1 FOOD STORE TOTALS:</b>					<b>\$456.05</b>	<b>\$0.00</b>	<b>\$456.05</b>				<b>\$0.00</b>
<b>VENDOR: 548 - JC CULLEN INC</b>											<b>\$0.00</b>
<b>9722KM16</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>								
Inv. 150081 JPS subscription and C			1.13.6192 - Software Service & Support		\$2,515.53	\$0.00	\$2,515.53	09/07/22	13059	ASCUCK	\$0.00
Inv. 150849 Port Services			1.13.6192 - Software Service & Support		\$35.49	\$0.00	\$35.49	09/07/22	13059	ASCUCK	\$0.00
Inv. 150849 Port Services			1.14.6192 - Software Service & Support		\$35.48	\$0.00	\$35.48	09/07/22	13059	ASCUCK	\$0.00
<b>INVOICE 9722KM16 TOTALS:</b>					<b>\$2,586.50</b>	<b>\$0.00</b>	<b>\$2,586.50</b>				<b>\$0.00</b>
<b>JC CULLEN INC TOTALS:</b>					<b>\$2,586.50</b>	<b>\$0.00</b>	<b>\$2,586.50</b>				<b>\$0.00</b>
<b>VENDOR: 567 - YAVAPAI COUNTY ELECTIONS</b>											<b>\$0.00</b>
<b>92122KM5</b>	<b>09/21/22</b>	<b>09/21/22</b>	<b>10/21/22</b>								
Inv. August 2 2022 Voter Registry			1.11.6130 - Election expenses		\$995.50	\$0.00	\$995.50	09/21/22	13099	ASCUCK	\$0.00
<b>INVOICE 92122KM5 TOTALS:</b>					<b>\$995.50</b>	<b>\$0.00</b>	<b>\$995.50</b>				<b>\$0.00</b>

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

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Description		Account									
YAVAPAI COUNTY ELECTIONS TOTALS:					\$995.50	\$0.00	\$995.50				\$0.00
VENDOR: 571 - NORTHERN CHEMICAL COMPANY											\$0.00
92722KM7	09/28/22	09/28/22	10/28/22								
2135, Inv. 697538-00 Toilet Paper		3.30.6210 - Public Restroom Supplies		\$1,110.02	\$0.00	\$1,110.02	09/28/22	13112	ASCUCK	\$0.00	
INVOICE 92722KM7 TOTALS:					\$1,110.02	\$0.00	\$1,110.02				\$0.00
NORTHERN CHEMICAL COMPANY TOTALS:					\$1,110.02	\$0.00	\$1,110.02				\$0.00
VENDOR: 576 - LYLE KEITH											\$0.00
92722KM13	09/28/22	09/28/22	10/28/22								
Reimbursement for Physical		2.52.6116 - Training & Education		\$95.00	\$0.00	\$95.00	09/28/22	13113	ASCUCK	\$0.00	
INVOICE 92722KM13 TOTALS:					\$95.00	\$0.00	\$95.00				\$0.00
LYLE KEITH TOTALS:					\$95.00	\$0.00	\$95.00				\$0.00
VENDOR: 577 - JEROME MUNICIPAL COURT											\$0.00
91422MA12	09/14/22	09/14/22	10/14/22								
FARE Disbursement FY22		1.10.2999 - Suspense Account		\$102.91	\$0.00	\$102.91	09/14/22	13082	ASCUCK	\$0.00	
INVOICE 91422MA12 TOTALS:					\$102.91	\$0.00	\$102.91				\$0.00
JEROME MUNICIPAL COURT TOTALS:					\$102.91	\$0.00	\$102.91				\$0.00
VENDOR: 597 - YAVAPAI CO DEVELOPMENT SVCS											\$0.00
92922MA2	09/29/22	09/29/22	10/29/22								
Permit #WLE21-000022 Dundee Waterli		6.70.6105 - CDBG Dundee Waterline Expen		\$115.00	\$0.00	\$115.00	09/29/22	13122	ASCUCK	\$0.00	
INVOICE 92922MA2 TOTALS:					\$115.00	\$0.00	\$115.00				\$0.00
YAVAPAI CO DEVELOPMENT SVCS TOTALS:					\$115.00	\$0.00	\$115.00				\$0.00
VENDOR: 725 - DIESEL DIRECT WEST											\$0.00
9722KM20	09/07/22	09/07/22	09/22/22								
18583, Inv. 84749807 Fuel Water		2.50.6145 - Fuel		\$23.09	\$0.00	\$23.09	09/07/22	13060	ASCUCK	\$0.00	
18583, Inv. 84749807 Fuel Sewer		2.51.6145 - Fuel		\$23.09	\$0.00	\$23.09	09/07/22	13060	ASCUCK	\$0.00	
18583, Inv. 84749807 Fuel Trash		2.52.6145 - Fuel		\$184.73	\$0.00	\$184.73	09/07/22	13060	ASCUCK	\$0.00	
INVOICE 9722KM20 TOTALS:					\$230.91	\$0.00	\$230.91				\$0.00
92122KM16	09/21/22	09/21/22	10/06/22								
18583, Inv. 84743179 Fuel Water		2.50.6145 - Fuel		\$12.45	\$0.00	\$12.45	09/21/22	13100	ASCUCK	\$0.00	
18583, Inv. 84743179 Fuel Sewer		2.51.6145 - Fuel		\$12.45	\$0.00	\$12.45	09/21/22	13100	ASCUCK	\$0.00	
18583, Inv. 84743179 Fuel Trash		2.52.6145 - Fuel		\$99.63	\$0.00	\$99.63	09/21/22	13100	ASCUCK	\$0.00	
INVOICE 92122KM16 TOTALS:					\$124.53	\$0.00	\$124.53				\$0.00
DIESEL DIRECT WEST TOTALS:					\$355.44	\$0.00	\$355.44				\$0.00



Town of Jerome

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 735 - FOUR-D LLC											\$0.00
9722KM24	09/07/22	09/07/22	10/07/22								
Inv. 00000853 User Support and Upda		1.11.6193 - Computer Hardware & Service		\$546.25	\$0.00	\$546.25	09/07/22	13061	ASCUCK	\$0.00	
Inv. 00000853 User Support and Upda		1.13.6193 - Computer Hardware & Service		\$1,150.00	\$0.00	\$1,150.00	09/07/22	13061	ASCUCK	\$0.00	
Inv. 00000854 PD		1.13.6193 - Computer Hardware & Service		\$7,997.78	\$0.00	\$7,997.78	09/07/22	13061	ASCUCK	\$0.00	
INVOICE 9722KM24 TOTALS:				\$9,694.03	\$0.00	\$9,694.03				\$0.00	
FOUR-D LLC TOTALS:				\$9,694.03	\$0.00	\$9,694.03				\$0.00	
VENDOR: 747 - TOWN OF JEROME PR											\$0.00
9722KM13	09/07/22	09/07/22	09/07/22								
September Payroll		1.10.2999 - Suspense Account		\$90,000.00	\$0.00	\$90,000.00	09/07/22	13062	ASCUCK	\$0.00	
INVOICE 9722KM13 TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00	
92722KM11	09/28/22	09/28/22	09/28/22								
September 29 Payroll		1.10.2999 - Suspense Account		\$90,000.00	\$0.00	\$90,000.00	09/28/22	13114	ASCUCK	\$0.00	
INVOICE 92722KM11 TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00	
TOWN OF JEROME PR TOTALS:				\$180,000.00	\$0.00	\$180,000.00				\$0.00	
VENDOR: 748 - SIMS MACKIN, LTD											\$0.00
92122KM2	09/21/22	09/21/22	10/21/22								
Inv. 34927 GG		1.11.6170 - Legal Exp - Gen Gov		\$1,287.00	\$0.00	\$1,287.00	09/21/22	13101	ASCUCK	\$0.00	
Inv. 34927 PZ		1.16.6170 - Legal Exp - P&Z		\$1,969.50	\$0.00	\$1,969.50	09/21/22	13101	ASCUCK	\$0.00	
Inv. 34927 FD		1.14.6170 - Legal Exp - Fire		\$253.50	\$0.00	\$253.50	09/21/22	13101	ASCUCK	\$0.00	
Inv. 34927 Capital Fund		9.57.7027 - Wastewater Treatment Design E		\$1,872.00	\$0.00	\$1,872.00	09/21/22	13101	ASCUCK	\$0.00	
INVOICE 92122KM2 TOTALS:				\$5,382.00	\$0.00	\$5,382.00				\$0.00	
SIMS MACKIN, LTD TOTALS:				\$5,382.00	\$0.00	\$5,382.00				\$0.00	
VENDOR: 754 - ARIZONA BUG COMPANY											\$0.00
9722KM23	09/07/22	09/07/22	10/07/22								
pest control, 10101 prop (FD) Inv.		1.18.6110 - Contract Services		\$50.00	\$0.00	\$50.00	09/07/22	13063	ASCUCK	\$0.00	
INVOICE 9722KM23 TOTALS:				\$50.00	\$0.00	\$50.00				\$0.00	
ARIZONA BUG COMPANY TOTALS:				\$50.00	\$0.00	\$50.00				\$0.00	
VENDOR: 766 - CTS OFFICE SUPPLY											\$0.00
91422MA8	09/14/22	09/14/22	10/14/22								
Canon Copier MF236		1.15.6190 - Office Supplies		\$274.52	\$0.00	\$274.52	09/14/22	13083	ASCUCK	\$0.00	
INVOICE 91422MA8 TOTALS:				\$274.52	\$0.00	\$274.52				\$0.00	
CTS OFFICE SUPPLY TOTALS:				\$274.52	\$0.00	\$274.52				\$0.00	
VENDOR: 793 - TOWN OF JEROME - UTILITIES											\$0.00

Town of Jerome

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>9722KM30</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>							
September Billing 655 Holly		1.18.6285 - Utilities		\$46.41	\$0.00	\$46.41	09/07/22	13064	ASCUCK	\$0.00
September Billing 600 Clark		1.18.6285 - Utilities		\$194.51	\$0.00	\$194.51	09/07/22	13064	ASCUCK	\$0.00
September Billing 201A Perkinsville		1.18.6285 - Utilities		\$180.44	\$0.00	\$180.44	09/07/22	13064	ASCUCK	\$0.00
September Billing 305 Main St PD		1.18.6285 - Utilities		\$177.32	\$0.00	\$177.32	09/07/22	13064	ASCUCK	\$0.00
September Billing 101 Main St FD		1.18.6285 - Utilities		\$180.44	\$0.00	\$180.44	09/07/22	13064	ASCUCK	\$0.00
<b>INVOICE 9722KM30 TOTALS:</b>				<b>\$779.12</b>	<b>\$0.00</b>	<b>\$779.12</b>				<b>\$0.00</b>
<b>TOWN OF JEROME - UTILITIES TOTALS:</b>				<b>\$779.12</b>	<b>\$0.00</b>	<b>\$779.12</b>				<b>\$0.00</b>
<b>VENDOR: 804 - KERRY LEE</b>										<b>\$0.00</b>
<b>9722KM18</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>							
PSPRS Reimbursement for Excess Cont		1.13.5011 - Retirement		\$2,983.52	\$0.00	\$2,983.52	09/07/22	13065	ASCUCK	\$0.00
<b>INVOICE 9722KM18 TOTALS:</b>				<b>\$2,983.52</b>	<b>\$0.00</b>	<b>\$2,983.52</b>				<b>\$0.00</b>
<b>91422MA3</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>10/14/22</b>							
Reimburse Flash Drives		1.13.6195 - Operating Supplies - Police		\$48.32	\$0.00	\$48.32	09/14/22	13084	ASCUCK	\$0.00
<b>INVOICE 91422MA3 TOTALS:</b>				<b>\$48.32</b>	<b>\$0.00</b>	<b>\$48.32</b>				<b>\$0.00</b>
<b>KERRY LEE TOTALS:</b>				<b>\$3,031.84</b>	<b>\$0.00</b>	<b>\$3,031.84</b>				<b>\$0.00</b>
<b>VENDOR: 806 - PRESCOTT LAW GROUP, PLC</b>										<b>\$0.00</b>
<b>92722KM16</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>10/28/22</b>							
2011-00019 Inv. 5701 Prosecutor Ser		1.13.6172 - Prosecutor Exp		\$1,721.50	\$0.00	\$1,721.50	09/28/22	13115	ASCUCK	\$0.00
<b>INVOICE 92722KM16 TOTALS:</b>				<b>\$1,721.50</b>	<b>\$0.00</b>	<b>\$1,721.50</b>				<b>\$0.00</b>
<b>PRESCOTT LAW GROUP, PLC TOTALS:</b>				<b>\$1,721.50</b>	<b>\$0.00</b>	<b>\$1,721.50</b>				<b>\$0.00</b>
<b>VENDOR: 860 - VVMC OCCUPATIONAL MEDICINE</b>										<b>\$0.00</b>
<b>9722KM11</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>							
Inv. 1000002586938 Hep B Vacc		1.17.6185 - Miscellaneous		\$24.33	\$0.00	\$24.33	09/07/22	13066	ASCUCK	\$0.00
Inv. 1000002586938 Hep B Vacc Prop		1.18.6185 - Miscellaneous		\$24.33	\$0.00	\$24.33	09/07/22	13066	ASCUCK	\$0.00
Inv. 1000002586938 Hep B Vacc Water		2.50.6185 - Miscellaneous		\$24.33	\$0.00	\$24.33	09/07/22	13066	ASCUCK	\$0.00
Inv. 1000002586938 Hep B Vacc Sewer		2.51.6185 - Miscellaneous		\$24.33	\$0.00	\$24.33	09/07/22	13066	ASCUCK	\$0.00
Inv. 1000002586938 Hep B Vacc Trash		2.52.6185 - Miscellaneous		\$24.33	\$0.00	\$24.33	09/07/22	13066	ASCUCK	\$0.00
Inv. 1000002586938 Hep B Vacc HURF		3.30.6185 - Miscellaneous		\$24.35	\$0.00	\$24.35	09/07/22	13066	ASCUCK	\$0.00
<b>INVOICE 9722KM11 TOTALS:</b>				<b>\$146.00</b>	<b>\$0.00</b>	<b>\$146.00</b>				<b>\$0.00</b>
<b>VVMC OCCUPATIONAL MEDICINE TOTALS:</b>				<b>\$146.00</b>	<b>\$0.00</b>	<b>\$146.00</b>				<b>\$0.00</b>
<b>VENDOR: 866 - DEERE CREDIT, INC.</b>										<b>\$0.00</b>
<b>92722KM5</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>10/28/22</b>							
510001614248 Inv. September Billin		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	09/28/22	13116	ASCUCK	\$0.00
510001614248 Inv. September Billin		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	09/28/22	13116	ASCUCK	\$0.00
510001614248 Inv. September Billin		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	09/28/22	13116	ASCUCK	\$0.00
510001614248 Inv. September Billin		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	09/28/22	13116	ASCUCK	\$0.00

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description			Account								
510001614248	Inv. September Billin	3.30.8040	- Lease Payments		\$21.69	\$0.00	\$21.69	09/28/22	13116	ASCUCK	\$0.00
INVOICE 92722KM5 TOTALS:					\$216.81	\$0.00	\$216.81				\$0.00
DEERE CREDIT, INC. TOTALS:					\$216.81	\$0.00	\$216.81				\$0.00
VENDOR: 878 - JW AUTO SALES											\$0.00
91422MA4	09/14/22	09/14/22	10/14/22								
2020 Ford Interceptor Vehicle PD		1.13.7025	- Vehicles, Cap Outlay, Police		\$37,183.00	\$0.00	\$37,183.00	09/14/22	13085	ASCUCK	\$0.00
INVOICE 91422MA4 TOTALS:					\$37,183.00	\$0.00	\$37,183.00				\$0.00
JW AUTO SALES TOTALS:					\$37,183.00	\$0.00	\$37,183.00				\$0.00
VENDOR: 914 - LIFE & PROPERTY SAFETY, LLC											\$0.00
92122KM8	09/21/22	09/21/22	10/21/22								
Inv. 8341 Fire Alarm Monitoring		1.18.6215	- R&M Building - Properties		\$96.00	\$0.00	\$96.00	09/21/22	13102	ASCUCK	\$0.00
INVOICE 92122KM8 TOTALS:					\$96.00	\$0.00	\$96.00				\$0.00
92722KM12	09/28/22	09/28/22	10/28/22								
Inv. 8412 Fire Alarm Inspections		1.18.6215	- R&M Building - Properties		\$867.14	\$0.00	\$867.14	09/28/22	13117	ASCUCK	\$0.00
INVOICE 92722KM12 TOTALS:					\$867.14	\$0.00	\$867.14				\$0.00
LIFE & PROPERTY SAFETY, LLC TOTALS:					\$963.14	\$0.00	\$963.14				\$0.00
VENDOR: 923 - IAN HANEY											\$0.00
9722KM26	09/07/22	09/07/22	10/07/22								
Pension Payout		4.60.6235	- Retirement Exp FD P&R		\$4,243.53	\$0.00	\$4,243.53	09/07/22	13067	ASCUCK	\$0.00
Pension Payout Withholding		4.60.2401	- Fed WH Payable FD P&R		(\$424.35)	\$0.00	(\$424.35)	09/07/22	13067	ASCUCK	\$0.00
INVOICE 9722KM26 TOTALS:					\$3,819.18	\$0.00	\$3,819.18				\$0.00
IAN HANEY TOTALS:					\$3,819.18	\$0.00	\$3,819.18				\$0.00
VENDOR: 934 - MARTIN BOLAND											\$0.00
92122KM7	09/21/22	09/21/22	09/21/22								
Reimbursement for Boots PW Water		2.50.6280	- Uniform Exp Water		\$31.12	\$0.00	\$31.12	09/21/22	13103	ASCUCK	\$0.00
Reimbursement for Boots PW Sewer		2.51.6280	- Uniform Exp Sewer		\$31.12	\$0.00	\$31.12	09/21/22	13103	ASCUCK	\$0.00
Reimbursement for Boots PW Trash		2.52.6280	- Uniform Exp Trash		\$31.12	\$0.00	\$31.12	09/21/22	13103	ASCUCK	\$0.00
Reimbursement for Boots PW Properti		1.18.6280	- Uniform Exp Properties		\$31.12	\$0.00	\$31.12	09/21/22	13103	ASCUCK	\$0.00
Reimbursement for Boots PW Parks		1.17.6280	- Uniform Exp Parks		\$31.12	\$0.00	\$31.12	09/21/22	13103	ASCUCK	\$0.00
Reimbursement for Boots PW HURF		3.30.6280	- Uniform Exp - HURF		\$31.13	\$0.00	\$31.13	09/21/22	13103	ASCUCK	\$0.00
INVOICE 92122KM7 TOTALS:					\$186.73	\$0.00	\$186.73				\$0.00
MARTIN BOLAND TOTALS:					\$186.73	\$0.00	\$186.73				\$0.00
VENDOR: 936 - RED ROCK AUTO GLASS											\$0.00
9722KM9	09/07/22	09/07/22	10/07/22								
Inv. 387122 Rear Window Parks		1.17.6220	- Rep and Maint - Vehicles		\$35.83	\$0.00	\$35.83	09/07/22	13068	ASCUCK	\$0.00

\*V - Denotes Voided Check Entries

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Inv. 387122 Rear Window Properties		1.18.6220 - Rep and Maint - Vehicles		\$35.83	\$0.00	\$35.83	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Rear Window Water		2.50.6220 - Rep and Maint - Vehicles		\$35.83	\$0.00	\$35.83	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Rear Window Sewer		2.51.6220 - Rep and Maint - Vehicles		\$35.83	\$0.00	\$35.83	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Rear Window Trash		2.52.6220 - Rep and Maint - Vehicles		\$35.83	\$0.00	\$35.83	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Rear Window HURF		3.30.6220 - Rep and Maint - Vehicles		\$35.83	\$0.00	\$35.83	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Labor on Window		1.17.6220 - Rep and Maint - Vehicles		\$16.67	\$0.00	\$16.67	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Labor on Window Propert		1.18.6220 - Rep and Maint - Vehicles		\$16.67	\$0.00	\$16.67	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Labor on Window Water		2.50.6220 - Rep and Maint - Vehicles		\$16.67	\$0.00	\$16.67	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Labor on Window Sewer		2.51.6220 - Rep and Maint - Vehicles		\$16.67	\$0.00	\$16.67	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Labor on Window Trash		2.52.6220 - Rep and Maint - Vehicles		\$16.67	\$0.00	\$16.67	09/07/22	13068	ASCUCK	\$0.00
Inv. 387122 Labor on Window HURF		3.30.6220 - Rep and Maint - Vehicles		\$16.67	\$0.00	\$16.67	09/07/22	13068	ASCUCK	\$0.00
INVOICE 9722KM9 TOTALS:				\$315.00	\$0.00	\$315.00				\$0.00
RED ROCK AUTO GLASS TOTALS:				\$315.00	\$0.00	\$315.00				\$0.00
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.										\$0.00
9722KM1	09/07/22	09/07/22	10/07/22							
Health Insurance - September billin		1.10.2406 - Health Insurance		\$17,780.38	\$0.00	\$17,780.38	09/07/22	13069	ASCUCK	\$0.00
INVOICE 9722KM1 TOTALS:				\$17,780.38	\$0.00	\$17,780.38				\$0.00
KAIROS HEALTH ARIZONA, INC. TOTALS:				\$17,780.38	\$0.00	\$17,780.38				\$0.00
VENDOR: 964 - JESSICA LAUREL REESE										\$0.00
9722KM25	09/07/22	09/07/22	10/07/22							
Pension Payout		4.60.6235 - Retirement Exp FD P&R		\$982.02	\$0.00	\$982.02	09/07/22	13070	ASCUCK	\$0.00
Pension Payout Withholding		4.60.2401 - Fed WH Payable FD P&R		(\$98.20)	\$0.00	(\$98.20)	09/07/22	13070	ASCUCK	\$0.00
INVOICE 9722KM25 TOTALS:				\$883.82	\$0.00	\$883.82				\$0.00
JESSICA LAUREL REESE TOTALS:				\$883.82	\$0.00	\$883.82				\$0.00
VENDOR: 968 - PATRIOT DISPOSAL, INC.										\$0.00
9722KM8	09/07/22	09/07/22	10/07/22							
0040, Inv. 3537 Trash Disposal		2.52.6165 - Landfill Tipping Fees		\$1,812.80	\$0.00	\$1,812.80	09/07/22	13071	ASCUCK	\$0.00
INVOICE 9722KM8 TOTALS:				\$1,812.80	\$0.00	\$1,812.80				\$0.00
PATRIOT DISPOSAL, INC. TOTALS:				\$1,812.80	\$0.00	\$1,812.80				\$0.00
VENDOR: 974 - PURSELL LAW FIRM, PLLC										\$0.00
92722KM8	09/28/22	09/28/22	10/28/22							
Court Appointed Legal Services		1.12.6110 - Contract Services		\$1,650.00	\$0.00	\$1,650.00	09/28/22	13118	ASCUCK	\$0.00
INVOICE 92722KM8 TOTALS:				\$1,650.00	\$0.00	\$1,650.00				\$0.00
PURSELL LAW FIRM, PLLC TOTALS:				\$1,650.00	\$0.00	\$1,650.00				\$0.00
VENDOR: 983 - YAVAPAI CONTRACTING, LLC										\$0.00

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>92722KM10</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>09/28/22</b>								
Inv. DAWL-004 Dundee Water Line CDB		6.70.6105 - CDBG Dundee Waterline Expen			\$15,291.61	\$0.00	\$15,291.61	09/28/22	13119	ASCUCK	\$0.00
<b>INVOICE 92722KM10 TOTALS:</b>					<b>\$15,291.61</b>	<b>\$0.00</b>	<b>\$15,291.61</b>				<b>\$0.00</b>
<b>YAVAPAI CONTRACTING, LLC TOTALS:</b>					<b>\$15,291.61</b>	<b>\$0.00</b>	<b>\$15,291.61</b>				<b>\$0.00</b>
<b>VENDOR: 995 - MELANIE ATKIN</b>											<b>\$0.00</b>
<b>9722KM15</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>								
Reimbursement for Stamps		1.11.6200 - Postage			\$240.00	\$0.00	\$240.00	09/07/22	13072	ASCUCK	\$0.00
<b>INVOICE 9722KM15 TOTALS:</b>					<b>\$240.00</b>	<b>\$0.00</b>	<b>\$240.00</b>				<b>\$0.00</b>
<b>91422MA1</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>10/14/22</b>								
Reimbursement Travel Kairos Trainin		1.11.6275 - Travel			\$111.50	\$0.00	\$111.50	09/14/22	13086	ASCUCK	\$0.00
<b>INVOICE 91422MA1 TOTALS:</b>					<b>\$111.50</b>	<b>\$0.00</b>	<b>\$111.50</b>				<b>\$0.00</b>
<b>MELANIE ATKIN TOTALS:</b>					<b>\$351.50</b>	<b>\$0.00</b>	<b>\$351.50</b>				<b>\$0.00</b>
<b>VENDOR: 997 - MATTHEW KLINE</b>											<b>\$0.00</b>
<b>9722KM19</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>								
PSPRS Reimbursement for Excess Cont		1.13.5011 - Retirement			\$478.38	\$0.00	\$478.38	09/07/22	13073	ASCUCK	\$0.00
<b>INVOICE 9722KM19 TOTALS:</b>					<b>\$478.38</b>	<b>\$0.00</b>	<b>\$478.38</b>				<b>\$0.00</b>
<b>MATTHEW KLINE TOTALS:</b>					<b>\$478.38</b>	<b>\$0.00</b>	<b>\$478.38</b>				<b>\$0.00</b>
<b>VENDOR: ONETIM - COAST TO COAST</b>											<b>\$0.00</b>
<b>92722KM17</b>	<b>09/28/22</b>	<b>09/28/22</b>	<b>10/28/22</b>								
Inv. A2447588 Cartridges		1.11.6190 - Office Supplies			\$230.70	\$0.00	\$230.70	09/28/22	13120	ASCUCK	\$0.00
Inv. A2444496 Cartridges		1.11.6190 - Office Supplies			\$207.62	\$0.00	\$207.62	09/28/22	13120	ASCUCK	\$0.00
<b>INVOICE 92722KM17 TOTALS:</b>					<b>\$438.32</b>	<b>\$0.00</b>	<b>\$438.32</b>				<b>\$0.00</b>
<b>COAST TO COAST TOTALS:</b>					<b>\$438.32</b>	<b>\$0.00</b>	<b>\$438.32</b>				<b>\$0.00</b>
<b>VENDOR: ONETIM - CYNTHIA MCNALLY</b>											<b>\$0.00</b>
<b>9722KM2</b>	<b>09/07/22</b>	<b>09/07/22</b>	<b>10/07/22</b>								
LMP Refund for account 3012-02		2.00.2600 - Customer Deposits			\$52.66	\$0.00	\$52.66	09/07/22	13074	ASCUCK	\$0.00
<b>INVOICE 9722KM2 TOTALS:</b>					<b>\$52.66</b>	<b>\$0.00</b>	<b>\$52.66</b>				<b>\$0.00</b>
<b>CYNTHIA MCNALLY TOTALS:</b>					<b>\$52.66</b>	<b>\$0.00</b>	<b>\$52.66</b>				<b>\$0.00</b>
<b>VENDOR: ONETIM - GHA TECHNOLOGIES, INC</b>											<b>\$0.00</b>
<b>91422MA6</b>	<b>09/14/22</b>	<b>09/14/22</b>	<b>10/14/22</b>								
Library Software Subscription Renew		1.15.6110 - Contract Services			\$555.76	\$0.00	\$555.76	09/14/22	13087	ASCUCK	\$0.00
<b>INVOICE 91422MA6 TOTALS:</b>					<b>\$555.76</b>	<b>\$0.00</b>	<b>\$555.76</b>				<b>\$0.00</b>
<b>GHA TECHNOLOGIES, INC TOTALS:</b>					<b>\$555.76</b>	<b>\$0.00</b>	<b>\$555.76</b>				<b>\$0.00</b>

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

Ledger as of : 9/1/2022 to 9/30/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
LEDGER TOTALS:				\$324,626.40	\$0.00	\$324,626.40				\$460.07

\*V - Denotes Voided Check Entries







For the meeting of October 11, 2022

## **MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL**

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- Worked on updating the Special Event policy / Code and worked on various applications.
- Continued work on the transition to Caselle financial management software.
- Worked with ADOT, NACOG and contractors regarding drainage improvements project and waterline/hydrant project on Dundee.
- Amended the lease for Passion Cellars per the Council motion at the September meeting.
- Drafted a grant application for Town Hall / Council Chambers technology enhancements.
- Attended a meeting with Town consultants and ADEQ to acclimate ADEQ to our WWTP location, challenges, and uniqueness as we embark on the WWTP upgrade.
- Worked with Judge Napper for court room technology upgrades.
- Worked with staff on implementing the new clerk and financial management software.
- Met with staff to discuss water conservation Strategy 1 updates.
- Finalized updates to the Town's master fee schedule.
- Worked on a public record request.
- Continued work as a panelist for the Arizona Community Foundation Grant program.
- Met with the owner of Haunted Hamburger to discuss potential enhancements.
- Discussed a citizen / neighbor property conflict with one of the individuals and discussed with Attorney Sims.

**\*\* CONGRATULATIONS TO \*\***

**Charles Harris**, who has completed 3 years of service as of October 17th.

.

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

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

					Compared to prior year
	<b>FY2023 BUDGET</b>	<b>FY2023 actual</b>	<b>Budget +/-</b>	<b>FY2022 actual</b>	<b>+/-</b>
July	111,000	104,350	(6,650)	117,605	(13,255)
August	111,000	74,612	(36,388)	118,436	(43,824)
September	78,000			81,826	
October	132,000			140,055	
November	150,000			160,051	
December	117,000			124,708	
January	116,000			123,149	
February	81,000			85,855	
March	100,000			105,343	
April	148,000			157,557	
May	141,000			149,917	
June	115,000			121,930	
<b>Total YTD</b>	<b>1,400,000</b>	<b>178,962</b>	<b>(43,038)</b>	<b>1,486,432</b>	<b>(57,079)</b>

## TOWN OF JEROME, AZ

Comparison of Restaurant/Bar, Accommodation and Retail Sales Tax Revenues

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2023 actual	FY2022 actual	+/-	FY2023 actual	FY2022 actual	+/-	FY2023 actual	FY2022 actual	+/-
July	38,001	38,281	(280)	18,295	18,467	(172)	32,588	47,339	(14,751)
August	31,508	41,580	(10,072)	4,896	18,024	(13,128)	18,230	47,731	(29,501)
September		26,920			14,684			28,573	
October		45,726			20,051			58,351	
November		53,186			25,622			68,645	
December		42,240			19,769			51,239	
January		36,189			17,289			48,750	
February		28,416			12,954			32,562	
March		33,497			19,946			41,523	
April		57,834			25,878			57,920	
May		47,889			24,239			69,268	
June		43,530			17,059			53,014	
<b>Total YTD</b>		<b>495,288</b>	<b>(10,352)</b>		<b>233,982</b>	<b>(13,300)</b>		<b>604,915</b>	<b>(44,252)</b>

### Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,815	2,815
August	753	3,568
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

## WATER FLOWS REPORT

Reading Date		WALNUT GPM	VERDE GPM
2021	6-July	52	248
	12-July	57	240
	14-July	48	243
	19-July	52	180
	28-July	83	177
	2-Aug	101	108
	11-Aug	77	175
	16-Aug	172	180
	23-Aug	72	175
	30-Aug	66	170
	8-Sept	61	168
	13-Sept	57	170
	20-Sept	57	148
	27-Sept	61	162
	4-Oct	57	160
	11-Oct	61	162
	18-Oct	71	165
	25-Oct	71	160
	1-Nov	66	152
	8-Nov	61	159
	19-Nov	71	158
	22-Nov	71	155
	29-Nov	61	158
	6-Dec	66	155
	14-Dec	71	156
	20-Dec	71	144
	23-Dec	71	142
	27-Dec	71	144
2022	3-Jan	71	140
	18-Jan	68	145
	24-Jan	71	150
	31-Jan	77	141
	7-Feb	77	137
	14-Feb	57	134
	28-Feb	57	139
	14-Mar	52	148
	21-Mar	48	135
	28-Mar	48	129
	4-Apr	52	131
	11-Apr	40	163
	18-Apr	44	153
	25-Apr	40	153
	2-May	44	159
	9-May	44	148
	16-May	44	153
	23-May	40	154
	31-May	39	153
	21-Jun	36	157
	27-Jun	40	162
	5-July	39	165
	11-July	32	170
	25-July	26	212
	1-Aug	36	210
	8-Aug	40	135
	15-Aug	77	148
	22-Aug	77	128
	29-Aug	61	104
	7-Sept	61	148
	12-Sept	61	233
	19-Sept	52	272
	26-Sept	57	266
	3-Oct	61	235



Founded 1876  
Incorporated 1899

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

## **October 2022 Staff Report for September activity**

**Respectfully submitted by Kristen Muenz, Deputy Town Clerk**

- ⚙ Continued to support new Utilities and Customer Service Clerk, Terri Card, with training and advice.
- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business, answering general questions, arranging meeting times, and gathering information.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, post office, town hall).
- ⚙ Prepared agenda packets for the P&Z & DRB meeting with support from Will Blodgett and assisted in preparing the Council meeting agenda packets. Took and transcribed the minutes for all open sessions of Council, P&Z, and DRB meetings.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes. Continued to work on organizing physical files and maintain proper records of agendas and drafted minutes.
- ⚙ Continued to cross-train with Finance Manager Melanie Atkin with the Cyma program, updating bank reconciliation reports and processing Accounts Payables.
- ⚙ Business License report for September:
  - 9 Businesses were sent renewal notices.
  - 4 Businesses sent in their renewal application.
  - 2 Business applied for a NEW Business License.
  - 7 Renewed licenses were issued.
  - 3 Business Licenses are pending approval.

In addition to the normal, in-town businesses, we received, processed, and issued 23 NEW Business Licenses for out-of-town businesses that will be selling merchandise at a special event to take place on October 1<sup>st</sup>.



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

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

## **SEPTEMBER 2022 STAFF REPORT**

From: Melanie Atkin, Finance Manager

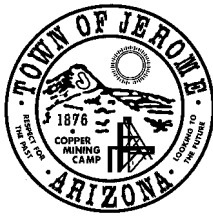
To: The Mayor and Council

### **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 three payrolls through ADP, ran payroll reports, completed various ledgers with the report's information, and posted payroll into the general ledger.
- ❖ Made necessary monthly postings for Admin Charges and supplemented Water, Sewer, Police, and HURF departments with transfers from the Parking and General Fund.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a September summary budget to actual report for General, Utility, Road, and Parking funds.
- ❖ Run daily bank statements, making the necessary journal entries to balance the daily bank reconciliations.
- ❖ Continuing to work with the CPA on audit preparations.

### **HR Duties:**

- ❖ Helped some employees with benefit related questions.
- ❖ Attended a KAIROS training seminar in Chandler. Learned about new services they will be offering next plan year and updates to open enrollment and enrollment software.



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

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

Celebrating Our 123rd Anniversary  
1899 - 2022

### September 2022 PUBLIC WORKS MONTHLY REPORT

#### NORMAL WEEKLY DUTIES

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

#### OTHER PROJECTS

- Asphalt patch in potholes
- Grade dirt roads through town.
- Weed eat throughout town.
- Oil changes on all town vehicles.
- Re-insulate the pipes on Sunshine hill.
- Stripe lower parking lot.
- Grab trash from the sewer plant.
- Service the backhoe and Gannon.
- Pick up water from Walmart.
- Fix garbage truck and F-250.
- Water leak on Hampshire.

We were down to a skeleton crew for the first half of the month. Some days, only two people. We're hoping to be back to normal soon. Thank you!



## **JEROME MUNICIPAL COURT**

**Hon. Angela M. Bradshaw Napper, Magistrate**

P O Box 335  
Jerome, AZ 86331

600 Clark Street  
Phone (928) 649-3250

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TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: September 29, 2022

I am happy to report that our new court technology has been installed and is fully operational. Our first remote hearings were conducted on Thursday, September 22. I welcome all council members to come see our new courtroom technology.

Pursuant to an administrative order from the Arizona Supreme Court, as of October 1, several types of hearings held in our court, and jurisdictions around the state, will be presumptively remote. Of course, defendants, and attorneys may still appear in person. The goal is to allow greater access to the courts and be more efficient with time and resource allocation. Our court's newest administrative order adopting these presumptive standards is attached for your review.

Upcoming projects and goals for the court include the following:

- reviewing the most recent AOC Operational Evaluation (2017) to determine whether recommended changes were adopted;
- scheduling a security assessment with the assistance of Yavapai County Superior Court administration; an updated assessment should have been completed in February 2021;
- reviewing town code offense classifications to confirm statutory compatibility;
- and continuing my review of court policies and procedures in order to ensure state statutory and town code compliance.

Attached for your review is the August 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.



IN THE JEROME MUNICIPAL COURT Jerome  
IN THE COUNTY OF YAVAPAI, IN AND FOR THE STATE OF ARIZONA

# ADOPTION AND IMPLEMENTATION OF PRESUMPTIVE STANDARDS FOR REMOTE AND IN-PERSON HEARINGS FOR THE JEROME MUNICIPAL COURT

Administrative Order  
No. 2022 - 03

In June 2021, the Arizona Supreme Court's COVID-19 Continuity of Court Operations During a Public Health Emergency Workgroup (Plan B Workgroup) recommended best practices that should be retained or adapted post-pandemic, which included a recommendation that courts continue to use and expand technology to conduct remote court proceedings. In January 2022 the workgroup reconvened and issued a report, *Recommended Remote and In-Person Hearings in Arizona State Courts in the Post-Pandemic World* ("Report") which includes as Appendix 1 recommendations regarding which hearing types should be held remotely and which should be held in person ("Presumptive Standards").

On March 24, 2022, the Arizona Judicial Council approved adoption of the Report, which includes as Appendix 1 the Plan B Workgroup's recommendations about which hearing types should be held remotely and which should be held in-person. Those recommendations were adopted as presumptive standards for Arizona courts in Administrative Order No. 2022-46. That order was replaced by Administrative Order No. 2022-88 issued on August 3, 2022.

Administrative Order No. 2022-88 allows the presiding judge of the superior court to adapt the Presumptive Standards as necessary due to limitations in local court resources, bandwidth, technology hardware, software, and staffing or, for good cause, to meet unique needs in their respective counties.

Upon consultation with and approval from the presiding judge of the superior court in **Yavapai County**, pursuant to Supreme Court Administrative Order No. 2022-88,

IT IS ORDERED adopting the Chart attached hereto as the presumptive manner for holding hearings set on or after **October 1, 2022** in the **Jerome Municipal Court**.

IT IS ORDERED that this Administrative Order shall be posted on the website for the Jerome Municipal Court.

IT IS ORDERED adapting the Presumptive Standards adopted by the Supreme Court for the specific proceedings under the Arizona Rules of Protective Order Procedure and Criminal Misdemeanors, as follows:



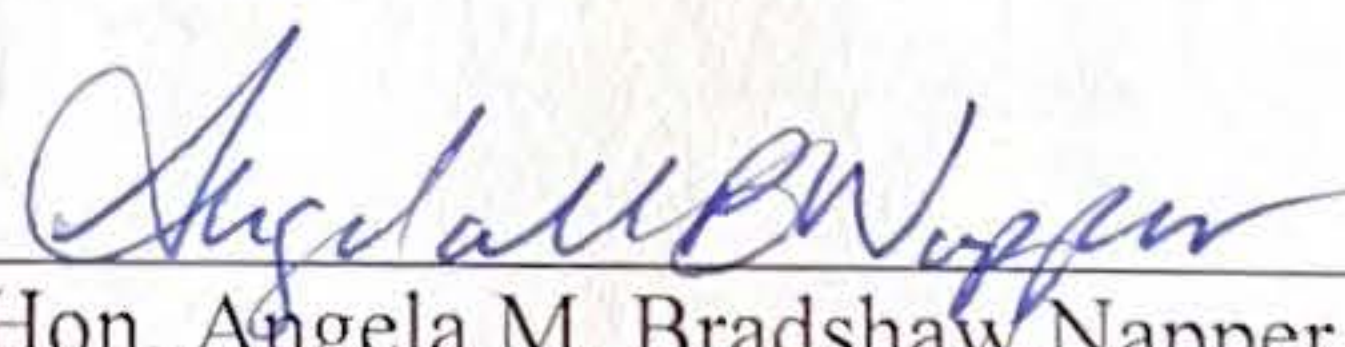
- **Ex Parte Hearing (for Protective Orders)** – adaptation due to (may include but not limited to): the interest of justice; insufficiency of technology for some persons presenting themselves before the court; safety of victims and their relations when requesting a protective order.
- **Change of Plea/Sentencing** - adaption due to (may include but not limited to): the interest of justice; interest of judicial economy; increased assurance of defendants understanding of proceeding; clarity in sentencing and probation requirements; insufficiency of technology for some persons with court matters; decorum of court proceedings; safety of victims and their relations when ordering no contact and do not return; gravity of court orders; timeliness in adjudication of matters; performance of fingerprinting. The In-Person presumptive designation does not apply to Telephonic Pleas and Pleas by Mail pursuant to Rule 17.1, Arizona Rules of Criminal Procedure.
- **Settlement Conference** - adaption due to (may include but not limited to): the interest of justice; interest of judicial economy; clarity in proposals; increased assurance in defendants understanding of the matters before them; preference of some persons with matters of the court; decorum of court proceedings; insufficiency of technology for some persons with court matters; timeliness in adjudication of matters with the court.

IT IS ORDERED that hearings in the **Jerome Municipal Court** shall be held in the presumptive manner; however, a judge assigned to a case may make a hearing-specific deviation from the presumptive manner by which a hearing must be held, if holding the hearing in the presumptive manner is not practical or otherwise not in the interest of justice. The court shall provide notice to the parties when a deviation is made.

IT IS ORDERED that for any hearing scheduled to be conducted remotely, the individual charged with an offense may elect to attend hearings in person.

IT IS FINALLY ORDERED that, notwithstanding the presumptive manner for holding hearings and the adaptations to the presumptive manner outlined in this Order any hearing type, with the exception of criminal trials, may be conducted remotely upon the request of a party, good cause appearing, and consistent with the requirements of applicable rules.

Dated this 29<sup>th</sup> day of September, 2022.

  
 Hon. Angela M. Bradshaw Napper  
 Presiding Judge, Jerome Municipal Court



**Jerome Municipal Court**  
**Presumptive Standards for Appearances**  
(remote or in-person hearings - by case type and hearing type)

Case Type	Hearing Type	Remote	In-Person
<b><i>Proceedings Under Arizona Rules of Protective Order Procedure</i></b>			
	Ex Parte Hearing		X
	Contested Protective Order [Evidentiary] Hearing		X
	Other – Non-witness	X	

<b><i>Limited Jurisdiction Proceedings Involving Criminal Misdemeanor Charges; under the Rules of Court Procedure for Civil Traffic, Boating, Marijuana and Parking and Standing Violations (CTBMPSV) and Juvenile Hearing Officer Proceedings</i></b>			
<b><i>Criminal Misdemeanors</i></b>			
	Appearance/Arraignment/Initial	X	
	Pre-trial Motion – Non-witness	X	
	Pre-trial/Motion – Witness		X
	Change of Plea/Sentencing		X
	Pre-trial Conference	X	
	Order to Show Cause		X
	Trial Preparedness Conference	X	
	Settlement Conference		X
	Jury Trial		X
	Bench Trial		X
	Probation Violation Arraignment	X	
	Probation Violation Hearing		X
	Probation Violation Disposition		X
	Other – Non-witness	X	
	Other – Witness		X
	Bond Forfeiture	X	
<b><i>CTBMPSV</i></b>			
	Arraignment	X	
	Trial/Contested Hearing		X
	Photo Enforcement Hearing	X	
	Other (including ID Hearings, Local Ordinance, Parking)	X	
<b><i>Juvenile Hearing Officer Proceedings</i></b>		X	



## MONTHLY REVENUE REMITTANCE

Aug 2022

TOTAL DISBURSEMENTS

SUBTOTALS: 42.51 6,563.11 8,120.82 75.88

JCEF 42.51 7,865.57 Gen Fund

FTG 0.00 289.25 Splits

14,802.32

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	42.51			
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02				
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01				
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03				(S2 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		289.54		289.54 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
Citz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		482.70		
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116 01A 41-2401	ZCJEF	2-14-01		2,027.20		
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11				
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECJ	2-11-25				
DNA 3% of Base Fine - 12-116 01C	ZDNAS	2-14-05				
DUI Abatement Fnd - 28-1304A, 1382,3 (Extrm DUI, \$250)	ZDUIA	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				177.03 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22				76.00 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		177.03		
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		76.00		
FTG Penalty Assmt (7% of Base) - 12-116 01B, 41-2421J	ZFTGS	2-14-04		337.85		
Highway Users Rev Fnd (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36				
Jud Collect Enhan Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		66.80		78.94 ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		12.14		
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18 39% of Fee)	ZJCSF	2-13-51				
Medical Svcs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		627.46		
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		264.25		429.38 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		500.00		
Peace Officer Training Equip Fnd (2019-s4) 12-116.10, 41-1731	ZPOTE	2-15-42		128.10		
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		660.64		
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		550.00		
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		111.64		297.29 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116 09, 41-1722	ZVREA	2-15-37		66.11		
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		185.65		
Forfeited Overpayments		4-91-04				
Installment Payment Fee		4-39-08				
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01			157.15	157.15 ZATT & ZPU52
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116 05	ZCAA2	4-29-22				
Court Enhancement Fee	ZCE	4-30-04				5,149.77 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			1,210.00	
Default Fees - LOCAL	ZDEFF	4-32-01			229.80	304.80 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02			240.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			1,363.42	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			115.73	5,149.77 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			2,191.92	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20				
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95				
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04				
Fines - CV Penalties - 13-811A & 28-1554B	ZFINE	4-49-07			1,478.70	
Registration Violations (HURF-LOCAL) 28-2533 REG	ZHRFX/C	4-23-01				
COURT SECURITY FEE	ZMCSF	4-30-25			900.00	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZLCL	4-39-09			27.00	961.00 ZLCL ZMISC ZDIS
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			132.10	
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/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02				
Warrant Fee	ZWARF	4-32-03			75.00	
Jail (incarceration) Fees	ZJF	4-33-21				42.85
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				33.03

PASS-THROUGH MONIES:		Received
<b>OVERPAYMENT REPORT</b>		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOVR 2-72-01	\$0.00 (S5 WRITE-IN)
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
Balance at End of Current Month		\$0.00
<b>UNAPPLIED PAYMENTS REPORT</b>		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$0.00 (S5 WRITE-IN)
Allocated During Current month		\$0.00
Balance at End of Current Month		\$0.00
<b>DEFERRED AGENCY ALLOCATIONS REPORT</b>		
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
<b>BOND REPORT</b>		
Carried Forward from previous month		\$2,500.00
RECEIVED in current month	ZBND 2-71-01	\$0.00
CONVERTED (Exonerated) to Fines/Fees		\$0.00
DISBURSED in current month		\$0.00
FORFEITED in current month		\$0.00
Balance at End of Current Month:		\$2,500.00
<b>RESTITUTION REPORT</b>		
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

<b>TOTAL REVENUE FOR DISBURSEMENT</b>	<b>\$14,759.81</b>
JCEF account	\$42.51
FTG account	\$0.00
State Revenue	\$6,563.11
City/Town	\$8,154.82
Yavapai County	\$75.88
Other Agencies	
<b>TOTAL DISBURSEMENTS</b>	<b>\$14,836.32</b>
<b>PASS-THROUGH MONIES:</b>	<b>\$0.00</b>
Overpayment Refunds	\$0.00
Unapplied Payments	\$0.00
Bonds (ZBND)	\$0.00
Restitution (ZREST)	\$0.00
Agency Not Assigned - not yet allocated	\$0.00

**SABA TOTAL (Total Revenue) \$14,836.32**

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: AUGUST 2022

K.M.

Signature

Micheala Brewer

Verified by:

Angela B. Napper



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

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

**Utilities**

- Current debt (45 days past due):  
16 accounts were on the shut-off list at the beginning of September. 7 accounts were sent Yellow Tags, and no accounts were shut off due to every account either paid off or made payments. 1 account has moved and has not paid last bill.

Balance owed on shut-off accounts from August billing: \$4614.80

Balance owed at end of September: \$1253.03

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

**Rentals**

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

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Charge Item Summary By User Type

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ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$137.56)	(\$637.56)	(\$642.84)	(\$637.56)	(\$3,273.10)	(\$5,328.62)
Water	\$0.00	\$4,582.69	\$545.93	\$0.00	\$0.00	\$270.39	\$5,399.01
Sewer	\$0.00	\$5,690.53	\$715.50	\$0.00	\$0.00	\$522.58	\$6,928.61
Trash	\$0.00	\$8,137.06	\$1,185.88	\$44.32	\$0.00	\$848.07	\$10,215.33
Tax	\$0.00	\$451.63	\$49.36	\$0.00	\$0.00	\$39.24	\$540.23
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$10.00	\$10.00	\$0.00	\$0.00	\$2,190.00	\$2,210.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$18,734.35	\$1,869.11	(\$598.52)	(\$637.56)	\$597.18	\$19,964.56
UserType: Residential							
Credit	\$0.00	(\$142.71)	(\$629.90)	(\$1,788.85)	(\$105.11)	(\$1,253.31)	(\$3,919.88)
Water	\$0.00	\$7,487.40	\$1,165.39	\$432.87	\$91.00	\$2,238.73	\$11,415.39
Sewer	\$0.00	\$6,299.95	\$887.33	\$311.30	\$150.28	\$3,844.73	\$11,493.59
Trash	\$0.00	\$5,237.52	\$947.88	\$343.06	\$70.10	\$2,236.57	\$8,835.13
Tax	\$0.00	\$724.34	\$109.54	\$39.83	\$5.77	\$301.49	\$1,180.97
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$38.55	\$68.55
Late Fee	\$0.00	\$230.00	\$140.00	\$130.00	\$130.00	\$5,744.89	\$6,374.89
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$19,866.50	\$2,620.24	(\$531.79)	\$342.04	\$13,151.65	\$35,448.64
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$168.72	\$0.00	\$0.00	\$0.00	\$0.00	\$168.72
Sewer	\$0.00	\$211.64	\$0.00	\$0.00	\$0.00	\$0.00	\$211.64
Trash	\$0.00	\$141.20	\$0.00	\$0.00	\$0.00	\$0.00	\$141.20
Tax	\$0.00	\$16.64	\$0.00	\$0.00	\$0.00	\$0.00	\$16.64
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$538.20	\$0.00	\$0.00	\$0.00	\$0.00	\$538.20

-----

Charge Item Summary By User Type

-----

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
=====							
UserType: Commercial							
Credit	\$0.00	(\$132.18)	(\$80.00)	(\$80.00)	(\$64.47)	(\$37.13)	(\$393.78)
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	\$6,492.05	\$0.00	\$0.00	\$0.00	\$347.36	\$6,839.41
Gas	\$0.00	\$22.11	\$0.00	\$0.00	\$0.00	\$0.00	\$22.11
Electric	\$0.00	\$260.63	\$0.00	\$0.00	\$0.00	\$0.00	\$260.63
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	\$6,642.61	(\$80.00)	(\$80.00)	(\$64.47)	\$310.23	\$6,728.37
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,734.02)	(\$8,734.02)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Default (3)-----							
Subtotal --->	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,734.02)	(\$8,734.02)
Grand Total (35)=====							
=====>	\$0.00	\$45,781.66	\$4,409.35	(\$1,210.31)	(\$359.99)	\$5,325.04	\$53,945.75



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Charge Item Summary

-----

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$412.45)	(\$1,347.46)	(\$2,511.69)	(\$807.14)	(\$13,297.56)	(\$18,376.30)
Water	\$0.00	\$12,238.81	\$1,711.32	\$432.87	\$91.00	\$2,509.12	\$16,983.12
Sewer	\$0.00	\$12,202.12	\$1,602.83	\$311.30	\$150.28	\$4,367.31	\$18,633.84
Trash	\$0.00	\$13,515.78	\$2,133.76	\$387.38	\$70.10	\$3,084.64	\$19,191.66
Tax	\$0.00	\$1,192.61	\$158.90	\$39.83	\$5.77	\$340.73	\$1,737.84
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$38.55	\$68.55
Late Fee	\$0.00	\$240.00	\$150.00	\$130.00	\$130.00	\$7,934.89	\$8,584.89
Rent	\$0.00	\$6,492.05	\$0.00	\$0.00	\$0.00	\$347.36	\$6,839.41
Gas	\$0.00	\$22.11	\$0.00	\$0.00	\$0.00	\$0.00	\$22.11
Electric	\$0.00	\$260.63	\$0.00	\$0.00	\$0.00	\$0.00	\$260.63
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	\$45,781.66	\$4,409.35	(\$1,210.31)	(\$359.99)	\$5,325.04	\$53,945.75

Customer Count = 377

## Jerome Library Report September, 2022

- Reviewed statistics for the 21/22 FY Annual Report required by the Arizona State Library.
- Jerome currently has 179 active users with Jerome Library cards, this number does not include users from other libraries.
- The Library owns 10,739 Print Materials and 3674 videos.
- Jerome provided 2029 interlibrary loans for other libraries and received 641 items for Jerome patrons.
- Library staff conducted 2654 circulation transactions; this number does not include renewals.

The complete report will be available for public view on November 15, 2022.

- Purchased and installed a new Black print, Printer/copier/scanner for staff and patron use.
- Installed a new color printer for staff use.
- Worked with community service personnel on various projects.

Library staff participated in the Art in the Park Event put on by the Jerome Chamber of Commerce. Our participation in this event promoted the Community Art Program with the primary objective of signing up participants for future art classes. The event was very successful.

Respectfully, Kathleen Jarvis



# Jerome Volunteer Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039

E-mail: [blair@jeromefire.us](mailto:blair@jeromefire.us)

## Fire Chief's Report

Month: September Year: 2022

Calls by Type	Number	Resident	Non-Resident
EMS Calls	11	8	3
Residential Fire	0	0	0
Commercial Fire	2	2	0
Wildland	0	0	0
Still Assignment	2	2	0
Station Staffing	4	4	0
Citizen Assist	3	0	3
Agency Assist	4	2	2
Special Duty	6	6	0
Snake Removal	3	3	0
Tech Rope Rescue	0	0	0
MVA/Rescue	4	0	4
HazMat	2	2	0
Dispatch Error	0	0	0
<b>Totals:</b>	<b>41</b>	<b>29</b>	<b>12</b>
<b>Total Calls Chief on Scene</b>	<b>35</b>		
<b>Total JFD Meetings Chief Attended</b>	<b>6</b>		

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

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 403.5
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Fire Chief Meetings	Date
Fire Marshals Meeting	9/7/22
VV Chiefs Meeting	9/7/22
Comms Group Meeting	9/20/22
Chiefs Meeting	9/28/22

### Education, Summer Semester:

- Rick Hernandez Successfully completed his Fire Inspector II Course in September.

### **Additional Training:**

- On Thursday 5PM September 1st we held our business meeting and preformed truck checks with Blair
- On Thursday 5PM September 8<sup>th</sup> we trained on Truck Engineering with Muma
- On Thursday 5PM September 15<sup>th</sup> we trained on Layout and tactics of the Grand Hotel with Blair
- On Thursday 5PM September 22<sup>nd</sup> we held our Annual Community Firewise Picnic.
- On Saturday 9AM September 24<sup>th</sup> we conducted Rope Training
- On Thursday 5 PM September 29<sup>th</sup> we Trained on our new LifePaks 15 heart monitors with Muma

### **Department Affairs and On-going Projects**

- Our September call volume is equal with last September's 41 calls. Our year-to-date call volume is 368 compared with 330 calls YTD 2021. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- Jerome Fire has been working with the Town crew to restore the water tanks and water lines to full capacity due to the right-hand tank on Cleopatra hill having a leak on the bottom of the tank. We are looking into getting the tank repaired
- I've been monitoring all the water tanks daily throughout the month. To ensure we have water overflow, in addition to filling the sunshine hill tanks. At this point all the water tanks are full, other than the one that is in need of repair.
- Jerome Fire and the Town Crew have Also been working together on addressing the problems with the Cantilevered Sidewalk on Hampshire Ave. The holes have been patched and are repairing section of sidewalk.
- Allen Muma and I met with a coordinator for a new grant from the state. If our application is accepted, we will receive a new program to organize calls among agencies and units on the fireground, 3 PCs for the program for command vehicles as well as have our subscription paid by the state. We hope to hear back on this new program soon.
- This year we assisted the Volkswagen Club with their Jerome Jamboree up at the Gold King mine. We provided EMS and Fire protection services for their patrons. The Volkswagen Club always treats the Fire Department well with good press and donations to our Auxiliary.
- We have finished this year's hydrant testing. We have 36 hydrants that we test all together including the three new hydrants installed recently.
- We held our Yearly Firewise day and Community Picnic. We had a successful event with large turnout. This event brings the community together and shares food and fun with everyone. We were able to safely space everyone throughout the bays and upstairs, with a live band playing.
- We have recently received and trained on our new LifePaks 15 heart monitors. These were donated by Verde Valley Ambulance company thanks to Allen Muma's efforts. These will be a great asset to our Emergency Medical calls.
- Due to Carl Whiting experience and certifications, I have promoted Carl to Battalion Chief status. See staff summary report. Congratulations Carl!!!
- In addition I have submitted three additional staff summary reports, for strategy one water restrictions, brush truck new chassis and an IGA with Copper Canyon for vehicle maintenance.
- This month will be another busy month for us as we have our annual fire department auxiliary dance. Putting on this event requires a lot of personnel to participate to facilitate the event. We hope to see council participation.

### **Prevention**

- We have had a total of 24 Firewise activities and visits to the burn pile in September with 17 loads of trimmings, slash, and brush for a total of 38 combined Jerome's citizen hours. As well as 180 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. Currently we are maintaining a 3 man crew, 2 times a week, for fuel abatement efforts.
- 8 Business license inspections were performed.

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

### September Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
22-213	9/1/22	6:30:00 PM	Thurs	Snake Removal & Relocation	4" Diamondback	4
22-214	9/2/22	1:30:00 PM	Fri	Snake Removal & Relocation	2" Bull Snake	2
22-215	9/2/22	2:00:00 PM	Fri	Citizen Assist Non-Resident	Disabled Vehicle	2
116	9/2/22	4:32:00 PM	Fri	MVA/Rescue Non-Resident	Canceled Enroute	6
22-216	9/4/22	11:00:00 AM	Sun	Station Staffing		3
117	9/4/22	4:18:00 PM	Sun	Still Assignment Resident	Activated Alarm	4
22-117	9/4/22	4:20:00 PM	Sun	Agency Assist Resident	Assist JPW W/ A Water Leak.	2
22-218	9/5/22	8:00:00 AM	Mon	Hazmat	Remove Dead Animal	2
118	9/6/22	7:34:00 AM	Tues	EMS Resident	80 YOF - Fall	6
22-219	9/6/22	8:30:00 AM	Tues	EMS Resident	Blood Pressure Check. Basic First Aid	2
22-220	9/7/22	10:30:00 AM	Wed	Agency Assist Non-Resident	Oversized Vehicle	1
119	9/7/22	5:27:00 PM	Wed	EMS Resident	Canceled Upon Arrival	2
120	9/8/22	1:25:00 AM	Thurs	Commercial Fire	Activated alarm - Canceled	3
22-221	9/8/22	12:45:00 PM	Thurs	EMS Resident	Lift Assist	3
121	9/8/22	2:58:00 PM	Thurs	EMS Resident	83 YOM - Fall	5
22-222	9/11/22	12:15:00 PM	Sun	EMS Non Resident	82 YOF - Skin Tear Basic First Aid	1
122	9/14/22	6:44:00 PM	Wed	Snake Removal & Relocation	Nothing Found	3
123	9/16/22	1:37:00 PM	Fri	EMS Non Resident	Canceled Enroute	3
124	9/17/22	11:08:00 AM	Sat	MVA/Rescue Non-Resident	Canceled enroute - Mutual Aid	6
22-223	9/16/22	8:00:00 PM	Fri	Special Duty Resident	Remove Wasp Hazard	1
22-224	9/17/22	9:00:00 AM	Sat	Special Duty Resident	Remove Wasp Hazard	1
125	9/17/22	6:53:00 PM	Sat	Commercial Fire	Activated Alarm - Nothing Found	4
126	9/17/22	10:35:00 PM	Sat	MVA/Rescue Non-Resident	Canceled Enroute.	7
22-225	9/21/22	8:00:00 AM	Wed	Station Staffing		3
22-226	9/22/22	5:00:00 PM	Thurs	Special Duty Resident	Firewise Event/ Picnic	13
127	9/23/22	12:08:00 AM	Fri	EMS Resident	66 YOM - Allergic Reaction	5
22-227	9/23/22	8:00:00 AM	Fri	Station Staffing	VW Bus Event Staffing	6
22-228	9/23/22	1:45:00 PM	Fri	Citizen Assist Non-Resident	Disabled Vehicle	2
128	9/23/22	4:14:00 PM	Fri	EMS Resident	Canceled Enroute	6
129	9/24/22	1:23:00 AM	Sat	EMS Non Resident	42 YOF - Fall	5
22-229	9/24/22	8:00:00 AM	Sat	Station Staffing	VW Bus Event Staffing	6
22-230	9/24/22	4:00:00 PM	Sat	Citizen Assist Non-Resident	Disabled Vehicle	3
22-231	9/25/22	8:00:00 AM	Sun	Special Duty Resident	Remove Dead Animal	2
130	9/25/22	2:44:00 PM	Sun	MVA/Rescue Non-Resident	65 YOF Pt Refusal	6
22-232	9/25/22	4:00:00 PM	Sun	Hazmat	Gasoline Spill	2

22-233	9/27/22	7:30:00 AM	Tues	Agency Assist Non-Resident	Assist JPD W/ Oversized	1
131	9/27/22	3:46:00 PM	Tues	EMS Resident	40 YOM Unknown Medical	6
22-235	9/28/22	7:45:00 AM	Wed	Still Assignment Resident	Check For Electrical Hazard	2
22-235	9/28/22	8:00:00 AM	Wed	Special Duty Resident	Remove Wasp Hazard	2
22-236	9/28/22	9:00:00 AM	Wed	Special Duty Resident	Preformed Hydrant Testing	3
22-237	9/28/22	5:30:00 PM	Wed	Agency Assist Resident	Assist JPW W/ A water Leak.	3
<b>Incident</b>	<b>Date</b>	<b>Time</b>	<b>Day of week</b>	<b>Select Type</b>	<b>Additional Info</b>	<b>#</b>

## September 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.
9/1/2022	East Ave		3	2	6				0
9/1/2022	Remington		4	2	8				0
9/5/2022	Perkinsville Rd.		1	7	7				0
9/6/2022	Perkinsville Rd.		1	7	7				0
9/7/2022	89A		2	4	8				0
9/8/2022	123 Juarez				0	1	1	2	2
9/8/2022	651 Clark				0	1	1	2	2
9/8/2022	89A		3	7	21				0
9/9/2022	UVX		2	1	2	1			0
9/10/2022	107 Deception		2	2	4	2			0
9/12/2022	295 Dundee		1	1	1	1			0
9/12/2022	107 Deception		2	2	4	2			0
9/13/2022	30 Magnolia				0	1	2	2	4
9/13/2022	WWTP		2	4	8				0
9/14/2022	WWTP		2	7	14				0
9/15/2022	WWTP		3	8	24				0
9/19/2022	150 North				0	2	2	4	8
9/28/2022	89A		2	4	8				0
9/28/2022	124 First Ave.				0	2	2	4	8
9/29/2022	89A		4	7	28				0
9/29/2022	89A		4	7.5	30				0
9/30/2022	505 School St.				0	1	2	2	4
9/30/2022	101 Hill St.				0	2	2	4	8
9/30/2022	100 Holly				0	1	1	2	2
	<b>Totals</b>	<b>0</b>	<b>38</b>	<b>72.5</b>	<b>180</b>	<b>17</b>	<b>13</b>	<b>22</b>	<b>38</b>
	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









Founded 1876  
Incorporated 1899

## **Town of Jerome, Zoning Administrators Report**

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**Town Council: Tuesday, October 11, 2022**  
**Prepared by: William Blodgett, Zoning Administrator**

### **Planning & Zoning Commission- Regular Meeting of September 20 2022**

Commission approved a preliminary site plan for a Garage remodel at 121 Third Street.

### **Design Review Board- Regular Meeting of September 27 2022**

Board approved exterior alterations to the front façade of a garage at 699 Holly Ave.

### **Board of Adjustment-**

Nothing to report at this time, meeting still pending.

### **Code Enforcement-**

Inspected numerous code violations regarding signs at UVX Apartment building, and along private properties on Highway 89/Hampshire Blvd.

### **Administrative Approvals-**

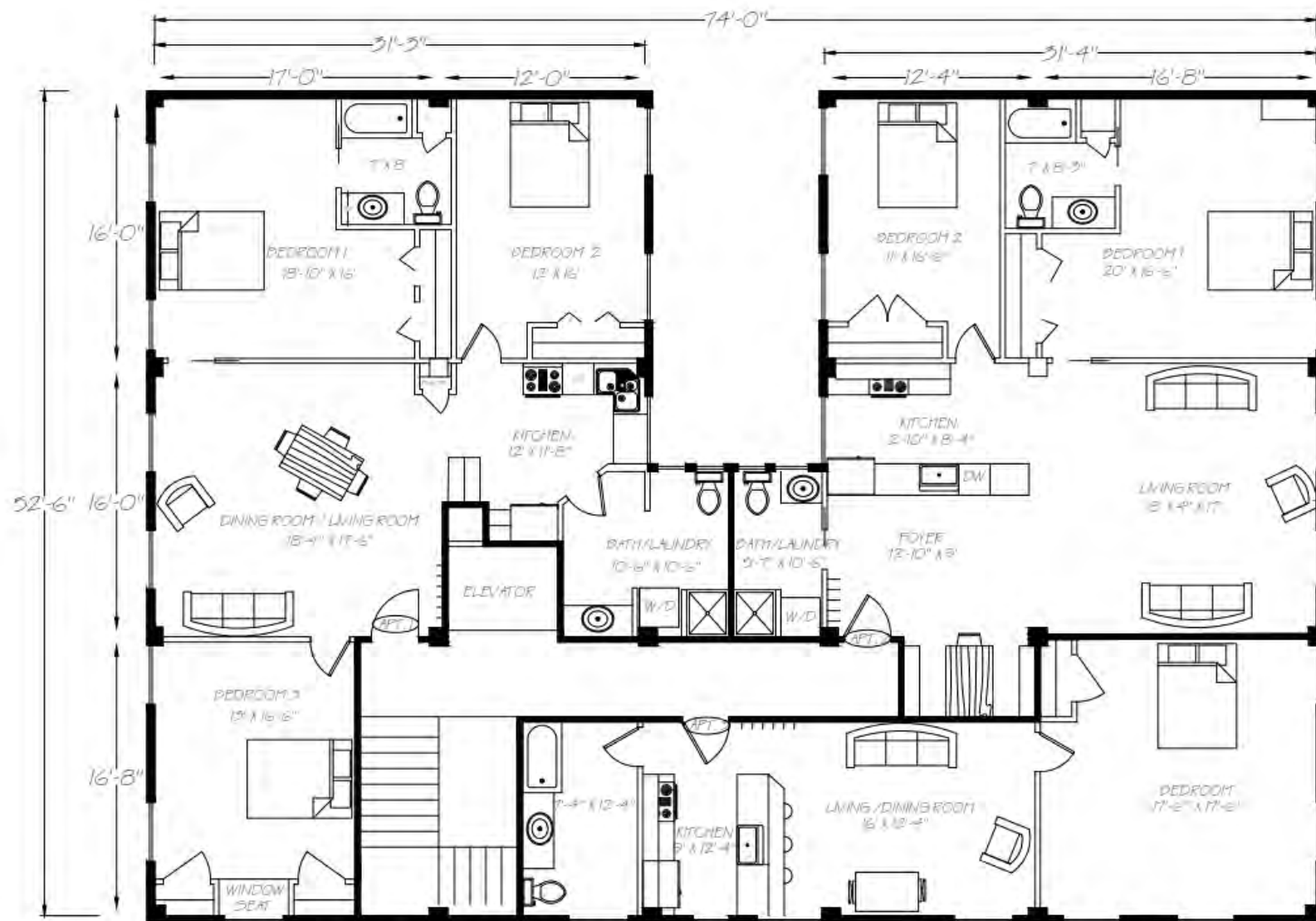
Nothing to report at this time.

### **Other Business-**

- Archaeological Survey of the lower Pioneer Cemetery is underway. Updates coming soon.
- Preliminary drawings for the Hotel Jerome are ready for review and discussion. Request council direction and discussion toward this end. See the drawings (2 pages) attached to this ZA report.
- Windows on the ground floor of the Hotel Jerome need a plan for replacement and repairs. Request direction and discussion as well on this item, with possible solutions by a local resident (in attendance).



1ST & 2ND FLOORS



3RD FLOOR

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# TOWN OF JEROME

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

## Regular Meeting of the Town of Jerome

### DESIGN REVIEW BOARD

Tuesday, September 27, 2022, 6:00 pm

600 Clark Street

### DRAFT MINUTES

#### 6:00 (0:04) Item 1: Call to order

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

Present were Chair Wood, Vice Chair Tyler Christensen, and Board Members John McDonald, Mimi Romberger, and Carol Wittner.

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

#### 6:00 (0:39) Item 2: Petitions from the public – There were no petitions from the public.

Possible Direction to Staff

#### 6:00 (0:44) Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, July 26, 2022.

##### Motion to approve the minutes of the regular meeting of July 26, 2022

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

#### Discussion/Possible Action

#### Continued Items/Old Business:

No Items

#### New Business:

#### 6:01 (1:36) Item 4: Seeking Approval for exterior alterations

Applicant/Owner: Steve Hopkins

Zone: R1-5

Address: 699 Holly Avenue

APN: 401-07-076

Applicant is seeking approval to remove an existing garage door to frame up the opening and add a standard door and window.

#### Discussion/Possible Action

Zoning Administrator Will Blodgett read a summary of the project. Applicant Steve Hopkins wishes to remove a garage door from his workshop. The house, located on the corner of Holly Avenue and Main Street, was built in 1974, so it is not a historic property. He said the purpose of Design Review is reviewing the exterior design only as it is not a modification to the building's structure. For the project, the same siding will be used as on the rest of the house, and the paint will be matched to the existing paint color. The new wooden trim and door will be matched to the existing door as well. The packet included pictures of the existing paint and door, and the applicant had provided samples, which Mr. Blodgett provided to the Board. He then read a letter from Mr. Hopkins, in which he explained the purpose of replacing the old garage door with a standard door and window to help with heating and cooling the interior. Mr. Hopkins also included a sketch to show placement of the new door on the exterior of the garage, along with pictures of the windows and door that will be used. Mr. Blodgett asked if there were any questions. Board member Mimi Romberger commented that the design looks good, and she likes the color. She told the applicant that his attention to detail was great.

Chair Wood said that, as he recalls, what the applicant is replacing is a door to accommodate an RV.

Mr. Hopkins responded that originally it was, but it hasn't worked since he moved in, and snow gets inside the building.

Vice Chair Christensen said that he likes to see projects like this that help preserve houses and is all for it. The applicant had said it will help with heating and cooling, and Mr. Christensen feels it will also help with leaks and keep the house intact. As far as aesthetics, it matches.

Chair Wood said he could see nods of approval and would motion to approve as submitted.

Board member Carol Wittner said that she would second that.

##### Motion to approve the exterior alterations at 699 Holly Avenue

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

### Meeting Updates:

#### 6:08 (8:16) Item 5: Updates of recent and upcoming meetings

- **September 13 regular Council meeting** – Tabled resolution No. 446 (regarding user fees for development related services), conducted the first reading of resolution No. 484 (Short-Term rental regulations) and tabled the discussions on Annexation and Microbrewery regulations and renewed a lease agreement with Passion Cellars.
- **September 20 regular meeting of Planning & Zoning Commission** – Approved a preliminary site plan review for a Garage remodel at 121 Third Street.

*Mr. Blodgett read updates from recent and upcoming meetings.*

#### 6:09 (9:09) Item 6: Future DRB Agenda Items for Tuesday, October 25, 2022: To be updated.

*Mr. Blodgett said there will be an upcoming DRB meeting and there will be at least one item on the agenda, possibly two.*

*Mr. Christensen commented that a town resident had asked him if the board members listed on the town website are up to date. He asked Mr. Blodgett to check and please update the website as needed.*

*Mr. Blodgett confirmed that he would be happy to do so.*

#### Item 7: Adjourn

##### **Motion to adjourn at 6:10 p.m.**

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

## DRAFT MINUTES

### REGULAR MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, SEPTEMBER 13, 2022, AT 7:00 P.M.

<b>ITEM #1:</b> <b>7:00 (0:03)</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 7 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Brett Klein called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey, and Councilmember Sonia Sheffield. Councilmember Jane Moore was absent. Staff present included Town Manager Brett Klein, Zoning Administrator Will Blodgett, Finance Manager Melanie Atkin, and Deputy Town Clerk Kristen Muenz.</i>																																										
<b>ITEM #2:</b> <b>7:00 (0:34)</b>	<b>FINANCIAL REPORTS</b> Financial reports for August 2022 <i>Ms. Harvey asked about an item listed in the General Fund report for program expenses.</i> <i>Ms. Atkin said she was not certain on that item. She did know that the Police Department contract expenses were due to a new officer that was hired.</i> <i>Ms. Harvey clarified, the expense was for the pre-employment tests and Ms. Atkin confirmed it was. Ms. Harvey also asked about a credit listed under Properties.</i> <i>Ms. Atkin explained that the town received a reimbursement from an insurance claim.</i> <i>Ms. Harvey questioned an item on the balance sheet listed as wages payable for parking expenses and Ms. Atkin explained that was an amount carried over from the previous year.</i> <i>Ms. Harvey then asked about a dumpster rental listed under Corporate Services.</i> <i>Ms. Atkin replied that Public Works had needed to order a dumpster in specially for someone, and that person will be receiving an invoice to reimburse the town for the cost.</i> <i>Dr. Dillenberg thanked Ms. Atkin for answering their questions.</i> <i>Ms. Atkin then said she had remembered the reason for the program expense Ms. Harvey first mentioned; it was for contract services from Candace Gallagher.</i> <b>Motion to accept the August 2022 Financial Reports</b> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td></td><td></td><td>X</td><td></td></tr><tr><td>SHEFFIELD</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE					X		SHEFFIELD			X			
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<b>ITEM #3:</b> <b>7:03 (3:54)</b>	<b>STAFF AND COUNCIL REPORTS</b> Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, Fire Chief, and Council members. <i>Mr. Klein summarized his report. Referencing the transit pilot program, he explained that the Cottonwood Area Transit people would prefer 11 a.m. pick-up for the proposed bus route. He also said they have received the proposed total for the water tank repair. He said he felt the estimate is a good one, and the project can get started quickly. The town is also seeking to hire public works employees.</i> <i>Ms. Harvey asked Mr. Klein about his being a panelist for an Arizona Community Foundation grant program.</i> <i>Mr. Klein responded that he had been asked if he could take part in it and he had agreed because it would offer him the opportunity to meet some of the people who are stakeholders in the Verde Valley. He is on a panel reviewing grant applications and budgets; some of which may impact Jerome.</i> <i>Ms. Barber took the opportunity to congratulate town employees with service anniversaries.</i> <i>There was a round of applause.</i>																																										



Ms. Barber said she would like to point out that all the sales tax numbers were down; prices may be becoming more sustainable. Also, there were 11 rattlesnake relocations in 1 month; our Fire Department works very hard. She offered thanks to everyone who keeps the town running, employees and volunteers.

**Motion to accept the Staff and Council Reports**

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

**ITEM #4:**  
7:13 (13:25)

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

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

Mr. Blodget summarized his report, which included updates of recent meetings of the Planning and Zoning and Design Review Boards. He said he has been working on his interpretation for the STR report for an upcoming Board of Adjustment meeting and an analysis of a garage remodel for Planning and Zoning. He has also discussed crafting an educational course for the boards with SHPO and is happy to report that they are excited about the Hotel Jerome project. In addition, SHPO has accepted his credentials to be the town archeologist.

**ITEM #5:**  
7:16 (16:49)

**APPROVAL OF MINUTES**

August 9th regular meeting; August 9<sup>th</sup> Executive Session; August 23<sup>rd</sup> Special Meeting

**Motion to approve the August 9, 2022, Regular Meeting Minutes, the August 9, 2022, Executive Session Minutes, and the August 23, 2022, Special Meeting Minutes as presented**

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

**ITEM #6:**  
7:17 (17:32)

**PETITIONS FROM THE PUBLIC-**

Jerome resident Joe Lazaro had submitted a Petition to Speak prior to the meeting, however, he was not in attendance. There were no other petitions from the public.

**ITEM #7:**  
7:17 (17:46)

**ORDINANCES AND RESOLUTIONS**

**ITEM #7A: RESOLUTION No. 646; A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY ARIZONA, AMENDING AND ADOPTING USER FEES AND CHARGES FOR PERMITS, LICENSES, DEVELOPMENT RELATED SERVICES AND OTHER TOWN SERVICES.**

Council may approve the master user fee schedule as amended and as may be amended from time to time.

Dr. Dillenberg read the resolution in title only. He asked the other members of Council if they had thoughts. Ms. Harvey said that, in Parking Fees, the fee to park trailers has not yet been set because we don't allow trailers in Jerome.

Ms. Barber said she believed owners of trailers could rent a parking space at the High School.

Dr. Dillenberg suggested removing the item from the Schedule of Fees.

Ms. Harvey asked why, under Filming Permits, promotional production has no fee. She felt that filming for promotional means for a business should have a daily fee of \$50 to \$75.

Ms. Muenz explained that the application fee of \$100 would be applied.

Dr. Dillenberg said he felt that \$50 per day seemed reasonable for promotional filming.

Ms. Harvey reminded Council that they had discussed raising the fees for Business Licenses in the past.

Ms. Barber agreed that they had talked about raising the fees and she was glad it had come back up. She felt Council should consider the fees and then discuss them again when Councilmember Moore was present.

Dr. Dillenberg asked if they could delay approving changes.

Mr. Klein explained that the Schedule of Fees does need to be updated annually. They can make changes and then approve them at a special meeting or at the next regularly scheduled meeting.

Ms. Harvey suggested that they work on their recommendations and then discuss when all the councilmembers are present. Ms. Harvey then suggested they consider setting the fee for mobile food vendor's trash removal, and there was discussion on what rate to set. She also wanted to discuss raising the Zoning preliminary plat fee for out-of-town property to match that of in-town property. Her final suggestion was increasing the fee for water and sewer connections for commercial property.

Ms. Barber wished to discuss the Animal Related Fees, asking if the needed an impound fee.

Ms. Muenz explained that the Police Department had received a complaint about a cat that had to be impounded, and the owner did pay the impound fee to retrieve the cat. Council thanked Ms. Muenz for that information.



	<p>Ms. Barber then asked what the State allowed for charges on vacation rentals and there was some discussion as to the wording of the upcoming STR Ordinance.</p> <p>Ms. Harvey gave direction to staff to work on the suggested changes to the fees for a future meeting.</p> <p><b><u>Motion to table Resolution No. 646 to a future meeting with direction to Staff to update the Schedule of Fees with the suggested changes</u></b></p> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td></td><td></td><td>X</td><td></td></tr><tr><td>SHEFFIELD</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE					X		SHEFFIELD			X			
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SHEFFIELD			X																																								
7:32 (32:04)	<p><b>ITEM #7B: FIRST READING – ORDINANCE NO. 484, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 8-7, “SHORT TERM RENTAL REGULATIONS,” OF THE JEROME TOWN CODE</b></p> <p>Council may conduct the first reading of Ordinance No. 484.</p> <p>Dr. Dillenberg read the Ordinance in title only. He thanked Ms. Harvey for her hard work on the STR Ordinance, which he felt was excellent.</p> <p>Ms. Barber wished to comment that the back-ground check requirement will make STR’s safer, and she appreciated the penalties for failures to comply.</p> <p>Ms. Harvey said Council should hold a special meeting for the second reading; the state law goes into effect on September 24<sup>th</sup>, and it takes 30 days for our laws to go into effect.</p> <p>Dr. Dillenberg agreed to having a meeting as quickly as possible.</p>																																										
ITEM #8:	<b>UNFINISHED BUSINESS</b>																																										
7:34 (34:44)	<p><b>ITEM #8A: ANNEXATION</b></p> <p>Council will continue discussing the process of annexation and consider whether to begin that process and for which areas.</p> <p>Ms. Harvey said she did not have anything to add at this time. Council gave direction to staff to table the item until there was more information available.</p>																																										
7:34 (34:44)	<p><b>ITEM #8B: MICROBREWERY REGULATIONS</b></p> <p>Council will continue discussions regarding regulations for microbreweries and may direct staff regarding preparation of an ordinance to amend the Jerome Town Code in that regard.</p> <p>Council gave direction to staff to table this item until there was more information available.</p>																																										
ITEM #9:	<b>NEW BUSINESS</b>																																										
7:35 (35:44)	<p><b>ITEM #9A: CONSIDER PROPOSALS FOR CONSULTING SERVICES – COUNCIL GOAL SETTING FACILITATION</b></p> <p>Council may approve a proposal for a consultant to facilitate a goal setting strategy session</p> <p>Mr. Klein summarized the need to get new staff members up to speed through goal setting assistance. He said that planning will allow the opportunity to prioritize Staff and Council projects, which should be evaluated annually or biannually. He presented 3 proposals, the 1<sup>st</sup> of which is from the highly regarded Bailey Strategic Group. When speaking to the Group, they recommended the 2<sup>nd</sup> option, Nicole Larson, as a guide for council. The 3<sup>rd</sup> option sounded fine too, but Mr. Klein said he would recommend Nicole as well.</p> <p>Ms. Barber asked, the 1<sup>st</sup> proposal was \$45,000, the 2<sup>nd</sup> was \$5,500, what was the third?</p> <p>Mr. Klein answered that the third was in the \$3,500 range</p> <p>Ms. Barber commented that in the past, Council sat down with the other boards and departments to figure out what we need. Ms. Barber said that she could provide the written list of priorities that was shown to Senator Synema. She also said she is against the proposals because Council can get new staff up to speed with a goal setting meeting without having to spend this amount of money.</p> <p>Ms. Harvey agreed that we usually hold a goal meeting annually.</p> <p>(41:01) Mr. Klein said the proposed goal setting plan was suggested in place of a strategic plan because he knew that would not be necessary and the budget would not support it. He said that, if this is an unnecessary step, there would still be meetings for goal setting.</p> <p>Ms. Sheffield said that she had taken part of many meetings like this and, while a lot of it is helpful initially, it becomes redundant. We don’t necessarily need an outsider to facilitate the meetings.</p> <p>Mr. Blodgett said that he already has many goals that he has been working at and has been making good progress. He feels he is doing well on his own for the time being.</p> <p>Dr. Dillenberg commented that it is a lot of money.</p>																																										

Mr. Klein said the former Town Manager, Candace Gallagher, left a list of goals that had yet to be accomplished.

Ms. Sheffield said that, given the cost and the usefulness, and indeed there is knowledge to be shared, investing in Council is not ideal because they have 2-year terms. However, investing in administration might be useful in the long run.

Dr. Dillenberg suggested we might be able to negotiate some of the costs down if the focus is on getting the benefit of training for just the staff.

Ms. Barber commented that is a great point. She agreed that Nicole sounded like the best choice.

Ms. Harvey wanted to point out that she felt the price it is high for the time that would be required.

Mr. Klein replied that the scope of work included hours of pre-work as well.

Dr. Dillenberg said we would like to do something with a focus on staff, but this may not be it. He said he is willing to negotiate for a start and see how it works.

Ms. Barber directed staff that the item be brought back once Nicole Larson has been contacted and has a new proposal for Council to consider.

7:47 (47:23)

**ITEM #9B: CONSIDER POLICY AMENDMENT TO THE PERSONNEL POLICY MANUAL ADDING A NON-DISCLOSURE AGREEMENT IN CERTAIN CIRCUMSTANCES COVERING CERTAIN INDIVIDUALS**

Council may approve a personnel policy manual amendment adding a section for non-disclosure agreements.

Ms. Harvey said she has suggested the nondisclosure agreement because the water and sewer system is essentially Homeland Security, and it needs to be secured.

Ms. Barber said that she would make a motion to approve the agreement.

Ms. Harvey asked, what is the penalty if the agreement is broken?

Mr. Klein replied that, like any work rule, there are penalties up to and including termination of employment or agreement in the case of an outside contracted employee. There is not a prescribed penalty, as it would come down to litigation, and it would be up to the courts to decide.

Ms. Barber asked if there should be some wording that says terminations.

Ms. Harvey repeated that it would be done with litigation.

Mr. Klein explained that it should be on a case-by-case basis.

Dr. Dillenberg commented that he thought it was good as is.

Ms. Sheffield said that she has had to sign these agreements in the past and she understands the need for them.

However, as a resident she would like to know where infrastructure is, what their capabilities are, and how much water we have. Especially given the talks over the last couple of months, Ms. Sheffield said she would like to put the information in the hands of the people. She said it is important to make sure what can't be discussed is very clear to avoid confusion and confrontation.

Dr. Dillenberg replied, "I appreciate your point," but said he did not see that kind of discussion excluded in the non-disclosure document.

Ms. Sheffield said she wanted to make sure to be responsible and diplomatic with information.

Mr. Klein reminded everyone that we have an open water system, while most water systems are closed off.

Ms. Sheffield said she does not want anyone trying to affect the water.

7:53 (52:56)

**ITEM #9C: CONSIDER RENEWAL OF A LEASE AGREEMENT BETWEEN THE TOWN OF JEROME AND PASSION CELLARS (Current lease ends September 14, 2022, and was for a five-year period)**

Council may approve a renewal lease with similar terms or different terms.

Ms. Harvey commented that she had no problem with renewing the lease but wanted to make a note that the dates need to be updated for the renewal paperwork, as well as to be sure that when it's signed it says attention to Brett Klein. She said she would motion to approve.

Ms. Barber said that the last lessees Council spoke to were okay with a 10 percent increase. The rent for this lease has been the same for the last 5 years and she feels that it needs to be increased.

Dr. Dillenberg agreed that an increase would be appropriate.

Ms. Harvey said it would be \$258 more per month; she amended her motion to increase the rent by 10 percent.

**Motion to approve renewing the lease agreement between the Town of Jerome and Passion Cellars with a 10 percent increase**

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

7:55 (55:40)	<p><b>ITEM #9D: LEAGUE CONFERENCE UPDATE</b></p> <p>Mayor Dillenberg and Town Manager Klein attended the League's annual conference and will provide an update based on sessions they attended.</p> <p><i>Dr. Dillenberg said that he and Mr. Klein had the privilege to attend the Arizona League of Cities and Towns annual conference. His main take-away is that water safety and supply has become a major statewide issue. Mr. Klein added there were overarching 3 items: water and scarcity, affordable housing, and elections. He said his biggest take-away was great affordable housing talks with panels of building associations, appointed officials and citizens. Mr. Klein said that they had stressed that when you start a project with either developers or on your own, make sure that you have done a study and know what is truly needed in the area regarding size and price and he then provided a couple of examples. Ms. Barber asked to make a comment on water scarcity. She said that they knew the Colorado river split wasn't going to work; there was always a 50- or 100-year water plan for scarcity. Some people had been trying to get rid of water laws and it has taken this situation for people to realize we don't have enough water. She said every part of Arizona should be an active management area where water levels are watched, and it would be best if Saudi Arabia grew their alfalfa elsewhere. Ms. Barber said we need to elect a governor that cares about Arizona. She said that she would hate to see agriculture have to be shut down and we may not be able to grow any bigger. No water means no one can live here. She mentioned the Water Policy of Arizona State University and the great talks they have had over the last few years. Ms. Barber also commented that she had fears that the Verde River would dry up if expansion did not slow down. Dr. Dillenberg agreed that it is a critical issue. He said the League conference was a chance for leaders to be in one space and he encouraged the other councilmembers to participate in it next year.</i></p>
8:00 (1:00:44)	<p><b>ITEM #9E: DISCUSSION ON THE PURCHASE OF AN AGENDA MANAGEMENT SYSTEM</b></p> <p>The Council will view proposals and hear recommendations from staff for future consideration.</p> <p><i>Mr. Klein explained that this is a discussion item only. He said that he did not know of any place, no matter the size, that does not use an agenda management system. The system will cut down on staff hours needed for agendas and addenda, and the savings in staff hours could easily pay for the price. Mr. Klein said that he is not certain which product to choose yet as he is still researching the best option. Clarkdale uses Civic Clerk, which has a suite of options, and it would cost us about \$5,500 a year. The index is searchable and saves items indefinitely. It also allows for E-session access and reviewing for Council and the Town Attorney. Additionally, it will make creating action minutes very easy.</i></p> <p><i>Dr. Dillenberg asked, could someone come and talk to us about this?</i></p> <p><i>Mr. Klein replied that demonstration are more for staff, but he can answer any questions. He added a few other positive reasons to utilize an agenda management system. He added that there would be a reduction in paper use and, though it wouldn't be immediate, it would reduce the Town's carbon footprint.</i></p> <p><i>Ms. Barber asked Mr. Klein to explain why it is a no-brainer. Could we see something that explains the total cost, the number of staff hours that will be saved, and how it will pay for itself at the next meeting?</i></p> <p><i>Mr. Klein said that he will prepare a staff report but just wanted to introduce this concept first.</i></p> <p><i>Dr. Dillenberg agreed that he would like to see it as well.</i></p> <p><i>Ms. Barber said that Council has discussed changing the way we have done minutes in the past. She directed Mr. Klein to bring a proposal to Council and they will consider it.</i></p>
<p><b>ITEM #10:</b> 8:07 (1:07:08)</p>	<p><b>TO AND FROM THE COUNCIL</b></p> <p>Council may direct staff regarding items to be placed on a future agenda.</p> <p><i>Dr. Dillenberg asked if anyone would like to make a comment.</i></p> <p><i>Jerome resident Ginger Mackenzie asked to make a comment about the roses on the property leased to Passion Cellars. She said the rose bushes looked neglected and asked if their care could be added to the lease.</i></p> <p><i>Ms. Barber said she thought that was already in the lease and Ms. Harvey asked, if not, could it please be added.</i></p> <p><i>Ms. Harvey asked Mr. Klein, who would oversee purchasing a new shuttle? We budgeted funds to purchase a new van because the old shuttle needs to be replaced.</i></p> <p><i>Mr. Klein said that he will work with Finance Manager, Melanie Atkin, and Shuttle Driver Scott.</i></p> <p><i>Ms. Harvey said that she has asked Scott to talk to him about it because it needs to be made a priority. She said that we also need to be sure it is ADA compliant.</i></p> <p><i>Ms. Barber said that she wanted to bring up the old windows in Hotel Jerome, which had been discussed at a joint meeting in December. She said they need to be made a priority again; she commented that the casements are old wood and it's been a challenging project because of the size and cost of the glass.</i></p> <p><i>There was some discussion on what had been done so far and who to contact to move it forward.</i></p> <p><i>Dr. Dillenberg wanted to speak about his concerns on the street lighting at the intersection by the Hotel and leather shop. He asked if there could be some lighting added in the evening, even temporarily, for the first Saturday Art Walk event.</i></p> <p><i>Ms. Harvey commented that the Chamber of Commerce used to put luminaries on the sidewalks for that event and that had helped to add lighting and direction.</i></p>

Ms. Mackenzie, on behalf of the Chamber of Commerce, said that she didn't know they used to do that, and maybe they could come up with something like that again.

Dr. Dillenberg said that the turn-out for last weekend's event was amazing, and he just wants to ensure that everyone is safe.

Ms. Sheffield said she would like to back-track on the transit plan. She looked at the proposal and tried to plan a trip to Walmart, deciding which lines she would have to take. Ms. Sheffield said that she has some experience utilizing public transport, and it can be a chore. She said she was in favor of making life in Jerome easier but wanted to ask, who were we hoping to service, the elderly?

Dr. Dillenberg replied that the service will be for anyone.

Ms. Sheffield said she had some concerns. For the elderly, depending on the distance from bus-stop to where they need to, and if they have acquired shopping, they may need assistance. Ms. Sheffield said that she felt enlisting our own shuttle might be better.

Dr. Dillenberg said that our shuttle does that on Wednesday.

Ms. Sheffield said her other concern is that, if it's visitors we are catering to, there is no guarantee that whoever is getting a ride up in the evening will not stay and cause issues.

Dr. Dillenberg said the purpose was more geared towards people who need to go to the doctor.

There was some discussion on the merits and inconveniences of public transit.

Ms. Sheffield commented that, if it's truly about the residents, she was curious if there's something we can do ourselves. How will we know if Jerome residents are benefitting?

Mr. Klein said that the information will be available as it's a pilot program.

There was more discussion as to which days of the week will work best for the transit route, past pilot programs and attempts to provide transportation, and the benefit to residents.

**ITEM #11:****ADJOURNMENT****Motion to adjourn at 8:20 p.m.**

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

APPROVE:

ATTEST:

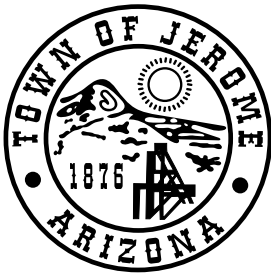
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 Dr. Jack Dillenberg, Mayor

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 Brett Klein, Town Manager/Clerk

Date: \_\_\_\_\_



# TOWN OF JEROME

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

## DRAFT MINUTES

**SPECIAL MEETING OF THE JEROME TOWN COUNCIL**  
**COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ**  
**WEDNESDAY, SEPTEMBER 21, 2022, AT 7:00 P.M.**

<b>ITEM #1:</b> <b>7:00 (0:01)</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg Called the meeting to order at 7:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Brett Klein called the roll. Present were Dr. Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey, and Councilmember Sonia Sheffield. Councilmember Jane Moore joined the meeting via telephone.</i> <i>Staff present included Mr. Klein and Deputy Town Clerk Kristen Muenz.</i>																																										
<b>ITEM #2:</b> <b>7:01 (0:40)</b>	<b>ITEM #2: CONSIDERATION OF SPECIAL EVENT PERMIT FOR JEROME CHAMBER OF COMMERCE JEROME ART AND WINE WALK (APPLICANT JEROME CHAMBER) AND CHAMBER UPDATE</b> Council will consider and may approve a special event permit <i>Dr. Dillenberg invited Dylan Jung to speak on behalf of the Chamber of Commerce.</i> <i>Mr. Jung presented an updated mission statement for Jerome Chamber of Commerce. They have received a grant of \$93,000 for FY 2022-2023 and have applied for another for the coming year. The plan is to use grant funds for upcoming projects and events, including creating a QR walking map of Jerome, visitor center updates, and directions to the parking areas. Their insurance is certified for all town events, mainly the rebranded art walk which 35 businesses are now participating in. They are also planning another event called Light Up the Mountain on November 26<sup>th</sup>, and the town Christmas Party in December. Mr. Jung stated that one benefit of the grant funds is they can now use membership dues for things that are needed that the grant can't cover, such as a van. He said they could hold a meeting between the Chamber and Council for the purpose of cooperating on creating a list of projects.</i> <i>Dr. Dillenberg commented that it is wonderful to see the Chamber doing positive things and engaging with the town.</i> <i>(9:00) Vice Mayor Barber said that she had talked to Ginger, who she said is wonderful as the Chamber President and has some great ideas. She commented that the previous Zoning Administrator had wanted to use QR codes similarly. She thinks the Little Daisy experience sounds interesting and is excited to be working with the Chamber to fund the shuttle. Ms. Barber said that the new Chamber has taken it to the next level, and she thinks it's wonderful. She thanked Mr. Jung for presenting on behalf of the Chamber.</i> <i>Dr. Dillenberg said it would be wonderful to collaborate and he would like to motion to approve.</i> <i>Ms. Harvey said that she will second that motion.</i> <b><u>Motion to approve the Special Event Permit for Jerome Chamber of Commerce- Jerome Art and Wine Walk</u></b> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>SHEFFIELD</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				SHEFFIELD			X			
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<b>ITEM #3:</b> <b>7:12 (11:26)</b>	<b>ITEM #3: CONSIDERATION OF SPECIAL EVENT PERMIT FOR FRAVEL SHADOWS STATE THE OBVIOUS SIDE SHOW AND SKATE FOR LIFE (APPLICANT TRAVEL SHADOWS / STATE THE OBVIOUS PRODUCTIONS)</b> Council will consider and may approve a special event permit																																										



	<p>Ms. Harvey asked if Ms. Shadow's business was a 501-C.</p> <p>Ms. Shadows explained that it's an LLC called State the Obvious and is an outreach for youth dealing with issues such as suicide that includes multi-media platforms for them to express themselves. They want to hold an event involving skating and live music at the basketball courts, but the skating will not take place now. The plan was to have local musician Dani Bennet, aka Dani Boots, performing at the event. She said that Ms. Bennet was present to play a song.</p> <p>Dr. Dillenberg thanked Ms. Bennet for attending but said there was not enough time for a performance.</p> <p>Ms. Harvey asked about the certificate of insurance for the event.</p> <p>Ms. Shadows replied that it had been turned in.</p> <p>Mr. Klein confirmed that he had received the insurance certificate. He said there is some administrative work to do but there are no problems with the application.</p> <p>Ms. Harvey asked to bring attention to the fact that all information must be submitted at least 30 days prior to the event, but the application was dated 9/15 for a suggested event date of 9/28.</p> <p>Ms. Shadows explained that she was new to the process; they were offered another location for this event but for future events they would love to work with Jerome.</p> <p>Ms. Barber asked if there was no approval needed because they will be using another location and if they will want to submit the application again.</p> <p>Ms. Shadows said, "in the future, yes."</p> <p>Dr. Dillenberg wished Ms. Shadows great success and said we would not need any action at this point.</p> <p>Ms. Harvey requested that the application be turned in within the 30-day window next time and thanked Ms. Shadows for her work in suicide awareness.</p>																																										
<p><b>ITEM #4:</b> <b>7:16 (15:47)</b></p>	<p><b>ITEM #4: SECOND READING – ORDINANCE NO. 484, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 8-7, "SHORT TERM RENTAL REGULATIONS," OF THE JEROME TOWN CODE</b></p> <p>Council may conduct the second reading and approve Ordinance No. 484.</p> <p><i>There was some discussion on whether Council will enter an executive session, and it was decided that they will take action first.</i></p> <p>Ms. Harvey asked to bring to everyone's attention that there was a revised posting, as there were a couple things left out in the Penalties section. Ms. Harvey then read section 8-7-7 parts C and D, which add civil penalties for failure to apply for a business license or update contact information. She explained that Councilmember Sheffield caught that those items had been missed in the draft and need to be included per SB 1168. Ms. Harvey made a motion to approve the revised ordinance.</p> <p>Ms. Moore thanked Ms. Harvey for her hard work.</p> <p><b><u>Motion to approve the revised Ordinance No. 484, Amending Article 8-7, "Short Term Rental Regulations," of the Jerome Town Code</u></b></p> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>SHEFFIELD</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table> <p><i>(18:45) The meeting moved into executive session at 7:22 p.m.</i></p>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				SHEFFIELD			X			
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<p><b>ITEM #5:</b> <b>7:46 (19:05)</b></p>	<p><b>ITEM #5: DISCUSSION AND POSSIBLE DIRECTION RELATING TO AMENDING AND ADOPTING USER FEES AND CHARGES FOR PERMITS, LICENSES, DEVELOPMENT RELATED SERVICES AND OTHER TOWN SERVICES.</b></p> <p>Council may review and provide input / direction related to the master user fee schedule.</p> <p><i>Dr. Dillenberg read a summary of the item, discussion on updates to the Fee Schedule.</i></p> <p><i>Mr. Klein explained that, because Councilmember Moore had been unable to attend the last meeting, they wanted to give her time to consider the updates that Council had suggested before they were implemented. He said it was also an opportunity for any member of the public to provide suggestions.</i></p> <p><i>Ms. Harvey explained her suggestion to increase the fee for out-of-town Preliminary Plats to match the current fee of \$2 per lot or acre for in-town Preliminary Plats. Also, she said she had suggested making connection fees higher for bars and restaurants than for a residential house because they have a higher use. Ms. Harvey said that a business also benefits financially from a connection, while a residence does not. The current connection fee is \$5,500 a sewer connection, and Ms. Harvey said she thinks a business should pay more than that.</i></p>																																										

	<p><i>Ms. Muenz commented that they might also consider basing the rate structure on the connection size, like Clarkdale, in the future.</i></p> <p><i>Dr. Dillenberg asked about the average number of seats in a restaurant or bar.</i></p> <p><i>Ms. Moore asked to comment in response. She said that bars and restaurants also pay a per-seat charge of \$550, which adds to the total sewer connection fee.</i></p> <p><i>Ms. Harvey replied that the water fees had recently been changed, so perhaps the sewer fee should remain the same.</i></p> <p><i>Mr. Klein reminded everyone that this was just discussion, and final changes are yet to be made.</i></p>																																										
ITEM #6:	<p><b>ADJOURNMENT</b></p> <p><b><u>Motion to adjourn at 7:54 p.m.</u></b></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>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>SHEFFIELD</td><td></td><td>X</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				MOORE			X				SHEFFIELD		X	X			
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APPROVE:

ATTEST:

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

\_\_\_\_\_  
Brett Klein, Town Manager/Clerk

Date: \_\_\_\_\_







Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

## RESOLUTION NO. 646

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

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

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

**WHEREAS**, by Resolution No. 624 adopted September 14, 2021, and Resolution No. 634, adopted February 8, 2022, the Town Council made certain amendments to the Fee Schedule; and

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

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

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

1. The Town of Jerome Official Fee Schedule attached herein is hereby adopted by reference and incorporated in this Resolution as if fully set forth herein, of which said amendments are highlighted in red for the purpose of identifying such.
2. The user fees amended and adopted by this Resolution shall be effective beginning 12:00 a.m., October 20, 2022. All current user fees and charges of the Town under the Official Fee Schedule shall remain in full force and effect until 11:59 p.m., October 19, 2022.

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

**APPROVED AND ADOPTED** in open session of the Jerome Town Council on this 11th day of October, 2022.

---

Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

---

Brett Klein, Town Manager / Clerk

William Sims, Town Attorney

**TOWN OF JEROME**  
**OFFICIAL FEE SCHEDULE**  
**CURRENT THRU OCTOBER, 2022**

<b>Fee for:</b>	<b>Amount</b>
<i>Providing Fire, Rescue and EMS Services for non-residents:</i>	
Base Rate Fire Apparatus (per vehicle)	\$250 Initial, \$125 each succeeding hour
Rescue Vehicle	\$250 Initial, \$125 each succeeding hour
Brush Truck	\$175 Initial, \$100 each succeeding hour
Trail Rescue Vehicle	\$100 Initial, \$75 each succeeding hour
Command Officer	\$75 Initial, \$35 each succeeding hour
Personnel (per responder)	\$40 Initial, \$25 each succeeding hour
HazMat Surcharge	\$1,500 plus supplies
Extrication	\$750 per person
Wash Down	\$100
Technical Rope Rescue	\$1,500 per person
Fire Extinguishment	\$1,500 per building
Vehicle Extinguishment	\$500 per vehicle
<i>Police Services Fees:</i>	
Vehicle impound Hearing Administrative Fee	\$50.00
Parking Bureau Citations – Late Fee	\$25.00
Administrative Charge for Oversize Vehicles	\$175 per hour
Police Report	\$10
Police Video	\$25
<i>Magistrate Court Fees:</i>	
Deferred Prosecution Fee	\$120
Court Security Fee	\$20
Default Judgment Fee	\$70 per charge
Warrant Issuance Fee	\$100
<i>Parking related fees:</i>	
Fee to allow parking beyond permitted hours on street or in municipal lot	\$10/month
Fee for additional residential parking permits	NO FEE
Temporary residential parking permits	NO FEE
Physically Impaired Parking Only sign	\$120
Pay-To-Park (kiosk parking)	\$5/day
<i>Animal related fees:</i>	
Impounding Fee	\$15 per animal + \$2.50/day
Dog License Fee	\$5/year
Animal-Drawn Conveyance Fee	\$200/year

<b>Encroachment Permits:</b>	
Initial review - up to ten hours of staff time	\$410
Additional review (each staff hour over ten, or for second review)	\$35/hr.
Annual fee for Enjoyment of Public Property	"calculated using standard methodology based on appraised value of property."
Right-of-Way work Permit Fee	Not yet set
<b>Liquor License Applications:</b>	
Liquor License	\$100
Special Event Liquor License	\$75
<b>Film Permits:</b>	
Application Fee (all categories)	\$100
Promotional Production	No Daily Charge
Documentary Production	\$250/day
Editorial Production	\$500/day
Commercial Production	\$1,000/day
Feature Production	\$7,500/day
Other Production	Set by Council on case-by-case basis
<b>Business License Fees:</b>	
Gross Income >\$10,001/year	\$50/year
Gross Income \$2,501 - \$10,001/year	\$20/year
Gross Income \$0 - \$2,500/year	EXEMPT FROM LICENSING
Retail liquor	\$50/year
<b>Sexually Oriented Businesses Fees:</b>	
License Application Fee (non-refundable)	\$500
Annual License Fee (non-refundable)	\$500
Business Employee License Application Fee (non-refundable)	\$100
<b>Mobile Food Vendors:</b>	
Daily trash fee	\$25
<b>Special Event Permits:</b>	
Non-profit 501(c)3 with no Entry Fee	\$25 per day
Town-Sponsored or Co-Sponsored / Endorsed Events	No Fee
All Others	\$100
<b>Planning and Zoning:</b>	
Petition to Amend Zoning Boundaries	\$1,000
Petition to Amend Zoning Regulations	\$300
Conditional Use Permit Fee	\$500
Preliminary Site Plan Application Fee	\$300
Ads for New Construction	Cost/not to exceed \$351
Neighborhood Meeting	\$50 plus cost of mailings & staff time

<b>Short-Term Rental (Vacation Rental – Transient Lodging) License Permit Fee</b>	<b>\$150</b>
<i>Design Review Board:</i>	
Paint colors/roofing of same material	\$25
New Construction of Accessory Features (304 F.I)	\$50
New Construction of Residential Buildings	\$250
New Construction of Commercial Buildings	\$500
Demolition of Accessory Features (304 F.I)	\$50
Demolition of Residential Buildings (in addition to other fees)	\$200
Demolition of Commercial Buildings (in addition to other fees)	\$200
<i>Large Alterations:</i>	
Under \$500 in value	\$50
\$501 - \$10,000 in value	\$100
> \$10,000 in value	1% of value
Ads for New Construction	Cost/not to exceed \$351
Sign Permit	\$50
<i>Board of Adjustment:</i>	
Appeals	\$300 (refundable if upheld)
Variances (fee per each provision for which variance is sought)	\$300
Ads for Appeals and Variances	No fee
<i>Other Planning/Zoning/Design Review Related Fees:</i>	
Administrative Review of Temporary Signs	\$25
Extensions of Approval:	
First extension	\$25
Subsequent extensions	\$200
Work without approval	Double application fee
Appeals to Council	\$50
<i>Subdivisions:</i>	
Preliminary Plat (in town)	\$45 plus \$2/lot or acre, whichever is greater
<b>Preliminary Plat (outside town)</b>	<b>\$50 plus \$2/lot or acre, whichever is greater</b>
Final Plat	\$1/lot (min. \$10)
Final Plat recording fee	\$10/sheet
Deed restrictions recording fee	\$2/sheet
Plat abandonment	\$50
Amended plat	\$50 or \$10/sheet, whichever is greater
<i>Building Department Fees</i>	<b>See attached SCHEDULE A-1.</b>
<i>Copy Fees:</i>	
Zoning Ordinance	\$25 (hard copy), \$10 (CD)
Comprehensive Plan	\$25 (hard copy), \$10 (CD)
Town Code	\$35 (hard copy), \$10 (CD)
Copies - B/W	\$.25/page

Copies - Color	\$1.00/page
Copies - Audio Tapes/CD's	\$5.00
<b><i>Fax Fees:</i></b>	
Within U.S. (Send or Receive)	\$4.00 first page, \$.50/page thereafter
Outside U.S. (Send or Receive)	\$6.00 first page, \$1.00/page thereafter
<b><i>Water Rates and Fees:</i></b>	
Monthly Service Rates	See attached SCHEDULE A-2.
Hook Up Fees/Charges (equipment & labor to be charged also)	
Residential	\$5,000 per connection
Small Business	\$5,800 per connection
Medium Business	\$6,200 per connection
Large Business	\$7,000 per connection
Small Industry	\$6,200 per connection
Medium Industry	\$7,000 per connection
Large Industry	\$11,000 per connection
Vineyards	\$7,000 per parcel
New Account:	
Setup fee	\$15
Service inspection/Bldg. inspection/Turn-on	\$50
Customer Maintenance/Support:	
Turn on/Turn off (at customer's request)	\$25
Disconnect/Reconnect (for lack of payment)	\$25
Delinquency Charges:	
Returned check	\$25 plus actual charges by bank
Delinquent payment - per 30 days	\$10
Construction or outside of town water trucks, etc.:	
0-5,000 gallons	\$25 per 1,000 gallons
5,001 - 10,000 gallons	\$30 per 1,000 gallons
10,001 - 50,000 gallons	\$35 per 1,000 gallons
50,001 gallons and over	\$40 per 1,000 gallons
<b><i>Sewer Rates and Fees:</i></b>	
Monthly Service Rates	See attached SCHEDULE A-2.
Hook Up Fees/Charges (equipment & labor to be charged also)	
Residence	\$5,500 per connection
Bar or restaurant	\$550 per seat
Hotel/Motel/B&B	\$5,500 per connection
Manufacturing - Per connection	\$5,500 per connection
Public Restroom	\$550 per fixture
Office - Per 100 sq. ft.	\$150 per 100 sq. ft.
Retail shop	\$5,500 per connection
<b><i>Sanitation Rates and Fees:</i></b>	
Residential/Commercial/Industrial pickup rates	See attached SCHEDULE A-3.

Non-scheduled small business or residential pickup	\$54
Yard Waste (with regular pickup)	\$2.50/bag
Type A Dumpster (short term rental)	\$150 per month (no proration)
Type A Dumpster Pickup/Emptying	\$114
Dumpster Surcharge for prohibited materials	\$240 per dumpster per pickup
Type B Dumpster (sanitation accounts)	Billed at sanitation rates
<i>Miscellaneous Other Fees:</i>	
Privilege Fee (for taxi stands, vendors, bus stops, etc. on public streets)	<i>Not yet set</i>
Bicycle License	\$1.00
Publicity Pamphlet Ballot Questions (arguments for or against)	\$250
District Sign, per slat (price)	\$10
Notary Public Fee	\$2.00
Civil Union Filing Fee	\$73

## SCHEDULE A-1 BUILDING PERMIT FEES

### VALUATION AND FEE SCHEDULE

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

### INSPECTIONS AND OTHER FEES

<u>DESCRIPTION</u>	<u>FEE</u>
Inspections outside of normal business hours (minimum charge two hours)	\$50.00 per hour*
Reinspection fees assessed under provisions of Section 108.8	\$50.00 per hour*
Inspections for which no fee is specifically indicated (minimum charge one-half hour)	\$50.00 per hour*
Additional plan review required by changes, additions or revisions to plans (minimum charge one-half hour)	\$50.00 per hour*
Use of outside consultants for plan checking and inspection, or both	Actual costs**
<p><i>* Or the total hourly cost to the town, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.</i></p> <p><i>** Actual costs include administrative and overhead costs.</i></p>	

### SPECIFIC FEES

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



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

**SCHEDULE A-2**

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

# TOWN OF JEROME FEE SCHEDULE

## CURRENT THRU DEC 2021

### SCHEDULE A-3

#### Monthly Sanitation Service Rates

	<u>In Town</u>	<u>Out of Town</u>
<b>1. Residential Rates</b>		
a. Single Resident	17.34	29.66
b. Double Resident	26.04	42.35
c. Triple Resident	34.75	55.03
d. Multi Resident	43.44	67.72

#### **2. Commercial Rates**

<b>a. Business (includes specialty tasting +/- food)</b>	<u>In Town</u>	<u>Out of Town</u>
1. Small Business (0-5 employees)	44.72	67.48
2. Medium Business (6-10 employees)	51.76	81.54
3. Large Business (11 or more employees)	58.79	95.60
4. Mall*		
Base Rate	44.72	
Plus charge per participant/business	8.40	

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

<b>b. Bar (includes specialty bar)</b>	
Base rate	117.82
Plus charge per every 6 units* of occupancy	3.52
<i>*number of units ÷ 6, then rounded to nearest whole number</i>	

<b>c. Restaurant without bar</b>	
1. 0-19 seats	
Base rate	81.12
Plus charge per every 2 seats*	3.52
2. 20 - 39 seats	
Base rate	112.32
Plus charge per every 2 seats*	3.52
3. 40 - 59 seats	
Base rate	146.88
Plus charge per every 2 seats*	3.52
4. 60 - 79 seats	
Base rate	181.44

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

**Monthly Sanitation Service Rates**

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

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

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

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

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

**e. Lodging\***

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

**Monthly Sanitation Service Rates**

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





## **TOWN OF JEROME STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council

**From:** Jerome Fire Department

**Date:** 9-27-2022

**Meeting Date** 10-11-2022

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**TITLE:** Battalion Chief promotion for Carl Whiting

**RECOMMENDED ACTION:** No Council action required

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### **ACTION SUMMARY:**

**DISCUSSION:** Carl Whiting has been on the Jerome Fire Department as a paid employee for a little over two years. Due to his experience as a captain with other fire departments and in the field of wildland fire, Carl was moved into a captain's position almost immediately. After reviewing his resume, discussion with my Assistant Chief Allen Muma and my other officers, I decided to promote Carl Whiting to the rank of Battalion Chief.

**Background/History:** see attached resume

**Key Considerations:** Carl Whiting has been our engine boss and been out with our brush truck all over the country dozens of times since his employment. Carl is very knowledgeable and experienced with the command structure. Carl will be able to step into the command structure when myself or Allen is not available.

**Community Benefits and Considerations:** To have more personnel available to handle complex incidents when needed.

**Community Involvement:** None

**Financial Implications:** \$2.00 an hour more two as existing wage. Was budgeted for during the budget process.

**Attachments/Exhibits:** resume.

# **Carl Whiting**

## **Background**

I started my career with Sherwood Forest Estates Volunteer Fire District in 2007. While with Sherwood Forest I obtained wildland as well as structural fire experience. I began attending trainings with Ponderosa Fire Department in September 2010 and became a Volunteer in January 2011. From 2011 to 2013 I was a call when needed crew member for Bear Jaw Interagency Fire and Fuels crew. As I developed my skills, my scope of responsibilities continued to grow as I became a part time employee and a part time live-in volunteer. In July of 2012 I was hired on full time.

During my career I have experienced many different emergency scenes and situations. I have taken command in many of these situations resulting in positive outcomes for the community. Throughout my career, my dedication to continuing education has been constant as is seen by the number of certifications I hold.

In addition to my scene management experience, and continuing education, I have taken on numerous other responsibilities to further serve the community. I have helped to develop the hazardous fuels reduction program, maintained all department vehicles and equipment, and managed various programs for the department as needs arise. I have also held several positions on the Wildland Fire Advisory Board and was a member for several years. Through my involvement with this organization, I created positive relationships with other participating organizations and Fire Departments throughout the region and state.

## **Professional Experience**

I recently left Ponderosa Fire District, I was a Captain and the Wildland coordinator for the department. I oversaw initial operations on emergency scenes and the supervisor for daily operations. When needed I was acting Chief in his absence.

Emergency Scene management, Apparatus repair and maintenance, SCBA Compressor and cascade air quality and maintenance, Fuels grants and crew leadership, Wildland & Structural firefighting.

I have achieved my Task Force leader, Faller 1 trainee, and ICT type 4 trainee in wildland and I am looking forward to opening several higher-level task books.

I was involved with teaching the annual fire 1 & 2 academy for four years and I have taught several NWCG classes to include the S-212 Wildland fire Chain saws, RT-130 annual fire refresher, and the S-131/133 look up look down and look around, S-130/190 at the Arizona Wildfire Incident Management Academy in Prescott.



## Education/Certifications

### Leadership

- Associates Degree in Fire Science
- 40 Hour Company Officer Academy
- Fire Instructor 1 and 2
- Fire officer 1
- Incident Safety Officer
- Initial Company operations
- Senior Leadership Academy
- Yavapai College Certificate in Leadership
- S-260 Interagency Incident Business Management
- S-200 Initial attack Incident Commander
- IS 200,700,800
- S-330 Task Force Strike Team leader

### Structural Firefighting

- Advanced Certificate in Fire Science
- First responder operations
- Hazardous materials
- Principles of modern fire attack
- SLICE –RS
- Fire ground Tactics and Procedures
- Fire pumps: Theory and Operations
- Principles of modern fire attack train the trainer
- Rail car incident response
- Blue Card Incident management

### Wildland Firefighting

- S-130/190,L-180 Basic Wildland Firefighter
- S-212 Wildland Fire Chainsaws
- S-215 Fire Operations in the Urban Interface
- S-290 Intermediate Wildland Fire Behavior
- S-131/133 Advanced firefighter
- S-234 Ignition Operations
- RX-301 Prescribed Fire Implementation
- RX-310 Introduction to Fire Effects
- RX-341 Prescribed Fire Burn Plan Preparation
- S-270 Basic Air Operations
- S-230 Crew Boss
- S-231 Engine Boss
- M-410 Facilitative Instructor
- S-211 Portable Pumps
- S-390 Intro to Fire Behavior Calculations
- I-100, I-200, I-300,I-400
- L-280 Followership to Leadership
- L-380 Fireline Leadership
- Firewise Communities advisor
- Emergency Vehicle Driver training
- Resource Conservation and Recovery Hazardous Waste Management

### **Other Certifications**

- National Registry Emergency Medical Technician
- Arizona State Certified EMTB
- American Heart Association CPR/ First Aid
- 
- Stop the Bleed
- Narcan administration
- Advanced Airway
- Epinephrin administration
- TRT Ropes technician
- RTR Artificial High Directional (Vortex)
- RTR Mountain Rescue
- 

### **Current Qualifications**

- FFT1
- ENGB
- FELL2
- ICT 5
- STEN
- TFLD

### **Position Task books open**

- ICT 4
- FELL 1
- RXB 3
- Crew Boss can be reinitiated needs one signature

# Battalion Chief Certificate



Presented to  
**Carl Whiting**

By the  
**Jerome Volunteer Fire Department**

I, Carl Whiting, willfully accept the position of Battalion Chief with the Jerome Fire Department.

I will dedicate myself to the duties and responsibilities of the position.

I will diligently work towards my professional development and

I will consistently provide quality service for the people I serve.

**Dated this 3<sup>rd</sup> day of October, 2022**

Rusty Blair, Fire Chief



\_\_\_\_\_  
Carl Whiting, Battalion Chief



## **TOWN OF JEROME STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council

**From:** Jerome Fire Department

**Date:** 09/20/2022

**Meeting Date:** 10/11/2022

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**TITLE:** Provisions for re-chasing the Wildland Truck E-126

**RECOMMENDED ACTION:** Working with public works to supply both departments with upgraded trucks.

---

### **ACTION SUMMARY:**

**DISCUSSION:** Public works has been budgeted \$50,000 for a new flatbed work truck. Public works and the fire department have been discussing a trade that will benefit both departments.

The worked-out agreement is that the fire department trade Public works our current Wildland truck and use their budgeted money for a new flatbed truck (\$50,000) less the amount to convert the Brush truck to a flatbed, plus our wildland contingency to purchase a new cab and chassis for our wildland truck.

### **Background/History:**

The fire department has been using a 2008 Ford F-450 wildland truck. This truck is grossly overweight and hazardous to drive cross country. The truck is reaching its age limit to be contracted with the state of Arizona Department of Forestry and Fire management. Public Works has the old flatbed truck that is unreliable and a safety hazard for that department. The truck is in a constant need of repair and barley runs.

### **Key Considerations:**

A new Wildland truck would cost approximately \$140,000 to \$200,000.00.

By doing the trade we will be able to upgrade the truck for approximately \$80,000.00 with new cab and chassis( keeping the bed),(\$45,000 budget the remaining \$35,000 from wildland contingency).

The F-450 public works will get is low milage and well taken care of vehicle, with less than 50,000 mile worth approximately \$65,000.

We will be able to swap the bed and pump over to the new truck here in town and be able to put a new flat bed on the existing ford saving labor cost from a dealership or other shop.

By doing this the savings for the town would be huge.

**Community Benefits and Considerations:**

Having an upgraded wildland response truck will give the Fire department a better equipped apparatus for emergency response. The new flatbed will give public works the ability to accomplish the work with out having to worry about a break down.

**Community Involvement: None****Financial Implications:**

Wildland contingency funds: With every two-week wildland fire assignment The Truck generates approximately \$20,000. The fiscal year of 2021/2022 the truck made approximately \$119,000 with three assignments. This fiscal year has just started, and we have had one out of state assignment earning approximately \$20,000, with the wildland fire season extending into December, and again May through July the end of the fiscal year, we have the potential to make the funds we are wanting to add on the trucks and more. (the quote is for a 4500, we are needing a 5500)

**Options and Alternatives:**

By buying a new truck instead of a used one we would get a warranty and we would know the history of the vehicle.

The quotes received are all close to each other at around \$75,000.

After speaking with the dealerships, Dodge crew cab would be the truck we will go with.

They have a 60 to 90 day build time.

Ford has a 6 to 8 month build time,

Chevrolet the truck would not go into production until January 2023 and would take a minimum of six month before delivery as stated on the quote.

**Attachments/Exhibits:**

See attached quotes for Cab and Chassis and prices for a new Wildland Truck as well as prices for a new Wildland truck.

INITIALS	RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
	LEGAL			FINANCE/BUDGET	

**DATE OF COUNCIL APPROVAL:** \_\_\_\_\_



## CHAPMAN DODGE CHRYSLER JEEP

3800 N. 89th St

Scottsdale, AZ 852515081

## Configuration Preview

Date Printed: 2022-09-08 2:27 PM

VIN:

Quantity:

1

Estimated Ship Date:

VON:

Status:

BA - Pending order

## Sold to:

CHAPMAN DODGE CHRYSLER JEEP (44503)

3800 N. 89th St

Scottsdale, AZ 852515081

## Ship to:

CHAPMAN DODGE CHRYSLER JEEP (44503)

3800 N. 89th St

Scottsdale, AZ 852515081

## Vehicle:

2023 5500 CREW CAB CHASSIS 4X4 (173.4 in WB - CA of 60 in) (DP0L93)

	Sales Code	Description	MSRP(USD)
Model:	DP0L93	5500 CREW CAB CHASSIS 4X4 (173.4 in WB - CA of 60 in)	56,880
Package:	2YA	Customer Preferred Package 2YA	0
	ETN	6.7L I6 Cummins Turbo Diesel Engine	9,095
	DF2	6-Spd Auto Aisin AS69RC HD Trans	1,000
Paint/Seat/Trim:	PR4	Flame Red Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	XAC	ParkView Rear Back-up Camera	495
	UBD	Uconnect 5 W 8.4" Display (USA)	1,215
	TBB	Full Size Spare Tire	395
	LNJ	Front Fog Lamps	195
	CLF	Mopar Front & Rear Rubber Floor Mats	150
	XF6	Voltage Monitoring Auto Idle Up Sys	150
	WPJ	19.5x6.0 Black Painted Steel Wheels	295
	XNR	Manual DPF Regeneration	345
	TSJ	225/70R19.5G Off Road Tires	995
	XF7	Dual Alternators Rated at 440 Amps	285
	AZB	Heavy Duty Front Suspension Group	260
	XEF	Transfer Case Skid Plate Shield	145
	A61	Tradesman Level 1 Equipment Group	1,530
	XAW	Rear Backup Alarm	145
	5N6	Easy Order	0
	170	Zone 70-Phoenix Arizona	0
	4EA	Sold Vehicle	0
Destination Fees:			1,795
			= Restriction

Total Price: 75,370 .

## Order Type:

Retail

## PSP Month/Week:

## Scheduling Priority:

1-Sold Order

## Build Priority:

99

## Salesperson:

## Customer Name:

## Customer Address:

## Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.





Preview Order J111 - X5H 4x4 Super Chas Cab DRW: Order Summary Time of Preview: 08/03/2022 10:10:35

Dealership Name: Galpin Ford

Sales Code: F71471

Dealer Rep.	LOEL SANCHEZ	Type	Stock	Vehicle Line	Superduty	Order Code	J111
Customer Name		Priority Code	80	Model Year	2022	Price Level	270

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 SUPERCAB CHAS CAB/168	\$51895	UPFITTER INTERFACE MODULE	\$295
168 INCH WHEELBASE	\$0	TIRE INFLATION MONITOR DELETE	\$0
RACE RED	\$0	4G LTE WI-FI HOTSPOT REMOVAL	\$-20
CLOTH 40/20/40 SEAT	\$100	18000# GVWR PACKAGE	\$0
MEDIUM EARTH GRAY	\$0	SKID PLATES	\$100
PREFERRED EQUIPMENT PKG 660A	\$0	50 STATE EMISSIONS	\$0
.XL TRIM	\$0	TRANS POWER TAKE-OFF PROVISION	\$0
.AIR CONDITIONING -- CFC FREE	\$0	UTILITY LIGHTING SYSTEM	\$160
.AM/FM STEREO MP3/CLK	\$0	40 GAL AFT OF AXLE FUEL TKN	\$0
6.7L POWER STROKE V8 DIESEL	\$9325	397 AMP ALTERNATOR	\$115
10-SPEED AUTOMATIC	\$0	EXTERIOR BACKUP ALARM	\$150
225/70R19.5G BSW ALL POSITION	\$0	REAR VIEW CAMERA & PREP KIT	\$415
4.10 RATIO REGULAR AXLE	\$0	XL VALUE PACKAGE	\$395
POWER EQUIPMENT GROUP	\$1100	CRUISE CONTROL	\$0
TELESCPNG TT MIRR-POWR/HTD SIG	\$0	FUEL CHARGE	\$0
CV LOT MANAGEMENT	\$0	PRICED DORA	\$0
XL DECOR PACKAGE	\$0	DESTINATION & DELIVERY	\$1795

TOTAL BASE AND OPTIONS  
DISCOUNTS  
TOTAL

MSRP  
\$65825  
NA  
\$65825

Add \$10,000.00  
For 2023 model year.

Customer Name:  
Customer Address:

Customer Email:

Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.

This is not an invoice.

## Carl Whiting

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**From:** Alan Ray <aray@sandsautomotivegroup.com>  
**Sent:** Monday, August 22, 2022 9:28 AM  
**To:** Whiting@JeromeFire.us  
**Subject:** 2023 Chevrolet Silverado 5500HD Crew Cab 4x4 Chassis

Hi Carl,

Per our conversation, following is a quote for a new 2023 Chevrolet Silverado 5500HD Crew Cab 4x4 chassis for use as a wildland fire truck.

The truck has an 84" Cab-to-axle, which is perfect for a 11' - 12' body, 19,500# GVWR. With an estimated empty weight of 9240 lbs., this truck will allow for the estimated combined weight of 10,260 lbs body, water and any other supplies, plus driver and passengers and their equipment.

GM will begin building 2023 Silverado Medium Duty trucks on January 3, 2023, and with scheduling and shipping time, my best estimate is six to eight months lead time from time of order.

Please review and advise of any questions that you may have.

### **2023 Chevrolet Silverado Medium Duty**

**2023 MODEL YEAR VEHICLE PRICE SCHEDULE**  
EFFECTIVE WITH START OF 2023 MODEL YEAR  
PRODUCTION

#### **Base Model Prices**

**Model**  
CK56043

**Model Description**  
Silverado 4500 4WD Crew Cab 1WT

**MSRP(c)**  
\$63,231.64

#### **Additional Options**

**Option Code**

**Description**

**MSRP(c)**

<b>Axles:</b>			
	HD2	Rear Axle, 13,500 lbs	\$355.00
<b>Exterior:</b>			
	5DY	Electrical Provisions, Rear of Frame	Incl.
	AKO	Deep Tinted Glass - Crew Cab	\$200.00
	DPN	Mirrors, Outside Heated Power Adjustable, Vertical Trailing	\$355.00
	SFW	Backup Alarm Calibration	\$50.00
	T3U	Front Fog Lamps	\$140.00
	UZF	Backup Alarm	Incl.
	V23	Grille Guard Screen, Stone Protection	\$90.00
	V76	Front Recovery Hooks	\$25.00
	VK3	Front License Plate Kit	\$15.00
<b>GVWR:</b>			
	GZG	GVWR, 19,500 lbs	\$2,255.00
<b>Interior:</b>			
	A31	Power Windows	\$290.00
<b>Mechanical:</b>			
	7Y8	Batteries, Heavy-Duty Dual 1300 Cold-Cranking Amps	\$85.00
	BTN	Battery Jump Start Stud	\$50.00
	F59	Front Stabilizer Bar	\$175.00
	FF3	Oil Seal Front Hub	\$25.00
	FG0	Oil Filled Front Hubs	\$30.00
	FPF	Diesel Particulate Filter, Manual Regeneration	\$250.00
	G68	Rear Shock Absorbers	\$65.00
	G86	Limited Slip Axle	\$395.00
	K05	Engine Block Heater	\$100.00
	KHB	Dual Alternators, 150 & 220 Amprs	Incl.
	KUT	Air Compressor Accessory Drive	\$350.00
	KW5	Alternator, 220 Amps	\$150.00
	N12	Rear Exit Exhaust System	\$50.00
	NZZ	Skid Plate	\$275.00
	PTO	Power Take Off	\$280.00
	YF2	Emergency Service Package	\$745.00
<b>Seats:</b>			
	AE7	Seats, Front 40/20/40 Split-Bench	1WT &H2R \$100.00

<b>Suspension:</b>	GR4	Rear Suspension, 13,500 lbs	\$25.00
<b>Transmission:</b>	MH1	Emergency Service Transmission	\$530.00
<b>Wheelbases:</b>	EM1	Wheelbase, 199"; 84" Cab-to-axle	\$180.00
<b>Wheels/Tires:</b>	XEL	Continental Front Traction Tires	\$180.00
	YAT	Continental Rear Traction Tires	\$360.00
		Total Options	\$8,175.00
		Destination Charge	\$1,795.00
		Sub Total - Price	\$65,026.64
		Less GM Bid Assistance	<u>(\$6,400.00)</u>
		Total Taxable Price	\$58,626.64
		Sales Tax	\$4,983.26
		Government Plate	\$29.25
		Delivery to Jerome	<u>\$375.00</u>
		Total Delivered Price	\$64,014.15

Thank you,

Alan Ray  
Fleet & Commercial Sales Manager  
Sands Motor Company  
5418 NW Grand Ave.  
Glendale, AZ 85301  
O: 623-474-9393  
C: 480-580-5287



## Contact Us

Office : 256.776.7786

Email : [sales@firetruckmall.com](mailto:sales@firetruckmall.com)

Website: [www.firetruckmall.com](http://www.firetruckmall.com)

15410 US Highway 231,

Union Grove, AL 35175

Stock #: 15996

Price: \$64,995

## 2008 Ford F-550 Commercial 4X4 Quick Attack

- ☐ 2008 Ford F-550 Commercial 4X4 Quick Attack
- ☐ F-550 4x4 Ford Chassis
- ☐ Seating for 5;
- ☐ Diesel Engine
- ☐ Automatic Transmission
- ☐ Other BB-4 23HP Pump
- ☐ 300 Gallon Polypropylene Tank
- ☐ Foam Flo Foam System
- ☐ 12 Gallon Foam Cell
- ☐ Driver's Side Discharges: (1) 1 1/2"
- ☐ Officer's Side Discharge: (1) 1 1/2"
- ☐



○ Rear Discharges: (1) 1 1/2"

○ 2.5" Draft Connection

○ Electric Hannay Hose Reel w/100' 1" Hose & Nozzle

○ Air Conditioning

○ Mileage: 48,600

○ Additional equipment not included with purchase unless otherwise listed.

○ Cruise Control

AM/FM Stereo - CD Player

Power Windows

Power Locks

Power Mirrors

19.5" Tires & Wheels- Very good condition

Heavy Duty Hose Lays & Tool Racks

Hand Primer

Heavy duty Toolboxes

Sidestep 5

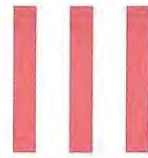
12,000 lb Warn Winch

Siren

Heavy Duty Brush Guard



Brindlee Mountain Fire Apparatus is one of the world's largest used fire truck sales and service companies. Based just outside of Huntsville, Alabama, the company has forty-five full-time personnel occupying over 12,000 square feet. Our mechanics, all of whom are EVT certified, perform pump tests, general repairs, preventative maintenance, and body, collision, and paint work on over 500 used fire trucks every year. Visit us online at [www.firetruckmall.com](http://www.firetruckmall.com)



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Website: [www.firetruckmall.com](http://www.firetruckmall.com)

15410 US Highway 231,

Union Grove, AL 35175

Stock #: 15903

Price: \$49,990

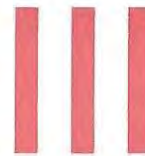
## 2006 Ford Commercial Brush Truck

- ☐ 2006 Ford Commercial Brush Truck
- ☐ Automatic Transmission
- ☐ CAFS Foam System
- ☐ Rear Suction: (1) 1 1/2"
- ☐ Mileage: 120,000
- ☐ Spare Tire
- ☐ ARB Winch Bumper
- ☐ Ford Chassis
- ☐ Darley Weapon 150 GPM Pump
- ☐ Pump and Roll
- ☐ Booster Reels
- ☐ Additional equipment not included with purchase unless otherwise listed.
- ☐ Ford 6.0L Diesel Engine
- ☐ 300 Gallon Polypropylene Tank
- ☐ Rear Discharges: (2) 1 1/2"
- ☐ CAFS System
- ☐ GVWR: 19,500



Brindlee Mountain Fire Apparatus is one of the world's largest used fire truck sales and service companies. Based just outside of Huntsville, Alabama, the company has forty-five full-time personnel occupying over 12,000 square feet. Our mechanics, all of whom are EVT certified, perform pump tests, general repairs, preventative maintenance, and body, collision, and paint work on over 500 used fire trucks every year. Visit us online at [www.firetruckmall.com](http://www.firetruckmall.com)





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Website: [www.firetruckmall.com](http://www.firetruckmall.com)

15410 US Highway 231,

Union Grove, AL 35175

Stock #: 08599

Price: \$68,000

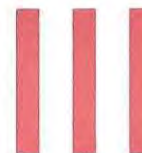
## 2005 Ford F-350 Brush Truck

- ☐ 2005 Ford F-350 Brush Truck
- ☐ Ford 6.0L Diesel Engine
- ☐ 275 Gallon Tank
- ☐ Pump & Roll
- ☐ Air Conditioning
- ☐ GVWR: 13,000
- ☐ F-350 4X4 Ford Chassis
- ☐ Ford Automatic Transmission
- ☐ Manual Foam Proportioner System
- ☐
- ☐ Mileage: 171,408
- ☐ 10 ply Tires for Western Fires
- ☐ Seating for 2, bench seating;
- ☐ Honda 110 GPM Pump
- ☐ 3 Gallon Foam Cell
- ☐ Electric Reels
- ☐ Additional equipment not included with purchase unless otherwise listed.



Brindlee Mountain Fire Apparatus is one of the world's largest used fire truck sales and service companies. Based just outside of Huntsville, Alabama, the company has forty-five full-time personnel occupying over 12,000 square feet. Our mechanics, all of whom are EVT certified, perform pump tests, general repairs, preventative maintenance, and body, collision, and paint work on over 500 used fire trucks every year. Visit us online at [www.firetruckmall.com](http://www.firetruckmall.com)





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Website: [www.firetruckmall.com](http://www.firetruckmall.com)

15410 US Highway 231,

Union Grove, AL 35175

Stock #: 15299

Price: \$178,900

## 2021 Dodge RAM 5500 4x4 Crew Cab Brush Truck

○ 2021 Dodge RAM 5500 4x4 Crew Cab  
Brush Truck

○ RAM 5500 4x4 Crew Cab Dodge Chassis ○

DEMO UNIT- READY TO GO

Ready for immediate delivery!

100,000 Mile Warranty

100% stainless steel manifold and  
plumbing

○ 6.4L Engine

○ Automatic Transmission

○ 300 Gallon Polypropylene Tank



## **TOWN OF JEROME STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council

**From:** Jerome Fire Department

**Date:** 9/27/2022

**Meeting Date:** 10/11/2022

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**TITLE:** Intergovernmental agreement for Vehicle Maintenance

**RECOMMENDED ACTION:** Adopt the IGA with Copper Canyon for Vehicle maintenance.

---

### **ACTION SUMMARY:**

#### **DISCUSSION:**

The Jerome Fire Department would like to enter an IGA with Copper Canyon Fire and Medical District for the purpose of apparatus Maintenance and pump testing.

This IGA would be a benefit to the Fire department as it will provide a reliable and qualified mechanic that is able to work on and maintain our fire and rescue apparatus.

#### **Background/History:**

In the past we have used several vendors to perform maintenance and pump testing. As of now one of the main vendors that provided our annual pump testing has gone out of business. The other vendor has increased their price for services tremendously.

#### **Key Considerations:**

Maintaining the apparatus is key to our response. We need equipment that is reliable and will work as intended when the call is received.

By having the apparatus worked on by a single entity the work history will be better kept, and the apparatus will be known by the mechanic performing the work.

#### **Community Benefits and Considerations:**

Fire and life safety

#### **Community Involvement:**

None

#### **Financial Implications:**

This is a budgeted item

**Options and Alternatives:**

None

**Attachments/Exhibits:**

Attached Six-page legal contract

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INITIALS	RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
_____	LEGAL	_____	_____	FINANCE/BUDGET	_____
_____		_____	_____		_____
_____		_____	_____		_____
_____	_____	_____	_____	_____	_____

DATE OF COUNCIL APPROVAL: \_\_\_\_\_

**INTERGOVERNMENTAL AGREEMENT FOR  
FIRE APPARATUS MAINTENANCE AND REPAIRS  
BETWEEN COPPER CANYON FIRE & MEDICAL DISTRICT  
AND THE TOWN OF JEROME FIRE DEPARTMENT**

**PREAMBLE**

This Agreement, effective the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the COPPER CANYON FIRE & MEDICAL DISTRICT ("District"), a political subdivision of the State of Arizona and the Town of Jerome, a municipality of the State of Arizona ("Town").

**RECITALS**

WHEREAS the Town and District are empowered pursuant to A.R.S. §11-952 and A.R.S. §48-805, et seq. to enter into this Agreement for purposes of carrying out their mutual responsibilities; and

WHEREAS the Town and District wish to cooperate with each other in order to more effectively and economically provide maintenance and repairs for Fire Apparatus and related equipment (collectively, "Apparatus") consistent with the terms and conditions set forth herein.

NOW THEREFORE, in consideration of mutual promises and covenants contained herein, the parties agree as follows:

**COVENANTS**

**SECTION 1- SCOPE OF WORK AND COMPENSATION**

**District's responsibilities and obligations**

1. For the term of this Agreement, the District shall provide maintenance and repair services for the Town's Fire Apparatus, as needed, or consistent with the manufacturer's recommended maintenance schedules, and subject to the District's established repair schedule and prior maintenance or repair commitments. (Fleet records management is not included as part of this Agreement. The Town will be responsible for advising the District when a repair or maintenance is needed.)
2. The District, at its fleet maintenance facility, or at the Town's Fire Station, will perform routine preventative maintenance and major repairs for the Town's Apparatus, as requested.
3. The District may provide emergency maintenance services at an alternate facility, when necessary and appropriate as determined by the Town's Fire Chief and as approved by the District's Fire Chief.
4. In providing maintenance services for the Town's Apparatus, the District, at its sole discretion, may obtain maintenance assistance from an outside source, and may subcontract for maintenance or repairs ("Outside Contractor".)
5. The District shall maintain records on all repairs made to the Town's Apparatus and shall provide the Town with a summary report of all repairs made.

6. The District may submit invoicing to the Town on an individual, monthly or quarterly basis reflecting the compensation owed to the District.
7. The District agrees that the priority given to the Town's out of service front line Apparatus for emergency repairs shall be comparable to the priorities given to other Apparatus being serviced by the District on an emergency basis. In addition, non-emergency repairs shall be assigned the appropriate priority at the discretion of the Fleet Service Manager, taking into consideration all other maintenance and repair commitments.

#### **Town's responsibilities and obligations**

1. The Town's staff shall both deliver and pick up from the District's fleet maintenance facility all Apparatus except as provided for in Section 1, Paragraph 3 above.
2. Compensation to be paid to the District shall be as follows:
  - a. The Town agrees to pay a base labor rate of \$145.00 per hour for repair and maintenance services. For typical annual services, a Type I pumper would require approximately four hours to service the chassis, and two hours to service the pump (total of 6 hours). For a Type 6, these typically require 1.5 hours to service the chassis, and 1.5 hours to service the pump. The CAFS module on Jerome's Type 6's would require an additional two hours to service (total of 5 hours). A Rescue chassis vehicle would require approximately 1.5 hours to service.
  - b. The Town agrees to pay a labor rate of 1.5 times the base labor rate for emergency repairs completed outside of the routine work hours of the District's mechanic, which are Monday through Thursday from 08:00 until 18:00.
  - c. Replacement parts and/or fluids acquired or utilized by the District to repair or service Town's Apparatus will be marked up 15% to cover the District's efforts to source and acquire said parts, or to warehouse necessary fluids.
  - d. The Town also agrees to pay an environmental disposal fee (when applicable) of \$14 per invoice; a shop supply fee (rags, solvents, absorbents, uniform cleaning service) of \$10-\$20 per invoice, and when applicable, mileage fees of \$3 per mile (one-way) when repairs need to be completed in Jerome (approximately \$57 per trip).
  - e. The Town also agrees to pay the base labor rate for annual pump testing services for their Apparatus, as requested and coordinated by the Jerome Fire Department. If this annual testing is completed in coordination with CCFMD's annual pump testing for their Apparatus, and conducted on site at CCFMD, this would present the most economical option for the Town as there would be no need to assess trip charges or set-up times for this testing service. For point of reference, a Type I pumper typically takes three hours for a pump test, while a Type 6 takes about one hour. If less time is logged to complete such testing, it will be rounded-up to the nearest quarter hour.
  - f. The Town agrees to pay for any fees and costs incurred in the event the District obtains maintenance assistance from an Outside Contractor. The fee to be paid by the Town for such outside maintenance assistance shall be the District's cost, plus a ten percent (10%) handling fee.

- g. The labor rates will be jointly reviewed annually on June 1st, and any adjustment resulting therefrom shall be effective July 1 of that year (commencing July 1, 2023 and annually thereafter). If no review is had, or adjustment agreed to, the rate shall be the rate then in effect, plus six percent (6%).
  - h. The Town agrees that the minimum charge for any repair or service rendered under this Agreement will be for one hour.
- 3. The Town agrees to pay invoices within 30 days of receiving them from the District.
  - 4. The Town agrees to establish and provide to the District a list of personnel who are authorized to approve maintenance repairs and work to be done and shall be solely responsible for training said personnel and maintaining their expertise and competence.
  - 5. So long as the District reasonably relied on the work authorization given to it, the parties agree that the District shall be paid pursuant to its rates as set forth in Paragraph 2 above.

## **SECTION 2. - GENERAL PROVISIONS**

Nothing contained in this Agreement shall create any partnership or joint venture between the parties. Each party shall always be independent of each other and shall not at any time purport to act as an employee or agent of any other party.

The District shall be excused for delay or failure to perform its obligations under this Agreement, in whole or part, when and to the extent that such delay or failure is a result of scheduling conflicts or causes beyond the reasonable control of the District. Such causes include, without limitation, acts of God, acts of the public enemy, acts of the federal or state government, fire, floods, epidemics, quarantine restrictions supply chain disruptions, or embargos. In addition, the District shall not be responsible for delays caused by the acts or omissions of an Outside Contractor.

## **SECTION 3. - SEVERABILITY**

If any provision of this Agreement shall be held to be unenforceable, it shall be deemed severable; however, the remainder of the Agreement shall not be affected and shall remain in full force and effect.

## **SECTION 4. - DURATION OF AGREEMENT**

This Agreement shall become effective upon the effective adoption and execution of this Agreement by both parties and, where required, the recordation of the same (the "Effective Date") and shall automatically renew itself from year to year thereafter for five years unless otherwise terminated pursuant to Section 6 below.

## **SECTION 5. – LIABILITY INSURANCE AND INDEMNITY**

Each party shall maintain, during the life of this Agreement, a policy of liability insurance in the amount of not less than \$1,000,000.00 per occurrence with an aggregate liability coverage of not less than \$3,000,000.00.

The Town shall maintain property damage insurance at limits sufficient to cover the value of the apparatus delivered for service and covering any and all damage which may occur to the Town's Apparatus while being or awaiting repair or service, or located on the property of the District, including any damage by reason of vandalism.

Each party shall provide the other with a current certificate of insurance demonstrating the above upon the execution of this Agreement

The Town acknowledges that the District may, from time to time, cause work to be done by an outside source ("Outside Contractor.") In conjunction therewith, the Town agrees that the District shall not be liable for any damage incurred by reason of the conduct of any Outside Contractor. Nothing herein shall prevent the Town from pursuing a claim against any Outside Contractor providing services under this Agreement and the District agrees to require the Outside Contractor to obtain coverage with limits no less than the limits set forth in this Section 5.

To the extent permitted by law, each party to this Agreement agrees (as indemnitor) to indemnify, defend and hold harmless every other party (as indemnitee) from and against any and all claims, losses, liability, costs, or expenses, including reasonable attorney's fees (collectively, "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims are caused by the act, omission or negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees or volunteers. If a Claim or Claims by third parties become subject to this indemnity provision, the parties shall expeditiously meet to discuss a common and mutual defense, including possible proportionate liability and payment of possible litigation expenses and damages. The obligations under this indemnity provision shall survive termination of this Agreement.

## **SECTION 6. - TERMINATION**

This Agreement will terminate upon written notice should the governing body of either party fail to allocate funds for its continued implementation. Should termination occur due to said non-allocation, the non-allocating party shall give ninety (90) days written notice to the other party prior to said termination. The District shall be entitled to payment for services incurred up to the effective date of said notice.

In addition, either party may terminate their participation in this Agreement, for any reason, effective one hundred eighty (180) days from the giving of written notice to the other party at the following addresses:

Town of Jerome  
Attn: Fire Chief  
P.O. Box 335  
Jerome, Arizona 86331

Copper Canyon Fire & Medical District  
Attn: Fire Chief  
26B W. Salt Mine Road  
Camp Verde, Arizona 86322

Either party may cancel this Agreement, pursuant to the requirements of A.R.S. §38-511.



To the extent applicable, any property contributed by either party will be returned to said party upon termination of this Agreement, pursuant to A.R.S. § 11-952(B)(4).

#### **SECTION 7. - CONSEQUENTIAL DAMAGES; CONTRIBUTION; THIRD PARTIES**

The District shall not be liable for any consequential damages associated with the maintenance or repair of vehicles pursuant to this Agreement.

Nothing herein shall be construed to waive any claim for contribution or allocation of fault as it relates to claims arising from the negligent action or omission of the other party.

This Agreement shall not be construed as a third-party beneficiary contract and shall be intended to benefit only the parties named specifically herein.

The District has not been provided information as to how the vehicle or equipment being serviced under this Agreement are to be used and gives no warranties and makes no assurances as to the reliability or use of the parts installed by the Authority pursuant to this Agreement. In conjunction therewith, the Authority DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, OR WARRANTIES OF MERCHANTABILITY.

#### **SECTION 8. - WORKERS' COMPENSATION COVERAGE**

All employees of a party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another party pursuant to this particular Agreement, shall be deemed to be an employee of the party who is his or her primary employer, as provided in A.R.S. §23-1022(D), and the primary employer/party of such an employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the public notice required. In conjunction herewith, it is recognized that the Fleet Service Manager is an employee of the Authority for the purposes of employment and benefit law.

#### **SECTION 9. - WAIVER OF JURY TRIAL; ATTORNEYS' FEES**

The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties agree to submit to a trial before the Court. The parties hereto further expressly covenant and agree that in the event of a dispute, mediation, arbitration or litigation arising from this IGA, each party shall bear its own attorneys' fees and costs, and neither shall be entitled to an award of attorneys' fees.

This Agreement is intended to replace and supersede any prior agreements and amendments in their entirety, entered into between the parties relating to fire apparatus maintenance and repairs.

#### **SECTION 10. - BINDING EFFECT**

This Agreement shall be binding upon the parties and any successor in interest hereto, including subsequent boards, as elected, unless terminated as otherwise set forth herein.

**SECTION 11. NO JOINT VENTURE.**

Employees of one party shall not become employees of the other party by virtue of this Agreement. No party may represent itself as a representative of the other. No party shall incur any obligation or make any commitment on behalf of the other. Nothing in this Agreement shall be construed to create any partnership or joint agency relationship between the parties.

**SECTION 12 - GOVERNING LAW**

This Agreement shall be interpreted in accordance with the substantive and procedural laws of the State of Arizona and shall be deemed made and entered into in Yavapai County, Arizona. Any dispute arising hereunder shall be submitted for resolution in Yavapai County, Arizona.

This Agreement shall not affect the legal liability of the District or the Town by imposing any standard of care different from the standard of care otherwise existing in Arizona.

**SECTION 13.- NO WAIVER**

No action or failure to act by the Town or the District constitutes a waiver of any right or duty under this Agreement, nor does the action or failure to act constitute approval of or acquiescence in a breach of the Agreement, unless all of the parties hereto memorialize the waiver or approval in writing and sign it.

**SECTION 14.- AUTHORITY**

The District and the Town each warrant and represent to the other that upon execution hereof, this Agreement shall be the legal, valid and binding obligation of each of them, enforceable against them in accordance with its terms. The individuals signing the Agreement warrant and represent that they are duly authorized to sign this Agreement on behalf of the respective District and the Town.

**IN WITNESS WHEREOF**, the parties enter into this Agreement on the date set forth above.

**APPROVALS**

TOWN OF JEROME

COPPER CANYON FIRE AND  
MEDICAL DISTRICT

\_\_\_\_\_  
Mayor Date

\_\_\_\_\_  
Chairman/Fire Board Date

\_\_\_\_\_  
Town Manager/Clerk Date

\_\_\_\_\_  
Clerk/Fire Board Date

\_\_\_\_\_  
Fire Chief Date

\_\_\_\_\_  
Fire Chief Date



# **TOWN OF JEROME**

## **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council

**From:** Fire Department / Fire Chief, Rusty Blair

**Date:** 18 August 2022

**Meeting Date:** 13 September 2022

---

**TITLE:**

Updating Water strategy stage 1 restrictions

**RECOMMENDED ACTION:**

To approve an added items in the stage 1 water restrictions.

---

**ACTION SUMMARY:**

**DISCUSSION:**

Adding to the Stage one water reduction strategy.

Limiting daily water usage to 900 gallons of water per unit per 24-hour period

With an outdoor water use limited to two hours a day.

Possible exceptions for Restaurants and Hotels.

Possible provisions for Agriculture.

**Background/History:**

In the current town code, there is no limit for water usage or the duration for outside watering there is just a request for the citizens to reduce their water usage.

**Key Considerations:**

With the availability of water during the dry periods of the year and our limited storage.

Adding the water usage and time limit would ensure that there is adequate water for the residents, businesses and if the need were to arise for emergency fire situation.

**Community Benefits and Considerations:**

Considering Jerome's historical and uniqueness of its water system, we feel the town code needs to be updated.

**Community Involvement:**

The community is encouraged to review the code and participate in the conservation of water.

**Financial Implications:**

**Financial implications are already in place and enforced.**

**Options and Alternatives:**

**Attachments/Exhibits:**

## Section 13-9-6 Demand reduction strategies “stage 1 water alert”

1. DEMAND REDUCTION STRATEGY I -- “WATER ALERT” Goal: The normal, correct state of the Cleopatra Hill water tanks is full to the brim and slightly overflowing. During the period May 1 through September 30 or each year, or if there has been no overflow from the tanks for 48 consecutive hours, Demand Reduction Strategy I will be implemented to reduce demand and return the tanks to their normal state. The Town Manager, or his/her representative, will monitor the tanks on a regular basis to determine when and if such overflow is occurring. Strategy I mandate:

a. Water shall be conserved both inside and outside the home or business using best practices available to minimize waste. No person shall waste water.

b. Outdoor water use shall not occur between the hours of 9:00 AM to 5:00 PM. With a limit of two hours a day.

c. Vehicle washing shall only be undertaken with a bucket and hose with a shut off nozzle or other water saving devices such as a pressure washer.

d. Cooling of outdoor areas with water or misting devices is prohibited.

e. Restaurants shall serve water to customers upon request only and shall display table tents or other types of public notice to this effect.

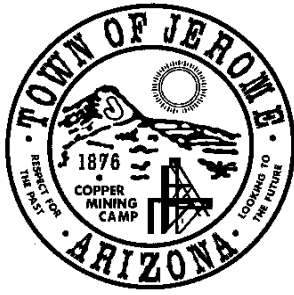
f. Construction projects shall use only reclaimed water or effluent or supply their own water for on-site use and dust control. During a “Water Alert” the Town of Jerome will read water meters on a monthly basis.

g. Water use shall not exceed 900 gallons per 24-hour period per site.

h. Possible exceptions for Restaurants and Hotels.

i. Possible provisions for Agriculture.





Founded 1876  
Incorporated 1899

# TOWN OF JEROME

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

## STAFF SUMMARY REPORT

**FROM:** Brett Klein, Town Manager/Clerk

**ITEM:** **Item # 10E: Meeting and Agenda Management Software**

**MEETING DATE:** October 11, 2022

---

### Summary:

Over the past 20 years the legal requirements and constraints surrounding municipal meetings have grown significantly causing a significant time obligation for creating the agenda and agenda packet. Even though there has been a push for the reduction of paper to limit the impact on the environment, regulations and legal stipulations have necessitated the creation of much broader and larger documents in the municipal realm.

During that same time, agenda and meeting management platforms were created to reduce the amount of cumbersome time spent on creating the municipal agenda and packet. There are now many different companies offering a host of solutions to streamline and professionalize the process. My survey estimates that well over 90% of municipalities in Arizona and nationwide utilize an agenda management program.

The benefits of an agenda management program include:

1. Professionalism and uniformity of design of all staff submittals;
2. Significant reduction in staff time spent creating the agenda and packet;
3. Easy searchability and archiving of all documents;
4. Drafting of the action minutes in real time;
5. Considerable reduction in the time spent preparing the meeting minutes;
6. Ease of adding documents and addenda;
7. Can be used for all boards and commissions enhancing the overall efficiency;
8. E-Session documents can be retrieved by users with pre-set rights regardless of physical location (attorney in Phoenix; elected officials and staff from anywhere);
9. Ability to update immediately from anywhere and ease of uploading to the website eliminating staff time and number of staff involved; and
10. Potential for significant environmental benefits.



Presently staff spend approximately 16 hours of staff time a month for all meetings in the preparation of the agendas and packets. That falls primarily onto two staff members. With an agenda management program that would fall to four (4) hours per month spent on the creation of the agendas and packets spread out amongst more staff members making it a negligible impact. Department heads will have more involvement and ownership yet will likely spend even less time because on the pre-created form fields within the uniform staff report.

If the Council choose to go with a paperless initiative, which is oftentimes one of the numerous benefits cited for moving to an agenda management program, the cost savings will increase even more to include a savings of approximately: \$240.00 per year in overhead costs; 2.1 trees saved per year; 5.25 pounds of air pollution eliminated per year; 613 gallons of water saved per year from the manufacturing process; 250 kilowatt hours of electricity saved and 21 cubic feet of land fill space assuming we recycle.

**Fiscal Impact:**

With 12 hours of staff time saved per month, assuming wage and benefits of an overall hourly personnel cost of \$30.00 / hour, realizes \$360.00 savings per month or \$4,320 annually. This equates to essentially no fiscal impact and the realization of even a net gain of employee time productivity.

Should the Council choose to consider the environmental benefits and seek to go paperless, there would be a net fiscal savings as outlined in the summary of this report.

**Budget Line Items:**

1.11.6192	50%
1.16.6192	20%
2.50.6192	10%
2.51.6192	10%
3.30.6192	10%

**Recommendation**

After researching six (6) different solutions; receiving a demonstration webinar on three; trying hands-on at Clarkdale; and considering future seamless integration, staff recommend approval of an agreement with **CivicPlus for meeting and agenda management solutions at a cost of \$4,500 / year.**

Staff Note: This is also part of an overall technology enhancement upgrade we are seeking, including the application of a grant to help fund audio / visual Council Chamber improvements and this agenda and meeting management solution.



## Meeting and Agenda Management Solutions

Quote for Jerome, Arizona

9/19/2022

**Jordan Cairns**

Manhattan, Kansas HQ

785-370-7764

Email: [cairns@civicplus.com](mailto:cairns@civicplus.com)

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# Company Profile

## Powering and Empowering Local Governments

---

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

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

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

---



**70**

years of gov experience



**7,300+**

Local government clients



**340**

Million citizens connected with  
their local government

---

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

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

## Feature

	Premium	Ultimate
Native Microsoft Word™ based agenda solution Ease-of-use with minimal use of HTML fields	✓	✓
Create agendas (HTML and PDF versions)	✓	✓
Integration with Meetings Hub, Website, and Codification Services Optional Meetings webpage with meetings, calendar, search integration	✓	✓
Unlimited meetings	✓	✓
Unlimited users	✓	✓
Create meetings	✓	✓
Create agenda packets	✓	✓
Automatically publish to the website Optional meetings webpage with meetings, calendar, search, agenda, agenda packet, minutes	✓	✓
Attach agenda item files with no limit on number or file size	✓	✓
Submit/add agenda items	✓	✓
Public In-Meeting Display Presentation screen to display current agenda item and voting results	✓	✓
Roll Call	✓	✓
Self-service video timestamping of agenda items to meeting videos	✓	✓
Predefined User Roles and Permissions	✓	✓

## Feature

	Premium	Ultimate
Minutes Support Includes clerk-controlled voting	✓	✓
Minutes Support Includes electronic legislator voting		✓
One-step workflow for agenda items Approved   Not Approved	✓	✓
Ability to route Approve agenda items between five people		✓
Board and Committees Meeting Bodies, i.e. Council and Planning Commission	2	Up to 5
Meeting agenda and minutes templates Choose from a list of fonts, headers and section; subsections are customer	Create 1	Create 2
Custom staff report with bookmarking for automation		✓
60-minute training sessions	4	8
Telephone support 7 a.m. – 7 p.m. ET	✓	✓
Email support with 4-hour response time during working hours	✓	✓
Emergency 24x7 support	✓	✓
Product Support Help Center Online Tutorials and More	✓	✓

## Options

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

## Meetings Hub Features (Recommended)

### Base

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

### Optional

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

## Board Management Features (Optional)

### Base

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

NOTE: Requires Municode Website or Municode Portal



# Project Timeline and Approach

---



## Phase 1 – Introduction and Initial Configuration

---

### Customer Responsibility

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

### CivicPlus Responsibility

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

---

## Phase 2 – Initial Review

---

### Customer Responsibility

- Kickoff Call
  - Review templates
  - Approve site configuration

### CivicPlus Responsibility

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

## Phase 3 – Training and Final Configuration and Review

---

### Customer Responsibility

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

### CivicPlus Responsibility

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

## Phase 4 – Additional Services as Needed

---

### Customer Responsibility

- Supply any supporting documents or communication for additional contracted work

### CivicPlus Responsibility

- Complete any custom/additional contracted work
-

# Hosting and Support

---

## 24x7 Emergency Support

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

## System Monitoring and Recovery

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



## Award-Winning

---

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

---



## 2021 Support Metrics

---

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



# Project Costs

---

Premium Agenda  
Management

One-Time Build  
Fee

No Fee

Subscription

☐ \$3,600/year  
(\$2,600/year + \$1,000/year)

Standalone meetings management + Recommended Meetings Hub (See Meetings Hub Features page & below for Meetings Hub opt out.)

☐ Email Subscriptions | \$600 / year  
Requires Meetings Hub or website Purchase

☐ Additional Meetings Bodies | \$300 per meeting / year

Grand Total:

☐ \$4,500/year



# Add-Ons

---

## Optional Add-Ons to Premium or Ultimate Agenda Package

☐ **Email Subscriptions | \$600 / year**

Requires Meetings Hub or website Purchase

☐ **Auto-Import Historical Meeting Files | \$1,500 one-time**

Agendas, minutes, and search indexing

Requires Meetings Hub or website purchase

☐ **Additional Meetings Bodies | \$300 per meeting / year**

Premium includes two

Ultimate includes up to five

Requested Number of Additional Meetings Bodies \_\_\_\_\_

☐ **Custom Agenda or Minutes Templates | \$1,000 one-time / template**

Number of Custom Meetings Templates \_\_\_\_\_

☐ **Customized Agenda Item Approval Workflows | \$500 per workflow / year**

Number of Custom Workflows \_\_\_\_\_

☐ **Custom User Roles & Permissions | \$1,000 one-time**

☐ **Video Time-Stamping Service | \$2,520 / year up to 36 Meetings**

☐ **Board Management | \$1,000 / year**

Requires Meetings Hub or website Purchase

☐ **Meetings Hub | \$1,000 / year - OPT OUT OF RECOMMENDATION**

Public-facing Page with advanced search and historical meeting capabilities

10% discount if Meetings purchase is bundled with codification

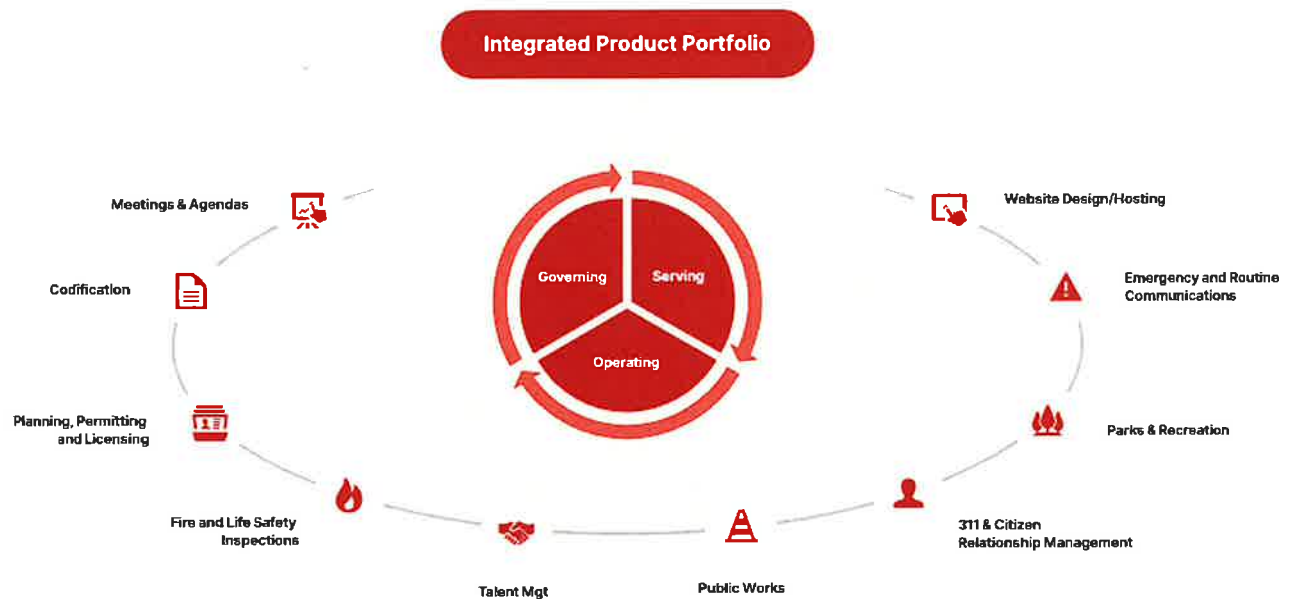
## Your Integrated Product Discount

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

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

## The Civic Experience Platform from CivicPlus

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



## Payment Schedule & Product Details Selection

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

### Notes

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

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

Initials \_\_\_\_\_

### See Previous Page

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



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Q-29416-1

**Date:**

9/15/2022 8:46 PM

**Expires On:**

12/14/2022

**Client:**

JEROME, ARIZONA

**Bill To:**

JEROME, ARIZONA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jordan Cairns	x	cairns@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Municode Meetings Premium – One-Time Build Cost	Up to 2 Boards, Up to 4 Hours of Virtual Training	One-time
1.00	Municode Meetings Premium Annual	Municode Meetings Premium Annual	Renewable
1.00	Municode Meetings Email Notifications	Municode Meetings Email Notifications	Renewable
1.00	Municode Meetings Hub Stand Alone Purchase	Municode Meetings Hub Stand Alone Purchase	Renewable
1.00	Municode Meetings Additional Meetings Bodies	Municode Meetings Additional Meetings Bodies	Renewable
Total Investment - Year 1		USD 4,500.00	
Annual Recurring Services - Year 2		USD 4,500.00	

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.

4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 3 of service.
5. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.
6. The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.
7. Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.
8. Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.

Signature Page to follow.

## Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

By:

Name:

Title:

Date:

CivicPlus

By:

Name:

Title:

Date:

### Contact Information

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

**Organization**

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).  
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for  
ensuring CivicPlus has current updates.

**Emergency Contact & Mobile Phone****Emergency Contact & Mobile Phone****Emergency Contact & Mobile Phone****Billing Contact**

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [ ] or N [ ]

Please list all external sources: \_\_\_\_\_

**Contract Contact**

Email

Phone

Ext.

Fax

**Project Contact**

Email

Phone

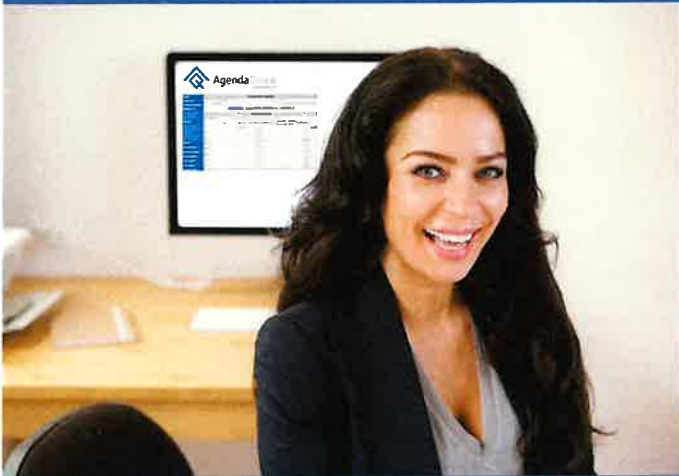
Ext.

Fax





## Our Web-Based Agenda Management System For



August 2022

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## SYSTEM DESIGN

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

### QUICK OVERVIEW

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



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

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

– The City of Billings, MT

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

– City of Flagstaff, AZ

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

– Town of Greenburgh, NY

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

– Fort Pierce, FL

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

– Collin County, TX

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

– Gila County, AZ



## CREATING TEMPLATES

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

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


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

## CREATING AGENDA ITEMS

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

**Create New Agenda Item**

PRINT, NO SAVE

PRINT

WORD

PDF

Agenda Item: 2452 

SEARCH

STATUS

HISTORY

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

DELETE

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

Department: Administration Services

Title:

Agenda Category:

PowerPoint?: ☐ Yes ☐ No

Thru:

SUBMIT

SAVE

PHRASES

RETURN

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

**Information**

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

Show

 Click on the SHOW button to VIEW the full contents.

Open All

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

\* **SUBJECT:** (text will appear on the agenda)

**RECOMMENDATION:**

**BACKGROUND:**

**ANALYSIS:**

**FISCAL IMPACT:**

**COUNCIL GOAL(S) ADDRESSED:**

Agenda Item Template: Destiny City Council SR

## ATTACHING DOCUMENTS

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

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

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

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

**Create New Agenda Item**

Form is in routing

PRINT, NO SAVE

PRINT

WORD

PDF

Agenda Item: 2461

STATUS

HISTORY

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

Meeting Type: Destiny City Council

Submitted For: Linda Whalen

Submitted By: Destiny Software

Project Administrator

Department: Public Works

Title: Map

Agenda Category: Consent

PowerPoint?: ☐ Yes ☒ No

SAVE

SAVE & RETURN

RETURN

PHRASES

☐ Edits Done

☐ Print Fiscal Impact on Agenda

Agenda Item Contains: Attachment Information

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

**Attachments**

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

Select file(s) to be attached: 

Choose File No file chosen

\*Link Name: 

Short name for hyperlink to file

ADD

Confidentiality:

Sort Sequence:

Document Type:

Expiration Date:

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

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

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

## ADDING FISCAL INFORMATION

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

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

Fiscal Impact

Fiscal Year:2020-2021

Budgeted Y/N:Y

Account(s):695851

Amount Requested:\$9,650

Labels and layout are determined by you

FINANCIAL IMPLICATIONS:

A11yFirs...

Source

AAaaAa

Heading / Paragraph

Charact...

Font

Size

**B**

*I*

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

UPDATE

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

## ROUTING AND APPROVAL

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

Create New Agenda Item

Form is In routing

PRINT, NO SAVE

PRINT

WORD

PDF

Agenda Item:

2461

STATUS

HISTORY

Meeting Date:

10/30/2020 - Destiny City Council

Meeting Type:

Destiny City Council

Submitted For:

Linda Whalen

Submitted By:

Destiny Software

Project Administrator

Department:

Public Works

Title:

Map

Agenda Category:

Consent

PowerPoint?:

☐ Yes ☒ No

SAVE

SAVE & RETURN

RETURN

PHRASES

☐ Edits Done

☐ Print Fiscal Impact on Agenda

Agenda Item Contains: Attachment Information

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

EMAIL INFO

Routing Status

STATUS

CREATED

NEW \*

INBOX

Public Works Director

Finance Director

Attorney

City Manager

\* indicates current Inbox

APPRVL DATE

ARRIVAL DATE

BY

destiny

Variable Stop

Fixed Stop

ALTER ROUTING

ADD INBOXES

Alter Route Map

ALTER MAP

RESET

FINALIZE

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

SAVE VARIABLE

Currently Selected Inboxes.

Public Works Director

1

Finance Director

2

Attorney

3

City Manager

4

5

City Manager

Clerk

Deputy Clerk

Human Resources Director

Jim Perkins

Manager

Police Chief

Public Works Director

Steve Contreras

admin

Attorney

City Manager - Planning

County Manager

Finance Director

Information Technology Director

Linda Whalen

PW

Public Records

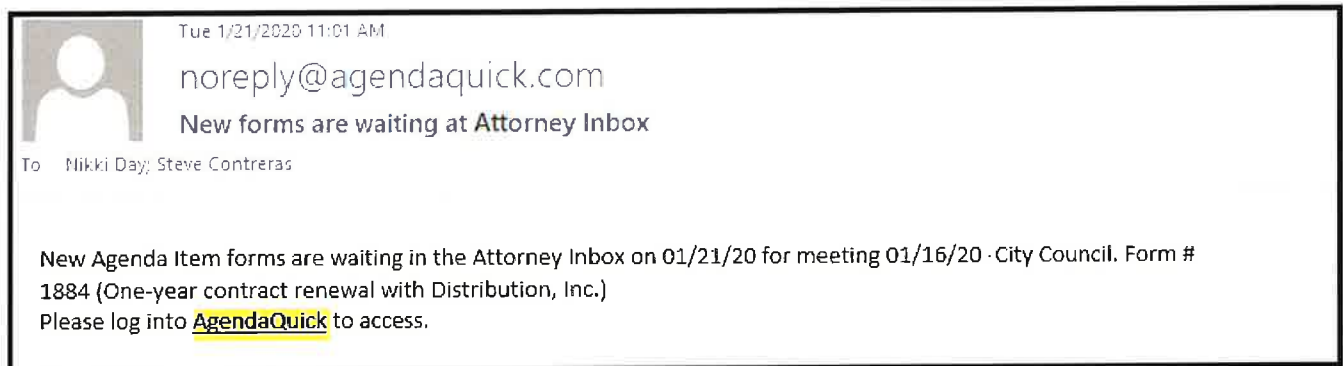
Public Works Supervisor

Term Tracker

destiny



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



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

#### INBOX FEATURES

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



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

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

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

## MONITORING THE STATUS OF ITEMS

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

**Edit New Agendas - Create New Agenda Item**

**Form is in routing**

PRINT, NO SAVE

PRINT

WORD

PDF

Agenda Item: 2461

STATUS

HISTORY

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

Meeting Type: Destiny City Council

Submitted For: Linda Whalen

Submitted By: Destiny Software

Project Administrator

Department: Public Works

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

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

Agenda Item: PowerPoint?:

INFORMATION

ATTACHMENTS

FISCAL IMPACT

INT. COMMENTS

ROUTING

**Information**

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

Show

Click on the SHOW button to VIEW the full contents.

Open All

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



## CREATING THE AGENDA

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

1		<input type="checkbox"/>	Consent Agenda	Consent Agenda				TASK
2	A	<input type="checkbox"/>	Consent Agenda	<u>Consideration of and action on minutes of the Regular Meeting on September 15, 2020 and the Workshop Meeting on September 22, 2020. (City Secretary)</u> <u>Submitted By: Destiny Software</u>	AI-2476	<input type="checkbox"/>	ATT	TASK
3	B	<input type="checkbox"/>	Consent Agenda	<u>Consideration of and action on authorization of the proposed installation of speed humps on Avenue B between Avenue P and Tobols Street. (Executive Director of Public Services)</u> <u>Submitted By: Destiny Software</u>	AI-2477	<input type="checkbox"/>	ATT	TASK
4		<input type="checkbox"/>	Consider a Reso	Consider a Resolution				TASK
5	A	<input type="checkbox"/>	Consider a Reso	<u>Consideration of and action on Resolution No. R-3906, a Resolution adopting certain Procurement Policies and Procedures for Federal Grants as a requirement of the Community Development Block Grant - Mitigation (CDBG-MIT) application process.</u> <u>Submitted By: Destiny Software</u>	AI-2475	<input type="checkbox"/>	ATT	TASK
6		<input type="checkbox"/>	Consider an Ord	Consider an Ordinance				TASK
7	A	<input type="checkbox"/>	Consider an Ord	<u>Consideration of and action on Ordinance No. 2020-24, an Ordinance approving the creation of Fort Bend County Municipal Utility District No. 231 within the Extrajurisdictional Jurisdiction of the City of Rosenberg, Texas, as further provided for.</u> <u>Submitted By: Destiny Software</u>	AI-2474	<input type="checkbox"/>	ATT	TASK
8		<input type="checkbox"/>	Councilmembers	Councilmembers' Reports				TASK
9		<input type="checkbox"/>	Mayor's Reports	Mayor's Reports				TASK
10		<input type="checkbox"/>	Adjourn	Adjourn				TASK

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

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

## VIEW MEETINGS FEATURE

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

**View All Agendas**

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

STATUS

PRINT

**PRELIMINARY AGENDA**  
Agenda has not been finalized

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

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT**

## UPDATING FINALIZED AGENDAS

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

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

Update Finalized Agendas

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

STATUS

PRINT

Agenda Template: City Council Regular Meeting

WORD

PDF

Meeting Name: City Council Regular Meeting

UNPUBLISH AGENDA

PUBLISH PACKET

NOTIFY PUBLIC

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

AGENDA ITEMS

EXTERNAL LINKS

OPTIONS

AGENDA PADDING

TASK TRACKER

Agenda Items

Agenda Level

L 1

L 2

L 3

L 4

Size Medium

Bold

Display Level

Color Ln?

Header Ln?

Footer Ln?

Left Justify?

Category | Sub-category:

PHRASES

Video Link

NEW

Create New Agenda Item

SAVE ITEM

SAVE ITEM

Last minute items can be quickly and easily added

Red text indicates that the Agenda item has not had final approval.

Green highlight indicates that final edits have been done on the Agenda Item.

Plain highlight indicates the item is pending additional work.

Orange background of an Agenda item number indicates that the item is a copied version.

SELECT ALL

APPLY

COPY

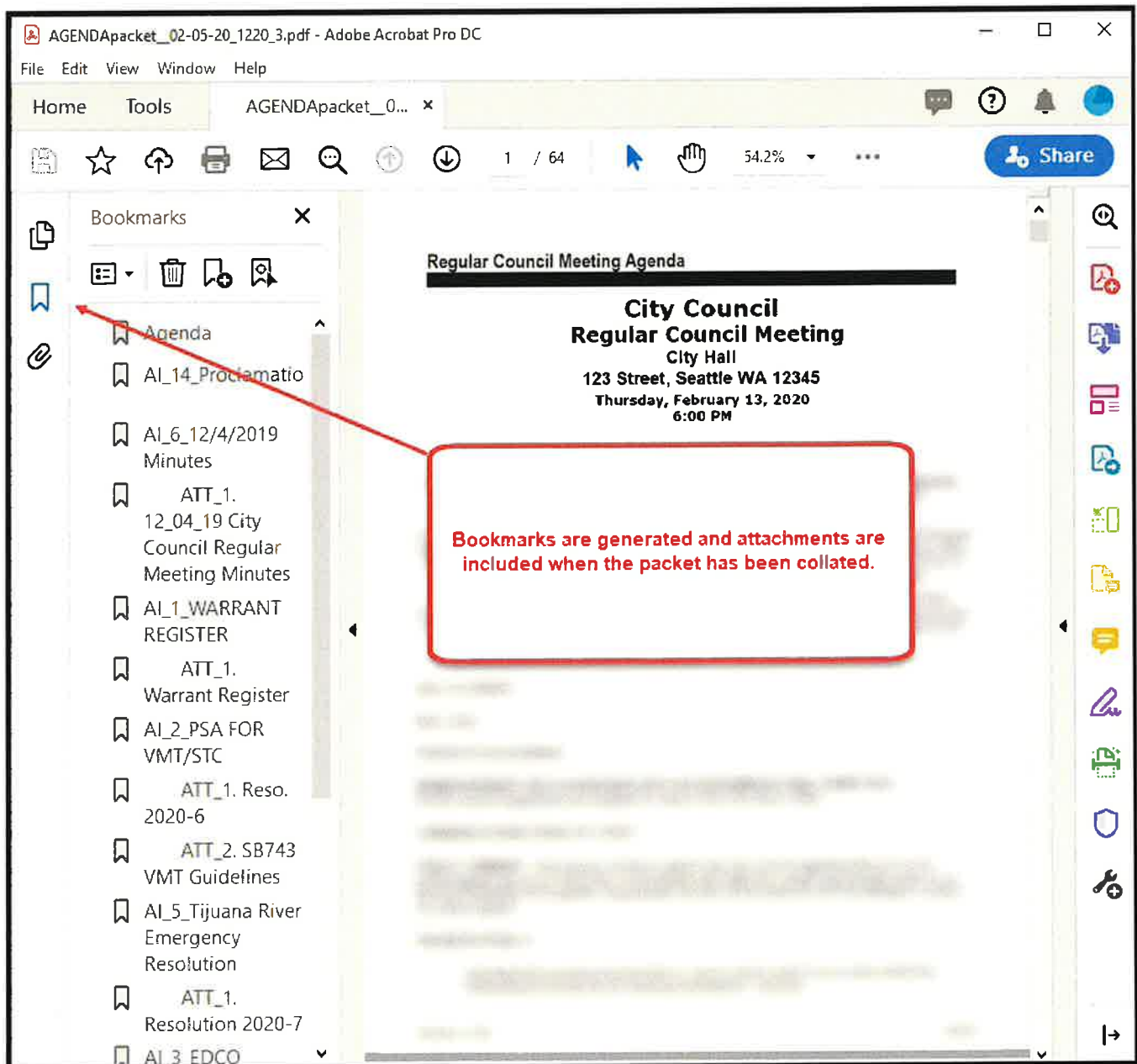
Levels	PgBr	Category/Sub-cat	Agenda	Alt #	Copy	Alt	Tasks
— Header Area (header level indicators will not display on the printed agenda) —							
2			Agenda				TASK
— End Header —							
1			Call to Order				TASK
2			Roll Call, Invocation, Pledge to the U.S. Flag, Pledge to the Texas Flag (Honor the Texas flag, Pledge allegiance to thee, Texas, one state under God, on and Indivisible.)				TASK
1			Proclamation Designating October as Dyslexia Awareness Month				TASK
1			Public Comments				TASK
2		Consent Agenda	Consent Agenda				TASK
5	A	Consent Agenda	Consideration of and action on minutes of the Regular Meeting on September 15, 2020 and the Workshop Meeting on September 22, 2020. (City Secretary) Submitted By: Desim Software	Alt-2476		ATT	TASK
1	B	Consent Agenda	Consideration of and action on authorization of the proposed installation of speed humps on Avenue 9 between Avenue P and Tabata Street. (Executive Director of Public Services) Submitted By: Desim Software	Alt-2477		ATT	TASK
1		Consider a Reso	Consider a Resolution				TASK

## PRINTING AGENDA PACKETS

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

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

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



## PUBLISHING TO THE WEB

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

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

The screenshot shows the AgendaQuick web application interface. At the top, a red banner contains links for "Latest COVID-19 update", "Business Resource Page", and "Community Resource Page". Below this is a blue navigation bar with links for "Home", "Meetings & Agendas", "Jobs", "Contact Us", and a "Search" field. The main header area features the AgendaQuick logo (a stylized 'Q' with a house shape) and the text "AgendaQuick by Destiny Software, Inc.". To the right of the logo are links for "Our City", "Business", "Government", and "How Do I...".

On the left side, there is a "Calendar" section with a dropdown menu for "City Council". Below this, a list of links includes "2018 City-Port ILA", "+ Councilmembers", "+ Council Meeting Information", "Online Agendas and Packets", "Council Packet", "Council Actions", "+ Ordinances & Resolutions", "Council Vouchers", "Council Meeting Minutes Archive", "City Council Meetings", "+ Council Committees", "Council Expenditure Reports", and "Community Conversations with City Council on Public Safety".

The main content area is titled "ONLINE AGENDAS AND PACKETS". It includes a "View Meetings" section with dropdown menus for "Select Meeting Type" (set to "ALL"), "Select Month" (set to "October"), and "Select Year" (set to "2020"). Below these are buttons for "Previous Period", "Current Month and Year", and "Next Period". A "Find Meetings" button is also present.

The results section is titled "October, 2020" and displays a table with two columns: "Agendas" and "Meeting". The table lists the following items:

Agendas	Meeting
<a href="#">October 27, 2020</a>	Regular Council Meeting
<a href="#">October 16, 2020</a>	Budget Workshop 4
<a href="#">October 13, 2020</a>	Regular Council Meeting
<a href="#">October 10, 2020</a>	Budget Workshop 3
<a href="#">October 6, 2020</a>	Budget Workshop 1 & 2

Below the table is a "Search Agenda Items" section with dropdown menus for "From Month" (set to "October"), "From Year" (set to "2020"), "To Month" (set to "October"), and "To Year" (set to "2020"). There is also a "Text to search for" input field and a "Start Search" button.

At the bottom of the page, there are buttons for "GO TO PREVIOUS PAGE" and "GO TO THE TOP OF THE PAGE". A small "W3C WAI-AA WCAG 2.0" logo is visible, along with the text "AgendaQuick ©2005 - 2020 Destiny Software Inc. All Rights Reserved."

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





# AgendaQuick

by Destiny Software, Inc.

[RESIDENTS](#) [DEPARTMENTS](#) [GOVERNMENT](#) [ONLINE SERVICES](#) [TRANSPARENCY](#)

[HOME](#) / [GOVERNMENT](#) / [CITY COUNCIL](#) / [MEETING PORTAL](#) / [CITY COUNCIL AGENDAS & MINUTES](#) /

## Agendas & Minutes

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

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

The entire PDF Packet  
can be downloaded.

### Regular Council Meeting Agenda

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

[HTML View](#)

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

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

## ROLL CALL

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

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

Roll Call

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

UPDATE

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

Staff Present

Name	Title	Sort	DELETE
<div>UPDATE</div>			

Additional Meeting Attendees

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

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

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

## Vote Tally Screen

### Vote Tally

Record Time: ☐ CLEAR CLEAR

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

ADD VOTE/MOTION

### Motion Information

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

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

### Vote/Motion

SAVE

Text Size: Agenda Default Text Size

Display Vote? ☒ Yes ☐ No

Vote Label:

Display Vote Time Stamps? ☐ Yes ☒ No

Display Motion? ☒ Yes ☐ No

Motion By Label: Moved by

Motion By Label Format: Medium Size ☐ Bold ☐ Underline

Motion Text Follows? ☐ Motion ☒ Second ☐ Neither

Display Time Stamps? ☐ Yes ☒ No

Use: ☐ Name ☐ Title ☒ Both

Motion/Second Format: ☒ Horizontal

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

☐ Stacked

Motion By: Meeting Official 1

Second By: Meeting Official 2

Position: Indented

Print Vote? ☒ Yes ☐ No

Width Percentage for Vote Print on PDF: 100%

Print Vote Time Stamps? ☐ Yes ☒ No

Print Motion? ☒ Yes ☐ No

Second By Label: seconded by

Motion TextBox Size

Print Time Stamps? ☐ Yes ☒ No

Include Approval Status? ☐ Yes ☒ No

### Format

Summary Only ☐

Vote: 3 - 1 Passed

Horizontal ☐

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

Nays: Commissioner, Precinct 3 Valerie Covey

Other: Commissioner, Precinct 4 Ron Morrison

Passed



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

**Update Finalized Minutes**

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

ROLL CALL STATUS PRINT

DELETE PDF WORD

Document Directory: 2020/KATY/20201030\_2977/

Minutes # 235 Agenda # 2971

PUBLISH

**MINUTES OF REGULAR CITY COUNCIL MEETING**

1. Call to Order
2. Roll Call, Invocation, Pledge to the U.S. Flag, Pledge to the Texas Flag  
(Honor the Texas flag, I Pledge allegiance to thee, Texas, one state under God, on and Indivisible.)  
Present: Bill Hastings, Mayor  
Chris Harris, Mayor Pro Tem  
Frank O. Carroll III, Councilmember  
Janet Corte, Councilmember  
Duran C. Dowdle, Councilmember  
Jennifer Jordan Stockdick, Councilmember  
Staff Present: Art Pertile, III, City Attorney  
Byron J. Hebert, City Administrator  
Andrew Vasquez, City Finance Director  
Becky L. McGrew, City Secretary
3. Proclamation Designating October as Dyslexia Awareness Month
4. Public Comments  
All were given the opportunity to be heard and there were no public comments.
5. Consent Agenda  
  
Moved by Mayor Bill Hastings, seconded by Mayor Pro Tem Chris Harris to approve the consent agenda listed below.
  - Approve New 2020 Consumer Price Index (CPI) Adjustment to Municipal Telecommunications Right-of-Way Access Line Rates  
AYE: Mayor Bill Hastings  
Mayor Pro Tem Chris Harris  
Councilmember Frank O. Carroll III

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The Minutes feature can also integrate with other systems if you have a Minutes program currently in use that you would like to keep.

## SEARCH ENGINE

The search engine allows searching through the agenda items and attachments of your agendas. Based on the directory the document is found in, you can quickly determine which meeting agenda item to review. This is a very powerful and quick search tool.

**View Meetings** Month: Oct Year: 2020 GO Meeting Type: ALL

← PREVIOUS CURRENT NEXT → VIEW SUBSCRIPTION LIST

October, 2020

Agendas	Meeting	Minutes	Other Links
<a href="#">October 7, 2020 (P)</a>	City Council Meeting	<a href="#">Minutes</a>	<a href="#">Video</a>
<a href="#">October 30, 2020 (P)</a>	City Council Meeting	<a href="#">Minutes</a>	<a href="#">Video</a>

**Search Agenda Items and Minutes**

Selection Criteria: ☒ Agendas ☐ Minutes

Month: Oct Year: 2020 Month: Oct Year: 2020 Search text: Covid

**Search Supporting Documents / Attachments**

Selection Criteria: ☒ Agendas ☐ Minutes

Month: Oct Year: 2020 Month: Oct Year: 2020 Search For: GO

Keyword Search

**Search Results**

[Return to Search Parameters](#)

Displaying 1 to 1 of 1 Records

Submitted By	Meeting Date/Type	Title	Department	Submitted For
Destiny Software	10/16/2020	<a href="#">Resolution No. 20-39</a>	Administration Services	

...the covid-19 p...

***And, it can be used for searching non-agenda documents; such as resolutions, ordinances and other important documents.***

## SECURITY SETUP

Security and access levels are created and controlled at the administrative level. Individuals and departments throughout the organization can be given access to all parts of the application – meaning all meeting types, confidential documents, all meeting dates etc. Or they can be restricted to various sections of the application depending upon what it is they need to see and do or the specific meeting type they are involved with.

An example of this might be department heads. They could have access to all document and meeting types. Conversely, a particular individual might only need access to 1 or 2 types of meetings and they might be restricted to just seeing documentation from their department. The system allows for a great deal of access flexibility.

User Security

GROUP SECURITY

USER SECURITY

MENU SECURITY

MLGF MENU SECURITY

INSERT

\*Username:

▼ Username

Password

Confirm

\*Employee:

First Name

Last Name

Title:

\*Department | Division:

Please select.

Default Inbox:

Please select (New: Type inbox and press ENTER)

Email:

Phone:

Ext:

Editor Toolbar:

Default

▼

Editor:

Select One

▼

☐ Super User

Select the Signature Image:

Choose File

No file chosen

Always Require Password Entry?

☒ Yes

☐ No

☐ Remove Image

Current Image

☐ Change Signature Password Next Login

☐ Include in All Depts Submit For List

☐ Include in their Dept Submit For List

☐ Not in Submit For List

☐ Include in Review List

☐ Originates for Other Departments

☐ Originates for Other Divisions

☐ Cannot Change Dept/Div

☐ Can Always View Comments

☐ Can Skip Required Fields

☐ Has access to use the Pending Flag

☐ Has access to Recall Feature

Application Access

Application	Admin	All	Dept	Div	User	Alter Map
<input type="checkbox"/> Agenda						
<input type="checkbox"/> Consistent Tracking System						
<input type="checkbox"/> Other Forms						
<input type="checkbox"/> Help Desk						
<input type="checkbox"/> Public Records						
<input type="checkbox"/> Task Tracker						

Meeting Type Permission

Manager

Variable Routing Options

Meeting Type	Mtg Mgr	All	Dept	Div	None
<input type="checkbox"/> Destiny City Council					
<input type="checkbox"/> Kacy City Council					

A meeting type must be enabled before a User may add Agenda Items

User Group

Confidentiality

☐ ADMIN

☐ USER

☐ NOTE

☐ SUPER!

☐ MTGMGR

☐ TERM

☐ COUNCIL

☐ ANALYST

☐ BOARD

☐ Confidential

☐ EDC President

☐ Executive Session

☐ No Print

☐ Purchasing

## TRACKING TOOLS

### Term Tracker

Term Tracker allows you to input background information about all your meeting officials, including when their terms are due to expire. The system can even send you an email reminder shortly before their terms are due to end.

**Manage Terms**

ACTIVE OFFICIALS INACTIVE OFFICIALS NOTIFY TERM SETUP

**Meeting Officials**

\*Meeting Type(s):  
Select One

ADD

District/Position:  
First Name:  
Term Starts:  
Address 1:  
City:  
Active: ☐ Yes ☐ No

Title:  
\*Last Name:  
Term Ends:  
Address 2:  
State/Zip: AK

DELETE

You can then run a detailed report about your officials:

**Term Tracker Report**

Meeting Type: City Council

Active: ☒ Yes ☐ No ☐ All  
☐ Applicants


Date From: To:

QUICK LIST

Column Label	Filters	Include in Report?
First Name:		<input checked="" type="checkbox"/>
Last Name:		<input checked="" type="checkbox"/>
Title:		<input checked="" type="checkbox"/>
Address 1:		<input checked="" type="checkbox"/>
Address 2:		<input checked="" type="checkbox"/>
City:		<input checked="" type="checkbox"/>

**Quick List**

Meeting Type	Position	Name / Title	Start	End	Active?
City Council		Mayor			Y
City Council		Mayor Pro Tem			Y
City Council		Councilmember			Y
City Council		Councilmember			Y
City Council		Councilmember			Y

 DESTINY SOFTWARE

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## TASK TRACKER

Often during the course of a meeting or even beforehand a request comes up that requires follow up action on the part the clerk or a staff member. The Task Tracker is designed to provide you with a tool for initiating, tracking and recording the outcome of various tasks. Utilizing the routing feature of AgendaQuick, you can send attachments, add comments and even email requested information. It can be used for items related to specific agenda items or for anything that comes up during the meeting.

Update Finalized Agendas

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

STATUS

PRINT

Agenda Template: City Council Regular Meeting

WORD

PDF

Meeting Name: City Council Regular Meeting

Default Document Directory: 2020/KATY/20201030\_2977/

Agenda Form 2971

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

ENRICH AGENDA

PUBLISH PACKET

NOTIFY PUBLIC

AGENDA ITEMS

EXTERNAL LINKS

OPTIONS

AGENDA PADDING

TASK TRACKER

Agenda Items

Agenda Level

L 1

L 2

L 3

L 4

Header Ln?

Footer Ln?

Left Justify?

Size: Medium

Bold

Display Level

Color Ln?

Category | Sub-category:

PHRASES

Video Link

Available Templates

Agenda Item

NEW Create New Agenda Item

SAVE ITEM

SAVE ITEM

Red

Green

Blue

Orange

SELECT ALL

COPY

APR

Task Tracker helps you organize your 'To Do List' before and after each meeting

Levels	Pg#	Category/Sub-cat	Agenda	AI-#	Copy	Att	Task
1			Call to Order				TAS
1			Roll Call, Invocation, Pledge to the U.S. Flag, Pledge to the Texas Flag (Honor the Texas flag. I Pledge allegiance to thee, Texas, one state under God, on and indivisible.)				TAS
1			Proclamation Designating October as Dyslexia Awareness Month				TAS
1			Public Comments				TAS
2		Consent Agenda	Consent Agenda				TAS
5	A	Consent Agenda	Consideration of and action on minutes of the Regular Meeting on September 22, 2020 and the Workgroup Meeting on September 22, 2020. (City Secretary) Submitted By: Destiny Software	AI-2476		ATT	TAS
1	B	Consent Agenda	Consideration of and action on authorization of the proposed installation of street lighting on Avenue B between Avenue D and Tobole Street. (Executive Director of Public Services) Submitted By: Destiny Software	AI-2477		ATT	TAS



## Task Tracker (New)

Meeting: 06/22/2021 - Cortez City Council

2. d. Form: 2697 Approval of a renewal Hotel and Restaurant Liquor License with Optional Premises for Rudosky Golf LLC, DBA Conquistador Golf Course, located at 2018 North Dolores Road, Cortez

Form #:

Department:

Division:

Task:

Start Date:

Due Date:

Task Status:

Reminder Date:

Reminder Email:

Description:

Required Action:

## REFERENCES

Goodyear, AZ	Darcie McCracken – City Clerk	623.882.7827
Page, AZ	Kim Larson – City Clerk	628.645.4221
Yuma County, AZ	Christy Isbell – Clerk of the Board	928.373.1107
Casa Grande, AZ	Gloria Leija – City Clerk	520.421.8639
Gila County, AZ	Marian Sheppard – Chief Clerk	928.402.8757
El Mirage, AZ	Sharon Antes – City Clerk	623.876.2943
Fountain Hills, AZ	Linda Mendenhall – Town Clerk	480.816.5115



## PRICING

### AgendaQuick – Hosted Plans

#### HOSTED – UNLIMITED MEETING TYPES – UNLIMITED USERS – SITE LICENSE

<i>Item and Description</i>	<i>QTY</i>	<i>Up-Front Cost</i>
Annual Hosting Fee- Unlimited Meeting Types	1	\$3,600
Installation and Setup	1	\$1,750
Initial Admin & User Training (Online)	1	Included*

### AgendaQuick – Yearly Service

#### YEARLY HOSTING, MAINTENANCE & SERVICE

<i>Item and Description</i>	<i>Average Monthly Cost</i>	<i>Yearly Cost</i>
Year 2 of Hosting, Maintenance & Service	\$300	\$3,600
Year 3 of Hosting, Maintenance & Service	\$300	\$3,600
Year 4 of Hosting, Maintenance & Service	\$300	\$3,600
Year 5 of Hosting, Maintenance & Service	\$300	\$3,600

**Unlimited Meeting Types** refers to the ability to use AgendaQuick for all of your boards, committees, commissions, and council meetings. We have several clients using the program for over 30 meeting types.

### Optional Modules

#### MODULES THAT CAN BE ADDED TO AGENDAQUICK

<i>Item and Description</i>	<i>Yearly Cost</i>
Public Records Module	TBD





Proposal for: Town of Jerome, Arizona

Prepared for: Brett Klein

Date: August 30, 2022

Prepared by: Evan Joyner  
eGovernance Advisor  
[ejoyner@diligent.com](mailto:ejoyner@diligent.com)  
980.318.2752

## **Table of Contents**

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## Overview

**Diligent Community: the leading modern governance and civic engagement solution designed exclusively to meet the needs of public boards.**

Many organizations are relying on paper-bound processes or outdated technologies that no longer meet the needs of today's digital age. Consequently, they are facing serious governance gaps, and struggling with poor meeting efficiency, issues with inclusion, transparency and security, and lack of access to real-time information. Diligent Community, alongside forward-thinking public leaders, addresses these pressing governance gaps.

Diligent Community enables K-12 leaders and administrators to achieve excellence in modern governance. It supports responsiveness to their constituencies through an integrated set of technologies, insights and processes. Building on Diligent's deep experience in offering digital governance solutions to organizations of all types and sizes around the globe, Community provides school districts with the same streamlined approach to modern governance, but tailored to the specific needs of school boards.

Diligent Community is the next-generation modern governance and civic engagement solution for public organizations simplifying the end-to-end agenda and meeting management processes. Easily manage complex governance tasks in live or remote environments and significantly reduce prep time to focus on what's important.

Our unified experience empowers board administrators and leaders to advocate for their mission while seamlessly connecting with the public to address critical community issues.



Drive **efficiency** and save time to focus on what matters most



Facilitate stakeholder and community **engagement** in hybrid settings



An **inclusive** and dependable solution to connect with your community anywhere, anytime

## Why choose Diligent Community



**Drives efficiency** – School districts, first and foremost, must prioritize serving their constituents, and only then can they turn their focus to improving governance. Community leaders are required to drive results with fewer resources and limited time. Our Community solution facilitates a fully secure, digital and streamlined process for meetings, including agenda management, document collation with status updates, and publication of final meeting materials and minutes. Our solution gives leaders the ability to manage the workflow of building and sharing meeting materials and agendas in a predictable and transparent manner. And, it's intuitive and easy to use.



**Facilitates engagement** – It's becoming increasingly important for public sector leaders to provide visibility into meeting agendas and related materials that are securely stored, easily accessible, and drive collaboration amongst board members and the community they serve. That's why our Diligent Community solution is designed to mitigate disparate processes, and instead share collaborative documents ready for annotation and communication in real-time. Having a single place to perform agenda and meeting preparation important—serving your community.





**Promotes inclusivity** – Ease of engagement and inclusion are critical. Whether you're talking about geographically diverse districts, people who are differently abled, single parent households, housebound seniors or constituents who are employed in a shift work environment, these are everyday scenarios. More and more, public boards are being publicly challenged to provide inclusive opportunities for citizen participation and engagement that address these scenarios.

Diligent is committed to expanding engagement for all citizens using technology. By using technology to reduce barriers and make it easier to engage, all members of our community can play a full and active role in the governance process and the entire community benefits. Community is built on a foundational commitment to be inclusive for all users.

## Summary of Key Capabilities

- Agenda and book creation
  - Flexible Workflow and Agenda item submission
  - Board member cross-device annotations
  - One-click download and print capabilities
  - ADA and WCAG2.1AA compliant
  - Live Meeting and Minutes
  - Fewer clicks and more productivity
  - Powerful search capabilities
  - SMS and email notifications
- Localized community-specific user interface

## Security

**Diligent's 360° safety measures include safeguards against internal, external and unknown threats.**

The core of the technology for Community is deployed through an open, flexible, enterprise-grade cloud computing platform housed in world-class hosting data centers that maintain various globally recognized security certifications. The data centers also provide physical and environmental controls to ensure access is controlled 24x7. Data is secured using industry-standard encryption methods.

## Support

**We take pride in delighting our clients.**

We pride ourselves on delivering best-in-class customer support to our clients. Our customer support team is available 24/7. The team is here as your resource, free of charge.



As part of our commitment to the success of your community, you'll receive support as part of our service:

- 24/7 Support
- Implementation onboarding
- Unlimited storage for agendas and board-related documents
- Online user guides, tips/tricks and videos
- Regular customer webinars

## By the Numbers

Your satisfaction is our number one priority, and our clients have proven that we continue to deliver on it. Here are the latest Net Promoter Scores across our other products:

- **BoardDocs**
  - Promoters (loyal enthusiasts)  
= 494 (80%)
  - Passives (satisfied) = 93  
(15%)
- **BoardEffect**
  - Promoters = 230 (58%)
  - Passives = 128 (32%)
- **iCompass**
  - Promoters= 183 (37%)
  - Passives = 193 (39%)

## About Diligent

Diligent Community is the next-generation modern governance and civic engagement solution for public organizations that simplifies the end-to-end agenda and meeting management process. Easily manage complex governance tasks in remote and live environments and significantly reduce prep time to focus on what's important.

Our unified experience empowers board administrators and leaders to advocate for their mission while seamlessly connecting with the public to address critical community issues.

Diligent is the global leader in modern governance, providing SaaS solutions across governance, risk, compliance and ESG. Serving more than 1 million users from over 25,000 customers around the world, we empower transformational leaders with technology, insights and confidence to drive greater impact and lead with purpose. Learn more at [diligent.com](https://diligent.com).

## Miscellaneous

- In our demo I had misspoken about the ability to sort data after keyword search. Our system does have that capability to sort by date and relevance on the public facing site and back end

- Back-End Example



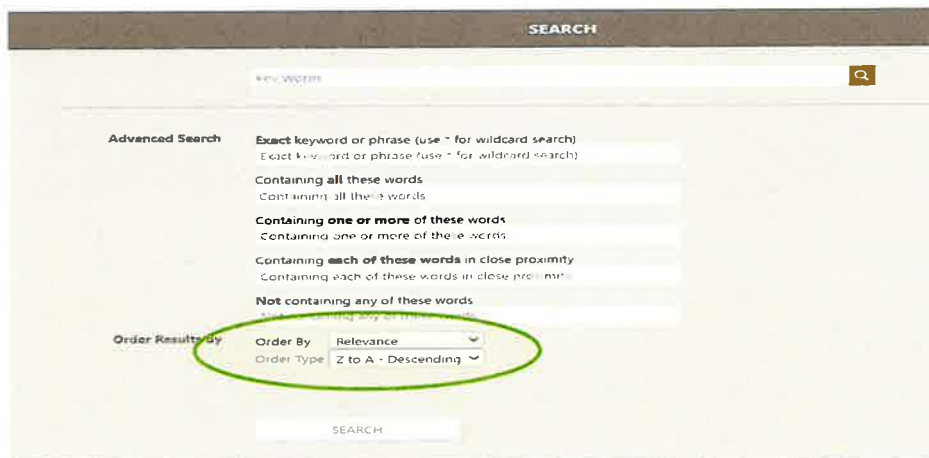
Search

File type  Date range

☒ All (66) ☐ Agendas (12) ☐ Minutes (2) ☐ Agenda items (1) ☐ Goals (0) ☐ RTS (0) ☐ Public site (1)

☒ Attendance & Voting

- Front End/Public Facing Example



SEARCH

Key Words

Advanced Search

Exact keyword or phrase (use ~ for wildcard search)  
Exact keyword or phrase (use ~ for wildcard search)

Containing all these words  
Containing all these words

Containing one or more of these words  
Containing one or more of these words

Containing each of these words in close proximity  
Containing each of these words in close proximity

Not containing any of these words  
Not containing any of these words

Order Results by

Order By  Relevance

Order Type  Z to A - Descending

SEARCH

## Pricing

	One-time Fee
<b>Setup &amp; Implementation*</b>	<b>\$1,000</b>
Includes setup and implementation of Diligent Community	
	Annual Fee
<b>Diligent Community</b>	<b>\$5,000</b>
<ul style="list-style-type: none"> <li>Includes agenda management, publishing book materials, board member annotations and more</li> <li>Unlimited agendas &amp; minutes templates</li> <li>Unlimited storage for meeting related content excluding large video files</li> <li>Unlimited support, training sessions and coaching sessions</li> <li>Unlimited users within your organization</li> </ul>	
<b>Transparency Portal</b>	<b>Included</b>
<ul style="list-style-type: none"> <li>Meeting schedules, agendas, minutes, voting and attendance records are all included</li> <li>Citizens can subscribe to receive automatic email updates</li> <li>Automatically refreshes with the latest information once it is complete</li> </ul>	
<b>Optional Add- Ons</b>	
<ul style="list-style-type: none"> <li>Policy</li> <li>Individual Committee Management <ul style="list-style-type: none"> <li>Committee Manager w/ 5 Committees – \$2,500 annual</li> <li>Committee Manager w/ 10 Committees - \$3,750 annual</li> </ul> </li> <li>BoxCast Streaming Video Integration <ul style="list-style-type: none"> <li>Community Video Manager Powered by Boxcast - \$3,600 annual</li> <li>Boxcast Video Streaming Storage - \$1,000 annual</li> <li>Boxcast Pro Encoder - \$3,495 one time</li> <li>Community Boxcast Automated Live Captioning - \$1,250 annual</li> </ul> </li> </ul>	

***\*Implementation timeline is 5 to 6 weeks due to high demand in the months of August, September, and October***

### About Our Pricing

- The annual fees outlined herein are guaranteed for thirty (30) calendar days from the date of issuance
- The annual fees outlined herein are based on a one-year auto renew contract
- The annual fees include hosting, technical support (e-mail and 1-800 support), maintenance, online training sessions, regular upgrades to the software and storage space
- All annual fees are payable up front
- Your license will include unlimited users from your organization

October 11, 2022, Regular Council Meeting Packet Addendum No. 1:

Section 04      Staff and Council Reports

Section 05      Zoning Administrators Reports and Minutes



# JEROME POLICE DEPARTMENT

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



October 2, 2022

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for September 2022.

The September "Calls for Service" report contained no significant single incidents to reports. The shooting call was an internal error, I am not sure where that call came from internally, I am working on it with the developer. Call volume for September was slightly above average. We made it through the Thunder Valley Rally with no major incidents, just a number of noise complaints. The Volkswagen Club had their annual event and it went well.

The parking kiosks brought in \$24,673.70 for the month of September 2022. In comparison to last year's revenue of \$25,617.70 for the same time period. Fiscal year to date (7/01/22 through 9/30/2023) kiosk revenue is \$65,027.45 (which does not include cash taken at office).

There were 361 parking citations that were issued for the month of September.

The speed feedback signs currently installed indicated approximately 37,288 vehicles southbound and 76,418 vehicles northbound on Highway 89A for the month of September.

Officer Kerry Lee graduated from the AZPOST basic leadership academy in September.

The new patrol car is ready and Officer Boan is picking it up. Decals are ordered and should be here by mid November.

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

Allen L. Muma, Chief of Police



# JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 10/06/2022

Page : 1

Agency : JPD

## Calls For Service Totals By Call Type

09/01/2022 to 09/30/2022

Call Type		Totals
205	Trespass	1
215	Drug Related	1
247	Civil Problem	1
410	Criminal Damage	6
487	Theft	2
500	Welfare Check	2
692	DUI	1
901S	Shooting (Not Shots Fired)	1
903	Follow-Up	14
908F	Found Property	3
908L	Lost or Stolen Property	5
918	Mentally Ill Person	2
961	Accident - No injuries	1
AA	Agency Assist	5
ACPD	Assist Clarkdale PD	3
ADPS	Assist DPS	3
AF	Assist Fire Department	3
ALC	Alcohol Violations	1
AYCSO	Assist YCSO	9
BI	Background Investigation	8
CA	Citizen Assist	2
CAMP	Illegal Camping Complaint	1
CO	Call Out	4
CRT	Court Appearance	3
DIS	Disorderly Conduct	5
DUI	Driving Under the Influence	1
ES	Escort Services	2
HSE	Hampshire Speed Enforcement	4
INFO	Information	1
ME	Medical Emergency	2
NE	Noise Enforcement Activities	2
NOISE	Noise Complaint	2
OA	Officer Assist	3
OT	Oversize Truck	7
PARK	Parking Complaint	4
PE	Parking Enforcement	29
PKM	Parking Kiosk Maintenance	1
REC	Reckless Driver	2

Printed By/On: CHIEF / 10/06/2022 10:29:52

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 : 10/06/2022

Page : 2

Agency : JPD

## Calls For Service Totals By Call Type

09/01/2022 to 09/30/2022

Call Type		Totals
SC	Security Check	18
SLC	Street Light Check	2
SS	Suspicious Situation	4
T/S	Traffic Stop	1
TO	Traffic Offense	1
TRN	Training	2
VI	Vehicle Inspection	1
VM	Vehicle Maintenance	2
Grand Total for all calls		178





# TOWN OF JEROME

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

## DRAFT MINUTES

### Regular Meeting of the Planning and Zoning Commission

Tuesday, Sep 20, 2022, 6:00 pm

CONDUCTED VIA ZOOM

#### 6:02 (0:01) Item 1: Call to order

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

Deputy Town Clerk Kristen Muenz called the roll. Present were Chair Ready, Vice Chair Lance Schall, Commissioner Jera Peterson, Commissioner Lori Riley, and Commissioner Chuck Romberger.

Staff present included Zoning Administrator Will Blodgett, Ms. Muenz, and Candace Gallagher.

#### 6:03 (0:50) Item 2: Petitions from the public

##### Possible Direction to Staff

There were 2 petitions from the public prior to the meeting; Jerome residents Gregory Worth and Mandy Worth had petitioned to speak. However, Ms. Worth was not in attendance and Mr. Worth's petition was in reference to Agenda Item #4, so it was decided to proceed with the meeting and allow him to speak during the discussion of that item.

#### 6:04 (1:44) Item 3: Approval of Minutes – Regular meeting of August 16, 2022

Chair Ready pointed out that a correction was needed in the Roll Call section of the minutes; Ms. Ready's name had been listed twice, the second reference needed to be replaced with the missing name, Commissioner Chuck Romberger. With this correction, there was a motion to approve.

##### Motion to approve the minutes of the regular meeting of August 16, 2022, with minor change

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

Old (continued) Business: none

#### New Business:

#### 6:05 (3:17) Item 4: Seeking reapproval for Garage Remodel

Applicant: Kelley Foy

Address: 121 Third Street

APN: 401-08-040

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

##### Discussion/Possible Action

Chair Ready introduced the item, a preliminary review of proposed garage remodel, and stated that some people would like to speak. She said she would like to maintain structure, it's a preliminary review, as there will be additional processes, and asked that everyone please keep that in mind.

Ms. Ready asked to have admin give a summary; afterward the board can ask questions and discuss the matter, then the board will take statements from other people. She asked that, if you do want to speak, please raise your hand so we know who to acknowledge.

Commissioner Jera Peterson asked if the petitions from the public will wait until after the applicant speaks?

Ms. Ready replied that if they were separate issues, we would handle it in a different order.

There was some additional discussion as to how to proceed. Ms. Peterson agreed that the petitioners be given the normal 3 minutes to speak, and Ms. Riley stated that she would prefer to have the summary read first. Mr. Blodgett was invited to read his summary.

Mr. Blodgett said that there are a number of questions and concerns raised by many people. He said he would first like to acknowledge one mistake in part of the preliminary review and that we can address these issues before a final review. Mr. Blodgett said there was a mistake with the median grade calculation, which was based on the parcel should be based on the building footprint. If we proceed, one condition can be to recalculate based on the Zoning Ordinance before coming back for final review. Secondly, the garage is an existing garage and applicant wishes to demolish it and rebuild another on the existing footprint, which was an existing nonconforming structure and existed before the 1980s garage that is there now. It's where the building sits, the foundation and retaining wall, that's important for this process. The existing garage was rebuilt after previous one burnt down. Mr. Blodgett said he will verify with the applicant on whether the foundation and wall is historic, and this has added to complexity of the issue. Mr. Blodgett explained that the current Zoning Ordinance, that covers thresholds in remodels, has no set standard of percentages, or amounts maintained, to count as a remodel. Some thresholds can be as high as 50%, some are as low as maintaining 1 wall. We are thinking about nonconformity and a footprint that existed long before the current building. He asked, did the garage rebuild in 1980 go outside the current footprint? Mr. Blodgett explained that the remodel is hinging on this fact: using the existing footprint over the nonconforming footprint; that is what our consideration is. He said he will be digging into the archives to verify this before making a determination. Mr. Blodgett also said

that some of the terminology used has been an issue. The term 'reapproval' is not meant to be binding, it is meant to convey that the project is under review again, we need to remind ourselves that this project has previously been through parts of the process. Also, previous packets were large and confused the matter, so the current packet has less information to be less confusing.

6:17 Again, Mr. Blodgett reminded everyone that this is a preliminary, conceptual review, and is not going to end in a building permit as there are more steps to undergo. He said the process to get preliminary approval first makes sense for the applicant, because of the way the contractor releases information. The building proposed is colloquial called a pole barn, but this is not a great use of term because it sounds agricultural. It is essentially a post construction with siding; posts are sunk into the foundation and siding is attached to the posts. The term is used for the style of construction. Mr. Blodgett said that height is an issue; he needs to be sure the measurements are taken from the correct place on the building to create a median. After recalculating, the measurement may be well above the lowest part of the property, so it needs to be double-checked, but it also may not be different than what is currently in the packet. Another concern he addressed is the potential for occupation. He explained that Jerome does not allow occupation in a detached accessory building, and he has no concerns that it will be used as a dwelling unit. Should the applicant try to make it into a short-term rental, the town would deal with it at that time. One positive that everyone can agree on, is there's a town sewer line under the site and, if it is exposed, the town could potentially access it to repair and upgrade. The elevations and site lines were provided by the applicant and are conceptual; we'll have more once the contractor provides it, and that info will replace the preliminary info with more detail. Mr. Blodgett explained that he is also looking into the historical side of this as well. He said, when we look at the site, all the uses surrounding it are the same, there are no conflicting land uses. Mr. Blodgett said he hoped the Commissioners would agree that the packet contained good photos of site and surroundings as some he took himself. He also intends to search for more historical photographs to add to the packet should this pass preliminary review. Mr. Blodgett expressed hope that his brief overview and summary addressed to the applicant. (21:39) Ms. Ready thanked Mr. Blodgett for his summary. She said one of the major questions about the project is, is it a new project or a renovation? She said she understood the footprint argument, that you are still nonconforming, but how does expanding the height affect that? I need more guidance on the issue and was hoping that I would get more guidance on it from the Zoning Ordinance, but it is not clear. She said she is looking for something to convince her one way or the other.

Mr. Blodgett said it was something he was looking into because the Zoning Ordinance doesn't define renovations or remodels. He said there are sections of the ZO that say nonconforming structures cannot be enlarged when rebuilt. When it comes to renovations, enlargements are permitted. We are a historic district and, as such, fall under historic preservation laws and Secretary of the Interior's guidelines. The question is, because we don't have guidance in the ZO, we must verify that we have a historic foundation. If we have a historic foundation, incorporating that historic wall as well, that could be satisfactory. Mr. Blodgett explained that we do have a preliminary approval from Council in 2018, but that approval has expired. When they voted, they chose to accept that project as a remodel using that same standard of threshold. He wanted to carry on with same standard of threshold, he asked if that explained the situation more.

Ms. Ready replied, somewhat, to the extent there's a historic foundation, and to preserve it you must build on the same footprint. She said, since I don't have anything in the ZO to guide me, historically, how has the town treated this situation? Have there been similar situations in the last 10 or 20 years? She asked if the other Commissioners might have more experience.

Ms. Peterson wanted to say that, back in the day, the zoning was light industrial. She felt, due to the nonconforming status, height would increase the size. She said that the limit must be 14 feet.

Mr. Blodgett said he will work with the applicant to determine the correct height.

Ms. Peterson wanted to point out that in the application, it says demolish and if you demolish, you must conform with setbacks.

Mr. Blodgett said that demolition can be a part of many processes, but it's not the whole process. It won't be considered as demolished if the historic footprint is verified, it will be considered a remodel.

Commissioner Lori Riley asked, does this go back to the fact it has a historic foundation and that's what saves the setbacks?

Mr. Blodgett responded, yes.

Ms. Ready said that was how she saw it too.

Ms. Peterson asked about the height again and Mr. Blodgett responded that the height itself isn't in question, it was the metrics used to calculate the median height and we will get that fixed. The 14-foot height is the maximum allowable height, the applicant is aware of this, and we will work with the applicant to recalculate.

Ms. Peterson said again that the garage was originally in industrial zoning, and now it was in residential, so it must comply with residential zoning regulations.

Mr. Blodgett said that he understood that, and there is no part of the building that is industrial. He said we have a lot of different types of uses that have been kept and retained their historic, nonconforming footprints despite undergoing adaptive reuses.

Of the original approval, Ms. Peterson said, "I'm in belief that once it expires, it starts all over again."

Mr. Blodgett confirmed that is why we are here.

6:36 (32:00) \*There was a temporary pause in the meeting due to technical issues.

The applicant, Kelley Foy, asked Mr. Blodgett if he can confirm that height does not increase the nonconforming amount in the ordinance.

Mr. Blodgett responded that according to the town attorney, in terms of setbacks, increasing the height does not increase the discrepancy. What it's specifically referring to are changes to the 2-dimensional setbacks.

The applicant's associate, Leta, thanked Mr. Blodgett for the summary. She asked for clarification on the site in the Jerome ordinance regarding moving past the physical, existing footprint.

Mr. Blodgett it was not related to the project, it was just the potential that the garage, when it was rebuilt after it was burnt, moved beyond the historic footprint. He said, for the sake of being accurate I'd like to settle it.

Leta asked, would you do that through town records.

Mr. Blodgett said he will get help from the Historic Society and the homeowner using photographs, records, maps, and looking at the site itself to make a determination.

Ms. Peterson asked to address the nonconforming situation; she then read a section of the Zoning Ordinance regarding prohibiting enlargements of discrepancies. She said that she felt an enlargement would include height.

Mr. Blodgett replied that it was the town attorney's opinion that increasing the height does not increase the discrepancy, the ordinance is referring

to the two-dimensional footprint.

Ms. Ready said that it does state that if the height increases the discrepancy, it's a problem. In response to Ms. Peterson, Ms. Ready replied that she felt that the enlargement was more of a set-back issue.

Ms. Peterson said there was no information stating what the attorney interpreted. She stated again that her interpretation is that when you are going higher you are enlarging the structure and it does change the discrepancy.

Mr. Blodgett explained that as the town's Zoning Administrator, he must follow the legal advice of the town attorney.

There was some continued discussion about the historic footprint of the structure and the differing interpretations of the Zoning Ordinance.

(39:02) Ms. Ready asked what would happen if the historic foundation is different than they thought it was.

Mr. Blodgett responded that if they determine the historical footprint does not exist, there are a couple of options. The applicant can make changes to the plans to meet set-back requirements, and she also has the option to withdraw or appeal. He said that, if the footprint is not there, a redesign of the project would suffice.

Ms. Peterson asked what would be considered historical.

Mr. Blodgett explained that typical standards have a cutoff date of about 50 years; those are the federal standards that we must follow. A garage built in the 1970s would count, however, we do know there were buildings there far before that. We must trace what building existed where and when.

Ms. Peterson commented that there used to be houses all over and if we allow for everything historic to be nonconforming there would be houses all over.

Mr. Blodgett replied that our town was designed with small setbacks, and this is something that we occasionally must deal with. In the instance of a new house construction, it would not fulfill setbacks. With existing, historic structures, we can find ways to mitigate concerns and work with the applicants.

Ms. Peterson asked if, to go with the historic footprint, part of the existing building must remain.

Mr. Blodgett said that we must be careful as to what we define as the building. What we are talking about preserving is the historic wall in the back and the historic footprint that is under the existing concrete.

Ms. Ready asked if the applicant would like to speak.

Ms. Foy asked to clarify that what they are asking to maintain is the existing layout of the building. They are not keeping the concrete; they are keeping existing footprint and historic wall. She said in the application packet, there is a demolition application.

Mr. Blodgett reiterated that what we're concerned with is the historic footprint and the concrete wall. We have no thresholds, but many places have a one-wall policy that counts as a remodel or renovation.

Ms. Ready asked if there any more questions from the commissioners; seeing none she asked the applicant if she would like to make her presentation.

6:50 (45:45) Ms. Foy said she would like to talk about it and asked to be able to respond to questions from the public. She mentioned the drawings included in the application and said the plan as well as the median grade is based on the physical location on Third Street. It's a garage, it was approved previously, and she was hopeful that with more modern materials that are fire-proof it would be a straight-forward approach. She said there's always a new angle to consider, but what we need to look at is that we have applied based on the ordinance, and we tried to make it historically compatible. Ms. Foy said it would be useful and it makes sense on the property. There's an architectural drawing to give you a sense of the scale. She said they also adjusted the height based on the updated Zoning Ordinance and would like that to be considered. She said she was happy to take questions and thanked the Commission.

Ms. Ready said she had one comment on the median grade, the ordinance does state to calculate based on the grade under the structure. She said it does need to be recalculated.

Ms. Foy responded that it was the first time she heard this interpretation of median grade. She had always interpreted it based on the median grade of the home from the front. Ms. Foy said that, before a neighbor mentioned that was a new way, she had never heard about recalculating it. She said she would like clarification on where that is in the ordinance.

Mr. Blodgett said he would be happy to send info to her. Again, it was a concern brought to him by many people and he determined they may be using the wrong metrics.

Ms. Foy said she can confirm that her house is on Third Street and the median grade is based on that.

Mr. Blodgett explained that the high and low points need to be based on the footprint of the building, not entire parcel. We will adjust these things as the ordinance requires.

Ms. Foy said, I have been through this process, and on these boards. She wanted to note that because there are so many misunderstandings, she brought in a Land-Use attorney that understands these ordinances and she will be seeking her feedback throughout the process.

Ms. Ready stated that if you look at the article 2 definitions, under section 201 "accessory building, height of," it specifies the grade is under the enclosed structure.

Ms. Peterson said also, under accessory building, a detached accessory building shall be constructed at a height not greater than 14 feet to the peak of the highest point of the roof. It is an accessory building.

Mr. Blodgett said the applicant has always been striving to achieve that 14-foot maximum, however the calculations may have been incorrect, but that can be fixed.

Ms. Ready asked the Commissioners if they had any further questions or comments.

Mr. Blodgett said that he would like to add one more comment. There were concerns raised by Chief Blair from the Fire Department and we have spoken about it. The building going in will be a metal sided building, I don't think you can set that on fire, a stick-built building is much more flammable. We talked about the requirement of a firewall installation, but a metal building doesn't need that protection, a firewall would increase flammability. His other concern was the possibility of collapse, but the style of construction will have significant footings sunk into the foundation. Again, should this be preliminary review be approved, all final plans will be looked at by Chief Blair.

6:59 (55:00) Jerome resident Greg Worth spoke. He said a lot of his concerns have been addressed. In August and September, he provided 2 letters to Mr. Blodgett with questions about the project. Mr. Worth said he thought we were going for final approval tonight, so most of the questions were directed at things he thought were missing for a final approval. He asked to have his letters included in the packet so that everyone

can see and respond and wanted to say that he wasn't opposed to the construction but would like done properly. He also wanted to point out that the project was not approved before, but it had gone through the process before. He said it had been rejected by P&Z and DRB, then it was appealed to Council and was issued a preliminary approval based on meeting conditions. He said conditions were never met and later, a letter was sent indicating that approval was expired.

Ms. Ready thanked Mr. Worth for participating. She asked if there were any questions for Mr. Worth or other commentary. She also wanted to say that everyone is interested with this structure being improved, and we're all on the same page that we want it done right. Ms. Ready said she understands that, to maintain the historic footprint, it must stay in that footprint to preserve the existing nonconforming status. She is interested to see what happens with the height in relation to corrected parameters. Ms. Ready said we can approve with conditions that need to be met, so she would appreciate feedback and proposed motions from the other board members.

Ms. Foy asked to address Mr. Worth's concerns. There was a denial by P&Z but there was also an approval. She had a letter for both, and they were conflicting, and it was confusing. She wanted to be clear that there was an approval, it was a preliminary approval. She is excited to hear that we care about the structure, and the goal is to make it a good structure.

Ms. Ready stated that, regardless of the history, we are here today for a new application.

Ms. Peterson asked Mr. Blodgett about the roof, she was confused by it changing to be more historic but improved.

Mr. Blodgett replied that we don't want to make a facsimile of history, because that is frowned upon, but we do want to keep a historic aesthetic intact. This ensures that even a new building can maintain the historic aesthetic for the neighborhood.

Ms. Peterson asked if the guidelines are that it must be a similar material to the historic neighborhood.

Mr. Blodgett said, yes, and Jerome had a lot of metal-sided buildings.

Commissioner Lori Riley commented that if this is going to be a 2-story building at 14 feet maximum, each level won't be very tall. She said she did not see elevation details for how tall the garage would be as opposed to the upper area.

Mr. Blodgett explained that the final building construction plans will have these details. It will be up to code and addressed by the building inspector and if not to specifications, it will not be approved until changes are made. The process itself should take care of itself, that is part of final site plan review.

Ms. Peterson asked, so are we just in preliminary discussion?

Mr. Blodgett said, yes, this is just conceptual approval. Final approval will be based on conditions to be met such as verifying the accuracy of the historic foundation.

Commissioner Lance Schall pointed out that the height calculation is based on an elevation which, due to the grade, is slightly above the garage doors. That height is what is in question based on what the grade is, so it may be necessary for the plans to change.

Ms. Ready asked, does this project also go through a design review for additional review?

Mr. Blodgett replied, absolutely.

Ms. Peterson asked if it would then go before Council.

Mr. Blodgett said that will depend on certain factors, there are several potential outcomes.

Chair Ready asked if there were any other petitions from the public and Mr. Blodgett said there had been one from Mandy Worth, but she was not in attendance.

Mr. Worth explained that Mandy declined to speak, as her questions were answered in the process. He said he would like to know when to expect the information to be posted for the final review so that he can plan to attend.

Mr. Blodgett replied that final review process won't begin until he has received the final application. A preliminary approval will start the process with the applicant, who will get the information from the contractor. Once he has received it, he will review it, and then establish a timeline. He said he will try to notify everyone in a timely manner.

Mr. Worth asked, what does preliminary review mean?

Mr. Blodgett explained, it's a conceptual review. He said Mr. Worth's process was probably different because preliminary review was handled in-house. They felt wasn't necessary for additional review at that time, so then sent to final review, which is permissible per the Zoning Ordinance. He said it is also permissible to do the preliminary review in a public format such as we've done here, which we have done to get comments and feedback from the public.

7:19 (1:10:50) \*There was another temporary pause in the meeting due to technical difficulties, after which the meeting resumed.

Mr. Worth repeated that he was asking about the preliminary review process before the pause.

Mr. Schall explained that typically what we do with a preliminary is get a rough outline of the project defined before the applicant spends a lot of money on the architect and so on. With your [Worth's] project, you knew a lot of that beforehand, and moved directly to final review. With a situation like this, the applicant may want to get a general idea before spending the money.

Mr. Worth responded, so I took a risk because I spent about 15 grand before getting to that final meeting. He said he understood and thanked him.

Ms. Ready asked if there were any other comments or questions from the board or attendees. There were no responses. She said that she would like to make a motion to give preliminary approval on the application with the conditions that the height of the structure be recalculated based on the correct parameters and that we verify the historic footprint of the structure.

Mr. Schall seconded the motion for approval with conditions.

**Motion to approve the preliminary review of the application for garage remodel with the conditions that the height of the structure be recalculated based on correct parameters and the historic footprint be verified**

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

### Meeting Updates:

#### 7:24 (1:17:07) Item 5: Updates of recent and upcoming meetings

- **Tue Aug 09 Council regular meeting-** Approved resolution No. 644 (regarding tax valuation of property within the Town) and approved an agreement for professional engineering services for the wastewater treatment plant. Approved renting a town property to a town employee and approved two special event permits, one for "Art in the park" and the other for "Jerome indie film & music festival". Council approved a CUP for continued residential use at 511 School Street.
- **Tue Aug 23 Council special meeting-** Approved resolution no. 645 (declaring and adopting the results of the primary election) and appointed Sonia Sheffield to fill council vacancy and administered the oath of office.
- **Tue Aug 23 DRB regular meeting –** Meeting cancelled, no items.
- **Tue Aug 30 P&Z special meeting –** Meeting postponed to the September regular meeting.

*Mr. Blodgett read updates of recent and upcoming meetings to the P&Z Commission.*

**7:25 (1:18:34) Item 6: Potential items for September's Planning & Zoning meeting, Tuesday Oct 18, 2022 –** Nothing currently Planned

#### Item 7: Adjourn

##### **Motion to adjourn at 7:25 p.m.**

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair Ready, Planning & Zoning Commission Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Kristen Muenz, Deputy Town Clerk