



# TOWN OF JEROME

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

## AGENDA

### REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, DECEMBER 10, 2019, 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 Joni Savage, 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/PLEDGE OF ALLEGIANCE</b> Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll. Mayor or Mayor's designee to lead the Pledge of Allegiance.	
<b>ITEM #2:</b>	<b>FINANCIAL REPORTS</b> Budget to Actual reports, vendor ledger and balance sheet for November 2019	Discussion/Possible Action
<b>ITEM #3:</b>	<b>STAFF AND COUNCIL REPORTS</b> Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members.	Discussion/Possible Action
<b>ITEM #4:</b>	<b>ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES</b> Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
<b>ITEM #5:</b>	<b>APPROVAL OF MINUTES</b> November 14, 2019 regular meeting – open and closed sessions; November 18, 2019 special joint meeting – open session <i>If necessary, Council may enter into executive session, pursuant to A.R.S. §38-431.01(A)(2), for the discussion or consideration of records exempt by law from public inspection.</i>	Discussion/Possible Action
<b>ITEM #6:</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>** BREAK FOR HOLIDAY FESTIVITIES **</b>		
<b>ITEM #7:</b>	<b>ORDINANCES</b>	
	<b>ITEM #7A: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 458, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ARTICLE 12-2, "RESIDENTIAL PARKING," OF THE JEROME TOWN CODE</b> Council may conduct the second reading of, and possibly adopt, Ordinance No. 458, amending the Town Code provisions regarding residential parking.	Sponsored by Vice Mayor Sage Harvey Discussion; Possible Action
	<b>ITEM #7B: FIRST READING – ORDINANCE NO. 459, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 106, "DESIGN REVIEW BOARD," OF THE JEROME ZONING ORDINANCE, REGARDING THE BOARD'S COMPOSITION</b> Council may conduct the first reading of Ordinance No. 459, which would eliminate, effective March 1, 2020, the current provision that one member of the Design Review Board shall be a member of the Planning & Zoning Commission.	Sponsored by Mayor Alex Barber Discussion; Possible Action

<b>ITEM #8:</b>	<b>UNFINISHED BUSINESS</b>	
	<b>ITEM #8A: PREPAID PARKING PASSES</b> Council will continue their discussion regarding the possibility of offering prepaid parking passes for the paid parking areas. Discussion may include the duration of the passes and the fee to be charged for same.	Sponsored by Vice Mayor Sage Harvey Discussion; Possible Action
	<b>ITEM #8B: TRANSFER OF HISTORIC RECORDS</b> Council will continue their discussion of, and may approve, the transfer to the Jerome Historical Society of certain historic records previously located in the Hotel Jerome.	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<b>ITEM #8C: PARKING OVERLAY DISTRICT UPDATE</b> Zoning Administrator John Knight will update Council regarding the Parking Overlay District which had been previously discussed and provide information regarding consulting costs for same.	Sponsored by Mayor Alex Barber Discussion; Possible Action
<b>ITEM #9:</b>	<b>NEW BUSINESS</b>	
	<b>ITEM #9A: RECOMMENDATION REGARDING SERIES 12 (RESTAURANT) LIQUOR LICENSE FOR THE MILE HIGH GRILLE, 309 MAIN STREET</b> Council will review an application by Eric Jurisin to the State of Arizona Department of Liquor Licenses and Control for a Series 12 (Restaurant) liquor license for the Mile High Grille, located at 309 Main Street, and may recommend approval, disapproval or make no recommendation.	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<b>ITEM #9B: INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SUPPORT SERVICES AND MEMBERSHIP IN THE YAVAPAI LIBRARY NETWORK</b> Council will review and may approve a renewed intergovernmental agreement with the Yavapai County Free Library District for library support services and membership in the Yavapai Library Network.	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<b>ITEM #9C: INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF ARIZONA FOR THE USE OF HURF EXCHANGE FUNDING</b> Council will review and may approve an intergovernmental agreement with the State of Arizona for the use of HURF Exchange funding for various drainage improvements.	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<b>ITEM #9D: PLANNING AND ZONING GOAL SETTING AND PRIORITIES</b> Zoning Administrator John Knight will review with Council the results of a joint workshop meeting of Council, P&Z and DRB held on November 18, 2019. Following the review, Council may prioritize the goals established.	Sponsored by Councilmember Mandy Worth Discussion; Possible Action
	<b>ITEM #9E: PURCHASE OR LEASE OF PRIVATE PROPERTY FOR PARKING</b> Zoning Administrator John Knight will lead Council in a discussion regarding the feasibility/possibility of purchasing or leasing certain private properties for use as public parking.	Sponsored by Mayor Alex Barber Discussion; Possible Direction
	<b>ITEM #9F: APPROVAL OF PURCHASE OF EXTRICATION EQUIPMENT FOR FIRE DEPARTMENT</b> Council may approve the purchase of extrication equipment for the Fire Department funded primarily by a FEMA Assistance to Firefighters grant.	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<b>ITEM #9G: PROP 202 FUNDING REQUEST</b> Council will discuss and may select a project for which to apply to the Yavapai-Apache Nation for Prop 202 funding. The application deadline is January 3, 2020. Awards are typically between \$18,000 and \$20,000.	Sponsored by Mayor Alex Barber Discussion; Possible Action
<b>ITEM #10:</b>	<b>TO AND FROM THE COUNCIL</b> Council may direct staff as to items of pending importance that they would like placed on a future meeting agenda.	Discussion; Possible Direction
<b>ITEM #11:</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 \_\_\_\_\_ p.m. on \_\_\_\_\_, in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

970 Gulch Road, side of Gulch Fire Station, exterior posting case
600 Clark Street, Jerome Town Hall, exterior posting case
120 Main Street, Jerome Post office, interior posting case

\_\_\_\_\_  
Joni Savage, Deputy Town Clerk

**TOWN OF JEROME PARKING REVENUE/EXPENSES**  
**NOVEMBER 2019**

**REVENUE:**

**November 2019**                      \$ 17,190.05

**Total Revenue**                      \$ 17,190.05

**YTD REVENUE:**

**Previous:**                      \$ 10,005.95

**To Date:**                      \$ 27,196.00

**MINUS EXPENSES:**

**November 2019**

Credit Card Merchant Exp                      \$ 1,612.58

Parking Computer & Software Support

Salary For Parking Enforcement                      \$ 966.10

Phone Lines For Kiosks                      \$ 224.64

Kiosk Supplies\*                      \$ 497.40

**Total Expenses**                      \$ 3,300.72

**YTD EXPENSES**

**Previous:**                      \$ 61,913.82

**To Date:**                      \$ 65,214.54

**Total Income/Loss**                      \$ 13,889.33

**YTD Income/Loss**                      \$ (38,018.54)

**\*One Time Costs**

Town of Jerome  
Budget to Actual Summary  
19-Nov

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 162,261.21	\$ 182,149.68	\$ (19,888.47)	\$ 796,766.54	\$ 734,003.22	\$ 62,763.32
	Total	\$ 162,261.21	\$ 182,149.68	\$ (19,888.47)	\$ 796,766.54	\$ 734,003.22	\$ 62,763.32
		Expense	Budget	Variance	Expense	Budget	Variance
11	Admin	\$ 48,741.63	\$ 59,117.66	\$ 10,376.03	\$ 275,789.19	\$ 314,939.88	\$ 39,150.69
12	Court	\$ 7,429.77	\$ 6,536.05	\$ (893.72)	\$ 33,371.75	\$ 34,172.15	\$ 800.40
13	Police	\$ 37,211.52	\$ 39,108.94	\$ 1,897.42	\$ 198,295.32	\$ 211,057.34	\$ 12,762.02
14	Fire	\$ 44,654.36	\$ 29,097.89	\$ (15,556.47)	\$ 161,635.01	\$ 167,207.75	\$ 5,572.74
15	Library	\$ 7,530.35	\$ 7,717.53	\$ 187.18	\$ 42,548.57	\$ 40,454.29	\$ (2,094.28)
16	P&Z	\$ 6,499.60	\$ 8,739.37	\$ 2,239.77	\$ 35,730.06	\$ 44,426.91	\$ 8,696.85
17	Parks	\$ 1,137.41	\$ 1,653.92	\$ 516.51	\$ 49,493.41	\$ 57,008.56	\$ 7,515.15
18	Properties	\$ 10,665.06	\$ 19,344.59	\$ 8,679.53	\$ 141,566.22	\$ 159,646.87	\$ 18,080.65
19	JKAW						
	Total	\$ 163,869.70	\$ 171,315.95	\$ 7,446.25	\$ 938,429.53	\$1,028,913.75	\$ 90,484.22
General	Net Income (Loss)	\$ (1,608.49)	\$ 10,833.73	\$ (12,442.22)	\$ (141,662.99)	\$ (294,910.53)	\$ 153,247.54
		Revenue	Budget	Variance	Revenue	Budget	Variance
50	Water	\$ 24,989.43	\$ 25,250.00	\$ (260.57)	\$ 125,051.45	\$ 126,250.00	\$ (1,198.55)
51	Sewer	\$ 20,909.75	\$ 21,258.32	\$ (348.57)	\$ 105,224.47	\$ 106,291.76	\$ (1,067.29)
52	Trash	\$ 15,485.22	\$ 15,916.66	\$ (431.44)	\$ 78,357.58	\$ 79,583.38	\$ (1,225.80)
	Total	\$ 61,384.40	\$ 62,424.98	\$ (1,040.58)	\$ 308,633.50	\$ 312,125.14	\$ (3,491.64)
		Expense	Budget	Variance	Expense	Budget	Variance
50	Water	\$ 16,677.23	\$ 17,933.46	\$ 1,256.23	\$ 74,152.48	\$ 91,333.76	\$ 17,181.28
51	Sewer	\$ 12,850.94	\$ 18,981.76	\$ 6,130.82	\$ 72,523.58	\$ 101,568.68	\$ 29,045.10
52	Trash	\$ 14,257.09	\$ 14,959.69	\$ 702.60	\$ 80,445.58	\$ 87,040.67	\$ 6,595.09
	Total	\$ 43,785.26	\$ 51,874.91	\$ 8,089.65	\$ 227,121.64	\$ 279,943.11	\$ 52,821.47
Utilities	Net Income (Loss)	\$ 17,599.14	\$ 10,550.07	\$ 7,049.07	\$ 81,511.86	\$ 32,182.03	\$ 49,329.83
		Revenue	Budget	Variance	Revenue	Budget	Variance
30	HURF	\$ 8,314.90	\$ 9,415.98	\$ (1,101.08)	\$ 234,062.72	\$ 244,882.14	\$ (10,819.42)
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 8,314.90	\$ 10,933.59	\$ 2,618.69	\$ 43,091.82	\$ 54,788.87	\$ 11,697.05
Road	Net Income (Loss)	\$ -	\$ (1,517.61)	\$ 1,517.61	\$ 190,970.90	\$ 190,093.27	\$ 877.63
	Total Revenue	\$ 231,960.51			\$ 1,339,462.76		
	Less Total Expense	\$ 215,969.86			\$ 1,208,642.99		
	Net Income (Loss)	\$ 15,990.65			\$ 130,819.77		

\*Fire Department has a larger than normal R&M Vehicle expense this month due to Rescue-111 and Engine-112 needing major repairs.

\*Per Call for the Fire Department was paid out this month, causing the Volunteer-Employee Volunteer Personnel (1.14.5003) to show as negative.

\*PTO buyback was processed this month. Fire, PD, PW, and Library show payroll as over-budget because of it, but it will even out over time.

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 11/1/2019 Through 11/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Property Taxes	\$0.00	\$0.00	\$0.00	0.0 %	\$11,657.97	\$4,916.70	\$6,741.27	137.1 %
City Sales Taxes	76,956.18	104,300.00	(27,343.82)	(26.2)	446,902.20	414,700.00	32,202.20	7.8
State Sales Taxes	4,504.98	3,923.33	581.65	14.8	19,001.36	19,616.69	(615.33)	(3.1)
Urban Revenue Share	16,164.31	16,164.33	(0.02)	0.0	80,821.55	80,821.69	(0.14)	0.0
Yavapai County for Library	9,443.13	8,500.00	943.13	11.1	9,443.13	8,500.00	943.13	11.1
Vehicle License Tax	3,175.34	2,757.50	417.84	15.2	14,057.65	13,787.50	270.15	2.0
Fines and Forfeitures	6,844.32	5,416.66	1,427.66	26.4	26,364.57	27,083.38	(718.81)	(2.7)
Building Permits	185.21	458.33	(273.12)	(59.6)	3,056.29	2,291.69	764.60	33.4
Planning & Zoning Fees	100.00	291.66	(191.66)	(65.7)	1,035.00	1,458.38	(423.38)	(29.0)
Parking Revenue	17,190.05	14,921.91	2,268.14	15.2	27,196.00	20,546.91	6,649.09	32.4
Business Licenses	290.00	750.00	(460.00)	(61.3)	1,900.00	3,750.00	(1,850.00)	(49.3)
Commercial Filing Fees	0.00	41.66	(41.66)	(100.0)	0.00	208.38	(208.38)	(100.0)
Fire Dept Services Rev	1,174.90	625.00	549.90	88.0	8,414.26	3,125.00	5,289.26	169.3
Franchise Fees	0.00	0.00	0.00	0.0	7,786.39	9,000.00	(1,213.61)	(13.5)
Police Officer Safety Equip Rev	183.62	175.00	8.62	4.9	677.46	875.00	(197.54)	(22.6)
Police Services	1,820.00	2,400.00	(580.00)	(24.2)	7,408.97	9,200.00	(1,791.03)	(19.5)
Rents	6,563.51	6,543.50	20.01	0.3	32,937.55	32,717.50	220.05	0.7
Utility Reimbursements	267.76	416.66	(148.90)	(35.7)	1,518.58	2,083.38	(564.80)	(27.1)
Firewise Wage Reimbursement	0.00	0.00	0.00	0.0	21,645.33	7,000.00	14,645.33	209.2
Contributions	0.00	16.66	(16.66)	(100.0)	5.00	83.38	(78.38)	(94.0)
Library Contributions	0.00	250.00	(250.00)	(100.0)	243.00	1,250.00	(1,007.00)	(80.6)
Interest	166.88	133.33	33.55	25.2	857.84	666.69	191.15	28.7
Sale of Assets	2,197.00	500.00	1,697.00	339.4	2,197.00	2,500.00	(303.00)	(12.1)
Miscellaneous Revenues	2,094.86	583.33	1,511.53	259.1	6,943.64	2,916.69	4,026.95	138.1
Ins Dividends, Claims, Reimbursemts	0.00	41.66	(41.66)	(100.0)	0.00	208.38	(208.38)	(100.0)
Administrative Charges	12,939.16	12,939.16	0.00	0.0	64,695.80	64,695.88	(0.08)	0.0
<b>Net Revenues</b>	<b>\$162,261.21</b>	<b>\$182,149.68</b>	<b>\$(19,888.47)</b>	<b>(10.9)%</b>	<b>\$796,766.54</b>	<b>\$734,003.22</b>	<b>\$62,763.32</b>	<b>8.6 %</b>
<b>Net Income (Loss)</b>	<b>\$162,261.21</b>	<b>\$182,149.68</b>	<b>\$(19,888.47)</b>	<b>(10.9)%</b>	<b>\$796,766.54</b>	<b>\$734,003.22</b>	<b>\$62,763.32</b>	<b>8.6 %</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 11/1/2019 Through 11/30/2019

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

	Current Period			Year To Date		
	Actual	Budget	Variance	%	Actual	Budget
					Variance	%
<b>Program Expenses</b>						
Advertising, Printing, & Publishing	\$0.00	\$333.33	\$333.33	100.0 %	\$1,459.31	\$1,666.69
Contract Services	546.89	525.00	(21.89)	(4.2)	4,569.21	3,825.00
Conventions and Seminars	235.74	125.00	(110.74)	(88.6)	1,098.51	625.00
Training & Education	130.00	208.33	78.33	37.6	130.00	1,041.69
Dues, Subs & Memberships	14.01	150.00	135.99	90.7	5,606.62	5,550.00
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,195.19	1,218.00
Insurance	0.00	0.00	0.00	0.0	212.25	150.00
Insurance Deductible Exp	0.00	41.66	41.66	100.0	0.00	208.38
Legal Exp - Gen Gov	370.50	1,000.00	629.50	63.0	3,588.00	5,000.00
Miscellaneous	101.47	283.58	182.11	64.2	869.62	1,417.94
Bank Fees - Gen Admin	127.38	141.66	14.28	10.1	830.21	708.38
Bank Fees / Merch Svcs	511.86	566.66	54.80	9.7	2,351.30	2,833.38
Office Supplies	368.20	500.00	131.80	26.4	2,575.04	2,500.00
Copier & Equip Lease Expense	512.84	625.00	112.16	17.9	3,334.82	3,125.00
Software Support Exp - GG	218.16	541.66	323.50	59.7	3,928.74	4,208.38
Computer Hardware & Service	0.00	458.33	458.33	100.0	6,524.87	6,791.69
Operating Supplies - Gen Gov	0.00	83.33	83.33	100.0	996.28	416.69
Postage	64.40	458.33	393.93	85.9	1,363.80	2,291.69
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	208.38
Shuttle Expenses	139.34	125.00	(14.34)	(11.5)	912.88	625.00
Small Tools and Equipment	0.00	83.33	83.33	100.0	38.00	416.69
Telephone	214.01	375.00	160.99	42.9	902.20	1,875.00
Travel	48.72	125.00	76.28	61.0	342.51	625.00
Tourism 1% Bed Tax	0.00	108.33	108.33	100.0	4,639.45	5,041.69
Community Health	0.00	41.66	41.66	100.0	0.00	208.38
Preservation of Historic Buildings	0.00	4,166.66	4,166.66	100.0	0.00	20,833.38
Transfers Out	20,761.89	22,000.00	1,238.11	5.6	98,093.37	110,000.00
<b>Total Program Expenses</b>	<b>\$24,365.41</b>	<b>\$33,108.51</b>	<b>\$8,743.10</b>	<b>26.4 %</b>	<b>\$145,562.18</b>	<b>\$183,411.43</b>
					<b>\$37,849.25</b>	<b>20.6 %</b>
<b>General &amp; Administrative Expenses</b>						
Salaries and Wages	\$18,632.89	\$19,667.83	\$1,034.94	5.3 %	\$97,608.67	\$98,339.19
Longevity Bonus	0.00	0.00	0.00	0.0	680.50	682.00
Payment in Lieu of Medical Benefits	397.60	433.75	36.15	8.3	2,222.95	2,168.75
FICA Match	1,400.51	1,546.33	145.82	9.4	7,384.59	7,731.69
Retirement Match	1,333.52	1,412.66	79.14	5.6	7,073.24	7,063.38
Health/Life Insurance	2,611.70	2,895.75	284.05	9.8	14,364.35	14,478.75
					<b>\$730.52</b>	<b>0.7 %</b>
					<b>1.50</b>	<b>0.2</b>
					<b>(54.20)</b>	<b>(2.5)</b>
					<b>347.10</b>	<b>4.5</b>
					<b>(9.86)</b>	<b>(0.1)</b>
					<b>114.40</b>	<b>0.8</b>

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Workers Compensation	0.00	0.00	0.00	0.0	834.00	800.50	(33.50)	(4.2)
Unemployment Insurance	0.00	52.83	52.83	100.0	58.71	264.19	205.48	77.8
<b>Total General &amp; Administrative Expenses</b>	<b>\$24,376.22</b>	<b>\$26,009.15</b>	<b>\$1,632.93</b>	<b>6.3 %</b>	<b>\$130,227.01</b>	<b>\$131,528.45</b>	<b>\$1,301.44</b>	<b>1.0 %</b>
<b>Total Expenses</b>	<b>\$48,741.63</b>	<b>\$59,117.66</b>	<b>\$10,376.03</b>	<b>17.6 %</b>	<b>\$275,789.19</b>	<b>\$314,939.88</b>	<b>\$39,150.69</b>	<b>12.4 %</b>
<b>Net Income (Loss)</b>	<b>\$(48,741.63)</b>	<b>\$(59,117.66)</b>	<b>\$10,376.03</b>	<b>17.6 %</b>	<b>(\$275,789.19)</b>	<b>\$(314,939.88)</b>	<b>\$39,150.69</b>	<b>12.4 %</b>

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Current Period			Year To Date		
	Actual	Budget	Variance	%	Actual	Budget
					Variance	%
<b><u>Program Expenses</u></b>						
Contract Services	\$2,180.50	\$458.33	\$(1,722.17)	(375.7)%	\$2,802.05	\$2,291.69
Conventions and Seminars	0.00	8.33	8.33	100.0	0.00	41.69
Training & Education	0.00	43.75	43.75	100.0	0.00	218.75
Dues and Subscriptions	0.00	20.83	20.83	100.0	0.00	104.19
Miscellaneous	0.00	25.00	25.00	100.0	200.77	125.00
Office Supplies	0.00	0.00	0.00	0.0	76.79	0.00
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	1,125.00	1,125.00
Telephone	71.98	70.00	(1.98)	(2.8)	350.87	350.00
Travel	0.00	79.16	79.16	100.0	67.36	395.88
<b>Total Program Expenses</b>	<b>\$2,252.48</b>	<b>\$705.40</b>	<b>\$(1,547.08)</b>	<b>(219.3)%</b>	<b>\$4,622.84</b>	<b>\$4,652.20</b>
<b><u>General &amp; Administrative Expenses</u></b>						
Salaries and Wages	\$4,659.80	\$5,251.16	\$591.36	11.3 %	\$25,509.20	\$26,255.88
Longevity Bonus	0.00	0.00	0.00	0.0	228.00	228.00
FICA and Medicare	356.46	404.66	48.20	11.9	1,968.86	2,023.38
Retirement	160.00	174.83	14.83	8.5	898.24	874.19
Worker's Compensation	0.00	0.00	0.00	0.0	141.00	138.50
Unemployment	1.03	0.00	(1.03)	0.0	3.61	0.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,177.29</b>	<b>\$5,830.65</b>	<b>\$653.36</b>	<b>11.2 %</b>	<b>\$28,748.91</b>	<b>\$29,519.95</b>
<b>Total Expenses</b>	<b>\$7,429.77</b>	<b>\$6,536.05</b>	<b>\$(893.72)</b>	<b>(13.7)%</b>	<b>\$33,371.75</b>	<b>\$34,172.15</b>
<b>Net Income (Loss)</b>	<b>\$(7,429.77)</b>	<b>\$(6,536.05)</b>	<b>\$(893.72)</b>	<b>(13.7)%</b>	<b>\$(33,371.75)</b>	<b>\$(34,172.15)</b>



Fund: (1) General Department: (13) Police						
	Current Period			Year To Date		
	Actual	Budget	Variance	%	Actual	Budget
Program Expenses						
Advertising, Printing, & Publishing	\$0.00	\$16.66	\$16.66	100.0 %	\$207.25	\$83.38
Contract Services	0.00	250.00	250.00	100.0	0.00	1,250.00
Training & Education	0.00	208.33	208.33	100.0	285.00	1,041.69
Dues and Subscriptions	0.00	41.66	41.66	100.0	691.00	208.38
Fuel	685.80	666.66	(19.14)	(2.9)	3,681.53	3,333.38
Prosecutor Exp	1,655.50	2,500.00	844.50	33.8	9,394.50	12,500.00
Miscellaneous	0.00	50.00	50.00	100.0	252.12	250.00
Software Service & Support	0.00	0.00	0.00	0.0	1,984.71	1,000.00
Computer Hardware & Service	0.00	416.66	416.66	100.0	100.00	2,083.38
Operating Supplies - Police	0.00	208.33	208.33	100.0	1,115.11	1,041.69
Postage	5.19	8.33	3.14	37.7	104.01	41.69
Rep and Maint - Vehicles	2,053.56	2,133.32	79.76	3.7	5,520.64	4,966.68
Rep and Maint - Equipment	1,306.08	800.00	(506.08)	(63.3)	1,762.32	1,200.00
Police Officer Safety Equip Exp	0.00	175.00	175.00	100.0	0.00	875.00
Small Tools and Equipment	66.12	250.00	183.88	73.6	81.12	1,250.00
Telephone	296.49	333.33	36.84	11.1	1,497.38	1,666.69
Uniforms	0.00	125.00	125.00	100.0	0.00	625.00
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	11,185.58	11,500.00
Total Program Expenses	\$6,068.74	\$8,183.28	\$2,114.54	25.8 %	\$37,862.27	\$44,916.96
General & Administrative Expenses						
Salaries and Wages	\$23,029.26	\$22,403.75	\$(625.51)	(2.8)%	\$108,731.48	\$112,018.75
Longevity Bonus	0.00	0.00	0.00	0.0	810.00	810.00
FICA and Medicare	1,868.61	1,723.58	(145.03)	(8.4)	8,019.65	8,617.94
Retirement	2,794.50	2,867.75	73.25	2.6	13,430.24	14,338.75
Health Insurance	3,426.54	3,860.00	433.46	11.2	18,845.97	19,300.00
Worker's Compensation	0.00	0.00	0.00	0.0	10,450.00	10,702.00
Unemployment	23.87	70.58	46.71	66.2	145.71	352.94
Total General & Administrative Expenses	\$31,142.78	\$30,925.66	\$(217.12)	(0.7)%	\$160,433.05	\$166,140.38
Total Expenses	\$37,211.52	\$39,108.94	\$1,897.42	4.9 %	\$198,295.32	\$211,057.34
Net Income (Loss)	\$(37,211.52)	\$(39,108.94)	\$1,897.42	4.9 %	\$(198,295.32)	\$(211,057.34)

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

Fund: (1) General Department: (14) Fire						
	Current Period			Year To Date		
	Actual	Budget	Variance	%	Actual	Budget
Program Expenses						
Contract Services	\$100.00	\$333.33	\$233.33	70.0 %	\$100.00	\$1,666.69
Training & Education	1,087.47	0.00	(1,087.47)	0.0	6,834.59	\$1,566.69
Dispatch Fees	508.25	508.33	0.08	0.0	2,541.25	(834.59)
Dues and Subscriptions	0.00	125.00	125.00	100.0	315.00	0.44
Fuel	325.17	416.66	91.49	22.0	2,438.08	310.00
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	(354.70)
Medical Expenses	0.00	41.66	41.66	100.0	715.00	208.38
Medical Supplies Exp	119.04	250.00	130.96	52.4	898.70	208.38
Miscellaneous	75.00	125.00	50.00	40.0	567.02	(506.62)
Operating Supplies - Fire Dept	0.00	83.33	83.33	100.0	263.62	351.30
Rep and Maint - Vehicles	23,110.72	5,066.64	(18,044.08)	(356.1)	33,429.06	57.98
Rep and Maint - Equipment	0.00	416.66	416.66	100.0	663.76	153.07
Small Tools and Equipment	1,171.75	722.22	(449.53)	(62.2)	4,677.21	(17,429.06)
Telephone	439.29	416.66	(22.63)	(5.4)	1,649.20	1,419.62
Training Center Assessment	0.00	0.00	0.00	0.0	2,492.00	267.25
Total Program Expenses	\$26,936.69	\$8,547.15	\$18,389.54	(215.2)%	\$57,584.49	434.18
General & Administrative Expenses						208.00
Salaries and Wages	\$13,383.37	\$10,356.08	\$(3,027.29)	(29.2)%	\$49,939.57	\$51,780.44
Volunteer-Employee Volunteer Personnel	(2,382.75)	2,000.00	4,382.75	219.1	6,243.75	10,000.00
Firewise Personnel	1,846.00	3,600.00	1,754.00	48.7	12,111.50	18,000.00
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	0.00
FICA and Medicare	1,464.10	1,372.50	(91.60)	(6.7)	5,030.34	6,862.50
Retirement	1,070.67	806.50	(264.17)	(32.8)	15,572.19	1,832.16
Health Insurance	2,258.70	2,295.00	36.30	1.6	9,034.80	460.31
Worker's Compensation	0.00	0.00	0.00	0.0	5,522.00	2,440.20
Unemployment	77.58	120.66	43.08	35.7	378.37	3,277.50
Total General & Administrative Expenses	\$17,717.87	\$20,550.74	\$2,833.07	13.8 %	\$104,050.52	225.01
Total Expenses	\$44,654.36	\$29,097.89	\$(15,556.47)	(53.5)%	\$161,635.01	\$19,720.80
Net Income (Loss)	\$(44,654.36)	\$(29,097.89)	\$(15,556.47)	(53.5)%	\$(161,635.01)	37.3
						15.9 %
						3.3 %
						3.3 %

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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	\$0.00	\$104.16	\$104.16	100.0 %	\$0.00	\$520.88	\$520.88	100.0 %
Miscellaneous	0.00	41.66	41.66	100.0	0.00	208.38	208.38	100.0
Office Supplies	0.00	25.00	25.00	100.0	150.38	125.00	(25.38)	(20.3)
Operating Supplies - Library	276.11	333.33	57.22	17.2	1,046.98	1,666.69	619.71	37.2
Print and Non-Print Materials	172.78	199.16	26.38	13.2	2,538.11	2,495.88	(42.23)	(1.7)
Rep and Maint - Equipment	0.00	16.66	16.66	100.0	0.00	83.38	83.38	100.0
Small Tools and Equipment	0.00	83.33	83.33	100.0	4,221.01	416.69	(3,804.32)	(913.0)
Telephone	82.68	83.33	0.65	0.8	396.28	416.69	20.41	4.9
E-Rate Exp	0.00	25.00	25.00	100.0	160.28	125.00	(35.28)	(28.2)
<b>Total Program Expenses</b>	<b>\$531.57</b>	<b>\$911.63</b>	<b>\$380.06</b>	<b>41.7 %</b>	<b>\$8,513.04</b>	<b>\$6,058.59</b>	<b>\$(2,454.45)</b>	<b>(40.5)%</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$5,487.11	\$5,272.08	\$(215.03)	(4.1)%	\$25,987.32	\$26,360.44	\$373.12	1.4 %
Longevity Bonus	0.00	0.00	0.00	0.0	185.30	214.00	28.70	13.4
FICA and Medicare	410.96	407.66	(3.30)	(0.8)	1,953.66	2,038.38	84.72	4.2
Retirement	328.96	285.08	(43.88)	(15.4)	1,511.40	1,425.44	(85.96)	(6.0)
Health Insurance	752.90	810.00	57.10	7.0	4,140.95	4,050.00	(90.95)	(2.2)
Worker's Compensation	0.00	0.00	0.00	0.0	147.00	152.00	5.00	3.3
Unemployment	18.85	31.08	12.23	39.4	109.90	155.44	45.54	29.3
<b>Total General &amp; Administrative Expenses</b>	<b>\$6,998.78</b>	<b>\$6,805.90</b>	<b>\$(192.88)</b>	<b>(2.8)%</b>	<b>\$34,035.53</b>	<b>\$34,395.70</b>	<b>\$360.17</b>	<b>1.0 %</b>
<b>Total Expenses</b>	<b>\$7,530.35</b>	<b>\$7,717.53</b>	<b>\$187.18</b>	<b>2.4 %</b>	<b>\$42,548.57</b>	<b>\$40,454.29</b>	<b>\$(2,094.28)</b>	<b>(5.2)%</b>
<b>Net Income (Loss)</b>	<b>\$(7,530.35)</b>	<b>\$(7,717.53)</b>	<b>\$187.18</b>	<b>2.4 %</b>	<b>(\$42,548.57)</b>	<b>\$(40,454.29)</b>	<b>\$(2,094.28)</b>	<b>(5.2)%</b>

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Current Period			Year To Date		
	Actual	Budget	Variance	%	Actual	Budget
					Variance	%
<b><u>Program Expenses</u></b>						
Advertising, Printing, & Publishing	\$0.00	\$34.54	\$34.54	100.0 %	\$619.98	\$758.22
Contract Services	0.00	125.00	125.00	100.0	0.00	625.00
Training & Education	0.00	125.00	125.00	100.0	0.00	625.00
Legal Exp - P&Z	916.50	249.99	(666.51)	(266.6)	11,739.00	11,250.07
Miscellaneous	0.00	25.00	25.00	100.0	0.00	125.00
Operating Supplies - P&Z	0.00	20.83	20.83	100.0	0.00	104.19
Small Tools and Equipment	0.00	20.83	20.83	100.0	0.00	104.19
Telephone	51.28	50.00	(1.28)	(2.6)	246.00	250.00
Travel	0.00	41.66	41.66	100.0	0.00	208.38
<b>Total Program Expenses</b>	<b>\$967.78</b>	<b>\$692.85</b>	<b>\$(274.93)</b>	<b>(39.7)%</b>	<b>\$12,604.98</b>	<b>\$14,050.05</b>
<b><u>General &amp; Administrative Expenses</u></b>						
Salaries and Wages	\$4,411.56	\$6,121.72	\$1,710.16	27.9 %	\$19,239.74	\$25,136.96
Health Benefit Stipend	416.92	0.00	(416.92)	0.0	1,042.30	0.00
FICA and Medicare	369.38	470.45	101.07	21.5	1,551.57	1,931.85
Retirement	328.74	493.33	164.59	33.4	821.85	986.69
Health Insurance	5.22	944.44	939.22	99.4	13.05	1,888.92
Worker's Compensation	0.00	0.00	0.00	0.0	260.00	349.50
Unemployment	0.00	16.58	16.58	100.0	196.57	82.94
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,531.82</b>	<b>\$8,046.52</b>	<b>\$2,514.70</b>	<b>31.3 %</b>	<b>\$23,125.08</b>	<b>\$30,376.86</b>
<b>Total Expenses</b>	<b>\$6,499.60</b>	<b>\$8,739.37</b>	<b>\$2,239.77</b>	<b>25.6 %</b>	<b>\$35,730.06</b>	<b>\$44,426.91</b>
<b>Net Income (Loss)</b>	<b>\$(6,499.60)</b>	<b>\$(8,739.37)</b>	<b>\$2,239.77</b>	<b>25.6 %</b>	<b>(\$35,730.06)</b>	<b>\$(44,426.91)</b>

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Program Expenses</b>								
Fuel	\$29.20	\$4.16	\$(25.04)	(601.9)%	\$85.93	\$20.88	\$(65.05)	(311.5)%
Legal Exp - Parks	0.00	125.00	125.00	100.0	0.00	625.00	625.00	100.0
Miscellaneous	0.00	16.66	16.66	100.0	88.09	83.38	(4.71)	(5.6)
Software Service & Support	12.50	33.33	20.83	62.5	62.50	166.69	104.19	62.5
Operating Supplies - Parks	0.00	41.66	41.66	100.0	40.82	208.38	167.56	80.4
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	41.69	41.69	100.0
Rep and Maint - Vehicles	243.66	208.33	(35.33)	(17.0)	1,263.28	1,041.69	(221.59)	(21.3)
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	0.00	208.38	208.38	100.0
Rep and Maint - Infrastructure	0.00	166.66	166.66	100.0	0.00	833.38	833.38	100.0
Small Tools and Equipment	10.97	25.00	14.03	56.1	59.23	125.00	65.77	52.6
Telephone	0.00	16.66	16.66	100.0	0.00	83.38	83.38	100.0
Uniform Exp Parks	0.00	41.66	41.66	100.0	53.39	208.38	154.99	74.4
Utilities	173.78	208.33	34.55	16.6	1,000.75	1,041.69	40.94	3.9
Purchase of Real Estate-Parks	0.00	0.00	0.00	0.0	43,468.30	48,500.00	5,031.70	10.4
Lease Payments	0.00	25.00	25.00	100.0	86.72	125.00	38.28	30.6
<b>Total Program Expenses</b>	<b>\$470.11</b>	<b>\$962.44</b>	<b>\$492.33</b>	<b>51.2 %</b>	<b>\$46,209.01</b>	<b>\$53,312.92</b>	<b>\$7,103.91</b>	<b>13.3 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$510.82	\$498.16	\$(12.66)	(2.5)%	\$2,336.32	\$2,490.88	\$154.56	6.2 %
FICA and Medicare	41.81	38.08	(3.73)	(9.8)	178.17	190.44	12.27	6.4
Retirement	32.28	39.33	7.05	17.9	158.82	196.69	37.87	19.3
Health Insurance	81.16	114.58	33.42	29.2	446.38	572.94	126.56	22.1
Worker's Compensation	0.00	0.00	0.00	0.0	160.00	238.00	78.00	32.8
Unemployment	1.23	1.33	0.10	7.5	4.71	6.69	1.98	29.6
<b>Total General &amp; Administrative Expenses</b>	<b>\$667.30</b>	<b>\$691.48</b>	<b>\$24.18</b>	<b>3.5 %</b>	<b>\$3,284.40</b>	<b>\$3,695.64</b>	<b>\$411.24</b>	<b>11.1 %</b>
<b>Total Expenses</b>	<b>\$1,137.41</b>	<b>\$1,653.92</b>	<b>\$516.51</b>	<b>31.2 %</b>	<b>\$49,493.41</b>	<b>\$57,008.56</b>	<b>\$7,515.15</b>	<b>13.2 %</b>
<b>Net Income (Loss)</b>	<b>\$(1,137.41)</b>	<b>\$(1,653.92)</b>	<b>\$516.51</b>	<b>31.2 %</b>	<b>(\$49,493.41)</b>	<b>\$(57,008.56)</b>	<b>\$7,515.15</b>	<b>13.2 %</b>

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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	\$466.66	\$416.66	89.3 %	\$2,983.26	\$4,533.38	\$1,550.12	34.2 %
Engineering Fees	0.00	416.66	416.66	100.0	0.00	2,083.38	2,083.38	100.0
Equipment Rentals - Properties	0.00	8.33	8.33	100.0	0.00	41.69	41.69	100.0
Fuel	29.20	8.33	(20.87)	(250.5)	85.94	41.69	(44.25)	(106.1)
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	208.38	208.38	100.0
Miscellaneous	51.36	83.33	31.97	38.4	1,005.30	416.69	(588.61)	(141.3)
Software Service & Support	12.50	33.33	20.83	62.5	62.50	166.69	104.19	62.5
Operating Supplies - Properties	107.31	125.00	17.69	14.2	343.45	625.00	281.55	45.0
R&M Building - Properties	898.90	1,666.66	767.76	46.1	23,957.38	27,333.38	3,376.00	12.4
Rep and Maint - Vehicles	310.73	208.33	(102.40)	(49.2)	1,330.35	1,041.69	(288.66)	(27.7)
Rep and Maint - Equipment	0.00	20.83	20.83	100.0	0.00	104.19	104.19	100.0
Rep and Maint - Infrastructure	0.00	250.00	250.00	100.0	10,347.61	10,250.00	(97.61)	(1.0)
Parking Kiosks Expenses	2,330.62	7,812.50	5,481.88	70.2	63,688.45	70,312.50	6,624.05	9.4
Small Tools and Equipment	54.90	20.83	(34.07)	(163.6)	100.38	104.19	3.81	3.7
Uniform Exp Properties	0.00	41.66	41.66	100.0	53.39	208.38	154.99	74.4
Utilities	2,687.41	3,833.33	1,145.92	29.9	17,235.40	19,166.69	1,931.29	10.1
Lease Payments	0.00	25.00	25.00	100.0	86.72	125.00	38.28	30.6
<b>Total Program Expenses</b>	<b>\$6,532.93</b>	<b>\$15,062.44</b>	<b>\$8,529.51</b>	<b>56.6 %</b>	<b>\$121,280.13</b>	<b>\$136,762.92</b>	<b>\$15,482.79</b>	<b>11.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$3,163.20	\$3,084.75	\$(78.45)	(2.5)%	\$14,467.39	\$15,423.75	\$956.36	6.2 %
FICA and Medicare	258.91	236.00	(22.91)	(9.7)	1,103.34	1,180.00	76.66	6.5
Retirement	199.88	243.66	43.78	18.0	983.23	1,218.38	235.15	19.3
Health Insurance	502.52	709.33	206.81	29.2	2,763.86	3,546.69	782.83	22.1
Worker's Compensation	0.00	0.00	0.00	0.0	939.00	1,473.00	534.00	36.3
Unemployment	7.62	8.41	0.79	9.4	29.27	42.13	12.86	30.5
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,132.13</b>	<b>\$4,282.15</b>	<b>\$150.02</b>	<b>3.5 %</b>	<b>\$20,286.09</b>	<b>\$22,883.95</b>	<b>\$2,597.86</b>	<b>11.4 %</b>
<b>Total Expenses</b>	<b>\$10,665.06</b>	<b>\$19,344.59</b>	<b>\$8,679.53</b>	<b>44.9 %</b>	<b>\$141,566.22</b>	<b>\$159,646.87</b>	<b>\$18,080.65</b>	<b>11.3 %</b>
<b>Net Income (Loss)</b>	<b>\$(10,665.06)</b>	<b>\$(19,344.59)</b>	<b>\$8,679.53</b>	<b>44.9 %</b>	<b>\$(141,566.22)</b>	<b>\$(159,646.87)</b>	<b>\$18,080.65</b>	<b>11.3 %</b>

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Water Usage Fees	\$14,704.43	\$15,000.00	\$(295.57)	(2.0)%	\$73,936.45	\$75,000.00	\$(1,063.55)	(1.4)%
Miscellaneous	285.00	250.00	35.00	14.0	1,115.00	1,250.00	(135.00)	(10.8)
Transfers In	10,000.00	10,000.00	0.00	0.0	50,000.00	50,000.00	0.00	0.0
<b>Net Revenues</b>	<b>\$24,989.43</b>	<b>\$25,250.00</b>	<b>\$(260.57)</b>	<b>(1.0)%</b>	<b>\$125,051.45</b>	<b>\$126,250.00</b>	<b>\$(1,198.55)</b>	<b>(0.9)%</b>
<b>Program Expenses</b>								
Contract Services	\$900.00	\$916.66	\$16.66	1.8 %	\$4,770.00	\$4,583.38	\$(186.62)	(4.1)%
Training & Education	15.00	41.66	26.66	64.0	15.00	208.38	193.38	92.8
Dues and Subscriptions	0.00	16.66	16.66	100.0	0.00	83.38	83.38	100.0
Permit Fee Exp - Water	1,516.01	266.64	(1,249.37)	(468.6)	1,766.01	400.00	(1,366.01)	(341.5)
Engineering Fees	0.00	112.50	112.50	100.0	0.00	562.50	562.50	100.0
Equipment Rentals	0.00	16.66	16.66	100.0	0.00	83.38	83.38	100.0
Fuel	92.91	166.66	73.75	44.3	406.16	833.38	427.22	51.3
Legal Exp - Water	319.00	1,250.00	931.00	74.5	677.00	6,250.00	5,573.00	89.2
Miscellaneous	0.00	56.50	56.50	100.0	192.19	282.50	90.31	32.0
Software Support Exp - Water	12.50	208.33	195.83	94.0	1,478.23	1,041.69	(436.54)	(41.9)
Operating Supplies - Water	0.00	250.00	250.00	100.0	2,569.72	1,250.00	(1,319.72)	(105.6)
R&M Building - Water	0.00	16.66	16.66	100.0	0.00	83.38	83.38	100.0
Rep and Maint - Vehicles	243.81	208.33	(35.48)	(17.0)	1,264.04	1,041.69	(222.35)	(21.3)
Rep and Maint - Equipment	0.00	208.33	208.33	100.0	83.49	1,041.69	958.20	92.0
Rep and Maint - Infrastructure	1,986.01	2,083.33	97.32	4.7	3,401.46	10,416.69	7,015.23	67.3
Service Tests/System Testing	0.00	91.66	91.66	100.0	45.00	458.38	413.38	90.2
Small Tools and Equipment	138.17	125.00	(13.17)	(10.5)	252.05	625.00	372.95	59.7
Telephone Exp - Water	0.00	83.33	83.33	100.0	146.89	416.69	269.80	64.7
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	375.00	375.00	100.0
Uniform Exp Water	0.00	41.66	41.66	100.0	53.42	208.38	154.96	74.4
Utilities Exp - Water	35.85	41.66	5.81	13.9	190.36	208.38	18.02	8.6
Administrative Charge	4,019.33	4,019.33	0.00	0.0	20,096.65	20,096.69	0.04	0.0
Lease Payments	0.00	83.33	83.33	100.0	303.52	416.69	113.17	27.2
<b>Total Program Expenses</b>	<b>\$9,278.59</b>	<b>\$10,379.89</b>	<b>\$1,101.30</b>	<b>10.6 %</b>	<b>\$37,711.19</b>	<b>\$50,967.25</b>	<b>\$13,256.06</b>	<b>26.0 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$5,679.80	\$5,441.41	\$(238.39)	(4.4)%	\$25,680.12	\$27,207.13	\$1,527.01	5.6 %
FICA and Medicare	464.37	416.25	(48.12)	(11.6)	1,958.51	2,081.25	122.74	5.9
Retirement	352.57	429.83	77.26	18.0	1,734.40	2,149.19	414.79	19.3
Health Insurance	886.43	1,251.33	364.90	29.2	4,875.36	6,256.69	1,381.33	22.1

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Worker's Compensation	0.00	0.00	0.00	0.0	2,138.00	2,598.50	460.50	17.7
Unemployment	15.47	14.75	(0.72)	(4.9)	54.90	73.75	18.85	25.6
<b>Total General &amp; Administrative Expenses</b>	<b>\$7,398.64</b>	<b>\$7,553.57</b>	<b>\$154.93</b>	<b>2.1 %</b>	<b>\$36,441.29</b>	<b>\$40,366.51</b>	<b>\$3,925.22</b>	<b>9.7 %</b>
<b>Total Expenses</b>	<b>\$16,677.23</b>	<b>\$17,933.46</b>	<b>\$1,256.23</b>	<b>7.0 %</b>	<b>\$74,152.48</b>	<b>\$91,333.76</b>	<b>\$17,181.28</b>	<b>18.8 %</b>
<b>Net Income (Loss)</b>	<b>\$8,312.20</b>	<b>\$7,316.54</b>	<b>\$995.66</b>	<b>13.6 %</b>	<b>\$50,898.97</b>	<b>\$34,916.24</b>	<b>\$15,982.73</b>	<b>45.8 %</b>



**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Sewer Usage Fees	\$15,076.42	\$15,416.66	\$(340.24)	(2.2)%	\$76,044.44	\$77,083.38	\$(1,038.94)	(1.3)%
Interest and Investment Earnings	0.00	8.33	(8.33)	(100.0)	13.38	41.69	(28.31)	(67.9)
Transfers In	5,833.33	5,833.33	0.00	0.0	29,166.65	29,166.69	(0.04)	0.0
<b>Net Revenues</b>	<b>\$20,909.75</b>	<b>\$21,258.32</b>	<b>\$(348.57)</b>	<b>(1.6)%</b>	<b>\$105,224.47</b>	<b>\$106,291.76</b>	<b>\$(1,067.29)</b>	<b>(1.0)%</b>
<b>Program Expenses</b>								
Contract Services	\$3,200.00	\$3,200.00	\$0.00	0.0 %	\$16,270.00	\$16,000.00	\$(270.00)	(1.7)%
Training & Education	322.40	8.33	(314.07)	(3770.3)	322.40	41.69	(280.71)	(673.3)
Permit Fee Exp - Sewer	0.00	104.16	104.16	100.0	0.00	520.88	520.88	100.0
Engineering Fees	0.00	1,666.66	1,666.66	100.0	0.00	8,333.38	8,333.38	100.0
Equipment Rentals	0.00	16.66	16.66	100.0	0.00	83.38	83.38	100.0
Fuel	92.91	175.00	82.09	46.9	406.16	875.00	468.84	53.6
Legal Exp - Sewer	19.50	16.66	(2.84)	(17.0)	19.50	83.38	63.88	76.6
Miscellaneous	0.00	27.16	27.16	100.0	88.15	135.88	47.73	35.1
Software Support Exp - Sewer	12.50	208.33	195.83	94.0	1,478.23	1,041.69	(436.54)	(41.9)
Operating Supplies - Sewer	274.84	1,250.00	975.16	78.0	1,012.89	6,250.00	5,237.11	83.8
R&M Building - Sewer	0.00	8.33	8.33	100.0	0.00	41.69	41.69	100.0
Rep and Maint - Vehicles	489.20	100.00	(389.20)	(389.2)	1,509.43	500.00	(1,009.43)	(201.9)
Rep and Maint - Equipment	0.00	625.00	625.00	100.0	0.00	3,125.00	3,125.00	100.0
Rep and Maint - Infrastructure	23.03	2,083.33	2,060.30	98.9	135.51	10,416.69	10,281.18	98.7
Service Tests/System Testing	173.40	791.66	618.26	78.1	6,252.20	5,458.38	(793.82)	(14.5)
Small Tools and Equipment	10.97	125.00	114.03	91.2	56.47	625.00	568.53	91.0
Telephone Exp - Sewer	0.00	75.00	75.00	100.0	146.89	375.00	228.11	60.8
Uniform Exp Sewer	0.00	41.66	41.66	100.0	53.42	208.38	154.96	74.4
Utilities	260.39	250.00	(10.39)	(4.2)	1,444.20	1,250.00	(194.20)	(15.5)
Administrative Charge	4,019.33	4,019.33	0.00	0.0	20,096.65	20,096.69	0.04	0.0
Sewer Interest Expense	0.00	0.00	0.00	0.0	3,340.02	3,750.00	409.98	10.9
Lease Payments	0.00	83.33	83.33	100.0	303.52	416.69	113.17	27.2
<b>Total Program Expenses</b>	<b>\$8,898.47</b>	<b>\$14,875.60</b>	<b>\$5,977.13</b>	<b>40.2 %</b>	<b>\$52,935.64</b>	<b>\$79,628.80</b>	<b>\$26,693.16</b>	<b>33.5 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$3,025.66	\$2,950.58	\$(75.08)	(2.5)%	\$13,838.37	\$14,752.94	\$914.57	6.2 %
FICA and Medicare	247.66	236.00	(11.66)	(4.9)	1,055.38	1,180.00	124.62	10.6
Retirement	191.18	233.08	41.90	18.0	940.48	1,165.44	224.96	19.3
Health Insurance	480.67	678.50	197.83	29.2	2,643.69	3,392.50	748.81	22.1
Worker's Compensation	0.00	0.00	0.00	0.0	1,082.00	1,409.00	327.00	23.2

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Unemployment	7.30	8.00	0.70	8.8	28.02	40.00	11.98	30.0
Total General & Administrative Expenses	\$3,952.47	\$4,106.16	\$153.69	3.7 %	\$19,587.94	\$21,939.88	\$2,351.94	10.7 %
Total Expenses	\$12,850.94	\$18,981.76	\$6,130.82	32.3 %	\$72,523.58	\$101,568.68	\$29,045.10	28.6 %
Net Income (Loss)	\$8,058.81	\$2,276.56	\$5,782.25	254.0 %	\$32,700.89	\$4,723.08	\$27,977.81	592.4 %

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Sanitation Usage Fees	\$15,485.22	\$15,833.33	\$(348.11)	(2.2)%	\$78,141.58	\$79,166.69	\$(1,025.11)	(1.3)%
Miscellaneous	0.00	83.33	(83.33)	(100.0)	216.00	416.69	(200.69)	(48.2)
<b>Net Revenues</b>	<b>\$15,485.22</b>	<b>\$15,916.66</b>	<b>\$(431.44)</b>	<b>(2.7)%</b>	<b>\$78,357.58</b>	<b>\$79,583.38</b>	<b>\$(1,225.80)</b>	<b>(1.5)%</b>
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$41.66	\$41.66	100.0 %	\$0.00	\$208.38	\$208.38	100.0 %
Recycling Contract Exp	120.00	166.66	46.66	28.0	600.00	833.38	233.38	28.0
Training & Education	0.00	25.00	25.00	100.0	0.00	125.00	125.00	100.0
Equipment Rentals	0.00	83.33	83.33	100.0	0.00	416.69	416.69	100.0
Fuel	542.74	708.33	165.59	23.4	2,025.97	3,541.69	1,515.72	42.8
Landfill Tipping Fees	2,169.60	1,958.33	(211.27)	(10.8)	8,808.80	9,791.69	982.89	10.0
Miscellaneous	0.00	20.00	20.00	100.0	88.15	100.00	11.85	11.9
Software Support Exp - Trash	12.50	0.00	(12.50)	0.0	1,150.76	0.00	(1,150.76)	0.0
Operating Supplies - Trash	0.00	16.66	16.66	100.0	40.84	83.38	42.54	51.0
R&M Building - Trash	0.00	12.50	12.50	100.0	0.00	62.50	62.50	100.0
Rep and Maint - Vehicles	1,041.92	1,000.00	(41.92)	(4.2)	4,669.40	5,000.00	330.60	6.6
Rep and Maint - Equipment	0.00	166.66	166.66	100.0	198.47	833.38	634.91	76.2
R&M Trash - Infrastructure	52.01	0.00	(52.01)	0.0	52.01	0.00	(52.01)	0.0
Small Tools and Equipment	10.97	108.33	97.36	89.9	5,039.96	5,541.69	501.73	9.1
Telephone Exp - Trash	0.00	75.00	75.00	100.0	146.91	375.00	228.09	60.8
Uniform Exp Trash	0.00	41.66	41.66	100.0	53.42	208.38	154.96	74.4
Administrative Charge	4,019.33	4,019.33	0.00	0.0	20,096.65	20,096.69	0.04	0.0
Transfers Out	0.00	0.00	0.00	0.0	5,000.00	5,000.00	0.00	0.0
<b>Total Program Expenses</b>	<b>\$7,969.07</b>	<b>\$8,443.45</b>	<b>\$474.38</b>	<b>5.6 %</b>	<b>\$47,971.34</b>	<b>\$52,217.85</b>	<b>\$4,246.51</b>	<b>8.1 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,813.56	\$4,694.16	\$(119.40)	(2.5)%	\$22,015.61	\$23,470.88	\$1,455.27	6.2 %
FICA and Medicare	394.00	359.08	(34.92)	(9.7)	1,678.99	1,795.44	116.45	6.5
Retirement	304.15	370.75	66.60	18.0	1,496.22	1,853.75	357.53	19.3
Health Insurance	764.70	1,079.50	314.80	29.2	4,205.85	5,397.50	1,191.65	22.1
Worker's Compensation	0.00	0.00	0.00	0.0	3,033.00	2,241.50	(791.50)	(35.3)
Unemployment	11.61	12.75	1.14	8.9	44.57	63.75	19.18	30.1
<b>Total General &amp; Administrative Expenses</b>	<b>\$6,288.02</b>	<b>\$6,516.24</b>	<b>\$228.22</b>	<b>3.5 %</b>	<b>\$32,474.24</b>	<b>\$34,822.82</b>	<b>\$2,348.58</b>	<b>6.7 %</b>
<b>Total Expenses</b>	<b>\$14,257.09</b>	<b>\$14,959.69</b>	<b>\$702.60</b>	<b>4.7 %</b>	<b>\$80,445.58</b>	<b>\$87,040.67</b>	<b>\$6,595.09</b>	<b>7.6 %</b>

**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 11/1/2019 Through 11/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Net Income (Loss)</b>	<u>\$1,228.13</u>	<u>\$956.97</u>	<u>\$271.16</u>	<u>28.3 %</u>	<u>(\$2,088.00)</u>	<u>\$(7,457.29)</u>	<u>\$5,369.29</u>	<u>72.0 %</u>

**Town of Jerome**  
**Income Statement**  
**(Original Budget to Actual Comparison)**  
**For the period of 11/1/2019 Through 11/30/2019**

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
HURF Revenue	\$3,284.83	\$3,220.16	\$64.67	2.0 %	\$214,708.66	\$213,902.88	\$805.78	0.4 %
Interest and Investment Earnings	101.51	29.16	72.35	248.1	427.34	145.88	281.46	192.9
Transfers In	4,928.56	6,166.66	(1,238.10)	(20.1)	18,926.72	30,833.38	(11,906.66)	(38.6)
<b>Net Revenues</b>	<b>\$8,314.90</b>	<b>\$9,415.98</b>	<b>\$(1,101.08)</b>	<b>(11.7)%</b>	<b>\$234,062.72</b>	<b>\$244,882.14</b>	<b>\$(10,819.42)</b>	<b>(4.4)%</b>
<b><u>Program Expenses</u></b>								
Engineering Fees	\$1,350.00	\$566.66	\$(783.34)	(138.2)%	\$1,350.00	\$1,233.38	\$(116.62)	(9.5)%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	625.00	625.00	100.0
Fuel	29.20	4.16	(25.04)	(601.9)	85.93	20.88	(65.05)	(311.5)
Miscellaneous	0.00	12.91	12.91	100.0	88.14	64.63	(23.51)	(36.4)
Software Service & Support	12.50	33.33	20.83	62.5	62.50	166.69	104.19	62.5
Operating Supplies - HURF	0.00	58.33	58.33	100.0	40.86	291.69	250.83	86.0
Public Restroom Supplies	0.00	183.33	183.33	100.0	0.00	916.69	916.69	100.0
R&M Building - HURF	0.00	0.00	0.00	0.0	3,205.00	6,300.00	3,095.00	49.1
Rep and Maint - Vehicles	243.79	200.00	(43.79)	(21.9)	1,264.06	1,000.00	(264.06)	(26.4)
Rep and Maint - Equipment	0.00	29.16	29.16	100.0	0.00	145.88	145.88	100.0
Rep and Maint - Infrastructure	0.00	1,000.00	1,000.00	100.0	1,757.81	5,000.00	3,242.19	64.8
Small Tools and Equipment	10.97	41.66	30.69	73.7	56.48	208.38	151.90	72.9
Street Lights	942.76	1,041.66	98.90	9.5	4,762.36	5,208.38	446.02	8.6
Street Supplies	449.78	1,000.00	550.22	55.0	3,205.76	3,000.00	(205.76)	(6.9)
Telephone	0.00	16.66	16.66	100.0	0.00	83.38	83.38	100.0
Uniform Exp - HURF	0.00	41.66	41.66	100.0	53.45	208.38	154.93	74.3
Administrative Charge	881.17	881.16	(0.01)	0.0	4,405.85	4,405.88	0.03	0.0
Lease Payments	0.00	1,025.00	1,025.00	100.0	86.76	1,125.00	1,038.24	92.3
<b>Total Program Expenses</b>	<b>\$3,920.17</b>	<b>\$6,260.68</b>	<b>\$2,340.51</b>	<b>37.4 %</b>	<b>\$20,424.96</b>	<b>\$30,004.24</b>	<b>\$9,579.28</b>	<b>31.9 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$3,537.17	\$3,612.00	\$74.83	2.1 %	\$17,337.22	\$18,060.00	\$722.78	4.0 %
FICA and Medicare	284.26	276.33	(7.93)	(2.9)	1,323.55	1,381.69	58.14	4.2
Retirement	161.38	196.75	35.37	18.0	793.93	983.75	189.82	19.3
Health Insurance	405.76	572.75	166.99	29.2	2,231.68	2,863.75	632.07	22.1
Worker's Compensation	0.00	0.00	0.00	0.0	941.00	1,420.00	479.00	33.7
Unemployment	6.16	15.08	8.92	59.2	39.48	75.44	35.96	47.7
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,394.73</b>	<b>\$4,672.91</b>	<b>\$278.18</b>	<b>6.0 %</b>	<b>\$22,666.86</b>	<b>\$24,784.63</b>	<b>\$2,117.77</b>	<b>8.5 %</b>
<b>Total Expenses</b>	<b>\$8,314.90</b>	<b>\$10,933.59</b>	<b>\$2,618.69</b>	<b>24.0 %</b>	<b>\$43,091.82</b>	<b>\$54,788.87</b>	<b>\$11,697.05</b>	<b>21.3 %</b>

Town of Jerome  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 11/1/2019 Through 11/30/2019

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	\$0.00	\$(1,517.61)	\$1,517.61	100.0 %	\$190,970.90	\$190,093.27	\$877.63	0.5 %

12/3/19  
1:58:16 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**  
**Fund: (1) General**

**Assets**

**Current Assets**

LGIP	\$1,672.26	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	5,489.84	
City Sales Taxes	195,891.69	
Franchise Fees	35,946.84	
GF Accounts Receivable	180.00	
Property Taxes	11,657.97	
Rents	(112.25)	
State Sales Taxes	7,493.85	
Court - Checking & Bond Acct	105,036.50	
Court - JCEF Acct	13,257.40	
Court - FTG Acct	7,053.33	
Urban Revenue Sharing	16,164.31	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
NBA Checking	43,866.17	
OAZ Checking	154,453.66	
OAZ General Savings	394,590.84	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$993,222.41

**Other Assets**

Due From Other Funds	\$2,408,802.05	
Total Other Assets		2,408,802.05

**Total Assets**

**\$3,402,024.46**

**Liabilities and Net Assets**

**Current Liabilities**

Accounts Payable	\$(13,671.21)	
Federal WH & FICA	(9.81)	
Arizona Withholding	(35.05)	
AFLAC	(409.00)	
Health Insurance	664.40	
457G Retirement	66.53	
PSPRS	(0.19)	
Customer Deposits	6,760.72	
FD Per Call Payable	1,086.75	
Ganishments Payable	1,735.51	
Wages Payable	16,542.22	
Import Clearing	30.00	
Due To Other Funds	2,629,899.97	
Court Liabilities	10,835.64	
Suspense Account	(100.00)	
Total Current Liabilities		\$2,653,396.48
Total Liabilities		\$2,653,396.48

**Net Assets**

Unrestricted Funds	736,120.91
Current Year Net Assets	12,507.07

12/3/19  
1:58:16 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**  
**Fund: (1) General**

**Total Net Assets**

748,627.98

**Total Liabilities and Net Assets**

\$3,402,024.46



12/3/19  
1:59:01 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**  
**Fund: (2) Utilities**

**Assets**

**Current Assets**

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	61,225.25	
Bond Account	16,076.70	
Replacement & Extension Acct	68,457.77	
Series 2001 Bond Reserve Acct	30,054.34	
Total Current Assets		\$160,814.06

**Property, Plant & Equipment**

Buildings-Prop, Plant, Equip	\$2,166,541.66	
Operating Equipment-Prop, Plant, Equip	189,011.29	
Buildings-Acc Depreciation	(1,477,164.98)	
Operating Equipment-Acc Depreciation	(153,793.20)	
Infrastructure	1,399,746.06	
Total Property, Plant & Equipment		2,124,340.83

**Other Assets**

Due From Other Funds	\$952,579.60	
Total Other Assets		952,579.60

**Total Assets**

**\$3,237,734.49**

**Liabilities and Net Assets**

**Current Liabilities**

Sales Tax Payable	\$890.82	
Customer Deposits	24,144.69	
Compensated Absences	2,328.22	
Bonds Payable	148,445.73	
Leases Payable	554.49	
Other Liabilities	6,354.76	
Due To Other Funds	840,974.23	
Accrued Payroll	2,361.76	
Accrued Interest Payable	3,350.91	
Total Current Liabilities		\$1,029,405.61
Total Liabilities		\$1,029,405.61

**Net Assets**

Unrestricted Fund Balance	771,622.00	
Unrestricted Fund Balance	(153,829.30)	
Unrestricted Fund Balance	1,544,283.00	
Current Year Net Assets	46,253.18	
Total Net Assets		2,208,328.88
Total Liabilities and Net Assets		\$3,237,734.49

12/3/19  
1:37:06 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**  
**Fund: (3) Road**

**Assets**

**Current Assets**

HURF Accounts Receivable	\$7,185.01	
OAZ HURF Savings	354,197.26	
Total Current Assets		\$361,382.27

**Other Assets**

Due From Other Funds	\$334,352.18	
Total Other Assets		334,352.18

Total Assets		<u>\$695,734.45</u>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$503,683.01	
Accrued Payroll	755.11	
Total Current Liabilities		\$504,438.12
Total Liabilities		<u>\$504,438.12</u>

**Net Assets**

Current Year Net Assets	\$191,296.33	
Total Net Assets		191,296.33
Total Liabilities and Net Assets		<u>\$695,734.45</u>

12/3/19  
1:38:05 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**

Fund: (4) Firefighters Pension & Relief

**Assets**

**Current Assets**

Investments - Pension & Relief	\$142,578.23	
Total Current Assets		\$142,578.23

**Other Assets**

Due From Other Funds	\$34,885.36	
Total Other Assets		34,885.36

Total Assets		<u>\$177,463.59</u>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$22,854.66	
Total Current Liabilities		\$22,854.66

Total Liabilities		<u>\$22,854.66</u>
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**Net Assets**

Unrestricted Fund Balance	152,044.83	
Current Year Net Assets	2,564.10	
Total Net Assets		<u>154,608.93</u>
Total Liabilities and Net Assets		<u>\$177,463.59</u>

12/3/19  
1:38:19 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**

Fund: (5) Operating Grants

**Assets**

**Current Assets**

Opr Grants Receivable	\$5,109.33	
Inventory	13,893.06	
Total Current Assets		\$19,002.39

**Other Assets**

Due From Other Funds	\$469,615.57	
Total Other Assets		469,615.57

Total Assets		<u>\$488,617.96</u>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$369,898.87	
Deferred Revenue - Opr Grants	56,964.75	
Total Current Liabilities		\$426,863.62

Total Liabilities		<u>\$426,863.62</u>
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**Net Assets**

Unrestricted Fund Balance	11,433.46	
Current Year Net Assets	50,320.88	
Total Net Assets		61,754.34
Total Liabilities and Net Assets		<u>\$488,617.96</u>

12/3/19  
2:00:03 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**  
**Fund: (6) Capital Grants**

**Assets**

**Other Assets**

Due From Other Funds	\$552,703.84	
Total Other Assets		\$552,703.84
<b>Total Assets</b>		<b>\$552,703.84</b>

**Liabilities and Net Assets**

**Current Liabilities**

Deferred Revenue - Cap Grants	\$37,456.83	
Due To Other Funds	520,101.11	
Total Current Liabilities		\$557,557.94
<b>Total Liabilities</b>		<b>\$557,557.94</b>

**Net Assets**

Restricted Fund Balance	\$109,433.10	
Unrestricted Fund Balance	(117,281.30)	
Current Year Net Assets	2,994.10	
<b>Total Net Assets</b>		<b>(4,854.10)</b>
<b>Total Liabilities and Net Assets</b>		<b>\$552,703.84</b>

12/3/19  
1:39:03 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**

Fund: (7) GF Contingencies

**Assets**

**Other Assets**

Due From Other Funds

\$219,596.04

Total Other Assets

\$219,596.04

**Total Assets**

**\$219,596.04**

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds

\$131,165.55

Total Current Liabilities

\$131,165.55

**Total Liabilities**

**\$131,165.55**

**Net Assets**

Unrestricted Fund Balance

\$120,310.72

Current Year Net Assets

(31,880.23)

**Total Net Assets**

**88,430.49**

**Total Liabilities and Net Assets**

**\$219,596.04**

12/3/19  
2:00:23 PM

**Town of Jerome**  
**Balance Sheet**  
**As of 11/30/2019**  
**Fund: (9) Capital**

**Assets**

**Current Assets**

OAZ Capital Improvements	\$45,635.83	
Total Current Assets		\$45,635.83

**Other Assets**

Due From Other Funds	\$47,124.44	
Total Other Assets		47,124.44

Total Assets		<u>\$92,760.27</u>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$15,000.00	
Total Current Liabilities		\$15,000.00

Total Liabilities		<u>\$15,000.00</u>
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**Net Assets**

Unrestricted Fund Balance	\$67,643.86	
Current Year Net Assets	10,116.41	
Total Net Assets		<u>77,760.27</u>
Total Liabilities and Net Assets		<u>\$92,760.27</u>

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

Ledger as of : 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>VENDOR: 1002 - XEROX FINANCIAL SERVICES</b>											
111319D	11/13/19	11/13/19	12/13/19	1.11.6191 - Copier & Equip Lease Expe	\$321.03	\$0.00	\$321.03	11/13/19	10474	ASCUC†	\$0.00
020-0098114-001, 1834946 GG				INVOICE 111319D TOTALS:	\$321.03	\$0.00	\$321.03				\$0.00
				XEROX FINANCIAL SERVICES TOTALS:	\$321.03	\$0.00	\$321.03				\$0.00
<b>VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)</b>											
110719A	11/07/19	11/07/19	12/07/19	3.30.6140 - Engineering Fees	\$1,350.00	\$0.00	\$1,350.00	11/07/19	10439	ASCUC†	\$0.00
Project # 19-1101CE services for A				INVOICE 110719A TOTALS:	\$1,350.00	\$0.00	\$1,350.00				\$0.00
				SOUTHWESTERN ENVIRON (SEC) TOTALS:	\$1,350.00	\$0.00	\$1,350.00				\$0.00
<b>VENDOR: 1022 - KEITH LAZARO</b>											
111219MA7	11/12/19	11/12/19	12/12/19	1.10.2950 - FD Per Call Payable	\$985.50	\$0.00	\$985.50	11/12/19	10462	ASCUC†	\$0.00
FD Per Call				INVOICE 111219MA7 TOTALS:	\$985.50	\$0.00	\$985.50				\$0.00
				KEITH LAZARO TOTALS:	\$985.50	\$0.00	\$985.50				\$0.00
<b>VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH</b>											
110719D	11/07/19	11/07/19	12/07/19	2.51.6192 - Software Support Exp - Sev	\$12.50	\$0.00	\$12.50	11/07/19	10440	ASCUC†	\$0.00
19-193 sewer internet access				2.50.6192 - Software Support Exp - Wa	\$12.50	\$0.00	\$12.50	11/07/19	10440	ASCUC†	\$0.00
19-193 water internet access				1.18.6192 - Software Service & Suppor	\$12.50	\$0.00	\$12.50	11/07/19	10440	ASCUC†	\$0.00
19-193 prop internet access				1.17.6192 - Software Service & Suppor	\$12.50	\$0.00	\$12.50	11/07/19	10440	ASCUC†	\$0.00
19-193 parks internet access				2.52.6192 - Software Support Exp - Tra	\$12.50	\$0.00	\$12.50	11/07/19	10440	ASCUC†	\$0.00
19-193 trash internet access				3.30.6192 - Software Service & Suppor	\$12.50	\$0.00	\$12.50	11/07/19	10440	ASCUC†	\$0.00
19-193 HURF internet access				INVOICE 10719D TOTALS:	\$75.00	\$0.00	\$75.00				\$0.00
110719E	11/07/19	11/07/19	12/07/19	1.11.6192 - Software Support Exp - GG	\$120.00	\$0.00	\$120.00	11/07/19	10440	ASCUC†	\$0.00
19-193 GG internet access				1.14.6185 - Miscellaneous	\$75.00	\$0.00	\$75.00	11/07/19	10440	ASCUC†	\$0.00
19-193 FD internet access				INVOICE 110719E TOTALS:	\$195.00	\$0.00	\$195.00				\$0.00
				YAVAPAI CO. EDUCATION TECH TOTALS:	\$270.00	\$0.00	\$270.00				\$0.00
<b>VENDOR: 1030 - ALEX BARBER</b>											
110719O	11/07/19	11/07/19	12/07/19	1.11.6275 - Travel	\$48.72	\$0.00	\$48.72	11/07/19	10441	ASCUC†	\$0.00
mileage reimbursement for Leadershi				INVOICE 110719O TOTALS:	\$48.72	\$0.00	\$48.72				\$0.00
				ALEX BARBER TOTALS:	\$48.72	\$0.00	\$48.72				\$0.00



## Town of Jerome

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

Ledger as of: 11/1/2019 to 11/30/2019

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>VENDOR: 1033 - BROWN &amp; BROWN LAW OFFICES</b>											
111419F	11/14/19	11/14/19	12/14/19	2.50.6170 - Legal Exp - Water	\$280.00	\$0.00	\$280.00	11/14/19	10478	ASCUC†	\$0.00
2354 call & mtg. w/Sandy Fabritz				INVOICE 111419F TOTALS:	\$280.00	\$0.00	\$280.00				\$0.00
				BROWN & BROWN LAW OFFICES TOTALS:	\$280.00	\$0.00	\$280.00				\$0.00
<b>VENDOR: 1050 - RUGGED DEPOT</b>											
112719G	11/27/19	11/27/19	12/27/19	1.18.6242 - Parking Kiosks Expenses	\$224.97	\$0.00	\$224.97	11/27/19	10502	ASCUC†	\$0.00
53624 parking program				INVOICE 112719G TOTALS:	\$224.97	\$0.00	\$224.97				\$0.00
				RUGGED DEPOT TOTALS:	\$224.97	\$0.00	\$224.97				\$0.00
<b>VENDOR: 1056 - PREMIER DIESEL TRUCK &amp; EQUIP</b>											
110419MA1	11/04/19	11/04/19	12/04/19	1.14.6220 - Rep and Maint - Vehicles	\$4,717.10	\$0.00	\$4,717.10	11/04/19	10435	ASCUC†	\$0.00
Invoice #1712 Parts				1.14.6220 - Rep and Maint - Vehicles	\$4,980.00	\$0.00	\$4,980.00	11/04/19	10435	ASCUC†	\$0.00
Invoice #1712 Labor				INVOICE 110419MA1 TOTALS:	\$9,697.10	\$0.00	\$9,697.10				\$0.00
112019K	11/20/19	11/20/19	12/20/19	1.14.6220 - Rep and Maint - Vehicles	\$1,250.00	\$0.00	\$1,250.00	11/20/19	10486	ASCUC†	\$0.00
1724 fuel injectors FD labor				1.14.6220 - Rep and Maint - Vehicles	\$3,282.37	\$0.00	\$3,282.37	11/20/19	10486	ASCUC†	\$0.00
1724 fuel injectors FD parts				1.14.6220 - Rep and Maint - Vehicles	\$300.00	\$0.00	\$300.00	11/20/19	10486	ASCUC†	\$0.00
1742 fuel injectors FD labor				1.14.6220 - Rep and Maint - Vehicles	\$484.84	\$0.00	\$484.84	11/20/19	10486	ASCUC†	\$0.00
1742 fuel injectors FD parts				INVOICE 112019K TOTALS:	\$5,317.21	\$0.00	\$5,317.21				\$0.00
				PREMIER DIESEL TRUCK & EQUIP TOTALS:	\$15,014.31	\$0.00	\$15,014.31				\$0.00
<b>VENDOR: 1057 - JASON SUPPLE</b>											
111219MA11	11/12/19	11/12/19	12/12/19	1.10.2950 - FD Per Call Payable	\$607.50	\$0.00	\$607.50	11/12/19	10463	ASCUC†	\$0.00
FD Per Call				INVOICE 111219MA11 TOTALS:	\$607.50	\$0.00	\$607.50				\$0.00
				JASON SUPPLE TOTALS:	\$607.50	\$0.00	\$607.50				\$0.00
<b>VENDOR: 109 - AFLAC</b>											
111319E	11/13/19	11/13/19	11/13/19	1.10.2405 - AFLAC	\$172.08	\$0.00	\$172.08	11/13/19	10475	ASCUC†	\$0.00
Acct # DN513, Inv. 189023				INVOICE 111319E TOTALS:	\$172.08	\$0.00	\$172.08				\$0.00
				AFLAC TOTALS:	\$172.08	\$0.00	\$172.08				\$0.00
<b>VENDOR: 113 - ALL-MED EQUIPMENT &amp; SERVICES</b>											
110719N	11/07/19	11/07/19	11/07/19								\$0.00

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

Ledger as of : 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
576123 tank rental FD				1.14.6181 - Medical Supplies Exp	\$119.04	\$0.00	\$119.04	11/07/19	10442	ASCUC†	\$0.00
INVOICE 110719N TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
VENDOR: 119 - APS											
110719J	11/07/19	11/07/19	11/22/19	1.18.6285 - Utilities	\$15.68	\$0.00	\$15.68	11/07/19	10443	ASCUC†	\$0.00
943806 roof				INVOICE 110719J TOTALS:	\$15.68	\$0.00	\$15.68				\$0.00
A.P.S.-35											
0421621 Fire station	11/27/19	11/27/19	12/12/19	1.18.6285 - Utilities	\$310.98	\$0.00	\$310.98	11/27/19	10503	ASCUC†	\$0.00
2353720 FD guich				1.18.6285 - Utilities	\$75.79	\$0.00	\$75.79	11/27/19	10503	ASCUC†	\$0.00
2383901 Upper park				1.17.6285 - Utilities	\$39.22	\$0.00	\$39.22	11/27/19	10503	ASCUC†	\$0.00
5613490 Upper park 2				1.17.6285 - Utilities	\$59.86	\$0.00	\$59.86	11/27/19	10503	ASCUC†	\$0.00
8468241 Middle park				1.17.6285 - Utilities	\$37.48	\$0.00	\$37.48	11/27/19	10503	ASCUC†	\$0.00
0024200 Lower park				1.17.6285 - Utilities	\$37.22	\$0.00	\$37.22	11/27/19	10503	ASCUC†	\$0.00
3216010 Hotel Jerome				1.18.6285 - Utilities	\$42.17	\$0.00	\$42.17	11/27/19	10503	ASCUC†	\$0.00
2839800 Ghost Pepper				1.18.6285 - Utilities	\$70.29	\$0.00	\$70.29	11/27/19	10503	ASCUC†	\$0.00
1976520 Co-op				1.18.6285 - Utilities	\$142.39	\$0.00	\$142.39	11/27/19	10503	ASCUC†	\$0.00
7575770 Civic Center				1.18.6285 - Utilities	\$723.85	\$0.00	\$723.85	11/27/19	10503	ASCUC†	\$0.00
6506951 PD				1.18.6285 - Utilities	\$113.30	\$0.00	\$113.30	11/27/19	10503	ASCUC†	\$0.00
4246290 WWTP				2.51.6285 - Utilities	\$260.39	\$0.00	\$260.39	11/27/19	10503	ASCUC†	\$0.00
1490440 Street lights				3.30.6255 - Street Lights	\$942.76	\$0.00	\$942.76	11/27/19	10503	ASCUC†	\$0.00
9438060 Roof				1.18.6285 - Utilities	\$0.00	\$0.00	\$0.00				\$0.00
6109570 Perkinsville Road				1.18.6285 - Utilities	\$0.00	\$0.00	\$0.00				\$0.00
8061950 Sunshine Hill water tank				2.50.6285 - Utilities Exp - Water	\$35.85	\$0.00	\$35.85	11/27/19	10503	ASCUC†	\$0.00
INVOICE A.P.S.-35 TOTALS:					\$2,891.55	\$0.00	\$2,891.55				\$0.00
APS TOTALS:					\$2,907.23	\$0.00	\$2,907.23				\$0.00
VENDOR: 120 - ARROW EXPRESS											
112719B	11/27/19	11/27/19	12/27/19	2.51.6240 - Service Tests/System Testi	\$45.00	\$0.00	\$45.00	11/27/19	10504	ASCUC†	\$0.00
Sewer sample shipping - 122182				INVOICE 112719B TOTALS:	\$45.00	\$0.00	\$45.00				\$0.00
ARROW EXPRESS TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 122 - AT&T											
112019B	11/20/19	11/20/19	12/20/19	1.13.6265 - Telephone	\$45.47	\$0.00	\$45.47	11/20/19	10487	ASCUC†	\$0.00
287251435682x11152019 PD				INVOICE 112019B TOTALS:	\$45.47	\$0.00	\$45.47				\$0.00
AT&T TOTALS:					\$45.47	\$0.00	\$45.47				\$0.00

## Town of Jerome

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

Ledger as of : 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>VENDOR: 164 - ARIZONA SUPERIOR COURT</b>											
110719G	11/07/19	11/07/19	11/07/19								\$0.00
6-1192 CT pro tem costs - Sept. 2				1.12.6110 - Contract Services	\$4,290.50	\$0.00	\$4,290.50	11/07/19	10444	ASCUC†	\$0.00
INVOICE 110719G TOTALS:					\$4,290.50	\$0.00	\$4,290.50				\$0.00
ARIZONA SUPERIOR COURT TOTALS:					\$4,290.50	\$0.00	\$4,290.50				\$0.00
<b>VENDOR: 165 - MAVERIK FLEET</b>											
110619JSWEX	11/06/19	11/06/19	12/06/19								\$0.00
Shuttle Fuel, GG				1.11.6245 - Shuttle Expenses	\$139.34	\$0.00	\$139.34	11/06/19	10436	ASCUC†	\$0.00
Fire Department Fuel, FD				1.14.6145 - Fuel	\$112.07	\$0.00	\$112.07	11/06/19	10436	ASCUC†	\$0.00
Police Department Fuel, PD				1.13.6145 - Fuel	\$685.80	\$0.00	\$685.80	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Trash				2.52.6145 - Fuel	\$149.79	\$0.00	\$149.79	11/06/19	10436	ASCUC†	\$0.00
INVOICE 110619JSWEX TOTALS:					\$1,087.00	\$0.00	\$1,087.00				\$0.00
110619PW1	11/06/19	11/06/19	12/06/19								\$0.00
Public Works Fuel, Sewer				2.51.6145 - Fuel	\$29.22	\$0.00	\$29.22	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Water				2.50.6145 - Fuel	\$29.22	\$0.00	\$29.22	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Prop				1.18.6145 - Fuel	\$29.20	\$0.00	\$29.20	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Parks				1.17.6145 - Fuel	\$29.20	\$0.00	\$29.20	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Trash				2.52.6145 - Fuel	\$29.22	\$0.00	\$29.22	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, HURF				3.30.6145 - Fuel	\$29.20	\$0.00	\$29.20	11/06/19	10436	ASCUC†	\$0.00
INVOICE 110619PW1 TOTALS:					\$175.26	\$0.00	\$175.26				\$0.00
110619PW2	11/06/19	11/06/19	12/06/19								\$0.00
Public Works Fuel, Sewer				2.51.6220 - Rep and Maint - Vehicles	\$39.16	\$0.00	\$39.16	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Water				2.50.6220 - Rep and Maint - Vehicles	\$39.16	\$0.00	\$39.16	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Prop				1.18.6220 - Rep and Maint - Vehicles	\$39.13	\$0.00	\$39.13	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Parks				1.17.6220 - Rep and Maint - Vehicles	\$39.13	\$0.00	\$39.13	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, Trash				2.52.6220 - Rep and Maint - Vehicles	\$39.16	\$0.00	\$39.16	11/06/19	10436	ASCUC†	\$0.00
Public Works Fuel, HURF				3.30.6220 - Rep and Maint - Vehicles	\$39.15	\$0.00	\$39.15	11/06/19	10436	ASCUC†	\$0.00
INVOICE 110619PW2 TOTALS:					\$234.89	\$0.00	\$234.89				\$0.00
MAVERIK FLEET TOTALS:					\$1,497.15	\$0.00	\$1,497.15				\$0.00
<b>VENDOR: 167 - OFFICE DEPOT</b>											
112019D	11/20/19	11/20/19	01/19/20								\$0.00
63266436, 396886474001 GG				1.11.6190 - Office Supplies	\$50.81	\$0.00	\$50.81	11/20/19	10488	ASCUC†	\$0.00
63266436, 396889442001 GG				1.11.6190 - Office Supplies	\$18.45	\$0.00	\$18.45	11/20/19	10488	ASCUC†	\$0.00
63266436, 396889443001 GG				1.11.6190 - Office Supplies	\$8.12	\$0.00	\$8.12	11/20/19	10488	ASCUC†	\$0.00
INVOICE 112019D TOTALS:					\$77.38	\$0.00	\$77.38				\$0.00
OFFICE DEPOT TOTALS:					\$77.38	\$0.00	\$77.38				\$0.00
<b>VENDOR: 168 - CENTURY LINK</b>											
CENTURYLINK-43	11/27/19	11/27/19	12/12/19								\$0.00

AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)  
Ledger as of: 11/1/2019 to 11/30/2019

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
928 634 2245 PD				1.13.6265 - Telephone	\$34.25	\$0.00	\$34.25	11/27/19	10505	ASCUC†	\$0.00
928 634 7943 GG				1.11.6265 - Telephone	\$165.83	\$0.00	\$165.83	11/27/19	10505	ASCUC†	\$0.00
928 634 8992 PD				1.13.6265 - Telephone	\$175.94	\$0.00	\$175.94	11/27/19	10505	ASCUC†	\$0.00
928 634 0574 LB				1.15.6265 - Telephone	\$82.68	\$0.00	\$82.68	11/27/19	10505	ASCUC†	\$0.00
928 649 2776 PD				1.13.6265 - Telephone	\$40.83	\$0.00	\$40.83	11/27/19	10505	ASCUC†	\$0.00
928 649 3034 FD				1.14.6265 - Telephone	\$127.27	\$0.00	\$127.27	11/27/19	10505	ASCUC†	\$0.00
928 649 3250 CT				1.12.6265 - Telephone	\$71.98	\$0.00	\$71.98	11/27/19	10505	ASCUC†	\$0.00
				1.14.6265 - Telephone	\$0.00	\$0.00	\$0.00				\$0.00
				INVOICE CENTURYLINK-43 TOTALS:	\$698.78	\$0.00	\$698.78				\$0.00
				CENTURY LINK TOTALS:	\$698.78	\$0.00	\$698.78				\$0.00
											\$0.00
VENDOR: 169 - VERDE VALLEY RENTALS, INC											
110719R	11/07/19	11/07/19	12/07/19								
71292-2 water plate compactor				2.50.6250 - Small Tools and Equipment	\$65.25	\$0.00	\$65.25	11/07/19	10445	ASCUC†	\$0.00
				INVOICE 110719R TOTALS:	\$65.25	\$0.00	\$65.25				\$0.00
				VERDE VALLEY RENTALS, INC TOTALS:	\$65.25	\$0.00	\$65.25				\$0.00
											\$0.00
VENDOR: 190 - HUGHES SUPPLY											
112719C	11/27/19	11/27/19	12/07/19								
Acct 151128, S157189626 meter box				2.50.6230 - Rep and Maint - Infrastructure	\$30.66	\$0.00	\$30.66	11/27/19	10506	ASCUC†	\$0.00
				INVOICE 112719C TOTALS:	\$30.66	\$0.00	\$30.66				\$0.00
				HUGHES SUPPLY TOTALS:	\$30.66	\$0.00	\$30.66				\$0.00
											\$0.00
VENDOR: 200 - ALLEN MUMA											
111419G	11/14/19	11/14/19	11/14/19								
19-080 PD				1.13.6220 - Rep and Maint - Vehicles	\$693.71	\$0.00	\$693.71	11/14/19	10479	ASCUC†	\$0.00
				INVOICE 111419G TOTALS:	\$693.71	\$0.00	\$693.71				\$0.00
				ALLEN MUMA TOTALS:	\$693.71	\$0.00	\$693.71				\$0.00
											\$0.00
VENDOR: 203 - SMART DOCUMENT SOLUTIONS											
112019H	11/20/19	11/20/19	11/20/19								
C10253, CT1221-01, 10015 lease GG				1.11.6191 - Copier & Equip Lease Expe	\$191.81	\$0.00	\$191.81	11/20/19	10489	ASCUC†	\$0.00
				INVOICE 112019H TOTALS:	\$191.81	\$0.00	\$191.81				\$0.00
				SMART DOCUMENT SOLUTIONS TOTALS:	\$191.81	\$0.00	\$191.81				\$0.00
											\$0.00
VENDOR: 204 - SEDONA RECYCLES, INC											
110719I	11/07/19	11/07/19	11/07/19								
Recycling Services, 1119				2.52.6111 - Recycling Contract Exp	\$120.00	\$0.00	\$120.00	11/07/19	10446	ASCUC†	\$0.00
				INVOICE 110719I TOTALS:	\$120.00	\$0.00	\$120.00				\$0.00

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

Ledger as of : 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
SEDONA RECYCLES, INC TOTALS:											
					\$120.00	\$0.00	\$120.00				\$0.00
VENDOR: 218 - VERIZON WIRELESS											
VERIZON-40											
928 300 5987 Barry Wolstencroft P	11/06/19	11/06/19	12/01/19	1.16.6265 - Telephone	\$38.40	\$0.00	\$38.40	11/07/19	10447	ASCUC*	\$0.00
928 300 8701 Rusty Blair FD				1.14.6265 - Telephone	\$68.04	\$0.00	\$68.04	11/07/19	10447	ASCUC*	\$0.00
928 301 7433 Ian Haney FD				1.14.6265 - Telephone	\$102.67	\$0.00	\$102.67	11/07/19	10447	ASCUC*	\$0.00
928 301 7559 Kylie Streck FD				1.14.6265 - Telephone	\$102.67	\$0.00	\$102.67	11/07/19	10447	ASCUC*	\$0.00
928 821 0133 Jenny van				1.11.6265 - Telephone	\$35.30	\$0.00	\$35.30	11/07/19	10447	ASCUC*	\$0.00
access charges FD				1.14.6265 - Telephone	\$38.64	\$0.00	\$38.64	11/07/19	10447	ASCUC*	\$0.00
access charges PZ				1.16.6265 - Telephone	\$12.88	\$0.00	\$12.88	11/07/19	10447	ASCUC*	\$0.00
access charges GG				1.11.6265 - Telephone	\$12.88	\$0.00	\$12.88	11/07/19	10447	ASCUC*	\$0.00
				INVOICE VERIZON-40 TOTALS:	\$411.48	\$0.00	\$411.48				\$0.00
VERIZONPD-1											
928 451 2174 PD device 1	11/06/19	11/06/19	12/01/19	1.13.6265 - Telephone	\$56.16	\$0.00	\$56.16	11/07/19	10447	ASCUC*	\$0.00
928 451 2402 PD dept. 2				1.13.6265 - Telephone	\$56.16	\$0.00	\$56.16	11/07/19	10447	ASCUC*	\$0.00
928 451 2436 PD dept. 3				1.13.6265 - Telephone	\$26.16	\$0.00	\$26.16	11/07/19	10447	ASCUC*	\$0.00
928 821 0736 Allen Muma				1.13.6265 - Telephone	\$52.16	\$0.00	\$52.16	11/07/19	10447	ASCUC*	\$0.00
Mobile broadband 2GB				1.13.6265 - Telephone	\$30.00	\$0.00	\$30.00	11/07/19	10447	ASCUC*	\$0.00
				INVOICE VERIZONPD-1 TOTALS:	\$220.64	\$0.00	\$220.64				\$0.00
VERIZON WIRELESS TOTALS:											
					\$632.12	\$0.00	\$632.12				\$0.00
VENDOR: 224 - LEGEND											
110719H											
Acct 00-0001475, Inv. 1915800 sewe	11/07/19	11/07/19	12/07/19	2.51.6240 - Service Tests/System Testi	\$51.00	\$0.00	\$51.00	11/07/19	10448	ASCUC*	\$0.00
Acct 00-0001475, Inv. 1915998 sewe				2.51.6240 - Service Tests/System Testi	\$77.40	\$0.00	\$77.40	11/07/19	10448	ASCUC*	\$0.00
				INVOICE 110719H TOTALS:	\$128.40	\$0.00	\$128.40				\$0.00
112719D											
Acct 00-0001475, Inv. 1917005 sewe	11/27/19	11/27/19	12/27/19	2.51.6116 - Training & Education	\$271.40	\$0.00	\$271.40	11/27/19	10507	ASCUC*	\$0.00
Acct 00-0001475, Inv. 1917005 wate				2.50.6116 - Training & Education	\$15.00	\$0.00	\$15.00	11/27/19	10507	ASCUC*	\$0.00
Acct 00-0001475, Inv. 1917004 sewe				2.51.6116 - Training & Education	\$51.00	\$0.00	\$51.00	11/27/19	10507	ASCUC*	\$0.00
				INVOICE 112719D TOTALS:	\$337.40	\$0.00	\$337.40				\$0.00
LEGEND TOTALS:											
					\$465.80	\$0.00	\$465.80				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES											
UNISOURCE-41											
693726 PD	11/13/19	11/13/19	12/03/19	1.18.6285 - Utilities	\$23.83	\$0.00	\$23.83	11/13/19	10476	ASCUC*	\$0.00
055982 FD				1.18.6285 - Utilities	\$70.42	\$0.00	\$70.42	11/13/19	10476	ASCUC*	\$0.00
750593 Civic Center				1.18.6285 - Utilities	\$184.53	\$0.00	\$184.53	11/13/19	10476	ASCUC*	\$0.00
435334 Town yard				1.18.6285 - Utilities	\$59.95	\$0.00	\$59.95	11/13/19	10476	ASCUC*	\$0.00
235334 Co-op				1.18.6285 - Utilities	\$47.33	\$0.00	\$47.33	11/13/19	10476	ASCUC*	\$0.00
				1.18.6285 - Utilities	\$0.00	\$0.00	\$0.00				\$0.00

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

Ledger as of: 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE UNISOURCE-41 TOTALS:											
					\$386.06	\$0.00	\$386.06				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:											
					\$386.06	\$0.00	\$386.06				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE											
110719T	11/07/19	11/07/19	11/22/19								
2860 FD				1.14.6250 - Small Tools and Equipment	\$41.90	\$0.00	\$41.90	11/07/19	10449	ASCUC†	\$0.00
2860 water				2.50.6230 - Rep and Maint - Infrastructure	\$14.25	\$0.00	\$14.25	11/07/19	10449	ASCUC†	\$0.00
2860 prop				1.18.6215 - R&M Building - Properties	\$21.73	\$0.00	\$21.73	11/07/19	10449	ASCUC†	\$0.00
2860 HURF				3.30.6260 - Street Supplies	\$146.99	\$0.00	\$146.99	11/07/19	10449	ASCUC†	\$0.00
2860 prop				1.18.6195 - Operating Supplies - Prope	\$107.31	\$0.00	\$107.31	11/07/19	10449	ASCUC†	\$0.00
2860 prop				1.18.6250 - Small Tools and Equipment	\$43.93	\$0.00	\$43.93	11/07/19	10449	ASCUC†	\$0.00
2860 trash				2.52.6230 - R&M Trash - Infrastructure	\$52.01	\$0.00	\$52.01	11/07/19	10449	ASCUC†	\$0.00
2860 sewer				2.51.6230 - Rep and Maint - Infrastructure	\$23.03	\$0.00	\$23.03	11/07/19	10449	ASCUC†	\$0.00
2860 prop				1.18.6185 - Miscellaneous	\$39.51	\$0.00	\$39.51	11/07/19	10449	ASCUC†	\$0.00
INVOICE 110719T TOTALS:					\$490.66	\$0.00	\$490.66				\$0.00
VERDE VALLEY HARDWARE TOTALS:											
					\$490.66	\$0.00	\$490.66				\$0.00
VENDOR: 249 - POSTMASTER											
110619JSNL	11/06/19	11/06/19	11/06/19								
Newsletter Nov.Dec 2019, GG				1.11.6200 - Postage	\$64.40	\$0.00	\$64.40	11/06/19	10437	ASCUC†	\$0.00
INVOICE 110619JSNL TOTALS:					\$64.40	\$0.00	\$64.40				\$0.00
POSTMASTER TOTALS:											
					\$64.40	\$0.00	\$64.40				\$0.00
VENDOR: 252 - NAPA AUTO PARTS											
111419H	11/14/19	11/14/19	12/04/19								
31380 sewer				2.51.6220 - Rep and Maint - Vehicles	\$204.65	\$0.00	\$204.65	11/14/19	10480	ASCUC†	\$0.00
31380 water				2.50.6220 - Rep and Maint - Vehicles	\$204.65	\$0.00	\$204.65	11/14/19	10480	ASCUC†	\$0.00
31380 prop				1.18.6220 - Rep and Maint - Vehicles	\$204.53	\$0.00	\$204.53	11/14/19	10480	ASCUC†	\$0.00
31380 parks				1.17.6220 - Rep and Maint - Vehicles	\$204.53	\$0.00	\$204.53	11/14/19	10480	ASCUC†	\$0.00
31380 trash				2.52.6220 - Rep and Maint - Vehicles	\$204.65	\$0.00	\$204.65	11/14/19	10480	ASCUC†	\$0.00
31380 HURF				3.30.6220 - Rep and Maint - Vehicles	\$204.64	\$0.00	\$204.64	11/14/19	10480	ASCUC†	\$0.00
INVOICE 111419H TOTALS:					\$1,227.65	\$0.00	\$1,227.65				\$0.00
NAPA AUTO PARTS TOTALS:											
					\$1,227.65	\$0.00	\$1,227.65				\$0.00
VENDOR: 252 - NAPA AUTO PARTS											
111419I	11/14/19	11/14/19	12/04/19								
31380 FD				1.14.6220 - Rep and Maint - Vehicles	\$68.80	\$0.00	\$68.80	11/14/19	10480	ASCUC†	\$0.00
31380 trash				2.52.6220 - Rep and Maint - Vehicles	\$336.60	\$0.00	\$336.60	11/14/19	10480	ASCUC†	\$0.00
31380 PD				1.13.6220 - Rep and Maint - Vehicles	\$487.78	\$0.00	\$487.78	11/14/19	10480	ASCUC†	\$0.00
31380 prop				1.18.6220 - Rep and Maint - Vehicles	\$67.07	\$0.00	\$67.07	11/14/19	10480	ASCUC†	\$0.00
31380 sewer				2.51.6220 - Rep and Maint - Vehicles	\$245.39	\$0.00	\$245.39	11/14/19	10480	ASCUC†	\$0.00
INVOICE 111419I TOTALS:					\$1,205.64	\$0.00	\$1,205.64				\$0.00
NAPA AUTO PARTS TOTALS:											
					\$2,433.29	\$0.00	\$2,433.29				\$0.00

## Town of Jerome

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

Ledger as of : 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>VENDOR: 255 - CITY OF COTTONWOOD</b>											
112019A Dispatch fees, Nov. 2019 FD	11/20/19	11/20/19	11/20/19	1.14.6120 - Dispatch Fees	\$508.25	\$0.00	\$508.25	11/20/19	10490	ASCUC†	\$0.00
INVOICE 112019A TOTALS:					\$508.25	\$0.00	\$508.25				\$0.00
CITY OF COTTONWOOD TOTALS:					\$508.25	\$0.00	\$508.25				\$0.00
<b>VENDOR: 259 - JVFD AUXILIARY</b>											
112719F check 1037 class for Jason Bennett	11/27/19	11/27/19	12/04/19	1.14.6116 - Training & Education	\$400.00	\$0.00	\$400.00	11/27/19	10508	ASCUC†	\$0.00
INVOICE 112719F TOTALS:					\$400.00	\$0.00	\$400.00				\$0.00
JVFD AUXILIARY TOTALS:					\$400.00	\$0.00	\$400.00				\$0.00
<b>VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS</b>											
110719K water, Oct. 2019	11/07/19	11/07/19	12/02/19	2.50.6110 - Contract Services	\$900.00	\$0.00	\$900.00	11/07/19	10450	ASCUC†	\$0.00
WWTP, Oct. 2019				2.51.6110 - Contract Services	\$3,200.00	\$0.00	\$3,200.00	11/07/19	10450	ASCUC†	\$0.00
fabricate & install new door water				2.50.6230 - Rep and Maint - Infrastruct	\$1,375.00	\$0.00	\$1,375.00	11/07/19	10450	ASCUC†	\$0.00
INVOICE 110719K TOTALS:					\$5,475.00	\$0.00	\$5,475.00				\$0.00
CONTRACT WASTEWATER OPERATIONS TOTALS:					\$5,475.00	\$0.00	\$5,475.00				\$0.00
<b>VENDOR: 268 - MATTHEW POE</b>											
111219MA9 FD Per Call	11/12/19	11/12/19	11/12/19	1.10.2950 - FD Per Call Payable	\$931.50	\$0.00	\$931.50	11/12/19	10464	ASCUC†	\$0.00
INVOICE 111219MA9 TOTALS:					\$931.50	\$0.00	\$931.50				\$0.00
MATTHEW POE TOTALS:					\$931.50	\$0.00	\$931.50				\$0.00
<b>VENDOR: 300 - REESE'S TIRE &amp; AUTOTIRE PROS</b>											
110719P 49964 trash truck repair labor	11/07/19	11/07/19	12/07/19	2.52.6220 - Rep and Maint - Vehicles	\$60.97	\$0.00	\$60.97	11/07/19	10451	ASCUC†	\$0.00
49964 trash truck repair parts				2.52.6220 - Rep and Maint - Vehicles	\$400.54	\$0.00	\$400.54	11/07/19	10451	ASCUC†	\$0.00
INVOICE 110719P TOTALS:					\$461.51	\$0.00	\$461.51				\$0.00
REESE'S TIRE & AUTOTIRE PROS TOTALS:					\$461.51	\$0.00	\$461.51				\$0.00
<b>VENDOR: 335 - MICHAEL HIGGINSON</b>											
111219MA4 FD Per Call	11/12/19	11/12/19	11/12/19	1.10.2950 - FD Per Call Payable	\$1,309.50	\$0.00	\$1,309.50	11/12/19	10465	ASCUC†	\$0.00
INVOICE 111219MA4 TOTALS:					\$1,309.50	\$0.00	\$1,309.50				\$0.00
MICHAEL HIGGINSON TOTALS:					\$1,309.50	\$0.00	\$1,309.50				\$0.00

**Town of Jerome**  
**AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)**  
Ledger as of : 11/12/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>VENDOR: 338 - ANDREW PETERSON</b>											
11219MA8	11/12/19	11/12/19	11/12/19	1.10.2950 - FD Per Call Payable	\$310.50	\$0.00	\$310.50	11/12/19	10466	ASCUC	\$0.00
FD Per Call				INVOICE 11219MA8 TOTALS:	\$310.50	\$0.00	\$310.50				\$0.00
				ANDREW PETERSON TOTALS:	\$310.50	\$0.00	\$310.50				\$0.00
<b>VENDOR: 340 - JAYNE "BURT" DOSS</b>											
11219MA1	11/12/19	11/12/19	11/12/19	1.10.2950 - FD Per Call Payable	\$918.00	\$0.00	\$918.00	11/12/19	10467	ASCUC	\$0.00
FD Per Call				INVOICE 11219MA1 TOTALS:	\$918.00	\$0.00	\$918.00				\$0.00
				JAYNE "BURT" DOSS TOTALS:	\$918.00	\$0.00	\$918.00				\$0.00
<b>VENDOR: 361 - USDA FOREST SERVICE</b>											
112019N	11/20/19	11/20/19	12/20/19	2.50.6135 - Permit Fee Exp - Water	\$387.07	\$0.00	\$387.07	11/20/19	10491	ASCUC	\$0.00
D3027F20 water				INVOICE 112019N TOTALS:	\$387.07	\$0.00	\$387.07				\$0.00
				USDA FOREST SERVICE TOTALS:	\$387.07	\$0.00	\$387.07				\$0.00
<b>VENDOR: 375 - PERSONNEL SAFETY ENTERPRISES</b>											
110719U	11/07/19	11/07/19	12/07/19	1.15.6195 - Operating Supplies - Librar	\$145.38	\$0.00	\$145.38	11/07/19	10452	ASCUC	\$0.00
80001143, 101195 LB				INVOICE 110719U TOTALS:	\$145.38	\$0.00	\$145.38				\$0.00
				PERSONNEL SAFETY ENTERPRISES TOTALS:	\$145.38	\$0.00	\$145.38				\$0.00
<b>VENDOR: 384 - USA BLUE BOOK</b>											
112019E	11/20/19	11/20/19	12/20/19	2.51.6195 - Operating Supplies - Sewer	\$274.84	\$0.00	\$274.84	11/20/19	10492	ASCUC	\$0.00
959133, 964269 sewer				INVOICE 112019E TOTALS:	\$274.84	\$0.00	\$274.84				\$0.00
				USA BLUE BOOK TOTALS:	\$274.84	\$0.00	\$274.84				\$0.00
<b>VENDOR: 450 - #1 FOOD STORE</b>											
#1FOODSTORE-3	11/06/19	11/06/19	11/06/19	1.11.6245 - Shuttle Expenses	\$0.00	\$0.00	\$0.00				\$0.00
Town of Jerome shuttle, Oct. 2019				1.13.6145 - Fuel	\$0.00	\$0.00	\$0.00				\$0.00
Jerome PD, Oct. 2019				1.14.6145 - Fuel	\$213.10	\$0.00	\$213.10	11/07/19	10453	ASCUC	\$0.00
Jerome FD, Oct. 2019				INVOICE #1FOODSTORE-3 TOTALS:	\$213.10	\$0.00	\$213.10				\$0.00
				#1 FOOD STORE TOTALS:	\$213.10	\$0.00	\$213.10				\$0.00
<b>VENDOR: 502 - DANA KEPNER CO</b>											
											\$0.00



## Town of Jerome

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

Ledger as of : 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date Account	Due.Date	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
110719S 5124, 9016805 water	11/07/19	11/07/19 2.50.6230 - Rep and Maint - Infrastruct	12/07/19	\$169.10	\$0.00	\$169.10	11/07/19	10454	ASCUC†	\$0.00
		INVOICE 110719S TOTALS:		\$169.10	\$0.00	\$169.10				\$0.00
112719E 5124, 9017065 valve seat water	11/27/19	11/27/19 2.50.6230 - Rep and Maint - Infrastruct	12/27/19	\$397.00	\$0.00	\$397.00	11/27/19	10509	ASCUC†	\$0.00
		INVOICE 112719E TOTALS:		\$397.00	\$0.00	\$397.00				\$0.00
		DANA KEPNER CO TOTALS:		\$566.10	\$0.00	\$566.10				\$0.00
VENDOR: 513 - HANSON AGGREGATES LLC										
110719Q 1112019 asphalt HURF	11/07/19	11/07/19 3.30.6260 - Street Supplies	12/07/19	\$302.79	\$0.00	\$302.79	11/07/19	10455	ASCUC†	\$0.00
		INVOICE 110719Q TOTALS:		\$302.79	\$0.00	\$302.79				\$0.00
		HANSON AGGREGATES LLC TOTALS:		\$302.79	\$0.00	\$302.79				\$0.00
VENDOR: 520 - JAY KINSELLA										
111219MA5 FD Per Call	11/12/19	11/12/19 1.10.2950 - FD Per Call Payable	11/12/19	\$1,498.50	\$0.00	\$1,498.50	11/12/19	10468	ASCUC†	\$0.00
		INVOICE 111219MA5 TOTALS:		\$1,498.50	\$0.00	\$1,498.50				\$0.00
		JAY KINSELLA TOTALS:		\$1,498.50	\$0.00	\$1,498.50				\$0.00
VENDOR: 548 - NILES RADIO COMMUNICATION										
111319A 143097, reprogram XPR5550e PD lab 143002, reprogram XPR5550e PD par	11/13/19	11/13/19 1.13.6225 - Rep and Maint - Equipment 1.13.6225 - Rep and Maint - Equipment	12/13/19	\$552.50 \$557.06	\$0.00 \$0.00	\$552.50 \$557.06	11/13/19 11/13/19	10477 10477	ASCUC† ASCUC†	\$0.00 \$0.00
		INVOICE 111319A TOTALS:		\$1,109.56	\$0.00	\$1,109.56				\$0.00
111319B 142689 NMO RG-58 17' 3/4 mount PD 142689 NMO RG-58 17' 3/4 mount PD	11/13/19	11/13/19 1.13.6220 - Rep and Maint - Vehicles 1.13.6220 - Rep and Maint - Vehicles	12/13/19	\$488.75 \$383.32	\$0.00 \$0.00	\$488.75 \$383.32	11/13/19 11/13/19	10477 10477	ASCUC† ASCUC†	\$0.00 \$0.00
		INVOICE 111319B TOTALS:		\$872.07	\$0.00	\$872.07				\$0.00
111319C 143079, 80, 81 PD update programi 143079, 80, 81 PD update programi	11/13/19	11/13/19 1.13.6225 - Rep and Maint - Equipment 1.13.6225 - Rep and Maint - Equipment	12/13/19	\$178.50 \$18.02	\$0.00 \$0.00	\$178.50 \$18.02	11/13/19 11/13/19	10477 10477	ASCUC† ASCUC†	\$0.00 \$0.00
		INVOICE 111319C TOTALS:		\$196.52	\$0.00	\$196.52				\$0.00
		NILES RADIO COMMUNICATION TOTALS:		\$2,178.15	\$0.00	\$2,178.15				\$0.00
VENDOR: 606 - RICKY HERNANDEZ										
111219MA3 FD Per Call	11/12/19	11/12/19 1.10.2950 - FD Per Call Payable	11/12/19	\$526.50	\$0.00	\$526.50	11/12/19	10469	ASCUC†	\$0.00
		INVOICE 111219MA3 TOTALS:		\$526.50	\$0.00	\$526.50				\$0.00

## Town of Jerome

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RICKY HERNANDEZ TOTALS:											
					\$526.50	\$0.00	\$526.50				\$0.00
VENDOR: 624 - GARY SHAPIRO											
110619JSLAB	11/06/19	11/06/19	12/06/19								\$0.00
Town Hall Furnace 10/29, Prop				1.18.6215 - R&M Building - Properties	\$12.00	\$0.00	\$12.00	11/06/19	10438	ASCUC†	\$0.00
Repair Library & Chambers 10/31, Pr				1.18.6215 - R&M Building - Properties	\$52.00	\$0.00	\$52.00	11/06/19	10438	ASCUC†	\$0.00
INVOICE 110619JSLAB TOTALS:											
					\$64.00	\$0.00	\$64.00				\$0.00
GARY SHAPIRO TOTALS:											
					\$64.00	\$0.00	\$64.00				\$0.00
VENDOR: 656 - ADEQ											
110719M	11/07/19	11/07/19	12/07/19								\$0.00
13037,310971X water				2.50.6135 - Permit Fee Exp - Water	\$1,128.94	\$0.00	\$1,128.94	11/07/19	10456	ASCUC†	\$0.00
INVOICE 110719M TOTALS:											
					\$1,128.94	\$0.00	\$1,128.94				\$0.00
ADEQ TOTALS:											
					\$1,128.94	\$0.00	\$1,128.94				\$0.00
VENDOR: 663 - TOWN OF JEROME											
111819MA1	11/18/19	11/18/19	11/18/19								\$0.00
R&E Sewer Bond Transfer				1.10.2999 - Suspense Account	\$455.00	\$0.00	\$455.00	11/18/19	10484	ASCUC†	\$0.00
INVOICE 111819MA1 TOTALS:											
					\$455.00	\$0.00	\$455.00				\$0.00
111819MA2	11/18/19	11/18/19	11/18/19								\$0.00
P&I Sewer Bond Transfer				1.10.2999 - Suspense Account	\$1,600.00	\$0.00	\$1,600.00	11/18/19	10483	ASCUC†	\$0.00
INVOICE 111819MA2 TOTALS:											
					\$1,600.00	\$0.00	\$1,600.00				\$0.00
TOWN OF JEROME TOTALS:											
					\$2,055.00	\$0.00	\$2,055.00				\$0.00
VENDOR: 725 - DIESEL DIRECT WEST											
110719C	11/07/19	11/07/19	11/22/19								\$0.00
18583, 83339929 water				2.50.6145 - Fuel	\$39.21	\$0.00	\$39.21	11/07/19	10457	ASCUC†	\$0.00
18583, 83339929 sewer				2.51.6145 - Fuel	\$39.21	\$0.00	\$39.21	11/07/19	10457	ASCUC†	\$0.00
18583, 83339929 trash				2.52.6145 - Fuel	\$184.10	\$0.00	\$184.10	11/07/19	10457	ASCUC†	\$0.00
INVOICE 110719C TOTALS:											
					\$262.52	\$0.00	\$262.52				\$0.00
112019J	11/20/19	11/20/19	12/05/19								\$0.00
18583, 83360526 water				2.50.6145 - Fuel	\$24.48	\$0.00	\$24.48	11/20/19	10493	ASCUC†	\$0.00
18583, 83360526 sewer				2.51.6145 - Fuel	\$24.48	\$0.00	\$24.48	11/20/19	10493	ASCUC†	\$0.00
18583, 83360526 trash				2.52.6145 - Fuel	\$179.63	\$0.00	\$179.63	11/20/19	10493	ASCUC†	\$0.00
INVOICE 112019J TOTALS:											
					\$228.59	\$0.00	\$228.59				\$0.00
DIESEL DIRECT WEST TOTALS:											
					\$491.11	\$0.00	\$491.11				\$0.00
VENDOR: 747 - TOWN OF JEROME PR											
111819MA3	11/18/19	11/18/19	11/18/19								\$0.00

**Town of Jerome**  
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Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Payroll Transfer				1.10.2999 - Suspense Account	\$90,000.00	\$0.00	\$90,000.00	11/18/19	10485	ASCUC†	\$0.00
				INVOICE 111819MA3 TOTALS:	\$90,000.00	\$0.00	\$90,000.00				\$0.00
				TOWN OF JEROME PR TOTALS:	\$90,000.00	\$0.00	\$90,000.00				\$0.00
<b>VENDOR: 748 - SIMS MACKIN, LTD</b>											
110719L	11/07/19	11/07/19	12/07/19								\$0.00
26480 Oct. charges GG				1.11.6170 - Legal Exp - Gen Gov	\$370.50	\$0.00	\$370.50	11/07/19	10458	ASCUC†	\$0.00
26480 Oct. charges PZ				1.16.6170 - Legal Exp - P&Z	\$916.50	\$0.00	\$916.50	11/07/19	10458	ASCUC†	\$0.00
26480 Oct. charges water				2.50.6170 - Legal Exp - Water	\$39.00	\$0.00	\$39.00	11/07/19	10458	ASCUC†	\$0.00
26480 Oct. charges sewer				2.51.6170 - Legal Exp - Sewer	\$19.50	\$0.00	\$19.50	11/07/19	10458	ASCUC†	\$0.00
				INVOICE 110719L TOTALS:	\$1,345.50	\$0.00	\$1,345.50				\$0.00
				SIMS MACKIN, LTD TOTALS:	\$1,345.50	\$0.00	\$1,345.50				\$0.00
<b>VENDOR: 754 - ARIZONA BUG COMPANY</b>											
112019I	11/20/19	11/20/19	12/20/19								\$0.00
154592 pest control				1.18.6110 - Contract Services	\$50.00	\$0.00	\$50.00	11/20/19	10494	ASCUC†	\$0.00
				INVOICE 112019I TOTALS:	\$50.00	\$0.00	\$50.00				\$0.00
112119O	11/21/19	11/21/19	12/21/19								\$0.00
pest control 7/15/19, 10101 FD, 341				1.14.6110 - Contract Services	\$50.00	\$0.00	\$50.00	11/21/19	10500	ASCUC†	\$0.00
pest control 10/14/19, 10101 FD, 36				1.14.6110 - Contract Services	\$50.00	\$0.00	\$50.00	11/21/19	10500	ASCUC†	\$0.00
				INVOICE 112119O TOTALS:	\$100.00	\$0.00	\$100.00				\$0.00
				ARIZONA BUG COMPANY TOTALS:	\$150.00	\$0.00	\$150.00				\$0.00
<b>VENDOR: 793 - TOWN OF JEROME - UTILITIES</b>											
TOJUTILITIES-39	11/06/19	11/06/19	12/06/19								\$0.00
7002-01 Civic Center				1.18.6285 - Utilities	\$216.90	\$0.00	\$216.90	11/07/19	10459	ASCUC†	\$0.00
7015-01 Fire station				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	11/07/19	10459	ASCUC†	\$0.00
7031-01 Library				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	11/07/19	10459	ASCUC†	\$0.00
7054-01 Police station				1.18.6285 - Utilities	\$177.32	\$0.00	\$177.32	11/07/19	10459	ASCUC†	\$0.00
7060-01 Town yard				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	11/07/19	10459	ASCUC†	\$0.00
				INVOICE TOJUTILITIES-39 TOTALS:	\$806.90	\$0.00	\$806.90				\$0.00
				TOWN OF JEROME - UTILITIES TOTALS:	\$806.90	\$0.00	\$806.90				\$0.00
<b>VENDOR: 794 - BANKCARD CENTER TOJ</b>											
1114198B	11/14/19	11/14/19	12/14/19								\$0.00
Small Tools and Equipment, Sewer				2.51.6250 - Small Tools and Equipment	\$10.97	\$0.00	\$10.97	11/14/19	10482	ASCUC†	\$0.00
Small Tools and Equipment, Water				2.50.6250 - Small Tools and Equipment	\$10.97	\$0.00	\$10.97	11/14/19	10482	ASCUC†	\$0.00
Small Tools and Equipment, Prop				1.18.6250 - Small Tools and Equipment	\$10.97	\$0.00	\$10.97	11/14/19	10482	ASCUC†	\$0.00
Small Tools and Equipment, Parks				1.17.6250 - Small Tools and Equipment	\$10.97	\$0.00	\$10.97	11/14/19	10482	ASCUC†	\$0.00
Small Tools and Equipment, Trash				2.52.6250 - Small Tools and Equipment	\$10.97	\$0.00	\$10.97	11/14/19	10482	ASCUC†	\$0.00
Small Tools and Equipment, HURF				3.30.6250 - Small Tools and Equipment	\$10.97	\$0.00	\$10.97	11/14/19	10482	ASCUC†	\$0.00

**Town of Jerome**  
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<b>INVOICE 111419BBB TOTALS:</b>											
<b>111419BC</b>	<b>11/14/19</b>	<b>11/14/19</b>	<b>12/14/19</b>		<b>\$65.82</b>	<b>\$0.00</b>	<b>\$65.82</b>				<b>\$0.00</b>
2415: Training, GG				1.11.6115 - Conventions and Seminars	\$235.74	\$0.00	\$235.74	11/14/19	10481	ASCUC†	\$0.00
Online paper subscription Mayor, GG				1.11.6125 - Dues, Subs & Memberships	\$14.01	\$0.00	\$14.01	11/14/19	10481	ASCUC†	\$0.00
Appreciation plaque for Fire Dept,				1.11.6185 - Miscellaneous	\$101.47	\$0.00	\$101.47	11/14/19	10481	ASCUC†	\$0.00
Ink cartridges and supplies, GG				1.11.6190 - Office Supplies	\$290.82	\$0.00	\$290.82	11/14/19	10481	ASCUC†	\$0.00
Municipal Impact/Adobe, GG				1.11.6192 - Software Support Exp - GG	\$98.16	\$0.00	\$98.16	11/14/19	10481	ASCUC†	\$0.00
Court File cabinet to reimburse, GG				1.10.2999 - Suspense Account	\$358.37	\$0.00	\$358.37	11/14/19	10481	ASCUC†	\$0.00
Postage, PD				1.13.6200 - Postage	\$5.19	\$0.00	\$5.19	11/14/19	10481	ASCUC†	\$0.00
Battery Backup, PD				1.13.6250 - Small Tools and Equipment	\$66.12	\$0.00	\$66.12	11/14/19	10481	ASCUC†	\$0.00
Art room supplies, LIB				1.15.6195 - Operating Supplies - Librar	\$130.73	\$0.00	\$130.73	11/14/19	10481	ASCUC†	\$0.00
Print and nonprint, LIB				1.15.6205 - Print and Non-Print Materia	\$172.78	\$0.00	\$172.78	11/14/19	10481	ASCUC†	\$0.00
Ice for crew, Prop				1.18.6185 - Miscellaneous	\$11.85	\$0.00	\$11.85	11/14/19	10481	ASCUC†	\$0.00
Parking Kiosk supplies, Prop				1.18.6242 - Parking Kiosks Expenses	\$272.43	\$0.00	\$272.43	11/14/19	10481	ASCUC†	\$0.00
Small Tools, Prop				2.50.6250 - Small Tools and Equipment	\$61.95	\$0.00	\$61.95	11/14/19	10481	ASCUC†	\$0.00
				<b>INVOICE 111419BC TOTALS:</b>	<b>\$1,819.62</b>	<b>\$0.00</b>	<b>\$1,819.62</b>				<b>\$0.00</b>
<b>BANKCARD CENTER TOJ TOTALS:</b>											
					<b>\$1,885.44</b>	<b>\$0.00</b>	<b>\$1,885.44</b>				<b>\$0.00</b>
<b>VENDOR: 795 - BANKCARD CENTER WF</b>											
<b>112519WL</b>	<b>11/25/19</b>	<b>11/25/19</b>	<b>12/25/19</b>								
1961: R111 Tow, FD				1.14.6220 - Rep and Maint - Vehicles	\$145.00	\$0.00	\$145.00	11/25/19	10501	ASCUC†	\$0.00
Books and training Haney, FD				1.14.6116 - Training & Education	\$687.47	\$0.00	\$687.47	11/25/19	10501	ASCUC†	\$0.00
				<b>INVOICE 112519WL TOTALS:</b>	<b>\$832.47</b>	<b>\$0.00</b>	<b>\$832.47</b>				<b>\$0.00</b>
<b>BANKCARD CENTER WF TOTALS:</b>											
					<b>\$832.47</b>	<b>\$0.00</b>	<b>\$832.47</b>				<b>\$0.00</b>
<b>VENDOR: 806 - PRESCOTT LAW GROUP, PLC</b>											
<b>112019F</b>	<b>11/20/19</b>	<b>11/20/19</b>	<b>12/20/19</b>								
2011-00019, 2822 PD				1.13.6172 - Prosecutor Exp	\$1,655.50	\$0.00	\$1,655.50	11/20/19	10495	ASCUC†	\$0.00
				<b>INVOICE 112019F TOTALS:</b>	<b>\$1,655.50</b>	<b>\$0.00</b>	<b>\$1,655.50</b>				<b>\$0.00</b>
<b>PRESCOTT LAW GROUP, PLC TOTALS:</b>											
					<b>\$1,655.50</b>	<b>\$0.00</b>	<b>\$1,655.50</b>				<b>\$0.00</b>
<b>VENDOR: 847 - JASPER LANNING</b>											
<b>111219MA6</b>	<b>11/12/19</b>	<b>11/12/19</b>	<b>11/12/19</b>								
FD Per Call				1.10.2950 - FD Per Call Payable	\$1,039.50	\$0.00	\$1,039.50	11/12/19	10470	ASCUC†	\$0.00
				<b>INVOICE 111219MA6 TOTALS:</b>	<b>\$1,039.50</b>	<b>\$0.00</b>	<b>\$1,039.50</b>				<b>\$0.00</b>
<b>111319MA1</b>	<b>11/13/19</b>	<b>11/13/19</b>	<b>11/13/19</b>								
457G Cash Out				1.10.2999 - Suspense Account	\$1,179.64	\$0.00	\$1,179.64	11/13/19	10473	ASCUC†	\$0.00
457G Cash Out 10%Fed WH				1.10.2401 - Federal WH & FICA	(\$117.96)	\$0.00	(\$117.96)	11/13/19	10473	ASCUC†	\$0.00
				<b>INVOICE 111319MA1 TOTALS:</b>	<b>\$1,061.68</b>	<b>\$0.00</b>	<b>\$1,061.68</b>				<b>\$0.00</b>
<b>JASPER LANNING TOTALS:</b>											
					<b>\$2,101.18</b>	<b>\$0.00</b>	<b>\$2,101.18</b>				<b>\$0.00</b>

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<b>VENDOR: 850 - HEINFELD, MEECH &amp; CO., P.C.</b>											
112019G	11/20/19	11/20/19	12/20/19	1.11.6116 - Training & Education	\$130.00	\$0.00	\$130.00	11/20/19	10496	ASCUC†	\$0.00
11287245-75199 local & state gov.					\$130.00	\$0.00	\$130.00				\$0.00
INVOICE 112019G TOTALS:					\$130.00	\$0.00	\$130.00				\$0.00
<b>VENDOR: 871 - NORTHERN AZ FIRE SERVICES</b>											
110719F	11/07/19	11/07/19	12/07/19	1.14.6220 - Rep and Maint - Vehicles	\$5,082.61	\$0.00	\$5,082.61	11/07/19	10460	ASCUC†	\$0.00
1373 unit E112 repair parts				1.14.6220 - Rep and Maint - Vehicles	\$2,800.00	\$0.00	\$2,800.00	11/07/19	10460	ASCUC†	\$0.00
1373 unit E112 repair labor					\$7,882.61	\$0.00	\$7,882.61				\$0.00
INVOICE 110719F TOTALS:					\$7,882.61	\$0.00	\$7,882.61				\$0.00
<b>VENDOR: 910 - WOLFE COMMUNICATIONS</b>											
112019C	11/20/19	11/20/19	11/20/19	1.14.6250 - Small Tools and Equipment	\$1,129.85	\$0.00	\$1,129.85	11/20/19	10497	ASCUC†	\$0.00
9973 pager FD					\$1,129.85	\$0.00	\$1,129.85				\$0.00
INVOICE 112019C TOTALS:					\$1,129.85	\$0.00	\$1,129.85				\$0.00
<b>VENDOR: 914 - LIFE &amp; PROPERTY SAFETY, LLC</b>											
112019L	11/20/19	11/20/19	12/20/19	1.18.6215 - R&M Building - Properties	\$813.17	\$0.00	\$813.17	11/20/19	10498	ASCUC†	\$0.00
3703 lighting & fire suppression r					\$813.17	\$0.00	\$813.17				\$0.00
INVOICE 112019L TOTALS:					\$813.17	\$0.00	\$813.17				\$0.00
<b>VENDOR: 924 - MICHAEL HARVEY</b>											
11219MA2	11/12/19	11/12/19	12/12/19	1.10.2950 - FD Per Call Payable	\$459.00	\$0.00	\$459.00	11/12/19	10471	ASCUC†	\$0.00
FD Per Call					\$459.00	\$0.00	\$459.00				\$0.00
INVOICE 11219MA2 TOTALS:					\$459.00	\$0.00	\$459.00				\$0.00
<b>VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.</b>											
112019M	11/20/19	11/20/19	12/20/19	1.10.2406 - Health Insurance	\$13,234.73	\$0.00	\$13,234.73	11/20/19	10499	ASCUC†	\$0.00
Health Insurance - Nov. 2019					\$13,234.73	\$0.00	\$13,234.73				\$0.00
INVOICE 112019M TOTALS:					\$13,234.73	\$0.00	\$13,234.73				\$0.00
<b>VENDOR: 964 - JESSICA LAUREL REESE</b>											
11219MA10	11/12/19	11/12/19	12/12/19		\$13,234.73	\$0.00	\$13,234.73				\$0.00

**Town of Jerome**  
**AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)**  
Ledger as of : 11/1/2019 to 11/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
FD Per Call				1.10.2950 - FD Per Call Payable	\$918.00	\$0.00	\$918.00	11/12/19	10472	ASCUCF	\$0.00
				INVOICE 111219MA10 TOTALS:	<u>\$918.00</u>	<u>\$0.00</u>	<u>\$918.00</u>				<u>\$0.00</u>
				JESSICA LAUREL REESE TOTALS:	<u>\$918.00</u>	<u>\$0.00</u>	<u>\$918.00</u>				<u>\$0.00</u>
VENDOR: 968 - PATRIOT DISPOSAL, INC.											
110719B	11/07/19	11/07/19	12/07/19	2.52.6165 - Landfill Tipping Fees	\$2,169.60	\$0.00	\$2,169.60	11/07/19	10461	ASCUCF	\$0.00
0040, 2591 trash				INVOICE 110719B TOTALS:	<u>\$2,169.60</u>	<u>\$0.00</u>	<u>\$2,169.60</u>				<u>\$0.00</u>
				PATRIOT DISPOSAL, INC. TOTALS:	<u>\$2,169.60</u>	<u>\$0.00</u>	<u>\$2,169.60</u>				<u>\$0.00</u>
				LEDGER TOTALS:	<u>\$180,188.11</u>	<u>\$0.00</u>	<u>\$180,188.11</u>				<u>\$0.00</u>

For the meeting of December 10, 2019

## MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

*Candace B. Gallagher, Town Manager/Clerk*

My activities over the past month have included:

- Met with Town engineer regarding several Town projects. A second meeting has been scheduled with the engineer and staff on December 12 to discuss in depth and schedule work.
- Scheduling interviews on January 9 with the three respondents to the RFQ we sent out for wastewater engineering. The interviewing committee will consist of Town Engineer Krishan Ginige, Henry MacVittie, myself and Troy Odell, P.E. (Deputy Public Works Director in Camp Verde, recommended by Mr. Ginige as an outside entity). Our recommendation to Council will be presented at the January 14 meeting.
- With Mayor Barber, Vice Mayor Harvey, and Councilmembers Worth and Dillenberg, attended quarterly Intergovernmental Meeting in Sedona on the evening of Thursday, November 21.
- Met briefly with representatives of APS regarding a possible solar project at our 300 Level parking lot as part of their Solar Communities program. The Town applied for this program in 2018 and the site has recently been approved. APS would construct solar panel-shaded parking structures there, and in exchange the Town would receive a monthly credit on our electrical bills based on the kilowatts generated. I have reached out to Freeport-McMoRan about this, as it would require an easement from them.
- Continued work with NACOG on HURF Exchange project (drainage improvements). The IGA with ADOT should be ready for approval at this meeting.
- Continued work with Dan Jackson (Willdan) regarding their water rate study to be presented at a special Council meeting on December 19 at 6 p.m.
- Continued work with NACOG regarding our CDBG Housing Rehabilitation grant.
- Continued work with ADEQ and USDA regarding the Hotel Jerome. Lead-based paint abatement on the second floor is now complete. We are now proceeding toward the purchase and installation of windows.
- Arranged, advertised and attended the first public hearing for the 2019 CDBG guaranteed funding round. No members of the public attended, but some suggestions were submitted by email. The second public hearing and a decision by Council regarding project choice will take place at our January 14 meeting.
- Reviewed and approved several business license applications.
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention.

### **COMING RIGHT UP ...**

We are heading into a *very busy time*! During the coming month, I will be starting work with staff on our FY21 budget, preparing candidate packets and information for our August primary election, and beginning to compile information for the Home Rule question that must be on that ballot. Home Rule is an extensive and complicated process, and very important for the Town. I have included basic information about the process as an attachment to this report. In addition, I will be working toward meeting the various requirements of our HURF Exchange funding for the drainage improvement project, including solicitation of an engineering firm for the design work.

Following are a water flows report and an accounting of sales tax revenues through October. As always, please feel free to contact me with any questions or concerns.

*Candace*



# TOWN OF JEROME

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

## ABOUT HOME RULE IN ARIZONA

Any city or town may adopt its own "alternative" expenditure limitation (also known as "Home Rule") that is free from any ties to the State-imposed limitation if a majority of the qualified electors voting on the issue at the city/town regular election vote in favor of the alternative limitation. In other words, there are no limitations on the form of this alternative limitation. An alternative limitation may be referred to the city/town voters by an affirmative vote of two-thirds of the members of the city/town council.

When an alternative expenditure limitation is adopted, it remains in effect for four consecutive years. Following the fourth year, the alternative must be "reapproved" or a new alternative may be proposed. If the alternative limitation is not "reaffirmed" or a new one offered and approved, the city or town becomes subject to the State-imposed limitation. If the alternative limitation is defeated by the voters, no new alternative expenditure limitation may be submitted to the voters for at least two years, and the city or town will be subject to the State limitation.

The voters of the Town of Jerome in 1986, 1990, 1994, 1998, 2002 and 2006 adopted an alternative expenditure limitation - home rule option. Voters in 2010 and 2011 adopted one-time overrides, accomplishing the same purpose. In 2012 and 2016, alternative expenditure limitations were again approved by Jerome voters, by a large majority. It is now time to reaffirm the alternative expenditure limitation in 2020.

A city/town council contemplating an alternative expenditure limitation must hold two public hearings on the proposed action. Notice of these hearings must be published twice, and following the second hearing, the council must vote on the proposed alternative expenditure limitation. A record of the vote and, if approved, the amount of expenditure in excess of the State limitation and purposes for the excess expenditure must be published.

At least 60 days prior to the election, we must submit a detailed analysis, summary analysis and summary analysis worksheet to the Auditor General for review. The detailed analysis of the alternative expenditure limitation must contain specific amounts estimated to be expended in specific areas for a period of four consecutive years, and specific amounts of estimated revenue from each and any source, and any assumptions used in estimating such revenue, for a period of four consecutive years. I will be preparing and submitting these analyses to the Auditor General.

We must also prepare a publicity pamphlet for this election, containing information required by statute, including any arguments for or against the proposal. It must be provided to each household at least 10 days before the election.

### Key Considerations:

- If approved, the expenditure authority will be used only for local purposes including police, fire, courts, library and youth programs, economic and community development, parks and recreation, street maintenance and improvements, water and wastewater systems operations

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



and maintenance, refuse and recycling services, and other important public services.

- Without approval of the alternative expenditure limitation, the Town will be limited to spending only a fraction of what is typically budgeted during 2020-21 and succeeding years, resulting in drastic reductions in these same services. We will receive the actual limitation figure from the Auditor General's office before February 1; however, in 2016, that figure was \$436,402, markedly less than the FY17 approved budget of \$4,095,335.
- Home Rule allows the Town to decide for itself what services it will provide to its residents through the annual public budget process, rather than be subjected to formulaic restrictions imposed by the State.
- The proposal does not permit the Town to spend more than it receives, and it is not a tax increase. Actual expenditures will continue to be subject to the public budgeting process and the Town's fiscal policies.
- Jerome voters have consistently approved a local alternative to the State-imposed expenditure limit every four years since 1986.

**2020 SUGGESTED ALTERNATIVE EXPENDITURE LIMITATION (HOME RULE OPTION)**  
**ELECTION CALENDAR**  
(Fall Primary Election)

<u>March 5**</u> • Publish first notice of public hearings	<u>March 12**</u> • Publish second notice of public hearings	<u>March 19**</u> • Hold first public hearing on proposed home rule option	<u>March 26**</u> • Hold second public hearing on the proposal • Council votes on the proposal immediately after second hearing in a special meeting
<u>March 27**</u> • Publish record of vote and, if approved, the amount of expenditures in excess of the state-imposed limitation and purposes for the excess	<u>April 6*</u> • Submit to Auditor General's Office required information; including summary and detailed analyses <i>(time starts when Auditor General receives the information)</i>	<u>April 24**</u> • Receive <u>reviewed</u> detailed and summary analyses and summary analysis worksheet from Auditor General's Office	<u>May 6*</u> • Receive arguments <u>for or against</u> alternative expenditure limit for publicity pamphlet
<u>May 15**</u> • Complete preparation of publicity pamphlet; send draft to Auditor General's Office in sufficient time for review and comment prior to printing	<u>June 5**</u> • Send publicity pamphlets to the printer	<u>July 2*</u> • Make early ballots available*** • Mail publicity pamphlets or let early voters know when and where they will be available	<u>July 8*</u> • Distribute early ballots***
<u>July 24*</u> • Distribute publicity pamphlets <i>(if for some reason they were not distributed earlier, this is the deadline.)</i>	<u>August 4</u> • PRIMARY ELECTION DAY	<u>August 24*</u> • Canvass Vote • Inform Auditor General's Office and Economic Estimates Commission of the outcome of election	

\* These calendar dates are the latest possible dates (unless otherwise indicated) to comply with election deadlines based on a Fall Primary Election date of August 4, 2020.

\*\* These dates are suggested dates to allow you to send the publicity pamphlet out in time for early voting. **If you contract with your county for elections services, we recommend that you check with them for their ballot preparation deadlines.**

\*\*\* Early ballots must be available no later than 33 days before the election. However, it is prohibited to distribute an early ballot until 27 days before the election.

## WATER FLOWS REPORT

*Some fluctuations due to turnout or turn-in of springs as needed.*

<u>Reading Date</u>	<u>WALNUT GPM</u>	<u>VERDE GPM</u>
20-Nov	56.6	118
26-Nov	56.5	118
4-Dec	56.5	115
10-Dec	56.5	87
21-Dec	56.5	144
24-Dec	56.5	139
2019 9-Jan	56.5	140
14-Jan	56.5	141
23-Jan	56.5	86
5-Feb	52.1	102
12-Feb	56.6	91
26-Feb	71	132
4-Mar	77	215
11-Mar	95	125
18-Mar	101	226
22-Mar	115	220
26-Mar	123	203
1-Apr	88.8	174
9-Apr	82.5	128
16-Apr	82.5	113
22-Apr	77.2	212
29-Apr	71.4	217
6-May	77.2	205
21-May	71.3	193
28-May	66.4	192
3-Jun	66.4	185
10-Jun	56.6	180
17-Jun	61	178
24-Jun	56.5	175
1-Jul	52	175
8-Jul	52	210
15-Jul	52.1	220
22-Jul	52.1	210
29-Jul	52.1	202
6-Aug	52.1	199
13-Aug	52.1	180
19-Aug	52.1	230
26-Aug	43.5	225
3-Sept	43.5	228
9-Sept	52.1	230
16-Sept	47.5	212
23-Sept	43.5	210
30-Sept	40	212
7-Oct	40	212
14-Oct	43.5	212
21-Oct	47.6	216
31-Oct	39.5	232
5-Nov	39.5	232
14-Nov	39.5	192
25-Nov	36	199
2-Dec	39.5	172

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

	<b>FYE 2020 BUDGET</b>	<b>FY2020 actual</b>	<b>Budget +/-</b>	<b>FY2019 actual</b>	<b>Compared to prior year +/-</b>
July	72,800	88,280	15,480	72,844	15,436
August	76,400	94,652	18,252	76,404	18,248
September	68,900	77,333	8,433	68,834	8,499
October	92,300	94,743	2,443	92,254	2,489
November	104,300			104,329	
December	79,100			79,084	
January	83,600			83,596	
February	61,400			61,341	
March	72,600			72,552	
April	114,500			114,414	
May	116,500			116,468	
June	84,600			84,593	
<b>Total YTD</b>	<b>1,027,000</b>	<b>355,008</b>	<b>44,608</b>	<b>1,026,713</b>	<b>44,672</b>

# TOWN OF JEROME, AZ

Comparison of Restaurant/Bar, Accommodation and Retail Sales Tax Revenues  
FY2020 vs FY2019

	RESTAURANTS/BARS (Bus Class 11)		ACCOMMODATION (Bus Class 44/144/325/344)		RETAIL (Bus Class 17)		
	FY2020 actual	FY2019 actual +/-	FY2020 actual	FY2019 actual +/-	FY2020 actual	FY2019 actual	+/-
July	39,559	26,851 12,708	11,815	11,874 (59)	29,123	26,056	3,067
August	33,614	38,048 (4,434)	12,450	9,666 2,784	32,101	21,251	10,850
September	29,346	29,273 73	11,761	9,229 2,532	28,177	22,174	6,003
October	32,816	34,900 (2,084)	12,094	11,638 456	37,691	34,689	3,002
November		40,216		15,297		39,245	
December		26,815		11,218		32,211	
January		31,708		9,268		31,875	
February		21,469		8,266		23,048	
March		27,938		10,104		24,579	
April		46,247		17,631		42,905	
May		40,791		14,838		52,098	
June		31,907		12,843		32,687	
<b>Total YTD</b>	<b>135,335</b>	<b>396,163 6,263</b>	<b>48,120</b>	<b>141,872 5,713</b>	<b>127,092</b>	<b>382,818</b>	<b>22,922</b>

## Added 1% Bed Tax

		TOTAL TO DATE
July	1,818	1,818
August	1,929	3,747
September	1,824	5,571
October	1,860	7,431
November		
December		
January		
February		
March		
April		
May		
June		



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 120th Anniversary  
1899 - 2019

### **November 2019 PUBLIC WORKS MONTHLY REPORT**

#### **NORMAL WEEKLY DUTIES**

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

#### **OTHER PROJECTS**

- Paint stripes for parking.
- Work on and repair Dodge front end, Jeep back door, Teryx carburetor diaphragm, F-250 heater core, plate compactor, and Car 111. Worked on air leak on Garbage truck.
- Work on the flume.
- Dig sewer trench on 4<sup>th</sup> and behind Hampshire. Repair sewer on Gulch.
- Rebuild the hydrant on Clark St. got it working again.
- Change out Verde central meter with SRP
- Replace signs on Holly and East Ave.
- Shut down cooler at Co-Op
- Snow preparation

#### **REGULATORS**

Gulch 11-5-19, 2" complete rebuild, no new parts  
4" complete rebuild, no new parts

Dundee 11-5-19, 2" complete rebuild, replaced copper line.



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## NOVEMBER 2019 STAFF REPORT

From: Melanie Atkin, Accounting/HR Clerk    m.atkin@jerome.az.gov

To: The Mayor and Council

### Accounting Duties:

- ❖ Processed the weekly imports, which accounts for A/R transactions made with checks, credit cards, and cash.
- ❖ Made the weekly bank deposits.
- ❖ Processed two payrolls through ADP, ran payroll reports, completed various ledgers with the report's information, and posted payroll into the general ledger.
- ❖ Made necessary monthly transfers for HURF, Admin Charges, and Water/Sewer/Trash.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a November summary budget to actual report for General, Utility, and Road funds.
- ❖ Created a parking revenue/expense summary for November.
- ❖ Continued to work with the CPA to complete audit workpapers.
- ❖ Paid out Fire Department Per Call this month for volunteers.
- ❖ Processed PTO buyback this month for employees wanting to cash-in excess PTO time.

### HR Duties:

- ❖ Beginning the process of gathering employee wages, benefits, and contributions for the forms W2 and 1094/1095b.
- ❖ Beginning the process of gathering information for forms 1099MISC, 1099R, and 945.

# TOWN OF JEROME

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## *Monthly Council Staff Report from the Deputy Clerk: December 2019*

**This report covers the month of November 2019.**

- ❖ Prepared packets, posted, attended and transcribed action minutes for Council, Planning and Zoning and Design Review Board.
- ❖ Continue with Retention and Records Destruction. This includes accounting for all council and board packets, which are permanent records.
- ❖ Balanced bank accounts daily and reconciled all bank accounts monthly.
- ❖ Performed Notary services throughout the month on several occasions.
- ❖ Assisted residents, co-workers and councilmembers with various questions and research requests throughout the month.
- ❖ Processed credit card invoices and several other on demand invoices, payments and checks.
- ❖ Compiled and edited the Newsletter for November and December.
- ❖ Continue to help in the Zoning office where necessary.
- ❖ Warm wishes to the Council this Holiday Season, I have enjoyed this past year with you all!

Thank you,

Joni Savage

Deputy Clerk



## **Library Staff Report, November, 2019**

### **Yavapai County News**

Library Staff are working with the Library Network to make changes to the Membership agreement, The Jerome Town Attorney has requested additions to the agreement.

### **Library**

The new computers are functioning perfectly, the printer issues have been completed.

Staff participated in the Library Automation Study and are helping to test New Apps under consideration by the Library Network.

Plans are in the works for Basic Computer classes for adults to be held in the Community Art Room. The class size will be kept small to allow for more teacher to student interaction.

### **Statistics**

During the Month of August, Jerome Patrons placed 182 Holds; Library Staff added 54 new items and registered 3 new patrons for a Total of 274 Current Users.

### **Jerome Community Art Workshop**

The Community Art Workshop will be on Winter break Dec 15 thru January 15

Librarian, Kathleen Jarvis

**JEROME MUNICIPAL COURT  
CASH REPORT  
MONTH OF NOVEMBER 2019**

**TOWN REVENUE**

TRAFFIC & CRIMINAL FINES	\$	3,871.87
DEFENS DRIVING DIVERSION FEE	\$	220.00
ATTORNEY FEES REIMBURSEMENT	\$	57.14
DEFAULT FEE	\$	530.00
OFFICER SAFETY EQUIPMENT - PD	\$	137.62
DEFERRED PROSECUTION FEE	\$	240.00
LICENSE PLATE VIOLATION	\$	-
OVER PAYMENT FORFEITED	\$	-
WARRANT FEE	\$	100.00
<b>TOTAL TOWN REVENUE</b>	<b>\$</b>	<b>5,156.63</b>

<b>COURT REVENUE</b>				
COURT ENHANCEMENT FEE	\$	54.00	\$	44,477.66
COURT SECURITY FEE	\$	620.00	\$	6,780.00

<b>REMITTED DIRECT</b>		
CLEAN ELECTION FUND (16-949D;16-954C)	\$	399.39
CRIMINAL JUSTICE ENHANCE FUND	\$	1,669.72
DNA STATE 3%	\$	29.35
FARE DELINQUENCY FEE	\$	70.00
FARE SPECIAL COLLECTION	\$	203.68
FARE ENHANCED SPEC COLLECT FEE	\$	258.18
FARE ENHANCED DELINQUENCY FEE	\$	49.00
FILL THE GAP 7%	\$	273.54
DUI ABATEMENT FUND ASSESSMENT	\$	-
JUDICIAL COLLECTION ENHANCE FUND	\$	117.00
DRUG & GANG ENFORCEMENT	\$	171.27
PEACE OFFICER TRAINING EQUIP FUND	\$	120.07
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	508.11
2011 ADDTNL ASSMT-STATE TRSR	\$	275.36
PRISON CONSTRUCTION	\$	842.02
PROBATION SURCHARGE	\$	688.30
ADPS FORENSIC FUND	\$	205.04
PUBLIC SAFETY EQUIPMENT FUND	\$	780.00
VICTIM COMPENSATION/ASSIST FUND	\$	101.48
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	68.85
VICTIM'S RIGHT FUND	\$	168.59
<b>TOTAL STATE REVENUE</b>	<b>\$</b>	<b>6,998.95</b>

<b>REMITTED DIRECT</b>		
JAIL (INCARCERATION FEES)	\$	212.86
2011 ADDTNL ASSMT - CNTY TRSR	\$	34.44
<b>TOTAL COUNTY REVENUE</b>	<b>\$</b>	<b>247.30</b>

<b>LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED</b>	\$	63.00		
Total Funds Available			\$	13,164.28
TITLE 22 Fees				
<b>TOTAL JCEF FEES</b>	<b>\$</b>	<b>63.00</b>		

<b>UNAPPLIED PAYMENTS</b>	\$	228.00
<b>TOTAL RECEIPTED FOR THE MONTH</b>	<b>\$</b>	<b>13,367.88</b>

<b>BONDS</b>	Received During the Month	
	Bonds Forfeited to Pay Fines	\$ -
	Open Bonds	none

I, Joan Dwyer, Magistrate for the Town of Jerome, do hereby certify that the foregoing is a true & accurate account of the funds collected by the Court for the month of NOVEMBER, 2019

  
Joan Dwyer, Magistrate

# COURT REVENUE

2019-2020 TOWN REVENUE

June - May

	Gross	PD Equip Fund	NET to Town
June	\$ 6,231.88	\$ 150.27	\$ 6,081.61
July	\$ 8,038.60	\$ 202.72	\$ 7,835.88
August	\$ 2,426.38	\$ 53.37	\$ 2,373.01
Sept	\$ 3,317.23	\$ 87.48	\$ 3,229.75
October	\$ 7,027.94	\$ 183.62	\$ 6,844.32
November	\$ 5,156.63	\$ 137.62	\$ 5,019.01
December			
2020			
January			
February			
March			
April			
May			

TOTAL \$ 32,198.66 \$ 815.08 \$ 31,383.58

## NOTE:

Month noted in column reflects prior month revenue  
i.e., June column is money received in May

## Other Court Monies (as of 11-30-2019)

JCEF	\$ 13,164.28
Fill the Gap	\$ 6,579.83
Court Security Fund	\$ 6,780.00
Court Enhancement Funds 2	\$ 44,477.66
Court Enhancement Funds 1	
2008-2011	\$ 31,392.97
Fare Money	\$ 1,131.35

funds transferred to Court on 10-19-2017

## TOTAL

\$ 103,526.09

## CHARGES

Civil Traffic Criminal Criminal Traffic DUI

## SECURITY FEE

*CEF									
\$	72.89	\$	805.00	47	2	0	1		
\$	55.72	\$	1,045.00	28	11	0	4		
\$	20.00	\$	305.00	22	4	2	1		
\$	32.78	\$	430.00	62	7	0	11		
\$	25.39	\$	1,130.00	38	3	1	3		
\$	54.00	\$	620.00	23	2	0	17		


\$ 260.78 \$ 4,335.00 220 29 3 37

\*Court Enhancement Fund



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

December 2019 staff report for November activity respectfully submitted by Rosa Cays

**Utilities**

Current debt (45 days past due—*Town Code states account is "delinquent" after 30 days*):

A total of 10 shut-off notices went out with November utility statements. Four yellow tags were delivered to premises for nonpayment. Water was shut off at one premise and turned back on later the same day, November 20, after payment was made in full. A week later check was returned for nonsufficient funds and water was turned off once again. Water was still off as of this writing, December 3.

Balance owed on these accounts from November billing: \$3988.98

Balance owed at end of November: \$1953.14

A copy of the December AR Aging report is attached.

**Business Licenses**

Renewed: 7

In process: 8

Renewal reminders went out to 8 businesses whose licenses expire in December.

**Rentals**

All rental accounts were paid for November.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	\$496.51	(\$155.08)	\$0.00	\$0.00	(\$578.59)	(\$237.16)
Water	\$0.00	\$4,340.01	\$564.84	\$97.57	\$0.00	\$270.39	\$5,272.81
Sewer	\$0.00	\$5,514.23	\$732.96	\$125.18	\$0.00	\$522.58	\$6,894.95
Trash	\$0.00	\$7,421.64	\$768.49	\$188.10	\$0.00	\$848.07	\$9,226.30
Tax	\$0.00	\$420.45	\$55.61	\$9.61	\$0.00	\$39.24	\$524.91
Misc	\$0.00	\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	\$30.00
Late Fee	\$0.00	\$20.00	\$20.00	\$10.00	\$10.00	\$2,050.00	\$2,110.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$18,227.84	\$2,001.82	\$430.46	\$10.00	\$3,151.69	\$23,821.81
UserType: Residential							
Credit	\$0.00	(\$1,160.00)	(\$203.05)	(\$143.51)	(\$46.81)	(\$1,771.48)	(\$3,324.85)
Water	\$0.00	\$8,693.07	\$1,630.36	\$384.10	\$58.83	\$1,536.68	\$12,303.04
Sewer	\$0.00	\$8,176.01	\$1,593.63	\$356.03	\$105.34	\$2,877.62	\$13,108.63
Trash	\$0.00	\$6,486.99	\$1,411.45	\$379.78	\$95.79	\$1,456.23	\$9,830.24
Tax	\$0.00	\$851.74	\$152.32	\$29.69	\$0.00	\$239.77	\$1,273.52
Misc	\$0.00	\$105.00	\$0.00	\$0.00	\$0.00	\$63.55	\$168.55
Late Fee	\$0.00	\$160.00	\$90.00	\$90.00	\$40.00	\$5,509.45	\$5,889.45
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)							
Subtotal --->	\$0.00	\$23,312.81	\$4,674.71	\$1,096.09	\$253.15	\$9,911.82	\$39,248.58
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
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	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$60.00)	(\$60.00)	(\$17.75)	\$0.00	\$0.00	(\$137.75)
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	\$6,430.71	\$0.00	\$0.00	\$0.00	\$347.36	\$6,778.07
Gas	\$0.00	\$47.33	\$0.00	\$0.00	\$0.00	\$0.00	\$47.33
Electric	\$0.00	\$212.68	\$0.00	\$0.00	\$0.00	\$0.00	\$212.68
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	\$6,630.72	(\$60.00)	(\$17.75)	\$0.00	\$347.36	\$6,900.33
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$530.00	(\$530.00)	\$0.00
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	\$530.00	(\$530.00)	\$0.00
Grand Total (35)							
=====	\$0.00	\$48,761.37	\$6,616.53	\$1,508.80	\$793.15	\$12,880.87	\$70,560.72

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$723.49)	(\$418.13)	(\$161.26)	\$483.19	(\$2,880.07)	(\$3,699.76)
Water	\$0.00	\$13,202.77	\$2,195.20	\$481.67	\$58.83	\$1,807.07	\$17,745.54
Sewer	\$0.00	\$13,907.94	\$2,326.59	\$481.21	\$105.34	\$3,400.20	\$20,221.28
Trash	\$0.00	\$14,094.55	\$2,179.94	\$567.88	\$95.79	\$2,304.30	\$19,242.46
Tax	\$0.00	\$1,288.88	\$207.93	\$39.30	\$0.00	\$279.01	\$1,815.12
Misc	\$0.00	\$120.00	\$15.00	\$0.00	\$0.00	\$63.55	\$198.55
Late Fee	\$0.00	\$180.00	\$110.00	\$100.00	\$50.00	\$7,559.45	\$7,999.45
Rent	\$0.00	\$6,430.71	\$0.00	\$0.00	\$0.00	\$347.36	\$6,778.07
Gas	\$0.00	\$47.33	\$0.00	\$0.00	\$0.00	\$0.00	\$47.33
Electric	\$0.00	\$212.68	\$0.00	\$0.00	\$0.00	\$0.00	\$212.68
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	\$48,761.37	\$6,616.53	\$1,508.80	\$793.15	\$12,880.87	\$70,560.72

Customer Count = 383



# 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: November Year: 2019

Calls by Type	Number	Resident	Non-Resident
EMS Calls	7	5	2
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	0	0	0
Still Assignment	5	4	1
Special Duty	22	20	2
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	2	0	2
HazMat	0	0	0
Dispatch	0	0	0
<b>Totals:</b>	<b>36</b>	<b>29</b>	<b>7</b>
<b>Total Calls Chief on Scene</b>	<b>28</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	3

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 184.5
--	--------------------

Fire Chief Meetings	Date
Verde Valley Chiefs Meeting	11/06/2019
Fire Marshalls Meeting	11/13/2019



### **Education, Yavapai College Fall Semester:**

- This fall, Keith Lazaro, Kerry Lee, and Rusty San Felice are attending the EMT Basic course. Ian Haney is taking an Initial Response Strategy and Tactics course.

### **Additional Training:**

- On November 23<sup>th</sup> a Ropes Rescue class was conducted by Allen Muma.
- On November 11<sup>th</sup> Hose Load Training was held by Chief Blair
- On October 21<sup>st</sup> SCBA Training was held by Ian Haney

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

- Our October 2019 call volume is up by 8 calls over last November's 28 calls, totaling 36 calls this month. Our year to date call volume is 576 compared with 586 calls YTD 2018. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- Jerome Fire was awarded a grant for our new battery powered extrication equipment, lift bags, and new batteries. This is a huge improvement over our conventional hydraulic system and will improve our abilities to extricate in hard to reach areas.
- Regarding the new HME-Ahrens Engine; the Department needs to do additional training on the driving and operation of this new apparatus. This includes pump operation, training with different hose loads, and defensive driving training. 16 feet of hard suction is now in service on the engine. The rear step was delivered and should be mounted soon. A small leak was found on the main drain valve and was fixed. We did however find another leaky valve on the tank to pump. The check engine light error was fixed.
- There has been a reoccurring shifting issues happening on E-112. After extensive investigative work by Northern Arizona Fire, they have found a faulty module. The item has been repaired, and E-112 is fully back in service. There was also a small air leak from the air dryer that was repaired.
- R-111 had a mechanical issue with a cracked head, and blow head gasket. The fuel injectors were also replaced due to damage. The repair was made, and R-111 was put back into service.
- A belt for AT-111 CAFS system broke during training and was replaced.
- The Chamber of Commerce and the Probation Supervisors meetings were held at Station 11 this month
- Duty Officer Haney has been attending Pulse Point meetings and Training and Safety meetings, as well as petitioning for PSPRS membership.
- Adult Probation came up with crews on November 14<sup>th</sup>.
- The annual hose testing and hydrant testing has been completed.

## Prevention

- We have had a total of 23 visits to the burn pile October with 40 loads of trimmings, slash and brush for a total of 58 combined Jerome citizen hours. Adding to those totals are 141.5 hours of Firewise crew, and 8 hours of Adult Probation Crew for a Grand Total of 199.5 hours combined. We have a part-time crew of 4 overseen by the Chief. If you need assistance, and haven't filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.

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.

## November Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#On
139	11/1/19	5:26:00 AM	Fri.	MVA/Rescue Non-Resident	single vehicle in a ditch	6
140	11/1/19	7:00:00 PM	Fri.	Still Assignment Non-Resident	Checked on Fire in the area	1
19-403	11/3/19	2:00:00 PM	Sun.	Special Duty Resident	Station Staffing	1
19-404	11/4/19	9:30:00 AM	Mon.	Special Duty Resident	Assist JPW with Traffic Control	2
141	11/8/19	8:28:00 AM	Fri.	Still Assignment Resident	Smoke Check	6
19-405	11/6/19	9:00:00 AM	Wed.	Still Assignment Resident	Burnt Burn Pile	7
19-406	11/7/19	12:00:00 PM	Thurs.	Still Assignment Resident	put out hotspots	2
19-407	11/8/19	6:00:00 PM	Fri.	Special Duty Resident	Animal Assist	1
142	11/12/19	10:19:00 AM	Tues.	EMS Resident	64 YOM welfare Check	3
19-408	11/12/19	2:00:00 PM	Tues.	EMS Resident	70 YOM w/ injury to hand	2
19-409	11/13/19	8:00:00 AM	Wed.	Special Duty Resident	Hydrant testing	3
19-410	11/13/19	2:00:00 PM	Wed.	Special Duty Resident	Stuck Box Truck	3
19-411	11/6/19	9:00:00 AM	Wed.	Special Duty Resident	Hose Testing	3
19-412	11/7/19	9:00:00 AM	Thurs.	Special Duty Resident	Hose Testing	5
19-413	11/13/19	5:15:00 PM	Wed.	Special Duty Resident	Assisted resident w/ disabled vehicle	2
19-414	11/14/19	9:00:00 AM	Thurs.	Special Duty Resident	Hydrant testing	3
19-415	11/14/19	12:00:00 PM	Thurs.	Still Assignment Resident	Check for smell of Natural Gas in area	1
19-416	11/14/19	2:30:00 PM	Thurs.	Special Duty Resident	Hose Testing	3
19-417	11/15/19	11:30:00 AM	Fri.	Special Duty Resident	Clear Road Hazards	2
19-418	11/15/19	1:30:00 PM	Fri.	EMS Non-Resident	45 YOF with bee sting	2
143	11/17/19	10:29:00 AM	Sun.	EMS Non-Resident	YOF with fall injuries	9
19-419	11/19/19	9:00:00 AM	Tues.	Special Duty Resident	Provided water for JPW roadwork	2
19-420	11/19/19	10:30:00 AM	Tues.	EMS Resident	Assisted with traffic control	2
19-421	11/20/19	8:00:00 AM	Wed.	Special Duty Resident	Cleared Road Hazards	1
19-422	11/20/19	11:30:00 AM	Wed.	EMS Resident	58 YOM Hand Injury First Aid	4
19-423	11/20/19	3:00:00 PM	Wed.	Special Duty Resident	Cleared Road Hazards	4

Incident	Date	Time	Day of week	Select Type	Additional Info	#On
144	11/21/19	8:45:00 PM	Thurs.	Special Duty Non-Resident	72 YOF Airway Issue	8
19-425	11/25/19	2:00:00 PM	Mon.	Special Duty Resident	Disabled Vehicle	2
19-426	11/27/19	12:00:00 PM	Wed.	Special Duty Non-Resident	Vehicle lock-out	2
19-427	11/27/19	7:30:00 PM	Thurs.	Special Duty Resident	Chained up vehicles.	4
19-428	11/29/19	5:30:00 PM	Fri.	MVA/Rescue Non-Resident	Single vehicle- non injury	3
19-429	11/30/19	9:00:00 AM	Sat.	Special Duty Resident	Salted icy road conditions	1
19-430	11/30/19	10:00:00 AM	Sat.	Special Duty Resident	Unchained vehicles	2
19-431	11/30/19	11:00:00 AM	Sat.	Special Duty Resident	Removed road hazards	1
145	11/30/19	12:08:00 PM	Sat.	EMS Resident	58 YOF Fall	7
Incident	Date	Time	Day of week	Select Type	Additional Info	#

## November 2019 Burn Pile Log

Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.
3-Nov	Gulch Road			6	1	2	2.0
4-Nov	Center Street		1		3	6	18.0
5-Nov	Douglas Road		1	2	2	6	12.0
5-Nov	Third Street			6	4	6	24.0
6-Nov	Burn Pile & Beale Street		1		3	6	16.5
7-Nov	858 Hampshire		1	3	2	6	11.0
11-Nov	Verde Street		1	2	1	4	4.0
12-Nov	100 Holly			2	1	4	4.0
12-Nov	41 Paradise Lane			1	1	2	2.0
12-Nov	700 Holly Ave.			2	1	4	4.0
12-Nov	Gulch Road		1	2	2	4	8.0
13-Nov	Gulch Road		1	4	2	5	10.0
12-Nov	Gulch Road		1		2	3	6.0
15-Nov	880 Hampshire			1	2	3	6.0
15-Nov	699 Holly			1	2	3	6.0
15-Nov	123 3rd Street			1	2	3	6.0
18-Nov	41 Paradise Lane			3	2	6	12.0
21-Nov	150 North Drive			2	2	4	8.0
21-Nov	Burn Permit 11/19-1		1				0.0
25-Nov	150 North Drive			2	2	4	8.0
25-Nov	Overflow		1		2	5	10.0
26-Nov	Overflow		1		2	5	10.0
27-Nov	Overflow		1		2	6	12.0
	Totals	0	12	40	43	96	199.5
58	Jerome Citizen Hours	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs

Rusty Blair Chief JVFD

# Monthly Totals for Jerome Fire Department

## November 2019

Dear Rusty Blair,

This monthly status report gives you a quick snapshot (as of 2019-12-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Nov)		All Year (2019)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	1	\$442.00	12	\$13,976.90
Payments Received By FRUSA	1	\$544.00	12	\$12,777.94
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	1	-
In Progress	1	-	3	-



# TOWN OF JEROME

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

## SPECIAL MEETING OF THE TOWN OF JEROME BOARD OF ADJUSTMENT

DATE: Thursday, July 18, 2019 TIME: 5:00 pm

PLACE: **JEROME CIVIC CENTER**  
600 Clark St., JEROME, ARIZONA 86331

## MINUTES

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Board of Adjustment and to the general public that the Board of Adjustment will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Board of Adjustment will attend either in person or by telephone, video or internet conferencing. Upon motion and approval, the Board of Adjustment may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Board Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

### ITEM 1: CALL TO ORDER/ROLL CALL

The meeting was called to order by Chair Gary Shapiro called the meeting to order at 5:00 p.m.

Roll call was taken by Joni Savage, Deputy Clerk. Members present were Chair Gary Shapiro, Vice Chair Carol Yacht, Suzy Mound, Chris Babbage and Natalie Barlow.

Additional staff present was Candace Gallagher, Town Manager/Clerk.

#### Motion to go Into Executive Session at 5:02 p.m.

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
SHAPIRO			X			
YACHT	X		X			
BABBAGE		X	X			
BARLOW			X			
MOUND			X			

### ITEM 2: EXECUTIVE SESSION

The Board may enter into executive session, pursuant to A.R.S. §38-431.03(A)(3) for discussion with the Board attorney and consideration of legal advice regarding the appeal and variance request to be heard by the Board at their 6:00 p.m. meeting.

#### **Discussion/Possible Action**

### ITEM 3: ADJOURN

#### Motion to Adjourn

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
SHAPIRO			X			
YACHT			X			
BABBAGE			X			
BARLOW			X			
MOUND			X			

*Approval on next page.*

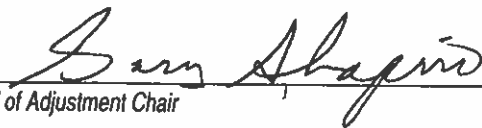
SPECIAL MEETING OF THE TOWN OF JEROME  
**BOARD OF ADJUSTMENT**

DATE: Thursday, July 18, 2019 TIME: 5:00 pm

PLACE: **JEROME CIVIC CENTER**  
600 Clark St., JEROME, ARIZONA 86331

**MINUTES**

*Respectfully submitted by Joni Savage on November 7, 2019*

Approved:   
Board of Adjustment Chair

Date: Nov 7, 2019

Attest:   
Board of Adjustment Vice Chair

Date: 11-7-19



# TOWN OF JEROME

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

## SPECIAL MEETING OF THE TOWN OF JEROME BOARD OF ADJUSTMENT

DATE: Thursday, July 18, 2019 TIME: 6:00 pm

PLACE: **JEROME CIVIC CENTER**

600 Clark St., JEROME, ARIZONA 86331

## MINUTES

### ITEM 1: CALL TO ORDER/ROLL CALL

*Chair Shapiro called the meeting to order at 6:00 p.m.*

*Joni Savage, Deputy Clerk called roll, present were: Chair Gary Shapiro, Vice Chair Carol Yacht, Chris Babbage, Nathalie Barlow and Suzy Mound.*

*Additional staff present was Candace Gallagher, Town Clerk/Manager.*

### 6:01 (00:52) ITEM 2: APPROVAL OF MINUTES: Minutes of Regular Meeting March 7, 2019

#### Motion to Approve the Meeting Minutes of March 7, 2019

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
SHAPIRO			X			
YACHT	X		X			
BABBAGE		X	X			
BARLOW			X			
MOUND			X			

### 6:02 (1:40) ITEM 3: APPEAL OF ZONING ADMINISTRATOR DECISION, VARIANCE GRANTED IN 2009 TO 324 QUEEN STREET FOR PARKING

*If necessary, Commission may enter into executive session, pursuant to A.R.S. §38-431.03(A)(3) and/or (A)(4), for discussion with the attorney and consideration of legal advice.*

APPLICANT: Windy Jones & Josh Lindner

MAILING ADDRESS: 2549 Haskell Springs Rd. Clarkdale, AZ 86324

PROJECT ADDRESS: 324 Queen St.

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Pursuant to Section 305, a review of Zoning Administrator decision is requested regarding her determination that the zoning variance granted in 2009 V2009-324Q is no longer valid.

*6:02 (2:10) Bill Ring introduced himself and stated he had been retained to represent the Board of Adjustment as their legal counsel.*

*6:04 (5:14) Windy Jones, owner of 324 Queen Street addressed the Board.*

*6:08 (8:35) Bill Simms approached the dais and gave his presentation and explained due process.*

*6:16 (16:57) Windy Jones asked Mr. Sims questions and he answered them to the best of his ability. Ms. Jones had prepared a 2-year timeline and read from it. She asked if she could call witnesses.*

*6:28 (28:25) Mr. Sims does not believe it would be relevant to this item, however he suggested it could be applicable to agenda Item 4.*

*6:29 (29:28) Chair Shapiro concurred with Mr. Sims, however he wanted Ms. Jones to have every opportunity to present her case.*

6:30 (30:04) Mr. Sims stated again that he did not feel it was relevant, however Ms. Jones could call her witnesses.

6:30 (30:16) Ms. Jones declined to call witnesses at that time stating she would take Mr. Sims professional opinion.

6:30 (30:23) Mr. Sims spoke again and explained that the parking would run with the land if the structure had been restored.

6:35 (35:28) Mr. Ring said this is an opportunity for the Board of Adjustment to ask questions of either party.

6:35 (35:55) Chair Shapiro asked Ms. Jones if she had met with the previous owner. He asked if in a title search was the variance for parking ever brought up. He suggested it was her due diligence to secure the document.

6:37 (37:06) Ms. Jones said Mr. Kyle Dabney provided them a copy of the certificate.

6:37 (37:40) Chair Shapiro spoke again about the previous owner. He explained this variance was granted with the assurance that the previous owner would restore the building. He then asked the other board members if they had questions.

Gary said previous owner should have had the certificate. He feels it comes back on their due diligence as the purchaser. The title company should have found this document. As it would have gone with the land. We granted that variance because it was a large interest of the restoration of the building. Unfortunately, the previous owner did nothing. He asked if the other board members had a question.

6:39 (39:08) Suzy Mound asked Ms. Jones if she were aware that in March 2016 the previous zoning administrator, Al Sengstock had informed the previous owner that she was granted a variance, with the condition she must finish the project and get a Certificate of Occupancy in order to sell the property with the parking credit.

6:40 (40:01) Ms. Jones said she saw that sometime after 6/21/19.

6:40 (40:29) Chair Shapiro responded stating, we granted that variance for a building that existed and now longer exists. He then asked for a motion.

6:41 (41:15) Mr. Chris Babbage agrees with the zoning administrator based on Section 305 dated May 10.

6:41 (41:35) Vice Chair Carol Yacht called a point-of-order.

6:41 (41:36) Mr. Ring feels Miss Windy Jones should be given an opportunity to give her summation then a motion would be appropriate.

6:42 (42:00) Ms. Jones presented evidence.

6:42 (43:20) Mr. Babbage read from Section 305 regarding variances. He summarized the variance had been granted based on restoration of the structure, which never occurred. Therefore, the variance no longer applies.

6:44 (44:09) Chair Shapiro asked for a motion.

6:44 (44:17) Mr. Ring suggested all members of the Board speak and he said he would like to give a summation.

6:44 (44:35) Natalie Barlow understands why it got the five spaces, however it is no longer applicable. The building is not being restored, it is being recreated and it is much bigger.

6:45 (45:45) Ms. Jones responded.

6:46 (46:30) Chair Shapiro reiterated the variance was granted for a building that no longer exists because of apparent negligence from the previous owner. He asked or a motion to agree with the Zoning Administrators decision that the variance is nullified.



**Motion Based on Section 305.A.10 to Agree with the Zoning Administrators Decision That the Variance is Nullified**

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
SHAPIRO			X			
YACHT		X	X			
BABBAGE	X		X			
BARLOW			X			
MOUND			X			

6:48 (48:00) Mr. Ring summarized the motion based on the foregoing statements of the meeting.

6:49 (49:35) Chair Shapiro called for a fifteen-minute recess to reconvene at 7:05 p.m.

7:07 (Pt 2. 00:10) Chair Shapiro reconvened the meeting.

**ITEM 4: PARKING VARIANCE REQUEST, 324 QUEEN STREET**

***If necessary, Commission may enter into executive session, pursuant to A.R.S. §38-431.03(A)(3) and/or (A)(4), for discussion with the attorney and consideration of legal advice.***

APPLICANT: Windy Jones & Josh Lindner

MAILING ADDRESS: 2549 Haskell Springs Rd. Clarkdale, AZ 86324

PROJECT ADDRESS: 324 Queen St.

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Pursuant to Section 305, a new parking variance may be requested by the property owner.

7:08 (00:44) Chair Shapiro summarized Item 4, the application for a parking variance. He stated this is a new building. We have denied variances on new buildings in the past because all that needs to happen is to change the design of the building. He expounded on an example from history. He invited her to make further statements.

7:10 (03:50) Windy Jones responded to Chair Shapiro and explained the current design and gave supporting documentation.

7:13 (06:51) Mr. Sims spoke, parking has been a serious issue for the Town. She (Windy) will show you as to why they believe they have met the standard. Once the evidence has been presented he will respond to what the Town's decision is. He believes the decision is up to the Board of Adjustment.

7:15 (08:50) Ms. Jones spoke again. Regarding re-issuance or new parking variance she has not seen anything within the code. She referred to a letter from Glen Odegard of Nordic Builders dated July 8, 2019.

7:17 (11:10) Chair Shapiro said that her contractor is beside the point and really isn't this Boards concern.

7:17 (11:24) Ms. Jones began to explain she had watched a Flagstaff Board of Adjustment video.

7:17 (11:29) Vice Chair Yacht called a "Point-of-Order" and stated this is not Flagstaff. She continued and made a statement. You're asking for something that we haven't provided to others in the commercial zone.

7:18 (12:28) Ms. Jones spoke in her defense, saying they had special topographic issues.

7:18 (12:35) Chair Shapiro reminded her that the next-door neighbor (The Queen's Neighbor) positioned their building to provide parking for their building. Another issue with your site plan is you have 10 feet of yard and a retention wall would be required. You could move your building back to the property line and that would give you 10 feet on the front. That would give you at least two parking spaces. He is under the impression that ADA is not required since it is not actually a hotel.

7:19 (13:54) Ms. Jones replied ADA is required if we develop parking.

7:20 (14:12) Mr. Ring suggested the Board allow the applicant to develop her record.

7:20 (14:20) Ms. Jones read from her document.

7:22 (16:35) Mr. Ring asked if there were an illustration that would describe what you just read. It is confusing.

7:23 (17:01) Ms. Jones referred him to the SHPO documents and said you can see in the photo.

7:24 (17:44) Chair Shapiro spoke.

7:24 (17:56) Ms. Jones approached the dais and explained her photos to the Board.

7:25 (18:22) Chair Shapiro stated the building you propose is self-created, we can't grant a variance over something that is self-created.

7:25 (18:38) Ms. Jones explained the parking.

7:26 (19:05) Chair Shapiro spoke again.

7:26 (19:37) Ms. Jones read a recently written letter from Ms. Charlotte Page, the former Zoning Administrator. She read emails that she had received and recapped her timeline. (in packet)

7:40 (34:05) Mr. Ring asked the applicant a few questions, reiterating this is a new case for a variance. He referred to section 510 Section D. Schedule of Required Off-Street Parking Spaces of the Zoning Ordinance. He said a request for a variance must be tied to a site plan.

7:42 (36:52) Ms. Jones spoke again.

7:43 (37:25) Mr. Ring spoke.

7:44 (38:16) Ms. Jones had been advised it would be in the packet, but it is not.

7:44 (38:26) Vice Chair Yacht spoke about parking spaces and determined seven (7) spaces would be needed, not five (5).

7:45 (39:20) Ms. Jones had been advised by the Zoning Administrator that only one space would be required for the 500 square feet of retail and none for the studio.

7:46 (39:58) Vice Chair Yacht spoke again.

7:46 (40:05) Mr. Ring spoke again reminding her that if the Board grants her request for five (5) she will be required to eliminate some form of use from her site plan down to the five (5) spaces granted.

7:46 (40:35) Ms. Jones explained her plan. She asked if she could call witnesses.

7:47 (41:25) Chair Shapiro asked they keep their comments brief and to the point.

7:48 (41:55) Carol Anne Teague, realtor was called as a witness and answered questions. She explained her meeting with former Zoning Administrator Kyle Dabney.

7:51 (44:55) Chair Shapiro stated all of this was in their packet.

7:52 (45:20) Ms. Jones continued asking Ms. Teague questions.

7:53 (45:47) Ms. Teague stated this was a good project, she would like to know why there is resistance to this project.

7:54 (46:32) Mr. Sims asked if he could cross-exam. He asked Ms. Teague if she believed the Board of Adjustment had any jurisdiction regarding sales tax as they evaluate this.

7:54 (46:48) Ms. Teague responded she didn't believe anything other than they are citizens of Jerome.

7:54 (46:54) Mr. Sims explained further.

7:55 (47:24) Ms. Jones called Curtis Lindner, he is not present, and she provided a phone number.

7:56 (48:05) Mr. Ring offered his assistance. He stated to limit the admission of evidence to what is relevant. Testimony to what Mr. Dabney said in 2017, may be true, but he is not convinced that it is helpful to the Board of Adjustment for them to make their decision. He explained his reasoning further, although it may be

interesting to hear what Mr. Dabney thought about the case in 2017, it's just not relevant to the decision the Board needs to make this evening.

7:58 (49:55) Ms. Jones explained why she felt it was relevant. She referred to the revocation of parking being a hardship not caused by them.

7:59 (51:00) Mr. Ring explained the special circumstances that relate to the grant of the new variance, relate to the property and the condition of the property itself. It is not personal to the people who are involved. Points made about the slope and grade relate to the property. You've established a sense of hardship from the transactions and the representations made that gave you the confidence to decide to buy. Those circumstances don't apply to the findings that the Board of Adjustment needs to make in order to grant the variance because of the special circumstances that pertain to this parcel of land. If you don't establish a foundation of factual basis that supports the request for a variance then you're not leaving the board much room to decide in your favor. He suggests she focuses on the findings that pertain to this parcel.

8:01 (52:30) Ms. Jones said Mr. Simms had recommended she bring these dates up.

8:01 (52:43) Mr. Sims explained as the town attorney, numerous times there have been reference to Mr. Dabney saying according to the town attorney, in the timeline I am quoted as saying "can't be jerked away" I can tell you I have never used the verb "jerked." He explained further and referenced documentation in the packet.

8:03 (54:36) Ms. Jones said she would not call Mr. Curtis Lindner. She then called Ms. Charlotte Page who was present.

8:04 (55:01) Mr. Sims addressed Chair Shapiro. He suggested letting Ms. Page testify.

8:04 (55:34) Charlotte Page introduced herself as a resident of Jerome and the former Zoning Administrator. She gave her opinions on the property. She began to relay her opinions on another property in town.

8:09 (1:03:20) Vice Chair Yacht called a point-of-order, this has nothing to do with the current topic.

8:09 (1:03:21) Ms. Page said she agreed with Ms. Yacht.

8:10 (1:04:06) Mr. Sims spoke about the parking. Originally it was to be five (5) spaces because you were using the original size of the building, but now, the structure requires six (6) or maybe seven (7) spaces.

8:12 (1:05:02) Ms. Page suggested the project would emulate whatever parking was available to them if the parking variance were granted.

8:12 (1:05:24) Mr. Sims summarized by saying Ms. Page is saying perhaps we need a project closer to what was originally built.

8:13 (1:05:43) Ms. Page referred to an underutilized large parking lot in that area.

8:14 (1:05:05) Chair Shapiro asked who owned it. Ms. Page responded the town. Chair Shapiro speculated that she could apply to the town and secure it and table any motions at this time. For example, if you had secured spaces offsite the likelihood of granting a variance would have been high.

8:16 (1:07:44) Chris Babbage stated if she acquires parking within 300 feet, she doesn't need a variance.

8:16 (1:07:51) Chair Shapiro said she still would.

8:17 (1:08:10) Ms. Page read from the ordinance about parking requirements.

Chair Shapiro asked to take a break at 8:15 p.m. and reconvene at 8:25 p.m.

**Pt 3 8:38 (00:48)** Mr. Sims gave an opening statement. He referred to Ms. Anne Kelley's review that was included in the packet. He referred them to the 2009 analysis from Ms. Kelley, 2<sup>nd</sup> to the last page with the spreadsheet. "It should be noted that granting a variance for parking in this case (this is saying that if indeed they would be increasing the footprint) would be setting precedence for the future. In my experience most

parking issues are why a property or business wish to increase the usage for the current establishment. A variance would not be applicable in any of these circumstances." When you read Annie's argument, she is treating this as a non-conforming use, in which case they could say this isn't a new building, much like a non-conforming use. Honestly it isn't, it was vacant for six months. But back then, I think it would be reasonable to treat it as if it was a non-conforming use. Here's what she said, "To grant a variance does not appear to be any special privilege if it is the minimum number to restore the building." This is in her analysis, "You can do it if the restoration is to comply with the non-conforming situation." If you were to look at what Annie was suggesting, she would not have granted the variance then if it was over the original 1450 square feet. My recommendation is as follows: "We've had some very good discussion about, and the applicant has heard, could there be a phasing down of the improvement to get to the five (5), because frankly, if you authorize a variance it is irrelevant if they need seven (7). One option would be to table this and invite the applicant to come back with a scaled back project that fits more closely with the analysis of Annie. And come back and say this is much akin to a non-conforming use, having said that, legally it is not a non-conforming use. As the town attorney, if you wish to turn it down, I think legally you could. The goal is to find a solution and if they were to come back with a scaled back use, you could look at it then and you might decide to give them the variance. Go to Annie's memo, the very last part and it talks about parking. The 300 feet is no longer in your code, and so you could have off-street parking, but it needs to be in the same district. If the Cuban Queen had a smaller footprint and find a party to lease them five (5) space I don't think they would need the variance. "As the town attorney, I recommend denial or tabling it and scale it back (the structure) to fall within Annie's analysis. This would make it look more like restoring a non-conforming use.

8:45 (07:44) Chris Babbage said he thought the ordinance says you have to own it, you can't lease it.

8:46 (08:04) Mr. Sims said we can look at that and find the solution. You have two choices, proceed or table it and invite the applicant back and present a site-plan that is scaled back, which would justify five (5) spaces. In the meantime we could see if someone could dedicate the spaces, and we will find out if it can be leased. If you turn it down, there's a statute that will make them go to court in 30 days. If a decision is made he believes they will end up in court.

8:48 (09:55) Chair Shapiro said the question is can we continue instead of making a decision to deny. We could make a motion to continue and return with a plan closer to fulfilling the ordinance.

8:49 (10:33) Mr. Babbage would like to make a motion to grant a continuance to the applicant if she wants it.

8:50 (10:45) Chair Shapiro asked if any members had more questions. It was determined there were no questions. He said there is a motion on the table from Mr. Babbage. He thought securing land in the commercial zone, he believes it needs to be title.

8:52 (11:40) Mr. Sims stated it could be an easement, in your code available parking could be granted by easement.

8:53 (12:08) Vice Chair Yacht has a conflict with non-conforming use or conditional use. This has come up before and a non-conforming use cannot be replaced with another non-conforming use. This is residential/commercial, so we may need to see a conditional use permit.

8:53 (12:40) Mr. Sims said we only get that analysis if we get beyond the parking.

8:54 (13:05) Vice Chair Yacht continued speaking about conditional uses and their requirements.

8:54 (13:45) Chair Shapiro asked the applicant if they planned on living in the building.

8:54 (13:52) Ms. Jones responded, "No, we were not planning on living in the building."

8:55 (14:00) Vice Chair Yacht noted the plans all say residential/commercial.

8:55 (14:23) Suzy Mound asked if there would be a long-term rental or short-term rental.

8:55 (14:29) Ms. Jones said they were intending short-term rental. This is all based on our pre-design meeting. Something we were recommended to do. Our plans were based on a conference call with Kyle Dabney.

The board discussed the motion again and Vice Chair Yacht asked if they should set a time.

8:57 (16:00) Mr. Ring advised them they should suggest a date. The motion should reflect a date.

8:57 (16:45) Ms. Jones requested 90 days if that is a reasonable amount of time.

8:59 (17:24) Vice Chair Yacht suggested the 24<sup>th</sup> of October.

9:00 (18:25) Mr. Sims said your bylaws for this body say that the public can provide any information in person or in writing. Your manager has given me a number of submittals, during the conveyance you can read them.

**Motion to Grant a Continuance to Allow the Applicant to Return Reducing the Building Size or Securing Land in the Commercial Zone for Parking (the available parking could be granted by easement) and to Reconvene on October 24, 2019 at 6:00 p.m.**

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
SHAPIRO			X			
YACHT		X	X			
BABBAGE	X		X			
BARLOW			X			
MOUND			X			

#### ITEM 5: ADJOURN

**Motion to Adjourn at 9:02 p.m.**

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
SHAPIRO			X			
YACHT		X	X			
BABBAGE			X			
BARLOW			X			
MOUND	X		X			

Approval on next page.

REGULAR MEETING OF THE TOWN OF JEROME

BOARD OF ADJUSTMENT

DATE: Thursday, July 18, 2019 TIME: 6:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

Respectfully submitted by Joni Savage on November 7, 2019

Approved: \_\_\_\_\_

Board of Adjustment Chair

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

Nov 7, 2019

Attest: \_\_\_\_\_

Board of Adjustment Vice Chair

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

11-7-19



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# TOWN OF JEROME

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

## REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, October 2, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

### MINUTES

#### ITEM 1: CALL TO ORDER/ROLL CALL

Chair Lance Schall called the meeting to order at 7:03 p.m.

Roll call was taken by Joni Savage. Commission members present were Chair Lance Schall, Commissioners Jessamyn Ludwig, Scott Hudson and Henry Vincent. Vice Chair Joe Testone was not present.

Staff present were John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.

7:03 (2:30) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:03 (2:45) ITEM 3: Approval of Minutes: Minutes of the Regular Meeting of September 4, 2019

#### Motion to Approve the Minutes of September 4, 2019

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			X			
Ludwig		X	X			
Schall	X		X			
Testone					X	
Vincent			X			

#### ITEM 4: Continued Items from Previous Meetings (none)

7:04 (3:45) ITEM 5: Jerome Winery Relocation - CUP

APPLICANT: Brighid McLoughlin

ADDRESS: 114 Jerome Av.

ZONE: C-1

OWNER OF RECORD: Jerome 114 Avenue LLC

APN: 401-06-003E

Applicant is seeking Conditional Use Permit approval for Spiritous Liquor Tasting (wine tasting)

7:05 (6:15) Brighid McLoughlin spoke about the parking spaces purchased by the owner.

7:06 (7:22) Ms. McLoughlin spoke again about the parking.

#### Motion to Approve the Packet as Submitted with the Addition of Striking No. 4 from the Suggested Conditions of Approval, the Limitation of Music to Acoustic Only and to Include a 1 (one) Year Review

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson		X	X			
Ludwig			X			
Schall	X		X			
Testone					X	
Vincent			X			

#### 7:13 (12:40) ITEM :6 Education Items

John Knight spoke about height restrictions and referred to the Cuban Queen project.



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# TOWN OF JEROME

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## 7:19 (18:48) ITEM 7: Zoning Administrator Informational Items

*Mr. Knight gave updates on the following items.*

- C-1 Parking - Direction to return w/info. on In-Lieu Fee and Parking Overlay District to next Council meeting
- Pay to Park (Kiosk) Program – Continued Discussion on Exemptions at next Council meeting
- Sign Ordinance Amendments (1<sup>st</sup> Reading) – Direct Town Manager to make minor changes regarding special event banners
- Jerome Clubhouse – Council supported P&Z recommendation of a CUP for Residential in C-1
  - **Update on September 9<sup>th</sup> DRB Meeting**
  - Tomlinson Deck (750 Verde Av) – cont. to Oct. 15<sup>th</sup> DRB
  - Roberto Rabago Metal Roof/Paint “small project” (509 Main St.) – approved
  - Firefly Awning Replacement “small project” (208 Main St.) – approved
  - Passion Cellars Signage Change (301 Main St.) – approved
  - Spirit of Jerome Metal Roof (640 Main St.) – approved
  - **Misc. Items**
  - Sidewalk Encroachment Policy – tentatively scheduled for October Council meeting
  - Code Enforcement – 860 Hampshire (determined NOT to be a legal duplex)
  - Zoning Administrator Work Program/Goal Setting Informational item (date still not set)
  - Small Projects Definition
  - Future Projects – Hotel Jerome, Comprehensive Code Update

## 7:43 (42:30) ITEM 8: Potential items for next P&Z Agenda (November 6th)

- Downtown Parking Solutions – possible workshop or hearing and discussion
- Small Projects Definition/Policy

*Chair Schall asked for a Conditional Use Permit report on other tasting rooms and see what other music limitations have been used.*

## ITEM 9: ADJOURN

### Motion to Adjourn at 7:51

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			X			
Ludwig	X		X			
Schall			X			
Testone					X	
Vincent		X	X			

*Approval on next page.*





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# TOWN OF JEROME

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

## REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, October 2, 2019 TIME: 7:00 pm  
PLACE: JEROME CIVIC CENTER  
600 Clark St., JEROME, ARIZONA 86331

Respectfully submitted by Joni Savage on November 6, 2019

Approved: \_\_\_\_\_

Planning & Zoning Commission Chair

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

Nov 6, 2019

Attest: \_\_\_\_\_

Planning & Zoning Commission Vice Chair

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

11/6/19



# TOWN OF JEROME, ARIZONA

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

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## MINUTES

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL TUESDAY, NOVEMBER 12, 2019 AT 6:00 PM

<b>ITEM #1:</b>	<b>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</b> Mayor/Chairperson to call meeting to order.  Mayor Alex Barber called the meeting to order at 6:03 p.m.  Town Clerk to call and record the roll.  Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore and Dr. Jack Dillenberg.  Additional staff present were John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.																																										
<b>ITEM #2:</b> 6:03 (1:20)	<b>EXECUTIVE SESSION</b> Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4) for the purpose of discussion and consultation for legal advice with the Town Attorney, who may participate telephonically, regarding issues related to the proposed redevelopment of the Cuban Queen.  <u><b>Motion to Enter into Executive Session</b></u> <table border="1"><thead><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr></thead><tbody><tr><td>BARBER</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></tbody></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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MOORE			X																																								
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<b>ITEM #3:</b> 6:28 (00:14)	<b>ADJOURNMENT</b> Upon reconvening into open session, the meeting was immediately adjourned.  <u><b>Motion to Adjourn at 6:28 p.m.</b></u> <table border="1"><thead><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr></thead><tbody><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr></tbody></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH	X		X			
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MOORE			X																																								
WORTH	X		X																																								

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

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



# TOWN OF JEROME

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

## MINUTES

### REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, NOVEMBER 12, 2019, AT 7:00 P.M.

<b>ITEM #1:</b>	<b>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</b> Mayor/Chairperson to call meeting to order. Mayor Alex Barber called the meeting to order at 7:00 p.m.  Town Clerk to call and record the roll. Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore and Dr. Jack Dillenberg. Additional staff present were Melanie Atkin, Accounting Clerk, John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.  Mayor or Mayor's designee to lead the Pledge of Allegiance. Mayor Barber led the pledge.																																										
<b>ITEM #2:</b> 7:01 (00:55)	<b>FINANCIAL REPORTS</b> Budget to Actual reports, vendor ledger and balance sheet for October 2019  <b><u>Motion to Approve the Financial Reports</u></b> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</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>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>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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WORTH			X																																								
<b>ITEM #3:</b> 7:02 (01:27)	<b>STAFF AND COUNCIL REPORTS</b> Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members. Ms. Gallagher gave updates from her staff report. Councilmembers made comments and gave updates also.  <b><u>Motion to Approve Staff Reports</u></b> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</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>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>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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<b>ITEM #4:</b> 7:10 (10:32)	<b>ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES</b> Minutes are provided for the information of Council and do not require action. Mr. Knight read from his report.																																										
<b>ITEM #5:</b> 7:18 (17:55)	<b>APPROVAL OF MINUTES</b> October 8, 2019 regular meeting; October 8, 2019 special meeting – open and closed sessions  <b><u>Motion to Approve the Regular, Special and Closed Session Meeting Minutes of October 8, 2019</u></b> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</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>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>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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<b>ITEM #6:</b> 7:19 (18:30)	<b>PETITIONS FROM THE PUBLIC-</b> There were no petitions from the public.																																										

ITEM #7:  
7:19 (18:40)

PROCLAMATIONS

ITEM #7A: PROCLAMATION: "BE KIND AMERICA" MONTH, NOVEMBER 2019

Council may ratify a Mayor's proclamation declaring November 2019 as "Be Kind America" month in the Town of Jerome.

Mayor Barber read the proclamation in its entirety.

7:22 (21:50) Ms. Worth added that the Fred Rogers Organization has declared it "Cardigan Day" tomorrow.

**Motion to Approve**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY			X			
MOORE			X			
WORTH	X		X			

ITEM #8:  
7:23 (22:50)

ORDINANCES

ITEM #8A: FIRST READING – ORDINANCE NO. 458, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ARTICLE 12-2, "RESIDENTIAL PARKING," OF THE JEROME TOWN CODE

Council may conduct the first reading of Ordinance No. 458, amending the Town Code provisions regarding residential parking.

7:24(23:18) Vice Mayor Harvey spoke about the problems with parking and explained the changes that are being proposed.

7:26 (25:45) Mayor Barber noted her appreciation for some of the corrections.

7:28 (28:40) Councilmember Worth gave her input and asked about possible second permit revocation. It was agreed to add a provision to the ordinance wherein a second permit could be revoked if the space is needed in order to issue a first permit.

ITEM #9:  
7:33 (33:40)

UNFINISHED BUSINESS

ITEM #9A: PARKING OVERLAY DISTRICT/IN-LIEU FEE PROGRAM

Council will continue discussion regarding a Parking Overlay District/In-Lieu Fee and possibly initiate a Code and Map Amendment for this proposed Pilot Project.

John Knight introduced the pilot program for a parking overlay district/in-lieu fee.

The Council and Mr. Knight discussed the program.

7:47(47:40) Councilmember Worth proposed direction to staff to prepare more detailed plans and cost estimates for design and construction, and to bring back suggestions regarding setting a maximum number of spaces per applicant who might participate in this program.

The Council concurred that they liked the name "Queen Street Lot."

**Motion to Initiate a Map and Ordinance Amendment in Sections 510 and 512 to Create a Parking Overlay District and Associated In-Lieu Fee**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH	X		X			

7:50 (50:22)

ITEM #9B: COMPOSITION OF DESIGN REVIEW BOARD

Council will continue their discussion regarding the Code provision that one member of the Design Review Board shall be a member of the Planning & Zoning Commission.

7:51(51:00) Councilmember Worth said that she would like this topic moved to the upcoming joint meeting in order to get the perspective of everyone involved.

7:53 (53:00) Councilmember Moore said that she believes that, as long as we have two boards and a zoning administrator, it is better to relay information from one board to another through the zoning administrator.

7:54 (54:16) Mr. Knight noted that the format of the joint meeting is to be more of a workshop and he doesn't think that would be a good time to review this. This has been discussed since March, he said, and one way or another he would like this to be settled.

7:55 (55:28) Vice Mayor Harvey agreed with Councilmember Moore's statement and suggested that the ordinance include a provision for Council to appoint a liaison in the absence of a Zoning Administrator.

7:56 (56:26) Mayor Barber gave direction to staff to create an ordinance to dissolve this position with the provision that if we don't have a zoning administrator we have someone to be the liaison between the two bodies, and that the current liaison position would not end until February 28. It was discussed and decided that the Planning and Zoning Commission could appoint a liaison in the absence of a Zoning Administrator.

**Motion to Take a Break at 7:58 p.m.**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH	X		X			

Council reconvened at 8:11 p.m.

ITEM #10:

**NEW BUSINESS**

9:57 (1:45:30)

**ITEM #10A: RESOLUTION NO. 588, APPROVING A CONDITIONAL USE PERMIT FOR A SPIRITOUS LIQUOR TASTING FACILITY AT 114 JEROME AVENUE**

Council will review and may approve Resolution No. 588, authorizing a Conditional Use Permit for a spiritous liquor tasting facility to be operated at 114 Jerome Avenue. The Planning & Zoning Commission reviewed this CUP request at their October 2, 2019 meeting, and recommended its approval, with conditions.

Councilmember Worth requested that Item #'s 10B and 10C be discussed prior to Item #10A, and that took place.

Upon returning to Item #10A, Council discussed with input from Ms. Gallagher and Mr. Knight.

10:01 (1:49:31) Tony Lyle spoke again about the tables being used.

10:08 (1:56:34) It was agreed that, in the list of conditions, "Series 19" should be crossed out and replaced with, "A liquor license for the appropriate use shall be approved."

**Motion to Approve the Conditional Use Permit with Modifications**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
WORTH			X			

8:11

**ITEM #10B: SERIES 19 (REMOTE TASTING ROOM) LIQUOR LICENSE -- ORIGINAL JEROME WINERY**

Council will review an application by John McLoughlin for a Series 19 (Remote Tasting Room) Liquor License to operate the "Original Jerome Winery" at 114 Jerome Avenue, and may recommend approval or disapproval, or make no recommendation regarding same, to the Arizona Dept. of Liquor Licenses and Control.

8:12 (01:04) Tony Lyle, an employee of the McLoughlins, approached the dais and answered questions on behalf of John McLoughlin, who was not present.

8:13 (2:15) Councilmember Worth had specific questions regarding the application. He has listed his residence as being in Gilbert, but she thought they lived in Jerome and was curious about that.

8:14 (2:45) Mr. Lyle said that he could not answer that and offered to call Mr. McLoughlin.

8:14 (2:55) Councilmember Worth had more questions and said that she was hoping the applicant could explain. It was decided that they would need to call the applicant.

8:22 (11:00) Mr. Lyle called the applicant and Brigid McLoughlin answered questions. They own in Gilbert and rent in Jerome.

Councilmember Worth advised Ms. McLoughlin that everything discussed will be on public record. Ms. Worth said that she is uncomfortable with some of the applicant's past violations. There were five violations in 2005.

8:24(13:09) Ms. McLoughlin noted that was 14 years ago.

8:25 (14:01) John McLoughlin joined the call. The call was then lost and reconnected.

8:30 (19:31) Vice Mayor Harvey requested that Mr. McLoughlin answer the questions, rather than Ms. McLoughlin.

8:32(21:00) The Council asked questions and Mr. McLoughlin gave explanations to the Council. The call ended at 8:49 p.m. (38:30).

8:50 (38:35) Councilmember Worth asked if they could postpone further discussion to the end of the meeting.

Mayor Barber approved this and moved on to Item #10D.

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Council returned to this item at 9:41p.m. (1:29:39). After brief discussion,

**Motion to Make No Recommendation to the Arizona Department of Liquor Licenses for this Series 19 Liquor License**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH			X			



9:47 (1:35:35)

**ITEM #10C: SERIES 16 (FAIR/FESTIVAL) LIQUOR LICENSE – ODYSSEY CELLARS**

Council will review an application by John McLoughlin (Odyssey Cellars) for a Series 16 (Fair/Festival) Liquor License at 114 Jerome Avenue, and may recommend approval or disapproval, or make no recommendation regarding same, to the Arizona Dept. of Liquor Licenses and Control.

It was noted that, unlike the Series 19 license, Council does not have the option to make no recommendation on the Series 16 license. They must recommend either approval or disapproval.

9:48 (1:36:20) Tony Lyle confirmed this was a temporary license in order that they could operate until the Series 19 license has been finalized.

9:52 (1:40:55) Tony Lyle spoke about Jerome Winery and its operation.

**Motion to Recommend Approval for a Series 16 Liquor License**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER				X		
DILLENBERG	X		X			
HARVEY				X		
MOORE			X			
WORTH		X	X			

8:51 (39:10)

**ITEM #10D: MEMORANDUM OF UNDERSTANDING**

Council will review and may approve a Memorandum of Understanding between the Town of Jerome and Windy Jones and Josh Lindner regarding the development of the former Cuban Queen property.

John Knight explained the Memorandum of Understanding which, he said, essentially provides a roadmap for the process. The applicant is supportive of this.

**Motion to Approve the MOU**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG	X		X			
HARVEY			X			
MOORE			X			
WORTH			X			

8:53 (41:03)

**ITEM #10E: PREPAID PARKING PASSES**

Council will discuss the possibility of offering prepaid parking passes for the paid parking areas. Discussion may include the duration of the passes and the fee to be charged for same.

Vice Mayor Harvey said that she has had a handful of people ask about a prepaid parking pass that would be slightly discounted.

The Council discussed possible costs. They would like to know how many residents actually live in the commercial zone.

9:02 (50:45) Artis Roque, a Jerome business owner, spoke.

9:07 (55:45) Tony Lyle suggested giving residents a sticker.

Mayor Barber gave direction to staff to provide information regarding the number of residents in the commercial zone, and how many of those were required to have off-street parking, at the next meeting.

9:09 (57:38)

**ITEM #10F: TRANSFER OF HISTORIC RECORDS**

Council will discuss and may approve the transfer to the Jerome Historical Society of certain historic records previously located in the Hotel Jerome.

Mayor Barber asked to table this item so that Council could look at the records themselves before they make this decision.

**Motion to Table**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH			X			

9:12 (1:00:45)

**ITEM #10G: TINY HOMES – PROPOSAL TO FREEPORT-MCMORAN**

Dr. Jack Dillenberg will lead Council in a discussion regarding the possibility of a "tiny home" development at the 500 Level property owned by Freeport-McMoRan.

9:13 (1:01:30) Councilmember Dillenberg said that he believes we need to create affordable housing, and possibly initiate talks with Freeport and see if they're interested.

**Motion to Bring This Proposal to Freeport-McMoRan Formally Written and Approved by the Town Manager and Town Attorney**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY			X			
MOORE			X			
WORTH		X	X			

9:22 (1:10:00)

**ITEM #10H: TOWN-OWNED PROPERTY IN CLARKDALE**

Council will discuss possible uses for and/or disposition of the Town-owned property in Clarkdale (Parcels 406-27-034G and H). Discussion may include coordination of activities for maintenance of the historic cemetery there.

9:24 (1:12:30) John Knight spoke again about the Town of Clarkdale and engineering plans that have been done. He discussed possible options for use of the property.

Mayor Barber gave direction to staff to gather more information.

**ITEM #11:**

10:12

**TO AND FROM THE COUNCIL**

Council may direct staff as to items of pending importance that they would like placed on a future meeting agenda.

10:12 (2:00:35) Vice Mayor Harvey said that the roads are better but we could still do more pot-hole filling. She also thanked Chief Allen Muma for all of his work with the parking kiosks. Council echoed her thanks to the Chief.

10:14(2:03:00) Councilmember Worth spoke about a hole in the pavement near the driveway to Western Heritage and questioned whether that is the responsibility of ADOT or Western Heritage. She also encouraged the submission of suggestions for the upcoming meeting she will attend regarding short term rentals, and also encouraged submission of ideas to the Town Manager regarding the use of CDBG funds.

10:15(2:04:00) Mr. Knight suggested that the December meeting include a discussion regarding the purchase of private properties for public parking.

**ITEM #12:**

**ADJOURNMENT**

**Motion to Adjourn at 10:16 p.m.**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH	X		X			

APPROVE:

ATTEST:

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 Christina "Alex" Barber, Mayor

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 Candace B. Gallagher, CMC, Town Manager/Clerk

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



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

## MINUTES

### SPECIAL JOINT WORKSHOP MEETING OF THE JEROME TOWN COUNCIL, PLANNING & ZONING COMMISSION AND DESIGN REVIEW BOARD COUNCIL CHAMBERS, JEROME TOWN HALL MONDAY, NOVEMBER 18, 2019 AT 5:00 PM

ITEM #1:	<p><b>CALL TO ORDER/ROLL CALL</b></p> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Alex Barber called the meeting to order at 5:04 p.m.</p> <p>Town Clerk to call and record the roll for Council.</p> <p>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore and Dr. Jack Dillenberg.</p> <p>Deputy Clerk to call and record the roll for P&amp;Z and DRB.</p> <p>Deputy Clerk Joni Savage called the roll for DRB: Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.</p> <p>Deputy Clerk Joni Savage called the roll for P &amp; Z: Present were Chair Lance Schall, Vice Chair Joe Testone, Henry Vincent and Scott Hudson. Jessamyn Ludwig was not present.</p> <p>Additional staff present were John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.</p>																																										
ITEM #2: 5:06 (01:40)	<p><b>GOAL SETTING &amp; PRIORITIES</b></p> <p>After a presentation by the Zoning Administrator, Attendees will be divided into small "breakout groups" to help develop Town Goals. These Goals will then be presented to the entire group and Attendees will assist in prioritizing those Goals.</p> <p>John Knight gave a Power Point presentation and then attendees broke into groups. Each group presented goals, and the results were voted on and prioritized by the entire group. The results are attached.</p>																																										
ITEM #3:	<p><b>ADJOURNMENT</b></p> <p><b><u>Motion to Adjourn at 6:34</u></b></p> <table> <tr> <th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</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>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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DILLENBERG			X																																								
HARVEY	X		X																																								
MOORE			X																																								
WORTH			X																																								

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

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





Founded 1876  
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# TOWN OF JEROME

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

## ORDINANCE NO. 458

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ARTICLE 12-2, "RESIDENTIAL PARKING," OF THE JEROME TOWN CODE

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

Section 1. Article 12-2, "Residential Parking," of the Jerome Town Code is hereby amended as set forth  
on Exhibit "A," attached (additions underlined, deletions in ~~strikeout text~~).

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance  
with the requirements of A.R.S. § 39-204 *et seq.*

Section 3. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance  
are hereby repealed to the extent of their inconsistency herewith.

Section 4. Should any section or provision of this Ordinance be declared invalid by a court of competent  
jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference  
and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2019.

\_\_\_\_\_  
Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Candace Gallagher, Town Manager/Clerk

\_\_\_\_\_  
William J. Sims, Esq.  
Town Attorney

Date of first reading: 11/12/2019

Dates of publication: \_\_\_\_\_

Date of adoption: \_\_\_\_\_

Date of posting: \_\_\_\_\_

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

# ORDINANCE 458

## EXHIBIT "A"

### ARTICLE 12-2: Residential Parking

- 12-2-1 Findings and purpose
- 12-2-2 Definitions
- 12-2-3 Residential Parking Restrictions and Permits
- 12-2-4 Issuance of Residential Parking Permits
- 12-2-5 Transfer or sale of Residential Parking Permit
- 12-2-6 Parking in residential parking permit zone without permit prohibited
- 12-2-7 Trailers parked in residential areas
- 12-2-8 Temporary permits
- 12-2-9 Residential Parking Lots
- 12-2-10 Prima Facie Liability
- 12-2-11 Exemptions
- [12-2-12 Annual Review](#)
- [12-2-13 Revocation](#)

#### Section 12-2-1 Findings and purpose

The Council finds that, in certain areas of the Town, visitor parking impinges upon the need of residents to be able to utilize a reasonable amount of parking space on a street near their own homes. Additionally, the Town of Jerome has a limited number of public parking spaces and areas for residents to park. This article is adopted in order to allow a reasonable accommodation between the needs of our visitors and the needs of Town residents for parking spaces.

(Ord. 432, 12/12/2017)

#### Section 12-2-2 Definitions

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

"Domicile" means a person's fixed, permanent and principal home for legal purposes.

"Motor Vehicle" means a device in, on or by which a person or property is or may be transported or drawn on a public right-of-way, with motive power, excluding devices moved by human power or used exclusively on stationary rails or tracks.

"Parking" means the stopping or standing of a vehicle, whether occupied or not.

"Parking space," for the purposes of this ordinance, means an area of ~~approximately~~ at least 20 feet in length by approximately 8 feet in width. It is understood that the Town of Jerome is unique in the construction of its roads and that it does not conform to the assumptions set forth in the Uniform Traffic Code and therefore usable parking spaces may or may not conform to normally accepted standards.

## ORDINANCE 458

### EXHIBIT "A"

"Recognized dwelling unit" means a dwelling unit as defined by the Jerome Zoning Ordinance.

"Resident" means a person(s) whose domicile is within the town limits of the Town of Jerome.

"Street" or "Highway" means the entire width between boundary lines of every right-of-way if a part of the right-of-way is open to the public for purposes of vehicular travel.

"Trailer" means a vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle.

(Ord. 432, 12/12/2017)

#### Section 12-2-3 Residential Parking Restrictions and Permits

Parking located on the following streets shall be limited to residents with a residential parking permit only:

- A. County Road, School Street, Center Street, First Street ~~(between Verde Ave and Center Street)~~, Second Street ~~(between Verde Ave and Center Street)~~, Third Street ~~(between Verde Ave and Center Street)~~, Fourth Street ~~(between Verde Ave and Center Street)~~, Fifth Street ~~(between Verde Ave and Center Street)~~, Sixth Street ~~(between Verde Ave and Center Street)~~, Hull Road, Verde Avenue, Holly Street, Clark Street, Rich Street and East Avenue.

(Ord. 432, 12/12/2017)

#### Section 12-2-4 Issuance of Residential Parking Permits

Persons occupying residences with frontage (based on street address) along a street or portion of a street designated in Section 12-2-3 for residential permit parking, who desire to park a motor vehicle on a public street, may apply to the Police Department for residential parking permits as outlined in this article.

- A. Recognized dwelling units with frontage along a street or portion of a street designated for residential permit parking shall be entitled to receive one ~~free~~ residential parking permit, per recognized dwelling unit, for a single motor vehicle owned or operated by a person residing in the dwelling unit by registering the motor vehicle with the Jerome police department. The following information must be submitted to the police department: the name of the registered owner (this information must match the Arizona Department of Motor Vehicle registration for said vehicle), the make and color of the motor vehicle, the vehicle's license plate number and the address of the dwelling unit the vehicle is attached to. ~~No more than one free residential parking permit shall be issued per recognized dwelling unit. Free r~~ Residential parking permits shall not be issued to ~~households~~ dwelling units required by zoning to have onsite parking on their property.

## ORDINANCE 458

### EXHIBIT "A"

- B. An inventory of usable parking spaces shall be conducted for each street subject to residential parking by permit. The Jerome Police Chief, Zoning Administrator and Fire Chief will approve the spaces and determine the final number of spaces available on each street. Once the inventory is completed and the number of spaces available is determined, it will be compared to the number of residential parking permit applications. If the number of residential parking permit applications exceeds the number of available parking spaces, permits will be issued by random lottery pick. Once all available spaces on a given street have been assigned by permit, if the number of available parking spaces exceeds the number of residential parking permit applications submitted, extra spaces will additional permits may be available for purchase as set forth in 12-2-4(C) for spaces located at the Old Town Yard parking lot, with final selection determined by lottery pick.
- C. Persons occupying recognized dwelling units with frontage (based on street address) along a street or portion of a street designated for residential permit parking may, subject to availability of parking spaces as set forth in Section 12-2-4(B), ~~purchase~~ receive up to one additional residential parking permit as authorized by Section 12-2-4(B), ~~by paying a fee to the Town of Jerome as set forth in Section 12-2-4(G).~~ No more than a total of two permits per recognized dwelling unit shall be issued or valid. Second permits may be revoked if the availability of parking spaces changes and/or space is needed for issuance of a first permit.
- D. Residential Parking permits shall be issued by the Police Department and shall be valid for that motor vehicle, and the street designated thereon, until such time as ownership of the vehicle changes, or the residency of the owner of the vehicle changes. The permit shall become immediately invalid when (i) the person to whom the permit is issued moves to another residence, whether or not such residence has frontage on the posted area, or (ii) when the vehicle is sold.
- E. It shall be the responsibility of the residential parking permit holder to notify the Jerome Police Department regarding any changes in the information provided in their original application, including changes in vehicles or changes in residency.
- F. Priority will be given to the issuance of residential parking permits issued to dwelling unit(s) with a motor vehicle bearing Arizona Disability license plates. In the event of a lottery pick for permits pursuant to Section 12-2-4(B) for a specific street, motor vehicles displaying Arizona Disability license plates will be granted a permit before lottery picks are made. Additionally, application can be made to the Town of Jerome for placement of a "Disabled Vehicle Parking Only" sign on the street where the registered owner of a motor vehicle bearing Arizona Disability license plates occupies a legal dwelling unit. Costs of this installation, if approved, shall be the responsibility of the applicant.
- G. The fee for ~~additional~~ residential parking permits ~~issued pursuant to Section 12-2-4(C)~~ shall be set by Resolution of the Town Council.

# ORDINANCE 458

## EXHIBIT "A"

(Ord. 432, 12/12/2017)

### Section 12-2-5 Transfer or sale of residential parking permit

It is unlawful to sell, transfer, or convey, or to offer to sell, transfer, or convey, any parking permit or placard issued pursuant to this article for any money or consideration whatsoever. Additionally, it shall be unlawful to use or display a residential parking permit on any motor vehicle not assigned to that permit.

(Ord. 432, 12/12/2017)

### Section 12-2-6 Parking in residential parking permit zone without permit prohibited

No person shall stop, stand or park a motor vehicle in a zone designated for the exclusive use of vehicles which display a residential parking permit issued pursuant to this article unless such person displays a valid residential parking permit or temporary parking permit.

(Ord. 432, 12/12/2017)

### Section 12-2-7 Trailers parked in residential areas.

The parking of trailers shall be prohibited on streets restricted to residential parking only as outlined in Section 12-2-3.

No person shall park a trailer in a public parking lot designated for residential parking only, ~~without first obtaining a parking permit for said trailer.~~ The Town of Jerome may designate areas in which trailers may be parked for longer periods of time, and may charge a fee for this parking. ~~The following information must be submitted to the police department for a trailer parking permit; the name of the registered owner (this information must match the Arizona Department of Motor Vehicle registration for said trailer), the description of the trailer, the trailer's license plate number and the address of the dwelling unit the trailer is attached to.~~

This section does not apply to any trailer parked completely on private property as long as it is in compliance with the Jerome Town Zoning Ordinance.

(Ord. 432, 12/12/2017)

### Section 12-2-8 Temporary Permits

A. The owner or occupant of a residential property with frontage (based on street address) along a street or portion of a street designated for permit parking may make application to the Police Department for a temporary residential parking permit for use by a visitor to their property. Temporary permits may be obtained by notifying the Jerome Police Department, by telephone or email, of the make, color and registration plate of the motor vehicle, and the residence the vehicle is attached to. Upon notifying the police department, the owner will place a white piece

## ORDINANCE 458

### EXHIBIT "A"

of paper, no smaller than 5 ½ inches by 8 ½ inches, with the following information: the registration plate number of the vehicle, the address in the residential area the vehicle is associated with and the date the temporary permit was placed in the vehicle. This temporary permit will be placed on the dash of the vehicle clearly visible from the outside by any person who may walk by. Such permit will be valid for seven (7) days. There shall be no fee for temporary permits.

B. Once the number of permanent permits issued for any street reaches the number of parking spaces available on that street, no temporary permits shall be issued or valid on that street.

(Ord. 432, 12/12/2017)

#### Section 12-2-9 Residential Parking Lots

The Town of Jerome may designate area(s) as "Residential Parking Lots" in which a resident of the Town of Jerome may apply for a Parking Permit(s) to park motor vehicle(s) and / or trailer(s) that do not qualify for a permit as outlined in ~~Section 12-2-4(A), 12-2-4(B), 12-2-7 or 12-2-8 of this ordinance~~ this Article.

(Ord. 432, 12/12/2017)

#### Section 12-2-10 Prima Facie Liability

Whenever any motor vehicle shall have been parked in violation of any of the provisions of this ordinance prohibiting or restricting parking, the person in whose name such vehicle is registered shall be *prima facie* responsible for such violation.

(Ord. 432, 12/12/2017)

#### Section 12-2-11 Exemptions

No residential parking permit will be required for any motor vehicle parked completely upon private property. However, if the motor vehicle will be parked at any time in a residential parking area on a public street, the vehicle must display a permanent or temporary parking permit.

Municipal emergency vehicles shall be exempt for this ordinance.

Trailers parked in residential parking only areas to load or unload for periods of no longer than 8 hours are exempt from enforcement.

Commercial delivery vehicles actively engaged in the delivery or pickup of packages or supplies are exempt from enforcement.



# ORDINANCE 458

## EXHIBIT "A"

### Section 12-2-12 Annual Review

All parking permits issued shall be subject to an annual review by the Jerome Police Department.

### Section 12-2-13 Revocation

Any parking permit may be revoked, or any application denied, by the Jerome Police Department for any of the following reasons:

- False or incomplete information provided on the application.
- Repeated violations of this Article.

A second permit issued to the same dwelling unit may be revoked if the availability of parking spaces changes and/or space is needed for issuance of a first permit.

(Ord. 432, 12/12/2017)



Founded 1876  
Incorporated 1899

# TOWN OF JEROME

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

## ORDINANCE NO. 459

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 106, "DESIGN REVIEW BOARD," OF THE JEROME ZONING ORDINANCE, REGARDING THE BOARD'S COMPOSITION

WHEREAS, the Jerome Zoning Ordinance currently provides that one member of the Design Review Board shall be a member of the Planning & Zoning Commission, designated annually by that Commission; and

WHEREAS, the Town Council wishes to eliminate that provision effective March 1, 2020, and instead have all five members of the Design Review Board appointed by Council;

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

Section 1. Paragraph B of Section 106, "Design Review Board," of the Jerome Zoning Ordinance is hereby amended as follows, effective March 1, 2020 (additions underlined, deletions in ~~strikeout text~~):

#### B. COMPOSITION; TERMS OF MEMBERS; VACANCIES; COMPENSATION OF MEMBERS

The Design Review Board of the Town of Jerome shall be composed of five (5) members. The membership shall consist of ~~a Town Planning and Zoning Commission member and four (4)~~ five (5) residents of Jerome, who shall be persons qualified by design background, training or experience, to be appointed by the Town Council. ~~The member of the Planning and Zoning Commission shall be designated annually by the Commission, and may not serve as Chair of the Design Review Board concurrently with serving as Chair of the Planning and Zoning Commission. In the event of a vacancy in the seat held by the member of the Planning and Zoning Commission, the Commission shall appoint another member to serve on the Design Review Board for the remainder of that year. The four (4) public~~ Each members shall serve for a term of three (3) years. Members may, after a public meeting, be removed by the Council for inefficiency, neglect of duty, or unethical conduct in office. A Board member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th shall be deemed to have vacated his or her appointment without further action being taken by the Board or Council. In the event of death or resignation, or removal from the Board, the vacancy shall be filled by the Council for the unexpired term. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Board and approval of such expenditures by the Town Council.

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Date of first reading: \_\_\_\_\_

Dates of publication: \_\_\_\_\_

Date of adoption: \_\_\_\_\_

Date of posting: \_\_\_\_\_

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						



Section 3. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 4. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2019.

\_\_\_\_\_  
Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Candace Gallagher, Town Manager/Clerk

\_\_\_\_\_  
William J. Sims, Esq.  
Town Attorney

**State of Arizona**  
**Department of Liquor Licenses and Control**

Created 11/01/2019 @ 09:08:50 AM

**Local Governing Body Report**

**LICENSE**

Number:		Type:	012 RESTAURANT
Name:	MILE HIGH GRILLE		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	309 MAIN STREET JEROME, AZ 86331 USA		
Mailing Address:	PO BOX 896 JEROME, AZ 86331 USA		
Phone:	(928)634-5094		
Alt. Phone:			
Email:	JEROMEPALACE@GMAIL.COM		

**AGENT**

Name:	ERIC SYLVESTER JURISIN
Gender:	Male
Correspondence Address:	PO BOX 896 JEROME, AZ 86331 USA
Phone:	(928)634-5094
Alt. Phone:	
Email:	JEROMEPALACE@GMAIL.COM

**OWNER**

Name:	309 MAIN ST LLC		
Contact Name:	ERIC SYLVESTER JURISIN		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	23027547	State of Incorporation:	AZ
Incorporation Date:	10/08/2019		
Correspondence Address:	PO BOX 896 JEROME, AZ 86331 USA		
Phone:	(928)634-5094		
Alt. Phone:			
Email:	JEROMEPALACE@GMAIL.COM		

**Officers / Stockholders**

Name:	Title:	% Interest:
-------	--------	-------------

JURISIN FAMILY TRUST

MEMBER

100.00

**309 MAIN ST LLC - MEMBER**

Name: JURISIN FAMILY TRUST

Contact Name: JURISIN FAMILY TRUST

Type: TRUST

AZ CC File Number:

State of Incorporation:

Incorporation Date:

Correspondence Address: PO BOX 896  
JEROME, AZ 86331  
USA

Phone: [REDACTED]

Alt. Phone: [REDACTED]

Email:

**JURISIN FAMILY TRUST - Trustee**

Name: ERIC SYLVESTER JURISIN

Gender: Male

Correspondence Address: 410 CLARK STREET  
JEROME, AZ 86331  
USA

Phone: [REDACTED]

Alt. Phone: [REDACTED]

Email: JEROMEPALACE@GMAIL.COM

## APPLICATION INFORMATION

Application Number: 81744  
Application Type: New Application  
Created Date: 11/01/2019

## QUESTIONS & ANSWERS

### 012 Restaurant

- 1) If you intend to operate the business while your application is pending you will need an interim permit pursuant to A.R.S.§4-203.01. Would you like to apply for an Interim Permit?  
If yes, after completing this application, please go back to your Licensing screen, under New License Application choose "Interim Permit" from the drop-down window.  
Yes
- 2) Have you submitted a questionnaire? Each person listed must submit a questionnaire and mail in a fingerprint card along with a \$22. processing fee per card.  
Yes
- 5) Are you a tenant? (A person who holds the lease of a property; a lessee)  
No
- 6) Is there a penalty if lease is not fulfilled?  
No
- 7) Are you a sub-tenant? (A person who holds a lease which was given to another person (tenant) for all or part of a property)  
No
- 8) Are you the owner?  
Yes
- 9) Are you a purchaser?  
No
- 10) Are you a management company?  
No
- 11) Is the Business located within the incorporated limits of the city or town of which it is located?  
Yes
- 12) What is the total money borrowed for the business not including the lease?  
Please list lenders/people owed money for the business.  
0
- 13) Have you provided a diagram of your premises?  
Yes
- 14) Is there a drive through window on the premises?  
No
- 15) If there is a patio please indicate contiguous or non-contiguous within 30 feet.  
NONE
- 16) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
No
- 17) Have you provided a Restaurant Operation Plan form?  
Yes
- 18) Have you provided a Records Required for Audit form?  
Yes

TR

**State of Arizona**  
**Department of Liquor Licenses and Control**

Created 11/01/2019 @ 09:08:59 AM

Local Governing Body Report

**LICENSE**

Number:	INP130008745	Type:	INP INTERIM PERMIT
Name:	MILE HIGH GRILLE		
State:	Active		
Issue Date:	11/01/2019	Expiration Date:	02/14/2020
Original Issue Date:	11/01/2019		
Location:	309 MAIN STREET JEROME, AZ 86331 USA		
Mailing Address:	PO BOX 896 JEROME, AZ 86331 USA		
Phone:	<del>(928)</del> 634-5094		
Alt. Phone:			
Email:	JEROMEPALACE@GMAIL.COM		

**AGENT**

Name:	ERIC SYLVESTER JURISIN
Gender:	Male
Correspondence Address:	PO BOX 896 JEROME, AZ 86331 USA
Phone:	<del>(928) 634-5094</del>
Alt. Phone:	
Email:	JEROMEPALACE@GMAIL.COM

**OWNER**

Name:	309 MAIN ST LLC		
Contact Name:	ERIC SYLVESTER JURISIN		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	23027547	State of Incorporation:	AZ
Incorporation Date:	10/08/2019		
Correspondence Address:	PO BOX 896 JEROME, AZ 86331 USA		
Phone:	<del>(928) 634-5094</del>		
Alt. Phone:			
Email:	JEROMEPALACE@GMAIL.COM		

**Officers / Stockholders**

Name:	Title:	% Interest:
-------	--------	-------------

JURISIN FAMILY TRUST

MEMBER

100.00

**309 MAIN ST LLC - MEMBER**

Name: JURISIN FAMILY TRUST  
Contact Name: JURISIN FAMILY TRUST  
Type: TRUST  
AZ CC File Number: State of Incorporation:  
Incorporation Date:  
Correspondence Address: PO BOX 896  
JEROME, AZ 86331  
USA  
Phone: [REDACTED]  
Alt. Phone: [REDACTED]  
Email:

**JURISIN FAMILY TRUST - Trustee**

Name: ERIC SYLVESTER JURISIN  
Gender: Male  
Correspondence Address: 410 CLARK STREET  
JEROME, AZ 86331  
USA  
Phone: [REDACTED]  
Alt. Phone: [REDACTED]  
Email: JEROMEPALACE@GMAIL.COM

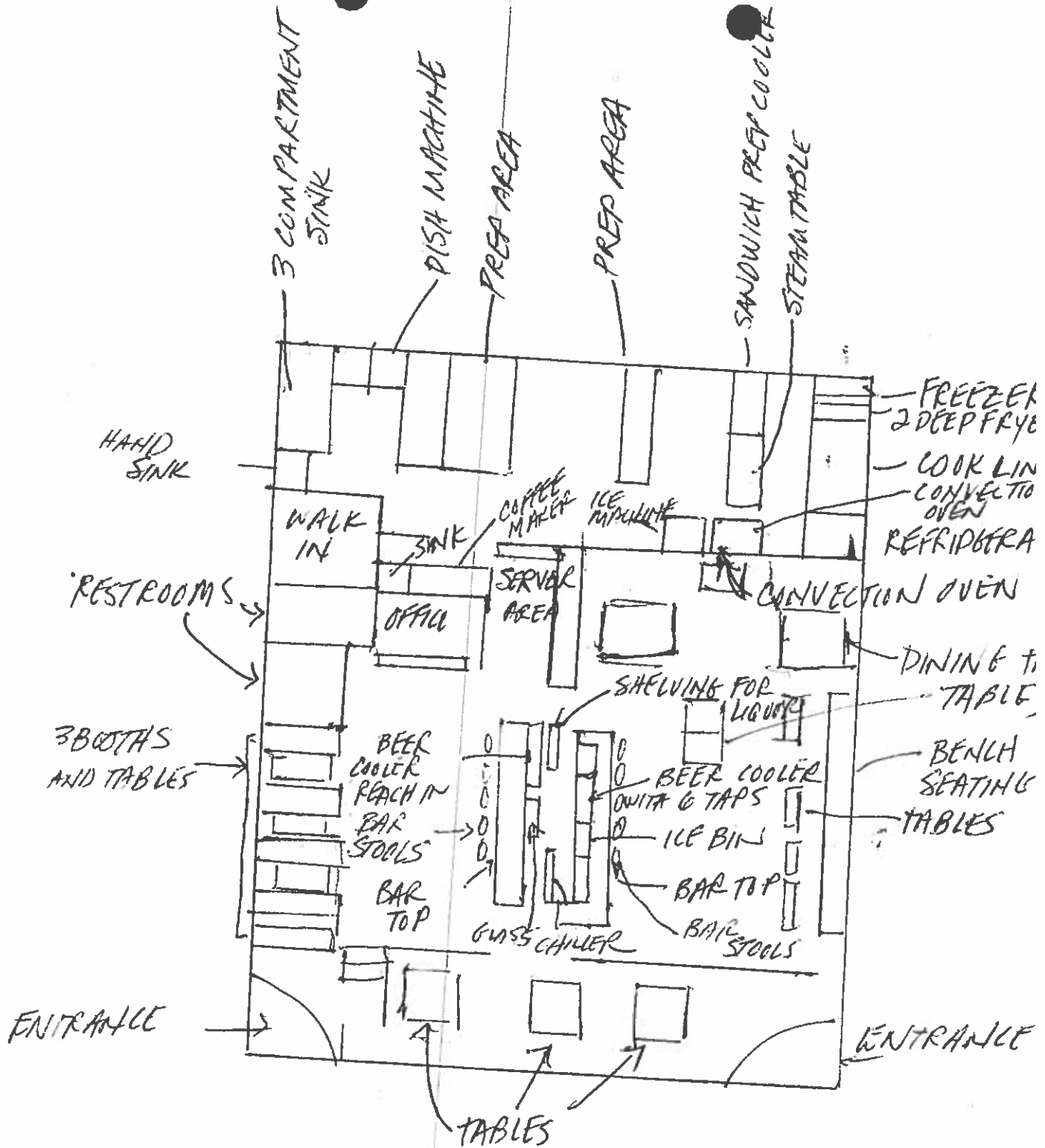
**APPLICATION INFORMATION**

Application Number: 81748  
Application Type: New Application  
Created Date: 11/01/2019

**QUESTIONS & ANSWERS**

**INP Interim Permit**

- 1) Enter License Number currently at location  
12133287
- 2) Is the license currently in use?  
Yes
- 3) Will you please submit section 5, page 6, of the license application when you reach the upload page?  
No



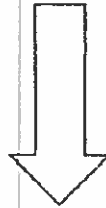
2400 sq ft (AP)

19 NOV 1 134. LIC. RM 924

**SUPPLEMENTAL FLOW CHART TO SECTION 6, APPLICATION FOR  
INTERIM LICENSE FOR 309 MAIN STREET, LLC**

**SECTION 6:**

309 MAIN STREET, LLC



309 Main Street, LLC - the sole Membership interest is owned 100% by The Jurisin Family Trust.



Eric Jurisin is the 100% sole beneficiary of that portion of The Jurisin Family Trust which owns 309 Main Street, LLC.



Eric Jurisin has sole (100%) ownership and control of 309 Main Street, LLC as its sole Manager and as Trustee

19 NOV 1 14 PM 9 23





Arizona Department of Liquor Licenses and Control  
800 W Washington 5th Floor  
Phoenix, AZ, 85007-2934  
www.azliquor.gov  
(602) 542-5141

DLIC USE ONLY

Job #: 01744

RESTAURANT OPERATION PLAN

1. Name of restaurant (Please print): **Mile High Grill**

2. List equipment below by Make, Model, and Capacity: (PROVIDE THE FOLLOWING ITEMS ONLY, NO ATTACHMENTS)

Grill	Saturn Six burner stove top with grated grill and 48" flat top
Oven	Blogett Convection oven double door, three shelves
Freezer	Kenmore stand up. MasterBilt Walk in Freezer (6'x5.5')
Refrigerator	Avanco stand up fridge, MasterBilt Walk-in cooler (6'x8')
Sink	1 produce sink, 4 hand sinks, 3 compartment dish sink
Dish Washing Facilities	Dishwasher with side sink and dish area
Food Preparation Counter (Dimensions)	Atosa sandwich prep table (6 ft three door), 2 6 foot prep tables, Two 36" prep tables
Other	HOBART 12" SLICER, 2 COMPARTMENT SOUP WARMER, HATCO CONVEYOR TOASTER, ICEOMATIC ICE MACHINE w/ 500lb BIN

110" CHEFFRASE REFRIGERATOR  
TRUE TRCB-110

AMERICAN DISH  
MODEL AF

3. Attach a copy of your full menu including prices (examples: Breakfast, Lunch, Dinner, and Nonalcoholic beverages).

4. List the seating capacity for:

a. Restaurant dining area of your premises:

(Do not include patio seating)

54

b. Bar area of your premises:

12

c. Total dining and bar seating capacity of your premises:

66

5. What Type of dinnerware and utensils are utilized within your restaurant?

☐ Reusable

☒ Disposable

☒ Both

6. Does your restaurant have a bar area that is distinct and separate from the dining area? ☒ YES ☐ No

(If yes, what percentage of the public floor space does this area cover?) 12 %

7. What percentage of your public premises is used primarily for restaurant dining?

(Do not include kitchen, bar, hi-top tables, or game area.) 100 %

19 NOV 1 11:41 AM '18

8. Does your restaurant contain any games, televisions, or any other entertainment? ☐ YES ☒ No  
(If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

---



---



---

9. Do you have live entertainment or dancing? ☒ YES ☐ No  
(If yes, what type and how often 8.5

example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

Solo acoustic musicians from 5pm + 8pm Saturdays

---



---

10. Use space below to list how many employees for each position to fully staff your business.

Position	How many
Cooks	6
Bartenders	0
Hostesses	0
Managers	2
Servers	6
Other (dishwashers)	2
Other ( )	
Other ( )	

- I, ERIC JURISIN, hereby declare that I am the APPLICANT filing this application.  
I have read this application and the contents and all statements true, correct and complete.

X

[Signature]  
(Signature of APPLICANT)

NOTARY PUBLIC VONDA K. SCHRANER Notary Public - State of Arizona YAVAPAI COUNTY My Commission Expires February 15, 2021	
State of <u>Arizona</u> County of <u>Yavapai</u>	
The foregoing instrument was acknowledged before me this <u>20<sup>th</sup></u> day of <u>October</u> <u>2019</u> Day Month Year	
My Commission Expires on: <u>02/15/2021</u> Date	<u>Vonda K. Schraner</u> Signature of Notary Public

8. Does your restaurant contain any games, televisions, or any other entertainment? ☐ YES ☒ No  
 (If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

---

---

---

9. Do you have live entertainment or dancing? ☒ YES ☐ No

(If yes, what type and how often 8.5

example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

Solo acoustic musicians from 5 p.m to 8 p.m. on Saturdays

---

---

---

10. Use space below to list how many employees for each position to fully staff your business.

Position	How many
Cooks	6
Bartenders	
Hostesses	
Managers	2
Servers	6
Other ( )	2
Other ( )	
Other ( )	

I, ERIK SYLVESTER JURISIN, hereby declare that I am the APPLICANT filing this application.  
 I have read this application and the contents and all statements true, correct and complete.

X

(Signature of APPLICANT)

**NOTARY**

State of Arizona County of Maricopa

The foregoing instrument was acknowledged before me this 18th day of October 2019  
 Day Month Year

My Commission Expires



VENIDICI PAMA  
 NOTARY PUBLIC, ARIZONA  
 MARICOPA COUNTY  
 Date Commission Expires  
 February 22, 2020

Signature of Notary Public



Arizona Department of Liquor Licenses and  
Control  
800 W Washington 5th Floor  
Phoenix, AZ 85007-2934  
[www.azliquor.gov](http://www.azliquor.gov)  
(602) 542-5141

**RECORDS REQUIRED FOR AUDIT**  
**Applies to Series 11 (Hotel/Motel W/Restaurant) & Series 12 (Restaurant) Only**

**MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS**

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
2. A list of **all** food and liquor vendors
3. The restaurant menu used during the audit period
4. A price list for alcoholic beverages during the audit period
5. Mark-up figures on food and alcoholic products during the audit period
6. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
7. Monthly Inventory Figures - beginning and ending figures for food and liquor
8. Chart of accounts (copy)
9. Financial Statements-Income Statements-Balance Sheets
10. General Ledger
  - A. Sales Journals/Monthly Sales Schedules
    - 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
    - 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
    - 3) Dated Guest Checks
    - 4) Coupons/Specials/Discounts
    - 5) Any other evidence to support income from food and liquor sales
  - B. Cash Receipts/Disbursement Journals
    - 1) Daily Bank Deposit Slips
    - 2) Bank Statements and canceled checks
11. Tax Records
  - A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
  - B. Income Tax Return - city, state and federal (copies)
  - C. Any supporting books, records, schedules or documents used in preparation of tax returns
12. Payroll Records
  - A. Copies of all reports required by the State and Federal Government
  - B. Employee Log (A.R.S. §4-119)
  - C. Employee time cards (actual document used to sign in and out each work day)
  - D. Payroll records for all employees showing hours worked each week and hourly wages

13. Offsite Catering Records (must be complete and separate from restaurant records)

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

**REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH  
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

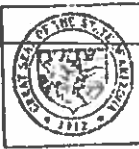
**A.R.S. §4-210(A)7**

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

**A.R.S. §4-205.02(G)**

For the purpose of this section:

- 1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food
- 2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises, regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

<div style="display: flex; justify-content: space-between;"><div style="text-align: left;"><p><i>Sylvester</i></p><p><b>Eric Jurisin</b></p><p>I, (Print Full Name) _____, have read and understand all aspects of this statement</p><p>X (Signature) <i>[Signature]</i> _____</p><p style="text-align: center; font-size: small;">Controlling Person / Agent</p></div><div style="text-align: center;"><p><b>NOTARY</b></p></div><div style="text-align: right;"><p>State of <u>Arizona</u> County of <u>Maricopa</u></p><p style="text-align: center; font-size: small;">the foregoing instrument was acknowledged before me this</p><p><u>18th</u> of <u>October</u> <u>2019</u></p><p style="text-align: center; font-size: small;">Day Month Year</p><p><i>[Signature]</i></p><p style="text-align: center; font-size: small;">Signature of NOTARY PUBLIC</p></div></div>	
<p>My commission expires on: _____</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"><p><b>VENIDICI PAMA</b> NOTARY PUBLIC, ARIZONA MARICOPA COUNTY My Commission Expires February 22, 2020</p></div>

**MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE**



Arizona Department of Liquor Licenses and Control  
800 W Washington 5<sup>th</sup> Floor  
Phoenix, AZ 85007-2934  
www.azliquor.gov  
(602) 542-5141

19 NOV 1 11:17 AM '95

**QUESTIONNAIRE**  
A.R.S. § 4-202, 4-210  
Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

804-805

**ATTENTION APPLICANT:** This is a legally binding document. Please type or print in black ink. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

**Attention local governments:** Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A BLUE OR BLACK LINED FINGERPRINT CARD ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 817441

1. Check the  
Appropriate  
Box →

☒ Controlling Person

☒ Agent

☐ Premises Manager  
(complete all questions except #12)

2. Name: Jurisin Eric Sylvester Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

3. Social Security #: [REDACTED] Driver License #: [REDACTED] State: Az

4. Place of birth: Lorain Oh USA Height: 6'0" Weight: 214 Eyes: Br Hair: Br  
City State COUNTRY (not county)

5. Name of current/most recent spouse: Jurisin Michelle None Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? ☒ Yes ☐ No If yes, what is your date of residency: \_\_\_\_\_

7. Daytime telephone number: 9283010168 E-mail address: jeromepalace@gmail.com

8. Business Name: Mile High Grille Business Phone: 928 634 5094

9. Business Location Address: 309 Main St Jerome Az Yavapai 86331  
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
May 1994	CURRENT	owner/restaurant group	The Haunted Group Po 896 Jerome Az 86331

(ATTACH ADDITIONAL SHEET IF NECESSARY)

1. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
March 2013	CURRENT	450 Shadow Ridge Rd cottonwood Az 86326

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?  
If you answered YES, then answer #13 below. If NO, skip to #14. ☒ Yes ☐ No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? ☒ Yes ☐ No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? ☐ Yes ☒ No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202, 4-210 ☐ Yes ☒ No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? ☐ Yes ☒ No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) ☐ Yes ☒ No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) ☐ Yes ☒ No

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a signed statement.  
**Give complete details** including dates, agencies involved and dispositions.

CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

#### NOTARY

I (Print Full Name) Eric Jurisin hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: [Signature]

State of Arizona County of Maricopa

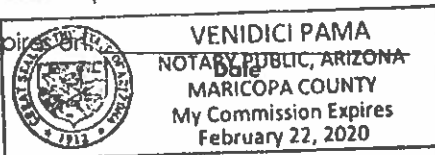
The foregoing instrument was acknowledged before me this

18th Day of

October Month

2019 Year

My Commission Expires



[Signature]  
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above License.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



State of Arizona  
Department of Liquor Licenses and Control  
800 W. Washington 5<sup>th</sup> Floor  
Phoenix, AZ 85007  
(602) 542-5141

**ARIZONA STATEMENT OF CITIZENSHIP  
OR ALIEN STATUS FOR STATE PUBLIC BENEFITS**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

**Directions:** All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

**SECTION I – APPLICANT INFORMATION**

INDIVIDUAL OWNER/AGENT NAME (Print or type) Eric Sylvester Jurisin (AP)

**SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION**

Are you a citizen or national of the United States? ☒ Yes ☐ No

If **Yes**, indicate place of birth:

City Lorain State (or equivalent) Ohio Country or Territory USA

If you answered **Yes**, 1) Attach a legible copy of a document from the attached list.

2) Name of document: Arizona Driver License  
Go to Section IV.

If you answered **No**, you must complete Section III and IV.



### SECTION III – ALIEN STATUS DECLARATION

To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

\_\_\_\_\_  
Name of document provided

#### **Qualified Alien Status** (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA.
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban/Haitian entrant.
- ☐ 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

#### **Nonimmigrant Status** (8 U.S.C. § 1621(a)(2))

- ☐ 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Non immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

#### **Alien Paroled into the United States for Less Than One Year** (8 U.S.C. § 1621(a)(3))

- ☐ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

#### **Other Persons** (8 U.S.C § 1621(c)(2)(A) and (C))

- ☐ 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- ☐ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- ☐ 13. A foreign national not physically present in the United States.

#### **Otherwise Lawfully Present**

- ☐ 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

**PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).**

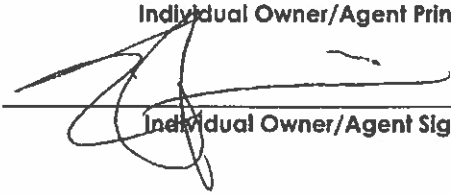
## SECTION IV - DECLARATION

**All applicants must complete this section.**

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

ERIC JURISIN

Individual Owner/Agent Printed Name



Individual Owner/Agent Signature

10-18-19

Today's Date

### EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

**You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.**

**Evidence showing authorized presence in the United State includes the following:**

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification card.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. \*\*\*Passport must be signed\*\*\*
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

**ARIZONA**  
Driver License

Number [REDACTED]  
Expires [REDACTED]  
Date of Birth [REDACTED]  
Issued [REDACTED]

SYLVESTER JURISIN  
P.O. BOX 218  
JEROME AZ 86331

Class D Sex M  
Eye BR Hair GR Weight 600  
Height 5'10"

Signature: [Handwritten Signature]

Portrait Photo: [Portrait Photo]



Number  
Exp  
Issued

Class

Endorsements NONE

Restrictions NONE

# BREAKFAST 8-11 AM

## EGGS & MORE\*

Egg dishes (unless noted) are served with our herbed breakfast potatoes, toast and house-made berry jam. Toast choices: multigrain, marble rye, sourdough or English muffin  
Upgrade to biscuit for \$2

### CLASSIC TWO EGG\*

Two eggs to order with potatoes and toast 6.29  
Add your choice of bacon, ham or sausage 8.69

### MOTHER LOAD BREAKFAST PLATTER\*

Three eggs to order, two pieces of bacon, two sausage links, and a biscuit with hangover gravy (no toast) 13.89

### MINER'S BREAKFAST SANDWICH\*

Two scrambled eggs, bacon and cheesy hash with mayo on toasted sourdough (not served with breakfast potatoes or toast) 10.29

### HUEVOS RANCHEROS\*

Two eggs to order served over corn tortillas and potatoes with black beans, cotija cheese, roasted green chilies, topped with ranchero sauce, sour cream and avocado. Salsa served on the side (no toast) 12.29

### CHICKEN FRIED STEAK AND EGGS\*

Two eggs and a 6 oz. breaded steak with sausage gravy 13.49

### LUNCH FOR BREAKFAST BURGER\*

½ pound hand pressed burger topped with bacon, egg and cheesy hash (no toast) 13.49

### BAGEL AND LOX

Toasted bagel served with lox, cream cheese, sliced onions, tomato and capers (no toast) 11.29

### BISCUITS AND GRAVY

Deep dish/fresh baked biscuits with our sausage gravy with green onions on top (not served with breakfast potatoes or toast)  
11.50 12.50 13.50 14.50 15.50

Add two eggs to order\* 2.89

## BREAKFAST MEATS

Thick Cut Bacon  
Black Forest Ham Steak  
Canadian Bacon

Schreiner's Chicken Apple Link  
Schreiner's Pork Links  
Maple Sage Sausage Patties

## SIDES

Toast, Biscuit or English Muffin 2.19 Sausage Gravy 2.89  
Egg To Order\* 1.19 1.29 2.19 2.89 Fresh Fruit 2.25  
Cheesy Hashbrowns 4.29 Herbed Breakfast Potatoes 2.59

## BENEDICTS\*

All benes served with our herbed breakfast potatoes

### TRADITIONAL

Canadian bacon, poached eggs & hollandaise sauce on an English muffin 11.89

### CHESAPEAKE CRAB

Roasted red pepper, poached eggs, hollandaise sauce and crispy spinach on top of two delicious crab cakes 15.29

### SMOKED SALMON

Smoked salmon with poached eggs, grilled tomatoes, dill and crispy capers on an English muffin topped with hollandaise sauce 15.49

## IRON SKILLET\*

Served with your choice of multigrain, marble rye, sourdough, English muffin or biscuit and berry jam.

### CORNERED BEEF

House brined brisket, two eggs to order, green onions and crispy fried kraut served on top of cheesy hashbrowns 14.29

### VEGGIE SCRAMBLE

Egg whites scrambled with avocado, mushrooms, spinach, caramelized onions and cheddar, served on top of cheesy hashbrowns 13.79

### CILANTRO CHICKEN

Grilled chicken breast, cilantro pesto, and avocado with two eggs to order, served on top of cheesy hashbrowns 14.29

### MEAT LOVER

Bacon, Canadian bacon and sausage with two eggs to order, on top of cheesy hashbrowns and topped with cheddar cheese 14.79

**FRESH EGGS**

Good Coffee

I'm retired but I work part time as a vet in the bull

## GRAINS, GRIDDLE & BAKERY

### BREAD PUDDING FRENCH TOAST

Our signature raisin and cinnamon bread pudding grilled and served with strawberries 9.99

### JEROME'S "HALF-BAKED" OATMEAL

A Mile High signature dish. Steel cut oats baked with seasonal fruit and cinnamon. Served with milk 9.29

### BUTTERMILK PANCAKES

Your choice of plain, blueberry, or chocolate chip pancakes 1 for 4.69, 2 for 7.29, 3 for 9.29

# LUNCH AND DINNER MENU 11AM - CLOSE



## APPETIZERS

### WINGS

8 breaded crispy wings served with celery and ranch  
Buffalo or bbq 10.29

### BATTERED CHEESE CURD (no whey!)

Served with red pepper tomato marmalade 6.89

### HOT PRETZELS

Two fresh, hot pretzels served with sweet mustard  
and a cheese dip 7.89

### CRISPY PORK RINDS

Seasoned pork rinds served with a cheese dip 7.89

### BUFFALO CHICKEN DIP

Chicken, pepper sauce, cream cheese and  
ranch dressing. Topped with blue cheese crumbles  
and served with tortilla chips  
and celery sticks 11.29



## SOUPS & SALADS

**SOUP OF THE DAY** cup 3.69 bowl 6.49

### RIO VERDE CHILI PORK STEW

Smoked pulled pork, green chilies, onions, roasted tomatillos,  
corn and potatoes, served with tortilla chips on the side  
cup 4.29 bowl 6.89

### HOUSE SALAD

Mixed greens topped with tomatoes, cucumber,  
green onion and croutons - small 4.89 large 7.89  
- Add grilled chicken, tofu, or avocado 3.89

### CAESAR SALAD

Crisp Romaine lettuce tossed with parmesan cheese  
and Caesar dressing, topped with croutons 9.29  
- Add grilled chicken, tofu, or avocado 3.89

### MILE HIGH SALAD

Mixed greens with chicken, cheddar cheese,  
tomatoes, avocado and pepitas served  
with ranch dressing 13.89

### AVOCADO SALAD

Mixed greens, avocados, cotija cheese & pecans.  
Served with an avocado citrus dressing 9.29  
- Add grilled chicken or tofu 3.89



## SHARES

### CINNAMON SUGAR SWEET POTATO FRIES

Served with sweet mustard sauce 7.29

### MUMA'S DILL PICKLE FRIES

Served with 1000 Island sauce 8.29

### BASKET OF TOTS OR FRENCH FRIES

Served with chipotle ranch 6.89

### BIG BEER BATTERED ONION RINGS

Served with chipotle ranch 7.89

If we weren't meant to eat animals,  
then why are they made of meat?





## BURGERS

All beef burgers are 1/2 pound, hand pressed fresh Angus beef served on a toasted sourdough bun. All burgers come with choice of french fries, cole slaw, tots, or house salad. Substitute sweet potato fries or pickle fries for \$2

### THE FREQUENT FLYER\*

Our classic burger with lettuce, tomato and red onion.  
Cheese choices: Cheddar, Pepperjack, Blue,  
Smoked Mozzarella or Swiss 11.19

### DIABLO BURGER\* (5,280 feet of heat)

Jalapeño, avocado, cheddar, ghost pepperjack  
and cilantro pesto 13.89

### SOUTHWEST TURKEY BURGER\*

Lettuce, tomato, avocado and pepperjack cheese 12.19

### AMELIA EARHART BLUE BURGER\*

Caramelized onions, mushrooms, bacon and blue cheese 13.29

### BREAKFAST FOR LUNCH BURGER\*

1/2 pound hand pressed burger topped with bacon,  
egg and cheddar cheese 13.49

### MILE HIGH'S BIG ASS DOUBLE BBQ BACON BURGER\*

Two half-pound patties topped with cheddar cheese,  
bbq sauce and bacon 17.89

*Any beef burger patty may be substituted for a  
turkey patty or a veggie patty at no extra cost*

## SANDWICHES

All sandwiches with choice of french fries, cole slaw, tots, or house salad. Substitute sweet potato fries or pickle fries for \$2

### MILE HIGH CLUB

In house roasted turkey breast, bacon, lettuce, tomato,  
cheddar cheese, and red pepper mayo  
served on grilled sourdough bread 11.19

### CUBAN QUEEN

Smoked pork, ham, and Swiss cheese,  
sliced pickles and mustard on a grilled telera roll 12.29

### BBQ PULLED PORK

Tender smoked pork tossed in bbq sauce,  
stacked w/cole slaw, and a beer battered onion ring  
all on a toasted sourdough bun 11.29

### REUBEN

In house brined, hand carved brisket, Swiss cheese,  
sauerkraut and 1000 Island dressing  
on grilled marble rye 11.89

### GRILLED CHEESE

Cheddar, pepperjack, and bacon onion jam  
on sourdough bread 10.89

### CHEESESTEAK

Came asada, Hatch chilies, pickled red onions, smoked  
mozzarella on a grilled telera roll 13.29

### DIRTY VERDE BIRDIE

Paprika-dusted grilled chicken, lettuce with a prickly pear, pecan,  
onion and jalapeño chutney, served on a sourdough bun 11.29

### CURRY CHICKEN SALAD WRAP

Chicken salad with almonds, golden raisins and coconut  
in a mild yellow curry dressing with tomatoes and  
mixed greens in a garlic herb tortilla 11.29

## KIDS MENU (Kids Under 14 Board First)

All kids' meals served with choice of French fries,  
tater tots, or fresh fruit

~ GRILLED CHEESE

~ CHICKEN TENDERS

~ MAC & CHEESE

Any Choice: 6.89

**NO** CRYING OR  
CATERWAULING  
WHATSOEVER!

\*WARNING: Consuming raw or under cooked meats, poultry, seafood, shellfish  
or eggs may increase your risk of food borne illness. Our burgers, eggs and prime rib are  
cooked to order.

### CAPTAIN'S PICK

#### BACON MAC & CHEESE

Macaroni in a rich green chili cheese sauce  
with bacon 10.29

#### CRAB CAKES

Blue crab cakes, crispy spinach and avocado,  
topped with roasted red pepper aioli 13.79

#### FISH AND CHIPS

Beer battered fish fillet and fries served with cole slaw  
and tartar sauce 13.89



# MILE HIGH DRINKS, DESSERTS & MORE

## MILE HIGH SIGNATURE DRINKS

### THE MILE HIGH BLOODY MARY BLOODY MARIO, OR BLOODY MARIA

**Mary:** Made with pepper infused vodka, a secret ingredient, perfect for getting your flaps up in the morning!

**Mario:** Made with vodka infused with bell pepper, peppercorn, garlic and basil. Start your flight off right!

**Maria:** Get bumped up with tequila instead of vodka in a bloody mary

### RED EYE

Domestic beer mixed with tomato juice—perfect after a late night

## CRAFT BEER

Ask about our rotating selection of Arizona craft beers!

**FLIGHT** - Our AZ draft beers in a tasting flight

**TAPPED** - 16 oz or 23 oz Bomber (Draft of your choice)

## WINE LIST

Ask your server about our rotating wine selections.

TRY A LOCAL  
BEER FLIGHT!  
SAMPLE OUR  
ARIZONA  
BEERS  
ON TAP

FIND US ON: [milehighgrillandinn.com](http://milehighgrillandinn.com)

facebook



## TURBULANCE

Choice of Margarita - Lima, Mango, or a tourist's favorite, the Prickly Pear

## FASTEN YOUR SEATBELT

Coconut rum, spiced rum and because we don't discriminate, equal parts orange, pineapple and cranberry juices

## CRASH POSITION

It's like a Long Island Iced Tea but with altitude

## CRUISING

The traditional Mimosa for when you just want to kick back and relax...but we do ask that you keep your shoes on

## BOTTLED BEER LIST

Budweiser, Bud Light, Coors Light, Mich Ultra, Corona, Sierra Nevada, Stella, and Guinness (in a can)

## BEVERAGES

ORANGE, APPLE, CRANBERRY  
TOMATO JUICE 3.00

COFFEE, HOT TEA, HOT CHOCOLATE,  
MILK, CHOCOLATE MILK 2.75

PEPSI, DIET PEPSI, SIERRA MIST,  
DR. PEPPER, MOUNTAIN DEW,  
LIPTON'S RASPBERRY ICED TEA,  
LEMONAD, MUG ROOT BEER

3.00 (free refills)

## DESSERTS

### SIGNATURE WARM CROISSANT BREAD PUDDING

Our house made bread pudding is the perfect ending to any day. Share, don't share, we won't judge

### DAILY COBBLER

Ask your server about today's fresh fruit house made cobbler



ASK ABOUT THE MILE HIGH





Arizona Department of Liquor Licenses and Control  
800 W Washington 5th Floor  
Phoenix, AZ 85007-2934  
www.azliquor.gov  
(602) 542-5141

**AFFIDAVIT OF POSTING**

Date of Posting: November 13, 2019 Date of Posting Removal: December 3, 2019

Applicant's Name: Jurisin Eric Sylvester  
Last First Middle

Business Address: 309 Main Street Jerome 86331  
Street City Zip

License #: 81774

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Joni Savage Deputy Clerk 928.634.7943  
Print Name of City/County Official Title Phone Number

Joni Savage 12/3/19  
Signature Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents.  
If you have any questions please call (602) 542-5141 and ask for the Licensing Division.



Arizona Department of Liquor Licenses and Control  
800 W Washington 5th Floor  
Phoenix, AZ 85007-2934  
www.azliquor.gov  
(602) 542-5141

**Local Governing Body Recommendation  
A.R.S. § 4-201(C)**

1. City or Town of: \_\_\_\_\_ Liquor License Application #: \_\_\_\_\_  
(Circle one) (Arizona application #)

2. County of: \_\_\_\_\_ City/Town/County #: \_\_\_\_\_

3. If licensed establishment will operate within an "entertainment district" as described in A.R.S. § 4-207(D)(2),

\_\_\_\_\_  
(Name of entertainment district)

\_\_\_\_\_  
(Date of resolution to create the entertainment district)

A boundary map of entertainment district must be attached.

4. The \_\_\_\_\_ at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ of \_\_\_\_\_  
(Governing body) (Regular or special) (Day)

\_\_\_\_\_, \_\_\_\_\_ considered the application of \_\_\_\_\_  
(Month) (Year) (Name of applicant)

for a license to sell spirituous liquor at the premises described in application \_\_\_\_\_,  
(Arizona liquor license application #)

for the license series #: type \_\_\_\_\_ as provided by A.R.S § 4-201.  
(i.e.: series #10: beer & wine store)

**ORDER OF APPROVAL/DISAPPROVAL**

IT IS THEREFORE ORDERED that the license APPLICATION OF \_\_\_\_\_  
(Name of applicant)

to sell spirituous liquor of the class and in the manner designated in the application, is hereby recommended

for \_\_\_\_\_  
(Approval, disapproval, or no recommendation)

**TRANSMISSION OF ORDER TO STATE**

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona.

Dated at \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Location) (Day) (Month) (Year)

\_\_\_\_\_  
(Printed name of city, town or county clerk)

\_\_\_\_\_  
(Signature of city, town or county clerk)

**AGREEMENT FOR LIBRARY SUPPORT SERVICES  
AND MEMBERSHIP IN THE YAVAPAI LIBRARY NETWORK  
BETWEEN THE YAVAPAI COUNTY FREE LIBRARY DISTRICT AND  
TOWN OF JEROME**

This Agreement for Library Support Services and Membership in the Yavapai Library Network (hereinafter referred to as this “Agreement”) is made and entered into July 1, 2019, by and between the Yavapai County Free Library District, a special taxing subdivision of the State of Arizona (hereinafter referred to as “DISTRICT”), and Town of Jerome, a(n) Arizona corporation/political subdivision of the State of Arizona (hereinafter referred to as “MEMBER LIBRARY”). DISTRICT and MEMBER LIBRARY may each be referred to individually as a “Party” and collectively as the “Parties.”

**RECITALS**

**WHEREAS**, DISTRICT is a special taxing subdivision of the State of Arizona established in 1987 for the purpose of providing library services to participating town and city libraries and unincorporated areas of Yavapai County, pursuant to A.R.S. §§ 48-3901 *et seq.*; and,

**WHEREAS**, DISTRICT is authorized to exercise the powers granted generally to municipal corporations by the constitution and laws of the State of Arizona, pursuant to A.R.S. § 48-3902; and,

**WHEREAS**, DISTRICT is a county free library district established and maintained pursuant to A.R.S. § 11-901; and,

**WHEREAS**, DISTRICT, various municipalities, boards, and other entities recognize the need to cooperate in the provision of library services and have since 1985 formed a consortium of public, school, academic, and special libraries known as the Yavapai Library Network (hereinafter referred to as “YLN”); and,

**WHEREAS**, YLN better serves the needs of libraries in Yavapai County through mutual cooperation, resource sharing, and the use of common technology standards for library products and services; and,

**WHEREAS**, MEMBER LIBRARY wishes to become a member of the YLN and participate in the YLN; and,

**WHEREAS**, MEMBER LIBRARY wishes to join together with DISTRICT and YLN to cooperate in the provision of library products and services in Yavapai County; and,

**WHEREAS**, MEMBER LIBRARY is classified as a(n):

☒ PUBLIC LIBRARY, which is a library, open to the general public, that does not charge Yavapai County residents to obtain a library card or checkout an item that is available for checkout in any library in the Yavapai Library Network;

☐ SCHOOL LIBRARY, which is a library that only serves K-12 students, faculty, and staff

that attend the school or are part of the school district where the library is located. A School Library is not open to the general public;

□ ACADEMIC LIBRARY, which is a library that supports a college or university, that may or may not be open to the general public, and serves the students, faculty, and staff of the college or university; or

□ SPECIAL LIBRARY, which is a library that gives the general public access to its collection, but does not allow items in its collection to leave the library premises; and,

**WHEREAS**, the Parties have determined that it is in their mutual interest to enter into an agreement whereby DISTRICT shall provide data services, support, and other library services to MEMBER LIBRARY, subject to the terms and conditions set forth herein.

## **AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual promises and conditions set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to become legally bound, agree as follows:

- 1. Term of Agreement.** The initial term of this Agreement shall commence on July 1, 2019, and shall continue through June 30, 2020. Thereafter, this Agreement shall automatically renew for supplemental one-year terms of up to a maximum of five (5) one-year terms.
- 2. Termination.**
  - 2.1. Termination for Convenience/Without Cause.** The Parties may terminate or cancel this Agreement at any time for any reason, with or without just cause, with ninety (90) days written notice to the other Party specifying the termination date.
  - 2.2. Termination for Breach.** In the event of a breach of any term or condition of this Agreement by any Party, the Party claiming a breach shall provide written notice to the Party for which a breach is alleged, with said notice setting forth the factual basis for the determination that a breach has occurred. If the alleged breach is not remedied within fifteen (15) days of receipt of the notice by the Party for which a breach is alleged, this Agreement may terminate, at the option of the Party alleging a breach.
  - 2.3. Residual Obligations.** Unless otherwise expressly agreed by the Parties, all obligations of the Parties, including payment of charges and fees, for the fiscal year during which termination or non-renewal is effective shall remain in full force and effect and binding on the respective Parties. MEMBER LIBRARY agrees to forfeit any right, title, or interest in tangible or intangible monies, materials, equipment, or property contributed or allocated to the YLN if MEMBER LIBRARY terminates this Agreement or is no longer a member of the YLN.
  - 2.4. Cancellation for Conflict of Interest.** This Agreement is subject to cancellation pursuant to

A.R.S. §38-511, the pertinent provisions of which are incorporated herein by reference.

**3. DISTRICT Duties and Obligations for Library Support Services.** DISTRICT hereby agrees to:

- 3.1.** Assign, within budgetary and resources limitations, technical, professional, and management staff to meet the normal service requirements of MEMBER LIBRARY and YLN. Examples of normal service requirements include cataloging, routine system maintenance, upgrades, backups, and recovery.
- 3.2.** Timely notify MEMBER LIBRARY of system changes and scheduled system outages.
- 3.3.** Work cooperatively with vendors, MEMBER LIBRARY, YLN, and others to ensure compliance with industry standards and to ensure the success of on-going system operations.
- 3.4.** Act as YLN's host, fiscal, and administrative agent to ensure continued delivery of library services to MEMBER LIBRARY and to facilitate the stability and operations of YLN.
- 3.5.** Provide dedicated hardware and software resources to be housed in a secure environment and incorporate sufficient bandwidth to allow MEMBER LIBRARY to readily access the resources of the YLN.
- 3.6.** Provide periodic operational status reports to inform MEMBER LIBRARY of the nature, type, and status of services being rendered by DISTRICT.
- 3.7.** Provide technical management services for YLN systems including, but not limited to, maintenance and systems administration that supports the operation of the Integrated Library System (ILS).
- 3.8.** Evaluate all equipment that interfaces directly with DISTRICT or YLN services to ensure compatibility.
- 3.9.** Apply enhancements to the ILS, with the advice and recommendations of the YLN Steering Committee, deems necessary.
- 3.10.** Allocate financial resources, as DISTRICT deems necessary, for the stability, growth, and enhancement of YLN.
- 3.11.** Gather statistics and other information, as required, for establishing annual billing amounts payable by MEMBER LIBRARY to ensure the continuity of YLN operations. Statistics gathered will be based on a full calendar year, if possible.
- 3.12.** Provide MEMBER LIBRARY an estimated annual cost of operation assessment with anticipated benefits for MEMBER LIBRARY no later than January 15 each year.
- 3.13.** Provide MEMBER LIBRARY an annualized invoice for MEMBER LIBRARY's

Membership Fee no later than March 15 each year in accordance with the methodology in the “MEMBERSHIP FEE” document attached hereto as Exhibit A.

**3.14.** Notify MEMBER LIBRARY of any determination by DISTRICT to withdraw from oversight of and/or participation in YLN no less than one (1) year prior to the effective date of any such determination.

**3.15.** Additional duties and obligations if MEMBER LIBRARY is a School Library or Academic Library, as more fully described on the “REQUIREMENTS FOR DISTRICT AND MEMBER LIBRARY IF MEMBER LIBRARY IS A SCHOOL LIBRARY OR ACADEMIC LIBRARY” document attached hereto as Exhibit B.

**4. MEMBER LIBRARY Duties and Obligations for Library Support Services.** MEMBER LIBRARY hereby agrees to:

**4.1.** Coordinate with DISTRICT prior to the acquisition of any hardware or software intended to interface with YLN designated systems to ensure proper functionality and compatibility for MEMBER LIBRARY.

**4.2.** And understands that DISTRICT reserves the right to decline to connect any hardware and/or software determined by DISTRICT, in its sole discretion, to be out of compliance with the functionality specifications or compatibility requirements of DISTRICT or YLN.

**4.3.** Designate an individual who can resolve computer problems and who is responsible for consulting with DISTRICT regarding matters relating to the operation of the automated system.

**4.4.** Purchase, operate, and maintain, at MEMBER LIBRARY’s sole expense, its circulation, cataloging, and public access stations and telecommunications equipment.

**4.5.** Provide, at MEMBER LIBRARY’s sole expense, Internet connectivity with sufficient bandwidth to meet MEMBER LIBRARY’s needs and any requirements established by DISTRICT or YLN.

**4.6.** Pay all fees and charges pursuant to this Agreement no later than 30 days following receipt of an invoice for said fees or charges.

**4.7.** Clearly check the appropriate box below indicating whether MEMBER LIBRARY is an Affiliate Library of DISTRICT pursuant to A.R.S. § 11-903(A) (hereinafter referred to as “Affiliate Library”):

☒ MEMBER LIBRARY is an Affiliate Library.

☐ MEMBER LIBRARY is NOT an Affiliate Library.

**4.7.1.** If MEMBER LIBRARY is an Affiliate Library, then MEMBER LIBRARY agrees

to the following additional duties and obligations as an Affiliate Library as follows:

- 4.7.1.1** Affiliate Library shall provide equal access to use an Affiliate Library's facilities and services, including core services such as borrowing privileges and computer use, if available, free of charge, to all the residents of Yavapai County.
- 4.7.1.2** DISTRICT and Affiliate Library shall cooperate in planning and implementing resource sharing activities acceptable to DISTRICT and Affiliate Library. Shared resources shall be free to Yavapai County residents, except if there are inter-library loans or materials from a lending library that is not a member of the YLN. If the lending library is not a member of the YLN, then postage recovery costs for library materials sent to and from the library that is not a member of the YLN may be passed on to the user up to a total cost of \$6.00 per item or transaction.
- 4.7.1.3** DISTRICT acknowledges that the services to be performed by the Affiliate Library have a value to the residents of Yavapai County and that if Affiliate Library did not perform library services for its community, then DISTRICT may have to bear the costs of providing library services to residents benefitting from the Affiliate Library.
- 4.7.1.4** Affiliate Library may be eligible for a distribution of funds from DISTRICT according to the formula as set forth in "ANNUAL CONTRIBUTIONS TO AFFILIATE LIBRARY" attached hereto as Exhibit C.
  - 4.7.1.4.1** Affiliate Library agrees and acknowledges that DISTRICT, in its sole discretion, may or may not allocate funds for an annual contribution, and that if funds are allocated for an annual contribution, the amounts may fluctuate from year-to-year. The estimated allocated amount, if any, and conditions, if any, will be provided to Affiliate Library on or before March 15 of each year.
  - 4.7.1.4.2** Affiliate Library agrees and acknowledges that the combined contribution for funds for Fiscal Year (FY) 2019-20 for Affiliate Libraries, before the Contribution Formula is applied, is \$1,675,000, as evidenced on Exhibit C.
  - 4.7.1.4.3** Affiliate Library may receive an annual contribution so long as Affiliate Library is a member of the YLN.
  - 4.7.1.4.4** If Affiliate Library receives funds from DISTRICT, then Affiliate Library shall solely use funds received from

DISTRICT to directly support Affiliate Library, and Affiliate Library shall provide a certification on or before June 30 of each year that Affiliate Library has solely used funds from DISTRICT to directly support Affiliate Library. DISTRICT shall provide the certification form for Affiliate Library to use on or before May 31 of each year. DISTRICT may also request an annual accounting from Affiliate Library describing the manner and use of DISTRICT funds, and Affiliate Library shall provide the annual accounting to DISTRICT within thirty (30) days of receipt of such request.

**4.7.1.4.5** Affiliate Library agrees and acknowledges that all unused funds Affiliate Library receives from DISTRICT in a fiscal year shall be forfeited to DISTRICT.

**4.7.1.5** Affiliate Library agrees and acknowledges that contributions and funds that are declared for a specific purpose shall be used for their declared purpose.

**4.7.1.6** Affiliate Library agrees and acknowledges that contributions and funds that are not used for their declared purpose are forfeited and shall be the property of DISTRICT.

**4.7.1.7** All library materials purchased with DISTRICT funds for Affiliate Library are the property of the Affiliate Library.

**4.7.1.8** Affiliate Library may wish to utilize technology support services from DISTRICT in accordance with the detailed description of "TECHNOLOGY SUPPORT SERVICES" attached hereto as Exhibit D. Affiliate Library shall check the appropriate box below whether it elects to utilize these services:

☒ Affiliate Library will utilize technology support services as outlined in Exhibit D.

☐ Affiliate Library will NOT utilize technology support services as outlined in Exhibit D.

**5. Membership in YLN and Duties and Obligations for Membership in the YLN.** Under the terms of this Agreement, DISTRICT and MEMBER LIBRARY are members of the YLN and as members of the YLN, MEMBER LIBRARY agrees to:

**5.1.** Adhere to all YLN governing documents, including, but not limited to, bylaws, policies, rules, and guidelines.

**5.2.** Contribute bibliographic and holdings data into the ILS.



- 5.3.** Protect the security and access to the catalog and further agree to comply with YLN protocols with regard to cataloging as outlined in the YLN Cataloging Manual.
- 5.4.** Comply with the requirements for conversion and authority control and to supplemental inclusion of foreign or locally constructed databases.
- 5.5.** Comply with industry cataloging standards and techniques in order to ensure compatibility with the standards and practices of DISTRICT and YLN.
- 5.6.** Adhere to practices and procedures as outlined in the YLN Circulation Manual.
- 5.7.** Have access to the YLN catalog of shared items that shall be available for use.
- 5.8.** Allow members of the general public to use its premises to view and use materials available in the online catalog, except if MEMBER LIBRARY is a School Library or an Academic Library not open to the general public.
- 5.9.** Participate in sharing library materials with and between all YLN members, except if MEMBER LIBRARY is a Special Library.
- 5.10.** Be a pick-up and a drop-off location for library materials to and from other YLN members, except if MEMBER LIBRARY is a Special Library.
- 5.11.** At all times maintain the privacy and confidentiality of library users and patrons acting in compliance with all privacy laws, including A.R.S. § 41-151.22 and, if applicable, those specifically relevant to students as covered under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. Part 99. DISTRICT and MEMBER LIBRARY acknowledge that violations of user privacy may be subject to civil penalties and criminal prosecution.
- 5.12.** Form a YLN Steering Committee, which shall act as a general oversight and guidance body in accordance with YLN governing documents and as outlined on the “YLN STEERING COMMITTEE” document attached hereto as Exhibit E.
- 5.13.** Participate in the functions and activities of the YLN Steering Committee.
- 5.14.** Designate a representative to serve on the YLN Steering Committee.
- 5.15.** DISTRICT providing a secretary for taking minutes at YLN Steering Committee Meetings.
- 5.16.** The duties and obligations of the YLN Steering Committee as follows:
  - 5.16.1.** The YLN Steering Committee shall allocate funds collected from the Membership Fee as determined to be necessary for the stability, growth, and enhancement of YLN and MEMBER LIBRARY.

- 5.16.2.** The YLN Steering Committee shall determine the total annual amount of funds to be collected for the Membership Fee in accordance with Exhibit A. The total amount to be collected for FY 2019-20 is \$175,000.
- 5.16.3.** The YLN Steering Committee shall have as its ex officio member the DISTRICT or Yavapai County Information Technology Services (ITS) Library Network Manager.
- 5.16.4.** All decisions of the YLN Steering Committee shall be ratified by the DISTRICT Director to be effective.
- 5.16.5.** The YLN Steering Committee, through its policies and procedures, may place additional requirements on YLN membership and duties and obligations of membership.
- 5.17.** Form a YLN Executive Committee in accordance with YLN governing documents.
- 5.18.** DISTRICT providing a secretary for taking minutes at YLN Executive Committee Meetings.
- 5.19.** Establish a YLN Fund. MEMBER LIBRARY and DISTRICT shall pay a Membership Fee to DISTRICT with the amount to be determined annually as set forth in Exhibit A. All monies collected will be deposited in the Yavapai County Library Network Fund (hereinafter referred to as "YLN Fund") of which DISTRICT is the custodian. The YLN Steering Committee shall have sole discretion on how the YLN Fund is expended. The YLN Fund does not have to be fully expended each year and can roll-over.
- 5.20.** The purpose of the YLN Fund as follows:
- 5.20.1.** Ensure the continued stability and viability of the YLN.
  - 5.20.2.** Allow for service expansions.
  - 5.20.3.** Upgrade technology to ensure the provision of existing services.
- 5.21.** The YLN Fund being expended in the following areas:
- 5.21.1.** Technology purchases.
  - 5.21.2.** Library-related service expansions.
  - 5.21.3.** Special Projects.
  - 5.21.4.** Professional development and continuing education.
- 5.22.** Have the YLN Fund pay for a cataloging position at DISTRICT that is dedicated to the YLN

to lead technical services, monitor and maintain the bibliographic database, provide training on cataloging processes and standards to the members of the YLN, and attend YLN meetings as needed. The cataloging position shall report to the DISTRICT Director and require a Master's in Library Science or a related field and at least three (3) years of experience cataloging or training personnel in a library or library system, pursuant to a job description approved by DISTRICT and the YLN Steering Committee.

**5.23.** Have the YLN Fund pay for additional positions dedicated to the YLN pursuant to job descriptions approved by DISTRICT and the YLN Steering Committee.

**5.24.** MEMBER LIBRARY forfeiting any right, title, or interest in tangible or intangible monies, materials, equipment, or property contributed or allocated to the YLN or the YLN Fund if MEMBER LIBRARY terminates this Agreement or is no longer a member of the YLN.

**5.25.** The YLN Fund and all items purchased with the YLN Fund being transferred to another entity if the YLN's administrative and fiscal functions are transferred to such other entity.

**5.26.** The YLN Fund and all items purchased with the YLN Fund becoming the property of DISTRICT if the YLN dissolves. This is in consideration of DISTRICT's provision of services pursuant to this Agreement.

**6. Insurance.** The Parties shall maintain appropriate insurance. Certificates of Insurance shall be provided to a Party upon request.

**7. Mutual Indemnification.** To the maximum extent permitted by law, each Party (as "**Indemnitor**") agrees to indemnify, defend and hold harmless the other Party, its officers, officials, agents, employees, or volunteers (as "**Indemnitee**") from and against any and all claims, losses, liability, costs or expenses to which any Indemnitee may become subject under any theory of liability whatsoever, including reasonable attorney's fees, court costs and the costs of appellate proceedings arising out of actions taken in performance of this Agreement (hereinafter collectively referred to as "**Claims**") to the extent that such Claims are caused by the acts, omissions, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Indemnitor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree.

**8. Notices.** All notices required or permitted to be given under the terms of this Agreement shall be in writing, and shall be effective upon hand delivery, deposit with a reputable overnight courier such as FedEx for overnight delivery or three (3) business days after deposit with the U.S. Mail via certified or registered mail, postage prepaid, return receipt requested as follows:

**DISTRICT:**

Yavapai County Free Library District  
Attn: Corey Christians, Director  
171 Commerce Center Circle, Suite D  
Prescott, AZ 86301

**MEMBER LIBRARY:**

Jerome Public Library

PO Box 335

Jerome, AZ 86331

The Parties shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other Party.

- 9. Relationship of Parties.** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the Parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the other Party to its employees. Neither Party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees.
- 10. Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against DISTRICT or MEMBER LIBRARY. This Agreement is not intended to benefit any third party.
- 11. Assignment.** MEMBER LIBRARY is prohibited from assigning, transferring, conveying, or otherwise disposing of its obligations under this Agreement, in whole or in part, or its power to execute such agreement to any other person, company, or corporation without the prior written consent of DISTRICT, which may be withheld at the sole discretion of DISTRICT. Any purported assignment of rights or delegation of performance in violation of this section is void.
- 12. Compliance with Law.** The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including environmental laws.
- 13. Fingerprint and E-verify.** If required, and only to the extent required, the Parties shall comply with the fingerprinting provisions in A.R.S. § 15-512(H) and the e-verify provisions in A.R.S. § 41-4401.
- 14. Non-discrimination.** The Parties shall comply with State Executive Order 2009-09, the pertinent provisions of which are incorporated into this Agreement by reference, and which mandate, in part, that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin, or disability.
- 15. Americans With Disabilities Act.** The Parties shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
- 16. Legal Arizona Workers Act Compliance.** The Parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees and with the requirements of A.R.S. §§ 23-214 and 41-4401

(together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach, and the Parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The Parties retain the legal right to inspect the papers of each contractor or subcontractor employee who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

- 17. Workers’ Compensation.** For purposes of workers’ compensation, an employee 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 Agreement, is deemed to be an employee of both the Party who is his primary employer and the Party under whose jurisdiction or control or within whose jurisdiction he is then working, as provided by A.R.S. § 23-1022(D). The primary employer Party of such employee shall be solely liable for payment of workers’ compensation benefits for the purposes of this section. The Parties herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.
- 18. Written Certification Pursuant to A.R.S. § 35-393.01.** The Parties are not currently engaged in, and agree for the duration of this Agreement, to not engage in, a boycott of Israel.
- 19. Alternative Dispute Resolution.** In the event of any dispute under this Agreement, the Parties will immediately attempt to resolve the dispute prior to taking formal action. Pursuant to A.R.S. § 12-1518, disputes under this Agreement shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.
- 20. Waiver of Jury Trial/Waiver of Attorneys’ Fees.** The Parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Agreement. The Parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither Party shall be entitled to an award of attorneys’ fees, either pursuant to this Agreement, pursuant to A.R.S. § 12-341.01(A) and (B), or pursuant to any other state or federal statute, court rule, or common law.
- 21. Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. The Parties agree to bring any legal proceedings arising under this Agreement in a state or federal court of competent jurisdiction within Yavapai County, Arizona. Any changes in governing laws, rules, and regulations that do not materially affect this Agreement will apply during the term of this Agreement and will not require an amendment.
- 22. Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among the Parties hereto, either Party may propose amendments to this Agreement to bring this Agreement into conformity with such laws. If the Parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either Party may terminate this Agreement upon written notice to the other Party.

**23. Implied Contract Terms.** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated herein.

**24. Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.

**25. Waiver.** A Party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this Agreement. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.

**26. Headings and Construction of Agreement.** In construing this Agreement, all headings and titles are for the convenience of the Parties and for organizational purposes only and shall not be considered in interpreting the meaning of any provision in this Agreement or considered a part of this Agreement. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association. This Agreement shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

**27. Parol Evidence.** This Agreement is intended by the Parties as a final and complete expression of their agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this Agreement.

**28. Incorporated Documents and Order of Precedence.** All Exhibits identified herein and YLN governing documents, including, but not limited to, bylaws, policies, rules, and guidelines, are incorporated in this Agreement by reference. In the event of conflicts or discrepancies among this Agreement and any amendments thereto, Exhibits, or YLN governing documents, interpretations will be based on the following priorities in the following order:

**28.1.** Amendments and/or modifications to this Agreement;

**28.2.** This Agreement;

**28.3.** All Exhibits identified herein and incorporated by reference; and

**28.4.** YLN governing documents, including, but not limited to, bylaws, policies, rules, and guidelines.

**29. Entire Agreement.** This Agreement contains the entire, integrated agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This Agreement supersedes and merges all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all Parties.

**30. Execution in Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. Each of the Parties may sign any number of copies of this Agreement. Each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.

**31. Legal Agreement.** This Agreement is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this Agreement, each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement and understands the meaning of all terms contained herein and agrees to their application and enforceability.

### APPROVALS

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their duly authorized officials.

**DISTRICT:** Yavapai County Free Library District

\_\_\_\_\_  
Randall W. Garrison, Chairman,  
Board of Directors

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

This AGREEMENT has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to DISTRICT.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name  
Deputy Yavapai County Attorney

**MEMBER LIBRARY:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

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

This AGREEMENT has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to MEMBER LIBRARY.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name and Title/Law Firm Name



## Exhibit A

### MEMBERSHIP FEE

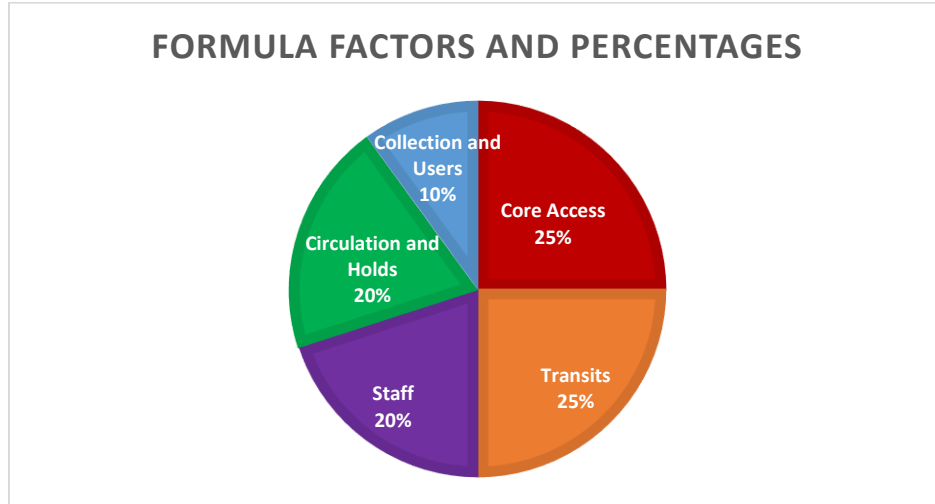
MEMBER LIBRARY shall be responsible for an annual Membership Fee in the YLN. A formula shall be applied annually to determine MEMBER LIBRARY's Membership Fee. DISTRICT shall gather statistics for factors from MEMBER LIBRARY or the Integrated Library System (ILS) each calendar year. The percentages associated with each factor of the formula must always equal 100% and may be adjusted by the YLN Steering Committee by two-thirds vote of a quorum. The factors for the formula are as follows:

1. Core Access (25%). An amount divided evenly between all members of the YLN that represents access to YLN services.
2. Transits (i.e., Interlibrary Loans) (25%). The number of items received by MEMBER LIBRARY from other libraries in the YLN.
3. Staff (20%). Volunteers, interns, students, and paid staff that use the ILS. Staff that do not perform system functions shall not be included in the calculation. The calculation shall use the full-time equivalent (FTE) for each position. An example is as follows:

Position	Hours	FTE
Volunteers	10	0.25
Student Helper	10	0.25
Intern	5	0.125
Part-time Employee	15	0.375
Full-time Employee	40	1
Total	80	2

4. Circulation and Holds (20%). The number of physical and electronic items checked out and renewed. Electronic items that cannot have a circulation attributed to MEMBER LIBRARY or that cannot be checked out or renewed shall not be included in the calculation. Filled and Expired On-shelf Holds shall be included in the calculation. The total of the circulation and the holds shall be calculated for this portion for MEMBER LIBRARY.
5. Collection and Users (10%). The number of patron or user records in the system (whether active or inactive) as well as the number of item records in the system shall be combined to determine the value of Collection and Users.

The following chart visually represents each of these factors:



MEMBER LIBRARY shall be responsible for its portion of each factor which will be totaled to determine each MEMBER LIBRARY's Membership Fee.

The following is an example for membership fees from fiscal year 2017-2018 (July 1, 2017, through June 30, 2018). Amounts fluctuate from year-to-year based on the annual amount to be collected as determined by the YLN Steering Committee (e.g. \$175,000 in FY 2017-2018) and the performance of each MEMBER LIBRARY.

FY17-18 Membership Fee Assessment									Total Assessment		\$175,000
Member Name	Access	Amount	FTE	Amount	Circ and Holds	Amount	Transits	Amount	Items and Patrons	Total	Overall Total
	25%	\$43,750	20%	\$35,000	20%	\$35,000	25%	\$43,750	10%	\$17,500	\$175,000
Camp Verde Community Library	1	\$1,067.07	7	\$1,853.95	84685	\$1,195.99	10313	\$1,571.13	35981	\$501.09	\$6,189.24
Chino Valley Public Library	1	\$1,067.07	6	\$1,589.10	124422	\$1,757.18	18706	\$2,849.77	65039	\$905.77	\$8,168.89
Camp Verde Unified School District	1	\$1,067.07	1.5	\$397.28	27755	\$391.98	1135	\$172.91	31019	\$431.99	\$2,461.22
Chino Valley Unified School District	1	\$1,067.07	1	\$264.85	3558	\$50.25	346	\$52.71	20575	\$286.54	\$1,721.42
Cottonwood Public Library	1	\$1,067.07	10.6	\$2,807.42	254986	\$3,601.10	31275	\$4,764.59	129864	\$1,808.55	\$14,048.74
Embry-Riddle Aeronautical University	1	\$1,067.07	7	\$1,853.95	30174	\$426.14	2756	\$419.86	38455	\$535.54	\$4,302.57
Humboldt Unified School District	1	\$1,067.07	1	\$264.85	9780	\$138.12	67	\$10.21	45322	\$631.18	\$2,111.43
Jerome Public Library	1	\$1,067.07	1.78	\$471.43	6855	\$96.81	1341	\$204.29	15933	\$221.89	\$2,061.50
Mayer Unified School District	1	\$1,067.07	0	\$0.00	5178	\$73.13	373	\$56.82	10718	\$149.26	\$1,346.29
Mingus Union High School	1	\$1,067.07	1	\$264.85	1277	\$18.03	112	\$17.06	16748	\$233.24	\$1,600.26
The Orme School of Arizona	1	\$1,067.07	0.25	\$66.21	648	\$9.15	13	\$1.98	8890	\$123.81	\$1,268.22
Prescott College	1	\$1,067.07	3.75	\$993.19	7209	\$101.81	645	\$98.26	38758	\$539.76	\$2,800.10
Prescott Public Library	1	\$1,067.07	19	\$5,032.16	797981	\$11,269.69	68336	\$10,410.65	191514	\$2,667.12	\$30,446.69
Prescott Unified School District	6	\$6,402.44	5.875	\$1,556.00	77214	\$1,090.47	1464	\$223.03	94819	\$1,320.50	\$10,592.44
Prescott Valley Public Library	1	\$1,067.07	21.37	\$5,659.86	437614	\$6,180.32	51832	\$7,896.35	128244	\$1,785.99	\$22,589.58
Sedona Public Library	2	\$2,134.15	12.6	\$3,337.12	299030	\$4,223.13	47194	\$7,189.77	98712	\$1,374.71	\$18,258.88
Sharlot Hall Museum	1	\$1,067.07	2	\$529.70	0	\$0.00	0	\$0.00	6813	\$94.88	\$1,691.66
Tri-City College Prep High School	1	\$1,067.07	1	\$264.85	235	\$3.32	105	\$16.00	1312	\$18.27	\$1,369.51
Yavapai College	2	\$2,134.15	10.5	\$2,780.93	41675	\$588.57	3518	\$535.95	137427	\$1,913.88	\$7,953.47
Yavapai County Free Library District	15	\$16,006.10	18.925	\$5,012.30	267994	\$3,784.81	47646	\$7,258.63	140455	\$1,956.05	\$34,017.89
Total	41	\$43,750.00	132.15	\$35,000.00	2478270	\$35,000.00	287177	\$43,750.00	1256598	\$17,500	\$175,000.00

## **Exhibit B**

### **REQUIREMENTS FOR DISTRICT AND MEMBER LIBRARY IF MEMBER LIBRARY IS A SCHOOL LIBRARY OR ACADEMIC LIBRARY**

1. DISTRICT agrees that it shall comply with the fingerprinting requirements of A.R.S. § 15-512, if those requirements are applicable to any activities performed by DISTRICT for a MEMBER LIBRARY that is a School Library or Academic Library.
2. DISTRICT shall be considered an extension of a School Library or Academic Library because DISTRICT will be providing library automation services on behalf of a School Library or Academic Library. Information shared between the Parties shall be consistent with the Family Education Records Privacy Act of 1974 (“FERPA”), 20 U.S.C. §1232g and its implementing regulations at 34 C.F.R. part 99.

- a. The following student information may be transferred to DISTRICT:

Last Name;  
First Name;  
Middle Name;  
Student ID;  
SAIS;  
Interlibrary loan status;  
Internet Permission;  
Graduation Year;  
Current School Grade;  
Mailing Address;  
Email;  
Phone Number;  
Homeroom Teacher;  
Academic Level;  
Homeroom room number;  
Homeroom time;  
School Code;  
Date of Birth;  
Enrollment Status; and  
Academic Program.

- b. FERPA describes circumstances under which MEMBER LIBRARY is authorized to release confidential data regarding individual students, teachers, and schools without prior parental consent in 20 U.S.C. §1232g(b). Confidential information may be disclosed to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions as long as the information is released to no others and the information is destroyed when no longer needed.
- c. The following terms further specify the manner in which MEMBER LIBRARY agrees to

share data with DISTRICT, subject to FERPA regulations:

- i. MEMBER LIBRARY is a state educational authority authorized to share information with contractors, consultants, volunteers, or other parties to whom an agency or institution has outsourced institutional services or functions, subject to FERPA, as authorized by 34 CFR Section 99.31(a)(1)(i)(B) *et al.* DISTRICT is contractor authorized to receive information to perform an institutional service or function subject to FERPA, as authorized by 34 C.F.R. Section 99.31(a)(1)(i)(B). To perform this function, MEMBER LIBRARY needs to share student data with DISTRICT, some of which may allow the identification of individual students.
- ii. COMPLIANCE WITH FERPA. To affect the transfer of data subject to FERPA, DISTRICT agrees to:
  1. In all respects comply with the provisions of FERPA. For purposes of this agreement, “FERPA” includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this Agreement may be construed to allow either Party to maintain, use, disclose, or share student information in a manner not allowed by federal law or regulation.
  2. Use the data shared under this Agreement for no purpose other than the contracted services pursuant to Section 99.31(a)(1)(i)(B) of Title 34 of the Code of Federal Regulations. DISTRICT further agrees not to share data received under this Agreement with any other entity without MEMBER LIBRARY approval. DISTRICT agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this Agreement and any relevant records of DISTRICT for purposes of completing authorized audits of the Parties.
  3. Require all employees, contractors, and agents of any kind to comply with all applicable provisions of FERPA and other federal laws with respect to the data shared under this Agreement. DISTRICT agrees to require and maintain an appropriate confidentiality agreement from each employee, contractor, or agent with access to data pursuant to this Agreement. Nothing in this paragraph authorizes sharing data provided under this Agreement with any other entity for any purpose other than completing the work authorized under this Agreement.
  4. Maintain all data obtained pursuant to this Agreement in a secure computer environment and not copy, reproduce, or transmit data obtained pursuant to this Agreement except as necessary to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of this Agreement in the same manner as the original data. The ability to access or maintain data under this Agreement shall not under any circumstances transfer from DISTRICT to any other institution or entity.

5. Not disclose any data obtained under this Agreement in a manner that could identify an individual student, except as authorized by FERPA, to any other entity. DISTRICT specifically agrees to abide by all MEMBER LIBRARY policies and procedures regarding student records, and to require all employees, contractors, and agents of any kind to also abide by those same policies and procedures.
  6. Not provide any data obtained under this Agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(6)(iv) of Title 34, Code of Federal Regulations.
  7. Destroy all data obtained under this Agreement when it is no longer needed for the purpose for which it was obtained. Nothing in this Agreement authorizes either Party to maintain data beyond the time reasonably needed to complete the purpose of the request. All data no longer needed shall be destroyed or returned to MEMBER LIBRARY in compliance with 34 CFR Section 99.31(6)(iii)(C)(4). DISTRICT agrees to require all employees, contractors, or agents of any kind to comply with this provision.
- iii. DATA REQUESTS. MEMBER LIBRARY may decline to comply with a request if it determines that providing the data requested would not be in the best interest of current or former students. All requests shall include a statement of the purpose for which it is requested and an estimation of the time needed to complete the project for which the data is requested. Data requests may be submitted in person or by post, electronic mail, or facsimile.
  - iv. AUTHORIZED REPRESENTATIVE. DISTRICT shall designate in writing a single authorized representative able to request data under this Agreement. The authorized representative shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to this Agreement, including confirmation of the completion of any projects and the return or destruction data as required by this Agreement. MEMBER or its agents may upon request review the records required to be kept under this section.
  - v. RELATED PARTIES. DISTRICT represents that it is authorized to bind to the terms of this contract, including confidentiality and destruction or return of student data, all related or associated institutions, individuals, employees, or contractors who may have access to the data or may own, lease, or control equipment or facilities of any kind where the data is stored, maintained, or used in any way. This Agreement takes effect only upon acceptance by authorized representatives of DISTRICT, by which that institution agrees to abide by its terms and return or destroy all student data upon completion of the research for which it was intended or upon the termination of its current relationship with MEMBER LIBRARY.

## Exhibit C

### ANNUAL CONTRIBUTION TO AFFILIATE LIBRARY

An Affiliate Library of DISTRICT is eligible to receive an annual contribution, if allocated, so long as MEMBER LIBRARY is a member of the YLN. The basis for determining an Affiliate Library's portion of the total allocated funds shall be based on the following factors:

1. Five percent (5%) of the total funds available will be a base amount and apportioned to each Affiliate Library based on the ratio of the total number of Affiliate Libraries.
2. Five percent (5%) of the total funds available will be based on the population of the incorporated municipality, and service area for Affiliate Library's branches in unincorporated areas, that governs the Affiliate Library divided by the combined population of the incorporated Municipalities. Official census data shall be used to determine the population for each incorporated area.
3. Fifty percent (50%) is based on total net assessed value (NAV) of the property of the incorporated municipality that is responsible for Affiliate Library divided by the total NAV of the incorporated municipalities. If an Affiliate Library has a library in unincorporated area, then DISTRICT, at DISTRICT's sole discretion, shall use the NAV that DISTRICT determines most closely matches the Affiliate Library's service area. NAV data shall be provided from publicly available data released from the assessor's office for the last full calendar year.
4. Twenty percent (20%) is based on total amount of the circulation, including first-time checkouts and renewals of physical and electronic items, and the number of items lent to Affiliate Library divided by the total number of the same for all Affiliate Libraries.
5. Ten percent (10%) of contribution is based on total number of active users of the Affiliate Library divided by the total number of the same for all Affiliate Libraries.
6. Ten percent (10%) of contribution is based on total number of items held by the Affiliate Library divided by the total number of the same for all Affiliate Libraries.

An example of the application of the formula to the FY 2018-2019 total contribution is below:

FY18-19 YCFLD Affiliates Contribution Formulation																						
Service Area	Affiliation		Demographics						Performance Measures										FY18-19 Contribution			
	Base Amount	5%	Population	5%	FY17 Assessed Valuation		Circ.	Electron.		Intralib Lending		Total		Active Patrons		Items		Total	Percent			
					Amount	50%		Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent			Amount	Percent	
Camp Verde	1	11.11%	10873	6.09%	\$ 5,103.18	\$ 67,995,063	4.21%	\$ 35,274.91	72606	4413	7878	84897	4.14%	\$ 13,858.71	5409	5.68%	\$ 9,516.08	30572	5.19%	\$ 8,695.76	\$ 81,756.73	4.88%
Chino Valley	1	11.11%	15488	8.68%	\$ 7,269.21	\$ 76,175,661	4.72%	\$ 39,518.89	102489	8492	11967	122948	5.99%	\$ 20,070.21	7775	8.16%	\$ 13,678.59	57264	9.72%	\$ 16,287.92	\$ 106,132.91	6.33%
Clarkdale	1	11.11%	4097	2.30%	\$ 1,922.90	\$ 33,049,964	2.05%	\$ 17,145.87	7893	951	4174	13018	0.63%	\$ 2,125.08	780	0.82%	\$ 1,372.26	10040	1.70%	\$ 2,855.73	\$ 34,729.93	2.07%
Cottonwood	1	11.11%	28181	15.79%	\$ 13,226.59	\$ 91,121,033	5.64%	\$ 47,272.35	212252	15218	32066	259536	12.64%	\$ 42,367.03	15590	16.37%	\$ 27,427.56	114274	19.40%	\$ 32,503.59	\$ 172,105.21	10.27%
Dewey-Humboldt	1	11.11%	3894	2.18%	\$ 1,827.63	\$ 26,394,831	1.63%	\$ 13,693.28	12465	1245	2603	16313	0.79%	\$ 2,662.96	693	0.73%	\$ 1,219.20	7480	1.27%	\$ 2,127.58	\$ 30,838.73	1.84%
Jerome	1	11.11%	461	0.26%	\$ 216.37	\$ 5,929,485	0.37%	\$ 3,076.14	5430	118	2947	8495	0.41%	\$ 1,386.74	407	0.43%	\$ 715.04	15526	2.64%	\$ 4,416.15	\$ 19,119.51	1.14%
Prescott	1	11.11%	55008	30.82%	\$ 25,817.70	\$ 647,649,002	40.11%	\$ 335,991.47	674297	67111	64051	805459	39.24%	\$ 131,484.28	28205	29.62%	\$ 49,621.19	163309	27.22%	\$ 46,450.88	\$ 598,673.60	35.73%
Prescott Valley	1	11.11%	46878	26.26%	\$ 22,001.93	\$ 328,846,320	20.36%	\$ 170,600.99	362685	31649	35499	429833	20.94%	\$ 70,166.55	23840	25.03%	\$ 41,941.82	104404	17.72%	\$ 29,696.21	\$ 343,715.59	20.51%
Sedona	1	11.11%	13609	7.62%	\$ 6,387.31	\$ 337,622,978	20.91%	\$ 175,154.20	241720	19478	51037	312235	15.21%	\$ 50,969.69	12535	13.16%	\$ 22,052.88	86177	14.63%	\$ 24,511.80	\$ 288,383.97	17.21%
Total	9	100%	178489	100.00%	\$ 83,772.81	\$1,614,784,337	100.00%	\$ 837,728.09	1691837	148675	212222	2052734	100.00%	\$ 335,091.24	95234	100.00%	\$ 167,545.62	589046	100.00%	\$ 167,545.62	\$ 1,675,456.18	100.00%

## **Exhibit D**

### **TECHNOLOGY SUPPORT SERVICES**

The following services are provided in response to the need for the provision of technology support services to MEMBER LIBRARY. The provided services are limited to issues and maintenance for computing and networking equipment owned and operated by MEMBER LIBRARY with DISTRICT acting as support for MEMBER LIBRARY's equipment and procurement of such equipment in accordance with MEMBER LIBRARY's needs.

1. Technology Support Services. The following services are provided by DISTRICT in response to the basic maintenance and support needs of MEMBER LIBRARY:
  - a. Maintenance and Monitoring. DISTRICT shall be responsible for monitoring and managing MEMBER LIBRARY's servers as follows:
    - i. Backup – includes maintaining and monitoring backups based upon the procedures and schedule already in place by DISTRICT.
    - ii. Hardware errors – specifically servers procured with the assistance of DISTRICT shall include monitoring and remote support.
    - iii. Event log filtering – includes monitoring vendor application issues that might arise and working with the vendor to the best of DISTRICT's ability.
    - iv. Antivirus – includes routine monitoring of MEMBER LIBRARY's servers for possible infections.
    - v. Routine maintenance of the servers shall include file system space monitoring, file system defragmentation and the application of critical updates.
    - vi. DISTRICT shall be responsible for monitoring and managing MEMBER LIBRARY's workstations.
    - vii. Antivirus – includes routine monitoring of MEMBER LIBRARY's workstations for possible infections.
    - viii. Software updates – Includes providing updates for software installed by DISTRICT. Only software deemed necessary by DISTRICT can be installed on the workstations.
  - b. Ordering and setup of new equipment as follows:
    - i. MEMBER LIBRARY shall obtain written verification from DISTRICT that any hardware or software purchased by MEMBER LIBRARY is compatible with DISTRICT hardware and software prior to acquisition.
    - ii. Operating System installation as needed – this includes installing any and all licensed software DISTRICT deems necessary for the provision of services to library users and staff.
    - iii. Securing the device with antivirus software.
    - iv. Working with software vendors on implementation of new products.

1. DISTRICT shall not be held responsible for defects in any vendor's software.
  2. If desired by MEMBER LIBRARY, DISTRICT shall provide a project plan with expected milestones based upon the availability of DISTRICT resources.
  3. DISTRICT shall not be held responsible for delays created by MEMBER LIBRARY's hardware and software vendors.
- v. Work with MEMBER LIBRARY staff on migrating to any new equipment.
  - vi. Provide status reports as requested.
- c. Provide Disaster/Recovery services as needed on servers as follows:
    - i. Restoring files that were deleted.
    - ii. Restoring the server to the last full backup.
    - iii. Reloading software and recovering all data available.
    - iv. DISTRICT is not responsible for data lost due to the failures of MEMBER LIBRARY's backup media.
  - d. MEMBER LIBRARY shall be responsible for all costs, including, but not limited to, the following:
    - i. All hardware costs.
    - ii. All antivirus software costs.
    - iii. Purchasing any and all software licenses.
    - iv. All warranty costs that exceed a manufacturers' warranty.
  - e. Domain Name Service as follows:
    - i. DISTRICT shall allow MEMBER LIBRARY to use a subdomain name of yavapailibrary.org.
    - ii. MEMBER LIBRARY may use its own domain name hosted on the DNS server of MEMBER LIBRARY's choice.
  - f. Web Site Hosting and Support as follows:
    - i. If desired by MEMBER LIBRARY, DISTRICT shall maintain the web site and act as a hosting site for MEMBER LIBRARY, including basic design services based on web pages already in production that were developed by DISTRICT.
    - ii. Future changes to the website shall happen at the discretion of DISTRICT.
    - iii. Changes to the website shall be coordinated with DISTRICT and MEMBER LIBRARY designee.
    - iv. MEMBER LIBRARY designee has all necessary authority to request changes to the website.
    - v. MEMBER LIBRARY website shall not exceed 2 GB of disk storage.
    - vi. DISTRICT shall resolve any support issues related to MEMBER



LIBRARY's website.

- g. Network maintenance and monitoring as follows:
  - i. DISTRICT shall maintain and monitor any and all network equipment that is installed by DISTRICT, including firewalls, routers, modems, or switches that are used to connect MEMBER LIBRARY to the Internet and DISTRICT network.
  - ii. DISTRICT shall maintain and monitor any and all filtering and authentication equipment attached to MEMBER LIBRARY's network that is installed by DISTRICT.
- 2. Requests for Services NOT Covered Under This Agreement. This Agreement does not cover the following requests:
  - a. Assistance with application usage when unsupported or nonstandard hardware or software is involved—Use of unsupported or nonstandard hardware or software often results in unexpected behavior of otherwise reliable systems.
  - b. Hardware procurement – DISTRICT is not responsible for procuring workstations, peripherals, and other technology-related hardware. If possible, DISTRICT may assist MEMBER LIBRARY with procurement depending on the procurement policies of Yavapai County. The cost of all hardware is the responsibility of MEMBER LIBRARY.
- 3. Service Request Process. MEMBER LIBRARY shall create a help desk ticket through help@yln.info or MEMBER LIBRARY may call DISTRICT help desk to communicate its needs with DISTRICT. MEMBER LIBRARY shall include a description of the request and specify its impact on business. DISTRICT shall assess the situation and respond within two (2) hours during normal business hours of 8:00 AM to 5:00 PM Monday through Friday, excluding Yavapai County holidays. DISTRICT shall do its best to respond to each situation in a timely fashion; however, it is not possible to guarantee a resolution to any individual problem in a given time period.
- 4. Cost of Services as follows:
  - a. The level of service shall be decided on an annual basis. MEMBER LIBRARY must decide what tier of service it would like DISTRICT to provide. If MEMBER LIBRARY does not adjust the tier of service in writing prior to March 1, then the tier from the previous year shall be used.
  - b. DISTRICT offers four tiers of service and support hours as follows:
    - i. Tier One (12 hrs.) (remote support only): \$600.
    - ii. Tier Two (25 hrs.): \$1,250.
    - iii. Tier Three (50 hrs.): \$2,500.

iv. Tier Four (100 hrs.): \$5,000.

c. Unused hours shall roll over to the next year.

d. Travel time shall count as support hours.

e. If desired, MEMBER LIBRARY may choose to upgrade to the next tier within a fiscal year after all support hours have been used under the current tier.

f. Additional hours may be purchased for \$75 per hour.

## 5. Billing of Services

a. Billing for services shall be invoiced on July 30. Quarterly statements may be sent with remaining balances.

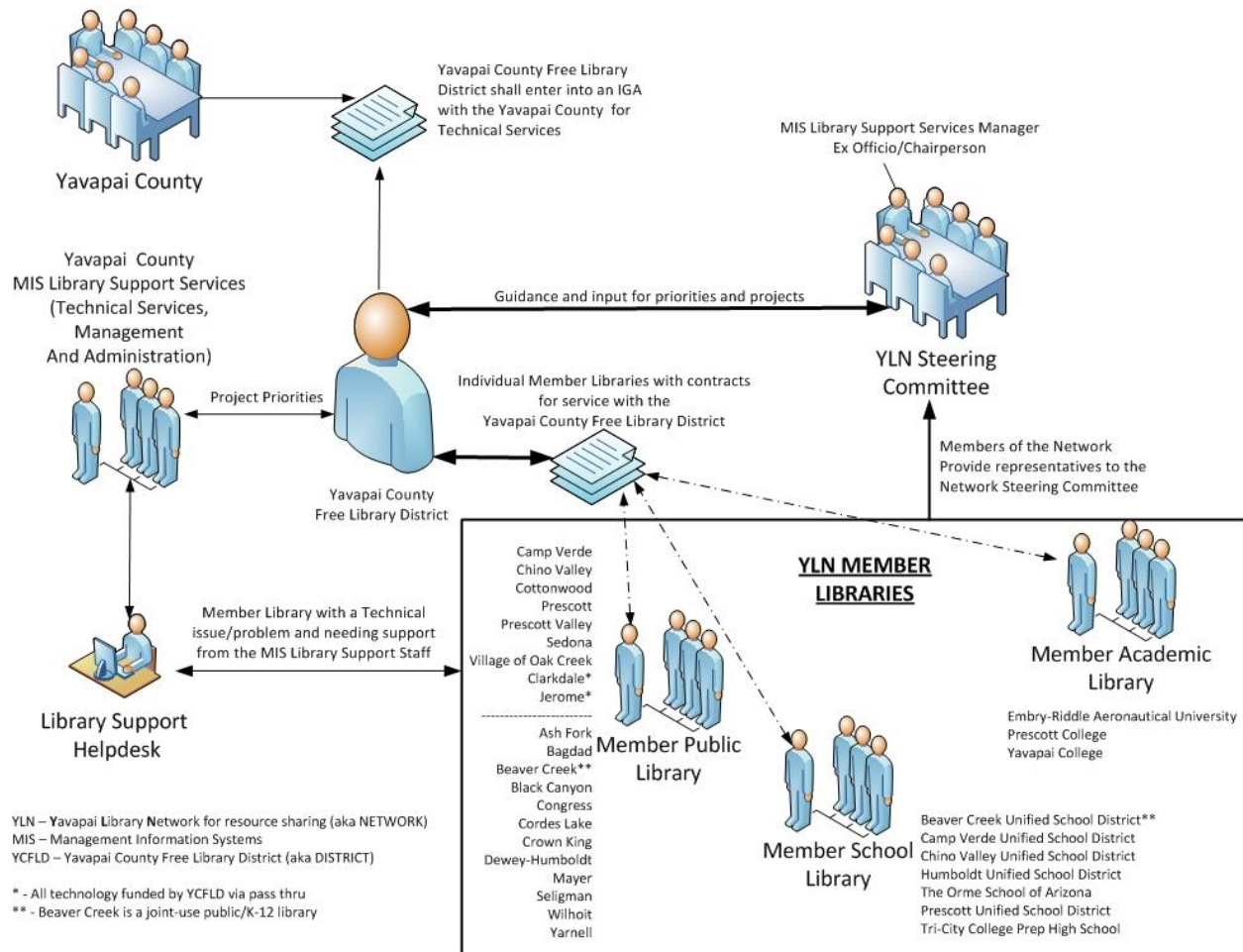
b. There shall be no funding available for services not provided herein.

## Exhibit E

### YLN STEERING COMMITTEE

The YLN Steering Committee is a body that serves the needs of MEMBER LIBRARY. It is composed of representatives of all members of the YLN, including, but not limited to, DISTRICT, MEMBER LIBRARY, and other members of the YLN, including Public Libraries, Public and Private Schools, and Colleges and Universities. MEMBER LIBRARY has a single representative seat on the YLN Steering Committee. MEMBER LIBRARY's representative is selected by MEMBER LIBRARY to represent its interests and needs for library services.

The YLN Steering Committee is advisory in nature and helps the DISTRICT Director establish priorities and the direction of the YLN. All decisions of the YLN Steering Committee must be ratified by the DISTRICT Director who has sole authority over recommended spending.



ADOT CAR No.: IGA 19-0007560-I  
AG Contract No.: P001 2019 003213  
Project Location/Name: Town of Jerome  
Type of Work: Drainage Improvements  
ADOT Project No.: T022901D/01R/01C  
TIP/STIP No.: JER20-001D, JER22-001C  
CFDA No.: 20.205 – Highway Planning and  
Construction  
Budget Source Item No.: HURF Exchange

## **INTERGOVERNMENTAL AGREEMENT**

BETWEEN  
THE STATE OF ARIZONA  
AND  
THE TOWN OF JEROME

**THIS AGREEMENT** is entered into this date \_\_\_\_\_, pursuant to the Arizona Revised Statutes §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the “State” or “ADOT”) and the TOWN OF JEROME, acting by and through its MAYOR and TOWN COUNCIL (the “Town”). The State and the Town are collectively referred to as “Parties.”

### **I. RECITALS**

1. The State is empowered by Arizona Revised Statutes § 28-334 and § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The Town is empowered by Arizona Revised Statutes § 9-240 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Town.
3. The Town desires to utilize HURF Exchange funding for replacement or repair of inadequate culverts, headwalls, and other drainage structures, hereinafter referred to as the “Project.” The Project includes upsizing culverts to address the 25-year storm event. The primary purpose of this Project is the improvement of the efficiency, reliability and safety of the traveling public.
4. The Project is located on a major collector on the federal aid system. The Northern Arizona Council of Governments (NACOG) has confirmed the Project’s eligibility for federal Surface Transportation Block Grant Program (STBGP) funds for areas with population of 200,000 or less according to the most recent annual population estimates produced by the Arizona Department of Administration.
5. All phases of the Project are programmed in the approved, fiscally-constrained portion of the applicable Transportation Improvement Program (TIP) as “HURF Exchange.”

<b>Final Voucher</b>	The final accounting of the Project, prepared by ADOT after the Project is fully complete.
<b>Fully executed IGA</b>	An IGA which has received all required approvals and opinions and has been signed by all parties.
<b>HURF</b>	The state of Arizona taxes motor fuels and collects a variety of fees and charges relating to the registration and operation of motor vehicles on the public highways of the state. These collections include gasoline and use-fuel taxes, motor-carrier taxes, vehicle-license taxes, motor vehicle registration fees and other miscellaneous fees. These revenues are deposited in the Arizona Highway User Revenue Fund (HURF) and are then distributed to the cities, towns and counties and to the State Highway Fund. These taxes represent a primary source of revenues available to the state for highway construction, improvements and other related expenses.
<b>HURF Exchange funding</b>	State Highway Funds which are exchanged for federal Surface Transportation Block Grant Program funds for areas of under 200,000 population and under 5,000 population pursuant to Arizona Revised Statutes §28-6993.G. HURF Exchange funding will be credited to the applicable COG or MPO at 90% of the amount of the federal Surface Transportation Block Grant Program funds programmed for the Project in the TIP.
<b>HURF Exchange Project Forms</b>	<p>The forms in Attachment One, prescribed by ADOT and to be used by the Town for HURF Exchange Projects, completed, approved and signed as required. The forms include:</p> <ul style="list-style-type: none"><li>• HURF Exchange Project Scoping Form</li><li>• HURF Exchange Project Cost Estimate</li><li>• HURF Exchange Project and Draw Schedule</li><li>• HURF Exchange Draw and Final Reimbursement Invoice</li></ul>
<b>IGA</b>	Intergovernmental agreement
<b>Ineligible costs</b>	<p>Costs which are not eligible. Ineligible costs include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Maintenance, which is scheduled or unscheduled work that is performed to preserve existing infrastructure, in reaction to an event (crash) or season (potholes), or work requiring regular reoccurring attention, such as fence repair, culvert cleanouts, etc.</li><li>• Scoping.</li><li>• Costs incurred prior to date of finance authorization.</li><li>• Any items outside of the Project right of way.</li><li>• Utility relocation which is not directly and unavoidably caused by the HURF Exchange Project.</li></ul>

<b>Funding Transfer and Authorization Schedule Table</b>				
<b>Project Phase(s) Programmed in TIP Intended as HURF Exchange</b>	<b>Fiscal Year Programmed</b>	<b>STBGP Apportionments and OA Charged to COG/MPO*</b>	<b>HURF Exchange Funding Credited to COG/MPO</b>	<b>Deadline to Submit Authorization Request to ADOT</b>
Design	2020	\$222,222.00	\$200,000.00	5/15/2020
Right of Way				
Construction	2022	\$555,555.00	\$500,000.00	5/15/2022
Other:				
<b>TOTAL</b>		<b>\$777,777.00</b>	<b>\$700,000.00</b>	
*STBGP apportionments and obligation authority will be charged to the COG/MPO at 100% of this amount.				

2. The State will:

a. Make the following funding transfers prior to the authorization of each Project phase:

- (1) Transfer 100% of the applicable STBGP apportionments and obligation authority for the respective Project phase from the applicable COG/MPO to the State.
- (2) Transfer State Highway Funds to the COG/MPO in the amount of 90% of the applicable STBGP apportionments and obligation authority for the respective Project phase.

These transfers will be made only after, and are conditioned upon, completion of the prior phase, if any and receipt of an authorization request and required documents for the phase to which the transfer applies.

- b. After completion of the above transfers for each Project phase, give authorization, obligate State Highway Funds, and notify the Town that the phase may be advertised, consultants or contractors may be selected, or work can begin.
- c. After receipt of the final itemized budget and final Project phase amount for each Project phase, review and adjust the amount authorized and obligated in AFIS, as necessary, to be equivalent to the Final Project Phase Amount.
- d. If the Final Project Phase Amount is:
  - (1) Less than the amount obligated for that phase, release any excess HURF Exchange funding in AFIS and return it to the COG/MPO for reprogramming.
  - (2) Greater than the amount of HURF exchange funding obligated, the Town is solely responsible for the difference.
- e. Pay State Highway Funds to the Town for eligible costs for each obligated Project phase as follows:
  - (1) First 30% - Prior to the start of work and within 30 days approval of an invoice from the Town.

- (3) A map indicating the location, functional class and limits of the Project;
- (4) A copy of the TIP reflecting the HURF Exchange programming; and
- (5) Other documents as may be required by the State.

Include an Invoice for first 30% progress payment with the authorization request if the Project phase is being performed with the Town own forces.

- g. Within sixty (60) days of the selection of consultant or award of a contract for each Project phase, submit to the ADOT PM:
  - (1) The final Project phase scope with itemized costs;
  - (2) The final schedule, including the dates the work will start and end and the anticipated dates of each progress payment request; and
  - (3) The final itemized budget with Final Project Phase Amount.
- h. If the Final Project Phase Amount is greater than the amount of HURF exchange funding obligated, be solely responsible for the difference.
- i. Invoice ADOT for eligible costs for each obligated Project phase as follows using the HURF Exchange Draw and Final Reimbursement Invoice:
  - (1) First 30% - Prior to the start of work.
  - (2) Second 30% - A minimum of 30 days but not more than 60 days prior to when the funds will be required. The invoice must be accompanied by documents which demonstrate the work has progressed, or is progressing, to 30% completion including:
    - i. Copies of Project phase invoices, pay requests, estimates and other cost records received by the Town and indicating payment status, or, if the Town is performing the work with its own forces, a summary of costs expended, and
    - ii. A status report related to the Project phase schedule.
  - (3) Third 30% - A minimum of 30 days but not more than 60 days prior to when the funds will be required. The invoice must be accompanied by documents which demonstrate the work has progressed, or is progressing, to 60% completion, including:
    - i. Copies of further Project phase invoices, pay requests, estimates and other cost records received by the Town and indicating payment status, or if the Town is performing the work with its own forces, a summary of costs expended, and
    - ii. A status report related to the Project phase schedule.

4. The Parties agree:

- a. The HURF Exchange program is offered at ADOT's discretion. ADOT reserves the right to discontinue the HURF Exchange program at any time. Such termination will not affect the validity of this Agreement.
- b. A fully executed IGA does not guarantee funding or constitute permission to begin work. The Town must request and receive authorization and a Notice To Proceed from the ADOT PM for each Project phase in advance of starting work.
- c. No Change in Scope is authorized under this Agreement. If the Town desires a Change in Scope, a formal amendment to the Agreement is required, signed by both Parties.
- d. If the construction phase is not complete within two years from the completion of design, or if all phases of the project are not completed within three years from the date of the initial obligation of HURF Exchange funding, whichever is earlier, this Agreement will terminate and the Town will be required to repay all HURF Exchange advances and reimbursements received to date. The two year period will be calculated as two years from the date the close out letter for the design phase was received by ADOT. Termination under this section will be executed as follows:
  - (1) Thirty days prior to termination, the State will send a letter to the Town and ADOT Project Manager, indicating:
    - i. The close out package required in section III.3.n was not received by ADOT within two years of the completion of design or three years from the date of the initial obligation of HURF Exchange funding, whichever is earlier; and
    - ii. The steps necessary to avoid termination of this Agreement.
  - (2) If the close out package is not received by ADOT within 30 days of the date of the letter:
    - i. Any funding remaining on the Project will be de-obligated and returned to the respective COG/MPO for reprogramming on another Project;
    - ii. No further invoices will be accepted from, and no additional payments will be made to, the Town for the Project; and
    - iii. The Town must repay to ADOT all funds which have been previously paid by ADOT under this Agreement, including all current and previous phases.
    - iv. The State will send an invoice to the Town for all HURF Exchange funding advanced or reimbursed for each phase of the Project with the due date by which such funds must be repaid to ADOT.
- e. Expenditures incurred prior to the date of authorization of the applicable phase are not eligible for HURF Exchange.



referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Town, its employees, officers, directors, agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The Town's obligations under this paragraph shall not extend to any Claims to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the Town which may be legally imputed to the State by virtue of the State's ownership or possession of land. The Town's obligations under this paragraph shall survive the termination of this Agreement.

4. ADOT assumes no liability or financial responsibility for HURF Exchange Projects. The Town is solely responsible for complying with all applicable laws, rules and regulations, for any additional funding required to complete the Project and for any claims due to delays, change orders or any other circumstances.
5. The Town is required to retain all records related to a HURF Exchange Project for a period of five years after the date of the final payment of HURF Exchange funding from ADOT.
6. All HURF Exchange Projects are subject to audit. The State may refer Projects to the State Auditor General or ADOT's Internal Audit unit in cases of suspected misuse of HURF Exchange funding.
7. ADOT reserves the right to refuse to enter into further HURF Exchange transactions with the Town if the Town owes repayment of previous HURF Exchange funding or has misused HURF Exchange funds.
8. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.
9. The Parties shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.
10. This Agreement may be cancelled in accordance with Arizona Revised Statutes § 38-511.
11. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. The Parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated in this Agreement by reference regarding "Non-Discrimination".
12. The Town acknowledges and will comply with Title VI of the Civil Rights Act of 1964.
13. Non-Availability of Funds: Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement

authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

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IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

**TOWN OF JEROME**

**STATE OF ARIZONA**

Department of Transportation

By \_\_\_\_\_  
**CHRISTINA BARBER**  
Mayor

By \_\_\_\_\_  
**STEVE BOSCHEN, PE**  
Division Director

ATTEST:

By \_\_\_\_\_  
**CANDACE GALLAGHER**  
Town Clerk

**ATTACHMENT ONE**

**HURF EXCHANGE PROJECT FORMS**

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## HURF Exchange Project and Draw Schedules

**Note:** The Project Scoping Form, Project Cost Estimate and Project and Draw Schedule forms (all contained in this file) must be completed and submitted with the project initiation request. Each phase requires advanced authorization by ADOT. HURF Exchange funding may not be combined with federal aid.

**INSTRUCTIONS:** This form is required to accompany a HURF Exchange Project Initiation request. Enter the Estimated Completion Dates as requested for each Stage of Development and Construction. Also enter the Expected Draw Dates for these phases. Draw amounts for each phase are auto-calculated based on the amount programmed in the TIP as entered on the Project Scoping Form.

**Enter dates into  
GREEN CELLS**

### Project Information

(fields below will be populated based on information entered on the Project Scoping Form tab)

Project Sponsor	Town of Jerome
Sponsor Contact	Candace Gallagher
Contact Phone #	928-634-7943
Contact Email	c.gallagher@jerome.az.gov
Project Name	Town of Jerome Drainage Improvements
Project Location	Town of Jerome vicinity (primary route: State Route 89A)
Termini Begin/End	Primary Route: SR 89A, Begin: Hull Road, End: Deception Lane
COG/MPO	NACOG
Design TIP Number	JER 20-001D
Right of Way TIP Number	0
Construction TIP Number	JER 22-001C

ADOT USE ONLY

ADOT Project Number

0

### Project Development

Development Schedule		HURF Exchange Funding Draw Schedule		
Stage	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Authorization Request	10/14/2019	30%	\$ 60,000.00	3/1/2020
Start of Work	12/1/2019	30%	\$ 60,000.00	6/1/2020
Stage II	3/1/2020	30%	\$ 60,000.00	8/1/2020
Stage III	6/1/2020	10%	\$ 20,000.00	*
Stage IV	8/1/2020			
Bid Ready	10/1/2020	<b>Total</b>	<b>\$ 200,000.00</b>	

### Right of Way

Acquisition Schedule		HURF Exchange Funding Draw Schedule		
Activity	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Authorization Request	N/A	30%	\$ -	N/A
Start of Work	N/A	30%	\$ -	N/A
All Parcels Acquired By	N/A	30%	\$ -	N/A
		10%	\$ -	*
		<b>Total</b>	<b>\$ -</b>	

### Construction

Construction Schedule		HURF Exchange Funding Draw Schedule		
Activity	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Authorization Request	8/5/2021	30%	\$ 150,000.00	5/1/2022
Start of Work	12/1/2021	30%	\$ 150,000.00	6/1/2022
Bid Advertisement	2/1/2022	30%	\$ 150,000.00	7/1/2022
Bid Opening	3/1/2022	10%	\$ 50,000.00	*
Bid Award	3/15/2022			
Notice to Proceed	4/1/2022			
Substantial Completion	8/1/2022			
Final Project Walk-through	8/15/2022			
Final Acceptance	9/1/2022			
		<b>Total</b>	<b>\$ 500,000.00</b>	

\* The Final 10% is reimbursed to the Sponsor as follows:

► For projects involving multiple phases funded with HURF Exchange - the final 10% for each phase, except for the last, will be reimbursed within 30 days of the receipt and approval of an invoice and documentation demonstrating the phase is complete.

► At final Project completion - the final 10% will be reimbursed upon completion of the project final voucher by ADOT.

HURF Exchange Project Cost Estimate				
<p><b>Note:</b> The Project Scoping Form, Project Cost Estimate and Project and Draw Schedule forms (all contained in this file) must be completed and submitted with the project initiation request. Each phase requires advanced authorization by ADOT. HURF Exchange funding may not be combined with federal aid.</p>				
<p><b>INSTRUCTIONS:</b> This form is required to accompany a HURF Exchange Project Initiation request. List all items necessary to develop and construct the project. The sponsoring agency is responsible for verifying all costs and their accuracy. Construction cost overruns will be the responsibility of the sponsoring agency.</p>				<p><b>Enter values into GREEN CELLS</b></p>
<p align="center"><b>PROJECT INFORMATION</b> (fields below will be populated based on information entered on the Project Scoping Form tab)</p>				
Project Sponsor	Town of Jerome			
Sponsor Contact	Candace Gallagher			
Contact Phone #	928-634-7943			
Contact Email	c.gallagher@jerome.az.gov			
Project Name	Town of Jerome Drainage Improvements			
Project Location	Town of Jerome vicinity (primary route: State Route 89A)			
Termini Begin/End	Primary Route: SR 89A, Begin: Hull Road, End: Deception Lane			
COG/MPO	NACOG			
Design TIP Number	JER 20-001D			
Right of Way TIP Number	0			
Construction TIP Number	JER 22-001C			
ADOT USE ONLY		ADOT Project Number	0	
<p align="center"><b>STAGE I – SCOPING (15% Preliminary Design)</b> <b>NOT ELIGIBLE FOR HURF EXCHANGE FUNDING</b></p>				
<p align="center"><b>STAGES II, III, IV and V - DESIGN</b></p>				
<b>DESIGN COSTS</b>				
ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
PS&E's - Plans, Special Provisions, Cost Estimates & Schedules (10%-20% of construction cost.)	Lump Sum	1	\$165,000.00	\$165,000.00
GEOTECHNICAL INVESTIGATION (If a report is necessary, anticipate 5% of construction cost) Includes testing, Geotech Report, Materials & Pavement Design Report) <i>Enter \$0 in Unit Price column if none required.</i>	Lump Sum	1	\$15,000.00	\$15,000.00
DRAINAGE REPORT (If a report is necessary, anticipate 5% of construction cost) <i>Enter \$0 in Unit Price column if none required)</i>	Lump Sum	1	\$15,000.00	\$15,000.00
STORM WATER POLLUTION PREVENTION PLAN (Required if there is over 1 acre of total disturbance, 1% of construction cost) <i>Enter \$0 in Unit Price column if none required.</i>	Lump Sum	1	\$5,000.00	\$5,000.00
<b>SUBTOTAL – PROJECT DESIGN COSTS</b>				<b>\$200,000.00</b>

RIGHT OF WAY COSTS				
ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
RIGHT OF WAY , Costs for pre-acquisition activities (plans, title reports, appraisals, etc)	Lump Sum	1	\$15,000.00	\$15,000.00
RIGHT-OF-WAY ACQUISITION (if necessary)	Lump Sum	1	\$85,000.00	\$85,000.00
SUBTOTAL – RIGHT OF WAY COSTS				\$100,000.00
STAGE V – CONSTRUCTION				
SITE ACQUISITION & HARDSCAPE CONSTRUCTION				
ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
INSTALLATION OF STORMWATER POLLUTION PREVENTION MEASURES (If over 1 acre of disturbance, 5% of construction costs) <i>Enter \$0 in Unit Price column if area of disturbance is less than one acre.</i>	Lump Sum	1	\$15,000.00	\$15,000.00
SITE PREPARATION (Clearing and grubbing, plant salvage)	Lump Sum	1		\$0.00
DEMOLITION				
Sawcut	Linear Foot	500	\$1.75	\$875.00
Remove Structures and Obstructions	Lump Sum	1	\$26,250.00	\$26,250.00
Remove Fencing	Linear Foot			\$0.00
Remove Structural Concrete				\$0.00
Remove Asphaltic Concrete Pavement	Cubic Yard			\$0.00
Remove Concrete Sidewalks, Slabs				\$0.00
HAZARDOUS MATERIALS ABATEMENT (If applicable; include heavy metals & asbestos; 5% of construction cost) <i>Enter \$0 in Unit Price column if none required.</i>	Lump Sum	1	\$15,000.00	\$15,000.00
UTILITY RELOCATION (If necessary) Only the cost of utilities needing relocation as a direct result of the HURF Exchange project is eligible for HURF Exchange.	Lump Sum	1		\$0.00
RETAINING WALL (Concrete; SF of face above the footing)	Square Footage Facing	70	\$85.00	\$5,950.00
EARTHWORK				
General Excavation				\$0.00
Drainage Excavation		68	\$150.00	\$10,200.00
Structural Excavation	Cubic Yard			\$0.00
Structural Backfill		45	\$100.00	\$4,500.00
Borrow (In Place)				\$0.00
TYPE A CURB & GUTTER	Linear Foot	80	\$90.00	\$7,200.00
ROADWAY/PAVING				
Milling	Square Yards			\$0.00
Paving	Tons			\$0.00
AGGREGATE BASE	Cubic Yard			\$0.00
PATHWAY OR SIDEWALK MATERIALS				

Concrete				\$0.00
Colored Concrete	Square Foot			\$0.00
Stamped Color Concrete				\$0.00
Precast Concrete Pavers				\$0.00
Asphaltic Concrete	Tons			\$0.00
Polymer or Resin Stabilized Surface	Square Foot			\$0.00
<b>CROSSWALK ENHANCEMENT</b>				
Concrete Pavers	Square Foot			\$0.00
Stamped Asphalt				\$0.00
Stamped Concrete				\$0.00
Concrete				\$0.00
Integral Color Concrete				\$0.00
PEDESTRIAN ADA RAMP	Square Foot			\$0.00
CULVERT EXTENSIONS	Linear Foot			\$0.00
<b>SUBTOTAL - SITE ACQUISITION &amp; HARDSCAPE CONSTRUCTION</b>				<b>\$84,975.00</b>
<b>OTHER CONSTRUCTION ITEMS (List line items)</b>				
<b>ITEM DESCRIPTION</b>	<b>UNIT (Lump Sum, Ton, etc.)</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
Riprap D50 = 8" with Fabric	SY	125	\$80.00	\$10,000.00
Inlet Headwall	EA	6	\$6,000.00	\$36,000.00
Outlet Headwall	EA	4	\$7,000.00	\$28,000.00
18" Culvert	LF	411	\$95.00	\$39,045.00
36" Culvert	LF	300	\$125.00	\$37,500.00
End Sections	EA	12	\$950.00	\$11,400.00
6" Wide Valley Gutter	SF	10	\$60.00	\$600.00
MAG 537 Catch Basin	EA	11	\$7,000.00	\$77,000.00
Gablon Baskets	CY	100	\$70.00	\$7,000.00
AC Pavement Replacement	SY	200	\$125.00	\$25,000.00
Disturbed Area Seeding	SF	500	\$5.00	\$2,500.00
<b>SUBTOTAL - OTHER CONSTRUCTION LINE ITEMS</b>				<b>\$274,045.00</b>
<b>MOBILIZATION AND ADMINISTRATION COSTS</b>				
<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
CONTRACTOR MOBILIZATION (Typically 8% of construction cost)	Lump Sum	1	\$31,000.00	\$31,000.00
TRAFFIC CONTROL (0-8% of construction cost)	Lump Sum	1	\$32,000.00	\$32,000.00
CONSTRUCTION SURVEY & LAYOUT (Typically 1% of construction cost)	Lump Sum	1	\$6,000.00	\$6,000.00
CONSTRUCTION CONTINGENCIES (Typically 5% of construction cost)	Lump Sum	1	\$16,980.00	\$16,980.00
CONSTRUCTION ADMINISTRATION (Typically 20% of construction cost)	Lump Sum	1	\$55,000.00	\$55,000.00
<b>SUBTOTAL - MOBILIZATION &amp; ADMINISTRATION COSTS</b>				<b>\$140,980.00</b>
<b>TOTAL STAGE V COSTS (CONSTRUCTION)</b>				<b>\$500,000.00</b>
<b>TOTAL PROJECT COST</b>				<b>\$800,000.00</b>



**SUMMARY OF HURF EXCHANGE AND SPONSOR FUNDS**

The data below is automatically calculated based on the information entered above and the amount programmed in the TIP as entered on the Project Scoping Form.

PHASE	HURF EXCHANGE FUNDS IN TIP	SPONSOR FUNDS	TOTAL
TOTAL DESIGN	\$200,000.00	\$0.00	\$200,000.00
TOTAL RIGHT OF WAY (will use localized funds)	\$0.00	\$100,000.00	\$100,000.00
TOTAL CONSTRUCTION	\$500,000.00	\$0.00	\$500,000.00
TOTALS	\$700,000.00	\$100,000.00	\$800,000.00

Prepared by:

Name Candace Gallagher

Title Town Manager

Company Town of Jerome

Phone 928-634-7943

Email [c.gallagher@jerome.az.gov](mailto:c.gallagher@jerome.az.gov)

## HURF Exchange Project and Draw Schedules

**Note:** The Project Scoping Form, Project Cost Estimate and Project and Draw Schedule forms (all contained in this file) must be completed and submitted with the project initiation request. Each phase requires advanced authorization by ADOT. HURF Exchange funding may not be combined with federal aid.

**INSTRUCTIONS:** This form is required to accompany a HURF Exchange Project Initiation request. Enter the Estimated Completion Dates as requested for each Stage of Development and Construction. Also enter the Expected Draw Dates for these phases. Draw amounts for each phase are auto-calculated based on the amount programmed in the TIP as entered on the Project Scoping Form.

**Enter dates into  
GREEN CELLS**

### Project Information

(fields below will be populated based on information entered on the Project Scoping Form tab)

Project Sponsor	Town of Jerome
Sponsor Contact	Candace Gallagher
Contact Phone #	928-634-7943
Contact Email	c.gallagher@jerome.az.gov
Project Name	Town of Jerome Drainage Improvements
Project Location	Town of Jerome vicinity (primary route: State Route 89A)
Termini Begin/End	Primary Route: SR 89A, Begin: Hull Road, End: Deception Lane
COG/MPO	NACOG
Design TIP Number	JER 20-001D
Right of Way TIP Number	0
Construction TIP Number	JER 22-001C

ADOT USE ONLY

ADOT Project Number

0

### Project Development

Development Schedule		HURF Exchange Funding Draw Schedule		
Stage	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Authorization Request	10/14/2019	30%	\$ 60,000.00	3/1/2020
Start of Work	12/1/2019	30%	\$ 60,000.00	6/1/2020
Stage II	3/1/2020	30%	\$ 60,000.00	8/1/2020
Stage III	6/1/2020	10%	\$ 20,000.00	*
Stage IV	8/1/2020			
Bid Ready	10/1/2020	<b>Total</b>	<b>\$ 200,000.00</b>	

### Right of Way

Acquisition Schedule		HURF Exchange Funding Draw Schedule		
Activity	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Authorization Request	N/A	30%	\$ -	N/A
Start of Work	N/A	30%	\$ -	N/A
All Parcels Acquired By	N/A	30%	\$ -	N/A
		10%	\$ -	*
		<b>Total</b>	<b>\$ -</b>	

### Construction

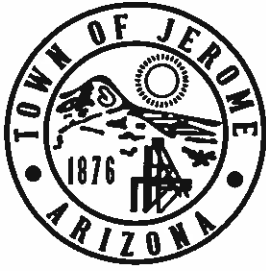
Construction Schedule		HURF Exchange Funding Draw Schedule		
Activity	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Authorization Request	8/5/2021	30%	\$ 150,000.00	5/1/2022
Start of Work	12/1/2021	30%	\$ 150,000.00	6/1/2022
Bid Advertisement	2/1/2022	30%	\$ 150,000.00	7/1/2022
Bid Opening	3/1/2022	10%	\$ 50,000.00	*
Bid Award	3/15/2022	<b>Total</b>	<b>\$ 500,000.00</b>	
Notice to Proceed	4/1/2022			
Substantial Completion	8/1/2022			
Final Project Walk-through	8/15/2022			
Final Acceptance	9/1/2022			

\* The Final 10% is reimbursed to the Sponsor as follows:

- For projects involving multiple phases funded with HURF Exchange - the final 10% for each phase, except for the last, will be reimbursed within 30 days of the receipt and approval of an invoice and documentation demonstrating the phase is complete.
- At final Project completion - the final 10% will be reimbursed upon completion of the project final voucher by ADOT.

**ARIZONA DEPARTMENT OF TRANSPORTATION  
HURF EXCHANGE DRAW AND FINAL REIMBURSEMENT INVOICE**

COG/MPO:				Project Phase:	
Local Entity:					
TIP ID Number:					
Project Number:					
Project Name/Location Description:					
REMIT PAYMENT TO: (Entity Name and Address Project Sponsor)					
Date Started:	Estimated Completion Date:	% Billed:	% Complete:		
	Expected Draw Date	Actual Draw Date	Actual Invoice Amount	Estimated Draw Amount	Actual Draw Amount
Draw # 1 (30%)					
Draw # 2 (30%)					
Draw # 3 (30%)					
Draw # 4 (10% - Final Reimbursement)					
<b>SUMMARY OF WORK FOR WHICH PAYMENT IS REQUESTED</b>					
Items	Description	Previous Accumulative Amount	Current Month	Accumulative Amount	
					\$0.00
					\$0.00
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Submitted By:	Date:			Total Previous Report	\$0.00
Approved By:	Date:			Current Report	\$0.00
	ADOT Project Manager				
Approved By:	Date:				
	FMS Resource Admin				
Attachments:					
Invoices	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>				
Status Reports					



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## **Zoning Administrator Analysis Council Staff Report December 10, 2019**

**ITEM #9D: PLANNING AND ZONING GOAL SETTING AND PRIORITIES**  
**Applicant:** Town of Jerome  
**Recommendation:** Discussion/Possible Action  
**Prepared by:** John Knight, Zoning Administrator  
**Approved by:** Candace Gallagher, Town Manager/Clerk

**Summary:** On Nov. 18, 2019; a joint meeting/workshop was held to develop and prioritize Town goals. The meeting included members of the Council, Planning and Zoning Commission, and Design Review Board. There were several members of the public that participated as well (see attached sign-in sheet). A previously prepared list of goals was presented at the meeting in a PowerPoint (see attachment). Participants were then asked to provide any additional items. Finally, participants were invited to vote on the items to narrow down the items into their top priorities. The results of the voting are also attached.

**Prioritizing:** The main purpose of the goal setting exercise is to narrow down the list of goals to a few (perhaps three to five) main goals that can be turned into a Work Program for the Zoning Administrator for the coming year. This list should be updated at least annually - or as needed when priorities change.

There were at least two items that stood out as "top priorities". These include:

- Affordable Housing/Workforce Housing (15 votes)
- Parking in the C-1 (Commercial) Zone (9 votes)

There were other items that were near the top, but all received the same number of votes. These include:

- Historic Items (update Historic Inventory and historic standards/requirements – 6 votes)
- Zoning Ordinance Updates (updating standards and removing inconsistencies – 6 votes)
- Growth Mgt./Vacant Land Inventory (this goal has not been clearly defined – 6 votes)

There were several "runners up". A few of these include:

- Tourism Management (4 votes)
- Wayfinding Signage (4 votes)
- Telecommunications Ordinance (3 votes)

There were other goals that did not receive as many votes. There are included in the attachment for reference.

**Direction:** Additional direction/prioritizing needs to be done by the Council to refine this list into a Top 3 or perhaps a Top 5. Once the list has been refined, staff will return with a more detailed work program and schedule for accomplishing these goals.

There are several options for proceeding at this point. These include, but are not limited to:

- Refine/confirm the above list at the Council meeting and request that staff return with a Work Program at the next Council meeting
- Solicit additional input from Town residents/stakeholders via e-mail surveys, Facebook, newspaper surveys, etc.
- Hold another Workshop to further refine the list
- Survey Town visitors to gather additional input from the visitor perspective

**Attachments:**

- Sign-in Sheet from Nov. 18, 2019 Joint Meeting
- Copy of PowerPoint from Nov. 18, 2019 Joint Meeting
- Voting results





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Incorporated 1899

# TOWN OF JEROME

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

## Sign-in Sheet Goal Setting Workshop November 18, 2019

Name	Address	e-mail and/or phone
Candace Gallagher	Town Hall	c.gallagher@jerome.az.gov
Jane Moore		j.moore@jerome.az.gov
Henry Worth		H.worth@jerome.az.gov
HENRY VINCENT		
John Vander		appywander@hotmail.com
ED LAMER		ED@WCCHEONCLE.COM
Danny Smith		dannyr253@gmail.com
Tyler Christensen		Mingus81@gmail.com





# TOWN OF JEROME

# Sign-in Sheet

## Goal Setting Workshop

### November 18, 2019

# Town of Jerome Goal Setting and Prioritizing Joint Council, P&Z, and DRB Meeting Nov. 18, 2019

1

## Agenda

- Introduction, Purpose of Meeting, Review Agenda – 5 minutes
- Review of previously discussed goals – 10 to 15 minutes
- Break into small groups (4 to 6 members) – 5 minutes
- Guidelines for small group discussion – 5 minutes
- Goal Setting Practice Exercise – 5 to 10 minutes
- S.M.A.R.T Guidelines for Goal Setting – 5 minutes
- Small Group Goal Setting – 30 to 40 minutes
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  - Part 5 – Is there anything missing?
- Larger Group Voting Exercise – 15 to 20 minutes
- Next Steps – 5 minutes
- Final Summary and Comments – 5 minutes
- Edits to Agenda?

2

## Agenda

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3

## Introduction & Purpose of Meeting

- Introductions – Boards Members and Staff
- Sign-in sheet
- Purpose - develop and prioritize goals
- Work Program – create a Work Program for Zoning Administrator

4

## Agenda

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5

## Review of previously discussed goals

- **Parking in the C-1**
- **Affordable Housing**
- **Wayfinding Signage**
- **Zoning Ordinance Updates**
- **Develop a Telecommunications/Small Cell Tower Ordinance**
- **Hotel Jerome**
- **Historic Items**
- **Creating Safe Pedestrian Pathways**
- **Farmers Market & Community Garden**
- **Open Space Element/Buffers**
- **Neighborhood Plans**
- **Vacant Land Inventory**
- **Jerome Valley Cemetery Property**

6



## Review of previously discussed goals

- **Parking in the C-1 - Develop new ordinances/standards to help mitigate parking issues in the C-1 Zone**
  - Parking Overlay District
  - In-Lieu fee
  - Amend Parking Standards
  - Seek new public parking lots
  - Obtain Parking Easements on existing private lots



7

## Review of previously discussed goals

- **Affordable Housing/Workforce Housing**
  - Mixed use in the C-1
  - Second Units/Mother in Law Units
  - Residential Rezonings
  - Tiny Homes



8

## Review of previously discussed goals

- **Wayfinding Signage**

- District Signs
- Directional Signs
- Parking Lot Signs
- Bathroom Signs
- Shuttle Stop Signs, etc.

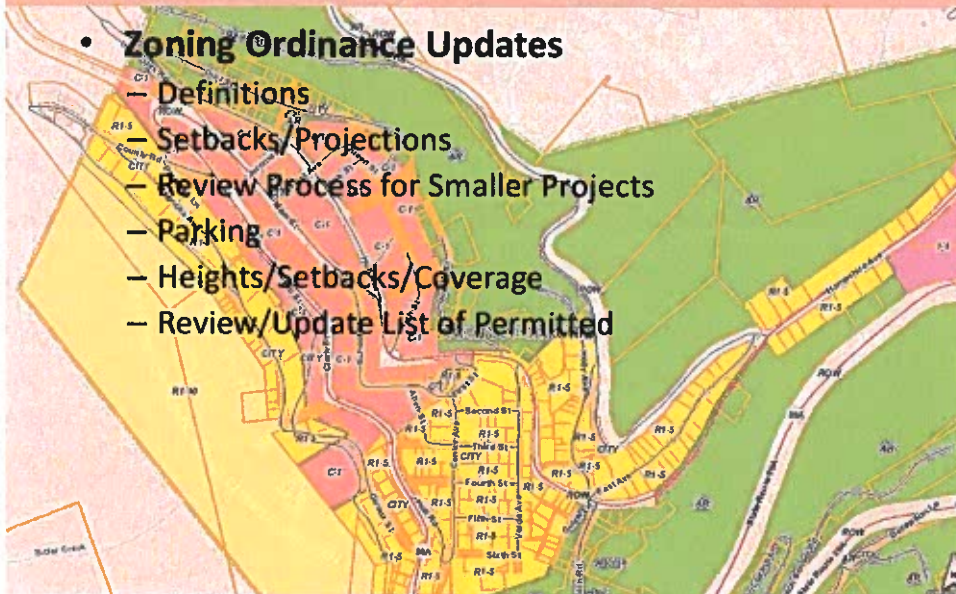


9

## Review of previously discussed goals

- **Zoning Ordinance Updates**

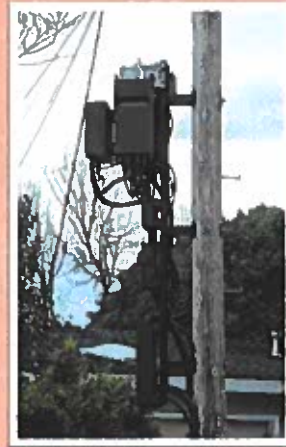
- Definitions
- Setbacks/Projections
- Review Process for Smaller Projects
- Parking
- Heights/Setbacks/Coverage
- Review/Update List of Permitted



10

## Review of previously discussed goals

- **Develop a Telecommunications/Small Cell Tower Ordinance**



11

## Review of previously discussed goals

- **Hotel Jerome – pursue grants and remodel opportunities**



12



## Review of previously discussed goals

- **Historic Items** - update the inventory of Historic Structures and coordinate with the Historical Society. Work with SHPO and update any ordinances/policies if needed



13

## Review of previously discussed goals

- **Creating Safe Pedestrian Pathways** - inventory of the sidewalks, stairs, paths, etc. for visitors and residents



14



## Review of previously discussed goals

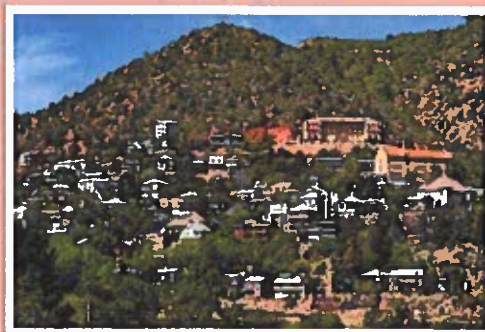
- **Farmers Market & Community Garden**



15

## Review of previously discussed goals

- **Open Space Element/Buffers**



16

## Review of previously discussed goals

- **Neighborhood Plans** - develop miniature "General Plans" that apply to each Neighborhood. This could include policies/programs design standards, parking standards, and other programs that address neighborhood issues/concerns



17

## Review of previously discussed goals

- **Vacant Land Inventory** - update the previous vacant land inventory to determine likely buildable lots as well as underutilized properties



18



## Review of previously discussed goals

- **Jerome Valley Cemetery Property –**  
disposition and possibly partnering  
with a developer



19

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20

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## Guidelines for small group discussion

- Choose a Note Taker and Presenter (could be same person)
- Focus on NEW Goals/Ideas not already listed
- Encourage free sharing of ideas
- Be sure EVERYONE has an opportunity to contribute

Say This	Instead of This
I don't think I agree. Could you explain.	That doesn't make sense at all.
I disagree because .... '	Wow! Is that ever dumb.
I see it differently because ....	
I think we should check our notes and the original assignment.	That is not what the teacher asked us to do.
It might be better to ....	You are dead wrong.
Have you considered ....	
Does everyone agree?	Let's vote on it.
I understand how you feel, but I think you might consider also ....	That really offends me!

22

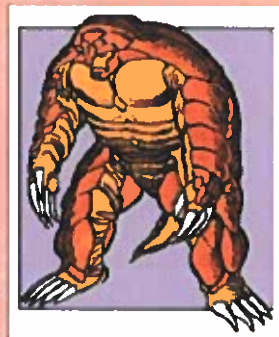
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## Goal Setting Exercise

- Redesign the Armadillo



24



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## S.M.A.R.T Goal Setting

<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<b>Specific</b>	<b>Measurable</b>	<b>Attainable</b>	<b>Realistic</b>	<b>Time-bound</b>
Do: Set real numbers with real deadlines.	Do: Make sure your goal is trackable.	Do: Work towards a goal that is challenging, but possible.	Do: Be honest with yourself- you know what you and your team are capable of.	Do: Give yourself a deadline.
Don't: Say, "I want more visitors."	Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."	Don't: Try to take over the world in one night	Don't: Forget any hurdles you may have to overcome.	Don't: Keep pushing towards a goal you might hit, "some day."

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27

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31

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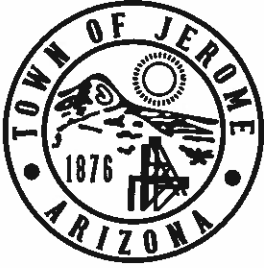


36

# **Voting Results from Goal Setting Joint Meeting w/DRB, P&Z and Council**

**Meeting Date: Nov. 18, 2019**

<b>Votes</b>	<b>Item</b>	<b>Notes</b>
15	Affordable Housing	Rezoning, density increases, Tiny Homes, Mixed-Use, housing in Hotel Jerome. Focus on Workforce Housing.
9	Parking in C-1 Zone	Overlay/In-Lieu fee program, review standards, identify new areas for public parking, parking easements, etc.
6	Historic Items	Update Historic Inventory, Update standards/requirements, Coordinate w/SHPO, change DRB focus to Historic Preservation Board
6	Zoning Ordinance Updates	Update definitions, clarify small projects, and exemptions, make app. process more efficient/user-friendly, review/update standards for parking, setbacks, encroachments, etc.
6	Growth Mgt./Vacant Land Inventory	This goal needs to be refined/clarified
4	Tourism Management	
4	Wayfinding Signage	Directional signage, safe pedestrian pathways, and GPS corrections
3	Cell Tower/Communications Ordinance	
2	Code Enforcement	Focus on Dangerous Structures
2	Dark Sky Ordinance	
2	Open Space & Recreation	Parks, Open Space Buffers, Dog Park, Farmers Market, Community Garden
2	Neighborhood Plans	Policies/programs for each neighborhood - could include design standards, parking requirements, and other issues important to each neighborhood
2	Jerome Valley Cemetery	Land Swap for Parking
1	Short Term Vacation Rental Ordinance	Cannot conflict with ex. State Law
1	Rain Water Collection & Grey Water re-use Ordinance	
1	User Friendly Application Process	
0	Annexation	
0	Public/Private Partnership	



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## **Zoning Administrator Analysis Council Staff Report December 10, 2019**

**ITEM #9E:** **PURCHASE/LEASE PRIVATE PROPERTY FOR PARKING**  
**Applicant:** Town of Jerome  
**Recommendation:** Discussion/Possible Action  
**Prepared by:** John Knight, Zoning Administrator  
**Approved by:** Candace Gallagher, Town Manager/Clerk

**Summary:** There may be opportunities to expand the Town's Kiosk/Paid Parking program on private properties. There are currently an estimated 80 +/- private parking spaces that are privately owned and primarily serve adjacent, or nearby, private businesses. Some of these spaces could be added to the Town's public parking inventory by having the Town lease or purchase these spaces. In addition, there may be other privately-owned lots in Town that could be developed for parking.

The Town could provide compensation to private property owners through a variety of means. This could include:

- Cash Purchase or Lease of the parking area
- Free/Reduced Cost Parking Passes
- Split of the Revenue collected from the parking area
- Other compensation acceptable to the private property owner

**Financial Impact:** Purchasing property for parking could have a significant, initial financial impact. Over time, this could be off set through the collection of parking fees. However, a long-term lease may make more sense financially. Leasing property for parking would not require the significant up-front cost of an outright purchase. A lease may also be more acceptable to property owners than a sale.

**Recommendation:** Provide direction to staff.

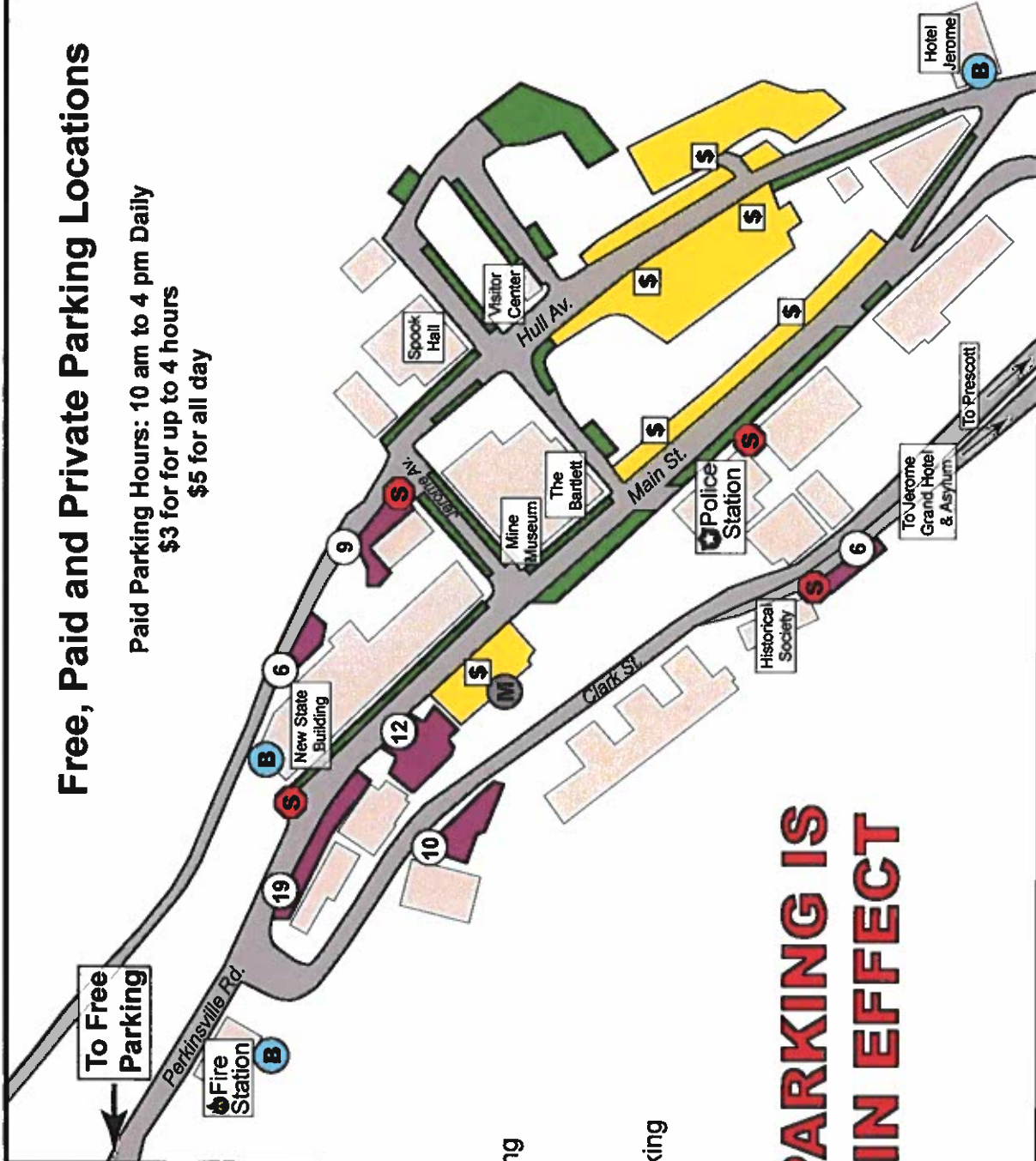
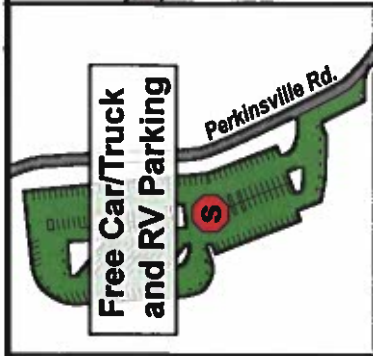
**Attachment:** Parking Map





# Free, Paid and Private Parking Locations

Paid Parking Hours: 10 am to 4 pm Daily  
\$3 for up to 4 hours  
\$5 for all day



- Free Parking
- Paid Parking
- Private Parking
- Payment Kiosk
- Bathroom
- Motorcycle Parking
- Shuttle Stop

## PAID PARKING IS NOW IN EFFECT

15 Additional  
15 +/- Private  
Spaces



# TOWN OF JEROME

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

Founded 1876  
Incorporated 1899

## STAFF SUMMARY REPORT

**FROM:** Candace Gallagher, Town Manager/Clerk

**ITEM:** **ITEM #: 9F - PROP 202 FUNDING REQUEST**

**MEETING DATE:** December 10, 2019

---

At the November 5, 2002 general election, Arizona voters approved Proposition 202, the "Indian Gaming Preservation and Self-Reliance Act," which in large part is codified in Arizona Revised Statutes Section 5-601-01. That statute states that a portion of the gaming funds received by the Tribes shall be contributed to "cities, towns and counties as defined in title 11, Arizona Revised Statutes, for government services that benefit the general public, including public safety, mitigation of impacts of gaming, and promotion of commerce and economic development."

Awards typically range between \$18,000 and \$20,000. Funding is not automatic, but competitive. We have not received funds every time we have applied.

The application deadline is January 3, 2020.



# JEROME POLICE DEPARTMENT

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



December 2, 2019

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for November 2019.

The November "Calls for Service" report contained no significant calls. There continues to be a significant number of parking related calls.

We continue to work on the accreditation program for the police department.

To date, from October 14 through December 4th, the system has brought in \$25,539.70 through the kiosks, plus an additional amount in cash that has been paid by persons who do not wish to pay by card or coin. On our worst weather day we saw \$6.00 in income through the kiosks. The enforcement system is up and running, and we have had about 100 violations issued, some pay within the 24 hrs, some don't but within a few months I'll have an idea of the income from violations.

Admin Assistant Janice Pontious has come up with a simple system whereby visitors can pay cash at the police department. I would like to see how well it works over the next few months before we spend \$9,000.00 on another kiosk to take cash. So far it seems to be working well.

Respectfully,

Allen L. Muma,  
Chief of Police





**JEROME POLICE DEPARTMENT**  
**305 MAIN STREET**  
JEROME, AZ 86331  
(928) 634-8992

Date : 12/04/2019  
Page : 1  
Agency : JPD

### **Calls For Service Totals By Call Type**

11/01/2019 to 11/30/2019

Call Type		Totals
10-34	Motorist Assist	1
247	Civil Problem	1
410	Criminal Damage	2
415A	Neighbor Trouble	1
459A	Burglar Alarm	1
487	Theft	4
500	Welfare Check	1
585	Traffic Hazard	4
692	DUI	3
903	Follow-Up	21
908F	Found Property	11
908L	Lost or Stolen Property	5
917	Abandoned Vehicle	1
961	Accident - No injuries	2
AA	Agency Assist	4
ACPD	Assist Clarkdale PD	7
AYCSO	Assist YCSO	1
CA	Citizen Assist	8
DIS	Disorderly Conduct	1
FPF	Fingerprinting	2
HS	Hazardous Situation	1
HUC	911 Hang Up Call	1
INFO	Information	2
IT	Impeding Public Throughfare	1
ME	Medical Emergency	3
OT	Oversize Truck	5
PARK	Parking Complaint	4
PARKV	Parking Violation	29
SC	Security Check	12
SLC	Street Light Check	1
T/S	Traffic Stop	28
TF	Trip & Fall / Slip & Fall	2
TO	Traffic Offense	1
TRN	Training	1
Grand Total for all calls		172

#4



## Town of Jerome – Zoning Administrator's Report

---

Council Meeting Date: Tuesday, December 10, 2019

Prepared by: John Knight, Zoning Administrator

- Design Review Board – Dec. 9, 2019 (note – Nov. DRB meeting was cancelled)
  - New Home – 18 North St.
  - Fence – 860 Hampshire
  - Porch/Greenhouse – 700 Holly
  - Sidewalk Encroachment Policy
  
- Planning & Zoning Commission – Dec. 4, 2019
  - New Home – 18 North St.
  - R-2 Rezone Initiation
  - Porch/Greenhouse – 700 Holly
  - CUP Condition Review – 507 Main St.
  - Sidewalk Encroachment Policy
  - Setback Interpretation – 324 Queen St.
  
- Joint Meeting – Nov. 18, 2019
  
- Neighborhood Meetings
  - R-2 Rezone – Nov. 26, 2019
  - Parking Overlay District – Dec. 16, 2019 (6:00 pm)
  - 324 Queen Street – Dec. 16, 2019 (7:00 pm)

#0A

#### Parking Variances in the C-1 District

Updated: Dec. 5, 2019

Address	APN	Owner	Notes
504 Main St.	401-06-083	Robles	One residential unit. Currently vacant. Ex. non-conforming regarding parking.
420 Hull Ave.	401-06-078C	Christopher/Marbella	Lola Building - Res/Comm combo. BOA approved <b>variance for 3 spaces</b> in 1992.
405 Hull Ave	401-06-020	Flagg Properties	Rickeldoris Building - BOA approved <b>variance for 1 space</b> in 1994.
416 Hull Ave.	401-06-078D	Romberger (formerly Dempsey)	House of Joy - Res/Comm combo. One ex. Unit. No variance found. There were plans to add parking on Rich Street but that was never developed and lot now sold to Kinsella.
416 Main St.	401-06-019	Flatiron Bldg. I LLC	No record of variance in file.
402 Main St.	401-06-017	PET Living Trust	<b>Variance for 4 spaces</b> in 1994. Building currently vacant.
507 School St.	401-06-027	Sanchez	No record of variance in file.
365 Main St.	401-06-026N	Sullivan Apts.	<b>Variance for 3 spaces</b> in 1990 and 2 spaces approved in 1992. Unclear if Parking fee was ever paid.
327 Main St.	401-06-026L	Jerome Hist. Society	Boyd Hotel - no record of variance on file. Applicant was to provide off-street parking.
323 Main St.	401-06-024	Smith/Ladonna Family Trust	Turquoise Spider - No variance on file. Applicant to provide parking.
315 Main St.	401-06-023	Jerome Hist. Society	Miner's Pick Rock Shop/Starr Apts. - No variance on file.
403 Clark St.	401-06-152H	1299 Properties	UVX Building Apts. - No variance on file.

#### Other Potential Residential in the C-1

Clark St. Residences in C-1

School St. Residences in C-1

Lower Main St. Residences in C-1

Residents can park in the Clark Street Parking lot across from Town Hall.

Residents would be eligible for a residential parking permit on school street.

Additional research is needed for these units.



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR REPORT

Town Council

December 10, 2019

**ITEM 8C: PARKING OVERLAY DISTRICT UPDATE (Unfinished Business)**  
**Recommendation:** Discussion/Possible Action  
**Prepared by:** John Knight, Zoning Administrator  
**Approved by:** Candace Gallagher, Town Manager  
**Action:** Discussion/Direction to Staff

**Background:** At the previous Council Meeting on November 11, 2019, the Council:

- Initiated the ordinance amendment to sections 510 and 512 of the Zoning Ordinance
- Directed staff to continue to prepare more detailed cost estimates for design and construction of the Queen Street Parking Lot
- Requested that staff determine the maximum number of spaces per applicant within the overlay district
- Requested that staff identify whether the existing concrete wall "ruins" are on Town property or on private property

**Cost Estimates:** Staff is still in the process of obtaining cost estimates for the Parking Lot design work. If available prior to the Council meeting, these will be forwarded to the Council. There are several parts to the cost estimate. These include Survey, Landscape Design and Engineering.

**Survey:** It appears that most of the survey work was previously obtained in 2007 – see Attachments 1 and 2. This survey was primarily focused on the existing. Some updating of this survey will be needed before Landscape and Engineering work can be done. An estimated budget for the additional survey work is \$1,000 to \$2,000.

**Landscape Design:** Staff is in the process of obtaining a proposal to do the necessary landscape design work. This will include three (3) design concepts that will be shared with the Council and then refined into a preferred design. Staff suggests a budget of \$3,000 to \$5,000 for the landscape work.

**Engineering Design:** After the Council has selected a preferred design, this will be turned over to an Engineer. The engineering work will include grading, drainage, parking lot design, water, and other utilities. The Engineer's work will also include development of construction cost estimates in order to determine the amount of the parking in-lieu fee. It's difficult to obtain a cost estimate for the Engineering work until after the landscape design work is done. Initial conversations with an Engineer suggest that a budget of \$5,000 to \$7,000 will be needed.

**Number of Spaces Per Applicant:** Within the Pilot Project area, staff has calculated potential parking demand and available spaces. This is shown in the Table below. An estimated 31 spaces could be provided in the new Queen Street Parking Lot (Attachment 3). There are three properties that would potentially be able to use the parking. These include Cuban Queen Bordello (former site of the Cuban Queen Building), House of Joy (recently purchased by Charlie/Mimi Romberger), and the Ensign

property (refer to Attachment 4 for the location of these properties). Plans for the Cuban Queen Bordello property have not yet been submitted for staff review. Initial discussions indicate that they will be requesting between five (5) and seven (7) parking spaces. The new owners of the House of Joy Property have indicated that they are interested in re-opening a restaurant. They would like the opportunity to participate in the Parking Overlay District/In-Lieu fee program. The third property, Ensign, is vacant and no plans have been submitted. Note that the Ensign property could be developed or the Town may want to approach the owners about potentially purchasing/leasing the property to add it to the existing parking lot.

There has been some preliminary interest from other business owners outside the proposed District. However, they would not be eligible to participate in the District until and unless the boundary is expanded.

Parcel	Size (sf)	Owner	Demand (Low)	Demand (High)	Spaces Available	Notes
401-06-075	27,443	Town of Jerome	-	-	28	Volleyball Parking Lot - after redesign.
401-06-076B	24,829	Town of Jerome	-	-	-	Existing "Sliding Jail Parking Lot" - spaces already allocated.
401-06-077	3,920	Ensign	5	10	-	Vacant Lot. No plans submitted.
401-06-078D	2,614	Romberger (House of Joy)	0	7	-	New owners are interested in reopening a restaurant.
401-06-126	3,000	Town of Jerome	-	-	3	Property NW of Cuban Queen
401-06-127	2,178	Cuban Queen Bordello	5	10	-	Plans not yet submitted. Parking demand unknown.
401-06-138	19,602	Town of Jerome	-	-	-	Slope area below "Sliding Jail Parking Lot".
<b>Totals</b>	<b>83,586</b>	<b>-</b>	<b>10</b>	<b>27</b>	<b>31</b>	<b>-</b>

**Concrete Wall/Ruins:** The 2007 Survey (refer to Attachments 1 and 2) show the existing concrete wall/ruins to be located on Town property.



**Fiscal Impacts:** The costs of the parking lot/park improvements will be offset through both construction by applicants and/or payment of in-lieu fees. The cost can be further offset by expanding the Kiosk Parking program to include this area.

**Recommendation:** Discussion and direction to staff.

**Attachments –**

1. 2007 Survey
2. 2007 Survey/Aerial Overlay
3. Parking Lot Design
4. Parking Overlay District Boundary Map



## Attachment #3



Vander

**Horst  
Property  
(old Swimming  
Pool)**

25

10 +/-  
Parking  
Spaces

## Add Trees & Landscaping

**New  
Multi-purpose  
Sport Court**

Add  
Landscape

18 +/-  
Parking  
Spaces

## Add Trees & Landscaping

**Existing  
Volleyball  
Court**

**Existing  
Basketball  
Court**

## Add Trees

Town Owned

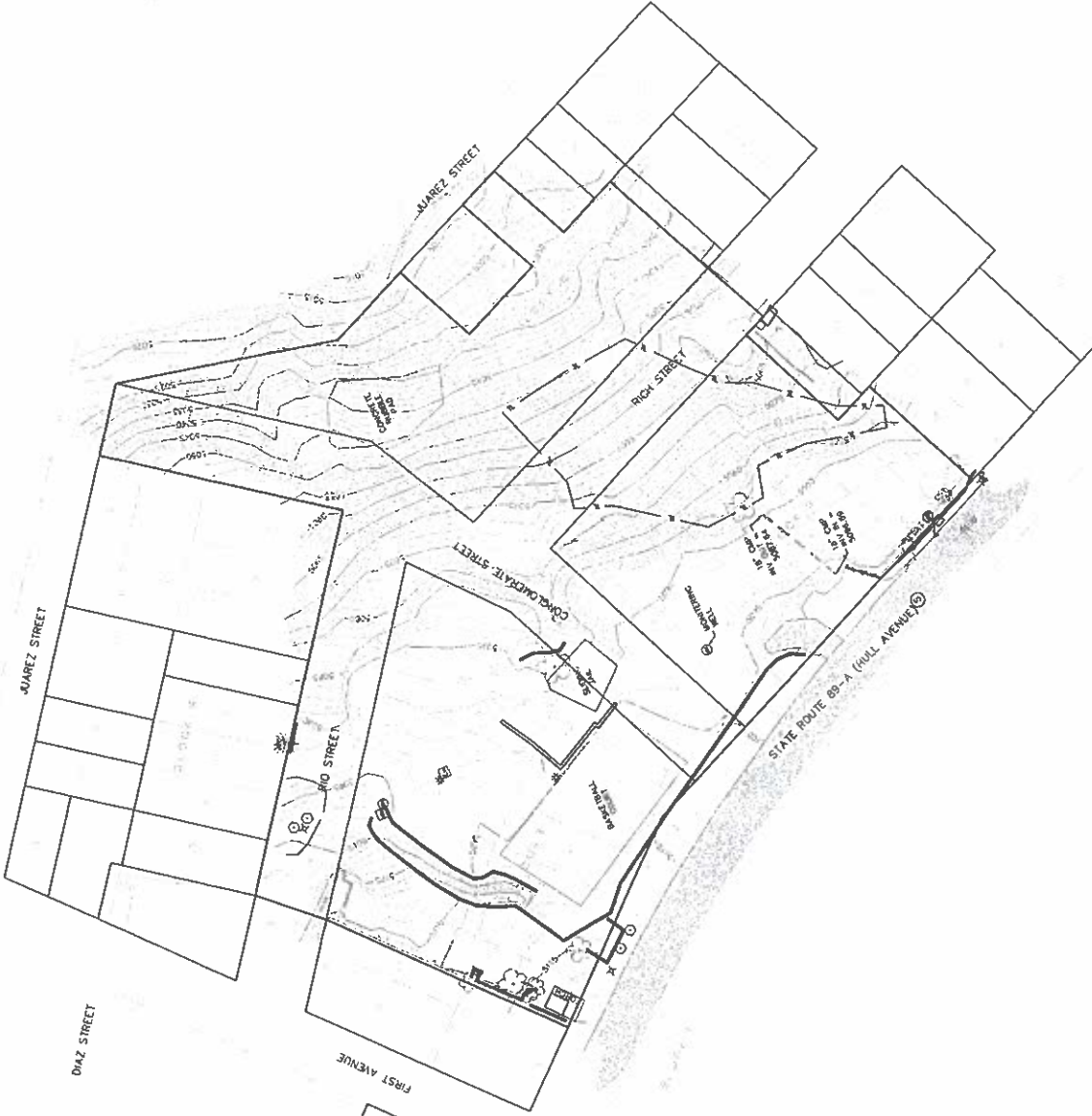
**Town  
Right of Way**

**Town  
Owned**

Updated: Oct 30, 2019

Attachment #1

- LEGEND**
- SUBJECT PARCEL BOUNDARY
  - ORIGINAL LOT LINE
  - PARCEL LINE
  - WALLS
  - CONCRETE LINES
  - BUILDINGS
  - HEAVY TREE AND BRUSH LINE
  - PPVC FENCE
  - ASPHALT
  - UTILITY POLE
  - LIGHT POLE
  - DOWN GUY
  - ELECTRIC METER
  - WATER METER
  - WATER ROSS/SPRIGOT
  - WATER VALVE
  - SEWER MANHOLE
  - DECIDUOUS TREE
  - PAVE TREE



SCALE: 1" = 30'

DATE	10/10/2018
BY	RS4
REV	4
OF	4

RESULTS OF SURVEY

TOWN OF JEROME

DATE	10/10/2018
BY	RS4
REV	4
OF	4

75 South 1st Street  
Suite 100  
Jerome, ID 83403  
208.282.2008  
www.swhi.com

**SWI**  
Shephard/Wenzel, Inc.

DATE	10/10/2018
BY	RS4
REV	4
OF	4



CALL TWO WHEELS BAKERY  
800-800-STAKE-IT

NOT RECORDED

THIS SURVEY WAS PREPARED BY A LICENSED SURVEYOR OR ENGINEER AND IS NOT TO BE USED FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF THE SURVEYOR OR ENGINEER.

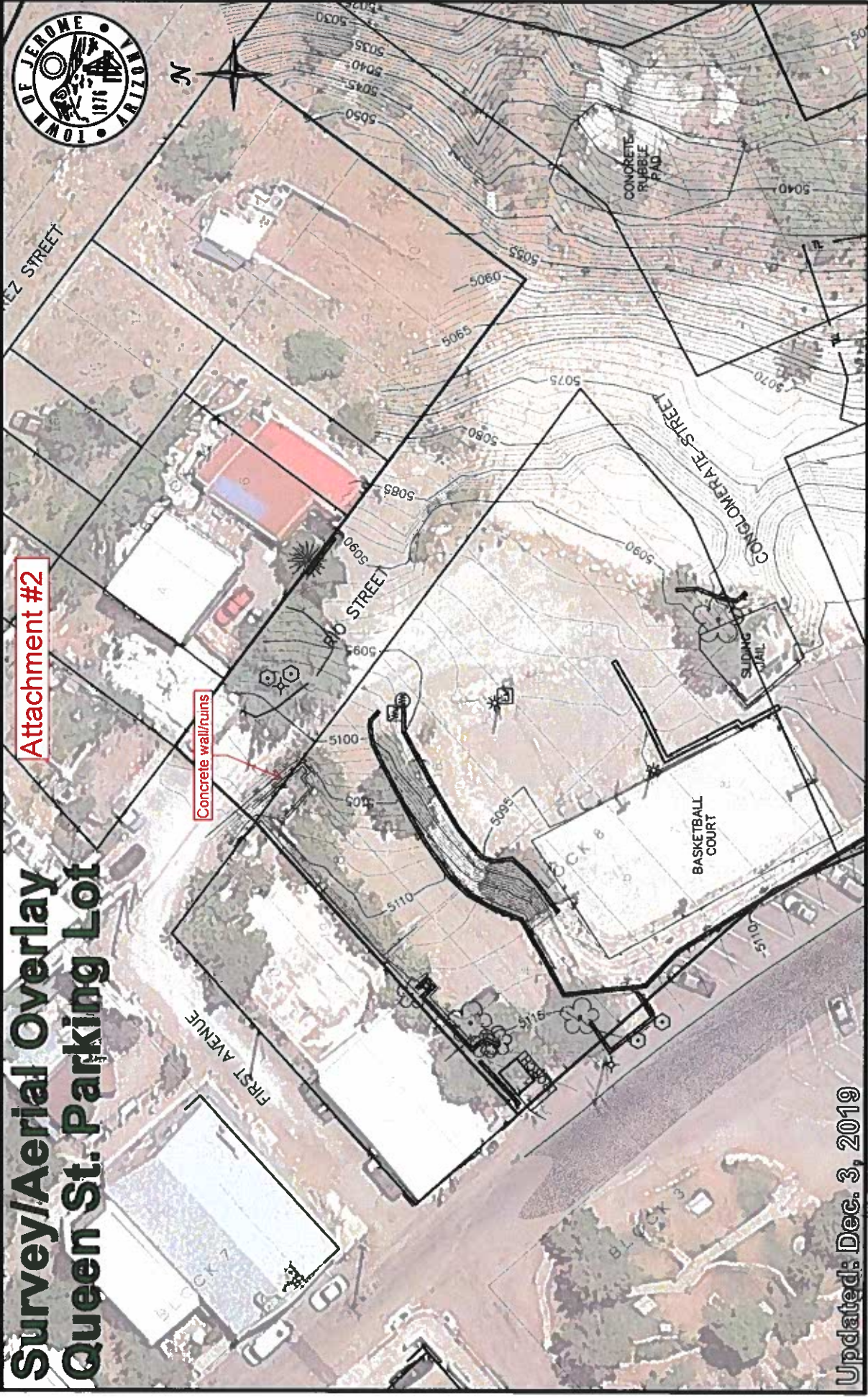
RECORDED IN JEROME COUNTY, IDAHO

Survey No. 10000



# Survey/Aerial Overlay Queen St. Parking Lot

Attachment #2



Updated: Dec. 3, 2019



**Parking Overlay District  
Suggested Boundaries**

Nov. 25, 2019

**Attachment #4**

**Town 401-06-132**  
**324 Queen Street - Formerly Cuban Queen**  
**401-06-127**

**Guth (Queen's Neighbor)**  
**401-06-128H**

**Vander Horst**  
**(Old Swimming Pool)**  
**401-06-18G**

**Town Owned**  
**401-06-138**

**Proposed Boundary**

**Town Owned**  
**(Hotel Jerome)**

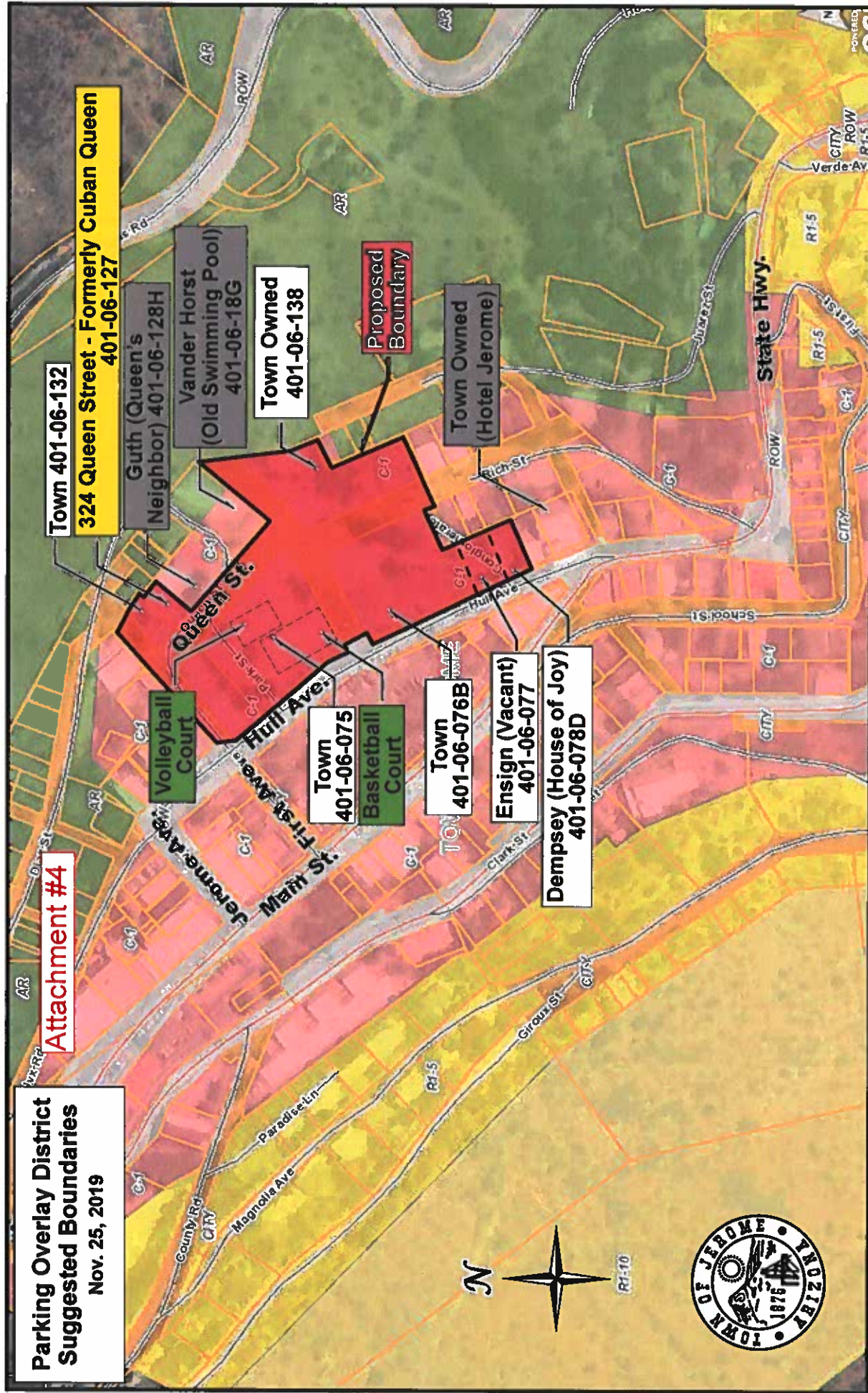
**Volleyball Court**

**Town**  
**401-06-075**  
**Basketball Court**

**Town**  
**401-06-076B**

**Ensign (Vacant)**  
**401-06-077**

**Dempsey (House of Joy)**  
**401-06-078D**



**AGREEMENT FOR LIBRARY SUPPORT SERVICES  
AND MEMBERSHIP IN THE YAVAPAI LIBRARY NETWORK  
BETWEEN THE YAVAPAI COUNTY FREE LIBRARY DISTRICT AND  
TOWN OF JEROME**

This Agreement for Library Support Services and Membership in the Yavapai Library Network (hereinafter referred to as this "Agreement") is made and entered into July 1, 2019, by and between the Yavapai County Free Library District, a special taxing subdivision of the State of Arizona (hereinafter referred to as "DISTRICT"), and Town of Jerome, a(n) Arizona corporation/political subdivision of the State of Arizona (hereinafter referred to as "MEMBER LIBRARY"). DISTRICT and MEMBER LIBRARY may each be referred to individually as a "Party" and collectively as the "Parties."

**RECITALS**

**WHEREAS**, DISTRICT is a special taxing subdivision of the State of Arizona established in 1987 for the purpose of providing library services to participating town and city libraries and unincorporated areas of Yavapai County, pursuant to A.R.S. §§ 48-3901 *et seq.*; and,

**WHEREAS**, DISTRICT is authorized to exercise the powers granted generally to municipal corporations by the constitution and laws of the State of Arizona, pursuant to A.R.S. § 48-3902; and,

**WHEREAS**, DISTRICT is a county free library district established and maintained pursuant to A.R.S. § 11-901; and,

**WHEREAS**, DISTRICT, various municipalities, boards, and other entities recognize the need to cooperate in the provision of library services and have since 1985 formed a consortium of public, school, academic, and special libraries known as the Yavapai Library Network (hereinafter referred to as "YLN"); and,

**WHEREAS**, YLN better serves the needs of libraries in Yavapai County through mutual cooperation, resource sharing, and the use of common technology standards for library products and services; and,

**WHEREAS**, MEMBER LIBRARY wishes to become a member of the YLN and participate in the YLN; and,

**WHEREAS**, MEMBER LIBRARY wishes to join together with DISTRICT and YLN to cooperate in the provision of library products and services in Yavapai County; and,

**WHEREAS**, MEMBER LIBRARY is classified as a(n):

☒ PUBLIC LIBRARY, which is a library, open to the general public, that does not charge Yavapai County residents to obtain a library card or checkout an item that is available for checkout in any library in the Yavapai Library Network;

☐ SCHOOL LIBRARY, which is a library that only serves K-12 students, faculty, and staff

that attend the school or are part of the school district where the library is located. A School Library is not open to the general public;

☐ ACADEMIC LIBRARY, which is a library that supports a college or university, that may or may not be open to the general public, and serves the students, faculty, and staff of the college or university; or

☐ SPECIAL LIBRARY, which is a library that gives the general public access to its collection, but does not allow items in its collection to leave the library premises; and,

**WHEREAS**, the Parties have determined that it is in their mutual interest to enter into an agreement whereby DISTRICT shall provide data services, support, and other library services to MEMBER LIBRARY, subject to the terms and conditions set forth herein.

## **AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual promises and conditions set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to become legally bound, agree as follows:

**1. Term of Agreement.** The initial term of this Agreement shall commence on July 1, 2019, and shall continue through June 30, 2020. Thereafter, this Agreement shall automatically renew for supplemental one-year terms of up to a maximum of five (5) one-year terms.

**2. Termination.**

**2.1. Termination for Convenience/Without Cause.** The Parties may terminate or cancel this Agreement at any time for any reason, with or without just cause, with ninety (90) days written notice to the other Party specifying the termination date.

**2.2. Termination for Breach.** In the event of a breach of any term or condition of this Agreement by any Party, the Party claiming a breach shall provide written notice to the Party for which a breach is alleged, with said notice setting forth the factual basis for the determination that a breach has occurred. If the alleged breach is not remedied within fifteen (15) days of receipt of the notice by the Party for which a breach is alleged, this Agreement may terminate, at the option of the Party alleging a breach.

**2.3. Residual Obligations.** Unless otherwise expressly agreed by the Parties, all obligations of the Parties, including payment of charges and fees, for the fiscal year during which termination or non-renewal is effective shall remain in full force and effect and binding on the respective Parties. MEMBER LIBRARY agrees to forfeit any right, title, or interest in tangible or intangible monies, materials, equipment, or property contributed or allocated to the YLN if MEMBER LIBRARY terminates this Agreement or is no longer a member of the YLN.

**2.4. Cancellation for Conflict of Interest.** This Agreement is subject to cancellation pursuant to

A.R.S. §38-511, the pertinent provisions of which are incorporated herein by reference.

**3. DISTRICT Duties and Obligations for Library Support Services.** DISTRICT hereby agrees to:

- 3.1. Assign, within budgetary and resources limitations, technical, professional, and management staff to meet the normal service requirements of MEMBER LIBRARY and YLN. Examples of normal service requirements include cataloging, routine system maintenance, upgrades, backups, and recovery.
- 3.2. Timely notify MEMBER LIBRARY of system changes and scheduled system outages.
- 3.3. Work cooperatively with vendors, MEMBER LIBRARY, YLN, and others to ensure compliance with industry standards and to ensure the success of on-going system operations.
- 3.4. Act as YLN's host, fiscal, and administrative agent to ensure continued delivery of library services to MEMBER LIBRARY and to facilitate the stability and operations of YLN.
- 3.5. Provide dedicated hardware and software resources to be housed in a secure environment and incorporate sufficient bandwidth to allow MEMBER LIBRARY to readily access the resources of the YLN.
- 3.6. Provide periodic operational status reports to inform MEMBER LIBRARY of the nature, type, and status of services being rendered by DISTRICT.
- 3.7. Provide technical management services for YLN systems including, but not limited to, maintenance and systems administration that supports the operation of the Integrated Library System (ILS).
- 3.8. Evaluate all equipment that interfaces directly with DISTRICT or YLN services to ensure compatibility.
- 3.9. Apply enhancements to the ILS, with the advice and recommendations of the YLN Steering Committee, deems necessary.
- 3.10. Allocate financial resources, as DISTRICT deems necessary, for the stability, growth, and enhancement of YLN.
- 3.11. Gather statistics and other information, as required, for establishing annual billing amounts payable by MEMBER LIBRARY to ensure the continuity of YLN operations. Statistics gathered will be based on a full calendar year, if possible.
- 3.12. Provide MEMBER LIBRARY an estimated annual cost of operation assessment with anticipated benefits for MEMBER LIBRARY no later than January 15 each year.
- 3.13. Provide MEMBER LIBRARY an annualized invoice for MEMBER LIBRARY's



Membership Fee no later than March 15 each year in accordance with the methodology in the "MEMBERSHIP FEE" document attached hereto as Exhibit A.

**3.14.** Notify MEMBER LIBRARY of any determination by DISTRICT to withdraw from oversight of and/or participation in YLN no less than one (1) year prior to the effective date of any such determination.

**3.15.** Additional duties and obligations if MEMBER LIBRARY is a School Library or Academic Library, as more fully described on the "REQUIREMENTS FOR DISTRICT AND MEMBER LIBRARY IF MEMBER LIBRARY IS A SCHOOL LIBRARY OR ACADEMIC LIBRARY" document attached hereto as Exhibit B.

**4. MEMBER LIBRARY Duties and Obligations for Library Support Services.** MEMBER LIBRARY hereby agrees to:

**4.1.** Coordinate with DISTRICT prior to the acquisition of any hardware or software intended to interface with YLN designated systems to ensure proper functionality and compatibility for MEMBER LIBRARY.

**4.2.** And understands that DISTRICT reserves the right to decline to connect any hardware and/or software determined by DISTRICT, in its sole discretion, to be out of compliance with the functionality specifications or compatibility requirements of DISTRICT or YLN.

**4.3.** Designate an individual who can resolve computer problems and who is responsible for consulting with DISTRICT regarding matters relating to the operation of the automated system.

**4.4.** Purchase, operate, and maintain, at MEMBER LIBRARY's sole expense, its circulation, cataloging, and public access stations and telecommunications equipment.

**4.5.** Provide, at MEMBER LIBRARY's sole expense, Internet connectivity with sufficient bandwidth to meet MEMBER LIBRARY's needs and any requirements established by DISTRICT or YLN.

**4.6.** Pay all fees and charges pursuant to this Agreement no later than 30 days following receipt of an invoice for said fees or charges.

**4.7.** Clearly check the appropriate box below indicating whether MEMBER LIBRARY is an Affiliate Library of DISTRICT pursuant to A.R.S. § 11-903(A) (hereinafter referred to as "Affiliate Library"):

☒ MEMBER LIBRARY is an Affiliate Library.

☐ MEMBER LIBRARY is NOT an Affiliate Library.

**4.7.1.** If MEMBER LIBRARY is an Affiliate Library, then MEMBER LIBRARY agrees

to the following additional duties and obligations as an Affiliate Library as follows:

- 4.7.1.1** Affiliate Library shall provide equal access to use an Affiliate Library's facilities and services, including core services such as borrowing privileges and computer use, if available, free of charge, to all the residents of Yavapai County.
- 4.7.1.2** DISTRICT and Affiliate Library shall cooperate in planning and implementing resource sharing activities acceptable to DISTRICT and Affiliate Library. Shared resources shall be free to Yavapai County residents, except if there are inter-library loans or materials from a lending library that is not a member of the YLN. If the lending library is not a member of the YLN, then postage recovery costs for library materials sent to and from the library that is not a member of the YLN may be passed on to the user up to a total cost of \$6.00 per item or transaction.
- 4.7.1.3** DISTRICT acknowledges that the services to be performed by the Affiliate Library have a value to the residents of Yavapai County and that if Affiliate Library did not perform library services for its community, then DISTRICT may have to bear the costs of providing library services to residents benefitting from the Affiliate Library.
- 4.7.1.4** Affiliate Library may be eligible for a distribution of funds from DISTRICT according to the formula as set forth in "ANNUAL CONTRIBUTIONS TO AFFILIATE LIBRARY" attached hereto as Exhibit C.
  - 4.7.1.4.1** Affiliate Library agrees and acknowledges that DISTRICT, in its sole discretion, may or may not allocate funds for an annual contribution, and that if funds are allocated for an annual contribution, the amounts may fluctuate from year-to-year. The estimated allocated amount, if any, and conditions, if any, will be provided to Affiliate Library on or before March 15 of each year.
  - 4.7.1.4.2** Affiliate Library agrees and acknowledges that the combined contribution for funds for Fiscal Year (FY) 2019-20 for Affiliate Libraries, before the Contribution Formula is applied, is \$1,675,000, as evidenced on Exhibit C.
  - 4.7.1.4.3** Affiliate Library may receive an annual contribution so long as Affiliate Library is a member of the YLN.
  - 4.7.1.4.4** If Affiliate Library receives funds from DISTRICT, then Affiliate Library shall solely use funds received from

DISTRICT to directly support Affiliate Library, and Affiliate Library shall provide a certification on or before June 30 of each year that Affiliate Library has solely used funds from DISTRICT to directly support Affiliate Library. DISTRICT shall provide the certification form for Affiliate Library to use on or before May 31 of each year. DISTRICT may also request an annual accounting from Affiliate Library describing the manner and use of DISTRICT funds, and Affiliate Library shall provide the annual accounting to DISTRICT within thirty (30) days of receipt of such request.

**4.7.1.4.5** Affiliate Library agrees and acknowledges that all unused funds Affiliate Library receives from DISTRICT in a fiscal year shall be forfeited to DISTRICT.

**4.7.1.5** Affiliate Library agrees and acknowledges that contributions and funds that are declared for a specific purpose shall be used for their declared purpose.

**4.7.1.6** Affiliate Library agrees and acknowledges that contributions and funds that are not used for their declared purpose are forfeited and shall be the property of DISTRICT.

**4.7.1.7** All library materials purchased with DISTRICT funds for Affiliate Library are the property of the Affiliate Library.

**4.7.1.8** Affiliate Library may wish to utilize technology support services from DISTRICT in accordance with the detailed description of "TECHNOLOGY SUPPORT SERVICES" attached hereto as Exhibit D. Affiliate Library shall check the appropriate box below whether it elects to utilize these services:

☒ Affiliate Library will utilize technology support services as outlined in Exhibit D.

☐ Affiliate Library will NOT utilize technology support services as outlined in Exhibit D.

**5. Membership in YLN and Duties and Obligations for Membership in the YLN.** Under the terms of this Agreement, DISTRICT and MEMBER LIBRARY are members of the YLN and as members of the YLN, MEMBER LIBRARY agrees to:

**5.1.** Adhere to all YLN governing documents, including, but not limited to, bylaws, policies, rules, and guidelines.

**5.2.** Contribute bibliographic and holdings data into the ILS.



- 5.3. Protect the security and access to the catalog and further agree to comply with YLN protocols with regard to cataloging as outlined in the YLN Cataloging Manual.
- 5.4. Comply with the requirements for conversion and authority control and to supplemental inclusion of foreign or locally constructed databases.
- 5.5. Comply with industry cataloging standards and techniques in order to ensure compatibility with the standards and practices of DISTRICT and YLN.
- 5.6. Adhere to practices and procedures as outlined in the YLN Circulation Manual.
- 5.7. Have access to the YLN catalog of shared items that shall be available for use.
- 5.8. Allow members of the general public to use its premises to view and use materials available in the online catalog, except if MEMBER LIBRARY is a School Library or an Academic Library not open to the general public.
- 5.9. Participate in sharing library materials with and between all YLN members, except if MEMBER LIBRARY is a Special Library.
- 5.10. Be a pick-up and a drop-off location for library materials to and from other YLN members, except if MEMBER LIBRARY is a Special Library.
- 5.11. At all times maintain the privacy and confidentiality of library users and patrons acting in compliance with all privacy laws, including A.R.S. § 41-151.22 and, if applicable, those specifically relevant to students as covered under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. Part 99. DISTRICT and MEMBER LIBRARY acknowledge that violations of user privacy may be subject to civil penalties and criminal prosecution.
- 5.12. Form a YLN Steering Committee, which shall act as a general oversight and guidance body in accordance with YLN governing documents and as outlined on the "YLN STEERING COMMITTEE" document attached hereto as Exhibit E.
- 5.13. Participate in the functions and activities of the YLN Steering Committee.
- 5.14. Designate a representative to serve on the YLN Steering Committee.
- 5.15. DISTRICT providing a secretary for taking minutes at YLN Steering Committee Meetings.
- 5.16. The duties and obligations of the YLN Steering Committee as follows:
  - 5.16.1. The YLN Steering Committee shall allocate funds collected from the Membership Fee as determined to be necessary for the stability, growth, and enhancement of YLN and MEMBER LIBRARY.

- 5.16.2.** The YLN Steering Committee shall determine the total annual amount of funds to be collected for the Membership Fee in accordance with Exhibit A. The total amount to be collected for FY 2019-20 is \$175,000.
- 5.16.3.** The YLN Steering Committee shall have as its ex officio member the DISTRICT or Yavapai County Information Technology Services (ITS) Library Network Manager.
- 5.16.4.** All decisions of the YLN Steering Committee shall be ratified by the DISTRICT Director to be effective.
- 5.16.5.** The YLN Steering Committee, through its policies and procedures, may place additional requirements on YLN membership and duties and obligations of membership.
- 5.17.** Form a YLN Executive Committee in accordance with YLN governing documents.
- 5.18.** DISTRICT providing a secretary for taking minutes at YLN Executive Committee Meetings.
- 5.19.** Establish a YLN Fund. MEMBER LIBRARY and DISTRICT shall pay a Membership Fee to DISTRICT with the amount to be determined annually as set forth in Exhibit A. All monies collected will be deposited in the Yavapai County Library Network Fund (hereinafter referred to as “YLN Fund”) of which DISTRICT is the custodian. The YLN Steering Committee shall have sole discretion on how the YLN Fund is expended. The YLN Fund does not have to be fully expended each year and can roll-over.
- 5.20.** The purpose of the YLN Fund as follows:
  - 5.20.1.** Ensure the continued stability and viability of the YLN.
  - 5.20.2.** Allow for service expansions.
  - 5.20.3.** Upgrade technology to ensure the provision of existing services.
- 5.21.** The YLN Fund being expended in the following areas:
  - 5.21.1.** Technology purchases.
  - 5.21.2.** Library-related service expansions.
  - 5.21.3.** Special Projects.
  - 5.21.4.** Professional development and continuing education.
- 5.22.** Have the YLN Fund pay for a cataloging position at DISTRICT that is dedicated to the YLN

to lead technical services, monitor and maintain the bibliographic database, provide training on cataloging processes and standards to the members of the YLN, and attend YLN meetings as needed. The cataloging position shall report to the DISTRICT Director and require a Master's in Library Science or a related field and at least three (3) years of experience cataloging or training personnel in a library or library system, pursuant to a job description approved by DISTRICT and the YLN Steering Committee.

**5.23.** Have the YLN Fund pay for additional positions dedicated to the YLN pursuant to job descriptions approved by DISTRICT and the YLN Steering Committee.

**5.24.** MEMBER LIBRARY forfeiting any right, title, or interest in tangible or intangible monies, materials, equipment, or property contributed or allocated to the YLN or the YLN Fund if MEMBER LIBRARY terminates this Agreement or is no longer a member of the YLN.

**5.25.** The YLN Fund and all items purchased with the YLN Fund being transferred to another entity if the YLN's administrative and fiscal functions are transferred to such other entity.

**5.26.** The YLN Fund and all items purchased with the YLN Fund becoming the property of DISTRICT if the YLN dissolves. This is in consideration of DISTRICT's provision of services pursuant to this Agreement.

**6. Insurance.** The Parties shall maintain appropriate insurance. Certificates of Insurance shall be provided to a Party upon request.

**7. Mutual Indemnification.** To the maximum extent permitted by law, each Party (as "**Indemnitor**") agrees to indemnify, defend and hold harmless the other Party, its officers, officials, agents, employees, or volunteers (as "**Indemnitee**") from and against any and all claims, losses, liability, costs or expenses to which any Indemnitee may become subject under any theory of liability whatsoever, including reasonable attorney's fees, court costs and the costs of appellate proceedings arising out of actions taken in performance of this Agreement (hereinafter collectively referred to as "**Claims**") to the extent that such Claims are caused by the acts, omissions, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Indemnitor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree.

**8. Notices.** All notices required or permitted to be given under the terms of this Agreement shall be in writing, and shall be effective upon hand delivery, deposit with a reputable overnight courier such as FedEx for overnight delivery or three (3) business days after deposit with the U.S. Mail via certified or registered mail, postage prepaid, return receipt requested as follows:

**DISTRICT:**

Yavapai County Free Library District  
Attn: Corey Christians, Director  
1971 Commerce Center Circle, Suite D  
Prescott, AZ 86301

**MEMBER LIBRARY:**

Jerome Public Library

PO Box 335

Jerome, AZ 86331

The Parties shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other Party.

- 9. Relationship of Parties.** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the Parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the other Party to its employees. Neither Party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees.
- 10. Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against DISTRICT or MEMBER LIBRARY. This Agreement is not intended to benefit any third party.
- 11. Assignment.** MEMBER LIBRARY is prohibited from assigning, transferring, conveying, or otherwise disposing of its obligations under this Agreement, in whole or in part, or its power to execute such agreement to any other person, company, or corporation without the prior written consent of DISTRICT, which may be withheld at the sole discretion of DISTRICT. Any purported assignment of rights or delegation of performance in violation of this section is void.
- 12. Compliance with Law.** The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including environmental laws.
- 13. Fingerprint and E-verify.** If required, and only to the extent required, the Parties shall comply with the fingerprinting provisions in A.R.S. § 15-512(H) and the e-verify provisions in A.R.S. § 41-4401.
- 14. Non-discrimination.** The Parties shall comply with State Executive Order 2009-09, the pertinent provisions of which are incorporated into this Agreement by reference, and which mandate, in part, that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin, or disability.
- 15. Americans With Disabilities Act.** The Parties shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
- 16. Legal Arizona Workers Act Compliance.** The Parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees and with the requirements of A.R.S. §§ 23-214 and 41-4401

(together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach, and the Parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The Parties retain the legal right to inspect the papers of each contractor or subcontractor employee who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

- 17. Workers’ Compensation.** For purposes of workers’ compensation, an employee 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 Agreement, is deemed to be an employee of both the Party who is his primary employer and the Party under whose jurisdiction or control or within whose jurisdiction he is then working, as provided by A.R.S. § 23-1022(D). The primary employer Party of such employee shall be solely liable for payment of workers’ compensation benefits for the purposes of this section. The Parties herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.
- 18. Written Certification Pursuant to A.R.S. § 35-393.01.** The Parties are not currently engaged in, and agree for the duration of this Agreement, to not engage in, a boycott of Israel.
- 19. Alternative Dispute Resolution.** In the event of any dispute under this Agreement, the Parties will immediately attempt to resolve the dispute prior to taking formal action. Pursuant to A.R.S. § 12-1518, disputes under this Agreement shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.
- 20. Waiver of Jury Trial/Waiver of Attorneys’ Fees.** The Parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Agreement. The Parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither Party shall be entitled to an award of attorneys’ fees, either pursuant to this Agreement, pursuant to A.R.S. § 12-341.01(A) and (B), or pursuant to any other state or federal statute, court rule, or common law.
- 21. Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. The Parties agree to bring any legal proceedings arising under this Agreement in a state or federal court of competent jurisdiction within Yavapai County, Arizona. Any changes in governing laws, rules, and regulations that do not materially affect this Agreement will apply during the term of this Agreement and will not require an amendment.
- 22. Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among the Parties hereto, either Party may propose amendments to this Agreement to bring this Agreement into conformity with such laws. If the Parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either Party may terminate this Agreement upon written notice to the other Party.

- 23. Implied Contract Terms.** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated herein.
- 24. Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 25. Waiver.** A Party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this Agreement. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.
- 26. Headings and Construction of Agreement.** In construing this Agreement, all headings and titles are for the convenience of the Parties and for organizational purposes only and shall not be considered in interpreting the meaning of any provision in this Agreement or considered a part of this Agreement. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association. This Agreement shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.
- 27. Parol Evidence.** This Agreement is intended by the Parties as a final and complete expression of their agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this Agreement.
- 28. Incorporated Documents and Order of Precedence.** All Exhibits identified herein and YLN governing documents, including, but not limited to, bylaws, policies, rules, and guidelines, are incorporated in this Agreement by reference. In the event of conflicts or discrepancies among this Agreement and any amendments thereto, Exhibits, or YLN governing documents, interpretations will be based on the following priorities in the following order:
- 28.1.** Amendments and/or modifications to this Agreement;
  - 28.2.** This Agreement;
  - 28.3.** All Exhibits identified herein and incorporated by reference; and
  - 28.4.** YLN governing documents, including, but not limited to, bylaws, policies, rules, and guidelines.

**29. Entire Agreement.** This Agreement contains the entire, integrated agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This Agreement supersedes and merges all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all Parties.

**30. Execution in Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. Each of the Parties may sign any number of copies of this Agreement. Each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.

**31. Legal Agreement.** This Agreement is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this Agreement, each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement and understands the meaning of all terms contained herein and agrees to their application and enforceability.

#### APPROVALS

**IN WITNESS WHEREOF,** the Parties have caused this Agreement to be executed by their duly authorized officials.

**DISTRICT:** Yavapai County Free Library District

\_\_\_\_\_  
Randall W. Garrison, Chairman,  
Board of Directors

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

This AGREEMENT has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to DISTRICT.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name  
Deputy Yavapai County Attorney

**MEMBER LIBRARY:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

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

This AGREEMENT has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to MEMBER LIBRARY.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name and Title/Law Firm Name



## **Exhibit A**

### **MEMBERSHIP FEE**

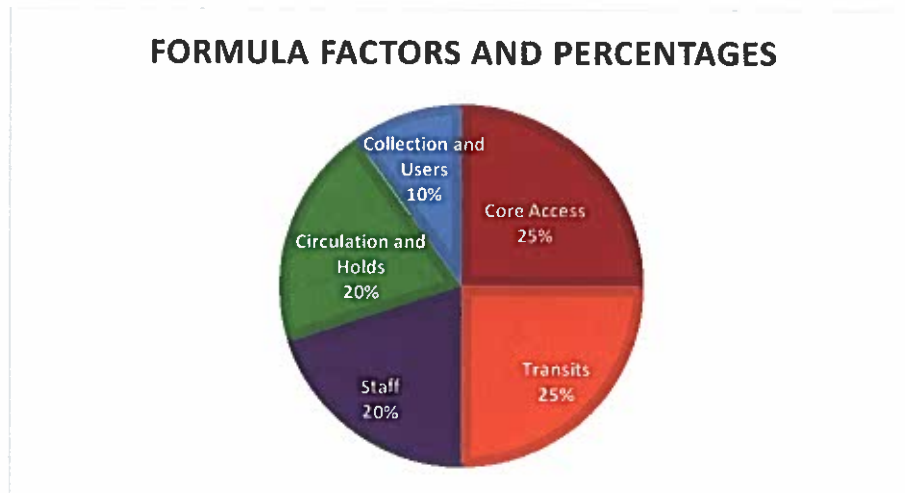
MEMBER LIBRARY shall be responsible for an annual Membership Fee in the YLN. A formula shall be applied annually to determine MEMBER LIBRARY's Membership Fee. DISTRICT shall gather statistics for factors from MEMBER LIBRARY or the Integrated Library System (ILS) each calendar year. The percentages associated with each factor of the formula must always equal 100% and may be adjusted by the YLN Steering Committee by two-thirds vote of a quorum. The factors for the formula are as follows:

1. Core Access (25%). An amount divided evenly between all members of the YLN that represents access to YLN services.
2. Transits (i.e., Interlibrary Loans) (25%). The number of items received by MEMBER LIBRARY from other libraries in the YLN.
3. Staff (20%). Volunteers, interns, students, and paid staff that use the ILS. Staff that do not perform system functions shall not be included in the calculation. The calculation shall use the full-time equivalent (FTE) for each position. An example is as follows:

Position	Hours	FTE
Volunteers	10	0.25
Student Helper	10	0.25
Intern	5	0.125
Part-time Employee	15	0.375
Full-time Employee	40	1
Total	80	2

4. Circulation and Holds (20%). The number of physical and electronic items checked out and renewed. Electronic items that cannot have a circulation attributed to MEMBER LIBRARY or that cannot be checked out or renewed shall not be included in the calculation. Filled and Expired On-shelf Holds shall be included in the calculation. The total of the circulation and the holds shall be calculated for this portion for MEMBER LIBRARY.
5. Collection and Users (10%). The number of patron or user records in the system (whether active or inactive) as well as the number of item records in the system shall be combined to determine the value of Collection and Users.

The following chart visually represents each of these factors:



MEMBER LIBRARY shall be responsible for its portion of each factor which will be totaled to determine each MEMBER LIBRARY's Membership Fee.

The following is an example for membership fees from fiscal year 2017-2018 (July 1, 2017, through June 30, 2018). Amounts fluctuate from year-to-year based on the annual amount to be collected as determined by the YLN Steering Committee (e.g. \$175,000 in FY 2017-2018) and the performance of each MEMBER LIBRARY.

FY17-18 Membership Fee Assessment									Total Assessment		\$175,000
Member Name	Access	Amount	FTE	Amount	Circ and Holds	Amount	Transits	Amount	Items and Patrons	Total	Overall Total
	25%	\$43,750	20%	\$35,000	20%	\$35,000	25%	\$43,750	10%	\$17,500	\$175,000
Camp Verde Community Library	1	\$1,067.07	7	\$1,853.95	84685	\$1,195.99	10313	\$1,571.13	35981	\$501.09	\$6,189.24
Chino Valley Public Library	1	\$1,067.07	6	\$1,589.10	124422	\$1,757.18	18706	\$2,849.77	65039	\$905.77	\$8,168.89
Camp Verde Unified School District	1	\$1,067.07	1.5	\$397.28	27755	\$391.98	1135	\$172.91	31019	\$431.99	\$2,461.22
Chino Valley Unified School District	1	\$1,067.07	1	\$264.85	3558	\$50.25	346	\$52.71	20575	\$286.54	\$1,721.42
Cottonwood Public Library	1	\$1,067.07	10.6	\$2,807.42	254986	\$3,601.10	31275	\$4,764.59	129864	\$1,808.55	\$14,048.74
Embry-Riddle Aeronautical University	1	\$1,067.07	7	\$1,853.95	30174	\$426.14	2756	\$419.86	38455	\$535.54	\$4,302.57
Humboldt Unified School District	1	\$1,067.07	1	\$264.85	9780	\$138.12	67	\$10.21	45322	\$631.18	\$2,111.43
Jerome Public Library	1	\$1,067.07	1.78	\$471.43	6855	\$96.81	1341	\$204.29	15933	\$221.89	\$2,061.50
Mayer Unified School District	1	\$1,067.07	0	\$0.00	5178	\$73.13	373	\$56.82	10718	\$149.26	\$1,346.29
Mingus Union High School	1	\$1,067.07	1	\$264.85	1277	\$18.03	112	\$17.06	16748	\$233.24	\$1,600.26
The Orme School of Arizona	1	\$1,067.07	0.25	\$66.21	648	\$9.15	13	\$1.98	8890	\$123.81	\$1,268.22
Prescott College	1	\$1,067.07	3.75	\$993.19	7209	\$101.81	645	\$98.26	38758	\$539.76	\$2,800.10
Prescott Public Library	1	\$1,067.07	19	\$5,032.16	797981	\$11,269.69	68336	\$10,410.65	191514	\$2,667.12	\$30,446.69
Prescott Unified School District	6	\$6,402.44	5.875	\$1,556.00	77214	\$1,090.47	1464	\$223.03	94819	\$1,320.50	\$10,592.44
Prescott Valley Public Library	1	\$1,067.07	21.37	\$5,659.86	437614	\$6,180.32	51832	\$7,896.35	128244	\$1,785.99	\$22,589.58
Sedona Public Library	2	\$2,134.15	12.6	\$3,337.12	299030	\$4,223.13	47194	\$7,189.77	98712	\$1,374.71	\$18,258.88
Shariot Hall Museum	1	\$1,067.07	2	\$529.70	0	\$0.00	0	\$0.00	6813	\$94.88	\$1,691.66
Tri-City College Prep High School	1	\$1,067.07	1	\$264.85	235	\$3.32	105	\$16.00	1312	\$18.27	\$1,369.51
Yavapai College	2	\$2,134.15	10.5	\$2,780.93	41675	\$588.57	3518	\$535.95	137427	\$1,913.88	\$7,953.47
Yavapai County Free Library District	15	\$16,006.10	18.925	\$5,012.30	267994	\$3,784.81	47646	\$7,258.63	140455	\$1,956.05	\$34,017.89
<b>Total</b>	<b>41</b>	<b>\$43,750.00</b>	<b>132.15</b>	<b>\$35,000.00</b>	<b>2478270</b>	<b>\$35,000.00</b>	<b>287177</b>	<b>\$43,750.00</b>	<b>1256598</b>	<b>\$17,500</b>	<b>\$175,000.00</b>

## **Exhibit B**

### **REQUIREMENTS FOR DISTRICT AND MEMBER LIBRARY IF MEMBER LIBRARY IS A SCHOOL LIBRARY OR ACADEMIC LIBRARY**

1. DISTRICT agrees that it shall comply with the fingerprinting requirements of A.R.S. § 15-512, if those requirements are applicable to any activities performed by DISTRICT for a MEMBER LIBRARY that is a School Library or Academic Library.
2. DISTRICT shall be considered an extension of a School Library or Academic Library because DISTRICT will be providing library automation services on behalf of a School Library or Academic Library. Information shared between the Parties shall be consistent with the Family Education Records Privacy Act of 1974 ("FERPA"), 20 U.S.C. §1232g and its implementing regulations at 34 C.F.R. part 99.

- a. The following student information may be transferred to DISTRICT:

Last Name;  
First Name;  
Middle Name;  
Student ID;  
SAIS;  
Interlibrary loan status;  
Internet Permission;  
Graduation Year;  
Current School Grade;  
Mailing Address;  
Email;  
Phone Number;  
Homeroom Teacher;  
Academic Level;  
Homeroom room number;  
Homeroom time;  
School Code;  
Date of Birth;  
Enrollment Status; and  
Academic Program.

- b. FERPA describes circumstances under which MEMBER LIBRARY is authorized to release confidential data regarding individual students, teachers, and schools without prior parental consent in 20 U.S.C. §1232g(b). Confidential information may be disclosed to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions as long as the information is released to no others and the information is destroyed when no longer needed.
- c. The following terms further specify the manner in which MEMBER LIBRARY agrees to

share data with DISTRICT, subject to FERPA regulations:

- i. MEMBER LIBRARY is a state educational authority authorized to share information with contractors, consultants, volunteers, or other parties to whom an agency or institution has outsourced institutional services or functions, subject to FERPA, as authorized by 34 CFR Section 99.31(a)(1)(i)(B) *et al.* DISTRICT is contractor authorized to receive information to perform an institutional service or function subject to FERPA, as authorized by 34 C.F.R. Section 99.31(a)(1)(i)(B). To perform this function, MEMBER LIBRARY needs to share student data with DISTRICT, some of which may allow the identification of individual students.
- ii. COMPLIANCE WITH FERPA. To affect the transfer of data subject to FERPA, DISTRICT agrees to:
  1. In all respects comply with the provisions of FERPA. For purposes of this agreement, "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this Agreement may be construed to allow either Party to maintain, use, disclose, or share student information in a manner not allowed by federal law or regulation.
  2. Use the data shared under this Agreement for no purpose other than the contracted services pursuant to Section 99.31(a)(1)(i)(B) of Title 34 of the Code of Federal Regulations. DISTRICT further agrees not to share data received under this Agreement with any other entity without MEMBER LIBRARY approval. DISTRICT agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this Agreement and any relevant records of DISTRICT for purposes of completing authorized audits of the Parties.
  3. Require all employees, contractors, and agents of any kind to comply with all applicable provisions of FERPA and other federal laws with respect to the data shared under this Agreement. DISTRICT agrees to require and maintain an appropriate confidentiality agreement from each employee, contractor, or agent with access to data pursuant to this Agreement. Nothing in this paragraph authorizes sharing data provided under this Agreement with any other entity for any purpose other than completing the work authorized under this Agreement.
  4. Maintain all data obtained pursuant to this Agreement in a secure computer environment and not copy, reproduce, or transmit data obtained pursuant to this Agreement except as necessary to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of this Agreement in the same manner as the original data. The ability to access or maintain data under this Agreement shall not under any circumstances transfer from DISTRICT to any other institution or entity.

5. Not disclose any data obtained under this Agreement in a manner that could identify an individual student, except as authorized by FERPA, to any other entity. DISTRICT specifically agrees to abide by all MEMBER LIBRARY policies and procedures regarding student records, and to require all employees, contractors, and agents of any kind to also abide by those same policies and procedures.
  6. Not provide any data obtained under this Agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(6)(iv) of Title 34, Code of Federal Regulations.
  7. Destroy all data obtained under this Agreement when it is no longer needed for the purpose for which it was obtained. Nothing in this Agreement authorizes either Party to maintain data beyond the time reasonably needed to complete the purpose of the request. All data no longer needed shall be destroyed or returned to MEMBER LIBRARY in compliance with 34 CFR Section 99.31(6)(iii)(C)(4). DISTRICT agrees to require all employees, contractors, or agents of any kind to comply with this provision.
- iii. DATA REQUESTS. MEMBER LIBRARY may decline to comply with a request if it determines that providing the data requested would not be in the best interest of current or former students. All requests shall include a statement of the purpose for which it is requested and an estimation of the time needed to complete the project for which the data is requested. Data requests may be submitted in person or by post, electronic mail, or facsimile.
  - iv. AUTHORIZED REPRESENTATIVE. DISTRICT shall designate in writing a single authorized representative able to request data under this Agreement. The authorized representative shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to this Agreement, including confirmation of the completion of any projects and the return or destruction data as required by this Agreement. MEMBER or its agents may upon request review the records required to be kept under this section.
  - v. RELATED PARTIES. DISTRICT represents that it is authorized to bind to the terms of this contract, including confidentiality and destruction or return of student data, all related or associated institutions, individuals, employees, or contractors who may have access to the data or may own, lease, or control equipment or facilities of any kind where the data is stored, maintained, or used in any way. This Agreement takes effect only upon acceptance by authorized representatives of DISTRICT, by which that institution agrees to abide by its terms and return or destroy all student data upon completion of the research for which it was intended or upon the termination of its current relationship with MEMBER LIBRARY.

## Exhibit C

### ANNUAL CONTRIBUTION TO AFFILIATE LIBRARY

An Affiliate Library of DISTRICT is eligible to receive an annual contribution, if allocated, so long as MEMBER LIBRARY is a member of the YLN. The basis for determining an Affiliate Library's portion of the total allocated funds shall be based on the following factors:

1. Five percent (5%) of the total funds available will be a base amount and apportioned to each Affiliate Library based on the ratio of the total number of Affiliate Libraries.
2. Five percent (5%) of the total funds available will be based on the population of the incorporated municipality, and service area for Affiliate Library's branches in unincorporated areas, that governs the Affiliate Library divided by the combined population of the incorporated Municipalities. Official census data shall be used to determine the population for each incorporated area.
3. Fifty percent (50%) is based on total net assessed value (NAV) of the property of the incorporated municipality that is responsible for Affiliate Library divided by the total NAV of the incorporated municipalities. If an Affiliate Library has a library in unincorporated area, then DISTRICT, at DISTRICT's sole discretion, shall use the NAV that DISTRICT determines most closely matches the Affiliate Library's service area. NAV data shall be provided from publicly available data released from the assessor's office for the last full calendar year.
4. Twenty percent (20%) is based on total amount of the circulation, including first-time checkouts and renewals of physical and electronic items, and the number of items lent to Affiliate Library divided by the total number of the same for all Affiliate Libraries.
5. Ten percent (10%) of contribution is based on total number of active users of the Affiliate Library divided by the total number of the same for all Affiliate Libraries.
6. Ten percent (10%) of contribution is based on total number of items held by the Affiliate Library divided by the total number of the same for all Affiliate Libraries.

An example of the application of the formula to the FY 2018-2019 total contribution is below:

FY 18-19 YCFLD Affiliates Contribution Formulation																			
Service Area	Affiliation				Demographics				Performance Measures										FY 18-19 Contribution
	Base Amount		5%		FY17 Assessed Valuation		50%		Circ		Electron. Interlib		Total		20%		Active Patron		10%
	Amount	Percent	\$		Amount	Percent	\$		Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	
<b>Total</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>		<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>		<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>
Camp Verde	11,11%	13.14%	\$ 9,308.09		10,873	6.09%	\$ 5,103.18		67,995,063	4.21%	\$ 33,274.91		27,606	4.41%	\$ 13,854.71		5,409	5.88%	\$ 2,591.00
Chino Valley	11,11%	13.14%	\$ 9,308.09		15,488	9.68%	\$ 7,249.21		76,175,861	4.72%	\$ 39,518.89		102,489	8.49%	\$ 41,244.89		7,775	8.16%	\$ 3,678.59
Clarkdale	11,11%	13.14%	\$ 9,308.09		4,097	2.50%	\$ 1,932.90		31,045,364	1.95%	\$ 10,145.87		7,893	0.82%	\$ 3,772.28		3,004	3.25%	\$ 1,451.73
Cottonwood	11,11%	13.14%	\$ 9,308.09		28,181	15.79%	\$ 14,215.59		91,121,731	5.64%	\$ 29,272.35		32,251	12.18%	\$ 15,116.09		11,474	12.40%	\$ 5,369.59
Dewey-Humboldt	11,11%	13.14%	\$ 9,308.09		3,894	2.18%	\$ 1,827.63		26,394,831	1.63%	\$ 8,415.29		12,455	1.45%	\$ 5,957.64		693	0.73%	\$ 336.26
Jerome	11,11%	13.14%	\$ 9,308.09		461	0.26%	\$ 218.37		5,329,485	0.37%	\$ 2,676.14		543	0.06%	\$ 261.44		407	0.43%	\$ 186.74
Prescott	11,11%	13.14%	\$ 9,308.09		53,008	30.82%	\$ 25,617.70		647,849,002	40.11%	\$ 204,914.87		674,297	80.51%	\$ 395,184.78		28,205	29.82%	\$ 13,658.88
Prescott Valley	11,11%	13.14%	\$ 9,308.09		44,878	26.24%	\$ 21,600.91		338,846,370	20.91%	\$ 100,600.99		352,681	42.09%	\$ 198,164.55		23,840	25.03%	\$ 10,941.82
Sedona	11,11%	13.14%	\$ 9,308.09		13,808	7.81%	\$ 3,817.31		137,622,737	8.41%	\$ 43,154.20		241,870	28.87%	\$ 117,935.20		9,235	9.82%	\$ 4,511.80
<b>Total</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>		<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>		<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>	<b>100%</b>	<b>\$ 83,772.81</b>

## **Exhibit D**

### **TECHNOLOGY SUPPORT SERVICES**

The following services are provided in response to the need for the provision of technology support services to MEMBER LIBRARY. The provided services are limited to issues and maintenance for computing and networking equipment owned and operated by MEMBER LIBRARY with DISTRICT acting as support for MEMBER LIBRARY's equipment and procurement of such equipment in accordance with MEMBER LIBRARY's needs.

1. Technology Support Services. The following services are provided by DISTRICT in response to the basic maintenance and support needs of MEMBER LIBRARY:

a. Maintenance and Monitoring. DISTRICT shall be responsible for monitoring and managing MEMBER LIBRARY's servers as follows:

- i. Backup – includes maintaining and monitoring backups based upon the procedures and schedule already in place by DISTRICT.
- ii. Hardware errors – specifically servers procured with the assistance of DISTRICT shall include monitoring and remote support.
- iii. Event log filtering – includes monitoring vendor application issues that might arise and working with the vendor to the best of DISTRICT's ability.
- iv. Antivirus – includes routine monitoring of MEMBER LIBRARY's servers for possible infections.
- v. Routine maintenance of the servers shall include file system space monitoring, file system defragmentation and the application of critical updates.
- vi. DISTRICT shall be responsible for monitoring and managing MEMBER LIBRARY's workstations.
- vii. Antivirus – includes routine monitoring of MEMBER LIBRARY's workstations for possible infections.
- viii. Software updates – Includes providing updates for software installed by DISTRICT. Only software deemed necessary by DISTRICT can be installed on the workstations.

b. Ordering and setup of new equipment as follows:

- i. MEMBER LIBRARY shall obtain written verification from DISTRICT that any hardware or software purchased by MEMBER LIBRARY is compatible with DISTRICT hardware and software prior to acquisition.
- ii. Operating System installation as needed – this includes installing any and all licensed software DISTRICT deems necessary for the provision of services to library users and staff.
- iii. Securing the device with antivirus software.
- iv. Working with software vendors on implementation of new products.

1. DISTRICT shall not be held responsible for defects in any vendor's software.
  2. If desired by MEMBER LIBRARY, DISTRICT shall provide a project plan with expected milestones based upon the availability of DISTRICT resources.
  3. DISTRICT shall not be held responsible for delays created by MEMBER LIBRARY's hardware and software vendors.
- v. Work with MEMBER LIBRARY staff on migrating to any new equipment.
- vi. Provide status reports as requested.
- c. Provide Disaster/Recovery services as needed on servers as follows:
- i. Restoring files that were deleted.
  - ii. Restoring the server to the last full backup.
  - iii. Reloading software and recovering all data available.
  - iv. DISTRICT is not responsible for data lost due to the failures of MEMBER LIBRARY's backup media.
- d. MEMBER LIBRARY shall be responsible for all costs, including, but not limited to, the following:
- i. All hardware costs.
  - ii. All antivirus software costs.
  - iii. Purchasing any and all software licenses.
  - iv. All warranty costs that exceed a manufacturers' warranty.
- e. Domain Name Service as follows:
- i. DISTRICT shall allow MEMBER LIBRARY to use a subdomain name of yavapailibrary.org.
  - ii. MEMBER LIBRARY may use its own domain name hosted on the DNS server of MEMBER LIBRARY's choice.
- f. Web Site Hosting and Support as follows:
- i. If desired by MEMBER LIBRARY, DISTRICT shall maintain the web site and act as a hosting site for MEMBER LIBRARY, including basic design services based on web pages already in production that were developed by DISTRICT.
  - ii. Future changes to the website shall happen at the discretion of DISTRICT.
  - iii. Changes to the website shall be coordinated with DISTRICT and MEMBER LIBRARY designee.
  - iv. MEMBER LIBRARY designee has all necessary authority to request changes to the website.
  - v. MEMBER LIBRARY website shall not exceed 2 GB of disk storage.
  - vi. DISTRICT shall resolve any support issues related to MEMBER



LIBRARY's website.

g. Network maintenance and monitoring as follows:

- i. DISTRICT shall maintain and monitor any and all network equipment that is installed by DISTRICT, including firewalls, routers, modems, or switches that are used to connect MEMBER LIBRARY to the Internet and DISTRICT network.
- ii. DISTRICT shall maintain and monitor any and all filtering and authentication equipment attached to MEMBER LIBRARY's network that is installed by DISTRICT.

2. Requests for Services NOT Covered Under This Agreement. This Agreement does not cover the following requests:

- a. Assistance with application usage when unsupported or nonstandard hardware or software is involved—Use of unsupported or nonstandard hardware or software often results in unexpected behavior of otherwise reliable systems.
- b. Hardware procurement – DISTRICT is not responsible for procuring workstations, peripherals, and other technology-related hardware. If possible, DISTRICT may assist MEMBER LIBRARY with procurement depending on the procurement policies of Yavapai County. The cost of all hardware is the responsibility of MEMBER LIBRARY.

3. Service Request Process. MEMBER LIBRARY shall create a help desk ticket through [help@yln.info](mailto:help@yln.info) or MEMBER LIBRARY may call DISTRICT help desk to communicate its needs with DISTRICT. MEMBER LIBRARY shall include a description of the request and specify its impact on business. DISTRICT shall assess the situation and respond within two (2) hours during normal business hours of 8:00 AM to 5:00 PM Monday through Friday, excluding Yavapai County holidays. DISTRICT shall do its best to respond to each situation in a timely fashion; however, it is not possible to guarantee a resolution to any individual problem in a given time period.

4. Cost of Services as follows:

- a. The level of service shall be decided on an annual basis. MEMBER LIBRARY must decide what tier of service it would like DISTRICT to provide. If MEMBER LIBRARY does not adjust the tier of service in writing prior to March 1, then the tier from the previous year shall be used.
- b. DISTRICT offers four tiers of service and support hours as follows:
  - i. Tier One (12 hrs.) (remote support only): \$600.
  - ii. Tier Two (25 hrs.): \$1,250.
  - iii. Tier Three (50 hrs.): \$2,500.

- iv. Tier Four (100 hrs.): \$5,000.
- c. Unused hours shall roll over to the next year.
- d. Travel time shall count as support hours.
- e. If desired, MEMBER LIBRARY may choose to upgrade to the next tier within a fiscal year after all support hours have been used under the current tier.
- f. Additional hours may be purchased for \$75 per hour.

#### 5. Billing of Services

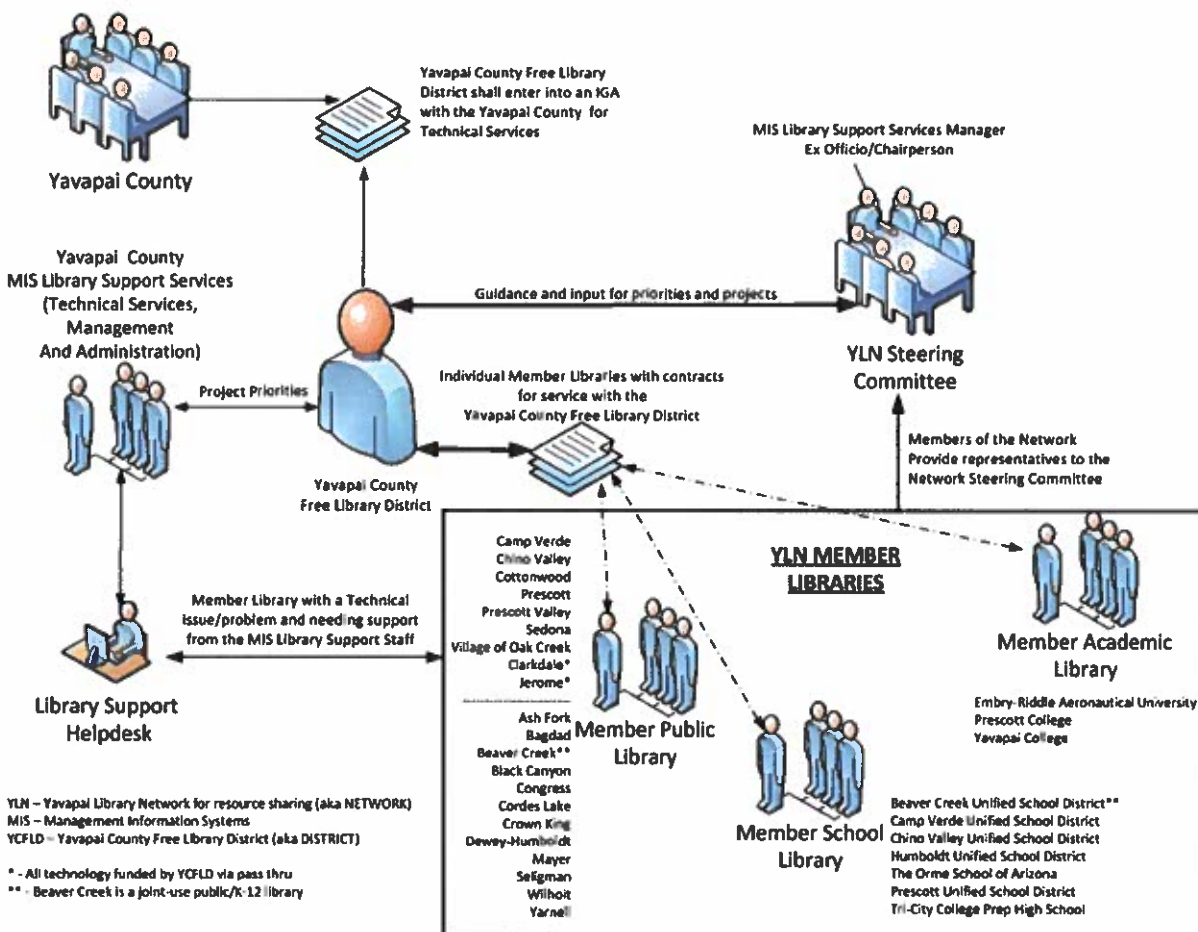
- a. Billing for services shall be invoiced on July 30. Quarterly statements may be sent with remaining balances.
- b. There shall be no funding available for services not provided herein.

## Exhibit E

### YLN STEERING COMMITTEE

The YLN Steering Committee is a body that serves the needs of MEMBER LIBRARY. It is composed of representatives of all members of the YLN, including, but not limited to, DISTRICT, MEMBER LIBRARY, and other members of the YLN, including Public Libraries, Public and Private Schools, and Colleges and Universities. MEMBER LIBRARY has a single representative seat on the YLN Steering Committee. MEMBER LIBRARY's representative is selected by MEMBER LIBRARY to represent its interests and needs for library services.

The YLN Steering Committee is advisory in nature and helps the DISTRICT Director establish priorities and the direction of the YLN. All decisions of the YLN Steering Committee must be ratified by the DISTRICT Director who has sole authority over recommended spending.





# TOWN OF JEROME

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

Founded 1876  
Incorporated 1899

## STAFF SUMMARY REPORT

**FROM:** Candace Gallagher, Town Manager/Clerk  
**ITEM:** ITEM #: 9F - PROP 202 FUNDING REQUEST  
**MEETING DATE:** December 10, 2019

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At the November 5, 2002 general election, Arizona voters approved Proposition 202, the "Indian Gaming Preservation and Self-Reliance Act," which in large part is codified in Arizona Revised Statutes Section 5-601-01. That statute states that a portion of the gaming funds received by the Tribes shall be contributed to "cities, towns and counties as defined in title 11, Arizona Revised Statutes, for government services that benefit the general public, including public safety, mitigation of impacts of gaming, and promotion of commerce and economic development."

Awards typically range between \$18,000 and \$20,000. Funding is not automatic, but competitive. We have not received funds every time we have applied.

The application deadline is January 3, 2020.

**From:** Karla Reimer kreimer@yan-tribe.org

**Subject:** Prop 202 Funding Proposal

**Date:** December 3, 2019 at 1:59 PM

**To:** Charles.german@campverde.az.gov, Russ.martin@campverde.az.gov, c.gallagher@jerome.az.gov, thomas.thurman@yavapai.us, brandy.bateman@yavapai.us, Randy.Garrison@Yavapai.us, doug.vongausig@clarkdale.az.gov, jmorgan@sedona.az.gov, telinski@cottonwood.az.gov, Tribal Council TribalCouncil@yan-tribe.org, Karla Reimer kreimer@yan-tribe.org

KR

Good Afternoon,

The Yavapai-Apache Nation is asking for your Prop 202 Funding Proposals. You may either email to [kreimer@yan-tribe.org](mailto:kreimer@yan-tribe.org) or mail to: Yavapai-Apache Nation, Attn: Karla Reimer, 2400 West Datsi Street, Camp Verde, AZ 86322. Please turn in your request by Friday, January 3, 2020.

The request should include entity name, point of contact, address, phone number and email. The proposal should also include what your needs are and prioritize if you have several projects, even if it is a portion of a project that you are trying to complete. The Tribal Council will be reviewing the proposals in January and the checks will be distributed by the end of January.

If you have any questions feel free to contact me by email or at 928-301-6181.

Happy Holidays!

Karla Reimer  
Office Manager/Council Secretary  
Yavapai-Apache Nation  
2400 West Datsi Street  
Camp Verde, AZ 86322  
Email: [kreimer@yan-tribe.org](mailto:kreimer@yan-tribe.org)  
Ph 928-567-1003

**Extrication Concepts LLC****5009 W. Aster Drive  
Glendale, AZ 85304-2013****Phone # 602-616-5703 Fax # 602-296-7834****www.holmatroextricationconcepts.com****Jerome Fire Dept.  
Attn: Acct Payable  
P.O.Box 335  
Jerome, AZ 86331****Quote**

Date	Quote #
12/4/2019	ECQ-3175

**DST Tech****Sales Rep****Jason****Fred Dimas Sr****Quote will expire 30 days from date unless  
otherwise noted.****E-mail extrication.concepts@cox.net**

Item	Description	Qty	Rate	Total
	<b>Jerome FD Requested by Chief Rusty</b>			
158.052.201	<b>GCU 5050I EVO 3 Cutter With 1 Battery and 7.3% Discount</b>	1	10,193.00	10,193.00T
158.052.205	<b>GSP 5240 EVO 3 Spreader With 1 Battery and 7.3% Discount</b>	1	10,285.99	10,285.99T
158.052.208	<b>GRA 4331 EVO 3 Ram With 1 Battery and BCH3 Charger Greenline 12/24V DC and 7.3% Discount</b>	1	8,341.14	8,341.14T
158.052.170	<b>GCT 4150 EVO 3 Combi with 1 Battery and 7.3% Discount</b>	1	8,802.79	8,802.79T
150.553.055	<b>Combi Tool Carrying Strap with 7.3% Discount</b>	1	81.58	81.58T
150.182.269	<b>AS 4300A Accessory Set with 7.3% Discount</b>	1	2,286.91	2,286.91T
350.321.025	<b>HLB11 Lifting Bag-11 Ton 12Bar with 7.3% Discount</b>	2	912.165	1,824.33T
350.321.027	<b>HLB 21 Lifting Bag-21 Ton 12Bar with 7.3% Discount</b>	2	1,257.94	2,515.88T
JYD-XRS SYS	<b>Doggle Bag w/Accessories Cluster Hook, Ratchet &amp; Blue 20' Strap, Blue Axle Strap w/Claw, + X-tra Blue Axle Strap, J-Hook, Strap, Pear Ring. JYD- Extended System 2 large 2 small with 7.3% Discount</b>	2	3,151.80	6,303.60T
				<b>50,635.22</b>

**Quote prepared by Laura Cook for Fred Dimas****Subtotal****Sales Tax (8.6%)****Total**

**Extrication Concepts LLC**  
**5009 W. Aster Drive**  
**Glendale, AZ 85304-2013**

Phone # 602-616-5703 Fax # 602-296-7834

[www.holmatroextricationconcepts.com](http://www.holmatroextricationconcepts.com)

Jerome Fire Dept.  
 Attn: Acc Payable  
 P.O. Box 335  
 Jerome, AZ 86331

# Quote

Date	Quote #
12/4/2019	ECQ-3175

DST Tech	Sales Rep
Jason	Fred Dimas Sr

Quote will expire 30 days from date unless otherwise noted.

E-mail [extrication.concepts@cox.net](mailto:extrication.concepts@cox.net)

Item	Description	Qty	Rate	Total
Freight & Ins.	Incoming Shipping Charges--ESTIMATE		733.38	733.38
				0.00

Quote prepared by Laura Cook for Fred Dimas

Subtotal	\$51,368.60
Sales Tax (8.6%)	\$4,354.63
<b>Total</b>	<b>\$55,723.23</b>



## Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Candace Gallagher  
Jerome, Town of  
P.O. Box 335  
Jerome, Arizona 86331



**FEMA**

EMW-2018-FO-05844

Dear Candace Gallagher,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2018 Assistance to Firefighters Grant (AFG) funding opportunity has been approved in the amount of \$59,850.47 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00 percent of the Federal funds awarded, or \$ 2,992.53 for a total approved budget of \$ 62,843.00 . Please see the FY 2018 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2018 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

Bridget Bean  
Acting Assistant Administrator  
Grant Programs Directorate