



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, FEBRUARY 11, 2020, AT 7:00 P.M.

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 Rosa Cays, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation.

For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943. A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall during normal business hours, and on the Town's website at www.jerome.az.gov.

ITEM #1:	CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE 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.	
ITEM #2:	FINANCIAL REPORTS Financial reports for January 2020	Discussion/Possible Action
ITEM #3:	STAFF AND COUNCIL REPORTS 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
ITEM #4:	ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	APPROVAL OF MINUTES January 14, 2020 – special meeting, open and closed sessions; January 14, 2020 – regular meeting; January 30, 2020 – 10 a.m. special meeting, open and closed sessions; January 30, 2020 – 1 p.m. special meeting, open and closed sessions <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
ITEM #6:	PETITIONS FROM THE PUBLIC <i>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</i>	Discussion/Possible Direction
ITEM #7:	<p>UNFINISHED BUSINESS</p> <p>ITEM #7A: RESOLUTION NO. 590, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING THE SUBMISSION OF A COMPETITIVE APPLICATION FOR FY19 AND/OR FY20 COMMUNITY DEVELOPMENT BLOCK GRANT STATE SPECIAL PROJECT (SSP) FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION. Council may adopt Resolution No. 590, authorizing the submission of an application for FY19 and/or FY20 CDBG (Community Development Block Grant) State Special Project (SSP) funding.</p> <p>ITEM #7B: APPROVING AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – DRAINAGE IMPROVEMENTS Council may approve an agreement with Southwestern Environmental Consultants (SEC) for engineering related to drainage improvements to be funded with HURF Exchange funding.</p> <p>ITEM #7C: TOWN LOGO Council will review two versions of a Town Seal logo as enhanced by Zoning Administrator John Knight and may select one for uniform use in Town forms, documents and web presence.</p>	<p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p> <p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p> <p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p>
ITEM #8:	<p>NEW BUSINESS</p> <p>ITEM #8A: APPROVING PURCHASE AND INSTALLATION OF WINDOWS AT HOTEL JEROME Council may approve the purchase and installation of windows in the upper floors of the Hotel Jerome, a portion of which will be funded by a USDA Rural Development grant.</p>	Sponsored by Mayor Alex Barber Discussion; Possible Action

	<p>ITEM #8B: RESOLUTION NO. 592, APPROVING A CONDITIONAL USE PERMIT FOR 128 FIRST STREET</p> <p>Council may approve Resolution No. 592, approving a Conditional Use Permit requested by Don Nord to allow a residential use (duplex) to be constructed in the C-1 zone at 128 First Street.</p>	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<p>ITEM #8C: RESOLUTION NO. 593, APPROVING A CONDITIONAL USE PERMIT FOR 324 QUEEN STREET</p> <p>Council may approve Resolution No. 593, approving a Conditional Use Permit requested by Windy Jones and Josh Lindner to allow a boarding house to be constructed in the C-1 zone at 324 Queen Street.</p>	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<p>ITEM #8D: RESOLUTION NO. 594, ABANDONING UTILITY EASEMENT AT 29 MAGNOLIA STREET</p> <p>Council may approve Resolution No. 594, abandoning a utility easement at 29 Magnolia Street.</p>	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<p>ITEM #8E: APPOINTMENTS TO BOARDS</p> <p>Council may appoint members to the Planning & Zoning Commission, Design Review Board and Board of Adjustment to fill or renew terms that are expiring as of February 28, 2020.</p>	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<p>ITEM #8F: AUTHORIZING SALE AT AUCTION OF SURPLUS VEHICLES AND EQUIPMENT</p> <p>Council may authorize the sale at auction of a 2010 Dodge Charger, 2000 Dodge RAM truck, and iMac computer.</p>	Sponsored by Mayor Alex Barber Discussion; Possible Action
	<p>ITEM #8G: COTTONWOOD AREA TRANSIT SYSTEM</p> <p>Council will review and may approve an agreement for participation in the Cottonwood Area Transit system.</p>	Sponsored by Councilmember Jack Dillenberg Discussion; Possible Action
ITEM #10:	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff regarding items to be placed on a future meeting agenda.</p>	Discussion; Possible Direction
ITEM #11:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

Rosa Cays, Deputy Town Clerk

Town of Jerome
Budget to Actual Summary
20-Jan

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
10	GF Revenue	\$ 162,020.29	\$ 180,408.02	\$ (18,387.73)	\$ 1,183,901.81	\$ 1,081,694.20	\$ 102,207.61
	Total	\$ 162,020.29	\$ 180,408.02	\$ (18,387.73)	\$ 1,183,901.81	\$ 1,081,694.20	\$ 102,207.61
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
11	Admin	\$ 52,394.87	\$ 61,087.81	\$ 8,692.94	\$ 380,082.13	\$ 436,562.03	\$ 56,479.90
12	Court	\$ 2,121.57	\$ 6,908.14	\$ 4,786.57	\$ 40,599.70	\$ 47,616.34	\$ 7,016.64
13	Police	\$ 36,711.75	\$ 41,924.62	\$ 5,212.87	\$ 275,397.95	\$ 307,240.90	\$ 31,842.95
14	Fire	\$ 23,446.01	\$ 34,781.00	\$ 11,334.99	\$ 201,770.45	\$ 226,020.00	\$ 24,249.55
15	Library	\$ 6,717.58	\$ 7,793.53	\$ 1,075.95	\$ 55,589.12	\$ 55,965.35	\$ 376.23
16	P&Z	\$ 6,187.95	\$ 8,914.12	\$ 2,726.17	\$ 47,883.64	\$ 62,080.40	\$ 14,196.76
17	Parks	\$ 1,169.29	\$ 2,772.92	\$ 1,603.63	\$ 51,556.74	\$ 61,435.40	\$ 9,878.66
18	Properties	\$ 12,857.48	\$ 21,181.09	\$ 8,323.61	\$ 167,698.19	\$ 205,172.55	\$ 37,474.36
	Total	\$ 141,606.50	\$ 185,363.23	\$ 43,756.73	\$ 1,220,577.92	\$ 1,402,092.97	\$ 181,515.05
General	Net Income (Loss)	\$ 20,413.79	\$ (4,955.21)	\$ 25,369.00	\$ (36,676.11)	\$ (320,398.77)	\$ 283,722.66
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 24,966.08	\$ 25,250.00	\$ (283.92)	\$ 175,159.14	\$ 176,750.00	\$ (1,590.86)
51	Sewer	\$ 20,812.96	\$ 21,258.32	\$ (445.36)	\$ 147,193.75	\$ 148,808.40	\$ (1,614.65)
52	Trash	\$ 15,424.37	\$ 15,916.66	\$ (492.29)	\$ 109,521.60	\$ 111,416.70	\$ (1,895.10)
	Total	\$ 61,203.41	\$ 62,424.98	\$ (1,221.57)	\$ 431,874.49	\$ 436,975.10	\$ (5,100.61)
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 35,209.85	\$ 44,966.07	\$ 9,756.22	\$ 120,537.53	\$ 154,533.33	\$ 33,995.80
51	Sewer	\$ 31,889.95	\$ 36,436.26	\$ 4,536.31	\$ 115,477.54	\$ 157,586.70	\$ 42,109.16
52	Trash	\$ 14,163.12	\$ 17,080.44	\$ 2,917.32	\$ 103,649.28	\$ 119,847.48	\$ 16,198.20
	Total	\$ 81,262.92	\$ 98,482.77	\$ 17,209.85	\$ 339,664.35	\$ 431,967.51	\$ 92,303.16
Utilities	Net Income (Loss)	\$ (20,059.51)	\$ (36,057.79)	\$ 15,988.28	\$ 92,210.14	\$ 5,007.59	\$ 87,202.55
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
30	HURF	\$ 7,048.29	\$ 9,415.98	\$ (2,367.69)	\$ 248,150.68	\$ 263,714.10	\$ (15,563.42)
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
		\$ 7,048.29	\$ 9,143.59	\$ 2,095.30	\$ 55,878.16	\$ 74,532.73	\$ 18,654.57
Road	Net Income (Loss)	\$ -	\$ 272.39	\$ (272.39)	\$ 192,272.52	\$ 189,181.37	\$ 3,091.15
	Total Revenue	\$ 230,271.99			\$ 1,863,926.98		
	Less Total Expense	\$ 229,917.71			\$ 1,616,120.43		
	Net Income (Loss)	\$ 354.28			\$ 247,806.55		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Property Taxes	\$2,150.94	\$3,958.33	\$(1,807.39)	(45.7)%	\$42,902.27	\$27,708.35	\$15,193.92	54.8 %
City Sales Taxes	84,729.60	83,600.00	1,129.60	1.4	662,154.70	577,400.00	84,754.70	14.7
State Sales Taxes	4,111.90	3,923.33	188.57	4.8	26,360.92	27,463.35	(1,102.43)	(4.0)
Urban Revenue Share	16,164.31	16,164.33	(0.02)	0.0	113,150.17	113,150.35	(0.18)	0.0
Yavapai County for Library	0.00	0.00	0.00	0.0	9,443.13	8,500.00	943.13	11.1
Vehicle License Tax	2,783.43	2,757.50	25.93	0.9	19,258.12	19,302.50	(44.38)	(0.2)
Fines and Forfeitures	3,615.84	5,416.66	(1,800.82)	(33.2)	34,999.42	37,916.70	(2,917.28)	(7.7)
Building Permits	362.25	458.33	(96.08)	(21.0)	5,441.47	3,208.35	2,233.12	69.6
Planning & Zoning Fees	100.00	291.66	(191.66)	(65.7)	2,018.00	2,041.70	(23.70)	(1.2)
Parking Revenue	15,528.55	14,921.87	606.68	4.1	56,712.75	50,390.65	6,322.10	12.5
Business Licenses	760.00	750.00	10.00	1.3	2,830.00	5,250.00	(2,420.00)	(46.1)
Commercial Fitting Fees	0.00	41.66	(41.66)	(100.0)	0.00	291.70	(291.70)	(100.0)
Fire Dept Services Rev	0.00	625.00	(625.00)	(100.0)	8,958.26	4,375.00	4,583.26	104.8
Franchise Fees	9,380.18	4,500.00	4,880.18	108.4	17,166.57	13,500.00	3,666.57	27.2
Police Officer Safety Equip Rev	142.07	175.00	(32.93)	(18.8)	976.36	1,225.00	(248.64)	(20.3)
Police Services	1,796.50	2,400.00	(603.50)	(25.1)	10,380.47	14,000.00	(3,619.53)	(25.9)
Rents	6,563.51	6,543.50	20.01	0.3	46,124.57	45,804.50	320.07	0.7
Utility Reimbursements	542.39	416.66	125.73	30.2	2,320.98	2,916.70	(595.72)	(20.4)
Wildland Fire Fees	0.00	8,333.35	(8,333.35)	(100.0)	0.00	8,333.35	(8,333.35)	(100.0)
Wildlands Wage Reimbursement	0.00	6,333.35	(6,333.35)	(100.0)	0.00	6,333.35	(6,333.35)	(100.0)
Firewise Wage Reimbursement	0.00	4,333.35	(4,333.35)	(100.0)	21,645.33	11,333.35	10,311.98	91.0
Contributions	0.00	16.66	(16.66)	(100.0)	5.00	116.70	(111.70)	(95.7)
Library Contributions	0.00	250.00	(250.00)	(100.0)	599.00	1,750.00	(1,151.00)	(65.8)
Interest	199.66	133.33	66.33	49.7	1,229.74	933.35	296.39	31.8
Sale of Assets	0.00	500.00	(500.00)	(100.0)	2,197.00	3,500.00	(1,303.00)	(37.2)
Miscellaneous Revenues	150.00	583.33	(433.33)	(74.3)	6,453.46	4,083.35	2,370.11	58.0
Ins Dividends, Claims, Reimbursmnts	0.00	41.66	(41.66)	(100.0)	0.00	291.70	(291.70)	(100.0)
Administrative Charges	12,939.16	12,939.16	0.00	0.0	90,574.12	90,574.20	(0.08)	0.0
Net Revenues	\$162,020.29	\$180,408.02	\$(18,387.73)	(10.2)%	\$1,183,901.81	\$1,081,694.20	\$102,207.61	9.4 %
Net Income (Loss)	\$162,020.29	\$180,408.02	\$(18,387.73)	(10.2)%	\$1,183,901.81	\$1,081,694.20	\$102,207.61	9.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period			%	Year To Date				
	Actual	Budget	Variance		Actual	Budget	Variance		
Program Expenses									
Advertising, Printing, & Publishing	\$659.94	\$333.33	\$(326.61)	(98.0)%	\$3,866.06	\$2,333.35	\$(1,532.71)	(65.7)%	
Contract Services	1,052.90	525.00	(527.90)	(100.6)	5,859.83	4,875.00	(984.83)	(20.2)	
Conventions and Seminars	0.00	125.00	125.00	100.0	928.51	875.00	(53.51)	(6.1)	
Training & Education	0.00	208.33	208.33	100.0	130.00	1,458.35	1,328.35	91.1	
Dues, Subs & Memberships	280.00	150.00	(130.00)	(86.7)	6,414.62	5,860.00	(554.62)	(9.7)	
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,195.19	1,218.00	22.81	1.9	
Insurance	0.00	0.00	0.00	0.0	1,505.01	1,566.68	61.67	3.9	
Insurance Deductible Exp	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0	
Legal Exp - Gen Gov	682.50	1,000.00	317.50	31.8	5,440.50	7,000.00	1,559.50	22.3	
Miscellaneous	3,151.50	1,701.48	(1,450.02)	(85.2)	4,112.81	3,403.00	(709.81)	(20.9)	
Bank Fees - Gen Admin	125.92	141.66	15.74	11.1	1,082.77	991.70	(91.07)	(9.2)	
Bank Fees / Merch Svcs	465.55	566.66	101.11	17.8	3,629.62	3,966.70	337.08	8.5	
Office Supplies	1,104.49	500.00	(604.49)	(120.9)	3,752.35	3,500.00	(252.35)	(7.2)	
Copier & Equip Lease Expense	847.13	625.00	(222.13)	(35.5)	4,931.17	4,375.00	(556.17)	(12.7)	
Software Support Exp - GG	228.16	541.66	313.50	57.9	6,026.09	5,291.70	(734.39)	(13.9)	
Computer Hardware & Service	0.00	458.33	458.33	100.0	6,699.87	7,708.35	1,008.48	13.1	
Operating Supplies - Gen Gov	254.37	83.33	(171.04)	(205.3)	757.71	583.35	(174.36)	(29.9)	
Postage	0.00	458.33	458.33	100.0	1,435.06	3,208.35	1,773.30	55.3	
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0	
Shuttle Expenses	128.88	125.00	(3.88)	(3.1)	1,160.40	875.00	(285.40)	(32.6)	
Small Tools and Equipment	0.00	83.33	83.33	100.0	0.00	583.35	583.35	100.0	
Telephone	220.60	375.00	154.40	41.2	1,345.40	2,625.00	1,279.60	48.7	
Travel	278.63	125.00	(153.63)	(122.9)	1,966.95	875.00	(1,111.95)	(127.1)	
Tourism 1% Bed Tax	0.00	108.33	108.33	100.0	4,639.45	5,258.35	618.90	11.8	
Community Health	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0	
Preservation of Historic Buildings	0.00	4,166.66	4,166.66	100.0	0.00	29,166.70	29,166.70	100.0	
Transfers Out	19,623.68	22,000.00	2,376.32	10.8	137,005.86	154,000.00	16,994.14	11.0	
Total Program Expenses	\$29,104.25	\$34,526.41	\$5,422.16	15.7 %	\$203,905.22	\$252,463.03	\$48,557.81	19.2 %	
General & Administrative Expenses									
Salaries and Wages	\$177,792.01	\$19,667.83	\$1,875.82	9.5 %	\$132,912.16	\$137,674.85	\$4,762.69	3.5 %	
Longevity Bonus	148.65	152.00	3.35	2.2	829.15	834.00	4.85	0.6	
Payment in Lieu of Medical Benefits	397.60	433.75	36.15	8.3	3,018.15	3,036.25	18.10	0.6	
FICA Match	1,377.41	1,546.33	168.92	10.9	10,115.90	10,824.35	708.45	6.5	
Retirement Match	1,141.60	1,412.66	271.06	19.2	9,471.44	9,888.70	417.26	4.2	
Health/Life Insurance	1,691.72	2,895.75	1,204.03	41.6	18,667.77	20,270.25	1,602.48	7.9	

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period			Actual	Year To Date		
		Budget	Variance	%		Budget	Variance	%
Workers Compensation	419.00	400.25	(18.75)	(4.7)	781.00	1,200.75	419.75	35.0
Unemployment Insurance	322.63	52.83	(269.80)	(510.7)	381.34	369.85	(11.49)	(3.1)
Total General & Administrative Expenses	\$23,290.62	\$26,561.40	\$3,270.78	12.3 %	\$176,176.91	\$184,099.00	\$7,922.09	4.3 %
Total Expenses	\$52,394.87	\$61,087.81	\$8,692.94	14.2 %	\$380,082.13	\$436,562.03	\$56,479.90	12.9 %
Net Income (Loss)	\$(52,394.87)	\$(61,087.81)	\$8,692.94	14.2 %	(\$380,082.13)	\$(436,562.03)	\$56,479.90	12.9 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period			%	Actual	Year To Date			%
		Budget	Variance	%			Budget	Variance	%	
Program Expenses										
Contract Services	\$3,766.85)	\$458.33	\$4,225.18	921.9 %	(\$1,036.35)	\$3,208.35	\$4,244.70	132.3 %		
Conventions and Seminars	0.00	8.33	8.33	100.0	0.00	58.35	58.35	100.0		
Training & Education	0.00	43.75	43.75	100.0	0.00	306.25	306.25	100.0		
Dues and Subscriptions	284.10	20.83	(263.27)	(1263.9)	284.10	145.85	(138.25)	(94.8)		
Miscellaneous	0.00	25.00	25.00	100.0	200.77	175.00	(25.77)	(14.7)		
Office Supplies	0.00	0.00	0.00	0.0	76.79	0.00	(76.79)	0.0		
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	1,125.00	1,125.00	0.00	0.0		
Telephone	70.98	70.00	(0.98)	(1.4)	493.83	490.00	(3.83)	(0.8)		
Travel	0.00	79.16	79.16	100.0	67.36	554.20	486.84	87.8		
Total Program Expenses	\$(3,411.77)	\$705.40	\$4,117.17	583.7 %	\$1,211.50	\$6,063.00	\$4,851.50	80.0 %		
General & Administrative Expenses										
Salaries and Wages	\$4,608.80	\$5,251.16	\$642.36	12.2 %	\$34,777.80	\$36,758.20	\$1,980.40	5.4 %		
Longevity Bonus	236.00	236.00	0.00	0.0	464.00	464.00	0.00	0.0		
FICA and Medicare	370.62	404.66	34.04	8.4	2,703.60	2,832.70	129.10	4.6		
Retirement	160.00	174.83	14.83	8.5	1,218.24	1,223.85	5.61	0.5		
Worker's Compensation	72.00	69.25	(2.75)	(4.0)	134.00	207.75	73.75	35.5		
Unemployment	85.92	66.84	(19.08)	(28.5)	90.56	66.84	(23.72)	(35.5)		
Total General & Administrative Expenses	\$5,533.34	\$6,202.74	\$669.40	10.8 %	\$39,388.20	\$41,553.34	\$2,165.14	5.2 %		
Total Expenses	\$2,121.57	\$6,908.14	\$4,786.57	69.3 %	\$40,599.70	\$47,616.34	\$7,016.64	14.7 %		
Net Income (Loss)	\$(2,121.57)	\$(6,908.14)	\$4,786.57	69.3 %	(\$40,599.70)	\$(47,616.34)	\$7,016.64	14.7 %		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period			%	Actual	Year To Date			
	Actual	Budget	Variance			Budget	Variance	%	
Program Expenses									
Advertising, Printing, & Publishing	\$0.00	\$16.66	\$16.66	100.0 %	\$0.00	\$116.70	\$116.70	100.0 %	
Contract Services	0.00	250.00	250.00	100.0	0.00	1,750.00	1,750.00	100.0	
Training & Education	0.00	208.33	208.33	100.0	285.00	1,458.35	1,173.35	80.5	
Dispatch Fees	0.00	0.00	0.00	0.0	17,500.00	17,550.00	50.00	0.3	
Dues and Subscriptions	76.89	41.66	(35.23)	(84.6)	1,117.89	291.70	(826.19)	(283.2)	
Fuel	650.81	666.66	15.85	2.4	4,799.04	4,666.70	(132.34)	(2.8)	
Prosecutor Exp	1,468.50	2,500.00	1,031.50	41.3	11,935.50	17,500.00	5,564.50	31.8	
Miscellaneous	0.00	50.00	50.00	100.0	489.96	350.00	(139.96)	(40.0)	
Software Service & Support	150.00	0.00	(150.00)	0.0	2,439.72	1,000.00	(1,439.72)	(144.0)	
Computer Hardware & Service	0.00	416.66	416.66	100.0	100.00	2,916.70	2,816.70	96.6	
Operating Supplies - Police	30.25	208.33	178.08	85.5	559.57	1,458.35	898.78	61.6	
Postage	14.20	8.33	(5.87)	(70.5)	118.21	58.35	(59.86)	(102.6)	
Rep and Maint - Vehicles	210.53	0.00	(210.53)	0.0	6,571.53	5,500.00	(1,071.53)	(19.5)	
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	1,762.32	1,200.00	(562.32)	(46.9)	
Police Officer Safety Equip Exp	0.00	175.00	175.00	100.0	0.00	1,225.00	1,225.00	100.0	
Small Tools and Equipment	0.00	250.00	250.00	100.0	66.12	1,750.00	1,683.88	96.2	
Telephone	295.45	333.33	37.88	11.4	2,090.37	2,333.35	242.98	10.4	
Uniforms	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0	
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	11,185.58	11,500.00	314.42	2.7	
Total Program Expenses	\$2,896.63	\$5,249.96	\$2,353.33	44.8 %	\$61,020.81	\$73,500.20	\$12,479.39	17.0 %	
General & Administrative Expenses									
Salaries and Wages	\$20,031.45	\$22,403.75	\$2,372.30	10.6 %	\$148,822.57	\$156,826.25	\$8,003.68	5.1 %	
Longevity Bonus	268.00	398.00	130.00	32.7	1,078.00	1,208.00	130.00	10.8	
FICA and Medicare	1,449.11	1,723.58	274.47	15.9	10,949.25	12,065.10	1,115.85	9.2	
Retirement	2,451.18	2,867.75	416.57	14.5	18,271.90	20,074.25	1,802.35	9.0	
Health Insurance	3,426.54	3,860.00	433.46	11.2	25,699.05	27,020.00	1,320.95	4.9	
Workers Compensation	5,849.00	5,351.00	(498.00)	(9.3)	10,562.00	16,053.00	5,491.00	34.2	
Unemployment	339.84	70.58	(269.26)	(381.5)	514.23	494.10	(20.13)	(4.1)	
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(1,519.86)	0.00	1,519.86	0.0	
Total General & Administrative Expenses	\$33,815.12	\$36,674.66	\$2,859.54	7.8 %	\$214,377.14	\$233,740.70	\$19,363.56	8.3 %	
Total Expenses	\$36,711.75	\$41,924.62	\$5,212.87	12.4 %	\$275,397.95	\$307,240.90	\$31,842.95	10.4 %	
Net Income (Loss)	\$(36,711.75)	\$(41,924.62)	\$5,212.87	12.4 %	(\$275,397.95)	(\$307,240.90)	\$31,842.95	10.4 %	

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period			%	Actual	Year To Date		
	Actual	Budget	Variance			Actual	Budget	Variance
Program Expenses								
Contract Services	\$0.00	\$333.33	\$333.33	100.0 %	\$100.00	\$2,333.35	\$2,233.35	95.7 %
Training & Education	760.21	0.00	(760.21)	0.0	8,344.80	6,000.00	(2,344.80)	(39.1)
Dispatch Fees	508.25	508.33	0.08	0.0	3,557.75	3,558.35	0.60	0.0
Dues and Subscriptions	0.00	125.00	125.00	100.0	315.00	875.00	560.00	64.0
Fuel	267.20	416.66	149.46	35.9	3,201.40	2,916.70	(284.70)	(9.8)
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Medical Expenses	0.00	41.66	41.66	100.0	715.00	291.70	(423.30)	(145.1)
Medical Supplies Exp	394.30	250.00	(144.30)	(57.7)	1,293.00	1,750.00	457.00	26.1
Miscellaneous	75.00	125.00	50.00	40.0	642.02	875.00	232.98	26.6
Operating Supplies - Fire Dept	0.00	83.33	83.33	100.0	263.62	583.35	319.73	54.8
Rep and Maint - Vehicles	693.64	0.00	(693.64)	0.0	34,195.86	16,000.00	(18,195.86)	(113.7)
Rep and Maint - Equipment	440.00	416.66	(23.34)	(5.6)	1,103.76	2,916.70	1,812.94	62.2
Small Tools and Equipment	442.12	722.22	280.10	38.8	6,910.15	6,388.90	(521.25)	(8.2)
Telephone	336.50	416.66	80.16	19.2	2,350.27	2,916.70	566.43	19.4
Training Center Assessment	0.00	0.00	0.00	0.0	2,492.00	2,700.00	208.00	7.7
Utilities	106.70	0.00	(106.70)	0.0	106.70	0.00	(106.70)	0.0
Total Program Expenses	\$4,023.92	\$3,480.51	\$(543.41)	(15.6)%	\$65,591.33	\$50,397.45	\$(15,193.88)	(30.1)%
General & Administrative Expenses								
Salaries and Wages	\$9,305.60	\$10,356.08	\$1,050.48	10.1 %	\$68,527.37	\$72,492.60	\$3,965.23	5.5 %
Wildland Personnel	0.00	6,350.00	6,350.00	100.0	0.00	6,350.00	6,350.00	100.0
Volunteer-Employee Volunteer Personnel	1,475.00	2,000.00	525.00	26.3	9,095.75	14,000.00	4,904.25	35.0
Firewise Personnel	1,365.00	3,600.00	2,235.00	62.1	14,904.50	25,200.00	10,295.50	40.9
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	218.00	0.00	0.0
FICA and Medicare	804.00	1,372.50	568.50	41.4	6,664.29	9,607.50	2,943.21	30.6
Retirement	744.44	806.50	62.06	7.7	17,059.20	17,645.50	586.30	3.3
Health Insurance	2,258.70	2,295.00	36.30	1.6	13,552.20	16,065.00	2,512.80	15.6
Workers Compensation	3,283.00	4,399.75	1,116.75	25.4	5,580.00	13,199.25	7,619.25	57.7
Unemployment	186.35	120.66	(65.69)	(54.4)	577.81	844.70	266.89	31.6
Total General & Administrative Expenses	\$19,422.09	\$31,300.49	\$11,878.40	37.9 %	\$136,179.12	\$175,622.55	\$39,443.43	22.5 %
Total Expenses	\$23,446.01	\$34,781.00	\$11,334.99	32.6 %	\$201,770.45	\$226,020.00	\$24,249.55	10.7 %
Net Income (Loss)	\$(23,446.01)	\$(34,781.00)	\$11,334.99	32.6 %	(\$201,770.45)	\$(226,020.00)	\$24,249.55	10.7 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period			%	Year To Date			
	Actual	Budget	Variance		Actual	Budget	Variance	
Program Expenses								
Contract Services	\$0.00	\$104.16	\$104.16	100.0 %	\$0.00	\$729.20	\$729.20	100.0 %
Miscellaneous	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Office Supplies	61.03	25.00	(36.03)	(144.1)	211.41	175.00	(36.41)	(20.8)
Operating Supplies - Library	430.64	333.33	(97.31)	(29.2)	1,594.39	2,333.35	738.96	31.7
Print and Non-Print Materials	0.00	199.16	199.16	100.0	2,296.34	2,894.20	597.86	20.7
Rep and Maint - Equipment	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Small Tools and Equipment	0.00	83.33	83.33	100.0	4,221.01	583.35	(3,637.66)	(623.6)
Telephone	81.95	83.33	1.38	1.7	560.80	583.35	22.55	3.9
E-Rate Exp	40.07	25.00	(15.07)	(60.3)	520.56	175.00	(345.56)	(197.5)
Total Program Expenses	\$613.69	\$911.63	\$297.94	32.7 %	\$9,404.51	\$7,881.85	\$(1,522.66)	(19.3)%
General & Administrative Expenses								
Salaries and Wages	\$4,583.60	\$5,272.08	\$688.48	13.1 %	\$35,285.32	\$36,904.60	\$1,619.28	4.4 %
Longevity Bonus	0.00	0.00	0.00	0.0	185.30	214.00	28.70	13.4
FICA and Medicare	341.82	407.66	65.84	16.2	2,669.33	2,853.70	184.37	6.5
Retirement	263.16	285.08	21.92	7.7	2,037.72	1,995.60	(42.12)	(2.1)
Health Insurance	752.90	810.00	57.10	7.0	5,646.75	5,670.00	23.25	0.4
Worker's Compensation	83.00	76.00	(7.00)	(9.2)	148.00	228.00	80.00	35.1
Unemployment	79.41	31.08	(48.33)	(155.5)	212.19	217.60	5.41	2.5
Total General & Administrative Expenses	\$6,103.89	\$6,881.90	\$778.01	11.3 %	\$46,184.61	\$48,083.50	\$1,898.89	3.9 %
Total Expenses	\$6,717.58	\$7,793.53	\$1,075.95	13.8 %	\$55,589.12	\$55,965.35	\$376.23	0.7 %
Net Income (Loss)	\$(6,717.58)	\$(7,793.53)	\$1,075.95	13.8 %	\$(55,589.12)	\$(55,965.35)	\$376.23	0.7 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period			%	Actual	Year To Date			%
		Budget	Variance				Budget	Variance		
Program Expenses										
Advertising, Printing, & Publishing	\$0.00	\$34.54	\$34.54	100.0 %	\$0.00	\$827.30	\$827.30	100.0 %		
Contract Services	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0		
Training & Education	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0		
Legal Exp - P&Z	331.50	249.99	(81.51)	(32.6)	12,382.50	11,750.05	(632.45)	(5.4)		
Miscellaneous	0.00	25.00	25.00	100.0	88.39	175.00	86.61	49.5		
Operating Supplies - P&Z	21.96	20.83	(1.13)	(5.4)	375.33	145.85	(229.48)	(157.3)		
Small Tools and Equipment	109.84	20.83	(89.01)	(427.3)	109.84	145.85	36.01	24.7		
Telephone	59.87	50.00	(9.87)	(19.7)	365.74	350.00	(15.74)	(4.5)		
Travel	0.00	41.66	41.66	100.0	106.72	291.70	184.98	63.4		
Total Program Expenses	\$523.17	\$692.85	\$169.68	24.5 %	\$13,428.52	\$15,435.75	\$2,007.23	13.0 %		
General & Administrative Expenses										
Salaries and Wages	\$4,337.41	\$6,121.72	\$1,784.31	29.1 %	\$28,270.48	\$37,380.40	\$9,109.92	24.4 %		
Health Benefit Stipend	416.92	0.00	(416.92)	0.0	1,876.14	0.00	(1,876.14)	0.0		
FICA and Medicare	363.71	470.45	106.74	22.7	2,317.69	2,872.75	555.06	19.3		
Retirement	295.38	493.33	197.95	40.1	1,412.61	1,973.35	560.74	28.4		
Health Insurance	5.22	944.44	939.22	99.4	23.49	3,777.80	3,754.31	99.4		
Worker's Compensation	161.00	174.75	13.75	7.9	273.00	524.25	251.25	47.9		
Unemployment	85.14	16.58	(68.56)	(413.5)	281.71	116.10	(165.61)	(142.6)		
Total General & Administrative Expenses	\$5,664.78	\$8,221.27	\$2,556.49	31.1 %	\$34,455.12	\$46,644.65	\$12,189.53	26.1 %		
Total Expenses	\$6,187.95	\$8,914.12	\$2,726.17	30.6 %	\$47,883.64	\$62,080.40	\$14,196.76	22.9 %		
Net Income (Loss)	\$(6,187.95)	\$(8,914.12)	\$2,726.17	30.6 %	\$(47,883.64)	\$(62,080.40)	\$14,196.76	22.9 %		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period			Actual	Year To Date		
		Budget	Variance	%		Budget	Variance	%
Program Expenses								
Fuel	\$65.26	\$4.16	\$61.10	(1468.8)%	\$221.31	\$29.20	\$(192.11)	(657.9)%
Legal Exp - Parks	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0
Miscellaneous	0.00	16.66	16.66	100.0	88.09	116.70	28.61	24.5
Software Service & Support	12.50	33.33	20.83	62.5	75.00	233.35	158.35	67.9
Operating Supplies - Parks	0.00	41.66	41.66	100.0	83.42	291.70	208.28	71.4
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	58.35	58.35	100.0
Rep and Maint - Vehicles	166.33	208.33	42.00	20.2	1,386.40	1,458.35	71.95	4.9
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Rep and Maint - Infrastructure	0.00	166.66	166.66	100.0	0.00	1,166.70	1,166.70	100.0
Small Tools and Equipment	4.38	25.00	20.62	82.5	60.82	175.00	114.18	65.2
Telephone	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Uniform Exp Parks	0.00	41.66	41.66	100.0	126.67	291.70	165.03	56.6
Utilities	248.93	208.33	(40.60)	(19.5)	1,443.42	1,458.35	14.93	1.0
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	21.68	1,025.00	1,003.32	97.9	151.76	1,175.00	1,023.24	87.1
Total Program Expenses	\$519.08	\$1,962.44	\$1,443.36	73.5 %	\$47,105.19	\$56,237.80	\$9,132.61	16.2 %
General & Administrative Expenses								
Salaries and Wages	\$408.47	\$498.16	\$89.69	18.0 %	\$3,200.56	\$3,487.20	\$286.64	8.2 %
FICA and Medicare	29.80	38.08	8.28	21.7	242.58	266.60	24.02	9.0
Retirement	27.78	39.33	11.55	29.4	214.73	275.35	60.62	22.0
Health Insurance	81.16	114.58	33.42	29.2	608.70	802.10	193.40	24.1
Worker's Compensation	96.00	119.00	23.00	19.3	172.00	357.00	185.00	51.8
Unemployment	7.00	1.33	(5.67)	(426.3)	12.98	9.35	(3.63)	(38.8)
Total General & Administrative Expenses	\$650.21	\$810.48	\$160.27	19.8 %	\$4,451.55	\$5,197.60	\$746.05	14.4 %
Total Expenses	\$1,169.29	\$2,772.92	\$1,603.63	57.8 %	\$51,556.74	\$61,435.40	\$9,878.66	16.1 %
Net Income (Loss)	\$(1,169.29)	\$(2,772.92)	\$1,603.63	57.8 %	(\$51,556.74)	\$(61,435.40)	\$9,878.66	16.1 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period			Actual	Year To Date		
		Budget	Variance	%		Budget	Variance	%
Program Expenses								
Contract Services	\$50.00	\$1,566.66	\$1,516.66	96.8 %	\$4,140.98	\$6,566.70	\$2,425.72	36.9 %
Engineering Fees	0.00	416.66	416.66	100.0	0.00	2,916.70	2,916.70	100.0
Equipment Rentals - Properties	0.00	8.33	8.33	100.0	0.00	58.35	58.35	100.0
Fuel	65.26	8.33	(56.93)	(683.4)	221.33	58.35	(162.98)	(279.3)
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Miscellaneous	130.06	83.33	(46.73)	(56.1)	1,060.69	583.35	(477.34)	(81.8)
Software Service & Support	12.50	33.33	20.83	62.5	75.00	233.35	158.35	67.9
Operating Supplies - Properties	0.00	125.00	125.00	100.0	346.95	875.00	528.05	60.3
R&M Building - Properties	663.78	1,666.66	1,002.88	60.2	25,322.16	30,666.70	5,344.54	17.4
Rep and Maint - Vehicles	166.33	208.33	42.00	20.2	1,453.48	1,458.35	4.87	0.3
Rep and Maint - Equipment	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Rep and Maint - Infrastructure	105.24	250.00	144.76	57.9	4,309.48	10,750.00	6,440.52	59.9
Parking Kiosks Expenses	2,701.57	6,812.50	4,110.93	60.3	77,665.84	89,937.50	12,271.66	13.6
Small Tools and Equipment	4.38	20.83	16.45	79.0	222.14	145.85	(76.29)	(52.3)
Uniform Exp Properties	0.00	41.66	41.66	100.0	126.67	291.70	165.03	56.6
Utilities	4,963.93	3,833.33	(1,130.60)	(29.5)	25,130.79	26,833.35	1,702.56	6.3
Lease Payments	21.68	1,025.00	1,003.32	97.9	151.76	1,175.00	1,023.24	87.1
Total Program Expenses	\$8,884.73	\$16,162.44	\$7,277.71	45.0 %	\$140,227.27	\$172,987.80	\$32,760.53	18.9 %
General & Administrative Expenses								
Salaries and Wages	\$2,529.36	\$3,084.75	\$555.39	18.0 %	\$19,818.99	\$21,593.25	\$1,774.26	8.2 %
FICA and Medicare	184.52	236.00	51.48	21.8	1,502.14	1,652.00	149.86	9.1
Retirement	172.01	243.66	71.65	29.4	1,329.41	1,705.70	376.29	22.1
Health Insurance	502.52	709.33	206.81	29.2	3,768.90	4,966.35	1,196.45	24.1
Worker's Compensation	541.00	736.50	195.50	26.5	971.00	2,209.50	1,238.50	56.1
Unemployment	43.34	8.41	(34.93)	(415.3)	80.48	58.95	(21.53)	(36.5)
Total General & Administrative Expenses	\$3,972.75	\$5,018.65	\$1,045.90	20.8 %	\$27,470.92	\$32,184.75	\$4,713.83	14.6 %
Total Expenses	\$12,857.48	\$21,181.09	\$8,323.61	39.3 %	\$167,698.19	\$205,172.55	\$37,474.36	18.3 %
Net Income (Loss)	\$(12,857.48)	\$(21,181.09)	\$8,323.61	39.3 %	(\$167,698.19)	(\$205,172.55)	\$37,474.36	18.3 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period			%	Year To Date			
	Actual	Budget	Variance		Actual	Budget	Variance	
Revenues								
Water Usage Fees	\$14,666.08	\$15,000.00	\$(\$333.92)	(2.2)%	\$103,539.14	\$105,000.00	\$(\$1,460.86)	(1.4)%
Miscellaneous	300.00	250.00	50.00	20.0	1,620.00	1,750.00	(130.00)	(7.4)
Transfers In	10,000.00	10,000.00	0.00	0.0	70,000.00	70,000.00	0.00	0.0
Net Revenues	\$24,966.08	\$25,250.00	\$(\$283.92)	(1.1)%	\$175,159.14	\$176,750.00	\$(\$1,590.86)	(0.9)%
Program Expenses								
Contract Services	\$930.30	\$916.66	\$(\$13.64)	(1.5)%	\$5,700.30	\$6,416.70	\$716.40	11.2 %
Training & Education	98.50	41.66	(56.84)	(136.4)	98.50	291.70	193.20	66.2
Dues and Subscriptions	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Permit Fee Exp - Water	0.00	0.00	0.00	0.0	1,766.01	400.00	(1,366.01)	(341.5)
Engineering Fees	0.00	112.50	112.50	100.0	0.00	787.50	787.50	100.0
Equipment Rentals	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Fuel	114.34	166.66	52.32	31.4	582.40	1,166.70	584.30	50.1
Insurance	0.00	0.00	0.00	0.0	510.30	566.68	56.38	9.9
Legal Exp - Water	128.50	1,250.00	1,121.50	89.7	1,540.50	8,750.00	7,209.50	82.4
Miscellaneous	0.00	56.50	56.50	100.0	192.19	395.50	203.31	51.4
Software Support Exp - Water	12.50	208.33	195.83	94.0	1,490.73	1,458.35	(32.38)	(2.2)
Operating Supplies - Water	30.74	250.00	219.26	87.7	2,659.40	1,750.00	(909.40)	(52.0)
R&M Building - Water	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Rep and Maint - Vehicles	166.43	208.33	41.90	20.1	1,371.35	1,458.35	87.00	6.0
Rep and Maint - Equipment	0.00	208.33	208.33	100.0	83.49	1,458.35	1,374.86	94.3
Rep and Maint - Infrastructure	1,255.57	2,083.33	827.76	39.7	4,710.35	14,583.35	9,873.00	67.7
Service Tests/System Testing	15.00	91.66	76.66	83.6	75.00	641.70	566.70	88.3
Small Tools and Equipment	22.45	125.00	102.55	82.0	274.50	875.00	600.50	68.6
Telephone Exp - Water	0.00	83.33	83.33	100.0	146.89	583.35	436.46	74.8
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	525.00	525.00	100.0
Uniform Exp Water	0.00	41.66	41.66	100.0	126.74	291.70	164.96	56.6
Utilities Exp - Water	43.28	41.66	(1.62)	(3.9)	269.49	291.70	22.21	7.6
Administrative Charge	4,019.33	4,019.33	0.00	0.0	28,135.31	28,135.35	0.04	0.0
Lease Payments	75.88	1,083.33	1,007.45	93.0	531.16	1,583.35	1,052.19	66.5
Vehicle Purchase-Water	20,953.49	25,000.00	4,046.51	16.2	20,953.49	25,000.00	4,046.51	16.2
Total Program Expenses	\$27,866.31	\$36,113.25	\$8,246.94	22.8 %	\$71,218.10	\$97,760.43	\$26,542.33	27.2 %
General & Administrative Expenses								
Salaries and Wages	\$4,461.72	\$5,441.41	\$979.69	18.0 %	\$35,200.19	\$38,089.95	\$2,889.76	7.6 %
FICA and Medicare	325.50	416.25	90.75	21.8	2,668.09	2,913.75	245.66	8.4

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Retirement	303.43	429.83	126.40	29.4	2,345.07	3,008.85	663.78	22.1
Health Insurance	886.44	1,251.33	364.89	29.2	6,648.23	8,759.35	2,111.12	24.1
Worker's Compensation	1,290.00	1,299.25	9.25	0.7	2,311.00	3,897.75	1,586.75	40.7
Unemployment	76.45	14.75	(61.70)	(418.3)	146.85	103.25	(43.60)	(42.2)
Total General & Administrative Expenses	\$7,343.54	\$8,852.82	\$1,509.28	17.0 %	\$49,319.43	\$56,772.90	\$7,453.47	13.1 %
Total Expenses	\$35,209.85	\$44,966.07	\$9,756.22	21.7 %	\$120,537.53	\$154,533.33	\$33,995.80	22.0 %
Net Income (Loss)	\$(10,243.77)	\$(19,716.07)	\$9,472.30	48.0 %	\$54,621.61	\$22,216.67	\$32,404.94	145.9 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period			%	Year To Date				
	Actual	Budget	Variance		Actual	Budget	Variance		
Revenues									
Sewer Usage Fees	\$14,979.45	\$15,416.66	\$(437.21)	(2.8)%	\$106,332.58	\$107,916.70	\$(1,584.12)	(1.5)%	
Interest and Investment Earnings	0.18	8.33	(8.15)	(97.8)	27.86	58.35	(30.49)	(52.3)	
Transfers In	5,833.33	5,833.33	0.00	0.0	40,833.31	40,833.35	(0.04)	0.0	
Net Revenues	\$20,812.96	\$21,258.32	\$(445.36)	(2.1)%	\$147,193.75	\$148,808.40	\$(1,614.65)	(1.1)%	
Program Expenses									
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$16.21	\$0.00	\$(16.21)	0.0 %	
Contract Services	3,200.00	3,200.00	0.00	0.0	19,470.00	22,400.00	(2,930.00)	13.1	
Training & Education	0.00	8.33	(8.33)	100.0	0.00	58.35	58.35	100.0	
Permit Fee Exp - Sewer	0.00	104.16	(104.16)	100.0	0.00	729.20	729.20	100.0	
Engineering Fees	0.00	1,666.66	(1,666.66)	100.0	1,350.00	11,666.70	10,316.70	88.4	
Equipment Rentals	0.00	16.66	(16.66)	100.0	0.00	116.70	116.70	100.0	
Fuel	114.34	175.00	(60.66)	34.7	582.40	1,225.00	642.60	52.5	
Insurance	0.00	0.00	0.00	0.0	578.34	600.00	21.66	3.6	
Legal Exp - Sewer	0.00	16.66	(16.66)	100.0	19.50	116.70	97.20	83.3	
Miscellaneous	0.00	27.16	(27.16)	100.0	166.10	190.20	24.10	12.7	
Software Support Exp - Sewer	12.50	208.33	(195.83)	94.0	1,490.73	1,458.35	(32.38)	(2.2)	
Operating Supplies - Sewer	0.00	1,250.00	(1,250.00)	100.0	1,055.51	8,750.00	7,694.49	87.9	
R&M Building - Sewer	0.00	8.33	(8.33)	100.0	0.00	58.35	58.35	100.0	
Rep and Maint - Vehicles	166.43	100.00	(66.43)	(66.4)	1,648.49	700.00	(948.49)	(135.5)	
Rep and Maint - Equipment	1,183.65	625.00	(558.65)	(89.4)	1,183.65	4,375.00	3,191.35	72.9	
Rep and Maint - Infrastructure	38.59	2,083.33	(2,044.74)	98.1	1,505.26	14,583.35	13,078.09	89.7	
Service Tests/System Testing	588.80	791.66	(202.86)	25.6	7,468.40	7,041.70	(426.70)	(6.1)	
Small Tools and Equipment	3,366.16	125.00	(3,241.16)	(2592.9)	3,422.63	875.00	(2,547.63)	(291.2)	
Telephone Exp - Sewer	0.00	75.00	(75.00)	100.0	146.89	525.00	378.11	72.0	
Uniform Exp Sewer	0.00	41.66	(41.66)	100.0	126.74	291.70	164.96	56.6	
Utilities	121.27	250.00	(128.73)	51.5	1,645.97	1,750.00	104.03	5.9	
Administrative Charge	4,019.33	4,019.33	0.00	0.0	28,135.31	28,135.35	(0.04)	0.0	
Sewer Principal Expense	11,742.43	12,000.00	(257.57)	2.1	11,742.43	12,000.00	257.57	2.1	
Sewer Interest Expense	3,340.02	3,750.00	(409.98)	10.9	6,680.04	7,500.00	819.96	10.9	
Lease Payments	75.88	1,083.33	(1,007.45)	93.0	531.16	1,583.35	1,052.19	66.5	
Total Program Expenses	\$27,969.40	\$31,625.60	\$(3,656.20)	11.6 %	\$88,965.76	\$126,730.00	\$(37,764.24)	29.8 %	
General & Administrative Expenses									
Salaries and Wages	\$2,419.38	\$2,950.58	\$531.20	18.0 %	\$18,957.27	\$20,654.10	\$1,696.83	8.2 %	
FICA and Medicare	176.51	236.00	59.49	25.2	1,436.86	1,652.00	215.14	13.0	

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Retirement	164.54	233.08	68.54	29.4	1,271.62	1,631.60	359.98	22.1
Health Insurance	480.66	678.50	197.84	29.2	3,605.02	4,749.50	1,144.48	24.1
Worker's Compensation	648.00	704.50	56.50	8.0	1,164.00	2,113.50	949.50	44.9
Unemployment	41.46	8.00	(33.46)	(418.3)	77.01	56.00	(21.01)	(37.5)
Total General & Administrative Expenses	\$3,930.55	\$4,810.66	\$880.11	18.3 %	\$26,511.78	\$30,856.70	\$4,344.92	14.1 %
Total Expenses	\$31,899.95	\$36,436.26	\$4,536.31	12.4 %	\$115,477.54	\$157,586.70	\$42,109.16	26.7 %
Net Income (Loss)	\$(11,086.99)	\$(15,177.94)	\$4,090.95	27.0 %	\$31,716.21	\$(8,778.30)	\$40,494.51	461.3 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Sanitation Usage Fees	\$15,316.37	\$15,833.33	\$(516.96)	(3.3)%	\$109,197.60	\$110,833.35	\$(1,635.75)	(1.5)%
Miscellaneous	108.00	83.33	24.67	29.6	324.00	583.35	(259.35)	(44.5)
Net Revenues	\$15,424.37	\$15,916.66	\$(492.29)	(3.1)%	\$109,521.60	\$111,416.70	\$(1,895.10)	(1.7)%
Program Expenses								
Contract Services	\$0.00	\$41.66	\$41.66	100.0 %	\$0.00	\$291.70	\$291.70	100.0 %
Recycling Contract Exp	120.00	166.66	46.66	28.0	960.00	1,166.70	206.70	17.7
Training & Education	0.00	25.00	25.00	100.0	0.00	175.00	175.00	100.0
Equipment Rentals	0.00	83.33	83.33	100.0	0.00	583.35	583.35	100.0
Fuel	509.12	708.33	199.21	28.1	2,723.42	4,958.35	2,234.93	45.1
Insurance	0.00	0.00	0.00	0.0	680.40	766.68	86.28	11.3
Landfill Tipping Fees	1,762.00	1,958.33	196.33	10.0	10,475.60	13,708.35	3,232.75	23.6
Miscellaneous	0.00	20.00	20.00	100.0	88.15	140.00	51.85	37.0
Software Support Exp - Trash	12.50	0.00	(12.50)	0.0	1,163.26	0.00	(1,163.26)	0.0
Operating Supplies - Trash	0.00	16.66	16.66	100.0	83.46	116.70	33.24	28.5
R&M Building - Trash	0.00	12.50	12.50	100.0	0.00	87.50	87.50	100.0
Rep and Maint - Vehicles	685.06	1,000.00	314.94	31.5	5,311.22	7,000.00	1,688.78	24.1
Rep and Maint - Equipment	13.48	166.66	153.18	91.9	71.47	1,166.70	1,095.23	93.9
R&M Trash - Infrastructure	0.00	0.00	0.00	0.0	52.01	0.00	(52.01)	0.0
Small Tools and Equipment	4.39	108.33	103.94	95.9	5,044.35	5,758.35	714.00	12.4
Telephone Exp - Trash	0.00	75.00	75.00	100.0	146.91	525.00	378.09	72.0
Uniform Exp Trash	0.00	41.66	41.66	100.0	126.74	291.70	164.96	56.6
Administrative Charge	4,019.33	4,019.33	0.00	0.0	28,135.31	28,135.35	0.04	0.0
Lease Payments	0.00	1,000.00	1,000.00	100.0	0.00	1,000.00	1,000.00	100.0
Transfers Out	0.00	0.00	0.00	0.0	5,000.00	5,000.00	0.00	0.0
Total Program Expenses	\$7,125.88	\$9,443.45	\$2,317.57	24.5 %	\$60,062.30	\$70,871.43	\$10,809.13	15.3 %
General & Administrative Expenses								
Salaries and Wages	\$3,849.02	\$4,694.16	\$845.14	18.0 %	\$30,159.33	\$32,859.20	\$2,699.87	8.2 %
FICA and Medicare	280.81	359.08	78.27	21.8	2,285.88	2,513.60	227.72	9.1
Retirement	261.76	370.75	108.99	29.4	2,023.02	2,596.25	572.23	22.0
Health Insurance	764.70	1,079.50	314.80	29.2	5,735.25	7,556.50	1,821.25	24.1
Worker's Compensation	1,815.00	1,120.75	(694.25)	(61.9)	3,261.00	3,362.25	101.25	3.0
Unemployment	65.95	12.75	(53.20)	(417.3)	122.50	89.25	(33.25)	(37.3)
Total General & Administrative Expenses	\$7,037.24	\$7,636.99	\$599.75	7.9 %	\$43,586.98	\$48,976.05	\$5,389.07	11.0 %

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$14,163.12	\$17,080.44	\$2,917.32	17.1 %	\$103,649.28	\$119,847.48	\$16,198.20	13.5 %
Net Income (Loss)	\$1,261.25	\$(1,163.78)	\$2,425.03	208.4 %	\$5,872.32	\$(8,430.78)	\$14,303.10	169.7 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2020 Through 1/31/2020

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

	Current Period			%	Actual	Year To Date		
	Actual	Budget	Variance			Actual	Budget	Variance
Revenues								
HURF Revenue	\$3,151.35	\$3,220.16	\$(68.81)	(2.1)%	\$221,338.38	\$220,343.20	\$995.18	0.5%
Interest and Investment Earnings	106.59	29.16	77.43	265.5	639.75	204.20	435.55	213.3
Transfers In	3,790.35	6,166.66	(2,376.31)	(38.5)	26,172.55	43,166.70	(16,994.15)	(39.4)
Net Revenues	\$7,048.29	\$9,415.98	\$(2,367.69)	(25.1)%	\$248,150.68	\$263,714.10	\$(15,563.42)	(5.9)%
Program Expenses								
Engineering Fees	\$0.00	\$66.66	\$66.66	100.0%	\$0.00	\$1,366.70	\$1,366.70	100.0%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0
Fuel	65.27	4.16	(61.11)	(1469.0)	221.33	29.20	(192.13)	(658.0)
Insurance	0.00	0.00	0.00	0.0	340.20	2,166.68	1,826.48	84.3
Miscellaneous	0.00	12.91	12.91	100.0	106.13	90.45	(15.68)	(17.3)
Software Service & Support	12.50	33.33	20.83	62.5	75.00	233.35	158.35	67.9
Operating Supplies - HURF	0.00	58.33	58.33	100.0	83.48	408.35	324.87	79.6
Public Restroom Supplies	0.00	183.33	183.33	100.0	1,069.12	1,283.35	214.23	16.7
R&M Building - HURF	0.00	0.00	0.00	0.0	3,143.15	6,300.00	3,156.85	50.1
Rep and Maint - Vehicles	166.43	200.00	33.57	16.8	1,387.26	1,400.00	12.74	0.9
Rep and Maint - Equipment	0.00	29.16	29.16	100.0	0.00	204.20	204.20	100.0
Rep and Maint - Infrastructure	197.31	1,000.00	802.69	80.3	1,702.52	7,000.00	5,297.48	75.7
Small Tools and Equipment	4.38	41.66	37.28	89.5	542.88	291.70	(251.18)	(86.1)
Street Lights	934.82	1,041.66	106.84	10.3	6,490.48	7,291.70	801.22	11.0
Street Supplies	461.04	0.00	(461.04)	0.0	3,746.15	3,000.00	(746.15)	(24.9)
Telephone	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Uniform Exp - HURF	0.00	41.66	41.66	100.0	126.77	291.70	164.93	56.5
Administrative Charge	881.17	881.16	(0.01)	0.0	6,168.19	6,168.20	0.01	0.0
Lease Payments	21.69	25.00	3.31	13.2	151.83	1,175.00	1,023.17	87.1
Total Program Expenses	\$2,744.61	\$3,760.68	\$1,016.07	27.0%	\$25,354.49	\$39,692.28	\$14,337.79	36.1%
General & Administrative Expenses								
Salaries and Wages	\$2,948.58	\$3,612.00	\$663.42	18.4%	\$23,532.30	\$25,284.00	\$1,751.70	6.9%
FICA and Medicare	218.32	276.33	58.01	21.0	1,792.74	1,934.35	141.61	7.3
Retirement	138.89	196.75	57.86	29.4	1,073.46	1,377.25	303.79	22.1
Health Insurance	405.76	572.75	166.99	29.2	3,043.20	4,009.25	966.05	24.1
Worker's Compensation	541.00	710.00	169.00	23.8	985.00	2,130.00	1,145.00	53.8
Unemployment	51.13	15.08	(36.05)	(239.1)	96.97	105.60	8.63	8.2
Total General & Administrative Expenses	\$4,303.68	\$5,382.91	\$1,079.23	20.0%	\$30,523.67	\$34,840.45	\$4,316.78	12.4%

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 1/1/2020 Through 1/31/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$7,048.29	\$9,143.59	\$2,095.30	22.9 %	\$55,878.16	\$74,532.73	\$18,654.57	25.0 %
Net Income (Loss)	\$0.00	\$272.39	\$(272.39)	(100.0)%	\$192,272.52	\$189,181.37	\$3,091.15	1.6 %

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Town of Jerome
Balance Sheet
As of 1/31/2020
Fund: (1) General

Assets

Current Assets

LGIP	\$1,672.26	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,209.00	
City Sales Taxes	138,908.63	
Franchise Fees	3,596.84	
Property Taxes	11,657.97	
Rents	(254.05)	
State Sales Taxes	1,530.91	
Court - Checking & Bond Acct	105,036.50	
Court - JCEF Acct	12,790.38	
Court - FTG Acct	6,167.01	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
NBA Checking	125,755.40	
OAZ Checking	103,211.32	
OAZ General Savings	394,924.82	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$906,786.99

Other Assets

Due From Other Funds	\$1,022,491.89	
Total Other Assets		1,022,491.89

Total Assets

\$1,929,278.88

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$1,119.06	
Federal WH & FICA	(13.63)	
Arizona Withholding	(35.05)	
Unemployment Taxes	184.71	
AFLAC	(409.56)	
Health Insurance	(1,761.28)	
457G Retirement	66.53	
PSPRS	(0.21)	
Customer Deposits	6,760.72	
FD Per Call Payable	3,938.75	
Ganishments Payable	1,735.51	
Wages Payable	16,542.22	
Due To Other Funds	1,181,270.39	
Court Liabilities	10,835.64	
Total Current Liabilities		\$1,220,233.80
Total Liabilities		\$1,220,233.80

Net Assets

Unrestricted Funds	736,120.91	
Current Year Net Assets	(27,075.83)	
Total Net Assets		709,045.08
Total Liabilities and Net Assets		\$1,929,278.88

2/3/20
2:12:06 PM

Town of Jerome
Balance Sheet
As of 1/31/2020
Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	63,410.99	
Bond Account	5,496.34	
Replacement & Extension Acct	69,831.36	
Series 2001 Bond Reserve Acct	30,058.14	
Total Current Assets		\$153,796.83

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	\$482,839.15	
Total Other Assets		482,839.15

Total Assets

\$2,760,976.81

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$112.22	
Sales Tax Payable	851.88	
Customer Deposits	24,663.02	
Compensated Absences	2,328.22	
Bonds Payable	148,445.73	
Other Liabilities	6,909.25	
Due To Other Funds	360,114.18	
Accrued Payroll	2,361.76	
Accrued Interest Payable	3,340.02	
Total Current Liabilities		\$549,126.28

Total Liabilities

\$549,126.28

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	49,774.83	
Total Net Assets		2,211,850.53
Total Liabilities and Net Assets		\$2,760,976.81

2/3/20
2:13:08 PM

Town of Jerome
Balance Sheet
As of 1/31/2020
Fund: (3) Road

Assets

Current Assets

HURF Accounts Receivable	\$3,625.78	
OAZ HURF Savings	361,039.39	
Total Current Assets		\$364,665.17

Other Assets

Due From Other Funds	\$247,510.93	
Total Other Assets		247,510.93

Total Assets		\$612,176.10
---------------------	--	---------------------

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$37.44	
Due To Other Funds	422,707.70	
Accrued Payroll	755.11	
Total Current Liabilities		\$423,500.25

Total Liabilities		\$423,500.25
--------------------------	--	---------------------

Net Assets

Current Year Net Assets	\$188,675.85	
Total Net Assets		188,675.85
Total Liabilities and Net Assets		\$612,176.10

2/3/20
2:13:46 PM

Town of Jerome
Balance Sheet
As of 1/31/2020

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

\$177,463.59

Liabilities and Net Assets

Current Liabilities

Due To Other Funds

\$22,854.66

Total Current Liabilities

\$22,854.66

Total Liabilities

\$22,854.66

Net Assets

Unrestricted Fund Balance

152,044.83

Current Year Net Assets

2,564.10

Total Net Assets

154,608.93

Total Liabilities and Net Assets

\$177,463.59

2/3/20
2:14:20 PM

Town of Jerome
Balance Sheet
As of 1/31/2020

Fund: (5) Operating Grants

Assets

Current Assets

Opr Grants Receivable	\$124,908.75	
Inventory	13,193.06	
Total Current Assets		\$138,101.81

Other Assets

Due From Other Funds	\$240,903.17	
Total Other Assets		240,903.17

Total Assets		\$379,004.98
---------------------	--	---------------------

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$193,099.96	
Deferred Revenue - Opr Grants	56,436.41	
Accounts Payable - Opr Grants	(12,062.51)	
Total Current Liabilities		\$237,473.86

Total Liabilities		\$237,473.86
--------------------------	--	---------------------

Net Assets

Unrestricted Fund Balance	11,433.46	
Current Year Net Assets	130,097.66	
Total Net Assets		141,531.12
Total Liabilities and Net Assets		\$379,004.98

2/3/20
2:15:09 PM

Town of Jerome
Balance Sheet
As of 1/31/2020

Fund: (6) Capital Grants

Assets

Other Assets

Due From Other Funds	\$55,396.68	
Total Other Assets	<u>55,396.68</u>	\$55,396.68
Total Assets		<u>55,396.68</u>

Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$42,267.65	
Due To Other Funds	24,535.22	
Total Current Liabilities	<u>66,802.87</u>	\$66,802.87
Total Liabilities		<u>66,802.87</u>

Net Assets

Restricted Fund Balance	\$109,433.10	
Unrestricted Fund Balance	(117,281.30)	
Current Year Net Assets	<u>(3,557.99)</u>	
Total Net Assets		<u>(11,406.19)</u>
Total Liabilities and Net Assets		<u>55,396.68</u>

2/3/20
2:15:42 PM

Town of Jerome
Balance Sheet
As of 1/31/2020

Fund: (7) GF Contingencies

Assets

Other Assets

Due From Other Funds

\$89,351.93

Total Other Assets

\$89,351.93

Total Assets

\$89,351.93

Liabilities and Net Assets

Current Liabilities

Due To Other Funds

\$921.44

Total Current Liabilities

\$921.44

Total Liabilities

\$921.44

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

\$89,351.93

2/3/20
2:16:45 PM

Town of Jerome
Balance Sheet
As of 1/31/2020
Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements
Total Current Assets

\$45,656.11	
\$45,656.11	\$45,656.11

Other Assets

Due From Other Funds
Total Other Assets

\$32,124.44	
32,124.44	32,124.44

Total Assets

\$77,780.55

Net Assets

Unrestricted Fund Balance
Current Year Net Assets

\$67,643.86	
10,136.69	

Total Net Assets

77,780.55

Total Liabilities and Net Assets

\$77,780.55

Payroll check register prior month

Employee Name	Payroll Check Date	Payroll Net Pay
Allen, Gary C	01/09/2020	\$1,131.10
	01/23/2020	\$1,009.40
Atkin, Melanie	01/09/2020	\$1,259.56
	01/23/2020	\$1,291.16
Bauer, Sean L	01/09/2020	\$813.11
	01/23/2020	\$728.57
Blair, Russell	01/09/2020	\$1,668.19
	01/23/2020	\$1,668.19
Boan, Mark	01/09/2020	\$1,285.50
	01/23/2020	\$1,138.67
Boland, Martin	01/09/2020	\$1,301.95
	01/23/2020	\$1,301.96
Braden, Micah K	01/09/2020	\$184.24
	01/23/2020	\$401.57
Brockman, Ronda	01/09/2020	\$1,117.04
	01/23/2020	\$1,305.77
Cays, Rosa	01/09/2020	\$1,117.66
	01/23/2020	\$1,251.34
DeVoss, Ciselie M	01/09/2020	\$630.59
	01/23/2020	\$429.29
Driver, Nancy	01/09/2020	\$233.96
	01/23/2020	\$364.94
Dwyer, Joan	01/09/2020	\$463.67
	01/23/2020	\$464.05
Callagher, Candace	01/09/2020	\$2,487.23
	01/23/2020	\$2,488.17

Employee Name	Payroll Check Date	Payroll Net Pay
Haney, Ian A	01/09/2020	\$957.96
	01/23/2020	\$958.90
Harris, Charles C	01/09/2020	\$483.44
	01/23/2020	\$483.44
Jarvis, Kathleen	01/09/2020	\$1,310.50
	01/23/2020	\$1,311.43
Keith, Lyle	01/09/2020	\$1,506.20
	01/23/2020	\$1,535.43
Knight, John R	01/09/2020	\$1,467.12
	01/23/2020	\$1,468.52
Lee, Kerry	01/09/2020	\$1,801.25
	01/23/2020	\$1,325.50
Levering, Laura	01/09/2020	\$376.96
	01/23/2020	\$383.71
Lionberger, William	01/09/2020	\$213.89
	01/23/2020	\$205.00
Lohman, Jason L	01/23/2020	\$166.06
Marsh, Troy B	01/09/2020	\$907.23
	01/23/2020	\$938.47
McDonald, John P	01/09/2020	\$358.71
	01/23/2020	\$370.59
Moore, Matthew W	01/09/2020	\$482.81
Muenz, Kristen J	01/09/2020	\$195.14
	01/23/2020	\$1,212.13
Murma, Allen L	01/09/2020	\$1,463.30
	01/23/2020	\$1,464.16
Pontious, Janice	01/09/2020	\$459.15
	01/23/2020	\$459.15

Employee Name	Payroll Check Date	Payroll Net Pay
San Felice, Russell	01/09/2020	\$1,020.73
	01/23/2020	\$1,035.72
Savage, Joni	01/09/2020	\$1,400.87
Schall, Wendy	01/09/2020	\$69.54
Shakespeare, Leo	01/09/2020	\$162.53
	01/23/2020	\$321.02
Streck, Kyle L	01/09/2020	\$915.56
	01/23/2020	\$915.54
Wessel Dudley, Casner B	01/09/2020	\$192.08
	01/23/2020	\$438.20
Wolstencroft, Barry	01/09/2020	\$256.75
	01/23/2020	\$170.83

For the meeting of February 11, 2020

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

My activities over the past month have included:

- Began distribution of Council candidate packets to interested potential candidates and answered questions regarding same.
- With Mayor Alex Barber, attended biannual Mayors, Managers, Supervisors and Tribe meeting in Sedona.
- Updated Town Code and Zoning Ordinance with all ordinances adopted to date. Hard copies are available upon request.
- Continued work with NACOG regarding our CDBG Housing Rehabilitation grant and submitted fifth payment request.
- Completed and filed quarterly reports for USDA Rural Development grant (Hotel Jerome).
- Reviewed draft audit documents and submitted questions/comments to auditor.
- Submitted Resolution and Letter of Intent as approved by Council for upcoming round of CDBG guaranteed funding (water line extensions, hydrants and related road improvements on Dundee, Deception Lane and Holly Avenue).
- Continued work with ADOT regarding HURF Exchange funding for drainage improvements and submitted first payment request.
- Continued work on with ADEQ regarding Brownfields funding for lead paint remediation, and submitted second payment request.
- Continued work with APS toward solar shading at the 300 Level parking lot.
- 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, including support for Planning & Zoning.
- Continued to field and respond to day-to-day issues requiring my attention.

CONGRATULATIONS TO:

Zoning Administrator John Knight who has now completed six months of service to the Town.

Librarian Kathleen Jarvis, who as of February 1, has been working with the Town of Jerome for 17 years.

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

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>
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
9-Dec	47.6	301
11-Dec	39.5	70
16-Dec	39.5	44
17-Dec	39.5	76
23-Dec	39.5	80
30-Dec	47.6	220
2020		
3-Jan	47.6	190
6-Jan	43.5	178
10-Jan	43.5	170
13-Jan	43.5	158
17-Jan	43.5	146
22-Jan	47.5	144
3-Feb	52	136

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

	FYE 2020 BUDGET	FY2020 actual	Budget +/-	FY2019 actual	Compared to prior year +/-
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	106,938	2,638	104,329	2,609
December	79,100	103,563	24,463	79,084	24,479
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	
Total YTD	1,027,000	565,509	71,709	1,026,713	71,760

TOWN OF JEROME, AZ

Comparison of Restaurant/Bar, Accomodation 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	34,381	40,216	(5,835)	17,329	15,297	2,032	45,646	39,245	6,401
December	39,638	26,815	12,823	13,276	11,218	2,058	43,142	32,211	10,931
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	
Total YTD	209,354	396,163	13,251	78,725	141,872	9,803	215,880	382,818	40,254

Added 1% Bed Tax

		<u>TOTAL TO DATE</u>
July	1,818	1,818
August	1,929	3,747
September	1,824	5,571
October	1,860	7,431
November	2,661	10,092
December	2,043	12,135
January		
February		
March		
April		
May		
June		

**JEROME MUNICIPAL COURT
CASH REPORT
MONTH OF JANUARY 2020**

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	4,218.34
DEFENS DRIVING DIVERSION FEE	\$	-
ATTORNEY FEES REIMBURSEMENT	\$	40.00
DEFAULT FEE	\$	280.00
OFFICER SAFETY EQUIPMENT - PD	\$	133.58
DEFERRED PROSECUTION FEE	\$	240.00
LICENSE PLATE VIOLATION	\$	-
OVER PAYMENT FORFEITED	\$	-
WARRANT FEE	\$	70.00
TOTAL TOWN REVENUE	\$	4,981.92

COURT REVENUE			YTD
COURT ENHANCEMENT FEE	\$	30.04	\$ 44,584.34
COURT SECURITY FEE	\$	590.00	\$ 7,860.00

REMITTED DIRECT		
CLEAN ELECTION FUND (16-949D;16-954C)	\$	429.59
CRIMINAL JUSTICE ENHANCE FUND	\$	1,793.02
DNA STATE 3%	\$	4.81
FARE DELINQUENCY FEE	\$	35.00
FARE SPECIAL COLLECTION	\$	39.91
FARE ENHANCED SPEC COLLECT FEE	\$	394.88
FARE ENHANCED DELINQUENCY FEE	\$	49.00
FILL THE GAP 7%	\$	288.68
DRUG AND GANG ENFORCEMENT	\$	53.79
JUDICIAL COLLECTION ENHANCE FUND	\$	107.24
EXTRA DUI ASSESSMENT	\$	15.20
PEACE OFFICER TRAINING EQUIP FUND	\$	123.33
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	536.27
2011 ADDTNL ASSMT-STATE TRSR	\$	267.29
PRISON CONSTRUCTION	\$	139.82
PROBATION SURCHARGE	\$	668.08
ADPS FORENSIC FUND	\$	242.55
PUBLIC SAFETY EQUIPMENT FUND	\$	478.50
VICTIM COMPENSATION/ASSIST FUND	\$	104.28
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	66.77
VICTIM'S RIGHT FUND	\$	173.27
TOTAL STATE REVENUE	\$	6,011.28

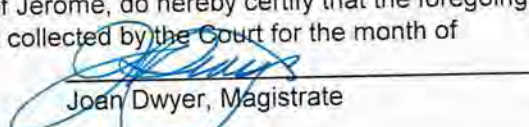
REMITTED DIRECT		
JAIL (INCARCERATION FEES)	\$	450.00
2011 ADDTNL ASSMT - CNTY TRSR	\$	33.40
TOTAL COUNTY REVENUE	\$	483.40

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED			YTD
Total Funds Available			\$ 13,304.66
TITLE 22 Fees	\$	57.74	
TOTAL JCEF FEES	\$	57.74	

UNAPPLIED PAYMENTS	\$	12,154.38
TOTAL RECEIPTED FOR THE MONTH	\$	12,154.38

BONDS			\$ 12,154.38
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 JANUARY, 2020


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	\$ 3,734.82	\$ 118.98	\$ 3,615.84
2020			
January	\$ 4,981.92	\$ 133.58	\$ 4,848.34
February			
March			
April			
May			

TOTAL \$ 40,915.40 \$ 1,067.64 \$ 39,847.76

NOTE:

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

Other Court Monies (as of 1-31--2020)

JCEF	\$ 13,304.66
Fill the Gap	\$ 6,815.99
Court Security Fund	\$ 7,860.00
Court Enhancement Funds 2	\$ 44,584.34
Court Enhancement Funds 1	\$ 31,392.97
2008-2011	\$ 1,131.35
Fare Money	

TOTAL

\$ 105,089.31

CHARGES

Civil Traffic Criminal Criminal Traffic DUI

	*CEF	SECURITY FEE	Civil Traffic	Criminal	Criminal Traffic	DUI
	\$ 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
	\$ 76.64	\$ 490.00	28	1	0	0
2020						
January	\$ 30.04	\$ 590.00	39	5	4	0
February						
March						
April						
May						

\$ 367.46 \$ 5,415.00 287 35 7 37

*Court Enhancement Fund

Funds transferred to Town

funds transferred to Court on 10-19-2017



JEROME MUNICIPAL COURT

P O Box 335
Jerome, AZ 86331

Joan S. Dwyer, Judge

600 Clark Street
Phone (928) 649-3250

TO: Jerome Town Council

FROM: Joan Dwyer, Magistrate

SUBJECT: Recent visit from Quartzsite Judge and Court Security Update

DATE: February 4, 2020

Judge Pam Shirley, the magistrate for Quartzsite, AZ, recently visited the Jerome Court for ideas as she gets ready to remodel their courtroom. We arranged for her to meet Lonnie Anderson and his associate John as she would like to have them build a bench similar to what they made for this court. We also shared a list of vendors we used in our project as well as court security standards.

We concluded her trip with a brief tour of Jerome, including a trip to the Audrey Head Frame. She was thrilled and wants to return when she has more time to shop and play.

We are always open to assisting other courts as needed and are especially proud of our courtroom. Even Judge Mackey (Superior Court Presiding Judge) was very impressed when he stopped by for a visit.

Speaking of Court Security, we have transferred our Court Security Fund to Melanie so she will be safekeeping and accounting for the income and expenses. Presently, we have \$7,860 in revenue. Jon Martinez is our Security Officer who is present on days when court is in session. This is a mandate by the Arizona Supreme Court. Jon has hand-held metal detectors and is required to search people and their bags prior to entering the courtroom. We already have cameras in the courtroom and the clerk's office. There has been some discussion of extending the cameras to the main level prior to coming up the stairs (and to give added security to the Town staff). The Court personnel are also preparing for taser training.



Jerome Volunteer Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
E-mail: blair@jeromefire.us

Fire Chief's Report

Month: January Year: 2020

Calls by Type	Number	Resident	Non-Resident
EMS Calls	10	7	3
Residential Fire			
Commercial Fire	2	2	
Wildland			
Still Assignment	3	3	
Special Duty	11	8	3
Snake Removal			
Tech Rope Rescue			
MVA/Rescue	3	1	2
HazMat			
Dispatch	1		
Totals:	30	22	8
Total Calls Chief on Scene	23		
Total JFD Meetings Chief Attended	8		

Department Meetings and Drills	Number
Officer's Meeting	1
Work Session	1
Rope Drill	1
Drills	5

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 248
--	------------------

Fire Chief Meetings	Date
Fire Marshalls Meeting	1-8-20
Council Meeting	1-14-20
Unisource School St.	1-16-20
Unisource + ADOT 630 Main St.	1-22-20
County Wide Chiefs Meeting	1-23-20
Fire Department Auxiliary	1-23-20
Council Meeting	1-30-20

Education, Yavapai College Fall Semester:

- Keith Lazaro, Kerry Lee, and Rusty San Felice finish their EMT Basic course At the end of December. Both Kerry and Rusty took their national registry, passed and are now EMTs. Ian Haney and Kylie Streck are taking fire investigation and prevention courses this semester through Yavapai College.

Additional Training:

- On January 2nd we had a business meeting and AED training conducted by Blair.
- On January 9th we had additional AED training and pediatric considerations conducted by Allen Muma.
- On January 16th we did Discuss pre planning for 2020 conducted by Blair.
- On January 23rd we did a walkthrough at the high school complex and preplanning of the structures conducted by Blair.
- On January 25th Ropes Rescue Training Highlines, was conducted by Allen Muma.
- On January 31st we did walkthrough of the Mine Museum and Spook Hull / pre-planning conducted by Blair

Department Affairs and On-going Projects

- Our January call volume is down by 8 calls over last January 38 calls, totaling 30 calls this month. Our year to date call volume is 30 compared with 38 calls YTD 2019. 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. Equipment has been ordered and we are awaiting its arrival.
- In regard to 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.
- The Chamber of Commerce, Narcotics anonymous and the Probation Supervisors meetings were held at Station 11 this month
- Duty Officer Haney has been attending Pulse Point meetings, Training and Safety meetings, PAWIC, as well as petitioning for PSPRS membership.
- Adult Probation came up with crews on January 15th with a crew of 14.
- The annual ladder testing has been completed.

- The Jerome Fire Department in conjunction with Life & Property Safety are again offering an inexpensive option for your annual fire extinguisher service. For a nominal fee of \$4.25 per fire extinguisher, a business or Jerome resident can have their fire extinguisher serviced. The service will be offered at the Jerome Fire Department on Wednesday, February 12th and Thursday February 13th 2020 beginning at 8am until 5 pm. There will also be free fire extinguisher training available, at the fire station on these date.
- The Fire Department has Magnetic **Files Of Life** cards available at the fire station for those that are caretaking residence or wish to have somebody else contact it in the event of an emergency. These must be placed on the refrigerator so that we can easily find them with their information. If you are not listed as an emergency contact on these cards the Fire Department cannot notify you in regard to their condition. If you have any questions or need one of these **Files Of Life** cards please contact us at 928-649-3034
- Also, we have ordered 60 “Rescue Pet” stickers that are used to alert First Responders of pets in the house. These stickers will be placed on the front door. This allows firefighters to know that we have potential rescues inside the building. It will also let EMTs know what pets to deal with in the event they need to be cared for or kept inside in the event that the house is left unattended. Please stop by the Fire Station if you would like one of these stickers. We haven't received the pet stickers yet but expect them to be on hand by February 1st.

Prevention

- We have had a total of 30 visits to the burn pile January with 37 loads of trimmings, slash and brush for a total of 64 combined Jerome citizen hours. Adding to those totals are 136 hours of Firewise crew, and 56 hours of Adult Probation Crew for a Grand Total of 256 hours combined. We have a part-time crew of 2 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.
- Performed building inspections at 403 Clark St. and 309 Main St.

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

January Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
20-001	1/1/20	9:30:00 AM	Wed.	Special Duty Resident	Lowered Flag for resident	1
20-002	1/2/20	7:45:00 AM	Thurs.	EMS Resident	49 YOM with injuries due to a fall	2
20-003	1/2/20	11:30:00 AM	Thurs.	Special Duty Resident	EMS AED & Fire Extinguisher Training	1
20-004	1/3/20	10:30:00 AM	Fri.	Special Duty Non-Resident	Vehicle lock-out	1
20-005	1/3/20	1:00:00 PM	Fri.	Special Duty Non-Resident	Assisted JPD with oversized truck	1
1	1/3/20	3:59:00 PM	Fri.	EMS Non Resident	24 YOF difficulty breathing	4
2	1/7/20	7:59:00 AM	Tues.	Commercial Fire	Activated Alarm	6
20-006	1/8/20	9:30:00 AM	Wed.	Dispatch Error	Dispatch Error	5

20-007	1/8/20	10:30:00 AM	Wed.	MVA/Rescue Non-Resident	Assisted JPD; vehicle vs structure	1
3	1/9/20	7:37:00 AM	Thurs.	Commercial Fire	Activated Alarm	3
4	1/9/20	4:55:00 PM	Thurs.	EMS Non Resident	63 YOM with injury due to a fall	5
20-008	1/10/20	7:45:00 AM	Fri.	Special Duty Resident	Removed road hazards	1
20-009	1/10/20	1:00:00 PM	Fri.	Special Duty Resident	Assist tow truck with stuck vehicle	5
20-010	1/14/20	8:00:00 AM	Tues.	Special Duty Resident	Prehospital training	1
5	1/15/20	5:55:00 PM	Wed.	EMS Resident	75 YOM unknown medical	5
6	1/21/20	1:15:00 PM	Tues.	MVA/Rescue Non-Resident	MVA Delta 5 occupants 2 vehicles	9
7	1/21/20	3:43:00 PM	Tues.	MVA/Rescue Resident	MVA non-injury	4
20-011	1/21/20	9:30:00 AM	Tues.	Special Duty Resident	Assist JPW with traffic control	2
20-012	1/22/20	8:00:00 AM	Wed.	Still Assignment Resident	burnt in place	3
20-013	1/22/20	3:00:00 PM	Wed.	Still Assignment Resident	extinguish unattended bbq grill	5
8	1/23/20	8:42:00 PM	Thurs.	EMS Non Resident	63 YOM unknown medical	5
20-014	1/24/20	11:30:00 AM	Fri.	Still Assignment Resident	put out fire at sewer plant	2
20-015	1/26/20	2:30:00 PM	Sun.	Special Duty Resident	station staffing	1
9	1/24/20	11:13:00 PM	Fri.	EMS Resident	64 YOM chest pain	7
10	1/27/20	11:19:00 AM	Mon.	EMS Resident	74 YOM unknown medical	9
11	1/27/20	8:40:00 PM	Mon.	EMS Resident	44 YOF psych problem	7
20-016	1/28/20	10:00:00 AM	Tues.	Special Duty Non-Resident	Assist JPD w/ oversized vehicle	3
12	1/28/20	1:33:00 AM	Tues.	EMS Resident	68 YOM possible overdose	4
13	1/29/20	3:07:00 PM	Wed.	EMS Resident	83 YOM lift assist	8
20-017	1/31/20	8:30:00 AM	Fri.	Special Duty Resident	Check on electrical issue	1
						1
Incident	Date	Time	Day of week	Select Type	Additional Info	#

January 2019 Burn Pile Log

Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.
1/2/20	Sewage plant		X	2	2	5	10
1/6/20	Sewage plant		X		2	5	10
1/7/20	Sewage plant		X		2	5	10
1/2/20	633 Clark			2	2	4	8
1/7/20	209 Third St.			3	2	4	8
1/7/20	201 Third St.			1	1	2	2
1/7/20	Parks			2	2	3	6

1/8/20	711 East Ave.			1	1	2	2
1/9/20	537 School St.			1	1	1	1
1/9/20	North Dr.			1	1	2	2
1/9/20	Laura Williams Park Main St.			2	1	4	4
1/13/20	Sewer Plant		X		2	5	10
1/14/20	Sewer Plant		X		2	5	10
1/15/20	Sewer Plant		X		2	5	10
1/16/20	569 Main St.		X	3	2	5	10
1/20/20	105 Third			2	1	4	4
1/22/20	Sewer Plant Burn		X		3	6	18
1/22/20	156 North			2	1	4	4
1/22/20	Sewer plant		X	3	3	6	18
1/23/20	Mansel Main St.			2	2	4	8
1/23/20	416 Hull Ave.			2	2	4	8
1/23/20	School St.			1	1	2	2
1/23/20	209 Third			1	1	2	2
1/27/20	105 Third			2	1	2	2
1/27/20	771 East Ave.			2	1	2	2
1/29/20	Cemetery		X		2	5	10
1/30/20	Cemetery		X		2	5	10
1/31/20	Cemetery		X	5	2	5	10
1/31/20	737 East			1	1	2	2
1/15/20	Upper Park		X		14	4	56
30	Jerome Citizen Hours 64	Adult Prob.	Firewise	#41 Loads	#62 crew	#114 Hrs.	Total Hrs 256

Thank you for your continuing support
Rusty Blair Chief JVFD



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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 121st Anniversary 1899 - 2020

JANUARY 2020 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

- **VEHICLES-** Equipped and organized new “water service” truck, added brackets for tools and trailer light plug. Worked on Car 111, 112, and Impala for the Fire Department. Brakes on the F-150, and new power steering box on the garbage truck. Rebuilt gas-powered water pump for water leaks.
- **HURF-** Filled potholes (60 bags) throughout town. Cleaned gutters and painted stripes on Center Street. Restriped parking area at the Sliding Jail. Replaced the boulder that a car knocked off at the Sliding Jail. Replaced and adjusted mirror on Rich Street. Added “No Parking” signs on Rich Street. Also added new signpost at the top of Gulch Road.
- **Properties-** Repaired Ghost Pepper’s A/C. Dug and poured concrete footer/base for bench at the horseshoe pits. Installed bench and added plaque. Organized water tools and mechanic tools at shop.
- **Water-** Helped Tyler install new door at Allen Springs. Did the monthly checks on the regulators. They noticed that the WATTS regulators on the

power line road weren't working correctly and pressures were high. Lyle and Gary rebuilt the second regulator on the line (there are four) and replaced the first one on the line with a newer style regulator. Should make it easier to rebuild in the future.

- **Sewer-** Snaked sewer lines on Hull, the Boardwalk, and Gulch School Road. Checked the depth of the solids in the septic tanks.



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Deputy Clerk Staff Report for January 2020

Respectfully submitted by Rosa Cays

- ⚙ With assistance from the town manager and zoning administrator, I prepared packets for three meetings in my first week as deputy clerk, posted agendas and other notices, attended meetings, and transcribed minutes for the Jerome Town Council, Planning and Zoning Commission, and Design Review Board.
- ⚙ Familiarized myself with the audio system in the chambers. After conferring with Michael McDonald who installed it, determined a way to hopefully improve the quality of the audio recordings of all meetings.
- ⚙ Ordered new binders for Council, P&Z, and DRB to make it easier for all volunteer council and board members to handle prepared packets.
- ⚙ Continue to learn my way through records retention. I hope to attend workshops soon to better learn my role as deputy clerk. Have organized some filing systems and will continue to do so for organized retention of packets, resolutions, approved/signed minutes, etc.
- ⚙ Worked closely with Kristen Muenz, our new utilities clerk, training her for the position as I took on deputy clerk responsibilities. Luckily for me, she's a quick study.
- ⚙ Helped answer phones and assisted customers and other town staff members when needed.
- ⚙ Assisted John Knight, zoning administrator, with administrative responsibilities including copyediting documents for P&Z and DRB, handling mailings, and other general tasks. Work together to make sure chambers is set up and ready for each meeting.



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JANUARY 2020 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 January summary budget to actual report for General, Utility, and Road funds.
- ❖ Created a parking revenue/expense summary for January.
- ❖ Attended a local/state governmental conference in Chandler on the 16th. Received updates on GASB and PSPRS reporting changes and learned the difference between capital/regular lease reporting requirements for governments.

HR Duties:

- ❖ Finished the process of gathering employee wages, benefits, and contributions for the forms W2 and 1094/1095b. They were given to employees at the beginning of the month.
- ❖ Finished the process of gathering information for forms 1099MISC, 1099R, and 945. All forms were sent to the IRS and contractors by the end of the month.



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February 2020 staff report for January activity submitted by Kristen Muenz

Utilities

Current debt (45 days past due):

Twelve shut-off notices went out with January utility statements. Payment was made in full on 4 of the accounts before Yellow Tags were distributed. One of the accounts is now on a payment plan.

Seven Yellow Tags were distributed; water was shut off at only one residence. One week after shut-off, the tenant of the residence called in a payment for the full amount owed plus the \$25.00 fee to reinstate water service.

Balance owed on these accounts from January billing: \$4,271.40

Balance owed at end of January: \$1,217.02

A copy of the January AR Aging report is attached.

Business Licenses

Applications submitted: 13

Issued: 4

In process: 9

Renewal reminders went out to 16 businesses whose licenses expire at the end of January.

One of our pending applications is for the new House of Joy business on Hull Avenue, they hope to open by/on April 1st of this year.

Rentals

All rental accounts were paid for January.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$500.00)	\$0.00	\$0.00	(\$299.68)	(\$303.47)	(\$1,103.15)
Water	\$0.00	\$4,384.70	\$528.02	\$21.08	\$0.00	\$270.39	\$5,204.19
Sewer	\$0.00	\$5,579.72	\$677.45	\$157.72	\$0.00	\$522.58	\$6,937.47
Trash	\$0.00	\$7,689.78	\$868.86	\$93.54	\$0.00	\$848.07	\$9,500.25
Tax	\$0.00	\$427.96	\$52.00	\$0.00	\$0.00	\$39.24	\$519.20
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$30.00	\$30.00	\$20.00	\$10.00	\$2,070.00	\$2,160.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$17,612.16	\$2,156.33	\$292.34	(\$289.68)	\$3,446.81	\$23,217.96
UserType: Residential							
Credit	\$0.00	(\$1,370.78)	(\$185.74)	(\$359.32)	(\$146.81)	(\$1,660.22)	(\$3,722.87)
Water	\$0.00	\$8,781.01	\$1,561.46	\$448.80	\$137.19	\$1,569.88	\$12,498.34
Sewer	\$0.00	\$8,247.47	\$1,537.42	\$333.52	\$85.21	\$2,877.62	\$13,081.24
Trash	\$0.00	\$6,483.22	\$1,169.92	\$277.68	\$100.26	\$1,491.18	\$9,522.26
Tax	\$0.00	\$848.16	\$146.03	\$41.53	\$13.52	\$243.04	\$1,292.28
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.55	\$63.55
Late Fee	\$0.00	\$190.00	\$80.00	\$70.00	\$60.00	\$5,590.50	\$5,990.50
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)							
Subtotal --->	\$0.00	\$23,179.08	\$4,309.09	\$812.21	\$249.37	\$10,175.55	\$38,725.30
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	(\$116.95)	(\$60.00)	(\$27.25)	\$0.00	\$0.00	(\$204.20)
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	\$6,431.25	\$0.00	\$0.00	\$0.00	\$347.36	\$6,778.61
Gas	\$0.00	\$286.60	\$0.00	\$0.00	\$0.00	\$0.00	\$286.60
Electric	\$0.00	\$467.94	\$0.00	\$0.00	\$0.00	\$0.00	\$467.94
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	\$7,068.84	(\$60.00)	(\$27.25)	\$0.00	\$347.36	\$7,328.95
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00
Grand Total (35)							
=====>	\$0.00	\$48,450.08	\$6,405.42	\$1,077.30	(\$40.31)	\$13,969.72	\$69,862.21

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$1,987.73)	(\$245.74)	(\$386.57)	(\$446.49)	(\$1,963.69)	(\$5,030.22)
Water	\$0.00	\$13,335.40	\$2,089.48	\$469.88	\$137.19	\$1,840.27	\$17,872.22
Sewer	\$0.00	\$14,044.89	\$2,214.87	\$491.24	\$85.21	\$3,400.20	\$20,236.41
Trash	\$0.00	\$14,358.92	\$2,038.78	\$371.22	\$100.26	\$2,339.25	\$19,208.43
Tax	\$0.00	\$1,292.81	\$198.03	\$41.53	\$13.52	\$282.28	\$1,828.17
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.55	\$63.55
Late Fee	\$0.00	\$220.00	\$110.00	\$90.00	\$70.00	\$7,660.50	\$8,150.50
Rent	\$0.00	\$6,431.25	\$0.00	\$0.00	\$0.00	\$347.36	\$6,778.61
Gas	\$0.00	\$286.60	\$0.00	\$0.00	\$0.00	\$0.00	\$286.60
Electric	\$0.00	\$467.94	\$0.00	\$0.00	\$0.00	\$0.00	\$467.94
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	\$48,450.08	\$6,405.42	\$1,077.30	(\$40.31)	\$13,969.72	\$69,862.21

Customer Count = 386



TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

Barry Wolstencroft , Building Official

Office: (928) 634-7943 Fax: (928) 634-0715 b.wolstencroft@jerome.az.gov

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January 2020

- Finalized re-roofing permit at 509 Main Street.
- Footing and stemwall inspection at 446 Clark Street.
- Random inspections at 309 Main Street.
- Underslab inspection at 403 Clark Street.
- Random inspections at 128 First Street.
- Business license inspections.

Barry Wolstencroft, Building inspector

Town of Jerome – Zoning Administrator’s Report

Council Meeting Date: Tuesday, February 11, 2020

Prepared by: John Knight, Zoning Administrator



- Design Review Board – February 10, 2020
 - Design Review for Roof Repair - 215 Second Street – Blair/Hardie
 - Design Review for Deck Replacement - 633 Clark Street – Hudson
 - Update Design Review Board Bylaws (note – this will go to Council for final OK)

- Planning and Zoning Commission (UPCOMING) – February 12, 2020
 - R-2 Rezone
 - Updated Planning and Zoning Commission Bylaws

- Miscellaneous - Developing Work Programs for the Council Zoning Administrator Priorities
 - Affordable Housing
 - Parking & Zoning Code Updates
 - Telecommunications Ordinance
 - Way-finding Signage
 - Jerome Valley Cemetery Property



TOWN OF JEROME

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MINUTES SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL TUESDAY, JANUARY 14, 2020 AT 6:00 PM

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 6:12 pm.</i></p> <p>Town Clerk to call and record the roll. <i>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.</i></p> <p><i>Additional staff present were John Knight, Zoning Administrator, and Rosa Cays, Deputy Clerk.</i></p>																																										
ITEM #2:	<p>EXECUTIVE SESSION</p> <p>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 parking overlay district.</p> <p style="text-align: center;"><u>Motion to Enter into Executive Session</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <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 style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">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			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																					
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ITEM #3:	<p>ADJOURNMENT</p> <p style="text-align: center;"><u>Motion to Adjourn at 6:56 p.m.</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <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 style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG	X		X				HARVEY			X				MOORE			X				WORTH			X			
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MOORE			X																																								
WORTH			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, JANUARY 14, 2020, AT 7:00 P.M.

<p>ITEM #1:</p>	<p>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</p> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Alex Barber called the meeting to order at 7:05 pm.</p> <p>Town Clerk to call and record the roll.</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>Additional staff present were John Knight, Zoning Administrator; Melanie Atkin, Accounting Clerk; Marty Boland, Public Works Director; Rusty Blair, Fire Chief; Allen Muma, Police Chief; Kathleen Jarvis, Head Librarian; and Rosa Cays, Deputy Clerk.</p> <p>Mayor or Mayor's designee to lead the Pledge of Allegiance.</p> <p>Dr. Dillenberg led the pledge.</p> <p>Mayor Barber rearranged the agenda and moved Items #9A, 9B, 9C, and 9D, 8D to immediately follow Item #5, Approval of Minutes. The items have been kept in their original agenda order in these minutes.</p>																																										
<p>ITEM #2: 7:07 (02:11)</p>	<p>FINANCIAL REPORTS</p> <p>Budget to Actual reports, vendor ledger and balance sheet for December 2019</p> <p><u>Motion to Approve the Financial Reports</u></p> <table border="1" data-bbox="435 911 1256 1031"> <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>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> </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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<p>ITEM #3: 8:11 (1:06:11)</p>	<p>STAFF AND COUNCIL REPORTS</p> <p>Written staff reports for December activity from the Town Manager/Clerk, Accounting Clerk, Fire Chief, Utilities Clerk, Town Magistrate, Head Librarian, Police Chief, Building Inspector, Zoning Administrator, Public Works Director, and verbal reports from Councilmembers.</p> <p>Ms. Gallagher read from her report.</p> <p>Ms. Worth asked about the Prop. 202 funding that we had applied for. Ms. Gallagher has not heard back yet.</p> <p>Ms. Worth asked about the Charger up for public auction and asked if Council needed to do anything procedurally.</p> <p>Ms. Gallagher will bring it to Council to vote on it as public surplus.</p> <p>Mayor Barber shared some of the statistics from the Jerome Fire Department report and gave much thanks "to all the volunteers who help keep our town safe."</p> <p><u>Motion to Approve Staff and Council Reports</u></p> <table border="1" data-bbox="435 1455 1271 1575"> <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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<p>ITEM #4: 8:18 (1:14:47)</p>	<p>ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES</p> <p>Minutes are provided for the information of Council and do not require action.</p> <p>Mr. Knight read from his report. Site plans for two single-family homes have been approved this month. He talked about the North Drive home and the status of the Cuban Queen project. Three vacancies are coming up on our boards and he asked Council members to please help spread the word.</p> <p>Vice Mayor Harvey asked if any applications have been submitted.</p> <p>Mr. Knight said a couple of current board members have shown interest in serving again.</p> <p>Vice Mayor Harvey asked when Council will start seeing the applications.</p> <p>Ms. Gallagher said that this would be on the regular February meeting agenda. If necessary, we will schedule a special meeting toward the end of February. She'll post again on social media.</p> <p>Ms. Worth asked about the renovation at 860 Hampshire and if it has all been approved, and Mr. Knight confirmed that it has.</p>																																										

Ms. Worth asked about code enforcement regarding the political signs that have been showing up around Jerome.

Mr. Knight said that there's been discussion about whether some of the signs, flags, etc., are free speech or political signs. He is continuing discussions with the Town Attorney. They agree that it's a controversial subject and are backing off a bit for the moment until they have more information. Discussion ensued about how to deal with the signs and what signs are on display. It was agreed to discuss signs at the March Council meeting.

ITEM #5:
8:25 (1:21:55)

APPROVAL OF MINUTES

December 10, 2019 regular meeting – open session; December 10, 2019 special meeting – open and closed sessions; December 19, 2019 special meeting

Motion to Approve the Regular Meeting Minutes of December 10, 2019

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

Motion to Approve the Special Meeting – Open Session Minutes of December 10, 2019

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

Motion to Approve the Special Meeting – Closed Session Minutes of December 10, 2019

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

Motion to Approve the Special Meeting Minutes of December 19, 2019

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

ITEM #6:
8:28 (1:24:15)

PETITIONS FROM THE PUBLIC

There were no petitions from the public.

ITEM #7:
8:28 (1:24:28)

ORDINANCES

ITEM #7A: SECOND READING AND POSSIBLE ADOPTION – 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

Council may conduct the second reading of, and may approve, 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.

Mayor Barber read Ordinance No. 458 in title only.

Motion to Approve Zoning Ordinance No. 459

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

8:29 (1:25:23)

ITEM #7B: DISCUSSION ONLY: ORDINANCE REGARDING SMALL CELL SITES

Council will discuss the creation of an ordinance to regulate cellular sites within Jerome and may direct staff regarding same.

Mayor Barber suggested tabling this item for now to allow more time to review the vast information provided to Council.

(1:28:40)

Motion for a Break at 8:31 p.m.

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

<p>ITEM #8: 8:36 (1:31:12)</p>	<p style="background-color: #92d050; padding: 2px;">UNFINISHED BUSINESS</p> <p>ITEM #8A: TRANSFER OF HISTORIC RECORDS</p> <p>Council may approve an agreement with the Jerome Historical Society (JHS) regarding the transfer to them of certain historic records previously located in the Hotel Jerome.</p> <p><i>Vice Mayor Harvey said that she does approve of the loan agreement but would like Council to have access to the information and to retain the Hotel Jerome plans.</i></p> <p><i>Discussion ensued.</i></p> <p><i>Mayor Barber said that direction to staff would be to come back with a more complete loan agreement, with a comprehensive list of what the town is loaning, but not to include the original Hotel Jerome plans. She would like to also see included in the loan agreement a provision about access to the records for town staff and Council.</i></p> <p><i>After further discussion, Ms. Gallagher recommended approving the transfer of records via a loan agreement, subject to inclusion of the suggested provisions.</i></p> <p><i>Ms. Moore suggested stating that free access would be provided to Town staff, the Mayor or the Mayor's designee.</i></p> <p style="text-align: center;"><u>Motion to Approve Transfer of Historic Records via a Loan Agreement with the Jerome Historical Society, including Suggested Provisions</u></p> <table border="1" data-bbox="435 661 1258 783"> <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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<p>8:48 (1:43:13)</p>	<p>ITEM #8B: SIDEWALK ENCROACHMENT POLICY</p> <p>Council will review input from the Planning & Zoning Commission and Design Review Board regarding a sidewalk encroachment policy, will discuss what regulations to include, and may initiate the process to create an ordinance.</p> <p><i>Mr. Knight explained how this subject came up back in September. There is no current ordinance on this topic, and even though the sidewalks are town property, it is still a P&Z issue. He shared his thoughts on the matter and pointed out some of the photo images included in the council packets. P&Z and DRB would both be interested in a process to address this.</i></p> <p style="text-align: center;"><u>Motion to Initiate Creation of the Sidewalk Encroachment Policy through Planning & Zoning</u></p> <table border="1" data-bbox="435 1081 1258 1203"> <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>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Councilmember Moore noted that the Town Code deals with encroachments on Town right-of-way. This was discussed briefly.</i></p> <p><i>Mr. Knight reminded Council that this policy is focused on sidewalks in the C-1 district, not in the residential zones.</i></p>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				WORTH			X			
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<p>8:53 (1:48:37)</p>	<p>ITEM #8C: SELF-HELP CLINIC AT TOWN HALL</p> <p>Council will resume discussion of the possibility of creating a "self-help" medical clinic on the upper floor of Town Hall.</p> <p><i>Mayor Barber noted that we do have an architectural plan from Steve Knowlton, and suggested that this be discussed at budget time.</i></p> <p><i>Dr. Dillenberg updated everyone on interested people and organizations who he's talked with about ideas in the works, volunteers, etc. Jerome resident Jessica Laurel Reese is in the process of becoming a nurse practitioner and is interested in the health clinic. Dr. Dillenberg shared a few more ideas and said he'll have more information at the next meeting.</i></p> <p><i>Ms. Gallagher reminded Council that the Yavapai-Apache Nation has given Jerome a grant for a health-related project, and that money is in hand.</i></p> <p><i>Mr. Knight commented that his wife Wendy may want to volunteer for a "Questions with a Nurse" workshop.</i></p>																																										
<p>7:51 (48:29)</p>	<p>ITEM #8D: PAID PARKING – SIGNAGE, DELINEATION AND PAVING</p> <p>Council will discuss the need for additional signage, delineation of spaces and paving in the paid parking areas and may direct staff in this regard.</p> <p><i>Vice Mayor Harvey referred to photos of the parking lot across from the Spirit Room (which had been included in the packet) and pointed out problems with that lot. It was supposed to have been paved before it became paid parking. There is still funding for it. Cars are blocking the motorcycle parking area. The spot in front of the recycling trailer needs to be a loading zone.</i></p> <p><i>Mayor Barber agreed that a loading zone is needed. It would also be helpful for the Public Works crew when accessing the trailer.</i></p> <p><i>Vice Mayor Harvey said that, currently, when other spaces are taken, musicians and hotel guests are parking in the fire zone to unload at the northeast corner of Jerome Avenue and Hwy 89A, so having</i></p>																																										

a loading zone would also help Connor Hotel guests. She added that motorcycle parking needs to be one way in, one way out.

Mayor Barber suggested a second loading zone so that motorcycle parking would not be blocked. Ms. Worth asked for Chief Muma's take on these ideas.

(53:26) Chief Muma said that we need to pave the area so it can be adequately marked. From a safety perspective, he said, it all makes sense.

Vice Mayor Harvey said that meters also need to be marked so people know what they're paying for and how much.

(54:40) Chief Muma said that this was taken care a few weeks ago—signs have been ordered and posted. We may need one more sign to direct parking. He talked about the problems they've had with parking.

Dr. Dillenberg asked if they were ready to give direction to staff to pave and mark the lot, get needed signage, and establish loading zones. Discussion continued about parking signs in other areas of the business district.

(57:12) Chief Muma and Dr. Dillenberg discussed other sign projects in the works. The Chief does not want to see FREE PARKING and ADDITIONAL PARKING signs everywhere, as it just makes congestion worse. He shared revenue numbers and other data and gave Janice Pontious kudos for her work with the kiosk instructions.

Ms. Gallagher asked for clarification of the direction to staff.

Mayor Barber asked how Council felt about adding two loading zones to the parking area.

(1:00:13) Chief Blair shared his observations about people parking in paid spots even when free spots are open.

Vice Mayor Harvey asked Chief Muma about some of the statistics in his staff report.

(1:00:55) Chief Muma said that enforcement software is coming, so fewer handwritten tickets will need to be issued.

Council thanked Chief Muma, Chief Blair, and Marty Boland for their work.

Direction to Staff: Pave the lot and establish two loading zones, one in front of the recycling trailer.

8:43 (1:29:36)

ITEM #8E: PARKING OVERLAY DISTRICT

The Zoning Administrator will provide an update regarding the proposed Parking Overlay District. The Council may direct staff to proceed with the survey work and the Council may initiate the process to create an ordinance.

Vice Mayor Harvey moved that this item be tabled due to recently received correspondence and to address the concerns of neighboring businesses.

Mr. Knight reminded Council that members of the public were present because of this item.

Ms. Worth said that she would like to direct staff to meet with interested parties for further discussion and information to be brought to Council, so that they can have a fuller and complete picture in order to move forward in a proper and expedient way.

Motion to Table Item #8E: Parking Overlay District

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

ITEM #9:

NEW BUSINESS

7:10 (2:52)

ITEM #9A: PUBLIC HEARING REGARDING USE OF CDBG FUNDS

Council will conduct the second of two required public hearings regarding potential projects for the use of Community Development Block Grant (CDBG) funding.

Mayor Barber opened the public hearing regarding the CDBG grant.

Ms. Gallagher introduced Isabel Rollins of NACOG, then read the list of potential projects that could be considered for CDBG funding. Ms. Rollins was asked to clarify the two upcoming funding rounds (guaranteed CDBG funding and the competitive SSP funding).

(5:40) Fire Chief Rusty Blair noted that, although they're two separate roads, he sees the water line work on Dundee and Deception as one project.

(5:57) Ms. Rollins asked if it could be done for less than \$350K. Chief Blair said that he believes that it could.

(6:06) Chief Blair explained that water line extensions and more fire hydrants are needed to improve water flow and better protect residents, and he provided some technical information about the work that would be done. He feels that Dundee and Deception are the priority, with work on Holly Avenue close behind, and added that the Public Works department agrees with this. As for the competitive grant, Chief Blair said that his choice would be to make the Hotel Jerome a priority—the town needs affordable housing, especially if it continues to be required that department heads live in town. The Hotel needs fire escapes and sprinklers.

(10:17) Police Chief Allen Muma agreed with Chief Blair on the priority projects and said that we need to improve our water supply.

(11:04) Marty Boland, Public Works director, provided more details on the problems with the Dundee/Deception water lines and agreed that they are a priority for the town.

(12:05) Resident Charlotte Page asked for clarification on which projects are priorities for the town, and if the sewer plant was on the list, as it has been a priority in the recent past.

Councilmember Jane Moore replied that the sewer plant was an item topic later on this agenda, and that an engineer is being hired to assess what upgrades are needed. The cost has not been determined, so it is premature to consider it for the CDBG grants.

Vice Mayor Sage Harvey agreed that the water lines are a priority.

Ms. Gallagher asked Ms. Rollins to speak about which projects would be better qualified for the two types of funding.

(14:33) Ms. Rollins said that the competitive grant, not yet announced, is tough—many aspects of the project (architectural, engineering, matched funds, etc.) need to be finalized in order to qualify.

Ms. Gallagher asked what the deadline was for the competitive grant.

(14:49) Ms. Rollins said that the deadline has not been determined. Council would have time to choose projects at the next meeting. Discussion ensued about timing.

Councilmember Worth asked what else Council should keep in mind to prepare for applying for the grants. She asked Ms. Rollins if she thought the Hotel Jerome would be a good project to pursue for funding.

(17:33) Ms. Rollins said that the Hotel Jerome would need to be closer to completion in order to qualify for the competitive grant.

Vice Mayor Harvey asked if the Hotel would qualify for the guaranteed grant. Ms. Rollins replied that, again, it would need to be closer to completion.

Councilmember Dillenberg said he supported Chief Blair's choices for projects and emphasized the need for funding to also repair the water lines along Holly Avenue.

Ms. Worth asked Ms. Rollins which project on the list is best suited for the competitive grant.

(20:10) Ms. Rollins said that infrastructure projects are always "easier." Some of the project names were vague so she was unsure what they entailed. Ms. Rollins mentioned the sewer plant.

Ms. Moore said the sewer plant project could possibly be ready to qualify for the SSP grant in the next four months. Comments were made.

Chief Blair said that he and the Town Engineer walked along Center and School Streets and identified infrastructure projects that may be ready in time to apply for the SSP grant.

Mayor Barber asked if this could be a finished project within the required timeframe.

Ms. Gallagher pointed out that School Street had not been discussed at the first public hearing, so another public hearing may need to be scheduled in order to consider that. It was noted that "general infrastructure improvements" WAS on the list, however and could include that.

Mayor Barber brought up the health clinic as a possible SSP project, then suggested tabling the SSP grant for now since there's still time to apply.

(22:40) Ms. Rollins said that the health clinic would not qualify for SSP funds but could work for the guaranteed grant.

(23:27) Ms. Rollins said that she could approach the Dept. of Housing about the School Street project. Another public hearing would be needed, but not necessarily another Council meeting.

(23:46) Chief Blair talked further about the Center Street and School Street projects.

It was discussed and generally agreed to hold off on any decision regarding the SSP funding round. The Mayor said that she feels that the water line extension projects are our priority. Mayor Barber then closed the public hearing.

7:37 (27:27)

ITEM #9B: RESOLUTION NO. 589, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FY2020 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION

Council may adopt Resolution No. 589, authorizing the submission of an application for FY20 funding.

Motion to Adopt Resolution No. 589 to include water line extensions, hydrants and related road improvements on Dundee, Deception Lane and Holly Avenue

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

<p>7:37 (27:36)</p>	<p>ITEM #9C: RESOLUTION NO. 590, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING THE SUBMISSION OF A COMPETITIVE APPLICATION FOR FY19 AND/OR FY2020 COMMUNITY DEVELOPMENT BLOCK GRANT STATE SPECIAL PROJECT (SSP) FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.</p> <p>Council may adopt Resolution No. 590, authorizing the submission of an application for FY19 and/or FY2020 CDBG (Community Development Block Grant) State Special Project (SSP) funding.</p> <p><u>Motion to Table Resolution No. 590</u></p> <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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<p>7:38 (27:54)</p>	<p>ITEM #9D: RICH STREET PARKING SAFETY REVIEW</p> <p>Council will discuss parking at the intersection of Rich Street and 89A, and review comments from Chief Muma and Chief Blair regarding safety at that location</p> <p>(28:22) Chief Muma said that his main concern is that there are no procedures in place for taking over public parking. Safety has improved at Rich Street and 89A, but the town lacks protocol regarding control of public parking. Four spaces were recently lost at Main and Rich Street, and without a survey. Chief Muma talked further about rights-of-way in Jerome.</p> <p>Vice Mayor Harvey said that it is harder to see around the vehicles now that they can park on the "pad," so to her it's less safe than before.</p> <p>(32:40) Chief Muma said that this is why a mirror was installed across the street 10 years ago. He commented that pulling onto Hwy 89A from Verde Avenue is also difficult.</p> <p>Mayor Barber commented on the changes and agreed with the Chief that safety is better because cars are now parking on the pad, but it's still dangerous to pull out onto 89A. She suggested perhaps changing the parking spaces (compact cars only, parallel vs pull-in).</p> <p>(34:29) Chief Muma suggested establishing a "no parking" zone on one side of Rich Street near Barbara Henley's house. There is no perfect solution, he said.</p> <p>(35:44) Chief Blair concurred with Chief Muma and said that the problem is that more and more cars are coming up to Jerome. Improving access is always good, he said, and agreed with allowing parking on one side only. The need for surveying was discussed and it was suggested that it should be up to the property owner to produce a survey proving ownership.</p> <p>Vice Mayor Harvey said, "But we can't establish red zones."</p> <p>(38:52) Chief Blair replied, "Yes, we can establish red zones."</p> <p>Zoning Administrator John Knight said that it makes sense to survey that area, especially behind the Hotel Jerome.</p> <p>(40:37) Ms. Page, who lives on Rich Street, wanted clarification on the suggested restricted parking. She suggested restricting parking near the convex mirror so it would not get blocked by high-profile vehicles.</p> <p>(42:33) Chief Blair said that the parking would be restricted on the right side of Rich Street from the slab (or pad) to the Henley house.</p> <p>Discussion ensued as to what exactly Council would like staff to do about the parking and safety at this intersection.</p> <p>Mayor Barber suggested changing how cars are pulled into the spaces, but said that in order to give direction about parking, Council would need to know who owns what property.</p> <p>(45:29) Chief Muma said that this area is a public thoroughfare and has been used that way for decades. "If someone complains, let them," he said. He agreed with the Mayor's suggestion about changing the parking direction. The Chief said that he can mark and make the east side "no parking." The mirror can be moved or the red zone extended to make it more visible.</p> <p>Discussion continued about the parking and visibility of the mirror.</p> <p>Ms. Worth restated: Direction to staff is:</p> <ul style="list-style-type: none"> To implement compact/parallel parking only on Rich Street. Department heads can determine the best way so that it's safe for residents, fire access, and Public Works. To extend the red zone on an as-needed basis to allow for visibility of the mirror for exiting Rich Street To create a no parking zone (fire lane) on the east side of Rich Street. 																																										
<p>8:58 (1:53:23)</p>	<p>ITEM #9E: APPROVING AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – DRAINAGE IMPROVEMENTS</p> <p>Council may approve an agreement with Southwestern Environmental Consultants (SEC) for engineering related to drainage improvements to be funded with HURF Exchange funding.</p> <p>Mayor Barber suggested that this be tabled. More information for this project has come in that needs to be reviewed.</p>																																										

<p>8:58 (1:53:55)</p>	<p>ITEM #9F: PROFESSIONAL ENGINEERING SERVICES – WASTEWATER TREATMENT PLANT</p> <p>Council will review recommendations of staff and professionals regarding proposals received from three engineering firms for professional engineering services regarding wastewater treatment plant improvements and may approve entering into negotiations with one of the firms.</p> <p><i>Council briefly discussed and agreed to enter into negotiations with PACE Engineering, as per the advice of staff and professionals.</i></p> <p><u>Motion to Approve Entering into Negotiations with PACE</u></p> <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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<p>9:03 (1:56:39)</p>	<p>ITEM #9G: RESOLUTION NO. 591, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING A CONDITIONAL USE PERMIT FOR THE CENTRAL HOTEL</p> <p>Council may approve Resolution No. 591, amending a Conditional Use Permit previously granted for the Central Hotel.</p> <p><i>Mayor Barber read the resolution in title only.</i></p> <p><i>Ms. Worth asked for and received confirmation that tenants would still need to observe parking time limits established in our Code.</i></p> <p><u>Motion to Approve Resolution No. 591</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <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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<p>9:05 (1:57:46)</p>	<p>ITEM #9H: JOINT MEETINGS WITH P&Z AND DRB</p> <p>Council may establish a schedule for regular joint meetings of the Council, Planning and Zoning Commission and Design Review Board.</p> <p><i>Discussion ensued on frequency of meetings.</i></p> <p><i>Mr. Knight shared that this helps the boards feel more connected with Council and its decisions. He thinks every six months is a great idea.</i></p> <p><i>Ms. Worth suggested scheduling the joint meetings when new members begin.</i></p> <p><u>Motion to Schedule Joint Meetings with P&Z and DRB every six months with the first meeting set for April 2020</u></p> <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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<p>9:08 (2:01:04)</p>	<p>ITEM #9I: TOWN LOGO</p> <p>Council will review various versions of a Town Seal logo as enhanced by Zoning Administrator John Knight and may select one for uniform use in Town forms, documents and web presence.</p> <p><i>Mayor Barber pointed out the vast array of logos and fonts currently being used, including in Council chambers. Discussion ensued. Mr. Knight suggested that the more detailed logo could be used for larger items, and the one with less text and details could be used for letterheads, etc.</i></p> <p><i>Councilmembers made suggestions and observations.</i></p> <p><i>Based on this discussion, Mr. Knight will return at the next meeting with two logos for consideration.</i></p>																																										
<p>ITEM #10: 9:15 (2:08:21)</p>	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff regarding items to be placed on a future meeting agenda.</p> <p><i>Dr. Dillenberg would like to discuss the Town's participation in Cottonwood Area Transit.</i></p> <p><i>Vice Mayor Harvey thanked the Public Works crew for starting the pothole-filling process. It's not the ideal climate to do this; she watched the crew work and saw how long it took them.</i></p> <p><i>Vice Mayor Harvey would like Council to discuss annexation. It was briefly discussed and agreed that a special workshop meeting could be arranged for this discussion.</i></p> <p><i>Ms. Worth spoke about several topics:</i></p> <ul style="list-style-type: none"> <i>She asked that the six-month review of our paid parking be included on our March meeting agenda, and that Chief Muma be asked to attend, along with parking enforcement officer Chuck Harris, if Chief agrees that this would be helpful.</i> <i>She noted that election season is upon us and encouraged all to meet the candidates.</i> <i>She noted that a new Dean is being hired at the Verde Campus of Yavapai Community College.</i> <p><i>She stressed the need for written succession planning. Mayor Barber recommended that Ms. Worth meet with the Town Manager to begin that process.</i></p>																																										

ITEM #11:	ADJOURNMENT						
	<i>Motion to Adjourn at 9:32 p.m.</i>						
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	DILLENBERG		X	X			
	HARVEY			X			
	MOORE			X			
WORTH	X		X				

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME, ARIZONA

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MINUTES SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL THURSDAY, JANUARY 30, 2020 AT 10:00 AM

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 10:04 a.m.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>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.</i></p>																																										
ITEM #2: (00:29)	<p>Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(1) for the purpose of conducting performance evaluations of the Town Manager/Clerk, Zoning Administrator, Police Chief and Fire Chief. If requested by the employee, his or her evaluation may take place in open session.</p> <p><i>Performance evaluations were conducted in closed session.</i></p> <p><u>Motion to Enter into Executive Session</u></p> <table border="1" data-bbox="407 957 1230 1081"> <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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ITEM #3:	<p>ADJOURNMENT</p> <p><u>Motion to Adjourn at 12:50 p.m.</u></p> <table border="1" data-bbox="407 1159 1230 1278"> <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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APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



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MINUTES SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL THURSDAY, JANUARY 30, 2020 AT 1:00 PM

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 10:04 a.m.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>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.</i></p>																																										
ITEM #2: (00:40)	<p>Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4) for the purpose of consultation with the Town Attorney to receive legal advice regarding the proposed parking overlay district and matters related to the redevelopment of the former Cuban Queen property.</p> <p><u>Motion to Enter into Executive Session</u></p> <table border="1" data-bbox="406 919 1230 1039"> <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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ITEM #3:	<p>ADJOURNMENT</p> <p><u>Motion to Adjourn at 2:45 p.m.</u></p> <table border="1" data-bbox="406 1119 1230 1239"> <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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APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



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TOWN OF JEROME

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RESOLUTION NO. 590

AUTHORIZATION TO SUBMIT CDBG SSP APPLICATION AND IMPLEMENT CDBG PROJECT

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME AUTHORIZING THE SUBMISSION OF A COMPETITIVE STATE SPECIAL PROJECTS (SSP) APPLICATION FOR FY19 OR FY20 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.

WHEREAS, the Town of Jerome is desirous of undertaking community development activities; and

WHEREAS, the State of Arizona is administering the Community Development Block Grant Program; and

WHEREAS, the State CDBG Program requires that CDBG funds requested address one of the three Congressionally mandated National Objectives; and

WHEREAS, the activities within this application address the community's identified housing and community development needs, including the needs of low and moderate income persons; and

WHEREAS, an Applicant of State CDBG funds is required to comply with the program guidelines and Federal Statutes and regulations:

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council of the Town of Jerome authorizes application to be made to the State of Arizona, Department of Housing for FY19 or FY20 CDBG funds, and authorize the Mayor or Town Manager to sign application and contract or grant documents for receipt and use of these funds for

(project name to be inserted here)

and authorizes the Town Manager to take all actions necessary to implement and complete the activities submitted in said application; and

THAT this application for State CDBG funds meets the requirements of low- and moderate-income benefit for activities justified as benefiting low- and moderate-income persons, aids in

the prevention or elimination of slum and blight or addresses an urgent need which poses a threat to health; and

THAT, the Town of Jerome will comply with all State CDBG Program guidelines, Federal Statutes and regulations applicable to the State CDBG Program and the certifications contained in the application.

ADOPTED AND APPROVED by the Jerome Town Council on the 11th day of February, 2020.

APPROVED:

Christina “Alex” Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney



TOWN OF JEROME

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

ZONING ADMINISTRATOR REPORT

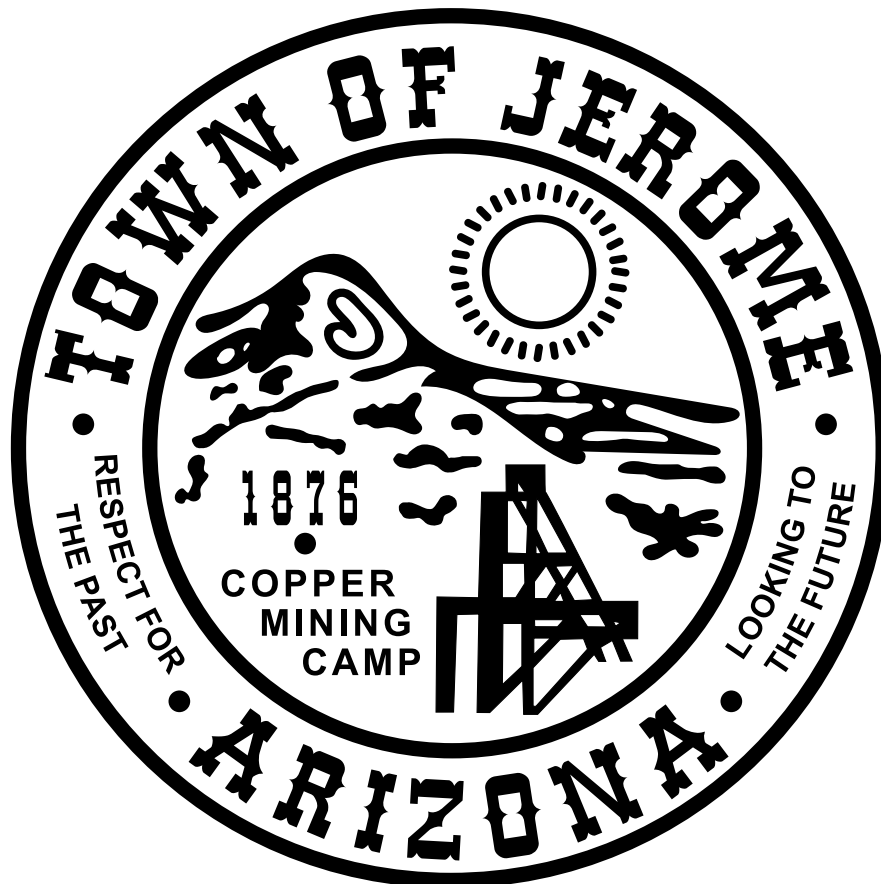
Town Council

January 14, 2020

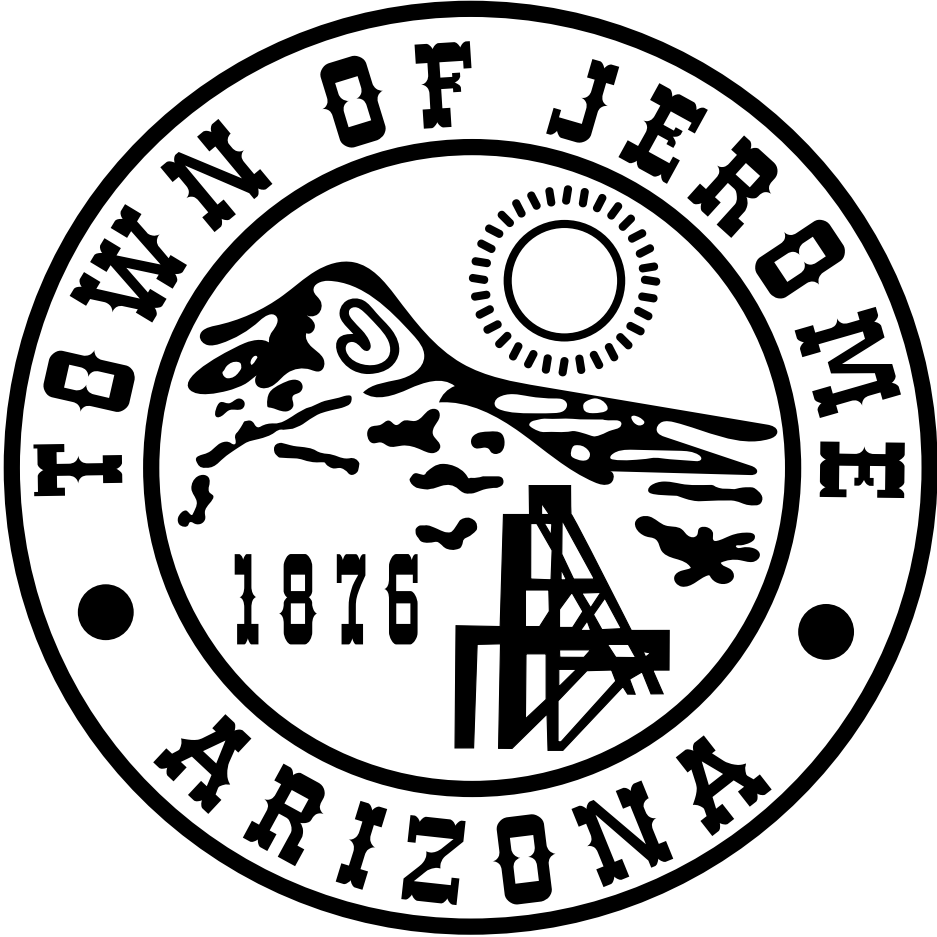
ITEM 7C: TOWN LOGO
Recommendation: Discussion/Possible Action
Prepared by: John Knight, Zoning Administrator
Approved by: Candace Gallagher, Town Manager
Action: Discussion/Direction to Staff

Background: At the January 14, 2020 Council meeting, Council provided direction to staff to update the Town Logos. There are two versions of the logo. One logo is for "Large Format" items (such as larger maps and plans) while the other is used for "Small Format" items (such as letterhead and business cards). Copies of other versions of the logo are also attached for reference.

Logo #1: Proposed Large Format Logo



Logo #2: Proposed Small Format Logo



Action: Discussion and direction to staff on any revisions.

Examples of Various Town Logos

1. In front of Dais: Note font and sun design.



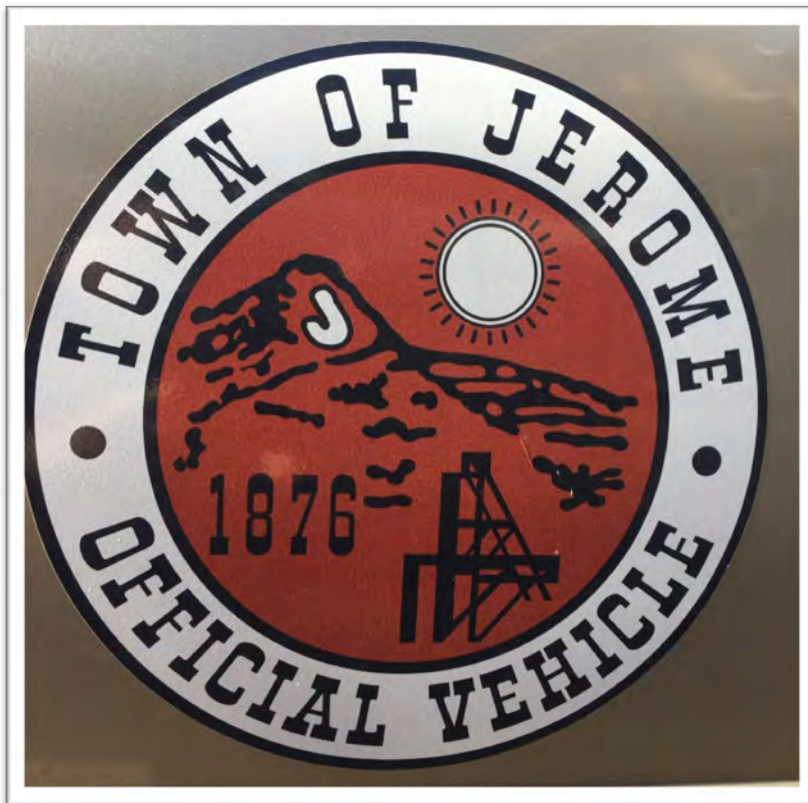
2. Behind Dais: Note hand drawn artwork, head frame, font, and sun design.



3. Town Flag: Note font and sun design.



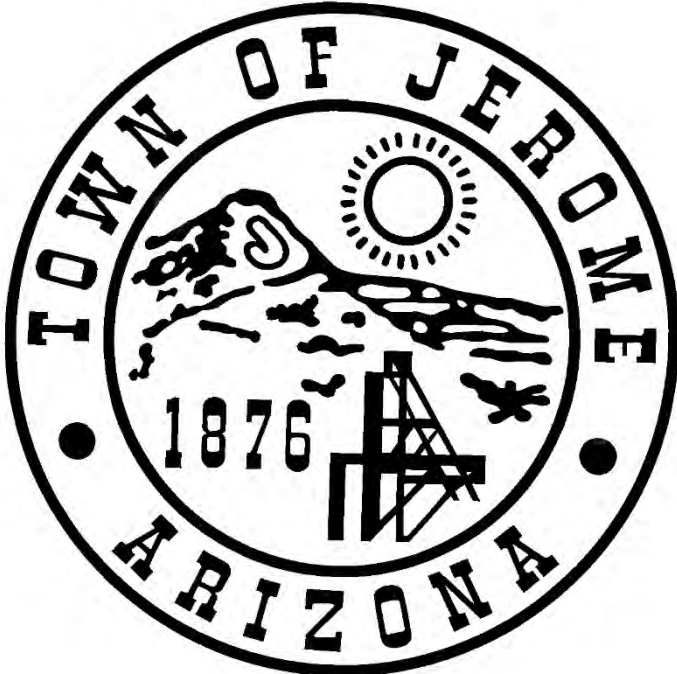
4. Town Vehicle: Note



5. Large Format Town Logo



6. Small Format Town Logo





Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk *CBG*

ITEM: **ITEM #8A: APPROVING PURCHASE AND INSTALLATION OF WINDOWS AT HOTEL JEROME**

MEETING DATE: February 11, 2020

The Town of Jerome received a USDA Rural Development grant in 2018 for the replacement of windows on the upper floor of the Hotel Jerome. \$56,500 was awarded, with a required match by the Town of \$21,000, bringing the project total to \$77,500. The original grant deadline was September 30, 2019, but delays were encountered due to the lead paint abatement process. We requested and received an extension of the grant to September 30, 2020.

Hunter Bachrach, volunteer project manager, has obtained quotes for the windows from Marvin Windows and Pella Windows.

Marvin Windows proposal total (83 windows, incl. sales tax & delivery)	\$59,349.02
Pella Windows proposal total (84 windows, incl. sales tax & delivery)	\$45,904.51

Mr. Bachrach has recommended the purchase of Pella windows, and I concur.

On October 15, 2019, the Design Review Board reviewed and approved the window design.

Mr. Bachrach also obtained quotes for window installation (please see his letter attached) and has recommended that we engage D&B Elite Carpentry, LLC of Flagstaff to perform the installation at a total cost of \$49,500.

The total project cost to replace all 84 windows on the upper floors of the Hotel Jerome would then come to \$95,404.51.

Funding is available for this in our grants budget and properties budget as detailed on the sheet attached.

We are seeking Council approval at this meeting for the purchase and installation of 84 Pella windows at the Hotel Jerome, as explained here.

HOTEL JEROME WINDOW REPLACEMENT:

PELLA Windows:

48 37 x 64	526.18	25,256.64
18 43.25 x 64	561.35	10,104.30
6 25 x 44	365.36	2,192.16
12 18.5 x 43	330.18	3,962.16
TOTAL		41,515.26
Sales Tax		4,089.25
Delivery		300.00
TOTAL WINDOWS COST		45,904.51
INSTALLATION		49,500.00
TOTAL COST		95,404.51

FUNDING:

USDA Rural Development	56,500.00
Capital Grants budget carryover - Town Match	21,000.00
Properties Budget*	17,904.51
TOTAL	95,404.51

* The properties budget should be able to sustain these additional funds, as it included \$125,000 for the purchase of parking kiosks, and we have spent much less.

From: Hunter Bachrach hunter.bachrach@outlook.com

Subject: Hotel Jerome Window Project

Date: February 3, 2020 at 5:36 PM

To: Alex Barber a.barber@jerome.az.gov, Jack Dillenberg j.dillenberg@jerome.az.gov, Sage Harvey s.harvey@jerome.az.gov, Jane Moore j.moore@jerome.az.gov, m.worth@jerome.az.gov

Cc: Candace Gallagher c.gallagher@jerome.az.gov, John Knight J.knight@jerome.az.gov

H

Jerome town council members: As you know, I have been working on the cleanup and stabilization of the Town-owned Hotel Jerome for some years, since I was on council. We have made great progress, as my goal was to turn the hotel from a liability into an asset that everyone can be proud of. With the exception of the installation of the windows, I believe that this goal has been accomplished.

- The top 3 floors of the building are clean and empty.
- Asbestos remediation on the roof is complete and the new membrane roof is performing wonderfully.
- Lead-based paint remediation is complete on the interior of the 2nd floor (with two more floors yet to complete).
- Between-floor stairway handrails and safety workman ladder to the noon-ish whistle are installed.
- Electrical upgrades include new power distribution panels, temporary stairway lighting and power receptacles.

Regarding the replacement of the windows: The Town received a grant from the USDA toward the project, but after numerous quotes and meetings with contractors, it became clear that we do not have all of the funds necessary to complete the project. We considered completing the project in stages but this brings its own problems and completion keeps getting pushed down the road. Candace has all of the figures after I finally received firm quotes from suppliers and contractors. I have a highly-skilled contractor willing to install all 84 windows for a reasonable price with a 4-week window to begin the process.

Completion of the project will significantly enhance the stability of the building as well as aesthetics. Closing in the 2nd, 3rd and 4th floors will prevent the weather, bats and pigeons from entering. Control of the interior environment is key to longevity of the building.

I am asking council to approve investing the necessary additional funding to complete the entire, 84-window replacement project. In the scope of things, nearly all of the improvements to the building to date have been funded by grants and money donated by the Jerome Artists Cooperative. The Town has had to bear very little of the cost. Town investment into the building has been minimal over many years.

Please approve the funding to finish this phase of the project. The building is a treasure and will look great with all the plywood removed and new windows installed. Once completed, the building will be stable for years to come and further improvements can happen as the Town's residents see fit.

I had hoped to be present at the February 11 meeting, to answer any questions you may have, but cannot attend. If you have any questions regarding the window project, I am available to answer them.

Thank you for your consideration.

Hunter Bachrach 928-821-6715

Proposal - Detailed



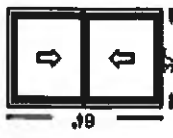
Sales Rep Name: Skarnulis, Scott
Sales Rep Phone: 480-435-1762
Sales Rep E-Mail: SkarnulisSF@PellaMW.com
Sales Rep Fax: 480-355-0106

Phone: _____ **Fax:** _____

Customer Information	Project/Delivery Address	Order Information
011 - Scott Skarnulis 15507 N Scottsdale Rd Ste 120 Suite 120 Scottsdale, AZ 85254-2167 Primary Phone: (480) 435-1762 Mobile Phone: _____ Fax Number: _____ E-Mail: _____ Contact Name: _____ Great Plains #: 1004098704 Customer Number: 1008175717 Customer Account: 1004098704	Hotel Jerome Lot # _____ County: _____ Owner Name: _____ Owner Phone: _____	Quote Name: Hotel Jerome Order Number: 011 Quote Number: 12168537 Order Type: Non-Installed Sales Wall Depth: _____ Payment Terms: _____ Tax Code: SEDYAVA2 Cust Delivery Date: None Quoted Date: 12/19/2019 Contracted Date: _____ Booked Date: _____ Customer PO #: _____

Line # Location: Attributes

Line #	Location	Attributes	Item Price	Qty	Ext'd Price
10	37 x 64	Impervia, Double Hung, 37 X 64, Black 1: Non-Standard Size Non-Standard Size Double Hung, Equal Frame Size: 37 X 64 General Information: Standard, Duracast®, Block, No Foam Insulated, 3", 1 11/16" Exterior Color / Finish: Black Interior Color / Finish: Black Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon High Altitude Hardware Options: Cam-Action Lock, Matte Black Screen: Full Screen, InView™ Performance Information: U-Factor 0.31, SHGC 0.28, VLT 0.52, CPD PEL-N-126-00788-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, Year Rated 08, Egress Meets Typical 5.7 sqft (E) (United States Only) Grille: No Grille, Wrapping Information: No Exterior Trim, Pella Recommended Clearance, Perimeter Length = 202".	\$526.18	48	\$25,256.64

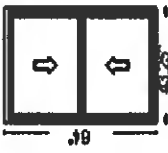


Viewed From Exterior
 Rough Opening: 37 - 1/2" X 64 - 1/2"

Line # **Location:** **Attributes**

15	43.25 x 64		Item Price	Qty	Ext'd Price
			\$561.35	18	\$10,104.30

Impervia, Double Hung, 43.25 X 64, Black



1: Non-Standard Size Non-Standard Size Double Hung, Equal

Frame Size: 43 1/4 X 64

General Information: Standard, Duracast®, Block, No Foam Insulated, 3", 1 11/16"

Exterior Color / Finish: Black

Interior Color / Finish: Black

Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon High Altitude

Hardware Options: Cam-Action Lock, Matte Black

Screen: Full Screen, InView™

Viewed From Exterior

Rough Opening: 43 - 3/4" X 64 - 1/2"

Performance Information: U-Factor 0.31, SHGC 0.28, VLT 0.52, CPD PEL-N-126-00788-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, Year Rated 08, Egress Meets Typical 5.7 sqft (E) (United States Only)

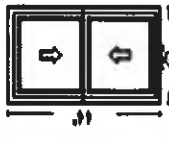
Grille: No Grille.

Wrapping Information: No Exterior Trim, Pella Recommended Clearance, Perimeter Length = 215".

Line # **Location:** **Attributes**

20	25 x 44		Item Price	Qty	Ext'd Price
			\$365.36	6	\$2,192.16

Impervia, Double Hung, 25 X 44, Black



1: Non-Standard Size Non-Standard Size Double Hung, Equal

Frame Size: 25 X 44

General Information: Standard, Duracast®, Block, No Foam Insulated, 3", 1 11/16"

Exterior Color / Finish: Black

Interior Color / Finish: Black

Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon High Altitude

Hardware Options: Cam-Action Lock, Matte Black

Screen: Full Screen, InView™

Viewed From Exterior

Rough Opening: 25 - 1/2" X 44 - 1/2"

Performance Information: U-Factor 0.31, SHGC 0.28, VLT 0.52, CPD PEL-N-126-00788-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, Year Rated 08, Egress Does not meet typical United States egress, but may comply with local code requirements

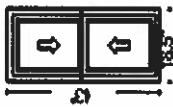
Grille: No Grille.

Wrapping Information: No Exterior Trim, Pella Recommended Clearance, Perimeter Length = 138".

Line # **Location:** **Attributes**

Item Price	Qty	Ext'd Price
\$330.18	12	\$3,962.16

Impervia, Double Hung, 18.5 X 43, Black



1: Non-Standard Size Non-Standard Size Double Hung, Equal
Frame Size: 18 1/2 X 43
General Information: Standard, Duracast®, Block, No Foam Insulated, 3", 1 11/16"
Exterior Color / Finish: Black
Interior Color / Finish: Black
Glass: Insulated Low-E, Advanced Low-E Insulating Glass Argon High Altitude
Hardware Options: Cam-Action Lock, Matte Black
Screen: Full Screen, InView™
Performance Information: U-Factor 0.31, SHGC 0.28, VLT 0.52, CPD PEL-N-126-00788-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, Year Rated 08, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: No Grille.
Wrapping Information: No Exterior Trim, Pella Recommended Clearance, Perimeter Length = 123".

PK #
2049

Viewed From Exterior
Rough Opening: 19" X 43.5"

Line # **Location:** **Attributes**

Item Price	Qty	Ext'd Price
\$300.00	1	\$300.00

ADDPRTMTWM010028 - Trade/Comm Delivery Service(Product Over \$20,000)

Thank You For Your Interest In Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor the Seller will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at [Insynctive.pella.com](https://www.pella.com). By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

Notice of Collection of Personal Information: We may collect your personal information when you interact with us. Under the California Consumer Privacy Act (CCPA), California residents have specific rights to request this information, request to delete this information, and opt out of the sharing or sale of this information to third parties. To learn more about our collection practices and your rights under the CCPA please visit our link <https://www.pella.com/california-rights-policy/> at [pella.com](https://www.pella.com).

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

YOU and Pella and its subsidiaries and the Pella Branded Distributor AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS. You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Opt Out" or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Details" or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE PELLA.COM/ARBITRATION. DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER PELLA.COM/ARBITRATION.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC). Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product for any specific use.

Design Pressure (DP), Performance Class, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mullied and/or product combinations unless noted. Actual product results will vary and change over the products life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

BRANCH WARRANTY:

Non-Pella product is not covered by the Pella 20/10 limited warranty.

Pella provides no warranties and expressly disclaims all warranties to any purchasers and/or users of any Doors In Motion / Compass Door systems utilizing any of Pella's door panels or otherwise, whether express and/or implied in fact or by operation of law, including, but not limited to, the implied warranty of merchantability and the implied warranty of fitness for a particular purpose. Under no circumstance shall Pella be held liable to Doors in Motion / Compass Door, or to any person or entity for any direct, indirect, incidental, consequential, compensatory, special, exemplary, punitive and/or monetary damages of any kind regardless of whether Pella had been advised of the possibility of such damages.

TERMS & CONDITIONS:

TERMS AND CONDITIONS OF SALE

This sales agreement consists of and is subject to the Terms and Conditions set forth on subsequent pages of this document and referred to collectively as the "Contract". Please read the entire Contract carefully before signing. These Terms and Conditions of Sale apply to and are part of the Agreement set forth in this document. The terms "Customer" and "Pella Sales Branch" and/or "Seller" throughout this Agreement shall refer to the Customer signing the Agreement and to Pella Windows and Doors Mountain West, respectively. Prices are valid for 30 days.

Contract becomes binding only upon written acceptance by Pella Windows and Doors Mountain West ("Seller").

PAYMENT TERMS: The Customer agrees to pay Pella Sales Branch the amount set forth in the Contract (the "Contract Price") for the products and services described in this Agreement. The lesser amount of one-half of the Contract Price or the maximum percentage allowed by local law is due upon the execution of this Agreement as a deposit if the customer has not been granted credit OR if the Customer wishes to reduce their balance owing. If the Customer fails to pay all amounts when due, the Customer agrees to pay a finance charge on the unpaid balance at the lower of 1.5% per month or the maximum rate allowed by state and local law upon the earliest date allowed by state and local law or thirty (30) days from the date of the original invoice.

PERFORMANCE: All promises of shipment are estimated as closely as possible and our best efforts are used in every case to ship within the time promised, but there is no guarantee to do so. Seller shall not be liable for any direct, indirect or consequential damage or loss caused by delay in shipment. The Customer represents that it has reviewed the local building ordinances and that the material it is ordering and its intended use comply with such ordinances.

CAUSES BEYOND OUR CONTROL: Seller shall not be responsible for default, damage, loss or delay in performance due to labor trouble, fires, accidents, floods or other causes beyond its control, or due to shortages of material or transportation failures resulting from war, national or local emergency, riots, governmental priorities, embargoes and like conditions and regulations.

GLAZING: Attention is directed to the Consumer Product Safety Act and the Federal Regulation for "Architectural Glazing Materials (16 CFR 1201)." THIS LAW SPECIFIES WHERE THE USE OF TEMPERED GLASS IS MANDATORY. In any instances of claims arising from the use of non-tempered glass, it will be the sole liability of the contractor or customer who accepted the glass as specified in our proposal that the use of such non-tempered glass is not prohibited by law, and that this glass will be used in areas in which non-tempered glass is allowable. Distortion in tempered glass is common and is not considered a defect.

MATERIAL HOLD: Product not yet delivered thirty (30) days beyond the customer's original need date is subject to payment due in full at that time. Product not yet delivered forty-five (45) days beyond the customer's original need date is subject to a warehousing charge of 2% of the pre-tax project total per month. This will be due and payable before or at the time of delivery.

TAXES: The Contract Price includes all sales, consumer, use, and similar taxes with respect to the Project. The taxes shown on this contract reflect the tax rate in the appropriate jurisdiction as of the date this contract was signed as understood by Pella Sales Branch and Customer. The Customer is responsible for paying the appropriate tax for the applicable jurisdiction at the time this contract is executed including any changes that have occurred since this contract was signed.

CONSEQUENTIAL DAMAGE: Seller shall not be liable for any direct, indirect or consequential damage or loss for any reasons, including but not limited to: any defect or defects in materials, improper installation, breakage, bursting or leakage.

ACCEPTANCE OF WORK AND MATERIALS: The Customer shall immediately upon delivery inspect all material. All work performed and materials supplied under this Proposal shall be deemed to comply with all terms of the Proposal unless Seller is notified to the contrary within five (5) days following delivery.

EXTRAS: Should Customer or Customer's representative or agent, request or agree to any deletion from, modification of, or addition to the work covered by this Agreement or request the substitution of any products listed in the Window Purchase Contract, the Customer and Pella Sales Branch shall, in advance of such deletion, modification, or addition, execute a Change Order. Any products added by Change Order may require a 50% nonrefundable deposit to be paid with the execution of the Change Order. The terms of this Sales Contract shall apply to any and all additions or changes requested by Purchaser or the

Purchaser's agent. The Total Cost will be adjusted by Pella to adjust for the additions and changes. Verbal changes will not be accepted.

CANCELLATIONS AND/OR CHANGES: Because these products are custom manufactured for your order, no changes or cancellations can be made within eight (8) weeks of need date, or a cancellation fee equal to 100% of the selling price will apply.

RIGHT TO LIEN: Pella reserves any and all rights under applicable law to secure payment of all sums owing under this Sales Contract, including but not limited to the right to assert a construction lien for any materials furnished under this Sales Contract. Pella may take any and all such action to secure its right to payment at any time before or after delivery of the materials furnished to purchaser.

DEFAULTS: If the customer fails to pay pursuant to the terms of this accepted proposal, the Customer agrees to pay all reasonable attorney fees and costs (of whatever nature) incurred by the Seller to obtain collection and also agree that jurisdiction and venue for said legal action shall be with Maricopa County, Arizona.

DELIVERY CONFIRMATION: You will receive a telephone call four days before your scheduled delivery with a two hour window of when to expect your delivery. If we cannot reach you we will leave a message. If we do not receive your confirmation within forty-eight hours it will be assumed that you are not ready for delivery, and your order will be rescheduled on the next available delivery in your area. Changes to confirmed delivery dates less than 24 hours before scheduled delivery will result in a \$150 rescheduling charge.

DELIVERY DAY: Pella Windows and Doors Mountain West provides delivery assistance to the customer's garage only. We also require customers to provide assistance in unloading and delivering product to the garage.

ENTIRE AGREEMENT: There are no representations, promises, agreements, understandings or conditions (precedent or subsequent) which are not expressed herein.

Order Totals	
Taxable Subtotal	\$41,515.26
Sales Tax @ 9.85%	\$4,089.25
Non-taxable Subtotal	\$300.00
Total	\$45,904.51
Deposit Received	\$0.00
Amount Due	\$45,904.51

Hunter Bachrach
928-821-6715
hunter.bachrach@outlook.com

14 January 2020

Candace Gallagher
Town of Jerome, Arizona

Re: Hotel Jerome Window Replacement Proposal

Candace, Please ask the town council to consider this option for the replacement of the 84 windows in the Hotel Jerome.

Currently the top 3 floors of the hotel are, for all practical purposes, open to the atmosphere. The building was boarded up some 30-40 years ago; much of that plywood shows significant deterioration. Bat infiltration was heavy last summer and will likely worsen this year. We need to get the building closed up.

In the current economy, contractors are in short supply and difficult to get to come to Jerome. Our first contractor bid came in at about \$975 per window, installed with the debris from the job removed and disposed of. At that rate we only have the funds to do about ½ of the building's windows. I asked that contractor to look closely at the bid to see if he could cut the cost. He refused and said that he was no longer interested in performing the work. I found a second contractor who gave us a proposal at \$49,500 (~\$589 per unit) for the entire 84-window job (see attached). This doesn't include debris removal, which Marty Bowland has agreed to take care of as time and manpower permit.

Those involved had initially proposed to complete the window replacement in phases as grant funds became available. Because we have a capable and reasonably priced contractor available, I am now proposing that we complete the project in one effort. Funding, in addition to the USDA grant, will be required from the Town to complete the project.

Please ask the council to provide the funding to complete this project.

Thank you, Hunter

D&B Elite Carpentry LLC

14320 Ventoso Ct
Flagstaff, AZ 86004
Phone (602) 316-7087

Quotation

DATE January 13, 2020
Quotation #
Customer ID

Bill To:
City of Jerome

Quotation valid until:
Prepared by: Rich

Description	AMOUNT
<p>Installation of 84 windows for Hotel Jerome as following:</p> <p>Remove existing windows and framing. Supply and install new 2x4 framing in openings. Install new double hung windows in frames with butyl flashing and color matched polyurethane caulking. trash to be left in rooms for pick up by others. Flashing installed over wood sills provided by others. No interior trim or labor to install No scaffolding provided in quote</p> <p>Any insurance requirements beyond what I carry will be added to final price</p> <p>X _____ Date _____</p>	<p>49,500.00</p>
TOTAL	\$ 49,500.00

If you have any questions concerning this quotation, contact Rich.

THANK YOU FOR YOUR BUSINESS!



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

RESOLUTION NO. 592

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, APPROVING A CONDITIONAL USE PERMIT FOR 128 FIRST STREET

WHEREAS, the Town of Jerome has received an application from Don and Paula Nord for a conditional use permit to allow a residential use (duplex) to be constructed at 128 First Street in the C-1 Zone (APN 401-10-006); and

WHEREAS, the property is in the C-1 zoning district, and residential use is allowed in the C-1 with the approval of a conditional use permit (CUP); and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their January 8, 2020 meeting and recommended its approval by Council, subject to certain conditions;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jerome, Arizona, that a conditional use permit to allow a residential use (duplex) to be constructed at 128 First Street in the C-1 Zone (APN 401-10-006) is hereby approved, subject to the following conditions:

1. **Parking Spaces** – A minimum of three (3) off-street parking spaces shall be provided and maintained on the site.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application for the Design Review Board will be required for approval of any signage.
4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including, but not limited to, changes in setbacks, square footage, fences, siding, roofing, height, additional units, changes in parking, etc.; will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **Home Occupations** - Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Ordinance.
6. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking and setbacks (Section 505).
7. **Violation** - Failure of the applicant to comply with the conditions and safeguards which are a part of the terms under which a Conditional Use Permit is granted shall be deemed a violation of this Ordinance and punishable under Section 109 of the Jerome Zoning Ordinance.
8. **Expiration of Approval** – This use permit shall be commenced within six (6) months from the date of Council ratification, and diligently pursued, otherwise it shall become null and void. If necessary,

the applicant may request an extension by the Town Council, if the extension is submitted prior to approval expiration.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the 11th day of February, 2020.

APPROVED:

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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ZONING ADMINISTRATOR ANALYSIS TOWN COUNCIL February 11, 2020

ITEM 8B: CUP for Residential in C-1
Location: 128 First Street
Applicant: Don and Paula Nord
ZONE: C-1
APN: 401-10-006
Recommendation: Approval of Resolution 592
Prepared by: John Knight, Zoning Administrator

Background and Summary: The applicant requests approval of a Conditional Use Permit (CUP) to allow construction of a duplex in the C-1 zone. The zoning code allows residential in the C-1 with the approval of a CUP. On January 8, 2020, the Planning and Zoning Commission unanimously recommended the Council approve the CUP – see P&Z Resolution 2020-3.

The Council previously approved a CUP for a single-family home to be located on the site. The applicant is now requesting a second unit in the lower level of the home, converting the home into a duplex.

The Commission and Council are required to review the proposed application and make findings for approval (included in the attached resolution) or denial. The Council may also add conditions to ensure compliance with the approval. Off-street parking for the duplex will be provided on site. The applicant has provided a site plan that shows three (3) off-street parking spaces.

Recommendation: The Zoning Administrator recommends adoption of Council Resolution 592.



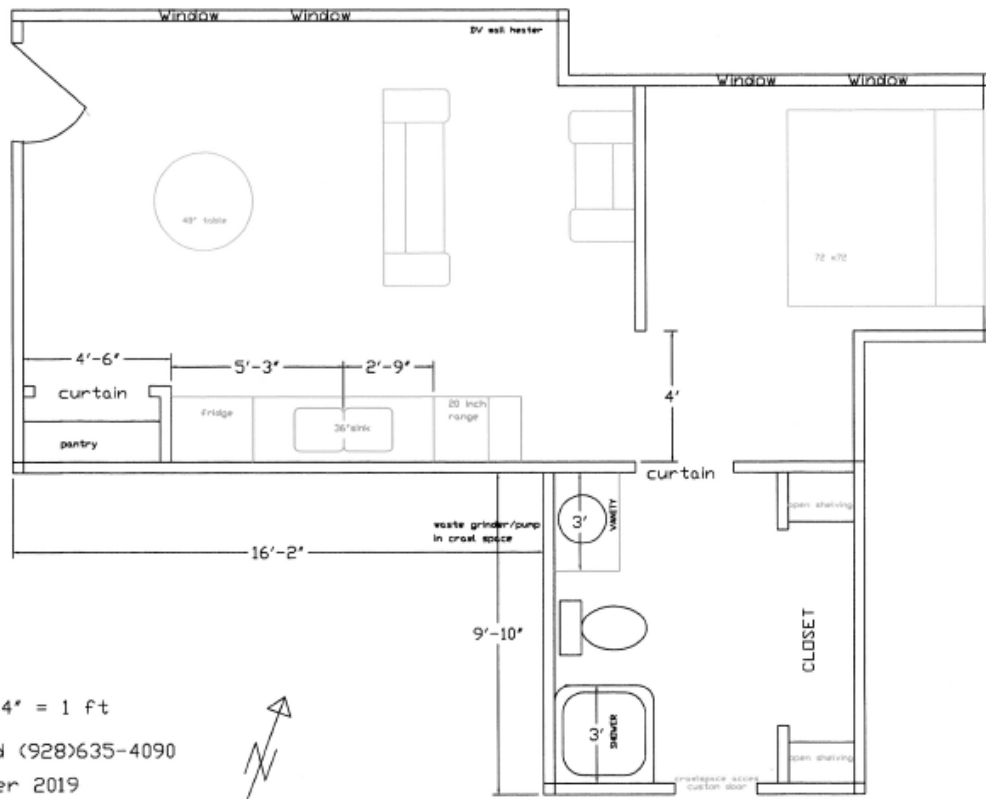
Left (west elevation) 1 (duplex entrance below at left)



Front (south) elevation 1

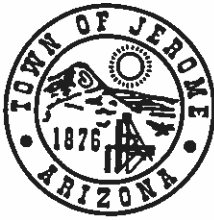
APARTMENT UNDER KITCHEN/BATH ADDITION

128 First Street, Jerone



Attachments:

- Council Resolution 592
- P&Z Resolution 2020-3



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P&Z RESOLUTION NO. 2020-3 RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT (CUP) FOR RESIDENTIAL USE IN COMMERCIAL (C-1) ZONE FOR 128 FIRST STREET

WHEREAS, the Town of Jerome has received an application from Don and Paula Nord for a conditional use permit to allow a residential use (duplex) to be constructed in the C-1 Zone (APN 401-10-006); and

WHEREAS, the property is in the C-1 zoning district, and residential use is allowed in the C-1 with the approval of a conditional use permit (CUP); and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their January 8, 2020 meeting; and

WHEREAS, the Planning and Zoning Commission has considered not only the nature of the use and the special conditions influencing its location in the particular district, but also the proposed location of buildings, parking and other facilities within the site, the amount of traffic likely to be generated and how it will be accommodated, and the influence that such factors are likely to exert on adjoining properties; and

WHEREAS, the Planning and Zoning Commission finds that the establishment, maintenance, or operation of the use or building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the Town; and

WHEREAS; the Planning and Zoning Commission has designated conditions in connection with the use permit that it deems necessary to secure the intent and purposes of the Jerome Zoning Ordinance and may require guarantees and evidence that such conditions are being or will be complied with;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, recommends approval of this Conditional Use Permit by the Town Council, subject to the following conditions:

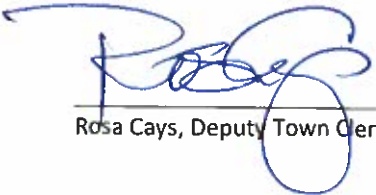
1. **Parking Spaces** – A minimum of three (3) off-street parking spaces shall be provided and maintained on the site.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application for the Design Review Board will be required for approval of any signage.

P&Z RESOLUTION NO. 2020-3

4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including, but not limited to, changes in setbacks, square footage, fences, siding, roofing, height, additional units, changes in parking, etc.; will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **Home Occupations** - Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Ordinance.
6. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking and setbacks (Section 505).
7. **Violation** - Failure of the applicant to comply with the conditions and safeguards which are a part of the terms under which a Conditional Use Permit is granted shall be deemed a violation of this Ordinance and punishable under Section 109 of the Jerome Zoning Ordinance.
8. **Expiration of Approval** - Any use permit issued by the Town Council shall be commenced within six (6) months from the date of Council ratification, and diligently pursued, otherwise it shall become null and void. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.

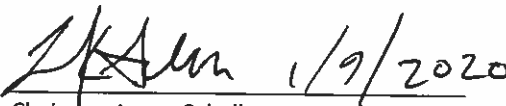
ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 8th day of January 2020.

ATTEST:



Rosa Cays, Deputy Town Clerk

APPROVED:



Chairman Lance Schall



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TOWN OF JEROME

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RESOLUTION NO. 593

APPROVING A CONDITIONAL USE PERMIT (CUP) FOR RESIDENTIAL USE IN COMMERCIAL (C-1) ZONE FOR 324 QUEEN STREET

WHEREAS, the Town of Jerome has received an application from Windy Jones and Josh Lindner for a conditional use permit to allow a boarding house to be constructed in the C-1 Zone at 324 Queen Street (APN 401-06-127); and

WHEREAS, the property is in the C-1 zoning district, and a boarding house use is allowed in the C-1 with the approval of a conditional use permit (CUP); and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their January 8, 2020 meeting and recommended its approval by the Town Council, subject to certain conditions;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jerome, Arizona, that a Conditional Use Permit to allow a boarding house to be constructed in the C-1 Zone at 324 Queen Street (APN 401-06-127) is hereby approved, subject to the following conditions:

1. **Parking Spaces** – A minimum of three (3) off-street parking spaces shall be provided for the residential use. Additional parking will be required for other uses in the proposed building.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application to the Design Review Board will be required for approval of any signage.
4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, additional units, changes in parking, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **Home Occupations** - Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Ordinance.
6. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking and setbacks (Section 505).
7. **Violation** - Failure of the applicant to comply with the conditions and safeguards which are a part of the terms under which a Conditional Use Permit is granted shall be deemed a violation of this Ordinance and punishable under Section 109 of the Jerome Zoning Ordinance.

8. **Expiration of Approval** – This use permit shall be commenced within six (6) months from the date of Council ratification, and diligently pursued, otherwise it shall become null and void. If necessary, the applicant may request an extension by the Town Council, if the extension is submitted prior to approval expiration.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the 11th day of February, 2020.

APPROVED:

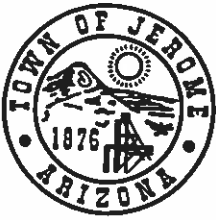
Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney



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TOWN OF JEROME

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P&Z RESOLUTION NO. 2020-5
RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT (CUP) FOR RESIDENTIAL USE
IN COMMERCIAL (C-1) ZONE FOR 324 Queen Street

WHEREAS, the Town of Jerome has received an application from Windy Jones and Josh Lindner for a conditional use permit to allow a boarding house to be constructed in the C-1 Zone at 324 Queen Street (APN 401-06-127); and

WHEREAS, the property is in the C-1 zoning district, and a boarding house use is allowed in the C-1 with the approval of a conditional use permit (CUP); and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their January 8, 2020 meeting; and

WHEREAS, the Planning and Zoning Commission has considered not only the nature of the use and the special conditions influencing its location in the particular district, but also the proposed location of buildings, parking and other facilities within the site, the amount of traffic likely to be generated and how it will be accommodated, and the influence that such factors are likely to exert on adjoining properties; and

WHEREAS, the Planning and Zoning Commission finds that the establishment, maintenance, or operation of the use or building applied for will not be detrimental to the public's health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the Town; and

WHEREAS, the Planning and Zoning Commission has designated conditions in connection with the use permit that it deems necessary to secure the intent and purposes of the Jerome Zoning Ordinance and may require guarantees and evidence that such conditions are being or will be complied with;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Commission hereby recommends approval of this Conditional Use Permit by the Town Council, subject to the following conditions:

1. **Parking Spaces** – A minimum of three (3) off-street parking spaces shall be provided for the residential use. Additional parking will be required for other uses in the proposed building.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application to the Design Review Board will be required for approval of any signage.

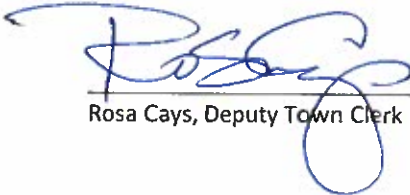
P&Z RESOLUTION NO. 2020-5

4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, additional units, changes in parking, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **Home Occupations** - Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Ordinance.
6. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking and setbacks (Section 505).
7. **Violation** - Failure of the applicant to comply with the conditions and safeguards which are a part of the terms under which a Conditional Use Permit is granted shall be deemed a violation of this Ordinance and punishable under Section 109 of the Jerome Zoning Ordinance.
8. **Expiration of Approval** - Any use permit issued by the Town Council shall be commenced within six (6) months from the date of Council ratification, and diligently pursued, otherwise it shall become null and void. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.

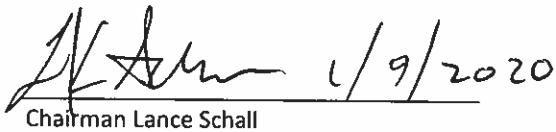
ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 8th day of January 2020.

ATTEST:

APPROVED:



Rosa Cays, Deputy Town Clerk



Chairman Lance Schall



TOWN OF JEROME

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ZONING ADMINISTRATOR ANALYSIS TOWN COUNCIL February 11, 2020

ITEM 8C: CUP for Residential in C-1
Location: 324 Queen Street
Applicant: Windy Jones and Josh Lindner
ZONE: C-1
APN: 401-06-127
Recommendation: Approval of Resolution 593
Prepared by: John Knight, Zoning Administrator

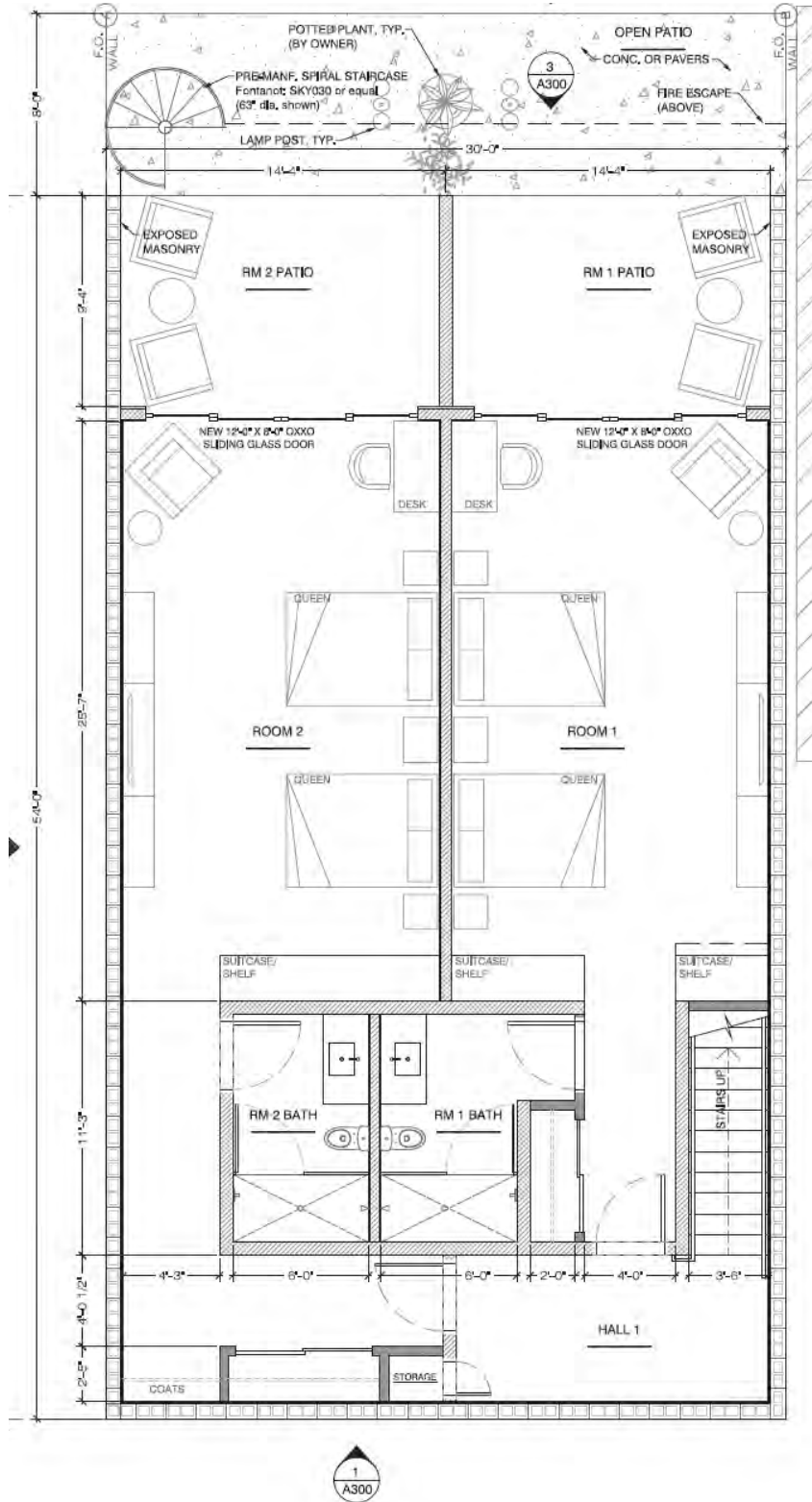
Background and Summary: The applicant requests approval of a Conditional Use Permit (CUP) to allow a boardinghouse/rooming house in the C-1 zone. The applicant is proposing a mixed-use building with retail and three (3) residential rooms. The zoning ordinance allows residential in the C-1 with the approval of a CUP. On January 8, 2020, the Planning and Zoning Commission unanimously recommended the Council approve the CUP – see P&Z Resolution 2020-5.

The Commission and Council are required to review the proposed application and make findings for approval (included in the attached resolution) or denial. The Council may also add conditions to ensure compliance with the approval. Off-street parking for the duplex will be provided on site. Note that the Council's approval is conditioned on providing three (3) off-street parking spaces for the residential rooms.

Recommendation: The Zoning Administrator recommends adoption of Council Resolution 593.

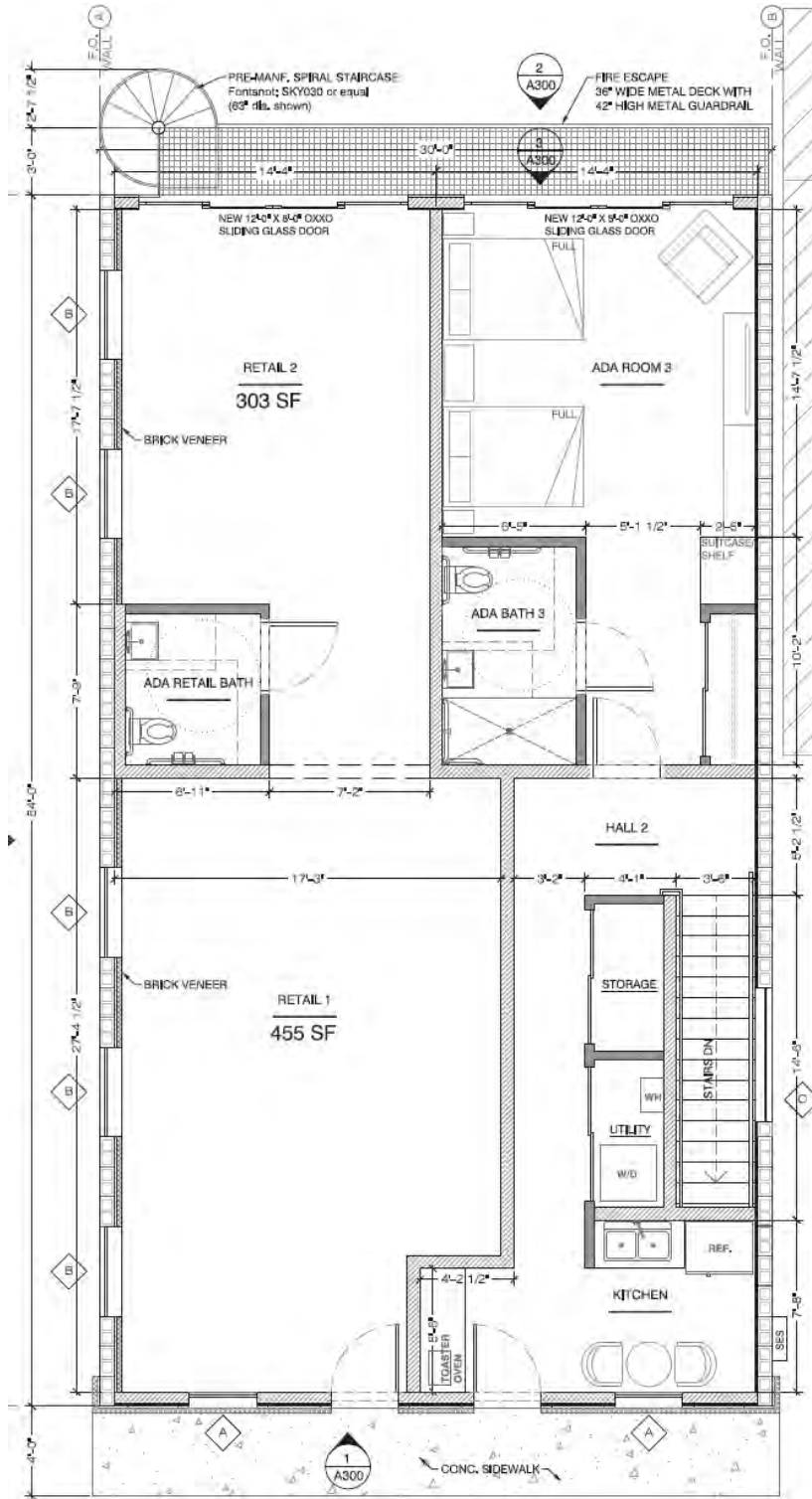
Attachments:

- Council Resolution 593
- P&Z Resolution 2020-5



1 | LEVEL 1 (LOWER) FLOOR PLAN
SCALE: 1/4" = 1'-0"





2 | LEVEL 2 (STREET) FLOOR PLAN

SCALE: 1/4" = 1'-0"





TOWN OF JEROME

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

RESOLUTION NO. 594

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, ABANDONING A UTILITY EASEMENT AT 29 MAGNOLIA STREET

WHEREAS, on February 9, 2016, the Town Council approved a lot combination at 29 Magnolia Street in order that a new family home could be constructed there; and

WHEREAS, at the same meeting, Council was requested to approve the abandonment of a five (5') foot by twenty-five (25') foot utility easement that was no longer necessary, which easement is more particularly described on Exhibit A attached hereto; and

WHEREAS, because the easement abandonment had not been agendized, Council could take no action at that time; and

WHEREAS, the easement abandonment document was subsequently signed by Mayor Lew Currier, Planning and Zoning Commission Chair Lance Schall and Public Works Director Edward Ave, along with representatives of Arizona Public Service Company, Century Link Communications, and UNS Gas, Inc., and the document was recorded by Yavapai County on February 8, 2016; and

WHEREAS, the property owners, Ronald and Wendy Mills, have requested that Council formally approve the abandonment of this easement in order to assure that all documents and records are correct, and they intend to re-record the document with Yavapai County; and

WHEREAS, the Town Attorney and the Public Works Director have reviewed this request and have no objections to the abandonment;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Jerome, Arizona, that the abandonment of a five (5') foot by twenty-five (25') foot utility easement, which easement is more particularly described on Exhibit A attached hereto, is hereby approved.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the 11th day of February 2019.

APPROVED:

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney

EXHIBIT 'A'

Description for abandoning public utility easement over a portion of the Hermit Mining Claim, U.S.M.S. NO. 1213 of the Verde Mining District located in the E ½ of Section 22, Township 16 North, Range Two East, G&SRB&M, Yavapai County, State of Arizona, being more particularly described as follows:

Beginning for reference at the Northeast corner of Lot 6 as shown on the recorded plat record of Final Plat Society Hill, recorded in Book 39, pages 28 and 29 Yavapai County Recorder and the point of beginning; thence S 39° 13' 13" W, a distance of 25 feet along the East property line of Lot 6; thence S 44° 53' 14" E, a distance of 5 feet; thence N 39° 13' 13" E, a distance of 25 feet, a point which falls on the North property line of Lot 6); thence N 44° 53' 14" W along the North property line of Lot 6, a distance of 5 feet to the terminus of this easement.

Town of Jerome
Planning and Zoning Administrator
Mr. John Knight

December 11, 2019

Subject: Request Approval from the Town of Jerome Mayor and Common Council for the Abandonment of Easement on Lot, 6 Society Hill, according to the plat of record in Book 39 of Maps, pages 28-29, records of Yavapai County, Arizona

Dear Mr. Knight,

The original February 9, 2016 submission to the Jerome Town Council was to include two items so that the construction of a new single family home on 29 Magnolia Avenue could proceed. The Planning and Zoning Commission had already approved the site plan at its Regular Board Meeting on February 3, 2016. The following were the two items for Council approval:

- 1) **Item # 10A Title: Lot Combination – 29 Magnolia**
The write-up went on to explain that the request was to combine three parcels on Magnolia Avenue into one – 401-06-164, 165 and 166.

- 2) **Item # 10A, also included in the write-up, requests Council approval for the abandonment of an easement that was no longer necessary. Approvals from all Public Utilities (Jerome Public Works, Arizona Public Service Company, Century Link Communications and UNS Gas, Inc.) had been obtained. Though not stated in the Minutes, Arizona 811 was contacted to locate all existing utilities.**

The Town Council approved the lot combination unanimously. Since item # 10A only included the Lot Combination in its title and didn't include the abandonment of the easement, Town Attorney Mr. Simms stated that Council did not have the authority to approve abandoning the utility easement at this meeting, although the Mayor did sign the Abandonment of Easement and the Document was recorded.

In order to make sure all documents and records are correct, we are requesting that the Abandonment of Easement be resubmitted to Jerome Town Council for approval. The applicants will attach executed approval pages to the original document and re-record the document with Yavapai County, Arizona once this is done.


Applicant's Signature


Applicant's Signature

Enclosures: Drawing Showing Utility Easement & Site As-Builts; Approval Signature Page for Town of Jerome Mayor and Common Council; 8 Copies of Final Plat Society Hill recorded in Book 39 of Maps, Pages 28-29 of the Official Records of Yavapai County, Arizona; Lawyers Title of Arizona, Inc. Policy No: 01827770; Abandonment of Easement recorded at reception number 2016-0007737 on 02/18/2016; Town of Jerome Planning and Zoning Commission Wednesday, February 3, 2016 Minutes; Regular meeting of The Jerome Town Council Tuesday, February 9, 2016 Minutes Item #10A



TOWN OF JEROME

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ZONING ADMINISTRATOR ANALYSIS TOWN COUNCIL February 11, 2020

ITEM 8D: Abandoning Utility Easement
Location: 29 Magnolia Avenue
Applicant: Ron Mills
ZONE: C-1
APN: 401-06-164A
Recommendation: Approval of Resolution 594
Prepared by: John Knight, Zoning Administrator

Background and Summary: The applicant requests abandonment of a 5' by 25' public utility easement located on the west side of their lot at 29 Magnolia Ave. The easement was previously proposed for abandonment and reviewed by the Council on February 9, 2016. This was proposed to be done as part of a lot combination process. At the meeting, the lots were combined but the easement was not abandoned due to noticing issues. The applicant is now requesting the easement be formally abandoned.

The easement is currently not being used for public utilities and is no longer needed. The applicant has obtained approvals to relinquish all rights to the easement from Jerome Public Works, APS, Century Link and UNS Gas.

Recommendation: The Zoning Administrator recommends adoption of Council Resolution 594.

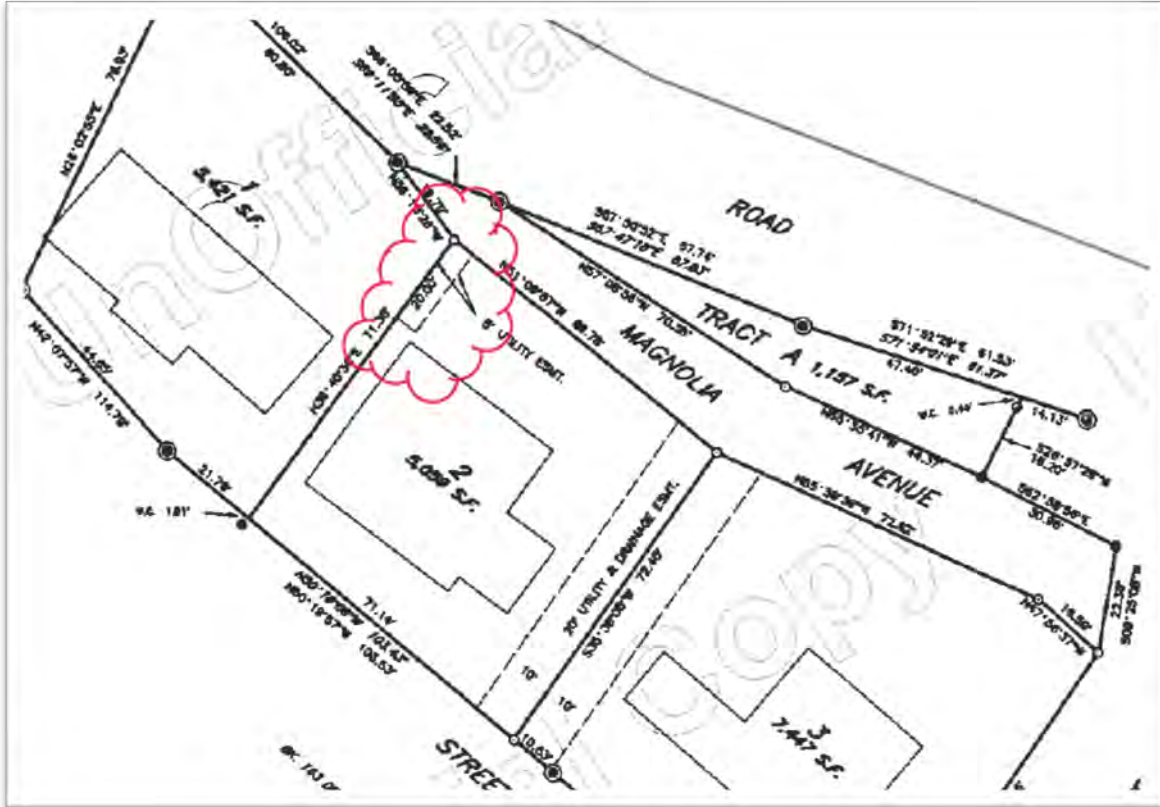
Attachments:

- Council Resolution 594
- Letter from Ron and Wendy Mills

“As Built” Map showing the home (red line) and Utility Easement (blue hatch pattern).



Excerpt from Society Hill Plat Map





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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: Item #8E: Appointments to Boards

MEETING DATE: February 11, 2020

The following terms are expiring as of February 28:

PLANNING & ZONING:

- Scott Hudson (does not wish to serve another term)
- Joe Testone

DESIGN REVIEW BOARD:

- Tyler Christensen
- Brice Wood
- Vacant seat occupied until 2/28 by P&Z Liaison

BOARD OF ADJUSTMENT:

- Chris Babbage
- Carol Yacht

These vacancies have been posted on our website and Facebook page, and at our posting locations. There have been no new applications as of packet preparation date, February 4.

Appointments to each seat are for three-year terms ending February 28, 2023.



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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: Item #8F: Authorizing Sale at Auction of Surplus Vehicles and Equipment

MEETING DATE: February 11, 2020

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

2010 Dodge Charger:


- Mileage: 133,000
- Recommended starting bid: \$2,000
- Dead battery; Good engine and transmission
- *Note: Because this vehicle was originally purchased with RICO (Racketeer Influenced and Corrupt Organizations) Act monies, the proceeds of the sale must go back into our RICO account. State statute and federal laws allow monies seized under the RICO laws to be used for various law enforcement purposes including gang prevention programs, substance abuse prevention programs, substance abuse education programs, witness protection, purchase of law enforcement equipment, law enforcement training, and activities to enhance future investigations.*

2000 Dodge RAM Truck:

- Ram 1500 v8 4x4 short bed
- Tires at about 75%
- Mileage: 124,000
- Recommended starting bid: \$1,000

iMac computer:

- 21.5" Late 2012 model
- 2.7 GHz 8 GB memory
- iOS Mac High Sierra
- Includes external CD drive and mouse
- No keyboard
- Recommended starting bid: \$150

From: Bruce Morrow bmorgan@cottonwoodaz.gov 
Subject: Jerome Transit - An estimate
Date: December 27, 2019 at 1:30 PM
To: Candace Gallagher c.gallagher@jerome.az.gov
Cc: Jack Dillenberg j.dillenberg@jerome.az.gov

BM

Candace, Jack –

I enjoyed talking with you about the potential of a transit option for Jerome that would connect Jerome to the rest of the Verde Valley. I ran a bunch of numbers and came up with about \$4,500 / year with service 1 day a week with three roundtrips for the day. It's a fairly crude estimate and does not take buying a new bus into the equation or ensuring I have a driver available to do it. If those things were in place, it really wouldn't matter what day was chosen as I just figured one day during the week. To actually connect with the rest of the system, it would have to be a Monday-Friday. I also didn't include any potential FTA Grant funds as I wasn't sure you wanted to deal with those particular headaches until there was more service. If there were grant funds available, it would drop your local cost to approximately \$2,500 for the year, exclusive of any capital for a bus purchase, if needed.

This gives you a place to start. Most of the folks I need to talk to in ADOT are gone until after the New Year starts.

Bruce D. Morrow, MBA, CCTM
Transportation Manager
City of Cottonwood
340 Happy Jack Way
Cottonwood, AZ 86326
(928) 340-2755 – **Office**
(928) 301-4304 - **Cell**
(928) 634-1685 – Fax
<http://www.ride-cat.com>



"Inspiring a Vibrant Community"



JEROME TOWN COUNCIL MEETING
FEBRUARY 11, 2020

PACKET ADDENDUM #1:

- REVISED AGENDA to include Item #8H
- ITEM #7A (CDBG SSP) - Staff Summary Report
- ITEM #7B (Drainage engineering) - Engineer's proposals and Staff Summary Report
- ITEM #8D -Abandonment of easement) - Corrected plat
(part of Zoning Administrator's report)
- ITEM #8H – NEW ITEM. Appointment of Pro Tem Judge



TOWN OF JEROME

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AGENDA – REVISED 2/5/2020

REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, FEBRUARY 11, 2020, AT 7:00 P.M.

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 Rosa Coys, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation.

For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943. A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall during normal business hours, and on the Town's website at www.jerome.az.gov.

ITEM #1:	CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE 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.	
ITEM #2:	FINANCIAL REPORTS Financial reports for January 2020	Discussion/Possible Action
ITEM #3:	STAFF AND COUNCIL REPORTS 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
ITEM #4:	ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	APPROVAL OF MINUTES January 14, 2020 – special meeting, open and closed sessions; January 14, 2020 – regular meeting; January 30, 2020 – 10 a.m. special meeting, open and closed sessions; January 30, 2020 – 1 p.m. special meeting, open and closed sessions <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
ITEM #6:	PETITIONS FROM THE PUBLIC <i>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</i>	Discussion/Possible Direction
ITEM #7:	UNFINISHED BUSINESS	
	ITEM #7A: RESOLUTION NO. 590, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING THE SUBMISSION OF A COMPETITIVE APPLICATION FOR FY19 AND/OR FY20 COMMUNITY DEVELOPMENT BLOCK GRANT STATE SPECIAL PROJECT (SSP) FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION. Council may adopt Resolution No. 590, authorizing the submission of an application for FY19 and/or FY20 CDBG (Community Development Block Grant) State Special Project (SSP) funding.	Sponsored by Mayor Alex Barber Discussion; Possible Action
	ITEM #7B: APPROVING AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – DRAINAGE IMPROVEMENTS Council may approve an agreement with Southwestern Environmental Consultants (SEC) for engineering related to drainage improvements to be funded with HURF Exchange funding.	Sponsored by Mayor Alex Barber Discussion; Possible Action
	ITEM #7C: TOWN LOGO Council will review two versions of a Town Seal logo as enhanced by Zoning Administrator John Knight and may select one for uniform use in Town forms, documents and web presence.	Sponsored by Mayor Alex Barber Discussion; Possible Action
ITEM #8:	NEW BUSINESS	
	ITEM #8A: APPROVING PURCHASE AND INSTALLATION OF WINDOWS AT HOTEL JEROME Council may approve the purchase and installation of windows in the upper floors of the Hotel Jerome, a portion of which will be funded by a USDA Rural Development grant.	Sponsored by Mayor Alex Barber Discussion; Possible Action

	<p>ITEM #8B: RESOLUTION NO. 592, APPROVING A CONDITIONAL USE PERMIT FOR 128 FIRST STREET</p> <p>Council may approve Resolution No. 592, approving a Conditional Use Permit requested by Don Nord to allow a residential use (duplex) to be constructed in the C-1 zone at 128 First Street.</p>	<p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p>
	<p>ITEM #8C: RESOLUTION NO. 593, APPROVING A CONDITIONAL USE PERMIT FOR 324 QUEEN STREET</p> <p>Council may approve Resolution No. 593, approving a Conditional Use Permit requested by Windy Jones and Josh Lindner to allow a boarding house to be constructed in the C-1 zone at 324 Queen Street.</p>	<p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p>
	<p>ITEM #8D: RESOLUTION NO. 594, ABANDONING UTILITY EASEMENT AT 29 MAGNOLIA STREET</p> <p>Council may approve Resolution No. 594, abandoning a utility easement at 29 Magnolia Street.</p>	<p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p>
	<p>ITEM #8E: APPOINTMENTS TO BOARDS</p> <p>Council may appoint members to the Planning & Zoning Commission, Design Review Board and Board of Adjustment to fill or renew terms that are expiring as of February 28, 2020.</p>	<p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p>
	<p>ITEM #8F: AUTHORIZING SALE AT AUCTION OF SURPLUS VEHICLES AND EQUIPMENT</p> <p>Council may authorize the sale at auction of a 2010 Dodge Charger, 2000 Dodge RAM truck, and iMac computer.</p>	<p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p>
	<p>ITEM #8G: COTTONWOOD AREA TRANSIT SYSTEM</p> <p>Council will review and may approve an agreement for participation in the Cottonwood Area Transit system.</p>	<p>Sponsored by Councilmember Jack Dillenberg Discussion; Possible Action</p>
	<p>ITEM #8H: APPOINTMENT OF PRO TEM JUDGE</p> <p>Upon the recommendation of Town Magistrate Joan Dwyer, Council may appoint Catherine Kelley as pro tem magistrate for the Town of Jerome for a two-year term ending February 11, 2022, at the rate of \$50 per hour.</p>	<p>Sponsored by Mayor Alex Barber Discussion; Possible Action</p>
ITEM #10:	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff regarding items to be placed on a future meeting agenda.</p>	<p>Discussion; Possible Direction</p>
ITEM #11:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

Rosa Cays, Deputy Town Clerk



TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk
ITEM: 7A: CDBG SSP (State Special Project) Funding
MEETING DATE: February 11, 2020

All communities eligible to receive funding from the state CDBG program are eligible to apply for State Special Projects. Applications submitted must propose activities that benefit low-income persons and areas, alleviate slum and blight or address urgent need. In addition, **All SSP applications must demonstrate that the project is ready to proceed immediately (with all engineering and environmental reviews already completed at the time of application) and that the entire project will be complete within no more than twenty-four (24) months from the time of award.** Unlike the guaranteed round of funding, SSP funding is competitive.

The Town held a public hearing on November 19, 2019 to propose potential projects for both rounds of funding. A second public hearing was conducted on January 14, 2020, and a project was chosen for the guaranteed round of funding: water line extensions, hydrants and related road improvements on Dundee, Deception Lane and Holly Avenue. Selection of a project for the SSP funding round was tabled and is being addressed again at this meeting.

The remaining projects that can be considered at this time are:

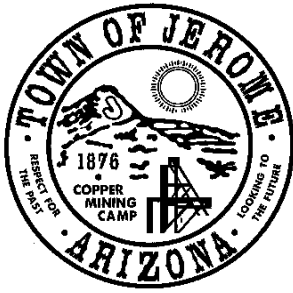
1. Grading, leveling and drainage improvements to Gulch Road
2. Center Avenue improvements
3. Sewer treatment plant upgrades*
4. General infrastructure improvements

The Hotel Jerome and health clinic had been on the original list of projects but would not be eligible for SSP funds.

Additional projects may be considered, but that would require another round of public hearings. The application deadline for SSP funding is June 17.

The Town is income-qualified for projects that will benefit the entire town. Projects that would benefit only a portion of the Town (such as #1 and #2 above) would require an income survey to determine the eligibility of that particular area. In addition, environmental reviews must be accomplished prior to submitting the application. This work would need to begin in March in order to meet the June 17 deadline, so a project should be decided on during February.

** In reviewing the CDBG Handbook, I noted that eligible projects include "Engineering Plans, Architectural Plans or Environmental Review Records for projects that will be implemented through the applicant's next Regional Account application(s)." I have reviewed this with Isabel Rollins. Engineering and design for our wastewater treatment plant upgrades, which we are in the process of negotiating, would be an eligible project, provided that we dedicate the next guaranteed funding round to the implementation of that upgrade, or accomplish the project with other funding (WIFA or another SSP) in the meantime. Engineering/design projects would NOT require an Environmental Review.*



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: Item #7B: Professional Engineering Services – Drainage Improvements

MEETING DATE: February 11, 2020

The Town has received four separate proposals from our Town Engineer, Southwest Environmental Consultants, for design work relative to drainage improvements that will be funded by HURF Exchange funding. The projects funded (as described in the HURF Exchange funding documents) and the engineer's proposals for design work are:

- **Cleopatra Hill Flume & Box Culvert (DESIGN ONLY)** – This project intercepts a significant amount of storm water that would otherwise flow directly into the downtown area of Jerome. It also serves as a primary drainage way through town, flowing through the residential district and discharging to Bitter Creek Wash. It is currently in a significant state of disrepair for most of its length. It crosses under Hill Street through a box culvert to the point where the flume meets Clark Street. At that point, it turns northeast and flow through three additional box culverts and concrete lined channels and ultimately discharges to Bitter Creek Wash. The flume needs repair/replacement and all the box culverts are inadequate to handle the basic 25-year storm event. To compound the issue, there are a significant number of utilities that are located inside the box culverts and concrete spillways along the flow route and easements that will need to be acquired from the mine and private parcels.
Engineer's proposal (Preliminary work only; Design work to be quoted separately following preliminary investigation): \$34,508
- **Hampshire Avenue** – This area has had reported flooding by four residences. The ADOT asphalt overlays have built up over the years and decreased the capacity of the curbs. The catch basins need to be improved and increased in size to allow for additional interception of storm water runoff. The discharge culvert to the north is also undersized and would need to be increased in size to 18" diameter. Additional easements would be necessary from two parcels.
Engineer's proposal: \$19,631
- **Main St. – Holly Avenue – Douglas Rd. area** – This area receives runoff from Third, Fourth and Fifth Streets, concentrating it at a culver crossing under Main Street, then continuing through the culvert to Holly Avenue and ultimately to the channel at Douglas Road. The culvert system is undersized and needs to be replaced with new 18" and 36" diameter culverts, helping to alleviate

overflows on Main Street. In addition, the culvert at East Avenue that flows to Douglas Road is also undersized and needs to be replaced.

Engineer's proposal: \$20,871

- **Douglas Road culverts** – The crossings at Douglas Road are part of the main access to the Jerome State Historic Park/Visitors Center. The crossing at drainage location number 24 on the inventory sheet is an existing 48" concrete culvert with a rock inlet headwall that has deteriorated significantly. Erosion around the inlet headwall has occurred and the rock headwall/retaining wall appears to be failing. This drainage structure is upstream of the wastewater treatment plant and conveys flows from the visitor center parking area adjacent to Perkinsville Road and the Town area west of First Avenue. The 48" culvert is more than half full of sediment and only allows a small amount of runoff to pass through. The culvert is currently inadequately sized to convey the storm water due to the clogging but does not need to be upsized if it is thoroughly cleaned. A second 24" culvert crossing on Douglas at inventory number 253, is also undersized for the 25 year storm. This culvert received storm water from the sliding jail area and should be upsized to 30" to accommodate the storm water flow from that area and avoiding overtopping of the roadway during a 25-year event.

Engineer's proposal: \$29,874

The total cost of these proposals is \$104,884.

This cost will be entirely covered by HURF Exchange funding committed for the project.

If Council opts to accept these proposals, our Engineer can begin work right away.

If Council prefers to solicit other firms, we will need to prepare a Request for Qualifications, advertise, receive proposals, interview firms and negotiate a price with one of those firms.



**SOUTHWESTERN
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www.sec-landmgt.com
info@sec-landmgt.com

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BRANCH OFFICE:
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COTTONWOOD, ARIZONA 86326
(928) 634-5889
Fax: 634-2222

February 5, 2020

Candace B. Gallagher
Town Manager/Clerk
Town of Jerome
600 Clark Street
P.O. Box 335
Jerome, AZ 86331

RE: Engineering Services for Drainage Improvements
Main Street/Holly Avenue

Dear Candace,

SEC, Inc. is pleased to present this proposal and an estimate of costs to provide engineering services for the above referenced project. Based on our understanding of the project, preliminary site investigation and our experience with similar projects the tasks to be accomplished include:

Services are to include the following:

- Site investigation
- Survey data collection
- Boundary survey
- Develop mitigation options
- Structural and geotechnical analysis
- Develop final design
- Develop easement
- Meeting and coordination

It is assumed that blue stake and pot holing will be provided and coordinated by the Town. Coordination with ADOT will also be provided by the Town with SEC assistance.

With our experience on similar projects the total estimated cost is \$20,871.00. Therefore, if you would like to proceed with the project, please let us know and we will get a Work Order out for review. We will proceed with the work once receiving a signed Work Order for the project.



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Fax: 634-2222

Should you have any questions or need any additional information, please contact me at kginige@sec-landmgt.com or (928) 282-7787 ext. 4219.

Sincerely,

A handwritten signature in black ink, appearing to read 'Krishan Ginige'.

Krishan Ginige, P.E., CFM, MS
President



"Growth is inevitable... it's planning that makes the difference."



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February 5, 2020

Candace B. Gallagher
Town Manager/Clerk
Town of Jerome
600 Clark Street
P.O. Box 335
Jerome, AZ 86331

RE: Engineering Services for Drainage Improvements
Hampshire Avenue

Dear Candace,

SEC, Inc. is pleased to present this proposal and an estimate of costs to provide engineering services for the above referenced project. Based on our understanding of the project, preliminary site investigation and our experience with similar projects the tasks to be accomplished include:

Services are to include the following:

- Site investigation
- Survey data collection
- Develop mitigation options
- Develop final design
- Develop easement
- Meeting and coordination

It is assumed that blue stake and pot holing will be provided and coordinated by the Town. Coordination with ADOT will also be provided by the Town with SEC assistance.

With our experience on similar projects the total estimated cost is \$19,631.00. Therefore, if you would like to proceed with the project, please let us know and we will get a Work Order out for review. We will proceed with the work once receiving a signed Work Order for the project.



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Sincerely,

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Krishan Ginige, P.E., CFM, MS
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February 5, 2020

Candace B. Gallagher
Town Manager/Clerk
Town of Jerome
600 Clark Street
P.O. Box 335
Jerome, AZ 86331

RE: Engineering Services for Drainage Improvements
Douglas Road Culverts

Dear Candace,

SEC, Inc. is pleased to present this proposal and an estimate of costs to provide engineering services for the above referenced project. The intent is to protect and improve the conveyance of the main culvert across the existing road. Based on our understanding of the project, preliminary site investigation and our experience with similar projects the tasks to be accomplished include:

Services are to include the following:

- Topographic survey
- Boundary survey
- Data collection
- Drainage analysis
- Culvert modeling
- Design development
- Develop final construction documents
- Meetings and coordination

It is assumed that the existing pipe across the road is in good condition and no replacement will be required. It is expected that all proposed improvements will be within the right-of-way and no additional right-of-way easements will be required.

With our experience on similar projects the total estimated cost is \$29,874.00. Therefore, if you would like to proceed with the project, please let us know and we will get a Work Order out for review. We will proceed with the work once receiving a signed Work Order for the project.



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Sincerely,

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Krishan Ginige, P.E., CFM, MS
President





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February 5, 2020

Candace B. Gallagher
Town Manager/Clerk
Town of Jerome
600 Clark Street
P.O. Box 335
Jerome, AZ 86331

RE: Engineering Services for Drainage Improvements
Cleopatra Hill Flume and Box Culvert Drainage Project

Dear Candace,

Based on the preliminary review, it has been determined that additional data is required to develop the mitigation options. Coordination with utilities and other constraints will be critical as well. Therefore, it is proposed to conduct a preliminary investigation to gather the available information and develop possible options for mitigation as Phase 1 of the project. This information will be provided for Town review. Based on Town input, we will select a method moving forward. Phase 2 will include the final design and construction documents and is not a part of this proposal or estimate of costs within this proposal. Based on our understanding of the project, preliminary site investigation and our experience with similar projects Phase 1 of the project is to include the following tasks:

Services are to include the following:

- Site visit
- Data collection
- Field survey
- Preliminary boundary limit review
- Map/record existing conditions
- Develop mitigation options
- Preliminary geotechnical and structural review
- Assist the Town with coordination with stakeholders

It is assumed that all improvements will be within existing drainage easements or that the Town can obtain the necessary approval for easements for the improvements.



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With our experience on similar projects the total estimated cost is \$34,508.00. Therefore, if you would like to proceed with the project, please let us know and we will get a Work Order out for review. We will proceed with the work once receiving a signed Work Order for the project.

Should you have any questions or need any additional information, please contact me at kginige@sec-landmgt.com or (928) 282-7787 ext. 4219.

Sincerely,

A handwritten signature in black ink, appearing to read 'Krishan Ginige'.

Krishan Ginige, P.E., CFM, MS
President



39/29

FINAL PLAT SOCIETY HILL



CORRECTED



- LEGEND:**
- - SUBDIVISION CORNER
 - - PND. 3"-1 1/2" PIPE IN CONCRETE
 - ⊙ - PND. 1/2" REBAR W/ BRASS TAG #LS #16236
 - ⊙ - PND. CONCRETE NAIL W/ BRASS TAG #LS #14236
 - ⊙ - PND. RAILROAD NAIL
 - ⊙ - PND. RAILROAD SPIKE
 - ⊙ - PND. "X" CHISELED IN ROCK
 - ⊙ - SET 1/2" REBAR W/ CAP #LS #19853
 - ⊙ - SET CONCRETE NAIL W/ CAP #LS #19853
 - W.C. - WITNESS CORNER

3180868
 FOR THE RECORD OF THE MAP OF
 Society Hill
 A.C. IN 85
 BY
 Patsy Jeaney-Cole
 Surveyor



TRUE NORTH SURVEYS, INC.
 4140 WESTVIEW DRIVE COTTAGEVILLE, AL 36020 (205) 848-0951

FINAL PLAT
 SOCIETY HILL

DESIGN:	SJS
DRAWN:	SJS
APPROVE:	SJS
DATE:	03/29/99
JOB:	#9307
SHEET:	2 OF 2



JEROME MUNICIPAL COURT

P O Box 335
Jerome, AZ 86331

Joan S. Dwyer, Judge
600 Clark Street
Phone (928) 649-3250

TO: Jerome Town Council

FROM: Joan Dwyer, Magistrate

SUBJECT: Appointment of Pro Tem Magistrate

DATE: January 28, 2020

In a recent case, defendant's attorney has requested a change of judge. Judge Kelley was a pro tem for this court previously. While this case has been transferred to Justice Court (since they have concurrent jurisdiction), it is very helpful to have someone ready if the need arises.

I am requesting Catherine Kelley, again, be appointed a pro tem magistrate for the Jerome Municipal Court. This appointment would need to be for a two year term.

Judge Kelley was the presiding magistrate for the Dewey-Humboldt Municipal Court and is now the presiding magistrate for the Cottonwood Municipal Court. She is an attorney and is licensed to practice law in Arizona. Her part time schedule will allow her to fill in if needed.

The compensation requested is \$50 per hour which is the going rate for pro tems in the county's justice courts and several municipal courts.

I would be pleased to answer any questions you may have regarding this request.

JEROME TOWN COUNCIL MEETING
FEBRUARY 11, 2020

PACKET ADDENDUM #2:

- POLICE Staff Report



JEROME POLICE DEPARTMENT

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



February 5, 2020

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for January 2020.

The January "Calls for Service" report contained no significant calls. There continues to be a significant number of parking related calls due to the paid parking system enforcement activities..

We continue to work on the accreditation program for the police department.

To date, from October 14 through February 5, 2020, the system has brought in \$59,467.75 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. I had to fix a battery issue on one of the kiosks and a communications issue on another. Currently all kiosks are up and running.

I am seeking approval to sell the old 2006 Dodge Charger via public auction. This vehicle is a RICO purchase and has come to the end of its life as a patrol car.

Both Officer Kerry Lee and Lt. San Felice have passed the EMT class at Yavapai College, and passed the national testing as well and are now state certified EMTs.

Officer Mark Boan was injured in a foot pursuit in January while assisting with a felony robbery suspect. He was in a foot chase and fell causing a broken shoulder. We are told to expect him to be off for eight to ten weeks. As we don't have somebody to fill in, we have shifted the schedule around and during times we have nobody "on shift" we have an officer "on call".

Respectfully,

Allen L. Muma,
Chief of Police



JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 02/06/2020

Page : 1

Agency : JPD

Calls For Service Totals By Call Type

01/01/2020 to 01/31/2020

Call Type	Totals	
10-34	Motorist Assist	1
240	Assault	1
410	Criminal Damage	2
487	Theft	1
500	Welfare Check	1
585	Traffic Hazard	2
647A	Suspicious Person	1
903	Follow-Up	10
908F	Found Property	7
908L	Lost or Stolen Property	2
961	Accident - No injuries	4
AA	Agency Assist	6
AAMB	Assist Ambulance	1
AC	Animal Cruelty	2
ACPD	Assist Clarkdale PD	3
ADPS	Assist DPS	1
AF	Assist Fire Department	2
BD	Barking Dog Complaint	1
CA	Citizen Assist	2
CO	Call Out	1
CRT	Court Appearance	1
DIS	Disorderly Conduct	2
DRAL	Dogs Running at Large	1
FPF	Fingerprinting	1
HUC	911 Hang Up Call	1
INFO	Information	1
ME	Medical Emergency	2
OT	Oversize Truck	5
PARK	Parking Complaint	3
PARKV	Parking Violation	51
SC	Security Check	8
SS	Suspicious Situation	2
T/S	Traffic Stop	47
TO	Traffic Offense	2
TRN	Training	3

Grand Total for all calls

181



JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 02/06/2020
Page : 1
Agency : JPD

Citations By Violation

01/01/2020 to 01/31/2020

Violation	Totals
10-1-13d	1
12-1-2D. 10	19
12-1-2D. 15	3
12-1-2D. 20	2
12-1-2D. 0T	5
12-1-2D. P	1
12-1-2D. SS	1
12-2-4	1
12-2-6	14
12-2-6.	5
12-3-3	119
13-1203	1
13-1203(A) 1	1
13-1602A1	1
13-2904(A) 1	2
28-2153A	1
28-3151A	1
28-3473A	4
28-3482A	1
28-4135B	4
28-4139	4
28-701	5
28-721A	1
28-726A1	11
28-730A	1
28-775A1	1
28-925A	3
28-925C	1
28-952A1	1

JEROME TOWN COUNCIL MEETING
FEBRUARY 11, 2020

PACKET ADDENDUM #3:

- Item #4 – P&Z, BoA and DRB approved minutes



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, November 7, 2019 TIME: 6:00 pm
PLACE: JEROME CIVIC CENTER
600 Clark St., JEROME, ARIZONA 86331

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

The meeting was called to order by Chair Gary Shapiro at 6:04

Members present were Chair Gary Shapiro, Vice Chair Carol Yacht, Suzy Mound, Chris Babbage and Natalie Barlow.

Staff present were John Knight, Zoning Administrator, Joni Savage, Deputy Clerk and Candace Gallagher, Town Manager/Clerk.

6:04 (00:30) ITEM 2: APPROVAL OF MINUTES: Minutes of Special Meeting, Executive Session and Regular Meetings of July 18, 2019

Motion to Approve the Closed Session Meeting Minutes of July 18, 2019

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

Motion to Approve the 6:00 pm Meeting Minutes with Corrections of July 18, 2019

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

Motion to Approve the 5:00 pm Session Minutes of July 18, 2019

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

6:09 (5:45) ITEM 3: CONSENT TO EXTENDED TOLLING AGREEMENT

APPLICANT: Windy Jones & Josh Lindner

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

PROJECT ADDRESS: 324 Queen St.

OWNER OF RECORD: Cuban Queen Bordello LLC

ZONE: C-1

APN: 401-06-127

The Applicant requests Board of Adjustment consent to the extension to January 23, 2020 of the tolling agreement previously approved by the Board Chair, Mayor and Town Attorney. The tolling agreement extends the appeal period regarding the upholding on July 18, 2019 by the Board of Adjustment of the Zoning Administrator's decision that a parking variance granted in 2009 to 324 Queen Street is no longer valid.

6:10 (06:10) Vice Chair Yacht asked if the Board of Adjustment Attorney had been consulted.

6:10 (06:20) Chair Shapiro explained he has spoken with both attorneys regarding the matter of extending the tolling agreement. He feels it is perfectly in order.

6:11 (07:27) Vice Chair Yacht believes that the tolling agreement applies to Item #3 from the last meeting (the appeal of the Zoning Administrator.)

6:11 (07:55) Chair Shapiro explained his conversation with the attorney.
It was unfair to limit their possibility to litigation.

6:12 (08:02) Mr. Knight offered to enlighten her.

6:12 (08:05) Vice Chair Yacht stated she would prefer that Chair Shapiro continue with his explanation.

6:12 (08:10) Chair Shapiro explained further to the Board about the extension and the tolling agreement. This is to clarify their rights and to extend beyond the 90 days from July 18, 2019.

6:13 (09:15) Vice Chair Yacht said she still had questions.

6:13 (9:23) Mr. Knight offered again to clear up some of Vice Chair Yacht's questions. He spoke with Bill Sims today and have been in discussion with the other attorney, Bill Ring. (He handed them a document with three possibilities.) The goal of the tolling agreement is to give staff and the applicants additional time to come up with a solution to avoid going to court.

6:15 (11:16) Mr. Babbage asked why they had received this today.

6:15 (11:18) Vice Chair Yacht thanked Mr. Babbage for asking the questions and then stated she was not happy about getting this information at such a late date. She addressed Mr. Knight saying this is not the way this board does things.

6:16 (12:00) Mr. Knight continued explaining himself. He apologized to them for the short notice he wants to describe the three options.

6:16 (12:27) Vice Chair Yacht asked for five minutes to read the document word-for-word.

6:17 (12:40) Mr. Knight continued by stating there are two variances, the tolling only affects one. The one we are talking about tonight is the subject of tolling. The other variance has been withdrawn.

6:18 (13:30) Vice Chair Yacht asked him to be specific about the variance

6:18 (13:35) Mr. Knight explained it was a decision made to give five spaces back in 2009. The other variance is for five new spaces and it has been withdrawn.

6:19 (14:14) Vice Chair Yacht said the one that has been withdrawn is based on what the Council does, isn't it?

6:19 (14:25) Chair Shapiro explained that in negotiating with the Council, the applicant withdrew the application for the variance. Apparently, they are changing their building plan in an attempt to work with the Town in regard to parking.

6:20 (15:50) Mr. Knight spoke again about parking and it is an item on the next Council agenda.

6:21 (15:57) Chair Shapiro explained why it was removed from their agenda.

6:21 (16:08) Vice Chair Yacht asked, "So it is our attorney's opinion, Bill Ring, that we should make a decision before the changes have occurred?"

6:21 (16:18) Chair Shapiro said, "No, we're just extending them the right beyond the 30 days after the July 18, 2019 meeting."

6:21(17:01) Vice Chair Yacht said again that she needed to read the document. She would like to take a break and read it.

6:22 (17:14) Ms. Barlow asked a question, "You gave us this and the attorney's got together today and these are the three what?"

6:22 (17:23) Mr. Knight said the only thing to deal with tonight is the tolling agreement. We can extend the tolling. The second option is the board can decline the consent. Then the applicants only option is to appeal to the Superior Court. The third option is the Board can table and bring Attorney Ring back to e-session with the Board.

6:23 (18:41) Vice Chair Yacht asked are the applicants withdrawing the variance for parking if the Town agrees to the parking overlay or parking in-lieu-of fee.

6:23 (18:28) Windy Jones, the applicant, explained they had been told they could re-apply for a new variance at a later date. She continued to speak about the parking overlay district.

6:24 (19:30) Ms. Barlow called a Point of Order.

6:24 (19:38) Mr. Knight continued to explain the variance status.

6:24 (19:50) Chair Shapiro talked about when and if an agreement would be made, they would need to apply for another variance if it were off the property.

6:24 (20:05) Mr. Knight doesn't believe they would need a variance if we work something out with the Town.

6:24 (20:11) Chair Shapiro believes it needs to be on-site otherwise a variance would be required.

6:25 (21:02) Vice Chair Yacht does not believe this is their purview. We need the process to be finished before we accept or don't accept.

6:26 (21:39) Chair Shapiro stated they withdrew the application for the variance.

6:26 (21:47) Vice Chair Yacht said that is not what she read in the MOU and she is unsure if the process is incorrect. "Getting this (document) at the meeting bothers me."

6:27(22:18) Chair Shapiro said to take a few moments to read the document.

6:30(25:55) Vice Chair Yacht read, "Mr. Ring acknowledged that consenting to the tolling agreement would give the parties time to determine if this matter could be resolved. But as the Board's attorney he was not willing to agree that the Board should consent to the tolling agreement."

6:31(26:23) Ms. Mound said if you read on further, he says, "The Town and the applicant could continue with the Tolling agreement and not obtain consent from the Board of Adjustment." She said in good faith she would like to say okay on the tolling agreement. It is in everyone's best interest to agree with the tolling agreement. It avoids a lot of expense for the Town and applicant.

6:32 (27:31) Chair Shapiro concurred with her opinion.

6:33 (27:43) Vice Chair Yacht stated her thoughts are with number three. This process is not following what we did at the last meeting. She believes that Bill Ring should be in attendance. She would like to table this.

6:34 (28:32) Chair Shapiro understands her quandary and agrees that receiving the information only the day before the meeting was troubling to him.

6:34 (28:38) Vice Chair Yacht spoke in detail about her opposition to the process.

6:35 (29:10) Chair Shapiro described his interactions with the attorneys.

6:35 (29:30) Vice Chair Yacht continued to explain her disapproval.

6:36 (30:34) Ms. Gallagher approached the dais to explain the tolling agreement. She agreed that it is very confusing. She explained there was an appeal of the Zoning Administrator's decision, and that was denied. The tolling agreement just extends the amount of time for the applicant. The Town Attorney asked for the Board's consent and it is just simply to have additional time. This has nothing to do with the MOU or a new variance. If there is another request for variance it will come before you if necessary. This is only to give them extra time so that they don't have to go to court.

6:38 (32:45) Mr. Babbage would like to make a motion that we give them the time, consent to the tolling.

6:38 (32:56) Vice Chair Yacht said she would add to it and not leave it open.

Motion to Extend the Tolling Agreement until January 23, 2020 that Applies to the July 18, 2019 Decision by the BOA of the Zoning Administrators Decision That a Parking Variance Granted in 2009 to 324 Queen Street is no Longer Valid

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

ITEM 4: ADJOURN

Motion to Adjourn at 6:42 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.

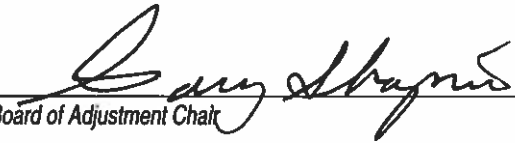
**REGULAR MEETING OF THE TOWN OF JEROME
BOARD OF ADJUSTMENT**

DATE: Thursday, November 7, 2019 TIME: 6:00 pm

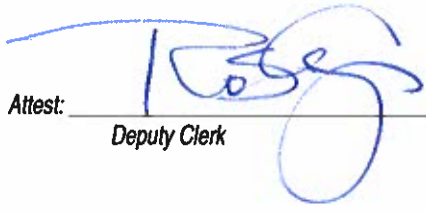
**PLACE: JEROME CIVIC CENTER
600 Clark St., JEROME, ARIZONA 86331**

MINUTES

Respectfully submitted by Joni Savage

Approved: 
Board of Adjustment Chair

Date: Jan 22, 2020

Attest: 
Deputy Clerk

Date: 22 Jan 2020



TOWN OF JEROME

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

REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, December 9, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Henry Vincent called the meeting to order at 7:06 p.m.

Roll was called by Joni Savage, Deputy Clerk. Present were Henry Vincent, (who chaired the meeting), Tyler Christensen, John McDonald and Vice Chair Danny Smith was present telephonically. And Chair Brice Wood was absent.

Additional staff present was John Knight, Zoning Administrator.

7:06 (00:57) ITEM 2: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

7:06 (01:09) ITEM 3: APPROVAL OF MINUTES: Minutes of Regular DRB Meeting of October 15, 2019 and Joint Meeting of November 18, 2019.

Motion to Approve the Meeting Minutes of October 15, 2019 and the Joint Meeting Minutes of November 18, 2019

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD					X	
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

7:07 (01:52) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Mr. Vincent updated the Board on recent P & Z activities.

7:10 (05:45) ITEM 5: Design Review for New Home

APPLICANT: Lori Leachman & Andrew Farber

ADDRESS: 18 North Drive

OWNER OF RECORD: Lori Leachman & Andrew Farber

ZONE: R1-5

APN: 401-11-007C

Applicant is seeking Design Review to construct a single-family home

7:13 (08:35) Lori Leachman, the applicant, spoke about the design.

Motion to Approve Preliminary and Final Approval of Design as Presented

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD					X	
SMITH			X			
CHRISTENSEN	X		X			
MCDONALD			X			
VINCENT		X	X			

7:18 (12:55) ITEM 6: Design Review to Construct Front Yard Fence

APPLICANT: Mary Chinander

ADDRESS: 860 Hampshire Ave.

OWNER OF RECORD: Mary and Andy Chinander

ZONE: R1-5

APN: 401-07-133

Applicant is seeking approval to install a metal fence in the front yard

7:21 (16:05) Andy Chinander, the owner, spoke about the application.

7:24 (19:18) Nancy Smith, a Jerome resident and neighbor spoke.

7:27 (22:34) Mr. Chinander spoke again. He would provide the base and post, but not reconstruct her side of the deck.

Mr. Vincent believes his job is to hear the petition and Ms. Smith does not have an application. Our job is to here the petition and act upon it.

TOWN OF JEROME

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7:31 (25:56) Mary Chinander, the owner, said they will put something in the middle so that Ms. Smith could attach to it.

Motion for Final Approval of the Design as Presented

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD					X	
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD			X			
VINCENT	X		X			

7:38 (33:25) ITEM 7: Design Review for Enclosed Porch

ADDRESS: 700 Holly

OWNER OF RECORD: Jack Dillenberg

Applicant is seeking Design Review to enclose a porch to create a greenhouse

ZONE: R1-5

APN: 401-07-089B

Mr. Christensen asked about the window design?

7:40 (35:38) Mike Parry, the contractor, responded the windows were double pane.

Motion for Final Approval of the Design as Presented

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD					X	
SMITH		X	X			
CHRISTENSEN	X		X			
MCDONALD			X			
VINCENT			X			

7:42 (36:53) ITEM 8: Sidewalk Encroachment Policy

The Town Council has asked the Planning and Zoning Commission and DRB Boards to provide input on a new sidewalk encroachment policy.

John Knight presented his information and the Board gave their input.

7:53 (48:45) ITEM 9: Future Agenda Items for Jan. 13, 2020

Mr. Knight said there would be a sign for the Jerome Winery.

7:54 (49:15) ITEM 10: Update on Nov. 12th Council Meeting Items

Mr. Knight gave his updates.

7:55 (50:05) ITEM 11: Move Meeting Time to 6:00 pm (from 7:00 pm)

Mr. Vincent asked how the Board felt about moving the meeting time to 6:00 p.m.

Motion to Move the Meeting Time from 7:00 pm to 6:00 pm on a Permanent Basis

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD					X	
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT						X

7:56 (51:14) ITEM 12: Approvals by Resolution (for January meeting)

Mr. Knight spoke about his idea for Resolutions.

7:57 (52:30) ITEM 13: To/From Board Members

Mr. McDonald asked when they might have another Joint meeting. He thought it had gone well and they discussed possibly in another six months.

ITEM 14: ADJOURN

Motion to Adjourn at 7:58

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD					X	
SMITH			X			
CHRISTENSEN			X			
MCDONALD		X	X			
VINCENT	X		X			

Approval on next page.

TOWN OF JEROME

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

REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, December 9, 2019 TIME: 7:00 pm

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

MINUTES

Respectfully submitted in spirit by Joni Savage on January 13, 2019.

Approved: Ben Wood Date: 1-13-2020
Design Review Board Chair

Attest: [Signature] Date: 1-13-2020
Design Review Board Vice Chair



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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, December 4, 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 7:02 p.m.
Roll call was taken by Joni Savage. Commission members present were Chair Lance Schall, Vice Chair Joe Testone, Commissioners Jessamyn Ludwig, Scott Hudson, and Henry Vincent.
Staff present were John Knight, Zoning Administrator, and Joni Savage, Deputy Clerk.

7:02 (00:43) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:03 (00:56) ITEM 3: Approval of Minutes: Minutes of the Regular Meeting of November 6, 2019 and the Special Joint workshop minutes of November 18, 2019

Motion to Approve the Minutes of November 6, 2019

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

Motion to Approve the Minutes of November 18, 2019

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

7:04 (3:24) ITEM 4: Site Plan Review for New Home

APPLICANTS: Lori Leachman & Andrew Farber

ADDRESS: 18 North Drive

ZONE: R1-5

OWNERS OF RECORD: Lori Leachman & Andrew Farber

APN: 401-11-007C

Applicant is seeking preliminary and final site plan review to construct a single-family home.

Mr. Knight referenced the new resolution forms being used.

Chair Schall referred to the resolution; he would like it to be referenced in the minutes by its number, 2019-1.

Motion to Pass Resolution No. 2019-1

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



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7:11 (10:47) ITEM 5: R-2 Rezone

The Town of Jerome proposes to rezone properties from R1-5 to R-2 in and around the vicinity of 10, 18, and 21 North Drive; 884, 886, 888, 894, 896, 898, and 899 Hampshire Avenue, and a vacant lot identified as APN 401-11-002A on Hampshire Avenue.

Mr. Knight explained this step, which is a map amendment. The text amendment has been completed.

Motion to Approve P & Z Resolution No. 2019-2

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

7:17 (16:20) ITEM 6: Site Plan Review for Enclosed Porch

APPLICANT: Jack Dillenberg

ADDRESS: 700 Holly Avenue

ZONE: R1-5

OWNER OF RECORD: Jack Dillenberg

APN: 401-07-089B

Applicant is seeking preliminary and final site plan review to enclose a porch to create a greenhouse.

Motion to Approve Resolution No. 2019-3

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

7:21 (19:54) ITEM 7: Review CUP condition for Central Hotel

APPLICANT: Lee Christensen

ADDRESS: 507 Main Street, Suite B

ZONE: C-1

OWNER OF RECORD: Lee Christensen

APN: 401-06-088

Applicant is seeking a revision of a previously approved condition regarding parking.

Mr. Knight suggested they remove the condition requesting that residents not park in the commercial zone. It is being questioned as to whether it is enforceable. He would like to see it as a recommendation and not a condition.

Chair Schall asked if there should be a resolution in the packet.

Mr. Knight responded there was not. He asked Mr. Christensen about possibly getting permits for School Street.

7:27 (26:27) Lee Christensen said he had been told since it is a Main Street address they couldn't have School Street parking permits. He explained further about the problems with the vacation rental on School Street taking up so many parking spaces.

Motion to Remove the Condition and Allow the Tenant to Park Anywhere in the Free Spaces Available on 89A

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



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TOWN OF JEROME

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7:33 (32:08) ITEM 8: Setback Interpretation of Section 507.E.5.a.1 (front setback in C-1)

APPLICANT: Windy Jones & Josh Lindner

ADDRESS: 324 Queen Street

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant is seeking an interpretation to allow a front setback of 0 (zero) feet.

Mr. Knight explained his interpretation.

Chair Schall said he has no objection to the interpretation.

Motion to Approve Resolution No. 2019-4 Confirming the Interpretation that 324 Queen Street Have a Front Setback of 0 (zero) feet

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

7:38 (37:50) ITEM 9: Zoning Administrator Informational Items

John Knight gave updates to the commission.

7:43 (42:19) ITEM 10: Potential items for next P&Z Agenda (Wednesday, January 8)

John Knight spoke about the next agenda for Planning and Zoning.

7:43 (42:45) ITEM 11: Move Meeting Time to 6:00 pm (from 7:00 pm)

Chair Schall and all members were in favor of it. Direction to staff to move the meeting time to 6:00 p.m.

7:45 (44:25) ITEM 12: To and from P&Z members

No comments from the Commission.

ITEM 13: ADJOURN

Motion to Adjourn at 7:45 p.m.

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

Approval on next page.



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TOWN OF JEROME

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

**REGULAR MEETING OF THE TOWN OF JEROME
PLANNING AND ZONING COMMISSION**
DATE: Wednesday, December 4, 2019 TIME: 7:00 pm
PLACE: JEROME CIVIC CENTER
600 Clark St., JEROME, ARIZONA 86331

Respectfully submitted by Joni Savage on January 8, 2019

Approved: *[Signature]*
Planning & Zoning Commission Chair

Date: 1/9/2020

Attest: *[Signature]*
Planning & Zoning Commission Vice Chair
Deputy Clerk

Date: 1/9/2020



TOWN OF JEROME

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

REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, January 13, 2020 TIME: 6:00 pm
PLACE: JEROME CIVIC CENTER
600 Clark St., JEROME, ARIZONA 86331

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

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

Roll was called by Rosa Cays, Deputy Clerk. Present were Vice Chair Danny Smith, Tyler Christensen, John McDonald, and Henry Vincent.

Zoning Administrator John Knight was also present.

The audio of this meeting was inadvertently recorded in three segments: #1, #2, and #3.

6:00 (#1, 00:38) ITEM 2: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

6:00 (#1, 00:45) ITEM 3: APPROVAL OF MINUTES: Minutes of Regular DRB Meeting of December 9, 2019.

Motion to Approve the Meeting Minutes of December 9, 2019

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

6:01 (#1, 01:38) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION
Mr. Vincent updated DRB members on recent P&Z activities.

6:03 (#1, 03:23) ITEM 5: Design Review for Single-Family Home

APPLICANT: Matt Dougan

ADDRESS: 174 North Drive

OWNER OF RECORD: Celurius LLC (Terrill Currington)

Applicant is seeking preliminary and final site plan review.

ZONE: R1-5

APN: 401-11-012N

Discussion/Possible Action - DRB Reso. 2020-1

Chair Wood made a motion to move to the central table in the chambers to better see the larger set of plans and discuss the item there.

Motion to move to central table in chambers to better view architectural plans

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN	X		X			
MCDONALD			X			
VINCENT			X			

The board members moved to the central table to view architect Matt Dougan's site plan. Chair Wood talked about the advantage of being able to look at the larger site plan.

6:04 (#2, 1:09) Mr. Dougan spoke about the revised design, which now complies with the zoning height restriction. He spoke about several design finishes and the style of the home. Comments were made as he pointed them out on the site plan.

Chair Wood asked if the board members understood what changes were made to the site plan.

Mr. Knight reminded the board that this has been presented to P&Z Commission and that the original and revised plans were

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included in their packets.

6:07 (#2, 2:50) Mr. Dougan continued with describing the design elements of the home.

Chair Wood expressed he was pleased with the design and asked resident (and neighbor of proposed home) Richard Johnson for his input.

6:10 (#2, 04:36) Resident Richard Johnson supports the design and talked about the similar roof pitch to his home.

Mr. Knight asked Mr. Johnson to clarify his name and address for the record.

6:11 (#2, 5:39) Mr. Dougan spoke about Mr. Johnson's home in relation to his client's home; Mr. Johnson pointed out the lots that separate them. Mr. Dougan stated that his client purchased his lot from Mr. Johnson.

Mr. Knight asked Mr. Dougan a few more questions about the "round" door and pointed out to the board members that images were included in their packets.

6:12 (#2, 6:39) Mr. Johnson pointed out that the design worked well with the circular elements of his home; Mr. Dougan agreed there is a visual relationship.

Chair Wood said, "Dundee and North Drive are their own thing."

Mr. Knight spoke about the resolutions in the board packets.

DRB members returned to the dais.

Motion to Approve DRB Resolution 2020-1

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH	X		X			
CHRISTENSEN		X	X			
MCDONALD			X			
VINCENT			X			

6:15 (#3, 00:10) ITEM 6: Demolition Permit for Shed

APPLICANT: Don and Paula Nord

ADDRESS: 128 First Street

OWNER OF RECORD: Don and Paula Nord

ZONE: C-1

APN: 401-10-006

Applicant is seeking a demolition permit to remove an old shed/garage.

Discussion/Possible Action - DRB Reso. 2020-2

Mr. Knight explained the condition of the shed.

Chair Wood stated that in general, he "resists the notion of demolition" and explained why. He also understood the desire to clear the land.

Motion to Approve DRB Resolution 2020-2

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD				X		
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

6:19 (#3, 04:05) ITEM 7: Design Review for new sign face

APPLICANT: John and Brigid McLoughlin

ADDRESS: 114 Jerome Avenue (formerly Jerome Jewelry and Gifts)

OWNER OF RECORD: Jerome 114 Avenue LLC

ZONE: C-1

APN: 401-06-003E

Applicant is seeking a Design Review approval to replace an existing sign with a new face.

Discussion/Possible Action (Recommendation to Council) – DRB Reso. 2020-3

Chair Wood made a comment about the design of the sign.

Mr. Knight gave background on the location and sign. The sign for the previous business at 114 Jerome Avenue, Jerome Jewelry and Gifts, was taken down, which exposed an old sign. Mr. Knight said the new sign for Old Jerome Winery meets all the zoning ordinance criteria.

Chair Wood asked if the height also met the zoning criteria, and Mr. Knight said it did. Chair Wood asked applicant Ms. Brigid McLoughlin to share which of the two designs in the packet presented to the board that she preferred. She approached the dais.

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6:21 (#3, 6:20) Ms. McLoughlin said she preferred the design marked #4 (white background).
A few comments were made by the board members regarding design #4.

Motion to Approve DRB Resolution 2020-3

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

6:23 (#3, 07:48) ITEM 8: Design Review for new sign face

APPLICANT: Eric Jurisin

ADDRESS: 309 Main Street (Clinkscale Building; formerly Mile High Grill & Inn) ZONE: C-1

OWNER OF RECORD: 309 Main Street LLC

APN: 401-06-022B

Applicant is seeking a Design Review approval to replace an existing sign with a new face.

Discussion/Possible Action (Recommendation to Council) – DRB Reso. 2020-4

Chair Wood introduced the item, and pointed out that the name of the building, now the new name of the restaurant, was etched into the façade of the building. Chair Wood said, "Good choice."

Vice Chair Smith made a comment about using the same sign and just changing the wording.

6:25 (#3, 8:20) Applicant Eric Jurisin explained that only two sides of the three-sided sign would show the name of the new restaurant.

Chair Wood asked if the side facing the street would be removed.

6:25 (#3, 8:28) Mr. Jurisin replied yes and that three sides was "too much."

Board member Tyler Christensen made a comment about similar signs being approved in the past and was concerned about the light the new sign would be emitting.

Chair Wood said this has been addressed in the zoning ordinance. Discussion ensued.

Mr. Knight read from the ordinance.

Motion to Approve DRB Resolution 2020-4

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD		X	X			
SMITH	X		X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT			X			

6:26 (#3, 11:06) ITEM 9: Design Review for new mixed-use commercial building

APPLICANT: Josh Lindner and Windy Jones

ADDRESS: 324 Queen Street (site of former Cuban Queen)

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant is seeking design review for a retail building with a boarding house.

Discussion/Possible Action/Recommendation to Council – DRB Reso. 2020-5

Chair Wood started the discussion by asking the applicants if they had heard of a paper called Geology and Landslide Activity on Arizona SR 89A in Jerome, Arizona, a seismic report by the Arizona Dept. of Transportation (ADOT) from 2003.

6:26 (#3, 11:38) Applicant Windy Jones replied they were aware of it, but that 324 Queen Street is out of the "active slide belt."

Chair Wood said they were in the "subsidence" area. He pulled out a map and asked if the board was familiar with the report.

Chair Wood expressed concern about the town being exposed to liability if they approve the project and down the road it starts to slide downhill. He proposed getting the town attorney's opinion before approving this item.

Chair Wood then gave more background on the origin of the report.

(#3, 14:16) Glen Odegard of Nordic Builders spoke of some of the engineering and geological findings from the job site and the original Cuban Queen structure.

Chair Wood turned the topic back to the town's exposure to liability and wants to discuss with the town attorney and table the item until then.

Vice Chair Smith asked if this had already been approved by the Planning and Zoning Commission.

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Mr. Knight confirmed that it was. Mr. Knight said it was not unreasonable to talk with the town attorney about liability if the board would like that to happen.

Chair Wood asked if P&Z was asked about liability. Mr. Knight said no. He is willing to ask the attorney, but in his opinion, he doesn't think town has liability if they have the applicants meet all the requirements, have engineers sign off on the plans, etc. It's ultimately the applicants' responsibility.

Vice Chair Smith said this is why he asked the question and feels this is more to do with planning and zoning, not DRB.

Board member Henry Vincent spoke. He said asking for the attorney's opinion is kicking the can down the road. Applicants are entitled to prompt due process and honest consideration of plans; the issue of subsidence and other geological concerns are part of the application process, including engineering. He does not support the chair's idea.

Chair Wood replied that he was asking a question that was in the town's interest.

Mr. Knight said he would get clarification from the attorney regarding town liability.

Chair Wood said he still wanted to table the item until after Mr. Knight has spoken with the attorney. He moved to table the item.

None of the members second the motion.

Mr. Wood asked if anyone cared to make a motion.

Mr. McDonald did and added he thought input from the town attorney would be informational.

Motion to Approve DRB Resolution 2020-5

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD				X		
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

6:36 (#3, 20:30) ITEM 10: Future Agenda Items: February 10, 2020 DRB Meeting

Mr. Knight had one item to add: a request for a shed demolition on Beale Street. Mr. Knight explained owners may request a special meeting for this to expedite the approval process and post a notice as soon as possible.

Vice Chair Smith said a couple more weeks of the shed existing as is won't make much difference.

Mr. Knight expressed it is ultimately the property owner's responsibility to tape off the area to keep the public out of danger.

ITEM 11: Updates: December 10, 2019 Council Meeting

Chair Wood skipped this item.

6:39 (#3, 23:12) ITEM 12: To and from Board members

- Discussion to/from Board members on any other subject not specifically listed on the agenda

Discussion/Possible Direction to Staff

Chair Wood said he'd been wanting to address this item. He explained "Around the Board" used to be a regular item on the agenda at the end of every meeting. It was mostly about future agenda items. Talk ensued about what can and cannot be discussed before it is publicly posted.

Mr. Knight explained it was mostly for informational items, like reporting back about a workshop attended.

Chair Wood thought Item 10: Future Agenda Items covered this.

6:42 (#3, 26:20) ITEM 13: Adjourn

Motion to Adjourn at 6:42 pm

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X					
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT			X			

Approval on next page.

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REGULAR MEETING OF THE TOWN OF JEROME

DESIGN REVIEW BOARD

DATE: Monday, January 13, 2020 TIME: 6:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

Respectfully submitted by Rosa Cays on February 10, 2020.

Approved: Brian Wood Date: 2-10-2020
Design Review Board Chair

Attest: Rosa Cays Date: 2/10/2020
Deputy Clerk