



TOWN OF JEROME

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

AGENDA

REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, JULY 14, 2020, AT 7:00 P.M.

**DUE TO PUBLIC HEALTH CONCERNS, IN-PERSON ATTENDANCE AT PUBLIC MEETINGS
HAS BEEN SUSPENDED UNTIL FURTHER NOTICE.**

**Notice is hereby given pursuant to A.R.S. 38-431.02 that members of the Town Council
will attend this meeting and may attend either in person or electronically.**

PUBLIC PARTICIPATION IN THE MEETING

Members of the public are welcome to participate in the meeting via the following options:

1. Zoom Conference
 - a. Computer: <https://us02web.zoom.us/j/9286347943>
 - b. Telephone: 1-669-900-6833 Meeting ID: 9286347943
2. Submitting questions and comments:
 - a. If attending by Zoom video conference, click the chat button and enter your name and what you would like to address.
 - b. Email c.gallagher@jerome.az.gov (Please submit comments at least one hour prior to the meeting.)

NOTE: FOR THOSE WITHOUT HOME INTERNET: A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. Bring your device and access the internet while sitting in your car. The network is **Sparklight Yavapai Free WIFI** and no password is required.

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
ITEM #2:	FINANCIAL REPORTS Financial reports for June 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 June 5 special meeting; June 9 regular meeting; June 20 special meeting; June 23 special meeting	Discussion/Possible Action
ITEM #6	PETITIONS FROM THE PUBLIC 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.	Discussion/Possible Direction

ITEM #7:	ORDINANCES	
	ITEM #7A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 461, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA TO AMEND ARTICLE 12-2, "RESIDENTIAL PARKING" OF THE JEROME TOWN CODE Council may conduct the second reading of and may adopt Ordinance No. 461, to amend Article 12-2, "Residential Parking" of the Jerome Town Code to provide for review of parking permit applications by the Zoning Administrator.	Sponsored by Vice Mayor Sage Harvey Discussion/Possible Action
ITEM #8:	2020-21 TOWN BUDGET	
	ITEM #8A: APPROVAL OF TENTATIVE BUDGET FOR 2020-21 Council will review and may approve a tentative budget for the Town of Jerome for the fiscal year ending June 30, 2021. If approved, the public hearing and final adoption of the budget would take place at a special meeting to be held at 6:00 p.m. on July 28, 2020.	Sponsored by Mayor Alex Barber Discussion/Possible Action
ITEM #9:	UNFINISHED BUSINESS	
	ITEM #9A: COVID-19 AND TOWN HALL Council will again discuss plans and timeline for reopening Town Hall.	Sponsored by Mayor Alex Barber Discussion/Possible Action
	ITEM #9B: APPROVAL OF PLANNING & ZONING COMMISSION AND DESIGN REVIEW BOARD BYLAWS Council will review and may approve bylaws of the Planning & Zoning Commission and the Design Review Board, as previously approved by each body. This includes a possible change to the meeting day of the month.	Sponsored by Mayor Alex Barber Discussion/Possible Action
ITEM #10:	NEW BUSINESS	
	ITEM #10A: RENEWAL OF EMPLOYMENT AGREEMENT WITH MUNICIPAL MAGISTRATE Council will review and may approve a renewed employment agreement with Joan Dwyer, Municipal Magistrate, for the period July 1, 2020 through June 30, 2022.	Sponsored by Mayor Alex Barber Discussion/Possible Action
	ITEM #10B: REQUEST FOR RELOCATION OF STREET LIGHT Council will review a request by Janet Bustrin for the relocation of a streetlight in the backyard of her property at 538 School Street.	Sponsored by Councilmember Mandy Worth Discussion/Possible Action
	ITEM #10C: RESOLUTION NO. 600, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, APPROVING THE DESIGNATION OF APPLICANT'S AGENT FORM SUBMISSION TO THE ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS, WHICH DESIGNATES THE JEROME TOWN MANAGER AS THE TOWN'S AGENT FOR APPLYING FOR CERTAIN PUBLIC ASSISTANCE; AND AUTHORIZING THE MAYOR AND TOWN MANAGER TO EXECUTE AND DELIVER SAID APPLICATION ON BEHALF OF THE TOWN OF JEROME Council will review and may approve the designation of the Town Manager as the Town's agent for applying for certain public assistance from the Arizona Department of Emergency and Military Affairs (DEMA).	Sponsored by Mayor Alex Barber Discussion/Possible Action
	ITEM #10D: REQUEST FOR INTERPRETATION OF RESIDENTIAL PARKING ORDINANCE Staff requests Council confirm interpretation of Section 12-2-4.A regarding issuance of a residential parking permit for residences with onsite parking.	Sponsored by Mayor Alex Barber Discussion/Possible Action
	ITEM #10E: APPOINTMENT TO BOARD OF ADJUSTMENT Council will review applications received and may make an appointment to the Board of Adjustment to fill a vacancy for an unexpired term ending March 28, 2023. As of agenda preparation date (July 7, 2020), one application had been received, from Margie Hardie.	Sponsored by Mayor Alex Barber Discussion/Possible Action
ITEM #11:	TO AND FROM THE COUNCIL Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
ITEM #12:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before ____ 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 PARKING REVENUE/EXPENSES

JUNE 2020

REVENUE:

June 2020

Cash	\$ 381.00
Credit Card	\$ 17,093.00
Coins	\$ 200.00
Check	\$ 5.00
Chargeback	
Const. Permit	

Total Revenue	\$ 17,679.00
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YTD REVENUE:

<u>Previous:</u>	\$ 90,828.60
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<u>To Date:</u>	\$ 108,507.60
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MINUS EXPENSES:

June 2020

Credit Card Merchant Exp	\$ 1,483.53
Parking Computer & Software Support	\$ 375.69
Salary For Parking Enforcement	\$ 1,170.00
Phone Lines For Kiosks	\$ 120.32
Kiosk Supplies*	\$ 110.59

Total Expenses	\$ 3,260.13
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Total Income/Loss	<u>\$ 14,418.87</u>
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YTD EXPENSES

<u>Previous:</u>	\$ 92,629.28
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<u>To Date:</u>	\$ 95,889.41
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YTD Income/Loss	<u>\$ 12,618.19</u>
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***One Time Costs**

Town of Jerome
Budget to Actual Summary
20-Jun

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
General	10 GF Revenue	\$ 190,181.81	\$ 185,407.96	\$ 4,773.85	\$ 1,918,128.80	\$ 2,005,834.00	\$ (87,705.20)
	Total	\$ 190,181.81	\$ 185,407.96	\$ 4,773.85	\$ 1,918,128.80	\$ 2,005,834.00	\$ (87,705.20)
		Expense	Budget	Variance	Expense	Budget	Variance
	11 Admin	\$ 69,761.68	\$ 65,400.74	\$ (4,360.94)	\$ 673,035.85	\$ 767,771.00	\$ 94,735.15
	12 Court	\$ 5,317.27	\$ 6,536.05	\$ 1,218.78	\$ 71,968.09	\$ 81,658.00	\$ 9,689.91
	13 Police	\$ 59,880.24	\$ 53,973.62	\$ (5,906.62)	\$ 473,338.05	\$ 511,338.00	\$ 37,999.95
	14 Fire	\$ 21,764.09	\$ 30,595.59	\$ 8,831.50	\$ 293,640.58	\$ 382,832.00	\$ 89,191.42
	15 Library	\$ 4,722.81	\$ 7,717.53	\$ 2,994.72	\$ 88,218.50	\$ 95,093.00	\$ 6,874.50
	16 P&Z	\$ 6,398.05	\$ 8,947.37	\$ 2,549.32	\$ 86,366.07	\$ 106,269.00	\$ 19,902.93
	17 Parks	\$ 1,025.85	\$ 1,653.92	\$ 628.07	\$ 55,780.59	\$ 69,824.00	\$ 14,043.41
	18 Properties	\$ 10,022.47	\$ 94,344.59	\$ 84,322.12	\$ 226,911.69	\$ 374,732.00	\$ 147,820.31
	Total	\$ 178,892.46	\$ 269,169.41	\$ 90,276.95	\$ 1,969,259.42	\$ 2,389,517.00	\$ 420,257.58
	Net Income (Loss)	\$ 11,289.35	\$ (83,761.45)	\$ 95,050.80	\$ (51,130.62)	\$ (383,683.00)	\$ 332,522.38
		Revenue	Budget	Variance	Revenue	Budget	Variance
	50 Water	\$ 25,021.08	\$ 25,250.00	\$ (228.92)	\$ 296,475.82	\$ 303,000.00	\$ (6,524.18)
	51 Sewer	\$ 18,371.07	\$ 21,258.32	\$ (2,887.25)	\$ 245,486.70	\$ 255,100.00	\$ (9,613.30)
	52 Trash	\$ 12,954.33	\$ 15,916.66	\$ (2,962.33)	\$ 176,543.64	\$ 191,000.00	\$ (14,456.36)
	Total	\$ 56,346.48	\$ 62,424.98	\$ (6,078.50)	\$ 718,506.16	\$ 749,100.00	\$ (30,593.84)
		Expense	Budget	Variance	Expense	Budget	Variance
	50 Water	\$ 24,090.52	\$ 112,666.82	\$ 88,576.30	\$ 213,946.55	\$ 350,000.00	\$ 136,053.45
	51 Sewer	\$ 24,880.35	\$ 40,815.10	\$ 15,934.75	\$ 204,649.79	\$ 283,100.00	\$ 78,450.21
	52 Trash	\$ 17,529.54	\$ 19,126.35	\$ 1,596.81	\$ 176,741.09	\$ 207,500.00	\$ 30,758.91
	Total	\$ 66,500.41	\$ 172,608.27	\$ 106,107.86	\$ 595,337.43	\$ 840,600.00	\$ 245,262.57
Utilities	Net Income (Loss)	\$ (10,153.93)	\$ (110,183.29)	\$ 100,029.36	\$ 123,168.73	\$ (91,500.00)	\$ 214,668.73
		Revenue	Budget	Variance	Revenue	Budget	Variance
	30 HURF	\$ 18,701.12	\$ 9,415.98	\$ 9,285.14	\$ 297,530.59	\$ 310,794.00	\$ (13,263.41)
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 18,701.12	\$ 199,450.25	\$ 180,749.13	\$ 105,258.07	\$ 310,794.00	\$ 205,535.93
Road	Net Income (Loss)	\$ -	\$ (190,034.27)	\$ 190,034.27	\$ 192,272.52	\$ -	\$ 192,272.52
	Total Revenue	\$ 265,229.41			\$ 2,934,165.55		
	Less Total Expense	\$ 264,093.99			\$ 2,669,854.92		
	Net Income (Loss)	\$ 1,135.42			\$ 264,310.63		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Property Taxes	\$0.00	\$3,958.33	\$(3,958.33)	(100.0)%	\$55,168.47	\$47,500.00	\$7,668.47	16.1%
City Sales Taxes	48,047.34	84,600.00	(36,552.66)	(43.2)	974,237.82	1,027,000.00	(52,762.18)	(5.1)
State Sales Taxes	2,885.83	3,923.33	(1,037.50)	(26.4)	46,251.61	47,080.00	(828.39)	(1.8)
Urban Revenue Share	16,164.31	16,164.33	(0.02)	0.0	193,971.72	193,972.00	(0.28)	0.0
Yavapai County for Library	7,347.33	8,500.00	(1,152.67)	(13.6)	16,790.46	17,000.00	(209.54)	(1.2)
AZ Cares Revenue	52,237.00	0.00	52,237.00	0.0	52,237.00	0.00	52,237.00	0.0
Vehicle License Tax	2,818.77	2,757.50	61.27	2.2	32,183.07	33,090.00	(906.93)	(2.7)
Fines and Forfeitures	4,986.71	5,416.66	(429.95)	(7.9)	57,681.89	65,000.00	(7,318.11)	(11.3)
Court Security Fund Revenue	380.00	0.00	380.00	0.0	9,570.00	0.00	9,570.00	0.0
Building Permits	2,610.46	458.33	2,152.13	469.6	11,059.03	5,500.00	5,559.03	101.1
Planning & Zoning Fees	250.00	291.66	(41.66)	(14.3)	2,968.00	3,500.00	(532.00)	(15.2)
Parking Revenue	17,679.00	14,921.87	2,757.13	18.5	116,316.50	125,000.00	(8,683.50)	(6.9)
Business Licenses	370.00	750.00	(380.00)	(50.7)	4,380.00	9,000.00	(4,620.00)	(51.3)
Commercial Filming Fees	0.00	41.66	(41.66)	(100.0)	0.00	500.00	(500.00)	(100.0)
Fire Dept Services Rev	1,251.22	625.00	626.22	100.2	13,815.48	7,500.00	6,315.48	84.2
Franchise Fees	0.00	0.00	0.00	0.0	22,119.33	18,000.00	4,119.33	22.9
Police Officer Safety Equip Rev	117.46	175.00	(57.54)	(32.9)	1,581.10	2,100.00	(518.90)	(24.7)
Police Services	1,912.50	2,400.00	(487.50)	(20.3)	16,817.22	26,000.00	(9,182.78)	(35.3)
Rents	6,603.51	6,543.50	60.01	0.9	78,942.12	78,522.00	420.12	0.5
Utility Reimbursements	143.34	416.66	(273.32)	(65.6)	4,521.14	5,000.00	(478.86)	(9.6)
Wildland Fire Fees	7,434.40	8,333.33	(898.93)	(10.8)	7,434.40	50,000.00	(42,565.60)	(85.1)
Wildlands Wage Reimbursement	3,725.80	6,333.33	(2,607.53)	(41.2)	3,725.80	38,000.00	(34,274.20)	(90.2)
Firewise Wage Reimbursement	0.00	4,333.33	(4,333.33)	(100.0)	21,645.33	33,000.00	(11,354.67)	(34.4)
Contributions	0.00	16.66	(16.66)	(100.0)	40.00	200.00	(160.00)	(80.0)
Library Contributions	0.00	250.00	(250.00)	(100.0)	599.00	3,000.00	(2,401.00)	(80.0)
Interest	122.67	133.33	(10.66)	(8.0)	2,280.85	1,600.00	680.85	42.6
Sale of Assets	0.00	500.00	(500.00)	(100.0)	5,552.00	6,000.00	(448.00)	(7.5)
Miscellaneous Revenues	155.00	583.33	(428.33)	(73.4)	10,969.54	7,000.00	3,969.54	56.7
Ins Dividends, Claims, Reimbursmnts	0.00	41.66	(41.66)	(100.0)	0.00	500.00	(500.00)	(100.0)
Administrative Charges	12,939.16	12,939.16	0.00	0.0	155,269.92	155,270.00	(0.08)	0.0
Net Revenues	\$190,181.81	\$185,407.96	\$4,773.85	2.6 %	\$1,918,128.80	\$2,005,834.00	\$(87,705.20)	(4.4)%
Net Income (Loss)	\$190,181.81	\$185,407.96	\$4,773.85	2.6%	\$1,918,128.80	\$2,005,834.00	\$(87,705.20)	(4.4)%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Accounting and Auditing	\$1,837.50	\$0.00	\$(1,837.50)	0.0%	\$15,037.50	\$17,500.00	\$2,462.50	14.1%
Advertising, Printing, & Publishing	0.00	333.33	333.33	100.0	4,297.02	4,000.00	(297.02)	(7.4)
Contract Services	226.82	525.00	298.18	56.8	7,529.67	7,500.00	(29.67)	(0.4)
Conventions and Seminars	0.00	125.00	125.00	100.0	928.51	1,500.00	571.49	38.1
Training & Education	0.00	208.33	208.33	100.0	826.15	2,500.00	1,673.85	67.0
Dues, Subs & Memberships	0.00	150.00	150.00	100.0	7,222.70	6,600.00	(622.70)	(9.4)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,195.19	1,218.00	22.81	1.9
Election expenses	109.90	0.00	(109.90)	0.0	109.90	0.00	(109.90)	0.0
Fuel	34.35	0.00	(34.35)	0.0	112.46	0.00	(112.46)	0.0
Insurance	7,508.04	6,566.66	(941.38)	(14.3)	15,801.37	20,200.00	4,398.63	21.8
Insurance Deductible Exp	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
COVID Expenses	2,154.64	0.00	(2,154.64)	0.0	2,154.64	0.00	(2,154.64)	0.0
Legal Exp - Gen Gov	643.50	1,000.00	356.50	35.7	11,193.00	12,000.00	807.00	6.7
Litigation Expense	0.00	0.00	0.00	0.0	858.00	0.00	(858.00)	0.0
Miscellaneous	149.13	0.00	(149.13)	0.0	5,314.99	3,403.00	(1,911.99)	(56.2)
Bank Fees - Gen Admin	158.54	141.66	(16.88)	(11.9)	1,733.98	1,700.00	(33.98)	(2.0)
Bank Fees / Merch Svcs	641.90	566.66	(75.24)	(13.3)	6,861.87	6,800.00	(61.87)	(0.9)
Office Supplies	1,056.29	500.00	(556.29)	(111.3)	6,323.71	6,000.00	(323.71)	(5.4)
Copier & Equip Lease Expense	932.51	625.00	(307.51)	(49.2)	8,401.19	7,500.00	(901.19)	(12.0)
Software Support Exp - GG	22.88	541.66	518.78	95.8	7,986.41	8,000.00	13.59	0.2
Computer Hardware & Service	0.00	458.33	458.33	100.0	8,474.79	10,000.00	1,525.21	15.3
Operating Supplies - Gen Gov	42.77	83.33	40.56	48.7	1,061.95	1,000.00	(61.95)	(6.2)
Postage	467.50	458.33	(9.17)	(2.0)	2,967.75	5,500.00	2,532.25	46.0
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	79.73	500.00	420.27	84.1
Shuttle Expenses	0.00	125.00	125.00	100.0	1,427.57	1,500.00	72.43	4.8
Small Tools and Equipment	0.00	83.33	83.33	100.0	102.65	1,000.00	897.35	89.7
Telephone	198.50	375.00	176.50	47.1	2,416.30	4,500.00	2,083.70	46.3
Travel	0.00	125.00	125.00	100.0	2,105.40	1,500.00	(605.40)	(40.4)
Tourism 1% Bed Tax	(186.61)	108.33	294.94	272.3	4,639.45	5,800.00	1,160.55	20.0
Community Health	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Preservation of Historic Buildings	0.00	4,166.66	4,166.66	100.0	0.00	50,000.00	50,000.00	100.0
Transfers Out	31,998.55	22,000.00	(9,998.55)	(45.4)	249,402.48	264,000.00	14,597.52	5.5
Total Program Expenses	\$47,996.71	\$39,391.59	\$(8,605.12)	(21.8)%	\$376,566.33	\$452,721.00	\$76,154.67	16.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$16,079.88	\$19,667.83	\$3,587.95	18.2%	\$223,276.79	\$236,014.00	\$12,737.21	5.4%

7/6/20
2:55:28 PM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Longevity Bonus	0.00	0.00	0.00	0.0	1,067.15	1,339.00	271.85	20.3
Payment in Lieu of Medical Benefits	397.60	433.75	36.15	8.3	5,204.95	5,205.00	0.05	0.0
FICA Match	1,214.90	1,546.33	331.43	21.4	16,983.98	18,556.00	1,572.02	8.5
Retirement Match	1,218.13	1,412.66	194.53	13.8	15,957.65	16,952.00	994.35	5.9
Health/Life Insurance	2,554.24	2,895.75	341.51	11.8	31,853.57	34,749.00	2,895.43	8.3
Workers Compensation	287.00	0.00	(287.00)	0.0	1,424.00	1,601.00	177.00	11.1
Unemployment Insurance	13.22	52.83	39.61	75.0	701.43	634.00	(67.43)	(10.6)
Total General & Administrative Expenses	\$21,764.97	\$26,009.15	\$4,244.18	16.3 %	\$296,469.52	\$315,050.00	\$18,580.48	5.9 %
Total Expenses	\$69,761.68	\$65,400.74	\$(4,360.94)	(6.7)%	\$673,035.85	\$767,771.00	\$94,735.15	12.3%
Net Income (Loss)	\$(69,761.68)	\$(65,400.74)	\$(4,360.94)	(6.7)%	\$(673,035.85)	\$(767,771.00)	\$94,735.15	12.3%

7/6/20
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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Court Security Fund Expenses	\$(123.00)	\$0.00	\$123.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
Contract Services	0.00	458.33	458.33	100.0	122.30	5,500.00	5,377.70	97.8
Conventions and Seminars	0.00	8.33	8.33	100.0	0.00	100.00	100.00	100.0
Training & Education	0.00	43.75	43.75	100.0	0.00	525.00	525.00	100.0
Dues and Subscriptions	0.00	20.83	20.83	100.0	284.10	250.00	(34.10)	(13.6)
Miscellaneous	0.00	25.00	25.00	100.0	200.77	300.00	99.23	33.1
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	2,250.00	2,250.00	0.00	0.0
Telephone	70.56	70.00	(0.56)	(0.8)	847.47	840.00	(7.47)	(0.9)
Travel	0.00	79.16	79.16	100.0	67.36	950.00	882.64	92.9
Total Program Expenses	\$(52.44)	\$705.40	\$757.84	107.4 %	\$3,848.79	\$10,715.00	\$6,866.21	64.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,770.30	\$5,251.16	\$480.86	9.2%	\$60,389.70	\$63,014.00	\$2,624.30	4.2%
Longevity Bonus	0.00	0.00	0.00	0.0	464.00	464.00	0.00	0.0
FICA and Medicare	364.91	404.66	39.75	9.8	4,662.83	4,856.00	193.17	4.0
Retirement	160.00	174.83	14.83	8.5	2,098.24	2,098.00	(0.24)	0.0
Worker's Compensation	72.00	0.00	(72.00)	0.0	268.00	277.00	9.00	3.2
Unemployment	2.50	0.00	(2.50)	0.0	236.53	234.00	(2.53)	(1.1)
Total General & Administrative Expenses	\$5,369.71	\$5,830.65	\$460.94	7.9 %	\$68,119.30	\$70,943.00	\$2,823.70	4.0 %
Total Expenses	\$5,317.27	\$6,536.05	\$1,218.78	18.6%	\$71,968.09	\$81,658.00	\$9,689.91	11.9%
Net Income (Loss)	\$(5,317.27)	\$(6,536.05)	\$1,218.78	18.6%	(\$71,968.09)	\$(81,658.00)	\$9,689.91	11.9%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$16.66	\$16.66	100.0%	\$0.00	\$200.00	\$200.00	100.0%
Contract Services	0.00	250.00	250.00	100.0	0.00	3,000.00	3,000.00	100.0
Training & Education	0.00	208.33	208.33	100.0	434.00	2,500.00	2,066.00	82.6
Dispatch Fees	17,500.00	17,550.00	50.00	0.3	35,000.00	35,100.00	100.00	0.3
Dues and Subscriptions	21.17	41.66	20.49	49.2	1,139.06	500.00	(639.06)	(127.8)
Fuel	553.37	666.66	113.29	17.0	7,360.29	8,000.00	639.71	8.0
Prosecutor Exp	2,227.50	2,500.00	272.50	10.9	22,864.00	30,000.00	7,136.00	23.8
Miscellaneous	0.00	50.00	50.00	100.0	1,809.29	600.00	(1,209.29)	(201.5)
Software Service & Support	937.50	0.00	(937.50)	0.0	5,287.12	1,000.00	(4,287.12)	(428.7)
Computer Hardware & Service	0.00	416.66	416.66	100.0	100.00	5,000.00	4,900.00	98.0
Operating Supplies - Police	2,236.36	208.33	(2,028.03)	(973.5)	2,999.02	2,500.00	(499.02)	(20.0)
Postage	0.00	8.33	8.33	100.0	187.61	100.00	(87.61)	(87.6)
Rep and Maint - Vehicles	46.07	0.00	(46.07)	0.0	8,423.12	5,500.00	(2,923.12)	(53.1)
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	2,573.59	1,200.00	(1,373.59)	(114.5)
Police Officer Safety Equip Exp	0.00	175.00	175.00	100.0	0.00	2,100.00	2,100.00	100.0
Small Tools and Equipment	0.00	250.00	250.00	100.0	66.12	3,000.00	2,933.88	97.8
Telephone	244.33	333.33	89.00	26.7	3,513.86	4,000.00	486.14	12.2
Uniforms	0.00	125.00	125.00	100.0	191.91	1,500.00	1,308.09	87.2
Operating Equipment	0.00	0.00	0.00	0.0	486.87	0.00	(486.87)	0.0
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	\$23,766.30	\$22,799.96	\$(966.34)	(4.2)%	\$103,621.44	\$117,300.00	\$13,678.56	11.7 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$22,542.35	\$22,403.75	\$(138.60)	(0.6)%	\$254,702.78	\$268,845.00	\$14,142.22	5.3%
Longevity Bonus	248.00	248.00	0.00	0.0	1,463.00	1,526.00	63.00	4.1
FICA and Medicare	1,612.64	1,723.58	110.94	6.4	18,543.74	20,683.00	2,139.26	10.3
Retirement	2,536.42	2,867.75	331.33	11.6	29,916.51	34,413.00	4,496.49	13.1
Health Insurance	3,487.46	3,860.00	372.54	9.7	45,336.98	46,320.00	983.02	2.1
Worker's Compensation	5,632.00	0.00	(5,632.00)	0.0	20,616.00	21,404.00	788.00	3.7
Unemployment	55.07	70.58	15.51	22.0	1,027.52	847.00	(180.52)	(21.3)
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(1,889.92)	0.00	1,889.92	0.0
Total General & Administrative Expenses	\$36,113.94	\$31,173.66	\$(4,940.28)	(15.8)%	\$369,716.61	\$394,038.00	\$24,321.39	6.2 %
Total Expenses	\$59,880.24	\$53,973.62	\$(5,906.62)	(10.9)%	\$473,338.05	\$511,338.00	\$37,999.95	7.4%
Net Income (Loss)	\$(59,880.24)	\$(53,973.62)	\$(5,906.62)	(10.9)%	\$(473,338.05)	\$(511,338.00)	\$37,999.95	7.4%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$333.33	\$333.33	100.0%	\$100.00	\$4,000.00	\$3,900.00	97.5%
Training & Education	0.00	0.00	0.00	0.0	9,849.85	6,000.00	(3,849.85)	(64.2)
Dispatch Fees	508.25	508.33	0.08	0.0	6,099.00	6,100.00	1.00	0.0
Dues and Subscriptions	468.00	125.00	(343.00)	(274.4)	1,531.02	1,500.00	(31.02)	(2.1)
Fuel	300.58	416.66	116.08	27.9	4,359.92	5,000.00	640.08	12.8
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Medical Expenses	0.00	0.00	0.00	0.0	715.00	500.00	(215.00)	(43.0)
Medical Supplies Exp	(474.15)	0.00	474.15	0.0	3,355.57	3,000.00	(355.57)	(11.9)
Miscellaneous	75.00	125.00	50.00	40.0	949.25	1,500.00	550.75	36.7
Operating Supplies - Fire Dept	0.00	83.33	83.33	100.0	566.11	1,000.00	433.89	43.4
Rep and Maint - Vehicles	132.83	0.00	(132.83)	0.0	35,966.00	16,000.00	(19,966.00)	(124.8)
Rep and Maint - Equipment	2,331.30	416.66	(1,914.64)	(459.5)	3,601.47	5,000.00	1,398.53	28.0
Small Tools and Equipment	682.08	722.22	40.14	5.6	7,843.22	10,000.00	2,156.78	21.6
Telephone	229.81	416.66	186.85	44.8	3,755.54	5,000.00	1,244.46	24.9
Training Center Assessment	0.00	0.00	0.00	0.0	2,492.00	2,700.00	208.00	7.7
Utilities	0.00	0.00	0.00	0.0	106.70	0.00	(106.70)	0.0
Total Program Expenses	\$4,253.70	\$3,188.85	\$(1,064.85)	(33.4)%	\$81,290.65	\$67,800.00	\$(13,490.65)	(19.9)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$7,780.70	\$10,356.08	\$2,575.38	24.9%	\$113,343.67	\$124,273.00	\$10,929.33	8.8%
Wildland Personnel	3,725.80	6,250.00	2,524.20	40.4	3,725.80	38,000.00	34,274.20	90.2
Volunteer-Employee Volunteer Personnel	0.00	2,000.00	2,000.00	100.0	14,215.50	24,000.00	9,784.50	40.8
Firewise Personnel	1,147.50	3,600.00	2,452.50	68.1	17,405.00	43,200.00	25,795.00	59.7
Longevity Bonus	398.00	606.00	208.00	34.3	616.00	824.00	208.00	25.2
FICA and Medicare	997.97	1,372.50	374.53	27.3	10,572.96	16,470.00	5,897.04	35.8
Retirement	384.60	806.50	421.90	52.3	19,699.01	21,678.00	1,978.99	9.1
Health Insurance	752.90	2,295.00	1,542.10	67.2	21,739.49	27,540.00	5,800.51	21.1
Worker's Compensation	2,245.00	0.00	(2,245.00)	0.0	10,097.00	17,599.00	7,502.00	42.6
Unemployment	77.92	120.66	42.74	35.4	935.50	1,448.00	512.50	35.4
Total General & Administrative Expenses	\$17,510.39	\$27,406.74	\$9,896.35	36.1 %	\$212,349.93	\$315,032.00	\$102,682.07	32.6 %
Total Expenses	\$21,764.09	\$30,595.59	\$8,831.50	28.9%	\$293,640.58	\$382,832.00	\$89,191.42	23.3%
Net Income (Loss)	\$(21,764.09)	\$(30,595.59)	\$8,831.50	28.9%	\$(293,640.58)	\$(382,832.00)	\$89,191.42	23.3%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$104.16	\$104.16	100.0%	\$0.00	\$1,250.00	\$1,250.00	100.0%
Miscellaneous	0.00	41.66	41.66	100.0	208.00	500.00	292.00	58.4
Office Supplies	0.00	25.00	25.00	100.0	211.41	300.00	88.59	29.5
Operating Supplies - Library	0.00	333.33	333.33	100.0	3,163.77	4,000.00	836.23	20.9
Print and Non-Print Materials	0.00	199.16	199.16	100.0	3,243.72	3,890.00	646.28	16.6
Rep and Maint - Equipment	0.00	16.66	16.66	100.0	0.00	200.00	200.00	100.0
Small Tools and Equipment	0.00	83.33	83.33	100.0	4,221.01	1,000.00	(3,221.01)	(322.1)
Telephone	75.08	83.33	8.25	9.9	954.51	1,000.00	45.49	4.5
E-Rate Exp	40.07	25.00	(15.07)	(60.3)	680.84	300.00	(380.84)	(126.9)
Total Program Expenses	\$115.15	\$911.63	\$796.48	87.4 %	\$12,683.26	\$12,440.00	\$(243.26)	(2.0)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,289.60	\$5,272.08	\$1,982.48	37.6%	\$56,771.97	\$63,265.00	\$6,493.03	10.3%
Longevity Bonus	0.00	0.00	0.00	0.0	563.30	678.00	114.70	16.9
FICA and Medicare	245.00	407.66	162.66	39.9	4,297.77	4,892.00	594.23	12.1
Retirement	263.16	285.08	21.92	7.7	3,515.34	3,421.00	(94.34)	(2.8)
Health Insurance	752.90	810.00	57.10	7.0	9,787.70	9,720.00	(67.70)	(0.7)
Worker's Compensation	57.00	0.00	(57.00)	0.0	275.00	304.00	29.00	9.5
Unemployment	0.00	31.08	31.08	100.0	324.16	373.00	48.84	13.1
Total General & Administrative Expenses	\$4,607.66	\$6,805.90	\$2,198.24	32.3 %	\$75,535.24	\$82,653.00	\$7,117.76	8.6 %
Total Expenses	\$4,722.81	\$7,717.53	\$2,994.72	38.8%	\$88,218.50	\$95,093.00	\$6,874.50	7.2%
Net Income (Loss)	\$(4,722.81)	\$(7,717.53)	\$2,994.72	38.8%	(\$88,218.50)	\$(95,093.00)	\$6,874.50	7.2%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$34.54	\$34.54	100.0%	\$0.00	\$1,000.00	\$1,000.00	100.0%
Contract Services	0.00	125.00	125.00	100.0	0.00	1,500.00	1,500.00	100.0
Training & Education	0.00	125.00	125.00	100.0	319.00	1,500.00	1,181.00	78.7
Legal Exp - P&Z	448.50	249.99	(198.51)	(79.4)	18,895.50	13,000.00	(5,895.50)	(45.4)
Miscellaneous	0.00	25.00	25.00	100.0	88.39	300.00	211.61	70.5
Operating Supplies - P&Z	0.00	20.83	20.83	100.0	375.33	250.00	(125.33)	(50.1)
Small Tools and Equipment	0.00	20.83	20.83	100.0	109.84	250.00	140.16	56.1
Telephone	72.56	50.00	(22.56)	(45.1)	681.38	600.00	(81.38)	(13.6)
Travel	0.00	41.66	41.66	100.0	106.72	500.00	393.28	78.7
Total Program Expenses	\$521.06	\$692.85	\$171.79	24.8 %	\$20,576.16	\$18,900.00	\$1,676.16	(8.9)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,610.80	\$6,121.72	\$1,510.92	24.7%	\$53,000.09	\$67,989.00	\$14,988.91	22.0%
Longevity Bonus	0.00	208.00	208.00	100.0	100.00	317.00	217.00	68.5
Health Benefit Stipend	416.92	0.00	(416.92)	0.0	4,169.20	0.00	(4,169.20)	0.0
FICA and Medicare	384.63	470.45	85.82	18.2	4,392.61	5,225.00	832.39	15.9
Retirement	326.14	493.33	167.19	33.9	3,191.01	4,440.00	1,248.99	28.1
Health Insurance	5.22	944.44	939.22	99.4	52.20	8,500.00	8,447.80	99.4
Worker's Compensation	125.00	0.00	(125.00)	0.0	518.00	699.00	181.00	25.9
Unemployment	8.28	16.58	8.30	50.1	366.80	199.00	(167.80)	(84.3)
Total General & Administrative Expenses	\$5,876.99	\$8,254.52	\$2,377.53	28.8 %	\$65,789.91	\$87,369.00	\$21,579.09	24.7 %
Total Expenses	\$6,398.05	\$8,947.37	\$2,549.32	28.5%	\$86,366.07	\$106,269.00	\$19,902.93	18.7%
Net Income (Loss)	\$(6,398.05)	\$(8,947.37)	\$2,549.32	28.5%	(\$86,366.07)	\$(106,269.00)	\$19,902.93	18.7%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Fuel	\$1.65	\$4.16	\$2.51	60.3%	\$43.29	\$50.00	\$6.71	13.4%
Legal Exp - Parks	0.00	125.00	125.00	100.0	0.00	1,500.00	1,500.00	100.0
Miscellaneous	11.21	16.66	5.45	32.7	178.23	200.00	21.77	10.9
Software Service & Support	12.50	33.33	20.83	62.5	137.50	400.00	262.50	65.6
Operating Supplies - Parks	35.76	41.66	5.90	14.2	119.18	500.00	380.82	76.2
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	100.00	100.00	100.0
Rep and Maint - Vehicles	82.87	208.33	125.46	60.2	1,372.21	2,500.00	1,127.79	45.1
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Rep and Maint - Infrastructure	0.00	166.66	166.66	100.0	0.00	2,000.00	2,000.00	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	44.05	300.00	255.95	85.3
Telephone	0.00	16.66	16.66	100.0	2.81	200.00	197.19	98.6
Uniform Exp Parks	0.00	41.66	41.66	100.0	168.31	500.00	331.69	66.3
Utilities	187.54	208.33	20.79	10.0	2,320.52	2,500.00	179.48	7.2
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	43.36	25.00	(18.36)	(73.4)	260.16	1,300.00	1,039.84	80.0
Total Program Expenses	\$374.89	\$962.44	\$587.55	61.0 %	\$48,114.56	\$61,050.00	\$12,935.44	21.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$418.48	\$498.16	\$79.68	16.0%	\$5,448.53	\$5,978.00	\$529.47	8.9%
FICA and Medicare	30.56	38.08	7.52	19.7	406.58	457.00	50.42	11.0
Retirement	27.09	39.33	12.24	31.1	370.12	472.00	101.88	21.6
Health Insurance	84.83	114.58	29.75	26.0	1,082.64	1,375.00	292.36	21.3
Worker's Compensation	90.00	0.00	(90.00)	0.0	336.00	476.00	140.00	29.4
Unemployment	0.00	1.33	1.33	100.0	22.16	16.00	(6.16)	(38.5)
Total General & Administrative Expenses	\$650.96	\$691.48	\$40.52	5.9 %	\$7,666.03	\$8,774.00	\$1,107.97	12.6 %
Total Expenses	\$1,025.85	\$1,653.92	\$628.07	38.0%	\$55,780.59	\$69,824.00	\$14,043.41	20.1%
Net Income (Loss)	\$(1,025.85)	\$(1,653.92)	\$628.07	38.0%	\$(55,780.59)	\$(69,824.00)	\$14,043.41	20.1%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$50.00	\$466.66	\$416.66	89.3%	\$5,448.75	\$10,000.00	\$4,551.25	45.5%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	5,000.00	5,000.00	100.0
Equipment Rentals - Properties	0.00	8.33	8.33	100.0	0.00	100.00	100.00	100.0
Fuel	3.31	8.33	5.02	60.3	53.38	100.00	46.62	46.6
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	500.00	500.00	100.0
Miscellaneous	70.65	83.33	12.68	15.2	1,751.74	1,000.00	(751.74)	(75.2)
Software Service & Support	12.50	33.33	20.83	62.5	137.50	400.00	262.50	65.6
Operating Supplies - Properties	116.74	125.00	8.26	6.6	1,219.90	1,500.00	280.10	18.7
R&M Building - Properties	453.00	1,666.66	1,213.66	72.8	31,557.96	39,000.00	7,442.04	19.1
Rep and Maint - Vehicles	82.87	208.33	125.46	60.2	1,439.29	2,500.00	1,060.71	42.4
Rep and Maint - Equipment	0.00	20.83	20.83	100.0	0.00	250.00	250.00	100.0
Rep and Maint - Infrastructure	72.47	75,250.00	75,177.53	99.9	5,035.41	87,000.00	81,964.59	94.2
Parking Kiosks Expenses	2,090.13	7,812.50	5,722.37	73.2	90,073.55	125,000.00	34,926.45	27.9
Small Tools and Equipment	0.00	20.83	20.83	100.0	326.44	250.00	(76.44)	(30.6)
Telephone	0.00	0.00	0.00	0.0	2.82	0.00	(2.82)	0.0
Uniform Exp Properties	0.00	41.66	41.66	100.0	168.31	500.00	331.69	66.3
Utilities	3,047.76	3,833.33	785.57	20.5	42,041.00	46,000.00	3,959.00	8.6
Lease Payments	43.36	25.00	(18.36)	(73.4)	260.16	1,300.00	1,039.84	80.0
Total Program Expenses	\$6,042.79	\$90,062.44	\$84,019.65	93.3 %	\$179,516.21	\$320,400.00	\$140,883.79	44.0 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,591.36	\$3,084.75	\$493.39	16.0%	\$33,739.12	\$37,017.00	\$3,277.88	8.9%
FICA and Medicare	189.27	236.00	46.73	19.8	2,517.70	2,832.00	314.30	11.1
Retirement	167.71	243.66	75.95	31.2	2,291.46	2,924.00	632.54	21.6
Health Insurance	525.34	709.33	183.99	25.9	6,703.86	8,512.00	1,808.14	21.2
Worker's Compensation	506.00	0.00	(506.00)	0.0	2,006.00	2,946.00	940.00	31.9
Unemployment	0.00	8.41	8.41	100.0	137.34	101.00	(36.34)	(36.0)
Total General & Administrative Expenses	\$3,979.68	\$4,282.15	\$302.47	7.1 %	\$47,395.48	\$54,332.00	\$6,936.52	12.8 %
Total Expenses	\$10,022.47	\$94,344.59	\$84,322.12	89.4%	\$226,911.69	\$374,732.00	\$147,820.31	39.4%
Net Income (Loss)	\$(10,022.47)	\$(94,344.59)	\$84,322.12	89.4%	(\$226,911.69)	\$(374,732.00)	\$147,820.31	39.4%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Connection Fees	\$2,500.00	\$0.00	\$2,500.00	0.0%	\$2,500.00	\$0.00	\$2,500.00	0.0%
Water Usage Fees	12,506.08	15,000.00	(2,493.92)	(16.6)	171,665.82	180,000.00	(8,334.18)	(4.6)
Miscellaneous	15.00	250.00	(235.00)	(94.0)	2,310.00	3,000.00	(690.00)	(23.0)
Transfers In	10,000.00	10,000.00	0.00	0.0	120,000.00	120,000.00	0.00	0.0
Net Revenues	\$25,021.08	\$25,250.00	\$(228.92)	(0.9)%	\$296,475.82	\$303,000.00	\$(6,524.18)	(2.2)%
<u>Program Expenses</u>								
Contract Services	\$900.00	\$916.66	\$16.66	1.8%	\$10,200.30	\$11,000.00	\$799.70	7.3%
Training & Education	0.00	41.66	41.66	100.0	98.50	500.00	401.50	80.3
Dues and Subscriptions	0.00	16.66	16.66	100.0	190.50	200.00	9.50	4.8
Permit Fee Exp - Water	0.00	0.00	0.00	0.0	637.07	400.00	(237.07)	(59.3)
Engineering Fees	7,500.00	112.50	(7,387.50)	(6566.7)	7,500.00	1,350.00	(6,150.00)	(455.6)
Equipment Rentals	0.00	16.66	16.66	100.0	0.00	200.00	200.00	100.0
Fuel	120.73	166.66	45.93	27.6	1,860.06	2,000.00	139.94	7.0
Insurance	2,963.70	3,166.66	202.96	6.4	6,153.60	9,500.00	3,346.40	35.2
Legal Exp - Water	70.00	1,250.00	1,180.00	94.4	4,985.50	15,000.00	10,014.50	66.8
Miscellaneous	0.00	56.50	56.50	100.0	192.19	678.00	485.81	71.7
Software Support Exp - Water	12.50	208.33	195.83	94.0	2,736.02	2,500.00	(236.02)	(9.4)
Operating Supplies - Water	35.77	250.00	214.23	85.7	2,695.17	3,000.00	304.83	10.2
R&M Building - Water	0.00	16.66	16.66	100.0	0.00	200.00	200.00	100.0
Rep and Maint - Vehicles	434.08	208.33	(225.75)	(108.4)	1,877.08	2,500.00	622.92	24.9
Rep and Maint - Equipment	0.00	208.33	208.33	100.0	83.49	2,500.00	2,416.51	96.7
Rep and Maint - Infrastructure	503.38	93,916.67	93,413.29	99.5	17,960.22	121,900.00	103,939.78	85.3
Service Tests/System Testing	15.00	91.66	76.66	83.6	150.00	1,100.00	950.00	86.4
Small Tools and Equipment	0.00	125.00	125.00	100.0	620.37	1,500.00	879.63	58.6
Telephone Exp - Water	0.00	83.33	83.33	100.0	149.71	1,000.00	850.29	85.0
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	900.00	900.00	100.0
Uniform Exp Water	0.00	41.66	41.66	100.0	168.40	500.00	331.60	66.3
Utilities Exp - Water	40.80	41.66	0.86	2.1	454.92	500.00	45.08	9.0
Administrative Charge	4,019.33	4,019.33	0.00	0.0	48,231.96	48,232.00	0.04	0.0
Lease Payments	151.76	83.33	(68.43)	(82.1)	910.56	2,000.00	1,089.44	54.5
Vehicle Purchase-Water	0.00	0.00	0.00	0.0	21,272.81	25,000.00	3,727.19	14.9
Total Program Expenses	\$16,767.05	\$105,113.25	\$88,346.20	84.0 %	\$129,128.43	\$254,160.00	\$125,031.57	49.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,571.09	\$5,441.41	\$870.32	16.0%	\$59,754.98	\$65,297.00	\$5,542.02	8.5%
FICA and Medicare	333.87	416.25	82.38	19.8	4,459.51	4,995.00	535.49	10.7

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Retirement	295.85	429.83	133.98	31.2	4,042.09	5,158.00	1,115.91	21.6
Health Insurance	926.66	1,251.33	324.67	25.9	11,825.40	15,016.00	3,190.60	21.2
Worker's Compensation	1,196.00	0.00	(1,196.00)	0.0	4,489.00	5,197.00	708.00	13.6
Unemployment	0.00	14.75	14.75	100.0	247.14	177.00	(70.14)	(39.6)
Total General & Administrative Expenses	\$7,323.47	\$7,553.57	\$230.10	3.0 %	\$84,818.12	\$95,840.00	\$11,021.88	11.5 %
Total Expenses	\$24,090.52	\$112,666.82	\$88,576.30	78.6%	\$213,946.55	\$350,000.00	\$136,053.45	38.9%
Net Income (Loss)	\$930.56	\$(87,416.82)	\$88,347.38	101.1%	\$82,529.27	\$(47,000.00)	\$129,529.27	275.6%

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Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sewer Usage Fees	\$12,523.96	\$15,416.66	\$(2,892.70)	(18.8)%	\$175,432.18	\$185,000.00	\$(9,567.82)	(5.2)%
Interest and Investment Earnings	13.78	8.33	5.45	65.4	54.56	100.00	(45.44)	(45.4)
Transfers In	5,833.33	5,833.33	0.00	0.0	69,999.96	70,000.00	(0.04)	0.0
Net Revenues	\$18,371.07	\$21,258.32	\$(2,887.25)	(13.6)%	\$245,486.70	\$255,100.00	\$(9,613.30)	(3.8)%
<u>Program Expenses</u>								
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	35,470.00	38,400.00	2,930.00	7.6
Training & Education	0.00	8.33	8.33	100.0	0.00	100.00	100.00	100.0
Permit Fee Exp - Sewer	1,000.00	104.16	(895.84)	(860.1)	2,128.94	1,250.00	(878.94)	(70.3)
Engineering Fees	7,500.00	0.00	(7,500.00)	0.0	12,612.50	20,000.00	7,387.50	36.9
Equipment Rentals	0.00	16.66	16.66	100.0	0.00	200.00	200.00	100.0
Fuel	113.54	175.00	61.46	35.1	1,490.66	2,100.00	609.34	29.0
Insurance	3,358.86	3,500.00	141.14	4.0	6,974.08	10,500.00	3,525.92	33.6
Legal Exp - Sewer	0.00	16.66	16.66	100.0	19.50	200.00	180.50	90.3
Miscellaneous	0.00	27.16	27.16	100.0	166.10	326.00	159.90	49.0
Software Support Exp - Sewer	12.50	208.33	195.83	94.0	2,736.03	2,500.00	(236.03)	(9.4)
Operating Supplies - Sewer	35.77	1,250.00	1,214.23	97.1	5,215.39	15,000.00	9,784.61	65.2
R&M Building - Sewer	0.00	8.33	8.33	100.0	0.00	100.00	100.00	100.0
Rep and Maint - Vehicles	82.87	100.00	17.13	17.1	1,677.37	1,200.00	(477.37)	(39.8)
Rep and Maint - Equipment	0.00	625.00	625.00	100.0	1,222.71	7,500.00	6,277.29	83.7
Rep and Maint - Infrastructure	668.17	22,083.33	21,415.16	97.0	3,958.03	45,000.00	41,041.97	91.2
Service Tests/System Testing	659.80	791.66	131.86	16.7	11,618.20	11,000.00	(618.20)	(5.6)
Small Tools and Equipment	0.00	125.00	125.00	100.0	3,373.15	1,500.00	(1,873.15)	(124.9)
Telephone Exp - Sewer	0.00	75.00	75.00	100.0	149.70	900.00	750.30	83.4
Uniform Exp Sewer	0.00	41.66	41.66	100.0	168.40	500.00	331.60	66.3
Utilities	148.11	250.00	101.89	40.8	2,402.82	3,000.00	597.18	19.9
Administrative Charge	4,019.33	4,019.33	0.00	0.0	48,231.96	48,232.00	0.04	0.0
Sewer Principal Expense	0.00	0.00	0.00	0.0	11,742.43	12,000.00	257.57	2.1
Sewer Interest Expense	0.00	0.00	0.00	0.0	6,680.04	7,500.00	819.96	10.9
Lease Payments	151.76	83.33	(68.43)	(82.1)	910.56	2,000.00	1,089.44	54.5
Total Program Expenses	\$20,950.71	\$36,708.94	\$15,758.23	42.9 %	\$158,964.78	\$231,008.00	\$72,043.22	31.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,478.69	\$2,950.58	\$471.89	16.0%	\$32,272.18	\$35,407.00	\$3,134.82	8.9%
FICA and Medicare	181.04	236.00	54.96	23.3	2,408.28	2,832.00	423.72	15.0
Retirement	160.42	233.08	72.66	31.2	2,191.82	2,797.00	605.18	21.6

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Health Insurance	502.49	678.50	176.01	25.9	6,412.33	8,142.00	1,729.67	21.2
Worker's Compensation	607.00	0.00	(607.00)	0.0	2,269.00	2,818.00	549.00	19.5
Unemployment	0.00	8.00	8.00	100.0	131.40	96.00	(35.40)	(36.9)
Total General & Administrative Expenses	\$3,929.64	\$4,106.16	\$176.52	4.3 %	\$45,685.01	\$52,092.00	\$6,406.99	12.3 %
Total Expenses	\$24,880.35	\$40,815.10	\$15,934.75	39.0%	\$204,649.79	\$283,100.00	\$78,450.21	27.7%
Net Income (Loss)	\$(6,509.28)	\$(19,556.78)	\$13,047.50	66.7%	\$40,836.91	\$(28,000.00)	\$68,836.91	245.8%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sanitation Usage Fees	\$11,892.33	\$15,833.33	\$(3,941.00)	(24.9)%	\$175,157.64	\$190,000.00	\$(14,842.36)	(7.8)%
Miscellaneous	1,062.00	83.33	978.67	1174.5	1,386.00	1,000.00	386.00	38.6
Net Revenues	\$12,954.33	\$15,916.66	\$(2,962.33)	(18.6)%	\$176,543.64	\$191,000.00	\$(14,456.36)	(7.6)%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$41.66	\$41.66	100.0%	\$0.00	\$500.00	\$500.00	100.0%
Recycling Contract Exp	120.00	166.66	46.66	28.0	1,680.00	2,000.00	320.00	16.0
Training & Education	0.00	25.00	25.00	100.0	0.00	300.00	300.00	100.0
Equipment Rentals	0.00	83.33	83.33	100.0	0.00	1,000.00	1,000.00	100.0
Fuel	314.70	708.33	393.63	55.6	6,499.21	8,500.00	2,000.79	23.5
Insurance	3,951.60	4,166.66	215.06	5.2	8,204.80	12,500.00	4,295.20	34.4
Landfill Tipping Fees	2,006.71	1,958.33	(48.38)	(2.5)	18,326.11	23,500.00	5,173.89	22.0
Miscellaneous	0.00	20.00	20.00	100.0	88.15	240.00	151.85	63.3
Software Support Exp - Trash	12.50	0.00	(12.50)	0.0	1,225.76	0.00	(1,225.76)	0.0
Operating Supplies - Trash	35.77	16.66	(19.11)	(114.7)	119.23	200.00	80.77	40.4
R&M Building - Trash	0.00	12.50	12.50	100.0	0.00	150.00	150.00	100.0
Rep and Maint - Vehicles	82.90	1,000.00	917.10	91.7	6,501.42	12,000.00	5,498.58	45.8
Rep and Maint - Equipment	0.00	166.66	166.66	100.0	71.47	2,000.00	1,928.53	96.4
R&M Trash - Infrastructure	0.00	0.00	0.00	0.0	52.01	0.00	(52.01)	0.0
Small Tools and Equipment	0.00	108.33	108.33	100.0	4,994.88	6,300.00	1,305.12	20.7
Telephone Exp - Trash	0.00	75.00	75.00	100.0	149.73	900.00	750.27	83.4
Uniform Exp Trash	0.00	41.66	41.66	100.0	168.40	500.00	331.60	66.3
Administrative Charge	4,019.33	4,019.33	0.00	0.0	48,231.96	48,232.00	0.04	0.0
Lease Payments	0.00	0.00	0.00	0.0	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	\$10,543.51	\$12,610.11	\$2,066.60	16.4 %	\$101,313.13	\$124,822.00	\$23,508.87	18.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,943.38	\$4,694.16	\$750.78	16.0%	\$51,342.17	\$56,330.00	\$4,987.83	8.9%
FICA and Medicare	288.02	359.08	71.06	19.8	3,831.32	4,309.00	477.68	11.1
Retirement	255.21	370.75	115.54	31.2	3,486.99	4,449.00	962.01	21.6
Health Insurance	799.42	1,079.50	280.08	25.9	10,201.46	12,954.00	2,752.54	21.2
Worker's Compensation	1,700.00	0.00	(1,700.00)	0.0	6,357.00	4,483.00	(1,874.00)	(41.8)
Unemployment	0.00	12.75	12.75	100.0	209.02	153.00	(56.02)	(36.6)
Total General & Administrative Expenses	\$6,986.03	\$6,516.24	\$(469.79)	(7.2)%	\$75,427.96	\$82,678.00	\$7,250.04	8.8 %
Total Expenses	\$17,529.54	\$19,126.35	\$1,596.81	8.3%	\$176,741.09	\$207,500.00	\$30,758.91	14.8%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	<u>\$(4,575.21)</u>	<u>\$(3,209.69)</u>	<u>\$(1,365.52)</u>	<u>(42.5)%</u>	<u>(\$197.45)</u>	<u>\$(16,500.00)</u>	<u>\$16,302.55</u>	<u>98.8%</u>

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
HURF Revenue	\$2,489.66	\$3,220.16	\$(730.50)	(22.7)%	\$237,108.99	\$236,444.00	\$664.99	0.3%
Interest and Investment Earnings	46.24	29.16	17.08	58.6	1,019.08	350.00	669.08	191.2
Transfers In	16,165.22	6,166.66	9,998.56	162.1	59,402.52	74,000.00	(14,597.48)	(19.7)
Net Revenues	\$18,701.12	\$9,415.98	\$9,285.14	98.6 %	\$297,530.59	\$310,794.00	\$(13,263.41)	(4.3)%
<u>Program Expenses</u>								
Engineering Fees	\$9,713.00	\$166.66	\$(9,546.34)	(5728.0)%	\$9,713.00	\$2,000.00	\$(7,713.00)	(385.7)%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	1,500.00	1,500.00	100.0
Fuel	1.66	4.16	2.50	60.1	40.67	50.00	9.33	18.7
Insurance	1,975.80	2,166.66	190.86	8.8	4,102.40	6,500.00	2,397.60	36.9
Miscellaneous	0.00	12.91	12.91	100.0	106.13	155.00	48.87	31.5
Software Service & Support	12.50	33.33	20.83	62.5	137.50	400.00	262.50	65.6
Operating Supplies - HURF	35.76	58.33	22.57	38.7	399.19	700.00	300.81	43.0
Public Restroom Supplies	573.21	183.33	(389.88)	(212.7)	2,223.08	2,200.00	(23.08)	(1.0)
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	82.87	200.00	117.13	58.6	1,373.04	2,400.00	1,026.96	42.8
Rep and Maint - Equipment	0.00	29.16	29.16	100.0	0.00	350.00	350.00	100.0
Rep and Maint - Infrastructure	30.41	189,750.00	189,719.59	100.0	1,769.62	200,750.00	198,980.38	99.1
Small Tools and Equipment	0.00	41.66	41.66	100.0	493.41	500.00	6.59	1.3
Street Lights	830.13	1,041.66	211.53	20.3	11,023.68	12,500.00	1,476.32	11.8
Street Supplies	93.36	0.00	(93.36)	0.0	6,885.28	3,000.00	(3,885.28)	(129.5)
Telephone	0.00	16.66	16.66	100.0	2.81	200.00	197.19	98.6
Uniform Exp - HURF	0.00	41.66	41.66	100.0	168.43	500.00	331.57	66.3
Administrative Charge	881.17	881.16	(0.01)	0.0	10,574.04	10,574.00	(0.04)	0.0
Lease Payments	43.38	25.00	(18.38)	(73.5)	260.28	1,300.00	1,039.72	80.0
Total Program Expenses	\$14,273.25	\$194,777.34	\$180,504.09	92.7 %	\$52,415.71	\$251,879.00	\$199,463.29	79.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,106.16	\$3,612.00	\$505.84	14.0%	\$40,378.58	\$43,344.00	\$2,965.42	6.8%
FICA and Medicare	230.39	276.33	45.94	16.6	3,041.66	3,316.00	274.34	8.3
Retirement	135.42	196.75	61.33	31.2	1,850.28	2,361.00	510.72	21.6
Health Insurance	424.18	572.75	148.57	25.9	5,413.03	6,873.00	1,459.97	21.2
Worker's Compensation	516.00	0.00	(516.00)	0.0	1,929.00	2,840.00	911.00	32.1
Unemployment	15.72	15.08	(0.64)	(4.2)	229.81	181.00	(48.81)	(27.0)
Total General & Administrative Expenses	\$4,427.87	\$4,672.91	\$245.04	5.2 %	\$52,842.36	\$58,915.00	\$6,072.64	10.3 %
Total Expenses	\$18,701.12	\$199,450.25	\$180,749.13	90.6%	\$105,258.07	\$310,794.00	\$205,535.93	66.1%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 6/1/2020 Through 6/30/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	\$0.00	\$(190,034.27)	\$190,034.27	100.0%	\$192,272.52	\$0.00	\$192,272.52	0.0%

7/6/20
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Town of Jerome
Balance Sheet
As of 6/30/2020
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	
GF Accounts Receivable	3,653.91	
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	5,861.27	
OAZ Checking	233,580.50	
OAZ General Savings	395,510.00	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$921,501.13

Other Assets

Due From Other Funds	\$1,505,009.33	
Total Other Assets		1,505,009.33

Total Assets

\$2,426,510.46

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$1,325.99	
Federal WH & FICA	(9.81)	
Arizona Withholding	(35.05)	
Unemployment Taxes	387.02	
AFLAC	(411.10)	
Health Insurance	(291.65)	
457G Retirement	66.53	
PSPRS	(56.88)	
Customer Deposits	6,760.72	
FD Per Call Payable	9,058.50	
Ganishments Payable	1,735.51	
Wages Payable	16,542.22	
Due To Other Funds	1,783,212.53	
Court Liabilities	10,835.64	
Suspense Account	(91,905.00)	
Total Current Liabilities		\$1,737,215.17
Total Liabilities		\$1,737,215.17

Net Assets

Unrestricted Funds	736,120.91	
Current Year Net Assets	(46,825.62)	
Total Net Assets		689,295.29

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Town of Jerome
Balance Sheet
As of 6/30/2020
Fund: (1) General

Total Liabilities and Net Assets

\$2,426,510.46

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Town of Jerome
Balance Sheet
As of 6/30/2020

Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	59,583.35	
Bond Account	11,298.05	
Replacement & Extension Acct	71,668.89	
Series 2001 Bond Reserve Acct	30,065.60	
Total Current Assets		\$157,615.89

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	\$780,653.61	
Total Other Assets		780,653.61

Total Assets

\$3,062,610.33

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$112.22	
Sales Tax Payable	779.61	
Customer Deposits	24,186.70	
Compensated Absences	2,328.22	
Bonds Payable	148,445.73	
Other Liabilities	6,909.25	
Due To Other Funds	631,337.70	
Accrued Payroll	2,361.76	
Accrued Interest Payable	3,340.02	
Total Current Liabilities		\$819,801.21
Total Liabilities		\$819,801.21

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	80,733.42	
Total Net Assets		2,242,809.12
Total Liabilities and Net Assets		\$3,062,610.33

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Town of Jerome
Balance Sheet
As of 6/30/2020

Fund: (3) Road

Assets

Current Assets

HURF Accounts Receivable	\$3,625.78	
OAZ HURF Savings	377,189.33	
Total Current Assets		\$380,815.11

Other Assets

Due From Other Funds	\$288,144.23	
Total Other Assets		288,144.23

Total Assets

\$668,959.34

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$37.44	
Due To Other Funds	479,490.94	
Accrued Payroll	755.11	
Total Current Liabilities		\$480,283.49

Total Liabilities

\$480,283.49

Net Assets

Current Year Net Assets	\$188,675.85	
Total Net Assets		188,675.85
Total Liabilities and Net Assets		\$668,959.34

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Town of Jerome
Balance Sheet
As of 6/30/2020

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
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Liabilities and Net Assets

Current Liabilities

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

Total Liabilities		\$22,854.66
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Net Assets

Unrestricted Fund Balance	152,044.83	
Current Year Net Assets	2,564.10	

Total Net Assets		154,608.93
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Total Liabilities and Net Assets		\$177,463.59
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Town of Jerome

Balance Sheet

As of 6/30/2020

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	\$336,443.98	
Total Other Assets		336,443.98

Total Assets

\$474,545.79

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$261,399.93	
Deferred Revenue - Opr Grants	56,436.41	
Accounts Payable - Opr Grants	(12,062.51)	
Total Current Liabilities		\$305,773.83

Total Liabilities

\$305,773.83

Net Assets

Unrestricted Fund Balance	11,433.46	
Current Year Net Assets	157,338.50	

Total Net Assets

168,771.96

Total Liabilities and Net Assets

\$474,545.79

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Town of Jerome

Balance Sheet

As of 6/30/2020

Fund: (6) Capital Grants

Assets

Other Assets

Due From Other Funds	\$254,591.68	
Total Other Assets		\$254,591.68
Total Assets		\$254,591.68

Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$42,267.65	
Due To Other Funds	138,881.60	
Total Current Liabilities		\$181,149.25
Total Liabilities		\$181,149.25

Net Assets

Restricted Fund Balance	\$109,433.10	
Unrestricted Fund Balance	(117,281.30)	
Current Year Net Assets	81,290.63	
Total Net Assets		73,442.43
Total Liabilities and Net Assets		\$254,591.68

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Town of Jerome

Balance Sheet

As of 6/30/2020

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	\$4,027.20	
Total Current Liabilities		\$4,027.20
Total Liabilities		\$4,027.20

Net Assets

Unrestricted Fund Balance	\$120,310.72	
Current Year Net Assets	(34,985.99)	
Total Net Assets		85,324.73
Total Liabilities and Net Assets		\$89,351.93

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Town of Jerome
Balance Sheet
As of 6/30/2020

Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements	\$45,688.29	
Total Current Assets		\$45,688.29

Other Assets

Due From Other Funds	\$32,124.44	
Total Other Assets		32,124.44

Total Assets		\$77,812.73
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Net Assets

Unrestricted Fund Balance	\$67,643.86	
Current Year Net Assets	10,168.87	

Total Net Assets		77,812.73
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Total Liabilities and Net Assets		\$77,812.73
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AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date								
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance	
VENDOR: 1002 - XEROX FINANCIAL SERVICES											\$0.00
61020MA18	06/10/20	06/10/20	07/10/20								
020-0098114-001, Inv 2123908 copier		1.11.6191 - Copier & Equip Lease Expense		\$321.03	\$0.00	\$321.03	06/10/20	11014	ASCUCK	\$0.00	
INVOICE 61020MA18 TOTALS:				\$321.03	\$0.00	\$321.03				\$0.00	
XEROX FINANCIAL SERVICES TOTALS:				\$321.03	\$0.00	\$321.03				\$0.00	
VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)											\$0.00
61720MA10	06/17/20	06/17/20	07/17/20								
Inv 2020-134, Site visits/surveys/d		6.70.6185 - Misc Exp - Cap Grants		\$28,040.00	\$0.00	\$28,040.00	06/17/20	11037	ASCUCK	\$0.00	
INVOICE 61720MA10 TOTALS:				\$28,040.00	\$0.00	\$28,040.00				\$0.00	
61720MA11	06/17/20	06/17/20	07/17/20								
Inv 2020-133, mapping/plans water		2.50.6140 - Engineering Fees		\$7,500.00	\$0.00	\$7,500.00	06/17/20	11036	ASCUCK	\$0.00	
Inv 2020-133, mapping/plans sewer		2.51.6140 - Engineering Fees		\$7,500.00	\$0.00	\$7,500.00	06/17/20	11036	ASCUCK	\$0.00	
Inv 2020-133, mapping/plans HURF		3.30.6140 - Engineering Fees		\$9,713.00	\$0.00	\$9,713.00	06/17/20	11036	ASCUCK	\$0.00	
INVOICE 61720MA11 TOTALS:				\$24,713.00	\$0.00	\$24,713.00				\$0.00	
61720MA12	06/17/20	06/17/20	07/17/20								
Inv 2020-132, site visit/data colle		6.70.6185 - Misc Exp - Cap Grants		\$3,240.00	\$0.00	\$3,240.00	06/17/20	11035	ASCUCK	\$0.00	
INVOICE 61720MA12 TOTALS:				\$3,240.00	\$0.00	\$3,240.00				\$0.00	
SOUTHWESTERN ENVIRON (SEC) TOTALS:				\$55,993.00	\$0.00	\$55,993.00				\$0.00	
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											\$0.00
61020MA6	06/10/20	06/10/20	07/10/20								
Inv 19-471, Internet Access Town Ha		1.11.6192 - Software Support Exp - GG		\$120.00	\$0.00	\$120.00	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access Water		2.50.6192 - Software Support Exp - Water		\$12.50	\$0.00	\$12.50	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access Sewer		2.51.6192 - Software Support Exp - Sewer		\$12.50	\$0.00	\$12.50	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access Trash		2.52.6192 - Software Support Exp - Trash		\$12.50	\$0.00	\$12.50	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access Parks		1.17.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access Prop		1.18.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access HURF		3.30.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access FD		1.14.6185 - Miscellaneous		\$75.00	\$0.00	\$75.00	06/10/20	11033	ASCUCK	\$0.00	
Inv 19-471, Internet Access PD		1.13.6192 - Software Service & Support		\$150.00	\$0.00	\$150.00	06/10/20	11033	ASCUCK	\$0.00	
INVOICE 61020MA6 TOTALS:				\$420.00	\$0.00	\$420.00				\$0.00	
61020MA7	06/10/20	06/10/20	07/10/20								
Inv 19-450, E-Rate LB		1.15.6266 - E-Rate Exp		\$40.07	\$0.00	\$40.07	06/10/20	11033	ASCUCK	\$0.00	
INVOICE 61020MA7 TOTALS:				\$40.07	\$0.00	\$40.07				\$0.00	
YAVAPAI CO. EDUCATION TECH TOTALS:				\$460.07	\$0.00	\$460.07				\$0.00	
VENDOR: 1031 - GARY ALLEN											\$0.00
61020MA19	06/10/20	06/10/20	07/10/20								
Reimburse, Primary wire, connectors		1.17.6220 - Rep and Maint - Vehicles		\$3.27	\$0.00	\$3.27	06/10/20	11015	ASCUCK	\$0.00	
Reimburse, Primary wire, connectors		1.18.6220 - Rep and Maint - Vehicles		\$3.27	\$0.00	\$3.27	06/10/20	11015	ASCUCK	\$0.00	

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Reimburse, Primary wire, connectors		2.50.6220 - Rep and Maint - Vehicles		\$3.27	\$0.00	\$3.27	06/10/20	11015	ASCUCK	\$0.00
Reimburse, Primary wire, connectors		2.51.6220 - Rep and Maint - Vehicles		\$3.27	\$0.00	\$3.27	06/10/20	11015	ASCUCK	\$0.00
Reimburse, Primary wire, connectors		2.52.6220 - Rep and Maint - Vehicles		\$3.29	\$0.00	\$3.29	06/10/20	11015	ASCUCK	\$0.00
Reimburse, Primary wire, connectors		3.30.6220 - Rep and Maint - Vehicles		\$3.27	\$0.00	\$3.27	06/10/20	11015	ASCUCK	\$0.00
INVOICE 61020MA19 TOTALS:				\$19.64	\$0.00	\$19.64				\$0.00
GARY ALLEN TOTALS:				\$19.64	\$0.00	\$19.64				\$0.00
VENDOR: 1033 - BROWN & BROWN LAW OFFICES										\$0.00
61020MA10	06/10/20	06/10/20	07/10/20							
Inv JEROME-2600, Legal Water		2.50.6170 - Legal Exp - Water		\$70.00	\$0.00	\$70.00	06/10/20	11016	ASCUCK	\$0.00
INVOICE 61020MA10 TOTALS:				\$70.00	\$0.00	\$70.00				\$0.00
BROWN & BROWN LAW OFFICES TOTALS:				\$70.00	\$0.00	\$70.00				\$0.00
VENDOR: 1054 - PARKEON										\$0.00
61720MA5	06/17/20	06/17/20	07/17/20							
00031335, Parkfolio		1.18.6242 - Parking Kiosks Expenses		\$312.00	\$0.00	\$312.00	06/17/20	11038	ASCUCK	\$0.00
00031335, Validation Codes		1.18.6242 - Parking Kiosks Expenses		\$30.00	\$0.00	\$30.00	06/17/20	11038	ASCUCK	\$0.00
00031335, Tax		1.18.6242 - Parking Kiosks Expenses		\$33.69	\$0.00	\$33.69	06/17/20	11038	ASCUCK	\$0.00
INVOICE 61720MA5 TOTALS:				\$375.69	\$0.00	\$375.69				\$0.00
PARKEON TOTALS:				\$375.69	\$0.00	\$375.69				\$0.00
VENDOR: 1073 - WM CORPORATE SERVICES, INC.										\$0.00
61020MA21	06/10/20	06/10/20	07/10/20							
Inv 2255100-1586-3, Dumpster		2.52.6165 - Landfill Tipping Fees		\$749.51	\$0.00	\$749.51	06/10/20	11017	ASCUCK	\$0.00
INVOICE 61020MA21 TOTALS:				\$749.51	\$0.00	\$749.51				\$0.00
WM CORPORATE SERVICES, INC. TOTALS:				\$749.51	\$0.00	\$749.51				\$0.00
VENDOR: 1074 - MIKE ROMANSKI										\$0.00
63020MA8	06/30/20	06/30/20	07/30/20							
Labor for Ghost Pepper AC		1.18.6215 - R&M Building - Properties		\$120.00	\$0.00	\$120.00	06/30/20	11068	ASCUCK	\$0.00
Lbs of 410A for Ghost Pepper AC		1.18.6215 - R&M Building - Properties		\$43.00	\$0.00	\$43.00	06/30/20	11068	ASCUCK	\$0.00
INVOICE 63020MA8 TOTALS:				\$163.00	\$0.00	\$163.00				\$0.00
MIKE ROMANSKI TOTALS:				\$163.00	\$0.00	\$163.00				\$0.00
VENDOR: 109 - AFLAC										\$0.00
61720MA17	06/17/20	06/17/20	06/17/20							
Acct # DN513, Inv. 135954 June 2020		1.10.2405 - AFLAC		\$143.52	\$0.00	\$143.52	06/17/20	11039	ASCUCK	\$0.00
INVOICE 61720MA17 TOTALS:				\$143.52	\$0.00	\$143.52				\$0.00
AFLAC TOTALS:				\$143.52	\$0.00	\$143.52				\$0.00

Town of Jerome

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES											\$0.00
61020MA17	06/10/20	06/10/20	06/10/20								
Inv 604601, Monthly tank rental		1.14.6181 - Medical Supplies Exp			\$119.04	\$0.00	\$119.04	06/10/20	11018	ASCUCK	\$0.00
INVOICE 61020MA17 TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
VENDOR: 119 - APS											\$0.00
6320MA3	06/03/20	06/03/20	06/18/20								
9438060 Hull St Roof		1.18.6285 - Utilities			\$13.87	\$0.00	\$13.87	06/03/20	11005	ASCUCK	\$0.00
INVOICE 6320MA3 TOTALS:					\$13.87	\$0.00	\$13.87				\$0.00
62420MA2	06/24/20	06/24/20	07/09/20								
149044 Street Lights		3.30.6255 - Street Lights			\$830.13	\$0.00	\$830.13	06/24/20	11062	ASCUCK	\$0.00
INVOICE 62420MA2 TOTALS:					\$830.13	\$0.00	\$830.13				\$0.00
63020MA1	06/30/20	06/30/20	07/15/20								
1976520 Co-Op		1.18.6285 - Utilities			\$109.16	\$0.00	\$109.16	06/30/20	11069	ASCUCK	\$0.00
2839800 Ghost Pepper		1.18.6285 - Utilities			\$81.39	\$0.00	\$81.39	06/30/20	11069	ASCUCK	\$0.00
2353720 FD Gulch		1.18.6285 - Utilities			\$42.66	\$0.00	\$42.66	06/30/20	11069	ASCUCK	\$0.00
3216010 Hotel Jerome		1.18.6285 - Utilities			\$45.02	\$0.00	\$45.02	06/30/20	11069	ASCUCK	\$0.00
7575770 Civic Center		1.18.6285 - Utilities			\$1,160.90	\$0.00	\$1,160.90	06/30/20	11069	ASCUCK	\$0.00
4246290 WWTP		2.51.6285 - Utilities			\$148.11	\$0.00	\$148.11	06/30/20	11069	ASCUCK	\$0.00
6506951 PD		1.18.6285 - Utilities			\$171.95	\$0.00	\$171.95	06/30/20	11069	ASCUCK	\$0.00
0024240 Lower Park		1.17.6285 - Utilities			\$42.98	\$0.00	\$42.98	06/30/20	11069	ASCUCK	\$0.00
0421621 Fire Station		1.18.6285 - Utilities			\$395.23	\$0.00	\$395.23	06/30/20	11069	ASCUCK	\$0.00
6109570 Perkinsville Rd		1.18.6285 - Utilities			\$103.90	\$0.00	\$103.90	06/30/20	11069	ASCUCK	\$0.00
8061950 Sunshine Hill Water Tank		2.50.6285 - Utilities Exp - Water			\$40.80	\$0.00	\$40.80	06/30/20	11069	ASCUCK	\$0.00
2383901 Upper Park		1.17.6285 - Utilities			\$47.04	\$0.00	\$47.04	06/30/20	11069	ASCUCK	\$0.00
8468241 Middle Park		1.17.6285 - Utilities			\$42.19	\$0.00	\$42.19	06/30/20	11069	ASCUCK	\$0.00
5613490 Upper Park 2		1.17.6285 - Utilities			\$55.33	\$0.00	\$55.33	06/30/20	11069	ASCUCK	\$0.00
INVOICE 63020MA1 TOTALS:					\$2,486.66	\$0.00	\$2,486.66				\$0.00
APS TOTALS:					\$3,330.66	\$0.00	\$3,330.66				\$0.00
VENDOR: 135 - AMRRP - WC											\$0.00
62420MA6	06/24/20	06/24/20	06/24/20								
Policy #2000214 Qrt 2 20 WC Premium		1.11.5013 - Workers Compensation			\$287.00	\$0.00	\$287.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		1.12.5013 - Worker's Compensation			\$72.00	\$0.00	\$72.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		1.13.5013 - Worker's Compensation			\$5,632.00	\$0.00	\$5,632.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		1.14.5013 - Worker's Compensation			\$2,245.00	\$0.00	\$2,245.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		1.15.5013 - Worker's Compensation			\$57.00	\$0.00	\$57.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		1.16.5013 - Worker's Compensation			\$125.00	\$0.00	\$125.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		1.17.5013 - Worker's Compensation			\$90.00	\$0.00	\$90.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		1.18.5013 - Worker's Compensation			\$506.00	\$0.00	\$506.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		2.50.5013 - Worker's Compensation			\$1,196.00	\$0.00	\$1,196.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		2.51.5013 - Worker's Compensation			\$607.00	\$0.00	\$607.00	06/24/20	11063	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Policy #2000214 Qrt 2 20 WC Premium		2.52.5013 - Worker's Compensation		\$1,700.00	\$0.00	\$1,700.00	06/24/20	11063	ASCUCK	\$0.00
Policy #2000214 Qrt 2 20 WC Premium		3.30.5013 - Worker's Compensation		\$516.00	\$0.00	\$516.00	06/24/20	11063	ASCUCK	\$0.00
INVOICE 62420MA6 TOTALS:				\$13,033.00	\$0.00	\$13,033.00				\$0.00
AMRRP - WC TOTALS:				\$13,033.00	\$0.00	\$13,033.00				\$0.00
VENDOR: 157 - BOUND TREE MEDICAL, LLC										\$0.00
61720MA19	06/17/20	06/17/20	07/17/20							
103795, Inv 33049410 NAEMS supplies		5.40.6238 - Fire Dept Exp - Opr Grants		\$1,579.18	\$0.00	\$1,579.18	06/17/20	11040	ASCUCK	\$0.00
103795, Inv 33049409 NAEMS supplies		5.40.6238 - Fire Dept Exp - Opr Grants		\$1,583.85	\$0.00	\$1,583.85	06/17/20	11040	ASCUCK	\$0.00
INVOICE 61720MA19 TOTALS:				\$3,163.03	\$0.00	\$3,163.03				\$0.00
BOUND TREE MEDICAL, LLC TOTALS:				\$3,163.03	\$0.00	\$3,163.03				\$0.00
VENDOR: 167 - OFFICE DEPOT										\$0.00
61020MA14	06/10/20	06/10/20	08/09/20							
63266436, Inv 501469389001 Paper		1.11.6190 - Office Supplies		\$167.69	\$0.00	\$167.69	06/10/20	11019	ASCUCK	\$0.00
INVOICE 61020MA14 TOTALS:				\$167.69	\$0.00	\$167.69				\$0.00
61020MA15	06/10/20	06/10/20	08/09/20							
63266436, Inv 505150315001 P&Z pack		1.11.6190 - Office Supplies		\$22.31	\$0.00	\$22.31	06/10/20	11019	ASCUCK	\$0.00
INVOICE 61020MA15 TOTALS:				\$22.31	\$0.00	\$22.31				\$0.00
61720MA16	06/17/20	06/17/20	08/16/20							
63266436, Inv 505725549001 supplies		1.11.6190 - Office Supplies		\$29.07	\$0.00	\$29.07	06/17/20	11041	ASCUCK	\$0.00
63266436, Inv 505730052001 memo pad		1.11.6190 - Office Supplies		\$10.41	\$0.00	\$10.41	06/17/20	11041	ASCUCK	\$0.00
INVOICE 61720MA16 TOTALS:				\$39.48	\$0.00	\$39.48				\$0.00
63020MA3	06/30/20	06/30/20	08/29/20							
63266436, 513518869001 Coffee		1.11.6190 - Office Supplies		\$11.98	\$0.00	\$11.98	06/30/20	11070	ASCUCK	\$0.00
63266436, 513528067001 Envelopes		1.11.6190 - Office Supplies		\$25.18	\$0.00	\$25.18	06/30/20	11070	ASCUCK	\$0.00
INVOICE 63020MA3 TOTALS:				\$37.16	\$0.00	\$37.16				\$0.00
OFFICE DEPOT TOTALS:				\$266.64	\$0.00	\$266.64				\$0.00
VENDOR: 168 - CENTURY LINK										\$0.00
62420MA1	06/24/20	06/24/20	07/09/20							
928 634 2245 PD		1.13.6265 - Telephone		\$34.27	\$0.00	\$34.27	06/24/20	11064	ASCUCK	\$0.00
928 634 7943 GG		1.11.6265 - Telephone		\$162.99	\$0.00	\$162.99	06/24/20	11064	ASCUCK	\$0.00
928 634 8992 PD		1.13.6265 - Telephone		\$169.94	\$0.00	\$169.94	06/24/20	11064	ASCUCK	\$0.00
928 639 0574 LB		1.15.6265 - Telephone		\$75.08	\$0.00	\$75.08	06/24/20	11064	ASCUCK	\$0.00
928 649 2776 PD		1.13.6265 - Telephone		\$40.12	\$0.00	\$40.12	06/24/20	11064	ASCUCK	\$0.00
928 649 3034 FD		1.14.6265 - Telephone		\$124.65	\$0.00	\$124.65	06/24/20	11064	ASCUCK	\$0.00
928 649 3250 CT		1.12.6265 - Telephone		\$70.56	\$0.00	\$70.56	06/24/20	11064	ASCUCK	\$0.00
INVOICE 62420MA1 TOTALS:				\$677.61	\$0.00	\$677.61				\$0.00
CENTURY LINK TOTALS:				\$677.61	\$0.00	\$677.61				\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description			Account								
VENDOR: 185 - COTTONWOOD EXPRESS LUBE											\$0.00
61720MA7	06/17/20	06/17/20	06/17/20								
Oil Change Unit 27, labor			1.13.6220 - Rep and Maint - Vehicles		\$40.00	\$0.00	\$40.00	06/17/20	11042	ASCUCK	\$0.00
Oil Change Unit 27, parts-tax			1.13.6220 - Rep and Maint - Vehicles		\$6.07	\$0.00	\$6.07	06/17/20	11042	ASCUCK	\$0.00
INVOICE 61720MA7 TOTALS:					\$46.07	\$0.00	\$46.07				\$0.00
COTTONWOOD EXPRESS LUBE TOTALS:					\$46.07	\$0.00	\$46.07				\$0.00
VENDOR: 203 - SMART DOCUMENT SOLUTIONS											\$0.00
61720MA13	06/17/20	06/17/20	06/17/20								
C10253, CT1221-01, Inv 12673 printe			1.11.6191 - Copier & Equip Lease Expense		\$435.83	\$0.00	\$435.83	06/17/20	11043	ASCUCK	\$0.00
INVOICE 61720MA13 TOTALS:					\$435.83	\$0.00	\$435.83				\$0.00
SMART DOCUMENT SOLUTIONS TOTALS:					\$435.83	\$0.00	\$435.83				\$0.00
VENDOR: 204 - SEDONA RECYCLES, INC											\$0.00
61020MA5	06/10/20	06/10/20	06/10/20								
Recycling Services, Inv JEROME620			2.52.6111 - Recycling Contract Exp		\$120.00	\$0.00	\$120.00	06/10/20	11020	ASCUCK	\$0.00
INVOICE 61020MA5 TOTALS:					\$120.00	\$0.00	\$120.00				\$0.00
SEDONA RECYCLES, INC TOTALS:					\$120.00	\$0.00	\$120.00				\$0.00
VENDOR: 207 - HOME DEPOT CREDIT SERVICES											\$0.00
6320MA4	06/03/20	06/03/20	06/23/20								
3429 Rtrn 80 Bags Concrete(last sta			2.51.6230 - Rep and Maint - Infrastructure		(\$62.75)	\$0.00	(\$62.75)	06/03/20	11006	ASCUCK	\$0.00
3429 Ref #4514354 wire, blades, pai			2.50.6230 - Rep and Maint - Infrastructure		\$98.28	\$0.00	\$98.28	06/03/20	11006	ASCUCK	\$0.00
3429 Ref #9025136 plywood			3.30.6230 - Rep and Maint - Infrastructure		\$30.41	\$0.00	\$30.41	06/03/20	11006	ASCUCK	\$0.00
INVOICE 6320MA4 TOTALS:					\$65.94	\$0.00	\$65.94				\$0.00
63020MA12	06/30/20	06/30/20	07/20/20								
3429 Ref 5032794 Gloves, Batteries			1.14.6250 - Small Tools and Equipment		\$214.41	\$0.00	\$214.41	06/30/20	11071	ASCUCK	\$0.00
3429 Ref 4512789 Steel Base			1.18.6185 - Miscellaneous		\$45.87	\$0.00	\$45.87	06/30/20	11071	ASCUCK	\$0.00
3429 Ref 1093944 Handle for Wildlan			1.14.6250 - Small Tools and Equipment		\$12.06	\$0.00	\$12.06	06/30/20	11071	ASCUCK	\$0.00
3429 Ref H0423-1834974375 Mounting			7.25.6276 - Wildlands Exp - Contingency		\$113.23	\$0.00	\$113.23	06/30/20	11071	ASCUCK	\$0.00
INVOICE 63020MA12 TOTALS:					\$385.57	\$0.00	\$385.57				\$0.00
HOME DEPOT CREDIT SERVICES TOTALS:					\$451.51	\$0.00	\$451.51				\$0.00
VENDOR: 218 - VERIZON WIRELESS											\$0.00
61020MA12	06/10/20	06/10/20	07/05/20								
870476021, 928-300-5987 Barry phone			1.16.6265 - Telephone		\$51.10	\$0.00	\$51.10	06/10/20	11022	ASCUCK	\$0.00
870476021, 928-300-8701 Rusty phone			1.14.6265 - Telephone		\$62.22	\$0.00	\$62.22	06/10/20	11022	ASCUCK	\$0.00
870476021, 928-821-0133 Shuttle pho			1.11.6265 - Telephone		\$35.51	\$0.00	\$35.51	06/10/20	11022	ASCUCK	\$0.00
870476021, Access Charge PZ			1.16.6265 - Telephone		\$21.46	\$0.00	\$21.46	06/10/20	11022	ASCUCK	\$0.00
870476021, Access Charge FD			1.14.6265 - Telephone		\$21.47	\$0.00	\$21.47	06/10/20	11022	ASCUCK	\$0.00
870476021, Access Charge GG			1.14.6265 - Telephone		\$21.47	\$0.00	\$21.47	06/10/20	11022	ASCUCK	\$0.00

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 61020MA12 TOTALS:					\$213.23	\$0.00	\$213.23				\$0.00
61020MA13	06/10/20	06/10/20	07/05/20								
870476021 928-451-2174 PD		1.18.6242 - Parking Kiosks Expenses			\$30.08	\$0.00	\$30.08	06/10/20	11021	ASCUCK	\$0.00
870476021 928-451-2402 PD		1.18.6242 - Parking Kiosks Expenses			\$30.08	\$0.00	\$30.08	06/10/20	11021	ASCUCK	\$0.00
870476021 928-451-2436 PD		1.18.6242 - Parking Kiosks Expenses			\$30.08	\$0.00	\$30.08	06/10/20	11021	ASCUCK	\$0.00
870476021 928-821-0736 Allen Muma		1.18.6242 - Parking Kiosks Expenses			\$30.08	\$0.00	\$30.08	06/10/20	11021	ASCUCK	\$0.00
INVOICE 61020MA13 TOTALS:					\$120.32	\$0.00	\$120.32				\$0.00
VERIZON WIRELESS TOTALS:					\$333.55	\$0.00	\$333.55				\$0.00
VENDOR: 224 - LEGEND											\$0.00
6320MA1	06/03/20	06/03/20	07/03/20								
Acct 00-0001475, Inv. 2008250		2.51.6240 - Service Tests/System Testing			\$51.00	\$0.00	\$51.00	06/03/20	11007	ASCUCK	\$0.00
INVOICE 6320MA1 TOTALS:					\$51.00	\$0.00	\$51.00				\$0.00
61020MA9	06/10/20	06/10/20	07/10/20								
Acct 00-0001475, Inv. 2008466		2.51.6240 - Service Tests/System Testing			\$51.00	\$0.00	\$51.00	06/10/20	11023	ASCUCK	\$0.00
INVOICE 61020MA9 TOTALS:					\$51.00	\$0.00	\$51.00				\$0.00
61720MA21	06/17/20	06/17/20	07/17/20								
Acct 00-0001475, Inv. 2009234, wate		2.50.6240 - Service Tests/System Testing			\$15.00	\$0.00	\$15.00	06/17/20	11044	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2009234, sewe		2.51.6240 - Service Tests/System Testing			\$303.40	\$0.00	\$303.40	06/17/20	11044	ASCUCK	\$0.00
INVOICE 61720MA21 TOTALS:					\$318.40	\$0.00	\$318.40				\$0.00
61720MA22	06/17/20	06/17/20	07/17/20								
Acct 00-0001475, Inv. 2009232		2.51.6240 - Service Tests/System Testing			\$51.00	\$0.00	\$51.00	06/17/20	11044	ASCUCK	\$0.00
INVOICE 61720MA22 TOTALS:					\$51.00	\$0.00	\$51.00				\$0.00
61720MA23	06/17/20	06/17/20	07/17/20								
Acct 00-0001475, Inv. 2007642		2.51.6240 - Service Tests/System Testing			\$51.00	\$0.00	\$51.00	06/17/20	11044	ASCUCK	\$0.00
INVOICE 61720MA23 TOTALS:					\$51.00	\$0.00	\$51.00				\$0.00
63020MA10	06/30/20	06/30/20	07/30/20								
Acct 00-0001475, Inv. 2009738		2.51.6240 - Service Tests/System Testing			\$51.00	\$0.00	\$51.00	06/30/20	11072	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2009629		2.51.6240 - Service Tests/System Testing			\$101.40	\$0.00	\$101.40	06/30/20	11072	ASCUCK	\$0.00
INVOICE 63020MA10 TOTALS:					\$152.40	\$0.00	\$152.40				\$0.00
LEGEND TOTALS:					\$674.80	\$0.00	\$674.80				\$0.00
VENDOR: 230 - PETTY CASH - GG											\$0.00
63020MA13	06/30/20	06/30/20	06/30/20								
1099, 1099R Envelopes		1.11.6190 - Office Supplies			\$27.01	\$0.00	\$27.01	06/30/20	11073	ASCUCK	\$0.00
Food For Staff Meeting		1.11.6195 - Operating Supplies - Gen Gov			\$88.19	\$0.00	\$88.19	06/30/20	11073	ASCUCK	\$0.00
Postage		1.11.6200 - Postage			\$127.30	\$0.00	\$127.30	06/30/20	11073	ASCUCK	\$0.00
INVOICE 63020MA13 TOTALS:					\$242.50	\$0.00	\$242.50				\$0.00
PETTY CASH - GG TOTALS:					\$242.50	\$0.00	\$242.50				\$0.00

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Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 237 - UNISOURCE ENERGY SERVICES										\$0.00
61720MA2	06/17/20	06/17/20	07/07/20							
435334 Town Yard		1.18.6285 - Utilities		\$21.75	\$0.00	\$21.75	06/17/20	11045	ASCUCK	\$0.00
750593 Town Hall		1.18.6285 - Utilities		\$25.75	\$0.00	\$25.75	06/17/20	11045	ASCUCK	\$0.00
693726 Police Dept		1.18.6285 - Utilities		\$21.76	\$0.00	\$21.76	06/17/20	11045	ASCUCK	\$0.00
055982 Fire Dept		1.18.6285 - Utilities		\$25.76	\$0.00	\$25.76	06/17/20	11045	ASCUCK	\$0.00
INVOICE 61720MA2 TOTALS:				\$95.02	\$0.00	\$95.02				\$0.00
61820MA4	06/18/20	06/18/20	07/08/20							
235334 Co-Op		1.18.6285 - Utilities		\$21.76	\$0.00	\$21.76	06/18/20	11061	ASCUCK	\$0.00
INVOICE 61820MA4 TOTALS:				\$21.76	\$0.00	\$21.76				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:				\$116.78	\$0.00	\$116.78				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE										\$0.00
61020MA11	06/10/20	06/10/20	06/25/20							
2860, Ref 17438 Line, oil, fastener		1.14.6250 - Small Tools and Equipment		\$117.19	\$0.00	\$117.19	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 17648 Gloves, plexi glass		1.18.6195 - Operating Supplies - Properties		\$144.63	\$0.00	\$144.63	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 17827 Cut off wheels		2.50.6230 - Rep and Maint - Infrastructure		\$21.92	\$0.00	\$21.92	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 17886 HP Oil		1.17.6185 - Miscellaneous		\$1.97	\$0.00	\$1.97	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 17887 HP Oil		1.17.6185 - Miscellaneous		\$9.24	\$0.00	\$9.24	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18083 Rubber couplers		1.18.6230 - Rep and Maint - Infrastructure		\$72.47	\$0.00	\$72.47	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18148 Kit for weed eaters		1.14.6225 - Rep and Maint - Equipment		\$79.05	\$0.00	\$79.05	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18269 Hose fittings, sani		1.14.6225 - Rep and Maint - Equipment		\$80.66	\$0.00	\$80.66	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18280 Paint, brushes, var		1.18.6185 - Miscellaneous		\$24.78	\$0.00	\$24.78	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18300 Extention cords for		1.14.6250 - Small Tools and Equipment		\$202.29	\$0.00	\$202.29	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18375 Nylon string for we		1.18.6195 - Operating Supplies - Properties		\$41.73	\$0.00	\$41.73	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18414 Parts for weed eater		1.14.6250 - Small Tools and Equipment		\$167.09	\$0.00	\$167.09	06/10/20	11024	ASCUCK	\$0.00
2860, Ref 18504 Return part for wee		1.14.6250 - Small Tools and Equipment		(\$30.96)	\$0.00	(\$30.96)	06/10/20	11024	ASCUCK	\$0.00
INVOICE 61020MA11 TOTALS:				\$932.06	\$0.00	\$932.06				\$0.00
VERDE VALLEY HARDWARE TOTALS:				\$932.06	\$0.00	\$932.06				\$0.00
VENDOR: 249 - POSTMASTER										\$0.00
63020MA15	06/30/20	06/30/20	06/30/20							
Postage For Newsletter		1.11.6200 - Postage		\$65.20	\$0.00	\$65.20	06/30/20	11074	ASCUCK	\$0.00
INVOICE 63020MA15 TOTALS:				\$65.20	\$0.00	\$65.20				\$0.00
POSTMASTER TOTALS:				\$65.20	\$0.00	\$65.20				\$0.00
VENDOR: 252 - NAPA AUTO PARTS										\$0.00
62420MA3	06/24/20	06/24/20	07/14/20							
31380, Inv 216810 Brake Shoe		2.50.6220 - Rep and Maint - Vehicles		(\$74.37)	\$0.00	(\$74.37)	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 216787 Brake Shoe		2.50.6220 - Rep and Maint - Vehicles		\$131.81	\$0.00	\$131.81	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 217998, 218011, 218093 P		1.17.6220 - Rep and Maint - Vehicles		\$79.60	\$0.00	\$79.60	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 218094, 218220, 220024 P		1.18.6220 - Rep and Maint - Vehicles		\$79.60	\$0.00	\$79.60	06/24/20	11065	ASCUCK	\$0.00

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Town of Jerome

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
31380, Inv 224603 Water		2.50.6220 - Rep and Maint - Vehicles		\$79.60	\$0.00	\$79.60	06/24/20	11065	ASCUCK	\$0.00
31380, Sewer		2.51.6220 - Rep and Maint - Vehicles		\$79.60	\$0.00	\$79.60	06/24/20	11065	ASCUCK	\$0.00
31380, Trash		2.52.6220 - Rep and Maint - Vehicles		\$79.61	\$0.00	\$79.61	06/24/20	11065	ASCUCK	\$0.00
31380, HURF		3.30.6220 - Rep and Maint - Vehicles		\$79.60	\$0.00	\$79.60	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 221583 Argon		1.18.6195 - Operating Supplies - Properties		\$64.51	\$0.00	\$64.51	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 222377, 222425 FD		1.14.6220 - Rep and Maint - Vehicles		\$132.83	\$0.00	\$132.83	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 223492 Water truck parts		2.50.6220 - Rep and Maint - Vehicles		\$184.11	\$0.00	\$184.11	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 223817 Fuel Injector Con		2.50.6220 - Rep and Maint - Vehicles		\$88.47	\$0.00	\$88.47	06/24/20	11065	ASCUCK	\$0.00
31380, Inv 224418 Electrical Connec		2.50.6220 - Rep and Maint - Vehicles		(\$17.02)	\$0.00	(\$17.02)	06/24/20	11065	ASCUCK	\$0.00
INVOICE 62420MA3 TOTALS:				<u>\$987.95</u>	<u>\$0.00</u>	<u>\$987.95</u>				<u>\$0.00</u>
NAPA AUTO PARTS TOTALS:				<u>\$987.95</u>	<u>\$0.00</u>	<u>\$987.95</u>				<u>\$0.00</u>
VENDOR: 255 - CITY OF COTTONWOOD										\$0.00
61720MA1	06/17/20	06/17/20	06/17/20							
Dispatch Fees FD		1.14.6120 - Dispatch Fees		\$508.25	\$0.00	\$508.25	06/17/20	11046	ASCUCK	\$0.00
INVOICE 61720MA1 TOTALS:				<u>\$508.25</u>	<u>\$0.00</u>	<u>\$508.25</u>				<u>\$0.00</u>
CITY OF COTTONWOOD TOTALS:				<u>\$508.25</u>	<u>\$0.00</u>	<u>\$508.25</u>				<u>\$0.00</u>
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS										\$0.00
61020MA4	06/10/20	06/10/20	07/05/20							
Inv1014633 Monthly maint on springs		2.50.6110 - Contract Services		\$900.00	\$0.00	\$900.00	06/10/20	11025	ASCUCK	\$0.00
Inv1014633 Monthly maint on WWTP		2.51.6110 - Contract Services		\$3,200.00	\$0.00	\$3,200.00	06/10/20	11025	ASCUCK	\$0.00
Inv1014633 Install distribution pla		2.51.6230 - Rep and Maint - Infrastructure		\$330.00	\$0.00	\$330.00	06/10/20	11025	ASCUCK	\$0.00
Inv1014633 Distribution plate hardw		2.51.6230 - Rep and Maint - Infrastructure		\$120.80	\$0.00	\$120.80	06/10/20	11025	ASCUCK	\$0.00
INVOICE 61020MA4 TOTALS:				<u>\$4,550.80</u>	<u>\$0.00</u>	<u>\$4,550.80</u>				<u>\$0.00</u>
CONTRACT WASTEWATER OPERATIONS TOTALS:				<u>\$4,550.80</u>	<u>\$0.00</u>	<u>\$4,550.80</u>				<u>\$0.00</u>
VENDOR: 273 - TAPCO										\$0.00
63020MA14	06/30/20	06/30/20	07/30/20							
Inv I670620, Parking Sign		1.18.6242 - Parking Kiosks Expenses		\$64.70	\$0.00	\$64.70	06/30/20	11075	ASCUCK	\$0.00
Inv I670646, Parking Sign		1.18.6242 - Parking Kiosks Expenses		\$45.89	\$0.00	\$45.89	06/30/20	11075	ASCUCK	\$0.00
INVOICE 63020MA14 TOTALS:				<u>\$110.59</u>	<u>\$0.00</u>	<u>\$110.59</u>				<u>\$0.00</u>
TAPCO TOTALS:				<u>\$110.59</u>	<u>\$0.00</u>	<u>\$110.59</u>				<u>\$0.00</u>
VENDOR: 287 - KS STATE BANK										\$0.00
63020MA16	06/30/20	06/30/20	07/30/20							
2018 Explorer K9 Vehicle Payment #1		1.13.7025 - Vehicles, Cap Outlay, Police		\$5,295.28	\$0.00	\$5,295.28	06/30/20	11083	ASCUCK	\$0.00
INVOICE 63020MA16 TOTALS:				<u>\$5,295.28</u>	<u>\$0.00</u>	<u>\$5,295.28</u>				<u>\$0.00</u>
KS STATE BANK TOTALS:				<u>\$5,295.28</u>	<u>\$0.00</u>	<u>\$5,295.28</u>				<u>\$0.00</u>
VENDOR: 304 - PITNEY BOWES GLOBAL										\$0.00

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
6320MA6	06/03/20	06/03/20	07/03/20								
12100693 GG Inv 3103976147 Post Le		1.11.6191 - Copier & Equip Lease Expense			\$175.65	\$0.00	\$175.65	06/03/20	11008	ASCUCK	\$0.00
INVOICE 6320MA6 TOTALS:					\$175.65	\$0.00	\$175.65				\$0.00
PITNEY BOWES GLOBAL TOTALS:					\$175.65	\$0.00	\$175.65				\$0.00
VENDOR: 356 - SMELTER CITY IRON WORKS, LTD											\$0.00
61720MA25	06/17/20	06/17/20	07/17/20								
Inv 78514, 1/4 X 4' X 5' Plate		2.51.6230 - Rep and Maint - Infrastructure			\$280.12	\$0.00	\$280.12	06/17/20	11047	ASCUCK	\$0.00
INVOICE 61720MA25 TOTALS:					\$280.12	\$0.00	\$280.12				\$0.00
SMELTER CITY IRON WORKS, LTD TOTALS:					\$280.12	\$0.00	\$280.12				\$0.00
VENDOR: 375 - PERSONNEL SAFETY ENTERPRISES											\$0.00
61720MA14	06/17/20	06/17/20	07/17/20								
Acct 1953 Inv 101960 first aid supp		1.17.6195 - Operating Supplies - Parks			\$35.76	\$0.00	\$35.76	06/17/20	11048	ASCUCK	\$0.00
Acct 1953 Inv 101960 first aid supp		1.18.6195 - Operating Supplies - Properties			\$35.76	\$0.00	\$35.76	06/17/20	11048	ASCUCK	\$0.00
Acct 1953 Inv 101960 first aid supp		2.50.6195 - Operating Supplies - Water			\$35.77	\$0.00	\$35.77	06/17/20	11048	ASCUCK	\$0.00
Acct 1953 Inv 101960 first aid supp		2.51.6195 - Operating Supplies - Sewer			\$35.77	\$0.00	\$35.77	06/17/20	11048	ASCUCK	\$0.00
Acct 1953 Inv 101960 first aid supp		2.52.6195 - Operating Supplies - Trash			\$35.77	\$0.00	\$35.77	06/17/20	11048	ASCUCK	\$0.00
Acct 1953 Inv 101960 first aid supp		3.30.6195 - Operating Supplies - HURF			\$35.76	\$0.00	\$35.76	06/17/20	11048	ASCUCK	\$0.00
INVOICE 61720MA14 TOTALS:					\$214.59	\$0.00	\$214.59				\$0.00
PERSONNEL SAFETY ENTERPRISES TOTALS:					\$214.59	\$0.00	\$214.59				\$0.00
VENDOR: 429 - PAPERWORK ANALYSIS COMPANY											\$0.00
61720MA15	06/17/20	06/17/20	07/07/20								
Inv 53464, AP Checks		1.11.6190 - Office Supplies			\$214.12	\$0.00	\$214.12	06/17/20	11049	ASCUCK	\$0.00
INVOICE 61720MA15 TOTALS:					\$214.12	\$0.00	\$214.12				\$0.00
61820MA1	06/18/20	06/18/20	07/08/20								
Inv 53474, 5,000 count water bill-b		1.11.6190 - Office Supplies			\$548.52	\$0.00	\$548.52	06/18/20	11058	ASCUCK	\$0.00
INVOICE 61820MA1 TOTALS:					\$548.52	\$0.00	\$548.52				\$0.00
PAPERWORK ANALYSIS COMPANY TOTALS:					\$762.64	\$0.00	\$762.64				\$0.00
VENDOR: 450 - #1 FOOD STORE											\$0.00
61020MA22	06/10/20	06/10/20	06/10/20								
Fuel, FD		1.14.6145 - Fuel			\$300.58	\$0.00	\$300.58	06/10/20	11026	ASCUCK	\$0.00
INVOICE 61020MA22 TOTALS:					\$300.58	\$0.00	\$300.58				\$0.00
#1 FOOD STORE TOTALS:					\$300.58	\$0.00	\$300.58				\$0.00
VENDOR: 571 - NORTHERN CHEMICAL COMPANY											\$0.00
6320MA5	06/03/20	06/03/20	07/03/20								
2135, Inv 683243-01 toilet paper		3.30.6210 - Public Restroom Supplies			\$573.21	\$0.00	\$573.21	06/03/20	11009	ASCUCK	\$0.00

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 6320MA5 TOTALS:					\$573.21	\$0.00	\$573.21				\$0.00
NORTHERN CHEMICAL COMPANY TOTALS:					\$573.21	\$0.00	\$573.21				\$0.00
VENDOR: 595 - FDC RESCUE PRODUCTS											\$0.00
61720MA18	06/17/20	06/17/20	07/17/20								
Inv 8252, SCBA Service Testing, lab		1.14.6225 - Rep and Maint - Equipment			\$960.00	\$0.00	\$960.00	06/17/20	11050	ASCUCK	\$0.00
Inv 8252, SCBA Service Testing, par		1.14.6225 - Rep and Maint - Equipment			\$639.00	\$0.00	\$639.00	06/17/20	11050	ASCUCK	\$0.00
Inv 8286, SCBA compressor service,		1.14.6225 - Rep and Maint - Equipment			\$280.00	\$0.00	\$280.00	06/17/20	11050	ASCUCK	\$0.00
Inv 8286, SCBA compressor service,		1.14.6225 - Rep and Maint - Equipment			\$292.59	\$0.00	\$292.59	06/17/20	11050	ASCUCK	\$0.00
INVOICE 61720MA18 TOTALS:					\$2,171.59	\$0.00	\$2,171.59				\$0.00
FDC RESCUE PRODUCTS TOTALS:					\$2,171.59	\$0.00	\$2,171.59				\$0.00
VENDOR: 616 - BRANDI M. SUDA											\$0.00
61020MA20	06/10/20	06/10/20	07/10/20								
Audit assistance, FY19 workpapers,		1.11.6101 - Accounting and Auditing			\$1,837.50	\$0.00	\$1,837.50	06/10/20	11027	ASCUCK	\$0.00
INVOICE 61020MA20 TOTALS:					\$1,837.50	\$0.00	\$1,837.50				\$0.00
BRANDI M. SUDA TOTALS:					\$1,837.50	\$0.00	\$1,837.50				\$0.00
VENDOR: 656 - ADEQ											\$0.00
61020MA16	06/10/20	06/10/20	07/10/20								
Permit Fee WWTP		2.51.6135 - Permit Fee Exp - Sewer			\$1,000.00	\$0.00	\$1,000.00	06/10/20	11028	ASCUCK	\$0.00
INVOICE 61020MA16 TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
ADEQ TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
VENDOR: 663 - TOWN OF JEROME											\$0.00
63020MA5	06/30/20	06/30/20	06/30/20								
Monthly Transfer to P&I Sewer Bond		1.10.2999 - Suspense Account			\$1,450.00	\$0.00	\$1,450.00	06/30/20	11077	ASCUCK	\$0.00
INVOICE 63020MA5 TOTALS:					\$1,450.00	\$0.00	\$1,450.00				\$0.00
63020MA6	06/30/20	06/30/20	06/30/20								
Monthly Transfer to R&E Sewer Bond		1.10.2999 - Suspense Account			\$455.00	\$0.00	\$455.00	06/30/20	11076	ASCUCK	\$0.00
INVOICE 63020MA6 TOTALS:					\$455.00	\$0.00	\$455.00				\$0.00
TOWN OF JEROME TOTALS:					\$1,905.00	\$0.00	\$1,905.00				\$0.00
VENDOR: 685 - SALTUS TECHNOLOGIES, LLC											\$0.00
61020MA8	06/10/20	06/10/20	06/30/20								
Inv 2002-32, Thermal printer, scann		1.13.6195 - Operating Supplies - Police			\$2,271.36	\$0.00	\$2,271.36	06/10/20	11029	ASCUCK	\$0.00
INVOICE 61020MA8 TOTALS:					\$2,271.36	\$0.00	\$2,271.36				\$0.00
61720MA6	06/17/20	06/17/20	07/07/20								
Digiticket Software Maint July20-Ju		1.13.6192 - Software Service & Support			\$787.50	\$0.00	\$787.50	06/17/20	11051	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 61720MA6 TOTALS:				\$787.50	\$0.00	\$787.50				\$0.00
SALTUS TECHNOLOGIES, LLC TOTALS:				\$3,058.86	\$0.00	\$3,058.86				\$0.00
VENDOR: 725 - DIESEL DIRECT WEST										\$0.00
61020MA2	06/10/20	06/10/20	06/25/20							
18583, Inv83604292 Fuel, Water		2.50.6145 - Fuel		\$20.26	\$0.00	\$20.26	06/10/20	11030	ASCUCK	\$0.00
18583, Inv83604292 Fuel, Sewer		2.51.6145 - Fuel		\$20.26	\$0.00	\$20.26	06/10/20	11030	ASCUCK	\$0.00
18583, Inv83604292 Fuel, Trash		2.52.6145 - Fuel		\$162.15	\$0.00	\$162.15	06/10/20	11030	ASCUCK	\$0.00
INVOICE 61020MA2 TOTALS:				\$202.67	\$0.00	\$202.67				\$0.00
62420MA5	06/24/20	06/24/20	07/09/20							
18583, Inv 83625893 Fuel, Water		2.50.6145 - Fuel		\$17.42	\$0.00	\$17.42	06/24/20	11066	ASCUCK	\$0.00
18583, Inv 83625893 Fuel, Sewer		2.51.6145 - Fuel		\$17.42	\$0.00	\$17.42	06/24/20	11066	ASCUCK	\$0.00
18583, Inv 83625893 Fuel, Trash		2.52.6145 - Fuel		\$139.33	\$0.00	\$139.33	06/24/20	11066	ASCUCK	\$0.00
INVOICE 62420MA5 TOTALS:				\$174.17	\$0.00	\$174.17				\$0.00
DIESEL DIRECT WEST TOTALS:				\$376.84	\$0.00	\$376.84				\$0.00
VENDOR: 747 - TOWN OF JEROME PR										\$0.00
63020MA7	06/30/20	06/30/20	06/30/20							
Monthly Payroll Transfer		1.10.2999 - Suspense Account		\$90,000.00	\$0.00	\$90,000.00	06/30/20	11078	ASCUCK	\$0.00
INVOICE 63020MA7 TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00
TOWN OF JEROME PR TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00
VENDOR: 748 - SIMS MACKIN, LTD										\$0.00
61720MA9	06/17/20	06/17/20	07/17/20							
Inv 28451, GG		1.11.6170 - Legal Exp - Gen Gov		\$643.50	\$0.00	\$643.50	06/17/20	11052	ASCUCK	\$0.00
Inv 28451, PZ		1.16.6170 - Legal Exp - P&Z		\$448.50	\$0.00	\$448.50	06/17/20	11052	ASCUCK	\$0.00
INVOICE 61720MA9 TOTALS:				\$1,092.00	\$0.00	\$1,092.00				\$0.00
SIMS MACKIN, LTD TOTALS:				\$1,092.00	\$0.00	\$1,092.00				\$0.00
VENDOR: 754 - ARIZONA BUG COMPANY										\$0.00
61720MA3	06/17/20	06/17/20	07/17/20							
Pest Control, 10101 prop (FD) Inv16		1.18.6110 - Contract Services		\$50.00	\$0.00	\$50.00	06/17/20	11053	ASCUCK	\$0.00
INVOICE 61720MA3 TOTALS:				\$50.00	\$0.00	\$50.00				\$0.00
ARIZONA BUG COMPANY TOTALS:				\$50.00	\$0.00	\$50.00				\$0.00
VENDOR: 773 - AZ MUNICIPAL RISK RET POOL P&C										\$0.00
61720MA20	06/17/20	06/17/20	06/17/20							
40001406, Inv 40001406-06032020 GG		1.11.6155 - Insurance		\$7,508.04	\$0.00	\$7,508.04	06/17/20	11054	ASCUCK	\$0.00
40001406, Inv 40001406-06032020 wat		2.50.6155 - Insurance		\$2,963.70	\$0.00	\$2,963.70	06/17/20	11054	ASCUCK	\$0.00
40001406, Inv 40001406-06032020 sew		2.51.6155 - Insurance		\$3,358.86	\$0.00	\$3,358.86	06/17/20	11054	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
40001406, Inv 40001406-06032020 tra		2.52.6155 - Insurance		\$3,951.60	\$0.00	\$3,951.60	06/17/20	11054	ASCUCK	\$0.00
40001406, Inv 40001406-06032020 HUR		3.30.6155 - Insurance		\$1,975.80	\$0.00	\$1,975.80	06/17/20	11054	ASCUCK	\$0.00
INVOICE 61720MA20 TOTALS:				<u>\$19,758.00</u>	<u>\$0.00</u>	<u>\$19,758.00</u>				<u>\$0.00</u>
AZ MUNICIPAL RISK RET POOL P&C TOTALS:				<u>\$19,758.00</u>	<u>\$0.00</u>	<u>\$19,758.00</u>				<u>\$0.00</u>
VENDOR: 793 - TOWN OF JEROME - UTILITIES										\$0.00
6320MA2	06/03/20	06/03/20	07/03/20							
7015-01 Fire Station		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	06/03/20	11010	ASCUCK	\$0.00
7002-01 Town Hall		1.18.6285 - Utilities		\$216.90	\$0.00	\$216.90	06/03/20	11010	ASCUCK	\$0.00
7031-01 Library		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	06/03/20	11010	ASCUCK	\$0.00
7060-01 Town Yard		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	06/03/20	11010	ASCUCK	\$0.00
7054-01 Police Station		1.18.6285 - Utilities		\$177.32	\$0.00	\$177.32	06/03/20	11010	ASCUCK	\$0.00
INVOICE 6320MA2 TOTALS:				<u>\$806.90</u>	<u>\$0.00</u>	<u>\$806.90</u>				<u>\$0.00</u>
TOWN OF JEROME - UTILITIES TOTALS:				<u>\$806.90</u>	<u>\$0.00</u>	<u>\$806.90</u>				<u>\$0.00</u>
VENDOR: 806 - PRESCOTT LAW GROUP, PLC										\$0.00
61720MA8	06/17/20	06/17/20	07/17/20							
2011-00019, Inv 3236 PD		1.13.6172 - Prosecutor Exp		\$2,227.50	\$0.00	\$2,227.50	06/17/20	11055	ASCUCK	\$0.00
INVOICE 61720MA8 TOTALS:				<u>\$2,227.50</u>	<u>\$0.00</u>	<u>\$2,227.50</u>				<u>\$0.00</u>
PRESCOTT LAW GROUP, PLC TOTALS:				<u>\$2,227.50</u>	<u>\$0.00</u>	<u>\$2,227.50</u>				<u>\$0.00</u>
VENDOR: 807 - TOWN OF CAMP VERDE										\$0.00
6320MA8	06/03/20	06/03/20	07/03/20							
2nd bi-annual dispatch services		1.13.6120 - Dispatch Fees		\$17,500.00	\$0.00	\$17,500.00	06/03/20	11011	ASCUCK	\$0.00
INVOICE 6320MA8 TOTALS:				<u>\$17,500.00</u>	<u>\$0.00</u>	<u>\$17,500.00</u>				<u>\$0.00</u>
TOWN OF CAMP VERDE TOTALS:				<u>\$17,500.00</u>	<u>\$0.00</u>	<u>\$17,500.00</u>				<u>\$0.00</u>
VENDOR: 866 - DEERE CREDIT, INC.										\$0.00
6320MA7	06/03/20	06/03/20	07/03/20							
510001614248, JD 210L prop		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/03/20	11012	ASCUCK	\$0.00
510001614248, JD 210L parks		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/03/20	11012	ASCUCK	\$0.00
510001614248, JD 210L water		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/03/20	11012	ASCUCK	\$0.00
510001614248, JD 210L sewer		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/03/20	11012	ASCUCK	\$0.00
510001614248, JD 210L HURF		3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	06/03/20	11012	ASCUCK	\$0.00
INVOICE 6320MA7 TOTALS:				<u>\$216.81</u>	<u>\$0.00</u>	<u>\$216.81</u>				<u>\$0.00</u>
63020	06/30/20	06/30/20	07/30/20							
510001614248 JD 210L Parks		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/30/20	11079	ASCUCK	\$0.00
510001614248 JD 210L Prop		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	06/30/20	11079	ASCUCK	\$0.00
510001614248 JD 210L Water		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/30/20	11079	ASCUCK	\$0.00
510001614248 JD 210L Sewer		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	06/30/20	11079	ASCUCK	\$0.00
510001614248 JD 210L HURF		3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	06/30/20	11079	ASCUCK	\$0.00

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 63020 TOTALS:					\$216.81	\$0.00	\$216.81				\$0.00
DEERE CREDIT, INC. TOTALS:					\$433.62	\$0.00	\$433.62				\$0.00
VENDOR: 914 - LIFE & PROPERTY SAFETY, LLC											\$0.00
61020MA1	06/10/20	06/10/20	07/10/20								
Inv 4301, Fire Extinguisher 10LB		1.18.6215 - R&M Building - Properties			\$69.00	\$0.00	\$69.00	06/10/20	11031	ASCUCK	\$0.00
INVOICE 61020MA1 TOTALS:					\$69.00	\$0.00	\$69.00				\$0.00
62420MA4	06/24/20	06/24/20	07/24/20								
Inv 4386 3rd Qtr Fire Alarm Monitor		1.18.6215 - R&M Building - Properties			\$96.00	\$0.00	\$96.00	06/24/20	11067	ASCUCK	\$0.00
INVOICE 62420MA4 TOTALS:					\$96.00	\$0.00	\$96.00				\$0.00
LIFE & PROPERTY SAFETY, LLC TOTALS:					\$165.00	\$0.00	\$165.00				\$0.00
VENDOR: 942 - VALLEY FABRICATION, INC.											\$0.00
63020MA4	06/30/20	06/30/20	07/30/20								
Welding For Handrail Damaged by Sem		1.10.1120 - GF Accounts Receivable			\$5,027.52	\$0.00	\$5,027.52	06/30/20	11080	ASCUCK	\$0.00
INVOICE 63020MA4 TOTALS:					\$5,027.52	\$0.00	\$5,027.52				\$0.00
VALLEY FABRICATION, INC. TOTALS:					\$5,027.52	\$0.00	\$5,027.52				\$0.00
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											\$0.00
61820MA2	06/18/20	06/18/20	07/18/20								
Health Insurance - Inv 0620-46 June		1.10.2406 - Health Insurance			\$12,277.34	\$0.00	\$12,277.34	06/18/20	11059	ASCUCK	\$0.00
INVOICE 61820MA2 TOTALS:					\$12,277.34	\$0.00	\$12,277.34				\$0.00
KAIROS HEALTH ARIZONA, INC. TOTALS:					\$12,277.34	\$0.00	\$12,277.34				\$0.00
VENDOR: 968 - PATRIOT DISPOSAL, INC.											\$0.00
61020MA3	06/10/20	06/10/20	07/10/20								
0040, Inv 2758 Ticket 218858		2.52.6165 - Landfill Tipping Fees			\$277.20	\$0.00	\$277.20	06/10/20	11032	ASCUCK	\$0.00
0040, Inv 2758 Ticket 219319		2.52.6165 - Landfill Tipping Fees			\$290.40	\$0.00	\$290.40	06/10/20	11032	ASCUCK	\$0.00
0040, Inv 2758 Ticket 219757		2.52.6165 - Landfill Tipping Fees			\$298.00	\$0.00	\$298.00	06/10/20	11032	ASCUCK	\$0.00
0040, Inv 2758 Ticket 220150		2.52.6165 - Landfill Tipping Fees			\$391.60	\$0.00	\$391.60	06/10/20	11032	ASCUCK	\$0.00
INVOICE 61020MA3 TOTALS:					\$1,257.20	\$0.00	\$1,257.20				\$0.00
PATRIOT DISPOSAL, INC. TOTALS:					\$1,257.20	\$0.00	\$1,257.20				\$0.00
VENDOR: 978 - MCMASTER-CARR											\$0.00
61720MA4	06/17/20	06/17/20	07/17/20								
Inv 40285740, Carbon Steel Sheet		2.50.6230 - Rep and Maint - Infrastructure			\$383.18	\$0.00	\$383.18	06/17/20	11056	ASCUCK	\$0.00
INVOICE 61720MA4 TOTALS:					\$383.18	\$0.00	\$383.18				\$0.00
MCMASTER-CARR TOTALS:					\$383.18	\$0.00	\$383.18				\$0.00

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

Ledger as of : 6/1/2020 to 6/30/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: ONETIM - DAVE VOGEL											\$0.00
6320MA9	06/03/20	06/03/20	07/03/20								
LMP Refund Anayaaa		2.00.2600 - Customer Deposits			\$44.72	\$0.00	\$44.72	06/03/20	11013	ASCUCK	\$0.00
INVOICE 6320MA9 TOTALS:					\$44.72	\$0.00	\$44.72				\$0.00
DAVE VOGEL TOTALS:					\$44.72	\$0.00	\$44.72				\$0.00
VENDOR: ONETIM - DEBI FOLI											\$0.00
63020MA2	06/30/20	06/30/20	07/30/20								
Refund for Unprocessed P&Z Site Pla		1.10.4041 - Planning & Zoning Fees			\$100.00	\$0.00	\$100.00	06/30/20	11081	ASCUCK	\$0.00
INVOICE 63020MA2 TOTALS:					\$100.00	\$0.00	\$100.00				\$0.00
DEBI FOLI TOTALS:					\$100.00	\$0.00	\$100.00				\$0.00
VENDOR: ONETIM - PELLA WINDOWS & DOORS MNT WEST											\$0.00
61720MA24	06/17/20	06/17/20	07/17/20								
Inv 093968, Hotel Jerome Windows, i		6.70.6185 - Misc Exp - Cap Grants			\$31,512.30	\$0.00	\$31,512.30	06/17/20	11057	ASCUCK	\$0.00
INVOICE 61720MA24 TOTALS:					\$31,512.30	\$0.00	\$31,512.30				\$0.00
PELLA WINDOWS & DOORS MNT WEST TOTALS:					\$31,512.30	\$0.00	\$31,512.30				\$0.00
VENDOR: ONETIM - TRIND I.T.											\$0.00
63020MA9	06/30/20	06/30/20	07/30/20								
Phone Line Check for Hotel Jerome		1.18.6215 - R&M Building - Properties			\$125.00	\$0.00	\$125.00	06/30/20	11082	ASCUCK	\$0.00
INVOICE 63020MA9 TOTALS:					\$125.00	\$0.00	\$125.00				\$0.00
TRIND I.T. TOTALS:					\$125.00	\$0.00	\$125.00				\$0.00
VENDOR: ONETIM - US POSTMASTER											\$0.00
61520MA1	06/15/20	06/15/20	07/15/20								
Jerome Election Pamphlet Postage		1.11.6130 - Election expenses			\$109.90	\$0.00	\$109.90	06/15/20	11034	ASCUCK	\$0.00
INVOICE 61520MA1 TOTALS:					\$109.90	\$0.00	\$109.90				\$0.00
US POSTMASTER TOTALS:					\$109.90	\$0.00	\$109.90				\$0.00
VENDOR: ONETIM - WILLOW S. RAVEN											\$0.00
61820MA3	06/18/20	06/18/20	07/18/20								
Rattlesnake Dog Training		1.11.6185 - Miscellaneous			\$200.00	\$0.00	\$200.00	06/18/20	11060	ASCUCK	\$0.00
INVOICE 61820MA3 TOTALS:					\$200.00	\$0.00	\$200.00				\$0.00
WILLOW S. RAVEN TOTALS:					\$200.00	\$0.00	\$200.00				\$0.00
LEDGER TOTALS:					\$289,483.37	\$0.00	\$289,483.37				\$0.00

Payroll check register prior month

Employee Name	Payroll Check Date	Payroll Net Pay
Allen, Gary G	06/11/2020	\$1,053.90
	06/25/2020	\$1,089.07
Atkin, Melanie	06/11/2020	\$1,280.85
	06/25/2020	\$1,260.48
Blair, Russell	06/11/2020	\$1,668.19
	06/25/2020	\$1,977.25
Boan, Mark	06/11/2020	\$1,401.00
	06/25/2020	\$998.05
Boland, Martin	06/11/2020	\$1,301.96
	06/25/2020	\$1,301.95
Brockman, Ronda	06/11/2020	\$1,117.79
	06/25/2020	\$1,117.81
Cays, Rosa	06/11/2020	\$1,165.93
	06/25/2020	\$1,225.81
Dwyer, Joan	06/11/2020	\$464.05
	06/25/2020	\$464.05
Florisi, Nicole	06/11/2020	\$132.59
Gallagher, Candace	06/11/2020	\$2,488.17
	06/25/2020	\$2,488.16
Haney, Ian A	06/11/2020	\$588.23
	06/25/2020	\$579.02
Harris, Charles G	06/11/2020	\$556.39
	06/25/2020	\$483.44
Hernandez, Ricardo M	06/11/2020	\$691.16
	06/11/2020	\$1,005.92
	06/25/2020	\$1,000.09

Employee Name	Payroll Check Date	Payroll Net Pay
Jarvis, Kathleen	06/11/2020	\$1,322.65
	06/25/2020	\$1,322.64
Keith, Lyle	06/11/2020	\$1,535.44
	06/25/2020	\$1,507.59
Knight, John R	06/11/2020	\$1,617.84
	06/25/2020	\$1,617.84
Lee, Kerry	06/11/2020	\$1,915.73
	06/25/2020	\$1,266.04
Levering, Laura	06/11/2020	\$306.96
	06/25/2020	\$313.54
Lionberger, William	06/11/2020	\$160.42
	06/25/2020	\$356.50
Lohman, Jason L	06/11/2020	\$295.30
Marsh, Troy B	06/11/2020	\$999.99
	06/25/2020	\$1,332.94
Martinez, Jon A	06/25/2020	\$149.14
McDonald, John P	06/11/2020	\$406.18
	06/25/2020	\$406.19
Muenz, Kristen J	06/11/2020	\$1,107.86
	06/25/2020	\$1,088.69
Muma, Allen L	06/11/2020	\$1,464.16
	06/25/2020	\$1,464.14
Pontious, Janice	06/11/2020	\$459.15
	06/25/2020	\$459.15
Sachara, Mark T	06/11/2020	\$379.53
	06/11/2020	\$1,161.26
San Felice, Russell	06/11/2020	\$1,085.85
	06/25/2020	\$1,095.85

Employee Name	Payroll Check Date	Payroll Net Pay
Shakespeare, Leo	06/11/2020	\$59.24
	06/25/2020	\$59.25
Stangl, Derek A	06/11/2020	\$305.89
	06/11/2020	\$909.05
	06/25/2020	\$89.26
Warren, Brandon M	06/11/2020	\$674.34
	06/25/2020	\$491.51
Wessel Dudley, Casner B	06/11/2020	\$867.34
	06/25/2020	\$929.85
Wolstencroft, Barry	06/11/2020	\$182.29
	06/25/2020	\$159.36

For the meeting of July 14, 2020

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

My activities over the past month included:

- COVID-19 activities, including conference calls twice a week with local, County, State and Federal officials. Although Town Hall is closed to the public, staff continues to work and things remain busy. Town Hall staff is, for the most part, now working onsite, with some telework continuing. Library staffing remains minimal at this time. Police, Fire and Public Works personnel continue on their usual shifts. At this meeting, we'll again be discussing plans for reopening Town Hall and the Library.
- Continued work with APS regarding solar installation at 300 Level parking lot.
- Continued work on several grants:
 - CDBG grant for Dundee waterline
 - CDBG SSP grant for Center Avenue improvements
 - USDA Rural Development grant for Hotel Jerome window replacement
 - HURF Exchange funding for drainage improvements
 - AZCARES funding for pandemic relief funding **(RECEIVED!)**
 - AZDEMA funding for disaster relief (COVID expenses)
 - ADEQ Brownfields funding for removal of windows at Hotel Jerome
- Continued work on the FY2021 budget and conducted third public budget meeting. The budget is on this agenda for tentative approval.
- Continued work with County on election materials for August primary. *NOTE: Council candidate Nikki Check has withdrawn from the election, but it was not in time to have her name removed from the ballot. Any vote cast for her will not be counted.*
- Posted online auctions of 2001 Jeep Cherokee (sold for \$3,650) and light bars from Dodge Charger (sold for \$79).
- Worked with ADOT regarding signage for oversized vehicles. A new sign has been added at the bottom of the hill indicating "No turnaround past roundabout." ADOT will consider further action if we continue to have issues with oversized vehicles.
- 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, including public records requests.

**** CONGRATULATIONS TO ****

Fire Chief Rusty Blair, who began working for the Town of Jerome on June 25, 2001 – over 19 years ago!

Police Chief Allen Muma who completed **21 years of service** to the Town on July 1!

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

Candace

WATER FLOWS REPORT

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

Reading Date	WALNUT GPM	VERDE GPM
2019 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
10-Feb	56.5	125
18-Feb	55.6	118
24-Feb	56.5	120
2-Mar	61	138
9-Mar	61	135
16-Mar	414	330
17-Mar	277	Turned out
23-Mar	211	↓
27-Mar	265	↓
30-Mar	328	↓
3-Apr	476	↓
6-Apr	181	↓
10-Apr	163	↓
13-Apr	154	↓
17-Apr	211	↓
20-Apr	211	↓
24-Apr	200	↓
27-Apr	191	↓
1-May	191	↓
4-May	181	↓
8-May	172	↓
11-May	181	↓
14-May	163	↓
18-May	154	↓
22-May	No reading	219
26-May	146	190
29-May	138	190
4-Jun	130	170
10-Jun	123	154
18-Jun	108	145
22-Jun	108	150
25-Jun	108	150
29-Jun	108	140

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	82,098	(1,502)	83,596	(1,498)
February	61,400	72,541	11,141	61,341	11,200
March	72,600	84,006	11,406	72,552	11,454
April	114,500	61,358	(53,142)	114,414	(53,056)
May	116,500	17,842	(98,658)	116,468	(98,626)
June*	84,600			84,593	
Total YTD	1,027,000	883,354	(59,046)	1,026,713	(58,766)

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	26,239	31,708	(5,469)	9,493	9,268	225	34,031	31,875	2,156
February	27,273	21,469	5,804	9,242	8,266	976	26,862	23,048	3,814
March	26,192	27,938	(1,746)	12,659	10,104	2,555	31,545	24,579	6,966
April	21,873	46,247	(24,374)	7,097	17,631	(10,534)	23,466	42,905	(19,439)
May	2,029	40,791	(38,762)	986	14,838	(13,852)	8,853	52,098	(43,245)
June		31,907			12,843			32,687	
Total YTD	312,960	396,163	(51,296)	118,202	141,872	(10,827)	340,637	382,818	(9,494)

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	1,465	13,600
February	1,422	15,022
March	1,948	16,970
April	1,092	18,062
May	152	18,214
June		



JEROME POLICE DEPARTMENT

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



July 1, 2020

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for June 2020.

The June "Calls for Service" report contained no significant calls. Total call volume is still down due to the impact of the COVID-19 pandemic, but has been increasing.

To date, from October 14 through June 30, 2020, the parking system has brought in \$116,420.60 through the kiosks. Since March 21, 2020 (COVID restrictions implemented) until June 30, 2020, the system has brought in \$26,957.50, with June's total at \$15,849.55. The system is bringing in close to the averages that we saw before COVID.

We continue to work through the COVID-19 crisis, dealing with everything from social distancing to the governor's proclamations. We have dealt with a number of complaints relating to these issues, as well as questions and concerns from citizens and the businesses in Jerome.

We have worked through three police related demonstrations in Jerome without incident.

Prescott Valley donated a 2005 Dodge Ram 4X4 P-U to the Jerome Police Department. The truck is in great shape and since it is four wheel drive, I will take it over so my 2014 vehicle can go back into the fleet for patrol, Lt. San Felice will get it and we will sell the 2010 Charger.

Respectfully,

Allen L. Muma, Chief of Police



JEROME POLICE DEPARTMENT
305 MAIN STREET
JEROME, AZ 86331
(928) 634-8992

Date : 07/02/2020
Page : 1
Agency : JPD

Calls For Service Totals By Call Type

06/01/2020 to 06/30/2020

Call Type	Totals
245 Assault with Weapon	1
459A Burglar Alarm	1
500 Welfare Check	1
509 Stolen Vehicle	1
647A Suspicious Person	1
903 Follow-Up	18
908F Found Property	6
908L Lost or Stolen Property	9
917 Abandoned Vehicle	1
961 Accident - No injuries	2
AA Agency Assist	11
ACPD Assist Clarkdale PD	8
ADPS Assist DPS	1
CA Citizen Assist	4
CO Call Out	1
DIS Disorderly Conduct	7
ES Escort Services	1
FPF Fingerprinting	3
GRE Gulch Road Traffic Enforcement	1
HS Hazardous Situation	1
HSE Hampshire Speed Enforcement	7
INFO Information	4
ME Medical Emergency	2
MEET Meeting	1
NV Noise Violation / Town Code	1
OT Oversize Truck	9
PARK Parking Complaint	1
PARKV Parking Violation	12
PE Parking Enforcement	17
PKM Parking Kiosk Maintenance	1
SC Security Check	13
SD Security Detail	1
SS Suspicious Situation	5
T/S Traffic Stop	3
TCD Traffic Control Duties	3
TF Trip & Fall / Slip & Fall	2
TO Traffic Offense	2
TRN Training	3



JEROME POLICE DEPARTMENT
305 MAIN STREET
JEROME, AZ 86331
(928) 634-8992

Date : 07/02/2020
Page : 2
Agency : JPD

Calls For Service Totals By Call Type

06/01/2020 to 06/30/2020

Call Type		Totals
VTC	Violation of Town Code	2
Grand Total for all calls		168



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: Spike in Revenue

DATE: July 7, 2020

While the new fiscal year just started, the June court revenue marks the first month of money to the Town since it is disbursed in July. And June was a busy month. Civil traffic charges were up considerably (67 for the month) which contributed to Town revenue of \$8,879.90. Our court security fee of \$20.00 per ticket netted a total of \$1,160.00 for the month.

We have intercepted 14 tax refunds to pay off old cases and have 5 intercepts pending. The Tax Intercept Program (TIP) is done through the collection process which is through the Administrative Office of the Courts. If people do not pay their fines as promised, we will issue an Order to Show Cause and invite them back to court to explain. If they fail to appear, they are sent to F.A.R.E, which stands for Fines And Restitution Enforcement. Ronda has been diligent in checking and inputting correct social security numbers so the right person is contacted and if tax refunds are coming from the State, the Courts intercept.

There have also been a number of old cases paid in full with speculation from the stimulus funds.

The reopening of the building for pretrials on June 16 went very smoothly. We spaced defendants every 15 minutes and kept the concentration of people below 10. Everyone was accommodating in wearing their masks and no one complained. Doors were left open so no one had to push or pull to enter or exit.

There are still some new requirements being asked of all the courts with Superior Courts having to live stream their proceedings.

If you have any questions, please feel free to email me or call me.

2020-2021 TOWN REVENUE

SECURITY

TOTAL	\$ 9,121.19	\$	241.29	\$1,160.00	\$ 8,879.90
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Month noted in column reflects prior month revenue
i.e., June column is money received in May

Fill the Gap

Fare Money

\$ 97,845.53

DUI

*Court Enhancement Fund

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

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	7,248.68
DEFENS DRIVING DIVERSION FEE	\$	110.00
ATTORNEY FEES REIMBURSEMENT	\$	195.62
DEFAULT FEE	\$	902.50
OFFICER SAFETY EQUIPMENT - PD	\$	241.29
DEFERRED PROSECUTION FEE	\$	120.00
LICENSE PLATE VIOLATION	\$	293.10
WARRANT FEE&OVERPAYMENT FORFEIT	\$	10.00
COURT SECURITY FEE	\$	1,160.00
TOTAL TOWN REVENUE	\$	10,281.19

YTD

COURT REVENUE	COURT ENHANCEMENT FEE	\$	47.00	\$	44,710.69
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REMITTED DIRECT	CLEAN ELECTION FUND (16-949D;16-954C)	\$	739.50
	CRIMINAL JUSTICE ENHANCE FUND	\$	3,116.15
	DNA STATE 3%	\$	13.21
	FARE DELINQUENCY FEE	\$	129.67
	FARE SPECIAL COLLECTION	\$	139.84
	FARE ENHANCED SPEC COLLECT FEE	\$	201.53
	FARE ENHANCED DELINQUENCY FEE	\$	147.00
	FILL THE GAP 7%	\$	517.51
	DRUG AND GANG ENFORCEMENT	\$	115.73
	JUDICIAL COLLECTION ENHANCE FUND	\$	221.00
	EXTRA DUI ASSESSMENT	\$	-
	PEACE OFFICER TRAINING EQUIP FUND	\$	223.68
	MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	961.28
	2011 ADDTNL ASSMT-STATE TRSR	\$	482.65
	PRISON CONSTRUCTION	\$	892.00
	PROBATION SURCHARGE	\$	1,226.57
	ADPS FORENSIC FUND	\$	431.11
	PUBLIC SAFETY EQUIPMENT FUND	\$	500.00
	VICTIM COMPENSATION/ASSIST FUND	\$	197.02
	VICTIMS RIGHTS ENFOR ASSMT FUND	\$	116.64
	VICTIM'S RIGHT FUND	\$	327.55
	TOTAL STATE REVENUE	\$	10,699.64

REMITTED DIRECT	JAIL (INCARCERATION FEES)	\$	159.38
	2011 ADDTNL ASSMT - CNTY TRSR	\$	60.33
	TOTAL COUNTY REVENUE	\$	219.71

YTD

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED		\$	119.00	\$	13,306.48
	TITLE 22 Fees				
	TOTAL JCEF FEES	\$	119.00		

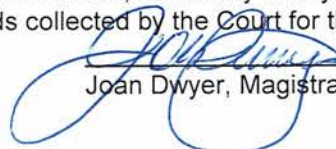
UNAPPLIED PAYMENTS	\$	(210.00) payment applied
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OVERPAYMENT REFUNDS

TOTAL RECEIPTED FOR MONTH	\$	21,156.54
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BONDS	Received During the Month	
	Bonds Forfeited to Pay Fines	\$ -
	Open Bonds	\$ 1,500.00

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 June 2020


Joan Dwyer, Magistrate



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: May Year: 2020

Calls by Type	Number	Resident	Non-Resident
EMS Calls	12	4	8
Residential Fire			
Commercial Fire			
Wildland	2		2
Still Assignment	6	5	1
Special Duty	15	6	9
Snake Removal	3	3	
Tech Rescue / rope	1		1
MVA/Rescue	3	1	2
HazMat			
Dispatch			
Totals:	42	19	23
Total Calls Chief on Scene	38		
Total JFD Meetings Chief Attended	9		

Department Meetings and Drills	Number
Officer's Meeting	2
Work Session	1
Rope Drill	2
Drills	4

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 212.9
----------------------------------------------------------------	---------------------------

Fire Chief Meetings	Date
Verde Valley Fire Chief's Meeting	6-3-20
Verde Valley Fire Chief's Marshalls Meeting	6-10-20

Education, Yavapai College Spring Semester:

- Keith Lazaro finished his EMT Basic course at the end of December and Sean Bauer at the end of May last year. They still need to test national registry, to become EMTs.

Additional Training:

- On June 1st and 29th we had an Officers Meeting.
- On June 4th we conducted our Business Meeting and monthly truck checks.
- On June 11th we had a Work Session.
- On June 18th we had a wildland urban interface training held by Hernandez
- June 25th we held additional wildland training by captain Paisano
- And June 27th and 28th we had rope operations class held by Muma

Using social distancing practices we have been conducting regular weekly training to ensure continuity within the Fire Department.

Corona virus update

- In preparation for the coronavirus, the Fire Department has provided additional training and protocols for fire Department personnel in order to limit personnel exposures at the station and out on calls. Currently the fire Department building has been closed for all public meetings. The meeting room, door handles and vehicles have been wiped down daily. At this point we have boxes of gloves, N95 masks, eye protection, gowns, biohazard suits, and hand sanitizer in all the vehicles and around the station. Jerome is in a unique situation with a limited population and right now no tourist, it is easy for us to social distance during these times. I have ordered and received non-contact infrared body thermometers. Right now we just have 2, I have issued 1 to Jerome PD and Jerome Fire has one to monitor personnel and patience for the coronavirus. In addition we've also received our ultraviolet lighting that we can use this sterilize entire rooms and vehicles. Mask are now required for all meetings about side agencies.

The Fire Department is getting ready to reopen the station for meetings 6-1-20. We have rearranged the main room to accommodate social distancing protocols, along with other precaution and requirements for the meetings. Mask are required.

Department Affairs and On-going Projects

- I have officially appointment Allen Muma to the Assistant Chiefs position. He has been acting assistant chief since September 2019 and has been doing an excellent job for us.
- Our May call volume is up by 8 calls over last year's June calls of 34, totaling 42 calls this month. Our year to date call volume is 182 compared with 286 calls YTD 2019. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring. Our call volume is down due to the town closures March through June for the coronavirus
- Jerome fire Department was deployed Brush 111 to the Ocotillo Fire On May 30th with a crew of three. The crew was Mark Sachara engine boss, Rick Hernandez firefighter II and Dereck Stangl Firefighter II. The truck itself made \$6762.00. it was also deployed to the Aquila fire on June 23rd With this same crew and the truck made \$3773.00. once again the truck was deployed to the Polles fire near Payson on July 5th with Rick, Casner and Mark. Just the truck itself makes approximately \$1600 a day with the potential being out for 14 days.

- The fire Department has also received \$1,008.00 dollars in rescue billing
- The Chamber of Commerce, Narcotics anonymous and the Probation Supervisors meetings well be held at Station 11 in June.
- Adult Probation workers, June 4th and 11th. I utilized them to weed eat down the highway in order to create larger fire breaks.

Prevention

- We have had a total of 27 visits to the burn pile June with 47 loads of trimmings, slash and brush for a total of 134 Jerome citizen, Firewise and Probation hours.
- We did receive a grant from PAWIC in the amount of \$21,000 and now have Dereck and Mark working on fuel abatement.
- Performed 8 fire inspections for business licenses.

Incident	Date	Time	Day	Select Type	Additional Info	#
20-87	6/1/20	8:30:00	Mon.	Special Duty Non-Resident	Assisted JPD w/ oversized vehicle	1
20-88	6/1/20	14:00:00	Mon.	EMS Resident	47 YOF bee sting	2
55	6/2/20	12:38:00	Tues.	Snake Removal & Relocation	5 foot bull snake	1
56	6/2/20	12:53:00	Tues.	EMS Non Resident	67 YOF unknown medical	6
57	6/2/10	6:32:00	Wed.	Special Duty Resident	Check on water leak	2
20-89	6/3/20	7:15:00	Wed.	Still Assignment Non-Resident	Report of smoke in the area	1
20-90	6/3/10	7:30:00	Wed.	Still Assignment Resident	Checked on downed power lines	1
58	6/3/20	21:03:00	Wed.	EMS Non Resident	60 YOF Psych issues	5
20-91	6/4/20	14:30:00	Thurs.	Special Duty Resident	Vehicle lock-out	3
20-92	6/4/20	18:45:00	Thurs.	Special Duty Non-Resident	Assisted JPD w/ oversized vehicle	4
20-93	6/4/20	19:15:00	Thurs.	Special Duty Non-Resident	Assisted JPD w/ police matter	4
59	6/5/20	10:11:00	Fri.	EMS Non Resident	21 YOM MC Down Walk-in	2
60	6/5/20	0:13:00	Sat.	EMS Non Resident	Canceled enroute	2
20-94	6/6/20	8:00:00	Sat.	Special Duty Resident	Staged for protestor event	4
20-95	6/8/20	10:00:00	Mon.	Special Duty Non-Resident	Assisted JPD with oversized vehicle	1
61	6/10/20	15:24:00	Wed.	EMS Non Resident	Basic first aid due to fall	7
20-96	6/11/20	13:30:00	Thurs.	Special Duty Non-Resident	Oversized vehicle	4
20-97	6/11/20	17:00:00	Thurs.	Still Assignment Resident	Possible natural gas leak	2
20-98	6/12/20	13:30:00	Fri.	MVA/Rescue Non-Resident	ATV no patient	2
20-99	6/12/20	14:30:00	Fri.	EMS Non Resident	Adult male; welfare check	2
20-100	6/12/20	14:40:00	Fri.	Special Duty Non-Resident	Assist PD with witnessed MVA	2

20-101	6/12/20	18:00:00	Fri.	Snake Removal & Relocation	4.5 foot bull snake	1
20-102	6/15/20	9:00:00	Mon.	Special Duty Non-Resident	Assisted JPD with oversized vehicle	1
20-103	6/17/20	18:45:00	Wed.	Still Assignment Resident	Smoke Check, Nothing Found	2
20-104	6/17/20	19:00:00	Wed.	EMS Non Resident	54 yof Basic first aid	2
20-105	6/18/20	7:15:00	Thurs.	Snake Removal & Relocation	3 Foot Diamondback Rattlesnake	1
62	6/18/20	10:45:00	Thurs.	MVA/Rescue Non-Resident	Motorcycle Down 78 yom With injuries	9
63	6/18/20	15:33:00	Thurs.	EMS Non Resident	84 YOF Fall	7
20-106	6/19/20	9:00:00	Fri.	Special Duty Resident	Vehicle Jump Start	2
20-107	6/20/20	14:30:00	Sat.	Still Assignment Resident	Checked on Smoke In Area	1
20-108	6/21/20	9:00:00	Sun	Special Duty Resident	Removed Dead Fox from Roadway	1
64	6/20/20	22:35:00	Sun	EMS Resident	49 YOM Unknown Medical	4
65	6/23/20	14:47:00	Tues.	EMS Resident	52 YOM Alleged Fall	5
20-109	6/23/20	18:00:00	Tues.	Wildland	Assembled Brush Truck For Aquila Fire Response	3
66	6/23/20	19:13:00	Tues.	Wildland	Aquila Fire	3
20-110	6/25/20	19:30:00	Thurs.	Still Assignment Resident	Checked on Smell of Smoke Illegal barbecue	2
67	6/26/20	12:59:00	Fri.	MVA/Rescue Resident	2 Vehicle with one PT entrapment 78 YOM	7
20-111	6/26/20	13:30:00	Fri.	Special Duty Resident	Assisted JPD with a Disabled Vehicle	3
68	6/27/20	13:07:00	Sat.	Tech Rescue Non-Resident	Dehydrated Female 55 YOF A mile and a half down forest trail	7
20-112	6/28/20	17:00:00	Sun	Special Duty Non-Resident	Assisted Citizen disabled Vehicle	1
20-113	6/29/20	14:00:00	Mon.	Special Duty Non-Resident	Assisted JPD with oversized vehicle	1
69	6/29/20	20:02:00	Mon.	EMS Resident	39 YOM Fall Injury	5
Incident	Date	Time	Day	Select Type	Additional Info	#

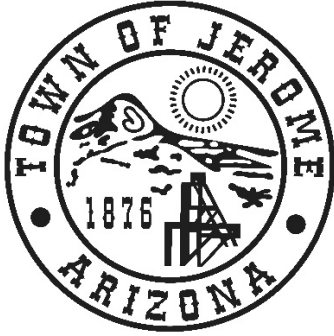
May 2020 Burn Pile Log

Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.
6/1/20	105 Deception			2	2	4	8
6/2/20	195 County Rd			1	2	2	4
6/2/20	699 Holly			2	2	3	6
6/4/20	100 Holly			2	1	2	2
6/4/20	Beale St	3				4	12
6/5/20	100 Hill			2	1	2	2
6/5/20	620 Verde			2	1	2	2

6/5/20	655 Clark			2	2	4	8
6/6/20	Douglas			3	2	4	8
6/6/20	300 Bell Rd.			2	2	4	8
6/10/20	Douglas			2	1	4	4
6/11/20	Beale St	2				4	8
6/11/20	100 Hill St.			2	1	4	4
6/11/20	Remington Way			2	2	4	8
6/15/20	300 Lower Bell Rd			2	2	4	8
6/17/20	50 North Dr.			2	2	4	8
6/18/20	10 Rich St.			2	1	1	1
6/18/20	880 Hampshire			2	1	1	1
6/18/20	295 Mine Rd.			1	1	2	2
6/20/20	630 Main			1	1	2	2
6/23/20	213 Sixth St.			2	1	4	4
6/29/20	150 North Dr.			2	2	4	8
6/29/20	701 Hull Rd			2	2	4	8
6/30/20	345 Dundee			3	2	2	4
6/30/20	145 North			2	1	2	2
6/30/20	100 Holly			2	1	2	2
	Totals	0	0	47	36	71	114
	Jerome Citizen Hours-	Adult Prob.	Firewise	# Loads	# Crew	# Hrs.	Total # Hrs

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.

**Thank you for your continuing support
Rusty Blair Chief JVFD**



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

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

JUNE 2020 STAFF REPORT

From: Melanie Atkin, Accounting/HR Clerk

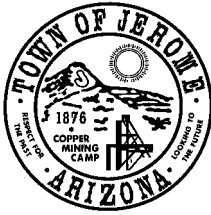
To: The Mayor and Council

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 June summary budget to actual report for General, Utility, and Road funds.

HR Duties:

- ❖ Two employees were hired on part-time by the Fire Department this month for Firewise activities. Entered their information in the payroll system and ran the employees through the E-Verify and AZ New Hire systems.
- ❖ Helped two newly appointed full-time employees in the Fire and Public Works departments apply for health benefits through Kairos.



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Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 120th Anniversary
1899 - 2020

JUNE 2019 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Run new waterline for 100 Holly St. Dig trench, lay pipe, backfill and grade.
- Fix district sign across from Haunted hamburger, install "No Parking" sign on Center St.
- Build new water pipe and toolbox rack for Brush 111.
- Clean all trash cans along Main St.
- Rebuild 6" hydraulic ram from inside of the garbage truck.
- Fabricate and replace sewer manhole lid behind the Historic Society
- Dig up, replace, back fill and grade new sewer line on Holly.
- Add new drain and concrete at the entrance of the Sliding Jail.
- Pipe the rest of the flume to see if issues throughout town disappear (and now we wait.....).
- Work on and read adjust sprinklers in upper park.



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TOWN OF JEROME, ARIZONA
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(928) 634-7943 FAX (928) 634-0715

Deputy Clerk July 2020 Staff Report (June activity)

Respectfully submitted by Rosa Cays

- ⚙ Worked with members of the community to publish the July/August 2020 *Point of View* newsletter.
- ⚙ Assisted in preparing packets for Council, Design Review, and P&Z meetings; took minutes for the videoconferenced meetings and transcribed the minutes, including for special meetings. Have determined that the small Olympus recorder best captures the audio for the Council "hybrid" meetings held in the chambers (socially distanced) and accessible to the public via Zoom.
- ⚙ Archived signed resolutions, ordinances, and meeting minutes (and packets) for the town's records.
- ⚙ Posted various town notices at the three locations in town (Gulch Road, post office, town hall) throughout the month.
- ⚙ Continue to review and edit documents associated with P&Z and DRB matters for John Knight, zoning administrator, including staff reports, resolutions, notices of decision, agendas, and other documents.
- ⚙ Gathered and scanned requested parcel records for two different properties for Jerome residents.
- ⚙ Continue to process the daily bank reconciliation reports. Trained with our account manager Melanie Atkin this month to take on the monthly reconciliations going forward.
- ⚙ Assisted department heads and board members with a variety of inquiries or tasks, and covered the phone when needed.



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

July 2020 staff report for June activity submitted by Kristen Muenz

Utilities

Current debt (45 days past due):

Thirty-four accounts were on the shut-off list at the beginning of June. This is only 1 more overdue account than in May. No accounts were sent Yellow Tags and no shutoffs were completed. One of the accounts is on a monthly payment plan and was not able to make payment; that account is being left open.

Balance owed on these accounts from May billing: \$12,913.88

Balance owed at end of June: \$6,831.98

*All late fees are waived for the time being.

A copy of the June AR Aging report is attached.

Business Licenses

Applications submitted: 7

Issued: 19

In process: 6

Renewal reminders went out to 9 businesses whose licenses expire at the end of June. The backlog of pending applications has been caught up as businesses begin to reopen.

Rentals

Four rental accounts did not submit payment for June and one account is now behind by 3 months. No action has been taken as all rental payments were being deferred for up to 90 days.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$137.56)	(\$465.60)	(\$137.56)	(\$825.36)	(\$1,128.83)	(\$2,694.91)
Water	\$0.00	\$3,884.71	\$287.59	\$163.03	\$136.56	\$377.76	\$4,849.65
Sewer	\$0.00	\$4,844.86	\$485.37	\$217.80	\$175.20	\$785.51	\$6,508.74
Trash	\$0.00	\$6,606.36	\$466.40	\$141.27	\$232.82	\$1,186.21	\$8,633.06
Tax	\$0.00	\$376.10	\$26.10	\$13.44	\$13.44	\$49.82	\$478.90
Misc	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$2,150.00	\$2,160.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$15,574.47	\$814.86	\$397.98	(\$257.34)	\$3,420.47	\$19,950.44
UserType: Residential							
Credit	\$0.00	(\$946.69)	(\$356.02)	(\$60.49)	(\$200.00)	(\$2,099.97)	(\$3,663.17)
Water	\$0.00	\$7,815.17	\$1,363.81	\$453.72	\$395.73	\$2,255.02	\$12,283.45
Sewer	\$0.00	\$7,103.77	\$1,281.84	\$374.93	\$296.77	\$3,297.64	\$12,354.95
Trash	\$0.00	\$5,457.71	\$1,104.02	\$329.57	\$281.38	\$1,973.36	\$9,146.04
Tax	\$0.00	\$736.93	\$131.98	\$41.63	\$38.99	\$306.46	\$1,255.99
Misc	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$93.55	\$108.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$5,929.45	\$5,999.45
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$20,181.89	\$3,525.63	\$1,139.36	\$882.87	\$11,755.51	\$37,485.26
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

 Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
=====							
UserType: Commercial							
Credit	\$0.00	(\$60.00)	(\$60.00)	(\$51.00)	\$0.00	\$0.00	(\$171.00)
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	\$6,488.26	\$3,137.51	\$243.20	\$243.20	\$347.36	\$10,459.53
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$190.55	\$0.00	\$0.00	\$0.00	\$0.00	\$190.55
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

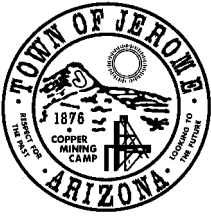
UserType: Commercial (8)-----							
Subtotal --->	\$0.00	\$6,640.57	\$3,077.51	\$192.20	\$243.20	\$347.36	\$10,500.84
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

UserType: Default (3)-----							
Subtotal --->	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=====							
Grand Total (35)=====							
=====>	\$0.00	\$42,986.93	\$7,418.00	\$1,729.54	\$868.73	\$15,523.34	\$68,526.54

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$1,144.25)	(\$881.62)	(\$249.05)	(\$1,025.36)	(\$3,228.80)	(\$6,529.08)
Water	\$0.00	\$11,869.57	\$1,651.40	\$616.75	\$532.29	\$2,632.78	\$17,302.79
Sewer	\$0.00	\$12,166.33	\$1,767.21	\$592.73	\$471.97	\$4,083.15	\$19,081.39
Trash	\$0.00	\$12,249.99	\$1,570.42	\$470.84	\$514.20	\$3,159.57	\$17,965.02
Tax	\$0.00	\$1,129.72	\$158.08	\$55.07	\$52.43	\$356.28	\$1,751.58
Misc	\$0.00	\$15.00	\$15.00	\$0.00	\$0.00	\$93.55	\$123.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$8,079.45	\$8,159.45
Rent	\$0.00	\$6,488.26	\$3,137.51	\$243.20	\$243.20	\$347.36	\$10,459.53
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$190.55	\$0.00	\$0.00	\$0.00	\$0.00	\$190.55
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	\$42,986.93	\$7,418.00	\$1,729.54	\$868.73	\$15,523.34	\$68,526.54

Customer Count = 387



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

Founded 1876

Incorporated 1899

June 2020

1. Issued building permit for a new single family dwelling at 18 North Drive.
2. Issued permit for structural reinforcing of an existing garage at 11 Rich Street.
3. Issued permit to reroof Haven Methodist Church at 597 Main Street.
4. Met with owners at 888 Hampshire Ave. to discuss fill dirt brought to the property for the purpose of building a pre-fab greenhouse.
5. Inspected after complaint to the registrar of contractors for work done at 805 Hampshire Drive.
6. Frame combo inspection at 538 School Street.

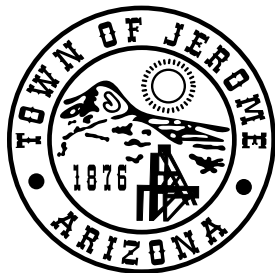


Town of Jerome – Zoning Administrator's Report

Council Meeting Date: Tuesday, July 14, 2020

Prepared by: John Knight, Zoning Administrator

- DRB – June 13, 2020
 - Don Feher Garage Remodel - 11 Rich Street
- Planning and Zoning Commission – July 1, 2020 Meeting – CANCELLED
- Board of Adjustment – Reappointed Gary Shapiro as Chair and Suzy Mound as Vice chair. Also updated the BOA bylaws.
- Zoning Enforcement
 - Political signs exceeding six (6) square foot maximum for temporary signs
 - Grading behind Hampshire done without permits
 - Trash/cleanup complaint for property on Center Street (still under investigation)
- New Project Coordination – interest in old swimming pool property (Vander Horst property) – early coordination with SHPO
- Coordination with Police Department regarding residential parking permits
- Code Amendments
 - Residential Lodging
 - Temporary Signs
 - Sidewalk Encroachments
 - Possible amendment regarding stairs (discussion scheduled for August P&Z meeting)



TOWN OF JEROME

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

MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL

HELD VIA WEB CONFERENCE on ZOOM

FRIDAY, JUNE 5, 2020 AT 9:00 AM

ITEM #1: 9:02 (1:17)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 9:02 pm.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Remotely present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore, and Dr. Jack Dillenberg. Also present were Public Works Director Marty Boland, Deputy Clerk Rosa Cays, Isabel Rollins and Chloe Van Hoose of NACOG, and Krishan Ginige of Southwestern Environmental Consultants (SEC).</i>
ITEM #2: 9:02 (1:56)	CDBG SSP FUNDING FOR CENTER AVENUE Council will discuss competitive CDBG SSP funding for Center Avenue and determine the scope of the project to be included in the grant application. <i>Mayor Barber introduced the item.</i> <i>Ms. Gallagher reported the following: The most the town could get from this grant is \$500K. Budgeted for FY2020 was \$60K as part of the town's grant match for the engineering. The remaining \$40K is in next year's budget (FY2021). Krishan's estimates come to \$711K for this work. Of the \$500K grant, \$25K would go to NACOG grant administration, which leaves \$475K. This means the town would have to cover \$236K if the project came to \$711K as estimated by SEC. Because of the SSP funding, Jerome would have to complete whatever project is submitted, so this means committing to the remaining funds if the town wants to complete the project as outlined. Mr. Ginige provided estimates broken down by water/sewer, water/sewer/drainage, or water/sewer/drainage/paving, with the first two options likely covered by the grant, and the third option requiring more funding, which could be sought out and budgeted the following fiscal year. Mr. Ginige could possibly reduce some of the costs, but it would only affect the town's up-front commitment. The bottom line is Council needs to decide if they want to seek grant funding for part or all of the project. The town would be responsible for expenses incurred beyond the grant plus the 20 percent match. If bids come in at less, the town's costs would be less.</i> <i>Vice Mayor Sage Harvey asked for clarification on how much has been budgeted for the project. She then asked if there was a time limit to complete the project to stay in compliance with the grant.</i> <i>(6:08) Isabel Rollins of NACOG responded that there was, and the longest term limit they would give is two years. She said they prefer to get the competitive grants done sooner, so realistically the time limit is closer to 1.5 years to complete the project.</i> <i>Vice Mayor Harvey asked if HURF funds could be used for the project to supplement the grant, to which the answer was yes. She then asked about the contingency budget in the quote provided by SEC, which she had not seen before in other quotes from SEC.</i> <i>Ms. Gallagher said this was common and asked Mr. Ginige to respond to the vice mayor's question. Councilmember Jack Dillenberg asked if the pavement could be done as a separate project as it would save \$200K.</i> <i>Ms. Gallagher pointed out that this was an option presented earlier.</i> <i>Ms. Rollins said the pavement could be done later and patching could be done instead, but it would mean spending more money in the long run.</i> <i>Mayor Barber asked Councilmember Jane Moore to share her thoughts.</i> <i>Ms. Moore asked if change orders could be used if the town runs into unexpected problems during the project. She said that after conferring with Fire Chief Rusty Blair and Mr. Boland, she thought the</i>

town should go for the "whole shebang." She said she was hoping monies coming in from the parking kiosks could be used to cover pavement expenses.

Mayor Barber said she agreed with Ms. Moore and thought Ms. Rollins's point was valid as well.

Ms. Gallagher asked Ms. Rollins and Chloe Van Hoose if the town included the pavement portion of the project, would it have a better chance of being awarded the grant.

Ms. Rollins said it would give the town more match, which could help in a tiebreaker, but did not think it would make a big difference. The important thing is that the project be completed.

Ms. Van Hoose asked how strong an argument the town had for Center Avenue as a backup emergency byway.

Public Works Director Marty Boland explained that Center Avenue is the sole bypass for traveling from Cottonwood to Prescott and vice versa if there was a fire uptown. He gave examples of what has happened in emergency situations in the past.

Ms. Van Hoose said this would be the main argument for justifying the project.

Ms. Gallagher mentioned that the cobblestones would be paved so it would no longer be a cobblestone street. She said that Ms. Moore had suggested saving the cobblestones.

Ms. Moore clarified they could be used for repairs elsewhere in town.

Vice Mayor Harvey said that if HURF funds could be used, the town should go for it.

Ms. Gallagher pointed out that HURF funds are still part of the budget, to which Vice Mayor Harvey said but at least they were known funds and not reliance on undetermined sales tax revenues.

Councilmember Mandy Worth expressed her support of the project and made a motion.

Motion to Approve the March 2020 Financial Reports

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

ITEM #3:

ADJOURNMENT

Motion to Adjourn at 9:17 a.m.

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

MINUTES REGULAR MEETING OF THE JEROME TOWN COUNCIL HELD via WEB CONFERENCE ON ZOOM TUESDAY, JUNE 9, 2020, AT 7:00 P.M.

<div>ITEM #1: 7:00 (0:05)</div>	<div>CALL TO ORDER/ROLL CALL</div> <div>Mayor/Chairperson to call meeting to order.</div> <div>Mayor Alex Barber called the meeting to order at 7:00 pm.</div> <div>Town Clerk to call and record the roll.</div> <div>Town Manager/Clerk Candace Gallagher called the roll. Remotely present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore, and Dr. Jack Dillenberg. Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, and Deputy Clerk Rosa Cays were also present.</div>																																										
<div>ITEM #2: 7:01 (1:26)</div>	<div>FINANCIAL REPORTS</div> <div>Financial reports for May 2020</div> <div>Motion to Approve the May 2020 Financial Reports</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG		X	X				HARVEY		X	X				MOORE			X				WORTH			X			
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MOORE			X																																								
WORTH			X																																								
<div>ITEM #3: 7:03 (3:20)</div>	<div>STAFF AND COUNCIL REPORTS</div> <div>Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members.</div> <div>Ms. Gallagher said the COVID-19 pandemic continues to be the priority. She then read from her report.</div> <div>Mayor Barber said a peaceful protest had been held on Saturday, June 6, where she and Vice Mayor Sage Harvey met with the police chief in charge. She believed that there was some concern about violence in light of the protests across the nation regarding Black Lives Matter and "Defund" Police. The mayor said she walked briefly with the protesters then went to the shady side of the street to listen to Councilmember Mandy Worth give her speech (she asked Ms. Worth to share her speech with the councilmembers as well when it was her turn to report to Council). Mayor Barber said another demonstration was being planned soon and to check the post office bulletin board for more information. She also brought up that Krystal Johnson, one of the protesters, had talked about the Justice in Policing Act 2020 that is being introduced to Congress, and that Ruben Gallego and Greg Stanton both support it; no Arizona senators do at this time. She went on to address the need for police training across America so they can better deal with mental illness in their respective communities. She suggested police departments in this area partner with Spectrum and get training. Mayor Barber said mental illness is not addressed correctly and that this must change in the Verde Valley and across the nation. She shared a quote from Mark H. Muriel, president and CEO of the National Urban League, and spoke about ratifying the equal rights amendment and including women and all minorities. The mayor said she was very pleased that all 50 states and eighteen countries have participated in the Black Lives Matter protests. She is glad Jerome's protest was peaceful.</div> <div>Councilmember Mandy Worth said she has spoken out against injustice in all forms most of her life. She said she was pleased to see the people of Jerome stand up for what's right, who marched and then held a symposium that was open to the public to speak. Ms. Worth said she chose to read an excerpt from John F. Kennedy's civil rights address of June 11, 1963, which she read aloud at Mayor Barber's request.</div> <div>Councilmember Jack Dillenberg spoke about the Federal Civil Rights Resolution passed this day, June 9, 2020, which challenges discriminatory hospital "no visitor" policies. Mr. Dillenberg spoke about a case in Connecticut that instigated this resolution. He also pointed out that people of color (POC) have been disproportionately affected.</div> <div>Mayor Barber thanked Vice Mayor Harvey and Ms. Worth for their continued help with the food bank, as well as those who continue to volunteer in Jerome.</div>																																										

ITEM #4: 7:21 (21:)	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. Zoning Administrator John Knight read from his report. He talked about the May 20 and June 3 P&Z meetings where the bylaws changes from Council were accepted and the commission approved moving the monthly meetings to the third Wednesday of the month. They also approved the site plan for the UVX patio cover and the Knowlton project on Clark Street. The P&Z Commission also initiated the code amendment for residential lodging definitions and held productive work sessions on code amendments for temporary signs, sidewalk encroachment, and residential lodging definitions. The community garden was also discussed. Mr. Knight also announced that DRB had approved the Knowlton project and voted to change their monthly meetings to the first Monday of the month. They also did a courtesy review of the community garden. Mr. Knight then explained that the reason for moving the meeting dates was to help expedite the project approval process but also to lighten the workload for staff by not having the meetings scheduled so close together. Vice Mayor Harvey thanked Mr. Knight for his work on the "Safe, Clean, Ready" COVID-19 posters distributed to local businesses.																																										
ITEM #5: 7:26 (26:01)	APPROVAL OF MINUTES May 12 regular meeting; May 27 special meeting; May 28 special meeting <u>Motion to Approve the May 12, May 27, and May 28, 2020 Minutes</u> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></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></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				WORTH			X			
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ITEM #6 7:26 (26:23)	PETITIONS FROM THE PUBLIC Mayor Barber reminded everyone of the rules regarding petitions from the public. She asked Jerome resident and homeowner Jera Peterson to introduce herself and proceed with her petition. Ms. Peterson expressed her concerns about the new home project being built at 18 North Drive. She said she was originally told only part of her view would be blocked and believes the plans have since changed. She shared a few other concerns as well, including the modern design of the new home, which she feels would affect the historical character of Jerome.																																										
ITEM #7: 7:31 (31:17)	ORDINANCES ITEM #7A: FIRST READING: ORDINANCE NO. 461, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA TO AMEND ARTICLE 12-2, "RESIDENTIAL PARKING" OF THE JEROME TOWN CODE Council may conduct the first reading of Ordinance No. 461, to amend Article 12-2, "Residential Parking" of the Jerome Town Code to provide for review of parking permit applications by the Zoning Administrator. Mayor Barber read Ordinance no. 461 in title only, which she said would shift the administrative responsibility for processing parking permits away from the police department to the zoning administrator. Councilmember Jane Moore clarified that it would not be "completely" taken from the police department's control. She then referred to Section 12-2-4 B and pointed out that residents required to have onsite parking <u>have</u> been given permits even though the ordinance clearly states that they are not to be issued to those residents. Ms. Moore asked if a survey has been done to see what the parking inventory is for the streets requiring permits. Her main concern is that this be dealt with fairly. Vice Mayor Harvey explained why this ordinance was back on the table. She said that in talking to Chief Muma, JPD administrative assistant Janice Pontious, and Mr. Knight, it seemed to make sense for the zoning administrator to manage the permitting since he has access to all the parcel information. She also clarified for Ms. Moore that inventory has been taken of the available parking. Ms. Worth said she was glad to see the administration of the permit parking going in this direction. She referred to the first line in Section 12-2-4 C regarding inventory of usable parking and said she would like to see added to the ordinance that a simple, comprehensive list would be maintained of residents required to provide off-street parking. She said it would likely be easier to walk the streets to make the list than to look in each parcel file; if a resident wanted to contest property eligibility, then the parcel file could be researched. Ms. Gallagher suggested that a line to that effect be added at the end of Section 12-2-4 B. Ms. Worth said that, assuming a second reading of the ordinance is adopted by Council, she would like to see a comprehensive review conducted of what is not working with the ordinance and see what is currently issued and needs to be changed. She said this would also give residents an opportunity to contest eligibility. Vice Mayor Harvey said that it made sense for the zoning administrator to track the permitted parking because of the intrinsic housing issues.																																										

Mayor Barber said revisions can be made and a second reading conducted at the next Council meeting. Dr. Dillenberg said he was fortunate to have parking but knows it is an issue on Holly Avenue. He said good points have been made, which he supports.

Ms. Gallagher confirmed with the Council that only the one line would be added to the ordinance.

Ms. Worth referred to paragraph Section 12-2-4 G regarding the issuance of disability plates and wanted to be sure it was clear who was making the determination as to who receives them and to remove the zoning administrator from this section.

Ms. Gallagher suggested a statement that could be added to paragraph G to make it clear.

Comments were made about the good work in progress on the ordinance. Mayor Barber suggested revisiting it again in another year.

ITEM #8:

7:44 (44:24)

UNFINISHED BUSINESS**ITEM #8A: TOWN RENTAL PROPERTIES/COVID-19**

Council will revisit its prior action to allow deferred rental payments by tenants of Town-owned properties for during the COVID-19 pandemic and determine how to address this going forward.

Mayor Barber asked if anyone had a recommendation.

Ms. Gallagher recommended that the deferral continue until phase two of the governor's orders. She said most of the tenants are paying their rent anyway.

Ms. Worth said she would like to put a specific time frame on this and extend a 60-day deferral and then revisit this item; if phase two has not begun by the end of 60 days, then Council can decide if a deferral extension is needed.

Mayor Barber clarified that this would be basically tabling a decision until the August council meeting. She then brought up reimbursement from the federal government and other financial support the town could qualify for and expressed that the more funding the town can get, the more generous the town can be with citizens in need.

Motion to Table Item #8A, continue deferral for 60 days, and revisit at the August 11, 2020 meeting

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

7:49 (49:47)

ITEM #8B: COVID-19 AND TOWN HALL

Council will discuss plans and timeline for reopening Town Hall.

Ms. Gallagher said the plan was to keep Town Hall closed till June 15 and revisit before then. She said safety protocols will be in place before town hall reopens, such as wearing masks and a plexiglass partition at the payment window. Ms. Gallagher said other local towns are opening in phases, some starting out with reduced hours. She also reported that Kathleen Jarvis is comfortable with opening the library on June 15 with certain precautions in place. Ms. Gallagher said she is not so sure this is still the plan since the COVID-19 curve is not flattening in Arizona and that she is somewhat uneasy with opening on June 15.

Dr. Dillenberg said that he would support waiting a few more weeks to open Town Hall since the virus is spiking in Arizona, and that it would be in our best interest to hold off till July.

Mayor Barber said the testing blitzes have ended. She said slow and steady wins the race, and better to be safe than sorry.

Ms. Worth said she agreed with Dr. Dillenberg. She said she would like to see plexiglass panels at the library as well: at the desk and between the public computers. Ms. Worth would also like to require masks, hand sanitation stations in two places, limit capacity, and prohibit entry to the hallway to staff offices.

Mayor Barber said that Ms. Jarvis would be comfortable with five (5) people in the library at any given time, including staff, and only two computers set up for public use, at least six feet apart. Ms. Worth was fine with not requiring plexiglass partitions if this was the case.

Ms. Worth suggested perhaps appointments with town personnel could be set up at the discretion of staff, with safety precautions still required. She said her biggest concern was holding court at town hall and made suggestions for keeping things safe. Discussion ensued about the protocols currently in place, and that taking temperatures of each person entering the building should be required when Town Hall finally opens.

Vice Mayor Harvey spoke about the false negatives with blitz testing and said COVID-19 cases are still spiking. She said we must be careful and that the staff must be consulted before reopening since they are most at risk, especially utilities clerk Kristen Muenz at the payment window. Vice Mayor Harvey said she too was worried about the courts opening again, but that it was a "blanket" executive order—under which Jerome does not fit because of all the town services being in one building.

Discussion returned to when Town Hall should be opened again.

Mayor Barber suggested keeping Town Hall closed until July 14 and broaching the subject again at the July 14 Council meeting.

Ms. Worth asked what library services are currently available to residents and was told curbside checkout has been offered since the shutdown.

Mayor Barber made a few more comments about the uncertainty of the future and COVID-19 and needing to protect the community.

Motion to Table Item #8B until the next Council meeting on July 14, 2020

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

8:02 (1:02:48)

ITEM #8C: COMMUNITY GARDEN UPDATE

Zoning Administrator John Knight will update Council regarding the planned community garden near Middle Park.

Mr. Knight updated the Council on the progress of the community garden. He said that DRB had asked for a more formal design review once more of those elements were chosen (e.g., fencing). Mr. Knight then shared results of the survey of 30+ participants, which were mostly positive, suggested possible fee scenarios, and plans to set up a meeting on Saturday, June 20, after which Mr. Knight would update the Council.

Ms. Gallagher said that she had participated in a webinar with Freeport-McMoran, and one of the funding categories included community gardens, so perhaps Jerome could get some financial support from them.

Mayor Barber said she would like to see the local restaurants "donate" to the compost pile. Ms. Worth announced she knew a local resident who wanted to help with composting and was willing to work with the restaurants.

Ms. Worth went on to say that she liked the idea of holding an on-site meeting for better visualization, but that it was antithetical to holding it while Town Hall is still closed and board meetings are closed to the public. She suggested Mr. Knight wait until town hall is open again and to give people three weeks' notice for those who work on Saturdays and need to schedule time off.

Mayor Barber said she wanted this project to start soon but sees the validity in staying in line with Town Hall's open/closed status. She also said she does not want to charge any fees for the first year.

Ms. Moore pointed out that the meeting would be outside, like other recent outdoor activities (i.e., protests).

Ms. Worth's concern is that it is a town-sponsored project.

Ms. Moore reiterated that it is outside, and that people could easily social distance. She also said composting with restaurants could be a challenge to keep out meat, grease, and other nonorganic foods that are not compostable, especially if the community garden is intended to be organic.

Mr. Dillenberg said he agreed that no fee should be charged for the first year.

ITEM #9:

NEW BUSINESS

8:11 (1:10:46)

ITEM #9A: AGREEMENT WITH CONTRACT WASTEWATER OPERATIONS, LLC

Council will review and may approve a renewed agreement with Contract Wastewater Operations, LLC for wastewater treatment system and water system consulting, operation, and maintenance.

Mayor Barber asked Ms. Gallagher if the contract was the same as the previous year's contract.

Ms. Gallagher confirmed it was the same and said the fees had not been changed in several years.

Motion to Approve the May 12, May 27, and May 28, 2020 Minutes

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

8:12 (1:12:01)

ITEM #9B: APS SOLAR COMMUNITIES PROGRAM AGREEMENT

Council will review and may approve an agreement with APS for utility-owned solar distributed generation on covered parking at the 300 Level parking area.

Mayor Barber shared background on the project, which was originally introduced a few years ago.

Vice Mayor Harvey expressed concern a clause of the agreement) regarding the operation and maintenance of the lighting fixtures of the parking structure. She asked Ms. Gallagher to verify that APS would be responsible. Vice Mayor Harvey said she did not want this to fall on the Public Works crew.

A short discussion ensued about the light fixtures, bulbs, and if special equipment would be needed to maintain them. The councilmembers asked for clarification.

Motion to Approve the APS Solar Communities Program Agreement with the understanding that the agreement will be clarified regarding maintenance and equipment costs

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

8:15 (1:15:56)

ITEM #9C: AUTHORIZING SALE AT AUCTION

Council may authorize the sale at public auction (PublicSurplus.com) of a 2001 Jeep Cherokee no longer needed for public use.

Motion to Approve the sale at auction of a 2001 Jeep Cherokee

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

ITEM #10:

8:17 (1:16:36)

TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future meeting agenda.

Ms. Worth mentioned succession planning. She also said she would like to see job descriptions and comprehensive hiring practices of staff. Ms. Worth said constituents have been asking how it is determined what town employees are paid considering the budget and would like to be able to answer these questions.

Mayor Barber started to explain the hiring process of certain staff positions, to which Ms. Worth said she was aware of—it is the other staff positions and hiring practices that she is not familiar with. She would like to be able to direct constituents to where the information is or provide the information herself.

Ms. Gallagher said job descriptions do exist and precede her and may not be up to date. She recalls they were never adopted by the Council.

Ms. Worth said what descriptions do exist could be a starting point and updated. Discussion ensued. Ms. Worth said it was more a point of information than procedure.

Ms. Moore said in light of the local protest and the national discussion of defunding police departments, she suggested that perhaps it would be worthwhile to have Chief Allen Muma address these issues and wanted see what other councilmembers thought of the idea. She suggested perhaps the police department could talk to Council, discuss their hiring and training practices, and assure our residents that Jerome has a well-trained police force that is not discriminating against anyone.

Mayor Barber mentioned the Justice in Policing Act 2020, which addresses some of these elements.

Dr. Dillenberg interjected that he did not like the term "defunding police" and suggested it be called something else.

Ms. Moore explained her intent and that she was simply referring to what is happening in other cities, not Jerome, and that she wanted the public to understand what our police department does.

Mayor Barber said she would email the Justice in Policing Act 2020 to Ms. Gallagher, who could forward it on to everyone, Chief Muma included.

Vice Mayor Harvey stated she will never vote to defund our police. She went on to explain her reasons. Discussion erupted about the term and its misleading intention.

Ms. Gallagher stopped the discussion since it was not on the agenda and asked Council if they wanted to request a special public meeting with Chief Muma, perhaps on June 23.

Ms. Worth said the meeting with Chief Muma could be on the same day as the budget meeting but that it should be distinct and separate from it. She also addressed the term "defunding police."

Ms. Moore clarified that what she wanted was the Council to talk with Chief Muma to see how and when he would like to approach educating the community on what the Jerome Police Department (JPD) does. The purpose would be to inform the public of the training our officers go through. She also recognized that JPD does a good job of training and knows Chief Muma stays on top of it. She also said it would be to assure the community that their screening process in hiring is something that works for Jerome. She would like this to be discussed with Chief Muma first and then go from there.

Ms. Gallagher said she would talk to Chief Muma and see how he would like to handle it.

Vice Mayor Harvey's message was for Jerome citizens to be kind to one another, and that a difference in opinion does not make it okay to push someone who does not agree. She said this is not freedom and gave a personal example. She said she understood tensions are high; that we are dealing with a pandemic inside of a pandemic. She wanted to remind everyone to center and balance themselves and to be kind, especially to neighbors.

Dr. Dillenberg gave an update on Friends of Jerome, an opportunity to establish national support who know and love Jerome. Dr. Dillenberg has spoken with Tim Riester and Alan Perkel of Riester Advertising, who have agreed to help but suggested a separate website may not be necessary. Dr. Dillenberg said he would be holding a Zoom meeting with them on June 18 at 4 pm to discuss this further. He added that an event may be a good idea and that he had worked on the anti-tobacco campaign with them.

	Mayor Barber urged everyone to contact senators and to get familiar with the Justice in Policing Act 2020 and the Equal Rights Amendment. She too said to be kind to one another and that Black lives matter.																																															
ITEM #11:	ADJOURNMENT <u>Motion to Adjourn at 8:35 p.m.</u> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr> </thead> <tbody> <tr> <td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>DILLENBERG</td><td></td><td>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>						COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				WORTH			X			
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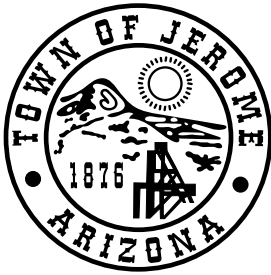
APPROVE:

ATTEST:

 Christina "Alex" Barber, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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

MINUTES

EMERGENCY MEETING OF THE JEROME TOWN COUNCIL PUBLICLY HELD via WEB CONFERENCE ON ZOOM COUNCIL CHAMBERS, JEROME TOWN HALL SATURDAY, JUNE 20, 2020 AT 1:00 PM

ITEM #1: 1:09 (0:13)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 1:09 p.m.</i> 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 Jane Moore and Dr. Jack Dillenberg. Councilmember Mandy Worth was absent. Police Chief Allen Muma and Deputy Clerk Rosa Cays were also present.</i>
ITEM #2: 1:10 (0:49)	COVID 19: MASK REQUIREMENT Council will discuss the Governor's Executive Order 2020-40 giving towns the authority to establish requirements to wear masks and may determine if and to what extent to require the wearing of masks in Jerome. <i>Mayor Barber introduced the item then made a statement: As the mayor, she said this has been a very difficult decision for her and that she tries to do what is best to protect her community. She then asked Chief Muma to speak.</i> <i>Chief Muma shared some of the latest data about the spread of COVID-19. He stated there is mounting data that contact is not the problem and that it is airborne. He went through a few scenarios of where the disease spread most quickly and where "super spreaders" have accelerated the propagation of the virus. He said that Japan had come up with the "3 C's" to avoid closed spaces and poor ventilation, crowded spaces, and close-contact settings. Chief Muma said that 97 percent of infections are occurring indoors, and that outdoors is relatively safe. Someone would have to have had prolonged exposure (15+ minutes) or have someone sneeze directly in their face to be subjected to the virus outdoors. He shared data regarding mask use specifically for the prevention of COVID-19 transmission. The Department of Microbiology at the University of Hong Kong did a study that claimed there was a 75 percent reduction in coronavirus respiratory droplets or airborne particles transmission with mask use. He shared further details of the study. The conclusion was that the spread of coronavirus could be reduced by 50 percent when proper surgical masks are used by those infected. He read further from his memo and said that for someone to contract the virus from an infected person would require at least 15 minutes of exposure. Chief Muma said that singing has been determined to be a significant generator of aerosol spread of the virus. He said there is also conflicting information about the spread of COVID-19, with experts on both sides of the controversy.</i> <i>In summary, Chief Muma said most experts agree that masks do work to some extent but how effective they are is debatable. He said closed spaces with poor ventilation and no social distancing definitely increase the chances of infection, and that the public must be socially responsible in these places and wear a mask when proper social distancing cannot be maintained in an environment where there is high risk of transmission.</i> <i>Chief Muma also stated that the police, fire, and public works departments all have precautions in place, including requiring masks be worn when in proximity of someone whose infection status is unknown. Chief Muma referred to the Gilbert mandate in the agenda packet. He also clarified that, whatever measures are adopted, enforcement will fall on the police department. He said this could be challenging, especially on weekends and because of the inconsistent mandates at state and county levels and suggested that signage be posted on each end of town, clearly stating to visitors that masks are highly recommended.</i>

Chief Muma would support requiring masks for indoor environments where social distancing is not possible.

Mayor Barber asked whose responsibility it would be to provide masks. She said she feels very strongly for the older residents who are upset about how busy the town is amid this peak in the pandemic. But local businesses also need to make money, so the town needs to achieve a balancing act. She also said it saddens her that this is creating such division in the community. She also feels the elderly should stay home right now.

Mayor Barber said Sedona is the only other local municipality having to deal with tourists, and that they would be deciding on Tuesday, June 23, on what measures they will be taking to protect their community. She also said that she had heard that a mask cannot be worn if someone is carrying a carry gun and that Cottonwood Mayor Tim Elinski is running into trouble over this. The mayor said she has never questioned herself more than she has in the last three weeks: Is she doing the right thing for her town? She asked Chief Muma to speak to the law about masks and guns.

Chief Muma said it likely depends on what kind of mask and an intent requirement.

Mayor Barber expressed concern about the legalities of mandating masks.

Vice Mayor Harvey said Jerome has no say-so regarding mandating businesses and that the executive order from the governor is what is to be followed—the town is looking at outdoor, open spaces. She said residents have been sharing their opinions via messages and social media: 44 say yes to masks, 11 are against masks, and 2 are undecided. Vice Mayor Harvey then made a statement: She said that, like Mayor Barber, she has been doing everything she can to keep the Jerome community safe. This is about health and safety for people; visitors do not care if they get residents sick. She feels the town should “grab the bull by the horns” and take control.

Mayor Barber asked what the liability would be for the town. She expressed concern about enforcement and how Jerome's police department is already tasked with enough. Mayor Barber spelled out three options for the town: 1) do nothing and ask people to be socially responsible; 2) create an ordinance and enforce it, or 3) create an ordinance and not enforce it.

Councilmember Jack Dillenberg thanked the mayor, vice mayor, and Chief Muma for all their efforts and agreed that this was not an easy issue. He said this was also not a question of rights or freedoms and referred to a letter from one of the Jerome residents. He gave an example of restricting BBQs during fire season and that it would not be a violation of rights but a matter of public safety. He said asking the public to wear masks is a similar situation; that this is a matter of protecting a community from a highly spreadable disease. Dr. Dillenberg said If people were keeping socially distant with no masks, staying in their family groups, no problem. But this is not what is happening in Jerome, where people are coming from unknown places and unknown exposure to the virus. He said the town has a responsibility to protect its citizens without being overbearing. He acknowledged that enforcement is an issue, but that visitors need to consider our citizens when they come to Jerome. He said it is not a matter of individual rights and freedom—it is about community health.

Councilmember Jane Moore suggested that businessowners post signs clarifying whether they require a mask be worn, and that if no mask is required, it should also be posted. She asked what right a shopkeeper might have to say they won't wear a mask? Ms. Moore also brought up the proper use of masks and what type is best to wear, i.e., N95 masks vs. bandanas. She said she was hesitant to go too far with a mandate and that fining people would be a nightmare, but she also wants people to be safe.

Ms. Gallagher said FEMA funding is available to buy masks and that the town could get 75 percent reimbursement for the expense.

Vice Mayor Harvey clarified for Ms. Moore that Executive Order 2020-40 is basically the same as 2020-36 except that this time Ducey is mandating businesses to follow it. A discussion ensued about the language in the executive order.

Ms. Moore responded that there are shopkeepers and others who will still say that the mandate is not legal.

Vice Mayor Harvey and Chief Muma returned to the discussion regarding the language of the executive order (shall vs. should). Chief Muma said education is first but who would get sued in certain circumstances? He said it would not be the governor. Perhaps the town could get volunteers to educate visitors and hand out masks.

Dr. Dillenberg said he personally wants all visitors to wear masks. Realistically, he suggested that the town strongly recommend or encourage masks rather than mandate, considering a

litigious perspective. He said the bottom line is to protect our citizens but not create ill will or discord.

Mayor Barber confirmed what Dr. Dillenberg was suggesting and said she also wanted Councilmember Mandy Worth, who was not present, to have the opportunity to weigh in on the decision. She quoted a local mayor who said it was sad that citizens do not take personal responsibility to protect themselves. She then read Ms. Worth's statement that had been included in the agenda packet. Mayor Barber said they need to keep the residents safe but also avoid liability, especially in these financially strained times. She said she would like to talk to town attorney Bill Sims before mandating anything.

Ms. Moore said residents being exposed to the public, e.g., at the post office, are wary, and avoiding town on the weekends—it should not have to be this way. She also said that if a shop chooses not to require masks, the public should be warned before they enter the shop, and signs should be posted in the windows.

Mayor Barber talked about the confusion and difficulty in deciding what to do, especially in consideration of enforcement. She referred to the governor's executive order and gave examples of how the town could be liable.

Dr. Dillenberg suggested going with a strong recommendation to start, then possibly mandate the use of masks, not set fines at this point, and move forward. He said he would like to confer with Bill Sims and get Ms. Worth's input.

Ms. Moore agreed: it is better to be safe than sorry.

Ms. Gallagher suggested renting a traffic sign flashing a message encouraging visitors to wear masks. She had seen one in Sedona.

Mayor Barber said she did not want to wait too long to make a decision but was hesitant to do so without all the councilmembers weighing in (i.e., Ms. Worth).

Vice Mayor Harvey suggested checking in with the public to get their input.

Ms. Gallagher invited those listening via Zoom to speak.

Jerome resident Suzy Mound wanted to address the Council, but technical difficulties impeded this.

Chief Muma said he had looked up the Arizona revised statute and found that wearing a mask to conceal one's identity while carrying a gun is against the law.

Ms. Moore clarified that if something is mandated it would be up to the JPD to enforce it, which would be a nightmare.

Chief Muma agreed. He said casual passing on the sidewalks is not the issue, and he is going by nonpartisan information and epidemiologists; he sees people on the steps sitting two feet apart as the bigger problem. He said he has asked people to social distance, but to be forceful could be problematic. Chief Muma said he preferred to take an educational approach and possibly hand out masks to people, strongly suggesting they wear them.

Dr. Dillenberg moved, in the short term, to strongly recommend the use of masks and maintain social distancing until Council can discuss again on June 23 when all councilmembers are present. Vice Mayor Harvey seconded the motion. Mayor Barber asked that it be slightly amended. Mr. Dillenberg revised his motion.

[Ms. Gallagher was still working on the technical issues so the public could participate.]

Ms. Moore said she still wanted to get legal counsel.

Vice Mayor Harvey said she would like to see the ADOT signs at each end of town.

Ms. Gallagher arranged for those in the public that wished to speak to call in via her cell speakerphone.

2:02 (53:10) Ms. Mound called in and said Phoenix has mandated masks, so many people from that area will be coming to Jerome to get away. She said Jerome had no way of social distancing outside and that this was a public safety issue. She said the wearing of masks should be mandated and made suggestions for alerting visitors to wear masks, and if they did not comply, to cite them.

Ms. Moore said she liked the idea of hand sanitizer and masks at the parking kiosks.

Ms. Gallagher announced that Jerome resident Jay Kinsella had texted and asked that his letter be read to Council.

2:05 (56:51) Jerome businessowner Buddy Chasteen called in. He said he backed the idea of signs at each end of town and liked Ms. Moore's suggestion of having shop owners post if they do or do not require masks. Mr. Chasteen could support highly recommending masks but not mandating them.

	<p>Mayor Barber read Jay Kinsella's letter to the Council per his request. She then said the messages coming in from the federal, state, and local levels are so muddled that it is hard to find a clear path to a decision.</p> <p>Vice Mayor Harvey clarified that Gov. Ducey's executive order is what rules for businesses. Mayor Barber asked who is supposed to supply the masks, the town or the already struggling businesses?</p> <p>Vice Mayor Harvey further clarified the governor's executive orders. After brief further discussion:</p> <p><u>Motion to approve strongly recommending the use of masks and social distancing in public; install signage at each entrance of town, and to discuss again at the June 23 meeting with full Council after obtaining legal guidance</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>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>						COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				WORTH					X	
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ITEM #3:	<p>ADJOURNMENT</p> <p><u>Motion to adjourn at 2:15 p.m.</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>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>						COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		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: _____



TOWN OF JEROME

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

MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL

HELD via WEB CONFERENCE ON ZOOM

COUNCIL CHAMBERS, JEROME TOWN HALL

TUESDAY, JUNE 23, 2020 AT 6:00 PM

ITEM #1: 6:01 (2:55)	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Mayor Alex Barber called the meeting to order at 6:01 pm. Town Clerk to call and record the roll. Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore, and Dr. Jack Dillenberg. Accounting Clerk Melanie Atkin and Deputy Clerk Rosa Cays were also present.																																										
ITEM #2: 6:02 (3:42)	AZCARES FUNDING Council will review and may approve the execution of a grant agreement for AZCARES funding that has been awarded to the Town in the amount of \$52,237. Mayor Barber introduced the item. Ms. Gallagher said Town Attorney Bill Sims has reviewed and approved the agreement. <u>Motion to Approve the Execution of Grant Agreement for AZCARES Funding</u> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></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></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				WORTH			X			
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ITEM #3: 6:03 (4:35)	LEASE RENEWAL – CARRIE MAE ROSE Council will review and may approve the renewal of a lease with Carrie Mae Rose for Studio Two on the first floor of the Jerome Civic Center. Ms. Gallagher said this would be a lease renewal with one addition to the contract to specifically state that the studio cannot be used for residential purposes. Councilmember Mandy Worth asked if the lease terms and rate were otherwise the same, which Ms. Gallagher confirmed they were. Mayor Barber asked if inspections were made, to which Ms. Gallagher replied that routine inspections have not been done, but if something required it, an inspection would be done. Councilmember Moore asked if there have been any issues with Ms. Rose as a tenant, of which there have been none. <u>Motion to Approve the Renewal of Lease with Carrie Mae Rose for Studio Two at Town Hall</u> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				WORTH			X			
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ITEM #4: 6:04 (6:05)	COVID 19: MASK REQUIREMENT Council will discuss the Governor's Executive Order 2020-40 giving towns the authority to establish requirements to wear masks and may determine if and to what extent to require the wearing of masks in Jerome. Mayor Barber said she had just received the packet related to this item and asked if everyone had had a chance to read the material, which included feedback Ms. Gallagher had received. Ms. Gallagher said she had received three emails: two were in support of requiring masks and one did not support the requirement. The sender who did not support provided technical information about the use of masks.																																										

Mayor Barber said she had suggested to the person against masks to review OSHA's stance in support of the use of cloth masks and social distancing, which had been recently updated on their website.

Vice Mayor Sage Harvey shared that she had talked to many local residents since the last Council meeting. She said 56 residents think masks should be required while 10 residents do not. She said she strongly feels masks should be worn in Jerome to protect the residents, which she pointed out have already been taking safety precautions. She went on to say that it is not fair to let the tourists come to town and potentially spread the virus to local residents, and that zero cases have been reported in Jerome as of this date. Vice Mayor Harvey said other towns in the county have all reported cases. In her opinion, she said, requiring a mask in this situation is like requiring a seatbelt—it is for a good reason. To vote against masks would be like taking a chance and driving while intoxicated.

Mayor Barber pointed out that Police Chief Allen Muma has agreed with the mask requirement to protect the vulnerable in our community.

Councilmember Jack Dillenberg said he wanted to support the police department in enforcing and monitoring the mask requirement and suggested Officer Harris be scheduled more often and to perhaps ask the Rangers to come help on the weekends. Dr. Dillenberg said to enforce this from the beginning will give the message to the public that this is being taken seriously and that the town is protecting its citizens and counting on local businesses to do their part. He also said that although the town is struggling financially, he would like to see support provided to enforce the mandate of masks.

Councilmember Jane Moore shared that she had received many emails and phone calls in the last week from residents who overwhelmingly want masks to be mandated. She said a few did not. One email she received included a photo of a local restaurant with customers jammed in a line waiting to get in, not distancing or wearing masks. Ms. Moore said she was concerned about protecting Jerome residents, and with people visiting from many places and not social distancing, she would rather be safe than sorry and mandate the use of masks in town. She then asked if shopkeepers can let customers in without masks, but it was clarified that they cannot, per the governor's executive order.

Councilmember Worth said that this was a hard decision for her and that she had referred back to the seatbelt law for perspective. She said from a healthcare standpoint, face coverings are better than nothing and that people would take precautions to protect loved ones from illness; the key issue for her was enforcement, especially since this would be a "code" and not law. She wondered if penalties would be in place. She suggested focusing on awareness and taking an educational approach, and provide guidelines to and support businesses with compliance and not go straight to penalties and enforcement.

Mayor Barber asked Ms. Worth if she had had the opportunity to review the draft of the town's emergency order.

Ms. Worth requested three minutes of time for councilmembers to go over the material presented to the Council just before the meeting. A brief conflict ensued between Vice Mayor Harvey and Councilmember Worth, and Ms. Worth, in a point of order, asked that Ms. Harvey's comment be redacted.

Mayor Barber asked everyone to calm down and directed the discussion to what Ms. Gallagher had been saying, which was that Chief Muma texted that the Rangers can only help spread information, not enforce a mandate.

Dr. Dillenberg said that would be enough and suggested that something be added to the emergency order about how education will be integrated into the mandate, e.g., recruiting educators to inform the public.

Discussion ensued about the education proponent of the emergency order, with Ms. Gallagher reading from Section 6a (Section 6, no. 1) regarding education, compliance, and enforcement. She went on to read the next section regarding noncompliance as a civil violation.

Dr. Dillenberg said he wanted to add to the order **how** education would be conducted, not just that it would be provided, e.g., recruiting educators.

Mayor Barber said signs are in business windows and on parking kiosks. She said Ms. Gallagher would be ordering masks as well.

Ms. Gallagher announced that a shipment of 500 masks had arrived to hand out to visitors.

Mayor Barber pointed out to Dr. Dillenberg where in the governor's executive order it addresses the responsibility of businessowners to help enforce the code. Discussion ensued about the legality of recruiting volunteers to enforce the mandate.

Dr. Dillenberg said they would not be enforcing, they would be educating, and mentioned the Rangers again. Discussion continued. Vice Mayor Harvey read from Section 5 of the emergency order where it states the responsibility of business owners.

Ms. Gallagher said a large ADOT-type sign will be placed on Hampshire Avenue alerting people of the mask requirement, and that Chief Muma has ordered other signs for near the parking kiosks.

Vice Mayor Sage Harvey thanked Ms. Gallagher and Chief Muma for their efforts.

Ms. Gallagher then read aloud the emergency order for the benefit of the public listening via Zoom.

Dr. Dillenberg asked for clarification on Section 2f (Section 2, no. 6 of final draft) of the proclamation regarding social distancing and wearing a mask.

Ms. Worth asked if face shields would be allowed, not just face coverings, and asked that the language be adjusted to include face shields, which Mayor Barber approved. Discussion ensued.

Ms. Worth also asked that **who** would be enforcing and educating be added to Section 6a (i.e., Section 6, no. 2), and that it be clarified in Section 6b (Section 6, no. 2) who would be in violation in the case of a customer refusing to wear a mask in a shop. Discussion continued.

Ms. Gallagher suggested language that could be added to Section 6b.

Mayor Barber asked if anyone from the public wanted to add to the discussion.

Motion to Approve an Emergency Order to Require Face Coverings in Public Places in Jerome, with Certain Exceptions

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

ITEM #5:
6:38 (40:23)

FY21 BUDGET

Council will continue discussion of the FY21 Town budget. Discussion may include any or all aspects of the budget.

Ms. Gallagher pointed out that Judge Dwyer's contract would be expiring in July and that she was asking for a 10 percent increase. This line item was added to the budget since the last budget meeting. Ms. Gallagher said Judge Dwyer has not had a raise in pay since 2011 or 2012.

Ms. Gallagher said the sales tax revenue had also been updated and shared data from the report. She said June looked like it would be coming in at about half of what was received in 2019. Discussion ensued about forecasted June revenues.

Dr. Dillenberg suggested giving Judge Dwyer a 5 percent increase since the town was struggling due to the pandemic. Discussion ensued.

Mayor Barber asked questions about the budget under property expenses. She also suggested holding off on buying additional parking kiosks.

Dr. Dillenberg asked if the kiosks would generate income and pay for themselves.

Mayor Barber said she was not comfortable with additional expenses during unsure times. Dr. Dillenberg reiterated his point. Mayor Barber said she preferred to play it safe and leave the money in the budget.

Ms. Worth asked if the money could be rolled over if it was not spent. Ms. Gallagher told her yes and that it could also be transferred to another line item in the same category.

Mayor Barber asked Ms. Gallagher if the Jerome Chamber of Commerce (JCC) was asking the town to fund the shuttle van and for \$10,000 in funding.

Ms. Gallagher confirmed this and added that \$2,800 would be for advertising and the rest for someone to work the chamber kiosk. She was asked to look into what other tourist towns do with their commerce chambers and how they were funded. The JCC had also asked for funding to cover advertising expenses.

Mayor Barber pointed out that volunteers used to run the chamber kiosk and commented on the amount of funding being requested toward wages for an employee. She doesn't feel the need to advertise during this time.

6:49 (50:50) Donna Chesler of the JCC spoke to the Council. She said that because the annual home tour was canceled, the only income for the chamber the past year was membership dues. They would like to have an employee work Friday through Sunday, 5 to 6 hours per shift, which doesn't leave enough funding to pay for the shuttle, which is why the JCC was asking the town to pick up the cost. They would also like an employee to work holiday Mondays. Ms. Chesler elaborated on the budgeted advertising expenses. She said without the home tour, the budget was wiped out.

Ms. Worth asked about the walking map brochure.

Dr. Dillenberg said he felt it was important to support the local businesses.

Ms. Moore mentioned that the one-percent bed tax is mandated to be used for tourist-related expenses.

Mayor Barber asked if the JCC would reassume the shuttle expense once business was back to normal.

Ms. Gallagher clarified that the town was not giving the money to the JCC for the shuttle, rather the town pays the expense directly and it comes from the bed tax.

Ms. Moore shared her support of funding the map brochure and three days of wages for an employee. She asked for clarification on the advertising budget.

(56:45) Ms. Chesler said the map pays for itself with the ads and readdressed the advertising budget and how the money is spent. She said \$2,800 for the year is not very much.

Mayor Barber said she had received a memo from JCC president Kevin Savage breaking down the JCC's advertising budget and felt it was very reasonable.

Dr. Dillenberg said he attends many of the JCC meetings and mentioned how Sedona magazine (i.e., Sedona Monthly magazine) is very "pro Jerome" as is the city of Sedona. He said he agreed with the mayor that \$2,800 is a good price to pay for advertising in the magazine.

Ms. Moore inquired about the maps that were supposed to go with the district signs and asked if some of the monies could pay for them.

(1:00:54) Ms. Chesler said the map is being worked on for the town's district sign project.

Ms. Gallagher asked if there were any further changes to the budget and said it would be on the agenda for the July 14 Council meeting.

Ms. Worth asked if a decision had been made about the judge's salary.

Ms. Moore said Judge Dwyer has been with the town since at least 2007–2008 and deserves a raise.

Mayor Barber asked about the fund balance recap sheet. Ms. Gallagher explained that the remaining fund balance is above and beyond the 25 percent reserve.

Ms. Moore asked when a reasonable deadline would be to make changes to the budget. Ms. Gallagher told her it would be a few days before the meeting, and that an adopted tentative budget can be decreased, just not increased.

Mayor Barber suggested the July 28 special budget meeting be held at 6 p.m.

(1:06:15) Ms. Chesler asked if the mask mandate would begin that evening, which it would. Ms. Gallagher offered to email her the text of the emergency order.

Ms. Moore asked if shop owners could get signs from Town Hall saying "Masks required." Ms. Gallagher told her yes. A brief discussion ensued about signage.

ITEM #6:	ADJOURNMENT <i>Motion to Adjourn at 7:06 p.m.</i> <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>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>						COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				WORTH			X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																										
BARBER			X																																													
DILLENBERG		X	X																																													
HARVEY	X		X																																													
MOORE			X																																													
WORTH			X																																													

APPROVE:

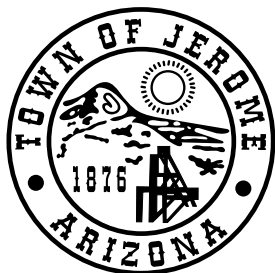
ATTEST:

 Christina "Alex" Barber, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____

DRAFT



TOWN OF JEROME

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

ORDINANCE NO. 461

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, TO AMEND ARTICLE 12-2, "RESIDENTIAL PARKING" OF THE JEROME TOWN CODE

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

Section 1. Section 12-2-4, "Issuance of Residential Parking Permits," is hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

Section 12-2-4 Issuance of Residential Parking Permits

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

A. Applications will be accepted at Town Hall on forms provided by the Town and will first be reviewed by the Zoning Administrator. Following review and approval by the Zoning Administrator, the application will be forwarded to the Police Department for processing.

~~A-B.~~ B. Recognized dwelling units with frontage along a street or portion of a street designated for residential permit parking shall be entitled to receive one residential parking permit, per recognized dwelling unit, for a single motor vehicle owned or operated by a person residing in the dwelling unit ~~by registering the motor vehicle with the Jerome police department~~. The following information must be submitted ~~to the police department~~on the application: the name of the registered owner (this information must match the Arizona Department of Motor Vehicle registration for said vehicle), the make and color of the motor vehicle, the vehicle's license plate number and the address of the dwelling unit the vehicle is attached to. Residential parking permits shall not be issued to dwelling units required by zoning to have onsite parking on their property. An inventory of such units shall be maintained by the Zoning Administrator.

~~B-C.~~ C. An inventory of usable parking spaces shall be conducted for each street subject to residential parking by permit. The Jerome Police Chief, Zoning Administrator and Fire Chief will approve the spaces and determine the final number of spaces available on each street. Once the inventory is completed and the number of spaces available is determined, it will be compared to the number of residential parking permit applications. If the number of residential parking permit applications exceeds the number of available parking spaces, permits will be issued by random lottery pick. Once all available spaces on a given street have been assigned by permit, additional permits may be available for spaces located at the Old Town Yard parking lot, with final selection determined by lottery pick.

Date of first reading: June 9, 2020

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

~~CD.~~ Persons occupying recognized dwelling units with frontage (based on street address) along a street or portion of a street designated for residential permit parking may, subject to availability of parking spaces as set forth in Section 12-2-4(~~CB~~), receive up to one additional residential parking permit ~~as authorized by Section 12-2-4(B)~~. No more than a total of two permits per recognized dwelling unit shall be issued or valid. Second permits may be revoked if the availability of parking spaces changes and/or space is needed for issuance of a first permit.

~~DE.~~ Following review and approval by the Zoning Administrator, Residential Parking permits ~~shall~~ may be issued by the Police Department and shall be valid for that motor vehicle, and the street designated thereon, until such time as ownership of the vehicle changes, or the residency of the owner of the vehicle changes. The permit shall become immediately invalid when (i) the person to whom the permit is issued moves to another residence, whether or not such residence has frontage on the posted area, or (ii) when the vehicle is sold.

~~EF.~~ It shall be the responsibility of the residential parking permit holder to notify the Jerome Police Department regarding any changes in the information provided in their original application, including changes in vehicles or changes in residency.

~~FG.~~ Priority will be given to the issuance of residential parking permits issued to dwelling unit(s) with a motor vehicle bearing Arizona Disability license plates. In the event of a lottery pick for permits pursuant to Section 12-2-4(~~CB~~) for a specific street, motor vehicles displaying Arizona Disability license plates will be granted a permit before lottery picks are made. Additionally, application can be made to the Town of Jerome for placement of a “~~Disabled Vehicle~~Physically Impaired Parking Only” sign on the street where the registered owner of a motor vehicle bearing Arizona Disability license plates occupies a legal dwelling unit. Determination of eligibility for such a sign shall be made by the Police Chief or his/her designee. Costs of this installation, if approved, shall be the responsibility of the applicant.

~~GH.~~ The fee for residential parking permits shall be set by Resolution of the Town Council.

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,
THIS ____ DAY OF _____ 2020.

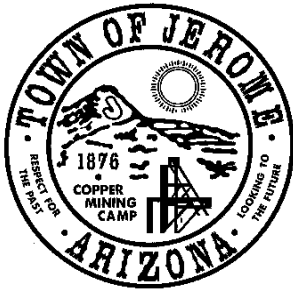
Christina “Alex” Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Mayor and Council
SUBJECT: Final draft for tentative adoption: 2020-21 Town budget
DATE: July 7, 2020

Here is our 2020-21 budget as presented for tentative adoption.

Due to the pandemic, we have lowered anticipated revenues from sales tax and state shared revenues and cut expenses in certain areas. Even with the aid of my crystal ball, it is difficult to predict where revenues will fall during the coming year. Sales tax and parking revenues are picking back up now that things are reopening, however, if the coronavirus forces another closure, we will see a greater impact ... and it remains to be seen to what extent people will feel comfortable traveling, dining out and shopping even if there is no further closure. For that reason, some projects have been moved to the Contingencies budget. If funds become available for those, they can be spent.

NOTE CHANGES SINCE LAST BUDGET MEETING:

UTILITY FUND:

- ***Added \$5,000 in water connection fee revenues (received on July 1) and reduced use of Utility fund balance in water budget by \$5,000.***

GENERAL FUND:

- ***Reduced budget for PSPRS (police pension) costs by \$2,500 due to lower rate just received.***
- ***Increased library "Small Tools & Equipment" line by \$500 to accommodate purchase of needed new firewall (at 80% discount through E-Rate program).***
- ***Reduced use of General Fund balance by \$2,000.***

As drafted:

- The budget will utilize \$237,000 of our estimated accumulated general fund balance and \$119,000 of our estimated accumulated utility fund balance, retaining reserves of \$490,786 (general fund) and \$102,407 (utilities fund). The estimated general fund balance remaining constitutes 25.3% of general fund operating expenses, which conforms to the recommendations of prior councils that at least 25% be retained. Please see the "Fund Balance Recap" sheet for additional details. We are also able to utilize fund balance in the HURF budget due to a large one-time receipt during FY20.
- No increases in sales tax or utility fees are anticipated in this draft.
- In this draft, there is no subsidy needed from the General Fund to the Utilities Fund or the HURF fund. Instead, we are using fund balance in each of those funds, plus a transfer of \$30,000 each to the Water and Sewer budgets from our new Parking Fund.
- We have created a new Parking Fund where revenues from parking will be restricted to those uses budgeted within that fund. This includes transfers to our water and sewer budgets.

- As in past years, the Sanitation budget includes a \$5,000 transfer to the Capital Fund toward the eventual purchase of a garbage truck. After this transfer, we will have accumulated \$50,000, enough for a substantial down payment if needed.

Generally speaking, routine expenditures and revenues have been budgeted based on prior history and upcoming needs. We attempt to be conservative in budgeting our revenues, so as not to spend money that we don't have. With respect to expenditures, we try to be realistic yet conservative in budgeting for "controllable" expenses while budgeting sufficiently to accommodate unanticipated situations and emergencies in areas that are difficult to predict, such as repairs and maintenance.

More details:

WAGES AND BENEFITS:

- This budget includes an across-the-board cost of living adjustment of 1.6%, consistent with the Social Security administration.
- The town's contribution toward dependent medical benefits has been increased to 50%. Previously, it was 25%.
- The budget includes a \$1/hour Mechanic Stipend (above and beyond the COLA increase) for two Public Works employees who perform that function in addition to their regular duties.
- There is a provision for an additional full-time police officer who would have both EMT and Firefighter certifications, with a reduction in part-time police wages as a result. The net budget impact of this is approximately \$50,000.
- Last year, \$3,500 was provided for Fire Chief's coverage (allowing him to take time off when needed) under "Contract Services" in the fire budget. That has been increased this year to \$7,000 at the Chief's request and moved to salaries.
- The budget reflects a 10 percent increase in the annual compensation of the Town Magistrate, bringing that figure to \$28,600.

GENERAL FUND REVENUES:

- Due to the (still uncertain) impact of the pandemic, sales tax revenues are estimated at \$850,000, which is \$177,000 less than the current fiscal year.
- Updated state shared revenue estimates have been provided by the League (State sales tax, State Urban Revenue sharing, vehicle license tax and HURF revenues) and have been incorporated in this draft.
- As in the past, administration charges to the utility and streets funds are calculated to reallocate a portion of administrative salaries and overhead expenses to the water, sewer, sanitation and streets (HURF) budgets.
- Our municipal court has added a new category, "Court Security Fund." It is reflected in both revenues and court expenses.

GENERAL GOVERNMENT EXPENSES:

- There is no League convention this year, so nothing has been budgeted for "Conventions and Seminars."
- There are two new items under "Contract Services" which I have listed separately for your information. Those are (1) an IGA with the City of Phoenix for access to their enhanced TPT reporting structure; and (2) participation on a workforce housing study conducted through VVREO.
- "Contract Services" also includes an increase in the amount paid to Archive Social. This firm currently archives our website data to assure our compliance with public records laws. The added amount will allow for them to also archive our Facebook page, which has become quite active, and is also subject to public records laws.

- The Chamber of Commerce has submitted a request to spend \$10,000 during FY21 as the tourism portion of the added bed tax. This is reflected in the line item under General Government titled "Tourism – from bed tax." They wish to use it to fund a Chamber employee and for advertising. They have declined to fund the shuttle driver during the coming year and have asked that the Town cover that cost. That is all reflected in this budget draft, and the shuttle driver is included at the same level as last year.
- \$10,000 is included for "Allowance for preservation of historic buildings."

MAGISTRATE COURT EXPENSES:

- At the Judge's recommendation, we have increased the budgeted appropriation for Contract Services to cover DUI proceedings and pro tem costs.

POLICE DEPARTMENT EXPENSES:

- "Software Service & Support" has been increased to reflect costs of internet service, Saltus, Crimestar and Microsoft costs, some of which had previously been budgeted under "Contract services." That line is now zeroed out.
- Increases in salaries and related costs is due to the addition of an additional full-time officer as detailed above. That, as previously noted, adds about \$50,000 to the budget.
- We saw a decrease in our PSPRS contribution rate this year, saving about \$2,500.

FIRE DEPARTMENT EXPENSES:

- As noted above, "Contract Services" has been reduced by \$3,500 because an amount included for Fire Chief's coverage has been moved to the salaries area and increased to \$7,000.
- We have added a line for "Software Support and Maintenance" to reflect the Fire Department's internet costs.

PROPERTIES EXPENSES:

- The Properties budget includes, under Repairs and Maintenance, the following:
 - Routine building maintenance - \$20,000
 - Routine infrastructure maintenance - \$3,000
 - School Street access – wall and steps repair - \$39,000 (to supplement grant funds of \$61,000).
 - Hotel Jerome windows - \$20,000 (supplementing grant funds)
 - Other projects have been moved to the General Fund contingencies budget.

WATER DEPARTMENT REVENUES & EXPENSES:

- Anticipated water revenues have been reduced a bit due to the uncertain future impact of the pandemic.
- We are including a \$30,000 contribution from the parking fund.
- We have included \$5,000 revenue from sale of the Jeep and spending of that revenue for an ATV.
- We have included \$5,000 in water connection fees revenue (received July 1).
- Infrastructure Repairs & Maintenance have been budgeted as follows:
 - Routine maintenance (as needed): \$20,000
 - Regulator boxes: \$15,000 (recommended by Marty Boland)
 - Springs: \$20,000 (recommended by Henry MacVittie; includes four new doors)

SEWER DEPARTMENT REVENUES & EXPENSES:

- Anticipated sewer revenues have been reduced a bit due to the uncertain future impact of the pandemic.
- \$25,000 has been included for "Phase One" engineering fees relative to needed upgrades at the sewer treatment plant. An additional \$30,000 will be available from a USDA SEARCH

grant to cover the remainder of that phase's cost and has been included under Operating Grants.

- \$15,000 has been budgeted for routine infrastructure maintenance.

HURF (STREETS) REVENUES AND EXPENSES:

- The HURF budget is typically subsidized by the General Fund; however, this year, we will have a sizable fund balance due to a large one-time receipt of HURF revenues during FY20. We will be utilizing this instead of a General Fund subsidy to balance the HURF budget.
- \$10,000 has been budgeted for routine infrastructure maintenance.
- \$13,750 has been included for paving the parking lot across from the Spirit Room.
- \$10,000 has been included for street patching.
- Hampshire Avenue sidewalk repair is still awaiting resolution with ADOT and has been moved to the Contingency budget.

***NEW* PARKING FUND**

- This new fund will allow us to track and specifically allocate parking revenues.
- We have included a conservative revenue estimate, based on the uncertainty of the pandemic impact going forward. Without the pandemic, we could easily anticipate \$150,000 in revenue. In this budget, we have included \$120,000, with an allowance for an additional \$30,000.
- We have provided for transfers of \$30,000 each to the water and sewer budgets toward infrastructure costs.
- The budget includes an allowance of \$19,000 for additional capital purchases, and an allowance of \$20,000 for additional transfers if needed to water, sewer and public safety budgets.

OPERATING & CAPITAL GRANTS:

- We are including grant funding as follows:
 - Various police grants (GOHS, RICO, Bulletproof vests) - \$10,400
 - Various fire grants (FEMA, Firehouse Subs, 100 Club, State Fire School, NEAMS) - \$130,500
 - USDA Search grant for wastewater engineering - \$30,000
 - Yavapai County Storm Drainage - \$90,000 (accumulation of three years of funding carried over for use in obtaining easements for our drainage project)
 - Miscellaneous operating grants TBA - \$100,000
 - CDBG guaranteed round – DUNDEE Waterline - \$359,170
 - CDBG competitive round – CENTER AVENUE water, sewer and street improvements - \$500,000
 - HURF Exchange funding (Design phase) - \$200,000 for drainage design
 - Yavapai Apache Nation Prop 202 funding - \$36,000 (includes FY20 carryover)
 - Carryover of two Freeport McMoRan Social Investment funding awards totaling \$61,000 for restoration of School Street access to Civic Center
 - Carryover of Freeport McMoRan Social Investment funding of \$50,000 for water planning.
 - USDA Rural Development grant for window replacement at Hotel Jerome - \$56,500
 - ADEQ Brownfields funding for removal of existing windows at Hotel Jerome - \$20,000
 - Grant for a healthcare clinic (also budgeted in prior year) - \$50,000
 - Miscellaneous capital grants TBA - \$250,000
- Additional grants may be added upon the recommendation of staff or Council.

CAPITAL FUND:

- With the transfer this year of another \$5,000 from the Sanitation budget, we will have accumulated \$50,000 toward the eventual purchase of a new garbage truck.

CONTINGENCIES:

We budget for contingencies so that if funds that are not anticipated in the regular budget are received, they can be spent. This year, due to the uncertainty of the pandemic, we added several projects to the contingencies budget that would otherwise have been funded in our operating budgets. If revenues are received, these monies can be spent.

We have included the following expenditures as contingencies:

- In the event that the competitive CDBG grant for work on Center Avenue is received, we have included \$236,000 to cover our 20% match plus possible additional costs above the grant.
- \$25,000 for repairs to the parade steps and the steps next to Old Town Hall. (Estimate provided by Public Works)
- Repairs to the rock wall below School Street - \$50,000
- Hampshire Avenue sidewalk repairs - \$40,000
- The use of excess wildlands fees up to \$80,000
- The use of excess parking revenues up to \$80,000
- The use of excess sales tax revenues up to \$281,500
- Purchase of a flatbed truck for Public Works - \$50,000
- Purchase of a new golf cart or ATV for administration - \$3,500
- Use of additional library donations - \$2,500
- Use of funds from the sale or lease of real property (Clarkdale cemetery) – up to \$1,000,000
- Phase two of wastewater engineering (design) if needed - \$100,000 (to be funded by a Design Bridge loan)

This budget, if tentatively approved at this meeting, will be scheduled for final adoption at a special meeting scheduled for 6 p.m. on July 28. Until the final budget is adopted, changes can still be made, but the budget may not be increased.

My thanks, as always, to our amazing staff for their input and cooperation during this process.

				ADOPTED 2019-20	PROPOSED 2020-21
Fund	Dept	Acct#			
1	10		Use of General Fund fund balance	383,683	237,000
1	10	4001	Primary & Personal Prop. Tax	47,500	47,500
1	10	4005	City Sales Tax	1,027,000	850,000
1	10	4010	State Sales Tax	47,080	41,246
1	10	4015	State Urban Revenue Sharing	193,972	214,371
1	10	4030	Vehicle License Tax	33,090	33,971
1	10	4045	Business License Revenue	9,000	6,000
1	10	4050	Commercial Filming Fees	500	0
1	10	4055	Utility Franchises / Licenses	18,000	17,000
1	10	4300	Interest Earned	1,600	1,800
1	10	4400	Sale of Assets	6,000	5,000
1	10	4500	Miscellaneous Revenue	7,000	5,000
1	10	4510	Insurance dividend and claims	500	0
1	10	4200	Contributions	200	0
1	10	4600	Administration Charge to Utilities Fund	144,696	148,481
1	10	4600	Administration Charge to Streets	10,574	10,581
			Total General Government Revenues	1,930,395	1,617,950
1	10	4035	Fines & Forfeitures	65,000	60,000
1	10	4037	Court Security Fund Revenue *NEW	0	12,000
			Total Court Revenue	65,000	72,000
1	10	4064	Dedicated PD Revenue from court fees	2,100	2,000
1	10	4065	Police Services Revenue	26,000	20,000
			Total Police Department Revenue	28,100	22,000
1	10	4090	Fire Department Wildlands Revenue - Truck	50,000	50,000
1	10	NEW	Fire Department Wildlands Revenue - Wage reimbursement	38,000	33,000
1	10	NEW	Fire Department Firewise Reimbursements	33,000	25,000
1	10	4053	Fire Department Services Revenue	7,500	10,000
			Total Fire Department Revenue	128,500	118,000
1	10	4020	Library Funds From Yavapai Co	17,000	19,000
1	10	4070	Civic Center Rents (bottom floor)	9,115	9,115
1	10	4200	Contributions and Miscellaneous	3,000	1,500
			Total Library Revenue	29,115	29,615
1	10	4041	Planning & Zoning Fees	3,500	3,000
1	10	4040	Building Permits	5,500	5,000
			Total Planning & Zoning Revenue	9,000	8,000
1	10	4042	Parking Revenue	125,000	-
1	10	4080	Utility Reimbursements	5,000	5,000
1	10	4070	Property Rentals	69,407	69,407
			Total Properties Revenue	199,407	74,407
			Total General Fund Revenues	\$ 2,389,517	\$ 1,941,972
			General Government Expenses		
1	11	5001	Salaries & Wages	236,014	229,384
1	11	5006	Longevity Bonus	1,339	1,362
1	11	5007	Payt in lieu of medical benefits	5,205	6,363
1	11	5010	FICA Match	18,556	18,139
1	11	5011	Retirement Match	16,952	16,784
1	11	5012	Health / Life Insurance	34,749	40,320
1	11	5013	Workers Compensation	1,601	1,417
1	11	5014	Unemployment Insurance	634	539
1	11	6101	Accounting & Auditing	17,500	18,000
1	11	6105	Advertising, Printing & Publishing	4,000	4,500
1	11	6110	Contract Services	5,000	5,000
1	11	6110	Contract Services - ArchiveSocial	2,500	4,800
1	11	6110	Contract Services - City of Phoenix tax data	0	600
1	11	6110	Contract Services - VVREO workforce housing study	0	500
1	11	6110	Contract Services - Cottonwood Area Transit	0	4,500
1	11	6115	Conventions & Seminars	1,500	-
1	11	6116	Training and Education	2,500	2,500
1	11	6125	Dues, Subs. & Memberships	6,600	6,600
1	11	6126	TPT Collection Fee expense (ADOR)	1,218	1,196
1	11	6130	Election Expenses	0	6,000
1	11	6155	Insurance	20,200	24,000
1	11	6156	Insurance Deductibles	500	0
1	11	6170	Legal	12,000	12,000
1	11	6185	Miscellaneous	2,403	4,997
1	11	6185	Miscellaneous - FRIENDS OF JEROME startup costs	1,000	1,000
1	11	6186	Bank charges	1,700	1,700
1	11	6188	Bank fees/Merch services	6,800	6,800
1	11	6190	Office Supplies	6,000	6,000
1	11	6191	Copier and Equip Lease	7,500	7,500
1	11	6192	Software Maintenance and Support	8,000	8,800
1	11	6193	Computer Hardware and Service	10,000	10,000
1	11	6195	Operating Supplies	1,000	1,000
1	11	6200	Postage	5,500	5,000
1	11	6220	Rep and Maint - Vehicles	500	500
1	11	6245	Shuttle Expenses	1,500	1,500
1	11	6250	Small Tools & Minor Equipment (under \$5,000)	1,000	750
1	11	6265	Telephone	4,500	3,500
1	11	6275	Travel	1,500	3,000
1	11	6285	Tourism (from bed tax)	5,800	10,000
1	11	6286	Community Health	500	500
1	11	6287	Allowance for preservation of historic buildings	50,000	10,000
1	11	9500	Transfer to Utilities Fund - Water	120,000	0
1	11	9500	Transfer to Utilities Fund - Sewer	70,000	0
1	11	9500	Transfer to Utilities Fund - Sanitation	0	0
1	11	9500	Transfer to HURF	74,000	-
			Total General Government Expenses	767,771	487,051
			Magistrate Court Expenses		
1	12	5001	Salaries & Wages	63,014	66,108

				ADOPTED 2019-20	PROPOSED 2020-21
1	12	5006	Longevity bonus	464	509
1	12	5010	FICA	4,856	5,096
1	12	5011	Retirement	2,098	2,307
1	12	5013	Workmen's Comp	277	256
1	12	5014	Unemployment	234	194
1	12	6037	Court Security Fund *NEW	0	300
1	12	6101	Accounting and Auditing	0	0
1	12	6110	Contract Services	5,500	7,000
1	12	6115	Conventions and Seminars	100	0
1	12	6116	Training and Education	525	525
1	12	6125	Dues and Subscriptions	250	287
1	12	6185	Miscellaneous Expense	300	300
1	12	6190	Office Supplies	0	200
1	12	6191	Copier and Equipment Lease	2,250	2,250
1	12	6265	Telephone	840	900
1	12	6275	Travel	950	1,200
Total Magistrate Court Expenses				81,658	87,432
			Police Department Expenses		
1	13	5001	Salaries & Wages	268,845	292,791
1	13	5006	Longevity bonus	1,526	1,527
1	13	5001	EMT/Firefighter Stipend	0	10,400
1	13	5010	FICA	20,683	23,311
1	13	5011	Retirement Match	34,413	34,789
1	13	5012	Health / Life Insurance	46,320	68,154
1	13	5013	Workers Compensation	21,404	22,364
1	13	5014	Unemployment	847	863
1	13	6105	Advertising, Printing & Publishing	200	0
1	13	6110	Contract Services	3,000	0
1	13	6116	Training and Education	2,500	1,000
1	13	6120	Dispatch	35,100	35,100
1	13	6125	Dues and Subscriptions	500	1,200
1	13	6145	Fuel	8,000	7,500
1	13	6172	Prosecutor	30,000	24,000
1	13	6185	Miscellaneous	600	600
1	13	6192	Software Service & Support	1,000	5,500
1	13	6193	Computer Hardware & Service	5,000	2,500
1	13	6195	Operating Supplies	2,500	2,500
1	13	6200	Postage	100	200
1	13	6220	Rep and Maint - Vehicles	5,500	7,500
1	13	6225	Rep and Maint -Equipment	1,200	1,500
1	13	6234	Police Dept Safety Equipment	2,100	2,000
1	13	6250	Small Tools & Equipment (under \$5,000)	3,000	3,000
1	13	6265	Telephone	4,000	4,000
1	13	6280	Uniforms	1,500	1,500
1	13	7025	Capital Outlay - Vehicles	11,500	10,750
Total Police Department Expenses				511,338	564,549
			Fire Department Expenses		
1	14	5001	Salaries & Wages - Chief, Duty officers	124,273	133,209
1	14	5006	Longevity bonus	824	806
1	14	5002	Wildlands wages	38,000	38,000
1	14	5003	Volunteer-Employee Per Call Personnel	24,000	19,000
1	14	5004	Fuel abatement wages	43,200	33,000
1	14	5010	FICA Match	16,470	15,492
1	14	5011	Retirement	9,678	9,833
1	14	5011-A	Retirement - Volunteer Contribution	12,000	12,000
1	14	5012	Health Insurance	27,540	32,460
1	14	5013	Workers Compensation	17,599	17,992
1	14	5014	Unemployment	1,448	822
1	14	6110	Contract Services	4,000	500
1	14	6116	Education and Training	6,000	6,000
1	14	6120	Dispatch	6,100	6,450
1	14	6125	Dues and Subscriptions	1,500	1,500
1	14	6145	Fuel	5,000	5,000
1	14	6170	Legal	500	500
1	14	6180	Medical Expenses	500	1,000
1	14	6181	Medical Supplies	3,000	3,000
1	14	6185	Miscellaneous	1,500	1,500
1	14	6192	Software Support and Maintenance	0	900
1	14	6195	Operating Supplies	1,000	1,500
1	14	6220	Rep and Maint - Vehicles	16,000	16,000
1	14	6225	Rep and Maint - Equipment	5,000	5,000
1	14	6250	Small Tools & Equipment (under \$5000)	10,000	10,000
1	14	6265	Telephone	5,000	4,000
1	14	6270	Training Center Assessment	2,700	2,700
Total Fire Department Expenses				382,832	378,164
			Library Expenses		
1	15	5001	Salaries & Wages	63,265	63,951
1	15	5006	Longevity bonus	678	698
1	15	5010	FICA Match	4,892	4,946
1	15	5011	Retirement	3,421	3,476
1	15	5012	Health Insurance	9,720	10,656
1	15	5013	Workers Compensation	304	269
1	15	5014	Unemployment	373	288
1	15	6110	Contract services	1,250	1,250
1	15	6185	Miscellaneous	500	250
1	15	6190	Office Supplies	300	250
1	15	6195	Operating Supplies	4,000	3,000
1	15	6205	Print and Non-Print Materials	3,890	3,890
1	15	6225	R&M - Equipment	200	100
1	15	6250	Small Tools & Equipment (under \$5,000)	1,000	1,500
1	15	6265	Telephone (net of County contribution)	1,000	900
1	15	6266	E-Rate	300	800
Total Library Expenses				95,093	96,224
			Planning & Zoning Expenses		
1	16	5001	Salaries & Wages	67,989	67,032
1	16	5006	Longevity bonus	317	338
1	16	5007	Payt in lieu of medical benefits	0	6,726

				ADOPTED 2019-20	PROPOSED 2020-21
1	16	5010	FICA Match	5,225	5,668
1	16	5011	Retirement Match	4,440	4,348
1	16	5012	Health / Life Insurance	8,500	0
1	16	5013	Workers Compensation	699	613
1	16	5014	Unemployment Insurance	199	171
1	16	6105	Advertising, Printing & Publishing	1,000	500
1	16	6110	Contract Services	1,500	0
1	16	6115	Conventions and Seminars	0	500
1	16	6116	Training and Education	1,500	1,000
1	16	6125	Dues and Subscriptions	0	0
1	16	6170	Legal	13,000	15,000
1	16	6175	Map Upgrades / Copies	0	1,000
1	16	6185	Miscellaneous	300	300
1	16	6192	Software Maintenance & Support	0	700
1	16	6195	Operating Supplies	250	300
1	16	6250	Small Tools & Equipment (under \$5,000)	250	300
1	16	6265	Telephone	600	600
1	16	6275	Travel	500	500
Total Planning & Zoning Expenses				106,269	105,596
			Parks Expenses		
1	17	5001	Salaries & Wages (incl longevity)	5,978	6,089
1	17	5010	FICA Match	457	466
1	17	5011	Retirement Match	472	481
1	17	5012	Health Insurance	1,375	1,716
1	17	5013	Workers Compensation	476	368
1	17	5014	Unemployment Insurance	16	14
1	17	6145	Fuel	50	50
1	17	6185	Misc. Expenses	200	250
1	17	6192	Software Service and Support	400	200
1	17	6195	Operating Supplies	500	200
1	17	6170	Legal	1,500	500
1	17	6215	Rep and Maint - Building	100	100
1	17	6220	Rep and Maint - Vehicles	2,500	2,500
1	17	6225	Rep and Maint - Equipment	500	0
1	17	6230	Rep and Maint - Infrastructure (routine)	2,000	1,500
1	17	6250	Small Tools & Equipment (under \$5,000)	300	300
1	17	6265	Telephone	200	0
1	17	6280	Uniforms	500	300
1	17	6285	Utilities	2,500	2,800
1	17	6290	Purchase of Real Estate	48,500	0
1	17	8040	Lease Payments	1,300	260
Total Parks Expenses				69,824	18,094
			Properties Expenses		
1	18	5001	Salaries & Wages (incl longevity)	37,017	37,704
1	18	5010	FICA Match	2,832	2,884
1	18	5011	Retirement Match	2,924	2,976
1	18	5012	Health / Life Insurance	8,512	10,624
1	18	5014	Unemployment Insurance	101	86
1	18	5013	Workers Compensation	2,946	2,278
1	18	6110	Contract Services	10,000	8,500
1	18	6140	Engineering Fees	5,000	5,000
1	18	6142	Equipment Rental	100	0
1	18	6145	Fuel	100	100
1	18	6170	Legal Services	500	500
1	18	6185	Miscellaneous Expense	1,000	1,500
1	18	6192	Software Service and Support	400	200
1	18	6195	Operating Supplies	1,500	1,200
1	18	6215	Rep and Maint - Buildings (routine)	20,000	20,000
1	18	6215	Rep and Maint - Buildings (special)	19,000	20,000
1	18	6220	Rep and Maint - Vehicles	2,500	2,500
1	18	6225	Rep and Maint - Equipment	250	0
1	18	6230	Rep and Maint - Infrastructure (routine)	3,000	3,000
1	18	6230	Rep and Maint - Infrastructure (School Street access - wall and steps repair)	39,000	39,000
1	18	6230	Rep and Maint - Infrastructure (flume repair)	5,000	0
1	18	6250	Small Tools & Equipment (under \$5,000)	250	250
1	18	6280	Uniforms	500	300
1	18	6285	Utilities	46,000	46,000
1	18	6242	Parking Kiosk Purchase and Expenses	125,000	0
1	18	8040	Lease Payments	1,300	260
Total Properties Expenses				374,732	204,862
Total General Fund Expenses				2,389,517	1,941,972
			Water Department Revenue		
2	50	4085	Water Usage Fees	180,000	170,000
2	50	4100	Water Connection Fees	0	5,000
			Transfer from PARKING FUND		30,000
			Use of UTILITY FUND BALANCE	47,000	58,000
2	50	4900	TRANSFER from General Fund	120,000	0
2	50	4500	Miscellaneous Water Revenue	3,000	8,000
Total Water Department Revenue				350,000	271,000
			Water Department Expenses		
2	50	5001	Salaries & Wages (incl longevity)	65,297	66,509
2	50	5010	FICA Match	4,995	5,088
2	50	5011	Retirement Match	5,158	5,249
2	50	5012	Health / Life Insurance	15,016	18,741
2	50	5013	Workers Compensation	5,197	4,019
2	50	5014	Unemployment Insurance	177	151
2	50	6110	Contract Services	11,000	10,800
2	50	6116	Training and Education	500	400
2	50	6125	Dues, Subs. & Memberships	200	0
2	50	6135	Permit Fees	400	1,800
2	50	6140	Engineering Fees	1,350	1,500
2	50	6142	Equipment Rentals	200	0
2	50	6145	Fuel	2,000	2,000
2	50	6155	Insurance	9,500	9,000
2	50	6170	Legal	15,000	20,000

				ADOPTED 2019-20	PROPOSED 2020-21
2	50	6185	Miscellaneous Expense	678	338
2	50	6192	Software Maintenance & Support	2,500	2,800
2	50	6195	Operating Supplies	3,000	3,000
2	50	6215	Rep and Maint - Building	200	500
2	50	6220	Rep and Maint - Vehicles	2,500	2,500
2	50	6225	Rep and Maint - Equipment	2,500	2,000
2	50	6230	Rep and Maint - Infrastructure (routine)	25,000	20,000
2	51	6230	Rep and Maint - Infrastructure (Center Street/Hull Rd/School Street)	70,000	0
2	50	6230	Rep and Maint - Infrastructure (regulator boxes)	20,000	15,000
2	50	6230	Rep and Maint - Infrastructure (springs)	6,900	20,000
2	50	6240	Service Tests/System Testing	1,100	1,000
2	50	6250	Small Tools & Equipment (under \$5,000)	1,500	1,500
2	50	6265	Telephone	1,000	0
2	50	6271	DWR Fee	900	900
2	50	6280	Uniforms	500	300
2	50	6285	Utilities	500	500
2	50	6290	Administration charge	48,232	49,494
2	50	8041	Vehicle purchase	25,000	5,000
2	50	8040	Lease Payments	2,000	911
Total Water Department Expenses				350,000	271,000
			Sewer Department Revenue		
2	51	4085	Sewer Usage Fees	185,000	180,400
			Transfer from PARKING FUND		30,000
			Use of UTILITY FUND BALANCE	28,000	45,000
2	51	4900	TRANSFER from General Fund	70,000	0
2	51	4300	Interest and Investment Earnings	100	100
Total Sewer Revenue				283,100	255,500
			Sewer Department Expenses		
2	51	5001	Salaries & Wages (incl longevity)	35,407	36,065
2	51	5010	FICA Match	2,832	2,759
2	51	5011	Retirement Match	2,797	2,846
2	51	5012	Health / Life Insurance	8,142	10,162
2	51	5013	Workers Compensation	2,818	2,179
2	51	5014	Unemployment Insurance	96	82
2	51	6110	Contract Services	38,400	38,400
2	51	6116	Training and Education	100	0
2	51	6135	Permit Fees	1,250	1,150
2	51	6140	Engineering Fees	20,000	25,000
2	51	6142	Equipment Rentals	200	0
2	51	6145	Fuel	2,100	2,200
2	51	6155	Insurance	10,500	9,000
2	51	6170	Legal	200	500
2	51	6185	Miscellaneous	326	352
2	51	6192	Software Maintenance and Support	2,500	2,800
2	51	6195	Operating Supplies	15,000	12,000
2	51	6215	Rep and Maint - Building	100	500
2	51	6220	Rep and Maint - Vehicles	1,200	2,000
2	51	6225	Rep and Maint - Equipment	7,500	4,500
2	51	6230	Rep and Maint - Infrastructure (routine)	25,000	15,000
2	51	6230	Rep and Maint - Infrastructure (sewer line replacement)	5,000	0
2	51	6230	Rep and Maint - Infrastructure (Center/Hull/School Street)	15,000	0
2	51	6240	Service Tests/System Testing	11,000	12,000
2	51	6250	Small Tools & Equipment (under \$5,000)	1,500	3,000
2	51	6265	Telephone	900	500
2	51	6280	Uniforms	500	0
2	51	6285	Utilities	3,000	3,000
2	51	6290	Administration charge	48,232	49,494
2	51	8010	Bond Principal - 92-06	4,000	4,100
2	51	8010	Bond Principal - 92-08	8,000	8,200
2	51	8020	Bond Interest - 92-06	2,800	2,250
2	51	8020	Bond Interest - 92-08	4,700	4,550
2	51	8040	Lease Payments	2,000	911
Total Sewer Expenses				283,100	255,500
			Sanitation Department Revenue		
2	52	4085	Sanitation Service Fees	190,000	188,000
			Use of UTILITY FUND BALANCE	16,500	16,000
2	52	4900	TRANSFER from General Fund	-	-
2	52	4500	Miscellaneous Sanitation Revenue	1,000	1,000
Total Sanitation Revenue				207,500	205,000
			Sanitation Department Expense		
2	52	5001	Salaries & Wages (incl longevity)	56,330	57,376
2	52	5010	FICA Match	4,309	4,389
2	52	5011	Retirement Match	4,449	4,528
2	52	5012	Health / Life Insurance	12,954	16,167
2	52	5013	Workers Compensation	4,483	3,467
2	52	5014	Unemployment Insurance	153	130
2	52	6110	Contract Services	500	0
2	52	6111	Recycling Contract Services	2,000	2,200
2	52	6116	Training & Education	300	200
2	52	6142	Equipment Rental	1,000	650
2	52	6145	Fuel	8,500	9,000
2	52	6155	Insurance	12,500	12,000
2	52	6165	Landfill Tipping Fees	23,500	24,500
2	52	6185	Miscellaneous	240	199
2	52	6192	Software Maintenance and Support	0	1,300
2	52	6195	Operating Supplies	200	200
2	52	6215	Rep and Maint - Building	150	0
2	52	6220	Rep and Maint - Vehicles	12,000	10,000
2	52	6225	Rep and Maint - Equipment	2,000	900
2	52	6250	Small Tools & Minor Equipment	6,300	3,000
2	52	6265	Telephone	900	0
2	52	6280	Uniforms	500	300
2	52	6290	Administration charge	48,232	49,494
2	51	8040	Lease payments	1,000	0
			Transfer to Capital Fund	5,000	5,000
Total Sanitation Expenses				207,500	205,000

				ADOPTED 2019-20	PROPOSED 2020-21
			HURF Revenue		
			Use of HURF Fund Balance (carryover)		107,000
3	30	4020	Highway User Revenue	38,642	40,324
3	30	4020	Special streets and highways revenue	197,802	0
3	30	4300	HURF Interest	350	1,000
3	30	4900	Transfer from General Fund	74,000	0
Total HURF Revenue				310,794	148,324
			HURF Expenses		
3	30	5001	Salaries & Wages (incl longevity)	43,344	44,123
3	30	5010	FICA Match	3,316	3,375
3	30	5011	Retirement Match	2,361	2,403
3	30	5012	Health/Life Insurance	6,873	8,151
3	30	5013	Workers Compensation	2,840	2,250
3	30	5014	Unemployment Insurance	181	155
3	30	6140	Engineering Fees	2,000	5,000
3	30	6142	Equipment Rentals	1,500	1,500
3	30	6145	Fuel	50	100
3	30	6155	Liability Insurance	6,500	6,000
3	30	6185	Miscellaneous Expense	155	556
3	30	6192	Software Service & Support	400	180
3	30	6195	Operating Supplies	700	700
3	30	6210	Public Restroom Supplies	2,200	2,200
3	30	6215	Repair & Maintenance - Building	6,300	5,000
3	30	6220	Repair & Maintenance - Vehicles	2,400	2,000
3	30	6225	Repair & Maintenance - Equipment	350	200
3	30	6230	Repair & Maintenance - Infrastructure (routine R&M)	12,000	10,000
3	30	6230	Repair & Maintenance - PAVING PARKING LOT ACROSS FROM SPIRIT ROOM	13,750	13,750
3	30	6230	Repair & Maintenance - Street patching	25,000	10,000
3	30	6230	Repair & Maintenance - CENTER/HULL/SCHOOL STREETS	110,000	0
3	30	6230	Repair & Maintenance - Infrastructure (SIDEWALKS)	40,000	0
3	30	6250	Small Tools & Equipment	500	500
3	30	6255	Street Lights	12,500	13,000
3	30	6260	Street Supplies	3,000	6,000
3	30	6265	Telephone	200	0
3	30	6280	Uniforms	500	300
3	30	6290	Administration Charge	10,574	10,581
3	30	8040	Lease Payments	1,300	300
Total HURF Expenses				310,794	148,324
new	new	new	PARKING FUND REVENUE		
3	40		Kiosk revenues		120,000
3	40		Allowance for additional revenues		30,000
Total Parking Fund revenues				-	150,000
new	new	new	PARKING FUND EXPENSES		
3	40	5001	Salaries & Wages (incl longevity)		11,600
3	40	5010	FICA Match		887
3	40	5013	Workers Compensation		352
3	40	5014	Unemployment Insurance		86
3	40	6185	Miscellaneous		775
3	40	6188	Credit Card processing fees		27,000
3	40	6192	Software Maintenance and Support		4,800
3	40	6195	Operating Supplies		4,000
3	40	6265	Telephone		1,500
3	40		Allowance for additional capital purchases		19,000
3	40		Allowance for additional transfers to utilities and/or public safety budgets		20,000
3	40		Transfer to Water Budget		30,000
3	40		Transfer to Sewer Budget		30,000
Total Parking Fund expenses				-	150,000
			Fire Department P&R Revenue		
4	60	4250	Town Contribution	12,000	12,000
4	60	4255	State Pension Contribution	2,500	2,500
4	60	4256	Receipts from Retirement Fund	10,000	10,000
Total Fire P&R Revenue				24,500	24,500
			Fire Department P&R Expenses		
4	60	6110	Contract Services (Admin Fees)	2,000	2,000
4	60	6235	Retirement/Refunds/Distributions	22,500	22,500
Total Fire P&R Expenses				24,500	24,500
			Operating Grants Revenue		
5	40	4100	CDBG Housing rehab	360,000	0
5	40	4067	Police: Bulletproof vest funding	1,400	1,400
5	40	4067	Police: GOHS Grant	4,000	4,000
5	40	4066	Police: RICO Revenue	0	5,000
5	40	4068	Fire: FEMA	80,000	100,000
5	40	4068	Fire: Firehouse Subs Grant	20,000	20,000
5	40	4068	Fire: 100 Club grant	5,000	5,000
5	40	4068	Fire: State Fire School (training)	1,000	1,000
5	40	4068	Fire: NEAMS funding	4,500	4,500
5	40	4100	FMI: Water Planning	0	50,000
5	40	4100	Grant for community Garden/wall repair	50,000	0
5	40	4100	USDA SEARCH grant (WWTP engineering)	0	30,000
5	40	4100	MISCELLANEOUS grants	100,000	100,000
5	40	4100	Yavapai County Storm Drainage/Flood Control	30,000	90,000
Total Operating Grants Revenues				655,900	410,900
			Operating Grants Expenses		
5	40		CDBG Housing rehab	360,000	0
5	40		Police: Bulletproof vest funding	1,400	1,400
5	40		Police: GOHS Grant	4,000	4,000
5	40		Police: RICO Revenue	0	5,000
5	40		Fire: FEMA	80,000	100,000
5	40		Fire: Firehouse Subs Grant	20,000	20,000
5	40		Fire: 100 Club grant	5,000	5,000
5	40		Fire: State Fire School (training)	1,000	1,000
5	40		Fire: NEAMS funding	4,500	4,500
5	40		FMI: Water Planning	0	50,000
5	40		Grant for community Garden/wall repair	50,000	0

				ADOPTED 2019-20	PROPOSED 2020-21
5	40		USDA SEARCH grant (WWTP engineering)	0	30,000
5	40		Use of MISCELLANEOUS grants	100,000	100,000
5	40		Yavapai County Storm Drainage/Flood Control	30,000	90,000
Total Operating Grants Expenses				655,900	410,900
			Capital Grants Revenue		
5	40	4100	CDBG Guaranteed DUNDEE Waterline	0	359,170
5	40	4100	CDBG Competitive Center Avenue	0	500,000
			HURF Exchange funding - Drainage Project design	0	200,000
6	70	4105	Yavapai Apache Nation Gaming Donation	18,000	36,000
		4105	Freeport McMoRan - Social Investment 2015 (School Street access)	31,000	31,000
		4105	Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000	30,000
		4105	Freeport-McMoRan - Social Investment 2021 (tba)		30,000
		4105	USDA Rural Development 2018 - Hotel Jerome windows	56,500	56,500
6	70	4100	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	105,000	0
			ADEQ Brownfields: Hotel Jerome window removal	0	20,000
		4105	Grant for Healthcare Clinic	50,000	50,000
		4105	Miscellaneous Capital Grants	200,000	250,000
Total Capital Grants Revenue				490,500	1,562,670
			Capital Grants Expenses		
5	40		CDBG Guaranteed DUNDEE Waterline	0	359,170
5	40		CDBG Competitive Center Avenue	0	500,000
			HURF Exchange funding - Drainage Project design	0	200,000
6	70		Yavapai Apache Nation Gaming Donation	18,000	36,000
			Freeport McMoRan - Social Investment 2015 (School Street access)	31,000	31,000
			Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000	30,000
			Freeport-McMoRan - Social Investment 2021 (tba)		30,000
			USDA Rural Development 2018 - Hotel Jerome windows	56,500	56,500
6	70		Brownfields grant: Lead Paint Abatement (Hotel Jerome)	105,000	0
			ADEQ Brownfields: Hotel Jerome window removal	0	20,000
			Grant for Healthcare Clinic	50,000	50,000
			Miscellaneous Capital Grants	200,000	250,000
Total Capital Grants Expenses				490,500	1,562,670
			Capital Fund Revenues		
9	57	4900	Contribution from Sanitation Account	5,000	5,000
9	57	4520	CARRYOVER Capital Fund	40,000	45,000
Total Capital Fund Revenues				45,000	50,000
			Capital Fund Expenses		
9	57	7025	Downpayment on new garbage truck	45,000	50,000
Total Capital Fund Expenses				45,000	50,000
			General Fund Contingencies Revenue		
7	25	4295	Excess City Sales Tax	100,000	400,000
		4295	Sale or Lease of Real Property	1,000,000	1,000,000
		4295	Additional Library Donations	2,000	2,500
		4295	Budgeted fund balance	137,000	40,000
7	25	4090	Excess Wildlands Fire Fees	50,000	80,000
7	25	4285	Excess Parking Revenue	50,000	80,000
Total General Fund contingency revenues				1,339,000	1,602,500
			General Fund Contingencies Expenses		
7	25	6295	Use of fund balance for additional GRANT MATCH - CDBG Center Avenue	-	236,000
7	25	6295	Use of proceeds from Sale or Lease of Real Property	1,000,000	1,000,000
		6295	Use of additional library donations	2,000	2,500
		6295	Purchase of golf cart or ATV for administration	3,000	3,500
		6295	Use of Fund Balance for Grant match - FEMA	4,000	-
		6295	Use of Fund Balance to TRANSFER TO UTILITY FUND CONTINGENCIES	130,000	-
		6295	Repairs to steps (Old Town Hall and Parade steps)	30,000	25,000
		6295	Repair to rock wall below School Street	-	50,000
		6295	Hampshire Avenue sidewalk repairs	-	40,000
		6295	Purchase of flatbed truck	-	50,000
		6295	Use of excess city sales tax for other purposes	70,000	35,500
7	25	6276	Use of Excess Wildlands Fire Fees	50,000	80,000
7	25	6285	Use of excess Parking Revenue	50,000	80,000
Total General Fund contingency expenses				1,339,000	1,602,500
8	55	4295	Utilities Fund Contingencies Revenue		
			Water connection fees	10,000	10,000
			Transfer from GENERAL FUND BALANCE	130,000	-
			Sewer connection fees	11,000	11,000
			Design Bridge Loan (Wastewater Engineering Phase Two, if needed)	-	100,000
Total Utilities Fund contingency revenues				151,000	121,000
8	55	6295	Utilities Fund Contingencies Expenses		
			Replacement of water line, hydrants and regulator - DUNDEE AVE	130,000	-
			Wastewater engineering (Phase Two if needed)		100,000
			Use of proceeds from Water connection fees	10,000	10,000
			Use of proceeds from Sewer connection fees	11,000	11,000
Total Utilities Fund contingency expenses				151,000	121,000
			RECAP:		
			REVENUES:		
			General Government	1,930,395	1,617,950
			Magistrate Court	65,000	72,000
			Police Department	28,100	22,000
			Fire Department	128,500	118,000
			Library	29,115	29,615
			Planning & Zoning	9,000	8,000
			Properties	199,407	74,407
Total General Fund Revenues				2,389,517	1,941,972
			Water Department	350,000	271,000
			Sewer	283,100	255,500
			Sanitation	207,500	205,000
Total Utilities Fund Revenues				840,600	731,500
			HURF	310,794	

				ADOPTED 2019-20	PROPOSED 2020-21
			Total HURF Fund Revenue	310,794	148,324
			Parking		150,000
			Total Parking Fund Revenue		150,000
			Fire Dep't. P & R Fund	24,500	
			Total Fire Dept P&R Fund Revenue	24,500	24,500
			Operating Grant Fund	655,900	
			Total Operating Grant Fund Revenue	655,900	410,900
			Capital Grant Fund	490,500	
			Total Capital Grant Fund Revenue	490,500	1,562,670
			General Fund Contingencies	1,339,000	
			Total General Fund Contingencies Revenue	1,339,000	1,602,500
			Utilities Fund Contingencies	151,000	
			Total Utilities Fund Contingencies Revenue	151,000	121,000
			Capital Fund	45,000	
			Total Capital Fund Revenue	45,000	50,000
			Revenue Totals	6,246,811	6,743,366
			EXPENSES:		
			General Government	767,771	487,051
			Magistrate Court	81,658	87,432
			Police Department	511,338	564,549
			Fire Department	382,832	378,164
			Library	95,093	96,224
			Planning & Zoning	106,269	105,596
			Parks	69,824	18,094
			Properties	374,732	204,862
			(Rounding adjustment)		
			Total General Fund Expenses	2,389,517	1,941,972
			Water Department	350,000	271,000
			Sewer	283,100	255,500
			Sanitation	207,500	205,000
			Total Utilities Fund Expenses	840,600	731,500
			HURF	310,794	148,324
			Total HURF Fund Expenses	310,794	148,324
			Parking		150,000
			Total Parking Fund Expenses		150,000
			Fire Dep't. P & R Fund	24,500	24,500
			Total Fire Dept P&R Expenses	24,500	24,500
			Operating Grant Fund	655,900	410,900
			Total Operating Grant Fund Expenses	655,900	410,900
			Capital Grant Fund	490,500	1,562,670
			Total Capital Grant Fund Expenses	490,500	1,562,670
			General Fund Contingencies	1,339,000	1,602,500
			Total General Fund Contingencies Expenses	1,339,000	1,602,500
			Utilities Fund Contingencies	151,000	121,000
			Total Utilities Fund Contingencies Expenses	151,000	121,000
			Capital Fund	45,000	50,000
			Total Capital Fund Expenses	45,000	50,000
			Expense Totals	6,246,811	6,743,366
			Budget (Deficit) excess	-	
			(Deficit)/excess by fund:		
			General Fund	-	
			Utilities Fund	-	
			HURF Special Revenue Fund	-	
			Parking Special Revenue Fund	-	
			Fire Dept P&R Fiduciary Fund	-	
			Operating Grants Fund	-	
			Capital Grants Fund	-	
			General Fund Contingencies	-	
			Utilities Fund Contingencies	-	
			Capital Fund	-	
			Total	-	

FUND BALANCE RECAP:

UNRESTRICTED general fund balance @ 7/1/19, per audited financial statements	\$907,786
Less: Anticipated deficit FY20	(\$180,000)
NET ESTIMATED UNRESTRICTED FUND BALANCE @ 7/1/18	\$727,786

2019-20 GENERAL FUND OPERATING EXPENSES (per draft):	1,941,972
net of capital projects and subsidies to other funds	

FUND BALANCE PERCENTAGE	37.48%
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Minimum fund balance per Financial Operations Manual adopted by Council: 25% of general fund operating expenses	\$485,493
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Potentially available for use*	\$242,293
Used in this draft (excluding contingencies)	(\$237,000)

General Fund Balance remaining available for use	\$5,293
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Total General fund balance remaining	\$490,786
Percentage of GF operating expenses	25.3%

Utilities Fund Balance @ 7/1/19	\$96,407
Plus: Anticipated surplus FY19	\$125,000
TOTAL ESTIMATED UTILITIES FUND BALANCE @ 7/1/19	\$221,407

Utilized in this draft	119,000
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Utilities Fund Balance remaining for use	\$102,407
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TOWN OF JEROME

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

ZONING ADMINISTRATOR REPORT Town Council July 14, 2020

ITEM 9B: Approval of Planning and Zoning Commission and Design Review Board Bylaws

Prepared by: John Knight, Zoning Administrator
Approved by: Candace Gallagher, Town Manager
Action: Discussion/Possible Direction

Background and Summary: The Planning and Zoning Commission and Design Review Board reviewed and updated their bylaws in February of 2020. These changes were forwarded to Council for review in March of 2020. The Council suggested some additional changes and the bylaws were forwarded back to the Boards for consideration (refer to attached memos from Candace Gallagher). Both Boards have since incorporated the changes suggested by Council.

The Council also agreed to moving the meeting time to 6:00 pm and suggested changing the meeting day of the month for each of the Boards. The Boards have reviewed possible dates and have agreed upon moving the following:

- Design Review Board – 1st Monday of the month (currently 2nd Monday)
- Planning and Zoning Commission meeting - 3rd Wednesday of the month (currently 1st Wednesday)

Redline drafts of the bylaws are attached for the Council's consideration.

Discussion: The Council is required by ordinance to approve the bylaws for the Planning and Zoning Commission and Design Review Board. The updated bylaws include the revised meeting dates identified above. Changing the meeting days for the Planning and Zoning Commission provides a more efficient process for projects that need to be reviewed by both the Planning and Zoning Commission and the Council. This reduces the overall time frame for processing applications such as Conditional Use Permits and Zoning Amendments. In addition, moving the meeting dates spreads out staff workload so that the public meetings for the Council and Design Review Board do not occur in the same week.

Action: Discussion and Possible Direction

Attachments:

- P&Z redline bylaws
- DRB redline bylaws
- Memos from Candace Gallagher summarizing changes

TOWN OF JEROME PLANNING AND ZONING COMMISSION BYLAWS

Updated: July 14, 2020

I. ORGANIZATION AND RESPONSIBILITIES

A. Commission, Officers and Staff

- (1) Commissioners shall make unbiased, well-reasoned decisions and recommendations to the Town Council on planning and zoning issues based on commonly accepted land use principles, Town Codes, and the health, comfort, convenience, safety and general welfare of the residents of Jerome. ~~Commissioners are expected to study the agenda packet and visit the case sites before each meeting and to educate themselves on planning issues. See Section 104 of the Town of Jerome Zoning Ordinance for a detailed description of responsibilities.~~
- (2) The Commission shall elect a Chair and Vice~~Chair~~ annually from among the appointed members at its first meeting in March of each year. ~~The election may be postponed by a majority vote of the members of the Commission present. If the election is postponed, the current Chair and ViceChair will remain in office until the election.~~
 - a) The term of Chair and Vice~~Chair~~ shall be one (1) year. ~~Any member serving~~No individual may serve consecutively as Chair, or consecutively as Vice~~Chair~~ ~~shall be eligible, for re-election more than two one-year terms.~~
 - b) The Vice~~Chair~~ shall act as Chair in the Chair's absence. ~~In the absence of the Chair and ViceChair, the senior member, based upon years of membership, shall act as Chair.~~
 - c) Any vacancy in the office of Chair or Vice~~Chair~~ shall be filled from the Commission membership by majority vote of the Commission members present at the next meeting. Any Chair or Vice~~Chair~~ so elected shall serve for the remainder of the vacated term.
 - d) The Chair or Vice~~Chair~~ may be removed from office by a majority vote of the full Commission.

- (3) The Chair shall preside at all meetings and hearings of the Commission, decide all points of order and procedure, and perform any duties required by law, ordinance, or these bylaws.
 - a) The Chair shall have the right to vote on all matters before the Commission and to make or second motions if a motion or a second is not made by another member of the Commission.
- (4) The Zoning Administrator, or designated representative, shall serve the Commission as Executive Secretary. -Planning staff shall furnish professional and technical advice to the Commission.

II. MEETINGS

A. Regular Meetings

- (1) Regular meetings shall be held at the call of the Chair on the ~~first~~third Wednesday of each month at ~~7~~6:00 P.M. and may be preceded or followed by a study session. ~~Special~~ Meetings may be held on another date set by the Chair and Zoning Administrator. - Whenever a legal holiday is the same day as a meeting, such meeting shall either be cancelled or rescheduled.
- (2) Meetings of the Commission shall be open to the public, except for executive sessions held pursuant to A.R.S. § 38-431.03. -The minutes of the public proceedings shall be filed in the Planning Department as a public record. -At the public hearing, upon being recognized by the Chair and stating their name and the names of persons on whose behalf they are appearing, any person may speak about the matter being considered. The Chair, at ~~his or her~~their discretion, may limit the discussion.
- (3) The Commission may, by a single consent motion, approve any number of applications where the Commission, staff, and applicant are in agreement and where, after call and invitation by the Chair to do so, no member of the Commission, staff, or public wishes to address any particular item designated for consent action by the Commission. -Should any member of the Commission, staff, or public so request, the Commission shall then withdraw an item from the consent agenda for the purpose of public discussion and separate action.
- (4) Petitions, remonstrances, communications, and comments or suggestions from the citizens present may be heard by the Commission if Petitions

from the Public is listed as an item on the agenda. All such remarks shall be addressed to the Board as a whole, and not to any member thereof. Such remarks shall be limited to three (3) minutes per speaker, unless additional time is granted by the Chair. The Commission's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

- (5) Regular meetings of the Commission shall be held in the Council Chambers of the Jerome Civic Center, 600 Clark Street, Jerome, Arizona, unless a different location is set forth in the notice of the meeting.
- (6) Commissioners are expected to attend all meetings and study sessions unless prior notice of an inability to attend is provided to the Chair or Zoning Administrator. Meetings may be attended in person or telephonically, with advance notice to the Chair or Zoning Administrator. Failure to attend a meeting or notify the Chair or Zoning Administrator of an absence may result in a recommendation to the Town Council that the Commission member be removed from the Commission. -Commission members are subject to the automatic removal provisions set forth in Section 104 of the Town of Jerome Zoning Ordinance.

B. Study Sessions

- (1) Study sessions for any purpose may be held at the call of the Chair, at the request of two or more members, or at the request of staff. ~~Such request~~requests shall be made at least 24 hours prior to the study session by submittal to the Zoning Administrator or by verbal request made at a Planning and Zoning Commission meeting. -Notice to the public of the study session shall be posted at the Civic Center at least 24 hours before the study session, and as otherwise required by the Zoning Ordinance and Arizona state law. -The call and notice shall include the time and place of the study session, and an agenda of the business to be transacted.
- (2) Study sessions may be held before or after any regular or special meeting of the Commission, subject to providing notice as set forth herein. -When a matter is set for a study session, public testimony may be barred or limited to particular persons at the discretion of the Chair.

D. Quorum

Three (3) members shall constitute a quorum for transacting business at any meeting. No action shall be taken at any regular or special meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date. -At a study session, any number of Commission members may discuss agenda items.

E. Agenda

The Zoning Administrator shall prepare an agenda for each Commission meeting and study session. -The agenda shall include all matters of business scheduled for consideration by the Commission.- Items may be added to an agenda prior to posting at the request of the Chair or any Commissioner.

F. Field Trips

The Commission may take field trips to view property or for any purpose relevant to a public hearing or matter under consideration. -All Commission field trips shall be taken as part of a regular or special meeting or study session. -All interested persons shall be given the opportunity to be present to view the property and hear any reports or comments. -A record of the field trip shall be entered into the minutes and shall indicate that the field trip was considered as evidence. -Nothing herein shall prevent less than a quorum of the Commission, or Commission members individually at their own convenience and expense, from taking field trips to view property ~~which~~that is the subject of an application or other matter being considered.

III. ORDER OF BUSINESS

A. Parliamentary Procedure

- (1) The Chair shall call the Commission to order and the Secretary shall record the members present or absent. -The Chair may call each item of business in the order of the approved agenda.- The Commission, by majority vote, may change the order of the posted agenda to accommodate the Commission, staff, the applicant, or members of the public.
- (2) The Chair shall conduct meetings pursuant to Robert's Rules of Order unless such rules are suspended by majority vote of the Commission.

B. Hearing Conduct

All public hearings of the Commission shall be conducted in conformance with Arizona state law.

C. Public Hearing Testimony

- (1) Public hearings need not be conducted according to technical, judicial Rules of Evidence. -Any relevant evidence may be considered if it is the sort of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
- (2) Any person may appear at a public hearing and submit oral or written evidence related to the application, either individually or as a representative of a person or an organization. -Each person who appears at a public hearing shall state their name, and, if appearing on behalf of a person or organization, the name of the person or organization being represented.
- (3) The Chair may establish time limits for individual testimony and may require that individuals with shared concerns select one or more spokespersons to present testimony on behalf of those individuals.
- (4) The Chair may exclude testimony that is irrelevant, immaterial, or redundant and may make other rulings necessary for the orderly conduct of the proceedings, while ensuring basic fairness and a full airing of the issues involved. -Evidentiary objections shall be waived unless made timely to the hearing.
- (5) If testimony or evidence is excluded as irrelevant, immaterial, or redundant, the person offering such testimony or evidence shall be given an opportunity to offer a written statement in regard to such testimony or evidence for the record. -Such written statement shall be presented to the Zoning Administrator within three (3) working days of the hearing.
- (6) If an applicant fails to appear, the Commission may continue the hearing on the matter until the next regularly scheduled meeting or special meeting, unless the applicant has requested in writing that the Commission act without the applicant being present at the hearing. -The Commission may hear persons requesting to speak on such a matter, even if the matter is to be continued.

D. Voting

- (1) In taking action on any application or other matter, the Commission may recommend to Council or grant approval, grant approval with conditions, modify the request so as to make more restrictions, or deny the item altogether, as set forth in the Zoning ~~Code.~~ Ordinance. In making its decisions, the Commission shall be guided by the provisions and elements of the General ~~/Comprehensive~~ Plan, the Zoning Ordinance, ~~and~~ development standards, policies, and area plans adopted by the Town.
- (2) ~~Three (3) members shall constitute a quorum. The affirmative vote of three (3) members shall be required for the passage of any matter before the Board. The minutes of the meeting shall reflect the “ayeayes” and “nays” cast on a particular measure and shall reflect the vote of each member present.~~
- (3) ~~A member~~ Members shall recuse ~~himself or herself~~ themselves, abstain from voting, leave the dais, and leave the ~~dais~~ meeting chambers during discussion and action whenever ~~he or she has~~ they have a conflict of interest in the item under consideration, as required by the Arizona Revised Statutes, A.R.S. § 38-501 to § 38-511.
- (4) Each member attending shall be entitled to one vote. ~~The minutes of the proceedings shall indicate the vote of each member on every matter acted upon, and shall indicate any absence or failure to vote. No member shall be excused from voting except in compliance with Section III.D.3 of these bylaws.~~
- (5) When making a motion to recommend or approve, approve with modifications and/or conditions, revoke, or deny the request, the Commission shall make findings of fact required by the Zoning Ordinance. If not specifically stated, a motion to adopt or approve staff recommendations or simply to approve the action under consideration shall be deemed to include adoption of all proposed findings and execution of all actions recommended in the staff report on file in the matter. Whenever practical, Commission decisions should be documented by a written Resolution. Copies of the resolutions shall be maintained at Town Hall.

- (6) A member who is absent from any portion of a public hearing conducted by the Commission may not vote on the matter at the time it is acted upon by the Commission, unless they have reviewed the minutes or the recording of any portion of the hearing from which they were absent, and state for the record prior to voting that they deem themselves to be familiar with the record. -A member who misses only the presentation of the staff report may vote on the matter at the time it is acted upon by the Commission, provided that they state for the record that they read the staff report and are familiar with it.

E. Recommendation to Town Council

The Zoning Administrator shall forward all recommendations to Town Council of the Commission's findings and/or actions and reasons ~~thereforetherefor~~ in writing with respect to the merits of the application ~~within 30 days of~~ the conclusion of the public hearing. The item shall be scheduled for review by the Council in accordance with the provisions of the Zoning Ordinance.

IV. OFFICIAL RECORDS

A. Retention of Files

The official records of the Commission shall include these rules and regulations, resolutions, minutes, and records of all Commission proceedings, the originals of which shall be kept and filed as public records in the Planning Department and copies and or electronic copies kept in the office of the Town Clerk. -All applications and other matters coming before the Commission shall be filed in the Planning Department in accordance with that ~~Department's~~department's general file system.- Original papers of all applications and other matters shall be retained in compliance with the State of Arizona's Document Retention Schedule.

B. Recording of Meetings

Minutes of public meetings of the Commission shall be recorded in written and audio form. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter may do so at his or her own expense. Advance notice to the Director of Planning to arrange facilities for such recording shall be made at least 72 hours prior to commencement of the meeting. Such recording shall not disrupt the proceedings and may, at the discretion of the chair, be stopped if it is disruptive.

V. AMENDMENTS

These bylaws may be amended by majority vote of Commission members present at any meeting of the Commission provided that notice of said proposed amendment is given to each member in writing at least 5 days prior to said meeting. ~~Such~~ amendment shall become effective at the next meeting of the Commission.

TOWN OF JEROME DESIGN REVIEW BOARD BYLAWS

Updated: July 14, 2020

I. ORGANIZATION AND RESPONSIBILITIES

A. Board, Officers and Staff

- (1) The Jerome Design Review Board has the authority to review the exterior design of proposed new buildings and structures, proposed alterations of buildings and structures, landscaping plans, proposed signs, and proposed demolition of structures, within the Historic Overlay District, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historical character of the Town of Jerome. Board members shall make unbiased, well-reasoned decisions based on criteria identified in Section 304 of the Town of Jerome Zoning Ordinance. Board members are expected to study the agenda packet and visit the case sites before each meeting and to educate themselves on design issues. See Section 106 of the Town of Jerome Zoning Ordinance for a detailed description of responsibilities.
- (2) The Board shall elect a Chair and Vice-Chair annually from among the appointed members at its first meeting in March of each year. The election may be postponed by a majority vote of the members of the Board present. If the election is postponed, the current Chair and Vice-Chair will remain in office until the election.
 - a) The term of Chair and Vice-Chair shall be one (1) year. ~~Any member serving~~ No individual may serve consecutively as Chair or as Vice-Chair shall be eligible for re-election more than two one-year terms.
 - b) The Vice-Chair shall act as Chair in the Chair's absence. In the absence of the Chair and Vice-Chair, the senior member, based upon years of membership, shall act as Chair.
 - c) Any vacancy in the office of Chair or Vice-Chair shall be filled from the Board membership by majority vote of the Board members present at the next meeting. Any Chair or Vice-Chair so elected shall serve for the remainder of the vacated term.
 - d) The Chair or Vice-Chair may be removed from office at any time by a majority vote of the full Board.

- (3) The Chair shall preside at all meetings and hearings of the Board, decide all points of order and procedure, and perform any duties required by law, ordinance, or these bylaws.
 - a) The Chair shall have the right to vote on all matters before the Board and to make or second motions if a motion or a second is not made by another member of the Board.
- (4) The Zoning Administrator or ~~his~~ designated representative shall serve the Board as Executive Secretary.- Planning staff shall furnish professional and technical advice to the Board.

II. MEETINGS

A. Regular Meetings

- (1) Regular meetings shall be held at the call of the Chair on the ~~second~~first Monday of each month at ~~7~~6:00 P.M. and may be preceded or followed by a study session.- Special meetings may be held on another date as set by the Chair and Zoning Administrator. Whenever a legal holiday is the same day as a meeting, such meeting shall either be cancelled or rescheduled.
- (2) Meetings of the Board shall be open to the public, except for executive sessions held pursuant to A.R.S. § 38-431.03. -The minutes of the proceedings shall be filed in the Planning Department as a public record. At the public hearing, upon being recognized by the Chair and stating ~~his~~their name and address, and the names of persons on whose behalf ~~he~~ they are appearing, any person may speak about the matter being considered. -The Chair, at ~~his~~their discretion, may limit the time allotted for an individual to speak.
- (3) Regular meetings of the Board shall be held in the Council Chambers of the Jerome Civic Center, 600 Clark Street, Jerome, Arizona unless a different location is set forth in the notice of the meeting.
- (4) Board members are expected to attend all meetings and study sessions unless prior notice of an inability to attend is provided to the Chair or Zoning Administrator. Meetings may be attended in person or telephonically, with advance notice to the Chair or Zoning Administrator. Failure to attend a meeting or notify the Chair or Zoning Administrator of

an absence may result in a recommendation to the Town Council that the Board member be removed from the Board. Board members are subject to the automatic removal provisions set forth in Section 106 of the Town of Jerome Zoning Ordinance.

B. Study Sessions

- (1) Study sessions for any purpose may be held at the call of the Chair, at the request of two or more members, or by staff. Such ~~request~~requests shall be made at least 24 hours prior to the study session by submittal to the Zoning Administrator or by verbal request made at a meeting. Notice to the public of the study session shall be posted at the Civic Center at least 24 hours before the study session, and as otherwise required by the Zoning Ordinance and Arizona state law. The call and notice shall include the time and place of the study session, and an agenda of the business to be transacted.
- (2) Study sessions may be held before or after any regular or special meeting of the Board, subject to providing notice as set forth herein. ~~When~~ a matter is set for a study session, public testimony may be barred or limited to particular persons at the discretion of the Chair.

D. Quorum

Three (3) members shall constitute a quorum for transacting business at any meeting. ~~No~~ action shall be taken at any regular or special meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date. ~~At~~ a study session, any number of Board members may discuss agenda items.

E. Agenda

The Zoning Administrator shall prepare an agenda for each Board meeting and study session. ~~The~~ agenda shall include all matters of business scheduled for consideration by the Board. Items may be added to an agenda prior to posting at the request of the Chair or any Board member.

F. Withdrawal of Request

Any agenda item may be withdrawn upon request from the applicant to the Zoning Administrator. -No request shall be withdrawn after the hearing notice has been posted unless formal consent of the Board has been granted.

G. Field Trips

The Board may take field trips to view property or for any purpose relevant to a public hearing or matter under consideration. -All Board field trips shall be taken as part of a regular or special meeting or study session.- All interested persons shall be given the opportunity to be present to view the property and hear any reports or comments. -A record of the field trip shall be entered into the minutes and shall indicate that the field trip was considered as evidence. -Nothing herein shall prevent less than a quorum of the Board, or Board members individually at their own convenience and expense, from taking field trips to view property ~~which~~that is the subject of an application or other matter being considered.

III. **ORDER OF BUSINESS**

A. Parliamentary Procedure

- (1) The Chair shall call the Board to order and the Secretary shall record the members present or absent. The Chair may call each item of business in the order of the approved agenda. -The Board, by majority vote, may change the order of the posted agenda to accommodate the Board, staff, the applicant, or members of the public.
- (2) The Chair shall conduct meetings pursuant to Robert's Rules of Order unless such rules are suspended by majority vote of the Board.

B. Hearing Conduct

All public hearings of the Board -shall be conducted in conformance with Arizona state law.

C. Public Hearing Testimony

- (1) Public hearings need not be conducted according to technical, judicial Rules of Evidence. -Any relevant evidence may be considered if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.

- (2) Any person may appear at a public hearing and submit oral or written evidence related to the application, either individually or as a representative of a person or an organization. -Each person who appears at a public hearing shall state his name, address, and, if appearing on behalf of a person or organization, the name and mailing address of the person or organization being represented.
- (3) The Chair may establish time limits for individual testimony and may require that individuals with shared concerns select one or more spokespersons to present testimony on behalf of those individuals.
- (4) The Chair may exclude testimony that is irrelevant, immaterial, or redundant and may make other rulings necessary for the orderly conduct of the proceedings, while ensuring basic fairness and a full airing of the issues involved. Evidentiary objections shall be waived unless made timely to the hearing.
- (5) If testimony or evidence is excluded as irrelevant, immaterial or redundant, the person offering such testimony or evidence shall be given an opportunity to offer a written statement ~~in regard to~~regarding such testimony or evidence for the record. - Such written statement shall be presented to the Town Clerk within 3 working days of the hearing.
- (6) If an applicant fails to appear, the Board may continue the hearing on the matter until the next regularly scheduled meeting or special meeting, unless the applicant has requested in writing that the Board act without ~~him~~the applicant being present at the hearing. - The Board may hear persons requesting to speak on such a matter, even if the matter is to be continued.

D. Voting

- (1) In taking action on any application or other matter, the Board may grant approval, conditionally approve, or deny the item altogether, as set forth in the Zoning Code. -In making its decisions, the Board shall be guided by the provisions and elements of the General/Comprehensive Plan, the Zoning Ordinance, and development standards, policies, and area plans adopted by the Town.
- (2) Three (3) members shall constitute a quorum. The affirmative vote of three (3) members shall be required for the passage of any matter before ~~the~~ the Board. The minutes of the meeting shall reflect the "~~aye~~ayes" and "nays"

— cast on a ~~particular~~ measure and shall reflect the vote of each member
— present.

- (3) ~~A member~~Members shall recuse ~~himself~~themselves, abstain from voting, and leave the ~~room~~meeting chambers during discussion and action whenever ~~he has~~they have a conflict of interest in the item under consideration, as required by the Arizona Revised Statutes, A.R.S. § 38-501 to § 38-511.
- (4) Each member attending shall be entitled to one vote. The minutes of the proceedings shall indicate the vote of each member on every matter acted upon, and shall indicate any absence or failure to vote. No member shall be excused from voting except in compliance with Section III.D.3 of these bylaws.
- (5) When making a motion to recommend or approve, approve with modifications and/or conditions, revoke, or deny the request, the Board shall make findings of fact required by the Zoning Ordinance. -If not specifically stated, a motion to adopt or approve staff recommendations or simply to approve the action under consideration shall be deemed to include adoption of all proposed findings and execution of all actions recommended in the staff report on file in the matter. Whenever practical, Board decisions should be documented by written Resolution. Copies of the Resolutions shall be maintained at Town Hall.
- (6) A member who is absent from any portion of a public hearing conducted by the Board may not vote on the matter at the time it is acted upon by the Board, unless ~~he has~~they have reviewed the minutes or the recording of any portion of the hearing from which he was absent, and state for the record prior to voting that ~~he deems himself to be~~they are familiar with the record. - A member who misses only the presentation of the staff report may vote on the matter at the time it is acted upon by the Board, provided that ~~he states~~they state for the record that ~~he~~they have read the staff report and ~~is~~are familiar with it.

IV. OFFICIAL RECORDS

A. Retention of Files

The official records of the Board shall include these rules and regulations, minutes and records of all Board proceedings, which shall be kept and filed as public records in the office of the Town Clerk. -All applications and other matters

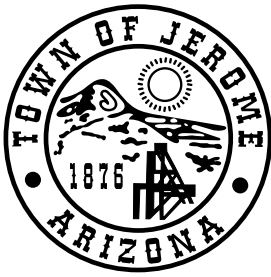
coming before the Board shall be filed in the Planning Department in accordance with that ~~Department's~~department's general file system.- Original papers of all applications and other matters shall be retained in compliance with the Town's Document Retention Schedule.

B. Recording of Meetings

All public meetings of the Board shall be recorded in written and audio form. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter may do so at his own expense. Advance notice to the Zoning Administrator to arrange facilities for such recording shall be made at least 72 hours prior to commencement of the meeting. Such recording shall not disrupt the proceedings and may, at the discretion of the chair, be stopped if it is disruptive.

V. AMENDMENTS

These bylaws may be amended by majority vote of Board members present at any meeting of the Board provided that notice of said proposed amendment is given to each member in writing at least 5 days prior to said meeting. Such amendment shall become effective at the next meeting of the Board.



TOWN OF JEROME

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

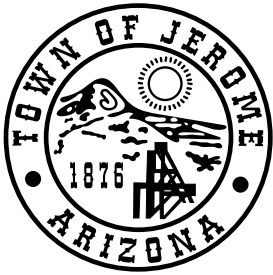
MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Planning & Zoning Commission
CC: John Knight, Zoning Administrator
SUBJECT: Revisions to bylaws
DATE: April 6, 2020

At their March 10 regular meeting, Council reviewed your approved changes to the Planning & Zoning Commission bylaws.

At that meeting, they requested the following changes prior to their approval:

- II.A.(1) – Council did not want the meeting time changed to 6 p.m.
 - *NOTE: This item will be revisited by Council at their April 14 meeting.*
- II.A.(1) – Remove the new addition stating that “with a majority vote, the Commission may change the meeting time and day of the month provided that the agenda is posted in advance of the meeting.”
- II.A.(1) – Council has suggested that the regular P&Z meeting day be changed to AFTER the Council meeting day (which is the second Tuesday of the month), so that if an item has to come to Council after approval by P&Z, it can happen sooner.
- II.A.(6) – Add “or Zoning Administrator” to the new sentence that is being added: “Meetings may be attended in person or telephonically, with advance notice to the Chair or Zoning Administrator.”
- III.D.(3) – (Grammatical correction) Change “A member” to “Members”: “**Members** shall recuse themselves ...”
- IV.B. Add “and audio” to first sentence: “Minutes of public meetings of the Commission shall be recorded in written and audio form.”



TOWN OF JEROME

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

MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Design Review Board
CC: John Knight, Zoning Administrator
SUBJECT: Revisions to bylaws
DATE: April 6, 2020

At their March 10 regular meeting, Council reviewed your approved changes to the Design Review Board bylaws.

At that meeting, they requested the following changes prior to their approval:

- II.A.(1) – Council did not want the meeting time changed to 6 p.m.
 - *NOTE: This item will be revisited by Council at their April 14 meeting.*
- II.A.(1) – Remove the new addition stating that “with a majority vote, the Board may change the meeting time and day of the month provided that the agenda is posted in advance of the meeting.”
- II.A.(1) – Council has suggested that the regular P&Z meeting day be changed to AFTER the Council meeting day (which is the second Tuesday of the month), so that if an item has to come to Council after approval by P&Z, it can happen sooner. They recommended the same change for DRB.
- II.A.(6) – Add “or Zoning Administrator” to the new sentence that is being added: “Meetings may be attended in person or telephonically, with advance notice to the Chair or Zoning Administrator.”
- III.D.(3) – (Grammatical correction) Change “A member” to “Members”: “**Members** shall recuse themselves ...”

EMPLOYMENT CONTRACT

THIS AGREEMENT, entered into this ____ day of _____, 2018, by and between the Town Council of the town of Jerome, Arizona, a municipal corporation (hereinafter referred to as “Jerome”), and Joan Dwyer (hereinafter “Ms. Dwyer”).

WHEREAS, Jerome wishes to employ Ms. Dwyer as Town Magistrate of Jerome, Arizona, and provide for conditions of Ms. Dwyer’s employment,

NOW THEREFORE, in consideration of the mutual covenants, promises and payments hereinafter set forth, it is agreed between the parties as follows:

1. Jerome hereby appoints Ms. Dwyer as Town Magistrate to perform the functions and duties of Magistrate for the Town of Jerome, and for such other reasonable judicial and court-related administrative functions and duties as Jerome may, from time to time, direct.
2. The term of this appointment shall be from July 1, 2020 through June 30, 2022. The dates of this Agreement are intended to coincide with current fiscal years.
3. Ms. Dwyer hereby agrees to perform said duties to the best of her ability and at all times to uphold the canons of the Arizona Code of Judicial Conduct.
4. Prior to the end of her appointment as provided for in Section 2, above, Ms. Dwyer may only be removed from her employment duties by Jerome for cause.
5. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Ms. Dwyer to resign at any time from the position of Magistrate.
6. In the event Ms. Dwyer voluntarily resigns as Magistrate of Jerome, before expiration of the term of employment, Ms. Dwyer shall give Jerome sixty (60) days written notice, unless the parties agree otherwise, in writing.
7. Compensation. Ms. Dwyer’ compensation for her services rendered, hereto, shall be:
 - a. Twenty-eight thousand six hundred Dollars (\$28,600.00) per year; for a total of Fifty-seven thousand two hundred Dollars (\$57,200.00) during the entire term of this agreement, paid to Ms. Dwyer in equal and biweekly payments beginning in July 2020 and ending in June, 2022.
 - b. The amount of compensation set forth herein may be increased during the term of this Agreement, in the sole discretion of the Town Council, based upon cost of living adjustments or other market adjustments deemed appropriate by the Town Council.
 - c. Jerome shall contribute to the Retirement Fund in existence on behalf of Ms. Dwyer during each year of Ms. Dwyer’s employment, a matching contribution up to the standard percentage of Ms. Dwyer’s compensation from the Town, as established by the Town’s Retirement Policy and Fund.
 - d. Ms. Dwyer shall receive 36 hours of paid vacation per year.
8. Jerome agrees to budget and to pay for reasonable travel and subsistence expenses of Ms. Dwyer for short courses, institutes, seminars and conferences that are necessary for and beneficial to her

professional development and to Jerome. Ms. Dwyer shall be responsible for requesting funding for such expenses in writing during the normal budget process for Jerome.

9. Jerome agrees to budget and pay for reasonable personal cell phone expenses of Ms. Dwyer, which may be incurred due to court-related business or during on-call hours. Jerome will reimburse Ms. Dwyer for 25% of her monthly cell phone charge for the three (3) months in which she is required to put in on-call time. Jerome expects these reimbursements to total approximately \$11.00 per month of on-call time, or \$33.00 per year.
10. Ms. Dwyer agrees to schedule a meeting with the Jerome Council and the Town Manager, in the form of a Town Council work session, on an annual basis to update the Council on the administration of the Jerome Magistrate Court and to discuss budget and other issues for the upcoming fiscal year.
11. Recognizing that the needs of the Jerome Magistrate's Court do not require full-time staff and that any and all persons conducting business for, within and on behalf of the Jerome magistrate's court will be only working part-time for that Court, any and all staff required toward the operation of the Jerome Magistrate Court shall be selected by Ms. Dwyer in consultation with the Jerome Town Manager.
12. The Town shall defend, save harmless and indemnify Ms. Dwyer against any tort, professional liability claim or demand or other legal action, whether meritorious or not, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Ms. Dwyer's duties. Jerome shall also bear the full cost of any fidelity or other bonds required of Ms. Dwyer under any federal, state or local law or ordinance.
13. The text herein shall constitute the entire agreement between the parties this agreement shall be binding upon the parties and shall only be amended through a written modification agreement signed by the parties.

IN WITNESS WHEREOF, the Town of Jerome, Arizona, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested to by its Town Clerk, and Ms. Dwyer has signed and executed this Agreement, both in duplicate, the date and year first above written.

APPROVED:

Honorable Christina "Alex" Barber, Mayor

ATTEST:

ACCEPTED:

Candace Gallagher, Town Clerk,
Town of Jerome

Honorable Joan Dwyer

From: Janet Bustrin <bustbelt@verizon.net>

Subject: Re: Street light in backyard of 538 School Street

Date: June 30, 2020 at 11:33:05 AM MST

To: "c.gallagher@jerome.az.gov" <c.gallagher@jerome.az.gov>, "blair@jeromefire.us" <blair@jeromefire.us>

Cc: "m.boland@jerome.az.gov" <m.boland@jerome.az.gov>, "darla.deville@aps.com" <darla.deville@aps.com>

Reply-To: Janet Bustrin <bustbelt@verizon.net>

Hi Candace - I so appreciated our conversation yesterday. Thank you. Wanted to add a couple more bits of information about the poles/lines/transformers on School St.

Arnie Warren (stone mason/iron worker re-doing landscaping, etc. in our back yard) mentioned the APS inspector came out yesterday and said the leaning pole is fine. However, I want to mention none of the other homes on School St. have power poles next to their houses - with a transformer, no less. Is there an easement requirement for transformers? What if it blows-up so close to the house?

In a perfect world, perhaps the pole could be moved to the street (with phone lines removed where possible - obsolete?). This would also eliminate the low hanging power lines that cross from the pole currently next to our home/property all the way across The Ghost City Inn and to a pole on the street. Perhaps the 100 year old historical light fixture could be attached to the pole on the street between Ghost City Inn and Miss Molly's former home?

Sorry for an additional email . . . just trying to clarify the issues.

Be well.

Thank you.

Best,

Janet

Sent from my iPhone

Begin forwarded message:

From: Janet Bustrin <bustbelt@verizon.net>

Subject: Fwd: 538 School St street light "situation" - APS pole #X524915

Date: June 25, 2020 at 12:13:26 PM MST

To: "c.gallagher@jerome.az.gov" <c.gallagher@jerome.az.gov>

Cc: "m.boland@jerome.az.gov" <m.boland@jerome.az.gov>, "j.knight@jerome.az.gov" <j.knight@jerome.az.gov>, "darla.deville@aps.com" <darla.deville@aps.com>

Reply-To: Janet Bustrin <bustbelt@verizon.net>

Hi Candace, et. al. -

We bought 538 School Street 6 years ago and have been progressing with the S L O W E S T renovation ever. I live in New Jersey now, but suffice it to say my family came to Arizona in the early 1880s from Europe and my parents and I were raised there. So, Arizona ALWAYS has a place in my heart.

I have friends living at the home temporarily and they are LOVING it. However, the "offending" light has just become an issue now because we're working on landscaping in the back and would like to use landscape lights ro dramatic effect. But, the street light, which you should also know is LEANING (toward the house, of course - APS power pole #X524915) has a light that BLASTS light so brilliantly it is like noontime daylight at night. No other home in the neighborhood is subjected to this light situation. And, as you can see in the 2nd attached picture, no landscape light could possibly compete with that "street light" (see 3rd picture attached). Although, we are probably the safest house in the neighborhood!!

APS representative, Darla DeVille, copied here, reports the light has been there 100 years. However, in excavating the backyard for landscaping, we believe the 100 year old pole was originally in the center of the yard as it was recently uncovered while prepping the landscape work. You can see the stump of the telephone pole in the 1st attached picture in the shadow to the right of the stairs.

And so, I would like to respectfully request the town reconsider the placement of this light and the impact it has on the property and residents.

Thoughts?

Thank you for your time and consideration.

Be well.

Best regards,

Janet Bustrin

973-713-6866

On Jun 25, 2020, at 10:24 AM, Janet Bustrin <bustbelt@comcast.net> wrote:

Good morning Candace - I know you are not in your office today and that you are volunteering in Sedona.

However, I wanted to discuss an issue I am having with a "street light" that seems to be smack in the middle of my backyard along with the attendant telephone pole, transformer, etc. The light blasts the backyard every night. There is no other house in the neighborhood, apparently, to which this is happening. At night, it is absolutely blinding. You need sunglasses!! 😎 I am in touch with Rusty at the police department and APS. Wondering what your thoughts are to this significant disruption to the "peace" on my property?

Thoughts??

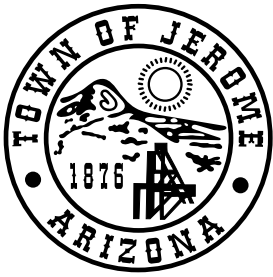
Be well and best regards,

Janet Bustrin

973-713-6866







TOWN OF JEROME

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

RESOLUTION NO. 600

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, APPROVING THE DESIGNATION OF APPLICANT'S AGENT FORM SUBMISSION TO THE ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS, WHICH DESIGNATES THE JEROME TOWN MANAGER/CLERK AS THE TOWN'S AGENT FOR APPLYING FOR CERTAIN PUBLIC ASSISTANCE; AND AUTHORIZING THE MAYOR AND TOWN MANAGER TO EXECUTE AND DELIVER SAID APPLICATION ON BEHALF OF THE TOWN OF JEROME

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

1. The Designation of Applicant's Agent form to the Arizona Department of Emergency and Military Affairs, which designates the Town Manager/Clerk as the Town of Jerome's agent to execute applications on behalf of the Town of Jerome for the purpose of obtaining financial assistance under the Disaster Relief Act, is hereby approved in the form attached hereto.
2. The Mayor, the Town Manager/Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by a majority vote of the Jerome Town Council on the 14th day of July, 2020.

APPROVED:

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney

ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

DESIGNATION OF APPLICANT'S AGENT FORM

The intent of this **DESIGNATION** is to appoint an **APPLICANT'S AGENT** for the following:

Select program(s) ☐ Public Assistance ☐ HMA Mitigation Program ☐ SEC Mitigation

Select duration ☐ Until further notice ☐ Only Event _____ ☐ From _____ to _____

Applicant: _____

CERTIFICATION

I, _____, duly appointed and _____ of
(Authorizing Official's Name) (Title)

_____, do hereby certify that the information below is true and correct,
(Applicant)

based on a resolution passed and approved (**attached**) by the _____
(Governing Body)

of _____ on the _____ day of _____,
(Applicant) (day) (month) (year)

_____ has been designated as the Applicant's Agent
(Name of Designated Applicant's Agent)

to act on behalf of _____
(Applicant)

(Authorizing Official's Signature) (Title) (Date)

*This document **MUST** be accompanied by a copy of the Resolution or Meeting Minutes by your governing board which designated the Applicant's Agent.*

Designated Applicant's Agent

Name _____

Title/Official Position _____

Full Mailing Address _____

Email Address _____

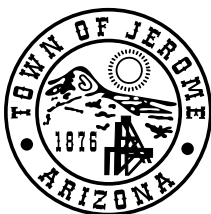
Daytime Telephone Number _____ Cell _____
(Please include area code and extension if not a direct number)

For DEMA Use Only

Received By: _____
(Initials & Date)

March 2020

Form #AZ PA 204-4



TOWN OF JEROME

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

ZONING ADMINISTRATOR REPORT Town Council July 14, 2020

ITEM 10D: Request for interpretation of residential parking ordinance
Prepared by: John Knight, Zoning Administrator
Approved by: Candace Gallagher, Town Manager
Action: Discussion/Possible Action

Background and Summary: Section 12-2-4.A. of the Town Code includes a sentence regarding onsite parking. The sentence states “*Residential parking permits shall not be issued to dwelling units required by zoning to have onsite parking on their property*” (see excerpt below). Staff requests confirmation from the council on the correct interpretation of this sentence.

Discussion: This sentence has been interpreted in two different ways.

Interpretation #1: One interpretation is that any residence that has off street (or onsite) parking would be ineligible for a residential parking permit – regardless of the number of off street spaces or when the spaces were added to the property.

Interpretation #2: A more conservative (and perhaps more accurate) reading of this sentence is that only residences that were built after the zoning ordinance was adopted would be ineligible for a residential parking permit. This essentially means that any residence built after June 14, 1977 (when the zoning ordinance was first adopted) would be ineligible.

If the Council’s intent of the ordinance is to limit or prohibit any residence that currently has off street parking from obtaining a residential parking permit, then the Council may wish to do an ordinance amendment to this affect. If the intent the intent is only to restrict newer residences built after the zoning ordinance was adopted in 1977, then this simply needs to be clarified.

- A. Recognized dwelling units with frontage along a street or portion of a street designated for residential permit parking shall be entitled to receive one residential parking permit, per recognized dwelling unit, for a single motor vehicle owned or operated by a person residing in the dwelling unit by registering the motor vehicle with the Jerome police department. The following information must be submitted to the police department: the name of the registered owner (this information must match the Arizona Department of Motor Vehicle registration for said vehicle), the make and color of the motor vehicle, the vehicle’s license plate number and the address of the dwelling unit the vehicle is attached to. Residential parking permits shall not be issued to dwelling units required by zoning to have onsite parking on their property.

Action: Discussion and Possible Action

Attachments:

- Section 12-2 Residential Parking Permits

[Ord. 264, 1/26/1993; Ord. 296, 3/10/1998]

ARTICLE 12-2: **Residential Parking**

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

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

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

(Ord. 432, 12/12/2017)

Section 12-2-2 Definitions

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

“Domicile” means a person’s fixed, permanent and principal home for legal purposes.

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

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

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

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

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

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

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

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-3 Residential Parking Restrictions and Permits

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

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

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-4 Issuance of Residential Parking Permits

Persons occupying residences with frontage (based on street address) along a street or portion of a street designated in Section 12-2-3 for residential permit parking, who desire to park a motor vehicle on

a public street, may apply to the Police Department for residential parking permits as outlined in this article.

- A. Recognized dwelling units with frontage along a street or portion of a street designated for residential permit parking shall be entitled to receive one residential parking permit, per recognized dwelling unit, for a single motor vehicle owned or operated by a person residing in the dwelling unit by registering the motor vehicle with the Jerome police department. The following information must be submitted to the police department: the name of the registered owner (this information must match the Arizona Department of Motor Vehicle registration for said vehicle), the make and color of the motor vehicle, the vehicle's license plate number and the address of the dwelling unit the vehicle is attached to. Residential parking permits shall not be issued to dwelling units required by zoning to have onsite parking on their property.
- B. An inventory of usable parking spaces shall be conducted for each street subject to residential parking by permit. The Jerome Police Chief, Zoning Administrator and Fire Chief will approve the spaces and determine the final number of spaces available on each street. Once the inventory is completed and the number of spaces available is determined, it will be compared to the number of residential parking permit applications. If the number of residential parking permit applications exceeds the number of available parking spaces, permits will be issued by random lottery pick. Once all available spaces on a given street have been assigned by permit, additional permits may be available for spaces located at the Old Town Yard parking lot, with final selection determined by lottery pick.
- C. Persons occupying recognized dwelling units with frontage (based on street address) along a street or portion of a street designated for residential permit parking may, subject to availability of parking spaces as set forth in Section 12-2-4(B), receive up to one additional residential parking permit as authorized by Section 12-2-4(B). No more than a total of two permits per recognized dwelling unit shall be issued or valid. Second permits may be revoked if the availability of parking spaces changes and/or space is needed for issuance of a first permit.
- D. Residential Parking permits shall be issued by the Police Department and shall be valid for that motor vehicle, and the street designated thereon, until such time as ownership of the vehicle changes, or the residency of the owner of the vehicle changes. The permit shall become immediately invalid when (i) the person to whom the permit is issued moves to another residence, whether or not such residence has frontage on the posted area, or (ii) when the vehicle is sold.
- E. It shall be the responsibility of the residential parking permit holder to notify the Jerome Police Department regarding any changes in the information provided in their original application, including changes in vehicles or changes in residency.
- F. Priority will be given to the issuance of residential parking permits issued to dwelling unit(s) with a motor vehicle bearing Arizona Disability license plates. In the event of a lottery pick for permits pursuant to Section 12-2-4(B) for a specific street, motor vehicles displaying Arizona Disability license plates will be granted a permit before lottery picks are made. Additionally,

application can be made to the Town of Jerome for placement of a “Disabled Vehicle Parking Only” sign on the street where the registered owner of a motor vehicle bearing Arizona Disability license plates occupies a legal dwelling unit. Costs of this installation, if approved, shall be the responsibility of the applicant.

- G. The fee for residential parking permits shall be set by Resolution of the Town Council.

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

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

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

(Ord. 432, 12/12/2017)

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

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

(Ord. 432, 12/12/2017)

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

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

No person shall park a trailer in a public parking lot designated for residential parking only. The Town of Jerome may designate areas in which trailers may be parked for longer periods of time, and may charge a fee for this parking.

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

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-8 Temporary Permits

- A. The owner or occupant of a residential property with frontage (based on street address) along a street or portion of a street designated for permit parking may make application to the Police Department for a temporary residential parking permit for use by a visitor to their property. Temporary permits may be obtained by notifying the Jerome Police Department, by telephone

or email, of the make, color and registration plate of the motor vehicle, and the residence the vehicle is attached to. Upon notifying the police department, the owner will place a white piece of paper, no smaller than 5 ½ inches by 8 ½ inches, with the following information: the registration plate number of the vehicle, the address in the residential area the vehicle is associated with and the date the temporary permit was placed in the vehicle. This temporary permit will be placed on the dash of the vehicle clearly visible from the outside by any person who may walk by. Such permit will be valid for seven (7) days. There shall be no fee for temporary permits.

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

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-9 Residential Parking Lots

The Town of Jerome may designate area(s) as “Residential Parking Lots” in which a resident of the Town of Jerome may apply for a Parking Permit(s) to park motor vehicle(s) and/or trailers that do not qualify for a permit as outlined in this Article.

(Ord. 432, 12/12/2017)

Section 12-2-10 Prima Facie Liability

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

(Ord. 432, 12/12/2017)

Section 12-2-11 Exemptions

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

Municipal emergency vehicles shall be exempt for this ordinance.

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

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

(Ord. 432, 12/12/2017)

Section 12-2-12 Annual Review

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

(Ord. 458, 12/10/2019)

Section 12-2-13 Revocation

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

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

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

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Town of Jerome
VOLUNTEER APPLICATION FORM

Name: Margie Hardie

Address: PO 414 Jerome

Home Phone: 928 639 2019 Business Phone: _____

E-mail: _____

Area(s) of interest:

☐ Fire Department as ☐ Firefighter ☐ Administrative/other

☒ Boards and Commissions ☐ Planning & Zoning Commission ☐ Design Review Board ☒ Board of Appeals *Adjustment*

☐ Parks & Recreation

☐ Planting, landscaping, plant watering, etc.

☐ Grant writing or other professional services (describe below)

☐ Office assistance

☐ Special Events/Projects (describe below)

☐ Other (describe below)

Comments:

I am applying as a volunteer for the Board of Adjustment to fill a vacant position. I have been a member of the Planning & Zoning Commission, Board of Adjustment and General Plan Committee for approximately 17 years in total. I am dedicated to helping my community and hope to do so as a member of BOA. Thank you.

Return all applications to: Town Manager/Clerk, P.O. Box 335, Jerome, AZ 86331



TOWN OF JEROME

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

Planning and Zoning Commission via videoconference (Zoom) Wednesday, June 3, 2020 Time: 6:00 pm MINUTES

6:00 (0:21) Item 1: Call to order/roll call

Chair Jessamyn Ludwig called the meeting to order at 6:00 p.m.

Roll call was taken by Rosa Cays, Deputy Clerk. Commissioners present were Vice Chair Joe Testone, Lance Schall, Chuck Romberger, and Henry Vincent. Also present was John Knight, Zoning Administrator.

6:01 (1:12) Petitions from the public – Possible Direction to Staff

Zoning Administrator John Knight announced that he had received email from Jerome resident and homeowner Jera Peterson, then reminded the commissioners of the rules regarding petitions from the public.

(2:13) Ms. Peterson introduced herself and gave her address. She said she was concerned about construction of a new house next to her property. She said she was initially told her northern view would be partially obstructed, but this has now changed and her view will be completely blocked. Ms. Peterson said she was contesting the approval of the site plan and is hoping something can be worked out. She expressed a few other concerns regarding the new homeowners and would like to see the town preserve the views for existing houses.

Chair Ludwig asked Mr. Knight if permits had been granted for the project.

Mr. Knight said yes and reminded Chair Ludwig that the item could not be discussed since it was not on the agenda. He informed the commission that this project had been previously approved by P&Z. Direction for staff could be initiated if the commission wanted more information to be added to the next meeting agenda or sent via email, but no action was required.

Lance Schall suggested that perhaps staff could be directed to review the project and approvals from DRB and P&Z.

Vice Chair Joey Testone said he understood Ms. Peterson's position, but the project has been approved (audio was difficult to hear).

Mr. Knight suggested what the commission could do to move forward on the petition and stated he has met and talked with Ms. Peterson several times about the project.

Mr. Schall suggested that staff review the project to make sure the approved site plan had not changed and to add it to the next agenda.

6:12 (12:16) Item 3: Approval of Minutes: Minutes of the meeting of May 20, 2020 Discussion/Possible Action/ Possible Direction to Staff

Motion to Approve the Minutes of May 20, 2020

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

Continued Items from Previous Meetings:

6:14 (14:12) Item 4: Reapproval of Site Design for an apartment building and parking structure

Applicant: Steve Knowlton/Nancy Robinson

Address: 446 Clark Street

Zone: C-1

Owner of record: Ideas-a-plenty, LLC

APN: 401-06-032, -033, and -026Q

Applicant is seeking Preliminary and Final Site Design approval of a previously approved apartment project and adjacent parking structure.

Discussion/Possible Action – P&Z Reso. 2020-9

Mr. Knight briefly reintroduced the situation regarding this project, which had been discussed at the previous P&Z meeting (see May 20, 2020 P&Z minutes) and summarized that the commission was basically being asked to reapprove the approved project.

Mr. Schall said that since the item had been discussed at the previous meeting and they were simply waiting for the posting period to pass, he motioned for approval. Mr. Knight reminded everyone that this item would also be going before DRB.

Motion to Approve P&Z Resolution 2020-9

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

6:16 (16:53) Item 5: Work session on code amendments to residential lodging

Applicant: Town of Jerome

Updates to the Jerome Zoning Ordinance related to residential lodging. Updates may include but are not limited to the definitions for *boarding house*, *rooming house*, *bed and breakfast*, *hotel* and *motel*. Amendments may also include modifications to the permitting process for each type of residential lodging.

Discussion/Table to next P&Z Meeting

Mr. Knight started by asking that anyone on the commission who had a conflict or potential conflict to please recuse themselves from discussion of this item; he also pointed out that it was solely up to them and it could not be recommended they do so.

Mr. Knight said the last discussion was productive and went over the types of lodging. He shared what a few other local municipalities are doing and said Clarkdale and Cottonwood have similar ordinances. He stated that the commission was to consider the definitions of the lodging terms and the permitted uses in town. Mr. Knight then proceeded to go through the terms, referring to his staff report, and suggested perhaps the number of rooms at a B&B could be increased. He also said a neighborhood meeting will need to be scheduled and that this discussion would not be the final word on the code amendments.

Mr. Schall said that the number of rooms for B&Bs would likely not need to change. Two places currently going by "B&B" are in the C-1 district and are more like hotels than B&Bs even though they call themselves B&Bs. Mr. Schall said it would probably be more desirable to have B&Bs rather than short-term rentals in the residential zones. Discussion ensued.

Chair Ludwig asked if anyone else had comments regarding the B&B definition. Mr. Knight reminded her that if members of the public wanted to speak, commissioners had the opportunity to speak first. He said resident Margie Hardie was standing by to speak.

(26:26) Ms. Hardie introduced herself and expressed concern about a possible conflict of interest for Mr. Testone (B&B owner) and Mr. Schall (in process of building a B&B) and asked, because she was not familiar with the process, if there should be some kind of recusal. Ms. Hardie acknowledged that it was up to the commissioners to respond to her concern. She also asked why any changes to B&Bs was being discussed.

Commissioner Chuck Romberger recused himself—he said he was planning to build a B&B in the future with three bedrooms, which is the current limit per the ordinance. He pointed out that it was in the C-1 zone.

Mr. Knight told Mr. Romberger that if he did choose to recuse himself, he would be asked to please leave the meeting while the item was being discussed, and Mr. Romberger complied.

Chair Ludwig asked if anyone else was going to recuse themselves.

Commissioner Joe Testone said he had planned to abstain from voting; Mr. Knight clarified that this was just a work session.

Mr. Testone asked why time was being wasted on this discussion if it was not up for a vote.

Chair Ludwig asked if Ms. Hardie had her hand up to speak, then asked Mr. Knight if the public is allowed to continue to speak.

(30:53) Ms. Hardie said she had said her piece and was only going to include more information about "the law." She said she was done for now.

Mr. Knight explained to Chair Ludwig that since it was an informal work session, it was up to her how she wanted to conduct it. Chair Ludwig then asked Mr. Knight to answer Ms. Hardie's question as to why the discussion was taking place.

Mr. Knight explained that initially definitions for boarding house and rooming house were being reviewed, which led to looking at other lodging definitions.

Mr. Schall said there is a need to make sense of the ordinance and/or explanations for parts that no longer make sense. Mr. Schall then directed his next statement to Ms. Hardie and told her he was not recusing himself since this was only a discussion and his B&B won't likely be built for another five years. He also said the definition for B&B will probably be revised four times by the time it is built. Mr. Schall also pointed out that his B&B would only ever be two rooms and that he had "no horse in the race."

Mr. Knight stated once again that the commissioners decide, not the staff or public, if they have a potential conflict of interest.

Mr. Schall said this was an opportunity to address the lodging definitions to make the ordinance work for the town in dealing with the "new" definition of short-term rentals, which are really outside the control of the town. Mr. Schall said the goal is to make the ordinance work for Jerome, and this is why the commission was discussing lodging definitions.

Mr. Knight said he had enough material to revise the definitions to return to the commission with a staff report. He then said the permitting process also needs to be addressed and gave examples of how the ordinance currently reads does not make sense and posed different scenarios.

Mr. Schall said that the ordinance regarding CUPs and business licenses needs to be written in such a way that the town can make sure to collect a bed tax from B&Bs and short-term rentals. Discussion continued about taxes paid to the state for these types of lodging.

(44:01) Ms. Hardie said that according to the ordinance, any residential use in the C-1 zone requires a CUP. She said she felt it was important to continue this "tradition" as a form of control, B&Bs included.

Mr. Knight clarified that "residential use" does not include hotels or motels. As an example, he said someone could open a three-room boarding

house and it would require a CUP, but a 100-room hotel would not require a CUP.

Mr. Knight moved on to the boarding/rooming house definitions. He suggested removing them from the ordinance altogether. [Mr. Testone left the meeting at this point.]

Mr. Schall agreed with Mr. Knight, as did the other commissioners.

Mr. Knight asked how the lodging above Clinkscale (formerly the Mile High) would be classified. In this case it is a preexisting business, but for future consideration, this would need to be addressed; that is if the parking issue is ever resolved.

Mr. Knight addressed the permitting process and said Ms. Hardie had brought up a good point.

Mr. Schall said he would like to keep the CUP requirements for residential use in the C-1 as they are and wants the town to have control over prime commercial space and not reduce that real estate. Mr. Schall suggested limiting this for the C-1 district and perhaps keep it to upper levels, not the street level. A short discussion ensued.

Mr. Knight moved on to the definition of motel/hotel and suggested simplifying it (like Cottonwood). He suggested eliminating motel and just going by hotel, and instead of the number of rooms, define it as "transient lodging for pay."

Mr. Schall agreed with eliminating motel, but if the number of rooms was to stay in the definition, he suggested adding one more room than a B&B.

Mr. Knight said he would schedule a neighborhood meeting in July.

6:55 (55:23) Item 6: Work session on code amendments related to temporary signs

Applicant: Town of Jerome

Updates to the Zoning Ordinance related to temporary signs. Amendments may include but are not limited to the following types of temporary signs: real estate signs, contractor signs, political signs, temporary banners, and A-frame signs.

Amendments may also include modifications to the permitting process for each type of sign.

Discussion/Table to next P&Z Meeting

Mr. Knight said temporary sign ordinances have become a controversial topic and that the town ordinance needs to be revised so that it can be enforced. Mr. Knight talked about the information in the agenda packet, including the Supreme Court case that involved the town of Gilbert. He then went over the types of signs and said the ordinance needs to clarify temporary signs in a single category and that size, location/zone, and setbacks can be regulated but content cannot be regulated. Mr. Knight referred to the staff report in the packet and said he had also included Gilbert's sign ordinance, which has been amended to follow the law. He pointed out that Gilbert allows flying banners and sign walkers and thought the town would probably want to prohibit them. He said flags should also be addressed in the ordinance.

Chair Ludwig said she is against flying banners and that flag dimensions should be restricted.

Mr. Knight said there are currently size restrictions for signs in the residential zone, which could be applied to flags as well.

Mr. Schall asked about a maximum number of signs—for example, what about real estate signs all over town for, say, an auction

Mr. Knight said this is exactly why the ordinance needs to be updated. Does the town want to allow these types of temporary, A-frame signs?

Mr. Knight said they could be regulated as "off-premise" signs.

Mr. Schall said he would rather not see sign walkers in town. As for flags, he thought the ordinance addressed limiting the length of the pole but not the size of the flag. He suggested limiting flags to 6 to 8 square feet.

As for the number of signs, Mr. Knight said Gilbert gives a total square footage that is allowed. He said Jerome could have a larger limit for the commercial zone than residential zone. He threw out a few ideas of how the ordinance could address this without restricting the content.

Mr. Schall commented that he did not want to restrict homeowners to having to choose between a 6-square-foot political sign and a real estate sign, but agreed that the simplest way to deal with this would be to limit the total square footage of signage on someone's property.

Mr. Knight suggested 6 square feet for the residential zone and 8 square feet for the commercial zone. The discussion continued.

Mr. Schall said he wants the local organizations to have some freedom, e.g., the fire department picnic, the humane society flea market, etc.

Chair Ludwig asked if these would be considered flying banners. She suggested this be clarified in the ordinance.

Mr. Schall said he did not want to see flying or wiggling banners like the ones at car lots, which Mr. Knight said could be lumped into one category.

(1:08:18) Ms. Hardie said she has done a lot of research on political signs in Arizona. She mentioned the town attorney, "William Sims, for example ... I'm referring to him ... because the concern about what's coming from Gilbert I believe has been represented to us by him." She also wanted to point out that he is the town attorney for Camp Verde and Tusayan, Arizona. Ms. Hardie went on to say that Tusayan's political sign ordinance mimics Jerome's although it is stricter about the size; Camp Verde's political sign ordinance is also similar to Jerome's but is more detailed. The larger difference is that they have these ordinances in their town codes under elections rather than their respective zoning ordinances. Ms. Hardie said she has also researched Arizona revised statutes and believes Jerome's is stricter regarding political signs. She gave examples of time restrictions in other townships. She said she didn't notice anything in the agenda packet comparing political sign ordinances in other towns. Her main concern is that the town does not restrict anyone yet keeps a fair playing field, especially this year. Ms. Hardie said why Jerome was being equated with Gilbert she has no idea, and that as far as she knew, she has been the only person to complain about a political sign. She said other local towns have not had any complaints that come from the Gilbert court case and suggested that Jerome "liberalize" the ordinance slightly and completely mimic the state ordinance about political signs.

Mr. Knight said the Arizona revised statute deals with signs specifically in right of ways—it's a state not a local statute, so it's different, and that other towns have not updated their sign ordinances to be in compliance with the Supreme Court decision (i.e., the Gilbert case), which reached the Supreme Court at the federal level. Mr. Knight said he appreciated Ms. Hardie's comments, but he was inclined to go with Mr. Sims on this matter.

He said the current town ordinance needs to be cleaned up so that it is enforceable. He also mentioned that Councilmember Mandy Worth had brought up similar concerns at the last council meeting regarding the Supreme Court case and the need to update Jerome's temporary sign ordinances. Mr. Knight said that a neighborhood meeting will need to be done for this item as well.

7:13 (1:14:00) Item 7: Work session on code amendments related to a sidewalk encroachment policy

Applicant: Town of Jerome

Updates to the Zoning Ordinance related to encroachments onto or over the public sidewalks. Amendments may address benches, trash cans, newspaper racks, projecting signs, awnings, and other miscellaneous encroachments.

Discussion/Table to next P&Z Meeting

Mr. Knight share background on the recent narrative regarding a sidewalk encroachment policy and how it's been passed between the boards and Council. He felt it was a good opportunity to bring it back to the commission since it hadn't been discussed since November. He referred to the table in the agenda packet showing items on local sidewalks. Mr. Knight mentioned hostess stands and benches and shared his concerns. He asked if they should be prohibited altogether or allow them in certain areas.

Chair Ludwig said that if A-frame signs are prohibited from being displayed directly on sidewalks then hostess stands should also be prohibited.

Mr. Schall said he agrees with the information in the table and pointed out a typographical error in the staff report (i.e., 36 feet instead of inches).

Mr. Knight went on to discuss benches and said some in town did not seem to obstruct the sidewalk while others are in tighter areas and do infringe on the pathway. He said he does not see a need to ban benches but perhaps to set a minimum width where a bench could be placed and/or a design restriction. Mr. Knight brought up the benches donated to the town by the Yavapai-Apache Nation.

Chair Ludwig supported the idea of regulating benches and that it was important to keep space wide enough for wheelchairs and strollers.

Mr. Schall talked about width restrictions and what would be feasible to allow room for traffic flow. A short discussion followed.

Commissioner Henry Vincent said the town just needs to provide enough room to not create a public hazard in line with ADA requirements.

Mr. Knight said he would set up a neighborhood meeting in July.

New Business:

7:23 (1:23:26) Item 8: Community Garden Site Plan Review

Applicant: Town of Jerome

Location: Middle Park

Zone: C-1

Owner of record: Town of Jerome

APN: 401-06-015

The Town of Jerome is requesting a "courtesy review" of the proposed site design for the community garden.

Discussion/Possible Action

Mr. Knight said the Council had asked to get input from P&Z and DRB, so comments were welcome.

Mr. Schall said the garden plan looked beautiful. He recollected that a time capsule was buried in that area at the foot of a tree. He suggested they find out if it's still there so it is left undisturbed.

Mr. Vincent said Lew Currier or Bob Bouwman may know where it is. Chair Ludwig suggested placing a marker.

Mr. Vincent asked if the community garden was within P&Z's purview.

Mr. Knight said it was more a courtesy review and that the only concerns expressed have been about the fencing concept.

Informational Items (Current Event Summaries):

7:27 (1:27:45) Item 9: Potential items for upcoming P&Z agendas

- **Wednesday, July 1, 2020** – Ordinance amendments for a sidewalk encroachment policy, ordinance amendments for temporary signs, ordinance amendments for residential lodging

Discussion/Possible Direction to Staff

- **Future Items** – Telecommunications ordinance (work session scheduled for June 11, 2020, at 5pm)

Item 10: Adjournment

Motion to Adjourn at 7:29 p.m.

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



TOWN OF JEROME

Design Review Board Meeting

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

MINUTES

via VIDEOCONFERENCE (ZOOM)

Monday, June 8, 2020, 6:00 pm

6:03 (1:02) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:03 p.m.

Rosa Cays, deputy clerk, called the roll. Remotely present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald and Danny Smith. Zoning Administrator John Knight was also remotely present.

Item 1: 6:03 (1:35) Item 2: Petitions from the public Possible Direction to Staff

Zoning Administrator John Knight stated that resident and homeowner Jera Peterson had joined the meeting. Ms. Peterson had sent a petition via email to John shortly before the meeting.

(1:42) Jerome resident Jera Peterson introduced herself and stated her address, 10 North Drive. She said she wanted to address the construction of a new home adjacent to her lot. She was concerned about how it would affect the historic overlay of the town because of its modern design. She asked if it had been approved or if it was a preliminary approval.

Chair Christensen started to explain what had been approved and was interrupted by Mr. Knight reminding him that the petition could not be discussed. Chair Christensen requested that Mr. Knight gather the materials regarding this project and present to the board with verification of the status of approval.

6:09 (6:41) Item 3: Approval of Minutes: Minutes of the regular meeting of May 11, 2020, and reapproval of the joint meeting minutes of April 29, 2020

Discussion/Possible Action/ Possible Direction to Staff

Motion to Approve the Minutes of the Regular Meeting of May 11, 2020

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

Motion to Reapprove the Minutes of the Joint Meeting* of April 29, 2020

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

*The Planning and Zoning Commission voted separately and previously approved the joint meeting minutes.

Continued Items/Old Business: None

New Business:

6:12 (10:02) Item 4: Reapproval of Design Review for an apartment building and parking structure

Applicants: Steve Knowlton/Nancy Robinson

Address: 446 Clark Street

Zone: C-1

Owner of record: Ideas-a-Plenty, LLC

APN: 401-06-032, -033, and -026Q

Applicant is seeking preliminary and final design review approval of a previously approved apartment project and adjacent parking structure.

Discussion/Possible Action – DRB Reso. 2020-18

Mr. Knight reminded the board members that this item was up for reapproval as a single project, on advice from the town attorney, Bill Sims, so work on it could continue without expiration. This is essentially rectifying an administrative oversight.

Mr. Knight also said that P&Z had reapproved this project. He mentioned that the applicant and property owner, Steve

Knowlton, had joined the meeting.

Mr. Knowlton introduced himself and reiterated what Mr. Knight had said and explained that the parking had to be done after the foundation was finished.

Board member Danny Smith verified with Mr. Knowlton that nothing had changed regarding the previously approved plans and made the motion to approve.

Mr. Knowlton extended his thanks to the boards and the town for the continued support.

Motion to Approve DRB Resolution 2020-18

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

6:19 (16:36) Item 5: Possible change to DRB meeting day of the month

Applicant: Town of Jerome

Discussion/Possible Action

Mr. Knight reminded the board that idea had started with the discussion of amending the DRB bylaws. He said that P&Z had voted to move their monthly meetings to the third Wednesday (from the first Wednesday), subject to Council approval, and that moving the DRB monthly meetings to the first Monday (from the second Monday) would help streamline the approval process as well as help spread out the administrative load. Mr. Knight referred to the calendars in the agenda packet.

Chair Christensen expressed that he was all for it and whatever helps out the town staff.

Vice Chair Brice Wood shared his thoughts on the meeting order and approval process, and defined P&Z as the quantitative, first step, and DRB as the qualitative/aesthetic second step. Discussion ensued.

Motion to Approve Changing the Monthly DRB Meetings to the first Monday

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

6:26 (23:52) Item 6: Community Garden Site Plan Review

Applicant: Town of Jerome

Location: Middle Park

Zone: C-1

Owner of record: Town of Jerome

APN: 401-06-015

The Town of Jerome is requesting a "courtesy review" of the proposed site design for the community garden.

Discussion/Possible Action

Chair Christensen expressed his enthusiasm for the project and liked the idea of self-sustainability for Jerome.

Mr. Knight explained that this was a "courtesy review" and said he would be scheduling a Saturday morning meeting sometime soon. He said the concerns that have been expressed have been about the fence design and the shed. He asked if the board members had any suggestions or ideas.

Chair Christensen suggested matching the railing at Middle Park if possible. He asked if fencing materials had been chosen.

Mr. Knight said nothing has been decided on the design, but that someone had suggested similar fencing (metal looped top) to what is around town, but he found it to be expensive.

Chair Christensen said he wanted it to be aesthetically pleasing but also functional to keep the wildlife out. The discussion continued about "javelina proofing" the garden between Chair Christensen, Mr. Smith, and Ms. Peterson.

Mr. Christensen asked if the board would be reviewing the fencing materials once it was chosen and expressed interest. Mr. Knight said he could plan on it.

Vice Chair Brice Wood said he thought the town was required to go through the design review process.

Mr. Smith said he had heard the Council can override the boards' decisions so they could basically do what they want.

Chair Christensen said that the Council is obviously open to working with DRB if they've asked for this to be considered. He listed the elements he liked about the community garden plans.

Mr. Knight said he would come back to the board with more updates.

Informational Items (Current Event Summaries):

6:35 (13:21) Item 7: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **Planning and Zoning Commission – June 3, 2020:** UVX patio cover, updated bylaws, ordinance amendments to lodging definitions, ordinance amendments to sign code regarding temporary signs, ordinance amendment to create a sidewalk encroachment policy, courtesy review of the community garden project
- b) **Council – May 12, 2020:** Six-month extension of all DRB/P&Z approvals; initiate amendments to sign code; community garden and gardening workshop

Mr. Knight updated the board members.

6:36 (34:02) Item 8: Future DRB Agenda Items - July 13, 2020 Meeting: Design Review for 639 Center Ave.

Mr. Knight shared the details about this property, recently purchased by Greg Worth. He said there may also be a sign application coming through for approval but that it was still in the works.

Chair Christensen made comments about the Center Avenue house and said he was happy to see it was finally being restored.

6:39 (36:05) Item 9: Adjournment

Motion to Adjourn at 6:39 p.m.

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

Approved: _____ Date: _____

Tyler Christensen, Design Review Board Chair

Attest: _____ Date: _____

Rosa Cays, Deputy Clerk



TOWN OF JEROME

Special Meeting of the Jerome

Board of Adjustment

Held via videoconference (Zoom)

P.O. Box 335, 600 Clark Street, Jerome, AZ (928) 634-7943

Wednesday, June 24, 2020 at 4:00 pm

MINUTES

4:01 (0:08) Item 1: Call to order/roll call

Chair Gary Shapiro called the meeting to order at 4:01 p.m.

Deputy Clerk Rosa Cays took roll call. Board members present via videoconference were Chair Shapiro, Chris Babbage, Natalie Barlow, and Suzy Mound. Also present was John Knight, zoning administrator.

4:01 (0:36) Item 2: Petitions from the public – No petitions from the public.

4:01 (0:48) Item 3: Approval of Minutes: Minutes of the Board of Adjustment meeting of January 22, 2020

Motion to Approve the Meeting Minutes of January 22, 2020

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

Continued Items from Previous Meetings: None

New Business:

4:02 (1:17) Item 4: Election of officers

Select a new chair and vice chair

Mr. Knight reminded board members that no chair or vice chair can serve two consecutive terms.

Board member Chris Babbage asked who the vice chair was. Board member Suzy Mound said Carol Yacht had been the vice chair (she had resigned from the board). Discussion ensued about how long Chair Shapiro had served as chair.

Mr. Babbage moved that Mr. Shapiro continue as chair. He then asked Ms. Mound if she would like to be vice chair. [Chair Shapiro was having audio difficulties, but ultimately the votes were finalized.]

Motion to Elect Gary Shapiro as Chair

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

Motion to Elect Suzy Mound as Vice Chair

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

4:06 (5:40) Item 5: Update/Adopt BOA bylaws

Discussion/Possible Action - BOA Reso. 2020-01

Chair Shapiro asked if the board members had any questions.

Ms. Mound said the changes to the bylaws were fine but she had a question on item no. 9 [Section III D, no. 9, pg. 7] regarding written resolutions. She asked why resolutions were necessary when motions work and are recorded. Mr. Shapiro answered her question (audio garbled).

Mr. Knight explained that resolutions, although relatively new to Jerome, provide a better, additional way to document board decisions. He made it clear it was not required.

Chair Shapiro made a comment about the minutes missing regarding the Cuban Queen.

[Mr. Babbage started having technical difficulties and had to reconnect.]

Mr. Babbage said he agreed with Chair Shapiro would like to keep no. 9. in the bylaws [Mr. Babbage continued to have technical difficulties]. The meeting was paused while Mr. Babbage reconnected.

Town Manager Candace Gallagher joined the meeting at this point.

Meeting resumed at 13:38 on the audio recording.

Mr. Babbage reiterated his statement regarding no. 9 and recordkeeping and said he had other issues with the capitalization of titles (e.g., zoning administrator, board, etc.) and also the presence of town staff at executive sessions.

Ms. Gallagher commented that executive sessions, by law, need minutes taken.

Mr. Babbage also referred to grammatical errors on pg. 7, which were actually tracked changes (extra spaces removed) in MS Word, as pointed out by Ms. Cays.

Ms. Cays went on to explain her reason for not capitalizing titles such as zoning administrator. Mr. Babbage then pointed out inconsistencies in the bylaws where town and council were capitalized.

Ms. Cays said the titles could be capitalized and that it was not a hard, fast rule to lowercase them.

Ms. Mound said she liked the capitalization, as did Ms. Barlow.

Motion to Approve Changes to the BOA Bylaws with the exception stated

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

Chair Shapiro started to introduce Item 6 at 4:25 (24:24). Mr. Knight reminded him that Items 6 and 7 had been taken off the agenda. Chair Shapiro then saw the power was waning on his laptop. Mr. Knight said he would introduce Item 8 then assist Chair Shapiro.

4:25 (24:24) Item 8: Preliminary review of rear setback variance

Applicant: Greg Worth

Address: 639 Center Avenue

Zone: R1-5

Owner of record: Gregory A. Worth Living Trust

APN: 401-08-037

Applicant is seeking input on a potential variance to construct a small addition.

Discussion/Possible direction to staff and applicant

(25:28) Mr. Knight introduced the item. He said the applicant was looking for preliminary approval/feedback and that no vote would be taken at this meeting and that the item would be continued. [26:53 Chair Shapiro lost connection. This portion of the recording was edited out as the meeting was paused until Chair Shapiro was back online.]

4:31 (26:56) Chair Shapiro returned to the meeting.

Mr. Knight continued to explain the situation with this property and referred to the illustration in the agenda packet, pointing out the changes to the lot line.

Chair Shapiro asked the applicant and homeowner Greg Worth for his input.

4:37 (30:05) Mr. Worth shared that the family has owned the house behind 639 Center Avenue for twelve years when the opportunity presented itself to buy the house in front of their property, which they are currently renovating. Mr. Worth explained that he did not realize that the lot line adjustment did not need to go before the BOA. He went on to explain the illustration showing the lot lines and the reasons for changing them. Mr. Worth said Jerome resident Lee Christensen is doing preliminary drawings of the renovation, which will take it back to 1928. Mr. Worth said the first step was to move the lot lines, and if the Board of Adjustment (BoA) agrees, then a surveyor will be brought in to take the project to the next step.

Mr. Babbage said that adjustment of the lot line was an issue to be brought up with the zoning administrator and that other modifications would need to go before P&Z and Design Review Board (DRB).

Chair Shapiro said the rear setback may have to come back to the BoA for a variance. Discussion ensued.

Mr. Worth said he wanted to go through the proper channels.

Mr. Shapiro reiterated what Mr. Babbage said. Discussion continued about the lot line adjustment.

Ms. Mound said the purpose of the BoA is to address appeals and make decisions and not to give advice. She said she was perplexed why this is was on the agenda and said it was inappropriate that it was being discussed.

(38:10) Mr. Worth said he was just trying to understand the process and get guidance on this. He said Mr. Knight had suggested going before the BoA. He explained what the goal was with the project. He asked if the board was saying Mr. Knight could approve moving the lot line.

Mr. Babbage said the county recorder takes advice from the zoning administrator on this, and from there Mr. Worth could find out if he needed a proper surveyor.

Ms. Mound reminded the board that advice could not be given.

Mr. Knight said this was a two-part process, and that the BoA would only get involved in the case of a requested variance. Discussion ensued. Mr. Knight recommended tabling the item.

Mr. Shapiro acknowledged Mr. Worth for wanting to take the right steps.

Discussion continued about what action—or not—needed to be taken.

Motion to Table Item 8

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

Informational Items (Current Event Summaries):

4:47 (46:50) Item 9: 324 Queen Street (aka Cuban Queen) status update

Mr. Knight updated the board on the status of the Cuban Queen and said the applicant did file a lawsuit. The Town Council agreed on an easement for five spaces at the old town yard, which the applicant has to purchase.

Mr. Babbage asked if the applicants still need to go before the other boards. Mr. Knight said the project has been approved and can move forward.

Board member Natalie Barlow asked if Mr. Knight could repeat the update. She summarized what he had said but was not sure she understood.

Mr. Knight confirmed that Ms. Barlow had heard the update correctly and offered to forward the legal document to all board members.

4:52 (50:11) Item 10: Future Items – potential variance applications for 139 Juarez Street and 639 Center Avenue

Mr. Knight said the application for 139 Juarez Street had been withdrawn and that the application for 639 Center Avenue would be up to the family if they decide to pursue a variance.

Ms. Mound reiterated what she had said about the role of the town's boards.

4:53 (51:47) Item 11: Adjourn

Motion to Adjourn at 4:53 p.m.

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

Approved: _____
Gary Shapiro, Chair

Date: _____

Attest: _____
Rosa Cays, Deputy Clerk

Date: _____