

TOWN OF JEROME

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

AGENDA

REGULAR MEETING OF THE JEROME TOWN COUNCIL Via ZOOM

TUESDAY, APRIL 13, 2021, 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 may attend this meeting electronically.

PUBLIC PARTICIPATION IN THE MEETING

Members of the public are welcome to participate in the meeting via Zoom conference using:

- a. Computer: https://uso2web.zoom.us/j/9286347943
- b. Telephone: 1-669-900-6833 Meeting ID: 9286347943

To submit questions and comments, "raise your hand" during the Zoom session, or 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 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 March 2021 | Discussion/Possible Action |
| ITEM #3: | STAFF AND COUNCIL REPORTS | |
| | Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works | Discussion/Possible |
| | Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and Council members. | Action |
| ITEM #4: | ZONING ADMINISTRATOR'S REPORT AND MINUTES | Discouries (Describe |
| | Minutes are provided for the information of Council and do not require action. | Discussion/Possible Direction |
| ITEM #5: | APPROVAL OF MINUTES | |
| | March 9, 2021; March 25, 2021 | |
| | Note: If necessary for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection. | 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 AND RELATED RESOLUTIONS | |
| | ITEM #7A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 468, AN ORDINANCE OF | |
| | THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING THE JEROME TOWN CODE BY THE | |
| | DELETION OF SECTION 10-3 THEREOF, "DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE" | Sponsored by Mayor Jack Dillenberg |
| | Council may conduct the second reading of, and may adopt, Ordinance No. 468. | Discussion/Possible Action |
| | ITEM #7B: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 469, AN ORDINANCE OF | |
| | THE TOWN COUNCIL OF JEROME, ARIZONA, AMENDING SECTION 8-5, "TOUR BUSINESS CODE" OF | |
| | THE JEROME TOWN CODE REGARDING BUSINESS LOCATION | Sponsored by Mayor Jack Dillenberg |
| | Council may conduct the second reading of, and may adopt, Ordinance No. 469. | Discussion/Possible Action |
| | ITEM #7C: RESOLUTION NO. 612, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, | |
| | DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "PROPOSED CHANGES TO THE JEROME ZONING ORDINANCE REGARDING SIGNAGE" Council may adopt Description 642, declaring as a public record contain shapers to the Jerome Zoning. | Sponsored by Mayor Jack Dillenberg |
| | Council may adopt Resolution 612, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 472. | Discussion/Possible Action |
| | ITEM #7D: FIRST READING: ORDINANCE NO. 472, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS OF THE JEROME ZONING ORDINANCE REGARDING TEMPORARY SIGNAGE | Sponsored by Mayor Jack Dillenberg |

| ITEM #8: | UNFINISHED BUSINESS | |
|-----------|---|--|
| | ITEM #8A: COCODONA 250 Steve Aderholt will address Council to seek final approval for the Cocadona 250, a marathon race that is planned to pass through Jerome in May. | Sponsored by Mayor Jack Dillenberg Discussion/Possible Action |
| | ITEM #8B: COVID-19 Council will again discuss plans and timeline for reopening Town Hall and the library, resuming the weekend shuttle service, and conducting in-person public meetings. | Sponsored by Mayor Jack Dillenberg Discussion/Possible Action |
| | ITEM #8C: REVIEW OF OVERDUE RENTAL AND UTILITY PAYMENTS/RATES Council will again review the status of overdue rental and utility payments and COVID adjustments, and may direct staff in this regard. | Sponsored by Mayor Jack Dillenberg Discussion/Possible Action |
| | ITEM #8D: BEES IN JEROME Council will resume discussion of bees in Jerome and may direct staff in this regard. | Sponsored by Councilmember Sage Harvey Discussion/Possible Action |
| | ITEM #8E: DISTRICT SIGNS Council will continue their discussion regarding district signs and may approve removal of the existing district signs. | Sponsored by Councilmember Sage Harvey Discussion; Possible Action |
| | ITEM #8F: RICH STREET SURVEY Council may approve an agreement with Capstone Professional Services Corporation for a survey of the Rich Street area. | Sponsored by Mayor Jack Dillenberg Discussion; Possible Action |
| | ITEM #8G: CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS Council will resume discussion of changes to the Zoning Ordinance and may direct staff in this regard. | Sponsored by Mayor Jack Dillenberg Discussion/Possible Direction |
| ITEM #9: | NEW BUSINESS | ' |
| | ITEM #9A: VERDE EXPLORATION Representatives of Verde Exploration will update Council regarding plans for the old High School buildings. | Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction |
| | ITEM #9B: PROCLAMATION: FAIR HOUSING MONTH APRIL 2021 Council may approve a proclamation declaring April 2021 as Fair Housing Month. | Sponsored by Mayor Jack Dillenberg Discussion; Possible Action |
| ITEM #10: | TO AND FROM THE COUNCIL Council may direct staff regarding items to be placed on a future agenda. | Discussion; Possible Direction |
| ITEM #11: | ADJOURNMENT | |

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

CERTIFICATION OF POSTING OF NOTICE

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

| Rosa Cays, Deputy Town Clerl |
|------------------------------|

Town of Jerome Budget to Actual Summary 21-Mar

| | | | | Current Period | | | | YTD | | | | | |
|-----------|---------|--------------|------|----------------|---------------|-------|-----------------|----------|--------------|------|--------------|-------------|--------------|
| Fund | | Department | Rev | enue_ | <u>Budget</u> | V | <u>'ariance</u> | Re | <u>venue</u> | Buc | dget_ | Var | <u>iance</u> |
| | 10 | GF Revenue | \$ 1 | .84,592.92 | \$ 117,705.9 | 4 5 | \$ 66,886.98 | \$: | 1,420,796.26 | \$ 1 | 1,247,204.18 | \$ 1 | 173,592.08 |
| | | Total | \$ 1 | 84,592.92 | \$ 117,705.9 | 4 \$ | \$ 66,886.98 | \$ | 1,420,796.26 | \$ 1 | 1,247,204.18 | \$ 1 | 173,592.08 |
| | | | Exp | ense | Budget | \ | Variance | Ex | pense | Bu | dget | Va | riance |
| | 11 | Admin | \$ | 44,404.68 | \$ 43,832.7 | 6 5 | \$ (571.92) | \$ | 359,245.22 | \$ | 376,596.22 | \$ | 17,351.00 |
| | 12 | Court | \$ | 7,255.90 | \$ 8,188.0 | | 932.16 | \$ | 60,781.12 | \$ | 66,199.82 | \$ | 5,418.70 |
| | 13 | Police | \$ | 35,766.20 | \$ 41,319.4 | .9 \$ | \$ 5,553.29 | \$ | 370,455.27 | \$ | 415,600.53 | \$ | 45,145.26 |
| | 14 | Fire | \$ | 23,223.64 | \$ 28,216.4 | 8 9 | \$ 4,992.84 | \$ | 242,874.85 | \$ | 298,207.00 | \$ | 55,332.15 |
| | 15 | Library | \$ | 5,417.53 | \$ 7,922.1 | 0 \$ | \$ 2,504.57 | \$ | 55,238.88 | \$ | 72,160.71 | \$ | 16,921.83 |
| | 16 | P&Z | \$ | 7,141.11 | \$ 8,720.3 | 8 9 | \$ 1,579.27 | \$ | 68,683.85 | \$ | 79,008.36 | \$ | 10,324.51 |
| | 17 | Parks | \$ | 1,677.91 | \$ 1,477.1 | 0 \$ | \$ (200.81) | \$ | 9,512.47 | \$ | 13,478.70 | \$ | 3,966.23 |
| | 18 | Properties | \$ | 10,229.94 | \$ 16,336.4 | 8 \$ | \$ 6,106.54 | \$ | 97,885.37 | \$ | 154,713.56 | \$ | 56,828.19 |
| | | Total | \$ 1 | 35,116.91 | \$ 156,012.8 | 5 \$ | \$ 20,895.94 | \$: | 1,264,677.03 | \$ 1 | 1,475,964.90 | \$ 2 | 211,287.87 |
| General | Net Inc | come (Loss) | \$ | 49,476.01 | \$ (38,306.9 | 1) { | \$ 87,782.92 | \$ | 156,119.23 | \$ | (228,760.72) | \$ 3 | 384,879.95 |
| | | | Rev | enue/ | Budget | ١ | Variance | Re | evenue | Bu | dget | Va | riance |
| | 50 | Water | \$ | 16,850.72 | \$ 17,320.8 | 2 5 | \$ (470.10) | \$ | 154,107.04 | \$ | 161,037.54 | \$ | (6,930.50) |
| | 51 | Sewer | \$ | 16,825.33 | \$ 17,541.6 | 6 9 | \$ (716.33) | \$ | 155,132.40 | \$ | 163,375.02 | \$ | (8,242.62) |
| | 52 | Trash | \$ | 14,704.65 | \$ 15,748.3 | 3 5 | \$ (1,043.68) | \$ | 126,091.19 | \$ | 141,755.01 | \$ | (15,663.82) |
| | | Total | \$ | 48,380.70 | \$ 50,610.8 | 1 5 | \$ (2,230.11) | \$ | 435,330.63 | \$ | 466,167.57 | \$ | (30,836.94) |
| | | | Fxr | ense | Budget | ١ | Variance | Fx | pense | Ru | dget | Va | riance |
| | 50 | Water | | 21,516.73 | \$ 24,409.1 | | \$ 2,892.45 | \$ | 132,070.55 | \$ | 201,762.96 | | 69,692.41 |
| | 51 | Sewer | | 31,782.29 | \$ 21,671.6 | | \$ (10,110.61) | | 163,262.20 | \$ | 195,395.46 | | 32,133.26 |
| | 52 | Trash | | 15,744.02 | \$ 19,377.2 | | \$ 3,633.27 | \$ | 121,336.41 | \$ | 153,134.63 | | 31,798.22 |
| | 32 | Total | _ | 69,043.04 | \$ 65,458.1 | | \$ (3,584.89) | <u> </u> | 416,669.16 | \$ | 550,293.05 | | 133,623.89 |
| | | Total | Y | 03,043.04 | 7 05,450.1 | , | (3,304.03) | Y | +10,005.10 | Y | 330,233.03 | γ. | 133,023.03 |
| Utilities | Net Inc | come (Loss) | \$ (| 20,662.34) | \$ (14,847.3 | 4) \$ | \$ (5,815.00) | \$ | 18,661.47 | \$ | (84,125.48) | \$ 1 | 102,786.95 |
| | | | Rev | venue | Budget | | Variance | Re | evenue | Bu | dget | Va | riance |
| | 30 | HURF | \$ | 3,284.03 | \$ 3,443.6 | 6 | \$ (159.63) | \$ | 32,264.82 | \$ | 30,993.02 | \$ | 1,271.80 |
| | | | Exp | ense | Budget | _ \ | Variance | Ex | pense | Bu | dget | Va | riance |
| | | | \$ | 8,250.16 | \$ 13,672.3 | 6 | \$ 5,422.20 | \$ | 64,552.37 | \$ | 110,181.92 | \$ | 45,629.55 |
| Road | Net Inc | come (Loss) | \$ | (4,966.13) | \$ (10,228.7 | 0) \$ | \$ 5,262.57 | \$ | (32,287.55) | \$ | (79,188.90) | \$ | 46,901.35 |
| | | | Rev | enue/ | Budget | ١ | Variance | Re | evenue | Bu | dget | Va | riance |
| | 35 | Parking | \$ | 26,906.60 | \$ 6,000.0 | 0 5 | \$ 20,906.60 | \$ | 161,474.58 | \$ | 132,000.00 | \$ | 29,474.58 |
| | | · · | | ense | Budget | | Variance | | pense | | dget | Va | riance |
| | | | \$ | 9,988.75 | \$ 9,220.6 | 4 5 | \$ (768.11) | \$ | 86,283.24 | \$ | 83,212.08 | \$ | (3,071.16) |
| Parking | Net Inc | come (Loss) | \$ | 16,917.85 | \$ (3,220.6 | 4) \$ | \$ 20,138.49 | \$ | 75,191.34 | \$ | 48,787.92 | \$ | 26,403.42 |
| | Total F | Revenue | \$ 2 | 63,164.25 | | | | \$: | 2,049,866.29 | | | | |
| | Less To | otal Expense | | 22,398.86 | | | | | 1,832,181.80 | | | | |
| | | come (Loss) | | 40,765.39 | | | | | 217,684.49 | | | | |
| | | - * | | - | | | | | | | | | |

Income Statement

(Original Budget to Actual Comparison)
For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | 9 | |
|---------------------------------|--------------|----------------|-------------|---------|----------------|----------------|--------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| <u>Revenues</u> | | | | | | | | |
| Property Taxes | \$353.37 | \$0.00 | \$353.37 | 0.0% | \$37,213.02 | \$33,700.00 | \$3,513.02 | 10.4% |
| City Sales Taxes | 129,552.17 | 60,000.00 | 69,552.17 | 115.9 | 775,700.17 | 588,900.00 | 186,800.17 | 31.7 |
| State Sales Taxes | 4,283.16 | 3,437.16 | 846.00 | 24.6 | 38,510.46 | 30,934.52 | 7,575.94 | 24.5 |
| Urban Revenue Share | 17,864.25 | 17,864.25 | 0.00 | 0.0 | 160,778.25 | 160,778.25 | 0.00 | 0.0 |
| Yavapai County for Library | 0.00 | 0.00 | 0.00 | 0.0 | 10,968.80 | 9,500.00 | 1,468.80 | 15.5 |
| Vehicle License Tax | 2,998.06 | 2,830.91 | 167.15 | 5.9 | 28,357.07 | 25,478.27 | 2,878.80 | 11.3 |
| Fines and Forfeitures | 3,311.21 | 5,000.00 | (1,688.79) | (33.8) | 42,565.21 | 45,000.00 | (2,434.79) | (5.4) |
| Court Security Fund Revenue | 560.00 | 1,000.00 | (440.00) | (44.0) | 6,010.00 | 9,000.00 | (2,990.00) | (33.2) |
| Building Permits | 0.00 | 416.66 | (416.66) | (100.0) | 3,392.46 | 3,750.02 | (357.56) | (9.5) |
| Planning & Zoning Fees | 150.00 | 250.00 | (100.00) | (40.0) | 1,800.00 | 2,250.00 | (450.00) | (20.0) |
| Business Licenses | 180.00 | 500.00 | (320.00) | (64.0) | 3,130.00 | 4,500.00 | (1,370.00) | (30.4) |
| Commercial Filming Fees | 0.00 | 0.00 | 0.00 | 0.0 | 350.00 | 0.00 | 350.00 | 0.0 |
| Fire Dept Services Rev | 284.16 | 833.33 | (549.17) | (65.9) | 1,492.16 | 7,500.01 | (6,007.85) | (80.1) |
| Franchise Fees | 0.00 | 0.00 | 0.00 | 0.0 | 10,629.58 | 12,750.00 | (2,120.42) | (16.6) |
| Police Officer Safety Equip Rev | 88.27 | 166.66 | (78.39) | (47.0) | 1,280.08 | 1,500.02 | (219.94) | (14.7) |
| Police Services | 4,298.15 | 1,666.66 | 2,631.49 | 157.9 | 22,646.33 | 15,000.02 | 7,646.31 | 51.0 |
| Rents | 6,623.51 | 6,543.50 | 80.01 | 1.2 | 59,151.59 | 58,891.50 | 260.09 | 0.4 |
| Utility Reimbursements | 562.48 | 416.66 | 145.82 | 35.0 | 2,990.13 | 3,750.02 | (759.89) | (20.3) |
| Wildland Fire Fees | 0.00 | 0.00 | 0.00 | 0.0 | 50,000.00 | 50,000.00 | 0.00 | 0.0 |
| Wildlands Wage Reimbursement | 0.00 | 0.00 | 0.00 | 0.0 | 33,000.00 | 33,000.00 | 0.00 | 0.0 |
| Firewise Wage Reimbursement | 0.00 | 2,083.33 | (2,083.33) | (100.0) | 2,233.04 | 18,750.01 | (16,516.97) | (88.1) |
| Contributions | 0.00 | 0.00 | 0.00 | 0.0 | 1,350.50 | 0.00 | 1,350.50 | 0.0 |
| Library Contributions | 0.00 | 125.00 | (125.00) | (100.0) | 755.00 | 1,125.00 | (370.00) | (32.9) |
| Interest | 98.43 | 150.00 | (51.57) | (34.4) | 1,003.03 | 1,350.00 | (346.97) | (25.7) |
| Sale of Assets | 0.00 | 750.00 | (750.00) | (100.0) | 3,650.00 | 6,750.00 | (3,100.00) | (45.9) |
| Miscellaneous Revenues | 130.51 | 416.66 | (286.15) | (68.7) | 2,542.67 | 3,750.02 | (1,207.35) | (32.2) |
| Administrative Charges | 13,255.19 | 13,255.16 | 0.03 | 0.0 | 119,296.71 | 119,296.52 | 0.19 | 0.0 |
| Net Revenues | \$184,592.92 | \$117,705.94 | \$66,886.98 | 56.8 % | \$1,420,796.26 | \$1,247,204.18 | \$173,592.08 | 13.9 % |
| Net Income (Loss) | \$184,592.92 | \$117,705.94 | \$66,886.98 | 56.8% | \$1,420,796.26 | \$1,247,204.18 | \$173,592.08 | 13.9% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | ı | | | Year To Date | 9 | |
|-------------------------------------|-------------|----------------|--------------|---------|--------------|--------------|--------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Program Expenses | | | | | | | | |
| Accounting and Auditing | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$14,000.00 | \$18,000.00 | \$4,000.00 | 22.2% |
| Advertising, Printing, & Publishing | 0.00 | 375.00 | 375.00 | 100.0 | 2,915.99 | 3,375.00 | 459.01 | 13.6 |
| Contract Services | 234.38 | 1,283.33 | 1,048.95 | 81.7 | 8,664.17 | 11,550.01 | 2,885.84 | 25.0 |
| Training & Education | 40.00 | 208.33 | 168.33 | 80.8 | 2,285.19 | 1,875.01 | (410.18) | (21.9) |
| Dues, Subs & Memberships | 118.00 | 236.36 | 118.36 | 50.1 | 5,817.72 | 5,890.92 | 73.20 | 1.2 |
| TPT Collection Fee Exp | 0.00 | 0.00 | 0.00 | 0.0 | 1,171.59 | 1,196.00 | 24.41 | 2.0 |
| Election expenses | 0.00 | 445.45 | 445.45 | 100.0 | 1,812.37 | 4,663.65 | 2,851.28 | 61.1 |
| Fuel | 41.95 | 0.00 | (41.95) | 0.0 | 80.95 | 0.00 | (80.95) | 0.0 |
| Insurance | 8,264.42 | 9,000.00 | 735.58 | 8.2 | 12,302.62 | 19,000.00 | 6,697.38 | 35.2 |
| Insurance Deductible Exp | 0.00 | 0.00 | 0.00 | 0.0 | 1,000.00 | 0.00 | (1,000.00) | 0.0 |
| COVID Expenses | 9,384.24 | 0.00 | (9,384.24) | 0.0 | 38,747.86 | 0.00 | (38,747.86) | 0.0 |
| Legal Exp - Gen Gov | 897.00 | 1,000.00 | 103.00 | 10.3 | 10,171.50 | 9,000.00 | (1,171.50) | (13.0) |
| Miscellaneous | 4.24 | 499.75 | 495.51 | 99.2 | 3,019.40 | 4,497.75 | 1,478.35 | 32.9 |
| Bank Fees - Gen Admin | 137.14 | 141.66 | 4.52 | 3.2 | 1,215.08 | 1,275.02 | 59.94 | 4.7 |
| Bank Fees / Merch Svcs | 657.82 | 566.66 | (91.16) | (16.1) | 6,027.15 | 5,100.02 | (927.13) | (18.2) |
| Office Supplies | 329.38 | 500.00 | 170.62 | 34.1 | 4,255.63 | 4,500.00 | 244.37 | 5.4 |
| Copier & Equip Lease Expense | 634.92 | 625.00 | (9.92) | (1.6) | 5,129.00 | 5,625.00 | 496.00 | 8.8 |
| Software Support Exp - GG | 750.58 | 0.00 | (750.58) | 0.0 | 7,604.83 | 8,800.00 | 1,195.17 | 13.6 |
| Computer Hardware & Service | 575.00 | 833.33 | 258.33 | 31.0 | 6,660.87 | 7,500.01 | 839.14 | 11.2 |
| Operating Supplies - Gen Gov | 0.00 | 83.33 | 83.33 | 100.0 | 408.42 | 750.01 | 341.59 | 45.5 |
| Postage | 164.00 | 416.66 | 252.66 | 60.6 | 2,244.02 | 3,750.02 | 1,506.00 | 40.2 |
| Rep and Maint - Vehicles | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 |
| Shuttle Expenses | 0.00 | 136.36 | 136.36 | 100.0 | 56.41 | 1,090.92 | 1,034.51 | 94.8 |
| Small Tools and Equipment | 0.00 | 62.50 | 62.50 | 100.0 | 527.16 | 562.50 | 35.34 | 6.3 |
| Telephone | 220.34 | 291.66 | 71.32 | 24.5 | 1,916.98 | 2,625.02 | 708.04 | 27.0 |
| Travel | 0.00 | 250.00 | 250.00 | 100.0 | 172.50 | 2,250.00 | 2,077.50 | 92.3 |
| Tourism 1% Bed Tax | 0.00 | 0.00 | 0.00 | 0.0 | 10,000.00 | 10,000.00 | 0.00 | 0.0 |
| Community Health | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 |
| Preservation of Historic Buildings | 0.00 | 833.33 | 833.33 | 100.0 | 0.00 | 7,500.01 | 7,500.01 | 100.0 |
| Total Program Expenses | \$22,453.41 | \$17,872.03 | \$(4,581.38) | (25.6)% | \$148,207.41 | \$141,126.91 | \$(7,080.50) | (5.0)% |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$15,975.38 | \$19,115.33 | \$3,139.95 | 16.4% | \$152,677.73 | \$172,038.01 | \$19,360.28 | 11.3% |
| Longevity Bonus | 0.00 | 0.00 | 0.00 | 0.0 | 949.00 | 1,114.00 | 165.00 | 14.8 |
| Payment in Lieu of Medical Benefits | 489.46 | 530.25 | 40.79 | 7.7 | 4,649.87 | 4,772.25 | 122.38 | 2.6 |
| FICA Match | 1,224.40 | 1,511.58 | 287.18 | 19.0 | 11,809.43 | 13,604.26 | 1,794.83 | 13.2 |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | Year To Date | | | | |
|---|---------------|----------------|------------|--------|----------------|----------------|-------------|--------|--|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % | |
| Retirement Match | 1,240.09 | 1,398.66 | 158.57 | 11.3 | 11,728.46 | 12,588.02 | 859.56 | 6.8 | |
| Health/Life Insurance | 2,979.42 | 3,360.00 | 380.58 | 11.3 | 28,304.49 | 30,240.00 | 1,935.51 | 6.4 | |
| Workers Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 528.00 | 708.50 | 180.50 | 25.5 | |
| Unemployment Insurance | 42.52 | 44.91 | 2.39 | 5.3 | 390.83 | 404.27 | 13.44 | 3.3 | |
| Total General & Administrative Expenses | \$21,951.27 | \$25,960.73 | \$4,009.46 | 15.4 % | \$211,037.81 | \$235,469.31 | \$24,431.50 | 10.4 % | |
| Total Expenses | \$44,404.68 | \$43,832.76 | \$(571.92) | (1.3)% | \$359,245.22 | \$376,596.22 | \$17,351.00 | 4.6% | |
| Net Income (Loss) | \$(44,404.68) | \$(43,832.76) | \$(571.92) | (1.3)% | (\$359,245.22) | \$(376,596.22) | \$17,351.00 | 4.6% | |

Income Statement

(Original Budget to Actual Comparison)
For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | | |
|---|--------------|-----------------------|----------|--------|---------------|---------------|------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Program Expenses | | | | | | | | |
| Court Security Fund Expenses | \$0.00 | \$25.00 | \$25.00 | 100.0% | \$228.79 | \$225.00 | \$(3.79) | (1.7)% |
| Contract Services | 550.00 | 583.33 | 33.33 | 5.7 | 3,404.00 | 5,250.01 | 1,846.01 | 35.2 |
| Training & Education | 0.00 | 43.75 | 43.75 | 100.0 | 0.00 | 393.75 | 393.75 | 100.0 |
| Dues and Subscriptions | 0.00 | 23.91 | 23.91 | 100.0 | 308.21 | 215.27 | (92.94) | (43.2) |
| Miscellaneous | 0.00 | 25.00 | 25.00 | 100.0 | 58.70 | 225.00 | 166.30 | 73.9 |
| Office Supplies | 0.00 | 16.66 | 16.66 | 100.0 | 0.00 | 150.02 | 150.02 | 100.0 |
| Copier & Equip Lease Exp | 1,153.11 | 1,125.00 | (28.11) | (2.5) | 2,306.25 | 2,250.00 | (56.25) | (2.5) |
| Telephone | 74.60 | 75.00 | 0.40 | 0.5 | 657.79 | 675.00 | 17.21 | 2.5 |
| Travel | 0.00 | 100.00 | 100.00 | 100.0 | 0.00 | 900.00 | 900.00 | 100.0 |
| Total Program Expenses | \$1,777.71 | \$2,017.65 | \$239.94 | 11.9 % | \$6,963.74 | \$10,284.05 | \$3,320.31 | 32.3 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$4,885.34 | \$5,509.00 | \$623.66 | 11.3% | \$47,642.44 | \$49,581.00 | \$1,938.56 | 3.9% |
| Longevity Bonus | 0.00 | 0.00 | 0.00 | 0.0 | 509.00 | 509.00 | 0.00 | 0.0 |
| FICA and Medicare | 373.72 | 424.66 | 50.94 | 12.0 | 3,691.19 | 3,822.02 | 130.83 | 3.4 |
| Retirement | 176.00 | 192.25 | 16.25 | 8.5 | 1,691.04 | 1,730.25 | 39.21 | 2.3 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 101.00 | 128.00 | 27.00 | 21.1 |
| Unemployment | 43.13 | 44.50 | 1.37 | 3.1 | 182.71 | 145.50 | (37.21) | (25.6) |
| Total General & Administrative Expenses | \$5,478.19 | \$6,170.41 | \$692.22 | 11.2 % | \$53,817.38 | \$55,915.77 | \$2,098.39 | 3.8 % |
| Total Expenses | \$7,255.90 | \$8,188.06 | \$932.16 | 11.4% | \$60,781.12 | \$66,199.82 | \$5,418.70 | 8.2% |
| Net Income (Loss) | \$(7,255.90) | \$(8,188.06) | \$932.16 | 11.4% | (\$60,781.12) | \$(66,199.82) | \$5,418.70 | 8.2% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | Year To Date | | | |
|---|---------------|-----------------------|------------|----------|----------------|----------------|-------------|--------|
| | Actual | Budget | Variance | <u>%</u> | Actual | Budget | Variance | % |
| Program Expenses | | | | | | | | _ |
| Contract Services | \$0.00 | \$41.66 | \$41.66 | 100.0% | \$81.02 | \$375.02 | \$294.00 | 78.4% |
| Training & Education | 0.00 | 500.00 | 500.00 | 100.0 | 3,862.51 | 4,500.00 | 637.49 | 14.2 |
| Dispatch Fees | 533.67 | 537.50 | 3.83 | 0.7 | 4,803.03 | 4,837.50 | 34.47 | 0.7 |
| Dues and Subscriptions | 180.00 | 125.00 | (55.00) | (44.0) | 619.61 | 1,125.00 | 505.39 | 44.9 |
| Fuel | 165.21 | 416.66 | 251.45 | 60.3 | 2,273.07 | 3,750.02 | 1,476.95 | 39.4 |
| Legal Exp - Fire | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 |
| Medical Expenses | 0.00 | 83.33 | 83.33 | 100.0 | 30.00 | 750.01 | 720.01 | 96.0 |
| Medical Supplies Exp | 205.52 | 0.00 | (205.52) | 0.0 | 4,835.47 | 3,000.00 | (1,835.47) | (61.2) |
| Miscellaneous | 0.00 | 125.00 | 125.00 | 100.0 | 118.30 | 1,125.00 | 1,006.70 | 89.5 |
| Software Service & Support | 75.00 | 75.00 | 0.00 | 0.0 | 675.00 | 675.00 | 0.00 | 0.0 |
| Operating Supplies - Fire Dept | 28.54 | 0.00 | (28.54) | 0.0 | 1,824.43 | 1,500.00 | (324.43) | (21.6) |
| Rep and Maint - Vehicles | 3,122.51 | 3,369.72 | 247.21 | 7.3 | 17,894.61 | 16,000.00 | (1,894.61) | (11.8) |
| Rep and Maint - Equipment | 2,512.71 | 1,249.98 | (1,262.73) | (101.0) | 3,703.02 | 4,583.34 | 880.32 | 19.2 |
| Small Tools and Equipment | 385.19 | 833.33 | 448.14 | 53.8 | 5,970.78 | 7,500.01 | 1,529.23 | 20.4 |
| Telephone | 235.43 | 333.33 | 97.90 | 29.4 | 2,036.99 | 3,000.01 | 963.02 | 32.1 |
| Training Center Assessment | 0.00 | 0.00 | 0.00 | 0.0 | 2,692.00 | 2,700.00 | 8.00 | 0.3 |
| Total Program Expenses | \$7,443.78 | \$7,732.17 | \$288.39 | 3.7 % | \$51,419.84 | \$55,795.93 | \$4,376.09 | 7.8 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$9,560.16 | \$11,100.75 | \$1,540.59 | 13.9% | \$82,431.87 | \$99,906.75 | \$17,474.88 | 17.5% |
| Wildland Personnel | 0.00 | 0.00 | 0.00 | 0.0 | 48,964.37 | 38,000.00 | (10,964.37) | (28.9) |
| Volunteer-Employee Per Call Personnel | 1,255.50 | 1,583.33 | 327.83 | 20.7 | 12,704.00 | 14,250.01 | 1,546.01 | 10.8 |
| Firewise Personnel | 345.00 | 2,750.00 | 2,405.00 | 87.5 | 5,213.00 | 24,750.00 | 19,537.00 | 78.9 |
| Longevity Bonus | 218.00 | 218.00 | 0.00 | 0.0 | 218.00 | 398.00 | 180.00 | 45.2 |
| FICA and Medicare | 750.93 | 1,245.55 | 494.62 | 39.7 | 7,862.98 | 11,755.35 | 3,892.37 | 33.1 |
| Retirement | 782.26 | 819.41 | 37.15 | 4.5 | 18,029.43 | 19,374.77 | 1,345.34 | 6.9 |
| Health Insurance | 2,836.62 | 2,705.00 | (131.62) | (4.9) | 19,480.04 | 24,345.00 | 4,864.96 | 20.0 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 6,978.00 | 8,996.00 | 2,018.00 | 22.4 |
| Unemployment | 31.39 | 62.27 | 30.88 | 49.6 | 537.69 | 635.19 | 97.50 | 15.3 |
| Payroll Adjustment-Fire | 0.00 | 0.00 | 0.00 | 0.0 | (10,964.37) | 0.00 | 10,964.37 | 0.0 |
| Total General & Administrative Expenses | \$15,779.86 | \$20,484.31 | \$4,704.45 | 23.0 % | \$191,455.01 | \$242,411.07 | \$50,956.06 | 21.0 % |
| Total Expenses | \$23,223.64 | \$28,216.48 | \$4,992.84 | 17.7% | \$242,874.85 | \$298,207.00 | \$55,332.15 | 18.6% |
| Net Income (Loss) | \$(23,223.64) | \$(28,216.48) | \$4,992.84 | 17.7% | (\$242,874.85) | \$(298,207.00) | \$55,332.15 | 18.6% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | 9 | |
|---|---------------|----------------|------------|---------|----------------|----------------|-------------|---------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Program Expenses | | | | | | | | |
| Contract Services | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$700.00 | \$0.00 | \$(700.00) | 0.0% |
| Training & Education | 0.00 | 83.33 | 83.33 | 100.0 | 329.00 | 750.01 | 421.01 | 56.1 |
| Dispatch Fees | 0.00 | 0.00 | 0.00 | 0.0 | 17,500.00 | 17,550.00 | 50.00 | 0.3 |
| Dues and Subscriptions | 0.00 | 100.00 | 100.00 | 100.0 | 676.89 | 900.00 | 223.11 | 24.8 |
| Fuel | 693.02 | 625.00 | (68.02) | (10.9) | 4,565.92 | 5,625.00 | 1,059.08 | 18.8 |
| Prosecutor Exp | 1,611.50 | 2,000.00 | 388.50 | 19.4 | 13,367.20 | 18,000.00 | 4,632.80 | 25.7 |
| Miscellaneous | 0.00 | 50.00 | 50.00 | 100.0 | 0.00 | 450.00 | 450.00 | 100.0 |
| Software Service & Support | 150.00 | 366.66 | 216.66 | 59.1 | 3,307.02 | 4,400.02 | 1,093.00 | 24.8 |
| Computer Hardware & Service | 0.00 | 208.33 | 208.33 | 100.0 | 0.00 | 1,875.01 | 1,875.01 | 100.0 |
| Operating Supplies - Police | 0.00 | 208.33 | 208.33 | 100.0 | 1,671.22 | 1,875.01 | 203.79 | 10.9 |
| Postage | 20.40 | 16.66 | (3.74) | (22.4) | 130.16 | 150.02 | 19.86 | 13.2 |
| Rep and Maint - Vehicles | 46.07 | 468.88 | 422.81 | 90.2 | 5,198.90 | 6,093.36 | 894.46 | 14.7 |
| Rep and Maint - Equipment | 332.62 | 125.00 | (207.62) | (166.1) | 626.56 | 1,125.00 | 498.44 | 44.3 |
| Police Officer Safety Equip Exp | 0.00 | 166.66 | 166.66 | 100.0 | 0.00 | 1,500.02 | 1,500.02 | 100.0 |
| Small Tools and Equipment | 0.00 | 583.33 | 583.33 | 100.0 | 3,170.25 | 5,250.01 | 2,079.76 | 39.6 |
| Telephone | 561.07 | 333.33 | (227.74) | (68.3) | 3,758.35 | 3,000.01 | (758.34) | (25.3) |
| Uniforms | 713.34 | 125.00 | (588.34) | (470.7) | 2,435.10 | 1,125.00 | (1,310.10) | (116.5) |
| Vehicles, Cap Outlay, Police | 0.00 | 0.00 | 0.00 | 0.0 | 5,415.58 | 10,750.00 | 5,334.42 | 49.6 |
| Total Program Expenses | \$4,128.02 | \$5,460.51 | \$1,332.49 | 24.4 % | \$62,852.15 | \$80,418.47 | \$17,566.32 | 21.8 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$22,839.81 | \$25,265.91 | \$2,426.10 | 9.6% | \$212,105.77 | \$227,393.27 | \$15,287.50 | 6.7% |
| Longevity Bonus | 0.00 | 0.00 | 0.00 | 0.0 | 1,219.00 | 1,269.00 | 50.00 | 3.9 |
| FICA and Medicare | 1,650.85 | 1,942.58 | 291.73 | 15.0 | 15,445.12 | 17,483.26 | 2,038.14 | 11.7 |
| Retirement | 2,117.20 | 2,899.08 | 781.88 | 27.0 | 23,861.28 | 26,091.76 | 2,230.48 | 8.5 |
| Health Insurance | 4,992.36 | 5,679.50 | 687.14 | 12.1 | 43,717.84 | 51,115.50 | 7,397.66 | 14.5 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 11,519.00 | 11,182.00 | (337.00) | (3.0) |
| Unemployment | 37.96 | 71.91 | 33.95 | 47.2 | 579.31 | 647.27 | 67.96 | 10.5 |
| Payroll Adjustment-Police | 0.00 | 0.00 | 0.00 | 0.0 | (844.20) | 0.00 | 844.20 | 0.0 |
| Total General & Administrative Expenses | \$31,638.18 | \$35,858.98 | \$4,220.80 | 11.8 % | \$307,603.12 | \$335,182.06 | \$27,578.94 | 8.2 % |
| Total Expenses | \$35,766.20 | \$41,319.49 | \$5,553.29 | 13.4% | \$370,455.27 | \$415,600.53 | \$45,145.26 | 10.9% |
| Net Income (Loss) | \$(35,766.20) | \$(41,319.49) | \$5,553.29 | 13.4% | (\$370,455.27) | \$(415,600.53) | \$45,145.26 | 10.9% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | Year To Date | | |
|---|--------------|-----------------------|------------|--------|---------------|---------------|--------------|--------|--|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % | |
| Program Expenses | • | | | | | | | | |
| Contract Services | \$0.00 | \$104.16 | \$104.16 | 100.0% | \$0.00 | \$937.52 | \$937.52 | 100.0% | |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.0 | 174.52 | 187.51 | 12.99 | 6.9 | |
| Office Supplies | 0.00 | 20.83 | 20.83 | 100.0 | 0.00 | 187.51 | 187.51 | 100.0 | |
| Operating Supplies - Library | 31.83 | 250.00 | 218.17 | 87.3 | 1,339.23 | 2,250.00 | 910.77 | 40.5 | |
| Print and Non-Print Materials | 294.70 | 324.16 | 29.46 | 9.1 | 1,536.26 | 2,917.52 | 1,381.26 | 47.3 | |
| Rep and Maint - Equipment | 0.00 | 8.33 | 8.33 | 100.0 | 0.00 | 75.01 | 75.01 | 100.0 | |
| Small Tools and Equipment | 0.00 | 125.00 | 125.00 | 100.0 | 537.10 | 1,125.00 | 587.90 | 52.3 | |
| Telephone | 79.14 | 75.00 | (4.14) | (5.5) | 725.13 | 675.00 | (50.13) | (7.4) | |
| E-Rate Exp | 45.80 | 66.75 | 20.95 | 31.4 | 617.92 | 599.75 | (18.17) | (3.0) | |
| Total Program Expenses | \$451.47 | \$974.23 | \$522.76 | 53.7 % | \$4,930.16 | \$8,954.82 | \$4,024.66 | 44.9 % | |
| General & Administrative Expenses | | | | | | | | | |
| Salaries and Wages | \$3,695.04 | \$5,329.25 | \$1,634.21 | 30.7% | \$36,543.28 | \$47,963.25 | \$11,419.97 | 23.8% | |
| Longevity Bonus | 0.00 | 0.00 | 0.00 | 0.0 | 413.00 | 598.00 | 185.00 | 30.9 | |
| FICA and Medicare | 279.06 | 412.16 | 133.10 | 32.3 | 2,785.21 | 3,709.52 | 924.31 | 24.9 | |
| Retirement | 267.40 | 289.66 | 22.26 | 7.7 | 2,569.84 | 2,607.02 | 37.18 | 1.4 | |
| Health Insurance | 719.25 | 888.00 | 168.75 | 19.0 | 7,724.80 | 7,992.00 | 267.20 | 3.3 | |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 117.00 | 134.50 | 17.50 | 13.0 | |
| Unemployment | 5.31 | 28.80 | 23.49 | 81.6 | 155.59 | 201.60 | 46.01 | 22.8 | |
| Total General & Administrative Expenses | \$4,966.06 | \$6,947.87 | \$1,981.81 | 28.5 % | \$50,308.72 | \$63,205.89 | \$12,897.17 | 20.4 % | |
| Total Expenses | \$5,417.53 | \$7,922.10 | \$2,504.57 | 31.6% | \$55,238.88 | \$72,160.71 | \$16,921.83 | 23.5% | |
| Net Income (Loss) | \$(5,417.53) | \$(7,922.10) | \$2,504.57 | 31.6% | (\$55,238.88) | \$(72,160.71) | \$16,921.83 | 23.5% | |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | Year To Date | | | | |
|---|--------------|----------------|------------|--------|---------------|---------------|-------------|--------|--|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % | |
| Program Expenses | | | | | | | | | |
| Advertising, Printing, & Publishing | \$0.00 | \$41.66 | \$41.66 | 100.0% | \$55.25 | \$375.02 | \$319.77 | 85.3% | |
| Conventions and Seminars | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 | |
| Training & Education | 0.00 | 83.33 | 83.33 | 100.0 | 0.00 | 750.01 | 750.01 | 100.0 | |
| Legal Exp - P&Z | 838.50 | 1,250.00 | 411.50 | 32.9 | 9,755.00 | 11,250.00 | 1,495.00 | 13.3 | |
| Map Upgrades and Materials | 0.00 | 83.33 | 83.33 | 100.0 | 0.00 | 750.01 | 750.01 | 100.0 | |
| Miscellaneous | 0.00 | 25.00 | 25.00 | 100.0 | 0.00 | 225.00 | 225.00 | 100.0 | |
| Software Maintenance & Support | 0.00 | 58.33 | 58.33 | 100.0 | 0.00 | 525.01 | 525.01 | 100.0 | |
| Operating Supplies - P&Z | 0.00 | 25.00 | 25.00 | 100.0 | 0.00 | 225.00 | 225.00 | 100.0 | |
| Small Tools and Equipment | 0.00 | 25.00 | 25.00 | 100.0 | 0.00 | 225.00 | 225.00 | 100.0 | |
| Telephone | 64.86 | 50.00 | (14.86) | (29.7) | 521.31 | 450.00 | (71.31) | (15.8) | |
| Travel | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 | |
| Total Program Expenses | \$903.36 | \$1,724.97 | \$821.61 | 47.6 % | \$10,331.56 | \$15,525.09 | \$5,193.53 | 33.5 % | |
| General & Administrative Expenses | | | | | | | | | |
| Salaries and Wages | \$4,714.64 | \$5,586.00 | \$871.36 | 15.6% | \$44,949.56 | \$50,274.00 | \$5,324.44 | 10.6% | |
| Longevity Bonus | 0.00 | 0.00 | 0.00 | 0.0 | 218.00 | 218.00 | 0.00 | 0.0 | |
| Health Benefit Stipend | 0.00 | 560.50 | 560.50 | 100.0 | 3,362.97 | 5,044.50 | 1,681.53 | 33.3 | |
| FICA and Medicare | 360.13 | 472.33 | 112.20 | 23.8 | 3,722.48 | 4,251.01 | 528.53 | 12.4 | |
| Retirement | 331.36 | 362.33 | 30.97 | 8.5 | 3,165.39 | 3,261.01 | 95.62 | 2.9 | |
| Health Insurance | 824.92 | 0.00 | (824.92) | 0.0 | 2,508.69 | 0.00 | (2,508.69) | 0.0 | |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 265.00 | 306.50 | 41.50 | 13.5 | |
| Unemployment | 6.70 | 14.25 | 7.55 | 53.0 | 160.20 | 128.25 | (31.95) | (24.9) | |
| Total General & Administrative Expenses | \$6,237.75 | \$6,995.41 | \$757.66 | 10.8 % | \$58,352.29 | \$63,483.27 | \$5,130.98 | 8.1 % | |
| Total Expenses | \$7,141.11 | \$8,720.38 | \$1,579.27 | 18.1% | \$68,683.85 | \$79,008.36 | \$10,324.51 | 13.1% | |
| Net Income (Loss) | \$(7,141.11) | \$(8,720.38) | \$1,579.27 | 18.1% | (\$68,683.85) | \$(79,008.36) | \$10,324.51 | 13.1% | |

Income Statement

(Original Budget to Actual Comparison)
For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | | |
|---|--------------|----------------|------------|---------|--------------|---------------|------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Program Expenses | | | | | | | | |
| Fuel | \$3.51 | \$4.16 | \$0.65 | 15.6% | \$32.76 | \$37.52 | \$4.76 | 12.7% |
| Legal Exp - Parks | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 |
| Miscellaneous | 30.67 | 20.83 | (9.84) | (47.2) | 35.43 | 187.51 | 152.08 | 81.1 |
| Software Service & Support | 12.50 | 16.66 | 4.16 | 25.0 | 112.50 | 150.02 | 37.52 | 25.0 |
| Operating Supplies - Parks | 0.00 | 16.66 | 16.66 | 100.0 | 285.13 | 150.02 | (135.11) | (90.1) |
| R&M Building - Parks | 0.00 | 8.33 | 8.33 | 100.0 | 0.00 | 75.01 | 75.01 | 100.0 |
| Rep and Maint - Vehicles | 55.65 | 208.33 | 152.68 | 73.3 | 412.15 | 1,875.01 | 1,462.86 | 78.0 |
| Rep and Maint - Equipment | 0.00 | 0.00 | 0.00 | 0.0 | 15.67 | 0.00 | (15.67) | 0.0 |
| Rep and Maint - Infrastructure | 729.00 | 125.00 | (604.00) | (483.2) | 729.00 | 1,125.00 | 396.00 | 35.2 |
| Small Tools and Equipment | 0.00 | 25.00 | 25.00 | 100.0 | 95.56 | 225.00 | 129.44 | 57.5 |
| Uniform Exp Parks | 0.00 | 25.00 | 25.00 | 100.0 | 231.24 | 225.00 | (6.24) | (2.8) |
| Utilities | 173.77 | 233.33 | 59.56 | 25.5 | 1,648.72 | 2,100.01 | 451.29 | 21.5 |
| Lease Payments | 43.36 | 21.66 | (21.70) | (100.2) | 195.12 | 195.02 | (0.10) | (0.1) |
| Total Program Expenses | \$1,048.46 | \$746.62 | \$(301.84) | (40.4)% | \$3,793.28 | \$6,720.14 | \$2,926.86 | 43.6 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$444.37 | \$507.41 | \$63.04 | 12.4% | \$4,070.59 | \$4,566.77 | \$496.18 | 10.9% |
| FICA and Medicare | 32.86 | 38.83 | 5.97 | 15.4 | 301.19 | 349.51 | 48.32 | 13.8 |
| Retirement | 29.46 | 40.08 | 10.62 | 26.5 | 273.06 | 360.76 | 87.70 | 24.3 |
| Health Insurance | 121.14 | 143.00 | 21.86 | 15.3 | 901.42 | 1,287.00 | 385.58 | 30.0 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 156.00 | 184.00 | 28.00 | 15.2 |
| Unemployment | 1.62 | 1.16 | (0.46) | (39.7) | 16.93 | 10.52 | (6.41) | (60.9) |
| Total General & Administrative Expenses | \$629.45 | \$730.48 | \$101.03 | 13.8 % | \$5,719.19 | \$6,758.56 | \$1,039.37 | 15.4 % |
| Total Expenses | \$1,677.91 | \$1,477.10 | \$(200.81) | (13.6)% | \$9,512.47 | \$13,478.70 | \$3,966.23 | 29.4% |
| Net Income (Loss) | \$(1,677.91) | \$(1,477.10) | \$(200.81) | (13.6)% | (\$9,512.47) | \$(13,478.70) | \$3,966.23 | 29.4% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | Year To Date | | | |
|---|---------------|----------------|------------|---------|---------------|----------------|-------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Program Expenses | | | | | | | | |
| Contract Services | \$50.00 | \$344.69 | \$294.69 | 85.5% | \$7,118.00 | \$7,465.93 | \$347.93 | 4.7% |
| Engineering Fees | 0.00 | 416.66 | 416.66 | 100.0 | 0.00 | 3,750.02 | 3,750.02 | 100.0 |
| Fuel | 7.01 | 8.33 | 1.32 | 15.8 | 65.53 | 75.01 | 9.48 | 12.6 |
| Legal Exp - Properties | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 |
| Miscellaneous | 345.29 | 125.00 | (220.29) | (176.2) | 809.08 | 1,125.00 | 315.92 | 28.1 |
| Software Service & Support | 12.50 | 16.66 | 4.16 | 25.0 | 112.50 | 150.02 | 37.52 | 25.0 |
| Operating Supplies - Properties | 64.51 | 100.00 | 35.49 | 35.5 | 314.35 | 900.00 | 585.65 | 65.1 |
| R&M Building - Properties | 1,938.68 | 3,151.51 | 1,212.83 | 38.5 | 20,850.72 | 30,545.47 | 9,694.75 | 31.7 |
| Rep and Maint - Vehicles | 55.65 | 208.33 | 152.68 | 73.3 | 595.95 | 1,875.01 | 1,279.06 | 68.2 |
| Rep and Maint - Equipment | 0.00 | 0.00 | 0.00 | 0.0 | 140.17 | 0.00 | (140.17) | 0.0 |
| Rep and Maint - Infrastructure | 0.00 | 3,500.00 | 3,500.00 | 100.0 | 147.04 | 31,500.00 | 31,352.96 | 99.5 |
| Small Tools and Equipment | 0.00 | 20.83 | 20.83 | 100.0 | 9.36 | 187.51 | 178.15 | 95.0 |
| Uniform Exp Properties | 0.00 | 25.00 | 25.00 | 100.0 | 231.25 | 225.00 | (6.25) | (2.8) |
| Utilities | 3,815.16 | 3,833.33 | 18.17 | 0.5 | 31,976.88 | 34,500.01 | 2,523.13 | 7.3 |
| Lease Payments | 43.36 | 21.66 | (21.70) | (100.2) | 195.12 | 195.02 | (0.10) | (0.1) |
| Total Program Expenses | \$6,332.16 | \$11,813.66 | \$5,481.50 | 46.4 % | \$62,565.95 | \$112,869.02 | \$50,303.07 | 44.6 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$2,751.66 | \$3,142.00 | \$390.34 | 12.4% | \$25,206.43 | \$28,278.00 | \$3,071.57 | 10.9% |
| FICA and Medicare | 203.45 | 240.33 | 36.88 | 15.3 | 1,865.05 | 2,163.01 | 297.96 | 13.8 |
| Retirement | 182.45 | 248.00 | 65.55 | 26.4 | 1,691.03 | 2,232.00 | 540.97 | 24.2 |
| Health Insurance | 750.20 | 885.33 | 135.13 | 15.3 | 5,581.98 | 7,968.01 | 2,386.03 | 29.9 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 880.00 | 1,139.00 | 259.00 | 22.7 |
| Unemployment | 10.02 | 7.16 | (2.86) | (39.9) | 94.93 | 64.52 | (30.41) | (47.1) |
| Total General & Administrative Expenses | \$3,897.78 | \$4,522.82 | \$625.04 | 13.8 % | \$35,319.42 | \$41,844.54 | \$6,525.12 | 15.6 % |
| Total Expenses | \$10,229.94 | \$16,336.48 | \$6,106.54 | 37.4% | \$97,885.37 | \$154,713.56 | \$56,828.19 | 36.7% |
| Net Income (Loss) | \$(10,229.94) | \$(16,336.48) | \$6,106.54 | 37.4% | (\$97,885.37) | \$(154,713.56) | \$56,828.19 | 36.7% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | | |
|-----------------------------------|-------------|----------------|------------|--------|--------------|--------------|--------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| <u>Revenues</u> | | | | | | | | |
| Connection Fees | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$5,000.00 | \$5,000.00 | \$0.00 | 0.0% |
| Water Usage Fees | 14,335.72 | 14,166.66 | 169.06 | 1.2 | 126,447.04 | 127,500.02 | (1,052.98) | (0.8) |
| Miscellaneous | 15.00 | 654.16 | (639.16) | (97.7) | 160.00 | 6,037.52 | (5,877.52) | (97.3) |
| Transfers In | 2,500.00 | 2,500.00 | 0.00 | 0.0 | 22,500.00 | 22,500.00 | 0.00 | 0.0 |
| Net Revenues | \$16,850.72 | \$17,320.82 | \$(470.10) | (2.7)% | \$154,107.04 | \$161,037.54 | \$(6,930.50) | (4.3)% |
| Program Expenses | | | | | | | | |
| Contract Services | \$900.00 | \$900.00 | \$0.00 | 0.0% | \$7,200.00 | \$8,100.00 | \$900.00 | 11.1% |
| Training & Education | 0.00 | 33.33 | 33.33 | 100.0 | 0.00 | 300.01 | 300.01 | 100.0 |
| Permit Fee Exp - Water | 0.00 | 150.00 | 150.00 | 100.0 | 895.16 | 1,350.00 | 454.84 | 33.7 |
| Engineering Fees | 0.00 | 125.00 | 125.00 | 100.0 | 0.00 | 1,125.00 | 1,125.00 | 100.0 |
| Fuel | 130.32 | 166.66 | 36.34 | 21.8 | 1,008.01 | 1,500.02 | 492.01 | 32.8 |
| Insurance | 2,580.95 | 3,000.00 | 419.05 | 14.0 | 2,580.95 | 6,000.00 | 3,419.05 | 57.0 |
| Legal Exp - Water | 1,138.00 | 1,658.33 | 520.33 | 31.4 | 1,733.50 | 15,025.01 | 13,291.51 | 88.5 |
| Miscellaneous | 30.67 | 28.16 | (2.51) | (8.9) | 65.46 | 253.52 | 188.06 | 74.2 |
| Software Support Exp - Water | 337.32 | 233.33 | (103.99) | (44.6) | 1,122.92 | 2,100.01 | 977.09 | 46.5 |
| Operating Supplies - Water | 0.00 | 250.00 | 250.00 | 100.0 | 309.41 | 2,250.00 | 1,940.59 | 86.2 |
| R&M Building - Water | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 |
| Rep and Maint - Vehicles | 255.65 | 208.33 | (47.32) | (22.7) | 1,096.60 | 1,875.01 | 778.41 | 41.5 |
| Rep and Maint - Equipment | 0.00 | 165.00 | 165.00 | 100.0 | 137.95 | 1,505.00 | 1,367.05 | 90.8 |
| Rep and Maint - Infrastructure | 406.07 | 4,583.33 | 4,177.26 | 91.1 | 8,646.38 | 41,250.01 | 32,603.63 | 79.0 |
| Springs Security Exp | 4,532.62 | 0.00 | (4,532.62) | 0.0 | 4,532.62 | 0.00 | (4,532.62) | 0.0 |
| Service Tests/System Testing | 15.00 | 83.33 | 68.33 | 82.0 | 408.00 | 750.01 | 342.01 | 45.6 |
| Small Tools and Equipment | 0.00 | 125.00 | 125.00 | 100.0 | 127.88 | 1,125.00 | 997.12 | 88.6 |
| DWR Fee Exp | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 900.00 | 900.00 | 100.0 |
| Uniform Exp Water | 0.00 | 25.00 | 25.00 | 100.0 | 231.28 | 225.00 | (6.28) | (2.8) |
| Utilities Exp - Water | 38.32 | 41.66 | 3.34 | 8.0 | 337.47 | 375.02 | 37.55 | 10.0 |
| Administrative Charge | 4,124.47 | 4,124.50 | 0.03 | 0.0 | 37,120.23 | 37,120.50 | 0.27 | 0.0 |
| Lease Payments | 151.76 | 75.91 | (75.85) | (99.9) | 682.92 | 683.27 | 0.35 | 0.1 |
| Vehicle Purchase-Water | 0.00 | 412.50 | 412.50 | 100.0 | 1,000.00 | 3,762.50 | 2,762.50 | 73.4 |
| Total Program Expenses | \$14,641.15 | \$16,431.03 | \$1,789.88 | 10.9 % | \$69,236.74 | \$127,949.91 | \$58,713.17 | 45.9 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$4,853.87 | \$5,542.41 | \$688.54 | 12.4% | \$44,463.49 | \$49,881.77 | \$5,418.28 | 10.9% |
| FICA and Medicare | 358.88 | 424.00 | 65.12 | 15.4 | 3,289.92 | 3,816.00 | 526.08 | 13.8 |
| Retirement | 321.84 | 437.41 | 115.57 | 26.4 | 2,982.94 | 3,936.77 | 953.83 | 24.2 |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | Current Period | | | Year To Date | | | | |
|---|----------------|--------------|------------|--------------|--------------|---------------|-------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Health Insurance | 1,323.32 | 1,561.75 | 238.43 | 15.3 | 9,846.57 | 14,055.75 | 4,209.18 | 29.9 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 2,081.00 | 2,009.50 | (71.50) | (3.6) |
| Unemployment | 17.67 | 12.58 | (5.09) | (40.5) | 169.89 | 113.26 | (56.63) | (50.0) |
| Total General & Administrative Expenses | \$6,875.58 | \$7,978.15 | \$1,102.57 | 13.8 % | \$62,833.81 | \$73,813.05 | \$10,979.24 | 14.9 % |
| Total Expenses | \$21,516.73 | \$24,409.18 | \$2,892.45 | 11.8% | \$132,070.55 | \$201,762.96 | \$69,692.41 | 34.5% |
| Net Income (Loss) | \$(4,666.01) | \$(7,088.36) | \$2,422.35 | 34.2% | \$22,036.49 | \$(40,725.42) | \$62,761.91 | 154.1% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | • | |
|-----------------------------------|-------------|----------------|---------------|---------|--------------|--------------|--------------|--------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Revenues | | | | | | | | |
| Connection Fees | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$5,500.00 | \$5,500.00 | \$0.00 | 0.0% |
| Sewer Usage Fees | 14,324.38 | 15,033.33 | (708.95) | (4.7) | 127,101.97 | 135,300.01 | (8,198.04) | (6.1) |
| Interest and Investment Earnings | 0.95 | 8.33 | (7.38) | (88.6) | 30.43 | 75.01 | (44.58) | (59.4) |
| Transfers In | 2,500.00 | 2,500.00 | 0.00 | 0.0 | 22,500.00 | 22,500.00 | 0.00 | 0.0 |
| Net Revenues | \$16,825.33 | \$17,541.66 | \$(716.33) | (4.1)% | \$155,132.40 | \$163,375.02 | \$(8,242.62) | (5.0)% |
| Program Expenses | | | | | | | | |
| Contract Services | \$3,200.00 | \$3,200.00 | \$0.00 | 0.0% | \$25,600.00 | \$28,800.00 | \$3,200.00 | 11.1% |
| Permit Fee Exp - Sewer | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 1,150.00 | 1,150.00 | 100.0 |
| Engineering Fees | 15,444.35 | 2,083.33 | (13,361.02) | (641.3) | 18,801.35 | 18,750.01 | (51.34) | (0.3) |
| Fuel | 143.50 | 183.33 | 39.83 | 21.7 | 751.25 | 1,650.01 | 898.76 | 54.5 |
| Insurance | 2,925.08 | 3,000.00 | 74.92 | 2.5 | 2,925.08 | 6,000.00 | 3,074.92 | 51.2 |
| Legal Exp - Sewer | 0.00 | 41.66 | 41.66 | 100.0 | 0.00 | 375.02 | 375.02 | 100.0 |
| Miscellaneous | 142.10 | 29.33 | (112.77) | (384.5) | 208.35 | 264.01 | 55.66 | 21.1 |
| Bank Fees - Sewer Accts | 0.00 | 0.00 | 0.00 | 0.0 | 45.00 | 0.00 | (45.00) | 0.0 |
| Software Support Exp - Sewer | 337.32 | 233.33 | (103.99) | (44.6) | 1,214.33 | 2,100.01 | 885.68 | 42.2 |
| Operating Supplies - Sewer | 0.00 | 1,000.00 | 1,000.00 | 100.0 | 3,186.70 | 9,000.00 | 5,813.30 | 64.6 |
| R&M Building - Sewer | 0.00 | 41.66 | 41.66 | 100.0 | 19.29 | 375.02 | 355.73 | 94.9 |
| Rep and Maint - Vehicles | 55.65 | 165.83 | 110.18 | 66.4 | 1,328.74 | 1,502.51 | 173.77 | 11.6 |
| Rep and Maint - Equipment | 582.53 | 375.00 | (207.53) | (55.3) | 598.20 | 3,375.00 | 2,776.80 | 82.3 |
| Rep and Maint - Infrastructure | 239.78 | 1,250.00 | 1,010.22 | 80.8 | 6,197.13 | 11,250.00 | 5,052.87 | 44.9 |
| Service Tests/System Testing | 547.00 | 1,000.00 | 453.00 | 45.3 | 7,065.20 | 9,000.00 | 1,934.80 | 21.5 |
| Small Tools and Equipment | 0.00 | 250.00 | 250.00 | 100.0 | 3,515.30 | 2,250.00 | (1,265.30) | (56.2) |
| Uniform Exp Sewer | 0.00 | 41.66 | 41.66 | 100.0 | 231.28 | 375.02 | 143.74 | 38.3 |
| Utilities | 160.44 | 250.00 | 89.56 | 35.8 | 1,349.88 | 2,250.00 | 900.12 | 40.0 |
| Administrative Charge | 4,124.47 | 4,124.50 | 0.03 | 0.0 | 37,120.23 | 37,120.50 | 0.27 | 0.0 |
| Sewer Principal Expense | 0.00 | 0.00 | 0.00 | 0.0 | 12,270.84 | 12,300.00 | 29.16 | 0.2 |
| Sewer Interest Expense | 0.00 | 0.00 | 0.00 | 0.0 | 6,151.64 | 6,800.00 | 648.36 | 9.5 |
| Lease Payments | 151.76 | 75.91 | (75.85) | (99.9) | 682.92 | 683.27 | 0.35 | 0.1 |
| Total Program Expenses | \$28,053.98 | \$17,345.54 | \$(10,708.44) | (61.7)% | \$129,262.71 | \$155,370.38 | \$26,107.67 | 16.8 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$2,632.03 | \$3,005.41 | \$373.38 | 12.4% | \$24,110.47 | \$27,048.77 | \$2,938.30 | 10.9% |
| FICA and Medicare | 194.60 | 229.91 | 35.31 | 15.4 | 1,783.99 | 2,069.27 | 285.28 | 13.8 |
| Retirement | 174.52 | 237.16 | 62.64 | 26.4 | 1,617.50 | 2,134.52 | 517.02 | 24.2 |
| Health Insurance | 717.58 | 846.83 | 129.25 | 15.3 | 5,339.40 | 7,621.51 | 2,282.11 | 29.9 |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | | | | |
|---|---------------|----------------|---------------|----------|--------------|---------------|-------------|--------|--|--|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % | | |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 1,056.00 | 1,089.50 | 33.50 | 3.1 | | |
| Unemployment | 9.58 | 6.83 | (2.75) | (40.3) | 92.13 | 61.51 | (30.62) | (49.8) | | |
| Total General & Administrative Expenses | \$3,728.31 | \$4,326.14 | \$597.83 | 13.8 % | \$33,999.49 | \$40,025.08 | \$6,025.59 | 15.1 % | | |
| Total Expenses | \$31,782.29 | \$21,671.68 | \$(10,110.61) | (46.7)% | \$163,262.20 | \$195,395.46 | \$32,133.26 | 16.4% | | |
| Net Income (Loss) | \$(14,956.96) | \$(4,130.02) | \$(10,826.94) | (262.2)% | (\$8,129.80) | \$(32,020.44) | \$23,890.64 | 74.6% | | |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | е | |
|---|--------------|-----------------------|--------------|---------|--------------|---------------|---------------|---------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Revenues | | | | | | | | |
| Sanitation Usage Fees | \$14,704.65 | \$15,665.00 | \$(960.35) | (6.1)% | \$125,869.19 | \$141,005.00 | \$(15,135.81) | (10.7)% |
| Miscellaneous | 0.00 | 83.33 | (83.33) | (100.0) | 222.00 | 750.01 | (528.01) | (70.4) |
| Net Revenues | \$14,704.65 | \$15,748.33 | \$(1,043.68) | (6.6)% | \$126,091.19 | \$141,755.01 | \$(15,663.82) | (11.0)% |
| Program Expenses | | | | | | | | |
| Recycling Contract Exp | \$240.00 | \$183.33 | \$(56.67) | (30.9)% | \$1,200.00 | \$1,650.01 | \$450.01 | 27.3% |
| Training & Education | 0.00 | 16.25 | 16.25 | 100.0 | 0.00 | 151.25 | 151.25 | 100.0 |
| Equipment Rentals | 0.00 | 54.16 | 54.16 | 100.0 | 0.00 | 487.52 | 487.52 | 100.0 |
| Fuel | 442.03 | 750.00 | 307.97 | 41.1 | 3,506.65 | 6,750.00 | 3,243.35 | 48.0 |
| Insurance | 3,441.31 | 4,000.00 | 558.69 | 14.0 | 3,441.31 | 8,000.00 | 4,558.69 | 57.0 |
| Landfill Tipping Fees | 1,466.00 | 2,041.66 | 575.66 | 28.2 | 12,356.80 | 18,375.02 | 6,018.22 | 32.8 |
| Miscellaneous | 30.67 | 16.58 | (14.09) | (85.0) | 130.48 | 149.26 | 18.78 | 12.6 |
| Software Support Exp - Trash | 12.50 | 108.33 | 95.83 | 88.5 | 1,026.63 | 975.01 | (51.62) | (5.3) |
| Operating Supplies - Trash | 0.00 | 16.66 | 16.66 | 100.0 | 225.12 | 150.02 | (75.10) | (50.1) |
| Rep and Maint - Vehicles | 55.65 | 833.33 | 777.68 | 93.3 | 1,705.75 | 7,500.01 | 5,794.26 | 77.3 |
| Rep and Maint - Equipment | 0.00 | 75.00 | 75.00 | 100.0 | 15.67 | 675.00 | 659.33 | 97.7 |
| Small Tools and Equipment | 0.00 | 250.00 | 250.00 | 100.0 | 9.37 | 2,250.00 | 2,240.63 | 99.6 |
| Uniform Exp Trash | 0.00 | 25.00 | 25.00 | 100.0 | 231.38 | 225.00 | (6.38) | (2.8) |
| Administrative Charge | 4,124.47 | 4,124.50 | 0.03 | 0.0 | 37,120.23 | 37,120.50 | 0.27 | 0.0 |
| Transfers Out | 0.00 | 0.00 | 0.00 | 0.0 | 5,000.00 | 5,000.00 | 0.00 | 0.0 |
| Total Program Expenses | \$9,812.63 | \$12,494.80 | \$2,682.17 | 21.5 % | \$65,969.39 | \$89,458.60 | \$23,489.21 | 26.3 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$4,187.32 | \$4,781.33 | \$594.01 | 12.4% | \$38,357.61 | \$43,032.01 | \$4,674.40 | 10.9% |
| FICA and Medicare | 309.60 | 365.75 | 56.15 | 15.4 | 2,838.14 | 3,291.75 | 453.61 | 13.8 |
| Retirement | 277.64 | 377.33 | 99.69 | 26.4 | 2,573.30 | 3,396.01 | 822.71 | 24.2 |
| Health Insurance | 1,141.60 | 1,347.25 | 205.65 | 15.3 | 8,494.41 | 12,125.25 | 3,630.84 | 29.9 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 2,957.00 | 1,733.50 | (1,223.50) | (70.6) |
| Unemployment | 15.23 | 10.83 | (4.40) | (40.6) | 146.56 | 97.51 | (49.05) | (50.3) |
| Total General & Administrative Expenses | \$5,931.39 | \$6,882.49 | \$951.10 | 13.8 % | \$55,367.02 | \$63,676.03 | \$8,309.01 | 13.0 % |
| Total Expenses | \$15,744.02 | \$19,377.29 | \$3,633.27 | 18.8% | \$121,336.41 | \$153,134.63 | \$31,798.22 | 20.8% |
| Net Income (Loss) | \$(1,039.37) | \$(3,628.96) | \$2,589.59 | 71.4% | \$4,754.78 | \$(11,379.62) | \$16,134.40 | 141.8% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | Year To Date | | | |
|---|-------------|----------------|-------------|---------|--------------|--------------|--------------|---------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Revenues | | | | | | | | |
| Parking Kiosk Revenue | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$120,000.00 | \$120,000.00 | \$0.00 | 0.0% |
| Allowance for Additional Kiosk Revenues | 26,906.60 | 6,000.00 | 20,906.60 | 348.4 | 41,474.58 | 12,000.00 | 29,474.58 | 245.6 |
| Net Revenues | \$26,906.60 | \$6,000.00 | \$20,906.60 | 348.4 % | \$161,474.58 | \$132,000.00 | \$29,474.58 | 22.3 % |
| Program Expenses | | | | | | | | |
| Miscellaneous | \$0.00 | \$64.58 | \$64.58 | 100.0% | \$57.00 | \$581.26 | \$524.26 | 90.2% |
| Credit Card Processing Fees | 2,897.03 | 2,250.00 | (647.03) | (28.8) | 23,439.25 | 20,250.00 | (3,189.25) | (15.7) |
| Software Service and Support | 796.14 | 400.00 | (396.14) | (99.0) | 3,649.25 | 3,600.00 | (49.25) | (1.4) |
| Operating Supplies | 0.00 | 333.33 | 333.33 | 100.0 | 768.33 | 3,000.01 | 2,231.68 | 74.4 |
| Telephone | 120.32 | 125.00 | 4.68 | 3.7 | 972.56 | 1,125.00 | 152.44 | 13.6 |
| Transfers Out | 5,000.00 | 5,000.00 | 0.00 | 0.0 | 45,000.00 | 45,000.00 | 0.00 | 0.0 |
| Total Program Expenses | \$8,813.49 | \$8,172.91 | \$(640.58) | (7.8)% | \$73,886.39 | \$73,556.27 | \$(330.12) | (0.4)% |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$1,080.00 | \$966.66 | \$(113.34) | (11.7)% | \$11,147.72 | \$8,700.02 | \$(2,447.70) | (28.1)% |
| Longevity Bonus | 0.00 | 0.00 | 0.00 | 0.0 | 50.00 | 50.00 | 0.00 | 0.0 |
| FICA and Medicare | 82.62 | 73.91 | (8.71) | (11.8) | 860.50 | 665.27 | (195.23) | (29.3) |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 255.00 | 176.00 | (79.00) | (44.9) |
| Unemployment | 12.64 | 7.16 | (5.48) | (76.5) | 83.63 | 64.52 | (19.11) | (29.6) |
| Total General & Administrative Expenses | \$1,175.26 | \$1,047.73 | \$(127.53) | (12.2)% | \$12,396.85 | \$9,655.81 | \$(2,741.04) | (28.4)% |
| Total Expenses | \$9,988.75 | \$9,220.64 | \$(768.11) | (8.3)% | \$86,283.24 | \$83,212.08 | \$(3,071.16) | (3.7)% |
| Net Income (Loss) | \$16,917.85 | \$(3,220.64) | \$20,138.49 | 625.3% | \$75,191.34 | \$48,787.92 | \$26,403.42 | 54.1% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | | Year To Date | 1 | |
|---|------------|----------------|------------|--------|-------------|--------------|-------------|---------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| <u>Revenues</u> | | | | | | | | |
| HURF Revenue | \$3,249.36 | \$3,360.33 | \$(110.97) | (3.3)% | \$31,872.26 | \$30,243.01 | \$1,629.25 | 5.4% |
| Interest and Investment Earnings | 34.67 | 83.33 | (48.66) | (58.4) | 392.56 | 750.01 | (357.45) | (47.7) |
| Net Revenues | \$3,284.03 | \$3,443.66 | \$(159.63) | (4.6)% | \$32,264.82 | \$30,993.02 | \$1,271.80 | 4.1 % |
| Program Expenses | | | | | | | | |
| Engineering Fees | \$0.00 | \$416.66 | \$416.66 | 100.0% | \$2,991.25 | \$3,750.02 | \$758.77 | 20.2% |
| Equipment Rentals - HURF | 0.00 | 125.00 | 125.00 | 100.0 | 0.00 | 1,125.00 | 1,125.00 | 100.0 |
| Fuel | 3.50 | 8.33 | 4.83 | 58.0 | 32.77 | 75.01 | 42.24 | 56.3 |
| Insurance | 1,720.63 | 2,000.00 | 279.37 | 14.0 | 1,720.63 | 4,000.00 | 2,279.37 | 57.0 |
| Miscellaneous | 30.70 | 46.33 | 15.63 | 33.7 | 35.46 | 417.01 | 381.55 | 91.5 |
| Software Service & Support | 12.50 | 15.00 | 2.50 | 16.7 | 569.57 | 135.00 | (434.57) | (321.9) |
| Operating Supplies - HURF | 0.00 | 58.33 | 58.33 | 100.0 | 296.93 | 525.01 | 228.08 | 43.4 |
| Public Restroom Supplies | 0.00 | 183.33 | 183.33 | 100.0 | 898.16 | 1,650.01 | 751.85 | 45.6 |
| R&M Building - HURF | 0.00 | 416.66 | 416.66 | 100.0 | 0.00 | 3,750.02 | 3,750.02 | 100.0 |
| Rep and Maint - Vehicles | 55.65 | 166.25 | 110.60 | 66.5 | 314.89 | 1,501.25 | 1,186.36 | 79.0 |
| Rep and Maint - Equipment | 0.00 | 16.66 | 16.66 | 100.0 | 384.72 | 150.02 | (234.70) | (156.4) |
| Rep and Maint - Infrastructure | 0.00 | 2,812.50 | 2,812.50 | 100.0 | 96.35 | 25,312.50 | 25,216.15 | 99.6 |
| Small Tools and Equipment | 0.00 | 41.66 | 41.66 | 100.0 | 9.36 | 375.02 | 365.66 | 97.5 |
| Street Lights | 940.70 | 1,083.33 | 142.63 | 13.2 | 8,425.90 | 9,750.01 | 1,324.11 | 13.6 |
| Street Supplies | 428.80 | 500.00 | 71.20 | 14.2 | 1,787.50 | 4,500.00 | 2,712.50 | 60.3 |
| Uniform Exp - HURF | 0.00 | 25.00 | 25.00 | 100.0 | 231.30 | 225.00 | (6.30) | (2.8) |
| Administrative Charge | 881.78 | 881.75 | (0.03) | 0.0 | 7,936.02 | 7,935.75 | (0.27) | 0.0 |
| Lease Payments | 43.38 | 25.00 | (18.38) | (73.5) | 195.21 | 225.00 | 29.79 | 13.2 |
| Total Program Expenses | \$4,117.64 | \$8,821.79 | \$4,704.15 | 53.3 % | \$25,926.02 | \$65,401.63 | \$39,475.61 | 60.4 % |
| General & Administrative Expenses | | | | | | | | |
| Salaries and Wages | \$3,127.23 | \$3,676.91 | \$549.68 | 14.9% | \$29,526.78 | \$33,092.27 | \$3,565.49 | 10.8% |
| FICA and Medicare | 233.54 | 281.25 | 47.71 | 17.0 | 2,211.58 | 2,531.25 | 319.67 | 12.6 |
| Retirement | 147.32 | 200.25 | 52.93 | 26.4 | 1,365.42 | 1,802.25 | 436.83 | 24.2 |
| Health Insurance | 605.74 | 679.25 | 73.51 | 10.8 | 4,507.17 | 6,113.25 | 1,606.08 | 26.3 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.0 | 899.00 | 1,125.00 | 226.00 | 20.1 |
| Unemployment | 18.69 | 12.91 | (5.78) | (44.8) | 116.40 | 116.27 | (0.13) | (0.1) |
| Total General & Administrative Expenses | \$4,132.52 | \$4,850.57 | \$718.05 | 14.8 % | \$38,626.35 | \$44,780.29 | \$6,153.94 | 13.7 % |
| Total Expenses | \$8,250.16 | \$13,672.36 | \$5,422.20 | 39.7% | \$64,552.37 | \$110,181.92 | \$45,629.55 | 41.4% |

Income Statement

(Original Budget to Actual Comparison) For the period of 3/1/2021 Through 3/31/2021

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

| | | Current Period | | | Year To Date | | | |
|-------------------|--------------|----------------|------------|-------|---------------|---------------|-------------|-------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Net Income (Loss) | \$(4,966.13) | \$(10,228.70) | \$5,262.57 | 51.4% | (\$32,287.55) | \$(79,188.90) | \$46,901.35 | 59.2% |

Balance Sheet As of 3/31/2021

Fund: (1) General

| Current Assets | | |
|--|---|----------------|
| LGIP | \$1,703.02 | |
| Petty Cash - General Gov | 275.00 | |
| Auto Lieu Taxes | 1,516.46 | |
| City Sales Taxes | 99,828.97 | |
| Franchise Fees | 3,076.63 | |
| GF Accounts Receivable | 24.39 | |
| Property Taxes | 3,342.78 | |
| State Sales Taxes | 2,465.18 | |
| Court - Checking & Bond Acct | 99,349.60 | |
| Court - JCEF Acct | 13,187.48 | |
| Court - FTG Acct | 7,304.04 | |
| Petty Cash - Fire Dept | 150.00 | |
| Petty Cash - Library | 150.00 | |
| NBA Checking | 50,629.94 | |
| OAZ Checking | 207,635.59 | |
| OAZ General Savings | 496,107.72 | |
| OAZ CTL Business Savings | 5.00 | |
| Total Current Assets | | \$986,751.80 |
| Other Assets | | |
| Due From Other Funds | \$1,095,087.77 | |
| Total Other Assets | Ψ1,030,001.11 | 1,095,087.77 |
| iotal other record | | 1,000,001.77 |
| Total Assets | _ | \$2,081,839.57 |
| | _ | |
| liabilitia and Nat Acast | | |
| Liabilities and Net Assets | 5 | |
| Current Liabilities | 3 | |
| Current Liabilities Accounts Payable | \$2,565.33 | |
| Current Liabilities Accounts Payable Federal WH & FICA | \$2,565.33 (6,064.88) | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding | \$2,565.33 (6,064.88) (1,031.94) | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes | \$2,565.33 (6,064.88) (1,031.94) (38.72) | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) | \$1 291 518 24 |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 | \$1,291,518.24 |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 | \$1,291,518.24 |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities Total Current Liabilities | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities Total Current Liabilities | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities Total Current Liabilities Total Liabilities Net Assets | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 12,419.35 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities Total Current Liabilities Net Assets Unrestricted Funds | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 12,419.35 | |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities Total Current Liabilities Net Assets Unrestricted Funds Current Year Net Assets | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 12,419.35 | \$1,291,518.24 |
| Current Liabilities Accounts Payable Federal WH & FICA Arizona Withholding Unemployment Taxes AFLAC Health Insurance 457G Retirement PSPRS Customer Deposits FD Per Call Payable Ganishments Payable Wages Payable Due To Other Funds Court Liabilities Total Current Liabilities Net Assets Unrestricted Funds | \$2,565.33 (6,064.88) (1,031.94) (38.72) (2.66) (3,574.00) 66.53 0.04 6,760.72 6,608.75 1,735.51 (4,231.70) 1,276,305.91 12,419.35 | |

4/6/21 10:21:52 AM Town of Jerome

Balance Sheet As of 3/31/2021

Fund: (2) Utilities

| <u>Current Assets</u> | | |
|--|----------------|----------------|
| Allowance for Doubtful Accts | \$(15,000.00) | |
| Utilities A/R | 63,168.10 | |
| Miscellaneous | 27.21 | |
| Bond Account | 5,913.73 | |
| Replacement & Extension Acct | 75,768.23 | |
| Series 2001 Bond Reserve Acct | 30,058.53 | |
| Total Current Assets | | \$159,935.80 |
| Property, Plant & Equipment | | |
| Buildings-Prop, Plant, Equip | \$2,166,541.66 | |
| Operating Equipment-Prop, Plant, Equip | 205,764.78 | |
| Buildings-Acc Depreciation | (1,546,575.98) | |
| Operating Equipment-Acc Depreciation | (154,996.20) | |
| Infrastructure | 1,399,746.06 | |
| Total Property, Plant & Equipment | _ | 2,070,480.32 |
| Other Assets | | |
| Due From Other Funds | \$593,961.82 | |
| Total Other Assets | Ψοσο,σοτ.σ2 | 593,961.82 |
| iotal other record | | 000,001.02 |
| Total Assets | _ | \$2,824,377.94 |
| Liabilities and Net Assets | s | |
| <u>Current Liabilities</u> | | |
| Sales Tax Payable | \$654.22 | |
| Customer Deposits | 21,004.75 | |
| Compensated Absences | 5,220.11 | |
| Bonds Payable | 136,703.30 | |
| Other Liabilities | 5,524.68 | |
| Due To Other Funds | 444,901.90 | |
| Accrued Payroll | 4,023.49 | |
| Accrued Interest Payable | 3,075.85 | |
| Total Current Liabilities | | \$621,108.30 |
| Total Liabilities | _ | \$621,108.30 |
| | | |
| Net Assets | | |
| Unrestricted Fund Balance | 746,343.00 | |
| Unrestriced Fund Balance | (138,334.00) | |
| Unrestricted Fund Balance | 1,511,631.39 | |
| Current Year Net Assets | 83,629.25 | |
| Total Net Assets | | 2,203,269.64 |
| Total Liabilities and Net Assets | _ | \$2,824,377.94 |
| | | |

4/6/21 10:23:20 AM Town of Jerome

Balance Sheet As of 3/31/2021

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

| \$161,550.58 | |
|--------------|--------------|
| | \$161,550.58 |
| _ | \$161,550.58 |
| et Assets | |
| | |
| \$86,359.24 | |
| | \$86,359.24 |
| | \$86,359.24 |
| | |
| \$75,191.34 | |
| | 75,191.34 |
| | \$161,550.58 |
| | et Assets |

4/6/21 10:22:50 AM

21 Town of Jerome

Balance Sheet As of 3/31/2021

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

| <u>Current Assets</u> | |
|----------------------------------|--------------|
| HURF Accounts Receivable \$3, | 230.11 |
| OAZ HURF Savings 409,4 | 154.15 |
| Total Current Assets | \$412,684.26 |
| Other Assets | |
| Due From Other Funds \$14,0 | 013.20 |
| Total Other Assets | 14,013.20 |
| Total Assets | \$426,697.46 |
| Liabilities and Net Assets | |
| <u>Current Liabilities</u> | |
| Due To Other Funds \$304,7 | 199.63 |
| Accrued Payroll 1,7 | 146.12 |
| Total Current Liabilities | \$305,345.75 |
| Total Liabilities | \$305,345.75 |
| Net Assets | |
| Unrestricted Fund Balance (3,5) | 596.67) |
| Current Year Net Assets 124,9 | 948.38 |
| Total Net Assets | 121,351.71 |
| Total Liabilities and Net Assets | \$426,697.46 |

Balance Sheet As of 3/31/2021

Fund: (4) Firefighters Pension & Relief

| Current Assets | | |
|----------------------------------|-------------------------|--------------|
| Due from State of AZ | \$2,127.19 | |
| Investments - Penison & Relief | 149,719.01 | |
| Total Current Assets | | \$151,846.20 |
| Other Assets | | |
| Due From Other Funds | \$34,992.40 | |
| Total Other Assets | | 34,992.40 |
| Total Assets | <u> </u> | \$186,838.60 |
| Liat | pilities and Net Assets | |
| Current Liabilities | | |
| Due To Other Funds | \$22,961.70 | |
| Total Current Liabilities | | \$22,961.70 |
| Total Liabilities | | \$22,961.70 |
| Net Assets | | |
| Unrestricted Fund Balance | 156,773.30 | |
| Current Year Net Assets | 7,103.60 | |
| Total Net Assets | | 163,876.90 |
| Total Liabilities and Net Assets | <u> </u> | \$186,838.60 |
| | | |

4/6/21 10:24:08 AM

Town of Jerome

Balance Sheet As of 3/31/2021

Fund: (5) Operating Grants

| Current Assets Inventory Total Current Assets | \$13,193.06 | \$13,193.06 |
|--|-------------|--------------|
| Other Assets Due From Other Funds Total Other Assets | \$92,069.36 | 92,069.36 |
| Total Assets | | \$105,262.42 |
| Liabilities and Net Assets | i | |
| Current Liabilities | | |
| Due To Other Funds | \$29,989.16 | |
| Deferred Revenue - Opr Grants | 43,587.19 | |
| Total Current Liabilities | | \$73,576.35 |
| Total Liabilities | | \$73,576.35 |
| Net Assets | | |
| Unrestricted Fund Balance | 78,990.87 | |
| Current Year Net Assets | (47,304.80) | |
| Total Net Assets | | 31,686.07 |
| Total Liabilities and Net Assets | | \$105,262.42 |

4/6/21 10:24:36 AM

Town of Jerome

Balance Sheet As of 3/31/2021

Fund: (6) Capital Grants

| Current Assets Cap Grants Receivable Total Current Assets | \$50,490.18 | \$50,490.18 |
|---|--------------|--------------|
| Other Assets Due From Other Funds Total Other Assets | \$251,590.01 | 251,590.01 |
| Total Assets | - | \$302,080.19 |
| Liabilities and Net Asse | ts | |
| Current Liabilities | | |
| Deferred Revenue - Cap Grants | \$163,149.59 | |
| Due To Other Funds | 156,274.36 | |
| Total Current Liabilities | | \$319,423.95 |
| Total Liabilities | - | \$319,423.95 |
| Net Assets | | |
| Restricted Fund Balance | \$12,643.92 | |
| Current Year Net Assets | (29,987.68) | |
| Total Net Assets | | (17,343.76) |
| Total Liabilities and Net Assets | | \$302,080.19 |

4/6/21 10:24:58 AM

Town of Jerome

Balance Sheet As of 3/31/2021

Fund: (7) GF Contingencies

| Other Assets | | |
|----------------------------------|----------------------------|--------------|
| Due From Other Funds | \$141,224.48 | |
| Total Other Assets | | \$141,224.48 |
| Total Assets | _ | \$141,224.48 |
| | Liabilities and Net Assets | |
| Current Liabilities | | |
| Due To Other Funds | \$95,622.16 | |
| Total Current Liabilities | | \$95,622.16 |
| Total Liabilities | | \$95,622.16 |
| Net Assets | | |
| Unrestricted Fund Balance | \$89,351.93 | |
| Current Year Net Assets | (43,749.61) | |
| Total Net Assets | | 45,602.32 |
| Total Liabilities and Net Assets | _ | \$141,224.48 |
| | _ | |

4/6/21 10:25:25 AM **Town of Jerome**

Balance Sheet As of 3/31/2021

Fund: (9) Capital

| Current Assets | | |
|----------------------------------|-------------|----------|
| OAZ Capital Improvements | \$50,726.91 | |
| Total Current Assets | \$50 |),726.91 |
| Other Assets | | |
| Due From Other Funds | \$32,124.44 | |
| Total Other Assets | 32 | 2,124.44 |
| Total Assets | \$82 | 2,851.35 |
| Net Assets | | |
| Unrestricted Fund Balance | \$72,712.30 | |
| Current Year Net Assets | 10,139.05 | |
| Total Net Assets | 82 | 2,851.35 |
| Total Liabilities and Net Assets | \$82 | 2,851.35 |

| Invoice Number Inv.Date | Post.Date Due.Date | | | | | | | |
|--|---|--------------------|----------|--------------------|------------|-----------|----------|--------------|
| Description | Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
| VENDOR: 1002 - XEROX FINANCIAL SERV | ICES | | | | | | | \$0.00 |
| 31621MA2 03/16/21 | 03/16/21 04/15/21 | | | | | | | |
| 020-0098114-001, Inv 2510035 Copier | 1.11.6191 - Copier & Equip Lease Expense | \$430.95 | \$0.00 | \$430.95 | 03/16/21 | 11745 | ASCUCK | \$0.00 |
| | INVOICE 31621MA2 TOTALS: | \$430.95 | \$0.00 | \$430.95 | | | _ | \$0.00 |
| | XEROX FINANCIAL SERVICES TOTALS: | \$430.95 | \$0.00 | \$430.95 | | | _ | \$0.00 |
| VENDOR: 1011 - SOUTHWESTERN ENVIRO | ON (SEC) | | | | | | | \$0.00 |
| 31121MA11 03/10/21 | 03/10/21 04/09/21 | | | | | | | |
| Inv 2021-079 Plans/Drainage HURF EX | 6.70.6140 - Engineering Exp - Cap Grants | \$5.051.50 | \$0.00 | \$5.051.50 | 03/11/21 | 11723 | ASCUCK | \$0.00 |
| Inv 2021-078 Dundee/Holly CDBG Dund | 6.70.6140 - Engineering Exp - Cap Grants | \$13,623.75 | \$0.00 | \$13,623.75 | 03/11/21 | 11723 | ASCUCK | \$0.00 |
| , | INVOICE 31121MA11 TOTALS: | \$18,675.25 | \$0.00 | \$18,675.25 | | | | \$0.00 |
| | SOUTHWESTERN ENVIRON (SEC) TOTALS: | \$18,675.25 | \$0.00 | \$18,675.25 | | | _ | \$0.00 |
| VENDOR: 1028 - YAVAPAI CO. EDUCATION | ITECH | | | | | | | \$460.07 |
| 31121MA14 03/10/21 | 03/10/21 04/09/21 | | | | | | | |
| Inv 20-794 Internet Access GG | 1.11.6192 - Software Support Exp - GG | \$120.00 | \$0.00 | \$120.00 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-794 Internet Access FD | 1.14.6192 - Software Service & Support | \$75.00 | \$0.00 | \$75.00 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-794 Internet Access PD | 1.13.6192 - Software Service & Support | \$150.00 | \$0.00 | \$150.00 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-794 Internet Access PWALL Pa | 1.17.6192 - Software Service & Support | \$12.50 | \$0.00 | \$12.50 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-794 Internet Access PWALL Pr | | \$12.50 \$12.50 | \$0.00 | \$12.50 \$12.50 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| | 1.18.6192 - Software Service & Support | • | • | • | | | | • |
| Inv 20-794 Internet Access PWALL Wa | 2.50.6192 - Software Support Exp - Water | \$12.50 | \$0.00 | \$12.50 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-794 Internet Access PWALL Se | 2.51.6192 - Software Support Exp - Sewer | \$12.50 | \$0.00 | \$12.50 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-794 Internet Access PWALL Tr | 2.52.6192 - Software Support Exp - Trash | \$12.50 | \$0.00 | \$12.50 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-794 Internet Access PWALL HU | 3.30.6192 - Software Service & Support | \$12.50 | \$0.00 | \$12.50 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| Inv 20-793 E-Rate LB | 1.15.6266 - E-Rate Exp | \$45.80 | \$0.00 | \$45.80 | 03/11/21 | 11724 | ASCUCK | \$0.00 |
| | INVOICE 31121MA14 TOTALS: | \$465.80 | \$0.00 | \$465.80 | | | _ | \$0.00 |
| | YAVAPAI CO. EDUCATION TECH TOTALS: | \$465.80 | \$0.00 | \$465.80 | | | _ | \$460.07 |
| VENDOR: 1033 - BROWN & BROWN LAW O | OFFICES | | | | | | | \$0.00 |
| 31121MA10 03/10/21 | 03/10/21 04/09/21 | | | | | | | |
| Inv JEROME-2895 Legal, Water | 2.50.6170 - Legal Exp - Water | \$280.00 | \$0.00 | \$280.00 | 03/11/21 | 11725 | ASCUCK | \$0.00 |
| 3 , | INVOICE 31121MA10 TOTALS: | \$280.00 | \$0.00 | \$280.00 | | | | \$0.00 |
| | BROWN & BROWN LAW OFFICES TOTALS: | \$280.00 | \$0.00 | \$280.00 | | | _ | \$0.00 |
| VENDOR: 1054 - PARKEON | | | | | | | | \$0.00 |
| | 00/00/04 | | | | | | | ψ0.00 |
| 3421MA7 03/03/21 | 03/03/21 04/02/21 | #040.00 | 40.00 | #040.00 | 00/04/04 | 44700 | 40011014 | #0.00 |
| S0131335, Inv IV121253 Parkfolio | 3.35.6192 - Software Service and Support | \$312.00 | \$0.00 | \$312.00 | 03/04/21 | 11706 | ASCUCK | \$0.00 |
| S0131335, Inv IV121253 Validation C | 3.35.6192 - Software Service and Support | \$30.00 | \$0.00 | \$30.00 | 03/04/21 | 11706 | ASCUCK | \$0.00 |
| S0131335. Inv IV121253 Tax | | ሰባባ ሰባ | ድር ርር | \$33.69 | 03/04/21 | 11706 | ASCUCK | \$0.00 |
| 50151555, IIIV IV 121255 Tax | 3.35.6192 - Software Service and Support | \$33.69 | \$0.00 | • | 03/04/21 | | | |
| S0131335, Inv IV121253 Tax S0131335, Inv IV121067 Flowbird Fee | 3.35.6192 - Software Service and Support 3.35.6192 - Software Service and Support | \$33.69 \$27.46 | \$0.00 | \$27.46 | 03/04/21 | 11706 | ASCUCK | \$0.00 |

| Invoice Number Inv Description | ate Post.Date Due.Date Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|------------------------------------|---|--------------------------|--------------|--------------------|-------------|------------|----------|--------------|
| 32521MA9 03/ | | Amount | Diocount | Amount i did | GHOOK BUILD | Oncon ito: | Dam | Dalanoo |
| S0131335, Inv IV121574 Flowbird F | | \$17.30 | \$0.00 | \$17.30 | 03/24/21 | 11751 | ASCUCK | \$0.00 |
| | INVOICE 32521MA9 TOTALS | \$17.30 | \$0.00 | \$17.30 | | | | \$0.00 |
| 33121MA3 03/ | //21 03/31/21 04/30/21 | | | | | | | |
| S0131335, Inv IV121798 Parkfolio | e 3.35.6192 - Software Service and Support | \$312.00 | \$0.00 | \$312.00 | 03/31/21 | 11767 | ASCUCK | \$0.00 |
| S0131335, Inv IV121798 Validation | • • | \$30.00 | \$0.00 | \$30.00 | 03/31/21 | 11767 | ASCUCK | \$0.00 |
| S0131335, Inv IV121798 Tax | 3.35.6192 - Software Service and Support | \$33.69 | \$0.00 | \$33.69 | 03/31/21 | 11767 | ASCUCK | \$0.00 |
| | INVOICE 33121MA3 TOTALS | \$375.69 | \$0.00 | \$375.69 | | | | \$0.00 |
| | PARKEON TOTALS | \$796.14 | \$0.00 | \$796.14 | | | | \$0.00 |
| VENDOR: 1071 - PACIFIC ADVANCED | CIVIL ENGIN | | | | | | | \$0.00 |
| 31121MA12 03/ | | MAT. 444.05 | #0.00 | MAT. 444.05 | 00/44/04 | 44700 | ASCUCK | #0.00 |
| Inv 4684 Wastewater Engineering | 2.51.6140 - Engineering Fees INVOICE 31121MA12 TOTALS | \$15,444.35 | \$0.00 | \$15,444.35 | 03/11/21 | 11726 | | \$0.00 |
| | INVOICE STIZTIMATZ TOTALS | [:] \$15,444.35 | \$0.00 | \$15,444.35 | | | | \$0.00 |
| | PACIFIC ADVANCED CIVIL ENGIN TOTALS | \$15,444.35 | \$0.00 | \$15,444.35 | | | | \$0.00 |
| VENDOR: 1080 - NICE JONS, INC. | | | | | | | | \$0.00 |
| | 0/21 03/10/21 04/09/21 | 40.000.00 | 40.00 | 40.000.00 | 00/44/04 | 44707 | 40011014 | ** |
| Inv 35868 Portable Toilets/Handwas | 1.11.6160 - COVID Expenses INVOICE 31121MA19 TOTALS | \$2,398.00 | \$0.00 | \$2,398.00 | 03/11/21 | 11727 | ASCUCK | \$0.00 |
| | INVOICE STIZIMATS TOTALS | \$2,398.00 | \$0.00 | \$2,398.00 | | | | \$0.00 |
| 32521MA11 03/ | | | | | | | | |
| Inv 36012 Portable Toilets/Handwa | | \$2,200.00 | \$0.00 | \$2,200.00 | 03/24/21 | 11752 | ASCUCK | \$0.00 |
| | INVOICE 32521MA11 TOTALS | \$2,200.00 | \$0.00 | \$2,200.00 | | | | \$0.00 |
| 32521MA20 03/ | 5/21 03/25/21 04/24/21 | | | | | | | |
| Inv 36012 Difference From Original | 1.11.6160 - COVID Expenses | \$1,232.00 | \$0.00 | \$1,232.00 | 03/25/21 | 11766 | ASCUCK | \$0.00 |
| | INVOICE 32521MA20 TOTALS | \$1,232.00 | \$0.00 | \$1,232.00 | | | | \$0.00 |
| | NICE JONS, INC. TOTALS | \$5,830.00 | \$0.00 | \$5,830.00 | | | | \$0.00 |
| VENDOR: 109 - AFLAC | | | | | | | | \$0.00 |
| 32521MA10 03/ | 1/21 03/24/21 03/24/21 | | | | | | | |
| Acct # DN513, Inv. 846029 | 1.10.2405 - AFLAC | \$143.52 | \$0.00 | \$143.52 | 03/24/21 | 11753 | ASCUCK | \$0.00 |
| | INVOICE 32521MA10 TOTALS | \$143.52 | \$0.00 | \$143.52 | | | | \$0.00 |
| | | | | | | | | |
| | AFLAC TOTALS | \$143.52 | \$0.00 | \$143.52 | | | | \$0.00 |
| VENDOR: 113 - ALL-MED EQUIPMEN | & SERVICES | | | | | | | \$0.00 |
| 31121MA5 03/ | | | | | | | | |
| Invs 637678 & 639779 Monthly Tan | · · · · · · · · · · · · · · · · · · · | \$205.52 | \$0.00 | \$205.52 | 03/11/21 | 11728 | ASCUCK | \$0.00 |
| | INVOICE 31121MA5 TOTALS | \$205.52 | \$0.00 | \$205.52 | | | | \$0.00 |

| nvoice Number Description | Inv.Date | Post.Date Due.Date Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|---|------------|--|-----------------|----------|-------------|------------|-----------|--------|---------|
| | | ALL-MED EQUIPMENT & SERVICES TOTALS: | \$205.52 | \$0.00 | \$205.52 | | | _ | \$0.00 |
| /ENDOR: 119 - APS | | | | | | | | | \$0.00 |
| 421MA2 | 03/03/21 | 03/03/21 03/18/21 | | | | | | | |
| 9438060 Hull St Roof | 00/00/21 | 1.18.6285 - Utilities | \$13.79 | \$0.00 | \$13.79 | 03/04/21 | 11707 | ASCUCK | \$0.00 |
| | | INVOICE 3421MA2 TOTALS: | \$13.79 | \$0.00 | \$13.79 | | | | \$0.00 |
| 050411444 | 00/04/04 | 00/04/04 | • • • | | • | | | | , |
| 2 521MA14 1490440 Street Lights | 03/24/21 | 03/24/21 04/08/21 3.30.6255 - Street Lights | \$940.70 | \$0.00 | \$940.70 | 03/24/21 | 11754 | ASCUCK | \$0.00 |
| 1490440 Street Lights | | INVOICE 32521MA14 TOTALS: | | | | 03/24/21 | 11734 | | |
| | | INVOICE 3252 IMA 14 TOTALS. | \$940.70 | \$0.00 | \$940.70 | | | | \$0.00 |
| 3121MA8 | 03/31/21 | 03/31/21 04/15/21 | | | | | | | |
| 0024240 Lower Park | | 1.17.6285 - Utilities | \$40.18 | \$0.00 | \$40.18 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 3216010 Hotel Jerome | | 1.18.6285 - Utilities | \$48.96 | \$0.00 | \$48.96 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 2353720 FD Gulch | | 1.18.6285 - Utilities | \$105.77 | \$0.00 | \$105.77 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 0421621 Fire Station | | 1.18.6285 - Utilities | \$377.87 | \$0.00 | \$377.87 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 7575770 Town Hall | | 1.18.6285 - Utilities | \$737.91 | \$0.00 | \$737.91 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 8468241 Middle Park | | 1.17.6285 - Utilities | \$40.58 | \$0.00 | \$40.58 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 5613490 Upper Park 2 | | 1.17.6285 - Utilities | \$53.36 | \$0.00 | \$53.36 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 8061950 Sunshine Hill Water | Tank | 2.50.6285 - Utilities Exp - Water | \$38.32 | \$0.00 | \$38.32 | 03/31/21 | 11768 | ASCUCK | \$0.0 |
| 6506951 Police Station | | 1.18.6285 - Utilities | \$206.42 | \$0.00 | \$206.42 | 03/31/21 | 11768 | ASCUCK | \$0.0 |
| 4246290 WWTP | | 2.51.6285 - Utilities | \$160.44 | \$0.00 | \$160.44 | 03/31/21 | 11768 | ASCUCK | \$0.0 |
| 1976520 Co-Op | | 1.18.6285 - Utilities | \$151.93 | \$0.00 | \$151.93 | 03/31/21 | 11768 | ASCUCK | \$0.0 |
| 2839800 Ghost Pepper | | 1.18.6285 - Utilities | \$173.32 | \$0.00 | \$173.32 | 03/31/21 | 11768 | ASCUCK | \$0.00 |
| 2383901 Upper Park | | 1.17.6285 - Utilities | \$39.65 | \$0.00 | \$39.65 | 03/31/21 | 11768 | ASCUCK | \$0.0 |
| | | INVOICE 33121MA8 TOTALS: | \$2,174.71 | \$0.00 | \$2,174.71 | | | | \$0.00 |
| | | APS TOTALS: | \$3,129.20 | \$0.00 | \$3,129.20 | | | _ | \$0.00 |
| ENDOR: 120 - ARROW EXPRES | SS | | | | | | | | \$0.00 |
| 2521MA8 | 03/24/21 | 03/24/21 04/23/21 | | | | | | | |
| Sewer Sample Shipping Inv 12 | | 2.51.6240 - Service Tests/System Testing | \$45.00 | \$0.00 | \$45.00 | 03/24/21 | 11755 | ASCUCK | \$0.00 |
| control camping companies in the | | INVOICE 32521MA8 TOTALS: | | \$0.00 | | 00/2 //2 : | | | * * * * |
| | | involor draft involority. | \$45.00 | \$0.00 | \$45.00 | | | | \$0.0 |
| | | ARROW EXPRESS TOTALS: | \$45.00 | \$0.00 | \$45.00 | | | | \$0.00 |
| ENDOR: 122 - AT&T | | | | | | | | | \$0.0 |
| 2521MA15 | 03/24/21 | 03/24/21 04/23/21 | | | | | | | |
| 287251435682x03152021 PD | | 1.13.6265 - Telephone | \$46.14 | \$0.00 | \$46.14 | 03/24/21 | 11756 | ASCUCK | \$0.00 |
| | | INVOICE 32521MA15 TOTALS: | \$46.14 | \$0.00 | \$46.14 | | | | \$0.0 |
| | | | ψτ υ. ιτ | Ψ0.00 | ψ-το. : • | | | | Ψ0.0 |
| | | AT&T TOTALS: | \$46.14 | \$0.00 | \$46.14 | | | | \$0.00 |
| ENDOR: 127 - ARIZONA BLUE | STAKE, INC | | | | | | | | \$0.00 |
| 1621MA4 | 03/16/21 | 03/16/21 04/15/21 | | | | | | | |
| Inv 2021-AA0290 Annual Asse | | 1.17.6185 - Miscellaneous | \$6.34 | \$0.00 | \$6.34 | 03/16/21 | 11746 | ASCUCK | \$0.00 |

^{*}V - Denotes Voided Check Entries

| | Inv.Date | Post.Date | Due.Date | • | B to cont | A | Object Barr | | D. J. | Dilimin |
|---------------------------------|-----------|-----------|-----------------------------------|--------------|------------------|--------------|-------------|-----------|----------|---------|
| Description | | Accou | • | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
| Inv 2021-AA0290 Annual Assess | | | 185 - Miscellaneous | \$6.34 | \$0.00 | \$6.34 | 03/16/21 | 11746 | ASCUCK | \$0.00 |
| Inv 2021-AA0290 Annual Assess | | | 185 - Miscellaneous | \$6.34 | \$0.00 | \$6.34 | 03/16/21 | 11746 | ASCUCK | \$0.00 |
| Inv 2021-AA0290 Annual Assess | | | 185 - Miscellaneous | \$6.34 | \$0.00 | \$6.34 | 03/16/21 | 11746 | ASCUCK | \$0.00 |
| Inv 2021-AA0290 Annual Assess | | | 185 - Miscellaneous | \$6.34 | \$0.00 | \$6.34 | 03/16/21 | 11746 | ASCUCK | \$0.00 |
| Inv 2021-AA0290 Annual Assess | sment H | 3.30.6 | 185 - Miscellaneous | \$6.35 | \$0.00 | \$6.35 | 03/16/21 | 11746 | ASCUCK | \$0.00 |
| | | | INVOICE 31621MA4 TOTALS: | \$38.05 | \$0.00 | \$38.05 | | | | \$0.00 |
| | | Α | RIZONA BLUE STAKE, INC TOTALS: | \$38.05 | \$0.00 | \$38.05 | | | | \$0.00 |
| VENDOR: 141 - ARIZONA SUPREM | ME COURT | | | | | | | | | \$0.00 |
| 31121MA4 | 03/10/21 | 03/10/21 | 03/10/21 | | | | | | | |
| Inv 2021-516 Printer and Compa | | | 191 - Copier & Equip Lease Exp | \$1,153.11 | \$0.00 | \$1,153.11 | 03/11/21 | 11729 | ASCUCK | \$0.00 |
| • | | | INVOICE 31121MA4 TOTALS: | \$1,153.11 | \$0.00 | \$1,153.11 | | | | \$0.00 |
| | | | | ψ1,100.11 | ψ0.00 | ψ1,100.11 | | | | Ψ0.00 |
| | | AF | RIZONA SUPREME COURT TOTALS: | \$1,153.11 | \$0.00 | \$1,153.11 | | | | \$0.00 |
| VENDOR: 154 - BLACK HILLS AUT | TO ELECTR | IC | | | | | | | | \$0.00 |
| 33121MA7 | 03/31/21 | 03/31/21 | 03/31/21 | | | | | | | |
| Inv 3985 A/C Maintenance B-11 | 1 | 7.25.6 | 276 - Wildlands Exp - Contingency | \$80.00 | \$0.00 | \$80.00 | 03/31/21 | 11769 | ASCUCK | \$0.00 |
| | | | INVOICE 33121MA7 TOTALS: | \$80.00 | \$0.00 | \$80.00 | | | | \$0.00 |
| | | | | Ψ00.00 | Ψ0.00 | Ψ00.00 | | | | Ψ0.00 |
| | | BLAC | CK HILLS AUTO ELECTRIC TOTALS: | \$80.00 | \$0.00 | \$80.00 | | | | \$0.00 |
| VENDOR: 167 - OFFICE DEPOT | | | | | | | | | | \$0.00 |
| 31621MA6 | 03/16/21 | 03/16/21 | 05/15/21 | | | | | | | |
| 63266436, Inv161264450001 Bi | inder | 1.11.6° | 190 - Office Supplies | \$30.23 | \$0.00 | \$30.23 | 03/16/21 | 11747 | ASCUCK | \$0.00 |
| 63266436, Inv161294026001 Bi | inders | | 190 - Office Supplies | \$10.26 | \$0.00 | \$10.26 | 03/16/21 | 11747 | ASCUCK | \$0.00 |
| | | | INVOICE 31621MA6 TOTALS: | \$40.49 | \$0.00 | \$40.49 | | | | \$0.00 |
| 33121MA13 | 03/31/21 | 03/31/21 | 05/30/21 | | | | | | | |
| 63266436,Inv164444026001 Of | | | 190 - Office Supplies | \$135.51 | \$0.00 | \$135.51 | 03/31/21 | 11770 | ASCUCK | \$0.00 |
| 63266436,Inv159338399002 Fo | • | | 190 - Office Supplies | \$14.31 | \$0.00 | \$14.31 | 03/31/21 | 11770 | ASCUCK | \$0.00 |
| 63266436,Inv159340113001 Pe | | | 190 - Office Supplies | \$11.09 | \$0.00 | \$11.09 | 03/31/21 | 11770 | ASCUCK | \$0.00 |
| 63266436,Inv159338399001 En | | | 190 - Office Supplies | \$26.37 | \$0.00 | \$26.37 | 03/31/21 | 11770 | ASCUCK | \$0.00 |
| 00200400,1114 10000000000 1 E11 | ivolopos | 1.11.0 | INVOICE 33121MA13 TOTALS: | | \$0.00 | | 00/01/21 | 11770 | | |
| | | | | \$187.28 | \$0.00 | \$187.28 | | | | \$0.00 |
| | | | OFFICE DEPOT TOTALS: | \$227.77 | \$0.00 | \$227.77 | | | | \$0.00 |
| VENDOR: 168 - CENTURY LINK | | | | | | | | | | \$0.00 |
| 32521MA6 | 03/24/21 | 03/24/21 | 04/08/21 | | | | | | | |
| 928 634 2245 PD | | | 265 - Telephone | \$36.23 | \$0.00 | \$36.23 | 03/24/21 | 11757 | ASCUCK | \$0.00 |
| 928 634 7943 GG | | | 265 - Telephone | \$171.07 | \$0.00 | \$171.07 | 03/24/21 | 11757 | ASCUCK | \$0.00 |
| 928 634 8992 PD | | | 265 - Telephone | \$174.90 | \$0.00 | \$174.90 | 03/24/21 | 11757 | ASCUCK | \$0.00 |
| 928 639 0574 LB | | | 265 - Telephone | \$79.14 | \$0.00 | \$79.14 | 03/24/21 | 11757 | ASCUCK | \$0.00 |
| 928 649 2776 PD | | | 265 - Telephone | \$42.14 | \$0.00 | \$42.14 | 03/24/21 | 11757 | ASCUCK | \$0.00 |
| 928 649 3034 FD | | | 265 - Telephone | \$132.17 | \$0.00 | \$132.17 | 03/24/21 | 11757 | ASCUCK | \$0.00 |
| 020 040 0004 I D | | 1.14.0 | 200 10100110110 | Ψ102.17 | ψ0.00 | Ψ102.11 | 00127121 | | 7,000010 | ψ0.00 |

^{*}V - Denotes Voided Check Entries

| Invoice Number Inv.Date Description | Post.Date Due.Date Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|--------------------------------------|--|------------|----------|-------------|------------|-----------|--------|---------|
| 928 649 3250 CT | 1.12.6265 - Telephone | \$74.60 | \$0.00 | \$74.60 | 03/24/21 | 11757 | ASCUCK | \$0.00 |
| | INVOICE 32521MA6 TOTALS: | \$710.25 | \$0.00 | \$710.25 | | | _ | \$0.00 |
| | CENTURY LINK TOTALS: | \$710.25 | \$0.00 | \$710.25 | | | _ | \$0.00 |
| /ENDOR: 185 - COTTONWOOD EXPRESS LU | JBE . | | | | | | | \$0.00 |
| 2521MA4 03/24/21 | 03/24/21 03/24/21 | | | | | | | |
| Ticket #64365 Oil Change Unit#25 | 1.13.6220 - Rep and Maint - Vehicles | \$46.07 | \$0.00 | \$46.07 | 03/24/21 | 11758 | ASCUCK | \$0.00 |
| | INVOICE 32521MA4 TOTALS: | \$46.07 | \$0.00 | \$46.07 | | | | \$0.00 |
| | COTTONWOOD EXPRESS LUBE TOTALS: | \$46.07 | \$0.00 | \$46.07 | | | _ | \$0.00 |
| /ENDOR: 200 - ALLEN MUMA | | | | | | | | \$0.00 |
| 1121MA23 03/11/21 | 03/11/21 03/11/21 | | | | | | | |
| Reimbursement for security cameras/ | 2.50.6232 - Springs Security Exp | \$4,532.62 | \$0.00 | \$4,532.62 | 03/11/21 | 11730 | ASCUCK | \$0.00 |
| Reimbursement for uniform shirts | 1.13.6280 - Uniforms | \$713.34 | \$0.00 | \$713.34 | 03/11/21 | 11730 | ASCUCK | \$0.00 |
| | INVOICE 31121MA23 TOTALS: | \$5,245.96 | \$0.00 | \$5,245.96 | | | | \$0.00 |
| | ALLEN MUMA TOTALS: | \$5,245.96 | \$0.00 | \$5,245.96 | | | | \$0.00 |
| ENDOR: 203 - SMART DOCUMENT SOLUTION | ONS | | | | | | | \$0.00 |
| 1121MA18 03/10/21 | 03/10/21 03/10/21 | | | | | | | |
| C10253, CT1221-01, Inv 16337 Copier | 1.11.6191 - Copier & Equip Lease Expense | \$203.97 | \$0.00 | \$203.97 | 03/11/21 | 11731 | ASCUCK | \$0.00 |
| | INVOICE 31121MA18 TOTALS: | \$203.97 | \$0.00 | \$203.97 | | | | \$0.00 |
| | SMART DOCUMENT SOLUTIONS TOTALS: | \$203.97 | \$0.00 | \$203.97 | | | _ | \$0.00 |
| /ENDOR: 204 - SEDONA RECYCLES, INC | | | | | | | | \$0.00 |
| 421MA13 03/03/21 | 03/03/21 03/03/21 | | | | | | | |
| Inv JEROME 321 Recycling Services | 2.52.6111 - Recycling Contract Exp | \$240.00 | \$0.00 | \$240.00 | 03/04/21 | 11708 | ASCUCK | \$0.00 |
| | INVOICE 3421MA13 TOTALS: | \$240.00 | \$0.00 | \$240.00 | | | | \$0.00 |
| | SEDONA RECYCLES, INC TOTALS: | \$240.00 | \$0.00 | \$240.00 | | | _ | \$0.00 |
| ENDOR: 207 - HOME DEPOT CREDIT SERVI | ICES | | | | | | | \$0.00 |
| 421MA12 03/03/21 | 03/03/21 03/23/21 | | | | | | | |
| 3429, Ref # 5523813 20 Bags of Salt | 3.30.6260 - Street Supplies | \$118.04 | \$0.00 | \$118.04 | 03/04/21 | 11709 | ASCUCK | \$0.00 |
| 3429, Ref # 525430 Tack Oil | 3.30.6260 - Street Supplies | \$87.77 | \$0.00 | \$87.77 | 03/04/21 | 11709 | ASCUCK | \$0.00 |
| | INVOICE 3421MA12 TOTALS: | \$205.81 | \$0.00 | \$205.81 | | | | \$0.00 |
| 3121MA2 03/31/21 | 03/31/21 04/20/21 | | | | | | | |
| 3429 Inv 7022717 5/8 Plywood x 3 | 1.18.6215 - R&M Building - Properties | \$148.20 | \$0.00 | \$148.20 | 03/31/21 | 11771 | ASCUCK | \$0.00 |
| 3429 Inv 6523357 Concrete, Fence Po | 2.51.6230 - Rep and Maint - Infrastructure | \$66.11 | \$0.00 | \$66.11 | 03/31/21 | 11771 | ASCUCK | \$0.00 |
| 3429 Inv 4534471 Concrete | 2.51.6230 - Rep and Maint - Infrastructure | \$28.79 | \$0.00 | \$28.79 | 03/31/21 | 11771 | ASCUCK | \$0.00 |
| | INVOICE 33121MA2 TOTALS: | \$243.10 | \$0.00 | \$243.10 | | | | \$0.00 |

| Invoice Number | Inv.Date | Post.Date Due.Date | | | | | | | |
|---|------------|--|-----------------|----------|--------------------|------------|-----------|----------|---------|
| Description | | Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
| | | HOME DEPOT CREDIT SERVICES TOTALS: | \$448.91 | \$0.00 | \$448.91 | | | | \$0.00 |
| VENDOR: 218 - VERIZON WIREL | LESS | | | | | | | | \$0.00 |
| 31121MA15 | 03/10/21 | 03/10/21 04/04/21 | | | | | | | |
| 928 301 4380 PD | | 1.13.6265 - Telephone | \$50.33 | \$0.00 | \$50.33 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 301 9672 PD | | 1.13.6265 - Telephone | \$50.33 | \$0.00 | \$50.33 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| Access Charges PD | | 1.13.6265 - Telephone | \$161.00 | \$0.00 | \$161.00 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 451 2174 Kiosk Phone | | 3.35.6265 - Telephone | \$30.08 | \$0.00 | \$30.08 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 451 2402 Kiosk Phone | | 3.35.6265 - Telephone | \$30.08 | \$0.00 | \$30.08 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 451 2436 Kiosk Phone | | 3.35.6265 - Telephone | \$30.08 | \$0.00 | \$30.08 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 821 0736 Kiosk Phone | | 3.35.6265 - Telephone | \$30.08 | \$0.00 | \$30.08 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| | | INVOICE 31121MA15 TOTALS: | \$381.98 | \$0.00 | \$381.98 | | | | \$0.00 |
| 31121MA16 | 03/10/21 | 03/10/21 04/04/21 | | | | | | | |
| 928 300 5987 Barry | 03/10/21 | 1.16.6265 - Telephone | \$48.76 | \$0.00 | \$48.76 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 300 8701 Rusty | | 1.14.6265 - Telephone | \$60.61 | \$0.00 | \$60.61 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 821 0133 Shuttle | | 1.11.6265 - Telephone | \$33.17 | \$0.00 | \$33.17 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| 928 963 4958 Rusty | | 1.14.6265 - Telephone | \$10.45 | \$0.00 | \$10.45 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| Access Charges GG | | 1.11.6265 - Telephone | \$16.10 | \$0.00 | \$16.10 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| Access Charges PZ | | 1.16.6265 - Telephone | \$16.10 | \$0.00 | \$16.10 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| Access Charges FD | | 1.14.6265 - Telephone | \$32.20 | \$0.00 | \$32.20 | 03/11/21 | 11732 | ASCUCK | \$0.00 |
| , toosee Charges 1 2 | | INVOICE 31121MA16 TOTALS: | \$217.39 | \$0.00 | \$217.39 | 00/11/21 | 11702 | | \$0.00 |
| | | VERIZON WIRELESS TOTALS: | \$599.37 | \$0.00 | \$599.37 | | | _ | \$0.00 |
| | | | ψ000.07 | ψ0.00 | ψ000.01 | | | | • |
| VENDOR: 224 - LEGEND | | | | | | | | | \$0.00 |
| 3421MA15 Acct 00-0001475, Inv. 210316 | 03/03/21 | 03/03/21 04/02/21 | | | | | | | |
| | 62 | 2.51.6240 - Service Tests/System Testing | \$75.00 | \$0.00 | \$75.00 | 03/04/21 | 11710 | ASCUCK | \$0.00 |
| Acct 00-0001475, Inv. 210340 | 0 | 2.51.6240 - Service Tests/System Testing | \$75.00 | \$0.00 | \$75.00 | 03/04/21 | 11710 | ASCUCK | \$0.00 |
| | | INVOICE 3421MA15 TOTALS: | \$150.00 | \$0.00 | \$150.00 | | | | \$0.00 |
| 32521MA1 | 03/24/21 | 03/24/21 04/23/21 | | | | | | | |
| Acct 00-0001475, Inv. 210408 | 8 Water | 2.50.6240 - Service Tests/System Testing | \$15.00 | \$0.00 | \$15.00 | 03/24/21 | 11759 | ASCUCK | \$0.00 |
| Acct 00-0001475, Inv. 210408 | 8 Sewer | 2.51.6240 - Service Tests/System Testing | \$277.00 | \$0.00 | \$277.00 | 03/24/21 | 11759 | ASCUCK | \$0.00 |
| Acct 00-0001475, Inv. 210435 | 0 Sewer | 2.51.6240 - Service Tests/System Testing | \$75.00 | \$0.00 | \$75.00 | 03/24/21 | 11759 | ASCUCK | \$0.00 |
| | | INVOICE 32521MA1 TOTALS: | \$367.00 | \$0.00 | \$367.00 | | | | \$0.00 |
| | | LEGEND TOTALS: | \$517.00 | \$0.00 | \$517.00 | | | _ | \$0.00 |
| VENDOR: 237 - UNISOURCE EN | EDGV SEDVI | CES | | | | | | | \$0.00 |
| | | | | | | | | | φυ.00 |
| 31621MA5 | 03/16/21 | 03/16/21 04/05/21 | * 400.00 | 40.05 | 0.100.05 | 00140101 | 11710 | 40011014 | 40.55 |
| 0559820 Fire Station | | 1.18.6285 - Utilities | \$196.02 | \$0.00 | \$196.02 | 03/16/21 | 11748 | ASCUCK | \$0.00 |
| 4353340 Town Yard | | 1.18.6285 - Utilities | \$272.91 | \$0.00 | \$272.91 | 03/16/21 | 11748 | ASCUCK | \$0.00 |
| 6937260 Police Station | | 1.18.6285 - Utilities | \$35.66 | \$0.00 | \$35.66 | 03/16/21 | 11748 | ASCUCK | \$0.00 |
| 7505930 Town Hall | | 1.18.6285 - Utilities | \$516.82 | \$0.00 | \$516.82 | 03/16/21 | 11748 | ASCUCK | \$0.00 |
| 2353340 Co-Op | | 1.18.6285 - Utilities | \$170.88 | \$0.00 | \$170.88 | 03/16/21 | 11748 | ASCUCK | \$0.00 |

^{*}V - Denotes Voided Check Entries

| Description | Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|---|---|------------|----------|-------------|----------------------|----------------|--------|---------|
| | INVOICE 31621MA5 TOTALS: | \$1,192.29 | \$0.00 | \$1,192.29 | | | | \$0.00 |
| | UNISOURCE ENERGY SERVICES TOTALS: | \$1,192.29 | \$0.00 | \$1,192.29 | | | | \$0.00 |
| /ENDOR: 238 - VERDE VALLEY HARDWARE | | | | | | | | \$0.00 |
| 3421MA3 03/03/21 | 03/03/21 03/18/21 | | | | | | | • |
| 2860, Inv 27504 Window Cleaner/Repa | 1.18.6215 - R&M Building - Properties | \$175.07 | \$0.00 | \$175.07 | 03/04/21 | 11711 | ASCUCK | \$0.00 |
| 2860, Inv 27599 Faucet Suppplyy Lin | 1.18.6185 - Miscellaneous | \$81.19 | \$0.00 | \$81.19 | 03/04/21 | 11711 | ASCUCK | \$0.00 |
| 2860, Inv 27630 Gauge Inflator | 1.14.6250 - Small Tools and Equipment | \$53.79 | \$0.00 | \$53.79 | 03/04/21 | 11711 | ASCUCK | \$0.00 |
| 2860, Inv 27859 Lime, Paint | 3.30.6260 - Street Supplies | \$71.97 | \$0.00 | \$71.97 | 03/04/21 | 11711 | ASCUCK | \$0.00 |
| 2860, Inv 27923 Rubber Couplers | 2.51.6230 - Rep and Maint - Infrastructure | \$48.31 | \$0.00 | \$48.31 | 03/04/21 | 11711 | ASCUCK | \$0.00 |
| 2860, Inv 27995 Cleaners | 1.14.6195 - Operating Supplies - Fire Dept | \$28.54 | \$0.00 | \$28.54 | 03/04/21 | 11711 | ASCUCK | \$0.00 |
| • | | · | | \$71.40 | | | ASCUCK | • |
| 2860, Inv 28167 Tow Strong | 2.50.6230 - Rep and Maint - Infrastructure | \$71.40 | \$0.00 | • | 03/04/21 03/04/21 | 11711 11711 | ASCUCK | \$0.00 |
| 2860, Inv 28157 Tow Straps | 1.14.6250 - Small Tools and Equipment | \$137.26 | \$0.00 | \$137.26 | | | | \$0.00 |
| 2860, Inv 28188 Liquid Nail, Foam S | 1.18.6185 - Miscellaneous | \$49.14 | \$0.00 | \$49.14 | 03/04/21 | 11711 | ASCUCK | \$0.00 |
| | INVOICE 3421MA3 TOTALS: | \$716.67 | \$0.00 | \$716.67 | | | | \$0.00 |
| | VERDE VALLEY HARDWARE TOTALS: | \$716.67 | \$0.00 | \$716.67 | | | | \$0.00 |
| ENDOR: 252 - NAPA AUTO PARTS | | | | | | | | \$0.00 |
| 421MA10 03/03/21 | 03/03/21 03/23/21 | | | | | | | |
| 31380, Inv247840 9pc Disconnect Set | 1.14.6250 - Small Tools and Equipment | \$16.14 | \$0.00 | \$16.14 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248020,249193 Parks | 1.17.6220 - Rep and Maint - Vehicles | \$55.65 | \$0.00 | \$55.65 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248020,249193 Prop | 1.18.6220 - Rep and Maint - Vehicles | \$55.65 | \$0.00 | \$55.65 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248020,249193 Water | 2.50.6220 - Rep and Maint - Vehicles | \$55.65 | \$0.00 | \$55.65 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248020,249193 Sewer | 2.51.6220 - Rep and Maint - Vehicles | \$55.65 | \$0.00 | \$55.65 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248020,249193 Trash | 2.52.6220 - Rep and Maint - Vehicles | \$55.65 | \$0.00 | \$55.65 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248020,249193 HURF | 3.30.6220 - Rep and Maint - Vehicles | \$55.65 | \$0.00 | \$55.65 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv2248397 Argon | 1.18.6185 - Miscellaneous | \$184.29 | \$0.00 | \$184.29 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380. Inv248563 Parts for C-112 | 7.25.6276 - Wildlands Exp - Contingency | \$802.33 | \$0.00 | \$802.33 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248680 Stud Nut Kit C-112 | 7.25.6276 - Wildlands Exp - Contingency | \$28.87 | \$0.00 | \$28.87 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248831 Argon | 1.18.6195 - Operating Supplies - Properties | \$64.51 | \$0.00 | \$64.51 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv248680 Gasket Set, Radiat | 7.25.6276 - Wildlands Exp - Contingency | \$119.70 | \$0.00 | \$119.70 | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380, Inv249025 Return Parts for C | 7.25.6276 - Wildlands Exp - Contingency | (\$388.86) | \$0.00 | (\$388.86) | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 31380. Inv248917 Return Parts for C | 7.25.6276 - Wildlands Exp - Contingency | (\$34.05) | \$0.00 | (\$34.05) | 03/04/21 | 11712 | ASCUCK | \$0.00 |
| 0.000, 2.00 | INVOICE 3421MA10 TOTALS: | \$1,126.83 | \$0.00 | \$1,126.83 | 00/0 1/2 1 | | | \$0.00 |
| | NAPA AUTO PARTS TOTALS: | \$1,126.83 | \$0.00 | \$1,126.83 | | | | \$0.00 |
| /ENDOR: 255 - CITY OF COTTONWOOD | | | | | | | | \$0.00 |
| | 00/04/04 00/04/04 | | | | | | | ψ0.00 |
| 33121MA10 03/31/21 Inv 4199 Dispatch Fees FD | 03/31/21 03/31/21 1.14.6120 - Dispatch Fees | \$533.67 | \$0.00 | \$533.67 | 03/31/21 | 11772 | ASCUCK | \$0.00 |
| 1100 Dispator 1 663 1 D | INVOICE 33121MA10 TOTALS: | \$533.67 | \$0.00 | \$533.67 | 00/01/21 | 11112 | | \$0.00 |
| | _ | | | | | | | , |
| | CITY OF COTTONWOOD TOTALS: | \$533.67 | \$0.00 | \$533.67 | | | | \$0.00 |

| Description | Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|--|--|------------|----------|-------------|------------|-----------|----------|---------|
| VENDOR: 260 - CYMA SYSTEMS, INC | | | | | | | | \$0.00 |
| 33121MA9 03/31/21 | 03/31/21 03/31/21 | | | | | | | |
| Inv 492304 CYMA Renewal GG | 1.11.6192 - Software Support Exp - GG | \$324.82 | \$0.00 | \$324.82 | 03/31/21 | 11773 | ASCUCK | \$0.00 |
| Inv 492304 CYMA Renewal Water | 2.50.6192 - Software Support Exp - Water | \$324.82 | \$0.00 | \$324.82 | 03/31/21 | 11773 | ASCUCK | \$0.00 |
| Inv 492304 CYMA Renewal Sewer | 2.51.6192 - Software Support Exp - Sewer | \$324.82 | \$0.00 | \$324.82 | 03/31/21 | 11773 | ASCUCK | \$0.00 |
| | INVOICE 33121MA9 TOTALS: | \$974.46 | \$0.00 | \$974.46 | | | | \$0.00 |
| | CYMA SYSTEMS, INC TOTALS: | \$974.46 | \$0.00 | \$974.46 | | | | \$0.00 |
| VENDOR: 265 - CONTRACT WASTEWATER (| OPERATIONS | | | | | | | \$0.00 |
| 3421MA1 03/03/21 | 03/03/21 03/28/21 | | | | | | | |
| Inv 1014850 Spring Maint Feb 2021 | 2.50.6110 - Contract Services | \$900.00 | \$0.00 | \$900.00 | 03/04/21 | 11713 | ASCUCK | \$0.00 |
| Inv 1014850 WWTP Maint Feb 2021 | 2.51.6110 - Contract Services | \$3,200.00 | \$0.00 | \$3,200.00 | 03/04/21 | 11713 | ASCUCK | \$0.00 |
| Inv 1014850 Install of Screen/Walnu | 2.50.6230 - Rep and Maint - Infrastructure | \$334.67 | \$0.00 | \$334.67 | 03/04/21 | 11713 | ASCUCK | \$0.00 |
| Inv 1014850 Shipping Fees | 2.51.6185 - Miscellaneous | \$111.43 | \$0.00 | \$111.43 | 03/04/21 | 11713 | ASCUCK | \$0.00 |
| inv for food empping roos | INVOICE 3421MA1 TOTALS: | \$4,546.10 | \$0.00 | \$4,546.10 | 00/01/21 | 11710 | | \$0.00 |
| | CONTRACT WASTEWATER OPERATIONS TOTALS: | \$4,546.10 | \$0.00 | \$4,546.10 | | | _ | \$0.00 |
| VENDOR: 387 - NEXTCARE URGENT CARE | | . , | | . , | | | | \$0.00 |
| | | | | | | | | ψ0.00 |
| 33121MA11 03/31/21 | 03/31/21 04/30/21 | 40400 | 40.00 | 404.00 | 00/04/04 | 44774 | 40011014 | ** |
| Acct#1000002586938 Immunizations PW | 1.17.6185 - Miscellaneous | \$24.33 | \$0.00 | \$24.33 | 03/31/21 | 11774 | ASCUCK | \$0.00 |
| Acct#1000002586938 Immunizations PW | 1.18.6185 - Miscellaneous | \$24.33 | \$0.00 | \$24.33 | 03/31/21 | 11774 | ASCUCK | \$0.00 |
| Acct#1000002586938 Immunizations PW | 2.50.6185 - Miscellaneous | \$24.33 | \$0.00 | \$24.33 | 03/31/21 | 11774 | ASCUCK | \$0.00 |
| Acct#1000002586938 Immunizations PW | 2.51.6185 - Miscellaneous | \$24.33 | \$0.00 | \$24.33 | 03/31/21 | 11774 | ASCUCK | \$0.00 |
| Acct#1000002586938 Immunizations PW | 2.52.6185 - Miscellaneous | \$24.33 | \$0.00 | \$24.33 | 03/31/21 | 11774 | ASCUCK | \$0.00 |
| Acct#1000002586938 Immunizations PW | 3.30.6185 - Miscellaneous | \$24.35 | \$0.00 | \$24.35 | 03/31/21 | 11774 | ASCUCK | \$0.00 |
| | INVOICE 33121MA11 TOTALS: | \$146.00 | \$0.00 | \$146.00 | | | | \$0.00 |
| | NEXTCARE URGENT CARE TOTALS: | \$146.00 | \$0.00 | \$146.00 | | | | \$0.00 |
| VENDOR: 406 - DIVERSIFIED INSPECTIONS, | , INC | | | | | | | \$0.00 |
| 31121MA8 03/10/21 | 03/10/21 03/10/21 | | | | | | | |
| Inv INDI34573 Ladder Testing | 1.14.6225 - Rep and Maint - Equipment | \$520.00 | \$0.00 | \$520.00 | 03/11/21 | 11733 | ASCUCK | \$0.00 |
| | INVOICE 31121MA8 TOTALS: | \$520.00 | \$0.00 | \$520.00 | | | | \$0.00 |
| | DIVERSIFIED INSPECTIONS, INC TOTALS: | \$520.00 | \$0.00 | \$520.00 | | | | \$0.00 |
| VENDOR: 450 - #1 FOOD STORE | | | | | | | | \$0.00 |
| 31121MA7 03/10/21 | 03/10/21 03/10/21 | | | | | | | |
| Fuel, FD | 1.14.6145 - Fuel | \$165.21 | \$0.00 | \$165.21 | 03/11/21 | 11734 | ASCUCK | \$0.00 |
| | INVOICE 31121MA7 TOTALS: | \$165.21 | \$0.00 | \$165.21 | | | _ | \$0.00 |
| | | | | | | | | |

| Invoice Number Description | Inv.Date | Post.Date Due.Date Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|--|------------------------------|---|--|-----------------------------------|---|----------------------|----------------|---------------|-----------------------------------|
| VENDOR: 502 - DANA KEPNER | CO | | | | | | | | \$0.00 |
| 3421MA17 5124, Inv 9024366 Pipe Lubr | 03/04/21 ricant, 6 | 03/04/21 04/03/21 2.51.6230 - Rep and Maint - Infrastructure INVOICE 3421MA17 TOTALS: DANA KEPNER CO TOTALS: | \$96.57 \$96.57 \$96.57 | \$0.00 \$0.00 | \$96.57 \$96.57 \$96.57 | 03/04/21 | 11714 | ASCUCK | \$0.00 \$0.00 |
| VENDOD 540 HANGON 4 005 | | | ***** | ***** | ***** | | | | • |
| VENDOR: 513 - HANSON AGGE | | | | | | | | | \$0.00 |
| 3421MA5 Inv 1131266 Asphalt | 03/03/21 | 03/03/21 04/02/21 3.30.6260 - Street Supplies INVOICE 3421MA5 TOTALS: | \$151.02 \$151.02 | \$0.00 \$0.00 | \$151.02 \$151.02 | 03/04/21 | 11715 | ASCUCK | \$0.00 \$0.00 |
| | | HANSON AGGREGATES LLC TOTALS: | \$151.02 | \$0.00 | \$151.02 | | | | \$0.00 |
| VENDOR: 548 - NILES RADIO C | COMMUNICATI | ON | | | | | | | \$0.00 |
| 31121MA22 CDM750 w/Power Supply, Ac | 03/11/21 ccessories | 03/11/21 04/10/21 1.13.6225 - Rep and Maint - Equipment INVOICE 31121MA22 TOTALS: | \$332.62 \$332.62 | \$0.00 \$0.00 | \$332.62 \$332.62 | 03/11/21 | 11735 | ASCUCK | \$0.00 \$0.00 |
| | | NILES RADIO COMMUNICATION TOTALS: | \$332.62 | \$0.00 | \$332.62 | | | | \$0.00 |
| VENDOR: 595 - FDC RESCUE F | PRODUCTS | | | | | | | | \$0.00 |
| 32521MA2 Inv 8374 SCBA and Mask Se Inv 8374 SCBA and Mask Se | - | 03/24/21 04/23/21 1.14.6225 - Rep and Maint - Equipment 1.14.6225 - Rep and Maint - Equipment INVOICE 32521MA2 TOTALS: FDC RESCUE PRODUCTS TOTALS: | \$1,634.00 \$358.71 \$1,992.71 \$1,992.71 | \$0.00 \$0.00 \$0.00 | \$1,634.00 \$358.71 \$1,992.71 \$1,992.71 | 03/24/21 03/24/21 | 11760 11760 | ASCUCK ASCUCK | \$0.00 \$0.00 \$0.00 |
| VENDOD, COO. NACCO | | | | | | | | | *0.00 |
| VENDOR: 628 - NACOG | 03/11/21 | 03/11/21 03/11/21 | | | | | | | \$0.00 |
| 31121MA20 CDBG Grant Application Prep CDBG Grant Environmental A | paration | 5.40.6110 - Contract Services Exp - Opr Gra 5.40.6110 - Contract Services Exp - Opr Gra INVOICE 31121MA20 TOTALS: | \$5,000.00 \$7,500.00 \$12,500.00 | \$0.00 \$0.00 \$0.00 | \$5,000.00 \$7,500.00 \$12,500.00 | 03/11/21 03/11/21 | 11736 11736 | ASCUCK | \$0.00 \$0.00 \$0.00 |
| | | NACOG TOTALS: | \$12,500.00 | \$0.00 | \$12,500.00 | | | | \$0.00 |
| VENDOR: 663 - TOWN OF JERO | OME | | | | | | | | \$0.00 |
| 31121MA1 Monthly R&E Sewer Bond Tr | 03/10/21 ansfer | 03/10/21 03/10/21 1.10.2999 - Suspense Account INVOICE 31121MA1 TOTALS: | \$455.00 \$455.00 | \$0.00 \$0.00 | \$455.00 \$455.00 | 03/11/21 | 11738 | ASCUCK | \$0.00 \$0.00 |
| 31121MA2 Monthly P&I Sewer Bond Tra | 03/10/21 ansfer | 03/10/21 03/10/21 1.10.2999 - Suspense Account INVOICE 31121MA2 TOTALS: | \$1,450.00 \$1,450.00 | \$0.00 \$0.00 | \$1,450.00 \$1,450.00 | 03/11/21 | 11737 | ASCUCK | \$0.00 \$0.00 |

| Invoice Number Inv.Date Description | Post.Date Due.Date Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|--|--|---|--------------------------------------|---|----------------------------------|-------------------------|----------------------------|---|
| | TOWN OF JEROME TOTALS: | \$1,905.00 | \$0.00 | \$1,905.00 | | | _ | \$0.00 |
| ENDOR: 704 - MINGUS ELECTRIC | | | | | | | | \$0.00 |
| 2521MA12 03/24/21 Inv 1318 Water Heater Hook-Up Labor Inv 1318 Water Heater Hook-Up Parts | 03/24/21 04/23/21 1.18.6215 - R&M Building - Properties 1.18.6215 - R&M Building - Properties INVOICE 32521MA12 TOTALS: | \$255.00 \$43.16 \$298.16 | \$0.00 \$0.00 | \$255.00 \$43.16 \$298.16 | 03/24/21 03/24/21 | 11761 11761 | ASCUCK ASCUCK | \$0.00 \$0.00 \$0.00 |
| | MINGUS ELECTRIC TOTALS: | \$298.16 | \$0.00 | \$298.16 | | | | \$0.00 |
| ENDOR: 725 - DIESEL DIRECT WEST | | | | | | | | \$0.00 |
| 1121MA6 03/10/21 18583, Inv 83939843 Fuel, Water 18583, Inv 83939843 Fuel, Sewer 18583, Inv 83939843 Fuel, Trash | 03/10/21 03/25/21 2.50.6145 - Fuel 2.51.6145 - Fuel 2.52.6145 - Fuel INVOICE 31121MA6 TOTALS: | \$19.98 \$19.98 \$159.84 \$199.80 | \$0.00 \$0.00 \$0.00 | \$19.98 \$19.98 \$159.84 \$199.80 | 03/11/21 03/11/21 03/11/21 | 11739 11739 11739 | ASCUCK ASCUCK ASCUCK | \$0.00 \$0.00 \$0.00 |
| 2521MA13 03/24/21 18583, Inv 83958666 Fuel, Water 18583, Inv 83958666 Fuel, Sewer 18583, Inv 83958666 Fuel, Trash | 03/24/21 04/08/21 2.50.6145 - Fuel 2.51.6145 - Fuel 2.52.6145 - Fuel INVOICE 32521MA13 TOTALS: | \$20.40 \$20.40 \$163.21 \$204.01 | \$0.00 \$0.00 \$0.00 \$0.00 | \$20.40 \$20.40 \$163.21 \$204.01 | 03/24/21 03/24/21 03/24/21 | 11762 11762 11762 | ASCUCK ASCUCK ASCUCK | \$0.00 \$0.00 \$0.00 \$0.00 |
| ENDOR: 735 - FOUR-D LLC | | | | | | | | \$0.00 |
| 1421MA16 03/03/21 Inv 790 IT Work Completed Feb 2021 | 03/03/21 04/02/21 1.11.6193 - Computer Hardware & Service INVOICE 3421MA16 TOTALS: FOUR-D LLC TOTALS: | \$575.00 \$575.00 \$575.00 | \$0.00 \$0.00 | \$575.00 \$575.00 | 03/04/21 | 11716 | ASCUCK | \$0.00 \$0.00 |
| | | ψ070.00 | ψ0.00 | ψο/ 0.00 | | | | • |
| /ENDOR: 747 - TOWN OF JEROME PR 31121MA3 03/10/21 Monthly Payroll Transfer | 03/10/21 03/10/21 1.10.2999 - Suspense Account INVOICE 31121MA3 TOTALS: | \$90,000.00 \$90,000.00 | \$0.00 \$0.00 | \$90,000.00 \$90,000.00 | 03/11/21 | 11740 | ASCUCK | \$0.00 \$0.00 \$0.00 |
| | TOWN OF JEROME PR TOTALS: | \$90,000.00 | \$0.00 | \$90,000.00 | | | | \$0.00 |
| /ENDOR: 748 - SIMS MACKIN, LTD | | | | | | | | \$0.00 |
| 32521MA5 03/24/21 Inv 30861 Legal, GG Inv 30861 Legal, PZ Inv 30861 Legal, Water | 03/24/21 | \$897.00 \$838.50 \$858.00 | \$0.00 \$0.00 \$0.00 | \$897.00 \$838.50 \$858.00 | 03/24/21 03/24/21 03/24/21 | 11763 11763 11763 | ASCUCK ASCUCK ASCUCK | \$0.00 \$0.00 \$0.00 |

| Invoice Number | Inv.Date | Post.Date Due.Date | A | Discount | Amount Paid | Check Date | Check No. | Donk | Dolones |
|--------------------------------|---------------|--|-------------|----------|-------------|------------|-----------|--------|---------|
| Description | | Account | Amount | Discount | Amount Palu | Check Date | CHECK NO. | Bank | Balance |
| | | SIMS MACKIN, LTD TOTALS: | \$2,593.50 | \$0.00 | \$2,593.50 | | | | \$0.00 |
| VENDOR: 754 - ARIZONA BUG C | OMPANY | | | | | | | | \$0.00 |
| 3421MA9 | 03/03/21 | 03/03/21 04/02/21 | | | | | | | |
| Pest Control, 10101 prop (FD) | | 1.18.6110 - Contract Services | \$50.00 | \$0.00 | \$50.00 | 03/04/21 | 11717 | ASCUCK | \$0.00 |
| | | INVOICE 3421MA9 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 R | ISK RET POO | DL P&C | | | | | | | \$0.00 |
| 3421MA4 | 03/03/21 | 03/03/21 03/03/21 | | | | | | | |
| 40001406, Inv40001406-03032 | 2021 Rene | 1.11.6155 - Insurance | \$6,538.42 | \$0.00 | \$6,538.42 | 03/04/21 | 11718 | ASCUCK | \$0.00 |
| 40001406, Inv40001406-03032 | 2021 Rene | 2.50.6155 - Insurance | \$2,580.95 | \$0.00 | \$2,580.95 | 03/04/21 | 11718 | ASCUCK | \$0.00 |
| 40001406, Inv40001406-03032 | 2021 Rene | 2.51.6155 - Insurance | \$2,925.08 | \$0.00 | \$2,925.08 | 03/04/21 | 11718 | ASCUCK | \$0.00 |
| 40001406, Inv40001406-03032 | 2021 Rene | 2.52.6155 - Insurance | \$3,441.31 | \$0.00 | \$3,441.31 | 03/04/21 | 11718 | ASCUCK | \$0.00 |
| 40001406, Inv40001406-03032 | 2021 Rene | 3.30.6155 - Insurance | \$1,720.63 | \$0.00 | \$1,720.63 | 03/04/21 | 11718 | ASCUCK | \$0.00 |
| 40001406, Inv40001406-03032 | 2021 Rene | 1.11.6155 - Insurance | \$1,726.00 | \$0.00 | \$1,726.00 | 03/04/21 | 11718 | ASCUCK | \$0.00 |
| | | INVOICE 3421MA4 TOTALS: | \$18,932.39 | \$0.00 | \$18,932.39 | | | | \$0.00 |
| | | AZ MUNICIPAL RISK RET POOL P&C TOTALS: | \$18,932.39 | \$0.00 | \$18,932.39 | | | _ | \$0.00 |
| VENDOR: 793 - TOWN OF JEROI | ME - UTILITIE | es . | | | | | | | \$0.00 |
| 3421MA14 | 03/03/21 | 03/03/21 04/02/21 | | | | | | | |
| 7002-01 Civic Center | | 1.18.6285 - Utilities | \$216.90 | \$0.00 | \$216.90 | 03/04/21 | 11719 | ASCUCK | \$0.00 |
| 7015-01 Fire Station | | 1.18.6285 - Utilities | \$137.56 | \$0.00 | \$137.56 | 03/04/21 | 11719 | ASCUCK | \$0.00 |
| 7031-01 Library | | 1.18.6285 - Utilities | \$137.56 | \$0.00 | \$137.56 | 03/04/21 | 11719 | ASCUCK | \$0.00 |
| 7054-01 Police Station | | 1.18.6285 - Utilities | \$177.32 | \$0.00 | \$177.32 | 03/04/21 | 11719 | ASCUCK | \$0.00 |
| 7060-01 Town Yard | | 1.18.6285 - Utilities | \$137.56 | \$0.00 | \$137.56 | 03/04/21 | 11719 | ASCUCK | \$0.00 |
| 7000-01 Town Tard | | INVOICE 3421MA14 TOTALS: | \$806.90 | \$0.00 | \$806.90 | 00/04/21 | 11710 | | \$0.00 |
| | | TOWN OF JEROME - UTILITIES TOTALS: | | | ***** | | | _ | |
| | | | \$806.90 | \$0.00 | \$806.90 | | | | \$0.00 |
| VENDOR: 806 - PRESCOTT LAW | GROUP, PLO | | | | | | | | \$0.00 |
| 32521MA3 | 03/24/21 | 03/24/21 04/23/21 | | | | | | | |
| 2011-00019 Inv 3977 Legal PD |) | 1.13.6172 - Prosecutor Exp | \$1,611.50 | \$0.00 | \$1,611.50 | 03/24/21 | 11764 | ASCUCK | \$0.00 |
| | | INVOICE 32521MA3 TOTALS: | \$1,611.50 | \$0.00 | \$1,611.50 | | | | \$0.00 |
| | | PRESCOTT LAW GROUP, PLC TOTALS: | \$1,611.50 | \$0.00 | \$1,611.50 | | | | \$0.00 |
| VENDOR: 840 - DALTON'S A/C H | EATING & RE | FRIG | | | | | | | \$0.00 |
| 31121MA17 | 03/10/21 | 03/10/21 04/09/21 | | | | | | | |
| Inv 12840 Service on Court's F | | 1.18.6215 - R&M Building - Properties | \$142.50 | \$0.00 | \$142.50 | 03/11/21 | 11741 | ASCUCK | \$0.00 |
| iiiv 12040 Dervice on Courts I | 177.0 | INVOICE 31121MA17 TOTALS: | | | | 03/11/21 | 11/71 | | |
| | | INVOICE STIZIMAT/ TOTALS: | \$142.50 | \$0.00 | \$142.50 | | | | \$0.00 |
| | | DALTON'S A/C HEATING & REFRIG TOTALS: | \$142.50 | \$0.00 | \$142.50 | | | | \$0.00 |

| Invoice Number | Inv.Date | Post.Date Due.Date | | | | | | | |
|--------------------------------|------------|---|------------|----------|-------------|------------|-----------|--------|---------|
| Description | | Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
| VENDOR: 866 - DEERE CREDIT. IN | IC. | | | | | | | | \$0.00 |
| , | 03/03/21 | 03/03/21 04/02/21 | | | | | | | ***** |
| 510001614248 JD 210L Parks | 03/03/21 | 03/03/21 04/02/21 1.17.8040 - Lease Payments | \$21.68 | \$0.00 | \$21.68 | 03/04/21 | 11720 | ASCUCK | \$0.00 |
| 510001614248 JD 210L Prop | | 1.18.8040 - Lease Payments | \$21.68 | \$0.00 | \$21.68 | 03/04/21 | 11720 | ASCUCK | \$0.00 |
| 510001614248 JD 210L Water | | 2.50.8040 - Lease Payments | \$75.88 | \$0.00 | \$75.88 | 03/04/21 | 11720 | ASCUCK | \$0.00 |
| 510001614248 JD 210L Sewer | | 2.51.8040 - Lease Payments | \$75.88 | \$0.00 | \$75.88 | 03/04/21 | 11720 | ASCUCK | \$0.00 |
| 510001614248 JD 210L HURF | | 3.30.8040 - Lease Payments | \$21.69 | \$0.00 | \$21.69 | 03/04/21 | 11720 | ASCUCK | \$0.00 |
| | | INVOICE 3421MA8 TOTALS: | \$216.81 | \$0.00 | \$216.81 | | | _ | \$0.00 |
| | | | Ψ210.01 | ψ0.00 | Ψ210.01 | | | | Ψ0.00 |
| 33121MA1 | 03/31/21 | 03/31/21 04/30/21 | | | | | | | |
| 510001614248 JD 210L Parks | | 1.17.8040 - Lease Payments | \$21.68 | \$0.00 | \$21.68 | 03/31/21 | 11775 | ASCUCK | \$0.00 |
| 510001614248 JD 210L Prop | | 1.18.8040 - Lease Payments | \$21.68 | \$0.00 | \$21.68 | 03/31/21 | 11775 | ASCUCK | \$0.00 |
| 510001614248 JD 210L Water | | 2.50.8040 - Lease Payments | \$75.88 | \$0.00 | \$75.88 | 03/31/21 | 11775 | ASCUCK | \$0.00 |
| 510001614248 JD 210L Sewer | | 2.51.8040 - Lease Payments | \$75.88 | \$0.00 | \$75.88 | 03/31/21 | 11775 | ASCUCK | \$0.00 |
| 510001614248 JD 210L HURF | | 3.30.8040 - Lease Payments | \$21.69 | \$0.00 | \$21.69 | 03/31/21 | 11775 | ASCUCK | \$0.00 |
| | | INVOICE 33121MA1 TOTALS: | \$216.81 | \$0.00 | \$216.81 | | | | \$0.00 |
| | | DEERE CREDIT, INC. TOTALS: | \$433.62 | \$0.00 | \$433.62 | | | _ | \$0.00 |
| | | | | | | | | | |
| VENDOR: 871 - NORTHERN AZ FII | RE SERVICE | S | | | | | | | \$0.00 |
| | 03/03/21 | 03/03/21 04/02/21 | | | | | | | |
| Inv1772 Fire Pump Service B-11 | | 1.14.6220 - Rep and Maint - Vehicles | \$774.91 | \$0.00 | \$774.91 | 03/04/21 | 11721 | ASCUCK | \$0.00 |
| Inv1773 Fire Pump Service A-11 | | 1.14.6220 - Rep and Maint - Vehicles | \$947.21 | \$0.00 | \$947.21 | 03/04/21 | 11721 | ASCUCK | \$0.00 |
| Inv1774 Fire Pump Service E-11 | | 1.14.6220 - Rep and Maint - Vehicles | \$462.00 | \$0.00 | \$462.00 | 03/04/21 | 11721 | ASCUCK | \$0.00 |
| Inv1771 Fire Pump Service E-11 | 12 | 1.14.6220 - Rep and Maint - Vehicles | \$462.00 | \$0.00 | \$462.00 | 03/04/21 | 11721 | ASCUCK | \$0.00 |
| | | INVOICE 3421MA6 TOTALS: | \$2,646.12 | \$0.00 | \$2,646.12 | | | | \$0.00 |
| | | NORTHERN AZ FIRE SERVICES TOTALS: | \$2,646.12 | \$0.00 | \$2,646.12 | | | _ | \$0.00 |
| VENDOR: 891 - ALPHA OMEGA PO | OWED SYST | TEMO | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | 03/10/21 | 03/10/21 04/09/21 | | | | | | | |
| Inv 4504 Generator Service Lab | | 1.18.6215 - R&M Building - Properties | \$195.00 | \$0.00 | \$195.00 | 03/11/21 | 11742 | ASCUCK | \$0.00 |
| Inv 4504 Generator Service Par | ts | 1.18.6215 - R&M Building - Properties | \$70.00 | \$0.00 | \$70.00 | 03/11/21 | 11742 | ASCUCK | \$0.00 |
| | | INVOICE 31121MA9 TOTALS: | \$265.00 | \$0.00 | \$265.00 | | | | \$0.00 |
| | | ALPHA OMEGA POWER SYSTEMS TOTALS: | \$265.00 | \$0.00 | \$265.00 | | | | \$0.00 |
| VENDOR: 910 - WOLFE COMMUN | ICATIONS | | | | | | | | \$0.00 |
| 31121MA21 | 03/11/21 | 03/11/21 03/11/21 | | | | | | | |
| Pager Repair | = . | 1.14.6250 - Small Tools and Equipment | \$178.00 | \$0.00 | \$178.00 | 03/11/21 | 11743 | ASCUCK | \$0.00 |
| 3 1 | | INVOICE 31121MA21 TOTALS: | \$178.00 | \$0.00 | \$178.00 | | - | | \$0.00 |
| | | | φι/ο.υυ | φυ.υυ | φ1/0.00 | | | | φυ.υυ |
| | | WOLFE COMMUNICATIONS TOTALS: | \$178.00 | \$0.00 | \$178.00 | | | _ | \$0.00 |
| VENDOR: 912 - TRAFFICADE WOI | RKZONE SH | IORING | | | | | | | \$0.00 |
| | | | | | | | | | |

| Invoice Number Inv.Date Description | Post.Date Due.Date Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
|---|---------------------------------------|-------------|----------|-------------|------------|-----------|--------|---------|
| 3421MA11 03/03/21 | 03/03/21 04/02/21 | | | | | | | |
| Inv 01525573 Message Board COVID | 1.11.6160 - COVID Expenses | \$1,137.67 | \$0.00 | \$1,137.67 | 03/04/21 | 11722 | ASCUCK | \$0.00 |
| | INVOICE 3421MA11 TOTALS: | \$1,137.67 | \$0.00 | \$1,137.67 | | | | \$0.00 |
| 31621MA3 03/16/21 | 03/16/21 04/15/21 | | | | | | | |
| Inv 01527252 Message Board COVID | 1.11.6160 - COVID Expenses | \$985.98 | \$0.00 | \$985.98 | 03/16/21 | 11749 | ASCUCK | \$0.00 |
| | INVOICE 31621MA3 TOTALS: | \$985.98 | \$0.00 | \$985.98 | | | | \$0.00 |
| 33121MA6 03/31/21 | 03/31/21 04/30/21 | | | | | | | |
| Inv 01529199 Message Board COVID | 1.11.6160 - COVID Expenses | \$1,137.67 | \$0.00 | \$1,137.67 | 03/31/21 | 11776 | ASCUCK | \$0.00 |
| | INVOICE 33121MA6 TOTALS: | \$1,137.67 | \$0.00 | \$1,137.67 | | | | \$0.00 |
| | TRAFFICADE WORKZONE SHORING TOTALS: | \$3,261.32 | \$0.00 | \$3,261.32 | | | | \$0.00 |
| VENDOR: 914 - LIFE & PROPERTY SAFETY, I | LC | | | | | | | \$0.00 |
| 33121MA4 03/31/21 | 03/31/21 04/30/21 | | | | | | | |
| Inv 5340 Annual Fire Extinguisher S | 1.18.6215 - R&M Building - Properties | \$813.75 | \$0.00 | \$813.75 | 03/31/21 | 11777 | ASCUCK | \$0.00 |
| Inv 5624 Monthly Fire Extinguisher | 1.18.6215 - R&M Building - Properties | \$96.00 | \$0.00 | \$96.00 | 03/31/21 | 11777 | ASCUCK | \$0.00 |
| | INVOICE 33121MA4 TOTALS: | \$909.75 | \$0.00 | \$909.75 | | | | \$0.00 |
| | LIFE & PROPERTY SAFETY, LLC TOTALS: | \$909.75 | \$0.00 | \$909.75 | | | | \$0.00 |
| VENDOR: 936 - RED ROCK AUTO GLASS | | | | | | | | \$0.00 |
| 33121MA12 03/31/21 | 03/31/21 04/30/21 | | | | | | | |
| Inv 763929 Windshield for F-350 | 2.50.6220 - Rep and Maint - Vehicles | \$100.00 | \$0.00 | \$100.00 | 03/31/21 | 11778 | ASCUCK | \$0.00 |
| Inv 763929 Windshield for F-350 Lab | 2.50.6220 - Rep and Maint - Vehicles | \$100.00 | \$0.00 | \$100.00 | 03/31/21 | 11778 | ASCUCK | \$0.00 |
| | INVOICE 33121MA12 TOTALS: | \$200.00 | \$0.00 | \$200.00 | | | | \$0.00 |
| | RED ROCK AUTO GLASS TOTALS: | \$200.00 | \$0.00 | \$200.00 | | | | \$0.00 |
| VENDOR: 952 - KAIROS HEALTH ARIZONA, II | NC. | | | | | | | \$0.00 |
| 31621MA1 03/16/21 | 03/16/21 04/15/21 | | | | | | | |
| Health Insurance - March 2021 Billi | 1.10.2406 - Health Insurance | \$17,898.76 | \$0.00 | \$17,898.76 | 03/16/21 | 11750 | ASCUCK | \$0.00 |
| | INVOICE 31621MA1 TOTALS: | \$17,898.76 | \$0.00 | \$17,898.76 | | | | \$0.00 |
| | KAIROS HEALTH ARIZONA, INC. TOTALS: | \$17,898.76 | \$0.00 | \$17,898.76 | | | | \$0.00 |
| VENDOR: 968 - PATRIOT DISPOSAL, INC. | | | | | | | | \$0.00 |
| 31121MA13 03/10/21 | 03/10/21 04/09/21 | | | | | | | |
| 0040, Ticket 235307 | 2.52.6165 - Landfill Tipping Fees | \$298.80 | \$0.00 | \$298.80 | 03/11/21 | 11744 | ASCUCK | \$0.00 |
| 0040, Ticket 235735 | 2.52.6165 - Landfill Tipping Fees | \$354.80 | \$0.00 | \$354.80 | 03/11/21 | 11744 | ASCUCK | \$0.00 |
| 0040, Ticket 236183 | 2.52.6165 - Landfill Tipping Fees | \$381.20 | \$0.00 | \$381.20 | 03/11/21 | 11744 | ASCUCK | \$0.00 |
| 0040, Ticket 236595 | 2.52.6165 - Landfill Tipping Fees | \$431.20 | \$0.00 | \$431.20 | 03/11/21 | 11744 | ASCUCK | \$0.00 |
| | INVOICE 31121MA13 TOTALS: | \$1,466.00 | \$0.00 | \$1,466.00 | | | | \$0.00 |
| | PATRIOT DISPOSAL, INC. TOTALS: | \$1,466.00 | \$0.00 | \$1,466.00 | | | | \$0.00 |

| Invoice Number | Inv.Date | Post.Date Due.Date | | | | | | | |
|---|------------|--|----------------------------------|------------------|----------------------------------|------------|-----------|--------|--|
| Description | | Account | Amount | Discount | Amount Paid | Check Date | Check No. | Bank | Balance |
| VENDOR: 974 - PURSELL LAW | FIRM, PLLC | | | | | | | | \$0.00 |
| 32521MA7 TR 2020000026 | 03/24/21 | 03/24/21 04/23/21 1.12.6110 - Contract Services INVOICE 32521MA7 TOTALS: PURSELL LAW FIRM, PLLC TOTALS: | \$550.00 \$550.00 \$550.00 | \$0.00 \$0.00 | \$550.00 \$550.00 \$550.00 | 03/24/21 | 11765 | ASCUCK | \$0.00 \$0.00 \$0.00 |
| VENDOR: ONETIM - TRACEY F | INCHER | | | | | | | | \$0.00 |
| 33121MA5 Refund of Citation P17033 | 03/31/21 | 03/31/21 04/30/21 3.35.4043 - Allowance for Additional Kiosk R INVOICE 33121MA5 TOTALS: TRACEY FINCHER TOTALS: | \$20.00 \$20.00 \$20.00 | \$0.00 \$0.00 | \$20.00 \$20.00 \$20.00 | 03/31/21 | 11779 | ASCUCK | \$0.00 \$0.00 |
| | | LEDGER TOTALS: | \$225,143.81 | \$0.00 | \$225,143.81 | | | _ | \$460.07 |

For the meeting of April 13, 2021

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

My activities over the past month included:

- Along with Councilmembers Sage Harvey and Alex Barber, Marty Boland and Chief Blair, met onsite with Supervisor Donna Michaels regarding the slide area across from the fire station. The County has appropriated nearly \$80,000 for engineering design and has already begun addressing this.
- Attended several virtual meetings and webinars, including biweekly meetings of Verde Valley and Yavapai
 County leaders, Risk Pool webinars regarding intergovernmental agreements and land use, and, along with
 various Council members and staff, discussions regarding Allen Springs Road security, bees in Jerome, Verde
 Exploration properties, and an additional retirement plan option for employees (thru PSPRS).
- Began preparing second submission to DEMA for reimbursement of COVID related expenses. (The prior submission is still awaiting review.)
- Submitted first payment request for our CDBG grant (Dundee/Deception/Holly water lines).
- Assisted with scheduling and publicizing COVID vaccination event in Jerome on March 31.
- Created Doodle polls and scheduled Council field trips to Hotel Jerome (April 14 at 3 p.m.) and our springs (May 12 at 10 a.m.).
- As of report preparation date, site visit to Hotel Jerome is scheduled for April 8, to include representatives of ADEQ's Brownfields program, lead paint abatement contractor, Building Inspector Barry Wolstencroft, Vice Mayor Mandy Worth and Councilmember Alex Barber.
- Continued preparations for FY2022 budget. I have attached a proposed timeline for our budget process, including budget meeting dates (times TBA). The first meeting date proposed is Tuesday, April 27.
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention, including public records requests, Planning and Zoning issues, personnel matters and more.

** CONGRATULATIONS TO **

Duty Officer Rick Hernandez, who completed two years of full-time service to the Town as of April 13.

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

Candare

TOWN OF JEROME BUDGET CALENDAR 2021-22

| <u>DATE</u> | Legal Requirement |
|-------------|--|
| 8-Jun | On or before third Monday in July (7/19) A.R.S. 42-17101 |
| | |
| | |
| 16-Jun | |
| 23-Jun | A.R.S. 42-17103 |
| | |
| | |
| 14-Jun | within seven days of adoption |
| | |
| 29-Jun | On or before 14th day before the tax levy is adopted |
| | |
| 29-Jun | Following public hearing |
| | |
| | |
| / 4-Jul | within seven days of adoption |
| | |
| | |
| 13-Jul | On or before third Monday in August (8/16) |
| | |
| | |
| 27-Apr | |
| 4-May | |
| 10-May | |
| 18-May | |
| 25-May | |
| 2-Jun | |
| | 16-Jun 23-Jun 14-Jun 29-Jun 29-Jun 4-Jul 13-Jul 27-Apr 4-May 10-May 18-May 25-May |

WATER FLOWS REPORT

| Reading Date | | | VERDE GPM |
|--------------|------------------|------------------------|------------|
| 2020 | 2-Mar | WALNUT GPM 61 | 138 |
| | 9-Mar | 61 | 135 |
| 1 | L6-Mar | 414 | 330 |
| | L7-Mar | 277 | Turned out |
| | 23-Mar | 211 | ↓ |
| | 27-Mar | 265 | <u> </u> |
| | 30-Mar | 328 | |
| | 3-Apr | 476 | \ |
| | 6-Apr | 181 | + |
| | 10-Apr | 163 | <u> </u> |
| | 13-Apr | 154 | \ |
| | 17-Apr | 211 | <u> </u> |
| | 20-Apr | 211 | + |
| | 24-Apr | 200 | \ |
| | 27-Apr | 191 | \ |
| | 1-May | 191 | 1 |
| | 4-May | 181 | ↓ |
| | 8-May | 172 | ↓ |
| 1 | .1-May | 181 | + |
| 1 | .4-May | 163 | \ |
| | .8-May | 154 | \ |
| | 2-May | No reading | 219 |
| 2 | 6-May | 146 | 190 |
| 2 | 9-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 |
| | 6-Jul | 89 | 220 |
| | 16-Jul | 83 | 212 |
| | 20-Jul | 83 | 214 |
| | 24-Jul | 89 | 220 |
| | 27-Jul | 89 | 210 |
| | 3-Aug | 83 | 208 |
| | 10-Aug | 77 | 200 |
| | 17-Aug | 71 | 204 |
| | 21-Aug | 71 | 199 |
| | 25-Aug | 83 | 215 |
| | 3-Sept | 66 | 201 |
| | 9-Sept | 77 | 200 |
| | 5-Sept | 77 | 200 |
| | 1-Sept | 71 | 205 |
| 2 | 8-Sept | 66 | 197 |
| | 5-Oct | 71 | 190 |
| | 12-Oct | 67 | 190 |
| | 19-Oct | 66 | 190 |
| | 26-Oct | 77 | 182 |
| | 5-Nov | 83 | 190 |
| | 9-Nov | 83 | 185 |
| | 16-Nov | 89 | 190 |
| | 23-Nov 30-Nov | 89 89 | 190 186 |
| | 8-Dec | 89 | 185 |
| | 14-Dec | 89 | 185 |
| | 22-Dec | 83 | 187 |
| | 28-Dec 28-Dec | 77 | 192 |
| | 04-Jan | 82.6 | 192 |
| | 11-Jan | No reading | 188 |
| | 19-Jan | No reading No reading | 188 |
| | 2-Feb | No reading No reading | 198 |
| | 8-Feb | 77 | 198 |
| | 16-Feb | 77 | 192 |
| | 22-Feb | 77 | 188 |
| <u> </u> | 1-Mar | 77 | 185 |
| | 8-Mar | 77 | 188 |
| | L5-Mar | 77 | 190 |
| | 22-Mar | 77 | 104 |
| | 29-Mar | 77 | 104 |
| | 6-Apr | 77 | 109 |

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

SALES TAX REVENUES

| | | | | C | Compared to |
|-----------|---------------|---------------|------------|-----------------|---------------|
| | FY2021 BUDGET | FY2021 actual | Budget +/- | FY2020 actual p | rior year +/- |
| July | 60,300 | 84,065 | 23,765 | 88,280 | (4,215) |
| August | 63,200 | 81,343 | 18,143 | 94,652 | (13,309) |
| September | 57,100 | 77,127 | 20,027 | 77,333 | (206) |
| October | 76,500 | 89,557 | 13,057 | 94,743 | (5,186) |
| November | 86,300 | 107,091 | 20,791 | 106,938 | 153 |
| December | 65,500 | 102,005 | 36,505 | 103,563 | (1,558) |
| January | 69,200 | 72,290 | 3,090 | 82,098 | (9,808) |
| February | 50,800 | 74,062 | 23,262 | 72,541 | 1,521 |
| March | 60,000 | | | 84,006 | |
| April | 94,700 | | | 61,358 | |
| May | 96,400 | | | 17,842 | |
| June | 70,000 | | | 56,019 | |
| Total YTD | 850,000 | 687,540 | 158,640 | 939,373 | (32,608) |

TOWN OF JEROME, AZComparison of Restaurant/Bar, Accomodation and Retail Sales Tax Revenues
FY2021 vs FY2020

| | RESTAURANTS | S/BARS (Bus Class | 11) | ACCOMMODATION (| Bus Class 44/144/ | 325/344) | RETAIL | (Bus Class 17) | |
|-----------|---------------|-------------------|----------|-----------------|-------------------|----------|---------------|----------------|----------|
| | FY2021 actual | FY2020 actual | +/- | FY2021 actual | FY2020 actual | +/- | FY2021 actual | FY2020 actual | +/- |
| | | | | | | | | | |
| July | 30,997 | 39,559 | (8,562) | 12,545 | 11,815 | 730 | 31,882 | 29,123 | 2,759 |
| August | 27,677 | 33,614 | (5,937) | 12,215 | 12,450 | (235) | 26,169 | 32,101 | (5,932) |
| September | 28,733 | 29,346 | (613) | 12,548 | 11,761 | 787 | 27,630 | 28,177 | (547) |
| October | 29,686 | 32,816 | (3,130) | 14,078 | 12,094 | 1,984 | 37,015 | 37,691 | (676) |
| November | 39,092 | 34,381 | 4,711 | 17,604 | 17,329 | 275 | 41,909 | 45,646 | (3,737) |
| December | 31,036 | 39,638 | (8,602) | 17,514 | 13,276 | 4,238 | 43,545 | 43,142 | 403 |
| January | 20,729 | 26,239 | (5,510) | 12,071 | 9,493 | 2,578 | 30,776 | 34,031 | (3,255) |
| February | 26,693 | 27,273 | (580) | 12,132 | 9,242 | 2,890 | 24,068 | 26,862 | (2,794) |
| March | | 26,192 | | | 12,659 | | | 31,545 | |
| April | | 21,873 | | | 7,097 | | | 23,466 | |
| May | | 2,029 | | | 986 | | | 8,853 | |
| June | | | | | | | | | |
| | | | | | | | | | |
| Total YTD | | 312,960 | (28,223) | | 118,202 | 13,247 | | 340,637 | (13,779) |

Added 1% Bed Tax

June

| | | TOTAL TO DATE |
|-----------|-------|---------------|
| July | 1,930 | 1,930 |
| August | 1,879 | 3,809 |
| September | 1,930 | 5,739 |
| October | 2,165 | 7,904 |
| November | 2,708 | 10,612 |
| December | 2,695 | 13,307 |
| January | 1,857 | 15,164 |
| February | 2,178 | 17,342 |
| March | | |
| April | | |
| May | | |



TOWN OF JEROME, ARIZONA

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

April 2021 Staff Report (March activity)

Respectfully submitted by Rosa Cays, Deputy Town Clerk

- Assisted in preparing agenda packets for Council, P&Z, and DRB meetings; took minutes and transcribed the minutes. Took minutes for the town meeting regarding district signs.
- Archived signed documents and agenda packets for the town's records for Council, Design Review, P&Z, and Board of Adjustment.
- Assisted with putting together hard-copy binders for new P&Z commissioners, Jeanie Ready and Lori Riley.
- Helped community members register for COVID vaccinations given at the March 31 Jerome event.
- Posted various town notices at the three locations in town (Gulch Road, post office, town hall) throughout the month.
- Updated public records with the most current Jerome tax code amendments.
- Attended the quarterly Arizona Municipal Clerks Association (AMCA) Region 1 meeting on March 30 via video conference.
- Have been coordinating with Josh Epperson of Nice Jons on changes in the town's requests for portable restroom facilities.
- Continue to review and edit documents associated with P&Z and DRB for John Knight, zoning administrator, including agendas, staff reports, resolutions, notices of decision, etc. Coordinate with board/commission chairs to get signatures on essential documents.
- Processed the daily bank reconciliation reports for March as well as the end-of-month reconciliations for February.
- Continue to assist staff members, department heads, board members, and residents with a range of inquiries or tasks and help answer the phone when needed.



TOWN OF JEROME, ARIZONA

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

April 2021 staff report for March activity submitted by Kristen Muenz.

Utilities

Current debt (45 days past due):

Fifteen accounts were on the shut-off list at the beginning of March. No accounts were sent Yellow Tags and no shutoffs were completed per our pandemic relief. I attempted to contact everyone on the list via phone and/or email. I was able to speak to almost everyone. Ten of those on the list made a payment with eight of them paying their balance in full.

Balance owed on these accounts from February billing: \$16,623.21

Balance owed at end of March: \$8,442.28

A copy of the March AR Aging report is attached.

Business Licenses

Applications submitted: 5

Issued: 13 In process: 2

Renewal reminders went out to 7 businesses whose licenses expire at the end of March. We did not receive any applications for new businesses this month.

Rentals

At the end of March, only one renter is behind. That renter, who was previously behind by six months, made a payment of about a third of the outstanding balance, with promise to pay the remainder. The other renter, who was previously behind by 10 months, was able to pay their outstanding balance in full this month. No evictions have taken place due to pandemic relief.

Page 1 Accounts Receivable Aging Report by Charge Item - Summary Only Printed: Apr 1 2021 8:48AM

Charge Item Summary By User Type

| ChargeItem | Future | Current | Age2 | Age3 | Age4 | Age5 | Balance |
|---|---------|-------------|---|---------|--------------|--------------|--------------|
| ======================================= | | ========= | ======================================= | ======= | ========= | :======== | ======== |
| UserType: Commercia | al | | | | | | |
| Credit | \$0.00 | (\$827.74) | (\$3,079.37) | \$0.00 | \$0.00 | (\$303.47) | (\$4,210.58) |
| Water | \$0.00 | \$4,272.02 | \$1,028.17 | \$0.00 | \$382.20 | \$1,296.98 | \$6,979.37 |
| Sewer | \$0.00 | \$5,345.99 | \$1,319.15 | \$0.00 | \$490.36 | \$1,964.89 | \$9,120.39 |
| Trash | \$0.00 | \$6,996.15 | \$1,857.04 | \$0.00 | (\$2,576.95) | \$3,121.28 | \$9,397.52 |
| Tax | \$0.00 | \$412.30 | \$101.23 | \$0.00 | \$37.62 | \$140.32 | \$691.47 |
| 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 | \$2,160.00 | \$2,160.00 |
| LMP | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| UserType: Commercia | al (8) | | | | | | |
| Subtotal> | \$0.00 | \$16,198.72 | \$1,226.22 | \$0.00 | (\$1,666.77) | \$8,380.00 | \$24,138.17 |
| UserType: Residenti | lal | | | | | | |
| Credit | \$0.00 | (\$834.61) | (\$1,209.99) | \$0.00 | (\$119.19) | (\$2,124.64) | (\$4,288.43) |
| Water | \$0.00 | \$8,604.58 | \$1,638.55 | \$0.00 | \$293.31 | \$2,864.77 | \$13,401.21 |
| Sewer | \$0.00 | \$7,660.54 | \$1,492.82 | \$0.00 | \$338.71 | \$4,039.51 | \$13,531.58 |
| Trash | \$0.00 | \$6,053.04 | \$1,390.48 | \$0.00 | \$250.39 | \$2,604.07 | \$10,297.98 |
| Tax | \$0.00 | \$835.67 | \$156.86 | \$0.00 | \$28.90 | \$366.06 | \$1,387.49 |
| Misc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$93.55 | \$93.55 |
| Late Fee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,769.45 | \$5,769.45 |
| LMP | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| UserType: Residenti | al (8) | | | | | | |
| Subtotal> | \$0.00 | \$22,319.22 | \$3,468.72 | \$0.00 | \$792.12 | \$13,612.77 | \$40,192.83 |
| UserType: Municipal | <u></u> | | | | | | |
| 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 | (\$564.00) | (\$60.00) | (\$60.00) | (\$33.75) | \$0.00 | (\$717.75) |
| Misc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Late Fee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Rent | \$0.00 | \$5,971.86 | \$105.94 | \$0.00 | \$52.97 | \$439.09 | \$6,569.86 |
| Gas | \$0.00 | \$170.88 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$170.88 |
| Electric | \$0.00 | \$325.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$325.25 |
| 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 | \$5,903.99 | \$45.94 | (\$60.00) | \$19.22 | \$439.09 | \$6,348.24 |
| 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 | \$45,011.93 | \$4,740.88 | (\$60.00) | (\$855.43) | \$22,431.86 | \$71,269.24 |

Charge Item Summary

| ChargeItem | Future | Current | Age2 | Age3 | Age4 | Age5 | Balance |
|----------------------|---|---|---|---|---|---|--------------|
| Credit | \$0.00 | (\$2,226.35) | (\$4,349.36) | ====================================== | (\$152.94) | (\$2,428.11) | (\$9,216.76) |
| Water | \$0.00 | \$13,046.29 | \$2,666.72 | \$0.00 | \$675.51 | \$4,161.75 | \$20,550.27 |
| Sewer | \$0.00 | \$13,224.23 | \$2,811.97 | \$0.00 | \$829.07 | \$6,004.40 | \$22,869.67 |
| Trash | \$0.00 | \$13,235.11 | \$3,247.52 | \$0.00 | (\$2,326.56) | \$5,725.35 | \$19,881.42 |
| Tax | \$0.00 | \$1,264.66 | \$258.09 | \$0.00 | \$66.52 | \$506.38 | \$2,095.65 |
| Misc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$93.55 | \$93.55 |
| Late Fee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,929.45 | \$7,929.45 |
| Rent | \$0.00 | \$5,971.86 | \$105.94 | \$0.00 | \$52.97 | \$439.09 | \$6,569.86 |
| Gas | \$0.00 | \$170.88 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$170.88 |
| Electric | \$0.00 | \$325.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$325.25 |
| Utilities | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| LMP | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grand Total (12)==== | ======================================= | ======================================= | ======================================= | ======================================= | ======================================= | ======================================= | ========= |
| =======> | \$0.00 | \$45,011.93 | \$4,740.88 | (\$60.00) | (\$855.43) | \$22,431.86 | \$71,269.24 |

Customer Count = 380



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

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

MARCH 2021 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 postings for Admin Charges and supplemented Water and Sewer departments with transfers from the Parking Fund.
- Ran monthly fund, departmental, and vendor reports.
- Created a March summary budget to actual report for General, Utility, and Road funds.
- ❖ Working with Candace, gathering information to begin the budget process.

HR Duties:

- ❖ Coordinated with our KAIROS representative to organize an open enrollment event for our eligible employees' health benefits.
- ❖ Gathered enrollment documentation from the representative to distribute to employees that could not attend the open enrollment event.

Founded 1876 Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 122nd Anniversary 1899 - 2021

March 2021 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

- Fix the drainage on Rich St.
- Rebuild small engines and carburetors on our small equipment in the shop.
- Finish installing, backfill, and paint new sewer line on the hill between Hampshire and 89a.
- Help work on Car 111 for the fire department.
- Fill potholes on Rich St. and County Rd.
- Repair hydrant on Clark St. by County Rd.
- Grade Dundee.
- Road backhoe out to Allen Springs and help Tyler do some repairs, then road the backhoe back to town.
- Fix the downed fence at the sewer plant. Jackhammer new post holes, concrete old posts, stretch new fence on the hill side.
- Traffic control for exploratory drilling on Perkinsville at the slide.
- Fix broken sewer lines @ East Ave., Gulch, Center.
- Pick up loads of brush at cemetery in Clarkdale.

- Fix hole in the garbage truck.
- Stripe parking @ the Sliding Jail.
- Dig out and fix the drainage on the boardwalk.
- Parks: removing dirt and adding rubber mulch to the slide area. We will be doing this in the swings area next.
- Yavapai County gave us some replacement "pillow blocks" for the guard rail on Perkinsville that we told them we would replace for them.



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

Barry Wolstencroft, Building Official

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

Founded 1876 Incorporated 1899

MARCH 2021

- 1. Frame combo inspection 538 School Street.
- 2. Business license inspections.
- 3. Final inspection for deck rebuild at 860 Hampshire Ave.

Barry Wolstencroft, Building Inspector

JEROME MUNICIPAL COURT CASH REPORT

MONTH OF MARCH 2021

| TOWN REVENUE | | | | | |
|---------------------------|---|---------------------------------|------------------|-----|------------------|
| | TRAFFIC & CRIMINAL FINES | \$ | 7,154.72 | | |
| | DEFENS DRIVING DIVERSION FEE | \$ | 271.05 | | |
| | ATTORNEY FEES REIMBURSEMENT | \$ | - | | |
| | DEFAULT FEE | * * * * * * * * * * | 847.50 | | |
| | OFFICER SAFETY EQUIPMENT - PD | \$ | 199.48 | | |
| | DEFERRED PROSECUTION FEE | \$ | - | | |
| | LICENSE PLATE VIOLATION | \$ | - | | |
| | WARRANT FEE&OVERPAYMENT FORFEIT | \$ | 99.94 | | |
| | COURT SECURITY FEE | | 1,001.28 | | |
| | TOTAL TOWN REVENUE | \$ | 9,573.97 | | VTD |
| COLUMN DEVENUE | COURT ENGLANGEMENT SEE | • | 108.32 | æ | YTD 44,833.20 |
| COURT REVENUE | COURT ENHANCEMENT FEE | \$ | 100.32 | Ф | 44,033.20 |
| DEMITTED DIDEC | CICLEAN ELECTION FUND (16-949D;16-954C) | \$ | 714.59 | | |
| KENITTED DIKEO | CRIMINAL JUSTICE ENHANCE FUND | **** | 3,039.57 | | |
| | DNA STATE 3% | \$ | 46.03 | | |
| | FARE DELINQUENCY FEE | \$ | 70.00 | | |
| | FARE SPECIAL COLLECTION | \$ | 234.65 | | |
| | FARE ENHANCED SPEC COLLECT FEE | \$ | 304.28 | | |
| | FARE ENHANCED DELINQUENCY FEE | \$ | 248.00 | | |
| | FILL THE GAP 7% | \$ | 500.13 | | |
| | DUI ABATEMENT FUND | \$ | - | | |
| | JUDICIAL COLLECTION ENHANCE FUND | \$ | 208.00 | | |
| | EXTRA DUI ASSESSMENT | \$ | - | | |
| | PEACE OFFICER TRAINING EQUIP FUND | \$ | 189.32 | | |
| | MED SERV ENHANCE 11% (36-2219.01;23-116. | 0) \$ | 928.91 | | |
| | 2011 ADDTNL ASSMT-STATE TRSR | 0) | 398.98 | | |
| | PRISON CONSTRUCTION | \$ | 550.00 | | |
| | PROBATION SURCHARGE | \$ | 997.51 | | |
| | ADPS FORENSIC FUND | 5 | 382.58 750.00 | | |
| | PUBLIC SAFETY EQUIPMENT FUND | \$ | 159.99 | | |
| | VICTIMS RIGHTS PENALTY ZVCAF | φ | 99.80 | | |
| | VICTIMS RIGHTS ENFOR ASSMT FUND | Φ | 265.97 | | |
| | VICTIM'S RIGHTS FUND ZVRF | \$ \$ | 10,088.31 | | |
| | TOTAL STATE REVENUE | Ψ | 10,000.01 | | |
| REMITTED DIREC | CIJAIL (INCARCERATION FEES) | \$ | - | | |
| 1123111122 | 2011 ADDTNL ASSMT - CNTY TRSR | \$ | 49.89 | | |
| | TOTAL COUNTY REVENUE | \$ | 49.89 | | |
| | | | | YTD | |
| LOCAL JCEF/ TIM | ME PAYMENT ALLOCATION RECEIVED | \$ | 112.00 | \$ | 13,597.73 |
| | TiTLE 22 Fees | | 440.00 | | |
| | TOTAL JCEF FEES | \$ | 112.00 | | |
| UNAPPLIED PAY RESTITUTION | MENTS | | | | |
| TOTAL RECEIPT | | \$ | 19,932.49 | | |
| | Received During the Month \$ | - | | | |
| BONDS | 20,140,70,100,100,100,100 | 3,000.00 | | | |
| | Open Bonds | | | | |
| | Bonds Refunded | at the foregoing | | | |
| I, Joan Dwyer, Ma | igistrate for the Town of Jerome, do hereby certify the | ial life loleyollig month of | | | |
| | te account of the funds collected by the Court for the | a monuror | | | |
| MARCH 2021 | Jøan Dwyer, Magistrate | 2 | - | | |
| | Godff Livyer, Wagistrate | - | | | |

| CHARGES Civil Traffic Criminal Criminal Traffic | | 67 6 2 | 23 2 2 | 5 | 7 | - | 2 | 25 6 2 | | 9 | 0 | 89 1 4 | | | 1 | 400 36 18 | ement Fund | | | | | | | | funds transferred to Court on 10-19-2017 | | |
|--|--------------------|------------------|--------------|----------------|-------------------|--------------|----------------|-----------|------|---------------------|----------------|----------------|-------|-----|---|-----------------|-------------------------|-------|--|----------------------------|-----------|--------------|------|---------------------------|--|------------|-----------|
| | *CEF | \$ 47.00 | \$ 139.24 | \$ 43.70 | ਾ ਨ | \$ 20.00 | | \$ 100.00 | | ુ⊧ \$ | | \$ 108.32 | | | | \$ 458.26 | *Court Enhancement Fund | | | | | | | | unds transferred to (| | |
| June - May | NET to Town | 8,879.90 | 6,409.82 | 5,618.88 | 4,050.23 | 4,041.01 | 3,192.57 | 3,561.80 | | 3,499.79 | 3,311.21 | 8,373.21 | | | | 50,938.42 | | | | | 13,597.73 | 7,894.74 | 0000 | 44,633.20 | | 1,200.69 | 98,919.33 |
| Jur SECURITY | | \$ 1,160.00 \$ | \$ 915.00 \$ | \$ 640.00 \$ | \$ 675.00 \$ | \$ 480.00 \$ | \$ 480.00 \$ | \$ 200.00 | | | \$ 260.00 \$ | \$ 1,001.28 \$ | | | | \$7,011.28 \$ | | | r month revenue | received in iniay 2021) | ₩ | €7 | • | A | ₩ | €9 | 49 |
| ш | PD Equip Fund | 241.29 | 176.32 | 129.02 | 135.16 | 109.19 | 81.00 | 72.88 | | 92.28 | 85.11 | 199.48 | | | | 1,321.73 | | | dumn reflects pric | | 100100 | | | | | | |
| COURT REVENUE | Gross PC | 21.19 | 7,501.14 | \$ 6,387.90 \$ | | l | \$ 3,753.57 \$ | 4,134.68 | | 1 | \$ 3,956.32 \$ | 9,573.97 | | | | \$ 58,111.43 \$ | | NOTE: | Month noted in column reflects prior month revenue | coinn | | | | Court Enhancement Funds 2 | 2008-2011 | > | TOTAL |
| COURT 2020-2021 | | - June | July | August | Sept | October | ē | | 2021 | January | February | March | April | May | | TOTAL | | | | e., June | INCE FEE | Fill the Gap | | Court Enha | | Fare Money | |



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: March Year: 2021

| Calls by Type | Number | Resident | Non-Resident |
|--|--------|----------|--------------|
| EMS Calls | 8 | 1 | 7 |
| Residential Fire | 1 | 0 | 1 |
| Commercial Fire | 0 | 2 | 0 |
| Wildland | 0 | 0 | 0 |
| Still Assignment | 2 | 2 | 0 |
| Station Staffing | 2 | 2 | 0 |
| Citizen Assist | 1 | 1 | 0 |
| Agency Assist | 10 | 1 | 9 |
| Special Duty | 3 | 2 | 1 |
| Snake Removal | 0 | 0 | 0 |
| Tech Rope Rescue | 0 | 0 | 0 |
| MVA/Rescue | 1 | 0 | 1 |
| HazMat | 0 | 0 | 0 |
| Dispatch Error | 0 | 0 | 0 |
| Totals: | 30 | 11 | 19 |
| Total Calls Chief on Scene | 21 | | |
| Total JFD Meetings Chief Attended | 6 | | |

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

JVFD Hours Worked (No Salaried Hours Included in these totals)

Total Hours: 248

| Fire Chief Meetings | Date |
|-----------------------------|--------|
| Fire Marshals Meeting | 3/3/21 |
| Verde Valley Chiefs Meeting | 3/3/21 |

Education, Spring Semester:

Carl Whiting took a Mountain Rope Rescue Course

Additional Training:

- On Thursday 5PM March 4th we had a business meeting, Bloodborne Pathogens and Sexual Harassment Training conducted by Muma.
- On Thursday 5PM March 11th we trained on Vehicle Accident Equipment Scenarios with Hernandez and Kinsella.
- On Thursday 5PM March 18th we trained on Extrication Tools and Equipment with Kinsella and Blair.

- On Thursday 5PM March 25th We trained on Extrication Scenarios and tactics with Muma.
- On Saturday 9AM March 27th we trained on our Rope Rescue involving a tracking line, conducted by Muma.

Department Affairs and On-going Projects

- Our March call volume is up by 1 call over last March 29 calls, totaling 30 calls this month. Our year-to-date call volume is 94 compared with 87 calls YTD 2020. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- We are currently applying for 4 grants: FEMA for 21 new radios; Firehouse Subs for new turnouts and rope harnesses; 100 Club for new thermal cameras and a gas detector; and VFA for new wildland packs and shelters.
- The VFA grant has been approved and we are awaiting the funding to arrive to start the order.
- Car 112's engine replacement is nearly complete. It should be ready to go shortly.
- The slide area behind the station has been inspected and repairs to Perkinsville Road are being processed.
- The fire department's replacement of the handicap access ramp has received council approval, and the metal materials have been ordered and received. The Design Review Board meeting on 4/5/21 reviewed the project as a courtesy and gave its approval.

Prevention

• We have had a total of 7 visits to the burn pile in March with 14 loads of trimmings, slash, and brush for a total of 40 combined Jerome citizen hours. If you need assistance and have not filled out a Firewise application, they can be obtained at Town Hall or the fire station.

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.

March Fire and EMS Report:

| Incident | Date | Time | Day | Select Type | Additional Info | # |
|----------|---------|-------|-------|----------------------------|---|----|
| 21-42 | 3/1/21 | 10:00 | Mon | Agency Assist Non-Resident | Assist JPD with Oversized | 1 |
| 21-43 | 3/1/21 | 10:30 | Mon | Special Duty Resident | Provided Traffic Control for APS blocking SB | 2 |
| 21-44 | 3/1/21 | 11:00 | Mon | Agency Assist Non-Resident | Assist JPD with Oversized | 2 |
| 21-45 | 3/2/21 | 15:45 | Tue | Agency Assist Non-Resident | Assist JPD with Oversized | 4 |
| 24 | 3/3/21 | 3:55 | Wed | MVA/Rescue Non-Resident | Possible Collision – Abandoned Vehicle | 3 |
| 25 | 3/3/21 | 15:20 | Wed | Commercial Fire Resident | Commercial Fire Alarm | 2 |
| 21-46 | 3/4/21 | 8:00 | Thurs | Agency Assist Non-Resident | Assist JPD with Oversized | 1 |
| 21-47 | 3/4/21 | 8:30 | Thurs | Agency Assist Non-Resident | Assist JPD with Oversized | 1 |
| 21-48 | 3/4/21 | 9:30 | Thurs | Still Assignment Resident | Burnt Burn Pile | 3 |
| 21-49 | 3/4/21 | 12:45 | Thurs | Agency Assist Non-Resident | Assist JPD with Oversized | 5 |
| 26 | 3/4/21 | 14:19 | Thurs | Commercial Fire Resident | Commercial Fire Alarm | 5 |
| 27 | 3/4/21 | 17:00 | Thurs | EMS Non-Resident | 51 YOF Fall | 14 |
| 28 | 3/6/21 | 14:40 | Sat | EMS Non-Resident | 64 YOF Possible Stroke | 3 |
| 21-50 | 3/9/21 | 13:00 | Tue | Agency Assist Non-Resident | Assist JPD with Dog in Vehicle | 2 |
| 21-51 | 3/9/21 | 20:00 | Tue | Still Assignment Resident | Ashtray Fire | 2 |
| 21-52 | 3/10/21 | 10:15 | Wed | Special Duty Resident | Remove Road hazard - Logs In road | 2 |

| Incident | Date | Time | Day of week | Select Type | Additional Info | # |
|----------|---------|-------|-------------|----------------------------|---------------------------------------|---|
| 21-62 | 3/31/21 | 14:00 | Wed | EMS Non-Resident | 75 YOM- Fall | 2 |
| 32 | 3/31/21 | 12:42 | Wed | EMS Non-Resident | 87 YOF -Fall | 5 |
| 21-61 | 3/31/21 | 8:00 | Wed | Special Duty Non-Resident | Assist w/ Vaccinations Event | 6 |
| 21-60 | 3/30/21 | 7:00 | Tue | Agency Assist Non-Resident | Assist JPD W/ Oversized | 3 |
| 21-59 | 3/25/21 | 12:50 | Thurs | EMS Non-Resident | 77 YOF Walk-in; Scraped Knees | 3 |
| 21-58 | 3/24/21 | 11:30 | Wed | EMS Non-Resident | 77 YOM Walk-in; Fall | 2 |
| 31 | 3/24/21 | 9:17 | Wed | EMS Resident | Stage for Poss. 666- Canceled Via JPD | 3 |
| 30 | 3/22/21 | 13:38 | Mon | EMS Non-Resident | Chest Pain 60 YOF | 7 |
| 21-57 | 3/19/21 | 12:30 | Fri | Agency Assist Resident | Assist PD Cleaning up Biohazard | 2 |
| 21-56 | 3/17/21 | 11:00 | Wed | Agency Assist Non-Resident | Box Truck Blocking SB | 3 |
| 21-55 | 3/15/21 | 12:00 | Mon | Citizen Assist Resident | Remove Obstacle from Egress | 1 |
| 21-54 | 3/14/21 | 10:45 | Sun | Station Staffing | Station Staffing | 3 |
| 21-53 | 3/13/21 | 9:00 | Sat | Station Staffing | Pronto Company Training | 5 |
| 29 | 3/12/21 | 9:00 | Fri | Residential Fire | Residential Fire Investigation | 2 |

March 2021 Burn Pile Log

| | | Adult | # Crew | FW | Firewise | | # | # | JC Total |
|---------|-------------------|-------|----------|------|------------|---------|------|------|----------|
| Date | Address | Prob. | Firewise | Hrs. | Total Hrs. | # Loads | crew | Hrs. | Hrs. |
| 3/2/21 | 643 Clark St. | | | | | 2 | 1 | 4 | 4 |
| 3/8/21 | 141 North Dr. | | | | | 4 | 2 | 5 | 10 |
| 3/8/21 | Town Park | | | | | 1 | 2 | 3 | 6 |
| 3/17/21 | 101 Allen Springs | | | | | 1 | 2 | 2 | 4 |
| 3/22/21 | 605 Holly | | | | | 2 | 1 | 2 | 2 |
| 3/29/21 | 197 County Rd | | | | | 3 | 2 | 6 | 12 |
| 3/30/21 | 699 Holly | | | | | 1 | 1 | 2 | 2 |
| | Totals | 0 | 0 | 0 | 0 | 14 | 11 | 24 | 40 |
| | | Adult | | FW | Firewise | | # | # | JC Total |
| | | Prob. | Firewise | Hrs. | Total Hrs. | # Loads | Crew | Hrs. | Hrs. |

Thank you for your continuing support Rusty Blair Chief JVFD



TOWN OF JEROME

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

MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL

Via ZOOM

TUESDAY, MARCH 9, 2021, AT 7:00 P.M.

(The audio recording begins at 0:08 during the discussion of Item #9A, approximately four minutes into the meeting. "n/r" indicates no recording.)

| ITEM #1: | CALL TO ORDER/ROLL CALL |
|------------|--|
| 6:59 (n/r) | Mayor/Chairperson to call meeting to order. |
| | Mayor Jack Dillenberg called the meeting to order at 6:59 p.m. |
| | Town Clerk to call and record the roll. |
| | Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Other staff present were Fire Chief Rusty Blair, Police Chief Allen Muma, Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, Judge Joan Dwyer, and Deputy Town Clerk Rosa Cays. |
| | Mayor Dillenberg asked for a moment of silence in honor of the recent passing of Jerome business owner/chamber member Donna Chesler and longtime Jerome resident and sculptor Scott Owens. |
| | The mayor rearranged the agenda and moved items #8A, 9A, and 9B to immediately follow roll call. The items have been kept in their original order in these minutes. |

ITEM #2:

FINANCIAL REPORTS

7:14 (9:46)

Financial reports for February 2021

Mayor Dillenberg thanked the Jerome Police Department for their work with the parking kiosks.

Motion to Approve the February 2021 Financial Reports

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

ITEM #3:

STAFF AND COUNCIL REPORTS

7:16 (11:15)

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 Council members.

Ms. Gallagher read from her staff report. She announced that Verde Exploration would be attending the regular Council meeting in April to talk about their plans for the old high school; Ms. Moore, Henry MacVittie, and she met online with PACE Engineering to discuss the wastewater plant and alternative locations; she attended a daylong virtual seminar regarding budget preparation during the COVID pandemic; the Yavapai-Apache Nation Prop 202 funding was received, and though it was discussed that it could be used to build out a kitchen at the fire station, this could change and would be discussed at the upcoming budget meetings. Ms. Gallagher said letters were sent once again to delinquent accountholders behind on their utility and rental payments; she reached out to Hunter Bacharach and ADEQ about the Hotel Jerome; and she thanked Mark Boan for his four years of service on the JPD. She also said that waterflows are holding their own and sales tax revenue is still remarkable; she shared the numbers for February.

Vice Mayor Worth asked about item 3 in building inspector Barry Wolstencroft's staff report regarding inspection of work being done without a permit at 143 Juarez Street. She believed this was a "repeat offender" and asked if the town was doing their due diligence. Mr. Knight clarified that this was the same project and that the contractor and homeowners have complied. He said they were charged double for the permit fees for not obtaining a permit before building. He said he and Ms. Gallagher have talked about the fee schedule and additional fees for those who start work without permits.

Motion to Approve the February 2021 Staff Reports

| COUNCILMEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|---------------|-------|----------|-----|-----|--------|---------|
| BARBER | | | X | | | |
| DILLENBERG | | | Х | | | |
| HARVEY | Х | | X | | | |
| MOORE | | | Х | | | |
| WORTH | | × | X | | | |

ITEM #4: 7:21 (16:43)

ZONING ADMINISTRATOR'S REPORT AND MINUTES

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

Mr. Knight read from his staff report and highlighted items discussed at the February P&Z meeting, including possible zoning ordinance amendments regarding administrative approval for small projects and temporary signage, and that the former was also discussed at the February DRB meeting. He mentioned that businessowner Eric Jurisin's application

was approved to repaint the Grapes building and roof on Main Street and that Mr. Jurisin will also be updating all the signage (i.e., for Coppertown Tees, Coppertown Coffee, and Grapes). Mr. Knight said there has been little need for code enforcement recently and that the laptop Chief Muma ordered for the record management system has arrived, so they will start work on it soon.

Councilmember Moore asked if there had been any movement with SHPO and the design guidelines. She also requested that approved resolutions be included with P&Z and DRB minutes in the Council agenda packet.

Mr. Knight said he had no updates regarding SHPO and that it was a good idea to include the resolutions in the packet.

Ms. Harvey said she would also like to see the roll call included in the ACTION minutes.

ITEM #5: 7:25 (20:47)

APPROVAL OF MINUTES

February 2 special meeting; February 8 special meeting; February 9 regular meeting

Note: If necessary for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection.

Ms. Gallagher reminded everyone that the closed-session minutes for Feb 2 & 8 were also up for approval.

Motion to Approve the open/closed session minutes of February 2 & 8 and the regular meeting minutes of February 9

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

ITEM #6: 8:05 (1:00:49)

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.

[Mr. Bartell was not yet present when this item was introduced; the mayor returned to it later in the meeting.] Property owner John Bartell requested time on the April agenda to present a new approach to reforming the water rate system to a volumetric one. In short, he said that if business users pay by use first, then the town could slowly integrate town residents to pay by use as well. Mr. Bartell said it was a revenue-neutral way with the heavy water users paying more.

ITEM #7:

ORDINANCES AND RELATED RESOLUTIONS

7:28 (23:45)

ITEM #7A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 465, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTION 201, "DEFINITIONS," SECTION 507, "C-1 ZONE, GENERAL COMMERCIAL," AND SECTION 510, "PARKING AND LOADING REQUIREMENTS" OF THE JEROME ZONING ORDINANCE REGARDING TRANSIENT LODGING

Council may conduct the second reading of, and may adopt, Ordinance No. 465, amending the Jerome Zoning Ordinance regarding boarding houses, bed and breakfasts, hotels and motels.

Ms. Harvey said she was concerned that the verbiage in the ordinance regarding B&Bs, "parking has no negative effect," was too open to interpretation. She reminded everyone that this was previously discussed, was in the last approved minutes, and that other councilmembers also expressed concern about it.

Vice Mayor Worth said she was confused about B&Bs being eliminated in the commercial zone.

Mr. Knight clarified that the verbiage about parking for B&Bs which Ms. Harvey referred to was already in the ordinance (not part of the amendment) and that there was no plan to remove it, although it was up to the Council. He pointed out the new language regarding the requirement of an owner/caretaker on premises for B&Bs, which are treated like vacation rentals in the residential zone due to state laws. Mr. Knight said they could remove information regarding parking since it cannot be regulated anyway, although it is good to have it in place should the state laws change. He further explained that under conditional uses, item C, B&B was being removed because the definition of hotel has changed and includes B&B, which would be considered a small hotel in the commercial zone and would no longer require a conditional use permit (CUP). Discussion ensued about the ambiguous language in the ordinance regarding B&Bs.

Ms. Gallagher pointed out that the definition of hotel states that it does not include B&Bs. Mr. Knight said this was because the broader definition applies and includes B&B under transient lodging—but only in the C-1 zone. He said the separate definition for B&B is in place for the residential zones.

Vice Mayor Worth said for clarification that a B&B is a hotel, but a hotel is not a B&B.

Mr. Knight said all forms of transient lodging are covered under the definition of hotel; the reason B&B was removed as a conditional use in the commercial district is because it would not make sense to require a special permit for a four-room B&B but not a 20-room hotel.

Ms. Moore said she had heard that a bill is now before the House of Representatives (HB2481) to allow communities to regulate vacation rentals again. She suggested waiting until the bill is hopefully passed, then return to the "negative impact of parking" clause at a later date.

Mayor Dillenberg asked if the Council wanted to adopt this or hold till the next meeting.

Ms. Gallagher suggested a minor change to clarify B&B as a permitted use in the commercial zone. Discussion ensued. The confusion seemed to be the line "Does not include Bed and Breakfast" under the hotel definition; Ms. Harvey suggested they take that out and made a motion to adopt the ordinance with the deletion of that sentence.

Ms. Moore asked if there was an issue with the wording about the negative impact of parking for the moment or could they come back to it. Mr. Knight said yes, they could come back to it and that the bill has long way to go.

Motion to Adopt Ordinance No. 465 with one minor change to the hotel definition in Section 1

| COUNCILMEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|---------------|-------|----------|-----|-----|--------|---------|
| BARBER | | | X | | | |
| DILLENBERG | | | X | | | |
| HARVEY | Х | | X | | | |
| MOORE | | Х | X | | | |
| WORTH | | | V | | | |

7:40 (35:50)

ITEM #7B: FIRST READING: ORDINANCE NO. 468, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING THE JEROME TOWN CODE BY THE DELETION OF SECTION 10-3 THEREOF, "DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE"

Council may conduct the first reading of Ordinance No. 468.

Mayor Dillenberg conducted the first reading of the ordinance in title only.

Ms. Gallagher explained that a state law as of January 1 nullifies Jerome's existing ordinance, so it needs to be removed from the town code.

7:41 (36:40)

ITEM $\#_7$ C: FIRST READING: ORDINANCE NO. 469, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA, AMENDING SECTION 8-5, "TOUR BUSINESS CODE" OF THE JEROME TOWN CODE REGARDING BUSINESS LOCATION

Council may conduct the first reading of Ordinance No. 469.

Mayor Dillenberg conducted the first reading of the ordinance in title only.

Chief Muma said that this came about because of a tour operator who tried to circumvent the town code by claiming a business located outside of Jerome did not need a license to operate in town. Chief Muma said he talked to Bill Sims about this and that he has seen more and more tour businesses coming through Jerome. He said that, with this ordinance, the town can regulate these and keep them out of residential areas.

Ms. Harvey said walking tours have become an issue on her street, and they already have a pat answer for anyone who asks if they're on a tour: "No, we're just a gathering and not paying for a tour." The chief said they should be reported to him; that money doesn't matter and that the act alone would be covered under the ordinance. He encouraged everyone to call JPD with information from tour vans, groups, etc., and that they would get letters out to tour companies informing them of Jerome's town code.

7:44 (39:54)

ITEM #7D: RESOLUTION NO. 610, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS"

Council may adopt Resolution 610, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 470.

Ms. Gallagher explained that this resolution declares that the entire document behind the changes to the zoning ordinance is public record so that it doesn't have to be included in full (and published) in the ordinance adopted.

Mr. Knight said this has been discussed for a couple of years now to address smaller projects, which fall into categories, and referred to the redline document in the agenda packet. He reminded Council that from a procedural standpoint, they can make minor changes, but major changes would have to go back to P&Z. He pointed out one correction in his staff report and said to strike the first line of the bulleted points dated May 20, 2020.

Mr. Knight then outlined the four categories along with examples: 1 - exemptions; 2 - administrative approval without review by DRB or P&Z; 3 - projects that do not require P&Z approval but do require DRB approval; 4 - standard projects that would continue to require P&Z and DRB approval.

Mr. Knight said changes were also made to the appeals process to make them consistent throughout the ordinance; he referred to page 3 of his staff report and the list of items to make the language clearer and more consistent with the ARS language (state statute). He said the most important was item no. 5 – section 303.4.A., 3., which addresses the qualifications of a potential appellant. He then opened the discussion to questions and comments.

Mayor Dillenberg asked Ms. Gallagher if the note from Jerome resident Margie Hardie was related to this item. Ms. Gallagher read Ms. Hardie's comments to the Council.

Ms. Harvey said that she had major changes she wanted to bring up. She first addressed sheds and any additions and said it was previously decided that they must go before P&Z and DRB. Ms. Harvey said she agreed with Ms. Hardie, that giving that kind of power to one person is not wise. She continued and said she was uncomfortable with many of the changes and listed a few of the issues.

Dr. Dillenberg suggested Ms. Harvey and perhaps Ms. Moore meet with Mr. Knight to discuss the issues in depth, as it was obvious the Council would not be deciding on this item at this meeting.

Vice Mayor Worth agreed with Sage. She made a motion to table the item for review so that the zoning administrator, one councilmember, a P&Z member, a DRB member, and the town manager could meet to discuss.

Ms. Moore said she would like to wait on many of the changes until the design guidelines are in place.

Mayor Dillenberg asked about setting up a committee of 2-3 councilmembers and others. Ms. Gallagher explained the options of having the committee report back to Council or to her, town manager, and that the latter would be easier. The mayor agreed with having the committee report to her.

Ms. Moore said it would make more sense to wait on some of these major changes until after the State Historic Preservation Office (SHPO) weighs in with the design guidelines.

Ms. Barber said she agreed with what had been stated and suggested calling it a work group with one or two councilmembers only. She also felt having the design guidelines in place would be helpful.

Ms. Gallagher asked if that the whole process would be tabled until after the guidelines from SHPO are in place.

Vice Mayor Worth amended her motion to include "with consideration of the SHPO guidelines during the process."

Ms. Gallagher suggested expanding the motion to include Resolution 610 and Ordinance 470 (next item).

Motion to Table Resolution 610 and Ordinance 470 with consideration of the SHPO guidelines during the process

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

ITEM #7E: FIRST READING: ORDINANCE NO. 470, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS

Council may conduct the first reading of Ordinance No. 470.

This ordinance was tabled along with Resolution 610 (see above).

ITEM #8:

UNFINISHED BUSINESS

7:02 (n/r)

ITEM #8A: APPOINTMENTS TO BOARDS

Council may make appointments to the Planning & Zoning Commission and Design Review Board.

Mr. Knight said a few words about Jerome resident Lori Riley, who had volunteered to serve on the Jerome Planning & Zoning Commission.

Ms. Riley introduced herself and expressed her wish to give back to the town.

(Clerk's note: The appointment was to fill the vacant seat for the term ending February 28, 2024.)

Motion to Appoint Lori Riley to the Planning and Zoning Commission

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

8:08 (1:03:53)

ITEM #8B: COVID-19

Council will again discuss plans and timeline for reopening Town Hall and the library, resuming the weekend shuttle service, and conducting in-person public meetings.

Ms. Gallagher shared information about other local municipalities and how they're conducting business. She reported that most if not all the town staff has received their vaccinations, and that they would be comfortable opening as of April 1 if the downward trend of COVID cases continues and if masks and social distancing are required. She also said the library is not comfortable opening that soon; that library staff has not received vaccinations and are concerned about visitors not complying with requirements. They are following the county library and are considering reopening May 1.

Ms. Barber suggested waiting until May so that town hall is open at the same time as the library.

Vice Mayor Worth would like to see that all of town staff and library volunteers who plan to be vaccinated have been vaccinated before opening to the public.

Mayor Dillenberg said May 1 may be more appropriate and well after the Jerome vaccination event(s).

Ms. Harvey suggested maintaining the status quo and discussing the item again at the April council meeting.

8:14 (1:09:30)

ITEM #8C: REVIEW OF OVERDUE RENTAL AND UTILITY PAYMENTS

Council will review the status of overdue rental and utility payments and may direct staff in this regard.

Ms. Gallagher referred to a chart in the agenda packet that showed received payments. She said the town did get a couple of payments after the letter was sent, but the question is what to do and when. She said one suggestion is to follow the status quo until town hall reopens.

Vice Mayor Worth agrees with being somewhat flexible but also thinks weekly attempts need to be made to communicate and compel people to act, and perhaps deal with accounts case by case. She asked if the two accountholders sent to collections were on the chart, which they were not. She also asked how in 90 days one account could reach over \$2800 in charges. Ms. Gallagher said it was a commercial account that typically builds the balance due and then pays, so it was not a major concern.

Councilmember Harvey agreed that waiting until town hall opens may be wise. She reminded everyone that the two accountholders sent to collections was because of no response. Now commercial accounts are not responding and need to be held responsible or sent to collections as well.

Ms. Gallagher said another recourse is to turn the water service off to premises with delinquent accounts, and that one commercial and one residential account are of particular concern due to past actions.

Mayor Dillenberg said the town must be fair, but accountholders must be responsible.

Ms. Barber agreed with Ms. Worth and Ms. Harvey that the accountholders on the chart need to communicate with the town. She suggested May would be the time to discontinue water service to those who do not respond to communication from the town.

8:20 (1:15:39)

ITEM #8D: JOB DESCRIPTION AND REQUIREMENTS: CHIEF OF POLICE

Council will discuss the job description and requirements, including residency, for the Chief of Police.

Ms. Gallagher said that at the request of the vice mayor, a current job description for the Chief of Police was included in the agenda packet and provided by Chief Muma himself, and that it was up to Council to decide what they like or don't like about it.

Vice Mayor Worth clarified that the reason for requesting updated job descriptions, specifically those the Council is involved with along with department heads, was to work toward a succession process. She said the descriptions correlate with the job, not to the person who currently holds the position. Vice Mayor offered to sit with Chief Muma to discuss her extensive annotations to get best practices in place for now and the future. Mayor Dillenberg said he would be fine with this if Chief Muma was okay with it, and said it was to prepare for the chief's retirement in the next four years.

Ms. Moore asked if Chief Muma had any comments at this point.

Chief Muma said he was asked by Ms. Gallagher to provide the job description and that he has job descriptions for all JPD personnel except for the parking meter attendant. He said the current job description was the one used to hire him. Chief Muma said he expected the discussion to be about residency, which he strongly supports and believes it should be maintained. After 35 years of doing this, he sees it as necessary and something Council will have to consider for the future when he "pulls the pin."

The mayor wholeheartedly agreed with the chief and said he would appreciate him meeting with the vice mayor.

Ms. Harvey said she and Ms. Moore discussed the wording regarding mandatory residency for the chiefs of police and fire, and both felt it was necessary to keep residency as part of the job requirements. She mentioned a 1-million-dollar grant for affordable housing that the town could apply for next year and possibly get funding to build out the Hotel Jerome.

Ms. Gallagher said she had information on the grant but that it may not continue; the grantors said they would be in touch.

Mayor Dillenberg said he hoped they could make the Hotel Jerome a nice place to offer as a residence for future chiefs.

8:39 (1:23:10)

ITEM #8E: DISTRICT SIGNS

The Zoning Administrator will provide an update regarding district signs.

Mr. Knight said he had talked to many Jerome business owners about the district signs and that almost all agree that they should go. He said the consensus was that a good replacement would be a town map showing key features, which Mr. Knight enumerated as he shared his notes on screen (e.g., restrooms, town hall, police station, fire station, "no go" residential zones, etc.). Businesses would not be detailed on the map and the map itself would need to be made of a weather-resistant material. He said a QR code could be used to link visitors to a detailed map of businesses, perhaps even the Jerome Chamber of Commerce map; or a brochure box next to the map filled with paper maps, although this would be costly and would potentially create litter across town. Mr. Knight then talked about possible locations for the map: near Middle Park, 300 level, scenic view stop on Hampshire, etc. He said if the Council wanted to act, the first step would be to remove the district signs and direct staff to start work on a map and estimated costs.

Mayor Dillenberg suggested including a local emergency number on the maps. Mr. Knight said the locations of defibrillators would also be helpful.

Ms. Harvey recommended the item be added to the April meeting agenda for further discussion.

Mr. Knight said he would reach out to sign manufacturers in the meantime.

Ms. Moore said no to the paper maps.

ITEM #8F: HOTEL JEROME

8:39 (1:34:36)

Council will review the status of improvements to the Hotel Jerome and the next steps in the process.

Ms. Gallagher updated everyone on the work done at Hotel Jerome and listed projects completed and in progress: asbestos removal paid for by ADEQ; new roof funded by USDA with a contribution from the artists co-op; the town paid for installed safety rails in the stairwell and elevator shaft; lead paint abatement was done on the second floor, fully funded by ADEQ; windows were replaced on the upper floors, which were paid for by the town and USDA Rural Development; the replacement of the plate-glass windows in front at street level is planned, and the artists co-op has contributed \$5k toward that cost; and town crew has boarded some windows on the south side of the building for security. Ms. Gallagher said next is lead paint remediation on the 3rd and 4th floors (ADEQ) and then installation of a fire escape that would have to go through the bidding process, funding, and design approval. An ADA-compliant elevator is also needed, as are architectural plans for floors 2–4. Hunter Bachrach had suggested NAU or ASU could possibly offer pro bono help, and that he envisioned four to six apartments on each floor. Ms. Gallagher said utilities would also have to be hooked up, a project manager is needed (Mr. Knight is willing but also quite busy), and optimistically envisions work on the actual apartments starting in 2024.

Ms. Moore suggested a walk-through with the building inspector for the Council's benefit.

Ms. Barber said she would do some "tree shaking" to get support and suggested Mayor Dillenberg call NAU for support.

Ms. Gallagher said she would reach out to ADEQ about the lead paint abatement and said architectural plans can happen anytime.

Vice Mayor Worth suggested she and Ms. Barber would split the duties of managing the project. She mentioned a FEMA life safety grant that perhaps the town could pursue for a sprinkler system and fire escape. She also asked if an elevator was necessary and that she had spoken with the town's APS community rep in the past who had offered assistance with the hotel when the time comes.

Ms. Moore asked if the other councilmembers would be interested in a field trip and perhaps they could determine how many apartments on each floor. She said that when the county installed the town hall elevator, it cost \$200k. Ms. Gallagher pointed out that there is an existing elevator shaft at the Hotel Jerome and that she would coordinate a field trip to the hotel.

ITEM #9:

NEW BUSINESS

7:03 (0:08)

ITEM #9A: USE OF WILDLANDS REVENUES FOR REPLACEMENT OF HANDICAP RAMP

Council will review and may approve a request by the Fire Chief to utilize certain wildlands revenues to replace the handicap ramp at the Fire Station.

Chief Blair talked briefly about the existing wooden handicap ramp and said it should be replaced with noncombustible material. He said approximately \$10K would be needed to make it out of steel; that he would like to use wildlands funding to buy the materials, and that the fire department would provide the labor to construct it. The chief said that the goal was to eventually make the fire station an evacuation center for the community.

| Motion to Approve use o | f \$10.000 in wildlands revenues fo | or new handicap ramp | at fire station |
|-------------------------|-------------------------------------|----------------------|-----------------|
| | | | |

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

ITEM #9B: COVID VACCINATION EVENT

7:06 (1:38)

Mayor Dillenberg will discuss plans for a COVID vaccination event in Jerome by Spectrum Healthcare.

Mayor Dillenberg spoke highly of his experience receiving his vaccination through Spectrum Healthcare, then introduced Sunshine Dean, vice president of Integration.

(2:40) Ms. Dean said they have a mobile team that can go to any part of Yavapai County and service up to 1,000 people per day. She said they would need support with tables and chairs and space to allow for observation. She then named who in the population is eligible right now and that the Moderna vaccine would be available, although if the Johnson & Johnson (J&J) vaccination is ready by the day of the Jerome event, they can provide it as well. Ms. Dean said a second event could be scheduled for Jerome residents not in the current categories eligible to receive the vaccination and that for now the goal is to be in Jerome by the end of the month and that they also plan to reach out to homebound residents.

Mayor Dillenberg said the county supervisors are honoring state mandates and that he would like to wait until the J&J vaccination is available. He said he is excited to be able to bring this service to Jerome.

Vice Mayor Worth expressed her enthusiasm for the event and the opportunity it presents for residents as well as town workers and volunteers who might have missed the first round of vaccinations through the county.

Ms. Harvey asked if Jerome could start with Moderna vaccines but also do another event with the J&J vaccine.

(7:26) Ms. Dean said they would have to justify coordinating a second J&J vaccine event with a big enough group but they can likely make accommodations.

Ms. Gallagher said she can work with Ms. Dean on scheduling and location and suggested the 300-level parking lot (rather than Spook Hall where parking would be an issue). She asked if people could stay in their cars if the weather is had.

Ms. Dean said it would be preferred to have folks outside and observable (and not behind the wheel), but that they can also be flexible if the weather doesn't cooperate and return the next day. She said they don't want Spectrum staff outside in bad weather either.

8:49 (1:44:40)

ITEM #9C: TINY HOMES

Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance to allow tiny homes.

Mayor Dillenberg said Jerome needs affordable housing and that it's time to amend the zoning ordinance to allow tiny homes.

Mr. Knight said many local jurisdictions are amending their ordinances to approve tiny home projects, most recently Clarkdale. He said a tiny home is not necessarily on wheels, a popular misconception, and that they are generally defined as a small house under 400 sq ft (some definitions go up to 600 sq ft). The Jerome ordinance currently prohibits new homes less than 850 square feet in the residential zones. Mr. Knight then described three categories of tiny homes: 1 – on wheels, often lumped with RVs; 2 – constructed on site or trailered to the site on a permanent foundation; 3 – site-built home.

Mr. Knight said if the Council is interested in amending the town zoning ordinance, they could initiate the process and decide on a definition for tiny home as well as allowable density. He listed examples of other tiny-home conversions (e.g., school buses, shipping containers, yurts, etc.) and said aesthetic standards also need to be delineated.

Ms. Barber asked what zones Clarkdale has approved for tiny homes. Mr. Knight replied that the project is in their R4 zone, which is where mobile homes are allowed. Ms. Barber said affordable housing is needed but the town must be careful about how it's done.

Ms. Worth said she would like to see what Clarkdale is doing and would like to do further research before moving forward.

Mayor Dillenberg said he simply wanted to get the subject on the table and knows the infrastructure and other projects are priorities. He said other communities are going down this road and he wants to address affordable housing in a way that is appropriate for Jerome.

Ms. Harvey talked about water and sewage use in a tiny home and how it would not be any different than in a regular home. She said the wastewater plant especially needs to be considered before starting any new building in town; she is also afraid tiny homes meant as affordable housing would quickly turn into vacation rentals.

Mayor Dillenberg said he was open to suggestions on how to provide affordable homes and thought tiny homes would be a viable option.

Ms. Moore said with the historic nature of the town, tiny homes would need to fit in. She said she would like to first look at existing buildings and see if they could be used.

(1:59:36) Jerome resident Lacey Ritter said she appreciated what the mayor and Ms. Harvey had to say, and that people really do need affordable housing. She said it's such an issue, she doesn't see tiny homes becoming vacation rentals. (2:00:57) Jerome property owner Cameron Sinclair spoke about the pros and cons of tiny homes. He said they would need to be heavily regulated by Jerome; parking would be an issue. If the town went forward with tiny homes, a refined, focused definition of what would be allowed would be crucial. He shared a link in the Zoom chat feature to an article about an architectural group working with L.A. in a way that lets the city decide what would be allowed. Mr. Sinclair said regulations around tiny homes are in place to encourage owners to keep them as housing rather than turning them into vacation rentals.

Mayor Dillenberg asked Ms. Gallagher to share the link Mr. Sinclair had posted with the Council.

9:09 (2:04:49)

ITEM #9D: BEES IN JEROME

Council will resume discussion of bees in Jerome and may direct staff in this regard.

Mayor Dillenberg spoke about mason bees versus honeybees and how they're good for gardens, don't sting, and don't live in hives

Ms. Harvey shared a recent incident on her street where she helped a woman who was attacked by bees, as was Jerome resident Jackie Muma moments later, who had been swarmed on Douglas Road as well. Ms. Harvey went down to Douglas Road and discovered honeybees and had no problem with them; however, she believes that the bees at her home are Africanized, and she has three of themin her freezer so that someone can identify them. Ms. Harvey said she thinks there must be hives in Jerome that need to be removed after someone has officially classified them.

Mayor Dillenberg expressed his support to come up with a solution to the problem.

Ms. Barber suggested contacting the beekeeper who had spoken at a recent Council meeting. She also suggested getting lids on the dumpsters, although if the Africanized bees can be removed, the town may not need to take this step. Mr. Knight said lids would not keep bees out of the dumpsters. A brief discussion ensued.

Ms. Gallagher said Public Works Director Marty Boland was already looking at trashcans with lids for the business district. Ms. Barber said it needs to be a swinging lid.

The mayor said this cannot be put off any longer and wants the trashcan lids in place as soon as possible.

9:17 (2:12:24)

ITEM #9E: TELECOMMUNICATIONS FACILITIES

Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance regarding telecommunications facilities.

Mr. Knight said this discussion has been postponed several times because of a lawsuit that has finally been settled in the 9th Circuit Court of Appeals and that model ordinances are circulating, including one from the League. He pointed out that the risk of adopting a stringent ordinance is that it could be challenged by larger telecom companies and that Sedona's ordinance is a decent model though it may not be up to date with the case decision. Mr. Knight said if the Council is interested in initiating this, P&Z can start the process.

Mayor Dillenberg said he wanted to move in the right direction, not be taken advantage of by the telecom companies, and wants what is best for Jerome.

Ms. Barber said she has read that jurisdictions have limited telecom, including 5G, based on aesthetic, health, environmental, and other concerns. She said the FCC now requires telecom companies to prove a need; Jerome doesn't need 5G, although it is supposedly safe if run along fiber optics. She referred to two websites for more information: Americans for Responsible Technology and Children's Health Defense Network. Ms. Barber said the town already has antennas at the high school and on Sunshine Hill, so future antennas could be collocated at those sites and not brought into town. She said she is willing to meet with Mr. Knight to discuss how to keep 5G small cell sites out of the residential and business districts with the "\$5 million view."

Ms. Moore said she sent out a document written by an attorney to Mr. Knight, Ms. Gallagher, and Ms. Barber with suggestions for ordinances that could be used for Jerome. She gave an example about antenna regulations and testing to make sure they fall under FCC requirements, and that the town can also control where the antennas are installed (i.e., industrial vs. residential zones). She said town attorney Bill Sims also supplied information from the lawsuit that could be used in the ordinance.

Ms. Barber pointed out that Sedona is not a historic landmark and that she would be willing to work with Ms. Moore and Mr. Knight on an ordinance. Ms. Moore confirmed that she was willing to assist.

ITEM #10:

TO AND FROM THE COUNCIL

9:27 (2:22:38)

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

Mayor Dillenberg asked Ms. Moore for her thoughts on the water rate system idea from Mr. Bartell and adding the item to the April agenda. Ms. Moore said she has talked to Mr. Bartell about it and updated him on the sewer plant upgrade. She expressed concerns about the water and sewer rates and charging for water used for gardening. Discussion ensued and it was decided to tentatively put the item on the May agenda.

Vice Mayor Worth suggested that Council consider holding more than one regular meeting per month. She said it would allow for better preparation of as well as shorten the meetings. She said Jerome is the only municipality in the state that has only one regular meeting scheduled each month.

Mayor Dillenberg shared his appreciation for everyone's hard work.

ITEM #11:

ADJOURNMENT

Motion to Adjourn at 9:33 p.m.

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

| AFFROVE. | ATILSI. | |
|----------------------------|---|---|
| Dr. Jack Dillenberg, 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

SPECIAL MEETING OF THE JEROME TOWN COUNCIL

VIA ZOOM

THURSDAY, MARCH 25, 2021 AT 2:00 PM

| ITEM #1: | CALL TO ORDER/RO | | | | | | | | | | | |
|-------------------|--|---|---|---|--|---|---|---|--|--|--|--|
| | Mayor/Chairperson to call meeting to order. Mayor Jack Dillenberg called the meeting to order at 2:01 p.m. Town Clerk to call and record the roll. Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| | | and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present was Zoning Administrator John | | | | | | | | | | |
| | Knight. | , | - 10- | | | | | | | | | |
| ITEM #2: | EXECUTIVE SESSION | | | | | | | | | | | |
| | | | | | | | _ | | | | | |
| 2:02 p.m. | Council will enter into | | | | | | | | | | | |
| | discussion, direction a | and consult | ation for legal | advice with tl | he Town Attorr | ney regarding r | natters relate | d to 537 | | | | |
| | School Street. | | | | | | | | | | | |
| | Motion to ente | er into exec | utive session | | | | | | | | | |
| | COUNCILMEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN | | | | | |
| | BARBER DILLENBERG | | Х | X | | | | _ | | | | |
| | HARVEY | | | X | | | | | | | | |
| | MOORE | Х | | X | | | | | | | | |
| | WORTH | | | X | | | | | | | | |
| | they will need to vehicle will be all either park them residential parkir 2. Staff was directe the existing three Use Permit (CUP) address the issue | owed to blo off-street ir og permit re d to work w e off-street p for the dup | ck the drivewa in the existing di strictions. with property ove oarking spaces olex. If necessar | y at one time. riveway or in o vner over the that were a re y, at the end o | If the tenants hanother legal po next six monthequirement of to of six months (S | nave any addition in the state of the state | onal vehicles, t at is not subje them to make pproved Cond | they can ct to the e usable litional | | | | |
| ITEM #3: | ADJOURNMENT | | | | | | | | | | | |
| 2:56 p.m. | Motion to adjo | urn at 2:56 | n m | | | | | | | | | |
| | COUNCILMEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN | _ | | | | |
| | BARBER | MOVED | X | X | IVAI | ADSERT | ADSTAIR | | | | | |
| | DILLENBERG | | | X | | | | | | | | |
| | HARVEY MOORE | Х | | X | | | | _ | | | | |
| | WORTH | | | X | | | | | | | | |
| APPROVE: | | | | ATTEST: | | | | | | | | |
| | | | | | | | | | | | | |
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| Don to all Dillia | nberg, Mayor | | | C | llagher, CMC, To | | I | | | | | |



Town of Jerome – Zoning Administrator's Report

Council Meeting Date: Tuesday, April 13, 2021 Prepared by: John Knight, Zoning Administrator

- ➤ March 17th P&Z Meeting: hearing for code amendments to sign ordinance
- ➤ April 5th DRB Meeting: signage Ghost Town Girl, backup generator for Merkin Vineyards, signage for Raku, extension request for 324 Queen Street (aka Cuban Queen), replacement stairs and walkway for Fire Station
- > Code Enforcement: nothing significant to report
- Parking Inventory: waiting on changes to residential parking ordinance
- ➤ District Signs: met with councilmembers Jane Moore and Sage Harvey (working on edits and pricing)
- > Bees: councilmembers Sage Harvey and Alex Barber and I met with bee expert Patrick Pynes

Miscellaneous

- Mexican Pool coordinating with new owners (scheduled for preliminary review with P&Z on 4/21)
- Verde Exploration coordinating with Verde Exploration staff about possible changes to the old high school and the Engineer's building.
- Residential parking permits
- Met with ASU Project Cities coordinator Steve Russell regarding assisting with Hotel Jerome and possibly the old high school



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

REGULAR MEETING OF THE DESIGN REVIEW BOARD Monday, March 1, 2021, 6:00 pm ACTION MINUTES

Item 1: Call to order 6:01 p.m. All DRB members present.

Item 2: Petitions from the public - NONE

Item 3: Approval of Minutes: Minutes of the regular meeting of February 1, 2021

Discussion/Possible Action APPROVED

Item 4: Selection of officers: Select a new chair and vice chair

Discussion/Possible Action Tyler Christensen was chosen as chair, Brice Wood as vice chair

Item 5: DRB Meeting dates for 2021: Confirm meeting dates and approve adjusted dates that land on federal holidays.

Discussion/Possible Action

APPROVED

Continued Items/Old Business: None

New Business:

Item 6: Updated signage and paint for Grapes, Copper Town Coffee, and Copper Town T-Shirts

Applicant: Eric Jurisin

Address: 111 Main Street Zone: C-1

Owner of record: Jerome Investments II LLC APN: 401-06-156F

Applicant is seeking preliminary and final design review to update signage for several existing businesses. The request

also includes updated paint for the building and roof.

Discussion/Possible Action - DRB Reso. 2021-02

APPROVED

Item 7: Replace existing wood doors with wood windows

Applicants: Mary Wills and Sally Dryer

Address: 136 Main Street (Nellie Bly and Nellie Bly II)

Zone: C-1

APN: 401-06-007

Applicants are seeking preliminary and final design review to replace existing second-story wood doors with wood

windows

Discussion/Possible Action – DRB Reso. 2021-03

APPROVED

Item 8: New pergola

Applicant: Jack Dillenberg

Address: 700 Holly Avenue Zone: R1-5

Owner of record: Jack Dillenberg APN: 401-07-089B

Applicant is seeking preliminary and final design review to construct a pergola shade structure.

Discussion/Possible Action - DRB Reso. 2021-04

Informational Items (Current Event Summaries):

Item 9: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- February 9, 2021 Council Meeting First reading of ordinance regarding amendments for transient lodging; board appointments
- b) February 17, 2021 P&Z Meeting ordinance amendments for temporary signs and administrative review of small projects

Item 10: Miscellaneous: Update on recent activity regarding the Mexican Pool property

Item 11: Future DRB Agenda Items for April 5, 2021: Signage for Raku Gallery

Item 12: Adjourn 6:28 p.m.

APPROVED



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

DRB Resolution No. 2021-02 Approving proposed signage and paint colors

WHEREAS, the Town of Jerome has received an application from Eric Jurisin for preliminary and final design review for new signage and paint at 111 Main Street, for Grapes, Copper Town Coffee and Copper Town T-Shirts (APN 401-06-156F); and

WHEREAS, the property is in the C-1 zoning district; and

WHEREAS, the design review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark; and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal related to signs and colors and finds that the proposal satisfies the following criteria:

- a. Materials Signs made of wood are preferred.
- b. Lettering Lettering and symbols on signs should be routed, applied, or painted on the surface of the signage material.
- c. Sign Colors Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.
- d. Exceptions The Design Review Board may waive the requirements of Section 509 and Section 507 to allow the preservation or restoration of signs or commercial graphics determined to be of historical significance or of particular interest.
- e. Building Color Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the request for signage is hereby approved, subject to the following conditions:

- 1. **Expiration of Approval** This approval shall become null and void if a building permit is not issued or work has not begun within six (6) months of final Design Review Board approval of this application. If necessary, the applicant may request an extension by the approval body if the extension is submitted prior to approval expiration.
- 2. Appeal Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

DRB RESOLUTION NO. 2021-2

| Rosa Cays, Deputy Town Clerk | Tyler Christensen, Chair | |
|---|--|-------------|
| ATTEST: | APPROVED: | |
| | | |
| ADOPTED AND APPROVED by a majority vote of tr | ne Design Review Board on the 1st day of I | vlarch 2021 |



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

DRB Resolution 2021-03 Approving Design Review for windows

WHEREAS, the Town of Jerome has received an application from Mary Wills and Sally Dryer for preliminary and final design review approvals to replace existing wood doors with wood windows on an existing building at 136 Main Street (where Nellie Bly is located, APNs 401-06-007); and

WHEREAS, the property is in the C-1 zoning district; and

WHEREAS, the Design Review Board has determined that a public hearing is not necessary under Zoning Ordinance Section 304.F.5.; and

WHEREAS, the Design Review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark, and

WHEREAS, the Design Review Board has carefully reviewed the applicants' proposal and finds that the applicable criteria have been satisfied:

Architectural details – Doors, windows, eaves, cornices, and other architectural details of a building or structure shall be visually compatible with buildings and structures to which it is visually related.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for 136 Main Street is hereby approved, subject to the following conditions:

- 1. **Expiration of Approval** this approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.
- 2. **Appeal** Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 1st day of March 2021.

| ATTEST: | APPROVED: | |
|-------------------------------|-----------------------------|--|
| | | |
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| | | |
| Page Care Page to Tayon Clark | T. J. a. Chairtan and Chair | |
| Rosa Cays, Deputy Town Clerk | Tyler Christensen, Chair | |



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

DRB Resolution 2021-04 Approving Design Review for a pergola

WHEREAS, the Town of Jerome has received an application from Jack Dillenberg for preliminary and final design review approvals to construct a pergola shade structure at 700 Holly Avenue (APN 401-07-089B); and

WHEREAS, the property is in the R1-5 zoning district; and

WHEREAS, the Design Review Board has determined that a public hearing is not necessary under Zoning Ordinance Section 304.F.5.; and

WHEREAS, the Design Review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark, and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal and finds that the applicable criteria have been satisfied:

- a. ACCESSORY FEATURES Fences, walkways, decks, stairways, lighting, antenna and other manmade structures shall be visually compatible with buildings, structures, and places to which they are visually related.
- b. LANDSCAPING Landscaping shall be visually compatible with the landscaping around the buildings, structures, and places to which it is visually related.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for 136 Main Street is hereby approved, subject to the following conditions:

- 1. **Expiration of Approval** this approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.
- 2. **Appeal** Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

| ADOPTED AND | APPROVED by a ma | ajority vote of the | Design Review | Board o | on the 1s | t day of | March | 2021. |
|-------------|------------------|---------------------|---------------|---------|-----------|----------|-------|-------|
| ATTEST: | | | APPROVE | D: | | | | |

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| Rosa Cavs. Deputy Town Clerk | Tyler Christensen, Chair | |



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

Regular Meeting of the Planning and Zoning Commission
Wednesday, March 17, 2021, 6:00 pm

AGENDA

ACTION MINUTES

Item 1: Call to order 6:02 p.m. ALL PRESENT

Item 2: 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 commission. 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 state your name and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. 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.

Possible Direction to Staff

Item 3: Approval of Minutes – Regular meeting of February 17, 2021 APPROVED

Item 4: Welcome new commissioners Jeanie Ready and Lori Riley

Item 5: Election of new chair and vice chair SCHALL AND ROMBERGER

Public Hearings:

Item 6: Proposed text amendments regarding signs (continued from February 17, 2021)

Applicant: Town of Jerome

Amendments may include, but may not be limited to, Section 509 of the Town of Jerome Zoning Ordinance.

Discussion/Possible Action (recommendation to Council) - P&Z Reso. 2021-03 APPROVED

Old (continued) Business: none

New Business: none

Informational Items (Current Event Summaries):

Item 7: Updates of recent and upcoming meetings - John Knight, Zoning Administrator

- **a. March 1, 2021 DRB meeting –** updated signage and paint for the Grapes building; replacement of wood windows for Nellie Bly; new pergola for 700 Holly Avenue (Dillenberg).
- b. March 9, 2021 Council meeting second reading of the transient lodging ordinance amendments; appointment of Lori Riley to P&Z; first reading of ordinance regarding administrative approvals and appeals; initiation of code amendment regarding tiny homes; and discussions about the following: Hotel Jerome, Jerome bee problem, and a code amendment for a telecommunications ordinance.

Item 8: Potential items for Wednesday, April 21, 2021: no items currently scheduled.

Discussion/Possible Direction to Staff

Item 9: Adjourn 6:35 p.m.



Post Office Box 335, Jerome, AZ 86331 (928) 634-7943

P&Z Resolution No. 2021-03 Code amendments related to signage

WHEREAS, the Town of Jerome is interested in amending Sections 304 and 509 of the Jerome Zoning Ordinance; and

WHEREAS, the proposed amendments include, but are not limited to, temporary signs; and

WHEREAS, the proposed amendments also include appropriate materials for permanent signs; and

WHEREAS, the Jerome Town Council initiated the ordinance amendment on May 12, 2020; and

WHEREAS, the Jerome Planning and Zoning Commission held a hearing on February 17, 2021 and provided public notice in accordance with Section 301.C. of the Jerome Zoning Ordinance; and

WHEREAS, a notice was published in the *Verde Valley Independent* newspaper on January 31, 2021; and

WHEREAS, the hearing on February 17, 2021 was continued to March 17, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Town Council of the Town of Jerome adopt amendments to Sections 304 and 509 of the Jerome Zoning Ordinance regarding signs as shown in the attachment.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on March 17, 2021.

| ATTEST: | APPROVED: | |
|--|---------------------|--|
| John Knight, Zoning Administrator | Lance Schall, Chair | |
| Attachment – redline version of proposed text an | nendments | |



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

ORDINANCE NO. 468

AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING THE JEROME TOWN CODE BY THE DELETION OF SECTION 10-3 THEREOF, "DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE"

WHEREAS, A.R.S. 28-914, prohibiting the use of portable wireless communication devices while driving, became effective on January 1, 2021; and

WHEREAS, the statute nullifies the Town's previously adopted ordinance no. 447, codified as Section 10-3 of the Jerome Town Code;

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

Section 1. Section 10-3, "Driving While Using a Portable Communications Device," of the Jerome Town Code is hereby deleted in its entirety.

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.

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| Date of first reading: 3/9/21 | | | | Dates of | publication: | | _ | |
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| Date of adoption: | | | | Date of p | osting: | | - | |
| Voting record at adoption: | | | | | | | | |
| | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN | | |
| BARBER | | | | | | | 1 | |
| DILLENBERG | | | | | | | | |
| HARVEY | | | | | | | | |
| MOORE | | | | | | | | |



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

ORDINANCE NO. 469

AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTION 8-5, "TOUR BUSINESS CODE" OF THE JEROME TOWN CODE REGARDING BUSINESS LOCATION

WHEREAS, the Chief of Police has recommended certain amendments to the Jerome Town Code in order to more effectively regulate out of town tour companies; and

WHEREAS, the Town Council agrees and wishes to enact these changes;

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

Section 1. Section 8-5-4, "Location," of Section 8-5, "Tour Business Code" of the Jerome Town Code is hereby amended as follows (additions <u>underlined</u>, deletions in <u>strikeout text</u>):

Section 8-5-4. Location.

- A. All tour businesses shall be operated out of premises located in the C 1 Zone of the Town of Jerome and shall have a leasehold or ownership interest in said premises, supported by delivery of documents to the Town Manager evidencing such interest the business location identified in the application for the tour business license submitted to the Town by the tour business. Said location shall be the bona fide place actual physical location where the business is conducted and available for service of legal process. If the business location is in the Town of Jerome, the location must be in the C-1 Zone and shall otherwise comply with all zoning, building, fire and other codes and regulations of the Town of Jerome. Tour businesses that change such location shall notify the Town Manager within thirty (30) days following the change of location.
- B. Any change in business location for tour businesses located in the Town of Jerome must be approved in writing by the Town Manager.
- C. If the ownership or leasehold interest in a tour business location ceases, then the tour business's business license expires concurrently, with no refund of unused fees and no notice by the Town required.

Section 2. Any tour business located outside of Jerome but operating within town limits shall fully comply with the provisions of Section 8-5 of the Jerome Town Code within sixty (60) days following the effective date of this Ordinance.

Section 3. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

| Date of first reading: 3/9/21 | | | | Dates of | publication: | |
|-------------------------------|-------|----------|-----|-----------|--------------|---------|
| Date of adoption: | | | | Date of p | oosting: | |
| Voting record at adoption: | | | | | | |
| | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
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| Section 4. All ordinances or parts of ord are hereby repealed to the extent of their incons | linances that are in conflict with the provisions of this Ordinance sistency herewith. |
|---|--|
| jurisdiction, such decision shall not affect the val | on of this Ordinance be declared invalid by a court of competent idity of this Ordinance, any provision incorporated by reference whole or any part thereof other than the part so declared invalid. |
| PASSED AND ADOPTED BY THE TOWN C THIS DAY OF2021. | OUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, |
| | Dr. Jack Dillenberg, Mayor |
| ATTEST: | APPROVED AS TO FORM: |
| Candace Gallagher, Town Manager/Clerk | William J. Sims, Esq. Town Attorney |
| | |



Post Office Box 335, Jerome, Arizona 86331 (928) 634-7943

Zoning Administrator Analysis Council Staff Report Wednesday, April 13, 2021

ITEM 7C & 7D: Resolution No. 612 and Ordinance No. 472 amending sections of the zoning

ordinance regarding temporary signage

Applicant/Owner: Town of Jerome

Recommendation: Discussion/possible action

Prepared by: John Knight, Zoning Administrator

Background and Summary: The purpose of updating the ordinance is to bring it into compliance with recent case law that prohibits restricting content of various types of temporary signs. The proposed changes have been discussed and reviewed by both the Planning and Zoning Commission and the Town Council.

- June 3, 2020, the Planning and Zoning Commission held a work session on temporary signs.
- September 16, 2020, the Planning and Zoning Commission continued the discussion on temporary signs.
- December 1, 2020 the Planning and Zoning Commission and Town Council further discussed temporary signage amendments.
- January 20, 2021, the Planning and Zoning Commission reviewed additional suggestions for amendments.
- February 17, 2021 the Planning Commission held a public hearing to discuss the proposed amendments. The hearing was continued to March 17, 2021.
- March 17, 2021 the Planning Commission recommended Council approve the proposed amendments

Updates are needed to eliminate the size differences of various types of temporary signs in the same zoning district. Temporary signs can be restricted by size within each zoning district, but different types of temporary signs cannot have different size restrictions within the same zoning district.

The zoning ordinance addresses a variety of types of temporary signs. These include A-frame signs (sometimes used as "free speech signs"), real estate signs, banners, and candidate/political signs. Note that flags are addressed separately.

Summary of proposed changes:

Section 509.B. - Definitions: Amendments to the definitions include:

- 1. **Barber pole** new definition added.
- 2. **Clear vision triangle –** adding a definition of the area in which a sign cannot be placed at the intersection of two roads. This is defined as a triangle that is thirty feet for each leg adjacent to a road.
- 3. **Flying banner**, **balloon sign**, **and sign walker** definitions added for *flying banners*, *balloon signs*, and *sign walkers*. Note that these types of signs are prohibited.

- 4. **Campaign sign** the definition of *campaign sign* has been removed since it is a type of temporary sign.
- 5. **Off-premise sign** added language that this applies to both permanent and temporary signs.
- Temporary sign the definition has been modified to identify that these types of signs are
 not permanently affixed to a structure or the ground. The restriction on the period it can be
 displayed has been removed since it is addressed later in the ordinance under Section
 509.G.
- 7. **Sign Walker** new definition added. Note that these are prohibited.

Section 509.D. – Permits: Amendments to the permit section include:

- 1. **Political Signs -** Deleted the language related to political signs.
- 2. **Signs inside buildings –** Added language that exempts non-permanent signs that are completely enclosed within a building.

Section 509.E. – Regulations applicable to signs in all zones: Amendments to this section include:

- 1. **Off-premise signs** the provision prohibiting off-premise signs in all zones has been deleted. This allows for temporary garage sale signs and real estate open-house signs to be placed off the premises. Note that a separate section has been added to address flags.
- 2. **Political signs, real estate signs, contractor signs –** these have been deleted as separate categories since all temporary signs are treated the same.
- 3. **Flags** a new section has been added to allow up to two (2) flags per flagpole and a maximum size of sixteen (16) square feet per flag. A typical flag size is 3 foot by 5 foot (15 square feet). Note that the zoning ordinance already has a provision under Section 502.I.2.a. that addresses flagpoles, antennas, and spires.

Section 509.F. – Regulations applicable to signs in residential zones: New language has been added to allow temporary signs in residential zones up to a maximum area of five (5) square feet. This would include all types of temporary signs: garage sale, candidate/campaign signs, real estate, contractor signs, and signs exhibiting messages of free speech. As noted above, flags are addressed separately. Restrictions on temporary signs include sign size (no greater than five [5] square feet), setbacks (no closer than ten [10] feet to the right of way unless the primary structure is closer than that), a maximum height of four (4) feet, and no illumination.

Section 509.G. – Regulations applicable to signs in commercial and industrial zones: New language has been added to clarify temporary signs in the commercial and industrial zones to be up to a maximum area of eight (8) square feet. Note that this section also restricts the posting of temporary signs to a maximum of 45 consecutive days and a total of 90 days in a calendar year.

Section 509.H. – Prohibited Signs: A list of prohibited signs has been added. The following types of signs are prohibited.

- 1. Abandoned signs
- 2. Billboards
- 3. Digital or electronic signs with changeable copy
- 4. Flying banners
- 5. Flashing, blinking, or moving signs
- 6. Gas-generated signs
- 7. Inflatable and balloon signs
- 8. Moving signs except barber poles

- 9. Off-premise signs in the commercial and industrial zones
- 10. Signs attached or painted on trees, rocks, or other natural features
- 11. Signs emitting any sound designed to attract attention
- 12. Signs in the clear vision triangle
- 13. Signs in the right of way
- 14. Signs painted on fences
- 15. Sign walkers
- 16. Signs with visible bulbs, neon tubing, or luminous paints

Recommendation: Provide direction to staff on any additional changes.

Attachments:

- Resolution No. 612
- Ordinance No. 472



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

RESOLUTION NO. 612

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA,
DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK
AND ENTITLED "PROPOSED CHANGES TO THE JEROME ZONING ORDINANCE REGARDING
SIGNAGE"

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA:

THAT the certain document entitled "Proposed Changes to the Jerome Zoning Ordinance regarding Signage," which document is attached hereto and made a part hereof, and three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, and said copies shall remain on file with the Town Clerk.

| PASSED AND ADOPTED BY THE Mayor an, 2021. | d Council of the Town of Jerome, Arizona, this day of |
|---|---|
| | APPROVED: |
| | Dr. Jack Dillenberg, Mayor |
| ATTEST: | APPROVED AS TO FORM: |
| Candace Gallagher, Town Manager/Clerk | William J. Sims, Town Attorney |

PROPOSED CHANGES TO THE JEROME ZONING ORDINANCE REGARDING SIGNAGE

As included in Resolution No. 612

SECTION 304. DESIGN REVIEW

F. REVIEW PROCEDURES AND CRITERIA

- 4. The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:
 - a. MATERIALS Signs <u>shall be made</u> of <u>wood are preferred.</u> <u>durable, weather resistant materials such as acrylic, resin, steel, aluminum or composite materials.</u>

SECTION 509. SIGNS

A. PURPOSE

This section provides a set of standards for the design and construction of signs within the Town of Jerome. The purpose of this section is to encourage the preservation of historic buildings and artifacts, to protect the general public from damage and injury, to protect property values, to preserve the beauty and unique character of Jerome, to aid in the free- flow of traffic within the town, and to promote the tourist industry which is important to the economy of Jerome, and the Historic Overlay District.

B. DEFINITIONS

Within and for the purposes of this section, the following definitions, and only these definitions, apply.

- 1. Barber Pole a type of sign used by barbers to signify the place or shop where they perform their craft. The sign includes a staff or pole with a helix of colored stripes (usually red, white and blue). The pole may be stationary or may rotate, often with the aid of an electric motor.
- 2. Clear Vision Triangle A triangle shaped zone formed by the existing or proposed curb lines of two or more intersecting streets, roads, or alleys and a third line connecting said curb lines at a distance of thirty (30) feet in each direction from the point of curb line intersection, in order to provide vehicular traffic an unobstructed view of cross traffic at intersections. In locations without curbs, the edge of the drivable surface of the street or road shall be treated the same as a curb.
- 3. Flying Banner a flexible or rigid pole to which one side of a flexible fabric, generally in the shape of a feather or similar shape, is attached, and which is used for the primary purpose of advertising or attention-getting by the public display of visually communicative images. Such banners are also known and sold under names which include, but are not limited to, "quill sign," "wing banner", "banana banner," "blade banner," "flutter banner," "flutter flag," "bowflag," "teardrop banners," and others. The definition includes functionally similar display devices.
- 4. Sign An object meant to convey a message through the use of words or symbols. A sign can be painted on one surface, or both surfaces, be free-standing or be signs supported by a pole or be attached to a building. All exterior whether public or private, are regulated by this ordinance.
- ±.5. Sign, Balloon Balloon sign shall mean any sign painted onto or otherwise attached to or suspended from a balloon, whether such balloon is anchored or affixed to a building or any other portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to and floating above any portion of the premises or tethered to an expectation of the premises or tethered to an expectation of the premises or tethered to an expectation of the premise of the premises or tethered to an expectation of the premise of the premise

- 2.6. Area A rectangular area calculated by drawing horizontal and vertical lines from all sign extremities excluding those which are essentially sign supports.
- 3. Sign, Campaign A sign whose sole purpose is to advertise a political candidate orissue.
- 4.7. Sign, District A sign which advertises one or more than one business in a single building or area. A district sign operates as a directory with a heading stating the district and uniform nameplate signs for those businesses within the district.
- 5.8. Sign, Canopy A sign mounted on or painted on a canopy or awning.
- 6.9. Sign, Free-Standing A sign not attached to or supported by a building.
- 7.10. Sign, Height The vertical distance from the ground directly under the sign to the lowest point of the sign.
- 8.11. Sign, Interior Signs within a building not accessible from outside. Interior signs are not regulated by this ordinance.
- 9. Sign, Gas Generated Gas generated signs or signs illuminated by gas generated lighting, other than those existing on June 14, 1977, are prohibited.
- 10.12. Sign, Off-premise A <u>permanent or temporary</u> sign not located on the premises of the business which it advertises. A district sign is not an off-premises sign.
- 11.13. Sign, On-premise A sign, the content of which relates to the premises on which it is located, referring exclusively to the name, location, products, persons, accommodations, services, or activities of or on those premises, or the sale or lease of those premises.
- 12.14. Sign, Nameplate A sign which is limited to the name and/or business of the residents of the premises, not exceeding two inches by twelve inches (2" x 12").
- 13.15. Sign, Business Door Identification A nameplate sign of a business name on an entry door, not exceeding two inches by twelve inches (2" x 12").
 - **14.**16. Sign, Projecting A building mounted sign which projects from and is supported by a wall of a building.
 - 15.17. Sign, Wall A sign attached flush to the exterior surface of a building, or permanently applied to a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further.
 - 16.18. Sign, Historical/Historical Period A sign in use in Jerome during the period between 1876 and 1953.
 - 17.19. Sign, Service An interior sign whose purpose is not to advertise the business displaying the sign, but to inform or provide for the safety of the public. Signs such as credit card placards, directional signs, "No Smoking" signs, and menu boards are examples of service signs.
 - 18.20. Sign, Open/Closed A sign indicating that a place of business is open or closed.
 - 21. Sign, Temporary A sign <u>not permanently attached to a structure or to the ground. Examples of temporary signs include garage sale signs, temporary sale signs, contractor signs, banner signs, candidate signs, and real estate signs. The definition of temporary sign does not include flags. displayed for not more than forty five (45) consecutive days or a total of ninety (90) days in a calendar year.</u>
 - 22. Sign Walker A person (or persons) waving "sales theme signs" with arrows at entrances to major highways or at corners of high traffic intersections directing customers to a sale. Also called sign twirlers, sign holders, human billboards, sign events.

19.23. Organization – An organized body of people with a particular purpose, such as a society, association, civic or charitable group, or similar, whether non-profit or for-profit.

[Ord. No. 457]

C. APPLICABILITY

The provisions of this section shall apply to all signs placed or maintained within the Town of Jerome with the exception of the following:

- 1. Non-illuminated names of buildings, dates of erection, monument citations, commemorative tablets and the like when carved into stone, concrete, metal or any other permanent type construction and made an integral part of a permitted structure or made flush to the ground.
- 2. Signs required by law or signs of a duly constituted governmental body, such as traffic signs, warning signs, or no trespassing signs.
- 3. Signs placed by a public utility for the safety, welfare, or convenience of the public, such as signs identifying high voltage, public telephone, or underground cables.
- 4. Notices regarding parking, directions or trespassing on private property.
- 5. Signs upon a vehicle, provided that any such vehicle is actively used for bona fide delivery or other business purposes.

[Ord. No. 457]

D. PERMITS

- 1. A sign permit shall be required before a permanent sign may be placed, constructed, reconstructed, or altered within the Town of Jerome with the exception of the following:
 - a. Name-plate signs and business door identifiers not exceeding two inches by twelve inches (2" x 12").
 - b. Repainting or maintenance of signs, provided there is no change in size, shape, wording, composition, or color.
 - e. Political signs.
 - d.c. On-site menu boards, either in a wall-mounted case or window display.
 - d. Exterior temporary signs.
 - e. Signs not permanently affixed to a window and located entirely within an enclosed building.
- 2. An application for a permanent sign permit shall be filed with the Zoning Administrator on a form prescribed by the Zoning Administrator. The application shall be accompanied by eight identical copies of the sign plans. Each copy shall be on one or more sheets of paper measuring not more than twenty-four inches by thirty-six inches (24"x 36") drawn to scale, which shall show the following:
 - a. Signature of the applicant.
 - b. The name and address of the sign owner and sign erector.
 - c. Drawings showing the design, dimensions, color, material, and structure of the sign.
 - d. A drawing or photograph of the building facade indicating the proposed location of the sign, and all other existing signs maintained on the premises and regulated by this

ordinance.

- e. Proposed method of lighting the sign.
- f. Any additional information which the Design Review Board may require in order to decide on the application.
- g. Payment of a non-refundable, one-time filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. Applicant may re-submit a modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an agency of the Town, County, State or Federal Government.

3. Plan Review

The Zoning Administrator shall review and accept completed plans in accordance with the provisions of Section 303. These plans shall be placed on the agenda of the next Design Review Board meeting.

4. Design Review

The Design Review Board shall, in accordance with the provisions of Section 304, deny, approve, or conditionally approve any application for a sign permit. Upon approval of an application by the Design Review Board, the Zoning Administrator shall be instructed to issue the sign permit.

5. The Design Review Board may waive the requirements of this section in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance.

[Ord. No. 457]

E. REGULATIONS APPLICABLE TO SIGNS IN ALL ZONES

- 1. The design, color, shape, materials and style of <u>permanent</u> signs shall be subject to review and approval of the Design Review Board.
- 2. All signs shall be constructed, designed, or attached to structures in conformance with the building code adopted by the Town of Jerome.
- No sign shall be constructed in the clear vision triangle, erected or lit in such a manner as to interfere in any way with the flow of traffic on the public right of way, or present a traffic hazard.
- 4. Free-standing signs shall not exceed four (4) feet in height.

5. There shall be no off-premise signs.

- 6.5. Organizations as defined herein are allowed Temporary Signs without a permit or review for temporary special event banners or signs. Banners for special events must be removed within three (3) days of the close of any event and may not be hung on Town property without permission of the Town of Jerome. The Town Manager may approve special event banners to be hung on Town property for recurring events. Banners to be hung on Town property for first time events shall be approved by the Town Council.
- 7-6. Lighting shall be directed at the sign from an external incandescent light source and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. These restrictions shall apply to internally lighted signs, which may be allowed if constructed of metal or wood. No internally lit signs that are constructed of acrylic or plastic are allowed. No sign that flashes or blinks shall be permitted Current through August 2020

- outside. No visible bulbs, neon tubing, or luminous paints, shall be permitted as part of any sign.
- 8. No sign or part of a sign shall have mechanically moving parts or audible devices.
- 9. Political signs shall be permitted up to a total area of six (6) square feet in area for each premise, but shall not be placed in the public right of way or upon power or telephone poles. Political signs may be erected no earlier than sixty (60) days prior to any primary or general election; they shall be removed within ten (10) days after the election.
- 10. One (1) real estate sign located on the property it refers to will be permitted.
 - a. The sign shall be a maximum size of eighteen inches by twenty-four inches (18" x 24"). Additionally, one (1) rider denoting the name of the agent not exceeding six inches by 24 inches (6" x 24") may be attached to the real estate sign. Upon opening of an escrow, an additional rider not exceeding six inches by twenty-four inches (6" x 24") and containing the word "sold" or "pending" may be attached. Any other types of descriptive riders are specifically prohibited.
 - b. All real estate signs must be removed within three (3) days of any transfer of ownership (recordation) of the property.
- 11. Contractor identification signs or Contractor and/or Architect identification signs may be erected for the duration of construction. Such construction signs are to be removed seven days after a certificate of occupancy is issued. The signs shall not exceed four (4) square feet in area. Also, signs warning of construction debris or denoting project sponsored by a funding source may be erected.
- 12.7. Any existing nonconforming sign may be continued in use; if such a sign is damaged, it may be restored or repaired. If a new sign is constructed, it must conform to the provisions of this chapter.
- 13.8. Once a year it shall be the duty of the Zoning Administrator to review all district signs and make appropriate recommendations to the Design Review Board.
- 14.9. Signs shall be removed upon thirty (30) days of business relocation or closure.
- 10. If any sign becomes a danger to the public or becomes deteriorated or is abandoned, the property owner, or owner of the sign shall be notified to remove or repair the sign. If he/she does not comply within ten (10) days, the Zoning Administrator shall have the sign removed and the cost assessed to the owner of the property on which such sign is located.
- 15.11. Flags. Unless otherwise required by state law or specified in this Article, no more than two
 (2) flags may be displayed on a flagpole, from a flag bracket or on a flag stanchion. Examples of
 flags include, but are not limited to, the insignia of any nation, organization of nations, state,
 province, county, city, any religious, civic, or fraternal organization, or educational institution.
 The area of each flag shall not exceed sixteen (16) square feet and the height of the flag shall
 be no taller than the building to which it is attached. For the purpose of determining the area
 of a flag, only one side of the flag shall be counted. Flags may be externally illuminated. A sign
 permit is not required for a flag.

[Ord. No. 457]

F. REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES

1. One nameplate sign not exceeding two inches by twelve inches (2"x 12") indicating the names of the occupants or business, and one set of numbers four inches by twelve inches (4"x 12") indicating the street address shall be allowed for each dwelling unit without a permit.

- 2. One non-illuminated sign not exceeding eight (8) square feet in area shall be allowed on premises only to identify a home business and requires a permit. A two-sided sign is one sign.
- 3. No sign shall extend above the eaves line of a building or extend higher than ten (10) feet above the ground directly below it.
- 4. Temporary signs shall be permitted in the residential zones without a permit, subject to the following provisions.
 - a. The sum area of all temporary signs does not exceed five (5) square feet in size.
 - b. If the temporary sign pertained to an event (such as an open house or garage sale), the sign shall be removed within three (3) days of the completion of the event or activity which is being advertised.
 - c. Signs shall maintain a minimum setback from the right of way of ten (10) feet, unless there is a primary structure on the lot which is located closer to the right of way than ten (10) feet. In which case, the sign may be placed at the same setback as the primary structure.
 - a.d. The maximum height of a temporary sign is four (4) feet.

b.e. Signs shall not be illuminated.

[Ord. No. 457]

G. REGULATIONS APPLICABLE TO SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES

- 1. No more than two (2) signs are permitted for any one business except that a business having frontage on and physical access from two (2) or more streets will be allowed a total of three (3) signs.
- 2. The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.
- 3. No sign shall extend above the roof of the building to which it is attached.
- 4. The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.
- 5. No part of any projecting or free-standing sign may project over any roadway.
- 6. One (1) set of address numbers not exceeding four inches by twelve inches (4" x 12") in total area shall be allowed in addition to normal sign allowances.
- 7. District signs, in addition to other allowed signs, will be considered on a case by case basis by the Design Review Board.
- 8. Temporary signs, such as "sale" signs are allowed in addition to other signs. Temporary signs must meet all restrictions for signs in this section in addition to the following:
 - a. <u>The sum area of all temporary signs shall No temporary sign maynot</u> exceed eight (8) square feet.
 - b. No business may display a temporary sign more than ninety (90) days per calendar year, or forty-five (45) consecutive days.
 - b.c. Signs shall not be illuminated.
 - **a.**d. No permit is required for temporary signs.

Examples of unrestricted temporary signs: - one (1) day sign or special sign allowed (one perbusiness):

- Chalkboards or signs that change daily for menu specials
- Signs for special events that have limited use, such as Art Walkannouncements
- Sandwich boards / A-Frame signs (allowed in vestibules and on private property, but not on public sidewalks)

Examples of restricted temporary signs (maximum 90 days per year and no more than 45-consecutive days):

- Banners
- "Sale" and other exterior product advertising
- 9. Exterior signs indicating open and closed are permitted in addition to normal sign allowances. These signs should be no more than four (4) square feet in area. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.
- 10. Standard copyright signs offering information on incidental services or recommendations, e.g., VISA, MasterCard, WiFi, etc., are permitted in addition to normal sign allowances, provided:
 - a. They conform to all provisions contained in this section.
 - b. They are inside a window.
 - c. There is no more than one (1) sign per incidental service per public entrance to the business.
 - d. No sign's area shall exceed sixteen (16) square inches.

H. PROHIBITED SIGNS

- 1. Abandoned signs
- 2. Billboards
- 3. Digital or electronic signs with changeable copy
- 4. Flying banners
- 5. Flashing or blinking signs
- 6. Gas-generated signs
- 7. Inflatable and balloon signs
- 8. Moving signs except for barber poles
- 9. Off-premise signs in the commercial or industrial zoning districts
- 10. Signs attached or painted on trees, rocks, or other natural features
- 11. Signs emitting any sound designed to attract attention
- 12. Signs in the clear vision triangle
- 13. Signs in the right of way
- 14. Signs painted on fences
- 15. Sign walkers
- d. Signs with visible bulbs, neon tubing, or luminous paints

[Ord. No. 457]



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

ORDINANCE NO. 472

AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 304 AND 509 OF THE JEROME ZONING ORDINANCE REGARDING SIGNAGE

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

Section 1. Amendments to the Jerome Zoning Ordinance as set forth in that certain document known as "Proposed Changes to the Jerome Zoning Ordinance regarding Signage," three copies of which are on file in the office of the Town Clerk of the Town of Jerome, Arizona, which document was made a public record by Resolution No. 612 of the Town of Jerome, Arizona, are hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

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, AR DAY OF 2021. | | | | | | |
|----------------------------|---|--|-----|-----------|---------------|-----------|--|
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| | | | | Dr. Ja | ick Dillenbe | rg, Mayor | |
| ATTEST: | | | | APPR | OVED AS TO | O FORM: | |
| | | | | | | | |
| Candace Gallagher, To | wn Manage | r/Clerk | | Willia | ım J. Sims, E | Esq. | |
| | | | | | Attorney | | |
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| | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN | |
| BARBER | | | | | | | |
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| HARVEY MOORE | - | | | | | - | |
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Jerome Town Council - 4/13/21 Meeting

COCODONA 250





COCODONA 250 - Items to Address

At the 11/10/20 Jerome Town Council Meeting, Aravaipa was asked to address the following items. See below for the status of these items:

- 1. Work with ADOT for public and runner safety recommendations at two curves on 89A Done (see page #5)
- 2. Obtain adjacent land owner/manager permits In Progress
 - Forest Service Forest Service permits are typically issued within two weeks of the event. Attached please find a letter documenting intent to permit.
 - **ADOT** Permit is in the works. I have requested a letter of documentation.
 - **Jerome Historic State Park** Permit will be issued very soon. See attached email of documentation of approval.
 - Yavapai County Permit is still working its way through the channels of approval. I've met with all departments and there are no roadblocks to issuing a permit. Attached please find an email documenting as much.
 - Verde Ex We have worked through all of the requirements for approval but I don't have a letter documenting official approval. I have requested a formal letter, just haven't received anything in response yet. Attached please find an email documenting approval.
 - **Freeport-McMoRan** Race information was provided to Joe Brunner in January. Since then, numerous attempts to solicit a response from him via email, phone calls, and voicemails have been made. Does the Town of Jerome have an alternate contact at Freeport-MacMoRan?
- 3. Find a way for the race to benefit Jerome **Aravaipa will make a donation to the**Town of Jerome.
- 4. Submit additional insured documentation **Done**
- 5. Strong COVID protocols to ensure safety of locals Done (see page #7)
- 6. Provide portable toilets at Jerome Historic State Park Will be done

COCODONA 250 - Town Approval

All items requested of Aravaipa, except finalizing permits, have been completed. Obtaining permits from all of the necessarily agencies is a huge undertaking. The wheels turn slowly. Typically permits are not issued until a couple of weeks before the event. Aravaipa requests approval for the event based upon the assumed completion of the required permits. It is understood that if documentation of the permits is not provided to Candace Gallagher prior to the event, the event will not be allowed to pass through Jerome.



The rest of this document provides information about the race and is the same as the document presented at the 1/12/21 Jerome Town Council Meeting.

COCODONA 250 - Who is Aravaipa?

Aravaipa – AIR-UH-VIE-PAH

Aravaipa is a local family-owned event company based in Phoenix. We have been producing events since 2008 and have a worldwide reputation for quality races. Our goal is to organize events that are loved by our runners and also the communities we pass through. We are committed to minimizing the event impact on Jerome and ensuring the safety of the residents. References from other communities we have worked with over the years can be provided if desired.

All of the many permitting agencies (Forest Service, BLM, cities, private land owners, etc.) along the 254-mile course have given a thumbs up for the event, Jerome is the final connection. No pressure (©)

Bottomline, we will work tirelessly to ensure Jerome and its residents are happy with this event.



COCODONA 250 - What is the Cocodona250?

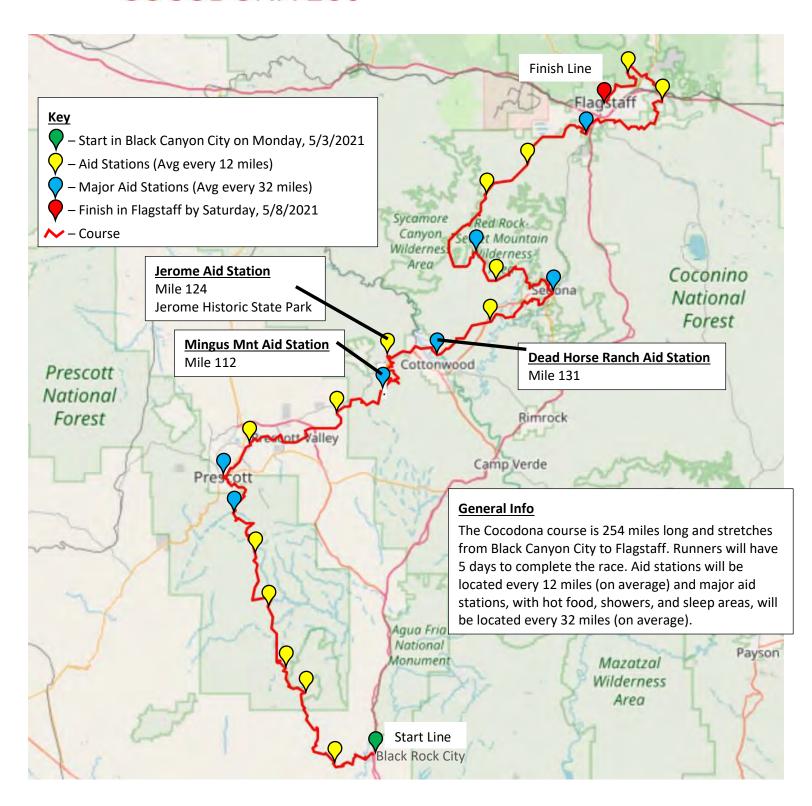
Believe it or not, 200+ mile running races are starting to become common across the US and world. Crazy, huh?!?

The Cocodona250 is a 254-mile running race from Black Canyon City to Flagstaff. Much of the course is on trails but there are sections of dirt roads and even some on pavement. Runners have 120 hours (Mon morning thru Sat morning) to complete the course. Most will take around 100 hours and sleep for a couple of hours each night. Our participants are extremely experienced, well-seasoned runners who can safely handle the rigors of the event.

Most runners will have a support "crew" that will drive a car and help their runner complete the journey. These vehicles will not drive along the course slowly, but will rather meet runners at aid stations. Each runner will wear a GPS tracking device and we will have a full event staff and medical team that ensure the event runs smoothly and the runners are kept safe.

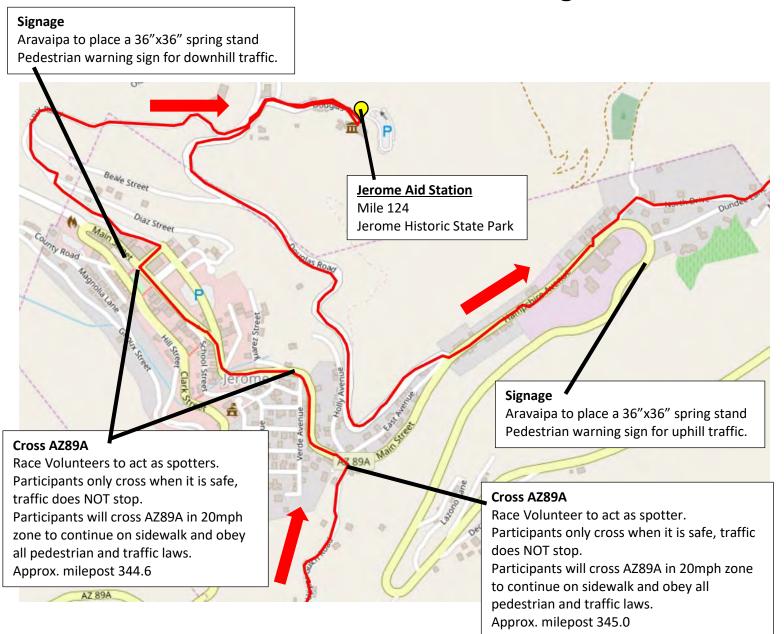


COCODONA 250 - Course Overview





COCODONA 250 - Course through Jerome



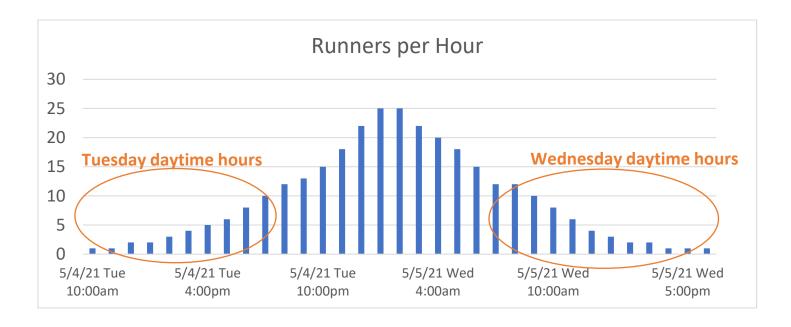
COCODONA 250 General Information

- Race Dates Monday, May 3rd thru Saturday, May 8th, 2021
- Anticipated Number of Runners 400 runners
- Estimated First Runner to enter Jerome 7:00am Tuesday, May 4th
- Estimated Last Runner to leave Jerome 5:00pm Wednesday, May 5th



COCODONA 250 Runner spacing in Jerome

200+ mile races are not like the average running race you might envision. By the time runners reach Jerome (mile 124), most will be walking and they will be **VERY** spread out. Below is an estimated flow of runners by hour through Jerome.



COCODONA 250 Runners to respect locals

We understand that Jerome sees lots of traffic and is a high tourist destination. We also understand that the residents of Jerome want to minimize the impact of so much traffic through their community. The Cocodona event, although large in difficulty, will produce an extremely low impact on the residents of Jerome. These are some of the rules we will enforce to ensure this minimized impact.

- Runners passing through Jerome will obey all traffic / pedestrian laws.
- Traffic will not be stopped or slowed by runners. Runners will stay on sidewalks and shoulders and wait until it is safe to cross streets.
- Runners and crews will be quiet when passing through Jerome.
- Runner crew vehicles will proceed directly to Jerome State Historic Park. Crew vehicles will not be allowed along the course to cheer or provide aid to runners under any circumstance.
- Strict quiet hours will be observed at the Jerome Historic State Park Aid Station.



COCODONA 250 COVID Precautions

Trail running races are still happening in Arizona and across the US during Covid. This is in part to the dispersed nature of runners during trail running and also the efforts of running event companies like Aravaipa. Here are some of the policies we have enacted to keep our runners, crews, volunteers, and staff safe, as well as the communities we run through.

- **Temperature Checks** For all runners at the start line.
- **Wave Starts** Small groups starting in spaced out waves. Six-foot separation in starting corral. Faster runner's waves first.
- **Social Distancing** All congregation points (start line, aid stations, finish line) redesigned to ensure social distancing.
- **Masks** Runners, crews, and volunteers must wear masks at the start, at all aid stations, and the finish.
- **Hygiene** Masks, gloves, and frequent sanitizer use by volunteers at aid stations.
- **Touchless** No touch water and food at aid stations.

Thank you!

We will bend over backwards to ensure you are happy with this event and welcome us back for many years to come.

Race Director – Steve Aderholt (801)746-9848 steve@aravaiparunning.com

From: John Litteer JLitteer@azdot.gov

Subject: Aravaipa Running permit for Cocodona 250

Date: April 6, 2021 at 4:06 PM

To: Candace Gallagher c.gallagher@jerome.az.gov

Cc: Steven Aderholt steve@aravaiparunning.com, Jamil Coury jamil@aravaiparunning.com, PrescottPermits -ADOT prescottpermits@azdot.gov, Vernon Dumbeck vdumbeck@azdot.gov

Candace:

ADOT is in the process of finalizing the permit to Aravaipa Running for the Cocodona 250 event scheduled in May. Aravaipa Running has addressed our concerns and we will issue the permit. Please feel free to contact me if you have any questions.

John Litteer, PE Sr Transportation Engineer Northwest District 1109 E Commerce Dr Prescott, AZ 86305 928-777-5865 Office 928-814-6750 Cell azdot.gov



steve@aravaiparunning.com

From: DeShannan Young <DeShannan.Young@yavapai.us>

Sent: Tuesday, March 23, 2021 11:58 AM **To:** steve@aravaiparunning.com

Cc: 'Jamil Coury'

Subject: RE: Cocodona250 - Permit Application

I've added the Insurance certificate to the application. I'm still holding on Public Works and Sheriff's review but all is looking well.

DeShannan Young

Administrative Assistant for Development Services (928) 639-8151 or (928) 649-6260

Please like our facebook page below for ongoing information about training opportunities, current events and hot topics at Development Services.

https://www.facebook.com/Yavapai-County-Development-Services-Department-191783054764161/

Please take a moment and fill out our customer service survey. Thank you.

https://surveymonkey.com/r/devservcustsat

From: steve@aravaiparunning.com <steve@aravaiparunning.com>

Sent: Tuesday, March 23, 2021 11:28 AM

To: DeShannan Young < DeShannan. Young@yavapai.us>

Cc: 'Jamil Coury' <jamil@aravaiparunning.com> **Subject:** RE: Cocodona250 - Permit Application

DeShannan,

Hope you are well!

Just touching base with you with regard to the permit for the Cocodona250 running race. We are less than 6 weeks out from race week!

I submitted the application to the Health Department and paid the associated fee.

Attached please find the insurance certificate for the County.

Please let me know if the status of the permit and if you need any additional details from me.

Thanks for your help and have a great day!

Thanks, Steve Aderholt Aravaipa Running www.aravaiparunning.com (801)746-9848

From: steve@aravaiparunning.com>

Sent: Wednesday, January 20, 2021 10:36 AM

To: 'DeShannan Young' <DeShannan.Young@yavapai.us>

Cc: 'Jamil Coury' < <u>jamil@aravaiparunning.com</u>> **Subject:** RE: Cocodona250 - Permit Application

DeShannan,

After two more attempts...the permit application finally went through. Seems like the trick was not attaching a PDF of supplementary information within the portal.

Attached please find the PDF with the additional COVID protocols and route information.

Please let me know the next steps in the permit process.

Thank you and have a great day!

Thanks,
Steve Aderholt
Aravaipa Running
www.aravaiparunning.com
(801)746-9848

From: DeShannan Young < DeShannan. Young@yavapai.us >

Sent: Tuesday, January 19, 2021 12:42 PM

To: steve@aravaiparunning.com

Cc: 'Jamil Coury' < <u>jamil@aravaiparunning.com</u>> **Subject:** RE: Cocodona250 - Permit Application

I did not receive an application, sorry

DeShannan Young

Administrative Assistant for Development Services (928) 639-8151 or (928) 649-6260

Please like our facebook page below for ongoing information about training opportunities, current events and hot topics at Development Services.

https://www.facebook.com/Yavapai-County-Development-Services-Department-191783054764161/

Please take a moment and fill out our customer service survey. Thank you.

https://surveymonkey.com/r/devservcustsat

From: steve@aravaiparunning.com <steve@aravaiparunning.com>

Sent: Thursday, January 14, 2021 6:49 PM

To: DeShannan Young < <u>DeShannan.Young@yavapai.us</u>>

Cc: 'Jamil Coury' < jamil@aravaiparunning.com> **Subject:** Cocodona250 - Permit Application

DeShannan,

Hey there!

I just submitted a permit application for the Cocodona250 through the online portal. Unfortunately it is not showing as submitted in my profile. I got to the VERY end and hit submit and then the wheel just spun for about an hour. Would you please have a look to see if the permit application came through on your end? If not, I'll go through the process again.

Thanks for your help with this event. Have a great day!

Thanks,
Steve Aderholt
Aravaipa Running
www.aravaiparunning.com
(801)746-9848

steve@aravaiparunning.com

From: James Pantoja < jpantoja@azstateparks.gov> Sent: Tuesday, March 23, 2021 2:14 PM To: steve@aravaiparunning.com Re: Cocodona250 - Permit Fee **Subject:** If you pay by check, just mail it to: Jerome State Park, Box D, Jerome AZ 86331. If you would rather use a credit card, we could do that by phone. We would just have to find a good time to call. On Tue, Mar 23, 2021 at 1:57 PM < steve@aravaiparunning.com> wrote: James, Perfect. Thanks for the quick response! I believe the last item needed for the permit is payment of the \$200 fee. Can I send a check and if so, to what address? Thanks and have a great day! Thanks, Steve Aderholt Aravaipa Running www.aravaiparunning.com (801)746-9848 From: James Pantoja < ipantoja@azstateparks.gov > Sent: Sunday, March 14, 2021 2:51 PM To: steve@aravaiparunning.com Subject: Re: Cocodona250 - Jerome State Park Layout

| Hi Steve |
|---|
| |
| Everything on the proposed layout looks.good. You are welcome to use the electrical outlet and the water hookups. The water is potable. The portable toilets look good where you have them. |
| |
| On Thu, Mar 11, 2021 at 12:13 PM < steve@aravaiparunning.com > wrote: |
| James, |
| |
| I'm getting down to the nitty gritty detail level of planning for the race now. Wanted to pass the attached layout by you for review. Specifically: |
| Are we able to use the electrical outlet at the back of the gravel area shown on the layout? Are we able to use the water spigot at the back of the gravel area shown on the layout? Assuming it is potable water? |
| Is the location of the two portable toilets ok on the layout? |
| |
| Hope you are well. |
| |
| Have a great day! |
| |
| |
| Thoules |
| Thanks, |
| Steve Aderholt |
| Aravaipa Running |
| www.aravaiparunning.com |
| (801)746-9848 |
| |
| |

James Pantoja

Park Manager **Arizona State Parks & Trails** Jerome State Historic Park 100 Douglas Rd Box D Jerome, AZ 86331 (928)634-5381 jpantoja@azstateparks.gov 1-877-MY-PARKS | AZStateParks.com

James Pantoja

Park Manager **Arizona State Parks & Trails** Jerome State Historic Park 100 Douglas Rd Box D Jerome, AZ 86331 (928)634-5381

ipantoja@azstateparks.gov

1-877-MY-PARKS | AZStateParks.com



steve@aravaiparunning.com

From: Stephen Polk <SPolk@BPCWS.com>
Sent: Tuesday, April 6, 2021 11:10 AM
To: steve@aravaiparunning.com
Cc: Savannah Boyd; 'Jamil Coury'

Subject: RE: Expected Time Window; Executed Waivers

Attachments: Race License 4.6.21.doc

Steve – I will have Mike Westcott sign this, and we will email it over to you.

Stephen W. Polk, Esq.

(928) 445-0122 x239 · spolk@bpcws.com

Law Offices

Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C.

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From: steve@aravaiparunning.com <steve@aravaiparunning.com>

Sent: Monday, April 5, 2021 11:25 AM **To:** Stephen Polk <SPolk@BPCWS.com>

Cc: Savannah Boyd <SBoyd@BPCWS.com>; 'Jamil Coury' <jamil@aravaiparunning.com>

Subject: RE: Expected Time Window; Executed Waivers

Stephen,

The Town of Jerome has asked me to provide confirmation of permission from Verde Ex. Are you able to provide such documentation at this time?

Have a great day!

Thanks,
Steve Aderholt
Aravaipa Running
www.aravaiparunning.com

(801)746-9848

From: steve@aravaiparunning.com>

Sent: Tuesday, March 30, 2021 2:13 PM **To:** 'Stephen Polk' < SPolk@BPCWS.com>

Cc: 'Savannah Boyd' <<u>SBoyd@BPCWS.com</u>>; 'Jamil Coury' <<u>jamil@aravaiparunning.com</u>>

Subject: RE: Expected Time Window; Executed Waivers

Stephen,

- 1. Attached please find the two staff waivers.
- 2. You got it. I'll have signs made and posted at the three gates as well as education for the runners pre-race to have them close the gates behind them. Do I need to send a reminder to get the gates opened at a certain day/time?
- 3. Yes. That is the correct phone number.

Please let me know if you would like any additional information.

The Town of Jerome has asked me to provide confirmation of permission from Verde Ex. Are you able to provide such documentation at this time?

Have a great day!

Thanks,
Steve Aderholt
Aravaipa Running
www.aravaiparunning.com
(801)746-9848

From: Stephen Polk < Sent: Friday, March 26, 2021 3:23 PM">Polk@BPCWS.com
To: steve@aravaiparunning.com

Cc: Savannah Boyd <SBoyd@BPCWS.com>; 'Jamil Coury' <jamil@aravaiparunning.com>

Subject: RE: Expected Time Window; Executed Waivers

Steve – Thanks for the electronic participant waivers.

- 1. Attached is a waiver for the staff that will be passing through VX property to sign. Please email back to me.
- 2. It looks like we will want to do closed/unlocked gates, with a sign asking runners to close the gates behind them. Do you have signs that you will post?
- 3. Is (801)746-9848 the best emergency contact info, for the VX property manager Roberta Westcott to contact you in case of an emergency during the race?

Stephen W. Polk, Esq.

(928) 445-0122 x239 · spolk@bpcws.com

Law Offices

Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C.

125 N Granite St, Prescott, AZ 86301 · prescottlawoffices.com Serving Arizona since 1950

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From: steve@aravaiparunning.com <steve@aravaiparunning.com>

Sent: Friday, March 26, 2021 8:39 AM **To:** Stephen Polk < SPolk@BPCWS.com>

Cc: Savannah Boyd <<u>SBoyd@BPCWS.com</u>>; 'Jamil Coury' <<u>jamil@aravaiparunning.com</u>>

Subject: RE: Expected Time Window; Executed Waivers

Stephen,

Thanks as always for the quick response!

- 1. We actually don't have physical waivers. Ever runner signs the waiver electronically when they register. They are not able to proceed through the registration system without accepting the terms of the waiver. I've attached the waiver verbiage which includes the language you and I agreed upon.
- 2. Two staff members will mark this section of the course (on foot) on Sunday May 2nd. They will probably pass through VX property around 1pm. First runners are expected to pass through VX property on 5/4 around 6:00am. Last runners are expected to pass through VX property on 5/5 around 8pm with two staff "sweepers" cleaning up course markings (also on foot) directly behind them.
- 3. Sounds good. Thanks!

Please let me know if you need any more info. Happy Friday!

Thanks,
Steve Aderholt
Aravaipa Running
www.aravaiparunning.com
(801)746-9848

From: Stephen Polk < Sent: Thursday, March 25, 2021 3:56 PM">Sent: Thursday, March 25, 2021 3:56 PM

To: steve@aravaiparunning.com

Cc: Savannah Boyd <SBoyd@BPCWS.com>

Subject: Expected Time Window; Executed Waivers

Steve -

- 1. Could you please send me the executed waivers for all registered runners?
- 2. What time window should we expect for runners to pass through VX property?
- 3. I will get you an answer re: the locked gates.

Stephen W. Polk, Esq.

(928) 445-0122 x239 · spolk@bpcws.com

Law Offices

Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C.

125 N Granite St, Prescott, AZ 86301 · prescottlawoffices.com Serving Arizona since 1950

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steve@aravaiparunning.com

From: Gilmore, Jeffrey -FS <jeffrey.gilmore@usda.gov>

Sent: Friday, February 26, 2021 1:20 PM **To:** steve@aravaiparunning.com

Cc: Loxley, Justin -FS; Suggs, Michael - FS; 'Jamil Coury'
Subject: RE: Cocodona250 - Statement of Intent to issue Permit

Steve,

You can let the other jurisdictions and private entities know the Prescott and Coconino National Forests have received a complete application package from Aravaipa Running. We are currently completing our environmental analysis in accordance with the National Environmental Policy Act. A Biological Assessment is currently being reviewed by the Fish and Wildlife Service. Pending a favorable review of this Assessment, the Prescott and Coconino National Forests intend to issue a special use permit for the Cocodona 250. There could be other circumstances, including group size restrictions related to the COVID-19 pandemic that could preclude issuance of this permit.

Thanks,



Jeff Gilmore Special Uses Coordinator

Forest Service Prescott National Forest

p: 928-567-1120 jeffrey.gilmore@usda.gov

300 East Hwy. 260 Camp Verde, AZ 86322 www.fs.fed.us

USDA

Caring for the land and serving people

From: steve@aravaiparunning.com <steve@aravaiparunning.com>

Sent: Thursday, February 25, 2021 11:29 AM

To: Gilmore, Jeffrey -FS <jeffrey.gilmore@usda.gov>

Cc: Loxley, Justin -FS <justin.loxley@usda.gov>; Suggs, Michael - FS <michael.suggs@usda.gov>; 'Jamil Coury'

<jamil@aravaiparunning.com>

Subject: Cocodona250 - Statement of Intent to issue Permit

Jeff,

I am working with a few entities (BLM, State Parks, cities, private parcels, etc) that require documentation that the event is being permitted/approved by the Forest Service. I realize we still have a ways to go before the official permit is issued but is there any chance you would send me an email stating that we are working towards a permit? Something to the effect of...



TOWN OF JEROME

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

Founded 1876 Incorporated 1899

STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: Item #8C: Review of Overdue Rental and Utility Payments and Rates

MEETING DATE: April 13, 2021

Prepared April 6, 2021 At the last meeting, Council asked for an update at this meeting of our seriously overdue rental and utility payments. Following that meeting, we again contacted the account holders, and of the 14 accounts listed, only four remain on the shutoff list. Those four consist of:

- A commercial account that is now over 365 days past due. Total owed thru March is \$4,996.04.
 - We have been in contact with the owner who has requested to enter into a six-month payment plan for the past due balance. The paperwork for this has been provided to him, and we hope to have a signed agreement prior to this meeting date.
- A residential account that is now over 365 days past due. Total owed thru March is \$1,601.54.
 - We have been in contact with the resident, who is unable to pay until she receives her stimulus check (as yet unpaid).
- A residential account with total owed thru March of \$1,035.32. This resident was previously on a payment plan and had been making payments toward a prior past due balance. The last payment received was in November 2020. There has been no response to our attempts to reach her. The phone is no longer valid, and emails and letters have received no reply.
- A commercial account that is now 120 days past due, totaling \$687.80. Kristen left a message for the owner to call us, but there has been no response to her call or to our prior letter.

At the last meeting, the 14 accounts listed totaled \$13, 596.32. The four accounts remaining on that list now total \$8,320.70. We have sent follow-up letters by postal mail to those four accounts. The other 10 accounts (including two rental accounts) have made payments.

In the meantime, six other smaller accounts have been added to the potential shut off list, with balances 60 days past due. A full listing is attached.

At this meeting, I am asking Council to decide when we should re-establish late fees (going forward) and utility shut offs.

In addition, 11 businesses that reduced their hours and occupancy due to COVID restrictions have had their utility rates adjusted commensurately. Now that the Governor has removed mandatory restrictions, I am asking Council to decide when regular rates should be reinstated.

Overdue Utility Accounts at 3/31/21

| 21-Apr | Shut off: NA | NA/2021 | Yellow Tags | Column1 | Column2 | Column3 |
|---------|-----------------|------------|-------------|-----------|---------|-------------|
| Acct: | Name: | Amount: | 4/15/21 | Date Paid | Amount2 | Balance Due |
| 1093-02 | | \$250.04 | | | | \$ 250.04 |
| 2046-05 | | \$1,601.54 | | | | \$ 1,601.54 |
| 2104-05 | | \$577.64 | | | | \$ 577.64 |
| 2128-02 | | \$1,035.32 | | | | \$ 1,035.32 |
| 3032-10 | | \$420.44 | | | | \$ 420.44 |
| 5054-01 | | \$178.88 | | | | \$ 178.88 |
| 5059-04 | | \$687.80 | | | | \$ 687.80 |
| 5080-01 | | \$550.24 | | | | \$ 550.24 |
| 5093-04 | | \$4,996.04 | | | | \$ 4,996.04 |
| 7026-03 | | \$310.96 | | | | \$ 310.96 |
| | | | | | | |
| | On prior list = | \$8,320.70 | | | | \$10,608.90 |
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TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331 (928) 634-7943

Zoning Administrator Analysis Council Staff Report Wednesday, April 13, 2021

ITEM 8D: Bees in Jerome Applicant/Owner: Town of Jerome

Recommendation: Discussion/possible action

Prepared by: John Knight, Zoning Administrator

Background and Summary: At the previous council meeting, the council directed staff to work on possible solutions to help mitigate concerns raised by business owners and residents related to bees. After the last meeting, staff hired a consultant, Patrick Pynes, to do some research and assist with recommendations. His report is attached.

Summary of recommendations:

- 1. **Trash –** make sure the trash receptacles and dumpsters have lids and are "bee resistant".
- 2. **Hummingbird feeder –** make sure that everyone in town uses "bee resistant" hummingbird feeders.
- 3. **Pollinator garden** plant a pollinator garden at the community garden to attract and feed bees.
- 4. **Beekeeping** keep small scale beekeeping legal.
- 5. **Relocation of feral colonies** identify and relocate any wild honeybee colonies that are living in and around town.
- 6. **Swarm traps** set out swarm traps/lures to capture any wild swarms and then relocate them.
- 7. **DNA testing** collect bees and send to a lab for mtDNA (mitochondrial) testing to determine if they are Africanized or of European origin.

Recommendation: Provide direction to staff on next steps.

Attachments: Report from Patrick Pynes

Dear Town of Jerome,

Thank you again for inviting me to consult with you as we work together to solve the "stinging insect issue" in Jerome. Your town is unique in every way, including its people, especially those who make Jerome their home. I really appreciate your hospitality and kindness during my visit to Jerome earlier this week.

During my visit, I was able to go to several places where stinging or harrassment incidents have occurred, and I also visited a small local apiary at the Surgeon's House and a Langstroth hive (square white box) that a colony of honeybees had recently absconded from on Verde Street. I also visited several local businesses and the historic Fire Station. I talked to several different people face to face, including John Knight, Sage Harvey, Alex Barber, Sean Bauer, Andrea Prince, Josh (?), Rusty Blair, and Susan Smull. I also had a chance to talk to Danny Smith for about thirty minutes via cell phone.

It being late March, there were many native and non-native plants flowering across town, including many fruit trees, forsythia bushes, and rosemary bushes. I could see that the local honeybees and other pollinators were both numerous, "happy," and hard at work, gathering nectar and pollen. I saw Carpenter bees, butterflies, and wasps, among many other kinds of pollinators. From what I could tell, the population of local pollinators is a healthy one, and there is plenty of spring forage for them.

However, I could also see that when the local wild mesquite trees finish blooming later this springtime—in May or June—there will be a dearth of flowering foods available for pollinators, especially honeybees, both wild/feral and "domesticated" (living in human-made moveable comb hives).

When that inevitable "season of wither" (dearth) comes, especially during a time that is documented as one of exceptional drought, Jerome will once again experience conflicts between your numerous local and visiting humans, and your numerous local honeybees and other stinging insects, like wasps. Although there are one (possibly two) honeybee colonies living on the grounds of the Surgeon's House, the vast majority of your local honeybees are feral/wild Africanized colonies.

Like Elvis, Africanized honeybees are everywhere in Arizona, and they are living among us even if we do not or cannot see their home places, which may be located in the eaves of older wooden houses or in abandoned five gallon buckets or barbecue grills. Any kind of small cavity can become a home for a swarm of honeybees, and I have often found that we don't see wild colonies until they decide to make their presence felt or visible, sometimes by stinging when they feel as if their homes and lives are being threatened.

Some tropically-evolved colonies can have a "hair trigger" when there is very little fresh food available in the local environment, and when an overwhelming number of people—most of them "ungrounded" visitors—cause the bees to feel a sense of nervous claustrophobia. When that happens, people themselves can "mirror" the bees' discomfort and fear through their own biophobia, a "natural" instinct of self-protection. Tropically-evolved colonies, some of whom can be highly defensive, also thrive in a semi-arid environment like Jerome's. In these relatively hot and dry conditions, they are far superior to temperate-adapted European honeybees, who struggle with the heat and aridity, especially if they are surrounded by an arid "sea" of "Killer Bees." All honeybees are not created equal; some are better adapted to some places than to others.

If we "beamed" Jerome's Africanized bees to Saskatchewan in October, by springtime they would all be dead from the cold. European-gene honeybees like the Saskatraz breed would survive the winter and even fly on cold days with the sun shining, snow falling, and temperatures near 40, like my Saskatraz bees here in Flagstaff sometimes do (much to my astonishment).

So, to deal with the issue of conflict between honeybees and humans in Jerome, we need to reduce the "human phobia" or fear that the bees are sometimes feeling, and we need to reduce the "biophobia" (apiphobia?) that humans sometimes feel (often for good reason) in relationship to the honeybees.

Below are my recommendations for specific actions that the people of Jerome and their local government can take that I believe will help to defuse the situation, although an occassional conflict is likely inevitable.

- 1. Make sure that all trash receptacles in town have a way to be completely closed, so that no hungry and thirsty bees and wasps can get into them. Closed trash receptacles are also used in National Forest campgrounds where black bears are known to be looking for free food. What you would be doing is similar, but using a different kind of trash receptacle that is bee-proof rather than bear-proof. Honeybees will gather any kind of sugary liquid that they can, especially when flowers are absent or in short supply. They especially like wine and sweet "soda drinks" like Mountain Dew. Making sure that these trash receptacles are closed is essential during times of dearth, when the bees are especially "thirsty and miserable," made worse by our ongoing exceptional drought.
- 2. Make sure that everyone in town uses hummingbird feeders that cannot be accessed by honeybees and wasps. Honeybees are short-tongued, while hummingbirds have long beaks that have co-evolved with "elongated flowers" like penstemons. Social honeybees will not come to hummingbird feeders that they cannot get sugar water from. The conflicts between hummingbirds and honeybees at feeders are a microcosm of the human conflicts with honeybees. Also, instead of using so many hummingbird feeders, plant more flowering species that benefit all pollinators, but especially hummingbirds

- and honeybees. In my experience, honeybees much prefer nectar from real flowers to sugar syrup. If enough nectar is available, they will not eat sugar syrup.
- 3. Plant a Pollinator Garden in the raised bed garden that has already been constructed in town. This garden could do several good things. It could add even more beauty and color, especially during the hot, dry season, and provide more food for the bees and hummingbirds during the summer and fall especially. The rosemary bushes growing in that area are already a favorite food source for your local honeybees. Rosemary generally flowers all year! My company, Honeybeeteacher LLC, and our non-profit organization, the Northern Arizona Organic Beekeepers Association, could provide you with assistance in designing and maintaining this container-based Pollinator Garden. We could also add signage that would educate the public about pollinator-plant relationships and the realities of living peacefully with the sometimes more highly defensive Africanized honeybees.

In talking to local residents and other people here in Arizona, I have discovered that many people have not yet been educated about Africanized honeybees. Many do not realize that they are everywhere. Others still believe the gross stereotype that ALL Africanized honeybees are aggressive killers. People will be less subject to biophobia and fear if they know more truthful information about the bees. We can help with educating the public.

4. Keep small-scale, backyard beekeeping legal within the Jerome City Limits. Making beekeeping illegal will not solve these issues because you will still have plenty of the often more defensive feral colonies living among you. I visited a colony of unknown genetic origin at the Surgeon's House and found that they did not seem especially defensive, although it is not possible to know their temperament for certain without opening and inspecting them. But this was not a highly defensive, "hair trigger" colony. The colony could defend itself if it felt threatened, but it was neither extremely defensive nor completely docile.

If urban beekeepers are interacting regularly with their colonies and take on the responsibility of keeping relatively gentle stock, they can actually help to reduce the defensiveness of local wild populations. With limits, the more that humans work with bees, the less frightened and more trusting the bees become with us. Drones from relatively calm beehives mate with virgin queens of wild and more defensive colonies in the vicinity, "cooling" their temperaments.

I do think that the Town can develop a local beekeeping ordinance that limits the number of colonies that a beekeeper can keep on their property, and that requires the beekeeper to remove colonies that sting or threaten neighbors and passersby.

My understanding was that on one occasion, several people were stung when a colony at the Surgeon's House was being opened and inspected. That can happen, but there are things that beekeepers can do to make such situations far less likely to occur.

Given the realities of sometimes more defensive Africanized honeybees, Arizona beekeepers must continually educate themselves and improve their beekeeping skills. I will be making specific recommendations to the Surgeon's House about how they could reduce the risk of another stinging incident, and other specific beekeeping recommendations.

During my site visit, I found no evidence that any other documented stinging incidents in town were caused by the colonies or colonies living at the Surgeon's House. The hives were simply too far away for such stinging incidents to be possible in those geographic locations.

5. If possible, do live removals of any wild honeybee colonies that are known to be living in town, especially within about a quarter mile of the main business district where the most conflicts have occurred. If these wild colonies cannot be removed alive, then they should be humanely exterminated. Based on the information that I gathered from several different sources, the stinging incident on a balcony in the business district was caused by a wild colony living inside a wooden cavity below the balcony of a nearby house. This colony became large and therefore more defensive and was possibly provoked by strong vibrations of people walking on the wooden floors above it.

The people didn't know that the colony was there, and the bees did not know that their lives were **not** actually in danger. A miscommunication ensued, but fortunately there was no escalation into world war, only a painful and frightening stinging incident. As should have happened, this highly defensive colony was exterminated. There was really no other choice.

The Town will need to continue to monitor the close vicinity of the business district for feral colonies and to prevent feral colonies from occupying vacant cavities. Empty cavities should be closed or sealed up so that swarms cannot move into them.

- 6. Set up swarm traps/lures in a few "tucked away" places around and near town where you can catch swarms, before they find incovenient places to make homes in.

 Honeybeeteacher LLC/NAOBA can offer our assistance with that swarm catching effort. Captured swarms can then be moved to locations outside of town, or far away. Swarm season begins now and will continue until the mesquites stop flowering. Swarming will pick up again in August, depending upon the monsoon/nonsoon situation.
- 7. Rather than allow swarms to find their own homes (probably in the worst possible place, from a human perspective), have the Fire Department and/or local beekeepers like Sean Bauer gather them and sell or give them to beekeepers who will take them to a place that is not in Jerome. Swarms are about 99 percent docile, but about half of them in the Africanized zone eventually become defensive.
- 8. Do some mtDNA (mitochondrial) testing of the bees who have been going inside some of your local stores, probably lured in by strong and attractive aromas, like ice cream or

products made from honey and beeswax. The capacity and ability of honeybees for smell is far beyond a dog's, even a bloodhound's. In fact, they communicate primarily through smell. Once inside, these curious bees cannot figure out how to get back outside and will die alone, usually on the floor or windowsill. Have Danny Smith and other local business owners collect these dead bees (at least 25 fairly fresh bodies), put them into 70 percent alcohol (minimum), and send them to the lab at North Carolina State University.

The test will show whether these bees are of dry tropical (Africanized) or temperate (European) origin. Such tests may also be able to show whether the bees coming into a store all have the same mother or not (coming from the same colony or from multiple colonies) and whether or not they are daughters of one of the colonies at the Surgeon's House. The colonies at the Surgeon's House would also need to be tested, for comparison. Such tests are on the cutting edge of citizen honeybee research, similar to the citizen science-based research that has taught us much about the endangered Monarch butterfly. Honeybeeteacher LLC/NAOBA can assist with the testing and research effort, too.

These are my recommendations for action. Let me know if you have any questions or comments, and thanks again for the opportunity to work with Jerome and to get to know the community a little bit better.

Sincerely,

Patrick Pynes, Ph.D. Honeybeeteacher LLC President, NAOBA



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331 (928) 634-7943

Zoning Administrator Analysis Council Staff Report Wednesday, April 13, 2021

ITEM 8E: District signs (update)

Applicant/Owner: Town of Jerome

Recommendation: Discussion/possible action

Prepared by: John Knight, Zoning Administrator

Background and Summary: At the previous council meeting, the council directed staff to meet with two council members and discuss possible changes to the existing district signs. On March 23, 2021 staff met with councilmembers Jane Moore and Sage Harvey. Staff is working on a map that will replace the district signs. This map is anticipated will be ready for review by council at the May 11, 2021 meeting.

In the meantime, staff would like direction on removing the existing district signs. At the previous council meeting, there appeared to be consensus that the existing signs should be removed. However, there was not a motion to that affect.

Recommendation: Provide direction to staff on possibly removing the existing district signs.



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331 (928) 634-7943

Zoning Administrator Analysis Council Staff Report Wednesday, April 13, 2021

ITEM 8F: Rich Street Survey
Applicant/Owner: Town of Jerome

Recommendation: Discussion/possible action

Prepared by: John Knight, Zoning Administrator

Background and Summary: At the previous council meeting, council directed staff to obtain an additional proposal to survey the town owned parking areas on Rich Street behind the Hotel Jerome. Staff has obtained a proposal from Stan Dickey (attached). In addition to the survey of the town owned lots, staff has asked the surveyor to identify the location of the property lines between the town owned lots and the highway. The boundary survey work is estimated at \$2,000.

The traveled way of Rich Street appears to cross property owned by Verde Exploration and Stephanie Ann Kelly (see attached County GIS map). Staff has asked the surveyor to include topo for the location of the traveled way of Rich Street (an additional \$500), topo for the town owned lot (an additional \$500) and drafting of Ingress/Egress easements to provide legal access on Rich Street (an additional \$500).

At a minimum, the Council can choose to just do the boundary survey work for \$2,000. The additional topographic work would be anywhere from \$500 to \$1,500 depending on which items are chosen.

Recommendation: Provide direction to staff which components to survey.

Attachments:

- County GIS Map of Rich Street Area
- Survey proposal from Stan Dickey



Proposal <u>Capstone professional services corporation</u>

116 W. SALT MINE ROAD, CAMP VERDE, ARIZONA 86322

Phone: 928-592-7358 Email: stan @azcapstone.com

3/16/2021 John Knight Zoning Administrator/Historic Preservation Officer Town of Jerome 600 Clark Street Jerome, Arizona 86331

Re: Yavapai County APN401-06-086, and portions of APNs 401-07-172, 401-06-145 and 401-03-029D as shown on the exhibit on page 7 of 7.

Capstone Professional Services Corporation is pleased to provide our proposal for surveying services. The following is our scope of services and our fees for the proposed surveying services:

Scope:

- 1) Boundary Resurvey of the Boundaries highlighted in red on sheet 7 of 7. \$2000.00
- 2) Pick up topography along the traveled way for Rich Street and within 15 feet of the edge of traveled way from the north line of said 401-06-145 southerly to the centerline of Highway 89A. \$500.00
- 3) Topographic Survey of APN 401-06-086. \$500.00
- 4) Draft Ingress/Egress Easement Exhibits crossing 401-07-172 & 401-03-029D. \$500.00
- 5) Draft Results of Survey on 24" x 36" bond, to include an AutoCad 2018 digital drawing. **No Charge**
- 6) Record Results of Survey. No Charge

Not to Exceed Estimate:

| \$3500.00 – Any combination of scope items 1-4 may b mandatory. | e selected; however, items 1, 5 | 5 & 6 are |
|--|---------------------------------|-----------------|
| Alternate Selection Item Numbers: | Гоtal: | |
| Fees are due at upon completion of the work proposed. P order and agreement of standard provisions and return as | | al as your work |
| Sincerely, Stan Dickey, RLS 32224 | | |
| | Notice to Proceed | Date |
| | Print Name & Title | , |

Page 1 of 7 3/16/2021

Proposed Date of Commencement: April 16th, 2021.

Completion Date: Options 1, 5 & 6 by May 10th, 2021, Options 1 through 6, if chosen, by May 17th, 2021. Option 4 will require addition direction by the client and may add time to the completion date.

This offer to provide surveying services is valid for 30 days.

STANDARD PROVISIONS

A. PAYMENT

The Consultant's expenses relate to those costs incurred for the Client's project including, but not limited to, necessary transportation costs including mileage at Consultant's current rate, meals and lodging, laboratory tests and analyses, computer services, telephone, printing, copying and binding charges. Reimbursement for these expenses shall be on the basis of 1.15 times actual charges when furnished by commercial sources and on the basis of usual commercial charges when furnished by Consultant.

Technical or professional services provided by an outside source will be billed at 1.15 times the invoice amount.

Monthly invoices will be issued by Consultant for all work performed under the terms of this Agreement. If hourly, invoices will be based on labor and expenses incurred. If lump sum, invoices will be based on the percentage of work completed. Invoices are due and payable within thirty (30) days of date of invoice. Finance charges, computed by a "Periodic Rate" of 1-1/2 percent per month, which is an annual percentage rate of 18 percent (applied to the previous month's balance after deducting payments and credits for the current month), will be charged on all past-due amounts. Failure by the Client to remit payment or progress payments within sixty (60) days of date of invoice shall be sufficient reason for Consultant to stop work on the project and/or withhold delivery of completed work until payment is received of (2 Hours GPS crew)past-due invoiced amounts, finance charges, and any restart charges; and Consultant is satisfied further invoices will be paid within thirty (30) days of invoice. The Consultant may withhold delivery of any and all products until payment in full is received for said work.

The monthly invoices provided by the Consultant will outline the work performed to date and the charges for said work. In the even there is any dispute with regard to the invoice or billing by Client, such objection shall be forwarded in writing to Consultant within ten (10) days of the receipt of the invoice or the information contained in said invoice shall be conclusively presumed to be accurate and the Client agrees to pay according to its tenure.

The parties acknowledge and agree that any estimate of a total fee may not reflect the ultimate

Page 2 of 7 3/16/2021

charges of Consultant. Each party recognizes the inherent difficulty in any predetermination of the amount of services required for a particular project.

If a retainer is received, it will be credited to the final invoice unless prior arrangement has been made between Client and Consultant.

Recognizing that factors beyond the control of the Consultant exist which require additional cost and effort of time, such as changing government regulations and procedures, permit and regulatory requirements, and level of analysis due to every increasing standard of care and liability issues, the maximum amount of his contract may be increased an amount not to exceed five (5) percent per year upon documentation by the Consultant.

If at any time, present or future, the state or local government assesses a sale or use tax for any of the services performed by the Consultant and/or is sub-consultants under this Agreement, the Client agrees to directly pay such taxes, or should Consultant pay such taxes directly, then the Client agrees to reimburse Consultant in full. Such reimbursement shall be additional to the amount(s) specified in the Payment, Section II of this agreement.

Consultant may elect to exercise its mechanics lien rights, under A.R.S. □ 33-981 and following statutes and perfect such rights according to the provisions contained therein.

Tasks listed as (budget) within the proposal will be billed on a time and materials basis due to the uncertainty of the work necessary to accomplish the intended outcome.

B. EXTRA WORK

The Client may desire to have the Consultant perform work or render services other than those provided in Objectives and Scope of Work, Section 1 of this Agreement. This will be Extra Work. Work shall not proceed until so authorized by the Client. Payment for all Extra Work performed under this Agreement shall be on an hourly basis plus expenses in accordance with the attached or any subsequent Schedule of Billing Rates. Charges for outside services, expenses, and subconsultant work will be billed at 1.15 times the invoice amount.

If Extra Work should be requested by Client, such request shall be evidenced by a written supplement signed by Client authorizing the Extra Work. However, in the event that it is not practical for the parties to make a written supplement for the Extra Work, then the oral authorization of Client shall be sufficient to bind the Client to pay for Extra Work according to the Schedule of Billing Rates plus expenses.

C. TIME OF BEGINNING AND COMPLETION

Signing this form is authorization by the Client for the Consultant to proceed with the work.

D. PROJECT SCHEDULE

The project team agrees to use best effort to complete this project within a timely manor.

Page 3 of 7 3/16/2021

E. PROFESSIONAL STANDARDS

The Consultant shall be responsible, to the level of competency presently maintained by other practicing professionals in the same type of work in Consultant's community, for the professional and technical soundness, accuracy, and adequacy of all designs, drawings, specifications, and other work and materials furnished under this Agreement. The Consultant makes no other warranty, expressed or implied.

F. GOVERNING LAW AND VENUE

Unless otherwise provided, the laws of the State of Arizona shall govern this Agreement. Unless otherwise agreed, venue for any action shall be Yavapai County, Arizona.

G. SAFETY AND CONSTRUCTION

Consultant shall not be responsible for construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the work performed by the contractor (s) and any subcontractors.

H. TERMINATION

Either the Client or the Consultant may terminate this Agreement by giving thirty (30) days written notice to the other party. In such event, Consultant shall forthwith be paid in full for all work authorized and performed prior to effective date of termination and all expenses incurred or committed to that cannot be canceled. If no notice of termination is given, relationships and obligations created by this Agreement shall be terminated upon completion of all applicable requirements of this Agreement. If the consultant is terminated for no cause by the client then the consultant also has the right to complete, at Clients' expense, the tasks and records Consultant considers necessary to protect its professional reputation. A termination charge may also be made to cover administrative and incidental costs related to the work. If the consultant terminates the project for no cause, the client may deduct or charge from the money owing at termination to cover the cost of obtaining another consultant.

I. LEGAL RELATIONS

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be submitted for mediation prior to the commencement of other adjudicatory procedures. This dispute resolution procedure shall be implemented in any matter by written notice given by any party to the other party or parties to this Agreement. The notice shall contain a statement of the nature of the dispute and the remedy sought. The parties shall make their principals available for a period of two (2) consecutive days during the thirty (30) days following the giving of notice of intent to mediate with the other parties in the dispute.

Unless agreed upon otherwise by the parties' signatory to this contract, the location of the mediation shall be Cottonwood, Arizona. Mediator shall be selected by mutual agreement of both parties.

Page 4 of 7 3/16/2021

If a settlement is agreed upon through mediation, the parties may agree that the settlement be reduced to writing and that the mediator shall be deemed to be arbitrator for the sole purpose of signing that written settlement agreement which shall then have the same force and effect as an arbitral award.

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be governed by the laws of the State of Arizona.

The Client agrees to limit the Consultant's liability to the Client and to all construction contractors and subcontractors on the project, due to Consultant's professional negligent acts, errors or omissions such that the total aggregate liability of the Consultant to all those named shall not exceed the Consultant's total fee for services rendered on this project.

In the event the Client does not wish to limit the Consultant's liability, as stated, the Consultant will raise the limit to One Million Dollars (\$1,000,000) upon the Client's written request, provided the Client agrees to pay for this increase an additional consideration of ten (10) percent of the total contract amount, or One Thousand Dollars (\$1,000), which ever is greater.

J. COST ESTIMATES

Any cost estimates provided by the Consultant will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures the Consultant cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.

K. REUSE OF DOCUMENTS

All documents including reports, drawings and specifications prepared or furnished by the Consultant pursuant to this Agreement are instruments of service with respect to the project and the Consultant and Client shall retain co- ownership and property interest therein whether or not the project is completed. Any reuse or unintended use by the client without verification or adaptation by the Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to the Consultant and the Client shall defend, indemnify and hold harmless the Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any such verification or adaptation will entitle the Consultant to further compensation at rates to be agreed upon by the Client and the Consultant. More specifically, to the extent the documents are completed or to the extent of there completion such documents will be suitable for the use on the specific project as planned.

L. SEVERABILITY

If any term, condition or provision of this Agreement or the application to any circumstances is determined to be invalid or unenforceable to any extent, the remaining provisions of this Agreement shall not be affected, but shall instead remain valid and enforceable.

M. PUBLIC RECOGNITION

Page 5 of 7 3/16/2021

During development, construction, or upon completion of the project, the Consultant's name shall be included on all site, construction plans and exhibits prepared by or from the Consultants work, any additional recognition (e.g. temporary or permanent site signs or displays) will be at the Client's discretion.

N. COMPLETE AGREEMENT

This agreement supersedes all verbal and other written understandings and agreements and constitutes the complete and final understanding between the Client and Consultant.

FEE SCHEDULE 3/20/2013

PROFESSIONALS

| Professional Witness | \$300.00/hr |
|-----------------------|-------------|
| Professional Engineer | \$150.00/hr |
| Project Engineer | \$125.00/hr |
| Land Surveyor | \$125.00/hr |

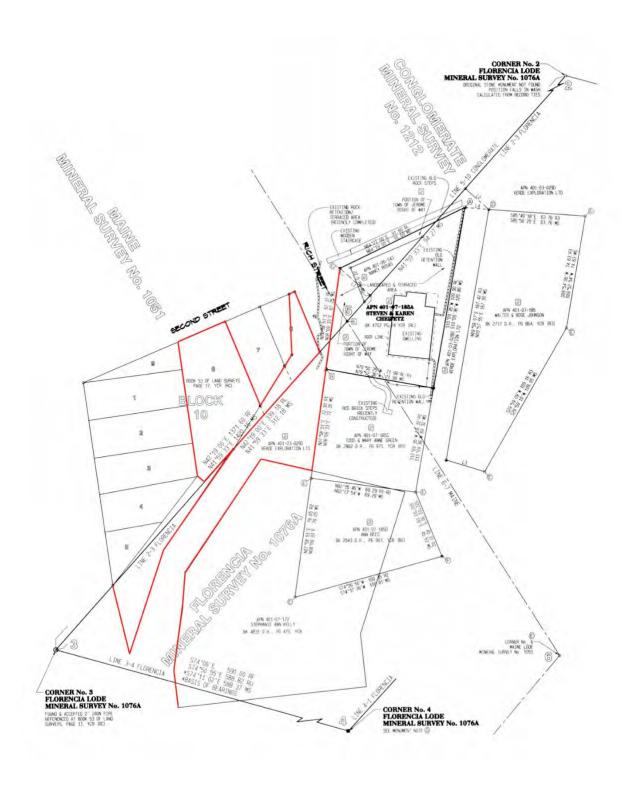
TECHNICIANS

| Design Engineer | \$105.00/hr |
|---------------------|-------------|
| Senior Cad Designer | \$80.00/hr |
| Cad Draftsman | \$70.00/hr |
| GPS/Robotic Crew | \$145.00/hr |
| Survey office tech | \$105.00/hr |
| Clerical | \$50.00/hr |

EXPENSES

| Per Diem | Cost + 15% |
|-------------|-------------------|
| Mileage | \$0.55/miles |
| Copies | \$0.25/each |
| Plan sheets | \$4.00/each |
| Misc. | Actual Cost + 15% |

Page 6 of 7 3/16/2021



Page 7 of 7 3/16/2021



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331 (928) 634-7943

Zoning Administrator Analysis Council Staff Report April 13, 2021

Item 8G: Ordinance amendments regarding administrative approvals and appeals

Applicant/Owner: Town of Jerome

Recommendation: Discussion/possible direction **Prepared by:** John Knight, Zoning Administrator

Background and Summary: At the March 9, 2021 council meeting, this item was scheduled for a first reading of the ordinance. At that meeting, the council tabled this item to allow time for additional changes. Since the March council meeting, staff has met with councilmembers Harvey and Worth to discuss additional changes. These changes have been incorporated into the attached redline document. Due to the extent of the changes, this item will need to go back to the Planning and Zoning Commission for a public hearing. This hearing is currently scheduled for April 21, 2021.

The proposed changes can be sorted into four categories noted below.

Category 1 – Exemptions: These projects would not require review by P&Z and typically do not require a building permit:

- 1. Repair/replacement/maintenance provided the same materials are used
- 2. Landscaping (not including structures such as gazebos, shade structures, and sheds)

Category 2 – Administrative Approval: The following items would be reviewed and approved by the zoning administrator without review by P&Z and DRB. Note that some of these do require review by the building inspector and fire inspector:

- 3. Concrete work, pavers, and other flatwork provided they are less than 12 inches above the ground
- 4. Ground-level decks and patios (provided they are less than 12 inches above the ground and not covered)
- 5. Window and door replacement provided the new window or door closely replicates the same size, materials, and style of the window or door being removed
- 6. Stair replacement with less than 10% change in footprint provided they are constructed of fire resistant materials
- 7. Changes in roof material or color

Note that the above items would not be exempt from building code, fire code, or requirements for design compatibility. They would simply be exempt from having to be processed through the P&Z site plan review process.

Category 3: Projects requiring DRB review but not P&Z review

- 8. Paint, stain, and similar exterior coatings for residential structures
- 9. Paint/stain for commercial structures
- 10. Awnings and permanent signs
- 11. Exterior modifications/improvements to existing structures that add no additional square footage
- 12. Fences and walls
- 13. Murals

Category 4: Projects requiring P&Z and/or DRB review:

- 14. Sheds and detached accessory structures of any size
- 15. Expansion or modification to an existing nonconforming structure
- 16. Additions of any size to residential structures
- 17. Additions of any size to commercial or industrial structures
- 18. New residential, commercial, or industrial structures
- 19. Demolitions
- 20. Conditional Use Permits (CUP)
- 21. All other modifications, improvements, or additions to structures not specifically listed above

Appeals process: The code has inconsistent and sometimes confusing sections regarding appeals of the site plan review and design review processes. These should be amended so they are clear and consistent. Note that appeals of administrative decisions are heard and decided by the Board of Adjustment. Appeals from the Board of Adjustment are heard and decided by the Yavapai County Superior Court. Appeals of P&Z and DRB decisions are heard and decided by the Council.

- 1. **Appeal distance:** Appellants would be required to reside within 300 feet of the project, unless they can demonstrate how they would be adversely affected outside the 300-foot limit.
- **2. Appeal period:** The appeal period has been amended to be 15 days. Note that this is consistent with most of the other jurisdictions in the Verde Valley.
- **3. Building permit issuance:** The proposed amendments include a provision that the building permit cannot be issued until the appeal period has passed. This protects both the applicant and the Town and ensures that work will not have to be reconstructed if the appeal changes the approval.

Recommendation: Discussion and possible direction.

Attachment: Redline of proposed amendments

ZONING ORDINANCE OF THE TOWN OF JEROME

| ARTICLE I - ADMINISTRATION | SECTION P. | AGE |
|--|------------|-----|
| Short Title | 101 | 7 |
| Purpose | 102 | 7 |
| Interpretation and Application | | |
| Planning and Zoning Commission | 104 | 7 |
| Board of Adjustment | | |
| Design Review Board | | |
| Zoning Administrator | | |
| Enforcement | | |
| Violation and Penalty | | |
| Severability | | |
| ARTICLE II - DEFINITIONS | | |
| General | 201 | 13 |
| | | |
| ARTICLE III - PROCEDURES | | |
| Amendments or Zone Changes | | |
| Conditional Use Permits | | |
| Preliminary Site Plan Review | | |
| Final Site Plan Review | | |
| Grading and Excavation Requirements | 303.3 | 33 |
| Appeals and Expiration of Approvals | 303.4 | XX |
| Design Review | 304 | 36 |
| Administrative Appeals and Variances | 305 | 42 |
| Neighborhood Meetings | | |
| ARTICLE IV - ZONING DISTRICTS | | |
| Establishment of Zoning Districts | 401 | 47 |
| Location and Boundaries of Districts | 402 | 47 |
| A DETECTION AND DESCRIPTIONS | | |
| ARTICLE V - USE REGULATIONS | | |
| Nonconforming Situations | | |
| General Provisions | | |
| "AR" Zone, Agricultural Residential | | |
| "R1-10" Zone, Single Family Residential | 504 | 59 |
| "R1-5 Zone, Single Family Residential | | |
| "R-2" Zone, Single- and Two-Family Residential | | |
| "C-1" Zone, General Commercial | | |
| "I-1" Zone, Light Industrial | | |
| Signs | 509 | 73 |
| Parking and Loading Requirements | 510 | 78 |
| Historic Overlay District | 511 | 81 |
| (Reserved) | 512 | 82 |
| ARTICLE VI - EMERGENCY CLAUSE | | 83 |
| APPENDIX | | 85 |
| INDEX | | १२ |
| | | |

declaration that he has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.

E. RULES; REGULATIONS; RECORDS; MEETINGS

The Board shall make and publish rules and regulations to govern its proceedings and to provide for its meetings. All meetings of the Board shall be open to the public. The minutes and records of all Board proceedings shall be kept and filed as public record in the office of the Town Clerk.

SECTION 106. DESIGN REVIEW BOARD

A. PURPOSE

The purpose of the Design Review Board is to review the exterior design of new buildings and structures, the alteration of buildings and structures, landscaping plans, 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 historic character of the Town of Jerome in accordance with the provisions of Section 304.

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

The Design Review Board of the Town of Jerome shall be composed of five (5) members. The membership shall consist of five (5) residents of Jerome, who shall be persons qualified by design background, training or experience, to be appointed by the Town Council. Each member shall serve for a term of three (3) years. Members may, after a public meeting, be removed by the Council for inefficiency, neglect of duty, or unethical conduct in office. A Board member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th shall be deemed to have vacated his or her appointment without further action being taken by the Board or Council. In the event of death or resignation, or removal from the Board, the vacancy shall be filled by the Council for the unexpired term. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Board and approval of such expenditures by the Town Council.

[Ord. No. 313; Ord. No. 378; Ord. No. 410; Ord. No. 445; Ord. No. 459]

C. POWERS AND DUTIES

- 1. The Design Review Board shall have the power to approve, conditionally approve or disapprove all requests for design approval as required by this Ordinance, basing its decision on the criteria as set down in Section 304.
- 2. It shall be the responsibility of the applicant to prove that the intent and purpose established in this Section will be accomplished.
- 3. The Design Review Board, upon hearing an application, may impose such reasonable conditions as it may deem necessary in order to fully carry out the provisions and intent of this ordinance. Violation of any such condition shall be a violation of this ordinance and such violation shall render any building permit null and void.

D. SELECTION OF OFFICERS

The Board shall elect a Chair and Vice Chair from among its own members, who shall serve for one (1) year and until their successors are elected and qualified. No individual may serve consecutively as Chair, or consecutively as Vice Chair, for more than two one-year terms. The Chair shall preside at all meetings and exercise all the usual rights, duties and

E. COUNCIL ACTION AND APPEALS

- 1. Upon receipt from the Zoning Administrator of a Planning and Zoning Commission recommended action on a Conditional Use Permit application, the Town Clerk shall place the permit on the regular Council meeting agenda first following the 15th day after approval of the permit by the Planning Commission.
- 2. Any person may file an appeal with the Jerome Town Council over any decision of the Planning and Zoning Commission regarding the granting, or denying, of use permits. Such appeal must be filed with the Council within fifteen (15) days after Commission action.
- 3. When written appeal is filed with the Town Clerk, the Council shall evaluate the appeal at their regular meeting where the use permit is agendized for Council's action. Where an appeal has been filed, the Council may elect to set the matter for a public hearing, and if such action is taken, a legal notice shall be published at least once in the official newspaper of the Town and the property included in the application shall be posted at least fifteen (15) days prior to the hearing date. Notice shall be given to the Planning Commission of such appeal and the Commission shall submit a report to the Council setting forth the reasons for its action taken. The Commission shall be represented at the hearings by the Commission Chairman or his designee.
- 4.2. The Council shall within fifteen (15) days after their regular meeting or public hearing, act on the recommendation of the Planning and Zoning Commission by either affirming, reversing or modifying the action of the Planning and Zoning Commission. The Town Council may make a decision based on its own findings.
- 5.3. The Council may designate such conditions in connection with the permit as it deems necessary to secure the intent and purpose of this Ordinance and may require such guarantees and evidences evidence that such conditions are being, or will be, complied with.
- 6.4. The Council's decision shall be final and shall become effective immediately. Notice of the decision shall be mailed to the applicant at the address shown in the application.

F. TIME LIMITS

- 1. Use permits become effective immediately upon action by the Town Council.
- 2. Any use permit issued by the Town Council shall be commenced within six (6) months from the date of Council ratification, and diligently pursued, otherwise it shall become null and void.
- 3. No person shall reapply for the same or substantially the same use permit on the same or substantially the same plot, lot, or parcel of land within a period of one (1) year from the date of denial or revocation of said use permit.
- 4. An extension of approval may be granted if the applicant files for the extension prior to the approval becoming void and the extension is granted by the town council. The Town Council may grant up to two additional extensions provided the approval is in compliance with all ordinances and requirements in effect at the time of the extension request. Application for an extension shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the Town Clerk.

G. REVOCATION

Use permits granted in accordance with the provisions of this ordinance may be revoked if any of the conditions of terms of the permit are violated or if any law or ordinance is violated in connection therewith.

The Zoning Administrator shall notify the permittee, by regular <u>First Class First-Class</u> mail, of a violation or termination of a use permit. If no attempt to change the violation is made within <u>ten-fifteen (1510)</u> days after notification, the permit shall be revoked and considered null and void.

Any use permit shall be considered null and void if construction does not conform to the originally approved site plan. Any deviations requested from the originally approved site plan shall be processed as a new use permit.

H. FEE

The application for a conditional use permit shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the Town Clerk. No part of the filing fee shall be returnable. Payment of the filing fee shall be waived when the petitioner is the Town, County, State or Federal Government.

[Ord. No. 406; Ord. No. 407]

SECTION 303.1. PRELIMINARY SITE PLAN REVIEW

A. PURPOSE

The purpose of the preliminary site plan review is to provide for the public health, safety, and general welfare, and to protect the environment and the historical character of the Town of Jerome. The plan review will include examination of all proposed site work and excavation and grading regulations, with special regulation of work on sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.

[Ord. No. 293]

B. PROJECTS REQUIRING REVIEW BY THE PLANNING AND ZONING COMMISSION

- <u>1. Projects requiring Preliminary Site Plan Review shall include but not be limited to:</u> Additions and alterations to residential, commercial, or industrial structures
- 2. Decks and patios that include walls or a roof
- 3. Decks and patios over 12 inches above the surrounding ground surface
- 4. Grading, excavation, clearing and grubbing in accordance with Section 303.3
- <u>5.</u> <u>L</u>lot splits <u>and</u>, lot line adjustments
- 6. Modifications to non-conforming structures
- 7. Nnew residential, commercial, or industrial structures construction, alterations,
- 8. Sheds and accessory structures buildings,
- 9. grading and excavation and clearing and grubbing
- 10. Projects not specifically listed as exempt or requiring Zoning Administrator review

C. PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

- 1. Concrete work, pavers, and other flatwork, —provided the finished surface is no higher than 12 inches above the surrounding ground surface and the existing drainage patterns are maintained.
- 2. Ground-level decks and patios, provided the finished surface is no higher than 12 inches above the surrounding ground surface; the deck or patio does not include walls or a roof; and the existing drainage patterns are maintained.
- 3. Replacement of exterior stairs with metal or other fire-resistant materials, provided there is less than a 10 percent change in the original footprint. Approval by the Fire Inspector is also required.

D. PROJECTS EXEMPT FROM SITE PLAN REVIEW

- 1. Repair, replacement, and maintenance of existing structures, provided that the same materials are used.
- 1.2. Landscaping (not including accessory structures such as gazebos, pergolas, shade structures, and sheds). [Ord. No. 293; Ord. No. 446]

C.E. PROCEDURE

Applications for A preliminary site plan review shall be submitted to the Zoning Administrator for review by the Building Inspector, Fire Inspector, Zoning Administrator, and Planning and Zoning Commission. The site shall be posted according to a procedure outlined by the Zoning Administrator. Such posting will include, but not be limited to, proposed improvements and usage of said propertly and will commence two (2) weeksfifteen (15) days prior to preliminary site plan review and remain until after final approval. If the site plan can be reviewed and approved by the Zoning Administrator, then site posting is not required. The request for approval shall be accompanied by eight (8) identical copies of the plan. Each copy shall be on one (1) or more sheets of paper measuring not more than twenty four by thirty six inches (24" x 36"), drawn to a scale not smaller than forty (40) feet to the inch which show the following: Plans submitted shall include the following:

- 1. A North directional north arrow; scale used; lot dimensions referenced to a legal description; and street dedications, easements, and utilities, both public and private. In cases where the location of a property perimeter is unclear, the Building Inspector may require a boundary survey with corners identified on the ground.
- 2. A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.
- 3. Location, perimeter size, and use of all existing and proposed buildings and structures. as well as number of stories of all proposed buildings and structures.
- 4. Size and dimensions of required yards and lot coverage for the zoning district and the space between buildings.
- 5. Location and height of all existing and proposed walls and fences.
- 6. Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas proposed. All parking shall comply with Section 510 of the Jerome Zoning Ordinance.
- 7. Existing drainage. Show how proposed drainage will be directed indicating both adequate disposal and protection of neighboring properties.
- 8. Natural features; such as rock outcroppings, trees over twelve (12) inches in diameter, washes, and man-made features such as existing roads and structures, walkways, and stairways, with indication as to which are to be retained, and which removed, or altered.
- 9. Existing and proposed grades, by spot grades or topographic representation. The Building Inspector may require a topographic survey and additional engineering.
 - a. Slopes exceeding thirty-five (35) percent shall require a topographic survey by a licensed engineer or surveyor. In addition, the applicant shall provide a satisfactory assessment by a licensed engineer regarding soil/geological stability, bearing qualities and drainage. If indicated by this assessment a structural engineer shall design all foundations and retaining structures.
 - b. Exceptions. The additional studies required in number 9(a) may be waived, if the dollar amount of the project does not require a licensed contractor according to A.R.S. 32-1121.
- 10. All proposed excavation and grading shall conform to Section 303.3 of this ordinance.
 - a.—Shall conform to Section 303.3 of this ordinance.
 - b. Where the combined proposed cut and fill exceeds fifty (50) cubic yards, the applicant must obtain a separate grading permit from the Building Inspector. An

- assessment by a civil, structural or soils engineer may be required to show site stability and lack of negative impact.
- e. Six (6) months from the date of approval of a grading permit approval becomes void if the grading permit has not been issued.
- d.—Exploratory excavation of ten (10) cubic yards or less can proceed with the approval of the Zoning Administrator and Building Inspector. The applicant shall submitplans for approval by the Planning and Zoning Commission for all excavation in excess of ten (10) cubic yards.
- 11. Any other information which that the Zoning Administrator may find necessary to establish compliance with this and any other ordinances.
- 12. Application for sign permits shall be filed in accordance with the provisions of Section 509.

[Ord. No. 293]

D.F. FEE

The application for Plan Approval shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. No part of the filing fee shall be returnable. Payment of the filing fee shall be waived when the petitioner is the Town, County, State or Federal government.

[Ord. No. 293]

E-G. REVIEW PROCEDURES

Site plan reviewPlan Review may be accomplished by either the Zoning Administrator or the Planning and Zoning Commission in accordance with the provisions of this section. Once submitted, tThe Zoning Administrator shall have ten (10) working fifteen (15) days from the date of submission of a preliminary site plan application to review said plan for completeness. If Planning and Zoning Commission review is required, a A completed preliminary site plan shall be submitted for review by the commission to the Planning and Zoning Commission at the next available meeting if received by the submission deadline. earliest meeting time available. The Zoning Administrator may request Design design Review recommendation on the Preliminary Site site Planplan. Plan. The Zoning Administrator or Planning and Zoning Commission shall approve, conditionally approve, or deny said plan. Once denied, the original plan shall not be resubmitted. The Planning and Zoning Commission may, if the preliminary drawings and other data are sufficiently clear and explicit waive the requirements of Section 303.2 and/or Grant Final Approval at the Preliminary Review session, provided all other requirements of this section are conformed with.

[Ord. No. 293]

SECTION 303.2. FINAL SITE PLAN REVIEW

A. FINAL PLAN PROCEDURES

If desired by the applicant, or requested by the Planning and Zoning Commission, projects may also be submitted for Final Site Plan Review. A final site plan shall be submitted to the Zoning Administrator for review by the Building Inspector, Zoning Administrator and Planning and Zoning Commission with a permit application. The request for approval shall be accompanied by eight (8) identical copies of the plan. Each copy shall be on one or more sheets of paper measuring not more than twenty four by thirty-six inches (24" x 36"), drawn to a scale not smaller than forty (40) feet to the inch which show all of the features required in the Preliminary Plan and: The following information shall be submitted:

- 1. Any additional features required as a result of engineering and/or soils studies;
- 2. Compliance with the appropriate sections of the Zoning Ordinance for the Zoning District including:
 - a. lot area
 - b. lot width
 - c. maximum lot coverage
 - d. yard requirements
 - e. off-street parking and loading
 - f. building height
 - g. accessory building height
 - h. any other property development standards specific to the zone.
- 3. Compliance with all applicable codes, including the Uniform Building Code.
- 4. Compliance with any conditions recommended by the Planning and Zoning Commission, the Building Inspector or the Zoning Administrator from the Preliminary Site Plan-Review.
- 5.4. Compliance with any conditions recommended by the <u>Planning and Zoning</u>
 <u>Commission</u>, Design Review Board, <u>Building Inspector</u>, <u>Fire Inspector</u>, <u>and/or the Zoning Administrator</u> from the <u>Preliminary Site Plan Review previous review</u>.

B. REVIEW

- 1. The Final Final Plan plan shall be checked for completeness by the Zoning Administrator within fifteen (15) days. A completed final plan shall be presented to the Planning and Zoning Commission and the Design Review Board, when necessary, at the earliest possible meetings.
 - The Planning and Zoning Commission may approve, approve with conditions, or deny. Once denied, the original plan shall not be resubmitted.
 - The Design Review Board approval of the <u>Pesign design</u> elements of the <u>Final final Plan plan</u> is outlined in Section 304.
- 2. All copies of the approved plan, with any conditions shown from the approving board thereon or attached thereto, shall be dated and signed by the Zoning Administrator. One (1) copy of said approved plan and conditions together with a notification of all Design design Review review requirements and procedures shall be distributed mailed to the applicant and one (1) copy shall be filed with the Building Inspector.

SECTION 303.3. GRADING AND EXCAVATION REQUIREMENTS

All excavation and grading shall be performed in accordance with these provisions.

This section shall not affect existing legal uses of property or the right to continuation of such legal use. However, if a nonconforming use of a structure or land is discontinued for six (6) months, any further use shall comply with these requirements.

Projects with grading or excavation of greater than fifty (50) cubic yards of material shall comply with these requirements.

Where the combined proposed cut and fill exceeds ten (10) cubic yards, the applicant must obtain a separate grading permit from the Building Inspector. An assessment by a civil, structural, or soils engineer may be required to show site stability and lack of negative impact.

Six (6) months from the date of approval of a grading permit, the approval becomes void if the grading permit has not been issued.

Exploratory excavation of ten (10) cubic yards or less can proceed with the approval of the Zoning Administrator and Building Inspector. The applicant shall submit plans for approval by the Planning and Zoning Commission for all excavation in excess of ten (10) cubic yards.

A. APPROVAL PROCEDURE

- Any person wishing to do any grading, filling, excavation, cutting or other site earthwork shall submit plans, drawings and supporting data including the quantity of cut and the quantity of fill and any other information required by the Zoning Administrator and/or Building Inspector. The Planning and Zoning Commission will look for compliance with these requirements in making its decision.
- 2. Grading shall be done in conjunction with a site plan filed with the Zoning Administrator. Such plan will be presented to the Planning and Zoning Commission at its next regularly scheduled meeting. Grading, excavation and fill shall not:
 - a. adversely affect the lateral support of adjacent property or structures;
 - b. increase the stresses in or pressures upon any adjacent or contiguous property;
 - c. physically infringe on adjacent propertly;
 - d. include detrimental excavation or stockpiling;
 - e. be in a public right-of-way; and or
 - f. have a negative impact on existing drainage.
- 3. The effect of the proposal on scenic views will be considered for potential impact.
- 4. Where the slope exceeds thirty-five (35), percent engineering reports shall be required under the Site Plan requirements of the Jerome Zoning Ordinance.

B. POST-APPROVAL PROCEDURE

If approved by the Planning and Zoning Commission, the activity will be carried out as stipulated in these requirements. The activities described below shall be performed by licensed contractors where required by law.

1. All grading and excavation shall be performed with safety precautions and any antierosion or drainage devices required by the Building Inspector.

- 2. Construction equipment parking and storage needs shall be <u>identified</u> and provisions made not to interrupt, <u>more than absolutely necessary</u>, normal traffic flow more than absolutely necessary.
- 3. Dust control measures shall be taken, and loads covered to prevent spilling and blowing.
- 4. Fencing of hazardous sites shall be required.
- 5. Safety fencing to protect neighboring property may be required.
- 6. The Building Inspector may require adequate inspection and compaction control by an approved soils testing agency. This may include certification concerning the inspection of cleared areas and benches to receive fill and the compaction of fills.
- 7. Cuts shall be accomplished to blend scale, form, and visual character into the natural land forms and minimize exposed scars.
- 8. Cuts shall be adequately fenced.
- 9. Driveway slope shall not exceed fifteen (15) percent, where possible, within topographic constraints. In every case, driveways shall blend in with the surrounding natural colors, and shall have adequate measures taken for runoff and drainage.
- 10. Fills shall be accomplished to blend scale, form, and visual character into the natural land formslandforms and minimize exposed scars.
- 11. The Building Inspector may require further supporting data to ensure stability.

C. RESPONSIBILITIES OF THE APPLICANT

- 1. The applicant his agent contractor or employee shall carry out the proposed work in accordance with the approved plans and specifications and in compliance with all Jerome Zoning Ordinance requirements.
- 2. During grading operations, the applicant shall be responsible for the prevention of damage to any street or drainage facilities or to any public utilities or services.
- 3. The applicant is responsible for the prevention of damage to adjacent properly, and no person shall excavate on land sufficiently close to the property line to endanger any adjoining public street sidewalk alley or other public or private property prior to supporting and protecting such property from settling, cracking or other damage that might result.
- 4. No modification of the approved grading, excavating or fill plans may be made without the approval of the Planning and Zoning Commission.
- 5. Neither the issuance of a permit or approval under these requirements, nor the compliance with the provisions hereof, or with any conditions imposed in the permit issued hereunder, shall relieve any person from responsibility for damage to other persons or property, nor impose any liability upon the Town of Jerome for damage to other persons or property.
- 6. An as-built plan including original ground surface elevations, as-built surface elevations, site drainage patterns and location and elevations of all surface and sub-surface drainage facilities shall be submitted upon completion of work. If required by the Building Inspector, a civil engineer's certification shall be provided for the final plan.

SECTION 303.4. APPEALS AND EXPIRATION OF APPROVALS

D.A. APPEALS

- 1. Any applicant, person residing within 300 feet of the project, or person or persons directly adversely affected may appeal a decision of the Planning and Zoning Commission to the Town Council by filing a written notice of appeal with the Town Clerk not later than thirty-fifteen (3015) days from date of the Commission's commission's decision. If the appellant is not the applicant and resides beyond 300 feet of the project, the appellant shall clearly demonstrate how they might be adversely affected by the proposed project.
- 2. When a written appeal is filed with the Town Clerk, the Council shall evaluate the appeal at their next available regular or special meeting. Where an appeal has been filed, the Council may elect to set the matter for a public hearing. If such action is taken, a legal notice shall be published at least once in the official newspaper of the Town; the site shall be posted at least fifteen (15) days prior to the hearing date; and notice shall be mailed to property owners within 300 feet of the site. Notice shall also be given to the Planning and Zoning Commission and the appellant. The Zoning Administrator shall submit a report to the Council with all relevant information and set forth the reasons for action taken by the Planning and Zoning Commission.
- 1.3. Any applicant or person or persons directly affected, An appeal may be filed by persons aggrieved or by any officer, department, board, or bureau of the municipality affected by a decision of the Zoning Administrator. Appeals will be forwarded to the Board of Adjustment may appeal a decision of the Zoning Administrator to the Board of Adjustment by filing a written notice of appeal with the Zoning Administrator, not later than thirty fifteen (3015) days from the date of the Zoning Administrator's decision.

E.B. BUILDING PERMIT ISSUANCE EXPIRATION OF APPROVAL

- 1. Six (6) months from the date of approval, a plan approval becomes void if a building permit has not been issued and/or work has not commenced.
- 4.2. A building permit shall not be issued by the Building Inspector until the fifteen (15)-day appeal period has expired.
- 3. An extension of approval may be granted if the applicant files for an extension prior to the approval becoming void and the extension is granted by the approving board body. The approving board may grant a second extension provided the approval is in compliance with all ordinances and requirements in effect at the time of the extension request. Any additional extension requests require review by the Town Council. Application for an extension shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the Town Clerk.

F.C. VIOLATION AND ENFORCEMENT

- 1. Prior to the issuance of a <u>Building building PermitPermit</u>, the Building Inspector shall ascertain that the Planning and Zoning Commission has approved <u>Preliminary and Final plans which that</u> are in conformance to those presented with the Building Permit application and that the time limitations imposed by this <u>Ordinance ordinance</u> have not elapsed.
- 2. The Zoning Administrator shall ensure that all matters are undertaken according to the conditions of the approved plan. If, during the course of work, changes in the approved plan are necessitated by conditions found at the site, an appropriately

licensed engineer's approval may be required for the modified plans. In the event of a violation, the Zoning Administrator shall notify the permittee, by mail, that he is in violation of the conditions of the approved plan. If there are no plans, approved by the Zoning Administrator, to eliminate the violation within ten (10) fifteen (15) days after notification, the building permit shall be revoked and considered null and void.

3. If, thirty (30) days after written notification by the Zoning Administrator, the applicant a Citizen is still in violation of this Ordinance ordinance, the Zoning Administrator shall take appropriate legal action to abate the violation.

[Ord. No. 293]

SECTION 304. DESIGN REVIEW

A. PURPOSE

The purpose of Design Review is to enable the Design Review Board 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. Design Review is intended to promote and preserve Jerome's economic and environmental well-being which depends exclusively upon its distinctive character, natural attractiveness, and overall architectural quality which contribute substantially to its viability as a recreational and tourist center and which contributed to its designation as a National Historic Landmark. Design Review is intended to enrich the lives of all the citizens of Jerome by promoting harmonious, attractive, and compatible development, and is therefore considered to be in furtherance of the general welfare. The provisions of this Section shall apply to all new construction, exterior alterations, demolitions, and signs, in the Historic Overlay District.

B. PROJECTS REQUIRING REVIEW BY THE DESIGN REVIEW BOARD

- 1. Awnings and permanents signs
- 2. Additions and exterior modifications
- 3. Decks and patios over 12" above the surrounding ground surface
- 4. Demolitions of existing structures
- 5. Fences and walls
- 6. New structures
- 7. Murals
- 8. Paint, stain, and similar coatings
- 9. Sheds and accessory structures
- 10. Projects not specifically listed as exempt or requiring Zoning Administrator review

C. PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

- 1. Changes in roof material or color, provided the new roof has limited reflectivity.
- 2. Concrete work, pavers, and other flatwork, provided the finished surface is no higher than 12 inches above the surrounding ground surface
- 3. Ground level decks and patios, —provided the finished surface is no higher than 12 inches above the surrounding ground surface and the deck does not include walls or a roof
- 4. Replacement of exterior stairs with metal or other fire-resistant materials, provided there is less than a 10 percent change in the original footprint and the change is approved by the Fire Inspector
- ±.5. Window and door replacement, provided the new window or door replicates the same size and style of the window or door being removed

D. PROJECTS EXEMPT FROM DESIGN REVIEW

Landscaping (not including accessory structures such as gazebos, pergolas, shade structures,

and sheds) provided any grading and excavation is in compliance with Section 303.3 and repair, replacement, and maintenance of existing structures, provided that the same materials are used

Nothing in this section shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure; nor shall anything in this article be construed to prevent the construction, reconstruction, alteration, or demolition of any such elements that the authorized municipal officers shall certify as required by public safety.

B.E. PRELIMINARY REVIEW PROCEDURE

- 1. Prior to the preparation of final design and working drawings and specifications or calling for bids from contractors, prospective property developers, owners or agents shall prepare preliminary scale drawings, photographs, specifications color samples, and material samples, and shall present these items to the Design Review Board for informal review and discussion. The purpose of this Review shall be to acquaint the developer, owner or agent with standards of design that are required of his proposeddevelopment.
- 1. Applications for design review shall be submitted to the Zoning Administrator for review by the Building Inspector, Fire Inspector, Zoning Administrator, and Design Review Board in accordance with the provisions of this section. Review may be accomplished by either the Zoning Administrator or the Design Review Board. Once submitted, the Zoning Administrator shall have fifteen (15) days from the date of submission of an application to review the application for completeness. If review is required by the Design Review Board, the application shall be submitted for review by the board at the next available meeting. If Site Plan Review is required according to Section 303, the application shall be submitted concurrently. The Design Review Board or Zoning Administrator shall approve, conditionally approve, or deny the application. Once denied, the original plan shall not be resubmitted.
- 2. When, in the opinion of the Design Review Board, upon hearing and considering all relevant information, a project is not in keeping with either the tenets of this ordinanceOrdinance or the Jerome General Plan, the project shall be denied by specific motion of the Design Review Board.
- 3. All copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the Zoning Administrator. One (1) copy of said approved plan and conditions together with a notification of all Design Review requirements and procedures shall be distributed to the applicant and one (1) copy shall be filed with the Building Inspector.

C. FINAL REVIEW

When required by the Design Review Board to submit an Application for Final Approval, the applicant shall do so in accordance with the requirements of Subsection D of this Section.

D.F. APPLICATION FOR FINAL APPROVAL AND PERMIT

- 1. An A prescribed application form for Design Review approval shall be filed with the Zzoning Administrator on a form prescribed by the Administrator, which details the information that must be provided by the applicant along with the plans and other documents that must be submitted. All applications, at a minimum, must be accompanied by the following:
- a. the name and address of the property owner;
- b. the signature of the property owner or an authorized agent;
- e.1. eight (8) copies of the plot plan or site layout, drawn to scale, including all-

- improvements affecting the appearances such as walls, walks, terraces, landscaping, accessory buildings, lights and other elements;
- d. one (1) set of legible photographs showing all sides of existing structures on the site; one (1) set of legible photographs showing the adjoining properties, buildings and structures;
- e.—eight (8) copies of exterior elevations, drawn to scale, on one (1) or more sheets of paper measuring not more than twenty four by thirty six inches (24" x 36"), with sufficient detail to show, as far as they relate to exterior appearances, the design, proposed materials, textures and colors, and
- f. any other information which the Design Review Board may find necessary to establish compliance with this Section.
- 2. An prescribed application form for Approval of the Demolition, Partial Demolition or Removal of an Existing Building or Structure shall be filed with the Zoning Administrator on a form prescribed by the Administrator which details the information that must be provided by the applicant along with the number of plans and other documents that must be submitted. The application shall be accompanied by the following:
 - a. Legible photographs showing all sides of the building or structure for which the application is made. (1 copy)
 - b. Legible photographs showing the adjoining properties. (1 copy)
 - e. Any other information the Design Review Board may find necessary to establish compliance with this Section.
- 3. An application for Design Review Board approval of a proposed new Sign shall be filed with the Zoning Administrator on a form prescribed by the Zoning Administrator. The application shall be accompanied by: eight (8) identical copies of the sign plans. Each copy shall be on one (1) or more sheets of paper measuring not more than twenty-four by thirty-six inches (24" x 36") drawn to scale, which shall show the following:
 - a. signature of the applicant.
 - b.—the name and address of the sign owner and sign erector.
 - e. drawings showing the design, dimensions, color, material and structure of the sign.
 - d. a drawing or photograph of the building facade indicating the proposed location of the sign, and all other existing signs maintained on the premises and regulated by this ordinance.
 - e. proposed method of lighting the sign.
 - f. any additional information which the Design Review Board may require in order to decide on the application.
 - g. payment of a non-refundable, one-time filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town-Clerk. Applicant may resubmit modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an agency of the Town, County, State or Federal Government.
- 4. Upon receipt of a complete application for Final Approval, the Zoning Administrator shall forward it to the chairman of the Design Review Board. The application shall be reviewed by the Design Review Board within the time limits established in Subsection F of this Section. The Zoning Administrator shall notify the applicant of the time and place of the meeting.

E.G. FEE

The application for Design Review shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. No part of the filing fee shall be returnable. Payment of the filing fee shall be waived when the petitioner is the Towntown, Countycounty, State-state or <a href="Federal Governmentgovernment

F.H. REVIEW PROCEDURES AND CRITERIA FOR NEW CONSTRUCTION

- 1. The Design Review Board and Zoning Administrator shall use the criteria below to review proposed applications for new construction. shall review a submitted application for design approval for all new construction and/or installation of Accessory Features. In doing so, both the Design Review Board The Zoning Administrator, Design Review Board, and the applicant shall use photographs, lithographs, and the like of other depictions of Jerome, to support their findings. If photographs, etc., are unavailable, then the determination or finding shall be based on the works of a recognized historic preservation authority; such as, but not limited to, text-books or an architect/historian. Each of the following criteria must be satisfied before an application can be approved:
 - a. PROPORTION The relationship of the width of building or structure to its height shall be visually compatible to buildings, structures, and places to which it is visually related.
 - b. OPENINGS The relationship of the width of the windows and doors, to <u>the</u> height of windows and doors in a building shall be visually compatible with buildings, structures, and places to which the building is visually related.
 - c. PATTERN The relationship of solids to voids in the facade of a building or structure shall be visually compatible with buildings, structures, and places to which it is visually related.
 - d. SPACING The relationship of buildings or structure to the open space between it and adjoining buildings shall be visually compatible to the buildings, structures, and places to which it is visually related.
 - e. ENTRANCES, PORCHES, DECKS, AND PROJECTIONS The height, projection, supports, and relationship to streets and sidewalks, of entrances, porches, decks, awnings, canopies, and balconies of a building shall be visually compatible to the buildings, structures, and places to which it is visually related
 - f. MATERIALS, TEXTURE AND COLOR The materials, texture, and color of the facade of a building or structure, shall be visually compatible with the predominant materials, textures, and color used in the building and structures to which it is visually related.
 - g. ROOFS The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
 - h. ARCHITECTURAL DETAILS Doors, windows, eaves, cornices, and other architectural details of a building or structure shall be visually compatible with buildings and structures to which it is visually related.
 - i. ACCESSORY BUILDINGS Garages, carports, and sheds shall be visually compatible with buildings, structures, and places to which they are visually related.
 - j. ACCESSORY FEATURES Fences, walkways, decks, stairways, lighting, antennae, antennae and other manmade structures shall be visually compatible with buildings, structures, and places to which they are visually related.
 - k. LANDSCAPING Landscaping shall be visually compatible with the landscaping

- around the buildings, structures, and places to which it is visually related.
- l. SCREENING The proposed addition, alteration, or other changes shall be screened with appropriate materials and in an appropriate design so as to be visually compatible with related properties, when, in the opinion of the Design Review Board, all other means of assuring visual compatibility are not reasonably possible.
- m. SOLAR INSTALLATIONS Refer to "Solar Energy System Design Guidelines" approved by the Town Council in June 2015, utilizing best practices for installing solar on historical buildings as recommended by the Department of the Interior. These Guidelines guidelines are available at Jerome Town Hall, the Jerome Library, and on the Town of Jerome website.
- 2. The Design Review Board <u>and Zoning Administrator</u> shall review a submitted application for *Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures*, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing <u>its</u> their decision on the following criteria:
 - a. ARCHITECTURAL FEATURES AND DETAILS Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
 - b. ROOFS Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
 - c. COLOR Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.
 - d. MATERIALS AND TEXTURE The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.
- 3. The Design Review Board shall review a submitted application for *Approval of the Demolition, Partial Demolition, or Removal of Existing Buildings or Structures*, and shall have the power to approve, conditionally approve, or disapprove, all such requests; in accordance with the following procedures and criteria.
 - a. In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.
 - b. If the Design Review Board finds that the preservation and protection of historic places and the public interest will best be served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application, and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such building, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit.

- 4. The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:
 - a. MATERIALS Signs made of wood are preferred.
 - b. LETTERING Lettering and symbols on signs should be routed, applied, or painted on the surface of the signing material.
 - c. COLORS Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.
 - d. EXCEPTIONS The Design Review Board may waive the requirements of this Section and Section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.
- 5. The Design Review Board shall have thirty (30) days from the date of submission of a complete application to review the request and approve, conditionally approve, or reject, said request, and notify the applicant of his decision in writing. If, however, the Design Review Board wishes to hold a public hearing on the request, the Board shall fix a reasonable time for such hearing, but not more than forty-five (45) days from the date of submission of a complete application. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. The Design Review Board shall give notice of the hearing at which the application will be considered by publication of notice in the official newspaper of, the Town and by posting the property affected not less than, fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered. In such case, the Design Review Board shall render its decision within fifteen (15) days after the public hearing.
- 6.—If the decision is to deny the request for Design Approval, the applicant shall be so notified in writing, and the decision shall set forth in detail the reasons for denial.
- 7.—If the decision is to approve or conditionally approve the request for Design Approval, all copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the chairman of the Design Review Board. One (1) copy of said approved plan and conditions shall be mailed to the applicant, one (1) copy shall be filed with the Building Inspector, and one (1) with the Zoning Administrator.

[Ord. No. 374; Ord. No. 406; Ord. No. 451]

G.I. APPEALS AND EXPIRATION OF APPROVALS

When, in the opinion of the Design Review Board, upon hearing and considering all relevant-information, a project is not in keeping with either the tenets of this Ordinance or the Jerome-Comprehensive Plan, the project shall be denied by specific motion of the Board. Any applicant-who is aggrieved by such a decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of esthetics or design standards are not appealable to the Mayor and Council, but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review any and all decisions of the Design Review Board.

1. Any applicant, person residing within 300 feet of the project, or person adversely affected, may appeal a decision of the Design Review Board to the Town Council by filing a written notice of appeal with the Town Clerk not later than fifteen (15) days from the date of the

- board's decision. If the appellant is not the applicant and resides beyond 300 feet of the project, the appellant shall clearly demonstrate how they might be adversely affected by the proposed project.
- 2. When a written appeal is filed with the Town Clerk, the Council shall evaluate the appeal at their next available regular or special meeting. Where an appeal has been filed, the Council may elect to set the matter for a public hearing. If such action is taken, a legal notice shall be published at least once in the official newspaper of the Town, the site shall be posted at least fifteen (15) days prior to the hearing date, and notice shall be mailed to property owners within 300 feet of the site. Notice shall also be given to the Design Review Board and the appellant. The Zoning Administrator shall submit a report to the Council with all relevant information and set forth the reasons for action taken by the Design Review Board.
- 3. An appeal may be filed by persons aggrieved or by any officer, department, board, or bureau of the municipality affected by a decision of the Zoning Administrator. Appeals will be forwarded to the Board of Adjustment by filing a written notice of appeal with the Zoning Administrator, no later than fifteen (15) days from the date of the Zoning Administrator's decision.
- 4. Six (6) months from the date of approval, a plan approval becomes void if a building permit has not been issued and/or work has not commenced.
- 5. A building Building permit may not be issued by the Building Inspector until the fifteen (15)-day appeal period has expired.
- 6. An extension of approval may be granted if the applicant files for an extension prior to the approval becoming void and the extension is granted by the approving board. The approving board may grant a second extension provided the approval is in compliance with all ordinances and requirements in effect at the time of the extension request. Any additional extension requests require review by the Town Council. Application for an extension shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the Town Clerk.

H. EXPIRATION OF DESIGN REVIEW APPROVAL

- 1. Six (6) months from the date of approval, a Design Approval becomes void if a building permit has not been issued.
- 2.—An extension of approval may be granted if the applicant files for an extension prior to the approval becoming void and the extension is granted by the Design Review Board.
- 3.—The Zoning Administrator shall notify the permittee by mail of an expiration of Design Approval.

LJ. VIOLATIONS AND ENFORCEMENT

- Prior to the issuance of a building permit, the Building Inspector shall ascertain that the Design Review Board has approved plans which are in conformance to those presented with the Building building Permit application, and that the time limitations imposed by this ordinance have not elapsed.
- 2. The Zoning Administrator shall iensure that all matters are undertaken according to the conditions of the Design design Approval Approval. In the event of a violation, the Zoning Administrator shall notify the permittee, by mail, that he is in violation of the conditions of the Design design Approval Approval. If no attempt to change the circumstances of the violation is made within ten-fifteen (1510) days after notification, the building permit shall be revoked and considered null and void.
- 3. Violations, Enforcements and Fines. If, thirty fifteen (1530) days after written

notification by the Zoning Administrator, a citizen is still in violation of this ordinance, the Zoning Administrator shall take appropriate legal action to abate the violation.

J. EXCLUSIONS

Nothing in this Section shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure; nor shall anything in this article be construed to prevent the construction, reconstruction, alteration or demolition of any such elements which the authorized municipal officers shall certify as required by public safety.

SECTION 305. ADMINISTRATIVE APPEALS AND VARIANCES

A. APPEALS TO THE BOARD OF ADJUSTMENT

- 1. Appeals to the Board of Adjustment concerning interpretation or administration of this Ordinance may be taken by any person aggrieved or by any officer or department of the Town affected by any decision of the Zoning Administrator.
- 2. Applications for any matter to be considered by the Board shall be filed with the Zoning Administrator on forms furnished for the purpose within thirty (30) days after the action appealed from, and shall specify the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from is taken.
- 3. The appeal stays all proceedings in the matter appealed from, unless the Zoning Administrator, certifies to the board that, by reason of the facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed, except by a restraining order granted by the Board, or by a court of record on application and notice to the Zoning Administrator.
- 4. The Board shall hear the appeal within thirty (30) days, and shall give notice of hearing by publication of a notice in the official newspaper of the Town and by posting the property affected not less than fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered.
- 5. Any party may appear at the hearing in person or by agent or attorney. Parties in interest shall have the right to present their case by oral or documentary evidence, to submit rebuttal evidence, and to conduct such cross-examination of witnesses as may be required for a full and true disclosure of the facts.
- 6. Any aggrieved person may appeal to the Board of Adjustment for a variance from the terms of the Zoning Ordinance only, if because of special circumstances applicable to the property, including its size, shape, topography, location, or surroundings the strict application of the zoning ordinance will deprive such property of privileges enjoyed by other property of same classification in the same zoning district. Any variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.
- 7. A variance shall not be granted by the Board unless the alleged hardship caused by literal interpretation of the provisions of this Ordinance results in more than personal inconvenience and/or financial hardship, and is not the result of actions by the appellant.
- 8. In granting Variance, the Board may impose such conditions and safeguards as are appropriate to insure that the purpose and intent of this Ordinance will be fulfilled. Failure to comply with such conditions and safeguards, when made a part of the terms under which a Variance is granted shall be deemed a violation of this Ordinance.
- 9. No nonconforming use or violations of this Ordinance with respect to neighboring lands, structures, or buildings, in the sane zoning district, and no permitted use of lands, structures or buildings in other zoning districts, shall be considered grounds for granting a variance.
- 10. Every Variance granted shall be personal to the appellant therefore and shall be transferrable and shall run with the land only after completion of any authorized structure or structures.



Town of Jerome

Proclamation

FAIR HOUSING MONTH - APRIL 2021

Whereas, the National Fair Housing Law of 1986, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

Whereas, the principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

Whereas, April has traditionally been designated as Fair Housing Month in the United States;

Now, Therefore, I, Dr. Jack Dillenberg, Mayor of the Town of Jerome, Arizona, do hereby proclaim *April 2021* as *Fair Housing Month* in the Town of Jerome, and urge all citizens of this community to comply with the letter and spirit of the Fair Housing Law.

Dated this 13th day of April, 2021

| | Dr. Jack Dillenberg, Mayor |
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