



TOWN OF JEROME

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

AGENDA

REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, JUNE 9, 2020, AT 7:00 P.M.

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

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

PUBLIC PARTICIPATION IN THE MEETING

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

1. Zoom Conference
 - a. Computer: <https://us02web.zoom.us/j/9286347943>
 - b. Telephone: 1 669 900 6833 Meeting ID: 928 634 7943
2. Submitting questions and comments:
 - a. If attending by Zoom video conference, click the chat button and enter your name and what you would like to address.
 - b. Email c.gallagher@jerome.az.gov (Please submit comments at least one hour prior to the meeting.)

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

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
ITEM #2:	FINANCIAL REPORTS Financial reports for May 2020	Discussion/Possible Action
ITEM #3:	STAFF AND COUNCIL REPORTS Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members.	Discussion/Possible Action
ITEM #4:	ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	APPROVAL OF MINUTES May 12 regular meeting; May 27 special meeting; May 28 special meeting	Discussion/Possible Action
ITEM #6	PETITIONS FROM THE PUBLIC <i>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</i>	Discussion/Possible Direction

ITEM #7:	ORDINANCES	
	<p>ITEM #7A: FIRST READING: ORDINANCE NO. 461, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA TO AMEND ARTICLE 12-2, "RESIDENTIAL PARKING" OF THE JEROME TOWN CODE</p> <p>Council may conduct the first reading of Ordinance No. 461, to amend Article 12-2, "Residential Parking" of the Jerome Town Code to provide for review of parking permit applications by the Zoning Administrator.</p>	Sponsored by Vice Mayor Sage Harvey Discussion/Possible Action
ITEM #8:	UNFINISHED BUSINESS	
	<p>ITEM #8A: TOWN RENTAL PROPERTIES/COVID-19</p> <p>Council will revisit its prior action to allow deferred rental payments by tenants of Town-owned properties for during the COVID-19 pandemic and determine how to address this going forward.</p>	Sponsored by Mayor Alex Barber Discussion/Possible Action
	<p>ITEM #8B: COVID-19 AND TOWN HALL</p> <p>Council will discuss plans and timeline for reopening Town Hall.</p>	Sponsored by Mayor Alex Barber Discussion/Possible Action
	<p>ITEM #8C: COMMUNITY GARDEN UPDATE</p> <p>Zoning Administrator John Knight will update Council regarding the planned community garden near Middle Park.</p>	Sponsored by Mayor Alex Barber Discussion/Possible Direction
ITEM #9:	NEW BUSINESS	
	<p>ITEM #9A: AGREEMENT WITH CONTRACT WASTEWATER OPERATIONS, LLC</p> <p>Council will review and may approve a renewed agreement with Contract Wastewater Operations, LLLC for wastewater treatment system and water system consulting, operation and maintenance.</p>	Sponsored by Mayor Alex Barber Discussion/Possible Action
	<p>ITEM #9B: APS SOLAR COMMUNITIES PROGRAM AGREEMENT</p> <p>Council will review and may approve an agreement with APS for utility-owned solar distributed generation on covered parking at the 300 Level parking area.</p>	Sponsored by Mayor Alex Barber Discussion/Possible Action
	<p>ITEM #9C: AUTHORIZING SALE AT AUCTION</p> <p>Council may authorize the sale at public auction (PublicSurplus.com) of a 2001 Jeep Cherokee no longer needed for public use.</p>	Sponsored by Mayor Alex Barber Discussion/Possible Action
ITEM #10:	TO AND FROM THE COUNCIL	
	Council may direct staff regarding items to be placed on a future meeting agenda.	
ITEM #11:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

Rosa Cays, Deputy Town Clerk

TOWN OF JEROME PARKING REVENUE/EXPENSES

REVENUE:

May 2020

Cash
Credit Card \$ 7,808.90
Coins
Check
Chargeback
Const. Permit

Total Revenue \$ 7,808.90

YTD REVENUE:

Previous: \$ 90,828.60

To Date: \$ 98,637.50

MINUS EXPENSES:

May 2020

Credit Card Merchant Exp \$ 110.05
Parking Computer & Software Support \$ 399.86
Salary For Parking Enforcement \$ 90.00
Phone Lines For Kiosks \$ 120.32
Kiosk Supplies*

Total Expenses \$ 720.23

YTD EXPENSES

Previous: \$ 92,629.28

To Date: \$ 93,349.51

Total Income/Loss \$ 7,088.67

YTD Income/Loss \$ 5,287.99

*One Time Costs

Town of Jerome
Budget to Actual Summary
17-Oct

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
10	GF Revenue	\$ 112,785.41	\$ 208,807.96	\$ (96,022.55)	\$ 1,727,946.99	\$ 1,820,426.04	\$ (92,479.05)
	Total	\$ 112,785.41	\$ 208,807.96	\$ (96,022.55)	\$ 1,727,946.99	\$ 1,820,426.04	\$ (92,479.05)
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
11	Admin	\$ 45,586.51	\$ 59,339.08	\$ 13,752.57	\$ 603,274.17	\$ 702,370.26	\$ 99,096.09
12	Court	\$ 5,314.92	\$ 6,536.05	\$ 1,221.13	\$ 66,650.82	\$ 75,121.95	\$ 8,471.13
13	Police	\$ 32,948.99	\$ 36,245.62	\$ 3,296.63	\$ 413,457.81	\$ 457,364.38	\$ 43,906.57
14	Fire	\$ 13,253.69	\$ 30,089.59	\$ 16,835.90	\$ 271,876.49	\$ 352,236.41	\$ 80,359.92
15	Library	\$ 4,665.81	\$ 7,717.53	\$ 3,051.72	\$ 83,495.69	\$ 87,375.47	\$ 3,879.78
16	P&Z	\$ 6,415.45	\$ 8,848.37	\$ 2,432.92	\$ 79,968.02	\$ 97,321.63	\$ 17,353.61
17	Parks	\$ 744.89	\$ 1,653.92	\$ 909.03	\$ 54,754.74	\$ 68,170.08	\$ 13,415.34
18	Properties	\$ 6,980.18	\$ 18,344.59	\$ 11,364.41	\$ 216,889.22	\$ 280,387.41	\$ 63,498.19
	Total	\$ 115,910.44	\$ 168,774.75	\$ 52,864.31	\$ 1,790,366.96	\$ 2,120,347.59	\$ 329,980.63
General	Net Income (Loss)	\$ (3,125.03)	\$ 40,033.21	\$ (43,158.24)	\$ (62,419.97)	\$ (299,921.55)	\$ 237,501.58
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 22,406.60	\$ 25,250.00	\$ (2,843.40)	\$ 271,454.74	\$ 277,750.00	\$ (6,295.26)
51	Sewer	\$ 18,123.76	\$ 21,258.32	\$ (3,134.56)	\$ 227,115.63	\$ 233,841.68	\$ (6,726.05)
52	Trash	\$ 11,000.76	\$ 15,916.66	\$ (4,915.90)	\$ 163,589.31	\$ 175,083.34	\$ (11,494.03)
	Total	\$ 51,531.12	\$ 62,424.98	\$ (10,893.86)	\$ 662,159.68	\$ 686,675.02	\$ (24,515.34)
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 15,264.65	\$ 18,566.82	\$ 3,302.17	\$ 189,856.03	\$ 237,333.18	\$ 47,477.15
51	Sewer	\$ 17,052.45	\$ 20,648.42	\$ 3,595.97	\$ 179,769.44	\$ 242,284.90	\$ 62,515.46
52	Trash	\$ 11,065.49	\$ 14,959.69	\$ 3,894.20	\$ 159,211.55	\$ 188,373.65	\$ 29,162.10
	Total	\$ 43,382.59	\$ 54,174.93	\$ 10,792.34	\$ 528,837.02	\$ 667,991.73	\$ 139,154.71
Utilities	Net Income (Loss)	\$ 8,148.53	\$ 8,250.05	\$ (101.52)	\$ 133,322.66	\$ 18,683.29	\$ 114,639.37
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
30	HURF	\$ 6,791.80	\$ 9,415.98	\$ (2,624.18)	\$ 278,829.47	\$ 301,378.02	\$ (22,548.55)
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
		\$ 6,791.80	\$ 8,533.59	\$ 1,741.79	\$ 86,556.95	\$ 111,343.75	\$ 24,786.80
Road	Net Income (Loss)	\$ -	\$ 882.39	\$ (882.39)	\$ 192,272.52	\$ 190,034.27	\$ 2,238.25
	Total Revenue	\$ 171,108.33			\$ 2,668,936.14		
	Less Total Expense	\$ 166,084.83			\$ 2,405,760.93		
	Net Income (Loss)	\$ 5,023.50			\$ 263,175.21		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Property Taxes	\$8,177.74	\$3,958.33	\$4,219.41	106.6%	\$55,168.47	\$43,541.67	\$11,626.80	26.7%
City Sales Taxes	45,223.80	116,500.00	(71,276.20)	(61.2)	926,190.48	942,400.00	(16,209.52)	(1.7)
State Sales Taxes	3,516.29	3,923.33	(407.04)	(10.4)	43,365.78	43,156.67	209.11	0.5
Urban Revenue Share	16,164.31	16,164.33	(0.02)	0.0	177,807.41	177,807.67	(0.26)	0.0
Yavapai County for Library	0.00	0.00	0.00	0.0	9,443.13	8,500.00	943.13	11.1
Vehicle License Tax	1,962.99	2,757.50	(794.51)	(28.8)	29,364.30	30,332.50	(968.20)	(3.2)
Fines and Forfeitures	4,556.09	5,416.66	(860.57)	(15.9)	52,695.18	59,583.34	(6,888.16)	(11.6)
Court Security Fund Revenue	300.00	0.00	300.00	0.0	9,190.00	0.00	9,190.00	0.0
Building Permits	100.00	458.33	(358.33)	(78.2)	8,448.57	5,041.67	3,406.90	67.6
Planning & Zoning Fees	300.00	291.66	8.34	2.9	2,718.00	3,208.34	(490.34)	(15.3)
Parking Revenue	7,808.90	14,921.87	(7,112.97)	(47.7)	98,637.50	110,078.13	(11,440.63)	(10.4)
Business Licenses	290.00	750.00	(460.00)	(61.3)	4,010.00	8,250.00	(4,240.00)	(51.4)
Commercial Filming Fees	0.00	41.66	(41.66)	(100.0)	0.00	458.34	(458.34)	(100.0)
Fire Dept Services Rev	0.00	625.00	(625.00)	(100.0)	12,564.26	6,875.00	5,689.26	82.8
Franchise Fees	0.00	0.00	0.00	0.0	22,119.33	18,000.00	4,119.33	22.9
Police Officer Safety Equip Rev	98.51	175.00	(76.49)	(43.7)	1,463.64	1,925.00	(461.36)	(24.0)
Police Services	911.00	2,400.00	(1,489.00)	(62.0)	14,904.72	23,600.00	(8,695.28)	(36.8)
Rents	6,543.51	6,543.50	0.01	0.0	72,338.61	71,978.50	360.11	0.5
Utility Reimbursements	257.00	416.66	(159.66)	(38.3)	4,377.80	4,583.34	(205.54)	(4.5)
Wildland Fire Fees	0.00	8,333.33	(8,333.33)	(100.0)	0.00	41,666.67	(41,666.67)	(100.0)
Wildlands Wage Reimbursement	0.00	6,333.33	(6,333.33)	(100.0)	0.00	31,666.67	(31,666.67)	(100.0)
Firewise Wage Reimbursement	0.00	4,333.33	(4,333.33)	(100.0)	21,645.33	28,666.67	(7,021.34)	(24.5)
Contributions	0.00	16.66	(16.66)	(100.0)	40.00	183.34	(143.34)	(78.2)
Library Contributions	0.00	250.00	(250.00)	(100.0)	599.00	2,750.00	(2,151.00)	(78.2)
Interest	206.11	133.33	72.78	54.6	2,158.18	1,466.67	691.51	47.1
Sale of Assets	3,355.00	500.00	2,855.00	571.0	5,552.00	5,500.00	52.00	0.9
Miscellaneous Revenues	75.00	583.33	(508.33)	(87.1)	10,814.54	6,416.67	4,397.87	68.5
Ins Dividends, Claims, Reimbursmts	0.00	41.66	(41.66)	(100.0)	0.00	458.34	(458.34)	(100.0)
Administrative Charges	12,939.16	12,939.16	0.00	0.0	142,330.76	142,330.84	(0.08)	0.0
Net Revenues	\$112,785.41	\$208,807.96	\$(96,022.55)	(46.0)%	\$1,727,946.99	\$1,820,426.04	\$(92,479.05)	(5.1)%
Net Income (Loss)	\$112,785.41	\$208,807.96	\$(96,022.55)	(46.0)%	\$1,727,946.99	\$1,820,426.04	\$(92,479.05)	(5.1)%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Accounting and Auditing	\$0.00	\$0.00	\$0.00	0.0%	\$13,200.00	\$17,500.00	\$4,300.00	24.6%
Advertising, Printing, & Publishing	215.11	333.33	118.22	35.5	4,297.02	3,666.67	(630.35)	(17.2)
Contract Services	222.59	525.00	302.41	57.6	7,302.85	6,975.00	(327.85)	(4.7)
Conventions and Seminars	0.00	125.00	125.00	100.0	928.51	1,375.00	446.49	32.5
Training & Education	(255.00)	208.33	463.33	222.4	826.15	2,291.67	1,465.52	63.9
Dues, Subs & Memberships	160.00	150.00	(10.00)	(6.7)	7,222.70	6,450.00	(772.70)	(12.0)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,195.19	1,218.00	22.81	1.9
Fuel	0.00	0.00	0.00	0.0	78.11	0.00	(78.11)	0.0
Insurance	0.00	0.00	0.00	0.0	8,293.33	13,633.34	5,340.01	39.2
Insurance Deductible Exp	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Legal Exp - Gen Gov	234.00	1,000.00	766.00	76.6	10,549.50	11,000.00	450.50	4.1
Litigation Expense	156.00	0.00	(156.00)	0.0	858.00	0.00	(858.00)	0.0
Miscellaneous	500.00	0.00	(500.00)	0.0	5,165.86	3,403.00	(1,762.86)	(51.8)
Bank Fees - Gen Admin	117.54	141.66	24.12	17.0	1,575.44	1,558.34	(17.10)	(1.1)
Bank Fees / Merch Svcs	682.08	566.66	(115.42)	(20.4)	6,219.97	6,233.34	13.37	0.2
Office Supplies	675.02	500.00	(175.02)	(35.0)	5,267.42	5,500.00	232.58	4.2
Copier & Equip Lease Expense	475.58	625.00	149.42	23.9	7,468.68	6,875.00	(593.68)	(8.6)
Software Support Exp - GG	528.40	541.66	13.26	2.4	7,963.53	7,458.34	(505.19)	(6.8)
Computer Hardware & Service	349.92	458.33	108.41	23.7	8,474.79	9,541.67	1,066.88	11.2
Operating Supplies - Gen Gov	45.42	83.33	37.91	45.5	1,019.18	916.67	(102.51)	(11.2)
Postage	0.00	458.33	458.33	100.0	2,500.25	5,041.67	2,541.42	50.4
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	79.73	458.34	378.61	82.6
Shuttle Expenses	0.00	125.00	125.00	100.0	1,427.57	1,375.00	(52.57)	(3.8)
Small Tools and Equipment	0.00	83.33	83.33	100.0	102.65	916.67	814.02	88.8
Telephone	219.97	375.00	155.03	41.3	2,217.80	4,125.00	1,907.20	46.2
Travel	0.00	125.00	125.00	100.0	2,105.40	1,375.00	(730.40)	(53.1)
Tourism 1% Bed Tax	186.61	108.33	(78.28)	(72.3)	4,826.06	5,691.67	865.61	15.2
Community Health	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Preservation of Historic Buildings	0.00	4,166.66	4,166.66	100.0	0.00	45,833.34	45,833.34	100.0
Transfers Out	19,460.85	22,000.00	2,539.15	11.5	217,403.93	242,000.00	24,596.07	10.2
Total Program Expenses	\$23,974.09	\$32,824.93	\$8,850.84	27.0 %	\$328,569.62	\$413,329.41	\$84,759.79	20.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$15,955.24	\$19,667.83	\$3,712.59	18.9%	\$207,196.91	\$216,346.17	\$9,149.26	4.2%
Longevity Bonus	238.00	505.00	267.00	52.9	1,067.15	1,339.00	271.85	20.3
Payment in Lieu of Medical Benefits	397.60	433.75	36.15	8.3	4,807.35	4,771.25	(36.10)	(0.8)

6/1/20
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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
FICA Match	1,223.56	1,546.33	322.77	20.9	15,769.08	17,009.67	1,240.59	7.3
Retirement Match	1,231.36	1,412.66	181.30	12.8	14,739.52	15,539.34	799.82	5.1
Health/Life Insurance	2,554.24	2,895.75	341.51	11.8	29,299.33	31,853.25	2,553.92	8.0
Workers Compensation	0.00	0.00	0.00	0.0	1,137.00	1,601.00	464.00	29.0
Unemployment Insurance	12.42	52.83	40.41	76.5	688.21	581.17	(107.04)	(18.4)
Total General & Administrative Expenses	\$21,612.42	\$26,514.15	\$4,901.73	18.5 %	\$274,704.55	\$289,040.85	\$14,336.30	5.0 %
Total Expenses	\$45,586.51	\$59,339.08	\$13,752.57	23.2%	\$603,274.17	\$702,370.26	\$99,096.09	14.1%
Net Income (Loss)	\$(45,586.51)	\$(59,339.08)	\$13,752.57	23.2%	(\$603,274.17)	\$(702,370.26)	\$99,096.09	14.1%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Court Security Fund Expenses	\$123.00	\$0.00	\$(123.00)	0.0%	\$123.00	\$0.00	\$(123.00)	0.0%
Contract Services	0.00	458.33	458.33	100.0	122.30	5,041.67	4,919.37	97.6
Conventions and Seminars	0.00	8.33	8.33	100.0	0.00	91.67	91.67	100.0
Training & Education	0.00	43.75	43.75	100.0	0.00	481.25	481.25	100.0
Dues and Subscriptions	0.00	20.83	20.83	100.0	284.10	229.17	(54.93)	(24.0)
Miscellaneous	0.00	25.00	25.00	100.0	200.77	275.00	74.23	27.0
Office Supplies	0.00	0.00	0.00	0.0	76.79	0.00	(76.79)	0.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	2,250.00	2,250.00	0.00	0.0
Telephone	70.56	70.00	(0.56)	(0.8)	776.91	770.00	(6.91)	(0.9)
Travel	0.00	79.16	79.16	100.0	67.36	870.84	803.48	92.3
Total Program Expenses	\$193.56	\$705.40	\$511.84	72.6 %	\$3,901.23	\$10,009.60	\$6,108.37	61.0 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,608.80	\$5,251.16	\$642.36	12.2%	\$55,619.40	\$57,762.84	\$2,143.44	3.7%
Longevity Bonus	0.00	0.00	0.00	0.0	464.00	464.00	0.00	0.0
FICA and Medicare	352.56	404.66	52.10	12.9	4,297.92	4,451.34	153.42	3.4
Retirement	160.00	174.83	14.83	8.5	1,938.24	1,923.17	(15.07)	(0.8)
Worker's Compensation	0.00	0.00	0.00	0.0	196.00	277.00	81.00	29.2
Unemployment	0.00	0.00	0.00	0.0	234.03	234.00	(0.03)	0.0
Total General & Administrative Expenses	\$5,121.36	\$5,830.65	\$709.29	12.2 %	\$62,749.59	\$65,112.35	\$2,362.76	3.6 %
Total Expenses	\$5,314.92	\$6,536.05	\$1,221.13	18.7%	\$66,650.82	\$75,121.95	\$8,471.13	11.3%
Net Income (Loss)	\$(5,314.92)	\$(6,536.05)	\$1,221.13	18.7%	(\$66,650.82)	\$(75,121.95)	\$8,471.13	11.3%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$333.33	\$333.33	100.0%	\$100.00	\$3,666.67	\$3,566.67	97.3%
Training & Education	0.00	0.00	0.00	0.0	9,849.85	6,000.00	(3,849.85)	(64.2)
Dispatch Fees	508.25	508.33	0.08	0.0	5,590.75	5,591.67	0.92	0.0
Dues and Subscriptions	326.26	125.00	(201.26)	(161.0)	1,063.02	1,375.00	311.98	22.7
Fuel	228.68	416.66	187.98	45.1	4,059.34	4,583.34	524.00	11.4
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Medical Expenses	0.00	0.00	0.00	0.0	715.00	500.00	(215.00)	(43.0)
Medical Supplies Exp	658.39	0.00	(658.39)	0.0	3,829.72	3,000.00	(829.72)	(27.7)
Miscellaneous	75.00	125.00	50.00	40.0	874.25	1,375.00	500.75	36.4
Operating Supplies - Fire Dept	0.00	83.33	83.33	100.0	566.11	916.67	350.56	38.2
Rep and Maint - Vehicles	501.07	0.00	(501.07)	0.0	35,833.17	16,000.00	(19,833.17)	(124.0)
Rep and Maint - Equipment	89.00	416.66	327.66	78.6	1,270.17	4,583.34	3,313.17	72.3
Small Tools and Equipment	0.00	722.22	722.22	100.0	7,161.14	9,277.78	2,116.64	22.8
Telephone	156.13	416.66	260.53	62.5	3,525.73	4,583.34	1,057.61	23.1
Training Center Assessment	0.00	0.00	0.00	0.0	2,492.00	2,700.00	208.00	7.7
Utilities	0.00	0.00	0.00	0.0	106.70	0.00	(106.70)	0.0
Total Program Expenses	\$2,542.78	\$3,188.85	\$646.07	20.3 %	\$77,036.95	\$64,611.15	\$(12,425.80)	(19.2)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$7,199.60	\$10,356.08	\$3,156.48	30.5%	\$105,562.97	\$113,916.92	\$8,353.95	7.3%
Wildland Personnel	0.00	6,350.00	6,350.00	100.0	0.00	31,750.00	31,750.00	100.0
Volunteer-Employee Volunteer Personnel	1,390.50	2,000.00	609.50	30.5	14,215.50	22,000.00	7,784.50	35.4
Firewise Personnel	397.50	3,600.00	3,202.50	89.0	16,257.50	39,600.00	23,342.50	58.9
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	218.00	0.00	0.0
FICA and Medicare	580.64	1,372.50	791.86	57.7	9,574.99	15,097.50	5,522.51	36.6
Retirement	352.76	806.50	453.74	56.3	19,314.41	20,871.50	1,557.09	7.5
Health Insurance	752.90	2,295.00	1,542.10	67.2	20,986.59	25,245.00	4,258.41	16.9
Worker's Compensation	0.00	0.00	0.00	0.0	7,852.00	17,599.00	9,747.00	55.4
Unemployment	37.01	120.66	83.65	69.3	857.58	1,327.34	469.76	35.4
Total General & Administrative Expenses	\$10,710.91	\$26,900.74	\$16,189.83	60.2 %	\$194,839.54	\$287,625.26	\$92,785.72	32.3 %
Total Expenses	\$13,253.69	\$30,089.59	\$16,835.90	56.0%	\$271,876.49	\$352,236.41	\$80,359.92	22.8%
Net Income (Loss)	\$(13,253.69)	\$(30,089.59)	\$16,835.90	56.0%	(\$271,876.49)	\$(352,236.41)	\$80,359.92	22.8%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$16.66	\$16.66	100.0%	\$0.00	\$183.34	\$183.34	100.0%
Contract Services	0.00	250.00	250.00	100.0	0.00	2,750.00	2,750.00	100.0
Training & Education	149.00	208.33	59.33	28.5	434.00	2,291.67	1,857.67	81.1
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	41.66	41.66	100.0	1,117.89	458.34	(659.55)	(143.9)
Fuel	424.05	666.66	242.61	36.4	6,806.92	7,333.34	526.42	7.2
Prosecutor Exp	2,051.50	2,500.00	448.50	17.9	20,636.50	27,500.00	6,863.50	25.0
Miscellaneous	500.00	50.00	(450.00)	(900.0)	1,809.29	550.00	(1,259.29)	(229.0)
Software Service & Support	1,225.00	0.00	(1,225.00)	0.0	4,349.62	1,000.00	(3,349.62)	(335.0)
Computer Hardware & Service	0.00	416.66	416.66	100.0	100.00	4,583.34	4,483.34	97.8
Operating Supplies - Police	0.00	208.33	208.33	100.0	762.66	2,291.67	1,529.01	66.7
Postage	0.00	8.33	8.33	100.0	187.61	91.67	(95.94)	(104.7)
Rep and Maint - Vehicles	707.81	0.00	(707.81)	0.0	8,377.05	5,500.00	(2,877.05)	(52.3)
Rep and Maint - Equipment	811.27	0.00	(811.27)	0.0	2,573.59	1,200.00	(1,373.59)	(114.5)
Police Officer Safety Equip Exp	0.00	175.00	175.00	100.0	0.00	1,925.00	1,925.00	100.0
Small Tools and Equipment	0.00	250.00	250.00	100.0	66.12	2,750.00	2,683.88	97.6
Telephone	294.46	333.33	38.87	11.7	3,269.53	3,666.67	397.14	10.8
Uniforms	0.00	125.00	125.00	100.0	191.91	1,375.00	1,183.09	86.0
Operating Equipment	0.00	0.00	0.00	0.0	486.87	0.00	(486.87)	0.0
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	11,185.58	11,500.00	314.42	2.7
Total Program Expenses	\$6,163.09	\$5,249.96	\$(913.13)	(17.4)%	\$79,855.14	\$94,500.04	\$14,644.90	15.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$19,604.50	\$22,403.75	\$2,799.25	12.5%	\$232,160.43	\$246,441.25	\$14,280.82	5.8%
Longevity Bonus	0.00	70.00	70.00	100.0	1,215.00	1,278.00	63.00	4.9
FICA and Medicare	1,382.43	1,723.58	341.15	19.8	16,931.10	18,959.42	2,028.32	10.7
Retirement	2,223.55	2,867.75	644.20	22.5	27,380.09	31,545.25	4,165.16	13.2
Health Insurance	3,487.46	3,860.00	372.54	9.7	41,849.52	42,460.00	610.48	1.4
Worker's Compensation	0.00	0.00	0.00	0.0	14,984.00	21,404.00	6,420.00	30.0
Unemployment	87.96	70.58	(17.38)	(24.6)	972.45	776.42	(196.03)	(25.2)
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(1,889.92)	0.00	1,889.92	0.0
Total General & Administrative Expenses	\$26,785.90	\$30,995.66	\$4,209.76	13.6 %	\$333,602.67	\$362,864.34	\$29,261.67	8.1 %
Total Expenses	\$32,948.99	\$36,245.62	\$3,296.63	9.1%	\$413,457.81	\$457,364.38	\$43,906.57	9.6%
Net Income (Loss)	\$(32,948.99)	\$(36,245.62)	\$3,296.63	9.1%	\$(413,457.81)	\$(457,364.38)	\$43,906.57	9.6%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$104.16	\$104.16	100.0%	\$0.00	\$1,145.84	\$1,145.84	100.0%
Miscellaneous	0.00	41.66	41.66	100.0	208.00	458.34	250.34	54.6
Office Supplies	0.00	25.00	25.00	100.0	211.41	275.00	63.59	23.1
Operating Supplies - Library	0.00	333.33	333.33	100.0	3,163.77	3,666.67	502.90	13.7
Print and Non-Print Materials	0.00	199.16	199.16	100.0	3,243.72	3,690.84	447.12	12.1
Rep and Maint - Equipment	0.00	16.66	16.66	100.0	0.00	183.34	183.34	100.0
Small Tools and Equipment	0.00	83.33	83.33	100.0	4,221.01	916.67	(3,304.34)	(360.5)
Telephone	75.08	83.33	8.25	9.9	879.43	916.67	37.24	4.1
E-Rate Exp	40.07	25.00	(15.07)	(60.3)	640.77	275.00	(365.77)	(133.0)
Total Program Expenses	\$115.15	\$911.63	\$796.48	87.4 %	\$12,568.11	\$11,528.37	\$(1,039.74)	(9.0)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,289.60	\$5,272.08	\$1,982.48	37.6%	\$53,482.37	\$57,992.92	\$4,510.55	7.8%
Longevity Bonus	0.00	0.00	0.00	0.0	563.30	678.00	114.70	16.9
FICA and Medicare	245.00	407.66	162.66	39.9	4,052.77	4,484.34	431.57	9.6
Retirement	263.16	285.08	21.92	7.7	3,252.18	3,135.92	(116.26)	(3.7)
Health Insurance	752.90	810.00	57.10	7.0	9,034.80	8,910.00	(124.80)	(1.4)
Worker's Compensation	0.00	0.00	0.00	0.0	218.00	304.00	86.00	28.3
Unemployment	0.00	31.08	31.08	100.0	324.16	341.92	17.76	5.2
Total General & Administrative Expenses	\$4,550.66	\$6,805.90	\$2,255.24	33.1 %	\$70,927.58	\$75,847.10	\$4,919.52	6.5 %
Total Expenses	\$4,665.81	\$7,717.53	\$3,051.72	39.5%	\$83,495.69	\$87,375.47	\$3,879.78	4.4%
Net Income (Loss)	\$(4,665.81)	\$(7,717.53)	\$3,051.72	39.5%	(\$83,495.69)	\$(87,375.47)	\$3,879.78	4.4%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$34.54	\$34.54	100.0%	\$0.00	\$965.46	\$965.46	100.0%
Contract Services	0.00	125.00	125.00	100.0	0.00	1,375.00	1,375.00	100.0
Training & Education	(295.00)	125.00	420.00	336.0	319.00	1,375.00	1,056.00	76.8
Legal Exp - P&Z	760.50	249.99	(510.51)	(204.2)	18,447.00	12,750.01	(5,696.99)	(44.7)
Miscellaneous	0.00	25.00	25.00	100.0	88.39	275.00	186.61	67.9
Operating Supplies - P&Z	0.00	20.83	20.83	100.0	375.33	229.17	(146.16)	(63.8)
Small Tools and Equipment	0.00	20.83	20.83	100.0	109.84	229.17	119.33	52.1
Telephone	72.57	50.00	(22.57)	(45.1)	608.82	550.00	(58.82)	(10.7)
Travel	0.00	41.66	41.66	100.0	106.72	458.34	351.62	76.7
Total Program Expenses	\$538.07	\$692.85	\$154.78	22.3 %	\$20,055.10	\$18,207.15	\$(1,847.95)	(10.1)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,625.63	\$6,121.72	\$1,496.09	24.4%	\$48,389.29	\$61,867.28	\$13,477.99	21.8%
Longevity Bonus	100.00	109.00	9.00	8.3	100.00	109.00	9.00	8.3
Health Benefit Stipend	416.92	0.00	(416.92)	0.0	3,752.28	0.00	(3,752.28)	0.0
FICA and Medicare	393.41	470.45	77.04	16.4	4,007.98	4,754.55	746.57	15.7
Retirement	326.14	493.33	167.19	33.9	2,864.87	3,946.67	1,081.80	27.4
Health Insurance	5.22	944.44	939.22	99.4	46.98	7,555.56	7,508.58	99.4
Worker's Compensation	0.00	0.00	0.00	0.0	393.00	699.00	306.00	43.8
Unemployment	10.06	16.58	6.52	39.3	358.52	182.42	(176.10)	(96.5)
Total General & Administrative Expenses	\$5,877.38	\$8,155.52	\$2,278.14	27.9 %	\$59,912.92	\$79,114.48	\$19,201.56	24.3 %
Total Expenses	\$6,415.45	\$8,848.37	\$2,432.92	27.5%	\$79,968.02	\$97,321.63	\$17,353.61	17.8%
Net Income (Loss)	\$(6,415.45)	\$(8,848.37)	\$2,432.92	27.5%	(\$79,968.02)	\$(97,321.63)	\$17,353.61	17.8%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Fuel	\$4.42	\$4.16	\$(0.26)	(6.3)%	\$41.64	\$45.84	\$4.20	9.2%
Legal Exp - Parks	0.00	125.00	125.00	100.0	0.00	1,375.00	1,375.00	100.0
Miscellaneous	0.00	16.66	16.66	100.0	167.02	183.34	16.32	8.9
Software Service & Support	12.50	33.33	20.83	62.5	125.00	366.67	241.67	65.9
Operating Supplies - Parks	0.00	41.66	41.66	100.0	83.42	458.34	374.92	81.8
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	91.67	91.67	100.0
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	1,289.34	2,291.67	1,002.33	43.7
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Rep and Maint - Infrastructure	0.00	166.66	166.66	100.0	0.00	1,833.34	1,833.34	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	44.05	275.00	230.95	84.0
Telephone	0.00	16.66	16.66	100.0	2.81	183.34	180.53	98.5
Uniform Exp Parks	0.00	41.66	41.66	100.0	168.31	458.34	290.03	63.3
Utilities	163.61	208.33	44.72	21.5	2,132.98	2,291.67	158.69	6.9
Purchase of Real Estate-Parks	0.00	0.00	0.00	0.0	43,468.30	48,500.00	5,031.70	10.4
Lease Payments	0.00	25.00	25.00	100.0	216.80	1,275.00	1,058.20	83.0
Total Program Expenses	\$180.53	\$962.44	\$781.91	81.2 %	\$47,739.67	\$60,087.56	\$12,347.89	20.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$419.63	\$498.16	\$78.53	15.8%	\$5,030.05	\$5,479.84	\$449.79	8.2%
FICA and Medicare	30.65	38.08	7.43	19.5	376.02	418.92	42.90	10.2
Retirement	28.86	39.33	10.47	26.6	343.03	432.67	89.64	20.7
Health Insurance	84.82	114.58	29.76	26.0	997.81	1,260.42	262.61	20.8
Worker's Compensation	0.00	0.00	0.00	0.0	246.00	476.00	230.00	48.3
Unemployment	0.40	1.33	0.93	69.9	22.16	14.67	(7.49)	(51.1)
Total General & Administrative Expenses	\$564.36	\$691.48	\$127.12	18.4 %	\$7,015.07	\$8,082.52	\$1,067.45	13.2 %
Total Expenses	\$744.89	\$1,653.92	\$909.03	55.0%	\$54,754.74	\$68,170.08	\$13,415.34	19.7%
Net Income (Loss)	\$(744.89)	\$(1,653.92)	\$909.03	55.0%	(\$54,754.74)	\$(68,170.08)	\$13,415.34	19.7%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$50.00	\$466.66	\$416.66	89.3%	\$5,398.75	\$9,533.34	\$4,134.59	43.4%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	4,583.34	4,583.34	100.0
Equipment Rentals - Properties	0.00	8.33	8.33	100.0	0.00	91.67	91.67	100.0
Fuel	8.84	8.33	(0.51)	(6.1)	50.07	91.67	41.60	45.4
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Miscellaneous	65.79	83.33	17.54	21.0	1,681.09	916.67	(764.42)	(83.4)
Software Service & Support	12.50	33.33	20.83	62.5	125.00	366.67	241.67	65.9
Operating Supplies - Properties	36.01	125.00	88.99	71.2	1,103.16	1,375.00	271.84	19.8
R&M Building - Properties	0.00	1,666.66	1,666.66	100.0	31,104.96	37,333.34	6,228.38	16.7
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	1,356.42	2,291.67	935.25	40.8
Rep and Maint - Equipment	0.00	20.83	20.83	100.0	0.00	229.17	229.17	100.0
Rep and Maint - Infrastructure	0.00	250.00	250.00	100.0	4,962.94	11,750.00	6,787.06	57.8
Parking Kiosks Expenses	630.23	6,812.50	6,182.27	90.7	87,983.42	117,187.50	29,204.08	24.9
Small Tools and Equipment	0.00	20.83	20.83	100.0	326.44	229.17	(97.27)	(42.4)
Telephone	0.00	0.00	0.00	0.0	2.82	0.00	(2.82)	0.0
Uniform Exp Properties	0.00	41.66	41.66	100.0	168.31	458.34	290.03	63.3
Utilities	2,682.02	3,833.33	1,151.31	30.0	38,993.24	42,166.67	3,173.43	7.5
Lease Payments	0.00	25.00	25.00	100.0	216.80	1,275.00	1,058.20	83.0
Total Program Expenses	\$3,485.39	\$14,062.44	\$10,577.05	75.2 %	\$173,473.42	\$230,337.56	\$56,864.14	24.7 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,598.49	\$3,084.75	\$486.26	15.8%	\$31,147.76	\$33,932.25	\$2,784.49	8.2%
FICA and Medicare	189.82	236.00	46.18	19.6	2,328.43	2,596.00	267.57	10.3
Retirement	178.68	243.66	64.98	26.7	2,123.75	2,680.34	556.59	20.8
Health Insurance	525.34	709.33	183.99	25.9	6,178.52	7,802.67	1,624.15	20.8
Worker's Compensation	0.00	0.00	0.00	0.0	1,500.00	2,946.00	1,446.00	49.1
Unemployment	2.46	8.41	5.95	70.7	137.34	92.59	(44.75)	(48.3)
Total General & Administrative Expenses	\$3,494.79	\$4,282.15	\$787.36	18.4 %	\$43,415.80	\$50,049.85	\$6,634.05	13.3 %
Total Expenses	\$6,980.18	\$18,344.59	\$11,364.41	61.9%	\$216,889.22	\$280,387.41	\$63,498.19	22.6%
Net Income (Loss)	\$(6,980.18)	\$(18,344.59)	\$11,364.41	61.9%	(\$216,889.22)	\$(280,387.41)	\$63,498.19	22.6%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Water Usage Fees	\$12,356.60	\$15,000.00	\$(2,643.40)	(17.6)%	\$159,159.74	\$165,000.00	\$(5,840.26)	(3.5)%
Miscellaneous	50.00	250.00	(200.00)	(80.0)	2,295.00	2,750.00	(455.00)	(16.5)
Transfers In	10,000.00	10,000.00	0.00	0.0	110,000.00	110,000.00	0.00	0.0
Net Revenues	\$22,406.60	\$25,250.00	\$(2,843.40)	(11.3)%	\$271,454.74	\$277,750.00	\$(6,295.26)	(2.3)%
Program Expenses								
Contract Services	\$900.00	\$916.66	\$16.66	1.8%	\$9,300.30	\$10,083.34	\$783.04	7.8%
Training & Education	0.00	41.66	41.66	100.0	98.50	458.34	359.84	78.5
Dues and Subscriptions	0.00	16.66	16.66	100.0	190.50	183.34	(7.16)	(3.9)
Permit Fee Exp - Water	0.00	0.00	0.00	0.0	637.07	400.00	(237.07)	(59.3)
Engineering Fees	0.00	112.50	112.50	100.0	0.00	1,237.50	1,237.50	100.0
Equipment Rentals	0.00	16.66	16.66	100.0	0.00	183.34	183.34	100.0
Fuel	184.18	166.66	(17.52)	(10.5)	1,739.33	1,833.34	94.01	5.1
Insurance	0.00	0.00	0.00	0.0	3,189.90	6,333.34	3,143.44	49.6
Legal Exp - Water	140.00	1,250.00	1,110.00	88.8	4,915.50	13,750.00	8,834.50	64.3
Miscellaneous	0.00	56.50	56.50	100.0	192.19	621.50	429.31	69.1
Software Support Exp - Water	870.47	208.33	(662.14)	(317.8)	2,723.52	2,291.67	(431.85)	(18.8)
Operating Supplies - Water	0.00	250.00	250.00	100.0	2,659.40	2,750.00	90.60	3.3
R&M Building - Water	0.00	16.66	16.66	100.0	0.00	183.34	183.34	100.0
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	1,443.00	2,291.67	848.67	37.0
Rep and Maint - Equipment	0.00	208.33	208.33	100.0	83.49	2,291.67	2,208.18	96.4
Rep and Maint - Infrastructure	2,936.39	2,983.33	46.94	1.6	17,456.84	27,983.33	10,526.49	37.6
Service Tests/System Testing	15.00	91.66	76.66	83.6	135.00	1,008.34	873.34	86.6
Small Tools and Equipment	0.00	125.00	125.00	100.0	620.37	1,375.00	754.63	54.9
Telephone Exp - Water	0.00	83.33	83.33	100.0	149.71	916.67	766.96	83.7
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	825.00	825.00	100.0
Uniform Exp Water	0.00	41.66	41.66	100.0	168.40	458.34	289.94	63.3
Utilities Exp - Water	34.61	41.66	7.05	16.9	414.12	458.34	44.22	9.6
Administrative Charge	4,019.33	4,019.33	0.00	0.0	44,212.63	44,212.67	0.04	0.0
Lease Payments	0.00	83.33	83.33	100.0	758.80	1,916.67	1,157.87	60.4
Vehicle Purchase-Water	0.00	0.00	0.00	0.0	21,272.81	25,000.00	3,727.19	14.9
Total Program Expenses	\$9,099.98	\$11,013.25	\$1,913.27	17.4 %	\$112,361.38	\$149,046.75	\$36,685.37	24.6 %
General & Administrative Expenses								
Salaries and Wages	\$4,583.67	\$5,441.41	\$857.74	15.8%	\$55,183.89	\$59,855.59	\$4,671.70	7.8%
FICA and Medicare	334.82	416.25	81.43	19.6	4,125.64	4,578.75	453.11	9.9

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Retirement	315.17	429.83	114.66	26.7	3,746.24	4,728.17	981.93	20.8
Health Insurance	926.68	1,251.33	324.65	25.9	10,898.74	13,764.67	2,865.93	20.8
Worker's Compensation	0.00	0.00	0.00	0.0	3,293.00	5,197.00	1,904.00	36.6
Unemployment	4.33	14.75	10.42	70.6	247.14	162.25	(84.89)	(52.3)
Total General & Administrative Expenses	\$6,164.67	\$7,553.57	\$1,388.90	18.4 %	\$77,494.65	\$88,286.43	\$10,791.78	12.2 %
Total Expenses	\$15,264.65	\$18,566.82	\$3,302.17	17.8%	\$189,856.03	\$237,333.18	\$47,477.15	20.0%
Net Income (Loss)	\$7,141.95	\$6,683.18	\$458.77	6.9%	\$81,598.71	\$40,416.82	\$41,181.89	101.9%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Sewer Usage Fees	\$12,290.43	\$15,416.66	\$(3,126.23)	(20.3)%	\$162,908.22	\$169,583.34	\$(6,675.12)	(3.9)%
Interest and Investment Earnings	0.00	8.33	(8.33)	(100.0)	40.78	91.67	(50.89)	(55.5)
Transfers In	5,833.33	5,833.33	0.00	0.0	64,166.63	64,166.67	(0.04)	0.0
Net Revenues	\$18,123.76	\$21,258.32	\$(3,134.56)	(14.7)%	\$227,115.63	\$233,841.68	\$(6,726.05)	(2.9)%
Program Expenses								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0%	\$16.21	\$0.00	\$(16.21)	0.0%
Contract Services	3,200.00	3,200.00	0.00	0.0	32,270.00	35,200.00	2,930.00	8.3
Training & Education	0.00	8.33	8.33	100.0	0.00	91.67	91.67	100.0
Permit Fee Exp - Sewer	0.00	104.16	104.16	100.0	1,128.94	1,145.84	16.90	1.5
Engineering Fees	3,762.50	3,333.32	(429.18)	(12.9)	5,112.50	20,000.00	14,887.50	74.4
Equipment Rentals	0.00	16.66	16.66	100.0	0.00	183.34	183.34	100.0
Fuel	119.48	175.00	55.52	31.7	1,377.12	1,925.00	547.88	28.5
Insurance	0.00	0.00	0.00	0.0	3,615.22	7,000.00	3,384.78	48.4
Legal Exp - Sewer	0.00	16.66	16.66	100.0	19.50	183.34	163.84	89.4
Miscellaneous	0.00	27.16	27.16	100.0	166.10	298.84	132.74	44.4
Software Support Exp - Sewer	870.48	208.33	(662.15)	(317.8)	2,723.53	2,291.67	(431.86)	(18.8)
Operating Supplies - Sewer	0.00	1,250.00	1,250.00	100.0	5,179.62	13,750.00	8,570.38	62.3
R&M Building - Sewer	0.00	8.33	8.33	100.0	0.00	91.67	91.67	100.0
Rep and Maint - Vehicles	0.00	100.00	100.00	100.0	1,594.50	1,100.00	(494.50)	(45.0)
Rep and Maint - Equipment	0.00	625.00	625.00	100.0	1,222.71	6,875.00	5,652.29	82.2
Rep and Maint - Infrastructure	1,104.77	2,083.33	978.56	47.0	3,289.86	22,916.67	19,626.81	85.6
Service Tests/System Testing	499.00	791.66	292.66	37.0	10,958.40	10,208.34	(750.06)	(7.3)
Small Tools and Equipment	0.00	125.00	125.00	100.0	3,373.15	1,375.00	(1,998.15)	(145.3)
Telephone Exp - Sewer	0.00	75.00	75.00	100.0	149.70	825.00	675.30	81.9
Uniform Exp Sewer	0.00	41.66	41.66	100.0	168.40	458.34	289.94	63.3
Utilities	134.08	250.00	115.92	46.4	2,254.71	2,750.00	495.29	18.0
Administrative Charge	4,019.33	4,019.33	0.00	0.0	44,212.63	44,212.67	0.04	0.0
Sewer Principal Expense	0.00	0.00	0.00	0.0	11,742.43	12,000.00	257.57	2.1
Sewer Interest Expense	0.00	0.00	0.00	0.0	6,680.04	7,500.00	819.96	10.9
Lease Payments	0.00	83.33	83.33	100.0	758.80	1,916.67	1,157.87	60.4
Total Program Expenses	\$13,709.64	\$16,542.26	\$2,832.62	17.1 %	\$138,014.07	\$194,299.06	\$56,284.99	29.0 %
General & Administrative Expenses								
Salaries and Wages	\$2,485.51	\$2,950.58	\$465.07	15.8%	\$29,793.49	\$32,456.42	\$2,662.93	8.2%
FICA and Medicare	181.57	236.00	54.43	23.1	2,227.24	2,596.00	368.76	14.2

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Retirement	170.90	233.08	62.18	26.7	2,031.40	2,563.92	532.52	20.8
Health Insurance	502.48	678.50	176.02	25.9	5,909.84	7,463.50	1,553.66	20.8
Worker's Compensation	0.00	0.00	0.00	0.0	1,662.00	2,818.00	1,156.00	41.0
Unemployment	2.35	8.00	5.65	70.6	131.40	88.00	(43.40)	(49.3)
Total General & Administrative Expenses	\$3,342.81	\$4,106.16	\$763.35	18.6 %	\$41,755.37	\$47,985.84	\$6,230.47	13.0 %
Total Expenses	\$17,052.45	\$20,648.42	\$3,595.97	17.4%	\$179,769.44	\$242,284.90	\$62,515.46	25.8%
Net Income (Loss)	\$1,071.31	\$609.90	\$461.41	75.7%	\$47,346.19	\$(8,443.22)	\$55,789.41	660.8%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Sanitation Usage Fees	\$11,000.76	\$15,833.33	\$(4,832.57)	(30.5)%	\$163,265.31	\$174,166.67	\$(10,901.36)	(6.3)%
Miscellaneous	0.00	83.33	(83.33)	(100.0)	324.00	916.67	(592.67)	(64.7)
Net Revenues	\$11,000.76	\$15,916.66	\$(4,915.90)	(30.9)%	\$163,589.31	\$175,083.34	\$(11,494.03)	(6.6)%
Program Expenses								
Contract Services	\$0.00	\$41.66	\$41.66	100.0%	\$0.00	\$458.34	\$458.34	100.0%
Recycling Contract Exp	0.00	166.66	166.66	100.0	1,560.00	1,833.34	273.34	14.9
Training & Education	0.00	25.00	25.00	100.0	0.00	275.00	275.00	100.0
Equipment Rentals	0.00	83.33	83.33	100.0	0.00	916.67	916.67	100.0
Fuel	481.33	708.33	227.00	32.0	6,184.51	7,791.67	1,607.16	20.6
Insurance	0.00	0.00	0.00	0.0	4,253.20	8,333.34	4,080.14	49.0
Landfill Tipping Fees	1,234.20	1,958.33	724.13	37.0	16,319.40	21,541.67	5,222.27	24.2
Miscellaneous	0.00	20.00	20.00	100.0	88.15	220.00	131.85	59.9
Software Support Exp - Trash	12.50	0.00	(12.50)	0.0	1,213.26	0.00	(1,213.26)	0.0
Operating Supplies - Trash	0.00	16.66	16.66	100.0	83.46	183.34	99.88	54.5
R&M Building - Trash	0.00	12.50	12.50	100.0	0.00	137.50	137.50	100.0
Rep and Maint - Vehicles	0.00	1,000.00	1,000.00	100.0	6,418.52	11,000.00	4,581.48	41.6
Rep and Maint - Equipment	0.00	166.66	166.66	100.0	71.47	1,833.34	1,761.87	96.1
R&M Trash - Infrastructure	0.00	0.00	0.00	0.0	52.01	0.00	(52.01)	0.0
Small Tools and Equipment	0.00	108.33	108.33	100.0	4,994.88	6,191.67	1,196.79	19.3
Telephone Exp - Trash	0.00	75.00	75.00	100.0	149.73	825.00	675.27	81.9
Uniform Exp Trash	0.00	41.66	41.66	100.0	168.40	458.34	289.94	63.3
Administrative Charge	4,019.33	4,019.33	0.00	0.0	44,212.63	44,212.67	0.04	0.0
Lease Payments	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Transfers Out	0.00	0.00	0.00	0.0	5,000.00	5,000.00	0.00	0.0
Total Program Expenses	\$5,747.36	\$8,443.45	\$2,696.09	31.9 %	\$90,769.62	\$112,211.89	\$21,442.27	19.1 %
General & Administrative Expenses								
Salaries and Wages	\$3,954.22	\$4,694.16	\$739.94	15.8%	\$47,398.79	\$51,635.84	\$4,237.05	8.2%
FICA and Medicare	288.86	359.08	70.22	19.6	3,543.30	3,949.92	406.62	10.3
Retirement	271.89	370.75	98.86	26.7	3,231.78	4,078.25	846.47	20.8
Health Insurance	799.42	1,079.50	280.08	25.9	9,402.04	11,874.50	2,472.46	20.8
Worker's Compensation	0.00	0.00	0.00	0.0	4,657.00	4,483.00	(174.00)	(3.9)
Unemployment	3.74	12.75	9.01	70.7	209.02	140.25	(68.77)	(49.0)
Total General & Administrative Expenses	\$5,318.13	\$6,516.24	\$1,198.11	18.4 %	\$68,441.93	\$76,161.76	\$7,719.83	10.1 %

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$11,065.49	\$14,959.69	\$3,894.20	26.0%	\$159,211.55	\$188,373.65	\$29,162.10	15.5%
Net Income (Loss)	\$(64.73)	\$956.97	\$(1,021.70)	(106.8)%	\$4,377.76	\$(13,290.31)	\$17,668.07	132.9%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
HURF Revenue	\$3,101.09	\$3,220.16	\$(119.07)	(3.7)%	\$234,619.33	\$233,223.84	\$1,395.49	0.6%
Interest and Investment Earnings	63.19	29.16	34.03	116.7	972.84	320.84	652.00	203.2
Transfers In	3,627.52	6,166.66	(2,539.14)	(41.2)	43,237.30	67,833.34	(24,596.04)	(36.3)
Net Revenues	\$6,791.80	\$9,415.98	\$(2,624.18)	(27.9)%	\$278,829.47	\$301,378.02	\$(22,548.55)	(7.5)%
Program Expenses								
Engineering Fees	\$0.00	\$166.66	\$166.66	100.0%	\$0.00	\$1,833.34	\$1,833.34	100.0%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	1,375.00	1,375.00	100.0
Fuel	4.42	4.16	(0.26)	(6.3)	39.01	45.84	6.83	14.9
Insurance	0.00	0.00	0.00	0.0	2,126.60	4,333.34	2,206.74	50.9
Miscellaneous	0.00	12.91	12.91	100.0	106.13	142.09	35.96	25.3
Software Service & Support	12.50	33.33	20.83	62.5	125.00	366.67	241.67	65.9
Operating Supplies - HURF	0.00	58.33	58.33	100.0	363.43	641.67	278.24	43.4
Public Restroom Supplies	580.75	183.33	(397.42)	(216.8)	1,649.87	2,016.67	366.80	18.2
R&M Building - HURF	0.00	0.00	0.00	0.0	3,143.15	6,300.00	3,156.85	50.1
Rep and Maint - Vehicles	0.00	200.00	200.00	100.0	1,290.17	2,200.00	909.83	41.4
Rep and Maint - Equipment	0.00	29.16	29.16	100.0	0.00	320.84	320.84	100.0
Rep and Maint - Infrastructure	36.69	1,000.00	963.31	96.3	1,739.21	11,000.00	9,260.79	84.2
Small Tools and Equipment	0.00	41.66	41.66	100.0	493.41	458.34	(35.07)	(7.7)
Street Lights	941.69	1,041.66	99.97	9.6	10,193.55	11,458.34	1,264.79	11.0
Street Supplies	439.24	0.00	(439.24)	0.0	6,791.92	3,000.00	(3,791.92)	(126.4)
Telephone	0.00	16.66	16.66	100.0	2.81	183.34	180.53	98.5
Uniform Exp - HURF	0.00	41.66	41.66	100.0	168.43	458.34	289.91	63.3
Administrative Charge	881.17	881.16	(0.01)	0.0	9,692.87	9,692.84	(0.03)	0.0
Lease Payments	0.00	25.00	25.00	100.0	216.90	1,275.00	1,058.10	83.0
Total Program Expenses	\$2,896.46	\$3,860.68	\$964.22	25.0 %	\$38,142.46	\$57,101.66	\$18,959.20	33.2 %
General & Administrative Expenses								
Salaries and Wages	\$3,081.20	\$3,612.00	\$530.80	14.7%	\$37,272.42	\$39,732.00	\$2,459.58	6.2%
FICA and Medicare	228.47	276.33	47.86	17.3	2,811.27	3,039.67	228.40	7.5
Retirement	144.27	196.75	52.48	26.7	1,714.86	2,164.25	449.39	20.8
Health Insurance	424.18	572.75	148.57	25.9	4,988.85	6,300.25	1,311.40	20.8
Worker's Compensation	0.00	0.00	0.00	0.0	1,413.00	2,840.00	1,427.00	50.2
Unemployment	17.22	15.08	(2.14)	(14.2)	214.09	165.92	(48.17)	(29.0)
Total General & Administrative Expenses	\$3,895.34	\$4,672.91	\$777.57	16.6 %	\$48,414.49	\$54,242.09	\$5,827.60	10.7 %
Total Expenses	\$6,791.80	\$8,533.59	\$1,741.79	20.4%	\$86,556.95	\$111,343.75	\$24,786.80	22.3%

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 5/1/2020 Through 5/31/2020

Fund: (3) Road

	<u>Actual</u>	<u>Current Period Budget</u>	<u>Variance</u>	<u>%</u>	<u>Actual</u>	<u>Year To Date Budget</u>	<u>Variance</u>	<u>%</u>
Net Income (Loss)	<u>\$0.00</u>	<u>\$882.39</u>	<u>\$(882.39)</u>	<u>(100.0)%</u>	<u>\$192,272.52</u>	<u>\$190,034.27</u>	<u>\$2,238.25</u>	<u>1.2%</u>

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Town of Jerome
Balance Sheet
As of 5/31/2020
Fund: (1) General

Assets

Current Assets

LGIP	\$1,672.26	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,209.00	
City Sales Taxes	138,908.63	
Franchise Fees	3,596.84	
GF Accounts Receivable	4,231.20	
Property Taxes	11,657.97	
Rents	(254.05)	
State Sales Taxes	1,530.91	
Court - Checking & Bond Acct	105,036.50	
Court - JCEF Acct	12,790.38	
Court - FTG Acct	6,167.01	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
NBA Checking	99,780.22	
OAZ Checking	232,965.47	
OAZ General Savings	395,445.23	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,015,317.57

Other Assets

Due From Other Funds	\$1,352,360.13	
Total Other Assets		1,352,360.13

Total Assets

\$2,367,677.70

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$1,325.99	
Federal WH & FICA	(9.81)	
Arizona Withholding	(35.05)	
Unemployment Taxes	387.02	
AFLAC	(410.82)	
Health Insurance	300.99	
457G Retirement	66.53	
PSPRS	(56.88)	
Customer Deposits	6,760.72	
FD Per Call Payable	7,668.00	
Ganishments Payable	1,735.51	
Wages Payable	16,542.22	
Due To Other Funds	1,638,005.92	
Court Liabilities	10,835.64	
Suspense Account	(130.00)	
Total Current Liabilities		\$1,682,985.98
Total Liabilities		\$1,682,985.98

Net Assets

Unrestricted Funds	736,120.91	
Current Year Net Assets	(51,429.19)	
Total Net Assets		684,691.72

6/1/20
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Town of Jerome
Balance Sheet
As of 5/31/2020
Fund: (1) General

Total Liabilities and Net Assets

\$2,367,677.70

6/1/20
2:38:23 PM

Town of Jerome
Balance Sheet
As of 5/31/2020
Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	65,183.05	
Bond Account	11,296.85	
Replacement & Extension Acct	71,660.04	
Series 2001 Bond Reserve Acct	30,061.87	
Total Current Assets		\$163,201.81

Property, Plant & Equipment

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

Other Assets

Due From Other Funds	\$717,322.38	
Total Other Assets		717,322.38

Total Assets

\$3,004,865.02

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$112.22	
Sales Tax Payable	792.90	
Customer Deposits	24,153.69	
Compensated Absences	2,328.22	
Bonds Payable	148,445.73	
Other Liabilities	6,909.25	
Due To Other Funds	563,458.18	
Accrued Payroll	2,361.76	
Accrued Interest Payable	3,340.02	
Total Current Liabilities		\$751,901.97

Total Liabilities

\$751,901.97

Net Assets

Unrestricted Fund Balance	771,622.00	
Unrestricted Fund Balance	(153,829.30)	
Unrestricted Fund Balance	1,544,283.00	
Current Year Net Assets	90,887.35	

Total Net Assets

2,252,963.05

Total Liabilities and Net Assets

\$3,004,865.02

6/1/20
2:39:54 PM

Town of Jerome
Balance Sheet
As of 5/31/2020
Fund: (3) Road

Assets

Current Assets

HURF Accounts Receivable	\$3,625.78	
OAZ HURF Savings	374,653.43	
Total Current Assets		\$378,279.21

Other Assets

Due From Other Funds	\$271,979.01	
Total Other Assets		271,979.01

Total Assets

\$650,258.22

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$37.44	
Due To Other Funds	460,789.82	
Accrued Payroll	755.11	
Total Current Liabilities		\$461,582.37

Total Liabilities

\$461,582.37

Net Assets

Current Year Net Assets	\$188,675.85	
Total Net Assets		188,675.85

Total Liabilities and Net Assets

\$650,258.22

6/1/20
2:43:56 PM

Town of Jerome
Balance Sheet
As of 5/31/2020

Fund: (4) Firefighters Pension & Relief

Assets

Current Assets

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

Other Assets

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

Total Assets		\$177,463.59
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Liabilities and Net Assets

Current Liabilities

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

Total Liabilities		\$22,854.66
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Net Assets

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

Total Net Assets		154,608.93
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Total Liabilities and Net Assets		\$177,463.59
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6/1/20
2:45:18 PM

Town of Jerome
Balance Sheet
As of 5/31/2020

Fund: (5) Operating Grants

Assets

Current Assets

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

Other Assets

Due From Other Funds	\$330,733.82	
Total Other Assets		330,733.82

Total Assets

\$468,835.63

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$258,236.90	
Deferred Revenue - Opr Grants	56,436.41	
Accounts Payable - Opr Grants	(12,062.51)	
Total Current Liabilities		\$302,610.80

Total Liabilities

\$302,610.80

Net Assets

Unrestricted Fund Balance	11,433.46	
Current Year Net Assets	154,791.37	

Total Net Assets

166,224.83

Total Liabilities and Net Assets

\$468,835.63

6/1/20
2:46:28 PM

Town of Jerome
Balance Sheet
As of 5/31/2020

Fund: (6) Capital Grants

Assets

Other Assets

Due From Other Funds	\$194,591.68	
Total Other Assets		\$194,591.68
Total Assets		\$194,591.68

Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$42,267.65	
Due To Other Funds	76,089.30	
Total Current Liabilities		\$118,356.95
Total Liabilities		\$118,356.95

Net Assets

Restricted Fund Balance	\$109,433.10	
Unrestricted Fund Balance	(117,281.30)	
Current Year Net Assets	84,082.93	
Total Net Assets		76,234.73
Total Liabilities and Net Assets		\$194,591.68

6/1/20
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Town of Jerome
Balance Sheet
As of 5/31/2020

Fund: (7) GF Contingencies

Assets

Other Assets

Due From Other Funds	\$89,351.93	
Total Other Assets		\$89,351.93
Total Assets		\$89,351.93

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$3,913.97	
Total Current Liabilities		\$3,913.97
Total Liabilities		\$3,913.97

Net Assets

Unrestricted Fund Balance	\$120,310.72	
Current Year Net Assets	(34,872.76)	
Total Net Assets		85,437.96
Total Liabilities and Net Assets		\$89,351.93

6/1/20
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Town of Jerome
Balance Sheet
As of 5/31/2020
Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements	\$45,684.15	
Total Current Assets	<hr/>	\$45,684.15

Other Assets

Due From Other Funds	\$32,124.44	
Total Other Assets	<hr/>	32,124.44

Total Assets		<hr/> \$77,808.59
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Net Assets

Unrestricted Fund Balance	\$67,643.86	
Current Year Net Assets	10,164.73	
Total Net Assets	<hr/>	77,808.59

Total Liabilities and Net Assets		<hr/> \$77,808.59
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Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 1002 - XEROX FINANCIAL SERVICES											\$0.00
050620E	05/06/20	05/06/20	06/05/20								
020-0098114-001, 2080713 GG		1.11.6191 - Copier & Equip Lease Expense		\$321.03	\$0.00	\$321.03	05/06/20	10941	ASCUCK	\$0.00	
		INVOICE 050620E TOTALS:		\$321.03	\$0.00	\$321.03				\$0.00	
		XEROX FINANCIAL SERVICES TOTALS:		\$321.03	\$0.00	\$321.03				\$0.00	
VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)											\$0.00
51920MA9	05/19/20	05/19/20	06/18/20								
Inv 2020-120 CDBG SSP Center Street		6.70.6140 - Engineering Exp - Cap Grants		\$9,068.00	\$0.00	\$9,068.00	05/19/20	10980	ASCUCK	\$0.00	
		INVOICE 51920MA9 TOTALS:		\$9,068.00	\$0.00	\$9,068.00				\$0.00	
		SOUTHWESTERN ENVIRON (SEC) TOTALS:		\$9,068.00	\$0.00	\$9,068.00				\$0.00	
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											\$0.00
51320MA10	05/13/20	05/13/20	06/12/20								
Inv 19-432 Internet Access, GG		1.11.6192 - Software Support Exp - GG		\$120.00	\$0.00	\$120.00	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, Sewer		2.51.6192 - Software Support Exp - Sewer		\$12.50	\$0.00	\$12.50	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, Water		2.50.6192 - Software Support Exp - Water		\$12.50	\$0.00	\$12.50	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, Prop		1.18.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, Parks		1.17.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, Trash		2.52.6192 - Software Support Exp - Trash		\$12.50	\$0.00	\$12.50	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, HURF		3.30.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, FD		1.14.6185 - Miscellaneous		\$75.00	\$0.00	\$75.00	05/13/20	10951	ASCUCK	\$0.00	
Inv 19-432 Internet Access, PD		1.13.6192 - Software Service & Support		\$150.00	\$0.00	\$150.00	05/13/20	10951	ASCUCK	\$0.00	
		INVOICE 51320MA10 TOTALS:		\$420.00	\$0.00	\$420.00				\$0.00	
51320MA11	05/13/20	05/13/20	06/12/20								
Inv 19-411 e-Rate, LB		1.15.6266 - E-Rate Exp		\$40.07	\$0.00	\$40.07	05/13/20	10951	ASCUCK	\$0.00	
		INVOICE 51320MA11 TOTALS:		\$40.07	\$0.00	\$40.07				\$0.00	
		YAVAPAI CO. EDUCATION TECH TOTALS:		\$460.07	\$0.00	\$460.07				\$0.00	
VENDOR: 1033 - BROWN & BROWN LAW OFFICES											\$0.00
51320MA16	05/13/20	05/13/20	06/12/20								
Inv JEROME-2571, Water Legal		2.50.6170 - Legal Exp - Water		\$140.00	\$0.00	\$140.00	05/13/20	10952	ASCUCK	\$0.00	
		INVOICE 51320MA16 TOTALS:		\$140.00	\$0.00	\$140.00				\$0.00	
		BROWN & BROWN LAW OFFICES TOTALS:		\$140.00	\$0.00	\$140.00				\$0.00	
VENDOR: 1035 - GFOA(GOV.FINANCE OFFICERS ASSO											\$0.00
51920MA10	05/19/20	05/19/20	06/18/20								
Annual Membership/Atkin		1.11.6125 - Dues, Subs & Memberships		\$160.00	\$0.00	\$160.00	05/19/20	10981	ASCUCK	\$0.00	
		INVOICE 51920MA10 TOTALS:		\$160.00	\$0.00	\$160.00				\$0.00	

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
GFOA(GOV.FINANCE OFFICERS ASSO TOTALS:					\$160.00	\$0.00	\$160.00				\$0.00
VENDOR: 1053 - VINCE'S AUTOBODY											\$0.00
51320MA13	05/13/20	05/13/20	06/12/20								
Inv 28458, Parts for 2018 Ford PD C		1.13.6220 - Rep and Maint - Vehicles		\$6,845.40	\$0.00	\$6,845.40	05/13/20	10953	ASCUCK	\$0.00	
Inv 28458, Labor for 2018 Ford PD C		1.13.6220 - Rep and Maint - Vehicles		\$2,331.12	\$0.00	\$2,331.12	05/13/20	10953	ASCUCK	\$0.00	
INVOICE 51320MA13 TOTALS:					\$9,176.52	\$0.00	\$9,176.52				\$0.00
VINCE'S AUTOBODY TOTALS:					\$9,176.52	\$0.00	\$9,176.52				\$0.00
VENDOR: 1054 - PARKEON											\$0.00
51320MA32	05/13/20	05/13/20	06/12/20								
S0131335, Inv IV116179 Parkfolio Fe		1.18.6242 - Parking Kiosks Expenses		\$375.69	\$0.00	\$375.69	05/13/20	10968	ASCUCK	\$0.00	
INVOICE 51320MA32 TOTALS:					\$375.69	\$0.00	\$375.69				\$0.00
51320MA33	05/13/20	05/13/20	06/12/20								
S0131335, Inv IV116348 Flowbird Fee		1.18.6242 - Parking Kiosks Expenses		\$24.17	\$0.00	\$24.17	05/13/20	10968	ASCUCK	\$0.00	
INVOICE 51320MA33 TOTALS:					\$24.17	\$0.00	\$24.17				\$0.00
PARKEON TOTALS:					\$399.86	\$0.00	\$399.86				\$0.00
VENDOR: 1055 - VV LAND PRESERVATION INSTITUTE											\$0.00
52720MA14	05/27/20	05/27/20	06/26/20								
2019 Town Gall Forum		1.11.6185 - Miscellaneous		\$500.00	\$0.00	\$500.00	05/27/20	11004	ASCUCK	\$0.00	
INVOICE 52720MA14 TOTALS:					\$500.00	\$0.00	\$500.00				\$0.00
VV LAND PRESERVATION INSTITUTE TOTALS:					\$500.00	\$0.00	\$500.00				\$0.00
VENDOR: 1069 - SAGE HARVEY											\$0.00
52720MA5	05/27/20	05/27/20	06/26/20								
Reimbursement for COVID Supplies		1.11.6195 - Operating Supplies - Gen Gov		\$45.42	\$0.00	\$45.42	05/27/20	10991	ASCUCK	\$0.00	
INVOICE 52720MA5 TOTALS:					\$45.42	\$0.00	\$45.42				\$0.00
SAGE HARVEY TOTALS:					\$45.42	\$0.00	\$45.42				\$0.00
VENDOR: 1070 - BACKBOARDS BOOMERANG											\$0.00
CR-0000002	05/11/20	05/11/20	05/22/20								
342 FD		1.14.6181 - Medical Supplies Exp		(\$50.00)	\$0.00	(\$50.00)	05/11/20		ASCUCK	\$0.00	
INVOICE CR-0000002 TOTALS:					(\$50.00)	\$0.00	(\$50.00)				\$0.00
BACKBOARDS BOOMERANG TOTALS:					(\$50.00)	\$0.00	(\$50.00)				\$0.00
VENDOR: 1071 - PACIFIC ADVANCED CIVIL ENGIN											\$0.00
51320MA15	05/13/20	05/13/20	06/12/20								
Inv 3915, Payment#2 Wastewater engi		2.51.6140 - Engineering Fees		\$3,762.50	\$0.00	\$3,762.50	05/13/20	10954	ASCUCK	\$0.00	

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 51320MA15 TOTALS:					\$3,762.50	\$0.00	\$3,762.50				\$0.00
PACIFIC ADVANCED CIVIL ENGIN TOTALS:					\$3,762.50	\$0.00	\$3,762.50				\$0.00
VENDOR: 1072 - TECHNICAL TRAINING INSTITUTE											\$0.00
51320MA14	05/13/20	05/13/20	06/12/20								
Inv 10735, Hotel Jerome, USDA Grant		6.70.6185 - Misc Exp - Cap Grants			\$1,200.00	\$0.00	\$1,200.00	05/13/20	10955	ASCUCK	\$0.00
INVOICE 51320MA14 TOTALS:					\$1,200.00	\$0.00	\$1,200.00				\$0.00
TECHNICAL TRAINING INSTITUTE TOTALS:					\$1,200.00	\$0.00	\$1,200.00				\$0.00
VENDOR: 1073 - WM CORPORATE SERVICES, INC.											\$0.00
52720MA12	05/27/20	05/27/20	06/26/20								
Inv 2253004-1586-9 Dumpster		2.52.6165 - Landfill Tipping Fees			\$302.20	\$0.00	\$302.20	05/27/20	10992	ASCUCK	\$0.00
INVOICE 52720MA12 TOTALS:					\$302.20	\$0.00	\$302.20				\$0.00
WM CORPORATE SERVICES, INC. TOTALS:					\$302.20	\$0.00	\$302.20				\$0.00
VENDOR: 109 - AFLAC											\$0.00
050620E	05/06/20	05/06/20	05/06/20								
Acct # DN513, Inv. 296403		1.10.2405 - AFLAC			\$258.12	\$0.00	\$258.12	05/06/20	10942	ASCUCK	\$0.00
INVOICE 050620E TOTALS:					\$258.12	\$0.00	\$258.12				\$0.00
51320MA2	05/13/20	05/13/20	05/13/20								
Acct # DN513, Inv. 723352 May Premi		1.10.2405 - AFLAC			\$143.52	\$0.00	\$143.52	05/13/20	10956	ASCUCK	\$0.00
INVOICE 51320MA2 TOTALS:					\$143.52	\$0.00	\$143.52				\$0.00
AFLAC TOTALS:					\$401.64	\$0.00	\$401.64				\$0.00
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES											\$0.00
51320MA17	05/13/20	05/13/20	05/13/20								
Inv 600384, Monthly Tank Rental, FD		1.14.6181 - Medical Supplies Exp			\$115.20	\$0.00	\$115.20	05/13/20	10957	ASCUCK	\$0.00
INVOICE 51320MA17 TOTALS:					\$115.20	\$0.00	\$115.20				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:					\$115.20	\$0.00	\$115.20				\$0.00
VENDOR: 119 - APS											\$0.00
050620F	05/06/20	05/06/20	05/21/20								
943806 roof		1.18.6285 - Utilities			\$13.76	\$0.00	\$13.76	05/06/20	10943	ASCUCK	\$0.00
INVOICE 050620F TOTALS:					\$13.76	\$0.00	\$13.76				\$0.00
52720MA1	05/27/20	05/27/20	06/11/20								
1490440 Street Lights		3.30.6255 - Street Lights			\$941.69	\$0.00	\$941.69	05/27/20	10993	ASCUCK	\$0.00
4246290 WWTP		2.51.6285 - Utilities			\$134.08	\$0.00	\$134.08	05/27/20	10993	ASCUCK	\$0.00
2383901 Upper Park		1.17.6285 - Utilities			\$42.81	\$0.00	\$42.81	05/27/20	10993	ASCUCK	\$0.00
6109570 Perkinsville Rd		1.18.6285 - Utilities			\$85.51	\$0.00	\$85.51	05/27/20	10993	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date	Description	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
0421621				Fire Station	1.18.6285 - Utilities	\$348.42	\$0.00	\$348.42	05/27/20	10993	ASCUCK	\$0.00
8061950				Sunshine Hill Water Tank	2.50.6285 - Utilities Exp - Water	\$34.61	\$0.00	\$34.61	05/27/20	10993	ASCUCK	\$0.00
0024240				Lower Park	1.17.6285 - Utilities	\$36.40	\$0.00	\$36.40	05/27/20	10993	ASCUCK	\$0.00
8468241				Middle Park	1.17.6285 - Utilities	\$35.81	\$0.00	\$35.81	05/27/20	10993	ASCUCK	\$0.00
3216010				Hotel Jerome	1.18.6285 - Utilities	\$40.23	\$0.00	\$40.23	05/27/20	10993	ASCUCK	\$0.00
5613490				Upper Park 2	1.17.6285 - Utilities	\$48.59	\$0.00	\$48.59	05/27/20	10993	ASCUCK	\$0.00
6506951				PD	1.18.6285 - Utilities	\$139.16	\$0.00	\$139.16	05/27/20	10993	ASCUCK	\$0.00
7575770				Civic Center	1.18.6285 - Utilities	\$805.47	\$0.00	\$805.47	05/27/20	10993	ASCUCK	\$0.00
2353720				FD Gulch	1.18.6285 - Utilities	\$58.70	\$0.00	\$58.70	05/27/20	10993	ASCUCK	\$0.00
1976520				Co-op	1.18.6285 - Utilities	\$50.77	\$0.00	\$50.77	05/27/20	10993	ASCUCK	\$0.00
2839800				Ghost Pepper	1.18.6285 - Utilities	\$70.81	\$0.00	\$70.81	05/27/20	10993	ASCUCK	\$0.00
INVOICE 52720MA1 TOTALS:						\$2,873.06	\$0.00	\$2,873.06				\$0.00
APS TOTALS:						\$2,886.82	\$0.00	\$2,886.82				\$0.00
VENDOR: 120 - ARROW EXPRESS												\$0.00
51320MA21	05/13/20	05/13/20	06/12/20	Inv 129616, Sewer Sample Shipping	2.51.6240 - Service Tests/System Testing	\$45.00	\$0.00	\$45.00	05/13/20	10958	ASCUCK	\$0.00
INVOICE 51320MA21 TOTALS:						\$45.00	\$0.00	\$45.00				\$0.00
ARROW EXPRESS TOTALS:						\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 122 - AT&T												\$0.00
51920MA13	05/19/20	05/19/20	06/18/20	287251435682 Phone, PD	1.13.6265 - Telephone	\$46.14	\$0.00	\$46.14	05/19/20	10982	ASCUCK	\$0.00
INVOICE 51920MA13 TOTALS:						\$46.14	\$0.00	\$46.14				\$0.00
AT&T TOTALS:						\$46.14	\$0.00	\$46.14				\$0.00
VENDOR: 151 - BEDROCK LANDSCAPE MATERIALS												\$0.00
52720MA8	05/27/20	05/27/20	06/26/20	Inv 135422 Yard - 5 sack 1 + 1/4	3.30.6260 - Street Supplies	\$208.72	\$0.00	\$208.72	05/27/20	10994	ASCUCK	\$0.00
INVOICE 52720MA8 TOTALS:						\$208.72	\$0.00	\$208.72				\$0.00
BEDROCK LANDSCAPE MATERIALS TOTALS:						\$208.72	\$0.00	\$208.72				\$0.00
VENDOR: 157 - BOUND TREE MEDICAL, LLC												\$0.00
51320MA6	05/13/20	05/13/20	06/12/20	103795, Inv 83599497 No Touch Therm	1.14.6181 - Medical Supplies Exp	\$263.64	\$0.00	\$263.64	05/13/20	10959	ASCUCK	\$0.00
INVOICE 51320MA6 TOTALS:						\$263.64	\$0.00	\$263.64				\$0.00
51320MA7	05/13/20	05/13/20	06/12/20	103795, Inv 83611889 No Touch Therm	1.14.6181 - Medical Supplies Exp	\$329.55	\$0.00	\$329.55	05/13/20	10959	ASCUCK	\$0.00
INVOICE 51320MA7 TOTALS:						\$329.55	\$0.00	\$329.55				\$0.00
BOUND TREE MEDICAL, LLC TOTALS:						\$593.19	\$0.00	\$593.19				\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 165 - MAVERIK FLEET											\$0.00
51120MA1	05/11/20	05/11/20	06/10/20								
PWALL Fuel, Sewer		2.51.6145 - Fuel			\$17.69	\$0.00	\$17.69	05/11/20	10950	ASCUCK	\$0.00
PWALL Fuel, Water		2.50.6145 - Fuel			\$17.69	\$0.00	\$17.69	05/11/20	10950	ASCUCK	\$0.00
PWALL Fuel, Properties		1.18.6145 - Fuel			\$8.84	\$0.00	\$8.84	05/11/20	10950	ASCUCK	\$0.00
PWALL Fuel, Parks		1.17.6145 - Fuel			\$4.42	\$0.00	\$4.42	05/11/20	10950	ASCUCK	\$0.00
PWALL Fuel, Trash		2.52.6145 - Fuel			\$35.37	\$0.00	\$35.37	05/11/20	10950	ASCUCK	\$0.00
PWALL Fuel, HURF		3.30.6145 - Fuel			\$4.42	\$0.00	\$4.42	05/11/20	10950	ASCUCK	\$0.00
Fuel, Water		2.50.6145 - Fuel			\$121.11	\$0.00	\$121.11	05/11/20	10950	ASCUCK	\$0.00
Fuel, Sewer		2.51.6145 - Fuel			\$56.40	\$0.00	\$56.40	05/11/20	10950	ASCUCK	\$0.00
Fuel, Trash		2.52.6145 - Fuel			\$63.88	\$0.00	\$63.88	05/11/20	10950	ASCUCK	\$0.00
Fuel, PD		1.13.6145 - Fuel			\$424.05	\$0.00	\$424.05	05/11/20	10950	ASCUCK	\$0.00
INVOICE 51120MA1 TOTALS:					\$753.87	\$0.00	\$753.87				\$0.00
MAVERIK FLEET TOTALS:					\$753.87	\$0.00	\$753.87				\$0.00
VENDOR: 167 - OFFICE DEPOT											\$0.00
51320MA1	05/13/20	05/13/20	07/12/20								
Envelopes 250 Count, 488628758001		1.11.6190 - Office Supplies			\$19.45	\$0.00	\$19.45	05/13/20	10960	ASCUCK	\$0.00
INVOICE 51320MA1 TOTALS:					\$19.45	\$0.00	\$19.45				\$0.00
51320MA18	05/13/20	05/13/20	07/12/20								
63266436, Inv 486135087001 Post-it		1.11.6190 - Office Supplies			\$21.61	\$0.00	\$21.61	05/13/20	10960	ASCUCK	\$0.00
63266436, Inv 486133706001 Face Tis		1.11.6190 - Office Supplies			\$9.42	\$0.00	\$9.42	05/13/20	10960	ASCUCK	\$0.00
INVOICE 51320MA18 TOTALS:					\$31.03	\$0.00	\$31.03				\$0.00
52720MA10	05/27/20	05/27/20	07/26/20								
63266436, Inv494047092001 Toner		1.11.6190 - Office Supplies			\$128.03	\$0.00	\$128.03	05/27/20	10995	ASCUCK	\$0.00
INVOICE 52720MA10 TOTALS:					\$128.03	\$0.00	\$128.03				\$0.00
OFFICE DEPOT TOTALS:					\$178.51	\$0.00	\$178.51				\$0.00
VENDOR: 168 - CENTURY LINK											\$0.00
52720MA11	05/27/20	05/27/20	06/11/20								
6342245 PD		1.13.6265 - Telephone			\$34.27	\$0.00	\$34.27	05/27/20	10996	ASCUCK	\$0.00
6347943 Town Hall		1.11.6265 - Telephone			\$162.99	\$0.00	\$162.99	05/27/20	10996	ASCUCK	\$0.00
6348992 PD		1.13.6265 - Telephone			\$173.93	\$0.00	\$173.93	05/27/20	10996	ASCUCK	\$0.00
6390574 LB		1.15.6265 - Telephone			\$75.08	\$0.00	\$75.08	05/27/20	10996	ASCUCK	\$0.00
6492776 PD		1.13.6265 - Telephone			\$40.12	\$0.00	\$40.12	05/27/20	10996	ASCUCK	\$0.00
6493034 FD		1.14.6265 - Telephone			\$127.45	\$0.00	\$127.45	05/27/20	10996	ASCUCK	\$0.00
6493250 CT		1.12.6265 - Telephone			\$70.56	\$0.00	\$70.56	05/27/20	10996	ASCUCK	\$0.00
INVOICE 52720MA11 TOTALS:					\$684.40	\$0.00	\$684.40				\$0.00
CENTURY LINK TOTALS:					\$684.40	\$0.00	\$684.40				\$0.00
VENDOR: 184 - CRIMESTAR CORPORATION											\$0.00

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description				Account							
51320MA29	05/13/20	05/13/20	05/13/20								
Inv 10012 Web Interface				1.13.6192 - Software Service & Support	\$1,000.00	\$0.00	\$1,000.00	05/13/20	10969	ASCUCK	\$0.00
Inv 10012 Web Interface Annual Supp				1.13.6192 - Software Service & Support	\$300.00	\$0.00	\$300.00	05/13/20	10969	ASCUCK	\$0.00
Inv 10012 Web Interface pro-rate di				1.13.6192 - Software Service & Support	(\$225.00)	\$0.00	(\$225.00)	05/13/20	10969	ASCUCK	\$0.00
				INVOICE 51320MA29 TOTALS:	\$1,075.00	\$0.00	\$1,075.00				\$0.00
				CRIMESTAR CORPORATION TOTALS:	\$1,075.00	\$0.00	\$1,075.00				\$0.00
VENDOR: 185 - COTTONWOOD EXPRESS LUBE											\$0.00
51320MA27	05/13/20	05/13/20	05/13/20								
Unit 26 Oil Change Labor, PD				1.13.6220 - Rep and Maint - Vehicles	\$40.00	\$0.00	\$40.00	05/13/20	10970	ASCUCK	\$0.00
Unit 26 Oil Change Parts, PD				1.13.6220 - Rep and Maint - Vehicles	\$6.07	\$0.00	\$6.07	05/13/20	10970	ASCUCK	\$0.00
				INVOICE 51320MA27 TOTALS:	\$46.07	\$0.00	\$46.07				\$0.00
				COTTONWOOD EXPRESS LUBE TOTALS:	\$46.07	\$0.00	\$46.07				\$0.00
VENDOR: 203 - SMART DOCUMENT SOLUTIONS											\$0.00
51320MA3	05/13/20	05/13/20	05/13/20								
C10253, CT1221-01, Inv 12151 Copier				1.11.6191 - Copier & Equip Lease Expense	\$154.55	\$0.00	\$154.55	05/13/20	10961	ASCUCK	\$0.00
				INVOICE 51320MA3 TOTALS:	\$154.55	\$0.00	\$154.55				\$0.00
				SMART DOCUMENT SOLUTIONS TOTALS:	\$154.55	\$0.00	\$154.55				\$0.00
VENDOR: 218 - VERIZON WIRELESS											\$0.00
VERIZON-45	05/06/20	05/06/20	05/31/20								
928 300 5987 Barry Wolstencroft P				1.16.6265 - Telephone	\$51.10	\$0.00	\$51.10	05/06/20	10944	ASCUCK	\$0.00
928 300 8701 Rusty Blair FD				1.14.6265 - Telephone	\$62.22	\$0.00	\$62.22	05/06/20	10944	ASCUCK	\$0.00
928 301 7433 Ian Haney FD				1.14.6265 - Telephone	(\$27.50)	\$0.00	(\$27.50)	05/06/20	10944	ASCUCK	\$0.00
928 301 7559 Kylie Streck FD				1.14.6265 - Telephone	(\$27.50)	\$0.00	(\$27.50)	05/06/20	10944	ASCUCK	\$0.00
928 821 0133 Jenny van GG				1.11.6265 - Telephone	\$35.51	\$0.00	\$35.51	05/06/20	10944	ASCUCK	\$0.00
access charges FD				1.14.6265 - Telephone	\$21.46	\$0.00	\$21.46	05/06/20	10944	ASCUCK	\$0.00
access charges PZ				1.16.6265 - Telephone	\$21.47	\$0.00	\$21.47	05/06/20	10944	ASCUCK	\$0.00
access charges GG				1.11.6265 - Telephone	\$21.47	\$0.00	\$21.47	05/06/20	10944	ASCUCK	\$0.00
				INVOICE VERIZON-45 TOTALS:	\$158.23	\$0.00	\$158.23				\$0.00
VERIZONPD-7	05/06/20	05/06/20	05/31/20								
928 451 2174 PD device 1				1.18.6242 - Parking Kiosks Expenses	\$30.08	\$0.00	\$30.08	05/06/20	10944	ASCUCK	\$0.00
928 451 2402 PD dept. 2				1.18.6242 - Parking Kiosks Expenses	\$30.08	\$0.00	\$30.08	05/06/20	10944	ASCUCK	\$0.00
928 451 2436 PD dept. 3				1.18.6242 - Parking Kiosks Expenses	\$30.08	\$0.00	\$30.08	05/06/20	10944	ASCUCK	\$0.00
928 821 0736 Allen Muma				1.18.6242 - Parking Kiosks Expenses	\$30.08	\$0.00	\$30.08	05/06/20	10944	ASCUCK	\$0.00
				INVOICE VERIZONPD-7 TOTALS:	\$120.32	\$0.00	\$120.32				\$0.00
				VERIZON WIRELESS TOTALS:	\$278.55	\$0.00	\$278.55				\$0.00
VENDOR: 224 - LEGEND											\$0.00
51320MA26	05/13/20	05/13/20	06/12/20								

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Town of Jerome

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

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Invoice Number	Inv.Date	Post.Date	Due.Date	Description	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
				Acct 00-0001475, Inv. 2007261 Sewer	2.51.6240 - Service Tests/System Testing	\$301.00	\$0.00	\$301.00	05/13/20	10971	ASCUCK	\$0.00
				Acct 00-0001475, Inv. 2007261 Water	2.50.6240 - Service Tests/System Testing	\$15.00	\$0.00	\$15.00	05/13/20	10971	ASCUCK	\$0.00
INVOICE 51320MA26 TOTALS:						\$316.00	\$0.00	\$316.00				\$0.00
51320MA8	05/13/20	05/13/20	06/12/20									
				Acct 00-0001475, Inv. 2006951	2.51.6240 - Service Tests/System Testing	\$51.00	\$0.00	\$51.00	05/13/20	10962	ASCUCK	\$0.00
INVOICE 51320MA8 TOTALS:						\$51.00	\$0.00	\$51.00				\$0.00
51320MA9	05/13/20	05/13/20	06/12/20									
				Acct 00-0001475, Inv. 2006500	2.51.6240 - Service Tests/System Testing	\$51.00	\$0.00	\$51.00	05/13/20	10962	ASCUCK	\$0.00
INVOICE 51320MA9 TOTALS:						\$51.00	\$0.00	\$51.00				\$0.00
51920MA5	05/19/20	05/19/20	06/18/20									
				Acct 00-0001475, Inv. 2007496	2.51.6240 - Service Tests/System Testing	\$51.00	\$0.00	\$51.00	05/19/20	10983	ASCUCK	\$0.00
INVOICE 51920MA5 TOTALS:						\$51.00	\$0.00	\$51.00				\$0.00
LEGEND TOTALS:						\$469.00	\$0.00	\$469.00				\$0.00

VENDOR: 237 - UNISOURCE ENERGY SERVICES **\$0.00**

51920MA1	05/19/20	05/19/20	06/08/20									
				693726 PD	1.18.6285 - Utilities	\$23.06	\$0.00	\$23.06	05/19/20	10984	ASCUCK	\$0.00
				750593 Civic Center	1.18.6285 - Utilities	\$116.00	\$0.00	\$116.00	05/19/20	10984	ASCUCK	\$0.00
				235334 Co-op	1.18.6285 - Utilities	\$21.76	\$0.00	\$21.76	05/19/20	10984	ASCUCK	\$0.00
				055982 FD	1.18.6285 - Utilities	\$47.71	\$0.00	\$47.71	05/19/20	10984	ASCUCK	\$0.00
				435334 Town Yard	1.18.6285 - Utilities	\$53.76	\$0.00	\$53.76	05/19/20	10984	ASCUCK	\$0.00
INVOICE 51920MA1 TOTALS:						\$262.29	\$0.00	\$262.29				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:						\$262.29	\$0.00	\$262.29				\$0.00

VENDOR: 238 - VERDE VALLEY HARDWARE **\$0.00**

51320MA20	05/13/20	05/13/20	05/28/20									
				2860, Inv 16448 Blacktop Repair, HU	3.30.6260 - Street Supplies	\$230.52	\$0.00	\$230.52	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 16528 Tarp, Prop	1.18.6185 - Miscellaneous	\$28.55	\$0.00	\$28.55	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 16739 Fasteners, Water	2.50.6230 - Rep and Maint - Infrastructure	\$96.22	\$0.00	\$96.22	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 16741 Return Fasteners	2.50.6230 - Rep and Maint - Infrastructure	(\$54.93)	\$0.00	(\$54.93)	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 16742 Return Fasteners	2.50.6230 - Rep and Maint - Infrastructure	(\$54.93)	\$0.00	(\$54.93)	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 16986 Silicone, HURF	3.30.6230 - Rep and Maint - Infrastructure	\$36.69	\$0.00	\$36.69	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 17048 Liquid Nails, Water	2.50.6230 - Rep and Maint - Infrastructure	\$8.77	\$0.00	\$8.77	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 17194 Acetylene/Gas Oxy,	2.50.6230 - Rep and Maint - Infrastructure	\$52.19	\$0.00	\$52.19	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 17264 Sandpaper, Putty, C	2.50.6230 - Rep and Maint - Infrastructure	\$78.69	\$0.00	\$78.69	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 17268 Bolts/Springs Door,	2.50.6230 - Rep and Maint - Infrastructure	\$15.75	\$0.00	\$15.75	05/13/20	10963	ASCUCK	\$0.00
				2860, Inv 17415 Fasteners/Washers.	1.18.6185 - Miscellaneous	\$37.24	\$0.00	\$37.24	05/13/20	10963	ASCUCK	\$0.00
INVOICE 51320MA20 TOTALS:						\$474.76	\$0.00	\$474.76				\$0.00
VERDE VALLEY HARDWARE TOTALS:						\$474.76	\$0.00	\$474.76				\$0.00

VENDOR: 249 - POSTMASTER **\$0.00**

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Town of Jerome

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

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
51420MA1	05/14/20	05/14/20	05/14/20								
Annual Postal Service Fee		1.15.6185 - Miscellaneous			\$208.00	\$0.00	\$208.00	05/14/20	10979	ASCUCK	\$0.00
INVOICE 51420MA1 TOTALS:					\$208.00	\$0.00	\$208.00				\$0.00
CR-0000003	05/14/20	05/14/20	03/04/20								
annual postage fee LB		1.15.6185 - Miscellaneous			(\$208.00)	\$0.00	(\$208.00)	05/14/20		ASCUCK	\$0.00
INVOICE CR-0000003 TOTALS:					(\$208.00)	\$0.00	(\$208.00)				\$0.00
POSTMASTER TOTALS:					\$0.00	\$0.00	\$0.00				\$0.00
VENDOR: 254 - VERDE VALLEY NEWSPAPERS											\$0.00
51320MA25	05/13/20	05/13/20	05/23/20								
11366, Inv 550265		1.11.6105 - Advertising, Printing, & Publishin			\$73.67	\$0.00	\$73.67	05/13/20	10972	ASCUCK	\$0.00
INVOICE 51320MA25 TOTALS:					\$73.67	\$0.00	\$73.67				\$0.00
51320MA5	05/13/20	05/13/20	05/23/20								
11366 Order # 550141		1.11.6105 - Advertising, Printing, & Publishin			\$122.29	\$0.00	\$122.29	05/13/20	10964	ASCUCK	\$0.00
11366 Order # 548027		1.11.6105 - Advertising, Printing, & Publishin			\$19.15	\$0.00	\$19.15	05/13/20	10964	ASCUCK	\$0.00
INVOICE 51320MA5 TOTALS:					\$141.44	\$0.00	\$141.44				\$0.00
VERDE VALLEY NEWSPAPERS TOTALS:					\$215.11	\$0.00	\$215.11				\$0.00
VENDOR: 255 - CITY OF COTTONWOOD											\$0.00
51320MA4	05/13/20	05/13/20	05/13/20								
Dispatch fees FD		1.14.6120 - Dispatch Fees			\$508.25	\$0.00	\$508.25	05/13/20	10965	ASCUCK	\$0.00
INVOICE 51320MA4 TOTALS:					\$508.25	\$0.00	\$508.25				\$0.00
CITY OF COTTONWOOD TOTALS:					\$508.25	\$0.00	\$508.25				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS											\$0.00
050620A	05/06/20	05/06/20	05/31/20								
1014609, water for April 2020		2.50.6110 - Contract Services			\$900.00	\$0.00	\$900.00	05/06/20	10945	ASCUCK	\$0.00
1014609, WWTP for April 2020		2.51.6110 - Contract Services			\$3,200.00	\$0.00	\$3,200.00	05/06/20	10945	ASCUCK	\$0.00
1014609, supplies for trickling fil		2.51.6230 - Rep and Maint - Infrastructure			\$444.77	\$0.00	\$444.77	05/06/20	10945	ASCUCK	\$0.00
1014609, additional hours to fabric		2.50.6230 - Rep and Maint - Infrastructure			\$1,900.00	\$0.00	\$1,900.00	05/06/20	10945	ASCUCK	\$0.00
1014609, enzymes for Wetland cells		2.51.6230 - Rep and Maint - Infrastructure			\$660.00	\$0.00	\$660.00	05/06/20	10945	ASCUCK	\$0.00
INVOICE 050620A TOTALS:					\$7,104.77	\$0.00	\$7,104.77				\$0.00
CONTRACT WASTEWATER OPERATIONS TOTALS:					\$7,104.77	\$0.00	\$7,104.77				\$0.00
VENDOR: 285 - JOAN DWYER											\$0.00
51320MA30	05/13/20	05/13/20	06/12/20								
Reimbursement for Surgical Masks		1.12.6037 - Court Security Fund Expenses			\$123.00	\$0.00	\$123.00	05/13/20	10973	ASCUCK	\$0.00
INVOICE 51320MA30 TOTALS:					\$123.00	\$0.00	\$123.00				\$0.00
JOAN DWYER TOTALS:					\$123.00	\$0.00	\$123.00				\$0.00

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Town of Jerome

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 381 - EXTRICATION CONCEPTS, LLC											\$0.00
51920MA6	05/19/20	05/19/20	06/18/20								
Inv ECI-3244 Extrication Gear (FEMA		5.40.6238 - Fire Dept Exp - Opr Grants			\$6,324.30	\$0.00	\$6,324.30	05/19/20	10985	ASCUCK	\$0.00
		INVOICE 51920MA6 TOTALS:			\$6,324.30	\$0.00	\$6,324.30				\$0.00
51920MA7	05/19/20	05/19/20	06/18/20								
Inv ECI-3243 Extrication Gear (FEMA		5.40.6238 - Fire Dept Exp - Opr Grants			\$676.50	\$0.00	\$676.50	05/19/20	10985	ASCUCK	\$0.00
		INVOICE 51920MA7 TOTALS:			\$676.50	\$0.00	\$676.50				\$0.00
		EXTRICATION CONCEPTS, LLC TOTALS:			\$7,000.80	\$0.00	\$7,000.80				\$0.00
VENDOR: 450 - #1 FOOD STORE											\$0.00
51320MA19	05/13/20	05/13/20	05/13/20								
Fuel, FD		1.14.6145 - Fuel			\$228.68	\$0.00	\$228.68	05/13/20	10966	ASCUCK	\$0.00
		INVOICE 51320MA19 TOTALS:			\$228.68	\$0.00	\$228.68				\$0.00
		#1 FOOD STORE TOTALS:			\$228.68	\$0.00	\$228.68				\$0.00
VENDOR: 548 - NILES RADIO COMMUNICATION											\$0.00
51320MA12	05/13/20	05/13/20	06/12/20								
Inv 144442, Nylon case, speaker mic		1.13.6225 - Rep and Maint - Equipment			\$65.78	\$0.00	\$65.78	05/13/20	10967	ASCUCK	\$0.00
		INVOICE 51320MA12 TOTALS:			\$65.78	\$0.00	\$65.78				\$0.00
51320MA31	05/13/20	05/13/20	06/12/20								
Inv 144436 Install Antenna, Mount L		1.13.6225 - Rep and Maint - Equipment			\$340.00	\$0.00	\$340.00	05/13/20	10974	ASCUCK	\$0.00
Inv 144436 Install Antenna, Mount P		1.13.6225 - Rep and Maint - Equipment			\$405.49	\$0.00	\$405.49	05/13/20	10974	ASCUCK	\$0.00
		INVOICE 51320MA31 TOTALS:			\$745.49	\$0.00	\$745.49				\$0.00
		NILES RADIO COMMUNICATION TOTALS:			\$811.27	\$0.00	\$811.27				\$0.00
VENDOR: 571 - NORTHERN CHEMICAL COMPANY											\$0.00
52720MA9	05/27/20	05/27/20	06/26/20								
2135, Inv 683243-00		3.30.6210 - Public Restroom Supplies			\$580.75	\$0.00	\$580.75	05/27/20	10997	ASCUCK	\$0.00
		INVOICE 52720MA9 TOTALS:			\$580.75	\$0.00	\$580.75				\$0.00
		NORTHERN CHEMICAL COMPANY TOTALS:			\$580.75	\$0.00	\$580.75				\$0.00
VENDOR: 576 - LYLE KEITH											\$0.00
52720MA13	05/27/20	05/27/20	06/26/20								
Reimbursement for Plexy Glass COVID		1.18.6195 - Operating Supplies - Properties			\$36.01	\$0.00	\$36.01	05/27/20	10998	ASCUCK	\$0.00
		INVOICE 52720MA13 TOTALS:			\$36.01	\$0.00	\$36.01				\$0.00
		LYLE KEITH TOTALS:			\$36.01	\$0.00	\$36.01				\$0.00
VENDOR: 585 - SENSUS USA, INC.											\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
51920MA11	05/19/20	05/19/20	06/18/20								
Inv ZA20209074 Annual Renew, Water		2.50.6192 - Software Support Exp - Water		\$857.97	\$0.00	\$857.97	05/19/20	10986	ASCUCK	\$0.00	
Inv ZA20209074 Annual Renew, Sewer		2.51.6192 - Software Support Exp - Sewer		\$857.98	\$0.00	\$857.98	05/19/20	10986	ASCUCK	\$0.00	
INVOICE 51920MA11 TOTALS:				\$1,715.95	\$0.00	\$1,715.95				\$0.00	
SENSUS USA, INC. TOTALS:				\$1,715.95	\$0.00	\$1,715.95				\$0.00	
VENDOR: 663 - TOWN OF JEROME											\$0.00
52720MA3	05/27/20	05/27/20	05/27/20								
Monthly R&E Sewer Bond Transfer		1.10.2999 - Suspense Account		\$455.00	\$0.00	\$455.00	05/27/20	11000	ASCUCK	\$0.00	
INVOICE 52720MA3 TOTALS:				\$455.00	\$0.00	\$455.00				\$0.00	
52720MA4	05/27/20	05/27/20	05/27/20								
Monthly P&I Sewer Bond Transfer		1.10.2999 - Suspense Account		\$1,450.00	\$0.00	\$1,450.00	05/27/20	10999	ASCUCK	\$0.00	
INVOICE 52720MA4 TOTALS:				\$1,450.00	\$0.00	\$1,450.00				\$0.00	
TOWN OF JEROME TOTALS:				\$1,905.00	\$0.00	\$1,905.00				\$0.00	
VENDOR: 725 - DIESEL DIRECT WEST											\$0.00
050620D	05/06/20	05/06/20	05/21/20								
18583, 83567959 water		2.50.6145 - Fuel		\$33.60	\$0.00	\$33.60	05/06/20	10946	ASCUCK	\$0.00	
18583, 83567959 sewer		2.51.6145 - Fuel		\$33.61	\$0.00	\$33.61	05/06/20	10946	ASCUCK	\$0.00	
18583, 83567959 trash		2.52.6145 - Fuel		\$287.84	\$0.00	\$287.84	05/06/20	10946	ASCUCK	\$0.00	
INVOICE 050620D TOTALS:				\$355.05	\$0.00	\$355.05				\$0.00	
51920MA12	05/19/20	05/19/20	06/03/20								
18583, Inv 83584394 Fuel, Water		2.50.6145 - Fuel		\$11.78	\$0.00	\$11.78	05/19/20	10987	ASCUCK	\$0.00	
18583, Inv 83584394 Fuel, Sewer		2.51.6145 - Fuel		\$11.78	\$0.00	\$11.78	05/19/20	10987	ASCUCK	\$0.00	
18583, Inv 83584394 Fuel, Trash		2.52.6145 - Fuel		\$94.24	\$0.00	\$94.24	05/19/20	10987	ASCUCK	\$0.00	
INVOICE 51920MA12 TOTALS:				\$117.80	\$0.00	\$117.80				\$0.00	
DIESEL DIRECT WEST TOTALS:				\$472.85	\$0.00	\$472.85				\$0.00	
VENDOR: 747 - TOWN OF JEROME PR											\$0.00
52720MA2	05/27/20	05/27/20	05/27/20								
Monthly Payroll Transfer		1.10.2999 - Suspense Account		\$90,000.00	\$0.00	\$90,000.00	05/27/20	11001	ASCUCK	\$0.00	
INVOICE 52720MA2 TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00	
TOWN OF JEROME PR TOTALS:				\$90,000.00	\$0.00	\$90,000.00				\$0.00	
VENDOR: 748 - SIMS MACKIN, LTD											\$0.00
51320MA36	05/13/20	05/13/20	06/12/20								
Legal Services, GG		1.11.6170 - Legal Exp - Gen Gov		\$234.00	\$0.00	\$234.00	05/13/20	10975	ASCUCK	\$0.00	
Litigation Services, GG		1.11.6171 - Litigation Expense		\$156.00	\$0.00	\$156.00	05/13/20	10975	ASCUCK	\$0.00	
Legal Services, P&Z		1.16.6170 - Legal Exp - P&Z		\$760.50	\$0.00	\$760.50	05/13/20	10975	ASCUCK	\$0.00	
INVOICE 51320MA36 TOTALS:				\$1,150.50	\$0.00	\$1,150.50				\$0.00	

*V - Denotes Voided Check Entries

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
SIMS MACKIN, LTD TOTALS:					\$1,150.50	\$0.00	\$1,150.50				\$0.00
VENDOR: 754 - ARIZONA BUG COMPANY											\$0.00
51920MA1	05/19/20	05/19/20	06/18/20								
pest control, 10101 prop (FD) Inv 1		1.18.6110 - Contract Services		\$50.00	\$0.00	\$50.00	05/19/20	10988	ASCUCK	\$0.00	
INVOICE 51920MA1 TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
ARIZONA BUG COMPANY TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
VENDOR: 793 - TOWN OF JEROME - UTILITIES											\$0.00
TOJUTILITIES-45	05/06/20	05/06/20	06/05/20								
7002-01 Civic Center		1.18.6285 - Utilities		\$216.90	\$0.00	\$216.90	05/06/20	10947	ASCUCK	\$0.00	
7015-01 Fire station		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	05/06/20	10947	ASCUCK	\$0.00	
7031-01 Library		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	05/06/20	10947	ASCUCK	\$0.00	
7054-01 Police station		1.18.6285 - Utilities		\$177.32	\$0.00	\$177.32	05/06/20	10947	ASCUCK	\$0.00	
7060-01 Town yard		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	05/06/20	10947	ASCUCK	\$0.00	
INVOICE TOJUTILITIES-45 TOTALS:					\$806.90	\$0.00	\$806.90				\$0.00
TOWN OF JEROME - UTILITIES TOTALS:					\$806.90	\$0.00	\$806.90				\$0.00
VENDOR: 794 - BANKCARD CENTER TOJ											\$0.00
51320MA34	05/13/20	05/13/20	06/12/20								
Municipal Impact		1.11.6192 - Software Support Exp - GG		\$49.95	\$0.00	\$49.95	05/13/20	10977	ASCUCK	\$0.00	
Toner		1.11.6190 - Office Supplies		\$74.29	\$0.00	\$74.29	05/13/20	10977	ASCUCK	\$0.00	
Adobe Pro Subscription		1.11.6192 - Software Support Exp - GG		\$197.60	\$0.00	\$197.60	05/13/20	10977	ASCUCK	\$0.00	
COVID 19 Supplies		1.11.6285 - Tourism 1% Bed Tax		\$186.61	\$0.00	\$186.61	05/13/20	10977	ASCUCK	\$0.00	
Refund Historical Conference		1.16.6116 - Training & Education		(\$295.00)	\$0.00	(\$295.00)	05/13/20	10977	ASCUCK	\$0.00	
Refund Historical Conference		1.11.6116 - Training & Education		(\$255.00)	\$0.00	(\$255.00)	05/13/20	10977	ASCUCK	\$0.00	
Zoom Subscription		1.11.6192 - Software Support Exp - GG		\$14.99	\$0.00	\$14.99	05/13/20	10977	ASCUCK	\$0.00	
Adobe Monthly Subscription		1.11.6192 - Software Support Exp - GG		\$58.21	\$0.00	\$58.21	05/13/20	10977	ASCUCK	\$0.00	
Gotomypc Subscription		1.11.6192 - Software Support Exp - GG		\$87.65	\$0.00	\$87.65	05/13/20	10977	ASCUCK	\$0.00	
Tablet & Cover		1.11.6193 - Computer Hardware & Service		\$349.92	\$0.00	\$349.92	05/13/20	10977	ASCUCK	\$0.00	
INVOICE 51320MA34 TOTALS:					\$469.22	\$0.00	\$469.22				\$0.00
51320MA35	05/13/20	05/13/20	06/12/20								
Windshield Nozzle & Hose		1.13.6220 - Rep and Maint - Vehicles		\$73.12	\$0.00	\$73.12	05/13/20	10976	ASCUCK	\$0.00	
Search/Seizure Traning		1.13.6116 - Training & Education		\$149.00	\$0.00	\$149.00	05/13/20	10976	ASCUCK	\$0.00	
Windshield Nozzle & Push		1.13.6220 - Rep and Maint - Vehicles		\$64.92	\$0.00	\$64.92	05/13/20	10976	ASCUCK	\$0.00	
Black Ink Cartridge		1.11.6190 - Office Supplies		\$150.49	\$0.00	\$150.49	05/13/20	10976	ASCUCK	\$0.00	
Cyan Ink Cartridge		1.11.6190 - Office Supplies		\$130.72	\$0.00	\$130.72	05/13/20	10976	ASCUCK	\$0.00	
Yellow Ink Cartridge		1.11.6190 - Office Supplies		\$141.01	\$0.00	\$141.01	05/13/20	10976	ASCUCK	\$0.00	
Basic Bulb		1.13.6220 - Rep and Maint - Vehicles		\$23.72	\$0.00	\$23.72	05/13/20	10976	ASCUCK	\$0.00	
INVOICE 51320MA35 TOTALS:					\$732.98	\$0.00	\$732.98				\$0.00
BANKCARD CENTER TOJ TOTALS:					\$1,202.20	\$0.00	\$1,202.20				\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											\$0.00
51320MA28	05/13/20	05/13/20	06/12/20								
2011-00019, Inv 3168		1.13.6172 - Prosecutor Exp		\$2,051.50	\$0.00	\$2,051.50	05/13/20	10978	ASCUCK	\$0.00	
INVOICE 51320MA28 TOTALS:				\$2,051.50	\$0.00	\$2,051.50				\$0.00	
PRESCOTT LAW GROUP, PLC TOTALS:				\$2,051.50	\$0.00	\$2,051.50				\$0.00	
VENDOR: 910 - WOLFE COMMUNICATIONS											\$0.00
52720MA6	05/27/20	05/27/20	05/27/20								
Inv 10325 Pager Repair		1.14.6225 - Rep and Maint - Equipment		\$89.00	\$0.00	\$89.00	05/27/20	11002	ASCUCK	\$0.00	
INVOICE 52720MA6 TOTALS:				\$89.00	\$0.00	\$89.00				\$0.00	
WOLFE COMMUNICATIONS TOTALS:				\$89.00	\$0.00	\$89.00				\$0.00	
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											\$0.00
050620B	05/06/20	05/06/20	06/05/20								
Health Insurance - 0420-46		1.10.2406 - Health Insurance		\$12,895.57	\$0.00	\$12,895.57	05/06/20	10948	ASCUCK	\$0.00	
INVOICE 050620B TOTALS:				\$12,895.57	\$0.00	\$12,895.57				\$0.00	
51920MA8	05/19/20	05/19/20	06/18/20								
Health Insurance - Inv 0520-46 May		1.10.2406 - Health Insurance		\$12,277.34	\$0.00	\$12,277.34	05/19/20	10989	ASCUCK	\$0.00	
INVOICE 51920MA8 TOTALS:				\$12,277.34	\$0.00	\$12,277.34				\$0.00	
KAIROS HEALTH ARIZONA, INC. TOTALS:				\$25,172.91	\$0.00	\$25,172.91				\$0.00	
VENDOR: 968 - PATRIOT DISPOSAL, INC.											\$0.00
050620C	05/06/20	05/06/20	06/05/20								
0040, 2731 trash		2.52.6165 - Landfill Tipping Fees		\$932.00	\$0.00	\$932.00	05/06/20	10949	ASCUCK	\$0.00	
INVOICE 050620C TOTALS:				\$932.00	\$0.00	\$932.00				\$0.00	
PATRIOT DISPOSAL, INC. TOTALS:				\$932.00	\$0.00	\$932.00				\$0.00	
VENDOR: 978 - MCMASTER-CARR											\$0.00
51920MA3	05/19/20	05/19/20	06/18/20								
Inv 39325025 Steel, Hinges Cliff Sp		2.50.6230 - Rep and Maint - Infrastructure		\$510.09	\$0.00	\$510.09	05/19/20	10990	ASCUCK	\$0.00	
INVOICE 51920MA3 TOTALS:				\$510.09	\$0.00	\$510.09				\$0.00	
51920MA4	05/19/20	05/19/20	06/18/20								
Inv 39322626 Steel for Cliff Spring		2.50.6230 - Rep and Maint - Infrastructure		\$384.54	\$0.00	\$384.54	05/19/20	10990	ASCUCK	\$0.00	
INVOICE 51920MA4 TOTALS:				\$384.54	\$0.00	\$384.54				\$0.00	
MCMASTER-CARR TOTALS:				\$894.63	\$0.00	\$894.63				\$0.00	
VENDOR: 980 - CLARKDALE POLICE DEPARTMENT											\$0.00
52720MA7	05/27/20	05/27/20	05/27/20								

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2020 to 5/31/2020

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Awards Banquet Catering		1.13.6185 - Miscellaneous		\$500.00	\$0.00	\$500.00	05/27/20	11003	ASCUCK	\$0.00
INVOICE 52720MA7 TOTALS:				\$500.00	\$0.00	\$500.00				\$0.00
CLARKDALE POLICE DEPARTMENT TOTALS:				\$500.00	\$0.00	\$500.00				\$0.00
LEDGER TOTALS:				\$177,711.39	\$0.00	\$177,711.39				\$0.00

Payroll check register prior month

Employee Name	Payroll Check Date	Payroll Net Pay
Allen, Gary G	05/14/2020	\$1,141.64
	05/28/2020	\$1,132.94
Atkin, Melanie	05/14/2020	\$1,260.48
	05/28/2020	\$1,260.48
Blair, Russell	05/14/2020	\$1,668.19
	05/28/2020	\$1,668.19
Boan, Mark	05/14/2020	\$575.29
	05/28/2020	\$998.05
Boland, Martin	05/14/2020	\$1,409.66
	05/28/2020	\$1,363.48
Brockman, Ronda	05/14/2020	\$1,117.81
	05/28/2020	\$1,117.81
Cays, Rosa	05/14/2020	\$1,177.68
	05/28/2020	\$1,362.92
Dwyer, Joan	05/14/2020	\$464.05
	05/28/2020	\$464.05
Gallagher, Candace	05/14/2020	\$2,488.16
	05/28/2020	\$2,488.17
Haney, Ian A	05/14/2020	\$55.37
	05/28/2020	\$290.75
Harris, Charles G	05/28/2020	\$81.94
Hernandez, Ricardo M	05/14/2020	\$1,000.09
	05/28/2020	\$1,000.09
Jarvis, Kathleen	05/14/2020	\$1,322.65
	05/28/2020	\$1,322.66
Keith, Lyle	05/14/2020	\$1,794.94

Employee Name	Payroll Check Date	Payroll Net Pay
	05/28/2020	\$1,457.71
Knight, John R	05/14/2020	\$1,617.84
	05/28/2020	\$1,617.84
Lee, Kerry	05/14/2020	\$1,196.70
	05/28/2020	\$1,349.76
Levering, Laura	05/14/2020	\$303.31
	05/28/2020	\$306.25
Lionberger, William	05/14/2020	\$356.50
	05/28/2020	\$178.24
Marsh, Troy B	05/14/2020	\$907.69
	05/28/2020	\$830.94
McDonald, John P	05/14/2020	\$382.46
	05/28/2020	\$406.18
Muenz, Kristen J	05/14/2020	\$1,080.20
	05/28/2020	\$1,100.33
Muma, Allen L	05/14/2020	\$1,464.15
	05/28/2020	\$1,464.15
Pontious, Janice	05/14/2020	\$459.16
	05/28/2020	\$459.14
San Felice, Russell	05/14/2020	\$1,085.84
	05/28/2020	\$1,105.85
Shakespeare, Leo	05/28/2020	\$82.94
Stangl, Derek A	05/28/2020	\$363.91
Streck, Kylie L	05/14/2020	\$0.00
Warren, Brandon M	05/14/2020	\$658.67
	05/28/2020	\$965.21
Wessel Dudley, Casner B	05/14/2020	\$910.25
	05/28/2020	\$980.32

Employee Name	Payroll Check Date	Payroll Net Pay
Wolstencroft, Barry	05/14/2020	\$202.25
	05/28/2020	\$228.10

For the meeting of June 9, 2020

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

My activities over the past month were consumed with COVID-19 issues and the budget. They included:

- COVID-19 activities, including conference calls each week with local, County, State and Federal officials, posting information and alerts on website and social media, communication with local businesses, and more. Although Town Hall is closed to the public, staff continues to work and things remain busy. Town Hall staff is, for the most part, now working onsite, with some telework continuing. Library staffing remains minimal at this time. Police, Fire and Public Works personnel continue on their usual shifts. At this meeting, we'll be discussing plans for reopening Town Hall and the Library.
- Continued work with APS regarding solar installation at 300 Level parking lot. The agreement with APS is on this meeting agenda for Council's approval.
- Completed work with Runbeck Election Services on publicity pamphlet for August primary election. Sent to Auditor General and received approval.
- Created Doodle poll and set workshop meeting to discuss telecommunications ordinance. That meeting is set for Thursday, June 11 at 5 p.m.
- Met via Zoom with Krishan Ginige (Town Engineer), Mike Krebs and Taylor Pierce (PACE Engineering), Henry MacVittie and ADEQ representatives regarding amended consent order for ongoing engineering study at the wastewater treatment plant.
- Continued work on several grants:
 - CDBG grant for Dundee waterline
 - CDBG SSP grant for Center Avenue improvements
 - USDA Rural Development grant for Hotel Jerome window replacement
 - HURF Exchange funding for drainage improvements
 - AZCARES funding for pandemic relief funding
 - ADEQ Brownfields funding for removal of windows at Hotel Jerome
- Continued work on the FY2021 budget and conducted two public budget meetings. The budget is substantially complete, and further adjustments are pending additional information as it becomes available regarding the financial impact of the pandemic. The next meeting is scheduled for Tuesday, June 23 at 6:00 p.m..
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues, including support for Planning & Zoning.
- Continued to field and respond to day-to-day issues requiring my attention, including public records requests and dealing with the curfew imposed by the Governor.

**** CONGRATULATIONS TO ****

Crew Chief Lyle Keith, who completed three years of service (this time around!) with the Town on May 1.

Deputy Clerk Rosa Cays, who completed three years of service with the Town on May 22.

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

Candace

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

	FYE 2020 BUDGET	FY2020 actual	Budget +/-	FY2019 actual	Compared to prior year +/-
July	72,800	88,280	15,480	72,844	15,436
August	76,400	94,652	18,252	76,404	18,248
September	68,900	77,333	8,433	68,834	8,499
October	92,300	94,743	2,443	92,254	2,489
November	104,300	106,938	2,638	104,329	2,609
December	79,100	103,563	24,463	79,084	24,479
January	83,600	82,098	(1,502)	83,596	(1,498)
February	61,400	72,541	11,141	61,341	11,200
March	72,600	84,006	11,406	72,552	11,454
April	114,500	61,358	(53,142)	114,414	(53,056)
May	116,500			116,468	
June	84,600			84,593	
Total YTD	1,027,000	865,512	39,612	1,026,713	39,860

TOWN OF JEROME, AZ

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

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144/325/344)			RETAIL (Bus Class 17)		
	FY2020 actual	FY2019 actual	+/-	FY2020 actual	FY2019 actual	+/-	FY2020 actual	FY2019 actual	+/-
July	39,559	26,851	12,708	11,815	11,874	(59)	29,123	26,056	3,067
August	33,614	38,048	(4,434)	12,450	9,666	2,784	32,101	21,251	10,850
September	29,346	29,273	73	11,761	9,229	2,532	28,177	22,174	6,003
October	32,816	34,900	(2,084)	12,094	11,638	456	37,691	34,689	3,002
November	34,381	40,216	(5,835)	17,329	15,297	2,032	45,646	39,245	6,401
December	39,638	26,815	12,823	13,276	11,218	2,058	43,142	32,211	10,931
January	26,239	31,708	(5,469)	9,493	9,268	225	34,031	31,875	2,156
February	27,273	21,469	5,804	9,242	8,266	976	26,862	23,048	3,814
March	26,192	27,938	(1,746)	12,659	10,104	2,555	31,545	24,579	6,966
April	21,873	46,247	(24,374)	7,097	17,631	(10,534)	23,466	42,905	(19,439)
May		40,791			14,838			52,098	
June		31,907			12,843			32,687	
Total YTD	310,931	396,163	(12,534)	117,216	141,872	3,025	331,784	382,818	33,751

Added 1% Bed Tax

		TOTAL TO DATE
July	1,818	1,818
August	1,929	3,747
September	1,824	5,571
October	1,860	7,431
November	2,661	10,092
December	2,043	12,135
January	1,465	13,600
February	1,422	15,022
March	1,948	16,970
April	1,092	18,062
May		
June		

WATER FLOWS REPORT

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

<u>Reading Date</u>	<u>WALNUT GPM</u>	<u>VERDE GPM</u>
2019		
6-May	77.2	205
21-May	71.3	193
28-May	66.4	192
3-Jun	66.4	185
10-Jun	56.6	180
17-Jun	61	178
24-Jun	56.5	175
1-Jul	52	175
8-Jul	52	210
15-Jul	52.1	220
22-Jul	52.1	210
29-Jul	52.1	202
6-Aug	52.1	199
13-Aug	52.1	180
19-Aug	52.1	230
26-Aug	43.5	225
3-Sept	43.5	228
9-Sept	52.1	230
16-Sept	47.5	212
23-Sept	43.5	210
30-Sept	40	212
7-Oct	40	212
14-Oct	43.5	212
21-Oct	47.6	216
31-Oct	39.5	232
5-Nov	39.5	232
14-Nov	39.5	192
25-Nov	36	199
2-Dec	39.5	172
9-Dec	47.6	301
11-Dec	39.5	70
16-Dec	39.5	44
17-Dec	39.5	76
23-Dec	39.5	80
30-Dec	47.6	220
2020		
3-Jan	47.6	190
6-Jan	43.5	178
10-Jan	43.5	170
13-Jan	43.5	158
17-Jan	43.5	146
22-Jan	47.5	144
3-Feb	52	136
10-Feb	56.5	125
18-Feb	55.6	118
24-Feb	56.5	120
2-Mar	61	138
9-Mar	61	135
16-Mar	414	330
17-Mar	277	Turned out
23-Mar	211	↓
27-Mar	265	↓
30-Mar	328	↓
3-Apr	476	↓
6-Apr	181	↓
10-Apr	163	↓
13-Apr	154	↓
17-Apr	211	↓
20-Apr	211	↓
24-Apr	200	↓
27-Apr	191	↓
1-May	191	↓
4-May	181	↓
8-May	172	↓
11-May	181	↓
14-May	163	↓
18-May	154	↓
22-May	No reading	219
26-May	146	190
29-May	138	190



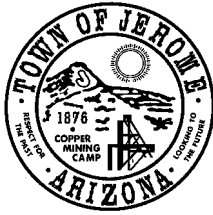
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TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Deputy Clerk June 2020 Staff Report (May activity)

Respectfully submitted by Rosa Cays

- ⚙ Coordinated with contributing writers from the community and collected, edited, and laid out content using Microsoft Publisher (instead of MS Word), which has been a good learning experience and will ultimately make the publication process more efficient.
- ⚙ With assistance from Kristen, managed the collection of electronics for the town's recycling program in conjunction with Westech Recyclers, which was picked up on June 2.
- ⚙ Assisted in preparing packets for Council, Design Review, and P&Z meetings; took minutes for the videoconferenced meetings and transcribed the minutes, including for special meetings.
- ⚙ Archived signed resolutions, ordinances, and meeting minutes (and packets) for the town's records.
- ⚙ Posted various town notices at the three locations in town (Gulch Road, post office, town hall) throughout the month.
- ⚙ Continue to review and edit documents associated with P&Z and DRB matters for John Knight, zoning administrator, as well as the C-19 guidelines poster and safety commitment document distributed to town business owners by Vice Mayor Harvey and Mr. Knight.
- ⚙ Continue to process the daily bank reconciliation reports. When time allows, will train with Melanie Atkin to take on the monthly reconciliations as well.
- ⚙ Assisted department heads and board members with a variety of inquiries or tasks, and covered the phone when needed.



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Celebrating Our 120th Anniversary
1899 - 2020

JUNE 2019 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Dig up, repair and backfill sewer line on Holly Ave.
- Worked on Jeep ALOT, Brush truck, Polaris, and F-250
- Concrete on school St. Form, rebar, pour and finish.
- Waterline on Jerome Ave.
- Sneeze guards for Townhall.
- Finish bulk pick up for trash around town.
- Start to relocate of water line across Joan Evens yard to house on Holly.
- Add bench at Town Hall
- Finish piping half of the Flume ditch
- Fix Drainage on Rich St.
- Sewer clean up in the basement at 117 1st St.
- Weed eat 300 level park lot

WATER REGULATORS

School St. 5/5/2020

Lower 2"- Complete rebuild. New stem, seat and Disc retainer

Gulch 5/6/2020

2"- Complete rebuild, no new parts



Jerome Volunteer Fire Department

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

E-mail: blair@jeromefire.us

Fire Chief's Report

Month: May Year: 2020

Calls by Type	Number	Resident	Non-Resident
EMS Calls	11	6	5
Residential Fire			
Commercial Fire			
Wildland	1		1
Still Assignment	2	2	
Special Duty	14	5	9
Snake Removal	2	2	
Tech Rescue / rope	3		3
MVA/Rescue			
HazMat	1	1	
Dispatch			
Totals:	34	16	18
Total Calls Chief on Scene	31		
Total JFD Meetings Chief Attended	7		

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

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 250.3
--	---------------------------

Fire Chief Meetings	Date
Verde Valley Fire Chief's Covid-19 Meeting	5-7-20
Verde Valley Fire Chief's Covid-19 Meeting	5-20-20
Yavapai County Fire Chiefs Meeting	5-21-20

Education, Yavapai College Spring Semester:

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

Additional Training:

- On May 4th we had an Officers Meeting.
- On May 7th we conducted our Business Meeting and monthly truck checks.
- On May 9th we had a Work Session.
- On May 14th we had Landing Zone training with Guardian Air, conducted by Chief Blair
- On May 21st we had Small Tools and Equipment training conducted by Chief Blair
- On May 23rd a Ropes Training Steep Angle training was conducted by Chief Blair
- On May 28th we had Truck Engineering training with Chief Blair

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

Corona virus update

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

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

Department Affairs and On-going Projects

- Our May call volume is down by 20 calls over last year's May calls of 54, totaling 34 calls this month. Our year to date call volume is 146 compared with 251 calls YTD 2019. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- Jerome fire Department has deployed Brush 111 to the Ocotillo Fire with a crew of three. They are Mark Sachara engine boss, Rick Hernandez firefighter II and Dereck Stangl Firefighter II. Just the truck itself makes approximately \$1600 a day with the potential being out for 14 days.
- Jerome Fire was awarded a grant for our new battery powered extrication equipment, lift bags, and new batteries. This is a huge improvement over our conventional hydraulic system and will improve our abilities to extricate in hard to reach areas. We did receive some of our extrication equipment (the cutters, Spreaders, Ram, and Rescue Struts) and have been putting on extrication classes, for safe practices during extrication of a patient. We have received the rest of the rescue equipment that we had ordered and have rearranged the trucks to facilitate the new equipment.

- In regard to the new HME-Ahrens Engine; the Department needs to do additional training on the driving and operation of this new apparatus. This includes pump operation, training with different hose loads, and defensive driving training. On May 28th we held an Engineering specific training where we went over drafting, main pump engineering, and learning the use of the auxiliary pump. We have installed steps on the on the sides in the back to make it safer to access the hose beds and have reconfigured the hose beds for better deployment for fire attack.
- The Chamber of Commerce, Narcotics anonymous and the Probation Supervisors meetings well be held at Station 11 in June.
- Duty Officer Haney has been injured and will be out of service for at least 3 months. I had brought on Rick Hernandez for the interim while Haney is out of service. Kylie Streck had put in her notice and I have hired on Rick Hernandez full time into her position. I left Ian Haney's position open for now to save money. However his injury is getting better and he is starting to work part time.
- Adult Probation workers, May 14th. I utilized them to weed eat down the highway in order to create larger fire breaks.
- In preparation for the upcoming wildland fire season we have acquired a new Engine Boss Mark Sachara, and a new Wildland Firefighter Derek Stangl.

Prevention

- We have had a total of 36 visits to the burn pile May with 70 loads of trimmings, slash and brush for a total of 119 combined Jerome citizen hours. Adding to those totals are 104 hours of Firewise crew, and 12 hours of Adult Probation Crew for a Grand Total of 253 hours combined. I have not issued any burn permits or burnt in place at the burn pile.
- We did receive a grant from PAWIC in the amount of \$21,000 and now have Dereck and Mark working on fuel abatement.
- My employee Rick and I have been doing fuel abatement work up and down our streets and roads to create fire breaks to help protect our community. This year because of the amount of moisture we received during the winter months the fine fuels are extremely tall and are ready to burn.
- Performed 16 fire inspections for business licenses. This is up from 0 inspections from last month due to the Coronavirus outbreak.

Incident	Date	Time	Day	Select Type	Additional Info	#
44	5/3/20	4:33:00 PM	Sun.	EMS Resident	52 YOM Unknown medical	6
20-64	5/7/20	12:15:00 PM	Thurs.	Special Duty Non-Resident	Traffic control	2
45	5/7/20	5:57:00 PM	Thurs.	EMS Resident	66 YOF ETOH	5
20-65	5/9/20	12:30:00 PM	Sat.	Special Duty Resident	Station Staffing	5
20-66	5/9/20	2:00:00 PM	Sat.	Snake Removal & Relocation	Nothing found	1
20-67	5/12/20	8:30:00 AM	Thurs.	Special Duty Non-Resident	Assist JPD Oversized vehicle	3
20-68	5/11/20	8:00:00 AM	Mon.	Special Duty Resident	Cut fire line	1
20-69	5/12/20	9:00:00 AM	Tues.	Special Duty Resident	Cut fire line	2
20-70	5/13/20	8:00:00 AM	Wed.	Special Duty Resident	Cut fire line	2
20-71	5/13/20	11:30:00 AM	Wed.	EMS Non Resident	53 YOF Unknown medical	2

46	5/13/20	10:19:00 AM	Wed.	Still Assignment Resident	Dumpster fire	8
47	5/16/20	1:52:00 PM	Sat.	Tech Rescue Non-Resident	TRT Cancelled enroute	9
20-72	5/16/20	11:00:00 AM	Sat.	EMS Non Resident	Welfare check	2
20-73	5/17/20	3:30:00 PM	Sun.	Still Assignment Resident	Natural gas leak	1
20-74	5/18/20	2:00:00 PM	Mon.	Special Duty Non-Resident	Assist JPD with trespassers	2
20-75	5/19/20	12:00:00 PM	Tues.	Special Duty Resident	Removed road hazards	1
20-76	5/20/20	3:00:00 PM	Wed.	Special Duty Non-Resident	Assisted JPD w/ oversized	1
20-77	5/21/20	3:00:00 PM	Thurs.	Special Duty Resident	Assisted citizen with disabled vehicle	1
20-78	5/21/20	3:15:00 PM	Thurs.	EMS Resident	Basic first aid	1
20-79	5/22/20	7:00:00 PM	Fri.	Special Duty Non-Resident	Assisted JPD with disabled vehicle	2
20-80	5/23/20	11:00:00 AM	Sat.	Special Duty Non-Resident	Assisted JPD with disabled vehicle	1
48	5/23/20	11:09:00 AM	Sat.	EMS Non Resident	40 YOF Unknown medical	9
49	5/24/20	4:44:00 PM	Sun.	EMS Non Resident	3 YOF Fall injury	7
50	5/25/20	1:28:00 PM	Mon.	EMS Resident	46 YOF Unknown medical	2
20-81	5/28/20	9:00:00 AM	Thurs.	Special Duty Non-Resident	Assisted JPD w/ oversized	1
20-82	5/29/20	12:00:00 PM	Fri.	EMS Resident	Assisted JPD w/ possible 666 40 YOF	1
20-83	5/29/20	3:00:00 PM	Fri.	Hazmat	Sewage issues with station	2
20-84	5/29/20	4:15:00 PM	Fri.	Special Duty Non-Resident	Assisted JPD w/ road closure	3
51	5/30/20	4:44:00 PM	Sat.	Wildland	Ocotillo Fire Cave Creek	5
20-85	5/30/20	5:00:00 PM	Sat.	EMS Resident	70 yom Basic first aid	1
52	5/31/20	1:47:00 AM	Sun.	EMS Non Resident	22 YOM Pepper Sprayed	2
20-86	5/31/20	8:30:00 AM	Sun.	Snake Removal & Relocation	6 Foot Bull Snake	1
53	5/31/20	11:06:00 AM	Sun.	Tech Rescue Non-Resident	30 YOF Big wheel/hike out	5
54	5/31/20	11:06:00 AM	Sun.	Tech Rescue Non-Resident	18 YOF Hike out/EMS	5

Incident Date Time Day Select Type Additional Info #

May 2020 Burn Pile Log

Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.
5/2/2020	UVX, Douglas			2	2	2	4
5/1/2020	Gulch RD		Y	2	1	4	4
5/4/2020	110 Dundee			2	2	3	6
5/4/2020	725 East Ave			2	1	3	3
5/4/2020	420 Hull Ave			1	1	3	3
5/5/2020	593 Main			1	1	3	3
5/12/2020	820 Gulch			2	2	4	8
5/14/2020	713 Main			5	2	10	20
5/14/2020	421 Giroux			2	1	4	4
5/14/2020	811 Hampshire			2	2	5	10

5/14/2020	228 Diaz			2	2	4	8
5/11/2020	89A		Y	2	2	6	12
5/12/2020	89A		Y	2	2	6	12
5/13/2020	89A		Y	2	2	6	12
5/14/2020	89A Probation	3	Y	2	2	6	12
5/14/2020	Douglas Rd			2	2	2	4
5/16/2020	975 Gulch Rd			2	1	2	2
5/18/2020	410 Clark St			1	1	1	1
5/18/2020	107 Deception			2	2	4	8
5/18/2020	Douglas			2	1	2	2
5/18/2020	Lower Lazano Ln		Y	2	2	4	8
5/19/2020	Lower Bell Rd		Y	2	2	4	8
5/19/2020	107 Deception			2	2	4	8
5/19/2020	89A MP 346		Y	2	1	6	6
5/19/2020	Clark St.			1	2	3	6
5/19/2020	713 Main			3	2	5	10
5/19/2020	TOJ Parks			1	2	3	6
5/19/2020	687 Main			4	4	2	8
5/20/2020	89A		Y	2	2	6	12
5/21/2020	327 Remington way			1	1	1	1
5/21/2020	12 North St.			2	1	2	2
5/22/2020	101 Main		Y	2	1	6	6
5/26/2020	101 Main		Y	2	1	6	6
5/27/2020	101 Main		Y	2	1	6	6
5/27/2020	416 Hull			2	1	4	4
	Totals	3	12	70	57	104	235
131	Jerome Citizen Hours-	Adult Prob.	Firewise	# Loads	# Crew	# Hrs.	Total Hrs

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

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



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June 2020 staff report for March activity submitted by Kristen Muenz

Utilities

Current debt (45 days past due):

Thirty-three accounts were on the shut-off list at the beginning of May. This is an unusually high amount of overdue accounts, but not unexpected due to the financial strain the pandemic has caused. No accounts were sent Yellow Tags and no shutoffs were completed. One of the accounts is on a monthly payment plan and was not able to make payment; that account is being left open.

Balance owed on these accounts from April billing: \$13,476.22

Balance owed at end of May: \$8,113.26

*All late fees are waived for the time being.

A copy of the May AR Aging report is attached.

Business Licenses

Applications submitted: 7

Issued: 1

In process: 17

Renewal reminders went out to 7 businesses whose licenses expire at the end of May. There is a backlog of pending applications. These are being seen to and will soon be caught up now that businesses have begun to reopen.

Rentals

Three rental accounts did not submit payment for May and one account made a half payment. No action will be taken as all rental payments are being deferred for up to 90 days.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$1,186.91)	(\$137.56)	(\$962.92)	(\$962.92)	(\$303.47)	(\$3,553.78)
Water	\$0.00	\$3,140.91	\$254.80	\$256.50	\$200.91	\$319.18	\$4,172.30
Sewer	\$0.00	\$4,032.61	\$368.56	\$329.08	\$257.76	\$710.35	\$5,698.36
Trash	\$0.00	\$5,023.84	(\$179.00)	\$352.97	\$339.60	\$1,050.95	\$6,588.36
Tax	\$0.00	\$301.26	\$20.30	\$25.25	\$19.77	\$44.04	\$410.62
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
Late Fee	\$0.00	\$0.00	\$0.00	\$20.00	\$30.00	\$2,130.00	\$2,180.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$11,341.71	\$327.10	\$20.88	(\$114.88)	\$3,951.05	\$15,525.86
UserType: Residential							
Credit	\$0.00	(\$665.53)	(\$268.19)	(\$200.00)	(\$565.68)	(\$1,773.03)	(\$3,472.43)
Water	\$0.00	\$28,717.17	\$2,148.92	\$811.62	\$439.54	\$2,059.28	\$34,176.53
Sewer	\$0.00	\$7,767.06	\$2,188.49	\$838.07	\$437.61	\$3,171.32	\$14,402.55
Trash	\$0.00	\$6,101.34	\$1,555.05	\$588.21	\$323.55	\$1,825.82	\$10,393.97
Tax	\$0.00	\$2,746.59	\$201.17	\$75.34	\$40.85	\$289.65	\$3,353.60
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$63.55	\$93.55
Late Fee	\$0.00	\$0.00	\$0.00	\$70.00	\$100.00	\$5,839.45	\$6,009.45
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)							
Subtotal --->	\$0.00	\$44,666.63	\$5,825.44	\$2,183.24	\$805.87	\$11,476.04	\$64,957.22
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)							
Subtotal --->	\$0.00	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$60.00)	(\$60.00)	(\$46.25)	\$0.00	\$0.00	(\$166.25)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$6,422.25	\$3,693.60	\$507.60	\$0.00	\$347.36	\$10,970.81
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$121.58	\$0.00	\$0.00	\$0.00	\$0.00	\$121.58
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$6,505.59	\$3,633.60	\$461.35	\$0.00	\$347.36	\$10,947.90
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	\$63,103.93	\$9,786.14	\$2,665.47	\$690.99	\$15,774.45	\$92,020.98

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$1,912.44)	(\$465.75)	(\$1,209.17)	(\$1,528.60)	(\$2,076.50)	(\$7,192.46)
Water	\$0.00	\$32,027.77	\$2,403.72	\$1,068.12	\$640.45	\$2,378.46	\$38,518.52
Sewer	\$0.00	\$12,017.37	\$2,557.05	\$1,167.15	\$695.37	\$3,881.67	\$20,318.61
Trash	\$0.00	\$11,311.10	\$1,376.05	\$941.18	\$663.15	\$2,876.77	\$17,168.25
Tax	\$0.00	\$3,064.54	\$221.47	\$100.59	\$60.62	\$333.69	\$3,780.91
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00	\$63.55	\$123.55
Late Fee	\$0.00	\$0.00	\$0.00	\$90.00	\$130.00	\$7,969.45	\$8,189.45
Rent	\$0.00	\$6,422.25	\$3,693.60	\$507.60	\$0.00	\$347.36	\$10,970.81
Gas	\$0.00	\$21.76	\$0.00	\$0.00	\$0.00	\$0.00	\$21.76
Electric	\$0.00	\$121.58	\$0.00	\$0.00	\$0.00	\$0.00	\$121.58
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	\$63,103.93	\$9,786.14	\$2,665.47	\$690.99	\$15,774.45	\$92,020.98

Customer Count = 386



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

MAY 2020 STAFF REPORT

From: Melanie Atkin, Accounting Clerk/HR Coordinator

To: The Mayor and Council

Accounting Duties:

- ❖ Processed the weekly imports, which accounts for A/R transactions made with checks, credit cards, and cash.
- ❖ Made the weekly bank deposits.
- ❖ Processed two payrolls through ADP, ran payroll reports, completed various ledgers with the report's information, and posted payroll into the general ledger.
- ❖ Made necessary monthly transfers for HURF, Admin Charges, and Water/Sewer/Trash.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a May summary budget to actual report for General, Utility, and Road funds.
- ❖ Began performing Accounts Payable this month and will continue indefinitely. This will help reduce inaccuracies in both the vendor ledger and general ledger and make the process more efficient.

HR Duties:

- ❖ Open enrollment for KAIROS health benefits was completed this month. Even though communications with KAIROS was strictly via email and web based, open enrollment went smoothly and was finished on time.
- ❖ Attended two HR related webinars this month, Employment Law and a two-day comprehensive HR Law workshop. There were many updates dealing with Covid19 and other federal issues. There also was guidance about what employers need to do to develop policies/procedures and remain in compliance.

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

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	4,252.42
DEFENS DRIVING DIVERSION FEE	\$	-
ATTORNEY FEES REIMBURSEMENT	\$	28.13
DEFAULT FEE	\$	365.00
OFFICER SAFETY EQUIPMENT - PD	\$	117.46
DEFERRED PROSECUTION FEE	\$	120.00
LICENSE PLATE VIOLATION	\$	20.28
WARRANT FEE&OVERPAYMENT FORFEIT	\$	200.88
COURT SECURITY FEE	\$	380.00
TOTAL TOWN REVENUE	\$	5,484.17

COURT REVENUE			YTD
COURT ENHANCEMENT FEE	\$	76.51	\$ 44,663.69

REMITTED DIRECT CLEAN ELECTION FUND (16-949D;16-954C)

CRIMINAL JUSTICE ENHANCE FUND	\$	1,862.81
DNA STATE 3%	\$	59.13
FARE DELINQUENCY FEE	\$	175.00
FARE SPECIAL COLLECTION	\$	578.88
FARE ENHANCED SPEC COLLECT FEE	\$	31.51
FARE ENHANCED DELINQUENCY FEE	\$	147.00
FILL THE GAP 7%	\$	279.25
DRUG AND GANG ENFORCEMENT	\$	-
JUDICIAL COLLECTION ENHANCE FUND	\$	130.00
EXTRA DUI ASSESSMENT	\$	-
PEACE OFFICER TRAINING EQUIP FUND	\$	92.93
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	553.61
2011 ADDTNL ASSMT-STATE TRSR	\$	235.02
PRISON CONSTRUCTION	\$	285.00
PROBATION SURCHARGE	\$	600.57
ADPS FORENSIC FUND	\$	174.85
PUBLIC SAFETY EQUIPMENT FUND		
VICTIM COMPENSATION/ASSIST FUND	\$	78.54
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	53.08
VICTIM'S RIGHT FUND	\$	130.54
TOTAL STATE REVENUE	\$	5,866.73

REMITTED DIRECT JAIL (INCARCERATION FEES)

2011 ADDTNL ASSMT - CNTY TRSR	\$	29.38
TOTAL COUNTY REVENUE	\$	46.25

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED			YTD
TITLE 22 Fees	\$	70.00	\$ 13,187.48

TOTAL JCEF FEES	\$	70.00
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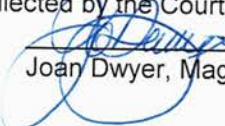
UNAPPLIED PAYMENTS	\$	210.00	from last month
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OVERPAYMENT REFUNDS	\$	
TOTAL RECEIPTED FOR MONTH	\$	11,543.66

BONDS

Received During the Month		
Bonds Forfeited to Pay Fines	\$	-
Open Bonds	\$	1,500.00

I, Joan Dwyer, Magistrate for the Town of Jerome, do hereby certify that the foregoing is a true & accurate account of the funds collected by the Court for the month of MAY, 2020



Joan Dwyer, Magistrate

COURT REVENUE
2019-2020 TOWN REVENUE

June - May

SECURITY

	Gross	PD Equip Fund	FEE	NET to Town
June	\$ 6,231.88	\$ 150.27	\$ 805.00	\$ 6,081.61
July	\$ 8,038.60	\$ 202.72	\$ 1,045.00	\$ 7,835.88
August	\$ 2,426.38	\$ 53.37	\$ 305.00	\$ 2,373.01
Sept	\$ 3,317.23	\$ 87.48	\$ 430.00	\$ 3,229.75
October	\$ 7,027.94	\$ 183.62	\$ 1,130.00	\$ 6,844.32
November	\$ 5,156.63	\$ 137.62	\$ 620.00	\$ 5,019.01
December	\$ 3,734.82	\$ 118.98	\$ 490.00	\$ 3,615.84
2020				
January	\$ 4,981.92	\$ 133.58	\$ 590.00	\$ 4,848.34
February	\$ 4,674.48	\$ 111.19	\$ 570.00	\$ 3,993.29
March	\$ 4,876.80	\$ 118.76	\$ 460.00	\$ 4,298.04
April	\$ 4,634.11	\$ 78.02	\$ 300.00	\$ 4,856.09
May	\$ 5,104.17	\$ 117.46	\$ 380.00	\$ 4,986.71

TOTAL \$ 60,204.96 \$ 1,493.07 \$ 7,125.00 \$ 57,981.89

NOTE:

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

Other Court Monies (as of 3-31--2020)

JCEF	\$ 13,187.48
Fill the Gap	\$ 7,304.04
Court Enhancement Funds 2	\$ 44,663.69
Court Enhancement Funds 1	\$ 31,392.97
2008-2011	\$ 1,131.35
Fare Money	funds transferred to Court on 10-19-2017

TOTAL

\$ 97,679.53

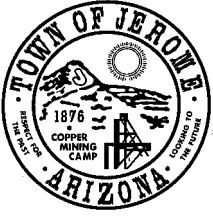
CHARGES

Civil Traffic Criminal Criminal Traffic DUI

	*CEF	Civil Traffic	Criminal	Criminal Traffic	DUI
June	\$ 72.89	47	2	0	1
July	\$ 55.72	28	11	0	4
August	\$ 20.00	22	4	2	1
Sept	\$ 32.78	62	7	0	11
October	\$ 25.39	38	3	1	3
November	\$ 54.00	23	2	0	17
December	\$ 76.64	28	1	0	0
2020					
January	\$ 30.04	39	5	4	0
February		32	8	4	0
March	\$ 2.84	34	10	1	2
April		14	3	0	1
May	\$ 76.51	48	9	1	2

\$ 446.81 415 65 13 42

*Court Enhancement Fund



TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

Barry Wolstencroft , Building Official

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

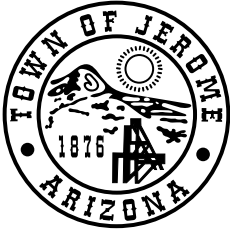
Founded 1876

Incorporated 1899

MAY 2020

1. Business license inspections.
2. Sheetrock inspection at 659 Giroux Street.
3. Received plans for new house at 18 North Drive.
4. Met with new owner of garage at 11 Rich Street to discuss permit to fix roof and add a bathroom.
5. Met with new owner of house at 639 Center Street to discuss permits needed.
6. Progress inspection at 446 Clark Street.

Barry Wolstencroft, Building Inspector



Town of Jerome – Zoning Administrator’s Report

Council Meeting Date: Tuesday, May 9, 2020

Prepared by: John Knight, Zoning Administrator

- Planning and Zoning Commission – May 20, 2020
 - Agreed with Council changes to bylaws
 - UVX Patio Cover – 403 Clark St. (Bartell)
 - Introduced the reapproval for apartment building parking structure – 446 Clark St. (Knowlton-Robinson)
 - Initiated code amendment to residential lodging definitions
 - Agreed to change meeting day of the month to the 3rd Wednesday

- Planning and Zoning Commission – June 3, 2020
 - Reapproval for apartment building parking structure – 446 Clark St. (Knowlton-Robinson)
 - Work session on code amendments for residential lodging
 - Work session on code amendments for temporary signs
 - Work session on code amendments for sidewalk encroachment
 - Community garden site plan review

- Design Review Board – June 8, 2020
 - Reapproval for apartment building parking structure – 446 Clark St. (Knowlton-Robinson)
 - Change to DRB meeting day of the month to 1st Monday
 - Community Garden site plan review



TOWN OF JEROME

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

REGULAR MEETING OF THE TOWN OF JEROME

DESIGN REVIEW BOARD

via VIDEOCONFERENCE (ZOOM)

Monday, May 11, 2020 TIME: 6:00 pm
600 Clark St., JEROME, ARIZONA 86331

ACTION MINUTES

1) CALL TO ORDER/ROLL CALL

All board members were present: Chair Tyler Christensen, Vice Chair Brice Wood, John McDonald, and Danny Smith.

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 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 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

3) Approval of Minutes: Minutes of the Regular Meeting of April 13, 2020 and Joint Meeting of April 29, 2020
Discussion/Possible Action/ Possible Direction to Staff

APPROVED

Continued Items: None

New Business:

4) Design Review for new signage at new business - Jerome Heritage Shop

APPLICANT: Josh Lindner

ADDRESS: 105 Main Street

ZONE: C-1

OWNER OF RECORD: Simple Complex Co, LLC

APN: 401-06-156D

Applicant is seeking design review for a new projecting sign and window sign

Discussion/Possible Action - DRB Reso. 2020-15

APPROVED

5) Design Review for new patio cover – Jerome UVX Center

APPLICANT: John Bartell

ADDRESS: 403 Clark Street

ZONE: C-1

OWNER OF RECORD: 1299 Properties

APN: 401-06-152H

Applicant is seeking design review for a new patio cover and red tile "eyebrow"

Discussion/Possible Action - DRB Reso. 2020-16

APPROVED

6) Extension Request for new home

APPLICANT: Lori Leachman & Andrew Farber

ADDRESS: 18 North Drive

ZONE: R1-5

OWNER OF RECORD: Lori Leachman & Andrew Farber

APN: 401-11-007C

Applicant is seeking a six-month extension to the Design Review approved in December of 2019

Discussion/Possible Action - DRB Reso. 2020-17

APPROVED

Informational Items (Current Event Summaries):

7) Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **Planning and Zoning Commission/DRB Joint Meeting – April 29, 2020:** Training session
Briefly mentioned this.
- b) **Planning and Zoning Commission Meeting – May 6, 2020:** CANCELLED
- c) **Council –**
 - **April 14, 2020:** R-2 Rezone (second reading); settlement agreement regarding 324 Queen Street; meeting time for DRB & P&Z meetings; community garden
 - **April 22, 2020:** Special meeting regarding the community garden
 - **May 12, 2020:** Six-month extension of all DRB/P&Z approvals; amendments to sign code; community garden and gardening workshop

8) Future DRB Agenda Items: June 8, 2020 DRB Meeting (none currently scheduled)

9) Adjourn 6:35 p.m.



TOWN OF JEROME

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

Special Meeting of the Town of Jerome
Planning and Zoning Commission
via videoconference (Zoom)
Wednesday, May 20, 2020 Time: 6:00 pm
ACTION MINUTES

6:00 (9:08) Call to order/roll call

Commissioners present were Vice Chair Joe Testone, Lance Schall, Henry Vincent, and Chuck Romberger.

6:01 (9:50) Item 2: Petitions from the public – *There were no petitions from the public.*

6:01 (10:00) Item 3: Approval of Minutes: Minutes of the Joint DRB/P&Z Meeting from April 29, 2020

Discussion/Possible Action/ Possible Direction to Staff

CONDITIONALLY APPROVED

Chair Ludwig asked if anyone had questions or concerns. Commissioner Henry Vincent pointed out that at the end of the joint meeting, he had asked about the status of the Cuban Queen and if a notice of claim had been filed against the Town of Jerome relative to the Cuban Queen, to which Town Manager Candace Gallagher had answered yes. His initial question was in the draft minutes, but his question about the notice of claim was not, and he asked that the minutes be revised to include this material fact discussed in the meeting. [Revised minutes now have to go before DRB for approval.]

Continued Items from Previous Meetings:

6:04 (12:22) Item 4: Update Planning and Zoning Commission Bylaws

APPLICANT: Town of Jerome

Discussion/Possible Action – P&Z Reso. 2020-7

APPROVED

The bylaws did go before Council again, and this time they agreed with the change to the meeting start time of 6:00 p.m. Mr. Knight said that if the commission is fine with the minor changes redlined in the bylaws pages included in the agenda packet, then a motion could be made to approve this item. The final approval/changes would then go before Council along with the changes to the DRB bylaws.

New Business:

6:06 (14:18) Item 5: Site Plan Review for new patio cover – Jerome UVX Center

Applicant: John Bartell

Address: 403 Clark Street

Owner of record: 1299 Properties

Zone: C-1

APN: 401-06-152H

Applicant is seeking preliminary and final site plan review for a new patio cover and red tile “eyebrow.”

Discussion/Possible Action - P&Z Reso. 2020-8

APPROVED

6:10 (18:51) Item 6: Reapproval/Extension request for apartment building and parking structure

Applicant: Steve Knowlton/Nancy Robinson

Address: 446 Clark Street

Owner of record: Ideas-a-plenty, LLC

Zone: C-1

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

Applicant is seeking reapproval/extension of a previously approved apartment project and adjacent parking structure.

Discussion/Possible Action

APPROVED

6:16 (24:44) Item 7: Initiate code amendment to Definitions for Boarding/Rooming House

Applicant: Town of Jerome

Updates to the Zoning Ordinance Section 201, Definitions. Updates may include but are not limited to the definitions for *boarding house, rooming house, bed and breakfast, hotel, and motel.*

Discussion/Possible Action – P&Z Reso. 2020-10

APPROVED

6:35 (44:20) Item 8: Possible change to P&Z Meeting Day of the month

Applicant: Town of Jerome

Discussion/Possible Action

APPROVED

Motion approved was to change the P&Z Regular Meeting to the Third Wednesday of the Month; change the bylaws to reflect this change, and recommend this change to Council.

Informational Items (Current Event Summaries):

6:43 (51:25) Item 9: Zoning Administrator Informational Items

- **Monday, May 11, 2020 DRB** - New sign for Jerome Heritage Shop and new patio at UVX Center
- **Tuesday, May 12, 2020 Council** - Initiate ordinance amendment for temporary signs, setting workshop regarding telecommunication ordinance, blanket six-month extension active zoning permits

6:46 (55:15) Item 10: Potential items for upcoming P&Z agendas

- **Wednesday, June 3, 2020** - Sidewalk Encroachment Policy, Sign Ordinance Amendments for temporary signs
- **Wednesday, July 1, 2020** - Update ordinance definitions regarding *boarding house, rooming house*

Discussion/Possible Direction to Staff

Item 11: Adjournment - 6:48 p.m.

Approved: _____ Date: _____
Jessamyn Ludwig, Planning & Zoning Commission Chair

Attest: _____ Date: _____
Rosa Cays, Deputy Clerk



TOWN OF JEROME

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

MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL

HELD via WEB CONFERENCE ON ZOOM
TUESDAY, MAY 12, 2020, AT 7:00 P.M.

Recording of the meeting began during discussion of Item #2.

<p>ITEM #1:</p>	<p>CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 7:00 pm.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Remotely present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore, and Dr. Jack Dillenberg. Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, and Deputy Clerk Rosa Cays were also present.</i></p>																																										
<p>ITEM #2: 7:01</p>	<p>FINANCIAL REPORTS Financial reports for April 2020 <u>Motion to Approve the April 2020 Financial Reports</u></p> <table border="1" data-bbox="375 905 1373 1031"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG		X	X				HARVEY			X				MOORE			X				WORTH			X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																					
BARBER	X		X																																								
DILLENBERG		X	X																																								
HARVEY			X																																								
MOORE			X																																								
WORTH			X																																								
<p>ITEM #3: 7:02 (0:22)</p>	<p>STAFF AND COUNCIL REPORTS Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Accounting Clerk, Utilities Clerk, Public Works Department, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members. <i>Ms. Gallagher said that the COVID-19 pandemic has continued to consume quite a bit of time with numerous online meetings. She then read from her report.</i> <i>Councilmember Mandy Worth noted that the Police Chief had reported that Officer Boan was back on duty, and that it was good to see him on the streets again. She then asked if Building Inspector Barry Wolstencroft had submitted a report, which Ms. Gallagher confirmed he had not.</i> <i>Councilmember Jane Moore said that building activity is visibly happening around town so it would be nice to hear from Mr. Wolstencroft.</i> <i>Mayor Barber requested that Mr. Wolstencroft submit a report via email.</i> <i>Ms. Gallagher suggested that perhaps Zoning Administrator John Knight could comment on behalf of Mr. Wolstencroft.</i> <i>Mr. Knight spoke briefly about building projects he and Mr. Wolstencroft had been working on and that he would talk to him about submitting an update to Council. Mr. Knight also mentioned that code enforcement issues had been addressed.</i> <i>Ms. Moore reiterated what she had said and thanked Mr. Knight.</i> <i>Mayor Barber thanked everyone for their extra efforts during this time.</i></p> <p><u>Motion to Approve the Staff Reports</u></p> <table border="1" data-bbox="375 1566 1373 1692"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																					
BARBER	X		X																																								
DILLENBERG			X																																								
HARVEY		X	X																																								
MOORE			X																																								
WORTH			X																																								
<p>ITEM #4: 7:10 (7:55)</p>	<p>ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES Minutes are provided for the information of Council and do not require action. <i>Mayor Barber asked the councilmembers if they wanted to discuss this item.</i> <i>Ms. Worth asked if Mr. Knight could do the usual "run through" of his report.</i> <i>Vice Mayor Sage Harvey brought up the community garden and thought perhaps it should go before DRB. This was discussed briefly and it was generally agreed that, although the Town is not required to do so, it would be best to bring the project before DRB.</i> <i>Mr. Knight then read from his report and made a few announcements, including that he had gone through town to talk to Jerome business owners about their plans to reopen once Gov. Ducey's stay-at-home orders expire.</i> <i>Mayor Barber asked Mr. Knight about his survey to local business owners.</i></p>																																										

Mr. Knight said he and Ms. Gallagher had considered sending a survey out to business owners but felt it was a few weeks too late to do so. Instead Mr. Knight went door to door and talked to owners in person. He said he could provide a summary.

Mayor Barber asked Mr. Knight to send a report to Council via email.

Mr. Knight wanted to mention that it has been good to meet with people and let them know that the Town cares and wants to make sure everyone is safe. Councilmembers thanked Mr. Knight for his efforts.

Vice Mayor Harvey reminded Ms. Gallagher that now that the residential permit parking process has changed, Council needs to make the necessary changes to the town code.

Ms. Gallagher said an ordinance amendment would be added to the next agenda.

ITEM #5:
7:20 (17:44)

APPROVAL OF MINUTES

April 14, 2020 regular meeting; April 22, 2020 special meeting

Mayer Barber moved to approve both minutes in one motion.

Vice Mayor Harvey clarified one part of the April 14, 2020 minutes where the audio had been muffled. Ms. Gallagher will include that clarification.

Motion to Approve the April 14, 2020 (as clarified) and April 22, 2020 Minutes

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

ITEM #6
7:21 (19:14)

PETITIONS FROM THE PUBLIC

Alex read a letter to the Council from Jerome resident Margie Hardie regarding enforcement of the Jerome Zoning Ordinance, in which she stated that the Zoning Administrator is solely responsible for enforcing it regardless if a formal complaint has been filed or not. Ms. Hardie also thanked Mr. Knight for enforcing the sign ordinance.

ITEM #7: UNFINISHED BUSINESS

7:24 (21:34)

ITEM #7A: RESOLUTION NO. 598, A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA COMMITTING LOCAL FUNDS AS LEVERAGE FOR A FY20 COMMUNITY DEVELOPMENT BLOCK GRANT SSP APPLICATION

Council may approve Resolution 598, committing to a 20 percent match if awarded a FY20 Community Development Block Grant SSP application.

Motion to Approve the April 14, 2020 and April 22, 2020 Minutes

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

7:24 (22:24)

ITEM #7B: POSSIBLE AMENDMENTS TO ZONING ORDINANCE – TEMPORARY SIGNAGE

Council will discuss possible amendments to the Zoning Ordinance regarding temporary signage.

Mr. Knight told the Council about recent complaints that have been called in regarding so-called temporary signs, and specifically the sign referred to in Margie Hardie's letter. The sign ordinance has been discussed with town attorney Bill Sims, who has advised it be revised.

Mr. Knight said temporary signs need to be treated all the same and that the ordinance cannot regulate content in any way. He proposed references to content be removed, and that the ordinance refer to size, location, and the time frame of when the sign could be posted. He referred to the Gilbert ordinance (addendum to the packet), specifically the temporary signs section (4.408).

Mr. Knight explained that one reason the ordinance was not more quickly and efficiently enforced regarding the temporary sign referred to in Ms. Hardie's letter was that he was concerned about obstructing free speech. Once this was resolved, it was determined signs could be regulated based on size. Mr. Knight said that if Council is interested in working on the ordinance, it would be timely considering the election coming up, and that it would affect real estate, contractor, political, and likely other types of signs.

Councilmember Jack Dillenberg said he had a question for Mayor Barber; she acknowledged him.

Vice Mayor Harvey called point of order, as she had used the Zoom feature to raise her hand and had been waiting.

Dr. Dillenberg thought he had been called on by the mayor; discussion ensued.

Ms. Gallagher clarified that Dr. Dillenberg had physically raised his hand while the vice mayor had raised her hand "digitally." Dr. Dillenberg ceded to Vice Mayor Harvey, and the meeting continued.

Mayor Barber requested that Mr. Knight work on suggested amendments to the ordinance and present them to Council at the next meeting.

Mr. Knight said of course but that he wanted to be sure Council wanted to do this before he started working on it. He suggested ways to approach the ordinance amendment procedure.

Mayor Barber said she had trouble hearing everything Mr. Knight had said and opened the discussion to Council. She asked Ms. Gallagher who had their hand raised first.

Ms. Gallagher said Vice Mayor Harvey was in the process of speaking, that Dr. Dillenberg had his hand raised, and so did Ms. Worth. Ms. Moore chimed in and said she would be the fourth to speak.

Vice Mayor Harvey expressed her opinions about revising the ordinance. After reading the Gilbert ordinance and the Clarkdale ordinances—the latter reading very similar to Jerome’s—she said she did not see any reason to change the town ordinance. She said that Jerome is also in accordance with the ARS signage code regarding political signs except that Jerome requires that a political sign be taken down after 10 days rather than 15 days. She also pointed out that the zoning ordinance does not limit content other than for real estate signs. She listed a few examples of size restriction differences between the town’s ordinance and state statutes. Vice Mayor Harvey said enforcing our code as it stands should not be a problem.

Mr. Dillenberg had a question for Mr. Knight about ARS 16-1019 No. 5, letter I, which he read aloud. He asked if this meant that no signs are allowed on Hwy 89A. He later stated it was the signs along Hwy 89A by the high school that made him curious about this.

Ms. Gallagher explained her interpretation of the statute, as did Mr. Knight. Discussion ensued.

Mr. Knight said that the signs Dr. Dillenberg was referring were the “definition” of free speech according to the town attorney.

Mayor Barber continued to have trouble hearing Mr. Knight and Dr. Dillenberg—the sound was garbled.

Ms. Worth said the state statute in its present form, as well as most temporary sign ordinances in Arizona and across the country, are going to be found in violation of free speech. Ms. Worth said she also read the Supreme Court case decision, which basically determined that temporary signs cannot be regulated according to content. She suggested the Council review sections of the decision to determine how Jerome’s ordinance should be revised. Ms. Worth said this is a new decision that will soon be widely adopted.

Ms. Moore agreed with Ms. Worth and said she would like to see the most relevant, succinct information from the Supreme Court ruling. She asked if anyone knew if Mr. Sims was the city attorney for Gilbert and if the other towns he represents will be dealing with their respective sign ordinances. Ms. Moore also suggested that the amendment process start with P&Z with a recommendation to the Council, and to keep it less wordy than Gilbert’s ordinance. She then pointed out that Jerome treats banners differently in the ordinance.

Vice Mayor Harvey agreed with Ms. Moore.

Mr. Knight agreed with Ms. Worth and what she had said about the Supreme Court decision and other local ordinances. He said the problem is implementing them as they stand—only size can be regulated. He agrees with Ms. Moore that this should go back to P&Z. He also offered to share the Supreme Court decision with Council, which Mayor Barber asked him to send via email.

Motion to Initiate the ordinance amendment process with P&Z, then present to Council

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

7:46 (43:38)

ITEM #7C: POSSIBLE AMENDMENTS TO ZONING ORDINANCE – TELECOMMUNICATIONS FACILITIES (CELL SITES)

Council will discuss possible amendments to the Zoning Ordinance regarding telecommunications facilities (cell sites). Mayor Barber moved to table this item until next month to gather more information. Vice Mayor Harvey seconded the motion.

Ms. Moore said Mr. Knight had suggested having a workshop about this item and thought this would be a good idea. The mayor agreed and opened the topic to discussion.

Ms. Gallagher said the item could be tabled to a workshop for a date to be determined.

Mr. Knight said the more he learns about telecommunications the more complicated it gets. He has received information from Attorney Sims about some of the legal challenges around telecommunications. He agrees a special workshop would be appropriate.

Mayor Barber asked Ms. Gallagher how this could be planned and if a Doodle poll was in order.

Ms. Gallagher said more information would need to be gathered first and suggested Mr. Sims participate in the workshop.

Motion to table Item #7C to a special workshop on a date to be determined

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

ITEM #8:

NEW BUSINESS

7:48 (46:28)

ITEM #8A: BLANKET EXTENSION OF BUILDING AND ZONING PERMITS

Council will discuss extending previously approved building and zoning permits for an additional six months as a result of the construction slowdown due to Covid-19.

Mayor Barber introduced the item and invited discussion by Council.

Ms. Worth was ready to make a motion if there was no further discussion. Dr. Dillenberg second the motion.

Vice Mayor Harvey made it known that her hand was raised and said that if no one was paying attention to who had their hands raised, then it did not matter if hands were raised. She said it was a “very unprofessional Council meeting” as far as she could tell. She then explained why she thought the sound was garbled during the meeting. Vice Mayor Harvey returned to the topic at hand and said that other cities and counties are approving building and zoning permit extensions. She said Jerome should hold residents to the six-month extension if it is approved.

Mr. Knight said he had talked to Jerome's town attorney about how to do this. He can do the extensions individually, which is time consuming and takes staff resources. A blanket extension would make the process more efficient. He said this would apply to active permits only and that letters would be sent to applicants.

Motion to allow the Mayor to extend active building and zoning permits for six months from this date, May 12, 2020, with further extensions requiring individual review

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

7:53 (50:50)

ITEM #8B: RESOLUTION NO. 599, A RESOLUTION OF THE TOWN OF JEROME, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2020 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL

Council may approve Resolution No. 599, designating Candace Gallagher as the official to submit the FY20 Expenditure Limitation Report to the Auditor General's office.

Motion to Approve Resolution No. 599

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

7:54 (51:48)

ITEM #8C: COVID-19 PANDEMIC AND TOWN RE-OPENING

Council will discuss what the Town's re-opening should look like following the COVID-19 pandemic.

Ms. Gallagher stated that Dr. Dillenberg requested that this be on the agenda, then went over the governor's recent orders.

Dr. Dillenberg said he wanted to discuss this because of his concerns for the Jerome citizens. He shared his observations of town visitors not following CDC guidelines.

Ms. Worth agreed with Dr. Dillenberg's concerns. She said municipalities have zero ability to override state-level decisions. She said suggestions can be made (e.g., "Bisbee is a mask-friendly town") but no rules or regulations can be set to supplant state rules and regulations. Jerome has no local control.

Vice Mayor Harvey pointed out the packet addendum she included regarding this item: executive orders from the governor, who is thoroughly following the White House orders, and guidelines for a phased reopening. She said she also included what Sedona has been doing in response to COVID-19. Vice Mayor Harvey said it boils down to personal responsibility and mutual respect. She said Sedona is using signs as reminders to visitors, as are other communities in the Verde Valley, and suggested Jerome adopt a similar campaign. The vice mayor said yes, things are opening again, but we are not back to normal.

Mr. Knight said Sedona is doing a good job with reminders and thought it would be good to get Jerome businesses to post similar reminders for visitors. He also suggested setting up handwashing stations in public locations throughout town.

Vice Mayor Harvey said she is not in support of handwashing stations. She said people need to take personal responsibility and carry their own sanitizing supplies.

Dr. Dillenberg said he liked the idea of signs in business windows, one in every store to alert visitors to mutual care. He suggested having wipes rather than washing stations, but minimally he would like to see signs in local businesses.

Mayor Barber said Gov. Ducey talked about opening Arizona in three phases, and that we are currently in the first phase. He encouraged Arizonans to follow CDC guidelines, protect themselves, and make good decisions. She said nothing has been said about requiring the use of masks or gloves. The mayor said Verde Valley leaders, specifically Sedona, have come up with a campaign/flyer: "Safe. Clean. Ready." Mayor Barber pointed out that Jerome will do what's best for our uniquely small community and its tight physical spaces, and try to stay within the guidelines the rest of the Verde Valley is following—but it must be tailored to suit our safety needs. She also gave residents a few words of advice, then talked about the amount of garbage being generated from takeout packaging from local restaurants. Mayor Barber referred to the governor's message: "Stay healthy, return smarter, return stronger."

Ms. Worth said this was a productive conversation, and she liked the idea of a Jerome-tailored message for businesses. Her third point: as elected leaders and town staff, she strongly urged that we need to be modeling behavior to stay safe. She said we need to at least be aware of the perception each time we leave our homes.

Ms. Moore said she and Dave Hall will not open his shop until June. She shared details of how they will handle safety protocol when the shop does open. Masks will likely be required, and occupancy will be limited.

Mayor Barber said Gov. Ducey has encouraged businesses to do what they feel is best for them and they do not necessarily have to open during the first phase. She asked Ms. Gallagher if councilmembers had been sent the email from Sedona regarding safety. It was confirmed that they had received it.

Mayor Barber said it is better to be safe than sorry, and councilmembers agreed.

Motion to continue following CDC guidelines and follow Gov. Ducey's orders

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

ITEM #9:
8:14 (1:12:48)

TO AND FROM THE COUNCIL

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

Mayor Barber said she had nothing to add.

Vice Mayor Harvey brought up the trash on weekends and is concerned about the amount being generated. She said trash cans throughout town have been overflowing on Saturdays for the last two weeks. She said the town needs to address this. The vice mayor then talked about the anxiety being felt from the COVID-19 pandemic and encouraged everyone to remember human kindness and personal space.

Ms. Worth thanked Vice Mayor Harvey for her words and said the reminder to be kind and respectful is important. She also thanked the town and the mayor for assistance with the food bank—coordinator Randy Boardman was not available to do his usual pick-up, so the town loaned the church a truck, which Vice Mayor Harvey drove to pick up food in the valley. Ms. Worth then shared statistics about use of the food bank and said in April, 25 percent of Jerome residents visited the food bank each week. She expressed her gratitude to the town and the mayor for the support and encouraged residents to ask for help.

Ms. Moore thanked the others for their comments. She also asked Mr. Knight if the definitions of boarding house and hotel would be addressed with the other zoning ordinance amendments and pointed out that it would affect a specific business, but also a few other places in Jerome.

Mr. Knight agreed it was worth addressing and would add it to the May 20 P&Z agenda.

Dr. Dillenberg thanked everyone. He also mentioned the virtual home tour on the Jerome Chamber Commerce website and encouraged everyone to watch it.

Mayor Barber gave thanks to everyone once again and reminded everyone to use the food bank so produce does not go to waste.

ITEM #10:
8:29

ADJOURNMENT

Motion to continue following CDC guidelines and follow Gov. Ducey's orders

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

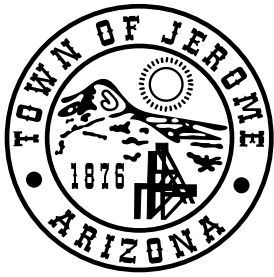
APPROVE:

ATTEST:

 Christina "Alex" Barber, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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

MINUTES SPECIAL MEETING OF THE JEROME TOWN COUNCIL CONDUCTED VIA ZOOM WEDNESDAY, MAY 27, 2020 AT 3:00 PM

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 3:01 pm.</i></p> <p>Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Remotely present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore, and Dr. Jack Dillenberg. Accounting Clerk Melanie Atkin, Public Works Director Marty Boland and Deputy Clerk Rosa Cays were also present remotely.</i></p>																																										
	<p><i>Mayor Barber stated that she would prefer that future budget meetings be conducted in person rather than by Zoom.</i></p>																																										
ITEM #2:	<p>FY21 BUDGET</p> <p>Council will discuss the FY21 Town budget. Discussion may include any or all aspects of the budget.</p> <p><i>Ms. Gallagher presented her first draft budget for FY21. She read from her explanatory memo (included at the end of these minutes) and invited input from Council.</i></p> <p><i>Council commended Ms. Gallagher and staff for their work on this budget. They discussed and asked that the following changes be incorporated:</i></p> <ul style="list-style-type: none"> • <i>Increase the Town's contribution toward employees' dependent health coverage to 50%. It was noted that Jerome contributes less than neighboring towns, and that has been a factor in losing employees.</i> • <i>Include an across the board COLA increase consistent with SSA (1.6 percent).</i> • <i>Include a \$1/hour mechanic stipend for two Public Works employees (above and beyond COLA). Mr. Boland spoke of the value of the work done by these two employees and the money it has saved the town.</i> • <i>Include revenue from the auction of the Jeep Cherokee and an offsetting expenditure to purchase an ATV for Public Works. It was noted that an ATV will be more useful in getting to our springs than the Jeep has proven to be.</i> • <i>In the contingency budget, add a provision to purchase a flatbed truck.</i> <p><i>Ms. Gallagher will incorporate these changes prior to the next day's scheduled budget meeting.</i></p>																																										
ITEM #3:	<p>ADJOURNMENT</p> <p>Motion to adjourn at 3:47 p.m.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>x</td> <td></td> <td>x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>x</td> <td>x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>x</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	x		x				DILLENBERG			x				HARVEY		x	x				MOORE			x				WORTH			x			
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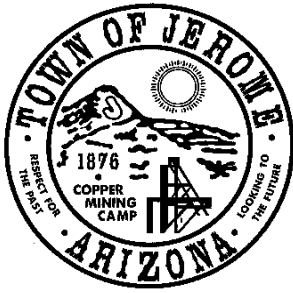
APPROVE:

ATTEST:

 Christina "Alex" Barber, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Mayor and Council
SUBJECT: First draft: 2020-21 Town budget
DATE: May 20, 2020

Here is the first draft of our 2020-21 budget. I emphasize DRAFT because this is a work in progress and will change continuously as we fine tune the numbers. We will also be performing another review of expenditures to date in our current year budget and tweaking the "Estimated expenditures thru 6/30/20" column accordingly.

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

As first drafted:

- The budget will utilize \$259,000 of our accumulated general fund balance and \$111,000 of our accumulated utility fund balance. As of July 1, 2019, our audit indicates that there was \$907,786 in unrestricted general fund balance and \$96,407 in unrestricted utility fund balance. I have adjusted those figures to include the anticipated impacts during this fiscal year. Please see the "Fund Balance Recap" sheet for additional details.
- No increases in sales tax or utility fees are anticipated in this draft.
- In this draft, there is no subsidy needed from the General Fund to the Utilities Fund or the HURF fund. Instead, we are using fund balance in each of those funds, plus a transfer of \$30,000 each to the Water and Sewer budgets from our new Parking Fund.
- We have created a new Parking Fund where revenues from parking will be restricted to those uses budgeted within that fund. This includes transfers to our water and sewer budgets.
- As in past years, the Sanitation budget includes a \$5,000 transfer to the Capital Fund toward the eventual purchase of a garbage truck. After this transfer, we will have accumulated \$50,000, enough for a substantial downpayment if needed.
- This budget proposes NO wage increases. It does, however, include a provision for an additional full-time police officer who would have both EMT and Firefighter certifications, with a reduction in part-time police wages as a result. The net budget impact of this is approximately \$50,000. It also includes \$7,000 to provide coverage for our Fire Chief so that he is able to take time off. Last year, \$3,500 was provided for this under "Contract Services" in the fire budget. That has been increased to \$7,000 at the Chief's request, and moved to the salaries spreadsheet. Details are provided on a separate listing.

This budget is balanced as presented.

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

More details:

GENERAL FUND REVENUES:

- Due to the (at this time uncertain) impact of the pandemic, sales tax revenues are estimated at \$850,000, which is \$177,000 less than the current fiscal year. This figure may be increased or reduced as revenue figures continue to come in and we can more accurately predict the future trend.
- Certain revenue estimates are provided by the League (State sales tax, State Urban Revenue sharing, vehicle license tax and HURF revenues). These figures may be updated soon. In the meantime, the League has recommended that we anticipate slightly lower figures, based on the pandemic. Those are reflected here.
- As in the past, administration charges to the utility and streets funds are calculated to reallocate a portion of administrative salaries and overhead expenses to the water, sewer, sanitation and streets (HURF) budgets.
- Our municipal court has added a new category, "Court Security Fund." It is reflected in both revenues and court expenses.

GENERAL GOVERNMENT EXPENSES:

- There is no League convention this year, so nothing has been budgeted for "Conventions and Seminars."
- There are two new items under "Contract Services" which I have listed separately for your information. Those are (1) an IGA with the City of Phoenix for access to their enhanced TPT reporting structure (the IGA will require formal approval by Council at a future meeting); and (2) participation on a workforce housing study conducted through VVREO. The latter was previously given verbal approval by myself and the Mayor, but needs to be budgeted and paid during FY21.
- "Contract Services" also includes an increase in the amount paid to Archive Social. This firm currently archives our website data to assure our compliance with public records laws. The added amount will allow for them to also archive our Facebook page, which has become quite active, and is also subject to public records laws.
- The Chamber of Commerce has submitted a request to spend \$10,000 during FY21 as the tourism portion of the added bed tax. This is reflected in the line item under General Government titled "Tourism – from bed tax." They wish to use it to fund a JCC employee and for advertising. They have declined to fund the shuttle driver during the coming year, and have asked that the Town cover that cost. That is all reflected in this budget draft, and the shuttle driver is included at the same level as last year.
- I included a tentative figure of \$10,000 for "Allowance for preservation of historic buildings." Last year, we appropriated \$50,000 but did not spend it. This item could be adjusted, eliminated, or moved to the Contingency budget if Council prefers.

MAGISTRATE COURT EXPENSES:

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

POLICE DEPARTMENT EXPENSES:

- “Software Service & Support” has been increased to reflect costs of internet service, Saltus, Crimestar and Microsoft costs, some of which had previously been budgeted under “Contract services.” That line is now zeroed out.
- Increases in salaries and related costs is due to the addition of an additional full-time officer as detailed above. That, as previously noted, adds about \$50,000 to the budget. However, some other line items have been decreased, bringing the net increase in the police budget to just over \$44,000.

FIRE DEPARTMENT EXPENSES:

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

PROPERTIES EXPENSES:

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

WATER DEPARTMENT REVENUES & EXPENSES:

- Anticipated water revenues have been reduced a bit due to the uncertain future impact of the pandemic.
- Infrastructure Repairs & Maintenance have been budgeted as follows:
 - Routine maintenance (as needed): \$20,000
 - Regulator boxes: \$15,000 (recommended by Marty Boland)
 - Springs: \$20,000 (recommended by Henry MacVittie; includes four new doors)

SEWER DEPARTMENT REVENUES & EXPENSES:

- Anticipated sewer revenues have been reduced a bit due to the uncertain future impact of the pandemic.
- \$25,000 00 has been included for “Phase One” engineering fees relative to needed upgrades at the sewer treatment plant. An additional \$30,000 will be available from a USDA SEARCH grant to cover the remainder of that phase’s cost, and has been included under Operating Grants.
- \$15,000 has been budgeted for routine infrastructure maintenance.

HURF (STREETS) REVENUES AND EXPENSES:

- The HURF budget is typically subsidized by the General Fund; however, this year, we will have a sizable fund balance due to a large one-time receipt of HURF revenues during FY20. We will be utilizing this instead of a General Fund subsidy to balance the HURF budget.
- \$10,000 has been budgeted for routine infrastructure maintenance.
- \$13,750 has been included once again this year for paving the parking lot across from the Spirit Room. The project will be started during this fiscal year with grading by our crew, but the paving probably will not take place until the summer.
- \$10,000 has been included for street patching.
- Hampshire Avenue sidewalk repair is still awaiting resolution with ADOT, and has been moved to the Contingency budget.

***NEW* PARKING FUND**

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

OPERATING & CAPITAL GRANTS:

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

CAPITAL FUND:

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

CONTINGENCIES:

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

We have included the following expenditures as contingencies:

- In the event that the competitive CDBG grant for work on Center Avenue is received, we have included funds to cover an additional \$40,000 in matching funds. \$60,000 will have already been provided in this fiscal year through payment of upfront engineering design for that project. We have committed to a 20% match requirement, and depending on the award (which can be up to \$500,000) we may need to provide up to an additional \$40,000.
- \$25,000 for repairs to the parade steps and the steps next to Old Town Hall. (Estimate provided by Public Works)

- Repairs to the rock wall below School Street - \$50,000
- Hampshire Avenue sidewalk repairs - \$40,000
- The use of excess wildlands fees up to \$80,000
- The use of excess parking revenues up to \$80,000
- The use of excess sales tax revenues up to \$281,500
- Purchase of a new golf cart or ATV for administration - \$3,500
- Use of additional library donations - \$2,500
- Use of funds from the sale or lease of real property (Clarkdale cemetery) – up to \$1,000,000
- Phase two of wastewater engineering (design) if needed - \$100,000 (to be funded by a Design Bridge loan)

NOT INCLUDED in the contingencies budgets are construction costs for the Center Avenue work, in the event that the grant is not received. These costs have been estimated by our Engineer at just under \$404,000. Hopefully, we will receive the grant!

I hope this memo will answer any questions you have as we begin this year’s budget process. I believe we have accommodated the routine expenditures fairly well, and I would request input from Council regarding:

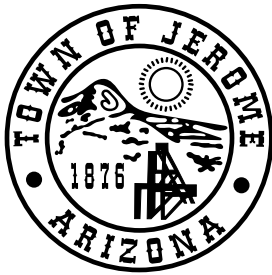
- The funding of special projects and purchases, via operating or contingency budgets.
 - A review of projects already included
 - Marty is hopeful that the flatbed truck can make it through another year also, but if the opportunity arose to trade it, he would like to do that. That has not yet been considered in this budget.
- Wages and staffing levels
 - We once again included a provision for a sixth crew member beginning in January. This was included last year but it did not materialize. It did, however, provide some flexibility for bringing in part-time help on an as-needed basis during the year.
 - Due to the impact of the pandemic, no across the board wage increases are proposed this fiscal year. However, I would ask Council to consider:
 - A small stipend for the crew position of mechanic. This has saved us a lot of money in public works, police and fire over the past year.
 - Consideration given to increasing the town’s contribution toward dependent coverage for medical benefits. We will provide details at the meeting regarding the budget impact of various scenarios, as well as comparisons with other towns.

Neither of these items is reflected yet in this budget.

Some estimated figures for routine expenditures, as well as grants anticipated, are still under review and are subject to minor adjustments as needed.

As a reminder, we should adopt the tentative budget at our regular July meeting (July 14), and adopt the final budget at a special meeting to be scheduled for July 28. After the tentative budget is adopted, changes can still be made, but the budget may not be increased.

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



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 COUNCIL CHAMBERS, JEROME TOWN HALL WITH PUBLIC INVITED VIA ZOOM THURSDAY, MAY 28, 2020 AT 1:00 PM

<p>ITEM #1:</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 1:00 pm.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Jane Moore and Dr. Jack Dillenberg. Councilmember Mandy Worth was present remotely and joined the meeting physically during review of the budget. Accounting Clerk Melanie Atkin, Public Works Director Marty Boland and Deputy Clerk Rosa Cays were also present.</i></p>																																										
<p>ITEM #2:</p>	<p>PROPOSAL FOR ENGINEERING/DESIGN – DUNDEE/DECEPTION/HOLLY WATER LINES</p> <p>Council will review and may approve a proposal by Southwest Environmental Consultants for design work regarding water lines on Dundee, Deception Lane and Holly. This work will be covered by an upcoming CDBG grant.</p> <p>Motion to approve proposal by Southwestern Environmental Consultants</p> <table border="1" data-bbox="412 1073 1308 1220"> <thead> <tr> <th></th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>x</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>x</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	x		X				DILLENBERG			X				HARVEY		x	X				MOORE			X				WORTH			X			
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<p>ITEM #3:</p>	<p>FY21 BUDGET</p> <p>Council will continue discussion of the FY21 Town budget. Discussion may include any or all aspects of the budget.</p> <p><i>Ms. Gallagher provided updated budget worksheets and explained the changes made following the prior day's discussion:</i></p> <ul style="list-style-type: none"> • <i>A 50% contribution by the Town toward dependent medical coverage. <ul style="list-style-type: none"> ◦ <i>She noted that after printing the worksheets, she realized that this increase had not been factored into the formula for the stipend paid in lieu of medical benefits. That impact was approximately \$1,400, but she is able to incorporate that without changing the budget's bottom line by tweaking other line items.</i> </i> • <i>An across the board COLA increase of 1.6% (consistent with SSA).</i> • <i>A \$1/hour mechanic stipend for two Public Works employees (above and beyond COLA). Mr. Boland spoke again of the value of these two employees to the town, and the money that we have saved through their mechanical abilities.</i> • <i>In the water budget, \$5,000 revenue from sale of the Jeep and spending of that revenue for an ATV. Mr. Boland confirmed that this is a realistic estimate.</i> • <i>In the contingency budget, a provision to purchase a flatbed truck (\$50,000).</i> <p><i>Ms. Gallagher explained that this budget utilizes \$280,500 of General Fund Balance, leaving an estimated \$477,286 remaining. The remainder constitutes 24.4% of general fund operating expenses, close to but \$12,474 under the 25% reserve recommended by prior Councils. However, our current fiscal year's impact to the general fund balance is an estimate at this point, she noted, so the actual reserve percentage may end up varying slightly.</i></p> <p><i>The budget also utilizes \$124,000 of Utility Fund Balance, leaving an estimated \$47,407 remaining. Discussion ensued, the high points of which included:</i></p> <ul style="list-style-type: none"> • <i>Councilmember Dillenberg urged that we move forward with the "Friends of Jerome"</i> 																																										

initiative and will make some contacts in that regard. It could provide a way for people to donate funds to the town.

- Councilmember Moore asked if the town is legally able to donate to the local food bank. Ms. Gallagher will check with the attorney and provide his response to Council.
- Council expressed a desire to see two or three officers on duty here on weekends. They would like to know if the additional full-time officer proposed by Chief Muma (and included in this budget) would already have EMT and Firefighter certifications and police training or if we would have to arrange and pay for those.
- It was noted that the Town is eligible to receive approximately \$52,000 in AZCARES funding to reimburse public safety costs during the pandemic. Ms. Gallagher will factor this into the next draft of the budget.
- There was discussion regarding the need for a paid shuttle driver, as the Chamber no longer wishes to have that come out of the 1% bed tax. That money remains in the budget for now.
 - The use of the shuttle during Artwalk was discussed briefly. It was agreed that, until social distancing recommendations are lifted, we should not have the shuttle operating at all. Ms. Worth suggested establishing makeshift "loading zones" during Artwalk instead.
- Council would like to know how the advertising dollars requested by the Chamber (\$2,800) will be spent. Ms. Gallagher will request that information from the Chamber.
- There was general discussion regarding the tremendous importance of obtaining a full Census count. Our population is a factor in determining our funding level for state and federal assistance.

Council expressed satisfaction with this draft of the budget, commended staff, and agreed that the next budget meeting would be scheduled for Tuesday, June 23 at 6:00 p.m., with the hope that we will have more information by then regarding COVID's impact on our revenues. Council is looking forward to receiving public input on the budget.

ITEM #4:	ADJOURNMENT					
	Motion to adjourn at 2:03 p.m.					
	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER	x		X			
DILLENBERG			X			
HARVEY		x	X			
MOORE			X			
WORTH			X			

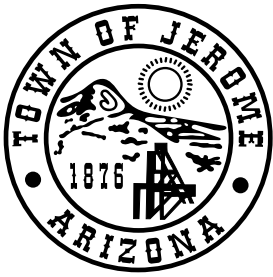
APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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ORDINANCE NO. 461

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

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

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

Section 12-2-4 Issuance of Residential Parking Permits

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

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

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

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

Date of first reading: _____

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

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

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

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

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

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

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

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

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

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

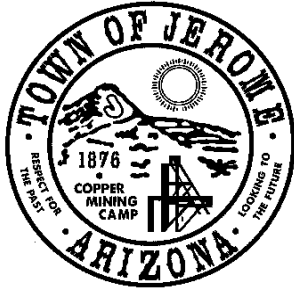
Christina “Alex” Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



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TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: **ITEM #8A: TOWN RENTAL PROPERTIES/COVID-19**
Council will revisit its prior action to allow deferred rental payments by tenants of Town-owned properties for during the COVID-19 pandemic and determine how to address this going forward.

MEETING DATE: June 9, 2020

At the April 14 Council meeting, Council acted to defer rental payments by tenants of town-owned properties for 90 days, during which time no late fees would be incurred. It was discussed but not finally determined that, at the end of the deferment, back rent could be repaid over an extended period of time rather than required at once. Council asked to revisit this at the June meeting.

At this time, past due rents from three of our nine tenants total \$1,615.20 Most tenants have continued to pay their rents during this time and have no past due balance. Those with accumulated balances are:

• Jerome Ghost Pepper	\$600.00	partial month
• Ginger MacKenzie	\$528.80	two months
• Christy Fisher	\$486.40	two months

Options going forward include:

1. Continue allowing deferred rental payments for a specified period of time with no late fees or evictions.
2. Discontinue the deferral, reinstitute late fees going forward, and enter into repayment agreements with those owing back rent to allow repayment over a specified period of time.



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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: **ITEM #8B: COVID-19 AND TOWN HALL**
Council will discuss plans and timeline for reopening Town Hall.

MEETING DATE: June 9, 2020

Currently, Town Hall remains closed to the public. Here is our current protocol as communicated to staff:

- *Town Hall and the Library will remain closed to the public until at least June 15. It is possible that we will reopen at that time, but a final determination about that will be made closer to that date.*
 - *Before opening we must have sufficient masks and sanitizer on hand, and a permanent Plexiglas panel installed at the front desk.*
 - *The reopening will be phased in, starting with reduced hours and possibly by appointment only.*
- *Until that time, we will continue to provide services remotely in the manner that we have been. Meetings with individuals, if necessary, will take place outside or offsite. Members of the public will not be permitted inside the building.*
- *Council and Board meetings will be optional to members as to whether they wish to attend in person or by Zoom. Public can access via Zoom but will not be permitted inside Town Hall.*
 - *It is recommended that non-essential or controversial topics be postponed if possible until members of the public may attend in person.*
- *Court operations related to trials will resume immediately at the Judge's discretion.*
 - *She has indicated that, at first, they would need to open to the public only on Tuesdays, and not for the entire day. Arraignments would take place from 1 to 3 p.m. and pretrial days from 8 a.m. to approximately noon.*
 - *Court will follow the Level 3 screening protocol as provided by the Supreme Court, which includes temperature screening and questioning of all potential entrants. Court security will be stationed at the front door to screen those entering. All entrants must sanitize hands before entering and wear a mask.*
 - *Court attendees will not be permitted to use the women's restroom on the second floor, which will be cordoned off and available only to staff.*
 - *Court payments should continue to be accepted only remotely.*

These protocols will be updated again prior to June 15.

*As we have so far, please continue to "social distance" and wash or sanitize hands frequently. If within six feet, please wear a mask. And, importantly, **do NOT come to work if you have ANY symptoms.***

I have checked with our neighboring towns. As of this date (June 2):

- Clarkdale Town Hall remains closed to the public and will not reopen until Plexiglas panels have been installed at all transaction counters. They are hoping to be able to open by June 15.
- Sedona City Hall is now open to the public from 8-12. Per their manager, "That seems to be working - so far so there are no imminent plans to expand the hours yet. I think we will be more ready to announce such plans if, by mid-June, we are still getting good news from the county on COVID."
- Cottonwood City Hall is open. Their library is also open except that there are no group activities and no computer use.
- Camp Verde Town Hall remains closed to the public with staff there on staggered shifts. Masks are required for staff whenever they leave their desks. They are waiting for the state to go to Phase 2 before unlocking their doors. Their library is open with limited capacity, time limits and mask requirements.

Regarding the library, Kathleen Jarvis has indicated that, during the week prior to reopening, she would bring in staff for cleaning and disinfecting. Once the library is open, she has recommended:

- Hours of operation be limited
- No more than five people, including staff, allowed inside at any one time.
- Two public computers in use
- Keep the Kids Room, Old Book Room and Art Room closed.
- No volunteer staffing
- Masks required for everyone.

I am requesting input from Council at this meeting regarding the reopening of Town Hall and the library.

CONTRACT

THIS CONTRACT is entered into as of _____ between **Contract Wastewater Operations, LLC**, 2199 Liough Drive, Clarkdale, AZ 86324 ("CONTRACTOR") and the **Town of Jerome, Arizona**, P.O. Box 335, Jerome, AZ 86331 ("TOWN"),

WITNESSETH

Whereas, TOWN requires the services of a contractor qualified and duly licensed in the Town of Jerome and the State of Arizona and qualified to provide wastewater treatment system and water system consulting, operation and maintenance; and

Whereas, CONTRACTOR is qualified and willing to provide such services; and

Whereas, CONTRACTOR submitted a proposal/bid to the Town dated May 18, 2020 and the Town has determined that entering into this Contract with the Contractor is advantageous to the Town.

AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter provided, it is agreed between the Town and the Contractor as follows:

1. EFFECTIVE DATE; TERM; RENEWAL.

- a. This Contract shall commence upon its execution by both parties and shall terminate on December 31, 2021, unless sooner terminated or further extended pursuant to the provisions of this Contract.
- b. Any modification or extension to this Contract shall be by formal written amendment executed by the parties hereto.

2. SCOPE OF WORK.

- a. The work to be performed under this Contract is that work which is set forth on Contractor's proposal dated May 18, 2020, attached hereto and incorporated herein by this reference. This Contract is not intended to cover services rendered by Contractor for Town pursuant to any other agreement.
- b. Contractor agrees to maintain books, records, reports, research notes, charts, graphs, comments, computations, analyses, recordings, photographs, computer programs and documentation thereof, and other graphic or written data generated in connection with the work performed. All said information and documentation shall become the property of Town, and upon expiration or termination of this Contract for any reason whatsoever, shall be promptly delivered to Town.
- c. Contractor warrants that it has all personnel and professional capacity required in performing the services pursuant to this Contract.

3. PAYMENT.

- a. In consideration of the services specified in this Contract, the Town agrees to pay the Contractor as set forth on Contractor's proposal dated May 18, 2020 attached hereto and incorporated herein by this reference.

4. STATUS OF CONTRACTOR.

- a. The status of the Contractor shall be that of an independent contractor and Contractor shall not be considered an employee of the Town of Jerome and shall not be entitled to receive any of the fringe benefits associated with regular employment. Contractor will be responsible for payment of all federal, state and local taxes associated with the compensation received by Contractor from Town.
- b. Town will not provide any insurance coverage to Contractor, including Worker's Compensation coverage. The Contractor is advised that taxes or social security payments shall not be withheld from a Town payment issued hereunder, and that Contractor should make arrangements to directly pay such expenses, if any.

5. SUBCONTRACTORS. Contractor will be fully responsible for all acts and omissions of its subcontractor(s) and of persons directly or indirectly employed by subcontractors, and of persons for whose acts any of them may be liable to the same extent that Contractor is responsible for the acts and omissions of persons directly employed by it. Nothing in this Contract shall create any obligation on the part of Town to pay or see to the payment of any money due any subcontractor except as may be required by law.

6. LICENSES. Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.

7. CONFLICT OF INTEREST. This Contract is subject to the provisions of A.R.S. § 38-511, which provides in pertinent part:

The state, its political subdivisions or any department of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time, while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party to the contract with respect to the subject matter of the contract.

8. NON-DISCRIMINATION. Contractor will not discriminate against any Town employee, client or any other individual in any way involved with the Town, because of race, age, creed, color, religion, sex, sexual preference, gender identity, disability or national origin in the course of carrying out Contractor duties pursuant to this Contract. Contractor agrees to comply with the provisions of Arizona Executive Order 75-5, as amended by Executive Order 99-4, which is hereby incorporated into this Contract by reference, as if set forth in full.

9. **HOLD HARMLESS AND INDEMNIFICATION.** CONTRACTOR shall defend, indemnify and hold the Town harmless from and indemnify it against all liability, including reasonable attorney's fees, which may arise from and accrue directly from the performance of the work or any obligation of CONTRACTOR or failure of CONTRACTOR to perform any work or obligation provided for in this Contract.
10. **COMPREHENSIVE GENERAL LIABILITY INSURANCE.** CONTRACTOR shall secure and maintain in force throughout the duration of the Contract public liability and property damage insurance, with carriers acceptable to the TOWN, with a minimum coverage of one hundred thousand dollars (\$100,000) for property damage, five hundred thousand dollars (\$500,000) public liability for each person, and one million dollars (\$1,000,000) public liability for each occurrence. The TOWN shall be named as an additional insured and the insurance policy shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the local government. Copies of said insurance policies shall be deposited with the Town Manager's office within 30 days of execution of this Contract. Contractor shall cause each insurer providing insurance hereunder to waive all rights of subrogation against the TOWN, its officials, employees and volunteers for losses arising from work performed by CONTRACTOR for the TOWN.
11. **SUBCONTRACTORS.** It shall be the responsibility of CONTRACTOR to insure that all subcontractors comply with the same insurance requirements that the prime contractor is required to meet.
12. **COMPLIANCE WITH FEDERAL AND STATE LAWS.** The Contractor understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989.
13. **IMMIGRATION COMPLIANCE WARRANTY.** As required by A.R.S. § 41-4401, CONTRACTOR hereby warrants its and each of its subcontractors' compliance and contractual obligations with all federal immigration laws and regulations that relate to its and subcontractors' employees and A.R.S. § 23-214(A). CONTRACTOR further warrants that, after hiring an employee, CONTRACTOR verifies the employment eligibility of the employee through the E-Verify program. If CONTRACTOR uses any subcontractors in performance of the Work, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract. CONTRACTOR shall not be deemed in material breach of this Contract if the CONTRACTOR and/or subcontractors establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A). Town retains the legal right to random inspections of the papers of any CONTRACTOR or subcontractor employee who works on the Contract to ensure that the CONTRACTOR or subcontractor is complying with the warranty. If state law is amended, the parties may modify this paragraph consistent with state law. The provisions of this Section 13 must be included in any contract the Contractor enters into with any and all its subcontractors who provide services under this Contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include, but not exhaustively, construction or maintenance of any structure, building or transportation facility or improvement to real property, transportation of persons, wasted, supplies or equipment, maintenance or cleaning of any system, personal or real property, equipment or machinery.

14. **SEVERABILITY.** Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

15. **APPLICABLE LAW.** This Contract shall be governed by the law of the State of Arizona, and suits pertaining to this Contract shall be brought only in Yavapai County, State of Arizona. The parties agree to service and jurisdiction in Yavapai County.

16. **ENTIRE AGREEMENT.** This document constitutes the entire Contract between the parties and shall not be modified, amended, altered or changed except through a written amendment signed by the parties.

Each Party agrees to bear their own attorney fees and court costs arising out of any dispute or breach regarding this Contract.

Signed this _____ day of _____, 20____.

CONTRACT WASTEWATER OPERATIONS, LLC

By _____

Title _____

TOWN OF JEROME

By _____

Title _____

Town of Jerome

Proposal for
Wastewater Treatment System &
Water System
Consulting, Operation and Maintenance

May 18, 2020

Prepared by:

Contract Wastewater Operations, LLC
2199 Liough Dr.
Clarkdale, Arizona 86324
Tel: (928) 301-1076

This proposal is for the **Consulting/Operation and Maintenance** of the Town of Jerome (Town) Wastewater Treatment System & Water System. It is Contract Wastewater Operations' proposal that our company assists the Town to maintain compliance with all Federal, State, County and local requirements by providing services setting up, implementing, managing and coordinating all wastewater treatment plant operations and reporting as well as managing all water system compliance monitoring and assisting with water system source (springs) management.

Responsibilities of Contract Wastewater Operations (CWO):

- Provide routine inspection, preventive maintenance and maintenance on the Town's wastewater treatment system equipment and processes as per the May 2002 Operations and Maintenance Manual to ensure proper operation with some noted exclusions listed as "Responsibilities of the Town of Jerome" below.
- Take wastewater samples at the Town's wastewater treatment plant during various stages of treatment to determine process effectiveness. Make process control changes to manipulate the biological activity to achieve the best possible treatment.
- Read gauges and meters and maintain logs according to schedule developed using the O&M Manual and permit requirements.
- Perform required compliance sampling, arrange for transportation of those samples to a certified laboratory, and submit the required reports to ADEQ for the Town's wastewater treatment facility as well as the Town's water system.
- 24-Hour, 365 days per year emergency on-call assistance via cell phone service with a 2-hour maximum response time.
- All other duties normally associated with the operation and maintenance of a trickling filter/wetlands wastewater treatment system.

Spring Services:

- CWO will assist in the management of the Town's drinking water source (springs).
- CWO personnel will provide service/inspections to the 8 springs along Allen Springs Rd. And the 5 springs in the Walnut area on a monthly basis.
- Records of observations and routes into each spring will be maintained. Collection boxes will be cleared of debris routinely. Spring screens will be changed/cleared regularly.
- Flows will be logged where possible and abnormalities noted. Valves along Allen Springs Rd. will be exercised regularly. Photos and notes will document work performed.
- CWO will maintain business automobile liability insurance for our employees with a minimum single limit of \$1,000,000. This will include bodily injury and property damage with respect to any vehicles used by CWO in the performance of their work.
- CWO will maintain Commercial general liability insurance with a minimum single limit of \$1,000,000. This will include bodily injury and property damage liability, contractual liability, products and completed operations coverage.
- CWO will maintain compliance with all applicable Worker's Compensation and Employer's Liability Acts in the State of Arizona.

Responsibilities of Town of Jerome (Town):

- To provide all materials necessary to properly operate and maintain water system and wastewater treatment facilities in accordance with the May 2002 Operations and Maintenance Manual.
- To provide for all costs of required sample analysis fees incurred from a state licensed laboratory.
- To provide all materials necessary to properly operate and maintain wastewater treatment facility and water system in accordance with all federal, state, county and local laws.
- Maintain all components of wastewater collection system and water distribution system.
- Maintain berms, drainage ditches, open areas and roadway for the wastewater treatment plant in good repair as per page 9 of the O&M manual.
- Remove and dispose of sludge accumulations as needed in the reed beds as per page 6 of the O&M.

Purchasing:

- All purchases made on behalf of the Town by CWO shall be billed to the Town at actual cost. All expenditures outside of approved budgets will be submitted to the Town for prior approval.
- Whenever possible, the Town will be billed directly by material/service providers.

Monthly Contract Price: \$ 4100.00 per month

Term:

The term of this agreement will be for the period of June 1, 2020 to December 31, 2021, with the intent to extend/renegeotiate if agreed upon by both parties at the end of the term.

Services provided during emergency situations (spring turn-outs / repairs etc.) will be billed at \$65.00 per hour. All other services requested by the Town outside of this formal agreement will be billed at \$65.00 per hour.

The compensation for services outlined in this formal agreement shall be billed to the Town monthly with submittals, beginning on the first day of every month for the prior month's services.

This agreement shall supersede all prior agreements between CWO and the Town of Jerome.

Accepted by:
Contract Wastewater Operations, LLC

Accepted by:
Town of Jerome Representative

Henry R. MacVittie, Officer Date

Date



**APS Solar Communities Program Agreement
Rural Government Municipality**

This Agreement is entered into as of May 27, 2020, by and between Arizona Public Service Company, an Arizona corporation (“APS”), and Town of Jerome, a municipal corporation. APS and Town of Jerome may be referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

- A. By Decision No. 76295 (August 2017), the ACC approved a program now known as the APS Solar Communities Program (the “Program”). APS is implementing the Program for utility-owned solar distributed generation on covered parking at the Town of Jerome listed above.
- B. “System” is defined as a solar photovoltaic generation Facility.
- C. APS will install and, for a period of 20 years, own and operate Systems at the Town of Jerome.
- D. Town of Jerome desires to have a System installed on the property and will comply with the terms and conditions set forth below.
- E. “Rural Government” means rural Arizona incorporated cities and towns with populations of less than 150,000 not contiguous with or situated within a Metro Area.

The parties agree as follows:

- 1. APS will install an approximately 125 kW-ac System on property leased by Town of Jerome and located at 251 Perkinsville Rd. Jerome, AZ 86331 (the “Property”). APS will own, operate and maintain the System.
- 2. APS will pay all costs associated with the installation, ownership, operation and maintenance of the System.
- 3. APS will install the lighting fixtures attached to the parking structure and will be responsible for the operation and maintenance of the lighting fixtures for the first 3 years. Town of Jerome acknowledges, however, that APS’s inspection of the lighting fixtures will only occur once annually and that Town of Jerome is responsible, during its routine maintenance of its property, for notifying APS if it observes that the lighting is off or not working. Following the 3 year period, Town of Jerome shall be solely responsible for the installation, operation, and maintenance of the lighting fixtures.

4. Town of Jerome desires to participate in the APS Solar Communities program and agrees to allow APS to install, own, operate and maintain the System at the Property for the purpose of generating electricity that will be delivered to the APS grid. Town of Jerome agrees to reasonably cooperate with APS, APS's installer, and any subcontractor in order to facilitate timely installation of the System.
5. Town of Jerome will work with landowner to grant APS a 20 year easement in the form attached to this agreement as Exhibit A, on the Property for the purpose of installing, owning, operating and maintaining a System.
6. In exchange for the installation of the System, for so long as this agreement is in effect, Town of Jerome will receive a monthly incentive of \$312.50 for the participation in this Program.
7. The Parties agree that APS may need to disclose the information in connection with its regulatory filing or to otherwise satisfy its regulatory requirements. In the event that APS intends to disclose any of the Information to the ACC, or any employee, staff member, consultant, or agent thereof, it shall give Town of Jerome prompt prior written notice of its intention so that Town of Jerome may seek a protective order or other appropriate remedy. In the event that a protective order or other remedy is not obtained, Town of Jerome waives APS' compliance with the terms hereof with respect to such Information. Nothing herein shall be deemed to permit Town of Jerome to disclose the Information to the ACC, or any other party, unless such disclosure is otherwise permitted herein. The Parties understand and agree that Town of Jerome is subject to Arizona's Public Records Law and Town of Jerome may not keep information related to this Agreement confidential unless explicitly authorized by Arizona's Public Records Law.
8. This Agreement shall become effective upon execution by both Parties.
9. This Agreement is a binding contract. To the extent that either Party incurs any costs in connection with this Agreement or the subject matter hereof, such costs shall not be reimbursable by the other Party.
10. This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511.
11. Either APS or the Town of Jerome may terminate this agreement upon providing 90 days' advance written notice to the other party. Upon termination by either party, APS will remove the solar array at its cost. As of the effective date of the termination, APS will no longer pay the monthly incentive to the Town of Jerome and APS' easement shall terminate. Upon termination of the agreement, APS agrees to promptly execute all documentation necessary to terminate APS' easement.

12. All notices under this Agreement shall be provided to Parties as follows:

- a. Town of Jerome:
 - i. Candace Gallagher - c.gallagher@jerome.az.gov
- b. APS:
 - i. Devon Rood – devon.rood@aps.com

13. This Agreement constitutes the entire agreement of the Parties with respect to its subject matter and supersedes all other oral or written representations.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by the respective authorized representatives as of the date first set forth above.

ARIZONA PUBLIC SERVICE COMPANY

Town of Jerome

By: _____

By: _____

Signature: _____

Signature: _____

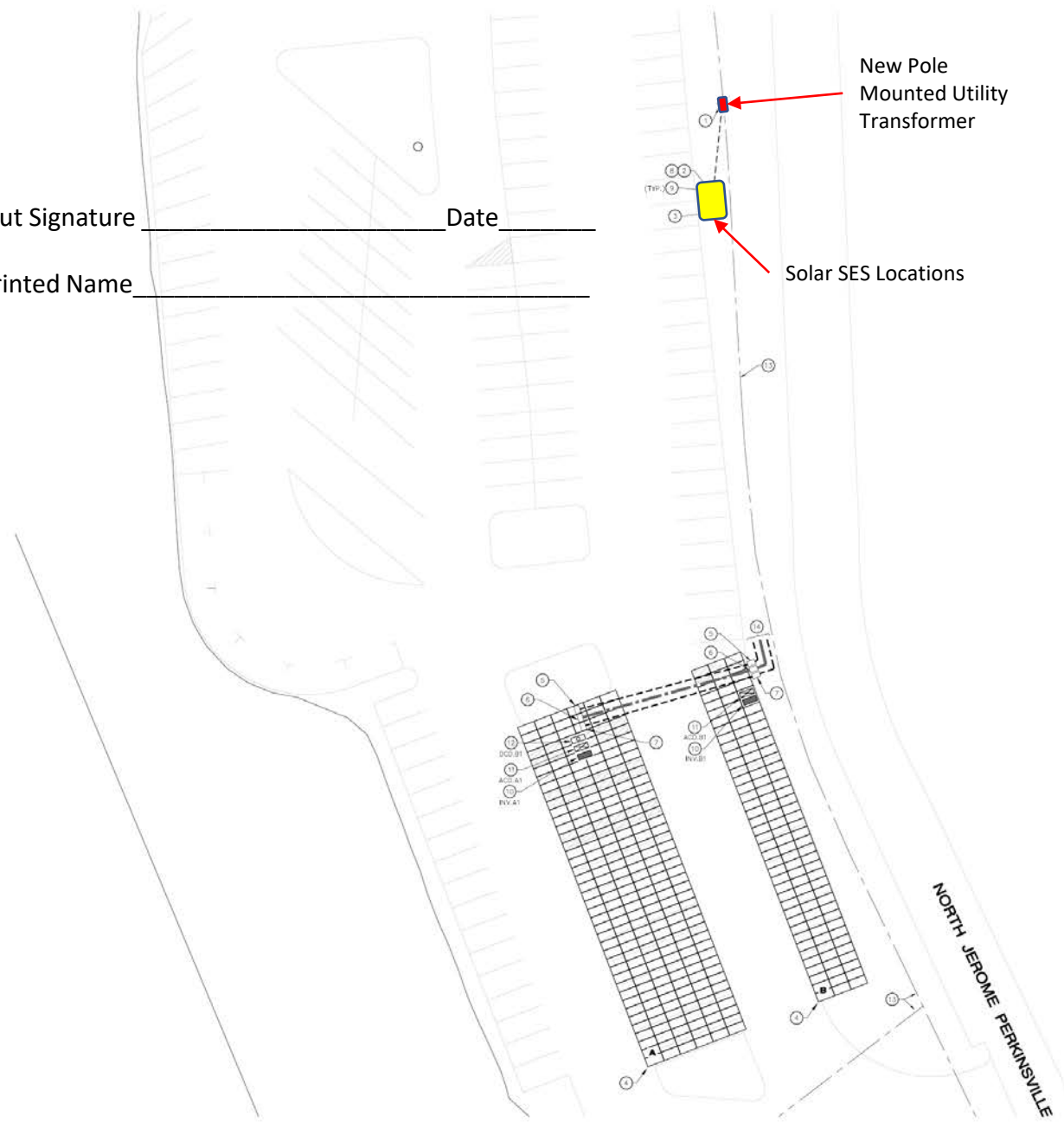
Date: _____

Date: _____

I Approve this Layout Signature _____

Date _____

Printed Name _____



New Pole Mounted Utility Transformer

Solar SES Locations

GENERAL NOTES

- A. MECHANICAL AND SAFETY PRECAUTIONS FOR OPEN CONDUCTORS < 1000V. INSTALL PV SOURCE CIRCUIT CONDUCTORS PER 250.20, 250.50, 300.37 AND 310.10. MUST BE > 2' FT ABOVE GRADE UNLESS IN TRAFFICWAYS.
- B. AC COMBINE PANEL BOARD SHALL BE MOUNTED AS A REARLY ACCESSIBLE LOCAL MEANS OF DISCONNECT. MOUNT PER NEC 110.27(B) FOR PROTECTION FROM PHYSICAL DAMAGE (VEHICULAR).
- C. PV WIRE EXPOSED BETWEEN ARRAYS SHALL BE PROTECTED WITH CABLE PROTECTION, E.G. COVERED BARREL BRAY OR EQUIVALENT.
- D. ELECTRICAL SYSTEMS SHALL COMPLY TO NEC.
- E. UTILITY HAS 24-HR UNRESTRICTED ACCESS TO ALL PHOTOVOLTAIC SYSTEM COMPONENTS LOCATED AT THE SERVICE ENTRANCE.
- F. WORKSPACE IN FRONT OF THE AC ELECTRICAL SYSTEM COMPONENTS SHALL BE IN ACCORDANCE WITH UTILITY AND NEC REQUIREMENTS. FOR APS REQUIREMENTS REFERENCE SECTION 300 OF THE APS E&M & SECTION 8.2 OF THE APS INTERCONNECTION REQUIREMENTS FOR ROP. SEE ELECTRICAL SERVICE SCHEMATICS INTERCONNECTION GUIDELINES (GENERAL PV INTERCONNECTION USING QUALITY INTERACTIVE INVERTERS). FOR TOP A LANDSCAPE. REFERENCE THE ELECTRIC SERVICE REQUIREMENTS (ESR) FOR CLEARANCES, MINIMUM OR MAXIMUM EQUIPMENT HEIGHTS, AND SITE PARAMETERS.
- G. FOLLOW ELECTRICAL WIRE NEUTRALIZATION REQUIREMENTS BETWEEN WATER AND GAS EQUIPMENT FOR APS REFERENCE SECTION 301.0 OF THE APS E&M FOR 80% REFERENCE SECTION 5 "CLEARANCES" OF THE TECHNICAL INTERCONNECTION REQUIREMENTS.

SYMBOLS LEGEND

[Square]	INV-A1	INVERTER
[Circle]	DCD-A1	DC DISCONNECT
[Circle]	ACD-A1	AC DISCONNECT
[Dashed line]		NEW COMMUNICATIONS CABLE
[Dotted line]		NEW CONDUIT/NEW CONDUCTORS FOR NEW PV SYSTEM

EQUIPMENT NOTES

- 1 EXISTING POLE MOUNTED UTILITY TRANSFORMER.
- 2 NEW PV SWITCHGEAR "30"-31" WITH PV SYSTEM SERVICE DISCONNECT, UTILITY DISCONNECT, PV METER, AND PV AC COMBINE.
- 3 NEW MONITORING SYSTEM, DATA LOGGER AND LAN COMMUNICATION.
- 4 NEW PV ARRAY.
- 5 NEW UNDERGROUND PULL BOX AS REQUIRED FOR PV POWER BACKFEED. INSTALL PER NEC 314.3 (D).E.
- 6 NEW UNDERGROUND PULL BOX AS REQUIRED FOR DATA. INSTALL PER NEC 314.3 (D).E.
- 7 NEW UNDERGROUND PULL BOX AS REQUIRED FOR MOUNTING. INSTALL PER NEC 314.3 (D).E. REFER TO SHEET P&D FOR ADDITIONAL INFORMATION.
- 8 3'-0" ELECTRICAL EQUIPMENT WORKING CLEARANCE. (NEC 110.28)
- 9 PROVIDE PPE COLLARS 3'-0" O.C. (MAX) IN FRONT OF ELECTRICAL EQUIPMENT MAINTAIN 3'-0" CLEARANCE IN FRONT OF ELECTRICAL EQUIPMENT. TYPICAL. SEE DETAIL PV 2-0 FOR ADDITIONAL INFORMATION.
- 10 NEW STRING INVERTER WITH DC DISCONNECT AND COMBINE TYP.
- 11 NEW STRUCTURE AC DISCONNECT SWITCH.
- 12 NEW STRUCTURE DC DISCONNECT SWITCH.
- 13 PROPERTY LINE.
- 14 CONTINUED TO SWITCHGEAR "30"-31" & DATA MONITORING SYSTEM.

SYMBOLS LEGEND

[Symbol]	[Label]
----------	---------

UTILITY ACCESS:
UTILITY HAS 24-HR UNRESTRICTED ACCESS TO ALL PHOTOVOLTAIC SYSTEM COMPONENTS LOCATED AT THE SERVICE ENTRANCE.

ELECTRICAL CONTRACTOR SHALL NOTIFY DESIGNER/ENGINEER PRIOR TO ANY DEVIATION FROM THIS SET OF ELECTRICAL DESIGN PLANS. ANY CHANGES TO THE DESIGN, IF APPROVED BY ENGINEER, WILL REQUIRE REVISIONS TO PLANS AND POSSIBLE ADDITIONAL SERVICE FEE.

WORK SAFELY TODAY

THIS DRAWING IS CONFIDENTIAL AND SHALL NOT BE USED OR REPRODUCED IN ANY PART WITHOUT WRITTEN CONSENT OF PINNACLE WEST CAPITAL CORPORATION.



**PV ELECTRICAL PLANS FOR
TOWN OF JEROME**
600 CLARK STREET JEROME, AZ
139,080 W DC - 125,000 W AC

PRELIMINARY NOT FOR CONSTRUCTION
Expires: 12/31/2024

HDC Project Number:
20069
Project Designer / Contact:
RANDY DUNTON
Project Designer:
CURT DÜROGGER

**75% SET
NOT FOR CONSTRUCTION**
THE CORRECT SIZE FOR THIS SHEET IS 24" x 36"

SHEET NAME: ENLARGED SITE PLAN

NO.	DATE	REVISION	DRN	CHK	INVT	APP'D	R.A.



SCALE: XXXX DATE: 7-27-2024

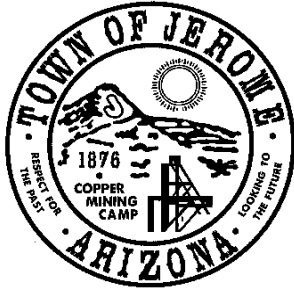
DRN	SD	ESD	APP'D	CHK	APPROVED	BY	DATE

DESIGNED/ APPROVED BY: XXX
DATE: 7-27-2024
PROJECT NO: 20069
SHEET NO: 11
SUBSHEET NO: 11
SHEET: PV-1.1

PV PLANT ENLARGED SITE PLAN

SCALE: 1"=10'-0"





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 #9C: AUTHORIZING SALE AT AUCTION**
Council may authorize the sale at public auction (PublicSurplus.com) of a 2001 Jeep Cherokee no longer needed for public use.

MEETING DATE: June 9, 2020

We have a 2001 Jeep Cherokee that has been passed among departments for years and is no longer serving us effectively. Marty Boland has recommended that it be sold at auction with an opening bid of \$1,000.

Here is the information:

- 150,372 miles
- VIN 1J4FF48SX1L591292
- Runs well except for cylinder 1 misfire. Has a new power control module and five new injectors.
- Comes with extra coil pack.

Requesting approval by Council to list this at auction on PublicSurplus.com.





JEROME POLICE DEPARTMENT

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



June 2, 2020

TO: Honorable Mayor and Jerome Town Council

FROM: Allen L. Muma, Chief of Police

The attached daily report has nothing out of the ordinary, with the exception of a listing I created for COVID-19 related complaints.

Business has started to increase since the governor lifted some of the restrictions he had in place. We actually observed a noticeable increase in visitors for two weekends before he loosened up the restrictions. So far it has been relatively quiet considering the abrupt increase in tourists. Our biggest problem seems to be related to the alcohol sales, and the people who don't understand the current law as related to the governor's orders.

The parking kiosks are generating revenue again. The revenue for May was \$10,837.30, (with the first half only bringing in \$1,589.35) compared to \$449.00 for the entire month of April. The month of May actually had the single highest day of revenue so far at \$1,1108.00, and the current total for kiosk revenue since the install is \$100,571.05.

While we encountered a lot of rumors concerning the governor's last order establishing a curfew, we stayed on top of it. We did increase patrol coverage for a period of time to 24 hours, in order to insure the safety of our community. Our biggest job was staying ahead of the rumors and putting out rumors, all while keeping the everybody safe, and at this point I feel the officers and staff of the Jerome Police Department have done an exceptional job doing just that.

Respectfully,

Allen L. Muma
Chief of Police



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

Date : 06/04/2020
Page : 1
Agency : JPD

Calls For Service Totals By Call Type

05/01/2020 to 05/31/2020

Call Type	Totals	
205	Trespass	2
215	Drug Related	1
247	Civil Problem	1
471	Fraud / Bad Checks	1
476	Animal Control Problem	1
500	Welfare Check	1
54A	Intoxicated Individual	1
647A	Suspicious Person	1
692	DUI	1
903	Follow-Up	8
908F	Found Property	8
908L	Lost or Stolen Property	7
918	Mentally Ill Person	1
927	Unknown Trouble	2
961	Accident - No injuries	1
AA	Agency Assist	5
ACP	Assist Cottonwood PD	1
ACPD	Assist Clarkdale PD	10
AF	Assist Fire Department	2
AYCSO	Assist YCSO	1
CA	Citizen Assist	3
COV19	Covid 19 Related	10
DIS	Disorderly Conduct	3
ES	Escort Services	1
FP	Foot Patrol	4
FPF	Fingerprinting	2
HSE	Hampshire Speed Enforcement	5
HUC	911 Hang Up Call	1
INFO	Information	1
K9T	K9 Training	2
LIT	Littering	1
NOISE	Noise Complaint	1
NV	Noise Violation / Town Code	4
OA	Officer Assist	1
OT	Oversize Truck	10
PARKV	Parking Violation	10
PE	Parking Enforcement	14
REC	Reckless Driver	1



JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 06/04/2020

Page : 2

Agency : JPD

Calls For Service Totals By Call Type

05/01/2020 to 05/31/2020

Call Type	Totals
SA Sexual Assault	1
SC Security Check	19
SS Suspicious Situation	4
T/S Traffic Stop	3
TCD Traffic Control Duties	2
TF Trip & Fall / Slip & Fall	1
TI Threats & Intimidation	1
TO Traffic Offense	2
TRN Training	2
VM Vehicle Maintenance	1
Grand Total for all calls	166



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS COUNCIL STAFF REPORT June 9, 2020

Subject: Update on the Community Garden
Prepared by: John Knight, Zoning Administrator

Staff is moving forward with the planning and design for the community garden.

Board Review: As requested by Council, staff did a courtesy review of the conceptual design with both the Planning and Zoning Commission (on June 3rd) and Design Review Board (on June 8th). The boards made several suggestions for fence designs and requested that they have an opportunity to review the final design of the garden.

Survey: The survey posted on the Town website has received 31 responses. Nearly all of the responses are positive. A copy of the survey responses is attached. Some items to note:

- 90% of those surveyed think the garden is a good idea.
- 65% are willing to donate labor. Many offered to donate tools, building materials and other resources.
- 69% are interested in having a garden bed.
- Over 50% were open to paying a small fee.

Next Steps: Staff is working on setting up a meeting at the site with all interested parties the morning of Saturday, June 20th. A flyer will be posted on the Town website, Facebook, and posted at key locations like the post office. A copy of the flyer will also be sent electronically so it can be forwarded to others that might be interested.

Attachment – Preliminary Survey Results

UPGRADE

CREATE SURVEY

johnny2plat

Community Garden Survey



SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES → **ANALYZE RESULTS** → PRESENT RESULTS

EXPORTS

PAID FEATURE
Export your survey data in .PDF, .XLS, .CSV, .PPTX, or SPSS format.

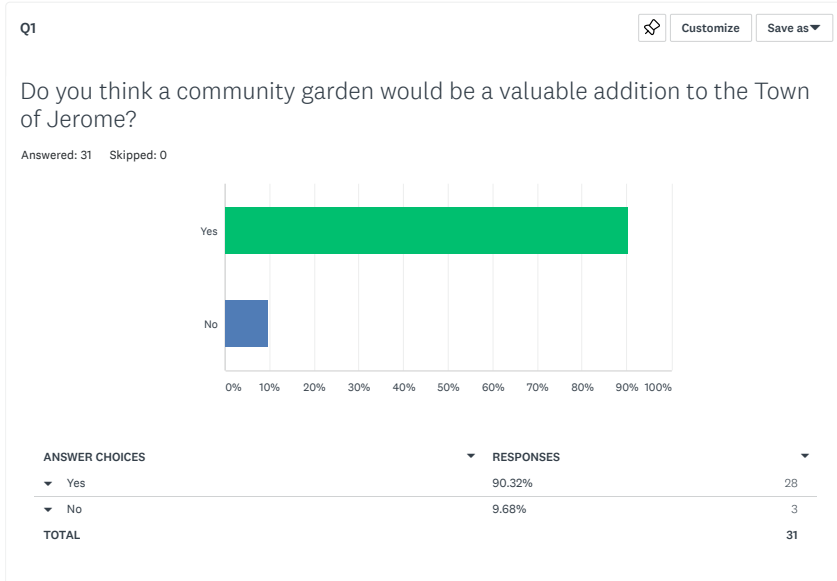
UPGRADE [Learn more »](#)

RESPONDENTS: 31 of 31

SAVE AS

QUESTION SUMMARIES INSIGHTS AND DATA TRENDS INDIVIDUAL RESPONSES

Page 1



Q2 Save as

What items or features do you think are important in a community garden?

Answered: 30 Skipped: 1

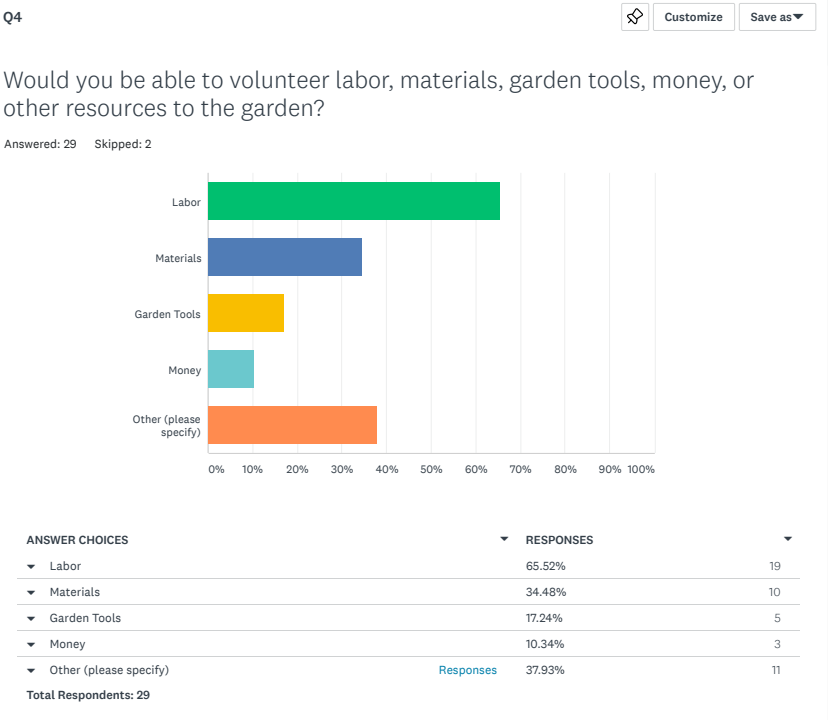
RESPONSES (30) WORD CLOUD TAGS (0) Sentiments: OFF

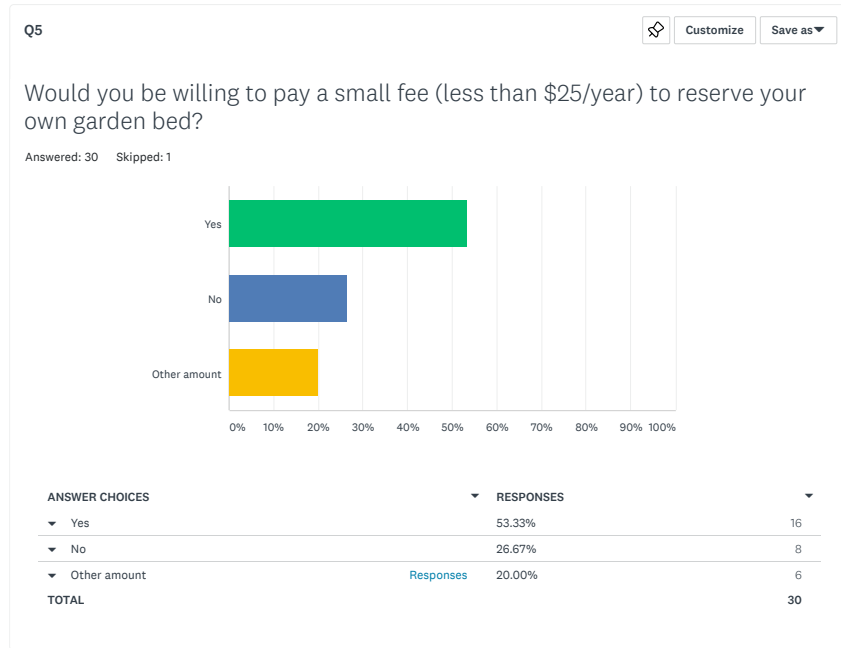
Apply to selected Filter by tag

Showing 30 responses

- 4/27/2020 6:03 PM View respondent's answers Add tags
- Fruit trees and abundant vegetables such as zucchini. Timered watering and protection from wild life. 4/27/2020 4:47 PM View respondent's answers Add tags
- Organic food, perennial herbs, consistent caretaking, protection from critters 4/27/2020 3:58 PM View respondent's answers Add tags

- Organic and pesticide-free. Availability to do education and community/school outreach.
 4/27/2020 3:48 PM [View respondent's answers](#) Add tags ▾
- protection from pests like a locking fence
 4/27/2020 12:26 PM [View respondent's answers](#) Add tags ▾





Q6 Save as

Do you have any other suggestions for the garden?

Answered: 26 Skipped: 5

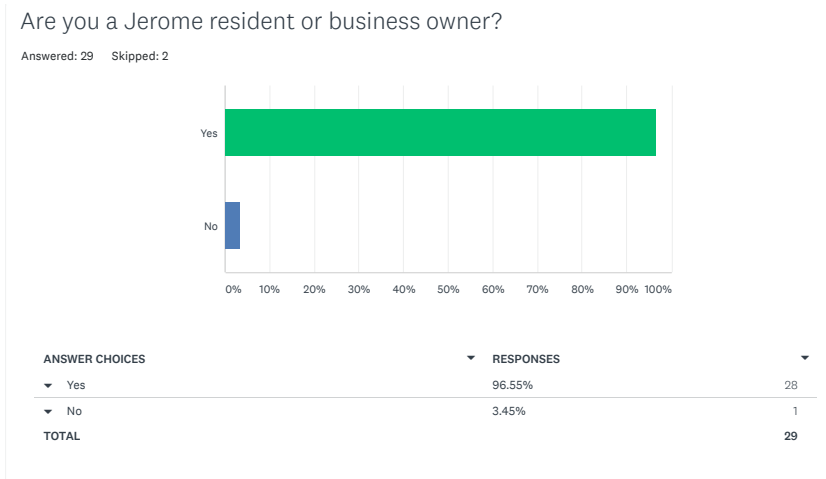
RESPONSES (26) WORD CLOUD TAGS (0) Sentiments: OFF

Apply to selected Filter by tag Search responses

Showing 26 responses

- no
5/15/2020 5:23 PM View respondent's answers Add tags
- Create a committee or council appointed a committee to do research and organization before finalizing a site
5/8/2020 3:31 PM View respondent's answers Add tags
- Remember to have local input on vegetable choices.
5/3/2020 7:19 PM View respondent's answers Add tags
- If you decide on fruit trees, know that Jerome already has more than enough apricot trees . My peach always seems to be fighting thrips. My plum is as productive as my apricot (very!). But fruit trees would shade some of the raised beds. What grows best here from includes: tomatoes, peppers, squash, cucumbers, radish, beets, carrots, strawberries (and somewhat protected) greens, onions.
5/3/2020 7:05 AM View respondent's answers Add tags

Q7 Customize Save as



Q8

Would you like us to contact you? If so, please leave your contact info. below.

Answered: 17 Skipped: 14

Save as

ANSWER CHOICES	RESPONSES
Name	Responses 100.00% 17
Company	Responses 11.76% 2
Address	Responses 64.71% 11
Address 2	Responses 23.53% 4
City/Town	Responses 70.59% 12
State/Province	Responses 70.59% 12
ZIP/Postal Code	Responses 70.59% 12
Country	Responses 0.00% 0
Email Address	Responses 82.35% 14
Phone Number	Responses 64.71% 11

ENGLISH

